



Energy Management and Conservation Plan

October 2018

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Section One

Executive Summary

Executive Summary

On October 27, 2005, Governor Rick Perry implemented Executive Order RP-49 requiring state agencies and institutes of higher education to present a plan for reducing consumption of electricity, motor fuels and natural gas.

The Texas A&M Transportation Institute (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 SECO applicable reporting requirements.

TTI is a **tenant agency** at all facilities that it occupies. The agency does not purchase, negotiate or directly pay for any utilities. Refer to Section Two – Tenant Agency for additional information. The agency is headquartered in College Station on the campus of the Texas A&M University (TAMU). TTI also maintains leased office spaces in major cities throughout Texas.

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 (TAMUS), TAMU and its' Lessors in regard to respective energy management and conservation plans.

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 provides fuel-efficiency awareness and procedures to its employees and continues to improve its in-house preventive maintenance program. Refer to Section Six – Fleet Fuel Management Plan.

Section Two

Tenant Agency

Tenant Agency

TTI is a tenant agency at facilities that it occupies. The agency does not purchase, negotiate or directly pay for any utilities.

TTI is headquartered on the main campus of the Texas A&M University (TAMU) in College Station, Texas. These facilities are maintained by the TAMU Facilities Services. Utility services and related energy management and conservation plans for these facilities would be reported, as applicable, by TAMU.

In addition to the TAMU facilities, TTI also occupies leased office space in several major cities within Texas. All of the leases are full-service and include all utilities as well as janitorial services paid for by the Lessor.

A listing of all TTI facilities is included in this section as well as the agency's Resource Efficiency Plan as reported to SECO.

TTI adheres to State requirements for leased facilities in regard to energy conserving implementations. This includes, but is not limited to, various electrical, gas, lighting and plumbing fixtures and implements.

TTI has actively participated in various energy conservation programs and is committed to working with and implementing procedures provided by SECO, TAMUS, TAMU and its' Lessors in regard to respective energy management and conservation plans to reduce energy consumption at tenant facilities.

Facilities occupied by TTI, as a tenant agency, as of October 31, 2018 are noted in the following tables.

TAMU Buildings

Building No.	Building Name	Type of Facility
1600	Gibb Gilchrist Building	Office
1609	State HQ & Research Building	Office
7030	Rainfall Simulator	Research-Environment Soils Research
7090	TTI Safety Division Hangar	Research-Vehicle Test Support
7091	TTI Hangar Office Building	Office
7092	Mechanical Tech Lab	Research-Vehicle Test Support
7093	TTI Machining and Modeling	Research – Materials Support
7095	TTI Safety Division	Research-Vehicle Test Support
7096	Environmental Control Bldg	Research – Environmental Chamber
7500	TTI Pendulum Test Facility	Research-Vehicle Test Support
8535	Center for Infrastructure Renewal	Research-Asphalts/Pavements Lab/Office

Leased and Co-Located Space

City	Location	Type of Facility
Arlington	110 N. Davis, Suite 101	Office, Multi-tenant
Austin	505 E. Huntland, Suites 320, 455 & 490	Office, Multi-tenant
College Station	402 Harvey Mitchell Parkway	Office
Dallas	12700 Park Central, Suite 1000	Office, Multi-tenant
El Paso	4050 Rio Bravo, Suite 212	Office, Multi-tenant
Houston	701 N. Post Oak, Suite 430	Office, Multi-tenant
San Antonio	1100 NW Loop 410, Suites 400 & 605	Office, Multi-tenant
San Antonio	3500 NW Loop 410, Suite 315	Office, TxDOT owned
Waco	510 N. Valley Mills, Suite 308	Office, Multi-tenant

Section Three

Resource Efficiency Plan

Originally reported to SECO in October 2002

Progress reports submitted annually in October to SECO

Plan confirmed very year to SECO

**Texas A&M Transportation Institute
Resource Efficiency Plan
October 2018**

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Agency Information

The Texas A&M Transportation Institute (TTI) is a state agency and a member of the Texas A&M University System. TTI is the largest university-affiliated transportation research agency in the United States. Created in 1950 in response to the needs of the Texas Highway Department, TTI has since broadened its focus to address all modes of transportation – highway, air, water, rail and pipeline.

