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GSA Carbon Footprint Tool

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GSA Carbon Footprint Tool Overview

The GSA Carbon Footprint Tool

- It is a FREE web-based system federal agencies can use to collect their comprehensive greenhouse gas (GHG) emissions inventory as required by Executive Order 13514.

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GSA Carbon Footprint and Green Procurement Tool

Welcome

A Tool Specifically Designed for a Bottom-Up, Comprehensive GHG Inventory

GSA has developed the GSA Carbon Footprint and Green Procurement Tool to assist agencies in managing their GHGs as required by Executive Order (EO) 13514 and recent energy laws. The tool can address a broad range of tasks including:

- Calculation of an agency's GHG baseline, broken down by different scopes
- Assistance with setting GHG reduction targets
- Compilation of a building-by-building GHG emissions inventory
- Preparation for reporting emissions to the Department of Energy's GHG Reporting Portal

[Click here to sign in to the GSA Carbon Footprint and Green Procurement Tool](#)

Product Highlights

Bottom-Up Calculations
This tool can assist agencies in compiling their GHG emissions inventory using a bottom-up calculation on facility level data with the capability of rolling up to annual agency aggregate level data. This allows an agency to create detailed baseline GHG data to enable the development of reduction targets in the future.

Pre-population of Aggregate Data
With permission from your agency's Senior Sustainability Officer (SSO), GSA will pre-populate the tool with agency-specific data available from GSA business programs. This data includes building energy usage data from GSA's Public Building Service, fuel usage data from GSA's Fleet Program and air business travel data for those agencies using the GSA Travel Management Information Service.

Enterprise Dashboard
The tool provides at-a-glance visualization of key metrics using 3D charts and sliders where agencies can analyze and forecast emissions by adjusting for specific scenarios, such as video teleconferencing participation, mass transit participation, off-peak travel, telecommuting participation, energy star monitor replacement, alternate work schedule and server virtualization.

Carbon Profile Map
The map displays an agency's locations depicting net carbon emissions across sites using a geographic information system (GIS).

Return on Investment (ROI) Calculator
The tool provides calculations for ROI, annual savings, carbon reduction, and years to payback for green investments.

If you would like to receive a demonstration of the GSA Carbon Footprint and Green Procurement Tool, please [submit a request](#) to Sandra Ladds.

Common Sources of Federal Greenhouse Gas Emissions

Scope 1 GHG emissions from sources that are owned or controlled by a Federal agency

Scope 2 GHG emissions resulting from generation of electricity, steam, or steam purchased by a Federal agency

Scope 3 GHG emissions from sources not owned or directly controlled by a Federal agency but related to agency activities

Upcoming Enhancements

EPA Portfolio Manager Interface

- The GSA Carbon Footprint Tool can now import building energy usage data (including purchased electricity and on-site fossil fuel combustion) directly from EPA Portfolio Manager to streamline EO 13514 greenhouse gas reporting.

DOE Greenhouse Gas Reporting Portal

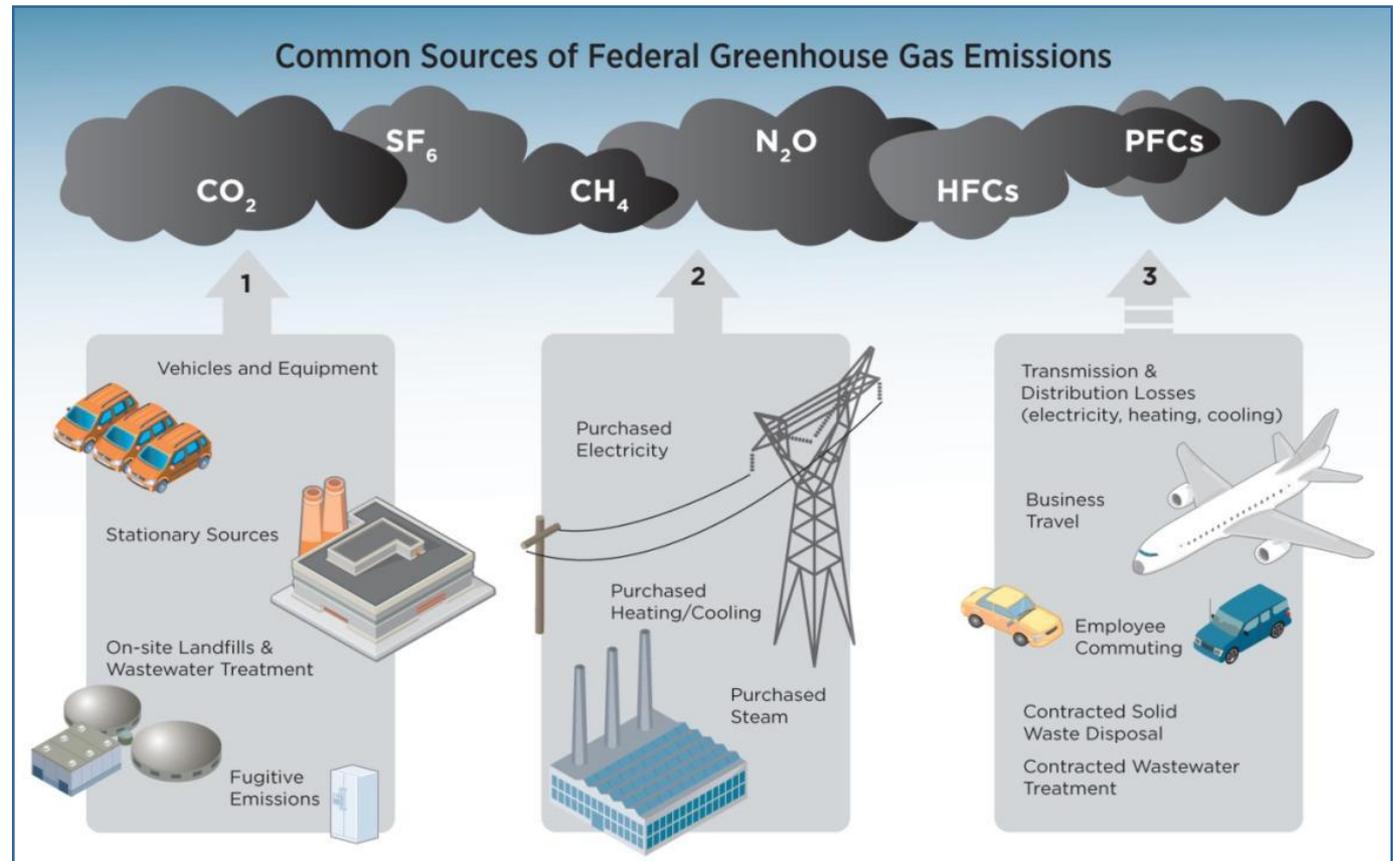
While agencies can use the GSA Carbon Footprint Tool to calculate their emissions, they must use the DOE Greenhouse Gas Reporting Portal to report their emissions. GSA is working in partnership with DOE to have the GSA Carbon Footprint Tool submit agency...

