FEDERAL TRADE COMMISSION

2014 Strategic Sustainability Performance Plan

June 30, 2014

Prepared by:

David Robbins
Executive Director
Senior Sustainability Officer
drobbins@ftc.gov

Randy Mantiply
Management Analyst
jmantiply@ftc.gov

POLICY STATEMENT

The Federal Trade Commission (FTC) commits to compliance with all environmental and energy statutes, regulations, and Executive Orders. The FTC is also dedicated to fostering a clean energy economy and to improving the environment by conducting its operations in a sustainable and environmentally responsible manner.

Specifically, the agency is committed to: 1) increasing the operating efficiency of its building infrastructure to reduce power and water consumption; 2) leveraging technology and acquisition tools to purchase more efficient equipment; 3) reducing waste at the source and recycling to the maximum amount possible; 4) educating employees on sustainability best practices that they can utilize at home and at the office; 5) utilizing workplace flexibilities and technology to decrease travel and commuting; and 6) developing strategies to ensure continued operations and resiliency during climate change and severe weather events.

The FTC will continue to enhance its existing systems and implement new actions to improve the sustainability of its operations.

David B. Robbins
Executive Director
FTC Senior Sustainability Officer

EXECUTIVE SUMMARY

The FTC is an independent commission with its headquarters offices located in Washington, DC and eight regional offices located in Atlanta, Georgia; New York, New York; Cleveland, Ohio; Chicago, Illinois; Seattle, Washington; San Francisco, California; Los Angeles, California; and Dallas, Texas. The FTC has 1,165 employees. The vast majority of the agency's employees (around one thousand) are located in its headquarters facilities in Washington, DC, with the remaining employees located in the aforementioned regional offices. For the most part, FTC employees work in fully serviced, leased buildings (space acquired by the General Services Administration (GSA) for the agency). The sole exception is the FTC's Headquarters Building (also known as the Apex Building) -- a government-owned facility for which the FTC has delegated authority for management and operation. The Headquarters Building is the only real property facility for which the FTC has reporting obligations under this plan.

VISION

The FTC is committed to fostering a clean energy economy and to improving the environment by conducting operations in a sustainable and environmentally responsible manner. Although the FTC is a small agency, it continues to improve its infrastructure and optimize its operations in an effort to utilize the least amount of resources.

LEADERSHIP

The Executive Director serves as the Senior Sustainability Officer. He reports directly to the Chairwoman and her senior leadership team. The Executive Director also oversees the administrative programs of the agency, which enables him to provide direction to enhance sustainable operations at the FTC. Specifically, he oversees the following offices and programs, as relates to sustainability:

- Administrative Services Office (facilities and real property; fleet management; commuting)
- Financial Management Office (acquisitions; travel management)
- Human Capital Management Office (workplace flexibilities; telework)
- Office of the Chief Information Officer (information technology; reproduction/printing; data center operations)

PERFORMANCE REVIEW

GOAL 1: GREENHOUSE GAS (GHG) REDUCTION

The FTC continues to investigate methods to reduce energy consumption. During this reporting period, the agency made improvements in the following areas: facilities and energy management; travel and commuting; and workplace flexibilities. Improvements are evaluated by data analyzed in the annual GHG report.

The FTC Headquarters Building continues to employ an energy management system to optimize power usage. Sensors installed in offices and restrooms continue to reduce energy consumption. For all new equipment acquisitions, the facilities team considers energy usage and life cycle cost prior to purchase. For example, in FY 2014, the FTC installed a new, more efficient chiller for the copy center. Also in FY 2014, the agency embarked upon an elevator modernization effort that will continue into FY 2015. The agency is replacing mechanical systems with more efficient electronic circuitry and equipment for each of the seven passenger elevators and the freight elevator. The FTC also eliminated certain power consuming equipment by removing two chillers following the decommissioning of a Headquarters Building data center.

The FTC was successful in leveraging technology (e.g., video/teleconference equipment) to reduce travel. The agency had a 9.18% decrease from FY 2012 to FY 2013 in the pounds of carbon dioxide generated by business air travel. The FTC also has had success in encouraging a significant number of its Washington DC employees to participate in the transit benefit subsidy program. Seventy-five percent of all FTC employees participate in this program. Prior to the relocation to new leased space at Constitution Center, the FTC installed a special bicycle room with expanded capacity, as well as locker rooms, to support bicycle commuters in that building.

In an effort to further reduce travel and commuting, the agency offers telework. Most employees have the option to telework on either a regular or episodic basis – 77% of all FTC employees having a signed telework agreement. This year, the agency also formed a workplace flexibilities committee to investigate methods to further enhance and increase telework, as well as other workplace flexibilities that could help reduce the agency's space utilization rate. At its newly leased Constitution Center building, the FTC increased the number of parking spaces available to carpoolers. Because the Constitution Center is very close to the L'Enfant VRE station and sits atop the L'Enfant Metro Station with access to Orange, Blue, Green and Yellow Lines, the agency expects that it will have an increase in SmartBenefits participation.

The challenges the agency faces in reducing greenhouse gas emissions under this goal are primarily due to the historic character of the Headquarters Building. Because of the stringent restrictions on making changes to the historic building and the cost of changes to such buildings, it is not feasible to change from steam to natural gas or install solar panels on the roof. Instead, the agency works with GSA to make incremental changes in the building and when the opportunity presents itself to install more efficient equipment, such as the new copy center chiller and elevator equipment and circuitry noted above.

In FY 2014 and FY 2015, the FTC will implement recommendations from the workplace flexibilities committee noted above. Based on initial recommendations, we expect an increase in telework opportunities with a commensurate reduction in commuting, and, over time, we expect an improved space utilization rate with a per capita energy reduction.

GOAL 2: SUSTAINABLE BUILDINGS

In Spring 2014, the FTC relocated about half of its headquarters staff to the Constitution Center -- a LEED-certified Gold registered building. Constitution Center's build-out included recycling over 75% of the waste created from demolition. Constitution Center utilizes a sophisticated HVAC system that reduces energy consumption with innovative chilled beam technology. Large, floor-to-ceiling glass curtain-walls permit maximum natural light throughout the day. The property manager expects a major decrease of more than 3 million gallons annually in water consumption, with low-flow toilets, waterless urinals, a self-contained water filtration system, and other measures.

Major challenges for Goal 2 are similar to those stated in Goal 1: there are limitations to what may be modified in the Headquarters Building. The FTC continues to use sensors in all offices and restrooms in the Headquarters Building to reduce lighting power consumption. A robust recycling program also is included in the custodial contract for both buildings.

The FTC includes applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products in both our service contracts and equipment purchases.

GOAL 3: FLEET MANAGEMENT

The FTC maintains a very small fleet, which consists of two seven-passenger vans, one sedan (just added to the fleet in June 2014) and one cargo van (used by a contractor to shuttle supplies and mail

between buildings). All vehicles are alternative fuel vehicles (E85). Ridership analysis indicates that we have optimized the size of the fleet.

The FTC will continue to analyze ridership and monitor fuel usage to ensure fleet-size optimization. When the FTC replaces vehicles, the FTC will lease alternative fuel vehicles from GSA.

GOAL 4: WATER USE EFFICIENCY & MANAGEMENT

The FTC continues to measure and monitor water usage in the Headquarters Building. A water meter enables the FTC to analyze building water usage. To reduce water usage, in FY 2013 the agency installed low-flow water valves in the locker rooms. Continuing the use of a leak-detection program reduces the FTC's potable water waste.

Inasmuch as GSA is responsible for the Headquarters Building's landscaping, the FTC has little control over outdoor water usage.

GOAL 5: POLLUTION PREVENTION & WASTE REDUCTION

In connection with the move of roughly half of its headquarters employees in Spring 2014 to Constitution Center, the FTC made a concerted effort to reduce the amount of waste materials. A new document disposition contract was awarded near the beginning of FY 2014 to shred and recycle paper instead of burning it. Since January 2014, over 125 tons of paper that the former contractor would have burned was instead recycled and diverted from the waste stream. The FTC planned for the removal of waste materials from its recently vacated leased facilities at 601 New Jersey Avenue and 1800 M Street. The FTC reached out to other agencies to excess still serviceable furniture. For furnishings at the end of their useful life, the FTC contracted with both wood and metal scrappers to recycle those materials.

The FTC will continue to seek out opportunities to recycle and divert a variety of materials from entering the waste stream, whenever possible.

