STATE OF NEVADA
ENERGY CONSERVATION PLAN
For State Government

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INTRODUCTION

Conservation will be important for the next few years due to regional increases in energy prices and an increased probability of regional energy shortages. During the late afternoon and early evening hours, the load on Nevada's electrical systems usually reaches its peak. To meet the heavy demand, electric utilities in Nevada often must rely on imports that can be expensive and use backup generating equipment that is not energy efficient. Conservation measures undertaken by State of Nevada Departments and Commissions will have the dual benefit of controlling the State's energy costs and contributing to keeping the lights on for all Nevadans.

The State of Nevada, in accordance with Nevada Revised Statutes, Chapter 523 (NRS 523) encourages the utilization of a wide range of measures which reduce wasteful uses of energy resources and encourage the maintenance of a reliable and economical supply of energy.

The State of Nevada Energy Conservation Plan (NECP) for State government is designed to provide for the prevention of delays and interruptions in providing energy and establish guidance for State agencies in planning for energy conservation and future energy requirements. All State Departments and Commissions are responsible for planning to reduce their energy consumption. In addition, some agencies will be asked to address broader conservation issues as they relate to the mission of these respective agencies. For these agencies, State planning efforts may include consideration of State, regional and local plans for land use, urban expansion, transportation systems, environmental protection, agriculture and economic development.

The NECP describes the methods by which the State of Nevada will assist in the Statewide mitigation efforts to prevent energy emergencies through conservation measures and reducing energy usage when demand is highest (peak load reduction).

The duties and responsibilities of each agency identified in the NECP are in accordance with Nevada Revised Statutes, Nevada Administrative Code, and information provided by those identified agencies. Specific conservation procedures for individual agencies are intended to be included within the agency's internal plans and procedures.

PURPOSE

The NECP for State government is designed to implement an energy conservation plan in recognition of the fact that the availability, reliability and affordability of energy is essential to the

health, safety and welfare of the people as well as the economy of the State. The NECP provides methods for conserving and improving efficiency in the use of energy resources and establishes procedures for reducing the rate of growth on energy demand and minimizing the adverse social, economic, political and environmental effects of increasing energy resource consumption. State government conservation measures are intended both to reduce total energy usage and to reduce energy usage at times when demand is greatest (peak load reduction). Peak load reduction is important because energy emergencies can be avoided by reducing demand during peak hours.

PLAN ORGANIZATION

The NECP consists of:

- **Immediate Measures** which can be implemented through consistent procedural changes and daily habit modification;

- **Short Term Measures** which can be implemented by State agencies within the present fiscal year to reduce or limit energy usage and plan for energy conservation without new legislation and within existing budget constraints;

- **Long Term Measures** which will extend beyond the current fiscal year and which may require new legislation or funding sources.

SITUATION AND ASSUMPTIONS

Energy Resource Situation

- Energy resources are limited and Nevada is dependent upon out-of-state supplies.

- As long as Nevada is dependent upon energy imports from outside, the State will be affected by adverse regional conditions.

- The population of the State is increasing at a high rate and new businesses are continually coming into the State creating a greater energy demand.

- It takes time to develop new energy suppliers and/or resources, and environmental and siting issues effects the construction time of additional facilities.

- Energy costs may continue to rise as long as demand exceeds supply. An energy shortage may occur requiring extreme conservation measures.

Planning assumptions

- The population of the State will continue to increase at a high rate with a corresponding increase in energy consumption.

- A shortage of energy in one form (such as electricity) can impact on and cause shortages in water, natural gas and petroleum fuels.

- The State may receive Federal, local, and industry support in it's conservation efforts.

- Conservation measures may prevent an energy emergency from occurring.

POLICIES/AUTHORITIES

Under NRS 416, the Governor may direct any State agency to prepare contingency plans that provide for conserving, allocating, using, increasing the supply or taking whatever steps are necessary to prevent a water or energy emergency, or in the event of a water or energy emergency, to ensure the fairest and most advantageous use of water or energy or of any water or energy source or supply for the benefit of all the people of this State.

Under NRS 232.070 Director: Powers and duties, An executive head of the department, the director is responsible for the administration, through the divisions and other units of the department, of all provisions of law relating to the functions of the department.

