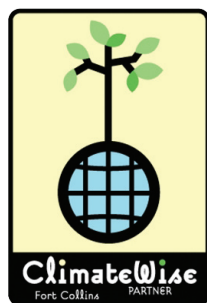


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# PARTNER RESOURCE GUIDE



CLIMATE WISE PROGRAM



OCTOBER 2006

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### *What is it?*

The goal of the Climate Wise program is to reduce greenhouse gas emissions by promoting:

- Waste reduction
  - Energy savings
    - Alternative transportation
    - Water conservation
    - Pollution prevention

### *How does it work?*

Climate Wise partners voluntarily reduce their greenhouse gases through waste reduction, energy efficiency, water conservation, and transportation reduction. Participating partners save an average of \$5,000 each year by implementing projects that support the environment and their bottom line. In exchange for participating in the program, partners receive public recognition, technical assistance, and peer networking. Climate Wise supports a positive business climate, thus helping to both attract and retain businesses in Fort Collins community.

### *What are the results so far?*

- Climate Wise partners save more than 10 million kilowatt-hours of electricity, enough to fuel 1,400 homes annually.
- Climate Wise partners annually recycle 5,000 tons of material, which is equivalent to the weight of 833 elephants.
- In 2004, Climate Wise partners avoided more than 95,452 tons of carbon dioxide — that compares to removing more than 1.4 million car trips from Fort Collins to Denver and back for a year or planting 6.3 million trees!

### *How do I sign up?*

Visit [www.fcgov.com/climatewise](http://www.fcgov.com/climatewise) or contact Kathy Collier, Climate Wise Coordinator, at (970) 221-6312.

### **You have *Questions* but Only 10 Minutes to Find *Answers*?**

Here are some common questions about the Climate Wise program and where to go in this Resource Guide to find the answers.

<i>Who is the Climate Wise team?</i>	<a href="#">Page 2</a>
<i>What do we do when we join Climate Wise?</i>	<a href="#">Page 6</a>
<i>What are the benefits of becoming a Climate Wise Partner?</i>	<a href="#">Page 33</a>
<i>Who belongs to Climate Wise?</i>	<a href="#">Page 45</a>
<i>How does the program work?</i>	<a href="#">Page 6</a>
<i>What do we do when we receive our recommendations?</i>	<a href="#">Page 14</a>
<i>Why and how do we report data?</i>	<a href="#">Page 14</a>
<i>Where can I find the Data Collection Form?</i>	Run from the CD using the menu or Windows Explorer
<i>What is the deadline for reporting data and to whom do we give our data?</i>	<a href="#">Page 24</a>
<i>Who will have access to our data and how will it be shared with stakeholders?</i>	<a href="#">Page 14</a>
<i>How do we move up the levels and what happens when we achieve a higher level?</i>	<a href="#">Page 9</a>

## Welcome


The City of Fort Collins Climate Wise program continues to set an example for how local government and business can positively affect the economy and actively protect our environment. Climate Wise is about innovation, excellence, and most importantly, community.

Climate Wise partners are continuing to work toward a healthy and prosperous Fort Collins. Through our commitment to protecting the environment and growing our local economy, our community has proven that it is deserving of *Money Magazine's* "Best Place to Live" in the country! This truly is an honor for our city and for all of us working to make Fort Collins a better place.

It's easy to see why Climate Wise is growing and becoming a highly recognized, credible program within the business community. Because of your commitment, we continue to set and achieve aggressive goals, and our collective efforts are making a positive, measurable difference in our community. At the same time, Climate Wise staff members are working diligently to make your partnership more valuable to you. We are committed to serving you, and as we work together, we will continue to improve operations and strive to offer the highest level of service that we can.

As part of our commitment to improving service, I am pleased to announce the Climate Resource Guide. It is a tool that will enhance our program and provide you with the resources needed to maximize the benefits of participating in the program. I would like to acknowledge The Brendle Group staff for their support of Climate Wise and their assistance in developing this Resource Guide.

Most importantly, I want to extend many thanks to you, the Fort Collins Climate Wise partners!



Kathy Collier  
Climate Wise Program Coordinator

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## 1 Your 2006 Climate Wise Team

The City of Fort Collins has experienced staff in many departments willing to assist businesses with questions regarding City environmental programs. Should you have a general question and would like to contact someone directly, please use the following table to determine the best point of contact. If you are unsure whom to call, contact Kathy Collier.

Topic of Question	Contact Name	Phone	Email
General questions regarding the Climate Wise program	Kathy Collier, Climate Wise	221-6312	<a href="mailto:kcollier@fcgov.com">kcollier@fcgov.com</a>
Recycling and solid waste reduction, Climate Wise data reporting	John Armstrong, Climate Wise and Recycling/Solid Waste Reduction	416-2230	<a href="mailto:jarmstrong@fcgov.com">jarmstrong@fcgov.com</a>
Bicycle programs and outreach	David "DK" Kemp, Transportation	416-2411	<a href="mailto:dakemp@fcgov.com">dakemp@fcgov.com</a>
Public transit marketing and PassFort information (discount bus passes purchased in bulk by employers)	Judith Lavelle, TransFort	416-2286	<a href="mailto:jlavelle@fcgov.com">jlavelle@fcgov.com</a>
Bus route and bus stop information	Karen Schneiders, TransFort	224-6195	<a href="mailto:kschneiders@fcgov.com">kschneiders@fcgov.com</a> or <a href="http://www.fcgov.com/transfort">www.fcgov.com/transfort</a>
Carpool/Vanpool/SchoolPool information	Aaron Fodge, MPO- Regional SmartTrips	224-6182	<a href="mailto:afodge@nfrmpo.org">afodge@nfrmpo.org</a>
Safe routes to school/other school-related transportation issues, pedestrian information (including youth)	Kurt Ravenschlag	416-2040	<a href="mailto:kravenschlag@fcgov.org">kravenschlag@fcgov.org</a>
Air quality information	Lucinda Smith	221-6600	<a href="mailto:lsmith@fcgov.com">lsmith@fcgov.com</a> or <a href="http://www.fcgov.com/airquality">www.fcgov.com/airquality</a>
Water conservation	Laurie D'Audney	221-6877	<a href="mailto:ldaudney@fcgov.com">ldaudney@fcgov.com</a>
Electric efficiency program, utilities technical assistance	John Phelan	416-2539	<a href="mailto:jphelan@fcgov.com">jphelan@fcgov.com</a>
Integrated design assistance program	Gary Schroeder	221-6395	<a href="mailto:gschroeder@fcgov.com">gschroeder@fcgov.com</a>

## **2 Program Background**

### ***2.1 The Climate Wise Mission Statement***

The Climate Wise mission is to build and serve an active group of businesses and organizations that are committed to making Fort Collins a world-class community through climate protection, environmental stewardship and economic vitality.

### ***2.2 Program Goals and Objectives***

#### **The City of Fort Collins Commits to Reduce Greenhouse Gas Emissions with Local Action Plan**

In 1997, The City of Fort Collins analyzed its citywide contribution to global warming – nearly two million tons of CO<sub>2</sub> – and joined the International Council for Local Environmental Initiatives (ICLEI's) Cities for Climate Protection Campaign. The Cities for Climate Protection Campaign is ICLEI's hallmark program that engages cities, towns, and counties in reducing the pollution that causes global warming. In 1999, the Fort Collins City Council adopted Resolution 99-137, setting the goal to reduce citywide greenhouse gas emissions (GHG) 30 percent below predicted 2010 levels by 2010, and calling for a biennial status report. The 1999 Fort Collins Local Action Plan to Reduce Greenhouse Gas Emissions was developed by citizens and City staff and identifies a prioritized list of cost-effective actions to reduce local GHG emissions and help the City meet its reduction goal.

To reach this goal, the City focuses on helping citizens and organizations save money and the environment by reducing waste, water consumption, energy consumption, and vehicle use.

#### **Climate Wise Program**

Business and industry account for approximately 43 percent of GHG emissions in the City of Fort Collins, according to the City's Local Action Plan to Reduce GHG Emissions. To address this segment of the community, the City of Fort Collins initiated Climate Wise in 2000. Climate Wise is a voluntary GHG reduction program initially formed to target organizations in the industrial and commercial sectors.

The program now works directly with *any* organization in the community to reduce GHG emissions using a number of important environmental management strategies: air and water pollution prevention, solid waste reduction, energy and water conservation, and travel demand reduction.

The main objectives of the Climate Wise program are to help organizations reduce GHG emissions, quantify these reductions, and implement pollution prevention measures in the Fort Collins area. The program already has surpassed its initial goal of reducing local GHG emissions by 93,390 tons per year by the year 2010. In fact, by the end of 2004, Climate Wise partners reduced GHG emissions by 95,390 tons annually, with average associated cost savings of \$5,000 per partner per year.

The Climate Wise program works by providing technical support for and review of partners' projects to reduce GHG emissions. City staff help quantify reduction projects

(for example, waste reduction or energy saving projects) in terms of GHG reductions using emission factors available through various sources, including the U.S. Environmental Protection Agency (EPA), the ICLEI, and Platte River Power Authority.

