

**SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 750
(Replaces AD 750 dated 10/6/2005)**

Effective Date: September 7, 2006

SUBJECT: RESOURCE MANAGEMENT

I. POLICY

It shall be the policy at Coalinga State Hospital (CSH) to conserve, protect, and prudently manage our natural resources.

II. AUTHORITY

State Government Code, Sections 14784.1 through 14785.3; State Administrative Code, Section 1699 "Project Recycle;" Executive Order W-7-91; State Legislative mandate; and Joint Commission of Accreditation of Healthcare Organizations.

III. RESPONSIBILITY

It shall be the responsibility of all staff and Individuals to encourage a prudent use of our natural resources. The focus resources are paper (and other recyclables), water, energy, and transportation. All staff is encouraged to submit ideas, comments, and concerns to the Resource Management Committee to ensure broad based support for this worthwhile effort.

IV. PROCEDURES

A. Paper:

1. CSH has an Office Paper Recycling Program in place throughout the hospital. Managers and supervisors shall ensure that all areas under their supervision participate in this effort.
2. Managers and supervisors shall ensure that all photocopying, printing, and distribution be kept to a necessary minimum by ensuring:
 - a. The information is necessary to distribute.
 - b. Paper distribution is the most effective and appropriate method.
 - c. The quantity requested is accurate.
 - d. The Distribution List is current, accurate, and appropriate.
 - e. Both sides of the copy are utilized, if necessary.

- f. Document posting, round-robinning, Training Video Network (TVN), electronic mail, etc., will be considered when disseminating information.
 3. The owner of the hospital distribution lists will periodically review the list for appropriateness and accuracy.
 4. Staff shall inform the originator if they are receiving copies of unwanted distributed material.
- B. Water:
 1. CSH, being a responsible community member, shall ensure a prudent use of its water resources.
 2. Managers and supervisors shall ensure that water is used prudently throughout the hospital. This is to include:
 - a. Individual showering procedures and schedules.
 - b. Grounds keeping watering schedule.
 - c. Kitchen water usage.
 - d. Prompt reporting of any leaks or water misuse to Plant Operations.
 3. Water usage will be monitored and goals established by the Resource Management Committee.
- C. Energy:
 1. Managers and supervisors shall ensure that energy is conserved throughout their areas of responsibility. This is to include:
 - a. Lighting, appliances, and equipment turned off when not in use or necessary.
 - b. Electrical appliances shall be used responsibly.
 2. Heating, Ventilating, and Air Conditioning (HVAC) Systems will be set in accordance with state guidelines.
- D. Transportation:

Managers and supervisors shall ensure that all state travel is necessary and proper.

 1. Carpooling/ridesharing shall be encouraged when possible.

2. Public transportation shall be utilized when available and cost effective.
3. Video teleconferencing shall be used whenever possible in lieu of traveling.

E. Recycling:

1. Managers and supervisors shall ensure that the following commodities be recycled, if possible.

Glass	Used motor oil/filters	Latex paint
Office paper	Packing materials	Cardboard
Plastics	Building materials	Batteries
Tin cans	Surplus Property	Newspapers
Antifreeze		

2. The Resource Management Committee shall be charged with setting up programs to handle the above-listed commodities.

F. Toxic Waste:

Managers and supervisors shall ensure that all toxic wastes are disposed of properly in accordance with the facilities Hazardous Materials/Waste Management Program.



W. T. VOSS
Executive Director

Cross References:

A.D. No. 234 - Hospital Forms Management Committee
A.D. No. 266 - Resource Management Committee
A.D. No. 366 - Hazardous Materials/Waste Management Program
Environment of Care PMT