Tracking and Reporting Environmental Results at Federal Facilities

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ENERGY STAR National Manager, Public Sector
EPA Headquarters

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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
Log in to Re-TRAC Connect
http://re-trac.com

Click “Login”
Log in to Re-TRAC Connect

https://connect.re-trac.com/

Enter your email and password

Then click “Log In”
Re-TRAC Site Diagram

Status Page

Log in

Dashboard

Instructions
General Information
Baselines
Results
Award Nominations
Click on the “Go” button to see Federal Green Challenge status information for your facility.

The “Dashboard” is the first page visitors see when they log onto Re-TRAC Connect.
# EPA - Federal Green Challenge Status

**Member:** ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

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**Steps to Participate:**
1. After you have registered, fill in the General Information section below.

## General Information

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<td>Baseline - Energy</td>
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<td>Results - Transportation</td>
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**Federal Green Challenge Award Nomination Form**
The “Federal Green Challenge Status” page is the central page connecting to instructions, baseline information, results, and award nomination forms.
# Status Page

## General Information
- **Host:** EPA - Sustainable Materials Management
- **Website:** [http://epa.gov/federalgreenchallenge/](http://epa.gov/federalgreenchallenge/)

## Baseline Information
- **Baseline - Waste/Materials**
- **Baseline - Purchasing**
- **Baseline - Electronics**
- **Baseline - Energy**
- **Baseline - Transportation**
- **Baseline - Water**

## Results

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## Award Nominations
- Federal Green Challenge Award Nomination Form
### EPA - Federal Green Challenge Status

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#### Steps to Participate:
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#### INSTRUCTIONS

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td>Baseline - Waste/Materials</td>
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<td>Baseline - Purchasing</td>
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<td>Baseline - Water</td>
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#### Results - Waste/Materials

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#### Results - Purchasing

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#### Results - Electronics

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#### Results - Transportation

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#### Federal Green Challenge Award Nomination Form

For questions contact your regional representative
(http://www.epa.gov/federalgreenc-hallenge/)
WasteWiseHelp@epa.gov
EPA - Federal Green Challenge Status

**Member:** ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

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

**INSTRUCTIONS**

**GENERAL INFORMATION**

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### BASELINE INFORMATION

- Results - Waste/Materials
- Results - Purchasing
- Results - Electronics
- Results - Transportation
- Federal Green Challenge Award Nomination Form
EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

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INSTRUCTIONS

GENERAL INFORMATION

BASELINE INFORMATION

RESULTS
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Steps to Participate:
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### INSTRUCTIONS

#### GENERAL INFORMATION

- General Information
- Baseline - Waste/Resources
- Baseline - Purchasing
- Baseline - Electronics
- Baseline - Energy
- Baseline - Transportation
- Baseline - Water

#### BASELINE INFORMATION

#### RESULTS

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#### AWARD NOMINATIONS

Federal Green Challenge Award Nomination Form
Re-TRAC Site Diagram

- Log in
- Dashboard
- Status Page
- Instructions
- General Information
- Baselines
- Results
- Award Nominations
### Steps to Participate

After you have selected, fill in the General Information section below:

<table>
<thead>
<tr>
<th>General</th>
<th>Baseline</th>
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<th>Baseline - Energy</th>
<th>Baseline - Transportation</th>
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**Legend**

Select the appropriate icons to indicate progress and achievements:

- **Green Star**: Status achieved
- **Yellow Star**: In progress
- **Red Star**: Not started

**Account Information**

- **Host**: EPA - Sustainable Materials Management
- **Website**: [http://epa.gov/federalgreenchallenge/](http://epa.gov/federalgreenchallenge/)

**Program Manager**

For questions contact your regional representative: [http://www.epa.gov/federalgreenchallenge/regional.html](http://www.epa.gov/federalgreenchallenge/regional.html)

**WasteWiseHelp@epa.gov**

**Federal Green Challenge Award Nomination Form**

- **2016**: [View Historical Data](#)
Instructions: Steps to Participation

Steps to Participate:
After you have registered, fill in the General Information section below.

