



Department of the Interior

Leveraging Information Technology to support
Sustainable Practices and the Organizational EMS

2010 GreenGov Symposium

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Introduction

- Joe Tell
Partner
Solution Foundry
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- Environmental Engineer
- EMS implementation and training expertise
- Successful EMS implementations for hundreds of commercial and government organizations
- Working with DOI to develop and implement EMS



DOI EMS: Department-Level

- Ensure DOI programs support overall mission and ensure operational sustainability
- EMS as a tool to better integrate environmental considerations into business processes, organizations, and facilities
- Align Bureau, Office and Facility programs and goals more closely with DOI Policies – operational consistency
- DOI will become a leader in sustainability and environmental management in the Federal Government
- Identify cost savings and efficiencies that can positively impact bottom line



DOI EMS Approach

- Formalize and standardize environmental risk assessment process throughout DOI
- Expand objectives and targets to address Executive Order goals and DOI policies
- Leverage technology: ensure EMS documentation is managed and communicated through EMS Manual on DOI Portal
- Implement/integrate internal audit process across Department – proactively identify and resolve corrective actions
- Management review – Bureau/Office level and Sustainability Council

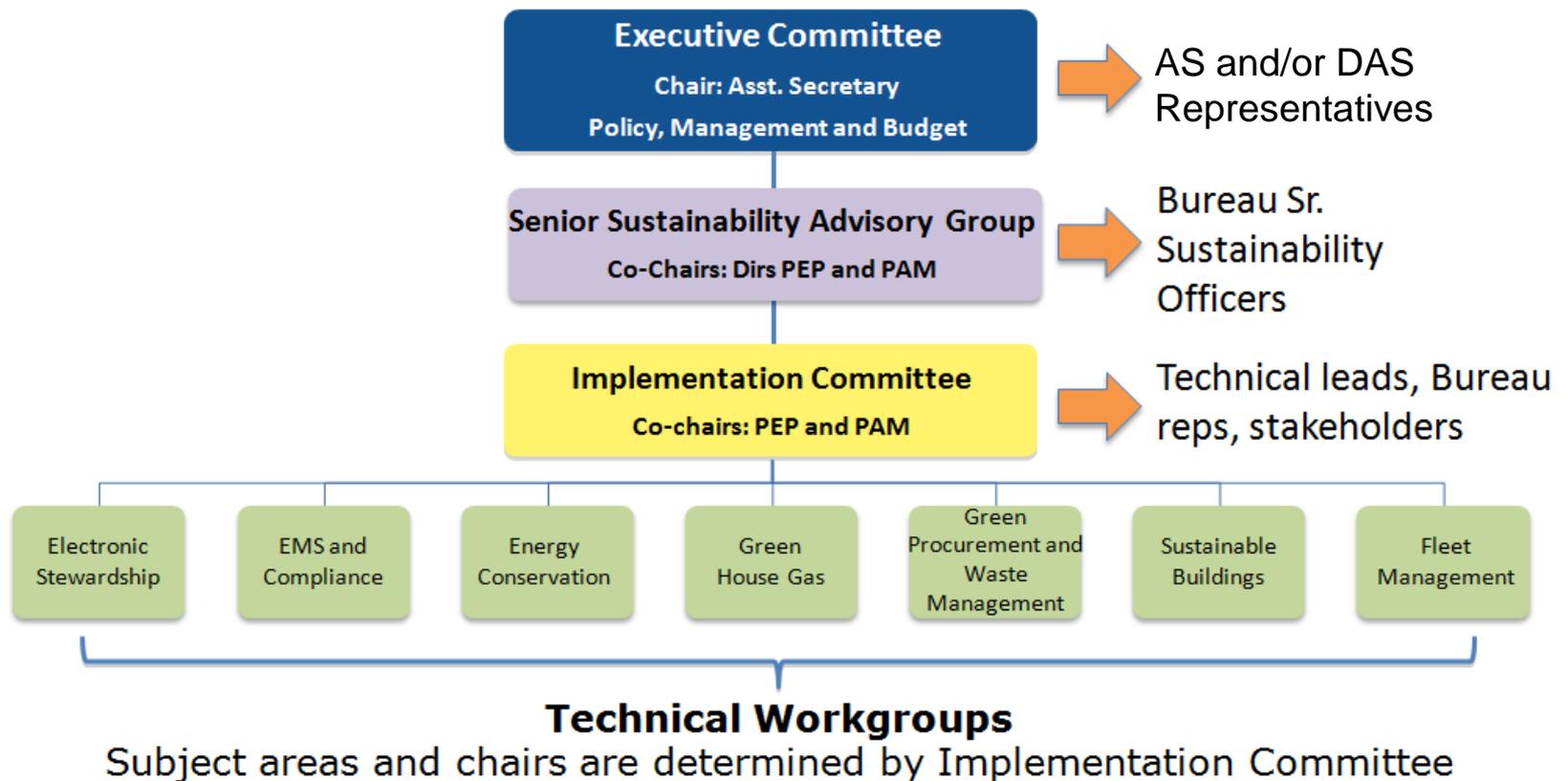


DOI EMS Approach: Sustainability Council

- Consensus-based forum responsible for overseeing the Department's sustainability and environmental management strategies and performance
- Multi-level governing body that unites subject matter experts, program managers and senior leadership
- The Department-level EMS serves as the Council's management tool and operating framework
- Bureau and Office representation on Implementation Committee and Technical Workgroups is critical



