National Archives and Records Administra

2013 Strategic Sustainability Performance

June 26, 2013

Points of Contact:

• Mark Sprouse, Agency Senior Sustainability Officer, mark.sprouse@nara.gov, (301) 837-

• Ngan Pham, Agency Energy Manager, ngan.pham@nara.gov, (301) 837-2004

• Kevin Anderson, Agency Environmental Manager, kevin.anderson@nara.gov, (301) 837-

National Archives and Records Administration
2013 Strategic Sustainability Performance Plan
Executive Summary

The National Archives and Records Administration (NARA) serves American democracy by safeguarding and preserving Government records, to ensure that citizens may continue to discover, use, and learn from this documentary heritage. We provide continuing access to essential documentation of the rights of Americans and the actions of our Government. By ensuring the maintenance and preservation of these documents and artifacts, we support democracy, promote civic education, and facilitate historical understanding of our national experience.

NARA owned and operated sixteen separate facilities in 2012, all dedicated to the preservation, storage, display, and use of historical documents and artifacts. In May 2013, an additional Presidential Library, George W. Bush, was dedicated and opened to the public. NARA's documents and artifacts must be maintained in a controlled environment (temperature, humidity and air quality) 24 hours per day, 365 days per year. Due to the stringent requirements for storage and display (found in 36CFR, Chapter XII, Part 1234), all sixteen NARA-owned facilities are excluded from the energy reduction requirements of the National Energy Conservation Policy Act (NECPA), as amended by the Energy Policy Act of 2005. Conventional performance measures are rendered meaningless by the overwhelming proportion of process-dedicated energy required for NARA's "stack" space, which represents the largest percentage of the agency's gross square footage. Despite the exempt status of these facilities, NARA has continued to:

- Complete and file all necessary energy management reports annually.
- Comply with all energy efficiency requirements.
- Aggressively pursue energy and water conservation projects.

Vision:
NARA has consistently demonstrated long-range thinking and implementation for energy, water, and GHG reduction. The agency has realized continuing, significant reduction in energy and greenhouse gas emissions. NARA was one of four Government agencies to win a FY2008 Presidential Award for Leadership in Federal Energy Management. In 2010, NARA won the GreenGov Presidential Award. NARA was recognized as the winner of the "Lean, Clean, and Green" Award, for outstanding achievement in building energy efficiency and renewable energy development and deployment. NARA continues to improve its efficiency via additional ESPC projects, capital funded projects, and by implementing "lessons learned" on prior projects. NARA intends to stay on the forefront of new technologies and increase renewable energy use.

Leadership:
Besides attaining the awards listed above, NARA continues to lead the Federal community by example. Although we are a small agency, with very limited resources, and an energy intensive mission, senior management understands the importance and benefits of meeting energy, water, GHG, and sustainability to meet the ultimate goal of agency resiliency. Sustainability and resiliency (to Climate Change) is ultimately met by following and meeting or exceeding

requirements of Executive Orders 13423 and 13514, EPACT, EISA, agency standards, and LEED. By meeting all of the requirements, NARA is poised to be ready for climate change challenges and opportunities. NARA is ahead of schedule to meet sustainability, energy, GHG, and water goals described and outlined in the above referenced requirements. NARA's team is moving beyond energy and water reduction, and is now poised to exceed waste reduction requirements by implementing an on-site compost system, to complement recycling strategies. The compost system alone is producing about 1000 lbs of compost daily which is used on site, thus reducing the need for purchasing mulch and hauling the waste offsite.

NARA recognizes that resiliency can only be met through regular scrutiny of changes made to meet sustainability goals, and being aware and poised to move forward based on observations and collaboration with other parties on any significant climate changes in progress, or yet to happen.

NARA's Senior Sustainability Officer (SSO), along with a small dedicated team of professionals, will move NARA towards attainment of the goals outlined herein. The SSO is responsible for the implementation of goal achievement and is accountable to the Executive for Business Support Services who will provide executive leadership and representation to the agency management team.

Performance Summary/Review:
Between FY 2006 and FY 2012, NARA invested millions of dollars in energy efficiency projects. The two most innovative and successful projects are a $5.7M Energy Savings Performance Contract (ESPC) project (with 8-year ROI) at Archives II and a $5.8M ESPC project (with 7-year ROI) at Archives I. NARA worked directly with the Energy Services Company to develop and implement energy conservation measures (ECMs) at each facility:

- Upgrade and optimize energy management control systems;
- Improve heating plants;
- Reduce steam distribution losses;
- Rebalance HVAC systems;
- Re-set condenser water temperature;
- Reduce water usage;
- Reduce bathroom exhaust fans run times;
- Retrofit lighting and controls; and
- Upgrade building envelopes.

NARA's energy intensity and greenhouse gas (GHG) reductions are summarized below:

- In FY 2012, NARA's intense effort to reduce energy use has continued to yield exceptional savings.
- NARA utility costs are down $1.33 million compared to FY 2011, and represent 11.6% of NARA's FY2012 total utility costs.
- Energy intensity (131,758 Btu/GSF) is down 27.3% compared to FY2003 baseline (181,189 Btu/GSF).
- Scopes 1&2 GHG emissions of are down 16.7% (55,218 tons $CO2_e$) as compared to FY2008 baseline (66,303 tons $CO2_e$).

- Scope 3 GHG emissions are down 6.3% (13,645 ton CO2$_e$) compared to FY2008 baseline (14,557 ton CO2$_e$).

Since FY2008, Archives II, has contributed the greatest reduction toward agency energy use. Archives II utility consumption has resulted in a noticeable reduction in annual utility costs as well. The sustained reduction in Archives II energy use and costs is attributed to both aggressive conservation measures included in the Archives II's ESPC project, and excellent collaboration between NARA employees, ESPC and O&M contractors.

NARA is moving toward using self-generated energy. Photovoltaic solar panels at Clinton Library produced 41,467 KWH in FY2012. Photovoltaic Solar panels at Archives II produced 145,878 KWH in FY2012. NARA purchased 6,509,220 KWH of renewable energy credits of wind power through the GSA area-wide contract. This year, NARA used 7.7% renewable energy.

Despite FY2012 being one of the warmest years on record, and unprecedented persistent drought in the Midwest, strong water conservation measures were exercised at NARA. In FY2010, water consumption was 21.6 gallons per GSF (down 18.8%) compared to FY2007 baseline of 26.6 gallons per GSF. In FY2011, with aggressive water conservation measures, water consumption was 21.5 gallons per GSF, (down 18.9%) compared to FY2007 baseline. Due to drought, NARA water consumption was 23.5 gallons per GSF, and increase compared to the past two years but still 11.4% less than the FY2007 baseline.

Holdings at NARA facilities must be maintained in a controlled environment 24 hours per day, 365 days per year (for temperature, humidity and air quality). It is not lifecycle cost effective to design NARA facilities to 30% below ASHRAE Standards. NARA strives to meet the intent of this requirement but given the sensitive nature of its holdings, it is not always possible to attain 30% below ASHRAE recommendations.

