

## **Doing the Numbers**

### A Step by Step Review of Re-TRAC Connect

November 20, 2014

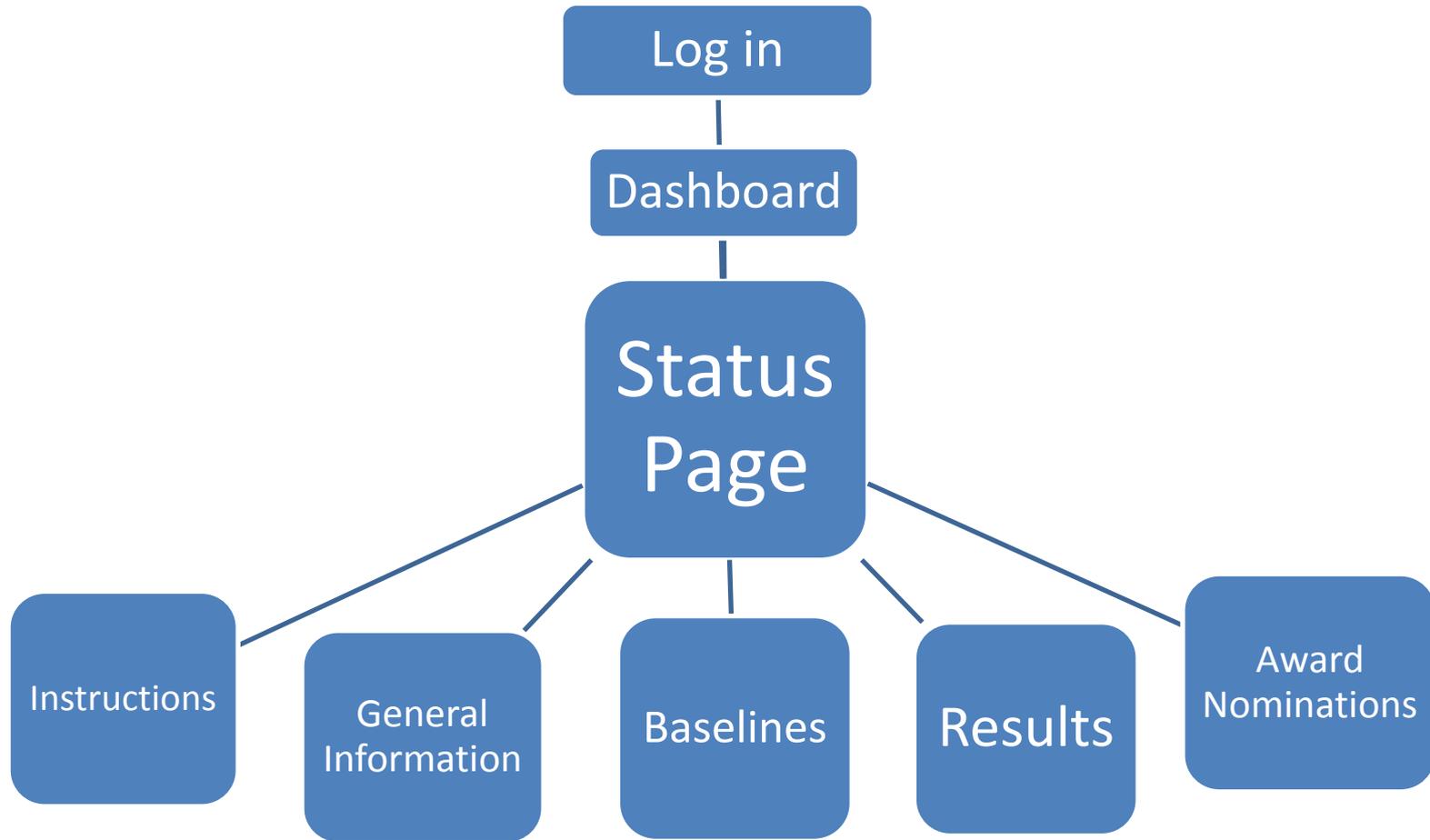
Rob Guillemine  
EPA Region 1

# Webinar Overview

Review the structure and process of submitting data into Re-TRAC Connect

- General Information
- Setting baselines and goals
- Reporting results
- Submitting award nominations for Regional and National FGC awards

# Re-TRAC Site Diagram



# Log in to Re-TRAC Connect

<https://connect.re-trac.com/>

The image shows a web page for logging into Re-TRAC Connect. On the left is a white 'Log In' form with a teal border. It contains fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a yellow 'Log In' button. Below the button is a disclaimer: 'By clicking Log In and using Re-TRAC Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#). (Updated October 30, 2014)'. At the bottom are links for 'Forgot your password?' and 'Need technical support?'. On the right is a teal sidebar with the heading 'New to Re-TRAC Connect?' and a 'Welcome' message. It lists three features: 'Report to programs', 'Measure data', and 'Achieve your goals', each with an icon. A white button says 'Register for a Free Account'. At the bottom of the sidebar, it says 'Join over 17,000 users.'. Three red arrows point from callout boxes to the form: one to the email field, one to the password field, and one to the 'Log In' button.

**Log In**

Email

Password

Remember Me

Log In

By clicking Log In and using Re-TRAC Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#). (Updated October 30, 2014)

[Forgot your password?](#) [Need technical support?](#)

**New to Re-TRAC Connect?**

Welcome

- Report to programs
- Measure data
- Achieve your goals

Register for a Free Account

Join over 17,000 users.

Enter your email and password

Then click "Log In"

# “Dashboard” Page

The screenshot shows the Re-TRAC Connect Dashboard. At the top, there is a navigation bar with the Re-TRAC logo, user information (Tom Faber), messages (1), help, and log out. Below this is a secondary navigation bar with tabs for Dashboard, Programs, Directories, and Toolkit. The main content area is titled "Dashboard" and features a "My Programs" section. In this section, the "EPA - Federal Green Challenge" program is listed with a "Go" button highlighted by a red box. A red arrow points from this button to a text box that says "Click on the 'Go' button to see Federal Green Challenge status information for your facility." To the right of the "My Programs" section is a promotional banner for "NEW PLASTIC TRACKING CATEGORIES" with a "VIEW TOOLKIT" button. Below the "My Programs" section is a "Get Started" section with a search input field. At the bottom, there are three columns: "Join Directories", "Build your Toolkit", and "Access Resources", each with a brief description and a "View" or "Access Tools" button. A fourth column on the right is titled "Select an upcoming webinar, and click to register:" and lists two webinar events.

Re-TRAC CONNECT

Tom Faber | Messages 1 | Help | Log Out

Dashboard | Programs | Directories | Toolkit

PODIUM PROFILE | COMMUNITY

Overview |

## Dashboard

The “Dashboard” is the first page visitors see when they log onto Re-TRAC Connect

### My Programs

Join Programs

EPA - Federal Green Challenge

Environmental Protection Agency - North Chelmsford Laboratory

Go

Add / View All Organizations 1

### NEW PLASTIC TRACKING CATEGORIES

Track your recycled plastic using industry agreed-upon categories: 28 new plastic material categories in the Tracker tool.

VIEW TOOLKIT

### Get Started

Enter the name for the Program/Directory/Tool you're looking for.

