

RAILROAD COMMISSION OF TEXAS
ALTERNATIVE FUELS RESEARCH AND EDUCATION DIVISION

Fiscal 2009 Work Plan

Research & Technical Services Goals

1. Foster new and improved propane technology in key retail markets by creating and operating research, development and demonstration projects.
2. Improve public safety and job performance of propane technicians by developing and delivering high-quality, cost-effective safety and technical training.
3. Improve public safety and regulatory compliance by qualifying individuals through examination to perform LP-gas, CNG and LNG activities in Texas.
4. Provide timely, accurate technical services in support of the work of other division sections.

Research and Technical Services Tactical Objectives and Strategies

1. Investigate four new or improved propane applications.
 - a. Demonstrate 10 additional residential dehumidifiers under Propane Education and Research Council (PERC) Docket 12569.
 - b. Demonstrate propane tri-generation (electricity, heat, cooling) in a dairy under U.S. Department of Agriculture grant No. 68-7442-7-479 and PERC Docket 12331.
 - c. Demonstrate emissions benefits of ADEPT's Overfill Detection Instrument for motor-fuel tanks under Environmental Protection Agency grant No. X9-96663501-0 and PERC Docket 12408.
 - d. Help propose, and if grant funds are awarded, participate in research, development, demonstration and/or deployment and commercialization of:
 - (1) Propane air-conditioning equipment
 - (2) Propane generators, cogenerators and combined heat and power systems
 - (3) Propane heat to control black beetles in poultry houses
 - (4) Propane applications in highway and/or commercial construction
 - (5) Emissions-certified propane commercial mowers
 - (6) Emissions testing of propane/diesel dual-fuel systems
 - (7) Propane aquatic weed controls
 - (8) Other Texas priority R&D projects identified by AFRED advisory committee.
2. Operate Commission-approved LPG training and continuing-education program.
 - a. Deliver 2,350 contact hours of technical training and continuing-education classes to propane licensees, applicants and their employees; train 2,500 propane handlers, applicants for certification and emergency responders.
 - b. Conduct five special 6.1 classes for managers, focusing on new propane technologies and related regulations and safety practices.

- c. Conduct five special 8-hour classes on technical topics such as meter maintenance and repair, compressor installation and repair, and cathodic protection for buried containers and piping.
 - d. Conduct three 80-hour Category E management seminars
 - e. Conduct ten 16-hour Category F, G, I, and J management seminars.
 - f. Train 95 percent of renewing certified individuals who have May 31, 2009, training/continuing-education due dates.
 - g. With participating marketers, conduct 24 propane training classes for volunteer fire departments; train 400 firefighters and emergency responders.
 - h. Continue to develop new visual aids and hands-on demonstrations for Texas Propane Training courses.
 - i. Review all course manuals; update as needed by June 1, 2009.
 - j. Expand use of AFRED web site and electronic media to communicate with applicants, certificate holders and licensees.
 - k. Develop a course for operators of central gas distribution systems.
3. Develop forklift, irrigation engine, and other engine-fuel training materials; train technicians, operators and related personnel.
- a. Conduct 10 engine-fuel classes for Clean Cities stakeholders and other fleet operators under State Energy Conservation Office grant No. CM-604.
 - b. Maintain currency of all engine-fuel training materials.
 - c. Develop and offer emissions-maintenance training as requested for grant recipients under AFRED's Propane Equipment Initiative program.
 - d. Help develop training materials and train participating fleet operators under EPA and PERC overfill detection instrument grants.
 - e. If funded, deliver agricultural engine training classes under PERC grant.
4. Administer Texas' program to certify LPG, CNG and LNG managers and technicians.
- a. Develop and maintain examinations.
 - (1) Review all current questions for accuracy and applicability to the activities covered; revise as needed.
 - (2) Issue revised forms of key examinations quarterly.
 - (3) Maintain detailed study guides for all 10 employee-level LPG exams.
 - (4) Through state contract vendor, make examinations available at ACT-certified additional locations statewide as an extra-cost option.
 - (5) If funds permit, automatically include code and rule citations for each question missed when reporting exam results.
 - b. Operate certification program efficiently and effectively.
 - (1) Offer qualifying examinations at 25 locations statewide in conjunction with AFRED training classes.
 - (2) Maintain currency of information posted on certification web site.
 - (3) Issue annual renewal letters by March 1, 2009.
 - (4) Issue cards to all qualified renewing individuals by June 15, 2009.
 - (5) Issue cease-operations letters to non-renewers by June 15, 2009.

5. Provide and verify technical information on energy conservation, efficiency, emissions, propane equipment, bid specifications and other technical matters as needed to support other division programs.

