

# FISCAL YEAR 2022 SITE SUSTAINABILITY PLAN GUIDANCE

August 2021



U.S. Department of Energy  
Sustainability Performance Division

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## Acronyms

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Acronym	Definition	Acronym	Definition
AFV	Alternative Fuel Vehicle	REC	Renewable Energy Credit
ASER	Annual Site Environmental Report	SAM	System for Award Management
BTU	British Thermal Unit	SF <sub>6</sub>	Sulfur Hexafluoride
CTS	EISA Section 432 Compliance Tracking System	SPD	Sustainability Performance Division
DCIM	Data Center Infrastructure Management	UESC	Utility Energy Service Contract
DCOI	Data Center Optimization Initiative	V&E	Vehicles and equipment
DEAR	Department of Energy Acquisition Regulations	WUE	Water Usage Effectiveness
DOE	Department of Energy	WUI	Water Usage Intensity
EAct 20	Energy Act of 2020	YOY	Year-Over-Year
ECM	Efficiency & Conservation Measure		
EISA	Energy Independence and Security Act of 2007		
EMS	Environmental Management System		
E.O.	Executive Order		
EPAct	Energy Policy Act		
ERE	Energy Reuse Effectiveness		
ESPC	Energy Savings Performance Contract		
EUI	Energy Usage Intensity		
FAIRS	Federal Aviation Interactive Reporting System		
FAR	Federal Acquisition Regulation		
FAST	Federal Automotive Statistical Tool		
FEMP	Federal Energy Management Program		
FIMS	Facilities Information Management System		
FPDS	Federal Procurement Data System		
FRPP	Federal Real Property Profile		
FY	Fiscal Year		
GHG	Greenhouse Gas		
GP	Guiding Principles		
GPD	Gallons per Day		
GSA	U.S. General Services Administration		
GSF	Gross Square Feet		
HEMSF	High Energy Mission Specific Facility		
HPC	High Performance Computing		
HQ	Headquarters		
IDC	Integrated Data Collection		
ILA	Industrial, Landscaping, & Agricultural		
LEED	Leadership in Energy & Environmental Design		
M&V	Measurement & Verification		
OCIO	Office of the Chief Information Officer		
OMB	Office of Management and Budget		
PPA	Power Purchase Agreement		
PUE	Power Usage Effectiveness		
R2	Responsible Recycling		

## Message from the Director, Office of Asset Management

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Dear Sustainability Steering Committee Members,

I want to thank you in advance for your work towards meeting Federal sustainability requirements as well as your program and site sustainability teams for developing the Site Sustainability Plans (SSPs). SSPs should focus on the results/accomplishments of your sustainability efforts, discuss planned efforts, and highlight your successes and challenges. If you provided examples for DOE's *Climate Adaptation & Resilience Plan* and *Sustainability Plan*, please use the SSP to provide progress updates, changes, and new initiatives, which will be used to update these plans and other reports. Additionally, to ensure compliance with 42 USC 8253, be sure to leverage efficiency and conservation measures reported in the DOE Sustainability Dashboard (Dashboard) during the budget planning process.

As the Department's sustainability community, we are responsible for improving the performance and efficiency of energy, water, waste, fleet, procurement, and other sustainability areas. We strive to increase resilience and adapt to the changing climate through the promotion of on-site renewable energy production, reduction of energy and water use, implementation of the Guiding Principles for Sustainable Federal Buildings, and a variety of other measures that help ensure that DOE's infrastructure continues to sustain our science, energy, defense, and cleanup missions. Your work is crucial to increasing the efficiency of the Department's facilities and infrastructure, enhancing livability for the scientists and workers at the sites, improving performance for the taxpayer, and supporting the communities in which we live and work.

At the Office of Asset Management, we seek to assist programs in sustaining their missions, freeing up resources by reducing waste, avoiding excess expenditure on utilities, maximizing productivity, and improving the efficiency of facilities and processes. We believe that by focusing on mission needs, we can assist the programs in finding ways to help the Department meet its sustainability goals, as outlined in Federal statutory and regulatory requirements. This year, the SSP guidance has been updated to capture requirements from Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad*, the *Energy Act of 2020* (EAct 20), as well as actions outlined in DOE's *Climate Adaptation & Resilience Plan* and *Sustainability Plan*. These guidance updates aim to minimize and streamline reporting, while simultaneously addressing Federal requirements.