Enter Name Here

#### Join Directories

Directories allow you to promote your organization and publish local waste management information to the public.

#### Build your Toolkit

Access useful tools to optimize your operational and educational initiatives.

Access Tools

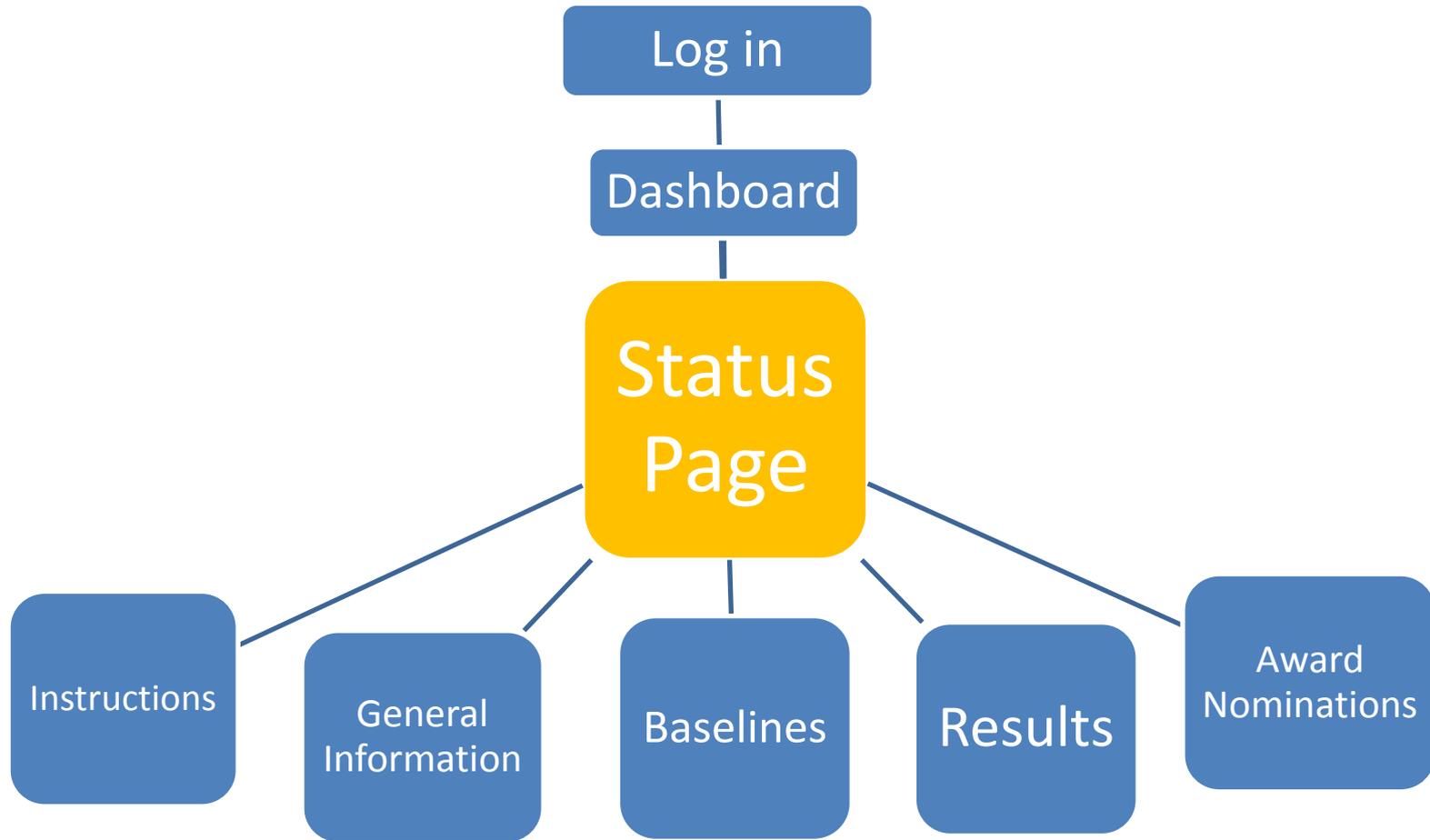
#### Access Resources

Visit the Resource Library to access hundreds of resources including exclusive access to Resource Recycling Magazine articles.

Select an upcoming webinar, and click to register:

- November 4th, 12pm - 1pm EST
- November 18th, 2pm - 3pm

# Re-TRAC Site Diagram



# “Status” Page

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend



Program Details

### Member Information:

[Status](#)

[Program Forms](#)

### Host:

EPA - Sustainable Materials Management

### Website:

<http://epa.gov/federalgreenchallenge/>

### Program Manager

For questions contact your regional representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)

	Instructions
General Information	
Baseline - Waste/Materials	
Baseline - Purchasing	
Baseline - Electronics	
Baseline - Energy	
Baseline - Transportation	
Baseline - Water	

	2014	2013	2012	2011	2010
Results - Waste/Materials					
Results - Purchasing					
Results - Electronics					
Results - Transportation					
Federal Green Challenge Award Nomination Form					

# “Status” Page

Dashboard Programs Directories Toolkit PODIUM PROFILE COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY



Program Details

Member Information:  
[Status](#)  
[Program Forms](#)

Host:  
EPA - Sustainable Materials Management

Website:  
<http://epa.gov/federalgreenchallenge/>

Program Manager  
For questions contact your regional representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)

Instructions

General Information					
Baseline - Waste/Materials					
Baseline - Purchasing					
Baseline - Electronics					
Baseline - Energy					
Baseline - Transportation					
Baseline - Water					

The “Federal Green Challenge Status” page is the central page connecting to instructions, baseline information, results, and award nomination forms.

	2014	2013	2012	2011	2010
Results - Waste/Materials					
Results - Purchasing					
Results - Electronics					
Results - Transportation					
Federal Green Challenge Award Nomination Form					





# “Status” Page

Dashboard
Programs
Directories
Toolkit
PODIUM PROFILE
COMMUNITY

Join Programs | EPA - Federal Green Challenge



Program Details

## EPA - Federal Green Challenge Status

*Member:* ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

INSTRUCTIONS

Instructions

General Information	<b>GENERAL INFORMATION</b>	🔒
Baseline - Waste/Materials		🔒
Baseline - Purchasing		🔒
Baseline - Electronics		✅
Baseline - Energy	<b>BASELINE INFORMATION</b>	+
Baseline - Transportation		🔒
Baseline - Water		+

	2014	2013	2012	2011	2010
<b>Results - Waste/Materials</b>	+	🔒	+	+	+
<b>Results - Purchasing</b>	+	+	🔒	+	+
<b>Results - Electronics</b>	+	+	+	+	+
<b>Results - Transportation</b>	✅	🔒	🔒	+	+
<b>Federal Green Challenge Award Nomination Form</b>	+	+	+	+	+

**Member Information:**

▶ [Status](#)

[Program Forms](#)

**Host:**

EPA - Sustainable Materials Management

**Website:**

<http://epa.gov/federalgreenchallenge/>

**Program Manager**

For questions contact your regional representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)