NARA-owned facilities have standard and advanced electrical meters, and standard meters for gas, steam, and water. Advanced metering helps NARA comply with it's precise requirements. NARA Directive 1571, and The Architecture and Design Standards for Presidential Libraries outline building requirements for storage and safekeeping of archival materials. New Presidential Library facilities are built to the above standards, and also to LEED Platinum certification, thus meeting energy, water, GHG, and sustainability requirements. The Presidential Library Design Standards were also revised to comply with EPACT 2005, Executive Order 13423 and Executive Order 13514 requirements.

NARA has typically funded all non-ESPC energy savings projects with existing Operations and Maintenance appropriations. With the significant sequestration budget cuts and those anticipated in the out years, existing O&M appropriations are severely impacted and sufficient only to fund present operations. Similarly, the Repair and Restoration appropriation has been reduced to levels that preclude using it for any energy savings projects. While the ESPC mechanism is still in place and being utilized, these dwindling direct appropriations streams force the agency to finance longer term payback measures which were typically funded by direct appropriations. These direct appropriations keep the finance terms and pay back terms at reasonable levels.

Progress on Administrative Priorities:
As part of the Energy Independence and Security Act (EISA) section 432 requirements, NARA continues to perform energy audits and building condition reports at all 16 facilities. The audits identify low cost/no cost Operations and Maintenance problems easily corrected and cost effective infrastructure improvements to be incorporated into future renovation or capital improvement projects. Many low cost/no cost measures e.g. "sequence of operation" errors were identified and corrected immediately by on-site personnel. Other measures were incorporated into projects. Most NARA-owned facilities have up-to-date or adequate HVAC equipment. Additional ECMs can be implemented to achieve greater energy and water reductions. These ECMs are being investigated under a comprehensive ESPC project inclusive of all Presidential Libraries and the National Archives at Atlanta (14 sites). NARA and the ESCO are currently working on the preliminary assessments (PA) and the investment grade audits (IGA) for multiple sites. Since this is a 14-site ESPC project, the process will take longer than a typical ESPC project. NARA is also working with DOE and the previous ESCO on achieving additional energy conservation measures at Archives II issuing a second phase modification to the existing ESPC. In addition, NARA has submitted all required documentation to obtain LEED-EB PLATINUM designation for the Archives II building and is awaiting final determination.

NARA recognizes its need to continually improve the Climate Change Adaptation Plan, Fleet Management Plan and Bio-based Purchasing Strategies. The Climate Change Adaptation Plan is improved by collaboration and attendance at Climate Change Adaptation Meetings, sharing ideas and information, and making best use of available resources.

NARA's mission continues to expand. As a new Presidential Library is built, additional vehicles are required to support it. As available records storage space dwindles, particularly in the mid-west, more records are being moved from facility to facility via truck to meet demands. These factors and others have increased NARA's fuel use. Despite this expansion, the agency has made major strides to improve its Fleet Management Plan by reducing the number of vehicles in the fleet, evaluating appropriate vehicles for each situation, reducing idle time and fuel use by installing comprehensive GPS monitors, providing suggestions for reducing fuel use to users, switching to alternative fuels whenever feasible, and purchasing hybrid, electric, or higher mpg vehicles to perform like tasks. The agency plans to rent special use vehicles when needed, rather than purchase them for only limited use. These changes have significant potential fuel savings, and save the agency significant money on vehicle leases. NARA's baseline fleet started at 76 vehicles and has been reduced to 62. This reduction in fleet size has lowered agency fuel consumption and put it back on track to meet the FY2020 goal.

NARA continues to improve its Bio-based Purchasing Strategies by looking first at bio-based products when making purchases, ongoing training of purchasers to buy bio-based, attendance at Strategic Acquisition and Materials Management meetings, and an ongoing push to make NARA meet all OMB Scorecard requirements. NARA has included and updated language to meet FAR clause requirements.

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Agency Climate Change Resilience

Table 9: Goal 9 Strategies – Climate Change Resilience

Appendices

Size & Scope of Agency Operations

Table 1: Agency Size & Scope

Agency Size & Scope	FY 2011	FY 2012
Total Number of Employees as Reported in the President's Budget	3,591	3,469
Total Acres of Land Managed	169	169
Total Number of Buildings Owned	16	16
Total Number of Buildings Leased (GSA and Non-GSA Lease)	48	48
Total Buildings Gross Square Feet (GSF)	4,262,955	4,262,955
Operates in Number of Locations Throughout U.S.	64	64
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	76	73
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS ($Millions)	270	167

Goal 1: Greenhouse Gas (GHG) Reduction

Agency Progress toward Scope 1 & 2 GHG Goals

E.O. 13514 requires each agency establish a Scope 1 & 2 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 target reduction. The blue bars represent annual agency progress towards achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have decreased compared to the 2008 baseline.
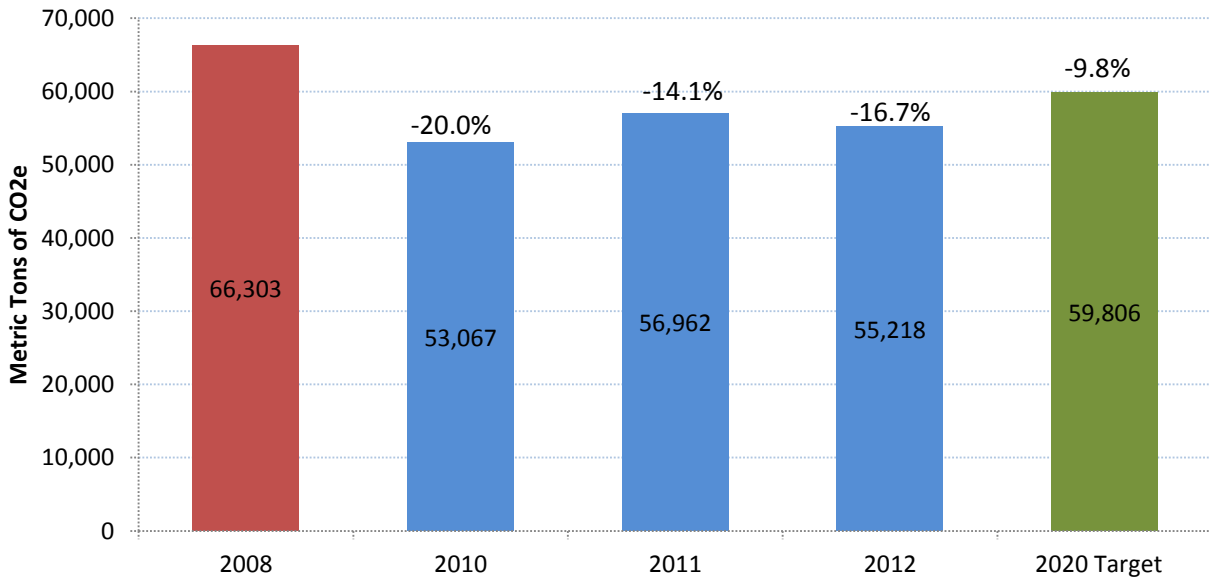
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Table 1-1: Goal 1 Strategies - Scope 1 & 2 GHG Reductions

