

2011 (Category) **Environmental Products**

(Target Area) **Energy efficient office machines**

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Office machine purchases that comply with pertinent Energy Star ratings.	Percent of purchases that are Energy Star compliant	Division directors	Ongoing
Department of Education	analyze data and make recommendations	list of recommendations	Jeff Ledermann, Mark Reker	February 2012
Department of Education	conduct audit of building electronic appliances, printer toner cartridges and paper recycled content.	audit report of current numbers	Jeff Ledermann, Mark Reker	November 2011
IRRRB	> Agency-wide: Purchase/lease energy efficient MFD to replaced older units	Amount of toner and electricity purchased	K.Peterson K.Kallevig	Ongoing
Metropolitan Airports Commission	Explore equipment upgrades to increase energy efficiency	reduction in (kWh) energy usage	MAC STAR Team	ongoing
Metropolitan Sports Facilities Commission	New equipment purchases to be Energy Star compliant	Percent of purchases that are Energy Star compliant	MSFC Staff	ongoing
Military Affairs	Follow purchasing guidelines as provided by the Dept of Admin	All multifunctional devices purchased will be ENERGY STAR labeled	Carol Prozinski	NLT June 30, 2013
MN Department of Agriculture	MDA IT Division is in the process of establishing a new contract to replace all existing multi-function devices with more energy eff models.	12 neighborhood centers with 1 to 2 Energy Star Qualified multi-function devices in each.	MDA IT Division	Completed in fall 2010
MN Department of Corrections	Increase the use of multi-functional devices (MFDs) and purchase preferred environmental products.	Provide info to facilities and Community Services re: purchasing recycled paper, MFD equipment and setting up printers & copiers that reduce paper usage (e.g. duplex settings).	Reena Solheid	July 2011- June 2013
MN Department of Health	(1) Implement Multi-Function Device (MFD's) plan to replace printers (upon break-down or by June 30, 2013), with Energy Star qualified MFD's.	(1) Annual report of machines replaced to include a cost benefit analysis using previous years for comparison.	(1) Bill Neuhjar, Virginia Davis & Purchasing Lead Worker.	June 30, 2012
MN Department of Labor and Industry	No later than 6/30/13, DLI will purchase only multifunctional devices ("MFDs") where possible that are Energy Star labeled.		Cindy Valentine, CIO and Cecelia Jackson, CFO	January 2012
MN Department of Transportation	Purchase/rent office machines with most efficiency available.	Number of contract or rental agreements	E. Clarke, Transportation Support Services Director	FY09 baseline; ongoing

(Target Area) Energy efficient office machines

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Employment & Economic Development	As MFD leases expire and are renegotiated, replace with Energy Star qualified machines set up for 90-minute sleep mode.	Met goal of 100% of new MFD's Energy Star rated and configured for sleep mode.	Annette Selbitschka	Reviewed 6/2011
MN Housing Finance Agency	Purchase/lease Energy Star compliant equipment	Continue to purchase/lease energy star compliant computers, monitors, and photocopiers	Tony Peleska, CIO; Diane Wrisky, Purchasing	Current and ongoing
MN Management & Budget	As single use printers, copiers and faxes meet the end of their useful life they will be replaced by Energy Star rated multi-function devices. The number of single use printers will be reduced by several printers at a time with a multi-function device.	Reduce number of machines in the department by three.	R. LaPlante A. Drinkwine J. Soban - Purchasing	Ongoing
MN Office of Higher Education	Continue to follow the Energy Star purchasing guidelines for state contracts as provided by Department of Administration	% of electronics purchased that are energy star related	Marlene White, Buyer	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Implement Multi-Function Device plan to replace printers (upon breakdown)	Number of printers replaced	M. Siverhus, ISO and D. Droeger, OSD	On-going
MN State Colleges & Universities	Energy Star Program	kilowatt hours reduced	Refer to Sustainability Report 2010	2010 and before

(Target Area) Preferred waste stream products: remanufactured printer toner cartridges

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
IRRRB	> Agency-wide: Purchase remanufactured printer cartridges	Amount of remanufactured cartridges purchased	K.Peterson K.Kallevig	Ongoing
Metropolitan Sports Facilities Commission	Purchase remanufactured printer toner cartridges	Percent of purchases that are remanufactured cartridges	MSFC/Centerplate	ongoing
Military Affairs	Follow purchasing guidelines as provided by the Dept of Admin	Purchase of remanufactured toner cartridges will increase 5% per year from 2009 baseline	Carol Prozinski	NLT June 30, 2013
MN Department of Agriculture	Continue to work with Admin Plant Management on the use of cleaning products that are "Environmentally Safe" as defined by the state.	Product requirements for cleaning and janitorial specified in annual lease agreements.	Doug Buhl - Facilities Manager	Continual
MN Department of Agriculture	Continue to work with Admin Plant Management on the use of equipment specified for high quality indoor air environments (HEPA, etc.).	Equipment requirements for cleaning and janitorial specified in annual lease agreements.	Doug Buhl - Facilities Manager	Continual

(Target Area) Preferred waste stream products: remanufactured printer toner cartridges

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Health	(1) By June 30, 2013, purchases of remanufactured printer toner cartridges from the state office supply vendor, shall increase at least five percent per year from the base of FY 2009 usage. (2) Purchase remanufactured black/white and color printer cartrid	(1& 2) Cost benefit analysis of current fiscal year compared to previous periods.	(1& 2) Bill Neuhjar, Virginia Davis & Purchasing Lead Worker.	June 30, 2012
MN Department of Human Services	MSOP - ML: Began purchasing recycled printer cartridges when possible. Recycle used cartridges	Number of print cartridges recycled/reused.	Cheryl Ballou	as of July, 2010 and ongoing
MN Department of Labor and Industry	Explore use of solid ink cartridges and compatible printers, increase use of remanufactured printer toner cartridges, no later than FY'13.	FY'09 will serve as the baseline.	Cecelia Jackson, CFO, and Cindy Valentine, CIO	5% increase in 2012, 10% increase in 2013.
MN Department of Labor and Industry	DLI will work with lessors of its office space to determine current "green cleaning" products in use and to develop increased product usage.		Julie Klejewski-review progress with building managers	By September 1, 2011
MN Department of Employment & Economic Development	Establish a baseline to measure remanufactured printer toner cartridges and promote the use of them. Obtain recycle bins for Printer cartridges.	13% of all toner cartridges purchased in fiscal year 2010-2011 were remanufactured	Annette Selbitschka	Reviewed 6/2011
MN Housing Finance Agency	Purchase remanufactured toner cartridges as available	Continue to purchase remanufactured toner cartridges as available and return used cartridges for recycling/reuse	Diane Wrisky, Purchasing	Current and ongoing
MN Management & Budget	All used toner cartridges and recycled.	Recycle 120 toner cartridges and 96 toner bottles through Metro Sales recycling program.	R. LaPlante E. Johnson	Ongoing
MN Management & Budget	Whenever possible, user remanufactured toner cartridges.	Purchase 50 remanufactured toner cartridges.	R. LaPlante E. Johnson	Ongoing
MN Office of Higher Education	Continue to follow the remanufactured toner cartridge purchasing guidelines for state contracts as provided by the Department of Administration	% of remanufactured cartridges purchased	Marlene White, Buyer	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Ensure purchase of remanufactured printer cartridges (except one printer) for black and white printing. Establish process for purchase of color remans for all offices	% of remanufactured cartridges purchased	Regional purchasers, J. Kertesz PA, and J. LaClair, OSD	On-going

(Target Area) Recycled copier paper

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Copier paper purchased by the department is at least 30% post-consumer recycled content (FY13 goal - 93%).	Percent of recycled content paper purchased.	Division directors	Ongoing (all paper purchased by Admin is 30 % post-consumer recycled content)
IRRRB	> Agency-wide: Purchase recycled paper of a minimum of 30% post consumer waste	Amount of recycled paper purchased	K.Peterson	Ongoing
Metropolitan Airports Commission	Purchase 30% (minimum) post-consumer content paper for printers and copiers	% of recycled content paper vs virgin paper	MAC Purchasing Department	ongoing
Metropolitan Mosquito Control District	Purchase printer and copier paper with the highest post-consumer content suitable for District needs.	Percentage of recycled paper and % post-consumer content.	J. Sederholm, Admin. Services	January 2012
Metropolitan Sports Facilities Commission	Purchase 30% (minimum) post-consumer content paper for printers and copiers	Percentage of copy paper purchased	MSFC/Centerplate	ongoing
Military Affairs	Follow purchasing guidelines as provided by the Dept of Admin	93% of copier paper purchased will contain a minimum of 30% recycled content	Carol Prozinski	NLT June 30, 2013
MN Department of Health	(1) Purchase the highest % of recycled content paper practicable for the intended use with at least 93 % of all copier paper purchased containing at least 30% post-consumer content by June 30, 2013.	(1) Cost benefit analysis of % recycled paper purchased.	(1) Bill Neuhjar, Virginia Davis & Purchasing Lead Worker.	June 30, 2012
MN Department of Labor and Industry	By 6/30/13, at least 93% of copier paper purchases will be a minimum of 30% post-consumer recycled content paper		Cecelia Jackson, CFO, Financial Services	DLI is 100% compliant with this goal and will continue efforts.
MN Department of Transportation	Purchase 30% post consumer recycled paper in all types and sizes	Calculate % used of 30% post consumer recycle paper.	E. Clarke, Transportation Support Services Director	FY08 baseline; ongoing
MN Department of Employment & Economic Development	Promote the purchase of copier paper purchased to have a minimum 30% recycled paper content (2013 goal = 95% of all paper).	Met goal of 98.87% all paper ordered to be 30% recycled paper.)	Jeanne	Oct 2010