# “Status” Page

Dashboard
Programs
Directories
Toolkit
PODIUM PROFILE
COMMUNITY

Join Programs | EPA - Federal Green Challenge



Program Details

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

INSTRUCTIONS

General Information	<b>GENERAL INFORMATION</b>	+
Baseline - Waste/Materials		+
Baseline - Purchasing		+
Baseline - Electronics		+
Baseline - Energy	<b>BASELINE INFORMATION</b>	+
Baseline - Transportation		+
Baseline - Water		+

	2014	2013	2012	2011	2010
Results - Waste/Materials	+	+	+	+	+
Results - Purchasing	+	+	+	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	+	+	+	+	+
Federal Green Challenge Award Nomination Form	+	+	+	+	+

**Member Information:**

[Status](#)

[Program Forms](#)

**Host:**

EPA - Sustainable Materials Management

**Website:**

<http://epa.gov/federalgreenchallenge/>

**Program Manager**

For questions contact your regional representative  
<http://www.epa.gov/federalgreenchallenge/regional.html>

# “Status” Page

Dashboard
Programs
Directories
Toolkit
PODIUM PROFILE
COMMUNITY

Join Programs | EPA - Federal Green Challenge



Program Details

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

### INSTRUCTIONS

Instructions

General Information	<b>GENERAL INFORMATION</b>	🔔
Baseline - Waste/Materials		🔔
Baseline - Purchasing		🔔
Baseline - Electronics		✅
Baseline - Energy	<b>BASELINE INFORMATION</b>	+
Baseline - Transportation		🔔
Baseline - Water		+

	2014	2013	2012	2011	2010
Results - Waste/Materials	+	🔔	+	+	+
Results - Purchasing	+	+	🔔	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	✅	🔔	🔔	+	+
Federal Green Challenge Award Nomination Form	<b>AWARD NOMINATIONS</b> +	+	+	+	+

**Member Information:**

▶ [Status](#)

[Program Forms](#)

**Host:**

EPA - Sustainable Materials Management

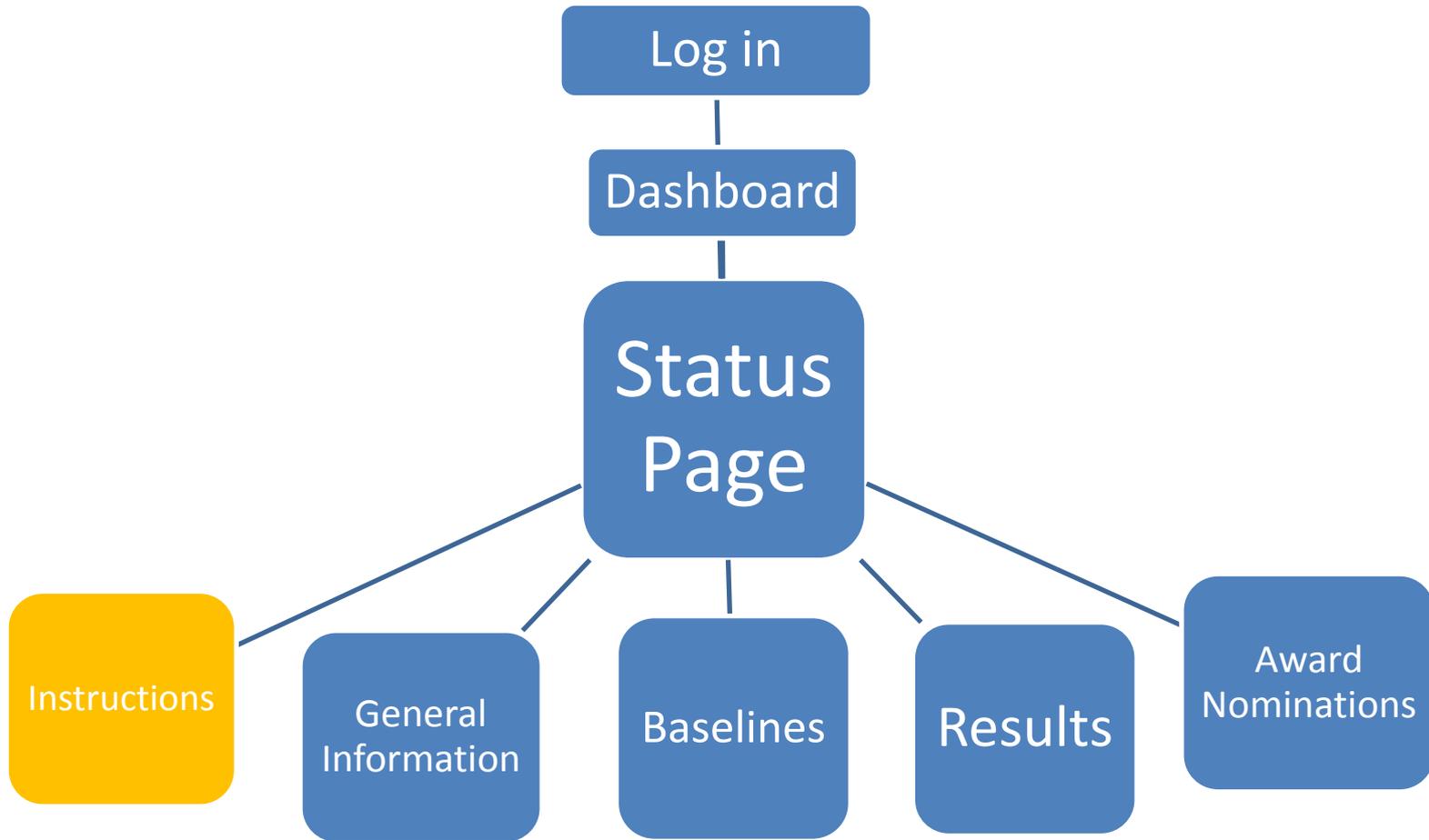
**Website:**

<http://epa.gov/federalgreenchallenge/>

**Program Manager**

For questions contact your regional representative  
<http://www.epa.gov/federalgreenchallenge/regional.html>

# Re-TRAC Site Diagram





# Instructions (on “Status” page)

Dashboard Programs Directories Toolkit PODIUM PROFILE COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY



Program Details

Member Information:  
[Status](#)  
[Program Forms](#)

Host:  
EPA - Sustainable Materials Management

Website:  
<http://epa.gov/federalgreenchallenge/>

Program Manager  
For questions contact your regional representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)

Legend  
Instructions

	2014	2013	2012	2011	2010
General Information					
Baseline - Waste/Materials					
Baseline - Purchasing					
Baseline - Electronics					
Baseline - Energy					
Baseline - Transportation					
Baseline - Water					
Results - Waste/Materials					
Results - Purchasing					
Results - Electronics					
Results - Transportation					
Federal Green Challenge Award Nomination Form					

**Instructions and Legend**

# Instructions: Steps to Participation

1. **Fill in the General Information section** by selecting a minimum of two of the six target areas (waste, electronics, purchasing, energy, water, or transportation). At least one of the selected target areas must be waste, electronics, or purchasing.
2. **Set your baseline and goals** in the target areas you chose within 90 days of joining. Participants must commit to an improvement goal of at least 5% per year in their selected target areas.
3. **Report your fiscal year results** each year using the Results section.

