

2014 OFFICE OF THE TREASURER & TAX COLLECTOR  
CLIMATE ACTION PLAN  
DATA YEAR: FISCAL YEAR 2012-2013  
PREPARED BY: MONICA NICHELSON  
DATE: MARCH 29, 2014

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## 1. INTRODUCTION

In 2008 the City of San Francisco began to track its greenhouse gas (GHG) emissions and create climate action plans at the city department level per direction by the Board of Supervisors. This work is captured in Department Climate Action Plans (DepCAPs).

The Office of the Treasurer & Tax Collector (TTX) serves as the banker, collection agent, and investment officer for the government of San Francisco, the only combined City and County in the State of California. The Treasurer, an elective office created by the City Charter in 1850, supervises a department of ten sections that receives over \$20 million annually.

TTX's Greenhouse and Emissions Targets are to improve its output percentages annually. Chapter 9 of the San Francisco Environmental Code entitled "Greenhouse Gas Emissions Targets and Departmental Action Plans" lays the groundwork and objectives for Departmental Climate Action Plans, and TTX is committed to its goals.

The key elements of this year's Climate Action Plan are education and implementation. In analyzing the data reported in the Google doc FY 2008-2009 to FY 2012-2013, we've become aware that the primary source hindering our goals has been lack of education. TTX is committed to making positive changes toward information distribution, especially in the areas of employee transportation options, and zero waste.

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

The mission of the Office of the Treasurer & Tax Collector is comprised of the following three components:

- To facilitate voluntary compliance with the tax laws of the City and County of San Francisco by simplifying all processes and procedures and by providing efficient customer service;
- To collect all taxes and fees due to the City; and
- To provide safekeeping for all City funds, prudently investing the monies to achieve maximum yield with low risk and high liquidity.

### 2B. DEPARTMENTAL BUDGET

Five Year Historical Overview of Departmental Budget (\$ in millions)

	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>	<b>FY 12-13</b>
GF	12.8	11.2	11.3	11.3	22.2
NGFS	12.6	16.4	15.6	15.5	7.3
Total	<b>25.4</b>	<b>27.6</b>	<b>26.9</b>	<b>26.8</b>	<b>29.6</b>

### 2C. NUMBER OF EMPLOYEES

Five Year Historical Overview of Departmental Staffing Levels

	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY11-12</b>	<b>FY 12-13</b>
Budgeted & Funded FTE	212.47	220.48	210.68	208.18	207.16

## 2D. FACILITIES

TTX occupies one half of the first floor of City Hall, and two floors at 1155 Market St.

## 2E. VEHICLES

TTX utilizes one van, used exclusively for department errands and deliveries to and from our two facilities. Lead usage data verified by TTX on Google documents within the FY 2008-2009 to FY 2012-2013 Emissions by Energy Source.

