EHD GREEN COMMITTEE MEETING MINUTES

January 4, 2011 - 2:00 p.m. - Medium Conference Room

In Attendance:

EHD Director	Donna Heran	**MA II**	Dick Brownfield	**Administrative Secretary**
PC	Kasey Foley	**Staff**	Ray vön Flue	
PC	Robert McClellon	**Staff**	Lori Duncan	Sherri French

Agenda Items:

Dick called the meeting to order at 2:00.

Dick shared the new progress tracking forms with the other members; EHD Green Committee REACON Goals Progress Sheet, EHD Green Committee Goals Progress Sheet, and Cort Company Goals Progress Sheet.

Dick also presented the EHD Green Committee REACON Program Progress summary sheet and indicated that we are presently 48% completed on our tasks to meet the REACON standards for our building.

The committee discussed other departmental Green standards and resulting goals to track. Such things as the number of photocopies made, dollar volume of office supplies, volume of toner used, amount of recycling provided to recycling vendors, PGE kilowatt hours used, etc., were considered for the progress sheet.

Updated REACON Green Sustainable Business Program Certification:

We went through the REACON document again, to determine the action to take on each task.

Company Policies and Practices - Mandatory Measures:	
Write environmental stewardship policies.	**Dick will find an existing one and create ours from that**.
Establish an environmental stewardship committee with a designated chair and representation for all aspects of the organization.	***Done. MA II is chair; representation from administration (EHD Director and Administrative Secretary), management (Program Coordinators from Units III and VI), and general staff (Senior REHS's from Units III and IV).***
Write and follow an Environmentally Preferable Purchasing Policy.	**Dick will write a draft policy.**
Implement an educational element. Including staff meetings and signage, so staff knows and follows the department's green policy.	***Done. Dick will create a binder with all pertinent documents and trainings done.***
Be in compliance with all applicable regulations and correct any prior violations.	***Done. Couldn't think of any regulations not in compliance with or violations.***
Be a member of the Green Team San Joaquin.	**Dick will check to see if we are a member.**

Water Conservation – Mandatory Measures	
Complete a water use assessment of your facility.	**Dick will check with Cal Water.**
Water Conservation – Elective Measures	
Facility and Policy - Required minimum of the selected measures -- 8	
Faucets: Install self-closing faucets of .25 gallons per cycle (gpc) in restrooms.	**Dick will ask Cort Company.**
Faucets: Install water-efficient aerators: 1.5 gpm for bathroom sinks and 2.2 gallons per minute (gpm for) kitchen sink.	***Done. Ray checked – bathroom and LCR have 2.0 gpm aerators. Kitchen has the PUR filter over the faucet.***
Faucets: Install pre-rinse valves of 1.6 gpm or less at 80 psi.	**Dick will ask Cort Company.**
Toilets: Install high-efficiency toilets – 1.28 gallons per flush (gpf) or less.	**Dick will ask Cort Company.**
Toilets: Install water-efficiency toilets – 1.6 gpf or less.	***Done. The downstairs toilets are 1.6 gpf. No indication on the upstairs toilets.***
Toilets: Install quick-closing toilet flappers.	***Done. All toilets are quick-closing. Dick will create signs to let staff know.***
Toilets: Install toilet retrofit kits.	***Do not need if already compliant.***
Toilets: Install water-efficient non-flushing or .5 gpf urinals.	**Dick will ask Cort Company.**
Irrigation: Use positive shutoff nozzles on all hoses.	***We do not have any hoses.***
Irrigation: Reduce the use of turf grass. Use drought-resistant plants or rocks gardens.	***We do not have any grass or plants or rocks.***
Irrigation: Group similar plants.	***We do not have any plants.***
Irrigation: Install a water efficient irrigation system.	***We do not have an irrigation system.***
Irrigation: Reduce water pressure to not more than 70 psi.	***We do not have an irrigation system.***
Water Conservation - Practices - Required minimum of the selected measures – 8	
Environment: Shut off water-cooled air conditioning units when not needed.	***We do not have any such units.***
Environment: Adjust boiler and cooling tower blow down rate to maintain total dissolved solids at levels recommended by manufacturer's specifications.	**Dick will ask Cort Company.**
Maintenance: Regularly check for and repair plumbing leaks in kitchen and restrooms.	**Check with SHC to assign a volunteer to do.**
Maintenance: Change window cleaning schedule from 'periodic' to 'as needed'.	**Sherri will check the janitor's contract.**
Maintenance: Use dry surface cleaning methods followed by damp mopping or wiping instead of hosing down indoor floors.	***We do not hose down indoor floors.***
Maintenance: Use dry surface cleaning methods followed by damp mopping or wiping instead of hosing down outdoor floors.	***We do not hose down outdoor floors.***

