



**Public Building Service
Region 8**

**Sustainability and Environmental Management System
Manual**

SYSTEM PROCEDURE	Last Revision Date: 06/29/2012
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Purpose

This Manual summarizes the documentation for the Sustainability and Environmental Management System (SEMS) implemented by the General Services Administration (GSA) Public Building Service (PBS) in Region 8. This Manual describes the main elements of the SEMS and their interaction and serves as a reference to related documentation. This Manual describes how the SEMS meets the requirements of International Standards Organization (ISO) 14001:2004.

Scope

GSA is an independent agency of the United States government that helps other federal agencies acquire the space (e.g. office, laboratory, storage, special needs), products, services and consulting they need from federal and commercial sources. GSA provides and contracts for products and services for federal agencies. GSA also sells surplus federal property, such as real estate and vehicles to the public. GSA's mission is to "help federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services and management policies."

The physical space that is associated with this SEMS are properties:

- Occupied by GSA in Region 8,
- Owned or leased by GSA to other federal agencies, under the caveat that the SEMS applies to the building property and grounds that are maintained by GSA and not to the tenant agencies.

The central office for GSA Region 8 is the Denver Federal Center (DFC) in Lakewood, Colorado, a nearly one mile campus with 55 federal buildings, totaling four million square feet of rentable space; see Attachment A. GSA Region 8 encompasses the Dakotas, Montana, Wyoming, Utah and Colorado; see Attachment B. The GSA is responsible for the:

- Design and construction of new and renovating of Federal buildings,
- Building operation, upkeep and maintenance of Federal buildings owned by GSA
- Management of GSA owned or GSA leased property, and
- Decommissioning of Federal buildings.



These GSA Activities and services are within the scope of the SEMS. This applies to GSA staff and its contractors.

Activities, products, and services provided by building tenants and their contractors are outside the scope of this SEMS.

GSA is responsible for the buildings that GSA leases and owns. Activities carried out by the tenants are the responsibility of the tenants. Sustainability goals of tenant agency's are independent of GSA, unless the tenant agency and GSA come to an agreement.

The terms "GSA Region 8", "Region 8", and "regional" can be used interchangeably.

Background

The GSA is a federal government agency. GSA's mission is to "help federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services and management policies." GSA consists of the Federal Acquisition Service (FAS), the Public Buildings Service (PBS), and various Staff Offices, including the Office of Congressional and Intergovernmental Affairs (OCIA). Eleven Regional Offices extend GSA's outreach to federal customers nationwide.

On April 20, 2000, Presidential Executive Order (EO) 13148, "Greening the Government through Leadership in Environmental Management" required that by December 31, 2005, each federal government agency implement an EMS at all appropriate agency facilities. On January 24, 2007, EO 13423, "Strengthening Federal Environmental, Energy, and Transportation Management", established a series of performance goals for federal agencies. To achieve these goals, federal agencies are required to implement sustainability objectives and continue operating through the use of an Environmental Management System. To comply with EO 13148, GSA Region 8 established an SEMS. To comply with EO 13423, GSA Region 8 maintained its SEMS. Additional environmental performance targets are presented in EO 13514, dated October 5, 2009.

SEMS Elements

The 18 principal elements of the GSA Region 8 SEMS as outlined in ISO 14001:2004 are described as follows:

References

- *ISO 14001:2004, "Environmental management systems -- Requirements with guidance for use"*
- *ISO 14004:2004, "Environmental management systems -- General guidelines on principles, systems and support techniques"*

1.0 Environmental Policy



The *GSA Environmental Policy Statement* was written and endorsed by the organization's top management. The policy covers GSA activities in Region 8. It includes a commitment to prevent pollution, comply with environmental requirements, and promote awareness and continual improvement. The policy is communicated to all GSA associates and made available to the public through the GSA website: [www.gsa.gov].

References

- *GSA Environmental Policy Statement*
- *ISO 14001:2004 Standard (4.2)*
- Legal requirements (e.g. Executive Orders and Laws)

Applicable GSA Region 8 System Procedure

- *Environmental Policy*

2.0 Environmental Aspects

The GSA Region 8 SEMS Core Team with Region 8 associates define the environmental aspects that the region controls and those that it may be expected to influence. The SEMS Core Team and appropriate regional associates review the *GSA Business Activities, Products & Services List* and *Environmental Aspects List* as thought-starters to identify all local aspects. Significant aspects are determined in accordance with GSA Region 8 System Procedure *Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*. Environmental aspects are classified and summarized on the *Significant Environmental Aspects Determination* form. The SEMS Core Team reviews the *Significant Environmental Aspects Determination* form, at least annually or when significant changes in activities or services occur.

References

- *GSA Business Activities, Products & Services List*
- *Environmental Aspects List*
- *ISO 14001:2004 Standard (4.3.1)*

Applicable GSA Region 8 System Procedure

- *Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*

3.0 Legal and Other Requirements

GSA Region 8 has established a System Procedure for the identifying, accessing and communicating legal and other requirements that are applicable to the region. Additional information is also available through Federal, state, and local publications, and through GSA Central Office communications.

References



- *ISO 14001:2004 Standard (4.3.2)*
- *GSA Central Office communications*
- Legal requirements (e.g. Executive Orders and Laws [Federal, state and local])
- Industry Standards

Applicable GSA Region 8 System Procedure

- *Environmental, Legal & Other Requirements*

4.0 Environmental Objectives and Targets

GSA Region 8 has developed objectives and targets for improving its environmental performance in accordance with GSA Region 8 System Procedure *Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*. The objective and targets define:

- Performance objectives (Investigate/Study, Control, or Improve) for applicable significant environmental aspects; and
- Specific, quantified targets which define those performance objectives.

The SEMS Core Team develops objectives and targets considering significant environmental aspects, technological/financial/operational options, regulator requirements and the views of interested parties. GSA Region 8 Directors review and approve objectives and targets during Management Review.

References

- *ISO 14001:2004 Standard (4.3.3)*
- Legal requirements (e.g. Executive Orders and Laws [Federal, state and local])

Applicable GSA Region 8 System Procedure

- *Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*

5.0 Environmental Management Programs

The SEMS Environmental Program Mangers establish Environmental Management Program (EMP) Plans for all objectives and targets in the region. These programs summarize the actions being implemented at the facility in order to meet the objectives and targets specified within pertinent legal and Executive Order requirements. They define the principal actions to be taken, the responsibilities for undertaking those actions, and the schedules for their implementation.

References

- *ISO 14001:2004 Standard (4.3.3)*
- Legal requirements (e.g. Executive Orders and Laws [Federal, state and



local])

Applicable GSA Region 8 System Procedure

- *Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*

6.0 Organizational Structure and Responsibility

Roles, responsibilities and authorities have been defined at all functions and levels GSA Region 8. Environmental Management Representatives (EMRs) have been appointed for Region 8 and the Denver Federal Center (DFC). The EMR has primary responsibility for establishing, operating and maintaining the environmental management system. A SEMS Core Team has also been established. The SEMS Project Manager leads SEMS establishment and maintenance. An organization chart of SEMS functions is considered part of this Manual. The GSA Region 8 System Procedure *Roles, Responsibilities and Authority* defines functions in the SEMS.

References

- *ISO 14001:2004 Standard (4.4.1)*
- *SEMS Organizational Responsibilities Roster*

Applicable GSA Region 8 System Procedure

- *Roles, Responsibilities and Authority*

7.0 Training, Awareness and Competence

GSA Region 8 identifies training needs for employees whose work is associated with environmental aspects. The region provides and records the training. Region 8 also communicates awareness to employees at each relevant function and level regarding the environmental policy, the potential for significant environmental impacts, and their roles and responsibilities in achieving conformance with the policy, procedures and requirements of the SEMS. Competency is determined by the employee's supervisor using on-the-job training or defined skill training.