<https://www.carbonfootprint.gsa.gov>

Tool Collects 3 Categories of Greenhouse Gas (GHG) Emissions

“...rising energy use imperils the planet we will leave to future generations...”

- President Obama



GHG Inventory Approaches

Top-Down (Centralized) Approach

Existing Data Systems, Data Sets



Hybrid Approach

Top-Tier Activity Data

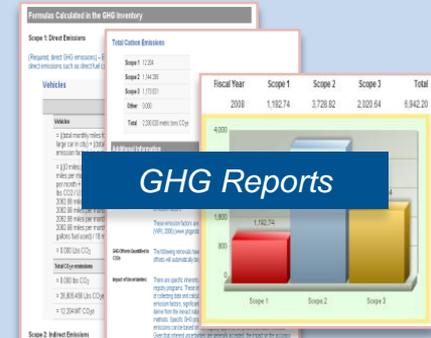


Site Activity Data
(where available)



Hybrid Approach

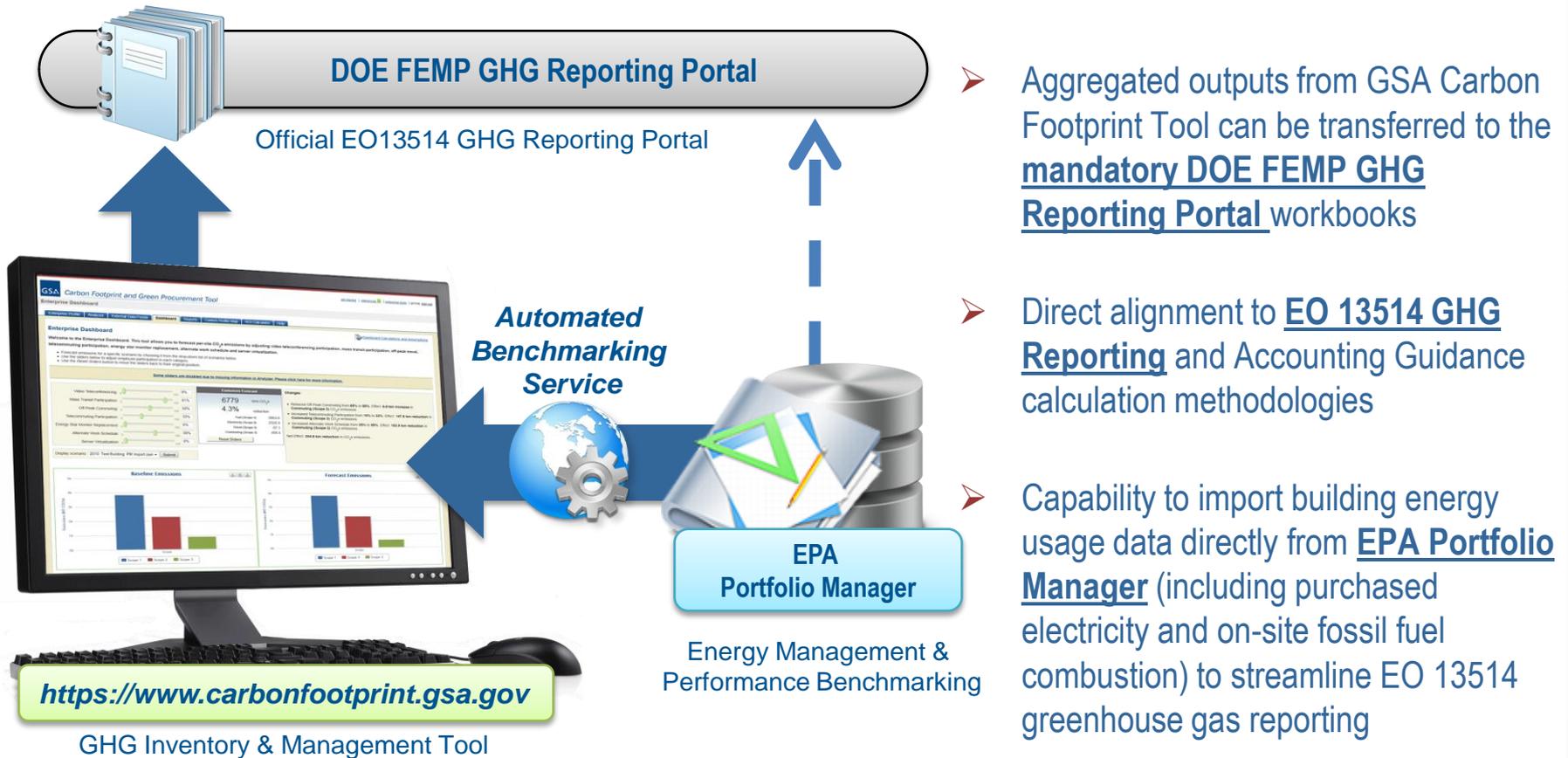
Bottom Up (Decentralized) Approach



Site Specific Data
(Utility Bills, Meter Readings, Sources)



GSA Collaboration with DOE FEMP and EPA



Key Benefits of the Tool

- **Free**, offered at no cost to Federal agencies
- Tool has both **manual** and **batch** data input capability to support both bottom-up (site-level) and top-down (agency-level) data input
- **Pre-population** of building energy data (EPA Portfolio Manager, GSA EUAS/STAR), fleet fuel consumption (GSA FAST), and business travel (GSA Travel MIS) to streamline data collection
- Intuitive user interface and **embedded guidance**
- **Dashboard views** for metrics, benchmarks, and forecasting
- **GIS Map** allows visualization of enterprise
- Launch Scope 3 **Commuter Survey** directly through the tool
- Simple transfer of GHG emissions data to **mandatory DOE FEMP GHG Reporting Portal**
- In-person, web-based, and self-guided **training available**

Batch Upload/Download Capability

➤ Capability to bulk upload and download inventory data

➤ Each excel-based template provides an overview, detailed instructions, populated examples, and reference values

GSA Carbon Footprint and Green Procurement Tool - Bulk Upload Utility (v1.1)

Welcome to the GSA Carbon Footprint and Green Procurement Tool Bulk Upload Utility. The Bulk Upload Utility allows agencies to complete one-time uploads of large quantities of greenhouse gas emissions data into the Carbon Footprint Analyzer, a GSA tool developed to assist agencies in obtaining compliance with Executive Order (EO) 13514 and recent energy laws. To read more, go to (link: <http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf>).

To learn more about the GSA Carbon Footprint and Green Procurement Tool, request a demo or register for an account, please visit <http://www.carbonfootprint.gsa.gov>.

