

RECLAMATION

Managing Water in the West

Bureau of Reclamation Sustainable Buildings Team Charter

APPROVED BY:



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Date

CHARTER

THE BUREAU OF RECLAMATION'S SUSTAINABLE BUILDINGS TEAM

BACKGROUND: In January, 2006, 20 Federal agencies, including the Department of the Interior, signed the "Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding," thereby committing to construct and renovate buildings in a more sustainable manner. A principal part of that memorandum was the "Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings" (Guiding Principles). Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423), as amended and supplemented by EO 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, (EO 13514), requires all Federal agencies to ensure: "(i) new construction and major renovation of agency buildings comply with the Guiding Principles; and (ii) 15 percent of the existing Federal capital asset building inventory of the agency incorporates the sustainable practices in the Guiding Principles by the end of fiscal year 2015."

To direct the accomplishment of Federal sustainable building goals, the Department developed the *Department of the Interior Sustainable Buildings Implementation Plan* (SBIP). The SBIP lays out the Department's policy, requirements, targets and milestones for accomplishing its vision to be a leader in "meeting or exceeding EO 13423 for incorporating the Guiding Principles . . . into DOI buildings." Through the SBIP, the Department directs each bureau and office to form cross-functional teams to create or revise policies, Directives and Standards (D&S), guidance, and procedures to meet sustainable buildings goals. This charter describes the mission, responsibilities, and objectives of Reclamation's Sustainable Buildings Team (SBT).

SBT SPONSOR: The Executive Sponsor is the Director, Policy and Administration.

MISSION: Reclamation's SBT will provide an interdisciplinary approach to the formulation of plans, policies, D&S, recommendations, guidance, and training to achieve Reclamation's sustainable building goals.

STRUCTURE/MEMBERSHIP: Reclamation's SBT will include subject-matter experts from disciplines supporting achievement of the Guiding Principles representing Reclamation's regions and appropriate program offices. Representatives will include at least one member from each of the five regions, Policy and Administration, and Technical Resources. A current list of SBT members can be found on Reclamation's Sustainable Buildings' internet site. These representatives shall provide expertise in sustainable buildings policy, asset management, property management, and engineering/design. Staff from other directorates and programs will be asked to consult or participate on an as-needed basis for input on particular issues (e.g. energy, leasing, acquisitions/contracting, safety, etc.). Staff support and coordination for the SBT will be provided by the Policy and Administration team member.

RESPONSIBILITIES: Each SBT member will be responsible for representing his or her area of expertise as well as their respective region or office. SBT members shall communicate sustainable building requirements and facilitate sustainable building accomplishments in their region or office in accordance with this charter and Reclamation Manual sustainable buildings policy and D&S. SBT members shall review materials as requested, solicit comments from their region or office, provide feedback in a timely manner, and may be called upon to contribute to the development of products related to sustainable buildings. Each member shall select an alternate SBT member. If they are unable to attend scheduled meetings and conference calls, the alternate shall attend in their place. In those instances, the alternate member will have full authority to make recommendations on behalf of the SBT member and the region or program they represent. If a member cannot fully meet the responsibilities of the SBT by attending at least 80 percent of scheduled SBT meetings and responding to 100 percent of data calls, he or she shall find a permanent replacement, agreeable by the member's regional or office director. The staff member from Policy and Administration will be responsible for developing meeting agendas and notes, coordinating meeting and conference call logistics, managing the completion of SBT products, and scheduling briefings with the Executive Sponsor, as necessary.

TASKS AND OBJECTIVES: Reclamation's SBT is tasked with recommending policy, D&S, procedures, and practices to ensure that: (1) design, construction, operation and maintenance (O&M) of all newly constructed buildings and those undergoing major renovations meet the Guiding Principles and relevant statutory requirements; (2) existing buildings apply sustainable O&M practices to achieve compliance with the Guiding Principles; and (3) new direct leases incorporate the Guiding Principles into solicitations and selection criteria.

The specific tasks to be completed by the SBT include:

- Develop a Reclamation SBIP, including targets and milestones for accomplishing EO 13423 sustainable building goals, and update as needed to reflect legal and policy changes.
- Develop and update policy and D&S for sustainable buildings that communicate requirements, establish roles and responsibilities for implementing sustainable building activities, and outline required procedures to achieve compliance. Identify and recommend changes to other policies and D&S, design standards, contracts, and guidance to further progress in meeting sustainable building requirements.
- Develop or customize tools to assess and document building compliance with the Guiding Principles and move them toward compliance.
- Recommend strategies and processes at the Reclamation and regional, area, and field office levels that will ensure the integration of the Guiding Principles into the design, construction, major renovation, O&M and leasing of all applicable buildings. Oversee or recommend the development of technical guidance for these activities.

- Propose ways to integrate Reclamation sustainable building activities with other relevant management directives and initiatives such as energy and climate change initiatives, Environmental Management Systems (EMS), environmental compliance, capital asset planning, Federal Real Property Profile (FRPP)/Asset Inventory management, cultural resource management (e.g. historical buildings), etc.
- Work with Reclamation's EMS team to ensure that sustainable building requirements and tasks are incorporated into the region's EMS and managed under a comprehensive EMS approach.
- Develop a communication and outreach strategy on sustainable building requirements, including information on relevant training, best practices, or other opportunities that may improve internal expertise and accelerate implementation of sustainable building practices within Reclamation. Facilitate the development and implementation of internal training on sustainable building requirements and strategies to meet the Guiding Principles.

FORMULATING RECOMMENDATIONS: The SBT will recommend strategies to achieve Federal sustainable building goals to the Executive Sponsor or her designee and Reclamation's Leadership Team, as appropriate. The SBT will seek to make recommendations by consensus. If consensus cannot be reached, a minority report will be noted. The SBT will support recommendations accepted by the Executive Sponsor and RLT and will revisit them if significant changes occur.

FREQUENCY OF MEETINGS: Meetings will be held monthly and on an as needed basis to address matters related to program accomplishment and may be convened either in person and over the internet using web conferencing technology. In person meetings will be held as needed and travel resources allow. The Policy and Administration staff member will work with the SBT to coordinate meeting dates and times and provide adequate notice of scheduled meetings.

COMMUNICATION OF SBT ACTIVITIES: The SBT will seek input and convey information throughout Reclamation to ensure that SBT products represent broad-based support and analyses of current issues and activities related to sustainable buildings. Draft meeting notes (a narrative summary of the agenda topic, discussions, recommendations, and action items) will be summarized by the SBT's Policy and Administration staff member and made available to the team members for review within 7 days after the meeting. These meeting notes and other SBT products will be posted on the Reclamation Sustainable Buildings SharePoint site.

REVISIONS: Following Executive Sponsor approval, the SBT charter will be reviewed and resubmitted for approval annually in accordance with Reclamation Manual D&S ADM 04-01.