



## Department of Energy

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MEMORANDUM FOR PROGRAM SECRETARIAL ELEMENTS

FROM:

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DIRECTOR, OFFICE OF ENGINEERING AND  
CONSTRUCTION MANAGEMENT

SUBJECT:

Guidance for Facilities Information Management System (FIMS)  
Validations

REFERENCE:

DOE Order 430.1 B Real Property Asset Management

The Facilities Information Management System (FIMS) is the Department's official repository of real property data. The Department relies on the FIMS data for real property decision-making and accounting of its \$86B in assets. Moreover, FIMS data is supplementally reported within the Department's financial statements and the General Services Administration's Federal Real Property Profile. Therefore, maintaining accurate and credible data in FIMS is critical to efficient operations and resource planning.

The referenced Order requires FIMS data be validated by site managers and contractors. Attached is the "Fiscal Year 2010 Facilities Information Management System Validation Guidance". For FY2010, there are two changes to the validation process: first, buildings, trailers and other structures and facilities (OSF's) will be validated in a single validation with the results reported under a single scorecard. Secondly, the following data elements will be added to the validation process: **Outgrant** Indicator, Excess Indicator, Estimated Disposition Year and Sustainability. Net Usable Square Feet will be removed **from** the validation process.

If additional information is needed, please contact Phil Dalby at (202) **586-4548**.

cc: Administrator, Southeastern Power Administration  
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CF-20  
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# FISCAL YEAR 2010 FACILITIES INFORMATION MANAGEMENT SYSTEM VALIDATION GUIDANCE

## 1. Background:

- a. The Facilities Information Management System (FIMS) is the Department's official repository of real property data.
  - i. FIMS data is used in day-to-day decision-making and to measure the cumulative outcomes of real property decisions on the portfolio condition and utilization; this data supports the key performance indices included in the Department's Asset Management Plan.
  - ii. The quality of the decisions made from the FIMS is a function of the accuracy of the underlying data.
- b. Department of Energy Order 430.1B *Real Property Asset Management* requires FIMS data be accurately populated and annually validated.

## 2. Purpose of the Guidance:

- a. Identify the roles, responsibilities and expected outcomes of the FIMS validation process.
- b. Standardize the minimum validation criteria.

## 3. Desired Outcome of the Validation Program:

- a. Demonstrate at a 90% confidence level that the validated FIMS data elements are being maintained without material variance when compared to known accurate source data.
- b. Appendix A provides information on source data and criteria for acceptable source data.

## 4. References and Supporting Information:

- a. FIMS Website: <http://fimsinfo.doe.gov>
- b. DOE Order 430.1B Real Property Asset Management (RPAM)

## 5. Applicability:

- a. This guidance directly supports the goals of DOE Order 430.1B Real Property Asset Management and is therefore applicable to all real property owning Programs.
  - i. This guidance identifies minimum Departmental outcomes. Programs may elect to add additional reporting requirements or validate other data fields in addition to those identified in this guidance.
  - ii. Programs may elect to implement their validation programs through a centrally managed team or “*center of excellence*” in lieu of site delegation.

## **6. Requirement:**

- a. Each site’s FIMS data must be validated once each fiscal year between December 15th and June 30th. At multi-program sites, the Lead Program Secretarial Office (LPSO) is responsible for the accuracy of FIMS data at the site. The LPSO is responsible for planning, scheduling, coordinating and conducting the FIMS data validation for the entire site as well as developing a Corrective Action Plan (CAP) if the site should score red in Status.
  - i. For example, at Idaho National Laboratory, a multi-program site, only one FIMS data validation needs to be conducted by the Office of Nuclear Energy (NE) as the LPSO. The validation includes a sample of both the NE and the Office of Environmental Management (EM) buildings, real property trailers, and other structures and facilities (OSF’s). NE as the LPSO would develop and implement the Corrective Action Plan, if required.

