

2022 NARA Sustainability Plan

1. NARA Sustainability Plan Summary

The National Archives and Records Administration (NARA) 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 14057.

NARA consistently demonstrated long-range sustainable strategies through FY2021, producing significant energy (46.4% reduction compared to FY2003 baseline), water (45.5% reduction compared to FY2007 baseline), and GHG (56.5% reduction compared to FY2008 baseline). These aggressive efforts resulted in federal awards in 2008, 2010, 2013, and 2015, for water, energy and GHG reduction leadership among Federal agencies.

Since NARA has made significant progress in energy, GHG and water reduction goals using common sense, and high ROI strategies, NARA will continue implementing the following three measures for FY 2022 and FY 2023:

- Continue working with Energy Service Company (ESCO) and maintenance contractors to improve energy and water conservation at all facilities, based on lessons learned and latest technologies.
- Expand existing and develop new on-site renewable energy generation opportunities when funding is available.
- Improve energy audit procedures and continue exploring potential ECMs to address Agency sustainability goals.

These measures demonstrate sustained commitment by NARA and reflect significant dedication of staff time. These investments will help NARA meet the requirements of Executive Order 14057, save taxpayer dollars, and reduce our carbon footprint, further strengthening NARA's reputation as a sustainability leader.

2. Priority Actions Towards Goals

A. 100 Percent Carbon Pollution-Free Electricity

NARA is committed to several priority actions to increase carbon pollution-free electricity (CFE) to 100% by 2030 with up to 50% on a 24/7 basis. Priority actions in FY 2022 include the following:

- Purchased 48-month contracts for delivery of 50% CFE through GSA contracts for Archives I, Archives II and the John F Kennedy Presidential Library (January 2022).

- Prioritized remaining facilities for CFE purchases based on 1) emissions / kWh, 2) timing of expiration and renegotiation of existing electricity contracts, and 3) CFE offerings from local utilities (Jun 2022).
- Identified highest priority sites for additional on-site CFE installation, to be completed by end of calendar year 2022.

B. 100 Percent Zero-Emission Vehicle Fleet

NARA is working with GSA to transition the agency fleet to 100% zero-emission vehicles (ZEV) by 2030. The Agency expects to achieve 50% ZEV fleet in FY 2025. Priority actions include the following:

- Install 6-8 level-2 charging stations in FY 2023.
- Install additional level-2 charging stations and replace 20% of agency fleet with ZEV in FY 2024.
- Install additional level-2 charging stations and replace 50% of agency fleet with ZEV in FY 2025.

C. Net-Zero Emissions Buildings, Campuses, and Installations

i. Design and Construction for Net-Zero Emissions

NARA has no current plans to build new Presidential Libraries as it is anticipated that future presidents will have digital legacies. NARA requires all major renovations of previously built presidential libraries and museums be designed to at least LEED Silver.

- NARA will incorporate Net-Zero Emission building requirements into all major renovation projects starting in FY 2022.
- NARA will continue increasing energy and water efficiency to all agency owned facilities.
- NARA will work with GSA to include Net-Zero Emission building requirements to all agency leased facilities.

ii. Increasing Energy Efficiency

NARA takes a proactive, agency-wide approach to energy consumption, and continues to be a leader in overall efficiency. Inspired by prior, significant energy saving projects, NARA continuously maintains and improves energy efficiency whenever and wherever feasible

- NARA will award a new energy savings performance contract (ESPC) project for Archives I (Washington DC) and Archives II (College Park, Maryland) in FY 2023.
- Until a new ESPC is implemented NARA is working with CFM contractors to improve building O&M practices to continue increasing energy efficiency at all agency owned facilities.

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

iii. Increasing Water Efficiency

NARA 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. Additionally, new landscaping designs require less water inputs at many locations. NARA still maintains and improves energy efficiency whenever and wherever feasible to meet or exceed the agency's water reduction goal of 50% by FY 2025 compared to FY 2007 baseline.

- NARA will award a new ESPC project for Archives I (Washington DC) and Archives II (College Park, Maryland) to include water savings ECM in FY 2023.
- Until a new ESPC is implemented NARA is working with CFM contractors to improve building O&M practices to continue increasing water efficiency to all agency owned facilities.
- Going forward, the Agency goal is to continue to plant locally adapted plants in landscape design and use xeriscaping where appropriate.

