

Chapter 21-17 SUSTAINABILITY GUIDELINES

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21-17.1 Introduction

A. Introduction

This chapter covers one facet of the overarching IHS Environmental Stewardship Plan. Facilities constructed or otherwise acquired by the IHS should serve as models for a healthy workplace with minimal environmental impacts. In addition, their acquisition, maintenance and repair should incorporate sustainability practices that minimize the environmental impact of our actions. This chapter provides guidance on meeting sustainability-related goals and requirements.

B. Background

The efficient and effective use of resources is one component of the IHS commitment to environmental sustainability in healthcare facilities design, construction, and operation. The goal of sustainable practices is to minimize the environmental impact of our actions. This chapter integrates regulatory requirements with the values of the IHS and the American Indian/Alaska Native community as they relate to conservation of resources and the delivery of comprehensive healthcare services. It establishes guidelines for sustainability assessments and activities for existing Indian Health Service (IHS) facilities and staff quarters to meet requirements of laws, regulations, executive orders, and policy governing the implementation of sustainable building requirements. Following the guidelines and procedures in this chapter will help bring facilities into compliance with sustainability requirements.

The feasibility of addressing sustainability issues for an existing facility is different than for a new one where these issues can be

addressed in the planning and design of the new facility. In addition the ability and means to address sustainability for leased facilities is different than for owned facilities. This chapter incorporates a section (Section 21-17.1) that will address sustainability of new owned facilities; a section (Section 21-17.2) that will address sustainability for existing owned facilities; and a section (Section 21-17.3) that will address sustainability in leased facilities.

C. Scope

This chapter sets forth procedures required to effectively manage IHS sustainability requirements for all IHS owned and leased facilities.

D. Law and Policy

All construction, including, renovation, expansion, and repair projects must be designed and constructed in accordance with Federal laws, regulations, and policy relating to sustainability. All leasing actions must also comply with appropriate law, regulation, and policy related to environmental sustainability. These requirements have been subject to rapid growth and revision during the last ten years, and it is anticipated that the evolution of these requirements will continue at a rapid rate into the foreseeable future. Current Federal laws, regulations, executive orders, and policies governing the implementation of sustainable building requirements in federal IHS facilities are listed in [Appendix 1](#).

E. Definitions

Assessment Tool - See **Existing Building Assessment Tool**

Build-to-Lease - The erection of space (not owned by IHS) built to IHS requirements or specifications that IHS will lease and occupy. For example, facilities built by a tribe and leased to the IHS, whether for a fee or not, are build-to-lease facilities.

Building Commissioning - Building commissioning is a systematic process of ensuring that a building performs in accordance with the design intent, contract documents, and the owner's operational needs. It provides documented confirmation that building systems function according to criteria set forth in the project documents. If a building was commissioned previously, the activities are referred to as re-commissioning. If the building was not commissioned previously, the activities are referred to as retro-commissioning. Re-commissioning or retro-commissioning may require developing new functional criteria to address the current requirements for system performance.

Desktop Assessment - An assessment of a facility performed without necessarily taking a team on-site. It may be performed by the local Facility Manager or by Area Office staff in consultation with the local facility staff using information in records, corporate knowledge, previous test results, etc.

DHHS Sustainable Buildings Implementation Plan (SBIP) - The SBIP is a collection of policy, procedures, guidance, and tools designed to implement, manage, and record the sustainable measures incorporated in the Department's building assets. The SBIP provides the framework for the Department's sustainability program and provides the status of current accomplishments in incorporating the Guiding Principles into the DHHS building inventory. The SBIP is updated annually.

Existing Building Assessment Tool (Assessment Tool) - The Assessment Tool is designed to help in the collection and recording of sustainable actions achieved on an existing capital asset. It is designed to collect and measure the achievements in meeting the Guiding Principles as described in Executive Order 13423 and *Energy Independence and Security Act of 2007* (EISA). It will provide a score that will help in prioritizing the facilities requiring the least effort to achieve compliance with the Guiding Principles. The Assessment Tool is located in the SBIP.

