

2008 Environmental Footprint Survey

1. Instructions

Purpose of data request:

1. To better understand and quantify The Forest Service's environmental footprint in the areas of energy use, water use, fleet and transportation, waste prevention and recycling, green purchasing, and sustainable leadership. Data collected will be used to create a National FY08 Forest Service Environmental Footprint Report in order to share information about our consumption. Find the FY07 National Environmental Footprint Document at fsweb.r3.fs.fed.us/green-team/fy2007-environmental-footprint.pdf.
2. To identify specific sustainable operations accomplishments, successes, opportunities and challenges throughout the organization. Questions are included to capture data and identify barriers that cannot be obtained through other systems. The National Environmental Footprint Team is collecting data for each footprint area with national systems where possible.
3. To collect data for upward reporting to the Department for the Office of Management and Budget Environmental Stewardship, Transportation Management and Energy Management Scorecards (www.ofee.gov/whats/2006OMBscorecard.pdf). This includes showing progress towards meeting EO 13423 goals (www.ofee.gov/eo/EO_13423.pdf) as required by the agency's EMS, as well as the annual agency energy management report (greening.usda.gov/USDAFY2006EnergyReport.pdf). Multiple data needs have been integrated into this request to avoid separate data calls to the field.

The Federal Government as a whole is the largest consumer of goods, services, and energy in the United States. By changing our consumption habits, we, as a federal agency, can help change consumption habits of the nation. The Office of the Federal Environmental Executive's website has many examples of sustainable operation successes throughout the Federal government. See www.ofee.gov

Due Date: Requested data should be entered into the web-based tool no later than Due Date in call letter.

Location of the web-based data tool: Requested data will be collected through Survey Monkey. Web address: http://www.surveymonkey.com/s.aspx?sm=hvzAa3M7vAGVTpp9qywZfw_3d_3d

Data request distribution (and who provides data): Data request and instructions are being forwarded through the traditional R/S/A channels. Each R/S/A is responsible for forwarding data request and instructions to their Unit level operations. Unit, for the purposes of this data request, is considered a Forest, Field Office, Laboratory, etc. (Clarification: Each Forest provides data for entire Forest; Regional Office provides data only for regionally-operated buildings/sites/employees; Washington Office provides data for WO buildings/employees.)

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Who should input data into the survey monkey tool?

Each Unit needs to respond using the survey monkey tool for all relevant data for their Unit. In addition to each individual Unit filling out their data request, each R/S/A shall also respond for their individual R/S/A office(s). For example, a Regional Office should enter information only for regionally-operated office(s); Forests should enter information from across the Forest, including all Districts and the Supervisor's Office. The Regional Office will forward instructions to the Forests in that Region, and the Forests will enter their data. The person responsible for data input on each unit will vary. Data will most likely be provided by green teams, engineering staff, administrative staff, fleet managers, and other sustainable operations champions.

How?

- It is suggested that you review this data request thoroughly before entering data into Survey Monkey. Some of the questions will require research in order to provide an answer.
- Survey Monkey allows you to exit and return again so that you may update or correct your answers.
 - Use the button in the upper right hand corner of a section to exit the survey
 - Upon return to the survey, you will open in the section you left before
 - Answers in previous sections can be accessed and edited/changed
 - Answers are captured to a section of the survey only when you go on the next section.
- If your Unit or R/S/A office shares facilities with another Unit or R/S/A office, please coordinate so that there is only one data request completed for your shared facility.
- At the end of each data request section (energy, water, fleet and transportation, waste prevention, green purchasing, sustainable leadership) there are fields for narrative input describing shortcomings, success stories, and ideas for future environmental footprint reduction efforts. Please be complete and inclusive when reporting these items. There are many creative and effective activities being implemented, often at the local place-based or sub-unit level. Narratives can be cut and pasted into survey monkey. Photos of successes are encouraged but cannot be included in the survey monkey. Please include the comment PHOTOS AVAILABLE, and they will be requested at a later date. Photos should be named so they are connected back to their unit and a specific footprint area. Example: 0202_energy_photo1 for a photo connected to an energy success story on the Bighorn NF (02) in Region 2 (02).
- R/S/A's are required to monitor the input from their associated units. Please assure that all units respond by the due date.

