



DEPARTMENT OF PUBLIC SAFETY
ENERGY, EFFICIENCY AND CONSERVATION PLAN

2009

DEPARTMENT OF PUBLIC SAFETY ENERGY, EFFICIENCY AND CONSERVATION PLAN

TABLE OF CONTENTS	PAGE
Agency Contact Information	3
Sustainability Policy Statement	3
Program Description and Responsibilities	4
Two-Year Goals	5
Five- Year Goals	6
Twenty-Year Goals	7
Overview of Efforts	8
Task List	11

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SUSTAINABILITY POLICY STATEMENT

The Department of Public Safety (DPS) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. DPS will pursue sustainability, as reflected in DPS's Energy, Efficiency and Conservation Plan, through its role in procuring of goods and services, operation of state facilities, and fleet management.

The purposes of DPS's Sustainability Plan are:

- To implement the Energy, Efficiency and Conservation Plan pursuant to Oklahoma State Statute, Title 27 A, Section 3-4-106.
- To assess DPS's environmental impacts.
- To create a long-term vision for reducing the agency's environmental impacts with interim organizational goals.
- To provide a structure and mechanism with accountability for DPS to reduce negative environmental impacts from its operations.
- To address issues to make DPS's programs and activities more sustainable.
- To document DPS's leadership and commitment to improving the environment by more sustainable practices.

DPS is organized into three primary operational areas:

Facilities Division:

- Buildings and Grounds
- Facilities Planning and Policy

Services Division:

- DPS Procurement
- Material Management Center

Administrative Services Division:

- Human Resources
- Financial Office
- Information Systems
- Commute Trip Reduction

- Transportation

Division	Program	Key Roles and Responsibilities
Facilities	Buildings & Grounds includes: Visitor Services, Customer Service, Facility Support, & Maintenance.	Maintenance & grounds operations on the DPS Campus, customer tenant improvement services, fire & security systems maintenance, chiller operations, environmental & Life/Safety, & card access for public facilities.
	Commute Trip Reduction	Manage a statewide program for DPS that encourages & fosters alternative commute modes by their employees.
	Facilities Planning & Policy	Long-range facility planning, predesign documentation, 10-year capital project plan.
Services	Office of DPS Procurement	Goods & Services contract development and administrations for state customer's & provides training events to educate employees.
	Materials Management Center	Provide electronic ordering system for officer paper & supplies, & janitorial paper products for DPS facilities. Provide warehouse storage management.
	Transportation	Fleet Management of 1355 vehicles for DPS employees.
Admin Services	Human Resources	Supports DPS divisions to hire, promote, reward, discipline & separate personnel; manages diversity & affirmative action programs.
	Financial Services	Maintains DPS's official financial records, provides financial management information to DPS divisions, & develops & coordinates agency financial policies & procedures.
	Data Services & Information Systems	Provides system support to DPS employees with information technology services computer support for Capitol Campus operations & remote locations. Develops & maintains application systems & supports web services that interoperate with other state & local government entities.

2 Year Goals		(Baseline Year: 2009)
	Goals	Objectives - Year 2011
Goal 1	Implement Sustainable Building Practices	<p>1.1 5% of State owned DPS managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.</p> <p>1.2 5% of leased projects will be LEED Silver and the rest LEED Certified for projects over 25,000 SF.</p>
Goal 2	Reduce Transportation Associated Pollution	<p>2.1 20% of Pursuit Vehicles will be rated for E-85 Flex Fuel.</p> <p>2.2 30% reduction in oil usage both new and used oils.</p> <p>2.3 25% of pool cars used for civilian use, ie., Legal, DL Examiners, Insurance, will be economy Flex/Hybrid vehicles.</p> <p>2.4 5% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program.</p>
Goal 3	Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	<p>3.1 10% reduction of office paper use per employee.</p> <p>3.2 50% of copy paper purchased from XPEDX for DPS use will be 100% recycled content (white 8 /12 x 11).</p> <p>3.3 80% of office paper will be recycled.</p> <p>3.4 30% of all solid waste in DPS will be recycled.</p> <p>3.5 10% of fluorescent lamps and ballasts will be recycled.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p>4.1 15% reduction of energy use on a square footage basis in state-owned and operated facilities.</p> <p>4.2 10% reduction of interior potable water use per square foot.</p> <p>4.3 Pursue installing a renewable energy Project and/or purchase 5% Green power for DPS projects.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p>5.1 DPS Procurement will add three new Environmentally Preferred Products/Services (EEP) contracts each year.</p> <p>5.2 20% reduction in using Acetone based solvents, i.e., Carburetor, brake, battery and parts related cleaners.</p> <p>5.3 Eliminate all persistent toxins in DPS managed landscaping and reduce overall toxins by 30% below 2009 levels.</p>

