**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**For Task 2: This part of the Navigator Playbook is completed when you have:**

1. **Identified and recorded the interested parties relevant to your organization’s energy performance and EnMS using the Worksheet or similar document.**
2. **Determined the needs and expectations of these interested parties as they relate to your organization’s EnMS.**
3. **Identified the applicable legal and other requirements related to energy.**
4. **Assigned responsibilities and establish a frequency for reviewing and updating the completed matrix.**
5. **Implemented a process to periodically evaluate compliance with the identified requirements.**

**This document is an example of how to complete Playbook Task 2. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Identify interested parties and
2. Determine their needs and expectations

|  |  |  |
| --- | --- | --- |
| **Interested Party** | **How Relevant to EnMS?** | **Needs/****expectations** |
| Clients/Tenants | When improperly implemented, the EnMS may increase the costs for clients/tenants. | Clients/tenants expect the data center to implement energy efficiency measures to become more cost-effective and sustainable.  |
| Corporate Leadership | Many corporate initiatives are mandatory and would require data centers to follow a standard or meet a metric. | Corporate leadership expects that the company's vision is adhered to and that its goals are met. |
| Staff | Their actions and buy-in to the relevance of an EnMS are key to its success. | The staff expect that the EnMS will not interfere with their delivery of critical data center services. They also understand the importance of having an EnMS in place. |
| Local Jurisdiction | The laws and codes have a substantial effect on the operation of the EnMS. | They expect compliance and need cooperation in their mandates. |
| Electric Utility | Utilities may ask data centers to implement an EnMS voluntarily. They often have resources to assist in this process. | Since data centers can consume a significant amount of energy, implementing EnMS practices helps ensure a stable grid. |

1. Identify legal and other requirements

|  |  |  |
| --- | --- | --- |
| Requirement | Issue date | Relation to energy and EnMS |
| [Energy Act of 2020](https://science.house.gov/2020/12/energy-act-of-2020),SEC. 1003. ENERGY EFFICIENT DATA CENTERS, Evaluations | 2020 | Each federal agency shall consider having its data centers evaluated once every four years by energy practitioners certified pursuant to the [DCEP training program](http://datacenters.lbl.gov/dcep), using certified practitioners employed by the agency. Although specifically for federal data centers, it could serve as a guideline for any data center. |
| [Energy Policy Act of 2005](http://govinfo.gov), Section 104: PROCUREMENT OF ENERGY EFFICIENT PRODUCTS | 2005 | Mandates the procurement of ENERGY STAR-qualified or FEMP-designated energy-efficient products. Although specifically for federal data centers, it could serve as a guideline for any data center.  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| ☒ | We have committed to meeting all of the above requirements | Approved by site leadership |

1. Assign responsibilities and establish a frequency for reviewing and updating the interested parties and legal requirements tables

|  |  |  |
| --- | --- | --- |
| ☒ | We have established a process for evaluating and updating requirements | Part of the annual Management Review |
| ☒ | We have established a schedule and assigned responsibilities | Part of the annual Management Review |
| ☒ | We have a system to ensure records of results are maintained | Part of the annual Management Review |
| ☒ | Who is responsible? | Asst. General Manager |

1. Implement a process to evaluate compliance with the identified legal requirements

|  |  |  |
| --- | --- | --- |
| ☒ | We have established a process for evaluating compliance | Part of the annual reporting of local laws |
| ☒ | We have assigned evaluation and compliance roles and responsibilities | Part of the annual Management Review |
| ☒ | Date legal requirements were last reviewed: | 1/31/23 |
| ☒ | Who reviewed: | General Manager |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒  | Date approved: | 2/1/23 |
| ☒  | Who approved: | General Manager |

Comments

Click here to enter text.