

# FCA Sustainability Plan – June 2010

## **SECTION 1 – FCA POLICY AND STRATEGY**

### **I. FCA Policy on Sustainability**

The Farm Credit Administration (FCA) is committed to using its resources wisely and in a sustainable manner that will reduce the emission of greenhouse gases and protect the climate. Although FCA is a small, non-appropriated agency with less than 300 employees, we will do our part to achieve the goal stated in Executive Order 13514 of reducing the Federal government's reduction of greenhouse gas pollution by 28 percent from 2008 levels by 2020. We will also comply with environmental and energy statutes, regulations, and Executive Orders (EOs) and other Federal initiatives.

This year we will focus our efforts in reducing the agency's carbon footprint in the area of business travel. As the financial regulator of the Farm Credit System (FCS), we examine FCS institutions that spread across the nation, but primarily located in rural areas. This requires significant staff time spent traveling to these institutions. Over the last few years, FCA has made major investments in video conferencing, improved financial data collection techniques and improved communication technologies. We feel that these investments will have a major impact in reducing our need to travel, mostly between our four field offices. Over the next few years, we will be leveraging these assets to reduce business travel.

As FCA uses leased office space that is shared with non-Federal tenants, we are not able to directly measure our GHG emissions related to electricity, solid waste and wastewater. However, we do intend to take steps that, though not measureable, will reduce our levels of GHG emissions. This year we intend to focus our efforts on reducing the amount of solid waste we produce by increasing our recycling activities. Our initiatives will include a recycling program for bottles and cans in our headquarters and field office locations and reductions in use of paper products.

As a small agency, we are quite familiar with “doing more with less” and being a wise steward of our resources. We will incorporate this philosophy in our approach to creating a more sustainable workplace and reducing our GHG emissions.

### **II. Sustainability and FCA's Mission**

The Farm Credit Administration regulates the Farm Credit System, which is a major provider of credit to the agricultural sector of the U.S. economy. U.S. agriculture has been at the forefront of providing efficient use of energy resources, as witnessed by the development and use of seed that requires less invasive and more energy-efficient cultivation techniques and continued improvement to a distribution system that ensures food is quickly transported from farm to market with as little spoilage as possible. Over the last decade, the agricultural sector has been a major supplier of bio-fuel as an alternative to fossil fuels.

As an arm's-length, safety and soundness financial regulator, FCA will set an example and encourage the Farm Credit System's sustainability efforts. We will communicate our commitment to this initiative and encourage System institutions to share best practices. FCA receives its funding through assessments from the FCS, so any improvements we make in travel and efficient use of our resources directly benefits the system.

### III. FCA's Greenhouse Gas Reduction Goals

Executive Order 13514 lays out "scopes" of activities that Federal agencies perform that produce greenhouse gas emissions. FCA does not have mission activities "owned or directly controlled by the agency" that affect green house gas emission. (i.e. Scope 1 and 2 activities). However, the agency does have measurable Scope 3 activities "emissions that are the consequence of agency activity."

We have identified the following Scope 3 goals that we can measure and have established targets and strategies to reduce our GHG emissions by 2020.

#### ***Federal Employee Travel***

**Goal:** By 2020, reduce GHG emissions due to employee travel by 10 percent

**Strategy:** Increase use of video conferencing, telecommuting to reduce business travel and employee commuting.

#### **Contracted Wastewater**

**Goal:** By 2020, reduce GHG emissions by 1 percent

**Strategy:** FCA does not have control over this measure, but we are assuming that improvements in wastewater treatment over this period will result in reduced GHG emissions

### IV. Implementation of FCA's Plan

FCA has appointed a senior level official, Mr. Stephen G. Smith, as our Senior Sustainability Officer. Mr. Smith serves as the Director of the Office of Management Services, and reports directly to the Chief Operating Officer for the agency and is responsible for development, implementing and evaluation of our plan. He also serves as the Chief Financial Officer and directly oversees the work of the other key officials that will be involved in implementing the Executive order: the Chief Information Officer and the Chief Human Capital Officer/Procurement Official.

As a small agency, we benefit from a relatively flat organizational structure. This makes communication and coordination efforts easier, compared to much larger agencies. Our four field offices are tightly integrated into our IT infrastructure, which allows for multiple methods of direct communication via email, text messages, and video conferencing. All employees are assigned portable laptop computers. Most senior staff and supervisors use personal digital assistants.

