U.S. DEPARTMENT OF ENERGY
SUSTAINABILITY DASHBOARD USER GUIDE

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Document Change History

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1.0	10/07/2014	Initial publication.	N/A
1.1	08/29/2016	New pages, user roles and privileges, screenshot adjustments.	N/A

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Introduction

The U.S. Department of Energy (DOE) is required to meet sustainability goals mandated by statute and related Executive Orders (E.O.), including goals for greenhouse gas (GHG) emissions, energy and water use, fleet optimization, green buildings, and renewable energy. Each year, DOE tracks performance and reports progress towards these goals by providing the annual Greenhouse Gas Inventory, Annual Energy Report, Strategic Sustainability Performance Plan (SSPP), and related reports to the Office of Management and Budget (OMB), the White House Council for Environmental Quality (CEQ), and Congress.

Since 2009, the Sustainability Performance Office (SPO) has utilized the Consolidated Energy Data Report (CEDR) in Microsoft Excel to collect DOE site-level sustainability data and consolidate these data sets on behalf of the Department. In October 2014, the SPO launched the web-based DOE Sustainability Dashboard (Dashboard) to serve the same functions as the CEDR and add analysis capabilities for DOE sustainability data reporting. The Dashboard maintains historical data sets for each DOE site and national laboratory and collects current year data, consistent with processes established for the previous years' reporting cycles. The Dashboard also feature analytics to provide DOE sustainability personnel with tools for managing sustainability data at their site or within their program.

The Dashboard's latest updates includes nine new pages that are ready for FY 2016 reporting. Those pages are as follows:

1. Green Buildings
2. Metering & Benchmarking
3. Building Inventory Change
4. Facility Goal Category
5. Fleet Vehicle Mileage
6. Appropriations/Direct Obligations
7. Training & Education
8. Climate Resilience
9. Site-Level Policy Tracker

Future page build outs include the following areas: Audits & Evaluations, Performance Contracts, Conservation & Efficiency Measures, Supply Chain GHG Management, Data Centers, and integration with EPA's Portfolio Manager. Other pages may also be developed as Federal reporting requirements are revised and updated.

Additional features in the Dashboard will be added on an ongoing basis. Revisions to this guide will be published as necessary. A list of Frequently Asked Questions (FAQ) is also available on the home page of the Dashboard at https://doegrit.energy.gov/SustainabilityDashboard.

For more information on the Dashboard or the DOE sustainability reporting process, please contact the Sustainability Performance Office at sustainability@hq.doe.gov.

Chapter 1: Reporting Process Changes

1. Reporting Process

Starting with FY 2016 reporting and thereafter, the Dashboard will collect data needed to report DOE's progress on its sustainability requirements and serve as the official sustainability reporting tool. In Version 1.1 of the Sustainability Dashboard User Guide – except for a few datasets related to EISA Section 432 – all data previously collected in the CEDR have been integrated into the Dashboard. In the near future, additional pages will be developed to collect the remaining sustainability data.

To ease the burden of reporting all data elements during the year-end reporting cycle, the Dashboard will be open for data entry throughout the year except during finalization of DOE's Fiscal Year snapshot from early December to early February. Key dates for FY 2016 are in the tables below.

Sustainability Dashboard Reporting Schedule

Date(s)	Action/Event
August 29, 2016	Dashboard opens for FY 2016 data entry.
October 3, 2016 to October 7, 2016	SPO to upload locked FIMS data (basic facility information, EUI, metering, and GB) into the Dashboard.
November 1, 2016 to December 8, 2016	SPO to QA/QC data and work with sites to finalize FY 2016 data for December 9th entry closing of Dashboard.
November 11, 2016	FY 2016 energy and water intensity square footage snapshot and Dashboard Excluded Buildings List report generated for Self-Certification.
December 9, 2016	Dashboard closes for FY 2016 data entry.
December 23, 2016	Dashboard snapshot for OMB/CEQ/ FEMP annual reporting.
February 1, 2017	Dashboard will reopen for FY 2017 reporting.

Training Schedule

Date(s)	Time	Training Event
September 1, 2016	2:00-4:00 pm EST	Dashboard Overview Presentation
September 13, 2016	2:00-4:00 pm EST	Dashboard Overview Presentation
September 19, 2016 to December 6, 2016	2:00-3:00 pm EST	Open Line Help Calls on Tuesdays and Thursdays
Throughout reporting cycle		SPO will provide site or program training as needed

Data Reporting Changes

With reporting via the Dashboard for FY 2016, relative to the past reporting process there are two major reporting process changes: 1) data approval process, and 2) FIMS square footage roll-up.

1. Data Approval

Previously when sites provided sustainability data, the data was submitted through the Program Office which confirmed the accuracy of the data. Now confirmation will be through the Dashboard via the Completion Status page. For FY 2016 at least one level higher than the site data entry user needs to approve the data. If this is not possible, then the appropriate site or program level personal should use the sample certification letter in the *Guidance for DOE Site Sustainability Plans* to certify the completeness and accuracy of the data. The overall approval process will be refined and customized based on site characteristics over the next few years.

2. Energy Intensity Square Footage

The second major change is in regards to energy intensity square footage reporting and roll-up process. In the past goal subject and excluded square footage were collected in FIMS and official square footage totals were calculated by SPO based on the FIMS snapshot in mid-November. This year the Dashboard will collect official square footage data and calculations will be automated.

With the development of the Facility Goal Category and Metering & Benchmarking pages, sustainability fields previously collected in FIMS will be migrated to the Dashboard. FIMS will still be the repository for basic facility information and FRPP sustainability data, such as green buildings and gross square footage. In the near future, all non-FRPP sustainability data that has been integrated in the Dashboard will be removed from FIMS.

For FY 2016 reporting, SPO will update the Dashboard with the latest FIMS goal subject and excluded facility information upon lockout of FIMS in late September. The SPO will utilize the Dashboard to review square footage allocation and justification of exclusions. Sites will be informed of flagged data and aggregate square footage totals and have until November 10th to confirm or update their square footage allocation in the Dashboard. On November 11th the Dashboard will publish the official FY 2016 Excluded Buildings List for sites to Self-Certify and lock FY 2016 square footage. No updates to square footage data will be allowed after the November 11th snapshot.

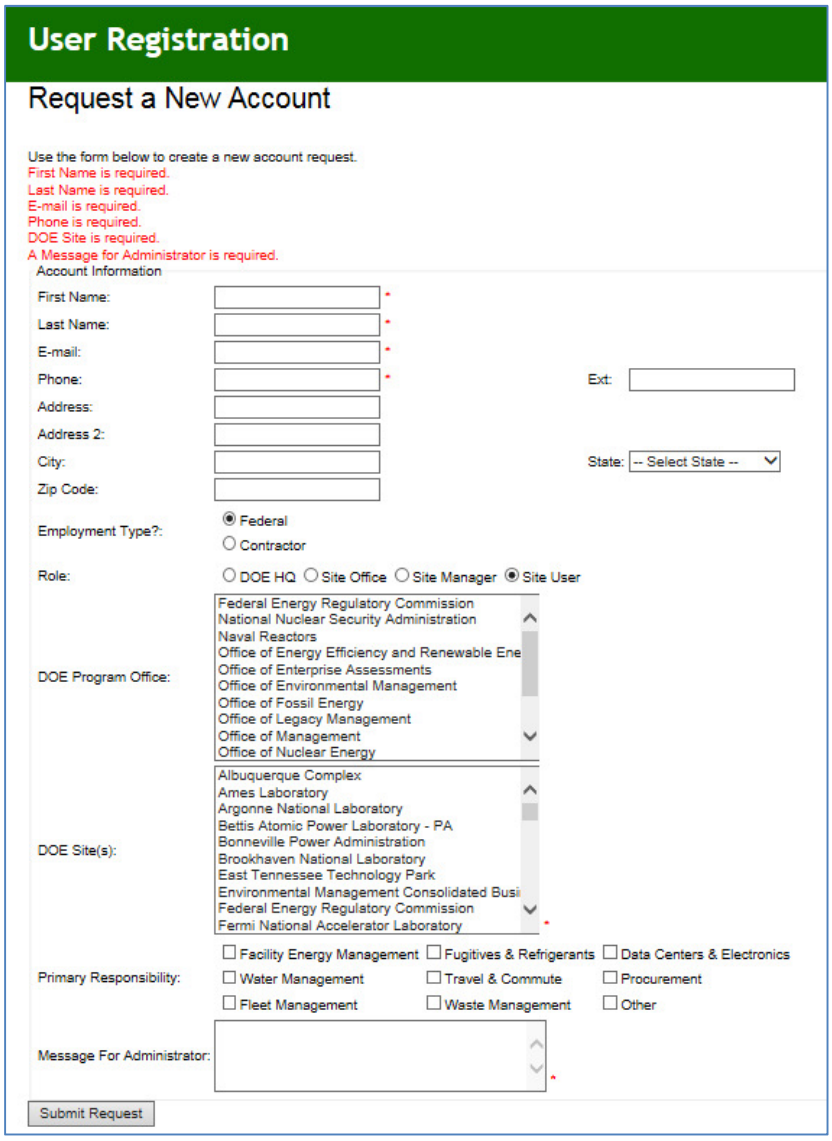
Chapter 2: Log In

2. Log In

DOE employees (Federal employees and contractors) with assigned duties to the sustainability reporting and management process may request access to the Dashboard. The following section outlines the account creation and initial log in process.

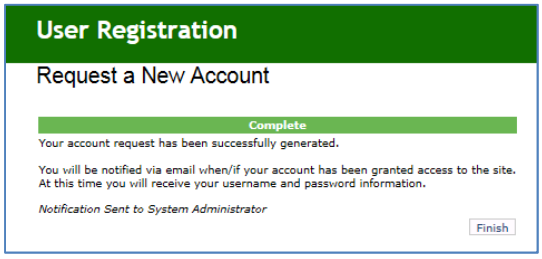
2.1. New User Registration

To request a user account:



1. Open the DOE Sustainability Dashboard https://doegrit.energy.gov/SustainabilityDashboard
2. Click the *Register* tab in the upper right hand corner of the **Home Page**.

3. Complete the required fields (“First Name”, “Last Name”, “E-mail”, “Phone”, “Site”, and “Message to Administrator”).
4. Complete the address fields (optional).
5. Self-identify “Employment Type” (*Federal* or *Contractor*), “Role” (*Site User, Site Manager, Site Office, DOE HQ*), “Program Office”, and “Site”.
6. Check the boxes denoting your “Primary Responsibility” from a data entry perspective (*Facility Energy Management, Water Management, Fleet Management, Fugitives & Refrigerants, Travel & Commute, Data Centers & Electronics, Procurement, Waste Management, Other*) (optional).
7. The “Message for Administrator” field may be used to include important notes regarding your registration. An example may be to add notes justifying your selection of Site(s) or Program(s).
8. Select the “Submit Request” button at the bottom of the screen, and a confirmation message appears. Click the “Finish” button.

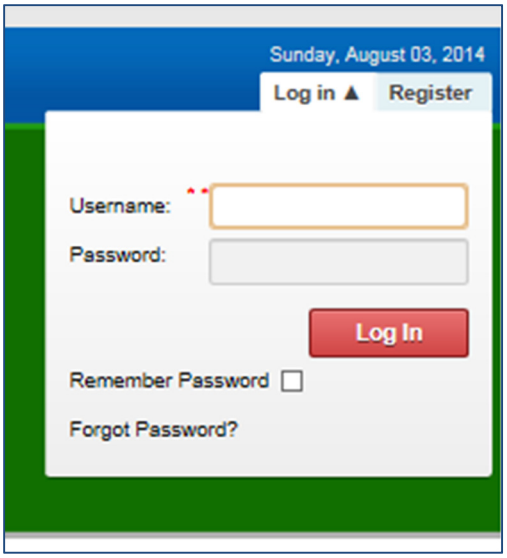


9. Upon account approval, you will receive a confirmation email with a temporary password. Site administrators will work quickly to approve your account. If you do not receive an email confirming your request within one day of submission, please contact sustainability@hq.doe.gov for assistance.
10. In the *Log In* tab, enter your Username (your email address) and the temporary Password.
11. Click on the “Log In” button.
12. Immediately upon log in, you will be prompted to change your password. Insert the temporary password in the Old Password field, then create and confirm your new password (Further details in Section 2.4 Change Your Password).

2.2. Existing Users

Existing users may follow the steps outlined below to access the Dashboard:

1. Select the following link to open the Dashboard https://doegrit.energy.gov/SustainabilityDashboard
2. From the DOE Sustainability Dashboard **Home Page**, select the *Log In* tab on the top right hand corner of the screen.



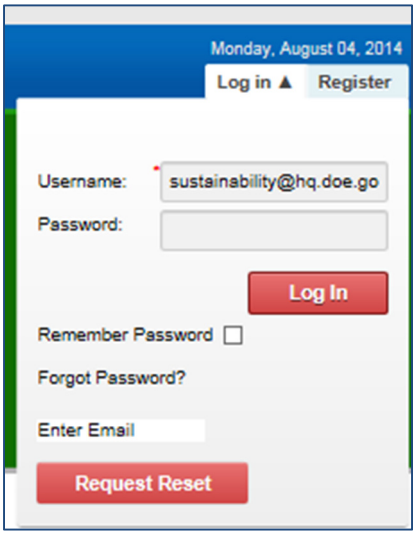
3. Enter your "Username" (your email address) and "Password." If you are unsure of your account status, please email sustainability@hq.doe.gov, or select "Forgot Password?" for automated password assistance.
4. Optionally, you may choose to select the "Remember Password" checkbox to remember your password for future log ins.
5. Click the "Log In" button.

Session Expiration: Your session will expire after 20 minutes of inactivity. Should this occur, you will need to log in again.

2.3. Password Assistance

If you require password assistance, click on the "Forgot Password?" link from the *Log In* tab.

1. Clicking "Forgot Password?" prompts you to enter your email address.

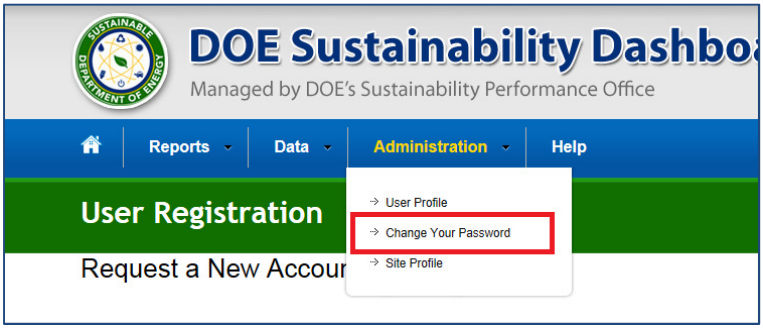


2. After entering your email address click the “Request Reset” button.
3. Upon successful match you will receive an email with a temporary password to access the system.
4. Return to the *Log In* tab and enter your email address and your temporary password.
5. The Dashboard will prompt you to change your temporary password through the *Password Change* window. Note that the password length must be a minimum of 6 characters with one being a special character (e.g., @,#,$).

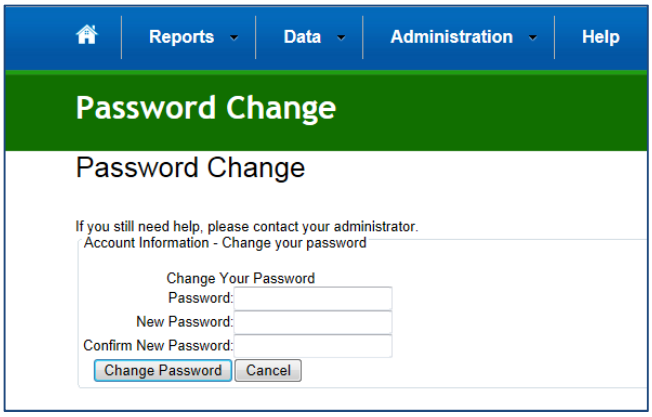
2.4. Change Your Password

Passwords must be a minimum of 6 characters and include one special character (e.g. @,#,$).

1. To change your password, go to the **Administration Menu** on the Navigation bar and select *Change Your Password*.



2. Provide your old password then enter a new password that will be used from this point forward. Once the new password is entered, confirm it by re-entering it in the field below.
3. When completed, select the “Change Password” button to submit the information to the system. The “Cancel” button provides the ability to cancel the action. The Dashboard will confirm your action.



4. Select “Continue” to proceed to the **Home Page**.

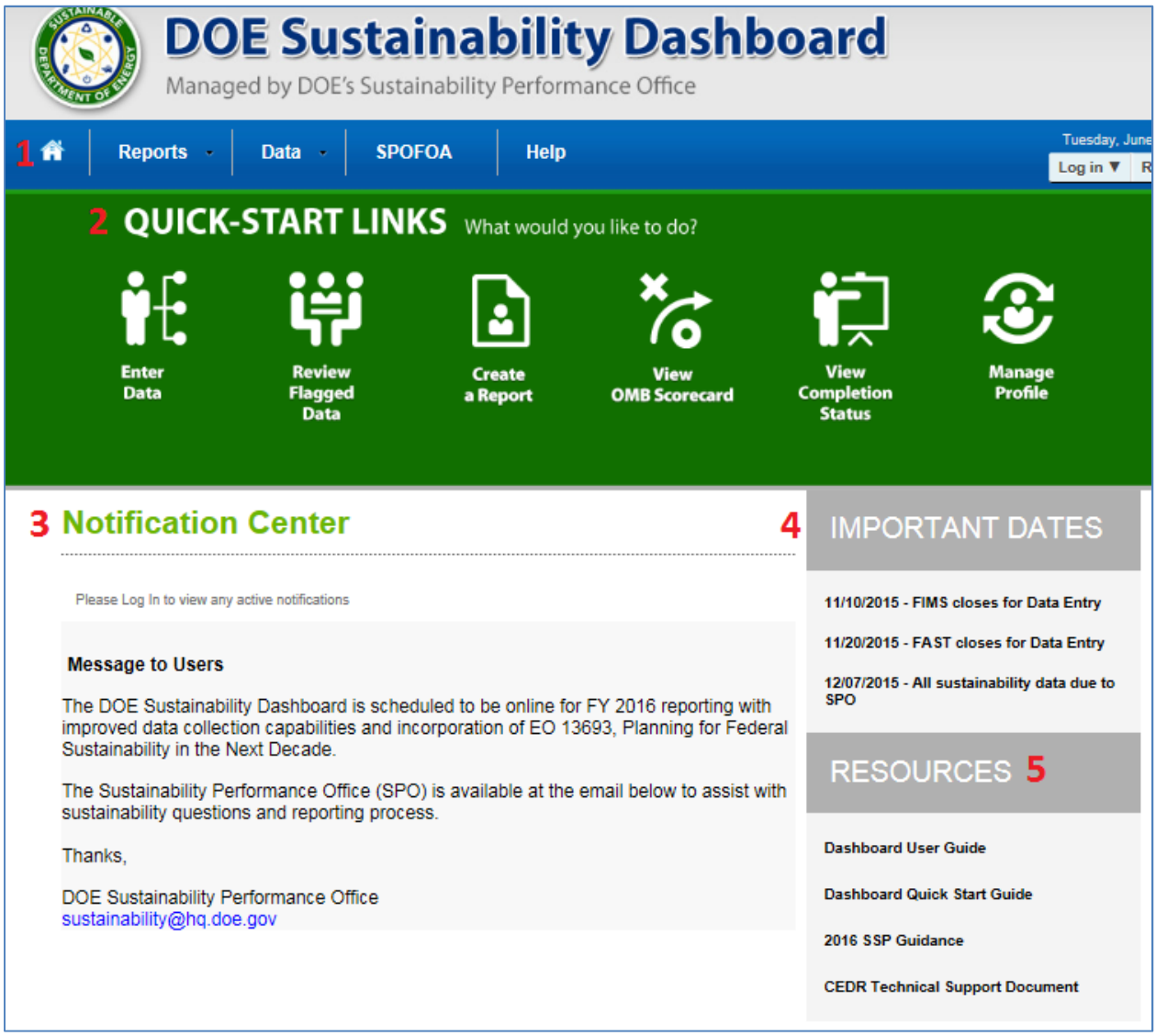
2.5. Access & Privileges

Users' access privileges vary, depending on the approved DOE Sustainability Dashboard user profiles. Users' will be limited in their site options tailored to the access and user rights granted. For example, Site users may view the performance of each site that they are assigned to, their associated HQ Program and Under Secretary, and performance for DOE overall. A full discussion of user roles and responsibilities is in Section 4.1 User Roles and Rights. If you have questions about your access privileges, contact SPO at sustainability@hq.doe.gov.

Chapter 3: Home Page

3. Home Page

The Dashboard **Home Page** is divided into five sections: Top Navigation Bar, Quick-Start Links, Notification Center, Important Dates, and Resources.



1. Top Navigation Bar

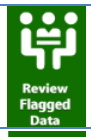
The top navigation bar (in blue) allows the user to navigate through the Dashboard and is described below:

- **Home Page** is represented by an icon that resembles a house and results in a return to the Home Page.
- **Reports Menu** presents options to view the OMB Scorecard, Comprehensive Scorecard, Performance Graphs, and Create a Report.
- **Data Menu** provides the ability to Enter Data and review the Completion Status sustainability reporting.

- **Administration Menu** allows the user to edit their profile and change their password.
- **SPOFOA** tab provides information on SPO's Funding Opportunity Announcement.
- **Help Menu** provides a link to this document.

2. Quick-Start Links

The Quick-Start Links icons provide quick access to key system functions. The links may also be accessed through the top navigation bar (in blue).

Quick-Start Links	Description	Navigation Alternative
	Opens the **Data Entry Module**. Refer to *Chapter 6 Data Entry Module* for more information.	On the **Data Menu**, select *Enter Data.*
	Opens the **QA/QC Module**. Refer to *Section 5.2 QA/QC Module* for more information.	In the **Data Entry Module**, choose "Full QA/QC" button.
	Opens the **Create a Report** page. Refer to *Section 8.5 Create a Report* for more information.	From the **Reports Menu** select *Create a Report*.
	Opens the **OMB Scorecard Module**. Refer to *Section 8.2 OMB Scorecard*	From the **Reports Menu** select *OMB Scorecard*.
	Allows user to see for their approved site(s) reporting completion status. Refer to *Section 5.3 Completion Status*.	From the **Data Menu** select *Completion Status*.
	Brings up the **Edit User** page. Refer to *Section 4.2 User Profile*.	From the **Administration Menu** select *User Profile*.

3. Notification Center

This section provides the user with important notifications, including system settings and system maintenance. Future development of this section will include user-specific messages, such as required actions (data entry, approval, etc.).

4. Important Dates

The section communicates important dates, including reporting schedules and deadlines for submitting data.

5. Resources

This section includes links to important documents such as the *DOE Sustainability Dashboard User Guide* and the *Guidance for DOE Site Sustainability Plans*.

Chapter 4: Administration

4. Administration

4.1. User Roles and Rights

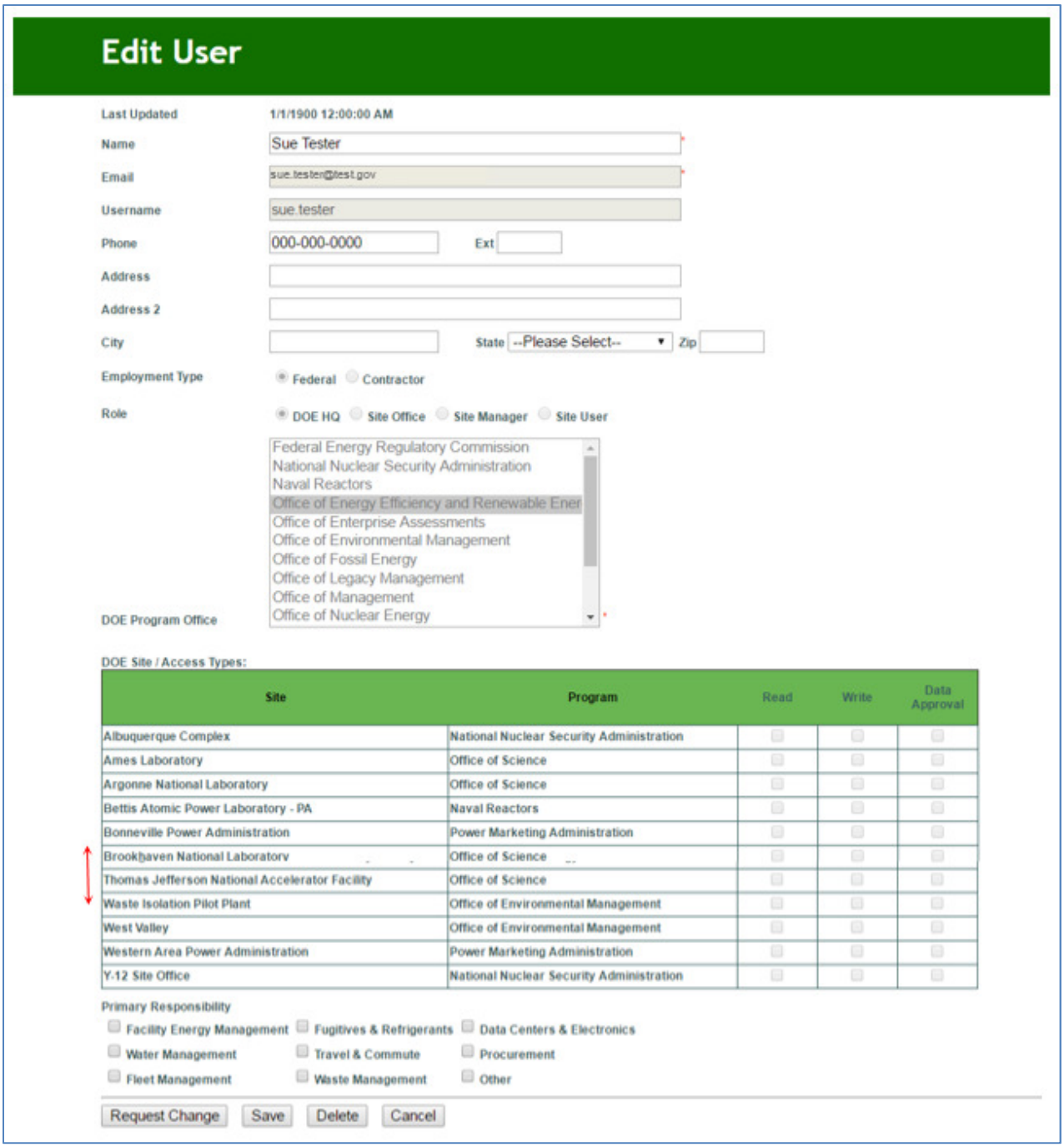
The table below summarizes the user roles and general access rights for each level of access to the Dashboard. Data sets will be protected according to user roles and program/site affiliation.

User Role	General Description	General Rights
Site User	Site level personnel with sustainability data reporting responsibilities. May be involved with one or many data categories (e.g., a site may have multiple Site Users, with separate responsibilities for energy, water, waste, etc.).	☒Read/View ☒Write/Enter Data ☐Approve/Reject
Site Manager	Site level personnel who oversee sustainability reporting for their site. Site manager reviews (approves/rejects) data sets submitted by Site Users and subsequently submits data sets for Site Office review. The Site Manager may also have sustainability data reporting responsibilities.	☒Read/View ☒Write/Enter Data ☒Approve/Reject
Site Office	Site Office personnel responsible for overseeing the Management and Operation (M&O) contract for a site and approving data sets prior to submission to HQ.	☒Read/View ☐Write/Enter Data ☒Approve/Reject
DOE HQ	DOE HQ personnel, typically with responsibilities of overseeing and managing sustainability activities.	☒Read/View ☐Write/Enter Data ☒Approve/Reject

Note: Should there be a need for exceptions to the rights associated with each role, they can be accommodated. If you have role/rights exception requests, please contact the Sustainability Performance Office at sustainability@hq.doe.gov.

4.2. User Profile

User profiles contain basic information for each Dashboard user, including name, email address, phone number, physical address, employment type, role, sites, and DOE Program Office. This information is collected and stored when accounts are created and may be modified as needed. See *Section 2.1. New User Registration* for more information on creating a new account.


Edit User
Last Updated
1/1/1900 12:00:00 AM
Name
Sue Tester
Email
sue.tester@test.gov
Username
sue.tester
Phone
000-000-0000
Ext
Address
Address 2
City
State
--Please Select--
Zip
Employment Type
Federal
Contractor
Role
DOE HQ
Site Office
Site Manager
Site User
Federal Energy Regulatory Commission
National Nuclear Security Administration
Naval Reactors
Office of Energy Efficiency and Renewable Ener
Office of Enterprise Assessments
Office of Environmental Management
Office of Fossil Energy
Office of Legacy Management
Office of Management
Office of Nuclear Energy
DOE Program Office
DOE Site / Access Types:
Site
Program
Read
Write
Data Approval
Albuquerque Complex
National Nuclear Security Administration
Ames Laboratory
Office of Science
Argonne National Laboratory
Office of Science
Bettis Atomic Power Laboratory - PA
Naval Reactors
Bonneville Power Administration
Power Marketing Administration
Brookhaven National Laboratory
Office of Science
Thomas Jefferson National Accelerator Facility
Office of Science
Waste Isolation Pilot Plant
Office of Environmental Management
West Valley
Office of Environmental Management
Western Area Power Administration
Power Marketing Administration
Y-12 Site Office
National Nuclear Security Administration
Primary Responsibility
Facility Energy Management
Fugitives & Refrigerants
Data Centers & Electronics
Water Management
Travel & Commute
Procurement
Fleet Management
Waste Management
Other
Request Change
Save
Delete
Cancel

The descriptions of each field on the **Edit User** page follow:

<table>
<tr><th>User Profile Element</th><th>Description</th><th>Editable/ Fixed</th></tr>
<tr><td>Email</td><td>Automatically populated with the Email address entered during the registration process.</td><td>Fixed field</td></tr>
<tr><td>Username</td><td>Automatically populated based on the system generated user name during the registration process.</td><td>Fixed field</td></tr>
<tr><td>Address Fields (Address, Address 2, City, State, Zip)</td><td>If entered during the registration process, these fields are automatically populated with the address entered.</td><td>Editable by the user</td></tr>
<tr><td>Phone</td><td>Automatically populated with the Phone entered during the registration process.</td><td>Editable by the user</td></tr>
<tr><td>Employment Type</td><td>Employment Type (Federal or Contractor) as selected during the registration process and confirmed by Program Office.</td><td>Fixed field</td></tr>
<tr><td>Role</td><td>Populated with your role (Site User, Site Manager, Site Office, and/or DOE HQ) as selected during the registration process and confirmed by Program Office.</td><td>Fixed field</td></tr>
<tr><td>Program</td><td>Populated with your Program Office(s) as selected during the registration process.</td><td>Fixed field</td></tr>
<tr><td>Site</td><td>Populated with the Site(s) selected during the registration process and confirmed by Program Office.</td><td>Fixed field</td></tr>
<tr><td>Primary Responsibility</td><td>The field designates the primary responsibilities for reporting. These responsibilities correlate with the data categories as follows:
<table>
<tr><th>Primary Responsibility</th><th>Data Category</th></tr>
<tr><td>Facility Energy Management</td><td>Energy, Renewables, Non-Fleet Vehicles and Equipment Fuel, Green Buildings, Metering & Benchmarking, Facility Goal Category, Building Inventory Change</td></tr>
<tr><td>Water Management</td><td>Water</td></tr>
<tr><td>Fleet Management</td><td>Fleet Vehicle Fuel, Fleet Vehicle Inventory, Mileage</td></tr>
<tr><td>Fugitives & Refrigerants</td><td>Fugitives & Refrigerants</td></tr>
<tr><td>Travel & Commute</td><td>Air Travel, Ground Travel, Commute</td></tr>
<tr><td>Data Centers & Electronics</td><td>Electronics Acquisition, Electronics Operations, Electronics End-of-Life</td></tr>
<tr><td>Procurement</td><td>Sustainable Contract Review</td></tr>
<tr><td>Waste Management</td><td>Municipal Solid Waste, Waste Diversion, Wastewater Treatment</td></tr>
</table></td><td>Editable by the user</td></tr>
</table>

User Profile Element	Description		Editable/ Fixed
	Other	Climate Resilience,Training & Education, Appropriations & Direct Obligations, Policies	
Save Button	Saves the information entered.		N/A
Delete Button	Displays a message confirming that you want to delete this user.		N/A
Cancel Button	Cancels the information entered and closes the user profile screen.		N/A
Request Change Button	Use this button to request change(s) to fixed fields. When prompted, provide a description and justification for your request. Enter additional email addresses to copy other individuals on your request to the system administrator, separating addresses with a semi-colon.		N/A

Chapter 5: Data Menu Overview

5. Data Menu Overview

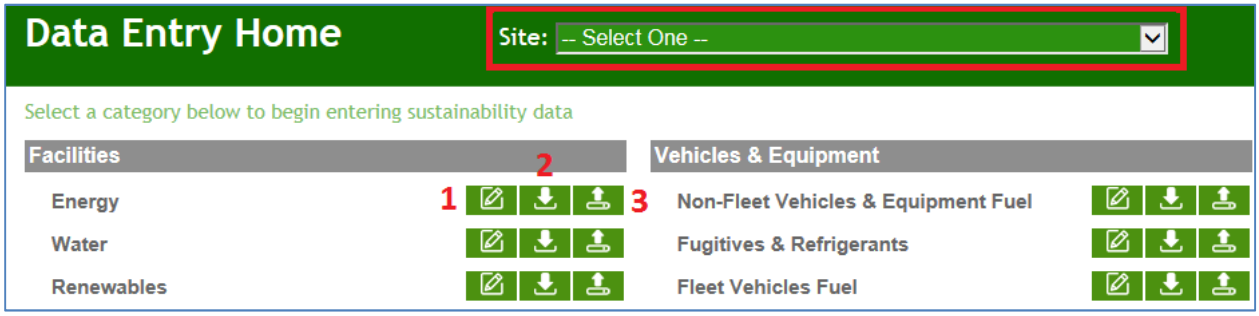
The following chapter covers the general mechanisms for entering sustainability data and tracking completion. Specific information on individual data entry pages is covered in *Chapter 6 Data Entry Module* and *Chapter 7 Detailed Description of Data Categories*.

For a detailed description of reporting requirements, refer to the *Introduction Section* of this *Dashboard User Guide*, and the *Guidance for DOE Site Sustainability Plans*.

5.1. Data Entry Home Page

To access the data entry home page, click on the **Data Menu** in the top navigation bar, and choose *Enter Data*.

The Data Entry Home page lists all the data entry categories available to view or edit. See the image and descriptions below for details on accessing data entry pages, downloading templates, or uploading data.



1. Select a site from the drop-down menu on the upper right hand side of the screen (highlighted in red above). If a site user, then only one site will be available for selection.
2. Navigate to the desired data category and select the applicable icon to the right of the category as defined below:
    1. ***Enter Data*** – Enter sustainability data through the **Data Entry Module**. Refer to *Section 6.1 Enter Data*.
    2. ***Download Template*** – Download template for file upload (Microsoft Excel file). Refer to *Section 6.2 Get Upload Templates*.
    3. ***Bulk Data Upload*** – Upload sustainability data through file upload (Microsoft Excel file). Refer to *Section 6.3 Upload via Bulk Data Upload*.

5.2. QA/QC Module

The QA/QC Module is a way for users to view historical data and enables users to see trends and easily identify errors, anomalies, or significant data variances. It is recommended that users review data using the **QA/QC Module** prior to submission.

