

MAINE STATE LEGISLATURE

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**Clean Government Initiative
Biennial Report**

**Prepared for the Joint Standing Committee on
Natural Resources
and
the Joint Standing Committee on State and Local
Government**

January 2004

Prepared by:

The Department of Administrative and Financial Services
The Department of Environmental Protection
The University of Maine System
The Maine Community College System

Clean Government Initiative - 2004 Report to the Legislature

This Report to the Joint Standing Committee on Natural Resources and the Joint Standing Committee on State and Local Government of the 121st Legislature was prepared by the two state agencies and the two state-supported institutions of higher learning whose leadership serve as directors of the Initiative.

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I. TABLE OF CONTENTS

INTRODUCTION	Page 1
STATUTORY REQUIREMENTS	Page 1
IMPLEMENTATION PROCESS	Page 3
FIRST YEAR ASSESSMENT	Page 4
PLANS FOR THE REMAINDER OF THE BIENNIAL PERIOD	Page 6
APPENDIX A - GOVERNING STATUTE	Page 8
APPENDIX B - GOALS FOR THE CLEAN GOVERNMENT INITIATIVE	Page 11
APPENDIX C - EDUCATIONAL INSTITUTION PLANS	Page 17
APPENDIX D - EXECUTIVE ORDER	Page 29
APPENDIX E- RELATED LEGISLATION FROM THE 121 st SESSION	Page 32

II. INTRODUCTION

This report to the Legislature details the implementation of the Clean Government Initiative passed into law during the second session of the 120th (2002) Legislature. The initial statute, passed during the first session of the 120th Legislature (2001), laid the foundation for the Initiative, establishing the commissioners of the Department of Administrative and Financial Services (DAFS) and the Department of Environmental Protection (DEP) as the directors. The second session amendment added state-supported institutions of higher learning (educational institutions), specifically the University of Maine System (UMS), the Maine Maritime Academy (MMA), and the Maine Technical College System (now the Maine Community College System (MCCS)). Further, it added the Chancellor of the UMS, or designee, and the President of the Maine Community College System, or designee, as directors of the Initiative.

A biennial report by the directors is required by law. A report addressing Initiative implementation in state government agencies was submitted in 2003.

This report is focused on the activities of the educational institutions; however, it also includes activities planned by the Department of Labor which were not included in the 2003 report on state agencies.

Pending passage of legislation proposed in the upcoming session, reports in subsequent years for state agencies and educational institutions will be combined to better synchronize activities between the two groups.

The purpose of this report is, as required by statute, to identify the successes of and the obstacles to implementation of the Initiative as well as recommendations for any statutory changes necessary to accomplish the Initiative.

III. STATUTORY REQUIREMENTS

The Maine Legislature established the Clean Government Initiative, in Section 1, 38 MRSA sub-section 343-H, to "assist state agencies in meeting applicable environmental compliance requirements and to incorporate environmentally sustainable practices into all state government functions. In 2002, the statute was amended to include state-supported institutions of higher learning (educational institutions) in the Initiative. A copy of the 2002 statute is included as Appendix A.

The Initiative has specific responsibilities for the directors and for state agencies and educational institutions.

A. Director Responsibilities

- Establish a coordinated state government environmental plan to ensure that
All agencies and educational institutions comply with state and federal environmental laws

Environmentally sustainable practices are incorporated into state government planning, operations and regulatory function

- Establish metrics to measure and assess the environmental compliance and performance of state agencies and educational institutions. In developing those metrics, the directors shall seek to achieve continuous improvement in environmental compliance and performance of all state agencies and educational institutions through:

Pollution prevention

Improvements in energy efficiency, including facility siting, design, construction and management

Procurement of environmentally friendly commodities and services, as assessed on a life cycle basis, including technically comparable, cost-effective and reasonably available alternatives to products that may release dioxin or mercury to the environment, recycling of waste products and enhanced fleet efficiency

- Advise and assist agencies and educational institutions in developing environmental compliance audits and plans and in implementing those plans
- Advise the Governor and the Legislature in the formulation of policies for the effective achievement of Initiative goals
- Ensure that the capital master plan established under Title 5, section 299 is implemented in a manner consistent with the Initiative

B. Responsibilities of State Agencies and State-Supported Institutions of Higher Learning

- Cooperate with the directors and provide staff assistance and technical support upon request
- Complete or demonstrate completion of an audit of facilities to determine compliance with applicable state and federal environmental laws
- Develop a biennial plan, submitted by June 1st (of each even numbered year for state agencies and each odd numbered year for educational institutions), that outlines the actions the agency or institution will take to incorporate compliance efforts and environmentally sustainable practices into its planning and operational functions
- Appoint an employee in the state agency or the educational institution to be responsible for ensuring the development and implementation of agency activities under the Initiative
- Establish standards for leasing or building facilities consistent with the Initiative

IV. IMPLEMENTATION PROCESS

A. Leadership and Jurisdiction

Through passage of the 2002 law, the directorship of the Initiative, originally the commissioners of DAFS and DEP, was expanded to oversee and carry out the statutory responsibilities. The leadership team is now comprised of senior staff at DAFS, DEP, UMS, and MCCS.

Other recent efforts relate directly to the Initiative. The Energy Resources Council, formed during the 120th legislative session, is responsible for providing more effective interagency coordination of state activities regarding energy. To lead the increased focus on energy, the Governor has appointed a Director of Energy Independence and Security. This position interfaces closely with all Initiative efforts in which energy is a component.

The Global Climate Change Action Plan, endorsed by the New England Governors Council and the Eastern Canadian Premiers, includes several activities which are in direct accord with the Clean Government Initiative. These activities include:

- use of light emitting diode (LED) technology in traffic lights;
- procurement of energy efficient (Energy Star-rated) appliances and office equipment;
- procurement of fuel efficient vehicles; and
- participation of colleges and universities in the projects endorsed in the Plan.

