

2011 Sustainability Plan

Commodity Futures Trading Commission

TABLE OF CONTENTS

Section 1: Agency Policy and Strategy

- I. Agency Policy Statement**
- II. Sustainability and the Agency Mission**
- III. Greenhouse Gas Reduction Goals**
- IV. Plan Implementation**
 - a. Internal Coordination and Communication
 - b. Coordination and Dissemination of the Plan to the Field
 - c. Leadership & Accountability
 - d. Agency Policy and Planning Integration
 - e. Agency Budget Integration
 - f. Methods for Evaluation of Progress
- V. Evaluating Return on Investment**
- VI. Transparency**

Section 2: Performance Review & Annual Update

- I. Summary of Accomplishments:**
- II. Goal Performance Review::**
 - 1 . GOAL 1: Scope 1 & 2 Greenhouse Gas Reduction**
 - 2 . GOAL 2: Scope 3 Greenhouse Gas Reduction & Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory**
 - 3 . GOAL 3: High-Performance Sustainable Design / Green Buildings & Regional and Local Planning**
 - 4 . GOAL 4: Water Use Efficiency and Management**
 - 5 . GOAL 5: Pollution Prevention and Waste Reduction**
 - 6 . GOAL 6: Sustainable Acquisition**
 - 7 . GOAL 7: Electronic Stewardship and Data Centers**
 - 8 . GOAL 8: Agency Innovation & Government-Wide Support**

Section 3: Agency Self Evaluation

Appendix 1: Commitment Letter

Appendix 2: Agency Climate Change Adaptation Policy Statement & Guiding Questions

Appendix 3: Not Used

Appendix 4: Acronyms and Abbreviations

Supplemental Handbook

Section 1: Agency Policy and Strategy

I. Agency Policy Statement

The Commodity Futures Trading Commission (CFTC) is fully committed to compliance with environmental and energy statutes, regulations, and Executive Orders (EOs). Our sustainability-related priorities for the upcoming year are the continuation of our expansion program and the improved operational efficiency of our facilities and operations. The CFTC is currently undergoing a period of extensive and rapid expansion of its operations and facilities in response to changes in the laws governing the regulation of markets. This has required extensive modification of some of our facilities, most recently in Washington, DC and Kansas City, MO. In considering how to approach the necessary construction, considerable thought has been given to energy efficiency and environmental impact. Regarding the operation of our facilities, we have made and seen significant efforts to reduce energy use, waste and water usage. This has been accomplished through a combination of technology and policy. This plan describes these efforts in more detail (see also Appendix 1).

II. Sustainability and the Agency Mission

CFTC's routine business processes align with the intent of Executive Order 13514. Acquisition, modification and operation of our facilities, human resource policies, procurement and contracting are all conducted in ways that integrate sustainability considerations. Minimizing energy and water consumption, efficiency in travel and commuting, and leveraging our robust information technology infrastructure are all ways in which we operate smarter and consume less per unit of output.

While CFTC is proud of its longstanding and continuing efforts to plan and operate in an energy-efficient way that minimizes environmental impact, we recognize that as technology changes and our mission evolves, there will be opportunities to do even more in the future. As data on "sustainable contracting" become more readily available for example, we will be alert to opportunities to take advantage of that information. With the very rapid pace of technology improvements in the IT arena, we expect that some of our current limitations like those regarding power management will be overcome without endangering critical mission requirements.

Total # Employees*	669
Total Acres Land Managed	0
Total # Facilities Owned	0
Total # Facilities Leased (GSA lease)	0
Total # Facilities Leased (Non-GSA)	4
Total Facility Gross Square Feet (GSF)	382,399
Operates in # of Locations throughout U.S.	4
Operates in # of Locations outside of U.S.	0
Total # Fleet Vehicles Owned	0
Total # Fleet Vehicles Leased	2
Total # Exempted-Fleet Vehicles (Tactical, Emergency, Etc.)	0
Total Operating Budget FY 2010 (\$MIL)	169
Total # Contracts Awarded FY 2010	345
Total Amount Contracts Awarded FY 2010 (\$MIL)	53