Thank you all for your hard work and I look forward to a continued successful partnership in meeting the Department's sustainability goals, such as those outlined in DOE's *Climate Adaptation & Resilience Plan* and *Sustainability Plan*.

Scott L. Whiteford  
Director, Office of Asset Management  
U.S. Department of Energy

# Introduction

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This document provides guidance for DOE sites to complete their FY 2022 SSPs. As required by DOE Order 436.1, *Departmental Sustainability*, each site must develop and commit to implementing an annual SSP that identifies its contributions toward meeting the Department’s sustainability goals. This guidance presumes that sites have undertaken the steps of gathering and analyzing the data required for annual reporting in the Dashboard and formulating the SSP. As a reminder, sites can start entering data into the Dashboard in February. The SSP should provide an overview of efforts with a focus on accomplishments during the reporting period as well as plans to further site sustainability and enhance climate mitigation efforts. The Office of Asset Management’s Sustainability Performance Division (SPD) collects and compiles information reported by each site to develop the Department’s *Sustainability Plan*, *Climate Adaptation & Resilience Plan*, and *Annual Energy Management Report*.

Since 2011, SPD has issued guidance documents for DOE sites and national labs—thereafter referred to as sites within this guidance—to complete sustainability reporting requirements. The *Sustainability Dashboard User Guide* and *Site Sustainability Plan Guidance* serve as resources for reporting data and developing the narrative for this plan. These documents are reviewed regularly and revised as needed to reflect updated requirements and reporting process improvements.

The Dashboard collects both the data and narrative necessary to report DOE’s progress on its sustainability requirements. Sites should ensure consistency between the SSP, reported Dashboard data, and other major documents and initiatives. This includes publications and data reported in other systems, such as the Federal Automotive Statistical Tool (FAST), Facilities Information Management System (FIMS), Annual Site Environmental Reports (ASER), Federal Procurement Data System (FPDS), and budget reports.

To submit the FY 2022 SSP and supporting documentation, sites are to use the SSP narrative module in the Dashboard and approve their plan via the Dashboard’s completion process. If you wish to enhance the format of the SSP, please enter information in the Dashboard’s SSP module, then download the report and make any necessary formatting changes (i.e., direct entry is required). Sites can then upload this new version as a Word or PDF file with supporting documents to the Executive Summary category of the SSP module. The sustainability data is due **November 19** and SSP narrative is due **December 3, 2021**. To ensure the accuracy of DOE’s sustainability data, a second-party Verification Team (VT) is assembled to conduct an audit of the data annually. The sites selected to participate in this year’s data verification process were notified in **July 2021**. Finally, feedback on SSPs will be issued through the Dashboard’s Completion Status module by **August 2022**.

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

SPD will host training sessions and weekly open help line calls to answer questions on the sustainability data and plan reporting process. A schedule with call-in information is available on the Dashboard’s Reporting Schedule page. Additionally, resources to aid in reporting can be found on the Dashboard’s Supporting Resources page.

Please contact the Sustainability Performance Division at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov) with any questions.

## SSP Narrative Guidelines

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The SSP is comprised of two main components: the narrative and the data. This guidance document outlines the requirements for the SSP narrative, which consists of 12 sustainability categories as well as an Executive Summary and Table. This narrative is intended to inform site management, programs, and headquarters of key accomplishments, performance during the reporting period, challenges, and future sustainability initiatives. For each SSP category, sites are to report on FY 2021 performance along with plans and projected performance. For categories that overlap and impact multiple goals and requirements, be sure to make the connection and describe the impact of efforts especially for overarching areas such as greenhouse gas (GHG) emissions reduction and climate change adaptation and mitigation efforts. Furthermore, address applicable relevant discussion topics included in the Dashboard's SSP module.

### **Under Current Performance, sites should:**

- Address major initiatives, efficiency and conservation measures (ECMs), or changes to missions or facilities in FY 2021 that impact sustainability in each category.
- Share FY 2021 success stories and accomplishments. Success stories should focus on results/accomplishments and include relevant savings (e.g., energy savings, water savings, waste reduction, cost savings), cost of implementation, and lessons learned. Site success stories will be used in DOE reports and plans.
- Quantify performance towards goals and savings (i.e., sustainability and cost savings) and include the percent change from both the prior year and goal baseline year.
- Discuss challenges and obstacles, include solutions and any insights gained.

