[Goal 1] How frequently are agency operations formally evaluated to identify and quantify GHG emissions reduction opportunities?

How frequently are agency operations formally evaluated to identify and quantify GHG emissions reduction opportunities?	Frequency	Comments
Scope 1 & 2	Annually or more frequently	
Scope 3	Annually or more frequently	

[Goal 1] Has the agency considered reviewing the environmental attributes of existing agency vendors to determine the feasibility of considering those attributes, including GHG emissions, in purchasing and acquisition decisions?

Has the agency considered reviewing the environmental attributes of existing agency vendors to determine the feasibility of considering those attributes, including GHG emissions, in purchasing and acquisition decisions?	Comments
Yes	

[Goal 1] Emissions Reduction Opportunities Table: Scope 1&2

Strategy Category	Estimated contribution to reduction near term (FY12-13)	Estimated contribution to reduction long term (FY20)	Comments
Facility Energy Intensity	Primary	Primary	
Renewable Energy	None/Insignificant	None/Insignificant	
Space Management	Minor	Increase	
Fleet Petroleum Use	Primary	Primary	
Fleet Alternative Fuel Use	Primary	Primary	
Optimizing Fleet Size	Secondary	Secondary	
Fugitive Emissions	Minor	Minor	
Landfills, Wastewater Treatment	None/Insignificant	None/Insignificant	
Other (describe in comments)			
Other (describe in comments)			

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[Goal 1] Emissions Reduction Opportunities Table: Scope 3

Strategy Category	Estimated contribution to reduction near term (FY12-13)	Estimated contribution to reduction long term (FY20)	Com-ments
Federal employee commuting	Minor	Increase	
Federal employee business air travel	Minor	Minor	
Federal employee busniess ground travel	Minor	Minor	
Contracted wastewater disposal	None/Insignificant	None/Insignificant	
Contracted solid waste disposal	None/Insignificant	None/Insignificant	
Other (describe in comments)			
Other (describe in comments)			

[Goal 2] Rank the Guiding Principle elements in terms of difficulty to achieve for the agency's buildings. (Easiest to achieve (1) to most challenging to achieve (5); rank separately for both new and existing buildings.)

Guiding Principle Element	Ranking (new)	Ranking (exist-ing)	Com-ments
1a: Integrated Design (new) / Integrated Assessment, Operation, and Management (existing)	N/A	N/A	
1b. Commissioning	N/A	3	
2a. Energy Efficiency	N/A	2	
2b. Onsite Renewable Energy	N/A	5	
2c. Measurement and Verification	N/A	3	
2d. Benchmarking	N/A	2	
3a. Indoor Water	N/A	2	
3b. Outdoor Water	N/A	2	
3c. Process Water	N/A	N/A	
3d. Water Efficient Products	N/A	1	
3e. Water Use Measurement (existing only)	N/A	1	
4a. Ventilation and Thermal Comfort	N/A	1	
4b. Moisture Control	N/A	1	

Guiding Principle Element	Ranking (new)	Ranking (existing)	Comments
4c. Daylighting (new) /Daylighting and Lighting Controls (existing)	N/A	2	
4d. Low-emitting Materials	N/A	2	
4e. Environmental Tobacco Smoke Control	N/A	N/A	
4f. Protect Indoor Air Quality During Construction (new)/ Integrated Pest Management (existing)	N/A	2	
5a. Recycled Content	N/A	2	
5b. Biobased Content	N/A	3	
5c. Environmentally Preferable Products	N/A	3	
5d. Waste and Materials Management	N/A	2	
5e. Ozone Depleting Compounds	N/A	2	

[Goal 2] Estimate the % of the agency's buildings that are likely to have met at least 3 of the Guiding Principles. (Must meet all elements to qualify)

Estimate the % of the agency's buildings that are likely to have met at least 3 of the Guiding Principles. (Must meet all elements to qualify)	Comments
N/A	

[Goal 2] To what extent is benchmarking or monitoring of building utility data utilized to identify energy conservation opportunities?

To what extent is benchmarking or monitoring of building utility use data utilized to identify energy conservation opportunities?	Comments
Used frequently	

[Goal 2] How frequently is information from building benchmarking or monitoring referenced in the previous question analyzed? (This output may be analyzed to assess if meters are working properly, identify trends, evaluate implemented ECMs, etc.)

How frequently is information from building benchmarking or monitoring referenced in the previous question analyzed? (This output may be analyzed to assess if meters are working properly, identify trends, evaluate implemented ECMs, etc.)	Comments
Multiple times per year	

[Goal 2] For purchased energy from renewable sources, how many MWhs of renewable energy certificates are from projects developed in the following years?

Years	MWhs of RECs
Prior to 1999	not tracked
1999-2001	
2002-2004	
2005-2007	
2008-2012	

[Goal 3] Does the agency have a formal Fleet Management System (FMS) that tracks the following?

