

2014 CENTRAL SHOPS CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

PREPARED BY: DAN COLEMAN

DATE: 4/14/2014

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1. INTRODUCTION

GSA Fleet Management / Central Shops is at the forefront of the City's efforts to reduce the impact of our vehicle operations. We support fleet-reduction efforts by tracking vehicle usage and disposal of older and under-used vehicles across multiple agencies. We supply biodiesel and CNG fuel, and enforce City purchasing requirements for alternative-fuel vehicles. We track and report to CARB the status of the City's on and off-road diesel fleet, and work with departments to retire or retrofit older equipment to reduce emissions and comply with state law. We enable and encourage departments to substitute carsharing, carpooling and electric vehicles for single-user conventionally-fueled vehicles. We network with outside agencies to obtain funding for electric vehicles and chargers.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The mission of Fleet Management/Central Shops is to provide timely, quality and cost-effective fleet solutions for a sustainable City.

2B. DEPARTMENTAL BUDGET

\$30,000,000

2C. NUMBER OF EMPLOYEES

99

2D. FACILITIES

Our facilities consist of 5 vehicle repair shops (addresses and square footage in the table below).

Our main shop on Jerrold consists of 3 buildings, including management office space and repair shops dedicated to light duty, heavy trucks and equipment, fire trucks, machine shop (for fabrication of valves for Fire and PUC and maintenance of various City facilities) and maintenance/fabrication of custom wood ladders for the Fire Department.

The other 4 shops are largely dedicated to Police/DPT, DPW, Rec & Park and Port vehicle repair, and are located on those departments' properties. The Bryant shop includes a gasoline station, and the MLK and Chavez shops include fuel stations that dispense CNG, propane and biodiesel blend in addition to gasoline.

1800 Jerrold	77,961square feet
850 Bryant	4360 square feet
100 MLK Drive	9271 square feet
2323 Cesar Chavez	1928 square feet
Pier 50	4500 square feet

2E. VEHICLES

Our fleet consists of 16 pickups and vans, plus 1 tow truck, 1 electric SUV, 5 electric carts, 2 gas carts, and a couple of propane-powered forklifts. We use the vehicles mainly for carrying parts and personnel between our locations and our customers' locations and vehicles. We reduced our fleet by 2 pickups and 2 cars in 2012, covering all of our fleet-reduction required under HACTO for the four years it covers. In 2013, we further reduced our fleet by 2 carts.

In addition to the vehicles operated by Central Shops, we are the designated custodian of all 650 light duty passenger vehicles operated by general government departments (General Funded, non-Safety). Under the direction of the City Administrator, we are engaged in a long-term effort to identify opportunities to reduce this fleet through inter-departmental pooling, and to replace its older, more polluting vehicles with new, lower- and zero-emissions vehicles.

2F. DEPARTMENTAL CONTACT INFORMATION

Department Climate Action Plan contact: Dan Coleman (email dan.coleman@sfgov.org, phone 550-4636), Fleet Analyst, with experience planning and implementing major fleet greening and reduction initiatives.

Department Energy Conservation liaison: Dave Del Grande (email dave.del.grande@sfgov.org, phone 550-4603), Director of Operations, has managed our facilities long-term and coordinated energy audits and numerous conservation and greening initiatives.

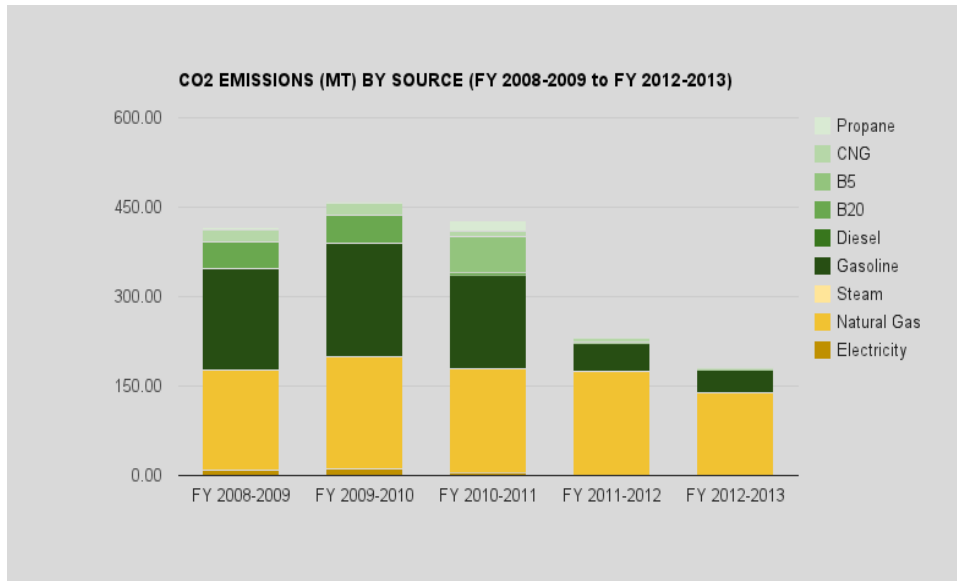
2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

