Sustainable Materials Management

# Federal Green Challenge CRethink

CHANGING HOW WE THINK ABOUT OUR RESOURCES FOR A BETTER TOMORROW

### Tracking and Reporting Environmental Results at Federal Facilities

#### **Caterina Hatcher**

ENERGY STAR National Manager, Public Sector EPA Headquarters

#### **Robert Guillemin**

Federal Green Challenge Coordinator EPA Region 1

October 26, 2017

### **Presentation Overview**

Review the process of submitting facility data for the Federal Green Challenge Program into the online database Re-TRAC Connect:

- General Information
- Baselines and goals
- Annual results
- Award nominations for Regional and National FGC awards

### **Re-TRAC Site Diagram**



# Log in to Re-TRAC Connect



SOLUTIONS CASE STUDIES ABOUT BLOG CONTACT

CONTACT 🔒 LOGIN



#### YOUR DATA HAS A JOB TO DO.

Re-TRAC Connect<sup>™</sup> software transforms the way you manage and measure your waste and recycling programs.

FIND A SOLUTION



Discover solutions to streamline reporting and optimize measurement.













HAULER REPORTING

FACILITY REPORTING

RECYCLING ORDINANCES

LOCAL GOVERNMENT

GRANT APPLICATION MANAGEMENT RECYCLING DIRECTORIES

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### Log in to Re-TRAC Connect







### **Re-TRAC Site Diagram**



### "Dashboard" Page



### **Re-TRAC Site Diagram**



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### **Re-TRAC Site Diagram**



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### Instructions: Steps to Participation

#### **Steps to Participate:**

After you have registered, fill in the General Information section below.

- You must select a minimum two of the six target areas waste, electronics, purchasing, energy, water, or transportation. At least one of the selected target areas must be waste, electronics, or purchasing.
- Set your baseline and goals in the target areas you chose within 90 days of joining
- Participants must commit to an improvement goal of at least 5% per year in their selected target areas.
- **Report your fiscal year results each year** using the Results section below.

#### **Questions? Contact your regional representative:**

http://www.epa.gov/federalgreenchallenge/regional.html.

### Instructions: Legend



Action Icons	Aspect Icons
<ul> <li>Edit Form</li> <li>Delete Form</li> <li>Search Form</li> <li>Add/Edit Dates</li> </ul>	<ul> <li>System Message</li> <li>An Organization</li> <li>A Program</li> </ul>

### Main Icons to Know



**Information has not been inputted or saved**. Input and save desired baseline and results information.



**Information has been inputted and saved**. This information can be changed as needed.



**Information has been submitted**. This information is considered final but can be edited by Regional FGC administrators.



**Information submitted and verified.** This information has been verified by FGC administrators.

### **Re-TRAC Site Diagram**



### General Information (on "Status" page)

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### "General Information" Form

	ENVIRONMENTA	PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY
	Admin Use Only Agency Status: Select Status	The "General Information" form includes seven sections (A to G). Review this information for completeness and accuracy.
Program Information	Section A:	Contact Information
Program Status	Agency:	Environmental Protection Agency
General Information <u>Program Forms</u>	Facility Name:	North Chelmsford Laboratory
Host: EPA - Sustainable Materials	Enter facility name federal agency, inc	ne way that you would like it to appear on the Federal Green Challenge website participant list. A facility may be any subcomponent of a Iding but not limited to bureaus, administrations, bases, departments, offices, facilities, laboratories, divisions, field and regional offices.
Management	Web Address:	http://www.epa.cov/ahoutepa/ref Ensure website address begins with http:// or https://
Website:	Address:	
http://epa.gov/federalgreenchallenge/	014-0	11 Technology Drive
Program Manager	City:	North Chelmsford
representative	State or Territory	Massachusetts
(http://www.epa.gov/federalgreenchallen	Zip:	01863

### **General Information**

#### **Section A: Contact Information**

• Executive and staff contact info.

#### Section B: Federal Green Challenge Pledge

• Select at least two target areas out of the six.

#### Section C: Your Goals

• Acknowledge annual goal of 5% improvement.

#### **Section D: Facility Description**

• Type of facility, # of employees, and building details

#### Section E: EMS & Green Teams

Indicate Environmental Management System and/or Green Team

#### Section F: Participation in other EPA Partnership Programs

Federal Electronics Challenge or WasteWise

### Section G: How You Heard About the FGC

• Referral, Local FEB, Workshop, etc.

