National Archives and Records Administration (NARA)

2020 Sustainability Report and Implementation Plan

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Executive Summary

The National Archives and Records Administration (NARA) safeguards and preserves Government records and artifacts. Furthermore, NARA makes the items available to the public so citizens can discover, use, and learn from our heritage. Our mission supports democracy, promotes civic education, and facilitates the historical understanding of our nation. NARA owns/operates facilities across the United States, open to the public, such as Archives locations, and Presidential Libraries and Museums. Additionally, NARA leases space at other locations which includes: Federal Record Centers, Military Records Centers, etc., that contain citizen tax returns, military, and other important records. In all, NARA maintains these government records in >4M square feet of space across the entire continental United States, in 54 locations. NARA has many conventional locations, like the iconic Archives building in Washington D.C., and even one storage location that is totally underground. NARA has 3 archive locations, 14 presidential libraries and museums, and 37 storage facilities, including federal records centers, under it's purview. Our vehicle fleet is responsible for transporting records to and from these locations, and Capital Hill, as special needs arise, and record schedules dictate. All of this work is accomplished with fewer than 3300 full time employees, and several hundred contractors.

Documents and artifacts are maintained in the "stack space", a tightly-controlled environment (temperature, humidity and air quality), 24 h/day, and 365 d/year. Due to the stringent archival storage and display requirements (found in 36CFR, Chapter XII, Part 1234), NARA facilities are excluded from energy reduction requirements of the National Energy Conservation Policy Act, and Energy Policy Act (EPACT) of 2005; However, NARA does make a concerted effort to meet or exceed EPACT requirements. Since conventional performance measures are superseded by the NARA mission to preserve and protect important artifacts and documents the process-dedicated energy required for NARA "stack space", representing most of the Agency's gross square footage, NARA has adopted common sense and some less common measures to sharply reduce energy, water, and GHG emissions from its buildings, thus promoting sustainability, and allowing NARA's participation in the Energy Policy Act 1992 (EPACT).

NARA is a limited-resource, small agency, with an energy intensive mission, yet senior management proactively promotes aggressive energy, water, and GHG reductions, and is determined to meet sustainability challenges. NARA sustainability and resiliency goals are measured by requirements of Executive Order 13834, EPACT, Energy Independence and Security Act 2007 (EISA), agency standards, and LEED. NARA has made exceptional progress to date. By meeting all of these standards early, NARA now focuses on future challenges and is positioned to take advantage of new technologies and funding opportunities as they become available. NARA is ahead of schedule to meet its own sustainability, energy, GHG, and water reduction goals. The sustainable practices used at NARA also save millions of taxpayer dollars each year, as evidenced by our decreasing energy, waste, and water costs. The NARA sustainability team has moved beyond energy and water reduction, and now concentrates more efforts on waste reduction. For several years an on-site compost system complemented our aggressive recycling, and acquisition strategies. However, due to changes in waste stream composition over time, the compost system is now being relocated to another agency. NARA will continue to participate in composting, but at the other agency's location. A Memorandum of Understanding has been drafted to share in the benefits of composting for both agencies. Compost derived from NARA waste will also be used at NARA's site, thus reducing purchases of landscape mulch and erosion control materials, while eliminating a large portion of solid waste hauled to the landfill.

Between FY 2006 and FY 2019, NARA invested ~37 million dollars in energy efficiency projects via Energy Savings Performance Contracts (ESPCs) and direct appropriations. Two early projects were the $5.7M ESPC project at Archives II and the $5.8M ESPC project at Archives I. NARA worked directly with the Energy Services Company to develop and implement energy conservation measures (ECMs) at each facility. These successes led to other ESPC projects for remaining NARA-owned facilities, such as a $7.3M

(A2 Phase 2), $4.3M (Presidential Libraries Group 1 for Eisenhower, Truman, and Carter Libraries, Ford Museum and Archives at Atlanta), $6.8M (Presidential Libraries Group2 for Clinton, Hoover, Bush, Kennedy, Johnson, Nixon, and Reagan Libraries), and $3M (Solar Project for Archives at Atlanta, Carter Library and Ford Museum). These projects resulted in major energy and water efficiency, GHG emissions reductions, and better sustainability summarized below.