Maintenance: Send company vehicles to a washing service that uses a "zero discharge" system or recycles the water.	**Dick will see if anyone locally has this.**
Education: Install restroom signs encouraging water conservation.	**Dick will create and post signs.**
Education: Post signs reminding staff to turn off food preparation sink faucets when not in use.	**Dick will create and post signs.**
Education: Learn how to read your water meter and bill to detect leaks and problems.	**Done - Sherri will notify the committee when water bills are out of the norm.**
Irrigation: Irrigate during early morning hours.	***We do not have an irrigation system.***
Irrigation: Use a smart irrigation controller.	***We do not have an irrigation system.***
Irrigation: Adjust and maintain sprinkler heads.	***We do not have an irrigation system.***
Irrigation: Repair defective lines and sprinkler heads.	***We do not have an irrigation system.***
Irrigation: Adjust irrigation times.	***We do not have an irrigation system.***
Irrigation: Use ground cover to prevent water evaporation.	***We do not have an irrigation system.***
Irrigation: Implement the irrigations schedule provided by your water utility.	***We do not have an irrigation system.***
Other: Ensure Ice machine is operating efficiently.	**Check with Jeff on the purchase of a new machine.**

Pollution Prevention - Mandatory Measures	
Compile a Hazardous Materials Management Plan to ensure hazardous materials will be handled safely.	***We are exempt from having to do this.***
Inspect and clean storm drains annually.	**Dick will ask Cort Company.**
Install berms around outdoor liquid storage areas.	**Dick will ask Cort Company.**
Keep storm drain protection devices on hand for quick spill response.	**Dick will determine cost for such devices.**
Recycle used electronics and universal waste through a certified recycler.	***Done. We use the County HW site.***
Recycle paint through the County's CESQG Program.	***Done. We use the County HW site.***
Recycle used fluorescent tubes through the County's CESQG Program.	***Done. We use the County HW site.***
Recycle used motor oil, solvents and grease.	***Done. We use the County HW site.***
Recycle used batteries through the County's CESQG Program.	***Done. We use the County HW site.***
Pollution Prevention – Elective Measures	
Facility and Policy - Required minimum of the selected measures – 10	
Transportation: Make commuter ride sharing info available to staff.	**Dick will gather info and provide to staff.**
Transportation: Business is within ½ mile of mass transportation and staff provided maps and general info.	**Dick will make maps and info available to staff.**

Transportation: Offer staff incentives for car pooling or mass transit.	**Dick will inform staff of Guaranteed Ride Home.**
Transportation: Provide secure areas for employee bicycle storage.	***Done. Area upstairs is secure.***
Transportation: Offer lockers and showers for bicycle commuters.	***Not feasible.***
Transportation: Offer telecommuting or flexible schedules to reduce commuting.	***Not feasible.***

Transportation: Provide customer bicycle racks.	***We do not feel it would be worth the investment required.***
Environment: Conduct a hazardous waste assessment to determine what waste can be eliminated at the source or switched to less/non-toxic.	***Done. Unit III has completed this task. Ask Kasey to provide.***
Environment: Designate a proper area for hazardous waste/universal waste storage and inform staff of proper storage and disposal.	***Done. We are already doing this.***
Environment: Limit access to hazardous products to authorized personnel.	***Done. We are already doing this.***
Environment: Require safer, less toxic cleaning products and practices in janitorial contracts.	**Dick will check to see if purchasing does this.**
Environment: Replace equipment containing mercury with non-mercury alternatives.	***Done. We are already doing this.***
Environment: Submit a Healthy Air Living Pledge.	**Dick will find out what this is.**
Environment: Use rechargeable appliances instead of using disposable batteries.	***Done. We are already doing this.***
Environment: Store deliveries, supplies and equipment kept outdoors under a roof or cover.	***We do not store things outside.***
Environment: Replace standard fluorescent lights with low/non mercury lights.	***Not practical for us***
Environment: Use landscaping or barriers to prevent soil erosion during construction or remodeling.	***Not an issue for us.***
Environment: Use formaldehyde-free building products.	**Dick will check with building owner.**
Education: Distribute educational materials to staff on Stormwater protection.	**Dick will check with Public Works to see if they have the materials.**
Education: Post signs above sinks: “Do not dump hazardous chemicals down sink”	**Dick will post the signs.**
Education: Post signs at dumpster reminding staff to keep it closed.	**Dick will post the signs.**
Education: Post signs at all trash cans reminding staff to avoid placing liquids in the trash and dumpster.	**Dick will post the signs.**
Education: Label Stormwater drains with “No dumping message”	***Done.***

