

# 2014 DEPARTMENT HEALTH SERVICE SYSTEM CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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# 1. INTRODUCTION

This is the third annual Departmental Climate Action Plan (DepCAP) prepared by the Health Service System. For Fiscal Year 2012-2013, the department's carbon footprint consists of the consumption of energy at our single facility on the 2<sup>nd</sup> Floor of 1145 Market Street. Through adherence to the City's policies regarding sound environmental usage, transit, and green purchasing, Health Service System is doing its best to protect the environment per the San Francisco Environment Code Chapter 9.

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

The Health Service System of the City & County of San Francisco is dedicated to preserving and improving sustainable, quality health benefits and to enhancing the well-being of employees, retirees and their families. The Health Service System is the primary administrator of health, dental and other non-retirement benefits for 107,000 active employees, retirees and their respective eligible dependents of the City and County of San Francisco, the San Francisco Unified District, the Community College District, and the San Francisco Superior Court.

### 2B. DEPARTMENTAL BUDGET

HSS will oversee a budget of \$750 Million for the Health Service Trust Fund with an additional \$9 Million Administrative budget for FY 2013-14.

### 2C. NUMBER OF EMPLOYEES

HSS current is budgeted for and maintains 42 full-time employees.

### 2D. FACILITIES

For FY1213 HSS occupied the 2<sup>nd</sup> Floor of 1145 Market Street, a non-city owned building, comprised of roughly 13,000 square feet. After March 2014, HSS will occupy the 1<sup>st</sup> and 3<sup>rd</sup> floors of 1145 Market Street. All facility needs are managed by the building owner.

### 2F. DEPARTMENTAL CONTACT INFORMATION

Health Service System Director:  
Catherine Dodd, RN, PhD

Climate Liaison & Zero Waste Coordinator:  
Brian J Rodriguez, HSS Information Systems Administrator.

## 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

### 3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of the Environment to calculate the FY 12-13 Departmental Carbon Footprint has been verified by Health Service System to be complete and accurate.

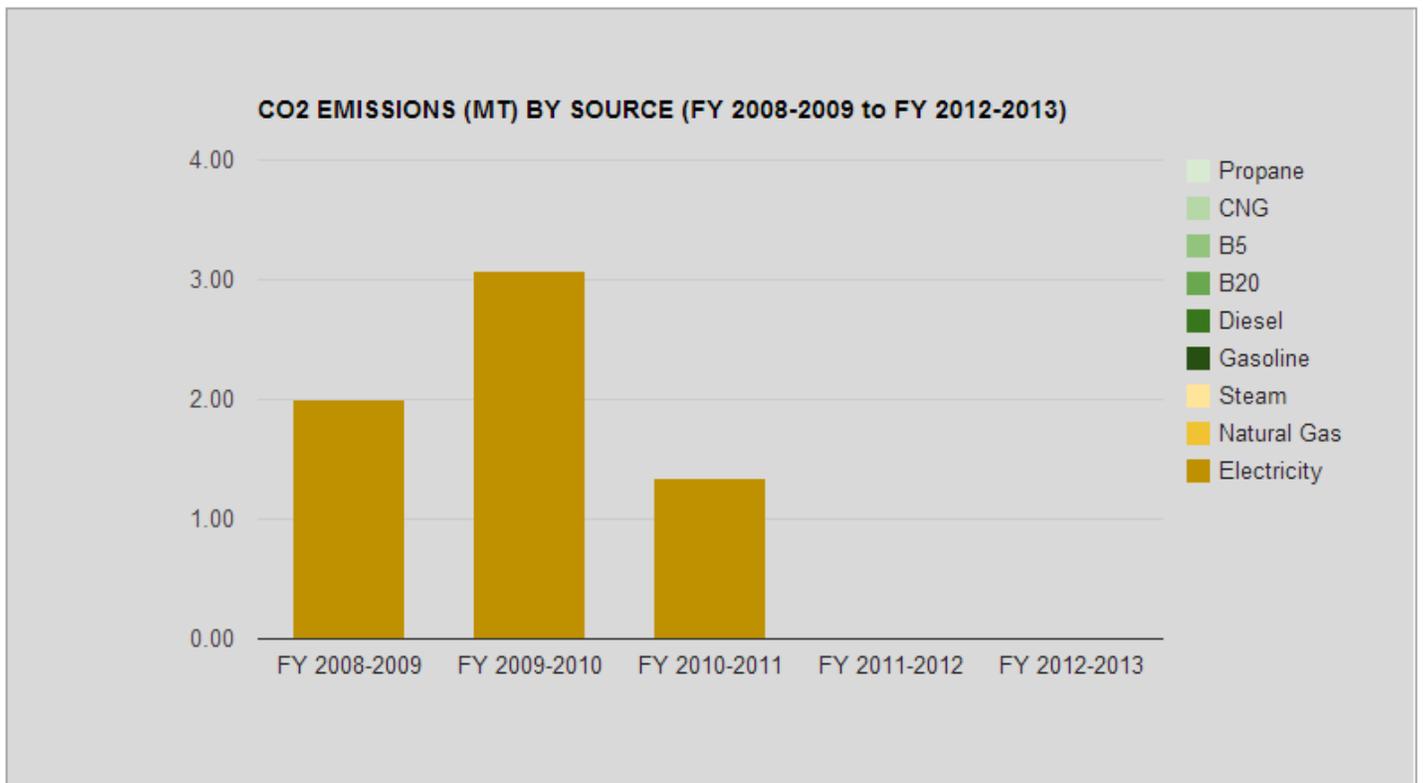
For Fiscal Year 2012-2013, Health Service System's total operational greenhouse gas (GHG) emissions was 0 metric tons of CO<sub>2</sub>. The San Francisco Public Utilities Commission (SFPUC) is the electricity provider for City and County of San

