U.S. Department of Energy
Energy and Water Management Dashboard
User Guide

Version 1.6
September 2026

Document Change History

Version	Date	Description of Changes
1.0	10/07/2014	Initial publication.
1.1	08/29/2016	New pages, user roles and privileges, screenshot adjustments.
1.2	09/19/2018	Security updates, EISA modules, SSP module, metering updates, site profile page, process for historic data changes, screenshot adjustments.
1.3	11/09/2021	General updates
1.4	10/16/2024	Log-in instruction update, metering and facility goal category updates, SSP table addition, screenshot adjustments.
1.5	11/5/2024	Adding definitions for calculated fields. Updated Facility Goal Category fields.
1.6	9/22/2026	Updated the instructions for data entry into Energy, Water, On-Site Renewable Energy, Facility Goal Category, Sustainable Buildings, and Facility Metering Status modules. Removed references to SPO and Dashboard Team and replaced with Dashboard Administrator. Updated consistent use of the term “Dashboard” throughout the document.

IMPORTANT NOTICE:

The DOE Energy and Water Management Dashboard (Dashboard) is an unclassified system owned and operated by the Department of Energy. Dashboard users must strictly adhere to the security measures and internal controls that have been established. Access to the Dashboard is granted based on certain expectations. These expectations are referred to as the Dashboard's Rules of Behavior and are in accordance with the Office of Management and Budget (OMB) Circular A-130, Appendix III. The Office of the Chief Human Capital Officer (HC) expects each user to observe these rules when using the Dashboard (Section 2.4 Rules of Behavior).

CONTENTS

Chapter 1: Introduction

1. INTRODUCTION

The U.S. Department of Energy (DOE) is required to meet energy and water goals mandated by statute, such as goals for energy and water use, fleet optimization, sustainable buildings, and renewable energy. Each year, DOE tracks performance and reports progress towards these goals by providing annual reports to the Office of Management and Budget (OMB), White House Council for Environmental Quality (CEQ), and Congress.

The Energy and Water Management Dashboard (Dashboard) was established in 2014 to replace Microsoft Excel spreadsheets which were previously used to collect DOE site-level sustainability data and consolidate these data sets on behalf of the Department. The Dashboard serves the same functions as the excel spreadsheets with added analysis capabilities for DOE sustainability data reporting. The Dashboard was renamed the Energy and Water Management Dashboard in 2025 from the Sustainability Dashboard to better align with required statutory goals. The Dashboard maintains historical data sets for each DOE site and national laboratory and collects current year data, consistent with processes established for the previous years' reporting cycles. In addition, the Dashboard features analytics to provide DOE sustainability personnel with tools for managing sustainability at their site or within their program. Starting in FY 2016, the Dashboard became the official method of data reporting.

Development of the Dashboard will be an on-going process. The Dashboard has had various security upgrades, design updates, and page fixes in response to the helpful feedback provided by users. Additional features in the Dashboard may be added as needed. Revisions to this guide will be published as necessary. A list of Frequently Asked Questions (FAQ) compiled during each annual reporting cycle is also available on the **Supporting Resources** page of the Dashboard at https://sustainabilitydashboard.doe.gov/. For more information on the Dashboard or the DOE sustainability reporting process, please contact sustainability@hq.doe.gov.

1.1 REPORTING PROCESS

The Dashboard collects data needed to report DOE's progress on its energy and water requirements and serve as the official departmental reporting tool. Additional pages and general enhancements will be developed to collect additional data and improve overall system functionality.

To ease the burden of reporting all data elements during the year-end reporting cycle, the Dashboard will be open for data entry throughout the year, except during finalization of DOE's Fiscal Year snapshot from early December to early February. Key dates for reporting are updated annually and can be found in the **Schedules** page of the Dashboard.

Chapter 2:
User Registration & Log In

2. User Registration & Log In

DOE employees (Federal employees and contractors) with assigned duties for annual energy and water reporting may request access to the Dashboard. The following section outlines the account creation and initial log in process.

2.1 New User Registration

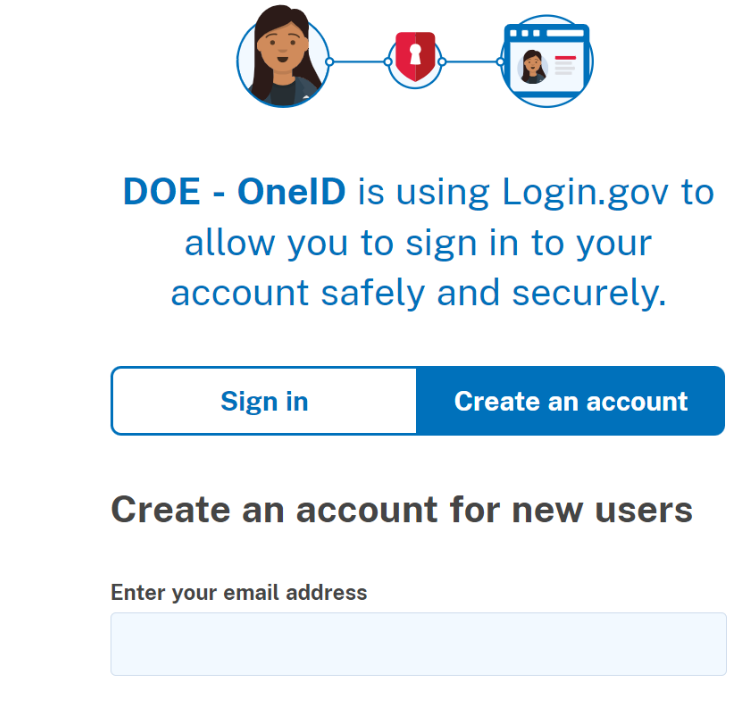
To request a new account:

1. Access the Dashboard at: https://sustainabilitydashboard.doe.gov/
2. Click the **Register** tab in the upper right hand corner of the **Home Page**. You will be asked to enter your email address.
   2.1. If you previously set up an account, but have changed your email address, please contact the sustainablity@hq.doe.gov to assign your account to your new email address.
3. Complete all required fields: “First Name**”**, **“**Last Name”, “Address”, “E-mail”, and “Phone.”
4. Self-identify: “Employment Type” (*Federal* or *Contractor*), “Award Role(s)” (*Award Admin, Award DOE Approver, Award Validator)*, “Role” (*Site User, Site Manager, Site Office, DOE HQ*), “Program Office”, and “Site.”
5. Select your “Primary Responsibility” from a data entry perspective (*Facility Management, Facility Asset Management, Fleet & Vehicle Management, Fleet Inventory Management, Fugitives & Refrigerants, Travel & Commute, Waste Management, Data Centers & Electronics, Procurement & Training, and Awards*). Please select only those that you will be responsible for. Those not selected will not be visible or editable by the user. If updates are needed, please contact the sustainability@hq.doe.gov.
6. The “Message for Administrator” field may be used to include important notes regarding your registration (e.g. add notes justifying your selection of Site(s) or Program(s)).
7. Before submitting your request, you must open, review, and agree to the Rules of Behavior, which is accessible through the link at the bottom of the page.
8. Select the “Submit Request” button at the bottom of the screen. A confirmation message appears. Click the “Finish” button.
9. Upon account approval, you will receive a confirmation email. Site administrators will work quickly to approve your account. If you do not receive an email confirming your request within 2 business days of submission, please contact sustainability@hq.doe.gov for assistance.
10. Click on the “Log In” button and select one of the follow methods to sign in:
    - Sign on with a Smart Card or Security Key: If you have a PIV card, a DOE PIV-D card, or a CAC, select the name of your card and enter your pin.
    - Sign on with a DOE site account: If you are from a DOE site, select your site and log in.
    - Sign on with another account: If you do not have a PIV card, log-in by creating a Login.gov or ID.me account.

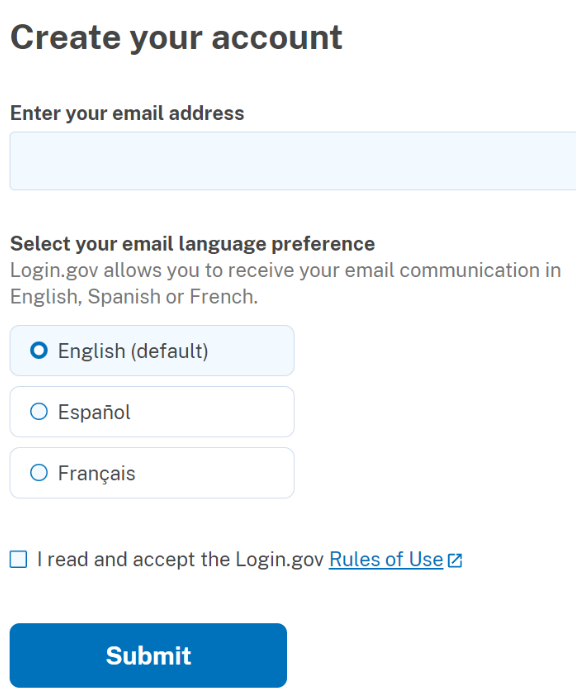
To create a Login.gov account:

1. Select Login.gov.

2. Select the Create an account tab.



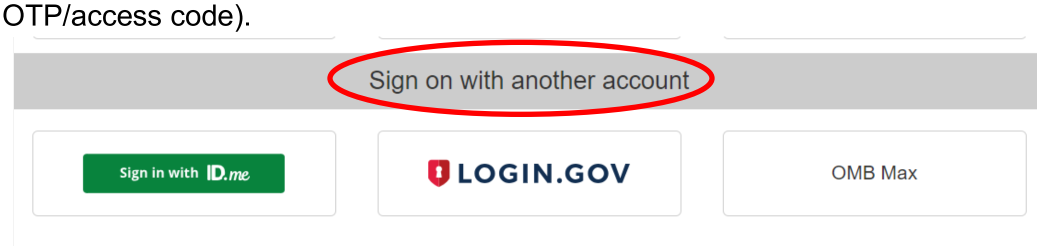
3. Read the account creation requirements and instructions. Before creating your account ensure that you have the following pieces of information available:
   - DOE/Organizational Email Address
   - A 12-character password
   - Authentication Mechanism (Such as text message or a mobile application such as Microsoft authenticator, Google authenticator or Duo)
4. Enter your work email address (such as DOE Email address/organizational email address), select the preferred language, review and accept the Rules of use and click Submit.



- A verification email will be sent to your email address; upon your review click the Confirm email address button.
- Create a strong password (Passwords must be at least twelve characters and should not include commonly used words or phrases).
- Add one or more authentication methods.
    - Authentication application (mobile application such as Microsoft authenticator, google authenticator or Duo)
    - Text Messages (add phone number to receive authentication code)
- You will be prompted to verify the selected authentication method. Once complete, you will be presented with a confirmation notice

After completing the registration on login.gov, you will need to first time verify your identity to access DOE applications through OneID.

1. Navigate to the Dashboard Log In page.
2. Select Login.gov and authenticate with Login.gov credentials (username, password, and OTP/access code).



3. You will be redirected to Login.gov verification page, there you will be prompted to provide details from the following sources:
    - Non-expired government ID/driver's license
    - Social Security Number (SSN)
    - A phone number or home address

4. Select the Recommended option and follow the prompts.
5. Enter your Social Security number.
6. Verify your phone number and address.
7. Enter a personal phone number and select the contact method to receive the one-time verification code and click Send code.
8. Enter your Login.gov password to secure your account and click Continue to complete the verification.
9. You will receive a verification email.

Instructions on how to sign up using ID.me can be found here.

2.2 Logging In

Registered users may follow the steps outlined below to access the Dashboard:

1. Select the following link to open the Dashboard: https://sustainabilitydashboard.doe.gov/
2. From the Dashboard **Home Page**, select the **Log In** drop down from the top right hand corner of the screen.
3. Click the "Log In" button.
4. Upon logging in, you will be required to "Agree" to the Security Notice. Please read the notice, and do not proceed if you do not agree with the terms.

Session Expiration: Your session will expire after 20 minutes of inactivity. Should this occur, you will need to log in again.

2.3 Rules of Behavior

The Dashboard is an unclassified system owned and operated by the Department of Energy. Dashboard users must adhere strictly to the security measures and internal controls that have been established. Access to Dashboard is granted based on certain expectations. These expectations are referred to as the Dashboard's Rules of Behavior and are in accordance with the Office of Management and Budget (OMB) Circular A-130, Appendix III. The Office of the Chief Human Capital Officer (HC) expects each user to observe the following rules when using the Dashboard.

- Authorized Access - All requests for access must go through the Dashboard login screen for authorization.
    - The Rules of Behavior must be acknowledged as part of the request for access.
    - If you no longer require access to the Dashboard, or you leave the employment of DOE or its authorized contractor organizations, you will notify the Dashboard Administrator to terminate your user account.
    - You are to protect any information obtained from the Dashboard, whether in the form of printed reports or electronic files, against any purposeful or incidental distribution to anyone not authorized access to such data.

- Assignment and Limitations of System Privileges - Unless you are a privileged user, the privileges provided to you [the User] are adequate to perform the normal functions associated with the Dashboard.
- Remote Access - Primary access to the Dashboard is from the DOE Network using the Internet. When accessing the Dashboard from personally owned or provided hardware and/or information systems that have an internet connection and a browser, be sure the system has a current antivirus software with the latest virus definitions prior to accessing the Dashboard.
- Disposal of Information - Disposal of electronic and paper information shall be in accordance with federal and DOE policy and direction.
- Individual Accountability - Never share your logon credentials with anyone. Never leave logged on workstations unattended. Workstations unattended for 30 minutes or more must be paused. Do not enter classified information or Sensitive Unclassified Information (SUI), including Personally Identifiable Information (PII), into the system. When access to these IT resources is no longer required, notify the Dashboard Administrator and make no further attempt to access these resources.
- Limits on System Interconnection - All system changes, regarding the interconnections/interfaces with other systems, are under the strict control and approval authority of the DOE Information System Owner and therefore must be coordinated and approved prior to implementation into the production system.
- Information System Controls (with application logons) - The information system automatically terminates a logon session after 20 minutes of inactivity.
- Security Training - Every federal employee and contractor is required to take security awareness training upon employment and to take security refresher training annually.
- Reporting of IT Security Incidents - Any unauthorized penetration attempt or unauthorized system use, or virus activity will be reported to your supervisor in accordance with DOE M 205.1-1 (IPWAR Manual). Users should also report the security incident to the DOE Enterprise Service Center at (301) 903-2500 and EITS.ServiceDesk@hq.doe.gov.
- Consequences of Behavior Inconsistent with the Rules - Failure to adhere to these rules may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution. Actions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination, depending on the severity of the violation and the judgment of the appropriate authority.

2.4 User Profile

User profiles contain basic information for each Dashboard user, including name, email address, phone number, physical address, employment type, role, sites, and DOE Program Office. This information is collected and stored when accounts are created and may be modified as needed. See Section 2.1. New User Registration for more information on creating a new account.

The descriptions of each field on the **User Profile** page follow:

- **Email** (fixed field)**:** Automatically populated with the Email address entered during the registration process.
- **Username** (fixed field)**:** Automatically populated based on the system generated user name during the registration process.

- **Address Fields** (Editable by the user): If entered during the registration process, these fields are automatically populated with the address entered.
- **Phone** (Editable by the user): Automatically populated with the Phone entered during the registration process.
- **Employment Type** (fixed field)**:** Employment Type (Federal or Contractor) as selected during the registration process and confirmed by Program Office.
- **Role** (fixed field)**:** Populated with your role (Site User, Site Manager, Site Office, and/or DOE HQ) as selected during the registration process and confirmed by Program Office.
- **Award Role(s)** (fixed field): Populated with your role (Award Admin, Award DOE Approver, Award Validator) as selected during the registration process and confirmed by Program Office
- **Program** (fixed field)**:** Populated with your Program Office(s) as selected during the registration process.
- **Site** (fixed field)**:** Populated with the Site(s) selected during the registration process and confirmed by Program Office.

- **Primary Responsibility** (Fixed field after registration)**:** The field designates the primary responsibilities for reporting and selected by the user during the registration process. These responsibilities correlate with the data categories as follows:

Primary Responsibility	Data Category
Facility Management	Energy, Water, On-Site Renewable Generation Systems, Purchased Renewable Energy
Facility Asset Management	Facility Goal Category, Sustainable Buildings, Metering, EISA S432 Benchmarking, EISA S432 Evaluations, New/Major Renovation Building Design
Fleet & Vehicle Management	Fleet Vehicle Fuel, and Mileage, Non-Fleet Vehicles & Equipment Fuel
Fugitives & Refrigerants	Fugitives & Refrigerants, Adaptation & Resilience
Travel & Commute	Air Travel, Ground Travel, Commute
Data Centers & Electronics	Electronics Acquisition, Electronics Operations, Electronics End-of-Life
Procurement & Training	Sustainable Contract Review (*not active*), Adaptation & Resilience, Efficiency & Conservation Measures,Training & Education, Appropriations & Direct Obligations, Policies
Waste Management	Municipal Solid Waste, Waste Diversion, Wastewater Treatment

- **Save Button:** Saves the information entered.
- **Delete Button:** Displays a message confirming that you want to delete this user.
- **Cancel Button:** Cancels the information entered and closes the user profile screen.
- **Request Change Button:** Use this button to request change(s) to fixed fields. When prompted, provide a description and justification for your request. Enter additional email addresses to copy other individuals on your request to the system administrator, separating addresses with a semi-colon.

Note: You can only view the Data Categories that correlate to the Primary Responsibilities that you selected when creating an account. If you need access to additional categories, please contact the Dashboard Administrator.

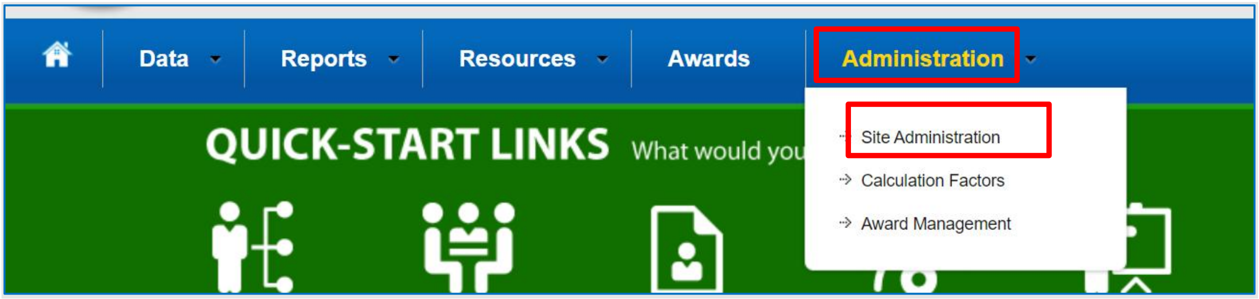
2.4.1 Access & Privileges

Users' access privileges vary, depending on the approved Dashboard user profiles. Users' access will be limited to their primary responsibilities and user rights. For example, site users may view the performance of each site that they are assigned to, including aggregated performance for associated HQ Program, Under Secretary, and DOE overall. If you have questions about your access privileges, contact the Dashboard Administrator.

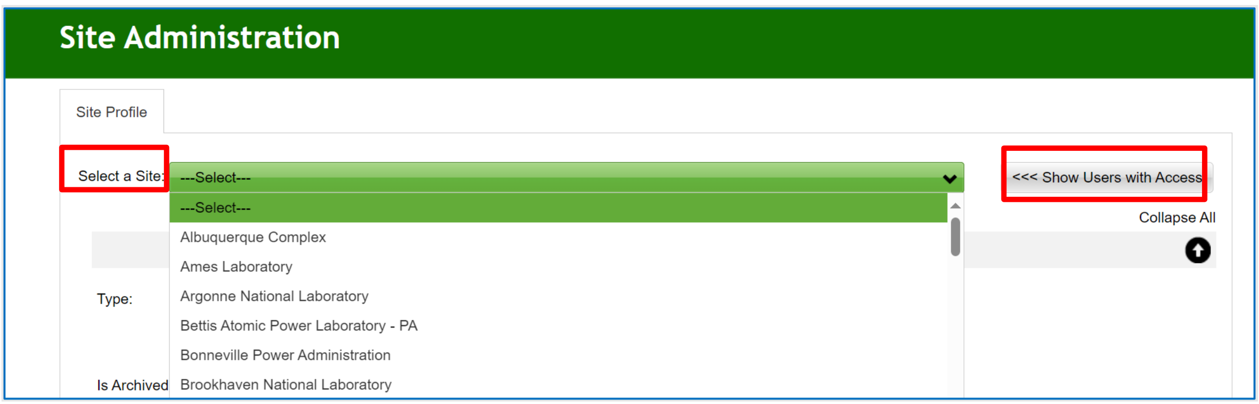
2.4.2 User Roles and Rights

To view the list of users who have access, their roles and responsibilities, and other general information:

- From the Dashboard tool bar, select “Administration,” then “Site Administration”



- Choose your site from the drop down and select “Show Users with Access.”



The table below summarizes the user roles and general access rights for each level of access to the Dashboard. Data sets will be protected according to user roles and program/site affiliation. ***Note:*** *Exceptions to the rights associated with each role can be accommodated if needed. If you have role/rights exception requests, please contact the Dashboard Administrator.*

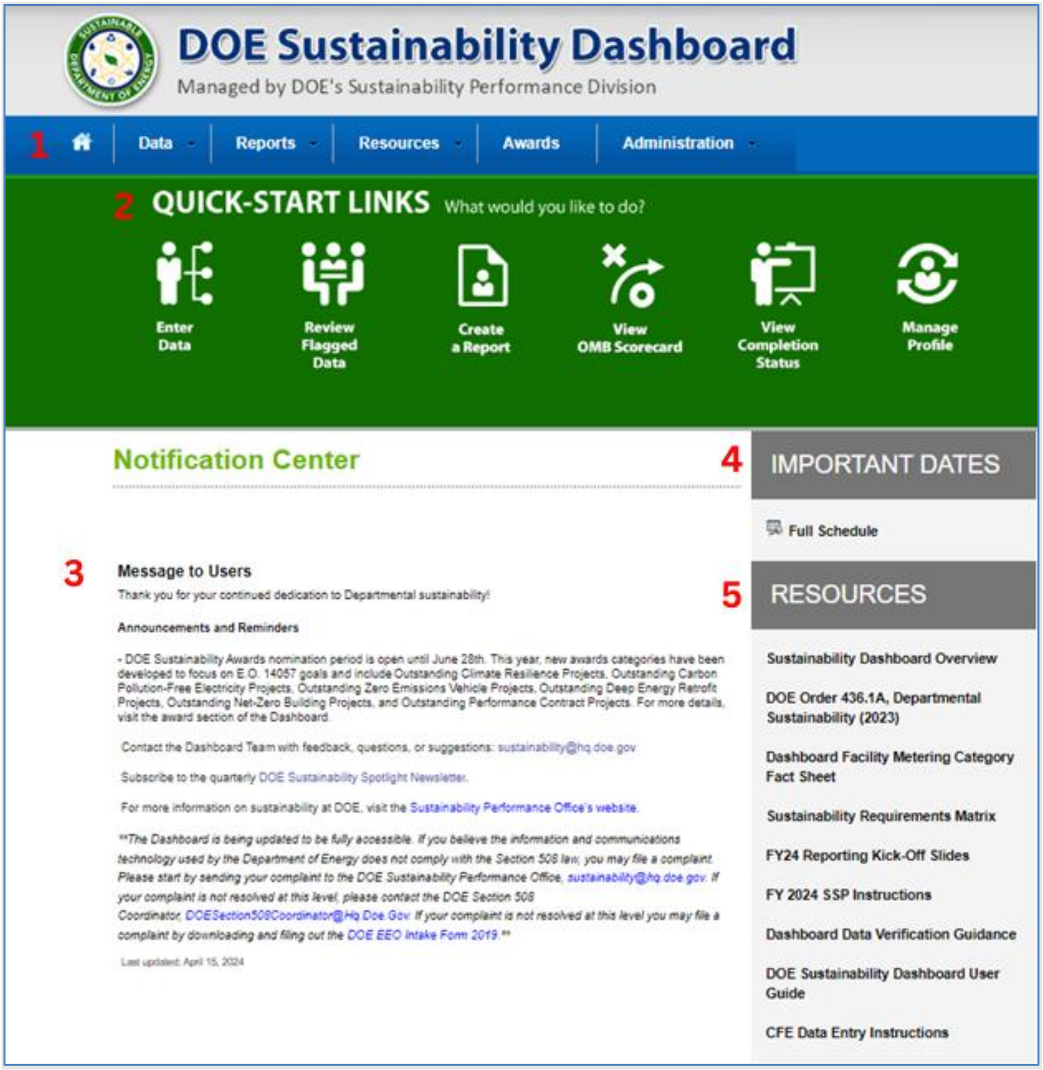
- **User Role:** Site User
  - Site level personnel with sustainability data reporting responsibilities. May be involved with one or many data categories (e.g., a site may have multiple Site Users, with separate responsibilities for energy, water, waste, etc.).
  - **General Rights:** Read/View and Write/Enter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

- DOE HQ personnel, typically with responsibilities of overseeing and managing sustainability activities.
- **General Rights:** Read/View and Approve/Reject

Chapter 3: Home Page

3. Home Page

The Dashboard **Home Page** is divided into five sections: Top Navigation Bar, Quick-Start Links, Notification Center, Important Dates, and Resources.



1. **Top Navigation Bar—**the top navigation bar (in blue) allows the user to navigate through the Dashboard and is described below:
   - **Home Page** is represented by an icon that resembles a house and results in a return to the Home Page.
   - **Data Menu** provides the ability to Enter Data, view QA/QC modules, create your Site Sustainability Plan, and review the Completion Status.
   - **Reports Menu** presents options to view the OMB Scorecard, Comprehensive Scorecard, Performance Graphs, Standard Reports, and Create a Report.
   - **Resources Menu** hosts the Dashboard user guide, reporting schedules, and links to resources including statutes, Executive Orders, departmental orders, and best practices.
   - **Awards Menu** contains your site's award submissions. Users can enter, view, and upload submissions and download templates.

- **Administration Menu** allows the user to view and edit their Site Profile and view calculation factors.

2. **Quick-Start Links—**the Quick-Start Links icons provide quick access to key system functions. The links may also be accessed through the top navigation bar (in blue).
3. **Notification Center—**this section provides the user with important notifications, including system settings and maintenance, as well as user-specific messages, such as required actions (data entry, approval, etc.).
4. **Important Dates—**this section communicates important dates, including reporting schedules and deadlines for submitting data.
5. **Resources—**this section includes links to important documents such as the Dashboard User Guide and the annual reporting instructions.

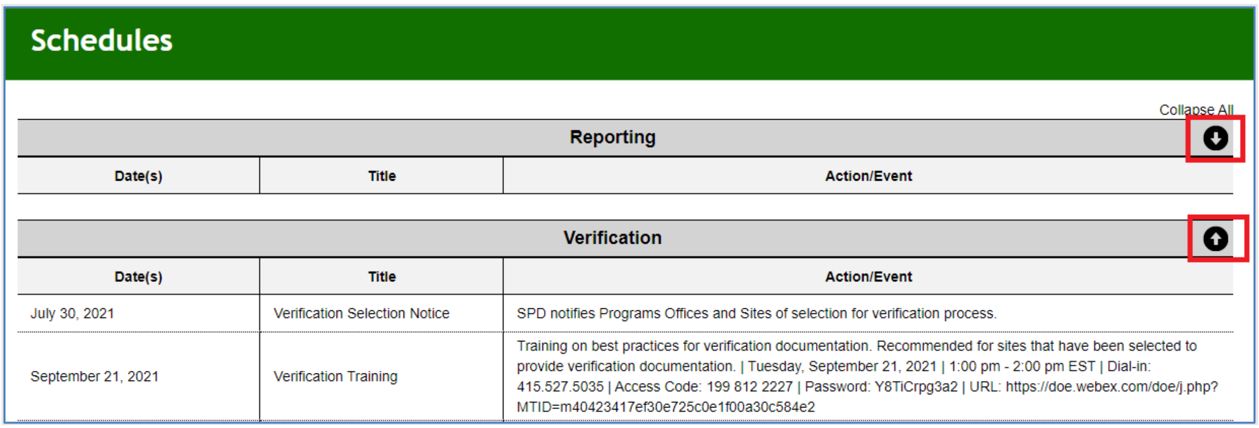
Chapter 4: Resources Module

4. RESOURCES MODULE

DOE is required to meet energy and water goals mandated by statute and related Executive Orders, such as goals for energy and water use, fleet petroleum use, sustainable buildings, and renewable energy.

4.1 SCHEDULES PAGE

The **Schedules** page hosts the current FY reporting schedule, as well as training opportunities and key dates. To collapse the schedule, click on the up arrow icon in the upper right corner of the table. To view the schedule, click on the down arrow icon in the upper right corner.


Schedules

Collapse All

Reporting

Date(s)	Title	Action/Event

Verification

Date(s)	Title	Action/Event
July 30, 2021	Verification Selection Notice	SPD notifies Programs Offices and Sites of selection for verification process.
September 21, 2021	Verification Training	Training on best practices for verification documentation. Recommended for sites that have been selected to provide verification documentation. | Tuesday, September 21, 2021 | 1:00 pm - 2:00 pm EST | Dial-in: 415.527.5035 | Access Code: 199 812 2227 | Password: Y8TiCrpg3a2 | URL: https://doe.webex.com/doe/j.php?MTID=m40423417ef30e725c0e1f00a30c584e2

4.2 Supporting Resources Page

The **Supporting Resources** page hosts the Dashboard user guide, reporting schedules, and helpful links to resources including statutes, Executive Orders, departmental orders, and best practices.

To access the **Supporting Resources** home page, click on the **Resources** tab in the top navigation bar.

Select one of the following options to view supporting resources:

- Reporting Files
- Training Files
- Statues
- Executive Orders + Presidential Memos
- DOE Orders + Secretarial Memos
- Guides + Best Practices
- Other

To filter resources *by* category, click the drop-down, and choose from the following Narrative categories:

- Energy Management
- Water Management
- Waste Management
- Fleet Management
- Renewable Energy
- Sustainable Buildings
- Acquisition & Procurement
- Investments: Facilities & Workforce
- Travel & Commute
- Fugitives & Refrigerants
- Electronic Stewardship
- Resilience

To sort resources, click the drop-down, and choose from the following options:

- None
- Alphabetically (A - Z)
- Alphabetically (Z - A)
- Chronologically (New – Old)
- Chronologically (Old – New)

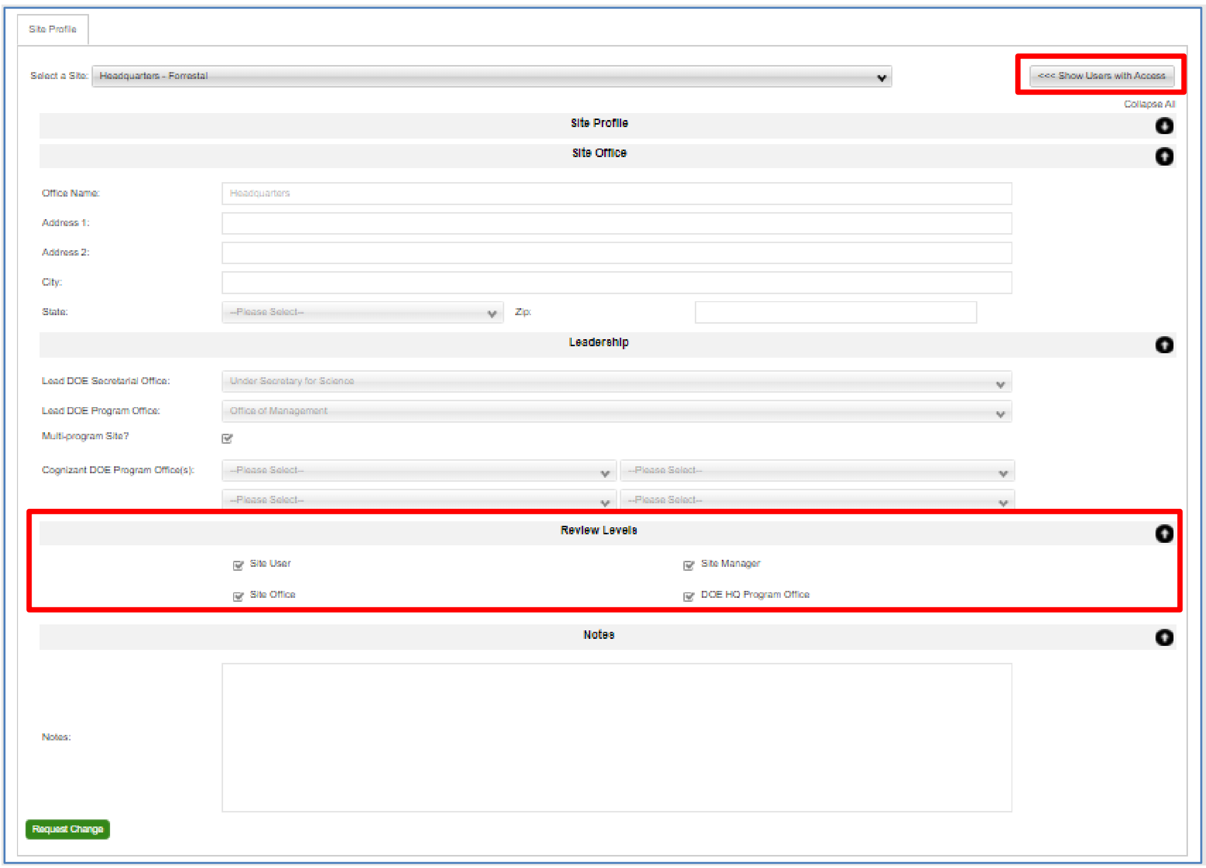
Chapter 5: Administration Menu Overview

5. Administration Menu Overview

5.1 Site Administration Page

The Site Administration Page is the central location for site information and user access management. The Site Administration Page is located under the Administration tab on the Home Page.

