

FY 2018 DOE SITE SUSTAINABILITY PLAN GUIDANCE DOCUMENT

September 8, 2017



**U.S Department of Energy
Sustainability Performance Office**

Table of Contents

Acronyms	2
Message from the Director of the Sustainability Performance Office	4
Introduction.....	5
Site Sustainability Plan Instructions	7
SSP Narrative Template.....	9
Appendix A – Supplemental Information and References.....	22
Energy Management	22
Water Management.....	24
Waste Management.....	25
Fleet Management.....	25
Clean & Renewable Energy.....	26
Green Buildings	27
Acquisition & Procurement	28
Measures, Funding, & Training	29
Travel & Commute	30
Fugitives & Refrigerants.....	31
Electronics Stewardship.....	31
Organizational Resilience	33
Laws.....	33
Executive Orders.....	34
Presidential Memoranda	34
Orders.....	34
GHG Reporting.....	34
Appendix B – Reporting Schedule.....	35
Appendix C – Dashboard Data Accuracy Self-Certification	38
Appendix D – Excluded Buildings Self-Certification Process	40
Appendix E – Verification Data Request.....	45
Appendix F – E.O. 13693 and Previous Requirements Crosswalk.....	46

Acronyms

Acronym	Definition
AFV	Alternative Fuel Vehicle
ANSI	American National Standards Institute
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
Btu	British Thermal Unit
CEDR	Consolidated Energy Data Report
CEQ	Council on Environmental Quality
CFL	Computer for Learning
CGE	Concur Government Edition
CTS	EISA Section 432 Compliance Tracking System
DCOI	Data Center Optimization Initiative
DOE	U.S. Department of Energy
EISA	Energy Independence and Security Act
EMS	Environmental Management System
E.O.	Executive Order
EPA	U.S. Environmental Protection Agency
EPAct	Energy Policy Act
ESPC	Energy Savings Performance Contract
FAR	Federal Acquisition Regulation
FAST	Federal Automotive Statistical Tool
FBPTA	Federal Buildings Personnel Training Act
FEMP	Federal Energy Management Program
FIMS	Facilities Information Management System
FOIA	Freedom of Information Act
FRPP	Federal Real Property Profile
FY	Fiscal Year
GHG	Greenhouse Gas
GB	Green Buildings
GP	Guiding Principles
GPD	Gallons per Day
GSA	U.S. General Services Administration
GSF	Gross Square Feet
HEMSF	High Energy Mission Specific Facility
HPSB	High Performance Sustainable Building
HQ	Headquarters
IDC	Integrated Data Collection
IESNA	Illuminating Engineering Society of North America
ILA	Industrial, Landscaping, and Agricultural
IPCC	Intergovernmental Panel on Climate Change
M&V	Measurement & Verification
OCIO	Office of the Chief Information Officer
OMB	Office of Management and Budget
PPA	Power Purchase Agreement
PSO	Program Secretarial Officers
R2	Responsible Recycling
REC	Renewable Energy Credit
RSF	Rentable Square Feet

Acronym	Definition
SF ₆	Sulfur Hexafluoride
SNAP	Significant New Alternative Policy
SPO	Sustainability Performance Office
SSP	Site Sustainability Plan
SSPP	Strategic Sustainability Performance Plan
SWG	Sustainability Working Group
UESC	Utility Energy Service Contract
USDA	United States Department of Agriculture
USGCRP	United States Global Change Research Program
USPS	United States Postal Service

Message from the Director of the Sustainability Performance Office

Program and Site Sustainability Teams,

As the new Director of the Sustainability Performance Office (SPO), I want to thank you in advance for your work towards meeting Federal sustainability requirements and putting together your Site Sustainability Plans (SSPs). Your work is crucial to making DOE's facilities and infrastructure better and more livable for the scientists and workers at the sites, improving performance for the taxpayer, and enhancing the communities in which we live and work.

As the DOE sustainability community, we are responsible for improved performance and efficiency of energy, water, as well as waste management, and other sustainability-related topics; we promote resilience to disturbances from a variety of sources, through the promotion of on-site clean and renewable energy production, use of guiding principles for green buildings that demand less from the grid and the community; and a host of other measures that help ensure that the DOE infrastructure continues to sustain the science, energy, defense and cleanup missions in the coming decades.

In the SPO, we see our role as assisting the programs to sustain their missions by freeing up resources through reducing waste and excess expenditure on utilities and emissions, by maximizing the productivity of the commodities DOE purchases and improving facilities and processes. We believe that by focusing on mission needs, we can assist the programs in finding ways to help the Department meet its sustainability goals as outlined in the statutory and regulatory requirements for all agencies.

As most of you probably know by now, this year we are implementing the SSP narrative module in to the Sustainability Dashboard for data collection that streamlines data entry for the sites and allows for a compliant SSP to be produced directly from the output of the Dashboard. Some sites may elect to produce a more polished publication for their leadership and stakeholders, but this step is not a requirement. Our goal in this process has been to lower the reporting burden for sites, and simultaneously make better and more consistent information available to decision makers, allowing them to better identify projects and potential for increased efficiency, as well as reduced waste and emissions.

We realize that these sorts of transitions place a burden on the programs and sites through a one-time learning process. While we hope to continue to make incremental improvements, we do not plan wholesale changes like this regularly. That said, we welcome suggestions for tweaks and improvements at sustainability@hq.doe.gov.

On behalf of the top-notch crew here in the SPO (as well as my predecessor), I thank you all for your patience with this updated version of reporting guidance, and look forward to working with you in the future.

J. Kevin Carroll
Director, Sustainability Performance Office
U.S. Department of Energy

Introduction

This document provides guidance for Department of Energy (DOE) sites to complete Fiscal Year (FY) 2018 Site Sustainability Plans (SSP), required by DOE Order 436.1, *Departmental Sustainability*.¹ The SSP provides a platform to report on FY 2017 sustainability performance and plan for FY 2018 and beyond.

Since 2011, the Sustainability Performance Office (SPO) has issued guidance documents for DOE sites and national laboratories to complete sustainability reporting requirements. The *Sustainability Dashboard User Guide* and *Site Sustainability Plan Guidance* serve as resources for data reporting and developing narrative plans. These documents are reviewed and revised annually by the SPO to ensure requirements are updated and reporting process improvements are captured.

The SPO is responsible for collecting and compiling the information reported by the sites as part of the process of developing the Department's annual Strategic Sustainability Performance Plan (SSPP).

SPO has undertaken an effort to automatically incorporate data from other DOE sources and databases into the DOE Sustainability Dashboard (Dashboard) to reduce reporting burden and redundancies. In addition, SPO is updating the Dashboard to meet the SSP reporting requirement in its entirety so that sites can use the Dashboard for submitting their SSP *if they choose to do so*. These changes are being made in response to feedback received from the program offices and sites.

Therefore, for submission of FY 2018 SSP and supporting documentation, sites have two options:

- Use the new SSP narrative module in the Dashboard to create the FY 2018 SSP, upload supporting documents, and approve via the completion process. The SPO is anticipating the new module to be available by late October 2017.

OR

- Submit a Word or PDF plan along with supporting documents to the SPO via sustainability@hq.doe.gov.

Due date for both SSP submission options is **December 15, 2017** while Dashboard data is due **December 8, 2017**. Note, next year's reporting will be done exclusively through the Dashboard for both data collection and SSP development. Feedback on SSPs will be issued through the Dashboard in March 2018.

This guidance provides informational appendices on key reporting requirements and due dates, while the accompanying *Sustainability Dashboard User Guide* provides instructions on how to submit sustainability data. The Dashboard collects data needed to report DOE's progress on its sustainability requirements as well as the SSP narrative sections. Sites should ensure consistency between the SSP, reported sustainability data, and other major documents and initiatives. This includes such publications as the Integrated Facilities and Infrastructure Budget Crosscut, and related databases such as the Federal Automotive Statistical Tool (FAST) and Facilities Information Management System (FIMS).

Data provided in the SSP and other reports may be subject to disclosure under the Freedom of Information Act (FOIA). Also, with concurrence from Program Offices, active projects and success stories may be selected for inclusion in the Department's *Annual Energy Report* to Congress, the SSPP, sustainability scorecards, newsletters, and other documents.

¹ DOE Order 436.1, *Departmental Sustainability*, May 2, 2011, <https://www.directives.doe.gov/directives-documents/0436.1-BOrder>.

SSP Content Changes

Executive Order (E.O.) 13783², *Promoting Energy Independence and Promoting Economic Growth*, was issued March 28, 2017. The goal of E.O. 13783 is to continue to promote clean and safe development of energy resources, while reducing burdens that hinder growth. This E.O. revokes the following:

- E.O. 13653 of November 1, 2013 (Preparing the United States for the Impacts of Climate Change); and
- Presidential Memorandum of September 21, 2016 (Climate Change and National Security)

Note: E.O. 13693, *Planning for Federal Sustainability in the Next Decade* is still in effect. Please reference Appendix F for a crosswalk comparing E.O. 13693 with previous E.O.s and requirements. In addition, E.O. 13806, while not providing specific guidance, asks the Secretary of Energy to advise the Secretary of Defense on what must be done to maintain “[s]trategic support for a vibrant domestic manufacturing sector, a vibrant defense industrial base, and resilient supply chains [therefor]”, including examining “energy consumption and opportunities to increase resiliency through better energy management.”

Data Reporting Changes

The SPO has collaborated with Departmental stakeholders to update the format of the SSP Guidance to reduce reporting burdens and streamline the planning process while still fulfilling reporting requirements in the most efficient and cost-effective manner. The SSP format change was discussed at the Sustainability Working Group (SWG) meeting for Program Secretarial Officers’ (PSO) feedback and input and then further refined and presented to site personnel for additional feedback. The SPO is committed to assisting sites and program to reach their goals and is open to further suggestions and feedback related to the SSP Guidance approach.