## 2F. DEPARTMENTAL CONTACT INFORMATION

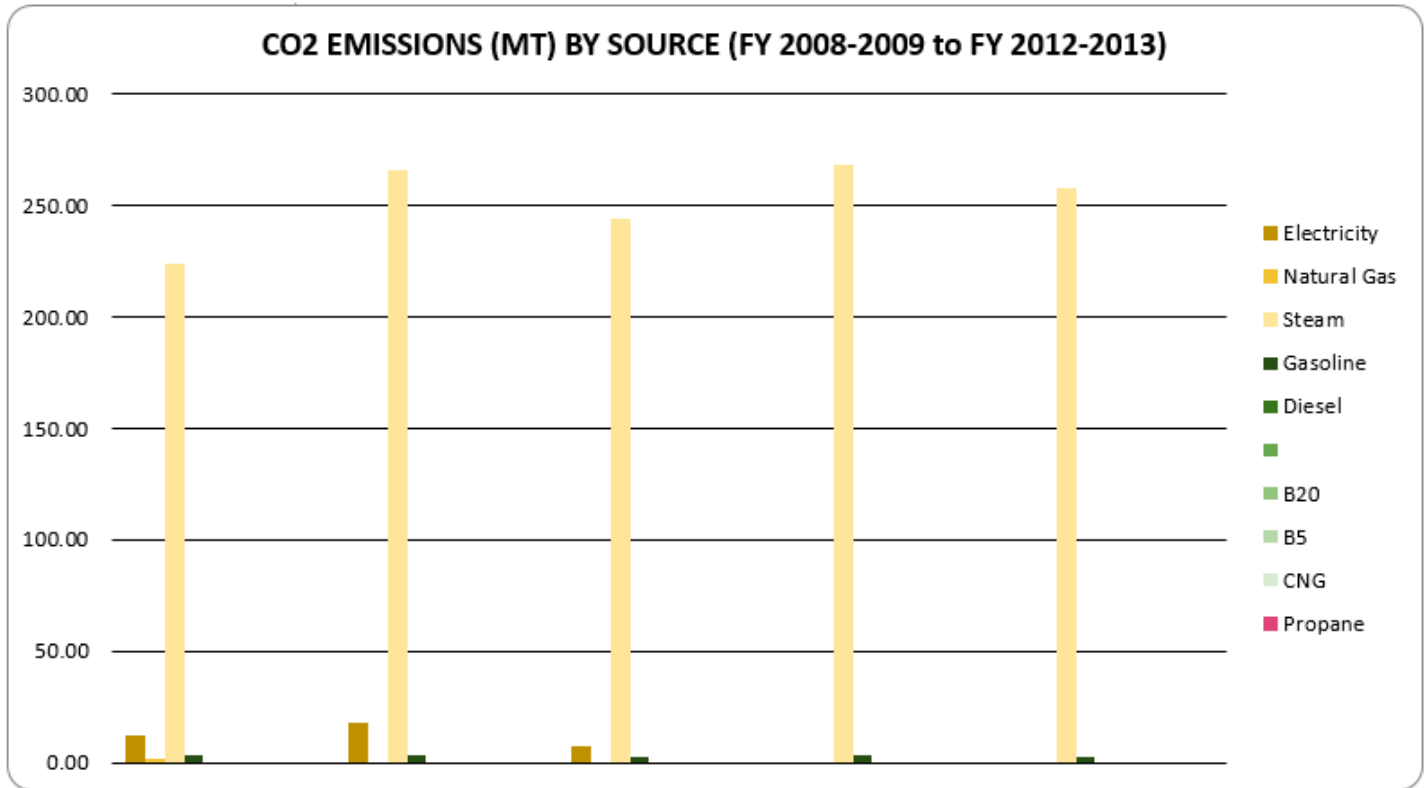
Monica Nichelson  
Executive Secretary, Climate Liaison, Zero Waste Coordinator, Sustainability Coordinator.  
415-554-7870  
monica.nichelson@sfgov.org

## 2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

TTX does not have sustainability plans beyond this Climate Action Plan.

### 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

TTX' total emissions (of electricity, natural gas, and steam) is based on provided by the San Francisco Public Utilities Commission. Historically, TTX has a low carbon footprint. As noted in the table below, TTX' total emissions have decrease in the last fiscal year from 271.72 Metric Tons to 260.69 Metric Tons, equivalent to a 4.1% overall reduction in emissions.



TTX' total consumption (of electricity, natural gas, and steam) is based on proration by square footage data provided by the San Francisco Public Utilities Commission. For the Fiscal Year of 2012-13, TTX' total operational greenhouse gas (GHG) emissions was 257.86 metric tons of CO2. This is based on the GHG emissions calculated from the department's consumption of facilities energy and vehicle fuels, which is described in the charts below.

TOTAL ENERGY Service Type	CO2 Emissions (mt)				
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	12.12	17.86	7.23	0.00	0.00
Natural Gas (Therms)	1.88	0.00	0.00	0.00	0.00
Steam (lbs)	223.63	266.01	243.85	268.44	257.86

TOTAL ENERGY Service Type	Building Energy Consumption FY 2012-2013	CO2 Emissions (mt) FY 2012-2013
Electricity (kWh)	1,104,658	0.00
Natural Gas (Therms)	0	0.00
Steam (lbs)	3,007,804	257.86

TOTAL ENERGY Service Type	Cost				
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	\$43,732	\$38,513	\$36,105	\$33,207	\$23,069
Natural Gas (Therms)	\$347	\$5	\$0	\$0	\$0
Steam (lbs)	\$71,944	\$74,004	\$68,721	\$78,151	\$73,657

### 3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by SF Environment to calculate the FY 2012-13 Departmental carbon footprint has been verified by TTX to be accurate and complete. In March, 2013, TTX vacated 875 Stevenson Street and moved into two floors of 1155 Market Street. This is noted in the Department of Environment shared Google doc. We anticipate that total energy use next year (FY 2013-14) will change due to this move.

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

TTX' CO2 emissions and energy consumption showed an increase from FY 2008-09. With few exceptions, emissions and consumption have decreased steadily since that year. This is demonstrated in annual charts noted in 3C.

