



NEMS ENVIRONMENTAL MANAGEMENT PROGRAM

PROGRAM NAME:	Fleet Management		
SIGNIFICANT ENVIRONMENTAL ASPECT(S): Air Emissions Natural Resource and Raw Material Consumption: Fossil Fuels	DOCUMENT NUMBER:	TBD	
	DATE REVISED:	09/19/07	
	REVISION NUMBER:	1	
	SUNSET DATE:	11/22/07	
	PROGRAM LEAD:	Mr. Mark Minnick	

SECTION 1 – PROGRAM DESCRIPTION

The NIH fleet management program is managed by the Fleet Management Branch in the Office of Logistics and Acquisitions Operations. The program’s activities include the purchase, use, and maintenance and repair of NIH vehicles. Activities associated with the fleet management produce air emissions and consume fossil fuels. NIH has developed a number of Manual Issuances to address traffic and parking congestion. In addition, NIH adheres to legal and other requirements to monitor and control air emissions from mobile sources and to reduce the consumption of fossil fuels through the purchase of alternative fueled vehicles.

SECTION 2 – GOALS AND OBJECTIVES

FIVE-YEAR GOAL: Expand the Use of Alternative Fuels, including contractor vehicles <i>Justification:</i> N/A	Performance Indicator(s): Number of gas-fueled vehicles replaced by alternative-fueled vehicles	Resource requirements: No additional resources required
A. Objective: Replace 13 gas-fueled vehicles with alternative-fueled vehicles each year	Performance Indicator(s): Number of gas-fueled vehicles replaced by alternative-fueled vehicles	Responsibility: Mark Minnick Timeframe: October 2007

SECTION 3 – PROGRAM DESCRIPTION, SIGNIFICANCE, IMPACTS AND REQUIREMENTS

REASON(S) FOR SIGNIFICANCE:	a. Potential environmental impact b. Potential health impact c. Legal or Other Requirement
POTENTIAL ENVIRONMENTAL/ ORGANIZATIONAL IMPACTS:	a. Air emissions from vehicles has a large impact on air quality
LEGAL AND OTHER REQUIREMENTS:	a. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management b. Executive Order 13150: Federal Workforce Transportation c. Energy Policy Act (Public Law 102-486)

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d. Clean Air Act (as amended in 1990)

e. 41 CFR 102-34 (Motor Vehicle Management Section 102-34.290(a)): Emissions Testing

SECTION 4 – OPERATIONAL CONTROLS

ACTIVITY(IES) THAT GIVES RISE TO ASPECT	CONTROL(S)	RESPONSIBLE PERSON	MONITORING	RECORDS	ACTION TAKEN IF CONTROL FAILS
Transportation within NIH	<ul style="list-style-type: none"> ▪ Procedure requires use of bio-diesel fuel and distribution of cards which allow only bio-diesel fuel to be purchased ▪ Procedure to purchase bio-diesel or E85 vehicles and Procurement Regulation # ▪ Procedure for conducting vehicle emissions testing for commercial vehicles 	Mark Minnick	Procedures reviewed annually	<ul style="list-style-type: none"> ▪ Fuel transaction records from TMD billing system ▪ Certification of Origin on all NIH vehicles ▪ TMD billing system to track maintenance 	Review, and possibly revise procedures. Reissue if necessary.

SECTION 5 – RELEVANT DOCUMENT(S)

DOCUMENT NAME	LOCATION	RESPONSIBLE PERSON
None	N/A	N/A

SECTION 6 – COMPETENCY OF RESPONSIBLE PERSONS

NAME/TITLE	BASIS FOR COMPETENCE
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NIH Environmental Management System

Take Action to Protect the Future

Document Number: TBD

Date Revised: 09/19/07

Revision Number: 1

Sunset Date: 11/22/07

Director, Division of Travel and Transportation Services	On-the-job Training
Chief, Fleet Management Branch	On-the-job Training
SECTION 7 – AUTHORIZATION	
NAME:	
SIGNATURE:	
DATE:	

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