

Department of Fish and Game

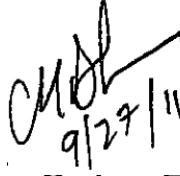
DIRECTOR'S BULLETIN

No. 2011-01

To: All DFG Staff

Date: September 27, 2011

From: Charlton H. Bonham, Director



Subject: **Guidelines for Reducing our Carbon Footprint**

In 2010, the department convened a work group responsible for identifying and implementing actions to reduce our carbon footprint as called for in the October 2009 department document titled: [DFG Going Green: Reducing our Carbon Footprint](#).

The work group, along with input from 12 DFG volunteers, has put together a follow-up document titled: [DFG Going Green: Next Steps Toward Sustainability](#). The work group has identified a number of areas where DFG can reduce its greenhouse gas (GHG) emissions and create a more sustainable workplace. Some of these recommendations will take time to implement because they require changes in DFG policies, new technologies, dedicated funding, or significant internal and external coordination. Other recommendations, however, can be easily and immediately implemented with little disruption or alteration of daily operations and with no or only minimal increases in operating expenses.

Based on recommendations from the work group, I am putting forward a set of guidelines detailed below. All DFG employees are expected to follow the guidelines to the greatest extent possible, and supervisors should provide leadership and set examples regarding these guidelines when applicable. They become effective immediately. If these guidelines are unclear, or if you have questions, concerns or disagreement, please raise those issues with your supervisor, and she or he will elevate them if necessary.

Reducing DFG's paper consumption is one area where we are aggressively moving forward. Through greater use of electronic and web-based communications, DFG stands to substantially reduce its carbon footprint. Reducing the department's paper usage will streamline business operations, increase document processing speed and efficiency and ultimately increase our productivity while reducing operating costs.

In order to expedite paperless processes, we are establishing an electronic signature protocol for all employees. The work group has initiated a pilot project utilizing a small set of non-confidential, internal forms that can be filled-out, signed, and submitted electronically. Once the pilot project is shown to be successful, other internal department forms will be modified for e-signature use.

In the near future you will receive instructions on how to create and use your

personal electronic signature. Eventually we anticipate many of DFG's written communications, internally as well as with other state and federal agencies and ultimately the public, will be processed, signed, sent, and stored entirely electronically.

DFG remains committed to reducing our GHG emissions, reducing our consumption of non-renewable resources, and minimizing our contribution to climate change as part of our mission as natural resource stewards. By implementing these guidelines, DFG will better embody our mission and continue to set an example of innovation and sustainability. You can expect further direction in the coming months as we continue to address these issues. While difficult to measure, at least initially, it is reasonable to expect that DFG can cut its GHG output and operating budget significantly if we adhere to these measures consistently.

Going Green Guidelines:

Paper reduction

- To the maximum extent possible, all internal documents, memoranda, and forms, should be sent electronically, with the fewest number of hard copies filed by the appropriate offices only as necessary.
- All printed documents, for internal and external use, will be printed double-sided, unless there is a compelling reason to print all or part of a document as single-sided, such as the inclusion of extensive maps or graphics, or the use of legal or 11x17" paper.
- All network printers that are downloaded off the intranet will have default settings for double-sided printing if they have that capability.
- Staff is responsible for setting all printers to the duplex setting (double-sided printing) as the default. Some exceptions are inevitable but the majority of printed material can be duplex. Refer to "DFG Going Green: Next Steps Toward Sustainability" or contact your local ITB staff for additional information.
- When sending an electronic memo it is not necessary to follow up with a hardcopy unless requested to do so. Use electronic copy (ec) rather than hard copy (cc) and provide an e-mail address for those that need a copy that are outside of the department.
 - Example: Documents sent to public stakeholders, such as CEQA comment letters, consultations, or Lake and Streambed Alteration Agreements should be sent electronically to the maximum extent practicable. Copies of these documents should also be electronic (ec), not hard copies (cc). Supervisors can make reasonable exceptions to this guideline on a case-by-case basis.
- Copy and printer paper should have 100 percent post-consumer

recycled content to the maximum extent practical and economical.

- For professional and scientific journals, subscribe to online versions rather than the paper versions whenever possible.
- Use reusable Interagency Mail and Messenger Service (IMS) folders for interagency deliveries instead of new envelopes.
- Use available tools such as the [Document Library](#) and shared drives to store files and share with other staff. Participate in trainings offered by ITB to learn to use these tools more effectively.

Transportation: DFG is actively engaged in a process to address conflicts with the current vehicle mileage policy requirements set by the Department of General Services. However, in the interim please adhere to the following guidelines to the greatest extent possible.