5 Year Goals		(Baseline Year: 2009)
	Goals	Objectives - Year 2014
Goal 1	Implement Sustainable Building Practices	<p>1.1 10% of State owned DPS managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.</p> <p>1.2 10% of leased projects will be LEED Silver and the rest LEED Certified for projects over 25,000 SF.</p>
Goal 2	Reduce Transportation Associated Pollution	<p>2.1 30% of Pursuit Vehicles will be rated for E-85 Flex Fuel.</p> <p>2.2 50 % reduction in oil usage both new and old used oils.</p> <p>2.3 50% of pool cars used for civilian use, ie., Legal, DL Examiners, Insurance, will be economy Flex/Hybrid vehicles.</p> <p>2.4 10% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program.</p>
Goal 3	Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	<p>3.1 15% reduction of office paper use per employee.</p> <p>3.2 75% of copy paper purchased from XPEDX for DPS use will be 100% recycled content (white 8 /12 x 11).</p> <p>3.3 85% of office paper will be recycled.</p> <p>3.4 50% of all solid waste in DPS will be recycled.</p> <p>3.5 50% of fluorescent lamps and ballasts will be recycled.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p>4.1 30% reduction of energy use on a square footage basis in state-owned and operated facilities.</p> <p>4.2 15% reduction of interior potable water use per square foot.</p> <p>4.3 Install 1 Renewable Energy Projects and/or purchase 20% Green Power for the DPS owned and managed projects.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p>5.1 DPS Procurement will add three new Environmentally Preferred Products/Services (EEP) contracts each year.</p> <p>5.2 40% reduction in using Acetone based solvents, i.e. Carburetor, brake, battery and parts related cleaners.</p> <p>5.3 Eliminate all persistent toxins in DPS managed landscaping and reduce overall toxins by 30% below 2009 levels.</p>

20 Year Goals		(Baseline Year: 2009)
	Goals	Objectives - Year 2029
Goal 1	Implement Sustainable Building Practices	<p>1.1 20% of State owned DPS managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.</p> <p>1.2 20% of leased projects will be LEED Silver and the rest LEED Certified for projects over 25,000 SF.</p>
Goal 2	Reduce Transportation Associated Pollution	<p>2.1 75% of Pursuit Vehicles will be rated for E-85 Flex Fuel.</p> <p>2.2 70 % reduction in oil usage both new and used oils.</p> <p>2.3 100% of pool cars used for civilian use, ie., Legal, DL Examiners, Insurance, will be economy Flex/Hybrid vehicles.</p> <p>2.4 15% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program.</p>
Goal 3	Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	<p>3.1 10% reduction of office paper use per employee.</p> <p>3.2 100% of copy paper purchased from XPEDX for DPS use will be 100% recycled content (white 8 /12 x 11).</p> <p>3.3 80% of office paper will be recycled.</p> <p>3.4 30% of all solid waste in DPS will be recycled.</p> <p>3.5 70% of fluorescent lamps and ballasts will be recycled.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p>4.1 50% reduction of energy use on a square footage basis in state-owned and operated facilities.</p> <p>4.2 10% reduction of interior potable water use per square foot.</p> <p>4.3 Install 5 Renewable Energy Projects and/or purchase 10% Green Power for DPS owned and managed projects.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p>5.1 DPS Procurement will add three new Environmentally Preferred Products/Services (EEP) contracts each year.</p> <p>5.2 65% reduction in using Acetone based solvents, i.e., Carburetor, brake, battery and parts related solvents.</p> <p>5.3 Eliminate all persistent toxins in DPS managed landscaping and reduce overall toxins by 30% below 2009 levels.</p>

OVERVIEW OF SUSTAINABILITY EFFORTS

Sustainability efforts are being integrated where feasible at every level of DPS. The following are ways DPS communicates its sustainability efforts:

- Sustainability Plan will be reviewed and revised annually by Director of Property Management. Goals will be assessed and projected out for the next biennium.
- Divisions report yearly on progress towards Strategic Plan objectives, and review and revise annually when appropriate.
- Troop Commanders / Division Directors will include sustainability as a topic in staff meetings.
- Troop Commanders / Division Directors will develop and implement use of Sustainable Office Practices guidelines to all personnel.

