

FY 2024 Sustainability Reporting Kick-Off



U.S. DEPARTMENT OF
ENERGY



September 26, 2023

Sustainability Performance Office

Agenda

- Key Reporting Dates
- FY 2024 Site Sustainability Plan Overview
- FY 2024 Major Updates
- Reporting Changes by SSP Category



Key Reporting Dates



Date(s)	Action/Event
February 2023	<ul style="list-style-type: none"> Dashboard opened for FY 2023 data entry.
September 28, 2023	<ul style="list-style-type: none"> Dashboard new user training.
October 3, 2023	<ul style="list-style-type: none"> End of year FIMS basic facility information uploaded to Dashboard.
October 5 – November 30, 2023	<ul style="list-style-type: none"> Open Help Calls every Thursday from 3-4 pm EST. Call-in details available on the Dashboard.
October 20, 2023	<ul style="list-style-type: none"> Sustainable Building page is locked for data entry until February 2024. All updates must be completed before Oct. 21st. FY 2023 Biobased Product Purchases Workbook uploaded to Dashboard, if needed.
November 17, 2023	<ul style="list-style-type: none"> FY 2023 Dashboard data, including Sustainable Acquisition Contracts (if needed) is due with appropriate level(s) of approval. If not using the Dashboard approval process, be sure to upload a completed Dashboard Data Accuracy Self-Certification. Final FY 2023 Federal employee travel data uploaded to Dashboard.
November 20 to December 15, 2023	<ul style="list-style-type: none"> SPO to QA/QC data and work with sites to finalize FY 2023 reporting.
December 1, 2023	<ul style="list-style-type: none"> FY 2024 SSP narrative, Excluded Buildings Self-Certification, and optional Plan Signature Document are due with appropriate level(s) of approval. Dashboard closes for FY 2024 SSP entry.
January 19, 2024	<ul style="list-style-type: none"> Deadline for selected sites to submit verification documentation.

FY 2024 Site Sustainability Plan (SSP) Overview



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- The "SSP Guidance" has become the "SSP Instructions" to adhere to DOE O 436.1A terminology.
- The SSP Instructions focus on CFE, ZEV, and buildings goals and have been streamlined to reduce the reporting burden.
 - Focus on advancing sustainability efforts rather than reporting on them.
- *Waste, Indirect Emissions, and Sustainable Buildings, and Electronic Stewardship* narratives are not required. Sites can continue to describe efforts in these categories. Data for these areas are due by the November 17th reporting deadline.

FISCAL YEAR 2024 SITE
SUSTAINABILITY PLAN
INSTRUCTIONS

September 2023



U.S. Department of Energy
Sustainability Performance Office

FY 2024 Major Updates – Projection Graphs



- The SSP Projection Graphs for *Energy, Clean and Renewable Energy, Water, Waste, and Sustainable Buildings* have been archived.

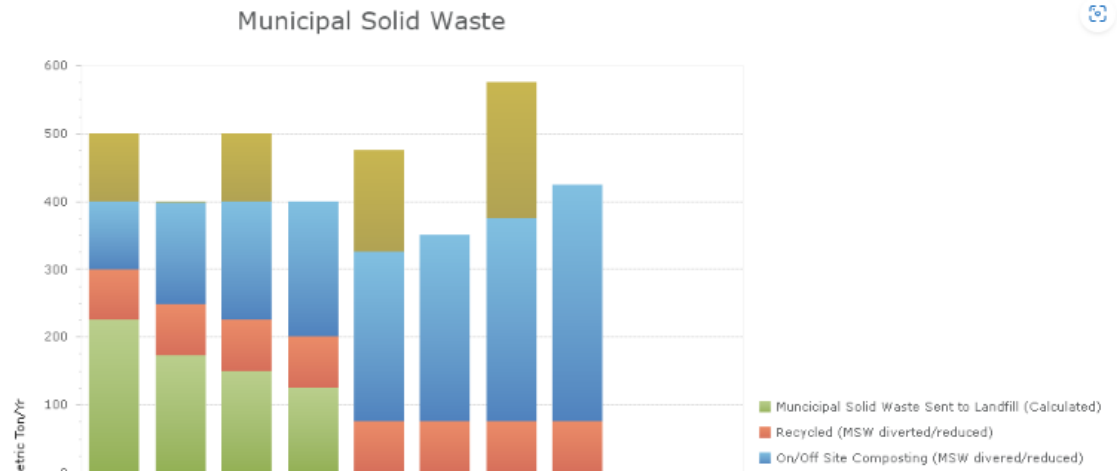
- Sites **do not** need to fill out projection graphs this year.