This fall the Dashboard will debut the new SSP narrative module for optional use by Sites. All data modules, except the Green Building module, remain the same as last year. This year, several data elements that were formerly entered into FIMS will now be entered directly into the Dashboard. This change was made to align the data collection systems with the roles of those implementing the green building requirements.

Specific Data Updates

- The SSPs will now be organized by overarching categories rather than goals to reduce redundancies and streamline reporting. Each category has a crosswalk to the previous goals.
- High Performance Sustainable Buildings (HPSB) non-FRPP data elements will be removed from FIMS and reported in the Dashboard.
- All new agency lease solicitations for fully-serviced building leases over 10,000 rentable square feet (RSF) shall include requirements for lessors to disclose energy consumption and carbon emissions data.

SPO will host training sessions and open calls to answer questions on the FY 2017 sustainability data reporting process. A schedule with call-in information will be available on the Dashboard Home page.

Please contact the Sustainability Performance Office (sustainability@hq.doe.gov) with questions.

² Executive Order 13783, Promoting Energy Independence and Promoting Economic Growth, March 28, 2017, <https://www.whitehouse.gov/the-press-office/2017/03/28/presidential-executive-order-promoting-energy-independence-and-economi-1>

Site Sustainability Plan Instructions

SSP Narrative Format

The SSP is comprised of two main components: 1) the SSP narrative and 2) sustainability data. Overarching guidance for the SSP narrative is described in this document. Supplementary information and instructions for entering data into the Dashboard can be found in the *DOE Sustainability Dashboard User Guide*. The FY 2018 SSP narratives can be submitted using either the Dashboard SSP narrative module or the previous format of a Word or PDF file. Sites choosing to create a Word/PDF version are expected to follow the format prescribed in this Guidance. The format has been updated from the previous goal-based to a category-based format to streamline the document and reduce redundancies within the plan. This format will also provide consistency between both SSP submission options this year.

The SSP will include ‘Performance Status’ and ‘Plans and Project Performance’ narrative sections with subsections for each category. If FY 2017 performance data is consistent with the performance of prior years and is following the same trend as it has in prior years (no unusually large increases or decreases in performance of goals associated with the narrative category), and the site has had no major initiatives or changes to missions relating to the narrative category, sites may indicate this by checking the “No Update (status quo)” checkbox. This option allows sites to focus their resources on addressing site performance and initiatives where there have been significant changes, progress, or new projects that have affected or will ultimately affect their current or future goal performance.

Pre-existing documentation may be referenced in lieu of writing new descriptions. In such cases, please provide documentation as an attachment or link. Additionally, the use of graphs and tables is encouraged, which will be available from the Dashboard or can be uploaded.

SSP Narrative Content

This section provides a standard template for sites to draft their SSP narrative information. The Dashboard form for entering SSP narrative categories was designed to simplify the submittal of the SSP narrative. As such, it is within each site’s purview to prioritize what is discussed within each category, based on where that site’s progress has been during the reported fiscal year and what the planned focus is for the coming year. However, each category must be addressed. Each SSP narrative category, includes a short description of the category followed by a crosswalk to the previous goals included in each category. The table below outlines the SSP narrative categories.

SSP Categories		
<ul style="list-style-type: none">• Energy Management• Water Management• Waste Management• Fleet Management• Clean and Renewable Energy	<ul style="list-style-type: none">• Green Buildings• Acquisitions and Procurement• Measures, Funding, and Training	<ul style="list-style-type: none">• Travel and Commute• Fugitives and Refrigerants• Electronic Stewardship• Organizational Resilience

Suggested discussion topics are outlined in Appendix A along with resources and details of each category area. This supplemental information is intended to guide each category’s discussion and sites should focus only on applicable topics.

SSP Submission Process

Sites must complete and submit the SSPs through the Dashboard SSP narrative modules or template above by December 15th. SSPs completed through the Dashboard will need to complete the approval process in the Completion Status module. Word/PDF plans should be transmitted to the SPO via email to sustainability@hq.doe.gov.

SSP Narrative Template

The template is consistent with the Dashboard SSP upload templates and must be followed, whether completing the SSP in the Dashboard or as a Word/PDF version. If utilizing the Word/PDF format enter the narrative information into the text boxes for each category below. SSPs must include an executive summary and address each category area.

Executive Summary

The executive summary should be concise and no more than 1,000 words. Consider including a description of how the SSP relates to overall long term site planning. Note, a summary table is optional. The SPO assesses performance base on the data in Dashboard's Comprehensive Scorecard, make sure that goal performance align with those displayed in the Dashboard. Sites may choose to include a PDF of the Comprehensive Scorecard, but it is not necessary.

(enter text here)

Energy Management

This category focuses on all energy-related topics such as greenhouse gas (GHG) emissions, energy intensity, metering & benchmarking, Energy Independence & Security Act (EISA) §432, and non-fleet fuel use.

Goal #	Goal	Dashboard Data Entry Category
1.1	<ul style="list-style-type: none"> 50% Scope 1 & 2 GHG reduction by FY 2025 from a FY 2008 baseline 	<ul style="list-style-type: none"> Energy Facility Goal Category Facility Metering Status EISA S432 Benchmarking EISA S432 Evaluations Non-Fleet Vehicles and Equipment Fuel Efficiency & Conservation Measures
2.1	<ul style="list-style-type: none"> 25% energy intensity (British Thermal Units (Btu) per gross square foot (GSF) reduction in goal-subject buildings, achieving 2.5% reductions annually, by FY 2025 from a FY 2015 baseline 	
2.3	<ul style="list-style-type: none"> EISA Section 432 Continuous Evaluations Metering Status - Meter all individual buildings for electricity, natural gas, steam and water, where cost-effective and appropriate. 	

Energy Management Category Details and Resources

Please use the following text boxes to complete the Energy Management SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Energy Management

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Water Management

This category focuses on all water-related topics such as potable water intensity and industrial, landscaping, and agricultural (ILA) water consumption.

Goal #	Goal	Dashboard Data Entry Category
4.1	<ul style="list-style-type: none"> 36% potable water intensity (Gallon per gross square foot) reduction by FY 2025 from a FY 2007 baseline. 	<ul style="list-style-type: none"> Water Facility Goal Category EISA S432 Evaluations Efficiency & Conservation Measures
4.2	<ul style="list-style-type: none"> 30% water consumption (Gal) reduction of ILA water by FY 2025 from a FY 2010 baseline. 	

Water Management Category Details and Resources

Please use the following text boxes to complete the Water Management SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Water Management

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Waste Management

This category focuses on all waste-related topics such as municipal solid waste, waste diversion, wastewater treatment, and associated GHG emissions.

Goal #	Goal	Dashboard Data Entry Category
1.1	<ul style="list-style-type: none"> 50% Scope 1 & 2 GHG reduction by FY 2025 from a FY 2008 baseline. 	<ul style="list-style-type: none"> Municipal Solid Waste Waste Diversion Wastewater Treatment
1.2	<ul style="list-style-type: none"> 25% Scope 3 GHG reduction by FY 2025 from a FY 2008 baseline. 	
7.1	<ul style="list-style-type: none"> Divert at least 50% of non-hazardous solid waste, excluding construction and demolition debris. 	
7.2	<ul style="list-style-type: none"> Divert at least 50% of construction and demolition materials and debris. 	

Waste Management Category Details and Resources

Please use the following text boxes to complete the Waste Management SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Waste Management

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Fleet Management

This category focuses on all fleet-related topics such as GHG emissions and fleet inventory, mileage and fuels, including petroleum reduction and alternative fuel use.

Goal #	Goal	Dashboard Data Entry Category
1.1	<ul style="list-style-type: none"> 50% Scope 1 & 2 GHG reduction by FY 2025 from a FY 2008 baseline. 	<ul style="list-style-type: none"> Fleet Vehicle Fuel Fleet Vehicle Inventory Fleet Vehicle Mileage
5.1	<ul style="list-style-type: none"> 30% reduction in fleet-wide per-mile greenhouse gas emissions reduction by FY 2025 from a FY 2014 baseline. 	
5.2	<ul style="list-style-type: none"> 20% reduction in annual petroleum consumption by FY 2015 relative to a FY 2005 baseline; maintain 20% reduction thereafter. 	
5.3	<ul style="list-style-type: none"> 10% increase in annual alternative fuel consumption by FY 2015 relative to a FY 2005 baseline; maintain 10% increase thereafter. 	
5.4	<ul style="list-style-type: none"> 75% of light duty vehicle acquisitions must consist of alternative fuel vehicles (AFV). 	
5.5	<ul style="list-style-type: none"> 50% of passenger vehicle acquisitions consist of zero emission or plug-in hybrid electric vehicles by FY 2025. 	

Fleet Management Category Details and Resources

Please use the following text boxes to complete the Fleet Management SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Fleet Management

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Clean and Renewable Energy

This category focuses on clean and renewable energy use as a percentage of overall energy use.

Goal #	Goal	Dashboard Data Entry Category
3.1	<ul style="list-style-type: none">“Clean Energy” requires that the percentage of an agency’s total electric and thermal energy accounted for by renewable and alternative energy shall be not less than: 10% in FY 2017, working towards 25% by FY 2025.	<ul style="list-style-type: none">Clean & Renewable EnergyEfficiency & Conservation Measures
3.2	<ul style="list-style-type: none">“Renewable Electric Energy” requires that renewable electric energy account for not less than 10% of a total agency electric consumption in FY 2017, working towards 30% of total agency electric consumption by FY 2025.	

