



**Court Services and Offender Supervision Agency
for the District of Columbia**

POLICY STATEMENT

Policy Statement 5001

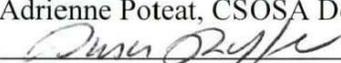
Policy Area: Management and Administration

Effective Date:

MAR 11 2011

Approved:

Adrienne Poteat, CSOSA Deputy Director,


Susan W. Shaffer, PSA Director

ENVIRONMENTAL, ENERGY AND TRANSPORTATION MANAGEMENT

I. COVERAGE

This Policy Statement and its appended procedures apply to all Court Services and Offender Supervision Agency (CSOSA) and all Pretrial Services Agency (PSA) employees. Throughout this policy the term “the Agencies” shall mean CSOSA and PSA collectively.

II. BACKGROUND

Executive Order 13423 dated January 24, 2007, Strengthening Federal Environmental, Energy, and Transportation Management and Executive Order 13514, dated October 5, 2009, Federal Leadership in Environmental, Energy and Economic Performance, require federal agencies to develop and implement policy and plans to further the nation’s progress in improving energy use and management and to lead, by example, a national effort to create a clean energy economy, promote energy security and safeguard the health of the environment. The Council on Environmental Quality (CEQ) and the Office of Management and Budget (OMB) were tasked to ensure that federal agencies develop the plans and requirements to ensure compliance with the orders. In a series of meetings with small agencies, the CEQ has demonstrated recognition that small agencies and others that do not operate sizeable vehicle fleets (i.e., 20 or more vehicles) and/or do not own the buildings they occupy or control the energy-related decisions made in those buildings will have more limited reporting under Executive Order 13514. Similarly, as a result of the differences in CSOSA and PSA operations and facilities, each Agency’s reporting requirements under Executive Order 13514 will differ to some degree.

III. POLICY

It is the policy of the Agencies to conduct our environmental, transportation and energy-related activities and programs in compliance with Executive Order 13423, Strengthening Federal Environmental Energy and Transportation Management, and Executive Order 13514, Federal Leadership in Environmental, Energy and Economic Performance. Such programs shall be conducted in an environmentally, economically and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.

The Agencies shall increase energy efficiency; measure, report, and reduce greenhouse gas emissions to every extent feasible, from direct and indirect activities; conserve and protect water resources through efficiency, reuse, and storm water management; eliminate waste, recycle, and prevent pollution; leverage the Agencies' acquisitions to foster markets for sustainable technologies and environmentally friendly materials, products, and services; design, construct, maintain, and operate high performance sustainable buildings in sustainable locations; strengthen the vitality and livability of the communities in which federal facilities are located; and inform and involve federal employees in the achievement of these goals.

The Agencies shall prioritize actions based on a full accounting of both economic and social benefits and cost, and shall drive continuous improvement by annually evaluating performance, extending or expanding projects that have net benefits, and reassessing or discontinuing under-performing projects.

The Agencies shall be transparent in their efforts and outcomes and shall disclose plans and results on their publicly available websites in accordance with open government initiatives and requirements.

Pursuant to the requirements of Executive Order 13514, and with the concurrence of PSA, the CSOSA Associate Director of Management and Administration has been designated the Senior Sustainability Officer (SSO) for both Agencies. The SSO designation was reported to the OMB Director and the CEQ Chair by letter dated November 9, 2009, which is attached to this Policy as Appendix D. The SSO shall be accountable for CSOSA's conformance with the requirements of this Policy and for reporting CSOSA and PSA conformity with the policy to the CEQ and OMB.

V. AUTHORITIES, SUPERSEDESURES, REFERENCES, AND ATTACHMENTS

A. Authorities.

1. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, January 24, 2007.
2. Executive Order 13514, Federal Leadership in Environmental, Energy and Economic Performance, October 5, 2009, which requires agencies to establish an integrated strategy towards sustainability and targets for the reduction of greenhouse gas emissions.
3. Executive Order 13327, Federal Real Property Asset Management, which provides broad policies and authorities to promote efficiency in the use and management of real property owned or leased by the Federal government.
4. Energy Independence and Security Act of 2007 (EISA), which strengthens the development and use of renewable fuels, promotes research on greenhouse gas

capture and storage options and seeks to increase the efficiency of products, buildings and vehicles, with specific focus on federal buildings and federal vehicle fleets.

