

FY 2016 DOE Sustainability Dashboard Frequently Asked Questions (FAQ), Volume 1

October 31, 2016

Background: The following questions and comments were addressed during the DOE Sustainability Dashboard Trainings and Open Line Help Calls. The Dashboard Trainings are organized and managed by the Sustainability Performance Office (SPO) to assist with annual DOE sustainability reporting and the new reporting tool, the Sustainability Dashboard. The schedule for future calls can be found on the SPO website (www.sustainability.energy.gov/calendar) and on the SPO's Powerpedia page (https://powerpedia.energy.gov/wiki/Sustainability_Performance_Office).

Contact Information: Please direct comments and questions to *SPO Dashboard Team*, via the link on the Dashboard Home page.

General Announcements & Updates

1. Dashboard FY16 SqFt Snapshot will take place on November 11, 2016. Sites will need to ensure all square footage totals are updated and accurate before the snapshot date.
2. Historical data changes and updates are nearly finalized in the Dashboard. All historical data can be viewed and verified by sites through the Create a Report feature on the Dashboard. Please contact the SPO if any of your historical data does not look correct. Calculations, however, are still being updated. The SPO will prioritize the Comprehensive Scorecard calculations first, followed by other areas such as the full QA/QC modules, OMB Scorecard, and performance graphs.
3. The Comprehensive Scorecard is now available for FY 2016 under the Reports tab in the Dashboard. Saved FY 2016 will populate the scorecard as data is entered into the Dashboard. Please note FY 2016 data is not considered final until DOE OMB reporting is completed in January 2017.
4. Site Profile page is now available for all users to view Site and User information, including user access.
5. Completion Status page is still under development, set to be finished by November 11th.
6. Please note, some save/update functions may not work properly, we are working with the developers to correct these issues. Please notify the SPO if you notice any functions not properly working. The SPO is anticipating to complete these by November 2nd.

General Dashboard Questions

Question: How do you reset a password or unlock an account?

Answer: After three wrong password entries, your account is locked. Contact the Administrators using the *Contact SPO Dashboard Team* link on the Home page to reset your password.

Question: Does the data entered into the Dashboard link with the other databases it pulls from (i.e. FIMS, FAST, CTS)?

Answer: No. At this time, any data collected in FIMS and FAST must be updated in those databases. Data collected for EISA Section 432 will be uploaded from Dashboard to CTS.

Question: Can you export or access the raw data for a site similar to the CEDR?

Answer: Use the “Create a Report” function located under the Reports tab on the Homepage. This will allow you to select your site, the desired category and year (or all), and export that data to an Excel file.

Question: Is there a resource available showing the crosswalk between the CEDR tabs and the new corresponding Dashboard pages?

Answer: Yes. See tables below.

Facilities

Dashboard Data Entry Page	CEDR Tab
Energy	3.1 Energy & Water
Water	3.1 Energy & Water
Renewables	3.2a Operating On-Site RE 3.2b Purchased RE
Facility Goal Category	11 Covered Facilities (Partial) Not in CEDR- FIMS Energy Fields
Metering & Benchmarking	2.1 Funds, Meters, Training (Enhanced) 2.1a Metering Plan Data Not in CEDR – FIMS Metering Fields
Green Buildings	Not in CEDR - Pulled directly from FIMS
Building Inventory Change	3.4 Bldg Inventory Changes
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Vehicles & Equipment

Dashboard Data Entry Page	CEDR Tab
Non-Fleet Vehicles & Equipment Fuel	3.1 Energy & Water
Fugitives & Refrigerants	6.1 Mixed Refrigerants 6.2 Fugitive F-gases 6.3 Industrial Process
Fleet Vehicles Fuel	10 Fleet Fuel (Optional) - Pulled directly from FAST
Fleet Vehicles Inventory	Not in CEDR - Pulled directly from FAST
Fleet Vehicles Mileage	Not in CEDR - Pulled directly from FAST
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Travel & Commute