Clean and Renewable Energy Category Details and Resources

Please use the following text boxes to complete the Clean and Renewable Energy SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Clean and Renewable Energy

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Green Buildings

This category focuses on green building related topics such as HPSB, Net-Zero and building inventory changes and design.

Goal #	Goal	Dashboard Data Entry Category
2.4	<ul style="list-style-type: none"> At least 17% (by building count) of existing buildings greater than 5,000 GSF to be compliant with the revised Guiding Principles (GP) for HPSB by FY 2025, with progress to 100% thereafter. 	<ul style="list-style-type: none"> Green Buildings Facility Goal Category Building Inventory Change & Design
2.6a	<ul style="list-style-type: none"> Net Zero Buildings: 1% of the site's existing buildings above 5,000 GSF intended to be energy, waste, or water net-zero buildings by FY 2025. 	
2.6b	<ul style="list-style-type: none"> Net Zero Buildings: All new buildings (>5,000 GSF) entering the planning process designed to achieve energy net-zero beginning in FY 2020. 	
2.5	<ul style="list-style-type: none"> Increase regional and local planning coordination and involvement. 	

Green Buildings Category Details and Resources

Please use the following text boxes to complete the Green Buildings SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Green Buildings

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Acquisitions and Procurement

This category focuses on non-electronic acquisitions, procurement, and GHG supply chain topics.

Goal #	Goal	Dashboard Data Entry Category
6.1	<ul style="list-style-type: none">Promote sustainable acquisition and procurement to the maximum extent practicable, ensuring BioPreferred and biobased provisions and clauses are included in 95% of applicable contracts.	<ul style="list-style-type: none">Sustainable Contract Review

[Acquisitions and Procurement Category Details and Resources](#)

Please use the following text boxes to complete the Acquisitions and Procurement SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Acquisitions and Procurement

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Measures, Funding, and Training

This category focuses on topics relating to efficiency and conservation measure, performance contracts and other funding mechanisms, and training and education.

Goal #	Goal	Dashboard Data Entry Category
8.1	<ul style="list-style-type: none">Annual targets for performance contracting to be implemented in FY 2017 and annually thereafter as part of the planning of section 14 of E.O. 13693.	<ul style="list-style-type: none">Efficiency & Conservation MeasuresAppropriations/Direct ObligationsTraining & Education

Measures, Funding, and Training Category Details and Resources

Please use the following text boxes to complete the Measures, Funding, and Training SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Measures, Funding, and Training

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Travel and Commute

This category focuses on all travel-related topics such as Scope 3 GHG emissions, air travel, ground travel, and commuting.

Goal #	Goal	Dashboard Data Entry Category
1.2	<ul style="list-style-type: none">25% Scope 3 GHG reduction by FY 2025 from a FY 2008 baseline.	<ul style="list-style-type: none">Air TravelGround TravelCommute

[Travel and Commute Category Details and Resources](#)

Please use the following text boxes to complete the Travel and Commute SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Travel and Commute

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Fugitives and Refrigerants

This category focuses on the emissions of fugitive gases and refrigerants.

Goal #	Goal	Dashboard Data Entry Category
1.1	<ul style="list-style-type: none">50% Scope 1 & 2 GHG reduction by FY 2025 from a FY 2008 baseline.	<ul style="list-style-type: none">Fugitives and Refrigerants

[Fugitives and Refrigerants Category Details and Resources](#)

Please use the following text boxes to complete the Fugitives and Refrigerants SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Fugitives and Refrigerants

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Electronics Stewardship

This category focuses on all electronics-related topics such as acquisitions, operations, end-of-life disposal strategies, and data centers.

Goal #	Goal	Dashboard Data Entry Category
9.1	<ul style="list-style-type: none"> • Purchases – 95% of eligible acquisitions each year are EPEAT-registered products. 	<ul style="list-style-type: none"> • Electronics Acquisition • Electronics Operations • Electronics End-of-Life • Data Centers
9.2	<ul style="list-style-type: none"> • Power management – 100% of eligible PCs, laptops, and monitors have power management enabled. 	
9.3	<ul style="list-style-type: none"> • Automatic duplexing – 100% of eligible computers and imaging equipment have automatic duplexing enabled. 	
9.4	<ul style="list-style-type: none"> • End of Life – 100% of used electronics are reused or recycled using environmentally sound disposition options each year. 	
9.5	<ul style="list-style-type: none"> • Data Center Efficiency. Establish a power usage effectiveness target in the range of 1.2-1.4 for new data centers and less than 1.5 for existing data centers. 	

[Electronics Stewardship Category Details and Resources](#)

Please use the following text boxes to complete the Electronics Stewardship SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Electronics Stewardship

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Organizational Resilience

This category focuses on resilience strategies and procedures that identify and respond to events with the potential to disrupt, strain, compromise, or eliminate DOE activities or facilities (see [E.O.s 13693 and 13806](#)).

Goal #	Goal	Dashboard Data Entry Category
10.1	<ul style="list-style-type: none"> Update policies to incentivize planning for, and addressing the impacts of extreme events due to changes in weather patterns. 	<ul style="list-style-type: none"> Climate Resilience Status Questionnaire
10.2	<ul style="list-style-type: none"> Update emergency response procedures and protocols to account for projected change, including extreme weather events. 	
10.3	<ul style="list-style-type: none"> Ensure workforce protocols and policies reflect projected human health and safety impacts. 	
10.4	<ul style="list-style-type: none"> Ensure site/lab management demonstrate commitment to adaptation efforts through internal communications and policies. 	
10.5	<ul style="list-style-type: none"> Ensure that site/lab climate adaptation and resilience policies and programs reflect best available current science, updated as necessary. 	

[Organizational Resilience Category Details and Resources](#)

Please use the following text boxes to complete the Organizational Resilience SSP Category. Sites have the flexibility to add new sections in the Category and format with subheadings as needed. Additional graphs, charts, pictures, and other visuals may be included.

Organizational Resilience

Performance Status: Discuss current FY performance by describing major initiatives or changes to missions or facilities that impact goal performance in significant ways along with other relevant information and details. Share success stories, accomplishments, lessons learned, and best practices.

(enter text here)

Plans and Projected Performance: Discuss plans and expected impact on future FYs along with other relevant information.

(enter text here)

Appendix A – Supplemental Information and References

This Appendix contains supplemental information and references to assist with SSP development, including suggested topics for each SSP section. Sites should address applicable topics as well as include any additional relevant programs or initiatives. Reference to implementing instructions, guidance documents, and white papers are also linked in each section.

Energy Management

Greenhouse Gas Emissions

Topics should include an overall scope 1 and 2, and Scope 3 GHG reduction strategy as it pertains to energy management. Components of this could include:

- a. Space and alternative workplace arrangements.
- b. Efforts to reduce GHG emissions at high energy mission specific facilities (HEMSF).
- c. Impacts of all new agency lease solicitations for fully-serviced building leases over 10,000 RSF shall include requirements for lessors to disclose energy consumption and carbon emissions data. See E.O. 13693 Implementing Instructions, Section 2, for additional guidance on these FY 2016 reporting requirements (Appendix F of this guidance).

Executive Order 13693, Planning for Federal Sustainability in the Next Decade. March 19, 2015.

<http://www.gpo.gov/fdsys/pkg/FR-2015-03-25/pdf/2015-07016.pdf>

Energy Intensity

- a. Discuss the use of recommended tools listed in E.O. 13693 Section 3(a)(i):
 - Including using remote building energy performance assessment auditing technology, participating in demand management programs, incorporating Green Button data access system into reporting, data analytics, and automation processes.
 - Implementing space utilization and optimization practices and policies.
- b. If excluding buildings from the goal, see Appendix D for completing the Excluded Buildings Self-Certification.
- c. Discuss any extenuating factors that may be skewing the site's performance regarding the energy intensity reductions reported in FY 2017.
- d. Describe plans to reduce deferred maintenance while at the same time increasing energy efficiency.
- e. Describe any Life-Cycle Cost Analysis used to validate efficiency measures.

Continuous Commissioning Guidebook for Federal Energy Managers. October 2002.

<http://eber.ed.ornl.gov/CommercialProducts/FEMP%20Continuous%20Cx%20Guidebook.pdf>

Commissioning for Federal Facilities.

http://energy.gov/sites/prod/files/2014/07/f17/commissioning_fed_facilities.pdf

Operation & Maintenance Best Practices, Revision 3, August 2010,
http://energy.gov/sites/prod/files/2013/10/f3/omguide_complete.pdf

Guidelines Establishing Criteria for Excluding Buildings from the Energy Performance Requirements of Section 543 of the National Energy Conservation Policy Act as Amended by the Energy Policy Act of 2005. January 27, 2006. https://energy.gov/sites/prod/files/2013/10/f3/exclusion_criteria.pdf

Memorandum for All Executive Agencies, Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint. March 25, 2015.
<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/financial/memos/implementation-of-freeze-the-footprint-guidance.pdf>

EISA Section 432 Evaluations and Benchmarking

- a. Ensure your site's current 4-year energy and water audit cycle, including mechanisms and procedures along with re-/retro-commissioning align with the current and future audit dates entered into the Dashboard EISA §432 Evaluation module. Discuss any potential issues with meeting deadlines and efforts to combine audits with condition asset surveys. *If a site has an expired comprehensive evaluation, a strategy to complete the remaining audits, including an anticipated timeframe for completion, is required.*
- b. Ensure facilities are benchmarked with ENERGY STAR Portfolio Manager (Portfolio Manager) and data is accessible to SPO. Site can either share benchmarked facilities with the SPO Master Account (USDOESPO) or release to EISA Section 432 Compliance Tracking System (CTS). Additionally, if required, ensure municipal energy performance benchmarking and reporting requirements are fulfilled.