- **<u>The Site Profile</u> -** Site users can select a site from the drop-down menu to view the Site Profile. Users will only see Site Profiles for sites they have access to. This page contains basic information including site address and location within the organizational structure. The Review Levels section (highlighted below) refers to the chosen levels of approval for your site (see [Section 2.5.2](#)). If approval levels or other information needs to be adjusted, please use the "Request Change" function at the bottom of the page.



From the Site Profile page, users can click on the "Show Users with Access" button on the right side of the page (see above screenshot) and a list of site users will appear below. Filters are available to sort by Program Office, Role, Access Type, User Status, and Employment Type. You can also search by name. Review the list of users to ensure the rights assigned users are correct. For adjustments to other User's access to a site, contact sustainability@hq.doe.gov.

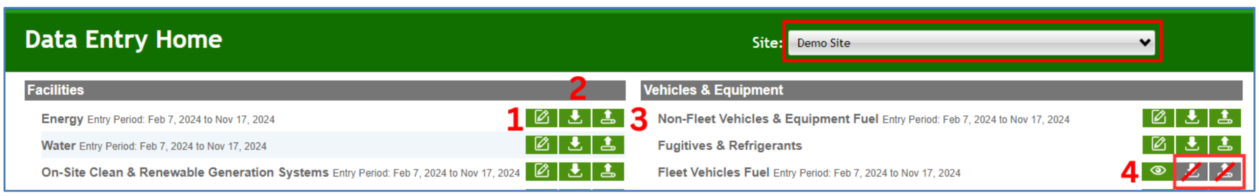
Chapter 6: Data Entry Module

6. Data Entry Module

The following chapter covers the general mechanisms for entering data and tracking completion. Specific information on individual data entry pages is covered in Chapter 11: Data Category Descriptions. For a detailed description of reporting requirements, refer to Chapter 1: Introduction of this *Dashboard User Guide* and the *DOE Energy and Water Narrative Instructions*.

6.1 Data Entry Home Page

To access the data entry home page, click on the **Data Menu** in the top navigation bar, and choose "Enter Data." The Data Entry Home page lists all the data entry categories available to view or edit. See the image and descriptions below for details on accessing data entry pages, downloading templates, or uploading data.



Select a site from the drop-down menu on the upper right hand side of the screen (highlighted in red above). If you're a site user, then only one site may be available for selection. Navigate to the desired data category and select the applicable icon, as defined below:

1. **Enter Data** – Enter data through the **Data Entry Module**. Refer to Section 6.2.1 Enter Data.
2. **Download Template** – Download template for file upload (Microsoft Excel file). Refer to Section 6.2.6 Get Upload Templates.
3. **Bulk Data Upload** – Upload data through file upload (Microsoft Excel file). Refer to Section 6.2.7 Upload via Bulk Data Upload.
4. **View Only** – These categories are read-only and cannot be edited. Data has been pulled from other reporting systems (FAST or Portfolio Manager).

Note: *Any gray icons with a red slash indicate that the function is not applicable/available for this data category.*

Data Entry Module

The **Data Entry Module** allows users to enter data for each data category through a series of entry fields and drop-down menus. As current year data is saved to the Dashboard, a review table is generated on the right-hand panel to confirm successful data entry. When data entry is complete, Site Users submit complete data sets for Site Manager Approval.

In the examples below, the Energy data category within the Facilities data set is used to demonstrate the process of data entry. The process for the other data categories is identical in terms of major steps, although there are variations in the fields and menus for each data category. The following data categories have a slightly different data entry process: fleet vehicles modules, facility level modules, project level modules, and on-site renewables. Please note, fleet vehicle and benchmarking data are not open for editing and data must be reported in

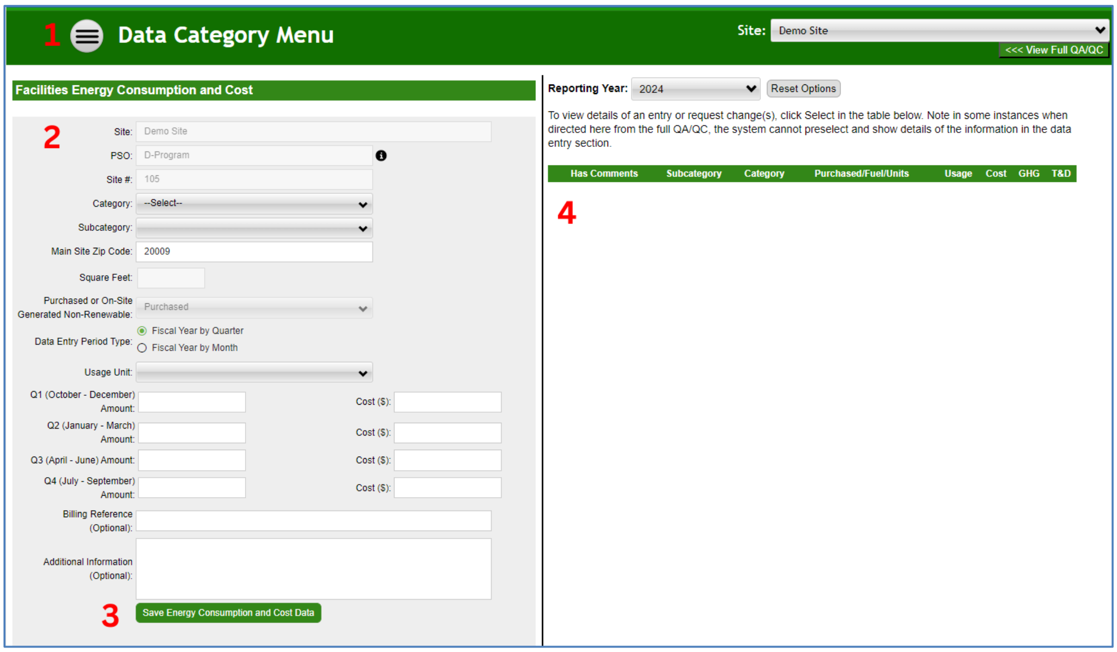
FAST and Portfolio Manager, respectively. See Chapter 11: Data Category Descriptions for a detailed description of the data categories.

6.1.1 Enter Data

This section outlines the steps for entering data through the **Data Entry Module**.

From the **Data Entry Home** page, click on the *Enter Data* icon:

1. The **Data Entry Module** is displayed below for the Energy data category. You may navigate between data categories using the drop-down arrow to display the full list of categories.



2. Enter site data in the provided data entry fields.
3. Select "Save Energy Consumption and Cost Data" to save progress to the Dashboard.
4. As data is saved to the Dashboard, a review table (mini QA/QC) is generated on the right-hand side of the screen. The Dashboard arranges data in alphabetical order according to Subcategory. There is also an option to select the Year if you wish to review previous year data.
5. Once all data has been entered and verified by the site, Site Users may submit data for approval by selecting the "Complete Energy Consumption and Cost" button.

6.1.2 Revise Saved Data

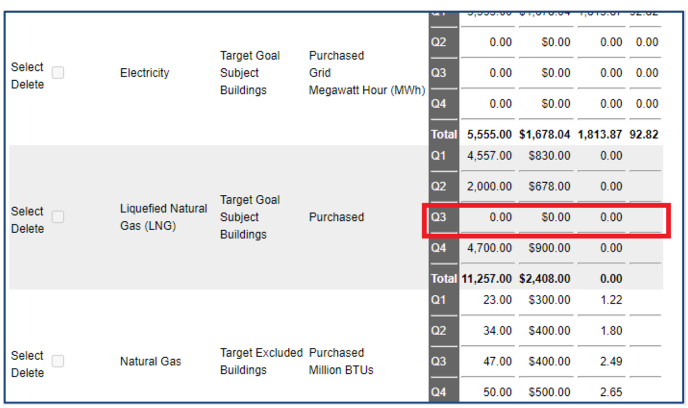
After the data is saved to the Dashboard, it may be revised at any time prior to submission:

Has Comments	Subcategory	Category	Purchased/Fuel/Units		Usage	Cost	GHG	T&D
Select Delete	Electricity	Target Goal Subject Buildings	Purchased Grid Megawatt Hour (MWh)	Q1	5,555.00	$1,678.04	1,813.87	92.82
				Q2	0.00	$0.00	0.00	0.00
				Q3	0.00	$0.00	0.00	0.00
				Q4	0.00	$0.00	0.00	0.00
				Total	**5,555.00**	**$1,678.04**	**1,813.87**	**92.82**
Select Delete	Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased	Q1	4,557.00	$830.00	0.00	
				Q2	2,000.00	$678.00	0.00	
				Q3	3,000.00	$578.00	0.00	
				Q4	4,700.00	$900.00	0.00	
				Total	**14,257.00**	**$2,986.00**	**0.00**	
Select Delete	Natural Gas	Target Excluded Buildings	Purchased Million BTUs	Q1	23.00	$300.00	1.22	
				Q2	34.00	$400.00	1.80	
				Q3	47.00	$400.00	2.49	
				Q4	50.00	$500.00	2.65	
				Total	**154.00**	**$1,600.00**	**8.16**	

1. To revise a data point, use the *Select* option to highlight one row in the mini QA/QC on the right hand side. In the example below, the row with the “Subcategory” of *Liquefied Natural Gas* has been selected. The data for the selected row will be repopulated in the data entry fields.

2. Data entered may now be modified through the Data Entry Module fields. Revise the data using the entry fields on the left-hand side. Click “Save <Data Category>” to save the changes to the data.

3. The corrected data will overwrite the previous entry and appear in the mini QAQC, as shown below.



Select Delete	Electricity	Target Goal Subject Buildings	Purchased Grid Megawatt Hour (MWh)	Q2	0.00	$0.00	0.00	0.00
				Q3	0.00	$0.00	0.00	0.00
				Q4	0.00	$0.00	0.00	0.00
				Total	**5,555.00**	**$1,678.04**	**1,813.87**	**92.82**
Select Delete	Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased	Q1	4,557.00	$830.00	0.00	
				Q2	2,000.00	$678.00	0.00	
				Q3	0.00	$0.00	0.00	
				Q4	4,700.00	$900.00	0.00	
				Total	**11,257.00**	**$2,408.00**	**0.00**	
Select Delete	Natural Gas	Target Excluded Buildings	Purchased Million BTUs	Q1	23.00	$300.00	1.22	
				Q2	34.00	$400.00	1.80	
				Q3	47.00	$400.00	2.49	
				Q4	50.00	$500.00	2.65	

6.1.3 Reset Options Button

After entering data in the **Data Entry Module** or selecting a row in the review table, you may select “Reset Options” to clear the **Data Entry Module** fields (1). Another way to get a blank data entry form is to choose a data category on the data category navigation bar by selecting the Data Category Menu in the green header area above to main data entry (2). Data in the review table on the right hand panel will become unselected but will not be deleted.

6.1.4 Deleting Rows from the Right-Hand Panel

To permanently delete a single row from the Dashboard, select “Delete” for a specific row in the review table on the right-hand panel. You will be prompted to confirm your decision. Click “OK” to proceed, or “Cancel” if you do not wish to delete the row.

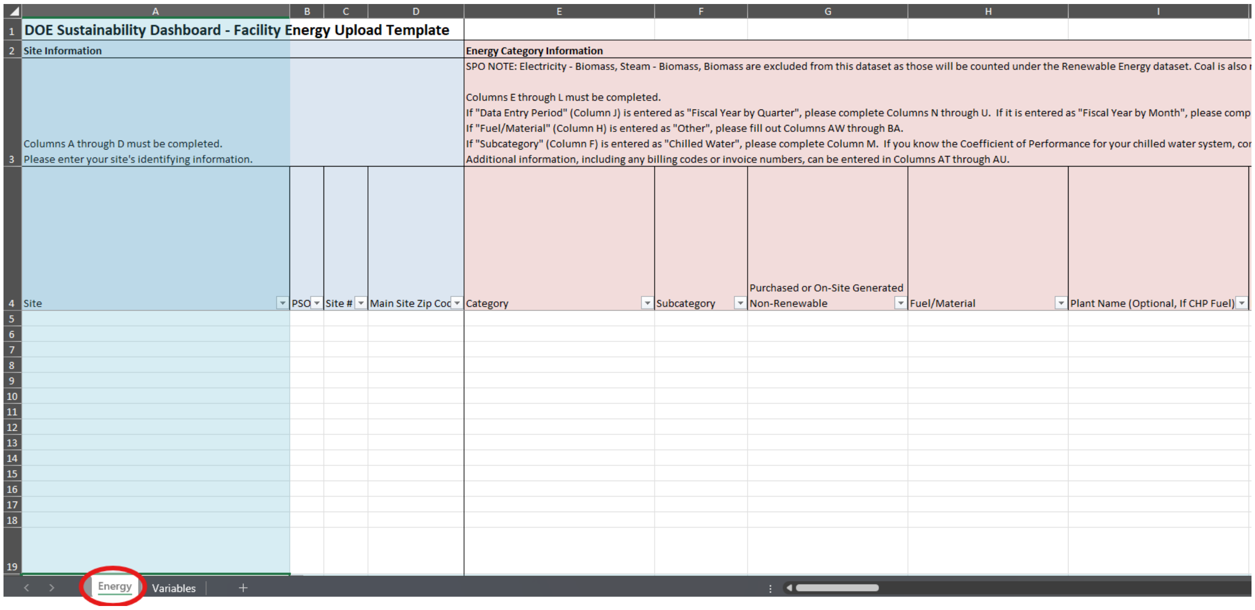
6.1.5 Complete <Data Category> Button

After current year data is entered and reviewed, Site Users may click “Complete <Data Category>” at the bottom of the screen to send the data to the next level of approval. After selecting “Complete <Data Category>”, a confirmation message will appear. ***Note****: By clicking OK you will be prevented from further modifying this data category. A pop-up message will appear asking if you are sure you want to complete this section. If a User wishes to modify the data, they should contact their Site Manager. Once the Site Manager rejects the data set, the user may edit the data in the Dashboard.*

6.1.6 Upload Templates

Users may input data to the Dashboard in two ways: (1) using the **Data Entry Module** (as described in Section 6.1) or (2) upload data using a Microsoft Excel Template. Keep in mind data cannot be uploaded for data that is pulled from other systems, such as FAST or FIMS. To download a template, select the *Download Template* icon to the right of the data category. Note that each data category has a customized template and not all data categories have templates available.

An example of the upload template for the Energy data category follows.



	A	B	C	D	E	F	G	H	I
1	DOE Sustainability Dashboard - Facility Energy Upload Template								
2	Site Information				Energy Category Information				
3	Columns A through D must be completed. Please enter your site's identifying information.				SPO NOTE: Electricity - Biomass, Steam - Biomass, Biomass are excluded from this dataset as those will be counted under the Renewable Energy dataset. Coal is also r Columns E through L must be completed. If "Data Entry Period" (Column J) is entered as "Fiscal Year by Quarter", please complete Columns N through U. If it is entered as "Fiscal Year by Month", please comp If "Fuel/Material" (Column H) is entered as "Other", please fill out Columns AW through BA. If "Subcategory" (Column F) is entered as "Chilled Water", please complete Column M. If you know the Coefficient of Performance for your chilled water system, cor Additional information, including any billing codes or invoice numbers, can be entered in Columns AT through AU.				
4	Site	PSO	Site #	Main Site Zip Coc	Category	Subcategory	Purchased or On-Site Generated Non-Renewable	Fuel/Material	Plant Name (Optional, If CHP Fuel)
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

Energy | Variables

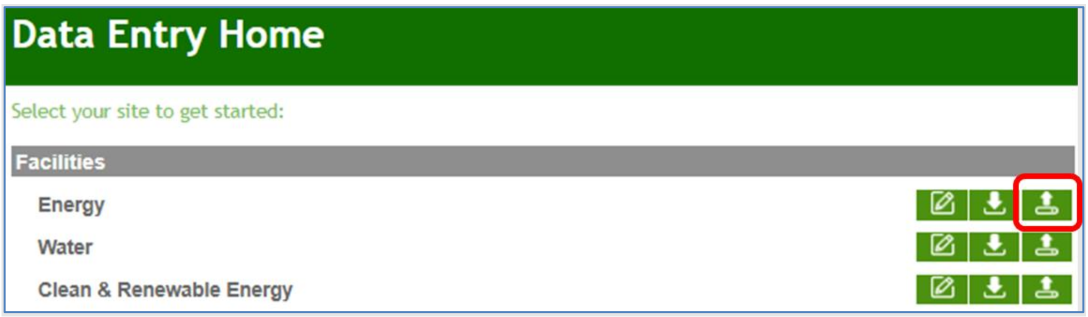
Notes:

- Please review any and all instructions provided at the top of the template, if applicable.
- Do not change worksheet tab names within the template. If the worksheet name is modified, the upload will fail. In this case, the tab/worksheet is by default named "Energy."
- Drop-downs must be used when available. Manual data entry in these fields will not be recognized by the system.
- The Excel file name may be modified. For example, the Energy template is named "Energy – Data Upload Template Operations.xlsx" by default. This may be modified to another name (e.g., Site_Energy_FY26_Final.xlsx).
- The upload template only accepts data for the current year reporting cycle.
- Some of the upload templates utilized a multi-tab structure where you are to copy and paste data that you wanted upload from the "Current" tab to the "Upload" tab. If you are having trouble copying your data, ensure that you copy the data selecting each cell that you want to copy, rather highlighting the columns on the top of the page and copying.

6.1.7 Upload via Bulk Data Upload

Data may be uploaded to the Dashboard using the upload template icon located in the **Data Entry Home**. Only current year data may be uploaded to the Dashboard. To perform changes to historical data sets, refer to Section 7.3 Historical Data Change Requests.

1. From the **Data Entry Home** page, navigate to the desired data category.
2. Select the *Bulk Data Upload* icon.



3. The **Data Entry Upload** page appears.
4. Click "Browse" and select the completed template file from your computer.
5. Click "Upload." The Dashboard will notify you if the upload was successful.

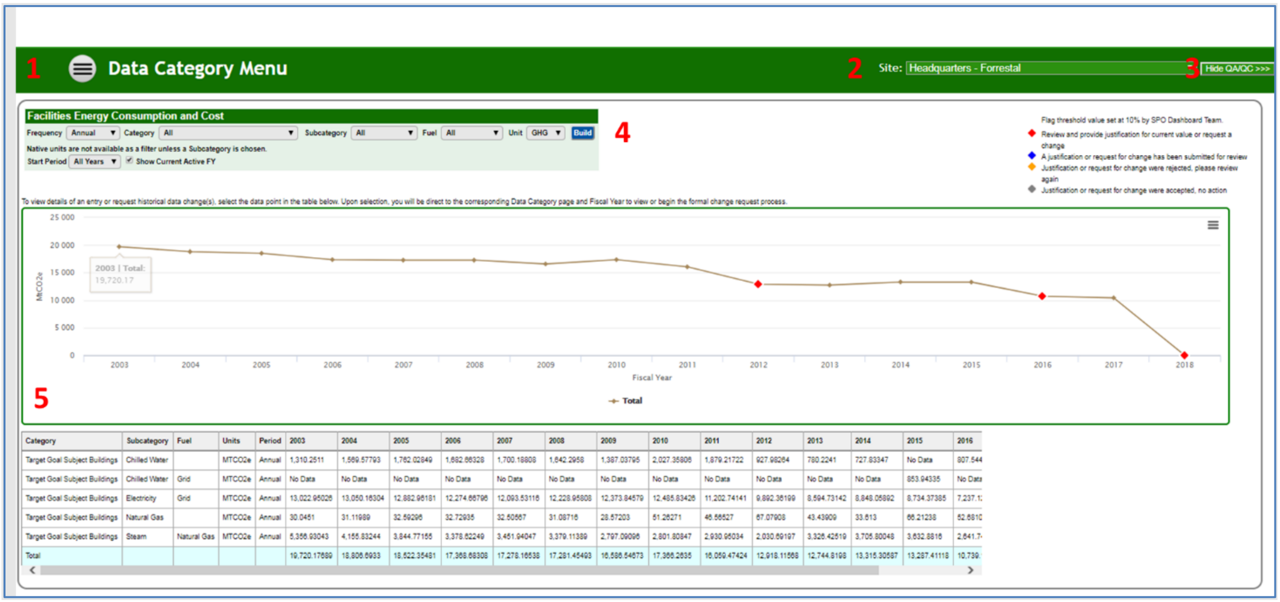
Chapter 7: Data QA/QC Module

7. Data QA/QC Module

The **Data QA/QC Module** is a way for users to view historical data and enables users to see trends and easily identify errors, anomalies, or significant data variances. It is recommended that users review data using the **Data QA/QC Module** prior to data submission.

The Data QA/QC Module can be accessed in three different ways:

1. Click the "Review Flagged Data" Quick Start Link on the home page.
2. Navigate to the Data Menu and select "Data QA/QC".
3. In the **Data Entry Module** for a given data category**,** click on the "View Full QA/QC" button in the upper right-hand corner of the screen.

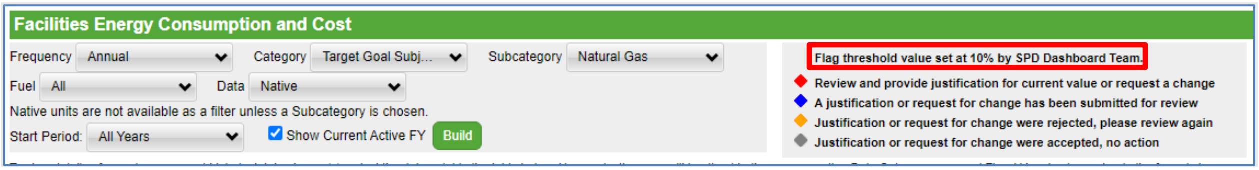


Once the QA/QC option is selected, the appropriate **Data QA/QC Module** will appear. The **Data QA/QC Module** for the Energy data category is shown above with the five major parts of the **Data QA/QC Module** summarized below:

1. **Data Category Menu:** Press the menu button to display the data categories and navigate between QA/QC modules (see image below).
2. **Site Selection Drop-Down Menu:** This field provides a drop-down menu for selecting a site.
3. **Hide QA/QC Button:** This button toggles between the **QA/QC Module** and the associated **Data Entry Module** for that same category. Clicking this button on the **QA/QC Module** for Energy will take the user to the **Data Entry Module** page for Energy.
4. **Filters:** This area contains a series of drop-down menus that allows the user to refine the data being displayed in the area below it. Further explanation of the different filters is provided later in this chapter.
5. **Graphical Display Area and Associated Data Table:** As defined by the selection of the filters above, a graph appears based on the associated data table.

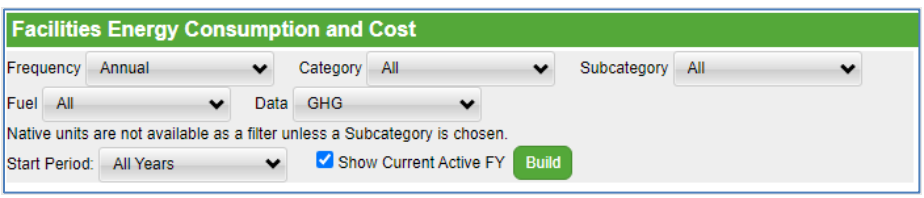
Note 1: *Some "Units" filters will give the user the option to display data in "Native Units". "Native Units" are the unconverted raw numbers entered by the site. Data may only be viewed as native units for some data categories.*

Note 2: *The system automatically sets flags year over year based on a threshold value set by the Dashboard Administrator. The threshold for each category is listed on the page.*



7.1 Data QA/QC Filters

The following section will explain the filters that are present on the Data **QA/QC Module**. Based on the data category selected, there will be slight variations in filter options.



As shown above, users may select from various drop-downs to filter the data, such as category and subcategory. You are able to adjust the starting period for the data you wish to view as well as chose to include or discount the current FY data.

When you have completed setting the filters to your desired configuration, click the "Build" button at the end of the filter row. This will prompt the **Data QA/QC Module** to calculate the data set that meets the requirements established by the filters and present a graph in the display area.

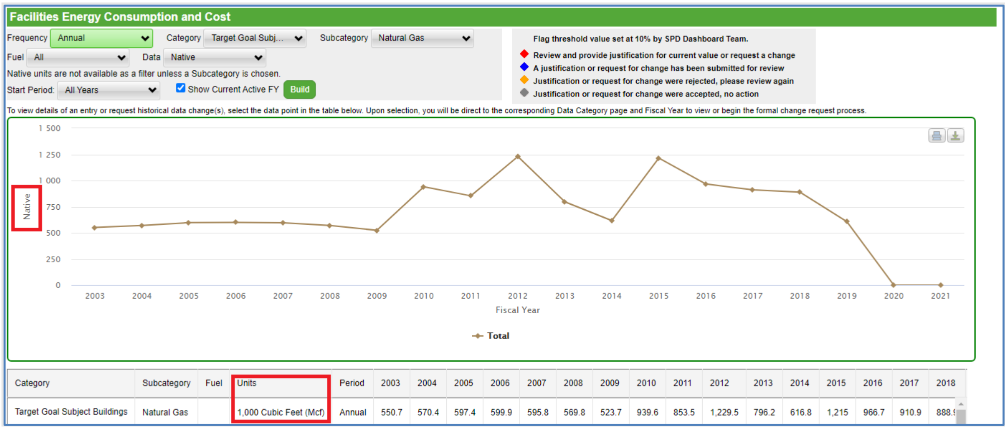
Note 1: *QA/QC modules may not have an option to display the data in native units. This occurs when pages have different unit types. For example, the Energy QA/QC Module displays multiple data units (e.g., electricity in MWh and fuel oil in 1,000 gallons). As such, the* ***Data QA/QC Module*** *does not present an option to select native units until a "Subcategory" has been chosen.*
Note 2: *Drop-down options in each filter are based on the data your site has entered, so there may be slight variations in filter options.*

7.2 Graphical Display Area and Associated Data Table

The Dashboard offers the ability to examine historical and current data sets through trend analysis. This tool may be used to spot anomalies, errors, and data inconsistencies. If corrections are required, users may submit change requests for historical data sets. In combination, the graph and associated data table displays all data previously recorded (historical and current). Hovering over a data point on the graph shows the actual totals for a given fiscal year.

7.2.1 Native Units

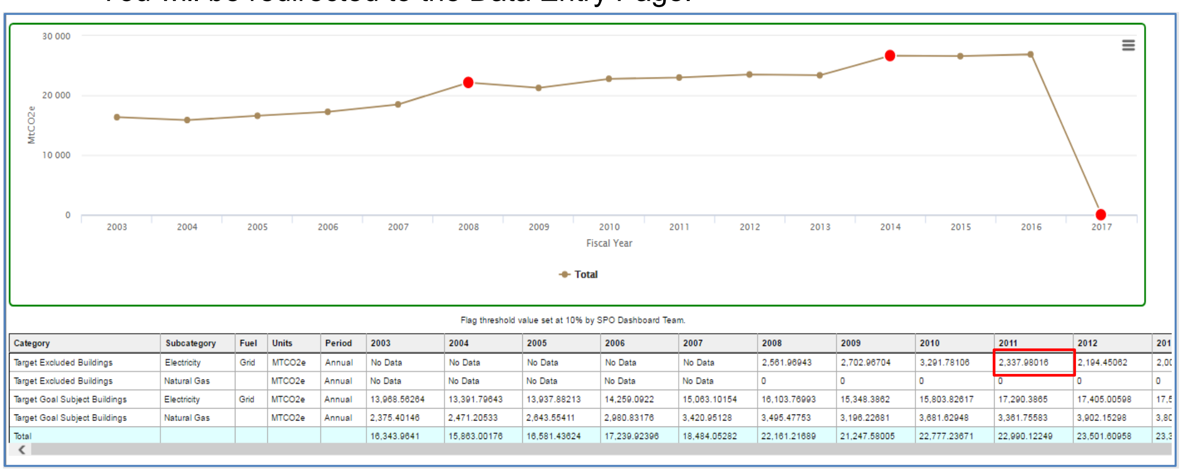
Where native units are applicable, the graph labels the Y axis (vertical axis) as “Native.” The associated data table below lists the “Units” entered for the periods (e.g., MWh, MtCO2e, and miles).



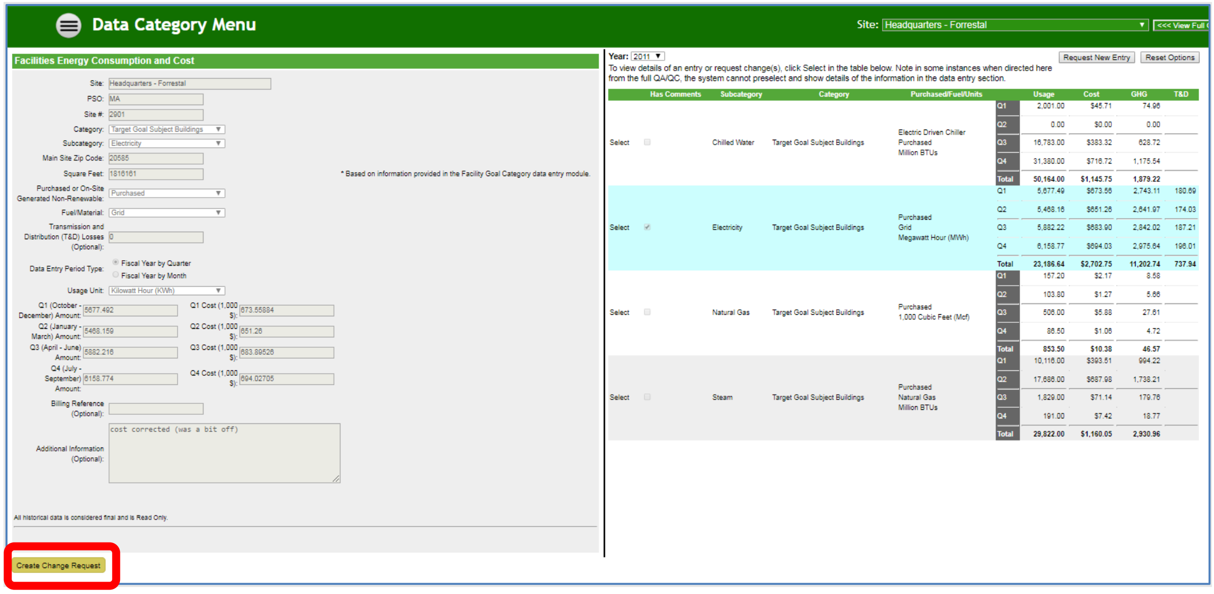
7.3 Historical Data Change Request

Sites may submit requests to modify historical data sets. To initiate a historical data change request, follow the steps below:

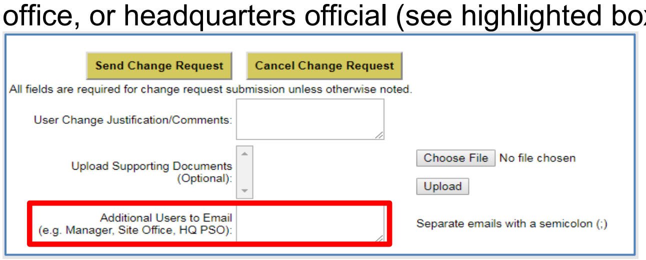
1. From the QA/QC, select the value you wish to change from the table below the graph. You will be redirected to the Data Entry Page.