(Target Area) Recycled copier paper

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Housing Finance Agency	Purchase recycled copier paper as offered through approved State vendor system	As available, all copy paper purchased is in compliance with recycled content and through approved state vendors	Terry Schwartz, Controller	Current and ongoing
MN Management & Budget	All copy paper purchased for the agency will be at least 30% post consumer content.	Approx. 500 cases per year.	R. LaPlante E. Johnson	Ongoing
MN Office of Higher Education	Continue to purchase 30% post-consumer recycled content paper for printers and copiers	% of recycled content paper purchased	Marlene White, Buyer	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Purchase the highest recycled post-consumer content paper practicable for use, but at least 30% post-consumer content	% recycled paper of each type	J. Kertesz, PA	On-going
MN State Colleges & Universities	67% of campuses purchase recycled office paper	reams of paper	Refer to Sustainability Report 2010 - Bemidji State University now	2010

(Target Area) Specifying products that have less environmental impact

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Human Services	Document design and printing requests from agency staff are supported by a specifications/cost estimate form that defaults to green.	Number of printing projects on an annual basis.	Danette Wachs and Brenda Braun-Carlson	Ongoing
MN Department of Human Services	MSOP - ML: Purchasing 30% recycled content copy paper, 40% recycled content paper towels, 20% recycled content toilet paper, 10% recycled content facial tissue & 30% recycled content napkins		Cheryl Ballou	as of July, 2009 and ongoing
MN Department of Natural Resources	Materials Mgmt website promotes alternatives with explanations of quality, quantity, value and relationship to the DNR Conservation Agenda	Number of sustainable product choices	D. Schiller	Ongoing
MN Department of Natural Resources	50% of purchasing categories have green purchasing requirements by end of 2015	Percentage of purchasing categories with green purchasing requirements	D. Schiller	Ongoing

(Target Area) Prevent toxic pollution

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Education	analysis of department operations, likely not significant	report on quantity of toxics generated	Pat Slagle, Wendy Rumpel	October 2011
Metropolitan Airports Commission	Mechanical snow removal (plows + brooms) - eliminated usage of urea, reduction in usage of other chemicals (sodium acetate, potassium acetate). Is now standard operating procedure.	reduction in pavement de-icing chemical usage	MAC Maintenance	ongoing
Metropolitan Sports Facilities Commission	Prevent toxic pollution by using "green" cleaning chemicals	Dollar value of "green" cleaning materials	MSFC/Centerplate	ongoing
Military Affairs	Implement P2 opportunities from the MNARNG P2 Plan	Reduce toxic products by 10% over the next 5 years	Ken Auer	Ongoing as funding allows
MN Department of Health	(1) Partner with MDA to identify and implement joint hazardous waste recycling in the Public Health Lab. (2) Update building environmental policies encouraging use of "green" or environmentally preferable products. (3) Establish environmentally friendly o	(1) Document MDA/MDH collaborative lab recycling plan, associated annual volumes and comparative cost analysis. (2) Update building environmental policies, gain ADD approval, publish and circulate. (3) Document cooperative plans, % of facility participati	(1) Allen Broderius, Stefan Saravia & Kent Konecny. (2 & 3) MDH Facilities Management; Art Newberg, Marilyn Scruton - Golden Rule Bldg. & Snelling Office Park, Kent Konecny - Freeman/lab Bldg.'s, Eileen Brooks - District Offices.	June 30, 2012
MN Department of Natural Resources	Reduce toxic products 10% over the next five years, based on the average of the preceding five years	Amount of toxic products used in fleet maint, labs, building and grounds maint and operations	D. Schiller	Ongoing
MN Department of Natural Resources	Increase use of Green Star-certified repair shops to 25% by end of 2015	Use of Green Star-certified repair shops	D. Schiller	Ongoing
MN Department of Public Safety	Work with lessor of the DPS central office to determine current "green cleaning" products in use and work with them to develop a future plan to increase the use of these products		Pete Rowan	Jun 11
MN Department of Employment & Economic Development	As leases are renewed, negotiate contracts to include provisions for use of "green" cleaning products and practices.	100% of contracts negotiated yearly were able to include a green cleaning provision.	Steven Johnson	Reviewed 6/2011
MN Pollution Control Agency	In partnership with Dept. of Health (co-tenant), work with Rochester landlord to create a green cleaning plan	% of products replaced with environmentally preferable alternatives	J. Kertesz, PA	January 2012
MN State Colleges & Universities	Current IPP request for aqueous parts washer eliminate needs for solvents in brush cleaning in printmaking	gallons of solvent reduced	Rochester Community and Technical College	2011

(Target Area) Prevent toxic pollution

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN State Colleges & Universities	67% of campus have CO sensors	kilowatt hours reduced	Refer to Sustainability Report 2010	2010

(Target Area) Reduce air pollution

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Education	Identify lead staff that will volunteer to head up committee, coordinate with existing programs of Metro Transit and others to encourage walk, bike, bus and carpooling.	reduction in single driver car trips	Bruce Pomerantz, Terry Hamm	January 2012
Department of Education	Identify responsible staff member, send out notices to staff through agency newsletters and meetings about air alerts.	messages forwarded 100% of time, biannual notice to staff		October 2011
Metropolitan Mosquito Control District	Notify staff of MPCA air alerts. Educate staff on behaviors to reduce air pollution. Encourage staff to sign up for Eviroflash.	Number of air alerts sent to staff. Number of employees signed up for Eviroflash.	J. Thompson, Information Systems S. Lee, Information Systems	January 2012
Metropolitan Mosquito Control District	Encourage staff to consider alternatives to single occupancy commuting and provide information for commuting options on May 1 and October 1 each year. (EO11-13)	Number of employees who bus or bike to work. Number of employees telecommuting.	S. Lee, Information Systems	January 2012
Metropolitan Sports Facilities Commission	Notify employees of air quality alerts/have employees receive direct notice of air alerts	Number of employees who sign up for air alert advisories	MSFC/Centerplate	ongoing
Metropolitan Sports Facilities Commission	Advise employees to consider alternatives to single occupancy vehicle commuting	Emails to be sent May 1 and October 1	MSFC/Centerplate	ongoing
Military Affairs	Notify state employees of air quality alerts	95% of state employees notified	Scott Albers/Gary Nierengarten	As needed based upon alert notifications from PCA
Military Affairs	Encourage state employees to consider alternatives to single occupancy vehicle commuting	By May1 and Oct 1	David Lein	Twice annually

(Target Area) Reduce air pollution

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Health	(1) Notify staff of air quality alerts via email or Web along with suggested mitigation measures. (2) Develop internal Web redirect for voluntary staff signup to Enviroflash alerts. (3) Notify staff of commuting alternatives semi-annually on or around May	(1) # & % of air alerts published annually. (2) # and % of staff signed up to Enviroflash. (3) # of annually published public transit, carpooling and bike-to-work opportunities.	(1, 2) Notify Margaret Etta Meyer (MargaretEtta.Meyer@state.mn.us), Cristyn Rybak (Cristyn.Rybak@state.mn.us), Michelle Aguilar (Michelle.Aguilar@state.mn.us) or Tim Myers (Tim.Myers@state.mn.us). (3) Earl Rook	June 30, 2012
MN Department of Labor and Industry	Upon notification by MPCA of high-risk air pollution, DLI will immediately alert staff of the risk via e-mail or intranet.		James Honerman, Communications Director	On-going
MN Department of Natural Resources	Respond to air alerts by MPCA with a message to staff on behaviors to reduce air pollution and encourage staff to sign up for direct notification through email. Educate about air quality and single-occupant commuting alternatives twice a year.	Percent of air alerts that staff are notified and percent of staff signed up to Enviroflash	TBD	October and May each year.
MN Department of Revenue	Respond to air alerts from MPCA with message to staff on behavior and to reduce air pollution and Encourage staff to sign up for direct notification through e-mail	% of air alerts notified	Kathy anderson	Facilities annually
MN Department of Transportation	Promote staff to sign up for EnviroFlash for air pollution alerts. 100% notification to all staff via email.	Calculate % of staff receiving email air pollution alerts.	M. Larson-Jordahl, OES Principal Engineer	FY08 baseline; ongoing
MN Department of Transportation	Fall promotion of alternative commuting options	Increase in number of employees using transit and/or teleworking	J. Keys	Annually, based on winter data
MN Department of Transportation	Spring promotion of employee options to bike or walk to work	Increase in number of employees biking or walking to work at least occasionally during warm weather months	M. Schadauer	Annually, based on June data
MN Department of Employment & Economic Development	Respond to MN PCA air alerts with message to staff on reducing air pollution.	Met goal of 100% notifications (1 of 1) to staff.	Brenda Tuma	Reviewed 6/2011
MN Housing Finance Agency	Offer employees teleworking options to reduce air pollution from commute	Continue to offer teleworking options to staff - currently at 26	Human Resources and Management	Current and ongoing

