

Annual Sustainability Audit

Institution: _____

Warden: _____

Fiscal Year: _____

Prepared by: _____

Please note: All data should cover the Fiscal Year, July 1-June 30.

Utilities

General

1. Have you had a Performance Contract at your institution? If yes, please share some lessons learned and/or some benefits/costs you've seen from it.
2. What projects are currently in planning or progress through CAMS, which will impact utility usage?
3. Has all new equipment purchased in the last fiscal year been Energy Star certified or similar? If no, please explain.
4. Were life-cycle cost evaluations done that included lifetime operating costs for equipment purchases as well as initial price, including costs of disposal or recycling?
5. What equipment is nearing the end of its life (either planned or due to maintenance concerns) that may need to be replaced with more efficient equipment?

6. Are offenders and staff aware of efficiency/conservation goals and objectives for the department and institution? If so, how is this information shared?
7. How has your institution engaged with Jadetrack? Do you find the platform useful? How could we improve it?
8. Did you honor the schedules (monthly, quarterly, etc) for assets? Have you applied all of the preventative maintenance standards to help extend the life of equipment? If no, what will you do this next year to work towards that? If yes, explain.

Electricity

Please review Jadetrack for electricity consumption data for the below questions. Include any graphs that will help provide context below.

1. How has your electricity consumption changed in the past fiscal year? Explain increase or decrease in usage over the past fiscal year.
2. Over the last 3-5 years, how is your electricity consumption trending?
3. Have electric rates changed from last year? If so, by how much?
4. Have you had a recent lighting project updating to LEDs? If yes, were all areas covered in that scope? If no, what areas do you need updated lighting?
5. What percentage of outdoor lighting has been re-lamped or re-ballasted for more efficient equipment? How much money was spent in the last year to increase efficiency of high mast lighting?
Conduct an after-hours walk-through to identify areas where this is occurring.
6. What other opportunities exist to increase efficiency or conserve electricity? [Examples include Variable Frequency Drives, scheduling, retro-commissioning, de-lamping]

Natural Gas

Please review Jadetrack for natural gas consumption data for the below questions. Include any graphs that will help provide context below.

1. How has your natural gas consumption changed in the past fiscal year? Explain increase or decrease in usage over the past fiscal year.
2. Over the last 3-5 years, how is your natural gas consumption trending?
3. Have natural gas rates changed from last year? If so, by how much?
4. Are any areas or equipment lacking proper insulation? Are windows sufficiently insulated/sealed? Are boilers and HVAC units operating properly and efficiently? Conduct a walk-through to identify areas
5. Have you had recent window projects or have any upcoming?
6. What other opportunities exist to conserve natural gas?

Water

Please review Jadetrack for water consumption data for the below questions. Include any graphs that will help provide context below.

1. How has your water consumption changed in the past fiscal year? Explain increase or decrease in usage over the past fiscal year.
2. Over the last 3-5 years, how is your water consumption trending?

3. Are low-flow fixtures installed in all showers, sinks, and toilets? Recommended flow rates are below:
 - Showers: max flow rate of 2gpm
 - Toilets: max flow rate of 1.28gpf
 - Faucets: max flow rate of 0.5gpm
 - Kitchen Faucets: max flow rate of 2.2gpm
 - Pre-rinse spray valves: max flow rate of 1.3gpm

4. Are there any areas where non-potable and/or reused water could be substituted for potable water?
Are rain barrels used anywhere?

5. Has the possibility of ozone laundry been evaluated?

6. What other opportunities exist to conserve water?

Waste and Recycling

General

	Dumpster	Capacity	Frequency of Pulls	Annual Total (Capacity x Frequency of Pulls)	Annual Cost
1.				0	
2.				0	
3.				0	
4.				0	
5.				0	
	TOTAL			0	

	Revenue Earned (\$)	Waste Hauling Costs (\$)
Current FY		
Previous FY		
Change (= Current FY – Previous FY)	0	\$0.00
% Change (= Current FY / Previous FY)		

1. Explain increase or decrease in waste hauling costs over the past fiscal year.
2. Has your institution set a goal of zero waste sent to the landfill (defined as “90% or more waste diverted from the landfill)? What is your goal for waste reduction?
3. What strategies can be implemented to reduce the number of trash containers and/or frequency of trips to the landfill?
4. Did you apply for any grants from the Recycling/Conservation fund over the past FY? If yes, please list and describe results.

Recycling

1. Explain increase or decrease in recycling revenue over the past fiscal year.
2. How many offenders are involved in the recycling program?
3. Of these, how many are involved in the Reclaimer Apprenticeship?
4. Which items are currently captured in the recycling program?

