

## **DRAFT RECLAMATION MANUAL RELEASE**

**Comments on this draft release must be submitted to Amanda Ross [amross@usbr.gov](mailto:amross@usbr.gov) by November 28<sup>th</sup>, 2024.**

### **Background and Purpose of the Following Draft ENV 08-01 Sustainable Construction, Renovation, Operations, and Leasing of Bureau of Reclamation Building Assets Directive and Standard (D&S)**

The goal of preparing this D&S document and providing stakeholders with the opportunity to comment on it in draft form is to better define roles, responsibilities, and procedures for standardized Sustainable Building Certification practices across the Bureau of Reclamation (Reclamation). The benefits of this D&S to Reclamation are improved processes that increase compliance with existing Department of the Interior Sustainable Building certification processes, recurring assessment compliance, and lease requirement compliance. It also ensures Reclamation complies with statute and Executive Orders referencing sustainable building practices in the federal government.

The Reclamation Sustainable Buildings Team (SBT), with support from Reclamation's Technical Services Center (TSC) updated this D&S from an existing Temporary Reclamation Manual Release (TRMR) that has been in use by Reclamation for over a decade.

In addition to the Reclamation Manual (RM) D&S, the SBT has developed a new Sustainable Buildings Certification Sheet as an appendix to this D&S. This document is intended to streamline and unify the certification of Sustainable Buildings under different certification systems. As each system has their own compliance documentation, it was decided by the SBT that a unifying document will serve as the record of certification and signed by project managers, Regional Directors, and the Director of Mission Assurance and Protection Organization in their capacity as Reclamation's Chief Sustainability Officer. As the document is cited throughout the D&S, it is being distributed alongside this release to support D&S review and comment.

The RM is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the RM are mandatory.

See the following pages for the draft D&S and the Sustainable Buildings Certification Sheet appendix.

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**Subject:** Sustainable Construction, Renovation, Operations, and Leasing of Bureau of Reclamation Building Assets

**Purpose:** The purpose of this Directive and Standard (D&S) is to establish Reclamation's roles, responsibilities, and procedures to construct, renovate, operate, and lease building assets to meet the Guiding Principles for High Performance and Sustainable Buildings (Guiding Principles) or a Third-Party Alternative (TPA) system. The benefits of implementing this D&S are: 1) more efficient building systems and operations; 2) decreased carbon footprint, energy, and water consumption; 3) reduced use of limited and non-renewable resources; 4) improved indoor environmental quality; and 5) protection of employees from exposure to harmful chemicals.

**Authority:** Energy Policy Act of 2005 (EPAAct) (Pub. L. 109-58; 119 Stat. 594; 42 USC 17001); Energy Independence and Security Act of 2007 (EISA) (Pub. L. 110-140; 121 Stat. 1492; 42 USC 15801); Consolidated Appropriations Act (Energy Act of 2020) (Pub. L. 116-134; Stat. 1184)

**Approving Official:** Director, Mission Assurance and Protection Organization

**Contact:** Environmental Compliance Division (84-53000)

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### 1. Introduction.

Building construction and operations account for significant environmental impacts, including the consumption of energy, water, and other natural resources; the generation of greenhouse gas emissions, air pollutants, and solid and hazardous waste; and the destruction of habitat. To reduce the operating costs and environmental impact of its 500,000 plus buildings, the Federal Government has made sustainable building practices a top priority and has established a set of sustainable building performance requirements, known as the Guiding Principles for Sustainable Federal Buildings and Associated Instructions (Guiding Principles). As the sustainable building system for the Federal Government, the Guiding Principles reflect sustainable building practices and performance standards required by statute, Executive Order, and private-sector green building rating systems.

This D&S establishes the detailed responsibilities and procedures for meeting the Guiding Principles in new building construction, major renovations, existing buildings, and direct-leased buildings. Third-Party Alternative (TPA) building systems, such as Leadership in Energy and Environmental Design (LEED) or Green Globes, are now fully recognized as alternatives to the Guiding Principles by [Department of the Interior Acquisition, Arts and Asset Policy \(DOI-AAAP\) 0181 "Sustainable Operations,"](#) which contains a full list of government-reviewed and approved TPAs for each project type. Within this D&S, the Guiding Principles and TPA will be referenced together. In a situation where additional

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requirements exist, the collective of sustainability requirements will be known as Sustainable Building Requirements (SB Requirements).

### 2. **Applicability.**

This D&S applies to directors responsible for managing Reclamation's building assets.

