

**Texas A&M Transportation Institute, Agency 727
Energy Management and Conservation Plan (RP-49)
Tenant Agency Progress Report
Fiscal Year 2014**

Reporting History

In October 2005, Executive Order RP-49 was issued requiring State Agencies and Institutions of Higher Education to present a plan for reducing consumption of electricity, motor fuels and natural gas. The Texas A&M Transportation Institute (TTI) submitted our agency plan in response to this requirement. The Executive Order also required the submission of update reports beginning in April 2006.

TTI is committed to being a good steward of our environment by reducing energy consumption, conserving water and recycling. TTI's Energy Management and Conservation Plan documents various initiatives implemented which have reduced energy, water and fuel consumption and ensure employee awareness in related areas. The plan includes our required Resource Efficiency Plan, Utility Awareness Plan and Fleet Fuel Management Plan.

TTI has worked with the State Energy Conservation Office (SECO) to implement programs reducing consumption and improving efficiency. In addition, TTI continues to meet all applicable SECO reporting requirements.

Tenant Agency

TTI is a tenant agency at the facilities that it occupies. The agency does not purchase, negotiate or directly pay for any utilities. As a tenant agency, TTI is exempt from the Utilities Services Plan and implementation plans.

The majority of occupied space is in College Station on the campus of Texas A&M University (TAMU). TTI adheres to all State requirements for our leased space facilities in regard to energy conservation implementations. This includes, but is not limited to, various electrical, gas, lighting, and plumbing fixtures and implements.

Employee Awareness Program

As a tenant agency, our primary program focus is employee education and awareness. We post our utility awareness program on our agency intranet, provide energy conservation reminders particularly prior to holiday breaks, and incorporate fuel efficiency tips into vehicle log books, training and other documents.

TTI has actively participated in various energy conservation programs and is committed to working with and implementing procedures provided by SECO, The Texas A&M University System, TAMU and its' Lessors (leased office space) in regard to respective energy management and conservation plans to reduce energy consumption at our tenant facilities. Texas A&M University has a Campus Conservation Awareness Program, which includes an Energy Conservation Committee, an Energy Office Website/Hotline and an Energy Awareness Marketing Campaign.

Texas A&M Transportation Institute, Agency 727
Energy Management and Conservation Plan (RP-49)
Tenant Agency Progress Report
Fiscal Year 2014

Fuel Management and Conservation for Fleet Vehicles

In accordance with House Bills 1545, 3125 and 3227, TTI has adhered to the requirements of the State Vehicle Fleet Management Plan (SVFMP) as provided by the Office of Vehicle Fleet Management (OVFM), Texas Building and Procurement Commission (TBPC). In addition, as a member of the Texas A&M University System (TAMUS), TTI adheres to the TAMUS Component Compliance Plan as required by the SVFMP.

TTI is committed to minimizing fuel consumption in its fleet vehicles while adhering to the usage and performance requirements of the State Fleet Vehicle Management Plan (SFVMP). TTI continues to work toward reduction in the total fuel purchased for fleet vehicles. TTI will continue to monitor fuel purchases and enhance employee awareness to minimize fuel consumption in our fleet vehicles.

TTI provides fuel-efficiency awareness and procedures to its employees by incorporating fuel efficiency tips into vehicle log books, training and other documents.

Recognizing that regular maintenance greatly contributes in keeping vehicles at their peak efficiency, TTI maintains an in-house preventive maintenance program for all fleet vehicles. Preventive maintenance procedures as recommended by the SFVMP as well as vehicle manufacturers are implemented upon receipt of each fleet vehicle. TTI's utilization of the State's fleet data management system reports, vehicle scheduling calendars, accounting systems and employee communication ensure timely maintenance services are provided.

TTI continues to be proactive in the following fuel efficiency areas:

- Identifying methods to improve its preventive maintenance program
- Consideration of fuel efficiency rating when purchasing fleet vehicles
- Encouraging employees to ride-share when possible
- Utilization of teleconferencing for meetings as appropriate
- Increasing use of agency courier services
- Increasing employee awareness of fuel efficiency procedures
- Documenting and implementing related Best Practices
- Monitoring fuel efficiency utilizing reports available through the State fleet data management system

Texas A&M Transportation Institute, Agency 727
Energy Management and Conservation Plan (RP-49)
Tenant Agency Progress Report
Fiscal Year 2014

Additional Energy Conservation Items

TTI provides in-house courier services for all of its employees based on the TAMU campus. The consolidation of local official errands and mail services helps to reduce fuel requirements while increasing work efficiency. TTI continues to increase courier services in response to the agency's growing needs.

Other conservation and efficiency processes include:

- Installing motion sensor lighting systems, where applicable, in facilities
- Increasing glazing materials to improve natural lighting exposure
- HVAC balancing in facilities
- Weekly facility checks to ensure timely repair of leaks or weather exposures

The Texas A&M Transportation Institute is committed to being a good steward of our environment through awareness education, best practices and implementation of processes and improvements.

Agency Energy Manager/Contact:

Holly Crenshaw
Director of Facilities, Safety and Support Services
Texas A&M Transportation Institute
h-crenshaw@tamu.edu