

Social Security Administration
2019 Sustainability Report and Implementation Plan

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Sustainability Report and Implementation Plan 2019

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Executive Summary

The mission of the Social Security Administration (SSA) is to deliver quality Social Security services to the public. Sustainability is an integral part of this mission, by enabling agency staff to do their job more cost-effectively and be responsible stewards of the health of our employees, the public we serve, and our environment. To accomplish its mission, SSA directly manages the Headquarters (HQ) plus six other facilities across the country, through delegated authority from GSA, which total approximately 7.7 million square feet and include data centers. The HQ Building are: Altmeyer, Annex, Child Care Center, East High Rise, East Low Rise, Perimeter East, Perimeter East Utility, Robert M. Ball, and the Supply Building. The six regional buildings are: Frank Hagel Federal Building, Harold Washington Social Security Center, Joseph P. Addabbo Federal Office Building, Mid Atlantic Social Security Building, National Support Center, and the Wilkes-Barre Data Operations Center. Of these, two facilities totaling approximately 370,000 square feet are excluded from energy goals. In FY 2018, the agency procured approximately \$1.44 billion in goods and services, had 436 fleet vehicles, and employed over 60,000 people.

SSA has made great strides in sustainability – meeting all statutory requirements. This Sustainability Report and Implementation Plan describes the ways that SSA continues to improve sustainability performance. FY 2018 performance highlights include the following:

Facility Energy Efficiency

SSA has made great strides in energy efficiency, as the agency not only met, but also exceeded, the 30% energy reduction requirement by FY 2015, required by the Energy Independence and Security Act (EISA) of 2007. In FY 2018, the agency remained above the 30% required energy reduction as required by EISA and has reduced energy use by 14.9% since FY 2015. However, SSA increased its energy use by 0.4% from FY2017.

Renewable Energy

To meet renewable energy targets, SSA pursues a combination of on-site renewable power and purchases from renewable sources. Of the HQ plus six facilities across the country, the agency has on-site photovoltaic (PV) systems at three facilities and purchases electricity from renewable resources using power purchase agreements (PPAs) at four facilities. For FY 2018, 29.8% of SSA's electricity use was from renewable sources, well exceeding the Energy Policy Act requirement of 7.5%. While the agency does not have any plans to expand on-site renewable energy generation, SSA will continue to pursue increased renewable energy use through purchased renewable energy by way of the PPAs. SSA will also continue to purchase renewable energy certificates (RECs) at headquarters facilities as feasible.

Transportation/Fleet Management

Starting in 2015, SSA implemented a three-pronged approach to sustainable fleet management: vehicle acquisition, vehicle placement, and vehicle monitoring. Together, the program aims to reduce cost, reduce petroleum consumption, increase alternative fuel use, and right size our fleet. In FY 2018, SSA achieved a 54.5% petroleum reduction from the 2005 baseline, a 9.4% reduction from FY 2017. However, SSA did not increase alternative fuel use compared to FY 2017 since the agency's mission required the use of low greenhouse gas (GHG) gas vehicles in areas away from alternative fuel infrastructure.

Sustainable Acquisition/Procurement

SSA provides agency-specific sustainable acquisition policy in its Acquisition Handbook, Green Purchasing Plan, and Micro-purchasing Manual, which is in the process of being updating to align with Executive Order 13834. In addition to statutory requirements, the policy also requires all purchasers to consider Federal Strategic Sourcing Initiatives and Best in Class contract vehicles that provide products that meet or exceed sustainable acquisition requirements. The agency also continues to focus on improving the procurement of sustainable products and services that meet or exceed sustainable acquisition requirements through training, reminders, and acquisition reviews. To improve the accuracy of sustainable acquisition data, SSA continues to participate in intra-agency sustainable acquisition groups. In FY 2018, \$71.6 million of SSA's contract actions had statutory environmental requirements, translating to 0.8% of contract actions and 5% of obligations (in dollars).

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For the next two years, SSA will continue to focus on improving sustainability performance by increasing energy efficiency, reducing solid waste disposal, and decreasing petroleum fuel used by its fleet vehicles. The agency is also committed to continually updating its acquisition processes to include the latest Federal sustainability priorities, as well as ensuring that that computers and monitors use minimal energy and are disposed of in an environmentally-sound manner. By making additional strategic sustainability improvements, SSA will be able to more efficiently and responsibly deliver quality services to the public, while protecting the environment.