GOAL 6: SUSTAINABLE ACQUISITION

Approximately 85% of agency spending is via GSA Federal Supply Schedule contracts. By utilizing this contract vehicle, the FTC benefits from GSA's Federal Acquisition Regulation sustainability clauses, such as Energy Star and biobased purchasing requirements. In a recent hardware purchase, certified Energy Star equipment was required and purchased. Although the FTC does not procure construction contracts, clauses for biobased, green, and environmentally friendly products are included with applicable service contracts. For example, the Headquarters Building's custodial contract requires the use of environmentally friendly cleaning products. The FTC will continue to utilize strategic sourcing initiatives, such as GSA's Federal Supply Schedules, for office supplies and imaging equipment, and thereby obtain the benefits of these sustainability acquisition clauses.

GOAL 7: ELECTRONIC STEWARDSHIP & DATA CENTERS

Part of the move to Constitution Center included the relocation of a data center from the 601 New Jersey Avenue Building and the decommissioning of a Non-Core data center in the Headquarters Building. The FTC also removed two chillers that were dedicated to the now decommissioned Headquarters Building data center. With one data center installed at Constitution Center, the FTC runs only two data centers, with its Core data center located in the Headquarters Building. Where available, environmentally preferable features are enabled on electronic equipment (e.g., monitors go to "sleep" when not in use for a period of time and two-sided printing/copying is the default option for multi-function devices).

For excess/surplus of electronics, the FTC uses GSA and UNICOR, both of which are R2 certified. An update to the hardware asset management policy will include mandating the use of certified eSteward

and R2 electronic recyclers.

In FY 2014, the FTC will continue to investigate cloud computing and storage options. This fiscal year, the FTC also will upgrade its remote access technology application to improve telework capability, thus reducing commuting.

GOAL 8: RENEWABLE ENERGY

The FTC investigated renewable energy options including conversion of steam heating to natural gas and solar power; however, because of the Headquarters Building's structure, its historic character, and available land, this was either not feasible or not economically viable. At the Headquarters Building, power is supplied by PEPCO. PEPCO projects their renewable energy supply to be 8.8% by 2020.

GOAL 9: CLIMATE CHANGE RESILIENCE

The FTC issued its Climate Change Adaptation Plan in March 2014. The plan outlines procedures for the FTC to follow during climate change and severe weather events. In support of the plan, the workplace flexibilities committee will implement recommendations to increase the mobility of employees, increasing the ability of the FTC to function during periods of climate change and severe weather events. The FTC will continue to update the plan as required.

In June 2014, the FTC began posting a *Sustainability Tip of the Week* in the agency's daily newsletter to better educate staff regarding climate change and actions to enhance sustainability efforts by our employees, both in the office and at home.

GOAL 10: ENERGY PERFORMANCE CONTRACTS

This goal is not applicable to the FTC; the FTC does not enter into EPCs.

PROGRESS ON ADMINISTRATION PRIORITIES

The FTC optimized its fleet, utilizing the minimum amount of vehicles and fuel while still serving the agency's mission. The FTC also issued its Climate Change Adaptation Plan. The FTC will continue to support administration priorities, while maintaining transparency to the public via the ftc.gov website.

TABLE OF CONTENTS

INSTRUCTIONS: Ensure that the Table of Contents is correct. Scorecard agencies MAY NOT delete any sections. Smaller boards/commissions should delete inapplicable section(s).

Evaluation of Previous Year's Strategies

Below are the specific strategies your agency selected in your 2013 Sustainability Plan. Please use the table to evaluate the progress of these strategies.

Goal	(A) Strategy	(B) Did you implement this strategy? Yes/No	(C) Was the strategy successful for you? Yes/No	(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)
Goal 1: Scope 1&2 GHG Reductions	Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified	Yes	Yes	Yes. The emission report provides needed data, which enables the FTC to compare energy usage year-to-year and determine successful strategies.
	Ensure that all major renovations and new building designs are 30% more efficient than applicable code	Yes	Yes	During FY 2014, the FTC consolidated employees from two leased buildings into one LEED-certified building.
	Implement in EISA 432 covered facilities all lifecycle cost effective ECMs identified	Yes	Yes	The FTC implemented ECMs based on funding and availability.
	Reduce on-site fossil-fuel consumption by installing more efficient boilers, generators, furnaces, etc. and/or use renewable fuels	No		Aside from an emergency diesel generator (that is rarely used), the FTC does not consume fossil fuels onsite.
	Reduce grid-supplied electricity consumption by improving/upgrading motors, boilers, HVAC, chillers, compressors, lighting, etc.	Yes	Yes	FTC is replacing older equipment with more efficient equipment. In FY 2014, the FTC installed a new, more efficient chiller for the copy center. In FY 2014 and FY 2015, elevators are being modernized with more efficient, electronic circuitry.
	Employ operations and management best practices for energy consuming and emission generating equipment	Yes	Yes	The Headquarters Building utilizes an emergency management system to maximize the efficiency of power consumption.
	Install building utility meters and benchmark performance to track energy and continuously optimize performance	Yes	Yes	Meters provide data that helps determine successful strategies, as well as areas that require improvement and possible equipment replacement.
Goal 1: Scope 3 GHG Reductions	Develop and deploy employee commuter reduction plan	No		The FTC did not deploy a specific plan; however, the agency continues to provide the maximum allowable transit benefit. The new FTC leased space, Constitution Center, is

				located near the L'Enfant VRE station. Constitution Center also sits right above the L'Enfant Metro Station, which provides employees easy access to the Orange, Blue, Green, and Yellow Lines. Such close proximity to public transportation should increase participation in the transit subsidy program and reduce commuting.
Reduce employee business ground travel	Yes	Yes		In May 2013, the Acting Executive Director instituted a new policy requiring staff to provide a written explanation when seeking authorization to travel why technology cannot be used in lieu of travel to participate in conferences or meetings.
Reduce employee business air travel	Yes	Yes		The change in policy referenced above reduced business air travel carbon dioxide output by 9.18% from FY 2012-FY 2013.
Develop and deploy employee commuter reduction plan	No			The FTC did not deploy a specific plan; however, the agency continues to provide the maximum allowable transit benefit. The new FTC building, Constitution Center, is located near the L'Enfant VRE station. Constitution Center also sits right above the L'Enfant Metro Station, which provides employees easy access to the Orange, Blue, Green, and Yellow Lines. Such close proximity to public transportation should increase participation in the transit subsidy program and reduce commuting.
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions	Yes	Yes		The FTC uses a 2010 survey as a baseline; with the move of employees to a location very close to Metro and VRE stops having just been completed, the FTC will survey employees in FY 2015. In the new facility, the FTC increased the number of parking spaces for carpoolers and its space

				and support facilities for bikers.
	Increase number of employees eligible for telework and/or the total number of days teleworked	Yes	Yes	The FTC is upgrading its remote access technology, which will make available to employees working remotely through telework a greater number of desktop applications. The FTC also formed a workplace flexibilities committee to increase telework opportunities.
	Develop and implement bicycle commuter program	No	No	The FTC determined that the financial and administrative costs to administer a bicycle commuter program would exceed its benefits.
	Provide bicycle commuting infrastructure	Yes	Yes	In the Headquarters Building, there is a locked room for bicycle storage as well as locker rooms. In the new LEED-certified leased Constitution Center building, the FTC expanded the capacity for bicycle commuters with a large, locked storage area for bicycles, as well as support facilities, i.e., locker rooms.
Goal 2: Sustainable Buildings	Incorporate green building specifications into all new construction and major renovation projects	Yes	Yes	The FTC consolidated employees from two leased buildings into one leased LEED-certified building.
	Redesign or lease interior space to reduce energy use by daylighting, space optimization, sensors/control system installation, etc.	Yes	Yes	The FTC currently utilizes a variety of controls to optimize energy usage; for example, the FTC continues to use an energy management system and sensors in offices and restrooms Further, with the decommissioning of a Headquarters data center, the FTC removed two 20-ton chillers. Constitution Center has numerous sustainable features, including a sophisticated HVAC system that reduces energy consumption with innovative chilled beams and large, floor-to-ceiling glass curtain-walls that permit maximum natural light throughout the day.

