FISCAL YEAR 2024 SITE SUSTAINABILITY PLAN INSTRUCTIONS

September 2023

U.S. Department of Energy
Sustainability Performance Office

Contents

Message from the Director, Office of Sustainability Performance

Dear Sustainability Community,

I want to thank you for your work towards meeting Federal sustainability requirements as well your efforts to develop the Site Sustainability Plans (SSPs).

As the Department's sustainability community, we are responsible for improving the performance and efficiency of energy, water, waste, fleet, procurement, and other sustainability areas at DOE. We strive to increase resilience and adapt to the changing climate through on-site renewable energy production, reduction of energy and water use, implementation of the Guiding Principles for Sustainable Federal Buildings, and a variety of other measures that help ensure that DOE continues to sustain our science, energy, defense, and cleanup missions. We are at a pivotal point where all our personnel, from facility managers, operations managers, research scientists, energy managers, and everyone in between, must fully embrace sustainability for our sites to positively address the climate and energy challenges we face today. The rapidly changing climate poses risks to the Nation, federal operations, and property that supports the Department's essential work. Your work is crucial to increase the resilience and reliability of the Department's facilities and infrastructure, enhance livability for the scientists and workers, improve performance for the taxpayer, and support the communities in which we live and work.

To better focus our efforts on supporting DOE's sustainability and climate initiatives, the Sustainability Performance Division has been elevated and expanded to become the Sustainability Performance Office (SPO), a stand-alone organization within the Office of Management.

SPO seeks to assist programs to sustain their missions and free up resources by reducing waste, avoiding excess expenditures, maximizing productivity, and improving the efficiency of facilities and processes. We believe that by focusing on mission needs, we can help the Department not only meet, but exceed, its sustainability goals, and lead the way among agencies in addressing Federal statutory and regulatory requirements. The FY 2024 SSP Instructions aim to minimize and streamline reporting, while simultaneously addressing Federal requirements including goals set by Executive Order's (E.O) 14008, *Tackling the Climate Crisis at Home and Abroad*, and 14057, *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability* to achieve*:*
- 100 percent carbon pollution-free electricity use by 2030, including 50 percent on a 24/7 basis.
- 100 percent acquisition of zero-emission vehicle by 2035, including 100 percent light-duty ZEV acquisition by 2027.
- A net-zero emissions building portfolio by 2045, including a 50 percent emissions reduction by 2032.
- Net-zero emissions from Federal procurement by 2050.
- Climate resilient infrastructure and operations.
- Equity and environmental justice.

Thank you again for your hard work and I look forward to a continued successful partnership in meeting the Department's sustainability and climate goals. As we move forward, please share ideas on how we can best assist you and your sites.

Craig Zamuda
Director, Sustainability Performance Office
U.S. Department of Energy

Introduction

This document provides instructions for DOE sites to complete their FY 2024 Site Sustainability Plans (SSPs). As required by DOE Order [436.1A](#), *Departmental Sustainability,* each site must develop and commit to implementing an annual SSP that identifies its contributions toward meeting the Department's sustainability goals. SSPs will provide an overview of results, discuss plans, and highlight successes and challenges of site sustainability and climate mitigation and adaptation efforts. The FY 2024 SSP has an increased focus on efforts related to achieving carbon pollution-free electricity (CFE), net-zero emission buildings (NZEB), zero-emission vehicles (ZEV) requirements and climate resilient operations of E.O. 14057. **The narrative requirements for *Waste, Sustainable Buildings, Indirect Emissions,* and *Electronic Stewardship & Data Centers* sections have been cut from these instructions to streamline reporting. Sites must still to submit data for these categories by the November 17th reporting deadline. Inclusion of a narrative for these categories within SSP section of the Dashboard is not required.**

The Dashboard collects both the data and narrative necessary to complete the SSP and report DOE's progress on sustainability requirements. The *Site Sustainability Plan Instructions* serve as a resource for reporting data and developing the SSP narrative. This document is reviewed and revised annually to reflect updated requirements, executive orders, reporting process improvements, and to reduce ad-hoc data calls. Each year sites can start entering data into the Dashboard as early as February. Sites are encouraged to submit data quarterly. Sites should ensure consistency between the narrative, reported Dashboard data, and other major documents and initiatives. This includes publications and data reported in other systems, such as the Federal Automotive Statistical Tool (FAST), Facilities Information Management System (FIMS), Annual Site Environmental Reports, Federal Procurement Data System (FPDS), and budget reports.

