

Portland Climate Champions * Guidance Document *

This document is designed to guide organizations completing the Portland Climate Champions application. Below you will find a detailed explanation of each conservation measure listed in the application (both required and optional), and in some cases, hyperlinks to more technical information or resources.



QUICK FAQ's

What if my business leases its office space? That's OK, the Portland Climate Champions application was designed with tenants in mind and has factored in constraints your organization may encounter in a leased space (e.g. if you don't pay your electricity bills directly). Nevertheless the goal of Portland Climate Champions is to make every organization an advocate within their building, whether they own it or not. We hope every applicant will start a dialogue with their building owner and/or property manager and will take every opportunity to make the entire building more efficient and climate friendly.

What if a section of the application does not apply to my business? Depending on your industry, size of business or workforce some of the measures in the application may not be applicable. For example, your organization may not operate computers, and therefore the section on turning off computers at night would not apply. Just make sure to check off everything that *is* applicable and tell us about any other measures you have taken (in the Alternative Measures section) to reduce the impact of your operations.

ENERGY CONSERVATION

Required Measures

Set Back HVAC

Optimize your thermostat settings for energy efficiency. The two most important variables are the hours the system operates (occupied vs. unoccupied settings) and what temperature is set during the heating and cooling seasons.

Hours: Optimally, your building has a [programmable thermostat](#) that automatically adjusts temperature settings to maintain comfort during the day and conserve energy on nights and weekends. Your office should have at least one employee that understands how to operate the thermostat and regularly checks that settings are properly adjusted. If you do not have a programmable thermostat, designate at least one staff person (and a backup) to take charge of manually adjusting temperature settings each day.

Temperature: Visit the [Energy Star website](#) for optimal setpoint and setback temperatures and make sure that your system is timed appropriately for your occupied hours (i.e. the building is not heating/cooling unnecessarily during nights and weekends).

Lights Off at Night

Turn off all non-emergency lights off each night. Educate staff on how to operate lighting controls (labeling switches is an effective tool) and set the expectation that the last person out

will ensure all lights are turned off. Some buildings may not have manual switches but are instead controlled by a central system. In this case, confirm with your property management that settings are optimized for your hours of operation.

Turn Off Computers

Employees turn off all computers each night, and/or computers are shut off automatically through IT controls. If computers must be left on overnight for system updates or remote access, your organization should work with IT staff to set all computers to “sleep” after 1 hour of inactivity and use [operating system solutions](#) to “wake” the computer for system updates. Server computers are exempt from this measure.

Computer Power Management

Optimize the use of your computers’ built-in power management features by changing [each computer’s settings](#) or by implementing [network-wide solutions](#). All monitors must turn off after 5-20 minutes of inactivity (screen savers alone are not acceptable and consume the same amount of energy as an in-use monitor).

We also encourage using the standby or hibernate functions to further reduce power usage when computers are inactive for 30-60 minutes. See the [Energy Star website](#) for more information and [FAQ’s](#) about power management settings.

ENERGY CONSERVATION (continued)

Choose at least Two Measures

Incandescent Bulbs

Convert all [incandescent bulbs](#) (including standard light bulbs, halogens and reflectors) inside your facility to [compact fluorescent bulbs](#), or other low wattage solutions such as light emitting diode (LED) bulbs. This measure excludes bulbs that are controlled by dimmer switches or bulbs being used for retail display. For reference, view a comparison of different [bulb options](#).

Linear Florescent Lighting (Tube-type)

Convert all T12 linear [florescent lighting](#) to more efficient T8 or T5 lamps with [electronic ballasts](#). Financial incentives are available through the [Energy Trust of Oregon](#).

Occupancy Sensors

Install [occupancy sensors](#) in infrequently used areas such as bathrooms, copy and storage rooms, and break rooms. These sensors turn off lighting after a period of inactivity, either through a motion or infrared detector. Financial incentives are available through the [Energy Trust of Oregon](#).