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.	Yes	Agency exceeded scope 1&2 GHG reduction target.	Continually improving GHG reduction.
Ensure that all major renovations and new building designs are 30% more efficient than applicable code.			
Implement in EISA 432 covered facilities all lifecycle cost effective ECMs identified.			
Reduce on-site fossil-fuel consumption by installing more efficient boilers, generators, furnaces, etc. and/or use renewable fuels.	Yes	Install more energy efficient building system equipment via ESPC project.	Award ESPC project by December 2013.
Reduce grid-supplied electricity consumption by improving/upgrading motors, boilers, HVAC, chillers, compressors, lighting, etc.	Yes	Install more energy efficient building system equipment via ESPC project.	Award ESPC project by December 2013.
Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	O&M best practices are included in the CFM contracts.	Continually working with the CFM contractors to improve building O&M practices.
Install building utility meters and benchmark performance to track energy and continuously optimize performance.	Yes	All NARA owned buildings are metered.	Continually using meters as the M&V tools.

Agency Progress towards Scope 3 GHG Goal

E.O. 13514 requires each agency establish a Scope 3 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 reduction target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents

the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have been decreased compared to the FY 2008 baseline.
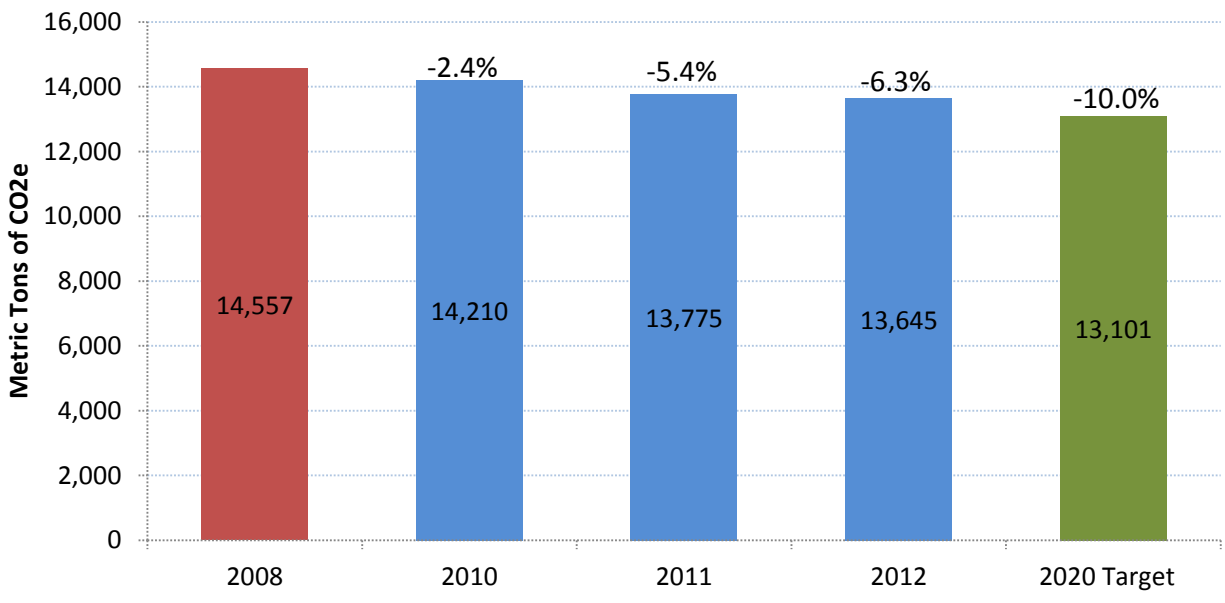
**Table 1-2: Goal 1 Strategies - Scope 3 GHG Reductions**

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Reduce employee business ground travel.	Yes	Agency reduced employee business ground travel as part of scope 3 GHG reduction goal.	New policy requires employee business travel be approved by senior management on a case by case basis. Business ground travel has been reduced by >50%.
Reduce employee business air travel.	Yes	Agency reduced employee business air travel as part of scope 3 GHG reduction goal.	New policy requires all employee business air travel be approved by senior management. Air travel was reduced by greater than 50%.
Develop and deploy employee commuter reduction plan.	Yes	Agency conducted agency-wide GSA CFT commuter survey. Established PTSP, AWS and CWS, and telework agreements. Agency encouraged carpooling, walking, biking programs.	To reduce single occupancy employee vehicle commutes by 15%
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	Agency identified opportunities for improving employee commuting via meetings with MTA to improve bus service; developed cluster diagrams to identify potential employee shuttle service to and from work sites; improved existing shuttle system between facilities.	Expected reduction to employee contributions to Scope 3 GHGs.
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	Allow eligible employees to work CWS days, and increase number of teleworkers.	Supervisors encourage and approve (based on feasibility) employee telework agreements and AWS. Telework and AWS have increased 3% annually.
Develop and implement bicycle commuter program.			

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(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Provide bicycle commuting infrastructure.			

Goal 2: Sustainable Buildings

Agency Progress toward Facility Energy Intensity Reduction Goal

E.O. 13514 Section 2 requires that agencies consider building energy intensity reductions. Further, the Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30 percent by FY 2015 as compared to the FY 2003 baseline. Agencies are expected to reduce energy intensity by 3 percent annually to meet the goal. The red bar represents the agency's FY 2003 baseline. The green bar represents the FY 2015 target reduction. The blue bars show annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2003 baseline. A negative percentage value indicates that the energy intensity has been decreased compared to the FY 2003 baseline.
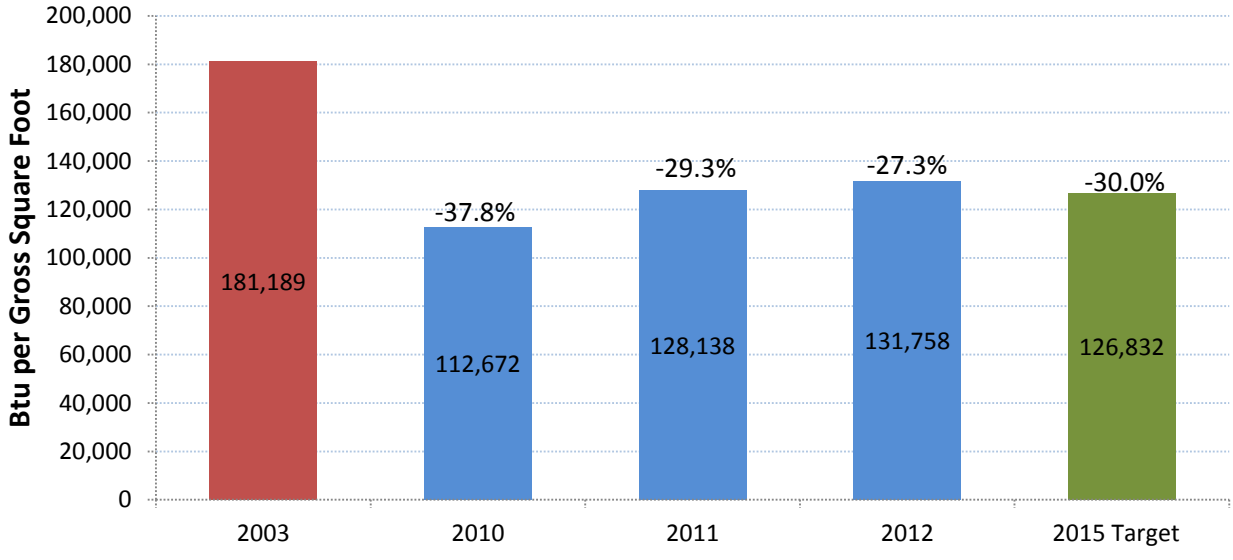
Agency Progress toward Total Buildings Meeting the Guiding Principles