## **7. Roles and Responsibilities:**

- a. Headquarters, Office of Engineering and Construction Management (OECM):
  - i. Develop minimum departmental criteria for validation.
  - ii. Establish validation process and associated training class.
  - iii. Make standard forms, supporting information and materials readily available.
  - iv. Provide overall management of the FIMS database.
  - v. Perform quality assurance visits to verify consistency in the application of the validation program (performed with the programs).
  - vi. Oversee implementation of the overall program and measure success.

**b. Programs:**

- i. Disseminate minimum departmental criteria and additional programmatic criteria for validation.
- ii. Provide validation schedule to OECM by December 15th each fiscal year.
- iii. Maintain validation capability to support Site Office and Management and Operations (M&O) contractor based validation.
- iv. Verify Site Office compliance with validation guidance and provide copies of the scorecards to OECM as the validations are completed.
- v. Work with the sites that received red scores in Status and oversee execution of the Corrective Action Plan.
- vi. Provide OECM a copy of the site's Corrective Action Plan. Provide OECM quarterly updates until corrective actions are complete.

**c. Site Office:**

- i. Verify M&O contractor is maintaining accurate FIMS records.
  1. If no M&O contractor is on site, it is the responsibility of the site to maintain accurate FIMS records and perform all other functions that the M&O contractor would accomplish with respect to FIMS and FIMS data validations.
- ii. Perform quality control of validation efforts and if necessary, establish and track progress on the Corrective Action Plan.
- iii. Report validation results to the Headquarters Program Office when validation is complete. Provide scorecard and supporting validation backup forms for sampled assets. Results should be reported within five business days to the Headquarters Program Office.
- iv. Coordinate with the M&O contractor to schedule the annual validation and notify the Headquarters Program Office by December 1 of the scheduled date(s).
- v. Schedule and notify the Headquarters Program Office (within 60 days) of any required revalidation (within six months) as a result of a red score.
- vi. Maintain validation scorecards and results for five fiscal years.

**d. M&O Contractor:**

- i. Consistent with the implemented Contractor Requirements Document contained in DOE Order 430.1B Real Property Asset Management:
  1. Maintain FIMS real property inventory system complete and current throughout the life cycle of the real property assets.
  2. Staff and conduct FIMS validations.
  3. Prepare the Corrective Action Plan (if required) within 30 days of any red score. Forward to the Site Office, the Headquarters Program Office and OECM.
    - a. Provide recommended schedule/dates to the Site Office, within 45 days, for the required revalidation as a result of a red score.
    - b. Execute Corrective Action Plan to correct deficiencies in data and processes and conduct a follow-up revalidation within 6 months on the sites real property assets.
  4. Facilitate quality control.
  5. Provide assistance with site visit activities, including on site walk-throughs during the FIMS data validation.

## **8. Validation Program Elements:**

- a. **Support materials and resources:** See the FIMS validation library at [http://fimsinfo.doe.gov/data\\_validation.htm](http://fimsinfo.doe.gov/data_validation.htm) for the most recent process support materials including training materials, validation forms, random sample generators and scorecard tools.
- b. **Frequency and Timing:** As indicated in figure 1, validations are required annually (Semi-annually for sites with a red status).
  - i. Validations shall be completed by June 30<sup>th</sup> of each year.
    1. Sites should schedule validations to allow ample time to correct data issues prior to the update of their Ten Year Site Plans and population of the Federal Real Property Profile (FRPP).
    2. If a site is required to conduct a revalidation and it falls in the next fiscal year, the revalidation score shall satisfy the requirement for the revalidation as well as the validation for that fiscal year.

- ii. Validations should not be scheduled/conducted during the annual update cycle for FIMS data which runs from August 1st through December 15<sup>th</sup> each year.