ORGANIZATION

Conservation activities will be coordinated through each of the respective Departments and Commissions within State government. Each of the Department's or Commission's divisions and offices will be required to carry out initiatives, goals, and objectives as stated within their individual conservation plans in conjunction with this plan.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Resource Coordination

Coordination of State energy resources necessary for conservation measures must be achieved between State agencies to ensure the most effective conservation measures are being implemented. Agencies will be required to coordinate the purchase and proper utilization of energy resources as outlined within this plan. The Nevada State Energy Office will be the primary State agency for energy resource coordination.

Agency Assignments

Governor's Office

Directs State government in achieving energy conservation goals through policy as outlined in this plan and issuance of any subsequent executive orders related thereto. Within the office of the Governor, the Press Secretary will be responsible for conducting briefings and preparing press

releases to the media as well as providing public service announcements (PSA) for public education/awareness.

Building and Ground Division (Department of Administration)

Under NRS 331.095, the chief shall establish a program to track the use of energy in buildings owned by the State and may establish such a program, where appropriate, for other buildings occupied by a State agency and monitoring energy consumption as it relates to budgetary constraints. For leased buildings, Buildings and Grounds shall establish energy system standards for effeciency purposes, and negotiate appropriate improvements.

Division of Environmental Protection (Department of Natural Resources and Conservation)

Will provide outdoor Environmental Engineering expertise/personnel and will ensure compliance with all Federal and State environmental regulations, review permitting/monitoring activities to encourage energy and resource conservation and the construction of power generating resources.

Legislative Counsel Bureau

Will provide for the consideration of State energy conservation programs requiring legislation and/or appropriation of funding.

Public Works Board (Administration)

Under NRS 341, the Public Works Board , after consulting with the interim finance committee, has final authority for approval as to the architecture of all buildings, plans, designs, types of construction, major repairs and designs of landscaping. Additionally, the Public Works Board shall determine whether any rebates are available from a public utility for installing devices in any State building which are designed to decrease the use of energy in the building. If such a rebate is available, the board shall apply for the rebate, and shall solicit bids for and let all contracts for new construction or major repairs. The board shall inspect all State buildings periodically, including all buildings at the University of Nevada, Reno, and at the University of Nevada, Las Vegas, and all physical plant facilities at all State institutions. Reports of all inspections, including findings and recommendations, must be submitted to the appropriate State agencies and, if the board finds any matter of serious concern in a report, it shall submit that report to the legislative commission.

Further, Public Works will assist State agencies in their planning efforts toward energy efficient retrofits of existing facilities and will ensure energy efficiency objectives are met in the planning/construction of any new facilities.

Purchasing Division (Administration)

Purchasing will provide logistical and resource support to State agencies in procuring energy efficient equipment and operating supplies as necessary. Additionally, when applicable, purchasing will include energy efficient requirements when negotiating new contracts.

State Energy Office (Business and Industry)

Under direction of the Director of Business and Industry, the Administrator for the State Energy Office will act as the lead agency and central point of contact for this plan. This office will assist other State agencies in conservation planning initiatives, and will compile and prepare data /information for the Governor's Office as provided for under NRS 523.141 and as requested. This information will include the impacts of energy conservation plans/measures and an analysis of those impacts.

State Motor Pool (Administration)

Under NRS 336.030, the purpose the State motor pool is to insure economical utilization of State-owned vehicles. This should include assurances that the vehicles are properly maintained to ensure maximum fuel economy.

DEPARTMENT AND COMMISSION CONSERVATION PLANS

Each Department and Commission within the State will be responsible for writing and updating a internal Energy Conservation Plan. These plans will contain the energy savings measures already implemented within each agency of a Department or Commission, will specify the details of any additional energy conservation measures which are scheduled to be implemented (inclusive of the anticipated date of implementation), and will identify any further potential measures necessary to reach maximum energy efficiency. These plans will be updated annually, and a copy of the plan or update will be provided to the Nevada State Energy Office no later 30 days following the end of each State Fiscal Year.

CONSERVATION MEASURES

Immediate

Immediate measures are those which can be performed at the present time requiring no additional funding or legislative support. Such measures may include behavior modification of employees, such as turning off lights when leaving a room or turning down heaters when closing for the night; the elimination of unneeded appliances, such as hot plates or duplicate coffee pots; and keeping lighting fixtures, filters, and heating and cooling coils clean. A detailed list of possible immediate conservation measures is included in Appendix I (A) to this plan.