Other Climate Wise program objectives are outlined below:

- Help organizations achieve cost savings, environmental stewardship, and economic success.
- Create a solid, open relationship between the local business community and the City of Fort Collins.
- Help to implement a variety of voluntary environmental programs for local organizations, such as wind power, integrated design assistance, electric efficiency rebates, water conservation, stormwater, and transportation services.
- Educate partners' employees about measures that reduce GHG emissions, as well as other areas, (e.g., pollution prevention). Empower employees to be part of the solution and to assist Climate Wise partners in achieving higher operations performance and higher Partner Levels.
- Encourage community responsibility.
- Help achieve the City's goals for GHG reduction outlined in the City of Fort Collins' Local Action Plan.
- Promote partners' successes.
- Educate the public about GHG emissions and climate change.
- Help organizations keep abreast of cutting-edge techniques in green building and other areas, as well as climate change science and protocols for calculating and reducing GHG emissions.
- Formulate plans and build resources to grow without compromising the quality of the program.
- Increase reporting from partners.
- Build on relationships and successes.

### ***2.3 Motivation for the Climate Wise Resource Guide***

This guide provides Climate Wise partners with the resources needed to maximize the [benefits](#) of participating in the program. These resources will support new partners just joining the program as well veteran partners interested in taking their climate protection actions to a new level. Resources address the following topics:

- [Data collection](#) – instructions for using the Climate Wise Data Collection Form, a tool to make compiling and submitting data more convenient for partners
- [Climate Wise tiered performance system](#) – a reference for the new tiered performance system, guiding partners seeking to increase their level of performance
- [Self-assessment checklist](#) – a checklist to help partners perform a self-assessment across many aspects of their operations
- [Greenhouse gas baseline tool](#) – instructions for the GHG baseline tool that will support partners at the Platinum Level in developing a baseline and setting a reduction target

### 3 New Partners

Welcome to the Climate Wise program! Your organization has joined a select group of businesses in Fort Collins and has taken the first step toward achieving a higher environmental standard.

Climate Wise is a nationally recognized, award-winning, innovative program designed to demonstrate that environmentally sustainable activities, such as waste reduction, pollution prevention, energy efficiency and water conservation, are not only environmentally responsible but also save organizations money and help attract customers.



Climate Wise offers many benefits aside from helping reduce GHG emissions and pollution. Organizations that join the program can receive free technical assessments that save money and promote climate protection, receive public recognition and free publicity about participation, and take advantage of networking opportunities throughout the year with peer companies.

After your organization joins Climate Wise, you will be recognized at the annual *EnviroVation – A Climate Wise Showcase* recognition event held each April. At that time, you will receive materials and logos to publicize your Climate Wise participation. We encourage you to display your Climate Wise window decal and plaque in your lobby, include it on letterhead or literature, and publicize your organization's successes using the Climate Wise name.

The City of Fort Collins is proud to have you join us and other organizations working together toward economic opportunity and environmental quality.

#### 3.0 Required Steps to Achieving a Partner Level

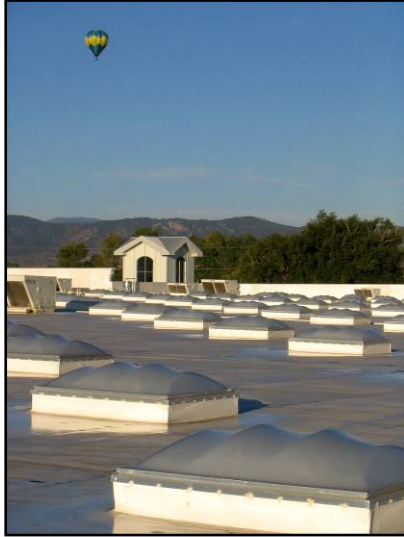


As a new partner, there are seven easy steps to confirming your partnership in the program.

**Step 1: Sign a partnership agreement form and meet with Climate Wise staff.** Submit an agreement and fill out a contact sheet with general information on your organization. This information will be filed and used only for the Climate Wise program.

**Step 2: Participate in a site assessment.** The Climate Wise team offers free site assessments for new partners. The Climate Wise

team will visit your facility to note your activities that are already reducing climate impacts and then evaluate opportunities to further reduce impacts. We provide a report that outlines and prioritizes the positive activities, offers recommendations for improvements, and suggests resources to help facilitate the improvements. It is a non-regulatory, non-mandatory visit designed to help your organization meet your Climate Wise and corporate goals. Should a new partner waive an initial visit, Climate Wise staff may request data and other pertinent information to facilitate an analysis of current operations. As described in Step 3, the new partner can then use the [Partner Self-assessment Checklist](#) to help identify climate protection opportunities.



**Step 3: Implement at least one measure each year.** Implement at least one new energy conservation, water conservation, solid waste reduction, or transportation measure each year to share with Climate Wise staff. This measure should go beyond business as usual, demonstrating your company's dedication to progressing as a Climate Wise Partner. The results of the free site assessment described in Step 2 or the Climate Wise Self-Assessment Checklist will provide insight into measures that your company could implement.

**Step 4: Attend partner meetings.** Send a representative to at least two of the Climate Wise Partner meetings, Business Environmental Program Series meetings, or other applicable meetings each year. E-mail

notices are sent to you about upcoming meetings.

**Step 5: Report your activities annually.** Each year by July 1<sup>st</sup>, partners are **required to report** data for at least one project relevant to Climate Wise that was completed during the previous calendar year. Partners reporting their data prior to March 1<sup>st</sup> will have their results featured at the Annual Climate Wise Recognition event, *EnvirOvation – A Climate Wise Showcase*, as well as in the Climate Wise Annual Report given to City Council, City Management, and other stakeholders. Climate Wise staff will remind partners of their reporting commitments by email, but it is the **partner's responsibility to submit data in a timely fashion**. A data collection form is discussed in more detail in Section 6.1. **As always, if you have questions on reporting, please contact a Climate Wise representative.**

The Partner Steering Committee, which is comprised of representatives from partner organizations, will review partner activity and approve Climate Wise Level achievements annually per staff recommendations.

**Step 6: Receive your Award at the Annual Recognition Event!** Once your organization achieves a Partner Level, you will receive the following:

- A plaque at the Annual Climate Wise Recognition event, *EnvirOvation – A Climate Wise Showcase*, with the Mayor, City Manager, and others from the business community recognizing your efforts
- Public recognition throughout the year
- Window Partner Level decals
- Use of the Climate Wise logo in your promotions/advertisements to promote your status of demonstrating strong environmental and business ethics

**Step 7: Continue to be an active partner in the Climate Wise program.** Once your organization achieves a particular level, you can stay at that level as long as you participate annually in the following ways:

- Attend two meetings
- Report data (every year!) by July 1<sup>st</sup>
- Find a new measure each year to implement and report (If you have difficulty finding a new measure, Climate Wise staff will assist you or you may use the Climate Wise Partner Checklist found in Appendix A.)

## 4 Tiered Levels

In 2006, Climate Wise implemented a new four-tiered level plan. The new levels bring more flexibility for partner participation, and partners can choose to strive for higher levels with more benefits and recognition. Partners have to meet the Bronze Level within 1 year after their assessment.

Annually, Climate Wise staff will review your activities to see which Partner Level your organization has achieved. If a partner is close to achieving a level, or if there is some question about an activity, staff members will contact you and the Partner Steering Committee, made up of representatives from Partner organizations, to review your activities and reach a consensus on your organization’s level.

The following table summarizes the expectations associated with each level of Climate Wise participation. Please note that the requirements of Gold and Platinum can become more difficult to achieve. It is important to notify Climate Wise staff about your intentions to move to a higher level so that appropriate consideration of your efforts can be made during annual reviews.

### Climate Wise Partner Levels At a Glance

The following table details the requirements of each Climate Wise level.

	Bronze	Silver	Gold	Platinum
Sign partnership agreement and agree to an assessment of operations or use the Partner Self-assessment Checklist to establish an analysis of current operations.	✓	✓	✓	✓
Commit to report data annually at the beginning of the following year.	✓	✓	✓	✓
Implement at least one feasible energy conservation, water conservation, solid waste reduction, or transportation measure each year.	✓	✓	✓	✓
Share successes by writing a short testimonial as needed, or share information at partner meetings, for example.	✓	✓	✓	✓
Annually attend meetings and seminars: Climate Wise partner meetings, Environmental Business Program Series, Fort Collins Utilities workshops, and others. <b>Partners should attend a minimum of at least one Climate Wise partner-only meeting per year.</b>	2 meetings	3 meetings	3 meetings	3 meetings
Post or circulate Climate Wise information to your employees continually or as requested by drafting articles or placing printed materials in a break room.	✓	✓	✓	✓
Notify customers of Climate Wise participation by placing your Climate Wise plaque in your lobby and the Climate Wise logo in your window.	✓	✓	✓	✓
Send a representative to the Climate Wise Partner Orientation held each fall. A representative only needs to attend once; however, representatives are welcome to attend each year.	✓	✓	✓	✓

	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>	<b>Platinum</b>
Develop a plan for greenhouse gas reductions and update annually by end of first quarter. Staff will assist you and/or check on plans periodically.		✓	✓	✓
Continually complete projects that reduce greenhouse gas emissions and report data annually.		✓	✓	✓
If applicable, achieve ENERGY STAR certification of your building/facility or register your facility with LEED-EB or LEED-NC.			✓	✓
Participate in the Fort Collins Utilities Electric Efficiency Program (EEP) if eligible and as appropriate			✓	✓
Participate for at least 1 year on the Climate Wise Steering Committee, or if Steering Committee is full, *assist at least one organization in becoming a Climate Wise Partner by mentoring and answering questions, or assist in planning or hosting one quarterly partner meeting and share success stories.			✓	✓
Use the greenhouse gas baseline tool to calculate baseline emissions from company operations and achieve reduction targets and goals through implemented measures or offset purchases or develop and implement a Sustainability Management System, or achieve LEED-EB or LEED-NC certification for your facility.				✓

A copy of this table also is provided in [Appendix C](#) with an additional column to help you track your organizations own progress.