E.O. 13514 requires that by FY 2015, 15 percent of agencies' new, existing, and leased buildings greater than 5,000 square feet meet the Guiding Principles. In order to meet the FY 2015 goal, agencies should have increased the percentage of conforming buildings by approximately 2 percent annually from their FY 2007 baseline. The green bar represents the FY 2015 target. The blue bars represent annual agency progress on achieving this target.
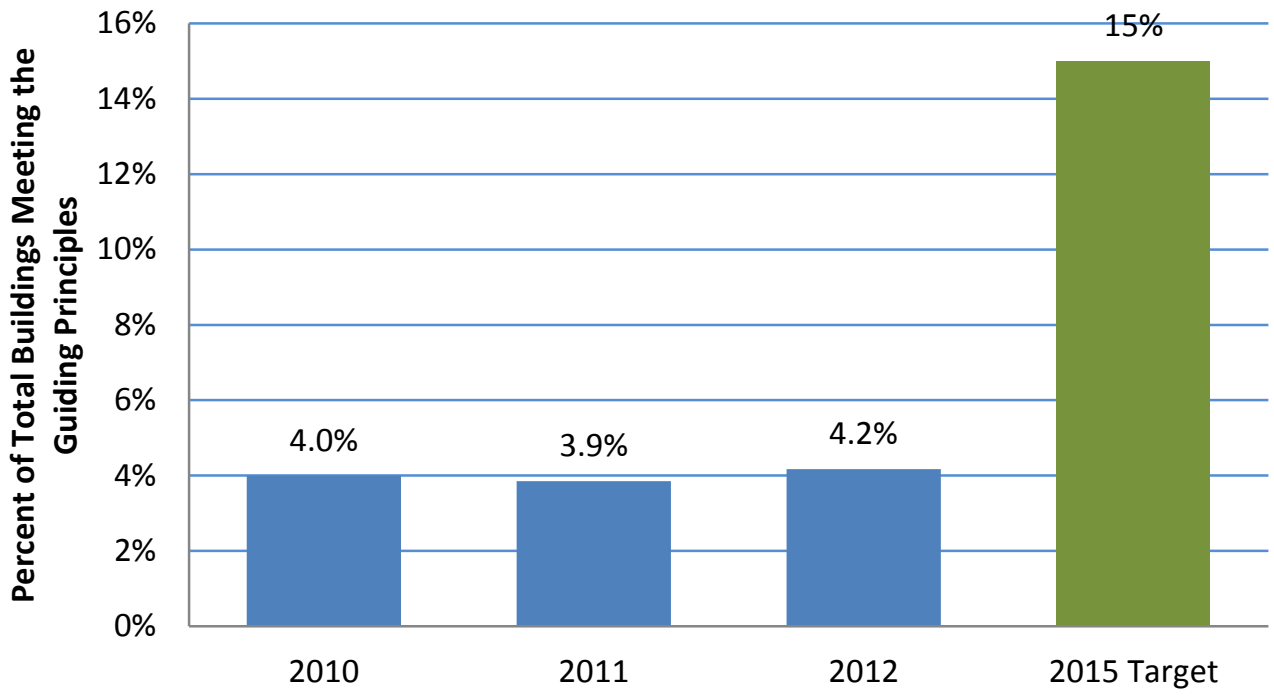
Table 2: Goal 2 Strategies – Sustainable Buildings

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Incorporate green building specifications into all new construction and major renovation projects.	Yes	Revised Presidential Library specifications to include sustainability, and further required LEED certification on all new and major renovations of Libraries.	GW Bush Library opened with the second LEED Platinum certification in the NARA Building Inventory. NARA is currently working toward LEED certification for the A2 Building in College Park, MD.
Redesign or lease interior space to reduce energy use by day-lighting, space optimization, sensors/control system installation, etc.	Yes	Include all sustainability requirements in current ESPC project for all 14 NARA-owned facilities.	The ESCO working on PA and IGA phases. Anticipate awarding contract by 12-31-2013.
Deploy CEQ's Implementing Instructions - Sustainable Locations for Federal Facilities.	Yes	CEQ implementing instructions are included in new building designs, to include all requirements of EO 13514.	The challenge for NARA is that presidential foundations make siting decisions of new presidential libraries.
Include in every construction contract all applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products.	Yes	Requirements of EO 13423 are included in all new contracts.	NARA meets requirements for construction projects. For day to day purchases, NARA has provided training to all contracting personnel, and NARA quarterly updates for OMB Scorecard. Although the goal is 95% compliance, NARA's goal is 100% of contracts complying with sustainability requirements.
Develop and deploy energy and sustainability training for all facility and energy managers.	Yes	NARA SSO is responsible for, and conducts bienniel sustainability training for all NARA facility managers.	The last training was May 2012. The next training is scheduled for 2014.