In addition, efforts are in place related to the five following DPS Sustainability Goals:

ADDITIONAL EFFORTS

1.) Implement Sustainable Building Practices

DPS will comply with Oklahoma State Statute, Title 27 A, Section 3-4-106.

2.) Reduce Transportation Associated Pollution

The Department of Public Safety's (DPS) vehicle Fleet is the largest fleet in the state of Oklahoma. There are more than 1,300 motor vehicles in the fleet, including full sized, mid-sized, and utility vehicles, light duty trucks, heavy duty trucks, vans, and semi truck tractors. Approximately 16.5 million miles are driven annually. Currently DPS is exempt from the requirements of purchasing vehicles that meet certain environmental standards because of its unique needs and use of the fleet. However, DPS is willing and wishes to comply and assist in the reduction of Transportation based Pollution wherever possible.

- Purchase flex/hybrid vehicles that will be used by **civilian personnel only**, i.e., Legal Division, Human Resources, Driver License Examiners, and all misc. personnel.

- Special Service Division that need SUV's, light and heavy duty trucks to operate will bid these types of vehicles with flex fuels.
- Constantly change DPS policy on oil change practices to fall in line with manufacturer requirements as well as semi and fully synthetic oils which allow for longer oil change intervals.
- Develop a plan to change fuel filters and air filters along with tune-ups within certain mileages to help keep the vehicle running at peak emissions standards.

DPS maintains a Commute Trip Reduction (CTR) Program, which aims to reduce traffic congestion, air pollution and fuel consumption. Here are some other ways DPS encourages CTR:

- Reduce travel cost by video-conferencing and teleconferencing.
- DPS has purchased diesel vehicles for DPS Maintenance and Grounds staff.
- DPS Staff attempt to car pool to meetings when ever possible.

3.) Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials

Paper recycling is at nearly 80% for office related paper. Bins and established pick-up schedules have ben the standard for many years. Besides paper, DPS recycles cardboard, metal, and wood pallets. DPS also recycles batteries, tires, oil filters, used oil, car batteries, vehicle parts, ceiling tiles, printer and fax cartridges. Other ways in which DPS supports recycling include:

- Encouraging recycled content construction materials and office interior decor.
- Establishing statewide contracts that recognize recycle content goals including 30%, 40%, and 100% post-consumer recycled content office paper (which meets and exceeds EO 05-01).
- Providing electronic forms on DPS's intranet, electronic payment, policies, procedures, payroll and monthly/daily reports.

4.) Minimize Facility Related Energy and Water Use

DPS's energy savings activities include:

- Continuous energy monitoring of all DPS campus buildings.
- All agency computer monitors automatically go into a “sleep” mode after 30 minutes of inactivity, and all computers go into the same energy-saving status after one hour of not being used.
- DPS has a preventative maintenance program to assure building functions are running efficiently.

5.) Reduce Use of Toxic Products and Use of Toxic Chemicals

In addition to offering many environmentally preferred products, DPS provides numerous services and is involved in efforts that meet sustainability, goals include:

- DPS Procurement offers an online Purchasing Reference Guide for Environmentally Preferred Products.
- Buildings & Grounds Staff utilizes best practices integrated pest management to reduce toxic chemical usage.
- Buildings & Grounds Staff uses low VOC (volatile organic compounds) paints to avoid health/environmental risks.
- Energy projects installed in DPS buildings will recycle fluorescent lamps (containing mercury) and ballasts (containing PCBs).
- DPS is working to eliminate or properly dispose of persistent toxins in DPS buildings during construction and demolition projects.
- DPS bid documents will include as standard specification language, to preclude the purchase of materials with known hazardous toxins as identified in the Oklahoma State Statute, Title 27 A, Section 3-4-106.

