Sustainability Dashboard Overview

Sustainability Performance Office, Office of Management

July 11, 2023

U.S. DEPARTMENT OF **ENERGY**

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- DOE Sustainability Dashboard Overview

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Sustainability Reporting

- 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

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.
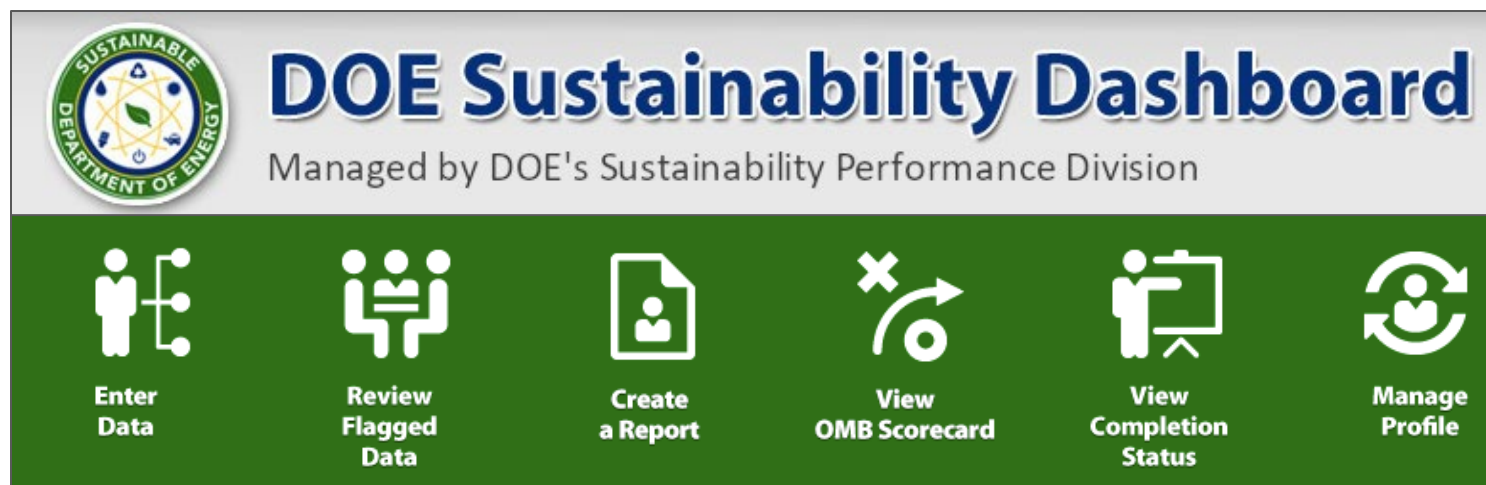
Accessible for DOE users: https://sustainabilitydashboard.doe.gov/
DOE Sustainability Dashboard User Guide and Quick Start Guide

The Dashboard

- 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
Site User	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.).	☒Read/View ☒Write/Enter Data ☐Approve/Reject
Site Manager	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.	☒Read/View ☒Write/Enter Data ☒Approve/Reject
Site Office	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.	☒Read/View ☐Write/Enter Data ☒Approve/Reject
DOE HQ	DOE HQ personnel, typically with responsibilities of overseeing and managing sustainability activities.	☒Read/View ☐Write/Enter Data ☒Approve/Reject

User Responsibilities
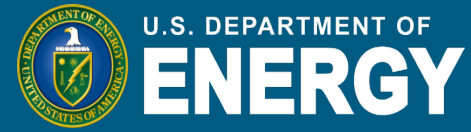
| Primary Responsibility	Data Category
Facility Management	Energy, Water, On-Site Renewable Generation Systems, Purchased Clean & Renewable Energy, Resilience Questionnaire, Policy Tracker
Facility Asset Management	Facility Goal Category, Sustainable Buildings, Facility Metering Status, EISA S432 – Benchmarking, 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 Entry

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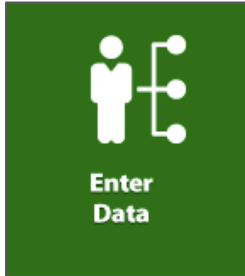
- Data can be entered manually or uploaded via an Excel template.
- Data in some categories, such as the Fleet related categories, are uploaded to the Dashboard on behalf of the sites (see "Data Uploads" slides).
  - The data entry options for these categories are disabled, but you can still view the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

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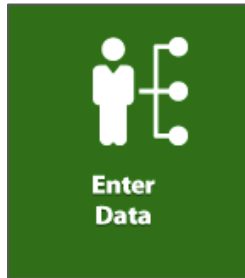
Data Uploads

## 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.

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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.

