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<b>Resource Conservation and Recycling Plan</b>	<b>ACA Standards: 4-4003-1, 4-4145, 4-4151, 4-4151-1, 4-4152, 4-4153, 4-ACRS-1A-08</b>		
<b>Joe m. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Resource Conservation and Recycling Plan

The Oklahoma Department of Corrections (ODOC) has developed an effective energy conservation and recycling program to ensure agency resources are efficiently utilized and cost-saving measures are appropriately implemented. Safety consultants/other designated staff at each facility/district/unit will serve as the coordinators for environmental and recycling programs at the facility/district/unit level. (4-4003-1)

### I. Guidelines for Energy Conservation

Guidelines for energy conservation in agency owned/operated buildings will be as follows:

#### A. Temperature Control

1. Consistent with health and safety standards, thermostat settings will be maintained at a conservative level for all buildings except those which have total environmental (heating and cooling) systems. Temperature settings for such systems will be those that allow for maximum system operating efficiency.
  - a. Cooling will not be below 75 degrees F.
  - b. Heating areas with low levels of physical activity (i.e., office space) will not be heated above 68 degrees F. Areas of moderate to high levels of physical activity (i.e., garages, warehouses, etc.) will not be heated above 55 degrees F. The indoor heated temperature for any unoccupied building with plumbing will be 40 degrees F.

2. Fresh airflow will be the minimum amount required by the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) for the efficient operation of mechanical equipment heating or cooling system. (4-4151, 4-4151-1, 4-4152, 4-ACRS-1A-08)
3. All windows and doors will be closed during the operation of the heating or cooling systems. Heat loss or gain will be further controlled by appropriate use of weather stripping, caulking, blinds, drapes, or shades. (4-4153)
4. Preventive maintenance of the building and the heating and ventilating air conditioning system will be performed in accordance with [OP-150203](#) entitled "Preventive Maintenance Program."
5. The heating temperature of water for use other than food, laundry, or health application will be between 100°-120° Fahrenheit.

**B. Lighting and Equipment**

1. Interior and exterior lighting will be consistent with minimum levels required by 61 O.S. §§ 151-157, American Correctional Association (ACA) standards and in consideration of health, safety, and performance of duties. Light colored reflective paints and wall coverings are recommended. (4-4145)
2. Equipment will be cleaned and serviced in accordance with [OP-150203](#) entitled "Preventive Maintenance Program."
3. Replacement light bulbs will be energy efficient while continuing to meet acceptable illumination standards. In addition, interior and exterior incandescent fixtures will be replaced when appropriate with less energy-intensive fixtures.
  - a. Incandescent bulbs will be replaced with compact fluorescent bulbs in all applications possible.
  - b. All fluorescent T12 ballasts will be changed to a T8 ballast and the fixture modified to hold T8 bulbs. Working T12 ballasts are not required to be replaced until they fail.

**C. New Buildings**

All new buildings constructed or procured by the state will comply with the minimum provisions of 61 O.S. §§ 151-157 "Lighting Energy Conservation Act" and 61 O.S. § 209 "Public Building Construction and Planning Act." Such buildings will require a statement from the firm/designer that the design of the building complies with these applicable requirements.

## II. Recycling

Each facility, district, and unit will utilize an existing effective material recycling program in accordance with the provisions of the 74 O.S. §§ 85.50-55.57 "Oklahoma State Recycling and Recycled Procurement Act" and the guidelines established by the Office of Public Affairs. Recyclable material can be stored at the site and negotiations established with a recycling company for regular pickup.

### A. Program Objectives

1. It is the intent of ODOC that all units comply with the provisions of the "Oklahoma State Recycling and Recycling Material Procurement Act."
2. All units are encouraged to collect and recycle recoverable waste paper and recyclable materials to the greatest extent possible. Material recycling programs will include but are not limited to:
  - a. Paper;
  - b. Cardboard;
  - c. Plastic;
  - d. Petroleum products;
  - e. Cooking oil;
  - f. Automotive batteries;
  - g. Tires; and
  - h. Aluminum and metal.
3. Recycling efforts may be combined with the efforts of other facilities, inmate organizations, and non-profit groups.
4. Attempts should be made to minimize the use of paper items when feasible (e.g., electronic mail, reuse of inter-office routing envelopes, front-to-back photocopying, and the printing of routing slips on the back of paper previously printed on the front side only, etc.), as well as to purchase only biodegradable, bio-disposable items when feasible. Examples of such items are the selection of insulated paper cups rather than Styrofoam cups or selection of a detergent containing a low phosphorus content.
5. When possible and feasible, each facility/district/unit will procure products that are manufactured with recycled materials, as well as purchase appliances and equipment that are "Energy Star" rated.

### III. Reporting

In accordance with 74 O.S. §§ 85.55, the agency will submit an annual recycling report by November 1 of each year to the Division of Capital Assets Management Recycling Coordinator.

#### A. Required Information

1. The total amount of waste paper and other recyclable sold during previous year;
2. The amount of procured recycled paper products and other products manufactured with recycled materials; and
3. The total amount of monies collected and expended to implement the Oklahoma State Recycling Procurement Act.

#### B. Responsibility

Each facility/district/unit will submit the DCAM-Form-Rec-001 entitled "Annual Recycled Materials Report" to the Safety Administration Unit by October 1. The Safety Administration Unit will compile and report the agency's recycling efforts.

### IV. References

Policy Statement No. P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities"

OP-150203 entitled "Preventive Maintenance Program"

61 O.S. §§ 151-157

61 O.S. § 209

74 O.S. §§ 85.50-85.57

### V. Action

The workplace safety manager is responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require written approval of the director.

This procedure is effective as indicated.

Replaced: Operation Memorandum No. OP-150301 entitled "Resource

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Conservation and Recycling Plan” dated April 29, 2014

Distribution: Policy and Operations Manual  
Agency Website

Referenced Forms

Title

Location

DCAM-Form-Rec-001

“Annual Recycled Materials Report”

[www.dcs.state.ok.us](http://www.dcs.state.ok.us)