

**DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE MANUAL**

**TRANSMITTAL SHEET**

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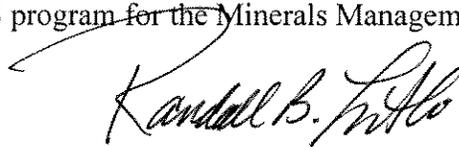
Release No. 300

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SUBJECT: Administrative  
Part 515 Environmental Management  
Chapter 4 Environmental Management Systems

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes the policy and prescribes procedures for a systematic approach for developing and implementing the EMS program for the Minerals Management Service.

  
Director

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FILING INSTRUCTIONS:

REMOVE:

Part   Chapter   Pages   Release

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Part   Chapter   Pages   Release  
515   4   4   300

OPR: Administration and Budget  
Date: March 10, 2008

Minerals Management Service  
Minerals Management Service Manual

**Effective Date:** March 10, 2008

**Release Number:** 300

**Series:** Administrative

**Part:** 515 - Environmental Management

**Chapter:** 4 - Environmental Management System (EMS)

**Originating Office:** Administration and Budget

**1. Purpose.**

This chapter establishes the policy and prescribes procedures for a systematic approach for developing and implementing the MMS's EMS program.

**2. Objectives.**

This manual provides a framework for MMS to manage the impact of its activities, products and services on the environment. This manual addresses MMS's environmental issues that are primarily in the administrative, decision-making, and/or business infrastructure actions.

**3. Authority.**

A. 515 DM 4 – Department of Interior Environmental Management Systems Departmental Manual

B. Executive Order (EO) 13423 – “Strengthening Federal Environmental, Energy, and Transportation Management (March 29, 2007)”

**1. Scope**

The MMS EMS is designed to promote energy efficiency and environmental awareness throughout the Bureau. This policy document provides authority for the EMS team to measure and track only bureau owned property/resources and bureau based energy initiatives. The EMS team can advocate for environmentally friendly practices to be used by customers, contractors and employees.

**5. Policy**

A. MMS facilities are located in GSA assigned space and MMS does not have any facilities to which E.O. 13423 requirement applies. However, MMS is an organization that conducts activities that could have an environmental impact, either directly or indirectly, individually or cumulatively, due to the operations, processes, and/or functions.

B. Bureau personnel will be trained on the goals and responsibilities of a successful EMS.

C. The MMS fully endorses the use of the EMS consistent with the provisions of E.O. 13423 in:

(1) energy conservation, *ENERGY EFFICIENCY: Reduce energy intensity by 3 % annually through 2015 or by 30% by 2015*

(2) green purchasing, *POLLUTION PREVENTION: Reduce use of chemicals and toxic materials and purchase lower risk chemicals and toxic materials from top priority list. PROCUREMENT: Expand purchases of environmentally-sound goods and services, including biobased products.*

(3) recycling (to include electronics). *ELECTRONICS MANAGEMENT: Annually, 95% of electronic products purchased must meet Electronic Product Environmental Assessment Tool standards where applicable; enable Energy Star® features on 100% of computers and monitors; and reuse, donate, sell, or recycle 100% of electronic products using environmentally sound management practices.*

(4) vehicles (*Increase purchase of alternative fuel, hybrid, and plug-in hybrid electric vehicles when commercially available. PETROLEUM CONSERVATION: Reduce petroleum consumption in fleet vehicles by 2% annually through 2015. ALTERNATIVE FUEL USE: Increase alternative fuel consumption at least 10% annually.*)

D. A baseline will be established, and determination made as to applicability of the baseline to ensure proper measurement of 5C. The measure will be evaluated against the size and scope of MMS in the future, and adjusted based on the potential growth of the bureau.

E. Audit procedure will be developed to be used at all appropriate levels where an implementation plan exists for the bureau EMS. The audit plan will identify qualifications for auditors, schedules, scope, and reporting.

## **6. Responsibilities**

Provided in this section is a general description of assigned roles and responsibilities.

### **A. Office of the Director:**

Defines the MMS environmental policy. The Director will:

(1) Provide the necessary resources (human resources, including specialized skills; technology resources; and financial resources) for the operation of the EMS;

(2) Ensure that EMS awareness and implementation occurs in all MMS offices.

### **B. Administration and Budget**

(1) Provide the necessary resources (human resources, including specialized skills; technology resources; and financial resources) for the operation of the EMS;

(2) Appoint the EMS Management Representative (MR) who will have overall responsibility and authority to implement and manage the day-to-day operation of the MMS EMS

Irrespective of other responsibilities, the EMSMR's responsibilities include the following, with the requisite authority to accomplish them:

(a) Establish a bureau-wide EMS team to develop and implement EMS plans in all bureau offices.

(b) Ensure the EMS is established, implemented and maintained in accordance with EO 13423.

(c) Conduct periodic EMS management reviews to ensure its effectiveness and appropriateness to the MMS mission and processes.

(d) Report periodically to the Office of the Director on the performance of the EMS.

(2) Participate in the periodic MMS EMS management review

(3) Upon the formation of bureau and regional implementation teams, will supply member(s) to group.

(4) Ensure all employees complete required annual training.

### C. Directorates of Minerals Revenue Management, Offshore Minerals Management, and Policy Management Improvement

(1) Implement the MMS's EMS within their Office, providing the needed management support and resources to do so.

(2) Assist the EMSMR in implementing and managing the day-to-day operation of the EMS.

(3) Participate in the periodic MMS EMS management review

(4) Upon the formation of bureau and regional implementation teams, will supply member(s) to group.

(5) Ensure all employees complete required annual training.

### D. EMS Team

(1) Define parameters of bureau EMS, according to Departmental Manual 515.4.

a. identify appropriate facilities,

- b. define qualified independent auditors,
  - c. determine internal audit schedule, and,
  - d. organize and present audit findings to bureau senior leadership.
- (2) Conduct annual analysis of Bureau activities, and identify aspects and impacts.
- (3) Define baseline measurements to accurately measure progress made in requirements for EO 13432.
- (4) Develop all required and relevant EMS documents, plans and procedures for Bureau publication and submittal.
- (5) Ensure that personnel (including contractors) who are responsible for, or who affect environmental aspects and impacts, receive the appropriate level of EMS training, as well as any necessary refresher training on the goals of EO 13423.

## **7. Procedures**

A. The MMS Implementation Plan provides MMS personnel a tool for implementing the EMS. This plan provides the information needed to implement an organizational EMS, while allowing the flexibility to address differing requirements.

B. The MMS EMS Handbook provides a continuous cycle of planning, implementing, reviewing, and improving the actions that MMS takes to meet its environmental obligations.

C. The EMS team will present MMS goals and results annually to the MMS Executive Council.

## **8. Reporting Requirements**

The EMSMR will conduct a comprehensive review and complete the annual EMS report in accordance with the requirements of Executive Order 13423, sec. 3(g): provide reports on agency implementation of this order to the Chairman of the Council on such schedule and in such format as the Chairman of the Council may require.