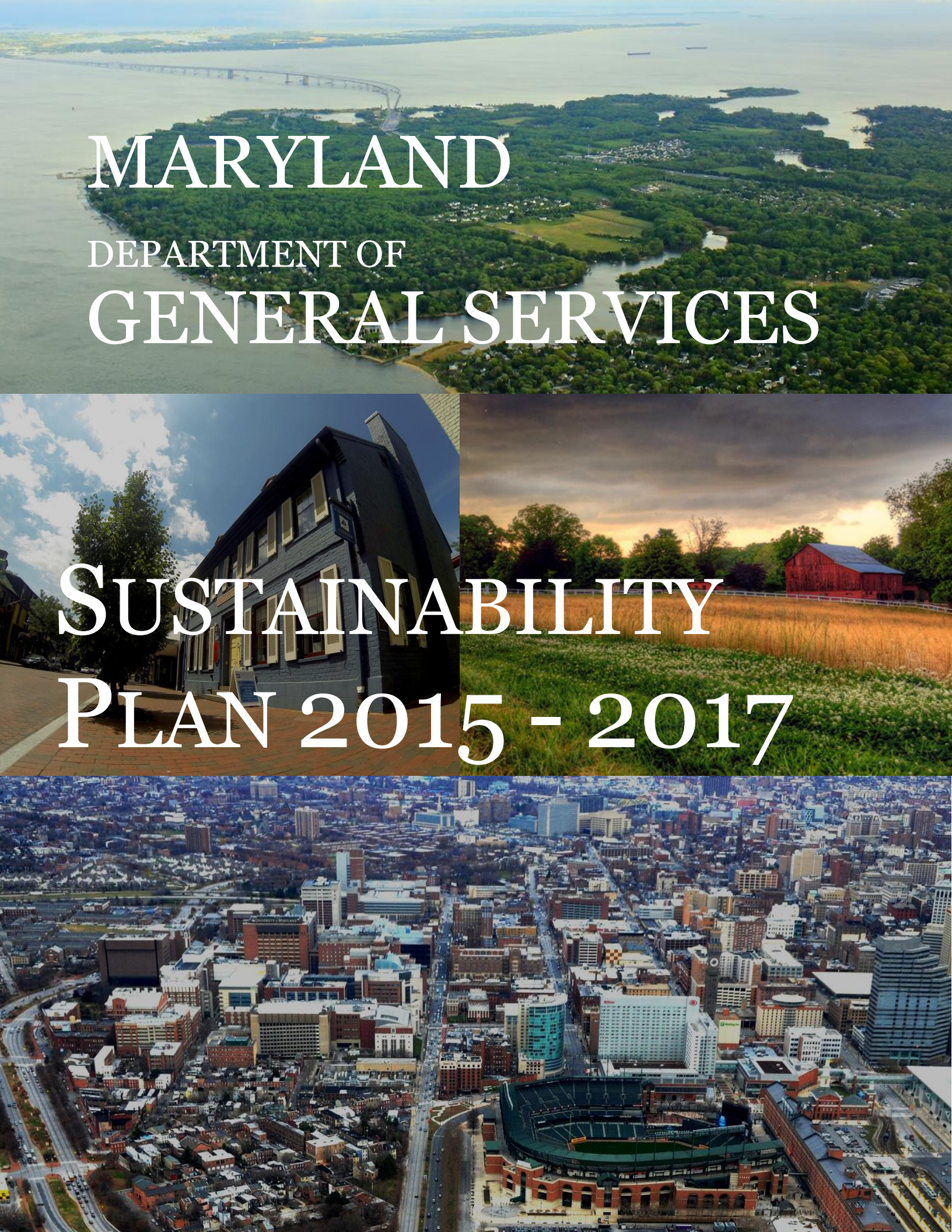
