

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

# EMS! Why Does It Matter?

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# Presenters



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# Outline and Objectives

- ▶ A Brief History of Time
- ▶ To ISO or Not to ISO
- ▶ DEA's EMS 2.0
- ▶ Why Does EMS Still Matter?
- ▶ Encouraging Best Practices and Good Vibes
- ▶ Conclusions

# A Brief History of Time: The Drug Enforcement Administration

- ▶ Founded in 1973
- ▶ Component of Department of Justice
- ▶ Approximately 10,000 employees nationwide
- ▶ Mission: To enforce the controlled substances laws and regulations of the United States and bring to the criminal and civil justice system of the United States...



# A Brief History of Time: DEA and the Environment - What?

- ▶ Why does a law enforcement agency need an environmental program?
- ▶ Unique Issues:
  - ▶ Laboratory Waste
  - ▶ Illicit Hazardous Environments (Clandestine Laboratories)
- ▶ Not So Unique Issues:
  - ▶ Executive Orders
  - ▶ Laws and Regulations
  - ▶ Office Buildings

# DEA's EMS Today

- ▶ 34 EMS Teams
  - ▶ 3 owned facilities
  - ▶ 9 forensic laboratories
  - ▶ 22 field divisions and offices
- ▶ Cross Functional
- ▶ 7 HQ Facilitators
- ▶ EMS Policy
- ▶ Senior Management Support



# A Brief History of Time: EMS at DEA

- ▶ Began October 2004 with one contractor.
  - ▶ E.O. 13148
  - ▶ Formed a Working Group at HQ
  - ▶ Expanded to a laboratory in TX
- ▶ Grew to programs at owned facilities, laboratories, and special use facilities
  - ▶ Added additional contractors
  - ▶ E.O. 13423
  - ▶ More HQ Working Groups developed to address specific goals
- ▶ Official DEA Environmental Management Section formed in 2009
  - ▶ Program scope expanded
  - ▶ EMS includes all Field Divisions
  - ▶ E.O. 13514 - present

# Environmental Management Section (SFE)

- ▶ Formed in 2009
- ▶ Within the Office of Forensic Sciences
  - ▶ Analyze drug evidence
  - ▶ Fingerprint analysis
  - ▶ Digital evidence analysis
- ▶ SFE is responsible for DEA's EMS Program to include:
  - ▶ Environmental Compliance
  - ▶ Environmental Sustainability/ Resilience
  - ▶ Energy & Water Efficiency/ Renewable Energy/ Sustainable Buildings
  - ▶ Illicit Hazardous Environment Clean-up Program (Clandestine Laboratories)
  - ▶ Laboratory Safety



# To ISO or Not to ISO: That is the Question

- ▶ ISO 14001 vs. DEA EMS
- ▶ What works
  - ▶ Plan Do Check Act
  - ▶ Overall structure based in ISO
- ▶ What doesn't
  - ▶ Ditching the word “significant”
  - ▶ Not ISO accredited
  - ▶ Too much jargon.
  - ▶ Too focused on manufacturing.
- ▶ Took concept of ISO and basic structure. Made OURS
  - ▶ Auditing - Internal Only
  - ▶ Use term “priority”
  - ▶ More streamlined approach
  - ▶ Standardized the impacts for each DEA aspect
  - ▶ Kept basic elements - aspect & impacts, policy, objectives & targets, etc.

# DEA's EMS 2.0

- ▶ Early stages of EMS program had suggested format, but not standardized
  - ▶ Got messy as more teams were initiated, and very difficult to manage
- ▶ Standardize formats/record-keeping
  - ▶ SharePoint
- ▶ Made more resilient to change!