Central Shops does not have any other sustainability plan besides this Departmental Climate Action Plan.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

Our total CO2 emissions have steadily declined by 61% over the past 4 years, from 459 metric tons in FY10 to just 181 in FY13. For FY13, 139 metric tons of CO2 emission are from building energy (all natural gas, since PUC electricity is zero-emissions). The remaining 41 tons of CO2 emission are from the non-electric part of our own departmental fleet (unleaded and CNG, and 1 biodiesel truck).

FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)					
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Total CO2 (mt)	416	459	427	230	181



3A. FACILITIES LIST VERIFICATION STATEMENT

The facilities list in Google Docs has been verified by the Climate Liaison.

3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

GHG Emissions from Electricity, FY13: 641,424 kWh consumed, 0 metric tons of CO2.

GHG Emissions from Natural Gas, FY13: 26,246 therms consumed, 139 metric tons of CO2.

3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption					
Emission Source (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	766,709	677,483	678,786	665,201	641,424
Natural Gas (th)	31,688	35,508	32,743	32,903	26,246
Steam (lbs)	0.00	0.00	0.00	0.00	0.00

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	8.44	11.83	4.69	0.00	0.00
Natural Gas	168.17	188.44	173.77	174.62	139.29
Steam	0.00	0.00	0.00	0.00	0.00
Total Facilities Energy CO2 (mt)	176.61	200.27	178.46	174.62	139.29

Total CO2 emissions from Building Energy has declined by 21% over the past 5 years.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The vehicle and fuel data in Google Docs has been verified by the Climate Liaison.

3E. FISCAL YEAR 2012-2013 VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

GHG Emissions from Gasoline, FY13: 4,228 gallons consumed, 37.24 metric tons CO2.

GHG Emissions from CNG, FY13: 109 GGE consumed, 0.66 metric tons CO2.

GHG Emissions from Biodiesel (B5), FY13: 257 gallons consumed, 2.48 metric tons CO2.

GHG Emissions from Propane, FY13: 188 gallons consumed, 1.09 metric tons CO2.

3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption					
Fuel Type (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline (gal)	19,365	21,455	17,834	5,327	4,228
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	5,559	5,936	616	0	0
B5 (gal)	0	0	6,137	183	257
CNG (GGE)	3,137	3,115	1,814	1,023	109
Propane (gal)	706	432	2,870	130	188

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel

Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline	170.55	188.97	157.07	46.92	37.24
Diesel (or equivalent)	0.00	0.00	0.00	0.00	0.00
B100 equivalent	0.00	0.00	0.00	0.00	0.00
B20	45.13	48.19	5.00	0.00	0.00
B5	0.00	0.00	59.16	1.77	2.48
CNG	19.15	19.02	11.07	6.25	0.66
Propane	4.09	2.50	16.61	0.75	1.09
Total Mobile Fuel CO2 (mt)	170.55	188.97	157.07	46.92	37.24

Total carbon emissions from mobile combustion have decreased 83% over the past 5 years. Some factors in this success are: fleet reduction (33% of light-duty vehicles), increased use of electric vehicles, and trip reduction.

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

Central Shops replaced all lighting at our locations several years ago with the most efficient fixtures available. We have also installed a number of electric vehicle chargers. Over the next 2 years we will be relocating our main shop and office, and we will make sure the new facility conforms to all applicable standards for energy efficiency.

4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

In order to comply with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SF Environment Code Chapter 20), Central Shops assisted the SFPUC in producing the 2012 Energy Benchmarking Report for San Francisco Municipal Buildings by:

- Verifying our department's list of facilities.
- Verifying the existing facility data for each location (such as year built, gross square footage, and building type).
- Providing updated occupancy data specific to the primary EPA ENERGY STAR building category (such as weekly operating hours, number of workers on main shift, and if applicable, additional information on the facility, subspaces, and parking areas).