Short Term

Short Term Measures are those which can be performed within the present fiscal year, requiring no funding in addition to current budgets and/or legislative support. These measures may require more preparation than the immediate measures, and may require the acquisition of energy efficient materials to replace existing items. Examples of these items may include replacing incandescent light bulbs with compact flourescent lamps or reducing the wattage on bulbs when possible. Other possibilities include acquiring photocells to have lights turn on and off automatically; cleaning and providing for the periodic maintenance of filters, coils, and vents; and arranging for the recycling of reusable materials. A detailed list of possible short term conservation measures is included in Appendix I (B) to this plan.

Long Term

Long Term Measures are those which can not be accomplished within the present fiscal year and/or require additional funding or legislative support. These measures may require the acquisition of energy efficient materials; contracts for retrofitting; replacement of older or inefficient products; supplements to existing budgets; or additions or changes to statutes, regulations, policies, etc. Examples of these items may include: providing training for personnel in energy efficiency, the upgrade of computers and monitors to more recent energy efficient models, and upgrades to internal networks to allow for the reduction in the number of printers used within the office. A detailed list of possible long term conservation measures is included in Appendix I (C) to this plan.

TRAINING AND INFORMATION

Training

Each Department shall identify a staff member responsible for energy conservation, planning and training. This person should provide energy conservation training, information and any new initiatives to personnel within the department as needed.

Energy Audit Information

In addition to the conservation measures enumerated in the appendix, there are web sites that will allow State agencies to identify those conservation measures that would be most effective for their buildings and environment. These web sites allow you to enter the characteristics of your office environment, such as the number of square feet in your building and the type of lighting that you currently have, and then to examine the amount of energy you can save by undertaking specific measures. Two web sites that allow this kind of self-audit are:
www.ase.org/checkup/business and www.energyguide.com.

Interagency Information

Because energy conservation is an evolving process where improvement in technology and appropriate monitoring measures can further improve methods of conservation, facts and data regarding energy conservation strategies will be collected and compiled for periodic distribution to State agencies. This information will be utilized by State agencies in drafting, revising, and implementing internal plans for conservation.

Media Relations

Information that is intended for release to the public and news agencies will be coordinated through the Governor's Office Press Secretary or his/her designee. The Press Secretary will be responsible for the coordination of any and all press conferences.

LIABILITY

All functions under this plan and its activities relating to energy conservation are hereby declared to be government functions through its enactment. As they are measures to preserve energy resources, the State may not be held liable for the implementation of these measures unless there is evidence of willful misconduct, gross negligence, or bad faith on the part of any worker complying with or attempting to reasonably comply with the provisions set forth in NRS 414.110.

FINANCIAL MANAGEMENT

Each State Department and Commission is responsible for coordinating financial management activities conducted in accordance with immediate, short term, and long term conservation initiatives taken for implementation of this plan. All appropriate procedures for budgeting, purchasing, construction, payment, and contracting as indicated in State laws and policies remain applicable.

GOVERNMENT RELATIONS

The office of the Governor will coordinate the dissemination of information regarding State agency conservation efforts to members of the State congressional delegation and State legislature. Any changes to law or increases to budgets proposed by State agencies for the purpose of implementing long term conservation measures must be reviewed and approved by the Governor's office prior to introduction. Additionally, the Governor's office will ensure that any changes in law or increases in budgets that provide for new long term conservation measures will be implemented expeditiously by the appropriate agency. In the event that new federal programs become available to support the efforts of State government energy conservation, the Energy Office will inform the Governor of these programs and make a recommendation regarding the State's possible application to participate in the programs. The Governor's office will designate a single State agency to coordinate all federal energy conservation programs.

CONTINGENCY

In the event that energy conservation measures become inadequate to mitigate against an energy emergency, resulting in the energy demand exceeding the energy supply, each Department will be responsible for the enactment of their emergency contingency plans as coordinated through the Division of Emergency Management and the State Comprehensive Emergency Management Plan.

