



SUSTAINABILITY PLAN

June 3, 2011



Advanced Electrical Trades instructor and students from the Oneonta Job Corps Center, New York perform maintenance on a solar panel at the Center. (Left to right: Instructor Jason Smith, Students: Robert Ennes, Joseph Fernandez, and Jason Turner)

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Section 1: Agency Policy and Strategy

I. Agency Policy Statement

The Department of Labor (DOL) is committed to continuing to be a Federal government leader by example in creating a clean energy economy that increases our Nation's prosperity and complying with all environmental and energy statutes, regulations and Executive Orders while carrying out the vision of *Good Jobs for Everyone*. DOL's priority is to participate actively in the Federal sustainability standards formulation and to continue its substantial efforts to achieve its mission with sustainability as an integral mode of operation. The Department notes that it has a special interest and role in sustainability leadership as it works to increase the number of and train Americans for green jobs.

Though the Department notes that its programs are not involved significantly in substantial GHG emitting production processes, DOL has significant challenges in the sustainability arena. More than 99 percent of the Department's buildings are on 124 Job Corps Center campuses across the Nation comprising aged, unsustainable building stock and its headquarters building was built in the unsustainable-friendly early 1970s. Yet with regard to the Department's nearly 2 million square foot headquarters in Washington DC, the Frances Perkins Building (FPB), we are very proud that our efforts to green the building have not gone unnoticed with the FPB designated an Energy Star facility by the Environmental Protection Agency in December 2008 and again in 2009. Additionally, DOL won the Closing the Circle Award in 2008 for achieving excellence in managing environmental issues related to transportation.

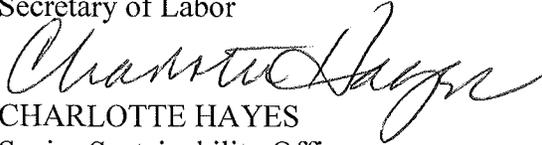
The Department will continue to improve upon achievements already realized to include for example: staying on track for continuing annual average reductions of 3% in electrical usage; continuing to identify ways of reducing the consumption of potable water (the Department used 36 million fewer gallons of water last year and DOL is on-track to meet a 16% water reduction goal by 2015); and ensuring that new covered building stock will be designed to exceed energy efficient, environmentally-friendly engineering standards by 30 percent. With respect to the fleet of over 4,300 vehicles DOL operates to achieve mission related objectives such as inspections and investigations as well as for implementing job training programs, the Department has achieved a 95% alternative fuel usage rate for vehicles located in EPA-designated metropolitan statistical areas for FY 2007 and FY 2008 and a decrease in total petroleum use by over 10% annually. These are examples of results from the greenhouse gas (GHG) reducing measures that we have been taking and continue to take.

DOL has undertaken a two pronged approach to the reduction in GHG emissions. We helped develop the new government-wide GHG reduction targeting tools and the Public Sector Standard (PSS) for developing inventories of greenhouse gas emissions to allow for collecting and measuring GHG; and, have taken proactively a number of steps in environmental, energy and transportation management activities to reduce GHG emissions. The issues the Department faces in reaching sustainability targets with its Job Corps property portfolio are the most challenging requiring the most work and resources.

We are committed to the goal of having the greenest Job Corps Centers to train young people in green and other jobs and will continue to work toward that goal.



HILDA L. SOLIS
Secretary of Labor



CHARLOTTE HAYES
Senior Sustainability Officer
Deputy Assistant Secretary for Policy
Office of the Assistant Secretary for Administration and
Management

II. Sustainability and the Agency Mission

The Department of Labor fosters and promotes the welfare of job seekers, wage earners, and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment, protecting their retirement and health care benefits, providing workers' compensation, helping employers find workers, strengthening free collective bargaining, and tracking changes in employment, prices, and other national economic measurements.

In carrying out this mission, the Department administers a variety of Federal labor laws including those that guarantee workers' rights to safe and healthful working conditions; a minimum hourly wage and overtime pay; freedom from employment discrimination; unemployment insurance; and other income support. These programs are not involved significantly in substantial GHG emitting production processes. However, the Department believes that it has a significant contribution to make to Federal leadership in environmental energy and economic performance by helping set the standards for federal sustainability, ensuring that its buildings and operations are sustainable and training America's workers, including Job Corps (JC) students, for green jobs.

Department of Labor Summary

Total # Employees	16,404
Total Acres Land Managed	7,749.36
Total # Facilities Owned	3832
Total # Facilities Leased (GSA lease) (Includes garages and child development centers)	936
Total # Facilities Leased (Non-GSA)	0
Total Facility Gross Square Feet (GSF)	31,930,084
Operates in # of Locations throughout U.S.	625
Operates in # of Locations outside of U.S.	1
Total # Fleet Vehicles Owned	400
Total # Fleet Vehicles Leased	4300
Total # Exempted-Fleet Vehicles (Tactical, Emergency, Etc.)	20
Total Operating Budget FY 2010 (\$MIL)	13.534B
Total # Contracts Awarded FY 2010 (Actions)	9,719
Total Amount Contracts Awarded FY 2010 (\$MIL) (\$2,234,679,503.60)	\$2,234B
Total Amount Spent on Energy Consumption FY 2010 (\$MIL)	\$54,226,887
Total MBTU Consumed per GSF	97.376
Total Gallons of Water Consumed per GSF	47.8
Total Scope 1&2 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	231,403.1
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 Reduction Target) FY 2008 Baseline MMTCO _{2e}	231.403.1
Total Scope 3 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	86,414.1
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 Reduction Target) FY 2008 Baseline MMTCO _{2e}	86,414.1

III. Greenhouse Gas Reduction Goals

In accordance with Executive Order 13514 *Federal Leadership in Environmental, Energy, and Economic Performance*, the Department of Labor submitted FY 2020 greenhouse gas (GHG) emissions reduction targets for scope 1 and 2 emissions of 27.7 percent from the DOL FY 2008 baseline of 288,749 Metric Ton Carbon Dioxide Equivalent (MtCO₂e), the standard measurement of the amount of CO₂ emissions that are reduced. The Department's scope 3 reduction target is 23.4 percent.

ARRA Investment in Meeting GHG goals

Several construction projects will have a major impact on Job Corps Greenhouse Gas emissions. Specifically, renewable energy projects at seven Job Corps Centers (JCC) include a solar photovoltaic project at Westover JCC, a solar hot water project at the Miami JCC, and small-scale wind turbines at the Pine Ridge, Angell, Hawaii/Maui, Laredo, and North Texas JCCs. The new Iowa Job Corps was constructed with ground-source heat pumps for high-efficient operation. All other national office projects such as the Gerald Ford JCC renovation and the three new dormitories at St. Louis JCC will improve energy efficiency. Efficiencies totaling \$4.6M that will save energy were funded with ARRA funds.

IV. Plan Implementation

The Department's efforts to meet the goals of EO 13514 are coordinated from the Office of the Assistant Secretary for Administration and Management (OASAM) which provides the Departmental leadership for effective business operations and procurement; performance budgeting; information technology solutions; human resources and civil rights; security and emergency management; environmental sustainability; and long-term planning so that the Department of Labor accomplishes its mission on behalf of America's workers. The Assistant Secretary heads the Office of Administration and Management (OASAM) and reports directly to the Deputy Secretary, who conducts weekly management meetings with the entire senior staff of and monthly meetings with each agency within the Department setting, highlighting and monitoring the performance priorities for the Department to achieve its mission.

Coordination and distribution of the plan to the public and 16,000+ employees across the Nation occurs through www.dol.gov web site, LaborNet intranet which all employees access, DOL eMag FRANCES, DOL Newsletter (with 120,000 subscribers), Job Corps newsletters (to at least 1,000 Center operators, contractors, etc.) and communiqués from the Secretary from town halls to email. At Job Corps, a new Higher Tier Environmental Management System (EMS) helps to coordinate dissemination of the Job Corps elements of the sustainability plan to all Job Corps Centers, which is combined with individual Job Corps Center-developed templates tailoring the most relevant, effective and best practices to the individual center.

With the senior sustainability officer, environmental, energy, fleet, real property, facility, and contracting management located in OASAM, leadership and accountability for meeting the EO goals is concentrated in the DOL organization that is responsible for these roles on a daily basis. The individuals in these OASAM organizations have

performance evaluation standards that include meeting the goals of EO 13514. As to the more than 99 percent of DOL’s building stock on 124 Job Corps Center campuses, the Job Corps and OASAM teams use its Engineering Support Contractor Information System (ESCIS), a geospatial information system (GIS), to track and assess building energy performance and use, effectively manage buildings and determine renovation and disposal.