	Superior Status (Green Status)	Minimal Acceptable (Yellow Status)	Unacceptable (Red Status)
Site Level. Site provides quality control.	Annual	Annual	Semi-annual
Program/Headquarters Level Quality Assurance	Every Five Years <sup>1</sup>	Every Five Years	Annual <sup>2</sup>

Figure 1 - Minimum Time Periods for Validation Activities

**c. Team:**

- i. The validation team will include a designated team leader who has successfully completed the FIMS data validation training.
  - 1. FIMS Data Validation training will be conducted twice a year. Contact OECM or visit the FIMS validation library at: [http://fimsinfo.doe.gov/data\\_validation.htm](http://fimsinfo.doe.gov/data_validation.htm) for schedule and location of training.
- ii. The team includes at least one member familiar with the site’s FIMS records keeping i.e., FIMS administrator.
- iii. To maintain the integrity of the process, the validation team will have at least two full time participants. Other members of the team may be rotated in and out as needed.

**d. FIMS Data Elements to Validate:**

- i. Currently, the FIMS data validation process consists of validating 24 of the 25 Federal Real Property Council (FRPC) performance measures and data elements (see list below) for buildings, real property trailers and OSF’s.

<sup>1</sup> May be coordinated with annual validation activities. HQ would witness the validation.

<sup>2</sup> Sites judged to be red in status should receive additional attention from Program/Headquarters elements until they have corrected their data and processes in such a way as to satisfy at least a yellow standard.

- ii. In FY 2010, buildings, trailers and OSF's will be validated through a single data pull and scored on a single scorecard. See Appendix A for data elements that must be validated and the requirements for source data documentation.
- iii. The 25 FRPC data elements and performance measures are listed below. The FRPC performance measures are in bold type and are held to a higher standard of reliability by weighting them more in the scoring process.
  - 1. Property Type
  - 2. Usage Code
  - 3. Owned/Ingrant
  - 4. a. Status; 4b. Outgrant Indicator; 4c. Excess Indicator; 4d. Estimated Disposition Year
  - 5. Historic Designation
  - 6. Reporting Agency
  - 7. Using Organization
  - 8. Size**
  - 9. Utilization**
  - 10. Replacement Plant Value**
  - 11. a. Asset Condition Index (ACI); 11b. Deferred Maintenance**
  - 12. Mission Dependency**
  - 13. a. Annual Operating Cost; 13b. Annual Actual Maintenance**
  - 14. Main Location
  - 15. Real Property Identifier (Property Sequence Number)
  - 16. Location City
  - 17. Location State
  - 18. Location Country
  - 19. Location County
  - 20. Location Congressional District
  - 21. Location Zip Code
  - 22. Installation Identifier (Site Name, Site Number, and Area Number)
  - 23. Restrictions
  - 24. Dispositions - Not Validated
  - 25. Sustainability
- iv. Net Square Feet is no longer required to be validated since the definition of Utilization has been changed.
- v. Lease data will be validated in the future.

**e. Source data:**

- i. In general, source documentation is authoritative data that the FIMS administrator would use to enter or update data in FIMS. Source data

must have an owner, be managed, dated, and updated at appropriate intervals.

- ii. Source data is expected to be updated annually for the following data elements: Usage Code, Status, Outgrant Indicator, Excess Indicator, Estimated Disposition Year, Using Organization, Utilization, RPV, Deferred Maintenance, Mission Dependency, Annual Operating Costs, Annual Actual Maintenance, and Sustainability. The remainder of the data elements should be updated as appropriate when data changes.
- iii. Appendix A provides a Source Documentation Worksheet that should be completed at least one week prior to the scheduled FIMS data validation.
- iv. Downloading or printing FIMS data for multiple data elements and having several individuals sign off that the FIMS data is valid, is not acceptable for use as source documentation.

**f. Process:** Validation is a process for assuring the accuracy of FIMS data by comparing FIMS data taken from a representative sample against its source data.