- You must select a minimum of 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:
### Legend

#### Status Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status Description</th>
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<tbody>
<tr>
<td><img src="image1" alt="+" /></td>
<td>Form - To Be Completed</td>
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<tr>
<td><img src="image2" alt="✓" /></td>
<td>Saved - Completed</td>
</tr>
<tr>
<td><img src="image3" alt="⚠️" /></td>
<td>Saved - Error</td>
</tr>
<tr>
<td><img src="image4" alt="🔍" /></td>
<td>Multiple Forms - Completed</td>
</tr>
<tr>
<td><img src="image5" alt="🔍" /></td>
<td>Multiple Forms - Error</td>
</tr>
<tr>
<td><img src="image6" alt="🔍" /></td>
<td>Paginated Form - No Errors</td>
</tr>
<tr>
<td><img src="image7" alt="🔍" /></td>
<td>Paginated Form - Errors</td>
</tr>
<tr>
<td><img src="image8" alt="🔍" /></td>
<td>Submitted - Error</td>
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<tr>
<td><img src="image9" alt="🔍" /></td>
<td>Submitted - Awaiting Verification</td>
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<tr>
<td><img src="image10" alt="🔍" /></td>
<td>Submitted - Awaiting Verification with Error</td>
</tr>
<tr>
<td><img src="image11" alt="🔍" /></td>
<td>Submitted - Verified</td>
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<tr>
<td><img src="image12" alt="🔍" /></td>
<td>Review - Program Manager Only</td>
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</tbody>
</table>

*Greyed out icons indicate that the survey has been locked, or closed, for all reporting entities.*

#### Action Icons

- Edit Form
- Delete Form
- Search Form
- Add/Edit Dates

#### Aspect Icons

- System Message
- An Organization
- A Program
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

- Log in
- Dashboard
- Status Page
  - Instructions
  - General Information
  - Baselines
  - Results
  - Award Nominations
Click on the “General Information” icon to input and review facility contact information and other attributes.
The “General Information” form includes seven sections (A to G). Review this information for completeness and accuracy.
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”

To save “General Information,” scroll to the bottom of the page and select “Save.” Saving allows you to update the form at a later time.

To submit “General Information,” select “Submit to Program.” This step will complete the form.
“Baseline” Icons (on the “Status” page)

Click on the “Baseline” icons to input and review baseline and goal information.
6 Baseline Categories

1. Baseline - Waste/Materials
2. Baseline - Purchasing
3. Baseline - Electronics
4. Baseline - Energy
5. Baseline - Transportation
6. 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

Baseline Year: 2016

Select Baseline Year

Energy Data

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>BASELINE RESULTS</th>
<th>KBTU</th>
<th>GJ</th>
<th>FIRST YEAR'S GOAL (% DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity Consumed (kWh)</td>
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<td></td>
<td></td>
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<tr>
<td>Natural Gas Consumed (Cubic Feet)</td>
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<tr>
<td>Fuel Oil Consumed (gallons)</td>
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<tr>
<td>Fuel Oil Consumed (gallons) - #2 fuel oil</td>
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<tr>
<td>Total</td>
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</table>

Renewable energy purchased or installed on-site (%)

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/federalgreenchallenge/regional.html)
WasteWiseHelp@epa.gov
Baseline "Energy" Form (with data)

**Select Baseline Year**

Baseline Year: 2016

**Input Baseline Results**

### Energy Data

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>BASELINE RESULTS</th>
<th>kBtu</th>
<th>GJ</th>
<th>FIRST YEAR'S GOAL (% DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity Consumed (kWh)</td>
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<td>15,025,675.0000</td>
<td>51,267,603.100</td>
<td>54,343,659.29</td>
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<tr>
<td>Natural Gas Consumed (Cubic Feet)</td>
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<td>40,000.0000</td>
<td>41,120.000</td>
<td>43,587.20</td>
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<tr>
<td>Fuel Oil Consumed (gallons) (assumption is for #2 fuel oil)</td>
<td></td>
<td>30,000.0000</td>
<td>4,140,000.0000</td>
<td>4,388,400000</td>
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<td>Total</td>
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<td></td>
<td>56,446,723.100</td>
<td>68,776,646.49</td>
</tr>
</tbody>
</table>