Energy Independence and Security Act (EISA) of 2007. <https://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>

Facility Energy Management Guidelines and Criteria for Energy and Water Evaluations in Covered Facilities. November 25, 2008. https://energy.gov/sites/prod/files/2013/10/f3/eisa_s432_guidelines.pdf

Guidance for the Implementation and Follow-up of Identified Energy and Water Efficiency Measures in Covered Facilities. September 2012. http://energy.gov/sites/prod/files/2013/10/f4/eisa_project_guidance.pdf

Federal Building Energy Use Benchmarking Guidance. August 2014 Update.
http://energy.gov/sites/prod/files/2014/08/f18/benchmarking_guidance08-2014_0.pdf

Metering

Describe your site's strategy and plans to improve utility metering infrastructure and use of associated data. Topics should include funding, personnel, energy tracking systems, and implementation barriers. Ensure that data in the Dashboard Facility Metering Status module is updated with current data. Describe progress made in FY 2017 in meeting the milestones for the building metering requirements. If applicable, highlight plans for installing advanced meters.

Federal Building Metering Guidance, November 2014 Update.
http://www.energy.gov/sites/prod/files/2014/11/f19/metering_guidance.pdf

Metering Best Practices: A Guide to Achieving Utility Resource Efficiency, Release 3.0. March 2015.
<http://www.energy.gov/sites/prod/files/2015/04/f21/mbpg2015.pdf>

Non-Fleet Vehicles and Equipment

Discuss trends pertaining to this category of fuel use and methods employed to reduce fuel use for non-fleet vehicles and other equipment not captured by the FAST reporting system.

Water Management

Highlight activities undertaken to improve water efficiency. In addition, summarize any issues or obstacles related to the implementation of reduction strategies or the collection of water consumption data.

- a. Discuss major water consuming end-uses, such as cooling, heating, plumbing, irrigation, and laboratory equipment. If a water balance has been performed within the last five years, provide results. Indicate if no water balance has been performed within that timeframe and if a future water balance is planned.
- b. Summarize the site's water metering strategy. Note: E.O. 13693 Section 3(f)(ii) recommends the implementation of water meters for collecting and utilizing building water use data.
- c. Summarize the site's efforts in identifying and implementing alternative water sources. Alternative water sources offset the use of fresh surface and groundwater sources and are used in non-potable applications such as cooling tower makeup and irrigation. Types of alternative water include onsite gray water, harvested rainwater, process discharge water, and reclaimed wastewater.
- d. Note whether the site has a water management plan. If the site has a current water management plan, include as an attachment to the Dashboard Water Policy Tracker Module.
- e. If replenishing water supplies, provide documentation on quality and quantity. Depending on the quality of water being replenished, it may be possible to receive credit towards water use. Upon review of documentation, SPO will determine whether or not a credit can be received and progress will be adjusted accordingly. Water that is returned to a water source at the same quality as the water source is considered non consumptive.
- f. Summarize current ILA water uses (if applicable to the site) and specify the water supply source. Note: CEQ guidance defines ILA water as all non-potable freshwater, surface and groundwater sources, used for ILA purposes plus potable water used in ILA applications that is not already included in the 2007 potable water intensity baseline. Onsite alternative water used in ILA applications is **not** considered ILA water use.
- g. Provide status of adopting and incorporating various Federal management practices, such as landscape management, storm water runoff, siting for facilities, and disposition of unneeded property.

Federal Energy Management Program. Federal Water Efficiency Best Management Practices.
<http://energy.gov/eere/femp/federal-water-efficiency-best-management-practices>

Guidelines for Water Reuse. September 2012. <http://nepis.epa.gov/Adobe/PDF/P100FS7K.pdf>

Guidelines for Estimating Unmetered Industrial Water Use. September 2011.
http://energy.gov/sites/prod/files/2013/10/f3/est_unmetered_industrial_wtr.pdf

Guidelines for Estimating Unmetered Landscaping Water Use. July 2010.

http://energy.gov/sites/prod/files/2013/10/f3/est_unmetered_landscape_wtr.pdf

Environmental Protection Agency. Stormwater Management for Federal Facilities under Section 438 of the Energy Independence and Security Act. <http://www.epa.gov/owow/nps/lid/section438/>

Guidance for Federal Agencies on Sustainable Practices for Designed Landscapes.

https://sftool.gov/Content/attachments/recommendations_on_sustainable_landscaping_practices.pdf

Waste Management

Describe your site's approach/vision for addressing waste management, pollution prevention, and construction and demolition waste reduction.

- a. Summarize the site's pollution prevention, waste reduction efforts, recycling, and composting programs.
- b. Discuss efforts to meet the diversion rate goal of 50% for both non-hazardous solid waste and construction and demolition waste.
- c. Explain the anticipated impact of site population change, construction, demolition & disposition activities, etc. on recycling and waste generation rates and volumes.
- d. If a waste-to-energy system is used, provide amount of waste diversion associated with the system(s).
- e. Explain how the site has been able to increase the use of acceptable non-toxic or less-toxic alternative chemicals and processes while minimizing acquisition of hazardous chemicals and materials (such as ozone-depleting substances and fluorinated gases).
- f. Discuss the integration of pest management and landscape management practices (as applicable).

Environmental Protection Agency. Pollution Prevention (P2) Tools. <http://www.epa.gov/p2/tools/p2tools.htm>

Environmental Protection Agency. Green Chemistry. <https://www.epa.gov/greenchemistry>

Pollution Prevention Act of 1990. <http://www.epa.gov/p2/pubs/p2policy/act1990.htm>

Resource Conservation and Recovery Act (RCRA). <https://www.epa.gov/rcra>

Fleet Management

Describe your site's approach/vision for addressing fleet-wide GHG emission goal, considering strategies used to reduce petroleum use and increase alternative fuel use.

- a. Describe strategies for reducing petroleum use, such as fleet optimization, vehicle right-sizing, expanded use of alternative fuel, anti-idling measures, and use of vehicle telematics to assess fleet performance.
- b. Describe strategies for increasing alternative fuel use, such as increasing acquisition of alternative fuel vehicles, evaluating alternative fueling options through available locator tools, and siting vehicles to match available fueling locations.

- c. Describe plans to meet the AFV acquisition requirement.
- d. Describe plans for increasing use of biodiesel fuel. Per EPCA 1992, the use of every 450 gallons of neat biodiesel fuel grants one biodiesel fuel use credit, which counts as one AFV acquisition for the purposes of this goal.
- e. If AFVs will be acquired that will not have access to alternative fuel, explain why.
- f. Describe plans to meet the zero emission/plug-in hybrid acquisition goal, and installation efforts for on-site vehicle charging infrastructure.

Federal Energy Management Program. Sustainable Federal Fleets. <https://federalfleets.energy.gov/>

Clean & Renewable Energy

This section should focus on your site's efforts towards utilizing clean and renewable energy resources.

- a. Summarize the site's strategy to increase and prioritize on-site renewable and alternative energy generation.
- b. Discuss highlights of major purchases and approaches taken to obtain renewable energy through purchases.
- c. Chronicle the utilization of third party suppliers to purchase Renewable Energy Credits (REC). If RECs from on-site renewable systems are sold, note whether replacement RECs are purchased, and provide REC contract overview. EPCA 2005 Section 203 provides for a double bonus if the renewable energy is produced on-site and the RECs are retained. Note that RECs are subject to a date limit and must come from systems placed in service within 10 years prior to the start of the fiscal year.
- d. Explain the most recent renewable and alternative energy assessments and outcomes, if applicable.
- e. Describe the incorporation of DOE Procurement Policy Guidance on Purchase of Electricity, Energy Products, and Energy By-Products from Indian Tribes, which gives preference to tribes and tribal majority-owned businesses for the purchase of electricity produced by renewable resources, renewable energy products, and renewable energy by-products, as long as it is no more costly than the prevailing market rate.
- f. Describe how the installation of renewable energy systems in new buildings is considered and initialized; especially solar hot water heaters (per EISA Section 523).

Federal Renewable Energy Certificate Guide. June 16, 2016.

https://www.sustainability.gov/Resources/Guidance_reports/Federal-Renewable-Energy-Certificate-Guide-June-16-2016-Final-Version.pdf

Purchase of Electricity, Energy Products and Energy By-Products from Indian Tribes.

http://energy.gov/sites/prod/files/PDF_FINAL%20DOE%20Indian%20Energy%20purchase%20preference%20policy%20guidance.pdf

Green Power Network <http://apps3.eere.energy.gov/greenpower/buying/>

Green Buildings

This section should focus on all aspects pertaining to green building initiatives such as HPSB and net zero, as well as building inventory changes.

New Building Design

- a. For all new Federal buildings owned, operated, or controlled by the site, for which designs were started since the beginning of FY 2007, provide a statement specifying whether the Federal buildings are expected to meet or exceed the Federal building efficiency standards. If they will not, provide an explanation of the obstacles.
- b. Discuss, if applicable, any provisions in building leases pertaining to energy conservation or sustainable design.
- c. Discuss mechanisms by which the sites does – or plans to – ensure all new construction is designed at 30% more energy efficient than the baseline established by ANSI/ASHRAE/IESNA Standard 90.1. As of August 2017, the current version in effect is ASHRAE 90.1 2016.
- d. Discuss strategies for design in regard to EISA Section 433 fossil fuel reduction in new buildings.

Guiding Principles

- a. Summarize the site’s plans to achieve at least 17% GP by FY 2025 – discuss and ensure FIMS sustainability fields are accurate. Note that the Federal definition of “not applicable” has been expanded to include unoccupied, low/no energy use (< 20.9 BTU/GSF), and low/no water use (< 2 gallons per day (GPD)). Ensure that FIMS data reflects this change and discuss the impact.
- b. Describe your site’s approach and analyze progress toward 100% conformance with GP for your site’s entire building inventory.
- c. Describe your site’s incorporation of Federal GPs and sustainable practices into institutional documents including site planning documents, policies, procedures, processes, specifications, etc.