There are a number of unique opportunities, particularly under the Gold and Platinum levels, to pursue well recognized external certifications and industry leading management practices. For partners not familiar with some of the certifications and options in the table, the following paragraphs highlight and further define some of these opportunities. Please note that external certifications are the responsibility of the partner to pursue and achieve.

- [GHG emissions and reduction targets \(Platinum\)](#)

*Case in Point* – The Neenan Company’s Baseline Efforts

Last year, The Neenan Company participated in a pilot of the Climate Wise program’s GHG Baseline Tool software. Using the tool, Neenan was able to easily quantify the GHG emissions resulting from its energy use, water use, waste, and transportation activities. The resulting GHG baseline has helped Neenan to establish realistic goals for reducing and offsetting its GHG emissions. Neenan is also pursuing LEED-EB (LEED for existing buildings) for its worksite.

- Sustainability Management System (SMS) (**Platinum**) – The SMS is based on the concept of an Environmental Management System (EMS). For many years the EMS has represented the pinnacle of environmental planning and it forms the basis of ISO14001 certification. Recently, the SMS has emerged as a management system framework, such as ISO14001, overlaid with a sustainability framework, such as The Natural Step. For more information on developing an SMS, please contact Climate Wise.
- Registration (**Gold**) or Certification (**Platinum**) for the partner’s workspace from [Leadership in Energy and Environmental Design \(LEED\)-New Construction or LEED-Existing Building](#)
- [ENERGY STAR certification](#) (**Gold**)
- [Fort Collins Utilities Electric Efficiency Program \(EEP\)](#) (**Gold**)
- [Business Environmental Program Series](#) (**Silver**)
- Implement and report on at least one new measure per year for GHG savings. (**Bronze**)

**Partner Steering Committee**

The Climate Wise Partner Steering Committee currently consists of 12 members representing program partners. Committee members serve a 1- to 2-year term, participate in quarterly meetings, and review key decisions and documents for the program. The time commitment is no more than 15 hours per quarter. Committee members receive additional advertising as a benefit.

**Examples of Projects Commonly Implemented by Climate Wise Partners**

Energy	Water	Waste	Transportation
*Lighting retrofits *Programmable thermostats *Occupancy sensors *Heating/cooling system upgrades *Minimized lighting *Wind power purchases *Ozone laundry systems	*Upgraded aerators and low-flow toilets *Raw water for irrigation *Air-cooled equipment *Irrigation controls *Green cleaning	*Reduced material use *Increased diversity or quantity of recycling *Composting *Silverware instead of plastic *Zero waste meetings	*Discount bus passes (PassFort) for employees *Promote carpooling *Bike to Work Day *Hybrid vehicles *Reduced trips *Biofuels, alternative fuels *TransFort, walking, vanpooling, and other modes

**Achieving Partner Levels**

For 2006, the first year of implementing the tiered partner levels, all partners have to meet a level by the end of 2007 or earlier. Thereafter, new partners have to meet a level within 1 year after their assessment.

Also, in an effort to make the Climate Wise program credible and accountable to its stakeholders, as well as to bring credibility and respect from customers and community to Climate Wise partners, **inactive partners** will be given 1 year's notice prior to being dropped from the program. If an organization is dropped from the program, it will have to re-apply.

**Active partners** are those who:

- Send a representative to two meetings or seminars each year.
- Report data annually.
- Implement a new measure each year that is economically and feasibly possible for the organization.

There are exceptions since it is important to support a friendly business climate by being flexible! For instance, we are understanding of concerns from an organization, some of which may include reorganization, the Climate Wise contact leaving the position and the company not filling the position, and others. During these instances, the organization's participation will be put on hold, and staff will be in touch with the partnering business.



Colorado

State

University hosted a Climate Wise *Talk and Tour*. Partners toured CSU's new 800 kW steam turbine generator, which saves \$150,000 annually.

## 5 Climate Wise Partner Self-assessment Checklist

The Climate Wise Partner Self-assessment Checklist, while not comprehensive, helps partners (especially smaller partners) establish a connection between daily operations and their climate change or pollution impacts. The checklist contains measures that are relevant, applicable, and usually straightforward to implement. In addition, the checklist is voluntary and for your organization's internal use only.

### 5.0 Instructions for the Checklist

The Climate Wise Partner Self-assessment Checklist is provided in [Appendix A](#). The checklist has embedded links to web resources that can assist you. For example, the question regarding fluorescent lighting is linked to a Fort Collins Utilities web page that describes different kinds of lighting and will help you recognize the types of lighting used at your company. The Checklist addresses the following topics:

- Custodial and Maintenance
- Purchasing
- Energy
- Vehicle Maintenance
- Recycling/Reuse
- Transportation
- Water
- Policy/Programmatic
- Education/Awareness

The process for completing the checklist will depend on the size of your organization. For smaller companies, there may be one employee familiar with the above topics and capable of thoroughly completing the checklist. In larger organizations, it may make sense to divide the topics among various individuals, with one person coordinating completion of the checklist. Regardless of your company's approach, it is recommended that a diverse team from within the company review the checklist and participate in the discussion of its implications.

As always, if you need more information, please contact a Climate Wise representative.

## 6 Data Collection

The purpose of data collection and the importance of partners reporting to Climate Wise is that quantifiable numbers demonstrate progress toward company, program, city, and global goals. When partners report their achievements, it is significant not only from the standpoint of showcasing your company's achievement, but from the Climate Wise program standpoint of program accountability to stakeholders.

### 6.1 Instructions for the Data Collection Form

Climate Wise primarily collects data related to energy savings, water savings, waste reduction/recycling, transportation measures, and the costs, both implementation and savings, associated with these measures. Some measures will be difficult to quantify, such as educational programs, but are still of interest to Climate Wise and accommodated by the data collection form.

Of particular interest to the program is collecting data on direct cost savings and implementation cost for the measures instituted by partners. Cost savings information is extremely beneficial for the Climate Wise program in its efforts to involve stakeholders in the community.

Partners should also note that, as a City of Fort Collins program, only those operations within the City of Fort Collins area will be included in Climate Wise reporting. However, in the interest of encompassing more business activities within Fort Collins, companies from outside the City that have operations within the City may join Climate Wise.

For each project reported to Climate Wise, partners will have the option of allowing Climate Wise to share details of that project publicly. Data related to projects that partners indicate are NOT to be shared with the public will only be reported in aggregate across the Climate Wise program, thereby protecting the confidentiality of individual projects and partners. The details of these projects will only be accessible to Climate Wise staff and employees of the external consultant, The Brendle Group. Data related to projects that partners approve for sharing with the public may be highlighted in detail in promotional materials or other program documents.

The Climate Wise Data Collection form is an Excel spreadsheet that will be emailed to partner contacts annually with a reminder to report data. This section contains detailed instructions on the types of data to collect, how to perform basic calculations, and how to report your data using the data collection form. **However, if you need assistance, please contact a Climate Wise representative.**

#### Step 1: Enter Partner Name and Year

Climate Wise Data Collection Form	
Partner	XYZ, Inc.
Year	2006

## Step 2: Describe Project

2A: Enter a **brief** description of the project. Any notes regarding assumptions used or unique features of the project can be entered in the comments section at the far right of the spreadsheet.

2B: Choose a category for your project from the provided drop down list. Options include energy efficiency, renewable energy, solid waste, water conservation, and transportation.

Project description	Category	Can Climate Wise share project details publicly?	Annual Project Savings (\$)	Installed Cost (\$)
Lighting retrofit	Energy Efficiency	Yes	\$2,000	\$10,000

2C: Indicate whether the Climate Wise program can share details of this project publicly. As previously discussed, indicating “No” means that a project’s details will only be accessible to Climate Wise staff and employees of the program’s consultant, The Brendle Group. Unless specifically requested, data for these projects will only be reported in aggregate with other projects from the Climate Wise program.

2D: Please enter estimated annual cost savings and initial installed cost. As previously stated, *Climate Wise is particularly interested in capturing installed cost and cost savings data for the projects implemented by partners.* Cost savings data help Climate Wise to communicate economic advantages of the program to stakeholders.

## Step 3: Indicate Resources Saved or Recycled As a Result of the Measure

Most measures will result in savings in only one of the following five categories.

