

USTDA Sustainability Plan

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Section 1: Agency Policy and Strategy

I. Agency Policy Statement

USTDA is committed to full compliance with environmental and energy statutes, regulations, and Executive Orders (EOs).

As part of this effort, USTDA has established a Green Team, comprised of both management and staff, tasked with the generation and implementation of better conservation and sustainability practices. For example, as a result of USTDA's Green Team deliberations, recommendations have already been developed to improve recycling, energy savings and conservation.

With the resources available, we stand ready to reduce greenhouse gas emissions to the best of our ability and to maintain and improve our current participation rate of 83% in the mass transit subsidy program.

We have outlined below some innovative programs to conserve energy and further encourage recycling within our office suite in a LEED-certified building.

Because we are dependent on the landlord to manage programs such as energy conservation and recycling, our challenge is to encourage, along with other federal tenants, the landlord to take action to become more conservation conscience on our behalf.

As a small agency with 50 full-time employees, USTDA does not own, lease or maintain a vehicle fleet or implement capital projects. In addition, USTDA does not have the ability calculate GHG emissions based on the raw data provided by its travel agency.

We believe that by taking action with our partners in government, we will be able to make our voice heard by our private sector partners.

We look forward to demonstrating our commitment to meeting sustainability targets and goals.

II. Sustainability and the Agency Mission

USTDA's mission, "to advance economic development and U.S. commercial interests in developing and middle income countries," embodies a commitment to sustainability in the countries in which it works. In fact, USTDA's statute specifies the environment as one of the Agency's special emphasis priorities.

Not only do we implement sustainability into our internal operations but we have prioritized issues such as renewable energy projects as a main driver for encouraging sustainable development within the emerging economies in which we work.

Because the Agency's output is generally focused on service-oriented work, USTDA's ability to limit emissions are controlled by those external to the Agency, we consider it a challenge to make significant reductions to our operations over time.

That said, we look forward to deploying new technologies that will help us limit what we already generate.

We strive to limit the emissions we can control. As such, we have developed a Green Plan, which includes the following:

Recycling Practices:

- Recyclables should only be discarded in bins with clear plastic liners.
- Trash should only be thrown in bins with black plastic liners.
- Publicize and encourage staff to participate in initiatives such as the annual personal electronics recycling drive conducted by Monday Properties.

Energy Saving Practices

USTDA encourages:

- Turning off office lights when out of the office for more than 30 minutes.
- Turning off lights at the end of the workday.
- Turning off computer monitors and computer speakers at the end of the day.
- Closing office blinds in the summer around noon (or whenever it gets too sunny) to keep the office space cool.

Conserving Office Supplies

Practices for conserving office resources include:

- Encourage staff to print double-sided output in order to reduce paper usage.
- E-mailing pdf documents rather than printing and distributing through inter-office mail.

Replacing Equipment

It will be Agency policy to replace old equipment such as copiers with Energy Star products.

Ultimately, the landlord, who is responsible for most of the Agency's energy needs, will comply with county regulations for commercial businesses.

III. Greenhouse Gas Reduction Goals

Agencies should identify and briefly describe the targets they have established to reduce GHG emissions (agency scope 1&2 and scope 3 targets). This discussion should broadly and succinctly describe the agency's overall strategy for meeting the targets. A detailed discussion of goals and milestones will be included in Section II of this plan.

Per the letter transmitted on January 4, 2010 by former Senior Sustainability Officer, Julius Svoboda, USTDA will not report on GHG reduction targets under scope 1 and 2 since the Agency has an operating lease and does not have ownership or financial control of the property in which the Agency resides. In addition, USTDA does not maintain a fleet of motor vehicles.

IV. Plan Implementation

This section illustrates the agency’s process for effective implementation of EO 13514 and other applicable EOs and statutes. The written covers the following topics:

- a. Internal Coordination and Communication
- b. Coordination and Dissemination of the Plan to the Field
- c. Leadership & Accountability
- d. Agency Policy and Planning Integration
- e. Agency Budget Integration
- f. Methods for Evaluation of Progress

Table 1: Critical Planning Coordination

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 illustrates opportunities for integrating sustainability requirements into existing planning documents and vice versa. In the future, USTDA will use this table as a guide for ensuring that sustainability programs are supported in the appropriate agency planning processes.

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
GPRR Strategic Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Agency Capital Plan	n/a	n/a	n/a	n/a	n/a	n/a	Yes	Yes	Yes	n/a
A-11 300s										
Annual Energy Data Report	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
EISA Section 432 Facility Evaluations/Project Reporting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Budget	n/a	n/a	n/a	n/a	n/a	n/a	Yes	Yes	Yes	n/a
Asset Management Plan / 3 Year Timeline	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes	Yes	n/a
Circular A-11 Exhibit 53s	n/a	n/a	n/a	n/a	n/a	n/a	Yes	Yes	Yes	n/a
OMB Scorecards	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
DOE’s Annual Federal Fleet Report to Congress and the President ¹	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Data Center Consolidation Plan	n/a	n/a	n/a	n/a	n/a	n/a	Yes	Yes	Yes	n/a
Environmental Management System ²	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other (reports, policies, plans, etc.) ³	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

Generally, this section is not applicable to USTDA since the Agency does not invest in equipment.