EVALUATION AND REPORTS

On a semi-annual basis, each Department and Commission will provide the Energy Office with a status report. This report will outline their progress in complying with their energy conservation plan and will also detail any issues which may prevent the agency from meeting it's conservation goals. This report will be provided to the Nevada State Energy Office no later than 30 days following the end of the State Fiscal Year (July 30) and every six months thereafter.

Monitoring agencies such as Buildings and Grounds and Public Works will immediately advise the Nevada State Energy Office of any gross negligence relative to energy conservation measures. Additionally, Building and Grounds will supply the Office of the Governor and the Nevada State Energy Office with monthly reports. This report will depict the monthly energy usage for each facility. The report will also contain information on historical energy usage for the past 12 months.

AUTHORITIES AND REFERENCES

Nevada Revised Statutes, as amended (1999):

Chapter 223, Governor
Chapter 228, Attorney General
Chapter 232, State Departments
Chapter 232b, Legislative Review of Public Agencies
Chapter 233b, Nevada Administrative Procedure Act
Chapter 281, General Provisions
Chapter 338, Public Works Projects
Chapter 353, State Financial Administration
Chapter 416, Emergencies Concerning Water or Energy
Chapter 433, Administration of Programs
Chapter 445A, Water Controls
Chapter 523, Energy
Chapter 590, Petroleum Products and Antifreeze
Chapter 703, Public Service Commission of Nevada
Chapter 704, Regulation of Public Utilities Generally

Reports:

The Nevada Electric Energy Policy Committee Report to the Governor, January 2001.

SUGGESTED WEBSITES:

www.state.nv.us	The State of Nevada's home page with links to the Governor's web site, the Legislature web site, and additional State agencies.
www.sierrapacific.com	Sierra Pacific Resources site. Includes Sierra's "Take Control" program which provides resources relative to energy conservation as well as other energy information.
www.swgas.com	Southwest Gas Corporation site. Includes rate payment options and information on reducing energy bills.
www.dem.state.nv.us	State of Nevada Division of Emergency Management site. Provides information to the preparation for and management of Emergency Situations.
www.energy.state.nv.us	State of Nevada Energy Office site. Describes Federal grant programs and provides links to other energy sites.
www.doe.gov	United States Department of Energy site. Provides national, regional and state energy information.
www.puc.state.nv.us	State of Nevada Public Utilities Commission site. Provides information on all active dockets before the commission including those addressing conservation and load reduction programs. Includes a report produced by the Governor's Nevada Electric Energy Policy Committee making recommendations regarding conservation and efficiency initiatives.
ww.ase.org/checkup/business www.energyguide.com	These web sites allow you to enter the characteristics of your office environment, such as the number of square feet in your building and the type of lighting that you currently have, and then to examine the amount of energy you can save by undertaking specific measures.

APPENDIX I

SUGGESTED CONSERVATION MEASURES
DETAILED LISTING

NOTES: ***Not every conservation measure listed will apply to every agency.***

It is recommended that you use the free energy audit software available at www.ase.org/checkup/business or at www.energyguide.com to assist you in determining those measures that will be most effective for your work environment.

Please remember those measures that reduce your energy usage during peak times will contribute the most to improving electric system reliability.

CAUTION: ***The services of a qualified professional may be required to safely implement some of these measures. Please consult the staff member in your agency who has received energy conservation training prior to implementing any measure(s) that appears to require the services of a professional. The State may not be held liable for the implementation of these measures.***

A. IMMEDIATE CONSERVATION MEASURES

Measures that will have the greatest effect on usage in most work environments

Heating and cooling accounts for about 30 - 50% of our energy costs.

- Use the automatic setting on your thermostat so the fan turns on only when you need heating or cooling. On the manual setting, the fan operates continuously and can increase your energy usage.
- Set the heating controls at 68 degrees F. (70 degrees F for seniors) with a set back at night or when unoccupied to 60 - 65 degrees.
- Cooling controls should be set no lower than 78 degrees F.
- Consider raising cooling settings and lowering heating settings on programmable thermostats for both occupied and unoccupied hours.
- Heating and cooling should start no sooner than ½ hour before you begin the day.
- Heating and cooling may be set back ½ hour before the end of the day.

- Clean or replace filters regularly. Keep outside units free from leaves or debris that may clog vent.

- Do not use space heaters if your building has centralized heating.

