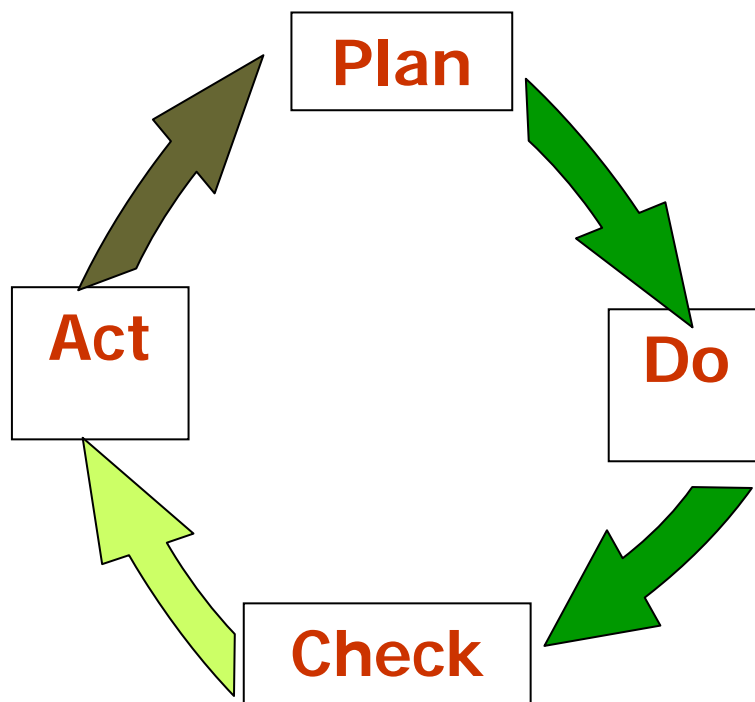


# GREEN MOUNTAIN AND FINGER LAKES NATIONAL FORESTS



2008  
Environmental Management  
System (EMS) Action Plan



## INTRODUCTION

An environmental management system (EMS) has been described as a continual cycle of planning, implementing, reviewing, and improving the processes and actions that an organization undertakes to meet its business and environmental goals. More than 35,000 Forest Service employees, contractors, permittees, and volunteers work to conserve the land while producing goods and services. The Agency's daily work is to maintain and improve environmental conditions and reduce impacts of activities on the environment. EMS is an adaptive management tool to help us identify and meet our environmental objectives systematically and measurably.

Executive Order (EO) 13423 (2007) requires government agencies to use an EMS to manage environmental aspects of their operations and activities.

The objective of the Green Mountain and Finger Lakes National Forests' EMS Action Plan is to give direction to all units in initiating an environmental management system on the Forests.

Approved:

/S/ Kristi Ponozzo for Meg Mitchell

Meg Mitchell, Forest Supervisor

18 November, 2008

Date

## **2008 SIGNIFICANT ASPECT – FLEET MANAGEMENT**

Environmental aspects are the activities we do that interact with the environment, particularly those actions that potentially have adverse environmental effects. Environmental impacts are considered to be an activity-impact pair, such as fuel consumption and greenhouse gas emission or road construction and stream sedimentation. In the EMS, significant environmental aspects are the highest priority opportunities for reducing the adverse impacts of activities on the environment.

For 2008, we have the data, procedures, and resources required to implement the fleet management significant aspect. Therefore, the focus will be on EO 13423 direction to reduce petroleum fuel consumption and increase the proportion of non-petroleum fuel consumption.

The objectives and targets of the fleet management significant aspect are:

- ◆ Reduce the fleet's total consumption of petroleum products by 2 percent annually through 2015;
- ◆ Increase the total non-petroleum-based fuel consumption by 10 percent annually;
- ◆ Use plug-in-hybrid (PIH) vehicles where feasible.

