

**FY 2019 DOE Sustainability Dashboard**  
**Frequently Asked Questions (FAQ)**  
November 2019 - Volume 2

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**Background:** The following questions and comments were addressed during the DOE FY 2020 Site Sustainability Plan Guidance Training and Open Line Help Calls. The training and calls are organized and managed by the Sustainability Performance Office (SPO) to assist with annual DOE sustainability reporting and the DOE Sustainability Dashboard. The Open Line Help Calls are held every Wednesday from 2-3 pm (EST) until December 4<sup>th</sup>, 2019. Please visit the SPO’s Sustainability Dashboard homepage for call-in details: [sustainabilitydashboard.doe.gov](http://sustainabilitydashboard.doe.gov)

**Contact Information:** Please direct comments and questions to Dashboard Team at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

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## **Announcements & Updates**

Sites may use the SSP narrative module in the Dashboard *or* upload a Word or PDF plan with supporting documents as an attachment to the Dashboard's SSP module in the Executive Summary section. Due date for sustainability data submission is **November 22**, and SSP narrative is **December 6, 2019**.

Please note the following:

1. DOE's [2019 Sustainability Report and Implementation Plan](#) (SRIP) is now final. Please note:
  - DOE has not set a target for sustainable acquisition. A target will be developed based on FY20 SSPs.
  - DOE's renewable electric energy target for FY19 and FY20 has been adjusted from 7.5% to 30.5%.
2. "Status quo" is no longer an option for performance status.
3. Executive Summary table is a requirement this year. Sites have the option to use the Executive Summary table built into the SSP Dashboard module or utilize the table provided in a Word Document on the Dashboard.
  - Please note that no charts or graphs are necessary in the Executive Summary, and should instead be included in the respective SSP category.
4. FY19 FAST Date Revisions:
  - FY19 data reviewed by NNSA and DOE fleet managers from Oct. 1 – Nov. 27, 2019
  - FY19 data reviewed by HQ Fleet Program Manager from Nov. 28 – Dec. 16, 2019
  - FAST closes for FY19 data entry – Dec. 16, 2019
5. Summary of key items that must be submitted and their relevant due dates are as follows:

### **Due November 22<sup>nd</sup>, 2019**

Dashboard data submission for all categories except:

- Facility Metering Status, do to errors
- EISA S432 (all), due in June
- Efficiency & Conservation Measures (all), do to errors
- Sustainable Contract Review, disabled as a result of changes in reporting needs

Excluded Buildings List and Self-Certification Letter uploaded to the 'Completion Status' page on the Dashboard.

### **Due December 6<sup>th</sup>, 2019**

SSP narrative, which includes:

- Executive Summary Table
- Energy/Water Management & RE Graphs (required)
- Dashboard data attachments for:
  - Facility Metering Status, if updating data
  - Efficiency & Conservation Measures, if updating data

- Sustainable Acquisition tables

## General Dashboard Questions

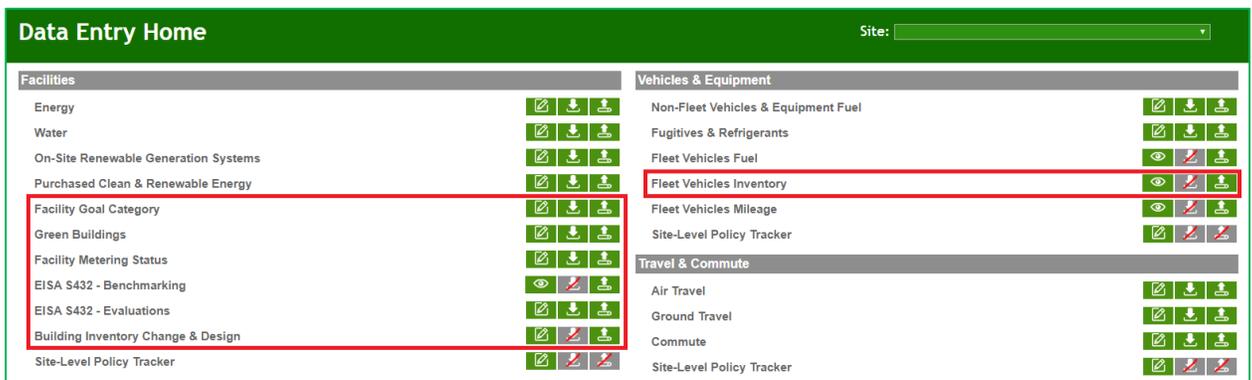
**Question:** How do you reset a password or unlock an account?