### **Under Plans and Projected Performance, sites should:**

- Address major planned activities (e.g., mission changes, ECMs, renewable energy systems, new construction or deactivation and decommissioning, policy, and procedures updates) and expected impact of these planned activities.
- Estimate and forecast annual energy, water, and on-site renewable energy usage, compliant sustainable buildings, and waste generation and diversion. Projection data is to be entered into each respective SSP category under the Dashboard's SSP module. At a minimum, provide current FY data and projections for the next five years. If your site is large and projection data is not available, please explain. If your site is small, performance estimates are encouraged but not required. If unsure of your site's size categorization reach out to SPD.
- Discuss challenges and obstacles, include possible solutions and requests for technical assistance. If a goal area has a high risk of non-attainment, as assigned in the executive summary table, describe the rationale by type of risk(s).

Pre-existing documentation may be referenced in lieu of writing new descriptions. In such cases, please provide this documentation as an attachment, link, or upload under the relevant category's Site-Level Policy Tracker in the Dashboard. The use of graphs and/or tables is encouraged in the SSP narrative.

## Executive Summary

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The executive summary should be concise and no more than two pages, not including the executive summary table. This summary should discuss successes and challenges, as well as mission changes, including investments that improve mission performance and result in significant efficiency and sustainability gains. For sites with High-Energy Mission-Specific Facilities (HEMSFs) and high-performance computing (HPC)/data centers, please ensure investments and their impact on sustainability metrics are briefly highlighted in this section. In addition to the executive summary narrative, sites must complete the executive summary table (see Dashboard's SSP module). Please ensure the summary table and narrative are consistent with the data entered into the Dashboard. If discrepancies exist, submit a change request via the Dashboard.

Within the executive summary table be sure to assign a risk of non-attainment for each sustainability goal using the following definitions:

- High Risk (H): Risk in at least one of the risk types is so significant that non-attainment of goal is likely or expected. Describe the rationale for the high risk of non-attainment in the relevant SSP category.
- Medium Risk (M): Risk in at least one of the risk types is so significant that it is moderately likely you may not attain the goal.
- Low Risk (L): Any risks associated with this goal are being satisfactorily mitigated such that attainment of the goal is likely.

Assess the risk of non-attainment for each goal by considering the following types of risks:

- Technical: Technology and/or systems are not available in current facilities.
- Management: Management systems, policies, and/or support may require changes to policies or procedures.
- Mission: Major initiatives, construction, and/or changes to mission that substantially impact sustainability goals.
- Financial: Funds are not identified in current or forecasted years and performance contracts are not viable.
- Supply Chain: Interruptions to flow of material, purchased goods, and services.

## Energy Management

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Describe site efforts to reduce energy intensity, non-fleet fuel use, and associated GHG emissions. Sites should also include site metering and benchmarking efforts and the site's approach to conducting Energy Independence and Security Act (EISA) Section 432 evaluations. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Describe initiatives, projects, or actions that impact energy use and/or efficiency – describe separately for goal subject and excluded assets. If excluding buildings from the energy use intensity goal, complete the Excluded Buildings Self-Certification in the Dashboard's Completion Status module.
- If your site is pursuing ISO 50001 or DOE's 50001 Ready Program, discuss status and lessons learned. Note, EAct 20 adds the requirement for energy managers to consider energy and water management systems, along with the applicability of certification program such as ISO 50001.

- Outline approach for converting buildings and/or site to be net-zero emissions. Be sure to discuss opportunities for electrification of systems, power purchasing strategies, and 24/7 carbon pollution-free electricity.
- Discuss efforts to reduce non-fleet vehicles and equipment (V&E) fuel use, including conversion to electricity, not captured by FAST.
- Discuss your sites approach to metering, such as prioritization of assets to be metered, meter type and capabilities, metering analytics software, and cybersecurity for advanced meters. If unable to install advanced meters, explain obstacles and concerns. Finally, note if you have an operations and maintenance plan in place for existing meters.

Note, the Dashboard's Facility Metering Status module is locked for FY 2021 data entry. Please utilize and update the 2020 SPD provided Excel workbook and upload it as supporting document under the SSP module's Energy Management section in the Dashboard. If you need a copy of the previously submitted workbook, contact SPD.

