

# Sustainability Dashboard Overview



U.S. DEPARTMENT OF  
**ENERGY**



**Sustainability Performance Office, Office of Management**

**July 11, 2023**

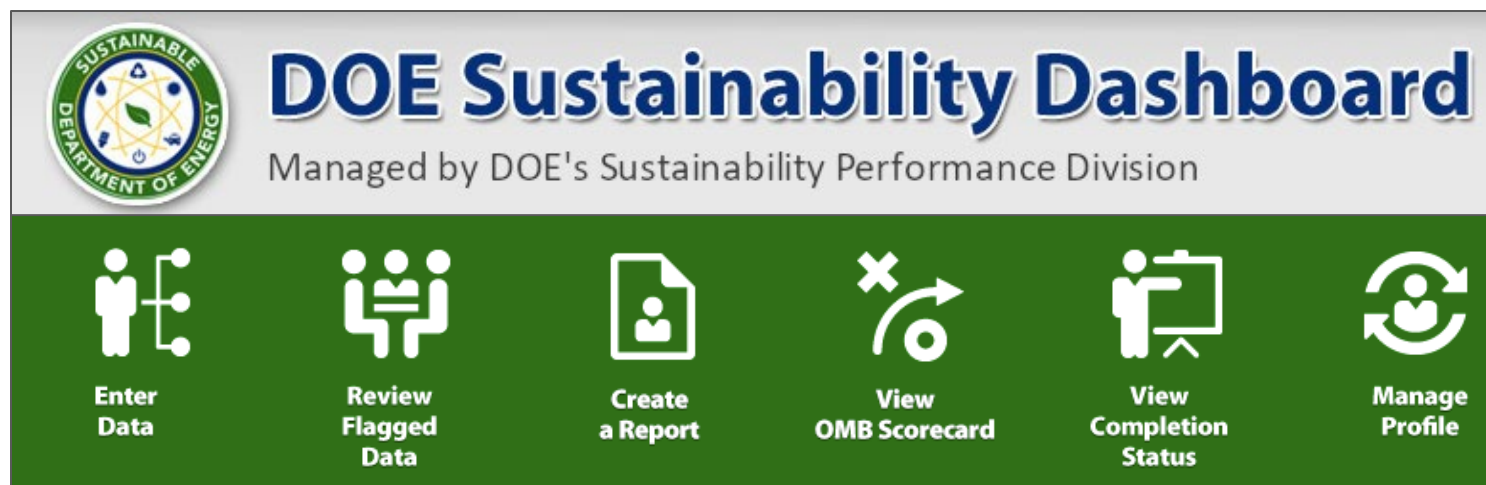
- Sustainability Reporting at DOE
- How Collected Data is Used
- DOE Sustainability Dashboard Overview
  - User Roles and Privileges
  - User Responsibilities
  - Data Entry and Uploads
  - Site-Level Policy Tracker
  - Completion Status
  - Reports
  - Resources

- The Department of Energy (DOE) is required by federal laws and regulations to meet specific sustainability goals.
- The Sustainability Performance Office (SPO) is responsible for tracking and reporting on DOE's progress toward these goals.
- The SPO uses the Sustainability Dashboard to collect data from DOE sites and report on Department-wide progress.

The data collected in the Sustainability Dashboard is used to write reports for stakeholders such as OMB, CEQ, Congress, and the public. The annual products that are created using data from the Dashboard are:

- **Annual Energy Management Report**
  - OMB Scorecard
- **Strategic Sustainability Plan**
  - Buildings Strategic Plan, Carbon Pollution-Free Electricity Plan, and Zero Emission Vehicles Plan
- **Climate Adaptation and Resilience Plan**

**The DOE Sustainability Dashboard (Dashboard)**, is the primary tool for collecting sustainability related data at DOE. Prior to the Dashboard, an Excel workbook called the Consolidated Energy Data Report (CEDR) was used.



Accessible for DOE users: <https://sustainabilitydashboard.doe.gov/>  
[DOE Sustainability Dashboard User Guide](#) and [Quick Start Guide](#)

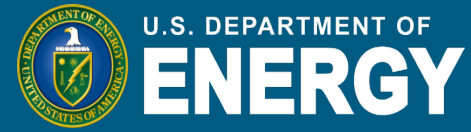
- Development of the Dashboard began in 2011.
- The first reporting cycle using the Dashboard was FY 2016.
- The Dashboard collects both quantitative sustainability data and a narrative Site Sustainability Plan (SSP).
- SPO continuously makes modifications and adds enhancements to the Dashboard for new reporting requirements.
- *On the horizon:* Dashboard Advisory Council and making the Dashboard code open source for other agency use.

