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Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Resource Conservation and Recycling Plan

The Oklahoma Department of Corrections (ODOC) has developed an effective energy and water conservation and recycling program to ensure agency resources are efficiently utilized and cost-saving measures are appropriately implemented. Safety consultants/other designated staff at each facility/unit will serve as the coordinators for environmental and recycling programs at the facility/unit level. (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPFS-3D-05-1)

The Environmental Health and Safety unit will hold annual meetings to examine sustainable and environmental practices the agency may consider. Minutes of these meetings will be retained and recommendations will be made accordingly, through the appropriate chain of command. (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPFS-3D-05-1)

I. Guidelines for Energy Conservation (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPFS-3D-05-1)

Guidelines for energy conservation in agency-owned/operated buildings will be as follows:

A. Temperature Control

1. Consistent with health and safety standards, thermostat settings will be maintained at a conservative level for all buildings except those

which have total environmental (heating and cooling) systems. Temperature settings for such systems will be those that allow for maximum system operating efficiency.

- a. Cooling will not be below 75 degrees Fahrenheit (F).
 - b. Heating areas with low levels of physical activity (i.e., office space) will not be heated above 68 degrees Fahrenheit. Areas of moderate to high levels of physical activity (i.e., garages, warehouses, etc.) will not be heated above 55 degrees Fahrenheit. The indoor heated temperature for any unoccupied building with plumbing will be 40 degrees Fahrenheit.
2. Fresh airflow will be the minimum amount required by the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) for the efficient operation of mechanical equipment heating or cooling system. All windows and doors will be closed during the operation of the heating or cooling systems. Heat loss or gain will be further controlled by appropriate use of weather stripping, caulking, blinds, drapes, or shades.
 4. Preventive maintenance of the building and the heating and ventilating air conditioning system will be performed in accordance with [OP-150203](#) entitled "Upkeep Computerized Maintenance Management System (CMMS)."
 5. The heating temperature of water for use other than food, laundry, or health application will be between 100°-120° F.

B. Lighting and Equipment

1. Interior and exterior lighting will comply with the "Public Facilities Act" (61 O.S. § 201 et. al.), national standards and in consideration of health, safety, and performance of duties. Light colored reflective paints and wall coverings are recommended.
2. Equipment will be cleaned and serviced in accordance with [OP-150203](#) entitled "Upkeep Computerized Maintenance Management System (CMMS)."
3. Replacement light bulbs will be energy efficient while continuing to meet acceptable illumination standards. In addition, interior and exterior incandescent fixtures will be replaced when appropriate with less energy-intensive fixtures.
 - a. Incandescent bulbs will be replaced with compact fluorescent bulbs in all applications possible.

- b. All fluorescent T12 ballasts will be changed to a T8 ballast and the fixture modified to hold T8 bulbs. Working T12 ballasts are not required to be replaced until they fail.

C. New Buildings

All buildings constructed or procured by the state will comply with the "Public Facilities Act" (61 O.S. § 201 et. al.), and the "Public Building Construction and Planning Act" (61 O.S. § 209.). Such buildings will require a statement from the firm/designer that the design of the building complies with these applicable requirements.

II. Recycling (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPFS-3D-05-1)

Each facility/unit will utilize an existing effective material recycling program in accordance with the provisions of the 74 O.S. § 85.50. through 74 O.S. § 85.57. "Oklahoma State Recycling and Recycled Materials Procurement Act" and the guidelines established by the Office of Public Affairs. Recyclable material can be stored at the site and negotiations established with a recycling company for regular pickup.

A. Program Objectives

1. It is the intent of ODOC that all units comply with the provisions of the "Oklahoma State Recycling and Recycling Material Procurement Act."
2. All units are encouraged to collect and recycle recoverable waste paper and recyclable materials to the greatest extent possible. Material recycling programs will include but are not limited to:
 - a. Paper;
 - b. Cardboard;
 - c. Plastic;
 - d. Petroleum products;
 - e. Cooking oil;
 - f. Automotive batteries;
 - g. Tires; and
 - h. Aluminum and metal.
3. Recycling efforts may be combined with the efforts of other facilities, inmate organizations, and non-profit groups.