Pollution Prevention - Practices - Required minimum of the selected measures – 8	
Transportation: Implement a no-idle policy - 30 sec. for vehicles.	**Dick will install a sign.**
Transportation: Link trips to accomplish errands in a single outing.	**Dick will draft a policy on this.**
Transportation: Routinely check County vehicles for leaks.	**Done. Done through routine maintenance by Public Works.**
Transportation: Patronize businesses close to our office.	**Dick will issue an e-mail to staff.**
Environment: Use green cleaning products or services which comply with GS42.	**Dick will determine what GS42 requires and see if it can be done.**
Environment: Buy paper products that are unbleached.	**Dick will check with purchasing.**
Environment: Eliminate the use of chemical pesticides by correcting situations that attract or harbor pests.	***Not feasible. We have a pest problem and are using a service.***
Environment: Use no/low VOC cleaning products.	**Dick will check with purchasing.**
Environment: Replace aerosol products with non-aerosol products.	***Done. We are already doing this.***
Environment: Purchase necessary hazardous products in the smallest quantities possible.	***Done. We are already doing this.***
Environment: Use non-toxic, low/no VOC office supplies.	**Dick will draft a policy on this.**
Environment: Use a chalkboard or switch to water-based white board markers.	**Dick will draft a policy on this.**
Environment: Recycle used toner and ink cartridges.	***Done. We are already doing this.***
Environment: Use rechargeable batteries where appropriate.	***Done. We are already doing this.***
Environment: Regularly clean litter from areas surrounding facility and dispose of properly. Provide ash trays to prevent cigarette litter.	**Dick will see what can be provided.**
Environment: Routinely clean dumpster area.	**Dick will see what services are available.**
Environment: Apply organic fertilizer only as needed. Do not over-fertilize.	***Nothing to apply fertilizer to.***
Education: Have promotional materials made from recyclable material or printed with soy-based inks.	**Dick will determine if our sub jobber can do this.**
Education: Participate in the "Adopt-a- Storm-Drain" program.	***We choose not to do this.***
Education: Start a "Paint-a-Drain-Campaign" for our neighborhood.	***We choose not to do this.***
Education: Participate in the "Adopt-a-Waterway" program.	***We choose not to do this.***

Energy Conservation – Mandatory	
Have an energy use assessment conducted at your facility. Provide name of energy supplier conducting the assessment.	**Dick will check to see if PGE does this.**
Energy Conservation – Elective Measures	
Facility and Policy - Required minimum of the selected measures – 10	
Lighting: Rearrange workspace to take advantage of natural light.	***Not practical for us.***
Lighting: Install skylights or solar tubes.	***Not practical for us.***
Lighting: Replace all incandescent bulbs with compact fluorescent lamps.	***Not practical for us.***
Lighting: Upgrade existing fluorescent lighting with more energy-efficient fluorescent lamps.	***Not practical for us.***

Lighting: Install dimmable ballasts to dim lights when daylight is available.	***Not practical for us.***
Lighting: Install occupancy sensors for lighting in low occupancy areas.	***Done. Already in the building.***
Lighting: Use lighting control devices such as time clocks or photocells.	***Done. Already in the building.***
Lighting: Retrofit exit signs with LEDs or fluorescent bulbs.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Install a programmable thermostat to control heating and air conditioning.	***Done. Already in the building.***
Heating and Air: Install a high efficiency HVAC system.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Install economizers on an existing AC system to increase air flow.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Provide shading for outdoor HVAC condensers.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Shut-off water-cooled air conditioning units when not needed.	***None at our building.***
Heating and Air: Plant a shade tree near the building.	***Not practical for us.***
Heating and Air: Install awnings on sun-exposed windows.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Install and use ceiling fans instead of air-conditioning.	***Not practical for us.***
Heating and Air: Use weather stripping to close air gaps around doors and windows.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Seal off unused areas and insulate unneeded windows.	***Not practical for us.***
Heating and Air: Replace or supplement an existing AC system with an evaporative cooler.	***Not practical for us.***
Heating and Air: Paint exterior walls and roof white to reflect heat.	**Dick will check with building owner to see if this is possible.**