Given our small size, we do not need a rigorous prioritization strategy or evaluation methodology. We intend to use our annual sustainability report to OMB as the measure of our progress in meeting our goals.

#### **Table 1: Critical Planning Coordination**

This table illustrates the relationship between our sustainability plan and related planning and reporting efforts across the agency. (Guidance states that "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.)

| Originating Report / Plan<br><i>Yes indicates goal is relevant to and has been integrated into listed report/plan. No indicates that the goal has not been integrated into the plan</i> | 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                       | No                    | No  | n/a   | n/a                         | n/a                                 | n/a  | No                      | No                                      | n/a                        |
| Budget  | n/a                       | No                    | No  | n/a   | n/a                         | n/a                                 | n/a  | No                      | No                                      | n/a                        |
| Data Center Consolidation Plan  | n/a                       | No                    | No  | n/a   | n/a                         | n/a                                 | n/a  | No                      | No                                      | n/a                        |

GPRA Strategic Plan - FCA will be updating this plan by May 2011 and will include a discussion of our agency commitment to sustainability.

Agency Budget – FCA is a non-appropriated agency. At this point, we do not foresee that this initiative will have a direct impact on our budget requirements. We will be adopting our revised FY2011/proposed 2012 budget in August 2010.

Data Center Consolidation Plan – FCA is in the process of developing this plan.

#### **V. Evaluating Return on FCA’s Investment/Project Priorities**

Given the size of the agency and the small number of goals we can measure, FCA has not needed to perform a rigorous evaluation process to determine our priorities. As discussed in section III, FCA will be focusing primarily on business travel. This is the area where we expect to see the most return based on our investments in video conferencing and our policies on teleworking.

#### **VI. Transparency of FCA’s Program.**

We are communicating information about our sustainability efforts to employees using our electronic employee newsletter, “FCA This Week”. We will use the FCA Website to communicate Agency our commitment to progress to the public. In early 2011, we will prepare a summary of our accomplishments based on our sustainability report and publish it on our website. In keeping with sustainability practices, we will disseminate information electronically whenever possible, rather than in hardcopy format.

## SECTION 2 – FCA PERFORMANCE REVIEW AND ANNUAL UPDATE

### I. FCA Summary of Accomplishments

- The Agency appointed Stephen Smith, Director of the Office of Management Services as the Senior Sustainability Officer.
- We have greatly expanded our use of video conferencing and expect a corresponding reduction in employee travel. We will be investigating effective ways of measuring the impact of this effort.
- We are in the process of establishing internal procedures to ensure that at least 95% of acquisitions are environmentally sustainable. These procedures will include training for small purchase cardholders to ensure even our smallest acquisition meet this standard.
- We have made significant efforts to reduce potable water consumption. Our headquarters office has water saving faucets, toilets and showers. We have encouraged the building owner to use drought-resistant plantings.
- We have encouraged diversion of landfill waste, have reduced paper consumption by setting the default on our copies to print all documents double-sided, and eliminated the printing and mailing of documents that can be delivered electronically.
- In the unlikely event we need new space, we will ensure that, like our existing facilities, it is located on mass transit routes. While we have no plans for renovating space, we will follow GSA requirements should renovations be required in the future.
- We have initiated a program at our headquarters program to recycle plastic and metal beverage containers. This is in addition to our already established paper-recycling program.
- FCA employees participated in the government-wide GreenGov challenge. FCA published its actions in response to employee suggestions in the FCA employee newsletter.
- Developed and administered a survey of FCA employees on their commuting patterns.

### II. FCA Goal Performance Review:

**GOAL: Scope 1 & 2 Greenhouse Gas Reduction.** *This goal is not applicable to FCA. FCA does not have mission activities “owned or directly controlled by the agency” that affect greenhouse gas emissions.*

**GOAL: Scope 3 Greenhouse Gas Reduction: *Federal Employee Travel, Contracted waste disposal, Transmission and distribution losses from purchased energy.***

For this goal, FCA will be limited to reporting on Federal Employee Travel. We cannot provide data for contracted waste disposal or transmission and distribution losses from purchased energy as agency office space is in privately owned, multi-tenant buildings.