To submit the FY 2024 SSP, sites will use the SSP narrative module in the Dashboard and approve their plan via the Dashboard's completion process. **Direct entry into the Dashboard is required.** If you wish to enhance the format of the SSP, please enter information in the Dashboard's SSP module, then download the report and make any necessary formatting changes. Sites can then upload this new version as a Word or PDF file with supporting documents to the Executive Summary category of the SSP module. The sustainability data is due **November 17, 2023,** and the SSP narrative is due **December 1, 2023**. To ensure the accuracy of DOE's sustainability data, a second-party Verification Team (VT) is assembled to annually audit the data. The sites selected to participate in this year's data verification process were notified in **July 2023**.

SPO will host training sessions and weekly Open Line Help Calls to answer questions on the sustainability reporting process. A schedule with call-in information is available on the Dashboard's Reporting Schedule page. Additionally, Dashboard training tutorials as well as other resources to aid in reporting can be found on the Dashboard's Supporting Resources page.

Data provided in the SSP and other reports may be subject to disclosure under the Freedom of Information Act. In addition, with concurrence from Program Offices, active projects and success stories may be selected for inclusion in the Department's reports, plans, newsletters, and other documents.

Please contact the Sustainability Performance Office at sustainability@hq.doe.gov with any questions.

Major Changes & Important Reminders

A summary of major changes to this year's reporting as compared to last year.

Area	Changes & Reminders

Energy Management	• The Dashboard's Facility Metering Status module was revamped in early 2023. Going forward, sites will enter any meter updates directly within the Dashboard by the November 17th reporting deadline.
	• To support CFE tracking efforts, utility provider, balancing authority, grid mix and other fields are being added to the Dashboard's Energy module to report on a utility provider's energy source mix. SPO expects these enhancements to be live on the Dashboard in October. These fields are intended to calculate site CFE progress and standard reports will be created to help track CFE and renewable energy progress to minimize data calls.
	• Site electrification progress fields have been added to the Dashboard. It is important for sites to complete information in these sections by the November 17th reporting deadline to establish a building electrification baseline:
	    ○ Building energy source fields have been added to the Dashboard's Metering Status and Facility Goal Category to identify buildings with Scope 1 energy sources.
	    ○ Electrification goals columns have been added to the Facility Goal Category page to identify a site's priority for electrifying applicable buildings.
	• Within the Energy Management section of SSP, include a subsection with a focus on NZEB.
	    ○ Three fillable tables have been added to the SSP narrative section for sites to list construction of new electric facilities, electrify existing facilities, and identify deep energy retrofits.

Water Management	• Site Water Assessments are now due by March 29, 2024. SPO will develop additional resources and host open help calls to assist sites in developing their assessments.
Fleet Management	• Within the Fleet narrative section of the SSP, include a ZEV subsection.
Clean & Renewable Energy	• Within the Clean & Renewable Energy section of the SSP, include a CFE subsection.
Investments: Improvement Measures, Workforce, & Community	• A table has been added to the Investments: Improvement Measures, Workforce, & Community SSP section to list progress in implementing life cycle cost effective ECMs accomplished via performance contract.
Adaption & Resilience	• Ensure that resilience solutions identified in site VARPs are captured in the Dashboard's Resilience Solution Tracking module by the November 17th reporting deadline.

Area	Changes & Reminders
Waste, Sustainable Buildings, Indirect Emissions, and Electronic Stewardship & Data Centers	• These sections have been cut from these instructions to streamline reporting. Sites must still to submit data for these categories by the November 17th reporting deadline. Inclusion of a narrative for these categories within SSP section of the Dashboard is not required.