2. “Select” the row you would like to edit from the Mini QA/QC, the data will populate the entry form, but will be locked for editing.



3. Click the “Create Change Request” button at the bottom of the page to request a change. The data entry form will unlock and allow for edits (shown above).
4. Once you make the necessary changes to the data, use the text box under the “Send/Cancel Change Request” buttons to provide a justification (shown below).
5. You are required to provide *at least one additional email address* for a manager, site office, or headquarters official (see highlighted box below).



6. You may also upload documents to support your justification.
7. Use the “Send Change Request” to submit or the “Cancel Change Request” to cancel the request.
8. Once your request is submitted, you will receive an automated email confirming your request with an attachment detailing the requested changes. The Dashboard Administrator and HQ program offices will review all change requests and follow up with sites directly, as needed. Once the change request has been accepted all related fields and calculations will be updated automatically.

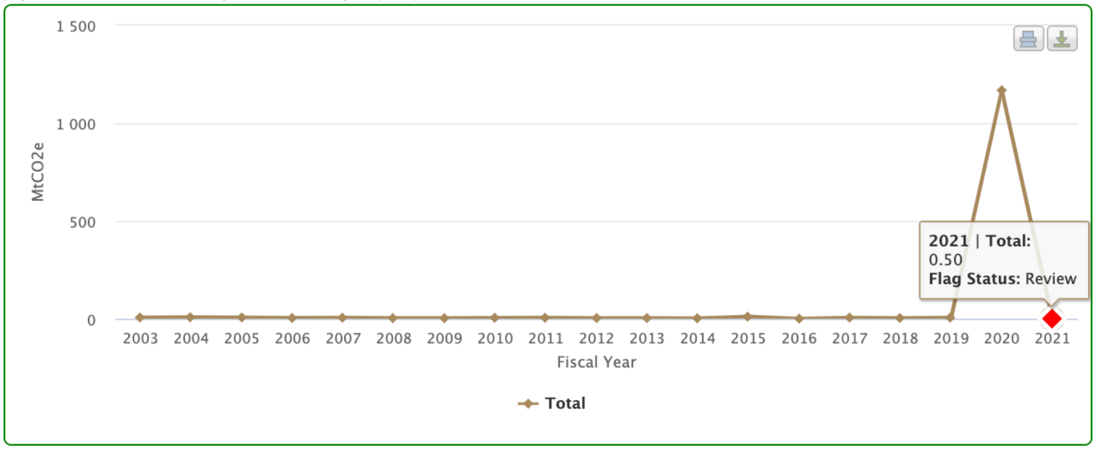
Note: *Fleet and benchmarking data cannot be changed in the Dashboard. Fleet data changes can only be made in FAST and benchmarking in EPA’s Portfolio Manager.*

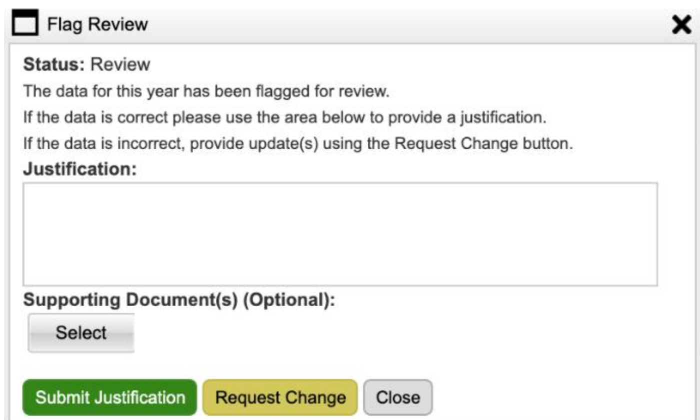
7.4 Flagged Data Instructions

Within the QA/QC graph, click on the red diamond. A text box will appear allowing you to add a justification for the flagged data. If the data are correct, write your justification and click “Submit Justification.” If you need to change the data, click “Request Change.”

accepted, no action

To view details of an entry or request historical data change(s), select the data point in the table below. Upon selection, you will be direct to the corresponding Data Category page and Fiscal Year to view or begin the formal change request process.

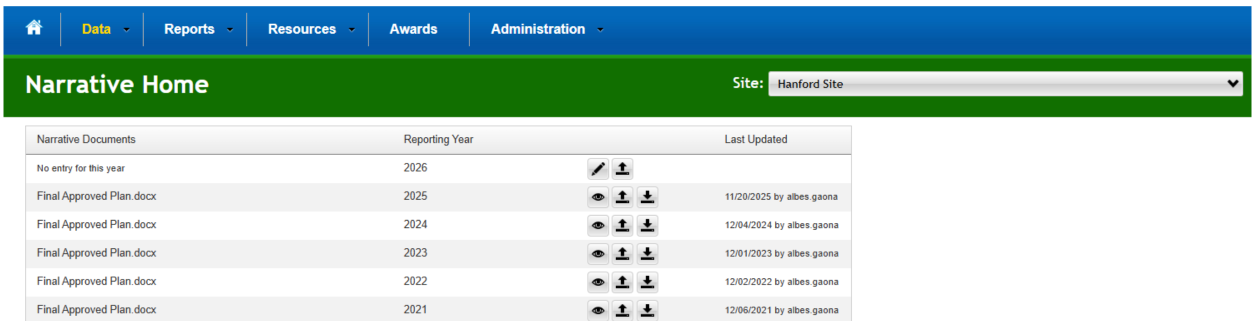




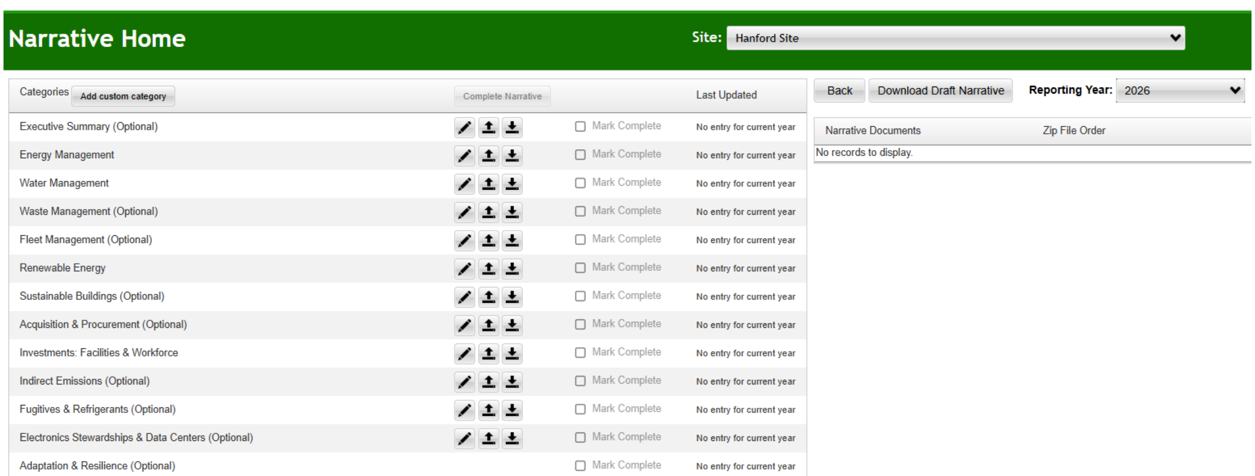
Chapter 8: Narrative Plan Module

8. ENERGY AND WATER MANAGEMENT PLAN MODULE

Please reference the current Energy and Water Management Plan Instructions on the Dashboard Homepage for details on the required reporting topics. This section will give an overview of the functionality of the Narrative Module, which is located under the Data Tab on the Dashboard Homepage. Select “Narrative” to be directed to the Narrative Homepage. The Narrative Homepage lists all Plan Documents by Reporting Year. This page should be used to view all historical narratives, and sites can download available plans. To work on the current plan, click the “Edit” button (pencil) next to the corresponding reporting year.



Once you access the current reporting year’s narrative, the narrative categories will appear. Descriptions are included below for details on accessing categories as well as downloading and uploading templates for the narrative.



Button Descriptions

1. **Add Custom Category:** This option allows you to add a new, customized category if you wish to include a detailed narrative on a topic not covered under the provided categories. This is an optional function, and no custom categories are required.

2. **Icons (Edit, Upload/Download Templates)**: The Edit and Upload/Download Template icons are consistent with the Data Entry Homepage icons. The pencil will direct you to the narrative entry page for the respective category. The up and down arrows should be utilized if you wish to use a Template to populate a narrative category.
3. **Mark Complete:** After completing and finalizing a section, check the box to mark it as complete. Note, all required categories must be checked in order to be able to sleeve the "Complete Narrative" button.
4. **Last Updated:** This column shows users who last edited a category and when it was last updated.
5. **Download Draft Plan**: Allows users to download a copy of the plan at any point throughout the drafting process. Note, once the plan is complete this will no longer state "draft".
6. **Complete Narrative:** When you have completed all the required narrative sections, you will be able to select the "Complete Narrative" button at the top of the page. This will route your narrative for review/approvals (see Section 8.7).
7. **Plan Documents**: All documents uploaded within each section of the narrative will appear in a list for easy access.

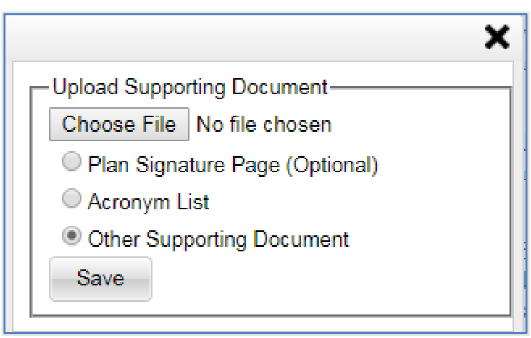
Note: *Sites with multiple locations should only create one narrative under the Site's Name.*

8.1 Narrative Module: Executive Summary

Limit the length of the narrative to 1-3 pages. If you wish to include an Acronym List and/or a Plan Signature page, upload them to the Executive Summary page as supporting documents. The executive summary table, acronym list, and plan signature page are not included in the page limit.

Within the Executive Summary page of the Narrative Module, use the text boxes to write the Executive Summary narrative and fill in the current FY efforts, planned efforts, and overall risk of non-attainment for the Executive Summary table.

To add an Acronym list or Signature page click the upload icon in the Supporting Documents section to the right of the Executive Summary narrative. See the pop-up window below for options. Select the file you wish to upload, choose its designation, and click save.



Note: *Signature pages and Acronym Lists must be a Word document.*

8.2 Narrative Module: Narrative Categories

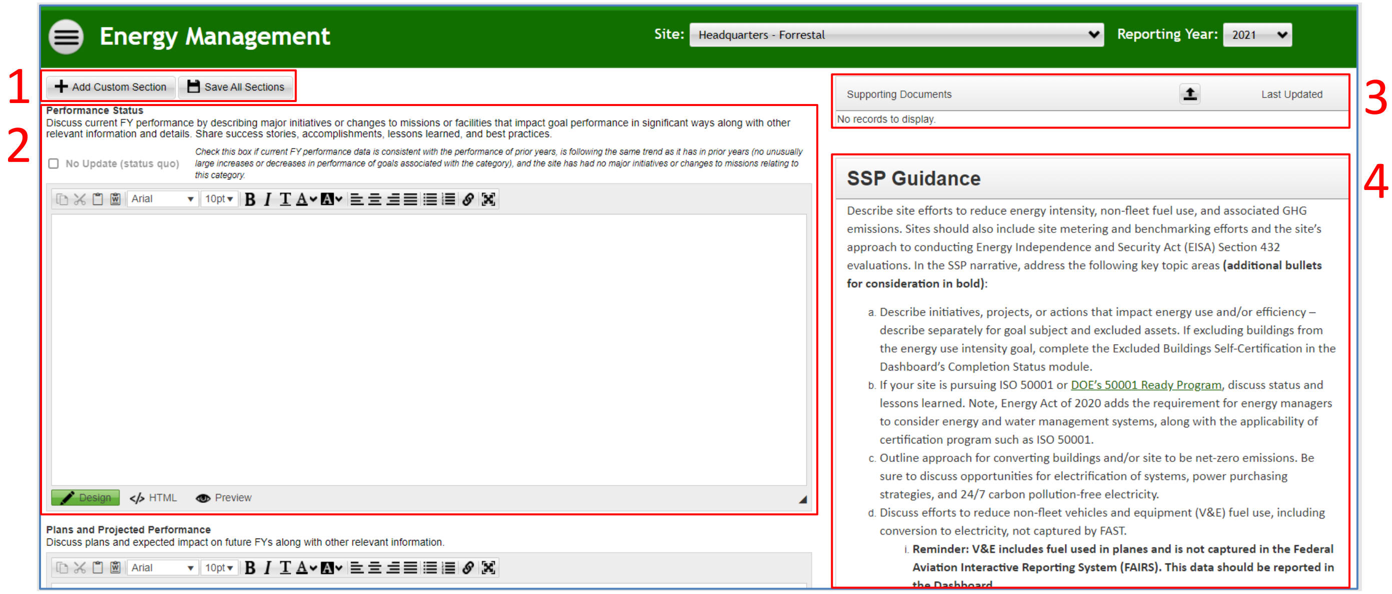
This section will review the different functions available to users in the narrative categories. The Energy Management category will be used as an example, but each category is set up in a similar way with the same functionality.

Each category will have four text boxes as described below:

1. **Performance Status:** Describe major initiatives or changes to missions or facilities that contribute in significant ways to each category area; and share success stories, accomplishments, lessons learned, and best management practices.
2. **Plans and Projected Performance:** Discuss your future plans and activities (e.g., mission changes, conservation measures, renewable energy systems, new construction or deactivation and decommissioning (D&D), policy and procedures updates, training), milestones, and expected performance for future years (i.e., 3-5 years), along with other relevant information or upcoming initiatives.
3. **Notes:** Write down notes, ideas, events, or reminders when drafting the Narrative. Use this field throughout the year to prepare for reporting. These notes will NOT be included in the final plan.
4. **Comments:** Users with read only access may use this text box to provide comments and feedback for authors to consider when drafting the plan (e.g., site office users).

Below is a breakdown of the major parts of the narrative category pages.

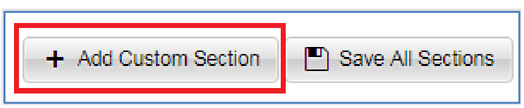
1. Use the “Add Custom Section” button to add a create a new sub-section and save your progress by selecting “Save All Sections”.
2. The text boxes provide the basic functions of Microsoft Word to create a document in the style and format of your choice. To insert tables, charts, graphs, or pictures simply copy (CTRL+C) the image and paste (CTRL+V) the image into the area you wish to display it.
3. The Supporting Documents section allows you to upload supporting documents (e.g., Excel, Word, PDF, PPT) such as data workbooks, a Water Management Plan, or Fleet Management Plan.
4. The Narrative Guidance section includes instructions for the respective category regarding the content that should be included.



8.3 Adding Sections

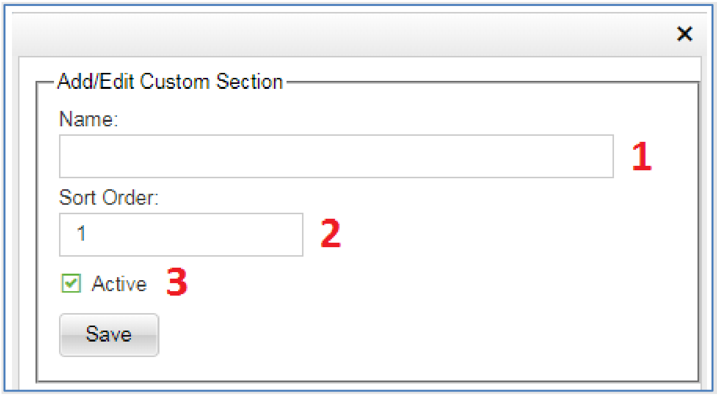
In this section, we will describe how to add/remove sections to a narrative category. Adding sections is an optional feature created to allow for greater flexibility in organizing your plan. Please note, you may only add up to five sections to a category.

Use the "Add Custom Section" to add a new section to your plan.

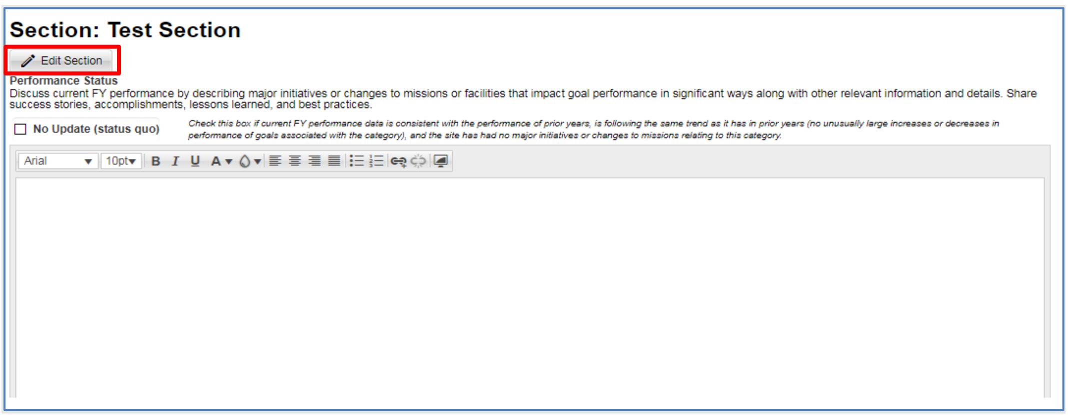


A pop-up window will appear with the following options:

1. **Name:** Enter the title of the sub-section.
2. **Sort Order:** If you are adding multiple sections, use this to change the order in which the sub-sections are presented. ***Note:*** *The sub-sections will automatically follow the main narrative category. If you do not change the sort order, the sub-sections will be organized in the order of creation.*
3. **Active Checkbox**: Leave this box checked to include the sub-section in the narrative. If you wish to exclude/delete this sub-section, go to the Edit section and uncheck the box, then click Save. ***Note:*** *If you uncheck the box and save, you will lose the section and any information in it.*



When you save a new section, it will appear below the main narrative section with the same text boxes as the main section. The “Edit Section” button shown below will direct you to the Add/Edit Custom Section box described above.

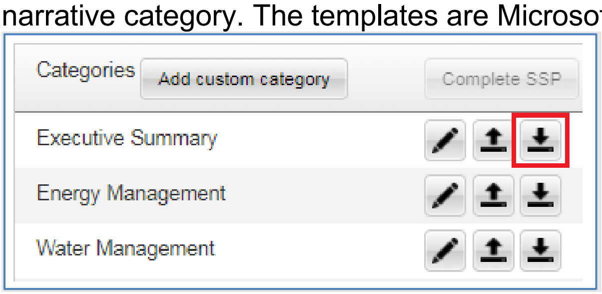


8.4 Narrative Module: Templates

Templates are available to populate the Narrative Module.

Note: *Each category has its own template. Please ensure the latest template is downloaded for the respective reporting year. It is the responsibility of the user to upload the template to the correct category. Should a user upload a template to an incorrect category, it is possible to overwrite a previous entry. Do not edit the titles or re-arrange the rows/columns on the template, this will cause an error for the upload.*

To download a template, select the “Download <Category> Template” icon to the right of the narrative category. The templates are Microsoft Word files.



An example template for the Energy Management category is shown below. You may organize the narrative however you wish within the text boxes provided. Each template has five blank sub-sections, which are available for use if needed. Leave the sub-sections blank if you do not wish to include any additional sub-sections in the plan.

Utilize the fields below to address the Narrative categories. Each category will need a separate template. Do not remove or adjust section breaks between tables, otherwise the template will not upload properly. When uploading a category template, it is the responsibility of the user to upload to the correct category. Should a category information be uploaded to an incorrect category, it is possible to overwrite it.

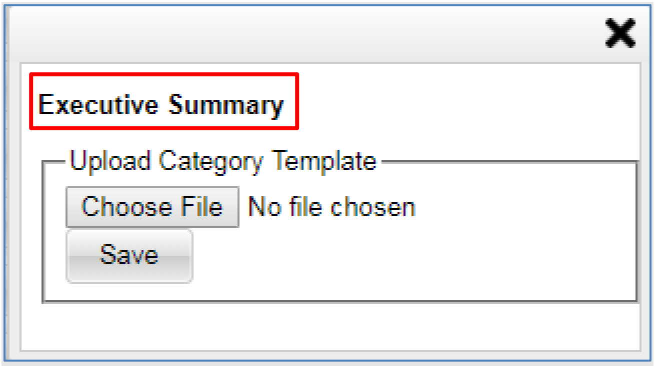
Tables, graphs, or graphics may be inserted. Structuring the category with separate sub-sections is optional. If creating a sub-section, please use the section tables below. Per category, no more than 5 sub-sections can be added.
Finally, be sure to include a category title consistent with those in the Dashboard and section title of your own choosing.

Category: 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.
If current FY performance data is consistent with the performance of prior years, is following the same trend as it has in prior years (no unusually large increases or decreases in performance of goals associated with the category), and the site has had no major initiatives or changes to missions relating to this category, enter "Yes" here: ______________

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

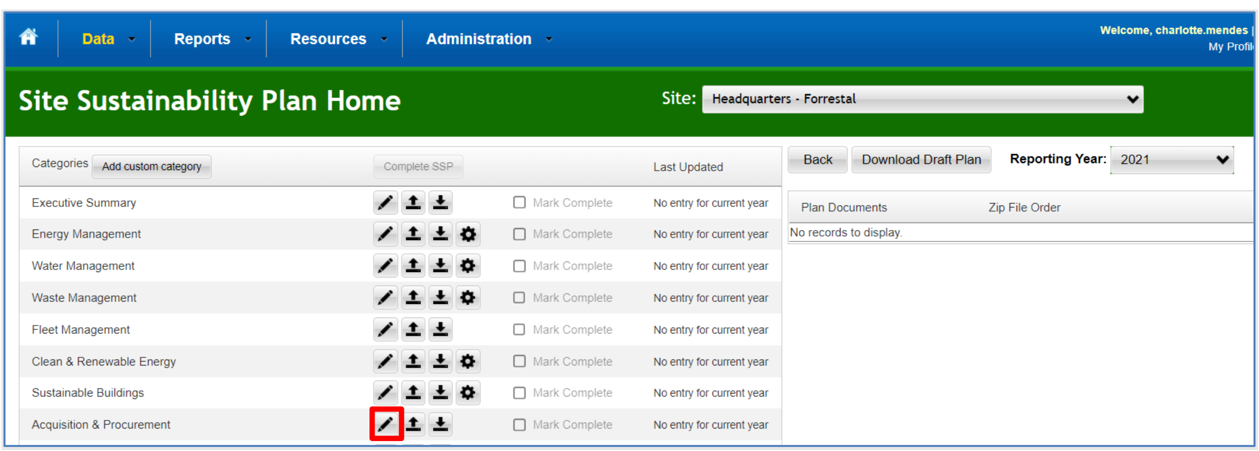
After populating a template, save the file to your computer and select the "Upload <Category> Template" icon next to the correct category. A pop-up window will appear to choose the file and then click save to upload the file. ***Note:*** *Double check the category title on the pop-up window to ensure you are uploading the file to the correct category.*

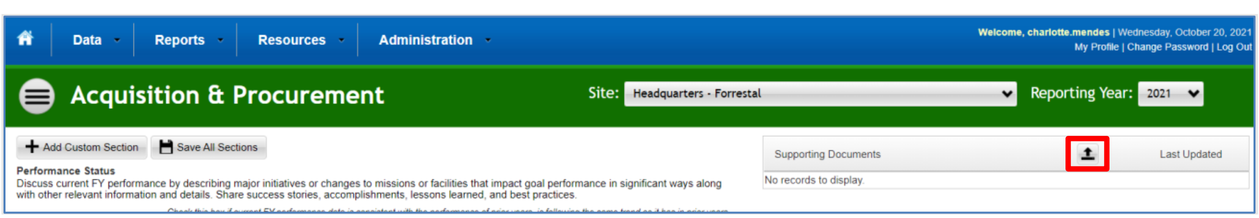


8.5 Narrative Module: Uploading a Data Workbook

As the Dashboard is continuously being updated, certain data categories may require data to be submitted in an Excel workbook. Please review the latest Narrative for instructions on which workbooks are applicable for the current fiscal year. These workbooks can be downloaded from the Dashboard's **Supporting Resources** page and instructions are available in the respective workbook.

Once complete, the workbook should be uploaded as a "supporting document" under the relevant category in the SSP Module. For instance, the Sustainable Acquisition Contracts and/or Biobased Product Purchases workbooks should be uploaded as "supporting document" under the Acquisition & Procurement section.

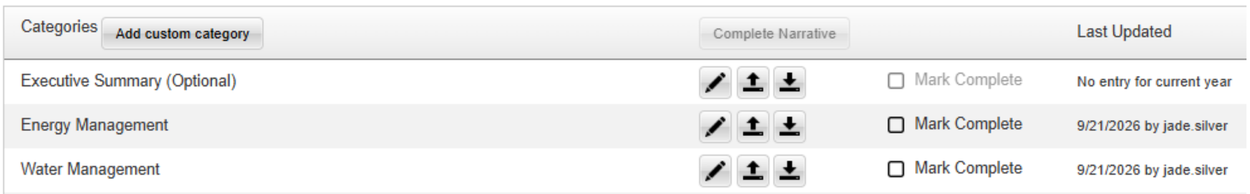




8.6 NARRATIVE MODULE: COMPLETING YOUR NARRATIVE

This section focuses on how to complete each section and submit the plan for final review and approvals.

Once you finish a section, check the Mark Complete box next to the respective category. After all required categories as complete then the “Complete Narrative” button will activate. _Once you click this button, the SSP Module will be locked, and you will not be able to make changes_. If you wish to unlock the SSP, contact the Dashboard Administrator, or have the next level approver reject the plan.



After submission, the **Completion Status Module** will show the approval levels for the Narrative. Users with approval level access may approve the plan on the **Completion Status Module** or within the **Narrative Module**. See Section 9.2 for more details on the approval process.

Chapter 9: Data Submission & Approval Process

9. Data Submission & Approval Process

This section explains the data submission and approval process. Details on the Completion Status Module, approval process, and certification letter requirements are located here. Once users have completed data entry, they must click the gold “Complete <Data Category>” button. This will notify the first level of approvers that data is ready to be reviewed.

9.1 Completion Status Module

The **Completion Status Module** allows users to view the completion and approval status for each sustainability data category. There are several ways to navigate to the **Completion Status Module:**

- From the **Data Menu**, choose “Completion Status”
- From the **Home Page**, select the “View Completion Status” Quick-Start Link.

On the **Completion Status Module**, site users may access the following:

1. **Site Selection:** Users may scroll through the “Site” drop-down menu and select from their assigned sites.
2. **Reporting Period**: Users may choose to select past reporting years for reference.
3. **Document Upload:** You will see three documents that are available for upload/download per responsibility, including the Dashboard Data Accuracy Self-Certification Letter, Excluded Buildings Self-Certification Letter
4. **Completion Status Table:** Users can view progress in each category during data entry and approval process. The Last Update column shows the Date/Time and User who was the last to update the given category.

The Completion Status Module allows users and management to track progress during the reporting period. Once the Site User submits the data for the Site Manager’s review, the data category is labeled as “Completed” with the submission date and site user’s name.

9.1.1 Completion Status Field Description by User

The status fields for the data collection and approval processes are explained below:

Input Status for Dashboard Users:

- **Not Started:** Site users have not begun to enter data into the data category.
- **In Progress:** Site users have begun to enter data in the chosen data category but have not submitted yet.
- **Completed:** Site users have submitted data. The submission date shown.
- **N/A:** Status not available for data categories pulled from other systems (fleet and benchmarking), categories with no historical and current data, and the policy tracker.

Input Status for Site Manager, Site Office, and DOE HQ:

- **In Progress:** Reviewers have received notifications that the data is ready for review. Reviewers are in the process of reviewing for approval or rejection or if necessary, editing the data.
- **Approved:** Reviewers have approved the data set. The approval date is shown.

- **Rejected:** Reviewers have rejected the data set. The rejection date is shown.
- **N/A:** Status not available for data categories pulled from other systems (fleet and benchmarking), categories with no historical and current data, and the policy tracker.

Note: *For any Category that is grayed out on the* ***Completion Status****, no approval is needed.*

9.2 Approval Process

All Dashboard users may go to the **Completion Status** page at any time and see the status of all the data categories for a particular site. Users who are the "Approvers" (Managers, Site Office, or HQ) may review data and approve or reject the submission through this page. As shown in the picture below, when a category has been completed, it will be marked "Waiting Review" with a checkbox next to it.

If the Site Manager would like to submit multiple approvals at once, they may select the checkboxes for the corresponding categories and click the "Approve All Selected Sections" button at the bottom of the page (highlighted in red). The checkboxes will then be replaced by the date the Site Manager approved/rejected the data and the name of the Approver. This will send an alert to the next level of approval that the data is ready for review, if applicable.

Sites need at least one level of approval by a manager beyond the site user who entered data. If this is not possible or creates an additional reporting burden, sites can complete the Dashboard Data Accuracy Self-Certification Letter provided on the **Completion Status** page (see Section 9.3). You can download the template, sign it, and upload the signed document back into the Dashboard for the Dashboard Administrator Review.

Note: *Approvers must visit the individual data categories to reject or edit data.*

To review the data in more detail, prior to approving, click on the given category name. You will be redirected to the Data QAQC Module for that category. At the bottom of the **Data QA/QC Module**, Approve or Reject buttons are displayed along with a comment field to explain the rationale for approval/rejection.

Refer to sections 6.2 Revise Saved Data and 6.2.4 Deleting Rows from Right Hand Panel for more information on revising or deleting data.

9.3 Certification Letters

There are two different certification letters that sites should be aware of:

1. Excluded Buildings Self-Certification Letter
2. Dashboard Data Accuracy Self-Certification Letter

These letters can be downloaded from the Completion Status Module. The final signed document can then be uploaded to the Completion Status Module.

Please review the information below to determine if either letter is required for your site.

9.3.1 Dashboard Data Accuracy Self-Certification Letter

The Dashboard has an approval process (Completion Status Module) built into the system, allowing Site managers and HQ Program officials to certify the accuracy and completeness of the data submission. ***If certifying the data though the Dashboard approval process is deemed a burden based on site characteristics, Dashboard familiarity, or other challenge, Sites or Programs may verify Dashboard data submission with this self-certification letter*.** The self-certification letter is meant to maintain the integrity of the data submitted. The signed self-certification letter should be submitted through the Completion Status Module.

9.3.2 Excluded Buildings Self-Certification Letter

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 into the Energy Consuming Metered (Excluded) category.

The Dashboard will produce a final master Excluded Buildings List. Sites can download their Excluded Buildings List through the Standard Reports module under the Reporting Tab (See Section 10.5).

***Note**: Sites with GSA leased buildings **MUST** submit an Excluded Building Letter. The Self-Certification by the DOE Site Office serves as notification to DOE that the site management agrees that the buildings listed on the Excluded Buildings List meet the qualifications to be excluded from the calculation of energy intensity for the fiscal year.*

Chapter 10: Reports Menu Overview

10. REPORTS MENU OVERVIEW

The Dashboard contains analytical tools and reports to assess performance against DOE's sustainability goals. The reports menu contains the following pages: **OMB Scorecard**, **Comprehensive Scorecard**, **Performance Graphs Module**, **Standard Reports**, and **Create a Report**.

