



Appendix D

Energy Policy

ENERGY POLICY

PRINCE GEORGE'S COUNTY GOVERNMENT

Objectives

- To implement energy savings measures in order to reduce the County Government's energy consumption by 20% by 2015 compared to a fiscal year 2007 baseline.
- To reduce the County Government's generation of greenhouse gas emissions.
- To increase the County Government's use of renewable energy by 2% annually and reach a 10% goal by 2013.

Policy

It is the policy of Prince George's County to reduce overall energy consumption by implementing energy savings procedures. County departments are mandated to cooperate with the Office of Central Services in its efforts to achieve the objectives of this Policy.

Policy Term

This Policy is intended to be a living document that can be revised as circumstances dictate. However, it shall be reviewed by the Office of Central Services no less than every two years to assure that it is being kept current.

Introduction

With the continued increase in the cost of energy and an increasing demand for scarce public dollars it is becoming imperative that everyone within the County Government takes an active role in reducing the County's energy consumption.

Implementation of this Policy requires action and cooperation at all levels of the County organization. The objective of this Policy is to provide a framework for a County-wide ongoing effort. Employees and departments are encouraged to be creative and innovative in reducing energy consumption. Every little step towards the goal counts!

This Policy includes a combination of mandatory procedures and optional conservation measures to be implemented on a departmental basis. Recognizing that each County building is unique from an energy use standpoint and that each department has different service delivery requirements, the Policy provides for Department Heads to use their discretion in implementing any combination of optional measures within their respective departments.

Distribution of Responsibilities

Employees: Employees are encouraged to take individual action to minimize energy consumption. Actions include, but are not limited to:

- Complying with the conservation measures adopted by the County.
- Identifying and recommending actions that can be taken in addition to implemented procedures for energy use reduction.
- Providing feedback on the Energy Policy, including recommendations for improvements.

Department Heads: All Department Heads are responsible for ensuring the successful implementation of the County's Energy Policy. This includes, but is not limited to:

- Designating a lead person in their respective department to represent the department on the County's Energy Efficiency Council, in accordance with Executive Order 22-2007.
- Communicating with employees about the need to conserve energy and the importance of effectively implementing energy reduction measures within their departments.
- Recognizing employees who contribute to the success of the Energy Policy.
- Encouraging and reviewing employee suggestions for additional conservation measures and when appropriate, working with the Office of Central Services to assess technical feasibility and/or cost effectiveness.
- Monitoring and ensuring the success of the Energy Policy within their department.
- Providing feedback on the Energy Policy, including recommendations for improvements to the Policy.

Central Services: The Office of Central Services has overall responsibility for tracking and monitoring energy use, providing technical assistance and usage information to departments, and taking centralized actions to reduce energy consumption, including, but not limited to, the following:

- Periodically providing, or making available on-line, electrical, natural gas and other resources use and cost data to departments.
- Providing technical assistance to departments on implementation of the Policy.
- Maintaining and operating mechanical and building lighting systems in compliance with the Energy Policy objectives.

- Establishing purchasing policies and directives in conformance with the Policy.
- Provide training of the departments' Energy Efficiency Council representative.
- Assessing the technical feasibility and/or cost effectiveness of employee suggestions for energy use reductions.
- Negotiate electrical and natural gas rates where possible and ensuring the appropriateness of the rate schedule for each facility.
- Assess the technical feasibility and/or cost effectiveness of implementing Energy Performance Projects in all County-owned facilities.

Energy Reduction Measures – Mandatory

The measures listed below shall be implemented without delay. Each measure listed is accompanied by the department(s) responsible for implementation.