### **Energy**

Energy related projects, such as programmable thermostats, lighting retrofits, lighting controls, heating/cooling upgrades, equipment replacement, or the purchase or generation of renewable energy, reduce electricity and natural gas use. The positive impact of these projects usually can be captured by one of the following quantities:

- Reduced electrical consumption – This quantity represents reduced electrical energy use or energy that is purchased or generated from renewable sources and will be reported in units of kilowatt-hours (kWh). For example, turning off a 100 watt incandescent light bulb for 1 hour saves 0.1 kWh of energy.

#### *Case in Point – Poudre School District*

A lighting retrofit at Tavelli Elementary reduced the school’s electrical consumption by 35,000 kWh annually and produced annual cost savings of \$2,310.

- Reduced natural gas consumption – This quantity represents reduced natural gas use and will be reported in units of therms (th).

*Sample Calculation* – Electric Energy Savings

**Scenario:** A Climate Wise partner completed a project to improve energy efficiency by installing compact fluorescent light bulbs in its offices. The project replaced 30 incandescent bulbs rated at 60 watts each with an equivalent number of compact fluorescents rated at 18 watts each. The fixtures are estimated to be turned on an average of 2,080 hours/year.

**Calculation:**

$$AnnualEnergySavings(kWh) = FixtureCount[OldFixture(W) - NewFixture(W)] * Ann.Hours * Conv. Factor(\frac{kW}{W})$$

$$AnnualEnergySavings(kWh) = 30 \times (60 - 18) \times 2,080 \times (1/1000) = 2,621$$

Although the above calculation is specific to lighting, it may be a useful model when performing electrical energy savings calculations for other types of measures. Remember that Climate Wise staff members are available to assist with calculations.

Having completed your calculation, you can enter your data in the data collection form. The sample box to the right demonstrates how the above sample calculation would be reported in the Climate Wise Data Collection form.

Energy	
Reduced electrical consumption (kWh)	Reduced natural gas consumption (Therms)
2,621	

Natural gas savings calculations can involve using a number of different units. Most Climate Wise partners will find their natural gas consumption reported in therms (th). However, MMBtu, CF, and CCF also are units for reporting quantities of natural gas. If you encounter these units, please contact Climate Wise staff for assistance with your calculations.

*Sample Calculation – Natural Gas Savings*

**Scenario:** A Climate Wise partner completed a project to improve energy efficiency by replacing a natural-gas-fired unit heater with natural-gas-fired radiant heating tubes. The project replaced 4 unit heaters having heating efficiencies of 80 percent with 4 radiant tube heaters, having heating efficiencies of 90 percent. Both unit heaters and radiant tubes are assumed to have a total heating power of 195,620 Btuh. The unit heaters and radiant heating tubes are estimated to be turned on an average of 1,800 hours/year.

**Calculation:**

$$\begin{aligned}
 & \text{Annual Natural Gas Savings (therms)} = \\
 & \text{Ann. NG Savings (th)} = \text{Unit Count} * \left[ \frac{\text{Old Unit (Btuh)}}{\text{Old Unit Efficiency}} - \frac{\text{New Unit (Btuh)}}{\text{New Unit Efficiency}} \right] \\
 & \qquad \qquad \qquad * \text{Ann. Hours} * \text{Conv. Factor} \left( \frac{\text{th}}{\text{Btu}} \right) \\
 & \text{Ann. NG Savings (th)} = 4 * \left( \frac{195,602}{0.8} - \frac{195,602}{0.9} \right) * 1,800 * (1/100,000) = 1,956
 \end{aligned}$$

Although the above calculation is specific to radiant heating tubes, it may be a useful model when performing natural gas savings calculations for other types of measures.

*Case in Point – Avago Technologies*

A site boiler tune-up reduced natural gas consumption by 4,170 therms annually and produced annual cost savings of approximately \$3,000.

Remember that Climate Wise staff members are available to assist with calculations. The sample box to the right demonstrates how the above sample calculation would be reported in the Climate Wise Data Collection form.

Having completed your calculation, you can enter your data in the data collection form.

Energy	
Reduced electrical consumption (kWh)	Reduced natural gas consumption (Therms)
	1,956

**Water**

Water related projects include measures such as upgrading end-use fixtures (e.g., sink aerators, toilets, urinals, showerheads, kitchen pre-rinse spray valves), replacing water-cooled equipment with air-cooled models, installing ozone laundry systems, implementing irrigation controls, or using raw water for irrigation. The positive impact of these projects usually can be captured by one of the following quantities:

- **Reduced consumptive water use** – This quantity represents reduced water use under circumstances where the water will go down the drain after use (e.g., faucets, showers, toilets, most process water, cooling water). The unit used for reporting will be gallons (gal).

*Case in Point – Anheuser-Busch*

By eliminating a once-through water cooling loop in its pasteurization system, Anheuser-Busch reduced consumptive water use by 10%.

- Reduced non-consumptive water use – This quantity represents reduced water use under circumstances where the water will NOT go down the drain after use (e.g., irrigation). The unit used for reporting will be gallons (gal).
- Raw water use – This quantity represents water use under circumstances where the water was not pretreated and will not end up at the wastewater treatment plant. This occurs when raw water replaces non-consumptive (treated) water for irrigation or process use. The unit used for reporting will be gallons (gal).

*Case in Point – Poudre School District*

Irrigation control systems at Tavelli Elementary and Cache La Poudre Elementary and Junior High reduced non-consumptive water use for irrigation by approximately 3 million gallons annually.

*Case in Point – Poudre School District*

By using 6.5 million gallons of raw water in place of treated water for irrigation at Lincoln Junior High School, Poudre School District saves the energy associated with treating the water and approximately \$25,000 annually.

*Sample Calculation – Water Savings*

**Scenario:** A Climate Wise partner completed a project to achieve water conservation by replacing older generation urinals with modern waterless urinals. In all, 3 older generation urinals with a flow rate of 3.0 gal/flush were replaced with 3 waterless urinals with a flow rate of 0 gal/flush. Assuming 50 occupants in the building and typical use patterns, each urinal is expected to be flushed 6,000 times annually (Note: Climate Wise staff can help you calculate use frequency).

**Calculation:**

$$\text{Ann. Water Savings (gals)} = \text{FixtureCount} * \left[ \text{Old Rate} \left( \frac{\text{gal}}{\text{flush}} \right) - \text{New Rate} \left( \frac{\text{gal}}{\text{flush}} \right) \right] \\ * \text{UseFrequency} \left( \frac{\text{flushes}}{\text{yr}} \right)$$

$$\text{Annual Water Savings (gals)} = 3 * (3.0 - 0) * 6,000 = 54,000$$

Although the above calculation is specific to urinal retrofits, it may be a useful model when performing water savings calculations for other types of measures, including those for non-consumptive or raw water use.

As noted above, Climate Wise staff members can assist partners with frequency of use assumptions for end-use fixtures (e.g., toilets, urinals, faucets, showers, etc.) or any other questions related to calculations.

Having completed your calculation, you can enter your data in the data collection form. The sample box to the right demonstrates how the above sample calculation would be reported in the Climate Wise Data Collection form.

Water		
Reduced Consumptive Water Use (gal)	Reduced Non-consumptive Water Use (gal)	Irrigation (raw water, gal):
54,000		

**Waste**

Waste-related projects include reducing material use and recycling. The positive impact of these projects can be captured by one of the following quantities:

- Material reduction – This quantity represents reduced initial material use (e.g., using duplex printing to reduce paper use). The data collection form accommodates the following materials:
  - Newsprint
  - Cardboard
  - Mixed office paper
  - Aluminum
  - Steel
  - Plastic
  - Glass
  - Other

*Case in Point - The RETEC Group*

Through various means, the RETEC group reduced office paper use by 0.85 ton annually.

The units used for reporting, provided in a drop down menu in the data collection form, will be tons (ton), cubic yards (yd<sup>3</sup>), or gallons (gal)

- Material recycling – this quantity represents waste that is diverted from the landfill by recycling. The data collection form accommodates the following materials:

*Case in Point - New Belgium Brewing*

New Belgium recycled almost 500 tons of traditional recyclables and thousands of tons of spent grain and yeast from the brewing process.

- Cardboard
- Glass
- Aluminum
- Steel
- Plastic
- Newsprint
- Mixed office paper
- Magazines
- Phonebooks
- Fiberboard
- Wood
- Food waste
- Yard waste
- Commingled
- Other

The units used for reporting, provided in a drop down menu in the data collection form, will be tons (ton), cubic yards (yd<sup>3</sup>), or gallons (gal)

*Sample Calculation – Material Reduction*

**Scenario:** A Climate Wise partner completed a project to encourage duplex printing and paper reuse by employees. Purchasing records indicate that only 400 reams of paper were purchased this year, compared to 500 in the previous year.

**Calculation:** Climate Wise staff can assist partners in determining the weight or volume associated with saving 100 reams of paper.

There are a number of options for estimating reductions in material use, including comparing purchasing records for the material from year-to-year.

Please contact Climate Wise staff if you need assistance in determining how to quantify a material reduction.

The data collection form has three fields for material reduction. The sample box below demonstrates how the above sample calculation would be reported in the Climate Wise Data Collection form.