The Bulk Upload Utility v1.1 consists of 8 Microsoft Excel Workbooks:

File Number	Name	Current Workbook
1	GSACarbonToolUploader_File1_SitesandSiteGroups.xls	
2	GSACarbonToolUploader_File2_StationaryCombustion.xls	Yes
3	GSACarbonToolUploader_File3_MobileCombustion.xls	
4	GSACarbonToolUploader_File4_PurchasedElectricity.xls	
5	GSACarbonToolUploader_File5_PurchasedSteamHotChilledWater.xls	
6	GSACarbonToolUploader_File6_PurchasedCombinedHeatandPower.xls	
7	GSACarbonToolUploader_File7_ContractedWasteDisposal.xls	
8	GSACarbonToolUploader_File8_FugitiveEmissions-Common.xls	

In order to maximize the capability of the Bulk Upload Utility, please follow the instructions located in each of the files listed above, in order. The file order corresponds to the instructions found on the GSA Carbon Footprint and Green Procurement Tool website.

Each Excel **Workbook** consists of several **Worksheets**. Worksheets are located at the bottom of the screen. The common worksheets found in all workbooks are labeled "Introduction," "Workbook Instructions," "Data Dictionary," "Reference," "Example," and "Export and Upload Instructions."

Workbook-specific worksheets will appear between the "Example" and "Export and Upload Instructions" worksheets. Please see "Workbook Instructions" for more details.

To switch between worksheets, simply click on the desired tab at the bottom of the screen. If a worksheet tab is not currently visible, please use the left and right arrows on the bottom-left area of the screen to scroll worksheet tabs. The worksheets are intended to be traversed from left-to-right, and will walk users through the bulk upload process.

The ultimate goal of the GSACarbonTool Bulk Upload Workbooks is to guide users in generating comma-separated-value (.CSV) files for upload into the GSA Carbon Footprint and Procurement Tool. Microsoft Excel has the ability to generate these .CSV files from worksheets containing tabular data. The worksheets contained in each workbook are meant to walk users through this process, providing guidelines, constraints and tips along the way.

Data Pre-population

- GSA will pre-populate agency data upon approval for business travel data in the Travel MIS system, GSA-owned/leased vehicles data, GSA-owned building energy data, and will assist agencies with importing pre-existing building data from EPA Portfolio Manager

traveltrax



FAST Vehicle Fleet

REXUS/STAR, EUAS
Building Energy

EPA Portfolio Manager

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Who is Using the Carbon Footprint Tool?



Target User Community

- SSO or Agency designee(s) assigned to compile the official GHG inventory for an agency
- Support staff assisting the SSO or agency designee with data collection and loading activities:
 - Federal Facility and Building Managers
 - Energy Managers
 - Fleet Managers
 - Contractor Support



GSA Carbon Footprint Tool Demonstration

Key GHG Inventory Principles

Relevance

- Inventory approach **reflects agency decision-making needs** to inform GHG management and mitigation strategies

Completeness

- Inventory accounts for and **reports all GHG sources and activities** within the defined boundary

Consistency

- **Consistent methodologies are used** in developing your GHG Inventory for meaningful comparisons over time
- **Changes** in emission data, boundaries, methods **are documented**

Transparency

- Calculations, relevant assumptions, references, and data sources are **disclosed and documented**

Accuracy

- **GHG emissions are quantified properly**, neither overstating nor understating true emissions
- Inventory results have **reasonable assurance**

Tool GHG Inventory Process



GHG Emissions Measurement, Management, and Reduction

Design Inventory: Create Agency & Site Profiles

Only Account Administrators can define sites and site groups to maintain better data control across the enterprise

Automated eGrid lookup by zip code and geocoding of locations for display on GIS Map

Enterprise Profile | Agency Profile | Location Profile Map | ROI Calculator

You are here: Enterprise Profile

Sites (Add)

Action	Source	Site Group	Name	Address	eGRID Subregion	Gross Sq. Ft	Building Type	Staff Size	EISA Goal	GHG Target
	Manual	N/A	Bozeman	1070 Bridger Woods Rd Bozeman, MT 59715	WECC Northwest	120	Other	1	Subject	Included
	Manual	N/A	CA	7000 East Ave Livermore, CA 94550	WECC California	10,000,000	Other	5,914	Subject	Included
	Manual	N/A	DCF	14th and C Streets Washington, DC 20228	RFC East	400,000	Other	1,461	Subject	Included
	Manual	DSCR-2010 Warehouse and Administrative Bldg Inventory	DLA Aviation: Bldg. 10 GPW	8000 Jefferson Davis Highway Richmond, VA 23297	SERC Virginia/Carolina	237,600	Warehouse	0	Subject	Included
	Manual	N/A	DSCR	Test Richmond, VA 23297	SERC Virginia/Carolina	0	Other	10	Subject	Included
	Manual	N/A	Enterprise Data	, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	Manual	DSCR-2010 Warehouse and Administrative Bldg Inventory	Group 1: Bldg 20 - FE Maintenance Shop	8000 Jefferson Davis Highway Richmond, VA 23297	SERC Virginia/Carolina	7,758	Other	0	Subject	Included
	Manual	DSCR-2010 Warehouse and Administrative Bldg Inventory	Group 1: Bldg. 11 GPW	8000 Jefferson Davis Highway Richmond, VA 23297	SERC Virginia/Carolina	237,600	Warehouse	0	Subject	Included
	Manual	DSCR-2010 Warehouse and Administrative Bldg Inventory	Group 1: Bldg. 12 GPW-Hazardous Material Storage	8000 Jefferson Davis Highway Richmond, VA 23297	SERC Virginia/Carolina	132,000	Warehouse	0	Subject	Included
	Manual	DSCR-2010 Warehouse and Administrative Bldg Inventory	Group 1: Bldg. 13 GPW-Hazardous Material Storage	8000 Jefferson Davis Highway Richmond, VA 23297	SERC Virginia/Carolina	122,880	Warehouse	0	Subject	Included

Design Inventory: Manage & Group Sites

Capability to group sites into a campus, region, department or custom grouping

Enterprise Profile | Analyzer | Dashboard | Reports | Carbon Profile Map | ROI Calculator

You are here: [Enterprise Profile](#) >> [Manage Site Groups](#) >> Site Form

Fields marked with * are required for submission.

Site Group Name: *

Description: *

Add/Remove Sites

Other Sites
Not in a group
Test - Mobility Paper

Sites in this Site Group
Crystal City
Willow Wood

Add →
Remove ←

Collect Data & Calculate Emissions: Create Scenarios and Manage Inventory Data

GSA Carbon Footprint and Green Procurement Tool

Carbon Footprint Analyzer: Scenario List

Enterprise Profile | **Analyzer** | External Data Feeds | Dashboard | Reports | Carbon Profile Map | ROI Calculator | Employee Survey | Help

Carbon Footprint Analyzer: Scenario List (6 Scenarios)

Scenario Actions

- Run the Carbon Footprint Analysis
- Edit the Scenario

Note: If you imported external data, you may need to update your enterprise inventory data to reflect the most comprehensive inventory data available.

Please click on the column headers to sort your scenarios or choose one or more of the following actions to perform on the corresponding site name.