# User Roles and Privileges



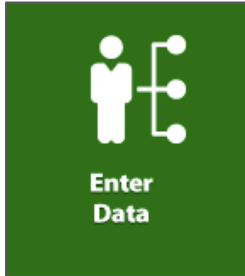
User Role	General Description	General Rights
<b>Site User</b>	Site level personnel with sustainability data reporting responsibilities. May be involved with one or many data categories (e.g., a site may have multiple Site Users, with separate responsibilities for energy, water, waste, etc.).	<input checked="" type="checkbox"/> Read/View <input checked="" type="checkbox"/> Write/Enter Data <input type="checkbox"/> Approve/Reject
<b>Site Manager</b>	Site level personnel who oversee sustainability reporting for their site. Site manager reviews (approves/rejects) data sets submitted by Site Users and subsequently submits data sets for Site Office review. The Site Manager may also have sustainability data reporting responsibilities.	<input checked="" type="checkbox"/> Read/View <input checked="" type="checkbox"/> Write/Enter Data <input checked="" type="checkbox"/> Approve/Reject
<b>Site Office</b>	Site Office personnel responsible for overseeing the Management and Operation (M&O) contract for a site and approving data sets prior to submission to HQ.	<input checked="" type="checkbox"/> Read/View <input type="checkbox"/> Write/Enter Data <input checked="" type="checkbox"/> Approve/Reject
<b>DOE HQ</b>	DOE HQ personnel, typically with responsibilities of overseeing and managing sustainability activities.	<input checked="" type="checkbox"/> Read/View <input type="checkbox"/> Write/Enter Data <input checked="" type="checkbox"/> Approve/Reject

# User Responsibilities

































Primary Responsibility	Data Category
Facility Management	Energy, Water, On-Site Renewable Generation Systems, Purchased Clean & Renewable Energy, Resilience Questionnaire, Policy Tracker
Facility Asset Management	Facility Goal Category, Sustainable Buildings, Facility Metering Status, EISA S432 – Benchmarking, EISA S432 – Evaluations, New/Major Renovation Building Design
Fleet & Vehicle Management	Fleet Vehicle Fuel, Fleet Vehicle Mileage, Non-Fleet Vehicles and Equipment Fuel, Policy Tracker
Fleet Inventory Management	Fleet Vehicle Inventory
Fugitives & Refrigerants	Fugitives & Refrigerants
Travel & Commute	Air Travel, Ground Travel, Commute, Policy Tracker
Waste Management	Municipal Solid Waste, Waste Diversion, Wastewater Treatment, Policy Tracker
Data Centers & Electronics	Electronics Acquisition, Electronics Operations, Electronics End-of-Life, Policy Tracker
Procurement & Training	Efficiency & Conservation Measures, Appropriations/Direct Obligations, Training & Education, Policy Tracker



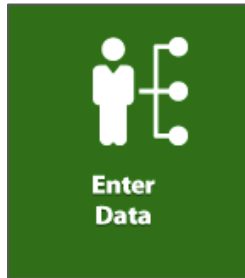


- Data can be entered manually or uploaded via an Excel template.
- Data in some categories, such as the Fleet related categories, are uploaded to the Dashboard on behalf of the sites (see “Data Uploads” slides).
  - The data entry options for these categories are disabled, but you can still view the data.

**Data Entry Home** Site: Demo Site

Facilities		Vehicles & Equipment	
Energy	  	Non-Fleet Vehicles & Equipment Fuel	  
Water	  	Fugitives & Refrigerants	  
On-Site Renewable Generation Systems	  	Fleet Vehicles Fuel	  
Purchased Clean & Renewable Energy	  	Fleet Vehicles Inventory	  
Facility Goal Category	  	Fleet Vehicles Mileage	  

- Manual data entry
- Upload the completed template
- Download the template
- Data category is “view only”



## *Data Uploads*

### **DOE Facilities Information Management System (FIMS)**

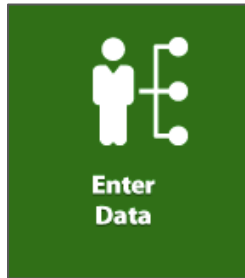
- Data imported from DOE's FIMS: basic facility information such as property name, program, square footage, ownership, excess status, and outgrant status.
- The "FIMS Building Report" on the Dashboard provides an overview of asset inventory changes (new or deleted) and updates to remaining assets, such as changes in facility names, gross/rentable sq. ft., and excess status. You can access the report on the Dashboard on the Facility Goal Category page.



## *Data Uploads*

### **Federal Automotive Statistical Tool (FAST)**

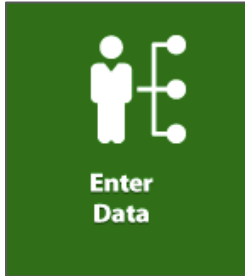
- FAST is a Web-based data collection tool for the Federal government's fleet of motor vehicles.
- FAST contains data on the operation, management, funding, and compliance of DOE's vehicle fleet with a variety of requirements.
- Data imported from FAST: fleet inventory, fuel, mileage, and costs.