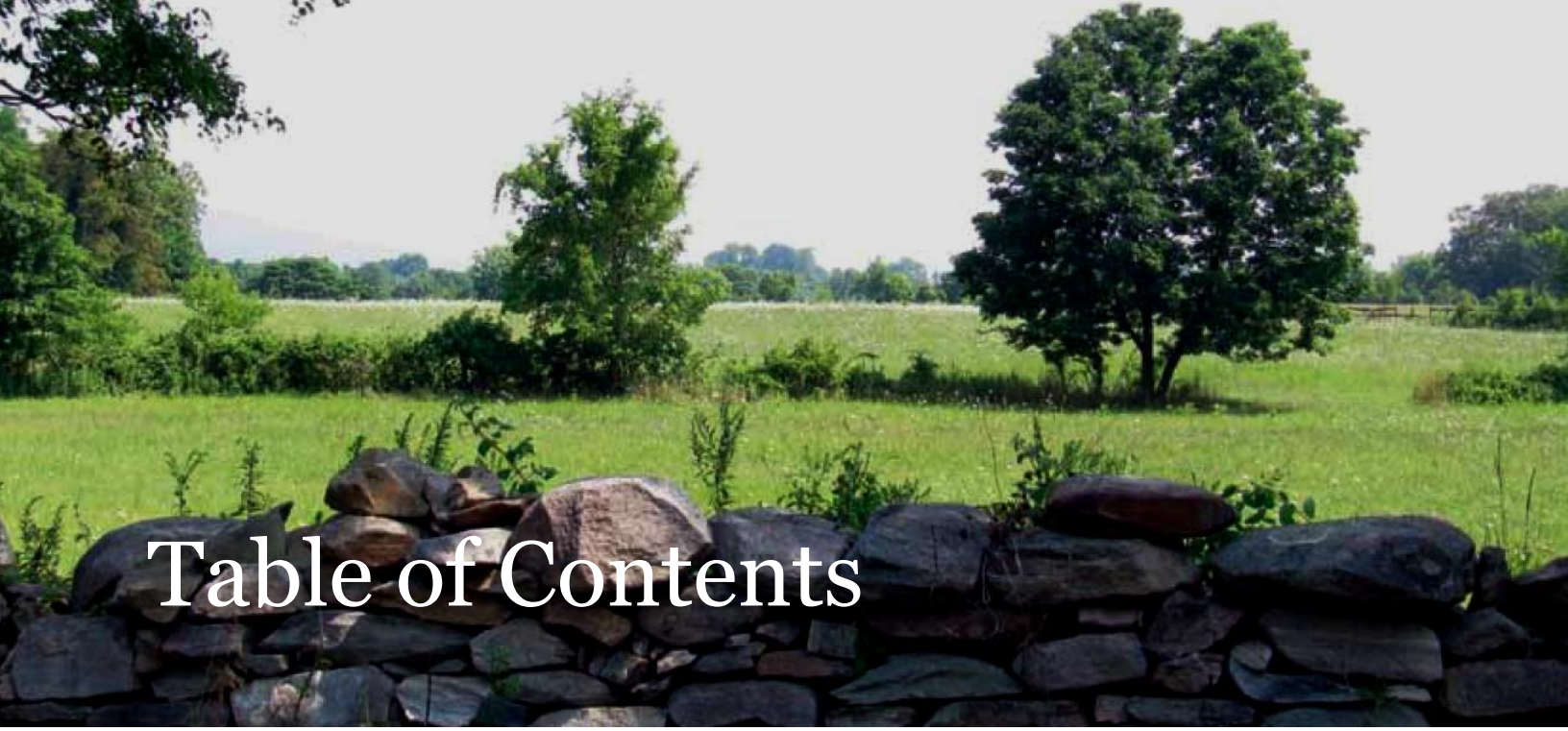