**Goal Description/Target: *By 2020, reduce GHG emissions due to employee travel by 10 percent***

## **Federal Employee Travel**

**Agency Lead for Goal:** Stephen G. Smith, Director, Office of Management Services

### **Implementation Method:**

**Employee commuting:** FCA plans to continue promoting the use of mass transit and carpooling and will establish a bike subsidy. In addition, the Agency encourages employees to telecommute from home to the greatest extent practical. Currently 24.7% of our employees telecommute at least one day per month.

**Business Travel:** We plan to greatly expand our use of video conferencing and expect that its use will greatly reduce travel, particularly staff travel to our field office locations.

**Staffing/Resources:** FCA is adequately staffed to meet this goal. FCA is a non-appropriated agency and does not require approval of additional funding to accomplish this goal.

### **Agency Status:**

**Employee Commuting:** In April 2010, FCA conducted a survey to determine our 2008 baseline, sampling 20 percent of agency staff. We intend to use information on employee commuting patterns to craft telework policies and increased use of employee subsidies and other incentives to decrease employee commuting.

**Business Travel:** FCA has purchased video conferencing equipment and has deployed "Live Meeting" application that allows for computer desktop participation in agency meetings and training sessions.

| SCOPE 3 GHG TARGET   | Units | FY 10 | FY 11 | FY 12 | FY 13 | FY 14 | .... | FY 20 |
|--|-------|-------|-------|-------|-------|-------|------|-------|
| Overall Agency Scope 3 Reduction Target<br>(reduced from FY08 base year) | %     | 1     | 1     | 1     | 1     | 1     |      | 10    |
| Sub-Target for Federal Employee Travel                                   | %     | 1     | 1     | 1     | 1     | 1     | .... | 10    |
| Sub-Target for Contracted Waste Disposal                                 | %     | 0     | 0     | 0     | 0     | 0     | .... | 1     |

### **GOAL: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory.**

FCA will be using the Scope 3 Emissions Reduction Target Tool for capturing the data needed for our GHG inventory. FCA administered a survey to 20 percent of agency employees in April 2010 to establish the 2008 baseline for employee commuting.

**GOAL: High-Performance Sustainable Design/Green Buildings.** This goal is not applicable to FCA. FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity.

**GOAL: Regional and Local Planning.** This goal is not applicable to FCA. FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity.

**GOAL: Water Use Efficiency and Management.** This goal is not applicable to FCA. FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity. As part of our commitment to sustainability, FCA will take individual actions and will discuss options with the building's owners that while not measureable, will reduce its emission of greenhouse gasses.

**GOAL: Pollution Prevention and Waste Elimination.** FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity. As part of our commitment to sustainability, FCA will take individual actions and will discuss options with the building's owners, though while not measureable, will reduce its emission of greenhouse gasses.

### **GOAL: Sustainable Acquisition**

**Goal Description:** Sustainable Contract actions at 95% by FY2011/Green Procurement Policy in effect by FY2011

- a. Ensure 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, bio-based, environmentally preferable (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.
- b. Update agency affirmative procurement plans (also known as green purchasing plans or environmentally preferable purchasing plans), policies and programs to ensure that all Federally-mandated designated products and services are included in all relevant acquisitions.

**Agency Lead for Goal:** Philip Shebest, Human Capital Officer/Chief Procurement Official

**Implementation Method:** FCA has one centralized office responsible for major procurements staffed by one FTE and processes under 200 acquisitions a year. FCA offices generally have one staff member that can make small purchases using a government issued credit card. Effective in FY2011, FCA will ensure that major purchases meet the 95% goal for green purchases. FCA will also develop guidance for staff to ensure that green practices are followed in small procurements. With the small number of purchases made by the agency, we will be tracking sustainable acquisitions at the aggregate level. Given past procurements, we anticipate this goal will mainly apply to our acquisition of IT equipment.

**Staffing/Resources:** FCA is adequately staffed to meet this goal. FCA is a non-appropriated agency and will not require approval of additional funding to accomplish this goal.

**Agency Status:** FCA is in the process of establishing internal procedures to ensure that at least 95% of acquisitions are environmentally sustainable. These procedures will include training for small purchase card holders to ensure even our smallest acquisition meet this standard.

| SUSTAINABLE ACQUISITION   | Units | FY 10 | FY 11 | FY 12 | .... | FY 20 |
|---|-------|-------|-------|-------|------|-------|
| New Contract Actions Meeting Sustainable Acquisition Requirements | %     | 0     | 95%   | hold  | hold | hold  |

**GOAL: Electronic Stewardship and Data Centers**

**Agency Lead for Goal:** G. Douglas Valcour, Chief Information Officer

**Implementation Method:** FCA is reviewing the policies and goals outlined below and will determine how as a small agency we can best meet the mandates. We will also factor in these requirements as part of our annual Information Resource Management planning and budgeting cycle and in any IT equipment procurements.

