



# **Pollution Prevention Tracking and Reporting System**

## **Fiscal Year 2010 Data Entry Guidance SUMMARY**

U.S. Department of Energy

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## **Introduction**

DOE maintains the Pollution Prevention Tracking and Reporting System (PPTRS) to collect data needed to prepare the Department's annual progress reports required under DOE Order 450.1A, *Environmental Protection Program*; progress reports required by the Office of Management and Budget (OMB); the Strategic Sustainability Performance Plan (SSPP), which is required by Executive Order (EO) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*; and to prepare performance summaries for DOE Program Offices. The Department's EO reports and Environmental Stewardship performance summaries are available at <http://www.hss.energy.gov/pp/reports.html>.

Substantial changes have been made to the content and scope of the PPTRS for the 2010 reporting year to accommodate new data tracking necessitated by EO 13514 and the Department's SSPP. Significant additions include: Scope 1 fugitive greenhouse gas emissions (GHG); Scope 3 GHG emissions from employee commuting and business ground and air travel; new waste diversion categories; and sustainable acquisition contract actions. All of these categories are included in the Department's SSPP, as required by OMB.

To lessen the reporting burden, many designated products have been removed from the 2010 PPTRS or made optional, including a number of recycled content products. Note that removing these products from the mandatory reporting requirements does not relieve DOE sites from their obligation to comply with the underlying purchasing requirements.

## **Approach**

To facilitate 2010 PPTRS reporting, the Office of Health, Safety, and Security (HSS) and the Federal Energy Management Program (FEMP) collaborated on data reporting worksheets that will assist sites in their GHG calculation efforts and align data with the federal GHG reporting guidance: [http://www1.eere.energy.gov/femp/program/greenhousegases\\_guidance.html](http://www1.eere.energy.gov/femp/program/greenhousegases_guidance.html). The GHG emissions reported into the PPTRS, together with the energy and fuel use reported in Energy Management System 4 (EMS4) and Federal Automotive Statistical Tool (FAST), will establish the Department's 2010 GHG inventory and will be submitted to the federal GHG portal by DOE headquarters.

In several of the GHG calculation worksheets, sites are offered the option of using a more advanced GHG calculation methodology, in accordance with the federal guidance. Sites are encouraged to use the advanced methodology whenever feasible, as federal guidance is expected to disallow the easier, default option in future years. A more accurate picture of the site's GHG emissions may also enable it to take more effective actions to lower those levels.

Sites are encouraged to develop a thorough, internal GHG accounting process that may cover more categories than those included in this year's reporting. Sites may find such an accounting to be of use in identifying opportunities to mitigate or reduce GHG emissions, and could prepare sites for the likely expansion of Scope 3 emissions categories.

HSS recognizes that many of the new categories ask for data that may not yet be readily available. HSS hopes to work closely with sites and Program Offices to assist in the ongoing improvement in data collection methods at both the site and corporate levels. Where a site is unable to provide the data required, or is forced to deviate from any guidance provided, it should include that information, along with any assumptions made, in the comment sections provided for each category. Sites are also encouraged to include any plans to capture data for future reporting years in those comment sections.

Concurrent with this 2010 PPTRS data gathering effort, sites are asked to report plans, activities, changes in processes, policies, and other information critical to achieving the goals of the SSPP in this year's Site Sustainability Plan (SSP-formerly the Executable Plan), which is being coordinated by FEMP. The SSP asks sites to report plans, activities, changes in processes, policies, and other information critical to achieving the goals of the SSPP. SSPs should build upon information provided by DOE sites in the PPTRS category areas. This approach supports the overarching goal of minimizing reporting burdens for the sites by using existing reporting vehicles and planning processes to develop and implement the SSPP. It is anticipated that these processes will evolve and become more aligned as the SSPP process is further developed.

Below is an overview of the PPTRS 2010 reporting. More detail, including links to worksheets and embedded forms, are available through the PPTRS reporting database.

## **1. Site Profile**

**The Site Profile portion must be completed before data may be submitted in any other portion of the PPTRS.** The site profile can be saved and edited at a later date. The system will not let you submit the Site Profile until all the required fields are completed. However, to facilitate timely reporting, the Site Profile has been simplified for 2010 reporting.

The site and point-of-contact information from FY 2009 have been pre-populated in the FY 2010 Site Profile form (note that some site names have been updated for FY 2010). Please make changes to this information as appropriate.

