

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Conservation & Waste Reduction	PAGE <u>1</u> OF <u>8</u>
	NUMBER: 22-BUS-17
RULE/CODE REFERENCE: ORC 123.22 (D) (4) OAC 3318-3-06 (B) DAS 123:5-1-13	SUPERSEDES: 22-BUS-17 dated 03/02/15
RELATED ACA STANDARDS: 4-4003-1	EFFECTIVE DATE: July 11, 2016
	APPROVED:

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth policy and procedure which details environmental sustainability practices, including solid waste and utility reduction procedures, for the Ohio Department of Rehabilitation and Correction (DRC).

III. APPLICABILITY

This policy applies to persons employed by the Ohio Department of Rehabilitation and Correction (DRC), independent contractors providing a service to DRC inmates and volunteers.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that each institution and office shall engage in a comprehensive solid waste and utility reduction effort. Institutions and offices shall implement and promote sustainable practices to create a culture of positive environmental awareness and stewardship. Sustainable practices will seek to: reduce environmental impacts; contain costs; offer employment, education, training, reentry, and therapeutic opportunities for inmates; and provide needed services to the community.

VI. PROCEDURES

A. General Information

1. Coordinators and Committees

The Director/designee shall designate a DRC energy conservation and sustainability administrator to manage the waste and utility reduction program. Each institution/facility shall designate a conservation coordinator and a recycling coordinator to help lead DRC's efforts in waste diversion and reducing the use of utilities. Additionally, these coordinators shall select a diversified knowledgeable group of staff to form a committee to continuously evaluate utility usage and waste throughout the calendar year. Team membership may include, at a minimum, representatives from maintenance, food services (including private contractors), OPI shops, security and unit management. It is recommended that the sustainability teams meet at least quarterly to review ongoing performance data and manage and grow institutional conservation and recycling programs.

2. Sustainability Audit

Each facility shall complete an annual sustainability audit, which shall comprehensively evaluate utility consumption, waste/recycling programs, and relevant offender programs. It shall also include individualized plans to address each institution's efforts towards meeting objectives outlined in the DRC strategic sustainability plan. This audit is to be completed on the Annual Sustainability Audit Form (DRC1142) and submitted to the DRC energy conservation and sustainability administrator on or before June 15th of each fiscal year. The goals of the sustainability audit are to:

- a. Identify annual utility usage and changes from the previous year;
- b. Identify opportunities for utility savings and highlight accomplishments from the previous year;
- c. Evaluate trends in waste disposal over the previous year;
- d. Identify additional waste to be diverted;
- e. Highlight sustainability-related offender programming; and
- f. Provide documentation for the ACA standard on sustainable practices (4-4003-1).

The sustainability team, including the maintenance department, power plant (where applicable), and business office, should be involved in this review.

3. Certified Building Operator

Pursuant to ORC 123.22 (D) (4) and Ohio Administrative Code 3318-3-06 (B), Requirements for Building Operator Certification and Tracking Building Energy Consumption, each state funded entity shall employ certified building operators from existing staff to manage and operate the facility promoting energy-efficient maintenance,

operation, safety and other best practices to assure the indoor environmental quality of each facility. Designated building operators shall satisfactorily complete a building operator certification program adopted by the Department of Administrative Services (DAS).

4. Governor's Energy Conservation Directive

In the event the Governor issues an energy conservation directive, the Department of Administrative Services, Office of Energy Services (DAS-OES) shall communicate this information to the designated conservation coordinator of each agency. Once notified, each affected institution shall immediately implement the appropriate energy conservation measures as outlined in section VI.C of this policy.

5. Staff Awareness

For staff, facilities should seek ways to share information among staff on the importance of utility and waste reduction. Developing goals and strategies that allow time and opportunity for staff to focus on environmental and resource efficiency issues are critical to aid in the cost-effective operation of the workplace. Appropriate training for staff should be considered regarding environmental responsibility and sustainable-oriented practices.

6. Inmate Education

- a. Each institution shall create and arrange for training/programming for inmates that encourages efficient use of resources and environmental awareness. It shall target practical ways to reduce waste and conserve utilities while promoting environmental sustainability. Inmate apprenticeships and "green" job skills training may also foster a successful reentry to society.
- b. When establishing a new conservation program/activity with a new community partner, DRC policy 02-REN-06, Office of Enterprise Development Advisory Board and Partnerships, shall be followed and the OED Partnership Proposal (DRC1188E) shall be completed when appropriate.

