

TO: OFFICE OF THE GOVERNOR
LEGISLATIVE BUDGET BOARD

FROM: O. C. "Chet" Robbins, Executive Director

DATE: September 15, 2008

RE: Texas Funeral Service Commission Energy Conservation Plan Revised

Background: On 27 October 2005, Governor Rick Perry issued Executive Order RP 49, relating to State Agency Energy Savings Program. Each agency has a unique mission, with facilities that support that mission, so it is incumbent upon agencies to minimize energy expenditures without compromising operations.

Purpose: To support Executive Order RP 49 as directed.

Summary: The Texas Funeral Service Commission is currently housed and located in the William P. Hobby building at 333 Guadalupe Street, Suite 2-110. The Texas Funeral Service Commission has implemented procedures to conserve energy within the agency as well as, outside the agency. The Texas Funeral Service Commission is a tenant in the William P. Hobby building. It is not possible to calculate and report any measurable savings as agency staff does not have access to the information needed to do so.

Plan: All computers are shutdown each night, with the exception of those computers having surveillance cameras attached. All lights are turned off in any office not in use. All thermostats are set at a temperature of 73 degrees as recommended by the Hobby building management staff. Personal computer, printers and copiers have energy saving features and settings. Future purchases, as applicable, will also have energy saving features. The staff of Texas Funeral Service Commission has also taken measures to help conserve the usage of gasoline. Two (2) Texas Funeral Service Commission traveling inspectors are diligent in renting only economy automobiles rather than upgrading to a vehicle that would require usage of more gasoline. The energy savings for the two inspections is approximately 25-30 gallons of gasoline each week. The two combined produce a savings of 50-55 gallons of gasoline each week. Additionally, the two (2) traveling inspectors are working a four (4) ten (10) hour work schedule allowing them to be off the road an extra day of the week, thus conserving fuel. In order to save on fuel (gasoline) each office staff member is allowed to telecommute one (1) work day each week as the Texas Funeral Service Commission's mission dictates. This procedure also allows key functions be completed from home stations in preparation for a disaster should the Texas Funeral Service Commission headquarters not be accessible.

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Utility Awareness: The Texas Funeral Service Commission staff members acknowledge the need for continued energy conservation. This topic has been and will continue to be discussed at agency staff meetings. Publications and internet information will be provided to all staff as it becomes available and implemented when appropriate. TFSC staff strives to eliminate the unnecessary usage of energy each day by turning off task and overhead lighting when not needed, adjusting blinds to block summer sunlight, turning off personal computers and monitors when not in use, shutting off radios, adding machines, and other appliances when not in use, and shutting down small fans when not needed. Through that small effort the Texas Funeral Service Commission staff saves approximately 200 watts of energy each day.

Responsibility: The Executive Director of the Texas Funeral Service Commission is responsible for the implementation of the Energy Conservation Plan. The Point of Contact is Mr. O. C. "Chet" Robbins, 333 Guadalupe Street, Suite 2-110, Austin, Texas 78701, or email crob@tfsc.state.tx.us .

NOTE: This plan revised September 15, 2008.

cc: All TFSC Commissioners
All Texas Funeral Service Commission Staff