



**DEPARTMENT OF CORRECTIONS
Administration**



Title:	Resource Conservation	DOC Policy: 10.1.4
Effective:	11/1/16	Supersedes: 10/22/14
Applicability: All functional units		
Directives Cross-Reference: ORS 468A.205; OAR 330-130-0010; DAS Policy 107-011-010; DAS Policy 107-009-0080; Executive Order 06-02;		
Attachments: Strategic Energy Management (SEM) Policy		

I. PURPOSE

To identify resource conservation and associated cost-saving measures in facilities; establish guidelines to promote sustainable practices for energy, water, recycling, composting, waste prevention and procurement of environmentally-preferred products; and maximize energy efficiency and conservation to meet 100 percent of new electricity growth, “net zero” buildings and reduced greenhouse gas emissions as directed by executive orders, the Governor’s 10-Year Energy Action Plan and the Resource Conservation and Recovery Act (RCRA).

II. POLICY

- A. The department will purchase, account for, control and utilize all property in compliance with statutes, rules and policies of the Department of Administrative Services (DAS).
- B. Sustainable Construction, Maintenance and Energy Conservation:
 - 1. Meet key performance measure of a 20 percent reduction in non-renewable resources in existing buildings through construction and retrofits.
 - a. Review monthly utility bills (electricity and heating fuel) to manage energy consumption.
 - b. Report monthly energy consumption to the Oregon Department of Energy for compliance on the 20 percent reduction requirement.
 - 2. Meet guidelines of the Strategic Energy Management (SEM) policy attachment.
 - 3. Identify cost-effective retrofits to meet 100 percent of new electricity growth.
 - 4. 2013 is the established baseline for energy consumption at each facility.
 - 5. Maximize incentives offered by local utilities, the Energy Trust of Oregon, Bonneville Power Administration, and the Department of Energy’s Business Energy Tax Credit for energy-efficiency improvement projects.

6. Conduct periodic night audits as required by DAS policy 107-011-130.
7. Reduce greenhouse gas emissions as required by ORS 468A.205.
8. Identify and replace greenhouse gas-emitting energy resources with cleaner technologies.
9. Institute practices that reduce waste by increasing product efficiency and effectiveness.
10. Encourage and support emerging environmental technologies.
11. Turn off lighting after normal operations (office spaces) and in unoccupied rooms, and identify safety lighting at lowest acceptable levels to ensure security and safe operations.
12. Follow DAS policy on holiday lights and turning off computers and appliances.
13. Identify and prioritize activities and opportunities that reduce energy use and enhance building performance.

C. Water Conservation

1. Follow required non-essential water usage per Executive Order 15-09 to conserve water. State agencies are to reduce water usage by 15 percent by December 31, 2020.
2. 2014 is identified as the baseline year for water consumption and to measure 15 percent reduction goals.
3. Repair leaks and install water-saving devices where applicable.
4. Reduce impacts of biochemical oxygen demand (BOD) / total suspended solids (TSS) to sewer systems that allow for the conservation of water without incurring additional sewer charges.
5. Develop a strategy for a 10 percent reduction in contaminants that result in BOD/TSS surcharges.
6. Use native plants (drought-tolerant) for landscaping.
7. Reduce the area of irrigated landscaping.
8. Enter water usage and utility costs in the Energy Star Portfolio Manager.
9. Per ORS 537.099, ensure water rights is reported to Oregon Water Resource Department by December 31 each year. The water rights fiscal year is October 1 to September 30.

D. Recycling, Composting and Solid Waste Prevention

1. Ensure all facilities are following the agency's recycling plan and recycling all commodities identified by January 2015. Recyclables include: cardboard, newsprint, mixed paper, batteries, e-waste, fluorescent bulbs and ballasts, all metals, printer cartridges, identified plastics (#1 (PET), #2 (HDPE), 5-gallon buckets, light density polyethylene (LPDE) clear shrink wrap), fabrics/textiles, shoes, pallets, ballistic vests, and others outlined in the agency Sustainability Plan.
2. Establish procedures and collection systems within each building for proper separation and disposal of recycled commodities to the Recycle Center, an established vendor (per contract), or as agreed upon with the facility garbage vendor.
3. Use vendors with established contracts, the Recycle Center, or a qualified rehabilitative facility per ORS 279.835-855.
4. Complete waste audits at each facility on a yearly basis if offered by garbage vendor as a free service.
5. Ensure food waste recycling and composting is addressed at institutions by June 2015.
6. Continuously evaluate the feasibility of reducing trash dumpsters and trash compactors to lower overall refuse cost.