- In the winter, close window coverings at the end of the day to cut down on heat loss. In the summer, close window coverings during the day to avoid the heat gain of direct sunlight.

- Turn off your computer monitor when your are away from your desk for more than 15 minutes and at the end of the day. Most monitors now come with power management features; talk to your staff's computer expert about activating these features. Note that screen savers don't save energy; complex screen savers actually increase energy use.
- Eliminate unnecessary hot plates, coffeepots and other small appliances in your area and turn off all tools, office machines and portable appliances when not in use. If you're the last one leaving at the end of the day, turn off the photocopiers and other office equipment. Instead of having many coffee pots in various cubicles, select one to cover the whole office.

- Turn off all lights at night, including task and office lights.

- Use natural light whenever possible. Turn off lights near windows when daylight is adequate.

- Turn off lights when they are not in use.

Measures that will be effective for some work environments

- Watering your landscape wastes electricity along with water. The water in your home or office gets there with the use of large electric pumps. Make sure you follow local watering guidelines for proper landscape care.

- Verify that the outside air (OSA) dampers are closed during unoccupied hours, including during morning warm-up periods. Fresh air is critical while the building is occupied, but heating OSA when it is not needed increases energy costs.

- Be sure motor-operated dampers are operating properly.

- Confirm that your adjustable speed drives (ASD) are running properly. If they are operated constantly at 100% speed, they use more energy than the directly connected motor. Most ASD's have an output monitor to report percentage of operation. A motor running at 50% speed uses 1/8 the energy of a motor running at 100% speed.

- Less frequently used equipment with remote controls such as televisions and VCRs should be unplugged when not in use because they still use some power even when turned off.

- Make sure photocells (light sensors that turn on electric lights after dark) are clean.

- Also turn off lights in unused common areas such as copy rooms, break rooms, conference rooms and rest rooms. The effect on lamp life and energy use when turning the lamp back on is negligible.

- Don't set a higher temperature to "warm up faster," or a lower temperature to cool quickly. It only wastes energy.

- Check to make sure that exhaust fans operate only during occupied periods unless required to operate continuously.

- Check that dampers on exhaust fans close when the fan is not operating. Adjust fan belt tension.

- Inspect control schedules and zones so that you heat only the occupied sections of the building.

- If you only have electric space heating, stagger the start times to help reduce demand, especially during peak demand times.

- Close off unoccupied areas and shut their heat or air conditioning vents; or turn off room air conditioners. This does not apply if you have a heat pump system.

- Sitting close to a window during the cloudy winter can make you feel cold, if so, close window coverings or move further from the window.

- Try to schedule group activities in the area with the least energy use, and schedule evening meetings in areas that can be heated and cooled individually. This may include offering a work station for staff working after hours so they do not need to heat or cool half a floor or cubicles for one person on a weekend.

- Make sure that air vent grills are not blocked by plants, books or furnishings.

- Keep drafts away from thermostat to prevent an inaccurate reading.

- Dust or vacuum radiator surfaces frequently to insure a free flow of heat.

- In cold weather, dress warmly and in layers that can be adjusted for optimal comfort. Loosen clothing and dress casually during the warmest hours.

- Dressing wisely can help you maintain natural heat. Wear closely woven fabrics. They add at least a half-degree in warmth. For women, slacks are at least a degree warmer than skirts. For men and women a light long-sleeved sweater equals 2 degrees in added warmth. A heavy long-sleeved sweater adds about 4 degrees and two light weight sweaters add about 5 degrees of warmth because the air between them serves as insulation to keep in more body heat.

- Don't use an air conditioner and an evaporative cooler at the same time. An air conditioner removes moisture from the air, while a cooler adds moisture to reduce room temperature. Since they use opposite methods for cooling, running both at the same time will increase your energy bill.

B. SHORT TERM CONSERVATION MEASURES

- Have your vending machine operators turn off the advertising lighting in the machine. This will conserve energy and could save between $50 and $110 per year, depending of your cost of electricity.

- Use photocells to automatically switch lights on at night or use motion sensors to increase safety. Photocells are controls that make lights "smart". They sense whether available surrounding light is present to determine whether a light should be lit or not. The light turns on and off automatically.

- Use lower wattage bulbs in non-critical areas.

