



UNITED STATES DEPARTMENT OF COMMERCE
 Chief Financial Officer and
 Assistant Secretary for Administration
 Washington, D.C. 20230

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MEMORANDUM FOR Frederick Stephens
 Senior Sustainability Officer & Deputy Secretary for Administration

FROM Gregory T. Falzetta *G.T. Falzetta*
 Departmental Environmental Management System (EMS) Coordinator

THROUGH Rob Tomiak
 Associate Director, Office of Sustainable Energy and Environmental
 Programs (OSEEP) *RT*

Mary Pleffner
 Director for Administrative Services (OAS) *M. Pleffner*

SUBJECT Annual Review of Department of Commerce Significant Environmental
 Aspects and FY 2013 Objectives and Targets

Background: Federal guidance and the International Organization for Standardization (ISO) 14001:2004 standard for Environmental Management Systems require top management at each Federal agency to regularly review the agency's significant environmental aspects for continuing adequacy and effectiveness and to periodically reset objectives and targets to show commitment to the principle of continual improvement set forth in the Department's Environmental Policy. The Department of Commerce has determined that an annual review will fulfill this requirement.

Attached are the Department's significant environmental aspects and the FY 2013 objectives and targets for your review and approval. The Objectives & Targets were briefed to the Facilities Management Council on April 18, 2012, and approved.

Please indicate below your decision as to whether the significant environmental aspects and the FY 2013 objectives and targets remain adequate. It is recommended that you determine that the significant environmental aspects continue to be adequate and effective and approve the FY 2013 objectives and targets.

Annual Review of Department of Commerce Significant Environmental Aspects and FY 2013 Objectives and Targets

Director OAS Recommendation

Concur *JIP* Non-Concur _____ Discussion Required _____ Date: 11/6/12

Senior Sustainability Officer Decision

Adequate *JS* Update _____ Discussion Required _____ Date: 11/6/12

Aspect	DOC Activity/Process/Service Impact Category	Ability of DOC to Control via Policy (High/Medium/Low)	Facility Control via Management or Engineering Controls(High/Low)	SSPP Goal No.	Objective	Annual Target	Metric	Metric Unit of Measure
Scope 2 GHG emissions	Purchased electricity, steam, hot water chilled water and combined heat and power	Low	High	1	Reduce indirect GHG emissions by 21% by 2020.	1.75% annual reduction from 2008 baseline	Metric tons of Carbon Dioxide (equivalent) emitted	mtCO2e
Scope 3 GHG emissions	contracted waste disposal; employee business travel and commuting; contracted wastewater treatment; transmission and distribution losses from purchased energy	High	Low	1	Reduce Scope 3 GHG emissions by 6% by 2020.	0.5% annual reduction from 2008 baseline	Metric tons of Carbon Dioxide (equivalent) emitted	mtCO2e
1. Air Emissions 2. Ecological Disturbance 3. Cultural Resource Disturbance	Use of chemicals that cause global warming	Medium	Low	5	Decrease agency use of chemical to assist agency in achieving FY 2020 GHG reduction targets	Establish baseline of GHG chemicals used DOC-wide	baseline established	yes/no
Scope 1 GHG emissions	Fuel use from DOC-owned vehicles	Medium	High	3	Reduce direct GHG (Scope 1) emissions by 21% by 2020.	2% annual reduction from 2005 baseline	Volume of Fuel used	Gal.
						2. Determine DOC baseline of non-vehicle scope 1 emissions (via data call for GHG inventory)	baseline determined?	yes/no
Energy Consumption	Energy use in buildings	High	High	1	Reduce direct GHG (Scope 1) and indirect (Scope 2) emissions by 21% by 2020 by reducing energy intensity by 30% by 2015 in buildings.	2.5% annual reduction in energy intensity from 2003 baseline	Energy Intensity of facilities	BTU/sq. ft.
	Energy use from electronic equipment	Medium	Medium	7	Implement power-saving features on all eligible electronic equipment	Implement power-saving features DOC-wide on monitors, laptops, hard disks and CPUs to the maximum extent practicable without compromising the ability to push out security patches; develop a strategy for enabling power-saving features on all other electronic equipment	Percent of electronics on which power-saving features have been enabled	Percentage of eligible electronics that have power saving features activated.