Component	Tracked in FMS	Comments
Total maintenance (labor hours and parts)	Yes	
Fuel usage by fuel type	Yes	
Procurement of vehicles	Yes	
Utilization of vehicles in miles and hours as applicable	Yes	

[Goal 3] To what extent has the agency streamlined or revised existing shuttle bus routes to ensure most efficient use?

To what extent has the agency streamlined or revised existing shuttle bus routes to ensure most efficient use?	Comments
Some shuttle bus routes have been streamlined or consolidated within the agency	

[Goal 3] Estimated % of agency buildings that have facilities that support bicycle commuting and use including bike racks, showers, and lockers.

Estimated % of agency buildings that have facilities that support bicycle commuting and use including bike racks, showers, and lockers.	Comments
51-90%	

[Goal 4] Estimated % of opportunities (i.e. locations or situations) where Industrial, Landscaping or Agricultural (ILA) water use is metered or otherwise measured.

Estimated % of opportunities (i.e. locations or situations) where Industrial, Landscaping or Agricultural (ILA) water use is metered or otherwise measured.	Comments
51-90%	

[Goal 4] Estimated % of agency GSF with potable water use measured and tracked in EISA CTS, Portfolio Manager or a similar system.

Estimated % of agency GSF with potable water use measured and tracked in EISA CTS, Portfolio Manager or a similar system.	Comments
91-100%	

[Goal 4] Identify any strategies currently in place for water reuse including the scale of use across the agency.

Strategies Used	Scale	Comments
Water Recycling		
Industrial Water Reuse		
Other (describe in comments)		
Other (describe in comments)		

[Goal 5] How is agency waste tracked?

Type of Waste	Tracking Method	Comments
Non-hazardous non-construction	Weight	
Construction and demolition debris	Weight	

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[Goal 5] Identify and prioritize the strategies currently used to reduce solid waste. (The top strategy listed has the largest estimated impact. Do not include strategies that are not being utilized.)

Strategies	Comments
Recycling/Donation	
Reuse	

[Goal 5] Is there a current agency paper use reduction plan or policy?

Question	Answer	Link to Policy if publicly available	Success	Com-ments
Is there a current agency paper use reduction plan or policy? If yes, select which of the strategies listed below are used.	Yes		Agency does not measure paper use	
If the answer is "yes" in row 1, does the agency use default duplex printing?	No		N/A	
If the answer is "yes" in row 1, does the agency use paperless (electronic) records?	Yes		Agency does not measure paper use	
If the answer is "yes" in row 1, does the agency use electronic documents (e.g. agendas, document sharing)	Yes		Agency does not measure paper use	
If the answer is "yes" in row 1, does the agency use narrower margins by default?	No		N/A	
If the answer is "yes" in row 1, does the agency use another strategy? (define in comments)	No		N/A	

[Goal 5] Have specific chemicals been identified for reduced acquisition, use and/or disposal?

Have specific chemicals been identified for reduced acquisition, use and/or disposal?	Success	Comments
N/A	[Please Choose]	

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[Goal 6] Sustainable Acquisition Training: Answer the following questions for both Acquisition Personnel and Purchase Card Holders

Did agency training in FY11 include the following components:	Acquisition Personnel	Purchase Card Holders	Com-ments
CPG/recycled content	[Please Choose]	[Please Choose]	
EPEAT-registered products	[Please Choose]	[Please Choose]	
ENERGY STAR products/energy efficient products	[Please Choose]	[Please Choose]	
FEMP-designated efficiency requirements	[Please Choose]	[Please Choose]	
Low standby power requirements	[Please Choose]	[Please Choose]	
USDA Biobased / Bioprefered products	[Please Choose]	[Please Choose]	
WaterSense or other water efficient products	[Please Choose]	[Please Choose]	
Environmentally preferable products	[Please Choose]	[Please Choose]	
SNAP/non-ozone depleting substances	[Please Choose]	[Please Choose]	
Nontoxic or less toxic alternatives (e.g. non-VOC paint)	[Please Choose]	[Please Choose]	
Alternative fuel vehicles/alternative fuels	[Please Choose]	[Please Choose]	
Renewable energy	[Please Choose]	[Please Choose]	
Sustainable landscaping	[Please Choose]	[Please Choose]	

[Goal 6] Identify any specific area targeted for improvement in carrying out acquisition greening efforts in FY11 and FY12.