**Account Information:**

- **Status:** Baseline - Energy

**Host:**
- EPA - Sustainable Materials Management

**Website:**
- [http://epa.gov/federalgreenchallenge/](http://epa.gov/federalgreenchallenge/)

**Program Manager**
- For questions contact your regional representative
- WasteWiseHelp@epa.gov
Baseline “Energy” Form (with data)

### Baseline Year
- **Select Baseline Year:** 2016

### Input Baseline Results
- **Energy Data**
  - **Activity:** Electricity Consumed (kWh)
    - **Baseline Results:** 15,025,675.00000
  - **Activity:** Natural Gas Consumed (Cubic Feet)
    - **Baseline Results:** 40,000.00000
  - **Activity:** Fuel Oil Consumed (gallons)
    - **Baseline Results:** 30,000.00000

### Input Percentile Goals
- **First Year’s Goal (% Decrease):**
  - Electricity Consumed (kWh): 5.00%
  - Natural Gas Consumed (Cubic Feet): 10.00%
  - Fuel Oil Consumed (gallons): 5.00%
Saving and Submitting the “Baseline Forms”

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

Saving allows you to update the form at a later time.

The “Submit to Program” button will complete and lock the form.
“Results” Section
“Results” Section
Click on the “Results” icons to input results for FY17 and set goals for FY18.
Click on the “Results” icons to input results for FY17 and set goals for FY18.

You can also see results and goals from previous years by clicking on these icons.
A baselines must be completed to see the related “Results” category.

Energy Baseline

“Empty” Category Icon

No “Energy” Category in Results
A baselines must be completed to see the related “Results” category.
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

<table>
<thead>
<tr>
<th>VEHICLES</th>
<th>2017 (NUMBER OF VEHICLES)</th>
<th>* NEXT YEAR'S GOAL (% INCREASE)</th>
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<tr>
<td>Hybrid Electric vehicles</td>
<td></td>
<td></td>
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<tr>
<td>Alternative fuel vehicles</td>
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</table>

<table>
<thead>
<tr>
<th>VEHICLES</th>
<th>2017 (NUMBER OF VEHICLES)</th>
<th>* NEXT YEAR'S GOAL (% DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal combustion engine vehicles</td>
<td></td>
<td></td>
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</tbody>
</table>

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

- yes, always
# Results Form for Transportation (blank)

**RESULTS - TRANSPORTATION**

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

<table>
<thead>
<tr>
<th>Fleet Description</th>
<th>2017 (NUMBER OF VEHICLES)</th>
<th>* NEXT YEAR'S GOAL (% INCREASE)</th>
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<tr>
<td></td>
<td>150</td>
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*Your data may not be considered complete by the Program Manager(s) of the 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 the EPA - Federal Green Challenge.*
# Live Demonstration Reporting Waste/Materials Results

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 - WASTE/MATERIALS

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

### Prevention/Source Reduction

Please select a material in the drop-down box below and then click "Add".

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<tr>
<th>SOURCE</th>
<th>MATERIAL</th>
<th>AMOUNT</th>
<th>UNIT</th>
<th>TONS</th>
<th>MEASUREMENT METHODOLOGY</th>
<th>COMMENTS/ACTIVITY DESCRIPTION</th>
<th>NEXT YEARS GOAL (% INCREASE)</th>
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</thead>
<tbody>
<tr>
<td>Select</td>
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**ADD**

### Reuse

Please select a material in the drop-down box below and then click "Add".

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<th>NEXT YEARS GOAL (% INCREASE)</th>
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<tbody>
<tr>
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</table>

**ADD**

---

**Account Information:**
- **Status:**
- **Results - Waste/Materials**

**Host:**
- EPA - Sustainable Materials Management

**Website:**
- [http://epa.gov/federal格林challenge](http://epa.gov/federal格林challenge)

**Program Manager:**
For questions contact your regional representative:
- [WasteWiseHelp@epa.gov](mailto:WasteWiseHelp@epa.gov)
Saving and Submitting the “Result Forms”

