



**Strategic Energy Plan (StEP)**

**For**

**ARKANSAS INSURANCE DEPARTMENT**

**Business Area - 0425**

**Fiscal Year 2008 - 2009**

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## Objective

To meet the requirements of Executive Order (E) 09-07 issued May 28, 2009:

**“TO ENCOURAGE THE REDUCTION OF ENERGY CONSUMPTION BY STATE AGENCIES AND THE ENVIRONMENTAL IMPACT OF STATE AGENCY OPERATIONS”**

## Introduction

On May 28, 2009, Governor Mike Beebe issued Executive Order 09-07 “To Encourage the Reduction of Energy Consumption by State Agencies and the Environmental Impact of State Agency Operations (See Exhibit).” This Executive Order directed each State Agency to begin the development of a Strategic Energy Plan (StEP) with twin goals:

1. Reduce each agency’s annual maintenance and operating budget devoted to energy consumption.
2. Promote agency operations and practices that will reduce, to the extent practicable, the environmental impact of the agency’s operation.

This document is the Arkansas Insurance Department’s Policy in accordance with EO 09-07 and Act 542 (Bio-based Products) of 2005 to bring the Department into line with the Governor’s Executive Order and the Laws of the State of Arkansas.

Each agency shall adopt, to the extent consistent with existing law, policies and practices that mandate or encourage no-cost or low-cost conservation measures for all State-owned and leased buildings and office space, which may include but shall not be limited to the following:

- The environment – embracing sustainability is the key to preserving the unique heritage of The Natural State. Arkansas’s scenic beauty and diverse landscape is one of its most precious resources – conserving energy and our natural resources are critical to protecting that asset.
- The economy – state government spends roughly \$100 million per year on utilities. A 20-percent reduction in that expenditure is the right thing to do for taxpayers. Similar reductions in gasoline and paper consumption can save millions more.
- National security – energy conservation, particularly as it relates to gasoline, reduces America’s dependence on foreign oil.

**STATE OF ARKANSAS**  
**EXECUTIVE DEPARTMENT**  
**PROCLAMATION**

EO 09-07

TO ALL TO WHOM THESE PRESENTS COME -- GREETINGS:

**EXECUTIVE ORDER TO ENCOURAGE THE REDUCTION OF ENERGY CONSUMPTION BY STATE AGENCIES AND THE ENVIRONMENTAL IMPACT OF STATE AGENCY OPERATIONS**

WHEREAS: Arkansas State government is a highly visible model for Arkansas's citizens, businesses, industries, and local governments; and

WHEREAS: The daily activities and routine operations of State government have a significant impact on the quality of Arkansas's environment and consumption of scarce natural resources; and

WHEREAS: The cost of energy continues to rise, and traditional sources of non-renewable energy continue to be depleted at a rapid pace; and

WHEREAS: State government is a leading consumer of energy throughout the State; and

WHEREAS: The systematic evaluation, adoption, and implementation of simple practices and policies in all Executive Branch Agencies can lead to significant cost savings to taxpayers, while promoting the national interest by eliminating wasteful and unnecessary energy consumption and by reducing the negative environmental impact of State government operations;

NOW, THEREFORE, I, MIKE BEEBE, acting under the authority vested in me as Governor of the State of Arkansas, do hereby order the following:

1. All Executive Branch Agencies under the jurisdiction of the Governor shall, with the assistance of and in consultation with the Arkansas Energy Office, the Arkansas Building Authority, the Department of Finance and Administration's Office of Procurement, and the Department of Information Systems, begin developing individual agency Strategic Energy Plans (SEPs) with the twin goals of 1) reducing each agency's annual maintenance and operating budget devoted to energy consumption, and 2) promoting agency operations and practices that will reduce, to the extent practicable, the environmental impact of the agency's overall operation.
2. Each SEP must contain detailed provisions for the collection and periodic monitoring of data on the agency's annual energy use, which shall include the collection and monitoring of data that will permit the agency to evaluate with specificity where and how energy is used. To facilitate the collection and evaluation of such data, each agency shall utilize available evaluative tools and criteria, such as the United States Environmental Protection Agency's Energy Star for State Government tool or the United States Green Building Council's Leadership in Energy & Environmental Design (LEED) certification program.
3. Following the collection and evaluation of the aforementioned data, each agency shall develop and adopt a detailed plan for the reduction of annual agency energy costs and agency environmental impact. In developing such plans, each agency shall adopt, to the extent consistent with existing law, policies and practices that mandate or encourage no-cost or low-cost energy conservation measures for all State-owned and leased buildings and office spaces, which may include but shall not be limited to the following:

- (a) The development of new, or the revision of existing, standards and criteria for purchasing or using materials, products, and services:
  - (1) That align with the Environmental Protection Agency's Energy Star Qualified Products program;
  - (2) That consider the availability of bio-based products, as required by Act 542 of 2005;
  - (3) That express a preference for the purchase of products that are made from, and/or packaged with, recycled materials, and products that are, themselves recyclable in whole or in part;
- (b) The establishment of criteria for vehicle purchases that, to the extent appropriate for the vehicles' intended use, will result in a more fuel-efficient agency and State-vehicle fleet;
- (c) The establishment, within agencies, of recycling programs for paper and plastic waste, and the participation in any statewide equipment recycling program that may be established for equipment that can be utilized by other State agencies;
- (d) Implementation of policies and practices that will reduce energy consumption attributable to lighting systems, including, but not limited to:
  - (1) Policies that ensure that lighting systems are turned off during non-operating hours;
  - (2) The conversion to more energy-efficient lighting systems and bulbs as existing systems and bulbs warrant repair or replacement, including the use of occupancy light sensors to prevent energy waste in unoccupied buildings;
  - (3) Maximizing use of natural lighting whenever possible and consistent with temperature control; and
  - (4) Removal and reduction of other non-essential lighting.
- (e) Measures to ensure that HVAC systems operate at reduced levels during non-operating hours;
- (f) Policies and practices designed to ensure that all electrically-powered equipment, including computer equipment, is turned off when not in use, and that personal computers are configured with default settings that ensure that computers go into "sleep" after 30 minutes or less of non-use;
- (g) Policies and practices designed to reduce the use of paper, including but not limited to:
  - (1) The phasing-out of the use of personal on-desk printers and the establishment of multi-user print stations that include printers, copiers, and scanners;
  - (2) The use of duplexer add-ons to printers that automatically print dual-side prints of multi-page documents;
  - (3) The setting of typeface fonts and default page margins in word-processed or other agency-printed documents, so as to maximize paper use;

- (4) Encouraging and requiring, where appropriate, the use of electronic, “paperless” communication between agency employees, in lieu of printed materials.
  - (h) The establishment of agency-wide policies designed to reduce “plug load” attributable to the use of non-essential appliances, such as personal coffee makers, toasters, space heaters, refrigerators, microwave ovens, fans, televisions, radios, etc.
  - (i) The establishment of training programs for agency employees in the implementation of low- and no-cost operation and maintenance conservation measures, and the designation and training of agency supervisory personnel, who will be responsible for monitoring and enforcing energy-efficiency measures within the agency.
4. Each affected agency shall transmit a copy of its SEP to the Office of the Governor, along with a proposed timeline for implementation of each aspect of its plan, on or before October 31, 2009.
  5. Legislative, Judicial, and other constitutionally-independent agencies or entities not under the Governor’s jurisdiction are encouraged to voluntarily participate in and comply with the provisions of this Order.
  6. The provisions of this Order supplement, not supplant or repeal, any and all applicable statutory provisions governing procurement and State agency operations. Nothing in this Order shall be construed or interpreted as limiting in any way any agency’s ability to adopt and implement additional policies and procedures, consistent with existing law, that are designed to reduce agency energy consumption and environmental impact.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Arkansas to be affixed at the Capitol in Little Rock on the 28th day of May, in the year of our Lord 2009.