## Water Management

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

- Identify major water consuming end-uses, such as cooling, heating, plumbing, irrigation, and laboratory equipment, and estimate usage. Upload the site's water management plan and water balance under the Dashboard's Facilities Site-Level Policy Tracker, if completed. Note, all sites must develop a water balance by August 2023 per the 2021 DOE *Sustainability Plan*.
- Discuss efforts to implement alternative water sources that offset the use of fresh surface and groundwater sources. Types of alternative water include on-site gray water, harvested rainwater, process discharge water, and reclaimed wastewater.
- Outline approach to meter water use per Section 1002 of EAct 20, which amended 42 USC 8253 by adding the requirement to meter water use and allows for exclusion from water performance requirements.
- Describe adoption and incorporation of landscape management best practices and storm water runoff to minimize water use and promote resilience.

## Waste Management

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Describe your site's approach/vision for addressing waste management, such as pollution prevention (source reduction), diversion measures (e.g., recycling, composting), and construction and demolition (C&D) waste reduction. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Discuss current and planned efforts to divert municipal solid waste (MSW) and C&D waste from landfills, including changes in recycling venues or fees.
- Describe the anticipated impact of site mission, population changes, and C&D activities on recycling and waste generation rates (i.e., will MSW/C&D increase or decrease in the upcoming five to ten years).



- Explain how the site has increased the use of acceptable non-toxic or less-toxic alternative chemicals and processes while minimizing acquisition of hazardous chemicals and materials (such as ozone-depleting substances and fluorinated gases).
- Outline steps and milestones for becoming a net-zero waste site, including possible partnership with local municipalities and communities.

## **Fleet Management**

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Describe your site's approach for addressing fleet optimization, and strategies used to reduce petroleum use and increase alternative fuel use. Since, FAST data will not be finalized by the deadline for the SSP submission, please provide qualitative descriptions, strategies, and plans for improving fleet management. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Describe strategies for reducing petroleum use, such as fleet optimization, vehicle right-sizing, anti-idling measures, and vehicle telematics to assess fleet performance.
- Describe strategies to increase alternative fuel use, such as increasing acquisition of alternative fuel vehicles (AFVs), including electric vehicles, evaluating alternative fueling options through available locator tools, siting vehicles to match available fueling locations, fuel cost, and installing renewable fuel pumps at fleet fueling centers.
- Discuss efforts to increase on-site electric vehicle charging and alternative fueling infrastructure.

## **Clean & Renewable Energy**

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Describe efforts towards utilizing renewable and clean energy resources. Keep in mind that the main renewable goal in 42 USC Section 8256 is to increase renewable electric energy usage; however, renewable thermal energy contributes to both the energy usage intensity (EUI), GHG, and climate change goals. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Summarize the site's strategy to increase and prioritize on-site clean and renewable energy generation, including storage options and land availability for large systems.
- Discuss opportunities for microgrids and energy storage at your site.
- Describe how your site considers the installation of renewable energy systems in new buildings and the implementation process, especially for solar hot water heaters per 42 USC 6834(a)(3)(A).
- Characterize your current utility purchasing approach and opportunities to partner with utilities to increase production of clean and renewable energy in the next 1-5 years.

## **Sustainable Buildings**

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Describe efforts to increase the number of buildings compliant with the Guiding Principles for Sustainable Federal Buildings (GPs) and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 90.1. SPD recommends focusing on buildings with the greatest cost efficiency gains from meeting the GPs instead of a gross square footage (GSF) threshold, as all owned buildings meeting the GPs will receive credit regardless of their square footage. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Discuss fossil fuel reduction design strategies per 42 USC 6834 and energy reduction per ASHRAE Standard 90.1 in new buildings and major renovations.
- Discuss barriers to meet the GPs in remaining facilities and identify the most challenging GPs. If available, include cost estimates for compliance.
- Describe your site's incorporation of the GPs, sustainable practices, and resiliency best practices into institutional documents, procedures, and processes, such as site planning documents, policies, and specifications.

## Acquisition & Procurement

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Describe the incorporation of all relevant sustainable acquisition clauses, recent sustainable purchases, and efforts to improve your supply chain GHG emissions. For data reporting, if your site has access to the [Federal Procurement Data System – Next Generation](#) (FPDS) and [System for Award Management](#) (SAM), please use these systems. If you do not have access to FPDS or SAM, or the data is inaccurate, please complete the Sustainable Acquisition Contracts and/or Biobased Product Purchases workbooks, as appropriate (see the FAQ on each workbook for more information). If the data in these systems is inaccurate, please contact [HQProcurementSystems@hq.doe.gov](mailto:HQProcurementSystems@hq.doe.gov) for assistance to correct the data for future reporting.