Members of the leadership team participate in both of these efforts, which ensures consistency of purpose, facilitates communication and advances collaboration among the groups.

The leadership team has drawn from the experiences of other states in the development of the Maine program. There are a number of states and educational institutions with similar programs. While each addresses the needs of its own circumstances, there is a commonality among them in that all appear committed to applying regulatory requirements to internal operations.

B. State Environmental Plan

Recognizing the need to provide focus to the Initiative, the leadership team selected major goals it elected to accomplish in this initial phase. Four priority areas were identified and are found in Appendix B. These areas are:

- environmental compliance
- energy efficiency, in terms of both vehicles and buildings
- recycling/recyclability/product substitution/waste management
- chemicals handling/product substitution/waste management

These four areas were selected based on the belief that they provide opportunity for the greatest initial gains.

For each of the priority areas, suggested metrics were developed to assist state agencies and educational institutions in choosing a method of measurement through which the most useful and meaningful information could be obtained to determine success.

The leadership team welcomes and solicits input from all state agencies and educational institutions, periodically evaluates its direction and accomplishments, considers input received from participating agencies, educational institutions, and other sources, and identifies opportunities for improvement. The team will benchmark and measure effectiveness at least annually.

C. Educational Institution Participation

As was the case with state agencies, the educational institutions have readily accepted the leadership and participation responsibilities of the Initiative. In fact, some educational institutions undertook Initiative-like efforts in advance of the requirement to do so. In part, this was done to prepare for strategic compliance audits conducted by the US EPA. Whatever the impetus, educational institutions have displayed commitment to the Initiative.

V. FIRST YEAR ASSESSMENT

A. Successes

In addition to the accomplishments mentioned previously, more gains in meeting the statutory requirements have been achieved. Below are some highlights of achievements to date.

As required, each educational institution has appointed an individual who is responsible for incorporating the Initiative into the operations of the agency. Contact between staff supporting the leadership team is frequent. Further, each educational institution has developed a biennial plan which outlines the efforts to be undertaken during the period of July 2002 through June of 2004. Plans are included, in alphabetical order by institution, in Appendix C.

In the 1990s, the M CCS adopted an energy conservation policy and implemented waste recycling programs. All building construction and renovation projects are based on life-cycle costing and analyses of environmentally-friendly elements whenever feasible.

In 2000, the M CCS employed consulting services for the purpose of conducting compliance audits of the seven (7) campuses, including a review and assessment of operations. Each campus received a report regarding the audit findings.

The MCCC is now in the process of completing an integrated contingency plan addressing the findings identified in the campus audits, with specific focus on waste disposal and spill and contamination prevention methods.

The Maine Maritime Academy has completed a voluntary campus self-audit through the US EPA and staff attended several training programs regarding energy efficiency.

The MMA has committed to development of an environmental management system for continuous improvement.

The University of Maine System also engaged consultant services for conducting system-wide compliance audits. Findings were made, noting relevant deficiencies, and corrective actions have been taken.

The UMS has established a cross-campus committee to develop an environmental management system to provide for continuous improvement of its operational aspects involving health, safety, and the environment. This same committee serves to implement and manage an environmental self-audit program. Various policies and procedures have been created and will be supplemented and refined as appropriate.

The UMS is committed to energy efficiency by procurement of hybrid vehicles and promotion of carpooling through parking incentives. Certain services utilize electric golf carts rather than gasoline-powered vehicles to transport personnel and materials.

Energy conservation efforts include campus-wide lighting improvement projects. The University of Maine, a member of UMS, sponsored an energy consumption reduction challenge among dormitory facilities, using student enthusiasm to heighten awareness of the campus population.

Recycling of waste products to minimize that which is landfilled or incinerated is of concern to the educational institutions. Various campuses have active recycling programs with impressive rates of success.

From within the Administration, Governor Baldacci recently signed an executive order (8 FY 04/05) requiring that new building construction and renovation projects for state agencies and educational institutions incorporate the standards of the LEED (Leadership in Energy and Environmental Design) Green Building Rating System.

A Clean Government Initiative web page to provide information to participating agencies and to promote the Initiative to the public has been developed. The site address is www.state.me.us/purchase/cleangovt.

B. Potential Statutory Change

During the upcoming session, the DEP will introduce an amendment to the governing statute for the Initiative. This amendment will synchronize the reporting cycle for both state agencies and educational institutions.

No other statutory changes related to the elements of the Initiative are planned at the time of preparation of this report.

C. Potential Impediments to Implementation

During deliberations of the draft legislation creating the Initiative, funding for the program, as well as for the resulting capital improvements likely to be needed, was discussed. Ultimately, the bill was passed with the requirement that each agency and educational institution absorb the cost of the Initiative within existing resources. Some have included items of considerable cost in the biennial plan, with the intention of securing resources through the normal budgeting or bond issue process. The ability to accomplish these items is, therefore, dependent on securing the needed funds.

D. New Legislation

During the most recent legislative session several bills which have some bearing on the CGI were enacted. This information is contained in Appendix E.

Copies of these documents can be obtained from the Revisor of Statutes.

VI. PLANS FOR THE REMAINDER OF THE BIENNIAL PERIOD

Through June of 2005, the leadership team will continue to offer assistance to educational institutions. Future plans will include an assessment of accomplishments during the prior biennial period.

The expanded leadership team will also continue to develop its relationship. The team will consider the existing goals to ensure that they are compatible with those desired by all parties to the Initiative.