OASAM team leadership ensures and supports policy and planning integration from the senior sustainability officer to the property and fleet manager to the contracting operation which supports Job Corps operations.

Agency budget integration will be achieved by ongoing OASAM budget coordination of this plan and the DOL leadership and OASAM working closely with the Job Corps team.

The Department will evaluate its progress in meeting the Plan goals by tracking all element indicators, especially property status and Job Corps renovations and reporting quarterly on progress toward annual targets to the Assistant Secretary for Administration and Management and the Deputy Secretary.

Table 1: Critical Planning Coordination

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
<i>"Sample Plan"</i>	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes	No
GPRA Strategic Plan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	n/a
Agency Capital Plan	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes
A-11 300s	Yes	n/a	n/a	Yes	Yes	Yes	Yes	Yes	Yes	n/a
Annual Energy Data Report	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes	Yes	n/a
EISA Section 432 Facility Evaluations/Project Reporting	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	n/a
Budget	Yes	Yes	n/a	Yes	n/a	Yes	Yes	Yes	Yes	Yes
Asset Management Plan / 3 Year Timeline	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	n/a
Circular A-11 Exhibit 53s	n/a	n/a	Yes	n/a	n/a	n/a	n/a	Yes	Yes	n/a
OMB Scorecards	Yes	Yes	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes
DOE's Annual Federal Fleet Report to Congress and the President	Yes	Yes	Yes	n/a	Yes	n/a	n/a	Yes	n/a	Yes
Data Center Consolidation Plan	Yes		Yes	Yes	Yes	n/a	Yes	Yes	Yes	Yes
Environmental Management System	Yes	Yes	Yes	Yes	n/a	Yes	Yes	n/a	n/a	Yes
(New) Instructions for Implementing Climate Change Adaptation Planning	Yes	Yes	Yes	Yes	Yes	Yes	n/a	n/a	n/a	Yes
Other (reports, policies, plans, etc.)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

V. Evaluating Return on Investment

Job Corps holds 99 percent of DOL's building stock, most of which was built for other purposes from the 1940s to the 1970s, and much of which was donated. As such, the Department must use return on investment criteria to determine the cost/benefit on upgrading buildings to any level of sustainability. The capital allocation plan for sustainable projects prioritizes allocation of funds to capital asset improvements based upon criteria in the following order of importance:

1. Return on investment is the most important factor. Sustainable capital improvements will see return on investment mostly in the form of resource savings from the implementation of the improvement (lower utilities costs). Improvements will be ranked on their internal rate of return based on pro forma projections, with improvements that do not break even at a 7% discount rate not receiving capital based on OMB Circular A-94.
2. Environmental costs and benefits or projected environmental benefits in the form of GHG reductions and reductions in resources including but not limited to petroleum use, electricity use, water use, and solid waste reductions. Environmental impacts of construction will also be evaluated, including where building materials are sourced from.
3. Operations and maintenance and deferred investments, i.e., improvements that will encourage lower operations and maintenance costs will be placed ahead of systems that may require a higher degree of operation. This mainly pertains to automated systems versus systems that must be manually monitored by technicians. Utility costs will be accounted for in calculating the return on investment.
4. Social costs and benefits will comprise a metric including at minimum the following factors: number of green jobs created from student involvement in sustainable improvements; number of students involved in sustainable projects contributing to local area economies upon graduation; and how best practices in sustainable improvements can be adopted by the private sector through technology transfer and regional sustainable initiatives.
5. Mission-specific costs and benefits derived from the evaluation of a project's tie to current Job Corps Center programs and the effect on project feasibility, e.g., project corresponds to a career technical program, students can receive useful related knowledge, project matches instructor and student experience and expertise, or relates to an industry that has high projected growth over the next 5 to 10 years.
6. Climate Change Risk and Vulnerability. Investments that may be influenced by climate change will be evaluated using the available methods. DOL will consider potential climate change effects on human health, coastal areas, ecosystems, wildlife, water resources and energy when evaluating sustainability.

Examples of the ROI Dilemma for Job Corps

Old Job Corps Campus



Los Angeles Job Corps Center California

- 13-story, 105,000 gross square feet downtown structure was erected as a hotel in 1929.
- Operated by Job Corps since 1965.
- Low energy efficiency building due to deteriorated building envelope, dated building-wide air conditioning system, non-functional windows, extremely low operable ventilation and inadequate heating systems.

New Job Corps Campus



Pinellas Job Corps Center Florida

- Construction completed in 2010
- Sustainable elements include
 - Stormwater management system that improves water quality and quantity prior to discharge
 - Individual building metering
 - Energy-saving lighting-control system
 - Energy-saving integrated maintenance system
- “Green” career technical training areas include Facilities Maintenance and HVAC
- New Construction Cost: \$33 Million

VI. Transparency

The Department will communicate its sustainability achievements to the public and its 16,000+ employees in a variety of ways including the www.dol.gov web site, LaborNet intranet which all employees access, its eMag (FRANCES), DOL Newsletter (with 120,000 subscribers), Job Corps newsletters (to at least 1,000 Center operators, contractors, etc.) and communiqués from the Secretary that span town halls to email. Also, as referenced in Section II, Job Corps efforts include communication means particular to the Job Corps community.

Section 2: Performance Review & Annual Update *(Update and Submit Annually)*

I. Summary of Accomplishments:

The Department of Labor has numerous achievements and initiatives with respect to its unique contribution to sustainability and to the overall sustainability targets and goals.

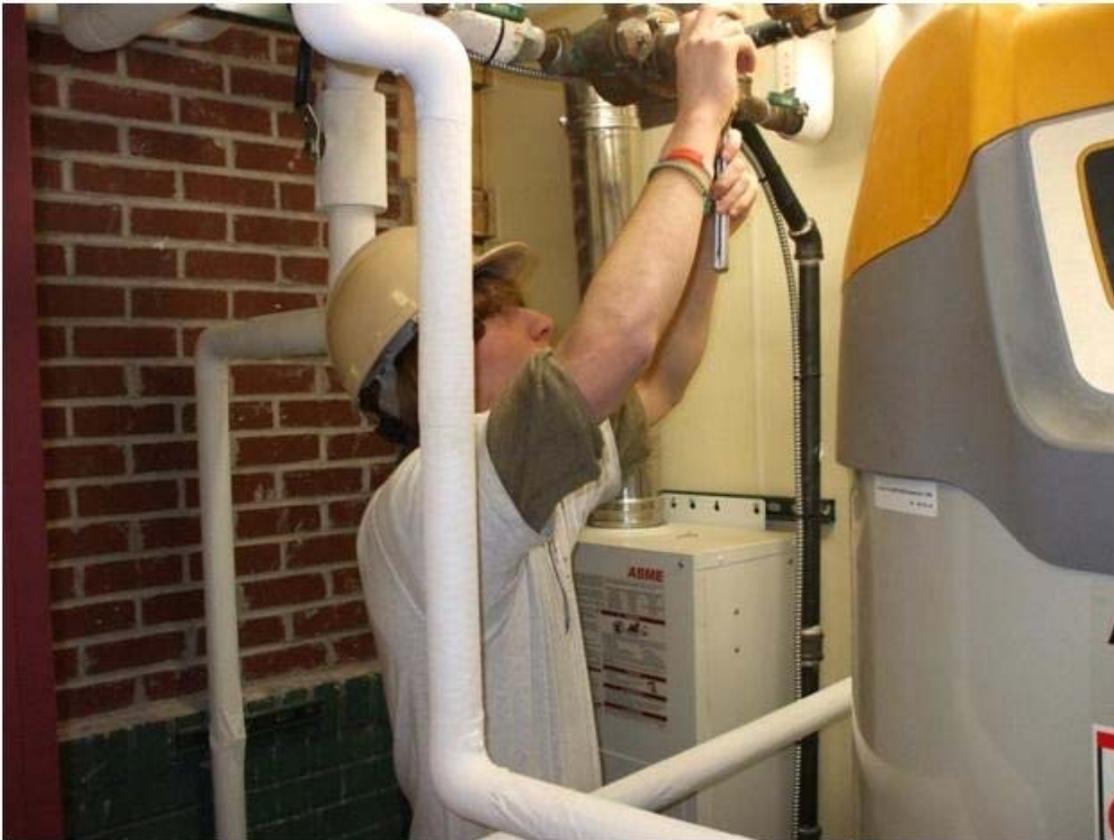
Job Corps

Throughout Job Corps main sustainable mission is a training mission, to prepare the next generation of workers for green jobs. Job Corps has “greened” many of its Career Technical Training Programs by identifying and focusing on green elements contained in the respective training programs, and by enhancing or building new programs to support the new green economy and green-collar jobs. In October 2009, Job Corps launched more than 70 green-enhanced training programs in three industries: Construction, Automotive and Machine Repair, and Advanced Manufacturing. Students who choose these career pathways receive training in a variety of new subject areas, such as green materials and products, pollution prevention principles, hybrid and alternative vehicles, environmental awareness, green building requirements, and many others that will help prepare them for successful careers. These programs bring green career technical training to almost every Job Corps center and to-date the green graduate total exceeds 10,000 Job Corps students.