## 2008 EMS ACTION PLAN

### General

Action	Responsibility	Due Date
Appoint EMS Representative	Line	<b>Completed</b> March 28, 2008
Understand and facilitate implementation of 2008 EMS as described in Unit Representatives Instructions posted on USDA portal	Unit Representatives	On-going
Develop and coordinate implementation of unit EMS Action Plan <ul style="list-style-type: none"> <li>○ Describe specific tasks needed to implement operational controls to achieve national targets/objectives</li> </ul> Nominate individuals and timelines to accomplish	Unit Representatives/ Fleet Manager/Line	Aug. 29, 2008
Adopt EMS Action Plan	Line	November, 2008
Make resources available and develop timelines to implement and support this plan.	Line	On-going
Ensure training opportunities are made available to all unit employees as described in this plan	Line/Staff	<b>Completed</b>
Close Finding Notices	Line/Staff	On-going
Review programs to support EMS objectives and targets and then ensure unit develops and implements, to the extent possible, all appropriate operational controls	Line	Sep. 30, 2008
Identify resources and set timeframes for addressing outstanding findings in corrective action plans identified during environmental compliance reviews/audits	Line	Sep. 30, 2008
Conduct a unit EMS management review	Line	Nov. 21, 2008

## TRAINING AND AWARENESS

Action	Responsibility	Due Date
<p><b><u>All Training</u></b></p> <p><b>Develop Training Plan that includes training prescribed in Fleet Management Implementation Plan for</b></p> <ul style="list-style-type: none"> <li>○ <b>Line, Fleet Managers</b></li> <li>○ <b>All permanent employees</b></li> <li>○ <b>Seasonal/temporary employees, volunteers</b></li> <li>○ <b>Contractors, Permittees, Partners</b></li> </ul> <p>Inform all unit employees of the need to attend a training session or review information on AgLearn and Forest web site by August 31.</p> <p>Document attendance at all training sessions and forward list of attendees to EMS representative to be included in training log maintained.</p> <p>Post all training materials Forest web site for those employees who cannot attend training. Employee will certify that they reviewed material by notifying their supervisor and/or the unit representative.</p> <p><b>Maintain records of training accomplishments, and evaluate effectiveness of training for management reviews</b></p> <p>Evaluate effectiveness of training by observing and spot checking to see if operational controls are being followed, reviewing applicable records, and periodically asking unit employees questions about EMS. Will summarize results for management review.</p> <p><b>Include EMS on agenda of routine meetings</b></p> <p>During other scheduled meetings, when appropriate and possible reinforce operational controls and other EMS principles and requirements.</p> <p>Solicit ideas from employees on additional ways or refinements of current practices that could help unit meet targets and objectives during meetings, through letters, finding notices and/or other means. As new procedures/processes are developed share through emails, staff/family meetings, memos, webpage, etc. and with other unit EMS representatives.</p>		
	Line/Unit Representatives	Aug. 29, 2008 <b>Completed</b>
	Line	Aug. 8, 2008 <b>Completed</b>
	Line/Unit Representatives	Training Log created 8/19/08 On-going
	Supervisors	On-going
	Unit Representatives	On-going
	Line	On-going
	Line/ Unit Representatives	On-going
<p><b><u>Permanent Employees</u></b></p> <p><b>Provide training opportunities by scheduling presentations and making materials available through AgLearn. Materials and topics covered will include</b></p> <ul style="list-style-type: none"> <li>○ <b>EMS 101 power point</b></li> <li>○ "wallet cards"</li> <li>○ Website where policy is posted</li> </ul>		
	Unit Representatives	Aug. 31, 2008 <b>Completed</b>



Action	Responsibility	Due Date
Paper” when finalizing any instrument allowing another party to work on behalf of the Forest Service.	All	On-going
For existing working arrangements, provide a copy of “Awareness Briefing Paper” to individuals during inspections, meetings, or by mail.	All	Sep. 30, 2008 <b>Completed</b>
In addition, if party will be using Forest Service vehicles or equipment, provide instructions and review any applicable operational controls within 60 days of beginning use. Appropriate project/program managers or administrators will forward a record of any training related to operational controls in addition to the information in the Awareness Briefing Paper to the EMS Unit Representative.	All	On-going

## EMERGENCY RESPONSE PLAN

Action	Responsibility	Due Date
<p><b>Coordinate the development of emergency response procedures for fire and spill of hazardous materials as outlined in unit emergency response plans with Forest Safety Officer.</b></p> <p><b>Coordinate training of employees and others in emergency response procedures for fire and spill of hazardous materials as outlined in unit emergency response plans.</b></p> <p>As part of “EMS 101” presentations, review information in the unit “Emergency Response Plan” concerning what actions to take if employees observe a fire or hazmat spill.</p>	Unit Representatives	Aug. 31, 2008
Post information on Forest web site or server for those individuals who cannot attend an EMS 101 presentation	Unit Representatives	Aug. 31, 2008 <b>Completed</b>
Share emergency response information during periodic staff/family/safety/other meetings.	Line/Staff	On-going
<p><b>Practice periodically and document results</b></p> <p>Practice/check on effectiveness of response plan by periodically asking random employees/other what they would do if they observed a fire or hazmat spill.</p>	Line/Staff	On-going
<p><b>Summarize any incidents, training, effectiveness of plan/procedures/training, and provide suggestions for improvement during management review.</b></p> <p>Obtain a summary of incidents related to fire and hazmat spills and present results at annual management review.</p>	Unit Representatives	Nov. 21, 2008