Projected Performance Data
If available, please provide estimated and forecasted annual data at a minimum for the current Fiscal Year (FY) along with the next 5 years. If you like to provide data for a longer period, there is flexibility to do so. Once you select data type, starting fiscal year, and forecast period from the picklists below a table with unit information will be built. Enter your data in the table and select "Generate Graph". To include the graph in the body of your SSP category, copy and paste the graph where you'd like it to display in the SSP. Alternatively, you could elect to have the information be part of an auto generated SSP appendix by checking the "Include in Appendix" box.

Data type:
Starting Reporting Year:
Forecast Period:
 Include in Appendix

Provide amount generated and diverted for both municipal solid waste (on and off-site) and construction & demolition waste. Generate/Update Graph

Source	Actual Annual Waste (Metric Ton/Yr)					Forecasted Annual Waste (Metric Ton/Yr)			
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
Municipal Solid Waste Generated	500.00	400.00	500.00	400.00	300.00	200.00	100.00	100.00	
Recycled (MSW diverted/reduced)	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	
On/Off Site Composting (MSW diverted/reduced)	100.00	150.00	175.00	200.00	250.00	275.00	300.00	350.00	
Other (MSW diverted/reduced)	100.00	2.00	100.00	0.00	150.00	0.00	200.00	0.00	
Municipal Solid Waste Sent to Landfill (Calculated)	225	173	150	125	-175	-150	-475	-325	



FY 2024 Major Updates – Metering



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- The Dashboard's *Facility Metering Status* module was revamped in early 2023.
- Enter any metering updates directly within the module by the November 17th reporting deadline.

PROPERTY LEVEL METERING INFORMATION (REQUIRED)			METER LEVEL METERING INFORMATION (VOLUNTARY)						
Facility Information			Metering Overview			Metering Status by Core Utility			
Property Name	Property ID	Appropriate for Metering	Metering Status	If not Fully Metered, Planned Year (YYYY)	Electricity Metering Status	Natural Gas Metering Status	Steam Metering Status	Water (Potable) Metering Status	
Select	100 Union Valley Road	100UVR	No						
Select	1036	1036	Yes	Partially Metered	Metered - Standard	Metered - Standard	Utility Not Used	Not Metered	
Select	105 Mitchell Road	105 Mitchell Rd	No						

FY 2024 Major Updates – Electrification (1 of 3)



- Building energy source fields have been added to the *Metering Status* page to identify buildings with Scope 1 energy sources.
- Ensure you make updates to this category before the November 17th data reporting deadline.

Select Column(s) to View
 Facility Information Metering Overview Metering Status by Core Utility Building Performance Standard Notes

Page: 1 of 2 Go Page size: 10 Change Item 1 to 10 of 16

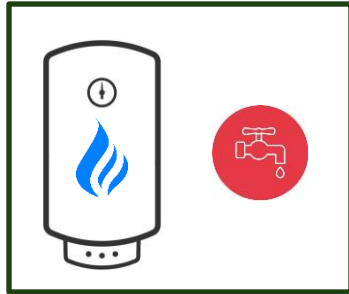
Facility Information	Metering Status by Core Utility	Building Performance Standard				Notes
Property Name	Water (Potable) Metering Status	Covered By Federal Building Performance Standard	Scope 1 Emission Fossil Fuel Source from Standard Buildings Operations ⁱ	Energy from a DOE Owned District System? ⁱ	Asset is or contains a DOE Owned District System?	Notes
Advanced Photon Source Experiment Hall	Metered - Unk...	Yes	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Liquefied Petroleum Gas(LPG) <input type="checkbox"/> Liquefied Natural Gas(LNG) <input type="checkbox"/> Diesel <input type="checkbox"/> Coal <input type="checkbox"/> Tires-Fossil derived <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	

