

# Environmental Stewardship Program and Resource Managers



As a Program or Resource Manager, your environmental responsibility spans most of the areas covered in the Environmental Stewardship Resource Guide. However, the place to begin is with your agency's environmental management system (EMS) because it generally addresses all operations that impact the environment. For instance, EPA, as mandated by regulations and executive orders, has obligations to its environmental management programs in the areas of:

- Purchasing
- Recycling
- Transportation
- Reducing waste
- Energy and water conservation and efficiency.

Any **products** you buy, any **services** you procure, any **facilities** you occupy all must adhere to these environmental requirements. This includes even "green" meetings, conferences, and events at or outside the agency, and green landscaping.

**Management's continued commitment, support, engagement and oversight is essential to the success of an agency's EMS.** The statutes and policies affect all employees. Every employee must do his or her share. Even contractors and some grantees are subject to many of these environmental requirements.

## Statutory Requirements

A series of executive orders and regulations encompass the statutory requirements of environmental protection.

The **Resource Conservation and Recovery Act (RCRA)** and Resource Conservation Challenge (RCC) aim to conserve natural resources and energy by managing materials more

efficiently. Reducing waste is a critical component of an agency's commitment to the environment. Other relevant regulations stem from the 2002 Farm Bill, Energy Policy Act, Pollution Prevention Act, and more.

**Executive Order (EO) 13423**, signed in January 2007, requires federal agencies to purchase green goods and services that are:

- Bio-based
- Environmentally preferable
- Energy-efficient
- Water-efficient
- Made with recycled content.

**EO 13423** requires agencies to:

- Reduce the amount of toxic and hazardous chemicals and materials acquired, used, or disposed of.
- Increase diversion of solid waste.
- Maintain cost-effective waste prevention and recycling programs at their facilities
- Improve the energy efficiency of their buildings and reduce associated greenhouse gas emissions
- Promote renewable energy through improvements in fuel efficiency and use of alternative fuels and vehicles;
- Use paper of at least 30 percent post-consumer fiber content.

Most federal agencies have issued **policy statements** on EMSs. EPA's statement, issued in October 2006, states the agency's commitment to integrating environmental stewardship into all aspects of its operations. The **Headquarters EMS Manual** defines the roles and responsibilities of senior EPA managers in implementing the EMS.

The **Federal Acquisition Regulation (FAR)** requires the government to acquire supplies and services that promote energy and water efficiency, advance use of renewable energy products, help foster markets for emerging technologies, and are composed of the highest percentage of recovered materials practicable.



## What actions must I take?

Every federal facility's EMS identifies aspects of its activities, products, and services that have significant impacts on the environment. Playing your part in implementing your office's EMS is as simple as:

- identifying which environmental aspects are significant in your office;
- incorporating EMS practices into employee orientation and office manuals;
- delegating responsibility to a specific person for consistent implementation of the EMS;
- making sure all employees are trained and reminded periodically; and
- measuring and improving on success.

If you are in a position to buy something for your work, you must follow environmentally preferable purchasing guidelines, such as the **Comprehensive Procurement Guidelines** (CPG), if your agency, as a whole, purchases more than \$10,000 worth of an item. Federal agencies are required to buy products that are made with recovered content, use less packaging, are energy efficient, and do not create hazardous waste or toxic chemicals.

If you have responsibilities for facility and fleet management:

- Buying "green" vehicles and making your building as energy-efficient as possible;
- If you have a role in contract or grant management, hold contractors and grantees to the same environmental requirements as the agency;
- If you are planning a meeting, conference, or other event, you may be expected to plan a green meeting to minimize environmental impacts.

## Resources

EPA's Web page on EMS <http://www.epa.gov/ems>

EPA's agency-wide objectives, targets, and metrics for implementing EMSs and reducing its environmental footprint [http://www.epa.gov/ems/docs/Luna\\_12-21-06\\_withattachment.pdf](http://www.epa.gov/ems/docs/Luna_12-21-06_withattachment.pdf)

Office of the Federal Environmental Executive  
<http://www.ofee.gov/>

Federal government's central Web site on EMS  
<http://www.fedcenter.gov/programs/EMS/>

Briefing presented by Edwin Piñero, Deputy Federal Environmental Executive [http://www.ofee.gov/ems/training/The\\_Role\\_of\\_Senior\\_Management.ppt](http://www.ofee.gov/ems/training/The_Role_of_Senior_Management.ppt)

Promoting Green Purchasing: Tools and Resources to Quantify the Benefits of Environmentally Preferable Purchasing [http://www.epa.gov/epp/tools/epp\\_metrics.pdf](http://www.epa.gov/epp/tools/epp_metrics.pdf)

Integrating Green Purchasing Into Your EMS  
<http://www.epa.gov/oppt/epp/pubs/grn-pur/green-pur-ems1a3a.pdf>

Tips on purchasing green office supplies  
<http://www.epa.gov/greeningepa/practices/supplies.htm>

EPA's Web page on CPG  
<http://www.epa.gov/epaoswer/non-hw/procure/about.htm>

Tips for buying green with the government credit card  
<http://www.epa.gov/opptintr/epp/tools/creditcard.htm>

EPA's Web page on green meetings  
<http://www.epa.gov/oppt/greenmeetings>

## Quiz

1. EMSs address operations that affect the environment, such as procurement, buildings' energy consumption, and waste disposal. True or False?
2. EMSs should be implemented at all federal facilities. True or False?
3. The CPG designates items that must be purchased with the most recovered material content practicable when they are bought in amounts greater than:
  - A. \$5,000
  - B. \$10,000
  - C. \$20,000
  - D. \$50,000
4. All purchase of electronic equipment must be ENERGY STAR®-compliant? True or False?
5. The FAR requires the use of EPA-designated recycled content items in construction and services contracts. True or False?