10.1 FILTERS – OMB SCORECARD, COMPREHENSIVE SCORECARD, AND PERFORMANCE GRAPHS

Data presented on the OMB Scorecard, Comprehensive Scorecard, and Performance Graphs may be modified using the following filters. The filters can be utilized singularly or as a combination. The operation of these filters is described below:

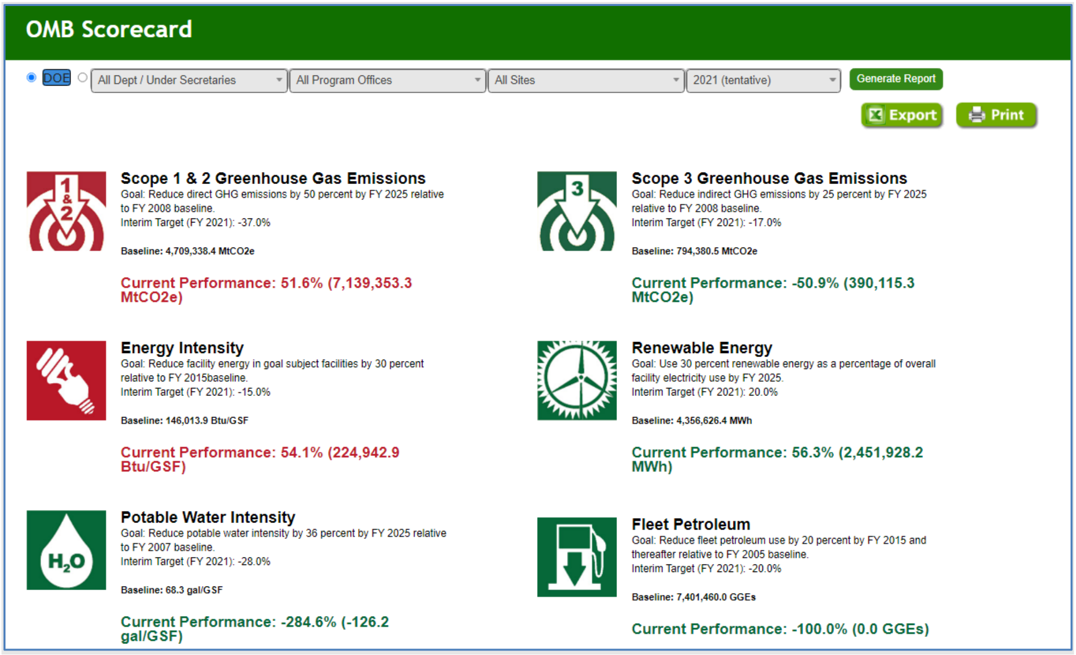
1. **DOE:** This button will clear all filters and display Department-wide performance only. This acts as a reset button to return the user to default filter settings.
2. **All Dept / Under Secretaries:** This filter presents sustainability data for all sites and offices under a particular Under Secretarial Element.
3. **All Program Offices*:*** At its default position "All Program Offices", sustainability data is presented for all DOE programs under the pre-selected Under Secretarial unit, as described above. Filtering to a specific Program will present that Program's sustainability performance.
4. **All Sites:** At its default position "All Sites", the user is shown sustainability data for all of DOE, or as described above, all sites under a selected Under Secretary or Program Office. Filtering to a specific Site will present that Site's sustainability performance.
5. **Year:** The most recent and approved FY serves as the default data. The drop-down menu may be used to view historical goal performance. The range of fiscal years available is determined by the data submitted by Sites in past year's reporting cycles.

Note: *Users are limited in the areas described above based on access and privileges. For example, a Site User from one site will not have visibility into another site's (or Program's) data and performance. If you have questions about access privileges, please contact the Dashboard Administrator.*

10.2 OMB SCORECARD MODULE

The **OMB Scorecard Module** highlights DOE's performance against the measures of the annual targets. The sample table below indicates DOE's overall sustainability progress. The table is filterable by Under Secretary, Program, Site, and Reporting Year.

From the Top Navigation Bar, choose "OMB Scorecard" from the **Reports Menu**.



10.2.1 OMB Scorecard Goals

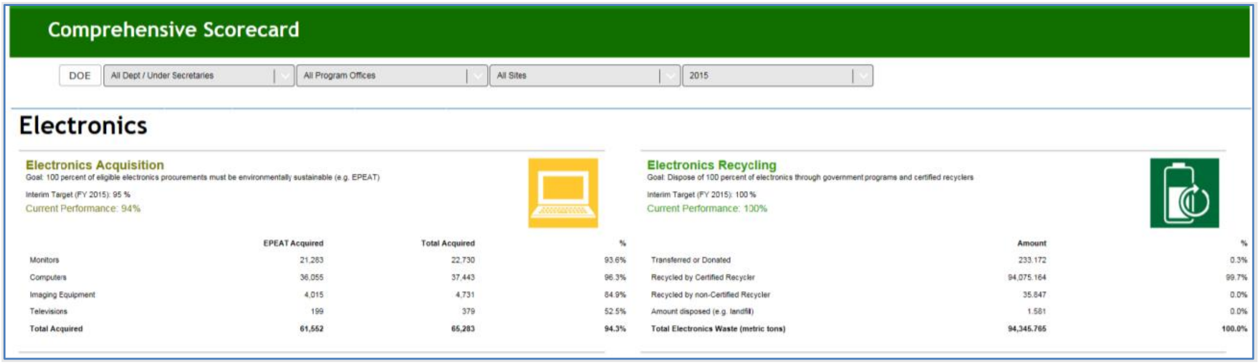
The **OMB Scorecard Module** provides a summary of progress towards goals on the annual OMB Scorecard. The Scorecard outlines specific interim goal targets developed by Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ). The colors of the icons on the Dashboard directly correlate with the Scorecard's green/yellow/red scoring system.

10.2.2 OMB Scorecard Metrics

Each **OMB Scorecard** metric displays the goal icon, title of the metric, and three pieces of summarizing information. As mentioned previously, the colors (green, yellow, and red) signify the status towards achieving the goals. Green represents attainment of the annual target, red represents falling short of the target by more than one year relative to interim targets, and yellow is in between.

10.3 Comprehensive Scorecard Module

From the Top Navigation Bar, choose **Comprehensive Scorecard** from the **Reports Menu**. The **Comprehensive Scorecard** provides a breakdown of the progress of each goal. The Comprehensive Scorecard includes additional goals not covered in the OMB Scorecard, such as Electronics Recycling, Duplex Printing, or Sustainable Acquisition. The image below shows the progress of Electronics goals as an example.



Comprehensive Scorecard

DOE | All Dept / Under Secretaries | All Program Offices | All Sites | 2015

Electronics

Electronics Acquisition

Goal: 100 percent of eligible electronics procurements must be environmentally sustainable (e.g. EPEAT)

Interim Target (FY 2015): 95 %

Current Performance: 94%

	EPEAT Acquired	Total Acquired	%
Monitors	21,283	22,730	93.6%
Computers	36,055	37,443	96.3%
Imaging Equipment	4,015	4,731	84.9%
Televisions	199	379	52.5%
Total Acquired	**61,552**	**65,283**	**94.3%**

Electronics Recycling

Goal: Dispose of 100 percent of electronics through government programs and certified recyclers

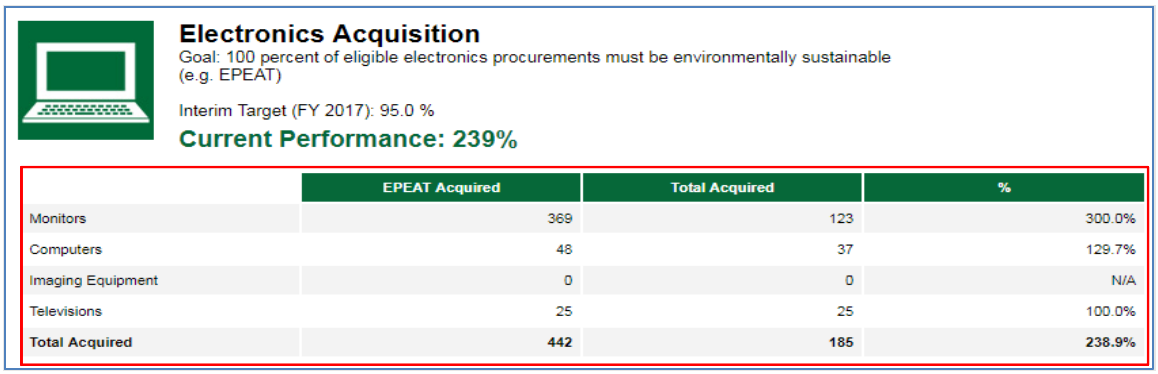
Interim Target (FY 2015): 100 %

Current Performance: 100%

	Amount	%
Transferred or Donated	233.172	0.3%
Recycled by Certified Recycler	94,075.164	99.7%
Recycled by non-Certified Recycler	35.847	0.0%
Amount disposed (e.g. landfill)	1.581	0.0%
Total Electronics Waste (metric tons)	**94,345.765**	**100.0%**

10.3.1 Comprehensive Scorecard Metrics

Each **Comprehensive Scorecard** metric displays the goal icon, title of the metric, and four pieces of summarizing information. As mentioned previously, the colors (green, yellow, and red) signify the status towards achieving the goals. An example summarizing DOE-wide Electronics Acquisition progress is provided below:



Electronics Acquisition

Goal: 100 percent of eligible electronics procurements must be environmentally sustainable (e.g. EPEAT)

Interim Target (FY 2017): 95.0 %

Current Performance: 239%

	EPEAT Acquired	Total Acquired	%
Monitors	369	123	300.0%
Computers	48	37	129.7%
Imaging Equipment	0	0	N/A
Televisions	25	25	100.0%
Total Acquired	**442**	**185**	**238.9%**

Goal: The goal is defined beneath the title. In this example, the goal is to have 100% of eligible electronics procurements be environmentally sustainable.

Note: *Goals may vary across FYs based on DOE's sustainability commitments in the annual Sustainability Plan, which is submitted to CEQ and OMB on a yearly basis. Please use the most current Narrative guidance documentation for clarification.*

Interim Target: The interim goal target is based on the OMB Scorecard. For this example, the interim target is 95% by FY 2015.

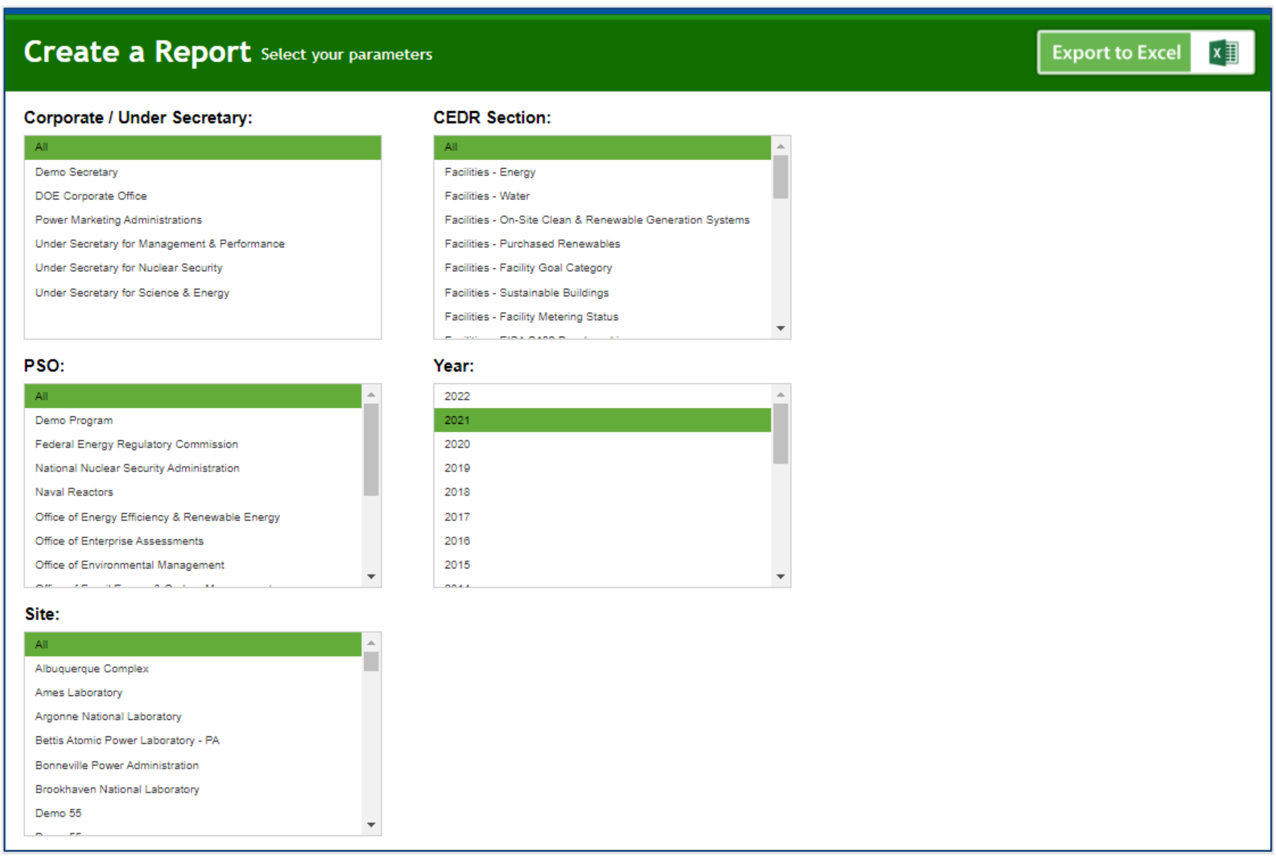
Current Performance: States goal performance through the selected Fiscal Year. The percentage value indicates performance against the baseline. In this example, DOE achieved a 94% procurement rate of environmentally sustainable electronics. This performance is scored "yellow" because it is just shy of the intended interim target of 95%.

Category Performance Breakdown: The screenshot above shows the breakdown of the goal performance for the Electronics Acquisition category. In the photo above, performance is broken down by EPEAT Acquired, Total Acquired, and Percent. The percent for each given electronic category represents the percent of acquired units that meet the EPEAT standard.
for the current reporting year is subject to change until close of fiscal year reporting.

10.4 Create a Report Tools: Standard Reports & Raw Data Reports

There are two different report options located under the **Reports Menu: Standard Reports** and **Create a Report**. Both options operate in a similar fashion, select your parameters and Export to Excel. The Create a Report page is shown is this section as an example.

Create a Report allows users to download raw data maintained by the system. **Standard Reports** allow users to generate more specific reports necessary in the reporting process, such as an Excluded Buildings List. Data is available for download in MS Excel format for each reporting category. The data may be filtered further by PSO, Site, Data Category, and Year. Users may select multiple options under each list by holding the shift or control key when selecting items.



10.4.1 Select Parameters

Reports may be customized through a series of selections. Users must select a parameter from each section prior to report generation.

A brief description of these fields is as follows:

- **Corporate / Under Secretary:** A typical site user will only be presented with a single option for this field, which is based on the sites you have access to.

- **PSO:** This field enables the user to select a Program Secretarial Office (PSO). Once selected, the subsequent fields will be further refined. For example, selecting *National Nuclear Security Administration* (NNSA) in this field refines the Sites options to only those under NNSA.
- **Site:** The options for selecting specific Sites for data download are based on the criteria selected in the “PSO” field above.
- **Data Category:** Data Categories may be selected singularly or in combination. Multiple selections can be made using the Shift or Control key.
- **Year:** This field allows selection from the FYs with approved data sets for the chosen sites.

10.4.2 Export to Excel

Once the report criteria have been selected, the “Export to Excel” button in the upper right-hand corner starts the download process. ***Note:*** *For the Standard Reports, some categories have the option to download as a PDF.*

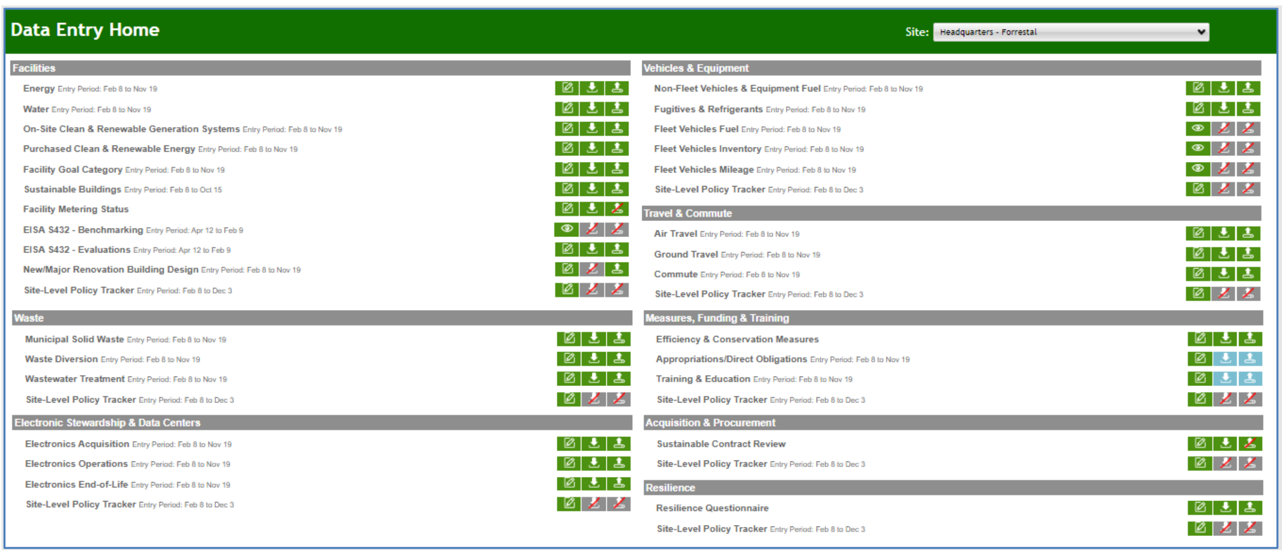
Your web browser will automatically begin the download process. The default file name given to the Create a Report is “CEDR_Report.xlsx”. Standard reports have the default name “Standard Report- *Report Category*”. It is recommended that downloaded files are appropriately renamed.

Chapter 11: Data Category Descriptions

11. Data Category Descriptions

The Dashboard's **Data Entry Module** contains data entry forms for data categories required for DOE sustainability reporting purposes. Each data category in the **Data Entry Module** contains specific data entry fields that must be completed prior to submission. Current year data entered via the **Data Entry Module** is cumulatively added to the historical data sets. When viewed together, the graphical data in the **QA/QC Module** enables users to see trends and easily identify errors, anomalies, or significant data variances.

This chapter presents step-by-step guidance for completing the **Data Entry Module** for each data category. From the **Data Entry Home** page, choose the site from the drop-down menu on the upper right-hand side of the screen, as described in Section 6.1 Date Entry Module. Choose a data category and select the "Enter Data" icon. Each module contains category-specific entry fields. Users should be careful to complete all required fields (all fields except those marked "optional"). It is also recommended that users review data using the **QA/QC Module** prior to submission.



11.1 STANDARDIZED DATA FIELDS

This section reviews the fields in the data entry module that will be prepopulated for all data categories and cannot be edited by the user.

- **Site:** Site name will automatically populate based on site selection in the upper right-hand drop-down menu.
- **PSO:** Program Secretarial Office (PSO) will automatically populate based on the selected Site.
- **Site #:** Site Number (i.e., legacy EMS4 number) will automatically populate based on the selected Site.
- **Reporting Year:** Reporting year is the calendar year data is entered into the Dashboard and reflects data from the most recent fiscal year (i.e. Reporting Year 2026 is FY 2026 data) unless otherwise indicated.
- **Save <Data Category> Button**: This button enables the user to save data without submitting the entry for review. When this button is used, the data will be displayed in the right-hand panel of the Data Entry Module.
- **Complete <Data Category> Button:** Prior to submission, please make sure to verify the accuracy of the data through the QA/QC Module (see *Section 5.2 QA/QC Module* for more information). Once the user has confirmed the data, click on "Complete <Data Category>" to submit for review (see *Section Completion Status Module 9.1* for more information). A pop-up window will appear asking if you are sure you want to submit the data.

Note that these instructions focus on direct entry into the Dashboard. However, many modules can also be updated through templates (in an Excel format). These templates can be downloaded and uploaded on the **Data Entry Home Page**. While the filters and fields in the template will match the filters and fields in the Dashboard modules as described below, template specific directions should be used for updating the document to ensure correct data when uploading back into the Dashboard. Instructions for filling out the templates are embedded in the templates themselves.

11.2 Facilities

Facilities section includes the following data modules:

- Energy
- Water
- On-Site Renewable Generation Systems
- Purchased Renewable Energy
- Facility Goal Category
- Sustainable Buildings
- Facility Metering Status
- EISA S432 – Benchmarking
- EISA S432 – Evaluations
- New/Major Renovation Building Design
- Site-Level Policy Tracker

11.2.1 Energy

The **Energy** module is used to report information about total annual site energy usage by fuel type and associated costs. All sites are required to provide annual data in this module. Users provide information related to the types of fuels or materials consumed in the production of electricity or thermal energy for the site and the associated cost information by fuel type and by facility type (i.e., Goal Subject, Excluded, or Fully Leased facilities, see details in the field definitions). Reporting year is the calendar year data is entered into the Dashboard and annual data submitted should reflect the most recent fiscal year (i.e. reporting year 2026 is fiscal year 2026 data). The **Energy** module does not collect on-site renewable energy fuel consumption or production (including biomass) data. On-site renewable energy (including biomass) data and purchased green energy data is reported through the **On-site Renewable Generation Systems** module and **Purchased Renewable Energy** module respectively (see Section 11.2.3 and Section 11.2.3 for more details). Fuel used in vehicles and equipment, including generators, is reported separately through the **Vehicles and Equipment** modules (see Section 11.3 for more details).

Energy usage data entered into the **Energy** module is used to calculate total energy usage and energy use intensity (EUI) for the site. Reported site energy usage is converted to million British thermal units (MMBtus) and combined with applicable on-site renewable energy and purchased green energy, also converted to MMBtus, to calculate a site's total fiscal year energy use. Together, the **Energy**, **On-site Renewable Generation Systems**, and **Purchased Renewable Energy** modules should include all site facility energy usage for the fiscal year. Energy use intensity (EUI) is calculated using total energy use and the goal subject square footages (SqFt) entered into the **Facility Goal Category** module.

Total Energy Use = (Target Goal Subject Energy use (MMBtu/yr)) +
(Total On-site Renewable Energy use (MMBtu/yr)) +
(Goal Subject Purchased Green Energy use (MMBtu/yr))

EUI = Total Goal Subject Energy Use (MMBtu/yr) from Energy Module + Goal Subject Purchased Green Energy (MMBtu/yr) ÷ Total Site Goal Subject SqFt

The data for this module can be updated through a template. While the filters and fields in the template will match the filters and fields in the Dashboard as described below, template specific directions should be used for updating the document to ensure correct data when uploading back into the Dashboard.

Guidance on how to complete the **Energy** module fields is provided below.

Field	Input Type	Definition
Category	Drop-down list	Select the facility type for reporting. The selection determines how the site's fiscal year energy usage is categorized. User selects one of the following options: • Target Goal Subject Buildings" – Energy used in federal facilities that are not excluded from the EUI reduction goals. Includes all federal facilities that do not meet the exclusion criteria of "Target Excluded Buildings." (42 U.S.C. § 8253(a)(1), (c) and 42 U.S.C. § 8258(a)). • "Target Excluded Buildings" – Energy used in federal or other facilities that are exempt from EUI reduction goals (42 U.S.C. § 8253(c)(1)(3) and DOE FEMP's 2006 Guidelines[1] for Establishing Criteria for Excluding Buildings). Facilities are excluded if they meet the following criteria: ○ Private ownership – Privately owned and occupied facilities located on federal land or military installations. ○ Non-building structure/low-energy use – Structures that consume negligible energy (e.g., outdoor parking garages) ○ Skewed energy consumption – Facilities with atypical or transitional energy use (e.g., inventory changes, scale-downs, decommissioning, major renovation, asbestos removal). ○ Partially serviced lease – Federal agency pays some, but not all, energy costs; leased spaces are partial or limited-term hindering the ability to undertake energy conservation measures. ○ Energy-intensive load – Separately-metered, mission-driven loads not influenced by facility energy conservation measures. ○ All efficiency projects completed – Facilities demonstrating all four critical findings including: ▪ Impracticable energy requirements, ▪ Completed all Federal required energy management reports, ▪ Compliance with all efficiency mandates, and ▪ Implementation of all practicable, cost-effective measures. ▪ "Fully Serviced Lease(s)" - Leased facilities where the lessor manages all energy services and passes costs directly through to the site. This includes any fully serviced leases where the total facility energy consumption data is accounted for. Partially serviced leases should be accounted for in "Target Excluded Buildings.""

[1] https://www.energy.gov/cmei/femp/articles/guidelines-establishing-criteria-excluding-buildings-energy-performance

<table>
<tr><th>Field</th><th>Input Type</th><th>Definition</th></tr>
<tr><td></td><td></td><td>If a site has facility energy usage that is not captured by the above definitions, work with the Dashboard Administrator to determine the most appropriate approach to report fiscal year energy usage.</td></tr>
<tr><td>Subcategory</td><td>Drop-down list</td><td>Select the fuel type to generate the energy used. Select “Other” if the fuel type is not listed. If “Other” is selected, fuel type must be described in the “Additional Information” field and the User must provide the High Heat Value, CO_2 Emissions Factor, CH_4 Emission Factor, and N_2O Emission Factor of the fuel. User selects one of the following options:
<table>
<tr><th colspan="2">Most Common Fuel Types</th></tr>
<tr><td>Electricity</td><td>Diesel</td></tr>
<tr><td>Natural Gas</td><td>Coal</td></tr>
<tr><td>Fuel Oil</td><td>Chilled Water</td></tr>
<tr><td>Liquefied Petroleum Gas (LPG)</td><td>Steam</td></tr>
<tr><td>Liquefied Natural Gas (LNG)</td><td>Hot Water</td></tr>
</table>
<table>
<tr><th colspan="3">Additional Fuel Types</th></tr>
<tr><td>Asphalt and Road Oil</td><td>Isobutene</td><td>Other</td></tr>
<tr><td>Blast Furnace Gas - Fossil Derived</td><td>Isobutylene</td><td>Pentanes Plus</td></tr>
<tr><td>Butane</td><td>Kerosene</td><td>Petrochemical Feedstocks</td></tr>
<tr><td>Butylene</td><td>Lubricants</td><td>Petroleum Coke</td></tr>
<tr><td>Coke Oven Gas - Fossil Derived</td><td>Motor Gasoline</td><td>Propane</td></tr>
<tr><td>Crude Oil</td><td>Municipal Solid Waste - Fossil-derived</td><td>Propylene</td></tr>
<tr><td>Ethane</td><td>Naphtha <401 degrees F</td><td>Special Naphtha</td></tr>
<tr><td>Ethylene</td><td>Natural Gasoline</td><td>Still Gas</td></tr>
<tr><td>Heavy Gas Oils</td><td>Natural Gasoline</td><td>Tires – Fossil-derived</td></tr>
<tr><td>Hydrogen</td><td>Other Oil- >401 degrees F</td><td>Unfinished oils</td></tr>
</table></td></tr>
<tr><td>Main Site Zip Code</td><td>Auto-populated

Determined by Administration module</td><td>The primary postal code of the reporting site. Contact Dashboard Administrator to modify.</td></tr>
<tr><td>Square Feet</td><td>Auto-populated

Determined by Category selection and Facility Goal Category module</td><td>Total square footage is automatically calculated from the User’s entries in “Goal Subject Sqft” and “Excluded Sqft” fields in the Facility Goal Category module.

The Category selection in the Energy module determines which total square footage is displayed. (For example, selecting “Target Goal Subject Buildings” auto-populates the sum of all values in the “Goal Subject Sqft” column from the Facility Goal Category module.)

Square footage data originates from the Facilities Information Management System (FIMS) and is allocated into “Goal Subject Sqft” and “Excluded Sqft” fields by the User.</td></tr>
<tr><td>Purchased or On-Site Generated Non-Renewable</td><td>Auto-populated</td><td>Indicates the energy usage reported by the User is purchased energy and not produced on-site. Contact the Dashboard Administrator if you need to report non-renewable on-site energy usage in the Energy module.</td></tr>
</table>

Field	Input Type	Definition
Data Entry Period Type	Click action	Select the button that defines the data entry interval either by month or quarter.
Usage Unit	Drop-down list	Select the native measurement unit for reporting energy consumption. The default unit is determined automatically based on the User's **Subcategory** and **Fuel/Material** selections (e.g., "Natural Gas" defaults to 1,000 Cubic Feet (MCf), but the User may choose "Million BTUs").
Month or Quarter Amount	User entry	Enter total energy usage per month or quarter (dependent upon the **Data Entry Period Type** field selection) in the native units defined in the **Usage Unit** field.
Cost ($)	User entry	Enter total energy cost in dollars ($) per month or quarter (dependent upon the **Data Entry Period Type** field selection).
Billing Reference (Optional)	User entry (optional)	Free-form field where User may choose to enter billing identifiers or data associated with energy cost documentation.
Additional Information (Optional)	User entry (optional)	Free-form field where User may choose to enter any relevant information not captured in other fields.

Specialized **Energy** module fields only need to be completed if the User chooses **Subcategory** "Electricity," "Fuel Oil," "Coal," "Steam," "Hot Water", or "Other." Specialized **Energy** module fields are specific to the **Subcategory** choice and are dependent on the specific fuel type selection.

Field	Input Type	Definition
Fuel/Material	Drop-down list Values determined by **Subcategory** selection	Select the specific fuel used to generate the reported energy. The available fuel options are determined by the User's **Subcategory** selection; each **Subcategory** listed in the heading of the table below triggers a corresponding list of fuel choices.

Electricity	
Combined Heat and Power	
Conventional Hydro	
Grid	
Fuel Oil	
Distillate Fuel Oil No. 1	Residual Fuel Oil No. 5
Distillate Fuel Oil No. 2	Residual Fuel Oil No. 6
Distillate Fuel Oil No. 4	
Coal	
Anthracite	Mixed (Electric Power sector)
Bituminous	Mixed (Industrial coking)
Coke	Mixed (Industrial sector)
Lignite	Subbituminous
Mixed (Commercial sector)	
Steam and Hot Water	
Blast furnace gas – Fossil-derived	Coke oven gas – Fossil-derived
Coal – Anthracite	Combined Heat and Power (CHP)
Coal – Bituminous	Distillate Fuel Oil No. 1
Coal – Coke	Distillate Fuel Oil No. 2
Coal – Lignite	Distillate Fuel Oil No. 4

Field	Input Type	Definition
		Coal – Mixed (Commercial sector) Natural Gas Coal – Mixed (Electric Power sector) Residual Fuel Oil No. 5 Coal – Mixed (Industrial coking) Residual Fuel Oil No. 6 Coal – Mixed (Industrial sector) Tires – Fossil-derived Coal – Subbituminous
Utility Regulatory Market/Environment	Drop-down list Values determined by **Subcategory** selection of "Electricity" or "Natural Gas"	Select the regulatory structure governing the site's utility service for electricity or natural gas. Options include: • "Vertically Integrated" — A utility that owns and operates the full supply chain (generation/production, transmission, and distribution) and provides bundled service under regulated rates. • "Retail Electric Choice" — A market structure in which end-use customers purchase electricity supply from competitive retail providers while the utility continues to operate the regulated delivery system. • "Mix" — A combination of energy sources or procurement arrangements used to serve load, typically reflecting the percentage distribution of generation types or gas supply contracts. • "Not Available" — Indicates that the service option or market structure does not exist or is not provided within the utility's jurisdiction or operating framework.
Utility Provider(s) Name	User entry Triggered by **Subcategory** selection of "Electricity" or "Natural Gas"	Enter the names of the **Distribution Provider**, **Transmission Supplier**, and **Commodity Supplier** associated with the selected **Subcategory**. Note, in a **"**Vertically Integrated" market, all three entities may be the same utility. Options include: • **Distribution Provider** — The regulated utility responsible for owning and operating the electrical distribution system or natural gas pipelines. • **Transmission Supplier** — An independent transmission operator or Regional Transmission Organization/Independent System Operator that manages grid access, or an interstate/intrastate pipeline company transporting natural gas. • **Commodity Supplier** — The competitive retail electric provider or gas marketer that sells energy directly to the User's site. If a site has multiple utility contracts, they must each be entered separately for each appropriate **Category** and **Subcategory** field corresponding to the usage and cost of that contract.
Agreement Type	User entry Triggered by **Subcategory** selection of "Electricity" or "Natural Gas"	Enter utility contract type for the purchase of energy with the utility. In a "Retail Electric Choice" or "Mix" market environment this should be the contract with the Commodity Supplier. Examples include: • General Services Administration (GSA) Areawide Task Order • Defense Logistics Agency (DLA)/GSA Commodity Contract • Western Area Power Administration (WAPA) agreement.
Contract Period Date	User entry Triggered by **Subcategory** selection of "Electricity" or "Natural Gas"	Enter the start and end dates (MM/DD/YYYY) for the contract provided in **Agreement Type**.
Transmission and Distribution (T&D) Losses	User entry (Optional) Triggered by **Subcategory**	Field planned for removal, no entry required.