SSP Narrative Instructions

The SSP is comprised of two components: narrative and data. This instruction document outlines the requirements for the narrative. Each SSP category is broken down into two sections – current performance and plans & projected performance. **Please note that the narrative requirements for *Waste, Sustainable Buildings, Indirect Emissions,* and *Electronic Stewardship & Data Centers* sections have been cut from these instructions to streamline reporting. Sites must still to submit data for these categories by the November 17th reporting deadline. Inclusion of a narrative for these categories within SSP section of the Dashboard is not required.**

Under Current Performance *(Briefly answer the category specific bullets and the below content):*
- When answering each category specific bullet include major initiatives, projects, or changes to missions or facilities in FY 2023 that impact performance in each category. Include relevant savings (e.g., energy savings, water savings, waste reduction, cost savings), cost of implementation, challenges, obstacles, solutions, and lessons learned.

Under Plans and Projected Performance *(Recommended length 3-5 sentences)*:
- Address major planned activities (e.g., mission changes, projects, new construction, major renovation, deactivation and decommissioning, procurement strategies, and policy and procedures updates) and expected impact. Quantify when possible.
- Discuss challenges and obstacles, include possible solutions and requests & needs for technical assistance. If a goal area has a high or medium risk of non-attainment, as assigned in the executive summary table, describe the rationale by type of risk(s).

Executive Summary

The executive summary should be a concise paragraph. Briefly discuss successes, and challenges - including investments that improve mission performance and result in significant efficiency and sustainability gains. Also include a brief high-level description of how the site leverages their Environmental Management System (EMS) as a management framework to help programs meet site sustainability goals.

In addition to the executive summary narrative, there is an optional executive summary table in the Dashboard's SSP Executive Summary category where sites can highlight progress and challenges towards meeting goals.

Energy Management

Describe efforts to reduce energy intensity & non-fleet fuel use and increase electrified buildings. Sites should also include their approach to building a NZEB portfolio, metering and benchmarking efforts, conducting energy evaluations, and implementing an energy management system. Address the following key topic areas:
- For sites with High-Energy Mission-Specific Facilities (HEMSFs) highlight the facilities' impacts on sustainability metrics.

- Initiatives, projects, or actions that impact energy use and/or efficiency – **describe separately for goal subject and excluded assets**. If the building is excluded from the energy use intensity goal, complete the Excluded Buildings Self-Certification in the Dashboard's Completion Status module.
- Efforts to reduce and electrify non-fleet vehicles and equipment (V&E)[1] not captured by FAST.
- Include a NZEB subsection highlighting current and projected performance. Address the following topics:
  - Use the SSP table to identify any planned new buildings until FY 2030 that will be designed to run solely on electricity (list by individual building). Add more rows to the table as needed.

Anticipated Building Name or Descriptor	Estimated Building Gross Square Footage	Actual/Anticipated Construction Completion Year

  - Use the SSP narrative table to identify all building electrification projects planned until FY 2030 (listed by individual building). Electrification retrofit projects involve converting building systems that directly use fossil fuels to systems that use electricity. Examples include converting a fuel oil boiler for heating to an electric heat pump or converting a cafeteria's natural gas burning cooking equipment to all electric appliances. Only identify buildings that will be completely converted to electric (don't list projects that will only electrify part of a building). Add more rows to the table as needed.

Building FIMS Real Property Unique ID (RPUID)	Building Name	Building Gross Square Footage	Planned Electrification Completion Year

  - Use the SSP narrative table to identify all building Deep Energy Retrofits[2] planned until FY 2030. These projects typically involve retrofits to multiple building systems to achieve such significant reductions. Examples include upgrades to entire HVAC systems, building automation systems, and lighting systems. Add more rows to the table as needed.

Building FIMS Real Property Unique ID (RPUID)	Building Name	Building Gross Square Footage	Planned Deep Energy Retrofit Completion Year

Water Management

Briefly describe initiatives to reduce potable and non-potable water consumption, comply with stormwater management requirements, and improve water efficiency. In addition, summarize any obstacles related to the implementation of conservation strategies or the collection of water consumption data. Address the following key topic areas:

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[1] Non-fleet V&E consist of motorcycles, non-highway vehicles, planes, boats, and equipment (e.g., forklifts, generators, lawnmowers, and leaf blowers).

[2] Deep Energy Retrofits are projects that will reduce a building's energy consumption by at least 40 percent or more.

- Initiatives, projects, or actions that impact water use and/or conservation. Quantify where possible.
- Water management procedures, including:
    - Use of alternative water[3] to offset the use of fresh surface and groundwater sources.
    - Evaluations and conservation measures, metering and benchmarking, optimization of systems, and operations and maintenance practices.
    - Landscape management practices to reduce stormwater runoff and minimize water use.
- If applicable, summarize non-potable freshwater used for industrial, landscaping, and agricultural (ILA) purposes and specify the water supply source.

