

EPA Boston Office Environmental Management Program

1. PROGRAM NAME:	Vehicle Use and Transportation Programs		
2. Significant Environmental Aspect: Emissions to air Use of energy (gas, diesel)	3. Document Control Code:	EMP2-V2-2012	
	4. Date:	10/1/2011	
	5. Program Lead(s):	Alice Kaufman	
6. Revision History (This section lists versions with significant changes to this record, with the most recent version at the top.)			
EMP Number:	EMP2	Effective Date:	10/1/2011
Revisions 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:	
Increase AFV acquisitions	75% of acquisitions meet AFV requirements.	Fleet acquisition records	
Maintain or increase participation in alternative transportation program	Confirm number and percentage of employees participating	Employee participation count from the Office of the Comptroller	
Maintain or increase carpooling with fleet vehicles	Establish carpooling baseline for 2010-2011	Vehicle dispatch records	
Continue use of re-refined oil	Maintain level of re-refined oil use	Fleet maintenance records	
Increase use of e-85 fuel	100% use of e-85 fuel when possible	Fleet management records	
8. Potential Environmental/Organizational Impacts:			

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
Acquisition of vehicles	Select and procure fleet vehicles based on safety, fuel efficiency, usage requirements and costs, and national and Regional policies.	Alice Kaufman	Facilities Staff	Fleet acquisition records	Facility Manager will take corrective action
Use of GOVs	GOV Reservation system encourages carpooling	Alice Kaufman	Facilities Staff	Vehicle dispatch records	Facility Manager will take corrective action
Servicing of GOVs	Re-refined oil used for fleet service	Alice Kaufman	Facilities Staff	Fleet maintenance records	Facility Manager will take corrective action
Alternative fuel use	Increase % of e-85 fuel use in vehicles that require it	Alice Kaufman	Facilities Staff	Fleet records	Facility Manager will take corrective action

12. Other records generated by this EMP:

N/A	
13. Relevant reference document(s) used with this EMP:	
Document Name:	Location:
N/A	

14. Authorization	
Facility Manger: Alice Kaufman	
Signature: <i>Alice Kaufman</i>	Date: 9.28.11
Director Office of Administration and Resources: Fredrick Weeks, Acting	
Signature: <i>Fred Weeks</i>	Date: 10/5/11