In October 2010, Job Corps launched five new green advanced training programs: Solar PV and Thermal System Installer, Weatherization Technician, Overhead Line Construction, Underground Residential Distribution Technician, and Smart Meter Technician. These programs prepare students with the skills and credentials for employment in green jobs contributing directly to renewable energy and/or energy-efficiency. The programs are offered at seven centers across the country. Job Corps also launched Electronic Health Record Specialist (EHRS) training to prepare students for digital medical recordkeeping, an emerging green job within the health care industry. EHRS training is being piloted at nine Job Corps centers. Furthermore, green elements are also supported within all students’ social skills development at all Job Corps Centers.

Sustainable Buildings: Beginning in FY2007, all new buildings were designed and constructed in accordance with the Guiding Principles for Sustainable Buildings. Staff and project teams have been trained, stakeholders have been informed, the OMB scorecard progress has been monitored, and a commitment to sustainability has been made at the highest agency level. The plan to achieve sustainable buildings for 15% of Job Corps inventory by 2015 has been incorporated into the Asset Management Plan and will be followed.

Renewable Energy: In FY2008, Job Corps exceeded the Energy Policy Act (EPACT) goal of 5.0% as a percent of facility electricity use by purchasing renewable energy credits (RECs) from wind farms, amounting to more than 12,660 megawatt-hours (MWh) during that period and offsetting 5.0% of total usage. Small-scale wind projects have been constructed at five Job Corps centers. Other small-scale wind projects, as well as a solar hot water heating project at Miami JCC and a solar photovoltaic project at the Westover JCC, are under construction.



Tulsa, Oklahoma Job Corps student, Jonathon Falgout, installs the valve on the new energy-efficient hot water heater.

Energy Management:

- Job Corps has successfully met EO 13423 energy conservation goals through FY 2010 with a greater than 15% reduction in energy use.
- Approximately 30 JCCs have had energy audits which included the installation of energy efficient water fixtures. To increase water conservation, all new construction and renovation projects use low-flow fixtures.
- The JC program has continued implementation of its Smart Metering program to install advanced meters in 170 buildings. Phase I of this program to install 45 meters has been completed, and JC is well into Phase II As of January 2011 JC installed advanced meters in 33% of appropriate facilities for electricity. Currently all 170 buildings are scheduled to have advanced meters installed by June 2011. Individual electric meters are present on over 700 of the total 2,300 covered JC buildings.
- The new Iowa Job Corps Center and Milwaukee Job Corps Center received substantial rebates for energy efficient construction.
- JC facilities have been selected to be showcases for sustainable buildings; new centers under construction meeting the Guiding Principles include Milwaukee JCC, and the Ottumwa, Iowa JCC. The Albuquerque JCC is in use and received a LEED Gold Rating.
- JCCs use the JC web-based energy tracking and monitoring system for utilities to analyze utility data and the JC National Energy Manager's performance requirements

include responsibility for monitoring and assisting local centers in achieving energy conservation goals.

- Regular student base curriculum includes the importance of energy conservation, and ways to improve the conservation and energy efficiency of residences and the overall campus development and career technical skills training includes information promoting energy conservation awareness.
- The annual Job Corps Energy Conservation Award at the Annual Secretary's Honors Award Ceremony Program recognizes groups and individuals who have made significant contributions to the conservation and efficient use of energy.
- The Office of Job Corps Green Team has been selected for receipt of the Secretary's Greening of the Workplace Award, under the 2011 Secretary's Honor Awards program, for advancing sustainability efforts program-wide in support of the Department's goals.

Job Corps Sustainability initiatives include:

- American Recovery and Reinvestment Act (Recovery Act or ARRA) electric vehicle initiative funded electric and hybrid electric vehicles in each of 124 Centers to collectively reduce Job Corps carbon footprint by replacing petroleum- with electric-powered miles driven, establish a green culture in Jobs Corps, pilot best uses and practices, and provide Job Corps automotive program students with hybrid vehicle training aids.
- Sustainable buildings initiative works to make all of its buildings "sustainable" by rehabilitating existing structures to make them more energy and water efficient, and by building new structures to be compliant with Guiding Principles.
- Energy and water conservation initiative implemented the use of monitoring systems such as Energy Watchdog to measure and monitor energy intensity, target projects and available funds for facility improvements, and plan for achievement of short- and long-term conservation goals.
- Renewable energy initiative projects at Job Corps Centers include wind turbines and solar panels that will directly provide facilities with clean and renewable energy.
- *Earth Day Every Day* initiative launched on Earth Day 2009 and funded in large part by the Recovery Act, continues as a hallmark of green activities and projects throughout Job Corps and is incorporated into ongoing programming. Projects in areas such as xeriscaping, eco-gardening, and energy efficiency are continuing as a part of this ongoing initiative.

DOL Headquarters Building Achievements and Initiatives include:

- Designated an Energy Star facility by the Environmental Protection Agency in December 2009 for second consecutive year
- Eliminated Styrofoam in the cafeteria with all products now recyclable and/or compostable and made from recycled paper products or are corn-based bio-products
- Eliminated printing more than 5,000 DOL telephone directories biannually by moving the directory to the DOL Intranet site
- Exceeded the current Federal practice by initiating a program to replace light bulbs in FPB offices with lower- wattage, 15-watt Light-Emitting Diode (LED) fixtures
- Switched to Environmental Protection Agency-approved green janitorial products
- Partnering with Department of Energy Northwest Pacific Lab Solid State Lighting program office to evaluate LED lighting, converted conference room and participated in garage LED lighting conversion demo project to measure long term energy use reduction
- Replaced original cooling towers to reduce water wand energy consumption
- Achieved a 24 percent reduction in purchased steam use in the Frances Perkins building in FY 2010 as compared to FY 2009 as a result of a thorough review to identify and repair leaks in steam piping systems.
- Reviewing current space management policies to develop new space standards in conjunction with anticipated increased telework (pursuant to the Telework Enhancement Act enactment) and workforce mobility.

DOL Fleet Management:

DOL's 4,300-vehicles fleet has achieved a 95% alternative fuel usage rate for vehicles located in EPA-designated metropolitan statistical areas for FY 2007 and FY 2008 and a decrease in total petroleum use of over 10% annually. DOL created its own fleet management system, Automobile Use Tracking On-Line System (AUTOS), an online vehicle reporting system that provides accurate and more efficient compilation of data and has reduced paperwork and administrative costs. AUTOS has been instrumental to DOL meeting and maintaining the goals of the Energy Policy Act of 1992 (EPAAct), the Energy Independence and Security Act of 2007 (EISA), and Executive Order 13234 goals. AUTOS has been instrumental in helping the Department reach its goals within the Presidents Management Agenda and in FY2008, resulted in the Department receiving the White House "Closing the Circle Award" for Leadership in Federal Environmental Stewardship.

Goal Performance Review:

1 . GOAL: Scope 1 & 2 Greenhouse Gas Reduction

Goal: The Department of Labor will reduce Scope 1 and 2 greenhouse gas emissions by 27.7% from the base year 2008 by 2020 by reducing facility energy intensity, installing and using renewable energy, reducing fleet vehicle petroleum use, increasing fleet alternative fuel vehicle (AFV) use, optimizing vehicles use, right-sizing fleet, and increasing low emission and high fuel economy vehicle use.

Agency Lead: Assistant Secretary for Administration and Management (OASAM), Director of the Office of Administrative Services, Senior Sustainability Officer/Deputy Assistant Secretary for Policy OASAM.

Implementation Methods and Status:

Buildings

Job Corps

Enhance central office and field performance and integrate compliance with existing relevant statutory, Executive Order and Departmental requirements and efforts to facilitate the achievement of the goals and targets including:

- Reduce energy intensity of Job Corps facilities and increase the installation and use of renewable electricity.
- Reduce petroleum used in fleet vehicles; increase the use of AFVs in fleet; optimize use of vehicles and right-size fleet; and increase the use of low emissions and high fuel economy vehicles.
- Include efforts to capture fugitive emissions.
- Reduce, where feasible, energy loads, non-covered fleet mobility fuel use, and other energy uses not subject to energy reduction goals.
- Use renewable energy beyond the renewable electricity requirements, i.e., thermal, mechanical, biomass, and landfill methane gas.
- Install smart utility meters.
- Assign energy managers, benchmark, and implement projects in accordance with EISA Section 432 requirements to evaluate, audit and commission designated facilities.
- Incorporate operations and maintenance improvement programs including metering and commissioning initiatives.
- Integrate behavioral and culture change initiatives within Job Corps facilities.
- Space allocations within Job Corps are tracked against recommended space utilization. Space utilization is accounted for when planning new construction and renovation projects. Space management promotes demolition of unneeded space with an annual demolition budget.