(Target Area) Reduce air pollution

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Housing Finance Agency	Notify staff as alert system notifications are received	Notify staff as air quality alerts are received 100% of time	Sheryl Goldberg, Facilities Manager	Current and ongoing
MN Housing Finance Agency	Offer employees commuting options to encourage public transportation and to bike and/or walk to work	Provide secure location for employees to store their bicycles; provide information and bus pass for staff to travel to/from outside meetings without driving	Sheryl Goldberg, Facilities Manager	Current and ongoing
MN Office of Higher Education	Respond to MPCA Enviroflash air alerts with message to staff on behavior to reduce air pollution and encourage participation in direct notification by email	1. % of air alerts notified; 2. % of staff signed up for enviroflash	Diane O'Connor, Deputy Director	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Respond to air alerts by MPCA with a message to staff on behaviors to reduce air pollution and encourage staff to sign up for direct notification through email	% of air alerts that staff are notified and % of staff signed up to Enviroflash	C. McMahon, Environmental Outcomes and Communications staff	October 2011 and May 2012
MN Pollution Control Agency	Hold bi-annual commuter fair events for staff and re-establish the Lafayette Park Transit Committee	# of alternative transit events held	M. Wenzel , K. Schroeder (IND) and ARROW team	On-going. Next events are October 2011 and April 2012
MN State Colleges & Universities	Contacts for Air Quality alerts provided to MPCA	notify staff when air alerts are called	Office of the Chancellor designated CFFO	2010
MN State Colleges & Universities	Designate parking spots for commuter cars in 2 parking ramps	# of parking spots designated	varies by campus	on-going
MN State Colleges & Universities	reduced passes for mass transit	# of passes	varies by campus	on-going
MN State Colleges & Universities	shuttle to North Star line	# of riders	Anoka-Ramsey Technical	on-going
MN State Colleges & Universities	encourage students to access county-wide bus or van programs for rural campuses	# of riders	varies by campus	on-going

(Target Area) Solid Waste Management compliance

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Education	Check with Lessor to make sure we are in compliance with solid waste rules	report on compliance	Wendy Rumpel	October 2011

(Target Area) Solid Waste Management compliance

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Metropolitan Airports Commission	Ensure continued compliance with Hennepin County Solid Waste Management Plan	no violations	MAC Environment Department, MAC Facilities	ongoing
Metropolitan Sports Facilities Commission	Utilize waste hauler that complies with Hennepin County requirements for solid waste management	Contract Specification item	MSFC	current and update with contract renewal
MN Department of Health	(1) Review building solid waste contracts for compliance with county requirements and implement methods/standards where applicable at all facilities. (2) Conduct a waste sort at each MDH location.	(1) % of solid waste hauler contracts meeting requirements. (2) Waste stream type by volume and as a % of total.	(1 & 2) Facilities Management; Art Newberg, Marilyn Scruton - Golden Rule Bldg. & Snelling Office Park, Kent Konecny - Freeman/lab Bldg.'s, Eileen Brooks - District Offices.	June 30, 2012
MN Department of Human Services	DHS utilizes electronic fund transfers for payments received and made. Over 3,000 MinnesotaCare customers use ETF and 30,000 use credit card transactions.	Number of EFT and credit card transactions per year	Mary Raddatz, FOD	Ongoing
MN Department of Human Services	Toner Recycling Program	Participate in the CLOSE THE LOOP-Zero Waste to Landfill Program	Tony Isenberg	
MN Department of Human Services	Enterprise: Electronic Document Management System (EDMS) contains over 33 million electronic documents that would otherwise need to be stored in paper version (sometimes multiple) in file cabinets.	Number of documents - reduction of paper file storage	Laura Michelson and Lance Haugen	Ongoing
MN Department of Human Services	Reduce paper/supplies consumption within our MFD Fleet	Require hold printing and set default "duplex" setting on Service Center MFDs Measure impact through paper usage and MFD "clicks"	Tony Isenberg and John Hartig	As of calendar year 2011
MN Department of Human Services	Reduce paper/supplies consumption within our MFD Fleet	Implemented secured badge print-"Hold" Printing. Measure impact through paper and MFD "clicks"	Tony Isenberg and John Hartig	as of calendar year 2010
MN Department of Transportation	Assist Districts to renegotiate hauling contracts to include recycling as needed	Calculate % of new hauling contracts, including recycling	District Physical Plant Supervisors	FY11 baseline; ongoing

(Target Area) Solid Waste Management compliance

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Pollution Control Agency	Regularly review solid waste plans and hauling contracts of regional offices to ensure compliance	% of Hauler contracts meeting requirements	M. Rust, PA	on-going. Last review was June 2011

(Target Area) Waste reduction, recycling and waste generation

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Reduce/eliminate inefficient copier/fax; update or replace other office equipment as needed.	Purchased Multi-function device	A. Benedix-PMD M. Micek-RMD Wieck/Nichols - DDC	Ongoing
Department of Administration	Study options for reducing/eliminating paper handtowels from Capitol Complex restrooms, utilizing forced-air hand dryers.	Completion on time.	Dave Fielding/ Chris Guevin-PMD	Study completed Dec. 31, 2010 (will proceed with design and construction to be complete by 8/31/12)
Department of Administration	Duplexing is default setting on printers.	Percent of duplex-enabled printers.	Division directors	Ongoing
Department of Administration	Increase electronic imaging of documents Reduce size of DD Council packets by 10%.	Completion on time.	Westman-RMD Wieck/Nichols-DDC	June 2012 Dec. 31, 2012
Department of Administration	Reduce disposed waste through recycling.	Minimum 60 percent of waste is recycled.	Division directors	Ongoing
Department of Administration	Coordinate the re-use of surplus government property through Surplus Exchange program.	Percent of Surplus Exchange items returned to service.	H. Gustner-FSS	Ongoing
Department of Education	staff survey of participation in recycling	survey results	Chris Moore	January 2012
Department of Education	conduct waste sort	waste numbers from sort	Catherine Biringer, Cheryl Ann Kopp	November 2011
Department of Education	Obtain numbers from lessor	waste and recycling statistics	Wendy Rumpel	October 2011

(Target Area) Waste reduction, recycling and waste generation

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Education	Implement top recommendations, assess by July	increase in recycling, reduction in waste	Sue Thomas	January 2012
Department of Education	analysis, recommendations for improvement	list of strategies to implement	Mary Telega	Nov/Dec 2011
IRRRB	> Agency-wide: Recycle paper, cardboard, plastic, waste oil	Reduce solid waste	M.Skenzich D.Jordan	Ongoing
Metropolitan Airports Commission	Expand organics composting program	tons of material diverted	MAC Environment Department, MAC Facilities	through 2012
Metropolitan Sports Facilities Commission	Achieve 60% reduction of waste disposed compared to 2005	Tons of waste disposed	MSFC/Centerplate	June 30, 2014
Military Affairs	Consolidate recycling data from Camp Ripley and private waste haulers from all 63 MNNG locations around the state	Reduce non-hazardous waste by 60% from 2005 baseline	Ken Auer	NLT June 30, 2014
MN Department of Corrections	The DOC continues to participate in food waste diversion via local hog farmers. Currently, one facility has successfully contracted for organics recycling with their waste hauler. We hope to increase this practice with waste haulers as contracts come up	Analyze food waste diversion programs at each facility. Negotiate new waste hauler contracts to see if organic recycling opps exist.	Reena Solheid	July 2011- June 2013
MN Department of Health	(1) Create and deploy a reoccurring communications plan to promote waste reduction and recycling in all MDH facilities. (2) Identify opportunities for interagency partnerships in shared facilities by establishing joint waste reduction/recycling goals and	(1) Meet/exceed 60% statutory recycling goal. (2) Document interagency plans. (3) Identify areas for mutually shared resources, a preliminary description of how they would function, along with associated cost savings. (4) Identify weight and # of paper ream	(1,2 & 3) MDH Facilities Management; Art Newberg, Marilyn Scruton - Golden Rule Bldg. & Snelling Office Park, Kent Konecny - Freeman/lab Bldg.'s, Eileen Brooks - District Offices. (4) Bill Neuhjar, Virginia Davis & Purchasing Lead Worker. (5) Division man	June 30, 2012
MN Department of Human Services	MSOP-ML: Require that a minimum of 75% of the total project waste from Phase II construction and remodeling be diverted from landfills, and that the contractor provide a waste management plan to show evidence of recycling and reuse of recovered material	minimize landfill waste and prevent environmental pollution and damage	Contractors	September, 2010 - April, 2011