Create a new scenario

Batch Upload

Import Portfolio Manager Site Energy Data

GHG Checklist

Batch Download

Embedded filters allow you to quickly jump to specific data

Sort by fields to easily find inventory data

Batch operations allow you to quickly manage your inventory data

You can create multiple scenarios for greater flexibility when analyzing changes to emissions, energy and water use

Year	Site Group	Site	User	Scenario	Last Updated	Scope 1	Scope 2	Scope 3	Total	Actions
2008	Region 11	DC0010ZZ - LYNDON B. JOHNSON FEDERAL BLDG	gsa_demo	FY2008_Baseline	Jul 5, 2011 12:26pm	27	6,568	1,355	7,950	[Icons]
2008	Region 11	DC0010ZZ - LYNDON B. JOHNSON FEDERAL BLDG	gsa_demo	FY2008 Scenario Analysis - What if air travel was reduced by 10%?	Jul 14, 2011 10:21am	27	6,568	1,324	7,919	[Icons]
2008	Region 11	DC0010ZZ - LYNDON B. JOHNSON FEDERAL BLDG	gsa_demo	FY2008 Scenario Analysis - What if air travel was reduced by 30%?	Jul 14, 2011 10:23am	27	6,568	1,260	7,855	[Icons]
2008	Region 11	DC0021ZZ - GSA HEADQUARTERS	gsa_demo	FY2008_Baseline	May 20, 2011 10:07am	0	10,527	412	10,939	[Icons]
2010	Region 11	DC0010ZZ - LYNDON B. JOHNSON FEDERAL BLDG	gsa_demo	FY2010	Jul 14, 2011 8:45am	29	6,915	1,344	8,287	[Icons]
2010	Region 11	DC0021ZZ - GSA HEADQUARTERS	gsa_demo	FY2010	May 20, 2011 10:08am	0	10,202	406	10,608	[Icons]

Show 20 entries | Showing 1 to 6 of 6 entries

Collect Data & Calculate Emissions: Enter Site Activity Data

The screenshot displays the 'Enter Site Activity Data' interface for 'Scope 1: Direct' emissions. The interface is organized into several sections:

- Navigation:** A color-coded bar at the top allows switching between 'Scope 1', 'Scope 2', 'Scope 3', 'Water', and 'GHG Report'.
- Filters:** A 'Stationary Combustion' section includes checkboxes for 'Natural gas', 'Petroleum', 'Coal', and 'Biofuel/Biomass'. A 'Fugitive Emissions' section includes checkboxes for 'Hydrofluorocarbons', 'Hydrochlorofluorocarbons', 'Chlorofluorocarbons', 'Perfluorocarbons', 'Sulfur Hexafluoride', and 'Methane'.
- Data Entry:** A table for 'Hydrofluorocarbons' allows users to enter total HFC emissions in lbs for various categories:

HFC-23	10	lbs
HFC-32	0	lbs
HFC-125	0	lbs
HFC-134a	0	lbs
HFC-143a	0	lbs
HFC-152a	0	lbs
HFC-227ea	0	lbs
HFC-236fa	0	lbs
HFC-245fa	0	lbs
HFC-43-10mee	0	lbs
HFC-365mfc	0	lbs
- Summary:** A 'Total Emissions FY 2008' summary box shows a total of 70 metric tons CO2e. A detailed breakdown on the right shows:
 - Stationary Combustion: 0.20
 - Mobile Combustion: 17.10
 - Common Fugitive Emissions: 53.07
 - Hydrofluorocarbons
 - Hydrochlorofluorocarbons
 - Chlorofluorocarbons
 - Perfluorocarbons
 - Sulfur Hexafluoride
 - Methane
 - Nitrous Oxide

Callouts highlight the following features:

- Checkbox filters to quickly include/exclude emissions sources** (pointing to the Stationary Combustion and Fugitive Emissions sections).
- Color-coded navigation bar and running emissions total to track real-time progress** (pointing to the top navigation bar and the 70 metric tons CO2e total).
- Quick "jump to" links to specific emission-subcategories** (pointing to the detailed breakdown of Common Fugitive Emissions).

Collect Data & Calculate Emissions: Use Embedded Guidance

Enterprise Profile > Scenarios List

EO 13514 Section 9 Recommendations
Analyzer Calculations and Assumptions

Scope 1 Scope 2 Scope 3 Water GHG Report

Fugitive Emissions > Common Fugitive Emissions

Chlorofluorocarbons

Enter your total Chlorofluorocarbon (CFC) emissions in lbs:

CFC-11	33	lbs
CFC-12	0	lbs
CFC-13	0	lbs
CFC-113	0	lbs
CFC-114	0	lbs
CFC-115	0	lbs

Describe: Alias: Chloropentafluoroethane, Monochloropentafluoroethane, Molecular Formula: C2ClF5, CAS Number: 78-15-3

refrigerant lost during installation

Previous Next

Technical Support Document

Chlorofluorocarbons (CFCs) are any of various gaseous compounds of carbon, hydrogen, chlorine, and fluorine, used as refrigerants, aerosol propellants, solvents, and in foam.

Total Emissions FY 2009

Scope 1

- Combustion
 - Stationary Combustion
 - Mobile Combustion
- Fugitive Emissions
 - Common Fugitive Emissions
 - Uncommon Fugitive Emissions

Scope 2

- Purchased Electricity
 - Building Energy
 - Data Center

Links to Reference Documentation

Embedded guidance on emissions categories and general instructions

Embedded Tooltip definitions to guide the user

Collect Data & Calculate Emissions: Enter User Defined Sources

Enterprise Profile > Scenarios List

Scope 1 Scope 2 Scope 3 Water

Fugitive Emissions > Uncommon Fugitive Emissions

User Defined Emissions

Fugitive Emission Name:

Total emissions:
 lbs

Global Warming Potential:
 (100 year time horizon)

Describe the emissions source:

Flexible capability to enter user defined sources for uncommon Scope 1 emissions

Use this section to enter emissions for any gases not captured anywhere else in the tool. Up to ten User Defined Emissions may be entered. Click on the plus button below to enter additional emissions.

