

EPA Boston Office Environmental Management Program

<b>1. PROGRAM NAME:</b> Electronic Stewardship	
<b>2. Significant Environmental Aspect:</b> Use of Energy	
<b>3. Document Control Code:</b>	EMP6-V2-2012
<b>4. Date:</b>	10/1/2011
<b>5. Program Lead(s):</b>	Ed Woo
<b>6. Revision History</b> (This section lists versions with significant changes to this record, with the most recent version at the top.) EMP Number: EMP6 <b>Effective Date:</b> 10/1/2011	
<b>Revisions</b> Date Revised: 09/26/2011 No Revision required	
<b>7. Objectives and Targets:</b>	
<b>Objectives:</b>	<b>Progress Indicators:</b>
Promote electronic stewardship through purchase of EPEAT Products	Percentage of products purchased that meet EPEAT requirements
<ul style="list-style-type: none"> <li>Environmental: Increased use of energy</li> <li>Organizational: Would not meet goal of leading by example</li> </ul>	

**9. Reasons(s) for Significance:**

- Identified as a significant aspect in environmental aspect and impact analysis
- To maintain compliance with legal and other requirements, e.g., EPA Guidance and Executive Orders
- Reducing adverse impacts to human health and environment is main focus of EPA's mission

**10. Legal and Other Requirements (applicable to aspects/activities):**

Executive Order 13423 "Strengthening Federal Environmental, Energy and Transportation Management"

**11. Operational Controls (OCs):**

a. Activities that give rise to the aspect	b. Operational Controls	c. Persons responsible/resources for controls	d. Monitoring & Measurement of controls	e. Records generated by controls	f. Actions to be taken if controls fail
Use of Energy	Purchase EPEAT registered products	Computing Technology Manager	Computing Technology staff	Purchase invoices	Corrective action assigned to staff by Computing Technology Manager

**12. Other records generated by this EMP:**

N/A

**13. Relevant reference document(s) used with this EMP:**

Document Name:

N/A

Location:

**14. Authorization**

Computing Technology Manager: Ed Woo

Signature:

*Ed Woo*

Date: 10/5/2011

Director Office of Administration and Resources: Fredrick Weeks, Acting

Signature:

*Fredrick Weeks*

Date: 10/5/11