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2. Location

1. Forest Service Region/Station/Area from which you are responding?

Additional (shared space)

2. Name of your unit? (examples: Gila NF, Region 4 RO, PNW Anchorage)

Primary:

Shared spaces included in

survey:

3. Numerical Location? (Example: "0304" would be "03" for Region 3 and "04" for Coconino NF)

Unit

4. Person inputting data:

Name

E-mail

Position

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3. Energy Use

Nationally, our method for estimating energy use is cost, since current systems do not track consumption. Cost is an inconsistent indicator of use because it varies with supply and demand and regionally, and because our systems do not correctly capture many credit card purchases and energy use in leased buildings. Additionally our current systems cannot provide data to the unit level. Establishing a better understanding our energy consumption is critical as EO 13423 and the Energy Policy Act of 2005 have many energy related requirements:

- Reduce energy intensity (consumption per gross square foot of building) by 3% annually or 30% by 2015 using a 2003 baseline.
- Explore renewable energy opportunities on agency property.
- At least half of the statutorily required renewable energy consumed (purchased) in a fiscal year comes from new renewable sources.
- Ensure that Energy Star features are enabled on 100% of computers and monitors.
- Conduct energy and water audits on at least 10% of facilities each year.
- Reduce greenhouse gas emissions attributed to facility energy use by 3% annually or 30% by 2015 related to 1990 emission levels.
- 3% of energy purchases must be from renewable energy sources by 2007, 7.5% by 2013.
- Buildings to be designed to 30% more efficient than ASHRAE standard or International Energy Code if it is LCCA effective.
- Sustainable design principles applied to new construction and renovation.

In FY07, we worked with a USDA contractor to establish our energy baseline. Information collected in this section will be used to help us better understand what energy management activities are being implemented at the unit level as well as answer specific questions for the agency's annual energy management report. [USDA Energy and Environment - Facilities Energy & Water Management - Policy & Guidance](http://www.usda.gov/energyandenvironment/facilities/policy.html) - www.usda.gov/energyandenvironment/facilities/policy.html

1. Has your unit [reviewed its utility bills](#) to identify inconsistencies? (examples: incorrect rates, sites not in use by agency, excessive charges)

Yes

Some

No

Don't Know

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2. Does your unit currently generate power from:

- Wind
- Solar
- Biomass
- Landfill gas
- Geothermal
- Hydro/Ocean
- My unit is not generating power from alternative sources

Approximate KWH's generated:

3. Do you have any alternative energy sources (wind, solar, etc.) on public lands under Special Use Permit or equivalent?

- Yes
- No
- Don't know

If Yes, alternative energy generated: (kind and approximate amount)

4. Is your unit purchasing green power (green tags, renewable energy credits, etc.)?

- Yes
- No
- Don't know

5. If answered Yes to Question 4:

Kind of green power purchased (solar, wind, etc.):

Approximate amount in KWH:

Was the renewable energy source developed after 1/1/1999?

6. Were energy or water audits done on your unit in 2008?

- Yes
- No
- Don't know

7. If Yes to Question 5:

How many buildings were audited?

Approximately how much money was spent for audits?

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8. Does your unit have an [energy management plan](#)?

Yes

No

Don't know

9. Is your unit actively implementing your energy management plan?

Yes

No

Doesn't apply (answered No to Question 8)

If yes, approximately how many dollars did your unit spend on energy efficiency improvements?