## *Data Uploads*

### **ENERGY STAR Portfolio Manager**

- Portfolio Manager is an online tool used to measure and track energy and water consumption, as well as greenhouse gas emissions.
- Portfolio Manager can be used to benchmark the water and energy use of a single building or an entire site or campus.
- Data imported to the Dashboard from Portfolio Manager:  
Benchmarking data



## Direct Entry

- To enter data, click on the  icon for that category.
- On the new page that opens, make sure the current fiscal year is selected (1) and enter the data for each subcategory and click “Save”. The data will appear on the right side of the screen (2).

**Facilities Water Consumption and Cost** 1 Year: 2020

Site: Demo Site

PSO: D-Program

Site #: 105

Category: Goal Subject & Excluded Buildings

Subcategory: --Select--

Square Feet: 0 \*No square footage data exists.

Data Entry Period Type:  
 Fiscal Year by Quarter  
 Fiscal Year by Month

Usage Unit:

Q1 (October - December) Amount:  Cost (\$):

Q2 (January - March) Amount:  Cost (\$):

Q3 (April - June) Amount:  Cost (\$):

Q4 (July - September) Amount:  Cost (\$):

Billing Reference (Optional): test

Additional Information (Optional):

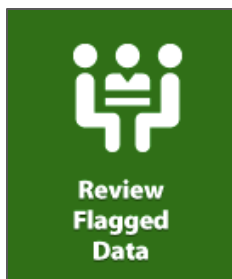
By clicking this button you will no longer be able to add/edit anything from this category, and this data will be marked to go to a higher level for review.

**Supporting Documents (Optional)**

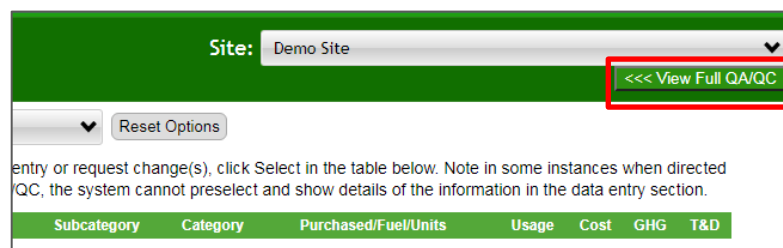
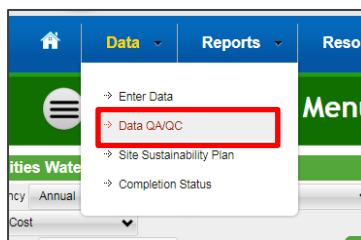
2

Has Comments	Subcategory	Category	Usage
Select <input type="checkbox"/>	On-Site Alternative Water	Goal Subject & Excluded Buildings	Q1
Delete <input type="checkbox"/>			Q2
			Q3
			Q4
			Total

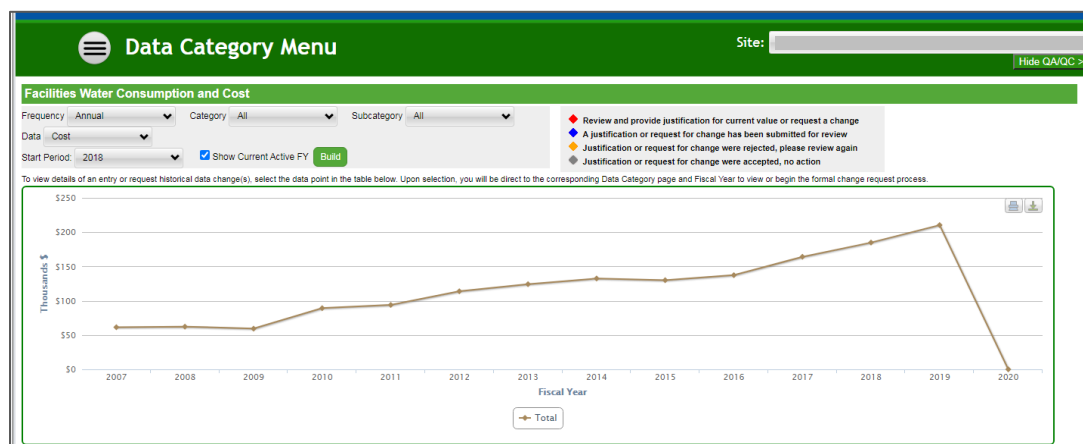
# Quality Assurance of Data



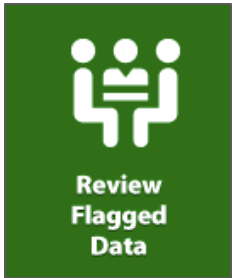
- QA/QC is critical to ensure you are reporting high quality data.
- The QA/QC module is accessible through the “Data” dropdown in the menu bar, or directly on the data entry page for any category:



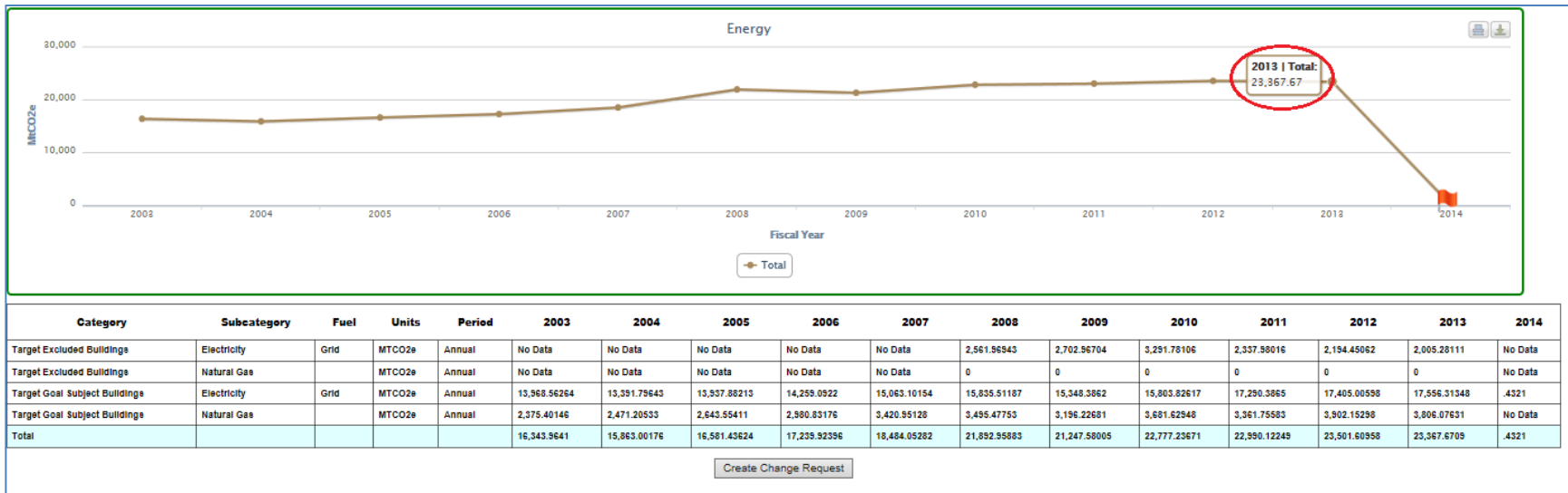
- The QA/QC module produces a line graph to visualize any anomalies in the data:



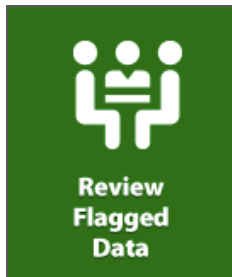
# Flagged Data



- If the data for a given category in the current reporting year is outside of the designated threshold for that category compared to the value last year, it will be **flagged** and require a justification in the Dashboard.
  - For example, the energy category has a threshold of 10%, so if the current year data is 10% higher or lower than the previous year data, the system will flag the data.
- The justification will go through the approval process, similar to a change request and you will receive an email when it is approved.



# Change Requests



## Submitting a Change Request

- We take data quality seriously and provide the opportunities for sites to submit a change request to correct or update data.
- To submit a change request:
  - Select the data entry that you want to change
  - At the bottom of the data entry page, select “Create Change request”

### Facilities Water Consumption and Cost

Year: 2018 Reset Options Request New Entry

To view details of an entry or request change(s), click Select in the table below. Note in some instances when directed here from the full QA/QC, the system cannot preselect and show details of the information in the data entry section.

Has Comments	Subcategory	Category	Usage
Select <input type="checkbox"/>	On-Site Alternative Water	Goal Subject & Excluded Buildings	Q1 1.00
			Q2 1.00
			Q3 1.00
			Q4 1.00
			Total 4.00
			Q1 0.00
			Q2 0.00
			Q3 0.00
			Q4 0.00
			Total 0.00

All historical data is considered final and is Read Only.