NARA consistently demonstrates long-range sustainable strategies through FY 2019; producing significant energy (41.7%), water (38.6%), and GHG (47.6%) reductions. These aggressive efforts resulted in Federal awards in 2008, 2010, 2013, and 2015, for water, energy and GHG reduction leadership among Federal agencies. NARA uses new technologies whenever practical, and increases renewable energy use at every realistic opportunity.

NARA has maximized using onsite-generated energy. Photovoltaic systems at Clinton Library, Carter Library, Ford Museum, G. W. Bush Library, Archives I, Archives II, and Atlanta Archives now produce 2% of all energy used by NARA. Additionally, NARA purchased renewable energy credits, so 22.6% of total energy used in FY 2019, was from renewable energy sources.

As part of the EISA section 432 requirements, NARA performs energy audits and building condition reports at NARA-owned facilities. The audits identify low cost/no cost Operations and Maintenance problems, and suggest cost effective infrastructure improvements to be incorporated into future renovation or capital improvement projects. Many low cost/no cost measures e.g. “sequence of operation” errors are identified and corrected immediately by on-site personnel. Other measures are incorporated into additional ESPC projects at all remaining NARA owned facilities. Most NARA-owned facilities now have up-to-date or adequate HVAC equipment. Additional ECMs may be implemented as technology advances, and needs arise to achieve greater energy and water reductions in the future. However, NARA still keeps an eye on return on investment (ROI) as a big part of economic feasibility, another aspect of sustainability. With the challenges of the COVID pandemic in FY 2020, NARA hopes to nimbly adapt to those challenges with even better sustainable practices for the future.

Since NARA has made significant progress in energy, GHG and water reduction goals using common sense, high ROI strategies, NARA will continue implementing the same Agency top three measures for FY2020 and FY2021:

- Continue working with our maintenance contractors to improve energy and water conservation at all facilities, based on lessons learned and latest technologies.
- Expand on-site renewable energy generation when funding is available.
- Improve internal energy audit procedures and continue exploring potential ECMs to address Agency sustainability goals.

These measures demonstrate sustained commitment by NARA, and reflect the dedication of significant staff time. These investments will help NARA meet the intent of Executive Order 13834, save taxpayer dollars, and improve our carbon footprint, further strengthening NARA’s reputation as a sustainability leader.

Implementation Summary: Facility Management

1. FACILITY ENERGY EFFICIENCY

FY 2019 Energy Intensity Progress (Btu/GSF):

41.7% reduction from FY03

1.9% increase from FY18

FY 2020-FY 2021 Plan:

2.0% reduction in FY20 from FY19

2.0% reduction in FY21 from FY20

NARA takes a proactive, agency-wide approach in energy consumption, and continues to be a leader in overall efficiency. In spite of many early, significant energy saving projects, NARA still maintains and improves energy efficiency whenever and wherever feasible.

Implementation Status

Between fiscal years 2006 and 2019, NARA invested ~37 million dollars in energy efficiency projects. NARA worked directly with the Energy Services Companies (ESCO) to develop and implement the following energy conservation measures (ECM) at multiple facilities. As a result, NARA was recognized with the following awards and certification: 2008 Presidential award, 2010 Presidential award, 2013 EPA Energy Star award, 2015 DOE Federal Energy and Water Management award, 2015 LEED Gold certification for Archives II building, and LEED Platinum certification/recertification at Bush Presidential Library, and Clinton Presidential Library. Since the implementation of the ESPC ECMs, additional strategies that include programmed set back and intermittent throttling back of storage spaces during nights, weekends, and holidays has resulted in additional energy reductions without sacrificing safety and integrity of records. NARA is systematically changing T-12 fluorescent fixtures to LED fixtures as bulbs need to be changed. This saves money on energy and man hours, and increases safety as it also reduces the amount of mercury in the building.

LEED certification has been attained at several NARA-owned facilities. In order to maintain certification, at times some LEED credits are contrary to other LEED credits. This competition for credits may lead to greater energy use at LEED facilities at times. Additionally, much of NARA's square footage is located in the Washington DC area, which has had warmer, more humid conditions over the last two years, requiring greater energy use to condition air for archival storage, office space and other uses.