Field	Input Type	Definition
(Optional):	selection of “Electricity” or “Natural Gas”	
Other High Heat Value	User entry Triggered by **Subcategory** selection of “Other”	Enter the high heat value (total energy released when the fuel burns completely) of the “Other” fuel in Btu/lb.
Other CO_2 Emissions Factor	User entry Triggered by **Subcategory** selection of “Other”	Enter the emissions factor (amount of greenhouse released) of the “Other” fuel for CO_2 in kg/MMBtu.
Other CH_4 Emission Factor	User entry Triggered by **Subcategory** selection of “Other”	Enter the emissions factor (amount of greenhouse released) of the “Other” fuel for CH_4 in kg/MMBtu.
Other N_2O Emission Factor	User entry Triggered by **Subcategory** selection of “Other”	Enter the emissions factor (amount of greenhouse released) of the “Other” fuel for N_2O in kg/MMBtu.

Once the User has completed reporting for all required fields in the **Energy** module, the User must click the green **Save Energy Consumption and Cost Data** button to save the entry. After saving, the entry will appear in the entry list on the right side of the module.

To modify an entry for the current reporting year that has not yet been submitted, the User clicks **Select** next to the desired entry. The entry will load into the fields for editing.

To revise data from a previous reporting year, the User selects the “Reporting Year” then clicks **Select** next to the desired entry. Click the yellow **Create Change Request** button. The User may then make the necessary edits and submit the request for formal review by clicking the green **Send Change Request** button. A change request must include justification and at least one supervisor email (e.g., manager or field office contact).

After the User has entered and saved all energy data for the reporting year, the User submits the complete set of entries by clicking the gold **Complete Energy Consumption and Cost** button. This action can only be performed once per reporting year; therefore, all energy data for that fiscal year must be finalized prior to submission.

11.2.2 Water

The **Water** module collects information about each site’s water consumption and associated costs. All sites are required to provide annual data in this module. Users provide information relating to the types of water consumed and the associated billing information.

Water data is used to calculate water consumption and performance metrics. Potable water is used to calculate a site's Water Use Intensity (WUI). Water consumption for Goal Subject and Excluded categories are reported together. Unlike EUI, water consumption is not reported separately for Goal Subject and Excluded facilities for WUI. See the **Facility Goal Category** module for details on square footage. Note, non-water consuming sqft are subtracted from the calculation. If a site does not enter anything into the non-water-consuming sqft columns in the **Facility Goal Category** entry, then only Goal Subject and Excluded sqft will be used in the WUI calculation.

WUI = Annual Potable Water Use ÷ (Goal Subject Sqft + Excluded Sqft - Non-Water-Consuming Sqft)

The data for this module can be updated through a template. While the filters and fields in the template will match the filters and fields in the **Dashboard** as described below, template specific directions should be used for updating the document to ensure correct data when uploading back into the Dashboard.

Guidance on how to complete the **Water** module fields is provided below.

Field	Input Type	Definition
Category	Drop-down list	Select the facility type for reporting. The selection determines how the site's fiscal year water usage is categorized. Note that these selections are determined by the energy use of the facility reported in the **Energy** module. The square footages for these selections are calculated from the **Facility Goal Category** module. Options include: • **Goal Subject & Excluded Buildings** • **Fully Serviced Lease(s)**
Subcategory	Drop-down list	Select the most appropriate option that represents the type of water consumption being reported. Options include: • **Aquifer Recharge -** Intentional or enhanced replenishment of groundwater within an aquifer system—typically via surface spreading, infiltration basins, or injection wells—to restore groundwater storage, prevent saltwater intrusion, and support aquifer resilience. • **ILA (Industrial, Landscaping & Agricultural)** • **Non-Potable Freshwater -** Unfit-for-drinking freshwater (surface or groundwater) used for industrial processes, irrigation, or agricultural operations, not treated to potable standards and excluded from Safe Drinking Water Act potable use. • **On-Site Alternative Water -** Water captured, treated, and reused within a facility (e.g., rainwater, HVAC condensate, graywater, cooling tower blowdown) for non-potable purposes—offsetting freshwater demand. • **Potable Water -** Water meeting Safe Drinking Water Act standards—fit for human consumption, compliant with EPA's National Primary Drinking Water Regulations (e.g., 40 CFR 141), including health-based maximum contaminant levels**. This is typical the selection for water supplied by a public or private water utility.**
Square Feet	Auto-populated based on Category; historically sourced from FIMS	Populated with a total square footage based on data entry in the **Facility Goal Category** module. Square Feet = Goal Subject Sqft + Excluded Sqft - Non-Water Consuming SqFt
Data Entry Period Type	Click action	Select the button that defines the data entry interval either by month or quarter.
Usage Unit	Set value at Million Gallons	Measurement unit for reported water consumption. All data must be reported in Million Gallons.
Month or Quarter Amount	User entry	User enters total energy consumption per month or quarter (dependent upon the **Data Entry Period Type** field choice) in the units defined in the **Usage** unit field.
Cost($)	User entry	User enters total energy consumption cost in dollars ($) per month or quarter (dependent upon the **Data Entry Period Type** field choice).
Billing Reference (Optional)	User entry	Billing identifiers associated with water cost documentation.
Additional Information (Optional)	User entry	Free-form field for any relevant information not captured in standard inputs.

Specialized **Water** fields for entry are specific to the **Subcategory** choice and relate to that specific water type.

Field	Data Origin	Definition
Aquifer Recharge Method	Drop-down list Option only when User selects “Aquifer Recharge” in the **Subcategory** field	• Direct Injection - a method where water (such as treated wastewater, stormwater, or river water) is pumped or fed directly through drilled wells into an underground saturated groundwater zone or confined aquifer • Green Infrastructure/Low Impact Development - an approach to land development and stormwater management that uses natural vegetation, soils, and engineered systems to mimic the natural water cycle and promote aquifer recharge.
Upload Quality Documentation for Aquifer Recharge	Drop-down list Option only when User selects “Aquifer Recharge” in the **Subcategory** field	Require if *Aquifer Recharge* is selected. User provides documentation on the quality of water the aquifer is being recharged and uploads that information here.
ILA Non-Potable Water End Use:	Drop-down list Option only when User selects “ILA Non-Potable Freshwater” in the **Subcategory** field	User selects the most appropriate option that represents the type of water consumption being reported. Options include: • Agricultural • Industrial - utilized directly within a facility to support or execute mechanical and chemical processes • Landscaping
On-Site Alternative Water Source	Drop-down list Option only when User selects “On-Site Alternative Water Source” in the **Subcategory** field	Captured Condensate Captured Sump Pump Water Gray Water Harvested Rainwater/Stormwater Other Process Reuse Reclaimed Wastewater Recycled Water Reverse Osmosis Water Purification Reject Water If the users selects Other, describe the source in the **Additional Information (Optional)** entry.

Once the User has completed updating all required **Fields** in the **Water** module, the User must click the green **Save Water Consumption and Cost Data** button to store the entry. After saving, the entry will appear in the entry list on the right side of the module.

To modify an entry for the current fiscal year that has not yet been submitted, the User clicks **Select** next to the desired entry. The entry will load into the **Fields** for editing.
To revise data from a previous fiscal year, the User selects the fiscal year then clicks **Select** next to the desired entry. Click the yellow **Create Change Request** button. The User may then make the necessary edits and submit the request for formal review by clicking the green **Send Change Request** button. A change request must include justification and at least one supervisor email (e.g., manager or field office contact).

After the User has entered and saved all water data for the reporting year, the User submits the complete set of entries by clicking gold **Complete Water Consumption and Cost** button. This action can only be performed once per reporting year; therefore, all water data for that fiscal year must be finalized prior to submission.

11.2.3 On-Site Renewable Generation Systems

The On-Site Renewable Energy Generation Systems module collects information about the site's on-site electric and thermal renewable energy consumption. All sites are required to provide annual data in this module. On-site system information rolled over from the previous fiscal year and only needs to be updated if there is a change (i.e. the system is removed). Energy production for on-site systems is also pre-populated from the previous fiscal year entry and should be reviewed and updated as necessary. Data can be updated through the Dashboard interface or by downloading a template and uploading the changes to the module. Guidance on how to complete the **On-Site Renewable Generation Systems** module is provided below.

Green energy purchases and renewable energy credits (RECs) are entered into the **Purchased Renewable Energy** module.

Update each individual onsite system. To create a new system, click the **+Add new record** button on the left side of the screen and blank data fields will populate horizontally. This will create a new generation system row to be filled in by the User for the first time.

If the User needs to update an existing onsite system, click "Edit" from just left of the existing generation system information displayed on the screen.

Select "delete" to remove the generation system entry.

The name for each system is based on concatenating the "System Description/Name" and "Location Description" in the system information. These names are based on previous CEDR data, and the user can update the "System Description/Name" and "Location Description" so that it matches the desired name.

Total On-site Renewable Energy Use = Total Electricity Output + Total Thermal Output for selected reporting year

The data for this module can be updated through a template. While the filters and fields in the template will match the filters and fields in the **Dashboard** as described below, template specific directions should be used for updating the document to ensure correct data when uploading back into the Dashboard.

Guidance on how to complete the **On-Site Renewable Generation Systems** module fields is provided below.

<table>
<tr><th>Section</th><th>Field</th><th>Input Type</th><th>Definition</th></tr>
<tr><td>System</td><td>System Description / Name</td><td>User entry</td><td>User provides the onsite system name. A good practice is to include the type of system and information to identify per site details (i.e, Photovoltaic – RSF I, Wind Turbine – Siemens).

The name should not change between fiscal years unless absolutely necessary.</td></tr>
<tr><td>System</td><td>System Location / Description</td><td>User entry</td><td>User provides the location of the onsite system.</td></tr>
<tr><td>System Information</td><td>Renewable Fuel Type</td><td>Drop-down list</td><td>Select the fuel type that most closely resembles the fuel use for the onsite system. If the fuel type is not listed choose “Other” and fill in the Other Fuel Description field.

<table>
<tr><th colspan="2">Renewable Fuel Types</th></tr>
<tr><td>Agricultural byproducts</td><td>MSW for Thermal, Output BTUs</td></tr>
<tr><td>B-20 (20% Biodiesel)</td><td>NA</td></tr>
<tr><td>Biodiesel (100%)</td><td>Ocean (Thermal, Wave, Tidal, other)</td></tr>
<tr><td>Biogas (captured methane)</td><td>Other</td></tr>
<tr><td>Concentrating Solar Power (CSP)</td><td>Peat</td></tr>
<tr><td>Daylighting</td><td>Rendered animal fat</td></tr>
<tr><td>E-85 (85% Ethanol)</td><td>Solar Photovoltaic</td></tr>
<tr><td>Ethanol (100%)</td><td>Solar Thermal (including water and space conditioning)</td></tr>
<tr><td>Fuel Cells</td><td>Solid byproducts</td></tr>
<tr><td>Geothermal</td><td>Vegetable oil</td></tr>
<tr><td>Ground Source Heat Pumps</td><td>Wind</td></tr>
<tr><td>Hydrokinetic (non-ocean)</td><td>Wood and wood residuals</td></tr>
<tr><td>Incremental Hydropower</td><td>Hydropower (RECs ONLY)</td></tr>
<tr><td>Mechanical (i.e., direct water pumping)</td><td>Blend (RECs ONLY)</td></tr>
<tr><td>MSW for Electricity, Input BTUs</td><td></td></tr>
</table></td></tr>
<tr><td>System Information</td><td>Other Fuel Description</td><td>User entry (if applicable)</td><td>User provides only if they choose “Other” from the Renewable Fuel Type drop down list.</td></tr>
<tr><td>System Information</td><td>Year Installed</td><td>User entry</td><td>User provides the year (YYYY) the system was installed.</td></tr>
<tr><td>System Information</td><td>Nameplate Capacity (kW)</td><td>User entry (if applicable)</td><td>User provides the nameplate capacity (listed on the system and represents the maximum continuous output the system is designed to produce under ideal operating conditions) in kW for any system that produces electricity.

Leave blank if the system produces thermal energy.</td></tr>
<tr><td>System Information</td><td>Electric or Thermal?</td><td>Drop-down list</td><td>User selects what kind of energy the onsite system produces.
Electric (e.g., solar photovoltaics)
Thermal (e.g., ground source heat pumps)
Both (e.g., combine heat and power (CHP) system)
User selection determines which fields are required in the Production & Fuel Information section.</td></tr>
</table>

Section	Field	Input Type	Definition
System Information	Type of Thermal Output (e.g. steam, hot water)	User entry (if applicable)	If the onsite system produces thermal energy, User provides the output of that thermal energy. This could be something like steam or hot water. Leave blank if the system does not produce thermal energy.
System Information	Capital Equipment / Implementation Cost ($)	User entry (optional)	Provide the cost (in total dollars) of the onsite system's equipment and original construction at installation. Field is rolled over year to year and does not need to be updated annually.
System Information	Acquisition Method	Drop-down list	User selects the financial mechanism used to acquire the onsite system. If the User selects "Other Funding Source" describe the funding source in the **Additional Information** entry. **Acquisition Method** ARRA General Plant Project (GPP) Institutional General Plant Project (IGPP) Line Item Utility Energy Service Contract (UESC) Energy Savings Performance Contract (ESPC) Power Purchase Agreement (PPA) Enhanced Use Lease (EUL) Incentive Program Direct Centralized Capital Funding Decentralized Operating Budgets Other Funding Source
System Information	% of RECs Retained	Drop-down list	User selects the percentage of renewable energy credits (RECs) retained by the project to the nearest tens percentage. If the onsite system does not produce RECs choose 0%.
System Information	Purchased Replacement RECs for Consumed Energy	User selection	If the onsite system retains anything less than 100% of RECs and any replacement RECs are purchased for the onsite system in the reporting fiscal year choose "Yes." Otherwise, the User will select "No." REC replacement status determines how the system will be accounted for in DOE reporting. It is critical that Users enter this information correctly.
Siting Information	Operational Status	User selection	If the onsite system is operational in this reporting fiscal year choose "Operational." If the system has been removed choose "Decommissioned Removed." Note that systems marked as "Decommissioned Removed" will not be pulled into the subsequent fiscal year entry. If known, add information on why the system was removed in the **Additional Information** section.
Siting Information	System Location Zip Code	User entry	User provides the most appropriate zip code location XXXXX of the onsite system.

Section	Field	Input Type	Definition
Siting Information	Siting Status	Drop-down list	**Siting Status** determines how the system will be accounted for in DOE reporting. It is critical that Users enter this information correctly. Users must indicate if the system is sited on Federal, Indian, other land and whether the energy from the system is transmitted directly for use on the site. Renewable systems that are located on Federal or Indian land are double counted in onsite renewable energy goal calculations (per 42 U.S. Code § 15852. On Federal Land, On User Site On Federal Land, Transmitted to User Site On Federal Land, Hosted (Not Transmitted to User Site) On Indian Land, On User Site On Indian Land, Transmitted to User Site On Indian Land, Hosted (Not Transmitted to User Site) Not on Federal or Indian Land, Adjacent to Site Not on Federal or Indian Land, Transmitted to Site
Siting Information	Grid Status	Drop-down list	User selects the best option to describe the connection of the onsite system to the electric grid. For example, thermal systems and islanded systems would not connect to the grid. This should match with the **Electrical or Thermal?** entry. Electric On Grid / Non-Electric / Both, On Grid Electric Off Grid / / Both, Off Grid
Siting Information	Do You Own the T&D System?	Drop-down list	User selects the ownership of the transmission and distribution (T&D) of the onsite system which includes • No • No Electricity is Delivered (Non-Electric) • Yes
Goal Information	GHG Scope	Drop-down list	User selects which category of greenhouse gas (GHG) will be impacted by this onsite system. **Scope 1** - emissions impacted are direct greenhouse gases from sources a site owns or controls (i.e, a biomass plant reduces natural gas burned in onsite boilers) **Scope 2** - emissions result from the generation of purchased electricity, steam, heating, or cooling (i.e, a solar PV system reduces electricity purchased from the grid) **Scope 3** - emissions include all other indirect emissions not owned or directly controlled by a Federal agency (e.g., hosted systems).
Goal Information	Energy Intensity / End Use Category	User selection	User selects “Goal Subject” or “Excluded” from the drop-down list. This indicates whether the energy produced by the onsite system impacts facilities part of the Goal Subject square footage defined in the **Energy** module or is part of a facility in the excluded square footage. See the **Energy** module for more information about “Goal Subject” and “Excluded” status.
Production & Fuel Information	Electricity Output (MWh/Yr)	User entry (if applicable)	If the onsite system produces electricity, User provides the total electrical output of the system for the reporting fiscal year. Total annual production must be provided in MWh.
Production & Fuel Information	Thermal Output (MMBTU/Yr)	User entry (if applicable)	If the onsite system produces thermal energy, user provides the total thermal output of the system for the reporting fiscal year. Total annual production must be provided in MMBTU.

Section	Field	Input Type	Definition
Production & Fuel Information	Principal Biomass Fuel Type	Drop-down list (if applicable)	If the onsite system uses biomass, choose the item from the list below that most closely describes the type of fuel used for the majority of the fuel in the onsite system. Agricultural byproducts Biodiesel (100%) Biogas (capture methane) Ethanol (100%) MSW for Electricity, Input BTUs NA Peat Rendered animal fat Solid byproducts Vegetable oil Wood and wood residuals
Production & Fuel Information	Principal Biomass Fuel Use (MMBTU/Yr)	User entry (if applicable)	If the onsite system uses biomass enter the total amount of fuel used in the biomass system. User enters to principal fuel (51% or more of the fuel) used in the system in this data field.
Production & Fuel Information	Secondary / Blend Fuel Type	Drop-down list (if applicable)	If the onsite system uses biomass and blends with a secondary fuel, select the item from the list below that most closely describes the type of fuel used as a blend in the onsite system. Agricultural byproducts Asphalt and road oil Aviation gasoline Biodiesel (100%) Biogas (captured methane) Blast furnace gas Butane Butylene Coal Anthracite Coal Bituminous Coal Coke Coal Lignite Coal Mixed (Commercial sector) Coal Mixed (Electric Power sector) Coal Mixed (industrial coking) Coal Mixed (industrial sector) Coal Subbituminous Coke oven gas Crude oil Distillate Fuel Oil No. 2 Distillate Fuel Oil No. 4 Distillate Fuel Oil No. 5 Distillate Fuel Oil No. 6 Distillate Fuel Oil No.1 Ethane Ethanol (100%) Ethylene Heavy gas oils Isobutene Isobutylene Kerosene Kerosene-type jet fuel Liquefied petroleum gases (LPG) Lubricants Motor gasoline MSW for Electricity, Input BTUs MSW for Thermal, Output BTUs NA Naphtha (<401 degrees F) Natural Gas Pipeline (Weighted U.S. Average) Natural gasoline Other oil (>401 degrees F) Peat Pentanes plus Petrochemical feedstock Petroleum coke Propane Propylene Rendered animal fat Solid byproducts Special naphtha Still gas Tires Unfinished oils Vegetable oil Wood and wood residuals
Production & Fuel Information	Secondary / Blend Fuel Use (MMBTU/Yr)	User entry (if applicable)	If the onsite system uses biomass enter the total ????

Section	Field	Input Type	Definition
Production & Fuel Information	If Applicable, Annual Fuel Cost ($)	User entry (optional)	If the site had to pay an annual cost for the fuel for the onsite renewable system, provide that cost here in total dollars.
Production & Fuel Information	Annual Operations Cost ($)	User entry (optional)	If the site had to pay an annual cost for the operation of the onsite renewable system, provide that cost here in total dollars.
Production & Fuel Information	Upload Documents	User upload (optional)	Sites can provide additional documentation here.
Production & Fuel Information	Additional Information	User entry (optional)	Free-form field for any relevant information not captured in standard inputs.

Once the User has completed updating all required **Fields** for an onsite system, the User must click the green **Save** button to save the entry.

After the User has entered and saved all onsite system data for the reporting year, the User submits the complete set of entries by clicking gold **Complete On-Site Renewable Generation Systems** button. This action can only be performed once per reporting year; therefore, all data for that fiscal year must be finalized prior to submission.

There is no option to submit a change request for this module for submitted data. To edit completed data, reach out to the Dashboard Administrator directly.

11.2.4 Purchased Renewable Energy

If the site purchased renewable energy that was consumed during agency activities, use the Purchased Renewable Energy module to report that energy consumed.

The data for this module can be updated through a template. While the filters and fields in the template will match the filters and fields in the **Dashboard** as described below, template specific directions should be used for updating the document to ensure correct data when uploading back into the Dashboard.

Guidance on how to complete the **Purchased Renewable Energy** module fields is provided below.

Field	Input Type	Definition
Subcategory	Drop-down list	Select either “Green Energy Purchase” or “Renewable Energy Credit Only Purchase” from the subcategory dropdown. Once a subcategory has been selected, the Dashboard will automatically refresh the page, presenting the user with the relevant fields. ***Green Energy Purchases:*** If Green Energy Purchases is selected as the *Subcategory***,** the Dashboard will switch the data entry fields to match if electric or thermal was previously selected. • Electricity: There are two fields that appear below the *Electric* or *Thermal* category, the first being “Electricity Purchased (MWh)” and the second being “Purchased Cost ($)”. Complete these fields by entering the total green energy electricity purchased (in MWh) in the first field, then the purchased cost in dollars.

Field	Input Type	Definition
		• If *Thermal* was selected, enter the thermal purchased (in MMBtu) and the purchased cost in dollars. ***Renewable Energy Credit Only Purchase****:* If Renewable Energy Credit Only Purchases are selected as the *Subcategory,* users should fill in the following fields:
Data Entry Period Type	Click action	Select the type of period breakdown that the site will be using to enter renewable energy data. The options are Fiscal Year by Quarter, Fiscal Year by Month, and Annual. *Fiscal Year by Quarter*: When this option is selected, the Dashboard automatically adds fields for each quarter's *Electricity Purchased (in MWh)* or *RECs Purchased (in MWh)* and the associated *Purchased Cost ($).* Enter the quarterly data in these fields. *Fiscal Year by Month*: When this option is selected, the Dashboard automatically adds fields for each months' totals in *Electricity Purchased (in MWh)* or *RECs Purchased (in MWh)* and the associated *Purchased Cost ($)* of that renewable energy. Enter monthly data in the appropriate fields. *Annual*: When this option is selected, the Dashboard automatically adds two fields for data entry. These fields are *Electricity Purchased (MWh)* or *RECs Purchased (in MWh)* and the associated Purchased Cost ($). Enter the annual data in these fields.
Renewable Fuel Type	Drop-down list	Using the provided drop-down menu, select the option that most closely matches the type of renewable energy fuel that the aforementioned system is using.
Install/Service Year	User entry	Enter the year in which the renewable energy system that the site is purchasing green energy from was installed or placed in service. If entering RECs, enter the year in which the renewable energy system that the site is purchasing RECs from was installed or placed in service. Note, RECs must have an installation date within 10 years on the current FY.
Source Zip Code	User entry	Enter the zip code in which the renewable energy system that the site is purchasing green energy from is located
Siting Status	Drop-down list	Using the drop-down menu, select the siting option that represents the renewable energy system's location. For each option, there are two parts: the type of land the system is sited on followed by the relationship of the site to the system. For part one: Is the site on Federal land, Indian land, or neither? For part two: Is the system on the user's site, is power transmitted to the user's site, is the system hosted on the site (and transmitting power to another), or is the system adjacent to the site?
Energy Intensity/End Use Category		Select the option that most accurately describes how the site wishes to categorize the energy intensity goals for the data related to the renewable energy system or RECs. The choices are either *Goal Subject* or *Excluded*.
Supplier/ Contract With	Drop-down list	Using the drop-down menu, select the organization with which the site has an agreement for a green energy or REC purchase. Choose from the following options: Bonneville Power Administration (BPA), Defense Logistics Agency's Defense Energy Support Center (DLA/DESC), General Services Administration (GSA), Tennessee Valley Authority (TVA), and Western Area Power Administration (WAPA). If the green energy purchases come from another source, select *Other* and describe the situation in the "Additional Information" field at the bottom of the page.

Field	Input Type	Definition
Multi-Year Contract?:	Drop-down list	If green energy or REC purchases are being made under a multi-year contract, select *Yes*. If not, select *No*. If you select *Yes*, you must then enter the contract start and end dates in the appropriate fields.
Electricity Purchased (MWh)	User entry	Complete these fields by entering the total RECs purchased and their associated cost over the current fiscal year.
Purchased Cost ($)	User entry	Complete these fields by entering the total RECs purchased and their associated cost over the current fiscal year.

Specialized options

Field	Input Type	Definition
Electric of Thermal?	Drop-down list Option only when User selects “Green Energy Purchase” in the **Subcategory** field	**(If Applicable):** If Green Energy Purchase is selected as the purchased type from the Subcategory dropdown, users must select if the energy is electric or thermal. If the green energy purchased is in the form of electricity, select *Electric* from the drop-down menu and continue. If the site is entering data for green energy purchases in the form of thermal energy, select *Thermal* and continue
Supplier/ Contract With	Drop-down list Option only when User selects “Green Energy Purchase” in the **Subcategory** field	: Using the drop-down menu, select the organization with which the site has an agreement for a green energy or REC purchase. Choose from the following options: Bonneville Power Administration (BPA), Defense Logistics Agency’s Defense Energy Support Center (DLA/DESC), General Services Administration (GSA), Tennessee Valley Authority (TVA), and Western Area Power Administration (WAPA). If the green energy purchases come from another source, select *Other* and describe the situation in the “Additional Information” field at the bottom of the page.
Billing Reference (Optional)	User entry	Billing identifiers associated with purchased renewable energy cost documentation.
Additional Information (Optional)	User entry	Free-form field for any relevant information not captured in standard inputs.

Once the User has completed updating all required **Fields** in the **Purchased Renewable Energy** module, the User must click the green **Save Renewable Energy Data** button to store the entry. After saving, the entry will appear in the entry list on the right side of the module.

To modify an entry for the current fiscal year that has not yet been submitted, the User clicks **Select** next to the desired entry. The entry will load into the **Fields** for editing.

To revise data from a previous fiscal year, the User selects the fiscal year then clicks **Select** next to the desired entry. Click the yellow **Create Change Request** button. The User may then make the necessary edits and submit the request for formal review by clicking the green **Send Change Request** button. A change request must include justification and at least one supervisor email (e.g., manager or field office contact).

After the User has entered and saved all purchased renewable energy data for the reporting year, the User submits the complete set of entries by clicking the gold **Complete Renewable Energy** button. This action can only be performed once per reporting year; therefore, all purchased renewable energy data for that fiscal year must be finalized prior to submission.

11.2.5 Facility Goal Category

The **Facility Goal Category** module collects and updates facility information using FIMS (Facility Information Management System) data as well as direct User entry data. This information includes facility square footage and property type/status and other information about facilities. See the table below for the specific fields included. Basic facility information is uploaded from the FIMS database annually in September/October to capture changes in inventory. Information uploaded from FIMS cannot be edited in the **Dashboard** and instead must be changed in FIMS. Updating data in FIMS will not automatically update the **Dashboard**. Therefore, Users should reach out to the Dashboard Administrator if they need their FIMS data updated for reporting purposes.

Information entered into the **Facility Goal Category** module automatically feeds into multiple Dashboard calculations including energy usage intensity (EUI) water usage intensity (WUI), and EISA S432 energy consuming sqft. Review the Energy, Water, and EISA modules to better understand these calculations.

The data for this module can be updated through a template. While the filters and fields in the template will match the filters and fields in the **Dashboard** as described below, template specific directions should be used for updating the document to ensure correct data when uploading back into the Dashboard.

In the **Dashboard** and within the **Facility Goal Category module**, Users can use the filters at the top of the page to view and edit the data categories within the data entry module. There are similar filters within the downloadable template although they may be slightly different than those listed here.

The following is a description of the filters used for viewing data in the **Facility Goal Category** module.

1. **Site Information:** “PSO”, “Site Name”, and “Site Number” are prepopulated based on the Users “Site” selection in the top right-hand drop down menu.

2. **Reporting Year** can be manually selected using the drop-down menu.
3. **Count OSF (Other Structures and Facilities) or Count Outgrant:** These check boxes are prepopulated based on historic accounting. If you wish to change the checked box, please contact the Dashboard Administrator.
4. **Property Type:** Users can filter the data by selecting the type of property (All, Buildings, Trailers, and OSF) from the drop-down menu..
5. **Ownership:** Users can filter the data by selecting the type of ownership from the drop-down menu.
    a. Contractor Leased (C)
    b. Contractor License (E)
    c. Contractor Owned (T)
    d. DOE Leased (D)
    e. DOE License (B)
    f. DOE Owned (O)
    g. Federal Permit (P)
    h. Grant Recipient Owned (R)
    i. GSA Leased (L)
    j. GSA Owned (G)
    k. Non-Federal Permit (N)
    l. Permit (P)
6. **Outgrant Indicator:** Users can filter the data by selecting “All,” “Yes,” or “No.” This selection indicates the right to use DOE property by means of a lease, easement, license, permit, or interagency agreement. DOE, the “grantor”, grants to federal, state, and nongovernmental entities (known as “grantees”) the right to enter upon government owned or leased land, property and/or facilities for the purpose of conducting grantee business. An asset will have an Outgrant status of “Yes” even if only a portion of the property is involved in the outgrant.
7. **Exclusion Part:** This drop-down lists the available exclusions for a facility. These correspond to the letters in the Excluded Buildings Self-Certification Letter. Facilities must be classified into “Goal Subject” or “Excluded” square footages to meet the requirements of the EUI reporting.
    a. “Goal Subject Buildings” - Federal facilities required to report under Energy Use Intensity (EUI) reduction goals per 42 U.S.C. § 8253(a)(1), (c) and reported annually under 42 U.S.C. § 8258(a). Includes all federal facilities not meeting the exclusion criteria.
    b. “ Excluded Buildings” - Facilities exempt from EUI reduction goals under 42 U.S.C. § 8253(c)(1)(3) and DOE FEMP’s 2006 exclusion guidelines. Exclusions include:
        i. **B – Private ownership** – Privately owned and occupied facilities located on Federal land or military installations.
        ii. **D – Essentially Only Lighting** – Structures that consume negligible energy (e.g., outdoor parking garages)
        iii. **E – Skewed energy consumption** – Facilities with atypical or transitional energy use (e.g., inventory changes, scale downs, decommissioning, major renovation, asbestos removal).
        iv. **F – Lease Some Energy Provided** – Government pays some, but not all, energy costs; leased spaces are partial or limited term hindering the ability to undertake energy conservation measures.

v. **G – Separately Metered Intensive Load(s)** - Separately-metered, mission-driven loads not influenced by facility energy conservation measures. Users still must meter and report facility annual energy use.

vi. **H – Impracticability** - All efficiency projects completed – Facilities demonstrating all four critical findings including: (1) impracticable energy requirements, (2) completed Federal required energy management reports, (3) compliance with all efficiency mandates, and (4) implementation of all practicable, cost-effective measures. Users still must meter and report facility annual energy use.

8. **C- Fully Serviced Lease** - Leased facilities where the lessor manages all energy services and passes costs directly through to the site. This includes any fully serviced leases where the total facility energy consumption data is accounted for. Partially serviced leases should be accounted for in “Target Excluded Buildings. “**Search Property Name**, **Search Property ID**, or **Search Area Name**: These text boxes allow Users to search for a specific facility by typing in keywords in the property name or property ID fields.