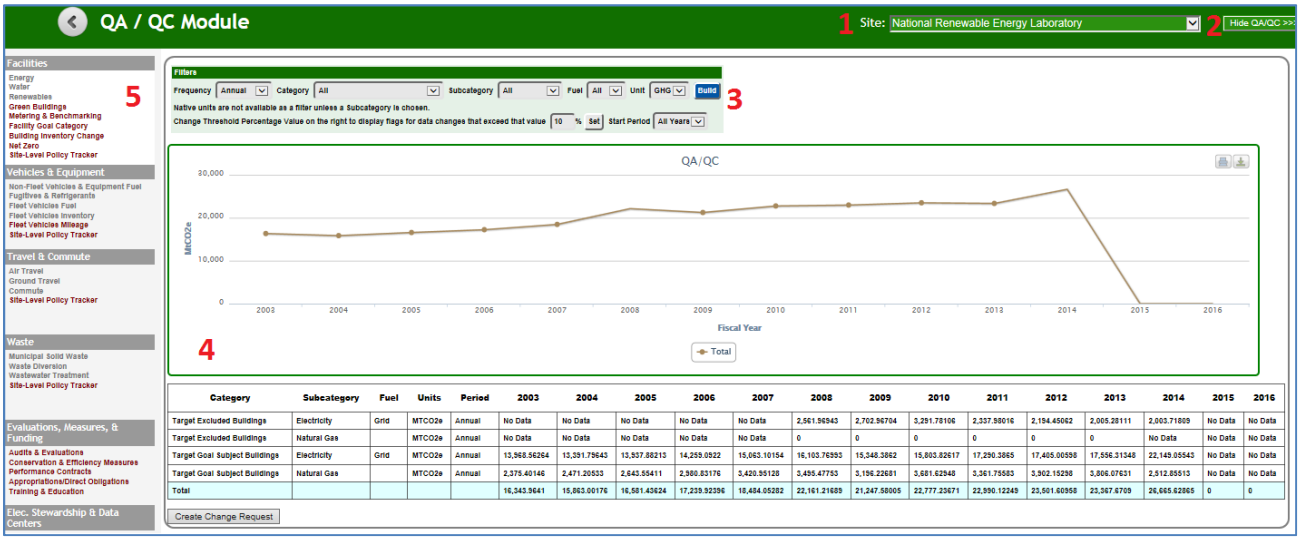
The QA/QC Module can be accessed in two different ways:

1. Navigate to the Data Menu and select “QA/QC”.

OR

2. In the **Data Entry Module** for a given data category**,** click on the “View Full QA/QC” button at the upper right hand corner of the screen.

Once the *QA/QC* option is selected, the site will load the appropriate **QA/QC Module**. The **QA/QC Module** for the Energy data category is shown below with the five major parts of the **QA/QC Module** summarized below:

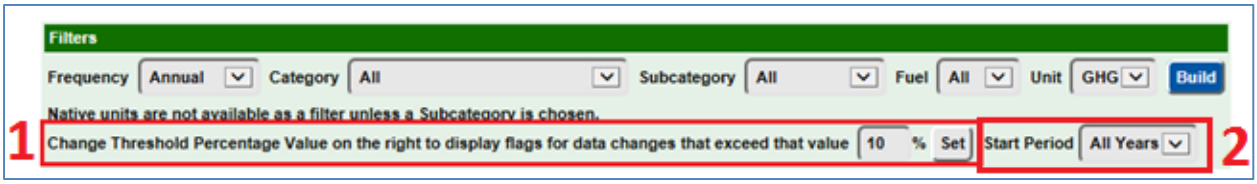


1. Site Selection Drop-Down Menu: This field provides a drop-down menu for selecting a site.
2. Hide QA/QC Button: This button toggles between the **QA/QC Module** and the associated **Data Entry Module** for that same category. Clicking this button on the **QA/QC Module** for Energy will take the user to the **Data Entry Module** page for Energy.
3. Filters: This area contains a series of drop-down menus that allows the user to refine the data being displayed in the area below it. Further explanation of the different filters is provided later in this chapter.
4. Graphical Display Area and Associated Data Table: As defined by the selection of the filters above, a graph appears and the associated data table.
5. Data Categories: Along the left-hand column of the screen is a list of all data categories. This menu allows the user to navigate between data categories.

Note: Some “Units” filters will give the user the option to display data in *Native Units. Native Units* are the unconverted raw numbers inputted by the site. Data may only be viewed as native units for some data categories.

5.2.1. QA/QC Filters

The following sections will explain the filters that are present on the **QA/QC Module**. Based on the data the site has entered and the filters you have chosen, there will be slight variations in filter options.



1. The system automatically sets flags year-over-year based on user defined percentage points. The user may control the flags that are placed by setting the threshold value in the field shown below. The default value for the field is 10 percentage points.
2. You are also able to adjust the starting period for the data you wish to view. Use the Start Period filter to select the year you wish the graph to begin with.

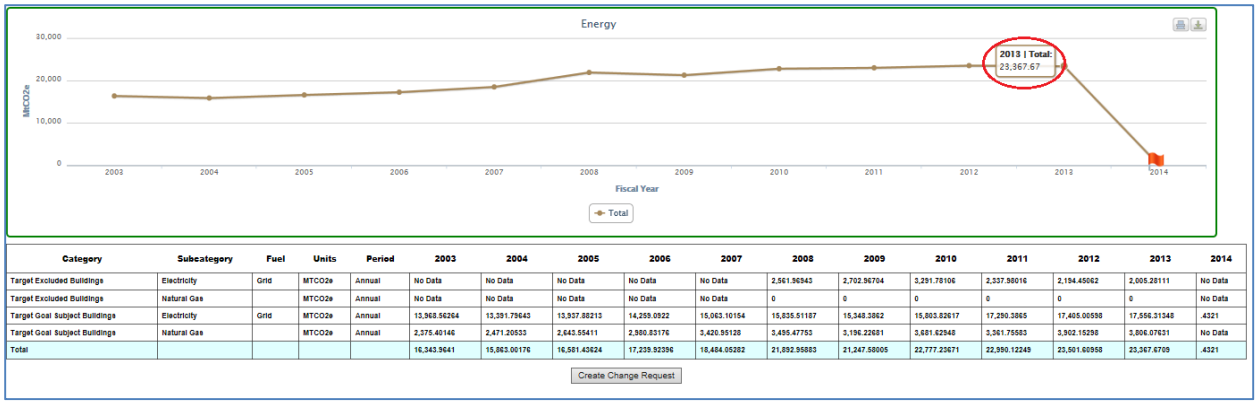
When you have completed setting the filters to your desired configuration, click the "Build" button at the end of the filter row. This will cause the **QA/QC Module** to calculate the data set that meets the requirements established by the filters and present a graph in the display area.

Note 1. QA/QC modules may not have an immediate option to display the data in native units. This occurs when pages have different unit types. For example, the Energy QA/QC Module displays multiple data units (e.g., electricity in MWh and fuel oil in 1,000 gallons). As such, the **QA/QC Module** does not present an option to select native units until a "Subcategory" has been chosen.

Note 2. Drop-down options in each filter are based on the data your site has entered, so the examples may not display what every user will see depending on their data entry.

5.2.2. Graphical Display Area and Associated Data Table

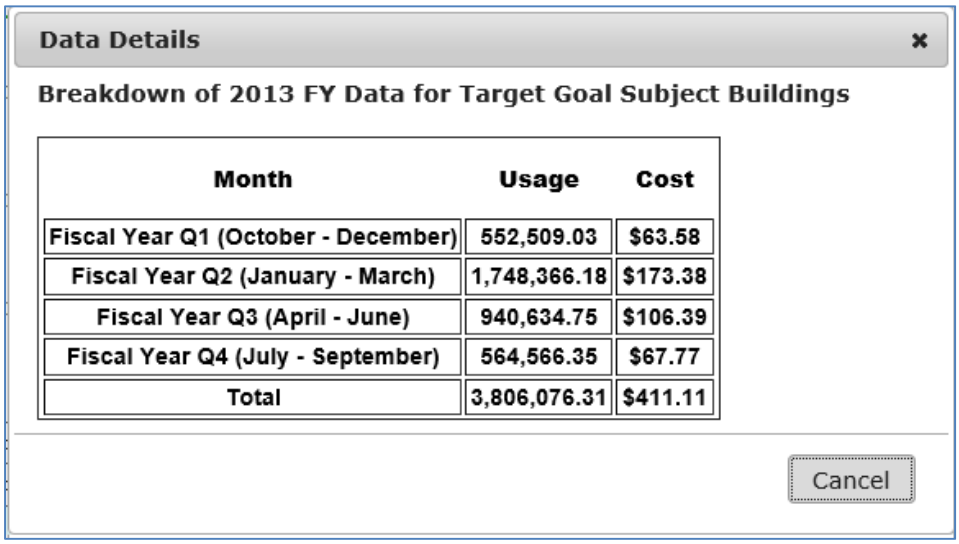
The Dashboard offers the ability to examine historical and current data sets through trend analysis. This tool may be used to spot anomalies, errors, and data inconsistencies. If corrections are required, users may submit change requests for historical data sets. In combination, the graph and associated data table displays all data previously recorded (historical and current). Hovering over a data point on the graph shows the actual totals for a given fiscal year.



Category	Subcategory	Fuel	Units	Period	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	2,561.96943	2,702.96704	3,291.78106	2,337.98016	2,194.45062	2,005.28111	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	0	0	0	0	0	0	No Data
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	Annual	13,968.56264	13,391.79643	13,937.88213	14,259.0922	15,063.10154	15,835.51187	15,348.3862	15,803.82617	17,290.3865	17,405.00598	17,566.31348	.4321
Target Goal Subject Buildings	Natural Gas		MTCO2e	Annual	2,375.40146	2,471.20533	2,643.55411	2,980.83176	3,420.95128	3,455.47753	3,196.22681	3,681.62948	3,361.75583	3,302.15298	3,806.07631	No Data
Total					16,343.9641	15,863.00176	16,581.43624	17,239.92396	18,484.05282	21,852.95883	21,247.58005	22,777.23671	22,990.12249	23,501.60958	23,367.6709	.4321

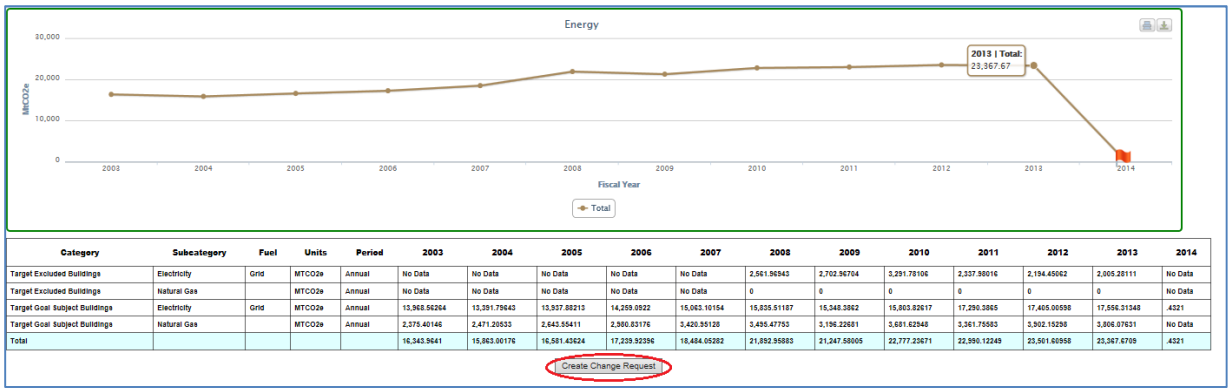
Create Change Request

Clicking on any value in the data table will present a pop-up dialog box. Detailed information for that data point will be displayed, including “Month,” “Usage” and “Cost”.



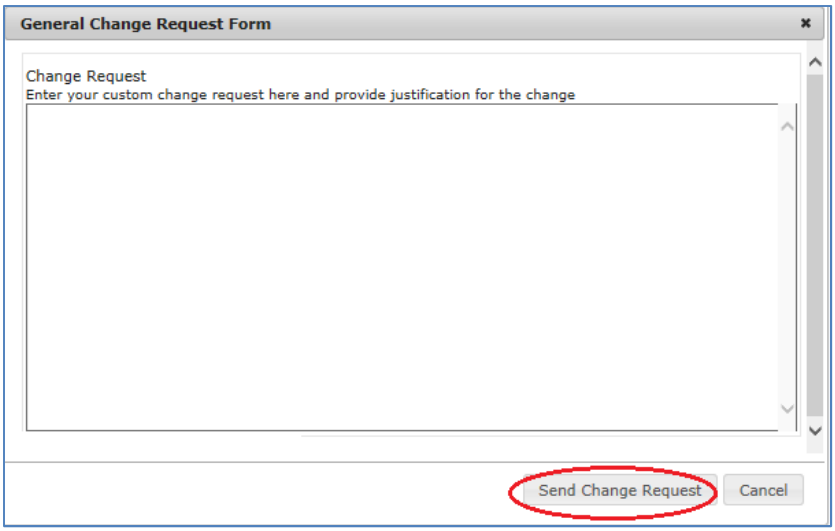
5.2.2.1. Submitting Historical Data Change Requests

Sites may submit requests to modify historical data sets. To initiate a historical data change request, select “Create Change Request” from the **QA/QC Module** (circled below).



Category	Subcategory	Fuel	Units	Period	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	2,561.96943	2,702.96704	3,291.78106	2,337.98016	2,194.45062	2,005.28111	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	0	0	0	0	0	0	No Data
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	Annual	13,968.56264	13,391.79443	13,937.88213	14,269.0922	15,063.10154	15,835.51187	15,348.3862	15,803.82617	17,290.3865	17,405.00598	17,556.31348	.4321
Target Goal Subject Buildings	Natural Gas		MTCO2e	Annual	2,375.40146	2,471.20533	2,643.55411	2,980.83176	3,420.35128	3,495.47753	3,196.22681	3,681.62548	3,361.75583	3,502.15298	3,806.07631	No Data
Total					16,343.9641	15,863.00176	16,581.43624	17,239.92396	18,484.05282	21,892.95883	21,247.58005	22,777.23671	22,990.12249	23,101.60958	23,367.6709	.4321

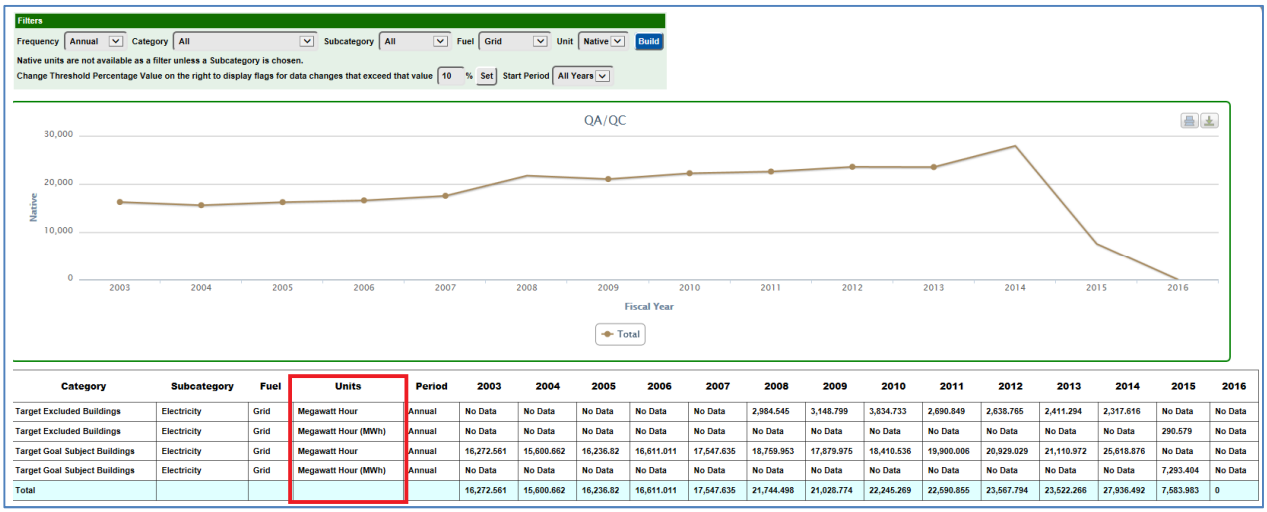
The following screen appears where the user can enter details for their request. At a minimum, changes requests should include: the site, period, cost, usage data, as well as a justification for their request. Additional information may be provided to help inform the review. To submit the request, click the “Send Change Request” button.



The SPO and HQ program offices will review all change requests and follow up with sites directly. Note: Fleet data pulled from FAST and green building data pulled from FIMS can not be changed in the Dashboard. Fleet and green building data changes can only be made in FAST and FIMS, respectively.

5.2.2.2. Native Units

Where native units are applicable, the graph labels the Y axis (vertical axis) as "Native." The associated data table below lists the "Units" entered for the periods (e.g., MWh, MtCO2e, miles).

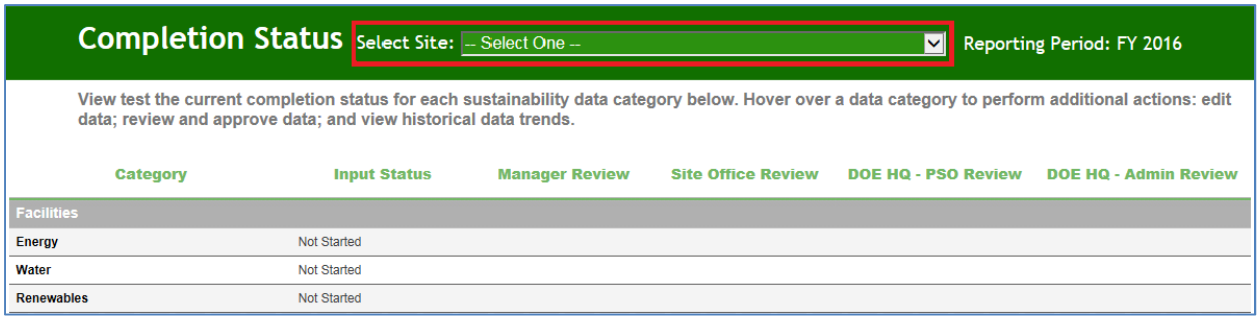


Category	Subcategory	Fuel	Units	Period	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Target Excluded Buildings	Electricity	Grid	Megawatt Hour	Annual	No Data	No Data	No Data	No Data	No Data	2,984.545	3,148.799	3,834.733	2,690.849	2,638.765	2,411.294	2,317.616	No Data	No Data
Target Excluded Buildings	Electricity	Grid	Megawatt Hour (MWh)	Annual	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	290.579	No Data
Target Goal Subject Buildings	Electricity	Grid	Megawatt Hour	Annual	16,272.561	15,600.662	16,236.82	16,611.011	17,547.635	18,759.953	17,879.975	18,410.536	19,900.006	20,929.029	21,110.972	25,618.876	No Data	No Data
Target Goal Subject Buildings	Electricity	Grid	Megawatt Hour (MWh)	Annual	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	7,293.404	No Data
Total					16,272.561	15,600.662	16,236.82	16,611.011	17,547.635	21,744.498	21,028.774	22,245.269	22,590.855	23,567.794	23,522.266	27,936.492	7,583.983	0

5.3. Completion Status

The **Completion Status** page allows users to view the completion and approval status for each sustainability data category. There are several ways to navigate to the **Completion Status** page: 1) from the **Data Menu**, choose *Completion Status*; 2) from the **Home Page**, select the *View Completion Status* Quick-Start Link.

On the **Completion Status** page, Site Users must first select a "Site" as shown below. Users may scroll through the "Site" drop-down menu and view their assigned sites.



Once the Site User submits the data for the Site Manager's review, the data category is labeled with the submission date.

5.3.1. Status Field Description by User

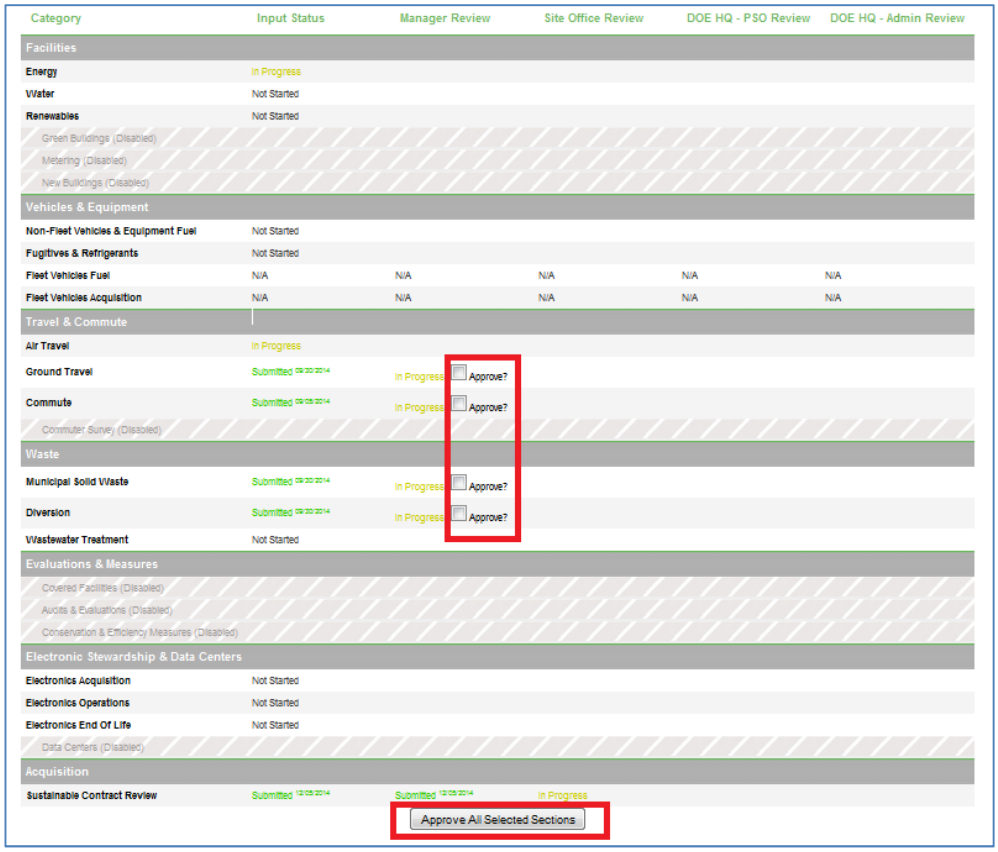
The status fields for the data collection and approval processes are explained below:

Role(s)	Status Field	
Site User	Not Started	Site users have not begun to enter data into the data category.
	In Progress	Site users have begun to enter data in the chosen data category, but have not submitted yet.
	Submitted	Site users have submitted data. The submission date shown.
	N/A	Status not available for certain data categories, including Fleet Vehicle Fuel and Fleet Vehicle Inventory, as data is automatically pulled from another system.
Site Manager, Site Office, DOE HQ, and SPO	In Progress	Reviewers have received notifications that the data is ready for review. Reviewers are in the process of reviewing for approval or rejection or if necessary editing the data.
	Approved	Reviewers have approved the data set. The approval date is shown.
	Rejected	Reviewers have rejected the data set. The rejection date is shown.
	N/A	Status not available for certain data categories, including Fleet Vehicle Fuel and Fleet Vehicle Inventory, as data is automatically pulled from another system.

5.3.2. Completion Status for Site Managers

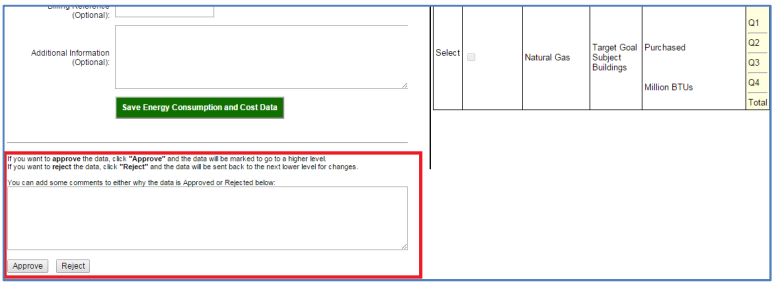
The Site Manager may go to the **Completion Status** page at any time and they will see the status of all of the data categories for a particular site (as pictured on the next page). For the submitted data categories, the Dashboard will allow them to approve the data (shown in the checkboxes highlighted in red). The checkboxes will then be replaced by the date that the Site Manager approved the data. Also, if the Site Manager would like to submit multiple approvals, they may select the "Approve All Selected Sections" button highlighted in red.

Additional flexibility in the approval process to be developed in the future. For now, sites will need at least one level of approval by a manager beyond the site user who entered data. If this is not possible or creates an additional reporting burden, use the sample data certification letter in the *Guidance for DOE Site Sustainability Plans*.



For a more detailed review of a data category, Site Managers may click on any of the data categories on the left side of the screen to go to the **Data Entry Module**.
Note: Site Managers must visit the individual data categories to reject or edit data.

After selecting a data category in the **Data Entry Module**, the Site Manager has the option to revise or remove data using the right hand panel. Refer to sections *6.1.1 Revised Saved Data* and *6.1.3 Deleting Rows from Right Hand Panel* for more information.



At the bottom of the **Data Entry Module**, buttons are displayed approve and to reject data sets. Also there is a comment field to explain the rationale for approval/rejection.

Chapter 6: Data Entry Module

6. Data Entry Module

The **Data Entry Module** allows users to enter data for each data category through a series of entry fields and drop-down menus. As current year data is saved to the Dashboard, a review table is generated on the right hand panel to confirm successful data entry. When data entry is complete, Site Users submit complete data sets for Site Manager approval.

In the examples below, the Energy data category within the Facilities data set is used to demonstrate the process of data entry. The process for the other data categories is identical in terms of major steps, although there are variations in the fields and menus for each data category. The following data categories have a slightly different data entry process: Fleet Vehicle Fuel, Fleet Vehicle Inventory Fleet Vehicle Mileage, Green Buildings, and the On-Site Renewable Generation System within the Renewables data category. Please note, fleet vehicle and green building data are not open for editing and data must be reported in FAST or FIMS respectively. See *Chapter 7: Detailed Description of Data Categories* for a detailed description of the data categories.

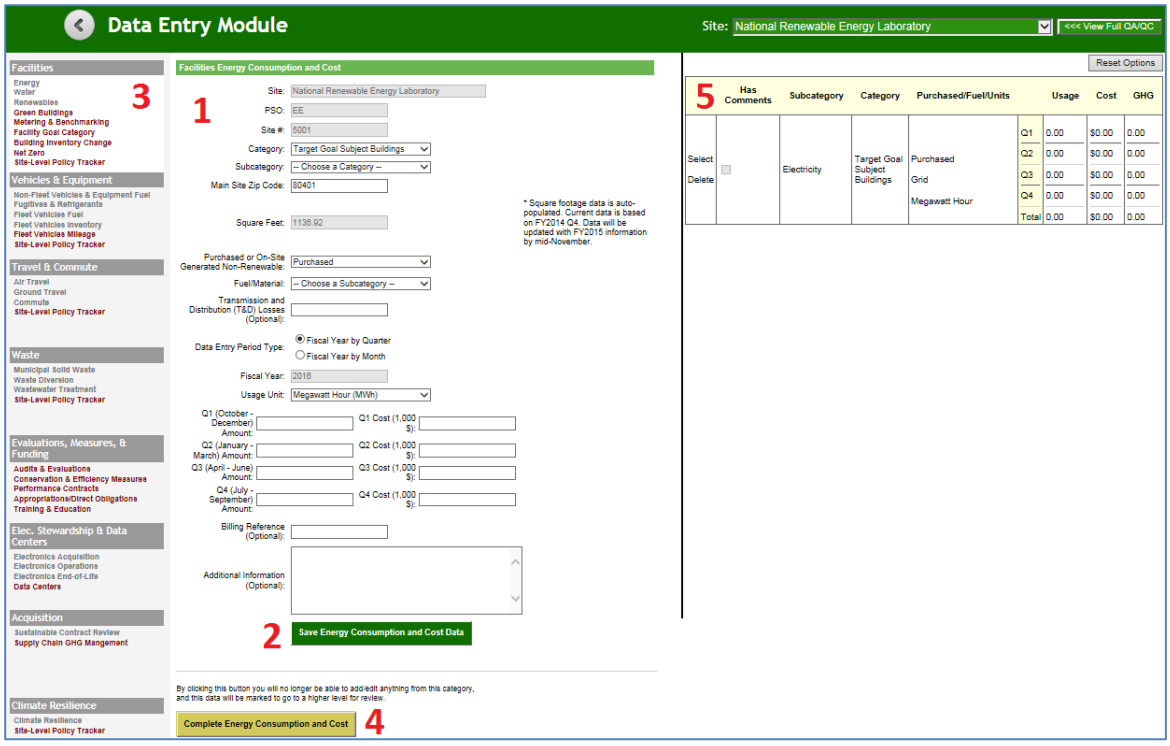
6.1. Enter Data

This section outlines the steps for entering data through the **Data Entry Module**.

From the **Data Entry Home** page, click on the *Enter Data* icon:

1. The **Data Entry Module** is displayed below for the Energy data category. Enter site data in the provided data entry fields.
2. Select “Save Energy Consumption and Cost Data” to save progress to the Dashboard.
3. You may navigate between data categories using the left hand column.
4. Once all data has been entered and verified by the site, Site Users may submit completed data sets for approval by selecting the “Complete Energy Consumption and Cost” button.
5. As data is saved to the Dashboard, a review table is generated on the on the right hand panel. The Dashboard arranges data in alphabetical order according to Subcategory.

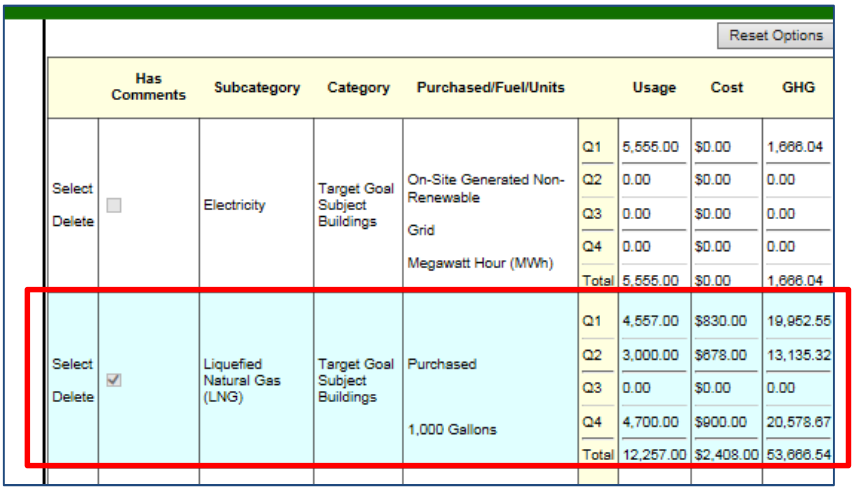
(See Image on next page)



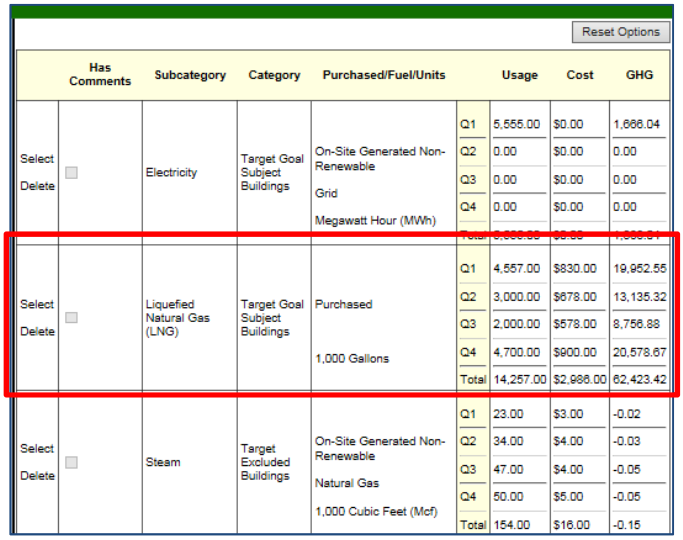
6.1.1. Revise Saved Data

After the data is saved to the Dashboard, it may be revised at any time prior to submission:

1. To revise a data point, use the *Select* option to highlight one row in the review table on the right hand panel. In the example below, the row with the "Subcategory" of *Liquefied Natural Gas* has been selected. The data for the selected row will be repopulated on the left hand panel in the **Data Entry Module**.



2. Data entered may now be modified through the Data Entry Module fields. Revise the data using the entry fields on the left hand panel. Click “Save” to save the changes to the data.
3. The corrected data will overwrite the previous entry and appear in the review table on the right hand panel, as shown below.

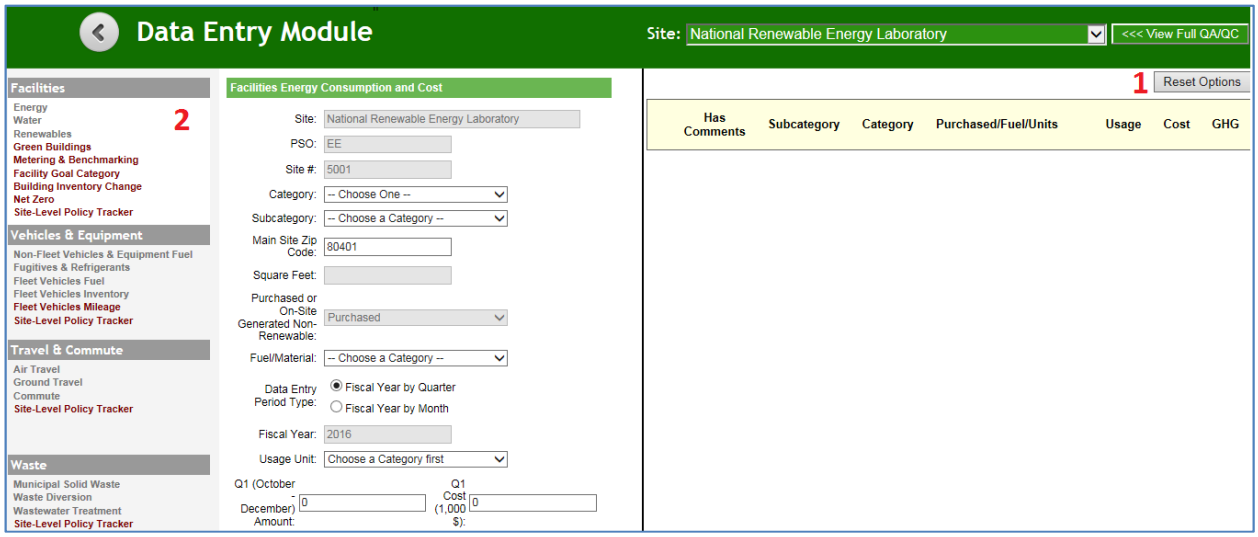


Reset Options

	Has Comments	Subcategory	Category	Purchased/Fuel/Units		Usage	Cost	GHG
Select Delete		Electricity	Target Goal Subject Buildings	On-Site Generated Non-Renewable Grid Megawatt Hour (MWh)	Q1	5,555.00	$0.00	1,666.04
					Q2	0.00	$0.00	0.00
					Q3	0.00	$0.00	0.00
					Q4	0.00	$0.00	0.00
					Total	[illegible]	[illegible]	[illegible]
Select Delete		Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased 1,000 Gallons	Q1	4,557.00	$830.00	19,952.55
					Q2	3,000.00	$678.00	13,135.32
					Q3	2,000.00	$578.00	8,756.88
					Q4	4,700.00	$900.00	20,578.67
					Total	14,257.00	$2,986.00	62,423.42
Select Delete		Steam	Target Excluded Buildings	On-Site Generated Non-Renewable Natural Gas 1,000 Cubic Feet (Mcf)	Q1	23.00	$3.00	-0.02
					Q2	34.00	$4.00	-0.03
					Q3	47.00	$4.00	-0.05
					Q4	50.00	$5.00	-0.05
					Total	154.00	$16.00	-0.15

6.1.2. Reset Options Button

After entering data in the **Data Entry Module** or selecting a row in the review table, you may select “Reset Options” to clear the **Data Entry Module** fields (1). Another way to get a blank data entry form is to choose a data category on the data category navigation bar on the left hand column of the screen (2). Data in the table in the review table on the right hand panel will become unselected, but will not be deleted.