Questions? Contact your regional representative:

<http://www.epa.gov/federalgreenchallenge/regional.html>.

### Legend



#### Status Icons

- |                            |  |
|----------------------------|--|
| Form - To Be Completed     | Paginated Form - Errors                      |
| Saved - Completed          | Submitted - Error                            |
| Saved - Error              | Submitted - Awaiting Verification            |
| Multiple Forms - Completed | Submitted - Awaiting Verification with Error |
| Multiple Forms - Error     | Submitted - Verified                         |
| Paginated Form - No Errors | Review - <i>Program Manager Only</i>         |

*Greyed out icons indicate that the survey has been locked, or closed, for all reporting entities.*

#### Action Icons

- Edit Form
- Delete Form
- Search Form
- Add/Edit Dates

#### Aspect Icons

- System Message
- An Organization
- A Program

# Main Icons to Know



**Information has not been inputted or saved.**

While facility data needs to be inputted and saved, only relevant baseline and results information should be inputted and saved.



**Information has been saved but not submitted.**

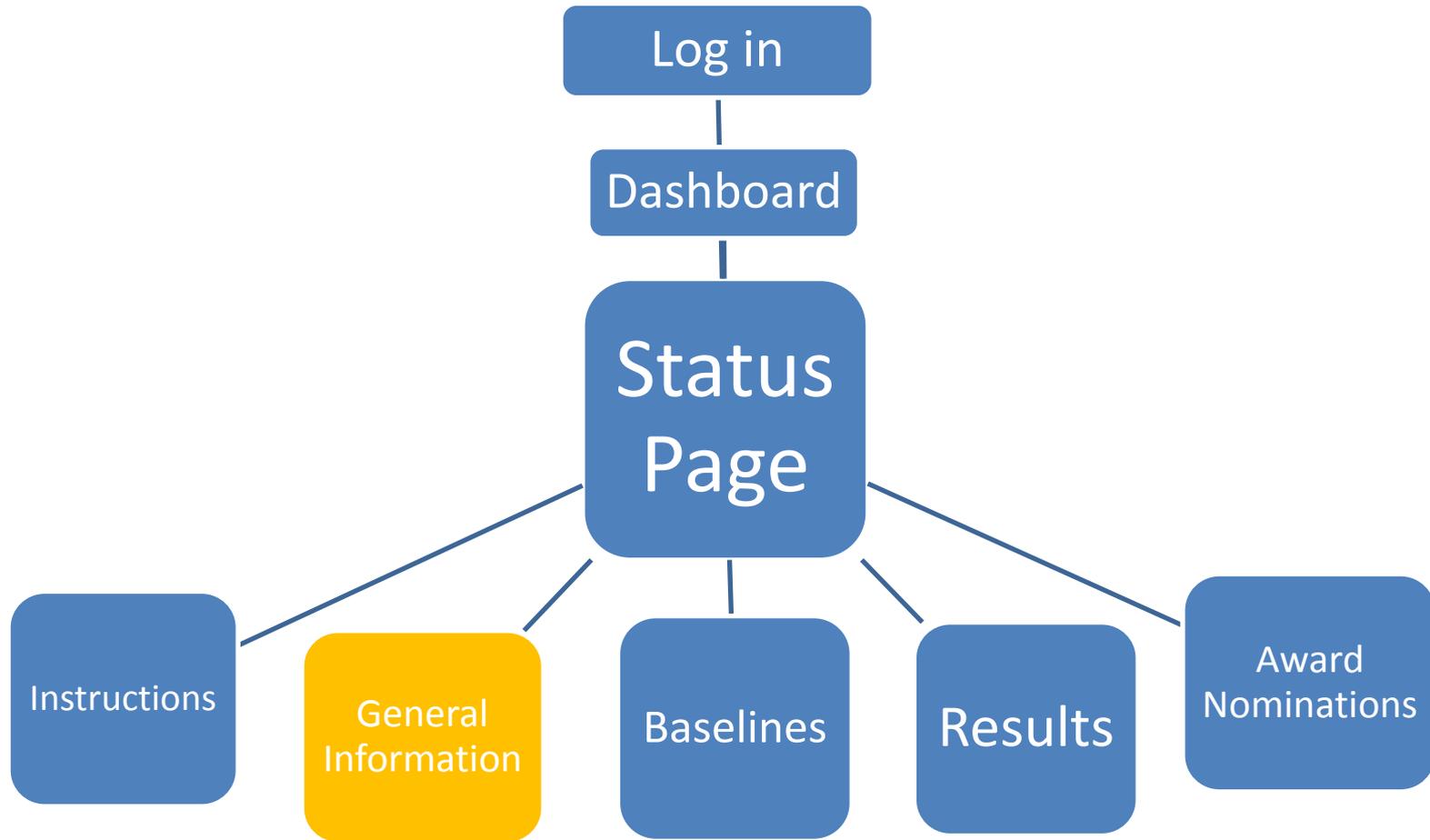
This information can be changed as needed.



**Information has been submitted.**

This information is considered final but can be edited by Regional FGC administrators.

# Re-TRAC Site Diagram



# General Information (on “Status” page)

Dashboard | **Programs** | Directories | Toolkit

PODIUM PROFILE | COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

Instructions

### GENERAL INFORMATION

General Information

Baseline - Waste/Materials

Baseline - Purchasing

Baseline - Electronics

Baseline - Energy

Baseline - Transportation

Baseline - Water

Click on the “General Information” icon to input and review facility contact information and other attributes.

	2014	2013	2012	2011	2010
Results - Waste/Materials	+	+	+	+	+
Results - Purchasing	+	+	+	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	✓	+	+	+	+
Federal Green Challenge Award Nomination Form	+	+	+	+	+

Member Information:  
▶ [Status](#)  
[Program Forms](#)

Host:  
EPA - Sustainable Materials Management

Website:  
<http://epa.gov/federalgreenchallenge/>

Program Manager  
For questions contact your regional representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)



# “General Information” Form



## General Information

ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

The “General Information” form includes seven sections (A to G). Review this information for completeness and accuracy.

### Program Information

[Program Details](#)

[Program Status](#)

► [General Information](#)

[Program Forms](#)

### Host:

EPA - Sustainable Materials  
Management

### Website:

<http://epa.gov/federalgreenchallenge/>

### Program Manager

For questions contact your regional  
representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)

Admin Use Only

Agency Status:

Select Status

## Section A: Contact Information

Agency:

Environmental Protection Agency

Facility Name:

North Chelmsford Laboratory

Enter facility name the way that you would like it to appear on the Federal Green Challenge website participant list. A facility may be any subcomponent of a federal agency, including but not limited to bureaus, administrations, bases, departments, offices, facilities, laboratories, divisions, field and regional offices.