### 3. **Sustainable Building Requirements and Responsibilities.**

This D&S is not intended to capture all requirements related to the design, construction, renovation, operation, and leasing of Reclamation buildings, but only those additional requirements necessary to comply with the Guiding Principles and related Federal sustainability goals. Directors shall ensure that sustainable building activities are conducted in accordance with applicable legal and other requirements, and Reclamation Manual (RM) Policy and D&S related to the design, construction, operation, and leasing of Reclamation building assets. For purposes of this D&S, the term *director* will be used to indicate regional directors (RDs) and other directors, as applicable, responsible for Reclamation's building assets.

Federal laws such as the EPCA, the EISA, and the Energy Act of 2020 stipulate energy use, water use, greenhouse gas emissions, metering, commissioning, and leasing requirements, among others, for new and existing Federal buildings and facilities. Additionally, current Executive Orders could enhance these requirements. Often, these legal requirements complement the Guiding Principles/TPA. When Guiding Principles/TPA, and other legal requirements differ or conflict, directors shall ensure that the more stringent requirement is met. These SB Requirements apply to all new building construction, major renovation, modernization, or an existing building at 25,000 gross square feet (gsf) and larger. These requirements also apply to any new construction, major renovation, modernization, or an existing building under the sustainable building threshold of 25,000 gsf, if technically feasible and practicable as determined by the project team. Additionally, some requirements apply even to a building smaller than 25,000 gsf. Consult the documentation linked in this D&S, or your regional Sustainable Buildings Team (SBT) member as needed to determine which requirements apply to the project. The following requirements are comprehensively referred to as SB Requirements in this document.

#### A. **Guiding Principles.**

The High Performance and Sustainable Buildings Guidance, December 2020 (or as subsequently amended), establishes Guiding Principles requirements for new construction, building modernization, major renovation, existing buildings, and direct-leased buildings over 25,000 gsf.

##### (1) **New Construction and Modernization.**

Reclamation has captured the Council on Environmental Quality (CEQ) requirements or guidance for Sustainable New Construction, and Modernization in the [Reclamation Guiding Principles Checklist for New Construction and](#)

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**Modernization (RGPC-NC)**.<sup>1</sup> Reclamation will periodically update this checklist as new versions of the Guiding Principles are released. Project sponsors and managers, design and construction team leaders, field and area managers, and directors shall use the RGPC-NC to document the incorporation and review, certification, and approval of the Guiding Principles throughout the design, construction, and completion of the project in accordance with this D&S. DOI has also captured various sustainability and energy management requirements in two comprehensive flow charts to aid project staff to determine what Executive Order, statute or guidance applies to their project. These flow charts are linked below.

(2) Existing Buildings.

Reclamation has captured the CEQ requirements or guidance for **Sustainable Existing Buildings in the Reclamation Guiding Principles Checklist for Existing Buildings (RGPC-EB)**.<sup>2</sup> Reclamation will periodically update this checklist as new versions of the Guiding Principles are released. Reclamation further defines each Guiding Principle requirement within our internal checklists and associated flow charts. Assessment teams, regional SBT members, building managers, field and area managers, and directors shall use the RGPC-EB to document the results of sustainable building assessments and the review, certification, and approval of existing building compliance to the Guiding Principles in accordance with this D&S.

**B. Related Sustainable Building Requirements.**

For New Construction, project managers and design team leads shall consult Reclamation's flow charts, checklists, and additional supporting documentation to identify relevant sustainable design requirements for new buildings and modernization based on project features. Major Renovation is defined in Reclamation's checklist for Major Renovations and applies to some significant renovation projects. For Existing Buildings, project managers, building managers, and regional SBT members shall consult internal Reclamation guidance, including flow charts. Additional information, and associated flow charts, can be found in the DOI-AAAP 0181 supplement titled "**Sustainable Buildings Compliance Guidance**". The flow chart for "**New Construction or Modernization**" and "**Existing Buildings**" can be accessed with the links in each title.

(1) Third-Party Building Certification Systems.

Third-party building certification systems like LEED or Green Globes are fully equivalent to the Guiding Principles. The accepted third-party system varies depending on whether the building is new construction/modernization or an existing building. These third-party systems are referred to as Third-Party Alternatives (TPA) throughout the rest of this document. A concise list of what

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<sup>1,2</sup> These checklists will be updated to reflect changes to the 2020 Guiding Principles. These checklists will be made available by updating links in this document, and from your regional SBT Member.

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certification systems are accepted for each project type can be found in DOI-AAAP 0181, linked above.

