



Department of Energy
Washington, DC 20585

September 26, 2008

MEMORANDUM FOR DISTRIBUTION

FROM : GLENN S. PODONSKY
CHIEF HEALTH, SAFETY AND SECURITY OFFICER
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Annual Progress Reports on Implementation of Environmental Provisions of Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*

The purpose of this memorandum is to request your assistance in providing data necessary for the annual environmental progress reports for fiscal year (FY) 2008 on the Department of Energy's (DOE) implementation of Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*. These reports are due to the Office of the Federal Environmental Executive, the Office of Management and Budget (OMB), and the Environmental Protection Agency (EPA) in late 2008 and early 2009. Pursuant to DOE Order 450.1A, *Environmental Protection Program*, the Office of Health, Safety and Security (HSS) will prepare these annual environmental progress reports based on data provided by those sites under your purview.

The subject reports will reflect the Department's FY 2008 progress in continuing to implement environmental management systems and in achieving the sustainable environmental stewardship goals established in DOE Order 450.1A. These goals and the accompanying sustainable practices for achieving the goals advance the integration and implementation of pollution prevention, environmentally preferable purchasing and environmental management system (EMS) provisions of Executive Order 13423. DOE sites are requested to use the same two on-line reporting systems to provide the required FY 2008 environmental data that were used for last year's web-based reporting.

Pollution Prevention Reporting. The Pollution Prevention Tracking and Reporting System (PPTRS) found at <http://www.hss.energy.gov/pp/dataentry.html> will be used for reporting FY 2008 data on waste prevention, pollutant release reduction, toxic chemical use reduction, environmentally preferable purchasing, recycling, electronics stewardship, and other pollution prevention accomplishments. This system is also used to gather nominations for the White House "Closing-the-Circle" and DOE environmental sustainability "EStar" Awards. Beginning October 1, 2008, environmental sustainability coordinators and green acquisition advocates at your sites will be provided with access to this web-based system along with instructions on entering the FY 2008 environmental data and site-specific accomplishments. A directory of environmental sustainability coordinators and green acquisition advocates is provided for your information at attachment 1.

Environmental Management System Reporting. The Federal Facilities Environmental Stewardship and Compliance Assistance Center (FedCenter) (<http://www.fedcenter.gov>) will again be used for reporting EMS implementation status and effectiveness. The Federal Environmental Executive has already issued the FY 2008 EMS data call, along with guidance on reporting through FedCenter. This information has been provided under separate cover to the designated EMS reporting points of contact in each program office, for coordination with their site-level reporting points of contact. A directory of EMS points of contact is provided for your information at attachment 2.

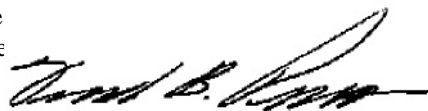
I am requesting that the environmental data needed from your sites for the Department's Executive Order 13423 progress reports be recorded electronically on the aforementioned reporting system websites by the timelines shown in attachment 3. DOE, along with other Federal agencies, will be scored on its progress implementing the Executive Orders by OMB under its *Environmental Stewardship Scorecard*.

Questions concerning the FY 2008 progress reports may be directed to Josh Silverman, Deputy Director of the Office of Environmental Policy and Assistance, at (202) 586-6535 or josh.silverman@hq.doe.gov.

- Attachments
1. Directory of environmental sustainability coordinators/
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 2. Directory of EMS points of contact
 3. Environmental sustainability reporting timelines

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**Attachment 3. Pollution Prevention and Environmental Management Systems --
Data Entry And Reporting Timeline**

Activity	Date
PPTRS Website opens for data entry	October 1, 2008
FedCenter EMS Reporting website opens for data entry	
Sites complete entry of Pollution Prevention Performance Database report data/ (environmental sustainability accomplishments, including recycling, waste reduction, pollutant release reductions, toxic chemical use reductions, electronic stewardship)	December 1, 2008
Sites complete entry of Environmentally Preferable Purchasing data, including environmentally preferable electronics	
Sites complete entry of EMS report data.	
Program Offices select P2 Best in Class Awards	December 19, 2008
HSS submits EMS report to EPA	December 31, 2008