

EXECUTIVE ORDER 4 REPORTING



H₂O





Purpose of this Webinar

Offer tips on the -

- Various report sections**
- Additional materials provided to assist in completing your report: PDF, Excel and Guidebook**
- How to gather data from your agency**
- Procedure for finalizing and submitting report**
- Reporting schedule**

And best of all - -

Answer your reporting questions

Reasons to Report!



- 10. Collecting data from your facility managers is a great way to stay in touch!**
- 9. It is required by our Governor.**
- 8. It's better than a poke in the eye!**
- 7. It's a fun and easy way to lose weight!**
- 6. It's a great way to track your progress from year to year.**

- 5. A chance to show everyone the innovative sustainable practices your agency has accomplished!**
- 4. TV fall lineup includes “Law and Order: Reporting Non-compliance Unit.”**
- 3. Reporters receive a free**
- 2. We talk about non-reporters on Facebook.**

**And the Number 1
Reason to Report....**

**We subcontracted with
"Vince from ShamWow"
to telephone non-reporters.**



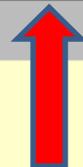
Overview of Report Sections

- **Section 1** General Information
- **Section 2** Sustainability Planning and Outreach
- **Section 3** Waste Prevention and Reuse
- **Section 4** Recycling and Composting
- **Section 5** Reducing the Use of Toxic Chemicals
- **Section 6** Energy and Transportation
- **Section 7** Conservation of Water and Natural Resources
- **Section 8** Green Purchasing
- **Section 9** Progress in Meeting EO 4 Goals
- **Section 10** Bottled Water (EO 18)
- **Section 11** Summary/General Comments



Section 1: General Information

Test this first to be sure it works before you input all your data.



Note: Questions with one asterisk are required in order for your survey to be submitted; questions with blank, we may contact you to provide additional information in order for your report to be considered complete.



*1. Agency name:

On-Line Reporting

*2. Does the agency have a sustainability coordinator?

Yes

No

**You must provide contact information in either question 3 or question 4 (or both, if applicable).

3. If you answered "yes" to question 2, please provide current contact information for the agency's sustainability coordinator.

Name:

Title:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:



3

4. Please provide the name and contact information for the person who completed this survey. If the agency sustainability coordinator named above completed the survey, you may leave this question blank.

Name:

Title:

4

Address:

Address 2:

City/Town:

ZIP:

5

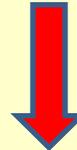
Email Address:

Phone Number:

6

5. ** What was your agency's "authorized fill level" (a specific staffing statistic) from all funds (not just the general fund) as of March 31, 2010? This figure, set by the Division of the Budget, can usually be obtained from an agency's finance office. Agencies required to submit an EO 4 report must answer this question.