**C. Reclamation-Specific Requirements.**

Reclamation will maintain sustainability compliance in all our buildings already certified and strive to achieve one or more newly compliant sustainable buildings per fiscal year to align with continuous improvement goals set by Executive Orders and DOI policy.

**D. Requirements for Historical Assets.**

Directors shall ensure that pursuit of compliance with the Guiding Principles, TPA, and related sustainable building requirements avoids adverse effects to buildings that have been determined to be historic properties. If sustainability measures are being considered at a historic property or historic landscape, directors shall comply with Section 106 of the National Historic Preservation Act (NHPA ;54 U.S.C. 300101 et seq.) and regulation 36 CFR part 800, Protection of Historic Properties. In addition, directors shall also comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and other state and local preservation requirements to the extent possible. These actions must be implemented consistent with RM D&S, Cultural Resource Management (LND 02-01). For those projects involving new construction/modernization or major renovation within the boundaries of a historic district or at a building or structure that is a historic property, the Integrated Design Team shall include at least one Reclamation cultural resources management professional to advise on and contribute to the design process.

**E. Sustainable Building Procedures for New Construction/Modernization and Major Renovation.**

(1) Applicable New Construction/Modernization and Major Renovation.

The procedures within this D&S shall be incorporated into the design and construction of new building and modernization projects as defined above in the Applicability section of this document. When a major renovation is for the purpose of restoring a historic building or correcting existing health, sanitary, or safety code violations identified by a professional to be the minimum actions necessary to assure safe conditions, SB requirements shall be implemented to the point where historic integrity, health, and safety are maintained. All effort must be made to meet the Guiding Principles/TPA where applicable and deemed cost-effective by management, for new construction/modernization and major renovation projects that are less than 25,000 gsf.

(a) Planning and Design.

The following procedures shall be integrated into the planning and design of applicable new construction and major renovation/modernization buildings.

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- (i) **Appraisal/Feasibility Level Design Studies.**

The design team shall consider compliance with the Guiding Principles/TPA in Appraisal and Feasibility Level design studies. Appraisal and Feasibility Level design studies shall include identification of major design features necessary to meet the Guiding Principles/TPA and associated costs estimates. In addition to the Guiding Principles/TPA, there are other sustainable design requirements that must be incorporated, with more significant project impacts brought into the cost estimate.
- (ii) **Budgeting.**

The project manager shall include cost estimates to achieve all SB requirements, as applicable. Budget requests for sustainable building projects shall follow the [Department's Lifecycle Investment Planning Guidance](#) and the Department's Capital Planning and Investment Control (CPIC) process. If completion of the Office of Management and Budget's Circular A-11, Section 7, Exhibit 300: *Capital Asset Plan and Business Case Summary*, is required, information on sustainable building techniques or practices such as energy efficiency, compliance with the Guiding Principles, and use of TPA building certification systems must be documented for the building project in the Exhibit 300. New construction and modernization projects that are not planned to achieve the Guiding Principles/TPA must provide a justification in the business case provided to DOI throughout the CPIC process.
- (iii) **Project Team.**

The project manager shall include on the project team persons with technical qualifications, practical experience, and professional judgment, or consult with such persons, to review and assess compliance with SB requirements. SBT members shall be included in the project team when the project initiates.
- (iv) **Integrated Design Team.**

The design team for a sustainable building new construction/modernization or major renovation project shall employ an integrated design process. The integrated design team shall include:

  - (aa) one or more sustainable building professionals (defined below, paragraph 4.K.) to ensure that the team possesses the required technical knowledge to implement sustainable building requirements,

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- (bb) team member(s) experienced in the Guiding Principles/TPA (the sustainable building professional and Guiding Principle/TPA representative may be the same person),
- (cc) a commissioning agent, as deemed appropriate, and
- (dd) additional staff to consider may include future operations and maintenance staff for new constructed facilities, or current operations and maintenance staff for major renovation or modernized facilities.
- (v) Kickoff Meeting.  
The design team lead shall commence a sustainability kickoff meeting, or series of meetings, with the project team. The purpose of the meeting(s) is to verify sustainable building requirements and establish client-specific project objectives to meet the SB requirements. The Owner's or Stakeholder's Project Requirements (OPR/SPR) or another document that establishes project goals and requirements will capture the SB requirement objectives.
- (b) Contracting for Design and Construction Services.  
The request for proposal to design and construct a sustainable building or modernization must include the following:
  - (i) Project Statement of Work (SOW).  
The project manager is responsible for including the SB requirements in the project SOW either as a separate section or integrated into related requirements and will address all applicable SB requirements. At minimum, the solicitation package shall include all applicable SB requirement checklists for building design. If the project manager is seeking TPA certification, the SOW must include those technical requirements.
  - (ii) Where contracting for construction is a separate and distinct step from the design process (i.e., design-bid-build), the SOW for construction shall include the sustainable building features of the final design.
- (c) Selection Criteria.  
Selection criteria shall include the bidders' competency and experience in sustainable building design and/or construction:
  - (i) Design.  
Selection criteria shall assess the feasibility, cost, technical soundness, and effectiveness of the building features proposed to meet the Guiding Principles/TPA and other sustainable building requirements,

