

# ENVIRONMENTAL MANAGEMENT PROGRAM

**1. PROGRAM NAME:** NIEHS Transportation Management Programs

**2. Significant Environmental Aspect(s):**

Air Emissions  
Fossil Fuel Consumption

**3. Document Control Code:**

EMP-2007-Transportation

**4. Date:**

11/29/2007

**5. Program Lead:**

Richard Sloane – NIEHS/OM/ASAB

## 6. Goals and Objectives

Five-year Goals(s):	Annual Objective(s):	Performance Indicator(s)	Resource requirements
Promote TRANSHARE program growth	5% growth in bus ridership 5% growth in vanpool riders 5% growth in carpoolers 5% growth in cyclists, walkers, motorcyclist.	Counts of changes in actual rider and alternative transit users	Current resources
Promote growth in use of alternative work hours	5% increase in number of employees using alternative work schedules	Employee head counts	Current resources, human resources department
Promote greater participation in Telework	3. 5% increase in number of teleworkers	Increased numbers of employees teleworking	Current resources

## 7. Reason(s) for Significance:

Potential health impact, decreased air pollution – better human health  
 Potential environmental impact, less pollution affecting non-human species  
 Legal and regulatory requirements (Presidential and department directives)  
 Decreased highway congestion leads to greater highway safety, and improved employee job satisfaction.  
 Energy conservation

## 8. Potential Environmental Impacts:

Less pollution from motor vehicles. Less consumption of energy resources. Plus better compliance with COOP considerations through Telework participation

## 9. Legal and Other Requirements (Specify):

For TRANSHARE: [Commuter Transit Subsidy Benefit Program Directive - DR4080-811-04 \(PDF\)](#)  
 For Telework: Management Directive MD 3070.2

**10. Program Description:**

The intent of this program is to encourage and support transit options (bus, carpool, telework, etc.) to the single occupancy vehicle (SOV). The encouragement of options to the SOV has numerous benefits. Among them are reduced air pollution, decreased highway congestion, energy savings, decreased capital expenditures for parking lot maintenance and repair, and increased employee satisfaction and motivation through the resulting transportation savings. Reduction in community air pollution improves human health, as well as benefits all non-human species. Promotion of optional transit helps us meet Presidential and departmental directives, and even leads to greater highway safety through less highway congestion. Telework is a proven approach to the modern workplace, not only saving fuel and time, but increasing workers satisfaction and productivity too. TRANSHARE subsidizes bus and vanpool use, and also promotes carpools, cycling, alternative work hours, and even motorcycling. Teleworking allows qualified employees the option to work remotely and thereby saves significant energy and resources.

**11. Operational Controls**

Activity	Controls	Responsible Persons	Monitoring	Records	Comments
Promotion, maintenance, and development of transit options including bus, carpool, and telework programs	Employee surveys  Monitor participation in programs and adherence to Institute and NIH guidelines  IRS policy/rules	Employee Services Program Specialist, OM/ASAB	Monthly transit use data.  Teleworker annual renewal forms  Annual transit use survey	Written and electronic and files with the ASAB, and the annual Travel Demand Management report submitted to the City of Durham, NC.	

**12. Action Plan: Structure, Authorities, Responsibilities**

Targets/Milestones to meet Annual Objective(s)	Timeframe	Responsibility
Earth Day activity every April	Annual	Employee Services Program Specialist and EAAC committee
Transit and Telework Fair/Smartcommute Challenge	Annual	Employee Services Program Specialist
Bike to Work Day/Health and Fitness Week	Annual	Employee Services Program Specialist

**13. Relevant Document(s)**

Document Name	Location	Document Custodian
<a href="http://www.niehs.nih.gov/om/telecommuting/itpolicy.htm">http://www.niehs.nih.gov/om/telecommuting/itpolicy.htm</a>	NIEHS Junction site / web-based	Employee Services Program Specialist
<a href="http://www.niehs.nih.gov/omasb/employee/transhare/home.htm#ranshare">http://www.niehs.nih.gov/omasb/employee/transhare/home.htm#ranshare</a>	NIEHS Junction site / web-based	Employee Services Program Specialist

Commuter Transit Subsidy Benefit Program Directive DR4080-811-04	Electronic	Employee Services Program Specialist
Management Directive MD 3070.2	Electronic	Employee Services Program Specialist
<b>14. Competence of persons responsible</b>		
<b>Title</b>	<b>Basis for Competence</b>	
NIEHS/OM/ASAB Employee Services Program Specialist	Professional level education and experience	
NIEHS/OM/ASAB Group Leader	Professional level education and experience	
<b>15. EMS Review</b>		
<b>Name / Signature:</b>	William K. Steinmetz	
<b>Date:</b>	November 29, 2007	