

National Mediation Board

SUSTAINABILITY PLAN



June D.W. King

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Date

Section I. National Mediation Board Policy and Strategy

I. Policy Statement:

The National Mediation Board (NMB) is an independent Executive Branch agency established by the 1934 amendments to the Railway Labor Act of 1926 which expanded coverage of the Act to include the airline industry. The NMB performs a key role in achieving the principal purpose of the Act: "to avoid any disruptions in commerce or to the operation of any carrier engaged therein" by assisting the carriers and their employees in their duty under the Act to "exert every reasonable effort" to settle disputes.

We are committed to reducing green house gases in accordance with Executive Order 13514 (E.O.). During this first year, we will review the areas which are within our control as well as being mindful of the areas that our outside of our control to ensure that our decisions are being made consistent with the requirements of this Executive Order now and into the future. The NMB is committed to achieving all the requirements of this Executive Order.

II. Sustainability and the NMB Mission:

The NMB will strive to fully integrate all aspects of the Executive Order into all aspects of its business processes.

III. Greenhouse Gas Reduction Goals:

The NMB leases 23,425 of office space from the General Service Administration (GSA) in a privately owned office building and therefore does not pay any of its utility bills. All costs paid by the NMB are included in the overall monthly lease payment. The NMB does not maintain or lease a fleet of automobiles.

The NMB works with GSA to track federal employee travel, which includes business air travel, ground travel, and federal employee commuting. Currently, over 63 percent of NMB employees use public transportation. GSA continues to work with the NMB's travel agency to establish a link so that we can track travel information.

Federal Employee Commuting

During FY 2011, the NMB will provide \$150 per month to 37 of its current on-board staff of 49 to continue to use public transportation. We also allow our employees to use either Alternative Work schedules (AWS) or to Telework. Currently, 12 employees use AWS and 23 employees telework at least one day a week.

IV. Plan Implementation:

- a. Internal and External Coordination and Communication – In our weekly staff meetings, the senior leadership will review the progress the agency is making in reducing greenhouse gas emissions and make recommendations to the entire agency.
- b. Coordination and Dissemination of the Plan to the Field – The NMB has one satellite office in Chicago which is treated the same as the Washington office. All communications from the Washington office are sent to both locations at the same time.
- c. Leadership and Accountability – The Director, Office of Administration, is the designated Senior Sustainability Officer who, along with the Chief of Staff, oversees the NMB’s efforts in meeting the goals and requirements of the Executive Order.
- d. Agency Policy and Planning Integration – The NMB continues to review the requirements of the Executive Order to determine if our current policies need to be updated to provide more emphasis on sustainability strategies.
- e. Agency Budget and Policy Integration – The Director, OA working with the Senior Leadership will ensure that the budget supports the goals and requirements of the agency and the Executive Order.
- f. Methods for Periodic Monitoring and Evaluation of Progress – The OA staff will review the Scope 3 targets and brief the senior leadership on a quarterly basis on current practices and make recommendations if necessary. The quarterly results will be published in the OA newsletter to update the entire staff on the agency’s progress.

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
“Sample Plan”	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	No
GPRA Strategic Plan	n/a	Yes	n/a	n/a	n/a	n/a	Yes	Yes	n/a	No
Budget	n/a	Yes	n/a	n/a	n/a	n/a	Yes	Yes	n/a	No
Annual Accountability Report	n/a	Yes	n/a	n/a	n/a	n/a	Yes	Yes	n/a	No

V. Evaluating Return on Investment:

The NMB realizes that the return on investment is not only measured by economic success, but by also evaluating and balancing the total overall benefit to our internal and external customers. We will strive to reach and exceed that balance so that an accurate evaluation can be obtained. In FY 2010, the NMB replaced its five outdated copiers with Xerox ColorQube 9201 copiers. These copiers provide environmental features which help meet some of the environmental requirements in the Executive Order. The environmental features include the following:

- They generate 90 percent less waste compared to typical color laser multifunction printers;
- Their safe and clean solid ink is easy to handle, with no spills or leaks, and is 100 percent dust-free;
- They have a smaller carbon footprint compared to laser printers because less energy is invested in manufacturing and transporting cartridge-free solid ink;
- They have a smaller physical footprint of solid ink boxes to save on storage and shipping costs;
- Solid ink packaging is made from post-consumer waste and can be recycled locally;
- Recycled paper in the ColorQube 9201 provides the same vibrant, high quality color as more expensive and less environmentally friendly laser paper;
- The 9201 is 2009 energy star qualified;
- The intelligent ready technology minimizes energy use by learning workgroup usage patterns and moving to low-power mode when staff is least likely to use the machine;
- The default setting helps save paper, money, and trees with the standard two-sided output multifunction printer;
- The 9201 uses less power and does the work of several stand-alone devices.

VI. Transparency:

As part of the Open Government Directive, the NMB has committed to providing as much transparency in its operations as possible: <http://www.nmb.gov/open/> provides access to the open government section of the NMB website. The portal details NMB actions and timelines for incorporating the principles of the President's January 21, 2009, Memorandum on Transparency and Open Government.