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such as reduced energy and water intensity, reduced greenhouse gas emissions, more efficient resource consumption, lower operational costs and payback, and increased use of green materials.

(ii) Construction.

Selection criteria shall assess contractor experience in constructing sustainable buildings, including assessment of proposed construction management measures to minimize disruptions to the building site, reduce and divert construction and demolition waste, and prevent pollution of air, soil, and waterways.

(d) Final Contract.

The contracting officer verifies that the final contract for the design, construction, or renovation of sustainable building projects includes language to meet the SB requirements. The contracting officer and the project manager shall also ensure that documentation of compliance with each SB requirement, through completion of the SB requirement documentation, is a contract deliverable and provided at key milestones during design and/or construction.

(e) Design Development and Documentation.

At each design submittal—30, 60, 90, and 100 percent—the design team lead shall submit a SB requirement documentation to the project manager for review, indicating which SB requirements have been incorporated into the building design submittal, those that are not applicable, and those that are recommended for an exemption. The design team lead shall annotate the SB documentation and provide additional documentation and analysis on the design features being employed to meet the requirements. The project manager and team shall review the SB requirement documentation and supporting design document submittals to ensure that the SB requirements and related project objectives are met. The design team lead, or sustainable building professional, shall sign the SB requirement documentation at 100 percent design, affirming that the final design incorporates the SB requirements in accordance with this D&S.

Per Reclamation Manual D&S, *Design Activities* (FAC 03-03), Paragraph 6.E.(1), design teams led by non-Reclamation entities are responsible for ensuring the technical adequacy of sustainable design features. The Basis of Design/Design Summary for the building shall incorporate the final sustainable building design features necessary to meet the Guiding Principles/TPA. If additional reviews such as value planning; engineering; or design, cost estimating, and construction reviews are required, the review team shall consider compliance with SB requirements and consult with



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persons with experience and knowledge of sustainable building concepts and the Guiding Principles/TPA.

(2) Procedures—Construction.

The following construction procedures assume a design-bid-build approach. In design-build cases, the construction procedures listed below shall be addressed in conjunction with the planning and design procedures described above.

Reclamation requires all steps in some form, whether implemented through design-bid-build or design-build process.

(a) Contracting.

Contracting for construction services will occur in accordance with the requirements stated previously.

(b) Preconstruction Kick-off Meeting.

Project objectives and design specifications related to the Guiding Principle/TPA requirements shall be discussed at the preconstruction kick-off meeting. The preconstruction meeting shall include the member of the internal project team with Guiding Principle/TPA expertise that was involved in the final design review.

(c) The Construction Phase.

The Reclamation construction engineer/construction manager (CE/CM) shall confirm the incorporation of design features of the final design to meet the sustainable building requirements (e.g., use of green building materials as required by Buy America and Buy Clean acts; installation of high-efficient heating, ventilation, air conditioning and cooling systems, appliances, windows and lighting; and implementation of construction waste management procedures). The CE/CM works with the lead for construction from the external entity to verify and document construction of sustainable design features at key intervals during the construction process. The CE/CM immediately informs the project manager of any deviation from the final design.

(d) Commissioning.

Once building construction is complete, a commissioning agent will verify building performance, including conformance to sustainable design requirements. If the project does not meet sustainable building requirements, the project manager shall collaborate with all applicable parties to remedy performance issues.

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- (3) Certification of Compliance with SB Requirements for New Construction/ Modernization and Major Renovations.
  - (a) Review and Certification of Compliance.

The project manager shall review and certify compliance with the SB requirements based on completion of the SB requirements documentation by the design and construction entities, a coordinated evaluation by the project team, the commissioning results, and analysis by sustainable building professionals and SB requirement experts. If pursuing a TPA certification, adhere to the compliance checklist or documentation provided for that system. Once the building is constructed, commissioned, and SB requirements met, the project manager must sign the SB Certification Sheet (Appendix A to this D&S) and route it to the appropriate manager responsible for the building project (most likely the area or field office manager) for review and signature.
  - (b) Director Review and Signature.