				Major water savings are expected with low-flow toilets, waterless urinals, a self-contained water filtration system, and other measures.
	Deploy CEQ's Implementing Instructions – Sustainable Locations for Federal Facilities	No		The agency has no plan to build new facilities; GSA leases space for the FTC.
	Include in every construction contract all applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products	Yes	Yes	The FTC does not procure construction services; however, product and service contracts include FAR sustainability clauses that require biobased and environmentally friendly products.
	Develop own system of assessing, addressing, documenting and certifying Existing Buildings as meeting the Guiding Principles	Yes	Yes	The Headquarters Building uses an energy management system to optimize power consumption. Electricity meters are installed to better analyze consumption data. The FTC also reviews the GHG report to document and analyze energy usage.
Goal 3: Fleet Management	Optimize/Right-size the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure)	Yes	Yes	The FTC maintains a small fleet, optimized by ridership analysis. The fleet consists of two seven-passenger vans, one sedan, and one cargo van. These are all alternative fuel vehicles.
	Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.)	Yes	Yes	When rides are requested, every attempt is made to group passengers, thus consolidating trips.
	Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs)	Yes	Yes	All FTC vehicles are alternative fuel vehicles.
	Increase utilization of alternative fuel in dual-fuel vehicles	Yes	Yes	The FTC uses alternative fuel when available.
	Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles	Yes	Yes	The FTC closely tracks fuel usage. Following purchase, fuel is recorded on a spreadsheet and a monthly report is generated.
	Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost	Yes	Yes	The FTC does not own any vehicles. The FTC will lease vehicles through

	effective			GSA.
Goal 4: Water Use Efficiency & Management	Purchase and install water efficient technologies (e.g., Waterwise, low-flow water fixtures and aeration devices)	Yes	Yes	The Headquarters Building has low-flow valves in the locker room showers.
	Develop and deploy operational controls for leak detection including a distribution system audit, leak detection, and repair programs	Yes	Yes	The FTC continues to utilize a leak detection program.
	Minimize outdoor water use and use alternative water sources as much as possible	N/A		GSA maintains the landscaped exterior of the FTC Headquarters Building.
	Design and deploy water closed-loop, capture, recharge, and/or reclamation systems	Yes	Yes	All HVAC equipment in the Headquarters Building utilizes closed-loop systems.
	Install advanced meters to measure and monitor (1) potable and (2) industrial, landscaping, and agricultural water use	No		GSA controls the exterior landscaping of the Headquarters Building and thus water usage for that purpose. Water for landscaping is minimal; an advanced meter would not provide a benefit.
Goal 5: Pollution Prevention & Waste Reduction	Eliminate, reduce, or recover refrigerants and other fugitive emissions	Yes	Yes	The Headquarters Building HVAC systems are closed-looped systems; all refrigerants are recovered.
	Reduce waste generation through elimination, source reduction, and recycling	Yes	Yes	Recycling bins are located on each floor of the Headquarters Building. Items designated for recycling include paper, newspaper, metals, plastics, and glass.
	Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials	N/A		GSA maintains the pest management and landscape management for FTC buildings.
	Establish a tracking and reporting system for construction and demolition debris elimination	Yes	Yes	With the consolidation of its leased buildings, the FTC recorded all items for: (1) repurpose (use at another building or store at warehouse for later use); (2) excess to other agencies; and (3) disposal (items at end of useful life). For furniture slated for disposal, metal and wood scrapper contractors will remove the debris; the FTC will record the amounts.
	Develop/revise Agency Chemicals Inventory Plans and identify and deploy	Yes	Yes	The FTC maintains on hand only those chemicals that are required for

	chemical elimination, substitution, and/or management opportunities			operations. Material Safety Data Sheets (MSDS) are maintained for these chemicals.
Goal 6: Sustainable Acquisition	Update and deploy agency procurement policies and programs to ensure that federally-mandated designated sustainable products are included in all relevant procurements and services	Yes	Yes	It is the practice of the FTC to ensure that federally mandated designated sustainable products are included in all relevant procurements for products and services. Eighty-five percent of agency spending is via Federal Supply Schedules that mandate sustainable products.
	Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing	N/A		No barriers are identified.
	Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts	Yes	Yes	The FTC includes biobased and other FAR sustainability clauses in all applicable service and product contracts. The FTC does not procure construction services.
	Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals	Yes	Yes	Where applicable, the FTC uses specifications encouraging biobased and other green products.
	Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements	Yes	Yes	The FTC routinely uses GSA Federal Supply Schedules for office products and imaging equipment, which include sustainable acquisition requirements.
	Report on sustainability compliance in contractor performance reviews	Yes	Yes	The FTC reports on sustainability compliance, where applicable.
Goal 7: Electronic Stewardship & Data Centers	Identify agency "Core" and "Non-Core" Data	Yes	Yes	The Core FTC data center is located in the Headquarters Building; the Non-Core data center is located in Constitution Center.
	Consolidate 40% of agency Non-Core data centers	Yes	Yes	Part of the move to Constitution Center included the relocation of a data center from the 601 New Jersey Avenue Building and the decommissioning of a Non-Core data center in the

				Headquarters Building. The FTC also removed two chillers that were dedicated to the now decommissioned Headquarters Building data center. With one data center installed at Constitution Center, the FTC runs only two data centers, with the Core data center located in the Headquarters Building.
	Optimize agency Core Data Centers across total cost of ownership metrics	Yes	Yes	The FTC relocated its Non-Core data center to a LEED-certified building. Further, the FTC's Office of the Chief Information Officer is investigating the use of cloud services.
	Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance	Yes	Yes	It is FTC policy to configure multi-functional devices (MFDs) to default to duplex printing/copying. A contractor inspects MFDs every day; the contractor will verify that this option is activated. All FTC monitors are configured to "go to sleep" when not in use for a period of time.
	Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products, including use of certified eSteward and/or R2 electronic recyclers, and monitor compliance	Yes	Yes	Electronics are excessed to either GSA or UNICOR. An update to the hardware asset management policy will include mandating the use of certified eSteward and R2 electronic recyclers.
	Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and FEMP designated electronic office products	Yes	Yes	The FTC purchased Energy Star qualified equipment in a recent agency-wide hardware refresh.
Goal 8: Renewable Energy	Purchase renewable energy directly or through Renewable Energy Credits (RECs)	Yes	Yes	The FTC purchases electricity directly from PEPCO; PEPCO's website states that in 2010, 5.5% of all energy produced was from renewable energy; by 2020, that number is projected to be 8.8%.
	Install onsite renewable energy on federal sites	N/A		
	Lease land for renewable energy infrastructure	N/A		
	Develop biomass capacity for energy generation	N/A		
	Utilize performance contracting methodologies for implementing ECMs and	N/A		The FTC investigated the use of an ECM with our utility provider; however,

	increasing renewable energy			out-year maintenance costs and a low payback indicated this ECM would not be economical or effective.
	Work with other agencies to create volume discount incentives for increased renewable energy purchases	Yes	Yes	The FTC works with GSA to accommodate a minimum level of renewable energy sources in the physical plant.
Goal 9: Climate Change Resilience	Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders	Yes	Yes	The FTC completed its climate change adaptation plan in March 2014. This plan outlines agency-wide and regional planning efforts.
	Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events	Yes	Yes	Emergency response procedures account for climate change and extreme weather events.
	Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change	Yes	Yes	The climate change adaptation policy reflects climate change impacts. The FTC also formed a workforce flexibilities committee that will enhance the agency's workforce portability in responding to extreme weather events.
	Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change	N/A		This is not part of the FTC's mission.
	Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies	Yes	Yes	The FTC began posting a *Sustainability Tip of the Week* in the agency's daily newsletter to better educate staff regarding climate change and actions to enhance sustainability efforts that can be used by our employees both in the office and at home.
	Identify vulnerable communities that are served by agency mission and are potentially impacted by climate change and identify	N/A		This is not part of the FTC's mission.

	measures to address those vulnerabilities where possible			
	Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary	Yes	Yes	The FTC will keep abreast of the best available current climate change science.
	Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change	N/A		Although GSA is responsible for the design/construction of agency facilities and/or infrastructure, the FTC will investigate relocating staff and equipment from the basement of the Headquarters Building to prevent damage during flooding.
	Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects	Yes	Yes	The climate change adaptation plan specifies actions to take. The plan will be used if there is the possibility of climate change or a severe weather event that impacts an agency project.

Table 1: Agency Size & Scope

INSTRUCTIONS: Enter the appropriate FY 2012 data for your agency.

