

# US EPA Potomac Yard Green Team Charter

## April 18, 2007

### MISSION STATEMENT

The mission of the Potomac Yard Green Team is to take the lead in advising on, supporting, and implementing practices to reduce EPA's environmental footprint at Potomac Yard (PY), to promote these practices among its tenants, and to serve as a model for other facilities, offices, or groups at EPA and in general.

### PURPOSE

The purpose of the Potomac Yard Green Team is:

- To demonstrate leadership in environmental stewardship for Potomac Yard (PY)
- To assist in implementation of the EPA HQ Environmental Management System (EMS) at PY
- To provide consistent and effective involvement in assuring the development and implementation of environmentally preferable practices
- To create and foster a common understanding of green practices
- To coordinate and align efforts among EPA offices within PY
- To establish, measure and report goals (annually and longer term)
- To serve as a forum to address specific environmental issues
- To coordinate activities at least twice each year that implement green practices, educate and provide a sense of community

### STRUCTURE AND MEMBERSHIP

The Potomac Yard Green Team shall be composed of at least one representative from each EPA Office within the PY North and South facilities. The Team shall have a co-lead from PY North and South to facilitate management and participation of the team. If decided by a majority of members, the PY Green Team may select one of the co-leads to act as the primary facilitator of meetings, agendas and activities. The co-leads may be rotated among the offices within PY North and South.

The current EPA Offices with designated representatives are:

- Office of Solid Waste and Emergency Response
  - Office of Solid Waste
  - Office of Underground Storage Tanks
  - Federal Facilities Restoration and Reuse Office
  - Office of Superfund Remediation and Technology Innovation
- Office of Prevention, Pesticides and Toxic Substances
  - Office of Pesticide Programs
- Office of the Inspector General
- Office of Administration and Resource Management
  - Facilities Management & Services Division

Representatives can be selected by each Office's Management or by self nomination (voluntary). However, all representatives must have the permission of, at least, his or her immediate supervisor. The Green Team can elect to include representatives from other offices such as OPPT, OAR, facilities, EMS coordination, building operations, recycling coordinator, etc. as deemed appropriate by a majority of members.

A designated representative will inform the Team when he or she no longer can or will serve on the Team. The co-leads will then ask the designating manager to designate another representative.

### **MEETINGS AND ATTENDANCE**

Meetings shall be held once each month, and may be held more often as activities and action items are developed and need closer coordination. If a representative cannot attend a meeting, he or she can designate an alternate to act and vote in his or her absence. Issues can be identified and put on the agenda by any member.

If a member misses more than two meetings in a row and does not send a representative, one of the team co-leads will inform the manager who has designated the representative that an alternate should be designated. This will not apply to volunteer members.

### **QUORUM**

The majority of the membership will constitute a quorum. The lack of a quorum at a meeting will not prevent the members from discussion or creating recommendations to be later distributed to the rest of the members for a decision.

### **DECISION-MAKING**

Decisions may be made by a majority of the membership, but the team will make a reasonable effort to reach a consensus. All members will be notified when a decision is required and given a set time for a response. If a member or his or her designee does not respond within the specified response time, the decision will be carried by those members who responded.

If the PY Green Team makes a significant decision (for example, an FTE or policy change or funding proposal), members will be responsible to obtain appropriate management approval.

### **BUDGET**

The PY Green Team may propose a yearly budget with contributions from all offices.

### **REPORT**

The PY Green Team will prepare a yearly report on its activities and successes, which will be distributed to Senior Staff of member offices.

### **AMENDMENTS**

This Charter may be amended at a PY Green Team Meeting by a consensus. Any member may propose an amendment. Any proposed amendment will be circulated to the entire membership within two weeks or before the next meeting.

### **CERTIFICATION**

We hereby certify that the foregoing Potomac Yard Green Team Charter was adopted by the Team membership and signed by each member's manager.

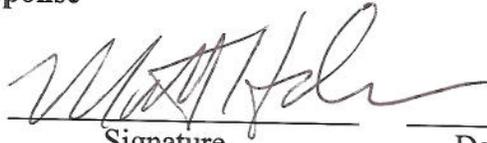
## Certification of the USEPA Potomac Yard Green Team Charter:

We, the undersigned, certify that the foregoing USEPA Potomac Yard Green Team Charter is adopted on April 18, 2007, by a consensus of its Member Offices and its Membership:

### Potomac Yard Green Team Member Offices:

#### **Office of Solid Waste and Emergency Response** Office of Solid Waste

Matt Hale, Director

  
\_\_\_\_\_  
Signature Date

#### Office of Federal Facilities Restoration and Reuse

Gail A. Cooper, Acting Director

  
\_\_\_\_\_  
Signature Date

#### Office of Underground Storage Tanks

Clifford Rothenstein, Director

  
\_\_\_\_\_  
Signature Date

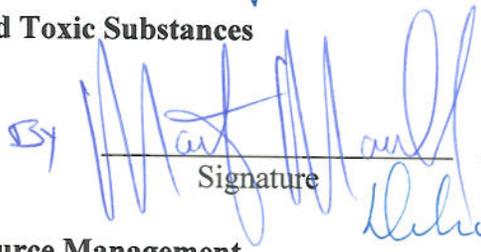
#### Office of Superfund Remediation and Technology Innovation

James Woolford, Director

  
\_\_\_\_\_  
Signature Date

#### **Office of Prevention, Pesticides and Toxic Substances** Office of Pesticide Programs

Debbie Edwards, Director

  
\_\_\_\_\_  
Signature Date

#### **Office of Administration and Resource Management** Office of Administration Services

Rich Lemley, Director

  
\_\_\_\_\_  
Signature Date

**Potomac Yard Green Team Members**  
**April 18, 2007**

Office/Division

Signature

Office of Solid Waste and Emergency Response

• **Office of Solid Waste**

- Marlene RedDoor MISWD *Marlene B. RedDoor*
- Karen Pollard MISWD *Karen K. Pollard*
- Tyrone Price CIRMD *Tyrone Price*
- Katherine Blanton HWID *Kath Blanton*
- Laurie Solomon HWMMD *Laurie Solomon*
- Jeff Gaines PSPD *Jeff Gaines*
- Charles Sellers EMRAD *Charles Sellers*

• **Office of Underground Storage Tanks**

- Andrea Barbery PSD *Andrea Barbery*
- Bill Foskett ID *Bill Foskett*

• **Office of Federal Facilities Restoration & Reuse**

- Dianna Young *Dianna Young*

• **Office of Superfund Remediation & Technology Innovation**

- Chip Love RMD *Chip Love*

Office of Pesticide Programs

- Barbara Taylor ITMRD *Barbara Taylor*
- April Shaw ITMRD *April Shaw*
- Thomas Brennan BPPD *Thomas A. Brennan*
- Jim Downing BPPD *Jim Downing*
- Ed Brandt BPPD *Ed Brandt*
- Deborah Hartman FEAD *Deborah Hartman*
- Quentin Borges-Silva FEAD *QBS*

Office of Administration and Resource Management

- Gail Wray OAS, FSMD *Gail M. Wray*
- Dexter Johnson OAS, FSMD *Dexter Johnson*
- Helen T. Smith OAS, FSMD *Helen T. Smith*