If all SB requirements are met, the director must sign the SB Certification Sheet certifying that the SB requirements have been incorporated into the design and construction of the building. The director shall submit an electronic copy of the SB Certification Sheet and attached checklists to the Director, Mission Assurance and Protection Organization (MAPO), with a concurrence copy to the regional SBT member. Reclamation will maintain the signed SB Certification Sheet and attached checklists as a record of compliance in accordance with Reclamation record retention requirements.
  - (c) Sustainable Operation and Maintenance.

The appropriate parties will continue to operate and maintain the newly constructed or modernized building to meet the Guiding Principles/TPA. Newly constructed or modernized buildings shall be reassessed by MAPO or the region, dependent on timing and funding levels, for compliance with Guiding Principles or TPA every 4 years from the date of director certification signature. MAPO or the region can use the original or any other qualified assessment method for recertification MAPO or the regions must consult other requirement documentation to ensure the building meets any recertification or reassessment requirements.

### **F. Sustainable Building Procedures for Existing Buildings.**

- (1) Applicable Building Projects.

SB requirements for existing buildings apply to buildings within the sustainable building inventory as defined below. The Bureau will implement the Guiding Principles/TPA for other existing reserved works buildings where applicable, technically feasible, and deemed cost-effective by management. The project

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manager will consult SB requirement documentation to ensure the building meets other SB requirements, if applicable to the building.

- (2) Procedures—Sustainable Building Assessment.

The region shall assess buildings within its sustainable building inventory to establish baseline levels of performance, identify deficiencies, propose strategies to achieve compliance, and certify compliance. Regions will conduct sustainable building assessments in accordance with the following procedures.

  - (a) Identification of Buildings for Assessment.

In consultation with the regional SBT member, the appropriate area or field manager shall identify buildings within the sustainable building inventory for an assessment based on their potential level of compliance with SB requirements.
  - (b) Prior to conducting sustainable building assessments, the appropriate manager shall refer to the Federal Real Property Profile (FRPP) and consult with the appropriate regional and/or area office cultural resource management professional(s) to determine the historic status of the subject buildings.
  - (c) Qualified Assessors.

The sustainable building assessments shall be conducted by an internal or external sustainable building professional with knowledge of SB requirements, the Guiding Principles/TPA systems and experience to recommend building modifications, operational changes, programs, and policies necessary to meet SB Requirements.

    - (i) The assessor shall perform an on-site assessment, where necessary, to verify building features and operational performance, and to gather required evidence for compliance with the Guiding Principles/TPA.
    - (ii) The assessor shall evaluate compliance with each Guiding Principle/TPA requirement. For exemptions during the assessment process, refer below.
    - (iii) The assessor must sign and submit the completed SB Certification Sheet, along with supporting documentation, to the manager of the requesting office and the regional SBT member.
  - (d) Determination of Compliance for initial certification.

If the assessment determines that the existing building does not achieve 100 percent compliance with the Guiding Principles/TPA, the assessor shall provide additional analysis and recommend actions to achieve compliance with each Guiding Principles/TPA item, including the associated estimated

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costs and environmental benefits of each action. When an assessment by an internal or external assessor demonstrates that the existing building achieves compliance with the Guiding Principles/TPA (including exemptions), the appropriate manager shall review and certify compliance.

- (e) **Implementation of Recommended Strategies.**  
An applicable regional or area office building manager shall implement the recommended actions or alternative measures for buildings targeted to achieve compliance with the Guiding Principles/TPA.
- (f) **Guiding Principles Exemptions.**  
Where achievement of a Guiding Principles requirement is not feasible, the project manager shall request an exemption to the specific Guiding Principles requirement in accordance with procedures in this D&S.
- (g) **Reassessment.**  
The project manager shall, using qualified internal or external staff, reassess the building for compliance with the Guiding Principles/TPA system after implementing recommended actions or alternatives. The SB Certification Sheet and documentation will capture the results of the reassessment. If the building is reassessed and found to be in compliance with the Guiding Principles/TPA, the region shall follow the certification procedures outlined below. If the building has not yet achieved compliance, the appropriate manager shall repeat the procedures described above.
- (h) **Procedures for Certification of Compliance.**
  - (i) **Project Manager Review and Certification of Compliance.**  
When an assessment by an internal or external assessor demonstrates that the building achieves compliance with the Guiding Principles/TPA (including exemptions), the project manager shall review and sign the RGPC-EB. The project manager routes the signed SB Certification Sheet and supporting documentation to the area/field office manager for review and approval.
  - (ii) **Area/Field Office Manager Review and Signature.**  
The area/field office manager shall review and sign the completed SB Certification Sheet, certifying that the SB Requirements have been met, and submit an electronic copy to the director, with a concurrence copy to the regional SBT member.
  - (iii) **Regional Director.**  
The director shall review and sign the completed SB Certification Sheet, certifying that the SB Requirements have been met and submit an electronic copy of all documents to the Director of MAPO.

