

CROSS-TOWN PRESS



90 DEVONSHIRE

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What is a “Green Building?”

If you are one of the many people who wonder what exactly “green building” means, rest assured that you are in good company. With EPA New England’s new headquarters at 90 Devonshire Street being overhauled to attain a “Gold LEED” rating – some may wonder what this involves, and how it fits in with the multitude of green guidance, voluntary programs, certification and building rating systems.

Fortunately, clarity is on the way, as EPA Administrator Stephen L. Johnson recently announced a new Agency approach to help facilitate the mainstream adoption of green building practices. The strategy offers a multi-faceted approach to reducing the environmental and public health impacts of buildings and building-related products through their complete life span.

EPA’s green building strategy builds upon and calls for better coordination among existing programs, like ENERGY STAR and WaterSense, which are designed to reduce the impacts of buildings and development. It involves working with the build-



The EPA New England Regional Lab was awarded a LEED 1.0 Gold Rating based on all of the green features incorporated into the building, and was the first laboratory facility in New England, and the first EPA building nationally, to receive a LEED rating at any level.

ing industry to improve the quality and supply of green buildings and related products while also increasing consumer demand through improved public understanding of green building attributes and features.

With respect to EPA New England’s green building strategy, the John W. McCormack Building at Post Office Square is midway through its overhaul and renovation, and many green features are being integrated into its construction design. GSA and EPA are striving to meet high standards in green design, energy efficiency and environmental sustainability. Essentially the building will be evaluated by utilizing three major time-tested programs to help benchmark EPA’s new headquarters as a showcase “green building.” The programs that are being adopted by GSA and EPA include: LEED for new building design, ENERGY STAR for energy efficiency and operations; and Environmental Management System (EMS), for ongoing environmental improvements and planning. Here is some basic information about the following programs. (cont. pg. 2 →)

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(cont.) Green Building

- LEED – the U.S. Green Building Council’s LEED program (Leadership in Energy and Environmental Design) provides a flexible menu of options for designers, builders and facility managers for commercial renovations such as 90 Devonshire St. LEED is a voluntary program that offers tools that contain six categories of performance including: sustainable sites, water efficiency, energy and atmosphere, materials and resources; indoor environmental quality; and LEED professional accreditation and Innovation. Each tool is structured in four levels of ascending performance and certification from: certified (basic threshold); silver; gold and platinum. Once complete, the building is expected to attain a LEED Gold rating based on these six categories for its design and environmental features.
- ENERGY STAR – Under the EPA and DOE sponsored “ENERGY STAR” program, the energy performance of commercial and industrial facilities is scored on a 1 to 100 scale and those facilities that achieve a score of 75 or higher are eligible for the ENERGY STAR label, indicating that they are among the top 25% of facilities in the country for energy performance. Commercial buildings that have

earned the ENERGY STAR label use on average 35% less energy than typical similar buildings and generate one-third less carbon dioxide. EPA’s new building, once operational for one year, will seek to be recognized as an ENERGY STAR building, as it is being designed to achieve a score greater than 75.

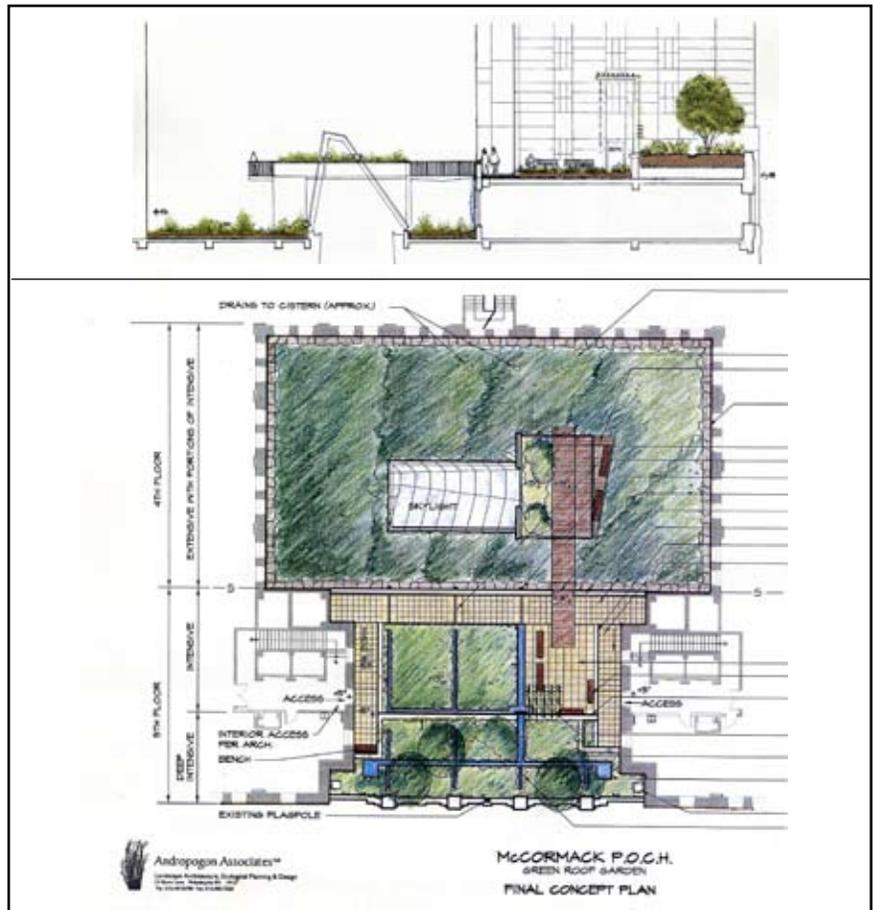
- EMS – EPA, as well as all federal government agencies, are required to be environmental leaders in order to ensure that all necessary actions are taken to integrate environmental accountability into our daily activities. After the move, EPA will continue to implement its own Environmental Management Systems (EMS) by systematically applying the “Plan, Do, Check, Act” model annually, as we seek to update and improve our environmental activities and programs for the future.