Save Cancel

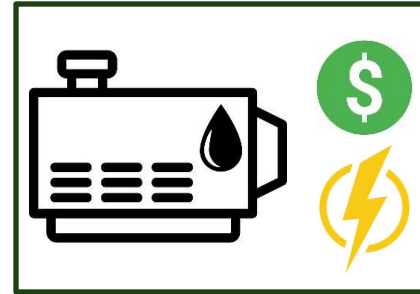
FY 2024 Major Updates – Electrification (2 of 3)



Examples of Buildings WITH Scope 1 Emissions (per FBPS guidelines)



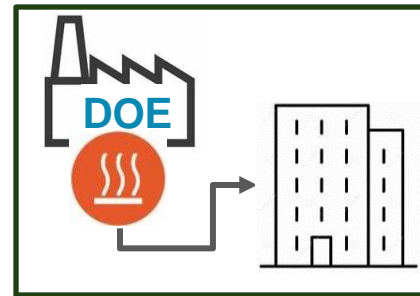
Building uses a natural gas water heater for restroom faucet hot water



Building uses a diesel generator to curtail peak electricity demand charges

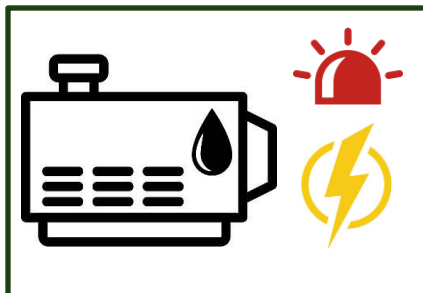


Building uses a fuel oil boiler for winter heating

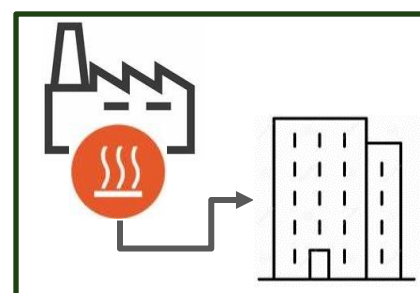


Building gets steam from a DOE-operated gas-fired central plant for winter heating

Examples of Buildings WITHOUT Scope 1 Emissions (per FBPS guidelines)



The building's only fossil fuel use is a diesel generator to provide power in emergencies



Building buys steam from a local utility company gas-fired plant for winter heating

FY 2024 Major Updates – Electrification (3 of 3)



- Electrification goals columns have been added to the *Facility Goal Category* page to identify a site's priority and date for electrifying applicable buildings.
 - Enter the planned electrification year based on known or anticipated funding availability and the estimated project completion date asset. You may leave this field blank if plans and funding are unknown.
- Ensure you make updates to this category before the November 17th data reporting deadline.

The screenshot shows a web application interface with a table of facility data. At the top, there is a navigation bar with page controls: "Page: 1 of 3 Go", "Page size: 10 Change", and "Item 1 to 10 of 30". The table has three main sections: "Property Name", "Electrification Plan", and "Resilience". The "Electrification Plan" section includes "Priority for Electrification" and "Planned Year for Electrification (YYYY)". The "Resilience" section includes "Mission Dependency" and "Mission Impact". A dropdown menu is open for the "Priority for Electrification" column, showing options: "High", "Medium", and "Low".