**Answer:** Reset your password using the “Forgot Password” function on the Dashboard. After three wrong password attempts, your account will be locked. Contact the Dashboard Team at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov) to unlock your account.

**Question:** Why do I only see a few data categories on the Data Entry Homepage?

**Answer:** User accounts are mapped based on the “Responsibilities” selected at the time they registered. Users only see the data categories for which they selected as a “Responsibility”. Please contact the SPO Dashboard Team if you need access to more data categories ([sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov)).

Please note that SPO will be adjusting the “Responsibilities” area of the Dashboard, limiting access to detailed fleet inventory and facility asset level modules.



Once the capability to limit access is in place, the default for all users will be “No Access”. In preparation for this change, SPO is reaching out to program leads for a list of users that need access to minimize the impact on reporting. This will be instated no later than Friday, November 15<sup>th</sup>.

**Question:** Can you export or access the raw data for a site similar to the Consolidated Energy Data Report (CEDR)?

**Answer:** Use the “Create a Report” function located under the Reports menu. This ad hoc reporting tool will allow you to export data to an Excel file by selecting parameters such as site, data categories and fiscal year(s).

**Question:** How do you make edits to historical data?

**Answer:** The Dashboard has a change request process that is described in detail in the Dashboard User Guide.

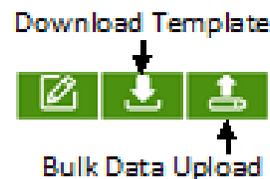
- In the QA/QC module for the category you wish to request a change, select the specific data point from the data table.
- You will be redirected to the Data Entry page for that category with the FY and selected data auto populated (and unchangeable) in the entry fields. Select “Create Change Request” at the bottom of the page to proceed.
- Update the data in the entry fields, provide justification for the request, attach supporting documentation as needed, and enter an additional point of contact.
- Select “Submit Change Request” to send your request to the SPO Dashboard Team for processing.

**Question:** How do you see who has access to your site?

**Answer:** Within the Dashboard, navigate to the Administration tab, and select “Site Profile.” Choose your site from the drop-down menu. A table of users with access, rights, and responsibilities will populate on the right-hand side. You can see each user’s name, associated DOE program office(s), employment type, Dashboard role, responsibilities, and level of access. Please contact the SPO Dashboard team with any questions at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

**Question:** Can you explain how to utilize upload templates for the Data Entry categories that offer them?

**Answer:** Any category that has an Excel template available for download allows users to enter data offline and in bulk. These categories are indicated with the green Download Template icon on the Data Entry homepage. Each template has instructions for entering data for the respective category. When you have completed the template, save the file, and use the Bulk Upload button next to the corresponding category to upload the completed template into the Dashboard.



## General SSP Questions

**Question:** Why does the executive summary table provided in the guidance not match the Dashboard?

**Answer:** Due to issues with gaining access to developers, the Dashboard’s executive summary table as well as the rest of the SSP module has not been updated yet. This should be fixed in the upcoming week(s), please use the information provided in the guidance for the time being.

**Question:** Are sites required to forecast 10 years out? What if the data is unavailable?

**Answer:** In regards to whether sites should forecast 5 or 10 years out, the range depends on the data available at the site and how much of it is a reasonable estimate. While we prefer a 10 year projection, we understand that not all sites will be able to provide this information, and often sites have a better level of data for energy and water projections.

**Question:** What capabilities does the SSP Module have for including graphs, charts, and pictures? Will the graphs and tables be live in the SSP Module?

**Answer:** The Dashboard's OMB Scorecard, Comprehensive Scorecard, Performance Graphs, and the ability to use Dashboard generated graphs for the SSP narrative remains disabled for FY 2019. Sites are able to drag and drop graphics into their plans from an outside source. All tables, charts, and graphs imported from a non-Dashboard source must be updated offline and re-entered into the SSP Module to reflect the latest information.

**Question:** What type of graphs should be included in the SSP?

**Answer:** SPO is not prescribing the type of charts so that sites can select what best fits their data (this applies to all categories except for Procurement & Acquisition). We provided samples in the appendix as ideas for sites to select from, but they are not limited to these. SPO will add more sample graphs to the guidance for next year, particularly for water and RECs.

**Question:** If the performance graphs are disabled, then how do we get the information to calculate performance for the executive summary table and SSP narrative?