ORIGINAL SIGNED  
MIKE BEEBE, GOVERNOR

ORIGINAL SIGNED  
CHARLIE DANIELS, SECRETARY OF STATE



## Overview of the Arkansas Insurance Department

### **Arkansas Insurance Department Mission Summary:**

The primary mission of the Arkansas Insurance Department (AID) is consumer protection through insurer solvency and market conduct regulation, and fraud prosecution and deterrence.

**The Administration Division** is responsible for the actions of the Department. The Commissioner oversees the policies and procedures of all divisions to insure competent rules, regulations and guidelines for the insurance industry and intelligent advice for consumers of the State regarding their insurance-related questions and complaints.

**The Accounting Division** oversees all aspects of funding within the Department, including the biennium and annual budget process. The Division also audits and collects premium taxes and assessments.

**The Consumer Services Division** is designed to assist consumers with questions or problems relating to insurance coverage. This includes working to educate consumers on how to shop for insurance products and how to recognize the value of insurance.

**The Criminal Investigation Division** investigates and prosecutes all types of insurance fraud. The Division has full police powers as well as the power to issue subpoenas, compel the production of documents, and administer oaths.

**The Finance Division** is charged with the Department's core mission of protecting insurance consumers through effective financial solvency regulation. This Division is responsible for the Department's financial examination and periodic monitoring of all Arkansas domestic insurance companies.

**The Human Resources Division** is charged with ensuring compliance with the State's personnel policies and procedures in accordance with state and federal laws, and is responsible for recruiting and hiring, payroll, employee benefits, personnel budget preparation and management, employee training and continuing education.

**The Information Systems Division** is the Department's hub of technological advancement and support. The cornerstone of technological support of insurance regulation is the continued application of new technology to minimize the size of the Department staff while maximizing productivity and effectiveness of the staff.

**The Legal Division's** primary responsibility is to serve as legal counsel for the Department and to assist the Commissioner in drafting legislation, rules, bulletins, directives, legal opinions, administrative declaratory orders, and various other notices and orders. Additionally, this Division provides services to the public including giving advice, counsel, and information to consumers who write or call the Department concerning insurance matters.

**The License Division** is responsible for the licensing and appointment of resident and nonresident producers and agencies that are soliciting or selling insurance in the State of Arkansas. The Division licenses individuals and business entities as agent producers, broker producers, adjusters, consultants, surplus lines producers, third party administrators and both viatical providers and brokers.

**The Liquidation Division** manages the day-to-day affairs of insolvent insurance company estates and pre-paid funeral benefit trusts, and administers the Arkansas Property and Casualty Guaranty Fund (APCGF) and the Arkansas Life and Health Insurance Guaranty Association (ALHIGA).

**The Life and Health Division** is responsible for review and approval of forms, rates and advertising. All insurers transacting life and health insurance business in the State of Arkansas must submit their forms, rates and advertising to ensure they meet statutory requirements of format, content, and clarity.

**The Property and Casualty Division** is responsible for monitoring and regulating rate and form activities. All insurers transacting business in the State of Arkansas for marine, surety, and property and casualty coverage must submit rate and form filings to this Division for review. Arkansas is considered a “competitive rating state” and as such, requests for rate changes are effective 20 days after they are filed unless changes are excessive, inadequate or unfairly discriminatory.

**The Public Employee Claims Division** is responsible for the investigation, determination, payment, management, and administration of the workers’ compensation claims filed by Arkansas State employees.

**The Risk Management Division** secures property, commercial auto, aircraft, fine arts, inland marine, and specialty lines insurance coverage for State agencies and schools. The division also analyzes and makes recommendations on loss control and safety programs, and provides insurance coverage to public schools that choose to participate in the Public School Property and Vehicle Insurance Trust.

**The Senior Health Insurance Information Program (SHIIP)** is federally funded through a grant from the Centers for Medicare and Medicaid Services (CMS). SHIIP provides information, education and counseling to all Arkansans with Medicare. SHIIP also provides education programs for healthcare professionals throughout the State. The education, information and counseling provided by SHIIP covers Medicare information, Medicare supplemental insurance coverage, retiree coverage, Medicare Prescription Drug Program, Long-Term Care insurance, general adult Medicaid, and referrals to local resources.

## Energy Team Overview

### Description of Energy Team

The Arkansas Insurance Department's Energy Team is comprised of at least fifteen (15) Department Divisions with at least one (1) representative from the following departments and functions within the organization: Facilities, Operations, Maintenance, Administration, Finance and other Stakeholders. The Energy Team was established in September of 2009 and meets on a regular basis to discuss energy management issues, such as organization-wide energy use reduction policies, capital improvement plans, maintenance and other related issues.

### Appointment of Energy Director:

The Insurance Commissioner in accordance with the Environmental Protection Agency (EPA) Energy Star Program and EO 09-07 will appoint as an additional duty an Energy Director. This appointment will be in writing (See Appointment Order Energy Director). This appointment will normally not exceed one (1) year from date of appointment; however the Commissioner may extend this appointment at his/her discretion. The Energy Director will report to and work for the Chief Deputy Commissioner.

The Energy Director's duties include but are not limited to:

- Coordinating and directing the overall energy program;
- Acting as the point of contact for senior management;
- Increasing the visibility of energy management within the organization;
- Drafting an Energy Policy;
- Assessing the potential value of improved energy management;
- Creating and leading the Energy Team;
- Securing sufficient resources to implement strategic energy management;
- Assuring accountability and commitment from core parts of the organization;
- Identifying opportunities for improvement and ensuring implementation (including staff training);
- Measuring, tracking, evaluating and communicating results; and
- Obtaining recognition for achievements.

See "Appointment Order – Energy Director" form

### Appointment of Energy Team

With the approval of the Commissioner and/or the Chief Deputy Insurance Commissioner, the Energy Director will establish and appoint an Energy Team to assist in the planning and implementing specific improvements. The Team will measure and track energy performance and communicate with management employees and other stakeholders. This appointment will be in writing. This appointment will normally not exceed one (1) year from date of appointment; however the Energy Director may extend

this appointment at his/her discretion. The Energy Director should consider including a representative from each operational area that significantly affects energy use which includes but is not limited to:

- Accounting/Purchasing Division
  - Contractors and Suppliers
- Administration/Operations Division
  - Building/Facilities Management/Maintenance
  - Environmental Health and Safety
  - Construction Management
- Irwin Saviers Ballard (ISB)
  - Building/Facilities Management/Maintenance and Utilities
  - Environmental Health and Safety
  - Construction Management
  - Contractors and Suppliers
- Arkansas State Building Services (SBS)
  - Corporate Real Estate and Leasing
- Consumer Services Division
- Criminal Investigation Division
- Finance Division
- Human Resources Division
- Information Systems Division
- Legal Division
- Licenses Division
- Life & Health Division
- Liquidation Division
- Property & Casualty Division
- Public Employee Claims Division
- Risk Management Division
- Senior Health Insurance Information Program

