

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to kwhitford@do.usbr.gov by May 13, 2008.

Background and Purpose of the Following Reclamation Manual Policy

The Bureau of Reclamation's (Reclamation) *Environmental Management Systems Implementation Policy* (ENV P05) was first released on October 24, 2006. It is being revised to address changes called for in Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management* issued January 24, 2007, and has been renamed to, *The Bureau of Reclamation's Commitment to Environmental Stewardship*.

Previously, ENV P05 was a Policy directing facilities to implement Environmental Management Systems (EMS) in Reclamation. The Policy has been revised to be a more comprehensive statement of Reclamation's commitment to environmental stewardship. This change supports Reclamation's mission to, "...manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public." It also reflects EMS standards requiring communication of senior management's commitment to comply with environmental laws and regulations, prevent pollution, implement EMS, and foster continual improvement in environmental performance. The specific requirements, roles, and responsibilities for implementing EMS in Reclamation can be found in the draft *Environmental Management System Implementation Directive and Standard* (ENV 05-01).

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

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Subject: The Bureau of Reclamation's Commitment to Environmental Stewardship

Purpose: This document establishes Reclamation's policy on environmental stewardship and sets forth specific commitments to address the environmental impacts of our operations. By implementing this policy, Reclamation strives to ensure environmental compliance, increase operational efficiencies, and address Environmental Management System (EMS) requirements in Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management* (E.O. 13423).

Authority: E.O. 13423; Departmental Manual (DM); 515 DM 4.

Approving Official: Commissioner

Contact: Office of Program and Policy Services, Water and Environmental Resources Office, 84-55000

1. **Introduction.** Under E.O. 13423, the President reinforced the Federal Government's commitment to implement EMS as the managerial framework within agencies to ensure compliance with environmental laws, meet environmental goals, and reduce environmental impacts. Key to EMS is senior-level management's commitment to environmental stewardship expressed through a policy statement that embraces continual improvement of environmental performance, pollution prevention, and compliance with environmental regulations and other requirements. For information on EMS and all of the required elements, see Directive and Standard, *Environmental Management Systems*, ENV 05-01 (ENV 05-01).
2. **Applicability.** This environmental policy applies to all applicable Reclamation lands, facilities, and offices.
3. **Terms and Definitions.** For the purposes of this document, the following terms and definitions apply.
 - A. **Environmental Management System.** A set of processes and practices that enable an organization to reduce environmental impacts, increase operating efficiency, continually improve overall environmental performance, and better manage the environmental aspects of its activities, including those related to energy and transportation functions. EMS implementation reflects accepted quality management principles equivalent to or based on the "Plan, Do, Check, Act" model found in the ISO 14001:2004(E) standard. EMS established a standard process to identify and prioritize current activities, establish

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goals, implement plans to meet the goals, evaluate progress, and ensure continual improvement.

- B. **Environmental Impact.** Any change to the environment, whether adverse or beneficial, resulting from a Bureau or Office activity, operation, or function wholly or partially resulting from Bureau or Office environmental aspects.
 - C. **Green Purchasing.** Green purchasing is defined as the utilization of cost-effective procedures to buy products that have recycled-content, energy efficiency, less packaging, upgradeable and /or environmentally friendly attributes.
 - D. **Pollution Prevention.** Pollution prevention refers to practices that reduce or eliminate pollution generation at the source prior to reuse, recycling, treatment, or disposal through cost-effective changes in production, operation, and raw materials use. Implementation of pollution prevention includes:
 - 1) eliminating or reducing pollutants through equipment or technology modifications, reformulation or redesign of products, substitution of less toxic raw materials, improvements in work practices, maintenance, worker training, and better inventory control;
 - 2) reducing the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by Reclamation;
 - E. **Sustainable Practices.** Sustainable means of or pertaining to creating or maintaining conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations. Sustainable practices are business processes that are implemented to reduce an organization's impact on the environment. Examples of sustainable practices include energy and water conservation, green purchasing, and sustainable design.
 - F. **Waste Minimization.** Waste minimization includes both source reduction efforts and, where source reduction is not feasible, environmentally sound reuse or recycling of hazardous materials and solid waste.
4. **Responsibilities.**
- A. **Reclamation Leadership Team (RLT).** The RLT shall ensure implementation of this policy as described in Section 5.A-F. and communicate Reclamation's environmental policy to all Reclamation employees and external stakeholders.

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- B. **All Reclamation Employees.** Employees shall conduct their activities in compliance with all environmental laws and regulations in accordance with Reclamation's mission statement. Where feasible, employees shall identify and implement ways to prevent pollution and minimize waste in their day-to-day activities in accordance with this policy.
5. **Reclamation's Environmental Commitment.** Reclamation shall manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public. To fulfill this mission, Reclamation will strive to meet the following goals:
- A. Comply with all applicable environmental laws, regulations, and policies (See ENV 02-08, *Environmental Compliance Review Program*)
 - B. Frequently assess environmental regulatory compliance and promptly address necessary corrective actions.
 - C. Reduce environmental impacts through cost-effective pollution prevention, waste minimization, and sustainable practices.
 - D. Incorporate environmental considerations into long-term water and power operations and day-to-day activities.
 - E. Establish EMSs as the managerial framework to ensure compliance with environmental laws and regulations, identify and address environmental objectives, and foster continual improvement of environmental performance. (See ENV 05-01).
 - F. Ensure that employees working in activities or operations with existing or potential environmental impacts are promptly educated and trained to fulfill their jobs in an environmentally sound manner.