Mandatory Reduction Measures	Responsibility
Set thermostats no lower than 76 F for air conditioning and no higher than 68 F for heating.	All Departments/FOM
Close exterior doors and windows to avoid loss of energy.	All Departments
Replace incandescent lamps with high efficiency compact fluorescent lamps (CFLs) and convert T-12 fluorescent systems to T-8 or T-5 systems with high efficiency electronic ballasts.	All Departments/FOM
Open/close window coverings as appropriate to utilize/block sun rays.	All Departments
Make sure ventilation grills are open and not blocked by plants, books, furniture etc.	All Departments
Buildings shall be heated/cooled only during core hours of operation. Schedule chillers, air handlers and rooftop units to start no more than 1 ½ hour before normal occupancy and to turn off ½ hour before the end of normal business hours.	All Departments/FOM
Control of outside air for ventilation shall be demand based whenever possible.	FOM
Program outside air dampers to be closed during unoccupied hours.	FOM
Unless otherwise mandated, set domestic hot water temperature at or below 120° F.	All Departments/FOM
Only necessary lighting should be turned on. Departments should consider partial lighting, particularly in areas with banks of lights operated by multiple switches.	All Departments/FOM
Switch off lights in unoccupied areas.	All Departments

Individual appliances at desks should not be used without department approval. This includes space heaters. Fans shall be battery operated.	All Departments
Encourage use of stairs instead of elevators, especially if only going up or down one or two levels.	All Departments
Turn off monitors and printers when leaving the office for more than an hour and always overnight. Common printers and copiers shall be turned off at night.	All Departments
Unplug electronic device chargers when not in use.	All Departments
Energy efficiency shall be considered when specifying and purchasing any equipment. Energy Star rated equipment should be used whenever possible	All Departments
Consolidate refrigerators and remove unnecessary units	All Departments

Energy Reduction Measures – Optional

The measures listed below are provided for departmental consideration. Department Heads, at their discretion, may implement any combination of these measures, *in addition to the* mandatory measures set forth in this Policy, in order to meet the County's mandated goal of 20% energy use reduction.

Optional Reduction Measures	To be performed by:
Encourage employees to minimize the use of hot water.	Any Department
Turn off lights in window offices and other rooms with natural light.	Any Department
Use "Energy Saver" mode for copy machines.	Any Department
During normal business hours, use of copiers and printers should be consolidated. Where possible, redundant printers and copiers should be turned off and work should be directed to nearby machines.	Any Department

Energy Performance Contracts

It is the policy of the County Government to utilize Energy Performance Contracts (EPCs) to improve the energy efficiency of mechanical, lighting, water and building envelope systems in existing buildings.

Fleet Vehicles

- It is the policy of the County to replace ordinary fuel vehicles with hybrids whenever it is practical and financially feasible.

- When it is time for replacement of SUVs, they shall be downsized when possible and/or replaced with hybrid type vehicles. If a need for cargo carrying capacity exists, 24+ mpg station wagons shall be considered.
- Prolonged idling of vehicles is strongly discouraged and also illegal.
- Non-business use of County vehicles shall be minimized.
- Consolidation of trips amongst County employees is encouraged.

Renewable Energy

It is the policy of the County to increase the purchase of renewable electricity (solar, wind or biomass) by 2% of total consumption annually until the goal of 10% is reached by 2013.

The County generates an average of 6.3 MW of electricity at its landfill gas to electricity facilities and shall have the option of selling Renewable Energy Credits, (RECs or Green Tags) from this operation.

Building Construction Energy Efficiency

It is the goal of the County Government to construct all new County buildings and public schools in accordance with the Leadership in Energy and Environmental Design (LEED) Silver Rating or equivalent rating under a comparable Green Building performance measure, such as Green Globes or SBTool 07.

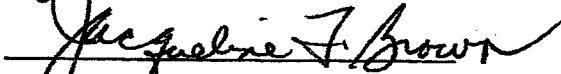
All new construction MUST comply with the International Energy Conservation Code (IECC) and ASHRAE 90.1.

All major renovations to existing County buildings and public schools shall have a goal of achieving a 50% reduction in energy use as compared to a 2007 baseline.

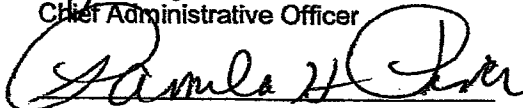
Suggestions and Comments

Direct suggestions and comments to the County Energy Manager: Karl Berntson, keberntson@co.pg.md.us

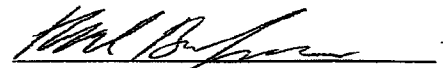
Signatures:



Dr. Jacqueline F. Brown
Chief Administrative Officer



Pamela H. Piper
Deputy Chief Administrative Officer/
Director, Office of Central Services



Karl Berntson
Energy Manager