Emergency Exit Signs

Replace all conventional incandescent bulbs in exit signs with LED-lighted fixtures, which use a fraction of the energy, last over ten years and fit in the same sockets. Financial incentives are available through the [Energy Trust of Oregon](#).

Note: All exit signs manufactured on or after January 1, 2006 use LEDs or other low wattage bulbs to meet the Energy Star/EPAAct 2005 standard of 5 watts or less per face.

Outdoor Lighting

Place all outdoor lighting on a [timer](#) or [photosensor](#) to automatically turn off lights during daylight hours. Financial incentives are available through the [Energy Trust of Oregon](#).

Energy Star Policy

Implement a computer purchasing policy that specifies Energy Star certification for all new computer and printer/copier purchases. See the [Energy Star website](#) for more information.

RENEWABLE ENERGY

Choose at least One Measure

Green Power through your Utility

Sign up for [PGE's](#) or [Pacific Power's](#) renewable power programs. Purchase renewable power for at least 50% of your average monthly usage, or a minimum of 2,500 kWh per month.

If you lease your space and your lease payment includes electricity charges, you can ask your building owner and/or property manager to have the building enrolled in a renewable power program to cover your portion of electricity use. You will have to negotiate how the green power fees will be handled, which may require an addendum to your lease agreement. If you are unable to purchase renewable power through your property manager, purchase green power through a 3rd party vendor (see below).

Green Power through a 3rd Party Vendor

Purchase renewable power through a third-party vendor; these purchases are often called [Renewable Energy Credits](#) (RECs). Purchase RECs equivalent to 50% of your average electricity usage, or at least 2,500 kWh per month (whichever is lower). Find 3rd-party certified renewable power vendors on the [Green-e website](#), or work with the local non-profit organization [Bonneville Environmental Foundation](#).

You can estimate your organization's energy usage two ways: (1) ask your building owner/property manager for the entire building's monthly electricity usage and prorate it by the square footage you occupy; or (2) estimate your organization's energy usage by multiplying the national commercial building average of 14.1 kWh per square foot* (per year) times the square footage of your office.

SmartEnergy™ through your Gas Utility

Purchase [SmartEnergy™](#) offsets from NW Natural to reduce the greenhouse gas emissions associated with your natural gas use. Purchase offsets equivalent to 10% of your gas usage, or a minimum of \$50 of offsets per month.

SmartEnergy is sold in dollar amounts rather than therms, so you need to use the conversion factor of \$0.1045 to offset each therm. For example, if you use an average of 100 therms of natural gas per month and want to offset all of your usage, you would purchase \$10.45 of SmartEnergy.

Onsite Renewable Power

Install a [solar electric](#) (PV) system or [solar hot water](#) system at your facility. It's never been a better time to go solar in Oregon due to the [incentives](#), [state](#) and [federal](#) tax credits available. Learn more from [Solar Now!](#)

TRANSPORTATION

Required Measures

Pre-Tax Transit Passes

Offer all employees pre-tax payroll deductions for transit expenses. Each month, the cost of a transit pass is deducted automatically from the employee's paycheck before taxes are assessed. This lowers the amount of income and FICA taxes they have to pay, providing up to a 30% savings to employees (keep in mind individual savings depend on the employee's tax bracket as well as federal and state tax rates). Visit the [TriMet](#) website for details.

* From the Department of Energy's [2003 Commercial Building Energy Consumption Survey](#) (CBECS), Table C14

❑ **Employee Education**

Educate employees about your organization's transportation incentives (e.g. transit deductions and/or subsidy, onsite bike parking, car rental, etc) and resources at new employee orientation and annual meetings/company-wide communications. Make sure to highlight your Transportation Resource Center, see below. If your company participates in the Carefree Commuter Challenge or Bike Commute Challenge, this is a great time to conduct your annual communication.

❑ **Transportation Resource Center**

Maintain a centralized place where employees can easily find transportation resources, and update it at least twice per year. You can create a page on your company intranet or make an old-fashioned bulletin board. Make sure to post information about signing up for transportation incentives (e.g. how to enroll in transit deduction and/or subsidy, becoming a ZipCar member, etc) and details about amenities your organization offers such as indoor bike parking or locker room facilities.

