



Fuel Supply Disruption

Operations and Communications Plan

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PURPOSE / INTRODUCTION

The purpose of this document is to guide the Nevada Department of Agriculture (NDA) staff operations and communications in all circumstances that may negatively impact the availability of petroleum-based motor vehicle and aviation fuel supplies (which, for the purpose of this plan, will be referred to as “fuel supply/supplies”) in the state of Nevada.

Fuel supply disruptions may result from of any number of planned or unplanned events. These events may include reduction of capacity, closure or loss of power at one or more fuel refineries or local fuel terminals, diminished or suspended operation of one or more of the pipelines carrying fuel supplies to Nevada, or closure of rail lines and/or roadways across which fuel supplies are transported. The most likely recurring scenario resulting in a fuel supply disruption in Nevada is one or more Public Safety Power Shutoff (PSPS) events in California, which disable or reduce power to the fuel pipeline(s) that carry supplies from California to Nevada. The Santa Fe Pacific Pipeline (SFPP) from Concord, CA to Sparks, NV, is particularly at risk for power disruption during PSPS events in Northern California. NV Energy may also implement Public Safety Outage Management (PSOM) events, though PSOM events are less likely to occur in areas which supply power to fuel pipelines. **It is important to note that fuel supply disruptions do not automatically trigger a fuel supply shortage, nor do they automatically constitute an emergency.** Therefore, this manual is divided into four phases: readiness, verification, pre-emergency, and emergency.

During an energy emergency, authority to carry out the provisions of the State of Nevada Energy Assurance and Emergency Operations Plan (NVEAEOP) lies with the Governor’s Office of Energy (GOE). However, because of the ongoing relationships established between the NDA, the petroleum industry and motor vehicle fuel consumers, the NDA is best positioned to manage operations and communications during the readiness and verification phases. GOE and the NDA have agreed that the NDA will determine and advise when a pre-emergency or emergency response phase is imminent.

SECTION 1 – PLAN DESCRIPTION

Management and Legal Authority

This plan is managed by the NDA and in close communication with GOE and the Governor. Nevada Revised Statutes (NRS) chapter 581 provides the NDA with authority to regulate weights and measures, including fuel pumps. NRS chapter 590 charges the State Sealer of Measurement Standards with enforcing the provisions of the Nevada Petroleum Products Inspection Act and with administering the provisions of NRS chapter 590 pertaining to advertisement of motor vehicle fuel and petroleum products. Nevada Administrative Code (NAC) chapter 590 grants authority to the NDA Director to approve requests for variance from compliance with motor vehicle fuel standards under certain circumstances. As such, the NDA is the state entity best equipped to efficiently communicate with petroleum industry stakeholders and the public during periods leading up to a fuel supply emergency.

Coordinating Agencies

- Nevada Division of Emergency Management (NDEM)
- Local governments
- California Energy Commission (CEC)
- Pacific Gas and Electric Company (PG&E)
- Southern California Edison (SCE)
- NV Energy
- Pipeline operating companies:
 - Kinder Morgan (CALNEV and SFPP)
 - Holly Energy Partners (UNEV)

Monitoring Fuel Supplies in Nevada

NDA staff regularly monitor conditions affecting fuel supplies. This plan will provide guidance that allows for communication with various parties on a tiered, need-to-know basis, thereby avoiding unnecessary notifications that may have the unintended consequence of exacerbating limited fuel supply conditions.

Response Phases

The plan is structured in three phases of increasing activity. During a fuel supply disruption, the activities prescribed in each phase intensify depending on a variety of factors. The point of transition from one phase to the next is not an absolute. To a large degree, it is qualitative; the implementation of each phase is an NDA decision, recognizing public perception (or misperception) of the seriousness of the situation, and impacts perceptions may have on available supplies. Specific operational details related to carrying out the activities below are described under Section III – Operations.

The three phases are:

- **Readiness phase – fuel supply sources are operating normally with no scheduled disruptions**
Encompasses the ongoing activity of the NDA under normal operating conditions. NDA staff regularly monitor, track and, as necessary, communicate with pipeline operators,

terminal operators, fuel wholesalers, refiners, NV Energy, CEC, PG&E, and SCE regarding scheduled or unscheduled operational disruptions, closures or PSPS/PSOM. The NDA also maintains the fuel supply industry contact list.