## OPERATIONAL CONTROLS – PRACTICES/PROCEDURES

Action	Responsibility	Due Date
<p><b><u>General</u></b></p> <p><b>Describe specific tasks needed to implement operational controls to achieve national targets and objectives for fleet management. Identify responsible individuals and timelines.</b></p>		
Maintain a record of fuel-saving practices used by unit such as video conferences attended that reduced travel. Forward on to Regional EMS Representative(s).	Line	Sep. 30, 2008
Each team develops a policy on video/telephone conferencing for team meetings.	All/Unit Representatives	On-going
Discuss unit's experience with applying operational controls and identify opportunities for improvement.	Mission Group/Team leaders	Sep. 30, 2008
	Line/Unit Representatives	On-going
<p><b>Coordinate the implementation of Fleet Management Implementation Plan (8)</b></p>		
Coordinate with unit fleet manager and other individuals as assigned to develop procedures/process and implement operational controls, to the extent possible.	Unit Representatives	<b>Completed</b>
As operational controls are put in place, will work with appropriate staff to periodically monitor controls by reviewing available records, observing unit practices, and discussing effectiveness with individuals/groups, as appropriate.	Line	On-going
Solicit ideas for improving or adding additional operational controls from employees/others during training sessions, meetings/discussions, and through Finding Notices.	Line	On-going
<p><b><u>Acquisition of Vehicles</u></b></p> <p><b>All light duty vehicles purchased or commercially leased for use in Metropolitan Statistical Areas (MSAs), as well as 75% or GSA-lease vehicles for use in MSAs, must be E85 flexible fuel vehicles. A MSA is defined as within a 5-mile radius or 15-minute drive of an E85 fueling station. At least 75% of light-duty vehicle acquisitions in MSAs with population of 250,000 or more will be Alternative Fuel Vehicles.</b></p>		
All unit offices are outside of MSAs with populations of 250,000 or more, however, unit will purchase E85 flex-fuel vehicles, if available at same or less cost than conventional counterpart vehicles. A MSA is defined as within a 5-mile radius or 15-minute drive of an E85 fueling station.	Line/Fleet Manager	On-going
<b>Ensure all FS fleet acquisitions and inventories comply with Forest Service Vehicle Allocation Methodology, when available.</b>	Line/Fleet Manager	<b>Completed</b>
Conduct fleet utilization study to identify "right-size" fleet	Line/Fleet Manager	On-going

Action	Responsibility	Due Date
<p>composition for unit – this objective is tied to the VAN.</p> <p><b>Follow direction concerning fuel efficiency found in FSM 7130 and FSH 7109.19 when acquiring, renting, or leasing fleet vehicles.</b></p> <p><b>Prepare Statement of Conformance to accompany annual equipment acquisition plans, and send completed statement to Regional Fleet Manager.</b></p> <p><b>Identify exempt vehicles and equipment in EMIS not covered by EO 13423. Update as new vehicles and equipment are placed in service; and identify and correct errors in engine type, Note: Exempt vehicles include law enforcement and dedicated fire equipment.</b></p> <p>Acquire vehicles, when appropriate, that meet identified fleet composition goal.</p> <p>Ensure information in EMIS is accurate and updated.</p> <p>Evaluate conformance with these requirements and provide summary during management review. Include copy of Statement of Conformance in management review.</p>	<p>Line/Fleet Manager</p> <p>Fleet Manager</p> <p>Line/Fleet Manager</p> <p>Fleet Manager</p> <p>Fleet Manager</p>	<p>On-going</p> <p>annually by December 31</p> <p>On-going</p> <p>Quarterly</p> <p>Oct. 31, 2008</p>
<p><b><u>Operation and Use</u></b></p> <p><b>Help employees to choose the most fuel-efficient vehicle available that meets the program of work requirements without jeopardizing safety.</b></p> <p>Post fuel rating for each vehicle beside all vehicle sign-out boards.</p> <p>When renting vehicles, instruct users to rent the most fuel efficient vehicle available that meets the program of work requirements without jeopardizing safety.</p> <p>Instruct vehicle renters to decline optional “upgrades” to less fuel efficient vehicles even when cost is the same for more fuel efficient vehicle.</p> <p><b>Provide information to all vehicle operators on how to operate vehicles using fuel economy practices, and alternative fuels when available.</b></p> <p>Have employees who use Forest Service vehicles, review Eco-Driving and applicable portions of Driver-Operator Guide (EM 7130-2).</p> <p>Include periodic refreshers during meetings, one-on-one discussions, memos, etc.</p>	<p>Fleet Manager</p> <p>Fleet Manager</p> <p>Line</p> <p>Line</p> <p>Fleet Manager</p> <p>Supervisors</p> <p>Line</p>	<p>On-going</p> <p>Sep. 30, 2008 <b>Completed at SO</b></p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