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

As noted in 3A, TTX' total emissions have decreased in the last fiscal year from 271.72 Metric Tons to 260.69 Metric Tons, equivalent to a 4.1% overall reduction in emissions. TTX' reduction in energy consumption has resulted in a savings of \$4,494 in the past fiscal year. This is mainly due to the zero emission electricity provided by SFPUC starting in 2011. Efforts in facilities energy and fuel reduction are outlined in the sections below.

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	12.12	17.86	7.23	0.00	0.00
Natural Gas	1.88	0.00	0.00	0.00	0.00
Steam	223.63	266.01	243.85	268.44	257.86
<b>Total Building Energy CO2 (mt)</b>	<b>237.63</b>	<b>283.87</b>	<b>251.08</b>	<b>268.44</b>	<b>257.86</b>
Gasoline	3.79	3.69	2.59	3.28	2.83
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>3.79</b>	<b>3.69</b>	<b>2.59</b>	<b>3.28</b>	<b>2.83</b>
<b>Total CO2 (mt)</b>	<b>241.42</b>	<b>287.56</b>	<b>253.67</b>	<b>271.72</b>	<b>260.69</b>

The CO2 emission calculations are in metric tons (mt), and exclude CH4 and N2O.

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)	1,144,687	1,027,013	962,811	885,519	1,104,658
Natural Gas (th)	354	0	0	0	0
Steam (lbs)	2,347,690	2,792,614	2,638,339	3,068,593	3,007,804
Water (gal)		1,061,457	787,884	878,640	825,772
Wastewater Discharge (gal)		762,743	557,787	578,123	417,145
Gasoline (gal)	431	419	294	373	322
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

Insert text here.

### 3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles and fuel used by SF Environment to calculate the FY 2012-13 Departmental carbon footprint has been verified by TTX to be accurate and complete.

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

GHG Emissions from Unleaded Gasoline in Fiscal Year 2012-13: 322 gallons consumed, 2.83 Metric Tons of CO2. All departments which own and operate fleets are required to implement fleet maintenance methods and educate their departments on the best practices listed in Chapter 4 of the Environment Code Healthy Air and Smog Prevention Ordinance. TTX is in compliance.

TOTAL FUEL Fuel Type (units)	Fuel Consumption	CO2 Emissions (mt)
	FY 2012-2013	FY 2012-2013
Gasoline (gal)	322	2.83
Diesel or equivalent (gal)	0	0.00
B100 equivalent (gal)	0	0.00
B20 (gal)	0	0.00
B5 (gal)	0	0.00
CNG (GGE)	0	0.00
Propane (gal)	0	0.00

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

The table below summarizes TTX' annual fuel consumption and associated GHG emissions for the past five fiscal years. Total carbon emissions from mobile combustion of fuel have decreased since 2008-09. This is primarily attributed to the decrease in TTX' vehicle fleet and reduction in number of trips used by its sole vehicle.

TOTAL FUEL	Fuel Consumption					CO2 Emissions (mt)				
	Fuel Type (units)	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Gasoline (gal)	431	419	294	373	322	3.79	3.69	2.59	3.28	2.83
Diesel or equivalent (gal)	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
B100 equivalent (gal)	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
B20 (gal)	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
B5 (gal)	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
CNG (GGE)	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00
Propane (gal)	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00

#### 4. EFFORTS IN FACILITIES ENERGY REDUCTION

##### 4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

N/A

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

N/A

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

N/A

##### 4D. INFORMATION TECHNOLOGY

TTX has launched several IT efforts to improve energy conservation and reduce emissions. The following are the efforts currently in place.

- Tax Filings - Tax filings are online and no paper forms are mailed to taxpayers. Taxes included are: Payroll; Business Registration; Hotel Occupancy Tax; and Tourism Improvement District.
- Online payments - All taxes are available to be paid online; thus decreasing taxpayer usage of paper, envelopes and postal services.
- Business Process Management - Tax workflow processes are managed through an electronic Business Process Management system, which eliminates the need to make copies of papers for review and processing.
- Paperless banking - Acquisition of Treasury Workstation software has moved a portion of interactions with banks and trading entities electronic.
- Scanning and imaging - TTX also has implemented a Digital Mailroom Efficiency Project that directly opens and scans all incoming mail. TTX has also instructed all of its 3<sup>rd</sup> party vendors working on debt collection to image all documents and index to the accounts, thus minimizing paper and copying production.
- Paperless paychecks and pay stubs - TTX has encouraged all staff to switch from printed to electronic paychecks and pay stubs.

##### 4E. RENEWABLE ENERGY

N/A



#### 4F. GREEN BUILDING

N/A

### 5. EFFORTS IN WATER USE REDUCTION

#### 5A. WATER DATA VERIFICATION STATEMENT

Water data collected by SF Environment to calculate the FY 2012-13 Departmental carbon footprint has been verified by TTX to be accurate and complete.