- **Verification – one or more fuel supply sources are down or scheduled to be down, but on-hand supply levels are enough to meet routine demand**

NDA staff regularly monitor, track, and distribute status updates to coordinating partners. Possible variables that could trigger a pre-emergency or emergency phase include:

- Upcoming major travel period (holiday or local event)
- Short notice of a PSPS/PSOM or other supply source disruption/outage/closure
- Insufficient on-hand storage supplies to meet unanticipated increase in demand
- PSPS/PSOM or other supply source outage scheduled to last longer than two (2) days
- Other instances of an incident within an incident (for example, if the Nevada National Guard is already otherwise activated and needs supply allocation)

- **Pre-emergency – one or more fuel supply sources are down, and on-hand supplies are at imminent risk of becoming insufficient to meet routine demand for an extended period of time**

NDA staff regularly monitor, track, and distribute status updates to coordinating partners and other stakeholders. NDA staff will work with stakeholders and industry to implement one or more alternative methods to deliver fuel supplies to Nevada. The NDA may, in cooperation with GOE and the Governor’s office, implement and communicate voluntary fuel conservation and/or take regulatory action. Section III of this plan, beginning on page 7, includes the criteria and variables that the NDA will use to determine whether a fuel supply shortage is imminent and not able to be resolved internally and/or in cooperation with industry.

If, during the pre-emergency phase, operations are turned over to GOE and NDEM (including activation of the NVEAEOP), the NDA would still be involved in its capacity as an Emergency Support Function (ESF) as established in the NVEAEOP.

Emergency response phase information may be found in the NVEAOP, including information about mitigation activities such as mandatory conservation programs, fuel set-aside programs, Federal fuel waivers, and waivers for driver hours of service restrictions.

To impose mandatory programs and issue certain waivers, the Governor must first proclaim an energy emergency or impending energy emergency pursuant to NRS 416.050 and then sign Executive Orders necessary to implement mandatory conservation programs. All mandatory measures automatically cease when the Governor rescinds the proclamation of energy emergency or impending energy emergency.

Response Actions

Fuel supply disruption response actions identified in this plan will be performed under the direction of the NDA. Actions necessary to respond to any potential event can be described generally in three broad categories:

- Coordination, planning and analysis

- Public communication programs
- Mitigation and conservation programs

SECTION 2 – PLAN STRUCTURE AND GUIDELINES

Management Structure

The management structure listed below applies only to the readiness through pre-emergency phases. If an emergency is declared, the structure would follow the National Incident Management System (NIMS) and NDEM would be the lead agency. The importance of the management structure is knowing who is in charge, the lines of authority, and the process for providing essential information to those who need it to direct appropriate responses. Successful implementation of this operations plan depends upon the management structure and understanding by staff of their operational responsibilities.

Roles & Responsibilities

NDA Staff

- NDA Director – directs NDA staff to proceed with specific elements of the plan. Using information provided by staff, the Director will present recommendations to the Governor, GOE and NDEM on how best to respond to a potential or actual fuel supply shortage. If for any reason the Director is unavailable, the NDA Deputy Director will be responsible for implementing the plan.
- MS Administrator – as designated by the NDA Director, will monitor situational awareness and provide briefings to the NDA Director. If for any reason the MS Administrator is unavailable, the MS Chemist V will be responsible to carry out the plan role of the MS Administrator.
- MS Chemist V – as designated by the MS Administrator, will monitor situational awareness, communicate with industry and GOE and provide briefings to the MS Administrator. If for any reason the MS Chemist V is unavailable, the MS Administrator will be responsible to carry out the plan role of the MS Chemist V.
- NDA PIO – as directed by the NDA Director and MS Administrator, will lead communications to stakeholders, media, and the public. The PIO is responsible for distribution of accurate information, approved by the MS Administrator, NDA Director and, if needed, the Governor, to the public through media relations, social media, and email blasts, as needed. Appendix A to this document contains public messaging and templates which have been designed for use during the phases of this plan.

Other State Staff for Situational Awareness

- Governor’s office
- GOE Director and other GOE staff, as directed
- NDEM – Incident Command

Operating Guidelines

NDA Director

Directs NDA staff to proceed with specific elements of this plan. Using the information provided by staff, presents recommendations to the Governor on how best to respond to any impacts of a fuel supply disruption.

Readiness phase – fuel supply sources are up and running with no scheduled disruptions

- Reviews and considers any reports from staff notifying of events likely to impact fuel supply availability.

Verification phase – one or more fuel supply sources are down or scheduled to be down, but on-hand supply levels are enough to meet routine demand

- Provides updates or situation reports as needed, including any planned communications, to the Governor’s Office.