# Policy and Facility Level Teams

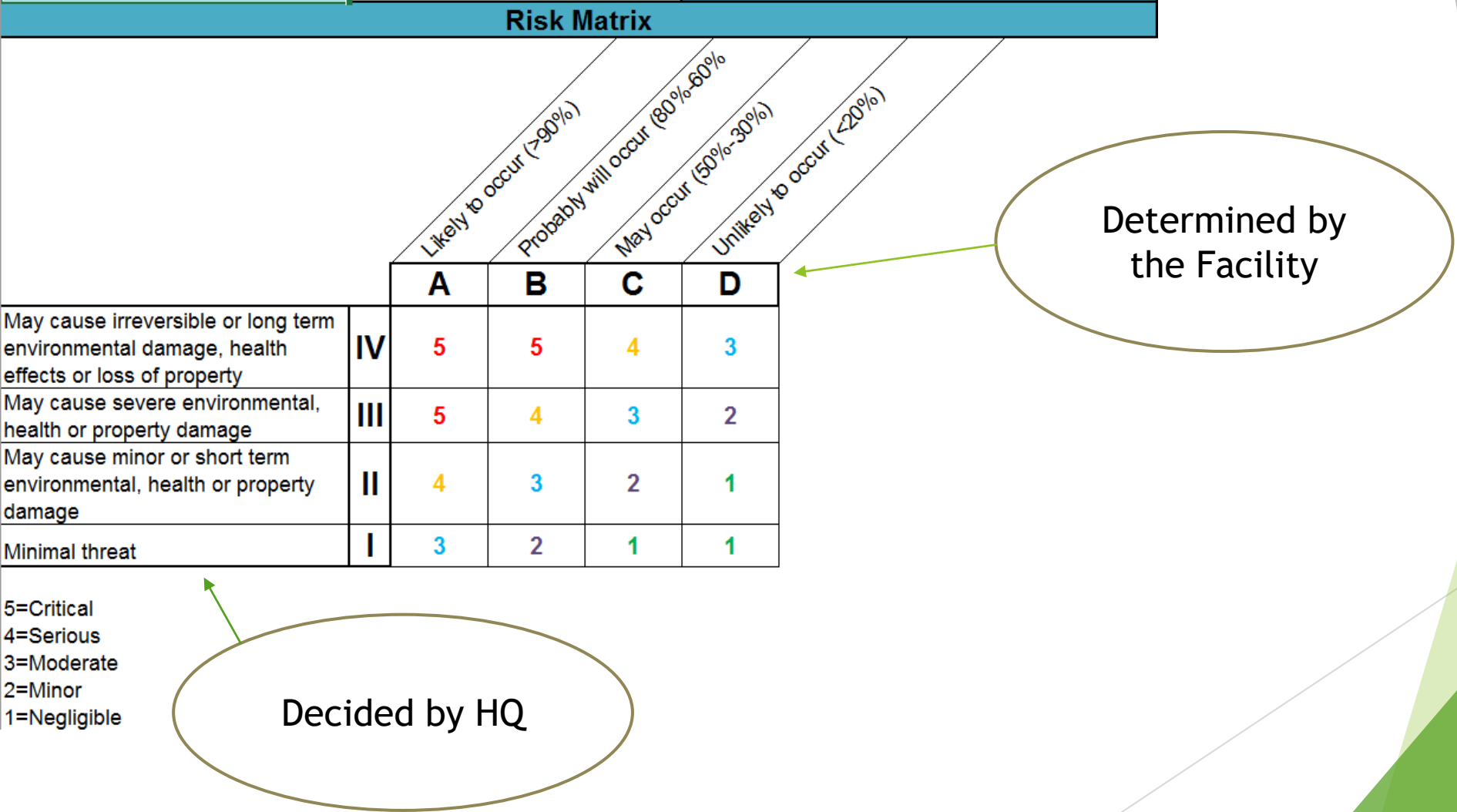
- ▶ Each facility has an EMS Policy signed by Leadership (SAC, LD, etc.)
- ▶ Leadership appoints a cross functional team
- ▶ Support from management at the facility



# The EARTH Workbook

- ▶ Risk Matrix
- ▶ Environmental Aspects
- ▶ Legal Requirements
- ▶ Operational Controls
- ▶ Monitor and Measure
- ▶ Objectives and Targets
- ▶ Training