10. Which of these easy energy conservation measures has your unit implemented?

Vending misers

Compact fluorescent light bulbs

Office lights with motion sensors

Don't know

Other (please describe)

11. Is your unit using any of the following strategies in your energy management plan?

Life-cycle cost analysis

Facility Energy Audits

Financing mechanisms (Energy-Savings Performance Contracts, Utility Energy Services Contracts)

Use of ENERGY STAR® and Other Energy-Efficient Products

Energy Star® Buildings

Sustainable Building Design

Energy Efficiency in Lease Provisions

Distributed Generation

Industrial Facility Efficiency Improvements

Highly Efficient Systems, i.e., combined cooling, heating, and power

Electrical Load Reduction Measures

Don't know

Doesn't apply (answered No to Question 7)

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12. What approximate percentage of your office equipment is [ENERGY STAR®](#)-qualified products?

Don't know

Approximate percentage is:

13. Are ENERGY STAR® options (example: stand-by mode, hibernate) enabled on your office computers and other equipment such as copiers and faxes?

Yes

Some

No

Don't know

14. Does your unit have any [Leadership in Energy and Environmental Design \(LEED\)](#)-certified buildings?

Yes

No

Don't know

If Yes, how many?

15. Does your unit have plans to construct any LEED-certified buildings?

Yes

No

Don't know

If Yes, how many?

16. Is your unit leasing any LEED-certified buildings?

Yes

No

Don't know

If Yes, how many?

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17. How many *individual* buildings on your unit meter electricity use?

Approximate number of individual metered buildings:

Approximate number of buildings using Advanced (Smart) Meters: [New for FY08]

Approximate total number of buildings with electrical service:

18. Is your unit using the Operations/Energy tab in the Buildings module in INFRA to record LEED-certified buildings, energy audits, renewable energy, etc?

Yes

No

Don't know

19. Has your unit incorporated into position descriptions and performance evaluations the implementation of Executive Order 13423 for the unit's energy team, line officers, and facility/energy managers?

Yes (Please describe in the Success Stories section)

No

Don't know

20. Have all appropriate personnel on your unit received training for energy management requirements?

Yes

No

Don't know

If yes, number of people trained:

21. If you answered Yes to Question 20, describe training and include cost of training.

22. Does your unit have any new or existing facilities designated as [Showcase Facilities](#)?

Yes

No

Don't know

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23. If you answered Yes to Question 22, what is the reason for Showcase designation?

- Facility design
- Energy efficient improvements
- Water efficiency improvements
- Use of renewable energy
- Other (please describe)

24. Is your unit sharing with employees energy conservation tips, such as the [Top Ten Energy Conservation Habits](#)?

- Yes
- No
- Don't know

25. DATA SHORTCOMINGS – please describe any limitations, inconsistencies, etc. for the above data.

26. SUCCESS STORIES - Prepare a short paragraph or two to share exceptional successes in 2008. Successes can include local place-based efforts at unit or subunit level. Include a contact person.

27. TO INFINITY AND BEYOND – Ideas for the Future

List something your unit would like to accomplish and identify barriers to that happening.

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4. Water Use

Within our traditional land management role we have focused on caring for watersheds that provide drinking water across the nation. However, in today's world we will focus more on the idea of "from the forest to your faucet". Water consumption is costly in many ways; it depletes aquifers, requires energy for pumping, chemicals for treatment, and staffing to operate treatment and wastewater treatment plants. By using water efficiently, we can protect water sources, improve water quality, and reduce the energy used. We have no clear understanding of our agency-wide water use. Water costs are often included with municipal utilities, and many of our own sources are not metered. Executive Order 13423 requires:

- Reduce water consumption intensity by 2% annually or 16% by the end of fiscal year 2015 using a 2007 baseline
- Conduct energy and water audits on at least 10% of our buildings per year

In FY08 a water use baseline will be established based on FY2007 data to track out-year consumption. The information in this section will be used to help us understand our current water consumption practices as well as provide some water conservation tips.

1. Does your unit have a plan to reduce water consumption?

Yes

No

Don't know

2. Which of the following ten Best Management Practices has your unit implemented? (Describe successes in SUCCESS STORIES section below; include numbers of faucets, urinals, etc.)