If you do not know the Global Warming Potential (GWP), look it up on the [EPA Mandatory Reporting Rule, Table A-1 to Subpart A of Part 98](#)

[Draft Federal GHG Accounting and Reporting Guidance](#)
[Analyzer Calculations and Assumptions](#)

Total Emissions FY 2008
2,512 metric tons CO₂e

● Incomplete ● In Progress ● Complete

Scope 1

- Combustion
 - Stationary Combustion
 - Mobile Combustion 116.98
- Fugitive Emissions
 - Common Fugitive Emissions 5.90
 - Uncommon Fugitive Emissions
 - User Defined Emissions
 - Industrial Process Emissions
 - Wastewater Treatment
 - Landfills and Solid Waste Facilities

Lookup references for GWP values to assist with user defined sources inputs

Set Targets: Enterprise Profile Benchmarking

User Profile

- [Update Password](#)
- [Update Information](#)

Agency

- [Agency Profile](#)
- [Agency Sites](#)
- [Agency Site Groups](#)
- [Agency Users](#)

Locations



- [Bozeman](#)
- [IRF](#)
- [CA](#)
- [Group 1: Bldg. 16 Sewage Lift Station](#)
- [DCF](#)

GHG Reports

[Enterprise](#)

2010

- [Bozeman](#)
- [CA](#)
- [Group 1: Bldg. 16 Sewage Lift Station](#)
- [IRF](#)

2009

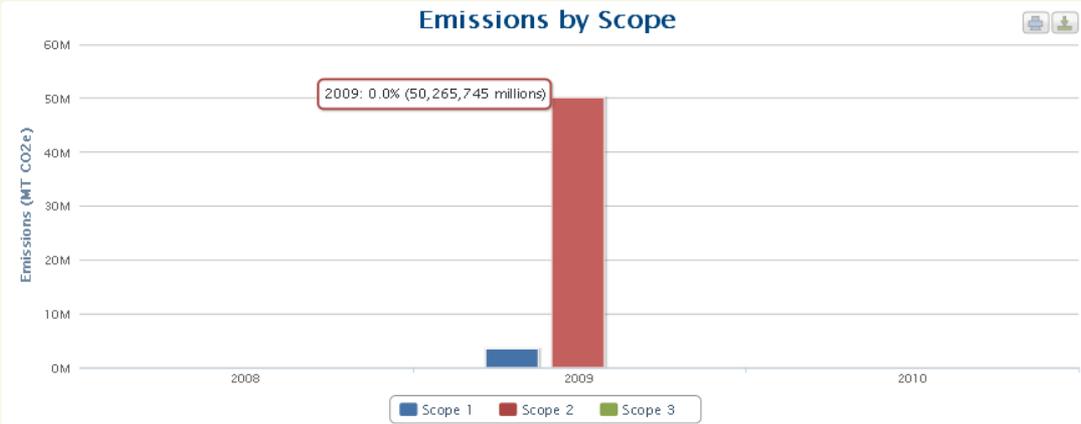
- [Bozeman](#)
- [IRF](#)

Demo Agency - Tool Preview Emissions

Category	2008 CO ₂ e Emission	2009
Enterprise	211,964.65	53
Scope 1: Direct Emissions	36,357.84	
Scope 2: Indirect Emissions	164,589.36	
Scope 3: Other Indirect Emissions	11,017.45	

All values are in metric tons of CO₂e.

Emissions by Scope



Demo Agency - Tool Preview Benchmark for Building Operations

Category	Agency Emission	Average Emission
Enterprise 2008	223.24	12.70
Scope 1: Direct Emissions	40.39	3.13
Scope 2: Indirect Emissions	182.85	9.57
Enterprise 2009	107,563.23	27,077.91
Scope 1: Direct Emissions	7,055.86	1,777.19
Scope 2: Indirect Emissions	100,507.37	25,300.72

Profile page provides benchmarking and key metrics

Set Targets:

Senior Management Dashboard

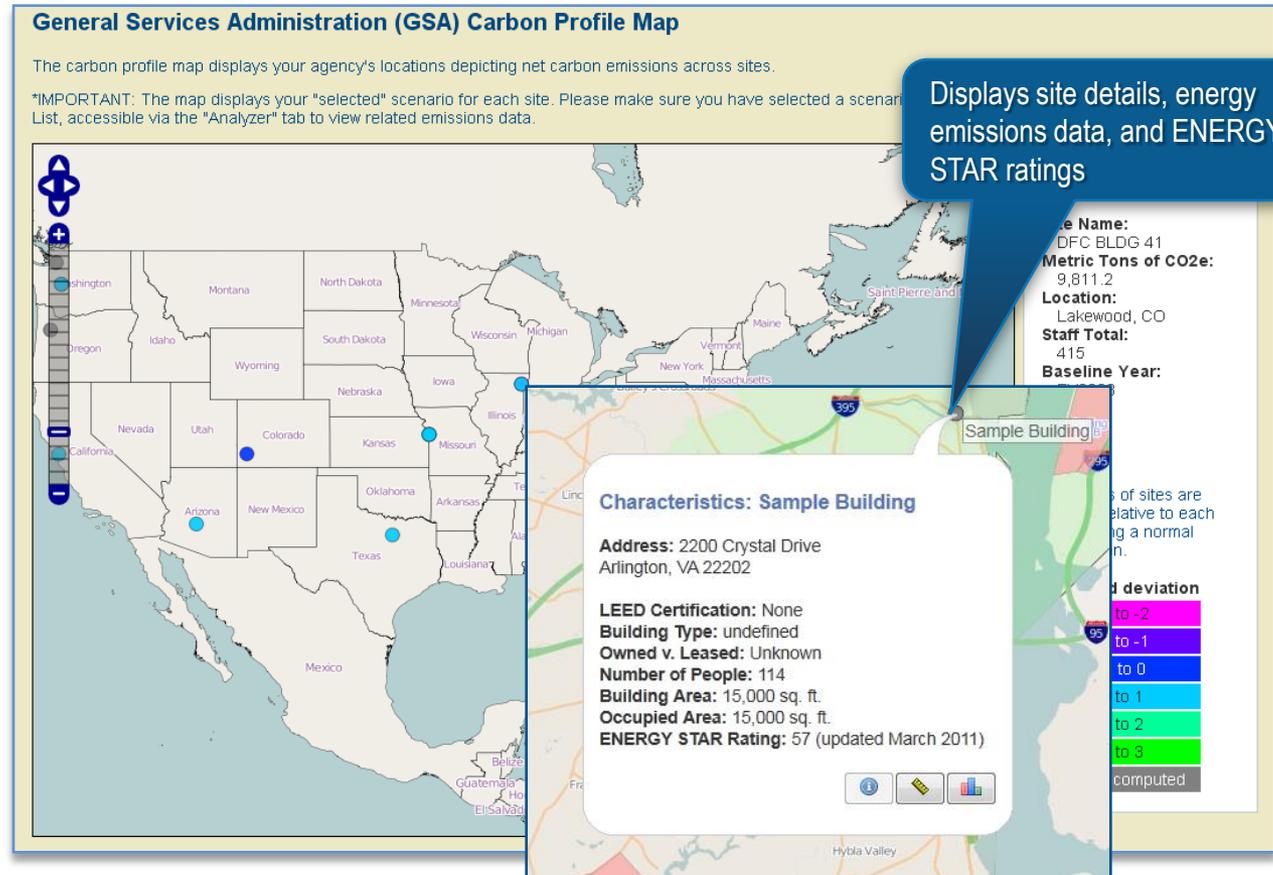
➤ Easy way for senior managers to visualize Agency GHG emissions

➤ “Sliders” let you see impact of using different technologies (*server virtualization*) or business processes (*telework*) to reduce footprint