Web Address:

<http://www.epa.gov/aboutepa/> Ensure website address begins with http:// or https://

Address:

11 Technology Drive

City:

North Chelmsford

State or Territory

Massachusetts

Zip:

01863

## Executive Contact

Executive Contact:

Curtis Spalding

# General Information

Section A: Contact Information

Section B: Federal Green Challenge Pledge

Section C: Your Goals

Section D: Facility Description

Section E: Env. Mgmt. System & Green Teams

Section F: Participation in other EPA Partnership Programs

Section G: How You Heard About the FGC

# Saving and Submitting “General Information”

## Section G: How You Heard About the Federal Green Challenge

Please identify how you heard about the Federal Green Challenge:

- Referral from another agency/department
- Local Federal Executive Board
- Federal Green Challenge website
- Workshop/Conference
- Mailing
- Other

Workshop/Conference name:

Region 1 Conference - Nov. 17

Clicking the "Save" button below allows you to come back and update this form. You  
form will be considered complete when locked.

Save

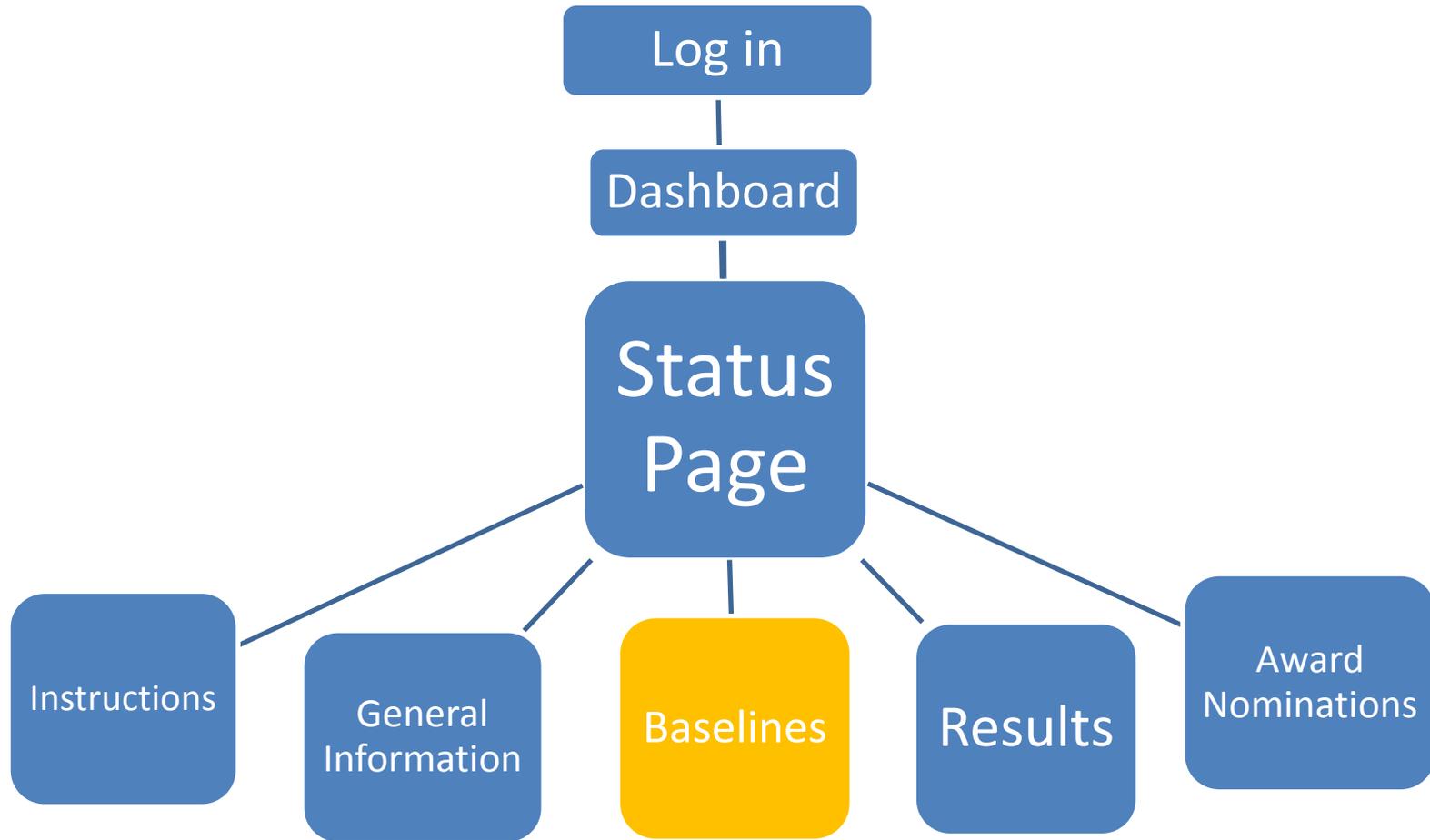
Submit to Program

Response created on 01 November 2012 at 07:59 by stephan.demianczyk@ang.af.mil

To save “General Information,” scroll to the bottom of the page and select “Save.” Saving allows you to update the form at a later time.

To submit “General Information,” scroll to the bottom of the page and select “Submit to Program.” This step will complete and lock the form.

# Re-TRAC Site Diagram



# “Baseline” Icons (on the “Status” page)

Dashboard Programs Directories Toolkit

PODIUM PROFILE COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

Instructions

General Information	
Baseline - Waste/Materials	Baseline Information Icon
Baseline - Purchasing	Baseline Information Icon
Baseline - Electronics	Baseline Information Icon
Baseline - Energy	Baseline Information Icon
Baseline - Transportation	Baseline Information Icon
Baseline - Water	Baseline Information Icon

**BASELINE INFORMATION**

	2014	2013	2012	2011	2010
Results - Waste/Materials	+	+	+	+	+
Results - Purchasing	Baseline Information Icon	+	+	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	Baseline Information Icon	+	+	+	+
Federal Green Challenge Award Nomination Form	+	+	+	+	+

Click on the “Baseline” icons to input and review baseline and goal information.

# 6 Baseline Categories

Baseline - Waste/Materials

Baseline - Purchasing

Baseline - Electronics

Baseline - Energy

Baseline - Transportation

Baseline - Water

# Baseline Categories

## **Waste Materials**

- Municipal Solid Waste (MSW) Diversion Data
- Municipal Solid Waste (MSW) Disposal Data
- Construction and Demolition (C&D) Debris Diversion Data
- Construction and Demolition (C&D) Debris Disposal Data

## **Purchasing**

- Printer and Copier Paper
- Meeting and Events Services
- Bottled Water Purchased with Federal Fund
- Janitorial Services
- Pest Management Services

## **Electronics**

- New Electronics Purchased
- Computer and Monitor Power Management
- Life Span of Equipment
- End of Life Electronics Management - Agency owned equipment
- End of Life Electronics Management - Personal equipment

# Baseline Categories (cont.)

## **Transportation**

- Fleet Description
- Business Travel
- Commuting

## **Energy**

- Electricity
- Natural Gas
- Fuel Oil
- Renewable Energy

## **Water**

- Potable
- Industrial
- Landscaping
- Agricultural
- Recycled Water
- Stormwater

# Baseline “Energy” Form (Example)



Program Details

**Member Information:**  
[Status](#)  
 ▶ [Baseline - Energy](#)  
[Program Forms](#)

**Host:**  
 EPA - Sustainable Materials Management

**Website:**  
<http://epa.gov/federalgreenchallenge/>

**Program Manager**  
 For questions contact your regional representative  
 (<http://www.epa.gov/federalgreenchallenge/regional.html>)

