

## § 102-74.200

### **§ 102-74.200 What information are Federal agencies required to report to the Department of Energy (DOE)?**

Federal agencies, upon approval of GSA, must report to the DOE the energy consumption in buildings, facilities, vehicles, and equipment within 45 calendar days after the end of each quarter as specified in the DOE Federal Energy Usage Report DOE F 6200.2 Instructions.

#### RIDESHARING

### **§ 102-74.205 What Federal facility ridesharing policy must executive agencies follow?**

In accordance with Executive Order 12191, "Federal Facility Ridesharing Program" (3 CFR, 1980 Comp., p. 138), executive agencies must actively promote the use of ridesharing (carpools, vanpools, privately-leased buses, public transportation, and other multi-occupancy modes of travel) by personnel working at Federal facilities to conserve energy, reduce congestion, improve air quality, and provide an economical way for Federal employees to commute to work.

### **§ 102-74.210 What steps must executive agencies take to promote ridesharing at Federal facilities?**

To promote ridesharing at Federal facilities, agencies must:

- (a) Establish an annual ridesharing goal for each facility;
- (b) Report to the Administrator of General Services by June 1 of each year the goals established, the means developed to achieve those goals and the progress achieved; and
- (c) Cooperate with State and local ridesharing agencies where such agencies exist.

### **§ 102-74.215 What specific ridesharing information must executive agencies report to the Administrator of General Services?**

The head of each agency must submit to GSA by June 1 of each year a report that includes:

- (a) The name, address, title, and telephone number of the agencywide Employee Transportation Coordinator (ETC);

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(b) A narrative on actions taken and barriers encountered in promoting ridesharing within the agency;

(c) Information on any noticeable facility achievements; and

(d) A copy of instructions issued to the agency's facility ETC's for implementing the Federal Facility Ridesharing Program.

### **§ 102-74.220 Where should executive agencies send their Federal Facility Ridesharing Reports?**

Agencies must send their Federal Facility Ridesharing Reports to the Office of Real Property (MP), General Services Administration, 1800 F Street, NW., Washington, DC 20405.

### **§ 102-74.225 Are there any exceptions to these ridesharing reporting requirements?**

Yes, facilities with less than 100 full-time employees or less than 100 full-time employees on the largest shift are not required to submit an annual report. Agencies must not subdivide buildings, groups of buildings or work-sites for the purpose of meeting the exception standards.

#### OCCUPANT EMERGENCY PROGRAM

### **§ 102-74.230 Who is responsible for establishing an occupant emergency program?**

The Designated Official (as defined in § 102-71.20 of this chapter) is responsible for developing, implementing and maintaining an Occupant Emergency Plan (as defined in § 102-71.20 of this chapter). The Designated Official's responsibilities include establishing, staffing and training an Occupant Emergency Organization with agency employees. Federal agencies, upon approval from GSA, must assist in the establishment and maintenance of such plans and organizations.

### **§ 102-74.235 Are occupant agencies required to cooperate with the Designated Official in the implementation of the emergency plans and the staffing of the emergency organization?**

Yes, all occupant agencies of a facility must fully cooperate with the Designated Official in the implementation