



MASSACHUSETTS LEADING BY EXAMPLE PROGRAM

Annual Reporting & Tracking



FY23 Annual Tracking Form Guidance

[Executive Order 594](#) requires the [Leading by Example Program \(LBE\)](#) to be responsible for “tracking and collecting building and vehicle energy consumption, clean energy development, GHG emissions, and other relevant information associated with state government operations.” Furthermore, LBE must “report annually on progress toward meeting the targets and objectives of the Order.

The Executive Order officially applies to “all executive branch agencies and all public institutions of higher education,” while quasi-independent authorities are encouraged to fully participate in efforts to meet the Order’s goals. The Order also states that “[a]gencies will provide energy consumption data and other information as requested by LBE” to support compliance with these tracking and reporting requirements.

The remainder of this document specifies the state entities for which LBE tracks a range of data as well as some of the specific data needs from different entities. If you have any questions on the reporting process, please reach out to Sophia Vitello at sophia.vitello@mass.gov.

For the following entities, LBE generally collects data on **natural gas, grid electricity, fuel oil (heating oil and diesel), gasoline, and propane** consumption, as well as information about fleet vehicles. However, LBE still encourages these agencies to provide any of this data that is available through the [Annual Tracking Form](#). However this data is obtained, LBE staff will work to review it with each entity’s staff to ensure its accuracy. Additionally, LBE is requesting that these same entities report all other data requested in the tracking form, such as EV charging station deployment, planned energy projects, sustainable landscaping programs, and other sustainability efforts, etc.

Entities to Submit Specific Data Requested
Bureau of the State House
Department of Conservation and Recreation
Department of Developmental Services
Department of Environmental Protection
Department of Fire Services
Department of Fish and Game
Department of Mental Health
Department of Public Health
Department of State Police
Department of Youth Services
Division of Capital Asset Management
MassDOT-Highway
Military Division
Soldiers’ Home Chelsea
Soldiers’ Home Holyoke
Trial Court

For the following entities, LBE has not yet developed a centralized method of collecting entity energy consumption data for any of the information necessary to comply with the Executive Order's reporting requirements. As such, LBE is asking the entities below to provide as much data as is available in the [Annual Tracking Form](#). If entities are interested, LBE can work with each to develop a system to collect at least certain data from a central system that may reduce reporting burdens in the future.

Entities to Submit All Requested Data in the LBE Tracking Form
Berkshire Community College
Bridgewater State University
Bristol Community College
Bunker Hill Community College
Cape Cod Community College
Department of Correction
Fitchburg State University
Framingham State University
Greenfield Community College
Holyoke Community College
Massasoit Community College
MassBay Community College
Mass. College of Art and Design
Mass. College of Liberal Arts
Mass. Maritime Academy
Middlesex Community College
Mt. Wachusett Community College
North Shore Community College
Northern Essex Community College
Quinsigamond Community College
Roxbury Community College
Salem State University
Springfield Tech. Community College
UMass Amherst
UMass Medical School
UMass Boston
UMass Lowell
UMass Dartmouth
Westfield State University
Worcester State University
Mass. Bay Transportation Authority
Mass. Port Authority
Mass. Water Resources Authority