5. Energy Policy Act of 2005 (EPACT), which establishes energy and water saving management requirements, covers procurement of energy saving products and energy performance contracts and creates economic incentives for the development of alternative and renewable energy technologies.
6. 41 C.F.R. Chapter 102-74, Federal Management Regulation (FMR), which provides the government's basic facility management policy and requires facilities to be cost-effective and energy efficient.
7. 5 U.S.C. Section 306, Government Performance and Results Act of 1993, Section 3, which establishes the requirement of an agency strategic plan. The Strategic Sustainability Performance Plan required by E.O. 13514 must be incorporated into the Agencies' respective strategic plans.

B. Supercedures.

None

C. Procedural References.

Federal Leadership in High Performance and Sustainable Buildings, Memorandum of Understanding, March, 2006, which provides guidelines for agencies in developing energy conservation strategies for designing buildings, energy performance, water conservation, indoor environmental quality and materials.

D. Attachments

Appendix A - Definitions

Appendix B - General Provisions

Appendix C – Responsibilities

Appendix D – Letter of SSO Designation, November 9, 2009

APPENDIX A

DEFINITIONS

Alternative Fuel Vehicle - Vehicles defined by section 301 of the Energy Policy Act of 1992, as amended (42 U.S.C. § 13211), and otherwise includes electric fueled vehicles, hybrid electric vehicles, plug in hybrid electric vehicles, dedicated alternative fuel vehicles, dual fueled alternative fuel vehicles, qualified fuel cell motor vehicles, advanced lean burn technology vehicles, self-propelled vehicles such as bicycles and any other alternative fuel vehicles that are defined by statute.

Greenhouse Gas (GHG) Emissions – For purposes of this policy, GHG emissions are gases that trap heat and enter the atmosphere as a result of human activities that include but are not limited to: carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

Renewable Energy - Energy derived from resources that are naturally regenerative such as that produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project.

Scope 1 GHG - Direct emissions from the use of fuels such as gasoline in vehicles and natural gas burned in furnaces as well as emissions of hydrofluorocarbons from refrigerant gas leakage from heating, ventilation and air conditioning (HVAC) systems.

Scope 2 GHG - Indirect GHG emissions resulting from the purchase of electricity, steam or hot water, chilled water, etc.

Scope 3 GHG - Greenhouse gas emissions from sources not owned or directly controlled by a Federal agency but related to agency activities such as employee travel and commuting, delivery services, waste disposal and contractor owned vehicles.

Sustainability and Sustainable - To create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations.

Water Consumption Intensity - Water consumption per square foot of building space.

Zero-Net-Energy Building - A building that is designed, constructed and operated to require a greatly reduced quantity of energy to operate, meet the balance of energy needs from sources of energy that do not produce GHG, and therefore result in no net emissions of GHG, and be economically viable.

APPENDIX B

GENERAL PROVISIONS

Pursuant to the requirements of Executive Orders 13423 and 13514, the Agencies shall:

- I.** Designate a Senior Sustainability Officer (SSO) by November 2009.
- II.** Establish the baseline and reduction targets for Scope 1 and 2 greenhouse gas (GHG) emissions and develop a strategy to accomplish the reduction by 2015 (CSOSA only).
- III.** Submit the strategy/plan for Scope 1 and 2 GHG reductions to the CEQ/OMB by January 5, 2010 (CSOSA only).
 - A.** The established reduction targets shall consider:
 1. Reducing energy consumption in all the Agencies' buildings and field sites;
 2. Increasing the Agencies' use of renewable energy; and
 3. Reducing the use of fossil fuels by:
 - a.** Using low GHG-emitting vehicles including alternative fuel vehicles;
 - b.** Optimizing the number of vehicles in CSOSA's fleet by using the fleet management software to collect and analyze usage data; and
 - c.** Reducing CSOSA's fleet's total consumption of petroleum products by a minimum of 2 percent annually through the end of fiscal year 2020, relative to a baseline of 2008.
- IV.** Establish the baseline and reduction targets for Scope 3 GHG emissions and develop a strategy to accomplish the reductions by 2020.
- V.** Submit the strategy/plan for Scope 3 GHG reductions to the CEQ/OMB by June 5, 2010.