- Drop down menu for material selection. If the material you reduced is not available in the menu, please select “Other” and indicate the type of material in the comments field.
- An entry field for the quantity of material reduced.
- A drop down menu to select units. For your convenience, tons (ton), cubic yards (yd<sup>3</sup>), or gallons (gal) are allowed.

Material Reduction		
Material	Quantity	Unit
Mixed office paper	0.25	tons

Recycling providers often will provide their customers with records of the quantities of materials recycled. Partners are encouraged to work with their recycling service provider. Under these circumstances, please proceed directly to entering your data.



If data is not available through your recycling provider, you can determine quantities based on bin size, frequency, and other factors demonstrated in the following example. Again, please contact Climate Wise staff if you need assistance in determining how to quantify recycled materials.

*Sample Calculation – Material Recycling*

**Scenario:** A Climate Wise partner implements a recycling program with four 96-gallon rollaway bins for commingled recyclables. These 4 bins are picked up on a weekly basis. It is assumed that they are each 80% full at the time of pickup.

**Calculation:**

$$Ann. Material Re cycled (gals) = BinCount * BinSize(gal) * HowFull(\%) * PickupFreq(\frac{pickups}{week}) * Conv.Factor(\frac{Weeks}{yr})$$

$$Ann. Material Re cycled (gals) = 4 * 96 * 0.8 * 1 * 52 = 15,974$$

The data entry process for recycling is similar to that for material reduction described above. The sample box to the right demonstrates how the above sample calculation would be reported in the Climate Wise Data Collection form.

Recycling		
Material	Quantity	Unit
Commingled	15,974	gallons

**Transportation**

Transportation-related projects include measures such as carpooling, reduced fuels use, bicycle commuting, transit, and alternatively powered vehicles (e.g., hybrids, natural gas, biodiesel). The positive impact of these projects is captured by quantifying reductions in vehicle miles traveled (VMT) or reduced fuel use.

- Reduced VMT – In order to quantify the impact of measures that reduce vehicle miles traveled (e.g., bicycle commuting, transit, or carpooling) it is necessary to indicate the mileage reduction and the vehicle and fuel type that would have been used prior to the measure. The units used for reporting are miles for distance (mi).
- Reduced fuel use – This quantity represents reduced fuel use, which for some partners will be easier to determine than VMT. The unit used for reporting will be gallons (gal).

*Case in Point – Platte River Power Authority*

Promoting bicycle commuting and carpooling have enabled Platte River to reduce VMT by almost 500 miles annually. Hybrids, electric cars, and alternative fuel vehicles reduce the climate impact of remaining vehicle use. In 2005, employee participation in the VanGo® vanpooling program reduced vehicle miles traveled by about 66,000 miles.

*Sample Calculation - VMT Reduction*

**Scenario:** A Climate Wise partner completed a project to achieve VMT reduction by promoting bicycle commuting by employees. The partner recorded 25 employees participating in the program for one-half of the year, or about 125 commuting days. The average employee commute is assumed to be 5 miles.

**Calculation:**

$$\text{Annual VMT} = \frac{\text{commutes}}{\text{year}} * \text{NumberParticipants} * \text{AvgCommuteDist}$$

$$\text{Annual VMT} = 125 * 25 * 5 = 15,625$$

Although the above calculation is specific to bicycle commuting, it may be a useful model when performing VMT reduction calculations for other types of measures, such as carpools. Remember that Climate Wise staff is available to assist with calculations.

There are three fields required to report a transportation measure based on VMT reduction:

- Indicate the VMT reduction in miles based on a calculation similar to the one above.
- Choose from the drop-down menu the fuel that would have been used in the travel mode that was replaced. For example, most of the bicycle commuters in the above calculation would have used gasoline in their cars.
- Choose from the drop down menu the vehicle type that would have been used in the travel mode that was replaced. For example, since the 25 commuters in the above calculation would have driven a wide variety of vehicles, the “General Passenger Vehicle” category is indicated. This category indicates to the Climate Wise staff that average fuel efficiency over many vehicle types should be used to calculate the climate impact of this effort.



Transportation (VMT Reduction or Fuel Use Reduction)					
Miles	Fuel	Vehicle Type	OR	Gallons	Fuel Type
15,625	Gasoline	General Passenger Vehicle			

The sample box above demonstrates how the above sample calculation would be reported in the Climate Wise Data Collection form.

Some partners, particularly those operating vehicle fleets with internally managed fueling stations, can more easily determine the impact of their transportation measures by reporting reduced fuel use. The form also will accommodate this data by capturing quantity (gal) and fuel type. A sample of this approach would be reported as follows in the Climate Wise Data Collection form.

Transportation (VMT Reduction or Fuel Use Reduction)					
Miles	Fuel	Vehicle Type	OR	Gallons	Fuel Type
				1,000	Diesel

Partners using **alternative fuel vehicles** (e.g., hybrids, electric, natural gas, biodiesel, ethanol, etc.) should contact Climate Wise staff for assistance in calculations and data entry related to these vehicles.

**Difficult to Quantify Projects**

Some projects impacts will be inherently difficult to quantify. These efforts might include educational programs or new operational policies. A second worksheet on the data collection form accommodates these projects.

In some cases a project may be quantifiable but a key piece of information is lacking. Climate Wise staff is prepared to assist with calculations and provide assumptions that will help quantify such projects.

*Case in Point* – Trinity Lutheran Church

Trinity Lutheran implemented a green team, called Trinity Green, to conduct environmental audits and to educate congregants at their site. They've included energy saving and recycling tips for congregants in church publications.

The difficult to quantify projects are captured using the following fields on the data collection form:

Project name	Detailed Project Description (please include as much detail as possible)	For more information on this project, Climate Wise should contact		
		Name	Email	Phone

## **6.2 Delivery Instructions**

As previously indicated, all partners are required to report on their annual activities by **July 1<sup>st</sup>** of the following year. However, Climate Wise staff would prefer to have data by March 1<sup>st</sup> to include in the annual report and to showcase partner successes at the annual Climate Wise event. The data collection form is emailed out to Climate Wise partner contacts annually along with a reminder to report data.

The most desirable method for submitting your annual reporting to the Climate Wise program is to email the data collection form to this address: [climatewise@brendlegroup.com](mailto:climatewise@brendlegroup.com). This provides the program with a firm record of your reporting and eases data entry.

For your convenience, the Climate Wise program also will take the above form by fax.

If neither email nor fax is available, you can complete your reporting completed over the telephone.

As always, Climate Wise staff is available to assist partners at anytime to help them complete reporting every year!

Data collection for the Climate Wise program is performed by The Brendle Group, a third-party consultant, with support from John Armstrong of the City of Fort Collins Natural Resources Department.

The following contact information can be used to report data or ask questions regarding the reporting process:

Email: [climatewise@brendlegroup.com](mailto:climatewise@brendlegroup.com)

Fax: 970-207-0059

Phone: 970-207-0058 (just ask for the Climate Wise representative)

## 7 Greenhouse Gas (GHG) Baseline Tool

The GHG Baseline Tool, which can be run from the CD using the menu or Windows Explorer, is targeted at partners seeking the Gold tier and above in order to help them meet requirements related to GHG baselines, reductions, and offsets.

The GHG Baseline Tool helps partners systematically identify the climate change impacts of aspects of their operations. A partner can use the results from the tool to set reasonable goals for GHG reductions and offsets and to prioritize their efforts.

Instructions for using the tool are provided in [Appendix D](#).

### 7.1 Interpreting Results

Developing a GHG baseline forms the foundation of planning your efforts to reduce and offset your GHG emissions.

#### Reduction Ideas

As emphasized throughout this guide, the main focus of the Climate Wise program is partner efforts to **reduce** GHG emissions from their operations. This guide has described requirements related to implementing and reporting measures that will reduce your climate impact. If your organization has actively reduced emissions and is having difficulty identifying new opportunities, Climate Wise staff will be happy to review your efforts and suggest additional options.

*Case in Point –*  
Climate Wise Partners  
in the Utilities Wind  
Program

Cafe Ardour  
Colorado State University  
Hewlett-Packard  
Houska Automotive  
JAX Outdoor  
Merit Electric  
New Belgium Brewing Co.  
Odell Brewing Company  
Poudre School District  
Poudre Valley Hospital  
The RETEC Group  
Vaught Frye Architects  
Value Plastics  
Wild Oats

Fort Collins Utilities (FCU) Wind Power Program is an excellent option for Climate Wise partners looking to reduce their climate impact. Some advantages of purchasing wind power from FCU over offsets include:

- Direct reduction of carbon emissions to the atmosphere
- Competitive pricing
- Support for a local program that is well recognized in the community and nationally
- Ease of enrollment

At approximately \$21.50 per ton of CO<sub>2</sub> (as of October 2006), the FCU Wind Power Program is competitive with some of the other offset options listed below. For more information on the program, please visit <http://www.fcgov.com/utilities/wind-power.php>

#### Offset Options

Some partners may determine, with the help of Climate Wise staff, that they have optimized all opportunities for reducing their operation's climate impact. Under these

circumstances, partners might consider offsetting some or all of their remaining emissions using carbon offsets.