Dashboard Data Entry Page	CEDR Tab
Air Travel	8.1 Air Travel
Ground Travel	8.2 Ground Travel
Commute	8.3 Commute
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Waste

Dashboard Data Entry Page	CEDR Tab
Municipal Solid Waste	9.1a On-Site Landfill MSW 9.1b Off-Site Landfill MSW
Waste Diversion	9.1c MSW & C&D Diversion
Wastewater Treatment	7.1a On-Site WWT 7.1b Off-Site WWT
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Evaluation, Measures, & Funding

Dashboard Data Entry Page	CEDR Tab
Audits & Evaluations <Not yet active in Dashboard>	11 Covered Facilities (Partial, Enhanced)
Conservation & Efficiency Measures <Not yet active in Dashboard>	3.3a Active ECM & RE Measures 3.3b Cancel ECM & RE Measures
Performance Contracts <Not yet active in Dashboard>	2.1 Funds, Meters, Training (Enhanced)
Appropriations/Direct Obligations	2.1 Funds, Meters, Training
Training and Education	2.1 Funds, Meters, Training
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Electronic Stewardship & Data Centers

Dashboard Data Entry Page	CEDR Tab
Electronics Acquisitions	5.1 Electronics Acq&Disp
Electronics Operations	5.2 Electronics O&M
Electronics End-of-Life	5.1 Electronics Acq&Disp
Data Centers <Not yet active in Dashboard>	Not in CEDR
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Acquisition & Procurement

Dashboard Data Entry Page	CEDR Tab
Sustainable Contract Review	2.2 Sustainable Acquisition
Supply Chain GHG Management <Not yet active in Dashboard>	Not in CEDR
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Climate Resilience

Dashboard Data Entry Page	CEDR Tab
Climate Resilience	SSP 2014 Survey (Enhanced)
Site-Level Policy Tracker	SSP Appendix D – Policy and Program Status (Optional)

Data Entry

Question: What if sites do not have any data for some of the pages or categories (i.e. Appropriations/direct Obligations)?

Answer: For situations where a site does not have any data, insert zeros in the necessary numerical fields and add a note in the Additional Information text box. Leaving fields blank may be interpreted as incomplete submissions and result in SPO follow-up. If you do not have data for an entire data category, there is no need to enter zeros and submit data for that category.

Dashboard Data Approval Process

Question: How does the approval process work? What is the self-certification letter?

Answer: The intent behind the approval process is to ensure that the data submitted from sites is as complete and accurate as possible. It is suggested that each site has at least one Site Manager to approve data sets within the Dashboard. Please check with your Lead Program Office on preference for Federal employee or contractor approving the data. If this is not possible, a Self-Certification Letter, available in Appendix B of the 2017 SSP Guidance, is an alternative option for certifying and approving the accuracy and completeness of the data.

Fleet GHG/Mile Goal Calculations

Question: Is the new Fleet GHG mileage goal being measured in the Dashboard?

Answer: FAST is the official system for fleet reporting, similar to FIMS is the official reporting system for HPSB. In both cases, data is downloaded from the reporting systems and uploaded into the Dashboard where sustainability goal performance is calculated and displayed. All updates for fleet goals must be made in FAST.

Question: When will FAST data be uploaded and visible in the Dashboard?

Answer: A preliminary set of FY16 FAST data was uploaded into the Dashboard on October 20th. A second set of preliminary data will be uploaded before Thanksgiving.

Metering Data

Question: Where is the metering data being pulled from?

Answer: The 2015 metering prioritization data is being populated in the Dashboard from the CEDR, while the metering status data for FY 2015 and initial FY 2016 is from FIMS. For FY 2016, sites may update and add metering status and prioritization data directly into the Dashboard after October 11th.

Climate Resilience

Question: Will the data from the 2014 Climate Resilience Survey be uploaded into the Dashboard?

Answer: No, the data will not be uploaded into the Dashboard. For FY 2016, please complete the survey in the Dashboard and update – as necessary – each year.