Authorized fill level, March 31, 2010

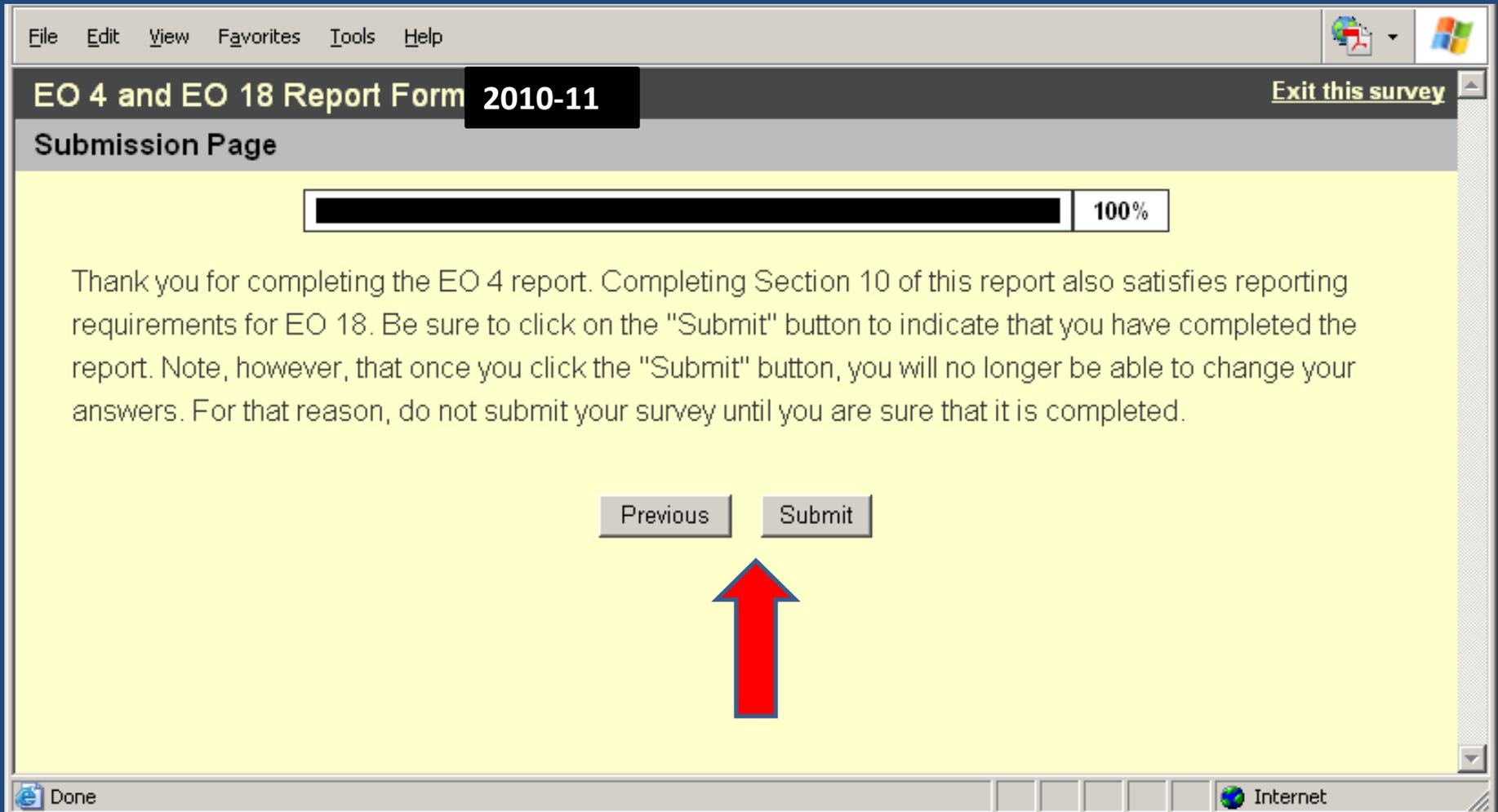


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PDF

Paul

Doug

Frank



EO 4 and EO 18 Report Form 2009-10

Section 1: General Information

Note:

Questions with one asterisk are required in order for your survey to be submitted; questions with two asterisks are required, if applicable. If you leave required questions blank, we may contact you to provide additional information in order for your report to be considered complete.

*** 1. Agency name:**

*** 2. Does the agency have a sustainability coordinator?**

 Yes No

**You must provide contact information in either question 3 or question 4 (or both, if applicable).

3. If you answered "yes" to question 2, please provide current contact information for the agency's sustainability coordinator.

Name:

Title:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

4. Please provide the name and contact information for the person who completed this survey. If the agency sustainability coordinator named above completed the survey, you may leave this question blank.