Total Amount Spent on Energy Consumption FY 2010 (\$MIL)	N/A
Total MBTU Consumed per GSF	N/A
Total Gallons of Water Consumed per GSF	N/A
Total Scope 1&2 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	N/A
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 Reduction Target) FY 2008 Baseline MMTCO _{2e}	N/A
Total Scope 3 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	N/A
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 Reduction Target) FY 2008 Baseline MMTCO _{2e}	N/A

* All figures are as of September 30, 2010

III. Greenhouse Gas Reduction Goals

As a small agency housed exclusively in leased space and with only two vehicles, CFTC has no baseline data and therefore no mechanism for making a meaningful inventory of greenhouse gas emissions or comparing current scope 3 GHG emissions with earlier years. While these limitations prevent us from providing detailed quantitative analyses of our operations or proposing a meaningful scope 3 reduction target, CFTC supports the intent of the executive order and has been actively pursuing energy efficiency and environmentally responsible facilities and human resources management policies and practices for years. These are discussed in the following sections of this plan. ARRA investments will have no impact on CFTC operations and therefore are not relevant to the discussion of GHG reductions for this agency.

IV. Plan Implementation

CFTC's process for effective implementation of EO 13514 is as follows:

a. Internal and External Coordination and Communication:

CFTC publishes its Sustainability Plan and updates at <http://www.cftc.gov/ucm/groups/public/@aboutcftc/documents/file/>. Additionally, we cooperate and coordinate where possible directly with other small agencies (e.g. SEC) and through the Small Agencies Council

b. Coordination and Dissemination of the Plan to the Field

In addition to publishing the Sustainability Plan and updates as noted above, CFTC periodically alerts employees through internal e-mail to changes and significant events. Pre-publication coordination is accomplished via the PMO process outlined below in paragraph d.

c. Leadership & Accountability

CFTC's Executive Director's Office of Management Operations (OMO) is responsible for responding to and monitoring requirements related to this plan. The Director of the OMO is also the Senior Sustainability Officer.

d. Agency Policy and Planning Implementation

CFTC has a well-developed procedure for developing, vetting and promulgating policies and procedures through its Program Management Office (PMO). The PMO process includes mechanisms for presenting new policies as well as updating or deleting existing ones as required. This four-step process includes:

1. Initiation
2. Planning
3. Execution and Oversight
4. Closure

This process assures that all affected elements are aware of these changes, have a voice in their development and are routinely updated on progress.

e. Agency Budget and Policy Integration

The intersection of budget and sustainability policy occurs mostly with regard to facility development, management and contracting. CFTC is currently undergoing a period of extensive and rapid expansion of its operations and facilities in response to changes in the laws governing the regulation of markets. This has required extensive modification of some of our existing facilities, most recently in Washington, DC and Kansas City, MO. We are also currently evaluating additional space in New York City. In considering how to approach the necessary construction, considerable thought was given to energy efficiency and environmental impact. For example, we have minimized the amount of alteration to our existing facilities needed to accommodate our new workforce structure. In doing so we have taken advantage of the required construction to upgrade HVAC systems, lighting and plumbing where applicable to increase energy efficiency and reduce water usage. Where appliances and equipment are no longer serviceable or approaching the end of their life cycles, we have sought Energy Star certified replacements. An example is the replacement of all refrigerators in our DC office with newer, more efficient and reliable units. This will take place as we modify our offices over the next year. For our ongoing projects, we have continued our established policy of seeking LEED certification, typically at the silver level—gold where technically feasible and economically justified. We have also aided our property managers in Chicago and DC in obtaining LEED certification for their facilities overall, both by providing information and by our activities. Detailed supporting documents of these efforts are available. Construction activities themselves are monitored to minimize waste and reduce the requirement for long distance delivery of materials, furniture and equipment. Regarding operation of our facilities, we continue to exert significant efforts to reduce energy use, waste and water usage. This has been accomplished through a combination of technology and policy. For example, most rooms have motion sensing light switches. Individual space heaters are not allowed. We are exploring new information technology management protocols that have the potential to reduce energy use. Nearly all plumbing fixtures have automatic, low-flow valves. Employees are admonished to turn off devices not in use. Office paper, metal and plastics are recycled and closely monitored by the building managers. Even small details like providing alcohol-based hand sanitizers are employed to reduce water consumption and waste paper.

f. Methods for Periodic Monitoring and Evaluation of Progress

We plan to use the PMO process described in paragraph d above to monitor progress and continue to share information as needed.