Pre-emergency phase – one or more fuel supply sources are down, and on-hand supplies are at imminent risk of becoming insufficient to meet routine demand for an extended period of time

- Directs increased briefing regularity to discuss current situation and strategy.
- Provides updates and/or reports, including planned communications, to the Governor’s Office. Updates should always stress the importance of severity and sensitivity, as misperceptions could put additional strain on supplies.
- Coordinate with GOE and Governor’s Office on voluntary fuel conservation recommendations.
- Review press releases or other materials for media.
- Direct NDA PIO to coordinate with GOE and the Governor’s Office on press releases or other communications materials.
- Direct MS Administrator to prepare regular reports containing major developments and recommendations for further action. Depending upon the nature and urgency of the situation, these reports may be written and/or verbal.

MS Administrator

Upon designation of the NDA Director, directs NDA staff to proceed with specific elements of this plan. Presents recommendations to the NDA Director on how best to respond to any impacts from a fuel supply disruption.

Readiness phase – fuel supply sources are up and running with no scheduled disruptions

- Oversees NDA staff operations to regularly monitor fuel supply levels and the operational status of fuel distribution sources.
- Prepares updates or reports for the NDA Director on events likely to impact fuel supply availability.

Verification phase – one or more fuel supply sources are down or scheduled to be down, but on-hand supply levels are enough to meet routine demand

- Confirms reports, monitors the situation, and provides regular updates to the NDA Director.
- Communicates updates with other relevant agencies (NDEM, GOE, etc.).
- Reviews staffing, resources and equipment needs; directs significant resource requests to the NDA Director.
- At the instruction of the NDA Director, directs staff to prepare situation report for the Governor’s Office, GOE and NDEM.
- If a fuel supply shortage appears likely, prepares to implement the pre-emergency phase; increase briefing regularity to discuss current situation and strategy.

Pre-emergency phase – one or more fuel supply sources are down, and on-hand supplies are at imminent risk of becoming insufficient to meet routine demand

- Directs the preparation of report(s) for NDA Director submittal to the Governor’s Office, GOE and NDEM.
- Coordinates transition from operating under the NDA Fuel Supply Shortage Operations and Communications Plan to NVEAEOP.
- Confirms reports, monitors the situation, and provides regular updates to the NDA Director.
- Communicates updates with other relevant agencies (NDEM, GOE, etc.) and industry.

MS Chemist V

Upon designation of MS Administrator, proceeds with specific elements of this plan.

Readiness phase – fuel supply sources are up and running with no scheduled disruptions

- Regularly monitors fuel supplies and the operational status of fuel distribution sources; maintains and updates fuel supply industry contact list.
- Communicates with MS Administrator, industry, and other relevant agencies (GOE, CEC, NDEM, etc.) as necessary.
- Prepares updates or reports for MS Administrator of events likely to impact fuel supply availability.

Verification phase – one or more fuel supply sources are down or scheduled to be down, but on-hand supply levels are enough to meet routine demand

- Regularly monitors, tracks, and as necessary, communicates with pipeline operators, terminal operators, fuel wholesalers, refiners, NV Energy, CEC, PG&E, and SCE regarding scheduled or unscheduled operational disruptions, closures or PSPS/PSOM.
- Confirms reports, monitors the situation, and provides regular updates to the MS Administrator. Monitors for triggers that could lead to actual shortages:
 - Upcoming major travel periods (holiday or local event)
 - Upcoming special events
 - Less than 2 days’ notice for fuel supply source disruption or PSPS, and/or not enough time to top off supply storage
 - Terminal storage supply levels dip below two (2) days routine demand
 - PSPS/PSOM or other supply source outage lasts, or is expected to last longer than two (2) days
 - Another incident occurs or is already in process that requires military activation within the state
- Enters informational updates into WebEOC.
- At the direction of the MS Administrator, assists in the preparation of one or more reports for submittal to the Governor’s Office, GOE and NDEM.
- Coordinates with NDA PIO to review targeted or mass communications needs; keeps NDA PIO apprised of supply disruptions.

Pre-emergency phase – one or more fuel supply sources are down, and on-hand supplies are at imminent risk of becoming insufficient to meet routine demand

- Enters informational updates into WebEOC.
- Assists in the preparation of an initial situation report for NDA Director submittal to the Governor’s Office, GOE and NDEM. This report may include recommendations as to one or more recommended voluntary fuel conservation measures.
- Supports transition from operating under the NDA Fuel Supply Shortage Operations and Communications Plan to NVEAEOP.
- Continues communication with pipeline operators, terminal operators, fuel wholesalers, refiners, CEC, PG&E, NV Energy, and SCE as necessary.

