



FLRA

FY 2010 Federal Labor Relations Authority Sustainability Plan

Sonna Stampone, Senior Sustainability Officer

Submitted: 6/2/2010

Section I: Agency Policy and Strategy

I. Agency Policy Statement

Federal Labor Relations Authority (FLRA) is committed to complying with all environmental and energy statutes, regulations and Executive Orders (EO). FLRA strives to serve as a model environmentally responsible and sustainable Federal agency. We assume an active leadership role among the small government agencies by coordinating the dissemination of environmental and sustainability information and regulatory guidance through the Small Agency Council.

As part of our commitment to both the spirit and letter of complying with the requisite regulations and the intent of promoting government-wide sustainability efforts, FLRA also aggressively promotes cultural change and the institutionalization of such change through the efforts of all of our employees involved in the Got Green program. The mission of the Got Green committee is to "Take simple yet comprehensive action to further the FLRA culture of environmental responsibility based upon the fundamental belief that the FLRA workforce believes in protecting our world through environmental stewardship."

The FLRA Senior Sustainability Official (SSO) regularly briefs and elicits participation and support from FLRA senior management, including the budget, legal, IT, and acquisition office for the Authority's environmental and sustainability programs and special projects.

FLRA has a traditional commercial lease managed by the General Services Administration, which will be expiring in 2013. Our immediate goals are now focused on small, incremental efficiencies, such as installing water saving faucets, and continued improvements in re-using property and recycling within the Authority. Our long term top priority is to ensure that the new leased space is Gold certified so as to enable FLRA to meet mandated GHG reductions and achieve long term sustainable energy efficiencies.

II. Sustainability and the Agency Mission

The Authority's mission is to administer the labor-management relations program for 1.6 million non-Postal Federal employees worldwide, approximately 1.1 million of whom are represented in 2,200 bargaining units. It is charged with providing leadership in establishing policies and guidance related to Federal sector labor-management relations and with resolving disputes under, and ensuring compliance with, the Statute. Key to this mission, are the many actions and people required to manage the subject program areas.

Achieving sustainability targets and goals will support the Authority in carrying out its mission by making it possible to administer and manage the program more efficiently and cost-effectively through better use of Authority resources, including energy, supplies, and personnel. FLRA faces significant institutional and technological challenges in achieving the greenhouse gas (GHG) reduction goals as stated in our Sustainability Plan. Our current commercial space, combined with an expiring lease, is not conducive to any significant energy efficiency investment. We do not have a green lease that would incentivize the building owner/property managers to undertake significant capital improvements. Both cultural and technological change will be needed to reduce GHG emissions through promoting alternative technologies in lieu of airline and ground travel to regional offices. We have installed "Adobe Connect" video-teleconferencing. Institutional and leadership challenges include implementing a comprehensive telecommuting program that would allow us to significantly reduce GHG emissions associated with employee commuting.

FLRA is working hard to convince GSA to allow us to achieve our reductions through the Green lease of a LEED gold certified, energy and water efficiency integrated building when our current commercial lease expires in 2013. Inadequate support from GSA will make it extremely difficult for FLRA to achieve its sustainability targets and goals. However, we still intend to institutionalize our sustainability goals, and make achieving our GHG reduction targets part of the mission of the Authority by promoting them through the Chairman of the Authority to all employees.

III. GHG targets have been established for FLRA

FLRA's strategy for meeting these target goals requires a two part phased-in approach. FLRA resides in shared, commercially leased space administered entirely by GSA. The lease for the current space expires in 2013. There is a possibility of a move to new/renovated space in early 2014, if the current space is not available to lease. Meeting the GHG targets listed above are predicated mostly on improvements to potential new leased space and the terms of the lease beginning in 2014. Incremental improvements are expected to continue from the present date through the expiration of the current lease, but are not expected to yield more than minor progress towards the goals. Given the short time remaining on the current lease, FLRA will be unlikely to initiate any significant initiatives regarding energy use, water conservation, or even major efficiencies until a move occurs into a renovated/new building. FLRA has no GHG emissions categorized as falling under scope 1.

