

Leading by Example Program FY07 Agency Tracking and Reporting form

Fiscal Year 2007 (July 1, 2006 through June 30, 2007)



OVERVIEW

Measuring and tracking the environmental impacts of Massachusetts agency operations is a critical component of the Massachusetts Leading by Example Program and a requirement of Executive Order No.484. **This 2-part form is intended to be a simple, clear way for the program to collect and manage state agency operational data**, which will allow the Leading by Example Program ("LBE Program") to measure progress toward sustainability goals and targets. **Completion and submission of the tracking form is also a requirement for eligibility for Leading by Example Pilot Project funding.**

The LBE Program is still working to finalize an Energy Information System that will, once complete, automatically gather electricity and natural gas information agencies based on account numbers with utilities. We will contact individual agencies to provide or confirm account information, as needed, in the coming months. In the meantime, please provide information on electricity and natural gas usage in section 1 as we make this transition.

GENERAL INSTRUCTIONS

Reporting should include **all facilities** within your agency and be consistent from year to year. Any new or missing sites should be noted.

Section 1: FY07 Operational Data: Collect energy, water and waste data for your agency and enter it on page 4. Page 2 and 3 explain what data is requested from different agencies.

Section 2: Agency Sustainability Activities: Provide written information on recent and current sustainability activities on page 6, adding additional pages as needed. Include new or recent programs, activities and efforts from all your facilities, and where possible, provide information on their environmental and fiscal benefits.

Agency Coordinators may wish to send this Form to regional directors, facility directors, or other relevant staff, and compile the received information into one, agency-wide reporting form response.

DEADLINES FOR SUBMISSION

All relevant parts of this form should be filled out and returned Abbey Tennis, Leading by Example Project Coordinator by **January 25th, 2008**. Forms should be **submitted by email** to: abbey.tennis@state.ma.us.

Additional Information: If you have any questions, or wish to review your agency's data with Leading by Example Program staff please contact Abbey Tennis at 617-626-1172 or via email.

Who Should Fill Out this Form?

- The 44 state entities identified below are required to fill out the entire form, as these agencies are included in the greenhouse gas inventory and other statewide annual reporting. (*In the case of authorities this is by voluntary commitment rather than executive order, but continued active participation is essential for consistent State government reporting.)

<p>State Entities required to fill out all 3 sections of the form</p> <p><u>EXECUTIVE AGENCIES:</u> BSB, CHE, DCAM, DCR, DMH, DMR, DOC, DPH, DYS, MHD, MIL, POL</p> <p><u>AUTHORITIES*:</u> MassPort, MWRA, Mass. Turnpike Authority</p> <p><u>COLLEGES AND UNIVERSITIES:</u> All 5 UMass Campuses. All 24 state and community college campuses.</p>

- All other **State entities should, at minimum, complete section 2**, and are encouraged to report on section 1 on a voluntary basis, as this information is helpful and may be required in future years.

Section 1. Instructions for FY07 Operational Data

This section of the form is used to track **Fiscal Year 2007** data for:

- Energy consumption
- Water and Sewer use
- Solid waste and recycling

Data Collected and Data Required from Agencies

DATA TYPE		Executive Agencies	Authorities & UMass	Colleges
a) Energy Consumption	Building Fuels (Fuel oil #2,#4, #6)	Collected from State Contracts	Need to Report	Need to Report (Please include any Dorm usage)
	Vehicle Fuels (gasoline, diesel, CNG, propane, etc.)	Collected from State Contracts	Need to Report	Need to Report
	Electricity (including renewables)	Need to Report	Need to Report	Need to Report (including all Dorm usage)
	Natural Gas	Need to Report	Need to Report	Need to Report (including all Dorm usage)
b) Water and Sewer		Need to Report	Need to Report	Need to Report (including all Dorm usage)
c) Solid Waste & Recycling		Need to Report	Need to Report	Need to Report (including all Dorm usage)

a) Energy Consumption Data

As summarized in the table above, EOEEA is only able to compile vehicle and building fuel data for executive agencies from the statewide contract reports provided by the Operational Services Division (OSD).

Note: We will contact you shortly to confirm or explain any discrepancies in OSD data with your agency records.

While we continue to make progress in developing an Energy Information System that will track and report all electricity and natural gas consumption, at this time the Program still requires all data to be submitted via this form (other than the fuel data mentioned above).