Goal 3: Fleet Management

Agency Progress toward Fleet Petroleum Use Reduction Goal

E.O. 13514 and the Energy Independence and Security Act of 2007 (EISA) require that by FY 2015 agencies reduce fleet petroleum use by 20 percent compared to a FY 2005 baseline. Agencies are expected to achieve at least a 2 percent annual reduction and a 30 percent reduction is required by FY 2020. The red bar represents the agency's FY 2005 baseline. The green bars represent the FY 2015 and FY 2020 target reductions. The blue bars represent annual agency progress on achieving these targets. The percentage at the top of each bar represents the reduction or increase from the FY 2005 baseline. A negative percentage indicates a decrease in fleet petroleum use.
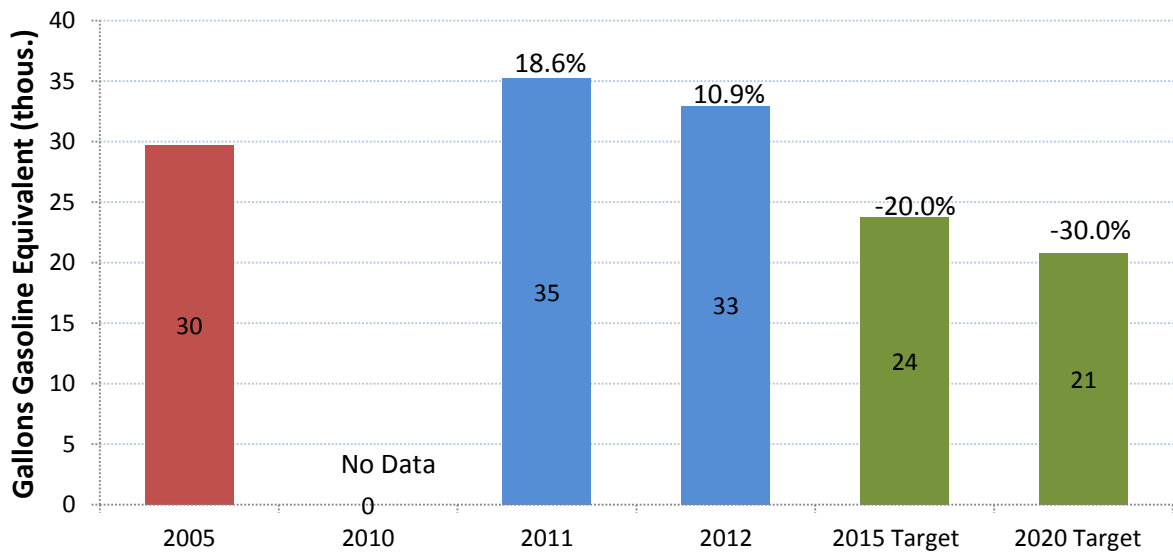
Agency Progress toward Fleet Alternative Fuel Consumption Goal

E.O. 13423 requires that agencies increase total alternative fuel consumption by 10 percent annually from the prior year starting in FY 2005. By FY 2015, agencies must increase alternative fuel use by 159.4 percent, relative to FY 2005. The red bar represents the agency's FY 2005 baseline. The green bar represents the FY 2015 target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2005 baseline. A negative percentage indicates a decrease in fleet alternative fuel use.
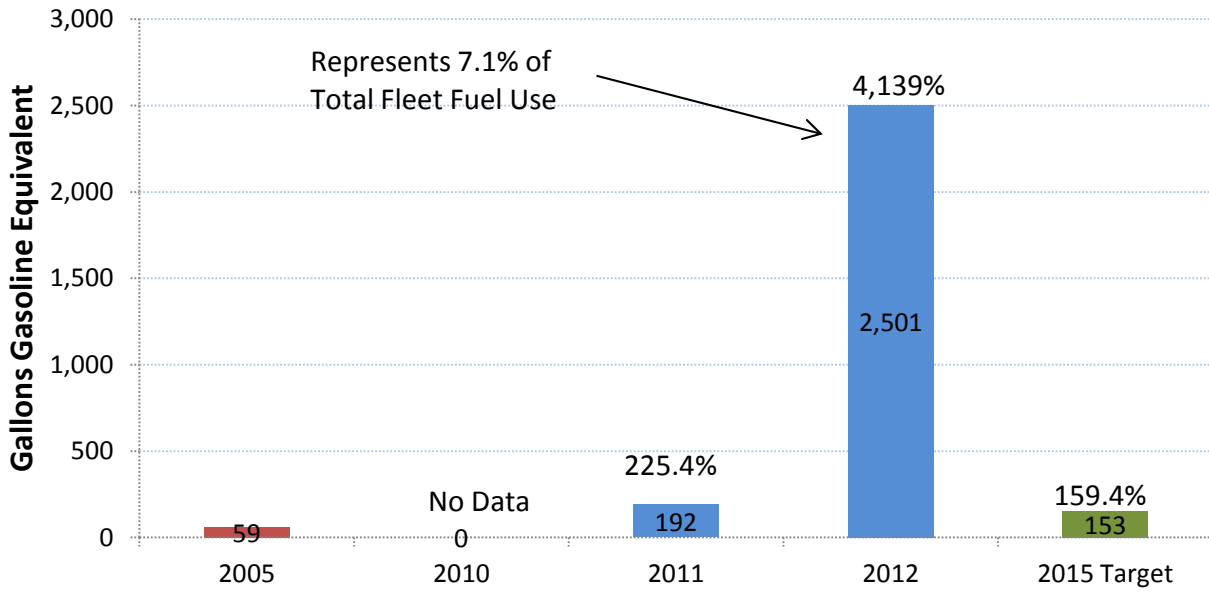
Table 3: Goal 3 Strategies –‘ Fleet Management

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Optimize/Rightsize the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure).	Yes	Entire fleet was scrutinized for optimizing vehicle allocation.	Original goal was to reduce fleet size to 68 vehicles by end of FY 15; new goal is to reduce fleet size to 65 vehicles by end of FY 15.
Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).			
Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs).	Yes	NARA requires vehicles are AF capable and fuel up with AFs whenever feasible (within 5 miles or 15 minutes of location).	NARA has increased AF fuel use by 4139% and overall fuel use by 7.1%.
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	NARA requires vehicles are AF capable and fuel up with AFs whenever feasible (within 5 miles or 15 minutes of location).	NARA has increased AF fuel use by 4139% and overall fuel use by 7.1%.
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	Yes	NARA uses GSA GPS system for tracking all fuel use and driving habits.	The Fleet Manager sends out monthly reports to encourage and improve driving habits to maximize MPGs.
Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.	Yes	NARA Fleet is 100% GSA leased vehicles.	NARA continually works with GSA to replace existing vehicles with electric vehicles (where feasible).

