

SUSTAINABLE PRACTICES FOR ENVIRONMENTAL, ENERGY AND TRANSPORTATION MANAGEMENT

I. Purpose

This Directive establishes Department of Homeland Security (DHS) policy regarding the development of Sustainable Practices for Environmental, Energy and Transportation Management (Sustainable Practices).

II. Scope

- A. This Directive applies throughout DHS, except where inconsistent with the statutory independence of the Inspector General (5 U.S.C.A. app. 3).
- B. The following DHS Management Directives (MD) are hereby canceled:
 - 1. MD 5120.1, Environmental Management Program;
 - 2. MD 5130.1, Waste Prevention, Recycling and Acquisition Program;
and
 - 3. MD 5300, Energy Management Program.

III. Authorities

- A. Public Law 110-140, "Energy Independence and Security Act of 2007" (EISA)
- B. Executive Order (E.O.) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," January 24, 2007
- C. Council on Environmental Quality, "Instructions for Implementing Executive Order 13423," March 29, 2007
- D. DHS Delegation 0201.1, Delegation to the Under Secretary for Management

E. MD 5110.1, “Environmental Compliance Program”

IV. Responsibilities

A. The **Chief Administrative Officer (CAO)** has oversight responsibilities for the management and direction of actions taken to implement sustainable practices and:

1. Serves as the Department’s Senior Official for Environment, Energy and Transportation Management;
2. Serves as the DHS representative on the Steering Committee(s) established by E.O. 13423; and
3. Provides sustainable practices advice to the Under Secretary for Management and Chief Financial Officer.

B. The **Chief Procurement Officer (CPO)** is responsible for the review, management, and direction of the Green Procurement Program (GPP) and:

1. Assists Occupational Safety and Environmental Programs (OSEP) within the Office of the Chief Administrative Officer (OCAO) in developing the DHS Green Procurement Plan;
2. Assists OCAO/OSEP with delivery of training to ensure that Component procurement and acquisition program managers are aware of the sustainable practice procurement preference requirements for biobased, environmentally preferable, energy and water-efficient, and recycled and post-consumer content products and paper;
3. Assists OCAO/OSEP with delivery of training to ensure that Component procurement and acquisition program managers are aware of alternative financing mechanisms for energy conservation projects; and
4. Ensures that contracts contain appropriate sustainable practices clauses or requirements for the contractor to comply with the provision of applicable laws, regulations, Executive Orders and this Directive.

C. The **Chief Financial Officer (CFO)** has oversight responsibility for the management and direction of the purchase card program and:

1. Develops training programs to ensure that cardholders have an awareness of all the green purchasing program requirements; and

2. Conducts oversight of purchase card purchases to determine compliance with green purchasing requirements.

D. The **Chief Information Officer (CIO)** has oversight responsibilities for the management of electronic products purchased and used by DHS and works with the CAO and CPO to ensure that the electronic products purchased and used by DHS meet the Electronic Product Environmental Assessment Tool (EPEAT), Energy-efficiency, and Energy Star requirements.

E. The **Director of Occupational Safety and Environment Programs (OSEP)** within the OCAO is responsible for the development and management of the Department's sustainable practices associated with environmental compliance and management, energy and water intensity management, hazardous chemical use reduction, waste diversion and recycling programs and the oversight of the Components' implementation of these programs. OSEP:

1. Leads the development, implementation, tracking and reporting for the Departmental Sustainable Practices Program;
2. Develops environmental management system (EMS) implementation guidance, procedures and requirements;
3. Develops Sustainable Practices implementation guidance, instructions, procedures and requirements;
4. Develops energy and water efficiency guidance, including the purchase, development, and use of renewable energy;
5. Conducts oversight activities and reviews to ensure that Components implement effective programs throughout the Department to comply with this Directive; and
6. Establishes requirements for implementing centralized tracking and distribution programs for toxic and/or hazardous materials.

F. **All Component Heads**, as it relates to their areas of responsibilities, shall implement a sustainable practices program that meets the requirements set forth in this Directive.

V. Policy and Requirements

A. Policy:

DHS will develop and implement sustainable practices programs to ensure that all operations and necessary actions are carried out in an environmentally, economically, and fiscally sound manner and will meet the DHS goals, targets and objectives. In establishing these goals, objectives and targets, the Department will strive to meet or exceed the sustainable practices goals and targets identified for federal agencies where practicable. Resources are allocated by CAO and by each Component to ensure that these objectives are achieved. The practices must address, at a minimum, the core program areas listed below:

1. EMS and compliance management programs;
2. Energy management and greenhouse gas emissions reduction programs;
3. Renewable energy purchase programs and programs for the development of renewable distributed generation energy projects at DHS facilities;
4. Water consumption intensity reduction programs;
5. Procurement programs to purchase bio-based, environmentally preferable, energy-efficient, water-efficient, alternative fueled vehicle, non-ozone depleting substances, and recycled-content products and paper (at least 30 percent post-consumer fiber content) programs;
6. Programs to ensure accountability of all hazardous materials and hazardous waste from origin and use to disposition;
7. Programs to ensure that the Department reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed, increases the diversion of solid waste as appropriate, and maintains cost-effective waste prevention and recycling programs at its facilities;
8. Programs to ensure that new construction and major renovation of Departmental buildings complies with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings and when direct leasing or leasing through the General Services Administration, that DHS requests space that meets these principles;

9. Programs to ensure that the Department operates the vehicle fleet to reduce its total consumption of petroleum, increase the total fuel consumption of non-petroleum-based fuels, and use plug-in hybrid electric vehicles (PHEV) when they are commercially available at reasonable cost, on the basis of life-cycle cost, compared to non-PHEVs;

10. Programs to ensure the Department buys EPEAT-registered electronic products, enables the EnergyStar® features on agency computers and monitors, establishes and implements policies to extend the useful life of its electronic equipment, and uses environmentally sound practices with respect to disposition of electronic equipment that has reached the end of its useful life; and

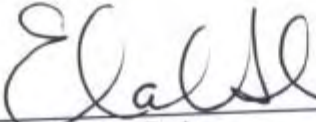
11. Programs to ensure that the Department applies life cycle cost analysis methodologies to select the best alternative when making decisions.

B. **Requirements:**

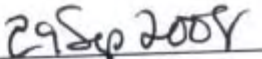
Each Component submits annual reports to the Director, OSEP in the format prescribed by Office of Management and Budget, CEQ or Department of Energy as applicable.

VI. Questions

Address any questions or concerns regarding this Directive to the Under Secretary for Management, Office of the Chief Administrative Officer.



Elaine C. Duke
Under Secretary for Management



Date