

**1. Title: Energy & Water Management – Operational Controls**

A. Significant Environmental Aspect:	B. Activity Group:	Date
Energy & Water Use by the facility and workstations	Mission support (computer and misc electronics use), Cafeteria Operations, Facility operations and Maintenance.	Jan 14 2010

**2. Activities (and corresponding written controls, where applicable):**

USDA agencies should seek to continually reduce energy and water use, increase efficiency of related systems and reduce dependency on non-renewable energy sources.

**3. Operational Controls such as technical, operational, procedural (and corresponding written controls, where applicable):**

No	Description	Reference
1	<u>Advance Metering</u> Provided by the electric co any monitored by WASC. Trending of the electricity use identifies opportunities for reduction.	Managed by the Office of Operations, Sustainability office
2	<u>Sub-metering</u> Installation of sub-meters at all data centers Installation of sub-meters to monitor kitchen electricity use	Managed by the Office of Operations
3	<u>Demand Response Program</u> Email notification when the power grid is experiencing a heavy demand.	Managed by the Office of Operations
4	<u>Daily Walkthroughs</u> Daily walkthroughs are performed by the operation and maintenance contract to look for problems or issues that need immediate attention.	Managed by the Operation and Maintenance Contract which is controlled by WASC
5	<u>Sustainable Building Requirements</u> Renovations of the facilities must meet the guiding principles related to energy and water consumption as required by USDA’s sustainable building implementation plan	USDA’s sustainable buildings implementation plan.
6	<u>Power Management of Computers</u> After 30 minutes of inactivity computers are required to go into hibernation mode	USDA Policy/CIO direction
7	<u>Procurement of Computers</u> All new purchases of computers must meet energy star requirements.	USDA Policy/CIO direction

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8	<u>Food Services</u> (a) Vending Misers are maintained and installed on all vending machines with the exception of those containing milk products.	Managed by the Operation and Maintenance Contract which is controlled by WASC
9	<u>Facility Lighting</u> (a) As lighting needs replacement Energy Efficient T-8 lighting will be used. (b) Daylight harvesters and motion detectors are utilized to reduce electricity use.	Managed by the Operation and Maintenance Contract which is controlled by WASC
10	<u>Green Roof</u> (a) Green roof is maintained on the Whitten building to not only reduce storm water flow but also help improve insulate and reduce energy use.	Managed by the landscaping contract which is controlled by WASC.
11	<u>Thermal Ice Storage</u> (a) Stores energy in a thermal reservoir for later reuse. To balance energy demand between day time and night time. The principal application is the production of ice, at night, which is then used to cool environments during the day.	Managed under the operation and Maintenance contract which is controlled by WASC.
12	<u>Vampire Electricity</u> Agency policy on use of space heaters	Managed by the office of operations

**4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:**

- The xxxx calculated the kWh used by the office each year for comparison to the baseline.
- If occupants experience any problems related to energy, water such as heating, air conditioning, lighting, or plumbing issues they are instructed to call the Washington Area Service Center Hotline at (202)720-6858.
- Through e-mail messages, occupants will periodically be reminded to “power-off” computers and task lighting at the end of the day.
- If this OC fails, we will investigate and install additional controls and provide retraining as necessary.

**5. Corresponding Environmental Management Program:**

Energy Management Environmental Management Program  
Green Procurement Program

**6. Record(s):**

6.1. Record Type	6.2. Person Responsible for Record and Record Location:
Walk thru reports	Operation and Maintenance contract, contractor and COR maintained reports
Service Contract monitoring reports	WASC COR
Utility Data	Office of Operations
Hotline records	WASC
Training records	Sustainable Operations Manager

<b>7. Roles &amp; Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail)</b>	
<b>7.1 Role</b>	<b>7.2 Person(s) Responsible</b>
Energy & Water Consumption Data	Office of Operations, sustainability Staff
Energy & Water supply	Operation & Maintenance Contract, and WASC COR.
Reporting Energy & Water issues or concerns	Employees have access to a WASC hotline where they can report problems to the WASC staff who will work with the contractor to resolve the problem.
Monitoring Operation and Maintenance contract	Daily contractor performance review and monthly performance reports are completed by the WASC COR
<b>8. Competence of operators on the basis of training, education or experience:</b> The term “operator” could be general USDA employees, contractors assigned to specific recycling duties through their service contract, green team employees and/or office of operation staff.	
8.1 “Operator” Type	8.2 “Operator” Education and Experience
General Employees	Scheduled Awareness Days
Office of Operations COR’s	Yearly Training
Service contractors	Yearly Training