Table 1: Critical Planning Coordination¹

The purpose of this table is to illustrate the relationship between the sustainability plan and other planning and reporting efforts across the agency. This table should illustrate opportunities for integrating sustainability requirements into existing planning documents and vice versa. In the future, agencies should use this table as a guide for ensuring that sustainability programs are supported in the appropriate agency planning processes. Agencies should respond with 'yes', 'no', or 'n/a' in the box for whether the EO goal is relevant to and has been integrated into listed report/plan. Use 'yes' for integrated, 'no' for not yet integrated, and 'n/a' for not applicable.

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
GPRA Strategic Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Agency Capital Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
A-11 300s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annual GHG Inventory and Energy Data Report	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
EISA Section 432 Facility Evaluations/Project Reporting/Benchmarking	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Budget	n/a	n/a	n/a	n/a	n/a	Yes	Yes	Yes	Yes	Yes
Asset Management Plan / 3 Year Timeline	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Circular A-11 Exhibit 53s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
OMB Scorecards	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
DOE's Annual Federal Fleet Report to Congress and the President ²	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Data Center Consolidation Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Environmental Management System ³	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Instructions for Implementing Climate Change Adaptation Planning	n/a	n/a	n/a	n/a	Yes	n/a	n/a	Yes	n/a	Yes
Procurement	n/a	n/a	n/a	n/a	Yes	Yes	Yes	Yes	Yes	Yes

V. Evaluating Return on Investment

Since CFTC is a very small agency in a relatively simple operating environment, little specific “investment” is required in pursuit of sustainability objectives. CFTC routinely considers sustainable practices in its procurement; facilities acquisition, conversion and operation; and human resources management. These considerations are fully integrated into our normal business practices and therefore generally do not lend themselves to separate analysis. As part of the LEED certification process for a portion our DC office, we have evaluated and are likely to purchase renewable energy credits. The cost is very modest, but the bottom line is that there is no direct economic “return” on the investment since it is simply an additional charge to our lease and does not reduce costs now or in the foreseeable future.

VI. Transparency

CFTC will publish whatever is required by existing law and in accordance with the Executive Order to its website, cftc.gov.

Section 2: Performance Review & Annual Update

I. Summary of Accomplishments:⁴

- a. Within the last year, CFTC has continued to make progress on sustainability, especially in its construction projects, facility management and operations. This is particularly significant now since CFTC is undergoing major changes in most of its facilities in response to changes in the laws affecting market regulation. Our pursuit of LEED certification for most of our projects has contributed much to achieving and in some cases exceeding goals. For example, we have routinely exceeded the 50% target for construction and demolition diversion, often achieving 75%.
- b. The requirement to vacate space so that it can be reconfigured for our updated mission has yielded a number of secondary sustainability benefits. In addition to the reconfiguration projects themselves resulting in more efficient space use, the opportunity to dispose of excess furniture and obsolete equipment has presented itself. For example, we have been able to reduce the number of micro-fiche readers from seven to one as we have continued the trend towards more electronic media with the obvious savings in space, money and natural resource consumption.
- c. Even though the nature of our work still requires hard copies of many documents, Commission-wide, we continue the trend toward reducing the need for paper. Good examples are our hiring and new policy staffing processes which are now almost entirely electronic.
- d. Although the real estate market over the last year has favored us with very good pricing on new leases, we are still actively exploring creative ways to use our facilities more efficiently. Flexible work schedules, telework, and office hoteling are among the strategies we employ to reduce both total space requirements and commuting.
- e. This year, CFTC has started using 1EWakeUp and NightWatchman to reduce electrical consumption by our critical computer systems.