After the Users select filters, the facilities will appear in a table below. Note that the data is defaulted to the “All” choices when the module first loads. Use the scroll bars to navigate to the desired information. Users can edit information on a specific facility in this view using the “Edit” button in the left-hand column of the table. Users can also click the “Select” button to edit specific facility information. The “Select” button opens to the **Facility Overview** module. Users can also download the template from the module Data Entry Home page and edit fields in Excel and then upload changes to the module.

Sites that use the downloadable template will be required to copy/paste building data from the main Facility Goal Category data tab to the Upload tab if the building information is incorrect (i.e. updated FIMS does not match what is in the template); the data will only be edited in the Upload tab. All new buildings that are in FIMS but not in the DOE template must also be added to the Upload tab (see template for complete instructions).

Note that FIMS information will update annually, however data from previous fiscal years (including allocations of Goal Subject and Excluded square footage) may need to be updated as well.

Guidance on how to complete the **Facility Goal Category** module fields is provided below.

Section	Field	Input Type	Definition
Property	**Property Name**	FIMS upload (not editable)	Property name as defined in FIMS.
Property	**Property ID**	FIMS upload (not editable)	Property ID as defined in FIMS.
Facility Information	**Real Property Unique ID**	FIMS upload (not editable)	Real Property Unique ID assigned by FIMS.
Facility Information	**Property Type**	FIMS upload (not editable)	Property type as defined by FIMS. Options include Buildings, Trailers, and OSF.
Facility Information	**Usage Code**	FIMS upload (not editable)	Usage code as defined by FIMS.
Facility Information	**Ownership**	FIMS upload (not editable)	Ownership as defined by FIMS. Options include: Contractor Leased (C) Contractor License (E) Contractor Owned (T) DOE Leased (D) DOE License (B) DOE Owned (O) Federal Permit (P) Grant Recipient Owned (R) GSA Leased (L) GSA Owned (G) Non-Federal Permit (N) Permit (P)
Facility Information	**Outgrant Indicator**	FIMS upload (not editable)	
Facility Information	**Gross/Rentable Sqft**	FIMS upload (not editable)	
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**Goal Subject SqFt**	User entry	For Buildings, trailers, or other structures and facilities (OSF), enter the square feet for which DOE funds energy usage being consumed and is subject to the facility energy intensity reduction goal. Note, Goal Subject, Excluded, and Non-Energy Consuming square footage must equal the Gross square footage for each facility.
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**Excluded SqFt**	User entry	For Buildings, trailers, or other structures and facilities (OSF), enter the square feet for which DOE funds energy usage but is excluded from the facility energy intensity reduction goals. Note, Goal Subject, Excluded, and Non-Energy Consuming square footage must equal the Gross square footage for each facility.
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**Non-Energy Consuming Sqft**	User entry	For buildings, trailers, or other structures and facilities (OSF), enter the square feet that does not consume energy. For facilities that have areas that consume energy and some that do not, this number would be the remaining square footage after energy consuming Goal Subject and Excluded Facilities have been subtracted from the total gross square footage. Note: Goal Subject, Excluded, and Non-Energy Consuming square footage must equal the Gross square footage for each facility.
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**Non-Water Consuming Sqft**	User entry	For buildings, trailers, or other structures and facilities (OSF), enter the square feet that does not consume water. This field is used to calculate the square footage for the WUI calculation. **Non-Water Consuming Sqft** is removed from the total square footage.

Section	Field	Input Type	Definition
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**An HEMSF Facility?**	Drop-down list	Using the drop-down menu, select "Yes" or "No" to identify if the facility is a high energy mission specific facilities (HEMSF), per Program definition. In general, a HEMSF plays an essential and unique role in fundamental research and development of innovative, breakthrough technologies required for DOE to deliver on its core missions in energy, scientific discovery, and national security. HEMSF are separately constructed, mission-specific facilities, such as accelerators (particle and light sources), reactors (fusion and fission), high performance computers, high performance lasers and similar facilities and the closely coupled conventional facilities necessary for their operations. HEMSFs represent unique and often world-leading, core-mission relevant capabilities relative to other research apparatuses funded by DOE, other government agencies, and/or industry. Many HEMSFs are facilities effectively managed by DOE and used by scientists and engineers across the globe to conduct research and development. Such facilities account for a significant percentage of DOE's electrical energy consumption.
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**Exclusion Part**	Drop-down list	If square footage is excluded, using the drop-down menu, select the most appropriate exclusion code. For details on the Exclusion Parts see the *Excluded Buildings Self-Certification Letter* template on the Completion Status page.
Energy Usage Intensity (EUI) & Water Usage Intensity (WUI) Goal	**Exclusion Justification**	User entry	Provide a description as to why a facility is being excluded. Each excluded facility requires a justification.
Resilience	**Mission Dependency**	FIMS upload (not editable)	
Resilience	**Mission Impact**	FIMS upload (not editable)	
Resilience	**Critical Assets & Infrastructure Type**	Drop-down list	List all dropdown menu options
Resilience	**Other Type**	User entry	
Notes	**Upload Documents**	User upload	
Notes	**Additional Information**	User entry	Free-form field for any relevant information not captured in standard inputs.

11.2.6 Sustainable Buildings

The **Sustainable Buildings** module is for Users to provide information on sustainable buildings status and data. All sites are required to provide annual data in this module. Sustainable Buildings status is defined by the Guiding Principles for Sustainable Buildings 2020. Both the FIMS database and the Dashboard collect information about sustainable buildings. The Federal Real Property Profile (FRPP) management system is where all Federal agencies are required to report their sustainable buildings that meet the Guiding Principles (GP) for High Performance Sustainable Buildings. The FIMS database collects all information required to be reported into the FRPP. The Dashboard is the collection source for all other information related to sustainable buildings.

Snapshots of the sustainable building status in FIMS are periodically taken for goal performance evaluation, similar to the FIMS snapshot square footage roll-ups and facility information.

The following is a description of the filters used for viewing data in the **Sustainable Buildings** module.

1. **Site Information:** "PSO", "Site Name", and "Site Number" are prepopulated based on the Users "Site" selection in the top right-hand drop down menu.
2. **Fiscal Year** can be manually selected using the drop-down menu.
3. **Sustainable Building Subject:** User selects "All," "Yes," or "No" from the drop-down list to filter facilities based on whether or not the facility is applicable/subject to sustainable building criteria. Facilities are subject, "Yes", if they meet the following criteria ():
    a. More than 25,000 GSF
    b. DOE Owned
    c. Building type in FIMS
    d. Not in the excess process
4. **Approach:** User selects from the drop-down list to filter for the type of assessment completed for the facility. In addition to "All," the drop-down list includes:
    a. Existing Buildings (EB) – These are facilities that were not assessed for the Guiding Principles for Sustainable Buildings when constructed. Instead, they were assessed at some point during the occupancy of the facility. Note that if a site has completed a "Reassessment" of a facility these would be listed under "Existing Buildings (EB)."
    b. New Construction (NC) – These are facilities that were assessed for the Guiding Principles during construction or modernization of the facility.
    c. Not Applicable (NA) – These are facilities that meet any of the following conditions:
        i. Facility not defined as a Building in FIMS (non-building asset)
        ii. Located outside the U.S. or its territories
        iii. Slated for disposal (as a status indicator of report of excess (ROE) submitted, ROE accepted,
        iv. Determination to Dispose, or Surplus)
        v. It meets all of the following conditions
            1. Unoccupied: The facility is occupied one hour or less per person per day on average;
            2. Low/No Energy Use: Total energy consumption from all sources is less than 12.7
            3. kBtu/GSF/year; and

    4. Low/No Water Use: Water consumption is less than two gallons per day on average.

5. **Guiding Principle %:** User selects from the drop-down list to filter the facilities based on percent of Guiding Principles completed. **Note:** Only facilities that are 100% compliant count towards the Sustainable Buildings goal. The drop-down list provides options in 25% increments.
6. **FRPP Status:** User selects from the drop-down list to filter the facilities based on the FRPP sustainability codes. Details on FRPP sustainability codes can be found in the annual Federal Real Property Council Guidance. Please reference the most recent FRPP guidance for updated information or changes to requirements. **Note:** This field is generated in the Dashboard based on internal calculations whereas in FIMS the User selects the appropriate option.
7. **Search Property Name**, **Search Property ID:** These text boxes allow Users to search for a specific facility by typing in keywords in the property name or property ID fields.
8. **Last FIMS Upload:** Pre-populated field shows the date of the last time the Dashboard Administrator uploaded sustainable buildings data from FIMS.

After the Users select filters, the facilities will appear in a table below. Note that the data is defaulted to the “All” choices when the module first loads. Use the scroll bars to navigate to the desired information. Users can edit information on a specific facility in this view using the “Edit” button in the left-hand column of the table. Users can also click the “Select” button to edit specific facility information. The “Select” button opens to the **Facility Overview** module. Users can also download the template from the module Data Entry Home page and edit fields in Excel and then upload changes to the module.

The “Edit” button will only be visible when the module is unlocked and open for data entry.

Guidance on how to complete the **Sustainable Buildings** module fields is provided below.

Section	Field	Input Type	Definition
Property	**Property Name**	FIMS upload (not editable)	Property name as defined in FIMS.
Property	**Property ID**	FIMS upload (not editable)	Property ID as defined in FIMS.
Sustainable Building Status & Details	**Sustainable Building Subject**	FIMS upload (not editable)	This field is auto generated based on the facility's GSF, property type, Ownership, and excess status. "Y" means the facility is subject to the goal, "N" means it is not.
Sustainable Building Status & Details	**Approach**	Drop-down list	This field is required if Sustainable Building Subject = Y Use the drop down to select the approach for Guiding Principles: ▪ EB = Existing Building ▪ NC = New Construction ▪ NA = Not Applicable
Sustainable Building Status & Details	**Occupied Hrs/Person/Day (Actual or Estimated)**	User entry; Required only if **Approach** is "NA"	Enter in the actual or estimated occupied hrs./person/day for the facility. Required if Approach = NA and the following FIMS fields are not met: ▪ Excess Indicator = Yes AND Excess Date = MM/DD/YY OR ▪ GSA Notification of Excess Submitted = MM/DD/YY OR ▪ GSA Notification of Excess Accepted = MM/DD/YY. ***Note:*** *If FIMS fields are met, this is optional.*
Sustainable Building Status & Details	**Energy Use BTU/SqFt/Year (Actual or Estimated)**	User entry; Required only if **Approach** is "NA"	Enter in the actual or estimated energy use in BTU/SqFt/yr for the facility. Required if Approach = NA and the following FIMS fields are not met: ▪ Excess Indicator = Yes AND Excess Date = MM/DD/YY OR ▪ GSA Notification of Excess Submitted = MM/DD/YY OR ▪ GSA Notification of Excess Accepted = MM/DD/YY. ***Note:*** *If FIMS fields are met, this is optional.*
Sustainable Building Status & Details	**Water Use Gal/Day (Actual or Estimated)**	User entry; Required only if **Approach** is "NA"	• Enter in the actual or estimated water use in gal/day for the facility. Required if Approach = NA and the following FIMS fields are not met: ▪ Excess Indicator = Yes AND Excess Date = MM/DD/YY OR ▪ GSA Notification of Excess Submitted = MM/DD/YY OR ▪ GSA Notification of Excess Accepted = MM/DD/YY. ***Note:*** *If FIMS fields are met, this is optional.*
Sustainable Building Status & Details	**Assessment Year (Actual or Estimated)**	User entry	Enter the year the facility was assessed or is anticipated to be assessed. Please use the format 'YYYY'.

Section	Field	Input Type	Definition
Sustainable Building Status & Details	**Assessment Year is Actual**	Click action	Check this box when the assessment has been completed and finalized. Ensure the Assessment Year is accurate prior to checking this box.
Sustainable Building Status & Details	**Initial Compliance Year (Actual or Anticipated)**	User entry	Enter the year the facility met the GPs or is anticipated to meet the GPs. Please use the format 'YYYY'.
Sustainable Building Status & Details	**Compliance Year is Actual**	Click action	Check this box when compliance has been achieved and finalized. Ensure the Compliance Year is accurate prior to checking this box.
Sustainable Building Status & Details	**Reassessment Year (Actual or Anticipated)**	User entry	Enter the year the facility was recertified to meet the GPs or when the recertification is anticipated to be complete. Please use the format 'YYYY'.
Sustainable Building Status & Details	**Reassessment Year is Actual**	Click action	Check this box when the recertification has been completed and finalized. Ensure the Recertification Year is accurate prior to checking this box.
Sustainable Building Status & Details	**Guiding Principle %**	Drop-down list	Use this field to track GP compliance progress for each facility. Enter a number between 0 and 100. Zero meaning the facility has not been assessed, and 100 meaning it is 100% compliant with the GPs.
Sustainable Building Status & Details	**Guiding Principle Version**	Drop-down list	Use the drop down menu to select the corresponding GP version the facility is in compliance with. Options are: 2006 GPs, 2008 GPs, 2016 GPs, or 2020 GPs. ***Note:*** *Assets are to comply with the 2020 GPs starting on December 23, 2020, unless significant action has already been taken to meet the 2016 GPs and a change of reference could incur significant costs or result in project delays. Facilities and projects assessed under a prior version of the Guidance may be considered grandfathered and should be reassessed four years from the fiscal year it was last assessed as meeting the 2016 Guiding Principles or, if grandfathered prior to 2016, no later than four fiscal years from the issuance of the 2020 GPs.*
Sustainable Building Status & Details	**Project GSF**	User entry	Enter the gross square footage (GSF) of the facility that is subject to the goal.
Sustainable Building Status & Details	**Third Party Certification Received**	User entry (optional)	If the facility received a third-party certification, use the drop down menu to select the certification achieved. ***Note:*** *Accepted third-party certification systems are those most recently recommended by the U.S. General Services Administration (GSA) in accordance with its authority under 42 U.S. Code § 17092.*
Sustainable Building Status & Details	**Third Party Certification Project ID**	User entry (optional)	Optional. If the facility received a third-party certification, enter the project ID number.
Sustainable Building Status & Details	**Compliance Tracking Method**	Drop-down list	Use the drop-down menu to select your tracking method. Options include Portfolio Manager or Other.

Section	Field	Input Type	Definition
Sustainable Building Status & Details	**Describe Other**	User entry (optional)	If "Other" is selected in the Compliance Tracking Method, please describe.
Sustainable Building Status & Details	**Estimated Cost of Compliance ($)**	User entry (optional)	Optional numerical field to enter estimated cost of meeting the GPs for a given facility.
Sustainable Building Status & Details	**Explanation for Non-Compliance**	User entry (optional)	Optional text field to enter an explanation for a facility's inability to meet the GPs.
Sustainable Building Status & Details	**FRPP Status**	FIMS upload (not editable)	Calculated based on entry in other fields (goal subject or not subject to goal).
Notes	**Upload Documents**	User upload (optional)	
Notes	**Additional Information**	User entry	Free-form field for any relevant information not captured in standard inputs.

11.2.7 Facility Metering Status

The **Facility Metering Status** collects information on the energy and water metering at facilities. All sites are required to provide annual data in this module. Users provide information both on meters that are currently installed as well as meters that are planned for installation in the future.

Data reported into this module is used to report the number of buildings with Standard and Advanced Meters for electricity, natural gas, and steam, as well as the number of buildings determined to be Appropriate for Metering within DOE's Annual Energy Report. These values are used to calculate DOE's Cumulative Percentage of Buildings Metered. Metering data is also used within EISA Section 432 reporting to FEMP's Compliance Tracking System (CTS) to report the number of buildings metered for electricity and water.

The following is a description of filters for viewing the data:

1. **Site Information:** "PSO", "Site Name", and "Site Number" are prepopulated based on the Users "Site" selection in the top right-hand drop down menu.
2. **Fiscal Year** can be manually selected using the drop-down menu.
3. **Appropriate for Metering:** User selects "All," "Yes," or "No" from the drop-down list. Whether or not a facility is appropriate for metering is auto calculated by the Dashboard based on FEMP metering criteria for that facility. All facilities are required to be metered unless any of the following is applicable to the facility:
    a. FIMS Status is not Operating, Standby or Outgranted.
    b. Facility GSF is less than 1,000 sqft.
    c. FIMS facility disposition year is less than or equal to reporting year +5
    d. FIMS ownership is not DOE Owned and total utility costs (electricity, gas, water, central heating, central cooling) are $0.
    e. Facility GSF is between 1,000 and 2,500 sqft and one of the following is true:
        i. Facility is not a Building or Trailer and Usage code is not 210, 291, 297, 5xx, or 7xx
        ii. Facility is not OSF and Usage code is not 5xxx or 4xxx

4. **Metering Status:** User can filter the data by selecting the status of metering in the facility. Options include:
    a. Fully Metered
    b. Partially Metered
    c. Not Metered
    d. Metering Not Needed
5. **Property Type:** Users can filter the data by selecting the type of property (All, Buildings, Trailers, and OSF) from the drop-down menu.
6. **Covered by EISA 433:** User selects “All,” “Yes,” or “No” from the drop-down list. Facilities covered by EISA 433
7. **Advance Metering Infrastructure consistent with FISMA 2014:** User selects “No Advanced Metering Infrastructure”, “Yes”, or “No” from the drop-down list.
8. **Search Property Name**, **Search Property ID**, or **Search Area Name**: These text boxes allow Users to search for a specific facility by typing in keywords in the property name or property ID fields.

After the Users select filters, the facilities will appear in the table below. Note that the data is defaulted to the “All” choices when the module first loads. Use the scroll bars to navigate to the desired information. Users can edit information on a specific facility in this view using the “Edit” button in the left-hand column of the table. Users can also click the “Select” button to edit specific facility information. Users can also download the template from the module Data Entry Home page and edit fields in Excel and then upload changes to the module.

The **Metering Information Use** field is in the heading of this module, located with the filters, and should also be filled out by the User. Users are to select all applicable uses of metering information for the site.

Guidance on how to complete the **Facility Metering Status** module fields is provided below.

Section	Field	Input Type	Definition
Facility Information	**Property Name**	FIMS upload (not editable)	Property name as defined in FIMS.
Facility Information	**Property ID**	FIMS upload (not editable)	Property ID as defined in FIMS.

Metering Overview	**Appropriate for Metering**	Calculated field based on FIMS	Whether or not a facility is appropriate for metering is calculated based on the FIMS data for that facility. All facilities are required to be metered and will default to "Yes" unless any of the following is applicable to the facility:
			• FIMS Status is not Operating, Standby or Outgranted.
			• Facility GSF is less than 1,000 sqft.
			• FIMS facility disposition year is less than or equal to reporting year +5
			• FIMS ownership is not DOE Owned and total utility costs (electricity, gas, water, central heating, central cooling) are $0.
			• Facility GSF is between 1,000 and 25,000 sqft and one of the following is true:
			  ○ Facility is not a Building or Trailer and Usage code is not 210, 291, 297, 5xx, or 7xx
			  ○ Facility is not OSF and Usage code is not 5xxx or 4xxx

Metering Overview	**Metering Status**	Auto-populated	Auto-populated entries are: fully metered, partially metered, not metered, or metering not needed.
Metering Overview	**If not Fully Metered, Planned Year (YYYY)**	User entry	Enter the planned year to be fully metered as YYYY. If the there are no plans to meter or if the planned year is unknown, enter "9999".

Section	Field	Input Type	Definition
Metering Status by Core Utility	**Electricity Metering Status**	Drop-down list	User selects from the drop-down list the type of metering installed for electricity at the facility. The Federal Metering Guidance is used to develop these options. Options include: • Metered – Advanced – this is defined as a meter, or an associated electronic device coupled to a standard meter, that captures utility data attributable only to the applicable facility at intervals not greater than one hour and is capable of communicating that data over a communications network. • Metered – Standard – this is defined as a meter that measures and records data attributable only to the applicable facility that is obtained through periodic manual or local retrieval, or any meter that does not meet the definition of an Advanced meter. • Metered – Unknown – The facility is metered but the type of metering could not be verified. This status is for temporary use only until meter type can be confirmed and status updated. • Utility Not Used – Electricity is not used in the facility and therefore cannot be metered. • Minimal Use – The facility does not have an energy-consuming heating or cooling system or significant loads such as refrigeration, large lighting systems, food service equipment, or computing equipment. Provide justification in the **Notes** field. • Not Metered – Electricity is used in the facility but is not metered or is metered with other facilities and/or loads such that the individual facility's usage cannot be delineated.

Section	Field	Input Type	Definition
Metering Status by Core Utility	**Natural Gas Metering Status**	Drop-down list	User selects from the drop-down list the type of metering installed for natural gas at the facility. The Federal Metering Guidance is used to develop these options. Options include: • Metered – Advanced – this is defined as a meter, or an associated electronic device coupled to a standard meter, that captures utility data attributable only to the applicable facility at intervals not greater than one hour and is capable of communicating that data over a communications network. • Metered – Standard – this is defined as a meter that measures and records data attributable only to the applicable facility that is obtained through periodic manual or local retrieval, or any meter that does not meet the definition of an Advanced meter. • Metered – Unknown – The facility is metered but the type of metering could not be verified. This status is for temporary use only until meter type can be confirmed and status updated. • Utility Not Used – Natural gas is not used in the facility and therefore cannot be metered. • Minimal Use – The facility does not use natural gas for space heating, water heating, combined heat and power CHP) systems, backup generators used for non-emergency services, or other significant loads such as food service equipment, or laundry. Provide justification in the **Notes** field. • Not Metered – Natural gas is used in the facility but is not metered or is metered with other facilities and/or loads such that the individual facility's usage cannot be delineated.

Section	Field	Input Type	Definition
Metering Status by Core Utility	**Steam Metering Status**	Drop-down list	User selects from the drop-down list the type of metering installed for steam at the facility. The Federal Metering Guidance is used to develop these options. Options include: • Metered – Advanced – this is defined as a meter, or an associated electronic device coupled to a standard meter, that captures utility data attributable only to the applicable facility at intervals not greater than one hour and is capable of communicating that data over a communications network. • Metered – Standard – this is defined as a meter that measures and records data attributable only to the applicable facility that is obtained through periodic manual or local retrieval, or any meter that does not meet the definition of an Advanced meter. • Metered – Unknown – The facility is metered but the type of metering could not be verified. This status is for temporary use only until meter type can be confirmed and status updated. • Utility Not Used – Steam is not used in the facility and therefore cannot be metered. • Minimal Use – The facility does not use steam for space heating, water heating, or other significant loads such as humidification. Provide justification in the **Notes** field. • Not Metered – Steam is used in the facility but is not metered or is metered with other facilities and/or loads such that the individual facility's usage cannot be delineated.

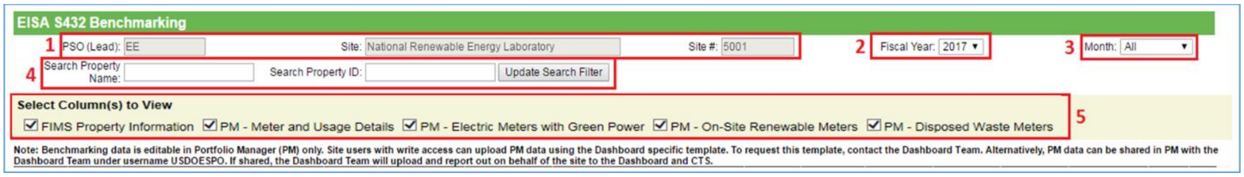
Section	Field	Input Type	Definition
Metering Status by Core Utility	**Water (Potable) Metering Status**	Drop-down list	User selects from the drop-down list the type of metering installed for water at the facility. The Federal Metering Guidance is used to develop these options. Options include: • Metered – Advanced – this is defined as a meter, or an associated electronic device coupled to a standard meter, that captures utility data attributable only to the applicable facility at intervals not greater than one hour and is capable of communicating that data over a communications network. • Metered – Standard – this is defined as a meter that measures and records data attributable only to the applicable facility that is obtained through periodic manual or local retrieval, or any meter that does not meet the definition of an Advanced meter. • Metered – Unknown – The facility is metered but the type of metering could not be verified. This status is for temporary use only until meter type can be confirmed and status updated. • Utility Not Used – Water is not used in the facility and therefore cannot be metered. • Minimal Use – The facility is estimated to use less than 1,000 gallons of water per day. Provide justification in the **Notes** field. • Not Metered – Water is used in the facility but is not metered or is metered with other facilities and/or loads such that the individual facility's usage cannot be delineated.
EISA 433	**Scope 1 Fuel Source from Standard Building Operations**	Click action (choose all that apply)	Per the Federal Building Performance Standard, standard facility operations includes space heating and cooling, water heating, cooking, backup generators used for non-emergency services, and laundry. If fossil fuel supports both standard operations and process loads, report and select source(s). Check all that apply: Natural Gas, Fuel Oil, Liquefied Petroleum Gas, Liquefied Natural Gas, Diesel, Coal, Tires-Fossil derived, Other.
EISA 433	**Energy from a DOE Owned District System?**	Click action	Check the box if an asset receives electricity, hot or chilled water, or steam from a DOE owned district system or combined heat and power system AND the system uses fossil fuels to operate.
EISA 433	**Asset is or contains a DOE Owned District System?**	Click action	Check the box if the asset is or contains a DOE-Owned District System.
Notes	**Notes**	User entry	Free-form field for any relevant information not captured in standard inputs.

11.2.8 EISA Section 432 Benchmarking

Agencies are required to benchmark all metered buildings that are covered facilities for building energy performance. This data must be updated annually in the EISA 432 Compliance Tracking System (CTS) developed by DOE.

There are two options for sites to provide Portfolio Manager (PM) benchmarking data:

1. Sites can share their data with the Dashboard Administrator Master Portfolio account: **USDOESPO**. The Dashboard Administrator will upload the data to the Dashboard and CTS.
2. Sites can release PM data directly to the Dashboard and CTS.



A description of the filters for viewing is below:

1. PSO, Site Name, and Site Number will be prepopulated.
2. Fiscal Year: Use the drop-down menu to select the desired year.
3. Month: Use the drop-down to select the desired month.
4. Search: Use these search functions to filter for a specific facility by Property Name or Property ID.
5. This function allows the user to hide or show columns in the table to make for easier viewing.

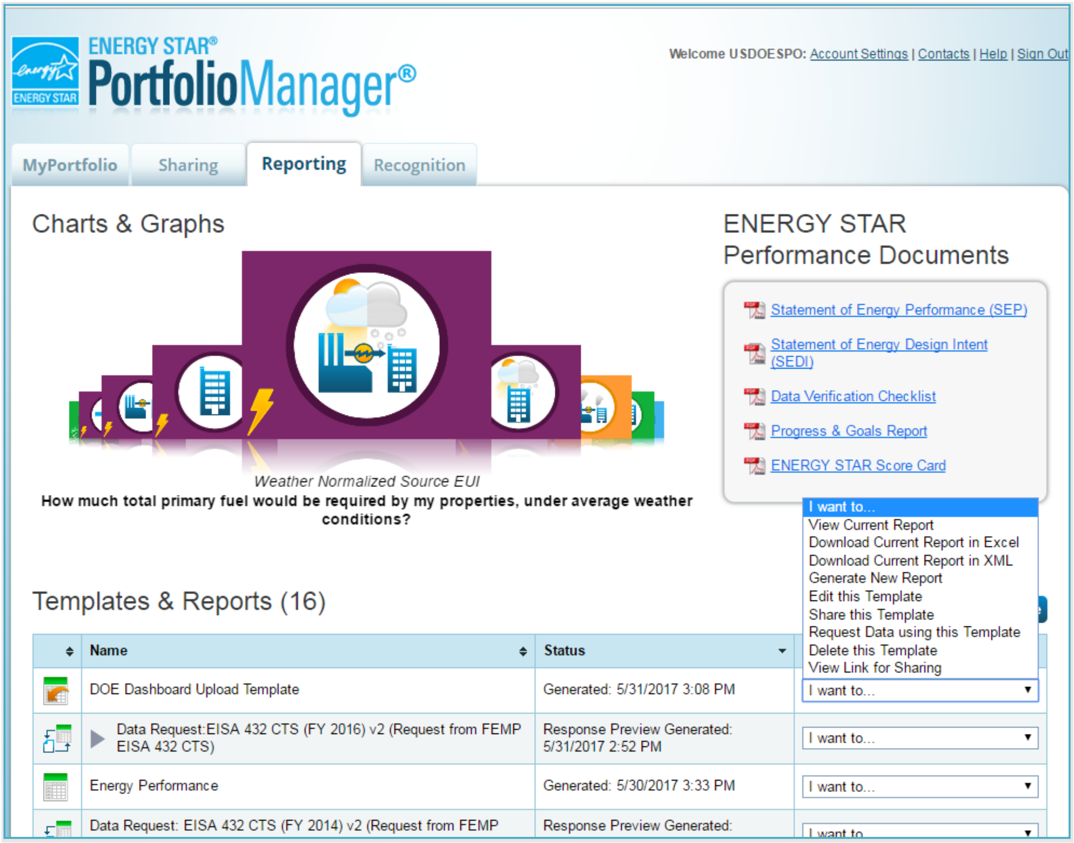
Note: *Site users with write access can upload PM data using a Dashboard specific template. To request this template, contact the Dashboard Administrator. See below for more details on requesting and uploading the template.*

Obtaining the Dashboard Template:

- Send the Dashboard Administrator an email to request the download.
- If site's data is already shared with the SPO DOE HQ Master PM Account, the Dashboard Administrator can share the Template with the site directly through Portfolio

Manager. If not, the Dashboard Administrator will email the site a link to the download template.

- After receipt of the Template via email or PM, follow the directions below to properly generate a report and upload to the Dashboard.



Generating a Report & Uploading to Dashboard:

- If the Template is shared via PM, log into PM account. User should see in the list of documents the “DOE Dashboard Template”.
- Use the drop-down menu to the right of the file and select “Generate New Report”. This will redirect to another screen in which report parameters must be selected.
- Select the parameters using the drop-down menus. The user can choose to only upload the current FY or upload historical data as well.
- Select “Download Current Report in Excel” to generate Excel document. Use the Bulk Data Upload icon to access the Upload page. Choose file and upload to complete process.

11.2.8.1 EISA S432 Benchmarking: How to Benchmark a Campus

Portfolio Manager offers the option to benchmark a single building as well as an entire site or campus. Benchmarking a campus allows you to measure the performance of not only a single building, but also track how all your properties contribute to campus-wide performance.

Below are a few easy steps to guide you through benchmarking a campus:

- **Create A Parent Property**:

- In Portfolio Manager, click Add a Property on the “MyPortfolio” tab. This property should represent the total number of buildings on your campus.
- Enter the general information for the parent property into the “Set Up Property” Page.
- In Your Property’s Buildings section, select the “More than One” option and enter in the number of buildings.
- Enter your parent property’s information into the Basic Information page.
- On the “How is it used?” page, enter required details.