Aspect	DOC Activity/Process/Service Impact Category	Ability of DOC to Control via Policy (High/Medium/Low)	Facility Control via Management or Engineering Controls(High/Low)	SSPP Goal No.	Objective	Annual Target	Metric	Metric Unit of Measure
	Use of renewable energy	Medium	High	1	Reduce direct GHG (Scope 1) and indirect (Scope 2) emissions by 21% by 2020 by increasing renewable energy use	5% of DOC energy sourced from renewables by FY12, 7.5% by FY13, and 9% by FY 2020	Qty. of electricity from renewable sources	MW
	Energy use from data centers	High	Low	8	Develop agency plans to meet the technology energy-reduction goals in data centers and identify covered versus non-covered facilities.	25% of data centers operating with PUE range of 1.3-1.6	Percentage of agency data centers operating with PUE range of 1.3-1.6	%
1. Energy Consumption 2. Water Consumption	Construction/Lease/Operation/Maintenance of Buildings	High	High	2	Meeting all requirements of E.O. 13514 that pertain to high-performance sustainable design and green buildings.	1. All new const., and major renovation/repair complies with 5 Guiding Principles. 2. At least 15% of existing bldgs. and leases (>5K sq. ft.) meeting 5 Guiding Principles. 3. Optimize performance of real property portfolio.	Qty. of Buildings that are over 5,000 sq. ft. and are sustainable.	1. % (No. of Sustainable Bldgs. /No. of eligible Bldgs.) 2. Sq. Ft. of Sustainable Bldgs. /Sq. Ft. of eligible Bldgs.)
1. Energy Consumption 2. Water Consumption	Regional and Local Integrated Planning	Low	High	2	Increase regional and local stakeholder involvement with long-range growth plans and life-cycle accounting of facilities.	Translate regional and local planning goal into discrete objectives for the Department.	Discrete objectives set?	Yes/No
Hazardous Waste Generation	Laboratory work, landscaping, facility maintenance (e.g. pesticides), maintenance of fish tanks	Low	High	5	1. Reduce the acquisition, use, and disposal of hazardous chemicals & materials 2. Implement integrated pest management and landscape practices. 3. Increase the use of acceptable alternative chemicals and processes.	Develop a strategy for establishing a baseline of chemicals used DOC-wide	Strategy developed?	yes/no

Aspect	DOC Activity/Process/Service Impact Category	Ability of DOC to Control via Policy (High/Medium/Low)	Facility Control via Management or Engineering Controls(High/Low)	SSPP Goal No.	Objective	Annual Target	Metric	Metric Unit of Measure
Liquid discharges to surface and/or groundwater	Stormwater runoff	Low	High	5	Ensure that all new builds or developments over 5,000 sq feet meet the EPA technical guidance for stormwater objectives, which are to control stormwater from 95th percentile storm or control stormwater to maximum extent technically feasible	Determine a strategy for implementing and tracking this objective	Strategy determined?	yes/no
Natural Resources and raw material consumption	Purchasing	Medium	High	5	Implement federal green procurement practices to conserve resources, provide sound stewardship, and reduce negative impact on the environment.	Ensure that 95% of new contract actions require the supply or use of products and services that are energy efficient, water efficient, biobased, environmentally preferable, non-ozone depleting, contain recycled content, or are non-toxic or less-toxic alternatives.	No. of contracting actions that require affirmative purchasing.	%(No. of contracting actions requiring affirmative purchasing/Total No. of contracting actions)
Natural Resources and Raw Material Consumption	Use of paper	Low	High	5	1. Reduce printing paper use. 2. Increase the use of uncoated paper that contains at least 30% postconsumer fiber.	1. Set double-sided printing as default on all eligible agency printers 2. Develop strategy for tracking use of recycled-content paper	Percentage printers with double-sided printing as default	percentage
1. Natural Resources and Raw Material Consumption 2. Non-hazardous waste generation	Waste, Construction and Demolition	Low	High	5	Divert at least 50% of C&D materials and debris by 2015.	Show progress toward 50% diversion goal by 2015	Weight of material diverted from landfills	Tons
1. Natural Resources and Raw Material Consumption 2. Non-hazardous waste generation	Solid Waste, non C&D	Low	High	5	Divert at least 50% of solid waste (non C&D) by 2015.	Show progress toward 50% diversion goal by 2015	Weight of material diverted from landfills	Tons
1. Non-hazardous waste generation 2. Hazardous waste generation	Disposal of electronic equipment	High	High	7	Properly dispose of 100% of eligible electronics	Properly dispose of 100% of eligible electronics	Qty. of electronic equipment disposed.	%(No. of items disposed of properly/No. of items disposed of)
Water Consumption	Use of potable water in facilities	Medium	High	4	Reduce potable water intensity by 26% by 2020.	2% annual reduction from 2007 baseline	Facility Potable Water Intensity	gal./sq. ft.