7. Reporting

The institution/facility conservation & recycling coordinators shall be responsible to assure that the data entry of utilities and recycling information is entered into the DRC Enterprise Information Management (EIM) Conservation Dashboard on a monthly basis. The data entry of utilities shall consist of usage and cost(s) for electric, natural gas, and water. The recycling data entry shall include types of recycled items, weights, revenue generated, and cost savings. Exempt from this requirement is the North Central Correctional Complex due to being managed by a private entity.

8. Energy Star Portfolio Manager Reporting

This is a web-based energy consumption tracking software adopted by DAS. The business administrator at each facility shall be responsible to assure that the cost and consumption for the utilities of electric and natural gas is entered into the portfolio manager within thirty (30) calendar days of receiving utility bills. Each facility entered into the energy audit tool shall be shared with the master account managed by DAS. Exempt from this requirement is the North Central Correctional Complex due to being managed by a private entity.

9. Recycling Fund

All monies gained through each institution recycling efforts shall be forwarded to the Operation Support Center (OSC) for deposit in the 5AFO fund. Institutions shall have access to a 50% portion of their funds raised for discretionary needs as deemed appropriate by the managing officer/designee. The deputy director of administration or managing officer or designees may review and approve additional funding for recycling related program initiation or enhancements.

The deputy director of administration/designee may approve or deny, on a yearly basis, an institution/facility waiver request to roll the earned fund as a credit with the vendor, instead of the 50% contribution, towards the upcoming invoice; however, those approved shall not be eligible to participate in the program initiation or enhancement supplemental funding. This section is not applicable to the Lake Erie Correctional Institution or the North Central Correctional Complex.

10. Energy Fund

Monies generated through energy programs (e.g. demand response, rebates, etc.) shall be deposited in the 5AFO fund with its own accountability. The deputy director of administration/designee shall use these funds to implement or enhance energy efficiency programs or projects with up to seven (7) years return on investment. This section is not applicable to the Lake Erie Correctional Institution or the North Central Correctional Complex.

Institutions are encouraged to apply for all eligible energy efficiency rebate programs offered through their respective utility companies. For added incentive, institutions shall have access to a portion of their funds received for discretionary needs as deemed appropriate by the managing officer/designee. If the rebate was for a project that was originally funded by the institution, the institution will receive 100% of the rebate; if the rebate was for a project that was funded by capital dollars, the institution will receive 20% of the rebate. When submitting the rebate check to OSC, the project application shall be included along with the source of the original project funds.

B. Recycling and Waste Reduction

1. Material Diversion

- a. At a minimum, the following items shall be captured and diverted as recyclables: paper, plastic (#1 and #2), cardboard, metal and aluminum cans, batteries, e-waste, fluorescent bulbs and ballasts, all metals, printer cartridges, fabrics/textiles, shoes, pallets, and ballistic vests.
- b. Local markets shall be identified to divert the recyclables and maximize revenue where possible. All funds received from the sale of recyclables shall be forwarded to OSC for deposit in the 5AFO fund.
- c. Offenders shall be employed in recycling operations as much as possible, and enrolled in the recovery operator apprenticeship program where appropriate.
- d. Offenders employed in recycling and waste management programs must be physically able to perform the work as determined by the institution medical director or designated health authority including vaccination as required by OSHA guidelines and risk associated with performance of the work duties. Documentation of approval/denial of that physical ability shall be placed in the inmate's medical file.
- e. The feasibility of reducing trash dumpsters, compactors and hauls to lower overall refuse cost shall be continuously evaluated.
- f. The facility shall move toward replacing non-recoverable items with cost-effective products that can be recycled or composted.
- g. All EPA guidelines are to be adhered to, which include the weighing of recyclable items from outside sources upon receipt and prior to transporting out. These weights are to be kept either by the institution or the sending source. For any recycling programs that take in waste from outside organizations, the recycling program must abide by EPA rules, including maintaining exempt status as a legitimate recycling facility (LRF). An LRF is a site where recycling of material other than scrap tires is the primary objective of the facility. As stated in OAC 3745-27-01, legitimate recycling facilities are "...facilities that accept mixed or source separated solid waste streams; and recover for beneficial use not less than sixty percent of the volume of solid wastes brought to the facility each month (as averaged monthly) for not less than eight (8) months in each calendar year; and properly dispose of more than 40% of the total volume of solid wastes brought to the facility each month (as averaged monthly) for not less than eight (8) months in each calendar year."