However, cost savings from recent energy efficient IT upgrades will be accrued in the coming years.

VI. Transparency

USTDA will communicate its progress and results both within the agency and to the public. The agency will publish the information at www.ustda.gov/open, a portal that promotes the principals of transparency, participation, and collaboration.

The agency intends to make public the annual percentage of employees taking advantage of mass transit and bicycle subsidies.

Other data related to heat, air conditioning and electricity consumption is collected by the landlord. Collecting this data would create an undue burden on the Agency and the landlord if aggregated internally.

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

I. Summary of Accomplishments:

USTDA's past year achievements with respect to overall targets and goals established by Executive Orders, statutory requirements, and agency goals include:

- Relying on pdf documents has saved at least 30,000 printed pages per month and includes the following documents, which are now scanned instead of printed:
 - Project Action Memoranda
 - FOIA/PRIVACY ACT Requests
 - General Project Correspondence
 - Agreements (Grants) and Amendments
 - Agreements (Contracts) and Amendments
 - Proposals/Requests for Grants
 - Reports/Deliverables
 - Partial Reports
 - Results of Grantee Proposal Evaluation
 - Success Fee/Cost Share Letters Agreement
 - Cost Share Certifications
 - Success Fee Reports
- IT upgrades
 - Consolidated its data center by migrating all its physical servers to virtual servers.
 - Reduced server load from eight to just two systems
 - Moving information to a cloud-based model
- Bicycle subsidies
 - USTDA began offering bicycle subsidies in early 2010.
- Since the mid-1990s, USTDA has acquired uncoated printing and writing paper containing at least 30% post-consumer fiber

II. Goal Performance Review:

1 . GOAL: Scope 1 & 2 Greenhouse Gas Reduction

Not applicable

2 . GOAL: Scope 3 Greenhouse Gas Reduction

Business travel is critical to USTDA's operations. However, as videoconferencing becomes more accessible within the developing countries in which the Agency works, this type of communication may be accessed more widely, thus reducing air travel, which consequently cuts costs and GHG emissions.

Until then, however, staff are required to meet with host country counterparts in which projects are being developed and are underway. This requirement is in direct line with the mission of the Agency to advance economic development and U.S. commercial interests in developing and middle-income countries.

At headquarters in Arlington, USTDA offers mass transit subsidies to offset emissions resulting from the commute. Presently, 83% of the staff take advantage of this program, most of which are utilizing Metro.

Currently, USTDA does not have the ability calculate GHG emissions based on the raw data provided by its travel agency.

3 . GOAL: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

World Travel Service, USTDA's contracted travel agent provider, can assemble business travel miles collected by USTDA's federal employees for the purposes of calculating GHG emissions output.

The Agency would incur additional costs to calculate GHG emissions. Because of its small staff, USTDA does not have the resources to analyze this data internally.

4 . GOAL: High-Performance Sustainable Design / Green Buildings

NOT APPLICABLE

5 . GOAL: Regional and Local Planning

NOT APPLICABLE

6 . GOAL: Water Use Efficiency and Management

NOT APPLICABLE

7 . GOAL: Pollution Prevention and Waste Elimination

Because recycling and waste elimination is handled by the LEED-certified lessor this measurement is not applicable.

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However, USTDA already uses uncoated printing and writing paper containing at least 30% postconsumer fiber.

Furthermore, publications are printed on recycled paper. In addition, some publications are only distributed electronically to reduce printing costs.

By the end of July 2010, USTDA will encourage staff to print double-sided output in order to reduce paper usage.

POLLUTION PREVENTION & WASTE ELIMINATION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Non-Hazardous Solid Waste Diversion Targets (non C&D)	%	n/a	n/a	n/a	n/a	n/a	n/a
C&D Material & Debris Diversion Targets	%	n/a	n/a	n/a	n/a	n/a	n/a
Other, as defined by agency	?	n/a	n/a	n/a	n/a	n/a	n/a
Leveraged Investment (funded through annually recurring existing budget items, such as capital improvement, O&M, etc. or ARRA)	n/a	n/a	n/a	n/a			
Incremental Investment (funded through new program budget requests specific to this EO)	n/a	n/a	n/a	n/a			
Alternative Investment (funded through ESPC, UESC, EUL, PPA, rebates, or other funding assistance)	n/a	n/a	n/a	n/a			

8 . GOAL: Sustainable Acquisition

Since USTDA only contracts for services, this section is not applicable.ⁱ

ⁱ IT procurement is discussed in Section 9.

9 . GOAL: Electronic Stewardship⁴ and Data Centers⁵

USTDA has established and implemented policies to ensure the use of power management throughout the Agency.