- Carpool during state work travel whenever practicable. All staff is expected to explore the potential for carpooling opportunities whenever driving a state vehicle to attend a meeting, field visit, training, or other activity.
- When using a pool vehicle for official use, choose the most fuel-efficient vehicle appropriate for the trip.
- Henceforth, drivers should not let their vehicles idle needlessly for more than 20 seconds before turning the engine off. Exceptions include warming up a vehicle during winter months, sitting in traffic, stopping at traffic signals, and for law enforcement purposes. Idling wastes about four percent of a vehicle's gasoline.
- When vehicle mileage logs are submitted each month, the air pressure in the vehicle's tires should be tested and adjusted if necessary. Recommended tire pressures are typically printed on the inside of the driver side door.
- Consider walking, bicycling, or using public transportation to nearby engagements rather than driving.
- DFG supervisors will make reasonable accommodations to staff, such as small adjustments to work schedules, for staff that commute to work by foot or bike, public transportation, or carpooling.
- For vehicle use, explore options for using flex fuel as much as possible and acquire flex fuel/hybrid/plug in-hybrid/ and electric plug-ins when replacing fleet.
- With appropriate funding, DFG workplaces should provide adequate bicycle commuter facilities such as safe and convenient bicycle parking

areas, and where practicable, locker rooms. Bicycle racks should also be available for the public.

Energy Conservation and Efficiency

- Turn off all office electronics every evening when not in use.
- Computers should be set in power saving modes such that the monitor and hard drive go to sleep when not in use for more than 30 minutes.
- During work hours, computers should be turned off if you are away from them for extended periods of time, such as in meetings or during lunch.
- Screen savers should not be used in lieu of shutting a computer off at the end of the day as they continue to use the monitor at full power and do not conserve energy.
- Turn lights out in unoccupied rooms; hallway lights should be dimmed or turned off if practicable; turn off inside building lights on nights and weekends.
- Supervisors should conduct an inventory of refrigerator and freezer units at their work sites. Underutilized or unnecessary units should be unplugged and where possible, material stored in them should be consolidated. There should be a reasonable amount of refrigerator space for staff lunch and food needs. Individuals or small office groups should not have personal refrigerators if there are other refrigerators in close proximity. Refrigeration units more than 12 years old should be replaced with the most energy-efficient Energy Star appliances as soon as practicable.
- When heating or air conditioning are on, keep windows and exterior and freight doors closed as much as possible; close window blinds to shade rooms from direct sunlight in summer, or open to take advantage of free solar heat in winter.
- If possible set thermostats to comfortable temperatures during work hours and reduce when unoccupied without hindering the climate of the work atmosphere.
- When appropriate, supervisors should work with the Engineering Unit to ensure that all facility-related issues are focused on maximizing efficiency. For example-
 - When negotiating with contractors for pouring new asphalt/concrete discuss options for using porous concrete so rain will penetrate.
 - Install photovoltaics and rooftop rain harvesting cistern systems where feasible and economical on DFG-owned facilities.

Reduction of Water Use

- Wildlife Area and fish hatchery managers should implement water-saving ideas to the greatest extent practicable.

Green Meetings

- When practical, reduce handouts at meetings by using projectors for agendas, notes, white boards, etc. Share links to documents in the Document Library rather than handouts.
- Use water pitchers and reuseable cups rather than bottled water.
- For events where food or beverages are served, remind and encourage participants to bring their own personal cups, tableware, and cloth napkins.
- Discontinue use of styrofoam tableware.
- Use web-conferencing technology when practicable rather than traveling to meetings; choose central meeting locations and those close to public transportation when in-person meetings are necessary.

Purchasing

- Always purchase Energy Star qualified products if available.
- When possible, purchase RoHS (Restriction of Hazardous Substances Directive) versions of electronic devices to reduce environmentally harmful electronic waste.
- Consider using ink-jet printers, which use 90 percent less energy than laser printers
- Avoid products that come with excess packaging, especially molded plastic and other packaging that cannot be recycled.
- When purchasing supplies, seek products with the maximum amount of post-consumer recycled and biodegradable content possible. Seek locally manufactured products when practicable.
- Purchase rechargeable rather than disposable batteries for all applications for which they are available and appropriate.

Recycling

- Explore options for recycling at all DFG facilities that don't already have existing capabilities.
- If not being done already, expand recycling efforts to include paper, newspapers, beverage containers, and printer cartridges. E-waste such as electronic equipment, fluorescent light bulbs, and batteries should be

disposed of properly, e.g., at special e-waste collection facilities.

Other

- Supervisors and Managers: Encourage and support staff efforts to reduce their carbon footprint in daily activities.
- There are many more things you as a DFG staffer can do; look around and see what you can do that would make a difference, and start a new habit!
- You can get many more ideas from these web sites:
 - o [Flex Your Power](#)
 - o [EPA State and Local Climate and Energy Program](#)
 - o [Department of Resources Recycling and Recovery \(CalRecycle\)](#)
 - o [DFG Document Library](#)
 - o [DFG Going Green: Reducing Our Carbon Footprint](#)
 - o [DFG Going Green: Next Steps toward Sustainability](#)