### Saving and Submitting "General Information"



### **Re-TRAC Site Diagram**



### "Baseline" Icons (on the "Status" page)

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### **6 Baseline Categories**

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**Baseline - Waste/Materials** 

**Baseline - Purchasing** 

**Baseline - Electronics** 

**Baseline** - Energy

**Baseline - Transportation** 

Baseline - Water

### 1) Baseline - Waste/Materials

- Prevention/Source Reduction
- Reuse
- Recycle
- Composting
- Waste to Energy
- Waste to Landfill

### 2) Baseline - Purchasing

#### **Purchasing Plans and Policies**

- Green Purchasing
- Green Meeting and Events Policy
- Green Cleaning Plan
- Integrated Pest Management Plan
- Freight Shipped by an EPA SmartWay partner
- Policy limiting the purchase of bottled water
- Pollinator Habitat Enhancement Plan

#### **Measure Purchasing**

- Office Paper
- Meeting and Events Services
- Bottled Water Purchased with Federal Fund
- Janitorial Services
- Pest Management Services

### 3) Baseline - Electronics

- New Electronics Purchased
  - EPEAT Gold, Silver, Bronze
- Computer and Monitor Power Management
- Life Span of Equipment
- End of Life Electronics Management
  - Agency owned equipment
  - Personal equipment

### 4) Baseline - Energy

- Electricity (kWhs)
- Natural Gas (cubic feet)
- Fuel Oil (gallons)
- On-Site Renewable Energy Purchased (%)
- Are you using Energy Star Portfolio Manager?

### 5) Baseline - Transportation

### • Fleet Description (Electric, Hybrid, Alt. Fuel)

- Do you use alternative fuels?
- How far to closest fueling station?
- Do you recycle used motor oil (enter "pounds")?
- Do you use re-refined motor oil?
- Business Travel
- Commuting

### 6) Baseline - Water

- Potable Water Usage
- Industrial Water Usage
- Landscaping Water Usage
- Agricultural Water Usage
- Recycled Water
- Stormwater

### **Baseline - Energy Form**



Program Details

#### Account Information:

Status

Baseline - Energy

#### Host:

EPA - Sustainable Materials Management

#### Website:

http://epa.gov/federalgreenchallenge/

#### Program Manager

For questions contact your regional representative (http://www.epa.gov/federalgreenchallen ge/regional.html) WasteWiseHelp@epa.gov

#### **Baseline** - Energy

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY



Select Baseline Year

(The recommended baseline year is the year of Federal Green Challenge registration. If data is not available for the registration year, an earlier baseline year may be used. A recent baseline year is preferred.)

#### **Energy Data**

ACTIVITY	BASELINE RESULT	s	КВТU	GJ		FIRST YEAR'S GOAL (% DECREASE)	
Electricity Consumed (kWh)							
Natural Gas Consumed (Cubic Feet)							
Fuel Oil Consumed (gallons) (assumption is for #2 fuel oil)							
Total			Ĕ		1		
ACTIVITY		BASELINE YEAR AMOUNT			FIRST YEAR'S GOAL (% INCREASE)		
Renewable energy purchased or i	nstalled on-site (%)						

### Baseline "Energy" Form (with data)

**Baseline** - Energy



Program Details

Account In	nformation:

<u>Status</u>

Baseline - Energy

#### Host:

EPA - Sustainable Materials Management

#### Website:

http://epa.gov/federalgreenchallenge/

#### Program Manager

For questions contact your regional representative (http://www.epa.gov/federalgreenchalle ge/regional.html) WasteWiseHelp@epa.gov

2016 recommended baseline year is the	year of Federal Green Challenge registr	ation. If data is not available for the re	gistration year, an earlier baseline ye	ear may be used. A recent b
Energy Data	Input Baselin	e Results		
ACTIVITY	BASELINE RESULTS	КВТИ	GJ	FIRST YEAR'S GOAL (% DECREASE)
Electricity Consumed (kWh)	15,025,675.00000	51,267,603.100	54,343.65929	
Natural Gas Consumed (Cubic Feet)	40,000.00000	41,120.000	43.58720	
Fuel Oil Consumed (gallons) (assumption is for #2 fuel oil)	30,000.00000	4,140,000.000	4,388.40000	-
Total		55,448,723.100	58,775.64649	

### Baseline "Energy" Form (with data)

**Baseline** - Energy



**Program Details** 

Account Information:	
Status	
Baseline - Energy	

#### Host:

EPA - Sustainable Materials Management

#### Website:

http://epa.gov/federalgreenchallenge/

#### Program Manager

For questions contact your regional representative (http://www.epa.gov/federalgreenchall ge/regional.html) WasteWiseHelp@epa.gov

Input Baseline Results Input Per Energy Data	rcentile (
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### Saving and Submitting the "Baseline Forms"

At the bottom of each Baseline form you can find the "Save" and "Submit to Program" buttons.