The 2012 Energy Benchmarking Report is available at

<http://sfwater.org/modules/showdocument.aspx?documentid=4139>

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report
Corporation Yard / Vehicle Repair	2	29

As the table below shows, our 2 benchmarked facilities' Energy Use Intensity numbers are well below the City average, and have improved since 2011.

Facility Type: Service, Repair & Storage; Corporation Yard / Vehicle Repair	Year Built	Building Area (sq. ft.)	Annual Energy Use Intensity (EUI)	EUI Change Since 2011
Hall of Justice Gas Station	1959	4,360	56.8	-23.0%
Central Shops	1959	77,961	55.0	-1.9%
<i>San Francisco Average</i>			<i>84.3</i>	<i>-1.3%</i>

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

Central Shops has been in compliance with the requirements outlined in the Commercial Lighting Efficiency Ordinance since December 31, 2011.

4D. INFORMATION TECHNOLOGY

All PCs in Central Shops' facilities are automatically set to go into hibernation/standby mode after 20 minutes of inactivity.

Obsolete servers were replaced several years ago with Energy Star servers, and in December 2013, we replaced them with off-site servers at City Hall

4E. RENEWABLE ENERGY

Central Shops does not have any renewable energy generation projects, but we encourage and facilitate renewable energy usage for transportation City-wide, by dispensing biodiesel-blend fuel and coordinating installation of chargers for electric vehicles, using zero-GHG Hetch Hetchy power.

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of the Environment to calculate annual departmental water use has been verified by Central Shops to be accurate and complete.

5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

Central Shops' FY2012-2013 Water Consumption: 468,248 gallons, Wastewater Discharge 412,672 gallons, total cost \$30,477.

5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge				
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Water (gal)	487,696	470,492	465,256	468,248
Wastewater Discharge (gal)	438,926	423,443	418,057	412,672

Central Shops' water and wastewater use have steadily declined, by better than 1% per year, over the past 4 years.

5D. WATER CONSERVATION

We anticipate a further reduction for FY14, as we've removed our self-service car wash, in recognition of current drought conditions.

6. EFFORTS IN VEHICLE FUEL REDUCTION

6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

Central Shops is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements, and the "HACTO Submission Forms – FY 1314" is attached as Appendix A to this document.

We met our full 20% fleet reduction goal in the first year of the Ordinance, and we continue to reduce vehicles and usage where possible. We offer excellent accommodations for commuting and work use of bicycles. In addition to fleet reduction and trip reduction, we have cut GHG emissions 83% over the past 5 years by replacing gasoline and diesel vehicles with electrics, hybrids and CNG.

6B. TRANSIT FIRST CAMPAIGN

Central Shops chose the Poster & e-communications campaign option for our Transit First campaign. Because of our remote locations relative to other City offices and transit, we are concentrating on promoting rideshare. So far, we have posted the CommuteSmart and Emergency Ride Home posters.

We keep our business vehicle use to a minimum by avoiding unnecessary trips (teleconferencing), combining trips (multiple passengers coordinating tasks) and cycling when practical.

6C. BIODIESEL

Central Shops' vehicles used 257 gallons of B5 and 0 gallons of straight diesel in FY13 (we only have 1 diesel vehicle, and we don't use it much).

We are unable to use B20 because of infrastructure issues at our 2 diesel fuel stations. At the DPW yard, we require a new double-walled tank, a major capital investment which the MBO has not as yet approved. At Golden Gate Park, we are waiting for manufacturer certification of replacement parts for our pumps, so they can be used for B20.

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

This year I am committed to meeting quarterly with the ZW Coordinators and the City Government Zero Waste from SF Environment to complete this year's action items and find tangible solutions for the challenges at their locations. I will also remind the Coordinators to attend the annual workshop. The annual Waste Assessment Surveys are attached in Appendix B.

7B. CARBON SEQUESTRATION / URBAN FOREST

N/A

7C. COMMUNITY WIDE IMPACT

Although GSA Fleet Management / Central Shops doesn't interface directly with the general public, we are central to the City's acquisition of electric vehicles and chargers, raising public awareness of clean transport options. We are also, beginning next year, piloting an internship program that will introduce City youth to green transport maintenance as a career option.

7D. RESILIENCY AND ADAPTATION

N/A.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

As documented above, Central Shops' has steadily and significantly reduced our climate impact over the past 5 years, by nearly every measure. Beyond our own departmental measures, we are central to City-wide efforts to reduce fleet size, reduce emissions by replacing inefficient vehicles with optimal new technology and providing cleaner-fuel infrastructure for all City departments.