6.1.3. Deleting Rows from the Right Hand Panel

To permanently delete a single row from the Dashboard, select “Delete” for a specific row in the review table on the right hand panel. You will be prompted to confirm your decision, click “OK” to proceed, or “Cancel” if you do not wish to delete the row.

6.1.4. Complete <Data Category> Button

After current year data is entered and reviewed, Site Users may click “Complete <Data Category>” at the bottom of the screen to send data sets for Site Manager approval.

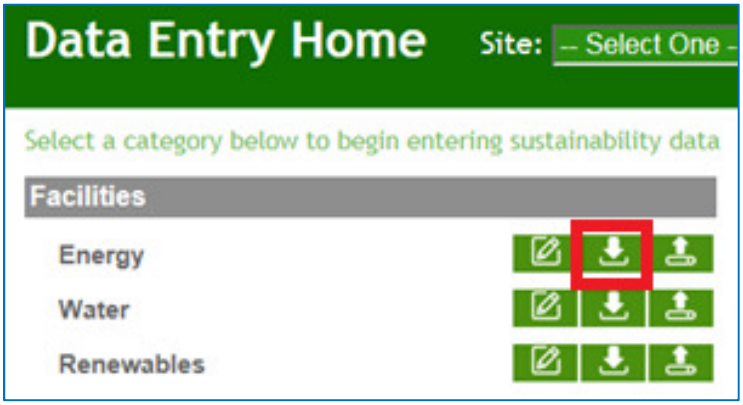
After selecting “Complete <Data Category>”, a confirmation message will appear.

Note: By clicking *OK* you will be prevented from further modifying this data category. A pop-up message will appear stating that if a Site User wishes to modify the data they should contact their Site Manager. Once the Site Manager rejects the data set, the user may edit the data in the Dashboard.

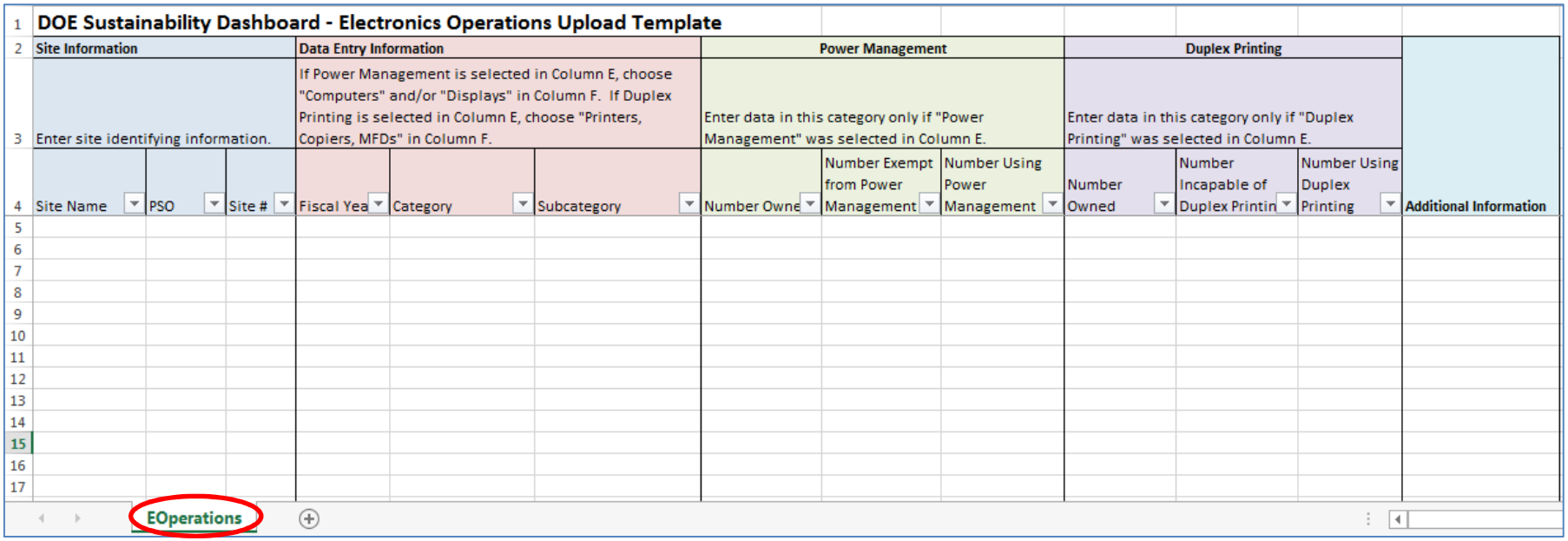
6.2. Get Upload Templates

Users may input data to the Dashboard in two ways. Users may use the **Data Entry Module** (as described in *Section 6.1*) or upload data using a flat Microsoft Excel Template. Keep in mind data cannot be uploaded for data that is pulled from other systems, such as FAST or FIMS.

To download a template, select a data category and click on the *Download Template* icon to the right of the data category. Note that each data category has a custom upload template.



An example of the upload template for the Electronics Operations data category follows.



DOE Sustainability Dashboard - Electronics Operations Upload Template													
Site Information			Data Entry Information			Power Management			Duplex Printing				
Enter site identifying information.			If Power Management is selected in Column E, choose "Computers" and/or "Displays" in Column F. If Duplex Printing is selected in Column E, choose "Printers, Copiers, MFDs" in Column F.			Enter data in this category only if "Power Management" was selected in Column E.			Enter data in this category only if "Duplex Printing" was selected in Column E.				
Site Name	PSO	Site #	Fiscal Yea	Category	Subcategory	Number Owne	Number Exempt from Power Management	Number Using Power Management	Number Owned	Number Incapable of Duplex Printin	Number Using Duplex Printing	Additional Information	

EOperations

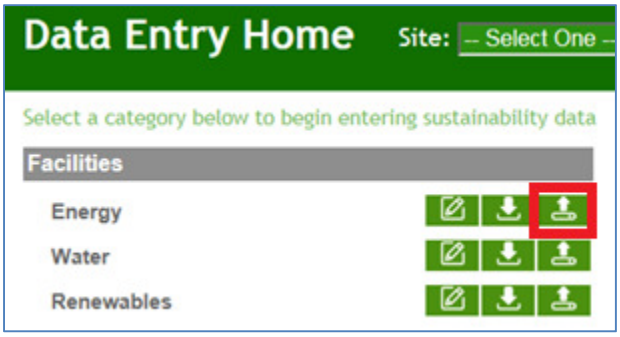
Notes:

- Do not change worksheet tab names within the template. If the worksheet name is modified, the upload will fail. In this case, the tab/worksheet is by default named “EOperations.”
- Drop-downs must be used when available. Manual data entry in these fields will not be recognized by the system.
- The Excel file name may be modified. For example, the Electronic Operations template is named “EOperations.xlsx” by default. This may be modified to another name (e.g., Site_EOperations_FY16_Final.xlsx).
- The upload template only accepts data for the current year reporting cycle.

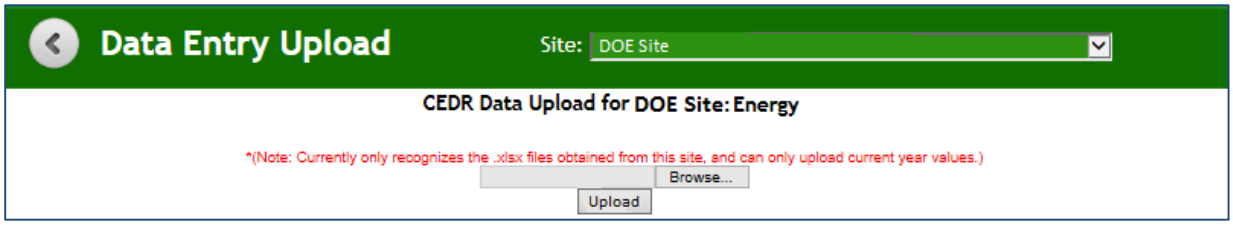
6.3. Upload via Bulk Data Upload

Data may be uploaded to the Dashboard using the upload template icon located in the **Data Entry Home**. Only current year data may be uploaded to the Dashboard. To perform changes to historical data sets, refer to Section 5.2.2.1 Submitting Historical Data Change Requests.

1. From the **Data Entry Home** page, navigate to the desired data category.
2. Select the *Bulk Data Upload* icon.



3. The **Data Entry Upload** page appears (see below).



4. Click “Browse” and select the file location from your computer.
5. Click “Upload”.

Chapter 7: Detailed Description of Data Categories

7. Detailed Description of Data Categories

The Dashboard's **Data Entry Module** contains data entry forms for data categories required for DOE sustainability reporting purposes. Each data category in the **Data Entry Module** contains specific data entry fields that must be completed prior to submission. Current year data entered via the **Data Entry Module** is cumulatively added to the historical data sets. When viewed together, the graphical data in the **QA/QC Module** enables users to see trends and easily identify errors, anomalies, or significant data variances. After submission to the SPO, data will be finalized on the Dashboard.

This chapter presents step-by-step guidance for completing the **Data Entry Module** for each data category. From the **Data Entry Home** page, choose the site from the drop-down menu on the upper right hand side of the screen, as described in *Section 5.1 Date Entry Home Page*. Choose a data category and select the "Enter Data" icon. Each module contains category-specific entry fields. Users should be careful to complete all required fields (all fields except those marked "optional"). It is also recommended that users review data using the **QA/QC Module** prior to submission.

Data Categories	
Energy	Sustainable Acquisition Contract Review
Water	Supply Chain GHG Management
Renewables	Non-Fleet Vehicles & Equipment Fuel
Green Buildings	Fugitives & Refrigerants
Metering & Benchmarking	Fleet Vehicle Fuel
Facility Goal Category	Fleet Vehicle Inventory
Building Inventory Change	Fleet Vehicle Mileage
Air Travel	Municipal Solid Waste
Ground Travel	Waste Diversion
Commute	Wastewater Treatment
Audits & Evaluations	Electronics Acquisition
Conservation & Efficiency Measures	Electronics Operations
Performance Contracts	Electronics End-of-Life
Appropriations/Direct Obligations	Data Centers
Training & Education	Climate Resilience
Site-Level Policy Tracker	

Note: Categories in red are under development.

7.1. Prepopulated Data Fields

This section reviews the fields in the data entry module that will be prepopulated for all data categories and cannot be edited by the user.

Field	Description
Site	Site name will automatically populate based on site selection in the upper right hand drop-down menu.
PSO	Program Secretarial Office (PSO) will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Fiscal Year	The current fiscal year will automatically populate.
Save <Data Category> Button	This button enables the user to save data without submitting the entry for review. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** fields.
Complete <Data Category> Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See Section 5.2 QA/QC Module for more information). Once you have confirmed the data, click on "Complete <Data Category>" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data.

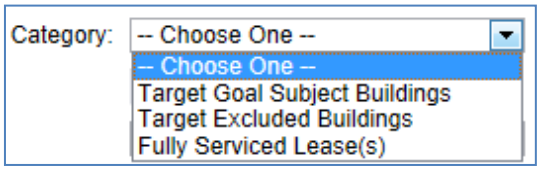
7.2. Facilities

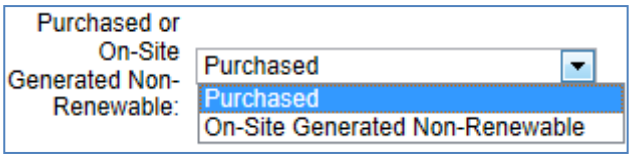
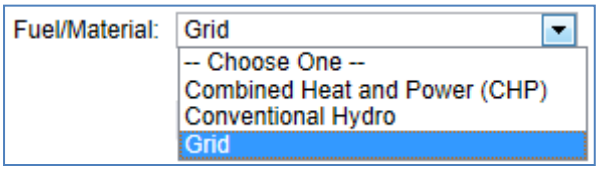
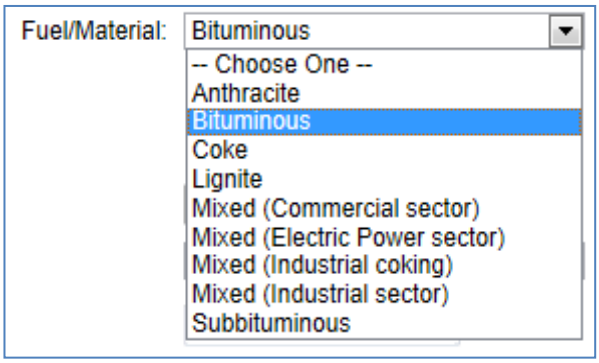
Facilities related sustainability data includes categories for Energy, Water, and Renewable Energy, Green Buildings, Metering & Benchmarking, Building Inventory Change, and Facility Goal Category.

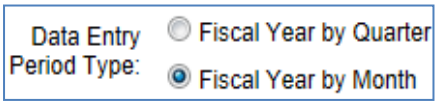
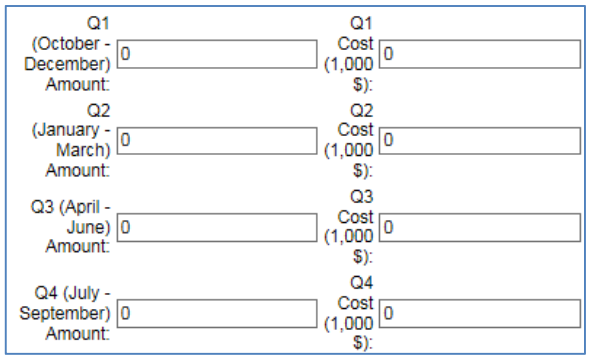
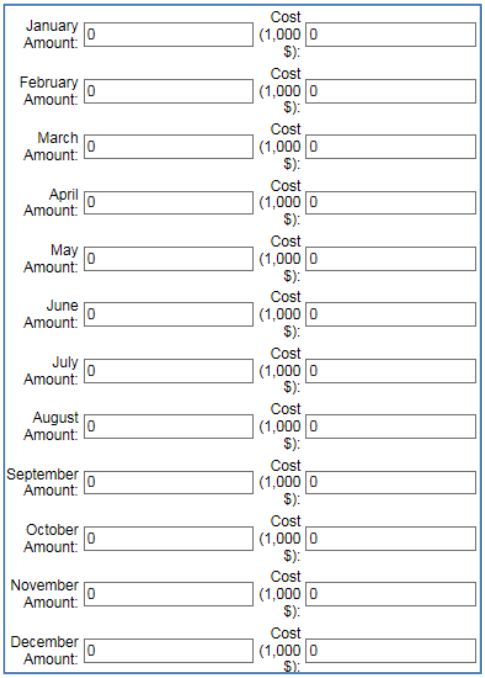
7.2.1. Energy

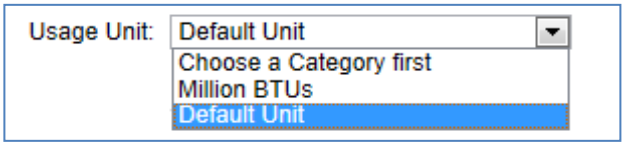
The Energy data category is primarily focused on a site's energy utility consumption and associated costs. Users should be prepared with information relating to the types of fuels or materials consumed in the production of electricity or thermal energy for the site and the associated billing information. The Energy category does not collect on-site renewable energy production or biomass use (See Section 7.2.3 Renewables). Guidance on how to complete the Energy fields is provided below.

Field	Description
Main Site Zip Code	Main Site Zip Code will automatically populate, but is able to be edited. This is only to allow for sites which have historically included geographically disperse sites under a single site number and zip code. Please contact SPO if you choose to change the zip code.

Field	Description
Category	This field has a drop-down list containing three options. Select the appropriate building "Category" for the data being entered from the following: 
Square Feet	Annual total "Square Feet" will automatically populate based on the "Category" chosen above. This square footage is based on the facility categories selected in Facility Goal Category page. In the past square footage information was pulled from the Facilities Information Management System's (FIMS) snapshot each November.
Subcategory	Select the fuel source used to generate energy from the drop-down menu. The options below are provided. *Electricity* *Natural Gas* *Fuel Oil* *Liquefied Petroleum Gas (LPG)* *Liquefied Natural Gas (LNG)* *Diesel* *Coal* *Chilled Water* *Steam* *Hot Water* *Asphalt and Road Oil* *Blast Furnace Gas – Fossil Derived* *Butane* *Butylene* *Coke Oven Gas – Fossil Derived* *Crude Oil* *Ethane* *Ethylene* *Heavy Gas Oils* *Isobutene* *Isobutylene* *Kerosene* *Lubricants* *Motor Gasoline* *Municipal Solid Waste – Fossil-derived* *Naphtha <401 degrees F* *Natural Gasoline* *Other* *Other Oil- >401 degrees F* *Pentanes Plus* *Petrochemical Feedstocks* *Petroleum Coke* *Propane* *Propylene* *Special Naphtha* *Still Gas* *Tires – Fossil-derived* *Unfinished oils* If the fuel source that your site used is not listed, select *Other,* and provide a description of the energy source used by the site in the "Additional Information" field.

Field	Description
Purchased or On-Site Generated Non-Renewable	The energy acquisition method is currently set to *Purchased*. Should a site produce non-renewable energy on-site, contact the SPO to allow for selection of *On-Site Generated Non-Renewable*, as shown below: 
Fuel/Material	Select the specific type of "Fuel or Material" used to produce energy using the drop-down menu. The options in this menu directly correlate to the "Subcategory" chosen above. For example, if *Electricity* was chosen as a "Subcategory," the drop-down would have the following options:  Additionally, if *Electricity* was selected, the Dashboard will automatically update to produce an optional field for "Transmission & Distribution Losses." Many of the Subcategories will have similar choices. If the "Subcategory" *Coal* was selected above, the drop-down menu would provide the following options:  If your chosen "Subcategory" was *Other* or the fuel used to produce energy on your site is not listed in the drop-down menus, please provide a description the fuel used in the "Additional Information" field at the bottom of the page.

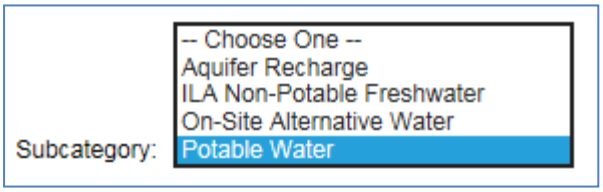
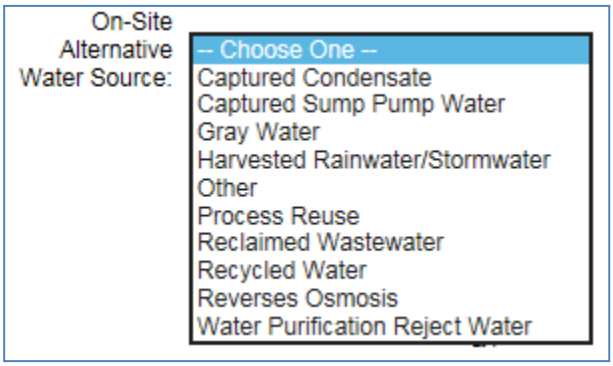
Field	Description
Data Entry Period Type	Select the time period type for which data will be entered. There are two options, each giving the user a different set of entry fields to complete.  *Fiscal Year by Quarter:* Energy usage data (using the appropriate "Usage Unit") must be entered using a quarterly breakdown of the site's "Fiscal Year" total. The associated cost of the site's energy usage, in thousands of U.S. dollars, must be entered in the corresponding Cost field.  *Fiscal Year by Month:* Energy usage data (using the appropriate units selected from the "Usage Unit" field) must be entered using a monthly breakdown. Cost data, in thousands of U.S. dollars, must be entered in the corresponding "Cost (1,000 $)" field. To ensure accuracy, please review the amount and cost data sets are in the proper fields. 

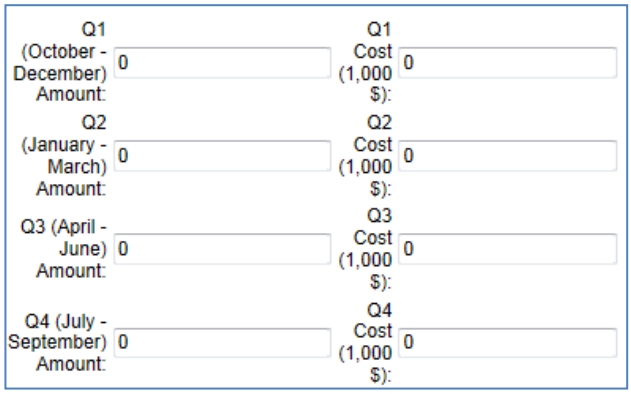
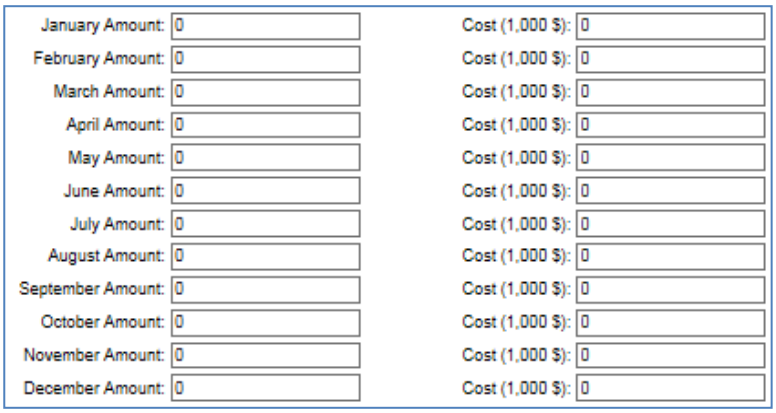
Field	Description
Default Unit	Select the unit by which the site's energy usage has been measured using the drop-down menu provided. The menu offers the following options:  The vast majority of entries will be done using the *Default Unit* option, which then defaults to a specific unit for each fuel type. For example, natural gas defaults to a *Default Unit* of 1,000 cubic feet, but can also be entered in Million BTU.
Billing Reference (Optional)	If site energy data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry for this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. An example, as mentioned above, would be if the site is reporting energy usage in units other than *Millions of BTUs*. Data entry for this field is optional.

7.2.2. Water

Water related sustainability data is focused on the site's water consumption and associated cost. Users should be prepared with information relating to the types water consumed and the associated billing information. Guidance on how to complete the entry form is provided below.

Field	Description
Category	This field is auto-populated with Water because there are no additional categories applicable.
Square Feet	Annual total "Square Feet" will automatically populate based on the facility categories selected in Facility Goal Category page. In the past square footage information was pulled from the Facilities Information Management System's (FIMS) snapshot each November. Unlike the energy intensity goal, there are no exclusions for water intensity, so the square footage shown is the total square footage of goal subject plus excluded. Please note, per Federal guidance energy square footage equals water square footage unless there is a major difference. In such a case, please contact the SPO Administrator.

Field	Description
Subcategory	Select from the drop-down menu the most appropriate option that represents the type water usage being reported. Many sites will only have *Potable* water usage. The following options are provided:  As an example, when *On-site Alternative Water* is selected, the following field is automatically generated. Select the option for the data entry and complete the remainder of the fields for one of the following types of "Alternative Water Sources":  Please note if *Aquifer Recharge* is selected then documentation the quality of water the aquifer is be recharged with must be uploaded to the Dashboard.
Data Entry Period Type	Select the period type that site data will be entered. There are two options, each giving the user a different set of entry fields to complete below.

Field	Description
	Fiscal Year by Quarter: Selecting this option will bring up the following fields, as shown in the table below. Water consumption data (as measured in Millions of Gallons, not whole numbers) must be entered using a quarterly breakdown of the site's "Fiscal Year", using the months as shown in the table below. The associated cost of the site's water consumption (in thousands of U.S. dollars, not whole numbers) must be entered in the corresponding "Cost" field.  *Fiscal Year by Month:* Selecting this option will cause the site to load similar fields as shown above, but using months instead of quarters. Water consumption data for the site must be entered using a monthly breakdown, with the amount of total water (measured in Millions of Gallons) in the field for the "Amount" field of the applicable month. Cost data (in thousands of U.S. dollars) must be entered in the corresponding "Cost (1,000 $)" field. For accuracy, ensure that the amount and cost data sets for each month are in their appropriate fields. 
Usage Unit	This field is auto-populated because all water consumption is measured in *Millions of Gallons*.
Billing Reference (Optional)	If the site water consumption has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.

Field	Description
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. For example, if captured rainwater is being used, select the *Re Claimed/Cycled* option in the "Subcategory" drop-down menu and briefly describe the practice in this field. Data entry for this field is optional.

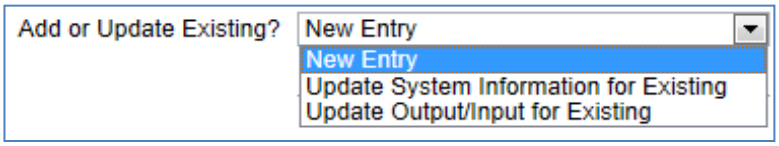
7.2.3. Renewables

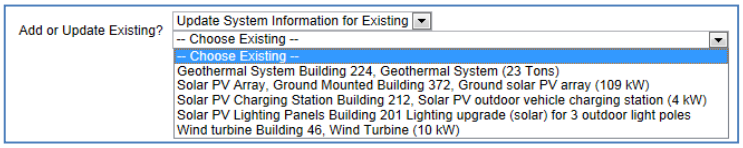
The Renewables data category is focused on the site's data for electric and thermal renewable energy consumption, and renewable energy credit (REC) tracking. Guidance on how to complete the Renewables entry form is provided below.

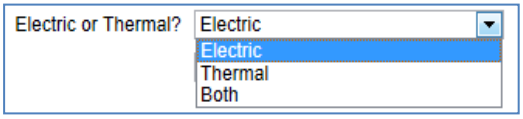
Instructions are broken down by the three "Subcategories": *On-Site Systems, Green Energy Purchase, and RECs*. Green energy purchases and REC entries require similar data, while on-site systems are markedly different. System information data for on-site systems entered into the Dashboard is retained year over year and only needs to be updated if there is a change, such as when the system is removed; while energy output for on-site systems, should be reviewed and updated as necessary annually.

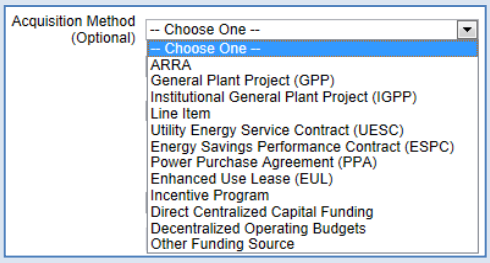
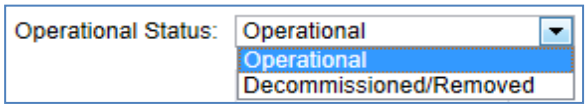
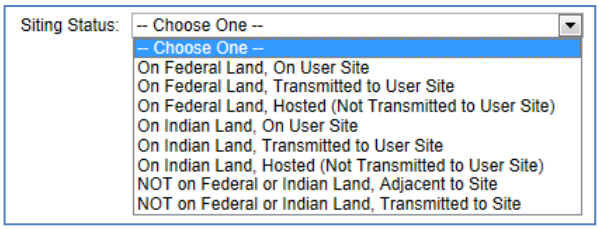
7.2.3.1. On-Site Renewable Energy

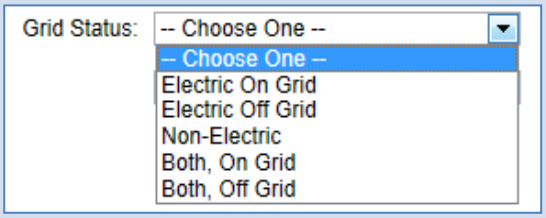
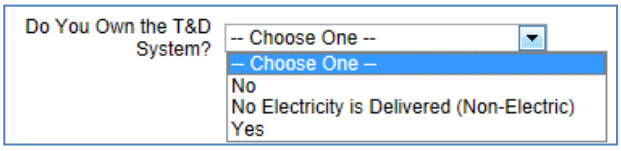
Use this section if *On-Site Renewable Generation System* is selected under the "Subcategory" field.

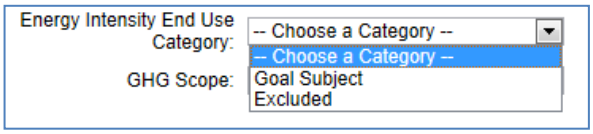
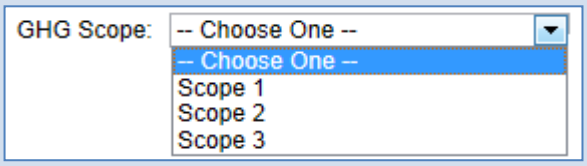
Field	Description
Subcategory: *On-Site Renewable Energy Generation System*	Selecting this option from the Subcategory drop-down menu will cause the **Data Entry Module** to update the page with the necessary data entry fields below. Once the fields are loaded, the user must complete the following sections.
Add or Update Existing?	Please note that this field is only present if the "Subcategory" field above has *On-Site Renewable Generation System* selected. The "Add or Update Existing" field allows three options:  *New Entry* allows a user to add a new on-site renewable energy system. *Update System Information for Existing* option allows the user to update information such as location, siting status, capacity, percentage of RECs retained, and more.

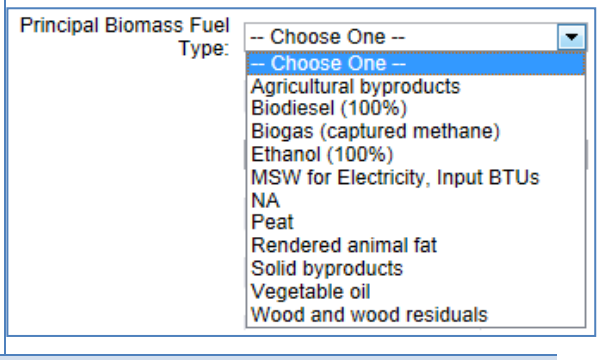
Field	Description
	Update Output/Input for Existing option provides the ability to keep all system information the same and update the energy output of the system for the current year.
Add or Update Existing: *New Entry*	When *New Entry* is selected, the System Information fields appear blank and must be completed to be enter the new system into the database.
Add or Update Existing: *Update System Information for Existing*	When you select the *Update System Information for Existing* option, a new drop-down menu is automatically generated with the title "Choose Existing" to allow the user to select a system from all previously entered renewable energy systems on the site. It allows the user to edit the previously entered information for each renewable energy system, should data be inconsistent or require amendment. An example of how this field may appear is provided below:  The name for each system is based on concatenating the "System Description/Name" and "Location Description" in the system information. These names are based on previous CEDR data, and the user can update the "System Description/Name" and "Location Description" so that it matches the desired name. Once selected, the Dashboard automatically updates to present the user the detailed **System Information** and **Production and Fuel Information** for the system.

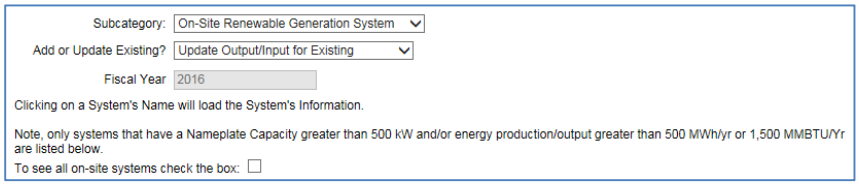
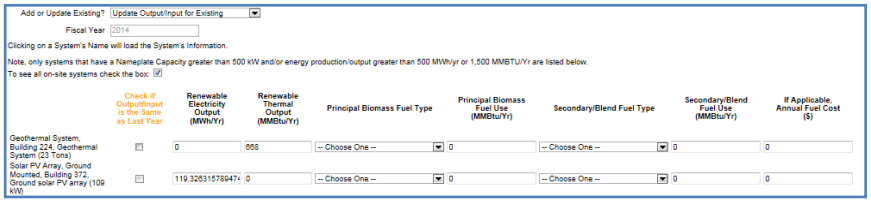
Field	Description	
System Information: Overview	System Description/ Name	Provide the system description or name.
	Location Description	Briefly describe where the system is located.
	Renewable Fuel Type	Using the provided drop-down menu, select the option that most closely matches the type of renewable energy/fuel that the aforementioned system is using.
	Nameplate Capacity	Enter the system electric capacity (in kW) that is listed on the nameplate of the renewable energy system. Leave this entry blank if the system produces thermal energy.
	Electric or Thermal	Using the drop-down menu, select the option that describes the type of energy being produced by the renewable energy system. There are three options:  Some renewable energy systems provide thermal energy (heat) as well as electric. If this is the case at your site, select *Both*. If the system only produces electricity or thermal, select that single option and complete the fields. The option selected dictates the entry fields in Section 2 'Production and Fuel Information.'
	Year Installed	Using the drop-down menu, select the year that the renewable energy system's installation was completed.
	Capital Equip./ Implementation Cost	Enter the cost (in total dollars) of the renewable energy system's equipment and implementation.
	Acquisition Method	Using the drop-down menu, select the option that most accurately describes the means by which the renewable energy system was acquired by the site. If there are no options that sufficiently describe the site's acquisition method, select the *Other Funding Source* option and describe the method in the "Additional Information (Optional)" field at the bottom of the page. The options for this field follow:

Field	Description	
		
	% of RECs Retained	Using the provided drop-down menu, select the approximate percentage of Renewable Energy Credits retained by the site for this renewable energy system. The drop-down list provides options in 10% increments.
	Purchased Replacement RECs for Consumed Energy?	If you retained less than 100% of the RECs generated by the on-site system, but purchased replacement Renewable Energy Credits for the site's energy consumption, use the drop-down menu to select *Yes*. If not, select *No*.
System Information: *Siting Information*	Operational Status	Using the drop-down menu, select the status that most accurately describes the renewable energy system. The system will either be operational, or decommissioned/removed from service. 
	System Location Zip Code	Enter the zip code for the area in which the renewable energy system is deployed.
	Siting Status	Using the drop-down menu, select the siting option that most accurately represents the renewable energy system's situation. For each option, there are two parts: the type of land the system is sited on followed by the relationship of the site to the system.  For part one: is the site on Federal land, Indian land, or neither? Part two: is the system on the user's site, is power transmitted to the user's site, is the system hosted on the site

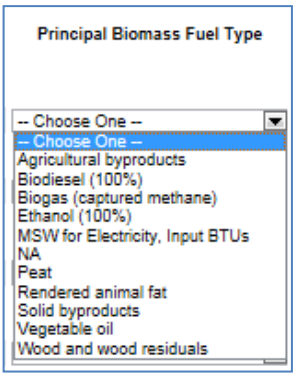
Field	Description	
		(and transmitting power to another), or is the system adjacent to the site?
	Grid Status	Using the drop-down menu, select the option that most accurately describes the renewable energy system's connection to the electrical grid. Options beginning with *Both* refer to the system having both electric and thermal output. The following options are provided: 
	Do You Own the T&D System?	Using the drop-down menu, select *Yes* if the site owns the transmission & distribution system for site electricity as it relates to the renewable energy system. If the site does not own the T&D, select *No*. If no electricity is delivered (for example, if the system is thermal) select *No Electricity is Delivered (Non-Electric*). 

