

COURT SERVICES AND OFFENDER SUPERVISION AGENCY (CSOSA)

and

PRETRIAL SERVICES AGENCY (PSA)

2018 Sustainability Report and Implementation Plan – September 14, 2018



Agency Point of Contact

Reggie James, CSOSA Associate Director, Office of Administration is the Senior Sustainability Officer (SSO) and point of contact for both the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency (PSA). Mr. James can be reached at (202) 220-5707 or reggie.james@csosa.gov. His office is located at CSOSA Headquarters, 800 North Capitol St. NW, Washington, DC.

Executive Summary

The Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the Pretrial Services Agency for the District of Columbia (PSA) are committed to planning, designing and implementing environmentally sustainable practices in all agency activities to reduce CSOSA/PSA greenhouse gas (GHG) emissions. CSOSA Policy Statement 5001 *Environmental, Energy and Transportation Management*, which was signed and issued to all CSOSA and PSA employees on March 11, 2011. CSOSA/PSA will achieve this goal and the reporting requirements Executive Order (EO) 13834, dated May 17, 2018 – Regarding Efficient Federal Operations.

CSOSA/PSA's goal is to reduce GHG emissions by 30% by FY 2020 measured against our FY 2008 baseline (3,176 MT Co₂e). To achieve this, we are designing and implementing various projects, which address the full spectrum of GHG emissions reductions and sustainable living practices. The projects vary in scope and complexity and include the following: fleet rightsizing with an automated reservation system; a vehicle fleet that consists of 80% hybrid and 20% alternative fuel vehicles; waste recycling at all CSOSA/PSA locations; green information technology; sustainable designs in all new leases and renovations; and other GHG-reducing and sustainability projects.

The agency has a fleet management system in place to account for all vehicles in the fleet. The agency also submits yearly fleet data to FAST (Federal Automotive Statistical Tool) and all vehicles are registered in FMVRS (Federal Motor Vehicle Registration System). The goal for the agency in FY16 was to have all field sites equipped with fleet kiosks to ensure accurate accountability for the vehicles in the agency's fleet which has been completed. Currently the majority of the sedans in the fleet are hybrids and 95% of SUV'S and 100% of the mini vans are E85. Vehicles that fuel with Ethanol are located near alternative fuel stations. Vehicles that are dual-fueled vehicles are strategically located near alternative fuel stations. The agencies fleet management system monitors the mileage, gas consumption and vehicle activity. Vehicle sharing occurs in all of our field sites. Schedules and appointments are arranged so that multiple staff members or clients can be transported in the same vehicle.

Since FY 2011, CSOSA/PSA has focused resources on educating staff on the important role they play in the Agency's sustainability efforts. In order to enhance our in-house knowledge base, the Agency trained the entire Facilities staff and a portion of our Procurement staff in LEED (Leadership in Energy and Environmental Design) certification requirements to develop an understanding of the importance of sustainable practices in our buildings. Agency leadership provided resources for staff to participate in varied educational programs. Additionally, Agency staff were provided tuition reimbursement for courses in the Sustainable Design Program at the Catholic University of America. As a result of those educational programs, the Agency issued a

green cleaning contract for the seven buildings for which it controls janitorial services; installed environmentally-friendly finishes and water reducing fixtures as part of all renovation projects, and required recycling of demolished materials; required that computer purchases be EPEAT and Energy Star rated; implemented a document destruction program through a shred vendor that recycles; increased the purchase of office supplies that contain recycled content; and partnered with the Washington Area Bicycle Association to install bike racks at our facilities. In FY 2013, the Agency dedicated more attention to contractors/vendors to ensure that green products, energy saving equipment, and hybrid/alternative fuel vehicles were used in our contracted services.

CSOSA and PSA continue to encourage staff to act sustainably and responsibly through an ongoing awareness campaign. This included providing reusable water bottles to all staff as part of the Government-wide 'Let's Move' Campaign during FY 2013 which we reminded them to incorporate green practices throughout the day by exercising, biking to work, and reducing vehicular use. To further promote and encourage sustainability practices among our staff, we implemented the Green Messenger, an electronic mailbox that sends and receives eco-friendly updates and reminders. Our Facilities staff provides regular updates to employees on how to save energy in their daily lives and during extreme weather events.

In FYs 2014 and 2015 CSOSA and PSA provided greater opportunities for staff to be more creative and innovative in advancing the Agency's sustainability efforts. The Agency has implemented pilot programs to reduce our carbon footprint, promoted the purchase of sustainable products, improved our recycling initiatives and enhanced our use of new technologies and products that will help us reach our sustainability goals. Upgrades to our fleet software systems, building management systems, sustainable purchasing programs and agency awareness campaign's will also help us continue to move in the direction of net zero.

In FYs 2016 and 2017 CSOSA and PSA has continued to promote continuity amongst the agency encouraging sustainable usage, new innovations, and reduction of our carbon footprint. Continual upgrades to our fleet software, sustainable purchasing programs, building systems and environmental controlled devices. Recycling and shredding programs continue to be affective along with our goal to reach a paperless status.