Francisco municipal facilities and other retail customers. The SFPUC’s generation portfolio includes hydroelectric power from the Hetch Hetchy Power System as well as in-city solar and biogas generation. Therefore, in calendar year 2011 and 2012, electricity supplied to SFPUC municipal customers (such as HSS) had a Greenhouse gas (GHG) emissions factor of zero. The GHG emissions calculated from the department’s consumption of facilities energy.

Below is a 5 year summary of the HSS’ annual operational CO2 emissions in both table and chart format.

CO2 Emissions By Source (FY 2008-2009 TO FY 2012-2013)					
ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)					
Emission Source Detail (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	2.00	3.07	1.34	0.00	0.00
Natural Gas	0.00	0.00	0.00	0.00	0.00
Steam	0.00	0.00	0.00	0.00	0.00
<b>Total Building Energy CO2 (mt)</b>	<b>2.00</b>	<b>3.07</b>	<b>1.34</b>	<b>0.00</b>	<b>0.00</b>
Gasoline	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00
B5	0.00	0.00	0.00	0.00	0.00
CNG	0.00	0.00	0.00	0.00	0.00
Propane	0.00	0.00	0.00	0.00	0.00
<b>Total Mobile Fuel CO2 (mt)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total CO2 (mt)</b>	<b>2.00</b>	<b>3.07</b>	<b>1.34</b>	<b>0.00</b>	<b>0.00</b>

As shown in the chart below, HSS achieved a complete reduction of CO2 emissions with the city’s use of clean power.



In March of 2014 Health Service System will move to the 1<sup>st</sup> and 3<sup>rd</sup> floors of 1145 Market Street, increasing the total square footage occupied by 6000 square feet to approximately 19,000 square feet. While we do anticipate an increase in

total energy usage, these new facilities will be LEED Gold Certified. Therefore HSS will have a lesser environmental impact in its new space.

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

HSS' total facility electricity for FY 12-13 is 161,828 kWh consumed with 0 metric tons of CO2 consumed.

HSS does not use any steam energy.

Since HSS occupies a floor in a privately owned building at 1145 Market Street no information is available for Natural Gas usage.

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

The table below demonstrates HSS total energy consumption over the last 5 years. While there was an increase in usage from FY 09-10 to 10-11, HSS attained an 11% reduction in energy consumption from FY 11-12 to FY 12-13 by removing old and obsolete IT hardware and implementing more energy conscious practices throughout the office.

Consumption By Source (FY 2008-2009 TO FY 2012-2013)					
ANNUAL DEPARTMENTAL CONSUMPTION					
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	180,658	177,951	186,220	182,865	161,828
Natural Gas (th)	0	0	0	0	0
Steam (lbs)	0	0	0	0	0
Water (gal)		0	0	0	0
Wastewater Discharge (gal)		0	0	0	0
Gasoline (gal)	0	0	0	0	0
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	0	0	0	0	0
B5 (gal)	0	0	0	0	0
CNG (GGE)	0	0	0	0	0
Propane (gal)	0	0	0	0	0

## 4. EFFORTS IN FACILITIES ENERGY REDUCTION

### 4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

Health Service System occupies a floor in a privately owned building managed by the Real Estate Division and does not own any buildings.

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

Health Service System occupies a floor in a privately owned building managed by the Real Estate Division and does not own any buildings.