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(iv) The Director of MAPO.  
The Director of MAPO shall review and sign the completed SB Certification Sheet, concurring that the building meets SB Requirements. Reclamation will maintain the signed SB Certification Sheet and supporting documentation as record of compliance in accordance with Reclamation record retention requirements. The Director of MAPO will return a signed copy of the SB Certification Sheet and supporting documentation to the project manager and SBT member for regional record.

(i) Sustainable Building Reassessment Frequency.  
All buildings that comply with the Guiding Principles/TPA system shall strive to maintain compliance. Once a director has signed the SB Certification Sheet and certified an existing building of any size to be in compliance with the Guiding Principles/TPA, the building is considered to be in compliance for 4 years from the date of signature. To maintain compliance, the building must be reassessed within 4 years of the date of director signature of the SB Certification Sheet, and the reassessment must provide evidence that the building continues to meet the Guiding Principles/TPA. If a region finds a building to be out of compliance, the director has a 2-year window from the reassessment date to bring the building back into compliance to maintain certification.

### **G. Guiding Principles that are not Applicable.**

Some new building construction or renovation projects, existing buildings, and direct-leased buildings will not have features evaluated by the Guiding Principles (i.e., a warehouse may not have running water or a ventilation system). In these cases, the Guiding Principles requirement is not applicable, and the appropriate project or design team lead or building assessor shall record this determination in the applicable Guiding Principles checklist. Core requirements identified as not applicable shall be considered and counted as compliant with the Guiding Principles. Non-core Guiding Principles that are not applicable cannot be counted toward compliance.

### **H. Guiding Principles Exemptions.**

In some cases, a Guiding Principles requirement is applicable, but cannot be met due to technical feasibility, legal requirements that prohibit building modifications, or significant cost with little expected environmental benefit. If exemptions are sought during evaluation, the appropriate manager shall propose an exemption. The Regional SBT member needs to concur, and the final certification package must include documentation.

Exemptions shall be discussed in monthly SBT meetings for Bureau-wide awareness and consistency. The SBT or SBT member does not act as an oversight or approving body but shall review every exemption requested to provide feedback and guidance and

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ensure consistency in the application of this D&S and Reclamation Guiding Principles interpretations. Ultimately, the director approves requested exemptions as part of their review and approval of certifications of compliance.

### **I. Reporting.**

The director shall report compliance with the Guiding Principles/TPA in the FBMS Federal Real Property Profile (FRPP) database, and to the Director of MAPO. Upon future reassessment, the director or appropriate staff must update FRPP with the new assessment date and sustainable building certification system used to certify the building.

### **J. Direct Leases.**

Area managers, property managers, and leasing COs shall ensure that new direct-leased buildings as defined in DOI-AAAP 0181 meet sustainable lease requirements. Leases entered into after September 30, 2023, for space 25,000 rentable square feet or larger, must be a “green lease,” defined in DOI-AAAP 0181. Leases entered into after September 30, 2030 must be net-zero emissions. Directors shall meet EISA 2007 requirements (as supplemented or amended) that stipulate that no Federal agency will enter into a lease if the space has not earned an ENERGY STAR® label, unless no such space is available that meets the functional needs of the agency; the space is of historical, architectural, or cultural significance; or the lease is for space less than or equal to an area of 25,000 gsf.

#### **(1) Procedures—Sustainable Lease Solicitation and Selection.**

##### **(a) Solicitation.**

The appropriate manager shall consult with the regional SBT member on Guiding Principles/TPA requirements prior to issuing solicitations for applicable new direct leases.

##### **(b) Budgeting.**

The appropriate manager must consider costs for leasing buildings in compliance with the Guiding Principles/TPA in budgeting for new direct building leases per DOI-AAAP 0181 leasing requirements.