Through a program of practical, applied research, TTI helps a wide variety of sponsors address a range of transportation challenges. TTI works closely with many state and federal agencies as well as the private sector to improve the safety and efficiency of the transportation system.

TTI has approximately 680 employees and is headquartered at the Texas A&M University (TAMU) in College Station, Texas. TTI occupies various TAMU maintained facilities on the campus. In addition, it maintains leased office space in several major cities within Texas. A listing of these locations is provided in this report.

Exemption of Plan Requirements

TTI is a tenant agency and does not purchase, negotiate or directly pay for utilities. Therefore, the following plan requirements are not applicable to the agency:

- Utility assessment plans
- Project implementation plans
- Financing strategies
- Asset management inventories
- Utility and expenditure histories

- Monitoring and verification plan

Facilities occupied on the TAMU campus are maintained by TAMU and under the maintenance of TAMU Facilities Services. Utility services for these facilities would be reported, as applicable, by TAMU. Leases for office space include utility services in the rental rate and paid by the respective Lessor. TTI does not purchase, negotiate or directly pay for utility services for its leased spaces.

Utility Awareness Plan

TTI maintains a Utility Awareness Plan. The agency is committed to ensuring that our employees are aware of and actively participate in utility conservation and management measures. TTI intends to incorporate any official TAMU or SECO plans as they are made available. As part of our Utility Awareness Plan, TTI does provide basic energy and water management guidelines throughout each year, particularly preceding holiday breaks when conservation can be maximized (see Attachment A). In addition, TTI has its own in-house facilities management program that oversees the daily operations of all facilities occupied by the agency. They routinely tour facilities to ensure safe and effective work environments. They quickly report water leaks, lighting issues or temperature problems to the respective Facilities Services or Lessor’s building management. TTI continuously works with the respective service providers to upgrade capital equipment to more effective, utility-conserving products.

Facilities occupied by TTI

TAMU Buildings

Building No.	Building Name	Type of Facility
1600	Gibb Gilchrist Building	Office
1609	State HQ & Research Building	Office
7030	Rainfall Simulator	Research-Environment Soils Research
7090	TTI Safety Division Hangar	Research-Vehicle Test Support
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7095	TTI Safety Division	Research-Vehicle Test Support
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Leased and Agency Co-Located Space

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San Antonio	3500 NW Loop 410, Suite 315	Office, TxDOT owned
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Reporting:

TTI will report, as required, regarding the progress on the Resource Efficiency Plan including the Utility Awareness Plan. In addition, should a Project Implementation Plan become applicable to the agency, updates shall be reported every two years or as required by SECO.

TTI will continue to monitor its status regarding utility services. Should there be a change in reporting status, the agency will implement a program to address required features of the Resource Efficiency Plan and provide related updates to SECO.

Governor's Executive Order RP-49 and Senate Bill 12, Energy Management and Conservation Plan (EMCP) required reports will be submitted and posted on the TTI agency website.

Section Four

Utility Services Plan

Originally reported to SECO on October 31, 2002

Reviewed annually

**Texas A&M Transportation Institute
Utility Services Plan
October 2018**

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Through a program of practical, applied research, TTI helps a wide variety of sponsors address a range of transportation challenges. TTI works closely with many state and federal agencies as well as the private sector to improve the safety and efficiency of the transportation system.

TTI has approximately 680 employees and is headquartered on the main campus of the Texas A&M University (TAMU) in College Station, Texas. In addition, it maintains leased office spaces in several major cities within Texas. A listing of these locations is provided in this report.

Exemptions to Plan Requirements

A Utility Services Plan is not applicable to TTI as it is a tenant agency and does not purchase, negotiate or directly pay for utilities.