**Answer:** You can give a general directional response (e.g. increase, decrease, or constant) or use the “Create a Report” function located under the Reports menu to calculate performance. This ad hoc reporting tool will allow you to export data to an Excel file by selecting parameters such as site, data categories and fiscal year(s). For example, to calculate the Energy Intensity follow the steps below:

1. Download a Create a Report for your site’s energy use for the current FY, and the baseline FY or other FY to compare to (i.e. FY 2003, 2015, or 2017).
2. Download a Create a Report for your site’s EUI GSF for the corresponding years.
3. Sum the Goal Subject GSF and Goal Subject MMBTU for each FY.
4. Use the following formula to calculate EUI in BTU/GSF for the Current FY and baseline:

$$\frac{[\textit{Goal Subject BTU/yr} + \textit{Green Energy Purchases BTU/yr}]}{\textit{Current Goal Subject GSF}}$$

5. Once you have calculated the BTU/GSF for the current FY and whatever FY you’re using to compare, calculate the change:

$$\frac{(\textit{Baseline} - \textit{Current})}{\textit{Baseline}} \times 100 = \textit{EUI\%}$$

6. See Dashboard User Guide Section 10.4.2 for more details on calculations used in Dashboard for performance goals.

**Question:** Is there a specific font style and size we need to use for the SSP Module?

**Answer:** No, the SSP Module will offer many of the same basic functions as Word. For example, you will be able to choose your font style/size, bold/underline and highlight text.

**Question:** Can I include my list of acronyms and signature pages?

**Answer:** The option to upload an acronym list and signature pages is available in the Executive Summary category and will automatically be incorporated in the generated plan.

**Question:** Will there be a way to see the changes made by another user or track when something has been edited?

**Answer:** Yes, similar to the “Completion Status” module, there will be a “Last Updated By” field on the SSP Module that notifies you of the date of the last update and the user who made changes. Each category can only be edited by one user at a time to prevent version control issues.

**Question:** As a site with multiple locations, do we now have to create multiple SSPs?

**Answer:** No, the SSP Module was developed to allow for a site-level reporting capability for those sites with multiple locations.

**Question:** Where do we upload supplemental documents such as Water, Fleet, or Metering Plans?

**Answer:** The SSP Module has an upload capability for supporting documents to be uploaded into the Dashboard. Another place to utilize is the Site-level Policy Trackers; these pages act as a hub for all policies and plans related to any given category. These pages are particularly useful for uploading documents that do not change frequently.

**Question:** What do you want us to do with the “Add Section” capability?

**Answer:** This is a function built in to give sites the flexibility to organize the plan as they wish. It is up to the site if they wish to utilize this function. For example, a site may wish to break up their Energy Management narrative into multiple sections specific to Energy Intensity, EISA 432, and Metering; this function allows you to create a section for each. Note, there is a limit of 5 total sections, and the main narrative section will still be included in the final narrative.

**Question:** Will there be the ability to view other sites plans?

**Answer:** This capability is not built into the current design, but could be a future development pending further discussion with programs and sites.

**Question:** Where should I input information related to local/regional planning in the SSP Narrative?

**Answer:** This is up to sites to include as they deem necessary. An example of an area to touch on it is the Travel & Commute section. Sites may discuss site participation in regional transportation planning, recognition of existing community transportation infrastructure, and incorporation of such efforts into site policy and guidance documents.

**Question:** How will sites be evaluated on the SRIP targets?

**Answer:** In regards to the SRIP targets, similar to the past, sites will be assessed individually in the internal scorecards; however, programs are encouraged to use a portfolio approach to maximize performance and minimize burden. If you need assistance with setting portfolio targets, please reach out to us. Also, please note that the SRIP is awaiting final review by OMB/CEQ and so is not yet final.

### **Energy Management Questions**

**Question:** Should sites provide their EUI rather than energy usage in the SSP narrative?

**Answer:** SPO is asking for energy usage with the breakdown of goal subject and excluded. This can be shown on the same or separate graphs. If applicable, provide a separate chart by energy type for HEMSFs. Additionally, note that the energy intensity by building graph in Appendix H is focused on goal subject buildings, and it is a great way to visualize which buildings are priority for energy reductions.

**Question:** When you upload the on-site renewable data, does it replace the old data?

**Answer:** The dashboard is supposed to override the data; however, it might not be operational at this point. If you are running into issues let us know, and instead of uploading the data to the on-site renewable module, upload to the SSP module as an attachment.