Net Zero Buildings

- a. Beginning in FY 2025 and thereafter, DOE will be required to ensure that 1% of existing buildings above 5,000 gross square feet are energy, waste, or water net zero buildings. Beginning in FY 2020 and thereafter, all new construction of buildings greater than 5,000 gross square feet that enters the planning process shall be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030.
- b. Discuss the process and strategies to identify specific buildings, facilities, or installations targeted to achieve net zero status to meet the goal and any planned new construction beginning in FY 2020 that will achieve net-zero energy by FY 2030. Strategies to move existing buildings toward net zero energy, waste, or water status should take an integrative, whole building perspective to identify innovative approaches that might not be apparent from a more step-by-step standpoint or a traditional building system by building system design process.

Efforts to Increase Regional and Local Planning Coordination and Involvement

- a. Discuss site participation in regional transportation planning, recognition of existing community transportation infrastructure, and incorporation of such efforts into site policy and guidance documents.

- b. Provide a description of how the *Principles for Sustainable Federal Location Decisions* has been incorporated into agency site selection and lease procurement procedures.
- c. Describe coordination efforts with regional programs for Federal, state, tribal, and local organizations for ecosystem, watershed, and environmental management.

Continuous Commissioning Guidebook for Federal Energy Managers. October 2002.

<http://eber.ed.ornl.gov/CommercialProducts/FEMP%20Continuous%20Cx%20Guidebook.pdf>

Commissioning for Federal Facilities.

http://energy.gov/sites/prod/files/2014/07/f17/commissioning_fed_facilities.pdf

Operation & Maintenance Best Practices, Revision 3, August 2010,

http://energy.gov/sites/prod/files/2013/10/f3/omguide_complete.pdf

Federal Register, Energy Efficiency Design Standards for New Federal Commercial and Multi-Family High-Rise Residential Buildings. July 9, 2013. <http://www.gpo.gov/fdsys/pkg/FR-2013-07-09/pdf/2013-16297.pdf>

Federal Buildings Personnel Training Act, Core Competencies. June 2012.

<https://www.gsa.gov/portal/getMediaData?mediaId=136870>

Implementing Instructions - Sustainable Locations for Federal Facilities. September 15, 2011.

https://www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item_id=19447&destination=ShowItem

Memorandum to the Heads of Executive Departments and Agencies, Promoting Efficient Spending to Support Agency Operations. May 11, 2012. [https://www.doi.gov/sites/doi.gov/files/uploads/m-17-](https://www.doi.gov/sites/doi.gov/files/uploads/m-17-08_amending_omb_memorandum_m-12-12_promoting_efficient_spending_to_support_agency_operations.pdf)

[08_amending_omb_memorandum_m-12-12_promoting_efficient_spending_to_support_agency_operations.pdf](https://www.doi.gov/sites/doi.gov/files/uploads/m-17-08_amending_omb_memorandum_m-12-12_promoting_efficient_spending_to_support_agency_operations.pdf)

National Strategy for the Efficient Use of Real Property, 2015 – 2020. <https://www.gsa.gov/portal/category/21273>

Federal Real Property Council, 2016 Guidance for Real Property Inventory Reporting, July 27, 2016.

https://www.gsa.gov/portal/mediaId/138858/fileName/FY_2016_FRPP_Data_Dictionary_May_16_2016.action

Recommendations on Sustainable Siting for Federal Facilities,

http://www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item_id=15263&destination=ShowItem

Acquisition & Procurement

This category should incorporate all relevant sustainable acquisition information as well as efforts to improve your supply chain GHG emissions.

- a. Describe your site's efforts to maximize acquisition of sustainable products. Sustainable acquisition includes procurement of energy efficient (ENERGY STAR or FEMP-designated); water efficient (WaterSense); biobased (USDA BioPreferred); environmentally preferable (including EPEAT-registered products); non-ozone depleting (Significant New Alternative Policy (SNAP)) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons;

recycled content, including paper containing 30% post-consumer fiber; non-toxic or less toxic alternatives products (Safer Choice labeled); and fuel efficient products and services (SmartWay Transport partners and SmartWay products).

- b. Detail your site's efforts to include BioPreferred and biobased provisions or clauses in eligible contract actions, striving toward a goal of 95% for applicable contacts, per E.O. 13693. In addition, describe efforts to reach 100% compliance for biobased and construction contract compliance by FY 2020, per FY 2016 DOE SSPP.
- c. To support Section 15(b) of E.O. 13693, describe the site's current efforts, if any, to monitor or improve supply chain GHG emissions management. Discuss contract selection criteria or the inclusion of specific contract language or requirements (e.g., GHG emission disclosure), as applicable. Please see the E.O. 13693 Implementing Instructions for strategies and tools for selecting procurements and establishing contract requirements.
- d. Describe your site's plans to review and implement EPA's recommendations for specifications, labels, and standards that designate environmentally preferable products and services.

Office of Management. Acquisition Guide. <http://energy.gov/management/downloads/acquisition-guide-0>

Presidential Memorandum of February 21, 2012; Driving Innovation and Creation Jobs in Rural America Through Biobased and Sustainable Product Procurement.

<https://www.federalregister.gov/documents/2012/03/14/2012-6101/presidential-memorandum-of-february-21-2012-driving-innovation-and-creating-jobs-in-rural-america>

Measures, Funding, & Training

This narrative should encompass your sites efforts to implement identified Efficiency & Conservation Measures (ECM), any potential for or updates on current Energy Savings Performance Contracts (ESPC) or Utility Energy Service Contracts (UESC) projects, and any sustainability-related training or education offered to employees.

Efficiency & Conservation Measures

- a. Ensure Dashboard data is accurate and updated. Describe your site's strategy for prioritizing and implementing measures identified in the audits.
- b. Discuss measurement and verification (M&V) efforts of implemented measures. DOE encourages M&V of implemented measures and projects. However, it is understood that it may not be cost-effective to perform continuous M&V on all measures. Only projects that are financed under an ESPC have a statutory requirement to conduct M&V, but best practices would suggest that cost-effective M&V be considered in any contracting mechanism.
- c. Describe any Life-Cycle Cost Analysis used to validate efficiency measures.

Funding

Characterize and provide examples of efforts to integrate long-term sustainability goals into the budget process. This should include descriptions of the site's overall funding strategy, prioritization methodology, cost savings reinvestment programs, and third party financing opportunities.

Energy Performance Contracts

- a. Per Section 3(k)(iii) of E.O. 13693, DOE set targets for energy performance contracts to be implemented in FY 2017 and FY 2018 in the 2016 SSPP. To support this effort, characterize and provide examples of efforts to leverage alternative financing such as ENABLE, ESPC, UESC, and PPA.
- b. Describe the site's approach for evaluating project potential, noting projects that have been evaluated (and either awarded or not awarded) in the past 5 years. Please indicate if no projects have been considered in the past 5 years.
- c. Describe challenges to use of alternative finance vehicles and provide recommended solutions.

Training

Describe efforts to ensure facility energy managers can demonstrate core competencies for facility managers as identified by the General Services Administration (GSA) per the Federal Buildings Personnel Training Act of 2010 (FBPTA).

Federal Energy Management Program. Project Funding. <http://energy.gov/eere/femp/project-funding>

Federal Energy Management Program. Building Life Cycle Cost Programs.
<https://energy.gov/eere/femp/building-life-cycle-cost-programs>

Federal Use of Energy Savings Performance Contracting. July 25, 1998.
https://powerpedia.energy.gov/w/images/c/cb/OMB_ESPC_MEMO_%287.25.98%29.pdf.

Addendum to OMB Memorandum M-98-13 on Federal use of Performance Contracts (ESPCs) and Utility Energy Service Contracts (UESCs). September 28, 2012.
https://powerpedia.energy.gov/w/images/3/39/OMB_Memo_10_03_2012.pdf

Travel & Commute

This category should include all information pertaining to your site's travel and commute data, including GHG emissions and mitigation efforts, commuter survey, ground and business travel.

- a. Describe policies and/or programs that promote carpooling, vanpooling, use of public transit, telework, hoteling, and/or alternative work schedules.
- b. Discuss policies and/or programs to reduce business travel including teleconferencing/video conferencing.

- c. For employee commuting, provide a description of the methodology used for gathering information and a copy of the survey, if applicable.
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Fugitives & Refrigerants

This section should focus on all fugitive emissions or refrigerants used at the site and any challenges, opportunities, or mitigation techniques to reduce GHG emissions. Discuss fugitive emissions, plans to reduce emissions and/or expected increases along with net impact. Specifically for sulfur hexafluoride (SF₆), discuss capture and storage equipment, leak detection and repair, and/or preventative maintenance programs used to minimize releases (note: per DOE 2010 SSPP, sites with SF₆ emissions were required to have a capture program by September 2012).

Electronics Stewardship

This category should focus on the acquisition, operations and management, and disposal techniques of all electronics reported on in the Dashboard. It is also suggested that sites with data centers include details on their efforts to improve efficiencies in their data centers.

Acquisition

Describe policies and procedures that require and ensure acquisition of EPEAT registered (95%), ENERGY STAR qualified (100%), and FEMP designated (95%) electronic office products when procuring electronics in eligible product categories. In 2017, EPEAT was expanded to include mobile phones—the Federal Acquisition Regulation (FAR) has been updated to reflect this change. Sites will report EPEAT mobile phone acquisition data beginning in FY 2018.

