



# United States Department of the Interior



## Bureau of Land Management

Eastern States  
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January 26, 2012

EMS Transmission: 1/27/2012  
Instruction Memorandum No. ES-2012-06  
Expires: 9/30/2013

To: Associate State Director, Deputy State Directors, and Field Managers

From: John G. Lyon  
State Director, Eastern States

Subject: Environmental Management System Policy – Eastern States Office

### Program Areas: All

**Purpose:** The purpose of this Instruction Memorandum (IM) is to establish the Bureau of Land Management - Eastern States (BLM – ES) policy for the development and implementation of its Environmental Management System (EMS). The establishment of an EMS at the Eastern States will provide a framework for identifying and addressing the environmental aspects of the Eastern States field operations and facilities. An EMS is a cyclical process consisting of, “plan – do – check – act,” that is focused on continuous environmental improvement, innovation, and more efficient operations. The implementation of EMS at the Eastern States will provide improved environmental management, as well as aid in bringing the BLM into compliance with Executive Order 13423 dated January 24, 2007, and Departmental Manual 515 DM 4, dated August 13, 2008, as well as Bureau policy and direction.

**Policy/Action:** The BLM’s mission has always included protection of the environment and the public lands. The Eastern States is implementing an EMS to strengthen its existing commitment to the protection and reclamation of the public lands. The EMS will become an integral part of the Eastern States day-to-day operations and be incorporated into the long-term planning process across all programs. The Eastern States EMS shall be documented, maintained, and communicated to all employees.

A Cross Functional Team (CFT) of Eastern States employees has been created to develop the Eastern States EMS. The members of that team are:

1. Bill Forbes, Safety Manager - State Office
2. Daniel Fleming, Records System Coordinator - State Office
3. Diane Hendry, Public Affairs Specialist - State Office
4. Isabel Long, Management Analyst - State Office

5. John Reffit, Natural Resource Specialist - State Office
6. Kerry Jacobson, Management Analyst - Southeastern States Field Office
7. Kim Malicki, Property Management Specialist - State Office
8. Larry Cave, Quality Assurance Specialist - State Office
9. Lucille Tamm, Assistant Field Manager, Business Resources - Northeastern States Field Office
10. Sam Goodman, Land Law Examiner - State Office

Isabel Long serves as the EMS Coordinator. If you are interested in contributing to the development of the EMS implementation plan, please contact one of the above team members for additional information.

The Eastern States is committed to managing our facilities and performing our operations in such a manner as to protect the environment, employees, and public health. In addition, it is also Eastern States policy to:

- Comply with all Federal, State, and local environmental laws and regulations;
- Achieve continuous environmental improvement throughout all of our program areas, including those not subject to environmental regulation;
- Prevent pollution through the use of alternatives, wherever possible;
- Incorporate the consideration of environmental factors in all business decisions;
- Ensure a timely correction of issues identified in Compliance Assessment – Safety, Health, and the Environment (CASHE) audit findings;
- Provide appropriate environmental training to employees;
- Periodic monitoring and tracking of EMS performance;
- Ensure that all EMS decisions and work are transparent to Eastern States employees and the public; and
- Communicate and reinforce this EMS policy, programs, and services throughout the Eastern States.

**Timeframe:** A schedule, with estimated time commitments, for the development of an EMS Implementation Plan for the Eastern States is provided below. The total time required of each CFT member and other staff who will assist in the development and review of the Eastern States EMS Implementation Plan will be approximately 2 days per month for six months during the initial implementation period. The time commitment for the Eastern States EMS Coordinator will be approximately 3 days per month for six months during the initial implementation period.

- **July 2011** - Kickoff meeting and introduction to EMS training provided to CFT members.
- **August 2011** - Presentation and evaluation of environmental aspects to the CFT and selection of the significant environmental aspects by the CFT.
- **August 2011** - Review of draft environmental objectives and targets to address the significant environmental aspects by the CFT.
- **October 2011** - Presentation of proposed EMS objectives, targets and implementation plan by CFT to Eastern States management for approval by the CFT.
- **November 2011** - Approved EMS objectives and targets communicated to all Eastern States employees.

- **November 2011 - July 2012** - CFT meets monthly to discuss process on the objectives and targets.
- **December 2011** - Review of the draft Eastern States Environmental Management Plans (EMPs) by CFT members.
- **December 2011** - EMPs document is presented to the Executive Team for its approval.
- **January 2012** - The Eastern States begins implementation of its EMS.
- **January 2012** - EMS kickoff event, this includes EMS Training and Aspect 1 campaign launch.
- **January 2012** - Executive Team approves EMPs.
- **January 2012** - Review of the draft Eastern States EMS Implementation Plan by CFT members and Executive Team.
- **January 2012** - The Eastern States begins implementation of its EMS.
- **February 2012** - Final EMS Implementation Plan in place.
- **July 2012** - CFT meets to identify significant aspects, objectives, and targets that the Eastern States EMS will address in FY 2013.
- **July 2012** - First annual EMS Accomplishments Report and proposed objectives and targets for FY 2012 presented to the Eastern States Executive Team.
- **August 2012** - Eastern States begins its second EMS cycle and the process continues.

**Background:** Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management” requires the implementation of EMS by all Federal agencies. The Office of Management and Budget (OMB) Environmental Management Scorecard incorporates metrics to measure the success of implementing EMS throughout Federal agencies. Departmental Manual 515 DM 4 issued August 13, 2008, states, “All bureaus and offices will at all appropriate organizational levels and facilities, develop, implement, and maintain an EMS.” Further, the BLM Washington Office IM-2006-148 commits the BLM to the implementation of EMS bureau-wide by the end of FY 2010. The Bureau initially started with the implementation of EMS at two pilot locations; the Washington Office (WO) and Wyoming State Office, as detailed in WO IM-2006-170. The Eastern States EMS is being developed using the lessons learned from these two pilots.

**Budget Impact:** Contractor support to facilitate the development and implementation of the EMS has been provided by WO-280.

**Manual/Handbook Sections Affected:** None.

**Coordination:** EMS policy and requirements have been coordinated with the Eastern States Executive Team.

**Contact:** If you have any questions regarding this policy, please contact Monique McDonald-Harris, Deputy State Director, Business Resources, at (703) 440-1550.

Signed by:  
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State Director

Authenticated by:  
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cc: All ES Employees