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

FY2011-2012 water consumption based on SFPUC's proration of square footage used by TTX: 825,772 gallons. Annual Wastewater Discharge based on SFPUC's proration of square footage used by TTX: 417,145 gallons. Total water use for TTX has fluctuated since FY 2008-2009 with a 6.1% decrease in overall water use since FY 2011-2012.

TOTAL WATER	Annual Water Consumption (gal)	Annual Wastewater Discharge (gal)
	FY 2012-2013	FY 2012-2013
Department Total (gal)	825,772	417,145

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

TTX operates two large customer service areas in City Hall. As noted in 5B, TTX's water consumption and wastewater discharge are calculated by prorated square footage.

TOTAL WATER	Annual Water Consumption (gal)				Annual Wastewater Discharge (gal)			
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Department Total (gal)	1,061,457	787,884	878,640	825,772	762,743	557,787	578,123	417,145

#### 5D. WATER CONSERVATION

As noted in 5C, operates two large customer service areas in City Hall. Small sinks in the TTX break areas of City Hall have been retrofitted by City Hall Building Management with low flow faucets. Water consumption and discharge data for 1155 Market Street is not currently available as it is a privately owned facility.

## 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. Per fleet management staff, TTX utilizes <5 vehicles, therefore is exempt from HACTO's 20% fleet reduction requirement.

TTX is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements; "HACTO Submission Form – FY 1314" is attached as Appendix A to this document.

TTX encourages employees to walk or use transit for meetings. Most employees walk. TTX offers Muni tokens to make the use of public transit easy. Employees are also encouraged to access the City Hall CityCycle bikes. TTX encourages employees to commute sustainably to work by offering secure bike-parking and has promoted participation in the Pre-Tax Commuter Benefits Program. TTX also promotes the rideshare match program.

### 6B. TRANSIT FIRST CAMPAIGN

San Francisco's TRANSIT-FIRST POLICY (§ VIII A\_8A.115), includes the following principles:

- 1) To ensure quality of life and economic health in San Francisco, the primary objective of the transportation system must be the safe and efficient movement of people and goods.
- 2) Public transit, including taxis and vanpools, is an economically and environmentally sound alternative to transportation by individual automobiles. Within San Francisco, travel by public transit, by bicycle and on foot must be an attractive alternative to travel by private automobile.

This year, TTX implemented Transit First and Commuter benefits campaigns to educate employees about their sustainable travel and commute options. TTX staff reviewed the results of the 2012 CCSF Transportation Survey and noted that many of its employees use public transportation for work-related trips. TTX does not reimburse employees for business travel within the city. Prepaid Muni tokens are provided to its employees for business related trips within the city. TTX has widely advertised CCSF's Commuter Benefits programs by way of educational materials emailed and presented to staff.

### 6C. BIODIESEL

N/A

## 7. OTHER SUSTAINABLE PRACTICES

### 7A. ZERO WASTE

TTX' Zero Waste Coordinator is committed to meeting with the City Government Zero Waste team from SF Environment to complete this year's action items and find tangible solutions for the challenges at their locations. TTX Zero Waste Coordinator has also attended the annual workshop. Additionally, TTX is scheduling Zero Waste trainings. The annual Waste Assessment Surveys are attached in Appendix B.

## 7B. CARBON SEQUESTRATION / URBAN FOREST

N/A

## 7C. COMMUNITY WIDE IMPACT

TTX has implemented all of the below in order to decrease emissions, which have a community wide impact.

- 1) Increased online and via phone tax payments to decrease paper utilization by taxpayers as well as travel to City Hall.
- 2) Reduced printing materials to taxpayers and increasing utilization of information dissemination via the website.
- 3) Increased capacity to do in-house printing rather than outside vendors. Increased use of recycled paper.
- 4) Decreased the number of trips made by TTX vehicle and encouraged use of the TTX CityCycle bike.
- 5) Increased awareness of the City's Pre-Tax Commuter Benefits Program.

## 7D. RESILIENCY AND ADAPTATION

N/A

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

Each year we learn more from the process of reviewing and reporting on our Climate Action Plan results, we are pleased to find that TTX's carbon footprint has improved over the reported years. TTX is dedicated to strengthening its efforts to educate staff in order to employ greener methods of working, and properly recycling its refuse. TTX is committed to encouraging staff to use the Transit First program, and further educating its staff on the benefits of the City's Pre-Tax Commuter Benefits Program. TTX is committed to being more proactive with Green Purchasing by reminding all TTX staff who place orders to first use the SFApproved.org website.

