

EERE Energy Conservation Plan

The purpose of this Energy Conservation Plan is to establish procedures throughout the Office of Energy Efficiency and Renewable Energy (EERE) that will reduce energy consumption, demonstrate EERE leadership, and save money.

The EERE Energy Conservation plan contains four areas of action for EERE

- Institutionalizing Individual Energy Saving Behavior
- Institutionalizing Supervisor Energy Saving Behavior
- Implementing an Energy Ideas Contest
- Green IT Awareness

Additionally, in 2007, FEMP facilitated an energy assessment of the Forrestal Building. Low and no cost strategies in this report such as delamping strategies, which remove lights from over illuminated areas, involve only staff time to implement and could result in dramatic savings for all Forrestal occupants. We propose a FEMP facilitated meeting between Forrestal staff and the auditors which would increase understanding of the options available to improve energy efficiency in the Forrestal Building.

Institutionalizing Individual Energy Saving Behavior

Actions of individuals are the basis of an energy savings culture. Every member of the EERE is expected to exhibit energy aware behavior in all of their actions and to conserve energy and reduce waste in the execution of daily activities.

Specifically, everyone in EERE is expected to:

- Use task lighting if possible, turn off overhead lights when not needed.
- Identify the light switches for overhead lights that are not needed due to sufficient task lighting.
- After receiving a power strip from EERE as discussed in the Green IT section, plug in all devices except the computer into the strip. Each night, turn off power to the strip which will power down all electronic devices except your computer.
- Power down computer upon departure. If you plan to access your computer remotely, it may be left powered on.
- If you leave your desk for more than one hour, turn off your monitor.
- When possible, remove individual printers and use communal printers.
- Save paper. Photocopy only what you need. Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Report any obvious energy waste or material deficiencies such as broken heaters or air leaks to supervisor chain.
- Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.
- Use of individual space heaters is prohibited as are individual coffee makers, refrigerators or microwave ovens. Work elements may establish communal space where these items can be shared.

- Before all travel, first consider using virtual meeting technology.
- When traveling consider the most energy efficient means of transport, share rental cars, actively seek out hotels with “sustainable” policies, and use public transportation at travel destinations if possible.

Institutionalizing Supervisor Energy Saving Behavior

Active supervisor participation and support of the energy saving measures listed above will encourage participation by all staff and increase overall staff interest. Sustained behavior change requires active participation by all in the supervisory chain.

Individuals in a supervisory position will:

- Walk through subordinate works spaces at least once per week to ensure EERE energy conservation policies are being followed.
- Include energy conservation behavior and actions in performance plans and appraisals.
- Allow staff to utilize existing policies for alternative work schedule and flexi-place schedules.

Program Managers will:

- Put in place a system for evening workspace shut down, that includes a signed log and checklist so that the last person to leave the workspace each night verifies that all lights, printers, copiers, monitors and other electrical appliances are turned off.
- Perform two walk through checks per month (beginning and middle of the month) after hours to determine if the energy savings practices listed above are being followed.
- Discuss the results of the energy status checklists at staff meetings once per month.
- Develop travel policies to encourage the use of virtual meetings, or if this is not possible enforce the most energy efficient travel options for staff members.
- Include energy conservation behavior and actions in performance plans and appraisals.

Deputy Assistant Secretaries will:

- Walk through at least one sub-ordinate element each month to review energy conservation behavior practices.
- Include energy conservation behavior and actions in performance plans and appraisals.

Implementing an Energy Savings Contest

In phase one, the energy savings contest will engage the collective brain power of EERE employees to think beyond the current lists of energy saving tips developed by the “experts.” Phase two will key energy saving measures. These phases are outlined below.

Phase 1. Top the Experts Challenge

All EERE employees will be able to submit ideas in two categories:

- Innovative ways to save energy at home, at work, and on the road
- Innovative ways to implement energy saving ideas already identified.

Entrants will compete for EERE recognition as part of the “You Have the Power Campaign” and a chance to have their idea featured on the FEMP website. EERE will share results of this campaign throughout DOE.

Background

DOE needs a wide range of ideas to truly lead by example in saving energy. It is not enough to identify ways to save energy; in order to have an impact, these ideas must be implemented agency-wide. Therefore the “Top the Experts” program is a challenge to increase awareness, generate active participation, and discover innovative energy saving ideas and ways to implement these ideas at DOE.