The current Energy Team consists of:

- Dave Roff, Chief Security Officer, Director
- Drew Carpenter, Risk Management
- Jeanie Stobaugh, Human Resources
- Ken Wilder, Criminal Investigation;
- Llyweyia Rawlins, Property and Casualty
- Linda Bird, Life and Health
- Carla Kincannon, Accounting
- Malisa Landers, Finance
- Tiphonie Nelson, Public Employee Claims
- Melinda Kelly, Information Systems
- Mary Ann Wornock, Administration

See "Appointment Order Energy Team Member" form

# Arkansas Insurance Department

Mike Beebe  
Governor



Jay Bradford  
Commissioner

## **APPOINTMENT ORDER**

### **Energy Director**

**Date:** \_\_\_\_\_

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I, Jay Bradford, acting under the authority vested in me as the Insurance Commissioner for the State of Arkansas and the implied authority granted me by Governor Mike Beebe in Executive Order 09-07 dated May 28, 2009, do hereby appoint \_\_\_\_\_ as Energy Director for the Department.

This appointment will be for a period not to exceed one year from the date of appointment unless otherwise specified.

The Energy Director's duties include but are not limited to:

- Coordinating and directing the overall energy program;
- Acting as the point of contact for senior management;
- Increasing the visibility of energy management within the organization;
- Drafting an Energy Policy;
- Assessing the potential value of improved energy management;
- Creating and leading the Energy Team;
- Securing sufficient resources to implement strategic energy management;
- Assuring accountability and commitment from key players of the organization;
- Identifying opportunities for improvement and ensuring implementation (including staff training);
- Measuring, tracking, evaluating and communicating results; and
- Obtaining recognition for achievements.

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Jay Bradford  
Commissioner

# Arkansas Insurance Department

Mike Beebe  
Governor



Jay Bradford  
Commissioner

## **APPOINTMENT ORDER**

### **Energy Team Member**

**Date:** \_\_\_\_\_

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I, \_\_\_\_\_ acting under the authority vested in me by the Insurance Commissioner for the State of Arkansas and the implied authority granted in Executive Order 09-07 dated May 28, 2009, do hereby appoint \_\_\_\_\_ as an Energy Team Member for the Department.

This appointment will be for a period not to exceed one year from the date of appointment unless otherwise specified.

The Energy Team duties include but are not limited to:

- Planning and implementing specific improvements;
- Tracking and measuring energy performance results;
- Communicating with management, employees and other stakeholders;
- Training employees;
- Assisting the Energy Director in achieving the Department's Goals.

\_\_\_\_\_  
Energy Director

## **Policy Statement Developed Regarding Energy Use and Cost Reduction**

Recognizing our responsibility as Energy Efficiency Team members for the Arkansas Insurance Department, we believe that every effort should be made to conserve energy and our natural resources. We also believe that this commitment will be beneficial to our agency employees and taxpayers in prudent financial management and the saving of energy.

The fulfillment of this policy is the joint responsibility of the Team, Director and the support staff personnel. Cooperation shall be experienced on all levels for the success of this policy.

The Department will maintain accurate records of energy consumption and cost of energy on a monthly basis. An energy audit will be conducted annually at each facility and recommendations will be reviewed and accepted or rejected by the Insurance Commissioner. Information will be furnished to the Arkansas Energy office, the Governor's Office, and media on the goals and progress of the Energy Conservation Program.

## **Facility/Site Description**

The following is the information provided on "Arkansas StEP Facility Data Sheet":

Agency:	Arkansas Insurance Department
Address:	1200 West Third Street
City:	Little Rock
County:	Pulaski
Year Built:	1976
Property Type:	A single facility with less than 90% ownership/management
Space Type:	Not Applicable
Category:	Office
Gross Square Footage	59472
Operating Hours:	65 Hours - 7:30AM – 5:00PM, Monday thru Friday
Workers on Main Shift:	180
Personal Computers:	135 CPUs, 95 notebooks, 8 servers

The Arkansas Insurance Department has a full-service lease with the owners of the building, Arkansas Teachers Retirement System, managed by Irwin Saviers Ballard.

**BUILDING APPRAISAL REPORT  
STATE MASTER PROPERTY POLICY ADMINISTERED BY  
THE RISK MANAGEMENT DIVISION, ARKANSAS INSURANCE DEPARTMENT**



**425 Arkansas Insurance Department**

OFFICE BUILDING

1200 W. Third Street

Little Rock

72201

<b>Building</b>		TC	PC	EZ	ET	FZ	CT	BC
Leased	DNI							
No	No							

<u>Building Appraisal</u>	<u>Square Footage</u>	<u>Cost Per Unit</u>	<u>Cost To Rebuild</u>
	59,472	133.43	7,935,349
	0	0.00	0
	0	0.00	0
	0	0.00	0
PORCH	468	40.03	18,734
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
<b>Totals</b>	<b>59,472</b>		<b>7,954,083</b>

<u>Values Insured</u>	
Replacement Cost-Building	7,954,083
Agreed Amount-Building	0
Building Contents	4,109,400
<b>Total Insured</b>	<b>12,063,483</b>

Number of Levels	3
Year Built	1976
Date of Total Renovation	
Date of Addition	

Security Hours

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Occupancy Hours

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Appraisal Descriptions and Comments

OFFICE.  
(6) HVAC UNITS - ELECTRIC, 25 TON  
(4) 19 YEARS OLD  
(2) 17 YEARS OLD

<u>Construction Code</u>		<u>Alarms and Emergency Equipment</u>	
CSP 1		Air Duct-Central Station	X
CSP 2		Air Duct-Local	
CSP 3		Ansul System	
CSP 4	100%	Auxiliary Lights	X
CSP 5		Battery Smoke	
CSP 6		Burglar-Central Station	X
		Burglar-Local	
		Emergency Generator	
		Fire Doors - Automated	
		Fire Extinguisher	X
		Fire Pump	
	100%	Gaseous Fire Suppression	
		Hardwire Smoke-Central Station	X
		Hardwire Smoke-Local	
		Heat-Central Station	
		Heat-Local	
	X	Pull Station-Central Station	X
		Pull Station-Local	
		Sprinklers	
		Sprinklers - Attic	
		Standpipe System	

<u>Roof Covering</u>	
Metal	
Wood	
Concrete	
Composition	
Built-Up	100%

<u>Electrical</u>	
None	
Without Conduit	
With Conduit	X
Unknown	

<u>Exposure To Other Structures</u>	<u>CSP 1-2</u>	<u>CSP 3-6</u>
0' - 50'		
51' - 100'		
Over 100'		

## Energy Plan Elements

**Goal 1: Reduce the agency's annual maintenance and operating budget devoted to energy consumption (usage) in accordance with Executive Order 09-07 and Act 1494 of 2009.**

**As stated in Act 1494, energy use in all existing state buildings shall be reduced by twenty percent (20%) by 2014 and thirty percent (30%) reduction by 2017 based on energy consumption for the 2007-2008 fiscal year (FY), if the savings can be justified by a life cycle cost analysis.**

### **Strategy 1.1: Electricity/Water Usage**

The Arkansas Insurance Department is owned by the Teacher Retirement System, and managed with a full service lease by Irwin Saviers Ballard (ISB). We moved into this facility in 1996. ISB has provided us with the information for the benchmark year of fiscal year 2008 and the first report year of 2009.

