

Report: Earth Day 2008



Iowa Department of Administrative Services ⚙️ April 22, 2008

Message from DAS Director Mollie Anderson

When I started my career my colleagues and I spent a lot of time thinking about reports and



presentations — but not about the paper used to produce them. We thought about “burning the midnight oil” — but not about the actual natural resources required to keep lights on all hours. We thought about acquiring the latest and greatest technology, but did not consider what those gadgets would do to our electricity consumption or, as a result, to the environment.

Times have changed.
Thinking has changed.

We now know how important it is to consider the greater impact of our purchases, our habits, and our way of doing business. DAS is working hard to examine every aspect of life on the Capitol Complex and to determine how we can lessen the environmental footprint of Iowa state government.

This report — for Earth Day 2008 — highlights some of the things we’re doing, and a few things you can do to help. Thanks for reading.

Our Commitment to You ... and the Planet

One responsibility of the Department of Administrative Services is to care for state facilities and provide a suitable work environment for state employees. More and more we are finding ways to do so in a manner that is more environmentally responsible. Here are some of the things DAS is doing to green state government:

- ⚙️ **Green-Cleaning State Buildings** — By the end of May every building DAS cleans will be converted to using [green cleaning products](#). These products — which are supplied by Iowa Prison Industries — are effective while being safer for building occupants, custodial staff and the environment.
- ⚙️ **Green Buyer Program** — Every purchase made by state agencies has an impact. What do your purchases say about you? DAS has made it easier to buy green by creating a [web site](#) devoted to green products available through state contracts, for everything from recycled paper and flooring to EPEAT computers and electric, zero-emission utility vehicles.
- ⚙️ **Energy-Efficient Light Bulbs** — 1,200 conventional incandescent light bulbs were replaced with the newest generation of cold cathode compact fluorescent bulbs in the Capitol dome and the House and Senate chambers. The new bulbs are also replacing the old in the Historical Building.
- ⚙️ **Free Cooling** — Another way DAS has found to save energy is to replace our water chillers for the cooling system with a heat exchanger in combination with a dry cooler — know as a “free cooling” system. When temperatures are below 32° F, the State saves over \$700 a day.
- ⚙️ **Energy Audits: Find More Energy Saving Opportunities** — We know there are more opportunities for energy savings, so we have enlisted the energy auditing assistance of MidAmerican Energy to determine the best possibilities, and we are looking into other resources to identify energy conservation options.
- ⚙️ **Online Conferences and Presentations** — The human resources team in DAS has recently started using an online tool to give [presentations about benefits](#) to state employees across the state, eliminating the travel time and gasoline usage previously needed to drive around the state.
- ⚙️ **Going Paperless** — DAS utilizes electronic means for distributing our newsletters and surveys in order to save paper and money. Many agencies are also taking advantage of our [Online Payroll Warrants](#) program.
- ⚙️ **Recycling Program** — When paper is a must, the next best thing is to recycle it. In 2007, Iowa state government recycled 210.93 paper tons. See page 2 to ensure you are recycling all you can, and look for more information soon on our annual *Files Fly in July* event.

What You Can Do

How State Employees Can Help Create a Greener Government

REDUCE Energy Consumption

- ☼ Turn off lights in conference and break rooms when not in use.
- ☼ Shut down your *whole* work area at night, including your computer monitor, task lights, radio, fan, etc. Note: don't turn off your computer unless your IT department says it won't affect security updates.
- ☼ Turn on machines such as copiers when you need them, not automatically first thing in the morning.
 - ☼ Make sure all equipment is turned off at night. A copier left on overnight wastes enough energy to make 5,300 copies.

RETHINK

- ☼ Don't use what you don't need.
- ☼ Consider riding a bike, carpooling or taking the bus instead of driving to the office alone. Increased accommodations for bicycles are being added to the Capitol Complex.
- ☼ Bring your lunch in containers and with utensils that are reusable or recyclable so you're throwing away less.
- ☼ Purchase computers off the state contract that are Energy Star and EPEAT Silver rated.
- ☼ Replace CRT (cathode ray tube) monitors with LCD monitors. They produce less heat, use less energy, and contain lower levels of dangerous contaminants.

RECYCLE

- ☼ Recycle paper at your desk in the blue bins provided by DAS. The following can be recycled: all computer paper, all envelopes, scratch paper, mail, letterhead, file folders, ream wrappers, post-it notes, tablets and pads, and newspaper.
- ☼ Recycle toner and inkjet cartridges through Office-Max — all brands are accepted, regardless of where they were purchased. Call 515-281-4774 for more info.
- ☼ Recycle cell phones and cell phone batteries by dropping them off at the DAS Customer Service Center on Level A in the Hoover Building.