If utilizing the workbook(s) for supplementary reporting, please upload the completed workbook(s) to the Acquisition & Procurement section of the Dashboard's SSP module as a supporting document. Only one Sustainable Acquisition Contracts Workbook and one Biobased Product Purchases Workbook should be uploaded per site. Note, the Biobased Product Purchases Workbook is due by **October 22** and the Sustainable Acquisition Contracts Workbook is due by **November 19, 2021**.

In the SSP narrative, address the following key topic areas and others listed in the Dashboard's SSP module:

- Describe efforts to maximize sustainable acquisition of designated products (see [DOE's Priority Products List](#)), such as the procurement of products that are the following:
  - Energy efficient (ENERGY STAR or FEMP-designated)
  - Water efficient (WaterSense)
  - Biobased (USDA BioPreferred)
  - Environmentally preferable
  - Non-ozone depleting (Significant New Alternative Policy) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons
  - Recycled content
  - Non-toxic or less toxic alternatives products (Safer Choice labeled)
  - Fuel efficient products and services (SmartWay Transport partners and SmartWay products)
- Discuss how your sustainable acquisition strategy is applied and verified for new construction.
- Describe your data collection method for sustainable acquisition contracts (i.e., tracking whether the contract includes sustainability clauses) and biobased product purchases (e.g., product category/type, cost) by addressing the following questions:
  - Does your site collect sustainable acquisition contracts and/or biobased data in an internal system (i.e., excluding FPDS and SAM)?
    - If so, please describe the system.

- If not, would the integration of the Sustainable Acquisition Contracts and Biobased Product Purchases Workbooks into the Dashboard be useful? Please explain.
- Do you report into FPDS or SAM?
  - If so, have you faced issues with using these systems? Please describe the issue(s) and ways that SPD can assist (e.g., more guidance, training, collection methods).
- If known, describe supply chain vulnerabilities and actions taken or planned to address these (e.g., climate resilient actions, supply chain analysis).

## Efficiency & Conservation Measure Investments

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Describe efforts to implement identified ECMs through appropriations, performance contracts, or other funding mechanisms, and discuss sustainability-related training or education provided for employees. Use this section to highlight implemented ECMs and funding needed beyond planned activities as well as typical operation costs for meeting sustainability goals. For data reporting, ensure your ECM information in the Dashboard is accurate and current. If actively pursuing a performance contract, utilize the Performance Contracting Tracking Schedule Workbook to report on status and implementation schedule. Upload the completed workbook to the Efficiency & Conservation Measure Investments section of the Dashboard's SSP module as a supporting document.

In the SSP narrative, address the following key topic areas and others listed in the Dashboard's SSP module:

- Outline plans to implement all life cycle cost effective ECMs. EAct 20 Section 1002 amends 42 USC 8253 (a) by adding the requirement to begin installation of all life cycle cost effective ECMs in owned buildings by October 1, 2022. Additionally, EAct 20 amends 42 USC 8253 (f) by requiring agencies to use performance contracts to address at least 50 percent of ECMs identified through EISA Section 432 energy and water evaluations within two years of identifying those ECMs.
  - For the life cycle cost effective ECMs you plan to accomplish via performance contract (e.g., ESPCs, Utility Energy Service Contracts [UESCs], or Power Purchase Agreements [PPAs]) describe the site's efforts and progress in implementing those contracts.
  - For life cycle cost effective ECMs you plan to accomplish via direct or indirect funding, describe the site's efforts to insert those projects into the budget process.
- If a performance contract (i.e., ESPCs, UESCs, or PPAs) is actively being pursued, provide the contract vehicle under consideration, potential investment value, cost savings for both energy and water, types of ECMs covered, and current status along with timeline for award. EAct 2020 amends 42 USC 8258 to include reporting of efforts, similar to the previous Presidential Performance Contract Challenge.
- Provide all approved FY appropriations, direct, and indirect obligations for ECMs, including facility surveys/evaluations. These are obligations for energy and/or water efficiency incurred from appropriated funds, revolving fund accounts including saving reinvestment programs or other accounts. This data is included in the [FEMP Annual Energy Management Data Report Workbook](#) for the [OMB Scorecard](#) and must be updated annually. If you are unable to provide this information, please explain.
- Discuss initiatives to implement a savings reinvestment program. DOE Order 436.1 mandates that sites reinvest verified monetary savings from sustainability projects in new sustainability projects, consistent with 42 USC 8256 (e).