Reference

- *ISO 14001:2004 Standard (4.4.2)*

Applicable GSA Region 8 System Procedure

- *Training*

8.0 Communication

GSA Region 8 has developed System Procedures for internal and external communications regarding the Sustainability and Environmental Management



System. Specific roles and responsibilities are identified.

Reference

- *ISO 14001:2004 Standard (4.4.3)*

Applicable GSA Region 8 System Procedure

- *Communications*

9.0 Documentation

SEMS documentation for GSA Region 8 is located on a shared electronic computer network drive and a Sharepoint site.

The requirements of the ISO 14001:2004 Standard are met through use of the *GSA Environmental Policy Statement*, applicable SEMS System Procedures and regional Environmental Procedures.

Reference

- *ISO 14001:2004 Standard (4.4.4)*

10.0 Document Control

GSA Region 8 has developed a System Procedure, *Document Control and Records Management*, for controlling SEMS documents. This System Procedure describes where these documents can be located and how and when they are reviewed. It ensures that the current versions are available and that obsolete documents are promptly removed from use or are suitably identified. Controlled documents are located on a shared drive and a Sharepoint site..

References

- *ISO 14001:2004 Standard (4.4.5)*

Applicable GSA Region 8 System Procedure

- *Document Control and Records Management*

11.0 Operational Controls

At GSA, “*Operational Controls*” as per ISO 14001:2004 clause 4.4.6 are referred to as “*Environmental Procedures*”. The SEMS Core Team is responsible for identifying operations and activities associated with significant environmental aspects that require Environmental Procedures. GSA Region 8 follows *Environmental Procedures*, a System Procedure that defines processes for assessing needs for and developing Environmental Procedures.

Environmental Procedures are established which cover situations where their



absence could lead to deviations from the *GSA Environmental Policy Statement* and objectives and targets. In addition, GSA communicates relevant Environmental Procedures and SEMS requirements to suppliers and contractors.

References

- *ISO 14001:2004 Standard (4.4.6)*

Applicable GSA Region 8 System Procedure

- *Environmental Procedures*

12.0 Emergency Preparedness and Response

GSA Region 8 has established plans to identify potential for and response to accidents and emergencies, and for preventing and mitigating the environmental impacts that may be associated with them. The plans are tested periodically. Significant incidents are reviewed by the SEMS Core Team.

Additional information is contained in the local Emergency Response Plans that are available throughout the region

References

- *ISO 14001:2004 Standard (4.4.7)*
- *SEMS Emergency Preparedness & Response Plan* (cross-references Building, site specific and other government agencies Emergency Response Plans)

Applicable GSA Region 8 System Procedure

- *Emergency Preparedness and Response*

13.0 Monitoring and Measurement

GSA Region 8 has established programs and Environmental Procedures to monitor and measure the key characteristics of its operations and activities that can have a significant impact on the environment. Region 8 establishes calibration requirements in the System Procedure *Monitoring and Measuring*.

References

- *ISO 14001:2004 Standard (4.5.1)*

Applicable GSA Region 8 System Procedure

- *Monitoring and Measuring*

14.0 Compliance Evaluation

As described in the System Procedure *Regulatory Compliance Review*, the Management Analysis Review System (MARS) Review is the basis for the GSA Region 8 environmental compliance assurance program. The MARS Review



includes checklists to periodically review environmental regulations applicable to each building in the region.

References

- *ISO 14001:2004 Standard (4.5.2)*

Applicable GSA Region 8 System Procedure

- *Regulatory Compliance Review*

15.0 Nonconformance and Corrective and Preventive Action

GSA Region 8 follows the System Procedure *Corrective and Preventive Action* for defining responsibility and authority for handling and investigating nonconformance, taking action to mitigate any impacts caused, and initiating and completing corrective and preventive actions.

References

- *ISO 14001:2004 Standard (4.5.3)*

Applicable GSA Region 8 System Procedures

- *Corrective and Preventive Action*

16.0 Records

GSA Region 8 follows GSA System Procedures and the System Procedure *Document Control and Records Management* for the identification, maintenance and disposal of environmental records. These records include training records and the results of audits and reviews. They are readily retrievable and protected against damage, deterioration and loss. The GSA property manager retains local relevant records.

References

- *ISO 14001:2004 Standard (4.5.4)*

Applicable GSA Region 8 System Procedure

- *Document Control and Records Management*

17.0 Internal Audit

GSA Region 8 conducts periodic internal audits in accordance with established System Procedures to ensure that the SEMS has been properly implemented and maintained. This information is provided to regional management. Audits are performed according to a schedule based on the environmental importance of an activity and the results of previous audits. Auditors are trained in environmental issues, and the SEMS Project Manager maintains audit records.

References

- *ISO 14001:2004 Standard (4.5.5)*



- ISO 19011:2002 “Guidelines for Quality and Environmental Management Systems Auditing”

Applicable GSA Region 8 System Procedure

- Internal Audit

18.0 Management Review

The GSA Region 8 Directors have the collective responsibility of ensuring that the GSA Environmental Policy Statement and pertinent legal and Executive Order requirements are effectively implemented throughout the region. The EMR is authorized to establish, implement, maintain and monitor the region’s SEMS.

Regional management reviews all elements of the SEMS at least annually to ensure its continuing suitability, adequacy and effectiveness. Management also provides recommendations for improvement. Meeting minutes record these reviews and are maintained by the SEMS Coordinator.

References

- ISO 14001:2004 Standard (4.6)

Applicable GSA Region 8 System Procedure

- Management Review

Appendices

Attachment A: GSA Denver Federal Center in Lakewood, Colorado

Attachment B: Regional Distribution of Leased and Owned GSA Properties in Region 8

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08/31/2007	Update - Site Specific Information added	Robert Melvin, Sue Grant
10/26/2007	Update - Site Specific Information added [response to audit]	Robert Melvin, Sue Grant
03/17/2008	Update and format changes	Robert Melvin
06/29/2012	Updated EO and titles, removed reference to ERI, identified separate EMRs for R8 and DFC	Erik Petrovskis

Authorized by:	David Williams, FMSP and Region 8 EMR
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ATTACHMENT A: GSA Denver Federal Center in Lakewood, Colorado



The Denver Federal Center (DFC) is located near the western boundary of the Denver Metropolitan Area within a highly urbanized surrounding. Sixth Avenue borders the DFC directly to the north. Kipling Street borders the DFC to the east. Alameda Avenue borders the DFC to the south and Union Boulevard to the west. The DFC is a federally secured 623-acre campus with 26 federal tenant agencies occupying approximately 50 active federal buildings, totaling four million square feet of rentable space. GSA occupies Building 41. The facility consists of open space, offices, laboratories, storage areas, childcare facility, credit unions, food services, Health unit and Wellness center.