Consideration will be given to the fiscal implications of the collective biennial plans and, in consultation with participating agencies, the leadership team will develop recommendations for addressing the issues raised by the participating agencies.

Finally, the leadership team will continue to work toward achievement of the stated goals, as may be amended through discussion among the expanded team. Special emphasis will be placed on collaboration with the Energy Resources Council and the Office of Energy Independence and Security, both of which were created after the inception of the Initiative.

APPENDICES

Clean Government Initiative - 2004 Report to the Legislature

APPENDIX A

GOVERNING STATUTE

MAINE REVISED STATUTES
TITLE 38
WATERS AND NAVIGATION
CHAPTER 2
DEPARTMENT OF ENVIRONMENTAL PROTECTION
SUBCHAPTER I
ORGANIZATION AND POWERS

38 MRSA § 343-H. Clean Government Initiative

1. Initiative established; directors. The Clean Government Initiative, referred to in this section as the "initiative," is established to assist state agencies and state-supported institutions of higher learning in meeting applicable environmental compliance requirements and to incorporate environmentally sustainable practices into all state government functions. The initiative is jointly directed by the commissioner, the Commissioner of Administrative and Financial Services, the Chancellor of the University of Maine System or the chancellor's designee and the President of the Maine Technical College System or the president's designee, referred to in this section as the "directors."

1-A. State supported institutions of higher learning. For purposes of this section, "state-supported institution of higher learning" means the University of Maine System, the Maine Maritime Academy and the Maine Technical College System.

2. Duties; responsibilities. The directors of the initiative shall:

A. Establish a coordinated state government environmental plan to ensure that:

(1) All agencies and state-supported institutions of higher learning comply with state and federal environmental laws; and

(2) Environmentally sustainable practices are incorporated into state government planning, operations and regulatory functions;

B. Establish metrics to measure and assess the environmental compliance and performance of state agencies and state-supported institutions of higher learning. In developing those metrics, the directors shall seek to achieve continuous improvement in environmental compliance and performance of all state agencies through:

(1) Pollution prevention;

(2) Improvements in energy efficiency, including facility siting, design, construction and management; and

(3) Procurement of environmentally friendly commodities and services, as assessed on a life cycle basis, including technically comparable, cost-effective and reasonably available alternatives to products that may release dioxin or mercury to the environment, recycling of waste products and enhanced fleet efficiency;

C. Advise and assist state agencies and state-supported institutions of higher learning in developing environmental compliance audits and plans and in implementing those plans;

- D. Advise the Governor and the Legislature in the formulation of policies for the effective achievement of initiative goals; and
 - E. Ensure that the capital master plan established under Title 5, section 299 is implemented in a manner consistent with the initiative.
3. **Responsibilities of state agencies and state-supported institutions of higher learning.** State agencies and state-supported institutions of higher learning shall cooperate with the directors in implementing the initiative and shall provide staff assistance and technical support upon request. In addition, each state agency and state-supported institutions of higher learning shall:
- A. Complete or demonstrate completion of an audit of its facilities to determine compliance with applicable state and federal environmental laws;
 - B. Develop a biennial plan that outlines the actions the agency or state-supported institutions of higher learning will take to incorporate compliance efforts and environmentally sustainable practices into its planning and operational functions. To facilitate incorporation into the biennial budget process, these plans for state agencies other than the state-supported institutions of higher learning must be submitted to the directors prior to June 1st of each even-numbered year, beginning in 2002. The plans for state-supported institutions of higher learning must be submitted to the directors prior to June 1st of each odd-numbered year, beginning in 2003;
 - C. Appoint an employee in the agency or state-supported institution of higher learning to be responsible for ensuring the development and implementation of agency activities under the initiative; and
 - D. Establish standards for leasing or building state facilities consistent with the initiative.

Each agency and state-supported institution of higher learning shall fund costs associated with implementing this initiative from within existing budgeted resources.

3. **Reporting.** The directors shall jointly report on the activities of all state agencies under the initiative to the joint standing committee of the Legislature having jurisdiction over natural resources matters and the joint standing committee of the Legislature having jurisdiction over state government matters. The directors must submit their report for state agencies other than state-supported institutions of higher learning not later than January 1, 2003, and biennially thereafter, and must submit their report for state-supported institutions of higher learning no later than January 1, 2004, and biennially thereafter. The report must identify the successes of and the obstacles to implementation of the initiative and may include recommendations for any statutory changes necessary to accomplish the initiative.

APPENDIX B

GOALS FOR THE CLEAN GOVERNMENT INITIATIVE

GOALS FOR THE CLEAN GOVERNMENT INITIATIVE

ENERGY EFFICIENCY

FLEET VEHICLES:

OBJECTIVE: ALL STATE-OWNED VEHICLES WILL BE PROCURED AND MANAGED TO MINIMIZE AIR EMISSIONS AND INCREASE ENERGY EFFICIENCY

MEANS OF ACHIEVEMENT¹:

Agency fleet managers ((Department of Administrative and Financial Services (DAFS), Maine Department of Transportation (MDOT), and Public Safety/State Police)) will meet to review vehicle policies and procedures to develop a unified approach to vehicle procurement and management (DAFS/DEP lead)

Infrastructure for alternative fuels will be established as deemed feasible (DAFS/DEP lead)

Alternatively fueled vehicles (i.e. hybrid, compressed natural gas, propane, bio-diesel) will be considered whenever practical

Agencies will promote the use of teleconferencing facilities

Agencies will promote fuel conservation through methods appropriate to the agency (in-office ride share programs, procurement of additional fleet vehicles, anti-idling campaigns, etc.)