II. Goal Performance Review:

1 . GOAL 1: Scope 1 & 2 Greenhouse Gas Reduction

Not applicable. CFTC is housed 100% in leased facilities and has no significant vehicle fleet.

2 . GOAL 2: Scope 3 Greenhouse Gas Reduction & Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

CFTC employees commute and some must travel between office locations as a routine part of conducting business. To reduce the need for travel, increase operational efficiency and provide a positive work environment, CFTC employs a number of programs, policies and strategies. These also tend to reduce energy consumption.

- a. By far the most significant travel impact is associated with commuting. Of our four locations, only the smallest in Kansas City is not readily accessible by public

transportation. To encourage the use of public transportation, CFTC participates in a transit subsidy program. Currently 77% of eligible CFTC employees participate in this very popular program.

- b. CFTC allows flexible work schedules. This program reduces the number of days employees must commute. We are also exploring ways to modify our business operation model to require even less commuting and to share office space where possible.
- c. CFTC also allows telework on a regular basis for some employees and episodically for others. This too reduces the need for employees to commute. With the long commuting distances typical of our three largest offices (DC, NYC and Chicago), even a small reduction in the number of trips can have a meaningful impact in reducing energy consumption and production of GHG.
- d. Business travel has been significantly reduced by the application of video-teleconferencing technology, which all four of our offices employ routinely. Where travel is unavoidable, we typically make an effort to combine as many activities as possible into a given trip. For example, combining a trip to our Kansas City and Chicago offices from DC saves a significant number of flight miles vice two separate trips.

3 . GOAL 3: High-Performance Sustainable Design / Green Buildings⁵ & Regional and Local Planning⁶

High-Performance Sustainable Design / Green Buildings⁷

While not strictly applicable in that CFTC is housed in leased facilities, we have developed effective relationships with our building managers in all locations, providing fora for the exchange of ideas and priorities. This has given us the opportunity to share our interest in energy efficiency and environmental stewardship in a way that results in positive change. For example, we have reviewed EO 13514 in great detail with the manager of our largest facility (DC). The manager has voluntarily developed an action plan to implement policies and procedures that comply with the intent of the order as much as reasonably possible. We also actively participate with the “Green Office” program at our New York location.

Regional and Local Planning⁸

CFTC is a small agency with offices in four locations, Washington, DC; New York, NY; Chicago, IL and Kansas City, MO. All are housed entirely within leased space. While being a tenant limits our ability to influence how the facilities themselves are operated, we have made a conscious effort over the years to consider the energy and environmental impacts of our lease and operational decisions. In fact, we have in the past year solicited offers for new space in New York and selected a new location in Kansas City. The extent to which the facilities manage building systems to minimize the consumption of energy, water and materials was included among the evaluation criteria. In the spirit of paragraph 2(f) of the EO regarding regional and local planning, we also

Number of sites or facilities recycling through off-site composting programs	#	0	0	0	0	0	0	...	0
If agency has on-site or off-site composting programs, estimated total weight of materials diverted to composting	Tons or pounds	N/A	N/A	N/A	N/A	N/A	N/A	...	N/A
% of agency-operated offices/sites with a recycling program	%	N/A	N/A	N/A	N/A	N/A	N/A	...	N/A
If agency offices located in multi-tenant buildings, % of those buildings with a recycling program	%	100	100	100	100	100	100	...	100
% of agency-operated residential housing with recycling programs	%	N/A	N/A	N/A	N/A	N/A	N/A	...	N/A
Other, as defined by agency								...	

*Diversion refers to source reduction and recycling and does not include waste-to-energy.

6 . GOAL 6: Sustainable Acquisition¹²

- a. CFTC's purchasing activity is conducted through GSA schedule and NASA SEWP contracts, all of which contain contract clauses addressing mandated "sustainable" requirements.

