

Environmental Management System Annual Refresher Training - 2009

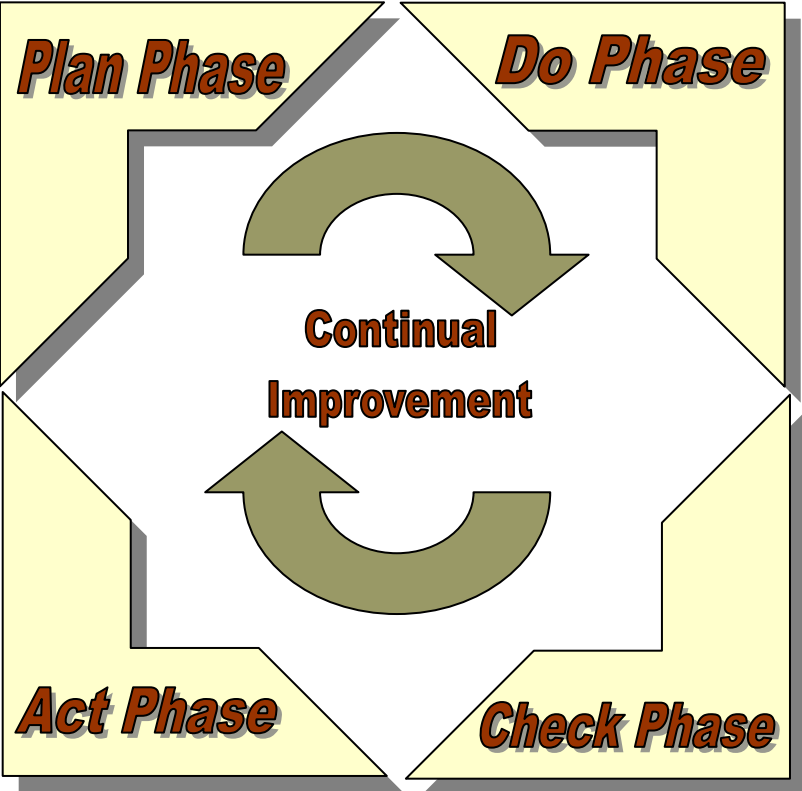
EPA Region 7



EMS Overview

**Policy, Scope, Significant Aspects,
Objectives & Targets, EMPs**

**Implement EMPs, Training,
Monitor, and Operational Controls**



**Corrective Actions and
Management Review**

**Assess Compliance and
EMS Audit**

The Region 7 EMS uses a robust Plan-Do-Check-Act continual improvement management system that is certified to the ISO 14001:2004(E) EMS Standard



Region 7 EMS Scope

The **EMS Scope** document is the same as it was for FY08

□ **Facilities:**

- RO, STC and COOP Site/ Warehouse
- Field offices - purchases and GOV use only

□ **Personnel:**

- Region 7 EPA personnel and on-site contractors and grantees
- Tenant EPA personnel – compliance with legal requirements a must; compliance with other requirements encouraged

□ **Activities:**

- Field activities limited to official travel
- Employee commuting to/from work – commitment to encourage use of environmentally preferred modes of transportation

Regional EMS Policy / Aspects / EMPs

The Environmental Policy Statement, Significant Aspects, and EMPs are the same as last year

- ❑ Policy posted throughout facilities; included on you EMS information card, along with the significant aspects and EMPs
- ❑ Intent is stability based on processes
- ❑ Emphasis for improvements is on setting and achieving objectives / targets



Your Role in the Region 7 EMS

- Be aware of the Region's EMS
 - Understand basic EMS principles
 - Know what our environmental policy says or at least where to find it
 - Know our current aspects, EMPs and objectives/targets
- Get involved in the EMS activities
 - Fulfill your roles/responsibilities in EMPs, and Operational Controls
 - Join a Sustainability EMP Team
 - Bring deficiencies to the attention of management

EMS successes depend on everyone's participation!