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Implementation Summary: Facility Management

1. FACILITY ENERGY EFFICIENCY

FY18 Energy Intensity Progress (Btu/GSF):

33.6% reduction from FY03

0.4% increase from FY17

FY19-FY20 Plan:

0.5% reduction in FY19 from FY18

0.5% reduction in FY20 from FY19

Implementation Status:

SSA continues to utilize advanced metering systems and analyze system data to develop reduction goals where feasible. As opportunities arise, SSA will pursue low and no cost energy conservation measures (ECM) to improve efficient building operations. Some of our current opportunities with replacement of equipment that has reached the end of its useful life. Examples include; Headquarters cooling tower replacement and the replacement of four computer room air conditioning (CRAC) units for the Headquarters East Low Rise building. SSA also ensures compliance with requirements for facility evaluations and works with the General Services Administration (GSA) to comply with energy-efficiency performance standards and design standards for new buildings and major renovations. SSA also has employees designated for each site that includes energy manager responsibilities for meeting these requirements.

The agency has been optimizing space on its headquarters campus, with the ultimate goal of moving employees from costly-leased space to Federal space on our headquarters buildings. While this eliminates the energy used at the discontinued leases, these facilities were not part of the EISA Energy Intensity Goal Subject Building's target and were not included in the metrics reported above. Optimization of the main headquarters campus had preliminary roll out in targeted areas beginning around calendar year 2016. However, SSA put in ECMs that took care of any increase due to the space optimization. SSA moved forward with further optimization of the main headquarters campus began after the implementation of the new standard furniture workstation (cubicle), which measures approximately 6x6. This started in 2018 and continues. *Any increase in energy/utility cost at main campus due to acclimatization and the increased occupant load should be offset by the reduced cost of our outlying leased buildings.*

Priority Strategies & Planned Actions

ECMs that were previously identified but not pursued due to other priorities will be considered again each year. The agency expects occupancy of the main campus to significantly increase (by 1,200 to 1,600 occupants) beginning at the end of calendar year 2023 or early calendar year 2024, when SSA plans to vacate one of its large leased facilities adjacent to the main campus. Over the next 10 years (until approximately 2034), SSA expects to increase occupancy by another 600-800 occupants by vacating additional leased building space and moving occupants to the main campus. Any increase in energy/utility cost at main campus due to the increased occupant load should be significantly offset by the reduced cost of outlying leased buildings, though this will not be reflected in the above metrics. The agency is also in the process of modernizing approximately 311,000 gross square foot (GSF) in the Altmeyer Building at headquarters in Baltimore (LEED Silver). This modernization supports the agency's space optimization efforts by doubling its original occupancy and will include energy efficient lights, lighting and outlet motion sensors, and a new heating, ventilation, and air conditioning (HVAC) equipment that is compliant with modern day energy efficiency standards. The expected project completion is in 2021.

2. EFFICIENCY MEASURES, INVESTMENT, AND PERFORMANCE CONTRACTING

FY18 Performance Contracting – Investment value and number of new projects awarded:

\$0M / 0 projects in FY18

FY19-FY20 Plan:

\$0M / 0 projects in FY19

\$0M / 0 projects in FY20

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Implementation Status

SSA previously met its goal of \$20 million in energy savings performance contracts, all of which was awarded prior to the end of calendar year 2016. The agency continues to perform energy audits as required by EISA §432, which can identify future opportunities to use energy savings performance contracts. SSA uses multiple procurement methods to award contracts to implement ECMs, including performance contracting, when feasible.

Priority Strategies & Planned Actions

The agency does not currently have any plans to perform additional performance contracting to achieve energy, water, building modernization, and infrastructure goals.