Agency Size and Scope	FY 2012	FY 2013
Total Number of Employees as Reported in the President's Budget	1,200	1,165
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	12	12
Total Building Gross Square Feet (GSF)	305,782	305,782
Operates in Number of Locations Throughout U.S.	9	9
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	3	3
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS ($Millions)	61.9	62.6

GOAL 1: GREENHOUSE GAS (GHG) REDUCTION

Agency Progress toward Scope 1 & 2 GHG Goal

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

Figure 1-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
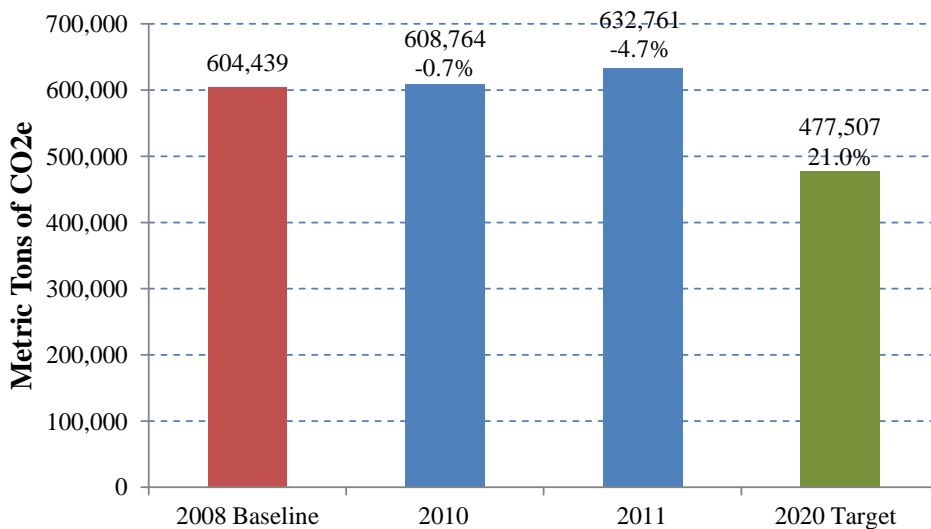
Table 1-1: Goal 1 Strategies – Scope 1 & 2 GHG Reductions

INSTRUCTIONS: In Table 1-1 below, list ONLY the top five priority strategies that the agency will implement in FY 2014 to pursue Goal 1 Scope 1 & 2 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
EXAMPLE Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	(1) Deploy software for tracking required routine preventative maintenance at 10 facilities. (2) Develop work instructions that include parameters for operational control of equipment at 10 facilities. (3) Deploy leak detection program for compressors and refrigerators at all agency facilities. (4) Begin retro-commission of Colorado facility.	(1) Complete software implementation by November 2014. (2) Complete work instruction development and deployment by February 2014. (3) Fully implement leak detection program by January 2014. (4) Complete Phase I of Colorado facility retrocommission by September 2014.
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.	Yes	FTC will utilize the FEMP GHG emission report as a measurement tool to identify potential reductions and track areas of concern.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.

Ensure that all major renovations and new building designs are 30% more efficient than applicable code.	No	(1) The Headquarters Building is an historic building with limitations on what may be altered. (2) The GSA is responsible for major renovations in the FTC Headquarters Building.	
Implement in EISA 432 covered facilities all lifecycle cost effective ECMs identified.	Yes	The FTC will continue to work with chiller manufacturers to optimize the duty cycle of the building's cooling system. The FTC will continue to use other ECMs, such as light sensors.	Analyze energy usage.
Reduce on-site fossil-fuel consumption by installing more efficient boilers, generators, furnaces, etc. and/or use renewable fuels.	N/A	The FTC maintains and tests an emergency diesel generator. This is the only onsite consumption of fossil fuels.	
Reduce grid-supplied electricity consumption by improving/upgrading motors, boilers, HVAC, chillers, compressors, lighting, etc.	Yes	The FTC purchases only electro-mechanical items with the highest efficiency ratings. The FTC also purchases high efficiency rated compressors for the HVAC equipment at the Headquarters Building.	Analyze energy usage year-to-year.

Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	Continue to utilize an energy management system and analyze data to determine energy savings. Educate employees on best practices to reduce energy. Purchase efficient equipment that utilizes the least amount of energy.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.
Install building utility meters and benchmark performance to track energy and continuously optimize performance.	Yes	The FTC has three electric meters for the Headquarters Building that enable the agency to track power consumption and optimize performance.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.

Agency Progress toward Scope 3 GHG Goal

E.O. 13514 requires each agency establish a Scope 3 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 reduction target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have been increased compared to the FY 2008 baseline.

Figure 1-2

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
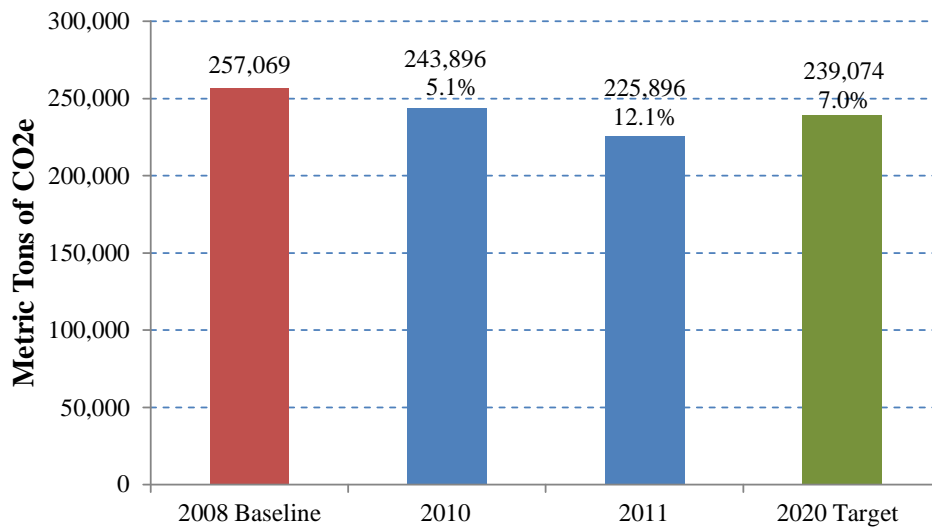
Table 1-2: Goal 1 Strategies – Scope 3 GHG Reductions

INSTRUCTIONS: In Table 1-2 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 1 Scope 3 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
EXAMPLE Develop and deploy employee commuter reduction plan.	Yes	(1) Introduce parking fees; (2) build bike infrastructure by adding lockers and bike racks; (3), offer rideshare incentives to employees; (4) increase webinar usage to reduce local business travel.	(1) Fully implement parking fees by May 2014; (2) Complete bike infrastructure construction by December 2014; (3) Offer rideshare incentives by December 2014; (4) Develop baseline for webinar usage by November 2014. Install desktop webinar and teleconferencing availability on all agency computers by February 2014. Increase webinar usage by 3% relative to baseline by September 2014.

Reduce employee business ground travel.	Yes	The FTC will continue to leverage technology throughout the agency with the installation of state-of-the-art audio and video equipment at our headquarters and regional facilities to reduce travel. The FTC will begin using Jabber, a videoconferencing application, to further expand the use of technology over physical meetings. Consolidation of the agency's buildings also should reduce ground travel.	Compare fleet usage/fuel consumption for FY 2014 and FY 2013.
Reduce employee business air travel.	Yes	The FTC will continue the policy that requires a written explanation when seeking authorization to travel why technology cannot be used in lieu of travel to participate in conferences or meetings.	Compare travel data from FY 2013 to FY 2014.
Develop and deploy employee commuter reduction plan.	No	The FTC manages a Transit Subsidy Program (SmartBenefits), which encourages Federal workers to use public transportation, thereby reducing traffic congestion and air pollution.	Maintain maximum distribution of transit subsidy amount. Compare numbers of employees receiving SmartBenefits from FY 2013 to FY 2014.

|			
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	No	The FTC has used an employee commuting survey to identify employees and to continue to encourage the use of mass transit, bicycles, carpooling, and telework.	Issue and analyze new commuter survey in FY 2015.
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	(1) Upgrade remote access technology. (2) Implement recommendations from workforce flexibilities committee.	Compare telework data between FY 2013 and FY 2014.
Develop and implement bicycle commuter program.	No	The FTC determined that the financial and administrative costs to administer a bicycle commuter program would exceed its benefits.	
Provide bicycle commuting infrastructure.	Yes	At Constitution Center in Spring 2014, the FTC constructed an expanded bicycle room, as well as locker rooms, to accommodate bicycle commuters.	Record number of bicycle commuters.