Within the NMB, we will use the OA weekly newsletter to provide updates on the agency's progress toward meeting the goals of the Executive Order.

Section II. Performance Review & Annual Update

I. Summary of Accomplishments: The NMB began to proactively review and identify initiatives which will ensure compliance with the Executive Order.

II. Goals Performance Review:

Goal 1: Scope 1 & 2 Greenhouse Gas Reduction

The NMB does not manage buildings or have fleet vehicles.

Goal 2: Scope 3 Greenhouse Gas Reduction & Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

- a. Federal employee travel – The NMB is within walking distance of three Metro Rail lines and multiple bus lines which allows many of our employees to participate in the Smart Benefits program.

During this fiscal year, 37 out of 49 employees participate in the Smart Benefits program. The NMB is also encouraging employees to incorporate teleworking into their schedule or to use Alternative Work Schedules (AWS).

- b. Contracted waste disposal – The NMB does not track contracted waste disposal because it is included in our existing building lease payment to GSA.
- c. Transmission and distribution losses from purchased energy – N/A
- d. Discuss any planned agency activity or policy implementation to improve data accuracy and overall data collection and analysis methods related to Scope 3 GHG emissions. – The NMB, as part of our internal controls process, reviews employee transportation usage.
- e. Discuss the methods used by the agency to calculate its scope 3 GHG emissions. – The NMB continues to work with GSA and our travel agency to determine appropriate scope 3 GHG emissions levels.
- f. Discuss the development of the agency's FY 2010 Greenhouse Gas inventory. – The NMB has not been able to establish emissions levels due to the difficulty with GSA and the travel agency in establishing a link which can track the information.
- g. Other, as defined by Agency. – N/A

- a. Alternative schedules – As telecommuting increases and AWS scheduling continues, and the use of webinars for training increases, the NMB anticipates a reduction in greenhouse gas emissions.
- b. Agency lead for goal – Data will be tracked through the Office of Administration.
- c. Implementation methods – NMB policies allow employees to either telework or participate in AWS scheduling.
- d. Positions – The agency will use current staff to track and manage energy issues.

- e. Planning table – see below.
- f. Agency status – The NMB participates in the Smart Benefits program as well as policies that allow employees to Telework and use AWS.
- g. Return on investment – The ability of staff to telework or use AWS has added to the NMB’s ability to retain and hire employees
- h. Highlights – These continue to produce favorable results.

SCOPE 3 GHG TARGET	Units ⁱ	FY 10	FY 11	FY 12	FY 13	FY 14	FY 20
Overall Agency Scope 3 Reduction Target (reduced from FY08 base year) ⁱⁱ	MMTCO ₂ e	2	4	6	8	10		hold
Sub-Target for Federal Employee Travel	MMTCO ₂ e	2	4	6	8	10	hold
Sub-Target for Contracted Waste Disposal	%	n/a	n/a	n/a	n/a	n/a	n/a
Sub-Target for Transmission and Distribution Losses from Purchased Energy	%	n/a	n/a	n/a	n/a	n/a	n/a
Other, as defined by agency	%	n/a	n/a	n/a	n/a	n/a	n/a

Goal 3: High-Performance Sustainable Design/Green Buildings & Regional and Local Planning – The NMB leases its current facility from the General Services Administration. GSA is tasked with ensuring that any new lease requirements meet the requirements outlined within the Executive Order.

Goal 4: Water Use Efficiency and Management – This goal is not applicable to the NMB

Goal 5: Pollution Prevention and Waste Elimination

- a. Increase source reduction of pollutants and waste
- b. Divert at least 50% non-hazardous solid waste by FY 2015, excluding construction and demolition (C&D) debris
- c. Divert at least 50% C&D materials and debris by FY 2015
- d. Reduce printing paper use
- e. Increase use of uncoated printing and writing paper containing at least 30% postconsumer fiber
- f. Reduce and minimize the acquisition, use, and disposal of hazardous chemicals and materials
- g. Increase diversion of compostable and organic materials from the waste stream
- h. Implement integrated pest management and landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals and materials
- i. Increase agency use of acceptable alternative chemicals and processes
- j. Decrease agency use of chemicals to assist agency in achieving FY 2020 GHG reduction targets [See Section II - 1 and 2 above]
- k. Report in accordance with Sections (301-313) of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986ⁱⁱⁱ

Sub goals a, b, c, f, h, I, j, and k do not currently apply to the NMB. The NMB provides the following responses for sub goals d, e, and g:

- d. Reduce printing paper use – The NMB has reduced the printing from 1000 copies to 100 copies by making the annual report a primarily electronic document. All documents produced by the NMB are made electronically available. In addition, our representation elections are electronic which has eliminated the need to print hard copy ballots.
- e. Increase use of uncoated printing and writing paper containing at least 30 percent postconsumer fiber. – The NMB is reviewing this goal and will strive to increase its use of this type of paper.
- i. Increase diversion of compostable and organic materials from the waste stream. – The NMB participates in the recycling program instituted by the building management. Each office, workstation and lunch room has a recycling bin. The employee manual contains instructions on the type of products that should be placed in the bin. The NMB cannot determine the amount of waste that is diverted from the landfill.
- a. Reduced Printing – Continue to reduce the printing requirements and replace paper document distribution with electronic distribution.
- b. Agency lead for goal – Office of Administration.
- c. Implementation methods – The NMB will continue to use its OA weekly newsletter, news clips and its website to provide information. All those items are currently in electronic format.
- d. Positions – Since we currently participate in this effort, no additional staffing is required.
- e. Planning table – see below.
- f. Agency status – The NMB was the first government agency to have an electronic records scheduled approved by NARA.
- g. Return on Investment – The overall printing and paper costs are reduced
- h. Highlights – In an environment of reduced funding, this change has moved the NMB further into the electronic age while being environmental savvy.