APPENDICES

APPENDIX A – HACTO Submission Forms 2013

HACTO Submission Forms 2013 #98

Department *	GSA Fleet Management / Central Shops
Name of Person Preparing Report *	Dan Coleman
Title of Person Preparing Report *	Principal Analyst
Email of Person Preparing Report *	dan.coleman@sfgov.org
Name of Department Director *	Tom Fung
Acknowledgement *	I acknowledge that the information provided is accurate.
Does your department promote or plan to promote employees to use public transit for work-related travel? *	No
What resources will your department offer? *	
Other: *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *	

What are the reasons for not encouraging or planning to encourage employees to use public transit for work-related travel? *	Due to our outlying locations, travel between facilities and to Civic Center by Muni is impractical. It would generally take at least an hour each way, which would not be a good use of employees' time.
Does your department offer employees access to bicycles for work-related travels? *	Yes
Are they part of the CityCycle program? *	Yes
How many bicycles are available? *	5
How many locations have CityCycle bikes? *	2
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:	<p>We were an early adopter of the CityCycle program (and bicycles have been available at our shops for employee business travel for many years before that). SFE has promoted bike awareness / conducted safety training to employees.</p> <p>Several employees use CityCycles and other City- and employee-owned bikes to travel between our facilities and to Civic Center, weather permitting. One employee was thwarted when a CityCycle broke down halfway to a meeting, but he continues to use his own bike for work-related travel whenever possible.</p> <p>Our satellite shop at the Port report that they use their 2 CityCycles on a daily basis. Our shops at Golden Gate Park and Hall of Justice don't have any, but would like 2, if possible.</p>
What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *	
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	Yes
What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel? *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: *	We are able to meet all our transportation needs with shared vehicles: none are individually assigned. This requires cooperative scheduling, especially as several of our vehicles are battery-electric (so charging has to be taken into account, as well).
Is your department able or have plans to host a tele-conference call? *	Yes
Is your department able or have plans be able to host a video-conference call? *	No

What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing? *	We often use tele-conferencing, but don't have funding for video equipment. If SFE can obtain funding, we would be interested.
Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *	We keep our vehicle use to a minimum by avoiding unnecessary trips (teleconferencing), combining trips (multiple passengers coordinating tasks) and cycling when practical.
Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	No
How will you promote public transit? *	
Other: *	
What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work? *	In most cases even employees who live within San Francisco would have to transfer one or more times each trip. Also, they don't feel safe walking through the Bayview District in the dark to get to the Muni.
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting public transit for commuting to/from work: *	
Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	Yes
How will you promote bicycle commuting? *	<ul style="list-style-type: none"> • Provide indoor/safe bike storage • Offer on-site showers and/or lockers
Other: *	
These bicycle-friendly resources are available at: *	All locations
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: *	Some employees are not able to always commute by bicycle due to family responsibilities (picking up child from school), but they bicycle whenever possible.
What are the reasons for not encouraging or planning to encourage employees to use bicycles for travel to/from work? *	
Does your department plan to promote the use of ridesharing for commuting to/from work? *	Yes
How will you promote ridesharing? *	<ul style="list-style-type: none"> • Encourage registration in the 511-matching program
Other: *	

The reserved space(s) are available at: *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: *	Employees have difficulty finding matches at other worksites near our facilities, but some employees carpool together.
What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work? *	
D. Does your department offer or plan to offer tele-commuting? *	No
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting: *	
What are the reasons for not encouraging or planning to encourage employees to use tele-commuting? *	Management staff occasionally work from home, but most of our employees are vehicle mechanics, and cannot do their jobs remotely.
Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: *	We offer excellent accommodations for bicycle commuting, which all employees are aware of. We also encourage employees to carpool.
Campaign Options *	2. Poster & e-communications campaign
Other	
How many vehicles is your department <i>planning to</i> remove from service in FY13-14 (July 1, 2013-June 30, 2014)? *	0
How many vehicles is your department <i>planning to</i> change the status of vehicles turned in for credit toward your vehicle reduction requirement in FY13-14 (July 1, 2013-June 30, 2014)? *	0
The number of vehicles your department plans to remove is: *	Equal to or more than the number needed to be compliant.