- 1. [Public Information and Education Programs](#)
- 2. [Distribution System Audits, Leak Detection & Repair](#)
- 3. [Water Efficient Landscaping](#)
- 4. [Toilets and Urinals](#)
- 5. [Faucets and Showerheads](#)
- 6. [Boiler/Steam Systems](#)
- 7. [Single-Pass Cooling Equipment](#)
- 8. [Cooling Tower Management](#)
- 9. [Miscellaneous High Water-Using Processes](#)
- 10. [Water Reuse and Recycling](#)

question about non-excluded building metered

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3. Is your unit sharing with employees water conservation tips, such as the [Use It Wisely Water Saving Tips](#)?

Yes

No

Don't know

4. DATA SHORTCOMINGS – please describe any limitations, inconsistencies, etc. for water use data on your unit.

5. SUCCESS STORIES - Prepare a short paragraph or two to share exceptional successes in 2008. Successes can include local place-based efforts at unit or subunit level. Include a contact person.

6. TO INFINITY AND BEYOND – Ideas for the Future

List something your unit would like to accomplish and identify barriers to that happening.

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5. Fleet and Transportation

Driving is an integral part of how we do business. While necessary, our vehicle use has environmental impacts: burning fossil fuels and emitting CO2 and particulates. We will continue to drive, but with 80% of our fleet made up of four-wheel-drive pickups and SUVs, we need to make sure we are using the right vehicle for the job. Executive Order 13423 requires:

- Reduce fleet total petroleum products by 2% annually through 2015 using a 2005 baseline. This is an accumulating total, any years missed are added to the following year.
- Increase non-petroleum-based fuel use by 10% annually.

Fleet data at a national level is fairly comprehensive, and a majority of our footprint information will be pulled from national systems. While we don't yet have good data on airline travel, or non-fleet equipment fuel use, the information requested in this section correlates directly to data needed for Focus Area 1 of our National EMS.

1. Approximately how much bulk fuel was used on your unit in FY 08?

Gallons of fuel:

2. If your unit shares bulk fuel with others:

Who do you share fuel with? (use #12
if more space needed)

Approximately what percentage is used
by Forest Service?

3. Approximately what percentage of your unit's bulk fuel use was in the following categories?

[EXEMPT](#) (Includes law enforcement vehicles, fire vehicles used more than 75% of year for emergency response, vehicles/equipment not licensed for highway use, slash fuel)

[NON-EXEMPT](#) (all others)

4. Approximately what percentage of your unit's bulk fuel was from an alternative source?

Biodiesel

E85 (85% ethanol fuel)

Other (type and percentage)

5. Has your unit shared information about the [alternative fuels website](#) with employees?

Yes

No

Don't know

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6. Does your unit promote alternative transportation (carpooling, mass transit, etc.) for travel during working hours?

Yes

No

Don't know

7. Has your unit shared with employees information about the government [transit subsidy](#) for commuting?

Yes

No

8. Is your unit sharing with employees eco-driving guidance tips, such as [Eco-Driving Guidance](#)?

Yes

No

Don't know

9. Does your unit have access to videoconferencing equipment or other similar technology?

Yes

No

Don't know

10. If you answered YES to Question 9, have you adequately trained employees on the use of this technology?

Yes

No

Don't know

11. Do employees on your unit frequently use [Net Meeting](#) or [SameTime](#)?

Yes

No

Don't know

Need training

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12. DATA SHORTCOMINGS – please describe any limitations, inconsistencies, etc. for the above data.

13. SUCCESS STORIES - Prepare a short paragraph or two to share exceptional successes in 2008. Successes can include local place-based efforts at unit or subunit level. Include a contact person.

14. TO INFINITY AND BEYOND – Ideas for the Future
List something your unit would like to accomplish and identify barriers to that happening.

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6. Waste Prevention and Recycling

We know little about our waste prevention and recycling efforts on a national scale. We do know that recycling in general saves resources, and that we have many opportunities to reduce and reuse before recycling becomes necessary. Recycling efforts vary among Forests and Districts depending on access to recyclers, and the presence of an employee who acts as a recycling / waste prevention champion. Executive Order 13423 requires:

- Reduce the quantity of toxic and hazardous chemicals and materials used by the agency.
- Have recycling programs in place and encourage their use.
- Ensure 100% of non-usable electronic products are reused, donated, sold or recycled.