Action	Responsibility	Due Date
<b>Develop tools/procedures to encourage carpooling for work-related travel.</b>	All	On-going
Provide a "white board" at all offices for individuals to record when and where they plan to travel.	Fleet Manager	Sep. 30, 2008
During staff meetings, identify opportunities for carpooling	All	On-going
Adjust schedules, when practicable to facilitate carpooling.	All	On-going
<b>Facilitate the use alternative methods of completing work that do not involve using a vehicle such as video conferencing, conference calls, and telecommuting.</b>	Line	On-going
Train employees on use of video conferencing facilities to allow them to become more familiar and comfortable with using them. Post clear instructions for users on equipment.	Line	Sep. 30, 2008 <b>Completed</b>
Acquire additional video conferencing capabilities when possible.	Line	On-going <b>Completed for 4 offices</b>
Nominate an individual to become the "expert" on using video equipment, in order to assist and train others	Line	Sep. 30, 2008 <b>Completed</b>
Ensure all employees have access to conference call numbers.	Line	Sep. 30, 2008
Identify other ways to conduct remote meetings using the computer to share information simultaneously; then let employees know of availability and how to use.	Line	Sep. 30, 2008
Develop a telecommuting policy for our unit.	Line	<b>Completed – have forest-wide policy</b>
Assist and train employees with establishing and using remote connections.	Line	Sep. 30, 2008
<b>Assist employees with understanding how to properly use credit cards, to ensure accurate reporting of fuel consumption, fuel type, and mileage. (28, 29)</b>	Fleet Manager	On-going
Post instructions for credit card use in all vehicles using Velcro so instructions can be taken where information is entered and returned to vehicle	Fleet Manager	Sep. 30, 2008
Provide a way to record mileage in the vehicle and take it to where it is entered, e.g., "post-it" notes and pen in all vehicles	Fleet Manager	Sep. 30, 2008
<b>Identify and correct errors in reporting of fuel in EMIS annually.</b>	Fleet Manager	Annually by Dec. 31, 2008
<b>Ensure reductions in fuel consumption in government-owned and leased vehicles are not met by expanding the</b>	Line	On-going

Action	Responsibility	Due Date
<p><b>use of privately owned vehicles.</b> Develop a policy on the use of privately owned vehicles; supervisors will monitor for compliance.</p> <p><b>Ensure fuel measurement devices on bulk fuel tanks are properly calibrated 4.5.1.</b> <b>Instruct vehicle users on proper use of bulk fuel tank logs, FS 6400-11.</b> <b>Collect completed forms monthly and provide total fuel use for non-exempt vehicles quarterly to Regional Fleet Manager.</b></p> <p>Post instructions for filling out Bulk Fuel Log, Form FS 6400-11 where users will dispense fuel.</p> <p><b>Send quarterly bulk fuel tank and card lock purchases to Regional Fleet Manager on spreadsheet. Summarize by number of gallons of gasoline, diesel, biodiesel, E85, or other alternative fuels.</b></p> <p><b>Provide fuel consumption amounts from credit card, bulk fuel, and card lock reports for management review.</b></p>	<p>Line</p> <p><b>Not Applicable – GMFLNF has no bulk tanks</b></p>	<p>Sep. 30, 2008</p>
<p><b><u>Maintenance</u></b></p> <p><b>Assist all vehicle users with understanding and performing all required vehicle maintenance</b></p> <p><b>Assist vehicle users with their responsibilities and the proper use of FS 7100-9, Drivers Safety and Preventive Maintenance Form.</b></p> <p>Unit fleet managers review all preventative maintenance forms for deficiencies. Fleet users checks air filters and tire pressure monthly in PM checks.</p> <p><b>Provide line officers with evidence that all vehicles owned or leased by the unit pass federally mandated emission standards in the jurisdictions in which they operate when required by the State.</b></p> <p><b>Provide summaries of fleet maintenance records for management review.</b></p>	<p>Fleet Manager</p> <p>Fleet Manager</p> <p>Fleet Manager and Users</p> <p>Fleet Manager</p> <p>Fleet Manager</p>	<p>On-going</p> <p>On-going</p> <p>Monthly</p> <p>On-going</p> <p>October 31, 2008</p>
<p><b><u>Records</u></b></p> <p><b>Maintain, protect, archive and dispose of unit records related to fleet management operation controls.</b></p> <p>Follow existing procedures for fleet-related records including the use of EMIS, credit card transactions, bulk fuel logs, etc.</p>	<p>Fleet Manager</p>	<p>On-going</p>