Marketing and Public Education Goals

1. Increase odorized propane sales in Texas and the number of Texans using propane; emphasize off-season and year-round sales.
2. Partner with individual retail marketers to increase their propane sales and their employees' knowledge of and ability to use AFRED programs.
3. Position propane as the best consumer energy choice in each of its markets.
4. Maintain effective communication with propane marketers and their customers to increase public awareness and acceptance of propane.
5. Effectively leverage Texas checkoff funds with grants and other matching funds.

Marketing and Public Education Tactical Objectives and Strategies

1. Operate effective rebate and incentive programs for propane consumers and retailers.
 - a. Issue \$1 million in consumer rebates.
 - b. Verify recipients' compliance with rebate program rules by physical inspection or by mail.
 - c. Compile survey results on program's effectiveness.
2. Expand homebuilders' awareness and use of propane through partnership with Texas Association of Builders (TAB).
 - a. Increase to 300 the number of builders listed as Propane Star Builders on AFRED's web site.
 - b. Partner with 55 marketers to generate sales leads from Texas Association of Builders' events such as seminars, luncheons, home shows and After Hours Business meetings.
 - c. Reach 500 builders through seminars and trade shows about propane's advantages.
 - d. Staff 22 trade shows to promote propane to consumers.
 - e. Evaluate effectiveness of TAB program through the number of new home leads developed, as well as through (a) and (b) above.
3. Seek grant funding to develop additional rebate and incentive programs.
 - a. Seek \$1 million from the El Paso Metropolitan Planning Organization to purchase propane school buses.
 - b. Seek additional \$12 million from TCEQ to administer Forklift/Vehicle Initiative Program.
4. Continue to develop partnership with propane marketers.
 - a. Visit at least 90 percent of all full-service marketers in their offices.
 - b. Develop regional marketing plan for each area and provide update on progress.
 - c. Access \$1 million in federal low-income energy assistance for propane.
 - d. Continue to develop new promotional materials.
 - (1) Help 20 marketers use AFRED materials in local media.
 - (2) Help 245 marketers use AFRED promotional materials.

5. Operate effective public-education programs.
 - a. Document that RRC's propane-related news releases have run in 100 Texas newspapers.
 - b. Assist marketers in hosting 18 Volunteer Fire Department trainings for their service areas.
 - c. Promote participation in Propane Safety Education awards.
 - d. Submit 50 "Marketers Making News" pictures to *Texas Propane*.
 - e. Produce and mail monthly *Propane Insider* newsletter.
 - f. Submit five nominations for Bill Henderson Marketer of the Year award.
 - g. Organize and promote five Breathe Easy Propane School Bus Tour stops
 - h. Organize four Technology Mini-Forums around the state on specific commercial-ready propane technologies.
 - i. Organize five specialty training classes for marketers around the state, e.g. compressor repair, cathodic protection.

6. Support other division and agency programs that benefit propane.
 - a. Monitor and advise on U.S. Department of Energy Clean Cities programs.
 - b. Upon receipt of EPA certificate of conformity, develop and implement a marketing plan for new OEM and/or retrofit engine-fuel technologies.

7. Section administration
 - a. Produce and mail *Propane Source* catalog of promotional items; fulfill promotional order requests promptly.
 - b. Order and distribute trade-show promotional items
 - c. Update ACT database regularly; post listings on www.texaspropane.org.

Division Administration Goals

1. Administer LPG delivery fees, grant contracts and programs fairly and efficiently.
2. Maintain administrative systems that allow division staff to provide timely, effective services to the propane industry, retail propane consumers and the public.
3. Operate division in compliance with all applicable Texas laws and Railroad Commission policies.

Division Administration Tactical Objectives and Strategies

1. Review and improve systems for administering LPG delivery fees and registering LPG odorizers and importers.
 - a. Facilitate compliance with annual registration requirements by reviewing submitted forms for completeness and following up on missing Form 6 and 6A registrations.
 - b. Facilitate compliance with delivery-fee requirements by monitoring collections and ownership of odorization facilities in Texas and communicating with facility owners and operators as needed.
 - c. Review fiscal 2008 audit results; work with auditors to recommend and implement changes as needed.
2. Maintain administrative procedures that facilitate communication with customers and comply with applicable Texas laws and Commission policies.
 - a. Maintain currency of information posted on the AFRED web site.
 - b. Maintain first-page ranking for AFRED site on major search engines.
 - c. Report costs and benefits of the AFRED advisory committee to Commission and Legislative Budget Board by November 1, 2008.
 - d. Track reporting and invoicing of all division grants for compliance with contract terms and conditions.
 - e. Continue to evaluate and improve the Commission's automated systems for recording and processing training and certification information.
3. Ensure accuracy of division's performance measure reporting systems.
 - a. Review reporting systems by December 31, 2008.
 - b. Update documentation of all systems by January 31, 2009.