

# Office of Fossil Energy Energy Conservation Plan

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The Office of Fossil Energy (FE) strongly supports the implementation of strategies to reduce energy consumption in the Headquarters buildings. FE engaged its employees by sending an office-wide email soliciting input for this plan; the ideas were then compiled into this document. The focus of this plan is on how FE employees can change their behavior to reduce energy consumption. This plan purposefully excludes measures that would require any significant capital investment. The measures outlined below in each category can be implemented without much effort and with minimal cost and will reduce the energy used by Fossil Energy employees in the Forrestal and Germantown buildings.

FE recognizes that transparency is a key element of a successful energy conservation plan. FE will set measurable goals as part of this plan and publish information periodically to all employees regarding the progress towards these goals. In some circumstances, this may require issuing anonymous surveys to track self-reported employee participation. FE will also attempt to quantify the benefits to the environment and savings to the Federal government associated with employees' energy conservation, depending upon the availability of such information, and disseminate this information to employees to motivate greater participation.

## Lighting



- **Turn off lights when offices/areas are not in use.** Many employees share a common light switch with either a common area or with the office of another employee (“Switch Mate”). In these cases, an employee cannot turn off the lights without also turning off the lights on his or her Switch Mate. All FE employees will identify their Switch Mates and shared light switches, trade information on their usual arrival and departure hours with their Switch Mates, and consistently turn-out the lights when leaving the office if their Switch Mate is out of the office.

Goals: Identify 100% of all Switch Mates within each office area; achieve 100% participation by employees in turning off lights if their Switch Mate is out of the office

- **Remove unnecessary fluorescent lights from lighting fixtures.** In order to save energy and cut down on glaring overhead lighting without compromising safety, FE employees will reduce the amount of overhead lighting in offices by working with the Office of Logistics and Facility Operations to remove several overhead bulbs from each office. Some employees may opt for very little overhead lighting in favor of task lighting using more efficient compact fluorescent light bulbs. FE will work with building services technicians to perform an audit of each lighting area, identifying which light bulbs can be removed and ensuring compliance with

any workplace safety regulations.

Goal: Perform audit of 100% of lighting areas

### Computers & Monitors



- **Shut-down computers and turn off monitors when not in use.** Whenever FE employees leave their offices for an extended period of time, they will lock their computers by hitting control-alt-delete and enter and then turn off their monitors. Also, FE employees will shut down their computers and turn off their monitors when they leave each night.

Goal: Achieve 100% participation in shutting down computers and turning off monitors when not in use

### Printers, Copiers, Scanners & Faxes



- **Turn off personal electronics when leaving for the day.** FE employees will plug all personal printers, scanners, speakers, and AC adaptors into a power strip and turn off the power strip when leaving for the day. This will make it easy to turn-off all of these devices at once and will ensure they do not continue to draw power during the nights and weekends. Desktop computers will be plugged into separate outlet so that the CIO can use the automatic wake-up feature to install software updates during the night.

Goal: Deploy power strips to 100% of offices; achieve 100% participation in turning off power strips at the end of the workday

- **Use the double-sided feature.** When copying or printing documents, FE employees will use the double-sided feature whenever appropriate.

Goal: Achieve 100% participation in using the double-sided feature

### Employee Participation



The implementation of an effective energy conservation plan is only possible with the active and consistent participation of all employees. Consistent communication of the importance of the program to management, feedback on employee participation, and information regarding the benefits and savings associated with the program will engender a team effort and increase employee involvement.

- **Start an educational campaign that allows employees to utilize a simple low-cost plug-in meter to measure how much energy their office appliances and**

**equipment utilize.** FE will institute a pilot program to distribute Kill A Watt™ meters to employees in a specified office suite. The power strips utilized per the above conservation measure will be plugged into the meter. Simple forms will be utilized to track energy usage and make comparisons between colleagues. Employees will be able to make adjustments to lower their own specific energy consumption, which may result in more buy-in for energy conservation measures. Based on the success of the pilot program, FE may choose to expand across offices and offer prizes or other incentives for reductions in energy consumption.

Goal: Implement pilot program to distribute Kill A Watt™ meters to a specified office suite

- **Appoint one employee as an Energy Conservation Lead.** The Energy Conservation Lead will be responsible for disseminating information regarding the DOE Energy Conservation Plan throughout the FE offices and ensuring implementation of the measures identified in this document. Additionally, this Energy Conservation Lead will do the following:
  - Track progress towards energy conservation goals and report to management
  - Publish monthly FE-wide bulletins on energy conservation efforts and provide energy conservation tips via e-mail
  - Assess whether it is necessary to designate conservation wardens in each office area to make sure the lights and electronics are turned off at end of the day and other conservation measures are implemented
  - Conduct power usage studies, walk-throughs, and monitoring as necessary
  - Provide a contact for employee ideas and suggestions
  - Assist management in maintaining a current Energy Conservation Plan

Goal: Appoint Energy Conservation Lead

### **Other Energy Conservation Measures**

- FE will coordinate employees/contractors who use Alternate Work Schedules or Flexiplace to share offices which will decrease the energy required in offices. If only one employee in a shared office comes in, that office will use the same resources as if both employees were present. If both employees are out at the same time, no resources will be required.
- Personal space heaters are very inefficient and may increase overall energy costs substantially. FE employees will be advised not to use personal space heaters. If space heaters must be used for health reasons, employees will unplug these heaters when they leave for the day.

- FE will encourage employees to minimize use of the elevators by walking up for two floors or less and walking down for three floors or less.
- FE will consult with the Office of Logistics and Facility Operations to provide additional recycling collection boxes outside of offices to encourage employees to recycle their waste products. Posters near the collection boxes will remind employees of what can and cannot be recycled.
- FE will consult with the Office of Logistics and Facility Operations for the use of heavier paper in the bathroom towel dispensers. Empirical data appears to show almost all employees run the dispenser twice to double the amount of paper towel. A heavier paper would decrease both the amount of paper and electricity used by approximately half, by providing adequate drying power with a single serving.
- FE employees will be encouraged to participate in auto or Van Pools or take public transportation.