ATTACHMENT B: Regional Distribution of Leased and Owned GSA Properties in Region 8



COLORADO					
CITY	PROPERTY	CITY	PROPERTY	CITY	PROPERTY
Alamosa	Leased	Delta	Leased	La Junta	Leased
Arvada	Leased	Denver	Leased and GSA Owned	Lakewood	Leased and GSA Owned
Aspen	Leased	Durango	Leased	Littleton	Leased
Aurora	Leased	Englewood	Leased	Loveland	Leased
Boulder	Leased and GSA Owned	Fort Collins	Leased and GSA Owned	Meeker	Leased
Broomfield	Leased	Glenwood Springs	Leased	Montrose	Leased
Brush	Leased	Golden	Leased	Pueblo West	Leased
Buena Vista	Leased	Grand Junction	Leased and GSA Owned	Pueblo	Leased
Canon City	Leased	Greeley	Leased	Telluride	Leased
Centennial	Leased	Greenwood Village	Leased	Towaoc	Leased
Colorado Springs	Leased and GSA Owned	Gunnison	Leased	Trinidad	Leased
Cortez	Leased	Gypsum	Leased	Westminster	Leased
Craig	Leased	Hayden	Leased		



MONTANA

CITY	PROPERTY	CITY	PROPERTY	CITY	PROPERTY
Babb	GSA Owned	Havre	Leased and GSA Owned	Plentywood	Leased
Belgrade	Leased	Helena	Leased	Poplar	Leased
Billings	Leased and GSA Owned	Kalispell	Leased	Raymond	GSA Owned
Bozeman	Leased and GSA Owned	Lewistown	Leased	Scobey	Leased
Browning	Leased	Loring	GSA Owned	Shelby	Leased
Butte	Leased and GSA Owned	Malta	Leased	Sweetgrass	GSA Owned
Eureka	GSA Owned	Miles City	Leased	Turner	GSA Owned
Glasgow	Leased	Missoula	Leased and GSA Owned	West Yellowstone	Leased
Great Falls	Leased	Opheim	GSA Owned	Willow Creek	GSA Owned
Hardin	Leased	Pablo	Leased		

NORTH DAKOTA

CITY	PROPERTY	CITY	PROPERTY	CITY	PROPERTY
Ambrose	GSA Owned	Fort Yates	Leased	Pembina	Leased and GSA Owned
Bismarck	Leased and GSA Owned	Fortuna	GSA Owned	Portal	GSA Owned
Crosby	None Listed	Grand Forks	Leased and GSA Owned	Saint John	GSA Owned
Devils Lake	Leased	Jamestown	Leased	Sherwood	None Listed
Dickinson	Leased	Kulm	Leased	Westhope	None Listed
Dunseith	GSA Owned	Minot	Leased and GSA Owned	Williston	Leased
Fargo	Leased and GSA Owned	Noonan	GSA Owned		
Fort Totten	Leased	Northgate	GSA Owned		

SOUTH DAKOTA

CITY	PROPERTY	CITY	PROPERTY	CITY	PROPERTY
Aberdeen	Leased and GSA Owned	Mobridge	Leased	Wagner	Leased
Brookings	Leased	Philip	Leased	Watertown	Leased
Fort Thompson	Leased	Pierre	Leased and GSA Owned	Winner	Leased
Huron	Leased and GSA Owned	Rapid City	Leased and GSA Owned	Yankton	Leased
Lower Brule	Leased	Sioux Falls	Leased and GSA Owned		
Martin	Leased	Sisseton	Leased		



UTAH					
CITY	PROPERTY	CITY	PROPERTY	CITY	PROPERTY
Bountiful	Leased	Monticello	Leased	Saint George	Leased and GSA Owned
Cedar City	Leased	Murray	Leased	Salt Lake City	Leased and GSA Owned
Clearfield	GSA Owned	Ogden	Leased and GSA Owned	Sandy	Leased
Fort Duchesne	Leased	Orem	Leased	Taylorsville	Leased
Heber City	Leased	Price	Leased	Vernal	Leased
Logan	Leased	Provo	Leased and GSA Owned	West Valley City	Leased
Moab	Leased	Richfield	Leased		

WYOMING					
CITY	PROPERTY	CITY	PROPERTY	CITY	PROPERTY
Casper	Leased and GSA Owned	Jackson	Leased and GSA Owned	Riverton	Leased
Cheyenne	Leased and GSA Owned	Lander	Leased	Rock Springs	Leased
Cody	Leased	Laramie	Leased	Sheridan	Leased
Gillette	Leased	Lovell	Leased	Torrington	Leased
Green River	Leased	Lusk	Leased	Worland	Leased

Reference Source: <http://www.iolp.gsa.gov/iolp/NationalMap.asp>



ENVIRONMENTAL POLICY

Region 8 Sustainability & Environmental Management System

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1.0 Purpose

The General Services Administration (GSA) is a committed environmental steward. The GSA Environmental Policy establishes commitments, principles and attitudes pertaining to GSA's Environmental Management responsibilities. GSA Management supports and communicates these commitments through the Sustainability & Environmental Management System (SEMS) regionally.

The GSA Environmental Policy is not intended to be a stand-alone, stagnant document. It is intended as the foundation upon which GSA builds its business objectives and targets, within an environmentally sound and sustainable framework. GSA is committed to Environmental Management and Sustainability, not only because it is mandated by Executive Orders, but because it makes good business sense for the benefit of GSA, its workforce, tenants, the general populace and future generations. The advancement of GSA's EMS and Sustainability program is driven by directives and objectives, issued by those individuals in GSA management who have the authority to do so.

2.0 Scope

The Deputy Administrator of the Office of the Administrator at GSA Central Office in Washington, D.C., defines and issues the organization's Environmental Policy. "This initiative requires a *"one-GSA"* approach that leverages the strengths and resources of the Agency as a whole, resulting in a unified outcome", (GSA, September 24, 2007).

The GSA Environmental Policy applies to GSA activities, products and services provided by either GSA personnel or contractors. It is the responsibility of GSA personnel to conduct their work activities in conformance with this Environmental Policy. Contractors to the GSA will also be responsible for conducting their operations consistent with the tenets of the Environmental Policy. The Scope of the GSA Environmental Policy focuses on:

- Compliance with regulations
- Pollution prevention
- Promoting awareness
- Continual improvement

3.0 Forms Used

None

4.0 Acronyms, Abbreviations and Definitions



Continual Improvement: A recurring process of reviewing and enhancing the SEMS, in order to achieve improvements in overall environmental performance consistent with GSA's Environmental Policy.

Environment: The interior and exterior surroundings in which GSA operates, including air, water, land, natural resources, humans, flora, fauna and their interrelations, relative to individuals and communities.

Environmental Management System (EMS): A management tool, which enables an organization to identify and achieve environmental performance improvements that are likely to reduce the adverse effects of their operations on the environment. An EMS can address both the direct impacts on the environment due to operation and production processes and the indirect impacts on the environment due to service provision such as the production of policy statements and plans.

Environmental Performance: Measurable results of an organization's management of its environmental aspects.

Environmental Policy: Overall intentions and direction formally expressed by top management of an organization's environmental performance. The Policy provides a framework for action and for the setting of environmental objectives and environmental targets.

Sustainability: Conserve and handle existing resources in a more efficient manner. It is also the ability to provide for the needs of the world's current population without damaging the ability of future generations to provide for themselves.

Sustainability & Environmental Management System (SEMS): The process of implementing an EMS and achieving Sustainability.

5.0 Procedure

To ensure that GSA complies with Executive Orders, legal requirements, environmental commitments and obligations, GSA outlined its Environmental Management System commitment and scope in its Environmental Policy, as per the seven defined scope requirements; a through g, listed in ISO 14001:2004, subclause 4.2 "Environmental Policy". These seven defined scope requirements include:

- a) The Environmental Policy is appropriate to the nature, scale and environmental impacts of GSA's activities, products and services:
 - *GSA is committed to providing first class workplaces that can be used safely by its customers.*
 - *GSA is continuously striving to be the premier provider of healthy and safe buildings and environments for Federal employees.*

GSA's mission is to "help federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services and management policies." GSA provides these services through the Federal Acquisition Service (FAS), the Public Buildings Service (PBS) and various Staff Offices, including the Office of Congressional and Intergovernmental Affairs



ENVIRONMENTAL POLICY

Region 8 Sustainability & Environmental Management System

(OCIA). The EMS is established and maintained by the PBS, in GSA Region 8 at the Denver Federal Center (DFC).

- b) GSA's commitment to continual improvement and prevention of pollution:
- *GSA continually strives to prevent waste and pollution and adopt practices that minimize the harmful effects of our operations on the natural environment.*

GSA Region 8 PBS has implemented a series of programs to comply with state, federal and local requirements. These programs address spill response, storm water discharge, air emissions, hazardous waste containment and disposal, underground storage tanks and other environmental aspects.