3. RENEWABLE ENERGY

FY18 Renewable Electricity Use:

29.8% of total electricity in FY18

FY19-FY20 Plan:

7.5% of total electricity in FY19 as a minimum

7.5% of total electricity in FY20 as a minimum

Implementation Status

SSA meets its annual renewable energy targets through a combination of on-site renewable power and purchases from renewable sources. The agency has on-site photovoltaic (PV) systems at three of its eight delegated sites:

- Nation Support Center (NSC) has a one megawatt (MW) system,
- Frank Hagel Federal Building (FHFB) has a 367 kilowatt (kW) system, and
- Joseph P. Addabbo Federal Building (Addabbo) has an 80kW system.

SSA also purchases electricity from renewable resources using power purchase agreements (PPA) at four of its eight delegated sites:

- Five percent at Wilkes-Barre Data Operations Center (WBDOC),
- Ten percent at Mid-Atlantic Social Security Center (MATSSC),
- Twenty percent at Harold Washington Social Security Center (HWSSC), and
- Twenty percent at Addabbo.

For FY 2018, SSA purchased 38,000 MWh of renewable energy certificates (REC), bringing the total renewable energy and REC purchases to 46,259.5 MWh, resulting in 29.8% of total electric use, exceeding the Energy Policy Act of 2005 goal of 7.5%. Without the purchase of RECs, 5.3% of total electric use was renewable.

Priority Strategies & Planned Actions

SSA has no current plans to install additional on-site renewable projects. The agency will continue to purchase renewable energy by way of PPAs. SSA will also continue to purchase RECs at headquarters facilities as feasible. As the current PPAs end, the agency plans to ask the GSA to increase the percentage of renewable power in the replacement contracts. SSA will also continue to purchase RECs at headquarters facilities as feasible.

4. WATER EFFICIENCY

FY18 Water Intensity Progress (Gal/GSF):

40.9% reduction from FY07

2.2% reduction from FY17

FY19-FY20 Plan:

0.0% change in FY19 from FY18

0.0% change in FY20 from FY 19

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Implementation Status

SSA uses water management to maintain the desired level of service at lowest life cycle cost under its operations and maintenance program. The agency also considers opportunities for water conservation when planning energy efficiency improvements. SSA meets all statutory requirements related to stormwater management and continues to reclaim condensate water, ground water seepage, and rainwater for reuse as graywater and landscaping irrigation at HWSSC in Chicago and FHFB in Richmond, CA.

In addition, SSA has been optimizing space on its headquarters campus, with the ultimate goal of reducing costly leased space and moving employees to Federal space on our leases headquarters campus. While this eliminates the water used under the discontinued leases, these facilities were not included in the metrics reported above. As a result, the agency has been facing a gradual increase in water usage from the additional employees moved on our headquarters campus, though this has been balanced by increased water efficiency to result in an overall reduction from FY17.

Priority Strategies & Planned Actions

SSA's buildings consist almost entirely of office buildings. The agency uses water in restrooms, drinking fountains, kitchens, irrigation systems, and cooling towers. As a result of EISA facility evaluations, SSA has performed many water conservation measures in the past that include low cost and no cost water conservation measures that has resulted in 40.9% reduction in water usage. SSA has no current plans to perform additional water conservation measures (WCM) to reduce water use in FY19 or FY20. If future energy and water audits identify additional WCMs, SSA will pursue them if feasible. Any increase in utility cost at main campus due to the increased occupant load should be significantly offset by the reduced cost of outlying leased buildings, though this will not be reflected in the metrics above.

5. HIGH PERFORMANCE SUSTAINABLE BUILDINGS

FY18 Sustainable Buildings Progress:

0 sustainable Federal buildings
0.0% of buildings / 0.0% of gross square footage (GSF)

FY19-FY20 Plan:

N/A (GSA) in FY19
N/A (GSA) in FY20

Implementation Status

SSA does not report under this goal. All SSA offices are GSA-owned buildings, so any new construction, modernization, and major renovation projects performed on behalf of SSA are handled by GSA.

Priority Strategies & Planned Actions

SSA will continue to work with GSA to incorporate green building specifications on major projects.