**Objective 1.1.1:** Information will continue to be provided by Irwin Saviers Ballard for the input and comparison of electricity and water usage. Our electricity is provided by Entergy and our water by Utility Billing Service (meter # 384881).

Our electricity usage for benchmark year 2008 was 1420640 kWh and for 2009 it was 1244560 kWh – a 12.39% decrease. This decrease in electricity usage was due to the conversion of our lighting system to T8 light bulb system in 2008.

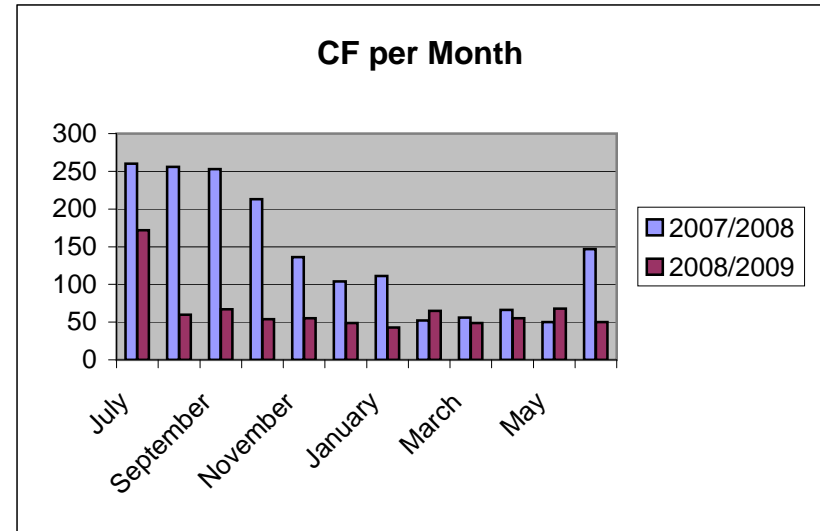
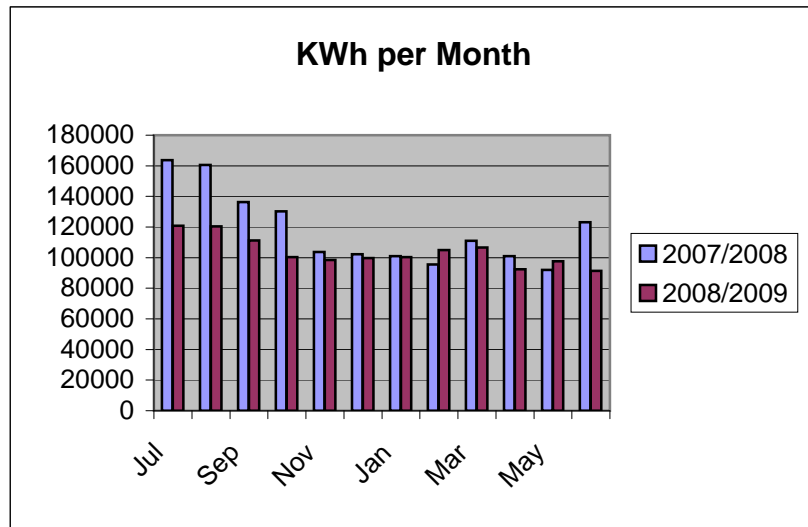
Water usage for 2008 was 1704 cf. and dropped to 787 cf. in 2009 (a 53.81% decrease). This was due to the conversion of the cooling system for the Server Room from a water-cooled system.

**Objective 1.1.2:** Entergy meter #3238450; Utility Billing Service meter # 384881.

**Objective 1.1.3:** Data has been collected and has been placed on the Arkansas StEP Data Sheet.

## Arkansas Insurance Department Electrical Usage KWh per Month

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2007/2008	163760	160640	136320	130240	103680	102240	100960	95520	111040	101040	92080	123120
2008/2009	120800	120400	111280	100400	98480	99760	100320	104960	106720	92400	97600	91440



## Water Usage Cubic Foot Usage per Month

	July	August	September	October	November	December	January	February	March	April	May	June
2007/2008	260	256	253	213	136	104	111	52	56	66	50	147
2008/2009	172	60	67	54	55	49	43	65	49	55	68	50

## Vehicle Purchases

### Strategy 1.2: Vehicle Fleet Energy Consumption

Due to the various missions charged to the Arkansas Insurance Department, there are certain requirements for the size, design and capabilities of the vehicles purchased. Requirements vary by division.

Department Replacement Standards:

1. Department vehicles are typically driven in excess of 12,000 miles annually.
2. Department Policy is to retain a vehicle until mileage exceeds 100,000 miles or 7 years (unless significant mechanical problems arise).
3. Vehicles shall be maintained appropriately to guarantee the best mileage possible.
4. The safety of state employees is also a main consideration in the purchase of a vehicle for state usage.

### Division Vehicle Requirements

**Criminal Division** has law enforcement powers throughout the State of Arkansas. They investigate allegations of various insurance-related violations. Their vehicles are used for investigations and training, as well as transporting prisoners and witnesses to appropriate facilities. Vehicles are also used for transportation of surveillance equipment, weapons and ammunition.

**Risk Management** is charged with providing insurance coverage, consulting, property appraisal and loss control services to State agencies and schools. In addition, they provide an Advanced Defensive Driving Course for state and public school employees. Various sizes and types of vehicles are required due to the diverse responsibilities of the division.

**Consumer Services** assists insurance consumers with complaints and inquiries regarding insurance companies, agents, and adjusters. At the direction of the Governor, Consumer Services provides assistance following plant closings and layoffs at Dislocated Worker Workshops. In the event of significant storm damage or catastrophic events, the division travels to the damaged areas to assist homeowners with filing claims and procuring emergency living expenses. Consumer Services needs to transport employees, educational materials, tents and exhibits to groups, fairs and expos across the state.

**Public Employee Claims** is responsible for the investigation, determination, payment, management, and administration of the workers' compensation claims filed by Arkansas State employees.

**Senior Health Insurance Information Program** provides information on Medicare supplement programs and other life and health insurance to Arkansas's senior citizens

by attending community functions around the state. The division requires a vehicle capable of transporting multiple passengers, equipment and educational materials.

The Arkansas Insurance Department will base the purchase of its vehicle upon the following criteria:

1. The highest estimated miles per gallon (MPG) available,
2. Flex-fuel capabilities, and
3. National vehicle safety ratings to assure the safety of AID employees in an effort to minimize employee accident injuries.

The particular model or type of vehicle will be determined by:

1. Requirements of the Department/Division,
2. Intended use,
3. Fuel economy, and
4. Safety ratings.

The Arkansas Insurance Department is authorized nineteen (19) vehicles. Attached please find a spreadsheet detailing vehicle mileage and gas usage comparisons for the 2007-2008 fiscal year and July 2008 through May 2009.

All information related to the vehicle fleet of the Arkansas Insurance Department can be found on the report entitled "Vehicle Inventory Report".

**Objective 1.2.1:** With the retirement and replacement of different vehicles, twenty vehicles were in the fleet with an average of 21 miles to the gallon.

The average for FY 2009 was 18.6.