As new opportunities arise, NARA is poised to take action to further energy use reductions in the future. NARA does continue to take small steps in the absence of funding for larger projects as evidenced below.

Priority Strategies & Planned Actions

- Although no new ECMs at the time of this update are being implemented, the agency continuously monitors industry advances and incorporate whenever practical (SEL and LED lighting, etc.). One example is replacing stack T-12 lighting in stages, and replacement of emergency lighting in stairwells with more efficient LED lighting at The Archives at College

Park location. The agency is currently pursuing a new ESPC project that should provide additional energy savings in the future.

- Until a new ESPC is implemented NARA is working with CFM contractors to improve building O&M practices for emission generation and energy consuming equipment at all NARA's facilities.

- In addition, NARA continually monitors and fine tune building load operations and participates in utility company annual demand response programs and energy curtailment programs to reduce utility peak demand loading.

2. EFFICIENCY MEASURES, INVESTMENT, AND PERFORMANCE CONTRACTING

FY 2019 Performance Contracting – Investment value and number of new projects awarded:

0/0 in FY19

FY 2020-FY 2021 Plan:

0/0 in FY20
0/0 in FY21

NARA has had no feasible opportunities for funding, and no general funding for energy efficiency measures, investment, or performance contracting for over two years. A recent development for a new ESPC project to update/improve building automation systems, and complete some additional ECMs has been identified, and steps are being taken to potentially implement an ESPC in 2021.

Implementation Status

NARA has implemented ESPC projects for all agency-owned facilities. NARA **exceeded** Agency goals in performance contracting investments. Within the last five years, (2014 to 2019), NARA invested $21.4M in ESPC projects, which is 214% of the Agency's current annual utility costs (~$10.0M). Based on current available technology applicable to NARA facilities, no economically feasible ECMs for near future ESPC projects are planned. As new technologies emerge, applicable ECMs will be considered.

Priority Strategies & Planned Actions

We will continue ongoing commissioning processes and closely monitor M&V procedures, and invest possible year end operating expenses funds on identified ECM's. Therefore, the agency has no commitment for the next two fiscal years.

3. RENEWABLE ENERGY

FY 2019 Renewable Electricity Use:

22.6% of total electricity in FY19

FY 2020-FY 2021 Plan:

24.0% of total electricity in FY20

25.0% of total electricity in FY21

NARA has made extensive use of available space to install photovoltaic (PV) systems. Only a few viable locations remain for onsite PV systems. Unfortunately, nearly every NARA facility is unsuitable for wind energy systems. Geothermal systems may be an option at some facilities in the future. Additionally, NARA purchases a significant amount in ever increasing amounts of renewable electricity as part of the agency's ongoing commitment to use renewable energy (currently at > 22% of total energy used).

Implementation Status

In 2015, NARA installed 335 KW additional solar/PV at Archives II - College Park Maryland, via an ESPC project. In 2017, NARA installed solar/PV at three additional locations: 502 KW at Archives at Atlanta - Morrow Georgia. 112 KW at Carter Library - Atlanta Georgia, 248 KW at Ford Museum - Grand Rapids Michigan using ESPC projects. Also in 2017, NARA installed 48 KW solar/PV at Archives I, Washington D.C., via the Capital Solar Challenge Project.

Priority Strategies & Planned Actions

- NARA will continue installing on-site renewable energy systems at all NARA sites as ROI makes it feasible and funds are available.
- GSA area-wide (REC) contract, and used a total of **22.6%** from renewable energy sources. The Agency will continue purchasing renewable-sourced energy via GSA contract in FY 2020 and beyond. This strategy of purchasing renewable energy and installing new renewable energy systems will continue as opportunities arise.

- NARA will incrementally increase renewable energy purchases/consumption each year. Relying on a singular source for energy supply is not in step with long term sustainability. Installing on site renewable energy systems and purchasing renewable energy helps diversify facility energy sources, thus helping the Agency become more sustainable in the future.