**Question:** What is non-fleet vehicles and equipment (V&E)?

**Answer:** V&E is any equipment for which the fuel is not part of fleet/FAST or a building/facility. This includes generators, landscape equipment, helicopters/jets/planes, etc.

**Question:** Is hot water usage required to be metered?

**Answer:** Statute requires metering for electricity, natural gas, and steam. All other utilities are meter as appropriate and as a best practice.

**Question:** How should usage be reported for a metering system that is undergoing enhancements?

**Answer:** In the meantime, please estimate use if trying to capture usage by building. For site level usage, consider using temporary/modular meters or invoices and allocate by sq. ft. Please contact SPO if you need guidance for estimating this.

**Question:** For the metering template, what date should be entered for functioning?

**Answer:** It should be entered as operational based on the last date the meter was checked.

**Question:** What do you mean by billing allocation on the metering template?

**Answer:** Billing allocation refers to whether the metering data has been used to reverse bill or allocate cost of utilities among programs and/or buildings.

*Please note that the Dashboard's metering module is currently set-up for primary metering, not sub-metering. Thus, it is alright for sites to use their own documents rather than the Dashboard template to provide their data.*

## **Facility/FIMS Questions**

**Question:** If a building is in standby, is it ok to exclude it from the goal subject sq. ft.?

**Answer:** Generally, most buildings that are in standby should not be included in EUI sq. ft. or sustainable buildings. For EUI, the building can be excluded under the Facility Goal Category module. For sustainable buildings, select not applicable and provide estimated usage per sq. ft. under the Sustainable/Green Buildings module.

**Question:** Can you exclude facility square footage from the WUI?

**Answer:** Sites can consider excluding facility square footage from the WUI, if the asset uses energy but not water or is undergoing disposal. There are no exclusion for high water usage facilities. In facilities that use large amounts of water, should you have the information, please provide the split in your narrative (usage and associated sq. ft.) to help SPO make the case to allow for high water usage exclusions. Please note that highest WUI is relative to site usage, but we suggest focusing on buildings that are HEMSf and/or HPC.

**Question:** How should we report data for a building that was only part of the site for part of the year?

**Answer:** Exclude it from the EUI by reporting sq. ft. and associated energy as excluded. Use exclusion Part E.

**Question:** How do you want the Excluded Buildings List and Excluded Building Self-Certification Letter submitted?

**Answer:** The Excluded Buildings List and Certification Letter should be uploaded to the 'Completion Status' page on the Dashboard. A sample Certification Letter can be downloaded from the Completion Status page and the list of excluded buildings can be downloaded from the Standard Reports page. Note the two documents need to be combined into one prior to upload to the Completion Status page.

**Question:** I cannot change our data in the Facility Goal Category module?

**Answer:** Currently, sites cannot enter changes for the Facility Goal Category directly, as the edits are causing Dashboard errors. The workaround for this error is to use the upload template from the 'enter data' homepage (shown below).

**Facility Goal Category**



**Question:** How do you calculate the sq. ft. shown on the Dashboard’s scorecard?

**Answer:**

1) Goal Subject GSF = Goal Subject sq. ft. for Buildings + Goal Subject sq. ft. for Trailers

*Please note that OSF sq. ft. is not included unless the site has requested OSF to count.*

2) Excluded GSF = Excluded sq. ft. for Buildings + Excluded sq. ft. for Trailers - sq. ft. for Fully Serviced Leases

*Please note that Partial Lease sq. ft. is included in the Excluded GSF.*

3) If you add this Excluded GSF to the Goal Subject GSF you will get the Total GSF.

**Question:** The goal subject sq. ft. in the Dashboard does not match FIMS, how do we rectify this?

**Answer:** The only information captured in FIMS is Gross/Rentable sq. ft (GSF), while goal subject, excluded, and non-energy consuming sq. ft. are captured in the Dashboard. Below is an explanation of the data flow and how to review the data in the Dashboard.

1. SPO downloads select FIMS data fields and uploads it to the Dashboard manually. The information SPO uploads from FIMS is under “Facility Information” and includes GSF. FIMS does not collect goal or excluded sq. ft.; these are fields in the Dashboard that need to be updated if the GSF has changed.
2. While the GSF will be updated if there has been any changes in FIMS (only after the FIMS upload), the split of the GSF in the adjacent columns will continue to show historical data until it has been manually updated by the site user or SPO.