Property Name	Property ID	Priority for Electrification	Planned Year for Electrification (YYYY)	Mission Dependency	Mission Impact
Bldg 20380 North Guard Gate	20380	High			
Bldg 20381	20381	Medium			
Bldg 20381A Interconnect	20381A	Low			

Energy Management Reporting (1 of 2)



Narrative Changes

- Report on net-zero buildings in the *Energy Management SSP* section.
- Three fillable tables have been added to the Energy SSP narrative section for sites to list construction of new electric facilities, identify planned electrification efforts, and identify deep energy retrofits.

Planned New Construction as All-Electric Buildings
Constructing new buildings to run entirely on electricity (i.e., no direct fossil fuel use for heating, cooling, cooking, etc.) will ensure they operate as net-zero buildings once the site transitions to carbon pollution-free electricity. Use the table below to identify any new buildings planned between now and 2030 that will be designed to run solely on electricity (list by individual building). Add additional records as needed to identify all such buildings.

+ Add new record

	Anticipated Building Name or Descriptor	Estimated Building Gross Square Footage	Actual/Anticipated Construction Completion Year
Edit Delete	Office Building 23	20000	2027

Planned Electrification Retrofit Projects
Electrification retrofit projects involve converting building systems that directly use fossil fuels to systems that use electricity. Examples include converting a fuel oil boiler for heating to an electric heat pump or converting a cafeteria's natural gas burning cooking equipment to all electric appliances. Use the table below to identify all building electrification projects planned between now and the end of Fiscal Year 2030 (listed by individual building). Note, only identify buildings that will be completely converted to electric (don't list any projects that will only electrify part of a building). Add additional records as needed to identify all such buildings.

+ Add new record

	FIMS RPUID	Building Name	Building Gross Square Footage	Planned Electrification Completion Year
Edit Delete	13592	Property 39821	17500	2025

Planned Deep Energy Retrofit Projects
Deep Energy Retrofits are projects that will reduce a building's energy consumption by at least 40% or more. These projects typically involve retrofits to multiple building systems to achieve such significant reductions. Examples include upgrades to entire HVAC systems, building automation systems, and lighting systems. Use the table below to identify all building Deep Energy Retrofits planned between now and the end of Fiscal year 2030. Add additional records as needed to identify all such buildings.

+ Add new record

	FIMS RPUID	Building Name	Building Gross Square Footage	Planned Deep Energy Retrofit Completion Year
Edit Delete	98421	Building 34613	26735	2027

Data Entry Changes

- To support CFE tracking, SPO is adding fields to the Dashboard's *Energy* module to report on a utility provider's energy source mix. We expect these enhancements to be live in October.
 - Fields will be added when the Subcategory = Electricity or Natural Gas.
 - There will be dropdowns for Utility Regulatory Market, Utility Provider Name, Agreement Type, and Contract Period. Balancing Authority and Carbon Pollution Free Electricity Grid Mix will be optional fields.
 - More details and tutorials about these changes are forthcoming.



Narrative Changes

- No substantive SSP guidance changes to the Water Management section.

Reminders

- All sites must develop a Water Assessment by **March 29th, 2023**. This is a separate from the EISA data which is due February 23, 2024.
 - Monthly Water Open Help Calls have been scheduled and call-in details can be found on the *Schedules* section of the Dashboard.
 - Water Assessment Resources are available on the Dashboard's *Supporting Resources*.



Narrative Changes

- Sites do not have to include a Waste Management narrative in their SSP.

Data Entry Changes

- Sites are to submit waste data by the November 17th reporting deadline.

Narrative Changes

- The bullets in the SSP narrative section have changed from the prior year's instructions. Sites should answer all bullets on fleet management, acquisition, and ZEVs.
 - All bullets comply with E.O. 14057, CFR, and fleet management plan requirements.





Data Entry Changes

- Fields are being added to the *Energy Management* section to account for site CFE efforts.
- The *On-Site Clean & Renewable Energy Generation Systems* section page remains the same from last year. Sites are to report on RECs and on-site systems here.