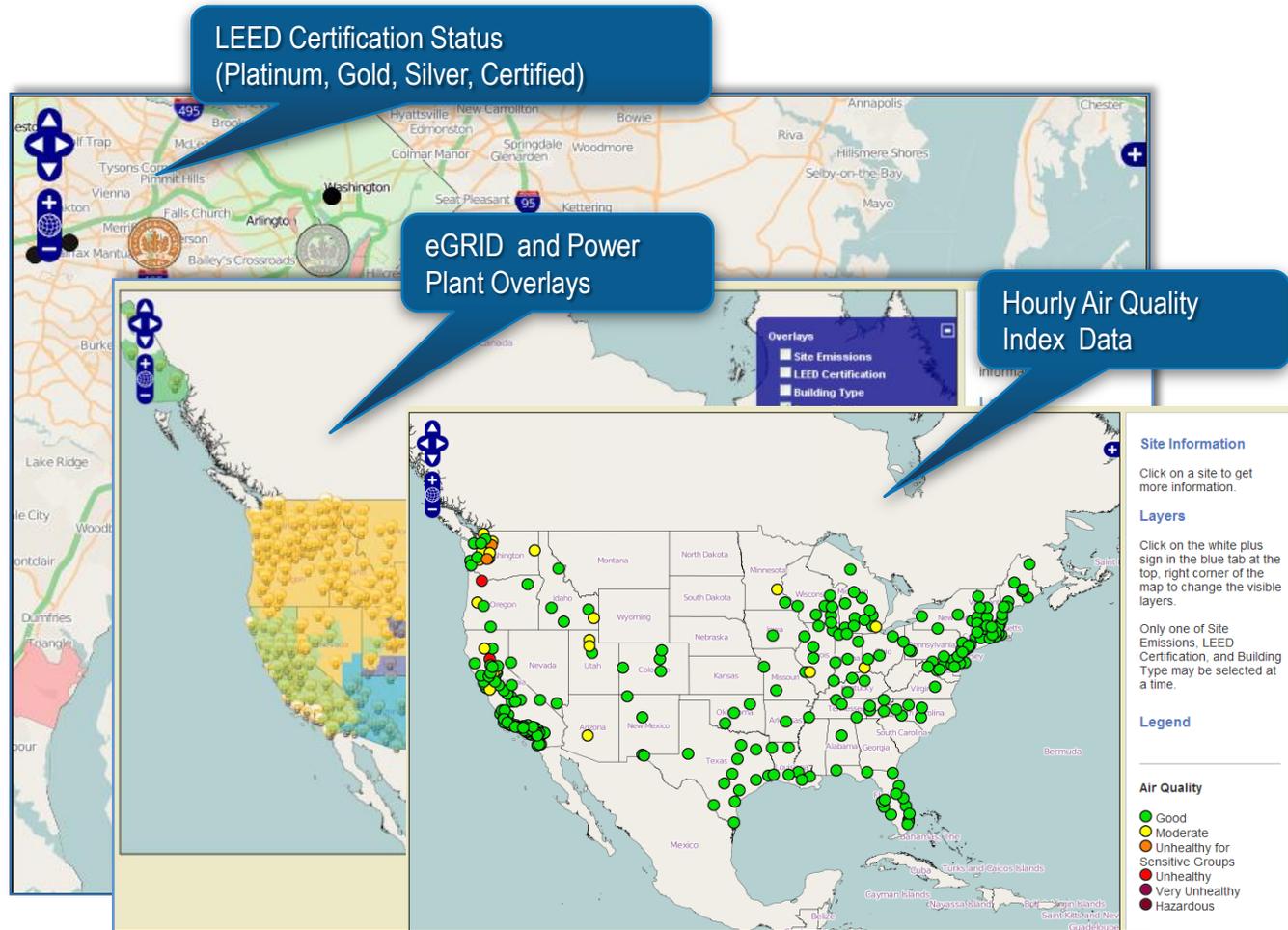
Set Targets: Agency Facilities GIS Map

- Facilities that you input show up on the map
- Rollover facilities to view site information such as emissions data, metrics, and energy intensity
- Color coding compares emissions across sites



Set Targets: Sustainable Building Metrics

- Site overlays tied to your bottom-up inventory data. EPA Air Quality data, and EPA eGRID
- GIS layers for LEED certification, building type, power plants, and air quality



Set Targets: Return on Investment Calculator

- Built-In ROI Calculator
- Annual Savings, Ten Year Savings, ROI, and Payback are calculated for common green investment types

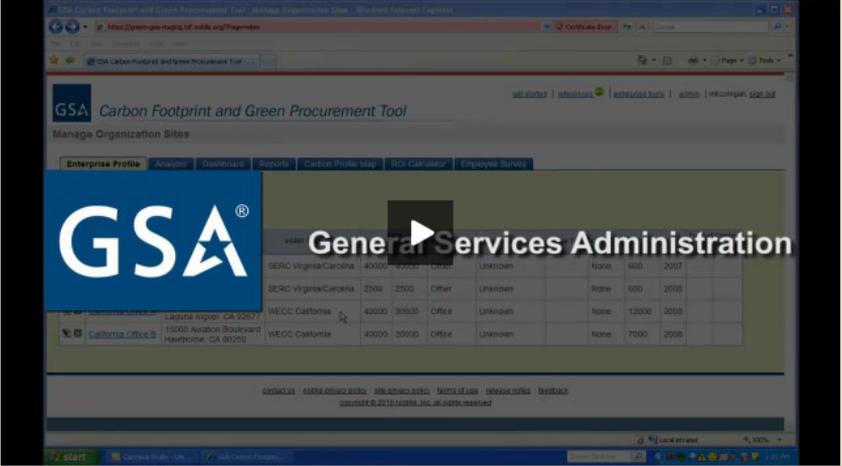
ROI Calculator								
Interior Lighting Investments								
Investment Name	Quantity	Initial Cost (dollars)	Annual Savings		Ten-Year Savings		ROI and Payback	
			Cost Savings (dollars/year)	CO2 Reduction (MT/year)	Cost Savings (dollars)	CO2 Reduction (MT)	Ten Year ROI (percent)	Payback (years)
Compact Fluorescent (25W)	<input type="text" value="1000"/>	\$3,500.00	\$5,616.78	29.65	\$56,167.80	296.51	1,504.79%	0.62
Compact Fluorescent (32W)	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
LED Exit Sign	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
Totals:		\$3,500.00	\$5,616.78	29.65	\$52,667.80	296.51	1,504.79%	0.62
Exterior Lighting Investments								
Investment Name	Quantity	Initial Cost (dollars)	Annual Savings		Ten-Year Savings		ROI and Payback	
			Cost Savings (dollars/year)	CO2 Reduction (MT/year)	Cost Savings (dollars)	CO2 Reduction (MT)	Ten Year ROI (percent)	Payback (years)
Metal Halide High Eff. pulse-start	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
Six 40W twin-tube, electronic ballast, 1.04 BF	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
Four 55W twintube, electronic ballast, 1.00 BF	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
Four 54W highoutput, electronic ballast, 1.00 BF	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
Totals:		\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
Solar Power Investments								
Investment Name	Quantity	Initial Cost (dollars)	Annual Savings		Ten-Year Savings		ROI and Payback	
			Cost Savings (dollars/year)	CO2 Reduction (MT/year)	Cost Savings (dollars)	CO2 Reduction (MT)	Ten Year ROI (percent)	Payback (years)
PhotoVoltaic Solar Panel (75W)	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00
PhotoVoltaic Solar Panel (2000W)	<input type="text" value="0"/>	\$0.00	\$0.00	0.00	\$0.00	0.00	0.00%	0.00

