



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation

# ORDER

DOT 5641.18

December 18, 2003

**Subject:** U.S. Department of Transportation Internal Environmental Management Systems

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1. **PURPOSE.** This Order contains Department of Transportation (DOT) policy on establishing environmental management systems (EMS) at all appropriate DOT facilities. An EMS is a continuing cycle of planning, implementing, evaluating, and improving processes and actions undertaken to achieve environmental goals. In general, appropriate facilities are those that hold environmental operating permits or those deemed by their Operating Administration Environmental Executive (O.A.E.E) to be appropriate.
2. **REFERENCES.** Applicable Federal Statutes, Executive Orders, and Office of Management and Budget Circulars are listed in Attachment A.
3. **POLICY.** DOT policy is to conduct operations in an environmentally responsible manner and utilize EMS to the maximum extent practicable at appropriate facilities, consistent with economic efficiency. The Department's EMS program shall foster:
  - a. The success of the Department's missions, services, and activities, as defined in the DOT Strategic Plan, while maintaining environmental stewardship of assets, controls over environmental responsibilities, and compliance with applicable law;
  - b. Compliance with all applicable requirements of Federal law, regulations, and Executive Orders; with DOT's self-established requirements and agreements with other agencies, industry, and/or organizations; and with State, local, or territorial environmental laws and regulations properly applicable to Federal entities;
  - c. Life cycle analysis of costs, the potential environmental impacts of programmatic activities and their supporting institutional processes;
  - d. Environmentally related technology transfer;
  - e. Partnership with Federal, State, and local agencies, as appropriate, to promote the use of EMS and leverage available resources and comply with environmental requirements, prevent pollution, reduce waste generation, and manage natural resources in the most efficient and effective manner possible; and
  - f. Continual improvement in carrying out the Department's environmental management responsibilities.

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4. **ORGANIZATION.** To manage the Department's EMS program, an EMS Advisory Committee will be formed and an EMS Manual will be issued.
- a. **EMS Advisory Committee.** The DOT EMS Advisory Committee coordinates EMS activities and promotes general environmental awareness and information-sharing. The Committee consists of designated technical representatives from the Office of the Secretary and each Operating Administration. A representative of the Office of the Assistant Secretary for Administration chairs the Committee.
  - b. **EMS Manual.** The DOT EMS Manual provides detailed guidance and a comprehensive departmental program in support of DOT efforts to promote EMS. The Assistant Secretary for Administration is responsible for the preparation and maintenance of the manual.
- 5: **RESPONSIBILITIES.**
- a. Every DOT employee is responsible for complying with environmental regulations and the policy established in this Order in performing official duties.
  - b. Each DOT organizational element has responsibility for incorporating this environmental policy into planning and budgeting processes; allocating and maintaining appropriate levels of authority and funding; assuring appropriate training; overseeing environmental process and material selection; minimizing hazardous waste; and stewardship for energy and water usage.
  - c. **The Assistant Secretary for Administration** is responsible for:
    - (1) Serving as the DOT Environmental Executive pursuant to Executive Order 13 101, "Greening the Government Through Waste Prevention, Recycling and Federal Acquisition;"
    - (2) Developing and executing departmental EMS policy and guidance;
    - (3) Preparing annual reports on the Department's progress in implementing Executive Order 13101 and Executive Order 13148, "Greening the Government Through Leadership in Environmental Management" based on input from the Operating Administrations; and
    - (4) Submitting the reports indicated in 5.c.(3) above to the Office of Management and Budget, the Office of the Federal Environmental Executive, and the Environmental Protection Agency, as appropriate.

d. The Heads of Operating Administration are responsible for:

- (1) Designating their Operating Administration Environmental Executive (OAEE), at the Associate Administrator level or higher.

e. Each Operating Administration Environmental Executive (OAEE) is responsible for:

- (1) Determining which of their facilities are appropriate facilities under Executive Order 13148 (each of the significant environmental aspects should be covered by an EMS);
- (2) Issuing Operating Administration specific policies and guidance to implement this Order and any related subsequent policy or procedure issued by the Assistant Secretary for Administration;
- (3) Coordinating the development of their Operating Administration's reports required by this Order;
- (4) Designating representatives to serve as members of the DOT EMS Advisory Committee;
- (5) Requesting through the annual budgetary process, the funding and resources needed for implementing the requirements of this Order and funding to address findings and recommendations from oversight and self-assessment activities conducted as a result of implementing an EMS;
- (6) Ensuring sites under their purview and encourage partners to develop and implement cost-effective pollution prevention (P2) programs that use life-cycle assessment concepts and practices in determining program **return-on-investment (ROI)**;
- (7) Incorporating, where appropriate, and encouraging partners to adopt environmentally and economically beneficial landscape practices into all new landscaping programs, policies, and practices for facilities under their purview, in furtherance of compliance with Executive **Order** 13 148;
- (8) Ensuring, where appropriate, implementation of centralized procurement and distribution programs for purchasing, tracking, distributing, and managing materials with toxic or hazardous content at facilities under their purview;
- (9) Conducting operation assessments, such as Pollution Prevention Opportunity Assessments, of site operations to identify opportunities for source reduction, material segregation, recycle/reuse, or other P2 projects. Based on the results of these **assessments**, implement cost-effective P2 projects, using life-cycle assessment **concepts** and practices in determining ROI;

- (10) Developing and implementing a program and procedures to maximize the use of safe alternatives to ozone depleting substances (ODS) whereby procurement of Class I ODS (as designated by the EPA in 40 CFR Part 82) for all non-excepted uses is discontinued by December 31, 2010, consistent with Executive Order 13 148;
- (11) Planning and reporting under the Emergency Planning and Community Right-to-Know Act (EPCRA or Title III of Super-fund Amendments and Reauthorization Act of 1986), 42 U.S.C. 11001 by informing the public and their workers of possible sources of pollution resulting from facility operations. OAEs should strive to reduce or eliminate harm to human health and the environment from releases of pollutants to the environment;
- (12) Including as appropriate, and encouraging partners to include, training on environmental requirements and EMS in the standard training for program managers, procurement and acquisition personnel facility managers, and environmental personnel;
- (13) Including, as appropriate, the successful implementation of EMS in their position descriptions and performance evaluations and also in their Operating Administration's operation/field/site office managers' position descriptions and performance evaluations; and
- (14) Ensuring their procurement policies and procedures encourage their Operating Administration's acquisition of recycled content materials and environmentally preferable products and services.

6. REPORTS.

- a. Executive Order 13148 Annual Report. Each Operating Administration will submit an annual report on its implementation of the goals of Executive Order 13148, including but not limited to, implementation of EMS at appropriate facilities. These reports will be submitted to the Assistant Secretary for Administration and consolidated into an agency report to be transmitted to the Environmental Protection Agency as required by Executive Order 13 148.

7. IMPLEMENTATION. Each Operating Administration with appropriate facilities shall develop implementing guidance based on the EMS Manual. The guidance should be coordinated with the Office of Assistant Secretary for Administration.

FOR THE SECRETARY OF TRANSPORTATION:



~~Deputy Assistant Secretary for Administration~~