Narrative Changes

- Bullets have been added to the *Clean & Renewable Energy* narrative section for sites to describe plans for measuring CFE consumption and meeting CFE goals. Additionally, to meet Sustainability Strategic Plan requirements:
 - Sites are to provide their expected annual Grid-Supplied CFE, on-site CFE, purchased CFE, and legacy CFE from EPACT 7.5% (in MWh) for FY24 – FY30.
 - Sites are to estimate their expected annual total electricity use (in MWh) for FY24 – FY30.

Investments: Improvement Measures, Workforce, & Community



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Narrative Changes

- A table has been added to the Investments: Improvement Measures, Workforce, & Community SSP section to list progress in implementing life cycle cost effective ECMs accomplished via performance contract.

Planned Performance Contracts
Use this table to identify all anticipated performance contracts and add more rows as needed. For Contract Type, identify any Energy Saving Performance Contract (ESPCs), Utility Energy Service Contracts (UESCs), or Power Purchase Agreements (PPAs). For Expected Award Date, enter a year if you don't know the exact date. You may skip the Award Value and GHG Reduction fields if your site has not completed the performance contract preliminary assessment.

[+ Add new record](#)

	Performance Contract Type	Expected Award Date	Expected Award Value (\$)	Expected GHG Reduction (MTCO ₂ e)
Edit Delete	ESPC	2027	\$0.00	

Data Changes

- Sites should continue to report on ECMs within the *Efficiency and Conservation Measures* section of the Dashboard.
- Remember to report on site training efforts within the *Training and Education* section of the Dashboard. Include climate literacy training in your data submission.

Narrative Changes

- Sites do not have to include a Sustainable Buildings narrative in their SSP. Sites are still to report on Sustainable Buildings by November 17 reporting deadline.

Requirement Changes

The square footage threshold for Guiding Principles (GPs) has increased to 25,000 sq ft.

- Site can get credit for buildings under 25,000 square feet (sq ft) that meet the GPs.
- The Dashboard's *Comprehensive Scorecard* needs to be updated to include the 25,000 sq ft threshold increase and to depict buildings less than 25,000 sq ft that achieve GPs.
- New leases issued after 9/30/2030 that are greater than 25,000 rentable sq ft and where the Federal Govt. leases at least 75% of the total building square footage, must be in NZE buildings. More on green leasing requirements [here](#).



New Requirements

- Per DOE Order 436.1A, sites are to complete a Supply Chain Vulnerability Assessment. SPO is currently developing this guidance and will work with programs to set the due date.

Reminders

- If utilizing the workbook(s) for supplementary reporting, upload them to the SSP Acquisition & Procurement module as a supporting document. The Biobased Product Purchases Workbook is due by **October 20, 2023**, and the Sustainable Acquisition (SA) Contracts Workbook is due by **November 17, 2023**.

Acquisition and Procurement (2 of 2)



The SA Contracts Workbook now includes conditional formatting.

- The "number of eligible contract actions" minus the "number of contract actions without opportunity for SA clauses" fields must match the "total" cell in table A or the cells in table B. The "total eligible contract dollars" must also match in both tables. Numbers that do not match will be red w/ a strike through.

Fields:		Instructions:	
Prime Contract Number:	xxxxxxx		
Sub-Contract Number:		<i>If more than one contract, please list them.</i>	
Contract Type:	Federal	<i>Select the contract type from the drop-down menu.</i>	
Number of Eligible* Contract Actions	1500	<i>Enter the number of eligible contract actions--includes all except those with a foreign place of performance or containing weapon clauses.</i>	
Total Eligible* Contract Dollars (\$)	10000	<i>Enter the total eligible contract dollar amount in whole dollars--includes the entire contract(s) amount.</i>	
Number of Contract Actions without Opportunity** for SA clauses (Optional)	0	<i>If available, enter the number of eligible contract actions that do not have an opportunity for sustainable acquisition clauses.</i>	
Describe why there is no opportunity for SA (Only if cell B19)		<i>This is a required field if the number of contract actions without opportunity for sustainable acquisition is provided in cell B19.</i>	
Additional Information (Optional)		<i>Enter additional information if necessary.</i>	

Data Table Instructions: Please complete Table A (preferred) or Table B. Only complete one table.