The screenshot shows the 'Facility Goal Category' dashboard. It includes a search bar for Property Name and ID, and filters for PSO (D-Program), Site (Demo Site), Site # (105), Fiscal Year (2019), Property Type, Ownership, and Outgrant Indicator. A 'Download FIMS Building Report' button is present. Below the filters, there are checkboxes for 'Facility Information', 'Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal', 'EISA §432 Status', and 'Net Zero Plans'. A table is displayed with columns for Property Name, Property ID, Real Property Unique ID, Property Type, Ownership, Outgrant Indicator, Gross/Rentable SqFt, Goal Subject SqFt, Excluded SqFt, Non-Energy Consuming SqFt, and Non-Water Consuming SqFt. The 'Gross/Rentable SqFt' column is highlighted in red.

3. When summed, the categories highlighted on the right hand-side (Goal Subject, Excluded, and Non-Energy Consuming sq. ft.) should equal the GSF. If these are not equivalent, then the site user must manually adjust the Goal Subject, Excluded, and Non-Energy Consuming sq. ft.
4. As a resource, sites can download the “Download FIMS Building Report” to view what buildings have been deleted, changed, or remain unchanged in FIMS from the previous year.

## **Sustainable Building Questions**

**Question:** In the Sustainable/Green Buildings data upload template, do we only copy over buildings that have changes?

**Answer:** Yes, under the current tab, only copy the rows for buildings that have changes/updates. Please note that the name will change from ‘Green Buildings’ to ‘Sustainable Buildings’, once our team has developers for the Dashboard.

**Question:** How should sites handle evaluating buildings for GP compliance?

**Answer:** With so many design requirements and the ability to take credit for compliance regardless of sq. ft., we have decided that sites should focus on buildings with the greatest cost efficiency gains from meeting the [Guiding Principles](#) (GPs) instead of a GSF threshold.

**Question:** For the Sustainable/Green Buildings module, where is the FRPP status coming from?

**Answer:** The FRPP Status in the Dashboard is generated based on entry in other fields in the Sustainable/Green Building module. In FIMS, the equivalent sustainability field has a drop-down selection that is consistent with the FRPP Status field in the Dashboard. FRPP status is not pulled from FIMS into the Dashboard. The goal is to have the Dashboard communicate with FIMS to ensure consistency and accuracy in both systems. Furthermore, FIMS remains the official place of record for reporting FRPP status on the sustainable building.

**Question:** Is the green building’s net-zero section within SSP executive summary table required?

**Answer:** This section is optional.

## **New Buildings Questions**

**Question:** What information should sites provide for new buildings?

**Answer:** Sites should provide design information on new buildings for the following areas:

- EISA §438 Stormwater compliance
- Guiding Principles
- ANSI/ASHRAE/IESNA Standards 90.1

*If you are not meeting these or the information is not available, please specify “No” or “N/A”, rather than leaving the response blank.*

## **EISA §432 Questions**

**Question:** How do we report on Portfolio Manager benchmarking data?

**Answer:** There are two methods for reporting Portfolio Manager benchmarking. The first method, is releasing the data from a site’s Portfolio Manager account to the Compliance

Tracking System (CTS). The second method, is for sites to share their facilities in Portfolio Manager with the SPO (USDOESPO).

**Question:** How do we upload our Portfolio Manager benchmarking data in to the Dashboard?

**Answer:** At the moment the capability for site to upload their benchmarking data to the Dashboard is disabled. Once the capability is enabled, instructions will be provided.

**Question:** Can you explain the field “Retro/Re-commissioning Assessment” field in EISA S432 Evaluations?

**Answer:** Retro/Re-commissioning is a part of each covered facility’s comprehensive evaluation and needs to be completed and reported on the EISA Evaluations module.

**Question:** With continued issues in the ECM module how should we provide updates on previously submitted data?

**Answer:** Previously submitted templates have been shared with Programs for distribution. If you have not received the template, please contact your program lead.

**Question:** What are some reasons why the ECM template will not upload?

**Answer:** When updating your ECM information, be sure to review the instructions provided at the top-left of the template. Some columns are required in order to successfully upload the template and will cause an error if left blank.

The following are **required** fields commonly omitted in the template:

- Estimated savings for **fuel, water, and costs**
- “Date Funding Accepted”
- Estimated costs
- Site measure number
- Site number
- Actual Funding Source
- Actual Operational Year

If there is no data to be reported, please enter “0” when appropriate.

