

# 2015 DOE Sustainability Reporting Frequently Asked Questions (FAQ), Vol. 1

November 5, 2014

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**Background:** The following questions and comments were addressed during the DOE Sustainability Open Line Help Call series. The Open Line Help Calls are organized and managed by the Sustainability Performance Office. The schedule for the future calls can be found at [www.sustainability.energy.gov/calendar](http://www.sustainability.energy.gov/calendar).

**Contact Information:** Please direct comments and questions to [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

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**Question:** The Consolidated Energy Data Report (CEDR) prepopulated files do not include highlighting and placeholders for FY 2015 input, which is a noticeable change from the prepopulated CEDRs from years past. How should the CEDR be filled out?

**Answer:** The SPO distributed prepopulated CEDRs without the shading and placeholders for FY 2015 input, however, the rows still include formulas for data calculations. Sites may copy and paste the data categories from prior years (i.e., FY 2014) to create rows for FY 2015 input. Sites may also request a new version of the CEDR that includes the highlighting and placeholders. For more information, please contact [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

**Question:** Where do you get login information for the Dashboard?

**Answer:** The Dashboard launch information was sent to HQ program offices on October 7<sup>th</sup>. Site personnel should request Dashboard information directly from their HQ program point of contact. Questions may also be directed to the Sustainability Performance Office ([sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov)).

**Question:** How do we make sure we're loading information into our own site? Is it possible to accidentally add information to someone else's site?

**Answer:** The Sustainability Dashboard was designed so that users can only enter and view data for their respective site, based on your user role and privileges. This should not be a problem.

**Question:** If the hybrid Dashboard/CEDR reporting method is utilized, will there need to be an approval process that occurs for both reporting methods?

**Answer:** The SPO anticipates the CEDR portion will follow the existing protocols used for submission (i.e., through HQ programs), while the Dashboard will follow the Dashboard approval process (please reference the [Dashboard User Guide](#) for more information).

**Question:** With the new approval process for the Dashboard, will the December 8<sup>th</sup> deadline be realistic for sites?

**Answer:** Yes, the approval process should provide for enough time since it's similar to the previous reporting cycle's process.

**Question:** How will historical data errors be prevented in the Dashboard when the data is transferred from the CEDRs to the Dashboard?

**Answer:** The SPO recognized that data accuracy during the migration is as an extremely important element of the Dashboard development process. Safeguards during the development process include a

one-for-one check of data from the CEDR to Dashboard and the creation of a process to document changes to historical data as necessary.

**Question:** Can Dashboard graphs or charts be exported or printed for use in SSP or other reports?

**Answer:** Yes, graphs can be exported for offline use. For an overview of this process, please reference Section 7.2 Performance Graphs of the [Dashboard User Guide](#).

**Question:** On the Waste Water Treatment data entry page on the Dashboard, will the data entry method be available for both people served and percentage of population served?

**Answer:** Yes, there is an option in the Dashboard to enter data for either persons served or percentage of the population, consistent with reporting through the CEDR. For an overview of this process, please reference Section 6.4.3 Wastewater Treatment of the [Dashboard User Guide](#).

**Question:** Will there be a rollup or summary page for all of the GHG reporting requirements in the Dashboard?

**Answer:** At this time there is no summary page for performance against all goal areas. Users may only view goal performance for the seven goal presented on the OMB scorecard. SPO is currently working to develop a comprehensive scorecard on the Dashboard.

**Question:** For commuter travel should previous year data be used as a place holder if Federal data isn't available yet?

**Answer:** Yes, previous data can be entered as a placeholder until current FY data is available.

**Question:** What is the expectation for the Climate Change Adaptation planning in goal area 10?

**Answer:** The SPO recognizes sites are at different phases in addressing climate change adaptation. Sites should complete goal area 10 to the maximum extent possible.

**Question:** Is the "Non-Fleet Vehicles & Equipment Fuel" a new section in the Dashboard?

**Answer:** No, data for this section was previously captured under CEDR tab 3.1, Energy & Water. This section was broken out into a new standalone data category for Dashboard reporting.

**Question:** Can energy data be entered as month/quarter or can it be entered by year?

**Answer:** There are options in the Dashboard to enter data as monthly or quarterly.

**Question:** Will additional CEDR tabs (i.e., reporting categories) be added into the Dashboard prior to the December reporting deadline?

**Answer:** No. This year's Dashboard reporting process will only include data categories currently coded to the Dashboard. Reporting processes outlined in the SSP Guidance (September 17) will not change.

**Question:** How do you define "employee" for commute if sites have different classes of employees?

**Answer:** Site should calculate averages for each employee type and convert into full time equivalent (FTE) employees for entry into the CEDR or Dashboard.

**Question:** How does the Fleet data get into the dashboard?

**Answer:** Fleet data will be uploaded by the SPO from FAST.

**Question:** As a Site Manager, is there a way to view all Dashboard users at a site?

**Answer:** The Dashboard does not currently have this capability. This feature will be noted for incorporation as a future Dashboard feature.

**Question:** As a Site Manager, can you tell who authored the data (for a specific data category) in the Dashboard?

**Answer:** This capability is not currently in the Dashboard and the SPO will work to incorporate this as a future Dashboard feature.

**Question:** In the Climate Change Resilience Section, does each section need to be spelled out separately or can all sections be included in a single unified narrative?

**Answer:** The format/approach can be determined by the site..

**Question:** On Tab 9.1a, On-Site Landfill MSW, FY 2014 emission factors for Global Warming Potential (GWP) increased, but previous year emission factors were not was not updated. Is this correct?

**Answer:** Yes, baseline and previous FY data will not change. The Federal accounting process standard with changes to emission factors will only impact this year and future year reporting and not impact historical data.