## Baseline - Energy

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Baseline Year:

Select Year ▼

Select Baseline Year

*(The recommended baseline year is the year of Federal Green Challenge registration. If data is not available for the registration year, an earlier baseline year may be used. A recent baseline year is preferred.)*

Input Baseline Results

Input Percentile Goals

### Energy Data

ACTIVITY	BASELINE RESULTS	KBTU	GJ	FIRST YEAR'S GOAL (% DECREASE)
Electricity Consumed (kWh)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Natural Gas Consumed (Cubic Feet)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fuel Oil Consumed (gallons) (assumption is for #2 fuel oil)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text"/>	<input type="text"/>	

ACTIVITY	BASELINE YEAR AMOUNT	FIRST YEAR'S GOAL (% INCREASE)
Renewable energy purchased or installed on-site (%)	<input type="text"/>	<input type="text"/>

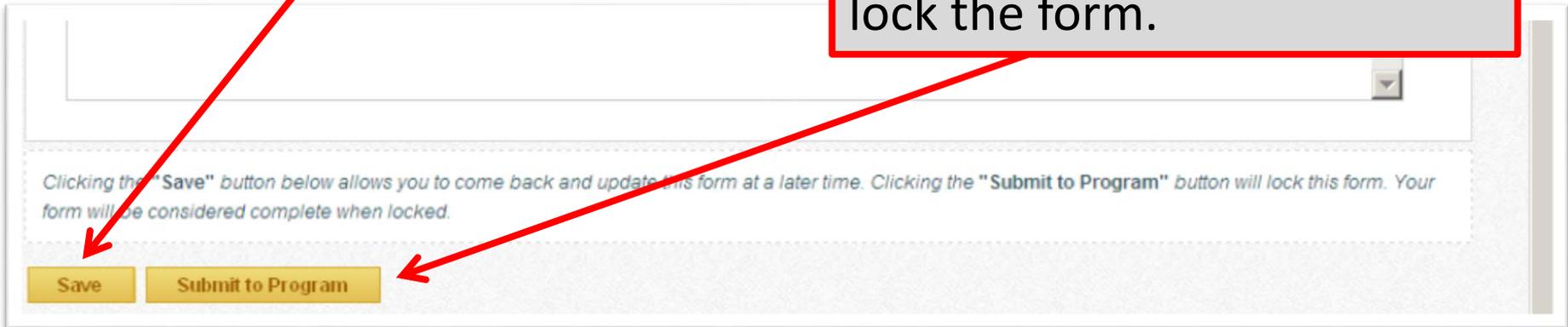
Are you using Energy Star Portfolio Manager?

# Saving and Submitting the “Baseline Forms”

At the bottom of each Baseline form you can find the “Save” and “Submit to Program” buttons.

Saving allows you to update the form at a later time.

The “Submit to Program” button will complete and lock the form.

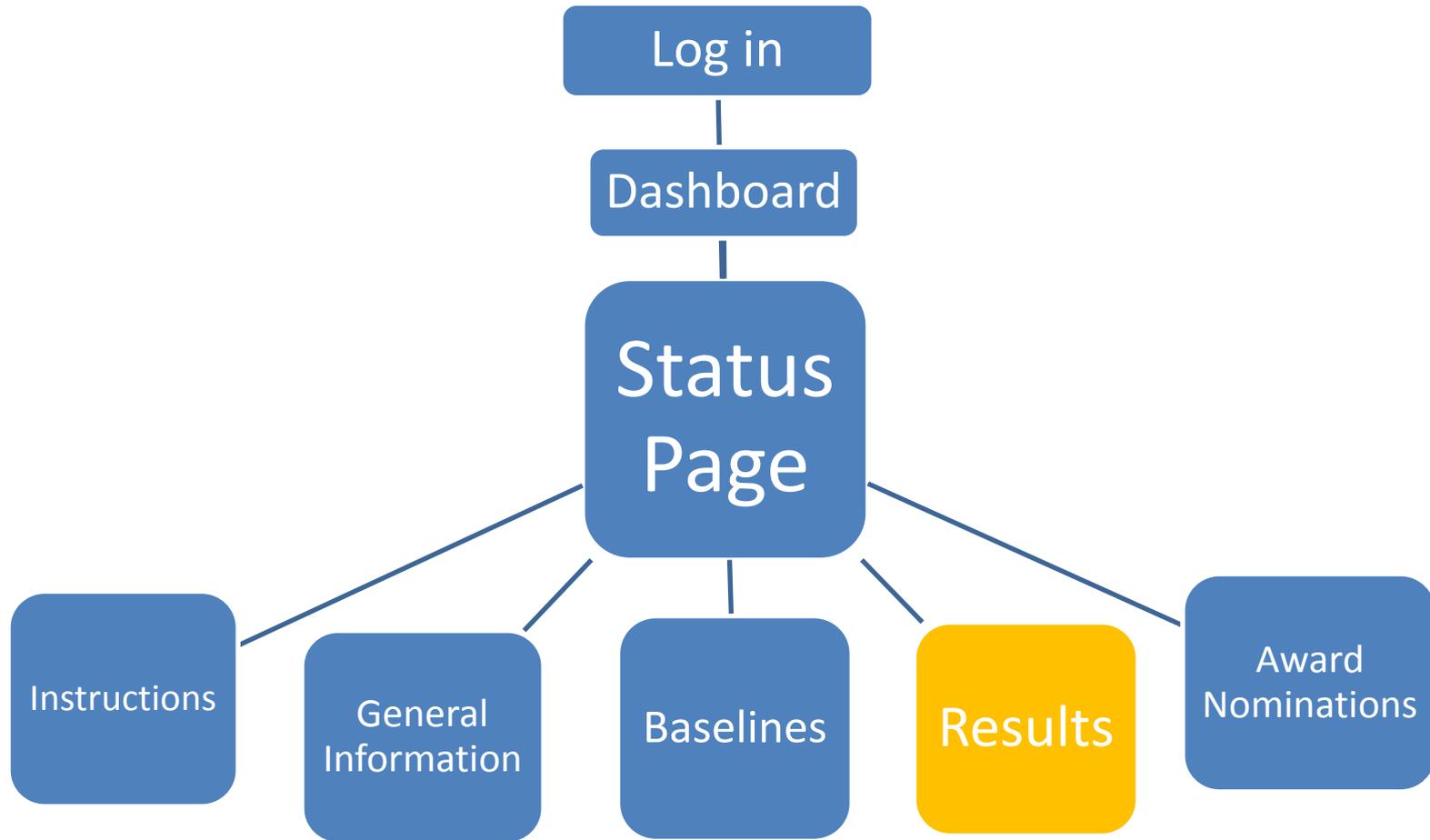


Clicking the “Save” button below allows you to come back and update this form at a later time. Clicking the “Submit to Program” button will lock this form. Your form will be considered complete when locked.

Save Submit to Program

The image shows a screenshot of a web form interface. At the bottom, there are two yellow buttons: "Save" and "Submit to Program". Above the buttons is a dashed-line box containing instructional text. Two red arrows point from the text boxes above to the respective buttons: one from the "Save" button to the left text box, and one from the "Submit to Program" button to the right text box.

