

# National Mediation Board

## SUSTAINABILITY PLAN





June D.W. King  
Director, Office of Administration and  
Senior Sustainability Officer

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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.

Finally, over 63 percent of our employees use public transportation. 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:**

Regarding Scope 1 & 2 greenhouse gases reductions, 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. Also, the NMB does not maintain or lease a fleet of cars.

In the scope 3 area, the NMB began working with GSA to track federal employee travel which includes business air travel, ground travel, and federal employee commuting. Currently, GSA was not able to get the information to prepare this report from the travel agency but we are confident that the link will be established and we will begin tracking this information.

### **Federal Employee Commuting**

During the FY 2008 base year, 39 of the NMB's authorized 51 FTEs commuted to work utilizing public transportation. We participate in the Federal Smart Benefits program, which provided \$115 a month (FY 2008 maximum) to all eligible employees for use on:

- Metrorail
- Metro Bus
- Maryland area Regional Commuter (MARC) train service
- Amtrak
- Regional bus systems that accept the Smart Trip card

During FY 2010, the NMB provides \$150 to 36 of its current on-board staff of 47 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 Coordination and Communication – In our bi-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 OA staff will oversee the NMB's efforts in meeting the goals and requirements of the Executive Order.
- d. Agency Policy and Planning Integration – The NMB has begun reviewing 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 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 Evaluation of Progress – The OA staff will review the Scope 3 targets and brief the senior leadership on a quarterly basis on the 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 |
|------------------------------|---------------------------|-----------------------|---|---|-----------------------------|-------------------------------------|--|-------------------------|---|----------------------------|
| <i>"Sample Plan"</i>         | 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.

## VI. Transparency:

As part of the Open Government Directive, the NMB has committed to providing as much transparency as possible. We have established a portal on our website at [www.nmb.gov](http://www.nmb.gov) which details expected NMB actions and timeline 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:** This is the first year that the NMB is undergoing these initiatives.

II. **Goals Performance Review:**

### Goal: Scope 3 Greenhouse Gas Reduction

- 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, 36 out of 47 employees participate in the Smart Benefits program. The NMB is also encouraging employees to incorporate teleworking into their schedule or 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. Other, as defined by Agency – N/A
  - e. 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.
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- a. Goal description – As telecommuting increases, AWS scheduling and the use of webinars for training, 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 – The NMB policies allow employees to either telework or participate in AWS scheduling.
  - d. Positions – The agency will use current staff
  - 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.

| SCOPE 3 GHG TARGET  | Units <sup>i</sup> | FY 10 | FY 11 | FY 12 | FY 13 | FY 14 | .... | FY 20 |
|---|--------------------|-------|-------|-------|-------|-------|------|-------|
| Overall Agency Scope 3 Reduction Target (reduced from FY08 base year) <sup>ii</sup> | %                  | 2     | 4     | 6     | 8     | 10    |      | hold  |
| Sub-Target for Federal Employee Travel  | %                  | 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: 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 1986<sup>iii</sup>

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 of its annual report by half. All documents are made electronically available. In addition, our representation elections are electronic which has eliminated the need to print hard copy of 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 type of paper.
  - g. 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. Goal description – 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.

| <b>POLLUTION PREVENTION &amp; WASTE ELIMINATION</b>   | 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: 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<sup>iv</sup> (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.<sup>v</sup>

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.<sup>vi</sup>

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.

| <b>SUSTAINABLE ACQUISITION</b>  | Units | FY 10 | FY 11 | FY 12 | .... | FY 20 |
|---|-------|-------|-------|-------|------|-------|
| New Contract Actions Meeting Sustainable Acquisition Requirements                       | %     | ?     | ?     | 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   | %     | ?     | ?     | ?     | ?    | ?     |

**Section III. NMB Self Evaluation:**

|   |   |
|---|---|
| Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?   | Y |
| Does your plan identify milestones and resources needed for implementation?   | Y |
| Does your plan align with your agency's 2011 budget submission?   | Y |
| Is your plan consistent with your agency's FY 2011 budget and appropriately aligned to reflect your agency's planned FY 2012 budget submission?   | Y |
| Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources? | Y |
| Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?  | Y |

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<sup>i</sup> GHG emissions are measured in mtCO<sub>2</sub>e and the percentage reductions are reductions in mtCO<sub>2</sub>e.

<sup>ii</sup> Refer to the OFEE Scope 3 GHG Emissions Reduction Target Tool and User's Manual for detailed descriptions of each scope 3 categories and calculation methods. When writing narrative for this goal area, please note that it is not necessary to provide a great deal of detail. Agencies should focus on general strategy for reducing Scope 3 emissions and should plan to provide greater detail on milestones and actions taken to reduce emissions associated with agency-specific targets in subsequent updates to this plan.

<sup>iii</sup> 42 U.S.C. 11001 et seq

<sup>iv</sup> EPEAT products are addressed in Goal 9: Electronic Stewardship and Data Centers.

<sup>v</sup> Purchases are mandated where such products and services meet agency performance requirements. These mandates do not apply to the acquisition of weapons systems. Agencies should discuss how they currently capture and analyze data to track their performance regarding the 95% target for new contracted actions. Where agencies are unable to track specific actions, they should discuss plans to improve data collection and identify areas where specific challenges exist.

<sup>vi</sup> Some agencies may use the term 'green purchasing plan', 'affirmative procurement plan', and/or 'EPP'.