6. WASTE MANAGEMENT AND DIVERSION

FY18 Non-hazardous Waste Management and Diversion:

1,143.88 metric tons of non-hazardous solid waste generated*
39.64% sent to treatment and disposal facilities

*not including construction and demolition waste

Implementation Status

SSA recycled 60.36% of non-hazardous solid waste in FY 2018. The only change in the SSA recycling program for FY 2018 was the addition of recycling old carpet at the Headquarters building. The agency is in full compliance with all Emergency Planning and Community Right-to-Know Act (EPCRA) reporting requirements, as well as all Federal, state, interstate, and local requirements. SSA uses refrigerant recovery systems at all delegated facilities and inventories all hydrofluorocarbon (HFC) uses and purchases. The agency also includes a requirement for contractors to provide

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quantities of HFCs used for all new contracts that involve HFCs and provides training to all new HVAC employees on the use of HFC recycling equipment.

SSA continues to update chemical inventories in all SSA headquarters shops, which are now tracked through the SDSpro software, and conducts an annual inventory of excess and unused chemicals in our shops. The agency also continues to improve chemical purchasing and implement waste minimization strategies. In addition, SSA mandates training on the use of recycling equipment for all HVAC and contract personnel, both in house and contractors.

Priority Strategies & Planned Actions

SSA plans to continue to send less than 50% of waste to treatment and disposal facilities in FYs 2019 and 2020. The agency will continue to recycle aluminum cans, plastic bottles, white paper, mixed paper, magazines, newspaper, phone books, cardboard, batteries, scrap metal, fluorescent lamps, and electronic ballasts.

The agency will report EPCRA as required and continue to conduct annually inventories of excess and unused products in our shops at headquarters. SSA will also continue to research additional ways to increase recycling and have its Waste Minimization Workgroup identify areas with excess chemicals, improve chemical purchasing, and implement minimization strategies. The agency will continue to track fugitive HFC emissions, making changes and repairs, as necessary, and inventory HFC uses and purchases annually in the SSA GHG inventory.

On 13 September 2018, SSA teamed up with Unicor and held an electronic recycling event to allow SSA employees and other federal employees in the area to bring their old electronic equipment to be recycled. The agency recycled five tons that may have otherwise ended up in landfills. On 4 September 2019, SSA will hold another electronic recycling event. If successful, the event will be held again in 2020.

Implementation Summary: Fleet Management

1. TRANSPORTATION / FLEET MANAGEMENT

FY18 Petroleum Reduction Progress (Gal):

54.5% reduction in petroleum fuel since 2005

9.4% reduction in petroleum fuel since FY17

FY19-FY20 Plan:

7.0% reduction in FY19 from FY18

9.0% reduction in FY20 from FY19

Implementation Status

SSA's vehicle fleet consists of 436 vehicles of various types, including 27 heavy-duty vehicles and buses, 19 medium-duty vehicles, 163 light-duty vehicles (minivans, pickup, etc.), and 227 sedans. The agency uses these vehicles throughout its 10 regions and at headquarters to support its diverse mission. Employees use passenger vehicles on a daily basis for official business. The use of the vehicles include conducting training at our Headquarters for visiting employees, using the vehicles for official travel, conducting investigations for the Cooperative Disability Program or Office of the Inspector General, or providing vehicles to support the logistical needs of the agency.

Starting in 2015, SSA has implemented a three-pronged approach to ensure it maintains the following fleet efficiencies: reducing cost, reducing petroleum consumption, increase alternative fuel use, and right size our fleet.

- **Vehicle Acquisition:** The agency's primary sourcing strategy for acquiring vehicles is through GSA Fleet. When comparing the cost of owned vehicles to the cost of leased vehicles, SSA has found that it is more beneficial and cost effective to lease vehicles through GSA Fleet versus owning vehicles. Leasing vehicles through GSA Fleet allows the agency to maintain a newer, healthier, and more fuel-efficient fleet without the maintenance costs. Using GSA Fleet also allows SSA to take advantage of acquiring the latest technology in alternative fuel vehicles. Since 2015, SSA started reducing vehicle body size across the agency, with the preferred vehicle of choice being compact sedans and compact sport utility vehicles

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(SUV). As a result, SSA achieved savings in vehicle lease costs by reducing the vehicle's body size and a reduction in fuel costs by acquiring vehicles with greater miles per gallon. The Energy Independence and Security Act (EISA 141) requires all Light Duty Vehicles and Medium duty passenger vehicles acquired to be Low Green House Gas (Low GHG) Emitting Vehicles. In FY 2018, 53 of our 56 new vehicle acquisitions were compliant. The agency's acquisition strategy has allowed the agency to achieve compliance with EISA in FY 2018.

