



Energy and Water Management Plan

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Section 1: Instructions

[Texas Government Code §447.009](#) requires each state agency and institution of higher education to set and report percentage goals for reducing its usage of water, electricity, transportation fuel and natural gas. According to [34 Tex. Admin. Code §19.14 \(2016\)](#), these goals must be included in a comprehensive energy and water management plan (EWMP) submitted by **Oct. 31** of every fiscal year to the State Energy Conservation Office (SECO). This requirement is intended to streamline and standardize the energy reporting requirements of state agencies and institutions of higher education.

Please complete Section 2: Agency Information and Section 3: Providing Agency or Section 4: Tenant Agency, as applicable, for **the previous fiscal year**. Save this form as “EWMP-Agency Number-Agency Acronym-FY20##.docx” (e.g., EWMP-104-LBB-FY2021.docx), and return this form by email to seco.reporting@cpa.texas.gov no later than **Oct. 31**.

Please do not embed images, charts or graphics in your responses; however, you may provide hyperlinks to them.

Please visit [SECO’s Energy and Reporting website](#) for more information. For questions about reporting, please contact seco.reporting@cpa.texas.gov or call 844-519-5676.

Section 2: Agency Information

Please provide the name and number (if applicable) of the agency that is submitting an Energy and Water Management Plan.

Agency Name: Texas A&M Transportation Institute

Agency Number: 727

Other agencies included in this summary: N/A

Please provide the contact information for the person(s) responsible for implementation of the recommendations in the plan and the contact information for the person(s) responsible for reporting and submitting the plan, if different.

Implementation Contact

Name: Mr. Greg Winfree

Title: Director

Email: click to enter

Phone: 979-317-2000

Reporting/Submission Contact

Name: Duane Wagner

Title: Director Facilities, Safety, and Support Services

Email: d-wagner@tti.tamu.edu

Phone: 979-317-2100

Section 3: Providing Agency

Does your agency occupy or manage a state-owned building and pay the utilities? No - Tenant Agency

If NO, please skip to [Section 4: Tenant Agency](#).

If YES, please complete the following:

Have you submitted, or will you be submitting by Oct. 31, 2021, energy and water usage data for your agency and properties using the [ENERGY STAR Portfolio Manager](#) tool? Choose an item.

Progress Report

The Progress Report Section must outline the progress of activities related to the implementation of projects from the previous Energy and Water Management Plan (if applicable), including continuation of or new preliminary energy audits, a summary of the results, utility efficiency and cost savings. Agencies should periodically conduct preliminary energy audits to identify new utility savings opportunities.

[Click to enter your agency's Progress Report content.](#)

Goals

The Goals Section must summarize the future goals for utility conservation. In accordance with [Texas Government Code §447.009](#), each state agency and institution of higher education shall set percentage goals for reducing the agency's or institution's usage of water, electricity, transportation fuels and natural gas. The percentage goal should state a target year and reference the target goal relative to a benchmark year.

[Click to enter your agency's Goals content.](#)

Utility	Target Year	Benchmark Year	Percentage Goal
Water	click to enter year	click to enter year	click here to enter goal
Electricity	click to enter year	FY 2020*	click here to enter goal
Transportation fuels	click to enter year	click to enter year	click here to enter goal
Natural gas	click to enter year	click to enter year	click here to enter goal

*[Texas Health and Safety Code Section 388.005\(c\) and \(f\)](#). Entities that began energy conservation tracking prior to Sept. 1, 2007, or in attainment areas, may substitute their own electricity benchmark years.

Strategy for Achieving Goals

The Strategy Section must describe how the agency or institution plans to prioritize and implement cost-effective utility efficiency measures in order to meet the established utility conservation goals.

[Click to enter your agency's Strategy for Achieving Goals.](#)

Implementation Schedule

The Implementation Schedule Section must outline a proposed timeline for implementing utility cost-reduction measures and a strategy for monitoring utility savings of the installed utility measures.

[Click to enter your agency's Implementation Schedule.](#)

Finance Strategy

The Finance Strategy Section must describe how the agency or institution plans to obtain funding for the recommended utility cost-reduction measures. This section should show the estimated cost of all projects and the funding sources to be used.

Click to enter your agency's Finance Strategy.

Transportation Fuel Consumption

Does your agency maintain one or more state-owned vehicles? Yes - Has fleet

Does your agency report its fuel usage via the [Texas Fleet System](#)? Yes - Report to fleet system

Employee Awareness Plan

The Employee Awareness Plan Section must outline how the agency will make employees aware of utility cost-reduction measures, both directly (affecting change in behavior) and indirectly (not designed to affect behavior).

Section 4: Tenant Agency

Progress Report

The Progress Report Section must outline the progress of the implementation of projects from the previous Energy and Water Management Plan or Resource Efficiency Plan (if applicable), including a summary of the results of the projects in terms of utility efficiency and cost savings.

Please reference the Energy and Water Management Plan for Texas A&M University submitted by TAMU Utilities and Energy Services.

Transportation Fuel Consumption (if applicable)

Does your agency maintain one or more state-owned vehicles? Yes - Has fleet

Does your agency report its fuel usage via the [Texas Fleet System](#)? Yes - Reports to fleet system

Employee Awareness Plan

The Employee Awareness Plan Section must outline how the agency will make employees aware of direct utility consumption. Plans might include employee training, signage or recognition programs.

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 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 979-317-2100. 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.