Name:

Title:

Address:

Address 2:

City/Town:

ZIP:

Email Address:

Phone Number:

Excel File

	A	B	C	D	E	F	G	H
1	EO 4 Report Form							
2	SECTION 1 - GENERAL INFORMATION							
3	1. Agency name		fill in column b					
4	2. Does the agency have a sustainability coordinator?	Yes/No	pick one					
5	3. If you answered "yes" to question 2, please provide current contact information for the agency's sustainability coordinator.		fill in column b					
6	Name:		fill in column b					
7	Title:		fill in column b					
8	Address:		fill in column b					
9	Address 2:		fill in column b					
10	City/Town		fill in column b					
11	State:		fill in column b					
12	Zip		fill in column b					
13	Email Address:		fill in column b					
14	Phone Number (include area code)		fill in column b					
15	4. Please provide the name and contact information for the person who completed this survey. If the agency sustainability coordinator named above completed the survey, you may leave this question blank.							
16	Name:		fill in column b					
17	Title:		fill in column b					
18	Address:		fill in column b					
19	Address 2:		fill in column b					
20	City/Town		fill in column b					
21	State:		fill in column b					
22	Zip		fill in column b					
23	Email Address:		fill in column b					
24	Phone Number (include area code)		fill in column b					
25	5. What is your agency's "authorized fill level" (a specific staffing statistic) from all funds (not just general fund) as of March 31, 1010? This figure, set by the Division of Budget, can usually be obtained from an agency's finance office. Agencies required to submit an EO 4 report must answer this question.		numerical					
26	NOTE: 1. The numbers in Red correspond to the numbers on the in-line survey. 2. Headings correspond to the inline survey. 3. Narrative Boxes are cream colored. 4. Column "C" lets you know if the answer is a unit of measure, a narrative or a multiple choice. 5. Gray squares means no answer required.							

1	EO 4 Report Form
2	SECTION 1 - GENERAL INFORMATION
3	1. Agency name
4	2. Does the agency have a sustainability coordinator?
5	3. If you answered "yes" to question 2, please provide current contact information
6	Name:
7	Title:
8	Address:
9	Address 2:
10	City/Town
11	State:
12	Zip
13	Email Address:
14	Phone Number (include area code)
15	4. Please provide the name and contact information for the person who completed the survey, you may leave this question blank.
16	Name:
17	Title:
18	Address:
19	Address 2:
20	City/Town
21	State:
22	Zip
23	Email Address:
24	Phone Number (include area code)
25	5. What is your agency's "authorized fill level" (a specific staffing statistic) from all funds (not just general fund) as of March 31, 1010? This figure, set by the Division of Budget, can usually be obtained from an agency's finance office. Agencies required to submit an EO 4 report must answer this question.

Column A

Column B & C

SE	Column B	Column C
n	↓	↓
n		narrative
		%
Yes/No		pick one
		narrative
Yes/No		pick one
		narrative
e-		
Yes/No		pick one
		narrative
ce		pick one
e		narrative
e		narrative
r		narrative
se	Reduction in Costs/Increase in Costs/No Change in Costs/ Don't Know	pick one

Location of the Sections

27		
28		
	<p>NOTE: 1. The numbers in Red correspond to the numbers on the in-line survey.</p> <p>2. Headings correspond to the inline survey</p> <p>3. Narrative Boxes are cream colored.</p> <p>4. Column "C" lets you know if the answer is a unit of measure, a narrative or a multiple choice.</p> <p>5. Gray squares means no answer required.</p>	
29		

**Sheet 1 Corresponds to Section 1,
Sheet 2 Corresponds to Section 2, etc...**



Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet10 Sheet11

Ready



Modify Excel File

Modified for DEC
regional/facility use.

1		
2	SECTION 2 - SUSTAINABILITY PLANNING AND OUTREACH	
3	6. Does your Region have a sustainability team/committee?	Y
4	7. Has your agency adopted a formal sustainability plan?	Y
5	8. Please describe any actions you have taken to inform employees and other stakeholders about your Sustainability Program, such as posting intranet or internet content, issuance of bulletins or factsheets, etc	
6		

1	EO 4 Report Form	
2	SECTION 2 - SUSTAINABILITY PLANNING AND OUTREACH	
3	6. Does your agency have a sustainability team/committee?	Y
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You can modify the excel file to be
specific for your agency.