The center could also include resources such as [bike and walking maps](#), online [transit trip planner](#) / [Transit Board](#), Trimet's [Emergency Ride Home](#) program, and carpool [matching service](#) and [discounts](#). The Portland Bureau of Transportation's [SmartTrips Business](#) program provides free customized resources for Portland commuters and employers. Contact Scott Cohen at (503) 823-5345, scott.cohen@pdxtrans.org

❑ **Commuter Survey**

Conduct an annual survey of how your employees get to work. See [DEQ's Employee Commute Options website](#) for a sample survey form and survey worksheet.

TRANSPORTATION (continued)

Chose at least One Measure

❑ **Transit Subsidy**

Offer all full-time employees money toward the cost of a transit pass. The subsidy must be at least 30% of a monthly or yearly transit pass. Visit the [TriMet website](#) for details on the various employer transit programs. This incentive is eligible for the state Business Energy Tax Credit (BETC) equal to 35% of the eligible costs for transportation-related programs. For more info view the [BETC Transportation brochure](#) or visit the [Oregon Department of Energy website](#).

❑ **Alternative Transit Incentive**

Offer all full-time employees at least a \$30 per month incentive if they regularly commute by bike, walk, carpool or vanpool. This incentive would qualify employees for TriMet's free [Emergency Ride Home](#) program. It is also eligible for the state Business Energy Tax Credit (BETC) equal to 35% of the eligible costs for transportation-related programs. For more info view the [BETC Transportation brochure](#) or visit the [Oregon Department of Energy website](#).

❑ **Employee Parking**

Do not provide free parking for employees. Either provide no parking at all, or charge employees a monthly fee for their parking privilege (whether your organization owns or leases parking spaces). If only select employees receive free parking as a perk, the total number of employees that receive free parking must not exceed 10% of your total workforce. Customer parking is exempt.

Note: This measure does not apply towards your application if your building is in an area with free on-street parking.

TRANSPORTATION (continued)

Choose at least Two Measures

Work-related Trips

Make it easy for employees to get to offsite meetings during the day so that they are free to bike, walk, carpool or bus during their daily commute. Provide employees free access to a shared company vehicle, a car sharing program (such as [ZipCar](#)), fleet bicycles, and/or provide free [transit tickets](#) for mid-day trips.

Compressed Schedules

Give employees flexibility around their work schedule so that they can reduce the number of commute trips and enjoy a healthier work/life balance. Allow employees to choose between a traditional 8 hour/5 days per week, a 10 hour/4 days per week, or 9 hour/9 days per two-week schedule. You may not be able to offer this to every employee (e.g. you may need someone to staff your reception desk every day of the week) but you should be as aggressive as possible with this policy and make it accessible to the majority of your staff.

Telecommuting

Give employees the option of working from home and reducing their commute trips at least one day per week. Teleworking equipment may be eligible for a 35% tax credit under the state Business Energy Tax Credit (BETC). For more info view the [BETC Transportation brochure](#) or visit the [Oregon Department of Energy website](#).

Bike Parking

Provide well-designed bike parking amenities to encourage bike ridership. Parking should be easily accessible, well spaced, sheltered from the rain, and secure (ideally in a space accessible only to employees). Read the Portland Bureau of Transportation's [Bicycle Parking Facilities Guidelines](#) for more guidance.

Locker Rooms

Provide walkers, bikers and mid-day exercisers a place to change in and out of sweaty clothing and rain gear. Having a shower at your facility is a major perk for many employees. Alternatively you can provide a free or discounted membership to a nearby fitness facility with locker rooms and showers. The City of Portland's [Bike Central](#) program provides low-cost bike locker and shower access at fitness clubs in downtown Portland and the Lloyd District.

Transportation Challenges

There's no better way to encourage alternative transit than a little competition! The annual [Carefree Commuter Challenge](#) and [Bike Commute Challenge](#) are great ways for employees to encourage each other to try sustainable commuting modes. Both projects offer incentives, promotional materials and interactive web sites. The challenges take place in July and September, respectively.

