



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

**ORDER**

DOT 4340.2

8-26-93

Subject: ENERGY AND WATER MANAGEMENT

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1. PURPOSE. This Order contains the Department of Transportation (DOT) policy for the management and conservation of energy and water in DOT buildings and facilities.
  2. CANCELLATION. DOT Order 4340.1, "Fuel Conservation," dated 12/30/70.
  3. REFERENCES.
    - a. National Energy Conservation Policy Act (NECPA), P.L. 95-619 (42 U.S.C. Ch. 91), as amended by the "Federal Energy Management Improvement Act of 1988," P.L. 100-615, and the "Energy Policy Act of 1992," P.L. 102-486, which promote the conservation and effective use of energy and water, and the use of renewable energy sources by the Federal Government and its facilities.
    - b. Executive Order (EO) 12759, "Federal Energy Management," dated April 17, 1991, which requires Federal agencies to develop and implement plans for the conservation and efficient use of energy in Federal buildings and facilities, including minimizing petroleum use in Federal facilities, and meeting the energy management goals of the NECPA, as amended. It also sets energy efficiency goals for Government industrial facilities.
  4. POLICY. It is the policy of DOT to conserve energy and water resources to the maximum extent practicable, in full implementation of all laws, rules, and regulations pertaining to energy and water management and conservation.
  5. DEPARTMENTAL ENERGY AND WATER MANAGEMENT COMMITTEE. To manage the Department's energy and water program, a Departmental Energy and Water Management Committee (DEWMC) has been formed. The DEWMC coordinates departmental energy and water management activities and shares information on new products, services, and procedures. The committee consists of one designated representative from each operating administration (OA) and is chaired by a representative of the Assistant Secretary for Administration.

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DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
Bureau of Transportation Statistics

OPI: Office of Administrative  
Services and Property Management

6. RESPONSIBILITIES.

a. The Assistant Secretary for Administration is:

- (1) designated as a member of the Federal Interagency Energy Policy Committee;
- (2) responsible for issuing departmental policy and providing oversight for energy and water management and conservation in DOT-owned and leased buildings and facilities;
- (3) responsible for designating the chair of the DEWMC;
- (4) responsible for preparing all energy reports to the Department of Energy (DOE); and
- (5) responsible for monitoring implementation of the departmentwide energy and water management program within the OAs.

b. The Heads of Operating Administrations are responsible for:

- (1) fully implementing this Order, all laws, rules, regulations, and executive orders, and any subsequent policy or procedure in buildings and facilities owned or leased by or whose management is delegated to the OA;
- (2) issuing additional guidance to implement this Order and any subsequent policy or procedure issued by the Assistant Secretary for Administration;
- (3) coordinating the development of the OA's reports required by paragraph 7 of this Order;
- (4) designating a representative to serve as a member of DEWMC; and
- (5) requesting appropriate levels of resources to meet Federal energy and water conservation requirements and highlighting these requests in all budget justification documents.

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7. REPORTS.

- a. Quarterly Consumption Report. Each OA will report its energy consumption quarterly to the Assistant Secretary for Administration, within 40 days of the end of each quarter. These reports will be consolidated and submitted to the DOE as required by NECPA and EO 12759.
- b. Annual Progress Report. Each OA will provide the Assistant Secretary for Administration, an annual report on the total cost of energy by energy category and a narrative report on energy and water management plans, accomplishments, and funds spent on energy and water conservation measures. These reports will be consolidated and provided to DOE for inclusion in their annual report to Congress as required by NECPA and EO 12759.

8. IMPLEMENTATION. When appropriate, secretarial offices, OAs, and the Bureau of Transportation Statistics shall develop additional guidance required to carry out this Order and provide a copy of that guidance to the Director, Office of Administrative Services and Property Management within 6 months of the date of this Order.

FOR THE SECRETARY OF TRANSPORTATION:



Paul T. Weiss  
For the Assistant Secretary  
for Administration