The replacement standard for passenger and light duty vehicles will be five (5) years or seventy-five thousand (75,000) miles

The replacement standard for passenger vehicles will be a ULEV (ultra-low emission) rating

The replacement standard for light duty trucks will be an LEV (low emission) rating

METRICS: miles per gallon; gallons per hour; vehicle emissions ratings; avoided miles; vehicles replaced

¹ Some means of achievement in this section are the responsibility of DAFS and DEP. Others are offered to agencies as suggestions. These means in no way preclude agencies from using other means to achieve the objective. Any alternate means should include metrics if listed metrics are not applicable.

BUILDINGS:

**OBJECTIVE: ALL BUILDINGS OWNED OR LEASED BY THE STATE
WILL BE ENERGY EFFICIENT**

MEANS OF ACHIEVEMENT¹:

By December 2002, all design contracts for renovation or new construction will contain a requirement that the designer analyze and deliver energy option choices to the owner and client agency, such choices to be set out in a written report. Life cycle costs will be analyzed for all energy options, taking into consideration savings in energy consumption and beneficial properties of fuel types, in addition to cost and longevity of systems

By December 2002, all Requests for Proposals (RFPs) for leased space will require submission of specifications addressing energy types, energy uses, alternative fuel use or potential for such alternative fuel use, energy efficiencies and the like. Policies will be developed to incorporate performances for energy efficient facilities in the selection of leased space and renewal of existing leases if substantial renovations are required

By December 2003, baseline energy reports ("audits") will be conducted in 50% of state owned, office-function facilities over 20,000 square feet

By December 2003, DAFS/BGS will review heating systems in 30% of the state-owned, office-function facilities with an analysis of efficiency and potential improvements, particularly with a view to securing greater cleaner burning fuel(s)

By July 2003, review electrical infrastructure to assess efficiency and potential for improvement

By December 2003, lighting in 30% of the state owned, office-function facilities will be reviewed to minimize energy consumption. Bulbs, sensors, and automatic switches will be assessed

State facilities will convert to natural gas whenever feasible

By December 2003, develop a policy manual for energy efficient building operations

By December 2003, develop a capital plan to effect improvement(s)

METRICS: numbers and types of energy options; alternative fuels available; energy reports conducted; kilowatt hours consumed; lighting conversions; solar options employed

The above BUILDINGS-related efforts will be undertaken by the Department of Administrative and Financial Services (DAFS) and the Department of Environmental Protection (DEP)

¹ Some means of achievement in this section are the responsibility of DAFS and DEP. Others are offered to agencies as suggestions. These means in no way preclude agencies from using other means to achieve the objective. Any alternate means should include metrics if listed metrics are not applicable.

OBJECTIVE: OFFICE PRODUCTS AND FURNITURE PROCURED FOR USE IN MAINE STATE GOVERNMENT WILL HAVE MAXIMUM RECYCLED CONTENT AND WILL BE DISPOSED PROPERLY TO MAXIMIZE RECYCLABILITY. APPLIANCES AND ELECTRIC EQUIPMENT WILL BE PROCURED TO ENSURE ENERGY EFFICIENCY

MEANS OF ACHIEVEMENT¹:

By 2003, all electric office equipment or appliances will be procured in accordance with a policy to be established by the DAFS Division of Purchases and to be shared with other agencies. At a minimum, these items will bear the Energy Star efficiency rating (DAFS/DEP lead)

By 2003, materials packaging for procured office products will, wherever possible, be recycled or reusable through proper disposal by the recipient or through a send back/take back provision by the vendor (DAFS/DEP lead)

By 2003, the DAFS Division of Purchases will, in cooperation with other agencies, institute a practice of evaluating products on a life-cycle cost basis. Emphasis will be placed on technically comparable and cost effective alternatives to mercury containing products and products that may lead to dioxin emissions. Product evaluations will be shared among agencies (DAFS/DEP lead)

By 2003, DAFS/DEP will investigate ways to increase the types and amounts of waste products to be recycled. Investigation results will be shared with other agencies

METRICS: number of product substitutions made; number of Energy Star rated equipment/appliance purchases; amount of materials packaging returned/reused; number/types of waste products recycled

¹ Some means of achievement in this section are the responsibility of DAFS and DEP. Others are offered to agencies as suggestions. These means in no way preclude agencies from using other means to achieve the objective. Any alternate means should include metrics if listed metrics are not applicable.

CHEMICALS HANDLING/PRODUCT SUBSTITUTION/WASTE MANAGEMENT

OBJECTIVE: ALL CHEMICALS PURCHASED FOR USE IN MAINE STATE GOVERNMENT WILL BE EVALUATED BASED ON NEED. ALTERNATIVE PRODUCTS WILL BE SUBSTITUTED WHERE PRACTICAL AND COST EFFECTIVE. ALL CHEMICALS AND SOLID AND HAZARDOUS WASTES WILL BE DISPOSED IN THE SAFEST AND MOST PROPER MANNER

MEANS OF ACHIEVEMENT¹:

By 2003, the DAFS Division of Purchases will review custodial cleaning supplies to establish baseline inventory information. Information will be shared with other agencies

By 2003, the DAFS Division of Purchases and the DEP will institute a practice of evaluating cleaning products on a life-cycle cost basis. Evaluation results will be shared with other agencies. Emphasis will be placed on low toxicity as well as technically comparable and cost effective alternatives to mercury containing products and products that may lead to dioxin emissions. Acceptable alternatives will be procured as supply of products warrants

By 2003, agencies will inventory non-custodial chemical supplies to establish baseline inventory information. Agencies will share this information with the DAFS Division of Purchases upon the completion of the inventory

By 2003, DAFS/DEP will investigate ways to better promote and coordinate cross agency collection and proper disposal of solid wastes and hazardous wastes, including universal wastes. Investigation results will be shared with other agencies

METRICS: numbers of chemicals in use in state government; number of product substitutions made; number of environmentally-preferable chemical products purchased; number of waste collection events held

¹ Some means of achievement in this section are the responsibility of DAFS and DEP. Others are offered to agencies as suggestions. These means in no way preclude agencies from using other means to achieve the objective. Any alternate means should include metrics if listed metrics are not applicable.