FLRA leased facilities contribute to two categories of emissions under Executive order 13514. These include:

- Scope 2 emissions from purchased electricity
- Scope 3 emissions from transmission and distribution losses (T&D losses) associated with purchased electricity

Table 1: Scope 2 and 3 target reductions are summarized below:

Scope	Description	Bldg	Baseline Emissions (metric tons CO ₂ e)	Predicted Emissions Reduction (metric tons CO ₂ e)	% Emissions Reduction
Scope 2	Purchased Electricity	I	8,223	3,262	40%
Scope 3	Transmission and Distribution Losses (T&D) from Purchased Electricity	I	542	215	40%
	Property Manager Energy Consumption	I	1,558	261	17%
	Property Manager Energy Consumption	II	1,150	251	22%
	Total Facility-Related Scope 3	I & II	3,249	727	22%

Data provided by General Services Administration.

IV. Plan Implementation

- Internal Coordination and Communication:** The SSO is primarily responsible for communicating the goals and outcomes to FLRA senior management. This includes coordination and regular communication with our Chief Financial Officer, Chief Information Officer, Chief Operating Officer, and Chief Human Capital Officer, and the Office of the General Counsel, as well as the supporting program directorates. The Head of FLRA, the senior executives, and interested employee groups have been given informational briefings on the contents of EO 13514, and what it means in terms of needed institutional support, and implementing administrative activities. The contents of the FLRA Sustainability Plan will be appropriately coordinated and disseminated throughout the entire Authority on a regular basis, and progress briefings will also be provided on a quarterly basis to the Sustainability Council.
- Coordination and Dissemination of the Plan to the Field:** Dissemination to FLRA Regional Offices throughout the United States will occur in conjunction with dissemination within headquarters.
- Leadership and Accountability:** FLRA has a designated Senior Sustainability Official, Sonna Stampone. Other senior management, including the Chairman of the Authority, Carol Pope, and the Office of the Members have voiced their commitment to environmental sustainability as promulgated under EO 15314 and associated orders and regulations. Sustainability is addressed under the category of stewardship, in the appropriate Performance Plans.
- Agency Policy and Planning Integration:** The FLRA Sustainability Plan has been integrated into the agency's strategic planning process in accordance with section 3 of

the Government Performance and Results Act of 1993, as amended (5 U.S.C. 306). It has not yet been integrated into the budget process. Complete integration into agency policy and budget planning processes will be a gradual, iterative process since, as a small agency, FLRA has not previously addressed any of these topics in a formal manner. This is the first year that we have actually established a baseline for GHGs and obtained senior management support for this effort throughout the Authority. At this point, we expect that we will be adding progress reports on the Sustainability Plan to our standard scheduled reports to senior management on a bi-annual basis.

Please see Table 1 as attached – Critical Planning and Coordination for additional information.

- e. **Agency Budget Integration:** At this point in time, the FLRA Sustainability Plan has not been specifically integrated into the Authority's budget process, since this is the first year one has been developed. Funds associated with sustainability are part of the Authority's previously authorized funds for relocating to renovated/new commercial leased space in 2014 when our lease expires in late 2013. Any future Agency budget integration, beyond that already planned as described above, will take place following the Authority's established agency/OMB budget cycles and standard operating procedures. The Administrative Services Division will take the lead in such activities, when communicating to senior management and our budget office.

The Administrative Services Division (ASD) has no separate sustainability funds set aside. Funding for products such as water saving faucet attachments, do not require separate budget line items and are included as part of FLRA Central funds under: Supplies & Materials (2026) or Admin. Services Equipment (2031).

- f. **Methods for Evaluation of Progress:** FLRA intends to evaluate our progress on meeting our targeted GHG reductions on an annual basis by review of our Got Green committee and comparing with target thresholds set by CEQ EOP. In addition, staff will routinely track the initiation of individual environmental projects and outreach efforts initiated within the Authority and report on relevant metrics to interested staff. Internal tracking and development of all sustainability metrics will be done in accordance with the guidance provided under EO 13514. The SSO staff person serves on interagency committees sponsored by CEQ/OFEE and will use the guidance promulgated by those groups in determining the appropriate metrics and validation of projects under our Sustainability Plan.