(Target Area) Waste reduction, recycling and waste generation

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Human Services	MSOP-ML: Minnesota Industries offers it's customers several alternative environmentally friendly substrates for the construction and fabrication of interior signs	elimination of toxic pollution, and influences positive change for customers		July, 2010 and ongoing
MN Department of Human Services	Over 3,500 DHS documents available on-line for instant printing as needed at a local level.	Measure "hits" on eDocs website from counties, citizens, business partners.	Laura Michelson	Ongoing
MN Department of Human Services	MSOP-ML: Minnesota Industries offers its customers (other state agencies) the choice of a bio-degradable substrate, made from 50% post-industrial recycled material, which can be used to replace PVC sign substrates	Offering state agencies biodegradable substrates		July, 2010 and ongoing
MN Department of Human Services	MSOP-ML: Minnesota Industries offers only reusable banner display stands, which allow the end user to reuse the same banner display instead of disposing of it.	banner displays are reusable, eliminates solid waste		July, 2010 and ongoing
MN Department of Human Services	MSOP-ML: Minnesota Industries recycles all of it's brass and aluminum through metal recycling vendors	minimize landfill waste and prevent environmental pollution and damage		2009 and ongoing
MN Department of Human Services	MSOP - ML: Implemented food waste disposal program and recycling of plastics and glass, separating these items from general waste	Reduction in amount of general waste products disposed of in landfills	Ken Schmidt/Dave Bye	Implemented June, 2010 and ongoing
MN Department of Human Services	MSOP - ML: Installed electric hand dryers in staff restrooms in Phase I and upcoming Phase II construction and remodeling.	Eliminating the use of paper towels, resulting in less waste generation. Measure solid waste for metrics		as of July, 2009 and ongoing
MN Department of Human Services	Receive desktop and notebook computers in bulk packaging - all materials recycled at VAR location	Reduce styrofoam and other non-recyclable materials from being dumped in Minnesota landfills	Tony Isenberg and John Hartig	Ongoing
MN Department of Human Services	MSOP - ML: Installed water & ice dispensers in staff breakrooms	Reduction of bottled water/plastics as waste material.	all staff	as of January, 2010 and ongoing
MN Department of Human Services	Desktops and notebooks shipped from manufacturer in bulk packs	Reduce styrofoam and other non-recyclable materials from being dumped in Minnesota landfills	Tony Isenberg and John Hartig	Ongoing
MN Department of Labor and Industry	Change default shared printers to duplex printing and encourage 2-sided copying.		Cindy Valentine, CIO	By September 1, 2011

(Target Area) Waste reduction, recycling and waste generation

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Labor and Industry	Encourage and promote on-line transactions and electronic communications.		Kris Eiden, Deputy Commissioner	On-going
MN Department of Labor and Industry	Make personal recycling bins available to staff. Clearly label recycling and trash receptacles.		Cecelia Jackson, CFO, Financial Services	By September 1, 2011
MN Department of Labor and Industry	Reduce the amount of waste disposed of and increase recycling, compared to fiscal year 2011.	Data will be collected for FY'11 to create a baseline.	Julie Klejewski-review progress with building manager	20% reduction by 6/30/12, 45% reduction by 6/30/13 and 60% reduction by 6/30/14
MN Department of Natural Resources	Increase volume of fixed assets recycled, reused, resold at HQ by 50% by end of 2015 and at Regions by 25% by end of 2015	Volume of fixed assets recycled, reused, resold	D. Schiller	Ongoing
MN Department of Natural Resources	Reduce site waste disposed 60% below 2005 base levels by 6/30/2014. Achieve 100% compliance with county solid waste mgmt plans.	Tons of solid waste disposal	R. Bergh	Ongoing
MN Department of Revenue	Increase the use of high recycled content paper	Volume of paper purchased and make-up %'s	Michael Cossor Purchasing	annually
MN Department of Revenue	Encourage the re-use of one sided paper through guidance to staff. Increase the level of e-file operations.	Reduce paper purchases. Percent of returns electronically filed	Kathy anderson Facilities	annually
MN Department of Transportation	Increase recycling of cardboard and mixed paper	Calculate % increase in recycling cardboard and mixed paper	District Physical Plant Supervisors	FY11 baseline
MN Department of Employment & Economic Development	Establish a means for collecting waste disposal information for DEED's 57 facilities and promote waste reduction behaviors.	To be determined	Steven Johnson	Begin in August 2010
MN Housing Finance Agency	Promote recycling program and provide containers for agency recycling of paper, aluminum, plastic, and glass	Continue to achieve current 60+% recycle rate - currently at 70%	Eric Mattson, Recycling Coordinator	Current and ongoing

(Target Area) Waste reduction, recycling and waste generation

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Office of Higher Education	Several staff members currently take the responsibility for recycling plastic bottles and aluminum cans used personally by staff and used at meetings with agency guests and program collaborators. Encourage building management/owner to institute building-wide recycling operation for plastic bottles and aluminum cans	% recycling and trash	Tim Geraghty, Chief Financial Officer	July 1, 2011- June 30, 2012
MN Office of Higher Education	Agency-wide, recycle documents that are stored beyond required data retention date	Volumes of stored paper recycled	Tim Geraghty, Chief Financial Officer	July 1, 2011- June 30, 2012
MN Office of Higher Education	Reduce disposed paper waste by making personal paper recycling bins available to staff	Volumes of paper waste reduced	Diane O'Connor, Deputy Director and Building Management	July 1, 2011- June 30, 2012
MN Office of Higher Education	Promote reduction in use of plastic water bottles at agency-sponsored meetings	% recycling and trash	Diane O'Connor Deputy Director	July 1, 2011- June 30, 2012
MN Office of Higher Education	Document Management System (FileNet) contains over 1200 electronic documents that would otherwise need to be stored in paper version in multiple file cabinets	Reams of paper used	Carol Nordstrom, Account Technician	July 1, 2011- June 30, 2012
MN Office of Higher Education	Encourage duplexing printing of documents through reminding staff of this print option	Reams of paper used	Diane O'Connor, Deputy Director and Marlene White, Buyer	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Promote the use of Multi-function Devices (MFDs) to reduce orphan print jobs	reduction in the reams of paper purchased	M. Cioci-source reduction	enews article by December 2011
MN Pollution Control Agency	Promote reduction in single-use plastic water bottles	purchases of single-use water bottles	C. Moeger and ARROW team	January 2012
MN Pollution Control Agency	Document recycling for regional offices to gain a baseline	lbs. of recycling	T. Farnan and ARROW team	October 2011
MN Pollution Control Agency	Increase source separated composting by 15% from 2009 levels in the St. Paul office through an aggressive education campaign	lbs. of source separated organics	C. Moeger and ARROW team	October 2011
MN State Colleges & Universities	Separate and compost carry out eco containers	organics created	Winona State University	2011

2011 (Category) **Minimize Solid Waste**
(Target Area) Waste reduction, recycling and waste generation

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN State Colleges & Universities	Develop composting of food scraps	organics reduced	Refer to Sustainability Report 2010 - such as Southwest Mn State University	2010 and before
MN State Colleges & Universities	Minimize toilet hand towels by recycling; at Lake Superior it is worm composting and at WSU it is for hog bedding	organics created	Lake Superior College and Winona State University	2010 and before
MN State Colleges & Universities	Use corn based "to go" items (instead of styrofoam)	solid waste reduced	South Central College - Mankato	
MN State Colleges & Universities	Campus bus runs on vegetable oil grease formerly used in cafeteria. Campus also uses composting for local hog farmers	gallons of organics reduced and gas reduced	St Cloud State University	2010 and before
MN State Colleges & Universities	Limiting waste on food service	organics reduced	Normandale, Winona	2010 and before
MN State Colleges & Universities	Change default setting on all agency printers and copiers to duplex print.	Reduce the amount of paper purchased by the department by 80 cases.	R. LaPlante A. Drinkwine J. Soban - Purchasing	Ongoing
MN State Colleges & Universities	Limit the number of printing done from computer labs	reams of paper	Refer to Sustainability Report 2010 such as Bemidji State University and Hennepin Technical College	2010 and before

(Target Area) Energy efficiency and renewable energy

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Perform energy audits of state-owned buildings.	Complete energy audits on 5 million sq ft of state-owned buildings.(5 mill sf above last yr)	W. Waslaski-RECS	April 30, 2012
Department of Administration	Achieve building energy performance standards as required in M.S. 216B.241 in all new designs for new or substantially renovated facilities.	Minimum 60% improvement from an average 2003 building.	G. Christofferson-RECS	Ongoing
Department of Education	share data from building solar panels with staff	solar energy data shared quarterly with staff	Cheryl Ann Kopp, Communications Team	November 2011
Department of Education	research who and when for staff to be able to attend Building Operator training.	staff identified	Wendy Rumpel	October 2011
Department of Education	collect and forward data from building solar panels	solar energy data	Wendy Rumpel	November 2011
Metropolitan Airports Commission	Explore alternative energy projects including wind, solar and geothermal	kWh of renewable energy produced/purchased	MAC STAR Team	ongoing
Metropolitan Airports Commission	Continue MAC Energy Conservation Program	MWH reductions	MAC Airport Development	through 2015
Metropolitan Sports Facilities Commission	Attend Building Operator Certification training	Achieve State Mandate	L. Pidde	January 1, 2013
Military Affairs	Determine which BMC's require BOC course, program funding, determine course dates and enroll them in the training	Ensure 50% of BMC's have attended BOC training	Bill Kuesel	NLT December 21, 2012
MN Department of Health	(1) Conduct cost-effective renewable energy studies as part of the pre-design process for all potential MDH facilities. (2) Train at least 50% of the MDH Administrative Services Bureau on how to operate existing energy-consuming equipment in the most effi	(1) #, type and cost benefit analysis of lease energy efficiency opportunities or improvements. (2) # of staff trained in equipment operation efficiency.	(1) Earl Rook, Art Newberg & Tim Myers. (2) Art Newberg, building supervisors & HRM training/education staff.	June 30, 2012
MN Department of Natural Resources	Increase presence of renewable energy systems at Top 100 DNR facilities to 75% by end of 2015	Percent of Top 100 sites having some form of on-site renewable energy	R. Bergh	Ongoing
MN Department of Natural Resources	Increase percentage of renewable energy at DNR facilities to 8% by end of 2015	Total facilities MMBTU from on-site renewable energy generation	R. Bergh	Ongoing
MN Department of Transportation	Purchased Wind Turbine in District 8	Calculate % of electricity paid for by wind generation	K. Schmitz, District 8 Facility Supervisor	FY11 baseline