When carbon emissions to the atmosphere are reduced by alternative energy generation (e.g., wind, solar), energy efficiency efforts (e.g., lighting retrofits), or sequestration projects (e.g. planting trees), there are a number of organizations that will quantify those emissions and certify them as a product that consumers or organizations can purchase. This is a carbon offset. Purchasers typically receive a document verifying a certain quantity of carbon was not emitted because of your purchased offset. Thus, the consumer's purchase can help to fund carbon-reducing efforts and allows the consumer to offset their own emissions.

<b>Other Offset Options (as of October 2006)</b>			
<b>Name of Offset Provider</b>	<b>Products and Services</b>	<b>Cost (\$/ton CO<sub>2</sub>)</b>	<b>Best for...</b>
Terrapass ( <a href="http://www.terrapass.com">www.terrapass.com</a> )	Offsets for vehicles	\$9.98	Individuals
Solar Electric Light Fund ( <a href="http://www.SELF.org">www.SELF.org</a> )	Solar offsets	\$10.00	Individuals
Native Energy ( <a href="http://www.nativeenergy.com">www.nativeenergy.com</a> )	Methane and wind offsets	\$12.00	Individuals, all sizes of businesses
Bonneville Environmental Foundation ( <a href="http://www.greentagsusa.org">www.greentagsusa.org</a> )	Green Tags	\$18.26	Individuals, all sizes of businesses
Climate Care ( <a href="http://www.climatecare.org">www.climatecare.org</a> )	Offsets from international projects	\$10.50	Individuals, all sizes of businesses
Carbonfund.org	Offsets for vehicles, individuals, families, and organizations	\$5.50	Individuals, all sizes of businesses, and all types of organizations (church, non-profit, etc)
Community Energy ( <a href="http://www.newwindenergy.com">www.newwindenergy.com</a> )	Wind power	\$43 (\$0.02/kWh)	Individuals, businesses, industry
Renewable Choice ( <a href="http://www.renewablechoice.com">www.renewablechoice.com</a> )	Wind power	\$53.75 (\$0.025/kWh)	Businesses, industry
Offsetters ( <a href="http://www.offsetters.com">www.offsetters.com</a> )	3 levels of offsets	\$16	Individuals
Sustainable Travel International ( <a href="http://www.sustainabletravelinternational.org">www.sustainabletravelinternational.org</a> )	Offsets for travel	\$30	Individuals, some businesses (with travel expenses)
The Green Mountain Energy Company-eMissions Program ( <a href="http://www.emissionsolutions.biz">www.emissionsolutions.biz</a> )	Customized offset programs for companies	Contact for Pricing info	Businesses
Co2 Balance ( <a href="http://www.co2balance.org">www.co2balance.org</a> )	Planting trees to provide offsets	\$10.40	Individuals, all sizes of businesses
<b>Offsets and Baseline</b>			
The Carbon Neutral Company ( <a href="http://www.carbonneutral.com">www.carbonneutral.com</a> )	Baseline assessment, offsets, consulting	Variable	Businesses

<p>The Chicago Climate Exchange-MEMBER (<a href="http://www.chicagoclimatex.com">www.chicagoclimatex.com</a>)</p>	<p>Offsets and carbon trading</p>	<p>~\$4.10/metric ton Co2, \$5k-~\$10k in reductions+ startup and annual dues</p>	<p>Corporations, municipalities, other entities that emit GHGs</p>
<p>The Chicago Climate Exchange-Associate Member</p>	<p>Offsets and trading for entities with small or no direct emissions</p>	<p>1st yr: \$2,150; 2nd yr: \$1,150</p>	<p>Smaller businesses</p>
<p>The Chicago Climate Exchange-Exchange Participants</p>	<p>CCX registry account to acquire and retire CCX carbon financial instruments</p>	<p>\$400/yr</p>	<p>Individuals</p>

## **Appendix A – Climate Wise Partner Self-assessment Checklist**

**Use this checklist to determine where your organization is today and ways to improve for tomorrow.**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Check off your progress as you work through the guide!

	Not applicable	Desire to implement	Not yet implemented	Early stage efforts	Near completion	Fully implemented
<b>CUSTODIAL AND MAINTENANCE</b>						
Are your <a href="#">cleaning supplies</a> less toxic, such as those certified by <a href="#">Greenseal™</a> ?						
Does your cleaning staff use reusable rags and other cleaning items?						
Does your cleaning staff use bulk, concentrate cleaners?						
Do you have policies, procedures, and mixing systems that minimize staff exposure to concentrated cleaning chemicals?						
Do you use disposable janitorial paper products and trash bags that meet the minimum requirements of the <a href="#">U. S. EPA's Comprehensive Procurement Guidelines</a> ?						
Do you have a low environmental impact cleaning equipment policy?						
Do entryways have grills/grates or high quality mats?						
Are entryway mats maintained regularly and replaced when they are no longer effective?						
Does your cleaning staff use good dusting and dust mopping practices (e.g., microfiber lint-free clothes and mops, regular replacements, certified vacuums with <a href="#">HEPA</a> filters)?						
Do you employ integrated <a href="#">pest management practices</a> (e.g., monitor pests before they become an issue, use the least toxic, yet effective pesticides, etc.)?						
Have you investigated less hazardous alternatives for regularly used chemicals?						
Have you investigated water-soluble cleaners or substituted them for solvents?						
Comments:						
<b>PURCHASING</b>						
<a href="#">Do you purchase recycled products?</a>						
Do you use paper products that contain post-consumer recycled content (typically ranging from 30 to 100% recycled material)? Some examples of common products that can contain recycled content include folders, mailing envelopes, plastic trays, copy and printing paper, letterhead, stationary, envelopes, and binders.						
Do you purchase products that are produced in or contain raw materials from Fort Collins or other nearby communities in order to reduce transportation costs (as well as support the regional economy)?						
Do you purchase reusable, durable products?						
Do you purchase items in bulk with less packaging?						
Do you purchase concentrates when possible (e.g., cleaning products)?						
Do you purchase <a href="#">ENERGY STAR</a> products when available?						
Do you purchase <a href="#">wind-powered electricity</a> ?						
Do you purchase <a href="#">CO<sub>2</sub> offsets</a> ?						
Do you consider corporate responsibility when <a href="#">supporting other companies with your purchases</a> ?						
Comments:						
<b>ENERGY</b>						
<a href="#">Have you installed compact fluorescent lamps for incandescent bulbs?</a>						
<a href="#">Have you installed T-8 or T-5 lamps in overhead fluorescent fixtures?</a>						

Are lights and equipment typically turned off in areas where no one is working?						
Are switches located conveniently so that employees can turn them off easily?						
Are outside lights on timers or lights sensors?						
Are all outside walls adequately insulated?						
Have you installed occupancy sensors or light timers in appropriate areas?						
Are windows insulated and/or coated to reduce heat gain or loss?						
Are all doors and windows closed during cold seasons to maintain inner temperatures?						
Are drafts and gaps caulked, sealed, and insulated to reduce heat loss (e.g., around doors and windows, outlets, chimneys, vents, pipes etc.)?						
Are furnaces, boilers etc., maintained on a regular basis?						
Are thermostats kept low when buildings are not occupied?						
Are thermostats set on timers?						
Are all computers set to sleep when not used for 15 minutes or more?						
Do you have efficient process equipment?						
Have you identified and researched efficient operations/process equipment?						

Comments:

**VEHICLE MAINTENANCE**

Are fluid systems installed to transfer oils, antifreeze, and other lubricants to vehicles?						
Are lead-acid batteries, antifreeze, and/or used oil recycled?						
Are used tires recycled or retreaded?						
Are spill cleanup products reusable (e.g., absorbent pads, vacuum systems)?						
Are containment systems installed to reduce the impact and cleanup of fluid spills?						
Are vehicles tested before motor oil is changed to determine if a change is necessary?						
Are synthetic or re-refined oils used in vehicles?						
Is propylene glycol used in place of ethylene glycol as antifreeze?						

Comments:

**RECYCLE/REUSE**

Do you recycle?						
Commingled containers (plastic and glass bottles and jars)						
Office paper						
Mixed paper (office paper, newspaper, magazines, junk mail, and catalogs)						
Corrugated cardboard						
Newspaper						
Magazines						
Cans: __aluminum __ steel						
Plastic film (plastic bags, shipping stretch film)						
Scrap metal						
Yard waste						
Food waste (composting)						
E-waste (computer CPUs, color monitors, keyboards, printers, televisions, VCRs)						
Toner cartridges						
Do you donate any materials?						
Computers						
Furniture						
Office supplies						
Do you reduce paper use?						
Double-sided copying						

Double-sided printing						
Printing or scanning to PDF						
Scrap paper/one-sided printed paper for notes						
Email for memos						
Electronic drafts or drafts on scrap paper						
Scrap paper faxes						
Letterhead or forms on demand only						
Erasable boards/Power Point instead of flip charts						
Do you provide reusable serviceware?						