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	landscaping, industrial, and agricultural potable water use	Medium	High	4	Reduce agricultural, landscaping, and industrial water use intently by 20% by FY2020.	2% annual reduction from 2010 baseline	Landscaping, industrial and agricultural potable water use	gal.
n/a	all	HIGH	n/a	n/a	Develop mandatory staff and contractor environmental stewardship training	Train 95% of staff and on-site contractors	Percentage of staff and contractors trained	No. staff & contractors trained/total no. staff & contractors
n/a	n/a	Medium	n/a	n/a	Implement DOC-wide environmental compliance monitoring program	Determine which compliance monitoring computer system will be used; determine facilities requiring compliance monitoring; implement timeline for completing baseline surveys and self-audits	completed yes/no	yes/no

**U. S. Department of Commerce
Environmental Management System (EMS)**

FY 2013 Objectives and Targets

1. General/Policy Goals:

a. Update five (5) year plans that outline projects indicating progress toward goals articulated in Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*.

b. Ensure that Executive Steering Committee (ESC) maintains effective control of the Departmental EMS by exerting oversight through regular and periodic ESC meetings. , (Metric – Yes/No).

c. Implement a Department-wide Fleet Management Information System, (Metric – Yes/No).

d. Contingent on a fielded system, and trained users, ensure that all applicable bureaus have Environmental Compliance Auditing and Reporting System self-inspections completed at all facilities. (Metric – Yes/No).

e. Applicable bureaus shall maintain use of or make progress towards 100% compliance with reporting energy data into EPA's Portfolio Manager database.

f. All applicable bureaus conduct a comprehensive environmental liabilities cataloging effort and report as required, (Metric – Yes/No).

2. OMB Scorecard Goals :

a. Scope 1 and 2 Greenhouse Gas (GHG): Reduce scope 1 and 2 GHG emissions by 21% by 2020 from a 2008 baseline. This translates to a 1.75% annual reduction; reduction must be 8.75% in FY 2013 to meet goal. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

b. Scope 3 GHG: Reduce Scope 3 GHG emissions by 6% by 2020 from a 2008 baseline. This translates to a 0.5% annual reduction; reduction must be 2.5% in FY 2013 to meet goal. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

c. Facility Energy Intensity: Reduce energy intensity 30% by 2015 from a 2003 baseline. This translates to a 3% annual reduction; reduction must be 24% in FY 2013 to meet goal. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

d. Renewable Energy: Increase the use of renewable energy across the Department to a total of 7.5% of electricity consumed in FYs 13 and beyond by installing on-site renewable energy projects or by directly purchasing renewable energy, (BTUs). Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

e. Water Consumption: Reduce water intensity by 26% by 2020 from a FY 2007 baseline. This translates to a 2% annual reduction; reduction must be 12% in FY 2013 to meet goal. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

f. Petroleum Reduction: Reduce the use of petroleum in fleet vehicles across the Department by 30% by 2020 from a 2005 baseline. This translates to a 2% annual reduction; reduction must be 16% in FY 2013 to meet goal. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

g. Sustainable Buildings: Ensure that 15% of total buildings by quantity and by square footage by 2015 from a 2008 baseline met the 5 Guiding Principles for Sustainable Buildings. This translates to a 2.5% increase per year. The target for FY 13 is 12.5%. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

h. Pollution Prevention and Waste Reduction: Divert 50% of Solid Waste and Construction Debris from landfills by 2015. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

i. Green Acquisition: Meet OMB goals. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.

j. Electronic Stewardship: Meet OMB goals. Actions to accomplish this goal are identified in the latest Commerce Department SSPP.