**Objective 1.2.2:** As vehicle purchase information for FY 2010 is not yet available from DFA, we are basing our increased efficiency on the vehicles from the contract which expired on 6/30/2009, but using 2010 mpg information from the manufacturer's website. By updating the vehicles that may be scheduled for replacement in 2010 using the criteria of the divisions assigned to those vehicles, our mpg for the fleet should increase to about 20.8 mpg.

**ARKANSAS INSURANCE DEPARTMENT  
VEHICLE INVENTORY REPORT**

<b>ARKANSAS INSURANCE DEPARTMENT VEHICLE INVENTORY REPORT</b>										
							<b>July 1, 2007 - June 30, 2008</b>		<b>July 1, 2008 - May 31, 2009</b>	
		<b>Vehicle</b>		<b>VIN</b>	<b>Projected</b>	<b>Type</b>	<b>Annual</b>		<b>Annual</b>	
	<b>Division</b>	<b>Condition</b>	<b>Model</b>	<b>Number</b>	<b>Disposal</b>	<b>Fuel</b>	<b>Gallons</b>	<b>Mileage</b>	<b>Gallons</b>	<b>Mileage</b>
Chevrolet Express Passenger Van	Risk	VG	2008	1513	2015	Flex			698	8,637
Chevrolet Equinox	Risk	VG	2009	9752	2015	Flex			414	7,269
Chevrolet Impala/Sedan	CID	VG	2008	60002	2015	Flex	139	2,794	754	15,675
Chevrolet Impala/Sedan	Risk	VG	2008	2238	2014	Flex	12	142	657	16,906
Chevrolet Impala/Sedan	CID	VG	2008	9028	2014	Flex	175	4,100	950	19,100
Chrysler Cirrus/Sedan	Prepaid	F	2000	3331	2009	Gas	442	13,177	445	12,646
Chrysler Cirrus/Sedan	Prepaid	F	2000	3332	2009	Gas	275	8,228	300	9,368
Dodge Caravan	SHIIP	VG	2009	7044	2017	Flex			146	2,817
Dodge Durango	CID	VG	2007	70664	2012	Gas	1,314	21,089	1,501	22,530
Dodge Durango	Risk	G	2006	2544	2011	Gas	677	12,288	1,506	25,023
Dodge Durango	Admin	G	2006	5794	2013	Gas	823	12,152	801	12,371
Dodge Durango	CID	G	2006	6554	2012	Gas	1,164	20,680	976	16,505
Dodge Durango	CID	G	2006	6555	2011	Gas	1,766	32,050	1,783	32,037
Dodge Durango	CID	G	2006	8805	2013	Gas	1,049	16,255	886	13,843
Dodge Nitro 2WD	Risk	E	2009	9759	2015	Flex			148	2,933
Dodge Pickup 1/2 Ton	Risk	F	2003	1719	2009	Gas	851	15,845	1,613	26,382
Dodge Van-Passenger/Compact	CSD	F	2005	2496	2010	Gas	627	14,349	783	15,721
Ford Fusion/Mid-Size	PECD	VG	2008	1315	2016	Flex			282	8,387
Dodge Nitro 4WD	Admin	E	2009	7626	2017	Flex			0	0
<b>Vehicles Disposed of by the Arkansas Insurance Department</b>										
					<b>Disposal</b>					
					<b>Date</b>					
Chevrolet Malibu CS/Sedan	CID	F	2000	1166	6/2/2008	Gas	590	13,880		
Chevrolet Malibu CS/Sedan	CID	F	2000	7208	6/2/2008	Gas	518	14,800		
Chevrolet Malibu CS/Sedan	CID	F	2000	9339	7/3/2007	Gas				
Chrysler Cirrus/Sedan	Risk	F	2000	3329	2/26/2008	Gas	578	16,634	506	14,388
Chrysler Cirrus/Sedan	PECD	F	2000	3328	7/14/2008	Gas	331	9,388		
Chrysler Cirrus/Sedan	Risk	F	2000	3327	10/10/2008	Gas	726	21,304	260	4,375
Dodge Intrepid/Sedan	Risk	F	2000	4611	7/14/2008	Gas	713	18,803		
Dodge Van-Passenger/Compact	SHIIP	F	2000	6588	1/26/2009	Gas	311	9,800	390	7,709

### **Strategy 1.3 – Information Systems’ Strategic Energy Plan**

1. Consolidate Data Center servers to Virtual Servers. Replacement of end-of-life servers with virtual drives as required or when expanding.
2. Consolidate Department storage within the data center on Storage Area Network to allow powering down of equipment during non work hours. Move data folders to network shares.
3. Move to more efficient cooling system. Purchase when budget allows.
4. Move to Power over Ethernet switches to power select LAN attached devices instead of wall plugs. Purchase as budget allows.
5. Replace Data Center lighting switches to motion detection enabled switches. Purchase as budget allows.

### **Strategy 1.4 – Plan to Reduce Power in the Office**

1. Replace computer workstations with thin clients. Replace at end of support term for existing equipment.
2. Move to workgroup based printing scanning and phase out desktop printers. Implement during purchasing and retirement of existing equipment.
3. Transition to single computing device per user. Where possible, move users with laptops to use that device as their primary workstation.
4. Turn off non essential peripherals at the end of the work day.
5. Communicate policy to staff and enforce.

**Objective 1.4.1:** One of the missions of our Energy Team will be to develop a power consumption model for office and support area as soon as the team membership is appointment and begins to meet.

**Objective 1.4.2:** The Administrative Division of the Insurance Department will meet with the Energy Team to discuss the Energy Plan they have developed and determine methods to support the green initiatives.

### **Goal 2: Promote agency operations and practices that will reduce to the extent practicable, the environmental impact of the agency’s overall operation**

#### **Strategy 2.1: Materials, Products and Services**

**Objective 2.1.1:** Our purchases of supplies and services are governed by the contracts made and information distributed by the Office of State Procurement of the Department of Finance and Administration and state policies established to support minority businesses within the state.

**Objective 2.1.2:** Our purchases are governed by the Office of State Procurement of the Department of Finance and Administration. We do check their contracts for bio-based products and take them into consideration when making purchases and to keep within our budget.

**Objective 2.1.3:** We participate in all phases of recycling as are possible including the purchase of products produced with recycled materials, products that are recyclable and recycling of the used items.

### **Strategy 2.2: Fuel-efficient Fleet**

**Objective 2.2.1:** The Arkansas Insurance Department has always and will continue to replace the vehicles in our fleet with the most economical, fuel efficient and safe vehicle which will meet the requirements of the division for which it is purchased and the contracts of the Office of Procurement.

**Objective 2.2.2:** At this point, there are no areas of our job description which would benefit from the purchase of an electric vehicle.

**Objective 2.2.3:** We do encourage walking for health. The use of a bicycle as a means of transportation has not been popular as we do not have a secure parking area for them as the location of our building is not conducive to leaving anything of any value unattended.

### **Strategy 2.3: Recycling Program**

**Objective 2.3.1:** We participate in the recycling program for paper, cardboard and IT hardware. As of the preparation of this plan, we have not been able to find an agency or business in the state which will provide pick-up for glass, plastic or aluminum items. We will continue to contact the Arkansas Department of Environmental Quality and any other businesses in order to participate in a program to recycle as many products/items as possible.

**Objective 2.3.2:** The Arkansas Insurance Department is currently returning empty toner cartridges to the manufacturer for refurbishing, refilling and redistribution.