Comments:

**TRANSPORTATION**

Do you offer bus promotions and provide bus route information?						
Do you offer information on <a href="#">carpool matching promotions</a> ?						
Do you offer <a href="#">VanGo</a> ® commuter information to employees who live in other Front Range cities?						
Do you provide or sell discount <a href="#">PassFort</a> annual bus passes for your employees?						
Do you promote <a href="#">Bike to Work Day and other commuter bicycling opportunities</a> ?						
Do you have internal, secure bicycle parking for employees?						
Do you have on-site showering facilities for employees who commute to work by bicycle?						
Do you offer or encourage <a href="#">teleworking</a> ?						
Do you provide a guaranteed taxi ride home or a company car in case of emergencies? (service is available for free if you are a PassFort customer)						
Do you make an effort to reduce the number of company errand trips?						
Can you use a bicycle delivery service for local deliveries?						
Have you purchased a hybrid company car?						
Do your diesel vehicles run on <a href="#">biodiesel</a> ?						
Would employees be interested in access to an <a href="#">on-line commuter cost calculator</a> ?						

Comments:

**WATER**

Do you have low-flow end-use fixtures (e.g., <a href="#">toilets</a> , <a href="#">urinals</a> , <a href="#">faucets</a> , <a href="#">showerheads</a> , <a href="#">kitchen pre-rinse spray valves</a> )?						
Do you use raw water for irrigation?						
Do you have efficient <a href="#">sprinkler systems</a> and <a href="#">practices</a> ?						
Do you <a href="#">xeriscape</a> ?						
Are sprinkler heads, faucets, pipes, and plumbing checked regularly for leaks?						
Have you eliminated once-through cooling (e.g., compressors, pumps, etc.)?						
Do you use organic fertilizers?						
Do you use <a href="#">environmentally friendly de-icing materials</a> ?						

Comments:

**POLICY/PROGRAMMATIC**

Do you have a <a href="#">resource conservation policy</a> – addressing climate protection issues related to <a href="#">energy</a> , <a href="#">pollution prevention</a> , water, transportation, etc.?						
Do you have an <a href="#">environmental management system</a> (EMS)?						
Do you have a <a href="#">sustainability management system</a> (SMS)?						

Do you have a measurement and/or accounting system to <a href="#">track energy</a> , <a href="#">water</a> , and <a href="#">other resource</a> costs and savings?						
--	--	--	--	--	--	--

Do you offer employees a Qualified Transportation Benefit (for vanpools and transit use) as a monthly pre-tax deduction?						
--	--	--	--	--	--	--

Comments:

<b>EDUCATION/AWARENESS</b>						
----------------------------	--	--	--	--	--	--

Are employees aware of water conservation practices?						
--	--	--	--	--	--	--

Are employees aware of energy-efficiency practices?						
---	--	--	--	--	--	--

Do you provide occupant education and awareness to reinforce participation in recycling programs?						
---	--	--	--	--	--	--

Are employees aware of travel options available to them (transit, bicycle, carpool, vanpool)?						
---	--	--	--	--	--	--

Are employees aware of bus stop locations in close proximity to your building(s)?						
---	--	--	--	--	--	--

Do you conduct an annual employee fair that includes Climate Wise topics/services/practices?						
--	--	--	--	--	--	--

Are conservation procedures posted?						
-------------------------------------	--	--	--	--	--	--

Are employees incentivized to practice conservation?						
--	--	--	--	--	--	--

Comments:

## **Appendix B – Benefits**

**Learn about the advantages of participating in  
Climate Wise.**

**All partners receive these benefits:**

- Reduced costs through implemented projects
- A plaque when joining the program at the recognition event
- A plaque at the event each time they achieve a level
- Venues for showcasing successes to the business community through networking and other avenues
- Advertisement of partner level with logos to customers and to the public
- General recognition at the annual Climate Wise event in April, as well as in the Climate Wise Annual report and other publications
- Recognition through Partner Profile case studies highlighting partner successes
- Recognition on the Climate Wise Web site
- On-going support from City of Fort Collins staff
- Access to new tools to enhance environmental programs
- Various press releases and articles as needed

**Not to mention...**

- Increased employee and customer loyalty
- Increased tenant attraction and retention
- Business image boost
- ...and more!

In fact, the Climate Wise program leveraged more than \$9,000 in advertising and sponsorship dollars for 2006 and will continue to look at leveraging City dollars for Climate Wise partners.

**Different Levels of Benefits**

Program staff members are working on a draft to distinguish the levels of partner participation with advertising and other benefits. Logos for each partner level will be developed so that partners who achieve a certain level can use the logos on materials to share their successes with the public.

**Bronze Level partners** collectively receive a minimum of \$6,770 (2006 numbers) of print advertising and \$2,130 in radio advertising (an estimate based on the average number of times a company name is mentioned each month on the radio).

**Silver Level partners** receive an additional \$2,730 in print and radio advertising through various ads and radio spots.

**Gold Level partners** receive an additional \$4,890 more than Silver Level partners in print advertising alone.

**Platinum Level partners** receive a video taping session of their own 30-second spot (worth \$2,300 or more) and their ads run on Cable 14. Platinum partners also are included in more ads and on our Climate Wise banners, and more.

## **Appendix C – Tracking Tiered Level Progress**

**See what tier your organization is currently operating at and set goals for the future.**

	Bronze	Silver	Gold	Platinum	Your Progress
Sign partnership agreement and agree to an assessment of operations or use the Partner Self-assessment Checklist to establish an analysis of current operations.	✓	✓	✓	✓	
Commit to report data annually at the beginning of the following year.	✓	✓	✓	✓	
Implement at least one feasible energy conservation, water conservation, solid waste reduction, or transportation measure each year.	✓	✓	✓	✓	
Share successes by writing a short testimonial as needed, or share information at partner meetings, for example.	✓	✓	✓	✓	
Annually attend meetings and seminars: Climate Wise partner meetings, Environmental Business Program Series, Fort Collins Utilities workshops, and others. <b>Partners should attend a minimum of at least one Climate Wise partner-only meeting per year.</b>	2 meetings	3 meetings	3 meetings	3 meetings	
Post or circulate Climate Wise information to your employees continually or as requested by drafting articles or placing printed materials in a break room.	✓	✓	✓	✓	
Notify customers of Climate Wise participation by placing your Climate Wise plaque in your lobby and the Climate Wise logo in your window.	✓	✓	✓	✓	
Send a representative to the Climate Wise Partner Orientation held each fall. A representative only needs to attend once; however, representatives are welcome to attend each year.	✓	✓	✓	✓	
Develop a plan for greenhouse gas reductions and update annually by end of first quarter. Staff will assist you and/or check on plans periodically.		✓	✓	✓	
Continually complete projects that reduce greenhouse gas emissions and report data annually.		✓	✓	✓	
If applicable, achieve ENERGY STAR certification of your building/facility or register your facility with LEED-EB or LEED-NC.			✓	✓	
Participate in the Fort Collins Utilities Electric Efficiency Program (EEP) if eligible and as appropriate			✓	✓	
Participate for at least 1 year on the Climate Wise Steering Committee, or if Steering Committee is full, *assist at least one organization in becoming a Climate Wise Partner by mentoring and answering questions, or assist in planning or hosting one quarterly partner meeting and share success stories.			✓	✓	
Use the greenhouse gas baseline tool to calculate baseline emissions from company operations and achieve reduction targets and goals through implemented measures or offset purchases or develop and implement a Sustainability Management System, or achieve LEED-EB or LEED-NC certification for your facility.				✓	



## **Appendix D – Greenhouse Gas Baseline Tool Instructions**

**Learn how to develop a baseline for achieving gold  
or platinum level participation.**

The Climate Wise Greenhouse Gas (GHG) Baseline tool is an Excel spreadsheet designed to help partners, particularly those seeking the Platinum tier requirement, develop a baseline for GHG emissions. A baseline for GHG emissions quantifies the GHG emissions produced by an organization's operations and includes energy consumption, water consumption, waste generation, and transportation.

This Tool helps partners record their activities related to energy consumption, water consumption, waste generation, and transportation. It then uses emissions factors developed by various organizations (e.g. EPA, ICLEI, City of Fort Collins) to determine the GHG emissions resulting from the activity. This manual will help guide you through the process of using the Tool.

The Tool can be run from the CD using the menu or Windows Explorer.

In order to use the Tool, the macro security settings in Microsoft Excel need to be set to Medium or lower. To check your macro security settings, run Microsoft Excel, select Tools >> Macro >> Security and set the level to Medium. When the Tool is opened, a prompt will arise, please select Enable Macros. Please contact Climate Wise if you have any difficulties.

### **Materials Needed to Complete Tool**

In order to fully complete the Tool, the partner must have access to the following records. Having these resources ready will make using the Tool much easier:

- Utility bills and/or records – 1 year of utility records for electricity, natural gas, and water.
- Vehicle use – 1 year of records for miles traveled by vehicle type or fuel use in gallons.
- Airline travel – 1 year record of airline miles traveled or a list of airline trips (the Tool includes a link to a website that can help determine airline miles between destinations).
- Solid waste and recycling – 1 year record of landfill waste and recycling quantities. If bills do not indicate weight or volume of material, please contact Climate Wise staff for assistance in estimating the quantity of waste.
- Calculator

Please contact Climate Wise staff with any questions regarding the above listed materials or how to estimate a quantity in the absence of the suggested documentation.

### **Instructions**

Upon opening the GHG tool, the **Menu** tab of the spreadsheet will open first.

