

San Joaquin Valley
Air Pollution Control District

Permit Services Energy Conservation Policy

Approved By:

Signed _____
David Warner,
Director of Permit Services

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Purpose

This document outlines the procedures and work standards to be followed by Permit Services Staff to reduce energy consumption through energy conservation and waste minimization, consistent with the District's Regional Energy Efficiency Strategy.

I Background

In January, the Governing Board adopted the District's Regional Energy Efficiency Strategy (REES). Under REES, the District will provide expertise and funding to public and private sector entities, including Valley residents, to develop energy efficiency programs and strategies that maximize emissions reductions in the San Joaquin Valley.

To serve as a role model and in order to better understand the needs and realities of other agencies and businesses, the District conducted a self-assessment process (beginning in January 2009) to address waste minimization and energy efficiency in its facilities. Through the assistance of an Energy Conservation Committee comprised of staff representatives from all District departments, the District adopted its own Energy Efficiency and Waste Minimization Strategy as follows:

Summer temperature settings: The best balance of staff comfort and energy conservation will be achieved at a summer temperature setting of 75 F, which is situated in the lower half of the ASHRAE recommended thermal comfort range of 74 to 78 F.

Use of fans: Use portable or ceiling fans to efficiently address differences in personal temperature preferences.

Winter temperature settings: The policy of warming the building to 70 F prior to morning occupancy is replaced with a 68 F. The temperature when AC units are activated in winter will be changed from 75 F to 76 F.

Building energy audit: Conduct a thorough energy audit of the Fresno facility, including window thermal efficiency, insulation levels, and HVAC system efficiency.

Lighting: The District to invest in T-8 lighting in the Fresno facility at a rate that balances electricity cost savings with the cost of new T-8 bulbs and ballasts. At the same time, the use of reflector lenses in fixtures should be investigated. Where possible, ceiling lighting should be cut back and more efficient LED desktop lighting should be provided where appropriate.

Equipment use: Staff members must shut down all unnecessary lights, printers, copiers, computers, and fax machines when leaving work. The District will also investigate where reductions in the number of printers and copiers can be made. Reduce the number of video monitors that are powered on at public meetings commensurate with the number of participants. Assign staff to monitor and ensure adherence to this policy.

Energy use for fleets and commuting: Incorporate GPS technology in field staff vehicles to help minimize Vehicle Miles Traveled by District staff through a more efficient deployment of resources.

II. Permit Services Implementation

Turning power off at end of "normal" work day (5:00 or 5:30 pm)

At the end of each "normal" work day (5:00 or 5:30 pm, as appropriate):

- **All Staff Members** - are required to turn their own computer and monitor off. To proceed, it is recommended to shut down the computer using the "Shut Down Windows" computer process, and when shut down is completed, turn the power off using the master button of the power strip.
- **Managers and Supervisors** - are required to turn their own computer, monitor, printer, and office light off. To proceed with computer, monitor, and printer, it is recommended to shut down the computer using the "Shut Down Windows" computer process, and when shut down is completed, turn the power off using the master button of the power strip.
- **Designated Staff** - are in charge of turning off the following copiers and printers:

Northern Region:

- 2x printers located in the middle aisle of the northern office

Central Region:

- 1x copier and 2x printers, located in the Permit engineer library area
- 3x printers, located in each Permit engineers cubicles aisle
- 6x printers, located in each Tech. Services cubicles aisle

Southern Region:

- 1x copier and 3x printers, located near the West building entrance

Exceptions: because of the need for after-hours receipt of facsimiles, these copier/fax machines will remain on at all times:

Northern Region:

- 1x copier/fax located in the administrative area, in the front part of the building

Central Region:

- 1x copier/fax machine located in the Technical Services area

Southern Region:

- 2x fax machines: one located in the administrative area in the front part of the building and one located in the compliance area in the back of the building

Overtime Situation

After working overtime, Permit Services staff members are required to:

- Turn their computer off
- If last Permit Services staff to leave building: turn printers off, copiers off
- If last person leaving the building: turn lights off

Spot-check

- **Managers** - To ensure proper implementation of this policy, managers shall perform random as well as routine checks to make sure that complete and continuous adherence is achieved towards the above mentioned PSD Implementation strategies.

Voluntary lighting reduction:

- Employees can volunteer for reduced lighting at their cubicle workspace. Localized reductions in light panels will be analyzed with consideration of affect on nearby employees and minimum lighting safety standards. More efficient LED desktop lighting may be provided where appropriate. Changes in local lighting scheme may occur only after supervisor and manager approval.