Operations

- a. Describe the establishment and implementation of policies, guidance, and tools to ensure the use of power management on all eligible electronic products. Electronics are considered to be using power management if ENERGY STAR power management features (e.g. sleep, standby, hibernate) are enabled. Individual electronics can be considered exempt from the power management goal if they are used for mission critical functions, such as site security or uninterruptable laboratory experiments.
- b. If power management has not been fully implemented, discuss plans on how the requirement will be met along with estimated date of compliance.
- c. Describe plans to implement best practices of the *DOE Sustainable Print Management Guide* and if the site has a Print Management Policy.
- d. Describe policies and procedures that require and ensure that automatic duplexing is enabled on all eligible electronic products. Automatic duplexing is enabled if a computer is set to automatically print jobs double-sided by default. Automatic duplexing is enabled if imaging equipment (e.g., copiers, printers, scanners, multifunction/all-in-one devices, and fax machines) are set to automatically print double-sided by default. End users may be given the option to manually select single-sided printing for individual jobs, either on their computers or on individual imaging equipment.

- e. If automatic duplexing has not been fully implemented, discuss plans on how the requirement will be met along with estimated data of compliance.

End of Life

Describe policies and procedures that require and ensure used electronic assets are disposed through environmentally sound disposition practices such as GSAXcess; donation through GSA's Computer for Learning (CFL) program or to other eligible State and non-profit organizations; recycling through Unicor or USPS BlueEarth; and/or recycling through a private recycler certified under the Responsible Recycling (R2) program or the e-Stewards® program.

Data Centers

Describe your site's strategy for meeting the goals and requirements of the Data Center Optimization Initiative (DCOI) as established in the [August 1, 2016 Memorandum](#). The DCOI requires agencies to develop and report on data center strategies to consolidate inefficient infrastructure, optimize existing facilities, improve security posture, achieve cost savings, and transition to more efficient infrastructure, such as cloud services and inter-agency shared services.

Data Center Optimization Initiative Memorandum. August 1, 2016. <https://policy.cio.gov/dcoi/>

Center of Expertise for Energy Efficiency and Data Centers. <http://datacenters.lbl.gov/tools>

Best Practices Guide for Energy-Efficient Data Center Design. March 2011.

<https://energy.gov/sites/prod/files/2013/10/f3/eedatacenterbestpractices.pdf>

Memorandum for Senior Sustainability Officers, EPEAT Clarification for Federal Purchasers. February 19, 2014. <https://www.fedcenter.gov/admin/itemattachment.cfm?attachmentid=797>

FAC 2005-75; FAR Case 2013-016; Item I; Docket 2013-0016, Sequence 1, Federal Acquisition Regulation EPEAT Items. <https://www.federalregister.gov/articles/2014/06/24/2014-14376/fac-2005-4075-far-case-2013-016-item-i-docket-2013-0016-sequence-1-federal-acquisition-regulation> and http://www.afm.ars.usda.gov/acquisitions/pdffiles/EPEAT_FAR2014-14376.pdf

FAR Case 2013-016; Item I; Docket 2013-0016, Sequence 1, Federal Acquisition Regulation; EPEAT: <http://www.gpo.gov/fdsys/pkg/FR-2015-09-03/pdf/2015-21748.pdf>

GSA Bulletin B-34, Disposal of Federal Electronic Assets. http://www.gsa.gov/graphics/ogp/FMR_Bulletin_B-34.pdf

GSA FMR Bulletin B-37, Federal Print Management Practices.

http://www.gsa.gov/portal/mediaId/172607/fileName/Bulletin_B-37_Print_Management_Guidance_508

GSA FMR Bulletin B-39, Federal Sustainable Print Management Policy Template.

https://www.fedcenter.gov/kd/go.cfm?destination=ShowItem&Item_ID=27959

Organizational Resilience

This category should focus on all resilience-related topics as described below.

- a. Discuss strategies to enhance the supply chain resilience of defense, intelligence, homeland, economic, natural, geopolitical, or other contingencies that may disrupt, strain, compromise, or eliminate DOE activities or facilities.
- b. Discuss how site policies or programs have been changed in the past year to reflect advances in science relevant to this category or on-site analyses of climate related risks posed to the site. Utilize most up-to-date National Climate Assessment from the United States Global Change Research Program (USGCRP) and most recent Intergovernmental Panel on Climate Change (IPCC) reports as necessary.
- c. Discuss plans to conduct a detailed site-specific risk or vulnerability assessment to identify climate-related impacts and risks to mission, programs, plans, operations, and personnel.
- d. Describe climate resilience-related measures, milestones, and timelines to track progress.
- e. Describe how site/lab workforce protocols have been adapted to reflect climate-related impacts over the past year.
- f. Describe plans to incorporate climate-resilient design and management elements into the design of new or newly retrofitted buildings.
- g. Describe measures taken over the previous year that revised, enhanced, or modernized emergency response procedures.
- h. Describe efforts to establish regional and local coordination of resilience information-sharing and other activities, as appropriate.

FEMA. Federal Flood Risk Management Standard January 30, 2015. <https://www.fema.gov/federal-flood-risk-management-standard-ffrms>

Implementing Instructions for Executive Order 13693. June 10, 2015.

http://www.osec.doc.gov/ofeq/Documents/OSEEP/Docs%20&%20Newsletters/Documents/eo_13693_implementation_instructions_june_10_2015.pdf

Executive Order 13806, Assessing and Strengthening the Manufacturing and Defense Industrial Base and Supply Chain Resiliency of the United States. July 21, 2017.

<https://www.gpo.gov/fdsys/pkg/FR-2017-07-26/pdf/2017-15860.pdf>

Water Resources and Climate Change Adaptation Workgroup. 2014 Highlights of Progress and 2015 Implementation Plan for the National Action Plan: Priorities for Managing Freshwater Resources in a Changing Climate. April 7, 2015. http://acwi.gov/climate_wkg/nap_fy1415-version9_hw_clean_final508c.pdf

Laws

Energy Efficiency Improvement Act of 2015. <https://www.congress.gov/114/plaws/publ11/PLAW-114publ11.pdf>

Energy Policy Act of 1992. <http://www.afdc.energy.gov/pdfs/2527.pdf>

Energy Policy Act of 2005. <https://energy.gov/sites/prod/files/edg/media/HR6PP%281%29.pdf>

Energy Independence and Security Act of 2007. <https://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>

Federal Buildings Personnel Training Act of 2010. <https://www.congress.gov/111/plaws/publ308/PLAW-111publ308.pdf>

Federal Information Technology Acquisition Reform Act (FITARA). <http://www.gpo.gov/fdsys/pkg/BILLS-113hr1232ih/pdf/BILLS-113hr1232ih.pdf>.

National Energy Conservation Policy Act, as amended by the Energy Policy Act of 2005 and the Energy Independence and Security Act of 2007. http://www1.eere.energy.gov/femp/pdfs/necpa_amended.pdf

Pollution Prevention Act of 1990. <https://www.epa.gov/p2/pollution-prevention-act-1990>

Resource Conservation and Recovery Act (RCRA). <https://www.gpo.gov/fdsys/pkg/STATUTE-90/pdf/STATUTE-90-Pg2795.pdf>

Executive Orders

Executive Order 13693, Planning for Federal Sustainability in the Next Decade. March 19, 2015. <http://www.gpo.gov/fdsys/pkg/FR-2015-03-25/pdf/2015-07016.pdf>

Executive Order 13783, Promoting Energy Independence and Promoting Economic Growth, March 28, 2017, <https://www.whitehouse.gov/the-press-office/2017/03/28/presidential-executive-order-promoting-energy-independence-and-economi-1>

Executive Order 13806, Assessing and Strengthening the Manufacturing and Defense Industrial Base and Supply Chain Resiliency of the United States, July 21, 2017. <https://www.gpo.gov/fdsys/pkg/FR-2017-07-26/pdf/2017-15860.pdf>

Presidential Memoranda

Presidential Memorandum, Disposing of Unneeded Federal Real Estate. June 10, 2010. <https://www.gpo.gov/fdsys/pkg/DCPD-201000483/pdf/DCPD-201000483.pdf>

Orders

DOE O 436.1, Departmental Sustainability. https://www.directives.doe.gov/directives-documents/400-series/0436.1-BOrder/@_images/file

GHG Reporting

Federal Greenhouse Gas Accounting and Reporting Guidance. January 16, 2017. <https://www.gsa.gov/portal/getMediaData?mediaId=158510>

Appendix B – Reporting Schedule

The schedule for DOE databases and reports pertinent to DOE sustainability goals is presented below. These databases and reports are considered to be the official, exclusive sources of DOE sustainability data. Moreover, as this information is used for Congressional and Office of Management and Budget (OMB) reporting, it is important to ensure the accuracy of database entries. The timely data input and closing of these reports and databases is important in meeting Departmental reporting requirements. For each database or report, the closing or reporting deadline is highlighted.

- **FIMS:** Collects real property attributes and use. The database also stores data on buildings that have been assessed or are planned to be assessed against the HPSB goals. Please note: information on facility status in regard to the energy intensity reduction goal will now be collected in the Dashboard.
- **FAST:** Collects Federal fleet fuel use, vehicle inventory, and vehicle acquisitions data and projections.
- **Environmental Management System (EMS) Status Reporting (on FedCenter):** Collects information on status of EMSs.
- **Integrated Data Collection (IDC) process:** DCOI reporting is conducted through the IDC on a quarterly basis. Coordinate with site and headquarters Office of the Chief Information Officer (OCIO) points of contact.
- **CTS:** Collects evaluation progress on covered facilities, implemented measures, project savings, and cost information, measurement and verification results of implemented measures and projects, and benchmarking results.

