



## GreenCheck Process Overview

The GreenCheck process provides a method for EPA to track the compliance of projects at facilities it owns and/or occupies where Federal sustainable building requirements apply. Project Leads from SFPB, AEAMB, SMD, and FOB complete a GreenCheck Form for each of their projects. It is the responsibility of the Project Lead to ensure that the requirements identified in the GreenCheck Form are incorporated in the planning, design, construction, and commissioning phases of the project. The SFPB and AEAMB Branch Chiefs assign Team Leads and review the information recorded for each project for quality assurance (QA) and completeness. The GreenCheck Coordinator oversees the process using the GreenCheck Project Spreadsheet to track the progress of all the projects. On major projects, a local facility manager should also be involved in the GreenCheck process.

### Initial Annual GreenCheck Project Spreadsheet and Updates

At the beginning of each fiscal year, the GreenCheck Coordinator creates an initial GreenCheck Project Spreadsheet for the fiscal year by including projects from the draft EPA Buildings and Facilities (B&F) Operating Plan (developed in September) and all known lease expirations that will be addressed in the coming year (developed from the master list of lease expirations). The GreenCheck Project Spreadsheet serves as the master list of projects and the repository for the GreenCheck status for each project.

AEAMB identifies Project Leads for B&F and lease initiation and renewal projects, while SFPB identifies Project Leads for energy projects.

Emergency requests, security projects, and new space requests (once approved and a Project Lead is assigned) are added to the GreenCheck Project Spreadsheet by the GreenCheck Coordinator who coordinates with the Project Lead to complete the GreenCheck Form. The GreenCheck Coordinator maintains an updated GreenCheck Project Spreadsheet including changes to the list of projects and changes to each project's GreenCheck review and implementation status.

### Initial GreenCheck Evaluation Tasks for Each Project

When a project is initiated, the Project Lead/Team obtains a GreenCheck Form and the Project Lead/Team enters project information. For complex projects (determined by the AEAMB and SFPB Branch Chiefs), a kickoff meeting may be scheduled to discuss the project parameters and the GreenCheck process requirements. For major projects, the local facility contact should be involved in the GreenCheck process.

#### Scenario 1: If the project is **below the GreenCheck thresholds**<sup>1</sup>:

The Project Lead/Team forwards a GreenCheck Form (with Section I completed) to the SFPB Branch Chief.

The SFPB Branch Chief reviews Section I of the GreenCheck Form to confirm the determination and forwards to the AEAMB Branch Chief.

The AEAMB Branch Chief reviews Section I of the GreenCheck Form to confirm the determination.

The AEAMB Branch Chief forwards the approved document to the GreenCheck Coordinator, who updates the GreenCheck Project Spreadsheet.

The GreenCheck Coordinator keeps a hard copy, uploads an electronic version to SLATE, and returns the original GreenCheck Form to the Project Lead, who maintains the form in the project file along with the National Environmental Policy Act (NEPA) screening form.

The GreenCheck process is complete for projects below the thresholds at this point.

#### Scenario 2: If the project is **above the GreenCheck thresholds**<sup>1</sup>:

The Project Lead/Team reviews the project parameters, focusing on sustainability measures and strategies that could potentially assist EPA in meeting its relevant goals. The Project Lead/Team completes all sections of the GreenCheck Form.

<sup>1</sup> Total project cost over \$85,000, more than 20,000 gross square feet (GSF) for EPA-owned facilities or rentable square feet (RSF) for leased facilities affected, and/or disturbs over 5,000 GSF of site area.



The Project Lead forwards the completed GreenCheck Form to the SFPB Branch Chief.

The SFPB Branch Chief reviews (for QA and completeness) and forwards the approved GreenCheck Form to the AEAMB Branch Chief.

The AEAMB Branch Chief reviews and forwards the approved document to the GreenCheck Coordinator, who updates the GreenCheck Project Spreadsheet.

The GreenCheck Coordinator keeps a hard copy, uploads an electronic version to SLATE, and returns the original GreenCheck Form to the Project Lead, who maintains the form in the project file along with the NEPA screening form.

The GreenCheck process is complete for projects below the thresholds at this point.

### Ongoing GreenCheck Evaluation Tasks for Each Project in Scenario 2

As the project progresses, the Project Lead updates the GreenCheck Form on an *ad hoc* basis. Each time substantial changes are made to the GreenCheck Form:

- (1) The Project Lead forwards the form to the SFPB Branch Chief, who reviews and forwards it to the AEAMB Branch Chief for subsequent review and approval.
- (2) If any problems are found, the SFPB and AEAMB Branch Chiefs notify the Project Lead and the GreenCheck Coordinator of issues to be addressed.
- (3) The AEAMB Branch Chief forwards the approved GreenCheck Form to the GreenCheck Coordinator, who updates the GreenCheck Project Spreadsheet.
- (4) The GreenCheck Coordinator keeps a copy and returns the original GreenCheck Form to the Project Lead, who maintains the form in the project file.

This updating process is repeated as necessary until the project is completed.

### Quarterly Review of GreenCheck Project Spreadsheet

The AEAMB and SFPB Branch Chiefs, GreenCheck Coordinator, and representatives from SMD and SHEMD meet, at a minimum, on a quarterly basis (October, January, April, and July) to review the GreenCheck Project Spreadsheet to ensure that:

- (1) all projects are accounted for, including any chemical warfare agent (CWA) facility projects,
- (2) any follow-up items are identified and resolved, and
- (3) GreenCheck processes for all applicable projects have been completed.

The GreenCheck Coordinator is responsible for scheduling the meetings.

### Acronyms

AEAMB – Architecture, Engineering, and Asset Management Branch  
 B&F – Buildings and Facilities  
 CWA – chemical warfare agent  
 NEPA – National Environmental Policy Act  
 QA – quality assurance  
 SFPB – Sustainable Facilities Practices Branch  
 SHEMD – Safety, Health, and Environmental Management Division  
 SLATE – Strategic Lease and Asset Tracking Enterprise  
 SMD – Security Management Division