Fleet Management

Briefly describe your site's approach for transitioning to 100 percent acquisition of light duty vehicles to ZEVs by 2027, fleet optimization, petroleum use reduction, alternative fuel use increase, and the transition to a ZEV fleet. Address the following key topic areas:
- Describe your site's performance towards the above goals. Include the anticipated emissions impact.
- Provide updates to your sites current mission requirements, and mission/organizational changes that will impact fleet, vehicle use policies and procedures, implementation of vehicle allocation methodology (VAM) findings, and vehicle utilization criteria.
- Describe home-to-work policies including ZEV use (i.e., is charging infrastructure provided).
- Describe the deployment of telematics.
- Describe your site's fleet management information system (FMIS):
    - Are you using a commercially off-the-shelf FMIS or personal property management system, an in-house developed system, or GSA's Vehicle Inventory Management System?

Include a ZEV subsection that addresses the key topics below. Include current and projected performance:
- Summarize your site's annual ZEV and electric vehicle supply equipment (EVSE) plans:
    - Project fleet inventory progress and anticipated future performance. Include needs beyond FAST.
    - Opportunities to install necessary charging infrastructure, including metering to separate usage, resilience solutions, and off-peak charging.
    - Address planned or active workplace charging for personal vehicles, government owned vehicles, and contractor-operated vehicles.
- Discuss site-specific challenges to implementation and deployment of ZEVs and/or EVSE.
- Describe the tools (e.g., ZEV Ready, ZPAC, Tiger Team, EVSA, etc.) you have utilized to improve EVSE and ZEV deployment.

Clean & Renewable Energy

Describe efforts to utilize CFE addressing the key topics below. This subsection should be broken down into current and projected performance:
- Efforts to increase use of CFE through grid CFE purchases, on-site CFE generation & storage options, and/or purchased energy attribute certificates (EACs)[4] or procurement options from utility suppliers (e.g., green tariffs).

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[3] Alternative water includes gray water, harvested rainwater, reclaimed water, process discharge water.
[4] Existing renewable energy purchase contracts and on-site generation systems count towards CFE up to 7.5 percent at the agency level. New contracts are subject to the parameters of place in service on or after October 1, 2021, delivery to the same balancing authority, and produce CFE.

- Plans for measuring and tracking CFE consumption and supply to achieve 100 percent CFE by 2030, including 50 percent on a 24/7 basis.
- Please copy and paste a table into the SSP section that includes expected annual Grid-Supplied CFE[5], Onsite CFE, Purchased CFE, and Legacy CFE from EPACT 7.5% (in MWh) for FY24 – FY30. Expected annual total electricity use (in MWh) for FY24 – FY30. See the sample table below: Note that both Excel tables and screenshots can be pasted into the SSP narrative text box.

	Metric	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
1	Total annual CFE (a+b+c+d)								
a	Grid-supplied CFE								
b	Onsite CFE								
c	Purchased CFE								
d	Legacy CFE from EPAct 7.5% cap								
2	Total annual electricity usage								

- Special procurement contract agreements, such as conventional hydro-specific agreements.
- Government-wide coordination efforts to increase CFE use, including DOE's Tribal preference policy.
- Projected performance, and relative increase or decrease of net electricity use and supply of CFE.

Acquisition & Procurement

Briefly describe the incorporation of all relevant sustainable acquisition clauses and recent sustainable purchases. Address the following key topic area:
- Efforts to maximize sustainable acquisition of products (see Sustainable Acquisition for info on DOE's Priority Products List and the Federal Acquisition Regulation)

For data reporting, if your site has access to the Federal Procurement Data System – Next Generation (FPDS) and System for Award Management please use these systems. If you do not have access to FPDS or SAM, or the data is inaccurate, please complete the Sustainable Acquisition Contracts and/or Biobased Product Purchases workbooks, as appropriate (see the FAQ on each workbook for more information). If the data in these systems is inaccurate, contact HQProcurementSystems@hq.doe.gov to correct the data for future reporting.