Job Corps instructor and students at the Muhlenberg, Pennsylvania Job Corps Center install a wind turbine.

Job Corps has purchased 200 low-speed electric vehicles for use at the Job Corps Centers nationwide. Additionally, notification and training at the Department's quarterly agency fleet manager's meeting was provided in May 2010, to highlight that agencies are to accept Hybrid vehicles as replacement vehicles when a hybrid is offered by GSA to meet the agencies vehicle acquisition request, even if a hybrid was not originally requested.

Fleet

DOL Overall

Fleet Management: As described above, the Department created its own fleet management system, AUTOS, which is upgraded continually to leverage cost savings and reduce GHG emissions. The ultimate goal is a system that purchases and manages the most eco-friendly vehicle fleet through a central means. Where possible, conversion to least consumptive vehicles is the standard, e.g., electric vehicles on Job Corps campuses and downsizing to smaller vehicles for worker protection agencies. Continued use of and updates to AUTOS will enable the Department to reduce fleet vehicle petroleum use, increase fleet AFV alternative fuel use, optimize vehicle use and right-size fleet, and increase low emission and high fuel economy vehicle use. AUTOS maintains

up-to-date fleet records that can be routinely analyzed and delivered to meet any reporting requirements in a timely manner and maintain data on a vehicle from acquisition to disposal. Fleet historical data is used to monitor the lifecycle of a vehicle and establish guidelines for maintenance and utilization.

NOTE: Of the 4,300 DOL fleet vehicles approximately 46% are used by the Department's worker protection agencies: Employee Benefits Security Administration, Mine Safety and Health Administration, Occupational Safety and Health Administration, Office of Federal Contract Compliance Programs, and Wage and Hour Division.

Regarding its fleet, the Department:

- Updated to the full city/street/address information for DOL vehicles to allow closer alignment of DOL AFVs with AFV stations;
- Developed an enhanced tracking tool for alternative fuel (AF) use in AFVs, by providing monthly reports to agency fleet manager to provide monthly quantity and percentage of AF per vehicle;
- Established, in AUTOS, a tracking system for scheduled maintenance of vehicles to ensure scheduled periodic maintenance is performed to keep cars in best operating condition;
- Established a module in the DOL AUTOS system to track acquisition of hybrid and battery-powered electric vehicle (BEVs);
- Will track replacement of petroleum powered vehicles;
- Reduced petroleum use by 9.5% and is on track to meet the FY2015 petroleum reduction goals per the January 2010 OMB Final Scorecard DOL; and,
- Increased alternative fuel consumption by 355% and is on track to exceed the FY2015 increased Alternative Fuel use goal.

To enable AFV use, DOL continues its project, established in FY2007, to review placement of AFVs in locations with accessibility to alternative fueling stations. Further, the Department continues working toward the goal, established in FY2008 in the transportation scorecard, to review agency fleets and "right-size" the vehicles and reduce the number of vehicles in the agencies fleets. Since that time, DOL agencies have identified and replaced vehicles that were in excess of the size needed to perform the job and, in several agencies, reduced the overall number of vehicles in their fleet. The Department is developing a DOL-wide fleet acquisition module to allow closer monitoring of agency acquisition of alternative fuel, hybrid and electric vehicles (EVs) and establishing an automated model to calculate GHG per vehicle.

DOL has been in the forefront of Federal agencies reviewing the existing vehicle fleet to "right size" both the type and number of vehicles in its fleet. Departmental fleet managers have been provided vehicle "right sizing" guidance and templates to use in determining vehicle size based on mission and also, if the vehicle is required at all. The Department plans to replace 50 percent of the conventional senior executive fleet with low-GHG emitting, highly efficient vehicles in FY 2011. Current gasoline-powered vehicles are planned to be replaced with more efficient and lower GHG emitting hybrid vehicles. Regarding implementation of sustainable transportation options, the Department's existing policy requires its agencies to acquire low GHG emitting vehicles such as hybrids and AFVs when replacing light duty vehicles.

Positions: The Director of the Office of Administrative Services manages the buildings and fleet aspects of all elements of the sustainability plan as part of his overall duties in all instances working closely with at least two full-time equivalent (FTE) staff in Job Corps as well as a contractor with expertise in environmental engineering. The Director has one FTE who works part time on sustainability issues and a job announcement has been prepared to hire a Departmental environmental engineer to be devoted to sustainability matters and work more closely with Job Corps on these issues.

SCOPE 1&2 GHG TARGET		Unit	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 20
Buildings	Energy Intensity Reduction Goals (BTU/SF reduced from FY03 base year)	%	15%	18%	21%	24%	27%	30%	hold	hold
	Planned Energy Intensity Reduction (BTU/SF reduced from FY03 base year)	%	15%	18%	21%	24%	27%	30%	hold	--	hold
	Renewable Electricity Goals (Percent of electricity from renewable sources)	%	5%	5%	5%	7.5%	hold	hold	hold	hold	hold
	Planned Renewable Electricity Use (Percent of electricity from renewable sources)	%	5%	5%	5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%
Fleet	Petroleum Use Reduction Targets (Percent reduction from FY05 base year)	%	10%	12%	14%	16%	18%	20%	22%	30%
	Planned Petroleum Use Reduction (Percent reduction from FY05 base year)	%	10%	12%	14%	16%	18%	20%	22%	30%
	Alternative Fuel Use in Fleet AFV Target (Percent increase from FY05 base year)	%	61%	77%	95%	114%	136%	159%	hold	hold
	Planned Alternative Fuel Use in Fleet AFV (Percent increase from FY05 base year)	%	100%	110%	120%	130%	140%	160%	160%	160%	160%
	(New) Senior Executive Fleet Replaced with Low-GHG, High Efficiency Vehicles (Percent replaced from FY08 base year)	%	0	50	50	100	100	100	100		100
Other, as defined by agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	MMTCO _{2e}	2.7	5.4	8.1	10.8	13.5	16.4	18.3			27.8
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 GHG Reduction Target)	MMTCO _{2e}										
Overall Agency Scope 1 & 2 Reduction (reduced from FY08 base year)	%										

2 . GOAL: Scope 3 Greenhouse Gas Reduction & Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

Goal: The Department of Labor will reduce Scope 3 greenhouse gas emissions by 23.4% from the base year 2008 by 2020.

Agency Lead: Assistant Secretary for Administration and Management, Director of the Office of Administrative Services, Senior Sustainability Officer/Deputy Assistant Secretary for Policy OASAM.

Implementation Methods and Status:

Federal Employee Travel

Deputy Secretary Harris has issued policy regarding Department meetings and travel designed to decrease overall travel and conserve resources. Increased use of video teleconferencing is being promoted to reduce employee travel. The Department will continue encouraging the use of public transportation as the preferred commuting method for all employees through continued participation in the Federal Transit Subsidy Program, and include accessibility to public transportation as a key requirement in defining the acceptable delineated area for offices leased for DOL by GSA.

Job Corps continues to incorporate technologies to enable productive remote meetings where applicable, such as videoconference technologies, conference calls, and webinars.

Contracted Waste Disposal

The Department will take the following actions:

- Contract with waste removal companies to provide single stream waste removal and processing to reduce the amount of material being disposed in landfills where sorting materials in the waste stream at the point of origin is not possible or practicable.
- Include clauses in construction contracts to require construction companies to sort construction debris into recyclable products and non-recyclable products and require that all recyclable products generated and construction and demolition (C&D) debris be appropriately recycled.
- Install composting systems to allow the recycling of bio-based products where practicable.

Transmission and distribution losses from purchased energy

Job Corps: Job Corps will consume less energy overall by purchasing less energy from off-site sources and replace it with energy produced on-site (preferably renewable). In accordance with EISA 07, JC will reduce energy intensity by 30% by the end of FY2015, 80% by 2020, relative to the 2003 base year. New buildings and major renovations shall meet at least 30% of hot water demand through solar hot water equipment, provided it is lifecycle cost-effective. In accordance with EPAct 2005, JC will comply with the 5% FY 2010-2012 requirement and 7.5% renewable source electricity production requirement in FY 2013 and thereafter. JC will improve efforts for waste diversion, recycling and reuse.