### **Waste Management Questions**

**Question:** How should sites report C&D waste?

**Answer:** Sites should continue to report both MSW and C&D waste as before. However, the calculation is flipped with the focus on amount generated rather than diverted.

**Question:** As C&D is no longer a goal, where does the requirement for C&D reside?

**Answer:** C&D is still a goal, just without a target. RCRA states that we should reduce waste, both hazardous and non-hazardous. Considering the work DOE does, it is not a stretch that most of the C&D would contain hazardous waste. Please leverage the law to continue with efforts, but if a target is needed recommend keeping the 50% goal from before.

**Question:** As a smaller, remote site, what are my options for a certified recycler?

**Answer:** The Dashboard provides a list of these certified recyclers. One opportunity is to utilize [USPS's BlueEarth Federal Recycling Program](#). This program is free and optimal for recycling small quantities of electronics, and is a federally recognized certified recycler. DOE sites, employees and contractors sites can submit the form at [fedrecycling.com](http://fedrecycling.com).

## **Procurement & Acquisition Questions**

**Question:** What are the statutory mandates for sustainable acquisition?

**Answer:** Agencies must give purchasing preference to products that:

- Meet minimum requirements for recycled content as identified by the Environmental Protection Agency's (EPA) Comprehensive Procurement Guideline Program (42 U.S.C. § 6962);
- Are designated as biobased or BioPreferred by the U.S. Department of Agriculture (USDA) (7 U.S.C. § 8102);
- Are certified by ENERGY STAR or designated by the Federal Energy Management Program (FEMP) as energy efficient products (42 U.S.C. § 8259b, 10 CFR part 436, subpart C); and
- Maximize substitution of alternatives to ozone-depleting substances, identified under EPA's Significant New Alternatives Policy program (42 U.S.C. § 7671K and 7671L).

**Question:** How do contractors report biobased products if they don't have access to sam.gov?

**Answer:** Submit your report to your Contracting Officer in the format of their choosing.

**Question:** For FY19, are we to look at all contract actions during the fiscal year?

**Answer:** Yes – M&Os should have accounting systems in place that track contract actions, contract clauses, and dollars. However, if a site does not have a system in place, SPO or AU-21 can work with you on a case by case basis.

**Question:** How are 'contracts' defined?

**Answer:** Office of Management and Budget's definition of contracts:

- New contracts, including blanket purchase agreements
- Solicitations for new contracts
- Modifications to existing contracts to add sustainable acquisition requirements

- Task orders under existing multi-year contracts
- Indefinite Delivery Indefinite Quantity (IDIQ)
- Multiple Award Contracts
- Multiple Award Schedules

*Exceptions to requirements can be made based on Cost, Availability, and Performance.*

**Question:** How are contract ‘actions’ defined?

**Answer:** Per FAR 23.101 – “Contract action means any oral or written action that results in the purchase, rent, or lease of supplies or equipment, services, or construction using appropriated dollars, including purchases below the micro-purchase threshold.”

**Question:** Do we complete the Sustainable Acquisition Progress table for the FAR or DEAR clauses?

**Answer:** Depending on whether FAR or DEAR clauses are specified in your contracts will determine which table to complete. However, if your contracts include both FAR and DEAR clauses, please utilize the table for FAR clauses as this provides a breakdown of the categories. Regardless of which table is utilized, sites should specify the number of contract actions for biobased product purchases in FY 2019 and estimate the purchases for FY 2020.

**Question:** What should be reported for biobased product purchases in the SSP?

**Answer:** Sites should report the number of contract actions from all contracts (i.e. Federal, M&O contracts) for FY 2019 and provide an estimate for FY 2020, as this will assist SPO with setting targets, which is required by OMB and CEQ.

**Question:** What are the requirements for biobased-only?

**Answer:** Please note that DOE is awaiting a definition of biobased-only contracts from the USDA. In the meanwhile, what we verbally understand from USDA is reporting on biobased-only contracts means the following:

- Contracts over the simplified acquisition threshold of \$250,000 have at least one designated biobased product required in the contract to contain the USDA specified amount of biobased content. Those contracts should also have all the other sustainable acquisition requirements from the FAR clauses as well.