4. Attempts will be made to minimize the use of paper items when feasible (e.g., electronic mail, reuse of interoffice routing envelopes, front to back photocopying, and the printing of routing slips on the back of paper previously printed on the front side only, etc.), as well as to purchase only biodegradable, bio-disposable items when feasible. Examples of such items are the selection of insulated paper cups rather than styrofoam cups or selection of a detergent containing a low phosphorus content.
5. When possible and feasible, each facility/unit will procure products that are manufactured with recycled materials, as well as purchase appliances and equipment that are "Energy Star" rated.

III. Water Conservation (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPFS-3D-05-1)

As resources allow, each facility/unit shall conserve water through the use of efficient water-use technologies as well as best work practices. Each facility/unit shall consider cost-effective and effective alternatives to unrestricted water use.

- A. Technologies and methods will include but are not limited to:
 1. Efficient plumbing fixtures such as reduced flow shower heads, waterless urinals, time-controlled fixtures for offenders;
 2. Development and establishment of drought-resistant landscaping;
 3. Rainwater collection;
 4. Storm-water collection;
 5. Air conditioning condensate reclamation; and
 6. Greywater reclamation.
- B. Best work-practice models for effective water conservation include but are not limited to:
 1. Check for leaks in both indoor and outdoor faucets, pipes and hoses;
 2. Water grass only when necessary. Once weekly, at most;
 3. Do not water on windy days;
 4. Water during the coolest part of the day, generally early morning, to avoid excess evaporation and to help prevent the growth of fungus;
 5. Position sprinklers so water lands on the grass or garden, not on paved areas;

6. Place a layer of mulch around trees and plants;
7. Do not use a constant stream of water when washing vehicles, dishes or other items; and
8. Use a broom, not a hose, to clean hard surfaces such as driveways and sidewalks.

IV. Reporting

In accordance with 74 O.S. § 85.55 (A) (3), the agency will submit an annual recycling report by November 1 of each year to the Division of Capital Assets Management Recycling Coordinator. (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPS-3D-05-1)

A. Required Information

1. The total amount of waste paper and other recyclable sold during previous year;
2. The amount of procured recycled paper products and other products manufactured with recycled materials; and
3. The total amount of monies collected and expended to implement the Oklahoma State Recycling and Recycled Materials Procurement Act.

B. Responsibility

Each facility/unit will submit the [DCAM-Form-Rec-001](#) entitled “Annual Recycled Materials Report” to the Environmental Health and Safety unit by October 1. The administrator of Environmental Health and Safety will compile and report the agency’s recycling efforts.

V. Training

An overview of any sustainable and environmentally friendly practices will be covered in orientation in accordance with OP-100101 entitled “Training and Staff Development.” (5-ACI-1A-04, 4-ACRS-7D-01-1, 4-APPFS-3D-05-1)

VI. References

Policy Statement P-150100 entitled “Physical Plant Standards and Long-Range Plant Development for Correctional Facilities”

OP-100101 entitled “Training and Staff Development”

OP-150203 entitled “Upkeep Computerized Maintenance Management System

(CMMS)”

61 O.S. § 201 et. al.

61 O.S. § 209.

74 O.S. § 85.50.-85.57.

74 O.S. § 85.55 (A) (3)

Oklahoma State Recycling and Recycled Materials Procurement Act

VII. Action

The administrator of Environmental Health and Safety and the administrators/facility heads are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require written approval of the agency director.

This procedure is effective as indicated.

Replaced: OP-150301 entitled “Resource Conservation and Recycling Plan” dated February 2, 2022

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
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DCAM-Form-Rec-001	“Annual Recycled Materials Report”	DCAM-Form-Rec-001
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