Currently, the Agency has all systems power down their screens after 30 minutes of inactivity.

USTDA only purchases printers that support duplex printing and have enabled it and educated our staff on how to use it for all our printers. All of USTDA’s systems have Energy Star certified power supplies. All toner from USTDA copiers and printers is recycled monthly. USTDA only purchases recycled toner cartridges.

USTDA has recently consolidated its data center by migrating all its physical servers to virtual servers. USTDA has reduced its server load from eight to just two systems.

USTDA will soon remove several more components from its data center as it continues to consolidate devices and move information to a cloud-based model. These are due to be completed in 2010.

All of USTDA’s excess property is picked up and either recycled or re-sold via GSA services.

Copiers power down automatically when not in use.

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified ⁱⁱ	%	90	90%	95%	hold
% of electronic assets covered by sound disposition practices ⁱⁱⁱ	%	95	95	95	?
% of cloud activity hosted in a data center	%	20	30%	60%	hold
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	%	0	0%	0%	hold
Reduction in the number of agency data centers	%	100	0%	0%	hold
% of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use	%	80	95%	100%	hold
% of agency data centers operating at an average bandwidth utilization of 85%	%	100	100%	100%	hold
% of agency data centers operating with an average CPU utilization of 60-70%	%	75	80%	85%	hold
% of agency data centers operating at a PUE range of 1.3 – 1.6	%	n/a	n/a	n/a	hold

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% of covered electronic product acquisitions that are EPEAT- registered	n/a	n/a	n/a	n/a	hold
% of agency data center activity implemented via virtualization	%	100	100%	100%	hold
Other, as defined by agency					

1 0 . GOAL: Agency Innovation

In the fall of 2009, President Obama signed Executive Order 13514 requiring all federal agencies to reduce their energy consumption. EO 13514 requires that federal agencies set targets for reducing greenhouse gas emissions by conserving energy, using efficient modes of transportation, and reducing the agency’s overall carbon footprint.

In response, USTDA’s Green Team recommended practices for reducing energy, increasing recycling, and conserving resources at USTDA. The suggestions below are intended to be simple and easy; though it is acknowledged that their difficulty lies in changing habits and routines of employees’ workday.

As people adapt to new ways in which they take into account environmental impacts, new and better ways will be discovered in which energy, resources, and money can be saved. Staff are encouraged to contact the Green Team with suggestions on new and better ways to conserve, and as time goes on, making the Agency more efficient and an environmentally friendly place to work. Below are some simple guidelines on how to approach office recycling:

Recycling Practices:

- Recyclables should only be discarded in bins with **clear** plastic liners.
- Trash should only be thrown in bins with **black** plastic liners.
- Publicize and encourage staff to participate in initiatives such as the annual personal electronics recycling drive conducted by Monday Properties.

Energy Saving Practices

USTDA encourages:

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Conserving Office Supplies

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Replacing Equipment

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Section 3: Agency Self Evaluation

- Please answer ‘yes’ or ‘no’ to the following questions. If the answer is ‘no’, provide an explanation below.

Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?	yes
Does your plan identify milestones and resources needed for implementation?	
Does your plan align with your agency’s 2011 budget submission?	yes ⁱⁱ
Is your plan consistent with your agency’s FY 2011 budget and appropriately aligned to reflect your agency’s planned FY 2012 budget submission?	yes
Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources?	yes
Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?	yes ⁱⁱⁱ

The Agency’s planned actions for the following year (in 6 month increments, July-Dec 2010 & Jan-June 2011) to achieve the sustainability and energy standards include encouraging recycling, energy savings and conservation.

- At regularly scheduled monthly “all-hands” meetings, the Agency Director will make regular announcements to staff.
- All-Agency e-mails will be distributed on monthly basis to encourage recycling, energy savings and conservation.

ⁱⁱ USTDA provides mass transit subsidies to staff to reduce GHG emissions.

ⁱⁱⁱ Methods to obtain data are provided however, given that USTDA is a small agency the efforts and costs associated with collection are could impact the resources of the Agency.

Appendix 2: Supplemental Handbook

¹ EPA Act

² Agencies that have a Compliance Management Plan rather than an Environmental Management System should modify the table accordingly.

³ 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.

⁴ Agencies should reference existing Electronic Stewardship, Green IT, etc plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514.

⁵ Discuss agency strategy for data center consolidation and how the agency plans to address reducing energy intensity associated with data centers. For more information, agencies should consult their Chief Information Officer (CIO) and/or the OMB Data Center Consolidation Plan Guidance.

⁽ⁱ⁾ This count should include the percentage of products that met energy star standards at the time of purchasing.

⁽ⁱⁱ⁾ Some examples of sound disposition practices include, but are not limited to, GSA Xcess, recycling through Unicor, donation through GSA's Computer for Learning (CFL) or other non-profit organizations, and/or recycling through a private recycler certified under the Responsible Recyclers (R2) guidance or equivalent.