

EDO Principal Correspondence Control

FROM: DUE: 03/27/03 EDO CONTROL: G20030100  
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FINAL REPLY:

John Peter Suarez  
U.S. Environmental Protection Agency (EPA)

TO:

Norry, DEDM

FOR SIGNATURE OF :

\*\* GRN \*\*

CRC NO:

Norry, DEDM

DESC:

ROUTING:

Executive Order 13148, "Greening the Government  
Through Leadership in Environmental Management"  
(Due: 3/31/03)

Travers  
Paperiello  
Kane  
Norry  
Craig  
Burns  
Cyr, OGC  
Funches, CFO

DATE: 03/04/03

ASSIGNED TO:

CONTACT:

ADM

Springer

SPECIAL INSTRUCTIONS OR REMARKS:



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

FEB 25 2003

OFFICE OF  
ENFORCEMENT AND  
COMPLIANCE ASSURANCE

Ms. Patricia Norry  
Deputy Executive Director for Management Services  
Nuclear Regulatory Commission  
One White Flint North Building  
11555 Rockville Pike, MS 0-16E15  
Rockville, MD 20852

Dear Ms. Norry:

Section 307 of Executive Order (E.O.) 13148, "Greening the Government Through Leadership in Environmental Management" states, "(E)ach agency shall submit an annual progress report to the Administrator [of the EPA] on implementation of this order." The purpose of this letter is to formally request that the Nuclear Regulatory Commission prepare and submit, by March 31, 2003, a report outlining your progress in implementing the requirements of E.O. 13148.

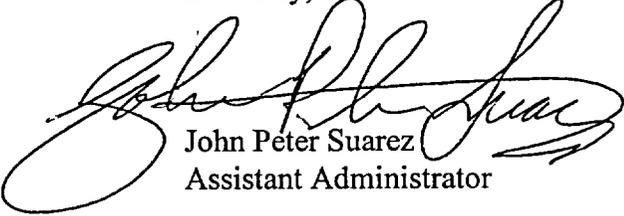
A guidance document for preparation of the calendar year 2002 annual report was prepared in coordination with the Interagency Environmental Leadership Workgroup (Workgroup) convened under section 306 of E.O.13148 to develop policies and guidance required by the order. This guidance reflects the specific reporting requirements of E.O. 13148. The guidance also includes criteria developed by the Workgroup to determine the progress of Environmental Management System (EMS) implementation across the Federal government. These criteria were forwarded for your review by John Howard, the Federal Environmental Executive, on November 21, 2002, and will serve as the information presented in the Federal agency EMS implementation scorecard for calendar year 2002. The scorecard will be provided to Agency Environmental Executives by the Federal Environmental Executive.

I am enclosing a copy of the guidance for the 2002 annual report. As chair of the Workgroup, EPA's Office of Enforcement and Compliance Assurance, Federal Facilities Enforcement Office is responsible for collecting annual report submissions. Responses will be summarized in a single progress report for the Federal government. Copies of the annual reports

and summary report will be provided to the Federal Environmental Executive and the President's Council on Environmental Quality. Please send your calendar year 2002 annual report to Mr. David Kling, Director, Federal Facilities Enforcement Office, MC-2261A, 1200 Pennsylvania Ave., N.W., Washington, D.C. 20460, by March 31, 2003. If you have any questions regarding your report, please have your staff contact Will Garvey in EPA's Federal Facilities Enforcement Office at 202-564-2458.

Thank you for helping ensure that our Federal government is a leader in protecting human health and the environment.