ENVIRONMENTAL COMPLIANCE

OBJECTIVE: ALL AGENCIES IN STATE GOVERNMENT WILL BE IN COMPLIANCE OR WILL HAVE DEVELOPED A PLAN TO ATTAIN COMPLIANCE WITH ALL EXISTING STATE AND FEDERAL ENVIRONMENTAL LAWS

MEANS OF ACHIEVEMENT¹:

By 2002, all Executive Branch agencies and constitutional offices of Maine state government will appoint an individual responsible for ensuring the development and implementation of agency activities regarding this effort

By 2002, all Executive Branch agencies and constitutional offices of Maine state government will develop a biennial plan of activities planned to incorporate compliance and environmental sustainability practices into agency planning and operations

By 2003, all Executive Branch agencies and constitutional offices of Maine state government will develop a schedule for environmental compliance audits of buildings, whether state-owned or leased

By 2004, all Executive Branch agencies in Maine state government will include in the biennial report a plan for correcting any non-compliance with state or federal environmental laws discovered in environmental compliance audits. Operational-related instances of non-compliance will be addressed immediately. Construction-related instances of non-compliance will be addressed through planning and requests for supplemental funds

METRICS: number of individuals appointed; number of plans completed; number of compliance audits scheduled; number of compliance audits conducted; number of corrective actions needed; number of corrective actions addressed; number of corrective actions completed

¹ Some means of achievement in this section are the responsibility of DAFS and DEP. Others are offered to agencies as suggestions. These means in no way preclude agencies from using other means to achieve the objective. Any alternate means should include metrics if listed metrics are not applicable.

APPENDIX C

EDUCATIONAL INSTITUTION PLANS

(This section also includes the plan for the Maine Department of Labor which was not included in the 2003 report on state government agencies)

Department of Labor
Clean Government Biennial Plan
2002-2003

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date	Cost	Status and Notes
-Reduce vehicle fuel consumption and air emissions	-Increase use of fuel-efficient state fleet vehicles	-Vehicle mileage logs	-Miles per year	-Evaluate current personal vehicle use and determine feasibility of increased use of state vehicles -Establish policy on personal/state vehicle usage	MDOL Environmental Management Team	June 30, 2003	N/A	
-Energy use reduction	-Reduce electricity consumption	-Qualitative observation of office practices	N/A	-Evaluate opportunities for increased energy conservation, e.g., shutting down copiers, printers, and lights at end of day -Develop guidelines and policy and communicate to staff -Monitor policy effectiveness and re-evaluate as necessary	MDOL Environmental Management Team	June 30, 2003	N/A	
-Solid waste reduction	-Increase recycling of solid wastes	-Qualitative observation of office practices	N/A	-Verify toner cartridges are being collected for recycling -Develop collection area/container for used batteries -Monitor waste containers to ensure paper is being recycled -Identify other waste streams and investigate feasibility for recycling	MDOL Environmental Management Team	June 30, 2003	N/A	
-Reduce vehicle fuel consumption and air emissions	-Reduce number of meetings requiring staff to travel	-Quantify number of meetings requiring vehicle travel	-Number of teleconference meetings per year	-Evaluate current meeting schedules and feasibility of teleconferencing -Identify teleconference resources -Evaluate use of desktop video installation for meetings -Develop policy on meetings/teleconferencing and implement	MDOL Environmental Management Team	June 30, 2003	N/A	

Department of Labor
 Clean Government Biennial Plan
 2002-2003

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date	Cost	Status and Notes
-Reduce resource use and solid waste generation	-Increased use of electronic information management and filing	-Measure paper usage rate	-# reams of paper purchased per year	-Review current practices for paper and electronic file maintenance -Identify opportunities to increase use of electronic documents and records -Communicate to staff	Office of Information Processing Director	June 30, 2003	N/A	
-Complete 12-step Environmental Management System (EMS) plan development	-Plan complete and put into practice	N/A	N/A	-Develop Environmental Policy -Develop agency profile -Complete remainder of 12-step EMS program	MDOL Environmental Management Team	June 30, 2004	N/A	

Maine Community College System
 Clean Government Biennial Plan
 2002-2003

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date	Cost	Status and Notes
-Each college will operate in an environmentally friendly environment	-Develop an Integrated Contingency Plan for each college		Review environmental audits to identify areas to address -Draft document and create action plan for compliance -Monitor changes in the use of hazardous materials to revisit and update ICP accordingly		CMCC-Gary Webber EMCC-Dan Belyea KVCC-John Delile NMCC-Frank Boone SMCC-Don Ladd WCCC-Arlene Wren YCCC-John Rainone			
-Establish a plan to address other than environmental hazard emergencies	-Develop an Emergency Management and Response Plan for each college		-Work with local emergency management authorities to draft a plan -Draft document and create action plan for compliance -Monitor changes to revisit and update EMRP accordingly		CMCC-Gary Webber EMCC-Dan Belyea KVCC-John Delile NMCC-Frank Boone SMCC-Don Ladd WCCC-Arlene Wren YCCC-John Rainone			