- **Add a Child to the Parent Property**:
  - Add an existing building: If the building you wish to add is already in Portfolio Manager, search for the building in the “Add a Building already in Portfolio Manager to the Property” section.
  - Enter a New Building: Use the “Enter a New Building” section to add a new building and follow the steps to entering all required information.
- **Add Meters**:
  - Go to the “Energy, Water” or “Waste & Materials” tab and click “Add a Meter”.
  - **For Energy or Water**: Select type used and number of meters and click “Get Started”. Click on a meter to enter units and first bill date; if the meter reflects a bulk fuel purchase, select Enter as Delivery? Checkbox. Use the blue arrow next to each meter to expand section on “Your Meter Entries” Page. Click “Add Another Entry” and enter data. Use the Estimation checkbox if you are not including measured data. Finally, select the boxes of meters that total your property’s energy and water use on “Select Meters to Include in Metrics” page and click “Apply Selections”.
  - **For Waste & Materials**: Select the type of waste, indicate what you do with it and click “Continue”. Enter in the collection frequency, units used, and date you started tracking. Click “Create Meter(s)”. Use the blue arrow next to each meter to expand section on “Your Meter Entries” Page. Click “Add Another Entry” and enter data, use the Estimation checkbox if you are not including measured data. You may also include cost and disposal destination here. When finished, click “Continue”.
- **Confirm Meter Configurations and Associations**
  - User must indicate the meter configuration for both the parent property and all child properties. For campuses, you must indicate if and how a child-property level meter is associated with the campus to ensure accurate metrics.
  - Use the “Select Meters to Include in Metrics” page to specify how each meter should be counted. For the parent property, you can associate child meters upward to capture consumption data at the property level.
  - ***Note:*** *if meter consumption of a child property meter is also captured by a master meter on the campus level, the child property data should not be included in the campus meter consumption totals.*

11.2.9 EISA Section 432 Evaluations

EISA S432, requires agencies to perform comprehensive energy and water evaluations for approximately 25% of covered facilities each year so that all covered facilities are evaluated on a 4-year cycle. The EISA S432 Evaluations module collects covered facility characteristics and associated evaluation status. For key reporting dates, view the *Schedules* page of the Dashboard. A description of the filters for viewing and editing data is as follows:

1. PSO, Site Name, and Site Number will be prepopulated.
2. Fiscal Year: Use the drop-down menu to select the desired year.
3. Property Type: You can filter the data by selecting the type of property from the drop-down menu: All, Buildings, Trailers, or OSF.
4. EISA S432 Covered: This allows you to view all facilities or filter your facilities based on whether they are Covered or Not Covered. The default is Covered.
5. Current Cycle Evaluation Status: Use this drop-down to filter for Complete or Remaining evaluations.
6. Retro/Re-commissioning Assessment Status: This filter allows you to view facilities based on commissioning status. Next to the filter, the percent of covered facilities that have “Yes” for commissioning is shown along with the overall site level status that will be reflected in CTS.
7. Facility-Level Utility Use Status (Water): These filters allow for filtering by data entry type, such as if the usage info is being pulled from Portfolio Manager benchmarking data, the site manually entered the data, or no information has been provided.
8. Facility-Level Utility Use Status (Energy): These filters allow for filtering by data entry type, such as if the usage info is being pulled from Portfolio Manager benchmarking data, the site manually entered the data, or no information has been provided.
9. Search Property Name: This text box allows you to search for a specific property by typing in any keywords in the property’s name.
10. Users can use the drop down menu to select the current Energy Manager. If Other, please provide the Manager’s name and email. Sites may also choose to separately report energy and water evaluation status instead of combined (default setting) and declare if the site is exempt from public disclosure. Note, there are very few cases which the information for EISA S432 is exempt from public disclosure.

11.2.9.1 Covered Facility Characteristics & Evaluation Status

Annually, sites will need to review and update their covered facility characteristics. Covered facility energy should constitute at least 75% of the site’s total energy use. Note, this does not include renewable energy.

Facility level energy and water use data are required for covered facilities, while usage information is optional for facilities that are not covered.

The QA/QC Module calculates and displays the percentage of covered energy use for covered facilities. This module also displays the square footage, where evaluations have been completed for each 4-year evaluation cycle, remaining square footage, and the total covered square footage.

After all updates are completed, submit the data by selecting the gold ‘Complete EISA S432 Covered Status’ button on the bottom of the data entry module. Lastly, this data must be approved by a manager on the Completion Status module.

Guidance and details on the fields is presented below:

EISA S432 Evaluation Fields:

- **Covered Facility?:** Using the drop-down menu, select “Covered” or “Not Covered” to identify if the facility is covered and subject to the EISA S432 requirements. In general, at least 75% of the Site’s total energy consumption must be considered “Covered.” This field will mirror what is selected in the Facility Goal Category module.

- **Benchmarking with Portfolio Manager:** This is a Dashboard automated field that notifies the user if the benchmarking data is being pulled from the Benchmarking module. This feature has not yet be built out in the Dashboard.
- **Energy Consuming SqFt:** This is a Dashboard calculation based on data entered in the Goal Subject and Excluded Facilities fields on the Facility Goal Category module.
- **FY Energy Use (10^6 BTU/yr):** This field collects facility level FY Energy Use data. If available, it will be based on uploaded benchmarking data. If there is no data or the data is incomplete, this field will be blank and editable for manual data entry.
- **FY Water Use (10^3 BTU/yr):** This field collects facility level FY Water Use data. If available, it will be based on uploaded benchmarking data. If there is no data or the data is incomplete, this field will be blank and editable for manual data entry.
- **Previous 4-Yr Evaluation Cycle (Energy + Water):** This field will show the previous evaluation date from the last completed 4-year evaluation cycle.
- **Current Evaluation (Energy + Water):** Enter the planned or actual evaluation date for the current 4-year cycle of the given facility (Format: MM/DD/YYYY).
- **Evaluation Date is Actual (Energy + Water):** Check this box when the evaluation has been completed and finalized. Ensure the Current Evaluation date is accurate prior to checking this box.
- **Future 4-Yr Evaluation (Energy + Water):** This is an optional planning field that allows the user to enter a future evaluation date for the next 4-year cycle (Format: MM/DD/YYYY).
- **Evaluation Type/Level:** Select from the drop-down menu the Type/Level of evaluation performed. Evaluation type/levels consist of:
  ASHRAE Level 1 – Preliminary or walk-through audit
  ASHRAE Level 2 – General audit that expands on Level 1
  ASHRAE Level 3 – Comprehensive audit that expands on Level 2
  Desk Audit
  Other
- **Describe Other Evaluation Method:** If “Other” is selected from the Evaluation Type/Level, please provide a short description of the method used.
- **Retro/Re-Commissioning Assessment:** If retro/re-commissioning was completed at the facility, select “Yes” from the drop-down menu, otherwise “No.” For identified retro/re-commissioning measures that have not been funded and completed, report status in measures module.
  Upload Documents: This function allows the upload of any supplemental documents.

11.2.10 New/Major Renovation Building Design

The New/Major Renovation Building Design category collects data on a site’s new construction and major renovations along with construction requirements for meeting HPSB, EPAct 2005 30% better than ASHRAE, EISA Sec. 438 stormwater design, and net-zero design.

For storm water requirements, sites should indicate whether projects over 5,000 square feet “use site planning, design, construction, and maintenance strategies for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow,” as provided by EPA’s storm water management guidance.

Per Section 109 of EPAct 2005, all new federal buildings in design (i.e., CD-1 or lower) as of October 1, 2006, shall be designed such that their energy consumption is 30 percent below the ASHRAE standard.

“FIMS AAIM Facility Information” is pulled directly from FIMS and uploaded to the Dashboard annually. Sites should update the Building Inventory Change category with information on new building construction, major renovations, and replacements. Once the FY is closed, the dashboard will take a snapshot of the data and archive it as the official FY data. If changes need to be made to historical snapshot, submit a change request.

1. Site Information: “PSO”, “Site Name”, and “Site Number” are prepopulated.
2. Fiscal Year can be manually selected using the drop-down menu.
3. Data Source: Select from FIMS AAIM or Site Entry.
4. Facility Change Type: You can filter the data by selecting type of change: New, Expansion, Renovation, or Replacement.
5. HQ Concurrence: Select from All, Yes, or No.
6. Critical Decision Status: Filter by the Critical Decision (CD), or equivalent, status of the project by checking one or more of the provided boxes. For a detailed description and requirements of Critical Decisions see DOE Order 413.3B.
7. Search Property Name: This text box allows you to search for a specific property by typing in any keywords in the property’s name.

New/Major Renovation Building Design data is focused on design aspects of new construction and major renovations. Guidance on how to complete the Building Inventory Change fields is provided below. The fields should be reviewed annually and updated as needed.

Design

- **For compliance with Section 438 of EISA: If > 5,000 SqFt, will it maintain or restore pre-development hydrology?** Using the drop-down menu, select “Yes” or “No” for compliance with Section 438 of EISA. Per EISA Section 438, new construction — to the maximum extent technically feasible — must have storm water controls as described in EPA’s guidance document, *Technical Guidance on Implementing the Stormwater Runoff Requirements for Federal Projects under Section 438 of the Energy Independence and Security Act*.
- **For compliance with DOE 40 U.S.C. § 524(a)(11)(B)(vii) and 42 U.S.C. § 6834(a)(3)(D)(iii): What GP equivalency will the building achieve?** Select from the dropdown: Green Globes, Guiding Principles, LEED® Certified, LEED® Silver, LEED® Gold, LEED® Platinum, Living status, Not Applicable, or None of the Above.
- **For compliance with 10 CFR Part 33: Net Zero Design?** If the facility is being designed to be net-zero, check all applicable boxes for which it is being designed to be net-zero at (energy, water, waste).
- **Estimated percentage below ANSI/ASHRAE/IESNA Standard 90.1 in terms of energy use:** Based on when design for construction began, enter the anticipated percent below ASHRAE Std 90.1 under the appropriate Standard publication version.
- **If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1, will design achieve maximum level of energy efficiency that is life-cycle cost-effective?** Using the drop-down menu, select “Yes” or “No” under the appropriate Standard publication version.

- **If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1, will design achieve maximum level of energy efficiency that will design achieve maximum level of energy efficiency that is life-cycle cost-effective?:** Using the drop-down menu, select “Yes” or “No” under the appropriate Standard publication version.
- **In terms of energy use, percentage below ANSI/ASHRAE/IESNA Standard 90.1 achieved**: For new building construction projects (completions only): enter the percent below ASHRAE Std 90.1 that was actually realized.

__Anticipated Impact on Sustainability Goals__

- **Excluded from Energy Intensity?** Using the drop-down menu, select “Yes” or “No”, if the facility will be excluded from the energy intensity goal.
- **Anticipated Electricity Usage (kWh/Yr):** Enter the project’s expected annual electricity use in terms of kilowatt-hours per year. If not known, enter "TBD." If no consumption, enter "0."
- **Anticipated Natural Gas Usage (10^3 Cubic Feet/Yr):** Enter the project’s expected annual natural gas use in terms of thousands of cubic feet per year. If not known, enter "TBD." If no consumption, enter "0."
- **Anticipated Potable Water Usage (10^3 Gal/Yr):** Enter the project’s expected annual potable water usage in terms of thousands of gallons per year. If not known, enter "TBD." If no consumption, enter "0."
- **Anticipated ILA Water Usage (10^3 Gal/Yr):** Enter the project’s expected annual non-potable freshwater water usage in terms of thousands of gallons per year. If not known, enter "TBD." If no consumption, enter "0."
- **Anticipated Other Energy Usage (10^3 BTU/Yr):** Enter the project’s expected annual other energy usage in terms of thousands of British thermal units per year. If not known, enter "TBD." If no consumption, enter "0."
- **What is Other Energy?** Using the drop-down menu, select the energy type.

__Other Information__

- **Critical Decision or Equivalent Status:** Using the drop-down menu, select the most current Critical Decision (CD) or equivalent status of the project: CD-0 Approve Mission Need, CD-1 Approve Alternative Selection & Cost Range, CD-2 Approve Performance Baseline, CD-3 Approve Start of Construction, CD-4 Approve Start of Operations, or Project Completion Cancelled.
- **Date of Critical Decision or Equivalent Status:** Enter the actual date when the project was approved for its current status. Date must be entered as MM/DD/YYYY.
- **Upload Documents:** Upload any additional documents.
- **Additional Information:** Enter any additional notes on the building.

11.3 Vehicles & Equipment

This section contains sustainability data reporting on the following categories: Non-Fleet Vehicles & Equipment Fuel, Fugitives & Refrigerants, Fleet Vehicle Fuel, and Fleet Vehicles Mileage.

11.3.1 Non-Fleet Vehicles & Equipment Fuel

The Non-Fleet Vehicles & Equipment Fuel data category is focused on the types of fuels consumed in sources not accounted for through Federal Automotive Statistical Tool (FAST). Guidance on how to complete the Non-Fleet Vehicles & Equipment Fuel entry fields is provided below:

- **Category:** There are no entry options for this field because there are no additional categories applicable except for Non-Fleet Vehicles & Equipment Fuel.
- **Subcategory:** Using the drop-down menu provided, select the type of non-fleet vehicles for which data entry is required. The options are Aviation, Generator, Landscaping Equipment, and Other.
    - If *Other* is selected, a field titled “Other Vehicles and Equipment” is automatically generated below the Subcategory drop-down box. Use this field to describe the activity that the fuel was used for.
- **Fuel/Material:** Select the type of fuel or material that was used to power the non-fleet vehicle, using the drop-down menu. The options are Aviation Gas, Biodiesel – B100, Biodiesel – B20, Biodiesel – B5, Compressed Natural Gas (CNG), Diesel, E-85, Ethanol, Gasoline, Jet Fuel, Kerosene-type Jet Fuel, Liquefied Natural Gas (LNG), Liquefied Petroleum Gas (LPG), Navy Special, and Other.
    - If *Other* is selected, the Dashboard will automatically generate several fields for the user to fill in manually. The fields that will come up are described below:
- **Other:** Enter what type of fuel (that is *not* present in the drop-down above) was used by the Non-Fleet Vehicles or Equipment here.
- **Other High Heat Value (HHV):** Enter the High Heat Value for the Fuel/Material that was entered in the “Other” field above. Use the “Additional Information” field to describe the units entered for HHV.
- **Other CO_2 Emission Factor ($kgCO_2$/MMBtu):** Enter the CO_2 Emission Factor (in $kgCO_2$ per MMBtu) for the Fuel/Material that was entered in the “Other” field above.
- **Other CH_4 Emission Factor ($kgCH_4$/MMBtu):** Enter the CH_4 Emission Factor (in $kgCH_4$ per MMBtu) for the Fuel/Material that was entered in the “Other” field above.
- **Other N_2O Emission Factor (kgN_2O/MMBtu):** Enter the N_2O Emission Factor for the Fuel/Material that was entered in the “Other” field above.
- **Data Entry Period Type:** Select the type of period breakdown that the site will be using to enter non-fleet vehicle data. The two options are Fiscal Year by Quarter and Fiscal Year by Month.
    - *Fiscal Year by Quarter*: When this option is selected, the Dashboard automatically refreshes the page to add fields for each quarter’s non-fleet vehicle fuel purchases and the associated quarterly cost whole dollars. Enter the amount of non-fleet vehicle fuel purchased for each quarter and the costs in the applicable fields.
    - *Fiscal Year by Month*: When this option is selected, the Dashboard will automatically refresh the page to add fields for each month’s totals in non-fleet vehicle fuel purchases and the associated monthly cost of those purchases in whole dollars. Enter the amount of non-fleet vehicle fuel purchased in each month and the costs in the applicable fields.
- **Usage Unit:** This field will automatically bring up the appropriate units for the “Fuel/Material” that the user selects. For example, *Aviation Gas* must be reported in thousands of gallons, while compressed natural gas (*CNG*) must be reported in millions of BTUs.

- **Billing Reference:** If the site non-fleet vehicle fuel data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
- **Additional Information (Optional):** If the site non-fleet vehicle fuel data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.

11.3.2 Fugitives & Refrigerants

The Fugitives & Refrigerants data category is focused on the site's fugitive emissions data and refrigerant use. Users should be prepared with information relating to the types of refrigerants used over the course of the year.

The Dashboard records information by material type: mixed refrigerants (e.g., "R-" materials), fluorinated gases (e.g., PFC, HFC, SF_6), and other fugitives (e.g., CO_2, CH_4).

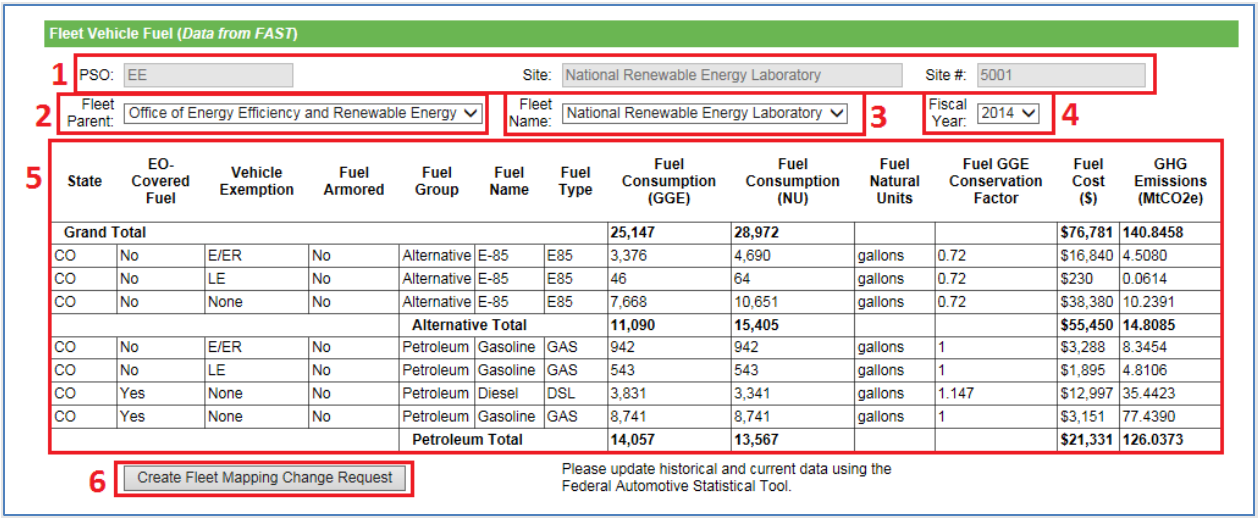
Fugitive & Refrigerants Fields:

- **Category:** Using the drop-down menu, select the type of Fugitives or Refrigerants that the site is reporting. The three options for "Category" are: Mixed Refrigerants, Fluorinated Gases, and Other Fugitives.
  - *Mixed Refrigerants*: When this option is selected, a new drop-down menu for the "Material Type" field is automatically generated. Using this new menu, select the appropriate "Material Type". The next field ("Composition") will automatically be filled with the appropriate reporting units for that material.
  - *Fluorinated Gases*: With this option selected, a new drop-down menu for the "Material Type" field is automatically generated. Using this new menu, select the appropriate "Material Type". The next field ("Composition") will automatically be filled with the appropriate reporting units for that material.
  - *Other Fugitives*: With this option selected, a new drop-down menu for the "Material Type" field is automatically generated. Using this new menu, select the appropriate "Material Type". The next field ("Composition") will automatically be filled with the appropriate reporting units for that material.
- **Composition:** This field will contain the appropriate units for the "Category" and "Material Type" selected in the fields above. There will be nothing manually entered into this field, unless the *Other* option is selected under "Material Type." If *Other* is selected, the Dashboard will generate the following fields:
  - **Other Material Type**: Enter the material being reported here. Only use this option if the "Material Type" the site must report is not on the drop-down lists above.
  - **Composition:** Enter the chemical composition of the material being reported. For example: nitrous oxide would be entered as N_2O.
  - **Global Warming Potential (100 yr):** Enter the 100-year global warming potential of the material being reported.
- **Process Type:** Using the drop-down menu provided, select the "Process Type" that most accurately describes how the Fugitives and/or refrigerants are being utilized by the site. The default *Whole Site/Lab* option should be used if the fugitive emission is not associated with a specific process. If *Other* is selected, a field titled "Other Process Type" is automatically generated below the "Process Type" drop-down box. Use this field to describe the process.

- **Data Entry Period Type:** Select the type of period breakdown that the site will be using to enter fugitives data. The three options are:
  - ***Fiscal Year***: Enter the amount of Fugitives & Refrigerants used during the Fiscal Year (October 1st through September 30th).
  - ***Calendar Year***: Enter the amount of Fugitives & Refrigerants used during the Calendar Year (January 1st through December 31st).
  - ***3-Year Rolling Average***: Select this option if data entry will be using site 3-year rolling average data.
- **Reporting Approach:** Using the drop-down menu provided, select the preferred "Reporting Approach." Note that selecting each option will result in the Dashboard reloading new reporting fields into the Data Entry Module. The user can select from the following options:
  - ***Default***: Selecting this option will present the user with the following fields below that must be completed:
    - **Quantity Purchased or Issued (lbs.):** Enter the quantity of the Fugitives & Refrigerants purchased or issued by weight (pounds).
    - **Quantity Returned to Supply (lbs.):** Enter the quantity of the Fugitives & Refrigerants Returned to Supply (in pounds).
  - ***Simplified Material Balance***: This "Reporting Approach" field enables the user to enter site data based on the balance of Fugitive & Refrigerant materials inventoried on site. Selecting this option will result in the page automatically loading the following fields that must be completed by the user:
    - **Quantity in storage at beginning of inventory year (lbs.):** Enter (in lbs.) the amount of Fugitives & Refrigerants stored in site inventory at the beginning of the inventory year.
    - **Quantity in storage at end of inventory year (lbs.):** Enter (in lbs.) the amount of Fugitives & Refrigerants stored in site inventory at the end of the inventory year.
    - **Sum of all refrigerant acquisitions (lbs.):** Enter (in lbs.) the total weight of all refrigerants acquired by the site over the year.
    - **Sum of all refrigerant disbursements (lbs.):** Enter (in lbs.) the total weight of all refrigerants disbursed by the site over the year.
    - **Total capacity of refrigerant in equipment at beginning of inventory year (lbs.):** Enter (in lbs.) the total amount of refrigerant that can be stored in equipment at the beginning of the inventory year.
    - **Total capacity of refrigerant in equipment at end of year (lbs.):** Enter (in lbs.) the total amount of refrigerant that can be stored in equipment at the end of the inventory year.
- **Cost ($, Optional):** Enter the cost of the Fugitives & Refrigerants in this field.
- **Billing Reference:** If the site fugitives & refrigerants data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

11.3.3 Fleet Vehicle – Fuel, Inventory, & Mileage

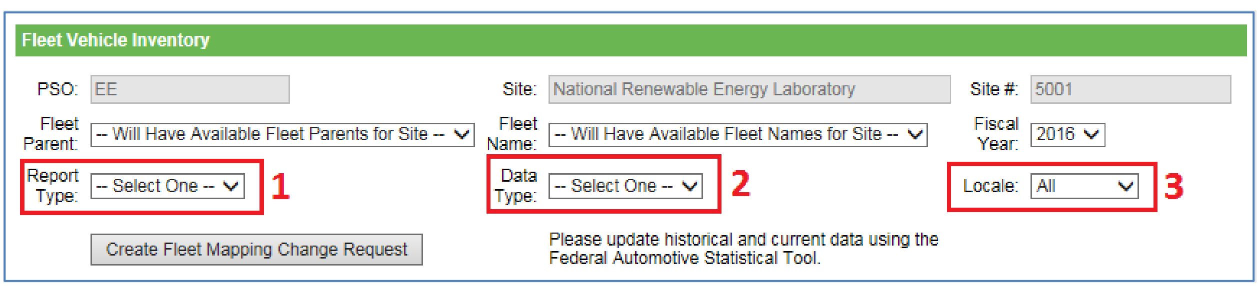
The Fleet Vehicle categories provide a way to view data regarding fuel use, inventory, and mileage. **<u>All data entry must be performed through FAST and according to FAST guidelines.</u>** The Dashboard will automatically upload current year FAST data as it becomes available - typically in late December. This data can be viewed by the user through the use of several filters that appear above the data table.



State	EO-Covered Fuel	Vehicle Exemption	Fuel Armored	Fuel Group	Fuel Name	Fuel Type	Fuel Consumption (GGE)	Fuel Consumption (NU)	Fuel Natural Units	Fuel GGE Conservation Factor	Fuel Cost ($)	GHG Emissions (MtCO2e)
Grand Total							**25,147**	**28,972**			**$76,781**	**140.8458**
CO	No	E/ER	No	Alternative	E-85	E85	3,376	4,690	gallons	0.72	$16,840	4.5080
CO	No	LE	No	Alternative	E-85	E85	46	64	gallons	0.72	$230	0.0614
CO	No	None	No	Alternative	E-85	E85	7,668	10,651	gallons	0.72	$38,380	10.2391
				Alternative Total			**11,090**	**15,405**			**$55,450**	**14.8085**
CO	No	E/ER	No	Petroleum	Gasoline	GAS	942	942	gallons	1	$3,288	8.3454
CO	No	LE	No	Petroleum	Gasoline	GAS	543	543	gallons	1	$1,895	4.8106
CO	Yes	None	No	Petroleum	Diesel	DSL	3,831	3,341	gallons	1.147	$12,997	35.4423
CO	Yes	None	No	Petroleum	Gasoline	GAS	8,741	8,741	gallons	1	$3,151	77.4390
				Petroleum Total			**14,057**	**13,567**			**$21,331**	**126.0373**

The Fleet Vehicle Fuel filters are highlighted above as an example. The explanation for each highlighted box is given below:

1. Site Information: “PSO”, “Site Name”, and “Site Number” are prepopulated.
2. Fleet Parent: provides a drop-down menu that allows the user to select the agency or office that controls the fleet of vehicles in question.
3. Fleet Name: allows the user to select from a list of vehicle fleets associated with the user’s site and credentials.
4. Fiscal Year: Different fiscal years can be selected for data viewing.
5. Data Table: Information entered under FAST will be displayed in this area.
6. Create Fleet Mapping Change Request Button: Fleet names in FAST differ from site names in the Dashboard. In 2009, the fleet names in FAST were mapped to match the main site names. The fleet fuel data on this page reflects this adjusted mapping. If the fleet names in the drop-down filter are incorrect, a request may be submitted to the Dashboard Administrator change the mapping. The Fleet Vehicle Inventory page will have additional filters as shown below:



1. Report Type: There are three options available from the drop-down menu on this filter – *Acquisition, Disposal*, and *Inventory*. Acquisition reports show vehicles acquired over the fiscal year. Disposal reports show vehicles disposed of over the year. Inventory reports show the vehicle inventory for the fleet/site selected.
2. Data Type: The drop-down menu provides four options. Users can selected Actual +0, Planned +1, Projected +2, or Forecast +3.

3. Locale: The location of the vehicle fleet is the subject of this filter. Data can be refined by two options, either *All* or *Domestic*.

11.4 Travel & Commute

This section provides guidance for the Air Travel, Ground Travel, and Commute data categories.

11.4.1 Air Travel

The Air Travel data category is primarily focused on the site's use of air travel for transportation and associated GHG emissions. Users should be prepared with data on the number of air miles travelled by their contractor employees. The Dashboard Administrator will upload federal travel data from Concur on behalf of all sites. Guidance on how to complete the Air Travel entry for contractors is below:

Air Travel Fields

- **Category:** This field is already populated with *Business Air Travel*, as there are no other options for Air Travel.
- **Fuel Type:** This field is already populated with *Jet Fuel*, as there are no other options for Air Travel.
- **Employee Type:**
  - **Federal:** If data entry is required for Federal personnel (i.e., only required if Federal data is not to be uploaded by the Dashboard Administrator), select the *Federal* option from the "Employee Type" drop-down menu if the user intends to enter data for Federal employees. Then the Dashboard will automatically generate the following fields that must be completed prior to submission:
    - **GSA Organization Name:** Enter the name of the GSA organization.
    - **GSA Travel MIS**: Enter the value from Concur Government Edition in lbs. CO_2. Alternatively, the fields below can be used to provide more details by flight type in miles.
    - **Usage Unit:** Data must be entered in lbs. CO_2, so this field cannot be changed.
  - **Contractor:** Select *Contractor* from the "Employee Type" drop-down menu if the user intends to enter Air Travel data for Contracted employees. Then the Dashboard will automatically generate the following fields that must be completed prior to submission:
    - **Contractor Name or Designation:** Enter contractor's identifying information.
  - **Flight Type:** Enter the total miles traveled by haul type (distance).
    - **Short Haul (<300 miles) Usage Amount:** Enter the number of miles logged by selected personnel (Federal or Contractor) for trips of a short duration: less than 300 miles.
    - **Medium Haul (300 miles ≤ x < 700 miles) Usage Amount:** Enter the number of miles logged by selected personnel (Federal or Contractor) for trips of Medium duration between 300 and 700 miles.

– **Long Haul (≥ 700 miles) Usage Amount:** Enter the number of miles logged by selected personnel (Federal or Contractor) for trips of long duration: greater than 700 miles.

– **Unknown Usage Amount:** Enter the number of miles logged by Federal personnel for which the breakout by Short, Medium, or Long Haul is unknown.

- **Cost ($, Optional):** Enter the total cost of Business Air Travel if data is available.
- **Billing Reference (Optional):** If site air travel data has associated billing data, enter the reference information (e.g., billing numbers) in this field. Data entry for this field is optional.
- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

11.4.2 Ground Travel

The Ground Travel data category is primarily focused on the site's use of ground travel for transportation and associated GHG emissions. Users should be prepared with ground travel mileage and fuel efficiency data. Guidance for completing the Ground Travel data category is provided below.

Ground Travel Fields:

- **Category:** This field is already populated with *Business Ground Travel*, as there are no other options for Categories under Ground Travel.
- **Employee Type:**
  - **Federal:** If data entry is required for Federal personnel (i.e., only required if Federal data is not to be uploaded by the Dashboard Administrator), select the *Federal* option from the "Employee Type" drop-down menu. Then the Dashboard will automatically generate the following fields that must be completed prior to submission:
    – **GSA Organization Name:** Enter the name of the GSA organization.
    – **Reporting Methodologies:** Select the appropriate methodologies for reporting.
      - *GSA Travel MIS:* Enter the cumulative Federal business miles traveled using ground transportation (in total miles traveled).
      - *Rental and Mass*: Use the first column to enter the total number of Federal agency/business ground travel trips and use the second column to enter the average miles per trip for each classification (e.g., passenger car, SUV or truck, bus, rail). If the average miles per trip is unknown, click the "Check for Default" box to populate with the default averages.
      - *Rental, Personal, Taxi Miles, by Fuel Type*: Enter the cumulative Federal business miles traveled using ground transportation (in total miles traveled) by each classification of fuel type (i.e., gasoline for passenger car, gasoline for SUV or truck, diesel for SUV or truck).

        - *Rental and Personal Vehicle Mileage by Class*: Enter the cumulative Federal business miles traveled using ground transportation by each classification of vehicle (in total miles traveled).
        - *Rental Direct Fuel Purchase*: This data entry option allows the user to report the amount of fuel purchased for site business travel using ground transportation and the average number of miles that vehicles travel per trip. In the first column, enter the total quantity of fuel purchased for each vehicle classification (in gallons). In the second column, enter the average miles per gallon of each of these vehicle classes used for Federal business ground transport. If the average miles per gallon is unknown, click the "Check for Default" box to populate with the default averages.
    - **Contractor:** If data entry is required for Contracted personnel, select *Contractor* from the "Employee Type" drop-down menu. Then the Dashboard will automatically generate the following fields that must be completed prior to submission:
      - **Contractor Name or Designation:** Enter the name of the contractor or the contractor designation.
      - **Reporting Methodologies:** Select the appropriate methodologies for reporting.
        - *Rental and Mass*: Use the first column to enter the total number of contractor agency/business ground travel trips and use the second column to enter the average miles per trip for each classification (e.g., passenger car, SUV or truck, bus, rail). If the average miles per trip is unknown, click the "Check for Default" box to populate with the default averages.
        - *Rental, Personal, Taxi Miles, by Fuel Type*: Enter the cumulative contractor business miles traveled using ground transportation (in total miles traveled) by each classification of fuel type (i.e., gasoline for passenger car, gasoline for SUV or truck, diesel for SUV or truck).
        - *Rental and Personal Vehicle Mileage by Class*: Enter the cumulative contractor business miles traveled using ground transportation by each classification of vehicle (in total miles traveled).
        - *Rental Direct Fuel Purchase*: This data entry option allows the user to report the amount of fuel purchased for site business travel using ground transportation and the average number of miles that vehicles travel per trip. In the first column, enter the total quantity of fuel purchased for each vehicle classification (in gallons). In the second column, enter the average miles per gallon of each of these vehicle classes used for contractor business ground transport. If the average miles per gallon is unknown, click the "Check for Default" box to populate with the default averages.
- **Cost ($, Optional):** Enter the total cost of Business Ground Travel if data is available.

- **Billing Reference (Optional):** If site ground travel data has associated billing data, enter the reference information (e.g., billing numbers) in this field. Data entry for this field is optional.
- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

11.4.3 Commute

The Commute data category is primarily focused on site personnel commuting habits. Users should be prepared with commuting data for their employees, including miles traveled and mode of transportation. Guidance on how to complete the Commute entry form is provided below.