Field	Description	
System Information: *Goal Information*	Energy Intensity End Use Category	Select the option that most accurately describes how the site wishes to categorize the energy intensity goals for the data related to the renewable energy system. You can select either *Goal Subject* or *Excluded*. 
	GHG Scope	For greenhouse gas goals, select which scope the site is using to report renewable energy system data. The options are *Scope 1 (*GHG emissions from sources owned/controlled by a federal agency), *Scope 2* (GHG emissions resulting from the generation of electricity, heat, or steam purchased by a Federal Agency), or *Scope 3* (GHG emissions from sources not owned/directly controlled by a Federal agency, but are related to agency activities  (e.g., hosted systems).

Field	Description	
Production and Fuel Information	Renewable Electricity Output (MWh/Yr)	Enter the total electricity output of the renewable energy system in Megawatt hours per year. This field will not be available if the system is only thermal (as selected in the "Electric or Thermal" field under **1 System Information**).
	Renewable Thermal Output (MMBtu/Yr)	Enter the total thermal output of the renewable energy system in MMBtu per year. This field will not be available if the system is only electric (as selected in the "Electric or Thermal" field under **1 System Information).**
	Principal Biomass Fuel Type	If the system utilizes biomass, select the biomass variety that the site uses as its primary fuel. 
	Principal Biomass Fuel Use (MMBTU/Yr)	Enter the total principal biomass fuel use (in Millions of BTUs).
	Secondary/Blend Fuel Type	If a secondary biomass fuel was used to produce energy, use the drop-down menu to select the fuel that was used.
	Secondary/Blend Fuel Use (MMBTU/Yr)	Enter the total secondary biomass fuel use (in Millions of BTUs).
	If Applicable, Annual Fuel Cost ($)	Enter the costs for purchasing fuel, if applicable.
	If Available, Annual Operations Cost ($)	If the numbers are available, use this field to enter the total annual operations cost of the renewable energy system.

Field	Description
Add or Update Existing: *Update Output/Input for Existing*	This option allows the user to update the amount of energy generated for specific on-site renewable energy systems. When this option is selected, the dialogue shown below will appear. Systems below 500 kW will not be shown until the check box underneath these statements is checked manually.  Once selected, the page will update to load the site's renewable energy systems and their associated data in the table provided. There are seven columns where data entry or manipulation is possible. If any data is shown in the fields, it is for the current FY only. If there is no data, no data has yet been entered for the current FY for those renewable energy systems. Complete and/or verify the information in the following fields. For most systems, only the "Renewable Electricity Output" and "Thermal Output" columns need to be updated.  • *Check if Output/Input is the Same as Last Year*: Check this box only if the Output/Input data for renewable energy production/use is the same for the current FY and the previous year. Selecting this box will update the information in the fields for that row and then lock them so the user cannot make any additional changes for that renewable energy system for the current FY. • *Renewable Electricity Output (MWh/Yr):* If applicable, enter the total amount of renewable electricity produced in MWh/Yr for that specific renewable energy system.

Field	Description
	• *Renewable Thermal Output (MMBtu/Yr):* If applicable, enter the total amount of renewable thermal energy produced by that system for the current FY. • *Principal Biomass Fuel Type:* Using the provided drop-down menu, select the biomass fuel type that was primarily used to power the renewable energy system. The options for this field are shown in the image on the following page. If this option is not applicable to your system, do not make any choices in this column. • *Principal Biomass Fuel Output (MMBtu/Yr):* If applicable, enter the total output of the renewable energy system that utilized the principal biomass fuel selected in the part above. If not applicable, enter a zero (0). • *Secondary/Blend Fuel Type:* If applicable, use the drop-down menu provided, select the secondary or blended fuel type from the list that your site uses for renewable energy production. If this option is not applicable to your system, do not make any choices in this column • *Secondary/Blend Fuel Use (MMBtu/Yr):* If applicable, enter the total output of the renewable energy system that utilized the secondary biomass fuel selected in the part above. If not applicable, enter a zero (0). *If Applicable, Annual Fuel Cost ($):* Enter the total cost of the fuel(s) used for renewable energy production over the fiscal year.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.



7.2.3.2. Renewable Energy Credits and Green Energy Purchases

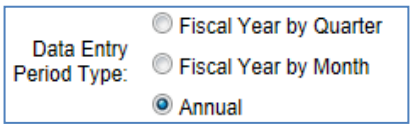
Use this section if *Renewable Energy Credit Only Purchase or Green Energy Purchase* is selected under "Subcategory."

<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="4">Subcategory:

Green Energy Purchase

Or

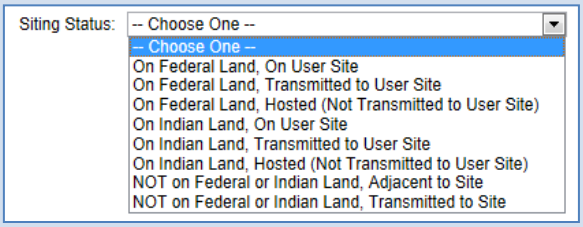
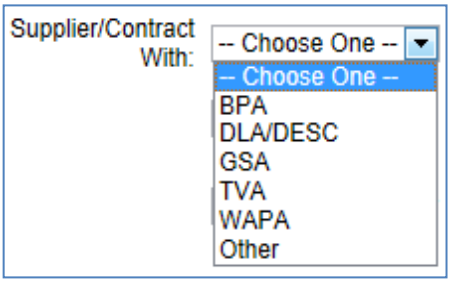
Renewable Energy Credit Only Purchase</td><td colspan="2">If the site purchased renewable energy that was consumed during agency activities, use the "Green Energy Purchase" Subcategory option. Use the "Renewable Energy Credit Only Purchase" option if the user is entering data related to REC purchases only. Once an option is selected, the Dashboard will automatically refresh the page, presenting the user with the fields described below.</td></tr>
<tr><td>Data Entry Period Type</td><td>Select the type of period breakdown that the site will be using to enter renewable energy data. The three options are as follows:

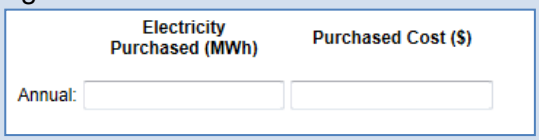
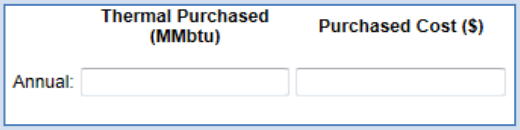
 

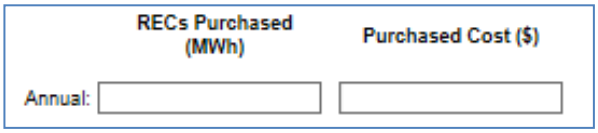
Fiscal Year by Quarter: When this option is selected, the Dashboard automatically adds fields for each quarter's Electricity Purchased (in MWh) or RECs Purchased (in MWh) and the associated Purchased Cost ($).</i> Enter the quarterly data in these fields.

<i>Fiscal Year by Month</i>: When this option is selected, the Dashboard automatically adds fields for each months' totals in <i>Electricity Purchased (in MWh)</i> or <i>RECs Purchased (in MWh)</i> and the associated <i>Purchased Cost ($) of that renewable energy. Enter monthly data in the appropriate fields.

Annual: When this option is selected, the Dashboard automatically adds two fields for data entry. These fields are Electricity Purchased (MWh) or RECs Purchased (in MWh) and the associated Purchased Cost ($). Enter the annual data in these fields.</td></tr>
<tr><td>Fiscal Year</td><td>This field will automatically be filled with the current Fiscal Year.</td></tr>
<tr><td>Renewable Fuel Type</td><td>Using the provided drop-down menu, select the option that most closely matches the type of renewable energy fuel that the aforementioned system is using.</td></tr>
</table>

Field	Description	
	Install/Service Year	Enter the year in which the renewable energy system that the site is purchasing green energy from was installed or placed in service. If entering RECs, enter the year in which the renewable energy system that the site is purchasing RECs from was installed or placed in service. Note, RECs must have an installation date within 10 years on the current FY.
	Source Zip Code	Enter the zip code in which the renewable energy system that the site is purchasing green energy from is located.
	Siting Status	Using the drop-down menu, select the siting option that represents the renewable energy system's location. For each option, there are two parts: the type of land the system is sited on followed by the relationship of the site to the system.  For part one: is the site on Federal land, Indian land, or neither? Part two: is the system on the user's site, is power transmitted to the user's site, is the system hosted on the site (and transmitting power to another), or is the system adjacent to the site?
	Supplier/ Contract With	Using the drop-down menu, select the organization with which the site has an agreement for a green energy or REC purchase. Choose from the following options:  These options correspond to Bonneville Power Administration, Defense Logistics Agency's Defense Energy Support Center, General Services Administration, Tennessee Valley Authority, and Western Area Power

Field	Description	
		Administration. If the green energy purchases come from another source, select *Other* and describe the situation in the "Additional Information" field at the bottom of the page.
	Is Multi-Year Contract?	If green energy or REC purchases are being made under a multi-year contract, select *Yes*. If not, select *No*. If you select *Yes*, you must then enter the contract start and end dates in the appropriate fields.
	Energy Intensity/End Use Category	Select the option that most accurately describes how the site wishes to categorize the energy intensity goals for the data related to the renewable energy system or RECs. The choices are either *Goal Subject* or *Excluded*.
	Green Energy Purchase: **Electric or Thermal?**	If the green energy purchased is in the form of electricity, select *Electric* from the drop-down menu and continue. If the site is entering data for green energy purchases in the form of thermal energy, select *Thermal* and continue. The Dashboard will automatically switch the following fields to match the data requested: Electricity: There are two fields that appear below the *Electric* or *Thermal* category, the first being "Electricity Purchased (MWh)" and the second being "Purchased Cost ($)". See the image below:  Complete these fields by entering the total green energy electricity purchased (in MWh) in the first field, then enter the cost of that electricity in the field to the right. If *Thermal* was selected, the following fields will appear:  Again, enter the quantity purchased (in MMbtu) on the left, then enter the cost of those units on the right under "Purchased Cost ($)."

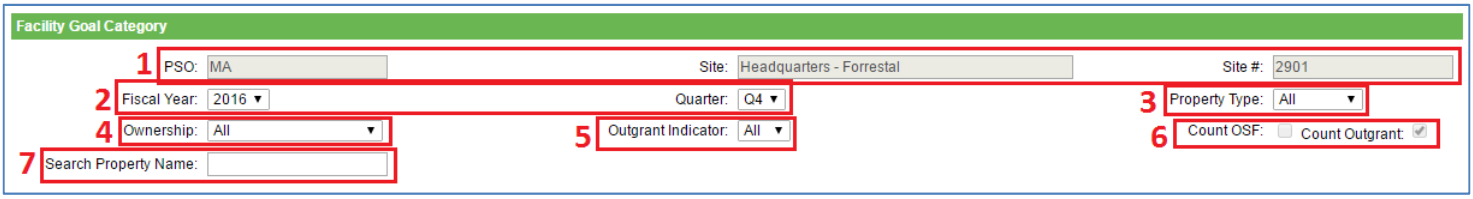
Field	Description	
	Renewable Energy Credit Only Purchase: **Purchased (MWh) & Cost ($)**	Complete these fields by entering the total RECs purchased and their associated cost over the current fiscal year. 
Billing Reference (Optional)	If the site renewables data has associated billing data, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.	
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.	

7.2.4. Facility Goal Category

The Facility Goal Category collects facility status relative to the energy intensity goal and EISA Section 432, including excluded and goal-subject square footage, exclusion part, justification statement, high energy mission specific facilities (HEMSF), covered under EISA Section 432, energy and water audit dates, and existing facility net-zero status. Basic facility information is uploaded from the FIMS database two to four times a year to capture changes in inventory. This information is not editable. For a description of this fields, refer to the FIMS data dictionary.

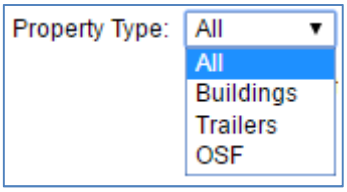
Annually, a snapshot of the facility status will be taken for goal performance evaluation, similar to the FIMS snapshot square footage roll-ups. Data can be updated as need be, however, please note categories should be relatively consistent throughout the term of the goal. **Starting with FY 2016, the Dashboard goal category status will be considered the official system of record. These fields will be removed from FIMS in the near future**. Facility status can be updated and viewed through the use of several filters that appear above the data table.

A description of filters for viewing and editing the data are as follows:



1. Site Information: “PSO”, “Site Name”, and “Site Number” are prepopulated.
2. Fiscal Year and Quarter can be manually selected using the drop-down menus.

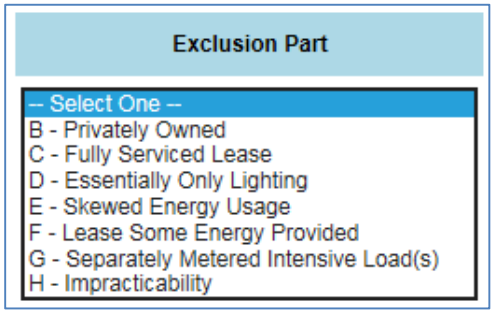
3. Property Type: You can filter the data by selecting the type of property from the drop-down menu as shown below.



4. Ownership: Use this drop-down menu to filter the data based on the ownership.

5. Outgrant Indicator: This drop-down has the option to select *All*, *Yes*, or *No*. It indicates the right to use DOE property by means of a lease, easement, license, permit, or interagency agreement. DOE, the "grantor", grants to federal, state, and nongovernmental entities (known as "grantees") the right to enter upon government owned or leased land, property and/or facilities for the purpose of conducting grantee business. An asset will have an outgrant status even if only a portion of the property is involved in the outgrant. The Outgrant Indicator will be updated with quarterly or annual data from FIMS.
6. Count OSF or Count Outgrant: These check boxes are prepopulated based on historic accounting. If you wish to change the checked box, please contact the SPO at sustainability@hq.doe.gov.
7. Search Property Name: This text box allows you to search for a specific property by typing in any keywords in the property's name.

After you select your filters, the data will appear in a table below. Use the scroll bars to navigate to the desired information. If you wish to edit information for a specific property, use the "Edit" or "Select" buttons in the left hand column of the table. The "Edit" button allows you to update fields from the table while the "Select" button takes you to the Facility Overview page as described in Section 7.2.7.
Guidance on how to complete the fields is provided below. The fields should be reviewed annually and updated as need be.

Field	Description
Energy Usage Intensity (EUI) and Water Usage Intensity (WUI) Goals Section	
Goal Subject Facility SqFt	For buildings, trailers, or other structures and facilities (OSF), enter the square feet for which DOE funds energy usage being consumed and is subject to the building energy intensity reduction goal. Note, Goal Subject, Excluded, and Non-Energy Consuming square footage must equal the Gross square footage for each facility.
Excluded Facility SqFt	For buildings, trailers, or other structures and facilities (OSF), enter the square feet for which DOE funds energy usage but is excluded from the building energy intensity reduction goals. Note, Goal Subject, Excluded, and Non-Energy Consuming square footage must equal the Gross square footage for each facility.
Non-Energy Consuming SqFt	For buildings, trailers, or other structures and facilities (OSF), enter the square feet that does not consume energy. For facilities that have areas that consume energy and some that do not, this number would be the remaining square footage after energy consuming Goal Subject and Excluded Facilities have been subtracted from the total gross square footage. Note, Goal Subject, Excluded, and Non-Energy Consuming square footage must equal the Gross square footage for each facility.
Non-Water Consuming SqFt	For buildings, trailers, or other structures and facilities (OSF), enter the square feet for that does not consume water.
HEMSF Facilities	Using the drop-down menu, select “Yes” or “No” to identify if the facility is a high energy mission specific facilities (HEMSF), per Program definition.
Exclusion Part	If square footage is excluded, using the drop-down menu, select the most appropriate exclusion code. For details on the Exclusion Parts see the *Guidance for DOE Site Sustainability Plans*. 

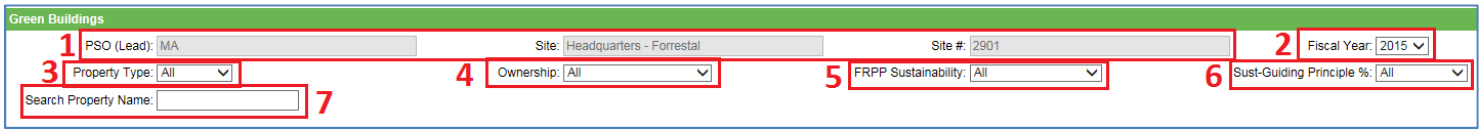
Field	Description
Exclusion Justification	Provide a description as to why a building is being excluded. Each excluded building requires a justification.
EISA Section 432 Section	
Covered Facility	Using the drop-down menu, select "Covered" or "Not Covered" to identify if the facility is covered and subject to the EISA Section 432 requirements. In general, at least 75% of the Site's total energy consumption must be considered "Covered." In some cases, exceptions have been made based on Program input.
Benchmarking Status	Using the drop-down menu, select the most current benchmarking status of the facility. Facilities that are individually metered and "Covered" are considered applicable for benchmarking.
Benchmarking System	Using the drop-down menu, select the benchmarking system being used to benchmark the facility. Keep in mind EPA's Portfolio Manager is the official Federal benchmarking system.
Describe Other Benchmarking System	If using a benchmarking system not listed, provide a description of the what is being used.
Net-Zero Section	
Energy Goal and %	Using the drop-down menu, select "Yes" or "No" or "Not Applicable" to identify if the facility is a candidate to be net-zero energy. If "Yes", in the adjacent field enter the percentage of net-zero energy met. Value must be between 0 and 100. Keep in mind the goal is energy and water or waste.
Water Goal and %	Using the drop-down menu, select "Yes" or "No" or "Not Applicable" to identify if the facility is a candidate to be net-zero water. If "Yes", in the adjacent field enter the percentage of net-zero water met. Value must be between 0 and 100.
Waste Goal and %	Using the drop-down menu, select "Yes" or "No" or "Not Applicable" to identify if the facility is a candidate to be net-zero waste. If "Yes", in the adjacent field enter the percentage of net-zero waste met. Value must be between 0 and 100.
Method for Tracking Net Zero Performance	Provide a description of how and the system net-zero status is being tracked and measured.

7.2.5. Green Buildings

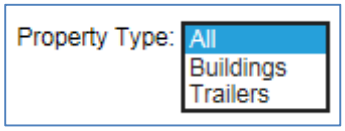
The Green Buildings category allows you to view Green Buildings information as entered in FIMS and uploaded into the Dashboard. This information is not editable in the

Dashboard, updates can be made in FIMS only. For a description of the fields, refer to the FIMS data dictionary. The only editable field is a description of how green building compliance is tracked.

A description of filters for viewing the data are as follows:

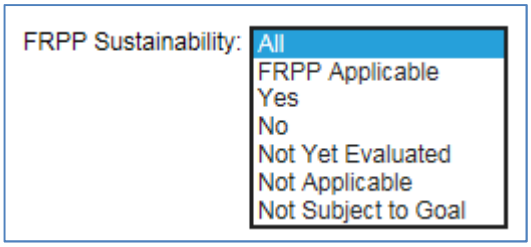


1. Site Information: "PSO", "Site Name", and "Site Number" are prepopulated.
2. Fiscal Year: You can manually select a specific year using the drop-down menus.
3. Property Type: You can filter the data by selecting the type of property from the drop-down menu as shown below.



4. Ownership: Use this drop-down menu to filter the data based on the ownership.

5. FRPP Sustainability: Use this drop-down menu to filter the data based on Federal Real Property Profile (FRPP) Sustainability codes. Details on FRPP Sustainability codes can be find in the annual FRRP Guidance. Below is an example of the drop-down menu, followed by a description of each option.



   a. **FRPP Applicable** – assets greater than 5,000 SqFt that are DOE owned or leased.
   b. **Yes** – asset has been evaluated and meets guidelines set forth in Section 3 (h) (ii) of Executive Order 13693.
   c. **No** – asset has been evaluated and does not meet guidelines set forth in Section 3 (h) (ii) of Executive Order 13693.
   d. **Not Yet Evaluated** – asset has not yet been evaluated on whether or not it meets guidelines set forth in Section 3 (h) (ii) of Executive Order 13693.

e. **Not Applicable** – buildings that have a status of ROE submitted, ROE accepted, or Determination to Dispose:
   OR ARE
   i. Unoccupied: The building is occupied 1 hour or less per person per day on average; AND
   ii. Low/ No Energy Use: The total building energy consumption from all sources is less than 20.9 BTU/ SF/ Yr;
   iii. AND
   iv. Low/ No Water Use: Annual average water consumption is less than 2 gallons per day for the building.

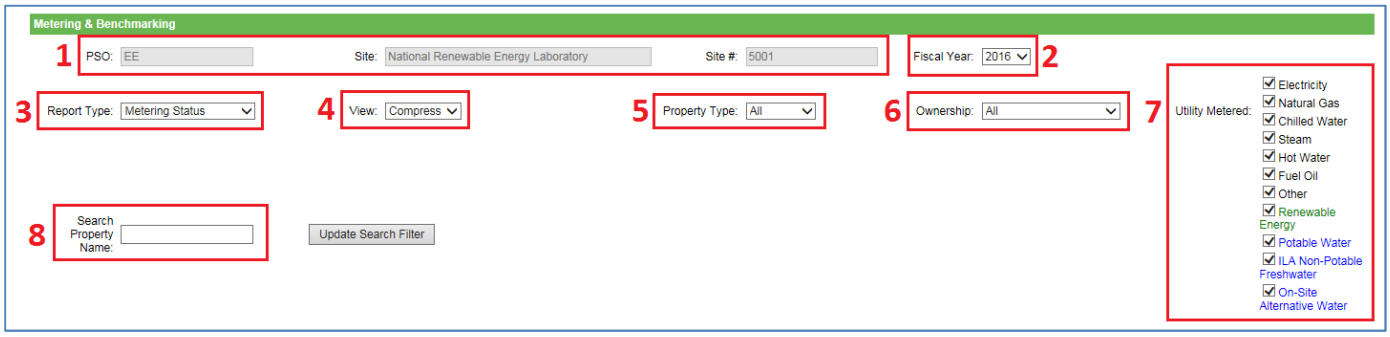
6. Sust-Guiding Principle %: Use this drop-down menu to filter the data based on percent of Guiding Principles completed. Note only buildings that are 100% compliant count towards the Green Buildings goal. The drop-down list provides options in 10% increments.
7. Search Property Name: This text box allows you to search for a specific property by typing in any keywords in the property's name.

The "Edit" button allows you to edit the green building fields from the table while the "Select" button takes you to the Facility Overview page, as described in section 7.2.7 which has all the goal category, metering, EISA Sec 432, and green building information relative to the selected facility in one page.

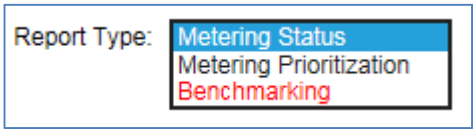
7.2.6. Metering & Benchmarking

The Metering & Benchmarking section will be the hub for all metering data and will, replace the current FIMS fields. This Dashboard category will be for both meters that are currently installed (Metering Status) and meters that will be installed in the future (Metering Prioritization). This section will also capture facility benchmarking information once integration with EPA's Portfolio Manager is completed.
The Metering & Benchmarking category allows you to enter and update utility metering status for each currently metered facility in the "Metering Status" section based on basic facility information from the FIMS database. Planned meter installation data is captured in the "Metering Prioritization" section. Annually, a snapshot of metering status will be taken, otherwise data can be updated as need be. Starting with FY 2016, the Dashboard metering data will be considered the official system of record, as well as aggregated for official reporting. These fields will be removed from FIMS in the near future.

A description of filters for viewing and editing the data are as follows:

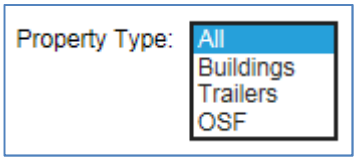


1. PSO, Site Name, and Site Number will be prepopulated.
2. Fiscal Year: Use the drop-down menu to select the desired year.
3. Reporting Type: Select the type of reporting you wish to view from the options in the drop-down shown below. Metering Status is for facilities that are currently metered while Metering Prioritization will capture planned future metering installations.

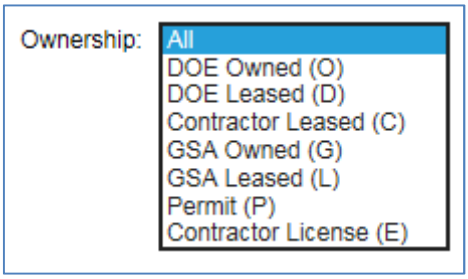


4. View: You can choose to view a Compressed or Expanded table of data which will include or exclude information. A compressed version will only display Property Information and a summary of metering and justifications for a given site. The Expanded table will offer the option to view the metering data broken down by all utility types.

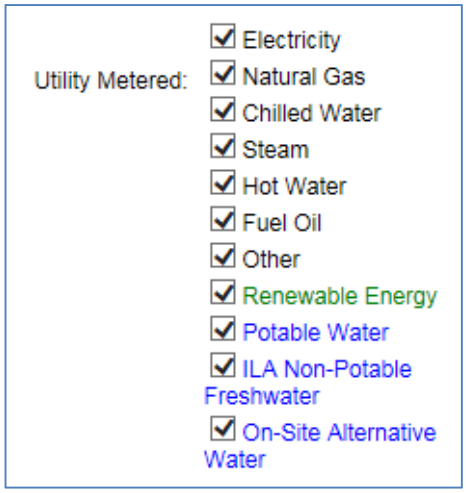
5. Property Type: You can filter the data by selecting the type of property from the drop-down menu as shown below.



6. Ownership: Use this drop-down menu to filter the data based on the ownership.



7. Utility Metered: You can select or deselect a utility to hide or show the details for a given utility.



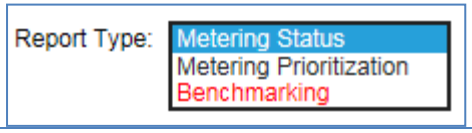
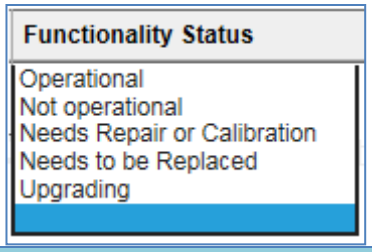
8. Search Property Name: This text box allows you to search for a specific property by typing in any keywords in the property's name.

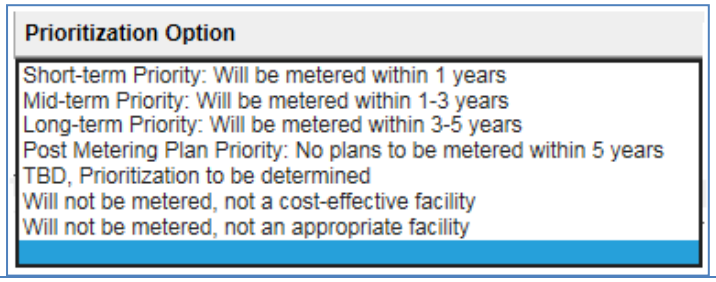
The "Edit" button allows you to edit fields from the table while the "Select" button takes you to the Facility Overview page which has all the goal category, metering, EISA Sec 432, and green building information relative to the selected facility in one page (See Section 7.2.7 for further information on the Overview page).

Note: The Federal requirements are based on EPAct 2005 Section 103, EISA 2007 Section 432 and E.O. 13693 which require the metering of electricity, natural gas, and steam to the maximum extent practicable and encourage the metering of other utilities as a best practice.

Metering data is focused on current status and use along with meter installation prioritization. Guidance on how to complete the metering fields is provided below. The fields should be reviewed annually and updated as need be.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td colspan="2">Metering Status Report</td></tr>
<tr><td colspan="2">Metering Overview Section</td></tr>
<tr><td>EPAct Appropriate Facility?</td><td>The installation of meters is “appropriate” in all facilities for which DOE funds the utilities. A facility can be excluded from metering if:
The facility is to be sold or razed within the next five years
The facility is leased or owned, but the site does not pay the utility bill or does not pay the lessor for utilities based on actual consumption
The facility does not consume energy
The facility meets the following de minimis thresholds:
<table><tr><td>Energy Metering Exclusions</td><td>Food Service/Sale facility < 1,000 SqFt
Warehouse < 25,000 SqFt
All Other facility functions < 5,000 SqFt</td></tr><tr><td>Water Metering Exclusions</td><td>Large water using process < 1,000 gal/day
Irrigated landscape area < 25,000 SqFt
All facility functions < 1,000 gal/day</td></tr></table>Using the drop-down menu select the most appropriate status.</td></tr>
<tr><td># of energy and water sources servicing the facility?</td><td>Enter the number of energy and water sources, including renewables, servicing the select facility.</td></tr>
<tr><td># of energy and water sources with asset-level meters?</td><td>Enter the number of asset-level energy and water, including renewables, meters at the select facility.</td></tr>
<tr><td># of energy and water sources with sub-meters?</td><td>Enter the number of sub-meters at the select facility.</td></tr>
<tr><td>Justification for no asset level meter(s)</td><td>If the facility is considered EPAct Appropriate but is not metered, provide a description and justification as to why the facility is not metered. For facilities consider not EPAct Appropriate provide ETA for sale or raze, fully serviced lease terms, or estimated water or energy usage for de minimis confirmation.</td></tr>
<tr><td colspan="2">Metering Information Uses Section</td></tr>
<tr><td colspan="2">To see the benefits of metering and impact on utility savings, the data output needs to be used for: Billing Allocation, Building tune-up and load management, Ongoing Commissioning, Measurement & Verification, Benchmarking, Diagnostic. Check the boxes for all the applicable uses of metering data.</td></tr>
</table>

Field	Description
Metering Details Section	
Utility Metered	There are set metering fields for: Electricity, natural gas, chilled water, steam, hot water, fuel oil, renewable energy, potable water, ILA non-potable freshwater, and on-site alternative water. If there the facility has a renewable energy meter, then a new field will be provided to select from reported on-site renewable energy systems. To accommodate metering of other utility types, in the open utility metered field select the utility type from the drop-down menu.
Metering Status	Using the drop-down menu select the appropriate metering status per utility. 
Date Correct Function was Verified	Enter the date correct function of the meter was verified. Date must be entered as MM/DD/YYYY.
Functionality Status	Using the drop-down menu select the functionality status of the meter per utility. 
Metering Prioritization Report	
# of meters to be prioritized	Based on the information provided under the Metering Status, the system will calculate the number of meters that need to be installed or replaced by utility type per facility.
Meter Type	Using the drop-down menu select “Advanced” or “Standard” meter.
Estimated Cost for Installation (material + labor)	Enter the estimated cost of installing the meter. The cost should include material and labor.

Field	Description
Prioritization Option	Using the drop-down menu select the prioritization level of installing or replacing a meter. 
Estimated Date of Installation	Enter the estimated date of installation. Date must be entered as MM/YYYY.

7.2.7. Facility Overview

The Facility Overview page appears when you select a specific facility from the Facility Goal Category, Metering & Benchmarking, or Green Buildings page using the "Select" button next to the Property Name. This page allows you to view and edit all the Facility Goal Category, Metering & Benchmarking, and Green Building information for a given facility in one window.

The PSO, Site, Site Number and FIMS Facility Information is locked and not editable. The Fiscal Year drop-down menus allow you to choose a specific year to view historical snapshot status.

The Facility Overview pages is divided by the following subsections:

1. Energy Usage Intensity (EUI) and Water Usage Intensity (WUI) Goals: See Section 7.2.4 Facility Goal Category for more details on each field.
2. EISA Section 432: See Section 7.2.4 Facility Goal Category for more details on each field.
3. Net-Zero: See Section 7.2.4 Facility Goal Category for more details on each field.
4. Green Buildings: This information is pulled from FIMS with the exception of compliance tracking method (See Section 7.2.5 Green Buildings).
5. Metering: The Metering section is divided into three subsections: a) Overview, b) Information Use, and c) Details. The Details section is divided by energy, water, and renewables. See Section 7.2.6 Metering & Benchmarking for more details on each field.

7.2.8. Building Inventory Change

The Building Inventory Change category collects data on a site's new construction and major renovations along with construction requirements for meeting HPSB, EPAct 2005

30% better than ASHRAE, EISA Sec. 438 stormwater design, and E.O. 13693 net-zero design

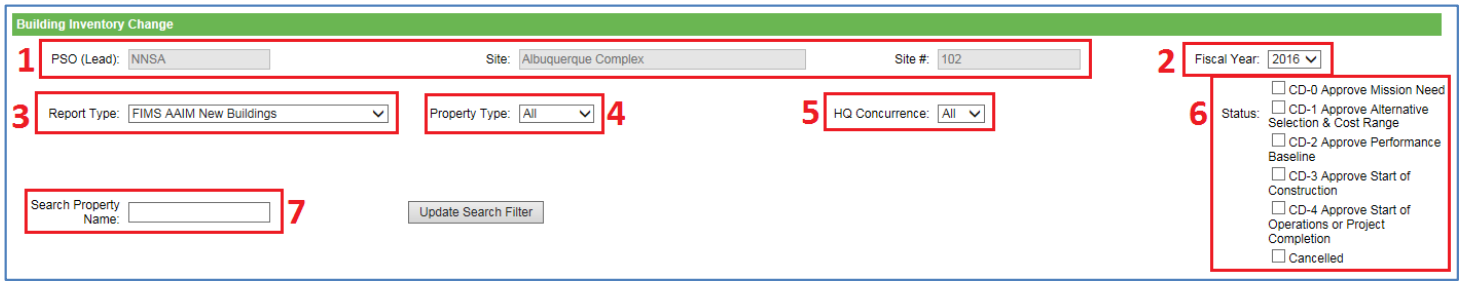
.

For storm water requirements, sites should indicate whether projects over 5,000 square feet "use site planning, design, construction, and maintenance strategies for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow," as provided by EPA's storm water management guidance

Per Section 109 of EPAct 2005, all new federal buildings in design (i.e., CD-1 or lower) as of October 1, 2006 shall be designed such that their energy consumption is 30 percent below the ASHRAE standard.

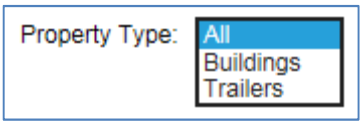
"FIMS AAIM Facility Information" is pulled directly from FIMS and uploaded to the Dashboard annually. Sites should update the Building Inventory Change category with information on new building construction, major renovations, and replacements. Once the FY is closed, the dashboard will take a snapshot of the data and archive it as the official FY data. If changes need to be made to historical snapshot, submit a change request.

The FIMS AAIM New Buildings is a new category within FIMS as of 2016. It is anticipated that it will eventually be the main source of new buildings and major renovations projects in the near future. Once FIMS AAIM New Buildings becomes the main source, the CEDR New Buildings & Renovations will be archived.
A description of the filters for viewing and editing data are as follows:



1. Site Information: "PSO", "Site Name", and "Site Number" are prepopulated.
2. Fiscal Year can be manually selected using the drop-down menu.
3. Report Type: Select the reporting type from the drop-down menu.

4. Property Type: You can filter the data by selecting the type of property from the drop-down menu as shown below:
5. HQ Concurrence: Select from All, Yes, or No.
6. Status: Filter by the Critical Decision (CD), or equivalent, status of the project by checking one or more of the provided boxes. For a detailed description and



requirements of Critical Decisions see DOE Order 413.3B.
7. Search Property Name: This text box allows you to search for a specific property by typing in any keywords in the property's name.

Building Inventory Change data is focused on design aspects of new construction and major renovations. Guidance on how to complete the Building Inventory Change fields is provided below. The fields should be reviewed annually and updated as need be.

The following fields are the same for both the FIMS AAIM New Buildings and CEDR New Buildings & Major Renovations.