- c) GSA's commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects:
- *Comply with all applicable environmental, health and safety requirements.*

This requirement is a continuation of the ISO 14001:2004, subclause 4.2, line b) requirement and a continued commitment on the part of GSA.

- d) GSA provides the framework for setting and reviewing environmental objectives and targets:
- *Include objectives and measurable targets in GSA's business plans,*
 - *Implement and continually improve an environmental management framework based on an external standard [ISO 14001:2004].*

GSA prepares Environmental Management Program (EMP) Plans that details environmental and sustainability objectives and targets that GSA need to achieve. Objectives and targets include goals that GSA has set for itself, in addition to Legal obligations and Executive Order mandates. These EMP Plans are updated as needed and reviewed at a minimum annually.

- e) GSA documents, implements and maintains the program that outlines environmental objectives and targets:

This requirement is a continuation of the ISO 14001:2004, subclause 4.2, line d) requirement and a continued commitment on the part of GSA to document, implement and maintain the EMP Plans, from conception through completion.

- f) Communicate to all persons working for or on behalf of the organization:
- *Maintain transparency by consulting with, listening and being responsive to our customers, employees, neighbors, public interest groups, and those who work with us.*
 - *Work with others: our contractors and regulators to help improve environmental, health and safety in management of the real estate management industry.*
 - *Promote awareness of applicable environmental, health, and safety*



ENVIRONMENTAL POLICY

Region 8 Sustainability & Environmental Management System

requirements by all persons carrying out GSA operations by providing training to GSA employees and requiring contractors to demonstrate that their employees have been sufficiently trained.

- *Periodically recognize those in the organization who make significant contributions to improved environmental, health, and safety performance.*

g) Policy accessible and available to the public:

- *GSA Environmental Policy is maintained by the National Office and can be accessed through GSA’s national website at [www.gsa.gov]. The GSA Environmental Policy can be located using the GSA search function.*

6.0 Records Management

The GSA Environmental Policy is maintained and periodically reviewed and revised by the GSA National Office to reflect changing conditions and information.

7.0 References

- *GSA Environmental Policy Statement; January 10, 2006*
- *GSA Fiscal Year 2008, Draft Project Plan, GSA Responsibilities under Executive Order 13423, January 24, 2007; September 24, 2007*
- *ISO 14001:2004, “Environmental management systems -- Requirements with guidance for use”*
 - *subclause 4.2 and A.2 “Environmental Policy”*

8.0 Appendices

None

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09/02/2004	Original	GSA Central Office, GSA DFC, et.al.
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08/27/2007	Update - Site Specific Information added	Robert Melvin, Sue Grant
01/15/2008	Update - Site Specific Information [response to audit]	Robert Melvin, Sue Grant [addressed and incorporated Erik Petrovskis, Ph.D, P.E. review comments]
03/10/2008	Format update	Robert Melvin
06/29/2012	Minor edit	Erik Petrovskis



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1.0 Purpose

This System Procedure describes the process used in identifying, evaluating documenting and distributing legal and other requirements that apply to Region 8 GSA, Public Buildings Service (PBS). These legal requirements include Federal, State, and Local regulations, along with Professional and National Standards.

2.0 Scope

GSA shall ensure that legal and other requirements, pertaining to GSA activities, products and services that affect environmental aspects, are taken into account in establishing, implementing and maintaining GSA’s Sustainability & Environmental Management System (SEMS). This procedure outlines:

- Where legal and other requirements are found and documented, and
- How this information is used and disseminated.

This System Procedure applies to those GSA staff working in Region 8 who review, assess and disseminate legal requirements to GSA personnel or contractors. The legal requirements apply to all. It is the responsibility of all GSA personnel to conduct their work activities in conformance with legal requirements. This process is presented in Attachment A.

3.0 Forms Used

GSA Legal & Other Requirements Summary Forms

- Federal Legal Requirements
- Executive Orders
- ‘State’ Legal Requirements and ‘Local’ Legal Requirements
 - Colorado,
 - Montana,
 - North Dakota,
 - South Dakota,
 - Utah and
 - Wyoming
- Industry Standards

4.0 Acronyms, Abbreviations, and Definitions

Environmental Management Program (EMP) Plans: Lists tasks, responsible parties, and schedules, to achieve environmental and sustainability objectives and goals.

Environmental Programs Group (EPG): A group of GSA environmental specialists that assist the agency with regulatory environmental compliance issues.



ENVIRONMENTAL LEGAL & OTHER REQUIREMENTS

Region 8 Sustainability & Environmental Management System

Executive Order (EO): Directives issued by the President of the United States.

Legal Requirements: Federal, state, and local environmental statutes, regulations, directives, ordinances, permits, licenses, and other governmental authorizations.

Other Requirements: Voluntary and/or obligatory actions taken to improve environmental performance and accountability. This includes Executive Orders and industry codes or standards of practice, such as those prepared through the American Society for Testing and Materials (ASTM) and International Standards Organization (ISO).

Sustainability & Environmental Management System (SEMS): The process of implementing an EMS and achieving Sustainability.

5.0 Procedure

5.1 The GSA Region 8 SEMS Core Team⁽¹⁾ locates and obtains Federal legislative and regulatory mandates including Executive Orders; GSA Policy and directives; State and local regulations; industry standards and any voluntary guidelines which impact and/or improve environmental performance and meet sustainability goals. A brief list of pertinent legal sources is listed in Attachment B, the “*List of Sources of Legal & Other Requirements*”.

⁽¹⁾ Roles and responsibilities for environmental management are outlined in *GSA Region 8 SEMS System Procedure Document: Roles, Responsibility, and Authority*.

5.2 Legal and other requirements pertaining to the environment, sustainability, and business operations are documented on the “*GSA Legal & Other Requirements Summary Form*” (Attachment C), by the GSA Region 8 SEMS Project Manager or designee. Environmental Program Managers also stay current with legal requirements and keep the SEMS Project Manager and others informed. Legal topics include:

Air emissions (e.g. boiler and chiller emissions)	on-site potable water wells	sustainability requirements
asbestos	renewable energy	underground storage tanks
energy conservation	septic systems	waste reduction & recycling
green purchasing	spill response	water conservation
hazardous waste containment and disposal	storm water discharge	Other topics.

The list is updated upon notification or discovery of new legal requirements or changes to existing requirements.

5.3 Legal requirements and standards are evaluated by:

- i. The GSA National Office to determine if the requirements have an impact on GSA or its operation at the national level or nationwide. Memorandums



ENVIRONMENTAL LEGAL & OTHER REQUIREMENTS

Region 8 Sustainability & Environmental Management System

are issued by either the Administrator or Assistant Deputy Administrator instructing staff of the requirements.

- ii. The SEMS Project Manager and SEMS Environmental Program Managers will review the impact of new legal requirements or changes to existing requirements.
- iii. If necessary, contact the GSA Legal Counsel located at the Denver Federal Center (DFC).

5.4 The GSA Region 8 SEMS Project Team ensures that applicable legal and other requirements are taken into account in establishing, implementing, and maintaining GSA's SEMS:

- i. Prepare and update objectives, targets, and the Environmental Management Program (EMP) Plans and reassess affected Significant Environmental Aspects.
- ii. Develop new or modify existing Region 8 and DFC "Environmental Procedures", known as "Operational Controls" per ISO 14001:2004, subclause 4.4.6, to address the new requirements and liability issues.
- iii. Inform, educate, and train staff.

6.0 Records Management

The SEMS Project Manager and EPG maintain records of communication with GSA National Office and state and local agencies, regarding environmental legal and other requirements.

The SEMS Environmental Program Managers maintain documents appropriate to their area of expertise and business function.