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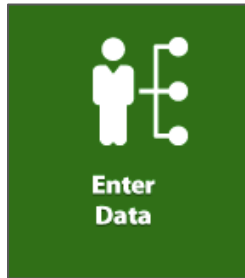
Data Uploads
ENERGY STAR Portfolio Manager

- 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

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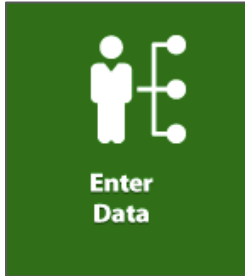
Direct Entry

Enter Data

- 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).

Quality Assurance of Data

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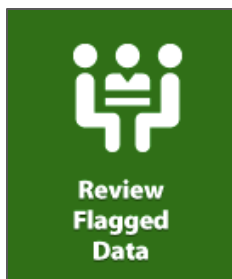
- QA/QC is critical to ensure you are reporting high quality data.
- The QA/QC module is accessible through the "Data" dropdown in the menu bar, or directly on the data entry page for any category:
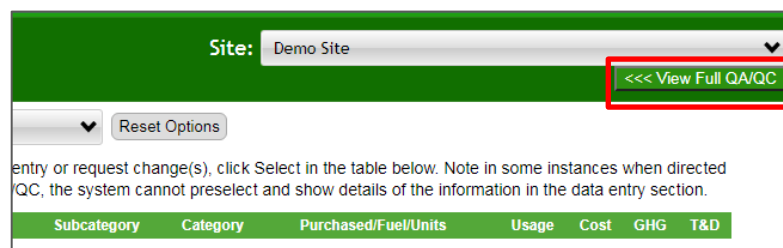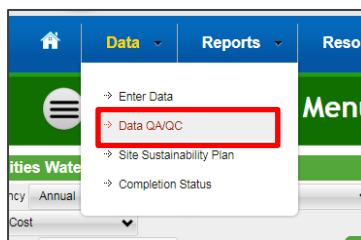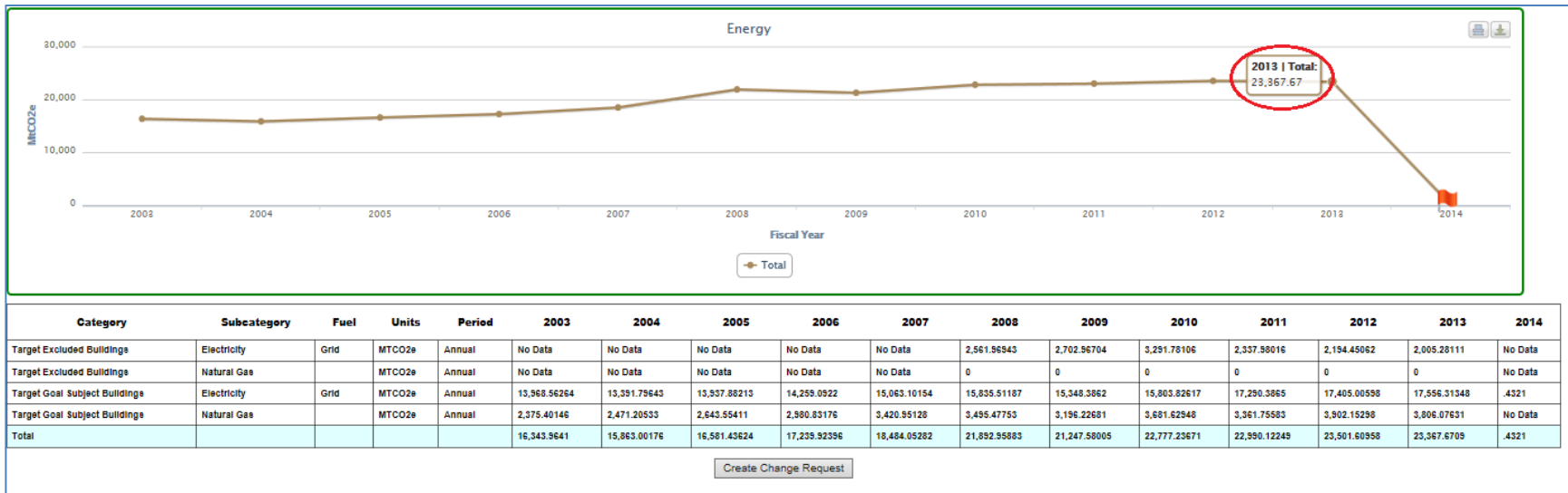

