

# 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, increasing operational efficiencies, and addressing Environmental Management System (EMS) requirements in Executive Order 13423, <i>Strengthening Federal Environmental, Energy, and Transportation Management</i> , January 26, 2007 (E.O. 13423)
<b>Authority:</b>	E.O. 13423; the Council on Environmental Quality <i>Implementing Instructions and Requirements for E.O. 13423</i> , March 29, 2007; and the Department of the Interior's Departmental Manual Part 515 Chapter 4
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Policy and Program Services, Water and Environmental Resources Office, 84-55000

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- 1. Introduction.** Under E.O. 13423, the President set goals in the areas of energy and water conservation, "green" buildings, green purchasing, electronics stewardship, fleet management, waste minimization, and chemical reduction. In addition, the order requires more widespread use of EMS as the framework in which to address Federal environmental obligations, including these sustainable practices. Key to meeting E.O. 13423 and EMS requirements<sup>1</sup> is senior-level management's commitment to environmental stewardship. This document communicates Reclamation's environmental policy and goals of continual improvement of environmental performance, pollution prevention, compliance with environmental regulations and other requirements, and implementation of EMS. The Policy will be implemented at all Reclamation lands, facilities, and offices.
- 2. Applicability.** This Policy applies to all Reclamation employees.
- 3. Definitions.** For the purposes of this document, the following terms and definitions apply.
  - A. EMS.** A globally embraced management practice that allows an organization to strategically address its environmental impacts. An EMS consists of standardized planning, implementing, measuring, and reporting processes targeted to increase management control, decrease liability, and foster continuous improvement. The recommended methodology for EMS implementation reflects ISO 14001:2004(E) model of "Plan, Do, Check, Act" or an equivalent model.

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<sup>1</sup>For information on EMS and all of the required elements, see Reclamation Manual Directive and Standard, *Environmental Management System Implementation* (ENV 05-01).

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- B. **Environmental Aspect.** Element of the organization'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.** The utilization of cost-effective procedures to buy products that have recycled content, energy efficiency, less packaging, upgradeable and/or environmentally friendly attributes.
- E. **Pollution Prevention.** 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; 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, and sustainable design).
- 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 (RLT).** The RLT shall ensure implementation of this Policy as described in Paragraphs 5.A.-F. and communicate Reclamation's commitment to environmental stewardship to all Reclamation employees and external stakeholders.

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- B. **Reclamation Employees.** Reclamation 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. **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, *Hazardous Materials and Hazardous Waste Auditing and Review Program Implementation* (ENV 02-08)).
  - 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. 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 EMSs 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 Directive and Standard, *Environmental Management System Implementation* (ENV 05-01).)