



## GreenGov Agency Certification Checklist Fiscal Year 2019-2020 Reporting

Agency Representative Sign-off: \_\_\_\_\_

Agency Executive Sign-off: \_\_\_\_\_

Points Applicable	Points Earned	Score
<b>63</b>	<b>40</b>	<b>63%</b>

**Instructions:**

1. Review each measure and answer based upon the actions of your Agency within the fiscal year of July 1, 2019 through **October 9, 2020**.
2. As each measure is evaluated, begin with the following preface: "Since July 2019, as an Agency have you...".
3. The Checklist will automatically tally the points earned based upon measures applicable to your Agency.
4. Once completed, save the document with your Agency name and date completed.
5. Email the completed Checklist to: RA-GSGreenGov@pa.gov by **Friday, October 9, 2020**.

**Scoring:**

1. Score will be based upon the percentage of "yes" answers to measures that apply to your Agency.
2. For measures that do not apply to your Agency, select "not applicable".
3. Measures that are valued at 4\* points are direct initiatives of Executive Order 2019-01.

**Contact GreenGov:**

Phone: 717-787-4987 Email: RA-GSGreenGov@pa.gov Web: dgs.pa.gov/greengov

**Since July 2019, as an Agency have you...**

		Benchmarking and Evaluation				
I		Yes	No	N/A	Points Value	Points Earned
<b>1</b>	<b>Facility Benchmarking</b>					
1 A	Maintained an inventory of all buildings both owned and leased? (This information is also a key component for the move to the DGS TRIRIGA inventory system.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 B	Maintained an inventory of all owned and leased building square footage for use in DGS TRIRIGA & EnergyCAP systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 C	Implemented EnergyCAP for the capturing of energy bills within your facilities through the assignment and validation of meters? (facilities 20,000 square feet & greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 D	Assigned EnergyCAP "Agency Liaison", "Core User" and other roles for your agency who will participate in the program and receive training to create & maintain your agency's executive level utility reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 E	Utilized EnergyCAP for the evaluation of utility bills regarding consumption trends, usage spikes, billing anomalies and establishing reduction targets for compliance with Executive Order 2019-01?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 F	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 G	Developed a comprehensive utility bill tracking plan or program within Lessor-paid utility leased facilities for energy benchmarking? Example: EnergyStar, EnergyCAP or other (through lessor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 H	Worked with a Lessor to establish a utility bill tracking program for at least 1 facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 I	Received Act 129 or other energy conservation or sustainability incentive program rebates?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 J	Achieved an overall 3% reduction of energy consumption within the <b>past</b> Fiscal Year (2018-2019) as per Executive Order 2019-01 through the participation in energy reduction programs and projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		0
					<b>Points Total</b>	<b>0</b>
					<b>0</b>	<b>0</b>
<b>2</b>	<b>Transportation Benchmarking</b>	Yes	No	N/A	Points Value	Points Earned
2 A	Developed Executive-level fleet reports including type, classification, mileage, consumption, emission and cost figures for the purposes of VMT reduction and fuel economy improvements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
2 B	Utilized vehicle telematic systems to accurately track performance figures for your entire traveling fleet?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2

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2 C	Evaluated passenger vehicle parking assignments to identify ideal locations for the delivery of EV charging station projects as part of an electrified vehicle plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					<b>Points Total</b>	5	5
<b>3</b>	<b>Products and Materials</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
3 A	Maintained a comprehensive list of environmentally preferred and sustainable products and equipment procured by your agency (i.e. EnergyStar, FSC Certified, GreenGuard, GreenSeal, USDA Bio-Preferred, EPEAT, WaterSense or other)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					<b>Points Total</b>	0	0
<b>4</b>	<b>Renewable Energy Opportunity Evaluation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
4 A	Identified facility(s) with opportunity for renewable energy and analyzed return on investment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					<b>Points Total</b>	0	0
<b>Total Points Earned for Benchmarking and Evaluations (I)</b>						<b>5</b>	
<b>Total Points Available for Benchmarking and Evaluations (I)</b>						<b>5</b>	

