

# Reclamation Manual

## Policy

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<b>Subject:</b>	The Bureau of Reclamation's Commitment to Environmental Stewardship
<b>Purpose:</b>	This document establishes Reclamation's Policy on environmental stewardship and sets forth specific goals to address the environmental impacts of our operations. The benefits of this Policy are ensuring environmental compliance, achieving more sustainable and efficient operations, and addressing Environmental Management System (EMS) requirements.
<b>Authority:</b>	Executive Order (EO) 13693, <a href="#">Planning for Sustainability in the Next Decade</a> , March 25, 2015 (EO 13693), and the Department of the Interior's Departmental Manual (DM) Part 515, Chapter 4, <a href="#">Environmental Management Systems</a> (515 DM 4).
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Policy and Administration, Environmental Compliance Division, 84-53000

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1. **Introduction.** Under E.O. 13693, the President establishes Federal sustainability goals in the areas of green-house gas emission reductions, energy and water conservation, zero-energy and sustainable buildings, green purchasing, electronic stewardship, fleet management, waste minimization, and chemical reduction. In addition, the order requires that Federal agencies continue implementation of formal EMS where proven effective. The foundation to meeting executive order and EMS requirements<sup>1</sup> is senior management's commitment to environmental stewardship. This document communicates Reclamation's environmental stewardship policy.
2. **Applicability.** ENV P05 applies to all Reclamation employees and will be implemented at all Reclamation lands, facilities, and offices.
3. **Definitions.** For the purposes of this document, the following terms and definitions apply.
  - A. **EMS.** EMS is a globally embraced, standardized management approach to address the environmental aspects of an organization's operations and activities that have potential environmental impacts. An EMS follows a common "Plan, Do, Check, Act" methodology to increase management control, decrease liability, and foster continuous improvement in environmental management. EMS is part of the International Organization for Standardization's 14000 Environmental Management series.

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<sup>1</sup>For information on EMS roles, responsibilities and required elements, see Reclamation Manual Directive and Standard (D&S), *Environmental Management Systems Implementation*, ENV 05-01.

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- B. **Environmental Aspect.** The element of Reclamation's activities or operations that can or does interact with the environment (i.e., can or does create an environmental impact). These interactions and their effects may be continuous, periodic, or associated only with events such as emergencies.
- C. **Environmental Impact.** Any change to the environment, whether adverse or beneficial, resulting from a Reclamation operation or activity.
- D. **Green Purchasing.** Purchasing policies and practices that seek to obtain products that are energy efficient, water efficient, bio-based, made from recycled content, use no ozone-depleting substances, are non-or-less toxic, and are made in an environmentally-preferable manner.
- E. **Pollution Prevention/Chemical Reduction.** Practices that reduce or eliminate pollution generation at the source prior to purchase, 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; and/or
  - (2) reducing the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by Reclamation.
- F. **Sustainable.** Means of or pertaining to creating and 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.
- G. **Sustainable Practices.** Business processes that are implemented to reduce an organization's impact on the environment (e.g., energy and water conservation, green purchasing, sustainable design, etc.). EO 13693, as well as the *Implementing Instructions for Executive Order 13693 Planning for Federal Sustainability in the Next Decade*, define sustainable practices, goals, and targets for Federal agencies.
- H. **Waste Minimization.** 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.** The Reclamation Leadership Team shall ensure implementation of this Policy as described in Paragraphs 5.A.-F. and communicate

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Reclamation's commitment to environmental stewardship to all Reclamation employees and external stakeholders.

- B. **Reclamation Employees.** Reclamation employees shall conduct their activities in compliance with all environmental laws and regulations in accordance with Reclamation's mission statement. Employees shall identify and implement ways to reduce environmental impacts in their day-to-day activities in accordance with this Policy.
5. **Policy.** To fulfill 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, Reclamation will:
- A. Comply with all applicable environmental laws, regulations, and Reclamation Manual requirements.
  - B. Assess environmental regulatory compliance and promptly address necessary corrective actions. (See Reclamation Manual Directive and Standard, *Environmental Compliance Audit Program*, (ENV 15-03)).
  - C. Reduce environmental impacts through cost-effective pollution prevention and chemical reduction, waste minimization, and implementation of sustainable practices.
  - D. Incorporate environmental considerations into long-term water and power operations and day-to-day activities.
  - E. Ensure Reclamation has a competent and trained workforce able to minimize environmental impacts and perform operations and activities in an environmentally sound manner.
  - F. Establish EMS as Reclamation's managerial framework to ensure compliance with environmental laws and regulations, identify and address environmental aspects and sustainable practices, and foster continual improvement of environmental performance. (See Reclamation Manual (RM) D&S, *Environmental Management Systems (EMS) Implementation* (ENV 05-01)).

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_