Field	Description
Design Section	
For compliance with Section 438 of EISA: If > 5,000 SqFt, will it maintain or restore pre-development hydrology?	Using the drop-down menu, select "Yes" or "No" for compliance with Section 438 of EISA. Per EISA Section 438, new construction — to the maximum extent technically feasible — must have storm water controls as described in EPA's guidance document, *Technical Guidance on Implementing the Stormwater Runoff Requirements for Federal Projects under Section 438 of the Energy Independence and Security Act*.
For compliance with DOE O 436.1: What GP equivalency will the building achieve?	Using the drop-down menu select an equivalent Guiding Principles compliance level. LEED® Certified LEED® Silver LEED® Gold LEED® Platinum Guiding Principles Green Globes Living Status Not Applicable None of the Above
For compliance with Section 433 of EISA and E.O. 13693: If > 5,000 SqFt, will the facility be designed to achieve energy and water or waste net-zero?	If the facility is being designed to be net-zero, check all applicable boxes for which it is being designed to be net-zero at (energy, water, waste).

Field	Description
Estimated percentage below ANSI/ASHRAE/IESNA Standard 90.1 in terms of energy use	Based on when design for construction began, enter the anticipated percent below ASHRAE Std 90.1 under the appropriate Standard publication version.
If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1, will design achieve maximum level of energy efficiency that is life-cycle cost-effective?	Using the drop-down menu, select “Yes” or “No” under the appropriate Standard publication version.
In terms of energy use, percentage below ANSI/ASHRAE/IESNA Standard 90.1 achieved	For new building construction projects (completions only): enter the percent below ASHRAE Std 90.1 that was actually realized.
Anticipated Impact on Sustainability Goals Section	
Excluded from Energy Intensity?	Using the drop-down menu, select “Yes” or “No”, if the facility will be excluded from the energy intensity goal.
Anticipated Electricity Usage (kWh/Yr)	Enter the project’s expected annual electricity use in terms of kilowatt-hours per year. If not known, enter "TBD." If no consumption, enter "0."
Anticipated Natural Gas Usage (10^3 Cubic Feet/Yr)	Enter the project’s expected annual natural gas use in terms of thousands of cubic feet per year. If not known, enter "TBD." If no consumption, enter "0."
Anticipated Potable Water Usage (10^3 Gal/Yr)	Enter the project’s expected annual potable water usage in terms of thousands of gallons per year. If not known, enter "TBD." If no consumption, enter "0."
Anticipated ILA Water Usage (10^3 Gal/Yr)	Enter the project’s expected annual non-potable freshwater water usage in terms of thousands of gallons per year. If not known, enter "TBD." If no consumption, enter "0."
Anticipated Other Energy Usage (10^3 BTU/Yr)	Enter the project’s expected annual Other energy usage in terms of thousands of British thermal units per year. If not known, enter "TBD." If no consumption, enter "0."
What is Other Energy?	Using the drop-down menu, select the Other energy type.
Other Information Section	
Include in Annual Energy Report?	Using the drop-down menu, select “Yes” or “No”, if the information can be used for annual reports to OMB, CEQ, and FEMP.
Critical Decision or Equivalent Status	Using the drop-down menu, select the most current Critical Decision (CD) or equivalent status of the project. CD-0 Approve Mission Need CD-1 Approve Alternative Selection & Cost Range

Field	Description
	CD-2 Approve Performance Baseline CD-3 Approve Start of Construction CD-4 Approve Start of Operations or Project Completion Cancelled
Date of Critical Decision or Equivalent Status	Enter the actual date when the project was approved for its current status. Date must be entered as MM/DD/YYYY.
Additional Information	Open field to enter other pertinent information.

Basic project information is pulled from FIMS for the FIMS AAIM New Buildings list while it must be entered for the CEDR New Buildings & Major Renovations list. Guidance on how to complete these fields is provided below.

Field	Description
Basic Project Information for the CEDR New Buildings & Major Renovations	
Property Name	Enter the name of the new construction building or renovation facility.
Project Number	Enter the internal tracking number of the project.
Property Type	Using the drop-down menu, select “Buildings” or “Trailers”.
Ownership	Using the drop-down menu, select the ownership of the project. DOE Owned (O) DOE Leased (D) GSA Owned (G) GSA Leased (L) Contractor License (E) Contractor Leased (C) Permit (P)
Zip Code	Provide the zip code where the building or project will be located at.
Usage/Type Description	Provide a description of what the new facility will be used for.
Gross/Rentable SqFt	Enter the expected total square footage in whole numbers (not thousands).
Total Project Cost	Enter the project’s anticipated or actual cost in millions of dollars.

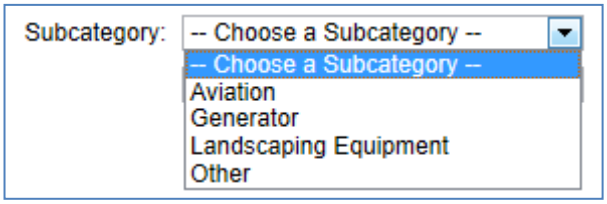
Field	Description
Facility Change Type	Using the drop-down menu, select the type of facility change. Addition Renovation New Replacement
FIMS Property ID, If Existing Facility	Enter the FIMS Property ID, if 1) this is an existing facility that is being renovated or 2) construction for the new facility is complete and a FIMS Property ID has been assigned.
Beneficial Occupancy Year	Enter the expected occupancy year of the new construction project.

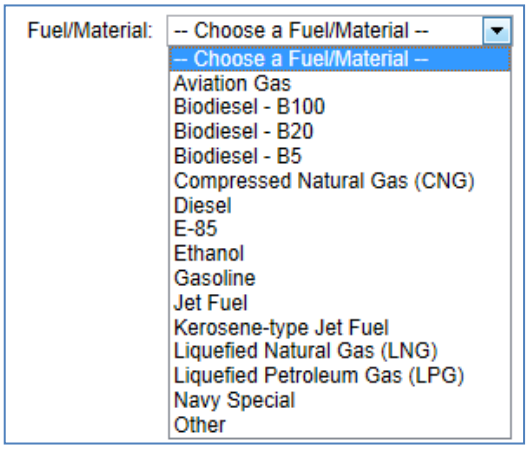
7.3. Vehicles & Equipment

Section 7.3 contains sustainability data reporting on the following categories: Non-Fleet Vehicles & Equipment Fuel, Fugitives & Refrigerants, Fleet Vehicle Fuel, and Fleet Vehicle Inventory use.

7.3.1. Non-Fleet Vehicles & Equipment Fuel

The Non-Fleet Vehicles & Equipment Fuel data category is focused on the types of fuels consumed in sources not accounted for through Federal Automotive Statistical Tool (FAST). Guidance on how to complete the Non-Fleet Vehicles & Equipment Fuel entry fields is provided below.

Field	Description
Category	There are no entry options for this field because there are no additional categories applicable except for Non-Fleet Vehicles & Equipment Fuel.
Subcategory	Using the drop-down menu provided, select the type of Non-Fleet vehicles for which data entry is required. The options are as follows:  If *Other* is selected, a field titled “Other Vehicles and Equipment” is automatically generated below the Subcategory drop-down box. Use this field to describe the activity that the fuel was used for.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Fuel/Material</td><td>
Select the type of fuel or material that was used to power the non-fleet vehicle, using the drop-down menu. The options are as follows:


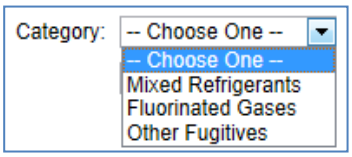
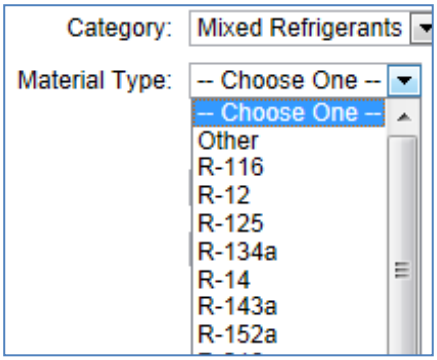
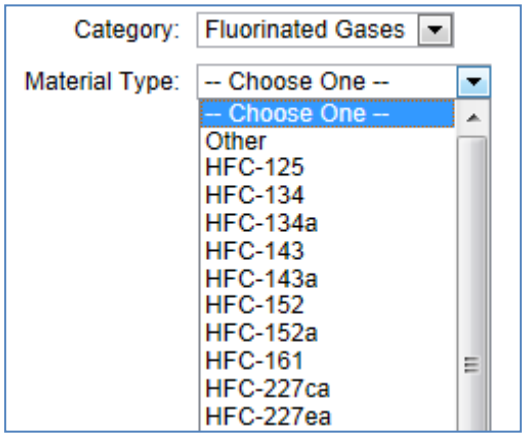
If Other is selected, the Dashboard will automatically generate several fields for the user to fill in manually. The fields that will come up are described below:
<table>
<tr><td>Other</td><td>Enter what type of fuel (that is not present in the drop-down above) was used by the Non-Fleet Vehicles or Equipment here.</td></tr>
<tr><td>Other High Heat Value (HHV)</td><td>Enter the High Heat Value for the Fuel/Material that was entered in the “Other” field above. Use the “Additional Information” field to describe the units entered for HHV</td></tr>
<tr><td>Other CO_2 Emission Factor ($kgCO_2/MMBtu$)</td><td>Enter the CO_2 Emission Factor (in $kgCO_2$ per MMBtu) for the Fuel/Material that was entered in the “Other” field above.</td></tr>
<tr><td>Other CH_4 Emission Factor ($kgCH_4/MMBtu$)</td><td>Enter the CH_4 Emission Factor (in $kgCH_4$ per MMBtu) for the Fuel/Material that was entered in the “Other” field above.</td></tr>
<tr><td>Other N_2O Emission Factor ($kgN_2O/MMBtu$)</td><td>Enter the N_2O Emission Factor for the Fuel/Material that was entered in the “Other” field above.</td></tr>
</table>
</td></tr>
</table>

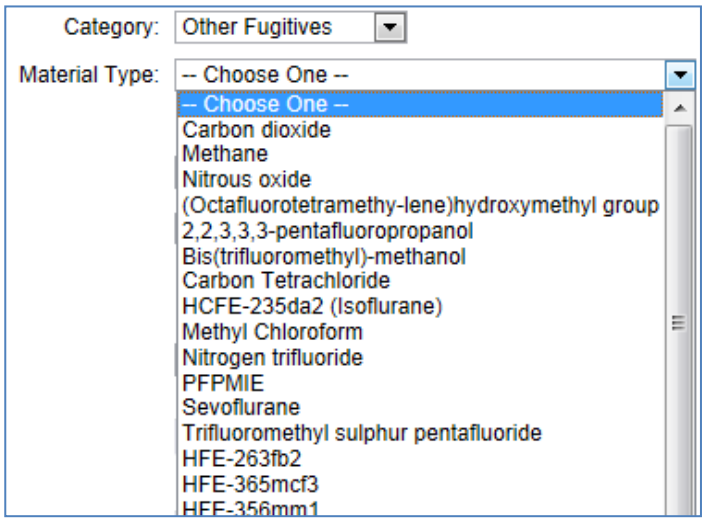
Field	Description
Data Entry Period Type	Select the type of period breakdown that the site will be using to enter non-fleet vehicle data. The two options are as follows: *Fiscal Year by Quarter*: When this option is selected, the Dashboard automatically refreshes the page to add fields for each quarter's non-fleet vehicle fuel purchases and the associated quarterly cost in thousands of dollars. Enter the amount of non-fleet vehicle fuel purchased for each quarter and the costs in the applicable fields. *Fiscal Year by Month*: When this option is selected, the Dashboard will automatically refresh the page to add fields for each month's totals in non-fleet vehicle fuel purchases and the associated monthly cost of those purchases in thousands of dollars. Enter the amount of non-fleet vehicle fuel purchased in each month and the costs in the applicable fields.
Usage Unit	This field will automatically bring up the appropriate units for the "Fuel/Material" that the user selects. For example, *Aviation Gas* must be reported in thousands of gallons, while compressed natural gas (*CNG*) must be reported in millions of BTUs.
Billing Reference	If the site non-fleet vehicle fuel data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

7.3.2. Fugitives & Refrigerants

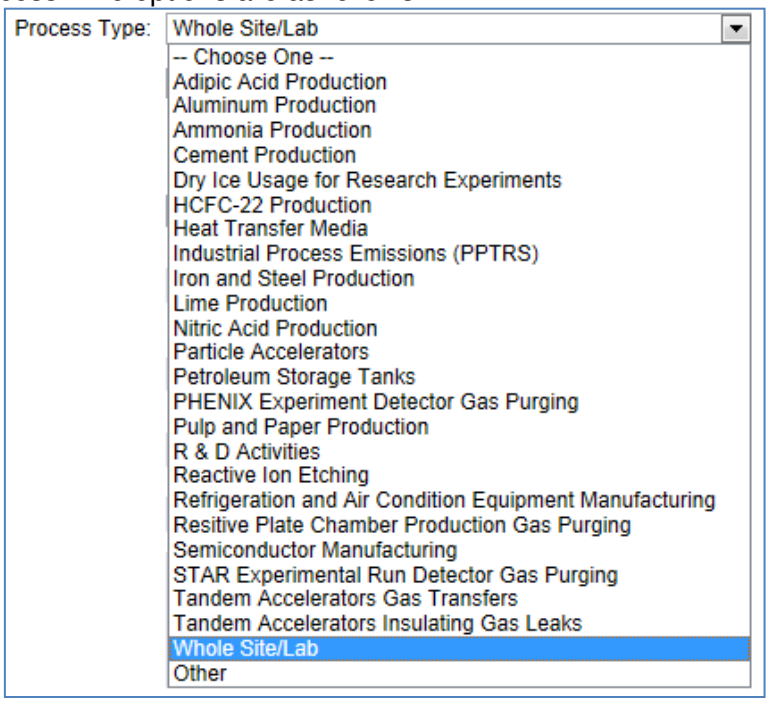
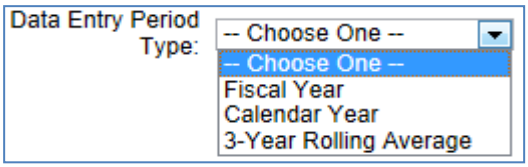
The Fugitives & Refrigerants data category is focused on the site's fugitive emissions data and refrigerant use. Users should be prepared with information relating to the types of refrigerants over the course of the year.

The process for recording Fugitives and Refrigerants use through the Data Entry Module differs slightly from the CEDR. Through the CEDR, emission reporting was separated under "Mixed Refrigerants", "Fugitive Emissions", and "Industrial Processes". The Dashboard records information solely by material type: mixed refrigerants (e.g., "R-" materials), fluorinated gases (e.g., PFC, HFC, SF_6), and other fugitives (e.g., CO_2, CH_4).

Field	Description
Category	Using the drop-down menu, select the type of Fugitives or Refrigerants that the site is reporting. The three options for "Category" are shown below:  *Mixed Refrigerants*: With this option selected, a new drop-down menu for the "Material Type" field is automatically generated.  Using this new menu, select the appropriate material that the site wishes to report. When a "Material Type" is selected, the next field ("Composition") will automatically be filled with the appropriate reporting units for that material. *Fluorinated Gases*: With this option selected, a new drop-down menu for the "Material Type" field is automatically generated.  Using this new menu, select the appropriate material that the site wishes to report. When a "Material Type" is selected, the next field ("Composition") will automatically be filled with the appropriate reporting units for that material.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>Other Fugitives: With this option selected, a new drop-down menu for the “Material Type” field is automatically generated.
 

Using this new menu, select the appropriate material that the site wishes to report. When a “Material Type” is selected, the next field (“Composition”) will automatically be filled with the appropriate reporting units for that material.</td></tr>
<tr><td>Composition</td><td>This field will contain the appropriate units for the “Category” and “Material Type” selected in the fields above. There will be nothing manually entered into this field, unless the Other option is selected under “Material Type.” If Other is selected, the Dashboard will generate the following fields:
<table>
<tr><td>Other</td><td>Enter the material being reported here. Only use this option if the “Material Type” the site must report is not on the drop-down lists above</td></tr>
<tr><td>Composition</td><td>Enter the chemical composition of the material being reported. For example: nitrous oxide would be entered as N_2O.</td></tr>
<tr><td>Global Warming Potential (100 yr)</td><td>Enter the 100-year global warming potential of the material being reported.</td></tr>
</table></td></tr>
</table>

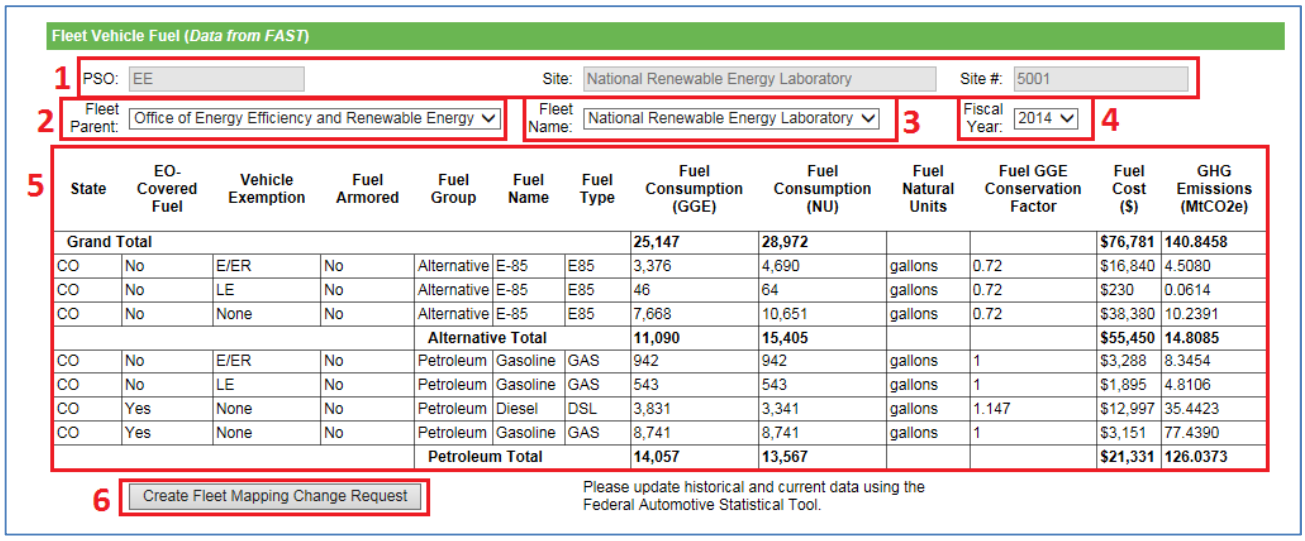
Field	Description
Process Type	Using the drop-down menu provided, select the "Process Type" that most accurately describes how the Fugitives and/or refrigerants are being utilized by the site. The default *Whole Site/Lab* option should be used if the fugitive emission is not associated with a specific process. The options are as follows:  If *Other* is selected, a field titled "Other Process Type" is automatically generated below the "Process Type" drop-down box. Use this field to describe the process.
Data Entry Period Type	Select the type of period breakdown that the site will be using to enter fugitives data. The two options are as follows:  *Fiscal Year*: Enter the amount of Fugitives & Refrigerants used during the Fiscal Year (October 1st through September 30th). *Calendar Year*: Enter the amount of Fugitives & Refrigerants used during the Calendar Year (January 1st through December 31st). *3-Year Rolling Average*: Select this option if data entry will be using site 3-year rolling average data.
Reporting Approach	Using the drop-down menu provided, select the preferred "Reporting Approach." Note that selecting each option will result in the Dashboard reloading new reporting fields into the **Data Entry Module**. The user can select from the following options:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
Default: Selecting this option will present the user with the following fields below that must be completed:
<table>
<tr><td>Quantity Purchased or Issued (lbs)</td><td>Enter the quantity of the Fugitives & Refrigerants purchased or issued by weight (pounds).</td></tr>
<tr><td>Quantity Returned to Supply (lbs)</td><td>Enter the quantity of the Fugitives & Refrigerants Returned to Supply (in pounds).</td></tr>
<tr><td>Cost ($, Optional)</td><td>Enter the cost of the Fugitives & Refrigerants in this field.</td></tr>
</table>
Simplified Material Balance: This “Reporting Approach” field enables the user to enter site data based on the balance of Fugitive & Refrigerant materials inventoried on site. Selecting this option will result in the page automatically loading the following fields that must be completed by the user:
<table>
<tr><td>Quantity in Storage at beginning of inventory year (lbs)</td><td>Enter (in lbs) the amount of Fugitives & Refrigerants stored in site inventory at the beginning of the inventory year.</td></tr>
<tr><td>Quantity in storage at end of inventory year (lbs)</td><td>Enter (in lbs) the amount of Fugitives & Refrigerants stored in site inventory at the end of the inventory year</td></tr>
<tr><td>Sum of all refrigerant acquisitions (lbs)</td><td>Enter (in lbs) the total weight of all refrigerants acquired by the site over the year.</td></tr>
<tr><td>Sum of all refrigerant disbursements (lbs)</td><td>Enter (in lbs) the total weight of all refrigerants disbursed by the site over the year.</td></tr>
<tr><td>Total capacity of refrigerant in equipment at beginning of inventory year (lbs)</td><td>Enter (in lbs) the total amount of refrigerant that can be stored in equipment at the beginning of the inventory year.</td></tr>
<tr><td>Total capacity of refrigerant in equipment at end of year (lbs)</td><td>Enter (in lbs) the total amount of refrigerant that can be stored in equipment at the end of the inventory year.</td></tr>
<tr><td>Cost ($, Optional)</td><td>Enter the cost of the Fugitives & Refrigerants in this field.</td></tr>
</table>
</td></tr>
<tr><td>Billing Reference</td><td>If the site fugitives & refrigerants data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.</td></tr>
</table>

Field	Description
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

7.3.3. Fleet Vehicle – Fuel, Inventory, Mileage

The Fleet Vehicle categories provide a way to view data regarding fuel use, inventory, and mileage. **All data entry must be performed through FAST, according to FAST guidelines.** The Dashboard will automatically upload current year FAST data as it becomes available, typically late December. This data can be viewed by the user through the use of several filters that appear above the data table.



Fleet Vehicle Fuel (*Data from FAST*)

1 PSO: EE Site: National Renewable Energy Laboratory Site #: 5001

2 Fleet Parent: Office of Energy Efficiency and Renewable Energy Fleet Name: National Renewable Energy Laboratory 3 Fiscal Year: 2014 4

5

State	EO-Covered Fuel	Vehicle Exemption	Fuel Armored	Fuel Group	Fuel Name	Fuel Type	Fuel Consumption (GGE)	Fuel Consumption (NU)	Fuel Natural Units	Fuel GGE Conservation Factor	Fuel Cost ($)	GHG Emissions (MtCO2e)
Grand Total							**25,147**	**28,972**			**$76,781**	**140.8458**
CO	No	E/ER	No	Alternative	E-85	E85	3,376	4,690	gallons	0.72	$16,840	4.5080
CO	No	LE	No	Alternative	E-85	E85	46	64	gallons	0.72	$230	0.0614
CO	No	None	No	Alternative	E-85	E85	7,668	10,651	gallons	0.72	$38,380	10.2391
				Alternative Total			**11,090**	**15,405**			**$55,450**	**14.8085**
CO	No	E/ER	No	Petroleum	Gasoline	GAS	942	942	gallons	1	$3,288	8.3454
CO	No	LE	No	Petroleum	Gasoline	GAS	543	543	gallons	1	$1,895	4.8106
CO	Yes	None	No	Petroleum	Diesel	DSL	3,831	3,341	gallons	1.147	$12,997	35.4423
CO	Yes	None	No	Petroleum	Gasoline	GAS	8,741	8,741	gallons	1	$3,151	77.4390
				Petroleum Total			**14,057**	**13,567**			**$21,331**	**126.0373**

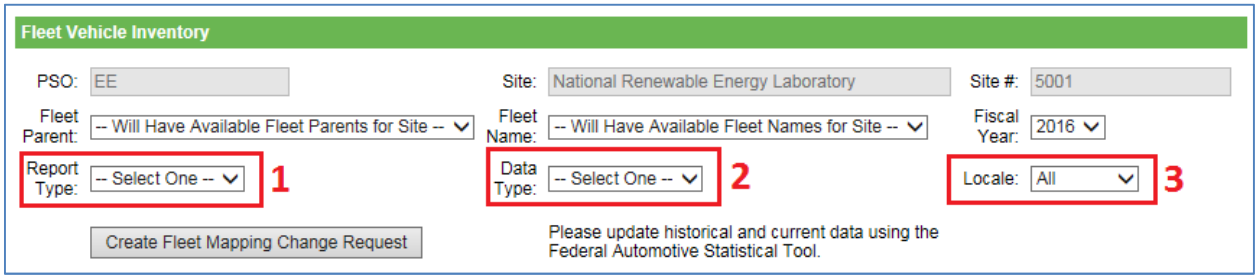
6 Create Fleet Mapping Change Request Button

Please update historical and current data using the Federal Automotive Statistical Tool.

The Fleet Vehicle Fuel filters are highlighted above as an example. The explanation for each highlighted box is given below:

1. Site Information: “PSO”, “Site Name”, and “Site Number” are prepopulated.
2. Fleet Parent: provides a drop-down menu that allows the user to select the agency or office that controls the fleet of vehicles in question.
3. Fleet Name: allows the user to select from a list of vehicle fleets associated with the user’s site and credentials.
4. Fiscal Year: Different fiscal years can be selected for data viewing.
5. Data Table: Information entered under FAST will be displayed in this area.
6. Create Fleet Mapping Change Request Button: Fleet names in FAST differ from site names for sustainability. In 2009 the fleet names in FAST were mapped to match the main site names. The fleet fuel data on this page reflects this adjusted mapping. If the fleet names in the drop-down filter are incorrect, a request may be submitted to change the mapping.

The Fleet Vehicle Inventory page will have additional filters as shown below:



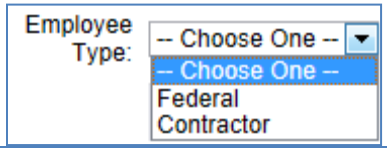
1. Report Type: There are three options available from the drop-down menu on this filter – *Acquisition, Disposal*, and *Inventory*. Acquisition reports show vehicles acquired over the fiscal year. Disposal reports show vehicles disposed of over the year. Inventory reports show the vehicle inventory for the fleet/site selected.
2. Data Type: The drop-down menu provides four options. Users can selected Actual +0, Planned +1, Projected +2, or Forecast +3.
3. Locale: The location of the vehicle fleet is the subject of this filter. Data can be refined by two options, either *All* or *Domestic*.

7.4. Travel & Commute

Section 7.4 contains guidance for the Air Travel, Ground Travel, and Commute data categories.

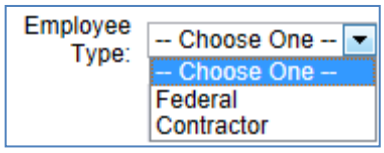
7.4.1. Air Travel

The Air Travel data category is primarily focused on the site's use of air travel for transportation and associated GHG emissions. Users should be prepared with data on how many air miles travelled by their employees. Guidance on how to complete the Air Travel entry form is provided below.

Field	Description
Category	The field will already be populated with *Business Air Travel*, as there are no other options for Categories under Air Travel.
Fuel Type	This field will already be auto-populated with *Jet Fuel*, as there are no alternative options under Air Travel.
Employee Type: *Federal*	Select the *Federal* option from the "Employee Type" drop-down menu if the user intends to enter data for Federal employees. 

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>When Federal is selected, the Dashboard will automatically generate the following fields that must be completed prior to submission:

Flight Type: GSA Travel MIS<table><tr><td>GSA Organization Name</td><td>Using the text box provided, enter the GSA organization.</td></tr><tr><td>GSA Travel MIS</td><td>Enter the value from Concur Government Edition in lbs CO_2. Alternatively the fields below can be used to provide more details by flight type in miles.</td></tr><tr><td>Usage Unit</td><td>Data must be entered in lbs CO_2, so this field cannot be changed.</td></tr></table>Flight Type: User Entry<table><tr><td>Short Haul (<300 miles) Usage Amount</td><td>Enter the amount of miles logged by Federal personnel for trips of a short duration: less than 300 miles.</td></tr><tr><td>Medium Haul (300 miles ≤ x < 700 miles) Usage Amount</td><td>Enter the amount of miles logged by Federal personnel for trips of Medium duration between 300 and 700 miles.</td></tr><tr><td>Long Haul (≥ 700 miles) Usage Amount</td><td>Enter the amount of miles logged by Federal personnel for trips of long duration: greater than 700 miles.</td></tr><tr><td>Unknown Usage Amount</td><td>Enter the amount of miles logged by Federal personnel for which the breakout by Short, Medium, or Long Haul is unknown.</td></tr></table></td></tr>
<tr><td>Employee Type: Contractor</td><td>Select Contractor from the “Employee Type” drop-down menu if the user intends to enter Air Travel data for Contracted employees.

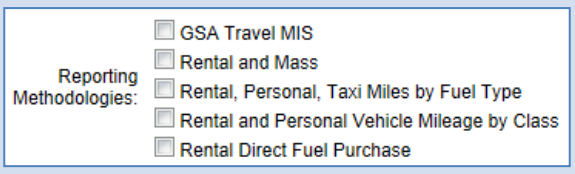
 

When selected, the Dashboard will automatically generate the following fields that must be completed prior to submission:<table><tr><td>Contractor Name or Designation
Flight Type: User Entry</td><td>Enter contractor’s identifying information.</td></tr><tr><td>Short Haul (<300 miles) Usage Amount</td><td>Enter the amount of miles logged by Contractor personnel for trips of a short duration: less than 300 miles.</td></tr></table></td></tr>
</table>

Field	Description	
	Medium Haul (300 miles ≤ x < 700 miles) Usage Amount	Enter the amount of miles logged by Contractor personnel for trips of Medium duration between 300 and 700 miles.
	Long Haul (≥ 700 miles) Usage Amount	Enter the amount of miles logged by Contractor personnel for trips of long duration: greater than 700 miles.
	Unknown Usage Amount	Enter the amount of miles logged by Federal personnel for which the breakout by Short, Medium, or Long Haul is unknown.
Cost ($, Optional)	Enter the total cost of Business Air Travel if data is available.	
Billing Reference (Optional)	If site air travel data has associated billing data, enter the reference information (billing numbers, etc.) in this field. Data entry for this field is optional.	
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.	

7.4.2. Ground Travel

The Ground Travel data category is primarily focused on the site's use of ground travel for transportation and associated GHG emissions. Users should be prepared with ground travel mileage and fuel efficiency data. Guidance for completing the Ground Travel data category is provided below.

Field	Description	
Category	The field will already be populated with *Business Ground Travel*, as there are no other options for Categories under Ground Travel.	
Employee Type: Federal	If data entry is required for Federal personnel, select *Federal* from the "Employee Type" drop-down menu. When selected, the Dashboard will automatically update to produce the following fields that must be completed prior to submission:	
	GSA Organization Name	Enter the GSA organization name.
	Reporting Methodologies	The user will be presented with the following options with checkboxes. 

Field	Description
	GSA Travel MIS: When this box is selected, the data entry fields shown on the following page automatically appear. For this data entry option, enter (in total miles traveled) the cumulative Federal business miles traveled using ground transportation.

Methodology:	GSA Travel MIS
Usage Unit:	Total Miles Traveled
Federal Usage:	

Rental and Mass: When this box is selected, the data entry fields shown below automatically appear. For this data entry option, use the first column to enter the total number of agency/business ground travel trips and use the second column to enter the average miles per trip for each classification. If the average miles per trip is unknown, click the "Check for Default" box to populate with the default averages.

Methodology:	Rental and Mass Transit Number of Business Trips by Fuel Type	
Usage Unit:	Number of Agency Business Trip	Average Miles per Trip ☐ Check for Default
Passenger Car (Gasoline):		
SUV or Truck (Gasoline):		
SUV or Truck (Diesel):		
Bus (Diesel):		
Commuter Rail (Diesel):		
Intercity Rail (Diesel):		
Metro/Transit Rail (Electric):		

Rental, Personal, Taxi Miles, by Fuel Type: When this box is selected, the data entry fields shown below automatically appear. Enter (in total miles traveled) the cumulative Federal business miles traveled using ground transportation, broken down into three separate classifications of fuel type.

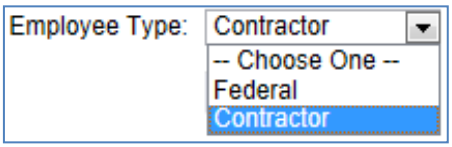
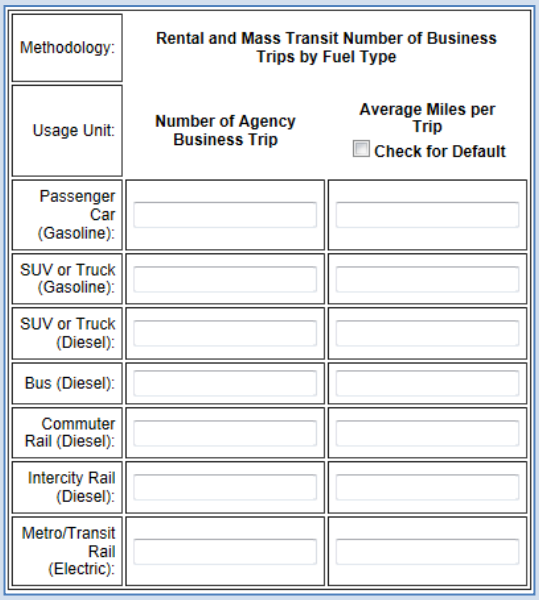
Methodology:	Rental, Personal, Taxi Miles by Fuel Type
Usage Unit:	Total Miles Traveled
Passenger Car (Gasoline):	
SUV or Truck (Gasoline):	
SUV or Truck (Diesel):	

Field	Description
	Rental and Personal Vehicle Mileage by Class: When this box is selected, the data entry fields shown below automatically appear. Enter (in total miles traveled) the cumulative Federal business miles traveled using each classification of vehicle.

Methodology:	Rental and Personal Vehicle Mileage by Class
Usage Unit:	Mileage by Vehicle Type
Economy (Gasoline):	
Compact (Gasoline):	
Midsize (Gasoline):	
Full Size (Gasoline):	
Luxury (Gasoline):	
Minivan/Wagon (Gasoline):	
Small SUV (Gasoline):	
Medium SUV (Gasoline):	
Large SUV (Gasoline):	
Passenger Van (Gasoline):	
1/2 Ton Pickup (Gasoline):	
Unknown (Gasoline):	

Rental Direct Fuel Purchase: This data entry option allows the user to report the amount of fuel purchased for site business travel and the average number of miles that vehicles travel per trip. The fields shown on the following page will automatically appear for user data entry. In the left hand column, enter the total quantity of fuel purchased for each vehicle classification. In the right hand column, enter the average miles per gallon of each of these vehicle classes used for Federal business transport.

