

Asian Art Museum's Climate Action Plan FY11-12

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INTRODUCTION

The Asian Art Museum's carbon footprint includes the consumption of energy at one facility, located at 200 Larkin St. in San Francisco's historic Civic Center neighborhood. The museum's energy use is comprised of electricity, natural gas and petrol from one light duty truck. A synopsis of energy use and consumption follows in Section 3, pg. 5.

The Asian Art Museum's overarching climate goals include adding less toxic and wasteful office supplies and cleaners to the museum's purchasing portfolio, as well as folding sound environmental practice into the museum's ongoing information technology audit, to ensure the least possible paper waste, electricity, and printer ink use.

DEPARTMENTAL PROFILE

Departmental Mission

Our mission is to lead a diverse global audience in discovering the unique material, aesthetic, and intellectual achievements of Asian art and culture.

Departmental Budget

\$7.2M (CCSF funding)

Number of Employees

204 total, split between CCSF and Asian Art Museum Foundation, with Full-Time, Part-time, and As-Needed staff:

CCSF:

Part-Time	15
As-Needed	17
Full-Time	38

Asian Art Museum Foundation:

Part-Time	18
As-Needed	36
Full-Time	80

ALL:

Part-Time	33
As-Needed	53
Full-Time	118

Facilities Occupied

One building is currently occupied as an art museum. All operations within the facility support the public viewing of the largest collection of Asian art in the western hemisphere. Operations include art conservation, exhibit construction, facility rentals (private events), public relations and marketing, fundraising, accounts receivable/payable, and physical plant operations.

Vehicle Fleet

The Asian Art Museum uses one 1998 Ford F-150, maintained by CCSF Central Shops. This truck is used primarily for transporting equipment and supplies from vendors to the museum, and is located on the premises.

Climate Liaison Contact Information

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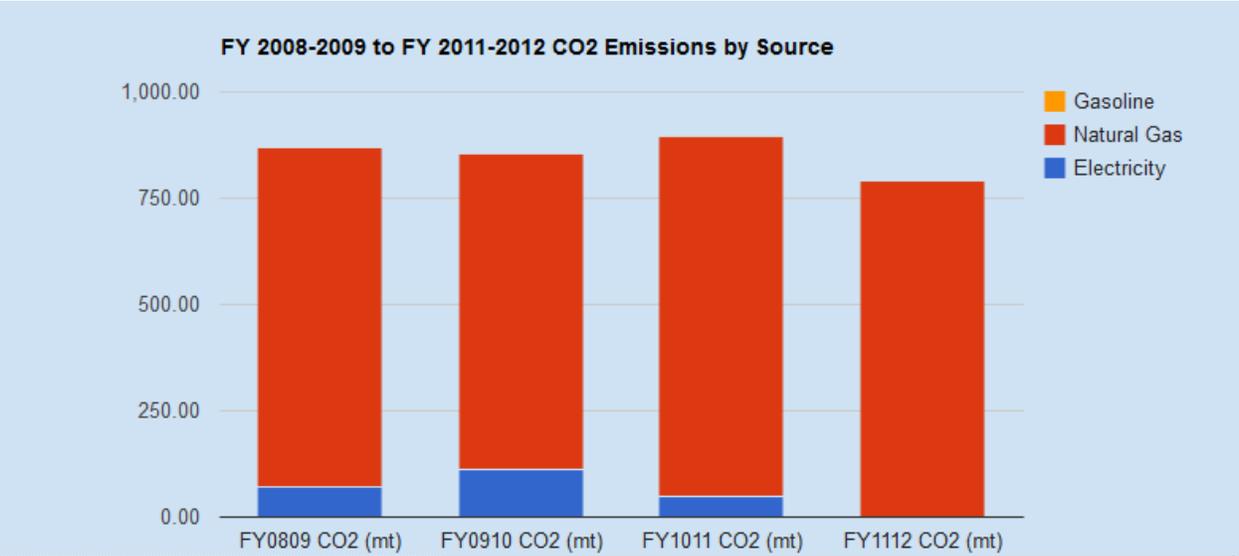
DEPARTMENTAL CARBON FOOTPRINT & HISTORICAL ANALYSIS

Facilities & Reduction Measures

The list of facilities that is being used by SF Environment to calculate the FY11-12 departmental carbon footprint has been verified by the Asian Art Museum to be accurate and complete.

The Asian Art Museum’s total carbon footprint is the total consumption of energy at one facility that we occupy (electricity, natural gas, and gasoline for the museum’s pickup truck). The proceeding sections will describe each component in detail.

For FY11-12, 792.78 metric tons of CO2 emission are from building energy, and a negligible amount from liquid fuels for the museum’s truck (previous years ranged from .27 to .51 metric tons; data from FY11-12 has not been reported as of this writing). Though CO2 emissions fluctuate from year to year, overall CO2 emissions have decreased since FY08-09 by about 9%. This may be due to a reduction in the amount of hours the museum is open to the public during the winter months, and subsequently less need of electricity for heating, cooling and lighting.