## FINDING NOTICES

Action	Responsibility	Due Date
<p><b>Assist with submitting and processing</b></p> <p>Review the use and purpose of finding notices during EMS 101 training.</p>	Unit Representatives	Aug. 31, 2008 <b>Completed</b>
<p><b>Track and keep a copy of all finding notices</b></p> <p>Develop electronic log to track all finding notices including status of any follow-up actions and timeframes for evaluating effectiveness/progress.</p>	Unit Representatives	Sep. 30, 2008 <b>Completed</b>
<p><b>Nominate appropriate individuals to review and take action on Finding Notices</b></p> <p>Obtain a copy of all finding notices and work with Forest leadership to assign appropriate individuals to take necessary actions.</p>	Line/ Unit Representatives/ Green Team	On-going
<p><b>If notice results in any follow-up action, determine how and when to evaluate effectiveness/progress of action</b></p> <p><b>Evaluate finding notice records and assess how well unit is implementing EMS Instructions</b></p> <p>At least once a month, check on the status of finding notices to ensure they are being processed in a timely manner. If not, determine bottleneck and take appropriate actions to ensure they are being addressed.</p>	Unit Representatives/ Green Team	On-going
<p><b>Summarize finding notices received, actions taken in response, and effectiveness during management review</b></p>	Unit Representatives	Oct. 31, 2008 <b>Completed</b>

## EVALUATION OF COMPLIANCE

Action	Responsibility	Due Date
<p><b>Coordinate performance of annual internal reviews to help identify pollution prevention opportunities, and to verify employees understand the environmental aspects of their jobs.</b></p> <p>With assistance of engineering, ensure all unit facilities complete the annual environmental compliance “Guidelines and Checklists” as required by letter dated May 29 from Regional Forester.</p> <p>Encourage units to correct all findings, if possible before forwarding signed copy of checklist to Forest Engineer. This will bring us into compliance and also minimize the number of findings that we will have to track in a corrective action plan.</p> <p>Forest engineer will review all completed checklists to look for potential instances of non-compliance and follow-up as required. Facilities engineer will also spot check for compliance when performing other duties.</p>	<p>Line Forest Engineer</p>	<p>October 1, 2008 <b>Completed</b></p>
<p><b>Mitigate “major” (FSM 1480.5) findings as expeditiously as possible and address other findings in a Corrective Action Plan.</b></p> <p>If “major” findings are discovered Forest Engineer will work to mitigate the situation as quickly as possible, and notify the Regional Environmental Engineer.</p> <p>Unit will complete annual “Summary” forms which include Corrective Action Plans and forward to Regional Office by October. At the same time, review and update corrective action plans from pervious compliance reviews.</p>	<p>Line Forest Engineer</p>	<p>October 1, 2008</p>
<p><b>Provide training to employees on job-related environmental compliance impacts and controls that are necessary to manage those impacts.</b></p> <p>Line officers will periodically review previous year’s checklists, as needed. The checklists are designed to provide a simple explanation (training and internal check) of what a person needs to do to be in compliance and control impacts. They may use the checklists to assist new and existing employees who handle regulated materials or perform regulated procedures to understand what they need to do to stay in compliance.</p> <p>Line officers will review various compliance issues, when possible, as part of other regular meetings. When new work is assigned to an employee, supervisors will provide and/or review applicable checklists to ensure related environmental impacts are controlled.</p>	<p>Line</p>	<p>On-going</p>