**Question:** What are the FAR requirements for sustainable acquisition?

**Answer:** Each sustainable acquisition requirement is specified below with their respective FAR requirements:

- Recycled content: FAR 23.4 & 52.223
- Biobased content: FAR 23.4 & 52.223-2
- ENERGY STAR/FEMP-Designated: FAR 23.2
- Alternatives to ozone-depleting: FAR 23.8 & 52.223-11
- Electronic stewardship: FAR 23.704

- Water efficient: FAR 23.2

Category	Definition from FPDS* Sustainability Report	Alignment with DEAR Clauses
Recycled	"FAR 52.223-4" + "FAR 52.223.4 & FAR 52.223-9"	DEAR 970.5223-7
Energy Efficient	"Energy Efficient"	DEAR 970.5223-7
Biobased	"Biobased"	DEAR 970.5223-7
Multi-Statutory	"FAR 52.223-4 & Energy Efficient" + "FAR 52.223-4 & Biobased" + "FAR 52.223-4 & Biobased & Energy Efficient"	DEAR 970.5223-7
Environmentally Preferable	"Environmentally Preferable"	DEAR 970.5223-7
Statutory+	"FAR 52.223-4 & Environmentally Preferable" + "FAR 52.223-4 & Biobased & Environmentally Preferable" + "FAR 52.223-4 & Biobased & Energy Efficient & Environmentally Preferable"	DEAR 970.5223-7

*Please Note: The FAR is currently being revised and updated.*

Visit the following website for more information on FAR 23:

<https://www.acquisition.gov/content/part-23-environment-energy-and-water-efficiency-renewable-energy-technologies-occupational>

**Question:** What is an Environmentally Preferable (EPP) product?

**Answer:** While there is not a designated list of Environmentally Preferable (EPP) products it often includes:

- EPEAT-registered products;
- Less Toxic/Hazardous products and materials
- Green meeting and conference services

**Question:** How do you define multi-statutory and statutory+?

**Answer:** Definitions are below:

- Multi-statutory contracts specify all of the following: FAR clauses pertaining to biobased, energy efficient (ENERGY STAR), non-ozone depleting, and recycled content requirements.
- Statutory+ is similar to multi-statutory, but instead of multiple statutory requirements it will include one or more statutory plus the EPP.

**Question:** What is the federal micro-purchasing threshold?

**Answer:** The federal micro-purchase threshold has increased to \$10,000, and it pertains to designated products. See FAR Section 23 for details:

<https://www.acquisition.gov/content/part-23-environment-energy-and-water-efficiency-renewable-energy-technologies-occupational-safety-and-drug-free-workplace>

*Please note that FAR 23.400 for Biobased and Recycled Requirements, the micro-purchase level of \$10K applies to annual aggregate purchases of designated products.*

Visit the Fiscal Year 2019 DOE Acquisition Guide for more information:

[https://www.energy.gov/sites/prod/files/2019/01/f58/FY19%20Acquisition%20Guide\\_FY2019\\_v2.pdf](https://www.energy.gov/sites/prod/files/2019/01/f58/FY19%20Acquisition%20Guide_FY2019_v2.pdf)

**Question:** What is the Federal simplified acquisition threshold?

**Answer:** The Federal simplified acquisition threshold (formerly known as the Federal small purchase threshold) has increased to \$250,000.

*Please note that FAR 23.202 “extends to all acquisitions, including those below the simplified acquisition threshold and those at or below the micro-purchase threshold (including those made with a Government purchase card).”*

**Question:** Are contract modifications or changes to be included?

**Answer:** If it triggers a new contract action, then yes. For example, the contract is modified to include biobased materials.

**Question:** What do you do if a contract action has no opportunity for any sustainable acquisition? Example: Contract action to purchase pressure pipe only, the item being purchased is not designated on any list.

**Answer:** If there are no opportunities, then do not include the sustainability clause. However, to comply with the executive order’s implementing instructions, sites must look for sustainability opportunities in all purchases (i.e. sustainable alternative to PVC pipes). For the Sustainable Acquisition Progress Table, consider providing the percent of contracts with opportunity for sustainable acquisition. Sites can edit the table or add this to the description in the narrative below the table.

**Question:** On contract dollars, say you have a \$1 million contract, in the contract there are only 2 items on the lists of designated items, only \$1,000.00 of these two items will most likely be purchased. What dollar amount should be used in the table?

**Answer:** \$1 million because agencies are not being asked to break down the purchases. Additionally, we have included an example of how to complete the Sustainable Acquisition table in Appendix G of the guidance.

*Please note that FedCenter.gov’s [Priority Products list](#) and GreenBuy Guidance on the [DOE Sustainable Acquisition’s website](#) are great resources for more information on ecolabels.*

## **Fleet Management Questions**

**Question:** As the FAST data will most likely not be available in time for the SSP submission, how should sites complete this section?