#### Supporting Documents (Optional)

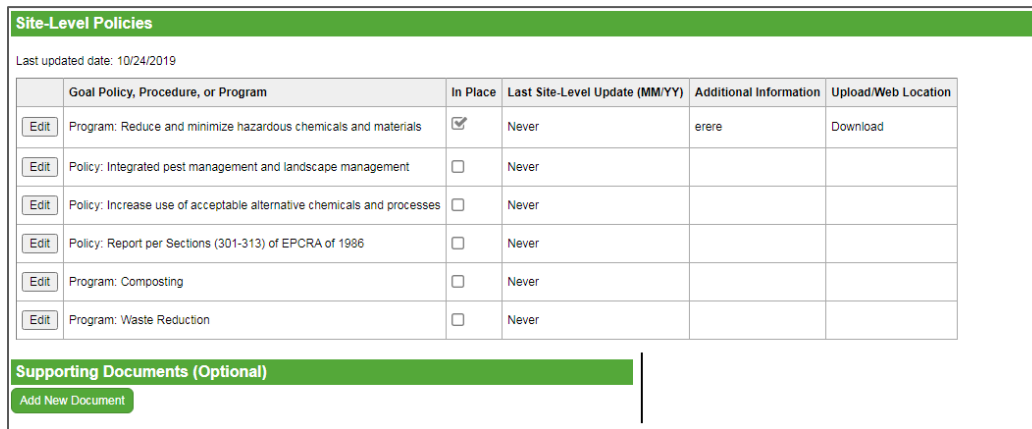
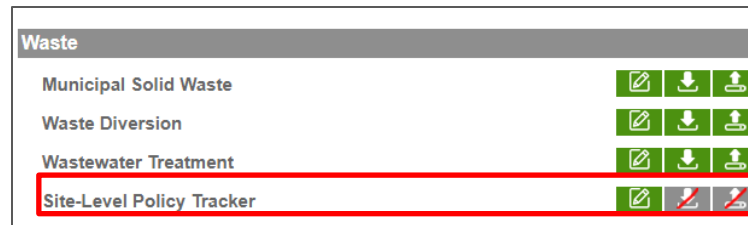
Add New Document

Create Change Request



# Site-Level Policy Tracker

- In addition to a data entry module, each category has a policy tracker repository for different policies, procedures, and programs.
- The Site-Level Policy Tracker category is intended to track policies, procedures, and programs implemented at the site level and referenced in the SSP.






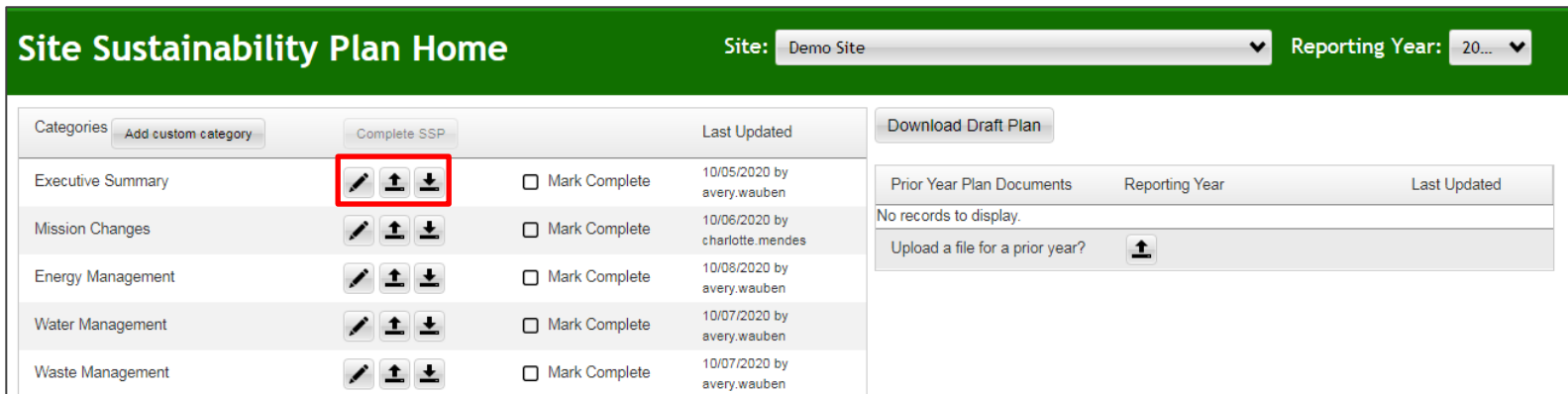
A screenshot of a web interface showing a 'Site-Level Policies' table. The table has a green header and a white body. The header row is green and contains the text 'Site-Level Policies'. Below the header, there is a sub-header 'Last updated date: 10/24/2019'. The table has six columns: 'Goal Policy, Procedure, or Program', 'In Place', 'Last Site-Level Update (MM/YY)', 'Additional Information', and 'Upload/Web Location'. There are six rows of data, each with an 'Edit' button in the first column. Below the table, there is a green bar with the text 'Supporting Documents (Optional)' and a button labeled 'Add New Document'.