Francis Perkins Building: Transmission and distribution losses from purchased energy will be reduced in line with energy reductions projected to be achieved in the Scope 1 and 2 Green House Gas emissions. Additionally, as site developed energy projects are implemented at Job Corps facilities, transmission and distribution losses from purchased energy sources will be reduced.

Methods Used to Calculate Scope 3 GHG Emissions

The Department intends to participate in the General Service Administration’s (GSA) new GHG collection tool for FY 2011 to assist in calculating Scope 3 GHG emissions.

Development of DOL FY 2010 Greenhouse Gas Inventory

The Department used a second party validation for its GHG data. The major challenge that faced the Department was the delay in receiving the final GHG collection tool. The Department plans to use the GSA GHG collection tool’s management reporting and projection capabilities to allow the Department’s energy and sustainability managers to model and project outcomes to maximize GHG reduction for changes from real property, fleet and telework policies and activities.

Job Corps has entered all of its buildings into the EPA-FEMP Energy Star Portfolio Manager system. The use of the Energy Star Portfolio Manager tool will allow DOL to track the progress of meeting the High-Performance Sustainable Design/Green Buildings goal relative to the baseline.

Positions: The Director of the Office of Administrative Services manages the buildings and fleet aspects of all elements of the sustainability plan as part of his overall duties in all instances working closely with at least two FTEs in Job Corps as well as a contractor expert in environmental engineering. The Director has one FTE who works part time on sustainability issues and a job announcement has been prepared to hire a Departmental environmental engineer to be devoted to sustainability matters and work more closely with Job Corps on these issues.

SCOPE 3 GHG TARGET	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 20
Overall Agency Scope 3 Reduction Target (reduced from FY08 base year)	%	2.4%	4.8%	6.2%	8.6%	11%		23.4%
Sub-Target for Federal Employee Travel	%	0.1%	0.2%	0.3%	0.4%	0.5%	1%
Sub-Target for Contracted Waste Disposal	%	5%	10%	15%	20%	25%	50%
Sub-Target for Transmission and Distribution Losses from Purchased Energy	%	2.7%	5.4%	8.1%	9.8%	11.5%	27.7%
Other, as defined by agency	%	n/a	n/a	n/a	n/a	n/a	n/a

3. GOAL: High-Performance Sustainable Design / Green Buildings & Regional and Local Planning

Goal: The Department of Labor will ensure that 15 percent of its existing buildings will meet the Guiding Principles by 2015 and all new construction, major renovation or repair and alteration complies with the Guiding Principles.

Agency Lead: Assistant Secretary for Administration and Management, Director Office of Administrative Services, Senior Sustainability Officer/Deputy Assistant Secretary for Policy OASAM.

Implementation Methods and Status:

High Performance Sustainable Design/Green Buildings

Job Corps: A key Job Corps mission is to increase green workforce and student training and education. With its building inventory loaded into the EPA Energy Star Portfolio manager system, Job Corps strategies to meet targeted reductions in sustainable buildings will be more transparent and easily tracked. Currently, and as below, Job Corps has planned to meet targeted reductions on a square foot basis. Job Corps has critical issues in meeting the 15% goal of total sustainable buildings in its existing building stock by 2015 due to funding issues overall and construction timing related to annual milestones prior to 2015. Nevertheless, Job Corps has selected entire Centers to meet the most of the Guiding Principles based upon the cost and relative ease with which they can be upgraded to meet the required standards.

Several buildings in Job Corps are already targeted for listing with Energy Star. These buildings will be included in the 15% requirement. Other buildings will have HVAC systems replaced, enabling them to be commissioned and possibly meet the Energy Consumption Requirements. All new construction projects will meet the Guiding Principles. The table below provides a breakdown of the planned methods to achieve the 15% sustainability goal by 2015.

Some examples of Job Corps sustainable design and green building efforts are: the new Milwaukee JCC has attractive rain gardens that capture runoff from center roofs and allow stormwater to infiltrate into the ground; the dormitory project at the St. Louis JCC has underground stormwater detention. Further, approximately 70 Job Corps centers are using a Computerized Maintenance Management Program. This program allows maintenance staff to prioritize repairs and respond to occupant work orders and results in reduced maintenance costs. Repair logs are readily available for review when equipment fails. A facility survey team of engineers and an architect write up building deficiencies. All new deficiencies incorporate energy and water efficient solutions in accordance with the ASHRAE 90.1 2007 energy standard, Energy Star, Watersense, or other appropriate rating system for efficiency.

Strategy	Comments	GSF
Existing Space		23,143,782
Proposed Demolition		-1,446,656
New Construction by 2015		920,000
Estimated Total Space by 2015		22,617,126
Buildings with Sustainable HVAC upgrades	HVAC upgrades between now and 2015	564,571
New Centers	Pinellas, Milwaukee, Wind River, Little Rock, New Hampshire	920,000
New National Office Projects	Gulfport	88,300
Existing or Future Sustainable National Projects	Albuquerque Dorm, Red Rock Dorm, Grafton Education	82,798
Energy Star Target List		581,142
Subtotal		2,236,811
Percentage of Sustainable GSF in 2015		9.64%
Existing Candidate of Centers for Sustainable Upgrades		2,296,846
Total		4,533,657
Percentage of Potential Sustainable Space by 2015		20%

FPB LEED Initiative: DOL in conjunction with the GSA National Capital Region Public Building Service has initiated the review of the Department's Headquarters' building, the Frances Perkins Building (FPB) for certification of the FPB under the LEED Existing Building certification. The FPB achieved certification as an Energy Star facility in FY2008 and FY2009.

All new Department-built buildings are designed to meet the equivalent of LEED Silver. As DOL uses GSA as the exclusive agent for leasing office space, the Department will continue to rely on GSA to ensure that newly acquired office space assigned by operating agreements will meet GSA's standards for sustainable buildings. As an example of innovative building and sustainable landscape strategies, the new Albuquerque Job Corps Center dormitory used native building technology and techniques of adobe building materials for the construction of the dormitory and native low water use plants for landscaping. As new facilities and buildings are constructed, low impact, sustainable landscape strategies are being implemented. For existing facilities, as funding permits, sustainable landscaping is being implemented. The Department performs all minor repairs and alterations as feasible for existing building systems to reduce energy, water and materials consumption to achieve a net reduction in deferred maintenance costs.

DOL policy requires co-location of offices with a local area. In place since FY 2004, this policy has reduced DOL agency offices by more than 100 across the United States. Consolidation and reduction of offices continues. In fourth quarter FY 2011, an additional six offices are currently scheduled for consolidation. The Telework Enhancement Act enactment and related revised DOL telework policy are anticipated to reduce further the Department's footprint. The Department's customer service initiative seeks to expand delivery of services using internet and electronic technology. The Department's GovBenefits.gov website is one example of this e-customer service and has been recognized as a 2011 COMPUTERWORLD Honors Laureate.

As to conservation, rehabilitation and reuse of historic Federal properties using best practices and technology, the Department coordinates all repairs and renovations on such properties with appropriate historic preservation organization(s) using best practices and technology.

The Department continues to review its space requirements to align with Scope 1, 2 and 3 GHG reduction targets and incorporates GHG reduction targets in agency space actions.

Regional and Local Planning

Job Corps:

Job Corps approach in regional and local planning is to:

- Create a site selection process that favors areas where a minimal environmental footprint will be left.
- Favor sites that provide physical connections to the surrounding community.
- Incorporate participation in regional transportation planning (recognition and use of existing community transportation infrastructure) into existing policy and guidance.
- Align its policies to increase effectiveness of local energy planning
- Incorporate sustainable building location into policy and planning for new Federal facilities and leases
- Update agency policy and guidance to ensure that all Environmental Impact Statements and Environmental Assessments required under the National Environmental Policy Act (NEPA) for proposed new or expanded Federal facilities identify and analyze impacts associated with energy usage and alternative energy sources
- Update its policy and guidance to ensure coordination and (where appropriate) consultation with Federal, State, Tribal and local management authorities regarding impacts to local ecosystems, watersheds and environmental and management associated with new or expanded Federal facilities.

As a current practice, the Department works closely with local and tribal authorities for new construction projects in their communities. As applicable, the Department participates in local and regional environmental and sustainability efforts and initiatives.

Positions: The Director of the Office of Administrative Services manages the buildings aspects of all elements of the sustainability plan as part of his overall duties in all instances working closely with at least two FTEs in Job Corps as well as a contractor

expert in environmental engineering. The Director has one FTE who works part time on sustainability issues as well as a job announcement prepared to hire a Departmental environmental engineer to be devoted to sustainability matters and work more closely with Job Corps on these issues. In addition the Director of Job Corps exercises substantial leadership on Job Corps sustainability efforts and is key to the Department reaching its goals.

SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles)	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Owned Buildings	%	1%	6%	9%	13%	14%	15%	...	15%
FRPP-Reported Leased Buildings	%	n/a	n/a	n/a	n/a	n/a	n/a	...	n/a
Total Buildings	%	1%	6%	9%	13%	14%	15%	...	15%
Other, as defined by agency	?	n/a	n/a	n/a	n/a	n/a	n/a	...	n/a
REGIONAL AND LOCAL PLANNING									
Other, as defined by agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	-	n/a

4. GOAL 4: Water Use Efficiency and Management

Goal: The Department of Labor will reduce potable water intensity by at least 26% by FY 2020, reduce industrial, landscaping, and agricultural water use by at least 20% by FY 2020, identify and implement water reuse strategies, and achieve EPA Stormwater Guidance for Federal Facilities objectives.

Agency Lead: Assistant Secretary for Administration and Management, Director of the Office of Administrative Services, Senior Sustainability Officer/Deputy Assistant Secretary for Policy OASAM.

Implementation Methods and Status:

Job Corps:

To support water use efficiency and management, Job Corps uses a web-based utility tracking and monitoring system for all Job Corps Centers. The system's reporting and graphics package has proven to be a valuable tool to analyze utility data and has positively impacted Job Corps conservation initiatives. As an example, the monitoring system tracked results from one Job Corps Center identifying a water usage decrease of 25 percent from FY2008 to FY2009 as a result of a waterline replacement project and installation of tankless water heaters. In addition, Job Corps has:

- installed low-flow water fixtures in its facilities;
- identified and promoted water reuse strategies consistent with state laws that reduce public water consumption;
- begun reducing its infrastructure foot print by planned demolition of older, less water efficient structures at Job Corps Centers; and
- implemented and will track storm water management plans at Job Corps Centers.
- Job Corps uses very little non-potable water for irrigation. Most non-potable water use is appropriate such as using storm water and pond water for irrigation. Job Corps will reduce non-potable water use wherever appropriate.

DOL Overall

DOL is on track to meet the water reduction goals for FY2015 and FY2020 with:

- Replacement of steam heating tubes in the headquarter building's hot water converters which has resulted in not only a 34 percent decrease in water use, but also has decreased steam consumption by over 20 percent; and,
- Installation of smaller, more efficient cooling towers at FPB will reduce water consumption and water loss to evaporation and be more energy efficient.

Positions: The Director of the Office of Administrative Services manages the buildings aspects of all elements of the sustainability plan as part of his overall duties in all instances working closely with at least two FTEs in Job Corps and a contractor with expertise in environmental engineering. The Director has one FTE who works part time on sustainability issues and a job announcement has been prepared to hire a Departmental

environmental engineer to be devoted to sustainability matters and work more closely with Job Corps on these issues. In addition the Director, Job Corps exercises substantial leadership on Job Corps sustainability efforts which is key to reaching the Department's goals.

WATER USE EFFICIENCY & MGMT	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 20
Potable Water Reduction Targets (gal/SF reduced from FY07 base year)	%	0.6%	8%	10%	12%	14%	16%	26%
Planned Potable Water Reduction (gal/SF reduced from FY07 base year)	%	0.6%	8%	10%	12%	14%	16%		26%
Industrial, Landscaping, and Agricultural Water Reduction Targets (gal reduced from FY10 base year)	%	2%	2%	4%	6%	8%	10%	20%
Planned Industrial, Landscaping, and Agricultural Water Reduction (gal reduced from FY10 base year)	%	2%	2%	4%	6%	8%	10%	20%
Other, as defined by agency	n/a	n/a	n/a						

5. GOAL 5: Pollution Prevention and Waste Reduction

Goal: The Department of Labor will participate in local and regional energy, transportation and environmental planning and coordinate with Federal, State and Tribal and local management regarding new or expanded federal Facilities.

Agency Lead: Assistant Secretary for Administration and Management Director of the Office of Administrative Services, Senior Sustainability Officer/Deputy Assistant Secretary for Policy OASAM.

Implementation Methods and Status:

Job Corps:

In addition to the DOL overall implementation methods for waste stream mitigation and reduction, Job Corps will:

- Reduce and minimize the quantity of toxic and hazardous chemicals and materials acquired, used, and disposed in both training programs and facility maintenance;
- Increase the use of acceptable alternative chemicals and processes in keeping with the department's procurement policies; and
- Develop and implement integrated pest management plans at Job Corps facilities.

Further, Job Corps does not exceed Emergency Planning and Community Right to Know Act storage requirements for any chemicals.

DOL Overall

DOL has established recycling programs at DOL sites across the nation and is a national level participant in GSA's recycling program. Additionally, DOL requires the use of recycled content paper for all printing within the Department.

At the FPB, all requests for construction, alteration and repair must now go through a single point for review and approval. Among the items being reviewed and mandated under this process are the requirements for installation of recycled content and recyclable carpet within the building; use of zero Volatile organic content paints, and review of the statement of work to ensure that the sorting and recycling of construction and demolition materials are required.

The Department will include clauses in construction contracts to require construction companies to sort construction debris into recyclable products and non-recyclable products and require that all recyclable products generated and construction and demolition (C&D) debris be appropriately recycled. Further, DOL will install composting systems to allow the recycling of bio-based products where practicable. Regarding strategies to reduce municipal solid waste sent to landfills, the Department's is working with GSA to develop a new statement of work for a single stream waste management contract. Using a single stream waste management company to remove solid waste and process and divert recyclable products will reduce the total solid waste sent to landfills. The initial contract will be a pilot that can be expanded across the Department's owned and leased properties in FY2012 and beyond.

Innovative DOL Employee Efforts in Non DOL Owned Facility

In the OASAM San Francisco regional office employees are driving pollution prevention and waste elimination innovation.

First, they have revised the office's general office supply list and now feature products that are environmentally sound. When employees submit a request for specific items not included on the general supply list, the request is reviewed for environmental soundness. Employees know that if a "greener" counterpart item is found, that item will be ordered in lieu of the requested item. Next, new Xerox machines have been purchased that have several sustainability advantages. These machines function on solid ink blocks – which do not require the same amount of packaging as standard ink cartridges – reducing waste by 926% over four years. The new machines operate efficiently on paper that is 100% recycled, processed chlorine-free. The Xerox machines, along with all other printers in the San Francisco OASAM space, have been configured to automatically default to double-sided printing and printing unnecessary copies is often discouraged. Finally, transmission of documents is done electronically whenever possible – including during meetings, where not only are handouts disseminated via email prior to the meeting, but agendas are projected on-screen for participants.

Positions: The Director of the Office of Administrative Services manages the buildings aspects of all elements of the sustainability plan as part of his overall duties in all instances working closely with at least two FTEs in Job Corps as well as a contractor with expert in environmental engineering. The Director has one FTE who works part time on sustainability issues and a job announcement has been prepared to hire a Departmental environmental engineer to be devoted to sustainability matters and work more closely with Job Corps on these issues. In addition the Director, Job Corps exercises substantial leadership on Job Corps sustainability efforts which is key to reaching the Department's goals.

POLLUTION PREVENTION & WASTE REDUCTION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Non-Hazardous Solid Waste Diversion Targets (Non-C&D)	%	5%	10%	20%	30%	40%	50%	...	50%
C&D Material & Debris Diversion Targets	%	5%	10%	20%	30%	40%	50%	...	50%
Diversion through Waste-to-Energy	%	0	0	0	0	0	0	...	0
Number of sites or facilities with on-site composting programs	#	0	0	0	1	2	2	...	2
Number of sites or facilities recycling through off-site composting programs	#	0	0	0	1	2	2	...	2
If agency has on-site or off-site composting programs, estimated total weight of materials diverted to composting	Tons or pounds	0	0	0	tbd	tbd	tbd	...	tbd
% of agency-operated offices/sites with a recycling program	%	60	65	70	75	80	90	...	95
If agency offices located in multi-tenant buildings, % of those buildings with a recycling program	%	60	65	70	75	80	90	...	95
% of agency-operated residential housing with recycling programs	%	30	40	50	60	70	80	...	90
Other, as defined by agency	?	n/a	n/a	n/a	n/a	n/a	n/a	...	n/a

6. GOAL 6: Sustainable Acquisition

Goal: The Department of Labor will ensure that 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of products and services that are energy and water efficient, bio-based, environmentally preferable, non-ozone depleting, contain recycled content or are non-toxic alternatives, and update its affirmative (“green”) procurement plans policies and programs.

Agency Lead: Job Corps National Division for Facilities and Asset Management, Assistant Secretary for Administration and Management, Director Business Operations Center, and Director Office of Acquisition Management.