- The QA/QC module produces a line graph to visualize any anomalies in the data:
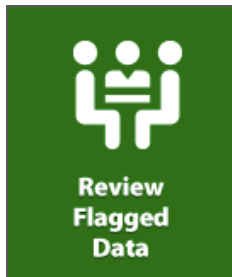
Flagged Data
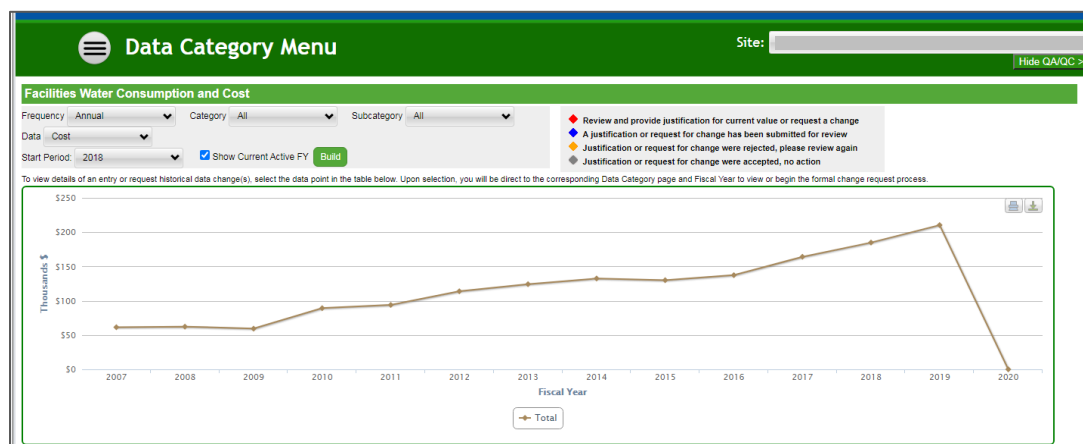
Review Flagged Data
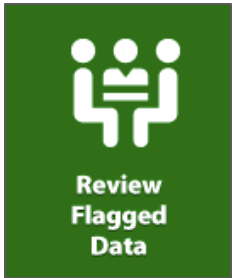
- If the data for a given category in the current reporting year is outside of the designated threshold for that category compared to the value last year, it will be flagged and require a justification in the Dashboard.
  - For example, the energy category has a threshold of 10%, so if the current year 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.

Category	Subcategory	Fuel	Units	Period	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	2,561.96943	2,702.96704	3,291.78106	2,337.98016	2,194.45062	2,005.28111	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	0	0	0	0	0	0	No Data
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	Annual	13,968.56264	13,391.79643	13,937.88213	14,259.0922	15,063.10154	15,835.51187	15,348.3862	15,803.82617	17,290.3865	17,405.00598	17,556.31348	.4321
Target Goal Subject Buildings	Natural Gas		MTCO2e	Annual	2,375.40146	2,471.20533	2,643.55411	2,980.83176	3,420.95128	3,495.47753	3,196.22681	3,681.62948	3,361.75583	3,902.15298	3,806.07631	No Data
Total					16,343.9641	15,863.00176	16,581.43624	17,239.92396	18,484.05282	21,892.95883	21,247.58005	22,777.23671	22,990.12249	23,501.60958	23,367.6709	.4321