Training Resources Offered

- (1) In-person or web-based “Welcome Aboard” and basic training session
- (1) In-person or web-based “Train the Trainer” session
- Self-guided video tours available through the tool

Self-Guided Video Tours

Opening Intro Design Inventory Collect Data Reporting Emissions Set Targets and Reduce Emissions



Download Video: [mp4 \(17MB\)](#)

For more information about the GSA Carbon Footprint Tool or to sign up for an account, send an email to carbonfootprint@gsa.gov OR contact:

Jennifer Hazelman
(jennifer.hazelman@gsa.gov)

Sandra Ladds
(sandra.ladds@gsa.gov)

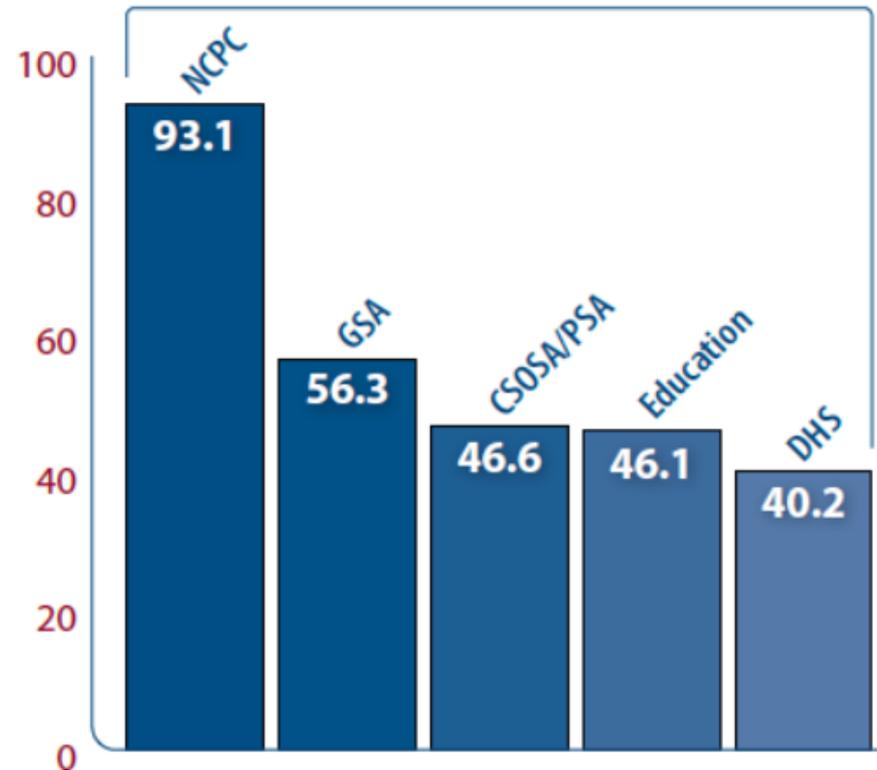
For professional energy management services schedules through GSA, visit: <http://www.gsa.gov/energyservices>

For travel management information services through GSA, contact: travel.programs@gsa.gov

GSA Carbon Footprint Tool Commuter Survey Demonstration

Scope 3 Commuter Survey: FY 2010 Results

- Response Rates all exceeded 40%
- Survey Respondent Customer Satisfaction
 - ~85% “Favorable”
 - ~14% “Neutral”
 - <1% “Unfavorable”
- Automatically calculates survey results in DOE FEMP Reporting Portal format, including GHG emissions per respondent



Scope 3 Commuter Survey: Pre-survey Setup

- Developed through CEQ, DOT Volpe, DOE FEMP, and GSA collaboration
- Pre-deployment checklist of mission critical activities
- Ability for senior management engagement to describe survey purpose, use, confidentiality
- Results can be captured by individual site or by zip code

GSA Carbon Footprint and Green Procurement Tool

New Employee Survey

Enterprise Profile | Analyzer | External Data Feeds | Dashboard | Reports | Carbon Profile

Schedule Survey Deployment

Welcome to the Scope 3 Employee Commuter Survey scheduling page of the GSA Tool. CEQ and DOE FEMP recommended the use of the GSA Tool as the [Advanced Methodology](#) to capture and report Scope 3 Federal Employee Commuting emissions as required by Executive Order 13514. The survey questions in the GSA Tool were developed by experts from the Department of Transportation's Volpe Center to capture a wide range of commuting data as clearly and concisely as possible.

To schedule a survey deployment for your agency, please complete and submit the form below. All information provided in this form will remain confidential and will not be shared. After you submit the information below, a member of GSA's Commuter Survey Team will contact you to verify the information and begin the deployment process.

If you have any questions about this survey, please contact us at carbonfootprint@gsa.gov

Survey Title:

Upload List of Invited Survey Participants: Or send respondent list to green-admins@tsf.no (txt file format - one email per line)

Total Number of Agency Employees:

Employee Location Format: How should the employee be prompted for his/her location? s for site, z for zip code (a site list.)

The commuter survey will be deployed to an agency over five (5) consecutive business days, and holidays are excluded to ensure a high survey response rate. This approach is consistent with a number of the best practices outlined in the [Guide for Green Building Operation and Maintenance \(2009 Edition\)](#).

Desired Survey Start Date and End Date:

Alternate Survey Start Date and End Date:

Reporting Fiscal Year:

Preliminary Email

To be sent by agency's survey administrator three (3) business days before survey deployment:

Preliminary Email Body:

Dear General Services Administration (GSA) employee,

We will be conducting a short survey during [INSERT DATE RANGES] to help General Services Administration (GSA) measure and report our greenhouse gas emissions as required by Executive Order (EO) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*. This information will also help us identify alternative commute options that may be offered within our agency in the future.

You should expect to receive an email from gsa-survey@nicc.nobis.org on [INSERT START DATE] with a unique link to the survey. Please check to make sure this email will not go to your Junk Email folder.

When you receive this message, **please do not send your unique survey link to anyone else**. Only a representative sample of federal employees will receive this survey, and each survey can only be completed once.

Your responses will be completely confidential and the survey should take no more than 10 minutes of your time.

Thank you in advance for your help with this important analysis. For more information about EO 13514 and the importance of this survey, [visit this FedCenter link](#) for more information.