## HACTO Submission Forms 2013

#36

<b>Department *</b>	TTX
<b>Name of Person Preparing Report *</b>	Monica Nicholson
<b>Title of Person Preparing Report *</b>	Executive Secretary to the Treasurer
<b>Email of Person Preparing Report *</b>	<a href="mailto:monica.nichelson@sfgov.org">monica.nichelson@sfgov.org</a>
<b>Name of Department Director *</b>	Treasurer José Cisneros
<b>Acknowledgement *</b>	I acknowledge that the information provided is accurate.
<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>	Tokens
<b>Other: *</b>	
<b>From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *</b>	
<b>What are the reasons for not encouraging or planning to encourage employees to use public transit for work-related travel? *</b>	
<b>Does your department offer employees access to bicycles for work-related travels? *</b>	Yes
<b>Are they part of the CityCycle program? *</b>	Yes
<b>How many bicycles are available? *</b>	1
<b>How many locations have CityCycle bikes? *</b>	1
<b>From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:</b>	TTX continues to inform employees of the CityCycle bike and its use for work-related trips.
<b>What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *</b>	

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: \*

Employees are also encouraged to join the City Hall Vehicle Pool for the times when transit is not an option.

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

What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing? \*

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

TTX continues to encourage employees to walk or use transit for meetings. Employees are also encouraged to join the City Hall Vehicle Pool for the times when transit is not an option. TTX encourages employees to commute sustainably to work by offering secure bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program.

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

Other: \*

What are the reasons for not encouraging or planning to encourage employees to use public transit for travel 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? \*

Provide indoor/safe bike storage

Other: \*

These bicycle-friendly resources are available at: \*

All locations

**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? \*** Encourage registration in the 511-matching program

**Other: \***

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

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: \*** TTX will communicate information about the Ridesharing program.

**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: \*** TTX does not offer telecommuting.

**What are the reasons for not encouraging or planning to encourage employees to use tele-commuting? \*** TTX serves primarily as customer service operation. It is essential that all staff are present.

**Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: \*** To continue awareness and education, we will send out an e-mail communication to the entire department explaining how commuters can save up to 40% on their commute through the Pre-Tax Commuter Benefits Program. We will also remind employees of the CityCycle bike, Car Share and Ride Share programs.

**Campaign Options \*** 4. Pre-Tax Commuter Benefits Program

**Other**

**How many vehicles is your department planning to remove from service in FY13-14 (July 1, 2013-June 30, 2014)? \*** 0

**How many vehicles is your department planning to 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.

Your department is not in compliance with the HACTO reduction requirement. Please contact the Clean Vehicle team at [HACTO@sfgov.org](mailto:HACTO@sfgov.org) for assistance with the waiver process. \* I confirm that I will contact the Clean Vehicle team to discuss the waiver process.

Please contact Dan Coleman, GSA Fleet Analyst, at [dan.coleman@sfgov.org](mailto:dan.coleman@sfgov.org) to resolve any discrepancies in the fleet information presented to you by Dec. 9, 2013. Please visit the site after this date to resume reporting your HACTO annual and implementation plans.


Created  
**13 Jan 2014**  
11:29:41 AM PUBLIC

[208.121.64.4](http://208.121.64.4)  
IP Address

Updated  
**21 Jan 2014**  
5:16:49 PM CLEAN AIR

## Departmental Zero Waste Assessment Survey

#16

<b>Name *</b>	Monica Nichelson
<b>Department Name *</b>	Treasurer & Tax Collector (TTX)
<b>Department Division/Branch/Station *</b>	Treasurer & Tax Collector (TTX)
<b>Address *</b>	 1 Dr. Carlton B. Goodlett Pl. City Hall Room 140 San Francisco, CA 94132 United States
<b>Phone Number *</b>	(415) 554-7870
<b>Email *</b>	<a href="mailto:monica.nichelson@sfgov.org">monica.nichelson@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>	Once
<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
<b>How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? *</b>	Used signage and information gathered at the Zero Waste workshop in order to better educate staff of the proper way to dispose of items.
<b>Date *</b>	Thursday, February 27, 2014
<b>Time: *</b>	9:45AM
<b>Date *</b>	Thursday, March 6, 2014
<b>Time: *</b>	9:45AM
<b>Date *</b>	Thursday, March 13, 2014
<b>Time: *</b>	9:45AM



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

Yes

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

I agree

Created

**20 Feb 2014**

6:44:24 AM PUBLIC

[208.121.64.4](#)

IP Address