

COURT SERVICES AND OFFENDER -SUPERVISION AGENCY (CSOSA)

and

PRETRIAL SERVICES AGENCY (PSA)

2019 Sustainability Report and Implementation Plan – June 30, 2019



Agency Point of Contact

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Executive Summary

The Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the Pretrial Services Agency for the District of Columbia (PSA) are committed to planning, designing and implementing environmentally sustainable practices in all agency activities to reduce CSOSA/PSA greenhouse gas (GHG) emissions. CSOSA Policy Statement 5001 *Environmental, Energy and Transportation Management*, was signed and issued to all CSOSA and PSA employees on March 11, 2011. CSOSA/PSA will achieve the (GHG) emissions goal and the reporting Executive Order (EO) 13834, dated May 17, 2018 – Regarding Efficient Federal Operations.

Fiscal year (2018) CSOSA had 824 employees and PSA 369 employees. The building square footages are as follows: 1900 Mass. Ave SE – 60,000 (CSOSA), 2101 Martin Luther King Ave SE – 50,005 (CSOSA), 1230 Taylor St NW – 23,386 (CSOSA), 300 Indiana Ave NW – 51,380 (CSOSA), 910 Rhode Island Ave NE – 20,885 (CSOSA), 3850 South Capitol St SE – 14,400 (CSOSA), 4415/07/09 South Capital St SW – 8,523 (CSOSA). 601 Indiana Ave NW – 19,016 (CSOSA) / 28,423 (PSA), 633 Indiana Ave NW – 65,611 (CSOSA) / 37,165 (PSA), 800 North Capitol St NW – 56,003 (CSOSA), 500 Indiana Ave NW – 6,783 (PSA), 1025 F St NW – 10,453 (PSA), 90 K St NE – 10,525 (PSA), and 33 Constitution Ave NW – 3,083 (PSA). CSOSA currently has 76 leased vehicles.

CSOSA/PSA's goal is to reduce GHG emissions by 30% by FY 2020 measured against our FY 2008 baseline (3,176 MT Co2e). To achieve this, we are designing and implementing various projects, which address the full spectrum of GHG emissions reductions and sustainable living practices. The projects vary in scope and complexity and include the following: fleet rightsizing with an automated reservation system; a vehicle fleet that consists of 80% hybrid and 20% alternative fuel vehicles which has been achieved; waste recycling at all CSOSA/PSA locations; green information technology; sustainable designs in all new leases and renovations; and other GHG-reducing and sustainability projects.

The agency has a fleet management system in place to account for all vehicles in the fleet. The goal for the agency in FY16 was to have all field sites equipped with fleet kiosks to ensure accurate accountability for the vehicles in the agency's fleet, which has been completed. Currently the 98% of the sedans in the fleet are hybrids and 95% of SUV'S and 100% of the mini vans are E85. Vehicles that fuel with Ethanol are located near alternative fuel stations. Vehicles that are dual-fueled are strategically located near alternative fuel stations. The Agency's fleet management system monitors the mileage, gas consumption and vehicle activity. Vehicle sharing occurs in all of our field sites. Schedules and appointments are arranged so that multiple staff members or clients can be transported in the same vehicle.

Since FY 2011, CSOSA/PSA has focused resources on educating staff on the important role they play in the Agency's sustainability efforts. In order to enhance our in-house knowledge base, the

Agency trained the entire Facilities staff and a portion of our Procurement staff in LEED (Leadership in Energy and Environmental Design) certification requirements to develop an understanding of the importance of sustainable practices in our buildings. Currently CSOSA does not occupy any LEED certified buildings. Agency leadership provided resources for staff to participate in various educational programs. As a result of those educational programs, the Agency issued a green cleaning contract for the seven buildings for which it controls janitorial services; installed environmentally-friendly finishes and water reducing fixtures as part of all renovation projects and required recycling of demolished materials; required that computer purchases be EPEAT and Energy Star rated; implemented a document destruction program through a shred vendor that recycles; increased the purchase of office supplies that contain recycled content; and partnered with the Washington Area Bicycle Association to install bike racks at our facilities. In FY 2013, the Agency dedicated more attention to contractors/vendors to ensure that green products, energy saving equipment, and hybrid/alternative fuel vehicles were used in our contracted services.

CSOSA and PSA continue to encourage staff to act sustainably and responsibly through an ongoing awareness campaign. This included providing reusable water bottles to all staff as part of the Government-wide 'Let's Move' Campaign in FY 2013 during which we reminded them to incorporate green practices throughout the day by exercising, biking to work, and reducing vehicular use. To further promote and encourage sustainability practices among our staff, we implemented the Green Messenger, an electronic mailbox that sends and receives eco-friendly updates and reminders. Our Facilities staff provides regular updates to employees on how to save energy in their daily lives and during extreme weather events.

In FYs 2014 and 2015, CSOSA and PSA provided greater opportunities for staff to be more creative and innovative in advancing the Agency's sustainability efforts. The Agency implemented pilot programs to reduce our carbon footprint, promoted the purchase of sustainable products, improved our recycling initiatives and enhanced our use of new technologies and products that will help us reach our sustainability goals. Upgrades to our fleet software systems, building management systems, sustainable purchasing programs and agency awareness campaign's will also help us continue to move in the direction of net zero.

In FYs 2016 and 2017 CSOSA and PSA continued to promote continuity throughout the agency encouraging sustainable usage, new innovations, and reduction of our carbon footprint through continual upgrades to our fleet software, sustainable purchasing programs, building systems and environmental controlled devices. Recycling and shredding programs continue to be effective, and the Agency's goal is to reach a paperless status.

Increased ability to telework throughout the Agency helped decrease the carbon footprint and usage of utilities. Continual upgrades to our fleet software, monitoring vehicle gas usage, sustainable purchasing programs, building systems and environmental controlled devices has

helped to redefine our focus. Paper recycling, toner recycling, and shredding programs continue to be effective and the Agency continue to strive for a paperless status.