



U. S. T R A D E A N D D E V E L O P M E N T A G E N C Y

2016 Strategic Sustainability Performance Plan

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2016 Strategic Sustainability

Policy Statement

USTDA is committed to reducing its impact on the planet by reducing waste, greenhouse gas emissions, and overall energy consumption wherever possible. As part of this effort, USTDA looks to implement strategies that incorporate better conservation and sustainability practices into the agency's policies and business practices and continues to remain informed of Federal environmental and energy statutes, regulations and Executive Orders (EOs) with a view to progress to a more sustainable organization. As a small agency with a limited energy footprint, USTDA continues, consistent with its mission, to explore methods and business practices that reduce energy consumption and emissions to the best of its abilities with a creative, and energy conscious staff. Agency business practices promoting sustainability and better conservation of energy include:

- Increased use of black and white copies to conserve energy
- Purchase of recycled products, including ink, paper, and office products, when feasible
- Recycling of waste paper, ink, and toner
- Recycling for reuse of agency electronic equipment, including printers, copiers, mobile devices, computers and accessories
- Ensuring that electricity is conserved
- Increased use of electronic document processing, including scanning and filing
- Increased use of electronic systems for the completion of business processes, such as electronic travel and personnel processing and the use of an agency electronic project tracking tool.

USTDA believes in the leadership of the Federal community in pursuing and achieving sustainability goals and targets, and will continue to assess ways to increase the Agency's energy conservation efforts to demonstrate our commitment to meeting sustainability targets and goals.

A handwritten signature in blue ink that reads "Enoch T. Ebong". The signature is written over a horizontal line.

Enoch T. Ebong
Chief Sustainability Officer



U. S. T R A D E A N D D E V E L O P M E N T A G E N C Y

2016 Strategic Sustainability Performance Plan

Executive Summary

The U.S. Trade and Development Agency (USTDA) helps companies create U.S. jobs through the export of U.S. goods and services for priority development projects in emerging economies. USTDA links U.S. businesses to export opportunities by funding project planning activities, pilot projects and reverse trade missions while creating sustainable infrastructure and economic growth in partner countries.

USTDA is committed to reducing its impact on the planet by reducing waste, greenhouse gas emissions, and overall energy consumption wherever possible. As a Contributing Agency, USTDA, is submitting this Executive Summary.

USTDA does not own, lease or maintain a vehicle fleet, or implement capital projects. The agency does not own the building in which its offices are located and leases office space through GSA. As a result, USTDA has a limited operational energy footprint. With limited resources available, USTDA remains informed of environmental and energy statutes, regulations and Executive Orders (EOs) to become a more sustainable organization wherever possible. The Agency's Executive Team, along with its creative, and energy conscious staff, continues to explore and expand the ways it can reduce energy waste and consumption and greenhouse gas emissions to the best of its abilities.

As part of this effort, USTDA continues to utilize fundamental strategies that incorporate better conservation and sustainability practices into the agency's policies and business practices.

- Recycling remains a primary focus in the agency's efforts to reducing waste and energy. For example, the agency utilizes only recycled paper for its printing and copying, and continues to recycle as many consumable products as possible. This includes paper and plastics and aluminum, in addition to used printer and toner cartridges. Agency staff participates in building sponsored recycling events, including the recycling of batteries and small, personal electronics, and staff have volunteered to take cans and bottles to recycling centers.
- Agency excess electronic equipment, such as computers, monitors, FAX machines, is sent to US Department of Agriculture's, Centralized Excess Property Office, for repair

and reuse or for recycling. As a practice, all agency mobile devices are stripped of data and donated for reuse as they are replaced or upgraded.

- Black and white, rather than color ink, has been programmed as the default format for document printing and copying. Agency staff is highly encouraged to employ double-sided printing and copying, and to scan and distribute documents and information electronically. As a result, the printing of double sided copies has become an increasingly common business practice for Agency documents.
- Employees are strongly encouraged to conserve energy by turning off lights in their offices and the halls at the end of the day. In addition, the building has been replacing office lights with motion sensor lights that automatically shut off when the room is empty.

USTDA continues to look for ways to streamline its business processes. It is an agency goal to expand the number of documents and information available electronically on shared server space and USTDA continues to make progress toward achieving this goal. This year, USTDA moved its email services to a shared FEDRAMP Cloud data center, eliminating the need to host a separate agency email server, thereby reducing the office space footprint and energy usage. With each of these changes, the Agency moves toward the goal of becoming increasingly sustainable to the environment.

In particular, we note the following efforts:

- Continuing scanning projects in which current paper reports and files are being converted to electronic formats for storage and distribution to reduce paper and ink waste continues. In the past fiscal year, the Agency began requiring the electronic submission of all deliverables under Federal Acquisition Regulation contracting actions. The Agency is also working towards modifying deliverable submission requirements under grant-funded activities to facilitate electronic submission and reduce the number of final reports received in hard copy.
- An ongoing project involving the scanning of paper project files for electronic reference and storage, which may assist in the otherwise required transportation, copying, or printing of documents.
- USTDA's Information Resource Center, in conjunction with the Information Technology Department, continues to work with the National Archives Records Administration (NARA) to develop electronic systems resources for the handling and archiving of the agency's permanent records and email.
- The agency intranet has become a primary resource tool for staff, efficiently distributing information with minimal impact on the environment. Many of the Agency's policies, procedures, training session information, forms, notices and business practices are available on the intranet as a resource for staff, eliminating the need to print, copy, and distribute paper.
- USTDA has adopted many electronic processing systems, including the eQIP system for the electronic processing of security clearances; the Federal eTravel system, which allows the Agency to process official travel documents electronically, and allows for a paperless routing of authorizations, vouchers, and travel payments; the integration of the eTravel system with the USTDA's Oracle Financial database, eliminating a paper tracking

process; and OPM's USAStaffing electronic recruiting and applicant evaluation systems into its business functions. In addition, an electronic reservation system for visitor parking and conference rooms has become an integral part of the agency's business operations. These electronic systems have eliminated paper from the agency's business processes, creating efficiency in resources and reduction in paper printing and copying.

