

**FISH AND WILDLIFE SERVICE
FACILITY MANAGEMENT**

Facility Management

Part 373 Energy Management and Water Conservation

Chapter 1 Energy Management and Water Conservation

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1.1 What is the purpose of this chapter? This chapter provides an overview of the policy, authorities, and responsibilities for the U.S. Fish and Wildlife Service's (Service) Energy Management Program, which includes water conservation.

1.2 What is the scope of this chapter? This policy applies to:

- A. All Service-owned assets that consume utilities (i.e., energy or water, or both);
- B. General Services Administration (GSA)-provided and leased space where we pay directly for the utilities;
- C. Full service leases and occupancy agreements where practical; and
- D. New building design and construction and major renovations of existing buildings.

1.3 What are the authorities for this chapter?

- A. Energy Efficiency Improvement Act of 2015 (Public Law 114-11).
- B. Energy Independence and Security Act of 2007 (EISA) (Public Law 110-140).
- C. Energy Policy Acts of 1992 and 2005 (Public Laws 102-486, as amended, and 109-58).
- D. Federal Energy Management Improvement Act of 1988 (Public Law 100-615).
- E. National Energy Conservation Policy Act, as amended (Public Law 95-619).
- F. Energy Policy and Conservation Act of 1975 (Public Law 94-163).
- G. Federal Buildings Personnel Training Act (Public Law 111-308).
- H. Energy and Water Conservation Regulations (10 CFR 433 - 436).
- I. Federal Property Management Regulations, Facility Management (41 CFR 102-74).
- J. Federal Acquisition Regulation (FAR), Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-free Workplace; and Acquisition of Utility Services (48 CFR 23 and 41).
- K. Executive Order 12003, Relating to Energy Policy and Conservation.
- L. Executive Order 13221, Energy Efficient Standby Power Devices.
- M. Executive Order 13653, Preparing the United States for the Impacts of Climate Change.
- N. Executive Order 13693, Planning for Federal Sustainability in the Next Decade.
- O. Implementing Instructions for Executive Order 13693, Planning for Federal Sustainability in the Next Decade.
- P. 752 DM 1, Energy Management Program.

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1.4 What is the Service’s Energy Management Program? The Service’s Energy Management Program was created to reduce energy use and greenhouse gas (GHG) emissions, and promote water conservation at Service facilities, while saving operational costs and strengthening the communities in which they operate. By striving to achieve carbon neutrality with renewable energy solutions, Service facilities will continue to meet mission requirements and lead by example.

1.5 What is the Service’s overall policy for energy management and water conservation?

Our policy is to carry out activities and implement projects to meet Federal energy and water management requirements to:

A. Conserve energy, eliminate waste, and reduce energy costs, GHGs, and environmental impacts by optimizing the use of energy efficient technologies and practices in buildings and facility processes.

B. Meter or submeter Service buildings for electricity, natural gas, and steam. To the maximum extent practicable, we must install advanced meters or advanced metering devices that provide data at least daily and that measure consumption at least hourly in appropriate buildings, in accordance with the metering determination process in the U.S. Department of Energy’s (DOE) guidance.

C. Maximize renewable energy use when it is technically, environmentally, and economically feasible. Specifically:

(1) In new buildings and for major renovations, incorporate on-site renewable energy technologies unless we can demonstrate that it is not life-cycle cost-effective.

(2) In new buildings and for major renovations, incorporate on-site solar hot water heaters to meet at least 30 percent of the building’s hot water demand unless we can demonstrate that it is not life-cycle cost-effective compared to other reasonably available technologies, where we are heating water with renewable solar photovoltaic electric power, or where a hot water heater is supplemented by a ground source heat exchanger system.

D. Conserve water by optimizing the use of water efficient technologies and practices. Install water meters in buildings where it’s practical and cost-effective.

1.6 Who is responsible for administering this program? Table 1-1 describes the responsibilities of Service employees for the Energy Management Program.

Table 1-1: Responsibilities for the Energy Management Program	
These employees...	Are responsible for...
A. The Director	<p>(1) Approving or declining to approve Servicewide policy to ensure that our Energy Management Program complies with Federal laws, Executive Orders, and regulations; and</p> <p>(2) Requesting funds, as needed, to implement the Energy Management Program to meet statutory requirements.</p>
B. The Assistant Director – Business Management and Operations (Chief Sustainability Officer)	<p>(1) Ensuring there is adequate policy for and that we maintain an appropriate and effective Energy Management Program, and</p> <p>(2) Sending required energy management and GHG data reports to the Department’s Senior Sustainability Advisory Group Co-Chairs (the Director, Office of Acquisition and Property Management and the Director, Office of Environmental Policy and Compliance) in a timely manner.</p>