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	100	100	hold	hold	hold	hold	...	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	95	95	hold	hold	hold	hold	...	hold
Water Efficient Products	%	NA	NA	NA	NA	NA	NA		
Biobased Products	%	NA	NA	NA	NA	NA	NA		
Recycled Content Products	%	100	100	hold	hold	hold	hold	...	hold
Environmentally Preferable Products/Services (excluding EPEAT – EPEAT in included in Goal 7)	%	NA	NA	NA	NA	NA	NA	...	NA
SNAP/non-ozone depleting substances	%	NA	NA	NA	NA	NA	NA	...	NA
Other, as defined by agency								...	

SUSTAINABLE ACQUISITION CONTRACT REVIEW	1 st QTR FY 11	2 nd QTR FY 11	3 rd QTR FY 11 (Planned)	4 th QTR FY 11 (Planned)
Total # Agency Contracts	25	26	27	50
Total # Contracts Eligible for Review	0	0	0	0
Total Contracts Eligible Contract Reviewed	N/A	N/A	N/A	N/A
# of Compliant Contracts	N/A	N/A	N/A	N/A

Total % of Compliant Contracts	N/A	N/A	N/A	N/A
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7 . GOAL 7: Electronic Stewardship¹³ and Data Centers¹⁴

CFTC already meets or exceeds nearly all standards under this goal. We are in the process of implementing 1EWakeUp and NightWatchman which greatly reduce power consumption without sacrificing critical functionality or reliability.

ELECTRONIC STEWARDHIP & DATA CENTERS	Unit	FY 10	FY 11	FY 12	FY 13	FY14	FY15
% of electronic product acquisition covered by current Energy Star specifications that must be energy-star qualified ¹⁵	%	100%	100%	100%	hold	hold	hold
% of covered electronic product acquisitions that are EPEAT- registered	%	>95%	95%	95%	hold	hold	hold
% of covered electronic product acquisitions that are FEMP- designated	%	>95%	95%	95%	hold	hold	hold
% of agency, eligible PC, Laptops, and Monitors with power management actively implemented and in use	%	65%	95%	95%	100%	hold	hold
% of agency, eligible electronic printing products with duplexing features in use ¹⁶	%	75%	95%	100%	100%	hold	hold
% of electronic assets covered by sound disposition practices ¹⁷	%	100%	100%	100%	100%	hold	hold
% of agency data centers independently metered, advanced metered, or sub-metered to determine monthly (or more frequently) Power Utilization Effectiveness (PUE).	%	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*
Reduction in the number of agency data centers	#	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*
% of agency data centers operating with an average CPU utilization greater than 65% ¹⁸	%	100%*	100%*	100%*	hold	hold	hold
Maximum annual weighted average Power Utilization Effectiveness (PUE) for agency.	#	N/A	N/A	N/A	N/A	N/A	N/A

* Per the CFTC response to the FDCCI memo, the CFTC has consolidated regional office server room infrastructure into the headquarters server room and has virtualized agency servers, achieving CPU utilization rates >65%. However, the CFTC does not have a data center per se.

8 . GOAL 8: Agency Innovation & Government-Wide Support

As described earlier, CFTC has implemented the use of power-saving systems in its computer operations, creative work-scheduling to reduce commuting and space requirements, and moved towards electronic processes in place of paper and other media.

Section 3: Agency Self Evaluation

For all agencies: Please answer 'yes' or 'no' to the following 5 key questions. If the answer is 'no', please provide an explanation in the accompanying text.