# Risk Matrix



# Environmental Aspects

Facility Name:			EPIC								
#	Activity-Environmental Aspect Category	Specific Aspect	Env Impact (I,II,III,IV)	Facility Probability (A,B,C,D)	Risk (1 lowest, 5 highest)	Legal Requirements (X)	Operational Controls (X)	Completed Objective and Target (O&T) #	Residual Probability (A,B,C,D)	Residual Risk (1 lowest, 5 highest)	Monitor or Measure (X)
OPERATIONS-RELATED ACTIVITIES AND ENVIRONMENTAL ASPECTS											
O1	Procurement	Office Supplies/ Products	I	A	3	x	x	09-12, 12-02, 03, 15-01, 04, 06	C	1	x
O2		Electronics and Appliances	I	A	3	x	x	01-09-01, 12-07, 13-07, 14-06, 15-06, 07, 08, 09, 16-02, 03, 04, 05, 06, 07	D	1	x
O3	Resource Use	Office Products	I	A	3		x	01-09-12, 12-02, 03, 15-04, 06, 16-06	D	1	
O4	Energy Use	Overhead Lights	II	A	4		x	09-15, 12-04, 15-02, 05, 06, 09, 16-04	C	2	x
O5		Electronics & Appliances	II	A	4	x	x	09-02, 07-01, 11-05, 12-05, 13-04, 13-05, 13-06, 13-07, 14-01, 14-06, 14-07, 14-08, 15-06, 07, 16-02, 03, 04, 05, 06, 07	D	1	x
O6	Solid Waste Disposal	Paper	I	A	3		x	09-09, 12-02, 03, 14-01, 15-04, 06, 16-03	D	1	x

# Operational Controls

Facility Name:			EPIC		
Aspect #	Activity-Environmental Aspect Category	Aspect & Activity	Operational Control Description	Emergency Procedure (X)	Location of Operational Control Documentation
sample 1	Hazardous Material Storage and Use	Petroleum, Oil, Lubricants (POL) Products	Spill Prevention and Response Plan, with an inspection checklist	X	Spill procedures and weekly inspection checklist on tank; plan is addendum to Occupant Emergency Plan.
01	Procurement	Office Supplies/ Products	Purchasing Training.		Purchase Card Holders, Procurement
02	Procurement	Electronics and Appliances	DEA Electronics Stewardship Acquisition and Procurement Checklist.		Purchase Card Holders, Procurement
03	Resource Use	Office Products	Purchasing Training.		Purchase Card Holders, Procurement
04	Energy Use	Overhead Lights	Electricity Conservation including "Turn off Lights when you leave the room, Energy Saving Stickers on light switches.		Facilities Office
05	Energy Use	Electronics & Appliances	Hqs DEA Property Procedures, UFMS Tracks, Sanitization Procedure, End of Life requirements, recycling process		Property Custodian Assistant(PCAs)
06	Solid Waste Disposal	Paper	Color coded, marked recycling containers located throughout the building, Training provided periodically, recycled once a week by Ft. Bliss's recycler, Friedman		Facilities Office

# Objectives and Targets

Facility Name:		EPIC				
Objective No.	Objective Description	Target Description	Associated Aspect #	Date Initiated	Expected Completion Date	Completion Date
<i>Sample 1</i>	<i>Reduce Solid Waste Generation</i>	<i>Reduce solid waste generation by 50% by instituting formal recycling program.</i>	<i>O7-O13; O16</i>	<i>16-Feb-11</i>	<i>1-Aug-11</i>	<i>5-Sep-11</i>
OT-18-12	Solar Project ECM 5	Reduce commercial electricity used at EPIC.	O1	7-Oct-17	30-Sep-18	13-Aug-18
OT-19-01	Recycling Solid Waste	Recycle cardboard, plastic, aluminum, paper, wooden pallets, and batteries.	O1, O2, O3, O5	1-Oct-18	30-Sep-19	
OT-19-02	EPIC Solar M and V	Monitoring and Verification of the Lighting, Water, and Solar ECMs	O4, F7, F10	29-Apr-19	30-Sep-19	
OT-19-03	EV Charging and Fleet Vehicle	Prepare EV charging area for future EV fleet vehicle and workplace charging	O26, O27, V2, V6	1-Oct-18	30-Sep-19	



# Objectives and Targets

- ▶ Tracked on the EARTH Workbook
- ▶ Also, delineated on an Environmental Action Plan (O&T Worksheet)
- ▶ Forms require
  - ▶ Name of person responsible
  - ▶ End goal
  - ▶ Dates
  - ▶ Broken down into manageable actions