Goal 4: Water Use Efficiency & Management

Agency Progress toward Potable Water Intensity Reduction Goal

E.O. 13514 requires agencies to reduce potable water intensity by 2 percent annually through FY 2020 compared to an FY 2007 baseline. A 16 percent reduction is required by FY 2015 and a 26 percent reduction is required by FY 2020. The red bar represents the agency's FY 2007 baseline. The green bars represent the FY 2015 and FY 2020 target reductions. The blue bars represent annual agency progress on achieving these targets. The percentage at the top of each bar represents the reduction or increase from the FY 2007 baseline. A negative percentage value indicates that portable water use intensity has decreased compared to the FY 2007 baseline.
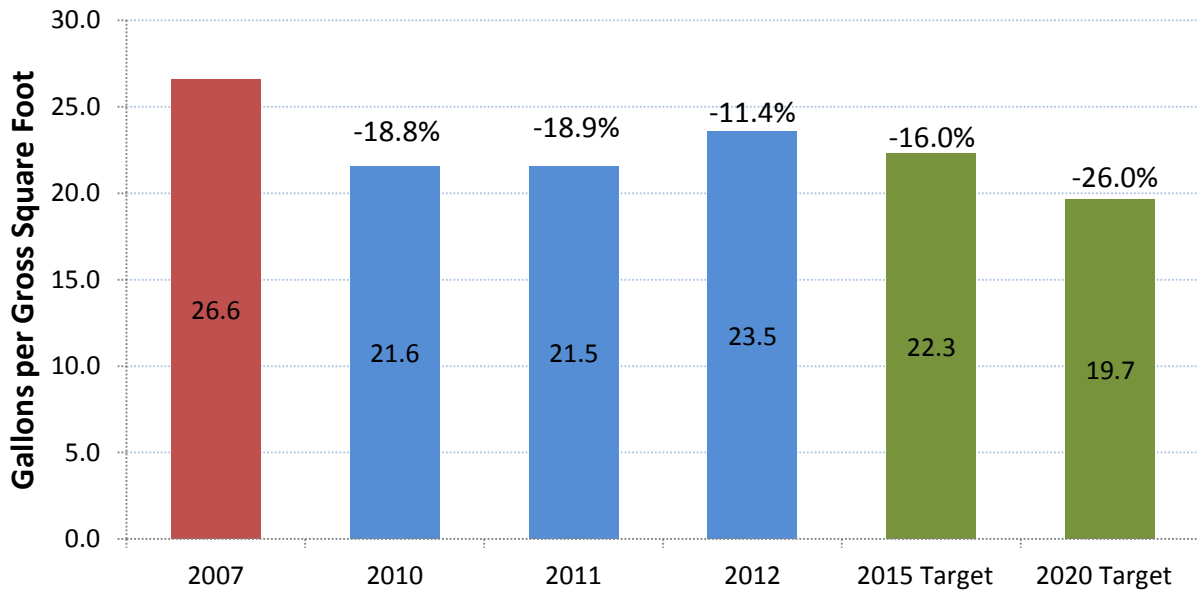
Table 4: Goal 4 Strategies – Water Use Efficiency & Management

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Purchase and install water efficient technologies (e.g., Waterwise, low-flow water fixtures and aeration devices).	Yes	Agency completed retrofit of bathroom fixtures and landscaping water systems at both Archives I and Archives II locations. New retrofit activities for water reduction are scheduled at remaining agency sites.	Via ESPC contract (currently at PA and IGA phases).
Develop and deploy operational controls for leak detection including a distribution system audit, leak detection, and repair programs.	No	No incidents were reported. We monitor monthly water consumption via existing utility meters and invoices.	
Design, install, and maintain landscape to reduce water use.	Yes	New irrigation control systems installed at all sites.	Via ESPC contract.
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	Yes	Closed loop systems only in place for chilled and hot water systems. Rainwater reclamation system (6000 gallons) in place for Archives II.	Via ESPC contract.
Install meters to measure and monitor industrial, landscaping, and agricultural water use.	No	All systems are already metered.	

Goal 5: Pollution Prevention & Waste Reduction

Agency Progress toward Pollution Prevention & Waste Reduction

E.O. 13514 requires that Federal agencies promote pollution prevention and eliminate waste. The E.O. requires agencies to minimize the use of toxic and hazardous chemicals and pursue acceptable alternatives. It also requires agencies minimize waste generation through source reduction, increase diversion of compostable materials, and by the end of FY 2015 divert at least 50% of non-hazardous and 50% of construction and demolition debris.

Table 5: Goal 5 Strategies – Pollution Prevention & Waste Reduction

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	Yes	NARA did not add any new refrigerant requirements. NARA attempts to reduce or eliminate need for refrigerants by going to smaller package systems, when feasible. Direct appropriations pay for these projects. NARA recovers refrigerants whenever service or replacement projects are conducted. Refrigerant leak detection and monitoring of refrigerant levels is part of ongoing maintenance.	Metric is to maintain 5% or less annual refrigerant loss.
Reduce waste generation through elimination, source reduction, and recycling.	Yes	Follow requirements of EO 13423, and EO 135134.	Agency goal is to reduce waste generated by at least 50% by 2020.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials.	Yes	IPM and and landscape management plans are in place for all CFM contracts. The contracts address use of toxic and hazardous chemicals/materials. The plan is reviewed periodically. Whenever a suitable environmentally preferreable substitute is identified for a specific product, the plan calls for using that product.	Contractors submit monthly report ot include all chemical sused. NARA has nearly eliminated use of toxic chemicals.
Establish a tracking and reporting system for construction and demolition debris elimination.	Yes	Tracking is accomplished using MAXIMO reporting system.	MAXIMO QC requires 95% compliance on all tasks.
Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	Yes	Included in the CFM contract is a tracking system for chemicals.	The contract is reviewed periodically, according to MAXIMO QA program.

Goal 6: Sustainable Acquisition

Agency Progress toward Sustainable Acquisition Goal

E.O. 13514 requires agencies to advance sustainable acquisition and ensure that 95 percent of applicable new contract actions meet federal mandates for acquiring products that are energy efficient, water efficient, biobased, environmentally preferable, non-ozone depleting, recycled content, or are non-toxic or less toxic alternatives, where these products meet performance requirements. To monitor performance, agencies perform quarterly reviews of at least 5 percent of applicable new contract actions to determine if sustainable acquisition requirements are included.
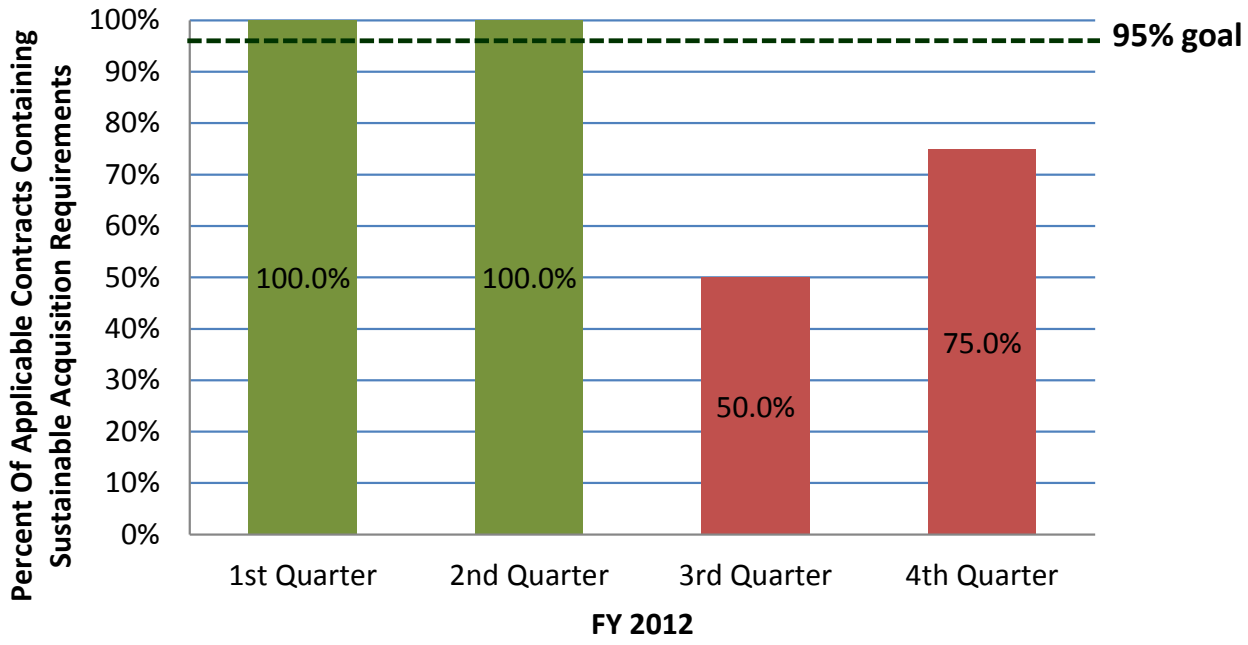
Federal Procurement Data System Standard Reports on Biopreferred Procurement Actions

