



Standard Operating Procedure

- I. TITLE:** State Energy Conservation Office (SECO) Compliance
- II. PURPOSE:** Registration and verification for compliance to SECO of all PMCS renovation projects; regardless of dollar value but meeting requirements listed below; must be submitted for review through PMCS Project Management, Senior Administrative Associate.
- III. ACTIONS: (Chronological Order)**

PMCS PROJECT Initiation Process:

1. SR-10 is received by PMCS
2. SR-10 is reviewed for SECO registration requirements by SR-10 Committee. If the renovation is over \$2 million in cost for those portions which impact the energy efficiency systems, the project must be submitted for registration and verification
3. SR-10 Projects that require registration and verification based on above criteria are copied and a copy is sent to the Project Management, Senior Administrative Assistant for logging and tracking each month to assure final project information is forwarded to the SECO office.

SECO Tracking Process:

1. Project Manager is contacted to obtain SECO Compliance documentation
2. Documentation is compiled and sent to SECO by the Senior Administrative Associate; and
3. Documentation completion is tracked and filed in SECO Compliance Databank at the State. The state contact for SECO data tracking is Felix Lopez, Senior Engineer, 512-463-1080, felix.lopez@cpa.state.tx.us

IV. REFERENCES:

State of Texas – State Energy Conservation Office
Requirement to Use Design Standards – Section 19.31
Energy and Water Conservation Design Standards – Section 19.32
Submission of Certification and Compliance Documentation – Section 19.34