MARYLAND

DEPARTMENT OF GENERAL SERVICES

SUSTAINABILITY PLAN 2015 - 2017



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Executive Summary

About This Plan

In a literal sense, sustainability can be defined as “the capacity to endure” and is often thought of as primarily about stewardship – the responsible management of resources.

The most widely used and universally accepted definition of sustainability was coined by the United Nations Commission on Environment and Development in 1987 (Bruntland Report “Our Common Future”), as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” It requires a relationship between environmental impacts, social equity, and economic demands - a “triple bottom line.” Sustainability can only be achieved when the environment, economy and society are in balance.

This plan is meant to set goals and assess performance beyond the solely financial and to expand the context with which the Department’s mission and function are executed. The goals and associated strategies prescribed in this document have been developed in order to improve the environmental, social and economic footprint of the Maryland Department of General Services in five categories: Energy, Buildings, Operations, Procurement, and Workforce Development and Community Engagement. These categories aim to address significant impacts resulting from the Department’s delivery of services while increasing efficient and responsible use of resources – fiscal, environmental and human.

This document is published by the Maryland Department of General Services, Office of the Secretary.

DGS
DOING GREAT SERVICE

From the Secretary

The mission of the Maryland Department of General Services is to provide *leading-edge* professional and technical services to keep State and local government working *today and in the future*.

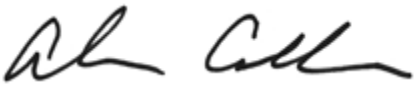
We do this by creating safe and secure work environments; designing, building, leasing, managing and maintaining facilities; leading energy conservation efforts; procuring goods and services; and providing essential functions such as fuel management, disposition of surplus property and records storage.

It is becoming clear that to stay on the leading edge in carrying out our mission and to best serve Maryland State government today and in the future, we must measure and improve not just how we use financial resources and serve our customers, but how we affect people's lives and how we eliminate negative – and create positive – impacts to the community and environment.

To that end, this document is designed to help our Department advance our performance in terms of environmental, social and economic impacts. It pushes us to take action - exploring new practices and opportunities that create and sustain value through the services we provide.

Achieving the goals presented here will require the support of our entire Department. But this is not an optional endeavor for us – it is integral to the successful execution of our services and to our plan for the future. I believe DGS can lead the way to a stronger, healthier more sustainable Maryland.

Alvin C. Collins



Secretary of the Maryland
Department of General Services

Sustainability Goals

Energy

The consumption of energy derived from conventional fossil fuel sources – coal, natural gas and oil – has a significant environmental impact. In addition to generating greenhouse gas emissions, the extraction and combustion of these fuels has negative effects on air and water quality, land use and human health. Energy efficiency and conservation measures help mitigate these impacts while saving money. Replacing energy derived from fossil fuels with energy derived from renewable sources – wind, solar, geothermal and biomass – results in minimal environmental and human health impacts.

Energy Use Reduction

DGS helps State agencies "lead by example" in accordance with EmPOWER Maryland's statewide goal of a 15% reduction in energy consumption by FY2015. DGS also works with State agencies through designated Agency Energy Coordinators (AECs), to produce Agency Energy Plans identifying energy consuming entities and recommending energy conservation measures with the greatest potential for energy savings.

In 2014, DGS continued to help Maryland State government substantially reduce energy consumption through the management of 21 Energy Performance Contract (EPC) projects that are contractually guaranteed to deliver energy and operational savings of approximately $310 million over the life of the contracts ($21.3 million annual cost savings and 130,000 tons of annual CO2 reduction).

Reduce State Government Energy Use

Strategies:

- Increase energy planning assistance to State agencies
- Develop recommendations for energy reduction projects

Reduce DGS Energy Use from Facility Operations
Strategies:

- Implement Energy Reduction Best Practices through education and outreach to building occupants, facility managers, janitorial staff and contractors
- Use EPA's Energy Star Portfolio Manager to supplement State Energy Database to track and manage energy use in buildings owned and operated by DGS

Renewable Energy

DGS has solar photovoltaic (PV) panels on four DGS buildings that generate 432 kW (520,000 kWh) per year and works with State agencies to develop and implement additional renewable energy projects. DGS also manages, with the University System of Maryland, the Generating Clean Horizons program to purchase electricity from three large scale wind and solar installations.

Increase State Government Renewable Energy
Strategies:

- Increase renewable energy supplies through onsite generation or purchase of green power

Sustainability Goals

Buildings

The location, design, construction and operation of buildings consumes significant natural resources (energy, water, raw materials), generates waste (from occupants, construction and demolition), impacts land use and transportation patterns, generates greenhouse gas emissions from the consumption of energy, and affects human health through design and indoor air quality. High performance "green" buildings can mitigate or eliminate these impacts, while potentially saving money and improving quality.