The scope of the reductions shall include pursuing vendors and contractors that incorporate processes and materials that reduce GHG emissions, and uses renewable energy and green products.
- VI.** Develop and submit the Agencies' Strategic Sustainability Performance Plan by October 1, 2010 to OMB with an annual update due at the end of January for the preceding fiscal year. The Plan shall integrate the requirements of Executive Order 13514, Executive Order 13423, Executive Order 13327 Federal Property Asset Management, the Energy Policy Act of 2005, and the Energy Independence and Security Act of 2007 into a single framework. It shall:
 - A.** Include Policy Statement 5001, Agency Environmental, Energy and Transportation Management;
 - B.** Include the achievement or status of sustainability goals and targets, including GHG reduction targets set in the report submitted under Section III above;

- C.** Be integrated in the Agencies' strategic planning and budget process, and the Agency's Strategic Plan under section 3 of the Government Performance and Results Act of 1993;
 - D.** Identify the Agencies' activities, plans, procedures and practices that are relevant to the implementation of Executive Order 13514;
 - E.** Identify goals, a schedule, milestones and approaches for achieving results with quantifiable measures;
 - F.** Take into consideration environmental measures as well as economic and social benefits and costs in evaluating projects and activities based on lifecycle return on investment;
 - G.** Outline planned actions to provide information about the Agencies progress and performance in attaining the referenced goals on the Agencies' websites;
 - H.** Incorporate actions for achieving progress metrics identified by OMB Director and CEQ Chair;
 - I.** Evaluate both Agencies' climate-change risks and vulnerabilities to manage the effects of climate change on the Agencies' operations and mission in both the short- and long-term; and,
 - J.** Identify in annual updates opportunities for improvement and evaluation of past performance in order to extend or expand projects that have net lifecycle benefits and reassess or discontinue under-performing projects.
- VII.** Develop and submit an annual report to CEQ/OMB that includes a comprehensive inventory of GHG emissions in absolute terms including Scope 1, Scope 2 and specified Scope 3 emissions. The first annual report is due January 2011 covering fiscal year 2010, and thereafter, due annually at the end of January for the preceding year.
- VIII.** Additionally, the Agencies shall develop plans and procedures to achieve the following goals:
- A.** Energy Intensity Reduction; reduce both Agencies' energy intensity in facilities by 30 percent by 2015 or 3 percent annually;
 - B.** Improve water use efficiency and management by reducing potable water and landscaping water consumption by 2 percent annually through fiscal year 2020;
 - C.** Recycle waste as appropriate by diverting at least 50 percent of waste from landfills;
 - D.** Leverage both Agencies' acquisitions to foster markets for sustainable technologies and environmentally preferable materials and products;
 - E.** Reduce fleet consumption of petroleum products; and,
 - F.** Inform and involve employees in the development of the programs to support these measures.

APPENDIX C

RESPONSIBILITIES

The following responsibilities are held by the specified offices in support of achieving the above stated goals.

I. Senior Sustainability Officer

The SSO shall be responsible for oversight of the preparation and implementation of the Agencies Strategic Sustainability Performance Plan with the appropriate offices within the Agencies. The SSO shall also be accountable for CSOSA's conformance with the requirements of this Policy and for reporting CSOSA and PSA conformity with the Policy to the CEQ and OMB on such schedule and in such format as the Chair and the Director may require; as well as reporting annually to the Agency Directors on the adequacy and effectiveness of the Agencies' Plan.

II. CSOSA Office of Facilities and PSA Office of Finance and Administration

- A. Develop, plan and implement all requirements set forth in this policy, Executive Orders 13423, 13514 and other related statutes and guidelines.
- B. Lead the development and implementation of the Agencies' Strategic Sustainability Performance Plan.
- C. Management of day-to-day operations of plan and monitor staff and vendor compliance.
- D. Develop plans to reduce potable and landscape water consumption by 2 percent per year through 2020. Ensure buildings have or install water saving faucets and toilets when appropriate to assist in achieving this goal.
- E. Minimize the generation of waste by developing/promoting maximum employee utilization of the Agencies' recycling programs.
- F. Encourage or procure waste management services to divert at least 50 percent of waste from landfills.
- G. Encourage the use of contractors for pest management services that use acceptable alternative chemicals and processes.
- H. To the extent feasible, participate in regional transportation planning to assist in advancing local transportation infrastructure.
- I. Manage and structure CSOSA's fleet using data from CSOSA's Fleet Management System to reduce the consumption of petroleum products.