Does your Sustainability Plan incorporate and align sustainability goals, GHG targets and overarching objectives for sustainability with the Agency Strategic Plan?	Yes
Does it provide annual targets, strategies and approaches for achieving the 2015 and 2020 goals?	Yes
Is the Sustainability Plan consistent with the FY2012 President's Budget?	Yes
Does the Sustainability Plan integrate all statutory and Executive Order requirements into a single implementation framework for advancing sustainability goals along with existing mission and management goals, making the best use of existing and available resources?	Yes
Does your plan include methods for obtaining data needed to measure progress, evaluate results, and improve performance?	Yes

Other Key Questions for 2011:

1. Did your agency meet by 12/30/10 due date and/or is it now able to demonstrate comprehensive implementation of the EO 13423 Electronic Stewardship goals? *No, but we will by the end of 2011.*

- Acquire at least 95% EPEAT-registered electronics *Yes*
- Enable energy star or power management features on 100% of eligible PCs *No, but we will by the end of 2011.*
- Extends the life and/or uses sound disposition practices for its excess or surplus electronics *Yes*

(If these goals have not been met and demonstrated, then agency should describe its plan and milestones to demonstrate full compliance.)

2. Is your agency tracking and monitoring all of its contract awards for inclusion of requirements for mandatory federally-designated green products in 95% of relevant acquisitions? *Yes*

3. Has your agency completed energy evaluations on at least 75% of its facilities? *N/A—all leased facilities.*

4. Will your agency meet the deadline of October 1, 2012 (EPACT'05 Sec 103) for metering of energy use? *N/A—all leased facilities.*

5. If your agency reports in the FRPP, will it be able to report by December 2011 that at least 7% of its inventory meets the High Performance Sustainable Guiding Principles? *N/A*

Appendix 1: Commitment Letter

Appendix 2: Agency Climate Change Adaptation Policy Statement & Guiding Questions

Appendix 3: Draft Agency Energy & Sustainability Scorecard (July 2011) – (Scorecard Agencies Only)

NOT APPLICABLE

Appendix 4: Acronyms and Abbreviations

AFV	Alternative Fuel Vehicle
ARRA	American Recovery and Reinvestment Act of 2009
BTU or Btu	British Thermal Unit
C&D	Construction and Demolition
CEQ	Council on Environmental Quality
CFL	Computer for Learning
CIO	Chief Information Officer
CPU	Central Processing Unit
EISA	Energy Independence and Security Act
EMS	Environmental Management System
EO	Executive Order
EPA	Environmental Protection Agency
EPAct	Energy Policy Act
EPCRA	Emergency Planning and Community Right-to-Know Act
EPEAT	Electronic Product Environmental Assessment Tool
EPP	Environmentally Preferable Purchasing
ESPC	Energy Services Performance Contract
EUL	Enhanced Use Lease
FEMP	Federal Energy Management Program
FTE	Full Time Employee
FY	Fiscal Year
gal	gallon
GHG	Greenhouse Gas
GPRA	Government Performance and Results Act
GSA	General Services Administration
GSF	Gross Square Feet
IT	Information Technology
MILCON	Military Construction
mtCO ₂ e	Metric tons of Carbon Dioxide Equivalent
NEPA	National Environmental Policy Act
O&M	Operations and Maintenance
OMB	Office of Management and Budget
PPA	Power Purchase Agreement
PUE	Power Usage Efficiency
R2	Responsible Recyclers
RIA	Regulatory Impact Analysis
ROI	Return on Investment
SF	Square Feet or Square Footage
SNAP	Significant New Alternatives Policy
SRPO	Senior Real Property Officer
SSO	Senior Sustainability Officer
TRI	Toxics Release Inventory
USC	United States Code
UESC	Utility Energy Services Contract

Supplemental Handbook

¹ Agencies should remove plans/reports that they currently are not required to complete and add any additional relevant plans/reports not currently included in the table.

² EPA Act

³ Agencies that have a Compliance Management Plan rather than an Environmental Management System should modify the table accordingly.

⁴ In FY 2011, agencies should discuss FY 2010 accomplishments. Agencies should follow this pattern for future year submissions.

⁵ Agencies should reference existing Sustainable Building Implementation Plans. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been or will be updated to reflect EO13514.