Policy Tracker Pages

Question: Can the policies or programs tracked in the Site-level Policy Tracker be shared amongst sites, or are they only visible to the site entering the information?

Answer: The intention of the Policy Tracker page is to allow sites to display their sustainability policies in a single place and allow for best practices to be shared. The sharing capability is under development.

Federal Real Property Profile (FRPP)

Question: Will FRPP fields mirror the FRPP Report?

Answer: Yes, all FRPP fields will be pulled directly from FIMS each year. Non-FRPP Sustainability fields will be removed from FIMS in early 2017.

Question: What are the FRPP Sustainability fields?

Answer: The FY 2016 [FRPP Guidance](#) lists all of the FRPP fields.

Question: What fields are anticipated to be removed from FIMS after FY 2016 reporting?

Answer: After the FY16 reporting closes, a FIMS change request will be submitted to remove the following fields from FIMS: Excluded Facilities (GSF); Exclusion Part; Goal Subject Facilities (GSF); Justification Comment; Non-Energy Consuming Facilities (GSF); Metering – Electricity; Metering – Natural Gas; Metering – Steam & Hot Water; Metering – Fuel Oil; Metering – Other; Metering – Renewable Energy; Metering – Water(Chilled, Potable, Non-potable Fresh, On-site Alternative).

Question: How is the FRPP Sustainability value assigned to assets in the Dashboard?

Answer: This data element is pulled from the FRPP report in FIMS. The data element is applicable to DOE Owned and DOE Leased buildings and trailers where the Gross/Rentable SqFt > 5,000 for FY 2015 and prior years. For FY 2016 and thereafter, the data element will only be applicable to DOE Owned buildings and trailers where the Gross/Rentable SqFt > 5,000. A FRPP value is assigned to each applicable asset based on criteria specified in the FRPP Guidance and data provided in FIMS. See table below:

FRPP Value	FRPP Criteria	FIMS Equivalent Field
Yes	Asset has been evaluated and meets GPs	Sust-Guiding Principle = 100%
No	Asset has been evaluated and does not meet GPs	Sust-Planned Compliance Year = 9999 OR Sust-Assessment Year = not null AND Sust- Guiding Principle < 100% or null
Not Yet Evaluated	Asset has not yet been evaluated on whether or not it meets GPs	Sust-Assessment Year = null AND Sust- Guiding Principle < 100% or null AND Sust-Planned Compliance Year = not 9999 or is null
Not Applicable	Asset has a status of Report of Excess (ROE) submitted, accepted, or Determination to Dispose OR ARE Unoccupied (=<1hr/day) AND Low/No Energy Use (<20.9 BTU/SF/YR) AND Low/No Water Use (<2 Gal/day)	GSA Notification Accepted Date = not null OR GSA Notification Submitted Date = not null OR Determination Disposal Date = not null OR Total No of Occupants = 0 AND Electricity, Natural Gas, Fuel Oil, Coal, Steam/Hot Water, Chilled Water, and Other Gas Meter = De Minimis or Not Used AND Potable and Non-Potable Fresh Water Meter = De Minimis or Not Used

Assets with the FRPP values of Not Applicable are identified first. The remaining assets are assigned any of the appropriate three remaining FRPP values. In the Dashboard, to filter out assets that do not receive a FRPP value, a “Not Subject to Goal” value was created. An asset is Not Subject to Goal if the Ownership is anything other than DOE Owned for FY 2016 and thereafter, if Ownership is anything other than DOE Owned or Leased for FY 2015 and prior years and where Gross/Rentable SqFt =< 5,000.

Please note: the FIMS equivalent fields are anticipated to change for FY 2017 reporting with the collection of sustainability data in the DOE Sustainability Dashboard. Guidance on impact will be developed and disseminated in 2017.

Reporting EISA Data

Question: With the EISA conservation measure page under development in the Dashboard, how will conservation measure formerly collected in the CEDR be reported for the FY 2017 SSP?

Answer: The reporting of conservation measure information will be delayed until March and June of 2017 and reported along with the rest of EISA Section 432 information.