GOAL 2: SUSTAINABLE BUILDINGS

Agency Progress toward Facility Energy Intensity Reduction Goal

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

Figure 2-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
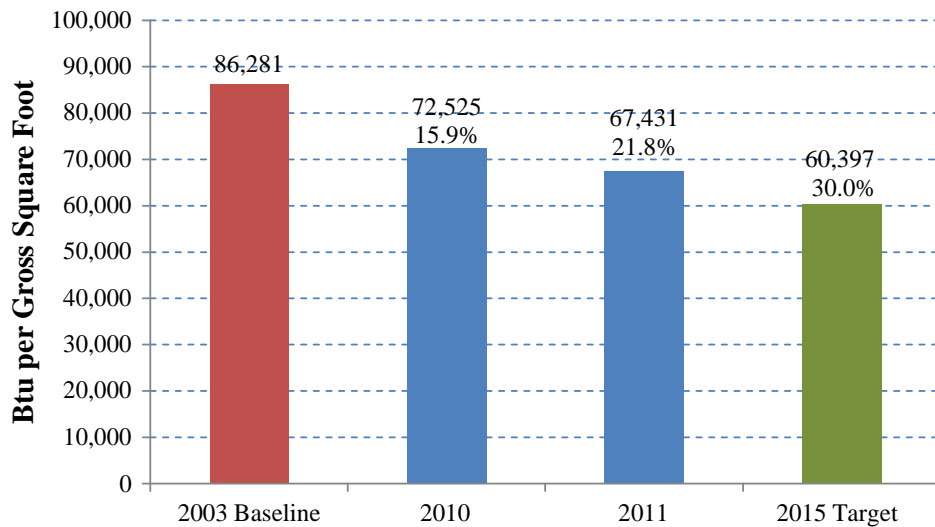
Agency Progress toward Total Buildings Meeting the Guiding Principles

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

Figure 2-2

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
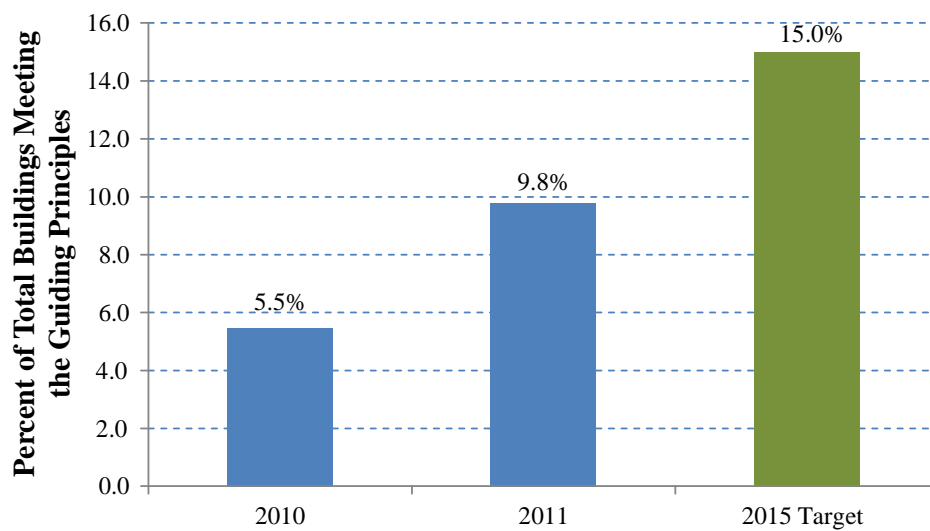
Table 2: Goal 2 Strategies – Sustainable Buildings

INSTRUCTIONS: In Table 2 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 2. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) **Will the agency implement the following strategies to achieve this goal?**	(B) **Top Five? Yes/No/NA**	(C) **Strategy Narrative** (100 word limit)	(D) **Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months**
EXAMPLE Deploy CEQ's Implementing Instructions –Sustainable Locations for Federal Facilities.	NA	Agency has no plan to build or lease new facilities in the next two fiscal years.	

Incorporate green building specifications into all new construction and major renovation projects.	Yes	In April and May of 2014, the FTC relocated half of its staff to Constitution Center, a LEED-certified leased building. The FTC will work with GSA to incorporate green building specifications into all new construction and major renovation projects.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.
Redesign or lease interior space to reduce energy use by daylighting, space optimization, sensors/control system installation, etc.	Yes	In April and May of 2014, the FTC relocated half of its staff into a LEED-certified leased building. With the decommissioning of a data center in the Headquarters Building, the FTC removed two 20-ton chillers. The FTC will continue to use lighting sensors in offices and restrooms.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.

|			
Deploy CEQ's Implementing Instructions –Sustainable Locations for Federal Facilities.	N/A	The agency has no plan to build new facilities; the FTC leases all space through GSA.	
Include in every construction contract all applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products.	Yes	The FTC does not procure construction services; however, recycled, biobased, energy efficient, and environmentally preferable product FAR clauses are included in applicable and relevant service contracts.	Continue to insert applicable sustainability requirements into service contracts.
Develop and deploy energy and sustainability training for all facility and energy managers.	Yes	Position descriptions for facilities personnel include language related to energy consumption/reduction and sustainability. FTC facilities staff will take sustainability training in FY 2014 or FY 2015.	Record sustainability training taken by appropriate personnel.

Agency Progress toward Fleet Petroleum Use Reduction Goal

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

Figure 3-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
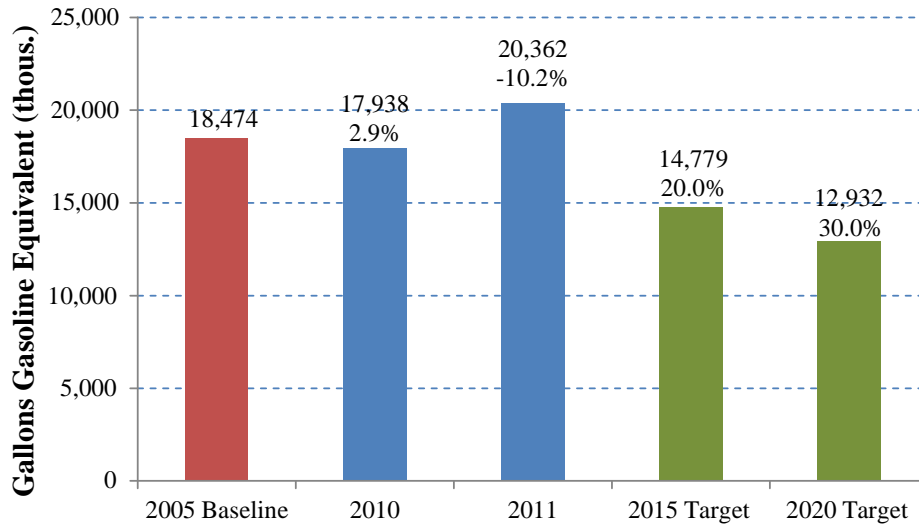
Agency Progress toward Fleet Alternative Fuel Consumption Goal

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

Figure 3-2

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
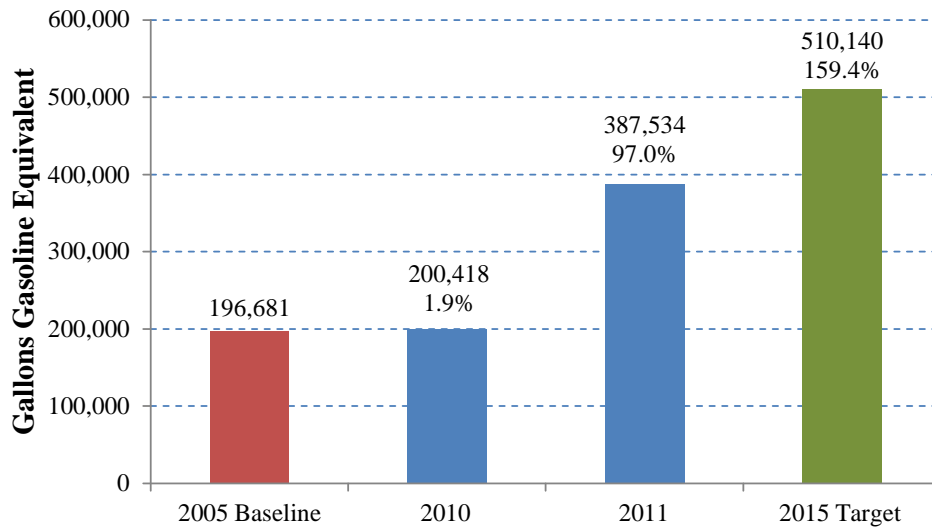
Table 3: Goal 3 Strategies – Fleet Management

INSTRUCTIONS: In Table 3 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 3. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) **Will the agency implement the following strategies to achieve this goal?**	(B) **Top Five? Yes/No/NA**	(C) **Strategy Narrative** (100 word limit)	(D) **Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months**
EXAMPLE Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	(1) Increase utilization of E85 in flex-fuel vehicles; (2) locate dual-fuel vehicles where they have access to alternative fuel; (3) use B20 or greater in diesel vehicles.	(1) Show a 20% increase in E-85 use over FY2012 by February 2014. (2) Locate 45% of dual fuel vehicles within 5 miles of E-85 station by April 2014. (3) Use 100% B20 or greater in diesel vehicles by January 2014.
Optimize/Right-size the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure).	Yes	The FTC maintains a very small fleet (two seven-passenger vans, one sedan, one cargo van). Based on ridership analysis, the agency has optimized the size and composition of its fleet.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.
Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).	Yes	The FTC will continue to utilize a shuttle after employees relocate to a newly leased building. Number of headquarters buildings also will drop from three to two, which may realize a reduction in ground travel. The FTC will continue to consolidate rides when possible.	(1) Analyze shuttle use. (2) Analyze fleet ridership data. (3) Analyze costs of other ground transportation.

Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs).	Yes	FTC vehicles are alternative fuel vehicles. Vehicles are leased instead of purchased.	Continue to utilize GSA's leasing program, which provides AFVs.
Increase utilization of alternative fuel in dual-fuel vehicles.	No	The agency plans to increase utilization of E85 in AFVs.	Continue to track and monitor fuel usage, recording purchase of alternative fuel.
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	Yes	The FTC tracks all fuel purchases for fleet vehicles.	Continue to track and monitor fuel usage.
Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.	Yes	The FTC does not own any vehicles. The FTC will lease all vehicles through GSA in the future.	Continue to utilize GSA's leasing program, which provides AFVs.

GOAL 4: WATER USE EFFICIENCY & MANAGEMENT

Agency Progress toward Potable Water Intensity Reduction Goal

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

Figure 4-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
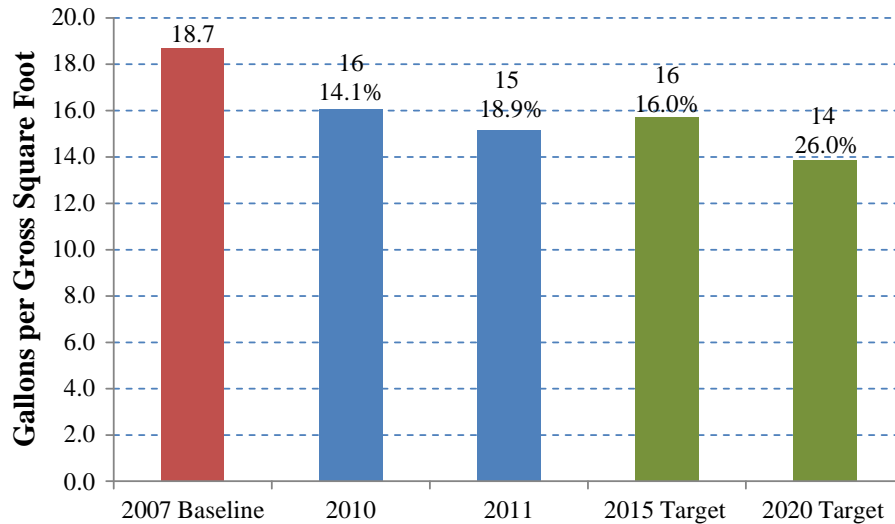
Table 4: Goal 4 Strategies – Water Use Efficiency & Management

INSTRUCTIONS: In Table 4 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 4. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) **Will the agency implement the following strategies to achieve this goal?**	(B) **Top Five? Yes/No/NA**	(C) **Strategy Narrative** (100 word limit)	(D) **Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months**
EXAMPLE Purchase and install high efficiency technologies (e.g., WaterSense).	No	Agency completed retrofit of bathroom fixtures and landscaping water systems at all agency sites in FY 2012. No new retrofit activities for water reduction are scheduled at agency sites during the next fiscal year.	
Purchase and install high efficiency technologies (e.g., WaterSense).	Yes	Continue to use the low-flow valves installed in the locker room showers. Continue to use restroom flush valves that limit water usage.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost (for best practices from the EPA, go to http://go.usa.gov/KvbF)	Yes	Through the maintenance plan, the FTC conducts cost/benefit analyses to determine the efficacy of repair versus replacement.	(1) Determine lowest life cycle cost. (2) Based on lowest life cycle cost, repair, upgrade, or replace assets.

Minimize outdoor water use and use alternative water sources as much as possible.	N/A	GSA is responsible for FTC's landscaping.	
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	Yes	All HVAC systems are closed-loop systems.	Continue to utilize closed-loop systems.
Install advanced meters to measure and monitor (1) potable and (2) industrial, landscaping and agricultural water use.	No	The FTC has one meter to measure water use. GSA controls the exterior landscaping of the Headquarters Building and thus water usage for that purpose. Water for landscaping is minimal; an advanced meter would not provide a benefit.	Continue to measure and monitor water usage.
Develop and implement programs to educate employees about methods to minimize water use	Yes	The FTC will begin a campaign to better educate its employees regarding the minimization of water use.	Run announcement in daily email newsletter about what employees can do to minimize water usage.
Assess agency water strategy to determine the impact of water use on the agency's energy use and efficiency	No	Water is not a significant impact on the agency's energy use.	

Agency Progress toward Pollution Prevention & Waste Reduction

E.O. 13514 requires that Federal agencies promote pollution prevention and eliminate waste. The E.O. requires agencies to minimize the use of toxic and hazardous chemicals and pursue acceptable alternatives. It also requires agencies minimize waste generation through source reduction, increase diversion of compostable materials, and by the end of FY 2015 divert at least 50% of non-hazardous and 50% of construction and demolition debris.[1]

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

INSTRUCTIONS: In Table 5 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 5. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) **Will the agency implement the following strategies to achieve this goal?**	(B) **Top Five? Yes/No/NA**	(C) **Strategy Narrative** (100 word limit)	(D) **Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months**
EXAMPLE Establish a tracking and reporting system for construction and demolition debris elimination.	NA	Agency does not perform any construction or demolition activities.	
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	Yes	All the FTC's HVAC systems are closed-looped systems.	Continue to utilize closed-loop systems.

---

[1] Waste guidance will be issued in mid-late FY 2014, and agencies will be expected to begin implementation in FY 2015. Next year's SSPP will include strategies as appropriate, and accounting will begin in FY 2016.

Reduce waste generation through elimination, source reduction, and recycling.	Yes	The FTC recycles all available materials. New document disposal contract shreds and recycles paper instead of burning the paper.	Analyze data from the new contract to determine pounds of paper diverted from the waste stream.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials.	N/A	GSA maintains the pest management and landscape management for FTC buildings.	
Establish a tracking and reporting system for construction and demolition debris elimination.	Yes	The FTC will record any construction and debris elimination.	With the consolidation of its leased buildings, the FTC recorded: (1) all items repurposed (use at another building or stored at warehouse for later use); (2) all items excessed to other agencies; (3) all items disposed (items at end of useful life); and (4) the amount of material taken away by wood and metal scrappers upon vacating the 1800 M Street and 601 New Jersey Avenue Buildings.
Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	Yes	The FTC maintains all MSDS safety sheets for chemicals used at the Headquarters Building. The Headquarters Building custodial contractor utilizes only environmentally friendly cleaning products.	Eliminate from facilities any unnecessary chemicals; revise Chemical Inventory Plan as necessary
Take inventory of current HFC use and purchases	Yes	The FTC will conduct an inventory of current HFC use and purchases during the 2014 GHG report.	Develop baseline with 2014 GHG report.

Require high-level waiver or contract approval for any agency use of HFCs	No	The FTC will institute a requirement to for a high-level waiver or contract approval to use HFCs.	Require waiver.
Ensure HFC management training and recycling equipment are available	No	The FTC will ensure the availability of training and recycling equipment.	Verify availability of training and equipment where applicable.

GOAL 6: SUSTAINABLE ACQUISITION

Agency Progress toward Sustainable Acquisition Goal

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

Figure 6-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
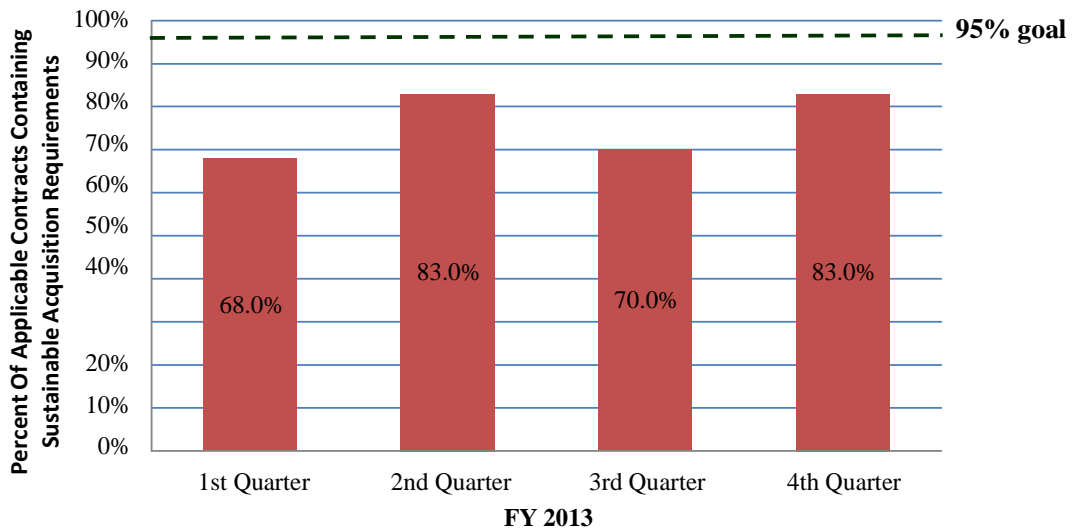
Table 6: Goal 6 Strategies – Sustainable Acquisition