(Target Area) Energy efficiency and renewable energy

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Employment & Economic Development	If the N. Mpls WFC is renovated, conduct a renewable energy study and implement technologies determined to be cost-effective.	After conducting an assessment, it was determined the property will be sold.	Steven Johnson	NA
MN Department of Employment & Economic Development	Increase compliance with Dept. of Admin directive to enter historical utility data for DEED owned facilities within the B3 website.	Met goal of 100% of DEED owned facilities (3 of 3) entered in B3 Database.	Steven Johnson	Dec 2010
MN Office of Higher Education	Work with building management to better regulate office space temperature generated from heating and cooling system	% electricity reduction	Diane O'Connor, Deputy Director	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Pursue business case for computer power management. Manage closed landfills for renewable energy production (Olmsted Solar)	kWh of energy efficiency in computers and renewable energy generated	Brion Nelson, ISO and D. Day, Closed Landfill Program	April 2012
MN State Colleges & Universities	Solar panels to assist in water heating	gallons of fuel saved	Minnesota State College - Southeast Technical (both campuses)	
MN State Colleges & Universities	Wind Turbines	kilowatt hours produced	Existing at Canby, to be built at Albert Lea and Eveleth, Fergus Falls and Wadena	2010
MN State Colleges & Universities	Geo thermal and biofuel	kilowatt hours reduced and produced	Staples Campus - Central Lakes	2010

(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Integrate building lighting controls on EBI. Completion Dates: Transportation - 4/30/12; Stassen - 7/31/12; MHC - 12/31/12	Completion on time.	J. Aleckson-PMD	December 31, 2012
Department of Administration	Install Widelite LED fixtures in parking ramps & garages. Completion Dates: Admin-8/31/11; SOB & 14th St Ramps-1/31/12; all others-4/30/2012	Completion on time.	J. Aleckson-PMD	April 30, 2012
Department of Administration	Upgrade EBI Network to 1 GB capacity to facilitate centralized control of building lighting.	Completion on time.	J. Aleckson-PMD	Completed May 31, 2011
Department of Administration	Implement exfiltration plan at Veterans Services Building.	Completion on time.	J. Aleckson-PMD	Completed March 31, 2011
Department of Administration	Upgrade Capitol Building hot water distribution pumps.	Completion on time.	J. Aleckson-PMD	June 30, 2012

2011 (Category) **Reduce Energy Usage**
(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff		Timeline
Department of Administration	Ensure computer monitors enter power saving mode after specified period of inactivity (applicable divisions only).	Percent of computer monitors set for power-saving mode.	Appropriate divisions		PMD completed January 31, 2011
Department of Education	Implement two behavior campaigns targeting employee practices	kwh of energy saved	Communications Team		March 2012
Department of Education	Campaign leaders and volunteer committees develop plan	campaign materials produced	Angie Johnson, Communications Team		December 2011
Department of Education	Select top ideas, refer operation changes to lessor, develop campaigns for employee practices	two ideas selected and approved	Vicki Berends, Wendy Rumpel		November 2011
Department of Education	Gather data from lessor on energy and water usage	energy and water usage reports	Wendy Rumpel		October 2011
Department of Education	Solicit/survey staff for conservation ideas	list of strategies to implement	Chris Moore		October 2011
IRRRB	> Agency-wide: Set heating systems/units at a lower temperature and cooling systems/units at a higher temperature	Reduce energy use	M.Skenzich D.Jordan	A.Johnson	Ongoing
Metropolitan Mosquito Control District	Reduce energy usage by 25% at District St Paul facility from 2008 energy consumption levels.	Percentage of energy reduction from 2008 levels.	B. Caesar, Mgt Team Bldg. Mgt.	J. Walz,	January 2012
Metropolitan Sports Facilities Commission	Add motion control light switches in offices	Reduction in electrical energy use (KwH)	MSFC		January 1, 2012
Metropolitan Sports Facilities Commission	Explore equipment upgrades to increase energy efficiency	Reduction in electrical energy use (KwH)	MSFC/Centerplate		ongoing
Military Affairs	Implement B 2030 energy standards in all new or substantially renovated state buildings	Reduce building energy use by 70% from 2003 baseline	Tom Vesely		NLT 2015
MN Department of Agriculture	Continue to work with Admin Plant Management on the efficient operation (lighting, etc.) of both the Freeman and Lab Buildings.	2 buildings managed by Dept of Admin. Refer to Admin for Capitol Complex energy usage.	Doug Buhl - Facilities Manager		Continual
MN Department of Agriculture	Continue the use of the Freeman "Neighborhood Center" design concept which minimizes the number and use of copiers, printers, faxes, etc.	12 neighborhood centers	MDA Finance and Budget Division and purchasing staff		Continual

(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Corrections	The DOC facilities will continue to work with the MN Dept of Admin to identify and implement energy conservation and efficiency measures in all facilities by participating in PBEEEP (Public Buildings Enhanced Energy Efficiency Program).	Review utility bills for comparisons quarterly once the PBEEEP studies and recommendations have been implemented.	Bill Montgomery & Reena Solheid	July 2011- June 2013
MN Department of Health	(1) Achieve building energy performance standards whenever possible as provided in Minn. Stat. 216B § 241, subd. 9 (Sustainable 2030) in all new designs for new or substantially renovated state buildings by reducing energy use 60 % from a 2003 average by	(1) % energy reduction and change in Energy Star score for buildings. (2) # and location of energy audits. (3) Cost benefit analysis to include; #, type, location and value of energy reduction initiatives. (4) Survey of staff's willingness to participate i	(1) Landlord/Lessor(s), Dept. of Admin.-RECS, Dept. of Admin.- Plant Management & MDH Facilities Management. (2, 3 & 4) Art Newberg, Marilyn Scruton - Golden Rule Bldg. & Snelling Office Park, Kent Konecny - Freeman/lab Bldg.'s, Eileen Brooks - District O	June 30, 2012
MN Department of Human Services	Purchase Energy Star 5.0 / EPEAT Gold LCD's	Up to 60% reduction in energy usage, reduce CO2 emissions	Tony Isenberg and John Hartig	Ongoing
MN Department of Human Services	MSOP - ML: Installation of programmable sinks, showers, and toilets to limit duration of water usage	Reduction of water usage		as of July, 2009 and ongoing
MN Department of Human Services	MSHS - Cambridge: Replace 50 year old cooling equipment serving campus Admin. Building with new energy efficient system	Reduction of Energy Consumption	Kerry Bacon	Completed Spring of 2011
MN Department of Human Services	MFDs (multi function print devices) in our administrative facilities (non 24/7 operational areas) are set to power down during off hours and weekends.	40% plus savings in energy costs on these devices	Debbie Galvan and David Marshall	as of calendar year 2009
MN Department of Human Services	Ongoing retirement of personal printers in conjunction with strategic shared MFD placement.	Energy savings and solid waste reduction	Tony Isenberg and John Hartig	as of calendar year 2009
MN Department of Human Services	St. Peter RTC: Implemented process for shared savings project to replace/upgrade campus steam traps	Reduction of Energy Consumption	Bill Olson & Ron Ledin	Spring 2012
MN Department of Human Services	Replace the Agency's less efficient printers/scanners/fax machines with Multi Function Devices	Reduce our agency's equipment foot print within the organization	Tony Isenberg and John Hartig	as of calendar year 2010