Item	Recycled Yes	Recycled No	Avg. sale price per unit	Unit
	<input type="checkbox"/>	<input type="checkbox"/>		

Composting

1. Do you have a pulper?
 - a. If no, please weigh food waste going into the trash for one day.

Daily Food Waste (lbs)	
Est. Annual Disposal Cost	

- b. If yes, please weigh food waste going in and coming out for one day.

Food Waste In (Lbs)	
Food Waste Out (Lbs)	
Pulper Efficiency (one run) (%)	

1. Do you have a Big Hanna? If yes, please estimate annual savings from from EPA records and trash hauling costs.

Daily Food Waste (lbs)	
Est. Annual Disposal Cost	

2. Do you compost? If yes, please estimate annual savings from EPA records and trash hauling costs.

Daily Food Waste (lbs)	
Est. Annual Disposal Cost	

Landfill Audit

Conduct a small waste audit by randomly selecting 15 bags of trash from each dumpster/compactor at the institution—waste that is on track to go to the landfill—and analyze the contents.

1. How many total pounds of waste were audited?
2. How many pounds were recyclable?
3. How many pounds were organic waste?
4. What recyclable items were identified in the trash?
5. How will your institution begin to capture these items in the recycling or composting stream? If any items cannot be captured, explain the barriers.

Pollution

The American Correctional Association’s “Clean and Green” Policy on Environmentally Responsible and Sustainability-Oriented Practices recommends that correctional institutions “reduce pollution through the use of non-toxic, non-caustic chemicals, liquids, and powders.”

1. Are the cleaning products, paints, solvents, and other potentially toxic materials used in the institution considered non-toxic? Below, please list the products used in the institution and whether or not they have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Note: Additional information can be found through the US EPA’s Environmentally Preferred Purchasing Program (<http://www.epa.gov/epp/pubs/about/about.htm>) or the USDA’s Bio-preferred Program (<http://www.biopreferred.gov/>).

Products (Cleaning Products, Paints, Solvents, Etc.)	Environmentally Preferred	Not Environmentally Preferred	Potential Replacement
	<input type="checkbox"/> Preferred	<input type="checkbox"/> Not Preferred	

Transportation

	Usage (Gal)
Current FY	
Previous FY	
Change	0
% Change	

1. What has been done to decrease fuel consumption from transportation? Potential examples include: new or increased video visitation; new or increased court/hearings; more efficient vehicles; etc.

Offender Programming

1. Do you offer a Roots of Success program? Yes No
 - a. If yes, how many offender facilitators do you have? _____
 - b. If yes, how many students graduated from Roots of Success in the past year? _____

2. Do you have any programs working with animals? If yes, please include the following information for each program:

Description:	
Community Partner:	
Number of animals served:	
Number of offenders involved:	
Training provided to offenders:	

3. Do you have any programs recycling or renovating materials destined for the landfill (for example, electronics de-manufacturing or bicycle repair)? If yes, please include the following information for each program:

Description:	
Community Partner:	
Qty. reclaimed/produced/etc.:	
Number of offenders involved:	
Training provided to offenders:	

4. Do you have any gardening programs? If yes, please include the following information for each program:

Description:	
Community Partner:	
Pounds of produce:	
Number of offenders involved:	
Training provided to offenders:	

5. Do you have a bee keeping program? If yes, please include the following information for each program:

Description:	
Community Partner:	
Honey production:	
Number of offenders involved:	
Training provided to offenders:	

6. Do have OPI shops? If yes, please include the following information for each shop:

Shop:	
Efficiency initiatives this FY:	
Green product certifications achieved:	
Number of offenders involved:	
Training provided to offenders:	

7. Are there any other sustainability-related programs you'd like to share? For example, this might include an annual Earth Day event, an environmental-focused inmate group, showing nature scenes in segregation areas, a green job/career fair, etc.

Description:	
Community Partner:	
Measurable results:	
Number of offenders involved:	
Training provided to offenders:	

Goals

Previous Fiscal Year

Please list your three goals from the previous year, and describe progress made towards each.

1. Goal 1: _____
 a. Progress:

2. Goal 2: _____

a. Progress:

3. Goal 3: _____

a. Progress:

Next Fiscal Year

Create three conservation-related goals for the next year. Goals should be Specific, Measurable, Attainable, Realistic, and Time-bound. For example, “We will reduce our electric usage by 5% by de-lamping the administration, education, and food service buildings by May of next year.”

1. Goal 1: _____

2. Goal 2: _____

3. Goal 3: _____

Highlights

1. Please share any sustainability-related success and highlights not captured in this report.

2. Please attach any press you’ve received over the past year related to sustainability efforts.

Thank you!