The Federal Procurement Data System (FPDS) is used by federal agencies to record and manage contract actions. On the pie chart below, the blue area represents the total number of contract actions reported by the agency in FPDS in FY 2012 that are "applicable" to the sustainable procurement requirements. Applicable contract actions are new domestic contracts, task and delivery orders, excluding weapons systems and those actions that are unlikely to use biobased products (e.g., research and social development contracts, education and training, social services, and the lease or rental of equipment). The green area represents the total number of applicable contract actions that the agency reported in FPDS as containing biobased product requirements.
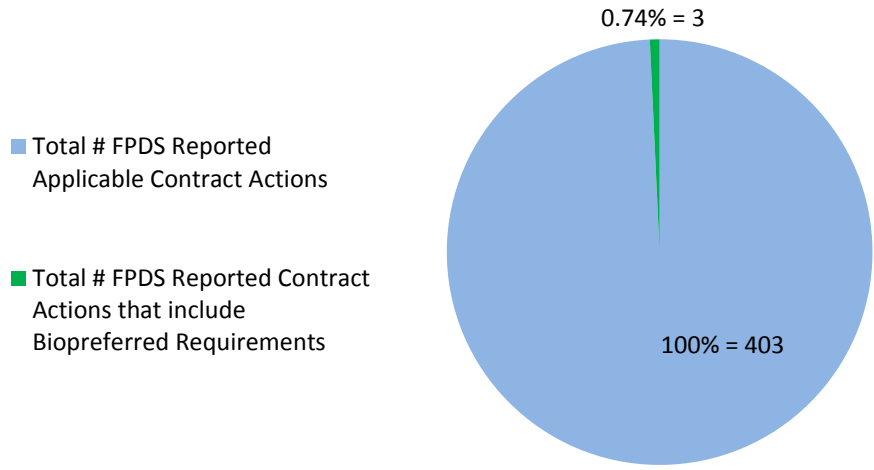
0.74% = 3

■ Total # FPDS Reported
Applicable Contract Actions

■ Total # FPDS Reported Contract
Actions that include
Biopreferred Requirements

100% = 403

Table 6: Goal 6 Strategies â€' Sustainable Acquisition

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Update and deploy agency procurement policies and programs to ensure that federally-mandated designated sustainable products are included in all relevant procurements and services.	Yes	Currently drafting revised elements of NARAâ€™s Procurement Guide to ensure specific federally- mandated sustainable product(s) guidance is detailed and explicit while continuing to review and monitor relevant procurement actions as a top priority. This approach gives the Acquisitions Branch the opportunity to direct and manage the procurement process concerning biobased and sustainable products, while at the same time implementing clear and specific guidance.	Outline drafted - 75% completed. Anticipate draft Procurement Guide to be completed by second quarter 2014.
Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.	Yes	Continue to identify and monitor current and proposed biobased purchases that are not tracked or reflected by FPDS data fields. Where FPDS barriers do exist interaction with Program Offices during the Acquisition Planning phase biobased procurement strategies will be implemented. FPDS barriers hinder tracking and impact time and resources to be fully compliant. Efforts will focus on planning stages of contracts, combining Program Office initiatives with responsibilities of the Acquisitions Branch.	In FY2014 review status of biobased procurements as compared with the current 3.69% with an anticipated increase of approximately 1.84% or 1,269 additional actions.
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	Yes	Continue to include FAR requirements for energy efficient, recycled, biobased, and other relevant sustainability factors in all new contract actions, and conduct quality assurance review after award.	In FY 2014 relative to FY 2012 ensure that an estimated 80% -85% of required clauses are in fact reported in FPDS if applicable.
Review and update agency specifications to include	No	This requirement will be divided between â€œUpdating and deploying	N/A

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
and encourage biobased and other designated green products to enable meeting sustainable acquisition goals.		agency procurement policiesâ€ and â€œcontractor performance reviews.â€	
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	Yes	NARAâ€™s on-going effort to research and reach out to other agencies such as EPA, Energy Department, and GSA along with other agencies regarding BPAs that may currently be active for unique imaging equipment or other products applicable to NARAâ€™s mission, remains a high priority.	A comparison of FY2012 and FY2013 is anticipated to reflect a slight increase in continuing efforts using Federal Strategic Sourcing Initiatives. NARAâ€™s interaction with other agencies has been productive and the agency will monitor success of future combined initiatives.
Report on sustainability compliance in contractor performance reviews.	Yes	Contractor Performance Reports and Standard Evaluation Reviews are mandatory during the contract process. However, â€œsustainability compliance,â€when applicable, will be placed as part of the evaluation criteria, which is currently not included in the evaluation.	Beginning FY 2014, 75% of new contracts will contain specific language pertaining to sustainability compliance by contractors. This will be emphasized prior to contract award and during period of performance by periodical reminders. The performance report will not be a standalone approach. This will be all inclusive entailing the total contract award process.

Goal 7: Electronic Stewardship & Data Centers

Agency Progress toward EPEAT, Power Management & End of Life Goals

E.O. 13514 requires agencies to promote electronics stewardship by: ensuring procurement preference for EPEAT-registered products; implementing policies to enable power management, duplex printing, and other

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energy-efficient features; employing environmentally sound practices with respect to the disposition of electronic products; procuring Energy Star and FEMP designated electronics; and, implementing best management practices for data center operations.