A list of the relevant legal and other requirements is maintained on the "GSA Legal & Other Requirements Summary Forms", Attachment C. Electronic copies of the forms are maintained on the GSA server and SEMS website. The latest paper copy is kept in the SEMS Project Manager's office.

7.0 References

- *GSA Region 8 SEMS System Procedure Document: Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*
- *GSA Region 8 SEMS System Procedure Document: Roles, Responsibility, and Authority*
- *ISO 14001:2004, "Environmental management systems -- Requirements with guidance for use"*
 - *subclause 4.3.2 and A.3.2 "Legal and Other Requirements"*

8.0 Appendices



ENVIRONMENTAL LEGAL & OTHER REQUIREMENTS
Region 8 Sustainability & Environmental Management System

Attachment A: *Legal & Other Requirements Flowchart*

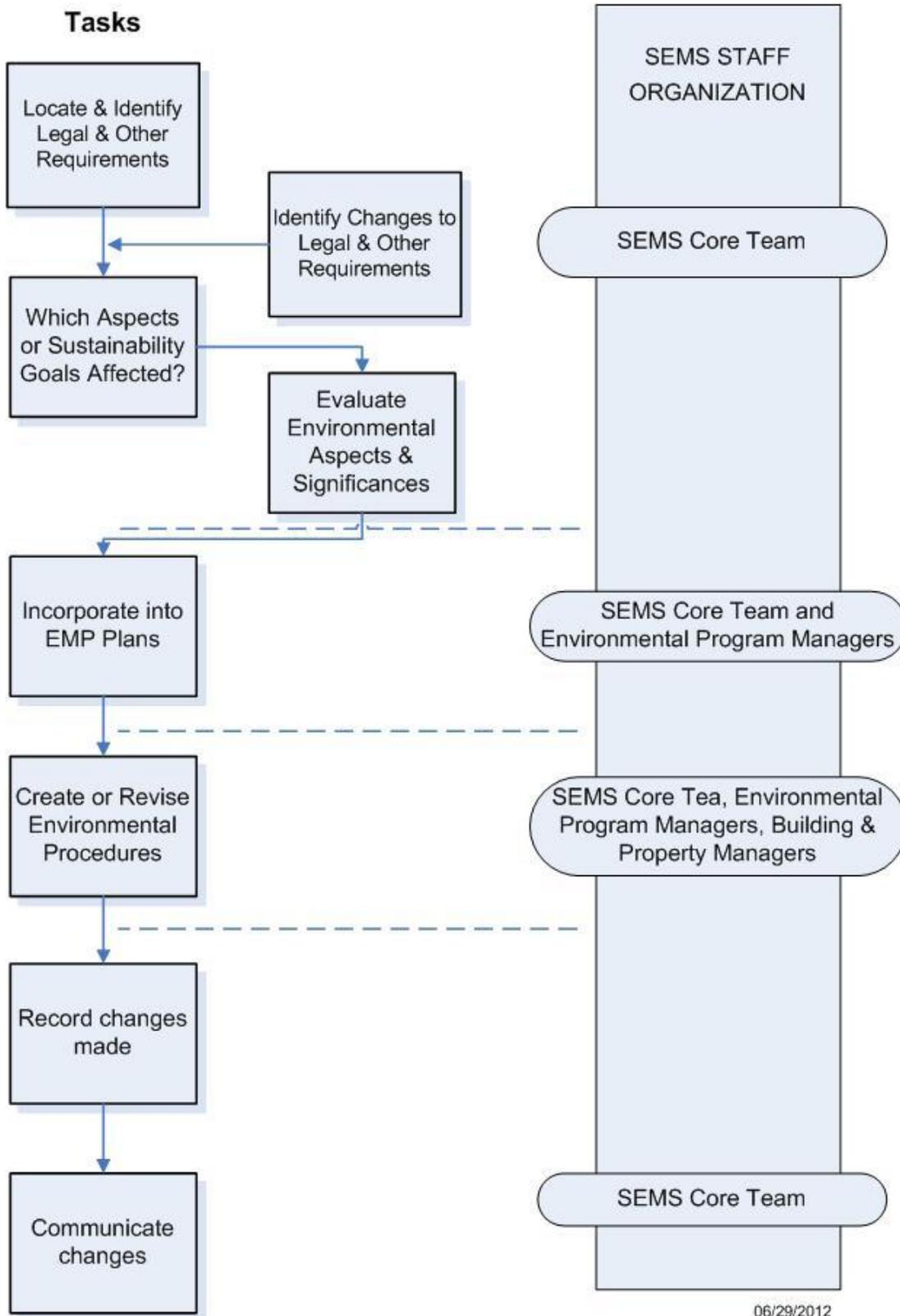
Attachment B: *List of Sources of Legal & Other Requirements*

Attachment C: *GSA Legal & Other Requirements Summary Form*

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03 EnvLegal Regs & Standards "Month-Date Year".doc	RJM 07/02/2012

Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
09/02/2004	Original	GSA Central Office, GSA DFC, et.al.
06/15/2007	Update	Erik Petrovskis
08/31/2007	Update - Site Specific Information added	Robert Melvin, Sue Grant
01/15/2008	Update - Site Specific Information [response to audit]	Robert Melvin, Sue Grant [addressed and incorporated Erik Petrovskis, Ph.D, P.E. review comments]
03/10/2008	Format update; information added to "State" Table - Attachment C	Robert Melvin
01/26/2010	Include additional environmental categories	Robert Melvin
06/29/2012	Minor edits sections 5.1, 5.2, 5.3, 5.4. Revise location of electronic copies.	Erik Petrovskis

Attachment A: Legal & Other Requirements Flowchart





Attachment B: List of Sources of Legal & Other Requirements

- The Federal Register [<http://www.archives.gov/federal-register/>]: provides information on Executive Orders and the Code of Federal Regulations (CFR).
 - CFR's: [<http://www.law.cornell.edu/cfr/>].
 - Executive Orders: [<http://www.archives.gov/federal-register/executive-orders/disposition.html>]
- The FedCenter Daily Newsletter [<http://www.fedcenter.gov>]; assists federal facilities with environmental stewardship and compliance requirements. This source provides legal updates. An e-mail is automatically sent to federal subscribers whenever a change or proposed change occurs.
- Access state environmental agencies through GSA Portal: [http://pbsportal.pbs.gsa.gov:7777/portal/page?_pageid=82,218330&_dad=portal&_schema=PORTAL]:

Colorado	http://www.cdphe.state.co.us/	S. Dakota	http://www.state.sd.us/denr/denr.html
Montana	http://www.deq.state.mt.us/index.asp	Utah	http://www.deq.utah.gov/
N. Dakota	http://www.health.state.nd.us/EHS/	Wyoming	http://deq.state.wy.us/

- GSA “F Street Environmental News”, Office of the General Counsel [<http://ogc.elaw.gsa.gov/monthly/GSAPASTmonthly.htm>]. A newsletter is e-mailed to GSA subscribers, monthly.
- BNA's State and Federal Environmental and Safety Regulation Monitor [BNA, Inc. Environment Reporter provides for updates on court and administrative decisions] - By subscription only.
- Professional Environmental Resource Journals (as an example):
 - Environmental Protection [<http://www.eponline.com/>],
 - Pollution Engineering [<http://www.pollutionengineering.com/>]

ISO 14001:2004 Subclause A.3: *The organization needs to identify the legal requirements that are applicable to its environmental aspects. These may include:*

- a) national and international legal requirements, b) state/provincial/departmental legal requirements, c) local governmental legal requirements.*

Examples of other requirements to which the organization may subscribe include, if applicable,

- *agreements with public authorities,*
- *agreements with customers,*
- *non-regulatory guidelines,*
- *voluntary principles or codes of practice,*
- *voluntary environmental labeling or product stewardship commitments,*
- *requirements of trade associations,*
- *agreements with community groups or non-governmental organizations,*
- *public commitments of the organization or its parent organization,*
- *corporate/company requirements.*