Please note that on this year's form we are asking for consumption of on-site renewable energy and/or the amount of Renewable Energy Certificates purchased by a reporting entity. Agencies/Campuses should also report any other type of energy/fuel consumed not listed here.

b) Water and Sewer Data

The Program is **unable to centrally track Water and Sewer usage volumes**. This form asks that you report water and sewage volume data. Please take care to identify what units you are reporting: gallons, cubic feet (cf) or 100 cubic feet (ccf) are commonly used. If you do not already keep track of water and sewer use by volume as well as cost, we strongly encourage you to discuss tracking this data with your water and wastewater treatment supplier.

c) Solid Waste and Recycling Data

The Program is **unable to centrally track solid waste and recycling generation**. This form asks that you provide solid waste generation and recycling data to the best of your ability. If you do not have actual tonnage data for waste, we strongly encourage you to request this data from your hauler – most haulers will have this information. If you do not have specific data on recycling tonnage, you may alternatively report estimates based on material, volume collected, and frequency of collection. *[For example, it is sufficient to report that you recycled 10-96 gallon totes of mixed paper once per week for 48 weeks.]*

NOTES: Please check your units and explain any unusual data reporting

- i) Please be sure to check and fill in the name of the units that you are using for Energy, Water, Sewer and the various Recycling programs that you have.
- ii) Please include any additional information you feel is needed to explain the data (e.g. explain why you don't have cost information, if data is only for some facilities, or if the energy unit of measure differs from what is listed)

Section 1. FY07 Operational Data

CONTACT INFORMATION

Agency/Campus: **Bunker Hill Community College** Contact Name: **Paul A. Righi** _____

Phone: **617-228-3474** _____ Email: **prighi@bhcc.mass.edu** _____

* Please remember to indicate units of measurement used if different from measure listed

Topic	FY07 Data		Unit*	Cost	Notes
Building Energy Use					
Electricity	5,798,080		kWh	\$753,750	
Natural Gas	149,220		therms	\$247,705	
Fuel Oil #2			gallons	\$	
Fuel Oil #4	2,690		gallons	\$5,549	
Fuel Oil #6			gallons	\$	
Bioheat (#2 Heating oil)			gallons	\$	Percentage, e.g. B5
Onsite Renewables			kWh	\$	e.g. Solar /Wind/Biomass
Renewable Energy Certificates			kWh	\$	e.g. Solar PV/Wind, Bought or Sold?
Other (e.g. Steam)				\$	
Vehicle Fuel Use					
Gasoline	8,050		gallons	\$22,943	
Low Sulfur Diesel	3,350		gallons	\$10,888	
Ultra low sulfur Diesel			gallons	\$	
Biodiesel			gallons	\$	Percentage, e.g. B20, soy-based or waste
Ethanol (E85)			gallons	\$	
CNG			gallons	\$	
Propane			gallons	\$	
Electric			kWh	\$	
Water Use					
Water	1,807,082			\$155,409	
Sewer (if separate)				\$	
Solid Waste and Recycling (see Appendix I for common volume/weight conversions)					
Solid Waste total *	158.19		Tons	\$23,018	
Recycling total *			Tons	\$	Done at no cost part of trash contract
Recycling Programs	Y/N	Amount	Units	\$ Cost	Notes
White Paper	Y			\$	Done at no cost part of trash contract
Mixed Paper	Y			\$	Done at no cost part of trash contract
Cardboard	Y			\$	Done at no cost part of trash contract
Mixed Cans & Bottles				\$	
Lawn and Yard Waste	Y	48.41	Tons	\$6,404	
Food Waste				\$	
Scrap Metal				\$	
Other C&D Waste				\$	
White Goods				\$	
Electronics/Computers	Y	2896	lbs	\$579.20	
Toner Cartridges	Y	300		\$	
Batteries	Y	595	lbs	\$208.55	
Cell Phones				\$	
Other fluorescent lamps	Y	4788	Linear ft	\$436.08	

Section 2. Agency Sustainability Activities

In addition to the numerical operational and environmental data collected and compiled by the Leading By Example Program, EOEEA and the Coordinating Council are asking **ALL AGENCIES TO PROVIDE INFORMATION ON SUSTAINABILITY PROJECTS AND PROGRAMS** that have occurred at facilities during FY07 or previously if you have not provide such information before. This information will be used to:

- 1) Acknowledge and recognize innovative efforts at state agencies
- 2) Identify the current “state of sustainability” in Massachusetts state agencies
- 3) Create a database of “best management practices”
- 4) Assist with the development of a sustainability report for Massachusetts state government

Please use the template included below to provide an overview of all key sustainable activities either currently on-going or recently completed at your agency.