EPEAT	POWER MANAGEMENT	END-OF-LIFE	COMMENTS
🟢	🟢	🟢	

EPEAT:

🟢	95% or more Monitors and PCs/Laptops purchased in FY2012 was EPEAT Compliant Agency-wide
🟡	85-94% or more Monitors and PCs/Laptops purchased in FY2012 was EPEAT Compliant Agency-wide
🔴	84% or less Monitors and PCs/Laptops purchased in FY2012 was EPEAT Compliant Agency-wide

Power Management:

🟢	100% Power Management Enabled Computers, Laptops and Monitors Agency-wide
🟡	90-99% Power Management Enabled Computers, Laptops and Monitors Agency-wide
🔴	89% or less Power Management Enabled Computers, Laptops and Monitors Agency-wide

End-of-Life:

🟢	100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor or Certified Recycler (R2, E-Stewards)
🟡	100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor and/or non-Certified Recycler
🔴	Less than 100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor or non-Certified Recycler

Table 7: Goal 7 Strategies â€' Electronic Stewardship & Data Centers

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Identify agency "Core"and "Non-Core"Â Data Centers.	Yes	NARA had identified agency core and non-core data and developed the Data Center Consolidation plan in August 2010. NARA plans to reduce its servers from 423 in 2010 to 299 by 2015.	Reduce the total servers to 358 by September 2013.
Consolidate 40% of agency Non-Core Data Centers.	No	NARA has only one Data Center located at Archives II, College Park, Maryland.	
Optimize agency Core Data Centers across total cost of ownership metrics.			
Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance.	Yes	Agency met or exceeded target goals for power management, duplex printing, and other energy efficiency or environmentally preferable options.	Maintain current status.
Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products, including use of certified eSteward and/or R2 electronic recyclers, and monitor compliance.	Yes	NARA disposed 100% of its electronic waste products through GSA surplus and recycling programs.	Maintain 100% compliance.
Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and FEMP designated electronic office products.	Yes	100% of NARA equipment acquired is EPEAT registered and/or Energy Star rated.	Maintain full compliance with EPEAT and Energy products acquired.

Goal 8: Renewable Energy

Agency Renewable Energy Percentage of Total Electricity Usage

E.O. 13514 requires that agencies increase use of renewable energy. Further, EPACT 2005 requires agencies to increase renewable energy use such that 7.5 percent of the agency's total electricity consumption is generated by renewable energy sources for FY 2013 and beyond. For FY 2012, the required target was 5 percent of an agency's total electricity consumption.

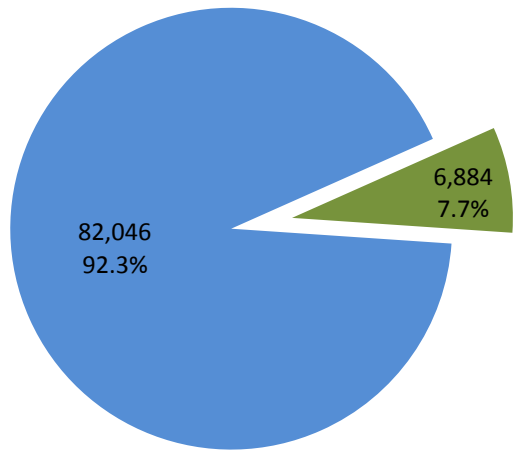- Renewable Energy (MWh)
- Total Non-RE (MWh)

6,884
7.7%

82,046
92.3%

Table 8: Goal 8 Strategies – Renewable Energy

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Purchase renewable energy directly or through Renewable Energy Credits (RECs).	Yes	NARA purchases renewable energy through GSA utility packages	Continually purchasing RECs through GSA contract.
Install onsite renewable energy on federal sites.	Yes	NARA is continually increasing the installation of onsite renewable energy.	NARA will use direct appropriations and ESPC contracts to increase its renewable energy use.
Lease land for renewable energy infrastructure.	NA	NARA does not own any land that can be leased.	
Develop biomass capacity for energy generation.			
Utilize performance contracting methodologies for implementing ECMs and increasing renewable energy.	Yes	NARA plans to add 400 KW solar/PV system through the new ESPC projects.	The ESPC projects are scheduled to be awarded by December 2013.
Work with other agencies to create volume discount incentives for increased renewable energy purchases.	Yes	NARA and other agencies purchase renewable energy through GSA utility packages.	Maintain current status to keep incentives in place for renewable energy.

Goal 9: Climate Change Resilience

Agency Climate Change Resilience

E.O. 13514 requires each agency to evaluate agency climate change risks and vulnerabilities to identify and manage the effects of climate change on the agency's operations and mission in both the short and long term.

Table 9: Goal 9 Strategies – Climate Change Resilience

(A) Will the agency implement the following strategies to achieve this goal?	(B) Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	Yes	NARA attends Climate Change meetings and networks with other agencies and stake holders on Climate Change issues to benefit all parties. Tied LEED principles and strategies to address Climate Change issues for buildings and holdings.	NARA will increase number of LEED certified buildings in its agency inventory as funding is available. Until more funding is made available, NARA plans to achieve this metric via ESPC contracts.
Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	Yes	Agency Emergency Management Plan to be updated to include Climate Adaptation Planning.	Update Draft Emergency Management Plan by March 2014.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.			
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.			
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	Yes	NARA is updating Emergency Management Plan, and has already updated Presidential Library Design Guidance to include identified Climate Change adaptation needs.	Presidential Library Design Guidance has already been updated. Emergency Management Plan will be updated by March 2014.
Identify vulnerable communities that are served by agency mission and are potentially impacted by climate change and identify measures to address those vulnerabilities where possible.			

(A) Will the agency implement the following strategies to achieve this goal?	(B) Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary	Yes	Agency Plans are reviewed and updated at least every three years, or more often if new technology, science, or conditions dictate updates are necessary.	Continue to update plans at least every three years.
Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.			
Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	Yes	Agency-implemented projects utilize LEED principles, which reflect sustainability and climate change principles and best practices.	Continue to update guidlines, as warranted, on agency projects.

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Agency Progress toward Scope 1 & 2 GHG Goals

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Table 1-1: Goal 1 Strategies - Scope 1 & 2 GHG Reductions

(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

Agency Progress towards Scope 3 GHG Goal

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Figure 1-2

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Table 1-2: Goal 1 Strategies - Scope 3 GHG Reductions

(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

Goal 2: Sustainable Buildings

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Agency Progress toward Facility Energy Intensity Reduction Goal

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Agency Progress toward Total Buildings Meeting the Guiding Principles
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Table 2: Goal 2 Strategies â€' Sustainable Buildings
(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

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Agency Progress toward Fleet Petroleum Use Reduction Goal
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Table 3: Goal 3 Strategies â€' Fleet Management
(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

Goal 4: Water Use Efficiency & Management
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Agency Progress toward Potable Water Intensity Reduction Goal
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Table 4: Goal 4 Strategies – Water Use Efficiency & Management

(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

Goal 5: Pollution Prevention & Waste Reduction

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Agency Progress toward Pollution Prevention & Waste Reduction

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Table 5: Goal 5 Strategies – Pollution Prevention & Waste Reduction

(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

Goal 6: Sustainable Acquisition

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Agency Progress toward Sustainable Acquisition Goal

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Table 6: Goal 6 Strategies – Sustainable Acquisition

(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

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Table 7: Goal 7 Strategies â€' Electronic Stewardship & Data Centers
(A) Will the agency implement the following strategies to achieve this goal? (B) Top 5? Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

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Table 8: Goal 8 Strategies â€' Renewable Energy
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Table 9: Goal 9 Strategies â€' Climate Change Resilience
(A) Will the agency implement the following strategies to achieve this goal? (B) Yes/No/NA (C) Strategy Narrative (D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months 0 0

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