Site-Level Policies					
Last updated date: 10/24/2019					
	Goal Policy, Procedure, or Program	In Place	Last Site-Level Update (MM/YY)	Additional Information	Upload/Web Location
<a href="#">Edit</a>	Program: Reduce and minimize hazardous chemicals and materials	<input checked="" type="checkbox"/>	Never	erere	Download
<a href="#">Edit</a>	Policy: Integrated pest management and landscape management	<input type="checkbox"/>	Never		
<a href="#">Edit</a>	Policy: Increase use of acceptable alternative chemicals and processes	<input type="checkbox"/>	Never		
<a href="#">Edit</a>	Policy: Report per Sections (301-313) of EPCRA of 1986	<input type="checkbox"/>	Never		
<a href="#">Edit</a>	Program: Composting	<input type="checkbox"/>	Never		
<a href="#">Edit</a>	Program: Waste Reduction	<input type="checkbox"/>	Never		
















**Supporting Documents (Optional)**  
[Add New Document](#)

In addition to data submission for the previous fiscal year, the Sustainability Dashboard also collects SSPs for the current fiscal year.


- The SSP module can be found under the “Data” tab.
- Each category has a page to upload or paste narrative responses:
  - **Recommended approach:** Click on the  to edit the section directly in the Dashboard.
  - Click on the  to download a word template for this section.
  - Click on the  to upload a completed template.



**Site Sustainability Plan Home** Site: Demo Site Reporting Year: 20...

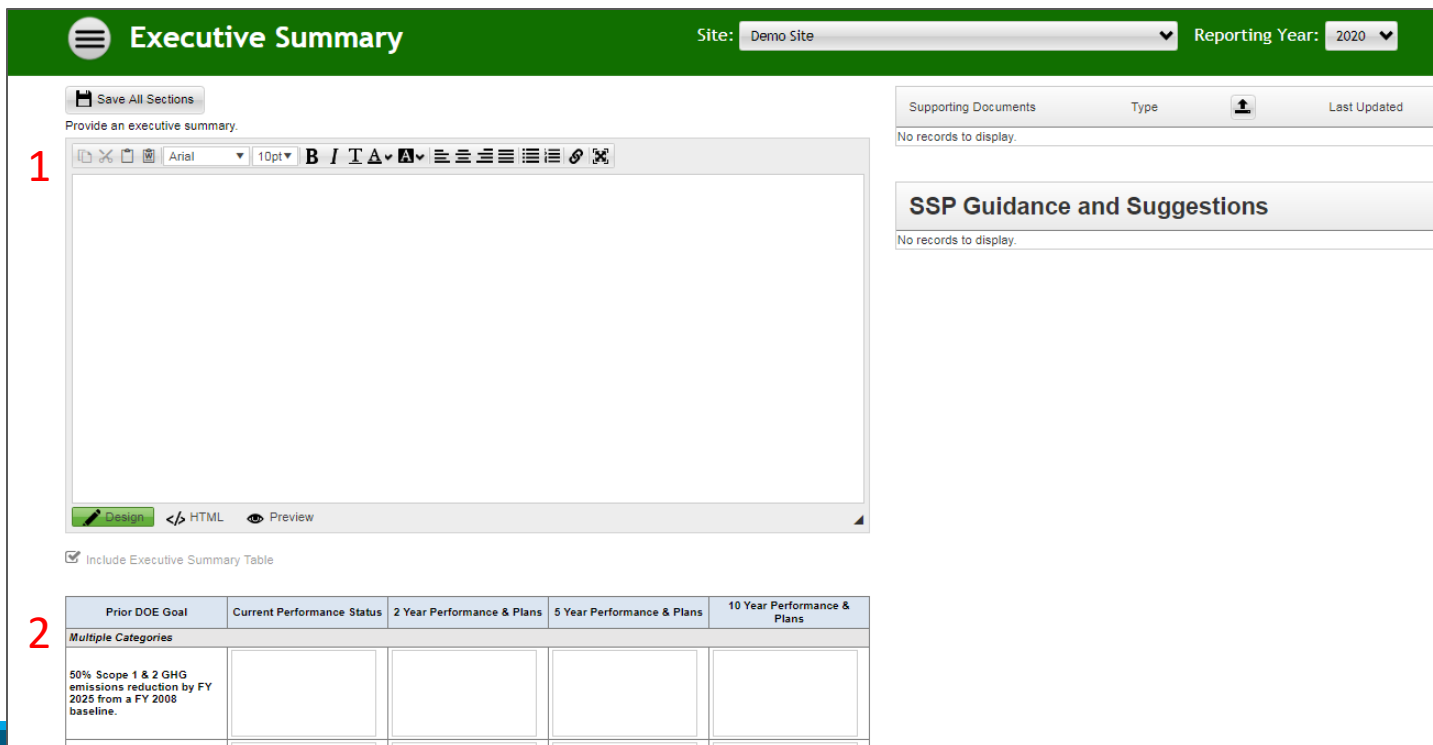
Categories	Complete SSP		Last Updated
Executive Summary	  	<input type="checkbox"/> Mark Complete	10/05/2020 by avery.wauben
Mission Changes	  	<input type="checkbox"/> Mark Complete	10/06/2020 by charlotte.mendes
Energy Management	  	<input type="checkbox"/> Mark Complete	10/08/2020 by avery.wauben
Water Management	  	<input type="checkbox"/> Mark Complete	10/07/2020 by avery.wauben
Waste Management	  	<input type="checkbox"/> Mark Complete	10/07/2020 by avery.wauben