Implementation Methods and Status:

The DOL Procurement Executive has issued guidance to the Department’s contracting officers on the requirements to acquire products and services complying with environmental and sustainability standards, including, but not limited to Energy Star products and products containing recycled content. DOL updates the agency affirmative procurement plans, policies and programs to ensure that all Federally-mandated products and services are included in all relevant acquisition.

DOL requires the purchase of green products and services in the following categories: paper and paper products; vehicles; office products (including electronic equipment); printing services; fleet maintenance products; building construction, renovation and

maintenance (including janitorial and landscape); recreational products and services; appliances; lighting; Federal Energy Management Program (FEMP) designated products; and Electronic Product Environmental Assessment Tool (EPEAT) registered IT equipment (computers, laptops, and monitors).

DOL's Green Procurement Program (GPP): Although the DOL GPP encompasses many Federal procurement preference programs with potentially diverse management approaches, the overall framework selected for the DOL GPP is similar to the Environmental Management System (EMS) program. OMB granted DOL an exemption from the EMS via the Environmental Stewardship Scorecard. The basic EMS framework consists of the following elements: Policy, Planning, Implementation and Operation; Checking and Corrective Action; and Management Review.

The required elements of Section 6002 of the Resource Conservation and Recovery Act of 1976 (RCRA) and Section 9002 of the Farm Security, Rural Investment Act of 2002, the Energy Policy Act of 2005 (EPAAct), the Energy Independence and Security Act of 2007 (EISA), and Executive Orders 13423 and 13514 correlate well with the EMS framework, and all other components of Federal green procurement may be readily integrated into the EMS framework. The DOL GPP is managed and administered by the DOL Agency Environmental Executive (AEE). The AEE who is also the Assistant Secretary for Administration and Management (ASAM) and DOL Procurement Executive is responsible for promulgating policies and procedures and providing Departmental oversight for the acquisition of environmentally-friendly products and services to ensure compliance with applicable statutes, Executive Orders and other Federal guidance. Each DOL agency that defines requirements, places orders, makes purchases, or contracts for products and services is responsible for meeting the DOL GPP guidelines.

Job Corps

Job Corps procurement activities are subject to all Departmental policies, guidance and oversight. Job Corps is making special efforts throughout its centers to enhance its central office and field performance and integrate compliance with statutory Executive Order and Department requirements and efforts to facilitate the achievement of the goals and targets:

- Updating affirmative procurement plans (also known as green purchasing plans or environmentally preferable purchasing plans), policies and programs to ensure that all Federally-mandated products and services are included in all relevant acquisitions.
- Including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products and use of paper of at least 30 percent post-consumer fiber content pursuant to acquisition guidelines that promote use of sustainable environmental practices,

Positions: The OASAM Business Operations Center Director manages acquisition for the Department. Job Corps, through its Employment Training Administrative acquisition director and at least ten FTE, manage all JC acquisitions according to Federal statute and regulation.

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	85%	95%	hold	hold	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	95%	95%	95%	95%	95%
Water Efficient Products	%	95%	95%	95%	95%	95%
Biobased Products	%	85%	95%	95%	95%	95%
Recycled Content Products	%	75%	95%	95%	95%	95%
Environmentally Preferable Products/Services (excluding EPEAT)	%	85%	95%	95%	95%	95%
SNAP/non-ozone depleting substances	%	85%	95%	95%	95%	95%
Other, as defined by agency	n/a	n/a	n/a	n/a	n/a	n/a

SUSTAINABLE ACQUISITION CONTRACT REVIEW	1 st QTR FY 11	2 nd QTR FY 11	3 rd QTR FY 11 (Planned)	4 th QTR FY 11 (Planned)
Total # Agency Contracts	1530	1896	2500	3500
Total # Contracts Eligible for Review	4	55	40	60
Total Contracts Eligible Contract Reviewed (i.e., 5% or more eligible based on previous OMB guidance)	4	55	tbd	tbd
# of Compliant Contracts	4	55	tbd	tbd
Total % of Compliant Contracts	100%	100%	tbd	tbd

7. GOAL 7: Electronic Stewardship and Data Centers

Goal: The Department of Labor has implemented policies and guidance to ensure use of power management, duplex printing and other energy efficient options and features on all eligible Department electronic products, updated policy to reflect environmentally sound excess or surplus electronic product disposition practices, and updated and implemented data center energy efficient management best practices.

Agency Lead: Assistant Secretary for Administration and Management and Chief Information Officer.

Implementation Methods and Status:

The Deputy Secretary issued the “Green IT – Federal Data Center Consolidation Initiative” memo creating an IT infrastructure that is unified and ties the Department directly to the electronic stewardship and data center goals of EO 13514. All agencies within DOL are directed to suspend any data center relocation and facility upgrade or expansion and present such efforts to the DOL IT Director and each agency maintaining its own IT infrastructure is directed to confirm their accordance with the DOL-wide plan for greening DOL. (Attached)

The Department has a Memorandum of Understanding (MOU) in support of the Federal Electronics Challenge, the goal of which is to improve the environmental management of federal electronic assets throughout their life cycle. This MOU was superseded by Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management January 24, 2007. The Executive Order incorporates all of the goals and objectives from the MOU. In support of energy reduction goals, in June 2009, DOL issued an after-hours shut down policy directing that desktop computer equipment be turned off at the end of the day. Additionally, directives requiring the enabling of energy saving features on personal computers, printers and copiers have been established.

The DOL policies and strategies to meet the goals, practices and reporting requirements for electronics stewardship in the EO 13423 are embodied in an implementation plan establishing a Department-wide effort to: 1) improve the life cycle environmental management of electronic assets, including acquisition, operations, and use of end-of-life management strategies; 2) measure such improvements; and 3) achieve progress towards sustainable electronics stewardship as defined and measured by the Executive Management Scorecard for Environment, Energy and Transportation.

The plan will be updated semi-annually to promote movement toward meeting the following Target Electronics Stewardship Goals by 2012:

1. Acquisition Phase: 95% of computer products purchased are EPEAT-registered;
2. Use Phase: ENERGY STAR® features are enabled on 100% of computers and monitors, or to the maximum degree based on mission needs; and 100% of agencies/facilities have policies and programs to extend the lifetime of electronic equipment; and

3. End-of life Phase: 100% of non-usable computers are recycled using environmentally sound management.
- Acquisition Phase: Since the beginning of 2006, the Department of Labor (DOL) has developed and implemented guidance on acquisitions. A *Green Procurement Program Handbook*, which promotes environmental stewardship throughout the DOL, was developed. The policy will assist in the achievement of 100% compliance with mandatory Federal GPP programs on *all* acquisition transactions. The objectives of this program include: educating all DOL employees on their role and responsibilities and the requirements of Federal “green” procurement preference programs; increasing the purchase of “green” products and services; reducing the amount of solid waste generated; reducing consumption of energy and natural resources; and expanding markets for “green” products and services within DOL.
 - Operations/Maintenance Phase: DOL is currently striving to ensure ENERGY STAR® features are enabled on 100% of computer monitors. A DOL-wide Workgroup was established in 2007 to develop desktop replacement and best management practices for maximizing IT energy usage.
 - End-of life Phase: During 2006, the Department implemented several procedures to ensure that all electronic equipment is recycled within DOL or donated to Federally-accredited recipients. A top priority has been ensuring that all equipment is sanitized prior to its leaving the DOL premises. DOL is currently developing a policy to ensure that electronics are disposed of in an environmentally safe manner. Guidance on environmentally sound management of non-useable electronics, including restrictions on land disposal is also being developed.
 - Tracking, Measuring and Reporting on Electronic Stewardship: The Department is investigating developing a tracking, measuring and reporting system to manage its Federal Electronic Assets. The system will include the status of purchasing EPEAT registered products, recycling of non-reusable computers, and measuring progress towards the mandated Target Electronics Stewardship Goals.

DOL has issued policy guidance for the implementation of power management, duplex printing and other energy efficient features for all eligible agency electronics products.

Green Standards for Success: OMB established annual interim “Standards for Success,” which phase-in requirements that permit Agencies to be recognized for their incremental achievements towards electronic stewardship goals. The “Green Standards for Success” for 2006, 2008 and 2010 are an illustration of the measurement progression for electronics stewardship. The standards move from programmatic measures to indirect measurement based on the number of FTE employees covered by electronics stewardship programs to direct measurement of the Agency’s progress towards meeting the electronic stewardship goals as illustrated below.