- i. Determine sample size: Use the Sample Size Chart (found on the FIMS website data validation page: [http://fimsinfo.doe.gov/data\\_validation.htm](http://fimsinfo.doe.gov/data_validation.htm)) to identify the number of buildings, real property trailers and OSF's to include in the random sample set. These numbers are based on providing a 90% confidence level that the sample taken will reflect the entire FIMS data base for the data elements validated.
- ii. Selecting a FIMS Random Sample: The random sample selection will be in accordance with the validation training materials (see FIMS Data Validation Training PowerPoint slides at: [http://fimsinfo.doe.gov/data\\_validation.htm](http://fimsinfo.doe.gov/data_validation.htm)).
  - 1. The random sample will not be generated before the kick-off meeting.
  - 2. At multi-program sites, the random sample will be pulled from all assets regardless of program ownership.
  - 3. For Fiscal Year 2010, validation will be performed on non-archived buildings, real property trailers (FIMS asset type 501) and OSF's.
    - a. Buildings, real property trailers and OSF's will be captured in one random sample and reported on one scorecard.



should be considered to determine if the error in source data is widespread or an anomaly for one asset. In general, if errors are found in source data, the element will be considered “red” because the source data is unreliable.

2. Provide an additional check on FIMS data for the validation. If errors are found during the walk-through, they should be noted on the validation worksheets and the data element rescored.

**g. Scoring:** Site FIMS data shall be scored based on a red, yellow and green scorecard for “Status” of the overall data (accuracy of the existing database) and the “Progress” towards improvement.

- i. Each data element included in the validation shall be scored based on the frequency of material variance as noted in figure 2.<sup>3</sup>

Score	Green	Yellow	Red
<b>Data Element</b>	No more than a 5% frequency of material variance	Greater than 5%, but no more than 10% frequency of material variance	Greater than 10% frequency of material variance

Figure 2 - Scoring of Specific Elements

- ii. The overall “Status” score is generated as a result of the compilation of the scoring of specific data elements.

1. The “Status” score is a direct result of the frequency of material variance identified within each of the data elements validated as indicated in figure 3.

<sup>3</sup> Frequency of material variance = the percent of records found within the random sample (including outliers selected for validation) judged to contain a material variance.

<b>FIMS Scorecard Status Score</b>	<b>Performance Measures *</b>	<b>Remainder of Validated Elements</b>	<b>Notes</b>
<b>Green</b>	All performance measures green and...	All other elements at-least yellow	Preferred level of data quality
<b>Yellow</b>	Any one performance measure yellow or...	No more than one of the remaining elements red	Minimal acceptable level of data quality
<b>Red</b>	Any one performance measure red or...	More than one of the remaining elements red	Unacceptable data quality
*FRPC Performance Measures: Replacement Plant Value, Deferred Maintenance, Utilization, Mission Dependency, Annual Operating Costs and Annual Actual Maintenance			

Figure 3 - Scoring of Status

2. Sites scored red in “Status” must develop a Corrective Action Plan and report progress toward implementation of the plan.
  - a. The corrective action plan should be forwarded to the site’s Headquarters’ Program Office and OECM within 30 days of the validation.
- iii. A “Progress” rating of green, yellow or red is developed based on the site’s efforts to improve FIMS data since its last validation.
  1. The “Progress” score is based on the management of the Corrective Action Plan and demonstrated improvement in the data since the last validation.
  2. “Progress” scoring is identified in figure 4.

<b>FIMS Scorecard Progress Score</b>	<b>Improvement of Data</b>	<b>Goals of the Corrective Action Plan</b>	<b>Notes</b>
<b>Green</b>	Status is green or significant improvement since last validation.	Goals established and being met or no plan needed.	If Status is green or yellow, no correction plan is required and progress is typically green.
<b>Yellow</b>	Some improvement in data quality since last validation.	Progress is slipping.	
<b>Red</b>	Minimal improvement in data quality since last validation.	Goals for improvement not being met.	