# Sample O&T Worksheet, Part 1

OBJECTIVE AND TARGET WORKSHEET			
<b><u>FACILITY NAME:</u></b>	El Paso Intelligence Center		<b>DOCUMENT #:</b> OT-18-11
<b><u>OBJECTIVE:</u></b>	Reduce the impact of electronics on the environment		
<b><u>TARGET:</u></b>	Complete necessary process to replace old telephone headsets used in the Watch Operations Section.		
<b><u>INITIATION DATE:</u></b>	3/14/2018		
<b><u>ANTICIPATED COMPLETION DATE:</u></b>	6/14/2018	<b><u>ACTUAL COMPLETION DATE:</u></b>	6/14/2018
<b><u>ENVIRONMENTAL ASPECT(S) BEING ADDRESSED:</u></b>	O2 - Procurement:Electronics, O5 - Energy Use: Electronics, O16 - Disposal: Electronic Equipment		
<b><u>BASELINE:</u></b>	<b><u>MONITORED or MEASURED:</u></b> <input type="checkbox"/>		

# Sample O&T Worksheet, Part 2

## Environmental Action Plan:

Required Action	Person Responsible	Target Date	Status	Comment
# List each step needed to ensure O&T is met.	Enter a name.	Enter the date the team expects THIS step to be done.	Enter Red, Yellow or Green	Enter the status of this step and record date of this status beside it. (4/4/11) Completed or (4/4/11) Management has not yet responded, extending target date by 10 days to 4/18/11.
1 Identify amount of old Plantronics telephone headsets in use in the Watch Operations Section call center.		3/1/2018	Green	50 were identified that needed replacement. The style of headsets used in the Watch also required a battery operated amplifier. These amplifiers were in constant use in the 24/7 operation call center and batteries were frequently changed.
2 Obtained a cost estimate from Diltex Inc. through the GSA Advantage website.		3/6/2018	Green	The cost estimate was for a different style of headset that eliminated the amplifier. The new headsets are lighter and connect directly into the telephone set.
3 Prepared a DEA19 with the cost estimate for purchase or the headsets.		3/14/2018	Green	The old telephone headsets had been in use for 10 years!
4 New headsets arrived and were given to the Watch Operations for distribution.		5/6/2018	Green	created a distribution list that included training on the use of the new headsets, collection of the old headsets, and recycling of the used batteries.
5 Employees had a choice of monaural or binaural headsets.		5/10/2018	Green	had previously identified the users requests for the style of headsets and ensured that employees were comfortable and understood the operation of the headsets.
6 Take the old headsets and amplifiers to the Fortune Metals and Plastics Recycling Center.		6/8/2018	Green	Over 100 old headsets and amplifiers were recycled along with over 100 batteries!

# Auditing: Self-Inspections and Second-Party

- ▶ Annual Self-Inspections
  - ▶ Checklist
  - ▶ Internal to EMS Team at facility
- ▶ Leads to an Annual Review
  - ▶ Signed by management
  - ▶ Information used for end of year accomplishments and reporting



- ▶ Second-Party Auditing
  - ▶ Internal to DEA, but auditors do not have responsibilities with the facility
  - ▶ Auditors know how to audit and understand the DEA EMS
  - ▶ Process Auditing - not checklist based
  - ▶ Audit is based on DEA EMS Handbook requirements

# Some EMS Successes

## 2018 Environmental Achievements

- ▶ Electronics Stewardship
  - ▶ Special Testing and Research Laboratory recycled 4,000 lbs. of electronics for Earth Day
- ▶ Energy Conservation
  - ▶ El Paso Intelligence Center installed 7,340 solar panels, which will produce 4.3 million kwh of solar energy per year
- ▶ Solid Waste Reduction
  - ▶ Detroit Division recycled 35.76 tons of paper
- ▶ Awareness Campaigns
  - ▶ Seattle Division recycled holiday lights, distributed environmental pamphlets, and promoted double-sided printing
- ▶ Community Stewardship
  - ▶ Southwest Laboratory held a beach clean up day

DEA  
**Green Note**  
Environmental Management Section, Office of Forensic Sciences  
FEBRUARY 2019

**DEA's 2018 Environmental Achievements**



**Electronics Stewardship**   
\* Special Testing and Research Laboratory recycled 4,000 lbs. of electronics for Earth Day. Houston and San Diego Divisions held electronics recycling events. San Francisco Division recycled over 60 large electronic items.

**Solid Waste Reduction**   
\* Detroit Division recycled 35.76 tons of paper. Office of Training and New York Division recycled furniture. North Central Laboratory held denim and shoe recycling drives. Northeast and Digital Evidence Laboratories digitized records, saving toner and paper. Office of Investigative Technology recycled plastic bags.