Reporting Year	Green Standards for Success
2006	A Plan has been developed and approved by the OFEE and OMB based on MOU on Electronics Stewardship, Federal Electronics Challenge (FEC)

	<p style="text-align: center;">Program, and/or Model Plan.</p> <p style="text-align: center;">The Plan addresses the three Lifecycle phases for electronics assets: Acquisition, Operations & maintenance and End-of Life.</p>
2008	<p>Framework activities of Plan are implemented (policies, responsibilities, tracking, measurement, funding, etc.)</p> <p>30% of FTEs are covered by FEC or equivalent work in 1 Lifecycle Phase</p> <p>5% of FTEs are covered by FEC or equivalent work in 2 Lifecycle Phase</p> <p>1% of FTEs are covered by FEC or equivalent work in 3 Lifecycle Phase</p>
2010	<p>Agency wide measurement meets 50% of Target Electronics Stewardship Goals for entire agency and reported annually.</p>

The Department currently includes all electronic equipment under the electronic stewardship goals and disposes all electronic equipment through approved sources. DOL information technology staff in all agencies review electronic equipment to determine if it is reusable, or is declared as non-usable/scrap. Electronic equipment that is reusable and is in excess of the needs of DOL is offered for donation through GSA’s Computers for Learning (CFL) program or other qualifying non-profit organizations, and if not selected for reuse is disposed of through GSA Xcess. To allow the environmentally compliant recycling of electronics equipment that has been declared as non-usable/scrap DOL has a nation-wide MOU with UNICOR for its proper disposal of such electronics equipment.

The DOL Electronics Stewardship Program will ensure improvements in the environmental management of DOL electronic assets throughout their life cycle. An Electronic Stewardship “Getting to Green” program will be implemented in DOL. The following “Action Plan” demonstrates DOL’s commitment to the goals and objectives set forth in Executive Order 13423:

After-Hour Shutdown Policy June 2009:

1.1. Personal Computers: Turn off Overnight, Weekends and during extended Absences.” In order to reduce the amount of energy consumed by computers that are left on overnight and on weekends, DOL agencies are required to publish a PC Energy shutdown policy for their agency requiring users to normally “Shut Down” their PC before leaving the office for the day unless otherwise instructed by the IT Help Desk; and notify the user community when to “Log Off” before leaving the office in order to accommodate the deployment of patches and anti-virus definitions during the evening. Agency policy should direct users to shut down their personal computer when leaving for extended periods such as holidays.

1.2. Personal Printers: Turn off Overnight, Weekends and during extended Absences In order to reduce the amount of energy consumed by personal printers that are left on overnight and on weekends, DOL agencies are required to publish a Personal Printer Energy shutdown policy requiring users to power off their printer when leaving the office for the day.

1.3. Monitors: Turn off Overnight, Weekends and during extended Absences

In order to reduce the amount of energy consumed by desktop monitors that are left on overnight and on weekends, DOL agencies are required to publish a Monitor Energy shutdown policy requiring users to power off their desktop monitor when leaving the office for the day.

Positions: The OASAM Information Technology Director manages electronic stewardship and data center matters for the Department with two FTE spending a portion of their time on these matters.

ELECTRONIC STEWARDHIP & DATA CENTERS	Unit	FY 10	FY 11	FY 12	FY 13	FY14	FY15
% of electronic product acquisitions covered by current Energy Star specifications that must be energy-star qualified	%		100%	100%	hold	hold	hold
% of covered electronic product acquisitions that are EPEAT-registered	%		95%	95%	hold	hold	hold
% of covered electronic product acquisitions that are FEMP-designated	%		95%	95%	hold	hold	hold
% of agency, eligible PC, Laptops, and Monitors with power management actively implemented and in use	%		100%	100%	100%	hold	hold
% of agency, eligible electronic printing products with duplexing features in use	%		95%	100%	100%	hold	hold
% of electronic assets covered by sound disposition practices	%		100%	100%	100%	hold	hold
% of agency data centers independently metered, advanced metered, or sub-metered to determine monthly (or more frequently) Power Utilization Effectiveness (PUE).	%		40%	60%	80%	90%	100%
Reduction in the number of agency data centers	#		1	7	12	13	3
			Input agency baseline from 10/1/10 Update on the FDCCI memo; found on www.CIO.gov				
% of agency data centers operating with an average CPU utilization greater than 65%	%		50%	75%	hold	hold	hold
Maximum annual weighted average Power Utilization Effectiveness (PUE) for agency.	#		1.8	1.7	1.6	1.5	1.4

8. GOAL 8: Agency Innovation & Government-Wide Support

This plan has set forth a myriad of innovative methods that the Department is engaged in embracing and expanding sustainability. In addition to the initiatives and actions already mentioned in particular Job Corps innovations and its special role in training young people for good green jobs, the Department has the following activities:

- DOL Employment and Training Green Jobs Training Grants:
 - Green Capacity Building Grants: 64 awards of \$42,000 to \$100,000 under the American Recovery and Reinvestment Act to organizations to help individuals acquire skills to enter and advance in green industries and occupations by building the capacity of active DOL-funded training programs to provide education and training in the key skills and competencies that are needed in these green industries and occupations.
 - Energy Training Partnership Grants: 25 \$1million plus awards to invest in partnerships made up of diverse set of stakeholders including labor organizations, public or private employers in the energy efficiency and renewable energy industries, and the workforce system.
 - State Energy Sector Partnership and Training Grants: To highlight the important role States play in building a national green economy, the Department invested in 34 awards ranging from \$2.5 million to \$6 million in workforce sector strategies that target energy efficiency and renewable energy industries as well as other green industries. The Department encouraged grantees to engage in a strategic planning process that aligns with the Governor's overall workforce vision, State energy policies, and local and regional training activities that lead to employment in targeted industry sectors.
 - Pathways out of Poverty Grants: The Department awarded 38 Pathways out of Poverty grants, ranging from \$2.1 million to \$8 million, that integrate training and supportive services into cohesive programs that help target populations find pathways out of poverty and into economic self-sufficiency through employment in green jobs.
 - State Labor Market Information Improvement Grant: The Department awarded 30 grants ranging from \$765,000 to \$4 million to support the research and analysis of labor market data to assess economic activity in energy efficiency and renewable energy industries and identify occupations within those industries. These grants invest in state and consortium models designed to collect, analyze, and disseminate labor market information, and enhance the labor exchange infrastructure for careers within energy efficiency and renewable energy industries.
- Departments of Labor, Energy and Education MOU: The three Departments agreed to link U.S. workforce to jobs, training and education opportunities funded by the ARRA and annual appropriations.
- Energy-Efficient Building Systems Regional Innovation Cluster Memorandum of Understanding: On August 24, 2010, the Department of Energy announced the selection of the Greater Philadelphia Innovation Cluster (GPIC), a team led by Pennsylvania State University, to run the Energy-Efficient Buildings System Design Hub. The agencies funding this effort are the Departments of Energy and Commerce/Economic Development Administration (EDA), and the Small Business.

Administration. The Departments of Labor and Education, as well as the National Science Foundation, are supporting the cluster through the leveraging of complementary, existing programs such as Workforce Investment Act and other appropriate funds to recruit, train and place workers in good green and energy efficient jobs created within the cluster.

- Recovery Through Retrofit residential retrofit workforce development initiative: In May, 2009 Vice President Biden charged the Council on Environmental Quality with leading a Recovery Through Retrofit interagency effort. The goal of this effort was the advancement of a home energy efficiency retrofit market post-Recovery Act funding and was based on the belief that home retrofits help people both save money, by lowering their utility bills, and earn money as home retrofit workers. The Recovery Through Retrofit effort is addressing three barriers to the formation and expansion of a retrofit market – access to information, financing, and a skilled workforce. DOL, DOE, and EPA have been leading the effort to address the third barrier by developing voluntary national guidelines for home retrofit workers, which will result in greater uniformity and consistency across the home performance industry, becoming the basis for designing training programs and determining certification requirements for a high-quality home retrofit workforce. These national guidelines will help to advance the vision of “good jobs for everyone,” with livable wages, safe workplaces, and career pathways.

AGENCY INNOVATION	Units	FY 10	FY 11	FY 13	FY 20
Programs, Projects, Initiatives that support Gov-wide efforts						
Other, as defined by agency	n/a	n/a	n/a	n/a		n/a

Section 3: Agency Self Evaluation

Does your Sustainability Plan incorporate and align sustainability goals, GHG targets and overarching objectives for sustainability with the Agency Strategic Plan?	Yes
Does it provide annual targets, strategies and approaches for achieving the 2015 and 2020 goals?	Yes
Is the Sustainability Plan consistent with the FY2012 President's Budget?	Yes
Does the Sustainability Plan integrate all statutory and Executive Order requirements into a single implementation framework for advancing sustainability goals along with existing mission and management goals, making the best use of existing and available resources?	Yes
Does your plan include methods for obtaining data needed to measure progress, evaluate results, and improve performance?	Yes