Guidebook



Introduction

The following guidebook was written to help you on your journey in completing the 2009-10 EO 4 Report. We have laid out the guide based on the sections in the EO 4 Online survey report form. Please refer to this guide if you have questions on the report. If this guide does not answer your question(s), email GreenEO4@ogs.state.ny.us. Thank you for taking on the daunting job of reporting. We do understand that this is not an easy job to complete.

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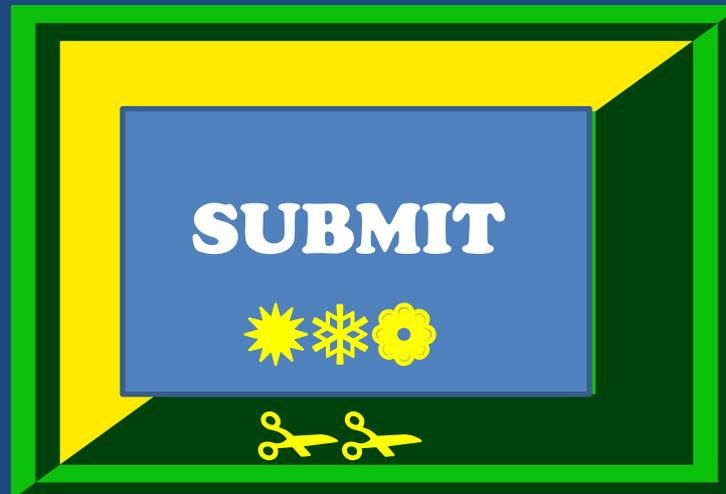


As stated in the introduction of the Report Form, in an effort to consolidate reporting related to environmental initiatives, we have added questions on green cleaning products, energy conservation, and the elimination of bottled water purchases (EO 18). We are hoping these additions will reduce your overall reporting burden. We have included an excel file to make reporting throughout your agency easier. You can separate out different worksheets to send to the appropriate staff/office(s) for completion and then just compile all the information into the one report you will submit through the Online survey. OGS will send a confirmation email and attach a PDF of the survey back to you for your records.

Also, in case you did not see it, the 2008-09 EO 4 Annual Report can be found at – <http://www.ogs.state.ny.us/EO/4/Docs/FirstAnnualProgressReport.pdf>

Finalizing the report

- **Collect and aggregate information gathered from your agency.**
- **Enter the information for each question.**
- **Select the **DONE** button on the final page.**



Reporting From Changes from the 2009-10 to 2010-11 Report

- Little change from last year
- Send us comments/concerns for changes in 2011-12 reporting



Questions to Clarify



- **Agency Fill Level Numbers**
- **Office Waste Section Clarification**
- **Dirt Reuse**
- **Other Recyclables Category**

Keeping Records

- Use the PDF or Excel file as your record.
- Detail the process you used to make reporting in the future easier.



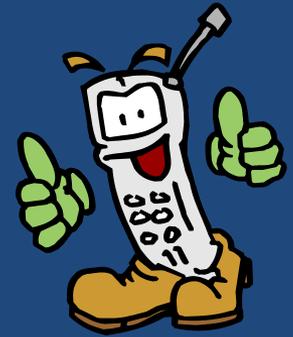
Timeline



- **E-mail with reporting link and information was sent out mid-September**
- **Final report due October 15th**
- **Committee report to the Governor due January 1st**

- **Will try to get the Summary Annual Report to the Governor out on time!!**
- **Report team will review this quicker.....**

Contact information



- **EO4 Committee Reporting Assistance**

Debbie Jackson, Reporting Chairperson

dajackso@gw.dec.state.ny.us

Gary Feinland

gafeinla@gw.dec.state.ny.us

518-402-8706

- **Procurement & Technical Assistance with Online Reporting**

GreenEO4@ogs.state.ny.us

- **Executive Order 4 Website**

www.ogs.state.ny.us/EO/4/Default.asp

Questions?



Thank You for all your efforts!