Sincerely,
Mile Corrigan

Scope 3 Commuter Survey: Survey Deployment

- Easy to understand questions developed by experts at DOT Volpe Center and refined through usability testing.
- Data is validated during input to ensure more accurate results
- Unique survey codes for each user to ensure privacy and prevent double-counting
- Help desk support to assist users with questions and technical issues

Employee Commuter Survey GSA

Welcome to the Employee Survey

This employee commuter survey was developed through a collaboration between GSA and the Department of Transportation's Volpe Center. This survey collects employee commuting data for your organization in order to calculate indirect emissions from employee commuting. The results of this survey will allow your organization to analyze cause and effect relationships of different commuting scenarios.

The employee survey supports browsers Internet Explorer 7 and Mozilla Firefox 3 and above.

Please enter your survey code:

contact support

Question clarity and data input validation ensure more accurate results

Employee Commuter Survey GSA

Operating Administration & Workplace Information → **Commuting Methods of Transportation** → Commuting Methods of Transportation continued → More About Commuting → Commuting and Work Scheduling → Commute Satisfaction & Alternatives → Demographic Information → Additional Information → Final Page: Click FINISH to Submit Responses

Page 2 of 9 - Commuting Methods of Transportation

4. How did you travel TO WORK each day during a TYPICAL week? If you select "N/A" for transportation method, select "N/A" for # Miles.

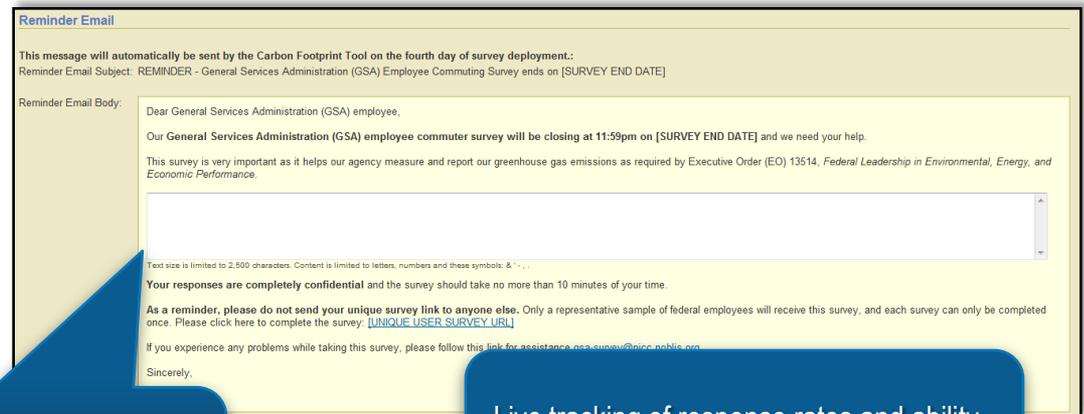
	1st Method of Transportation	# Miles	2nd Method of Transportation (optional)	# Miles	3rd Method of Transportation (optional)	# Miles
Monday	Car (drove alone)	10				
Tuesday						
Wednesday						
Thursday						
Friday						

If "other" selected, please indicate method of transportation:

5. What is the average total number of people in the Carpool/Vanpool you selected above, including yourself? (Select "N/A" if not applicable.)

Scope 3 Commuter Survey: Survey Tracking

- Continuous survey monitoring and real-time tracking
- Reminder emails sent to non-respondents to boost survey response rates



Customizable reminder emails triggered to non-respondents on pre-defined schedule

Live tracking of response rates and ability to end survey at any time

Employee Surveys

Please click the link for each survey to view the corresponding Employee Survey Report.

This employee commuter survey was developed through a collaboration between GSA and the Department of Transportation's Volpe Center. We encourage you to contact the Volpe Center's experts for a more detailed analysis of your comm...
For further information, the Volpe Center POC is Adam Klauber (adam.klauber@dot.gov).

Action	Include in Inventory	Status	Scope	Title	Date Range	Reporting Year	Response Rate
Reports CSV	<input checked="" type="checkbox"/>	Closed	Enterprise	FY 2010 GSA Commuter Survey	2010-12-01 to 2010-12-12	FY2010	56.34%
Reports CSV	<input type="checkbox"/>	Closed	Enterprise	TEST SURVEY 3	2010-11-30 to 2010-12-01	FY2010	40.00%
Reports CSV	<input type="checkbox"/>	Closed	Enterprise	TEST SURVEY 4	2010-11-30 to 2010-12-01	FY2010	25.00%
Reports CSV	<input type="checkbox"/>	Closed	Enterprise	TEST SURVEY FOR DEMO - COMPLETE	2011-06-18 to 2011-06-19	FY2010	30.00%
		Closed	Enterprise	TEST SURVEY	2010-11-30 to 2010-12-01	FY2010	0.00%
		Closed	Enterprise	TEST SURVEY 2	2010-11-30 to 2010-12-10	FY2010	0.00%
Finalize Track		Open	Enterprise	TEST SURVEY FOR DEMO - INCOMPLETE	2011-06-19 to 2011-06-25	FY2010	0.00%

Scope 3 Commuter Survey: Post-Deployment

- Calculations (including sampling and handling of non-respondents) performed automatically when survey closes
- Results presented in DOE FEMP Reporting Portal format
- Survey results and key metrics displayed in Commuter Metric Report
- Survey Administrator can download an Excel file of anonymous raw results for further analysis

Key commuter metrics provided including average CO2e/commuter

Results calculated automatically and displayed in DOE FEMP reporting format

Teleworking Frequency

Frequency of telework among respondents:

5 times/week	4.46%
4 times/week	1.12%
3 times/week	1.42%
2 times/week	6.5%
1 time/week	25.65%
2 times/month or less	25.15%
Never	35.7%

Teleworking Barriers

Of the respondents who indicated they do not telework, they cited the following reasons:

Did not telework because must be physically present on the job (e.g., Law Enforcement)	18.24%
Did not telework because I have technical issues (e.g., connectivity problems)	5.58%
Did not telework because I was not allowed to, even though I have the kind of job where I can telework	35.36%
Did not telework because I chose not to telework	40.82%

DOE FEMP Report

Commuting Type	Commute Distance Traveled (Miles / Day)
Personal Owned Vehicle: Passenger Car	6,714.2
Personal Owned Vehicle: SUV/Truck (Gasoline)	0.0
Personal Owned Vehicle: SUV/Truck (Diesel)	1,180.5
Personal Owned Vehicle: Motorcycle	295.1
Car Pool	221.4
Van Pool	0.0
Bus	0.0
Metro / Transit Rail	1,660.1
Commuter Rail	110.7
Intercity Rail	0.0
Walking and/or Bicycling	0.0

How Can an Agency Use the Tool?

- Register: Register by sending an email to carbonfootprint@gsa.gov
 - * *Approval is required by the agency Senior Sustainability Officer (SSO)*
- Obtain a Preview Account: To gain access to the tool for previewing, go to <https://www.carbonfootprint.gsa.gov>!
- Launch the Tool's Scope 3 Commuter Survey: Send an email to carbonfootprint@gsa.gov to learn how
- **Program Manager:**
 -  Jennifer Hazelman
 - (816) 510-4570
 - jennifer.hazelman@gsa.gov