

2015 Annual Report



GREEN TIER

**Wisconsin Department of
Natural Resources**

February 2016

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prepared for

**Wisconsin Department of
Natural Resources
Green Tier**

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prepared by

**Burns & McDonnell Engineering Company, Inc.
Milwaukee, Wisconsin**

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1.0 INTRODUCTION

Burns & McDonnell, an engineering, architectural, construction and environmental consulting firm, was accepted as a Tier 1 member of the Green Tier program in 2014 for their Milwaukee Office. Burns & McDonnell provides services to a broad range of clients across a multitude of industries including aviation, power generation and transmission, water treatment, environmental remediation, transportation, refineries and industrial buildings. Our company is based out of Kansas City, with offices in Milwaukee and Madison, and is full owned by its 5,000+ employees. Our small but growing Milwaukee branch is proud to participate in the Green Tier Program and share the honor with other companies committed to superior environmental and economic performance throughout the state.

Burns & McDonnell identified the following issues as priorities in our Green Tier application:

- Creating an ISO 14001 functionally equivalent EMS
- Utilizing energy-efficient equipment
- Finding new opportunities to minimize office waste
- Continuing to work with our clients to incorporate sustainability practices in their projects

We present the following report to share our progress toward these priorities as well as toward our specific environmental performance commitments outlined in our Green Tier application.

2.0 DESCRIPTION OF PROGRESS

2.1 Environmental Performance Commitments

Burns & McDonnell outlined three environmental performance commitments in our Green Tier application:

- Increase the use of electronic field notes documentation (rather than paper forms)
- Encourage employee participation in green/sustainable community projects
- Encourage carpooling to company events and training and/or utilizing Live Meeting/conference calls

The following sections provide updates on those commitments.

2.1.1 Electronic Field Notes Documentation

In 2014, we gathered baseline data on the amount of paper used during field documentation. Our projects range in size from single-day activities using two to three sheets of paper to long-term remediation and monitoring projects averaging 25 sheets per day. We also evaluated a range of hardware and software options for electronic documentation, including Microsoft Excel templates, Portable Document Format (PDF) fillable forms, native iOS/Android applications, and browser-based web forms. We considered how we could put procedures in place to encourage the use of electronic field notes documentation.

In 2015, we worked with project managers to pilot test electronic field documentation workflows with specific clients and project types. In doing so, we determined that this goal could have a broader reach as Electronic Project Documentation, rather than limiting the goal to field notes. We have two key programmatic projects that have adopted electronic project documentation:

- Program Management for Electric Utility: Utilizes tablets and Burns & McDonnell proprietary One Touch PM tool to view documents in the field; previously, each site visit would involve printing of several sheets of paper; tablets are also used for field notes documentation – photos are taken and captioned while in the field using the device
- Environmental Permitting Program Management for Utility: Project made the switch to digital file storage and documentation; previously, all project documents were printed and stored in hard copy files; avoided printing of more than 11,000 documents for this project in 2015

We determined that keeping an actual page account of printing avoided would be cumbersome and of limited benefit. Instead, we have tracked the savings of these projects based on typical number of

documents or pages that would have been printed. Our goal moving forward is to implement electronic project documentation for at least one new project each year.

2.1.2 Community Project Participation

For 2015, our goal was simple – increase employee participation in green/sustainable community projects. Because of our small office size, we looked for opportunities coordinated by others in which our staff can participate. As a result, we had 100% participation in our office organized community service event. On October 24, 2015, employees from the Burns & McDonnell Milwaukee Office served as “Volunteer Park Rangers” at Milwaukee’s Urban Ecology Center. We walked trails along the Milwaukee River and picked up litter. We even had some junior park rangers come along and help!



Our target for this objective is to continue this tradition by participating in at least one green/sustainable community event/project each year.

2.1.3 Carpooling, Conference Calls, and Webcasting

In 2015, we continued to encourage carpooling, conference calls and webcasting as opportunities to limit our offices emissions. Other related initiatives in 2015, included:

- One of our Milwaukee employees who had been splitting time between the Milwaukee and Chicago offices shifted his schedule to allow for more local work days. In 2015, he made 56% fewer trips between Milwaukee and Chicago.
- We replaced our two field vehicles with one newer truck. The new field vehicle is rated for improved gas mileage over the older vehicles.
- We avoided shipping costs and emissions on several occasions by sending mail with employees already making a trip to another office.

Due to changes in staff size, we have found it difficult to compare data on trips avoided year-over-year. Instead, we have asked each employee to be accountable for “avoiding” at least 10 trips per year through the use of carpooling, conference calls or webcasting.

2.2 Priority Issues

Burns & McDonnell identified the following issues as priorities in our Green Tier application:

- Creating an ISO 14001 functionally equivalent EMS
- Utilizing energy-efficient equipment
- Finding new opportunities to minimize office waste
- Continuing to work with our clients to incorporate sustainability practices in their projects

An EMS for the Burns & McDonnell Milwaukee Office was developed and put in place in 2014. There were only minor updates to our EMS in 2015. See our EMS audit report in Section 3 for more information.

The utilization of energy-efficient equipment has continued as described in our Green Tier application. We did not have any significant equipment additions to our office in 2015.

As discussed earlier in this section, we have found an opportunity to address our last two priorities hand in hand through our electronic project documentation efforts.

2.3 Sustainability Metrics

At this time, we do not have a means to track many of the standard sustainability metrics. Because we lease – rather than own – our office space, our control of the facility is limited. We are not currently able to meter our electricity and water use or track our waste and recycling quantities separate from other suites in our building. The table below provides data we are currently able to track.

Table 2-3: Sustainability Metrics

Metric	Quantity		Units
	2014	2015	
Demographics			
Employees	3	3	Each
Company Vehicles	2	1	Each
Transportation			
Company Vehicle Fuel Use (Gasoline)	2,539	401	Gallons
Company Vehicle Emissions	22	4	metric tons CO ₂ e

Source: Fuel use taken from Cardholder Activity Fleet Account Detail for vehicles assigned to Milwaukee branch office; emissions factors taken from Table 13.1 and 13.4 of the Climate Registry 2014 Emission Factors

3.0 EMS AUDIT REPORT

Our EMS was created in 2014 and finalized with a submittal to WDNR in January 2015. Our second internal audit was conducted in February 2016. Only minor updates were required. The most significant update was the establishment of targets for each of our environmental performance commitments. These updates were incorporated into the EMS and will be resubmitted to WDNR in February 2016 along with this report.

4.0 CONCLUSION

The Green Tier program has added substantial value to our business in since joining the program in 2014. As a company working on expanding our business and presence in Wisconsin, we are very appreciative of the positive recognition the Green Tier program has brought to Burns & McDonnell. As an engineering company that designs efficient, “green” solutions, we find it important that we walk the walk when it comes to environmental performance and sustainability. The Green Tier program highlights for our stakeholders the commitment we have made to superior environmental performance.



Burns & McDonnell
5007 S. Howell Ave.
Suite 210
Milwaukee, WI 53207
Phone: 414-489-0154
Fax: 414-489-0457
www.burnsmcd.com

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