



**DEPARTMENT OF CORRECTIONS
Administrative Services**



Title:	Resource Conservation	DOC Policy: 10.1.4
Effective:	3/27/25	Supersedes: 11/01/2016
Applicability:	All functional units	
Directives Cross-Reference: ORS 468A.205 Greenhouse Gas Emissions Reduction Goals DOE Rule OAR 330-130-0010 Energy Efficient Design & Operation for State Agency Facilities DAS Policy 107-011-010 Energy and Resource Conservation DAS Policy 107-009-0080-PO Green Chemistry Procurement Guidelines		
Attachments: None		

I. PURPOSE

To identify resource conservation and associated cost savings measures in facilities; establish guidelines to promote sustainable practices for energy, water, recycling, composting, waste prevention and procurement of environmentally preferred products; and to implement efficient building operations and behavior-based practices to demonstrate leadership, reduce costs, and ensure state agencies contribute to state government's goals for energy efficient buildings.

II. DEFINITIONS

- A. Biochemical Oxygen Demand: Measure of the amount of dissolved oxygen needed by aerobic microorganisms (like bacteria) to decompose organic matter in a water sample over a specific time period and at a specific temperature.
- B. Energy Coach: An expert provided by the Energy Trust of Oregon who provides coaching and guidance on energy conservation and sustainability efforts.
- C. Strategic Energy Management (SEM): A program offered by Energy Trust of Oregon that provides the tools and education for organizations to start improving energy efficiency.
- D. Total Suspended Solids: Non-dissolved particles in water, measured by filtering a water sample and weighing the retained solids, which can include silt, clay, sand, algae, and plant material.

III. POLICY

- A. The department will purchase, account for, control, and utilize all property in compliance with the Department of Administrative Services policy on Energy and Resource Conservation (DAS policy 107-011-010) and all other applicable statutes, administrative rules, and departmental procedures.

- B. Sustainable Construction, Maintenance and Energy Conservation

The department will:

1. Meet key performance measure of a 20 percent reduction in non-renewable resources in existing buildings through construction and retrofits per OAR 330-130-0010 Energy Efficient Design and Operation for State Agency Facilities.
 - a. Review monthly utility bills (electricity, natural gas, and other fuels) to manage energy consumption.
 - b. Report energy use for state-owned buildings for each calendar year to Oregon Department of Energy.
2. Identify cost-effective retrofits to meet 100 percent of new electricity growth.
3. Reduce greenhouse gas emissions as required by ORS 468A.205 Greenhouse Gas Emissions Reduction Goals.
4. Identify and replace greenhouse gas-emitting energy resources with cleaner technologies.
5. Institute practices that reduce waste by increasing product efficiency and effectiveness.
6. Identify, replace, and upgrade lighting to automatic lights where appropriate and turn off lighting after normal operations in office space and in unoccupied rooms.

- C. Strategic Energy Management (SEM):

1. For the department's Strategic Energy Management offering, each institution will identify participants to work with an Energy Coach during the Strategic Energy Management enrollment period.

2. Participant commits to working with Energy Trust and its authorized representatives, including an Energy Coach and Existing Buildings Program Management Contractor (PMC), to develop and implement a continuous improvement process for energy management for its enrolled building(s),
3. Participant will access and use a designated software platform to develop energy models and track energy saving actions and performance at enrolled site(s).
4. Energy data, as well as other company data (schedules, occupancy, company holidays, number of occupants, leased square footage, event days, etc.) will be used to establish baseline energy consumption to analyze energy use and determine energy performance improvement.
5. Participant will coordinate with the energy coach for regular and active participation in Strategic Energy Management training and monitoring activities, including workshops, training sessions, meetings, and status phone calls.

D. Water Conservation

The department will:

1. Fully conform to local water system requests to conserve water. In drought or other water emergency, state-owned facilities and leased sites should seek ways to demonstrate leadership in water conservation practices.
2. Repair leaks and, where applicable, install water-saving devices.
3. Reduce impacts of biochemical oxygen demand and total suspended solids to sewer systems that allow for the conservation of water without incurring additional sewer charges.
4. Develop a strategy for a ten (10) percent reduction in contaminants that result in biochemical oxygen demand and total suspended solids surcharges.
5. Reduce the area of irrigated landscaping.
6. Use drought-tolerant native plants for landscaping.

E. Good Recycling Practices

The department will:

1. Conduct waste audits to calculate waste and recycling rates and identify opportunities to reduce waste and recycle.
2. Establish procedures, mechanisms, and collection systems within each building for the proper separation and disposal of recycled items.
3. Ensure food waste recycling and composting is addressed at institutions.

F. Procurement

The department will:

1. Reduce waste and impacts to the environment by strategically purchasing and focusing on environmentally responsible products and services.
2. Ensure products and services are cost effective, and conserve natural resources, material, and energy.
3. Purchase products that minimize environmental impacts, toxins, pollution, and hazards to the greatest extent practicable.
4. Procure electronics and appliances that are UL Listed, meet the Federal Energy Management Program and are Energy Star® certified.
5. Ensure the environmentally responsible option is utilized whenever the product or service is comparable in quality, availability, and price.
6. Be conscious of the recyclability and recycled content of products.
7. Utilize statewide contracts to encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.
8. Encourage providers of services to consider environmental impacts of service delivery.
9. Purchase office supplies, janitorial equipment, and chemicals that indicate that they are either environmentally responsible or made of post-consumer or postindustrial recycled materials.
10. Purchase all environmentally responsible janitorial chemicals from the Central Distribution Center Warehouse. These janitorial chemicals are on the state-wide price agreement, and the Procurement Office will oversee compliance and mandatory reporting per Department of Administrative

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Julie Vaughn, Rules Coordinator

Approved: signature on file
Michael Reese, Director