Maine Community College System
 Clean Government Biennial Plan
 November 2003

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date	Cost	Status and Notes
-Promote energy efficiency	-Perform energy efficiency assessments		-Identify resources to perform energy efficiency assessments -Review findings and develop plan for action as resources are identified		CMCC-Gary Webber EMCC-Dan Belyea KVCC-John Delile NMCC-Frank Boone SMCC-Don Ladd WCCC-Arlene Wren YCCC-John Rainone			
-Objective 2.B	-Develop biennial capital budget requests that support energy efficiencies		-Review capital items that can be upgraded -Research alternative solutions -Develop a capital budget request -Work to obtain legislative approval to identify funds		CMCC-Gary Webber EMCC-Dan Belyea KVCC-John Delile NMCC-Frank Boone SMCC-Don Ladd WCCC-Arlene Wren YCCC-John Rainone			

University of Maine System
 Clean Government Biennial Plan
 November 2003

Objective and Target	Method of Measures	Performance Indicator	Action Plan	Contact	Target Date	Cost	Status and Notes
-Environmental Compliance UMS -- -Implement APL 55, Environmental & Safety Management System	-Final implementation of procedures	-Use of procedures, Receipt of minimum program element information, biennial reports received	-Finalized 6/12/2003	Michael D. Sauda, CSP	Completed ahead of schedule	Existing shared resources and systems	APL approved; Implementation in process
UMS – Re-audit 10% of areas audited in 2002 to confirm continued compliance in areas found deficient	-Number of areas audited; deficiencies noted	-Maintain compliance in areas previously deficient in 2002 audit; Capture new areas where compliance may be lacking	-Agenda item for Oct 03 Env and Safety Mgmt System Committee Mtg. -Establish intercampus audit team -Review consultant's audit reports -Select 10% review by compliance area	Michael D. Sauda, CSP	6/30/2004	Existing shared resources and systems	Planning stage
UMS- Establish guidance on performing self-audits including but not limited to standardized checklists or self audit forms	-Number of established checklists or guidance documents	-Use of checklist and guides for performance of self audits at campus and departmental level	-Agenda item for Sept 2003 Env /Safety Mgmt System Committee Mtg. -Establish areas requiring checklists -Assign development of lists -Review and comment -Final acceptance by committee -Implementation	Michael D. Sauda, CSP	6/30/2004	Existing shared resources and systems	Planning stage

University of Maine System
 Clean Government Biennial Plan
 November 2003

Objective and Target	Method of Measures	Performance Indicator	Action Plan	Contact	Target Date	Cost	Status and Notes
UMS – Establish minimum or standard training requirements issued as guidance documents	-Number of established training guidance documents	-Improved knowledge of compliance by staff	-Agenda item for Sept 2003 Env/Safety Mgmt System Committee Mtg. -Establish training areas requiring guidance -Assign development of guidance lists -Review and comment -Final acceptance by committee -Implementation	Michael D. Sauda, CSP	9/1/2004	Existing shared resources and systems	Planning stage
UMS – Each campus shall establish a system for maintaining official documentation of training provided employees and students	-Number of campuses establishing systems	-Training provided		Michael D. Sauda, CSP	12/31/2003	Existing shared resources and systems	In process
-Purchase more products from vendors that are good environmental stewards (packaging, etc.)	Number or amount of toxic constituents eliminated; Reduction of amount of material used in packaging; Amount of reusable packaging; percentage of recycling content in packaging; ability to recycle packaging	-Reduce solid waste	-Include request for information in all appropriate bids	Jean Meakin, UMS Director of Purchasing	06/30/2004	Unknown	Planning phase
-Reduce vehicle fuel consumption and air emissions							
UMS-Acquire higher efficiency vehicles for motor pool	-Increase miles per gallon, reduction of fuel costs, reduction of emissions	-Increase miles per gallon	-In lease agreements, establish minimum acceptable MPG levels, where possible -In purchase requests establish minimum acceptable MPG levels, where possible	Hal Wells, UMS Purchasing Agent	On-going	Unknown	At the current time we are bidding 3 hybrid vehicles for the USM and 2 for the UM

University of Maine System
Clean Government Biennial Plan
November 2003

Objective and Target	Method of Measures	Performance Indicator	Action Plan	Contact	Target Date	Cost	Status and Notes
USM-Establish a van pool program	-Miles avoided -Driving costs	-Reduced emissions from vehicles -Miles avoided	Survey USM staff and students regarding interest in vanpool that runs the I-95 corridor Establish fee based service that includes preferred parking and emergency call back Partnership with GoMaine Commuter Connections expansion to other USM campuses will be assessed as the program develops	Sarah Wolpow, USM Student Environmental Coordinator, Dept. of Facilities Management	9/1/03	Unknown; fee for service	In process
-Energy use reduction							
-Purchase Energy Star rated equipment	# of items purchased	-Reduction in overall energy usage	-Include request for information in all appropriate bids	Jean Meakin, UMS Director of Purchasing	On -going	None	
UM - Energy Conservation Website	-Site being placed on line; -Number of hits; -Number of times updated per year	-Hits per day	-Develop web site and launch	Scott Wilkerson, UM Sustainability Officer	10/1/2003	Existing shared resources and systems	Planning
UM - Upgrade inefficient steam supply systems with high efficiency and redundant loops	-Feet of removed and replaced supply and return lines; -R-value improvements, Reduction in No. 6 heating oil burned; Reduction in replacement water	-Reduction in energy and maintenance costs	-Review options -Measure savings that could be realized over replacement of system including payback period -Identify funding options or sources -Coordinate shut down and replacement plan to limit operational interruptions or inconvenience	Anita Wihry, UM Director of Facilities Management	10/1/2004	\$500,000	Repairs as needed continue; searching for capital funding for major replacement of system.