### **Re-TRAC Site Diagram**



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### A baselines must be completed to see the related "Results" category

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### A baselines must be completed to see the related "Results" category

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### **Results Form for Transportation (blank)**



Your data may not be considered complete by the Program Manager(s) of EPA - Federal Green Challenge until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of EPA - Federal Green Challenge.

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY Year: 2017 Cycle: ANNUAL

#### **RESULTS - TRANSPORTATION**



1

PROGRAM DETAILS

Account Information:

<u>Status</u>

Results - Transportation

Host:

EPA - Sustainable Materials Management

Website:

http://epa.gov/federalgreenchallen ge/

Program Manager

Transportation

**Fleet Description** 

VEHICLES	2017 (NUMBER OF VEHICLES)	* NEXT YEAR'S GOAL (% INCREASE)
Electric vehicles		
Hybrid-Electric vehicles		
Alternative fuel vehicles		

VEHICLES	2017 (NUMBER OF VEHICLES)	* NEXT YEAR'S GOAL (% DECREASE)
Internal combustion engine vehicles		

Do you use alternative fuels in your alternative fuel vehicles (AFVs)?

yes, always

### **Results Form for Transportation (blank)**



Your data may not be considered complete by the Program Manager(s) of EPA - Federal Green Challenge until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of EPA - Federal Green Challenge.

#### **RESULTS - TRANSPORTATION**

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY Year: 2017 Cycle: ANNUAL

#### Transportation **Fleet Description** VEHICLES 2017 (NUMBER OF VEHICLES) \* NEXT YEAR'S GOAL (% INCREASE) Electric vehicles 40 5.00 55 5.00 Hybrid-Electric vehicles 12 7.00 Alternative fuel vehicles FY17 "Results" FY18 "% Goal" 2017 NUMBER OF VEHICLES) \* NEXT YEAR'S COAL (% DECREASE) VEHICLES 150 10.00 Internal combustion engine vehicles

Do you use alternative fuels in your alternative fuel vehicles (AFVs)?

ves, always

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PROGRAM DETAILS

Account Information:

Results - Transportation

EPA - Sustainable Materials

http://epa.gov/federalgreenchallen

Status

Host:

Website:

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Management

Program Manager

### Live Demonstration Reporting Waste/Materials Results

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### Saving and Submitting the "Result Forms"

At the bottom of each Result form you can find the "Save" and "Submit to Program" buttons.



### **Re-TRAC Site Diagram**



### FGC Awards

FGC presents **National** and **Regional Awards** for Data Driven results and Narrative description of FGC activities.

**Data Driven Awards** are based on the numerical results inputted to Re-TRAC.

**Narrative Awards** are based on the description of innovation, education, or leadership efforts submitted to Re-TRAC.

### Narrative Award Categories

- •Innovation: Using or showing new methods or ideas.
- Education & Outreach: Promoting education of environmental impacts and potential reductions for the FGC target areas?
- Leadership: Leading by example and going beyond normal expectations.

### FGC Award Eligibility

You are eligible to apply for a FY2017 Federal Green Challenge award if you meet the following criteria for Data Driven and Narrative nominations:

- 1) For all Nominations: Submit your FY2015 annual results into Re-Trac by January 31, 2018
- 2) For Narrative Nominations: Submit annual results and an award nomination form in Re-Trac by January 31, 2018.

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### **Award Nomination Form**





#### Program Details

Account Information: Status

Federal Green Challenge Award
 Nomination Form

Host: EPA - Sustainable Materials Management

Website:

### FEDERAL GREEN CHALLENGE AWARD NOMINATION FORM Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY Year: 2016 Cycle: ANNUAL

#### Instructions:

You are eligible for a FY2015 Federal Green Challenge Data Driven Award if you meet the following criteria:

1. Submit your FY2015 Annual results into the Federal Green Challenge data management system by January 31, 2016 There is no longer an application for the data driven award. Submitting FY 2015 annual data, will make you eligible.