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Table 1-1: Responsibilities for the Energy Management Program	
These employees...	Are responsible for...
C. Regional Directors	<p>(1) Ensuring implementation of:</p> <ul style="list-style-type: none"> (a) An Energy Management Program in their Regions; and (b) Energy efficiency, renewable energy, and water conservation measures within the facilities for which they're responsible; <p>(2) Designating a Regional Energy Manager for their Region;</p> <p>(3) Designating Regional roles and responsibilities internally and externally for reporting utility costs and consumption data in the Financial and Business Management System (FBMS);</p> <p>(4) Increasing use of:</p> <ul style="list-style-type: none"> (a) Renewable energy to reduce energy consumption and costs and comply with current laws and Executive Orders, and (b) WaterSense® and other water conserving technologies in buildings to reduce water consumption and costs and comply with current laws and Executive Orders; <p>(5) Identifying funding requirements necessary for compliance;</p> <p>(6) Promoting energy and water conservation through training, employee recognition, and employee awareness programs. This includes making sure that personnel in design, facility management, procurement, budget, legal, information technology, and other positions, as appropriate, are properly trained and informed about our energy management requirements;</p> <p>(7) Ensuring that designated EISA-covered facilities receive comprehensive energy and water evaluations once every 4 years, and that staff work with the Service Energy Coordinator to report results of those evaluations in the DOE's Federal Energy Management Program's Compliance Tracking System (CTS);</p> <p>(8) Ensuring that staff work with the Service Energy Coordinator to report energy efficiency, renewable energy, and water conservation projects implemented at facilities in accordance with DOE and Departmental guidance;</p> <p>(9) Ensuring that staff use ENERGY STAR® Portfolio Manager to benchmark and analyze energy use annually for all buildings at EISA-covered facilities that are over 5,000 gross square feet and that are individually metered for electricity, and work with the Service Energy Coordinator to report their findings in the CTS in accordance with Departmental guidance; and</p>

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Table 1-1: Responsibilities for the Energy Management Program	
These employees...	Are responsible for...
	<p>(10) Reporting Regionwide accomplishments in meeting Federal energy management, renewable energy, water conservation, and GHG reduction goals.</p>
<p>D. The Chief, Division of Engineering (DEN)</p>	<p>(1) Overseeing and providing direction for our Energy Management Program;</p> <p>(2) Issuing guidance, procedures, and reporting requirements for Regional offices and for field use;</p> <p>(3) Designating an Energy Coordinator to manage and coordinate the program; and</p> <p>(4) Working with the Department's Office of Acquisition and Property Management to purchase renewable energy or Renewable Energy Certificates, when cost-effective.</p>
<p>E. The Chief, Division of Contracting and General Services (CGS)</p>	<p>(1) Ensuring that the Service's Regions and offices comply with the requirements of Part 23 of the FAR when procuring products and services and Part 41 of the Federal Property Management regulations when acquiring utility services;</p> <p>(2) Ensuring that all new contracts for leased space are in buildings that have earned the ENERGY STAR® label, with the following exceptions:</p> <p style="padding-left: 40px;">(a) No ENERGY STAR® space is available to meet functional needs;</p> <p style="padding-left: 40px;">(b) It's in the best interest of the Service to remain in a building it's already occupying;</p> <p style="padding-left: 40px;">(c) The building or space within the building is of historical, architectural, or cultural significance; or</p> <p style="padding-left: 40px;">(d) The lease is for less than 10,000 gross square feet;</p> <p>(3) Ensuring that leases for buildings without the ENERGY STAR® label include provisions requiring the space to be renovated with all energy efficiency and conservation improvements that would be cost-effective over the life of the lease:</p> <p style="padding-left: 40px;">(a) In newly leased space, the building should meet the requirements before occupancy; and</p> <p style="padding-left: 40px;">(b) In space we've previously occupied, the building should meet the requirements within 1 year of renewing the lease;</p> <p>(4) Ensuring that newly solicited leases for buildings over 10,000 rentable square feet meet Federal energy requirements and include cost-effective strategies to optimize sustainable space usage; and</p>

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Table 1-1: Responsibilities for the Energy Management Program	
These employees...	Are responsible for...
	(5) Coordinating with the Regional FBMS Managers to improve data quality for GHG emissions reporting.
F. The Chief, Division of Financial Management (DFM)	<p>(1) Coordinating with the Regional FBMS Managers to improve data quality for GHG emissions reporting;</p> <p>(2) Managing the annual agreement with the Interior Business Center (IBC) for energy cost and consumption data entry; and</p> <p>(3) Acting as liaison between IBC, the Service's national energy point of contact, and Regional energy points of contact on utility invoice payments, recording of cost and consumption, and resolving meter issues.</p>
G. The Chief, Division of Information and Technology Management (IRTM)	<p>(1) Enabling power management and activating ENERGY STAR® and other energy efficient features on applicable electronic products, and</p> <p>(2) Implementing best management practices for energy efficient management of servers and Service-owned and operated data centers.</p>
H. Service Energy Coordinator in DEN	<p>(1) Developing policy and plans for the Energy Management Program;</p> <p>(2) Coordinating with and providing technical assistance to Regional Engineers and Regional Energy Managers as they:</p> <ul style="list-style-type: none"> (a) Develop and implement their energy management projects and practices; (b) Work with Regional staff to obtain funding for energy efficiency, renewable energy, and water conservation projects; (c) Ensure that designated EISA-covered facilities receive comprehensive energy and water evaluations once every 4 years, and report results of those evaluations in the CTS; (d) Ensure that energy efficiency, renewable energy, and water conservation projects implemented at EISA-covered facilities are reported in the CTS; (e) Ensure that ENERGY STAR® Portfolio Manager data and findings are reported in the CTS; (f) Work with Program staff and FBMS Managers to report utility costs and consumption data in FBMS in accordance with Departmental guidance; and (g) Prepare Federal Energy and Water Management Award nominations. <p>(3) Identifying funding requirements necessary for compliance;</p>