D. Reducing Waste and Pollution

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 pathways. With the implementation of telework, NARA generates much less waste as an agency. The new telework policies as they are developed may help reduce NARA solid waste going forward.

- NARA will continuously reduce waste generation through elimination, source reduction, and recycling. Recycling is required in all O&M contracts.
- 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, repurposed, or reused.

E. Sustainable Procurement

NARA continues to closely monitor purchasing for the most sustainable products and selects for those products as a major factor in the acquisition process. NARA continues to purchase sustainable goods and promote sustainable contract actions. 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 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.

F. Climate- and Sustainability-Focused Federal Workforce

NARA mandated annual climate change training for all employee in June 2022. The training includes the basics of climate change, what NARA has been doing to reduce its carbon footprint, our five climate change priorities, and what steps employees can take at home and in the workplace to help achieve climate adaptation goals. The Agency will modify training each year as NARA expands its overall climate activities. In FY 2022, we created a Climate Action Plan community on NARA's Internal Collaboration Network (ICN), where we post information about NARA's plans and invite discussion on how all staff can participate in reducing effects of climate change at NARA and our personal lives. We also advertise the other NARA or government-wide climate programs, including "Protect the Planet, with Bill Nye the Science Guy" (April 11, 2022), and "Championing Climate Action in the Federal Workspace with Dr. Katharine Hayhoe" (January 19, 2022).

- NARA will continue to update annual required climate change training for all employees (starting in June 2022).
- NARA will continue to expand the Climate Action Plan Community on NARA's Internal Collaboration Network.
- Going forward, the Agency goal is engaging all employees with inclusive activities consistent with NARA and government-wide climate programs.

G. Incorporating Environmental Justice

NARA has been implementing environmental justice as part of the agency priority goal. NARA does not have any specific actions completed in FY 22 related to EJ. However, NARA is an important keeper of important historical records for the nation, including those records related to indigenous people, and other lesser represented groups within our society. NARA is conducting research and information gathering, while promoting and making this information available. NARA is standing up a high speed scanner operation and uploading this information to the cloud to make the more of this historical information available online.

H. Accelerating Progress through Partnerships

NARA has been working with GSA to purchase carbon pollution-free electricity and increase agency fleet to 100% zero-emission vehicle (ZEV) by 2030. NARA has been partnering with the Smithsonian to improve efficiency in archival storage facilities as well as reducing waste and pollution.

- NARA will continue partnering with GSA to include Net-Zero Emission building requirements to all agency leased facilities.
- NARA will continue to utilize the GSA carbon pollution-free electricity contracts and use electronics stewardship programs for disposal of waste electronic equipment.
- NARA is working on a MOU with Smithsonian facilities in the DC area to do a cooperative compost project.

3. Progress Examples

Award new ESPC project

As part of the EO 14057 requirements, NARA is working with DOE-FEMP to award a new bundled ESPC project for Archives I (Washington DC) and Archives II (College Park, Maryland) by December 2022. The following energy conservation measures (ECM) will be implemented to achieve more energy, water and GHG reductions.

1. HVAC systems improvement at both facilities.
2. Building HVAC controls/BAS optimization and update at both facilities.
3. High efficiency lighting or LED replacement/retrofit and occupant sensor control at both facilities.
4. Water conservation at both facilities.
5. Additional solar photovoltaic power generation at Archives II.
6. Potential Geothermal ECM at Archives II.
7. Other innovative renewable on-site energy generation measures.

Section 4. Agency Action on E.O. 14057 Requirements

A. Climate- and Sustainability-focused Federal Workforce. (E.O. Sec. 401, M-22-06 Sec. IV.B.2)

NARA implemented a new annually required climate change training for all employee in June 2022. The training includes the basics of climate change, what NARA has been doing to reduce its carbon footprint, our five climate change priorities, and what steps employees can take at home and in the workplace to help meet climate adaptation goals. Agency will modify the training each year as NARA expands its overall climate activities.

- NARA will continue to implement climate change training for all employee annually (starting in June 2022).
- NARA will continue to expand the Climate Action Plan Community on NARA's Internal Collaboration Network.
- Going forward, the Agency goal is to engage all employees to the NARA and government-wide climate programs.