**Staffing/Resources:** FCA is adequately staffed to meet this goal. FCA is a non-appropriated agency and does not require approval of additional funding to accomplish this goal.

**Agency Status:** FCA has only one data center and one backup facility. In recent years, we have made it a point to purchase Energy-Star compliant IT equipment, so believe we are close to 100% compliance in this area. Duplex printing is the standard setting on all of our network printing equipment. We have also been cognizant of our recycling obligations and have been using Unicor as our single source for recycling obsolete IT equipment. The CIO is actively involved in OMB’s initiative to consolidate data centers, and we will ensure that should the agency’s data center move to a consolidated environment, the new data center will meet the specifications outlined.

| ELECTRONIC STEWARDHIP & DATA CENTERS   | Units | FY 10 | FY 11 | FY 12 | FY 13 |
|--|-------|-------|-------|-------|-------|
| % of device types covered by current Energy Star specifications that must be energy-star qualified   | %     | 90%   | 90%   | 95%   | hold  |
| % of electronic assets covered by sound disposition practices  | %     | 100%  | 100   | 100   | 100   |
| % of cloud activity hosted in a data center  | %     | 0     | 30%   | 60%   | hold  |
| % of agency data centers independently metered or advanced metered and monitored on a weekly basis   | %     | 0     | 90%   | 100%  | hold  |
| Reduction in the number of agency data centers* <i>FCA has 1 data center</i>   | %     | n/a   | n/a   | n/a   | n/a   |
| % of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use | %     | 80%   | 95%   | 100%  | hold  |
| % of agency data centers operating with an average CPU utilization of 60-70%   | %     | 25%   | 50%   | 75%   | hold  |
| % of agency data centers operating at a PUE range of 1.3 – 1.6   | %     | 25 %  | 25%   | 50%   | hold  |
| % of covered electronic product acquisitions that are EPEAT- registered (applies to procurements of desktop/laptop computers & displays)                         | %     | 50%   | 95%   | 95%   | hold  |
| % of agency data center activity implemented via virtualization  | %     | 15%   | 30%   | 40%   | hold  |

**GOAL: Agency Innovation**

To ensure that FCA remains innovative in our approach to sustainability, we will involve agency staff in developing and promoting approaches to improve our sustainability efforts. We will be instituting an agency “Green” award to reward employee suggestions that lead to improved sustainability practices and lowering GHG emission.



### Section 3: Agency Self Evaluation

Note: OMB and CEQ will update these questions annually to reflect Administration priorities. For 2010, please respond to the following items. Each agency's total response for this section should be limited to one or two pages.

- I. Please answer 'yes' or 'no' to the following questions. If the answer is 'no', provide an explanation below.

|   |     |
|---|-----|
| Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?   | Yes |
| Does your plan identify milestones and resources needed for implementation?   | Yes |
| Does your plan align with your agency's 2011 budget submission?   | Yes |
| Is your plan consistent with your agency's FY 2011 budget and appropriately aligned to reflect your agency's planned FY 2012 budget submission?   | Yes |
| Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources? | Yes |
| Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?  | Yes |

### II. FCA's Planned Actions through June 2011

#### 2010 (July – December)

- Reduce the number of data centers. FCA is in the process of developing a plan for OMB review.
- Establish internal procedures to ensure at least 95% of acquisitions are environmentally sustainable. These procedures will include training for small purchase cardholders to ensure even our smallest acquisition meet this standard.
- Investigate effective ways of measuring the effect of video conferencing on reducing Agency travel.
- Install filtered water machines so employees can re-fill water bottles, reducing need to purchase bottled water (will reduce solid waste).

#### 2011 (January-June)

- In early 2011, prepare a summary of our accomplishments based on our sustainability report and publish it on our website.
- Communicate with the Farm Credit System institutions about our commitment to sustainability initiative and encourage them to share best practices.
- Expand headquarters program to recycle plastic and metal beverage containers to our field office locations.
- Institute an agency "Green" award to reward employee suggestions that lead to improved sustainability practices and lowering GHG emission.
- Ensure that major purchases meet the 95% goal for green purchases.