



# NBCM-AO-6532-001 ENVIRONMENTAL MANAGEMENT

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**Distribution:** NBC-wide and All Occupants of the Interior Complex

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### 1. PURPOSE

To ensure that environmental management considerations are a fundamental and integral component of NBC policies, procedures, operations, planning, and management.

### 2. SCOPE

Applies to all NBC employees and all occupants in the Interior Complex (Main and South Interior Buildings).

### 3. DEFINITIONS

Environmental Management System (EMS).

- EMS provides a systematic framework to identify and address environmental impacts of our activities, ensures compliance with regulatory requirements,

and provides opportunities for continuous environmental improvements and innovation, thus promoting effective and efficient operations.

- Through a process of continuous improvement, the EMS encourages ways to be innovative, adaptive, and flexible in sustaining a healthy environment.

#### **4. ROLES AND RESPONSIBILITIES**

The Department of the Interior and NBC Management fully supports the implementation of EMS. Therefore, each employee of the NBC and every occupant in the Interior Complex are to exercise their responsibility on behalf of the Department of the Interior to assure that the intentions of this policy are purposefully carried out. Conformance with this policy is the responsibility of the NBC Director or his/her designee.

#### **5. POLICY**

The NBC is committed to reducing the environmental impacts from our facility operations and taking a leadership role in promoting environmental stewardship throughout all its operations. Therefore, the NBC will:

- Protect the health and safety of all employees, contractors, volunteers, and the public who visit our facilities;
- Implement and maintain an environmental management system that minimizes the negative impact of NBC operations on the environment through a program of continual improvement in environmental performance that embraces all the organization's program functions;
- Operate in an environmentally responsible manner and in compliance with environmental laws, regulations, and directives;
- Ensure awareness of environmental issues and train employees in the performance of their duties to fulfill the organization's environmental policies;
- Maximize the use of source reduction and other pollution prevention methods;
- Require consideration of environmental factors [including greening, pollution prevention, recycling, conservation of utilities, and use of biobased products] when making purchasing, space acquisition, vehicle acquisition, and facility operation and maintenance decisions;
- Participate in environment related pilot projects;

- Through audits, reporting, and other means, monitor operations to assure that practices in our workplaces conform to our policies.

## 6. AUTHORITY

- Executive Order 13148, Greening the Government through Leadership in Environmental Management.

## 7. REFERENCES

- Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition.
- Executive Order 13123, Greening the Government Through Efficient Energy Management.
- Executive Order 13148, Greening the Government Through Leadership in Environmental Management.
- Executive Order 13134, Developing and Promoting Biobased Products and Bioenergy.
- Executive Order 13149, Greening the Government Through Federal Fleet and Transportation Efficiency.
- Executive Order 13221, Energy Efficient Standby Power Devices.
- Executive Order 12856, Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements.
- Executive Order 13058, Protecting Federal employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace.
- Environmental Protection Agency, 40 CFR
- Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.
- Executive Order 13327, Federal Real Property Asset Management.
- Occupational Safety and Health Administration, 29 CFR Parts 1910, 1926, and 1960.
- Department of Transportation, 49 CFR Parts 171-180 (Hazardous Material Regulations).
- Federal Management Regulation, 41 CFR
- 485 DM, Safety and Occupational Health Program.
- 310 DM 11, Smoking in Public Buildings.
- 518 DM 1 and 2, Environmental Quality Programs, Waste Management.
- 515 DM 2, 3, and 4, Environmental Quality Programs, Environmental Management.
- Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, & Federal Acquisition.

**8. EXCEPTIONS, LIMITATIONS**

- When a conflict with a higher-level policy or regulation exists, the most restrictive policy or regulation will take precedence.

**9. MISCELLANEOUS**

- Not applicable.

**10. VERSION CONTROL RECORD**

- Included in the Appendix.

Approved:

  
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Director, National Business Center

  
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Date

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**APPENDIX****Version Control Record**

Version	Date	Description of Revision/Update	Distribution
1.0.0	9-16-05	Initial release	All NBC employees and all Interior Complex Occupants