## Travel & Commute

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Describe your site's business travel and commute data. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Discuss policies and/or programs for minimizing GHG emissions from business travel.
- Describe policies and/or programs for minimizing GHG emissions from commuting, such as carpooling, vanpooling, use of public/mass transit, telework, hoteling, and/or alternative work schedules.
- Discuss current or existing fleet electric vehicle charging stations and workplace reimbursable charging.
- Describe the methodology used for gathering employee commuting information. If a survey was used, upload a copy under the Dashboard's respective Site-Level Policy Tracker. If a survey was not used, describe the barriers preventing the introduction of a commuter survey. Include an estimate of commuter/employee contribution to site GHG emissions.

## Fugitives & Refrigerants

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This category focuses on efforts to reduce GHG from fugitive emissions or refrigerants. Address the following key topic area and others listed in the Dashboard's SSP module:

- Discuss inventory management, monitoring, and control techniques, capture systems and storage equipment, leak detection and repair, and preventive maintenance programs used to minimize releases.
- Describe lessons learned from substitution efforts (e.g., sulfur hexafluoride, hydrofluorocarbons).

## Electronics Stewardship & Data Centers

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Describe the acquisition, operations and management, and disposal of electronics – sites with HPC/data centers should describe the optimization and consolidation of HPC/data centers with a particular focus on energy and water efficiency. Address the following key topic areas and others listed in the Dashboard's SSP module:

- Describe recent acquisitions and barriers in procuring EPEAT-registered devices as well as any reuse initiatives (i.e., internally or externally).
- Describe policies and procedures that require and ensure used electronic assets are disposed through required environmentally sound disposition practices (e.g., reuse, donation, certified recycling).
- For HPC/data centers, describe how your site measures energy and water performance (e.g., power usage effectiveness [PUE] energy reuse effectiveness [ERE], water usage effectiveness [WUE]). Please ensure all HPC data in [eDARS](#) is up-to-date, particularly the electricity usage.
- Describe optimization and consolidation efforts to improve energy and water efficiency or HPC/data center equipment and supporting infrastructure (e.g., goals, realized reductions in PUE, ERE, WUE).

## Adaptation & Resilience

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Describe site efforts to increase site adaptation and resilience to address the impacts of climate change.

Resilience is the ability to adapt to changing conditions and withstand or recover from disruption. Adaptation refers to actions taken to reduce risks from changed climate conditions (e.g., even current conditions) and to prepare for impacts from additional changes expected in the future. Resilience and adaptation efforts help sites

manage risks to DOE assets, infrastructure, operations, and personnel. Sites may also address other resilience efforts to ensure continual operations in response to pandemics, cyber-attacks, or other events that may disrupt normal operations. In addition to completing the SSP narrative for this category, all sites must complete the Resilience Questionnaire within the Dashboard's Resilience module.

In the SSP narrative, address the following key topic areas:

- Provide a timeline for conducting or updating your site's Vulnerability Assessment and Resilience Plan (VARP). If a VARP (or equivalent document) has been completed in the last four years, include any additional resilience measures that have been performed or are planned. If these documents have been updated and are not official use only, please upload them to the Dashboard's Resilience Site-Level Policy Tracker module.
- Describe current climate adaptation and resilience efforts to protect critical infrastructure and to provide adequate energy and water supplies, facility operations, information and communication technology capability, and transportation availability when needed. Include interdependencies when appropriate (e.g., black start capability).
- Discuss plans to use any detailed, climate-related assessments or tools that identify threats or hazards that could impact mission, programs, plans, operations, or personnel. For instance, if you are using FEMP's Technical Resilience Navigator, please share your feedback on the effectiveness of the tool.
- If applicable, please describe how your site is integrating climate resilience into its larger risk management processes (e.g., emergency management, continuity of operations planning [COOP], cyber).
- Discuss how the COVID-19 pandemic affected site operations, resilience measures, or planning. In addition, discuss resilience policies, plans, or tools, which were developed in response to the pandemic (e.g., consider temporary vs. long-term changes).