# Re-TRAC Site Diagram



# “Result” Icons (on “Status” page)

The screenshot shows the EPA Federal Green Challenge Status page. The top navigation bar includes Dashboard, Programs, Directories, and Toolkit. The main header displays 'EPA - Federal Green Challenge Status' and the member information: 'ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY'. A sidebar on the left contains a program details icon and member information. The main content area features a table with columns for years 2014, 2013, 2012, 2011, and 2010. The table rows include 'Results - Waste/Materials', 'Results - Purchasing', 'Results - Electronics', and 'Results - Transportation'. A red circle highlights the 'Results' icons in the 2014 column, and a red arrow points to the 'Results' icon in the 2012 column. Two callout boxes provide instructions on how to use these icons.

Dashboard Programs Directories Toolkit PODIUM PROFILE COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Program Details

Member Information:  
Status  
Program Forms

Host:  
EPA - Sustainable Materials Management

Website:  
<http://epa.gov/federalgreenchallenge/>

Program Manager  
For questions contact your regional representative  
(<http://www.epa.gov/federalgreenchallenge/regional.html>)

	2014	2013	2012	2011	2010
Results - Waste/Materials	+	+	+	+	+
Results - Purchasing	+	+	+	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	+	+	+	+	+
Federal Green Challenge Award Nomination Form	+	+	+	+	+

**RESULTS**

Click on the “Results” icons to input results for FY14 and set goals for FY15.

You can also see results and goals from previous years by clicking on these icons.

# “Result” Icons (on “Status” page)

Dashboard Programs Directories Toolkit PODIUM PROFILE COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

Program Details

Member Information:

- [Status](#)
- [Program Forms](#)

Host:

EPA - Sustainable Materials Management

Website:

<http://epa.gov/federalgreenchallenge/>

Program Manager

For questions contact your regional representative (<http://www.epa.gov/federalgreenchallenge/regional.html>)

	2014	2013	2012	2011	2010
General Information					
Baseline - Waste/Materials					
Baseline - Purchasing					
Baseline - Electronics					
Baseline - Energy					
Baseline - Transportation					
Baseline - Water					
<b>RESULTS</b>					
Results - Waste/Materials	+		+	+	+
Results - Purchasing	+	+	+	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	✓			+	+
Federal Green Challenge Award Nomination Form	+	+	+	+	+

**Note:** Result categories only appear after a baseline form has been completed for that environmental category.

Click on the “Results” icons to input results for FY14 and set goals for FY15.

You can also see results and goals from previous years by clicking on these icons.

# Results Form for Transportation (Example)



## Results - Transportation

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY | Year: 2014 | Cycle: ANNUAL

Program Details

**Member Information:**  
[Status](#)  
► [Results - Transportation](#)  
[Program Forms](#)

**Host:**  
EPA - Sustainable Materials Management

**Website:**  
<http://epa.gov/federalgreenchallenge/>

**Program Manager**  
For questions contact your regional representative (<http://www.epa.gov/federalgreenchallenge/regional.html>)

### Transportation

#### Fleet Description

VEHICLES	2014 (NUMBER OF VEHICLES)	* NEXT YEAR'S GOAL (% INCREASE)
Electric vehicles	1	100.00
Hybrid-Electric vehicles	10	10.00
Alternative fuel vehicles	4	25.00

VEHICLES	2014 (NUMBER OF VEHICLES)	* NEXT YEAR'S GOAL (% DECREASE)
Internal combustion engine vehicles		



FY14 "Results"

FY15 "% Goal"

Do you use alternative fuels in your alternative fuel vehicles (AFVs)?

- yes, always
- yes, sometimes

# Results Form for Transportation (Example)



## Results - Transportation

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY | Year: 2014 | Cycle: ANNUAL

**Program Details**

**Member Information:**  
[Status](#)  
► [Results - Transportation](#)  
[Program Forms](#)

**Host:**  
EPA - Sustainable Materials Management

**Website:**  
<http://epa.gov/federalgreenchallenge/>

**Program Manager**  
For questions contact your regional representative (<http://www.epa.gov/federalgreenchallenge/regional.html>)

### Transportation Fleet Description

Results for FY14 automatically become the baseline for FY15 (and so on)

VEHICLES	2014 (NUMBER OF VEHICLES)	* NEXT YEAR'S GOAL (% INCREASE)
Electric vehicles	1	100.00
Hybrid-Electric vehicles	10	10.00
Alternative fuel vehicles	4	25.00

VEHICLES	2014 (NUMBER OF VEHICLES)	* NEXT YEAR'S GOAL (% DECREASE)
Internal combustion engine vehicles		

FY14 "Results"

FY15 "% Goal"

Do you use alternative fuels in your alternative fuel vehicles (AFVs)?

yes, always

yes, sometimes

# Saving and Submitting the “Result Forms”

At the bottom of each Result form you can find the “Save” and “Submit to Program” buttons.

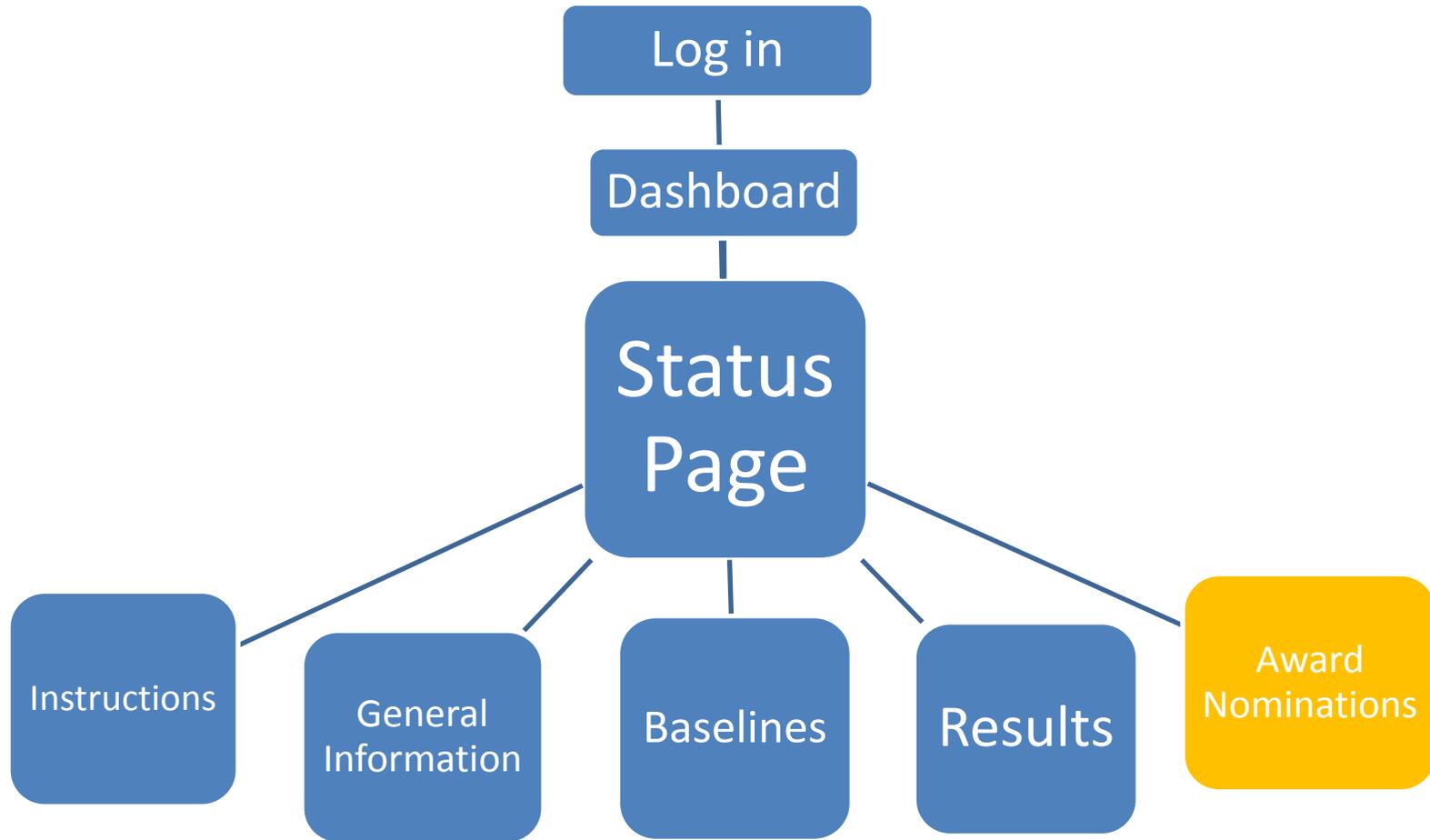
Saving allows you to update the form at a later time.