Figure 4 - Scoring of Progress

**9. Reporting and Record Keeping:**

- a. Site offices will maintain validation documentation (work sheets, scorecards, random sample, corrective action plans, etc.) for at least five fiscal years.
  - i. Documentation is necessary to simplify quality assurance, spot trends and identify areas for improvement.
  - ii. Maintaining documentation for five fiscal years aligns with quality assurance goals and inspection periods identified in DOE Order 430.1B.
- b. Sites will provide scorecards and validation schedules to their Headquarters Program Offices consistent with guidance and timeframes noted previously in Section 7 - Roles and Responsibilities.
- c. Programs will forward scorecards to OECM when each site completes its FIMS validation or required revalidation.

## Appendix A

### Source Documentation Work Sheet

1. To be completed one week prior to the FIMS data validation and provided to each of the validation team members.
2. In general, source documentation is authoritative data the FIMS administrator would use to enter or update data in FIMS. Source data must have an owner, be managed, dated, and updated at appropriate intervals.
3. Source data is expected to be updated annually for the following data elements: Usage Code, Status, Using Organization, Utilization, RPV, Deferred Maintenance, Mission Dependency, Annual Operating Costs, Annual Actual Maintenance, Outgrant Indicator, Excess Indicator, Estimated Disposition Year and Sustainability. For the remainder of the elements there is no expiration date for source data.
4. If there is no historic source documentation for a particular data element, and it can't be generated elsewhere, as a last resort, it is acceptable to develop a table from data currently in FIMS for that particular data element, have the Site's Subject Matter Expert (SME) review the data, make needed corrections, and sign and date the table indicating that he/she certifies the data is accurate. The table can only contain one data element and must be certified by only the SME indicating they have personally reviewed and certified the data as correct. This procedure can not be used for the following FRPC data elements: Size, Utilization, Replacement Plant Value, Deferred Maintenance, Annual Operating Costs and Annual Actual Maintenance.
5. Note: Downloading or printing FIMS data for multiple data elements and having several individuals sign off that the FIMS data is valid, is not acceptable for use as source documentation.

FRPC Data Element	Source Document Owner	Validation Required For	Process For Obtaining Source Data	Typical Acceptable Source
1. Property Type  <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		As-builts, property documentation records, dated list of assets validated by Engineering or appropriate office managing real property. <b>Source used:</b> <b>Source date:</b>
2. Usage Code  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Dated list of assets validated by the Site Manager or appropriate office managing real property familiar with FIMS usage codes. <b>Source used:</b> <b>Source date:</b>

FRPC Data Element	Source Document Owner	Validation Required For	Process For Obtaining Source Data	Typical Acceptable Source
3. Owned/Ingrant <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Dated list of assets validated by the Site Manager/Real Estate. <b>Source used:</b> <b>Source date:</b>
4a. Status <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Dated list of assets validated by Site Manager or appropriate office managing real property. <b>Source used:</b> <b>Source date:</b>
4b. Outgrant Indicator <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Documentation from Real Estate
4c. Excess Indicator <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Email from OECM indicating the Excess Indicator can be changed to “Yes”
4d. Estimated Disposition Year <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Documentation from the Site’s disposition planner, documentation from TYSP or other official documentation from the site that provides disposition plans.
5. Historic Designation <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Documented report from SHPO or dated list of assets validated by office coordinating with SHPO. <b>Source used:</b> <b>Source date:</b>
6. Reporting Agency	System Generated.			
7. Using Organization <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Dated list of assets validated by Site Manager or cognizant office. <b>Source used:</b> <b>Source date:</b>