Table A.1 – Sustainability Dashboard

Date(s)	Action/Event
March 16, 2017	Dashboard opened for FY 2017 data entry.
October 30, 2017 to December 7, 2017	SPO to QA/QC data and work with sites to finalize FY 2017 data for December 8th data entry closing of Dashboard.
November 10, 2017	End of year Dashboard facility basic FIMS information update based on November 6 th FIMS Snapshot.
November 17, 2017	Final FY 2017 Federal employee travel data uploaded to Dashboard.
November 20, 2017	Pre-Final FY 2017 FAST upload. Dashboard Facility Goal Category entry module locked for entry until February.
December 8, 2017	FY 2017 Dashboard data and Excluded Buildings Self-Certification are 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.
December 15, 2017	FY 2017 SSP narrative and optional Plan Signature Document are due with appropriate level(s) of approval. Dashboard closes for FY 2017 SSP entry.
December 18, 2017	Final FY 2017 FAST data uploaded to Dashboard. Portfolio Manager uploaded to CTS by sites, if not shared with SPO Master Account.

Date(s)	Action/Event
December 22, 2017	Dashboard snapshot for OMB/CEQ/FEMP annual reporting.
February 15, 2018	Complete reconciliation of FY 2017 FIMS FRPP GB data with Dashboard GB data.
February 19, 2018	Dashboard will reopen for FY 2018 reporting.

Table A.2 - Facilities Information Management System (FIMS)

Date(s)	Action/Event
August 1, 2017	Begin input of FY 2017 Repair Needs, Deferred Maintenance, Modernization Cost, and Uniformat II Repair Needs values.
September 20, 2017	FY 2017 Deferred Maintenance and Repair Needs due in FIMS.
September 20, 2017 to November 6, 2017	FIMS data entry will be locked for the following fields: <ol style="list-style-type: none"> 1. Repair Needs 2. Deferred Maintenance 3. Modernization Cost 4. Uniformat II Repair Needs 5. Excess Indicator 6. Excess Date 7. Gross Sqft 8. RPV 9. RPV Model & RPV Site Factor
September 25, 2017	Begin input of FY 2017 Actual Maintenance and Operating Cost.
November 3, 2017	Complete FY 2017 Actual Maintenance and Operating Cost.
November 6, 2017	FY 2017 year-end HQ Snapshot.
December 15, 2017	Federal Real Property Profile (FRPP) Reporting Deadline.

Table A.3 - Federal Automotive Statistical Tool (FAST)

Date(s)	Action/Event
June 1, 2017 to June 30, 2017	Enter EPACT Section 701 waivers and EISA Section 246 fueling center data information.
August 1, 2017 to August 31, 2017	OMB Circular A-11 data call for fleet budget submission.
October 1, 2017	FAST opens for FY 2017 data entry of actual inventory, disposal, cost, fuel, and mileage along with future acquisition, disposal, and cost projections.
November 17, 2017	FAST closes for FY 2017 data entry.
November 20, 2017 to December 12, 2017	FAST FY 2017 data is reviewed for inconsistencies by NNSA and DOE's Federal Fleet Managers.
December 15, 2017	FAST FY 2017 Snapshot.

Table A.3 - Environmental Management System Reporting (EMS)

Date(s)	Action/Event
December 2017	FedCenter opens for FY 2017 data entry.
January 2018	FedCenter closes for FY 2017 data entry.

Table A.5 - EISA Section 432 Compliance Tracking System (CTS)

Date(s)	Action/Event
Monthly	On a monthly basis: <ol style="list-style-type: none"> 1. Benchmark with EPA Energy Star Portfolio Manager and upload to CTS. 2. Upload implemented projects.
December 29, 2017	Sites export Portfolio Manager benchmarking to CTS for weather adjustment EUI credit.
March 16, 2018	SPO uploads “covered” facility characteristic – square footage, energy usage, water usage. Sites export Portfolio Manager benchmarking to CTS.
June 20, 2018	All required EISA Section 432 information due to the SPO for review.
June 29, 2018	Deadline for EISA Section 432 evaluation, implemented project, M&V findings, and benchmarking reporting for mid-year OMB Scorecard snapshot.

Appendix C – Dashboard Data Accuracy Self-Certification

This appendix provides a template for self-certifying the FY 2017 data entered in the Dashboard.

To fulfill the Department's sustainability reporting requirements, data was previously collected through the Consolidated Energy Data Report (CEDR) and verified by a site's manager or program office through the SSP submission process. The CEDR has been retired and a new system for data collection, the Dashboard, has been created as the official DOE sustainability reporting tool.

The Dashboard has an approval process built into the system, allowing site managers and headquarters (HQ) program officials to certify the accuracy and completeness of the data submission. If certifying the data through the Dashboard approval process is a burden based on site characteristics, Dashboard familiarity, or other challenges, sites or programs may verify Dashboard data submission with this self-certification letter. The self-certification letter is meant to confirm the integrity of the data submitted. The signed self-certification letter can be downloaded from the Dashboard's Completion Status Module, signed, uploaded to the Dashboard. A sample copy is also provided below.

DOE SUSTAINABILITY DASHBOARD DATA

SELF-CERTIFICATION FORM

FY 2017

FROM: Name of DOE Site
Lead Program Office

TO: Sustainability Performance Office

DATE: MM/DD/YYYY

SUBJECT: SELF-CERTIFICATION FORM FOR DASHBOARD DATA ACCURACY
VERIFICATION

The Department of Energy (DOE) annually reports the agency's greenhouse gas emissions, energy and water use, fleet optimization, green buildings, and renewable energy to comply with the sustainability goals mandated in E.O. 13693 and DOE Order 436.1 *Departmental Sustainability Directive*.

I certify that the data submitted for FY 2017 through the Dashboard as of (Insert Date) for (Name of DOE Site) has been accurately entered and completed to the best of my knowledge and expertise.

DOE Site Office Official – printed name

DOE Site Office Official – signature

Date

Contact Information:

Last, First Name

Title: Job Title

Phone:

Email Address:

Appendix D – Excluded Buildings Self-Certification Process

This appendix provides guidance and a template for self-certification of the FY 2017 Excluded Buildings List, which is included in the *Annual Energy Report* to Congress.

Background: FEMP provides general guidance for identifying buildings that are to be excluded from the calculation of energy intensity for meeting the energy intensity reductions goals established by the Energy Independence and Security Act of 2007. Sites identify such buildings in the Dashboard by assigning the square footage portion of such buildings as excluded in the Facility Goal Category module. Sites are to classify such buildings in the Dashboard before November 20th. From November 20th until December 8th, sites may make needed adjustments to the Dashboard in coordination with SPO and their respective Program Office.

Self-Certification: The Dashboard's Facility Goal Category module will lock for data entry on November 20th. After this date, each site manager should download a copy of their EUI Excluded Facilities report from the Standard Report module and upload the report along with a signed Self-Certification letter to the Completion Status module by December 8th.

The Self-Certification by the DOE Site Office serves as notification to DOE that the site management agrees that the buildings listed on the EUI Excluded Facilities report meet the qualifications to be excluded from the calculation of energy intensity for the fiscal year.

The following pages provide definition for the various exclusion parts, a sample self-certification statement, and answers to some frequently asked questions.

**Definitions of Exclusions Allowed Under the Energy Intensity Reduction Goal
PART B through PART H**

PART B

— Building or group of buildings is privately owned and privately occupied but happen to be co-located on Federal lands or military installations. (Privately owned buildings listed in FIMS will not be excluded in this Part.)

PART C

— Building or group of buildings that have Fully-Serviced Leases.

PART D

— Building or group of buildings is/are structures such as outside parking garages which consume essentially only lighting energy, yet are classified or categorized as buildings.

PART E

— Building or group of buildings [that] have energy usage that is skewed significantly due to reasons such as: buildings entering or leaving the inventory during the year, buildings down-scaled operationally to prepare for decontamination, decommissioning and disposal, and buildings undergoing major renovation and/or major asbestos removal.

PART F

— Building or group of buildings is/are leased space(s) where the Government may pay for some energy but not all, the space comprises only part of a building, or the expiration date of the lease limits the ability to undertake energy conservation measures.

PART G

— (BOTH statements in this part must be met for exclusion G)
Building or group of buildings is/are separately-metered energy-intensive loads that are driven by mission and operational requirements, not necessarily buildings, and not influenced by conventional building energy conservation measures.

AND

— Building or group of buildings is/are metered for energy consumption and their consumption will be reported annually.

PART H

— (BOTH statements in this part must be met for exclusion H)
Building or group of buildings can demonstrate four critical findings at the excluded building(s): 1) Energy requirements are impracticable; 2) All Federally required energy management reports have been completed and submitted; 3) Achieved compliance with all energy efficiency requirements; and 4) Implementation of all practicable, life cycle cost-effective projects.

AND

— Building or group of buildings is/are metered for energy consumption and their consumption will be reported annually.

DOE BUILDING EXCLUSION
SELF-CERTIFICATION FORM
FY 2017

FROM: Name of DOE Site
Program Office Landlord

TO: Sustainability Performance Office

DATE: MM/DD/YYYY

SUBJECT: SELF-CERTIFICATION FORM FOR THE ENERGY INTENSITY GOAL OF
EISA 2007

Each buildings or group of buildings excluded under the criteria for a Part G or Part H exclusion is/are metered for energy consumption and their consumption is reported annually.

If any building has been excluded under the criteria for Part H for impracticability then all practicable energy and water conservation measures with a payback of less than 10 years have been installed. A justification statement that explains why process-dedicated energy in the facility may impact the ability to meet the goal has been provided in the Dashboard's EUI Excluded Facilities report.

I certify that the buildings listed on the EUI Excluded Facilities report produced by the Dashboard as dated (Insert Date) for (Insert Name of DOE Site) meet the exclusion criteria in *Guidelines Establishing Criteria for Excluding Buildings* published by FEMP on January 27, 2006.