Methodology:	Rental Direct Fuel Purchase	
Usage Unit:	Total Quantity Fuel Purchased	Average Miles per Gallon ☐ Check for Default
Passenger Car (Gasoline):		
SUV or Truck (Gasoline):		
SUV or Truck (Diesel):		

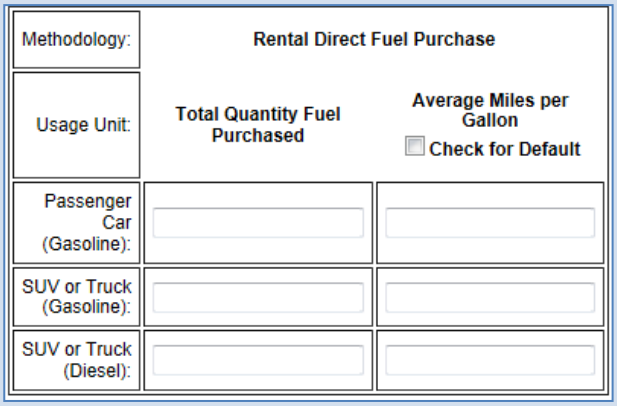
Field	Description
Employee Type: Contractor	If data entry is required for Contracted personnel, select the *Contractor* from the "Employee Type" drop-down menu:  When selected, the Dashboard will automatically update to produce the following fields that must be completed prior to submission:
Contractor Name or Designation	Enter the name of the contractor or the contractor designation.
Reporting Methodologies:	*Rental and Mass:* When this box is selected, the table below is produced for data entry. In the left column, please enter the total number of trips made for the year for each type of vehicle (passenger car, SUV or truck, etc.). In the second column, enter the average mileage per trip for the corresponding vehicle type. If the miles per trip value is unknown, click the "Check for Default" box to populate it with default values.  *Rental, Personal, Taxi Miles by Fuel Type*: When selecting this option, the table below is automatically generated. Enter the total amount of miles traveled for each vehicle/fuel combination as appropriate.

Field	Description

Methodology:	Rental and Personal Vehicle Mileage by Class
Usage Unit:	Mileage by Vehicle Type
Economy (Gasoline):	
Compact (Gasoline):	
Midsize (Gasoline):	
Full Size (Gasoline):	
Luxury (Gasoline):	
Minivan/Wagon (Gasoline):	
Small SUV (Gasoline):	
Medium SUV (Gasoline):	
Large SUV (Gasoline):	
Passenger Van (Gasoline):	
1/2 Ton Pickup (Gasoline):	
Unknown (Gasoline):	

Rental and Personal Vehicle Mileage by Class: By selecting this option, the following table is automatically generated. Enter the total mileage for each vehicle/fuel combination as appropriate.

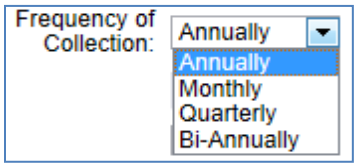
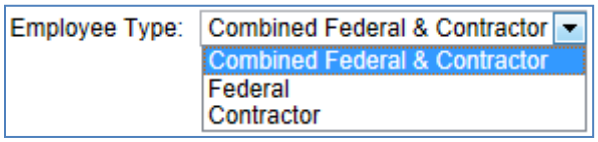
Methodology:	Rental, Personal, Taxi Miles by Fuel Type
Usage Unit:	Total Miles Traveled
Passenger Car (Gasoline):	
SUV or Truck (Gasoline):	
SUV or Truck (Diesel):	

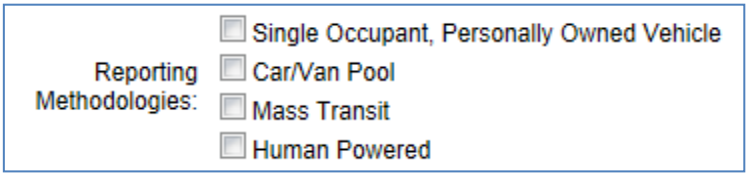
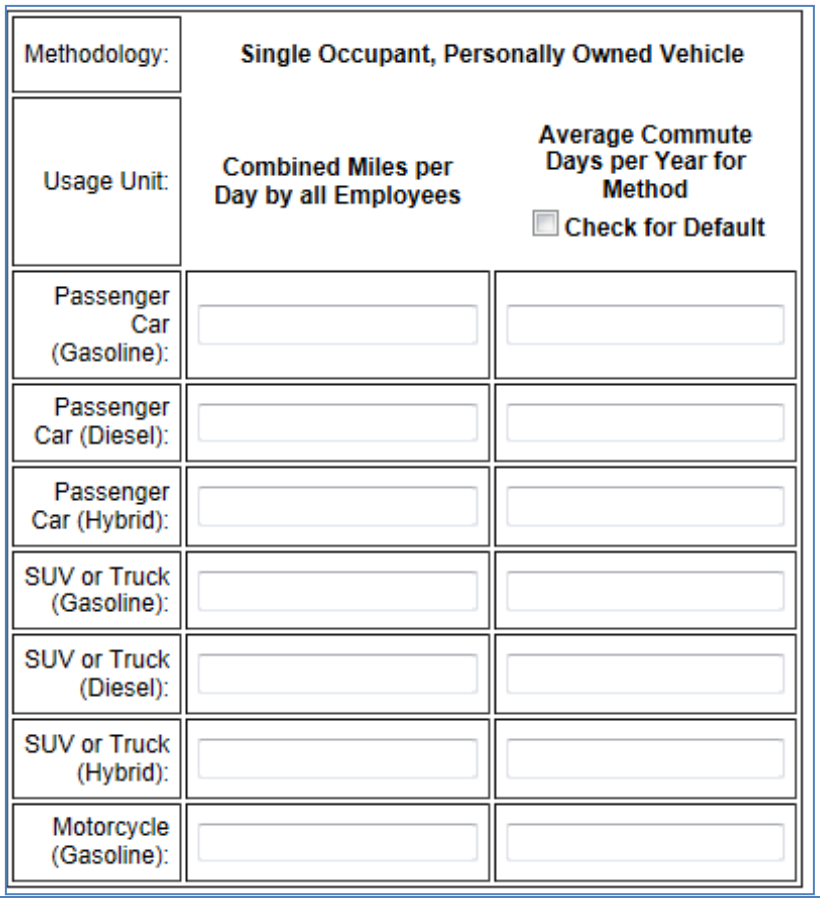
Field	Description
	Rental Direct Fuel Purchase: When selecting this option under "Reporting Methodologies," the following table is produced. Enter the total quantity of fuel purchased for each vehicle/fuel combination in gallons in the left column. In the right column, enter the calculated fuel efficiency of these vehicles in miles per gallon. If the average miles per gallon is unknown, click the "Check for Default" box to populate the column with the default miles per gallon. 
Cost ($, Optional)	Enter the total cost of Business Ground Travel if data is available.
Billing Reference (Optional)	If site ground travel data has associated billing data, enter the reference information (billing numbers, etc.) in this field. Data entry for this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

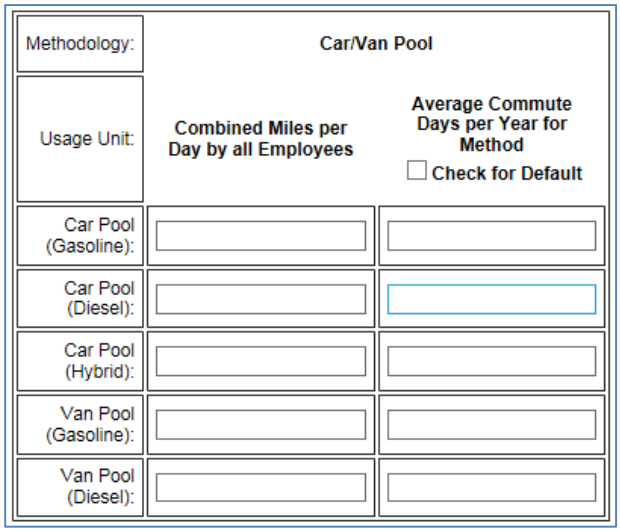
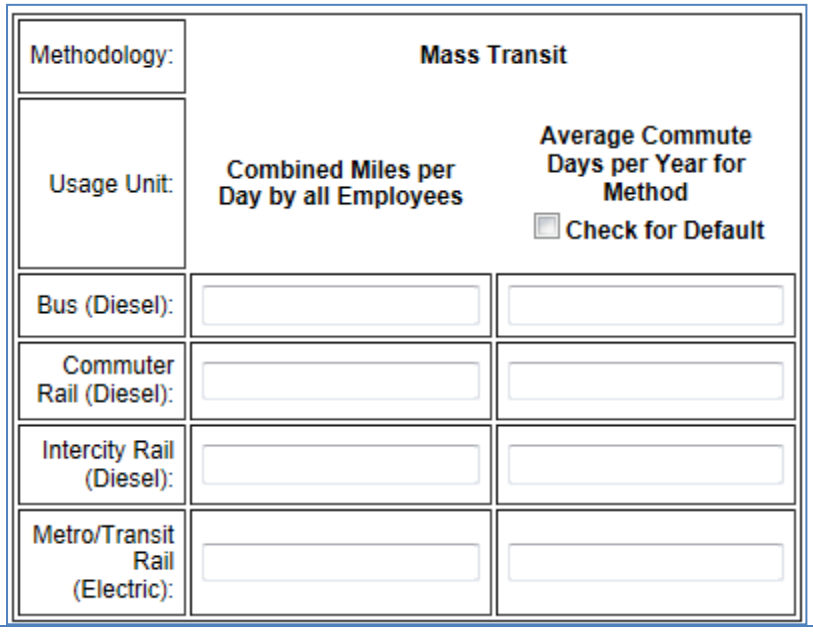
7.4.3. Commute

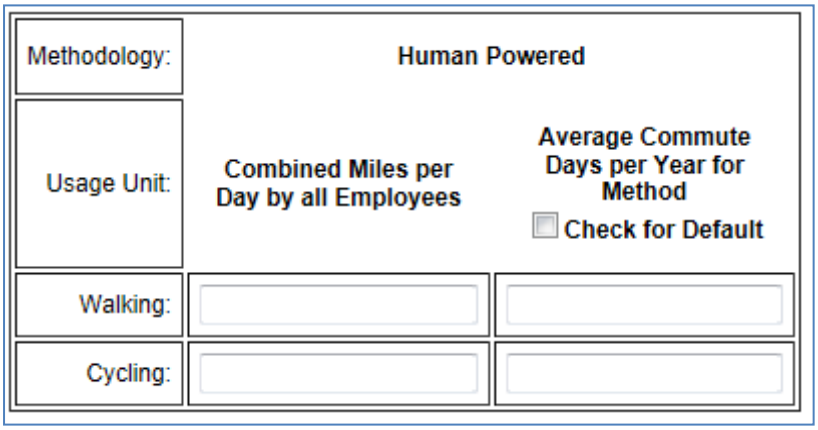
The Commute data category is primarily focused on the site personnel commuting habits. Users should be prepared with commuting data for their sites, including miles traveled and mode of transportation. Guidance on how to complete the Commute entry form is provided below.

Field	Description
Category	The field will already be populated with *Commuter Travel*, as there are no additional data entry options for this page.

Field	Description
Frequency of Collection	Using the drop-down menu provided, select the option that most accurately describes the site's commuter data collection frequency. The options are as follows: 
Name/Designation	Enter a custom name for the data being entered. One potential use for this field is if commute data for multiple contractors is being entered and the user wishes to enter them separately rather than aggregate in a single entry.
Employee Type	Using the drop-down menu provided, select the personnel breakdown for how data will be entered for the site. If Federal employee data is to be entered only (or separately), or if contractor data must be entered separately, select either one of those options. If both Federal and contractor data is to be entered together, pick the combined option. 

Field	Description
Reporting Methodologies: *Single Occupant, Personally Owned Vehicle*	The Reporting Methodologies section presents the user with four checkboxes that each allow for different types of data entry. The user should only select the boxes for which they wish to enter data. These boxes will appear as in the image below:  When the *Single Occupant, Personally Owned Vehicle* box is selected, the following table will be generated for data entry. In the left column, enter the total number of miles driven per day for each type of vehicle. In the second column, enter the average commute days per year for the corresponding vehicle/fuel combination. The "Check for Default" box automatically populates the "Average Commute Days per Year" column with default values. 

Field	Description
Reporting Methodologies: *Car/Van Pool*	When the *Car/Van Pool* box is checked, the following fields are automatically generated. Enter the total amount of miles traveled per day in the left column, and the average commute days per year in the right column for each vehicle/fuel combination as appropriate. The "Check for Default" box automatically populates the "Average Commute Days per Year" column with default values.  Methodology: Car/Van Pool Usage Unit: Combined Miles per Day by all Employees / Average Commute Days per Year for Method ☐ Check for Default Car Pool (Gasoline): Car Pool (Diesel): Car Pool (Hybrid): Van Pool (Gasoline): Van Pool (Diesel):
Reporting Methodologies: *Mass Transit*	By selecting *Mass Transit* as one of the "Reporting Methodologies," the table that follows is automatically generated. Enter the total mileage for each transportation type/fuel combination as appropriate in the left column. In the right column, enter the average commute days per year that method of *Mass Transit* is used. The "Check for Default" box automatically populates the "Average Commute Days per Year" column with default values.  Methodology: Mass Transit Usage Unit: Combined Miles per Day by all Employees / Average Commute Days per Year for Method ☐ Check for Default Bus (Diesel): Commuter Rail (Diesel): Intercity Rail (Diesel): Metro/Transit Rail (Electric):

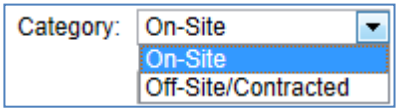
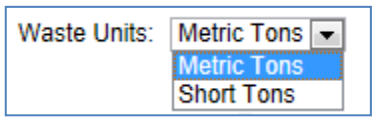
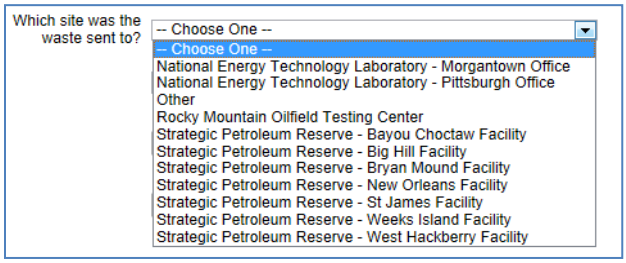
Field	Description
Reporting Methodologies: *Human Powered*	By checking the *Human Powered* box under "Reporting Methodologies," the table shown below is automatically generated. Enter total miles traveled per day by all employees in the left column for both Walking and Cycling. In the right column, enter the average commute days per year for the corresponding transportation mode. The "Check for Default" box automatically populates the "Average Commute Days per Year" column with default values. 
Collection Method	The preferred method of data collection is through an employee survey on commuting habits. If that is not an available option at your site, other methods could include parking lot audits or employee HR records (e.g., using zip code to estimate travel distance).
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

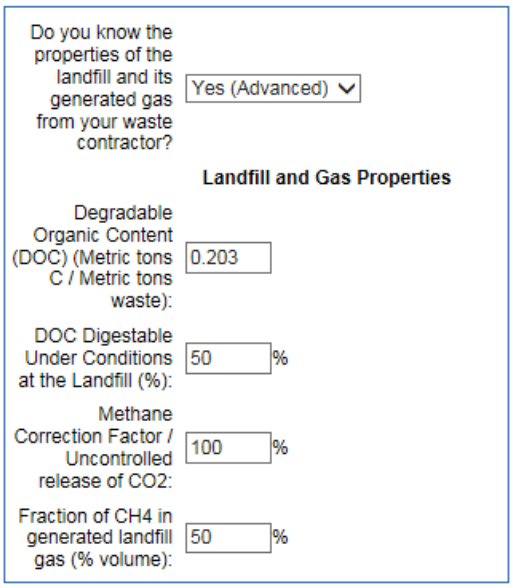
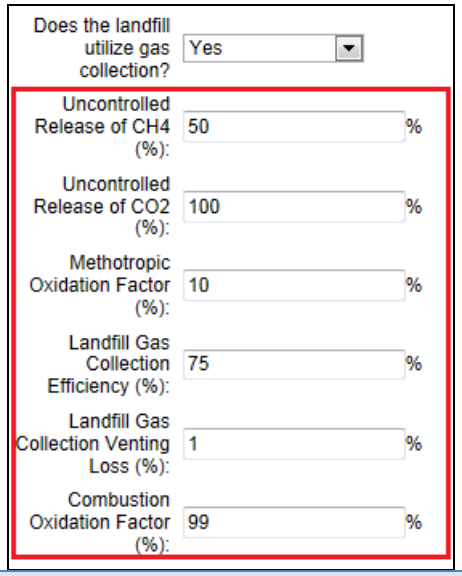
7.5. Waste

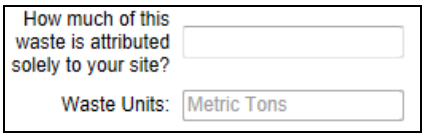
Waste related sustainability data includes categories for Municipal Solid Waste, Waste Diversion, and Wastewater Treatment.

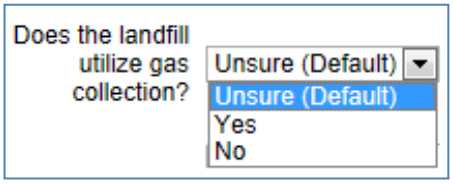
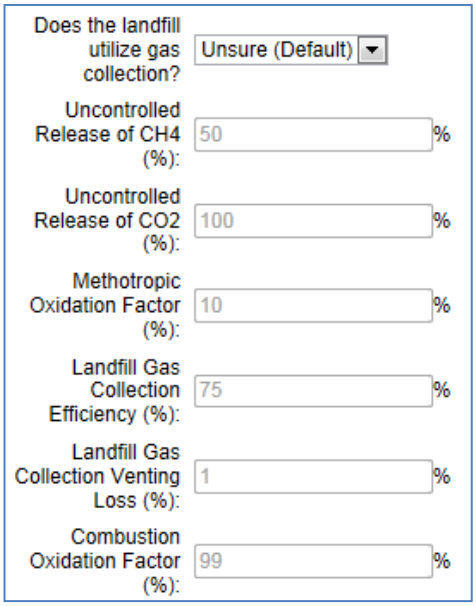
7.5.1. Municipal Solid Waste

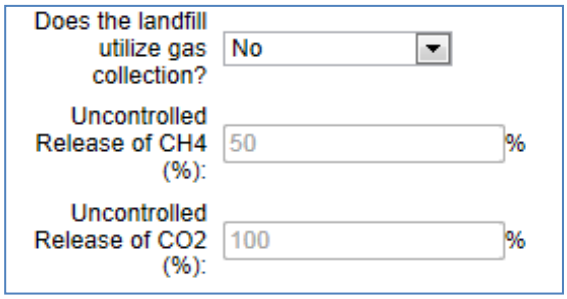
The Landfill & Municipal Solid Waste data category is primarily focused on the site's diffusion of waste to waste facilities and landfills. Users should be prepared with data on how wastes were disposed of, where that waste was sent, and the gas collection processes of those sites (if applicable). Guidance for completing the Landfills & Municipal Solid Waste data category is provided below.

Field	Description
Category	Using the drop-down menu, select whether the data is for On-Site waste, or for Off-Site/Contracted waste. The Dashboard will automatically update the fields and generate the appropriate fields needed to complete the “Category.” 
Off-Site/Contracted Category	
Data Entry Period Type	The only option for this field is Fiscal Year, so it will be already populated without any additional options.
Fiscal Year	The current Fiscal Year will automatically be entered in the field.
Landfill Name/ Designation	Enter the name of the landfill to which waste was directed.
Amount of Waste Sent to Landfill	Enter the total weight of the waste sent to the landfill. Ensure that the appropriate units are selected from the drop-down box in the “Waste Units” field.
Waste Units	For the waste amount entered in the field above, use the drop-down menu to select the appropriate units that the site is using to report this data. The options are as follows: 
Was this waste sent to a landfill owned by another DOE site?	Using the drop-down menu, select either *Yes* or *No.* *Yes*: If the waste was sent to a landfill owned by another DOE site, select a site from the drop-down menu. The drop-down list options are shown below:  *No*: If the waste was not sent to a landfill owned by another DOE site, select No from the drop-down menu. The user must then respond to the question presented in the next field: “Do you know the properties of the landfill and its generated gas from your waste contractor?” *No* is

Field	Description
	the default answer to this question. However, if *Yes* is selected, you will be required to fill in the following table:  The user will be prompted to respond to the next field, "Does the landfill utilize gas collection". If *Yes*, enter the gas collection percentages of several key gases of the landfill in question. Select *No*, if your landfill does not collect gas, and *Unsure* to auto populate the fields with default percentages. 
On-Site Category	
Data Entry Period Type	The only option for this field is Fiscal Year, so it will be already populated without any additional options.

Field	Description
Fiscal Year	The current Fiscal Year will automatically be entered in the field.
Landfill Name/ Designation	Enter the name of the landfill to which waste was directed.
Data Entry Method	LandGEM (Landfill Gas Emissions Model) data is required for this Category. The drop-down menu for this field gives the user the option to enter the LandGEM data manually, or upload a LandGEM XLS File. The upload module is set up to record the necessary values from the default file from EPA, and may not record the proper values if rows or columns have been added to EPA's default file. If *Manually Enter LandGEM Data* is selected, then the user will be required to fill out the remainder of the fields on the Data Entry Module.
Amount of Waste Sent to Landfill	Enter the total weight of the waste sent to the landfill. Ensure that the appropriate units are selected from the drop-down box in the field below.
Waste Units	For the waste amount entered in the field above, use the drop-down menu to select the appropriate units: Metric Tons or Short Tons.
Landfill Open Year	Enter the four digit year in which the landfill was opened.
Landfill Close Year	Enter the four digit year in which the landfill was closed (if applicable).
LandGEM Generated CH_4 (Mg/year)	Enter the amount of methane (measured in Mg per year) that was generated by the aforementioned landfill.
LandGEM Generated CO_2 (Mg/year)	Enter the amount of carbon dioxide (measured in Mg per year) that was generated by the aforementioned landfill.
Does the entered value include waste that was accepted from another DOE site?	If waste was accepted from another DOE site, select *Yes* from the drop-down menu. If not, select *No*. When an option is selected from this menu, the page will automatically update to generate the fields necessary for data completion. When the *Yes* option is selected, the following fields appear:  Enter the amount (in *Metric Tons*, as the second field units cannot be changed) of the waste reported above that is attributed solely to the user's site. If the *No* option is selected, the above fields will not appear.

Field	Description
Off-Site/Contracted and On-Site Category	
Does the Landfill utilize gas collection?	Using the drop-down menu, select the option that most accurately describes the landfill's gas collection status. If the landfill utilizes gas collection, select *Yes*. If not, select *No*. If uncertain, pick *Unsure (Default)*. When an option is selected from this menu, the page will automatically refresh to generate the fields necessary for data entry completion.  Note that when any of the options are selected, the Dashboard displays the required fields for completion. If *Unsure (Default)* is selected, the default values are auto populated.  If *Yes* is selected, the site will enable the user to make changes. Uncontrolled Release of CH_4 (%): Enter % (by volume) of CH_4 lost in uncontrolled and enter information on how it was obtained in the "Additional Information" field. Uncontrolled Release of CO_2 (%): Enter % (by volume) of CO_2 lost in uncontrolled and enter information on how it was obtained in the "Additional Information" field.

Field	Description	
	Methotropic Oxidation Factor (%)	Enter the methotropic bacteria oxidation factor and enter information on how it was obtained in “Additional Information” field.
	Landfill Gas Collection Efficiency (%)	Enter an efficiency of the gas collection system and enter information on how it was obtained in “Additional Information” field.
	Landfill Gas Collection Venting Loss (%)	Enter an efficiency of the venting losses of the gas collection system and enter information on how it was obtained in “Additional Information” field.
	Combustion Oxidation Factor (%)	Enter the combustion oxidation factor and enter information on how it was obtained in “Additional Information” field.
	The fields above are advanced data entry fields, and require data from the landfill operator to be completed. If you have not requested this data from the landfill operator or the landfill operator does not know this information, leave the default values in place. If the user selects *No* from the drop-down menu, the following fields appear:  These fields are automatically calculated and cannot be changed.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.	

7.5.2. Waste Diversion

The Waste Diversion data category is primarily focused on the diversion of MSW and Construction & Demolition wastes from the user’s site to landfills or other waste facilities. The facilities considered here can be on- or off-site. Users should be prepared with data

on how much waste was dispersed, including how much was sent through recycling on composting processes. Guidance on how to complete the Waste Diversion data category is provided below.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Category: Municipal Solid Waste</td><td>The drop-down menu for Category has two options: Municipal Solid Waste and Construction & Demolition. Each option has a different set of sub-fields that will appear after the user selects their category. For Municipal Solid Waste, the following fields will appear:
<table>
<tr><td>Data Entry Period Type</td><td>This field will be already populated with Fiscal Year, as it is the required period type.</td></tr>
<tr><td>Fiscal Year</td><td>The current Fiscal Year will automatically be entered into this field.</td></tr>
<tr><td>Waste Sent to Off-Site Landfills (Metric Tons)</td><td>This value comes from your MSW Off-Site section data, and will be automatically generated here (if MSW data entry is complete).</td></tr>
<tr><td>Waste Sent to On-Site Landfills (Metric Tons)</td><td>This value comes from your MSW On-Site section data, and will be automatically generated here (if MSW data entry is complete).</td></tr>
<tr><td>WTE</td><td>Enter the total amount of MSW that was sent to a Waste to Energy (WTE) facility. For the purposes of Federal goals, this waste is not considered diverted.</td></tr>
<tr><td>Recycled</td><td>Enter the amount of MSW that was recycled.</td></tr>
<tr><td>On-Site Composting</td><td>Enter the total amount of MSW that was used for On-Site composting.</td></tr>
<tr><td>Off-site Composting</td><td>Enter the total amount of MSW that was used for Off-Site composting.</td></tr>
<tr><td>Other Diversion</td><td>Enter the total amount of MSW that was diverted for other reasons or purposes. Use the “Additional Information” field at the bottom to provide a description of the diversion(s).</td></tr>
</table></td></tr>
</table>

Field	Description	
	Choose Units	For WTE, On/Off-Site Composting, and Other Diversion, enter the units in which the amounts are being reported. Options for units are Short Tons or Metric Tons.
Category: *Construction & Demolition*	The fields that are generated for the *Construction & Demolition* Category are as follows:	
	Data Entry Period Type	This field will be automatically populated with Fiscal Year, as it is the required period type.
	Fiscal Year	The current fiscal year will automatically be entered into this field.
	C&D Waste Sent to Landfills	Enter the amount of C&D waste sent to landfills over this Fiscal Year. (Units are selected from drop-down menu below).
	C&D Waste Recycled	Enter the amount of C&D recycling for this Fiscal Year. (Units are selected from drop-down menu below).
	C&D Waste Other Diverted	Enter the amount of diverted C&D waste that was produced over the current Fiscal Year.
	Choose Units	Select the units from the drop-down menu that are being used reporting the C&D waste amounts above. The options are Metric Tons or Short Tons.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.	

7.5.3. Wastewater Treatment

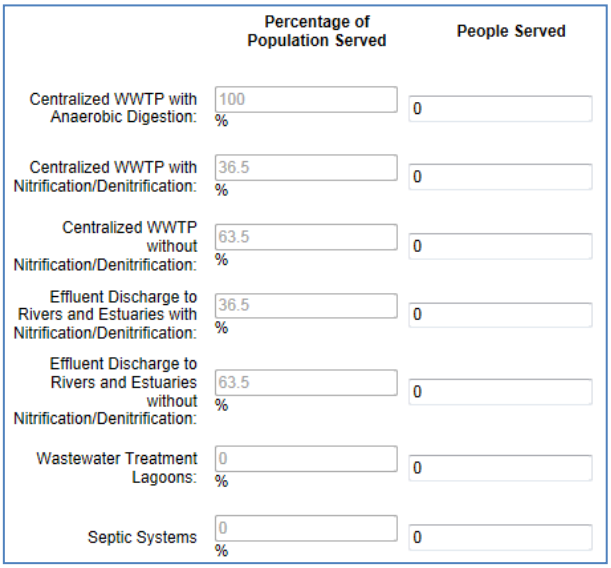
The Wastewater Treatment data category is primarily focused on data collection for site personnel who are served by wastewater treatment (WWT) processes. The user should be prepared with a complete assessment on how wastewater is treated at WWT facilities and be able to calculate how many (or what percentage) of the site's personnel are impacted by each. Guidance on how to complete the Wastewater Treatment data category is provided below.

Field	Description
Data Entry Period Type	This field is already populated, as Fiscal Year is the required reporting period type.

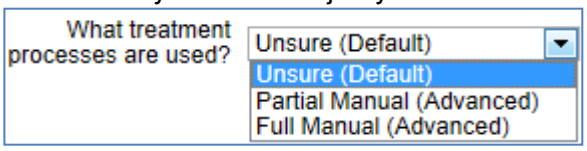
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Plant Name/Designation</td><td>Enter the name or designated title of the waste water treatment plant for which data is being entered.</td></tr>
<tr><td>Category: On-Site</td><td>If the user's site has on-site waste water treatment facilities, use the Category drop-down menu to select On-Site. The Dashboard refreshes the page to add/remove fields necessary for completing data entry. Once the fields have updated, fill in the following fields:

<table>
<tr><td>Number of Employees Served by WWT System</td><td>Use this field to enter the total number of employees serviced by the wastewater treatment system (WWT) that is on-site.</td></tr>
<tr><td>Workdays per year</td><td>The number "230" is automatically entered here, as this is the default value for Federal workdays. If your site has any deviation, delete the default entry and enter the appropriate number of workdays.</td></tr>
<tr><td>How would you like to enter the treatment process breakdown?</td><td>Using the drop-down menu, select how you would like to enter the WWT data.</td></tr>
</table>

Site WWT data can be entered by total persons served or by the percentage of the total population. When each option is selected, the data entry fields beneath the drop-down menu are switched.</td></tr>
</table>

Field	Description
	When *Persons Served* is selected, note that the fields beneath the column heading “People Served” are open for data entry and the fields under the column heading “Percentage of Population Served” are locked. For each field, enter the number of site personnel who are serviced by the WWT system listed. If one of these options is not present at the site, enter 0 (zero):  When the drop-down menu is switched to *Percentage of Population Served*, the fields are switched. The “People Served” fields are locked while the “Percentage of Population Served” fields are unlocked and ready for data entry.

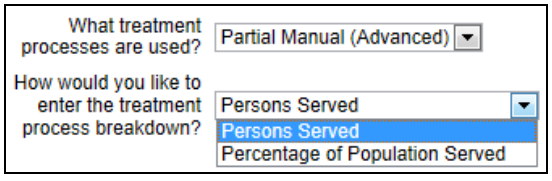
Field	Description
Category: Off-Site/Contracted	If the user's site does not have on-site wastewater treatment facilities, and has wastewater treated by an off-site and/or by a contractor, use the Category drop-down menu to select *Off-Site/Contracted*. Fill in the following fields:

Number of Employees Served by WWT System	Use this field to enter the total number of employees serviced by the wastewater treatment system (WWT) that is on-site.
Workdays per year	The number "230" is automatically entered here, as this is the default value for Federal workdays. If your site has any deviation, delete the default entry and enter the appropriate number of workdays.
What treatment processes are used?	Using the drop-down menu, select the way in which you would like to report treatment process data. Explanations of the three available options are provided below. The "Unsure (Default)" value has historically been used by the vast majority of DOE sites. 

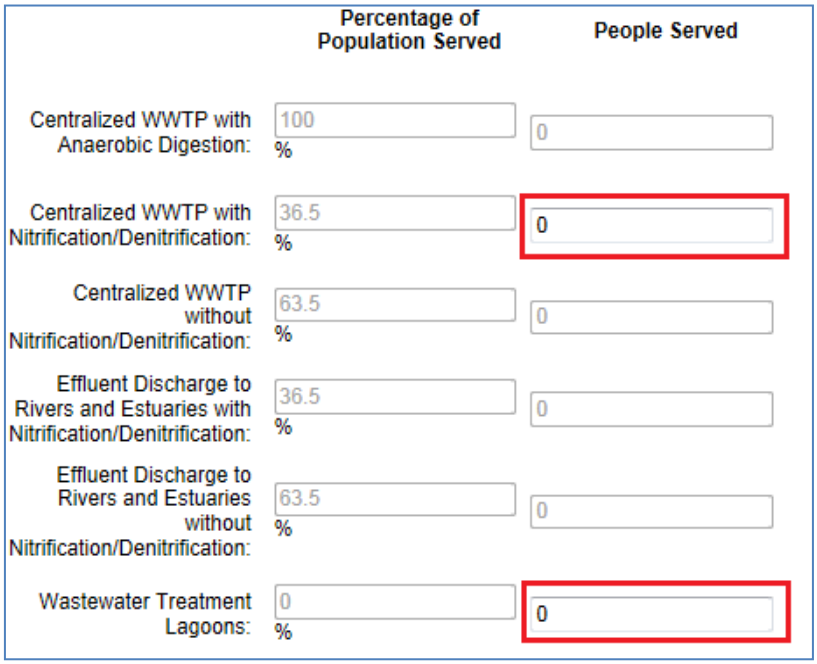
When each respective option is selected, the data entry fields below the drop-down box will be automatically updated to present the user with the fields required for completion.

***Unsure*:**
If you are uncertain about what WWT processes are being used by the off-site/contracted facility, select this option. All the fields shown below will be locked with this option, as the data required is based on the types of processes used. *Unsure* is the default option for this menu.

Partial Manual (Advanced):
When this option is selected from the drop-down menu, the Dashboard automatically generates the required fields for data entry. Because this is a partial manual entry method, only some of the fields will need to be completed. Once *Partial Manual (Advanced)* is selected, the next field will be as follows:

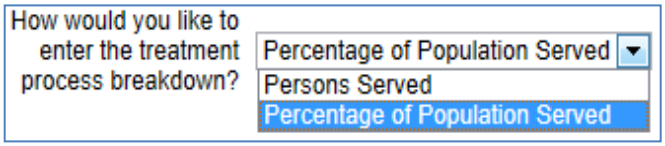


Field	Description
	As described above, select whether you would like to enter site data based on the number of site personnel serviced by the WWT facility, or by the percentage of the site population that is serviced by each process type.

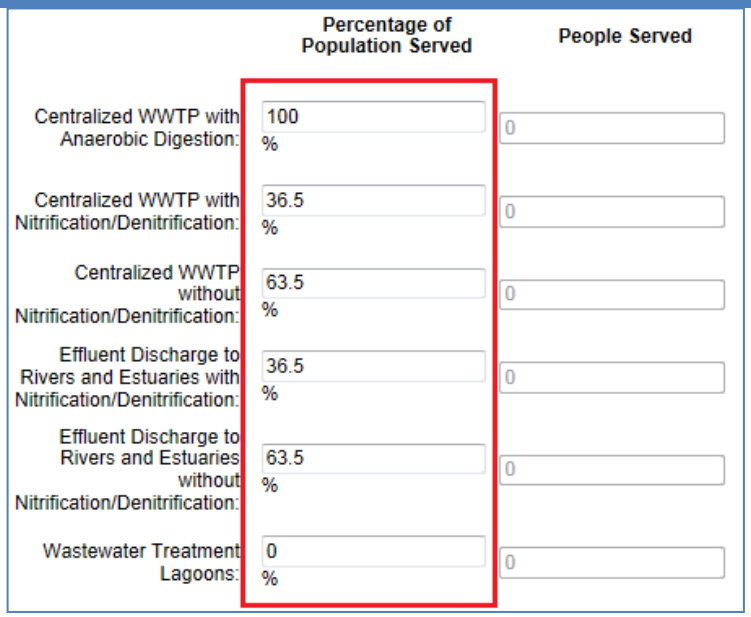


If the user selects *People Served* from the drop-down menu, then the fields for entry will be limited to the two indicated in red above. The user must then enter the number of people served by WWTP with nitrification/denitrification, and by WWT lagoons. If the user selects *Percentage of Population Served* instead, the fields will flip, requiring the user to enter site population percentage data for WWTP with nitrification/denitrification and WWT lagoons.