Water: Insulate hot water heaters and hot water pipes.	**Dick will check with building owner to see if this is possible.**
Water: Utilize solar energy sources.	***Not practical for us.***
Technology: Install and use computer programs that save energy by turning off idle computer monitors and printers.	**Dick will check with Keith.**
Technology: Install ecostrips for computers and peripherals.	**Dick will check with Keith.**
Technology: Use electronic equipment with energy saving features.	**Dick will check County and EHD policy for this.**
Technology: Use laptop computers instead of desktop computers - they use 90% less energy.	**Done. Will be done over time as we replace pcs.**
Technology: Use an energy management software system to control lighting and HVAC systems.	***Not practical for us.***
Technology: Use an inkjet printer instead of a laser printer - they use 90% less energy.	***Not practical for us.***
Technology: Replace an older refrigerator or other appliances with more efficient ones.	**Dick will check with CAREing Ideas Committee.**
Energy Conservation - Practices - Required minimum of the selected measures – 8	
Lighting: Use "task-lighting" to directly illuminate a work area rather than light an entire area.	***Done. We are already doing this.***
Lighting: Clean lighting fixtures and lamps monthly.	***Not practical for us.***
Lighting: Turn off lights and remove extra lamps where possible.	***Done. We are already doing this.***
Lighting: Use light switch reminders to remind staff to turn off lights.	***Not necessary.***
Lighting: Schedule routine janitorial services during the day instead of at night to save lighting energy.	***Not practical for us.***
Heating and Air: Set thermostat to 78 degrees F max. for cooling, 68 degrees F max. for heating and use thermostats night setback.	***Done. We are already doing this.***
Heating and Air: Use small fans and heaters during off hours instead of heating or cooling the entire space.	***This is against County policy.***
Heating and Air: Perform regularly scheduled maintenance on HVAC system. Check annually for leaks and clogs.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Clean permanent filters with mild detergents every 3 months and keep condenser coils free of dust and lint.	**Dick will check with building owner to see if this is possible.**
Heating and Air: Routinely close blinds and curtains to reduce heat gain.	**Dick will draft a policy for this.**

Water: Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale buildup.	**Dick will check with building owner to see if this is possible.**
Technology: Adjust equipment controls to an operating temperature, speed, etc., that use less energy.	**Dick will check with building owner to see if this is possible.**
Technology: Plug all office equipment into a timer switch to turn off after working hours.	***Not practical for us.***
Technology: Set refrigerator temperature between 38 and 42 degrees F, freezer between 0 and 5 degrees F.	**Dick will check with CAREing Ideas Committee. Ask REACON about under 40 degrees F.**

Solid Waste Reduction and Recycling – Mandatory Measures	
Conduct a solid waste assessment to identify ways to reduce waste, increase recycling, and increase use of recycled products.	**Dick will check with Robert.**
Recycle used electronics and other universal waste through certified, responsible recycler.	***Doing this through County.***
Solid Waste Reduction and Recycling – Elective Measures	
Facility and Policies – Required minimum of the selected measures – 10	
Centralize purchasing to eliminate unnecessary purchases and ensure compliance.	***Done. We are already doing this.***
Participate in a cooperative buying program.	***Done. We are already doing this.***
Order supplies using e-mail or voice mail.	***Done. We are already doing this.***
Purchase paper products certified by the Forest Stewardship Council.	**Dick will check out the organization/standard.**
Buy customer boxes and bags with recycled content.	***We do not purchase customer boxes..***
Buy office paper, envelopes, etc. with minimum 30% recycled content.	**Dick will draft a policy on this.**
Buy paper products like napkins, toilet seat covers, etc. with recycled paper content.	**Dick will check with County Purchasing.**
Buy paint made from recycled paints.	***We do not use those products.***
Use optical scanners for tracking inventory to allow for less waste.	***Not practical for us to do.***
Buy mulch, soil amendments and compost made from green waste.	***We do not use those products.***
Stock products with recycled content.	***We do not sell products.***
Buy products in returnable, reusable or recyclable containers.	**Dick will check with County Purchasing.**
Eliminate purchase of disposable items such as pens and calendars – purchase reusable products instead.	***Not practical for us to do.***
Store and rotate supplies to minimize loss through spoilage and damage.	**Dick will draft a policy on this.**
Buy recycled construction materials.	***We do not use construction materials.***
Buy recycled or remanufactured printer and copier toner cartridges	***Done. We are already doing this.***