### 4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

Health Service System occupies a floor in a privately owned building managed by the Real Estate Division and does not own any buildings.

### 4D. INFORMATION TECHNOLOGY

Health Service System has replaced all of its aged desktop systems and LCD displays with Energy Star compliant systems for maximum energy efficiency and conservation. HSS' servers are also Energy Star compliant and the IS Administrator

has implemented a Microsoft Hyper V virtualization server to virtualize four servers to decrease energy usage in the HSS data center. The IS Administrator continually monitors and adjusts systems to maximize energy efficiency and eliminate energy waste.

#### **4E. RENEWABLE ENERGY**

Health Service System occupies a floor in a privately owned building managed by the Real Estate Division and does not own any buildings. All energy is provided by the SFPUC.

#### **4F. GREEN BUILDING**

In March 2014 Health Service System will move from existing space at 1145 Market Street, 2<sup>nd</sup> floor to the 1<sup>st</sup> and 3<sup>rd</sup> Floors. This will include HSS moving into LEED Gold Certified facilities to take advantage of all the associated advantages LEED certification affords such as reduced energy usage and improved energy efficient lighting.

## **5. EFFORTS IN WATER USE REDUCTION**

#### **5A. WATER DATA VERIFICATION STATEMENT**

Health Service System occupies a floor in a privately owned building at 1145 Market Street and therefore individual water usage data is not available.

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

Health Service System occupies a floor in a privately owned building at 1145 Market Street and therefore individual water usage data is not available.

#### **5D. WATER CONSERVATION**

In March 2014 Health Service System will move from existing space at 1145 Market Street, 2<sup>nd</sup> floor to the 1<sup>st</sup> and 3<sup>rd</sup> Floors. This will include HSS moving into LEED Gold Certified facilities to take advantage of all the associated advantages LEED certification affords such as low flow water fixtures and restrooms.

## **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.

Health Service System 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.

HSS continues to encourage all of its employees to partake in the Commuter Benefit program and avoid solo driving to work. HSS Management strongly recommends that all employees utilize carpools and transit for commute travel, especially since HSS is located adjacent to the Civic Center Metro and BART station entrance. In 2014 HSS Management

would like to implement a department wide MUNI token/Fast Pass program to further encourage transit usage for work related travel.

## 6B. TRANSIT FIRST CAMPAIGN

HSS selected the Poster & E-communications campaign where each month we'll all focus on a Transit First initiative. This will include:

1. Posters for break rooms and gathering places.
2. Email blasts about the various programs available.
3. Talking Points to discuss with all department employees emphasizing the importance of the campaign.

The schedule for this campaign includes communicating various features of the program such as:

February – Ride Matching (Complete)

March – Emergency Ride Home (Complete)

April – Pre-Tax Commuter Benefits Program

May – CityCycle or Bike to Work

June – Public Transit at Work (Tokens)

HSS continues to encourage all of its employees to partake in the Commuter Benefit program and avoid solo driving to work since HSS is outside the Civic Center Metro and BART station entrance as well as many MUNI bus stops

## 7. OTHER SUSTAINABLE PRACTICES

### 7A. ZERO WASTE

Brian Rodriguez and Seretha Gallaread are the Zero Waste Coordinators and will continue to work with those from SF Environment to complete this year's action items and find tangible solutions for the challenges at their locations. They will also attend the annual workshop. HSS' annual Waste Assessment Survey is attached as Appendix B.

### 7C. COMMUNITY WIDE IMPACT

The Health Service System must comply with federal regulations that govern notification of health benefits. In particular we must notify employees and retirees annually about all the plans that are available, the premium rates, and other pertinent information each year during Open Enrollment.

In order to receive information electronically, federal law states employees and retirees must actively consent, and that consent must be re-asserted each year. If consent is given the individuals are allowed, on an annual basis, to dictate their preferred email address. Currently there is no system in place, including what is available through eMerge, with the ability to flag whether an individual has given consent. eMerge also does not have the capacity to store multiple email addresses. To comply with regulations, we would need two fields. One for the employee's work email and a second field for their preferred benefits communication email, if it differs from the work email.

The City & County does not yet have online benefits enrollment, like 99% of other employers, public and private do have. Until we have online enrollment, and some manner of tracking consent for electronic delivery, we are required to mail Open Enrollment packets each year.

When printing our materials we use 100% recycled paper that is forest friendly with 30% post-consumer waste. We also print with soy inks.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

Health Service System strives daily towards reducing its carbon footprint, saving energy, and encouraging environmental responsibility. By ensuring adherence to the City's green initiatives such as HACTO, Zero Waste, and SF Approved Green Purchasing HSS is poised to have an increasingly small impact on the environment.