Full Manual (Advanced):
This option opens up all the fields shown below for data entry, hence the name *Full Manual (Advanced).* After selected, the user will be presented with the option for WWT process breakdown:



Each option will either open or lock the fields shown below for WWT processes and the numbers of site personnel served by them. In the image shown below, the “Percentage of Population Served” option is chosen, which opens up all process type fields for the user to enter data:

Field	Description
	 Default values for these process types are automatically generated. The user must enter site-specific values in the fields in red above.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

7.6. Evaluations, Measures, & Funding

The Evaluations, Measures, & Funding section of the Dashboard includes the following data categories: Audits & Evaluations, Conservation & Efficiency Measures, Performance Contracts, Appropriations/Direct Obligations, and Training & Education. Guidance for completing the Evaluations, Measures, & Funding data categories is provided below.

7.6.1. Audits & Evaluations

This data category is currently under development. The objective of this category is to collect information on EISA Section 432 audits and comprehensive evaluations.

7.6.2. Conservation & Efficiency Measures

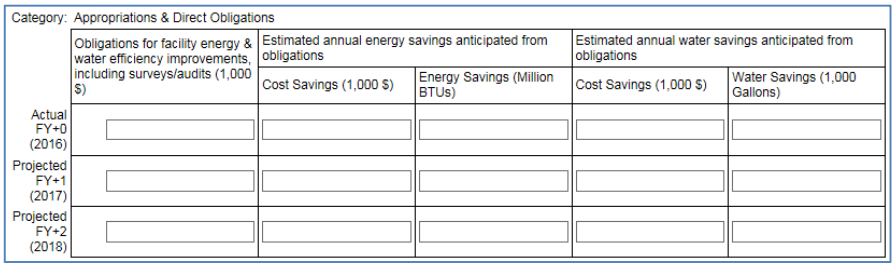
This data category is currently under development. The objective of this category is to collect information on identified measures, funded and under development measures, operational measures and their associated measurement and verification (M&V).

7.6.3. Performance Contracts

This data category is currently under development. The objective of this category is to collect information on performance contracts savings and payments and potential pipeline projects.

7.6.4. Appropriations/Direct Obligations

The Appropriations & Direct Obligations category offers a place to track appropriated and direct funded energy and water efficiency improvements along with their associated projected and actual savings as required by EOs and OMB Circular A-11. These are obligations for energy and/or water efficiency incurred from appropriated funds, revolving fund accounts, or other accounts. Other accounts might include, for example, obligations for purchases of compact fluorescent lights to replace incandescent bulbs, or replacement chillers paid for directly by each site rather than through an energy savings performance contract. These obligations do not include anything to be paid for or financed by a third party (e.g. a utility or energy-savings performance contractor).
The Site Name, PSO, Site Number, Data Entry Period Type, Fiscal Year, and Category will all be prepopulated and locked. Entering your Appropriations & Direct Obligations information is explained in the table below.

<table>
<tr><th>Field</th><th>Descripton</th></tr>
<tr><td>Data Entry Table</td><td>The following image shows the data entry table for the Appropriations & Direct Obligations category. The table explains what information to enter in each column.


<table>
<tr><td>Obligations</td><td>In this column enter the dollar amount of obligations for energy and water efficiency improvments for the current fiscal year (Actual FY+0) and the next two fiscal years.</td></tr>
<tr><td>Energy Savings</td><td>In this column enter the actual energy and cost savings for the current fiscal year and the projected savings for the next two years.</td></tr>
<tr><td>Water Savings</td><td>In this column enter the actual water and cost savings for the current fiscal year and the projected savings for the next two years.</td></tr>
</table></td></tr>
<tr><td>Upload or Provide web location</td><td>Optional field to either upload or provide a web link to supporting funding documents.</td></tr>
</table>

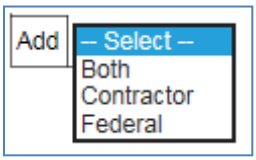
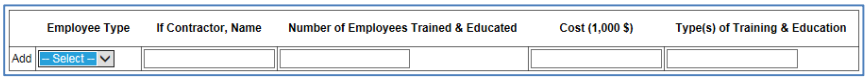
Field	Descripton
Additional Information	This text box offers a space to enter any additional information you wish to include with your obligations data entries.

7.6.5. Training & Education

EPAct 1992 training covers a broad range of training as related to sustainability for facility management and operations. Training can consist of areas such as fundamentals of building energy systems, building energy codes and applicable professional standards, energy accounting and analysis, life-cycle cost methodology, fuel supply and pricing, and instrumentation for energy surveys and audits.

The Training & Education category allows you to track any training and education received by Federal or contractor employees as well as the associated cost.

The Site Name, PSO, Site Number, Data Entry Period Type, Fiscal Year, and Category will all be prepopulated and locked. Entering your training and education information is explained in the table below.

Field	Description
Data Entry Table	First select the employee type from the drop-down menu, as shown below.  Next, enter the necessary information in each of the text boxes. Use the “Add” button on the far left to add additional rows.  When counting the number of people who received training, include only people who received organized instruction (e.g. at seminars, workshops, and conferences), not those who received general-information items such as flyers reminding people to turn out lights and turn off computers. The cost of such general information items intended to raise energy awareness among all employees can be included in the training budget entries. However, travel costs associated with this training should also be included in the cost of the training. Some examples of energy management training are: • Basics of building energy systems; • Building energy codes and applicable professional standards; • Energy accounting and analysis; • Life-cycle cost methodology;

Field	Description
	• Fuel supply and pricing; and • Instrumentation for energy surveys and audits
# of Certified Energy Managers	Enter the number of certified energy managers you currently have in the provided text box.
Additional Information	Enter any additional information or explanations you wish to include in the text box provided.

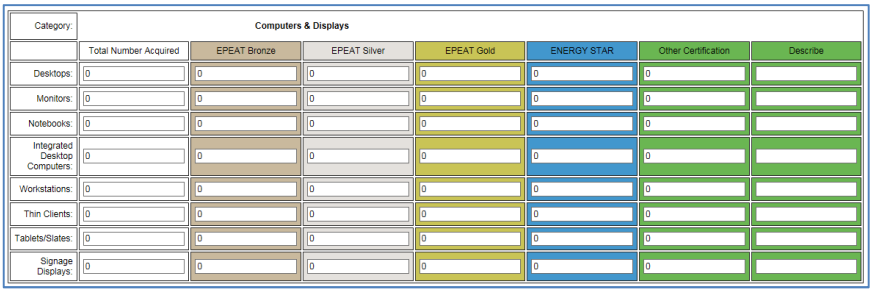
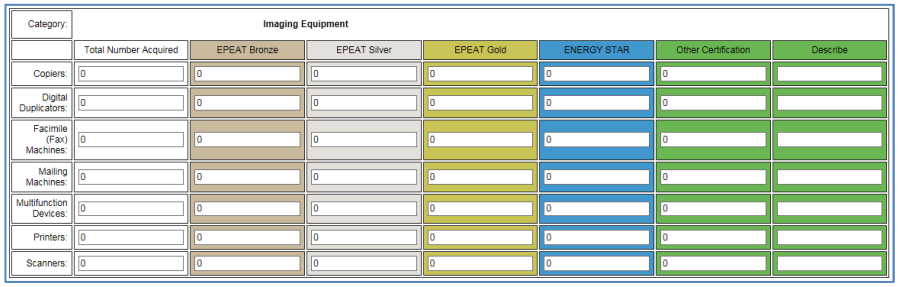
7.7. Electronic Stewardship & Data Centers

Section 6.7 provides guidance for the following data categories: Electronics Acquisition, Electronics Operations, Electronics End-of-Life, and Data Centers.

7.7.1. Electronics Acquisition

The Electronics Acquisition data category's primary objective is to collect data on sites' acquisition of electronics over the course of the fiscal year. The site must report the total number of electronics by category and the number of electronics that meet the standards of the Electronic Product Environmental Assessment Tool (EPEAT) or any other environmental electronics standard or certification. If listing a certification or standard other than EPEAT, it is required to provide a description or web link for the certification for verification by the SPO. Guidance on how to complete the Electronics Acquisition data category is below.

Field	Description
Category	The field will already be populated with *Electronics Acquisition*, as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as Fiscal Year is the required reporting period type.
Electronic Categories: Computers & Displays	There are three Electronics Categories that the user can select using checkboxes: Computers & Displays, Imaging Equipment, and Televisions.

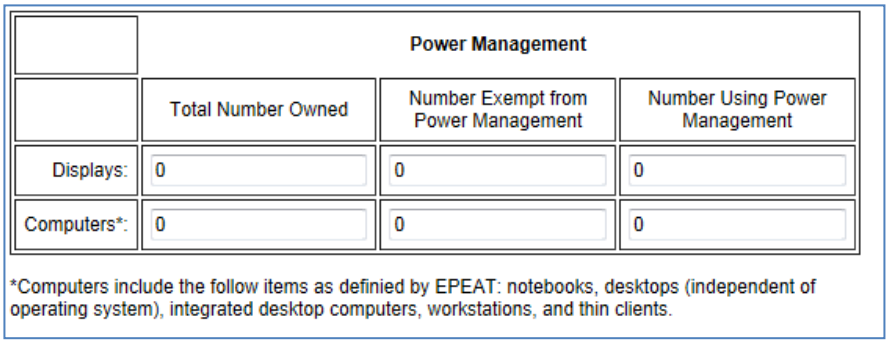
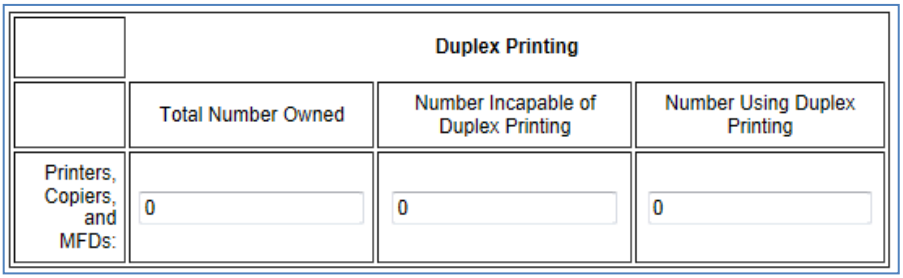
Field	Description
	With each box checked, the Dashboard will generate the data entry fields to complete. When *Computers & Display* are selected, the following table appears:  Category: Computers & Displays Total Number Acquired | EPEAT Bronze | EPEAT Silver | EPEAT Gold | ENERGY STAR | Other Certification | Describe Desktops: 0 0 0 0 0 0 Monitors: 0 0 0 0 0 0 Notebooks: 0 0 0 0 0 0 Integrated Desktop Computers: 0 0 0 0 0 0 Workstations: 0 0 0 0 0 0 Thin Clients: 0 0 0 0 0 0 Tablets/Slates: 0 0 0 0 0 0 Signage Displays: 0 0 0 0 0 0 The left column contains the subcategories of equipment under *Computers & Displays*. In the column labeled "Total Number Acquired", enter the total for each category that was acquired for that Fiscal Year. In the next three columns, enter how many of the total number of equipment acquired in each category qualified as EPEAT-registered products at each of the three levels. For example, a site might have acquired 10 total tablets, of which 5 were Bronze, 3 were Silver, and 2 were Gold. The last two columns are for any other certifications aside from EPEAT you may have for your Computers & Displays. Use the "Describe" column to give a brief description or web link of the certification for verification purposes.
Electronic Categories: Imaging Equipment	When the *Imaging Equipment* box is checked under the field "Electronic Categories," the following table is automatically generated for completion by the user:  Category: Imaging Equipment Total Number Acquired | EPEAT Bronze | EPEAT Silver | EPEAT Gold | ENERGY STAR | Other Certification | Describe Copiers: 0 0 0 0 0 0 Digital Duplicators: 0 0 0 0 0 0 Facimile (Fax) Machines: 0 0 0 0 0 0 Mailing Machines: 0 0 0 0 0 0 Multifunction Devices: 0 0 0 0 0 0 Printers: 0 0 0 0 0 0 Scanners: 0 0 0 0 0 0 Use the same approach described above: enter the total number acquired in the far left column, and then enter the number of these items that qualify under each EPEAT classification (Bronze, Silver, and Gold). The last two columns are for any other certifications aside from EPEAT you may have for your Imaging Equipment. Use the "Describe" column to give a brief description or web link of the certification for verification purposes.

Field	Description
Electronic Categories: Televisions	When the *Televisions* box is checked under the "Electronic Categories" field, the following table is automatically generated for completion by the user: Use the same approach described above: enter the total number of televisions acquired in the far left column. Then enter the number of these items that qualify under each EPEAT classification (Bronze, Silver, and Gold) in the applicable column. The last two columns are for any other certifications aside from EPEAT you may have for your Televisions. Use the "Describe" column to give a brief description or web link of the certification for verification purposes.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

7.7.2. Electronics Operations

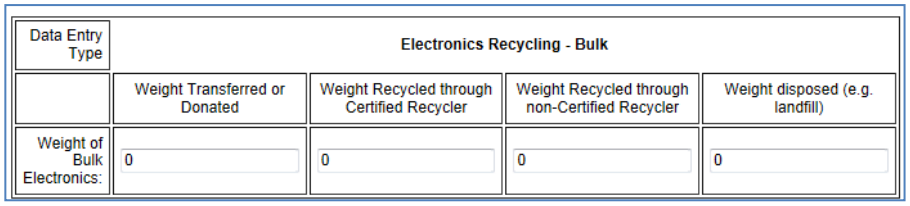
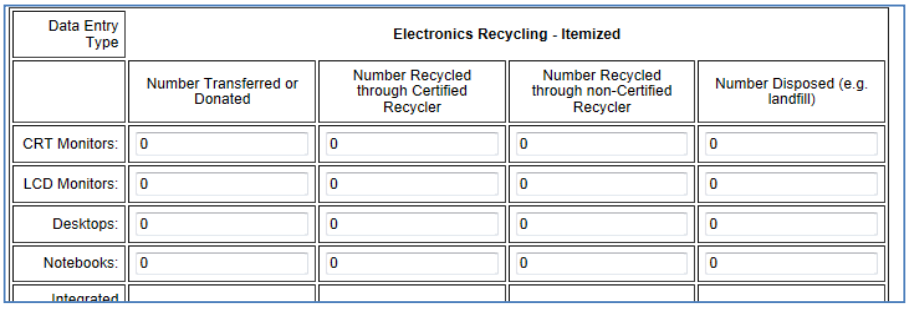
The Electronics Operations data category's primary objective is to collect data on sites' operation of electronics over the course of the fiscal year. Each site must report the total number of electronics in certain categories that are subject to Power Management requirements. As defined by EPA, electronics are considered to be using power management if ENERGY STAR power management features (e.g. sleep, standby, hibernate) are enabled, so that these devices enter a low-power states if they are not in use for specified periods of time (Energy Star recommends "within 30 minutes). Additionally, the numbers of printers, copiers, and multi-function devices operating using Duplex Printing practices must also be reported. Guidance on how to complete the Electronics Operations data category is provided below.

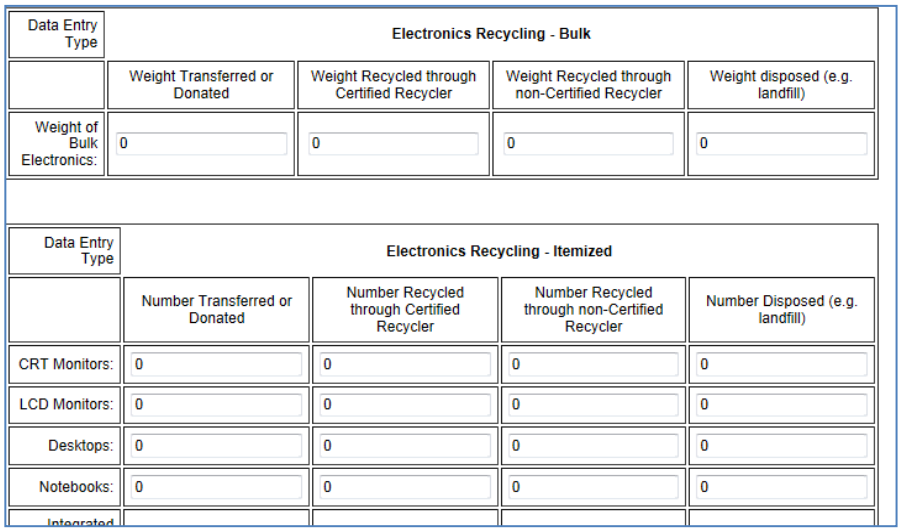
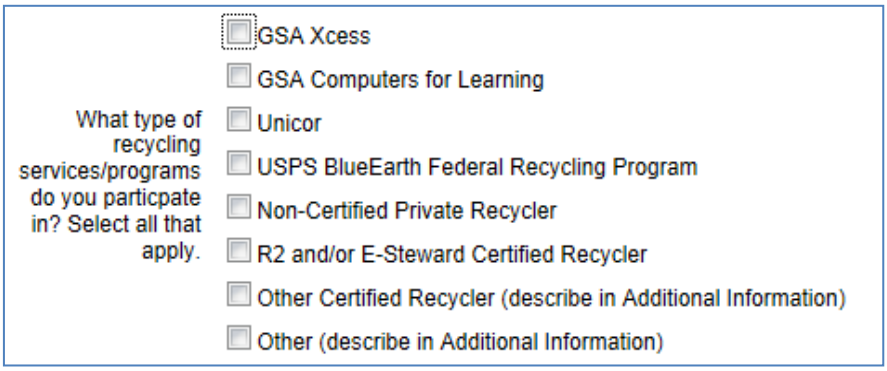
Field	Description
Category	The field will already be populated with *Electronics Operations*, as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as fiscal year is the required reporting period type.

Field	Description
Power Management	When entering site power management data, the following table must be completed:  Power Management Total Number Owned / Number Exempt from Power Management / Number Using Power Management Displays: 0 / 0 / 0 Computers*: 0 / 0 / 0 *Computers include the follow items as definied by EPEAT: notebooks, desktops (independent of operating system), integrated desktop computers, workstations, and thin clients. The purpose of this table is to report a breakdown of the number of displays and computers operated using Power Management practices and the number of those that are not, both in relation to the total numbers of computers and displays owned by the site. Enter the total number of displays/computers in the far left column, and then enter the number that are exempt from Power Management practices in the center column. Laptops, desktops, and monitors are considered exempt from power management requirements if they are running mission critical applications (e.g., facility security, energy or environmental management or other essential operational systems, if they are maintaining continuous process monitoring or control or uninterruptable laboratory experiments). Finally, enter the total number of displays/computers using Power Management in the column on the far right.
Duplex Printing	When entering site data for duplex printing, use the following table provided on the *Electronics Operations* page.  Duplex Printing Total Number Owned / Number Incapable of Duplex Printing / Number Using Duplex Printing Printers, Copiers, and MFDs: 0 / 0 / 0 Enter the total number of printers, copiers, and multi-function devices (MFDs) that the site owns in the far left column. In the center column, “Number Incapable of Duplex Printing”, enter the total numbers of printers, copiers, and MFDs that physically cannot perform Duplex Printing. Finally, enter the number of printers, copiers, and MFDs that use Duplex Printing in the far right column.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

7.7.3. Electronics End-of-Life

The Electronics End-of-Life data category is designed to assist users in report electronics disposition practices. Each site must report the total number (or weight) of electronics and indicate how many were donated, transferred, recycled through a certified recycler, recycled by a non-certified recycler, or disposed of in a landfill. Guidance on how to complete the Electronics End-of-Life data category is below.

Field	Description
Category	The field will already be populated with "Electronics End-of-Life", as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as fiscal year is the required reporting period type.
How would you like to enter your recycling data?	Recycling may be reported in three ways, as described below: ***Bulk Weight of Electronics (Preferred)*** Use the *Bulk Weight of Electronics* option to report the total weight of all electronics recycled by the site for the Fiscal Year. When this option is selected from the menu, the page will automatically update and cause the following field and table to appear:  First, select the units that the weight data will be reported in (pounds or kilograms). Next, complete the table with data for the site for this fiscal year. ***Itemized List of Electronics*** Use the *Itemized List of Electronics* option to report a complete list of all electronics recycled by the site for the Fiscal Year. By selecting an itemized list, the table below is automatically generated:  The entire list is not shown in the image above. The table contains 19 rows of electronic equipment types that the user can enter data in. The data here is entered by number of electronic items (e.g., the

Field	Description
	number of televisions recycled) instead of the weight, as is required in the previous data entry option. ***Mixed Weight and items*** This data entry option is a combination of the previous two. It permits the user to enter both electronics recycling data by total weight and complete an itemized list of the number of each type of electronics equipment recycled. Selecting this option will cause the page to automatically update, generating the tables shown below:  Data Entry Type: Electronics Recycling - Bulk Weight of Bulk Electronics: Weight Transferred or Donated: 0; Weight Recycled through Certified Recycler: 0; Weight Recycled through non-Certified Recycler: 0; Weight disposed (e.g. landfill): 0 Data Entry Type: Electronics Recycling - Itemized CRT Monitors: 0 / 0 / 0 / 0 LCD Monitors: 0 / 0 / 0 / 0 Desktops: 0 / 0 / 0 / 0 Notebooks: 0 / 0 / 0 / 0 Integrated
What type of recycling services/programs do you participate in? Select all that apply.	For this item, the Dashboard presents the user with a number of check boxes that allows the user to select as many applicable recycling programs or services as the user needs to report. If the user's site utilizes other services or programs not present here, please describe them in the "Additional Information (Optional)" field below. The user will be presented with the following options:  What type of recycling services/programs do you particpate in? Select all that apply. ☐ GSA Xcess ☐ GSA Computers for Learning ☐ Unicor ☐ USPS BlueEarth Federal Recycling Program ☐ Non-Certified Private Recycler ☐ R2 and/or E-Steward Certified Recycler ☐ Other Certified Recycler (describe in Additional Information) ☐ Other (describe in Additional Information)

Field	Description
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

7.7.4. Data Centers

This data category is currently under development.

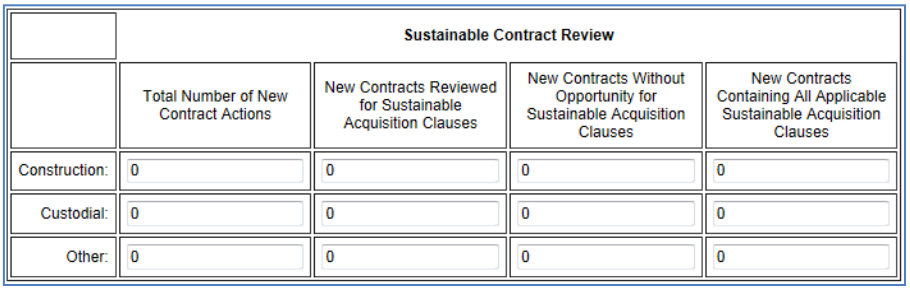
7.8. Acquisition

Section 7.8 contains guidance for the Sustainable Contract Review & Supply Chain GHG Management categories. Agencies are required to promote sustainable acquisition and procurement to ensure environmental performance and sustainability factors are included to the maximum extent possible. This worksheet collects information on review of relevant contract actions for sustainable acquisition requirements. Per E.O. 13693, agencies are to strive for a level of at least 95% compliance with BioPreferred and biobased purchasing requirements. In addition, agencies should prioritize the use of contract clauses that include preference for products that are energy-efficient (ENERGY STAR or FEMP designated), water-efficient, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less-toxic alternatives.

7.8.1. Sustainable Contract Review

The Sustainable Contract Review data category collects data on the presence of sustainable clauses and provisions in new contract actions. Specifically, the site must report the Total Number of New Contract Actions; New Contracts Reviewed for Sustainable Acquisition Clauses; New Contracts Without Opportunity for Sustainable Acquisition Clauses; and New Contracts Containing All Applicable Sustainable Acquisition Clauses. Guidance for completing the Sustainable Acquisition data category is provided below.

Field	Description
Category	The field will already be populated with *Sustainable Contract Review*, as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as fiscal year is the required reporting period type.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Sustainable Contract Review</td><td>
The purpose of this table is to provide the number of new contracts from the previous fiscal year containing all applicable sustainable acquisition clauses.

<table>
<tr><th></th><th colspan="4">Sustainable Contract Review</th></tr>
<tr><th></th><th>Total Number of New Contract Actions</th><th>New Contracts Reviewed for Sustainable Acquisition Clauses</th><th>New Contracts Without Opportunity for Sustainable Acquisition Clauses</th><th>New Contracts Containing All Applicable Sustainable Acquisition Clauses</th></tr>
<tr><td>Construction:</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>Custodial:</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>Other:</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
</table>
<table>
<tr><td>Total Number of New Contract Actions</td><td>Enter the total number of new contract actions separated by construction, custodial and other contract actions. If reporting other types of contracts in addition to construction or custodial an explanation should be provided in the “Additional Information” field.</td></tr>
<tr><td>New Contracts Reviewed for Sustainable Acquisition Clauses</td><td>The number of contracts reviewed during the previous fiscal year. At minimum, 5% of new contract actions must be reviewed. However, a greater number of contracts (up to 100%) may be reviewed to ensure the sample size of contracts can adequately assess performance.</td></tr>
<tr><td>New Contracts Without Opportunity for Sustainable Acquisition Clauses</td><td>Enter the number of reviewed contracts for which there is no opportunity for sustainable acquisition. This could include contracts which do not contain any opportunity for sustainable acquisition (i.e., support services) or contracts for which specialized products are required that cannot be substituted.</td></tr>
<tr><td>New Contracts Containing All Applicable Sustainable Acquisition Clauses</td><td>Enter number of reviewed contracts meeting all relevant sustainable acquisition requirements.</td></tr>
</table>
</td></tr>
<tr><td>Additional Information (Optional)</td><td>This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.</td></tr>
</table>

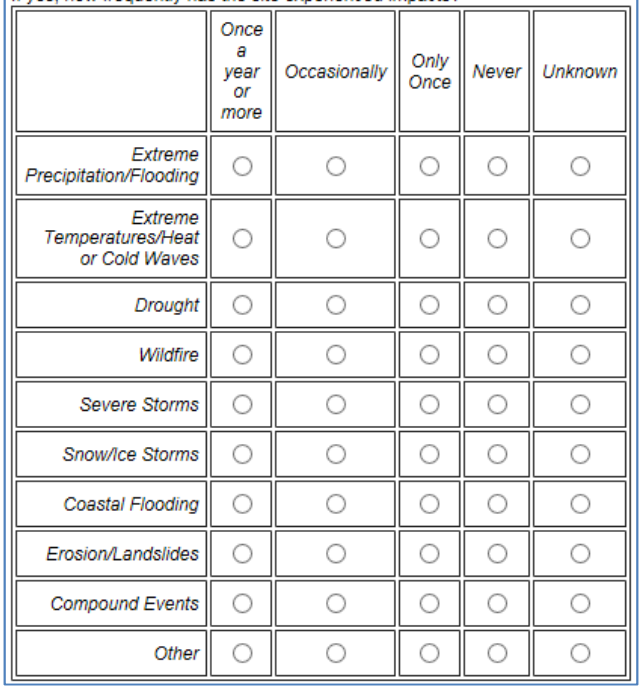
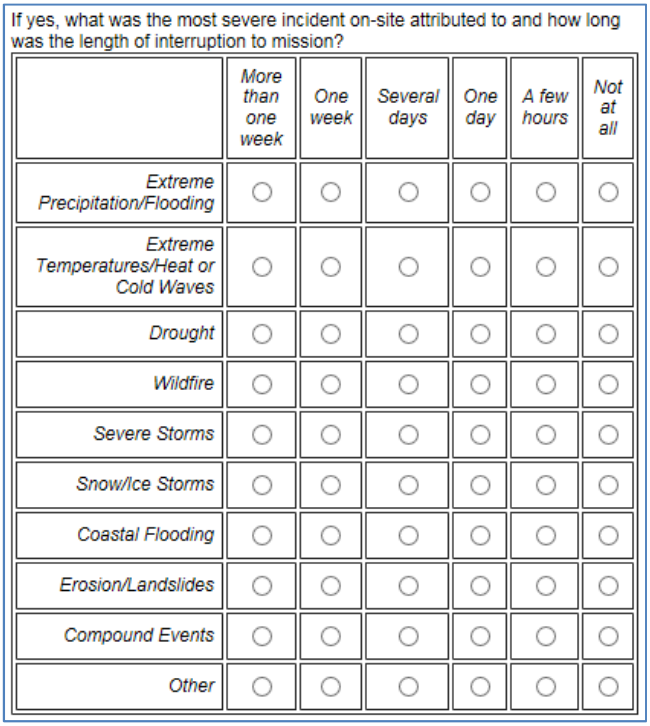
7.8.2. Supply Chain GHG Management

This data category is currently under development.

7.9. Climate Resilience

The Climate Resilience category is a questionnaire that should be completed in FY 2016, and in the future updated as need be. To complete the questionnaire, documentation of any climate resilience initiatives, training, vulnerability screenings, and severe/extreme weather records are needed.

Field	Description
Category	The field will already be populated with *Climate Resilience*, as there are no additional data entry options for this page.
Have you completed a vulnerability screening?	Select "Yes" if you have completed a vulnerability screening. A vulnerability screening is a preliminary characterization of the vulnerability of a site to projected climate change impacts, with the goal of assessing if a site currently A) needs further assessment and study or B) is found to be at a low risk to probable projected climate impacts. You will then be prompted to provide a web link to or upload the screening document. If the answer is "No", please use the text box to discuss any plans to complete a screening and provide a timeline, or discuss the obstacles preventing you from completing one.
Have you completed a vulnerability assessment?	Select "Yes" if you have completed a vulnerability assessment. A vulnerability assessment is an assessment characterizing the vulnerability of a site to projected climate change impacts, typically following a framework which examines the level of risk to assets, infrastructure, and/or mission of the particular site, with the goal of informing future site actions and plans. You will then be prompted to provide a web link to or upload the assessment. If the answer is "No", please use the text box to discuss any plans to complete a full assessment and provide a timeline, or discuss the obstacles preventing you from completing one.
Have projected climate impacts been integrated into site plans (TYSP, COOP, etc.) and/or asset management systems?	Answer the question by selecting "Yes" or "No". Provide an explanation.
Is climate-resilient design integrated into all building upgrades or new construction?	Answer the question by selecting "Yes" or "No". Provide an explanation.

Field	Description
Are severe weather events, extreme events, and/or resulting site-shutdowns being recorded (in relation to possible climate change projected impacts)?	If yes, how frequently has the site experienced impacts?  Answer the question by selecting “Yes” or “No”. If “Yes”, the following boxes will appear. Select the corresponding frequency for each weather category. If yes, what was the most severe incident on-site attributed to and how long was the length of interruption to mission? 

	Once a year or more	Occasionally	Only Once	Never	Unknown
Extreme Precipitation/Flooding	○	○	○	○	○
Extreme Temperatures/Heat or Cold Waves	○	○	○	○	○
Drought	○	○	○	○	○
Wildfire	○	○	○	○	○
Severe Storms	○	○	○	○	○
Snow/Ice Storms	○	○	○	○	○
Coastal Flooding	○	○	○	○	○
Erosion/Landslides	○	○	○	○	○
Compound Events	○	○	○	○	○
Other	○	○	○	○	○

	More than one week	One week	Several days	One day	A few hours	Not at all
Extreme Precipitation/Flooding	○	○	○	○	○	○
Extreme Temperatures/Heat or Cold Waves	○	○	○	○	○	○
Drought	○	○	○	○	○	○
Wildfire	○	○	○	○	○	○
Severe Storms	○	○	○	○	○	○
Snow/Ice Storms	○	○	○	○	○	○
Coastal Flooding	○	○	○	○	○	○
Erosion/Landslides	○	○	○	○	○	○
Compound Events	○	○	○	○	○	○
Other	○	○	○	○	○	○

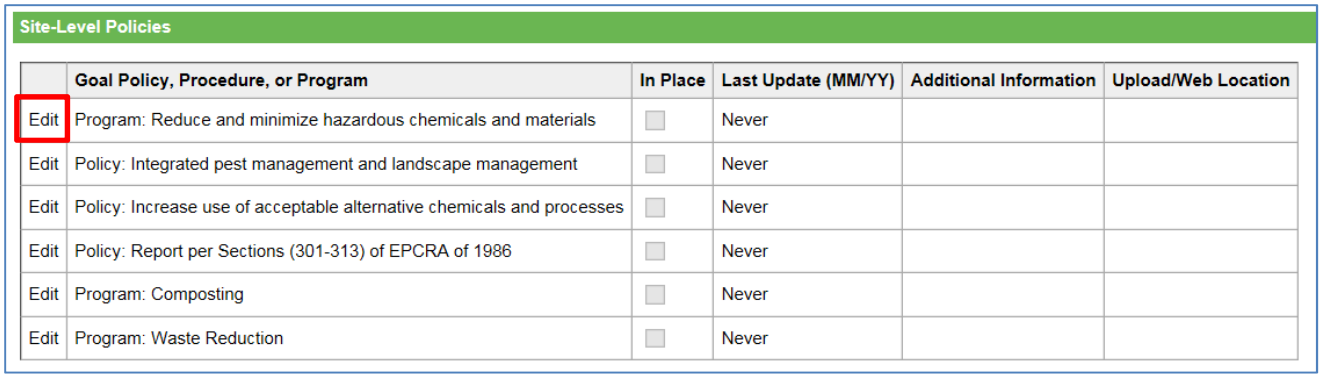
Field	Description
	Severe Weather Event Definitions

Weather Event	Definition
Extreme Precipitation/Flooding	Intense or prolonged precipitation that leads to overflowing of the normal confines of a stream, lake, or other body of water, or the accumulation of water over areas that are not normally submerged.
Extreme Temperatures/Heat or Cold Waves	Days, nights, or longer periods when maximum or minimum temperatures exceed or fall below normally expected levels.
Drought	A period of abnormally dry weather long enough to cause a serious hydrological imbalance.
Wildfire	An uncontrolled, extensive fire that burns vegetation and spreads rapidly.
Severe Storms	This category includes tropical cyclones, extra-tropical (or mid-latitude) cyclones, tornadoes, thunderstorms, windstorms, and damaging hail characterized by some of the following: intense precipitation, powerful /destructive winds, and lightning.
Snow/Ice Storms	Storms Abnormal accumulation of snow and/or ice.
Coastal Flooding	High water that occurs at the coasts of large bodies of water as a result of tides, weather systems, and sea level, usually defined in terms of hourly values observed.
Erosion/Landslides	Movement of rock, debris, or earth down a slope caused by precipitation events, flooding, and/or coastal wave action.
Compound Events	Two or more extreme events occurring simultaneously or successively, or events that are not individually extreme but lead to extreme conditions when they co-occur (e.g., extreme precipitation events or tropical storms generated only a few days apart; co-occurrence of heat wave, drought, and wildfire; flooding following drought).

Field	Description
What barriers do you currently have to climate change adaptation?	The following barriers will appear. Check all that apply and provide an explanation in the text box. ☐ Funding ☐ Management ☐ Other resources ☐ Lack of policy driver ☐ Other
Havel personnel (non-research staff) received training in climate science and resilience training?	Answer the question by selecting "Yes" or "No". If "Yes", discuss how many personnel have been trained, who, and the type of training.
Does your site require additional opportunities for climate change science and resilience training?	Answer the question by selecting "Yes" or "No". If "Yes", provide an explanation for the types of trainings needed.
What climate-related supply chain risks have been identified and what actions have been identified and/or implemented to manage these risks?	Respond to the question in the provided text box.
Has your site designated a site official(s) to oversee climate change resilience?	Answer the question by selecting "Yes" or "No". If "Yes", provide the name(s) of the official(s).