[Goal 6] Identify any specific area targeted for improvement in carrying out acquisition greening efforts in FY11 and FY12.	Targeted in FY11	Targeted in FY12	Com-ments
Construction, Renovation, or Repair	Yes	Yes	
Laundry Services	No	No	
Building Operations and Maintenance	Yes	Yes	
Cafeteria Operations	Yes	Yes	
Landscaping Services	No	No	
Meetings and Conference Services	No	No	

[Goal 6] Identify any specific area targeted for improvement in carrying out acquisition greening efforts in FY11 and FY12.	Targeted in FY11	Targeted in FY12	Comments
Pest Management	No	No	
Building Interiors/Furniture	Yes	Yes	
Electronic Equipment	Yes	Yes	
Janitorial Services	No	Yes	
USDA Biobased / Biopreferred Acquisition	No	Yes	
Other (describe in comments)	N/A	N/A	

[Goal 6] If the agency has prototypes or sample language for any of the following elements for use in preparing contract requirements for sustainable acquisitions, select those elements in the following table.

Element	Prototype or sample language?	Comments
USDA Biobased / Biopreferred products	No	
CPG / recycled content	No	
ENERGY STAR products / energy efficient products	No	
Environmental preferable products	No	
WaterSense or other water efficient products	No	
SNAP/non-ozone depleting substances	No	
EPEAT-registered products	No	
Nontoxic or less toxic alternatives	No	
FEMP-designated efficiency requirements	No	
Low standby power requirements	No	
Other (describe in comments)	N/A	

[Goal 6] How useful are the existing sustainable product categories in FPDS to track performance towards meeting sustainable acquisition goals?

How useful are the existing sustainable product categories in FPDS to track performance towards meeting sustainable acquisition goals?	Comments
Not useful	Upon review of FPDS-NG reports, it is evident that employees do not consistently complete these boxes even when using recovered materials or EPA-designated items, so it does not presently serve as a good means of tracking and monitoring goals.

[Goal 6] To what extent are purchase card purchases tracked to ensure user conformity with sustainable acquisition requirements?

To what extent are purchase card purchases tracked to ensure user conformity with sustainable acquisition requirements?	Comments
Occasionally	

[Goal 6] What procedures are in place to monitor and ensure sustainable products and/or services are delivered through contracts where they are required?

Procedure	Utilized?	Comments
Agency COTR letters include responsibilities to verify green deliverables under applicable contracts as part of reporting to contracting officer	No	The agency's COR delegation letter does not explicitly mention verification of green products.
Agency policies/procedures for accepting contract deliverables include verifying conformity with green requirements	No	Information regarding verification of contract deliverables with green components is not mentioned in agency policies and procedures, and it implicit in any COR inspection. However, the agency's revised 2012 APP Plan will include such language.
Past performance reviews include evaluation of sustainable acquisition	No	
Specification reviews are conducted annually	No	
Other (describe in comments)	N/A	

[Goal 7] Estimated % of surplus or excess electronics that goes to the following categories:

Categories	% of surplus or excess electronics	Comments
Unicor	0-5%	
Donation	0-5%	
Reuse and Recycling	0-5%	
Landfill/Destruction	0-5%	
Other (describe in comments)	0-5%	

[Goal 7] Estimated % of imaging equipment that has power management settings enabled.

Estimated % of imaging equipment that has power management settings enabled.	Comments
Not tracked/Unsure	

[Feedback] Use the space below to describe other recommendations for consideration by OFEE/CEQ.

[Scorecard - ES] Do IT contracts include the FAR clause 23.704 to require EPEAT-registered products? If not, when will this be implemented?

Do IT contracts include the FAR clause 23.704 to require EPEAT-registered products?	If not, when will this be implemented? [MM/YY]	Comments
Other		

[Scorecard - ES] Is there an agency-wide policy in place requiring that eligible faxes, copiers, printers and other equipment be set to duplex by default? If not, when will this be implemented?

Is there an agency-wide policy in place requiring that eligible faxes, copiers, printers and other equipment be set to duplex by default?	If not, when will this be implemented? [MM/YY]	Comments
[Please Choose]		

[Scorecard - ES] Do applicable contracts include clauses that require default duplex settings on purchased/leased equipment? If not, when will this be implemented?

Do applicable contracts include clauses that require default duplex settings on purchased/leased equipment?	If not, when will this be implemented? [MM/YY]	Comments
[Please Choose]		

[Scorecard - ES] Is there a reporting and audit system in place to ensure compliance with PM requirements? Explain in the comments column.

Is there a reporting and audit system in place to ensure compliance with Power Management requirements?	Comments
[Please Choose]	

[Scorecard - ES] Does the agency have a tracking system in place to report % of surplus or EOL electronics that are reused or recycled? If not, by when will the agency be able to report this %?

Does the agency have a tracking system in place to report % of surplus or EOL electronics that are reused or recycled?	If not, by when will the agency be able to report this %? [MM/YY]	Comments
[Please Choose]		

[Scorecard - ES] Is the agency using only R2 and/or E-steward Certified Recycler when Recycling? If not, explain in the comments column.

Is the agency using only R2 and/or E-steward Certified Recycler when Recycling?	Comments
[Please Choose]	

[Scorecard - GP] Contract Action Review Table

[Scorecard - GP] For contracts that were not compliant, describe any actions taken.