Sincerely,



John Peter Suarez  
Assistant Administrator

Enclosure

## **Executive Order 13148, Greening the Government Through Leadership in Environmental Management: Guidance for Calendar Year 2002 Annual Report**

The purpose of this guidance is to assist Federal agencies in gathering and reporting the information necessary to address the requirements of Section 307 of Executive Order 13148, "Greening the Government Through Leadership in Environmental Management." The primary goal of E.O.13148 is to ensure that each Federal agency integrates environmental accountability into day-to-day decision-making and long-term planning processes and across its missions, activities, and functions. To allow recognition of each agency's successes in achieving the goals of E.O. 13148, Section 307 requires that each agency prepare an annual report describing agency progress towards the goals of the order. **Each agency's annual report for calendar year 2002 should be sent to the address listed below by March 31, 2003.**

E.O. 13148, Section 307 states that Federal agency annual reports "shall include a description of the progress that the agency has made in complying with all aspects of this order." This guidance was developed in coordination with the Interagency Environmental Leadership Workgroup formed under Section 306 of the order and chaired by the Environmental Protection Agency.

Sections 502, 503 and 505 are specifically cited as sections of the E.O. that must be addressed in the agency annual report.

- Section 502 addresses reduction goals for Federal agency release of toxic chemicals as reported under Section 313 of the Emergency Planning and Community Right-to-Know Act. This section establishes calendar year 2001 as the baseline year for reduction goals. EPA maintains the TRI database and therefore the baseline data which was reported by each agency as appropriate, in July of 2002, will be summarized and provided to the agencies as soon as it is available. Agencies are not required to provide additional information but are requested to report the status of any agency plans to address the reduction requirements in this section.
- Section 503 addresses reduction goals for the reduction in use of specified chemicals for specific uses by Federal agencies. At this time, Interagency Workgroup efforts under Section 503 have not resulted in the list of chemicals called for in section 503(b); consequently, agencies should not include progress reports for this section.
- Section 505 of E.O. 13148 establishes a variety of actions that are to be taken by agencies to reduce and manage the use of ozone depleting substances (ODS) at Federal facilities including the development of a plan to phase out acquisition of Class I ODS by December 31, 2010. Agencies are requested to report on the status of plans developed in calendar year 2001 to address the requirements of this section including available descriptions of successes in replacing ODS at Federal facilities as well as identification of challenges encountered in reducing use of ODS.

As mentioned in the cover letter, the Interagency Environmental Leadership Workgroup (Workgroup) prepared a series of questions designed to help determine the status of Environmental Management System implementation at Federal agencies. These metrics are provided below and each agency is requested to respond to the metrics questions as they apply to that agency. As with other items in your annual report, agencies may elect to provide information specific to various agencies, bureaus or services under each agency report.

### **Agency EMS Policy**

- Has your agency top management signed and issued an agency EMS policy?
- If so, please describe the scope and content of the policy and describe actions taken within your agency to ensure that the policy is well communicated at all levels of the agency.  
*For example, these might include formal distribution, conference exposure, posters, etc.*
- If the policy has been made publically available, please describe those actions.
- If you have not previously provided a copy, please attach a copy of the policy (or identify a publicly available web-site).

[Note: In next year's report guidance, agencies will be asked to report on the implementation status of their EMS policy.]

### **Identification of "appropriate facilities" for EMS implementation**

The E.O. 13148 Workgroup has defined a facility that must have an EMS as *any Federal property, properties, organization or operation that conducts activities that can have a significant impact on the environment, either directly or indirectly, individually or cumulatively, due to operations of that facility's mission, processes or functions.*

Executive Order 13148 states that each agency should determine its appropriate facilities based on the, 'size, complexity, and the environmental aspects of facility operations.' The Workgroup has a list of facilities actively implementing EMSs. The list is kept up-to-date through quarterly contact with the Workgroup.

- Please discuss the status of your agency's actions to determine which of its facilities are "appropriate" for EMS implementation including any process and criteria you have employed to make this determination.  
*For example, agencies might review their facilities based on size, permitting status, presence of significant environmental issues, etc.*
- Please provide any current working estimate of the number of "appropriate facilities" in your agency.

[Note: In next year's report guidance, agencies will be requested to provide a list of appropriate facilities from that agency, with the understanding that such listings are likely to change as mission and environmental issues change.]