#### ***Menu***

This tab reiterates the necessary records for fully completing the Tool and captures some initial information to help the partner manage the baseline in the future.

Please enter the following information in the spaces provided:

- Company name
- Name of the person to be responsible for the GHG baseline
- The year for which this baseline is being completed (usually the year previous to the current year)

Three navigation buttons are available at the bottom of the page:

- Start Here... will take you to the first tab for data entry, **Utilities**.
- GHG Baseline will take you to the final tab summarizing your company's GHG emissions. This summary table will be blank until you have filled in your data on the intermediate tabs.
- The Help button provides a list of frequently asked questions regarding the Climate Wise Tool.

Having entered the required information on this tab, click Start Here...

**Utilities**

The **Utilities** tab will record information related to electrical, natural gas, and water consumption. Some considerations before entering data:

1. Wind energy purchased should be excluded from your electrical consumption since it does not contribute to GHG emissions.
2. If total annual consumption is available instead of monthly data, simply enter the total in the Sum row.
3. For partners with more than one meter of the same type, the meter type can be changed by clicking on it.
4. Partners with more than nine meters can complete data entry by aggregating values by meter type (i.e., summing all electrical meters into one entry).
5. Water use types are defined as follows:  
 Consumptive - water that goes to the wastewater system (i.e., dishwashing), Non-consumptive - water that will not go to the wastewater system (i.e., irrigation), Raw water irrigation - untreated water used for irrigation. Unless water use is explicitly known to be for irrigation, consumptive is the best assumption.

Starting with Meter 1, for each of the partner's meters, repeat the following procedure:

1. Select meter type from the drop-down list.

Meter 1																																											
Meter Type	Natural Gas Consumption <input type="button" value="v"/>																																										
Meter Number	<input type="text"/>																																										
Data Year	<input type="text"/>																																										
Enter Utility Data (cost optional)	<table border="1"> <thead> <tr> <th>Month</th> <th>Usage (therms)</th> <th>Cost (\$)</th> </tr> </thead> <tbody> <tr><td>Jan</td><td></td><td></td></tr> <tr><td>Feb</td><td></td><td></td></tr> <tr><td>Mar</td><td></td><td></td></tr> <tr><td>Apr</td><td></td><td></td></tr> <tr><td>May</td><td></td><td></td></tr> <tr><td>Jun</td><td></td><td></td></tr> <tr><td>Jul</td><td></td><td></td></tr> <tr><td>Aug</td><td></td><td></td></tr> <tr><td>Sep</td><td></td><td></td></tr> <tr><td>Oct</td><td></td><td></td></tr> <tr><td>Nov</td><td></td><td></td></tr> <tr><td>Dec</td><td></td><td></td></tr> <tr> <td>Sum</td> <td>0</td> <td>\$0</td> </tr> </tbody> </table>	Month	Usage (therms)	Cost (\$)	Jan			Feb			Mar			Apr			May			Jun			Jul			Aug			Sep			Oct			Nov			Dec			Sum	0	\$0
	Month	Usage (therms)	Cost (\$)																																								
	Jan																																										
	Feb																																										
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	Oct																																										
	Nov																																										
Dec																																											
Sum	0	\$0																																									
Notes and Assumptions	<input type="text"/>																																										

2. For future reference, enter the meter number or account number from the bill.
3. Enter the year from which the data came.
4. Enter the quantity by month in appropriate rows or the annual total in the sum row. The units are as follows:
  - a. Electricity in kilo-watt hours (kWh)
  - b. Natural gas in therms (th)
  - c. Water in gallons (gal)

These are the units commonly used by utilities. If you encounter other units, please contact Climate Wise staff for assistance in converting them.
5. Enter any notes or assumptions that may be of use in the future.

Once utility data are entered, select the Next button at the top of the page.

### ***Transportation***

The **Transportation** tab will record information related to transportation activities, including vehicle miles traveled, fuels use, and airline miles traveled.

Most partners will understand their vehicle use under one of the following scenarios, and as a result should use the indicated section to enter their data:

- A record of mileage or reimbursed miles, use VEHICLES section.
- Fuel purchase records, sometimes for a pump operated by the organization and sometimes from other billing records, use the FUELS section.
- Fuel use records for other devices, such as backup diesel generators, use the FUELS section.

### VEHICLES:

1. Two rows are provided for vehicle mileage entry. If an organization operates more than two types of vehicles, aggregate similar vehicles by size and fuel type into two categories (e.g., gas cars and diesel trucks).
2. Enter annual Vehicle Miles Traveled (VMT) for vehicle or vehicle class #1.
3. Select a fuel type from the drop-down list.
4. Select a vehicle type from the drop-down list. The average fuel efficiency for that vehicle type will be indicated in grey at the far right end of the row. If unsure about a vehicle's type, select one that has similar fuel efficiency to the vehicle in question.
5. Enter any notes and assumptions made, especially if aggregating multiple vehicles by type.
6. Repeat for additional vehicle or class of vehicles.

VEHICLES				Fuel Efficiency
	Annual VMT	Fuel	Vehicle Type	Notes and Assumptions
#1	100	Gasoline	Auto - Full-Size	
#2				

**FUELS:**

1. Five rows are provided for fuel use entry. If an organization has multiple points of use for a single fuel type, aggregate similar uses and make a note in the Notes and Assumptions column.
2. Enter quantity of fuel used (gallons for all fuels except natural gas, therms for natural gas).
3. Select a fuel type from the drop-down list.
4. Enter any notes and assumptions made.
5. Repeat as necessary for additional fuel types.

FUELS	Quantity (gallons, therms for CNG)	Fuel	Notes and Assumptions
#1			
#2			
#3			
#4			
#5			

**AIRLINE MILES:**

1. Two rows are provided for airline mileage entry. Multiple flights can be aggregated into a single line as needed.
2. Enter annual Airline Miles Traveled (AMT). A link is provided to a website that will help to calculate the airline miles between particular destinations.
3. Enter any notes and assumptions made.

AIRLINE MILES	Annual AMT	Notes and Assumptions
#1		
#2		

Lookup airline miles between cities

Once transportation data are entered, select the Next button at the top of the page or select the Solid Waste tab.

**Solid Waste**

Similar in layout to the **Utilities** tab, the **Solid Waste** tab will record information related to landfilled solid waste or recycled materials.

Data entry boxes are available for the following waste streams (all except the landfill are **recycling**):

- Landfilled - solid waste sent to the landfill (i.e., normal trash pickup)
- Cardboard
- Glass
- Aluminum
- Steel
- Plastic
- Newsprint
- Mixed Office Paper
- Magazines
- Phonebooks
- Fiberboard
- Wood
- Food waste
- Yard waste
- Commingled

Start with the first known waste stream and repeat as necessary.

1. Select the desired unit of volume or weight for the waste. For most waste streams, uncompacted volume (cubic feet or gallons) and weight in tons are options. For help converting a waste stream quantity in another unit to one of these units, please contact Climate Wise staff.
2. For future reference, enter the contractor or account number for the waste stream.
3. Enter the year from which the data came.
4. Enter the quantity by month in appropriate rows or the annual total in the sum row.
5. Enter any notes or assumptions that may be of use in the future.

Landfilled		
Unit	gallons <input type="button" value="v"/>	
Contractor	<input type="text"/>	
Data Year	<input type="text"/>	
<i>Enter Solid Waste Data (cost optional)</i>	<b>Month</b>	<b>gallons</b>
	Jan	Cost (\$)
	Feb	
	Mar	
	Apr	
	May	
	Jun	
	Jul	
	Aug	
	Sep	
	Oct	
	Nov	
	Dec	
	<b>Sum</b>	0 \$0
Notes and Assumptions	<input type="text"/>	

Once solid waste data are entered, select the Next button at the top of the page.

***GHG Baseline***

This tab summarizes the direct GHG emissions for an organization based on the data entered on previous tabs.

Please contact Climate Wise staff if you need assistance with any aspect of the Tool.

## **Appendix E – Climate Wise Partners**

**Learn who participates in the Climate Wise Program.**

### List of Climate Wise Partners

Advanced Energy
Alliance Construction
Anheuser-Busch Inc.
Austins/Moot House/Enzio's
Avago Technologies
Ben & Jerry's
Café Ardour
Colorado State University
Compliance Partners
Dako Corporation
Delta Construction
European Motor Cars, Inc.
Foothills Fashion Mall
Fort Collins Chamber of Commerce
Fort Collins Club
Fort Collins Marriott
Front Range Community College
Hewlett-Packard
Houska Automotive
JAX Outdoor
Lafarge Corporation
Land Images, Inc.
Media Tech Productions
Merit Electric
New Belgium Brewery Co., Inc.

Nolte and Associates
Odell Brewery Company
Platte River Power Authority
Poudre School District R-1
Poudre Valley Hospital
Quality Inn and Suites
Rio Grande Mexican Restaurant
Scuba Schools International
The Coloradoan
The Cupboard
The Neenan Company
The RETEC Group
TransPro, Inc.
Trinity Lutheran Church
United States Postal Service
USDA
Value Plastics
Vaught-Frye Architects
Wal-Mart
Water Pik Technologies
Whole Foods
Wild Oats