EPA New England, through its upcoming move, is seizing on the opportunity to “lead by example.” By building a state-of-the-art green showcase, we are creating a building in which we will be proud to work, and others will hopefully seek to emulate. ☀

Green Roof

One of the highlights of the green amenities at POCH will be the green roof on the 4th and 5th floors of the building. The environmental benefits of the roof include the reduction of storm water runoff from the building and heating and cooling benefits as the soil and plants on the roof will provide more insulation and a cooler surface than a typical roof. Additionally, the roof will provide urban wildlife habitat and be a place where employees can be outside and enjoy fresh air (smoking will not be allowed on the roof). Access to the green roof will be from the 5th floor.

Plantings on the roof will feature those native to Cape Cod and the Berkshires that require little to no irrigation. If water is needed for the plants, it will be supplied from cisterns holding 5,500 gallons of water that is collected from roof runoff and air conditioning condensate and will be supplied to the roof by solar pumps. These features as well as the fact that the majority of the roof is in shade most of the day, make this a unique demonstration project for green roof technology.



Greening of 90 Devonshire Street

The Leadership in Energy and Environmental Design (LEED) system rates buildings in six categories and each category has required prerequisites that receive no points, and a number of subcategories that have assigned points. At over 50% construction, here are some of the green features that we have secured points for in the six categories. Additional points will be added as the documentation for the points is gathered and construction continues. Some points are not being pursued based on the existing conditions (e.g., erosion control that would be at a site where excavation is required). At over 50% construction we have 37 secure points (Silver LEED). We expect to acquire a total of 42 points and achieve a Gold LEED building rating.

Sustainable Site Selection

- **Density** - development in a high density area (709,485 sq ft/acre) and a landmark preservation project.
- **Brownfields Redevelopment** - abatement of asbestos and lead paint.
- **Alternative Transportation** - the building is in close proximity to public transit and there is bike storage for over 15% of the building users as well as showers.

Water Efficiency

- **Landscaping** - native plants on the green roof installation and 5,500 gallons of rain water will be captured if the green roof plantings require irrigation.
- **Water use** - reduction of 32% over code, 1.5 gallon/flush toilets, 2.5 gallon/minute showers and sinks.

Energy and Atmosphere

- **Energy Performance** - designed to meet ENERGY STAR and energy cost savings will be 20% better than required. Low-e spectrally selective and historically appropriate windows, R-11 insulation, variable speed fans/pumps, occupancy sensors in offices and day lighting sensors near the windows.
- **Green Power** - will be purchased to offset the electricity consumption at the building.

Materials and Resources

- **Recycling** - five materials from the office space will be recycled: plastics, metals, paper, cardboard and glass. Collection areas in the lounge on each floor and storage in the basement. Food waste collection in the cafeteria.
- **Construction waste** - over 75% is being diverted from disposal and being recycled.

Indoor Air Quality

- **Environmental Tobacco Smoke** - there will be a no smoking policy in the building, on the green roof and within 25 feet of the entrances.
- **Daylighting** - over 70% of the occupants will have daylight.
- **Low-emitting materials** - including paint, carpeting and composite wood are specified for the building.
- **Sources of contaminants** - such as copy rooms and janitors' closets will be exhausted directly to the exterior.

Innovation

- **Education** - an educational kiosk describing the green features will be in a prominent location in the building.
- **Green cleaning and integrated pest management** - will be used.

For this newsletter and more information on the move:

The public Web site is: www.epa.gov/region1/about/move

The employee Web site is: <http://r1-gis-web2.r1.epa.gov/move>

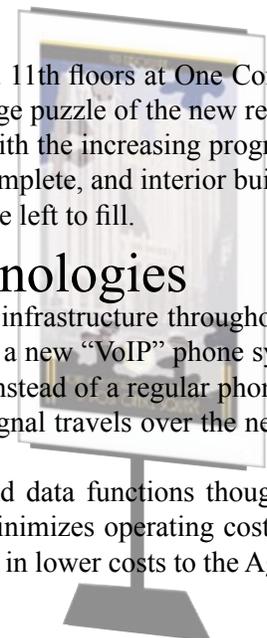
State of the Move: Halfway There!