**Download Draft Plan**

Prior Year Plan Documents	Reporting Year	Last Updated
No records to display.		
Upload a file for a prior year?		

If you choose to edit directly in the Dashboard, there are text boxes to add the required sections for each category.

The Executive Summary page includes both a (1) text box and a (2) table to summarize current and planned sustainability performance:



**Executive Summary** Site: Demo Site Reporting Year: 2020

Save All Sections

Provide an executive summary.

1

Supporting Documents Type Last Updated  
No records to display.

**SSP Guidance and Suggestions**  
No records to display.

Design HTML Preview

Include Executive Summary Table

Prior DOE Goal	Current Performance Status	2 Year Performance & Plans	5 Year Performance & Plans	10 Year Performance & Plans
Multiple Categories				
50% Scope 1 & 2 GHG emissions reduction by FY 2025 from a FY 2008 baseline.				






# Completion Status

- The “Completion Status” page shows the review status for all submission categories.
- The Dashboard Data Accuracy Self-Certification Letter and Excluded Buildings Self-Certification Letter should be uploaded to this page.
- After review of your SSP, SPO will write a Feedback Memo that will be available on this page.

## Completion Status

Site:  Reporting FY:

The current fiscal year completion status for each data category is displayed in the table below. To review data, select the data category name and you will be directed to the full QA/QC Module to review historical data trends for approval or rejection. For additional details, select the data point in the table below the QA/QC graph. Once you approve or reject a data category you will be redirected back to the completion status page. Approved data will advance to the next level of review and rejected data will be returned to the data author for revisions.

Dashboard Data Accuracy Self-Certification Letter  |     SPD Feedback Memo     Excluded Buildings Self-Certification Letter  | 

Message to User: If an approval tracking icon is displayed next to a category, please click to view changes since the initial completion status.

Category	Last Update	Input Status	Manager Review	Site Office Review	DOE HQ Program Review
<b>Facilities</b>					
Energy		Not Started			
Water	Aug 4, 2020 2:37 PM by avery.wauben	In Progress			

# Standard Reports





Create  
a Report

- In the Standard Reports module, you can download four standard reports for sites and categories for which you have access: Resilience Questionnaire, Resilience Solutions, EU Excluded Facilities and EISA 432.
- Select the report, year(s), and site(s) (historical data back to 2008 is available) then export to either PDF or Excel format.

## Standard Reports

 Select your parameters

[Export to PDF](#) 

[Export to Excel](#) 

