

## **Interagency Pollution Prevention Advisory Team (IPPAT)**

Meeting Summary

April 23, 2009

The current agenda and notes from January 22, 2009 meeting were approved.

### **Updates from IPPAT**

*Marilyn Jordahl-Larson*, Vogel DOT – Focus at DOT is currently on the federal stimulus funding. They are also training on demolition of buildings.

*Bill Eisele*, BWSR - The Board has a new interest in the IPPAT Executive Order.

*Gordy Dormanen*, IRRR – This is Gordy's last meeting, having participated from 1999 to the present. He is now in charge of the Community Redevelopment Program and Jeanne from Eveleth will be his replacement. He reports that Iron Range Resources is planting 84,000 spruce trees this spring, and he brought 25 spruces to the meeting to give to attendees. It was also noted that a goal of the DNR is to plant three million trees by 2012 to offset our carbon footprint statewide. (Attendees were encouraged to stay five minutes at the end for a group picture, at Gordy's request.)

*Phyllis Strong*, MPCA - PCA and MnTAP have hosted several Pollution Prevention (P2) classes and IPPAT has helped increase awareness and interest in these classes.

*Holly Gustner & Tim Morse*, Department of Administration Fleet & Surplus Services joined because they will make a presentation on the state surplus procedures.

*Ron Winkel*, DNR - The DNR recently put up a banner celebrating tree planting and the Commissioner signed a strategic plan for conservation. Energy efficiency is one main focus area with goals to reduce energy usage by 15% by 2015, 30% by 2025, and 80% by 2050. The DNR hopes to have an energy manager on board soon. DNR is also incorporating LEED requirements into building leases.

*Ed Birkholz*, Metro Transit – The Metro Transit is developing three new parking ramps that should be complete by end of fall, and is incorporating energy efficient lighting.

*Cal Brumbaugh*, Minnesota Army National Guard – The MNARG is building a campus for the National Guard and want it to be a national model for sustainability.

*Scott Albers*, Minnesota Army National Guard – Scott is attending the meeting to determine which staff should become IPPAT representatives. The Birds, Bunnies, and Bees recently won a national award.

*Gene Christenson*, University of Minnesota - Beautiful U Day is focused on energy savings.

*Mike Nevala*, Metropolitan Council – Mike promoted “Bike/Walk to Work Week” the week of May 10-16, fun event will be held in Rice Park on May 14.<sup>th</sup>

*Mike Vennewitz*, RETAP – ReTAP is entering into an agreement with The Weidt Group and will be able to assist with B3 benchmarking.

*Reena Abraham*, Department of Corrections – She reported the department has reduced waste by 20% at the Rush City facility, and all other facilities are being tasked with emulating or exceeding 20% waste reduction.

*Chris Gilchrist*, Department of Commerce-Office of Energy Security – The Office has redesigned the energy portion of the website. Access the site is at [www.energy.mn.gov](http://www.energy.mn.gov).

## Draft of New Executive Order – Presentation – C. Moeger & L. Countryman, PCA



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Cathy Moeger updated the group on changes and additions to the new proposed executive order. For example, a subset of the group of Assistant Commissioners will serve as the Sustainability Steering Team. The IPPAT group has met several times; the Procurement group hasn't met yet; the Building group has been focused on stimulus and legislative issues. So now the goal date to have the executive order consolidation complete has been pushed back, with an all agency kick-off at the State Managers Conference in December.

She noted that a letter will be sent out to Commissioners in June to give them a heads up that a new executive order consolidating several existing orders is coming soon. Commissioners will be encouraged to start thinking about which staff will be sent to participate in the functional groups. The Commissioners will be informed that regardless of whether they participate in the functional groups, they will be required to abide by the requirements developed by the functional groups.

Mike Nevala recommended that the letters be personalized for each agency so that the Commissioner has some context about their agency's past participation in IPPAT.

Cathy explained that the equations used in the Climate Registry calculator are available to the public on the Climate Registry website.

She highlighted those the IPPAT committee members who helped draft the team's charter and elements to date. Next she listed the criteria used, which were as follows:

- ◆ Mandated by executive order or statute
- ◆ Easy
- ◆ Measurable
- ◆ Top greenhouse gas emissions
- ◆ Commonality (across agencies)
- ◆ Focused
- ◆ Reduces cost

Linda Countryman then turned to a review of the proposed elements of the IPPAT portion of the Executive Order.

1. Reduce and Reuse Waste (all agencies reduce paper consumption by ??% by ??)
2. Recycle (begin or increase the amount recycled at all state agencies by ??% by ??)
3. Prevention Toxic Pollution (reduce the types and amounts of toxic products used by state agencies in all applications by ??%)
4. Reduce Air Pollution & Greenhouse Gas Emission during Air Alerts (??% employees are alerted of high risk air pollution days and the actions they should take)
5. Solid Waste Management (state agencies properly manage solid waste according to their county's solid waste management plans beginning in ??)

She indicated that each element consisted of a) a goal; b) suggested strategies; and c) how to track progress.

The team was asked for input and advice on reasonable goals, suggested strategies and tracking in order to complete the elements document. Some gaps remain and the group was asked to discuss how to fill in numbers, such as "what percent increase to recycling or paper waste reduction can state agencies realistically attain?"

