

# Best Practices Information Request Form

## Sections and Branches

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Sections and Branches.

Please use this form (Word format) to document your group's successful activity so we can share it with other leaders. We strongly encourage you to attach relevant graphics and photos (either embedded in the Word document or as attachments, PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post it to the web site. Please return your completed form to Brian Pawula at [blpawula@hornershifrin.com](mailto:blpawula@hornershifrin.com) and/or Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org).

<b>Date</b>	Received 12/03/23 --- Processed 03/25/24
<b>PROJECT TITLE</b>	<b>2023 State of Sustainability Report – LA and OC</b>
<b>1. Section/Branch</b>	Collaboration between ASCE LA Section, ASCE OC Branch, and Value Sustainability
<b>2. Section/Branch Size</b>	Not provided by the contact person.
<b>3. Project Contact</b>	
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<b>4. Project Category</b>	Public Outreach
<b>5. Project Description</b>	<p>The State of Sustainability 2023 report (Los Angeles and Orange County) is a collaboration between Value Sustainability and Sustainability Committee members from ASCE Los Angeles Section and ASCE Orange County Branch.</p> <p>This report serves as a summary of state of sustainability survey results, presented for ongoing discussion of progress in the sustainability state in southern California counties. The 2023 report is a continuation and extension version of the 2017 State of Sustainability Report – Orange County. The purpose of this report is to increase awareness of sustainability and foster collaboration opportunities in the region.</p> <p>Providing a comprehensive overview, the survey report shows how a wide range of organizations and agencies in Los Angeles and Orange County are approaching sustainability. A total of 105 individuals from private sectors, government sectors, and non-profit and academia provided in-depth responses through an online</p>

	survey during February and March 2023. Respondents included professionals in engineering, architecture, and other fields, including transportation, energy, water, environment, and education. They represent major ACE firms, small businesses, universities, and various entities.
<b>6. The Process</b> (What you did, When and How)	We started by developing revised survey questions and shared them with all sustainability professionals in our network. Once received, the team analyzed the responses and developed the full report. The whole process took almost a year.
<b>7. Those in Charge</b> (Committee, Task Committee, Etc.)	Value Sustainability and members of the ASCE Los Angeles Section and Orange County Branch Sustainability were responsible for overseeing this project, including the design of survey questions, data analysis, and writing the report. Seasoned sustainability practitioners reviewed the report, and some of them were members of ASCE LA Section and ASCE OC Sustainability Committee. We hired a graphic designer to do the layout and formatting of the report (100% of the cost was covered by Value Sustainability).
<b>8. Time Frame</b> (When Started, When Completed)	The entire time frame for this project was from December 2022 to October 2023. Survey questions were expanded from the 2017 survey questions, and this process took from December 2022 to February 2023. The survey was sent out in February 2023 – March 2023. The survey results were analyzed, and the report was developed including report review and report design from March 2023 – October 2023.
<b>9. Success Factors</b> (The Parts that Worked Really Well)	Survey Monkey was used to conduct the survey, which allowed it to reach an unlimited number of survey takers and facilitate the automatic collection and storage of datasets in Excel forms. This streamlined the data analysis process.  LinkedIn was used to promote the survey and encourage people to participate in the survey. The 2023 survey successfully closed with 105 participants, a significant increase from the 17 participants in the 2017 survey.
<b>10. Setback Factors</b> (The Parts that did Not Work Well)	Some questions are complex and combine many details. This complexity posed challenges in terms of data analysis and the creation of charts/graphs. In future surveys, we will formulate questions to be less complex while still ensuring that the essential details are incorporated.  The increased participation in the survey also expanded the dataset. In the future, there will be a need to expand the team to effectively manage larger datasets and complete the report within a one-year timeframe.
<b>11. Creativity</b> (This is something off the wall that we did)	A professional graphic designer was hired to design and format the report. This helped convey the message of the report visually and attracted viewers when advertising the work on the social media platforms.  An in-person meeting was hosted in December 2023 for those interested in the report to come, connect, and learn the making of the report.
<b>12. Administration</b> (What was most Important?)	Coordinating with our respondents to get their survey answers in a timely manner. Coordinating with different ASCE groups for the report making and reviewing process.
<b>13. Follow-Up</b> (What was most important?)	Making sure that the main authors of the paper get adequate feedback while developing the report rather than at the end.

<b>14. Recommendations</b> (What you should ALWAYS do with this project?)	As the scale of this project increases over time, gather a team early; assign responsibilities in the project, and make team members accountable. Early coordination and communication between ASCE groups are essential.
<b>15. Cautions</b> (What you should NEVER do with this project?)	
<b>16. The Outcome</b>	An outstanding, reader friendly and easy to follow 2023 State of Sustainability Report that covered Los Angeles and Orange County.
<b>17. Ongoing Activity</b> (Would you do it again?)	Yes, we plan on doing it every 5 years.
<b>18. Speaker Contact Information</b> (person from your group who would be willing to speak about the Best Practice)	
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<b>19. Additional Comments</b> (We strongly recommend attaching relevant photos and graphics)	<p>Refer to the contact person for the full report.</p> <p>Below is a photo of the authors on their weekly coordination video call while developing the State of Sustainability Report.</p> 