INSTRUCTIONS: In Table 6 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 6. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
EXAMPLE Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	Yes	Include FAR requirements for energy efficient, recycled, biobased and other relevant sustainability factors in all new contract actions and conduct quality assurance review after award.	In FY 2014 relative to FY 2012, increase purchases of biobased by 10%; increase energy efficient product purchases by 5%; increased recycled content purchases by 15%.
Update and deploy agency procurement policies and programs to ensure that federally- mandated designated sustainable products are included in all relevant procurements and services.	Yes	FTC acquisition strategies result in continued use of GSA Federal Supply Schedules, whereby the FTC benefits from GSA's biobased and other FAR sustainability requirements.	Current FTC policy requires the use of Federal Supply Schedules.

Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.	N/A	There are no identified barriers to sustainable procurements.	
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	Yes	The FTC does not procure construction services; however, biobased and other FAR sustainability clauses are included in all applicable and relevant service contracts.	Continue to insert sustainability contract clauses in procurement packages.
Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals.	Yes	FTC will review specifications to ensure inclusion of biobased and other green products.	(1) Review/update of contract specifications for sustainability language. (2) Verify inclusion of biobased and designated green products in specifications.
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	Yes	The FTC routinely uses GSA Federal Supply Schedules for office products and imaging equipment, which include sustainable acquisition.	Increase number of acquisitions using GSA Federal Supply Schedule contracts.
Report on sustainability compliance in contractor performance reviews.	Yes	Where required, the FTC reports on contractor sustainability compliance.	Evaluate applicable contracts for sustainability compliance.

GOAL 7: ELECTRONIC STEWARDSHIP & DATA CENTERS

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

E.O. 13514 requires agencies to promote electronics stewardship by: ensuring procurement preference for EPEAT-registered products; implementing policies to enable power management, duplex printing, and other energy-efficient features; employing environmentally sound practices with respect to the disposition of electronic products; procuring Energy Star and FEMP designated electronics; and, implementing best management practices for data center operations.

Figure 7-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

EPEAT	POWER MANAGEMENT	END-OF-LIFE	COMMENTS
			-XX% Power Management Compliant

EPEAT:

🟢	95% or more Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide
🟡	85-94% or more Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide
🔴	84% or less Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide

Power Management:

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

End-of-Life:

🟢	100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor, USPS Recycling Program or Certified Recycler (R2, E-Stewards). *Submitted annual report to GSA for Federal Electronics Assets furnished to non-Federal recipients.*
🟡	100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor, USPS Recycling Program and/or non-Certified Recycler. *Submitted annual report to GSA for Federal Electronics Assets furnished to non-Federal recipients.*
🔴	Less than 100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor, USPS Recycling Program or non-Certified Recycler. *No annual report submitted to GSA for Federal Electronics Assets furnished to non-Federal recipients.*

Table 7: Goal 7 Strategies – Electronic Stewardship & Data Centers

INSTRUCTIONS: In Table 7 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 7. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
EXAMPLE Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance.	Yes	(1) Revise agency policy requiring power management and duplex printing. (2) Initiate survey and corrective action program for agency printers to ensure all environmentally preferable features, including duplexing, are fully utilized.	(1) Complete policy revision by August 2014. (2) Complete survey of printers by February 2014. Complete resurvey of non-conformant printers by April 2014.
Identify agency "Core" and "Non-Core" Data.	Yes	The FTC identified "Core" and "Non-Core" data centers.	The main (Core) data center is located in the Headquarters Building. The second (Non-Core) data center is located in a LEED-certified leased building.
Consolidate 40% of agency Non-Core data centers.	N/A	The FTC has two data centers. The Core data center is located in the Headquarters Building; the Non-Core data center is located in Constitution Center.	

Optimize agency Core Data Centers across total cost of ownership metrics.	Yes	The FTC has only two data centers. The Core data center is located in the Headquarters Building; the Non-Core data center is located in Constitution Center.	(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data. The FTC expects to realize a decrease in energy consumption with the relocation of the Non-Core data center.
Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance.	Yes	The FTC's OCIO is assessing the use of cloud services, to reduce cost and energy consumption. Duplex printing/copying is the default option for multi-function devices. Monitors "go to sleep" after a period of inactivity.	(1) Collect data to develop a baseline for paper use. (2) On a daily basis, verify that duplex is the default option on multi-function devices.
Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products, including use of certified eSteward and/or R2 electronic recyclers, and monitor compliance.	Yes	The FTC will continue to work with GSA and UNICOR to excess surplus electronics. An update to the hardware asset management policy will include mandating the use of certified eSteward and R2 electronic recyclers.	(1) Exclusively utilize GSA and UNICOR for surplus electronics. (2) Insert sustainability requirements into hardware asset management policy.
Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and FEMP designated electronic office products.	Yes	With GSA Federal Supply Schedules, EPEAT and Energy Star clauses will be included in procurement packages.	(1) Verify that EPEAT and Energy Star clauses are included in contracts. (2) Record EPEAT and Energy Star certified purchases.

GOAL 8: RENEWABLE ENERGY

Agency Renewable Energy Percentage of Total Electricity Usage

E.O. 13514 requires that agencies increase use of renewable energy. Further, EPACT 2005 requires agencies to increase renewable energy use such that 7.5 percent of the agency's total electricity consumption is generated by renewable energy sources for FY 2014 and beyond. For FY 2012, the required target was 5 percent of an agency's total electricity consumption.

Figure 8-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.
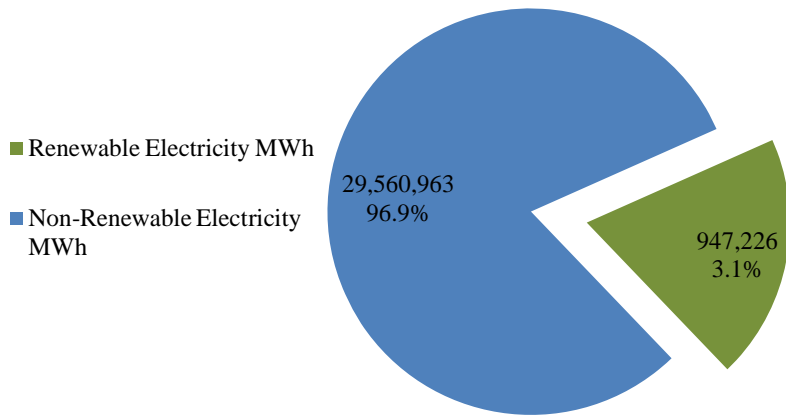
Table 8: Goal 8 Strategies – Renewable Energy

INSTRUCTIONS: In Table 8 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 8. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) **Will the agency implement the following strategies to achieve this goal?**	(B) **Top Five? Yes/No/NA**	(C) **Strategy Narrative** (100 word limit)	(D) **Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months**
EXAMPLE Lease land for renewable energy infrastructure.	NA	Agency does not own any land that can be leased.	
Purchase renewable energy directly or through Renewable Energy Credits (RECs).	Yes	For the Headquarters Building, the FTC purchases electricity from PEPCO.	The FTC purchases electricity directly from PEPCO; PEPCO's website states that in 2010, 5.5% of all energy produced was from renewable energy; by 2020, that number is projected to be 8.8%.
Install onsite renewable energy on federal sites.	No	The FTC investigated renewable energy options; however, based on the building's structure, its historic character, and available land, this is infeasible.	
Lease land for renewable energy infrastructure.	N/A	The FTC does not lease land.	
Develop biomass capacity for energy generation.	No	Based on the building's structure, its historic character, and available land, this is infeasible.	

Utilize performance contracting methodologies for implementing ECMs and increasing renewable energy.	No	The FTC investigated the use of an ECM with our utility provider; however, out-year maintenance costs and a low payback indicated this ECM would not be economical or effective.	
Work with other agencies to create volume discount incentives for increased renewable energy purchases.	Yes	The FTC works with GSA to accommodate a minimum level of renewable energy sources in the physical plant.	Continue to work with GSA and utilize their volume discounts.