- J. To the extent feasible, manage existing buildings systems to assess the need for alternative materials devices or renovations that will assist in the achievement of the energy intensity reduction goal.
- K. To the extent feasible, use green products and designs in the planning and implementation of space management projects to achieve buildings with “zero-net” energy rating by 2020.
- L. Implement and maintain formal environmental management systems to achieve the performance necessary to meet goals set forth in the policy.
- M. Ensure that both Agencies utilize environmentally sound processes with respect to the disposition of surplus or excessed personal property and electronic equipment.
- N. CSOSA Office of Facilities to review and update this policy annually or as needed, in coordination with PSA.
- O. CSOSA Office of Facilities to work in coordination with PSA regarding all activities covered by this policy.

III. CSOSA and PSA Offices of Procurement

- A. To the extent feasible, ensure the planning and acquisition of new facilities includes sites that are pedestrian friendly and are accessible to public transportation to assist in reducing the creation of GHG emissions.
- B. Beginning in 2020, ensure that all new CSOSA and PSA federal building sites are designed to achieve zero-net energy consumption by 2030.
- C. To the extent feasible, ensure that at least 15 percent of the Agencies’ existing buildings and building leases (above 5000 sf) are in compliance with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings by fiscal year 2015.
- D. To the extent feasible, ensure 95% of new acquisitions and contracts for products and services are energy-efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable, Electronic Product Environmental Assessment Tool (EPEAT) certified, non-ozone depleting, contain recycled content, or are non-toxic or less-toxic alternatives, where such products meet the Agencies’ performance targets.

IV. CSOSA and PSA Offices of Information Technology

- A. Ensure the procurement of Energy Star and FEMP designated electronic equipment.
- B. Implement best practices for energy-efficient management of servers.

- C. Establish and implement procedures to enable power management, duplex printing, and other energy-efficient or environmentally preferable features on all eligible electronic products.

V. All CSOSA and PSA Employees

- A. Submit ideas and suggestions on ways the Agencies can conserve energy, space or product consumption to the SSO.
- B. Cooperate and support the Agencies' efforts to conserve and reduce energy consumption.
- C. Recycle all eligible products in the designated bins/containers.
- D. Reduce the consumption of energy and products by printing on both sides of the paper whenever possible, shutting down individual computers and printers at the end of the tour of duty and by turning off lights when leaving an office or conference room.

APPENDIX D
LETTER OF SSO DESIGNATION



Court Services and Offender Supervision Agency
for the District of Columbia

Office of the Director

November 4, 2009

Nancy Sutley
Chair, Council of Environmental Quality
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Peter Orszag, Director
Office of Management and Budget
Old Executive Office Building
17th Street and Pennsylvania Avenue, NW
Washington, DC 20500

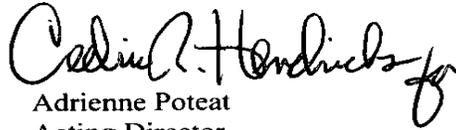
Madam Chair Sutley and Mr. Orszag:

In accordance with Executive Order 13514 dated October 5, 2009, Section 7 and Executive Order 13423, Section 3(d), James Williams is designated as the Senior Sustainability Officer for the Court Services and Offender Supervision Agency for the District of Columbia. Mr. Williams' contact information is as follows:

James Williams, Associate Director
Management and Administration
Court Services and Offender Supervision Agency
for the District of Columbia
633 Indiana Avenue, NW, Suite 837
Washington, DC 20004
(202) 220-5707
Jim.Williams@csosa.gov

Should you require additional information, please contact Mr. Williams.

Sincerely,


Adrienne Poteat
Acting Director

cc: Cedric Hendricks, Acting Deputy Director
Jim Williams, Associate Director

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