Action	Responsibility	Due Date
<p><b>Provide summary of environmental compliance findings and responses for consideration of organizational or operational changes that may need to be made to improve environmental performance for management review.</b></p> <p>Forest engineer will provide a copy of the "Unit Summary" and status of Corrective Action Plan(s) for management review by October 1</p>	<p>Line Forest Engineer</p>	<p>October 1, 2008</p>
<p><b>Report on progress and status of corrective action plans during management review</b></p>	<p>Unit Representatives</p>	<p>October 31, 2008</p>

### DOCUMENTATION

Action	Responsibility	Due Date
<p><b>Maintain an inventory of EMS records created on their unit including location and retention times</b></p> <p><b>Use file code 1330 for documents dealing with EMS</b></p> <p>All controlled unit EMS records will be dated and filed at _____. Follow retention times in Table 4.4.5 of EMS Technical Guide (posted on USDA portal).</p>	<p>Line</p>	<p>Sep. 30, 2008 <i>Completed</i></p>

### COMMUNICATION

Action	Responsibility	Due Date
<p><b>Communicate policy to all employees on unit and to others working on behalf of the unit and let them know that policy is available on Forest Service website</b> <a href="http://www.fs.fed.us/ems/">http://www.fs.fed.us/ems/</a></p>	<p>Line</p>	<p>On-going</p>
<p><b>Document relevant external communications related to the EMS</b></p> <p>Develop a procedure to identify and file all external correspondence concerning EMS in a manner so that it can be easily retrieved.</p> <p>Use file code 1330 for any correspondence related to EMS.</p> <p>Designate a shared electronic file location where all pertinent information related to the EMS can be filed. Request employees to forward any emails or written summaries of conversations from external parties concerning EMS with</p>	<p>Line</p>	<p>Sep. 30, 2008</p>

<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
consequential content to the EMS Representatives and file in designated location.		
<b>Periodically compile the external communications relevant to the EMS and environmental performance and summarize for the EMS management review</b>	Unit Representatives	October 31, 2008
<b>Routinely discuss the EMS at regular gatherings, such as family meetings, staff meetings, functional workshops, meetings with contractors, and meetings involving the public</b>	All	On-going
<b>Incentives and awards</b>  Identify and recommend individual(s) for incentives or awards to supervisors who make significant contributions towards implementing this EMS and achieving targets and objectives.	All	On-going
<b>Participate in conference calls with other unit EMS representatives to share ideas and gather information.</b>	Unit Representatives	On-going

## MANAGEMENT REVIEW

<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
<b>Schedule a unit EMS Management Review before October 31</b>	Line	<b>Completed</b>
<b>Provide summary information related to all the requirements and actions in this plan to leadership along with any suggested recommendations for improvement. Include results of fleet management reviews, quarterly analyses of fuel usage, including trends and recommended adjustments where necessary to meet targets</b>	Unit Representatives	Oct. 1, 2008 <b>Completed</b>
<b>Forward suggestions that are beyond the unit's control to the RO</b>	Unit Representatives	November 21, 2008
<b>Follow-up, monitor, and report progress on identified actions</b>	Line/Unit Representatives	On-going
<b>Document decisions made</b>	Line	November 21, 2008
<b>File meeting minutes as an EMS record and communicate to employees and others.</b> Post on Forest web site and let employees know it is there. Leadership will summarize key points during regular meetings, through mail, or other means as appropriate for all employees.	Line	November 21, 2008
<b>Forward review findings and recommendations to the RO using "Management Review Template Agenda" (posted on USDA portal)</b>	Unit Representatives /Line	November 21, 2008
<b>Update action plan</b>	Unit Representatives /Line	On-going

## EMS CONFORMANCE AUDIT

Action	Responsibility	Due Date
<p><b>Maintain records or provide other evidence to demonstrate conformance with this plan.</b></p> <p><b>Follow guidance, as it becomes available, related to auditing requirements.</b></p> <p><b>If selected for an EMS audit by the WO, work with audit team to make resources available. The WO is currently planning to perform audits during October.</b></p>	Line	Sep. 30, 2008

### *Environmental Management System Contacts*

**Unit Representative:**

Melissa Reichert      (802) 747-6754

**Forest Fleet Manager:**

Greg Schutt              (802) 747-67

**RO EMS Contact:**

Donna Kim                (414) 297-3613