NDA PIO

Upon designation of the NDA Director, and in collaboration with NDA staff, recommends and implements public communications, including, but not limited to press releases, facilitating media interviews, coordinating logistics for press briefings/conferences, and/or coordinating with the Governor’s press secretary.

Verification phase – one or more fuel supply sources are down or scheduled to be down, but on-hand supply levels are enough to meet routine demand

- Stays in regular communication with MS Administrator and/or MS Chemist V about status.
- Monitors and tracks media and social media mentions and provides updates on media coverage to the NDA Director and MS Administrator.
- Under direction of the NDA Director, coordinates with Governor’s press secretary.
- Reviews communications for industry, cooperating agencies and/or other stakeholders as needed.
- Develops press releases, talking points and other media materials, as needed.
- Works with MS Administrator and/or MS Chemist V to respond to media inquiries.

Pre-emergency phase – one or more fuel supply sources are down, and on-hand supplies are at imminent risk of becoming insufficient to meet routine demand

- Stays in regular communication with MS Administrator and/or MS Chemist V about status.
- Monitors and tracks media and social media mentions and provides updates on media coverage to the NDA Director and MS Administrator.
- Under direction of the NDA Director, coordinates with Governor’s press secretary.
- Reviews communications for industry, cooperating agencies and/or other stakeholders as needed.
- Develops press releases, talking points and other media materials, as needed.
- Coordinates press briefings and responses to media inquiries with Governor’s press secretary, as needed.

SECTION 3 – NDA OPERATIONS

Activities upon recognition of impending fuel supply shortage with significant public impacts

Upon recognition of an impending fuel supply disruption or shortage which will have significant public impacts, the NDA operational activities are outlined below.

Incoming notification: NDA staff may receive notification of an event with impending or probable fuel supply impacts from one or more sources, including, but not limited to:

- Kinder Morgan
- Holly Energy Partners
- Local fuel terminal operators
- Local fuel wholesalers
- NV Energy
- PG&E
- SCE
- CEC
- GOE
- NDEM
- Governor's office
- Media

Action planning and preliminary assessment: Immediately following notification, staff will decide on a course of action to make a preliminary assessment. Staff will gather information to determine if the notification is valid and if there is a possible or probable impact on fuel supplies. When requesting information from industry, provide context for what the information is to be used for. Actions will include some or all of the following:

- Contacting terminal(s) in affected region(s) of the state for information on current storage levels and pipeline accessibility
- Contacting pipeline operator(s) that supply affected region(s) for operational status
- Contacting local wholesalers and the Nevada Petroleum Marketers & Convenience Store Association to assess wholesale and retail supply availability
- Contacting the CEC for information concerning the operational status of refineries in California; contacting the Utah refineries with access to the UNev pipeline
- Contacting NV Energy, PG&E and/or SCE, or accessing their online tools for information on electrical outages

Staff will then determine the nature, extent and duration of the event which is likely to impact fuel supplies, price and/or distribution. Assessment guidelines include:

- Is the event scheduled, with a predicted event conclusion or naturally occurring with no conclusion?
- How much notice is/was provided prior to event?
- Where is the pipeline or other distribution source in its operational cycle?
- How full are supplies of diesel fuel, gasoline (both regular and premium), and aviation fuel relative to routine demand?
- Is/are terminal(s) completely shut down or just limited in capacity?

- How long is/are the terminal(s) or other source(s) expected to be affected?
- What is availability of supply via sources other than pipeline(s) such as truck and rail?
- Is there an upcoming major travel period or special event that will affect demand?
- Are there other emergency situations imminent or underway which would increase demand for fuel?

Outgoing notification: After making a preliminary assessment, staff will immediately notify the NDA Director.

Outgoing notification(s) must include clear instructions about the situational severity, sensitivity and “need to know” details of the response level, so that additional strain is not unnecessarily put on available fuel supplies.

Public Communication and Reporting

Depending on the nature and urgency of the situation, staff will prepare written reports reflecting the analysis of fuel supply impacts. Four basic types of reports may be used at the instruction of the NDA Director. In addition to these reports, MS staff will enter relevant information into Nevada’s WebEOC system.