### **Strategy 2.4: Lighting Systems**

Our facilities are under a full-service lease, but we will provide responses to appropriate objectives that we have implemented.

**Objective 2.4.1:** At the end of office hours, the cleaning crew arrives to carry out their duties. As they complete an area, lights are extinguished. This includes all divisions, hallways and restrooms. The only lighting fixtures that should be left on are those required to meet fire department regulations.

**Objective 2.4.2:** In 2008, the lighting system was retrofitted with new ballasts to accommodate the more efficient T8 light bulbs. In a comparison of our KWh usage, since the lighting system has been updated, our energy consumption has gone down by 8.76%.

**Objective 2.4.3:** The installation of light sensors would be at the discretion of our building management company with the approval of the building owners. We do encourage the practice of turning off the lights and regulating the temperature in areas that are not in use at any given time.

**Objective 2.4.4:** Natural lighting is used wherever possible as a light source and as a heat source during the cooler seasons, controlled by the use of window blinds.

**Objective 2.4.5:** We are encouraging the removal of all unnecessary lighting and even those for esthetic purposes wherever possible.

**Objective 2.4.6:** Installation of LED exit signs will be at the discretion of the owner and building management.

### **Strategy 2.5: Heating, Ventilation, and Air Conditioning Systems**

**Objective 2.5.1 & 2:** The building operates in the occupied mode from 6:00AM until 8:00PM Monday thru Friday. The equipment is scheduled off during unoccupied times unless the building average temperature exceeds 82° or falls below 62°. During morning warm-up the economizer and condensing units are disabled until average building temperature exceeds 68°. When the occupied mode is enabled, the condensing units are enabled using a time schedule and how far the actual supply air temperature is from supply air set-point at the end of that time. The perimeter heating units are locked out when outside temperatures exceed 80°.

**Objective 2.5.3:** The installation or expansion of energy management/building automation systems are at the discretion of the building owners and management.

The future goal of Irwin Saviers Ballard is to develop a replacement plan beginning in 2010 which will put the current system's age at 20 years. The plan includes the following: Replace one (1) unit of the six (6) 25 ton units per year while expanding the Energy Management System to include controls to the VAV thermal boxes. The total replacement of the HVAC system will be completed by 2016. The new units will be 20% more efficient than the existing system.

### **Strategy 2.6: Computer Equipment**

**Objective 2.6.1:** The Insurance Department is currently systematically replacing workstations with Wyse thin clients. These thin clients will connect to Visual Servers in the data center. They will reduce power consumption by 90% over a conventional workstation and will be powered off when not in use.

**Objective 2.6.2:** While the replacement efforts are in progress, the Department plans to:

1. Use group policy to configure all workstations to hibernate and laptops to enter standby after thirty (30) minutes of non use. However, we will allow appropriate

access for remote users and IT maintenance and support such as fixes, patches, updates and software rollouts.

2. We are also exploring the use of smart power strips which turn off peripherals attached to the strip when the thin client/workstation/laptop is powered down.
3. During normal operations, employees will be encouraged to turn off monitors when CPUs remain idle.

The Insurance Department is currently systematically replacing workstations with Wyse thin clients. These thin clients will connect to Visual Servers in the data center. They will reduce power consumption by 90% over a conventional workstation and will be powered off when not in use.

### **Strategy 2.7: Paper Usage**

**Objective 2.7.1:** We will continue to work to reduce our internal paper consumption by 25% by 07/01/11. The agent licensing system is set up online and can be used to check the status of an agent as well as complete the licensing procedure. Many filings by insurance companies can be done online to meet the requirements of the Finance Division

**Objective 2.7.2:** On-desk printers have been removed from certain offices, but are very necessary to some of our divisions. Individual printers have been left in certain offices due to the confidentiality of the documents produced and in the interest of saving the time of the producer when it is a greater benefit than the use of the central stations.

**Objective 2.7.3:** All of our divisions have an area dedicated for a multi-user printing/copying/scanning station. A separate station has been equipped for the duplication of large documents and preparation of multiple documents for meetings and filings.

**Objective 2.7.4:** The Department began purchasing printers with duplex capability in fiscal year 2008 and will continue to phase out existing non-duplex printers as they come up for replacement according to standards set by State regulations.

**Objective 2.7.5:** The Arkansas Insurance Department uses a variety of templates for the various documents it produces. The Legal Division promulgates rules, directives and legislation which have their own standards set by the state agency involved. The Finance Division's documents also have certain standards which are met. The general production of correspondence and other documents by all divisions is set for maximum usage of a minimum of paper and supplies with the readability by the consumer in mind.

**Objective 2.7.6:** As a general policy of the Department, divisions correspond through the use of email wherever possible. Draft documents are prepared and then transmitted by email for input by other internal divisions and even to the contributors located in other agencies outside of the Department. Inter-agency communication is also handled by email wherever possible. Often, the use of email can cut down on the number of

outside meetings needed to conclude a project, thus reducing gas, vehicle expense, travel time of the employees and the use of energy and materials for the production of draft documents.

## **Strategy 2.8: Reducing Non-essential Electricity Usage**

**Objective 2.8.1:** Each Division will be authorized the use of one (1) each – coffee maker, toaster, refrigerator and microwave oven within their division area. The use of personal coffee makers, space heaters, refrigerators, microwave ovens, fans, televisions, radios, desk lamps, table lamps, blenders, coffee warmers, candles, crock-pots, fish tanks, hot plates, hot pots, warming plates and other non-essential appliances are prohibited unless a written exception is granted by the Commissioner or Chief Deputy Commissioner.

Employees will not use personal plug load appliances in the workstations or cubicles. Exceptions may be made due to special health needs or proven failure of the HVAC system to provide sufficient comfort. Small fans (15 watts or less) and foot warmers (150 watts or less) are suggested.

Other items:

1. All office/communal equipment purchased will be Energy Star Rated.
2. All equipment will be plugged into power strips and the strip turned off at the end of normal office hours.
3. All office equipment will be turned off when not in use.
4. All office lighting will be kept off when not in use and lights will be turned off after normal office hours.
5. Communal appliances will be allowed if located in central break rooms or kitchenettes.

To assure compliance, the Department Energy Director and Energy Team will conduct unannounced inspections of the Department at least twice a year. An assessment tool will be provided to the Team to make this evaluation. The results will be reported within two weeks of the inspection to the Director responsible for the Division with a copy to the Chief Deputy and/or Commissioner.

**Objective 2.8.2:** Information regarding the Energy Plan will be posted on the Department's Employee Website and will be part of the new employee orientation.

# Arkansas Insurance Department

Mike Beebe  
Governor



Jay Bradford  
Commissioner

## **REQUEST FOR EXCEPTION** **Arkansas Insurance Department** **REDUCTION OF ENERGY CONSUMPTION**

Date: \_\_\_\_\_

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In accordance with the Arkansas Insurance Department's Plan for the Reduction of Energy Consumption and Executive Order 09-07,

I \_\_\_\_\_ request an exception to the Department's Reduction of Energy Plan to allow me to use my \_\_\_\_\_ for the following reason(s):

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\_\_\_\_\_  
Signed

Directors Recommendation:    \_\_\_\_\_ Approval    \_\_\_\_\_ Disapproval

Your request for Exception to Policy is \_\_\_ Approved \_\_\_ Disapproved.