### Group Discussion

Regarding paper consumption goal/reporting, Linda noted that several IPPAT members don't purchase through Office Supply Connection (OSC) so reporting can be more challenging; those who don't purchase from OSC

provide paper consumption data to Linda in various form. It would be helpful to see a movement toward utilizing the Cooperative Purchasing Venture (CPV) to purchase through OSC to aid in gathering consistent data from all agencies. Also, some agencies didn't report on paper consumption in previous reports so there is currently not a consistent group of agencies reporting year to year.

The main question is what is a realistic goal? How long would we need to meet goal? Would a per capita goal be useful? What is the baseline year? (The Climate Registry uses 2005).

Lots of agencies take in paper from outside parties, so can we tie reductions in this paper consumption into over all paper reduction goals?

Madalyn Cioci, MPCA, has been working with the Minnesota House of Representatives to help them reduce their paper consumption. Her team is recommending lots of organizational, behavioral and policy changes toward that end.

Assignment to IPPAT members: go back to your respective agencies; think about reasonable targets; give feedback on all elements listed via email; members should also comment on the draft charter via email. The deadline for response is end of May 31<sup>st</sup> to Linda Countryman.

**“Waste Reduction – Overview of State Surplus Procedures”** – Holly Gustner, Asst. Director and Tim Morse,



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Director, Department of Administration

Holly and Tim made a presentation on the history of the State Surplus system, it's eventual merger with the federal surplus program and how it operates today as the “Minnesota Fleet and Surplus Services Division” operating at a facility in Arden Hills. They strive to accomplish the following:

- Bring the best value to the state from property that that has been declared surplus
- Reassign or dispose of surplus property quickly
- Follow the laws, rules, and guidelines that have been set out for the disposal of state property

They explained how anytime a state agency wants to get rid of state assets, they can contact Surplus Services to find out what forms are required and how to properly prepare property for surplus exchange or sale.

For fiscal year 2008, the following surplus property was disposed:

- 8,603 Items re-used
- 760 Computers re-used
- 12 Live Auctions Held
- Approximately 855 lots sold by on-line auctions
- 7.5 million returned to Agencies

Federal and state surplus property consists of various items like cars, ships, clothing, large appliances, computers, office furniture, items confiscated by airport security and even animals. These can be sold at the facility, by online or live auctions, through negotiated sales between governments or exchanged from a new online “Surplus Exchange.”

Sales are open to agencies and eligible organizations, and the facility is open to public on certain days. See their web page at <http://www.fss.state.mn.us/SurplusServices.html>

**“Saving State Agency Dollars – partnering with ‘PCs For People!’”** – Andy Elofson, Blue Earth County social worker and founder of “PC’s For People” (to view this ongoing slideshow, visit the web site at [www.pcsforpeople.com/slides/01slides/14.html](http://www.pcsforpeople.com/slides/01slides/14.html))

Andy began the program for donating used personal computers to low-income, working poor or elderly people in the Mankato area without a grant or assistance. Donations grew over time and he created the non-profit organization based on donations and demand for computers. Run mainly by interns and volunteers, he's added a program in St. Paul now too. PC's for People has given out 2,000 to date.

Recipients pay \$40 when they can, and he gives scholarships for them too. Professional service and repair evolved as well, and people must pay a \$25 fee for repairs. This helps add value to owning a computer so folks take better care of them.

All donated computers are officially wiped clean of information, and the organization has met all eligibility requirements of the state to give its old computers to "PC's for People" (following the 761 Requisition Form). The organization is also a licensed Microsoft Refurbisher, and each personal computer is cleaned and updated with Microsoft Office XP 3 software. Updating includes necessary spy-ware protection and a 90-day guarantee.

Many counties and now state agencies, like the PCA, can now donate to PC's for People and save useable PCs from being recycled because of size or outdated software or components. Unlike the State Surplus system and most schools, PC's For People is eager to accept "big box" monitors and old Pentium processors (P3 100-400s) as these are usable to the poor. Andy reported that there is currently a waiting list of 700.

Attending:

Abraham	Reena (Corrections)	Kertesz	Joanna (PCA – EPP)
Albers	Scott (MNARG)	Landsberger	Jody (MINNCOR)
Birkholz	Ed (Metro Transit)	Moeger	Cathy (PCA Div. Dir.)
Bragg	Steven (Army Reserves)	Morse	Tim (Admin)
Brumbaugh	Cal (MNARG)	Myers	Tim (Mn Health)
Christenson	Gene (UMN)		
Cioci	Madalyn (PCA)		
Countryman	Linda (PCA/IPPAT coordinator)	Nevala	Mike (Met. Council)
Dirkhok	Ed (Metro Transit)		
Dormanen	Gordy (IRR)	Sprecht	Gordon (Admin. Plant Mgmt)
Eisele	Bill (BWSR)		
Freeman	Nancy (DNR)	Strong	Phyllis (PCA/P2 Integration)
Gilbert	E. Glenn (Metro Transit)	Thompson	Mark (MINNCOR)
Gilchrist	Chris (Commerce)	Vennewitz	Mike (ReTAP)
Gustner	Holly (Admin)	Vogel	Mark (MNDOT)
		Winkel	Ron (DNR)
Jensen	Cathy (PCA)	Wirkkunen	Roger (Revenue)
Johnson	Edward (Finance/DOER)		
Jordahl	Marilyn (MnDOT)		
Larson			
Kantorowicz	Rick (Health)		