University of Maine System
Clean Government Biennial
November 2003

Objective and Target	Method of Measures	Performance Indicator	Action Plan	Contact	Target Date	Cost	Status and Notes
UM -Establish and identify building environmental coordinators	-Number of coordinators assigned -Number of coordinators trained	-Active resource for local entities to consult and review for improved energy efficiencies	-Develop a description of duties -Develop a letter of solicitation to occupants of E&G buildings -Develop and outfit a "toolkit" for each building -Hold Coordinator each semester. -Continuously develop and improve toolkit	Scott Wilkerson, UM Sustainability Officer	12/31/2003	Existing shared resources and systems; Training costs to be determined	In process
UM - Common Cents Residence Hall Electrical Conservation Challenge	-kWh saved or avoided	-Reduced elect. consumption based on same period in previous year	-Determine electricity used in a specified period in the previous year -Monitor electricity consumption over same period in current year -Continuously promote and advertise program -Provide cash awards (100% of value of electricity conserved as 1 st place, 75% as 2 nd , etc.) to residence halls that conserve the most and individual prizes to some occupants (drawn at random) donated from local businesses	Scott Wilkerson, UM Sustainability Officer		\$1500	
UM – Install Waste Heat Reclamation System at Target Tech Park Supercomputer	-Heat recovered (Btu)?	-Reduced elect. for cooling supercomputer room				Unknown	
UM - Alternative Energy Supplies for water pumping, heating and chilling Cooperative Center for Aquaculture Research in Franklin	-Emissions avoided	- Reduced/avoided electricity consumed for these activities	-Develop and review options -Determine most effective strategy -Implement strategy	Jake Ward, Director of Industrial Cooperation		Unknown	

University of Maine System
Clean Government Biennial
November 2003

Objective and Target	Method of Measures	Performance Indicator	Action Plan	Contact	Target Date	Cost	Status and Notes
USM-Continuing Building Energy Consumption Score Card Program	-Energy consumption reductions in kWh, gallons of oil, or therms of gas	-Improve efficiency reduce energy consumed and energy costs	-Continued review of Baseline data and comparison; implementation of energy conservation programs with a seven year or less payback period	David J. Early, P.E., USM's Exec. Director of Facilities Management	5/31/05	\$300,000	Baseline study completed; measuring reductions at 222 Deering, Alumni House, Payson Smith; continue identifying buildings above baseline averages and target improvements (see below)
USM-Gas Cogeneration Project	-kWh produced and used with cleaner burning gas; kWh avoided from grid (making available to others); kWh sold to electrical market	-Improved emission profile for USM's consumption of electricity	-Identify funding source -Seek Board of Trustees approval	David J. Early, P.E., USM's Exec. Director of Facilities Management	5/31/05		Feasibility study complete including review of existing electrical distribution system; Funding source needs to be identified; Board approval for project must be sought
USM -LEED Certification in all new construction at USM	-LEED certifications acquired; -Level of certification	Improve energy consumption and sustainable design by participating in the voluntary LEED certification process	-Include LEED certification as a requirement in the design/development process -Submit appropriate paperwork to USGBC -Audit installation to assure construction meets standards -Apply for certification Measure advantages of certification	David J. Early, P.E., USM's Exec. Director of Facilities Management	Ongoing	10-20% increase to construction costs in new construction	In Process

University of Maine System
 Clean Government Biennial Plan
 November 2003

Objective and Target	Measures	Performance Indicator	Action Plan	Contact	Target Date	Cost	Status and Notes
USM –Luther Bonney Hall Lighting Upgrade	-KWh avoided or reduced	-Reduce energy consumption; reduce solid waste	-Install hyper-efficient lighting to reduce energy costs beyond those saved with relamping conducted several years ago	David J. Early, PE USM’s Exec. Director of Facilities Management	5/31/05		
USM – Science Building Lighting Upgrade	-KWh avoided or reduced	-Reduce energy consumption; reduce solid waste	-Install hyper-efficient lighting to reduce energy costs even further	David J. Early, PE USM’s Exec. Director of Facilities Management	5/31/05		
USM – Bailey Hall Lighting Upgrade	-KWh avoided or reduced	-Reduce energy consumption; reduce solid waste	-Install hyper-efficient lighting to reduce energy costs even further	David J. Early, PE USM’s Exec. Director of Facilities Mgt.	5/31/05		
USM –Clean Lights Program	-Incandescent lights removed from service; -kWh avoided	-Reduce energy consumption	-Continue program of identifying incandescent lighting and replacing with high efficiency lighting	Dudley Greeley, USM’s Economic an Environmental Sustainability Coordinator	On-going	\$1,000/yr	In process
Solid waste reduction							
-Purchase more products with recycled content	-Amount of product purchased; percentage recycled content; post consumer recycling content	-Reduce solid waste	-Include request for information in all appropriate bids	Jean Meakin, UMS Director of Purchasing	On-going	None	In process

Maine Maritime Academy
 Clean Government Biennial Plan
 November 2003

Objective	Target	Method Of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date
-Energy use reduction	-Reduce electric consumption	-Qualitative observation of office practices	-Electric bills	-Install auto sensing light switches in offices and class rooms -Convert to flat screen computer monitors -Install electric "misers" on vending machines -Convert all incand. to floresc. -Try to manage peak demand	Director of facilities and ex.Dir.of Planning, compl., and Fac.	June 30, 2004
-Solid waste reduction	-Increase recycling	-Amount of trash moved out of waste stream	-Amount of material recycled	-Toner cartridge collection -Used batteries collection -Cardboard recycling -Identify other waste streams and investigate feasibility for recycling	Director of facilities and Ex.Dir.of Planning, Compl., and Fac.	June 30, 2004
-Reduce vehicle fuel consump. and air emissions	-Utilize teleconf. and remote classroom	-Number of miles driven to teach	-Number of students in remote location	-Develop guidelines and policy for distance education	Dean of Academic	June 30, 2004
-Maintain full compliance with all environmental regulation	-Regulatory compliance	-Annual audit and review	-Semi-annual waste pick-up	-Ensure that all hazwaste is identified and shipped out properly -Continue small generator status	Ex Dir of planning, compl., and fac.	on-going
-Implement Environmental. Manage. System (EMS)	-Prepare and comm. EMS to appr. personnel	-Management review	-EMS is complete and implemented	-Prepare draft -Incorp. rec. changes and issue policy	Ex Dir of planning, compl., and fac. other exec staff	June 30, 2005?