**Identification of resources (e.g., dollars, staff) for EMS implementation, for inclusion in budget request**

- Has your agency identified the resources needed to implement EMS?
- If so, please describe your approach for estimating EMS implementation requirements for your agency.  
*For example, did you compile facility-specific inputs from subordinate organizations, or otherwise estimate EMS implementation requirements at an agency level?*
- Please explain how your agency plans to fund EMS implementation.  
*For example, will EMS implementation support be a separate line item or incorporated as part of a larger item such as management overhead?*
- Please describe any obstacles you have encountered in obtaining funds for EMS.

[Note: In next year's report guidance, agencies will be asked to report on the process for including EMS funding resources in budget requests.]

**Guidance for implementing EMS at your agency**

- Please describe any guidance identified or prepared for EMS implementation at your agency's facilities or organizations.
- If you selected or used a standard or "off the shelf" EMS implementation resource, please provide relevant reference or contact information.
- If your agency developed internal guidance, please provide a copy, a brief description, or a web site that can be shared with other federal agencies.

[Note: In next year's report guidance, agencies will be asked to report on the deployment of any EMS implementation guidance.]

**EMS training for senior-level managers**

- Please describe any EMS awareness or implementation training provided or planned for senior-level managers at your agency.  
*For example, describe who is to receive training, and the content of the training. Training could include computer or web-based deployment, incorporation in newcomers' training, or briefings at senior staff meetings.*
- If your agency elected to use a training resource, please provide relevant reference or contact information.
- If your agency developed internal training materials, please provide a copy, a brief description, or a web site.

[Note: In next year's report guidance, agencies will be asked to report on progress in deployment of EMS training to senior managers.]

## **Program to conduct facility environmental compliance audits**

- Please describe your agency's overall approach to facilitate an effective environmental compliance audit program at your agency's facilities.  
*For example, do you have a written audit protocol, and procedures for corrective actions?*
- Please describe existing or planned efforts to incorporate your compliance audit program findings into your facilities' EMSs.

[Note: In next year's report guidance, agencies will be asked to report on the development of EMS audit protocols and plans to apply the protocols.]

Various other sections of E.O. 13148 required that action be taken by Federal agencies during 2002. Sections of the order requiring actions during the calendar year 2002 reporting period are listed below. Agencies are requested to confirm whether such requirements have been addressed for each section listed below and provide appropriate background information where useful.

- Section 305 (b) requires that agencies ensure that their facilities have prepared or updated as appropriate, a written plan regarding the facility's contribution to the goals and requirements established in the order. Agencies are requested to provide any available information regarding the status of facility plans
- Section 401 (b) requires each agency to implement environmental management systems through pilot projects at selected agency facilities. Agencies are requested to provide available information regarding the status of this requirement including any available list of such pilot facilities.
- Section 701 (b) requires that each agency determine the feasibility of implementing centralized procurement and distribution programs at its facilities. Agencies are requested to describe whether such feasibility study was conducted and any relevant results or conclusions form the study. If the study was prepared in writing, please provide copies of the study.

In addition, agencies are urged to use the report to address the general status of agency efforts to implement EMS at their facilities. In particular, success stories and experiences reflecting costs and benefits of EMS implementation at Federal facilities would be appreciated. Federal agencies are encouraged to use the report to provide additional information regarding success in addressing the goals of the order including consideration of life cycle concepts into facility and agency procurement. Finally, Federal agencies are encouraged to use the E.O. 13148 annual report as an opportunity to share information regarding agency environmental successes and challenges with their community and other interested parties.

Each agency annual report should be forwarded to Mr. David Kling, Director, Federal Facilities Enforcement Office (MC 2261A), 1200 Pennsylvania Avenue, Washington D.C. 20460, by March 31, 2002. If you have any questions, please feel free to contact Mr. Kling, at 202-564-2510 or have your staff contact Will Garvey at 202-564-2458. Thank you for your continued support for making the Federal community a leader in protection of the environment.



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