V. Evaluating Return on Investment

Since this is the Authority's initial submission of a sustainability plan, we do not have a baseline to evaluate return on investment.

Table 1: Critical Planning Coordinationⁱ

The purpose of this table is to illustrate the relationship between the sustainability plan and other planning and reporting efforts across the agency. This table should illustrate opportunities for integrating sustainability requirements into existing planning documents and vice versa. In the future, agencies should use this table as a guide for ensuring that sustainability programs are supported in the appropriate agency planning processes. Agencies should respond with 'yes', 'no', or 'n/a' in the box for whether the EO goal is relevant to and has been integrated into listed report/plan listed. Use 'yes' for integrated, 'no' for not yet integrated, and 'n/a' for not applicable.

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
"Sample Plan"	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes	No
GPRA Strategic Plan			n/a	yes		n/a	n/a	yes	n/a	no
Agency Capital Plan										
A-11 300s										
Annual Energy Data Report										
EISA Section 432 Facility Evaluations/Project Reporting										
Budget			n/a	n/a		n/a	n/a	yes	n/a	no
Asset Management Plan / 3 Year Timeline										
Circular A-11 Exhibit 53s										
OMB Scorecards										
DOE's Annual Federal Fleet Report to Congress and the President ⁱⁱ										
Data Center Consolidation Plan										
Other (reports, policies, plans, etc.) ⁱⁱⁱ			n/a	yes		n/a	n/a	yes	n/a	no

ⁱ Agencies should remove plans/reports that they currently are not required to complete and add any additional relevant plans/reports not currently included in the table.

ⁱⁱ EPAct

ⁱⁱⁱ Sustainable Building Implementation Plans, Sustainable Procurement (also known as Green or Affirmative Procurement, or Green Purchasing), Electronic Stewardship Plans, Chemical Reduction Plans, Pollution Prevention Plans, Compliance Management Plans, etc.

We are aware that there are energy auditor contractors, that are capable of conducting a life cycle cost assessment of potential conservation measures using the Federal Energy Management Program's (FEMP) Building Life-Cycle Cost (BLCC) module 5.3-08. The Building Life-Cycle Cost Program BLCC 5.3-08 was developed by the National Institute of Standards and Technology (NIST) to provide computational support for the analysis of capital investments in buildings.

The program calculates net present value, savings-to-investment ratio (SIR), adjusted internal rate of return (AIRR), simple payback (SPB) and discounted payback (DPB). BLCC estimates are calculated in present-value dollars, that is, all future costs are discounted to a present value as of the base date and summed to arrive at the total life-cycle cost of a project alternative.

Some of key BLCC parameters assumed for this analysis include the following:

- Federal Discount Rate = 3.0%
- Maintenance Escalation = neglected
- Life Cycle Period = 25 years
- Federal Energy Management Program Utility Escalation Rates

FLRA does not have an established methodology regarding the use of ROI on conservation measures at this point in time.

As a small federal agency with no full time dedicated environmental staff, FLRA has no experience in constructing a business case for conservation or sustainable operations and methods. We are, as part of our planning process for the new lease in 2013/2014, currently developing and documenting our decision-making process. We are paying particular attention, as part of our design process, to mission-specific costs and benefits and improvements in our operations and maintenance operations. At this time we have no deferred investments, and expect none.

VI. Transparency

FLRA will post the results of our progress and results so they are available to all FLRA employees and on the OMB website for public view. The Sustainability Plan and updates will be posted on our internal web-site for all employees. We also intend to make available to the public our Sustainability Plan upon request.

Section 2: Performance Review & Annual Update

Summary of Accomplishments: N/A 1st Year. No baseline.

1. Goal: Scope 1 & 2
 - a. Buildings N/A
 - b. Fleet N/A
 - c. Other N/A

2. Goal: Scope 3
 - a. Federal employee travel

FLRA continues to reduce greenhouse gases by utilizing video-conferencing, promoting telework when advantageous to the Authority and employee. Management promotes the use of public transportation (train, bus & metro) and we participate in the transit subsidy program. The enclosed Traveltrax Chart prepared by GSA show **CO2 Emissions – Car Rental** reduced by 18 Metric Tons for the period 10/1/08 to 9/30/09 from the period 10/1/07 to 9/30/08.