## **2. Waste and Toxics Management**

This section replaces the Recycling section in PPTRS and reflects categories established in the SSPP to track progress towards waste diversion goals in EO 13514. Construction and demolition (C & D) waste must be tracked separately from municipal waste, with on-site and off-site disposal totals required for municipal waste and composting. The various material recycling categories have been eliminated from this year's reporting, to ease sites' reporting burden.

## **3. Electronics**

Each site is asked to report the amount of electronics units purchased, recycled/reused, donated, or disposed of, for CRT and LCD monitors, desktop units, laptops, and printers. Several optional categories have also been included in this year's form, mirroring the optional categories included in the Federal Electronics Challenge (FEC) application. As in prior years, DOE Headquarters will use the information entered into the PPTRS as the submittal for reporting Departmental electronics stewardship performance to the FEC.

## **4. Scope 3 GHG Emissions Reporting**

For 2010, the Department must begin tracking a portion of its Scope 3 emissions. These include emissions associated with the following activities:

- Employee business air travel
- Employee business ground travel
- Employee commuting
- Off-site waste water treatment
- Off-site municipal waste treatment
- Electricity transmission and distribution (T & D) losses

Sites are only being asked to report on employee business air travel, employee business ground travel and employee commuting through the PPTRS at this time. Scope 3 emissions associated with off-site waste water treatment, off-site municipal waste treatment, and T & D losses will be calculated automatically for the sites from data provided in other reporting categories. Worksheets are provided for all three categories of Scope 3 emissions for which data is to be reported. The worksheets will be uploaded into the PPTRS database once they are completed.

In determining the population of on-site employees covered by this reporting, sites should include those FTEs that identify that site as their primary work location, including employees performing work-for-others. Reporting should not include site visitors or subcontractors whose presence is connected with a short-term project such as the construction of a building. Sites should carefully identify any significant information about populations included and assumptions made in the comments section of the database.

#### **4.1 Employee Business Air Travel**

GHGs associated with federal employee travel is being calculated for DOE by GSA. Unfortunately, that capacity has not yet been established for contractor employees. Therefore, for 2010, sites must report contractor employee air travel. Sites have three data entry options in the worksheet: 1) enter miles flown, broken into short, medium and long hauls; 2) enter the total dollar amount spent on air travel, or 3) use some other recognized methodology. The most important consideration for any site is to select a methodology that best assists it in identifying opportunities for greenhouse gas reductions.

#### **4.2 Employee Business Ground Travel**

This category covers business ground travel by means other than vehicle fleets. Fleet data should continue to be reported in FAST, as in prior years. To calculate business ground travel, sites may use one of two methodologies: 1) enter the number of vehicles rented during the fiscal year, subtotaled by vehicle type, and the total mileage traveled by personal vehicles for business use, or 2) submit the volume of fuel purchased for use in rental cars for business travel during the fiscal year, subtotaled by vehicle type and fuel type, and the total mileage traveled by personal vehicles for business use. Regardless of which of the methodologies is used, sites that use mass transit are encouraged to report related emissions.

#### **4.3 Employee Commuting**

Sites are being asked to report total employee commuting miles during the fiscal year, subtotaled by vehicle type and fuel type, in accordance with the federal guidance. No specific methodology for collecting this data is specified. Options for collecting this information include, but are not limited to, conducting an employee survey, reviewing parking pass and employee benefits records, reviewing entry gate records, surveying the vehicles in the parking lots compared to the number of employees on site, and using HR records to calculate average distances traveled based on home zip codes. There are many documents available online describing various methodologies to collect this information. Sites should describe the methodology selected in the space provided.

## **5. Fugitive Greenhouse Gas Emissions**

Fugitive greenhouse gas emissions are reported to support the Department's obligations to track and reduce Scope 1 greenhouse gases in accordance with EO 13514, the SSPP, and corresponding federal GHG reporting guidance. The Federal Greenhouse Gas Accounting and Reporting Guidance defines fugitive emissions as "emissions that are not physically controlled, but result from the intentional or unintentional releases of greenhouse gases. They commonly arise from the production, processing, transmission, storage, and use of fuels and other chemicals, often through joints, seals, packing, and gaskets."

For 2010, sites are being asked to report information about on-site solid waste disposal, on-site waste water treatment facilities, and use of fluorinated gases (including sulfur hexafluoride) and refrigerants. Sites are offered different calculation methodologies for reporting under these categories in the guidance and worksheets available in the PPTRS database.

