

**Texas Transportation Institute**  
**Energy Management and Conservation Plan**  
**4th Quarterly Report – Fiscal Year 2006**

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On October 27, 2005, Governor Rick Perry issued Executive Order RP-49 requiring State Agencies and Institutions of Higher Education to present a plan for reducing consumption of electricity, motor fuels and natural gas. The Texas Transportation Institute (TTI) submitted our agency plan in response to this requirement. The Executive Order also required the submission of quarterly reports beginning in April 2006.

TTI has been committed to reducing energy consumption, conserving water and recycling since the 1980's, with a renewed emphasis since 2002. 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.

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

### **Tenant Agency**

TTI is a tenant agency at all facilities that it occupies. The majority of occupied space is in College Station on the campus of Texas A&M University (TAMU). The agency does not purchase, negotiate or directly pay for any utilities. TTI adheres to all State requirements for leased facilities in regard to energy conservation implementations. This includes, but is not limited to, various electrical, gas, lighting and plumbing fixtures and implements.

### **TTI 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 or other documents.

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

### **Fuel Management and Conservation for Motor 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 component member of the Texas A&M

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University System (TAMUS), TTI adheres to the TAMUS Component Compliance Plan as required by the SVFMP. TTI provides fuel-efficiency awareness and procedures to its employees and continues to improve its in-house preventive maintenance program.

TTI is committed to minimizing fuel use in its fleet vehicles while adhering to the usage and performance requirements of the State Fleet Vehicle Management Plan (SFVMP).

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 carpool 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

In addition to the preventive maintenance program, TTI provides in-house courier services for all of its employees based on the TAMU campus. The consolidation of local errands and mail services helps to reduce fuel requirements while increasing work efficiency. TTI continues to increase courier services in response to administrative and support functions moving off campus to lease space as part of the TAMU Faculty Reinvestment Plan.

TTI achieved our stated goal of reducing overall fuel consumption through a three percent (3%) reduction in the total gallons purchased during Fiscal Year 2006. Quarterly reports, as generated through the State Fleet Data Management System, list purchases as processed through our vouchering system. Data from delayed invoices do not allow for a "gallon to gallon" comparison on a quarterly basis. TTI will continue to monitor fuel purchases throughout the next fiscal year and enhance employee awareness to minimize fuel consumption in our fleet vehicles.

At the close of this fiscal year reporting period, TTI was successful, through due diligence and considerable conservation, in achieving the target goal of a three percent (3%) reduction in total gallons purchased.