If utilizing the workbook(s) for supplementary reporting, please upload the completed workbook(s) to the Acquisition & Procurement section of the Dashboard's SSP module as a supporting document. Only one Sustainable Acquisition Contracts Workbook and one Biobased Product Purchases Workbook should be uploaded per site. Note, the Biobased Product Purchases Workbook is due by **October 20, 2023,** and the Sustainable Acquisition Contracts Workbook is due by **November 17, 2023**.

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[5] CEQ estimates a 2.4% greening of the grid per year.

Investments: Improvement Measures, Workforce, & Community

Briefly describe efforts to implement energy conservation measures (ECMs) through appropriations, performance contracts, or other funding mechanisms. Additionally, discuss investment efforts to enhance workforce capabilities and support environmental & energy justice efforts in the site's community. For investment in ECMs, highlight implemented measures, future funding needs, and typical operation costs for meeting sustainability goals. If actively pursuing a performance contract, report status on the Dashboard. Address the following key topic areas:

- Describe efforts to implement all life cycle cost effective ECMs.6 via performance contract7. Fill out the SSP table in your plan to identify all anticipated performance contracts and add more rows as needed.

Performance Contract Type	Expected Award Date	Expected Award Value ($)	Expected GHG Reduction (MTCO2e)

- o Describe efforts to insert life cycle cost effective ECMs you plan to accomplish via direct or indirect funding into the budget process.
- If a performance contract is actively being pursued, provide the contract vehicle under consideration, potential investment value, cost savings for both energy and water, types of ECMs covered, and status along with timeline for award.
- Approved FY appropriations, direct, and indirect obligations for ECMs, including facility surveys/evaluations. These are obligations for energy and/or water efficiency incurred from appropriated funds, revolving fund accounts including saving reinvestment programs or other accounts. This data is updated annually in the FEMP Annual Energy Management Workbook and the OMB Scorecard. If you are unable to provide this information, please explain.

For investment in your site's workforce and community, address the following key topic areas:

- Actions taken to incorporate and/or expand environmental justice into operations, planning, decision making, and procurement activities.
- Describe efforts to improve climate literacy across the workforce and describe your site's internal climate literacy training efforts. If your site does not have its own internal training, describe the distribution of SPO's Climate Change 101 (CLI101) course available on Learning Nucleus. Include barriers to distribution and if CLI101 is hosted on a Learning Management System other than Learning Nucleus, include how many people have taken the training.

Fugitives & Refrigerants

Briefly discuss efforts to reduce GHGs from fugitive emissions and refrigerants. Address the key topic areas:

- Inventory management, monitoring and control techniques, capture systems and storage equipment, leak detection and repair, and preventive maintenance programs to minimize releases.
- The use of non-toxic or less-toxic alternative chemicals and processes while minimizing the acquisition of hazardous chemicals and materials (e.g., ozone-depleting substances and fluorinated gases).
- Challenges reducing GHG emissions at high energy mission specific facilities (HEMSF).
- Description of substitution and phasedown efforts (e.g., sulfur hexafluoride (SF6), hydrofluorocarbons (HFC)). Include SF6 and HFC material substitution and usage reduction efforts:

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[6] Note, EAct 2020 amends 42 USC 8253 (f) by requiring agencies to use performance contracts to address at least 50 percent of ECMs identified through energy and water evaluations within two years of identifying those ECMs.

[7] Performance Contracts include Energy Saving Performance Contract (ESPCs), Utility Energy Service Contracts (UESCs), or Power Purchase Agreements (PPAs).

- o Response to HFC Phasedown for continued HFC procurement.
- o HFC alternatives including materials researched, considered, and implemented.
- o Lessons learned and best management practices for substituting and reducing HFC.

Adaptation & Resilience

Briefly describe efforts to increase site adaptation and resilience to address the impacts of climate change. Address the following key topic areas:

- Provide an update on the implementation of resilience solutions reported in your site's Vulnerability Assessment and Resilience Plan (VARP) and the Dashboard module. Also describe the anticipated effectiveness of measures. Update the Dashboard's *Resilience Solutions Tracking* module accordingly.
- Provide an update on the cost of implementing your site's resilience solutions, including budget coordination and planning, lifecycle cost, return-on-investment, and financing strategies.