## **6. Accomplishments and Awards**

Sites are encouraged to submit their 2010 sustainability accomplishments through PPTRS, as in prior years if they meet the following criteria:

- Contribute to achieving the DOE SSPP goals; and
- Reduce life cycle cost and/or the liability of mission related activities

DOE maintains the Environmental Sustainability Star (*EStar*) Awards program to recognize exemplary environmental sustainability practices conducted by sites and programs. *EStar* Award categories have been modified for 2010 to better align with the newly-created GreenGov Presidential Award (which replaced the Closing the Circle awards), EO 13514, and the SSPP. *EStar* Award winners are selected by an independent panel of distinguished federal employees outside the Department of Energy.

### **6.1 *EStar* Awards Categories**

**Greenhouse Gas Management:** site greenhouse gas reduction strategies and management approaches that address Scope 1, 2 and/or Scope 3 emissions. The approach should exceed or supplement targets in the SSPP and emphasize a holistic approach to greenhouse gas management.

**Comprehensive Energy and/or Fleet Management:** comprehensive management approaches to energy efficiency, renewable energy, and/or fleet management programs. Programs may be at the organizational, regional, or campus-wide level, and should include cross-cutting strategies to achieve the goals of E.O. 13514 and the SSPP.

**Integrative Planning and Design:** building or site-wide projects that emphasize cross-cutting collaboration to advance sustainability goals in the planning and design phase.

**Environmental Management Systems:** emphasis on subject matter breadth, integration of organizational units, integration of SSPP goals, and specific and measurable accomplishments.

**Cradle to Cradle:** examples of an integrated, system-based, approach to the acquisition and/or management of products and materials. This may include, but is not limited to, source reduction practices related to the generation of non-hazardous solid wastes, hazardous wastes, or pollution, approaches that take into account the lifecycle impacts of a product or processes, or reusing or repurposing materials or

products that would otherwise be discarded.

**Community Collaboration and Engagement:** examples of effective collaboration and engagement with local and regional community on energy and environmental sustainability issues.

**Water Resources:** Sites that exemplify an integrated approach to water resources management, addressing all water types as potential resources (waste, storm, grey, etc.) and identifying opportunities for their reuse.

**Change Agents:** an individual or group of individuals who takes the initiative to foster behavior change in his or her immediate work environment, organizational unit and/or site. Recognition will focus on efforts, large or small in scope, that advance one or more of the goals identified in the SSPP.

**Health and the Environment:** successful integration of health and environmental approaches. Examples might include strategies and resulting actions that simultaneously focus on both environmental sustainability and workplace safety.

**Living Laboratory:** approaches that take sustainability goals and apply them to site operations and infrastructure. Particular emphasis will be placed on a site's advancement of innovative approaches and technologies developed by DOE sites.

## **7. Sustainable Acquisition**

This category was formerly called "Environmentally Preferable Purchasing". The name has been changed to match the terminology used in EO 13514 and by OMB and to reflect significant changes going forward. All reporting requirements in this section extend to federal employees at sites operated by contractors. Such sites should therefore coordinate the collection of that data.

### **7.1 Contract Actions**

Under EO 13514 and the SSPP, DOE is required to have at least 95% of its new contract actions, including task and delivery orders for products and services, include all applicable sustainable acquisition categories. PPTRS reporting will track performance by the type of contract action (construction, service, janitorial, etc.) and by the individual product purchasing categories (EPEAT, WaterSense, Biobased, etc.) identified for preferable procurement in EO 13514 and the SSPP. Reporting should include whether any sustainable acquisition categories were included, and if so, which one.

### **7.2 Product –Level Purchasing**

#### **7.2.1 Recycled Content Products**

Reporting on most designated recycled content products is optional for 2010, to lessen the reporting burden of the sites. Those that are still required fall under one or more of the following categories:

- Represent significant portion of purchasing expenses across DOE sites
- Indicator items as determined by OMB
- Indicator items based on significance to DOE

The resulting sixteen categories for 2010 reporting are:

Tissue products	Toner cartridges
Landscaping timbers	Park benches or picnic tables
Traffic barricades	Engine lubricating oil
Signage	Furniture

Paper (non-coated)  
Industrial drums  
Plastic Trash Bags  
Bristols

Cement/concrete  
Paint  
Retread tires  
Carpet

### **7.2.2 Biobased Products**

Reporting purchases of biobased products remains unchanged from 2009.

### **7.2.3. Other Products**

This year's reporting includes somewhat more detailed questions regarding site purchases of Energy Star, FEMP-designated, and WaterSense products than previous years. Sites are asked to provide purchasing information for the following products:

Motors	Downlight luminaires
Enterprise servers	Air-cooled chillers
Cool roofs	Showerheads
Faucets	Toilets

## **8. Generation of Special Waste Types (As required by PSO)**

No changes have been made from the 2009 guidance.