2011 (Category) **Reduce Energy Usage**
(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Human Services	MSHS - Cambridge: Install automatic on/off switching to Resident Building Air Conditioning Equipment	Reduction of Energy Consumption	Kerry Bacon	To be implemented in Fall of 2010
MN Department of Human Services	Purchase Energy Star 5.0 / EPEAT Gold desktops, notebooks and workstations	Up to 30% reduction in energy usage per client	Tony Isenberg and John Hartig	Ongoing
MN Department of Human Services	Reduce the footprint of the central office organizations currently located in the DC1 Building.	Reduced energy consumption	Tom Bailey & John Duffert	Completed July 2011
MN Department of Human Services	444 Lafayette employee education campaign to prompt everyone to turn off task lights before leaving at end of day.	Reduced energy consumption	Tom Bailey & Mike Etlicher	Completed Spring of 2011
MN Department of Human Services	Andersen Building employee education campaign and print labels to ensure that all task lights are plugged into switched outlets for turning off at night.	Reduced energy consumption	Tom Bailey & John Duffert	Completed Spring of 2011
MN Department of Human Services	St. Peter RTC- Install Meter on individual Buildings	Reduction of Energy Consumption	Bill Olson	In progress
MN Department of Human Services	Brainerd RHSC: Replace Roof on Building #20	Reduction of Energy Consumption	Pat Bauer & Mike Scanlon	Completed July 2011
MN Department of Human Services	Brainerd RHSC: Mothball non-utilized buildings on Brainerd campus	Reduction of Energy Consumption	Pat Bauer & Mike Scanlon	Scheduled for Fall 2011
MN Department of Human Services	Multi Function Device Fleet Management	All of our MFD are Energy Star certified, and current standards meet ENERGY STAR 2 Requirements.	Tony Isenberg and Debbie Galvan	as of calendar year 2010
MN Department of Human Services	St. Peter RTC: Implemented Process for shared savings project to replace/upgrade lighting throughout campus	Reduction of Energy Consumption	Bill Olson & Ron Ledin	Spring 2012
MN Department of Human Services	Brainerd RHSC: Install independent HVAC to the 3 utilized buildings on campus & schedule shutdown of high pressure steam plant	Reduction of Energy Consumption	Pat Bauer & Mike Scanlon	Completed September 2011

2011 (Category) **Reduce Energy Usage**
(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Human Services	MSOP-ML: Replaced existing MFD's with more energy efficient models. Continue retirement of personal printers and appropriate placement of MFD's	Energy use reduction and solid waste reduction	IT staff	October, 2010 for replacement, ongoing for retirement of existing personal printers
MN Department of Human Services	MSOP-ML: Decommissioned Main Building facility laundry	Reduction in water consumption, gas usage and electrical usage		July, 2010
MN Department of Human Services	MSOP-ML: Reduced lighting on client living units and commons areas from 10:30 pm to 5:30 am	Reduction in energy consumption		Ongoing
MN Department of Human Services	DHS ITS promotes the practice of powering down all computer workstations and monitors each night and on weekends		John Hoenigschmidt	Ongoing
MN Department of Human Services	MSHS - Cambridge: Added insulation to attics of 4 residential Buildings	Reduction of Energy Consumption	Kerry Bacon	Summer of 2009 and ongoing
MN Department of Human Services	St.Peter - Replaced Campus Dishwasher with high Efficiency Model	Reduction of Energy Consumption	Bill Olson - Stephen Lucht	Completed October 2011
MN Department of Human Services	St.Peter RTC - Decommission Laundry	Reduction of Energy Consumption	Ron Ledin	Completed
MN Department of Human Services	St. Peter RTC- Sewer Repairs	Reduction of Energy Consumption	Bill Olson & Ron Ledin	Completed July 2011
MN Department of Labor and Industry	Post signage to encourage employees to use the stairs.		DLI Health Promotion Committee	Notices to all staff with routine committee notices.
MN Department of Labor and Industry	Promote practice of powering down all computer equipment, turning off lights in offices, work stations and conference rooms when not in use, each night and on weekends.	Identify kilowatts purchased with building managers	Julie Klejewski-report progress, Kris Eiden--promote reduction	Every six months starting in July 2011 and post results on DLI intranet.

(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff		Timeline
MN Department of Natural Resources	Decrease energy use by 2% per year starting in 2010. 100% of new buildings will meet or exceed predicted and benchmarked energy usage.	Total energy use (kBtu psf per year) in new and substantially renovated buildings	P. Paulson		Ongoing
MN Department of Natural Resources	Decrease GHG emissions by 2% per year starting in 2010	GHG emissions (pounds psf per year) in new and substantially renovated buildings	P. Paulson		Ongoing
MN Department of Natural Resources	Increase average cost performance differential between new and similar existing DNR buildings to 50% by end of 2015.	Total energy costs (\$ per square foot per year) in new and substantially renovated buildings versus existing stock of similar buildings	P. Paulson		Ongoing
MN Department of Natural Resources	Improve energy efficiency of Top 50 buildings 10% in first 12 months following implementation of energy audit recommendations	Total energy use per square foot in Top 50 "energy intense" buildings	R. Bergh		Ongoing
MN Department of Natural Resources	Reduce building energy consumption by 4% each year from 2010 to end of 2015	Total energy use in buildings	R. Bergh		Ongoing
MN Department of Natural Resources	Reduce site GHG emissions by 5% each year from 2010 to end of 2015	Total GHG emissions per site	R. Bergh		Ongoing
MN Department of Public Safety	Restrict the use of space heaters in central office facility and work with lessor to address complaints and resolve issues.		Rita Wurm, Pete Rowan, Holly Folkers		On going
MN Department of Public Safety	Enter energy information into Minnesota Benchmarking Website for the 3 DVS exam stations in Arden Hills, Eagan, and Plymouth to create a baseline for future analysis and goal setting		Holly Folkers		Jun 11
MN Department of Revenue	Lighting reduction plan	Number of tubes reduced in Kwh	Kathy anderson	Facilities	annually
MN Department of Revenue	Purchase Energy star computers and monitors	Kwh saved through machine electricql consumption upgrades	Kathy anderson	Facilities	annually
MN Department of Employment & Economic Development	At the Central Office (leased facility), work with building owner to establish baselines and min. of two initiatives to reduce energy consumption.	Baseline energy use established. Building awarded Energy Star Rating FY 2010.	Steven Johnson		Awarded May 2011
MN Department of Employment & Economic Development	Conduct energy audits at one of three DEED-owned facilities. Apply to PBEEP program and implement recommendations.	Established baseline energy use at the 3 owned properties. Conducted a facility condition assessment.	Steven Johnson		Feb 2011

2011 (Category) **Reduce Energy Usage**
(Target Area) Reduce energy consumption

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Housing Finance Agency	Set printers/photocopiers to utilize energy-saving modes	Default settings are 2-sided printing, black and white printing, and 60-minute inactivity sleep mode	Tony Peleska, CIO	Completed September 2010
MN Housing Finance Agency	Reduce energy consumption from heating and cooling use	Reflective window film applied to South and West facing windows to reduce heating needs in winter and cooling needs in summer	Sheryl Goldberg, Facilities Manager	Current and ongoing
MN Office of Higher Education	Turn office lights off at the end of the workday	% energy reduction	All staff	July 1, 2011- June 30, 2012
MN Office of Higher Education	Post signage to encourage use of stairs	% energy reduction	Diane O'Connor, Deputy Director	July 1, 2011- June 30, 2012
MN Office of Higher Education	Continue purchasing of Energy Star computers and monitors as replacements occur		Marlene White, Buyer	July 1, 2011- June 30, 2012
MN Office of Higher Education	Work with building management to install low-flow faucet aerators in staff kitchen area	water use reduction	Tim Geraghty, Chief Financial Officer	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Establish Energy Star Portfolios for all regional leased office locations and report energy use as part of Climate Registry	kwh reduction, increase in Energy Star score and % reduction in GHG emissions	C. Moeger and ARROW team	each building entered into Energy Star portfolio prior to lease negotiations (2012)
MN State Colleges & Universities	90% of all campuses use energy management to control HVAC running time	kilowatt hours reduced	Refer to Sustainability Report 2010 - Metro State University	2010
MN State Colleges & Universities	Building to B3 and LEED certification	kilowatt hours reduced - B3 85% of all campus projects	LEED at Lake Superior, Winona SU	2010
MN State Colleges & Universities	Eliminate all fuel campuses	gallons of fuel saved	Mn West Community & Technical College	2014
MN State Colleges & Universities	Retrofitting lighting fixtures	kilowatt hours reduced - 67% of campuses have done this	Refer to Sustainability Report 2010 - Bemidji State Univ now	2010
MN State Colleges & Universities	Mothballing campus to better utilize space.	kilowatt hours reduced	Riverland Albert Lea and Northland - Thief River Falls	2010