Enroll in the California Waste Exchange program.	**Dick will determine what this is.**
Solid Waste Reduction and Recycling	
Practices – Required minimum of the selected measures – 12 (4 from each area)	
Reduce: Set computer/printer defaults to print double-sided and require it for all multi-page documents.	***Not practical for our use.***
Reduce: Set up a bulletin board and use e-mail for employee memos.	***Done.***
Reduce: Use computer software programs that allow faxing directly from computers without printing.	**Dick will check with Keith.**
Reduce: Eliminate fax cover sheets by using stick-on fax labels.	***Not practical for our use.***
Reduce: Scan documents instead of copying for distribution or retention.	***Done. We are already doing this.***
Reduce: Develop routing lists for bulletins, memos etc. to minimize number of staff receiving copies.	***Done. We are already doing this.***
Reduce: Eliminate unnecessary forms and design forms to use less paper or make forms digital.	***Done. We are already doing this.***
Reduce: Use continuous circulation envelopes to route info to staff.	***Done. We are already doing this.***
Reduce: E-mail phone messages instead of using paper.	***Not practical for us. Need copies in cases.***
Reduce: Use direct mail marketing materials that require no envelope.	***Not practical for us.***
Reduce: Request removal from mailing lists for catalogs and junk mail.	***Done. We are already doing this.***
Reduce: Encourage staff to share phone books, manuals, etc.	***Done. We are already doing this.***
Reduce: Update and correct company mailing lists to avoid creating undeliverable mail.	***Done. We are already doing this.***
Reduce: Use e-mail and websites for marketing.	***Done. We are already doing this.***
Reduce: Purchase cleaning supplies in concentrated formulas and portion into reusable bottles.	***Not practical for us.***
Reduce: Select products shipped with less packaging.	***Not practical for us.***
Reduce: Use reusable metal/nylon coffee filters. Buy sugar and creamer in bulk.	**Kasey will check out the cost.**
Reduce: Install air hand dryers in restrooms to eliminate paper towels for hand drying.	**Dick will check with building owner to see if this is possible.**
Reuse: Require vendors to deliver supplies in returnable containers.	**Dick will check with County Purchasing.**
Reuse: Reuse packaging materials or recycle them.	***Done.***

Reuse: Dispose of unwanted yet usable items through website.	**Dick will check with County Purchasing.**
Reuse: Donate unwanted items to schools or non-profits.	***We cannot donate items.***
Reuse: Provide incentives for customers to return/reuse bags and boxes.	***We do not issue bags and boxes.***
Reuse: Replace disposable beverage cups, plates, etc. with reusable ones. Encourage staff to bring food from home in reusable containers.	***Not practical for us.***
Reuse: Keep a stack of used paper near printers and reuse.	***Done. We are already doing this.***
Reuse: Donate reusable scrap paper to churches, schools, etc.	***We cannot donate items.***
Reuse: For shipping, use shredded paper made from waste paper for packaging.	***Not practical for us.***
Recycle: Arrange for mixed recycling with your waste hauler.	***Done. We are already doing this.***
Recycle: Buy containers and provide convenient areas for recycling.	***Done. We are already doing this.***
Recycle: Use recycled content in manufacturing.	***We do not manufacture anything.***
Recycle: Recycle wood, including pallets.	***Not practical for us.***
Recycle: Recycle cardboard.	***Done. We are already doing this.***
Recycle: Recycle glass, plastic and aluminum containers with CRV.	***Done. We are already doing this.***
Recycle: Recycle metal.	***Not practical for us.***
Recycle: Send used printer/copier toner cartridges back to the manufacturer.	***Done. We are already doing this.***
Recycle: Collect landscape trimmings for composting.	***We do not have any landscaping.***
Recycle: Leave grass clippings on mowed turf.	***We do not have a lawn.***

With no further business being presented, Dick adjourned the meeting and set Tuesday, March 15, 2011, at 9:00 a.m.., as the next scheduled meeting.

Minutes submitted by Dick Brownfield