Energy

A summary of the AAM’s energy use during FY11-12 is as follows:

Electricity: 6,481,752 kWh
 Natural Gas: 149,412 th

Water:	3,907,552.00 gal
Wastewater discharge:	2,879,276.00 gal
Petrol:	n/a

A summary of the Asian Art Museum's resultant CO2 (metric tons) during FY11-12 is as follows:

Electricity:	expected to be null
Natural Gas:	792.78
Gasoline:	n/a

Total Facility CO2e: 792.78

Energy Efficiency & Retrofit Projects

There are currently no energy efficiency retrofit projects planned for the Asian Art Museum.

Compliance with the Existing Commercial Buildings Energy Performance Ordinance

In order to comply with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SF Environment Code Chapter 20), the Asian Art Museum assisted the SFPUC in producing the 2011 Energy Benchmarking Report for San Francisco Municipal Buildings by:

- Verifying the department's list of facilities
- Verifying the existing data for each facility (such as street address, year built, gross square footage, and building type).
- Providing data specific to the primary EPA ENERGY STAR building category (such as weekly operating hours, number of workers on main shift, and if applicable, additional information on the facility, subspaces, and parking areas).

The 2011 Energy Benchmarking Report is available at <http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>; please refer to pg. 16 of this document for detailed information about the Asian Art Museum.

Water

The Asian Art Museum's FY11-11 water consumption: 3,458,004.00 gallons

Fuel

The Asian Art Museum's CHG emissions from unleaded petrol: 58 gallons consumed, .51 metric tons of CO2 emitted.

Fleet

The Asian Art Museum's one vehicle, a 1998 Ford F150 light duty truck, does not comprise a fleet. The AAM promotes transit-first by participating in a commuter checks program, providing indoor parking for bicycles, and providing a bike maintenance clinic on Bike to Work Day. The museum's location on the edge of a high-crime neighborhood,

lack of parking, and close proximity to BART and MUNI trains and bus lines serve as further encouragement for staff to seek transit-first transportation options.

Historical Analysis

The Asian Art Museum's consumption of electricity per kilowatt hour has remained relatively flat over the past three fiscal years. The consumption of natural gas, the largest contributor to the museum's carbon footprint, has fluctuated by over 10%, reaching a high of 6,556,765.00th during FY1011. As no other systems or procedures relating to natural gas use were implemented during this time, it is unknown what caused the fluctuation in natural gas use. The museum's water use has actually declined over the past three fiscal years. This may be due to the implementation of a drip irrigation system, and reduced watering along the facility's south side facing Fulton St.

OTHER SUSTAINABLE PRACTICES

Zero Waste

The FY1112 Waste Assessment Questionnaire is attached at the end of this report.

Zero Waste Commitments for 2013:

- Promote commingled recycling and composting in a clearer and more direct way to staff
- The museum is currently undergoing a broad spectrum technology assessment. Work with IT and outside service providers to make sure the museum can utilize MFDs, dual-sided printing as much as possible.
- Explore use of PVC-free office supplies through our vendors.

Transportation Options

For the Asian Art Museum Foundation we have 54 participants. New hires are given commuter benefits information as part of their new employee orientation, and are encouraged to participate to maximize take-home pay. Staff are reminded by email and posted information periodically. Participation is maximized by providing the benefit to all Asian Art Museum employees, regardless of As-Needed/PT/FT status, and by allowing benefit changes up to once per month.

For CCSF employees, there are typically about 10 participants (December 2012 number). The number has diminished due to the change of vendor and the limited ability to use it without a computer; most of the museum's CCSF employees are not computer users, such as museum security guards. Accessibility and scheduling serve as hurdles with the program.

The Asian Art Museum also promotes Bike to Work Day, and provides indoor bicycle parking for staff. The museum also has a note in the employee handbook that encourages the use of alternative commute methods.

The Asian Art Museum does not allow pre-tax benefit for parking so as not to encourage driving to work.

Information Technology

The Asian Art Museum was recently able to replace an aging fleet of desktop machines with a network of thin client virtualized machines. Most staff received these units as upgrades over their previous desktop machines. While requiring less power and desktop space, we have not labeled them or provided instructions to staff to “shut down” and close of business, as this results in individual user accounts having to be re-set at beginning of business each day. We have instructed staff to log out at close of business. Terminals are automatically logged out and go into a low-power setting after a fixed amount of time. Commitments for 2013 will include instructing staff to power down their monitors at close of business.

Water

The Asian Art Museum's FY2011-2012 Water Consumption: 3,907,552 Gallons
Total water use for the Asian Art Museum has fluctuated since FY 2009-2010 with a 2.8% decrease in overall use since. The irrigation system for a portion of the building's grounds was upgraded to a drip system in FY 2010-2011, likely resulting in this decrease.