2. Food Waste Diversion

The following options shall be considered to assist with food waste diversion:

- a. If possible, implement a composting operation that allows the facility to divert food waste and use the final product for community gardens and/or farm operations. The local health department, EPA and solid waste districts are excellent resources to assist this project. All guidelines from these sources are to be followed and adhered to.
- b. Consult a neighboring facility that may have a composting operation and consider transporting facility food waste to their composting site. Prior to considering this option, the facility shall contact the local health department to assure compliance with local ordinance regarding food waste transporting.
- c. A final option may be to contact a waste management company that accepts food waste for a nominal fee. When determining the weight of food waste and how it impacts the refuse load, it may be cost effective to contract a waste management company at a cost less than it takes to haul the waste away as refuse.

C. Conservation

1. Target Utilities

Natural gas, water and electricity shall be the primary utilities targeted for efficiency improvements. Audits and/or re-commissioning of existing building systems will be performed at regular intervals to ensure that systems are operating at maximum efficiency, and building system controls will be added, modified, and integrated into the existing building automation system (BAS) as they are funded. This will allow for greater control over operating schedules, which shall permit implementation of demand management strategies to reduce energy consumption and related costs.

2. Purchasing

- a. Procure electronics and appliances that are UL Listed and are Energy Star certified.
- b. Recyclable, reusable and/or compostable products should be purchased when feasible to reduce disposal costs. Products should also minimize environmental impacts, toxins, pollution and hazards to the greatest extent practical.
- c. Purchasing must be compliant with DAS 123:5-1-13 bio based products bid preference policy and associated procedures.

3. Governor's Energy Conservation Directive

Upon notification by DAS-OES that an energy conservation directive has been issued, the following conservation measures shall be implemented:

a. Electrical – Level One

- i. Set thermostats no higher than 68 degrees Fahrenheit (winter heating);
- ii. Set thermostats no lower than 76 degrees Fahrenheit (summer cooling);
- iii. Turn off non-essential lights and computers;
- iv. Turn off copiers and printers that receive low-volume usage; and
- v. Consider closing blinds and curtains in offices (particularly on the side of the building facing south) that does not jeopardize or create security risks within the institution and does not violate the applicable DRC employee safety Ohio Standard and continue to turn off all lights, computers and equipment when leaving for the day.

b. Electrical – Level Two

Same as Level One, with the following exceptions:

- i. Set thermostats no higher than 65 degrees Fahrenheit (winter heating);
- ii. Set thermostats no lower than 78 degrees Fahrenheit (summer cooling);
- iii. For facilities with on-site generators capable of 100 percent electrical backup, switch to generator power; and
- iv. All facilities shall utilize their on-site generators to provide as much capacity as possible to remove electrical load from the utility power system.

c. Natural Gas – Level One

- i. Set thermostats no higher than 68 degrees Fahrenheit; and
- ii. Reset domestic hot water temperatures to no higher than 110 degrees Fahrenheit, except where required by code for laundry, kitchen, etc. Check outside air dampers to ensure that minimum code-required outside air is entering the building.

d. Natural Gas – Level Two

- i. Set thermostats no higher than 65 degrees Fahrenheit; and
- ii. For facilities with on-site alternate fuel capable of 100 percent heating backup, switch to alternate fuel.

4. The following additional conservation measures shall also be considered for implementation:

a. For Electric Emergencies

- i. Turning off air conditioners and cycling fans;
- ii. Closing outside air dampers;
- iii. Turning off unused computers, and coffee makers; and
- iv. Temporarily suspending work in industrial shops and vocational programs that are heavy electrical users.

b. For Natural Gas Heating Emergencies

- i. Closing blinds on windows if not create a security risk;
- ii. Further lowering hot water temperatures, where possible; and
- iii. Closing outside air dampers.

D. A waiver to this policy, or portions of the policy, may be granted to privately operated facilities on an annual basis, provided the operator can show a comparable policy and provide: percentage change of water, electric, natural gas, and fuel consumption; percentage change of waste disposal costs and recycling revenue; and a list of environmental sustainability-related inmate programming offered. All waivers must be approved by the deputy director of administration.

Related Department Forms

Annual Sustainability Audit Form	DRC1142
OED Partnership Proposal	DRC1188