Call for Entries

An email will be sent from Assistant Secretary Zoi to all EERE employees encouraging them to participate in the challenge. The email blast will describe the challenge and will include an embedded link to the “Top the Experts” button on the FEMP website. The link on FEMP website will explain the two categories for submission and include links to current energy saving ideas from the DOE experts on how to save energy [at home](#), [at work](#), and [on the road](#). This page will also have space for employees to submit their energy saving ideas or implementation practices.

Collection of Entries

Submitted ideas will be collected in a standardized and searchable database. Following the deadline for submissions, the electronic versions of the submissions will be organized and presented to a judging panel.

Judging Panel and Notification of Winners

The panel will select ideas based upon innovation, potential energy savings, potential to reach a large audience, potential for implementation and related criteria.

Upon selection, the winners will be notified and have an opportunity to provide an extended write up of their ideas. The written narratives and visuals will be assembled by FEMP into a “Top the Experts” media collection.

Outreach and Publicity of Results

The “Top the Experts” collection will be developed into electronic outreach materials for use in the FEMP “You Have the Power” campaign in the Spring of 2010 and shared through web and other means.

Timing

The campaign will begin in February and run for 6 weeks; “Top the Experts” winners will be announced by mid-April.

Phase 2: Implementation of Key Energy Saving Measures

Based on existing energy saving measures and new ideas generated through the campaign, EERE will:

- Identify a “measure of the month” to highlight activities for EERE staff to implement; the first set of measures – for the first three months -- include
 - ensuring computers and monitors have power management enabled
 - tuning off computer monitors and printers at the end of the day
 - turning off lights at the end of the day
- Assist staff in implementing these measures by providing Information Technology (IT) assistance explained below.

Green IT Awareness

EERE IT has created a green IT Action Plan. While IT staff will carry out many of the recommendations from this plan EERE wide, individuals must actively use these technologies in order to realize all possible energy savings.

- PC and monitor fleet management
 - Replace older PCs with EPEAT-rated PCs. Complete migration from CRT to LCD monitors.
- Power strip turn off for all electronic devices except computer
 - EERE will purchase a power strip for each of the approximately 600 EERE employees at an estimated cost of \$5 per strip for a total estimate cost of \$3000. Each EERE employee will be required to plug in all electronic devices, except their computer, into this power strip. Each night, employees will turn off the powerstrip, thus turning off all electronic devices in their office except for the computer.
- PC and monitor power management
 - Pre-activate power management settings when PC/monitor issued to new users. Request users to power down PCs and disable screen-savers when not in use.
 - Activate auto Shutdown Policy for Non Remote users.
 - Remote users should shutdown their PC's when anticipating not needing the service.
 - EERE power management settings for Monitors are sleep mode after 15 minutes. Users should still turn off their monitors if they will be away from their desks more than one hour since sleep mode still uses power.
- Wireless device management
 - Publish best practices to minimize energy consumption of wireless devices; encourage users to reuse existing chargers with new devices.
 - Pre-activate power save settings on wireless devices on behalf of user when device activated; create a pool of used chargers and offer them to users with new devices. Ensure on-site take-back and recycling of devices at end of life.
 - Remote power stripes are being piloted that allow multiple clusters of equipment in different areas (fax, Printer, Digital Sender, multifunctional machines) to be powered down at once.
- Printer and peripheral resource management
 - Enforce duplex, black and white printing as the default print setting; 50% of paper purchases include 30% post-consumer fiber content; 50% of ink/toner purchases are eco-friendly; reuse/refill cartridges before being recycled.
 - Request users to give up personal printers in favor of shared printers; new users required to use shared printers or after printer reaches end-of-life.
 - Implement a shared printer policy for 90% of users to promote the broad use of shared printers. Get printer to employee ratio to 1:15 or better.
- Virtual meetings
 - Hold training sessions on how to use virtual meeting technology; develop travel policies to encourage the use of virtual meetings.
 - Ensure that virtual meeting technology is widely available and widely used; when practical, restrict travel in favor of virtual meetings.
- Paperless business processes
 - Work with business processes owners to identify the key sources of paper use; evaluate technologies to measure and minimize paper consumption; develop goals to minimize paper consumption.

- Implement technologies to measure and minimize key sources of paper consumption; develop a plan to minimize other less significant sources of paper consumption; report savings from these initiatives.
- Wide-scale adoption of paperless business processes; encourage suppliers and customers to opt for more digital forms of interaction.