Your Role in the Region 7 EMS

Special Focus Program – Alternative Fuel Vehicles

- Primary Objectives / Targets
 - Increase total alternative fuel consumption in the AFV fleet by at least 28% relative to a FY07 baseline (achieved 18% in FY08 – thank you!)
 - Decrease overall petroleum use by 5% relative to FY08
- Ultimate goal is to achieve 95% alternative fuel use as soon as possible
 - E85 use is mandated by EISA (2007) and EPAct (2005) and continues to be HQ EPA high visibility item

Your Role in the Region 7 EMS

Special Focus Program – Alternative Fuel Vehicles

- E85 is readily available throughout Region
 - Nearest station is located at corner of 6th & Grand (KCMO)
 - Almost all vehicles in Region 7 fleet are E85 capable; hybrid vehicles are reserved for local (less than 50 mile) travel
- Success achieved with proper trip planning
 - Route maps available for popular destinations; books being added to vehicles
 - Kiosk to DOE database for other locations
 - *Need to fill out the vehicle form completely / correctly!*
- Coming Soon – Join the E85 Gallon Club



Your Role in the Region 7 EMS

Special Focus Program – Alternate Transportation

- Take time to celebrate; 2008 was a great year!
 - Doubled our ridership and our reductions!
 - Revised the Alt Trans Web site
 - Carpool Mapper now has > 100 participants
 - Added dedicated vanpool / carpool parking spots
 - Revised the Transportation Subsidy Policy; expanded vanpool eligibility to include some private vans



Reductions	2007	2008
Single Occupant Commuter Days	2,502	4,673
Miles Avoided	144,182	281,185
Hydrocarbons (lbs)	1,112	2,160
CO (lbs)	7,950	15,498
NOX (lbs)	477	930
CO2 (lbs)	142,741	278,373
Fuel (gallons)	7,209	14,059
\$\$ Saved by R7 employees	\$20,330	\$49,207



Your Role in the Region 7 EMS

Special Focus Program – Alternate Transportation

- Primary Objectives / Targets
 - Achieve at least a 10% elimination of single occupant vehicle commuting trips
- Two tier approach
 - Continue to promote the use of buses, vanpools, and carpools
 - Include Compressed Schedule, Flexiplace, and those who drive certain low emitting/fuel efficient vehicles



- Part of LEED Certification process
- WANT TO GET INVOLVED? SIGN UP FOR A CARPOOL;
PARTICIPATE IN THE VEHICLE DATA CALL; CONTACT
A MEMBER OF THE ALT TRANS TEAM

Your Role in the Region 7 EMS

Special Focus Program – Reduce, Reuse, Recycle

- Recycled/reused over 100,000 lbs in 2008; currently on track for 20% increase in 2009!
- Primary Objectives / Targets
 - Reduce paper consumption by 5% in 2009
 - Achieve 50% diversion rate by 2010
- Paper use is phenomenal – using approximately 500,000 sheets per month!
 - All network printers are duplex capable; if you're not duplexing call the Help Desk!
 - Don't print unless you really need it!



Your Role in the Region 7 EMS

Special Focus Program – Reduce, Reuse, Recycle

- Recycling centers have been updated; current recycling streams are:
 - Paper/Paperboard
 - Corrugated Cardboard
 - **KNOW THE DIFFERENCE!**
 - Plastic (#1 & #2 Only)
 - Aluminum Cans
 - Tyvek Envelopes
 - Batteries
 - Alkaline / Rechargeable
 - Techno-Trash
 - Review Box / **NO BATTERIES!**
 - Toner Cartridges
 - Take to Business Center



Your Role in the Region 7 EMS

Special Focus Program – Reduce, Reuse, Recycle

- Pollution Prevention Hierarchy
 - Reduce
 - Print Double-Sided
 - Don't know how? Call the Help Desk
 - Use the Green Meeting Kit
 - Contact Diane Harris (x7258) or Jean Schumacher (x7350)
 - Bring a cup from home
 - Reuse
 - Green Room
 - Packaging (bubble wrap, styrofoam peanuts, etc.)
 - Recycle
 - CURE Events; e-Scrap Recycling Event (April 17)



Your Role in the Region 7 EMS

Special Focus Program – Energy Conservation

- Many features will be added to the RO during LEED build-out process; facility-level adjustments being made to STC as well
- *Interim PC Configuration & Management Procedure, 22 Jan 09*
 - Green IT Operations – Employees power down computer / monitor daily; unplug chargers; duplex printing defaults; recycle toner cartridges
 - Currently in draft form; more information to follow

Special Focus Program – Environmentally Preferable Purchasing

- Bottom line – follow appropriate procedures and buy green!



The EMS Suggestion Program

- Fill out a Suggestion/Improvement Form
 - Outline your suggestion/improvement and indicate which significant aspects are involved
 - Submit to EMS Coordinator or your EMS Sustainment Team representative
- All suggestions are recognized; those that are implemented are also awarded



Innovative ideas provide opportunities for change and positive improvements.

In Conclusion.....

Questions?



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