Health Service System's move to LEED Gold certified space in March of 2014 will further HSS' goal of limiting our impact on the environment.

## APPENDICES

Appendix A - HSS HACTO Submission Forms FY1314.pdf

Appendix B - HSS Departmental Zero Waste Assessment Survey FY1314.pdf

# HACTO Submission Forms 2013

<b>Department *</b>	Health Service System
<b>Name of Person Preparing Report *</b>	Brian J Rodriguez
<b>Title of Person Preparing Report *</b>	Information Systems Administrator
<b>Email of Person Preparing Report *</b>	<a href="mailto:BrianJ.Rodriguez@sfgov.org">BrianJ.Rodriguez@sfgov.org</a>
<b>Name of Department Director *</b>	Catherine Dodd
<b>Acknowledgement *</b>	As the email noted, my department does not have any vehicles subject to HACTO.
<b>Does your department promote or plan to promote employees to use public transit for work-related travel? *</b>	Yes
<b>What resources will your department offer? *</b>	Communal FastPass Tokens
<b>From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *</b>	HSS' employees continue to utilize all forms of public transportation (MUNI, BART, Golden Gate Transit) for their travel to and from the office. Many state that public transit is their preferred mode of transportation to the the office to alleviate parking costs and wasted time in traffic.
<b>Does your department offer employees access to bicycles for work-related travels? *</b>	No
<b>What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *</b>	HSS recommends that employees utilize transit first 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

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel:**

Many employees continue to utilize internal carpools for work related travel to reduce the need to drive alone for work related off-site meetings and presentations.

**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? \***

Yes

**Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: \***

HSS continues to encourage all of its employees to partake in the Commuter Benefit program and avoid solo driving to work. HSS Management strongly recommends that all employees utilize carpools and transit for commute travel, especially since HSS is located right next to a Civic Center Metro and BART station entrance. In 2014 HSS Management would like to implement a department wide MUNI token/Fast Pass program to further encourage transit usage for work related travel.

**Does your department promote or have plans to promote the use of public transit for commuting to/from work? \***

Yes

**How will you promote public transit? \***

Encourage participation in the Pre-Tax Commuter Benefits program

Does your department promote or plan to promote the use of bicycles for commuting to/from work? \*

Yes

How will you promote bicycle commuting? \*

Provide indoor/safe bike storage

These bicycle-friendly resources are available at: \*

My department only has one location

Does your department plan to promote the use of ridesharing for commuting to/from work? \*

Yes

How will you promote ridesharing? \*

Other

The reserved space(s) are available at: \*

My department only has one location

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: \*

HSS employees utilize internal carpools as well as the casual carpool system in San Francisco.

D. Does your department offer or plan to offer tele-commuting? \*

Yes

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting: \*

Most of HSS' work must be done on site by virtue of the type of work we do. Tele-commuting is offered to those few employees whose work allows it.

Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: \*

HSS continues to encourage all of its employees to partake in the Commuter Benefit program and avoid solo driving to work since HSS is located right next to a Civic Center Metro and BART station entrance as well as many MUNI bus stops.

Communications Campaign Options

Poster campaign

Your department does not have any vehicles subject to HACTO.

You have completed this section. Thank You.

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# Departmental Zero Waste Assessment Survey

<b>Name *</b>	Brian Rodriguez
<b>Department Name *</b>	Health Service System
<b>Department Division/Branch/Station *</b>	66
<b>Address *</b>	 1145 Market St. 2nd Floor San Francisco, CA 94103 United States
<b>Phone Number *</b>	(415) 554-0616
<b>Email *</b>	<a href="mailto:BrianJ.Rodriguez@sfgov.org">BrianJ.Rodriguez@sfgov.org</a>
<b>Have you attended an annual workshop before? (these are either held at the end of January or beginning of February) *</b>	Yes
<b>If YES, how many times have you attended?</b>	1
<b>Have you promoted signing up for paperless paystubs at your office or facility? *</b>	Yes
<b>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? *</b>	Yes

**How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? \***

Increased education and signage to significantly reduce trash and increase recycling and composting.

**Date \***

Thursday, May 22, 2014

**Time: \***

Morning

**Date \***

Thursday, June 19, 2014

**Time: \***

Morning

**Date \***

Thursday, August 21, 2014

**Time: \***

Morning

**Does your department distribute memorandums, handouts, flyers, brochures, etc \***

Yes

**I confirm that I will work to complete the above actions \***

I agree