

OFFICE OF DISABILITY CONCERNS

AGENCY ENERGY EFFICIENCY AND CONSERVATION PLAN

OCTOBER 2009

**AGENCY CONTACT INFORMATION**

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**SUSTAINABILITY POLICY STATEMENT**

The Office of Disability Concerns (ODC) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. ODC will pursue sustainability by practicing energy saving techniques as described below.

The purposes of ODC's sustainability Plan are:

- To assess ODC's environmental impacts.
- To provide a structure and mechanism with accountability for ODC to reduce negative environmental impacts from its operations.

The Office of Disability Concerns leases space from VTA; therefore, does not have control over buildings and grounds. However ODC has taken the following responsibilities with regards to energy efficiency:

- Lights are turned off when office is not in use.
- Air conditioner is turned up to 80 degrees and/or heat is turned down to 65 degrees every evening at close of business.
- All extra lamps, radios, etc. are turned off at close of business.
- Appliances are unplugged from the electrical outlet on Friday at close of business.
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ODC has insured that all publications are available online in order to try and reduce the printing of publications. Written copies must be available for those without internet access; however, ODC encourages clients to use the website to access information. ODC also recycles paper through the ASTEC school program and toner through the Garvin County Community Living Center.