1. **Verification report:** A verification report will be developed by MS staff at the direction of the NDA Director to provide an assessment and confirmation of information received regarding circumstances which would result in an impact to the fuel supply in Nevada.
2. **Situation report:** At the direction of the NDA Director, an initial situation report will be developed by MS staff when operations transition from this plan to the NVEAEOP. The report shall be prepared in accordance with the Situation Report Procedures Checklist as detailed in the NVEAEOP.
3. **Press release:** Used upon inquiry and proactively when necessary to calm public fears.
4. **After-action memo:** Drafted when any event which has reached or exceeded the pre-emergency state has diminished to document and evaluate the performance of the Plan and implementation activities. An After-Action Memo will be developed and delivered to the appropriate representatives.

Public information communication needs to be as accurate as possible and presented in terms that will not panic the populace into actions that would be counter-productive to mitigating the event or emergency.

APPENDIX A



**Nevada Governor's
Office of Energy**

FUEL SUPPLY DISRUPTION Public messaging and templates

NOTE: This messaging is to be used in accordance with established operations and emergency management plans and corresponding emergency phases as determined by the Nevada Department of Agriculture (NDA). Messaging shall be in accordance with the currently designated phase and shall not be upgraded to subsequent phase messaging until such phase designation has been made by the NDA.

Verification phase – one or more fuel supply sources are down or scheduled to be down, but on-hand supply levels are sufficient to meet routine demand.

Messaging during **verification** could be used as needed on social media or other inquiries:

- **Currently down, no impacts:**
The [name of pipeline] pipeline that supplies fuel to [northern/southern] Nevada is currently shut off due to a [public safety power shut-off/public safety outage management/mechanical issue/etc] event in [northern/southern] California. The pipeline is expected to come back online by [date] and we do not expect any impacts to consumers.
- **Scheduled to be down, no impacts:**
The [name of pipeline] pipeline that supplies fuel to [northern/southern] Nevada is scheduled to be shut off from [date] to [date] due to a [public safety power shut-off/public safety outage management/mechanical issue/etc] event in [northern/southern] California. We do not expect any impacts to consumers.
- **Possible impacts:**
While [northern/southern] Nevada currently has adequate fuel supply available to meet routine demand, due to [the upcoming holiday weekend/sudden disruption/duration/cooccurring incident/etc.], we are asking residents to only buy what you need. We do not expect a fuel supply shortage to occur before the pipeline is back online, but overbuying could place unnecessary strain on the supply.
- Staff at @NevGOE and @NVAgriculture regularly monitor the fuel supply throughout Nevada, and coordinate with partners in the industry to prepare for events like this.

Pre-emergency phase – one or more fuel supply sources are down, and on-hand supplies are at imminent risk of becoming insufficient to meet routine demand.

Messaging during a **pre-emergency** could be used as needed on social media or other inquiries:

- The [name of pipeline] pipeline that supplies fuel to [northern/southern] Nevada is currently shut off due to a [public safety power shut-off/public safety outage management/mechanical issue/etc] event in [northern/southern] California. Staff at @NevGOE and @NVAgriculture are working to mitigate any potential shortages in the fuel supply that may occur due to [the upcoming holiday weekend/sudden disruption/duration/cooccurring incident/etc.]. Please refrain from overbuying as it could put unnecessary strain on the supply.
- Staff at @NevGOE and @NVAgriculture are coordinating with [name of company/orgs] to implement alternative methods of fuel delivery to [northern/southern] Nevada. While we do not anticipate a severe or long-term shortage, we are asking residents to only buy the fuel you need, as overbuying could place unnecessary additional strain on the supply.
- In addition, @NevGOE recommends voluntary conservation measures that residents can implement to reduce strain on the supply, including increasing use of rideshare programs, public transportation, bicycles, telecommuting/teleconferencing, and flexible work schedules.
- Other voluntary fuel conservation measures include observing speed limits, combining trips when possible, properly inflating tires, avoiding excessive braking or idling, reducing vehicle air conditioning, and checking air filters and PCV valves.

In addition, a news release from the Governor’s Office, upon recommendations by the directors of GOE and NDA, may be appropriate:

[PRESS RELEASE TEMPLATE]

Governor Sisolak recommends voluntary fuel conservation in [northern/southern] Nevada during pipeline shutdown

([CARSON CITY/LAS VEGAS], Nev.) – The [name of pipeline] pipeline that supplies fuel to [northern/southern] Nevada is currently shut off due to a [public safety power shut-off/public safety outage management/mechanical issue/etc] event in [northern/southern] California. The pipeline is expected to come back online by [date]. While [northern/southern] Nevada currently has enough fuel supply to meet routine demand, due to [the upcoming holiday weekend/sudden disruption/duration/cooccurring incident/etc.], officials are asking residents to only buy what is needed.