Create Change Request

Change Requests

Review Flagged Data

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
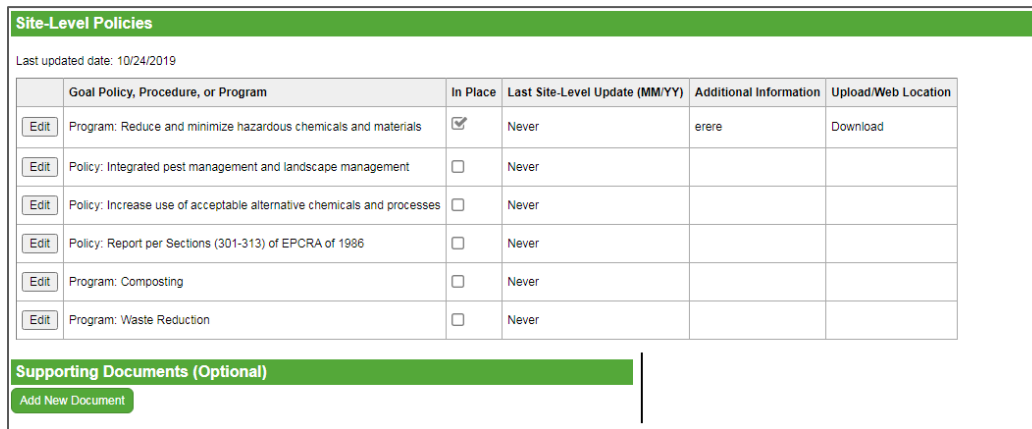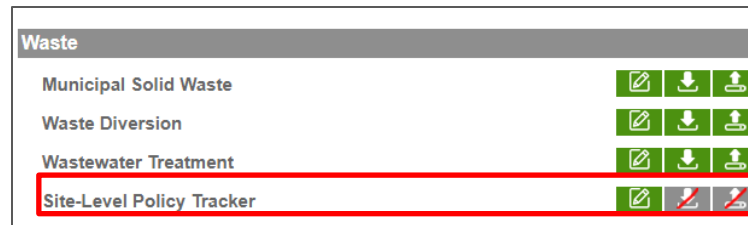 - At the bottom of the data entry page, select "Create Change request"

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-Leve Policy Tracker category is intended to track policies, procedures, and programs implemented at the site level and referenced in the SSP.

Site Sustainability Plans

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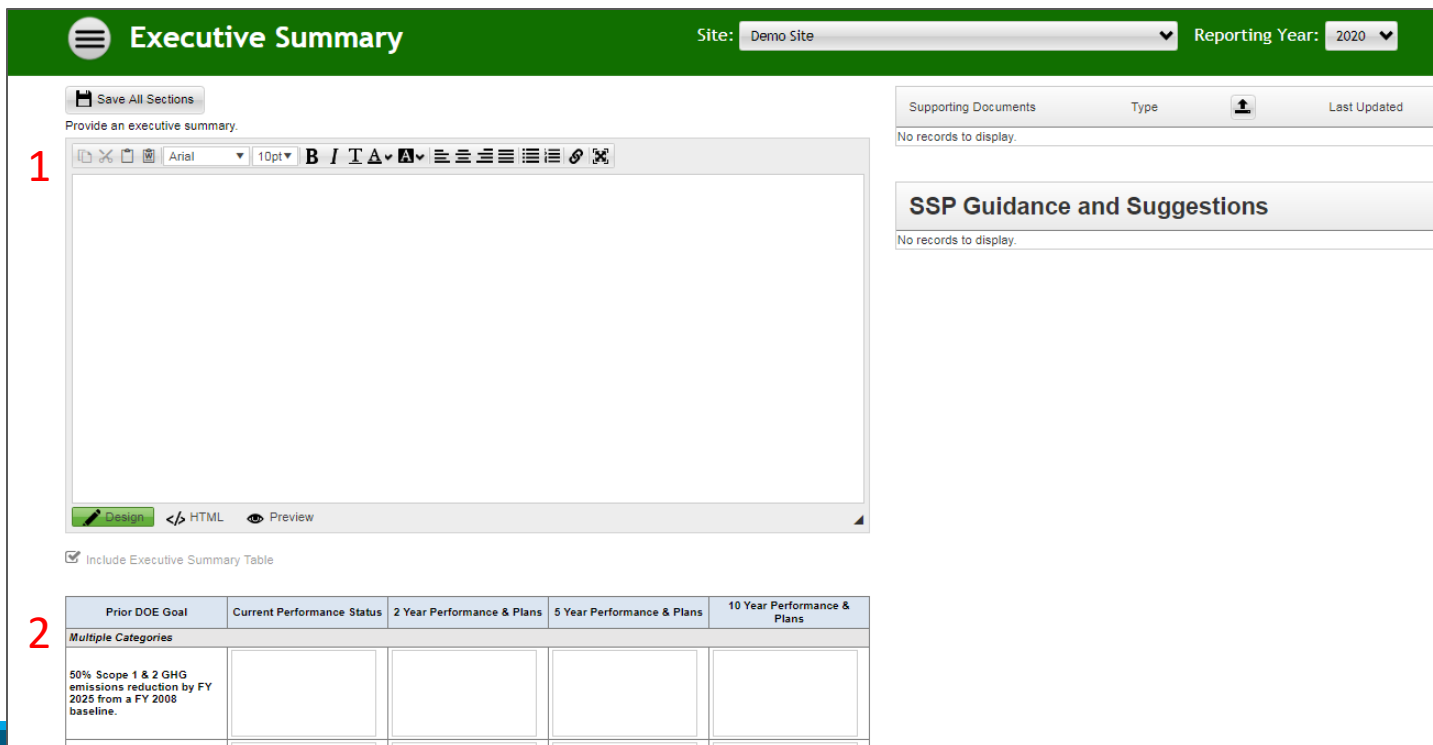
If you choose to edit directly in the Dashboard, there are text boxes to add the required sections for each category.