EPA New England employees have been visiting the “move kiosks” located on the 10th and 11th floors at One Congress Street to see the layout and floor plans for the move. One regular feature of the kiosks is a large puzzle of the new regional Headquarters at 90 Devonshire Street. Puzzle pieces are added periodically in conjunction with the increasing progress of construction and renovation to the building. With more than 50% of the construction work complete, and interior build-out starting to take place on future EPA-occupied space, less than one-half of the puzzle pieces are left to fill.

Installation of the latest tele-communication technologies

Our information technology gurus are working to install the latest tele-data communication infrastructure throughout the building. While employees will keep their current phone numbers, they will be introduced to a new “VoIP” phone system. Voice over Internet Protocol (VoIP), a technology that uses a computer network connection instead of a regular phone line for phone calls, converts the voice signal from a telephone into a digital signal. The voice signal travels over the network before its converted back to the receiving end of the call.

There are many benefits to VoIP technology, as it efficiently integrates voice, video and data functions though one computer network. This telecommunications solution capitalizes on current technologies, minimizes operating costs, and positions the region to implement additional enhanced features in the future. It will also result in lower costs to the Agency. Nationally, EPA is transitioning to VoIP as the agency standard.



“Environmentally-Friendly” Furniture

EPA New England’s move leaders are currently seeking bids from furniture suppliers for new office and cubicle furniture that will meet stringent environmental requirements and support the Green building design and LEED rating. For example, the materials used in manufacturing the cubicles must contain post-consumer and post-industrial materials. EPA is also committed to finding furniture that is subject to “low emission testing” by requiring GREENGUARD™ Certified ProgramSM or equivalent for all furniture, and low-emitting component material like powder-coating for metal finishes. For wood furniture, products that use sustainable harvested wood materials are preferred. To minimize waste, EPA is

seeking vendors that use as little packaging as possible while still ensuring the integrity of the product through delivery.

The selected furniture vendor will also be held to a high environmental standard. For example, in evaluating a vendor, EPA will look at whether the facilities have an Environmental Management System (EMS) in place and hold ISO 14001 certification. Other environmental awards or recognitions will also be considered in the evaluation process.

Finally, similar to our current agreements at One Congress Street and the Chelmsford laboratory, EPA is working with GSA on a green cleaning and green maintenance plan specifying the use of “Green Seal” certified cleaning products.

Paper-use reduction

EPA’s commitment to paper use reduction is another planning focus for the move. By conducting a thorough internal analysis of current copier and printer use, EPA New England’s move leaders are strategizing about where and how many multi-function copying machines (with PDF/scan/and send capabilities) should be placed throughout EPA’s fourteen floors in the new building. A push to train employees about the benefits and ease of scanning is ongoing as IT demonstrations will be available on a regular basis.

With the move only a year away, employees are encouraged to conduct their own spring cleaning in order to reduce the amount of unnecessary paper and files that must be moved to 90 Devonshire. The unique opportunity to start with a “clean slate” and to set up records for long term success will be further bolstered by Office Clean-Up Days. Each office will be holding Cleanup/Recycling/Records Management days on a quarterly basis. Take advantage of these days to archive files, move to electronic storage and recycle as much as you can. You will hear more about the “purge campaign” in the coming months.

Exit Strategy

Statistics suggest that whenever an organization as large as EPA New England plans to make a physical move to a new location, some employees see it as an opportunity to end their EPA careers or retire. For those employees who have already decided that they won’t be moving, we encourage you to help the Agency retain your institutional knowledge and experiences. To that end, the Human Resources Council has developed a set of tools called Institutional Knowledge Retention Tools (IKR) to help employees who plan to leave the agency to organize important information and put it in a format that others can access. These tools can be found at <http://r1-gis-web.r1.epa.gov:9876/oarm/hr/IKR/index.htm> Please take the time to look over these tools and to develop a thoughtful and realistic “exit” plan, to make your last weeks here at One Congress Street less stressful and allow for a smooth transition.

For the vast majority of employees who will be making the move, this is also a great tool to help you organize and streamline your paper and electronic files. Do your part - get a head start!

records management tips

Destroy Responsibly

When destroying on-site, temporary records, remember:

- Only destroy records according to the instructions in the “final” records schedules.
- Records with restrictions (e.g., CBI) must be shredded.
- A witness (federal employee or authorized EPA contractor) is required when restricted records are destroyed by an outside contractor.
- Destruction must be put on hold if records are involved with pending actions (e.g., litigation, FOIA request, audit, records schedule revision).

Document the Destruction

Maintain documentation of records destroyed on-site including:

- the records schedule and disposition item authorizing the destruction;
- identifying information for the record (e.g., title, description, date range);
- the date the records are closed;
- the date and method of destruction;
- approval signatures from the records custodian and Records Liaison Officer;
- the name and signature of an authorized witness, if needed.

To learn more about records: <http://r1-gis-web.r1.epa.gov:9876/oarm/records/define.htm>