- **Vehicle Placement:** The agency strategically places, to the maximum extent possible, all newly acquired vehicles in areas with supporting fuel type infrastructures. All vehicles located within 5 miles or 15 minutes of an E85 fueling station will receive an E85 capable flex fuel vehicle. Vehicles outside of an E85 radius will receive a low GHG dedicated gasoline vehicle. SSA is currently encouraging the implementation of plug-in hybrid vehicles in areas where it makes sense. Currently the FHFB in Richmond, CA, has charging stations in place for plug-in hybrid vehicles.
- **Vehicle Monitoring:** Since May 2016, SSA has installed telematics devices in 80 of its vehicles. Through GPS technology, the fleet telematics system shows the status of each vehicle, such as when a vehicle is started up and shut down, as well as its idling status, location, speed, mileage, need to refuel, etc. The agency uses this technology to reduce costs by monitoring driver behavior and vehicle performance. SSA is currently encouraging all components to install telematics devices in vehicles where it makes sense.

In FY 2018, SSA achieved a 54.5% petroleum reduction from the 2005 baseline. We continue to show reductions in overall petroleum consumption, with a 9.4% reduction in petroleum from FY 2017 to FY 2018. Though overall petroleum consumption dropped, SSA did not show an increase in alternative fuel from FY 2017 to FY 2018. In FY 2018, SSA's alternative fuel consumption dropped 0.8% from FY 2017; the overall alternative fuel consumption in FY18 was 13.2% of the overall total fuel consumed. Sixty percent of the agency's fleet is operated by the Office of the Inspector General. Due to their mission, they often operate away from alternative fuel infrastructure. In many cases, the agency has started to place dedicated low GHG vehicles in those locations to assist in GHG reduction. The remaining 40% of the agency's vehicles are used to support logistics needs throughout 10 regions and Headquarters.

Priority Strategies & Planned Actions

SSA intends to continue with the strategy outlined above regarding vehicle acquisition, placement, and monitoring, while promoting maximum use of alternative fuel and the acquisition of alternative fuel vehicles, where appropriate, through 2025. For FY 2019, the agency plans to achieve compliance with EISA for new vehicle acquisitions, with the remainder covered by formal exceptions.

Implementation Summary: Cross-Cutting Operations

1. SUSTAINABLE ACQUISITION / PROCUREMENT

FY18 Sustainable Acquisition Progress:

0.8% of contract actions and 5% of obligations (in dollars), for a total of \$71.6M in contract actions with statutory environmental requirements¹. SSA's total eligible actions decreased from FY 2017; however, our total actual actions increased. Therefore, SSA increased our percentage of contract actions with statutory environmental requirements by .05% even though our total eligible actions decreased.

Implementation Status

SSA is in full compliance with acquisition requirements; all relevant contracts include statutory environmental requirements. SSA provides agency-specific sustainable acquisition policy in its Acquisition Handbook, Green Purchasing Plan, and Micro-purchasing Manual, which is in the process of being updating to align with Executive

¹ Percentages and dollar values based on fiscal year 2018 Federal Procurement Data System-Next Generation data of total eligible and total actual environmental requirements data.

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Order 13834. The policies include requiring purchasing preferences for recycled content products, Energy Star® qualified products, Federal Energy Management Program -designated products, BioPreferred and biobased USDA-designated products, and EPA programs. The policy also requires all purchasers to consider Federal Strategic Sourcing Initiatives and Best in Class contract vehicles that provide products that meet or exceed sustainable acquisition requirements. In addition, agency policies require compliance with Federal regulations to maximize the substitution of alternatives to ozone-depleting substances.

The agency issues quarterly reminders and hold forums to educate contract-related staff about their sustainable acquisition roles and responsibilities. SSA's contract writing system includes a mandatory Green Purchasing field that allows contracting officers to select the appropriate sustainable acquisition attribute for a procurement. SSA also runs and examines the Federal Procurement Data System-Next Generation Sustainability Standard Report to track compliance with sustainable acquisition requirements. SSA also requires that contracting staff include sustainability requirements in Contractor Performance Assessment Reporting System evaluations.