Transportation and Fuel

The list of vehicles and the Asian Art Museum's fuel totals used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has not been verified by the Asian Art Museum to be accurate and complete, as the data for reporting is incomplete as of this writing.

HACTO

The Healthy and Clean Air Ordinance (HACTO) addresses:

- Transit First - At Work
- Transit First - Commuting
- Vehicle Reduction

In order to comply with the Healthy Air and Clean Transportation Ordinance, the Asian Art Museum encourages employees to commute to and from work by offering secure bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program.

The Asian Art Museum has only one City vehicle, and is not subject to the fleet reduction requirement set forth by HACTO. However, per HACTO, the museum will need to replace this vehicle (a 1998 Ford F150) with a newer one before July 1st, 2015.

Zero Waste

#1 Trash Item:	single-use plastic containers
Action to eliminate from landfill:	place notices around recycling receptacles noting that single-use plastics can be recycled here.

Green Purchasing

San Francisco Environmental Code Chapter 2 requires all City departments to buy green products listed at SF Approved, at <http://www.sfapproved.org>

In Calendar Year 2011, the Asian Art Museum had no data from any vendors for percentage of green products* purchased in the categories of batteries, cleaners, computers/servers, or light bulbs. The Asian Art Museum uses private funding from it's Foundation for all purchasing, and does not have data regarding this.

Community-Wide Impact

During the coming year, the museum is committed to updating signage within the public areas of our facility relating to recycling, composting, and landfill item disposal. This signage will be more aesthetically pleasing to facilitate more accurate separation of these waste streams, as well as beautification of the facilities interior.

Summary and Goals

In conclusion, the The Asian Art Museum's consumption of electricity per kilowatt hour has remained relatively flat over the past three fiscal years. For FY11-12, 792.78 metric tons of CO2 emission are from building energy, and have declined about 9% from 2009-2010. The museum has committed to reduce landfill waste in 2013 by using clearer and more aesthetically designed systems within the facility. The museum will continue to encourage employees to commute by bike or mass transit, and the museum expects to begin phasing in a multi-function device fleet to supplant and hopefully replace a fleet of printers.

WASTE ASSESSMENT QUESTIONNAIRE

To be completed for each separate location

Building Information:

Department:	Asian Art Museum
Department Division/ Branch/Station:	
Facility Address:	200 Larkin St
Building Manager Name:	Erik Cline
Building Manager Phone Number:	415-581-3592
Building Manager Email:	ecline@asianart.org
Is this City-owned or leased property?	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

Zero Waste Coordinator Information:

Zero Waste Coordinator (ZW) Name:	Erik Cline
ZW Title:	Manager of Facilities and Operations
ZW Address (if different than above):	
ZW Phone Number:	415-581-3592
ZW Fax Number:	415-581-4708
ZW Email address:	ecline@asianart.org

BUILDING INFORMATION:

Does your department occupy the entire building? Yes No

Total number of floors in building:	5
Number of floors your department occupies:	5
Number of your department's employees at this location:	186

What types of activities are conducted in the building (please check all that apply):

Office/administration Food service Landscaping Construction Medical

Other/ notes: _____

CURRENT WASTE PREVENTION PROGRAMS – Check all that apply

x **Commingled:** All recyclables (mixed paper, bottles & cans) are placed in one container

Mixed Paper and Bottles & Cans in separate containers. Recyclables are separated.

Cardboard: Dedicated cardboard collection in containers or curbside.

x **Composting:** Food scraps, food soiled paper and yard trimming are separated from trash and recyclables.

Composting Yard Waste Only: Yard trimmings are collected separately.

x **Batteries:** Batteries are collected in a designated area and picked up by DPH.

x **Fluorescent tubes:** Tubes are collected in a designated area and picked up by DPH.

x **Toner Cartridges:** Toner cartridges are returned to the toner cartridge vendor.

x **Paper Shredding:** Paper shredding service is used at your site. Please provide the name and contact of the shredding service:

ShredIt: 650-588-2227

Other

WASTE PREVENTION MEASURES

Does your facility/office have printers that are able to print double sided? x Yes No

Does your facility/office have Multi Function Devices (MFDs – all-in-one copier, printer, scanner, fax machine)? x Yes No

Are all computers at your facility/office set to automatically print double-sided? Yes No
x Some, but not all

Are copiers or MFDs set to automatically copy double-sided? Yes x No Some, but not all

Has your facility/office taken any measures to move away from paper documents and forms towards electronic? Yes No

If yes, please explain.

Most recent MFD contract includes one machine with scan-to-network drive capability.

Before your facility/office purchases new office supplies and/or furniture, does the Office Manager look on the Virtual Warehouse website to see if the item(s) are available for reuse?