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

- **Saving** allows you to update the form at a later time.
- **Submit to Program** button will complete and lock the form.
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**.
Click the icon at the bottom of the Status page to visit the award nomination forms for FY16 results.
Complete the requested contact information.
Select one or more award categories, which opens the narrative questions.
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?
<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>New England (Region 1)</td>
<td>Robert Guillemin</td>
<td><a href="mailto:Guillemin.Robert@epa.gov">Guillemin.Robert@epa.gov</a>, (617) 918-1814</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anne Fenn</td>
<td><a href="mailto:Fenn.Anne@epa.gov">Fenn.Anne@epa.gov</a>, (617) 918-1805</td>
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<tr>
<td>New Jersey, New York, Puerto</td>
<td>Michael Poetzsch</td>
<td><a href="mailto:Poetzsch.Michael@epa.gov">Poetzsch.Michael@epa.gov</a>, (212) 637-4147</td>
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<tr>
<td>Rico, US Virgin Islands (Region 2)</td>
<td>Joseph Malki</td>
<td><a href="mailto:Malki.Joseph@epa.gov">Malki.Joseph@epa.gov</a>, (212) 637-4101</td>
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<tr>
<td>Mid-Atlantic (Region 3)</td>
<td>David Iacono</td>
<td><a href="mailto:Iacono.david@epa.gov">Iacono.david@epa.gov</a>, (215) 814-3231</td>
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<tr>
<td>Southeast (Region 4)</td>
<td>Robin Billings</td>
<td><a href="mailto:Billings.Robin@epa.gov">Billings.Robin@epa.gov</a>, (404) 562-8515</td>
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<td>Audrey Baker</td>
<td><a href="mailto:Baker.Audrey@epa.gov">Baker.Audrey@epa.gov</a>, (404) 562-8483</td>
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<tr>
<td>Great Lakes (Region 5)</td>
<td>Chris Newman</td>
<td><a href="mailto:Newman.Christopherm@epa.gov">Newman.Christopherm@epa.gov</a>, (312) 353-8402</td>
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<tr>
<td>South Central (Region 6)</td>
<td>Joyce Stubblefield</td>
<td><a href="mailto:Stubblefield.Joyce@epa.gov">Stubblefield.Joyce@epa.gov</a>, (214) 665-6430</td>
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<td>Cameron Balch</td>
<td><a href="mailto:Balch.Cameron@epa.gov">Balch.Cameron@epa.gov</a>, (214) 665-7553</td>
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<td>Diana Greiner</td>
<td><a href="mailto:Greiner.Diana@epa.gov">Greiner.Diana@epa.gov</a>, (214) 665-6492</td>
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<tr>
<td>Midwest (Region 7)</td>
<td>Marcus Rivas</td>
<td><a href="mailto:Rivas.Marcus@epa.gov">Rivas.Marcus@epa.gov</a>,</td>
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<tr>
<td>Mountains &amp; Plains (Region 8)</td>
<td>Amanda Hong</td>
<td><a href="mailto:hong.amanda@epa.gov">hong.amanda@epa.gov</a>, (303) 312-6221</td>
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<td></td>
<td>Suzanne Satter</td>
<td><a href="mailto:satter.suzanne@epa.gov">satter.suzanne@epa.gov</a>, (303) 312-6614</td>
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<tr>
<td>Pacific Southwest (Region 9)</td>
<td>Andre Villasenor</td>
<td><a href="mailto:R9federalgreenchallenge@epa.gov">R9federalgreenchallenge@epa.gov</a>, (213) 244-1813</td>
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<tr>
<td></td>
<td>Timonie Hood</td>
<td><a href="mailto:R9federalgreenchallenge@epa.gov">R9federalgreenchallenge@epa.gov</a>, (415) 972-3282</td>
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<tr>
<td>Pacific Northwest (Region 10)</td>
<td>Theresa Blaine</td>
<td><a href="mailto:blaine.theresa@epa.gov">blaine.theresa@epa.gov</a>, (206) 553-0257</td>
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**EPA - Federal Green Challenge Status**

**Member:** ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

The Federal Green Challenge is part of EPA's Sustainable Material Management Program. It challenges EPA and other federal agencies throughout the country to lead by example in reducing the Federal Government's environmental impact.

**Steps to Participate:**
1. After you have registered, fill in the General Information section below.

**INSTRUCTIONS**

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**BASELINE INFORMATION**

**RESULTS**

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**AWARD NOMINATIONS**
Robert Guillemin
FGC Coordinator
EPA Region 1
Guillemin.Robert@epa.gov