(Target Area) Fleet composition

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Maximize opportunity to use cleaner fuels by targeting 90% of Admin leased fleet to be capable of using cleaner fuels.	Percentage of Admin fleet vehicles capable of using cleaner fuels.	T. Morse-FSS	Ongoing
Department of Education	develop plan/policies to replace less efficient vehicles	report on options and plan to replace		November 2011
Department of Education	gather information on current fleet	current fleet report	Pat Slagle	November 2011
IRRRB	> Agency-wide: Reduce motor pool fleet and increase use of flex fuels	Reduce fuel consumption and increase use of E-85	R.Olson J.Dolensek	Ongoing
Metropolitan Airports Commission	Purchase fuel efficient/alternative fuel vehicles as appropriate for intended use	Petroleum gallons purchased	MAC Maintenance	ongoing
Metropolitan Mosquito Control District	Purchase alternative fueled/flex fuel E-85 vehicles as replacement cycle occurs.	Percentage of alternative fuel vehicles in fleet.	B. Caesar, Mgt Team	January 2012
Military Affairs	Replace standard gasoline vehicles with hybrid and/or flex fuel vehicles with high MPG ratings	When possible use cleaner fuels and vehicles with MPG ratings of 30 city/35 Hwy	David Lein	As leases expire
MN Department of Agriculture	The MDA now has 99% of its fleet as vehicles E85.	Number of total fleet vehicles 140 compared to the number of E85 vehicles 139.	Joyce Walkosz - Fleet	Continual
MN Department of Health	(1) When available, ensure that all vehicles purchased or leased: a) Use cleaner fuels as defined in Minn. Stat. 16C.135, subd. 1. b) Have fuel efficiency ratings that exceed 30 miles per gallon for city usage or 35 miles per gallon for highway usage. c)	(1a, b, c) # of fuel efficient cars purchased or leased annually. Estimated % of fleet efficiency improvement over previous period.	(1a, b, c) Arretta Eggleston, Art Newberg.	June 30, 2012
MN Department of Human Services	MSOP-ML: Replacing current aging fleet vehicles with more fuel efficient vehicles	reduction in fuel consumption	Denise Considine/Dave Bye	Ongoing
MN Department of Human Services	Choosing the most efficient vehicles possible to replacing aging cars. Reduced the overall DHS fleet size from 930 to 875	Fuel usage based on Admin's Fleet Management Fuel Card reporting system	Debbie Rielley	Ongoing
MN Department of Human Services	Establish a pilot project using WeCar rental vehicles from Enterprise and technology allowing reservations online, use of access cards to account for use and provide access to vehicles. This will provide an option to continuing to lease additional vehicle	Overall cost of rentals vs. long-term lease, measurement of use and economic viability.	Debbie Rielley and fleet coordinators across DHS	Complete within 12 months

(Target Area) Fleet composition

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Human Services	Eliminate 100 older, less efficient vehicles from the DHS fleet.	Number of vehicles in fleet enterprise-wide	Debbie Rielley, Linda Nelson	January through June, 2012
MN Department of Human Services	MSOP-ML: Replaced perimeter patrol vehicle with more fuel efficient model	reduction in use of fuel	Denise Considine/Dave Bye	January, 2011
MN Department of Natural Resources	Increase use of fuel efficient vehicles to 45% by end of 2015	Fuel-efficient equipment use	D. Schiller	Ongoing
MN Department of Revenue	Replace vehicles with Flex-fuel vehicles as the inventory turns over to reduce air pollution.	% vehicles Flex-fuel ready	Barb Anderson Fleet Management Coordinator	annually
MN Department of Transportation	Purchase fuel efficient/flex fuel vehicles (defined in state contract) as replacement cycle occurs.	Calculate Light Duty fleet fuel economy (total LD vehicle miles logged/total LD gasoline gallons purchased) by FY.	R. Ellingsworth, Fleet Manager	FY09 baseline; ongoing
MN Department of Employment & Economic Development	Update DEED's fleet policy to reflect the section of vehicles that have efficiency ratings that meet 30 mpg city/35 mpg highway use.	Dept of Admin. Fleet Services does not provide sufficient vehicle choice to meet this goal.	Bev Smith	Dec 2010
MN Housing Finance Agency	Lease state vehicles that are fuel efficient and E85 compatible	All leased vehicles fall under guidelines as detailed	Sheryl Goldberg, Facilities Manager; Anne Thomson, fleet coordinator	Current and ongoing
MN Office of Higher Education	Purchase/lease fuel efficient/flex-fuel vehicles (defined in state contract) as replacement cycle occurs	% of vehicles flex-fuel ready	Tim Geraghty, Chief Financial Officer	July 1, 2011- June 30, 2012
MN Pollution Control Agency	Purchase/lease fuel-efficient/flex fuel vehicles as replacement cycle occurs. Right size fleet based on usage	% of fuel efficient vehicles in fleet. Number of vehicles reduced	L. Sheridan, Fleet Management Coordinator	On-going
MN State Colleges & Universities	improving fuel efficiency of the fleet - as purchases are made	gallons of fuel saved	Refer to Sustainability Report 2010 - Hibbing Community College	2010
MN State Colleges & Universities	Zip car - hourly car	gallons of fuel saved	Winona State University	2010

(Target Area) Reduce gasoline use

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Right-size Plant Management fleet count.	Completion on time.	Dave Fielding/ Chris Guevin-PMD	June 30, 2012

2011 (Category) **Reduce Petroleum Fuels**
(Target Area) Reduce gasoline use

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Increase telecommuting, flex scheduling to reduce gasoline use.	Number of telecommuting/flex-schedule employees.	S. Wickham-HR K-IPAD RMD Laurie B- R. Church-	Ongoing
Department of Education	Develop report on number of miles, gallons of fuel used by department fleet	report of miles driven, number of trips, and amount of fuel used	Pat Slagle	October 2011
Metropolitan Airports Commission	Decrease fleet fuel consumption, implement vehicle idling policy	Petroleum gallons purchased	MAC Maintenance	ongoing
Metropolitan Mosquito Control District	Purchase fuel efficient vehicles as replacement cycle occurs. Reduce number of miles driven by District fleet vehicles.	Reduction in gallons of petroleum fuel purchased. Reduction in total miles driven.	J. Thompson, Information Systems S. Lee, Information Systems	January 2012
Metropolitan Sports Facilities Commission	By 2015 using 2005 as a baseline, reduce the use of gasoline in on road vehicles by 50%.	Gallons of gasoline purchased for on road use.	MSFC Staff	ongoing
Military Affairs	Reduce gasoline usage in state vehicles	Reduce gasoline usage by 50% from the 2005 baseline	David Lein	By 2015
MN Department of Agriculture	Our agency's biggest impact on reducing single occupant commuting will involve promoting use of the new Metro Transit Light Rail Line (stop in front of the Freeman and Lab Building).	Number of total employees utilizing the light rail system before / after implementation.	Doug Buhl - Facilities Manager	Light rail project scheduled for completion in 2014.
MN Department of Health	(1) Using 2005 as a baseline, reduce gasoline use by 25 percent by 2010 and 50 percent by 2015. (2) Explore and develop interagency carpooling in shared facilities whenever possible.	(1) Annual fuel consumption/cost report compared to 2005 baseline. (2) # of fleet carpool miles by location. Aggregate savings value. % change from previous year where applicable.	(1 & 2) Arretta Eggleston, Art Newberg.	June 30, 2012
MN Department of Labor and Industry	In May and October of each year, promote bussing and car-pooling as alternatives to single occupancy vehicle commuting.		James Honerman, Sandi Arvin post on intranet	Every six months post on DLI intranet.
MN Department of Natural Resources	Reduce fleet energy use 20% below 2010 base levels by end of 2015	Fleet energy use, measured in MMBTU	D. Schiller	Ongoing
MN Department of Public Safety	Continue to promote purchase/lease of flex fuel vehicles in vehicle replacement plans	Percentage of flex fuel vehicles in fleet and leased	Fleet Managers and Rita Wurm	On going
MN Department of Public Safety	Continue to promote E85 usages	Percentage of E85; continue to increase	Fleet Managers and Rita Wurm	On going

(Target Area) Reduce gasoline use

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Employment & Economic Development	Encourage use of alternate commuting options to reduce number of single occupant vehicles between May 1 - Oct 1 of each year. (NEW)	Human Resources will coordinate a campaign to build awareness 2 times per year	Brenda Tuma	Begin in October 2011
MN Department of Employment & Economic Development	Reduce DEED's fleet gasoline use by 50% of 2005 baseline.	Reduced fleet non-E85 gasoline use by 35% from 2005 levels and overall fuel use by 18.25%	Bev Smith	Reviewed 6/2011
MN Housing Finance Agency	Promote and reduce purchase of gasoline products	Increase use of ethanol fuel products - currently at 40% up from 3% at executive order inception	All State-contracted vehicle users	Current and ongoing
MN Pollution Control Agency	Promote bike/bus/shuttle option for business travel when practical	% reduction in fuel purchased	M. Wenzel , K. Schroeder (IND) and ARROW team	October 2011 Alternative Transit Event
MN Pollution Control Agency	Implement Fleet Kaizen recommendations to increase use of fuel-efficient vehicles and increase carpooling in fleet vehicles	% reduction in fuel purchased and increase in carpool events	L. Sheridan, Fleet Management Coordinator	On-going
MN State Colleges & Universities	87% of campuses on a public transit route	gallons of fuel saved	Refer to Sustainability Report 2010 - Hibbing Community College	2010
MN State Colleges & Universities	Bicycle check out program	gallons of fuel saved	NEHD - Vermilion Community College	2010

(Target Area) Reduce petroleum-based diesel fuel

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Military Affairs	Reduce diesel fuel usage in state vehicles	Reduce diesel fuel usage in state vehicles from 2005 baseline	David Lein	By 2015
MN Department of Health	(1) Require Biodiesel use as the primary fuel whenever possible for contractors moving MDH specialty equipment and supplies, e.g. Mobile Medical Unit, SNS supplies, etc.	(1) Amend existing agreements/contracts to include the use of Biodiesel as the primary fuel whenever possible. Report annual mileage using Biodeisel.	(1) Arretta Eggleston, Art Newberg.	June 30, 2012
MN Office of Higher Education	Increase telecommuting, flex scheduling to reduce gasoline usage	Reduction in gallons of petroleum fuel purchased	Diane O'Connor Deputy Director	July 1, 2011- June 30, 2012
MN Office of Higher Education	Post green driving tips with State Complex parking permit and with sign-up sheet and keys for GetReady Vans	Reduction in gallons of petroleum fuel purchased	Diane O'Connor Deputy Director	July 1, 2011- June 30, 2012
MN Office of Higher Education	Implement green driver training for all employees with frequent travel assignments	Reduction in gallons of petroleum fuel purchased	Diane O'Connor Deputy Director	July 1, 2011- June 30, 2012

