
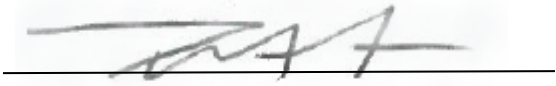


POLICY TITLE: ENERGY MANAGEMENT		PAGE 1 OF 4
POLICY NUMBER: 1.13		
CHAPTER: Administration, Organization, and Management		
 STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 		PROFESSIONAL STANDARDS: See Section VIII
EFFECTIVE DATE: April 11, 2022	LATEST REVISION:	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Adult and Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections to reduce its carbon footprint and improve its energy performance by adopting sustainable and energy efficient practices.

IV. DEFINITIONS

1. 50001 Ready - a U.S. Department of Energy program that provides a framework for an energy management system to implement energy-saving projects and improvements in operations to reduce costs and facilitate compliance with the ISO 50001 standard.
2. ISO 5000 - the global standard for energy management systems that provides organizations with an internationally recognized framework for implementing an energy management system (EnMS).
3. Energy management system (EnMS) - integrates energy management using energy measurement data into existing business systems, enabling facilities to better manage their energy and sustain achieved savings.
4. ENERGY STAR Portfolio Manager - a U.S. Department of Environmental Protection secure online tool to measure and track energy and water consumption, as well as Greenhouse Gas (GHG) emissions.

V. CONTENTS

- Procedure A: Energy Management, General
- Procedure B: Energy Management Team
- Procedure C: Procurements
- Procedure D: Facility Energy Management
- Procedure E: Facility Audits

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Energy Management, General

1. The goals of the Department’s energy management system (EnMS) are to:
 - a. adopt a strategic approach in energy management by integrating energy management considerations into everyday decision-making and practices;
 - b. aim toward continued progress in energy consumption reduction;
 - c. replace greenhouse gas-emitting energy resources with cleaner technologies; and
 - d. identify and prioritize activities and opportunities that reduce energy use and enhance building performance.
2. The Department’s Director of Adult Education, Staff Development & Training shall ensure that an overview of any sustainable and environmentally friendly energy management practices shall be covered in new employee orientation. **5-ACI-1A-04**
3. This policy shall be assigned to all Department staff, student interns, and volunteers to read and sign.
4. All federal and state statutes and local ordinances, regulatory standards, and professional standards in the Department’s energy reduction efforts shall be followed.

Procedure B: Energy Management Team

1. The Commissioner, or designee, shall establish a Department Energy Management Team and designate a staff person at the management level to serve as chairperson of the team, who shall:
 - a. facilitate meetings, prepare agendas, distribute meeting minutes, etc.;
 - b. provide direction to the Energy Management Team in developing and promoting the goals of the Department’s energy management system; and
 - c. periodically update correctional administrators on the Department’s energy management system.
2. In addition to the chairperson, the committee shall be comprised of a representative(s) from each adult facility, juvenile facility, and Central Office.

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3. The Department Energy Management Team shall oversee the Department's energy management system (EnMS) by, but is not limited, to the following:
 - a. promoting and making recommendations regarding energy efficiency to staff;
 - b. promoting and identifying incentives to encourage staff engagement, e.g., including a suggestion system;
 - c. addressing any energy management system concerns; and
 - d. monitoring energy consumption of each facility.
4. The team shall convene quarterly or more frequently as required by the chairperson.

Procedure C: Procurements

1. The Department shall follow Maine State Government procurement policies and Department policies contained in Ch.2, Fiscal Management for procurements made by the Department.
2. Energy efficiency specifications shall be included in contracts:
 - a. whenever possible, for new construction, replacements, and retrofits; and
 - b. for small items as funds are available for replacement, e.g., LED lighting, advanced power strips, etc.
3. The Department shall pursue incentives offered through Efficiency Maine and/or local utilities, if available, for any energy-efficiency improvement projects.
4. The Department shall apply consistent methods of financial analysis that consider the total cost of ownership and operation.

Procedure D: Facility Energy Management

1. Each facility Chief Administrative Officer, or designee, shall implement a facility energy management system (EnMS) that includes, but is not limited to:
 - a. the implementation of strategies, where appropriate and feasible, that promote recycling, energy and water conservation, pollution reduction, and the utilization of renewable energy alternatives. *5-ACI-1A-04, 4-JCF-6A-09-1 & 4-ACRS-7D-01-1*
 - b. achieving the goals of the Department's energy management system;
 - c. identifying and prioritizing activities and opportunities that reduce energy use and enhance building performance;
 - d. implementing practices that reduce waste by increasing efficiency and effectiveness, e.g., ensuring staff turn off lighting after normal operations in office spaces and in unoccupied rooms, identifying safety lighting at the lowest acceptable levels to ensure security and safe operations, etc.;
 - e. identifying specific performance indicators to measure success and:
 - 1) monitor, track, and report on progress based on the indicators;

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- 2) apply lessons learned to improve performance; and
 - f. conduct an annual review of the facility EnMS, update as appropriate, and provide a report on the annual review to the Energy Management Team and the Commissioner, or designee.
2. In addition, the Chief Administrative Officer, or designee, shall ensure that the facility energy consumption and utility costs will be tracked in the Energy Star Portfolio Manager.
 3. Where applicable, the Chief Administrative Officer, or designee, shall make efforts to achieve and maintain United States Department of Energy 50001 Ready certification.

Procedure E: Facility Audits

1. The facility Chief Administrative Officer, or designee, shall ensure a semi-annual internal audit is completed on the facility energy management system (EnMS) by a facility representative on the Department Energy Management Team.
2. The auditor shall provide a written report on the results of the internal audits to the facility Chief Administrative Officer, or designee, the Department Energy Management Team, and the Commissioner, or designee.

VIII. PROFESSIONAL STANDARDS

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- 5-ACI-1A-04** The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives. An overview of any sustainable and environmentally friendly practices shall be covered in orientation.
- 4-JCF-6A-09-1** The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction and/or utilization of renewable energy alternatives.
- 4-ACRS-7D-01-1** The facility/agency shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and/or utilization of renewable energy alternatives.

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