##### **(c) Assessing Guiding Principle/TPA Compliance.**

Compliance with Guiding Principles or TPA can be met in two ways:

- (i)** the proposed building for direct lease undergoes an assessment by an internal or external assessor and is determined to be in compliance, or
- (ii)** the building has been certified by an accredited sustainable building rating system outlined in DOI-AAAP 0181 any time within the last 4 years.

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- (d) Selection.  
Reclamation shall lease a building meeting the Guiding Principles/TPA as required by DOI-AAAP 0181 as stated above.
- (e) Certification of Compliance.  
The appropriate manager shall use the lease agreement as a record of compliance with Guiding Principles/TPA. The appropriate office will maintain a copy of the lease agreement or relevant sections and will provide an electronic copy to the regional SBT member and to the Director of MAPO.

#### 4. Definitions.

The following definitions are applicable to this D&S.

##### A. Building

Classified in FRPP as Real Property Type 35. From the FRPP Data Dictionary: A building is a constructed asset that is enclosed with walls and a roof that provides space for agencies to perform activities or store materials as well as provides space for people to live or work in.

##### B. Project Manager

The person assigned by a director or manager with delegated authority, in consultation with the project sponsor, to achieve project objectives and deliver a project on schedule, within budget, and to the appropriate scope.

##### C. Basis of Design (BOD).

The BOD includes design information necessary to accomplish the Owner's Project Requirements (OPR) and meet applicable codes, standards, regulations, and guidelines. In Reclamation, the information documented in the BOD may also be referred to as the design summary.

##### D. Construction Engineer/Construction Manager (CE/CM).

The CE/CM is the person assigned to administer construction activities, develop the construction management plan (see Reclamation Manual D&S, *Construction Activities, FAC 03-02*), understand and ensure implementation of the design intent, maintain technical coordination between design and construction, and manage the construction staff to ensure compliance with specifications.

##### E. Commissioning.

In general, commissioning is the process of ensuring that a building performs according to its design intent and the needs of its owners and occupants. In new buildings, commissioning ensures through design reviews, functional testing, system documentation, and operator training that systems and equipment in new buildings are operating properly. Commissioning most often occurs after construction, but for complex new construction projects, may occur throughout the project, from design

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development through the warranty phase. In existing buildings, commissioning verifies and restores equipment operations in accordance with original design intent and/or to meet current operating requirements.

**F. Commissioning Agent.**

The commissioning agent is the person who leads, plans, schedules, and coordinates the commissioning team to implement the commissioning process. The commissioning agent may be from within Reclamation or an external party and shall meet the minimum criteria below: a Bachelor of Science degree in mechanical or electrical engineering from an accredited university; at least 3 years of experience in conducting Preliminary, Level I, and Level II Analysis as outlined in the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Procedures for Commercial Building Energy Audits; documented lead commissioning agent experience; technical understanding and knowledge of building systems; digital control systems as applied to building operations, safety, and security; building maintenance procedures, standards, and codes; construction quality assurance/quality control; and scheduling procedures.

**G. Design-Bid-Build.**

A construction project delivery method in which the building owner contracts with separate entities for the design and construction phases of a project. Design-bid-build is the traditional method for project delivery that allows the owner to have full control over the design and differs in several substantial aspects from design-build.

**H. Design-Build.**

A construction project delivery method in which the building owner contracts with a single entity for both the design and construction of a project. Design-build fosters a single point of responsibility for the design-build work, reduces risk for the building owner, and may reduce the delivery schedule by overlapping the design and construction phases of a project.

**I. Direct-Leased Buildings.**

Buildings for which Reclamation directly contracts with a building owner for occupancy and does not use a third-party leasing agency such as the General Services Administration (GSA). GSA may delegate direct-lease authority and must comply with applicable Federal Acquisition Regulations and GSA leasing requirements.

**J. Integrated Design.**

A process that includes the active and continuing participation of users and building occupants, code officials, building technologists, contractors, cost consultants, civil engineers, mechanical and electrical engineers, structural engineers, specification writers, and consultants from many specialized fields.

**K. Gross Square Feet.**

The area of all floors on all levels of a building as determined using an industry standard such as ANSI/BOMA Z65.3-20097, "Gross Area of a Building" or



# Reclamation Manual

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IFMA/ASTM E1836-01, “Standard Classification for Building Floor Area Measurements for Facility Management”. This definition is from the Federal Real Property Council’s [2024 Guidance for Federal Real Property Reporting](#).

**L. Owner’s or Stakeholder’s Project Requirements (OPR/SPR).**

A written document that details the goals and requirements determined by the building owner to be important to the success of the project. The OPR or SPR is initially defined in the sustainable design kickoff meeting and is updated, as necessary, to reflect owner requirements throughout the project.