GOAL 9: CLIMATE CHANGE RESILIENCE

Agency Climate Change Resilience

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

Table 9: Goal 9 Strategies – Climate Change Resilience

INSTRUCTIONS: In Table 9 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 9. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) **Will the agency implement the following strategies to achieve this goal?**	(B) **Top Five? Yes/No/NA**	(C) **Strategy Narrative** (100 word limit)	(D) **Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months**
EXAMPLE Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	No	Agency already updated emergency response plans in FY 2012 to account for extreme weather events. No new updates are anticipated in FY 2014.	
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	Yes	Continue to integrate climate change adaptation into agency-wide planning efforts.	Update climate change adaptation plan as needed.

Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	Yes	Emergency response procedures account for climate change and extreme weather events.	(1) Update climate change adaptation plan as needed. (2) Update COOP Plan as needed.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.	Yes	The FTC prepared a climate change adaptation plan. Implement strategies from workforce flexibilities committee. Upgrade remote access technology.	(1) Evaluate workplace flexibilities committee recommendations. (2) Evaluate upgrades in remote access technology. (3) Analyze telework data.
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	N/A	This is not part of the FTC's mission.	
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	Yes	Publish information in daily email newsletter.	The FTC posts a *Sustainability Tip of the Week* in the agency's daily newsletter to better educate staff regarding climate change and actions they can take to enhance sustainability both in the office and at home.
Identify vulnerable communities that are served by agency mission and are potentially impacted by climate change and identify measures to address those vulnerabilities where possible.	N/A	This is not part of the FTC's mission.	
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary.	No	The FTC will keep abreast of the best available current climate change science.	Update the climate change adaptation plan as necessary.

Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.	Yes	The FTC is planning to relocate information technology equipment from the basement to another floor in preparation for a severe weather event (flooding).	Relocate personnel and equipment from the basement to a higher floor.
Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	No	The FTC's mission does not require climate change and resilience planning and implementation guidelines for projects. The climate change adaptation plan does outline actions during severe weather events to continue the implementation of agency projects. weather events, which	

GOAL 10: Energy Performance Contracts

Agency Progress Toward Goal

Energy Performance Contracts, including both Energy Savings Performance Contracts (ESPCs) and Utility Energy Service Contracts (UESCs), enable agencies to obtain energy efficiency investments in buildings and deploy on-site renewable energy through long-term contracts with the private sector, which are in turn paid through savings derived from those investments.[2]
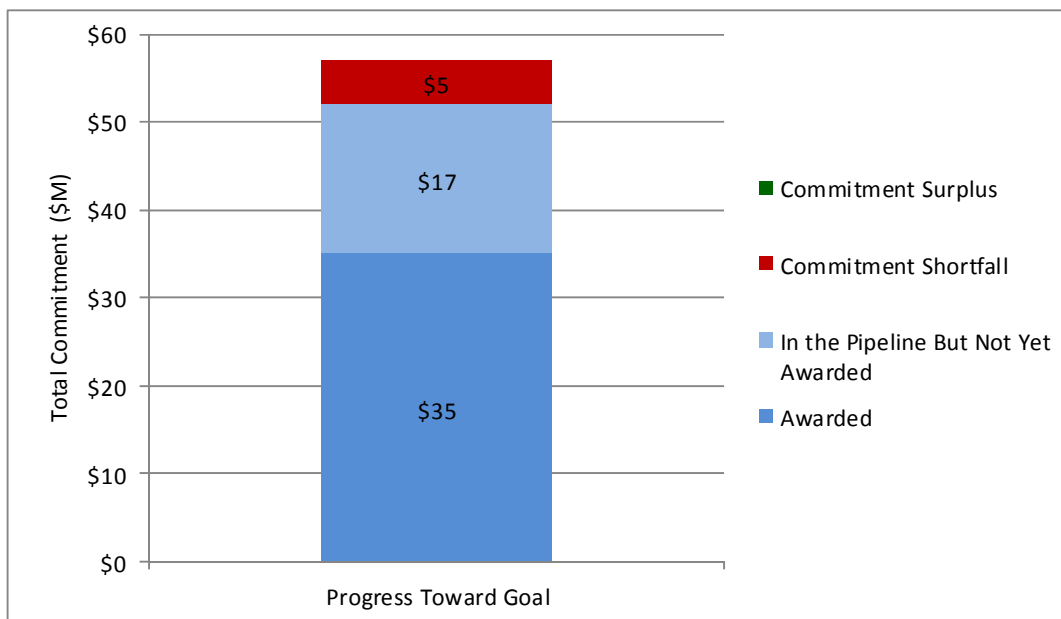
Agency Awarded Energy Performance Contracts

The chart below represents the agency's performance contracting commitment and progress toward that commitment reported through December 31, 2013 (for agencies subject to the 2011 President's Performance Contracting Challenge). The bar graph shows the total dollar value (in millions) of (1) already awarded projects, (2) projects in the pipeline but not yet awarded, and (3) the pipeline shortfall or surplus depending on whether the agency has reached their commitment goal.
NOTE: All agencies are to meet or exceed their initial target no later than June 30, 2014.

Figure 10-1

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

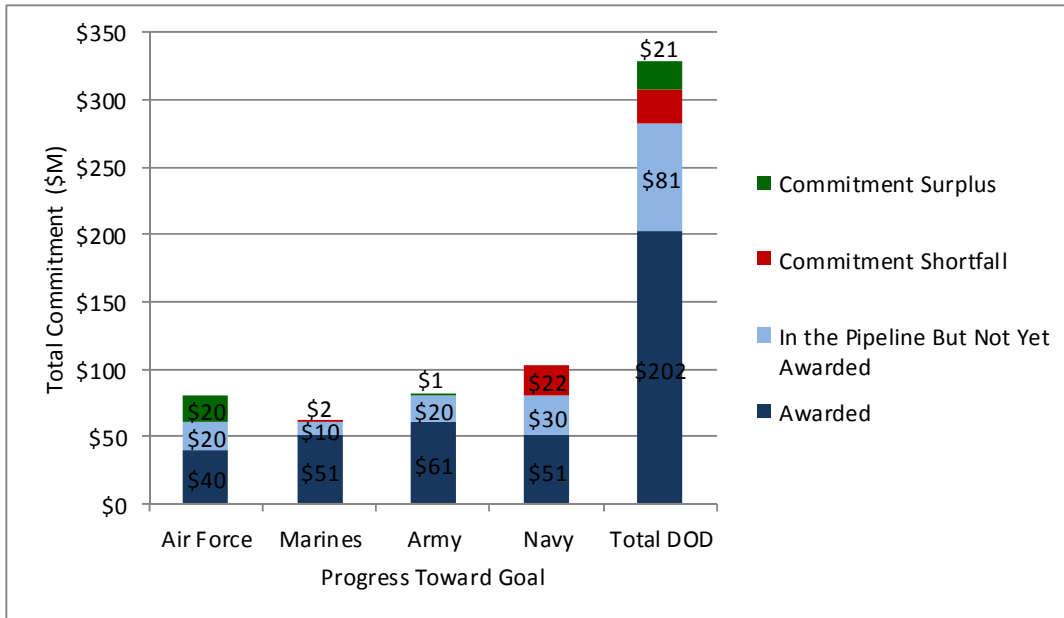[2] Goal 10 Section is relevant only to agencies subject to the PPCC.

Table 10: Goal 10 Strategies – Energy Performance Contracts

INSTRUCTIONS: In Table 10 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 10. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
EXAMPLE Evaluate all buildings over 50,000 sq. ft. for use with energy performance contracts	No	Agency already performed audits of all large buildings to reveal those with the greatest potential energy and cost savings	
Evaluate 25% of agency's most energy intensive buildings for use with energy performance contracts	N/A	The FTC does not use Energy Performance Contracts. Aside from the Headquarters Building, all buildings are leased through GSA. Any EPCs for the Headquarters Building would be at the direction of GSA.	
Prioritize top ten projects which will provide greatest energy savings potential	N/A		
Cut cycle time of performance contracting process by at least 25%	N/A		
Assign agency lead to participate in strategic sourcing initiatives	N/A		

Devote 2% of new commitments to small buildings (<20k sq. ft.)	N/A		
Identify and commit to include 3-5 onsite renewable energy projects in energy performance contracts	N/A		
Ensure relevant legal and procurement staff are trained by FEMP ESPC/ UESC course curriculum	N/A		
Provide measurement and verification data for all awarded projects	N/A		
Enter all reported energy savings data for operational projects into MAX COLLECT (max.gov)	N/A		

APPENDICES

INSTRUCTIONS: This section is optional. Agencies may, as appropriate, number and attach updated: Climate Adaptation Plan; Fleet Management Plan; Budget Requirements and/or Biobased Purchasing Strategy.