The “Submit to Program” button will complete and lock the form.

Clicking the “Save” button below allows you to come back and update this form at a later time. Clicking the “Submit to Program” button will complete and lock the form.



# Re-TRAC Site Diagram



# Award Nomination Icons on “Status” Page

Dashboard Programs Directories Toolkit PODIUM PROFILE COMMUNITY

Join Programs | EPA - Federal Green Challenge

## EPA - Federal Green Challenge Status

Member: ENVIRONMENTAL PROTECTION AGENCY - NORTH CHELMSFORD LABORATORY

Legend

Instructions

General Information

Baseline - Waste/Materials

Baseline - Purchasing

Baseline - Electronics

Baseline - Transportation

Baseline - Waste/Materials

Click the icon at the bottom of the Status page to visit the award nomination forms for FY14 results.

	2014	2013	2012	2011	2010
Results - Waste/Materials	+	🏆	+	+	+
Results - Purchasing	+	+	🏆	+	+
Results - Electronics	+	+	+	+	+
Results - Transportation	✅	🏆	🏆	+	+
<b>Federal Green Challenge Award Nominations</b>	<b>+</b>	+	+	+	+

**AWARD NOMINATIONS**

# FGC Award Eligibility

You are eligible to apply for a FY2014 Federal Green Challenge award if you meet the following criteria:

- 1) Meet your Federal Green Challenge goals in the selected target area.
- 2) Submit your FY2014 annual results into the Federal Green Challenge data management system (Re-TRAC Connect) by January 31, 2015
- 3) Submit an award nomination form in the Federal Green Challenge data management system by January 31, 2015.

# FGC Award Categories

## Data Driven Awards

Based on information submitted by participants in the Re-TRAC Results forms. There is no need to submit any additional information, just select the result type.

## Narrative awards

Based on written responses to the specific questions listed under each type of narrative award.

- **Innovation:** Using or showing new methods or ideas
- **Education & Outreach:** What actions were taken to promote education of environmental impacts and potential reductions for the FGC target areas?
- **Leadership:** Selection is based on narrative clearly addressing the following criteria.

# Award Nomination Form

Your data may not be considered complete by the Program Manager(s) of EPA - Federal Green Challenge until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of EPA - Federal Green Challenge.

## Federal Green Challenge Award Nomination Form

Member: DEPARTMENT OF DEFENSE - VERMONT ARMY NATIONAL GUARD Year: 2013 Cycle: ANNUAL



Program Details

Member Information:

- [Program Status](#)
- [Federal Green Challenge Award Nomination Form](#)
- [Program Forms](#)

Host:

EPA - Sustainable Materials Management

Website:

<http://epa.gov/federalgreenchallenge/>

Program Manager

For questions contact your regional representative (<http://www.epa.gov/federalgreenchallenge/regional.html>)

**Instructions:**

Please fill out the information below to apply for a FY2013 Federal Green Challenge award. You are eligible to apply for a FY2013 Federal Green Challenge award if you meet the following criteria:

- Meet your Federal Green Challenge goals in the selected target area
- Submit your FY2013 annual results into the Federal Green Challenge data management system by January 31, 2014
- Submit an award nomination form in the Federal Green Challenge data management system by January 31, 2014

For more information about the Federal Green Challenge awards, please visit <http://www.epa.gov/fgc/awards/apply.html>

If you have any questions, please contact your Regional Federal Green Challenge representative <http://www.epa.gov/federalgreenchallenge/regional.html>

**Organization Information**

Site being nominated for recognition

Name of the Facility:

Federal Green Challenge Participant Name: (If different than facility name above)

Street Address of the Facility:

City:

State or Territory:

**STEP 1:**  
Complete the requested contact information.

## Award Categories

My organization submits this application for:

Data-Driven Awards (evaluation based on data entered into the Federal Green Challenge data management system)

- Waste
- Electronics
- Purchasing
- Energy
- Water
- Transportation

Narrative Awards (evaluation based on information provided)

- Innovation
- Education & Outreach
- Leadership

### STEP 2:

Click on the **Data Driven** categories that have met their goal. These nomination are based on the numerical results reported in the “Results” forms.

### STEP 3:

Click on the **Narrative** categories. Text boxes will appear. Describe how your FY14 goal or project featured notable Innovation, Education & Outreach, or Leadership qualities.

### STEP 4:

Save and submit the nomination form when completed.

Save

Submit to Program

# Narrative Questions:

## Innovation

- What innovative method(s) or idea(s) were used?
- How they were these innovative methods or ideas used?
- What criteria was evaluated or taken into account by the use of these innovative methods or ideas? Why was the implementation of your innovative method or idea so significant?
- What impact did your implementation of the method or idea have on your target area?
- Describe how this was an innovative idea or method for your facility?

# Narrative Questions:

## Education & Outreach

- Identify the percentage of your total target population reached by the education and outreach activity you want recognized.
- Describe the methods used to reach this target population?
- How did you measure the results? What are the environmental impacts in real data (what you measured) as a result of education and outreach to your target population?
- Why was the implementation of your education and outreach so significant? Describe what obstacles you overcame.
- What impact do you foresee this education to have on your target population in the future?

# Narrative Questions:

## Leadership

- Documentation, presentations and outreach that lead to other entity's success in achieving significantly reduced environmental results as a result of that coaching. What were those results in real data?
- Describe the efforts taken to mentor/assist others where those other entities achieved significantly reduced environmental results as a direct result of that coaching.
- As leadership should be defined through leading by example – how did you meet /exceed your own goals.
- Describe how your entity's leadership went outside your field of control.
- Why was the undertaking and evidence of your leadership so significant?

## FGC Regional Contacts

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