APPENDIX D

EXECUTIVE ORDER

Clean Government Initiative - 2004 Report to the Legislature



OFFICE OF
THE GOVERNOR

NO. 8 FY 04/05
DATE November 24, 2003

**AN ORDER REGARDING THE USE OF "LEED" BUILDING
STANDARDS FOR STATE BUILDINGS**

WHEREAS, Maine is dedicated to the mutually compatible goals of energy efficiency, environmental protection, and economic growth; and

WHEREAS, Maine is dedicated to the environmental health and safety of its employees, and to efficient and effective work environments; and

WHEREAS, Maine has already established the "Clean Government Initiative" to ensure that all State agencies and State-supported institutions of higher learning incorporate environmentally sustainable practices into their planning and operations; and

WHEREAS, Maine seeks to advance the goals and policies of the Energy Conservation in Buildings Act, 5 M.R.S.A. §§ 1761 et seq. ("ECBA"), as applicable to State buildings, which promotes evaluation of life-cycle costs and energy efficiency in the design of public improvements; and

WHEREAS, State government should assume a leadership role in promoting the efficient use of energy and natural resources in the interests of the long-term protection and enhancement of our environment, our economy, and the health of our citizens and future generations of Mainers; and

WHEREAS, this State enjoys a unique and timely opportunity to design, construct, and renovate buildings for the 21st century that will be adequate to serve the needs of our citizens and employees for years to come and that will incorporate a building's life cycle and reduced operating costs; and

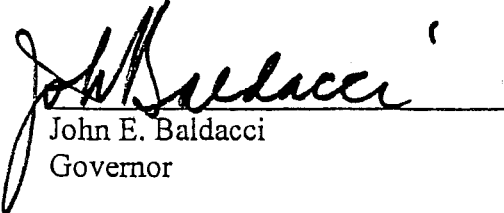
WHEREAS, it is in the best interests of the people of Maine that all State buildings constructed, expanded, or renovated shall be modern facilities of the 21st century, combining the most energy-efficient design, the most environmentally sustainable systems, and maximum access and benefit to employees and the public.

NOW, THEREFORE, I, John E. Baldacci, Governor of the State of Maine, do hereby order and direct as follows:

1. The design, construction, operation and maintenance of any new or expanded State building shall incorporate the standards developed by the United States Green Building Council's Leadership in Energy & Environmental Design ("LEED") Version 2.1, or the most recent version, to achieve maximum energy efficiency and environmental sustainability, provided this can be accomplished on a cost-effective basis, considering construction and operating costs over the life cycle of the building being constructed or expanded. For the purposes of this Order, a "State building" includes any building owned, constructed, or acquired by the State of Maine or any department, office, board, commission, or agency thereof, including State supported institutions of higher learning.
2. The design, construction, operation and maintenance of any existing State building to be renovated shall incorporate the standards developed by the United States Green Building Council's Leadership in Energy & Environmental Design ("LEED") Version LEED-EB, or the most recent version, to achieve maximum energy efficiency and environmental sustainability relevant to the scope of the renovation, provided this can be accomplished on a cost-effective basis, considering construction and operating costs over the life cycle of the improvement.
3. The Department of Administrative and Financial Services, through the Bureau of General Services, is authorized to call upon any department, office, board, commission or agency of State government to provide such information, resources or other assistance deemed necessary to discharge its responsibilities under this Order. Each department, office, board, commission, and agency of this State is required to cooperate with the Bureau of General Services and to furnish it with assistance necessary to accomplish the purposes of this Order. Such assistance may include sharing of information, the assignment of staff, and the provision of support services.
4. School administrative districts and municipalities are not subject to the requirements of this Order. A Memorandum of Agreement dated August 11, 2003 between relevant State agencies exists to address energy efficiency and environmental design of school buildings constructed by such entities.

Effective Date

The effective date of this Executive Order is November 24, 2003.


John E. Baldacci
Governor

APPENDIX E

RELATED LEGISLATION FROM THE 121ST SESSION

CLEAN GOVERNMENT INITIATIVE-RELATED LEGISLATION RESULTING FROM THE 121ST SESSION

Resolve Chapter 45 (LD 1312)	Relating to Renewable Resources
Resolve Chapter 50 (LD 1184)	Encourage Use of Alternative Energy Sources
Public Law 150 (LD 743)	Develop a Plan for Cathode Ray Tube Disposal
Public Law 221 (LD 1159)	Reduce Mercury Use in Measuring Devices and Switches
Public Law 237 (LD 845)	Provide Leadership in Addressing the Threat of Climate Change
Public Law 301 (LD 607)	Require the Installation of Dental Amalgam Separator Systems in Dental Offices
Public Law 457 (LD 1309)	Protect Public Health by Reducing Human Exposure to Arsenic
Public Law 487 (LD 669)	Strengthen the Energy Resources Council (review energy and related policy and report to the Legislature)
Public Law 497 (LD 233)	An Act to Promote Energy Conservation

Additionally, the following LDs were carried over for consideration this year (2004):

LD 1025	Study of Building Performance Standards for New Construction in Maine
LD 1261	Support Clean and Efficient Energy for the Future of Maine's Economy and Environment

Copies of these documents can be obtained from the Revisor of Statutes.