- A 50-watt reflector floodlight provides the same amount of light as a standard 100-watt bulb.

- Use one large bulb instead of several small bulbs that add up to higher wattage.

- Many areas have more lighting than is required for current tasks. Measure current lighting levels and reduce excess lighting by using power reducers, multi-level switching, or simple removal of lamps and ballasts. Note that some ballasts continue to use some energy even when lamps are not operating.

- Ask janitorial services to only light one area of the building at a time rather than having the entire building brightly lit until midnight.

- Ask janitorial services to take advantage of partial switching (such as turning on only one lamp of a three-lamp fixture that is wired to allow this) to further reduce energy use during building cleaning.

- Avoid using incandescent task light (desk lamps). Ask your building manager for a compact fluorescent lamp to replace the incandescent lamp in your task light.

- Staggering shifts or using flexible work schedules are suggested to empty offices during energy peaks.

- Teleconferencing can reduce energy use and save travel costs.

- Feel for air drafts around electrical outlets. Inexpensive pads are available, as are plugs for unused sockets.

- Confirm that the amount of outside air matches the occupant load. One improvement to consider is adding carbon dioxide monitors along with controls that will only bring in as much OSA as necessary for the current occupant load.

- Verify that the building control system is going into the night setback mode during unoccupied hours. Time clocks may require adjustments after daylight savings switch-overs or after power outages. Even computer control systems may need updating after equipment modifications.

- Confirm that OSA economizers a functioning properly to take advantage of free cooling. Most office buildings are in cooling mode when the outside air temperature is above 55 degrees F. The core of buildings over 20,000 square feet are almost always in cooling, even during the winter months.

- Keep your systems well tuned with periodic maintenance. At least once a year have a service technician measure the carbon dioxide in your gas burner. The higher the carbon dioxide the greater the efficiency of the unit. 9% is a good level.

- Make sure simultaneous heating and cooling does not occur. Verify proper operation of valves, dampers and controls.

- For commercial and industrial applications, monitor stack temperatures on fossil fuel boilers. If the stack temperature is more than 400 degrees above the boiler room temperature, schedule the boiler for a tune-up.

- Turn off circulation pumps during unoccupied times if no freeze conditions exist.

- Make sure that air handling unit filters are changed every 2 - 3 months, and that coils on the outdoor condensing unit and indoor heating and cooling units are kept clean.

- Check control sequencing for multiple chillers and boilers. For light load operation, use the smallest and most efficient chiller or boiler available and avoid frequent equipment cycling.

- Check the duct work for air leaks about once a year if you have a forced-air heating system. To do this, feel around the duct joints for escaping air when the fan is on. Small leaks can be repaired with duct tape. Larger leaks may require caulking.

C. LONG TERM CONSERVATION MEASURES

- Perform energy audits on all buildings.

- Incorporate energy efficiency guidelines for all new construction.

- Incorporate energy efficiency guidelines for all building retrofits.

- Purchase only "Energy Star" equipment.

- Utilize performance contracting to limit economic impact on building retrofits.

- Retrofit most energy inefficient buildings first.

- We can eliminate bulbs in fixtures as an initial conservation measure, but the long- term fix is to replace the T-12 bulbs with T-8 bulbs with electronic ballasts. In doing this, the whole lighting situation should be re-evaluated so we don't over light with the new bulbs since they are not only more energy efficient, but they put out more light.

- Replacement of windows, installing window films and insulating buildings all have to be evaluated to make sure we are getting the most efficiency for the money spent. We will have to rely on the Public Works Board and the Building and Grounds people to provide the necessary over- sight on these projects.

- Water conservation needs to be addressed. Low flow faucets, low flow toilets and an evaluation of hand drying methods should be evaluated in the same contexts as electricity.

- Develop landscaping plans that do not require the present water consumption.

- Variable speed drives on air handlers.

- A central heating and cooling system will use less energy than individual heat-cool units for most work environments.

- Utilize high efficiency motors on electrical equipment.

- Evaluate state processes to eliminate or reduce energy resources needed for the process such as eliminating or reducing the forms needed to get permission for an activity, simplify approval chains or modify reporting requirements, etc.

- Installing renewable energy systems in buildings may be cost effective for some buildings and will reduce the demand on the electric energy system.