**Report:**

Resilience Questionnaire

**Year:**

2021

2020

2019

2018

2017

2016

2015

**Corporate / Under Secretary:**

All

**PSO:**

All

**Site:**

Albuquerque Complex

Ames Laboratory

Argonne National Laboratory

Bettis Atomic Power Laboratory - PA

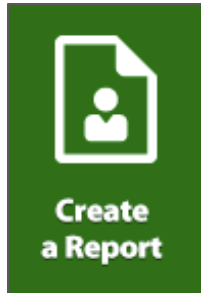
Bonneville Power Administration

Brookhaven National Laboratory

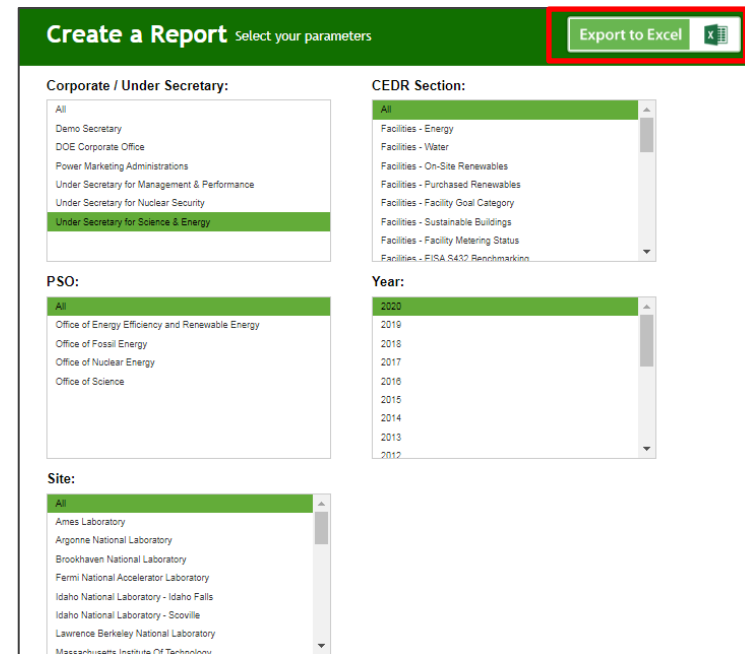
Demo Site

Demo Site A


# Custom Reports



- In the Custom Reports module, you can create also custom reports for sites and categories for which you have access.
- Select the categories you want to include and a year or span of years. To select more than one item per category, hold your SHIFT (PC) or Command (Mac) key and select with your mouse.
  - Note: If you pick multiple facility pages with all the assets, the report may crash. We suggest combining reports after downloading.
- Select “Export to Excel” to export your report.



**Create a Report** Select your parameters

**Export to Excel** 

**Corporate / Under Secretary:**

- All
- Demo Secretary
- DOE Corporate Office
- Power Marketing Administrations
- Under Secretary for Management & Performance
- Under Secretary for Nuclear Security
- Under Secretary for Science & Energy**

**PSO:**

- All
- Office of Energy Efficiency and Renewable Energy
- Office of Fossil Energy
- Office of Nuclear Energy
- Office of Science

**Site:**

- All
- Ames Laboratory
- Argonne National Laboratory
- Brookhaven National Laboratory
- Fermi National Accelerator Laboratory
- Idaho National Laboratory - Idaho Falls
- Idaho National Laboratory - Scoville
- Lawrence Berkeley National Laboratory
- Massachusetts Institute of Technology

**CEDR Section:**

- All
- Facilities - Energy
- Facilities - Water
- Facilities - On-Site Renewables
- Facilities - Purchased Renewables
- Facilities - Facility Goal Category
- Facilities - Sustainable Buildings
- Facilities - Facility Metering Status
- Facilities - EISA 5432 Benchmarking

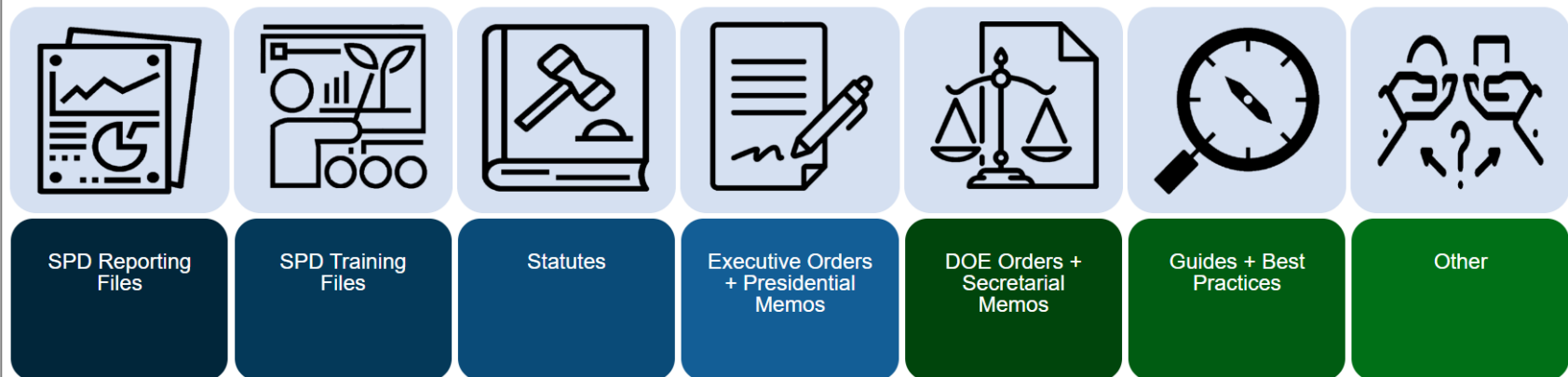
**Year:**

- 2022**
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012

## Resources Module

- Under the “Resources” tab you can find the Reporting Schedule, which also includes deadlines for Federal sustainability awards.
- On the “Supporting Resources” page you can find Dashboard guides, Statutes, Executive Orders, DOE Orders, and Best Practices, among other resources.

### Supporting Resources



"Report" icon by smallok, "Training" icon by Creative Maria, "Law" icon by Nibhan Taha, "Document sign" icon by iconfield, "Scale" icon by LAFS, "Magnifying Glass" icon by newstudio/design10, and "Alternative" icon by WEBTECHOPS LLP from The Noun Project.

# Contact Us!



U.S. DEPARTMENT OF  
**ENERGY**

Please feel free to provide SPO with any feedback at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov) or give us a call at (202)-586-8645.