



**POLICY AND ADMINISTRATIVE
PROCEDURES**
Manual of Policies and Procedures

Title
ENERGY CONSERVATION AND WASTE REDUCTION

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
Indiana Uniform Building Code	04-02-101	ACA Standards: 1A-06-1; 4-4003-1; 3-3005-1; 3-3005-1; 4-APPFS-3D-05-01; 1-CTA-1A-02-1; 3-JCRF-1A-05-1; 1-JBC-1A-05-1

I. PURPOSE:

The purpose of this policy and administrative procedure is to reduce the environmental, economic, and human capital costs of corrections by engaging staff members, educating the offenders, partnering with local communities, and working with fellow stakeholders in the public and private sectors to achieve the goal.

II. POLICY STATEMENT:

It is the policy of the Indiana Department of Correction that each facility and office shall engage in a comprehensive solid waste and energy reduction effort.

III. DEFINITIONS:

ENERGY STAR RATING: An international standard for energy efficient consumer products, such as computer products and peripherals, kitchen appliances, buildings, and other products.

IV. GUIDELINES FOR ENERGY CONSERVATION:

Guidelines for energy conservation in Department-owned and/or operated buildings shall be as follows:

A. Temperature Control

1. Consistent with health and safety standards, thermostat settings shall be maintained at a conservative level for all buildings except those which have total environmental (heating and cooling) systems. Temperature settings for such systems shall be those that allow for maximum system operating efficiency.

- a. Cooling shall not be below 76 degrees Fahrenheit (F)

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- b. Heating areas with low levels of physical activity (i.e. office space) shall not be heated above 68 degrees F. Areas of moderate to high levels of physical activity (i.e. garages, warehouses, etc.) shall not be heated above 55 degrees F. The indoor heated temperature for any unoccupied building with plumbing shall be 45 degrees F.
 - 2. Fresh airflow shall be the minimum amount required by the American Society of Heating, Refrigeration and Air Conditioning Engineers, and the American Correctional Association (ACA) for the efficient operation of mechanical heating or cooling systems.
 - 3. All windows and doors shall be closed during the operation of the heating or cooling systems, except for usual exit/entry. Heat loss or gain shall 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 shall be performed in accordance with Policy 04-02-101, "The Establishment of Standards for the Maintenance of Correctional Facilities."
 - 5. The maximum temperature of water for use other than foodservice, laundry or health services shall be 120 degrees F.
- B. Lighting and Equipment
- 1. Interior and exterior lighting shall be consistent with minimum levels required by the Indiana Uniform Building Code, American Correctional Association (ACA) standards, and in consideration of health, safety, and performance of duties. Light colored reflective paints and wall coverings are recommended.
 - 2. Equipment shall be cleaned and serviced in accordance with Policy 04-02-101, "The Establishment of Standards for the Maintenance of Correctional Facilities."
 - 3. Replacement light bulbs shall be energy efficient while continuing to meet illumination standards. In addition, interior and exterior incandescent fixtures shall be replaced when appropriate with less energy-intensive fixtures.

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- a. Incandescent bulbs shall be replaced with compact fluorescent bulbs, when possible.
- b. All fluorescent T12 ballasts shall be changed to a T8 ballast and the fixture modified to hold T8 bulbs. Working T12 ballasts are not required to be replaced until failure.

C. New Buildings

All new buildings constructed or procured by the Department shall comply with the minimum provisions of the Indiana Uniform Building Code. Such buildings shall require a statement from the firm/designer that the design of the building complies with these applicable requirements.

V. RECYCLING:

Each facility, district, unit, and office shall utilize an existing effective material recycling program in accordance with the State's Greening Initiatives. Recyclable material can be stored at the site and an agreement with a recycling establishment to conduct regular pickups may be arranged.

A. Program Objectives

- 1. Each facility, district, unit, and office shall collect and recycle recoverable waste paper and recyclable materials to the greatest extent possible. Material recycling programs shall 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.
- 2. Recycling efforts may be combined with the efforts of other facilities, districts, units, offender organizations, and non-profit groups.
- 3. Attempts shall be made to minimize the use of paper items and styrofoam products, when feasible (e.g. email, re-use of envelopes,

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double-side photocopies, etc.), as well as the purchase of biodegradable, biodisposable items, when feasible.

4. When possible, and feasible, each facility, district, unit, and office shall purchase products that are manufactured with recycled materials, as well as purchasing appliances and equipment that are “Energy Star” rated.

VI. REPORTING:

Each facility, district, unit, and office shall submit a monthly recycling report (Attachment I) by the 10th of the following month, and an annual recycling report by July 31 that covers the previous fiscal year to the Director of Construction Services. The Division of Construction Services shall provide the format of the reports.

Information required in the report:

- A. The total amount of waste paper and other recyclables sold during the fiscal year;
- B. The amount of monies saved through the diversion of waste from the landfills. Indicated by the month to month difference in waste disposal cost; and,
- C. The number of offender jobs created by the program, for the month, and for the year

VII. APPLICABILITY:

This policy and administrative procedure is applicable to all areas, staff members, and offenders in the Department.

signature on file
Bruce Lemmon, Commissioner

Date