Attachment C: GSA Legal & Other Requirements Summary Forms

GSA Legal & Other Requirements Summary Form

FEDERAL LEGAL REQUIREMENTS		
LAWS & ACTS	REQUIREMENTS	AFFECTED ACTIVITY or ENVIRONMENTAL ASPECT

Document Control Information:	Approved & Dated:
"Year" GSA R8 Env-Fed Reg "Month-Date".doc	

Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
	Original	
	Update	

Last Updated: 01/14/2008 Page 1 of 1 GSA Environmental Regulatory Assessment

GSA Legal & Other Requirements Summary Form

EXECUTIVE ORDERS		
NUMBER & TITLE	REQUIREMENTS	AFFECTED ACTIVITY or ENVIRONMENTAL ASPECT

Document Control Information:	Approved & Dated:
"Year" GSA R8 Env-ExOrders "Month-Date".doc	

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Revision Date	Nature of Revision	Revision made by:
	Original	
	Update	

Last Updated: 01/14/2010 Page 1 of 1 GSA Environmental Regulatory Assessment



GSA Legal & Other Requirements Summary Form

'STATE'

"STATE" STATE LEGAL REQUIREMENTS

"State" Agency that regulates Environmental regulations: "Website link"

"State" Law: "Website link"

[LAWS - STATUTES] Show collective name of laws, for the collective name of the laws differ between each state (e.g. Administrative Code, Code Annotated, Statutes, and Constitution)

Table of Contents	"Website link"	
Title Number	Environmental "Laws"	"Website link"
Title/Chapter Number	"Website link"	

LAWS : RULES: "Website link"; Cross-Reference Table [if one exists]

"State" Rules: "Website link"

[RULES] Show collective name of rules, for the collective name of the rules differ between each state (e.g. Administrative Code, Administrative Rules)

Table of Contents	"Website link"	
Title Number	Environmental "Laws"	"Website link"
Title/Chapter Number	"Website link"	

Acronym(s) for Laws: "Differs per State"
 Acronym(s) for Rules: "Differs per State"

'STATE' LEGAL REQUIREMENTS		
LAWS [STATUTES] & RULES	REQUIREMENTS	AFFECTED ACTIVITY or ENVIRONMENTAL ASPECT
<u>Air Emissions & Quality:</u>		
Law:		
Rule:		
<u>Asbestos:</u>		
Law:		
Rule:		
<u>Boilers:</u>		
Law:		
Rule:		
<u>Construction and Demolition Waste:</u>		
Law:		
Rule:		
<u>Drinking Water Wells (On-Site):</u>		
Law:		
Rule:		
<u>Energy Conservation:</u> <i>If requirements exist, they generally pertain to State agencies only.</i>		
Law:		
Rule:		
<u>Energy (Renewable):</u> <i>If requirements exist, they generally pertain to State agencies only.</i>		
Law:		



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Rule:		
Floodplain Management:		
Law:		
Rule:		
Green Purchasing: <i>If requirements exist, they generally pertain to State agencies only.</i>		
Law:		
Rule:		
Greenhouse Gases (GHG): <i>Includes affects from carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.</i>		
Law:		
Rule:		
Hazardous-Waste Containment, Disposal, and Remediation:		
Law:		
Rule:		
Mold:		
Law:		
Rule:		
Ozone & Chlorofluorocarbon Control Program (CFCs): <i>Some States refer to these laws as "Refrigerants"</i>		
Law:		
Rule:		
Pesticides & Herbicides:		
Law:		
Rule:		
Polychlorinated biphenyls (PCB's):		
Law:		
Rule:		
Radon:		
Law:		
Rule:		
Refrigerants: <i>Some States refer to these laws as "Ozone & Chlorofluorocarbon Control Program (CFCs)"</i>		
Law:		
Rule:		
Renewable Energy: <i>See Energy (Renewable)</i>		
Septic Systems:		
Law:		
Rule:		
Solid Waste:		
Law:		
Rule:		
Spill Response:		
Law:		
Rule:		
Storm Water Discharge:		
Law:		
Rule:		
Underground Storage Tanks:		
Law:		



ENVIRONMENTAL LEGAL & OTHER REQUIREMENTS
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Rule:		
Waste Reduction & Recycling: <i>If requirements exist, they generally pertain to State agencies only.</i>		
Law:		
Rule:		
Wastewater & Sewer Systems:		
Law:		
Rule:		
Water Quality & Conservation:		
Law:		
Rule:		
STATE 'CITY & COUNTY' LEGAL REQUIREMENTS		
LAWS, STATUTES & RULES	REQUIREMENTS	AFFECTED ACTIVITY or ENVIRONMENTAL ASPECT
City:		
County:		Property: Leased or GSA Owned
Document Control Information:		Approved & Dated:
"Year" GSA R8 Env-'STATE' Reg "Month-Date".doc		
Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
	Original	
	Update	
Last Updated: 01/26/2010		
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GSA Environmental Regulatory Assessment		

FOOTNOTES:

1. Environmental regulations are generally regulated by one agency. However, some rules may be governed by other agencies.
2. The collective name for laws and rules differ from state to state.
3. It is not uncommon to have multiple rules for a given environmental aspect.



GSA Legal & Other Requirements Summary Form

INDUSTRY STANDARDS		
STANDARD	REQUIREMENTS	AFFECTED ACTIVITY or ENVIRONMENTAL ASPECT

Document Control Information:	Approved & Dated:
"Year"GSA R8 Env-IndStand "Month-Date".doc	

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Revision Date	Nature of Revision	Revision made by:
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	Update	

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ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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SYSTEM PROCEDURE	Last Revision Date: 06/29/2012
Title: Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans	File Name: 05 Aspects, Targets & EMPPs "Month-Date Year".doc

1.0 Purpose

This System Procedure defines the process for the identification and evaluation of Environmental Aspects of GSA Region 8 Facilities, in order to determine those aspects that have actual or potential significant impacts upon the environment. This System Procedure also assesses environmental and sustainability objectives and targets.

2.0 Scope

This system procedure defines the framework within which GSA Region 8 will establish and maintain environmental objectives, targets and Environmental Management Program Plans.

- The Environmental Aspects associated with the operations of on-site contractors working for GSA, must be considered in this procedure.
- Environmental Aspects must be reviewed, for existing, planned and new GSA developments, activities or services.
- Significant aspects must be taken into account, when establishing, implementing and maintaining the Sustainability & Environmental Management System (SEMS).

3.0 GSA Forms Used

- *GSA Business Activities, Products & Services List*
- *List of Environmental Aspects*
- *Significant Environmental Aspects Determination Form*
- *Environmental Management Program Planning Form*

4.0 Acronyms, Abbreviations and Definitions

Environmental Aspect: Is any element of an organization's activities, products and services that can interact with the environment.

Environmental Impact: Any change to the environment, whether positive or negative, wholly or partially resulting from an organization's activities, products or services.

Environmental Management Program (EMP): A program established, implemented and maintained by the organization for achieving its SEMS objectives and targets. EMP Plans include the means, time frames, resources and personnel responsible for achieving the objectives and targets.



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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Environmental Management System (EMS): Processes and practices to reduce potential impact on the environment and to increase day-to-day operating efficiency.

Environmental Objective: Overall environmental goal, arising from the GSA Environmental Policy, that GSA sets itself to achieve and which is quantified, where practicable.

Environmental Target: Detailed performance goals pertaining to and supporting, a specific objective. Targets need to be set and met in order to achieve environmental objectives. Targets should be quantitative, realistic and linked to a source and measurable.

Metrics: A measurable system of parameters or methods of quantitatively assessing a process that requires periodic assessment.

SEMS Project Team: Refer to GSA System Procedures: *Roles & Responsibilities*.

Significant Environmental Aspect: A significant environmental aspect is one that may produce a significant environmental impact.

