

November 15, 2005

M E M O

TO: Office of the Governor  
Legislative Budget Board

FROM: Cathy Stella  
Director of Administrative Services  
& Licensing

SUBJECT: Texas State Board of Pharmacy (TSBP)  
Energy Savings Program  
Executive Order RP-49

The attached document is in response Executive Order RP-49 directing each state agency to develop a plan for conserving energy and set a percentage goal for reducing its usage of electricity, gasoline, and natural gas. The TSBP already complies with the Texas Administrative Code, Title 34, Part 1, Chapter 19, which directs state agencies to develop and submit a Resource Efficiency Plan to the State Energy Conservation Office, Comptroller of Public Accounts. This Plan has been amended to address the conservative use of gasoline by field personnel.

TEXAS STATE BOARD OF PHARMACY  
RESOURCE EFFICIENCY PLAN  
Energy Savings Program (updated 11/2005)

**(1) A summary of the overall strategy and goals for addressing utility use at state owned buildings or facilities.**

The Texas State Board of Pharmacy (TSBP) is housed in the William P. Hobby Building, a state-owned building maintained and operated by the Texas Building and Procurement Commission (TBPC). As a tenant, the TSBP encourages employees to cooperate in energy conservation by adhering to the following energy reduction criteria.

- # Turning off unnecessary lights, appliances, and other equipment when not in use;
- # Adjusting blinds to allow for solar heating in winter and cooling in summer;
- # Scheduling of operations to ensure building systems will not be operated outside of normal working hours as much as possible; and
- # Adjust temperature controls to no lower than 70 nor higher than 75 degrees.

**(2) A Utility Assessment Report (UAR) or a Preliminary Energy Audit (PEA).**

The TSBP is not funded to conduct energy audits nor does the agency have access to the information that is required to conduct these audits. It is expected that these types of feasibility studies are conducted by the lessor ( the TBPC), and the resulting information and recommendations will be provided to all tenants of the William P. Hobby Building.

**(3) An Implementation Schedule that describes how the agency plans to achieve the agency established goals and implement the recommended cost effective resource efficiency measures that are identified in the UAR or PEA, and a strategy for monitoring the status of implementation of the Resource Efficiency Plan.**

See response to #2 above.

**(4) A finance strategy that describes how the agency or institution plans to obtain funding for the recommended cost effective efficiency measures.**

It is assumed that if any projects identified in the UAR or PEA require significant funding from the TSBP, the TSBP will seek these additional appropriations from the Legislature through the Legislative Appropriations Request. The development and implementation of an agency Employee Awareness Plan will not require a significant amount of funding.

**(5) A Utility Awareness & Gasoline Conservation Plan through which the agency or institution will educate its personnel on conservation methods and practices.**

The TSBP will educate employees by direct methods such as:

- # Update the agency Risk & Safety Manual with the summary of the overall strategy and goals for addressing utility use at the agency building and the use of state vehicles.
- # Introduce new employees to the program through the agency Risk & Safety Manual that is distributed at new employee orientation.
- # Inform current employees of the Resource Efficiency Plan through e-mail
- # Promote ongoing employee awareness through the use of e-mails featuring energy saving resource links.
- # Monitor thermostats and other equipment to ensure compliance.
- # Discuss any recommendations by TBPC at the Building Tenant User-s Committee meetings.

The TSBP will increase employee awareness by indirect methods such as:

- # Purchase computer equipment/copiers/printers with power saving features.
- # Purchase “best value” automobiles that are fuel efficient, and mandating the use of the most economic price for “regular” gasoline.
- # Encourage field investigators to consolidate investigative efforts when in a region of Texas, to better ensure the conservative use of gasoline.

**(6) An Asset Management Inventory that describes the agency-s or institution-s buildings or facilities.**

This information must be obtained from TBPC.

**(7) A two-year history of utility use and expenditures for the buildings and facilities that are identified in the Asset Management Inventory.**

This information must be obtained from TBPC.

**(8) A Savings Monitoring and Evaluation Plan that describes the plans for monitoring and evaluating utility efficiency savings as a result of implementation of the recommendations in the UAR.**

This information must be obtained from TBPC.

- (9) A Project Implementation Update that outlines the progress over the previous two years in implementation of the recommendations that are contained in the previous Resource Efficiency Plan, including a summary of the results of the projects in terms of utility efficiency and cost savings.**

Cost savings and utility efficiencies must be obtained from TBPC.

- (10) The name and address of the designated official at the agency who is responsible for implementation of the recommendations in the Resource Efficiency Plan, and the name and address of an agency contact person for the Resource Efficiency Plan.**

Contact for TBPC can be found in the TBPC Resource Efficiency Plan.  
Contact for the TSBP is Cathy Stella, Director of Administrative Services & Licensing, 333 Guadalupe, Suite 3-600, Austin, TX.