C2 Emissions – Air Travel show a reduction of 95,000 lbs. for the period 10/1/08 to 9/30/09 as compared to the period 10/1/07 to 9/30/08.

3. Goal: Develop and maintain Agency Comprehensive Greenhouse Gas Inventory N/A
4. Goal: High-Performance Sustainable Design/Green Buildings N/A
5. Goal: Regional and Local Planning N/A
6. Goal: Water Use Efficiency and Management N/A
7. Goal: Pollution Prevention and Waste Elimination N/A
8. Goal: Sustainable Acquisition

New contracts actions and orders under existing contracts will require products and services that are energy efficient, bio-based, environmentally preferable, and recycled such as Binders, Office Furniture & Toner Cartridges.

9. Goal: Electronic Stewardship and Data Centers

Policy and guidance is being developed to ensure use of power management, duplex printing, and purchase of energy star qualified equipment, E-Fax to save on paper, toner cartridges and space.

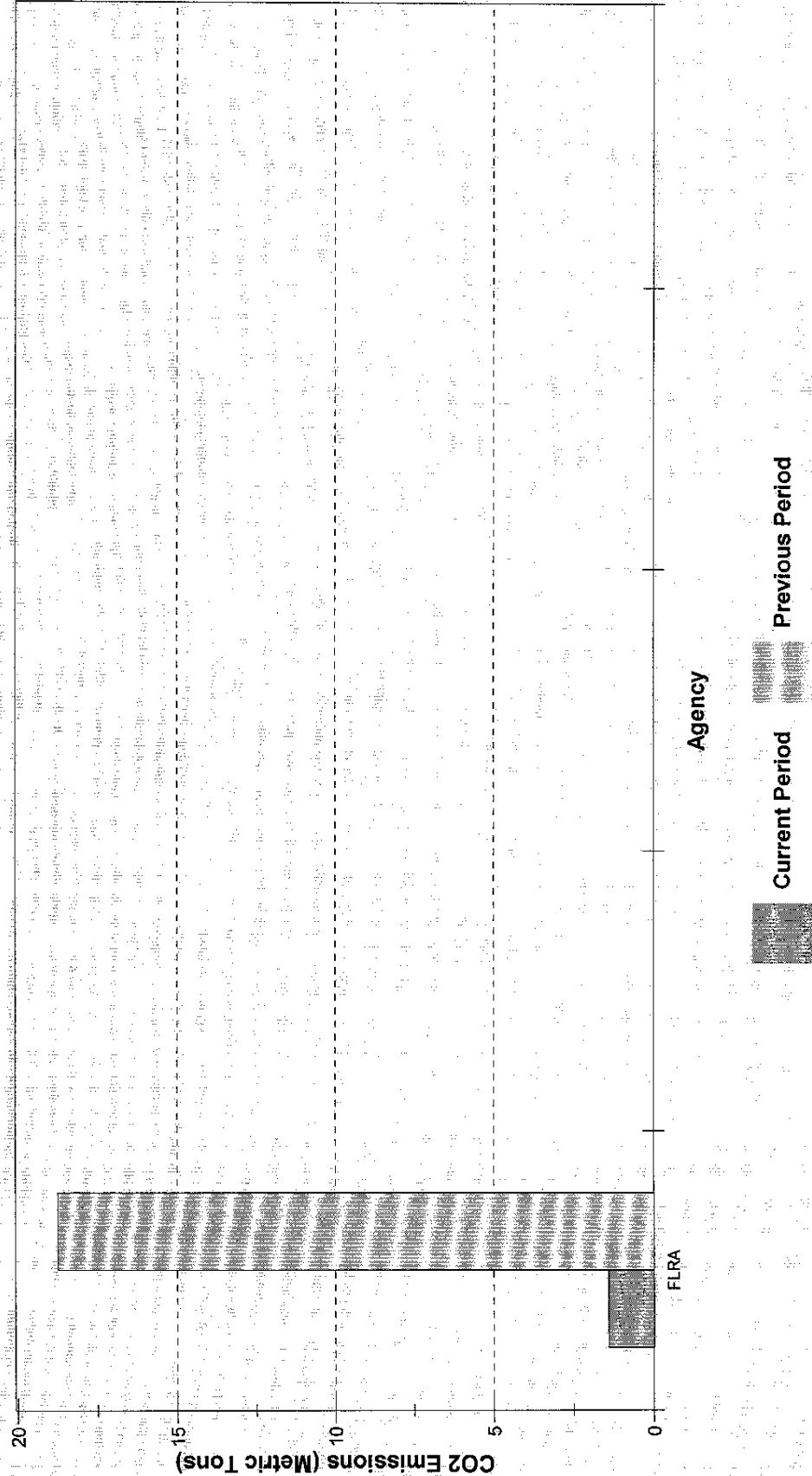
10. Goal: Agency Innovation N/A

CO2 Emissions-Car Rental by Agency

Current Period: 10/1/2008 TO 9/30/2009
Previous Period: 10/1/2007 TO 9/30/2008
Run Time: 6/1/10 12:32:24 PM

Federal Labor Relations Authority

CO2 Emissions by Agency (Top 10)
(Metric Tons)



CO2 Emissions-Car Rental by Agency

Federal Labor Relations Authority

Current Period: 10/1/2008 TO 9/30/2009
 Previous Period: 10/1/2007 TO 9/30/2008
 Run Time: 6/1/10 12:32:24 PM

Agency	Number of Rentals (Current Period)	Miles Traveled (Current Period)	Number of Rentals (Previous Period)	Miles Traveled (Previous Period)	Number of Rentals Count Variance	Total CO2 Emissions Current Period (Metric Tons)	Total CO2 Emissions Previous Period (Metric Tons)	Total CO2 Emissions Variance (Metric Tons)
Federal Labor Relations Authority	9	3,771	119	49,861	(110)	1	19	(17)
Grand Totals	9	3,771	119	49,861	(110)	1	19	(17)