**Energy Conservation**   
\* El Paso Intelligence Center installed 7,340 solar panels, which will produce 4.3 million kilowatt hours of solar energy per year. Air Operations Center upgraded their building automation system resulting in improved energy efficiency. Mid-Atlantic Laboratory held an annual carpool event. Western and Southeast Laboratories pursued renewable energy options.

**Awareness Campaigns**   
\* Seattle Division recycled holiday lights, distributed environmental pamphlets, and promoted double-sided printing. Los Angeles and Miami Divisions increased Environmental Management System (EMS) team participation. South Central Laboratory held EMS awareness trainings.

**Community Stewardship**   
\* Southwest Laboratory held a beach clean up day. Phoenix Division collected 849 travel sized toiletry items for a local charity. Headquarters cleaned a local park for Earth Day. St. Louis Division sent blankets and towels to a pet shelter for reuse. Denver Division donated 39 gently worn coats to charity.

**\* Notable Achievements**

Questions/suggestions - email us at [GoGreenDEA@usdoj.gov](mailto:GoGreenDEA@usdoj.gov)  
This message is authorized by Nelson A. Santos, Deputy Assistant Administrator, Chief Sustainability Officer, Office of Forensic Sciences

# Why Does EMS Still Matter?

EMS has become less emphasized in successive Executive Orders	DEA's EMS has grown in the opposite direction
E.O. 13143, 13423 - Must use EMS	E.O. dependent - start the program Early budgets required E.O. reference
E.O. 13514 - Use EMS if it still works for you	E.O.s still reference heavily, but actual projects begin to justify program more
E.O. 13834 - Where's the EMS?	E.O.s rarely referenced Justification is in the program results and integration into DEA operations

# Why Does EMS Still ~~Matter~~ Work

- ▶ Gives structure to work with field
- ▶ Helps to push down agency directives in places where there are no environmental professionals
- ▶ Canaries in the Coal Mine ... helps push up environmental issues that occur in the field
- ▶ Allows an apolitical, incremental approach
- ▶ Path for the field offices to gain assistance from HQ on a variety of projects that intersect with environmental compliance and sustainability
- ▶ Path for HQ to gain assistance from the field offices to address goals
- ▶ Designed by DEA, for DEA, and used by DEA

# Why Does EMS Still ~~Matter~~ Work

- ▶ Addresses changing environmental priorities at all levels
  - ▶ Special Agent in Charge/  
Laboratory Director
  - ▶ Administrator
  - ▶ Congress
  - ▶ Executive Branch
- ▶ Tailored to meet DEA requirements
- ▶ EMS is a management structure. It has always been sold as a “Tool”
- ▶ The focus is on sustained results and changing the way staff think
  - ▶ The environment becomes a normal decision factor in daily business
  - ▶ Results matter, but they are delivered in common language



# Encouraging Best Practices and Good Vibes Through Friendly Competition

- ▶ Promoting EMS Success
- ▶ Internal Awards
  - ▶ Environmental Achievement Award
  - ▶ Environmental Stewardship Award
- ▶ External Awards
  - ▶ Federal Green Challenge
  - ▶ EPEAT Purchaser Awards
  - ▶ Other Awards Programs



# EPEAT Purchaser Award Winners

- ▶ 2016
  - ▶ 1 One Star Award
  - ▶ 2 Two Star Awards
- ▶ 2017
  - ▶ 1 One Star
  - ▶ 2 Two Star Awards
  - ▶ 3 Three Star Awards
- ▶ 2018
  - ▶ 4 One Star Award
  - ▶ 1 Two Star Award
  - ▶ 1 Three Star Awards
  - ▶ 2 Four Star Awards

**THE DEFINITIVE GLOBAL REGISTRY FOR GREENER ELECTRONICS**

**epeat**

★ DEA wins EPEAT Purchaser Awards ★

- ★★★★ Office of Training
- ★★★★ Western Laboratory
- ★★★★ Chicago Field Division
- ★★★★ Detroit Field Division
- ★★★★ North Central Laboratory
- ★★★★ Northeast Laboratory
- ★★★★ Southeast Laboratory

**The Electronic Product Environmental Assessment Tool (EPEAT)** is a free and trusted source of environmental product ratings that makes it easy to select high performance electronics that support an organizations' sustainability goals.