Staff at the Nevada Department of Agriculture and Governor’s Office of Energy are coordinating with [name of company/orgs] to implement alternative methods of fuel delivery to [northern/southern] Nevada, as needed.

“We do not expect a fuel supply shortage to occur before the pipeline is back online, but overbuying could place unnecessary strain on the supply,” Gov. Steve Sisolak said. “We are not implementing any mandatory conservation measures, but we are asking that everyone only buy the fuel you need.”

Some voluntary petroleum conservation measures are provided from the Governor’s Office of Energy (GOE):

- **Increase use of rideshare programs.** GOE is working with the Nevada Department of Transportation and local Regional Transportation Commissions to promote rideshare programs.
- **Carpool wherever possible.**
- **Increase use of public transportation.**
- **Increased use of bicycles.** Weather permitting, we encourage commuters who live within bicycling or walking distance of their places of employment to bike or walk to work.
- **Flexible work schedules.** Allow employees to stagger their commute hours, while still working during core hours, usually 10 a.m. to 2 p.m.
- **Telecommute.** Reduce use of transportation fuel by allowing employees to work independent of their employer’s location, using their homes or alternate work locations close to their homes.
- **Teleconference.** Wherever possible, opt for telephone or video meetings instead of business trips to meetings and conferences.
- **Other conservation tips:**
 - Observe speed limits
 - Combine trips whenever possible
 - Do not idle engines unnecessarily and do not rev engines
 - Properly inflate tires
 - Avoid excessive braking
 - Reduce use of vehicle air conditioner
 - Check air filters and PCV valves

Emergency phase – a shortage is occurring, declaration of emergency is issued by the Governor, and operations have been transitioned to GOE/DEM. In this phase, the priority communication would likely be a press release, and messaging would be pulled for social media from the release.

[PRESS RELEASE TEMPLATE]

Governor Sisolak declares state of emergency in response to fuel supply shortage in [northern/southern] Nevada

([CARSON CITY/LAS VEGAS], Nev.) – Today, Nevada Governor Steve Sisolak declared a state of emergency in response to the ongoing fuel supply shortage in [northern/southern] Nevada caused by the [public safety power shut-off/public safety outage management/mechanical issue/etc] event in [northern/southern] California. The [name of pipeline] pipeline that supplies fuel to [northern/southern] Nevada is currently shut off, and not expected to come back online until [date].

In addition to voluntary conservation measures, this declaration gives the Governor the authority to implement the State Emergency Set-Aside Program for [specific petroleum product(s)] to be set aside for the following priority end users: [delete any not needed]

- Agriculture
- Aviation
- Emergency services
- Energy production
- Government
- Healthcare services
- Passenger services
- Trucking
- Utility services

“I am thankful to the industry and staff at the Nevada Department of Agriculture and Governor’s Office of Energy for their quick action to implement alternative methods of fuel delivery to [northern/southern] Nevada,” Governor Sisolak said. “While we do not anticipate a severe or long-term shortage, we are asking residents to only buy the fuel you need, as overbuying could place unnecessary additional strain on the supply.”

Some voluntary petroleum conservation measures are provided from the Governor’s Office of Energy (GOE) below:

- **Increase use of rideshare programs.** GOE is working with the Nevada Department of Transportation and local Regional Transportation Commissions to promote rideshare programs.
- **Carpool wherever possible.**
- **Increase use of public transportation.**
- **Increase use of bicycles.** Weather permitting, we encourage commuters who live within bicycling or walking distance of their places of employment to bike or walk to work.
- **Flexible work schedules.** Allow employees to stagger their commute hours, while still working during core hours (usually 10 a.m. to 2 p.m.), so fuel isn’t wasted in traffic.
- **Telecommute.** Reduce use of transportation fuel use by allowing employees to work independent of their employer’s location, using their homes or alternate work locations close to their homes.
- **Teleconference.** Wherever possible, opt for telephone or video meetings instead of business trips to meetings and conferences.
- **Other conservation tips:**
 - Observe speed limits
 - Combine trips whenever possible
 - Do not idle engines unnecessarily and do not race engines
 - Properly inflate tires
 - Avoid excessive braking
 - Reduce use of vehicle air conditioner
 - Check air filters and PCV valves