Appendix A – Reporting Schedule

The following schedules shows the dates and deadlines for reporting into DOE databases and submission of documents pertinent to DOE sustainability goals. These databases and reports are the official, exclusive sources of DOE sustainability data. Please ensure the accuracy of all database entries as this data is reported to Congress, the Office of Management and Budget (OMB), and the White House Council on Environmental Quality (CEQ). Timely data submission is necessary to produce reports that meet 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 sustainable building goal. Note, the Dashboard collects additional asset information that is not captured in FIMS and both systems must be populated.
- FAST: Collects Federal fleet fuel use, vehicle inventory, and vehicle acquisitions data and projections.
- EMS Status Reporting: Collects information on status of EMS systems.

Table A.1 – Sustainability Dashboard

Date(s)	Action/Event
February 2023	Dashboard opened for FY 2023 data entry.
September 26, 2023 from 3:00 – 4:30 PM EST	Sustainability Reporting Kick-Off Call. Call-in details on the Dashboard.
September 28, 2023 from 3:00 – 4:00 PM EST	Dashboard new user training. Call-in details on the Dashboard.
October 5 to November 30, 2023 from 3:00-4:00 PM EST	Weekly Open Line Help Call for FY 2023 sustainability reporting. Call- in details on the Dashboard.
October 3, 2023	End of year FIMS basic facility information uploaded to Dashboard.
October 20, 2023	- Sustainable Building page locked for data entry until February 2024. - FY 2023 Biobased Product Purchases Workbook uploaded to Dashboard by sites, if needed.
November 17, 2023	FY 2023 Federal employee travel data uploaded to Dashboard.
November 17, 2023	FY 2023 Dashboard data, including Sustainable Acquisition Contracts workbook, 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.
November 20 to December 15, 2023	SPO to QA/QC data and work with sites to finalize FY 2023.
December 1, 2023	FY 2023 SSP narrative, Excluded Buildings Self-Certification, and optional Plan Signature Document are due with appropriate level(s) of approval.
TBD	FY 2023 FAST fleet data uploaded to Dashboard.

Table A.2 – Sustainability Data Verification

Date(s)	Action/Event
July 2023	SPO disseminates Verification Guidance & Site selections to Program Offices.
October 10, 2023	Recommended training on best practices for verification documentation. Recommended for sites that have been selected to provide verification documentation.
January 19, 2024	Selected sites submit verification documentation to SPO.
January 19 to April 26, 2024	SPO to review documents, working with Verification Team to address issues, provide site specific improvements (corrective actions) as need be & prepare findings summary.
May 2024	SPO to finalize and distribute Verification Summary Report.

Table A.3 - Facilities Information Management System (FIMS)

Date(s)	Action/Event
July 31, 2023	Begin input of FY 2023 Repair Needs, Deferred Maintenance, Modernization Cost, and Uniformat II Repair Needs values. If necessary, also update other fields.
September 18 to October 30, 2023	Population and completion of data elements related to repair needs, deferred maintenance, modernization cost, excess indicator and date, size, replacement plant value, and sustainability.
October 30, 2023	Conclusion of all FY 2023 data element updates. FY 2023 year-end HQ Snapshot.
December 15, 2023	Office of Asset Management to complete the Federal Real Property Profile (FRPP) submission.

Table A.4 - Federal Automotive Statistical Tool (FAST)

Tentative Date(s)	Action/Event
Quarterly	EVSE Deployment Report
June 28 to August 25, 2023	OMB Circular A-11 data call for fleet budget submission.
October 2, 2023	FAST VLD opens for FY 2023 data entry of actual inventory, disposal, cost, fuel, and mileage along with future acquisition, disposal, waivers, and cost projections.
October, 2023	FAST reporting training.
November 15, 2024	Fueling Center and EVSE Inventory Reporting
December 13, 2023	FAST VLD closes for FY 2023 data entry.
December 14, 2023, to March 29, 2024	FAST FY 2023 data is reviewed by FEMP/ INL for inconsistencies and addressed by Program Fleet Managers and DOE's Federal Fleet Manager.

Table A.5 - Environmental Management System Reporting (EMS)

Date(s)	Action/Event
December 2023	EMS reporting opens for FY 2023 data entry.
January 2024	EMS reporting closes for FY 2023 data entry.