Priority Strategies & Planned Actions

SSA plans to continue to focus on improving the procurement of sustainable products and services that meet or exceed sustainable acquisition requirements by:

- Conducting targeted training of agency contracting staff,
- Continuing to issue roles and responsibility reminders, and
- Reviewing acquisitions for appropriate sustainable procurement requirements.

During FYs 2020 and 2021, SSA will implement this strategy by instituting updates to the Acquisition Handbook, Green Purchasing Plan, and Micro-purchasing Manual. The agency will issue announcements and hold training to re-introduce these revised policies. The targeted percentage of contract actions and obligations are:

- FY 2019: 1% of contract actions and \$80 million
- FY 2020: 1.2% of contract actions and \$88 million

In addition, the agency has a biobased purchasing target of 23 contract actions worth \$4.6M for FY 2020.

2. ELECTRONICS STEWARDSHIP

FY18 Electronics Stewardship Progress:

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

100% of equipment with power management enabled*

100% of electronic equipment disposed using environmentally sound methods

**excluding exempted equipment*

Implementation Status

SSA will continue to use Government-wide strategic sourcing vehicles to ensure procurement of equipment that meets sustainable electronics criteria. In FY 2018, SSA updated the Agency's Data Center Optimization Initiative Strategic Plan to include a specific information technology category management policy. The agency enables and maintains power management on all eligible electronics, measuring, and reporting compliance. SSA will continue to ensure that at least 99% of purchased desktop computers, laptops, and monitors are rated Silver or better by EPEAT and that 100% are Energy Star or EPEAT-registered. The agency will ensure compliance via quarterly green procurement compliance reviews and enable power management on all computers and monitors. To ensure the continued use of power management features on all desktop and laptop computers, SSA will continue to use its comprehensive reporting and auditing compliance system. There are electronics stewardship requirements through the lifecycle: acquisition and procurement, operations and maintenance, and end-of-life management. All end-of-life electronics disposed are through GSA Xcess, Computers for Learning (CFL), Unicorn, or certified recyclers.

Priority Strategies & Planned Actions

SSA will continue to target 100% compliance. The agency's strategy is to continue to acquire Energy Star or EPEAT-registered equipment; maintain power management on all eligible electronics; and measure and report compliance. SSA will continue to enforce power management settings via Active Directory Group Policy Objects and enhance

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reporting capabilities using System Center Configuration Manager Overview (SCCM). SSA's Division of Warehouse Management will continue to establish and implement property management policies and guidance to SSA Property Management Officers and Custodial Officers nationwide to promote and continuously achieve environmentally sound disposition of 100% of agency excess electronic products. The agency will continue to ensure the environmentally sound disposal of all excess or surplus electronic products on an ongoing basis through the policies and procedures, which only allow disposition through GSA Xcess, CFL, Unicor, or a certified recycler.

3. GREENHOUSE GAS EMISSIONS

FY18 Scope 1&2 Greenhouse Gas (GHG) Emissions:

59.1% reduction from FY 2008

17.8% reduction from FY 2017

Implementation Status

Purchased electricity and on-site combustion make up over 95% of Scopes 1 and 2 GHG emissions, so energy efficiency has been the agency's top priority for reducing these emissions. SSA relies on energy assessments to inform decisions on strategies to reduce energy consumption. The agency also utilizes advanced metering systems and analyzed system data to develop GHG reduction goals where feasible. As part of its operating and maintenance practices, SSA adjusts equipment cycling to provide efficient operation, thereby reducing annual emissions.

Priority Strategies & Planned Actions

SSA will continue to track and report scope 1 and 2 GHG emissions. The agency will also continue to research and attend webinar training sessions to encourage employee engagement and further reduce GHG emissions.

Agency Priorities and Highlights

Notable Highlights

SSA is committed to the Federal Assets and Sales Transfer Act (or FASTA) provision to reduce civilian real property. As a result, the agency aims to vacate leases in favor of our delegated federal space, and this increase in occupancy may increase our energy utilization rates in these locations.