Design and Construction

DGS supervises and coordinates the design and construction of a wide range of state capital improvement and maintenance projects totaling hundreds of millions of dollars annually – managing design consultants and construction contractors to deliver quality projects that are on time and within budget.

Increase Green Building in New Construction Projects
Strategies:

- Implement Green Building Standards, including energy performance requirements, for all construction projects

Increase Green Building Education for Project Managers
Strategies:

- Implement green building education for all project managers

Real Estate

DGS oversees the state's leasing activities between state agencies and commercial and government landlords for everything from offices and warehouses to boat slips. Requiring efficient, conveniently located, as well as safe and healthy, leased spaces is central to the real estate services provided by DGS.

Increase Leases Incorporating Sustainability Provisions
Strategies:

- Implement sustainability provisions in leased property through education and outreach to lease coordinators and agency representatives

Sustainability Goals

Operations

Departmental operations – including facility management, fleet management, and printing – affect energy and resource use, waste and pollution generation, and productivity and are driven largely by the practices and behavior of maintenance staff, employees and occupants. These impacts can be reduced by developing policies and habits that eliminate waste, increase operational efficiencies and minimize costs.

Increase DGS Employee Engagement in Sustainability

Strategies:

- Convene a DGS Green Team to implement and promote sustainability, implement the Department's sustainability plan and develop future sustainability goals

Reduce DGS Paper Use and Printing

Strategies:

- Implement Print Management Best Practices through education and outreach to staff

Facility Operations

DGS is responsible for the operation and maintenance (major repairs, alterations, improvements, and housekeeping services) of 53 buildings (6.2 million square feet of space) including the Annapolis Capital Complex, Baltimore Public Buildings and Grounds, Inner Harbor Complex, and 20 regional Multi-Service Centers.

Reduce DGS Solid Waste Generated and Increase Waste Recycled

Strategies:

- Implement Waste Reduction Strategies through education and outreach to building occupants, facility managers and janitorial staff
- Increase materials accepted in recycling program

Increase DGS Green Operations Practices
Strategies:

- Implement Facility Management Best Practices - for managing indoor air quality, green space, stormwater, and hazardous substance exposure - through education and outreach to building occupants, facility managers, janitorial staff and contractors

Reduce DGS Water Use from Facility Operations
Strategies:

- Implement Water Reduction Best Practices through education and outreach to building occupants, facility managers and janitorial staff

Fleet Management

In addition to managing the State of Maryland Automated Fuel Dispensing and Management System which includes 104 refueling sites throughout the state dispensing E10 gasohol, ultra-low sulfur diesel (ULSD) fuel, motor oil, B5 soy biodiesel, compressed natural gas (CNG) and E85 ethanol, DGS manages a fleet of 84 vehicles with an average age of 9.5 years.

In FY2014, DGS used 45,788 gallons of fuel for its fleet vehicles – 1,814 gallons of which were B5 soy biodiesel and 4,302 gallons were E85 ethanol.

Reduce Conventional Fuel Use and Greenhouse Gas Emissions Generated from DGS Fleet Travel
Strategies:

- Implement an Efficient Vehicle Use Policy through outreach to staff
- Increase electric vehicle charging capacity

Sustainability Goals

Procurement

The purchase of goods and services can have a significant impact on the environment and local economy. Environmental impacts include the extraction and processing of raw materials; the manufacturing, packaging and transporting of products; and their safe use and disposal. Economic impacts include local, minority and small business opportunities that can improve the business climate.

DGS provides central procurement support services (contracting, bid/proposal administration, and bid security) for architectural and engineering services, commodities, construction, energy, facilities maintenance, and printing services to all State government users with the exception of the University System of Maryland.

Increase Green Purchasing

Strategies:

- Implement Environmentally Preferable Specifications on all applicable contracts through education and outreach to procurement staff

Increase Small Business Reserve Participation

Strategies:

- Implement SBR Participation Best Practices to increase the number and diversity of small business reserve companies through outreach and compliance

Sustainability Goals

Workforce Development and Community Engagement

As a government agency, DGS recognizes that our responsibility is not just to our employees and customers, but to our citizens. Building the capacity of our staff to improve how we deliver services is key to providing the leading-edge technical and professional services for which we are responsible. Engaging with the broader community reminds us of our true customers – the people of Maryland.