USDA has also instituted a 40% recycling rate goal by the end of 2010. Information from this section will be used to assess our ability to reduce our use of products such as paper and toxic/hazardous materials, as well as begin to assess the breadth of our recycling activities.

1. Approximately how many sites (Supervisor's Office, Ranger Districts, bunkhouses, research stations, labs, campgrounds) on your unit have recycling programs?

Number of sites recycling:

Total number of sites on unit:

2. Which of the following do the majority of your sites collect for recycling, proper disposal, or reuse?

- Office paper
- Newspaper
- Magazines
- Cardboard
- Glass
- Plastics
- Aluminum
- Toner cartridges
- Batteries
- Furniture
- Other (please specify)

3. Does your unit have a designated Recycling Coordinator?

- Yes
- No
- Don't know

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4. Does your unit use GOOS (Good On One Side) paper? [Used paper with one side available for reuse.]

Yes

No

Don't know

5. Are your printers and copiers on your unit that are capable of duplexing set to print or photocopy double-sided?

Yes

No

Don't know

If Yes, approximate percentage:

6. Is your unit appropriately [recycling electronic equipment](#)?

Yes

No

Don't know

If Yes, approximate percentage:

7. How does your unit pay for solid waste disposal?

Paid as part of lease

Credit card

Paid through contract

GSA

Other (please describe)

8. Does your unit have a current toxic/hazardous materials inventory? (any chemical with a warning label is included)

For reference, see: [Everyday Hazmat Guide](#)

Yes

No

Don't know

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9. Has your unit successfully implemented recycling activities at fire incidents?

Yes

No

Don't know

10. DATA SHORTCOMINGS – please describe any limitations, inconsistencies, etc. for the above data.

11. SUCCESS STORIES - Prepare a short paragraph or two to share exceptional successes in 2008. Successes can include local place-based efforts at unit or subunit level. Include a contact person.

12. TO INFINITY AND BEYOND – Ideas for the Future

List something your unit would like to accomplish and identify barriers to that happening.

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7. Green Purchasing

The Federal Government is the largest procurer of goods and services in the Nation. Federal agencies are required to shift their buying habits towards more environmentally friendly products. Green purchasing includes buying products made from recycled content, environmentally preferable products and services, bio-based products, energy- and water-efficient products, products using renewable energy, and alternatives to hazardous or toxic chemicals. EO 13423 requires:

- Reduction in quantity of toxic and hazardous chemicals and materials used by the agency.
- All paper purchased be at least 30% post-consumer fiber content.
- Acquiring 95% of electronic products as Electronic Product Environmental Assessment Tool (EPEAT) registered products.

We currently have no organized system for tracking and reporting these purchases. Information from this section will be used to help us understand our current consumption habits, and help inform users about USDA's green purchasing procurement program. Green Purchasing practices overlap into all other footprint areas; some previous questions will help us understand this footprint area better. Your ideas about tools and educational materials that would support broader implementation of green purchasing are welcome. The Office of the Federal Environmental Executive has many resources on their website about green purchasing. See ofee.gov/gp/gp.asp

1. Approximately how much printer/copier paper does your unit purchase annually?

Pounds of paper:

Or, boxes of paper:

2. Approximately what percentage of the printer/copier paper purchased is 30% post-consumer recycled content or greater?

Don't know

Percentage:

3. Does your unit use green, biobased, or environmentally preferable cleaning products?

Yes

No

Some

Don't know

4. Is your unit using any of these [BioPreferred products](#)?

Hydraulic fluids

Lubricants

Oils

Food service products

Other (please describe)

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5. Is your unit purchasing products that use no more than one watt in their standby power consuming mode or meet [Federal Energy Management Program \(FEMP\) Specifications](#) ?

Yes

No

Don't know

6. Is your unit sharing the [USDA green purchasing affirmative procurement program](#) with credit card holders and procurement specialists?