PURCHASING & WASTE PREVENTION

Required

Recycled Content Printer/Copy Paper

Purchase 30% or greater [post-consumer](#) recycled content copy/printer paper. Metro maintains a [list of vendors](#) that sell paper with recycled content.

Duplex Printing

Make double-sided printing the default setting for all printers and copiers with duplex capability. You may be able to do this through network settings or you may need each employee to change these settings on their own computer. Make these changes in a methodical, company-wide manner; however some departments may be allowed to opt out if their printing needs require single-sided documents.

If more than half of your computers or printers cannot print double-sided, then set up a single-sided paper collection system. Place collection trays near every printer and around the office; this paper can be reused for printing drafts, clipped together for notepads or cut into quarters for scratch paper. Create a policy for all single sided paper that doesn't contain privileged or confidential information to be reused.

PURCHASING & WASTE PREVENTION (continued)

Choose at least Two

Recycled Content Products

In addition to your copy/printer paper, purchase at least two other frequently used products that contain 30% or greater [post-consumer recycled content](#). Commonly purchased items include note pads, post-it-notes, paper towels, and toilet paper. Metro maintains a [directory of vendors](#) that sell products with recycled content.

Recycled Content Promotional Materials

Specify 30% or greater [post-consumer recycled-content](#) in your promotional materials such as brochures, business cards, and mailers. You should also work with your graphic designers to showcase "made with ___% recycled content" somewhere on your final product.

Durable Dishware

Reduce waste in the lunchroom and at staff events by providing reusable plates, silverware and coffee mugs. You can purchase new matching sets, get a variety of inexpensive items from a second-hand store, or ask employees to bring in spare items from their kitchens.

Do not provide disposable items in addition to your reusable wares; you can have some disposables for special off-site events but they must be kept separately in a less convenient location and only used when durable dishware is not practical.

RECYCLING & COMPOSTING

Required

Recyclable Materials

Recycle all paper, bottles and cans. More information about what you can recycle is available from [Recycle at Work's website](#).

Recycling Containers

Make it easy to recycle by placing recycling containers next to every garbage bin (the "buddy" system). You can also have employees give up their deskside garbage can and just have a deskside recycling bin, and provide shared garbage containers for each work area. Free recycling containers are available from [Recycle at Work](#).

Container Labeling

Label containers clearly so that everyone can quickly understand what goes into recycling and what stays out. Free recycling posters and stickers are available from [Recycle at Work](#).

Recycling Education

A successful recycling system requires educated users. Integrate a recycling education component into your new employee orientation and make sure to give all employees a refresher at least once per year. Tips for training your employees are available from [Recycle at Work](#).

RECYLING & COMPOSTING (continued)

Choose at least Two

Printer Cartridges

Recycle or return to your supplier all printer and toner cartridges. Some suppliers will offer free pickup or return boxes, and some offer discounts on new supplies when you recycle your old supplies. Find a local recycler on [Metro's website](#).

Batteries

Properly recycle alkaline and/or rechargeable batteries. You can find information about which batteries can and cannot be recycled from [Recycle at Work](#) and you can find a recycling location on [Metro's recycling database](#). Also consider switching single-use batteries to rechargeable batteries and educating employees about their proper use.

Composting

Collect food scraps and biodegradable paper products (like napkins, tea bags and coffee filters) for composting. You can contract with a garbage hauler for [commercial composting](#), have staff collect the scraps for [composting at home](#), or set up an on-site [worm composting system](#). Be sure to provide clear labeling and employee education about what to compost. Tips for training your employees are available from [Portland Composts!](#)

WATER CONSERVATION

Required

Faucet Aerators

Reduce water use by installing faucet aerators in restroom and kitchen faucets. Restroom faucets should have 0.5 gallons per minute (GPM) aerators and kitchen/breakroom faucets should have 1.5 GPM aerators. Free aerators are available from the [Water Bureau](#).