FRPC Data Element	Source Document Owner	Validation Required For	Process For Obtaining Source Data	Typical Acceptable Source
8a. Size Buildings and Trailers. Gross Sqft. For OSFs Validate primary quantity and secondary quantity if applicable.  <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		As-built drawings, property documentation records, or <u>dated list of assets with GSF validated by Engineering or appropriate office managing real property.</u> <b>For OSFs documentation from sites subject matter expert (SME) (i.e. if as builds were not available for an underground tank a memo from the tank farm manager stating the size of the tank could be used as source data).</b> <b>Source used:</b> <b>Source date:</b>
9. Utilization  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings and Real Property Trailers. <b>Don't validate OSFs</b>		Site generated Utilization Report, must be approved by Site Manager or appropriate office. <b>Source used:</b> <b>Source date:</b>
10. Replacement Plant Value (RPV)  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs	Must have rational for contractor generated RPVs.	For buildings and real property trailers RS Mean's w/FIMS models, Cost Works, or other documented model that provides a true replacement value. <b>Do not use Current Plant Value (CPV) for buildings and trailers. For OSFs provide cost estimate. Could be a rough estimate from sites SME. CPVs for OSFs are acceptable.</b> <b>Source used:</b> <b>Source date:</b>
11a. Condition Index	System Generated			
11b. Deferred Maintenance (DM)  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		CAIS reports. Other documented methods that includes a physical inspection of the building. Provide evidence the physical inspection has been performed within the last five years. <b>Source used:</b> <b>Source date:</b>
12. Mission Dependency  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		List of assets validated by Site Manager or HQ Program Office. <b>Source used:</b> <b>Source date:</b>
13a. Annual Operating Cost (Site level)  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs	Did site input any asset level operating costs? Yes/No	Invoices from utility and service providers. Or site financial reports from CFO. If site allocates costs to the asset level provide procedures. <b>Source used:</b> <b>Source date:</b>

FRPC Data Element	Source Document Owner	Validation Required For	Process For Obtaining Source Data	Typical Acceptable Source
13b. Annual Actual Maintenance <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs	Captured at asset level? Yes/No	Site financial reports by asset. <b>Source used:</b> <b>Source date:</b>
14. Main Location <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Letterhead with mailing address. Memo from Admin/Mailroom documenting address and/or zip code. Documentation from Post Office. <b>Source used:</b> <b>Source date:</b>
15. Real Property Identifier	System Generated.			
16. Location City <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Memo from Admin, Mailroom, or Post Office. Website: <a href="http://www.zip-codes.com">www.zip-codes.com</a> <b>Source used:</b> <b>Source date:</b>
17. Location State <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Memo from Admin, Mailroom, or Post Office. Website: <a href="http://www.zip-codes.com">www.zip-codes.com</a> <b>Source used:</b> <b>Source date:</b>
18. Location Country	System Generated.			
19. Location County <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Memo from Admin, Mailroom, or Post Office. Website: <a href="http://www.zip-codes.com">www.zip-codes.com</a> <b>Source used:</b> <b>Source date:</b>
20. Location Congressional District <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Memo from Admin, Mailroom, or Post Office. Website: <a href="http://www.zip-codes.com">www.zip-codes.com</a> <b>Source used:</b> <b>Source date:</b>
21. Location Zip Code <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Memo from Admin, Mailroom, or Post Office. Website: <a href="http://www.usps.com">www.usps.com</a> if used must use validated Main Location address. <b>Source used:</b> <b>Source date:</b>

FRPC Data Element	Source Document Owner	Validation Required For	Process For Obtaining Source Data	Typical Acceptable Source
22. Installation Identifier	System Generated.			
23. Restrictions  <b>Update: As appropriate</b>	Name: Phone: Email: Position: Company:	Buildings, Real Property Trailers and OSFs		Dated list of assets validated by Environmental/Real Estate or other office that tracks restrictions on real property. <b>Source used:</b> <b>Source date:</b>
24. Disposition	Not currently validated			
25. Sustainability  <b>Update: Annually</b>	Name: Phone: Email: Position: Company:	Buildings and Real Property Trailers		Documentation from the Site's Sustainability or LEED coordinator providing sustainability data to be uploaded into FIMS.