- **Category:** This field is already populated with *Commuter Travel*, as there are no additional data entry options for this page.
- **Frequency of Collection:** Using the drop-down menu, select the option that most accurately describes the site's commuter data collection frequency. The options are annually, monthly, quarterly, or bi-annually.
- **Name/Designation:** Enter a custom name for the data being entered. One potential use for this field is if commute data for multiple contractors is being entered and the user wishes to enter them separately rather than aggregate in a single entry.
- **Employee Type:** Using the drop-down menu, select the personnel breakdown for how data will be entered for the site. If only Federal employee data is to be entered (or separate entry), or if only contractor data is to be entered (or separate entry), select either one of those options. If both Federal and contractor data is to be entered together, pick the combined option.
- **Reporting Methodologies:** The Reporting Methodologies section presents the user with four checkboxes that each allow for different types of data entry. These options are single occupant (personally owned vehicle), car/van pool, mass transit, and human powered. The user should only select the boxes for which they wish to enter data.
    - **Single Occupant, Personally Owned Vehicle:** In the first column, enter the total number of miles driven per day for each type of vehicle. In the second column, enter the average commute days per year for the corresponding vehicle/fuel combination. If the average commute days per year is unknown, click the "Check for Default" box to populate with the default averages.
    - **Car/Van Pool:** In the first column, enter the total amount of miles traveled per day. In the second column, enter the average commute days per year for each vehicle/fuel combination as appropriate. If the average commute days per year is unknown, click the "Check for Default" box to populate with the default averages.
    - **Mass Transit:** In the first column, enter the total mileage for each transportation type/fuel combination as appropriate. In the second column, enter the average commute days per year. If the average commute days per year is unknown, click the "Check for Default" box to populate with the default averages.
    - **Human Powered:** In the first column, enter total miles traveled or avoided per day by all employees for Walking, Cycling, and Teleworking. In the second column, enter the average commute days per year for the corresponding

transportation mode. If the average commute days per year is unknown, click the "Check for Default" box to populate with the default averages.

Note: *You must enter both miles per day AND average commute days per year for the GHG calculations to work. There are currently no GHG calculations for teleworking.*

- **Collection Method:** The preferred method of data collection is through an employee survey on commuting habits. If that is not an available option at your site, other methods could include parking lot audits or employee HR records (e.g., using zip code to estimate travel distance).
- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

11.5 WASTE

Waste related sustainability data includes categories for Municipal Solid Waste, Waste Diversion, and Wastewater Treatment.

11.5.1 Municipal Solid Waste

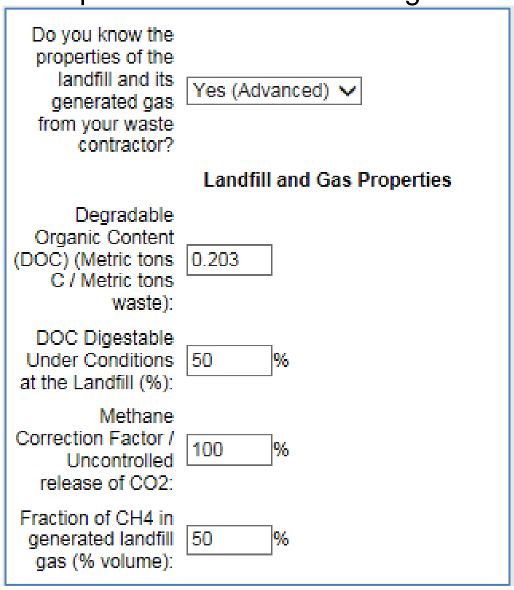
The Landfill & Municipal Solid Waste data category is primarily focused on the site's diffusion of waste-to-waste facilities and landfills. Users should be prepared with data on how waste was disposed of, where that waste was sent, and the gas collection processes of those sites (if applicable). Guidance for completing the Landfills & Municipal Solid Waste data category is provided below.

Municipal Solid Waste Fields:

- **Category:** Using the drop-down menu, select whether the data is for On-Site waste or for Off-Site/Contracted waste. The Dashboard will automatically update the fields and generate the appropriate fields needed to complete the "Category."
  - **Off-Site/Contracted Category:**
    - **Data Entry Period Type:** The only option for this field is Fiscal Year, so it will be already populated without any additional options.
    - **Landfill Name/ Designation**: Enter the name of the landfill to which waste was directed.
    - **Contractor Name/ Designation (Optional):** Optional field to report contractor identifying information if reporting for multiple site contractors.
    - **Amount of Waste Sent to Landfill:** Enter the total weight of all non-hazardous solid waste sent to the landfill.
    - **Waste Units:** For the waste amount entered in the field above, use the drop-down menu to select the appropriate units that the site is using to report this data. The options are Metric Tons or Short Tons.
    - **Was this waste sent to a landfill owned by another DOE site?:** Using the drop-down menu, select either *Yes* or *No.*

      Yes: If the waste was sent to a landfill owned by another DOE site, select a site from the drop-down menu.

No: If the waste was not sent to a landfill owned by another DOE site, select “No" from the drop-down menu. The user must then respond to the question presented in the next field: **“Do you know the properties of the landfill and its generated gas from your waste contractor?”** *No* is the default answer to this question. However, if *Yes* is selected, you will be required to fill in the following table:



- “Does the landfill utilize gas collection”. If *Yes*, enter the gas collection percentages of several key gases of the landfill in question. Select *No*, if your landfill does not collect gas, and *Unsure* to auto populate the fields with default percentages.

- **On-Site Category**
  - **Data Entry Period Type:** The only option for this field is Fiscal Year, so it will be already populated without any additional options.
  - **Landfill Name/ Designation:** Enter the name of the landfill to which waste was directed.
  - **Contractor Name/ Designation (Optional):** Optional field to report contractor identifying information if reporting for multiple site contractors.
  - **Data Entry Method:** LandGEM (Landfill Gas Emissions Model) data is required for this Category. The drop-down menu for this field gives the user the option to enter the LandGEM data manually or upload a LandGEM XLS File. The upload module is set up to record the necessary values from the default file from EPA and may not record the proper values if rows or columns have been added to EPA’s default file.
    If *Manually Enter LandGEM Data* is selected, then the user will be required to fill out the remainder of the fields on the Data Entry Module.
  - **Default Type:** Using the drop-down menu, select the LandGEM parameters used to estimate emissions. The options are:
    Clean Air Act (CAA): The CAA defaults are based on requirements for MSW landfills laid out by the Clean Air Act (CAA), including the NSPS/EG and NESHAP. This set of default parameters yields conservative

emission estimates and can be used for determining whether a landfill is subject to the control requirements of the NSPS/EG or NESHAP. Inventory, based on EPA's Compilation of Air Pollutant Emission Factors (AP-42): The inventory defaults, with the exception of wet landfill defaults, are based on emission factors in the U.S. Environmental Protection Agency's (EPA's) Compilation of Air Pollutant Emission Factors (AP-42). This set of defaults yields average emissions and can be used to generate emission estimates for use in emission inventories and air permits in the absence of site-specific test data.

- **Landfill Type:** Using the drop-down menu, select the LandGEM landfill type parameters. The options are:
  Conventional: Default option for landfill type with no leachate or liquid additions.
  Arid Area: For landfills located in areas that receive less than 25 inches of rainfall per year.
  Wet (Bioreactor): For landfills where leachate and other liquids are added to accelerate waste decomposition. Only available if the Default Type is Inventory.
- **Amount of Waste Sent to Landfill:** Enter the total weight of all non-hazardous solid waste sent to the landfill.
- **Waste Units:** For the waste amount entered in the field above, use the drop-down menu to select the appropriate units: Metric Tons or Short Tons.
- **Landfill Open Year:** Enter the four-digit year in which the landfill was opened.
- **Landfill Close Year:** Enter the four-digit year in which the landfill was closed (if applicable). Note, a GHG value is not calculated for landfills closed before 1/1/1980 and they do not impact your GHG goal performance. Reporting of on-site landfills that closed before 1/1/1980 is optional but recommended should reporting requirements change.
- **LandGEM Generated CH_4 (Mg/year):** Enter the amount of methane (measured in Mg per year) that was generated by the aforementioned landfill.
- **LandGEM Generated CO_2 (Mg/year):** Enter the amount of carbon dioxide (measured in Mg per year) that was generated by the aforementioned landfill.
- **Does the entered value include waste that was accepted from another DOE site?** If waste was accepted from another DOE site, select *Yes* from the drop-down menu. If not, select *No*. When an option is selected from this menu, the page will automatically update to generate the fields necessary for data completion. When the *Yes* option is selected, you will be asked to enter the waste amount of the waste reported above that is attributed solely to the user's site. If the *No* option is selected, the above fields will not appear.
- **Does the Landfill utilize gas collection?**
  Using the drop-down menu, select the option that most accurately describes the landfill's gas collection status. If the landfill utilizes gas collection, select *Yes*. If not, select *No*. If uncertain, pick *Unsure (Default)*. When an option is selected from this menu, the page will automatically refresh to generate the fields necessary for data entry completion.

Note: when any of the options are selected, the Dashboard displays the required fields for completion. If *Unsure (Default)* is selected, the default values are auto populated.

If *Yes* is selected, the site will enable the user to make changes.

Uncontrolled Release of CH_4 (%): Enter % (by volume) of CH_4 lost in uncontrolled and enter information on how it was obtained in the "Additional Information" field.
Uncontrolled Release of CO_2 (%): Enter % (by volume) of CO_2 lost in uncontrolled and enter information on how it was obtained in the "Additional Information" field.
Methotropic Oxidation Factor (%): Enter % (by volume) of CO_2 lost in uncontrolled and enter information on how it was obtained in the "Additional Information" field.
Landfill Gas Collection Efficiency (%): Enter an efficiency of the gas collection system and enter information on how it was obtained in "Additional Information" field.

Landfill Gas Collection Venting Loss (%): Enter an efficiency of the venting losses of the gas collection system and enter information on how it was obtained in "Additional Information" field.
Combustion Oxidation Factor (%): Enter the combustion oxidation factor and enter information on how it was obtained in "Additional Information" field.

The fields above are advanced data entry fields and require data from the landfill operator to be completed. If you have not requested this data from the landfill operator or the landfill operator does not know this information, leave the default values in place.

If the user selects *No* from the drop-down menu, you will be prompted to enter if the landfill utilizes gas collection (Yes/No) and the uncontrolled release of CH4 and CO2 (%) are automatically calculated and cannot be changed.

- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

11.5.2 Waste Diversion

The Waste Diversion data category is primarily focused on the diversion of MSW and Construction & Demolition wastes from the user's site to landfills or other waste facilities. The facilities considered here can be on- or off-site. Users should be prepared with data on how much waste was dispersed, including how much was sent through recycling or composting processes. Guidance on how to complete the Waste Diversion data category is provided below.

Note: Reused waste is not included in waste diversion calculations. Additionally, per Federal guidelines Waste to Energy (WTE) is converted to a waste to energy credit, which is calculated by adding the recycled + on-site compost + off-site compost + other diverted waste and then dividing this number by two. If this WTE credit is less than the initial WTE value reported, then the credit value is used in determining diversion calculations. If the credit is more than the initial WTE value, the initial WTE value is used to calculate diverted waste.

Waste Diversion Fields:

- **Category:** The drop-down menu for Category has two options: *Municipal Solid Waste* and *Construction & Demolition*. Each option has a different set of sub-fields that will appear after the user selects their category. For *Municipal Solid Waste*, the following fields will appear:
    - **Municipal Solid Waste Category:**
        - **Data Entry Period Type:** This field will be already populated with *Fiscal Year*, as it is the required period type.
        - **Waste Sent to Off-Site Landfills (Metric Tons):** This value comes from your MSW Off-Site section data and will be automatically generated here (if MSW data entry is complete).
        - **Waste Sent to On-Site Landfills (Metric Tons):** This value comes from your MSW On-Site section data and will be automatically generated here (if MSW data entry is complete).
        - **Waste Units:** For the waste amount entered, use the drop-down menu to select the appropriate units: Metric Tons or Short Tons.
        - **Waste to Energy:** Enter the total amount of MSW that was sent to a Waste to Energy (WTE) facility. For the purposes of Federal goals, this waste is not considered diverted.
        - **Recycled:** Enter the amount of MSW that was recycled.
        - **On-Site Composting**: Enter the total amount of MSW that was used for On-Site composting.
        - **Off-site Composting**: Enter the total amount of MSW that was used for Off-Site composting.
        - **Reused**: Enter the total amount of MSW that was salvaged for reuse.
        - **Other Diversion:** Enter the total amount of MSW that was diverted for other reasons or purposes. Use the “Additional Information” field at the bottom to provide a description of the diversion(s).
    - **Construction & Demolition Category:**
        - **Data Entry Period Type:** This field will be automatically populated with Fiscal Year, as it is the required period type.
        - **Waste Units:** For the waste amount entered, use the drop-down menu to select the appropriate units: Metric Tons or Short Tons.
        - **C&D Waste Sent to Landfills:** Enter the amount of C&D waste sent to landfills over this Fiscal Year.
        - **C&D Waste Recycled:** Enter the amount of C&D waste recycled for this Fiscal Year.
        - **C&D Waste Other Diverted:** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form, such as tracking methodology, if weights are actual, estimated, or a combination, and notes on what is or is not tracked. Data entry for this field is optional.

11.5.3 Wastewater Treatment

The Wastewater Treatment data category is primarily focused on data collection for site personnel who are served by wastewater treatment (WWT) processes. The user should be prepared with a complete assessment on how wastewater is treated at WWT facilities and be able to calculate how many (or what percentage) of the site's personnel are impacted by each. Guidance on how to complete the Wastewater Treatment data category is provided below.

Wastewater Treatment Fields:

- **Reporting Period Type:** This field is already populated, as Fiscal Year is the required reporting period type.
- **Plant Name/Designation:** Enter the name or designated title of the wastewater treatment plant for which data is being entered.
- **Contractor Name/Designation (Optional):** Enter the name or designated title of the contractor.
- **Category: On-Site:** If the user's site has on-site wastewater treatment facilities, use the Category drop-down menu to select *On-Site*. The Dashboard refreshes the page to add/remove fields necessary for completing data entry. Once the fields have updated, fill in the following fields:
    - **Number of Employees Served by WWT System:** Use this field to enter the total number of employees serviced by the wastewater treatment system (WWT) that is on-site.
    - **Workdays per year:** The number "230" is automatically entered here, as this is the default value for Federal workdays. If your site has any deviation, delete the default entry and enter the appropriate number of workdays.
    - **How would you like to enter the treatment process breakdown?:** Using the drop-down menu, select how you would like to enter the WWT data. Site WWT data can be entered by total persons served or by the percentage of the total population. When each option is selected, the data entry fields beneath the drop-down menu are switched.
        - When *Persons Served* is selected, note that the fields beneath the column heading "People Served" are open for data entry and the fields under the column heading "Percentage of Population Served" are locked. For each field, enter the number of site personnel who are serviced by the

	Percentage of Population Served	People Served
Centralized WWTP with Anaerobic Digestion:	100 %	0
Centralized WWTP with Nitrification/Denitrification:	36.5 %	0
Centralized WWTP without Nitrification/Denitrification:	63.5 %	0
Effluent Discharge to Rivers and Estuaries with Nitrification/Denitrification:	36.5 %	0
Effluent Discharge to Rivers and Estuaries without Nitrification/Denitrification:	63.5 %	0
Wastewater Treatment Lagoons:	0 %	0
Septic Systems	0 %	0

WWT system listed. If one of these options is not present at the site, enter 0 (zero).

- When *Percentage of Population Served* is selected, the fields are switched. The "People Served" fields are locked while the "Percentage of Population Served" fields are unlocked and ready for data entry.

- **Category: Off-Site/Contracted:** If the user's site does not have on-site wastewater treatment facilities and has wastewater treated off-site and/or by a contractor, use the Category drop-down menu to select *Off-Site/Contracted*. Fill in the following fields:
  - **Number of Employees Served by WWT System:** Use this field to enter the total number of employees serviced by the wastewater treatment system (WWT) that is on-site.
  - **Workdays per year:** The number "230" is automatically entered here, as this is the default value for Federal workdays. If your site has any deviation, delete the default entry and enter the appropriate number of workdays.
  - **What treatment processes are used?:** Using the drop-down menu, select the way in which you would like to report treatment process data. Explanations of the three available options are provided below. The "Unsure (Default)" value has historically been used by most DOE sites.

    When each respective option is selected, the data entry fields below the drop-down box will be automatically updated to present the user with the fields required for completion.
    - ***Unsure*:** If you are uncertain about what WWT processes are being used by the off-site/contracted facility, select this option. All the fields shown below will be locked with this option, as the data required is based on the types of processes used. *Unsure* is the default option for this menu.
    - ***Partial Manual (Advanced):*** When this option is selected from the drop-down menu, the Dashboard automatically generates the required fields for data entry. Because this is a partial manual entry method, only some of the fields will need to be completed. Once *Partial Manual (Advanced)* is selected, the next field will be if you would like to enter the treatment process breakdown, Persons Served, or Percentage of Population Served.

      As described above, select whether you would like to enter site data based on the number of site personnel serviced by the WWT facility, or by the percentage of the site population that is serviced by each process type.

      If the user selects *People Served* from the drop-down menu, then the fields for entry will be limited to the two indicated in red above. The user must then enter the number of people served by WWTP with nitrification/denitrification and by WWT lagoons. If the user selects *Percentage of Population Served* instead, the fields will flip, requiring the user to enter site population percentage data for WWTP with nitrification/denitrification and WWT lagoons.

    - ***Full Manual (Advanced):*** This option opens all the fields for data entry, hence the name *Full Manual (Advanced).* After selected, the user will be presented with the option for WWT process breakdown. Each option will either open or lock the fields shown below for WWT processes and the numbers of site personnel served by them. In the image shown below, the “Percentage of Population Served” option is chosen, which opens up all process type fields for the user to enter data. Default values for these process types are automatically generated. The user must enter site-specific values in the fields in red above.

11.6 Investments: Facilities and Workforce

The Investments: Facilities and Workforce section of the Dashboard includes the following data categories: Conservation & Efficiency Measures, Performance Contracts, Appropriations/Direct Obligations, Training & Education, and Resilience Solution Tracking. Guidance for completing the Evaluations, Measures, & Funding data categories is provided below.

11.6.1 Efficiency & Conservation Measures

The Efficiency and Conservation Measures data category collects information on identified, verified, awarded/funding approved, operational, or cancelled measures and any associated measurement and verification (M&V) data.

Based on information collected on measures, the Dashboard will provide system-calculated financial metrics as defined in the National Institute of Standards and Technology Life-Cycle Cost handbook along with other metrics to assist with selection of measures for funding and assessing performance of operational measures.

11.6.2 Appropriations/Direct Obligations

The Appropriations & Direct Obligations category offers a place to track “direct obligations for facility energy efficiency improvements, including facility surveys/audits” as required by EOs and OMB Circular A-11. These are obligations for energy and/or water efficiency incurred from appropriated funds, revolving fund accounts, or other accounts. Other accounts might include, for example, obligations for purchases of compact fluorescent lights to replace incandescent bulbs, or replacement chillers paid for directly by each site rather than through an energy savings performance contract. These obligations do not include anything to be paid for or financed by a third party (e.g. a utility or energy-savings performance contractor).

The Site Name, PSO, Site Number, Data Entry Period Type, Fiscal Year, and Category will all be prepopulated and locked. Entering your Appropriations & Direct Obligations information is explained below.

Appropriations/Direct Obligation Fields:

- **Data Entry Table:** The following image shows the data entry table for the Appropriations & Direct Obligations category. The table explains what information to enter in each column.

Category: Appropriations & Direct Obligations					
	Obligations for facility energy & water efficiency improvements, including surveys/audits ($)	Estimated annual energy savings anticipated from obligations		Estimated annual water savings anticipated from obligations	
		Cost Savings ($)	Energy Savings (Million BTUs)	Cost Savings ($)	Water Savings (1,000 Gallons)
Actual FY+0 (2024)					
Projected FY+1 (2025)					
Projected FY+2 (2026)					

- **Obligations:** In this column enter the dollar amount of obligations for energy and water efficiency improvments for the current fiscal year (Actual FY+0) and the next two fiscal years.
- **Energy and Cost Savings:** In this column enter the cost savings and actual energy savings for the current fiscal year and the projected savings for the next two years.
- **Water and Cost Savings:** In this column enter the actual cost savings and water savings for the current fiscal year and the projected savings for the next two years.

- **Additional Information:** This text box offers a space to enter any additional information you wish to include with your obligations data entries.

11.6.3 Training & Education

EPAct 1992 training covers a broad range of training related to sustainability for facility management and operations. Training can consist of areas such as fundamentals of building energy systems, building energy codes and applicable professional standards, energy accounting and analysis, life-cycle cost methodology, fuel supply and pricing, and instrumentation for energy surveys and audits.

The Training & Education category allows you to track any training and education received by Federal or contractor employees as well as the associated cost.

The Site Name, PSO, Site Number, Data Entry Period Type, Fiscal Year, and Category will all be prepopulated and locked. Entering your training and education information is explained in the table below.

Training & Education Fields:

- **Data Entry Table:** First select the employee type from the drop-down menu. Next, enter the necessary information in each of the text boxes. Use the “Add” button on the far left to add additional rows.

Category: Training & Education					
	Employee Type	If Contractor, Name	Number of Employees Trained & Educated	Cost ($)	Type(s) of Training & Education
Add	-- Select --				

When counting the number of people who received training, include only people who received organized instruction (e.g. at seminars, workshops, and conferences), not those who received general-information items such as flyers reminding people to turn out lights and turn off computers. The cost of such general information items intended to raise energy awareness among all employees can be included in the training budget entries. However, travel costs associated with this training should also be included in the cost of the training. Some examples of energy management training are:

- Basics of building energy systems.
- Building energy codes and applicable professional standards.
- Energy accounting and analysis.
- Life-cycle cost methodology.
- Fuel supply and pricing; and
- Instrumentation for energy surveys and audits

- **# of Certified Energy Managers (CEMs):** Enter the number of Certified Energy Managers (CEMs) you currently have in the provided text box.
- **Plans to Train Employees in Becoming CEM(s):** Use this text box to provide information and details on any plans to train employees to become CEMs.
- **Additional Information:** Enter any additional information or explanations you wish to include in the text box provided.

11.6.4 Resilience Solution Tracking

The resilience Solution Tracking section will enable you to track resilience solutions by properly including the following fields:

- **Site name, site number, and program office.**
- **Dashboard Unique ID**
  - E.g. RS-SC-304-0001
- **Identified year**
  - Enter reporting year.
- **Solution**
  - Enter solution. e.g. Critical Response Facilities - Emergency Power.
- **Description**
  - Enter description of solution. e.g. Evaluate the existing generators or feasibility of installing temporary or permanent generators at Critical Response Facilities.
- **Critical Asset Type**
  - Enter Critical Asset Type from drop down menu. e.g. Energy generation and distribution systems.
- **Hazards Addressed**
  - Hazard categories include avalanche, coastal flooding, cold wave, drought, earthquake, hail, heatwave, hurricane, precipitation, ice storm, land storm, lightning, riverine flooding, sea level rise, strong wind, tornado, tsunami, volcanic activity, wildfire, winter weather, and other.
- **Expected Effectiveness**
  - Enter Expected Effectiveness from drop down menu. Example: Effective.
- **Notes on Expected Effectiveness**
  - Enter relevant notes on Expected Effectiveness. e.g. This solution will add **resiliency** to **identified** critical facilities in the event of a loss of power to allow proper site response.

- **Feasibility**
  - Enter Feasibility from drop down menu. e.g. Moderate.
- **Community Impact**
  - Enter Community Impact. e.g. anticipated as entirely on-site solution.
- **Environmental Impact**
  - Describe Environmental Impact of solution. e.g. Environmental impacts from spills or releases.
- **Recommended approach**
  - Enter Recommended Approach from drop down menu. e.g. Implement: Within 1-3 years
- **Priority Rank**
  - Enter Priority Rank from drop down menu. e.g. High.

a. ELECTRONIC STEWARDSHIP & DATA CENTERS

This section provides guidance for the Electronics Acquisition, Operations, and End-of-Life data categories.

i. Electronics Acquisition

The Electronics Acquisition data category's primary objective is to collect data on a site's acquisition of electronics over the course of the fiscal year. The site must report the total number of electronics by category and the number of electronics that are registered on the Electronic Product Environmental Assessment Tool (EPEAT) or any other environmental electronics standard/certification. If reporting a certification or standard other than EPEAT, it is required to provide a description or web link for the certification for verification by the Dashboard Administrator. Guidance on how to complete the Electronics Acquisition data category is below.

Electronics Acquisition Data Fields:

- **Category:** This field is already populated with *Electronics Acquisition*, as there are no additional data entry options for this page.
- **Data Entry Period Type:** This field is already populated with *Fiscal Year*, as this is the required reporting period type.
- **Electronic Categories:** Sites should report devices within five Electronics Categories by selecting the appropriate checkboxes: Computers & Displays, Imaging Equipment, Televisions, Mobile Phones, and Servers. Once all appropriate boxes are checked, the Dashboard will generate data entry fields to complete.

  The first column contains the subcategories of equipment. In the column labeled "Total # Acquired", enter the total number of electronic devices acquired for each subcategory for the reporting Fiscal Year. In the next three columns, enter the number of those devices that are bronze, silver, and gold level EPEAT-registered. For example, a site might have acquired 10 tablets, of which 5 were Bronze, 3 were Silver, and 2 were Gold.

  Similar to the EPEAT classification, in the column labeled "# ENERGY STAR", enter the total number of electronic devices acquired for each subcategory for the reporting Fiscal Year. The last two columns are available to report any certifications other than EPEAT and ENERGY STAR. If reporting a certification or standard other than EPEAT/ENERGY STAR, it is required to use the "Describe" column to give a brief description or web link of the certification for verification purposes.

- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

ii. Electronics Operations

The Electronics Operations data category's primary objective is to collect data on a site's operation of electronics over the course of the fiscal year. Each site must report on electronics for categories that are subject to power management requirements. As defined by the EPA, electronics are considered to be using power management if ENERGY STAR power management features (e.g., sleep, standby, hibernate) are enabled, so that these devices enter a low-power state if they are not in use for specified periods of time (Energy Star recommends "within 30 minutes"). Additionally, the number of printers, copiers, and multi-function devices using Duplex Printing practices must also be reported. Guidance on how to complete the Electronics Operations data category is provided below.

Electronics Operations Data Fields:

- **Category:** This field is already populated with *Electronics Operations*, as there are no additional data entry options for this page.
- **Data Entry Period Type:** This field is already populated with *Fiscal Year*, as this is the required reporting period type.
- **Power Management:** The power management table must be completed. Sites must report a breakdown of the number of owned displays and computers using power management practices as well as the number of those that are not. In the first column, enter the total number of displays/computers that are owned by the site. In the second column, enter the number of those that are exempt from power management practices. In the third column, enter the total number of displays/computers using power management.

  Note: *As defined by EPEAT, computers include notebooks, desktops (independent of operating system), integrated desktop computers, workstations, and thin clients. Also, laptops, desktops, and monitors are considered exempt from power management requirements if they are running mission critical applications (e.g., facility security, energy or environmental management or other essential operational systems, if they are maintaining continuous process monitoring or control or uninterruptable laboratory experiments).*
- **Duplex Printing:** The duplex printing table must be completed. In the first column, enter the total number of printers, copiers, and multi-function devices (MFDs) that the site owns. In the second column, "Number Incapable of Duplex Printing", enter the total number of those printers, copiers, and MFDs that physically cannot perform duplex printing. In the third column, enter the number of those printers, copiers, and MFDs that use duplex printing.
- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional.

iii. Electronics End-of-Life

The Electronics End-of-Life data category's primary objective is to collect data on a site's electronics disposition practices over the course of the fiscal year. Each site must report the total number (or weight) of electronics and indicate how many were donated, transferred, recycled through a certified recycler, recycled by a non-certified recycler, or disposed of in a landfill. Guidance on how to complete the Electronics End-of-Life data category is below.

Electronics End-of-Life Data Fields:

- **Category:** This field is already populated with "Electronics End-of-Life", as there are no additional data entry options for this page.
- **Data Entry Period Type:** This field is already populated with *Fiscal Year*, as this is the required reporting period type.
- **How would you like to enter your recycling data?** Recycling may be reported via three methods: Bulk Weight of Electronics (Preferred), Itemized List of Electronics, or Mixed Weight & Items.
  - **Bulk Weight of Electronics (Preferred):** If selected, this allows the site to report the total weight of electronics transferred/donated, recycled, and disposed of via landfill by the site for the fiscal year. Before entering data in the table, make sure to select the entry units for the weight of bulk electronics (kilograms or pounds).
  - **Itemized List of Electronics:** If selected, this allows the site to report the number of electronics (by type of device) transferred/donated, recycled, and disposed of via landfill by the site for the fiscal year.

    Note: See the Dashboard for the full list of types of devices.
  - **Mixed Weight & Items:** If selected, this allows the site to report a combination of the previous two methods (a mix of devices by weight or number depending on which information is available).

    Note: Items <u>should not</u> be counted in both entry types (by weight <u>or</u> type of device).
- **What type of recycling services/programs do you participate in?** Site users should select all recycling programs or services in which the site participated during the reporting fiscal year. If the site utilizes a services or program not listed, please describe it in the "Additional Information (Optional)" field. The user will be presented with the following options:
  - GSA Xcess
  - GSA Computers for Learning
  - Unicor
  - USPS BlueEarth Federal Recycling Program
  - Non-Certified Private Recycler
  - Other Certified Recycler (describe in Additional Information)
  - Other (describe in Additional Information)
- **Additional Information (Optional):** This space is provided for users to record important information that cannot otherwise be inputted into the data entry form. Data entry for this field is optional unless "Other Certified Recycler" or "Other" are selected under recycling services/programs.

b. Acquisition & Procurement

Agencies are required to promote sustainable acquisition and procurement to ensure environmental performance and considerations for sustainability are included in contracts to the maximum extent possible. Agencies are to include sustainability clauses in all eligible contracts. In addition, agencies should prioritize the use of contract clauses that include preference for products that are energy-efficient (ENERGY STAR or FEMP designated), water-efficient, and environmentally preferable (e.g., EPEAT-registered, non-ozone depleting, contain recycled content, non-toxic or less-toxic alternatives).

Data on sustainable acquisition contracts and BioPreferred product purchases can be reported through the Federal Procurement Data System (FPDS) and System for Award Management (SAM), respectively. Sites that do not have access to report in FPDS and/or SAM, should submit supplemental workbooks for Sustainable Acquisition Contracts and/or Biobased Product Purchases as a “supporting document” under the *Acquisition & Procurement* section of the Narrative Module (see section 8.6). Please work with your site's Contracting Officer to ensure FPDS/SAM is not already being utilized.

Note: *For sustainable acquisition contracts reporting, sites are only required to report whether sustainability clauses were included in the contract(s) and the type of sustainability clause(s) included, not what was actually received/purchased.*

c. Site-Level Policy Tracker

The Site-Level Policy Tracker category is intended to track policies, procedures, and programs implemented at the site level. Each data section has a policy tracker containing different policies and procedures. A Site-Level Policy Tracker category is available to view under the Facilities, Vehicles & Equipment, Travel & Commute, Waste, Evaluations, Measures, Funding & Training, Electronic Stewardship & Data Centers, and Resilience tabs. Below is a sample of how the Site-Level Policy Tracker will appear. The image below is an example from the Waste category.

Site-Level Policies

Last updated date: 11/14/2018

	Goal Policy, Procedure, or Program	In Place	Last Site-Level Update (MM/YY)	Additional Information	Upload/Web Location
Edit	Program: Reduce and minimize hazardous chemicals and materials	☑	05/14		Download
Edit	Policy: Integrated pest management and landscape management	☐	Never	No formal policy in place	
Edit	Policy: Increase use of acceptable alternative chemicals and processes	☐	Never	No formal policy in place	
Edit	Policy: Report per Sections (301-313) of EPCRA of 1986	☑	04/15		Download
Edit	Program: Composting	☑	7/1/2018	Program in place	
Edit	Program: Waste Reduction	☐	12/17	Part of Sustainability Strategic Plan	Download

Use the “Edit” button, highlighted above, to update the policy, procedure, or program information for the given category. The “Edit” button unlocks the columns allowing you to update information about any policies or programs that are in place at the site. When you are finished, use the “Update” button to save changes.

	Goal Policy, Procedure, or Program	In Place	Last Site-Level Update (MM/YY)	Additional Information	Upload/Web Location
Update Cancel	Program: Reduce and minimize hazardous chemicals and materials	☑	05/14		Choose File No file chosen