Facilities Budget Estimating System (FBES) - The FBES is the IHS application tool used to generate a total project budget for construction of new health care facilities based on nationally published cost data. This system incorporates costs for design, construction, equipment, cultural arts, and other costs.

Federal Sustainability Requirements - The collection of applicable requirements that govern the implementation of sustainable design in Federal facilities as enumerated in Federal laws, regulations, executive orders, and policies.

Guiding Principles - Specified in the Federal Environmental Executive's *Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding*, the Guiding Principles are a common set of principles for helping Federal agencies reduce the total ownership cost of facilities; improve energy efficiency and water conservation; provide safe, healthy, and productive built environments; and promote sustainable environmental stewardship. These Guiding Principles are:

- Employ Integrated Design Principles
- Optimize Energy Performance
- Protect and Conserve Water
- Enhance Indoor Environmental Quality
- Reduce Environmental Impact of Materials

Integrated Project Team (IPT) - A team of individuals with an interest in identifying and accomplishing the sustainability-related tasks required to complete a project. It is a component of the Indian Health Service's Project Leadership Team (PLT) and may include members outside of the PLT including the A/E, Commissioning Agent, etc. The IPT is formed during the planning phase and lasts throughout the life of the project. Membership may change to meet requirements of the

project phase. At a minimum, the IPT shall include representation from the Division of Facilities Planning and Construction, Division of Engineering Services, the Area Office, and the facility. Where a project affects health services delivery space, i.e., a major construction or major renovation project, the IPT should also include at least one individual representing the IHS and/or tribal health services delivery programs. Other parties may be included as appropriate.

Major Renovation - As specified in the SBIP, a repair or improvement project to existing IHS facility space, or lease space that has a total cost of at least \$10 million or that affects more than 40 percent of the floor area of the facility.

Minor Renovation - Any improvement, repair and maintenance project (as defined in the HHS Facilities Program Manual) owned by IHS with a total cost of less than \$10 million.

New Construction - The erection of new space.

On-site Assessment - An assessment conducted by a multi-disciplinary team performing a physical inspection of the facility and applicable supporting documentation and records. It is performed in consultation with the local facility staff and others as needed.

Practicable - Capable of being put into practice or of being done or accomplished. In the context of sustainability, what is practicable has a 15 year or lower pay-back period.

Program of Requirements (POR) - One of the planning and programming documents that IHS develops that describes a proposed facility. It includes estimates of design and construction costs, space requirements, environmental requirements, and other program information.

Re-Commissioning - The Commissioning Process applied to an existing facility that was previously commissioned.

Retro-Commissioning - The Commissioning Process applied to an existing facility that was not previously commissioned.

Sustainable Buildings Checklist for Lease Actions - The Sustainable Buildings Checklist for Lease Actions is designed to help in the collection and recording of sustainable actions achieved on a leased asset. It is designed to collect and measure the achievements in meeting the Guiding Principles as described in Executive Order 13423 *Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423) and the *Energy Independence and Security Act of 2007*. The Checklist and associated instructions are located in the SBIP.

Sustainable Buildings Checklist for New Construction - The Sustainable Buildings Checklist for New Construction documents the goals of sustainability for each construction, improvement, repair, maintenance, addition, build-to-lease, and quarters project. The document has two parts; *Part 1 - Project Planning*, to be completed during the planning of the project; and *Part 2 - Project Completion*, to be completed after commissioning when the building is fully functional. The Checklist and associated instructions are located in the SBIP.

Sustainability Coordinator - The Federal employee appointed to monitor and facilitate the sustainability aspects of a project.

Useable Square Meters - The area that is rented to be used exclusively by the tenant. It includes private (tenant-only) rest rooms, closets, storage and any other areas used only by the tenant.

F. Specific Guidance

For sustainability guidelines related to new facilities see Section 21-17.2. For sustainability guidelines related to existing facilities see Section 21-17.3. For sustainability guidelines relate to leased facilities see Section 21-17.4.