



# Environmental Challenge

## January 2010 Newsletter

This newsletter outlines upcoming *Challenge* deadlines and new training opportunities to help you with meeting *Challenge* requirements.

### About the Challenge

C&W announced the *Environmental Challenge* in October 2009. The firm is challenging its portfolio of managed properties in the US to reduce energy and water consumption, and waste disposal by 10% by 2012, compared to a 2008 baseline. The *Environmental Challenge Fact Sheet* attached provides an overview of the Program.

### Upcoming *Environmental Challenge* Deadlines

**February 12, 2010 - Deadline for Reporting 2008 and 2009 Data in Portfolio Manager and Re-TRAC**

- Use the *Environmental Challenge Data Checklist* attached to ensure all required data has been entered into Portfolio Manager and Re-TRAC.

**February 12, 2010 - Apply for Certificate of Participation or Recognition**

- Properties meeting Program terms and rules complete a C&W *Environmental Challenge (EC) Application Form* posted on the Program's FUSION portal.

**February 26, 2010 - Deadline for Completing an Application for Certificate of Participation or Recognition (for properties meeting Program terms and rules)**

### Upcoming Training Opportunities

C&W has set-up two training sessions to help *Environmental Challenge* participants meet data tracking requirements.

#### *Using Re-TRAC to Track Waste Disposal and Recycled Waste & the C&W Environmental Challenge*

Date: January 28, 2010 @ 1 PM ET

Webex and Dial-in Information: see attached instructions for webex login and teleconference info

This session, hosted by EPA's WasteWise team, will cover basic procedures to track waste disposed and recycles using the Re-TRAC tool. The course will also review C&W procedures relating to the *Environmental Challenge*, including determining percent improvement (2008-2009).



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## Benchmarking 201: Tracking Water and Energy Use in Portfolio Manager & the C&W Environmental Challenge

Date: February 4, 2010 @ 1 PM ET

Webex and Dial-in Information: see attached instructions for webex login and teleconference info

The Benchmarking 201 session, hosted by EPA's ENERGY STAR team, will cover common issues in benchmarking energy and water use using ENERGY STAR's Portfolio Manager tool. The course will also review C&W tracking procedures relating to the Environmental Challenge, including setting energy and water use baselines and measuring percent improvement over time. The session is designed for C&W personnel with a working knowledge of the Portfolio Manager tool and will not cover benchmarking basics.

**Help us tailor both training sessions to your needs! Send in any technical questions you would like to have covered during the Portfolio Manager and Re-TRAC sessions to the [cssustainability@cushwake.com](mailto:cssustainability@cushwake.com) mailbox by COB on January 21, 2010.**

### Questions on the Environmental Challenge?

- Access the Environmental Challenge portal on FUSION for a complete list of program resources:
  - Existing FUSION users can navigate to the *Environmental Challenge* site from the CS Homepage on FUSION
  - If you currently do not have access to FUSION, send an email to [fusion@cushwake.com](mailto:fusion@cushwake.com) to request access with your name, email address, and office location and you will be sent a user ID and password to access to the site.
- Contact [cssustainability@cushwake.com](mailto:cssustainability@cushwake.com)