

Oklahoma Department of Corrections

Sustainability Plan

May 2011

Policy Statement

To meet the requirement of Senate Bill 833(Adopted 2009) the Oklahoma Department of Corrections (DOC) is committed to sustainable practices and the stewardship of the state's resources, both financial and natural, while maintaining the necessary protection of the public, employees and offenders in our custody.

DOC will pursue energy efficiency and conservation by practices in building management, in the utilization of vendors that have recycled items that meet our needs, in conserving energy internally, and in establishing best office practices to ensure time and fuel efficiency. DOC will be pro active in keeping our stakeholders up-to-date on these activities in order to demonstrate leadership and stewardship of state resources.

Plan Purposes:

- To implement the Energy, Efficiency and Conservation Plan pursuant to Oklahoma State Statute, Title 27 A, Section 3-4-106,
- To assess the environmental impact of DOC's operations and facilities,
- To create long-term goals for reducing DOC's environmental impacts while maintaining professionally accredited services,
- To provide a structure and mechanism with accountability for DOC to reduce adverse environmental impacts from its operations and facilities, and
- To document DOC's leadership and commitment to improving the environment in adopting more sustainable practices.

The Department of Corrections is organized for the purposes of this plan into three areas:

1. Facilities (including buildings, structures, grounds, and planning).
2. Motor vehicle fleet.
3. Services (including security, administrative processes, procurement, and management).

Sustainability Plan Elements

Goal 1: Reduce the agency's annual maintenance and operating budget devoted to energy consumption (usage).

Strategy 1: Collect annual energy usage data for agency.

Objective 1: Gather energy usage from utility meters to all DOC facilities or buildings.

Strategy 2: Collect annual energy usage data for DOC owned vehicle fleet in order to improve fleet vehicle efficiency. Data will include annual average mileage of fleet, number of vehicles in fleet, and age of vehicles in fleet.

Objective 1: Determine annual miles per gallon of vehicle fleet currently as a benchmark.

Objective 2: Determine annual miles per gallon of vehicle fleet after purchasing more fuel efficient vehicle(s).

Strategy 3: Identify and implement initiatives to reduce power consumption in the office and support areas by November 1, 2012.

Objective 1: Develop a power consumption model for office and support area assets.

Objective 2: Develop administrative policies that support green initiatives.

Goal 2: Promote agency operations and practices that will reduce, to the extent practicable, the environmental impact of the agency's overall operation.

Strategy 1: Materials, Products and Services – develop new or revise existing standards and criteria for purchasing materials, products or services which:

Objective 1: Consider the availability of bio-based products.

Objective 2: Express a preference for the purchase of products that are made from, and/or packaged with, recycled materials, and products that meet agency needs and standards.

Strategy 2: Fuel-efficient Fleet - establish criteria for a more fuel-efficient fleet that will result in a lower fleet costs.

Objective 1: Consider fuel efficiency for vehicle's intended use when replacing vehicles.

Objective 2: Utilize alternative fuel vehicles for maintenance and operational needs when possible.

Objective 3: Utilize carpools to meetings and events.

Strategy 3: Recycling Program – establish recycling programs for paper and plastic waste.

Objective 1: Implement a recycling program for paper, plastic, glass, cardboard, and aluminum.

Objective 2: Continue to recycle toner cartridges, paper, used oils, etc.

Strategy 4: Lighting Systems - establish and implement policies and practices that will reduce energy consumption attributable to lighting systems, including, but not limited to the following:

Objective 1: Policies that ensure lighting systems are turned off during non-operating hours.

Objective 2: Convert to more energy-efficient lighting systems and bulbs.

Strategy 5: Heating, Ventilation, and Air Conditioning Systems - establish measures to ensure that Heating, Ventilation, and Air Conditioning (HVAC) systems operate at reduced levels during non-operating hours.

Objective 1: Implement schedules to control HVAC systems.

Objective 2: Set/adjust timers for air conditioning, etc.

Strategy 6: Computer Equipment – establish policies and practices designed to ensure that all electrically-powered equipment, including computer equipment, is turned off when not in use.