- USTDA has enhanced an internal tracking database, the Master Glidepath, which allows the agency to electronically track financial budgets for projects by project number or region, as well as anticipated travel, the status of staff technical training and the progress of active regional projects in one application. In the past, these factors were compiled from multiple hard copy printouts into a single page for review. The Master Glidepath, a major planning tool for the agency, has not only streamlined the USTDA's business process, but had greatly reduced the energy resources utilized by the agency.
- The majority of the Agency's functional offices, including the Agency's Program Evaluations Office, the Office of Acquisition Management, and the Public Affairs Office, have converted their paper file systems to electronic databases and tracking systems which reduces the energy impact of distribution and copying of documents. The Agency continues to require all invoices submitted for payment, certain project reports completed by contractors, and proposals for contract bids to be submitted and distributed within the agency electronically.
- USTDA completed the conversion, from paper to electronic files, of all project reports and deliverables that are used by the public and by agency staff for reference. These are stored in a database that is accessible to staff and are distributed to the public electronically. The completion of this project reduces both the resources needed for paper and the energy required to copy and to distribute reports to the public, thereby reducing greenhouse gas generation.

All new office equipment, including kitchen appliances, computers, network infrastructure equipment for the agency LANs, copiers and printers is Energy Star rated, and all toner and printer cartridges are shipped to recycling sites when empty. All paper and toner used in Agency copiers and printers are of remanufactured materials and whenever feasible, USTDA increasingly purchases office furniture made with sustainable and recycled materials in order to reduce its energy footprint. In addition, the Agency seeks to reduce plastic consumption by purchasing compostable and biodegradable products when possible.

Although overseas travel is fundamental to the fulfillment of USTDA's mission, Agency staff is increasingly incorporating teleconferencing, video and web conferencing for meetings whenever possible, and the Agency upgraded audio visual equipment to improve the efficiency of these options. Additionally, USTDA's telework program includes a successful remote teleworking option which enables long distance teleworking, reducing commuting and energy consumption associated with outfitting an office. This has proved to be beneficial to the Agency and has contributed to the Agency's reduction of its energy footprint.

USTDA continues to offer fully allowable Metro and bicycle subsidies to employees for their commutes to and from the office, and encourages the use of mass transit, whenever possible, for the attendance of outside meetings. The Agency's building owner provides building infrastructure for bicycle security, which many employees utilize.

USTDA leases its office space through the General Services Administration in a building that is LEED Gold certified and that maintains EPA's Energy Star rating. The building owner manages programs focused on energy conservation, solid waste management and general office and small electronic and battery recycling. USTDA also facilitated communication and employee participation in a survey to provide the building owner with needed information to pursue LEED recertification. In addition, the building's parking facilities and operations have been converted to achieve parking sustainability, including the installation of charging stations for electric automobiles. The parking facilities are a Sustaining Partner of the Green Parking Council and have been designated as the first Demonstrator Sites in Virginia. USTDA actively participates in such programs as offered. Other building practices such as retrofitted office lights and windows; motion sensor lights; temperature controlled common spaces; low flow toilets and Variable Frequency Drives (VFD) in the building cooling tower help to promote low energy consumption.

Sustainability plays an increasingly important role in the Agency's mission activities. Energy sector development in developing and middle-income countries is a strategic priority for USTDA. The Agency works closely with the U.S. private sector to identify and support activities that generate measurable commercial and developmental results across a wide range of activities, including diversification of energy sources and development of clean, renewable and alternative fuels. In the last fiscal year, USTDA continued to strengthen its support for projects designed to mitigate the effects of climate change, reduce greenhouse gas emissions and bring cleaner sources of energy online around the world. In FY 2015, USTDA committed over half of its energy investments to developing renewable power. These project planning activities have the potential to develop over 2,400 megawatts of new renewable energy and to unlock over \$4.3 billion in financing for energy projects. This would reduce the reliance on traditional power generation in the emerging markets USTDA serves, thus curbing CO2 equivalent emissions by an estimated 12 metric tons per year.

USTDA's program provides opportunities to highlight innovative U.S.-sourced technologies that help overseas project sponsors achieve their goals of promoting the use of cleaner, more efficient technologies, enhancing energy security, and reducing greenhouse gas emissions. In 2015, USTDA supported a variety of renewable energy activities, including diversification of energy sources and development of clean, renewable and alternative fuels. USTDA's investments also promote lower-carbon growth and increase energy access and efficiency by helping to improve electricity transmission and distribution around the world.

In addition, USTDA is an active participant, along with the U.S. Department of State and the Overseas Private Investment Corporation (OPIC), in innovative financing mechanisms such as the U.S.-Africa Clean Energy Finance Initiative, which is a collaborative financing mechanism aligning U.S. government resources in new ways to catalyze significant private sector investment primarily focused on African clean energy infrastructure. USTDA has also partnered with the U.S. Department of State, U.S. Agency for International Development, and OPIC, under the Clean Energy Finance Facility for the Caribbean and Central America to catalyze greater public and private sector investment in clean energy infrastructure in the Caribbean and Central America.

In the next fiscal year, USTDA will continue to assess ways in which it can integrate sustainability into its business operations and its mission with an emphasis on increasing energy efficiency and improving environmental performance.