Yes No

Does your facility/office use the Virtual Warehouse program to turn in City owned surplus items (furniture, electronics, equipment, office supplies)?

Yes No

Has your facility/office implemented any new and unique waste reduction methods and strategies?

Yes No

If yes, please list.

When the museum was rebranded last September, we had to replace all of our letterhead and stationary. We were able to use some of the old stationary in a staff wellness craft project.

FULLNESS OF CONTAINERS

Examine each of your exterior containers (dumpsters* or carts) in the evening the day before containers are picked up. To find out when containers are picked up either, check your disposal bill (search by address) or call Sunset Scavenger (330-1300) or Golden Gate Disposal

(626-4000).

Are your waste containers? Empty Less than half full more than half full
Completely full Overflowing

Are your recycling containers? Empty Less than half full more than half full
x Completely full Overflowing

Are your composting containers? Empty Less than half full more than half full
x Completely full Overflowing N/A

NOTE: Do not attempt to examine any compactors or debris boxes**. If you do have containers of this sort please leave relevant sections blank.

*A dumpster is an exterior container ranging from 1-yard to 6-yards.

**A debris box is an external container that is 15-yards or more.

If you need more interior containers, exterior containers or outreach and training materials please order them here:

<http://www.sfenvironment.org/sfgovrecycles>

STAFF TRAINING AND UNDERSTANDING OF PROGRAM

It is important that Staff understand and participate in waste prevention. Please answer the following questions.

How well do your coworkers understand and participate zero waste procedures?

Very Poor – Need constant reminders, lack of participation, and no reduction in waste

Poor – Only few participate and understand program, slight reduction in waste

x Fair – Some mistakes in containers, but staff are trying to properly sort and reduce waste

Good – Staff understand the program well, have a few minor problems/questions, but are making obvious zero waste efforts

Most commonly, there is widespread confusion about what to do with soft plastics (plastic bags, plastic wrap, etc). More training or explanation is needed that these items are NOT recyclable. Also some confusion about paper towels and food (compost).

Very Good – Staff have clear understanding of the program, and are very enthusiastic and actively participating to reduce their waste

The museum has very limited funds for bin design and aesthetically pleasing signage. These would probably improve staff participation, as well as more frequent training by ME.

What are some common “Where does this go?” questions from your Staff?

What are some common problems that may be preventing your Staff from participating?

Does your department need any additional Zero Waste Staff Training from SFE? Yes No x

If YES, please specify what day and time are best to host workshop training.

DAY(S)	TIME(S)

Milgrom-Gartner, Liore

From: Wufoo [no-reply@wufoo.com]
Sent: Wednesday, January 09, 2013 5:11 PM
To: Elcott, Liore
Subject: HACTO Annual Plan [#34]

Department * Asian Art Museum

Name of Person Preparing Report * Erik Cline

Title of Person Preparing Report * Manager of Facilities and Operations

Email of Person Preparing Report * ecline@asianart.org

Name of Department Head * Jay Xu

Does your department promote or plan to promote employees to use public transit for work-related travel? * Yes

What resources will your department offer? * Other

Other: * Reimburse employees for work-related travel on public transit.

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? * Other

Other: * Notify employees who have to travel frequently for their job.

Does your department offer or plan to offer employees access to a bicycle for work-related travels? * No

Would your department like to make a request for more bikes? * No

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? * No

Is your department able or have plans to host a tele-conference call? * Yes

Is your department able or have plans be able to host a video-conference call? * No

In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? * Google Docs

A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	Yes
How will you promote public transit? *	Encourage participation in the Pre-Tax Commuter Benefits program
What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *	New Employee Orientation
B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	Yes
How will you promote bike-commuting? *	Provide indoor/safe bike storage Offer on-site showers and/or lockers
What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? *	E-mail Blast New Employee Orientation Brown bag lunch / Presentation
C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *	Yes
How will you promote Carpool and/or Vanpool? *	Other
Other: *	Informally; letting employees in similar geographic locations know about other employees that live in the area
What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *	Other
Other: *	See above
D. Does your department offer or plan to offer tele-commuting? *	No
Bonus: How will you promote the Great Race for Clean Air?	N/A
Does your department manage any of its own vehicles? *	Yes
Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." *	1
Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above.	0

What is 5% of the Baseline fleet?

Note: this is the average number that must be removed annually through July 1, 2015. *

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? * 0

In FY12-13 (July 1, 2012-June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? * 0

How many vehicles is your department *planning to* remove from service in FY12-13 (July 1, 2012-June 30, 2013)? * 0

The number of vehicles your department plans to remove is: * Equal to the number needed to be compliant.

The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: *

- CommuterSmart brochures specific to CCSF employees
- Pre-Tax Commuter Benefits flyers & guides
- CityCycle flyers & signs