

Green Team
OMF Cross-Functional Team

Quarterly Status Report
March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Bryant Enge Jane Braaten	Abby Coppock	December 2013	March 2013
Project Purpose	The OMF Green Team exists to share sustainability information and best practices across OMF, increase education among OMF employees, assist implementation of OMF-wide sustainability efforts, and report annually on bureau accomplishments to the Bureau of Planning and Sustainability (BPS).		
Goals and Deliverables	Deliverables identified for 2013 include: <ul style="list-style-type: none"> • Publish monthly Green Matters fact sheets sent to all OMF employees (on-going). • Respond to BPS requests for sustainability information, as needed (on-going). • Implement pilot sustainable operations orientation materials for new and existing OMF employees (on-going). • Recruit all OMF departments to participate in the toner recycling program (on-going). • Engage all OMF departments to improve their percentage of green spending on office supplies (on-going). • Conduct a shoe recycling event (Jan. 2013). • Conduct a bureau to bureau challenge or contest within OMF that focuses on sustainability (summer/fall 2013). • Coordinate OMF's participation in the Bike to Work Challenge, sponsored by the Bicycle Transportation Alliance (Sept. 2013). 		
Project timeline	Ongoing.		
Team members	Human Resources –Brandon Roberts BIBS CityFleet – Kim Epling BIBS Facilities – Wendy Gibson BIBS P&D – Heather Saby BIBS Procurement – Stacey Foreman Revenue Bureau – Vacant Technology Services – Jake Bissell/Stephan Niquet Business Operations – Abby Coppock (Chair) Enterprise Business Solution – Jen Clodius BTS has two members – one member represents operations in the Portland Building and one member represents recycling efforts that occur at the Communications Center.		
Other changes	The representative from the Revenue Bureau left the City, creating a vacancy. The above goals and deliverables reflect the 2013 action items approved by the Core Leadership Team in April 2013.		
Current Status	The team compiled a packet of sustainable operations orientation materials for new and existing OMF employees. All of the material is based on existing practices, but it pulls it together in one reference document. Green Team members are also available to provide a Green Tour for new employees – this is a building specific tour that includes		

	<p>items such as showing the recycling options in break rooms, locker rooms and bike parking locations, etc. The plan is to pilot these materials for one year, assess and make adjustments to the program as needed, and then make this available to Citywide green teams.</p> <p>The Green Team had a resource table at the recent welcome event for new OMF employees. Eleven employees signed up to receive the sustainability guide and learn more about the Green Team. Reusable plates were also given out to encourage employees to use dishware instead of disposables.</p>
Next Step	<p>The committee is currently researching a bureau-to-bureau contest that could create some friendly inter-bureau competition around sustainability goals.</p>