Objective 1: Configure all personal computers with default settings that ensure that computers go into "sleep mode" after 30 minutes or less of non-use.

Objective 2: Purchase ENERGY STAR computers, printers, copiers, etc.

Strategy 7: Paper Usage – establish policies and practices designed to reduce the use of paper, including but not limited to:

Objective 1: Reduce internal paper consumption.

Objective 2: Implement duplexer add-ons to printers which will automatically print dual-side prints of multi-page documents.

Objective 3: Encourage the setting of typeface fonts and default page margins in word-processed or other agency-printed documents, so as to maximize paper use.

Objective 4: Encourage and require, where appropriate, the use of electronic, "paperless" communication between agency employees, applicants, vendors, and other agencies in lieu of printed materials.

Strategy 8: Reducing Non-essential Electricity Usage - establish agency-wide policies designed to reduce "plug load" attributable to the use of non-essential appliances, such as personal coffee makers, toasters, space heaters, refrigerators, microwave ovens, fans, televisions, radios, etc.

Objective 1: Develop standards for personal appliances.

Objective 2: Communicate standards to employees.

Objective 3: Continue lights-out and computer shut-down policies for end of day.

Strategy 9: Training / Culture of energy awareness – establish a training program for agency employees and building managers in order to ensure better understanding and support of Green Initiatives.

Objective 1: Establish a training program in the implementation of low- and no-cost operation and maintenance conservation measures.

Objective 2: Establish a training program for the designated agency supervisory personnel, who will be responsible for monitoring and enforcing energy-efficiency measures within the agency.

Objective 3: Create an Energy Team comprised of representatives from throughout DOC.

Objective 4: Create an agency-wide energy policy.

Objective 5: Hold regular meetings of the Energy Team to discuss integration of energy, financial, and strategic goals.

Objective 6: Send out regular communications to employees on energy efficiency measures.

Objective 7: Utilize conference calls and other alternative meeting methods to reduce expenses for travel and use of large rooms.

Strategy 10: Building Envelope – Evaluate building envelope(s) for energy conservation measures.

Objective 1: Install insulation/ windows where needed.

Strategy 11: Water Conservation.

Objective 1: Develop baseline water usage.

Objective 2: Identify, assess and prioritize water conservation opportunities.

Objective 3: Repair leaky faucets, shower heads and water lines.

Goal 3: Integrate energy use considerations into maintenance plans.

Strategy 1: Enhance preventative and routine maintenance procedures to maximize energy efficiency.

Objective 1: Perform filter changes for HVAC systems at regular intervals.

Objective 2: Perform regular inspections for pneumatic leaks.

Objective 3: Decommission high energy use equipment.

Strategy 2: Integrate energy considerations into cleaning / janitorial activities.

Objective 1: Evaluate need for / frequency of various cleaning and landscaping activities.

Objective 2: Utilize cleaning products that reduce energy and water consumption.

Objective 3: Schedule custodial functions closer to operational hours.

Strategy 3: Evaluate high efficiency replacements of all equipment.

Objective 1: Replace all failed motors with premium efficiency ones.

Objective 2: Replace all failing appliances with ENERGY STAR as minimum standard.

Goal 4: Integrate energy use considerations into capital improvement plans.

Strategy 1: Incorporate energy efficiency considerations into new construction or renovation projects.

Objective 1: Provide details on all new construction projects and note if life-cycle cost analysis was used to reduce water, energy, and other utilities.

Objective 2: Provide details on all major renovation projects that will be started.

Objective 3: Provide details on all planned purchases of constructed or renovated buildings.

2 year Goals - Examples

Increase percentage of alternative fuel vehicles for road and facility use.

Decrease percentage of single occupancy road trips.

Decrease percentage of per employee office paper.

Increase percentage of office solid waste recycled.

Reduce levels of toxins and acetone based solvents.

Increase procurement of environmentally preferred products/services.

Reduce energy usage on per square foot basis.

Reduce usage of potable water on per square foot basis.

Energy Team Contact Information

To be determined.