\_\_\_\_\_  
Department Energy Director

**Strategy 2.9: Training/Culture of Energy Awareness** – establish a training program for agency employees and building Energy Managers in order to ensure better understanding and support of Green initiatives.

**Objective 2.9.1.:** A portion of the Energy Team Policy for the Department will contain a summary and overview of personal and home enhancements and incentive programs from [www.EnergyStar.gov](http://www.EnergyStar.gov).

**Objective 2.9.2.:** The Department's Energy Director and the Energy Team will, in accordance with the Environmental Protection Agency (EPA), Energy Star Program, EO 09-07 and this Energy Policy research, design, develop and implement a training program that will identify and educate department employees to the values and enhancement of low and no-cost conservation measures. This training shall include but not be limited to:

1. An overview of the Department's Reduction of Energy Consumption Policy;
2. Department protocols in the operation of office equipment; and
3. A summary and overview of personal and home enhancement and incentive programs from [www.EnergyStar.gov](http://www.EnergyStar.gov).

This training should be documented in written form for each and every employee.

When and where feasible, the Energy Director and Energy Team Members shall be Certified EPA Training Instructors.

**Objective 2.9.3.:** The Department's Energy Director has been appointed and almost all members of the Energy Team have been appointed to represent the various divisions of the Department.

**Objective 2.9.4.:** An Energy Policy for the Department will be prepared upon the critique of our StEP which will include an agency-wide overview of energy-savings steps to be taken.

**Objective 2.9.5.:** Meetings will be scheduled for the Energy Team to discuss additional energy, financial and strategic goals and ideas for their implementation.

**Objective 2.9.6.:** Seminars will be set for the employees of the Department and should be no longer than 30 minutes in length to reduce disruptions to the Department's Mission and Divisions' operation.

These training sessions should be conducted in accordance with the EPA Training Program and certified by the Energy Director and/or an Energy Team Member.

**Objective 2.9.7.:** Additional information on energy efficiency measures and links will be placed on our Website for employee reference sources.

**Objective 2.9.8.:** Our computers are set to shut down and the cleaning crew turns out the lights as they complete each Division.

**Objective 2.9.9.:** A project of the Energy Team will be to find ways to cut down on gas consumption by Department employees.

**Strategy 2.10: Central Plant** – Evaluate central plant for energy conservation opportunities.

**Objective 2.10.1.:** An engineering study is being planned.

**Objective 2.10.2.:** Air and water side economizers are currently in use.

**Objective 2.10.3.:** Variable Frequency Drives are on fans but there are no pumps.

**Objective 2.10.4.:** Install thermal energy storage. (Not Applicable)

**Objective 2.10.5.:** The building does not have a chiller system.

**Objective 2.10.6.:** The facilities do not have a boiler system.

**Strategy 2.11: Hot Water System(s)** – Evaluate domestic hot water system(s) for energy conservation measures.

**Objective 2.11.1.:** The building does not have a hot water system.

**Objective 2.11.2.:** Water heaters are insulated by manufacturer.

**Objective 2.11.3.:** Install instantaneous water heaters where appropriate. (Not Applicable)

**Strategy 2.12: Building Envelope** – Evaluate building envelope(s) for energy conservation measures.

**Objective 2.12.1.:** The addition of insulation information should upon the completion of the engineering study.

**Objective 2.12.2.:** Windows are double paned and tinted.

**Strategy 2.13: Water Conservation**

**Objective 2.13.1.:** A report of water usage history has been provided by ISB and is covered in Strategy 1.1.

**Objective 2.13.2.:** Identifying water conservation opportunities would require additional studies by an engineering firm.

**Objective 2.13.3.:** Assessing and prioritizing water conservation opportunities would require an engineering study.

**Objective 2.13.4.:** Implementing strategies for water conservation would require an engineering study.

**Objective 2.13.5.:** Faucets and plumbing are checked on a weekly basis and repaired as needed by Irwin Saviers Ballard Maintenance Staff.

### Goal 3 Integrate energy use considerations into maintenance plans.

#### **Strategy 3.1.: Preventative and Routine Maintenance Procedures**

Enhance preventative and routine maintenance procedures to maximize energy efficiency. Preventative Maintenance Contract for preventative maintenance and routine maintenance is currently in place with Powers Mechanical. ISB Maintenance Staff performs weekly checks to ensure proper and efficient system operations. HVAC Contract was provided to the Arkansas Insurance Department.

**Objective 3.1.1.:** Filter changes performed annually by Powers Mechanical as part of the preventative maintenance contract. Irwin Saviers Ballard Maintenance Staff performs periodic filter checks.

**Objective 3.1.2.:** Regular inspections for pneumatic leaks performed by Powers Mechanical as part of the preventative maintenance contract. Irwin Saviers Ballard Maintenance Staff performs periodic checks for pneumatic leaks.

**Objective 3.1.3.:** The building mechanical system includes six (6) 25 Ton Air Cooled Condensing Units., one (1) central station air handling unit, VAV terminal boxes with electric reheat, perimeter fan units with electric heat. The existing 25 ton condensing units have an energy efficiency rating of 11.1 or 28.3 KWH used each condensing unit that is in operation. Replacement 25 ton condensing units have energy efficiency ratings of 10.8 to 11.2. The total cost to replace all six (6) condensing units would be \$89,500. From an energy savings standpoint the cost to replace the condensing units is not feasible even though the units have probably lost some efficiency because of their age, 17 years old. An option would be to replace the units on an as needed basis due to age and refrigerant phase out.

The Variable air Volume Terminal boxes have pneumatic controls and are not connected to the building automated control system. The boxes are set to energize electric reheat any time the space is below set-point, summer or winter, which allows energy consumption unnecessarily. Turning off the electric heat at the disconnect would cause the space to become too cold due to the minimum air setting for the electric reheat. Upgrading the VAV's to DDC control and connecting to the building automation system would allow programming to lockout the electric reheat when outside temperatures permit and will automatically reset the minimum air setting to a value that would continue to maintain occupant comfort. The cost to upgrade VAV controls, programming, and network to building automation system is \$39,360.00.

Current supply fan has a variable frequency drive installed and the building uses an economizer cycle for cooling.

#### **Strategy 3.2.: Cleaning/janitorial Activities**

Integrate energy considerations into cleaning/janitorial activities.

**Objective 3.2.1.:** Evaluating the frequency of various cleaning services may be considered if it does not cause an unsanitary environment.

**Objective 3.2.2.:** The Janitorial Company uses the following methods and products to conserve energy:

- Use wax stripper that does not require the use of a buffer thus saving on electricity.
- Reduce the amount of aerosols and use direct mix chemicals.

**Objective 3.2.3.:** The Janitorial Company has adjusted start times to more adequately use sunlight in cleaning and leave earlier thereby using less electricity.

#### **Goal 4: Integrate energy use consideration into capital improvement plans.**

Irwin Saviers Ballard, Agent for Owner considers energy efficiency and energy reduction a top priority in management of property. Electricity and water consumption usage is recorded monthly to keep a close eye on consumption and cost increases. Energy efficiency and consumption is a consideration in Capital Improvement Projects.

#### **Strategy 4.1.: Energy Efficiency and Equipment Acquisitions.**

Incorporate energy efficiency considerations into procurement of equipment.