**Answer:** Sites should provide qualitative descriptions, strategies, and plans for improving fleet management. Additionally, the reporting fiscal year's fleet section of the executive summary table has been greyed out.

**Question:** In the fleet narrative section, is it appropriate to identify what we are interested in pursuing in the future and the associated limitations?

**Answer:** Yes, please highlight what you would like to do, your limitations in achieving those goals, and where you realistically see your site's performance trending in the fleet management area.

**Question:** Is the Fleet Management Plan still a required document for submission with the SSP? If so, where should we include it?

**Answer:** Sites should upload the Fleet Management Plans to either the site-level policy tracker in the Vehicles & Equipment data entry section or add as a supporting document in the SSP module. The SPO anticipates that sites will review this section annually and update as needed.

## **Electronics Stewardship Questions**

**Question:** If we lease electronics, do they need to meet EPEAT requirements?

**Answer:** Yes, FAR 23 requires the purchase and lease of EPEAT registered electronics under both the sustainable acquisition and electronics stewardship goals. These should all be reported in the Dashboard.

**Question:** For Electronics Acquisition, are sites required to track servers and cell phones?

**Answer:** Yes, mobile phones are required as of FY 2018 and servers are required as of FY 2019.

**Question:** Will the new data fields on mobile phones impact our EPEAT performance?

**Answer:** Yes mobile phones will impact EPEAT performance.

**Question:** Should we continue to track duplex printing?

**Answer:** Yes, we will continue to track duplex printing. Also be sure you have print management policies and practices in place consistent with GSA FMR Bulletin B-37, *Federal Print Management Practice*.

## **Resilience Questions**

**Question:** For the Resilience category, do you want responses in the narrative or in the questionnaire?

**Answer:** Please include responses in the narrative section, as it has been thoroughly reviewed and revised. If an assessment has been conducted within 5 years, sites are only required to provide an update in the dashboard if any changes are made to the plan.

## **Training & Education Questions**

**Question:** What should be reported in the Training & Education Dashboard module?

**Answer:** Training & Education includes organized instructions such as conferences, workshops, seminars, or courses. The cost includes both the training and associated costs (i.e. travel).

## **Greenhouse Gas (GHG) Questions**

**Question:** There is no longer a category for GHG emissions. Where do we input the narrative portion for this?

**Answer:** Because GHG emissions are based on multiple categories, SPO streamlined the approach to allow sites to touch on their given GHG emissions as they relate to each category.

**Question:** In the past, scorecards showed the breakdown of GHG scope 1, 2, & 3 emissions. How do we generate those calculations without access to the Scorecards?

### **Answer #1: Scope 1 & 2 GHG Emissions**

1. Download the following reports for the current FY and baseline (FY 2008) from the Create a Report for your site:
  - a. Energy
  - b. Fugitives & Refrigerants
  - c. Fleet Fuel
  - d. Non-fleet V&E Fuel
  - e. On-site MSW
  - f. On-site WWT
  - g. Purchased Renewables
2. Sum the column “GHG” in each spreadsheet.
  - a. For Purchased Renewables, sum “GHG Avoided based on Electric” column for RECs only and subtract for credit.
  - b. If your site utilizes biomass as a RE, this is counted towards your GHG emissions. All other RE is considered at zero emissions and does not count in calculating GHG emissions.

$$\frac{[\text{Current Scope 1 \& 2 GHG/Yr} - \text{FY 2008 Scope 1 \& 2 GHG/Yr}]}{\text{FY 2008 Scope 1 \& 2 GHG/Yr}}$$

### **Answer #2: Scope 3 Emissions**

1. Download the following reports for the current FY and baseline (FY 2008) from the Create a Report for your site:
  - a. Energy – T&D Losses
  - b. Air Travel
  - c. Ground Travel
  - d. Commute
  - e. Off-site MSW
  - f. Contracted WWT
2. Sum the column “GHG” for all categories except Energy (T&D calculation explained below).
3. To calculate your T&D Loss GHG Emissions:

$$\frac{6.18\%}{(1 - 6.18\%)} \times \text{Grid Electricity GHG}$$

4. After you sum your current FY and baseline year, use the following formula:

$$\frac{[\text{Current Scope 3 GHG/Yr} - \text{FY 2008 Scope 3 GHG/Yr}]}{\text{FY 2008 Scope 3 GHG/Yr}}$$