<b>II Buildings and Structures</b>							
<b>5</b>	<b>Operations and Maintenance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
5 A	Completed annual inspections of building systems, components and envelope to take advantage of warranty periods and contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
5 B	Established maintenance plans and/or contracts for your facilities to ensure peak operations (Ex: General Services Administration Public Building Maintenance Standards 10-2018)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (through partnership with DGS or other)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>at least 1</b> facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>more than 1</b> facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					<b>Points Total</b>	0	0
<b>6</b>	<b>Building Systems Efficiency</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
6 A	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
6 C	Upgraded <b>25%</b> or greater of lighting and fixtures to LED?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
6 D	Installed programmable thermostats and system meters to track energy consumption?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
6 E	Installed low flow plumbing fixtures in <b>at least 1</b> facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
6 F	Installed low flow plumbing fixtures <b>within all</b> facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
6 G	Installed on-demand or heat-pump hot water heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	

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6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0

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7 <b>Green Buildings</b>		Yes	No	N/A	Points Value	Points Earned
7 A	Incorporated high-performance green building designs, techniques and materials following LEED, EnergyStar, Green Globe, etc. into project(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
7 B	Achieved 10% reduction in energy consumption over ANSI/ASHRAE/IES Standard 90.1.2016 for any project (and/or achieved certification(s) including LEED, EnergyStar, Green Globe, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0
<b>Total Points Earned for Buildings and Structures (II)</b>						0
<b>Total Points Available for Buildings and Structures (II)</b>						0

III <b>Transportation</b>						
8 <b>Operations and Maintenance</b>		Yes	No	N/A	Points Value	Points Earned
8 A	Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					2	2
9 <b>Vehicle Efficiency (utilization of EV's and PHEV's)</b>		Yes	No	N/A	Points Value	Points Earned
9 A	Established an electrified vehicle fleet plan including the purchase of battery electric and/or plug-in hybrid electric vehicle(s) and supporting infrastructure (EV charging stations) to achieve the 25% goal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4*	0
9 B	Installed electric vehicle charging stations in <b>at least 1</b> location to support your electrified vehicle fleet plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 C	Installed <b>50% additional</b> electric vehicle charging stations to support your electrified vehicle fleet plan (or enough to support 25% of your total passenger fleet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 D	Purchased <b>at least 1</b> battery electric and/or plug-in hybrid electric vehicle?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
9 E	Purchased <b>50% additional</b> battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
9 F	Selected the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					9	2
<b>Total Points Earned for Transportation (III)</b>						4
<b>Total Points Available for Transportation (III)</b>						11

IV <b>Products and Materials</b>						
10 <b>Procurement</b>		Yes	No	N/A	Points Value	Points Earned
10 A	Procured environmentally preferred and sustainable products and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
10 B	Purchased or utilized a <b>new</b> environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					3	3
11 <b>Recycling</b>		Yes	No	N/A	Points Value	Points Earned
11 A	Collected and processed <b>new</b> recyclable materials in an effort to move toward zero waste facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
11 B	Established or participated in a recycling program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0

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Points Total	2	1
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12 <i>Cleaning</i>		Yes	No	N/A	Points Value	Points Earned
12 A	Established green cleaning policies and services within Commonwealth-owned space?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
12 B	Established green cleaning policies and services within leased space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
<b>Points Total</b>					<b>1</b>	<b>1</b>
<b>Total Points Earned for Products and Materials (IV)</b>						<b>5</b>
<b>Total Points Available for Products and Materials (IV)</b>						<b>6</b>

