

**Guidance for Calendar Year 2003 Annual Report
Executive Order 13148
Greening the Government Through Leadership
in Environmental Management:**

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 its 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 2003 should be sent to the address listed below by March 31, 2004.**

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 (EPA).

ASPECTS CITED IN SECTION 307 OF E.O. 13148:

Sections 502, 503, and 505 are specifically cited as sections of the E.O. 13148 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 were reported by each agency as appropriate, in July of 2002, will be summarized and provided to the agencies as soon as they are 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 implementation of their baseline plans 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.**

ENVIRONMENTAL MANAGEMENT SYSTEMS

As mentioned in the cover letter, the Interagency Environmental Leadership Workgroup (Workgroup) has identified criteria to describe the status of Environmental Management System implementation at Federal agencies. These criteria are provided below. Each agency is requested to provide concise information on their EMS implementation activities for each criterion. Please respond specifically to the requested information.

For each criterion, if your agency did not achieve the EMS implementation objective in calendar year 2003, please include information on progress to date and future plans to achieve the objective.

In addition to agency-wide information, agencies may elect to provide information in the agency annual report specific to various component agencies, bureaus or services or provide individual reports from those agencies, bureaus or services.

Your agency annual report should address the following agency-level and facility-level criteria.

AGENCY - LEVEL

1. Resources

CY03 Objective: Resources for EMS implementation are included in the agency's FY04 budget request.

- I. Please describe how resources (e.g. dollars, staff) for EMS implementation are included in your agency's 2004 budget request.
- II. Please describe how your agency provides resources (dollars, staff) for EMS implementation. For example, is EMS implementation support a separate line item or incorporated as part of a larger resource allocation item such as management overhead?
- III. Please identify/describe the specific organization(s) or personnel who are tasked with implementing EMS within your agency; briefly describe their roles. Describe any full-time equivalent (FTE) resources identified at the headquarters and/or facility level.
- IV. Please describe any obstacles encountered and/or specific success stories in obtaining resources for EMS.

[Note: In next year's report, agencies will be asked to report on their process for providing EMS funding resources for operation/maintenance and continual improvement of their EMSs.]

2. Guidance

CY03 Objective: Agency has issued EMS implementation guidance for use by appropriate facilities.

- I. Please describe any guidance (manual(s), directive(s), order(s)) your agency has issued to assist your facilities and organizations in implementing EMS.
- II. Please describe how the guidance was issued (for example: issued by memorandum from the Agency Environmental Executive to all field facilities on (date); issued through agency directives system).
- III. If your agency has developed agency-specific EMS guidance, please provide a brief description, as well as a copy or a web site link that can be shared with other federal agencies.

3. EMS training for senior-level managers

CY03 Objective: Agency has provided EMS training for appropriate agency-level senior managers.

- I. Please describe the EMS awareness or implementation training provided or planned for senior-level managers at your agency.
- II. Please describe (by position or title) who has received and who is to receive training, and the content of the training. Note: Training could include (for example) computer or web-based deployment, incorporation in newcomers' training, and/or briefings at senior staff meetings.
- III. If your agency elected to use outside training resources, please provide relevant references or contact information.
- IV. If your agency developed agency-specific training materials, please provide a brief description, as well as a copy, or a web site link that can be shared with other federal agencies.

FACILITY - LEVEL

1. Determination of “appropriate facilities” for EMS implementation

E.O. 13148 states that each agency should determine its appropriate facilities based on the “size, complexity, and the environmental aspects of facility operations.”

The E.O. 13148 Interagency Environmental Leadership Workgroup has defined an appropriate facility for EMS implementation 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.”

CY03 Objective: Agency has identified initial list of facilities where an EMS will be implemented.

- I. Please include in the annual report the current list of your agency’s “appropriate facilities” for EMS implementation. If your agency has formal information on the criteria or process used to determine your agency’s appropriate facilities, please provide a copy. Absent that document, it will be assumed that the process is informal.

Note: EPA and the Office of the Federal Environmental Executive recognize that appropriate facility listings are subject to change. In next year’s report, agencies will again be requested to list their appropriate facilities, and to identify additions to and deletions from their list. Updates of agency appropriate facility lists will be required in E.O. 13148 Annual Reports at least through CY06, and on an as-needed basis thereafter.

2. Facility EMS policy

CY03 Objective: Appropriate facilities have issued an EMS policy statement.

- I. Based on the list of appropriate facilities for your agency, identify how many have signed and issued a facility EMS policy statement. Note: To be counted for this category, EMS policy statements must have been issued after the issuance of EO 13148 (April, 2000) or must be specific to EMS. The document need not be a “stand-alone” document. For example, it may be part of an integrated facility environment, safety and health management system policy statement.

3. Facility implementation training.

CY03 Objective: Appropriate facilities have provided EMS implementation training to the personnel responsible for implementing EMS.

- I. Based on the list of appropriate facilities for your agency, identify how many have conducted EMS training for the facility staff who will develop and implement the EMS.

If any of your facilities or organizations have developed facility-specific EMS training materials which you would like to share, please provide a brief description and a copy or a web site.

4. Facility significant environmental aspects

CY03 Objective: Appropriate facilities have identified and documented their significant environmental aspects.

- I. Based on the list of appropriate facilities for your agency, please identify the number of appropriate facilities that have identified and documented their significant environmental aspects.

The identification and review of aspects has been a critical issue in development and implementation of EMSs at Federal facilities. In order to assist in implementation efforts across the Federal government, you are requested to provide a copy (or a web site reference) of available facility aspect lists.

Agencies are urged to use the annual report to address and describe the general status of agency efforts to implement EMS at their facilities. This could include topics such as:

- Implementation of the EMS Self-Declaration Protocol developed by the E.O. 13148 Interagency Environmental Leadership Workgroup. The annual report information request for 2004 will request a copy of, and information on, implementation of this protocol by your agency; if your agency has information to report this year about implementation of the Protocol, please provide that information.
- Development of EMS audit procedures or protocols, and plans to apply the protocols at your facilities.
- Success (or difficulties) in addressing the goals of E.O. 13148 to consider life-cycle concepts in facility and agency procurement procedures.
- Success stories and experiences reflecting the costs and benefits of EMS implementation at Federal facilities.

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.

REPORT SUBMITTAL

Please forward your agency annual report to Mr. David Kling, Director, Federal Facilities Enforcement Office (MC 2261A), 1200 Pennsylvania Avenue, Washington D.C. 20460, by March 31, 2004. In addition to submitting a printed copy of the report, agencies are requested to provide an electronic copy as well. 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.

Attachments:

CY 2003 EMS Scorecard Criteria

CY 2004 Draft EMS Criteria

CY2002 EMS Scorecard results