



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Sequoyah Memorial Office Building
P.O. Box 25352
Oklahoma City, OK 73125-0352
(405) 521-3646 • www.okdhs.org



January 20, 2010

John Richard, Director
Dept. of Central Services
2401 N. Lincoln
Oklahoma City, OK 73105

Dear Director Richard:

As per the requirements of Senate Bill 833, OKDHS is filing the enclosed Energy Efficiency and Conservation Plan with the Dept. of Central Services. This plan is written to comply with the key strategies of the bill:

- Encompassing reduced energy and fuel consumption,
- Investigation and possible installation of on-site renewable energy systems on new and replacement buildings and major building renovations.
- Acquiring alternative fuel vehicles
- Providing a preference for utilizing alternative energy sources.

Should you have questions or need additional information regarding our plan, please do not hesitate to contact me at 405-521-3096.

Sincerely,

A handwritten signature in cursive script that reads "Adele Jack".

Adele Jack, Director
Support Services Division
OKDHS
P.O. Box 25352
Oklahoma City, OK 73162

OKLAHOMA DEPT. OF HUMAN SERVICES
ENERGY EFFICIENCY AND CONSERVATION PLAN

OKDHS Mission:

**"We help individuals and families in need help themselves lead safer,
healthier, more independent and productive lives."**

In order to fulfill our mission, OKDHS is committed to maximizing our resources by being good stewards of the environment, wisely spending taxpayer dollars, and providing sustainable practices to continue our mission in the years to come.

This plan is divided into four sections:

Section A: Buildings and Grounds

Section B: Fleet Management

Section C: Recycling

Section D: Eco-friendly practices and products.

Agency Contact Information:

Adele Jack, Director
OKDHS Support Services Division
Sequoyah Building
2400 N. Lincoln
Oklahoma City, OK 73105
405-521-3096 Office
405-521-6458 Fax
Adele.Jack@okdhs.org

Section A: Building and Grounds

Current Initiatives:

Top Ten "Energy Hogs" identified:

Lighting retrofits, motion sensors, HVAC adjustments, flush valve replacements, etc. are being installed
Most OKDHS owned building have automated building systems

Future Goals:

Steam/Chilled Water Study at Data Services Building
System upgrades at Skyline Building, Tulsa
Additional or upgraded Automated Building Systems where applicable
Improvements at next 10 Energy Hogs
Incorporate LEED Certified improvements when possible
Install an alternative energy source system at new or existing building
Implement building envelope improvements as budgets will allow

10-year Goal: Design and build a LEED Certified Building (Silver Level)

Section B: Fleet Management

Current Initiatives:

Electric Car – used for Capitol Complex mail routes and back-up shuttle.
Hybrid Cars – trying them out in our fleet and adding hybrids each year

Future Initiatives:

CNG where feasible
Set goal of increased % of fleet being hybrid or other alternative fuel

Section C: Recycling

Current Initiatives:

Norce program in Enid which focuses on paper destruction
Oklahoma County program – security destruction pickup and sent to Norce

Future Initiatives:

Expansion of Norce program to recycle plastic, aluminum, batteries, light bulbs, etc.
Create imaged records at local office – save gas, postage, manpower

Section D: Eco-friendly practices and products

Current Initiatives:

Increase use of electronic format for photographs, rather than hard copies
Print brochures on-demand, rather than stocking in warehouse
Investigate use of eco-friendly inks and toners for copy machines

Eliminate bad address mail before it is printed, inserted and postage-added.
Review janitorial specs. for consideration of green products to be used
Review landscaping specs for consideration of green products to be used

Future Initiatives:

Purchase copy paper made of 100%? recycled content paper, where affordable

Add "green" products to warehouse supply offerings