Yes

No

Don't know

7. DATA SHORTCOMINGS – please describe any limitations, inconsistencies, etc. for the above data.

8. SUCCESS STORIES - Prepare a short paragraph or two to share exceptional successes in 2008. Successes can include local place-based efforts at unit or subunit level. Include a contact person.

9. TO INFINITY AND BEYOND – Ideas for the Future

List something your unit would like to accomplish and identify barriers to that happening.

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8. Sustainability Leadership

While it is important that we meet the requirements of executive orders and policies, it is more important that we *do the right thing* and walk the talk of sustainability. Every employee has a role to play in implementing deliberate acts of conservation, both in their day-to-day activities such as printing and driving, and within their profession circle of influence. Sustainable leadership is about creating the organizational capacity and incentives necessary to support these acts in an integrated manner. This section is meant to capture activities that create such a work environment. Information from this section will be used to continue the development of support mechanisms for sustainable leadership activities, meet requirements in EO 13423, and report successes upward to the USDA Sustainable Operations Council.

1. Does your unit have a Green Team?

(Tell us about it in SUCCESS STORIES below.)

Yes

No

Don't know

2. Is your unit including the implementation of sustainable operation practices as performance criteria?

(Please describe in SUCCESS STORIES section below.)

Yes

No

Don't know

3. Does your unit give awards for implementing sustainable operations?

(Please describe in SUCCESS STORIES section below.)

Yes

No

Don't know

4. SUCCESS STORIES - Prepare a short paragraph or two to share exceptional successes in 2008. Successes can include local place-based efforts at unit or subunit level. Include a contact person.

5. TO INFINITY AND BEYOND – Ideas for the Future

List something your unit would like to accomplish and identify barriers to that happening.

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9. Feedback Section

1. Are there specific tools, support mechanisms, or information sources that your unit needs to support an increase in sustainable operations efforts?

2. Does your unit have access to data not requested here that could further understanding of the Forest Service's environmental footprint? (Please describe.)

3. Do you have any constructive comments about the process used for this data request?

Links in the data request:

USDA Energy and Water Management - www.usda.gov/energyandenvironment/facilities/policy.html

FEMP Specifications - www1.eere.energy.gov/femp/procurement/eep_requirements.html

FEMP Showcase Facilities - www1.eere.energy.gov/femp/services/awards_fedshowcase.html

Top Ten Energy Conservation Habits - fswb.chippewa.r9.fs.fed.us/greenteam/Documents/toptenhabits.doc

Water Efficiency BMPs - www1.eere.energy.gov/femp/water/water_fedrequire.html

Energy Star® - www.energystar.gov/

LEED - www.usgbc.org/

Water Efficiency BMPs - www1.eere.energy.gov/femp/water/water_fedrequire.html

Use It Wisely Water Saving Tips - www.wateruseitwisely.com/100ways/index.shtml

DOE's Alternative Fuel Website - www.eere.energy.gov/afdc/fuels/stations_locator.html

Commuter Transit Subsidy - fswb.wo.fs.fed.us/aqm/property/commuter-transit/

Eco-Driving Guidance - fswb.chippewa.r9.fs.fed.us/greenteam/Documents/ecodriving.doc

Net Meeting - support.microsoft.com/ph/2457

SameTime - www-142.ibm.com/software/sw-lotus/sametime

Recycling Electronic Equipment - www.federalelectronicschallenge.net/resources/eolmngt.htm

MTDC's Everyday HazMat - fswb.mtdc.wo.fs.fed.us/everyday_hazmat/

USDA green purchasing affirmative procurement program - www.usda.gov/procurement/index.html

Biobased products - www.biobased.oce.usda.gov/fb4p/

07 Footprint Temporary Reference Page - fswb.r3.fs.fed.us/eng/environment/footprint.htm

USDA Forest Service 2007 Sustainable Operations Summit -

www.fs.fed.us/r2/sustainable_operations/events/2007summit/index.shtml