I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 (ODRC).

III. APPLICABILITY

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

IV. DEFINITIONS

Fund 5AFO – State and Non-Federal Awards - All monies gained through each institution recycling efforts is deposited into this fund.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) 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 an ODRC 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 ODRC’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 ODRC strategic sustainability plan. This audit is to be completed on the Annual Sustainability Audit form (DRC1142) and submitted to the ODRC energy conservation and sustainability administrator on or before July 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 (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, ODRC 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

a. Electric, natural gas, and water consumption shall be tracked in the Environmental Sustainability Tracking System. While a majority of this data entry is automated, the
institution/facility conservation and recycling coordinators shall be responsible for ensuring that all utility accounts are continually updated in that system. Coordinators are responsible for submitting copies of invoices for utility accounts that are not able to be automated to the vendor representative within thirty (30) calendar days of receiving those invoices. Institutions with water and wastewater treatment facilities shall also report usage data on a monthly basis to the vendor representative.

b. Recycling data shall also be tracked in the Environmental Sustainability Tracking System. Institutions are responsible for reporting on types of recycled items (including composted food waste), weights, revenue generated, cost to dispose, and vendor. Exempt from this requirement are the Lake Erie Correctional (LAECI), North Central Correctional Complex (NCCC), and Northeast Ohio Correctional Center (NEOCC) due to being managed by a private entity.

8. Energy Star Portfolio Manager Reporting

Energy Star Portfolio Manager is a web-based energy consumption tracking software adopted by DAS. The ODRC Environmental Sustainability Tracking System will automatically update Energy Star Portfolio Manager every twenty-four (24) hours. Exempt from this requirement are the LAECI, NCCC, and NEOCC due to being managed by a private entity.

9. Recycling Fund

a. 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 needs as deemed appropriate by the managing officer/designee as long as state purchasing policies and guidelines are followed at all times. It is recommended that funds be utilized to maintain and/or expand conservation and recycling efforts, including inmate programs. Funds could also be used to purchase supplies and equipment that would otherwise be purchased from state general revenue funds, with recognition given to the recycling funds in order to demonstrate how cooperation and participation in recycling programs come back to benefit staff and the institution as a whole. For example, radios or chairs may be purchased and labeled, “Paid for by Institutional Recycling Funds.” The deputy director of Administration, managing officer or designees may review and approve additional funding for recycling related program initiation or enhancements. This section is not applicable to the LAECI, NCCC, or NEOCC.
b. 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 LAECI, NCCC, and NEOCC.

c. Institutions are eligible to apply for funds from the statewide 5AFO fund to further their sustainability efforts. The deputy director of Administration/designee shall review and approve/deny requests over $3,000 on a biannual basis, except in the case of an emergency. Applications for funding for these requests are due August 1st and February 1st of each fiscal year. The annual sustainability audits will be used to help prioritize allocations for these funds. Requests for amounts less than $3,000 may be made throughout the year with the grant fund application. This section is not applicable to the LAECI, NCCC, or NEOCC.

10. Energy Fund

a. 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 LAECI, NCCC, or NEOCC.

b. 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, as long as all state purchasing policies and guidelines are followed at all times. 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, 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. Inmates shall be employed in Recycling operations as much as possible, and enrolled in the Recovery Operator Apprenticeship program where appropriate.

d. Inmates 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. Inmates employed in Recycling and Waste Management programs must have proper PPE to perform the work. This PPE can be purchased through the 5AFO fund.

f. The feasibility of reducing trash dumpsters, compactors and hauls to lower overall refuse cost shall be continuously evaluated.

g. The facility shall move toward replacing non-recoverable items with cost-effective products that can be recycled or composted.

h. 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 60% 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.

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°F Fahrenheit (winter heating);
   ii. Set thermostats no lower than 76°F 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 ODRC 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°F Fahrenheit (winter heating);
   ii. Set thermostats no lower than 78°F Fahrenheit (summer cooling);
   iii. For facilities with on-site generators capable of 100% 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°F Fahrenheit; and
   ii. Reset domestic hot water temperatures to no higher than 110°F 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°F Fahrenheit; and
   ii. For facilities with on-site alternate fuel capable of 100% 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
Energy and Recycling Fund Application DRC2228