B. Incorporating Environmental Justice (E.O. Sec. 402)

NARA has been implementing environmental justice as part of the agency priority goal. NARA does not have any specific actions completed in FY 22 related to EJ. However, NARA is an important keeper of important historical records for the nation, including those records related to indigenous people, and other lesser represented groups within our society. NARA is conducting research and information gathering, while promoting and making this information available. NARA is standing up a high speed scanner operation and uploading this information to the cloud to make the more of this historical information available online.

C. Accelerating Progress through Partnerships (E.O. Sec. 403)

NARA has been working with GSA in purchasing carbon pollution-free electricity as well as increasing agency fleet to 100% zero-emission vehicle (ZEV) by 2030. Also, NARA has been partnering with the Smithsonian to improve efficiency in archival storage facilities as well as reducing waste and pollution.

- NARA will continue partnering with GSA to include Net-Zero Emission building requirements to all agency leased facilities.
- NARA will continue to utilize the GSA carbon pollution-free electricity contracts and electronics stewardship program for disposal of all waste electronic equipment.
- NARA is working on a MOU with Smithsonian facilities in the DC area to do a cooperative compost project.

D. Performance Management Systems (E.O. Section 502)

NARA has been establishing internal metrics and performance management systems to drive sustainability implementation and performance. We have taken several initiatives over the years to make NARA facilities more efficient, including established agency goals for energy, water and GHG reductions. Staff have made numerous suggestions on the ICN on ways to help the environment, including biking to work, highlighting NARA records that promote an understanding of environmental risks. NARA incorporates climate resilience into our planning and engagement of primary mission essential functions (PMEF) to include business process analysis (BPA) and business impact analysis (BIA).

E. Agency-wide Strategic Processes (E.O. Sec. 507, M-22-06 Sec. I.D.3.and IV. B.1)

NARA uses scenario analysis to enhance critical strategic thinking, thus challenging conventional wisdom about the future. These scenarios explore alternatives that may significantly alter “business-as-usual” assumptions.

FEMA Flood map updated and drought maps: This method helps NARA develop strategic plans that are more flexible/robust to plausible future states. Given the importance of forward-looking assessments to climate-related risk, scenario analysis is an important tool to assess business implications of climate-related risks and opportunities and inform stakeholders about how NARA positions itself in light of those risks and opportunities. Each scenario describes a path of development leading to a particular outcome. Scenarios highlight central elements of a possible future and draw attention to likely key factors driving future developments. They are hypothetical constructs, not forecasts, predictions or sensitivity analyses.

The events in each scenario are possible, with credible narrative (i.e., descriptions of what, why and how). They are not variations on a single theme, so each scenario focuses on different combinations of key factors. Multiple scenarios explore how different permutations and/or temporal developments of the same key factors yield different outcomes. Each scenario has strong internal logic, and explores the way that factors interact, noting each action implies a reaction. Each scenario, and the set of scenarios taken as a whole, contribute specific insights into the future, relating to strategic and financial implications of climate-related risks and opportunities.

NARA scenarios challenge conventional wisdom and simplistic assumptions about the future. These scenarios alternatives that will significantly alter the basis for business-as-usual assumptions. The scenarios developed by the International Energy Agency (IEA) and Intergovernmental Panel on Climate Change (IPCC) are used by NARA multidivisional risk committees and contractors to assess future vulnerability to climate change, our customers, and key stakeholders. The committees examine scenarios by quantitative, or a mix of quantitative and qualitative means, considering timing (e.g., at a decadal level 2020; 2030; 2040; 2050) implications under the scenarios. The assessments address physical risks, and which specific risks, and their severity (e.g. temperature, precipitation, flooding, storm surge, sea level rise, hurricanes, water availability/ drought, landslides, wildfires, or others). NARA continually assesses the physical impact to its portfolio (e.g., largest, and most vulnerable assets first) and to what extent physical risks have been incorporated in investment screening and future business strategy.

NARA has risk assessment working groups across the agency that are focused on various aspects of the agency and cognizant of climate risks to key components of the agency. These working groups meet

regularly and make recommendations to management about climate concerns. The agency has an Internal Collaborate Network site to discuss climate topics and encourages input from employees. Finally, the agency has mandatory training for all employees on climate adaptation, with information useful to employees at work and their homes.