Facilities occupied on the TAMU campus are maintained by TAMU and their TAMU Facilities Services. Utility services for these facilities would be reported, as applicable, by TAMU. Leases for office include utilities and custodial services in the lease rate and are paid by the respective Lessor. TTI does not purchase, negotiate or directly pay for utility services.

TTI is committed to ensuring that our employees are aware of and actively participate in utility conservation and management measures. Please refer to our related “Resource Efficiency Plan” and “Utility Awareness Plan” for additional information.

Reporting

TTI will report, as required by SECO, regarding the progress on the Resource Efficiency Plan including the Utility Awareness Plan. In addition, should a Project Implementation Plan become applicable to the agency, updates shall be reported every two years or as required by SECO.

TTI will continue to monitor its status regarding utility services. Should there be a change in reporting status, the agency will implement a program to address required features of the Resource Efficiency Plan and Utility Services Plan and provide related updates to SECO.

Section Five

Utility Awareness Plan

Reported to SECO

Posted on the agency intranet for all employees

**Texas A&M Transportation Institute
Utility Awareness Plan
October 2018**

Agency Contact/Energy Manager

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The Texas A&M Transportation Institute (TTI) is committed to ensuring that our employees are aware of and actively participate in utility conservation and management measures. We all have a responsibility to conserve resources and minimize costs associated with utility services.

You Can Help...

- Turn off lights when out of the work area for ten minutes or more.
- Turn off lights and equipment when leaving a conference room.
- Turn off computers, monitors, printers, copiers and other non-essential electrical items when you leave for the day.
- Always turn off and unplug unattended heaters, coffee pots and other appliances with heat sources.
- Close window blinds, as necessary, to reduce heat and glare from the sun.
- Do not prop open exterior doors or windows.
- Do not engage in “thermostat wars”. It is important that temperatures are maintained. If you tend to be on the “cold side”, consider wearing a lightweight sweater while working in certain areas.
- Immediately report maintenance items to your respective building contact. In College Station, report to Facilities, Safety and Support Services at 979-845-6595. Urban research offices should report items to their respective building contact. Some items to include are:
 - Water leaks
 - Air leaks around doors or windows
 - Lighting problems (flickering or burned out bulbs)
 - Room temperature problems
 - Faulty restroom fixtures (leaks, flushing, etc.)
 - Insect problems (they can eat away sheetrock around utility pipes, etc.)
 - Any item of concern that affects our facility and **your** work environment

Thank you for your cooperation and assistance in this important matter. Everyone has a vital role in resource conservation.

**For more information or if you have comments or ideas to share, please contact Facilities, Safety and Support Services at 979-845-6595.
Additional Energy Conservation Items**

As part of our Utility Awareness Plan, TTI does provide basic energy, water and fuel management guidelines throughout each year, particularly preceding holiday breaks when conservation can be maximized.

TTI has its own in-house facilities management program that oversees the daily operations of all facilities occupied by the agency. They routinely tour facilities to ensure safe and effective work environments. They promptly report water leaks, lighting issues, temperature problems or other facility issues to the TAMU Facilities Services or the respective Lessor's building management as appropriate. The program maintains a reporting process to ensure resolution of maintenance issues.

TTI continuously works with respective service providers to upgrade capital equipment to more effective, utility-conserving products.

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

TTI actively participates in energy conservation programs implemented by SECO, TAMUS, TAMU and its various lease space Lessors.

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.

Section Six

Fleet Fuel Management Plan

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.

A total of approximately 4,810 gallons of fuel was purchased for the agency fleet in Fiscal Year 2017.

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

Section Seven

Reporting

The Texas A&M Transportation Institute (TTI) will continue to report updates and submissions, as required, to the State Energy Conservation Office.

TTI shall submit Energy Management and Conservation Plan reports and updates, as required by Executive Order RP-49, to the Office of the Governor and the Legislative Budget Board.

TTI shall post all progress reports, as required by Executive Order RP-49, on its website under the common heading “State Agency Energy Savings Program”.

TTI will continue to partner with the owners of its occupied facilities, Texas A&M University and various lease space Lessors, in regard to energy conservation.

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.