⁶ Discuss significant actions and efforts that the agency plans to undertake regarding participation in local and regional energy, transportation, watershed, and/or ecosystem planning and how this benefits the agency in terms of overall return on investment (economic, social, environmental, and mission related costs and benefits). Specifically address how the agency will align policy and planning processes to increase effectiveness and overall return on investment during implementation. If applicable, discuss any impacts on the agency's ability to achieve this goal in relation to the "Recommendations for Sustainable Locations for Federal Facilities," referenced in Section 10 of EO 13514 and "Recommendations for Federal Local Transportation Logistics," referenced in Section 11 of EO 13514.

⁷ Agencies should reference existing Sustainable Building Implementation Plans. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been or will be updated to reflect EO13514.

⁸ Discuss significant actions and efforts that the agency plans to undertake regarding participation in local and regional energy, transportation, watershed, and/or ecosystem planning and how this benefits the agency in terms of overall return on investment (economic, social, environmental, and mission related costs and benefits). Specifically address how the agency will align policy and planning processes to increase effectiveness and overall return on investment during implementation. If applicable, discuss any impacts on the agency's ability to achieve this goal in relation to the "Recommendations for Sustainable Locations for Federal Facilities," referenced in Section 10 of EO 13514 and "Recommendations for Federal Local Transportation Logistics," referenced in Section 11 of EO 13514.

⁹ Agencies should reference existing Water Conservation plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514. Identify and discuss any new/revised agency policy and guidance necessary to implement Section 438 of the EISA 2007 (42 U.S.C. 17094).

¹⁰ Agencies should reference existing Chemical Reduction and Pollution Prevention plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514. Discuss the agency's current trend in EPCRA and Toxic Release Inventory (TRI) reporting, and any anticipated changes in reported quantities based on meeting the agency's pollution prevention and waste minimization goal.

¹¹ 42 U.S.C. 11001 et seq

¹² Agencies should reference existing Green Purchasing, Green Procurement or Sustainable Procurement plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514. The discussion should include any necessary revisions to the agency's green purchasing plan and policies; methods for informing vendors and contractors about green purchasing requirements; training for contracting officials, purchase card holders, and product specifiers; annual compliance monitoring and corrective action; planned product testing or pilot procurements; and the development of tools and resources for product specifiers and contracting officials.

¹³ Agencies should reference existing Electronic Stewardship, Sustainability, etc. plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514.

¹⁴ Discuss agency strategy for data center consolidation and how the agency plans to address reducing energy intensity associated with data centers. For more information, agencies should consult their Chief Information Officer (CIO) and/or the OMB Federal Data Center Consolidation Initiative.

¹⁵ Device types are the electronic products listed under the Energy Star program that the Agency purchases or leases. This count should include the percentage of products that met energy star standards at the time of purchasing during the reporting period (FY10). Please note it includes products with stand-by power. For the purposes of this metric, Energy Star products are not electronics such as lighting and appliances that are covered by the Sustainable Acquisition Goal. You can go to <http://www.energystar.gov/> under "Computers and Electronics" section for the list of targeted products. The goals/targets within Goal 7 are more narrowly scoped to include servers, computers, monitors, peripherals, and other office equipment.

¹⁶ Eligible electronic products include, but are not limited to, imaging equipment such copiers, faxes, printers, scanners, etc.

¹⁷ Electronic assets are generally those electronics products owned and/or leased by the Agency that need to be disposed of in accordance with acceptable end-of-life practices. Some examples of sound disposition practices include, but are not limited to, GSA Xcess, including transfer to eligible federal entities and donation to eligible states and nonprofits (Note: The use of GSA Auctions, public sales, and abandonment and destruction provided by GSA is outside of the scope of GSA Xcess and does not ensure sound disposition.); recycling through Unicor; donation through GSA's Computer for Learning (CFL) or other non-profit organizations; and/or recycling through a private recycler certified under the Responsible Recyclers (R2) guidance or equivalent certification. Agencies are encouraged to describe in the narrative write-up approximately which percentage is attributed to each disposal method. At this point, the percentage is set by the agency. Agencies should set a target as close to 100% as is reasonably achievable.

¹⁸ In data centers with large variations in load this metric should be applied only to servers that are powered up. Servers that are powered down should not be counted.