4. WATER EFFICIENCY

FY 2019 Water Intensity Progress (Gal/GSF):

38.6% reduction from FY07

1.8% reduction from FY18

FY 2020-FY 2021 Plan:

2.0% reduction in FY20 from FY19

2.0% reduction in FY21 from FY20

NARA has used agency-funded, and ESPC projects at all NARA-owned facilities, to reduce water consumption and ensure all ESPC projects incorporate water saving ECMs such as: retrofitting restroom and kitchen fixtures, reduced demand for cooling tower water, and upgrading landscaping water and control systems at most facilities. The National Archives at College Park, the largest NARA facility, also has a small green roof, and a 6000-gallon storage tank to catch rainwater from the roof for the irrigation system. Better overall agency water efficiency in FY2019 is mainly attributed to implemented ESPC ECMs, change in landscape design, and maintenance improvements to existing systems, especially at the Reagan Presidential Library. Although NARA plans to improve water efficiency in the future, efficiency improvement increments may be smaller due to no large scale ESPC water efficiency projects expected this fiscal year.

Priority Strategies & Planned Actions

- Continue to install even more water efficient technologies and fixtures via agency-funded and /or ESPC contracts as opportunities arise. Continue using water sub meter data to analyze and identify new opportunities to incorporate new technologies and products, make repairs to leaks and inefficiencies of existing systems, and to improve overall water efficiency (e.g. Archives II location, close monitoring of high tech irrigation systems). At the Reagan Presidential Library, strong water conservation measures were taken to reduce landscape water use. Water use at Reagan was reduced by 17.3% vs FY15. At the George W Bush Presidential Library, the site is designed to use minimal water by using natural plantings and Buffalo turf grass thus minimizing water use and need for added nutrition and pesticides.

- Install appropriate green infrastructure features throughout NARA owned facilities when funds become available, and via ESPC projects. These strategies are part of the Agency's forward thinking and close adherence to LEED strategies at many LEED certified locations. Using ESPC and LEED strategies, the Agency continually monitors and evaluates water and energy use, via audits and other tools to focus on future plans and strategies for improvement. LEED certification and recertification are part of the ongoing strategies for maintaining sustainability. Any new construction or major renovation of NARA facilities requires LEED certification as part of the construction process. As new technologies and products become available, NARA staff evaluate whether the products are viable for use at NARA facilities.

- Going forward, the Agency goal is to plant locally adapted plants in landscape design, and use xeriscaping where appropriate (e.g. G. W. Bush Library). Improved efficiency at the Reagan Library is being realized by reduced water use for irrigation of landscape plants needed via less area watered and using better suited, adaptive plants.

5. HIGH PERFORMANCE SUSTAINABLE BUILDINGS

FY 2019 Sustainable Buildings Progress:

3 sustainable Federal buildings

15.8% of buildings / 47.1% of gross square footage (GSF)

FY 2020-FY 2021 Plan:

47.1% of GSF in FY20

47.1% of GSF in FY21

NARA continues to push for high performance, sustainable buildings. A significant portion (>15%) of the agency square footage is LEED certified, with plans to add other facilities as it becomes feasible. NARA relies on regular building condition status reporting to prioritize and plan for improving sustainability across the agency, and make plans for additional LEED certified buildings.

Implementation Status

NARA continually updates policies to include climate resilient design and management into the operation, repair, renovation, and design of new buildings. NARA currently requires new buildings to be designed for LEED Platinum, and major renovation projects of existing buildings to be certified LEED Silver. Currently, Archives II, Clinton Library, and G.W. Bush Libraries are LEED certified. Archives at Atlanta is exploring LEED certification. The newly-leased Federal Records Center in St. Louis, MO is also a LEED certified building. The storage facility in Lenexa, KS, although not LEED certified, is a low energy use facility as it is located underground.

In the future NARA has no plans to build new Presidential Libraries, as future presidencies (Obama and beyond) are to be digital legacies. The foundation for each presidency will be responsible for any building design, construction and operation. NARA staff will only be responsible for government-owned holdings on any new Presidential Libraries. In addition, NARA is transitioning to digital storage for new records, and conversion of older paper records to digital. This transition will take many years to complete, but ultimately will reduce the need for physical storage space and should make information more accessible in the future.

Priority Strategies & Planned Actions

- Continue updating the Presidential Library Design Guide (PLDG) which incorporates the guiding principles for older libraries, museums, and archives. The PLDG undergoes regular review and updates as changes at NARA take place. Since 2018, new presidential libraries will be designed as digital libraries, and will not be under NARA control. Instead, new presidential libraries will be under the auspices of each respective presidential foundation.