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

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.

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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.

Custom Reports

Create a Report

- 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

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 S432 Benchmarking

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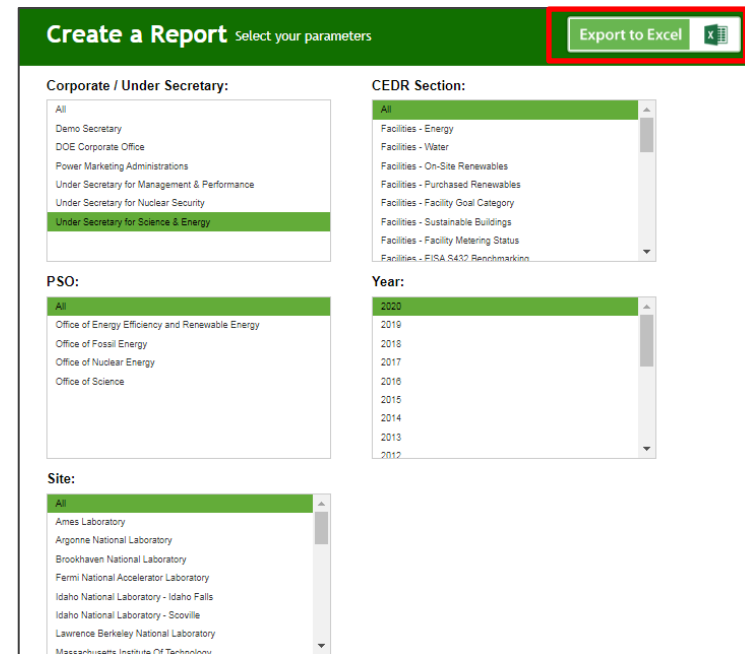- Office of Fossil Energy
- Office of Nuclear Energy
- Office of Science

Year:
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012

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

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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

| SPD Reporting Files | SPD Training Files | Statutes | Executive Orders + Presidential Memos | DOE Orders + Secretarial Memos | Guides + Best Practices | Other |
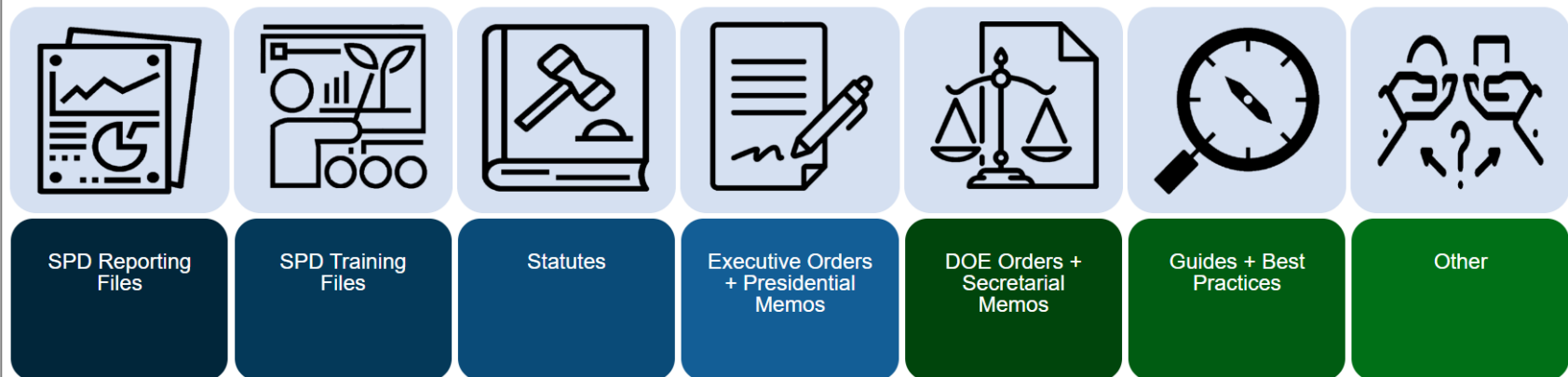
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Contact Us!

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