## Appendix A – Reporting Schedule

The following schedules shows the dates and deadlines for reporting into DOE databases and submission of documents pertinent to DOE sustainability goals. These databases and reports are the official, exclusive sources of DOE sustainability data. Please ensure the accuracy of all database entries as this data is reported to Congress, the Office of Management and Budget (OMB), and the White House Council on Environmental Quality (CEQ). Timely data submission and closing of these reports and databases is important in meeting Departmental reporting requirements. For each database or report, the closing or reporting deadline is highlighted.

- FIMS: Collects real property attributes and use. The database also stores data on buildings that have been assessed or are planned to be assessed against the sustainable building goal. Note, the Dashboard collects additional asset information that is not captured in FIMS and both systems must be populated.
- FAST: Collects Federal fleet fuel use, vehicle inventory, and vehicle acquisitions data and projections.
- Environmental Management System (EMS) Status Reporting: Collects information on status of EMS systems.
- Integrated Data Collection (IDC) process: Data Center Optimization Initiatives (DCOI) reporting is conducted through the IDC. Coordinate with the Office of the Chief Information Officer (OCIO) points of contact at the site and headquarters.

**Table A.1 – Sustainability Dashboard**

Date(s)	Action/Event
February 8, 2021	Dashboard opened for FY 2021 data entry.
September 22 to December 1, 2021	Weekly Open Line Help Call for FY 2021 sustainability reporting.
October 5, 2021	End of year FIMS basic facility information uploaded to Dashboard.
October 22, 2021	<ul style="list-style-type: none"> <li>• Sustainable Building page locked for data entry until February 2022.</li> <li>• FY 2021 Biobased Product Purchases Workbook uploaded to Dashboard by sites, if needed.</li> </ul>
November 19, 2021	FY 2021 Federal employee travel data uploaded to Dashboard.
November 19, 2021	FY 2021 Dashboard data, including Sustainable Acquisition Contracts (if needed), Performance Contracting Tracking Schedule (if applicable), and Metering workbooks, are due with appropriate level(s) of approval. If not using the Dashboard approval process be sure to upload a completed Dashboard Data Accuracy Self-Certification.
November 22 to December 17, 2021	SPD to QA/QC data and work with sites to finalize FY 2021.
December 3, 2021	FY 2022 SSP narrative, Excluded Buildings Self-Certification, and optional Plan Signature Document are due with appropriate level(s) of approval.
TBD	FY 2021 FAST fleet data uploaded to Dashboard.

**Table A.1 – Sustainability Data Verification**

<b>Date(s)</b>	<b>Action/Event</b>
July 30, 2021	SPD disseminates Verification Guidance & Site selections to Program Offices.
September 21, 2021	Training on best practices for verification documentation. Recommended for sites that have been selected to provide verification documentation.
October 29, 2021	Program Offices to submit Verification Team (VT) Member POC.
November 22, 2021 to January 14, 2022	Selected sites submit verification documentation to SPD.
January 17 to April 29, 2022	SPD to review documents, working with VT to address issues, provide site specific improvements (corrective actions) as need be & prepare findings summary.
May 2022	SPD to finalize and distribute Verification Summary Report.
May 2022	VT members meet to review findings summary and discuss suggestions/comments/improvements on Verification Process to SPD.

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

<b>Date(s)</b>	<b>Action/Event</b>
August 2, 2021	Begin input of FY 2021 Repair Needs, Deferred Maintenance, Modernization Cost, and Uniformat II Repair Needs values. If necessary, also update other fields.
September 20 to November 1, 2021	Population and completion of data elements related to repair needs, deferred maintenance, modernization cost, excess indicator and date, size, replacement plant value, and sustainability.
November 1, 2021	Conclusion of all FY 2021 data element updates. FY 2021 year-end HQ Snapshot.
December 15, 2021	Office of Asset Management to complete the Federal Real Property Profile (FRPP) submission.

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

<b>Tentative Date(s)</b>	<b>Action/Event</b>
August 2 to August 31, 2021	OMB Circular A-11 data call for fleet budget submission.
October 1, 2021	FAST opens for FY 2021 data entry of actual inventory, disposal, cost, fuel, and mileage along with future acquisition, disposal, waivers, and cost projections.
December 15, 2021	FAST closes for FY 2021 data entry.
December 16, 2021 to March 31, 2022	FAST FY 2021 data is reviewed by FEMP for inconsistencies and addressed by NNSA and DOE's Federal Fleet Managers.

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

<b>Date(s)</b>	<b>Action/Event</b>
December 2021	EMS reporting opens for FY 2021 data entry.
January 2022	EMS reporting closes for FY 2021 data entry.