DEPARTMENTAL EMS: SUSTAINABILITY COUNCIL





Bureau/Office minimum expectations

- DOI facilities must implement a formal EMS:
 - Departmental Manual (DM) Part 515 Chapter 4: Environmental Management Systems, effective 8/13/2008
“All bureaus and offices will, at all appropriate organizational levels and/or facilities, develop, implement, and maintain an EMS.”
 - Should be included in the scope of an EMS, either at the Facility level or higher. Could be included in another government agency EMS, if a tenant.
 - Leverage EMS implementation work at the Bureau-level
 - ‘Align with’ Department level



Bureau/Office minimum expectations

- Department Level EMS Policies, procedures and guidance are being developed to provide direction
 - Should be adopted at the Bureau, Office and Facility levels
 - Will include detailed descriptions of required minimum expectations at the Bureau/Office and Facility levels
 - Will be available through the DOI Portal
- Bureaus, Offices and Facilities should maintain appropriate documentation of the EMS.



Leveraging technology

- 2010 Policy, Management and Budget Strategic Objectives:
 - Support the Secretary's priorities on renewable energy, water conservation, climate change, youth, protecting Indian communities, reducing wildfire risk
 - Make DOI the best and most inclusive place to work in government
 - **Manage processes, systems and technology to improve efficiency and productivity**
 - **Use research and analysis to inform policy decisions**
 - Ensure the safety of our employees and the public
 - **Allocate and manage resources transparently and effectively**



DOI Portal

- Microsoft Office SharePoint Server (MOSS) Enterprise
- Hosted by DOI Office of Chief Information Officer (OCIO) for Department-wide use

U.S. Department of the Interior

Welcome Tell, Joseph | My Site | My Links | All Sites | Advanced Search

Welcome To DOI's Enterprise Collaboration Portal

DOI PORTAL | BUREAUS | OFFICES | PROGRAMS

Site Actions

VIEW ALL SITE CONTENT

Office 2007 Migration Lists

Programs

- DOI Access Card
- Portal Resources
- ESN CM
- Enterprise CM
- DOI Enterprise Hardware Contracts
- DOI PPM System
- DOI Enterprise Software Contracts
- SharePoint Server Admin. Group
- Unified Communications

DOI Portal

United States Department of the Interior - DOI News Feed

Interior Department Launches Open Government Plan
Outer Continental Shelf Oil and Gas Strategy
The National Cherry Blossoms – Washington, D.C.'s Rite of Spring
New 'America the Beautiful' Quarters Feature National Parks
Taking the Path Less Traveled — Celebrating 10 Years of the National Landscape Conservation System

Microsoft Office [Click Here to Visit the Office 2007 Migration Site](#)
- View Training Information
- Register for Classes

[Click Here to Visit the New DOI Access Card Site](#)

Portal Resources
[Frequently Asked Questions \(FAQs\)](#)
[Contact the Portal.doi.net Team](#)
[Request a SharePoint Site](#)

Portal.doi.net
Information & Collaboration

Internet | Protected Mode: On | 100%



Microsoft SharePoint

Overview:

- Microsoft® SharePoint®: website hosting and content management technology platform
- Central, web-based information management and collaboration portal used for managing and communicating data and documents
- Often used for large organization Intranets – internal websites
- Integrates with Microsoft Office – easily managed by users familiar with MS Word, Excel, PowerPoint, etc.



Microsoft SharePoint

Benefits:

- Accessed and managed with standard web browser – no additional tools necessary
- No programming experience and little training needed to manage sites
- Integrates with existing Microsoft-based computer networks – e.g., user accounts, application and database servers, e-mail, etc.
- Role-based permissions allow various levels of access and control
- Existing documents and data easily uploaded and managed by broad base of users



EMS on DOI Portal

- Departmental EMS documentation available to DOI computer users via Portal
- Central repository for EMS Policies, procedures, guidance and tools
- Simple, Microsoft SharePoint-based information and document management
- Enables reporting and roll up of Bureau/Office metrics and EMS implementation performance
- Still under development: formal roll-out projected by end of CY 2010 (phased)



EMS on DOI Portal

The screenshot shows the Sustainability Council website with a navigation menu including 'SUSTAINABILITY COUNCIL', 'COMMITTEES', 'TECHNICAL WORKGROUPS', and 'EMS HOME'. The main content area features an organizational chart titled 'SUSTAINABILITY COUNCIL STRUCTURE'.

SUSTAINABILITY COUNCIL STRUCTURE

- Executive Committee** (Chair: Asst. Secretary, Policy, Management, and Budget) → AS and/or DAS reps
- Senior Sustainability Advisory Group** → Sr. Bureau Officials
- Implementation Committee** → Tech. leads, Bureau reps, stakeholders

Technical Workgroups (Makeup and chairs determined by Council based on established):

- Electronic Stewardship
- EMS and Compliance
- Energy
- GHG Emissions
- Green Purchasing and Solid Waste
- Sustainable Buildings
- Transportation

Announcements

- Test** (1/7/2010 7:35 AM) by Cooper, Spencer. This is a test.

Key Links

- Executive Orders**
 - EO 13423
 - EO 13514
- DOI Related**
 - The Greening of the Interior
 - Office of Environmental Policy and Compliance
- Key Documents**
 - Draft Sustainability Council Operating Plan
 - Sustainability Council Charter