**M. Sustainable Building Inventory (SBI).**

The sustainable building inventory is a group of buildings comprising Reclamation-owned assets greater than 25,000 gsf that meet the SB Requirements. While buildings over 25,000 gsf are required to meet the SB Requirements, Directors are encouraged to strive for sustainability in buildings of any size. Building and project managers can use the SB Requirements to guide sustainability efforts. Once buildings are added to the SBI, they must maintain compliance with SB Requirements and recertify their sustainable status every 4 years, regardless of size.

**N. Sustainable Building Professional.**

The sustainable building professional is an individual with expertise in sustainable building design and engineering, the Guiding Principles, TPA, and other Federal sustainable building requirements. The sustainable building professional may be an individual from within Reclamation or from an external private sector entity. The sustainable building professional shall meet the following qualifications: is a LEED Accredited Professional (LEED AP) or has similar accreditation from another sustainable building rating system (e.g., Green Globes); a minimum of 3 years of experience in their profession and experience with at least one sustainable building project; and application and understanding of life-cycle cost analysis.

**O. Third-Party Alternative.**

A third-party alternative is a building certification system utilized to certify a building’s sustainable status that is not the Guiding Principles. A complete list of accepted third party alternative rating systems can be found in DOI-AAAP 0181. Applicable rating systems vary by project type (new construction/modernization/major renovation or existing buildings).

**P. Record Retention (Recordkeeping).**

All records created, regardless of medium, must meet the criteria and requirements of records management as defined in the Information Management Handbook (IMH) which is incorporated into the Reclamation Manual (RM) pursuant to a deviation and reference in Directive and Standard (D&S) RCD 05-01 Information Management and is applicable to all Reclamation offices and employees.

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### 5. Review Period.

The originating office will review this release every four years or less if required by statutory or Executive Order changes.

# Reclamation Manual

## Policy/Directives and Standards

### Sustainable Buildings Certification Sheet



— BUREAU OF —  
RECLAMATION

## Sustainable Buildings Certification Sheet

### New Construction

Check all that apply and attach checklists / certification system compliance sheets.

<input type="checkbox"/>	Reclamation Guiding Principles Checklist - New Construction / Modernization
<input type="checkbox"/>	Reclamation Sustainable Building Requirements - Checklist New Construction / Modernization
<input type="checkbox"/>	Third-Party Building Certification System, name:

### Modernization

Check all that apply and attach checklists / certification system compliance sheets.

<input type="checkbox"/>	Reclamation Guiding Principles Checklist - New Construction / Modernization
<input type="checkbox"/>	Reclamation Sustainable Building Requirements Checklist - New Construction / Modernization
<input type="checkbox"/>	Third-Party Building Certification System, name:

### Major Renovation

Check all that apply and attach checklists / certification system compliance sheets.

<input type="checkbox"/>	Reclamation Sustainable Building Requirements Checklist - Major Renovation
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### Existing Buildings Assessment

Check all that apply and attach checklists / certification system compliance sheets.

<input type="checkbox"/>	Reclamation Guiding Principles Checklist - Existing Buildings
<input type="checkbox"/>	Reclamation Sustainable Building Requirements Checklist - Existing Buildings
<input type="checkbox"/>	Third-Party Building Certification System, name:

### Signatures

Project Manager Name

Signature & Date

By signing, I affirm that I have complied with all requirements for the Project Manager in Reclamation Manual Directive and Standard (D&S), "Sustainable Construction, Renovation, Operations, and Leasing of Bureau of Reclamation Building Assets" (ENV 08-01). If a Project Manager has not been designated, the Area / Field Office Manager assumes this role.

Area / Field Office Manager Name

Signature & Date

By signing, I affirm that all requirements have been met in Reclamation Manual Directive and Standard (D&S), "Sustainable Construction, Renovation, Operations, and Leasing of Bureau of Reclamation Building Assets" (ENV 08-01).

Regional Director Name

Signature & Date

By signing, I affirm that all requirements have been met in Reclamation Manual, Directive and Standard (D&S), "Sustainable Construction, Renovation, Operations, and Leasing of Bureau of Reclamation Building Assets" (ENV 08-01).

Director MAPO Name

Signature & Date

By signing, I concur with the Regional Director's affirmation that all requirements have been met in Reclamation Manual, Directive and Standard (D&S), "Sustainable Construction, Renovation, Operations, and Leasing of Bureau of Reclamation Building Assets" (ENV 08-01).