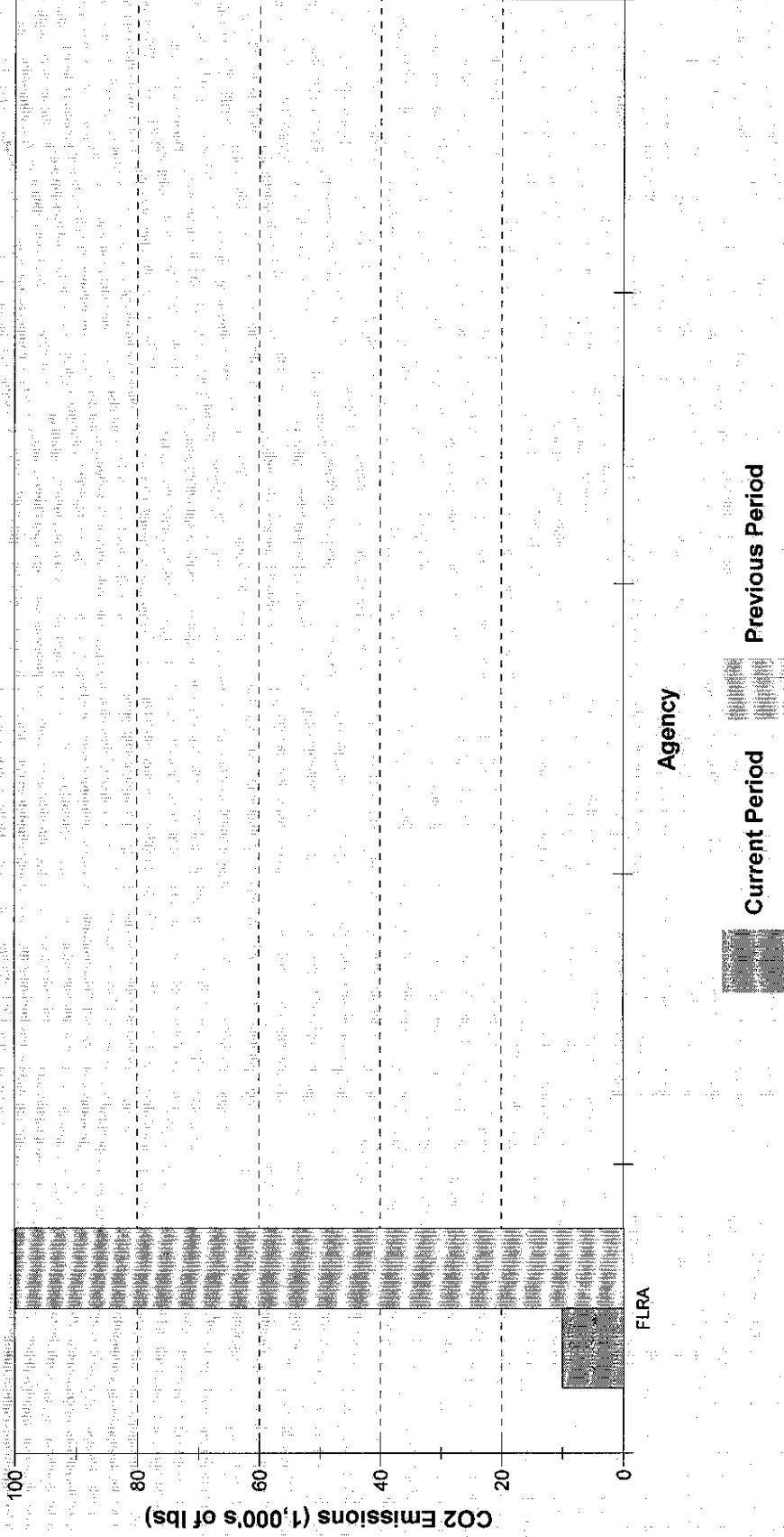
The "Estimated 2008 emissions in Metric Tons" must be reported in CEQ's Target Tool for Scope 3 GHG Emissions for car rental. The Metric Tons CO2 must be for the FY2008, which requires the previous (or current) period to be set at: 10/1/2007 to 9/30/2008. Report calculations are based on a government recommended methodology using passenger car as the vehicle type, 419 miles per rental, and the total number of rentals extrapolated from TDY air travel.

CO2 Emissions-Air Travel by Agency

Current Period: 10/1/2008 TO 9/30/2009
Previous Period: 10/1/2007 TO 9/30/2008
Run Time: 6/1/10 12:32:19 PM

Federal Labor Relations Authority

CO2 Emissions by Agency (Top 10)
(1,000's of lbs)



CO2 Emissions-Air Travel by Agency

Federal Labor Relations Authority

Current Period: 10/1/2008 TO 9/30/2009
 Previous Period: 10/1/2007 TO 9/30/2008
 Run Time: 6/1/10 12:32:19 PM

Agency	O&D Segment Count Curr Period	O&D Segment Count Prev Period	O&D Segment Variance	Total CO2 Emissions Curr Period (Pounds)	Total CO2 Emissions Prev Period (Pounds)	Total CO2 Emissions Variance (Pounds)	Average CO2 Emissions Per O&D Segment Curr Period (Pounds)	Average CO2 Emissions Per O&D Segment Prev Period (Pounds)
Federal Labor Relations Authority	28	259	(231)	9,975	99,799	(89,824)	356	385
Grand Total (pounds):	28	259	(231)	9,975	99,799	(89,824)	356	385
Grand Total (Metric Tons CO2):				5	45			

The "Estimated 2008 emissions" must be reported in CEQ's Target Tool for Scope 3 GHG Emissions for business air travel.
 The Metric Tons CO2 must be for the FY2008, which requires the previous (or current) period to be set at: 10/1/2007 to 9/30/2008.

traveltrax

This report was produced with Government owned data and is to be utilized only for official Government purposes.

2 of 2

CO2EmissionsAirTravelByAgency