- NARA still requires that all major renovations of previously built presidential libraries and museums must be designed to at least LEED Silver. LEED is still the benchmark for most sustainable buildings to date, and NARA continues to use LEED to verify sustainability, while improving processes and reducing costs by using verification of energy and water consumption by sub metering and building commissioning strategies.

- NARA will continuously incorporate green building requirements into all new construction and major renovation projects for at least the next five years.

6. WASTE MANAGEMENT AND DIVERSION

FY 2019 Non-hazardous Waste Management and Diversion:

350 metric tons of non-hazardous (estimated) solid waste generated*
<50.0% diverted and >50% sent to treatment and disposal facilities

FY 2020-FY 2021 Plan:

5.0% reduction in non-hazardous solid waste generated in FY20 from FY19
50% diverted and 50% sent to treatment and disposal facilities in FY20

5.0% reduction in non-hazardous solid waste generated in FY21 from FY20
50% diverted and 50% sent to treatment and disposal facilities in FY21

**not including construction and demolition waste*

NARA's waste management and diversion processes have evolved over several years. NARA continues to minimize waste, and at the same time recycle paper, plastic, metals, batteries, pallets, oils, C&D waste, etc. to the greatest extent possible at each location. Additionally, NARA has composted on site for several years at the Archives College Park site. However, due to major changes in available compostable materials, composting has ceased temporarily. NARA is now working on a MOU with Smithsonian facilities in the DC area to do a cooperative compost project. The intent is for both parties to benefit from the relationship, by providing viable waste diversion to useful product pathway.

Implementation Status

NARA requires all O&M contractors to submit monthly reports that include all chemicals used and waste generated. Agency continually monitors recycling and when feasible, replaces toxic chemicals, when a viable, environmentally friendly alternative exists. The Agency has changed many processes in the last few years to include: nearly total elimination of photographic developing, and disposing of old chemicals no longer needed at the facilities, and reclassification of facility wastewater permitting. Recycling and waste disposal, and energy and water efficiency are included in all facility maintenance contracts. Nearly 100% of construction and demolition waste is now recycled. Additionally, NARA recycles all small and medium sized batteries, including personal batteries acquired from employee devices.

Priority Strategies & Planned Actions

- NARA will continuously reduce waste generation through elimination, source reduction, and recycling. Recycling is required in all O&M contracts. In addition, NARA purchases items with minimal packing material, and items that are designed to be recycled at the end of life. Thus reducing front end and back end waste from purchased goods.

- NARA requires all contractors to establish a tracking and reporting system for construction and demolition debris elimination. Nearly 100% of left over and salvageable materials are used or reused. Remaining C&D waste is recycled. This information is verified by weight receipts from accepting sources (landfills and reused materials).

- NARA is working with another agency to restart composting. The MOU agreement has been delayed due to the current COVID epidemic, causing implementation to move to another FY.

Implementation Summary: Fleet Management

1. TRANSPORTATION / FLEET MANAGEMENT

FY 2019 Petroleum Reduction Progress (Gal):

51.8% reduction in petroleum fuel since 2005

9.9% reduction in petroleum fuel since FY18

FY 2019 Alternative Fuel Use Progress (Gal):

3,172% increase in alt fuel since 2005

56.9% reduction in alt fuel since FY18

FY 2020-FY 2021 Plan:

10.0% reduction in FY20 from FY19

10.0% reduction in FY21 from FY20

FY 2020-FY 2021 Plan:

3.0% increase in FY20 from FY19

3.0% increase in FY21 from FY20

NARA continues to right size and purchase/lease the most appropriate vehicles for its fleet. Through careful planning petroleum fuel use continues to decline, and alternative fuel use is increasing, where possible. However, alternative fuel refueling stations are becoming scarcer over time, which is challenging future alternative fuel use strategies. The agency plans to use more electric/battery powered vehicles as they become available. Additionally, for long term planning and implementation, NARA is transitioning to digital records in the next few years, so less transportation of physical records will be needed in the future; thus further reducing transportation needs and fuel use.