**Environmental Impacts**

The EPEAT registered electronics purchased by these seven DEA facilities in 2018 will result in these environmental impact reductions:

- Reduce use of primary materials by 52 metric tons, equivalent to the weight of 10 elephants;
- Avoid the disposal of 467 kg of hazardous waste, equal to the weight of 4 refrigerators; and
- Eliminate 1.7 metric tons of solid waste.

**Energy-Related Savings**

EPEAT's requirement that registered products meet the latest ENERGY STAR specifications means the products purchased by DEA will consume less energy throughout their useful life, resulting in:

- Savings of 182 MWh of electricity, enough to power 15 households for a year;
- Reduction of 107 metric tons of greenhouse gas emissions, equal to taking 23 cars off the road for a year; and
- \$17,866 in lifetime cost savings.

 Questions/suggestions - email us at [GoGreenDEA@usdoj.gov](mailto:GoGreenDEA@usdoj.gov)


This message is authorized by Nelson A. Santos, Deputy Assistant Administrator, Chief Sustainability Officer, Office of Forensic Sciences

# Motivation and Education

- ▶ EMS Working Group Call
  - ▶ Quarterly conference call with all EMS Team Leaders
  - ▶ Opportunity to share ideas, projects, successes, challenges, etc.
- ▶ Examples:
  - ▶ Earth Day Activities, Park Cleanup
  - ▶ Recycling Drive Opportunities
- ▶ Templates

# Motivation and Education - Templates

## EMS RECYCLING DRIVE




**Your EMS team is collecting suits for recycling!**

For more information contact:

Date (s): \_\_\_\_\_

Location: \_\_\_\_\_



Questions/suggestions -

## EMS Recycling Drive



**Do you have unused eyeglasses around your house?**

**Your EMS team is collecting eyeglasses for reuse/recycling!**

For more information contact:

Date (s): \_\_\_\_\_

Location: \_\_\_\_\_



Questions/suggestions - email us at [GoGreenDEA@usdoj.gov](mailto:GoGreenDEA@usdoj.gov)

# Motivation and Education - Templates

OBJECTIVE AND TARGET WORKSHEET	
<b><u>FACILITY NAME:</u></b>	<b><u>DOCUMENT #:</u></b>
<b><u>OBJECTIVE:</u></b>	Improve awareness of the EMS program and reduce solid waste generation.
<b><u>TARGET:</u></b>	Hold a [insert material name(s), i.e. electronics] recycling event
<b><u>INITIATION DATE:</u></b>	
<b><u>ANTICIPATED COMPLETION DATE:</u></b>	<b><u>ACTUAL COMPLETION DATE:</u></b>
<b><u>ENVIRONMENTAL ASPECT(S) BEING ADDRESSED:</u></b>	General Awareness, O16 Solid Waste Disposal: Electronic Equipment; O17 Solid Waste Disposal: CDs, DVDs, Disks; O19 Solid Waste Disposal: Other Wastes; O21 Hazardous Waste Generation and Disposal: Rechargeable Batteries
	<b><u>MONITORED or MEASURED:</u></b> <input type="checkbox"/>
<b><u>BASELINE:</u></b>	

## Environmental Action Plan:

Required Action	Person Responsible	Target Date	Status	Comment
# List each step needed to ensure O&T is met.	Enter a name.	Enter the date the team expects THIS step to be done.	Enter Red, Yellow or Green	Enter the status of this step and record date of this status beside it. (4/4/11) Completed or (4/4/11) Management has not yet responded, extending target date by 10 days to 4/18/11.
1 Identify recycling locations				Contact SFG if you need assistance.
2 Obtain permission to hold the event				
3 Put together recycling flyer/poster				<a href="#">Flyers and templates are available in the EMS Toolbox.</a>
4 Advertise event				
5 Put out bins				
6 Check bins regularly				
7 Properly dispose of recyclable materials				

# Conclusions

- ▶ EMS works for us because it is a tool that we tailored to be useful for us
- ▶ A means to an end, not an end in itself
- ▶ It keeps environmental requirements as the responsibility of ALL employees, not just the environmental staff.
- ▶ Find a balance of “feel good” activities and “meatier” goals
- ▶ It helps to meet other mission objectives because it lets people work together who do not usually interact
- ▶ By being a strong structure, it has helped environmental goals flourish at DEA despite changing administrations and changing staff

# Questions/Comments?

- ▶ Laura Winter, [laura.r.winter@usdoj.gov](mailto:laura.r.winter@usdoj.gov)
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