Table A: If FAR sustainable acquisition clauses/requirements are included in your contract, both FAR and DEAR sustainable acquisition clauses/requirements are included in your contract, and/or Table B: categorized data is available complete Table A (preferred).

Table B: If no FAR sustainable acquisition clauses/requirements are included in your contract but DEAR sustainable acquisition clauses/requirements are included and/or categorized data is not available complete Table B.

Note, some contracts may include sustainability clause language without referencing the FAR or DEAR clause numbers.

TABLE A	Type of Sustainable Acquisition (SA) Clauses in Contract Actions						Total
	Recycled	Energy Efficient	Biobased	Multi-Statutory	Environmentally Preferable	Statutory+	
Number of Contract Actions with SA Clauses		1500					1500
Total Contract Dollars with SA Clauses (\$)		\$ 10,000.00					\$ 10,000.00

Indirect Emissions Narrative Changes

- Sites do not have to include an Indirect Emissions narrative in their SSP.

Indirect Emissions Data Changes

- Sites are still to report on Indirect Emissions in the *Air Travel*, *Ground Travel*, and *Commute* data sections by November 17 reporting deadline.
 - SPO expects to receive revised guidance on Scope 3 emissions reporting from CEQ and GSA. It is necessary for sites to continue to report on travel and commute data in the Dashboard so we can leverage this data when needed.

Fugitive & Refrigerants Narrative Changes

- Include details of substitution and phasedown efforts (e.g., sulfur hexafluoride (SF6), hydrofluorocarbons (HFC)). Include SF6 and HFC material substitution and usage reduction efforts
 - Response to HFC Phasedown for continued HFC procurement.
 - Review of alternatives to HFC including materials researched, considered, and implemented.
 - Lessons learned and best management practices for substituting and reducing HFC.

Fugitive & Refrigerant Data Changes

- SPO is working on changing some of the F&R Dashboard calculations. Users will have the option to choose between Material Balance or Simplified Material Balance to calculate F&R usage.

Electronic Stewardship & Data Centers Narrative Changes

- Sites do not have to include an Electronic Stewardship & Data Centers narrative in their SSP. Sites are still to report on Sustainable Buildings by November 17 reporting deadline.



Photo Credit: ORNL's Oracle StorageTek SL8500 data library was successfully recycled on GSAXcess.



Climate Adaptation & Resilience

- Resilience solutions identified in VARPAs should be added to the *Resilience Solutions Tracker* section of the Dashboard.
- Resilience solutions will go through the normal Dashboard review process. Any updates should be made by the and reviewed by November 17th data deadline.

Resilience Solution Tracker

PSO (Lead): ⓘ Site: Site #: Reporting Year:

Select Column(s) to View
 Solution Description Cost/Award Information

Add New Solution All fields below are recommended. * Indicates a required field

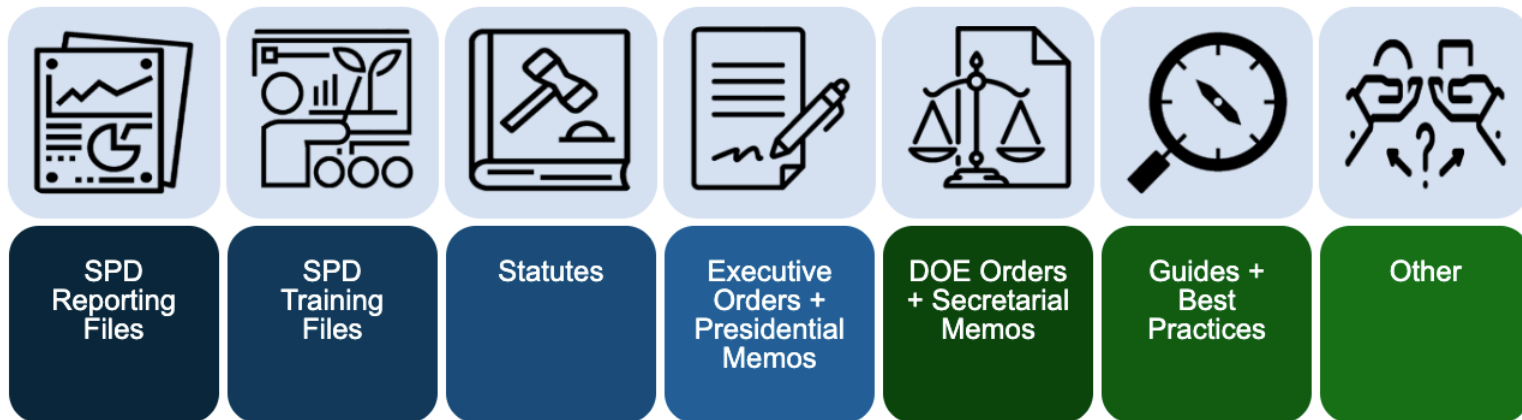
⏪ ⏩ Page: of 1 ⏪ ⏩ Page size: Item 0 to 0 of 0

Solution Description	Dashboard Unique ID	Identified Year*	Solution*	Description*	Critical Asset Type*
No records to display.					

Reporting Resources




- The Dashboard's *Supporting Resources* page has many reporting resources!
- Biobased and Sustainable Acquisition Contracts Workbooks are within the *SPD Reporting Files* section.
- Dashboard tutorial videos can be found under the *SPD Training Files* section. SPO recommends viewing the *Site Sustainability Plan Module* and *QA/QC and Change Request* videos for more information on submitting data and SSPs.
- A requirements matrix can be found on the *Statutes* section.



Schedules



- The *Schedules* page has been updated with updated FY 2023-2024 reporting dates.
- A New User Training will be held on September 28th from 3-4 pm EST.
- Open Help Calls will be held from October 5th to November 30th from 3-4 PM EST.
- Calendar invites can be downloaded from the *Schedules* page.

Schedules		
Reporting 		
Date(s)	Title	Action/Event
January 26, 2022 to September 21, 2022	VARP Open Help Line Call	Vulnerability Assessment and Resilience Plan Open Line Help Call Upcoming Calls will be held on May 18, June 1, June 15, June 29, July 13, July 27, Aug. 3, Aug. 10, Aug. 24, Sep. 7, and Sep. 21, 2022 3:00 pm - 4:00 pm EST Dial-in: 415.527.5035 Access Code: 2764 654 7175 Password: UJMsNbmP259 URL: https://doe.webex.com/doi/j.php?MTID=mcfe126e9046c59d26df4d4bbe49d4b8ee
February 8, 2022	Dashboard Opens	Dashboard opens for FY 2022 data and SSP narrative entry. Note, the Dashboard may close temporarily during the year for updates.
TBD	FAST Upload	FY 2022 fleet data uploaded from FAST by SPD.
September 22, 2022	Sustainability Reporting Kick-Off Meeting	Sustainability Reporting Kick-Off Meeting Thursday, September 22, 2022 2:00 pm - 3:30 pm EST Dial-in: 415.527.5035 Access Code: 2762 884 0513 Password: dJYXhaqj353 URL: https://doe.webex.com/doi/j.php?MTID=mf81ede77998733f51fa8161867dfe15e
September 29, 2022 to February 23, 2023	Open Line Help Calls	Reporting Open Line Help Call Thursdays, September 29, 2022 to February 23, 2023 3:00 pm - 4:00 pm EST Dial-in: 415.527.5035 Access Code: 2764 679 8900 Password: CXczGCW6i82 URL: https://doe.webex.com/doi/j.php?MTID=mf551215aee4ad160405f8b6355657fe3

Contact Us!



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Thank you in advance for preparing your data and SSPs!

**If you have any questions, send us an email at
sustainability@hq.doe.gov.**