



# Procedures Manual

## Energy and Sustainability Procedures

**Number: BO-271**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Office of VP**

**Administration/CFO Effective Date: November 30, 2017**

**Purpose:**

The purpose of this procedure is to provide guidance and operational actions to ensure that College policies are adhered to in an accurate, effective, efficient, and professional manner.

The College will prudently use environmental management to acknowledge a commitment to fostering a community that focuses on preserving natural resources, safeguarding quality of life, advancing economic vitality.

**Definitions:**

1. “Energy” in this institutional context refers to all utilities (electric, gas, water, and power generation for the fleet of vehicles and equipment) used at the College.
2. “Sustainability” refers to societal efforts that meet the needs of present users without compromising the ability of future generations to meet their own needs. Sustainability presumes that the planet’s resources are finite and should be used conservatively, wisely, and equitably. Decisions and investments aimed to promote sustainability will simultaneously advance economic vitality, ecological integrity, and social welfare.

**Procedures:**

The College is committed to protecting the environment through sustainable practices. The College as a community is fully committed to improving environmental performance across all of our business activities and encourages our business partners and community to join in the effort. The College shall strive to be a model in the application of sustainability principles to guide campus operations by:

- Implementing an Environmental Management System (EMS)
- Meeting and aspiring to exceed all applicable regulatory requirements
- Preventing pollution at its source, including maintaining a polystyrene free campus
- Reducing emissions to the environment
- Encouraging the use of a life-cycle assessment for products and services
- Providing an appropriate management framework for the continual improvement and adaption to new technologies and ideas
- Providing an annual report on steps taken and progress made

**Operational Improvements:**

The College shall undertake a continuous improvement process that seeks to meet the operational performance targets, goals, and objectives designed to achieve sustainability and environmental improvements.

### Energy and Water Efficiency:

The College will set reasonable targets for improvement in the following areas:

- reduction in the quantity of waste produced and effective recycling of appropriate materials;
- reduction of electricity use through staff student initiatives and College projects;
- reduction in gas use through initiatives and College projects;
- reduction in water use through initiatives and College projects.

The College will:

- Promote and support sustainable development principles across the organization through
  - strategic planning; and
  - targeted employee and student initiatives.
- Encourage sustainable procurement to reduce the environmental impact of any procurement and maximize the use of existing College resources.
- Embed sustainability into the strategic planning processes and monitor progress.
- Improve awareness and understanding of environmental issues and sustainable development in the College and encourage students to be active participants in environmental initiatives.
- Work with the local community, public and private sector organizations to improve the local environment and promote sustainable development.

### Education and Outreach

The College shall promote educational and outreach activities that are linked to operational improvements and innovation principles. The College shall incorporate environmental education, management, and training into its objectives and practices.

The College shall have sustainability goals that inform administrative policies and procedures in the areas of planning, decision-making, execution, assessment, reporting, and alignment.

College will address sustainability processes through the Facilities Department and make recommendation to the Cabinet for continuous improvement of the College's energy use and sustainability initiatives.

The College shall continually strive for environmental improvement across the entire range of its operations.

### Space Heater/Small Appliance Policy:

Space Heaters: The use of electric space heaters (or those fueled by other means) is **strictly prohibited** in any Hocking College facility. Electric space heaters pose a safety risk and fire hazard by overloading building electrical circuits. They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices or work areas.

- Individuals who believe their work area is too cold may contact the Maintenance Department at extension 7147 or submit a work request to have their space evaluated.

Refrigerators: Refrigerators may be provided for use of office staff with the following conditions:

- A department or office of more than 5 staff may apply through their Vice President for approval of a group refrigerator or microwave.
- The Vice President will make a recommendation to Cabinet for approval.
- Friday Night Clean Out – The College custodial staff will remove any items left in the refrigerator on Fridays.

### Enforcement

Enforcement of this procedure is the responsibility of department supervisors. Facilities Management staff will report unauthorized space heaters and other appliances discovered in the course of their work. The supervisor, chair, dean or director that is responsible for the area will be notified. The College will remove any unauthorized appliance.