

OFFICE OF NUCLEAR ENERGY (NE)
ENERGY CONSERVATION PLAN

NE has heavily emphasized the use of flexiplace, both regular and situational. Since approximately 56 percent of NE staff use flexiplace, our plan is based on the Forrestal/Germantown (FORS/GTN) office spaces, and flexiplace office space. There are other common sense actions and policies that will be used to improve energy efficiency in the offices at both FORS and GTN.

In the FORS/GTN office space:

1. Use flexiplace to the maximum extent possible. Saving an average of 1.5 gallons of gasoline per day per person (e.g., 13 miles per work x 2 = 26 miles, an average of 17 mpg), on a normal workday, NE employees save (56 percent of 145 = 71 times 1.2 days per pay period = 85.2 workdays x 1.5 gals = 127.8 gallons/pay period, or 26 x 127.8 = 3,323 gallons of gas saved per year.
 - Implementation - presently 56 percent of NE employees are on a situational/regular, or medical flexiplace.
 - Goal; increase this to 66 percent of employees being on flexiplace at least one day/pay period
 - Measure - conduct audit of flexiplace agreements on a quarterly basis.

2. Encourage carpooling; provide a list of employees who are within a three mile radius of each other.
 - Implementation - encourage employees to carpool by asking for poll of those willing to carpool, and their location. Provide incentive to carpool; provide carpool spaces close to door (reserve lot next to GTN cafeteria for carpool participants); additional incentive would be to allow participants to accumulate one hour of personal time for every month they carpooled 50 percent or more.
 - Goal – 5 percent of employees first six months; raise to 10 percent at the end of the first year.
 - Measure - take quarterly survey of those who carpool.

3. Have one bank of elevators in GTN shut down (only where there are multiple banks of elevators).
 - Encourages walking up and down stairs, yet still provides access to elevators to those willing to wait.
 - Implementation - action by building services
 - Goal - one bank of elevators, to be shifted on a quarterly basis
 - Measure - annual employee survey; insert question on usefulness

4. Train NE summer interns on conducting energy audits. The audits would do the following.
 - Provide the interns with a valuable skill as well as providing the organization with valuable outcomes
 - Implement; obtain two summer interns in NE to do efficiency audits
 - Goal; train two summer interns in NE; training would be done through outside training facilities, coordinated with Office of Energy Efficiency.
 - Measure; audit report for NE spaces prepared by summer interns.
5. Hold annual energy saving seminar, not to exceed one half day, for all NE employees.
 - Implementation - add NE energy policies to required training; make web based, if possible.
 - Goal - all NE employees, on an annual basis
 - Measure - survey audit, annually.
6. Issue policy to discourage use of or to ban use of space heaters in office space.
 - Implementation - formulate policy and issue policy document to staff
 - Encourage contacting building services to adjust climate conditions in offices to negate the need for space heaters.
 - Goal - elimination of space heaters from office space.
 - Measure - audit by walk-around observations before and after policy announcement to identify space heaters in use.
7. Desk top computer phase-out policy
 - Investigate the possibility of replacing desk top computers with laptop computers during the next equipment upgrade. Laptops use less energy than desk tops and leave a smaller environmental footprint at end of life.
 - Implementation – work with computer support to push forward this idea if feasible.
 - Goal – all NE employees would have laptop computers following the next major equipment upgrade.
 - Measure - audit equipment to measure compliance with the new policy over the next several years.
8. Investigate installation of in-office motion detectors
 - For offices that provide line of sight from wall switch to employee, replace light switches with motion-detecting light switches. Issue a “when lights out” policy for all others.
 - Implementation – work with building services to perform this change out
 - Goal – Install switches in the largest number of rooms feasible.
 - Measure - audit equipment installation before and after policy implementation.

9. Issue a policy statement that requests that employees turn off printers when they leave for the evening or when they go on travel.
 - Implementation – develop simple incentive program (stickers/score card) to encourage following the policy guidance.
 - Goal – near 100 percent compliance with the policy.
 - Measure - walk-around audit after hours to assure compliance.

10. Issue a policy statement that encourages plugging items that use transformers/a/c adapters into power strips. At the end of the day, the power strips should be turned off to minimize current draw of such items. The policy would not apply to clocks or phones.
 - Implementation – provide power strips to employees that do not already have them (most do already). Issue the new policy statement.
 - Goal – near 100 percent compliance with the policy.
 - Measure – audit compliance with the policy before and after its implementation.

11. Investigate use of light-diffusing roll-up blinds instead of old aluminum blinds currently in use.
 - Implement- for all East, West, and South-facing windows, replace aluminum blinds with roll-up blinds. Encourage employees through a policy statement to pull down blinds in summer months when sun is shining against their office window.
 - Goal – compliance with policy.
 - Measure – audit compliance with the policy.

12. On-desk workplace lighting
 - Encourage the use of compact fluorescent lighting for all desk top lighting fixtures.
 - Goal – eliminate the use of standard light bulbs in such lighting fixtures.
 - Measure – audit compliance before and after implementation of the policy.