DOE Site Office Official – printed name

DOE Site Office Official – signature

Date

Contact Information:

First, Last Name

Title

Phone: (000) 000 - 0000

eMail: abc@de.fgh

Frequently Asked Questions for PART G and PART H

The following section lists frequently asked questions regarding the use of Parts G and H for excluding facilities. It is assumed that the reader is already familiar with *Guidelines Establishing Criteria for Excluding Buildings from the Energy Performance Requirements of Section 543 of the National Energy Conservation Policy Act as Amended by the Energy Policy Act of 2005* [https://energy.gov/sites/prod/files/2013/10/f3/exclusion_criteria.pdf].

PART G

Part G applies to exclusions for separately metered loads within a building or a group of buildings. These process loads should be driven by mission and operational requirements. Such loads should not be influenced by conventional building energy conservation measures.

Q. I have a meter that exclusively measures energy use of a process load driven by mission and operational requirements. However, there are other spaces in the process load vicinity that are not metered. How should I account for the energy use of these spaces?

A. If a mission and operational driven process load is metered exclusively, this energy usage may be excluded. However, if there are areas in the process load vicinity that are not metered and have a non-process load, neither the load nor the related square footage can be excluded. Federal mandates from which Part G is derived only allow for process loads to be excluded if they are separately metered. Loads not metered may not be excluded under Part G.

Q. My meter collects data for an entire building, within which there is a process load driven by mission and operational requirements. The area of the process is less than the area of the entire building. Can I exclude the entire building?

A. No. If the area of a building supporting the process loads is less than that of the entire building, while the energy metering is for the entire building, then the building may not be excluded under Part G because the load is not separately metered. If there are parts of the building used for general administration, warehousing, or some other purpose not directly associated with the load (and not separately metered) then the Part G exclusion does not apply. Only when the process load is separately metered can it be excluded. Part H should be considered for justification for exclusion instead.

Q. I have a meter that measures a process load, such as a particle accelerator, but also includes a nominal amount of conventional but process-related loads, such as the lighting and space conditioning of the particle accelerator building. Can I exclude both the process load and the nominal load?

A. Yes. If the separately metered load includes both the process load and a nominal amount of process-related lighting and space conditioning energy, then both the metered energy and square footage may be excluded.

PART H

The four critical findings are based on the Guidelines above.

Q. Do the four critical findings in Part H apply to the exclusion of separately metered process loads under Part G or the other parts?

A. No. The four critical findings necessary under Part H do not apply to exclusions of separately-metered process loads under Part G or any of the other parts.

Q. How should I justify an exclusion under the “impracticable” critical finding?

A. In applying the exclusion of impracticability based on energy intensiveness, the site must demonstrate using standard energy engineering techniques that an overwhelming proportion of the building energy usage is process dedicated energy and that efficiency measures are not practicable because they would significantly impact mission requirements or would not be life-cycle cost effective. If a building is excluded under Part H Exclusion the justification must describe how the load is mission related and how it meets operations requirements. If process loads are not separately metered, sites can exclude the entire building. However, building level metering is required. Allocation algorithms and modeling should not be used to determine the amount of energy being used by the building.

Q. How do audits needed for Part H differ from the audits required under the Energy Independence and Security Act (EISA) of 2007?

A. Yes, the requirements come from different statutes. EISA requires that facilities amounting to 75% of a site’s energy use be audited every four years. Part H is derived from Sections 543 and 548(a) of the National Energy Conservation Policy Act (NECPA) as amended by the Energy Policy Act of 2005. To qualify for the fourth critical finding, a site may include an energy audit conducted within the last five years per NECPA identifying no potential cost-effective energy efficiency measures or a list of energy efficiency measures implemented in cases where an energy audit does identify potential measures. Accordingly, if a building continuously uses Part H exclusions, it should be audited at least every five years. In addition, sites may use the audits required in EISA to also fulfill audit requirements for Part H.

NOTE: Definition of Metered Data. Metered data means that energy is directly or indirectly measured at least annually and that estimations to determine energy usage are not used. (If only part of the process load is measured, then only that part of the energy usage can be excluded.)

Appendix E – Verification Data Request

DOE's greenhouse gas (GHG) inventory must be verified and subsequently certified by the agency Chief Sustainability Officer prior to submission to OMB/CEQ. To aid in certifying the data, a second-party verification team will be assembled to conduct an audit that compares reported data with source records while evaluating overall data collection methodologies.

Site-specific documentation may consist of invoices, inventory records, or other records that correlate to totals reported through site Dashboard submissions. All requested documentation should be traceable to reported totals with a clearly documented crosswalk and may be accompanied by documented assumptions, calculations (including material balances associated with fugitive emissions), and data tabulation resulting in reported data.

Additionally, the following items are also requested:

- Documented policies and procedures addressing data gathering and reporting, and associated Quality Assurance/Quality Control.
- Documentation of the site's Environmental Management System (EMS), if elements of GHG inventory related procedures are already incorporated.

Selected sites will be notified in early October. If your site is selected, please ensure the requested data is submitted to the SPO along with Dashboard data by December 8, 2017.

Appendix F – E.O. 13693 and Previous Requirements Crosswalk

Goal	Existing Goal Details	E.O. 13693 Status
Scope 1&2 GHG	Reduce Scope 1&2 GHG emissions by 28% by FY 2020 compared to FY 2008.	Extended to FY 2025 with same baseline. Now -50% by FY 2025 compared to FY 2008. Interim targets of 3% reduction (FY16-24) and 4% reduction (FY25) E.O. cites opportunity for 40% reduction over next 10 years.
Scope 3 GHG	Reduce Scope 3 GHG emissions by 13% by FY 2020	Extended to FY 2025 with same baseline. Now -25% by FY 2025 compared to FY 2008. Interim targets of 1% reduction (FY08-16) and 2% reduction (FY17-25). Reporting for newly solicited leases over 10,000 gross square feet now
Energy Intensity	Reduce energy intensity of goal subject buildings by 30% by 2015 compared to FY 2003.	Extended to FY 2025 and baseline changed. Now -25% by FY 2025 compared to a FY 2015 baseline. Interim target of a 2.5% reduction each year.
Renewable Electric Energy	Utilize 20% renewable electricity by FY 2020	Extended to FY 2025. Now 30% by FY 2025. Interim targets of 10% (FY16-17), 15% (FY18-19), 20% (FY20-21), 25% (FY22-23).
Clean Energy	N/A - New Goal.	Utilize 25% renewable energy (combined electric and thermal) by FY 2025. Interim targets of 10% (FY16-17), 13% (FY18-19), 16% (FY20-21), 20% (FY22-23).
Water Intensity	Reduce water intensity by 16% by FY 2015 compared to FY 2007.	Extended to FY 2025 with same baseline. Now -36% by FY 2025. Interim target of a 2% reduction each year. Install water meters and collect water balance data.
ILA Water	Reduce ILA water use by 10% by FY 2015 compared to FY 2010.	Extended to FY 2025 with same baseline. Now -30% by FY 2025. Interim target of a 2% reduction each year.
HPSB	Ensure 15% of applicable buildings meet all of the Guiding Principles by FY 2015.	Extended to FY 2025. New goal and interim targets % TBD, with guidance that it is 15% at a minimum.
Net zero buildings	By FY 2030, achieve zero-net-energy in buildings entering planning process after FY 2020	Mentioned in E.O. Original requirement remains. New requirement of identifying percentage of buildings that will be net-zero energy, water, or waste by FY 2025.
Leases	N/A	All leases should include efficiency criteria as a selection factor, and require lessor to disclose carbon emissions or energy consumption for the portion occupied.
Infrastructure Planning	Regional and Local Planning	Include transportation and transit considerations in new location planning, as well as optimized space utilization. Include appropriate electric vehicle charging infrastructure in new major building projects.
Fleet GHG	N/A - New Goal.	Reduce fleet-wide per-mile GHG emissions from fleet vehicles by 30% by FY 2025 compared to FY 2014. Interim targets of 5% (by FY17) and 20% (by FY21).
Zero Emission Passenger Cars	N/A - New Goal.	50% of new passenger vehicles shall be zero emission vehicles or plug-in hybrid vehicles by FY 2025. A double credit may be available for this goal, with details TBD. Interim target of 20% (FY20).
Petroleum	Reduce fleet petroleum fuel use by 30% by FY 2020 compared to FY 2005.	20% fleet petroleum consumption reduction by FY 2015, and each year thereafter, relative to a FY 2005 baseline (2015 target: 20%)
AFV	100% of passenger vehicles procured must be alternative fuel vehicles	75% of light duty vehicle acquisitions must consist of alternative fuel vehicles (AFV) (2015 target: 75%). 20% of passenger vehicle acquisitions consist of zero emission or plug-in hybrid electric vehicles by 2020 (2015 target: N/A; 2020 target: 20%; 2025 target: 50%)
Other Fleet Items	N/A	Determine optimum fleet inventory with emphasis on eliminating unnecessary vehicles. Include telematics in all new passenger vehicle acquisitions within two years.
Data Centers	100% of data centers must be individually metered by FY 2015, with an average PUE of 1.4	Extended. Install advanced meters in all data centers by FY 2018. New PUE of 1.2-1.4 for new data centers and 1.5 for existing.
Sustainable Acquisition	All requirements of E.O. 13514 & E.O. 13423 carry over into E.O. 13693, except for changes noted in next column.	100% of contract actions must include Sustainable Acquisition requirements (previous requirement was 95%). EPA will issue recommendations for non-Federal specifications, labels, and standards for us to use beginning FY2016. While E.O. 13693 revokes E.O. 13514 and E.O. 13423, the FAR, DEAR, DOE Order 436.1 and your DOE contract are still in effect. Present FAR requirements (including EPEAT) are in effect until new FAR cases denote otherwise.