



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Energy Conservation and Recycling	DOC Policy: 10.1.4
Supersedes:	Procedure #13, dated 2/6/87	
Applicability:	All functional units	
Directives Cross-Reference:	None	

I. PURPOSE

To establish a uniform process for energy conservation and recycling of materials. The Department of Corrections will establish and maintain energy conservation measures in all facilities and actively encourage conservation practices on the part of all employees, focusing its energy conservation efforts on building operation, lighting, transportation management, and recycling of waste materials using the State of Oregon Department of Commerce "Lighting Standards for Public Buildings" (OAR 814), current directives from the Department of Energy, the Department of Human Resources, and the Executive Department.

II. POLICY

- A. The department will support the Department of Human Resources Energy Conservation Program by implementing energy projects to improve combustion and thermal efficiency of major steam plants, reduce energy and water consumption at major laundry facilities, and set up an energy data base to monitor energy use at each institution.
- B. All plans for construction work on new and existing state-owned buildings and/or the proposed acquisition of energy-consuming equipment shall include energy conservation to the maximum degree possible measured over the life of the building. All such plans and equipment acquisitions will be subject to review in advance by the Assistant Administrator for Business Services.
- C. Whenever possible, all employees traveling on official business will carpool to conserve fuel consumption and reduce costs.
- D. In those areas where state paper recycling contract services are available, each functional unit manager shall establish a two-system waste disposal procedure for the purpose of recycling waste paper. All employees will segregate recyclable waste paper products.
- E. Each functional unit manager or designee will report monthly to the Department of Corrections Assistant Administrator for Business Services the number of miles traveled by vehicles under his/her control. Data for heavy equipment will be in terms of fuel consumed rather than miles traveled.
- F. Each functional unit manager or designee will maintain monthly records of the total amount of electricity (in kilowatt hours); natural gas (therms); and other fuel

consumption to operate facilities/equipment. This information will be reported to the Assistant Administrator for Business Services upon request to support the Department of Human Resources Energy Conservation Program.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.