Task List for 2009 Goals

Objectives	Measurables	Tasks
Goal 1 Implement Sustainable Building Practices		
1.1 5% of State owned DPS managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED silver.	<ul style="list-style-type: none"> Number of projects that achieve LEED Silver and Gold through internal review and/or LEED certification. 	<ul style="list-style-type: none"> Develop and implement a LEED Silver QA project tracking system.
1.2 5% of leased projects will be LEED Silver and the rest LEED Certified for projects over 25,000 SF.	<ul style="list-style-type: none"> Number of projects that achieve LEED Certified and Silver through internal review and/or LEED certification. 	
Goal 2 Reduce Transportation Associated Pollution		
2.1 20% of Pursuit Vehicles will be rated for E-85 Flex Fuel	<ul style="list-style-type: none"> Calculate the number of low emission vehicles using alternative flex fuel as a percentage of the fleet. (Total # of Vehicles minus Flex Fuel = %) 	<ul style="list-style-type: none"> By 2011 meet with Special Service Troops in an attempt to purchase flex fuel SUVs that will serve their needs.
2.2 30% reduction in oil usage both new and old used oils.	<ul style="list-style-type: none"> Calculate the purchase of oil and filters to determine improvement. 	<ul style="list-style-type: none"> Constantly change Department policy on oil change requirements to keep up to date with the latest technologies in synthetic oils and synthetic oil life.
2.3 25% of pool cars purchased for civilian use, i.e., Legal, Driver License Examiners, Insurance will be economy Flex/Hybrid vehicles.	<ul style="list-style-type: none"> Calculate the total number of vehicles used for civilian use only within the department. 	<ul style="list-style-type: none"> When purchasing vehicles, replace civilian use only vehicles with economy sized flex/hybrid fueled vehicles.
2.4. 5% reduction in Single Occupancy Vehicles (SOV) rate through Commute Trip Reduction (CTR) Program.	<ul style="list-style-type: none"> Monitor mileage on DPS vehicles. 	<ul style="list-style-type: none"> Host training/conference/meeting venues to reduce the need to travel.

Task List for 2009 Goals

Objectives	Measurables	Tasks
Goal 3 Maximizing Recycling, Minimize Waste and use of Products with 100% Virgin Materials		
3.1 10% reduction of office paper use per employee.	<ul style="list-style-type: none"> Measure amount of paper purchased. 	<ul style="list-style-type: none"> Purchase duplex copiers and printers. (Currently 50% of agency copiers and 20% of printers duplex).
3.2 50% of copy paper purchased from XPEDX for DPS use will be 100% recycled content (white 8 1/2x11).	<ul style="list-style-type: none"> Measure 100% recycled content paper and total paper purchases. 	<ul style="list-style-type: none"> Promote use of 100% recycled content paper.
3.3 80% of office paper will be recycled.	<ul style="list-style-type: none"> Amount of paper thrown away compared to paper recycled. 	<ul style="list-style-type: none"> Separate paper to be recycled from trash.
3.4 30% of all solid waste in DPS will be recycled.	<ul style="list-style-type: none"> Will report recycling efforts in annual report. 	<ul style="list-style-type: none"> Strive to increase recycling of surplus goods by 30% by 2011.
3.5 10% of fluorescent lamps and ballasts will be recycled.	<ul style="list-style-type: none"> Number installed on a monthly basis. 	<ul style="list-style-type: none"> Use State Wide Contract Vendor to remove Hazardous Waste.
Goal 4 Minimize Facility Related Energy and Water use		
4.1 15% reduction of energy use on a square footage basis in state-owned and operated facilities.	<ul style="list-style-type: none"> Measure energy use of all facilities for comparison with 2009 levels. 	<ul style="list-style-type: none"> Sustainability Goals tracked through Property Management. Install energy efficient lighting with ballasts, in DPS Buildings by 2015. Energy savings will be totaled annually.
4.2 10% reduction of interior potable water use per square foot.	<ul style="list-style-type: none"> Reduce potable water consumption on DPS campus by 50% compared to 2009 usage. 	<ul style="list-style-type: none"> Change faucets and toilets to a low volume fixture.
4.3 Pursue installing a renewable energy Project and/or purchase 5% Green power for DPS projects.	<ul style="list-style-type: none"> Measure green power purchases for DPS Buildings. 	<ul style="list-style-type: none"> Lower temperature on hot water heaters.

Task List for 2009 Goals		
Objectives	Measurables	Tasks
Goal 5 Reduce use of Toxic Products and Use of Toxic Chemicals		
5.1 DPS Procurement will add three new Environmentally Preferred Products/Services (EEP) contracts each year.	<ul style="list-style-type: none"> • Report number of contracts with sustainable options. 	<ul style="list-style-type: none"> • Implement 3 addition new product lines for environmentally preferred products/services.
5.2 20% reduction in using Acetone based solvents, i.e., carburetor, brake, battery and parts related cleaners.	<ul style="list-style-type: none"> • Document number of Acetone based parts solvents purchased. 	<ul style="list-style-type: none"> • Seek alternative based parts solvents with Green Seal approval.
5.3 Eliminate all persistent toxins in DPS managed landscaping and reduce overall toxins by 30% below 2009 levels.	<ul style="list-style-type: none"> • Track by volume the amount and type of chemicals used on DPS Complex. • Track BPM practices by area compared to total area. 	<ul style="list-style-type: none"> • Document best practices activities at all DPS facilities managed by DPS.