Implementation Status

Since 2009, NARA has increased agency alternative fuel use and reduced the fleet by greater than 40%. The Agency optimized and right-sized fleet composition, by reducing vehicle size, eliminating underutilized vehicles, and acquired and located vehicles to match local fuel infrastructure. However, NARA is dependent on the GSA Lease Program for type and availability of vehicles. Alternative energy utility vehicles are particularly in short supply, so some measures have not yet been implemented.

Priority Strategies & Planned Actions

- NARA's fleet is currently 59 vehicles. NARA collects and utilizes agency fleet operational data through vehicle telematics. Agency uses GSA GPS tracking systems to track fuel use and driving habits. NARA's Fleet Manager sends out monthly reports to encourage better driving habits and reduce idle times, thus maximizing mpg.

- An ever increasing problem is with availability of E85 at a location that is a reasonable distance from NARA facilities. Often the stations are out of fuel, thus compounding fueling with E85 for these vehicles.

- As soon as battery electric utility vehicles are available (hopefully FY 2020-2021), NARA will be incorporating those vehicles into the Agency Fleet. The most likely candidates for use will be in the National Capital Area, and at the underground storage locations. Additional locations will be assessed as driving distance between charges improves.

Implementation Summary: Cross-Cutting Operations

1. SUSTAINABLE ACQUISITION / PROCUREMENT

FY 2019 Sustainable Acquisition Progress:

14.05% of contract actions and 8.46% of obligations (in dollars), for a total of $12.8M in contract actions with statutory environmental requirements

FY 2020-FY 2021 Plan:

15% of contract actions and 9% of obligations (in dollars)

17% of contract actions and 10% of obligations (in dollars)

NARA continues to closely monitor purchasing for the most sustainable products and selects for those products as a major factor in the acquisition process. Although the amount of dollars available to spend each year continue to decline, NARA continues to purchase sustainable goods and promote sustainable contract actions. NARA strives to meet 100% compliance for sustainable purchases and contract actions year after year, in spite of available funding.

Implementation Status

NARA has been implementing all mandated sustainable products in its revision to the procurement guide. Agency has met 100% compliance. NARA utilizes federal strategic sourcing initiatives to improve sustainable acquisition requirements.

Priority Strategies & Planned Actions

- NARA will continue to include and mandate contract sustainability requirements and monitor contractor performance and reporting
- NARA will continue to ensure contractors submit timely annual reports of their Bio-preferred and Bio-based purchases when performing work on NARA's behalf.
- Agency will continue to maintain 100% compliance. However, NARA cannot control allocated funding, so in spite of 100% compliance on contract actions and contracts awarded, dollar amounts will fluctuate between years.

2. ELECTRONICS STEWARDSHIP

FY 2019 Electronics Stewardship Progress:

100% of newly purchased or leased equipment met energy efficiency requirements

100% of electronic equipment disposed using environmentally sound methods*

**Reuse, donation, recycling, transfer, sale, or demanufacturing.*

NARA purchases or leases only equipment that meets sustainability requirements for energy efficiency, and end of life disposal. NARA has been able to fulfill these requirements for several years now. No changes are expected in acquisition or disposal methods over the next fiscal year.

Implementation Status

NARA has been implementing all mandated sustainable products in its revision to the procurement guide. Agency has met 100% compliance. NARA utilizes federal strategic sourcing initiatives to improve sustainable acquisition requirements. NARA utilizes the GSA electronics stewardship program for disposal of all waste electronic equipment (e.g. printers, monitors, CPUs, scanners, phones, iPads, etc.).

Priority Strategies & Planned Actions

- NARA will continue to include and mandate contract sustainability requirements as well as monitoring contractor performances and reports.
- NARA will continue to dispose of all electronic equipment in an environmentally responsible manner, utilizing several of the authorized R2 recyclers.
- NARA is mandated by an internal process of request and approval (for each purchase) to meet 100% compliance with Energy Star requirements.
- Currently, NARA uses a software that shuts down computers at night when not in use. Patches and updates occur immediately prior to the next business day, to reduce energy use.