Sustainability: Conserving and managing existing resources in a more efficient manner. The ability to provide for the needs of the world's current population without damaging the ability of future generations to provide for themselves.

Sustainability & Environmental Management System (SEMS): The process of implementing an EMS and achieving Sustainability.

5.0 Procedure

5.1 Identify Business Activities, Products and Services

5.1.1 The SEMS Core Team along with Property and Building Managers identify and characterize relevant GSA Business Activities, Products and Services. Describe the activities at your facility or building.

- Consider the agencies mission, what is the 'facility' designed to do.
- Consider activities that support the mission.
- Consider actions that are both regulated and non-regulated.
- Consider past activities to assess the potential of past impact.

5.1.2 Document the findings and group the identified activities, products and services into the six core processes listed on Attachment A, the *GSA Business Activities, Products & Services List*:

- Business Operations
- Environmental Management / Compliance
- Maintaining Property
- Providing Building Space
- Special Uses
- Other or create additional categories if needed.



5.2 Identify and Assess Environmental Aspects

5.2.1 To identify the environmental aspects of a property or facility, the SEMS Core Team, questions GSA individuals, whom have knowledge about the Business Activities, Products and Services associated with that property or facility.

- Attachment B, the “*Environmental Aspects List*”, gives a listing of potential environmental aspects. [*Note: this is not meant to be a complete listing of aspects.*]
- Aspects can be:
 - direct or indirect, controlled or influenced;
 - normal and abnormal operating conditions, shut-down and start-up conditions, foreseeable emergency situations;
 - goods and services used by the organization and those pertaining to products and services that it provides;
 - design & development, – packaging & transportation,
 - past, present, or future activities, products and services, planned or new developments, or new or modified activities, products and services.
- Inputs and outputs (both intended and unintended):
 - fuels and energy usage, ○ emissions to air,
 - water usage, ○ releases to land and water,
 - chemical usage (e.g. custodial, lawn care), ○ waste and by-products,
 - use of raw materials and natural resources, ○ energy emitted (e.g. heat, odor, radiation, vibrations).
- Other possible considerations:
 - cultural heritage, ○ wildlife and biodiversity,
 - environmental performance and practices of contractors and suppliers.

5.2.2 Assess aspect for potential: asbestos, lead, radon, hazardous waste, hazardous materials, solid waste, wastewater, air emissions, drinking water, storage tanks, storm water, PCBs and subsurface contamination. [*Note: this is not meant to be a complete listing.*]

- Document the significance of each aspect on the *Significant*



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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Environmental Aspects Determination Form: Attachment C.

Environmental Program Managers and their teams address significant aspects. Examples of Programs include:

- Air Emissions
- Construction Waste
- Energy Usage
- Green Building Maintenance
- Property Acquisition & Site Development⁽¹⁾
- Site Remediation
- Storm Water
- Water Usage
- Waste Stream
- Contract Language Support Team [Administrative]

⁽¹⁾ Leadership in Energy and Environmental Design (LEED) and National Environmental Policy Act (NEPA)

GSA offices throughout Region 8 may contact the Environmental Program Managers for guidance or elect to become members of these teams.

5.2.3 The Environmental Aspects are evaluated to determine whether the Aspects are considered "Significant", based upon the following criteria:

- Is subject to relevant legislation, regulation, permit requirements, Executive Orders or other requirements.
- Contributes to the achievement of GSA Region 8 goals or the compliance with GSA Environmental Policy.
- Pertains to energy or water usage goals.
- Pertains to pollution prevention goals.
- Pertains to high environmental impact, due to one or more of the following criteria:
 - Toxicity (compositional characterization of materials and wastes)
 - Volumes and masses of releases
 - Consumption of resources
 - Frequency of episodes
 - Severity of actual or potential impacts.
- Takes into account the location of activities, cost and time to undertake the analysis, and the availability of reliable data.
- Information already developed for regulatory or other purposes may be used in this process.
- Other GSA Region 8 defined criteria, including stakeholder concerns.



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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- 5.2.4 GSA prioritizes the significant environmental aspects through a systematic approach to determine when to initiate and implement projects and programs that address and fulfill requirements set forth within the individual significant environmental aspects. Prioritization is based upon:
- Risk potential
 - Legal Requirements
 - Executive Orders

It is at the discretion of the GSA as to when to initiate and implement projects and programs to address and fulfill requirements set forth within the SEMS.

- 5.2.5 The SEMS Core Team reviews the GSA Region 8 Environmental Aspects at least annually and their significance. Aspects identified through an environmental review of projects and *GSA Business Activities, Products & Services List*, are incorporated into the lists of aspects.

GSA will ensure that the Significant Environmental Aspects are taken into account in establishing, implementing and maintaining its EMS.

5.3 Set Objectives and Targets, and Develop the Environmental Management Program (EMP) Plans

- 5.3.1 Program Teams establish and review short and long-term environmental objectives and targets annually on the *Environmental Management Program (EMP) Planning Forms: Attachment D*.

- 5.3.3 When establishing the objectives and targets, they need to be consistent with:
- GSA Environmental Policy,
 - GSA operational, mission and mission-related activities
 - Legal requirements, which includes Executive Orders and
 - Other significant environmental aspects.

Objectives and targets also need to consider:

- Exposure to potential liability
- Available technology options and infrastructure
- Pollution prevention opportunities
- Financial resources (e.g. cost, budgets, grants)
- Interests and views of stakeholders and other external interested parties
- Commitment to continual improvement.



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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- 5.3.4 Targets describe in detail how those objectives will be achieved. This includes the operations that will contribute to an objective and the dates by which the targets should be achieved.
- 5.3.5 The target metrics are to be specific with measurable goals proposed wherever practicable. Target metrics should have either qualitative or quantitative performance indicators to measure progress.
- 5.3.6 Performance indicators (metrics) will be tracked as part of the EMP Plans, to ensure that objectives and targets are attainable within specified time-frames. The global Project Management (gPM) or Express Project Management Plan (PMP) [Attachment E] can be used instead of the EMP Plan format [Attachment D]. EMP Plan will be used as a collective term.
- 5.3.7 EMP Plans identify the tasks, time-frames, resources required and personnel responsible, for achieving performance metrics as outlined with objectives and targets.
- 5.3.8 To implement new activities, projects or contracts by GSA, appropriate language is added to the contract and reference any and all appropriate standard Environmental Procedures (e.g. Operational Controls). If an EMP Plan is warranted, then a plan will be prepared.
- 5.3.9 The Program Teams periodically review performance against objectives and targets and report these findings at the Management Review.

6.0 Records Management

Retain records, consistent with the *Document Control and Records Management procedure*.

