

EPA Boston Office Environmental Management Program

1. PROGRAM NAME: Energy Management		3. Document Control Code: EMP1-V2-2012
2. Significant Environmental Aspect: Use of Energy including HVAC and lighting		4. Date: 10/1/2011
		5. Program Lead(s): ALICE KAUFMAN ED WOO
6. Revision History (This section lists versions with significant changes to this record, with the most recent version at the top.)		
EMP Number: EMP1		Effective Date: 10/1/2011
Revisions		
EMP No	Date Revised: 09/26/2011	
This revision reflects the following changes:		
<ul style="list-style-type: none"> • General • Section 		
7. Objectives and Targets:		
Objectives:	Targets:	Progress Indicators:
Reduce EPA's resource consumption and carbon footprint	Identify and evaluate at least one conservation project	Project results
	Maintain 100% green energy FOR EPA's energy needs	Contracts for Renewable Energy Credits
	Install sub-metering in IT data center at the McCormack Building	Contract award 2012
	Install dashboard interface software for sub-metering	Contract award 2012, sub-metering metrics report
8. Potential Environmental/Organizational Impacts:		
<ul style="list-style-type: none"> • Environmental: Increased greenhouse gas emissions • Organizational: Would not meet goal of leading by example 		

9. Reasons(s) for Significance:

- Identified as a significant aspect in environmental aspect and impact analysis, legal and other requirements, or by Agency
- 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"
 EPA Strategic Plan – Internal Stewardship Goals
 SHEMD updates

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
Energy Use	Monitor dashboard electrical demand and use	Doug Little/Alice Kaufman	Record data on time of use energy use	Computer-generated kWh reports	Recalibrate dashboard
Carbon reduction	Measure impacts of Green Travel Initiatives	Alice Kaufman/Green Team	Calculate carbon savings of teleconferencing vs travel	Program travel data	Increase or improve efforts to reduce unnecessary travel

12. Other records generated by this EMP:

N/A	
13. Relevant reference document(s) used with this EMP:	
Document Name:	Location:
"Agencywide Objectives, Targets & Metrics"	Boston Office EMS File system
Boston Office Environmental Policy	Boston Office EMS File system

14. Authorization	
Facility Manger: Alice Kaufman	
Signature: <i>Alice Kaufman</i>	Date: 9.28.11
Information Technology Manager: Ed Woo	
Signature: <i>Ed Woo</i>	Date: 10/5/11
Director Office of Administration and Resources:	
Signature: <i>[Signature]</i>	Date: 10/5/11