There is no longer an application for the data driven award. Submitting 11 2015 annual data, will mak

You are eligible for a FY2015 Federal Green Challenge Narrative Award

1. Submit your FY2015 Annual results into the Federal Green Challeng

 Submit an award nomination form in the Federal Green Challenge For more information about the Federal Green Challenge awards, plea

If you have any questions, please contact your Regional Federal Greer

#### Organization Information

Site being nominated for recognition

Name of the Facility:

# Complete the requested contact information.

### Award Nomination Form

# Select one or more award categories, which opens the narrative questions.

#### Award Categories

My organization submits this application for:

Narrative Awards (evaluation based on information submitted in the Narrative section on this nomination form)

Innovation
Education & Outreach

Leadership

Save Submit to Program

### Narrative Questions: Innovation

- What innovative method(s) or idea(s) were used?
- How were these innovative methods or ideas used?
- What criteria was evaluated or taken into account by the use of these innovative methods or ideas? Why was the implementation of your innovative method or idea so significant?
- What impact did your implementation of the method or idea have on your target area?
- Describe how this was an innovative idea or method for your facility?

### Narrative Questions: Education & Outreach

- Identify the percentage of your total target population reached by the education and outreach activity you want recognized.
- Describe the methods used to reach this target population?
- How did you measure the results? What are the environmental impacts in real data (what you measured) as a result of education and outreach to your target population?
- Why was the implementation of your education and outreach so significant? Describe what obstacles you overcame.
- What impact do you foresee this education to have on your target population in the future?

### Narrative Questions: Leadership

- Documentation, presentations and outreach that lead to other entity's success in achieving significantly reduced environmental results as a result of that coaching. What were those results in real data?
- Describe the efforts taken to mentor/assist others where those other entities achieved significantly reduced environmental results as a direct result of that coaching.
- As leadership should be defined through leading by example – how did you meet /exceed your own goals.
- Describe how your entity's leadership went outside your field of control.
- Why was the undertaking and evidence of your leadership so significant?

# Federal Green Challenge CRethink

CHANGING HOW WE THINK ABOUT OUR RESOURCES FOR A BETTER TOMORROW

### **FGC Regional Contacts**

### www.epa.gov/fgc

New England (Region 1)	Robert Guillemin: Guillemin.Robert@epa.gov, (617) 918-1814					
	Anne Fenn: Fenn: Anne@epa.gov, (617) 918-1805					
New Jersey, New York, Puerto	Michael Poetzsch: Poetzsch.Michael@epa.gov, (212) 637-4147					
Rico, US Virgin Islands (Region 2)	Joseph Malki: Malki.Joseph@epa.gov, (212) 637-4101					
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Southeast (Region 4)	Robin Billings: Billings.Robin@epa.gov, (404) 562-8515					
	Audrey Baker: Baker.Audrey@epa.gov, (404) 562-8483					
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South Central (Region 6)	Joyce Stubblefield: Stubblefield.Joyce@epa.gov, (214) 665-6430					
	Cameron Balch: Balch.Cameron@epa.gov, (214) 665-7553					
	Diana Greiner: Greiner.Diana@epa.gov, (214) 665-6492					
Midwest (Region 7)	Marcus Rivas: Rivas.Marcus@epa.gov,					
Mountains & Plains (Region 8)	Amanda Hong: hong.amanda@epa.gov, (303) 312-6221					
	Suzanne Satter: satter.suzanne@epa.gov, (303) 312-6614					
Pacific Southwest (Region 9)	Andre Villasenor: R9federalgreenchallenge@epa.gov, (213) 244-1813					
	Timonie Hood: R9federalgreenchallenge@epa.gov, (415) 972-3282					
Pacific Northwest (Region 10)	Theresa Blaine: blaine.theresa@epa.gov, (206) 553-0257					

### **Re-TRAC Site Diagram**



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Sustainable Materials Management

## Federal Green Challenge CRethink

CHANGING HOW WE THINK ABOUT OUR RESOURCES FOR A BETTER TOMORROW

### **Robert Guillemin**

FGC Coordinator EPA Region 1 Guillemin.Robert@epa.gov