7.0 References

- *ISO 14001:2004, “Environmental management systems – Requirements with guidance for use”*
 - *subclause 4.3.1 and A.3.1 “Environmental Aspects”*
 - *subclause 4.3.3 and A.3.3 “Objectives, targets and programme(s)”*

8.0 Appendices

Attachment A: *GSA Business Activities, Products & Services List*

Attachment B: *Public Buildings Service Operational Activities & Environmental Aspects Analysis*



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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Attachment C: *Significant Environmental Aspects Determination Form*

Attachment D: *Environmental Management Program Planning Form*

Attachment E: *Express Project Management Plan (PMP) Form*

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05 Aspects, Targets & EMPPs "Month-Date Year".doc	RJM 07/02/2012

Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
09/02/2004	Original	GSA Central Office, GSA DFC, et.al.
11/15/2005	Intermediate from GSA Central Office	Revision not incorporated
06/15/2007	Update	Erik Petrovskis
09/13/2007	Update – Site Specific Information added	Robert Melvin, Sue Grant
01/29/2008	Update – Site Specific Information [response to audit]	Robert Melvin, Sue Grant
03/10/2008	03/06/2008 Review comments [Erik Petrovskis, Ph.D, P.E] added; re-evaluate impact from changes to System Procedures: "Environmental Procedures"	Robert Melvin
03/28/2008	Rewrite Section 5.2.4, remove "Programmatic Aspects" concept.	Robert Melvin
08/07/2009	Revise (1) EMP Planning Form (2) Operational Activities & Environmental Aspects Analysis Form [Raheem Cash]	Robert Melvin
03/29/2012	Action Team renamed Program Team. The global Project Management (gPM) or Express Project Management Plan (PMP) can be used instead of the EMP Plan format.	Robert Melvin
06/29/2012	Minor edits	Erik Petrovskis



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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Attachment A: GSA Business Activities, Products & Services List

Location: _____

Evaluator(s): _____ **Date:** _____

- ACTIVITY: FUNCTION**
- Providing Building Space:
- Property/Site Acquisition
 - Building Design
 - Sustainable Design
 - Landscape Design
 - Building Construction
 - Leasing
 - Tenant Moves
 - Building Demolition
 - Property Disposal

- Maintaining Property:
- Facility Operations and Maintenance
 - Facility Cleaning
 - Grounds Maintenance (O&M)
 - HVAC O&M
 - Painting
 - Pesticide &/or Herbicide Use
 - Drinking Water
 - Repair and Alterations
 - Utility Purchases
 - Steam/heat Generation & Distribution
 - Storage Tanks

- Business Operations:
- Purchasing
 - Commuting/Parking
 - Office Work
 - Business Travel

NPDES: National Pollutant Discharge Elimination System

- ACTIVITY: FUNCTION**
- Special Uses:
- Vehicle Maintenance Facilities
 - Health Clinics
 - Incinerators
 - Laboratories
 - Fitness Centers
 - Child Care Centers
 - Concessions
 - Firing Ranges
 - Domestic Water Plant
 - Waste Water Treatment Plant
 - Water Well Operations

- Environmental Management/Compliance:
- Hazardous Materials Management
 - Hazardous Waste Disposal
 - Investigation Derived Waste Disposal
 - NPDES (Stormwater) Permit Mgmt
 - PCB Management
 - Recycling
 - Site Remediation
 - Solid Waste Disposal

OTHER:



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS
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Attachment B: Public Buildings Service Operational Activities & Environmental Aspects Analysis

LOCATION: _____ DATE: _____
 PARTICIPANTS: _____

ASPECTS ACTIVITIES	Health & Safety				Environmental Quality						Natural & Cultural Resources			
	Noise Generation	Hazardous/Toxic Material Release	Indoor Air Emission	Water Intrusion	Air Emissions	Discharge to Waterways (Stormwater)	Discharge to Waterways (Wastewater)	Hazardous Waste Generation	Solid Waste Generation	Discharge to soil / groundwater	Energy Consumption	Water Consumption	Land Use / Site Disturbance	Habitat Destruction / Disturbance
Office Activities														
building construction														
building demolition														
building design & specifications														
business travel														
child care centers														
commuting / parking														
concessions														
drinking water														
facility cleaning														
facility operations and maintenance														
firing ranges														
fitness centers														
grounds maintenance (O&M)														
health clinics														
HVAC O&M														
incinerators														
investigation derived waste disposal														
laboratories														
landscape design														
leasing														
office work														
painting														
property / site acquisition														
property disposal														
purchasing														
repair and alterations														
site remediation														
storage tanks														
stormwater permit management														
tenant moves														
utility purchases														
vehicle maintenance facilities														
water well operations														

NOTES: _____



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

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Attachment C: Example of Environmental Aspects Associated with Activities, Products, and Services

Activity, Product, or Service	Environmental Aspect
Office work	Electricity consumption
	Water consumption
	Waste water generation
	Use of ozone depleting substances in air cooling units
	Solid waste generation
	Heavy metals in computers
Cleaning offices	Hazardous material usage
	Electricity consumption
	Solid waste generation
	Water consumption
	Waste water generation
Cafeteria food service	Electricity consumption
	Water consumption
	Waste water generation
	Use of ammonia in refrigeration equipment
Visitor services	Gasoline consumption
	Electricity consumption
	Solid waste generation
	Water consumption
	Waste water generation
Vehicle maintenance	Hazardous waste generation
	Gasoline consumption
	Noise generation
	Electricity consumption
	Solid waste generation
	Water consumption
	Waste water generation
	Release of volatiles
Playing field upkeep (golf course, softball field, parade ground)	Water consumption
	Waste water generation
	Pesticide usage
	Gasoline consumption
	Grass clipping generation

Source: 2002 Office of the Federal Environmental Executive (OFEE)



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS
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Attachment D: Environmental Management Program Planning Form

Significant Environmental Aspect:					
Program Lead		Revised By			
		Revision Date			
Program Description					
Legal and other requirements					
Reference Documents (used with this program)		Location and/or Responsible Party			
Objectives, Targets and Strategies					
Objective(s)					
Targets to facilitate the accomplishment of Objective(s)	Strategies to meet the Target / Progress Indicators			Proposed Completion Date	
<i>Insert rows as needed</i>					
1					
2					
Tasks driven by each Strategy	Person Responsible	Needed Resources	Date completed / comments (1)	Record generated	
<i>Insert rows as needed</i>					
1					
2					
Environmental Procedures (ISO 14001: Operational Controls)					
Title or Activity Addressed	Person Responsible	Forms Used	Monitoring & Measuring (control maintenance)	Record(s) Generated	Action(s) if Procedure Fails
Tracked Accomplishments for each target (reference target numbers)			Performance Metric	Completion Date	



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT
PROGRAM PLANS
Region 8 Sustainability & Environmental Management System

Tracked Accomplishments for each target (reference target numbers)	Performance Metric	Completion Date

Competence of Persons Responsible for Targets, Tasks or Controls	
Title	Basis for Competence

Form Rev. Date: 04/28/2008

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GSA R8 SEMS EMP Planning Form



Attachment E: Express Project Management Plan (PMP) Form

	GSA Public Buildings Service www.gsa.gov
<h2 style="margin: 0;">Express Project Management Plan (PMP)</h2>	
	Start Date

<i>Project Name</i>	
<i>Customer</i>	
<i>Project Manager</i>	
<i>Project Sponsor</i>	
<i>Date of Last Update</i>	

Purpose: To guide both project execution and control. It is the compilation of the results of all the other planning processes into a consistent, complete document. The plan identifies project objectives, risks, opportunities, and devises strategies to successfully execute the project. The plan also assesses the project team’s ability to meet the project’s goals and objectives during the project lifecycle.

1 | Background and Scope

A	History (if applicable)
B	Scope
	<ul style="list-style-type: none"> ▪ Document the beginnings of the project, any previous or associated projects (such as design, previous lease, previous version of software program, etc.), as well as the project’s current status at the time of project management plan (PMP) development.
C	Objectives
	<ul style="list-style-type: none"> ▪ List the overall goal(s) of the project in no more than a sentence or two. This is your one-line description of the objective.
D	GSA Performance Measures Affected by this Project (if applicable)



ENVIRONMENTAL ASPECTS, OBJECTIVES & TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAM PLANS

Region 8 Sustainability & Environmental Management System

- This section can be as detailed as required by the complexity of your project

Event	Estimated Start	Estimated Finish

3 | Budget

A | Funding Sources

- Describe all sources and quantities of funding, as well as their status.

B | Approvals

4 | Communications

How often will team communicate? Method of communications (meetings, writing, email, etc.)

5 | Closeout Deliverables

- Any project specific deliverables that need to be completed and either kept on file or delivered should be listed here.

6 | Lessons Learned

- Capture any lessons learned during project execution here. Update as necessary and upon completion of project.

7 | Concurrences (Project Manager, Sponsor, Asst. Commissioner, etc.)