Increase DGS Employee Community Engagement

Strategies:

- Develop and promote community volunteer opportunities for DGS employees

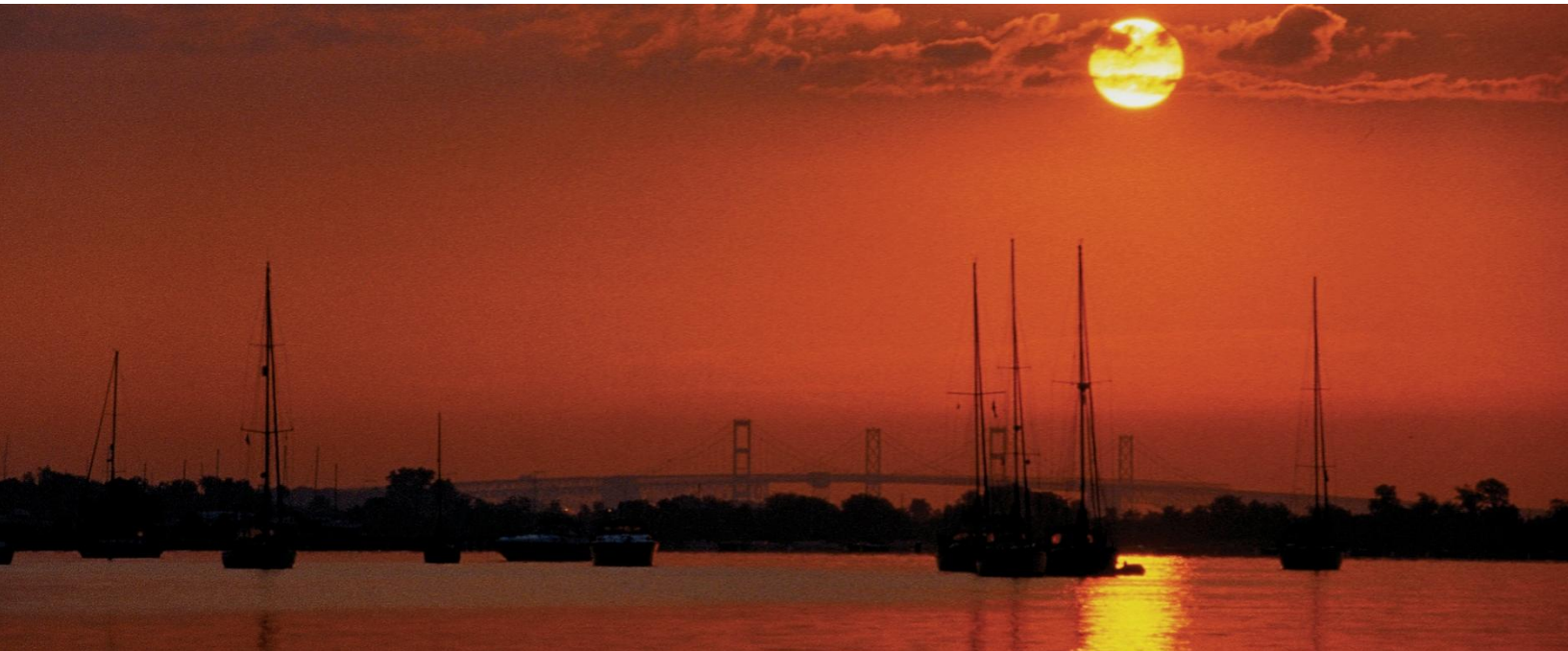
Increase DGS Workforce Planning

Strategies:

- Implement a workforce development program to enhance opportunities for DGS employees

Increase Alternative Work Opportunities for DGS Employees

Strategies:

- Implement a policy to encourage alternative work opportunities for eligible positions through education and training

Maryland Department of General Services
Sustainability Plan