(Target Area) Reduce petroleum-based diesel fuel

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Pollution Control Agency	Promote use of route planning tools to reduce miles driven	% reduction in gallons of diesel fuel purchased	L. Sheridan, Fleet Management Coordinator	On-going

(Target Area) Renewable/Next Gen fuel products

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Administration	Promote use of cleaner fuels by targeting 30% cleaner fuel usage in the Admin leased fleet.	Percent use of cleaner fuels used in the Admin fleet.	T. Morse - FSS	Ongoing
Department of Education	Collect numbers on current E85 usage, verify E85 vehicles, identify lists of nearby E85 fueling stations	staff survey, list of nearby stations, notices to staff	Pat Slagle, John Rapheal, Communications Team	October 2011
Metropolitan Airports Commission	Promote E-85 usage in all flex fuel vehicles	Increase % usage of E-85 vs gasoline	MAC Environment Department, MAC Maintenance	ongoing
Metropolitan Sports Facilities Commission	Whenever practical, use cleaner fuels and or renewable fuels for operating vehicles.	Gallons of renewable fuel products purchased.	MSFC Staff	ongoing
Military Affairs	Remind state employees of NGMN-FN policy for the purchase of E85 fuel	Use cleaner fuels in state vehicles whenever practical	David Lein	Annual Notice
Military Affairs	Encourage state employees to use alternative and next-gen fuels as they are developed	As next-gen fuels are developed	David Lein	Annual Notice
MN Department of Agriculture	Continue to encourage all MDA drivers to fuel vehicles with E85 fuel.	MDA goal for 2011 is to exceed our 2010 E85 fuel usage rate of 45%	Joyce Walkosz - Fleet Supervisor All agency drivers	Continual
MN Department of Agriculture	Continue to encourage all MDA drivers to fuel vehicles with E85 fuel.	For calendar year 2010 the MDA was at a 45% E85 fuel usage rate.	Joyce Walkosz - Fleet Supervisors	Continual
MN Department of Agriculture	Continue to lease only E85 vehicles for the MDA fleet.	Number of total fleet vehicles 140 compared to the number of E85 vehicles 139.	Joyce Walkosz - Fleet	Continual
MN Department of Health	(1) Encourage staff to use E-85 in state vehicles. (2) Communicate availability of E85.	(1) # of E85 gallons purchased annually and % comparison to prior years. (2) Publish annually updated map/list of E85 available locations.	(1 & 2) Arretta Eggleston, Art Newberg.	June 30, 2012
MN Department of Health	(1) Whenever practical, all MDH employees will use cleaner fuels when operating flex fuel state vehicles. For the purpose of this executive order, the term "whenever practical," refers to the availability of the cleaner fuel. 2) Promote green driver aware	(1) # of gallons purchased by type. (2) # and type of awareness/route tools implemented.	(1 & 2) Arretta Eggleston, Art Newberg.	June 30, 2012

(Target Area) Renewable/Next Gen fuel products

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Labor and Industry	Employees whenever practical will use cleaner fuels when operating state vehicles.		Cecelia Jackson, CFO	Every six months post on DLI intranet.
MN Department of Revenue	Encourage the purchasing of E-85 and best practices for fuel economy driving and pollution reduction	% of E85 as a total of purchased fuels	Barb Anderson Fleet Management Coordinator	annually
MN Department of Transportation	Increase the use of E85 in light duty fleet vehicles.	Calculate % of E85 used in LD fleet vehicles by FY.	R. Ellingsworth, Fleet Manager	FY09 baseline; ongoing
MN Department of Employment & Economic Development	Increase the use of renewable transportation fuels by educating fleet users on E85 fuel.	Increased use of E85 by 26% over 2005 levels (3,400 to 4,200 gallons)	Bev Smith	Reviewed 6/2011
MN Housing Finance Agency	Promote and Increase use of ethanol fuel products	Continue to purchase ethanol fuel products as available - currently at 40%	All State-contracted vehicle users	Current and ongoing
MN Pollution Control Agency	Communication/marketing to staff on availability of e-85 and follow-up when not purchased	Increase in gallons of E85 purchased	L. Sheridan, Fleet Management Coordinator	On-going
MN Pollution Control Agency	Re-deploy flex fuel vehicles to regional offices where fuel is most available	Increase in gallons of E85 purchased	L. Sheridan, Fleet Management Coordinator	On-going
MN State Colleges & Universities	purchasing steam from local District Energy - reduced carbon from reducing natural gas consumption	natural gas use saved	Rochester Community & Technical College, Alexandria Technical and Community College, and Saint Paul College	

(Target Area) Use of Technology to reduce fleet use

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Department of Education	Research meeting policies, set up policies that promote use of technology over driving, look into using PCA carpooling program.	list of recommendations	Sheila Oehrlein	November 2011
Military Affairs	Encourage the use of VTC's and the Learning Management System for state employee meetings and training requirements	Send reminder to state employees on availability of alternative methods for meetings and training	David Lein	Annual Notice
MN Department of Corrections	Reduce fleet vehicle use and reduce air pollution by improving diesel engines and changes to heating fuels.	Compare fiscal year fleet vehicle usage and purchases. Evaluate purchasing invoices for diesel fuel.	Reena Solheid	July 2011-June 2013

(Target Area) Use of Technology to reduce fleet use

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Department of Health	(1) Continue real-time collaboration capabilities (videoconferencing, net/web meeting tools, WebEx, etc.).	(1) Aggregate number of non-travel annual meetings. # of staff trained in real time based meeting technology by type and % use. Direct and indirect annual cost saving analysis, e.g., technology vs. travel costs.	(1) Arretta Eggleston, Art Newberg & ISTM Video Conference Rep's.	June 30, 2012
MN Department of Human Services	DHS has been using videoconferencing in lieu of in-person meetings since 1992. Now using teleconferencing to replace even more in-person meetings.	Ongoing	Roger Root	Ongoing
MN Department of Labor and Industry	Encourage employees to use video conferencing and other forms of communications technology for meetings, when possible.		Kris Eiden, Deputy Commissioner	Every six months post on DLI intranet.
MN Department of Public Safety	increase usage in video conferencing; web conferencing; and web ex training tools	Increase in technology available within agency; percentage of WebEx training vs. traditional;	MSP, BCA, HSEM, OTSS Technical Leadership, HR	On going
MN Department of Revenue	Increase the use of Audio/Video conferencing	Hours of non-travel, distance?????????	Kathy anderson Facilities	annually
MN Department of Transportation	Promote the use of video conferencing.	Number of video conference events held.	T. Tidrick, OET	On-going
MN Department of Transportation	Promote and support telecommuting.	Number of active telecommuting agreements.	R. Fabunmi, Sr Engineer	On-going
MN Department of Transportation	Promote use of Adobe Connect Pro (desktop meetings)	Calculate % increase in number of active accounts	G. Bissonette, BSS Transportation Program Specialist	FY09 baseline; ongoing
MN Department of Employment & Economic Development	Increase use of technology to reduce reliance on agency fleet for delivery of info and services. Create study and devise a plan.	Units began to investigate teleconferencing; a coordinated project hasn't occurred.	Tina Folch	TBD

(Target Area) Use of Technology to reduce fleet use

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
MN Housing Finance Agency	Provide employees with equipment/technology to enable in-house meetings versus travel to off-site meetings+D2	All conference rooms are equipped with teleconference phones, and 6 conference rooms have been equipped with media carts and technology tools enabling staff to conduct/attend in-house webinars, seminars, conferences, and meetings	Sheryl Goldberg, Facilities Manager; Tony Peleska, CIO	Current and ongoing
MN Office of Higher Education	Increase use of teleconferencing to decrease transportation time and fuel	Reduction in gallons of petroleum fuel purchased	All staff	July 1, 2011-June 30, 2012
MN Pollution Control Agency	Implement Enterprise Technology Strategies for Collaboration	increase in collaboration options, such as Vidyo	E. Meyer, ISO and IS Management Team	strategy timing based on Enterprise Technology Strategy for 2011 Business Plan
MN State Colleges & Universities	On Line Learning	gallons of fuel saved	Refer to Sustainability Report 2010	2010

(Target Area)

Agency	Specified Tasks	Metrics	Responsible Staff	Timeline
Military Affairs	Create Joint Facility Partnerships. Establish with other state agencies and/or local communities to share common space (Drill hall, kitchen, classrooms, etc)	Number of documented joint FMO related partnerships	COL Jensen	Annually
Military Affairs	Create Sustainability Partnerships. Develop relationship with organizations (State agencies, private companies, educational institutions) which will help us achieve net-zero efficiency	Goal is 2 new partnerships per year	COL Jensen	Annually
MN State Colleges & Universities	Cistern in renovated courtyard collects roof water and used in landscaping	gallons of water saved	Anoka-Ramsey Community College - Coon Rapids	2010