2. GREENHOUSE GAS EMISSIONS

FY 2019 Scope 1&2 Greenhouse Gas (GHG) Emissions:

47.6% reduction from FY 2008
2.5% increase from FY 2018

NARA has performed very well on GHG emission reductions over the years. For the same reasons given for energy use increase last year, GHG emissions have also increased close to the same amount. NARA expects some variation form year to year in GHG emissions due to seasonal weather variations, sustainability requirements that are counterintuitive to energy efficiency, and some operational changes. Overall trends are expected to remain downward for GHG emissions. A new ESPC is being devised to improve the current building automation system at the Archives at College Park location, which expected to further reduce GHG emissions. NARA is currently using telework extensively to improve agency efficiency during the COVID epidemic, and expects to use telework in the future to the greatest extent feasible to reduce GHG emissions. In addition, many other changes will be implemented once a "new normal" becomes clearer for the agency.

Implementation Status

Practices and operations for NARA facility and energy managers have not changed as NARA conducts energy and sustainability training annually. In addition, O&M best practices are included in all NARA's contracts.

Priority Strategies & Planned Actions

- Regularly work with the contractors in each facility to improve building O&M practices.
- NARA's new travel policy requires employee business travel to be approved by senior management on a case by case basis.
- Supervisors encourage and approve (based on feasibility) employee telework agreements and AWS. NARA's Telework and AWS participation has increased dramatically during the COVID crisis, and may be extended well into FY 21.

Agency Priorities and Highlights

Agency Identified Priorities

Water use continues to be a priority for NARA. The Archives II facility had been able to use groundwater for cooling tower use, thus resulting in a huge decrease in potable water use. This process was changed due to an inability to meet surface water discharge values for two components (Copper and Zinc), so the process was discontinued. The facility was forced to begin using potable water in the meantime, so the facility has focus even more attention on reducing water use. By focusing on reducing water use Archives II was on the radar for demonstrating sustainable practices. Since the Archives II building now uses much less water from prior water conservation projects, and switching to more sustainable processes, producing no toxic waste, after 25 years, NARA no longer needs a permit to discharge with the water utility. This sustainability was demonstrated to WSSC through continued water use reduction over a two year period, and walk-through inspections by the permitting team at WSSC, which verified our improved and more sustainable practices.

Notable Projects and Highlights

In 2019, NARA replaced all emergency lighting fixtures at Archives II building with LED bulbs. This retrofit from the 28-watt fluorescent bulbs to the 13-watt LED bulbs saved more than 50% energy consumption for the entire ~2-million SF building emergency lighting fixtures which were on 24/7. In addition, the LED bulbs should require fewer change outs during their life expectancy, thus reducing labor costs and increasing safety.

Archives II document storage areas (stacks) still have the original 40-watt fluorescent lighting fixtures. These lights are controlled by timers or occupancy sensors. Therefore, these lights do not have enough run time (or savings) to be included in an ESPC project. As funds become available, and when the need arises (via bulb failure) to change out fluorescent bulbs, NARA is slowly retrofitting existing 40-watt fluorescent lighting fixtures at Archives II stacks with the new 13-watt LED. NARA is no longer purchasing fluorescent tubes and is eliminating them from our waste stream, removing yet another potential toxic mercury release source from the building, and simplifying the troubling storage and recycling dilemma of handling fluorescent tubes. This also has a side benefit for NARA in that the LED lighting does not emit UV light which has a decaying effect on paper records.

As part of the LEED re-certification process and improving the building wellness factor, NARA maintains a robust Employee Health and Wellness Program, having recently hired an agency Health and Wellness Coordinator. NARA Health and Wellness program consists of six components: nutrition, physical activities, health education, lifestyle changes, work-life balance, and supportive environment. Each of these components is carried out throughout the year by the Work-life coordinator and location-specific wellness champions. Every quarter there are nationwide events in which the entire agency has the opportunity to participate. The agency supports employee participation in the health and wellness events by providing four hours of administrative leave a quarter to participate in any activities. A dedicated work-life website is available to employees with information and resources in each component, as well as a monthly newsletter and numerous blogs on the Internal Collaborative Network (ICN).

As a wildfire fire mitigation strategy, NARA annually employs a large herd of goats for several days from a local farmer at the Ronald Reagan Presidential Library to reduce the vegetation on the hillsides

and landscape close to the buildings. In fact, this strategy most likely prevented any greater damage to the library this past fall when out of control wildfires raged up the hillsides to the very steps of the building.