E. Procurement

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 (FEMP) and are Energy Star certified.
5. Ensure the "green" 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.
 - a. By 2017: Purchase 30 percent recycled content paper.
 - b. By 2020:
 - 1) Purchase 100 percent recycled multi-purpose paper.
 - 2) All purchased paper products must be 100 percent chlorine free.

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. Utilize the green purchasing list for office supplies, janitorial equipment and chemicals; items identified on the "red list" of chemicals are prohibited from purchase unless exemptions are filed with the Procurement Office.
10. Purchase all green 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 DAS policy 107-009-0080 Green Chemistry Procurement Guidelines.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Brian Belleque, Deputy Director

Oregon Department of Corrections
Strategic Energy Management Policy
Attachment to DOC Policy Number 10.1.4

Background:

Oregon Department of Corrections (DOC) is committed to Energy Trust of Oregon's Strategic Energy Management (SEM) program for state correctional facilities and buildings.

The SEM Policy is guided by the Governor's Executive Order 06-02, the Governor's 10-year Energy Plan, OAR 330-130-0010, Statewide Policy 107-011-010 and DOC's Current Sustainability Plan. It is essential for DOC to continually explore options to reduce operating costs by conserving energy and reducing utility costs. This SEM policy provides the foundation for creating a roadmap to achieve these goals, as well as prevention of greenhouse gases and improving overall energy efficiencies while maintaining safe and secure correctional facilities.

Mission Statement:

The Oregon DOC is committed to the sustainability and stewardship of our natural resources and environment. By maximizing efforts to develop and implement sustainable practices the impact on the environment will be minimized and overall operating costs will be reduced. Aggressive energy management is critical to our overall sustainability efforts. DOC is committed to sustainable operations to protect our environment, save taxpayer money, and model positive practices to adults in custody.

Guiding Principles:

- A strategic approach to energy management, integrating energy management considerations into everyday decision-making and practices.
- Establish specific energy reduction goals or targets and employ a deliberate process to identify and assess opportunities for improvement and apply best practices, including procurement and use of emerging technology and equipment.
- Employee awareness, involvement, and accountability are central to the success of this energy management initiative.
- Energy management investments will yield a solid return on investment. The agency will apply consistent methods of financial analysis that consider total cost of ownership and operation.
- Leverage available national and local resources to assist in achieving energy management goals; including use of business, technical and financial assistance resources.

- Monitor, track and report on progress based on specific performance indicators; communicate results; apply lessons learned; review plans annually; and update as appropriate.

DOC Goals:

The Governor’s 10-year energy plan, released in 2012, requires state owned buildings to reduce energy consumption by 20% over the next ten years and reduction of greenhouse gases by 10% by 2020. Specific facility or department goals and performance standards, as well as distinct goals for electricity and natural gas reduction, will be established as part of ongoing evaluation and assessment process.

Energy Use Performance Metrics:

All energy consumption (kBtu (kWh,therms, propane, diesel and geothermal)/square foot) and greenhouse gas emissions will be tracked using the following metrics:

- Energy consumption and utility costs will be tracked in Energy Star Portfolio Manager.
- 2013 has been established as the baseline year for our agency.
- Each facility has a Site Energy Use Intensity (EUI) established.
- In addition, energy consumption will be tracked using Strategic Energy Group (SEG) Excel spreadsheet for natural gas and electricity and will be normalized for weather and occupancy.
- Total greenhouse gas emissions will be tracked using the Energy Star Portfolio Manager.

Energy and cost savings will be determined by comparing current energy consumption with past baseline energy consumption (2013) for buildings and facilities. Energy saving impacts from specific energy management projects and activities will be tracked as appropriate.

Enacted on 1st day of November, 2016

Executive Sponsor:

signature on file
Chad Naugle, Sustainability Coordinator

Executive Approval:

signature on file
Brian Belleque, Deputy Director