7.10. Site-Level Policy Tracker

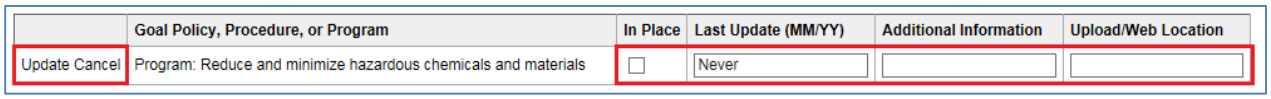
The Site-Leve Policy Tracker category is intended to track policies, procedures, and programs implemented at the site level. Each data section has a policy tracker containing different policies, procedures, and programs. A Site-Leve Policy Tracker category is available to view under the Facilities; Vehicles & Equipment; Travel & Commute; Waste; Evaluations, Measures, & Funding; Electronic Stewardship & Data Centers; Acquisition; and Climate Resilience tabs. Below is a sample of how the Site-Level Policy Tracker will appear. The image below is an example from the Waste category.



Site-Level Policies

	Goal Policy, Procedure, or Program	In Place	Last Update (MM/YY)	Additional Information	Upload/Web Location
Edit	Program: Reduce and minimize hazardous chemicals and materials	☐	Never		
Edit	Policy: Integrated pest management and landscape management	☐	Never		
Edit	Policy: Increase use of acceptable alternative chemicals and processes	☐	Never		
Edit	Policy: Report per Sections (301-313) of EPCRA of 1986	☐	Never		
Edit	Program: Composting	☐	Never		
Edit	Program: Waste Reduction	☐	Never		

Use the “Edit” button, highlighted above, to update the policy, procedure, or program information for the given category. The Edit button unlocks the columns allowing you to update information about any policies or programs that are in place at the site. When you are finished, use the “Update” button to save changes.



	Goal Policy, Procedure, or Program	In Place	Last Update (MM/YY)	Additional Information	Upload/Web Location
Update Cancel	Program: Reduce and minimize hazardous chemicals and materials	☐	Never		

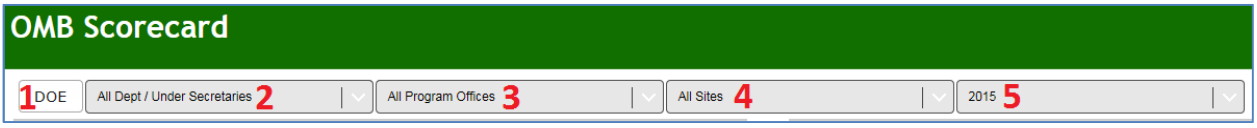
Chapter 8: Reports Menu

8. Reports Menu

The Dashboard contains analytical tools and reports to assess performance against DOE's sustainability goals. The **OMB Scorecard**, **Comprehensive Scorecard**, and **Performance Graphs Module** highlight progress towards reaching the goals.

8.1. Filters – OMB Scorecard, Comprehensive Scorecard, Performance Graphs

Data presented on the OMB Scorecard, Comprehensive Scorecard, and Performance Graphs may be modified using the following filters. The filters can be utilized singularly or as a combination. The operation of these filters is described below.



1. ***DOE*:** This button will clear all filters and display Department-wide performance only. This acts as a reset button to return the user to default filter settings.
2. ***All Dept / Under Secretaries*:** This filter presents sustainability data for all sites and offices under a particular Under Secretarial Element.
3. ***All Program Offices:*** At its default position "All Program Offices", sustainability data is presented for all DOE programs under the pre-selected Under Secretarial unit, as described above. Filtering to a specific Program will present that Program's sustainability performance.
4. ***All Sites:*** At its default position "All Sites", the user is shown sustainability data for all of DOE, or as described above, all sites under a selected Under Secretary or Program Office. Filtering to a specific Site will present that Site's sustainability performance.
5. ***Year:*** The most recent and approved FY serves as the default data. The drop-down menu may be used to view historical goal performance. The range of fiscal years available is determined by the data submitted by Sites in past year's reporting cycles.

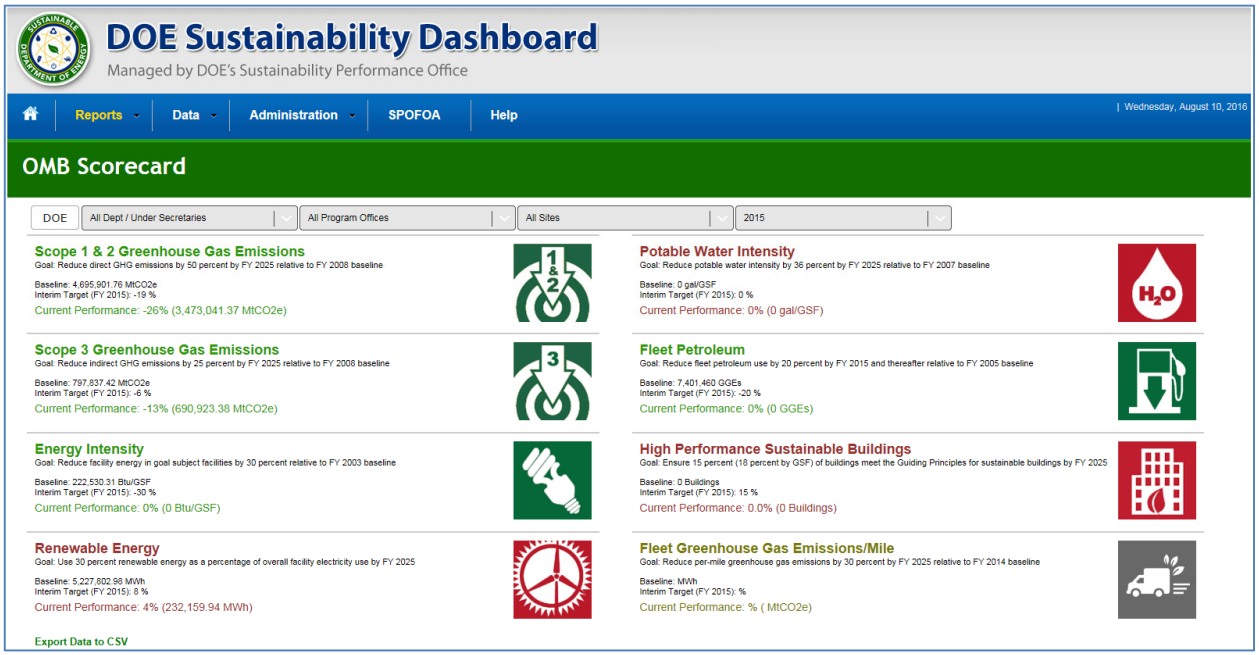
Note: Users are limited in the areas described above based on access and privileges. For example, a Site User from one site will not have visibility into another site's (or Program's) data and performance. If you have questions about access privileges, please contact the SPO at sustainability@hq.doe.gov.

8.2. OMB Scorecard

The **OMB Scorecard** highlights DOE's performance against the measures of the annual. The sample table below indicates DOE's overall sustainability progress. The table is filterable by Under Secretary, Program, Site, and Reporting Year.

8.2.1. Accessing the OMB Scorecard

From the Top Navigation Bar, choose *OMB Scorecard* from the **Reports Menu**.



8.2.2. OMB Scorecard Goals Description

The **OMB Scorecard Module** provides a summary of progress towards goals on the annual OMB Sustainability and Energy Scorecard. The Scorecard outlines specific interim goal targets developed by Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ). The colors of the icons on the Dashboard directly correlate with the Scorecard's green/yellow/red scoring system. The following table describes the goals/icons found on the OMB Scorecard page:

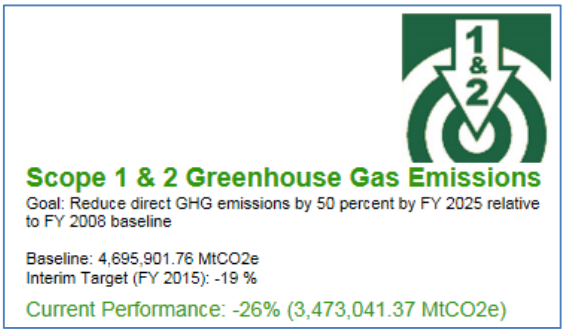
Dashboard Icons	Goal Name	Metrics Description
	Scope 1 & 2 Greenhouse Gas Emissions	This metric displays performance against the scope 1 & 2 GHG emissions reduction goal (50 percent reduction by FY 2025). This metric is reported as a percentage change relative to the FY 2008 baseline, and as a total emissions amount measured in millions of tons of carbon dioxide equivalent (MtCO2e).
	Scope 3 Greenhouse Gas Emissions	This metric displays performance against the scope 3 GHG emissions reduction goal (25 percent reduction by FY 2025). This metric is reported as a percentage change relative to the FY 2008 baseline, and as a total emissions amount measured in millions of tons of carbon dioxide equivalent (MtCO2e).

Dashboard Icons	Goal Name	Metrics Description
	Energy Intensity	This metric displays performance against the Energy Intensity reduction goal (25 percent reduction by FY 2025). Performance is measured by Btu per gross square foot (Btu/GSF) and relative to the FY 2015 baseline.
	Renewable Electricity	This metric displays performance against the Renewable Electricity goal (30 percent by FY2025). Performance is measured as the percentage of renewable electric energy use relative to total electricity use (in MWh).
	Potable Water Intensity	This metric displays performance against the Potable Water Intensity goal (36 percent reduction by FY 2025). Performance is measured by gallons per gross square foot and relative to the FY 2007 baseline.
	Fleet Petroleum	This metric displays performance against the Fleet Petroleum Reduction goal (20 percent reduction by FY 2015 and thereafter). Performance is measured in gasoline gallons equivalent (GGE) relative to the FY 2005 baseline.
	High Performance Sustainable Buildings (HPSB)	This metric tracks progress toward the HPSB goal (17 percent by FY 2025). Performance is measured as percentage of buildings meeting the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings relative to overall building inventory.
	Fleet GHG Emissions/Mileage	This metric tracks the progress toward reducing the greenhouse gas emissions associated with the DOE's fleet vehicles (30 percent by FY 2025). This goal is measured relative to the FY 2014 baseline.

8.2.3. OMB Scorecard Module Metrics In-Depth

Each **OMB Scorecard** metric, displays the goal icon, title of the metric, and three pieces of summarizing information. As mentioned previously, the colors (green, yellow, and red) signify the status towards achieving the goals. Green represents attainment of the annual target, red represents falling short of the target by more than year relative to interim targets, and yellow is in between. An example summarizing DOE-wide Scope 1 and 2 greenhouse gas emissions reduction progress is provided below:

Goal:
The goal is defined. In this example, the GHG Emissions reduction target is 50% by FY 2025 relative to FY 2008 baseline.



Baseline:
The actual goal baseline value is presented. In this example, DOE's FY 2008 GHG baseline was 4,695,901.76 MtCO2e. This is the starting point from which DOE progress in Scope 1 & 2 GHG emission reductions is measured.

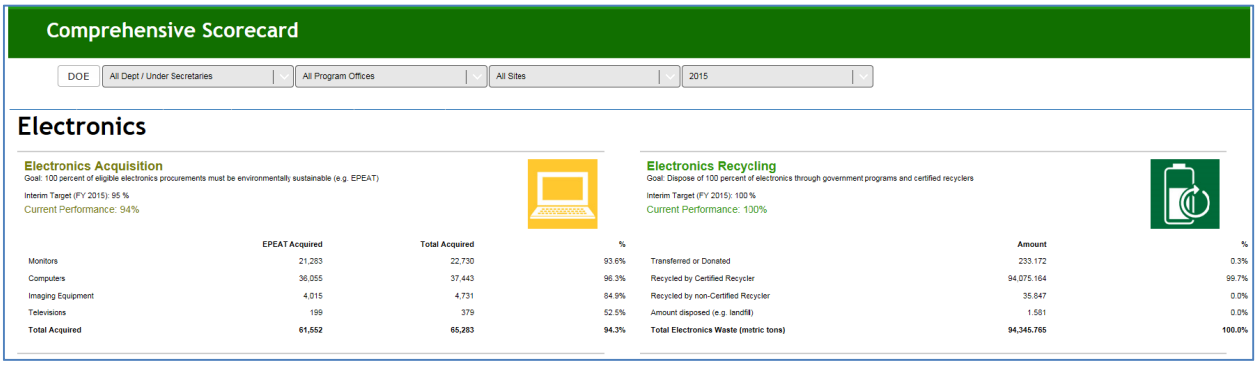
Interim Target:
The interim goal target is based on OMB's Sustainability and Energy Scorecard. In this example, the FY 2015 interim target for Scope 1 & 2 GHG emission reductions is 19 percent relative to the 2008 baseline.

Current Performance:
States goal performance through the selected Fiscal Year. The percentage value indicates performance against the baseline; the parenthetical value denotes the actual value in the unit of measure for the respective goal. In this example, DOE achieved a 26 percent reduction in Scope 1 & 2 GHG emissions through FY 2015. This performance is scored "green" as it meets or exceeds the interim target of a 19 percent reduction.

Selecting any of the metric icons will take direct the user to the corresponding Performance Graph page. The features and operation of this tool the Performance Graphs will be described in the *Section 8.4 Performance Graphs*.

8.3. Comprehensive Scorecard

From the Top Navigation Bar, choose *Comprehensive Scorecard* from the **Reports Menu**.

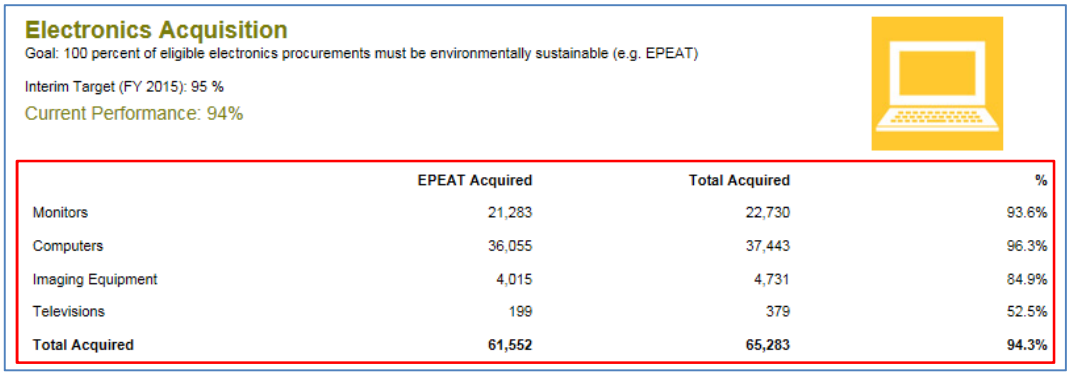


The Comprehensive Scorecard provides a breakdown of the progress of each goal. The Comprehensive Scorecard includes additional goals not covered in the OMB Scorecard,

such as Electronics Recycling, Duplex Printing, or Sustainable Acquisition. The image below shows the progress of Electronics goals as an example.

8.3.1. Comprehensive Scorecard In-Depth

Each **Comprehensive Scorecard** metric, displays the goal icon, title of the metric, and four pieces of summarizing information. As mentioned previously, the colors (green, yellow, and red) signify the status towards achieving the goals. An example summarizing DOE-wide Electronics Acquisition progress is provided below:



Electronics Acquisition

Goal: 100 percent of eligible electronics procurements must be environmentally sustainable (e.g. EPEAT)

Interim Target (FY 2015): 95 %

Current Performance: 94%

	EPEAT Acquired	Total Acquired	%
Monitors	21,283	22,730	93.6%
Computers	36,055	37,443	96.3%
Imaging Equipment	4,015	4,731	84.9%
Televisions	199	379	52.5%
Total Acquired	**61,552**	**65,283**	**94.3%**

Goal:
The goal is defined beneath the title. In this example, the goal is to have 100% of eligible electronics procurements be environmentally sustainable.

Interim Target:
The interim goal target is based on OMB's Sustainability and Energy Scorecard. For this example, the interim target is 95% by FY 2015.

Current Performance:
States goal performance through the selected Fiscal Year. The percentage value indicates performance against the baseline. In this example, DOE achieved a 94% procurement rate of environmentally sustainable electronics. This performance is scored "yellow" because it is just shy of the intended interim target of 95%.

Breakdown:
Highlighted in red, this section shows the breakdown of the goal and percentages. In this example, it is broken down by type, EPEAT Acquired, Total Acquired, and Percent. The percent for each given electronic category represents the percent of acquired units that meet the EPEAT standard.

8.4. Performance Graphs

Similar to the **OMB Scorecard Module**, the **Performance Graphs Module** provides an avenue to track progress against the OMB Sustainability and Energy Scorecard goals. The Performance Graphs also present performance dating back to the baseline year, with trend

lines and a graphical display of performance against interim targets. Performance Graphs are particularly useful for spotting and evaluating trends in key sustainability metrics.

Current fiscal year data (and associated performance) is only considered final upon approval and close of data entry for the fiscal year. As such, Performance Graphs data for the current reporting year is subject to change until close of fiscal year reporting.

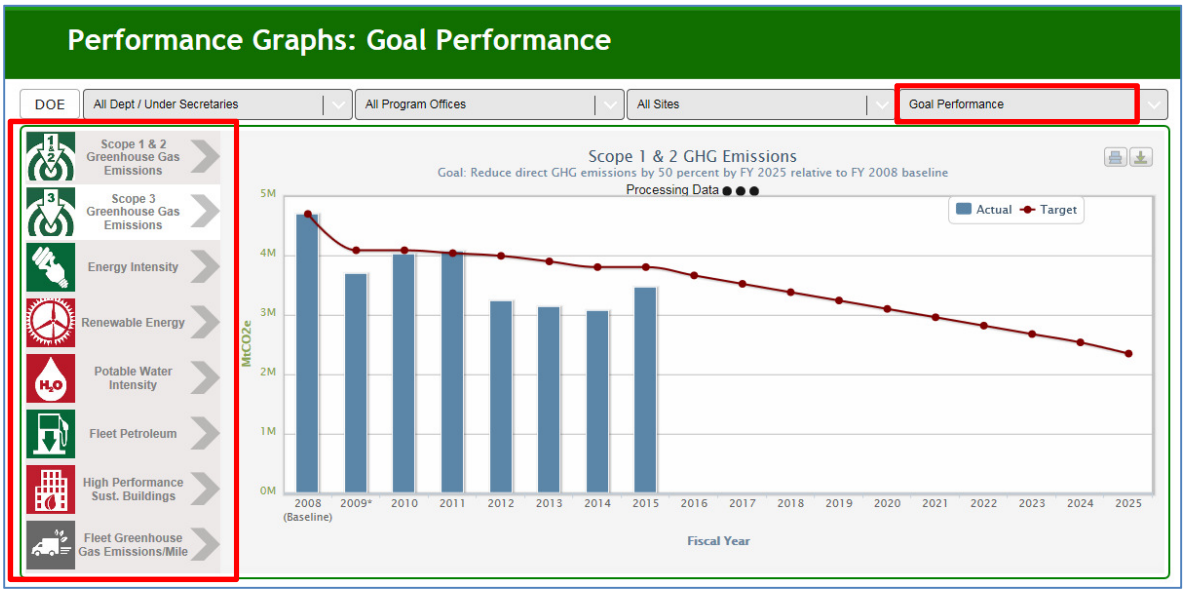
8.4.1. Accessing Performance Graphs

To access the Performance Graphs, select the **Reports Menu** from the Top Navigation Bar, and choose *Performance Graphs*.

8.4.2. Goal Areas and Graphs

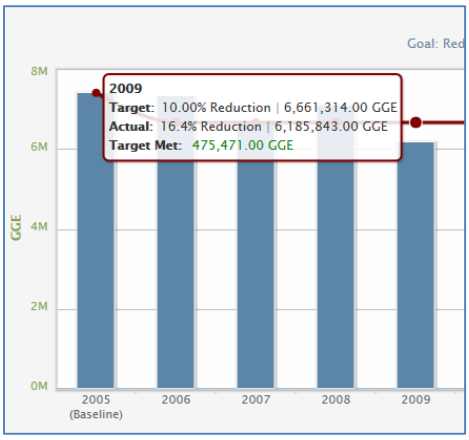
Beneath the navigation menu and above the graphs, there are several filters that enable the user to customize the data shown in the graph below. These filters can be used singularly, or in combination. Goal data may be viewed by clicking a goal icon in the left hand panel of the graphical display (highlighted in red). With the selection of a goal, the graphs will refresh and display the corresponding data.

Goal Performance Graphs

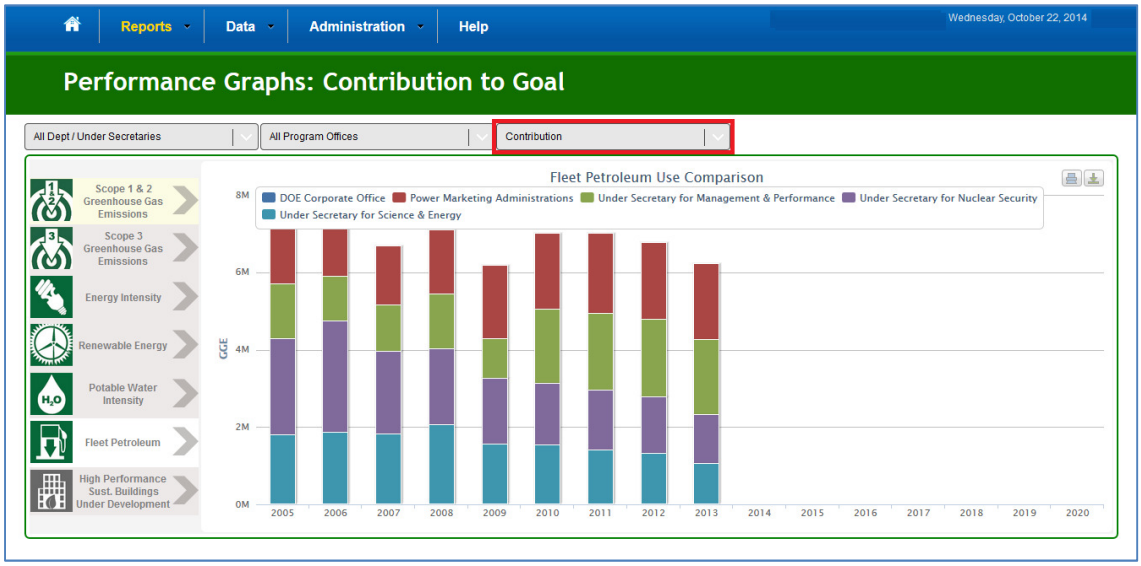


The Goal Performance Graphs display goal performance for the selected organization and sustainability goal area. In the image shown below, the solid blue bars represent actual data. The red line shows the interim target as prescribed by the OMB Sustainability and Energy Scorecard.

Placing the cursor over each solid blue bars or red dot will present the goal target, actual performance, whether the target has been met, and important notes for the fiscal year selected.



Contribution Graphs

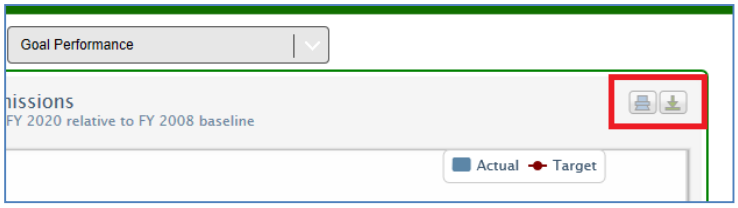


Contribution Graphs displays an organizational unit's contribution to the organization as a whole (i.e., a site's contribution to its respective HQ Program office). The graphs present raw data in stacked bar graphs.

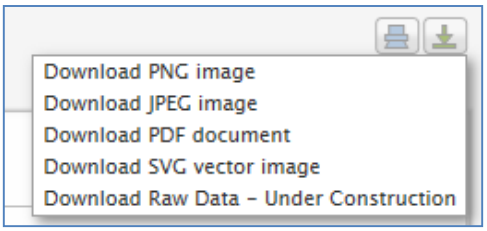
The selected filters "All Dept / Under Secretaries", "All Program Offices" and "Contribution" produced this stacked bar graph that shows how much each Under Secretary contributed to the total fleet petroleum use.

8.4.3. Other Performance Graph Features

For each graph that is created, users may print or download the image for offline use. These functions can be found in the upper right-hand corner of each graph, show outlined in red below. Select the "Print Option," shown below as the printer icon, to print the graphs and images.



Select the "Download" option, shown above as the arrow icon, to save the graphs and images digitally in the following file format options: PNG image, JPEG, PDF, or SVG vector. The "Download Raw Data" option is under development, and will be available for future reporting.



8.4.4. Performance Goal Calculation Details

This section describes the methodology to calculate the current performance for each DOE site, Program Office, and Under Secretary. All calculations are based on information and data provided by the sites in the Dashboard, FIMS, and FAST. The calculation methodologies for the current performance are established in the Federal Greenhouse Gas Accounting and Reporting Guidance Technical Support Document.

SSPP Goal #	DOE Goal/Requirement
1.1	***50% Scope 1 & 2 GHG reduction by FY 2025 from a FY 2008 baseline*** Note: GHG emission estimates are based on the methodology prescribed in CEQ's *Federal Greenhouse Gas Accounting and Reporting Technical Support Document.* *Current Performance Formula:* **[**[Current GHG/Yr – FY 2008 GHG/Yr] / FY 2008 GHG/Yr**]** *(source: FAST, Dashboard)*

SSPP Goal #	DOE Goal/Requirement
1.2	***25% Scope 3 GHG reduction by FY 2025 from a FY 2008 baseline*** Note: GHG emission estimates are based on the methodology prescribed in CEQ's *Federal Greenhouse Gas Accounting and Reporting Technical Support Document.* *Current Performance Formula:* **[**[Current year Scope 3 GHGs – FY 2008 Scope 3 GHGs] / FY 2008 Scope 3 GHGs**]** *(source: Dashboard)* Scope 3 GHG categories include: Air Business Travel, Ground Business Travel, Commuting, Off-Site Landfilled MSW, Off-Site Wastewater Treatment, and Electricity T&D Losses
2.1	***25% energy intensity reduction by FY 2025 from a FY 2015 baseline*** *Current Performance Formula:* **[**[Current Goal Btus/Yr + Green Energy Purchases Btus/Yr] / Current Goal SF**]** as compared to FY 2015 intensity *(source: FIMS/Dashboard)*
2.3a	***Individual buildings or processes metering for 90% of electricity (by October 1, 2012)*** *Current Performance Formula:* As provided by site *(source: Dashboard)*
2.3b	***Individual buildings or processes metering for 90% of natural gas (by October 1, 2016)*** *Current Performance Formula:* As provided by site *(source: Dashboard)*
2.3c	***Individual buildings or processes metering for 90% of steam (by October 1, 2016)*** *Current Performance Formula:* As provided by site *(source: Dashboard)*
2.3d	***Individual buildings or processes metering for 90% of chilled water (by October 1, 2016)*** *Current Performance Formula:* As provided by site *(source: Dashboard)*
3.2	***30% of annual electricity consumption from renewable sources by FY 2025 and thereafter*** *Current Performance Formula:* **[[**Current on-site RE + Purchased Green Energy and RECs] / [Current MWh/Yr + Current on-site RE + Purchased Green Energy]**]** *(source: Dashboard)*

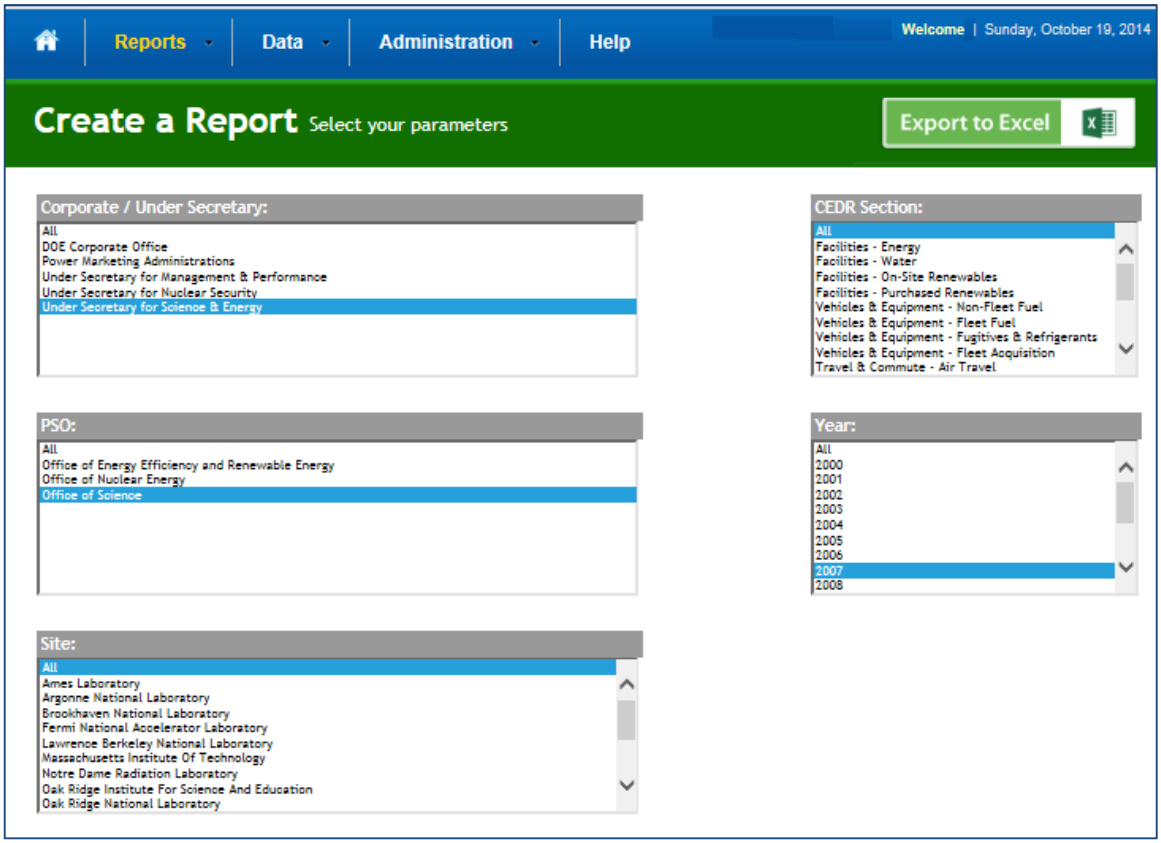
SSPP Goal #	DOE Goal/Requirement
3.3	***25% of annual electric and thermal energy consumption from renewable sources by FY 2025 and thereafter*** *Current Performance Formula:* **[**[Current on-site RE + Purchased Green Energy and RECs] / [Current MWh/Yr + Current Thermal/Yr + Current on-site RE + Purchased Green Energy]**]** *(source: Dashboard)*
4.1	***36% water intensity reduction by FY 2025 from a FY 2007 baseline*** *Current Performance Formula:* **[**Current Potable Gal/Yr *(source: EMS4 and CEDR)* / Current SF**]** as compared to FY 2007 intensity *(source: FIMS/Dashboard)*
4.2	***30% water consumption reduction of industrial, landscaping, and agricultural (ILA) water by FY 2025 from a FY 2010 baseline*** *Current Performance Formula:* **[**[Current ILA Gals/Yr – FY 2010 ILA Gals/Yr] / FY 2010 ILA Gals/Yr**]** *(source: Dashboard)*
5.1	***30% reduction of per-mile greenhouse gas emissions by FY 2025 from a FY 2014 baseline*** *Current Performance Formula:* **[**[Current GHG Emissions not including Law Enforcement and Emergency Vehicles GHG/Yr] / Current Miles not including Law Enforcement and Emergency Vehicles Miles**]** as compared to FY 2014 *(source: FAST)*
5.2	***20% reduction in annual petroleum consumption by FY 2015 relative to a FY 2005 baseline; maintain 20% reduction thereafter.*** *Current Performance Formula:* **[**[Current Petroleum Consumption not including Law Enforcement and Emergency Vehicles GGE/Yr – FY 2005 Petroleum Consumption not including Law Enforcement and Emergency Vehicles GGE/Yr] / FY 2005 Petroleum Consumption not including Law Enforcement and Emergency Vehicles GGE/Yr**]** *(source: FAST)*
5.3	***10% increase in annual alternative fuel consumption by FY 2015 relative to a FY 2005 baseline; maintain 10% increase thereafter.*** *Current Performance Formula:* **[**[Current Alternative Fuel GGE/Yr – 2005 Alternative Fuel GGE/Yr] / [2005 Alternative Fuel GGE/Yr]**]** *(source: FAST)*

SSPP Goal #	DOE Goal/Requirement
6.1	***Promote sustainable acquisition and procurement to the maximum extent practicable, ensuring BioPreferred and biobased provisions and clauses are included in 95% of applicable contracts.*** *Current Performance Formula:* **[**Contracts meeting sustainable acquisition contracts / [Contracts Reviewed – Contracts without opportunity for sustainable]**]** *(source: Dashboard)*
7.1	***Divert at least 50% of non-hazardous solid waste, excluding construction and demolition debris*** *Current Performance Formula:* **[**[Current diverted waste + Current on-site composting + Current off-site composting] / [Current diverted waste + Current on-site + Current off-site composting + Current waste to energy + Current on-site landfill MSW + Current off-site landfill MSW]**]** *(source: Dashboard)*
7.2	***Divert at least 50% of construction and demolition materials and debris*** *Current Performance Formula:* **[**[Current diverted C&D waste] / [Current diverted C&D waste + Current landfilled C&D waste]**]** *(source: Dashboard)*
9.1	***Purchases – 95% of eligible acquisitions each year are EPEAT-registered products.*** *Current Performance Formula:* **[**[# of EPEAT Bronze Acquired + # of EPEAT Silver Acquired + # of EPEAT Gold Acquired] / Total Number Acquired**]** *(source: Dashboard)*
9.2	***Power management – 100% of eligible PC's, laptops, and monitors have power management enabled*** *Current Performance Formula:* **[**Computers or Monitors Using Power Management / [Computers or Monitors Using Power Management Owned – Computers or Monitors Exempt from Power Management]**]** *(source: Dashboard)*
9.3	***Automatic duplexing – 100% of eligible computers and imaging equipment have automatic duplexing enabled*** *Current Performance Formula:* **[**[Number Ineligible from Duplex Printing (incapable) + Number Using Duplex Printing] / Number Owned**]** *(source: Dashboard)*

SSPP Goal #	DOE Goal/Requirement
9.4	***End of Life – 100% of used electronics are reused or recycled using environmentally sound disposition options each year*** *Current Performance Formula:* **[**[Transferred or Donated + Recycled by Certified Recycler + Recycled by non-Certified Recycler] / [Transferred or Donated + Recycled by Certified Recycler + Recycled by non-Certified Recycler + Sent for Disposal (e.g. landfill)]**]** *(source: Dashboard)*

8.5. Create a Report

The Create a Report page, located in the **Reports Menu**, allows users to download raw data maintained by the system. Data is available for download in MS Excel format for each reporting category. The data may be refined further by PSO, Site, Data Category, and Year. Users may select multiple options under each list by holding the shift or control key when selecting items.



8.5.1. Select Parameters

Reports may be customized through a series of selections. Users must select the PSO, Site(s), Data Category and Year prior to report generation.

A brief description of these fields follows:

- "Corporate / Under Secretary": A typical site user will only be presented with a single option for this field, which is *All*.
- "PSO": This field enables the user to select a Program Secretarial Office (PSO). Once selected, the subsequent fields will be further refined. For example, selecting *National Nuclear Security Administration* (NNSA) in this field refines the Sites options to only those under NNSA.
- "Site": The options for selecting specific Sites for data download are based on the criteria selected in the "PSO" field above.
- "Data Category": Data Categories may be selected singularly or in combination. Multiple selections can be made using the Shift or Control key.
- "Year": This field allows selection from the FYs with approved data sets for the chosen sites.

8.5.2. Export to Excel

Once the report criterion have been selected, the "Export to Excel" button in the upper right hand corner starts the download process.

Your web browser will automatically begin the download process. The default file name given to the downloaded report is "CEDR_Report.xlsx". It is recommended that downloaded files are appropriately renamed.