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Table 1-1: Responsibilities for the Energy Management Program	
These employees...	Are responsible for...
	<p>(4) Disseminating energy management and water conservation information and guidance to Regional Energy Managers;</p> <p>(5) Developing and maintaining the <i>Facility Energy Requirements</i> document (see section 1.7);</p> <p>(6) Representing the Service on interagency task forces, committees, conferences, and working groups, such as the Departmental Energy Conservation Committee (DECC);</p> <p>(7) Reporting Servicewide energy and water use and our accomplishments in meeting Federal energy management, renewable energy, water conservation, and GHG reduction goals; and</p> <p>(8) Taking appropriate training to ensure core competencies and proficiency as a trained energy manager.</p>
I. Regional Engineers	<p>Providing technical assistance and advice, and coordinating and assisting Regional staff and field stations to implement the Service's Energy Management Program in their Region(s), as needed about:</p> <p>(1) Designing buildings in accordance with Service policy and the energy performance standards and sustainable design principles applicable to Federal buildings for siting, design, and construction, with an emphasis on incorporating energy and water efficient technologies and cost-effective renewable energy technologies into those plans and designs, and incorporating climate-resilient design and management elements;</p> <p>(2) Ensuring that appropriate buildings under their operational control are individually metered or submetered for electricity, water, and natural gas consumption when it is cost-effective and appropriate;</p> <p>(3) Supervising Regional Energy Managers in coordinating with, assisting, and providing recommendations to Regional staff about reporting utility costs and consumption data in FBMS in accordance with Departmental and Service guidance (see Exhibit 1);</p> <p>(4) Installing on-site renewable energy technologies and working with the Service Energy Coordinator to purchase renewable energy certificates when cost-effective and technically and environmentally feasible;</p> <p>(5) As designated by the Regional Director, supervising and assisting Regional Energy Managers with energy and water conservation reporting, and with cost estimating and implementing energy management and water conservation projects, procedures,</p>

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These employees...	Are responsible for...
	<p>and practices;</p> <p>(6) Coordinating with the Service Energy Coordinator about energy efficiency, renewable energy, and water conservation measures, projects, practices, and reporting; and</p> <p>(7) Employing the most energy efficient designs, systems, equipment, and controls unless they can demonstrate that it is not life-cycle cost-effective for large capital energy investments in existing buildings, when replacing equipment, or renovating space.</p>
J. Regional Energy Managers	<p>As designated by the Regional Director, coordinating with, assisting, and providing recommendations to Regional staff about:</p> <p>(1) Using energy management, renewable energy and water conservation projects, procedures, and practices;</p> <p>(2) Reporting energy and water conservation;</p> <p>(3) Reporting utility costs and consumption data in FBMS in accordance with Departmental and Service guidance (See Exhibit 1);</p> <p>(4) Incorporating efficiency, water conservation, and sustainable practices into the decision making process when planning, designing, acquiring, renovating, operating, and maintaining buildings and facilities, with an emphasis on using cost-effective renewable energy sources;</p> <p>(5) Coordinating with the Service Energy Coordinator about energy efficiency, renewable energy, and water conservation measures, projects, practices, and reporting; and</p> <p>(6) Taking appropriate training to ensure core competencies and proficiency as trained energy managers.</p>
K. Project Leaders/Facility Managers	<p>(1) Implementing energy management, renewable energy, and water conservation measures, projects, practices, and activities at their facilities;</p> <p>(2) Operating and maintaining buildings under their control (including leases and occupancy agreements) in an energy efficient and sustainable manner;</p> <p>(3) Establishing Operation and Maintenance (O&M) plans for measuring, verifying, and reporting energy and water savings; and</p> <p>(4) Reporting utility costs and consumption data in FBMS, in accordance with Departmental and Service guidance (See Exhibit 1).</p>

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1.7 Where can Project Leaders, Facility Managers, and other employees find more information on the facility energy and water conservation requirements? You can find more detailed information about our Energy Management Program requirements in our *Facility Energy Requirements* document on the Intranet. The Division of Engineering continually updates this “living” document as Government regulations and policies change frequently.

/sgd/ James W. Kurth
DEPUTY DIRECTOR

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