Some **examples** of the types of projects and information we are looking for are:

- **Planning & Budgets** – Do you include sustainability goals in your long-term planning? Do you have any budget line items for sustainability? Did you hire a full-time sustainability coordinator/ manager?
- **Energy and Renewables** – Did your agency complete energy retrofits at facilities? Replace incandescents with compact fluorescents? Buy energy star appliances? Do you have any renewable installations?
- **Recycling/Waste Reduction** – What recycling programs does your agency currently have in place and what materials do you recycle? Did you recently initiate a new recycling program? Improve upon your recycling rate? Issue a paper reduction policy? Start Composting?
- **Sustainable Design** – Did your agency design or build a green building? Apply for or obtain LEED certification?
- **Transportation** – Do you have any alternative fuel or electric vehicles? Retrofit vehicles for bio-diesel? Do you have a ride-share program? Provide incentives to use public transportation? Have bicycle storage and shower facilities?
- **Education and Outreach** – Have you established a sustainability/leading by example website? Sent staff to training? Sent sustainability reminders to staff?

[SAMPLE]

Project Name **Dormitory Container Recycling Program**

Topic:	<input type="checkbox"/> Energy <input checked="" type="checkbox"/> Waste/Recycling <input type="checkbox"/> Sustainable Design <input type="checkbox"/> Other <input type="checkbox"/> Water <input type="checkbox"/> Purchasing <input type="checkbox"/> Mercury/Toxics <input type="checkbox"/> Natural Resources		
Facility Info:	XXX College, Boston MA		
Contact Name	John Smith		
Contact Phone	617-555-5555	Contact Email:	John.smith@state....
Project Description:	<i>Initiated a can and bottle recycling program in the dorms at XXX College campus. Purchased 10 two-hole top recycling bins, to be placed on each floor in the dorm. College facility staff, with a student coordinator, will manage program and the building will sponsor a contest, with prizes for the floor that recycles the most material.</i>		
Cost:	\$ 200 for bins, hauling	Savings (if relevant):	None
Results (env. and cost benefits)	<i>Expected to pull 5 tons of cans & bottles from the waste stream each year. Results will be tracked based on hauler reports, and posted on student floors every quarter.</i>		

Section 2. Agency Sustainability Activities

Agency Name: Bunker Hill Community College **LBE Coordinator:** Paul A. Righi

Contact Phone/Email: 617-228-3474 prighi@bhcc.mass.edu _____

Project Name Bottle and Can Recycling _____

Topic:	<input type="checkbox"/> Energy <input checked="" type="checkbox"/> Waste/Recycling <input type="checkbox"/> Sustainable Design <input type="checkbox"/> Other <input type="checkbox"/> Water <input type="checkbox"/> Purchasing <input type="checkbox"/> Mercury/Toxics <input type="checkbox"/> Natural Resources		
Facility Info:	Bunker Hill Community College		
Contact Name:	Paul A. Righi		
Contact Phone:	617-228-3474	Contact Email:	prighi@bhcc.mass.edu
Project Description:	Begin building wide recycling of all bottles and cans. Obtained this service free in latest waste contract.		
Cost:	\$0	Savings (if relevant):	
Results & benefits (environmental and other)	Reduce trash.		

Project Name Classroom lights _____

Topic:	<input checked="" type="checkbox"/> Energy <input type="checkbox"/> Waste/Recycling <input type="checkbox"/> Sustainable Design <input type="checkbox"/> Other <input type="checkbox"/> Water <input type="checkbox"/> Purchasing <input type="checkbox"/> Mercury/Toxics <input type="checkbox"/> Natural Resources		
Facility Info:	Bunker Hill Community College		
Contact Name:	Paul A. Righi		
Contact Phone:	617-228-3474	Contact Email:	prighi@bhcc.mass.edu
Project Description:	Getting pricing to place all classroom lights on sensors so that they shut off when not in use automatically.		
Cost:	Unknown at this time	Savings (if relevant):	Will save energy
Results & benefits (environmental and other)	This will reduce our electric usage thereby reducing our greenhouse gas emissions.		

Project Name Hybrid Vehicles _____

Topic:	<input checked="" type="checkbox"/> Energy <input type="checkbox"/> Waste/Recycling <input type="checkbox"/> Sustainable Design <input type="checkbox"/> Other <input type="checkbox"/> Water <input type="checkbox"/> Purchasing <input type="checkbox"/> Mercury/Toxics <input type="checkbox"/> Natural Resources		
Facility Info:	Bunker Hill Community College		
Contact Name:	Paul A. Righi		
Contact Phone:	617-228-3474	Contact Email:	prighi@bhcc.mass.edu
Project Description:	Replacing Ford Taurus with Hybrid Vehicle.		
Cost:	Unknown at this time	Savings (if relevant):	Will save energy
Results & benefits (environmental and other)	This will reduce our gasoline usage thereby reducing our greenhouse gas emissions.		

Please copy and add additional pages as needed