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APPENDIX B – Departmental Zero Waste Assessment Surveys

Name *	david del grande
Department Name *	gsa fleet mgmt / central shops
Department Division/Branch/Station *	fleet / main shop
Address *	1800 jerrold ave. san francisco, ca 94124
Phone Number *	(415) 550-4600
Email *	dave.del.grande@sfgov.org
Have you attended an annual workshop before? (these are either held at the end of January or beginning of February) *	Yes
If YES, how many times have you attended?	4
Have you promoted signing up for paperless paystubs at your office or facility? *	Yes
Does your office/facility use the Virtual Warehouse Program to see what items are available before purchasing new ones AND does your office/facility use the Virtual Warehouse Program to turn in City owned surplus items? *	Yes
How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? *	by posting flyers to encourage recycling, making sure the recycle bins are cleared and accessible
Date *	Wednesday, March 12, 2014
Time: *	3:00pm
Date *	Wednesday, March 19, 2014
Time: *	3:00pm

Date *	Wednesday, March 26, 2014
Time: *	3:00pm
Does your department distribute memorandums, handouts, flyers, brochures, etc *	Yes
I confirm that I will work to complete the above actions *	<ul style="list-style-type: none"> I agree

Name *	david del grande
Department Name *	gsa fleet mgmt / central shops
Department Division/Branch/Station *	fleet / 2323 cesar chavez
Address *	2323 cesar chavez st. san francisco, 94124
Phone Number *	(415) 550-4600
Email *	dave.del.grande@sfgov.org
Have you attended an annual workshop before? (these are either held at the end of January or beginning of February) *	Yes
If YES, how many times have you attended?	4
Have you promoted signing up for paperless paystubs at your office or facility? *	Yes
Does your office/facility use the Virtual Warehouse Program to see what items are available before purchasing new ones AND does your office/facility use the Virtual Warehouse Program to turn in City owned surplus items? *	Yes
How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? *	encouraging employee recycling, ensure that bins are cleared and

	accessible
Date *	Wednesday, March 12, 2014
Time: *	3:00pm
Date *	Wednesday, March 19, 2014
Time: *	3:00pm
Date *	Wednesday, March 26, 2014
Time: *	3:00pm
Does your department distribute memorandums, handouts, flyers, brochures, etc *	Yes
I confirm that I will work to complete the above actions *	<ul style="list-style-type: none"> I agree

Name *	david del grande
Department Name *	gsa fleet mgmt / central shops
Department Division/Branch/Station *	hall of justice
Address *	950 bryant st. san francisco, ca 94103
Phone Number *	(415) 550-4600
Email *	dave.del.grande@sfgov.org
Have you attended an annual workshop before? (these are either held at the end of January or beginning of February) *	Yes
If YES, how many times have you attended?	4
Have you promoted signing up for paperless paystubs at your office or	Yes

facility? *	
Does your office/facility use the Virtual Warehouse Program to see what items are available before purchasing new ones AND does your office/facility use the Virtual Warehouse Program to turn in City owned surplus items? *	Yes
How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? *	encourage employee recycling and ensure bins are clear and accessible
Date *	Wednesday, March 12, 2014
Time: *	11:30am
Date *	Wednesday, February 19, 2014
Time: *	11:30am
Date *	Wednesday, February 26, 2014
Time: *	11:30am
Does your department distribute memorandums, handouts, flyers, brochures, etc? *	Yes
I confirm that I will work to complete the above actions *	<ul style="list-style-type: none"> I agree

Name *	david del grande
Department Name *	gsa fleet mgmt / central shops
Department Division/Branch/Station *	fleet / golden gate park
Address *	100 mlking dr. san francisco, ca 94116
Phone Number *	(415) 550-4600

Email *	dave.del.grande@sfgov.org
Have you attended an annual workshop before? (these are either held at the end of January or beginning of February) *	Yes
If YES, how many times have you attended?	4
Have you promoted signing up for paperless paystubs at your office or facility? *	Yes
Does your office/facility use the Virtual Warehouse Program to see what items are available before purchasing new ones AND does your office/facility use the Virtual Warehouse Program to turn in City owned surplus items? *	Yes
How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? *	encouraging employees to recycle, ensure that recycle bins are clear and accessible
Date *	Wednesday, March 12, 2014
Time: *	1:00pm
Date *	Wednesday, March 19, 2014
Time: *	1:00pm
Date *	Wednesday, March 26, 2014
Time: *	1:00pm
Does your department distribute memorandums, handouts, flyers, brochures, etc *	Yes
I confirm that I will work to complete the above actions *	<ul style="list-style-type: none"> I agree