V	Culture					
13 <i>Employee Engagement</i>		Yes	No	N/A	Points Value	Points Earned
13 A	Established and supported a Sustainability Team to identify opportunities (team should consist of multiple disciplines and executive staff)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
13 B	Established and supported a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
13 C	Established and supported a sustainability awareness training or initiative to raise awareness with staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
13 D	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
13 E	Educated and/or provided tools to employees for the evaluation of business travel carbon footprint generated through all forms of transportation including multimodal (bus, train, air, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 F	Promoted alternative commuting options including mass transit, carpooling and walking & biking (could include building occupant surveys on commuting practices to enhance existing programs)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 G	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 H	Established and supported a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 I	Established or participated in a litter reduction plan, initiative or survey?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 J	Established and supported an employee awards and/or incentives for participation in sustainability?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 L	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 M	Established a paper usage reduction policy (such as; print what is needed, print both sides, print black & white, track printing by employee)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 N	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 O	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 Q	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 R	Reduced vehicle miles traveled (VMT) through the use of Skype conferencing and remote classroom training options?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
<b>Points Total</b>					<b>23</b>	<b>12</b>

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14 Public Engagement		Yes	No	N/A	Points Value	Points Earned
14 A	Promoted programs, events and press to engage and educate the public in sustainability?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
14 B	Integrated a <b>new</b> sustainability policy and/or practice within operations with the public and/or outside business partners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
14 C	Implemented a sustainability policy and/or practice <b>plan</b> within operations with the public and/or outside business partners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
<b>Points Total</b>					6	4
<b>Total Points Earned for Culture (V)</b>						16
<b>Total Points Available for Culture (V)</b>						29

VI Renewable Energy						
15 Commitment to Purchase		Yes	No	N/A	Points Value	Points Earned
15 A	Continued commitment to purchase 40% or greater renewable electricity or energy offset through DGS?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0
16 Utilization of On-Site Renewables		Yes	No	N/A	Points Value	Points Earned
16 A	Delivered <b>new</b> renewable energy project(s) at facility(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
16 B	Delivered <b>new</b> large scale renewable energy project(s) at facility(s) equal to or greater than the 3 megawatt net metering threshold (through partnership with DGS or other)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0
<b>Total Points Earned for Renewable Energy (VI)</b>						0
<b>Total Points Available for Renewable Energy (VI)</b>						0

VII Resilience						
17 Buildings and Structures		Yes	No	N/A	Points Value	Points Earned
17 A	Trained multiple staff members on maintaining building systems at performance levels to ensure consistent operations including programs & certifications (Ex: Building Operator Certification (BOC))?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
17 B	Implemented a training and/or credential plan for <b>all</b> facilities staff on building systems in which they oversee?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
17 C	Established and/or maintained periodic inspections and testing on back-up generator and UPS units?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
17 D	Participated in public utility programs that reduced demand on the supply grid?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
17 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
17 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
17 G	Identified properties utilized by your organization that are located within a flood plain and established protocols for a flood event?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0
18 Transportation		Yes	No	N/A	Points Value	Points Earned
18 A	Identified home-headquarter options for staff to reduce carbon footprint associated with travel and building energy consumption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1

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18 B	Purchased alternative fuel vehicles and/or alternative fuel technology within your fleet that are not included in the Executive Order, such as CNG, LNG, LPG, hydrogen?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	
					<b>Points Total</b>	<b>3</b>	<b>1</b>
<b>19</b>	<b>Procurement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
19 A	Established plans and procedures and identified contracts for the procurement of goods and services for COOP and/or natural disaster events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
					<b>Points Total</b>	<b>2</b>	<b>2</b>
<b>20</b>	<b>Culture</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
20 A	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
20 B	Established and supported a COOP Communications Plan for the continued messaging of COOP policies, practices and initiatives throughout your organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
20 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
20 D	Established and supported a telework plan for employees in the event of health, natural disaster and environmental threats?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
					<b>Points Total</b>	<b>7</b>	<b>7</b>

<b>Total points earned for Resiliency (VII)</b>	<b>10</b>
<b>Total points available for Resiliency (VII)</b>	<b>12</b>

<b>Overall Total Points Earned</b>	<b>40</b>
<b>Overall Total Points Available</b>	<b>63</b>