POLLUTION PREVENTION & WASTE ELIMINATION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Non-Hazardous Solid Waste Diversion Targets (non C&D)	%	n/a	n/a	n/a	n/a	n/a	n/a
C&D Material & Debris Diversion Targets	%	n/a	n/a	n/a	n/a	n/a	n/a

Goal 6: Sustainable Acquisition

- a. Ensure 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of

products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, biobased, environmentally preferable^{iv} (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.^v

The NMB will continue to follow GSA’s recommendations for sustainable product purchases through its Go Green Environmental initiative.

- b. Update agency affirmative procurement plans (also known as green purchasing plans or environmentally preferable purchasing plans), policies and programs to ensure that all Federally-mandated designated products and services are included in all relevant acquisitions.^{vi}

The NMB does not currently have an affirmative procurement plan or green purchasing plan. Any major purchases are outlined in our budget submission and accountability report.

- a. Goal description – The NMB will continue to follow and use GSA Advantage’s Go Green.
- b. Agency lead for goal – Office of Administration
- c. Implementation methods – N/A
- d. Positions – N/A
- e. Planning table – see below
- f. Agency status – The NMB will continue to streamline its acquisition processes.

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	?	95%	hold	hold	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	?	?	?	?	?
Water Efficient Products	%	?	?	?	?	?
Biobased Products	%	?	?	?	?	?
Recycled Content Products	%	?	?	?	?	?
Environmentally Preferable Products/Services (excluding EPEAT)	%	?	?	?	?	?
SNAP/non-ozone depleting substances	%	?	?	?	?	?

Goal 7: Electronic Stewardship and Data Centers – The NMB does not have a data center so this goal does not apply.

Goal 8: Agency Innovation & Government-Wide Support – The Director of Administration along with the Chief of Staff continue to review program areas with the goal of meeting this Executive Order. One of our major accomplishments is an all electronic records retention schedule and process. This has and continues to reduce paper consumption for the agency.

Section III. NMB Self Evaluation:

Does your Sustainability Plan incorporate and align sustainability goals, GHG targets and overarching objectives for sustainability with the Agency Strategic Plan?	Y
Does it provide annual targets, strategies and approaches for achieving the 2015 and 2020 goals?	Y
Is the Sustainability Plan consistent with the FY 2012 President's Budget?	Y
Does the Sustainability Plan integrate all statutory and Executive Order requirements into a single implementation framework for advancing sustainability goals along with existing mission and management goals, making the best use of existing and available resources?	Y
Does your plan include methods for obtaining data needed to ensure progress, evaluate results, and improve performance?	Y

Other Key Questions for 2011:

1. Did your agency meet by 12/30/10 due date and/or is it now able to demonstrate comprehensive implementation of the EO 13423 Electronic Stewardship goals?

- Acquire at least 95% EPEAT-registered electronics
- Enable energy star or power management features on 100% of eligible PCs
- Extends the life and/or uses sound disposition practices for its excess or surplus electronics

(If these goals have not been met and demonstrated, then agency should describe its plan and milestones to demonstrate full compliance.)

In accordance with the NMB IT plan, the NMB replaced its current desktop computers with Lenovo Thinkpad laptops which are rated GOLD. This rating states that the laptops meet all 23 required criteria plus at least 75 percent of the optional criteria.

2. Is your agency tracking and monitoring all of its contract awards for inclusion of requirements for mandatory federally-designated green products in 95% of relevant acquisitions?

(If it is finding non-compliance issues, then it should identify corrective actions the agency is taking this year to demonstrate compliance with the 95% sustainable acquisition goal by the end of FY2012.)

The NMB is establishing policies and procedures to ensure compliance by the end of FY 2012.

3. Has your agency completed energy evaluations on at least 75% of its facilities?

(If agency has not met this goal, then it should describe plans for catching up on this requirement in the next 6 months.)

This is not applicable for the NMB.

4. Will your agency meet the deadline of October 1, 2012 (EPACT'05 Sec 103) for metering of energy use? (Agency should provide current status of buildings metered and plans for meeting the deadline).

This is not applicable for the NMB.

5. If your agency reports in the FRPP, will it be able to report by December 2011 that at least 7% of its inventory meets the High Performance Sustainable Guiding Principles? (If no, agency needs to provide schedule and plan for actions to be taken in the next six months.)

This is not applicable for the NMB.