**Objective 4.1.1.:** Energy efficiency considerations are a key consideration in the process of procuring new items and replacement equipment.

#### **Strategy 4.2.: Energy Efficiency and New Construction**

Incorporate energy efficiency considerations into new construction or renovation projects.

No new construction is planned and energy efficiency considerations are already a main part of replacement/renovation projects.

#### **Strategy 4.3.: Water Systems and New Construction**

Water systems in new construction projects shall be designed and constructed to use at least twenty percent (20%) less potable water as per Act 1494.

No new construction is planned.

#### **Goal 5: Promote StEP Timeline**

#### **Strategy 5.1: Step Implementation Timeline**

Develop a timeline for implementation of the StEP that is within a realistic time frame

**5.1.1 - ARKANSAS INSURANCE DEPARTMENT  
TIMELINE FOR IMPLEMENTATION OF StEP**

<b>Date</b>	<b>Strategy/Objective</b>	<b>Action</b>	<b>Follow-Up</b>
30 Oct 2009	<b>2.9.3. Selection of AID Energy Team Member by each Division Director.</b>	Responsible for planning and implementing specific improvements; measures and tracks energy performance and communicates w/ management.	Quarterly
30 Oct 2009	<b>5.1.1. Adopt formal agency goals, objectives and milestones.</b>	AID Mgmt. must develop/adopt formal agency goals, objectives and timelines. EO 09-07 Act 1494.	Monthly – Quarterly
30 Oct 2009 (due 1 Apr 2010)	<b>1.1. Completion of StEP tab #4-7 (Facility Data Sheet)</b>	Completion and transmittal of StEP datasheets regarding all energy and water use, parking and data center by the deadline, using FY-2008 as baseline.	Monthly
1 Nov 2009	<b>2.9.5. Formation of a “Quick Start” workgroup to accelerate “low hanging fruit” strategies.</b>	Launch of a “Quick Start” work group to accelerate low hanging fruit strategies (i.e., utility invoice audits [error corrections and rate changes], lighting, plug load, set point adjustments, sensor setting, equipment scheduling, and HVAC tune ups).	Quarterly
1 Nov 2009	<b>2.9.2. Create a workgroup to implement strategies for maximum awareness and education in basic energy management and conservation.</b>	The workgroup will build on proven methodologies developed in the previous AID culture and leadership workshops. Empowerment of weatherization teaching to AID employees for their home residences will be emphasized by various training techniques.	Quarterly
1 Dec 2009	<b>5.1. AID Senior Management’s role defined.</b>	Senior management must determine the role/requirements of Energy Manager/ Team and Division Representatives.	Semi-Annually
1 Dec 2009	<b>1.1.3. Phase I Policies and Priority Recommendations.</b>	AID Energy Team proposes Phase I policy and priority recommendations to AID Senior Mgmt. regarding energy use and cost reduction proposals.	Quarterly
1 Dec 2009	<b>1.1. Review of Data Sheets.</b>	These Divisions must review data already collected for accuracy and thoroughness.	Monthly
1 Dec 2009	<b>5.2. Resource and formalize final decision on methodology.</b>	AID Senior Mgmt. will formalize and resource its final decision on methodology of processing monthly energy data.	Semi-Annually
1 Dec 2009	<b>4.2.2. Formal acceptance of the AID Energy Advisory Group.</b>	This team currently consists of employees w/ special expertise in energy management (i.e., HVAC recommissioning).	Annually
1 Dec 2009	<b>2.1. Comprehensive review of utility bills.</b>	Conduct audits of all utility bills and requests beneficial rate changes if applicable.	Monthly
1 Dec 2009	<b>2.4. Develop a lighting policy for AID.</b>	Design/develop and distribute the StEP AID “Lighting Policy” to all applicable entities of AID.	Quarterly Review
1 Jan 2010	<b>1.1 Creation of a specific online site w/in AID Share.</b>	AID has it’s own Website for employees and information will be posted there.	Update Weekly
1 Jan 2010	<b>2.9.2. As each policy /program is designed and officially adopted by the Energy Team/Organizational Development &amp; Training Division:</b> a) Provide online energy efficiency and conservation information. b) Conduct Quick Start sessions. c) Conduct train the trainer sessions. d) Create pop up monitors’ notes.	a) That can be used at home and at work by AID employees accessed through Share-Point. b) In room A and B for Central Office/Pulaski County employees and via video conferencing for remote sites. c) For designated Division personnel. d) On energy conservation, energy policies and procedures that can be incorporated into the Tip of the Day notes provided by OST.	As events occur
1 Jan 2010	<b>2.8.1. Complete onsite “Plug Load” surveys.</b>	Initiate and complete comprehensive onsite “plug load” survey for each applicable AID facility.	Monthly
1 Jan 2010	<b>2.5.1. Complete onsite HVAC survey.</b>	Initiate and complete onsite HVAC survey for each applicable AID facility using the official AID HVAC template to determine if facility is eligible for a tune-up.	Quarterly

<b>Date</b>	<b>Strategy/Objective</b>	<b>Action</b>	<b>Follow-Up</b>
<i>1 Jan 2010</i>	<b>2.3.1. Complete a comprehensive Recycling survey.</b>	<i>Initiate and complete a comprehensive recycling survey for each applicable AID facility.</i>	<i>Monthly</i>
<i>1 Jan 2010</i>	<b>2.1. Distribute the official AID StEP “Plug Load” policy.</b>	<i>Design/develop and distribute the official StEP AID “Plug Load” policy.</i>	<i>Quarterly Review</i>
<i>1 Jan 2010</i>	<b>2.3. Develop an official “Recycling” policy.</b>	<i>Develop and distribute Recycling policy regarding paper, plastic, glass, cardboard, aluminum, toner, electronics, IT hardware, cabling and State contracts.</i>	<i>Quarterly</i>
<i>1 Jan 2010</i>	<b>Act 1494 Transmit Required Reports</b>	<i>Transmit required monthly reports to the Arkansas Energy office.</i>	<i>Monthly</i>
<i>1 Mar 2010</i>	<b>1.1. Quarterly Reports.</b>	<i>Energy Team submission to Management.</i>	<i>Quarterly</i>
<i>1 Mar 2010</i>	<b>5.1. Create a 12-month StEP Action plan.</b>	<i>The Energy Team will create a twelve month StEP Action Plan for AID senior management’s review and approval.</i>	<i>Annual</i>
<i>1 April 2010</i>	<b>2.4.1. On- site lighting surveys.</b>	<i>Initiate/ complete an onsite lighting survey for each floor.</i>	<i>Annual</i>
<i>1 Nov 2010</i>	<b>2.2. Develop an official StEP AID “Vehicle” policy.</b>	<i>Develop and institute a Vehicle policy regarding fleet mgmt, ROI, mileage enhancement, safety, maintenance, car pooling, public transportation and procurement.</i>	<i>Monthly</i>
<i>1 Apr 2010</i>	<b>2.9.5. Launch “Finance” Work Group.</b>	<i>Launch “Finance” Workgroup to actively seek funding for energy conservation measures (ECM’s), Energy Star Grants, Energy Savings-Performance Contracting, Arkansas Energy Office 1494 Participation, ABA revolving loan fund, Department of Energy Grants, Arkansas Utility Energy Efficiency Incentive Program and yet to be defined future stimulus funding.</i>	<i>Quarterly and/or as needed</i>