

LBNL ENVIRONMENTAL MANAGEMENT PROGRAM (EMP)

EMP Coordinator(s) and Organization(s): John Speros / OCFO-Procurement		Revision Date: 8/15/08	EMP No.: 04-05																																																								
Aspect: Procurement of goods and services	Objective: Increase procurement of Energy Star Products (ESP) and Recycled Content Products (RCP)	Target: Using FY05 as the baseline year, procurements of RCP will be tracked and improved by 5% each year. ESP procurements will be tracked starting with FY07 procurements.																																																									
Category: <input checked="" type="checkbox"/> Improve <input type="checkbox"/> Control <input type="checkbox"/> Study (short term)																																																											
Strategy: Executive Order 13423 encourages the increased use of energy efficient and recycled material products. The LBNL PeopleSoft Financial Management System (FMS 8.8) has now been modified to track both ESP and RCP. Training will be provided to Procurement staff on entering ESP/RCP data into FMS and data will be tracked, with appropriate usage feedback given to buyers. Work will also begin on moving procurement card (PCard) transactions from the legacy system to FMS, where they can be tracked. Applicable subcontracts will be reviewed to assure that they contain the necessary green purchasing provisions. Special efforts will be made to improve the purchase of RCP items in select categories and RCP purchasing performance will be tracked starting with FY05. ESP procurements will follow starting with FY07.																																																											
Actions to Achieve Objective:																																																											
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14. Evaluate FY07 purchases of ESP and EPEAT products.	John Speros	12/31/07	12/31/07
15. Host Green Purchasing Assist conference with DOE HQ and cognizant Lab personnel	John Speros	1/28/08	1/28/08
16. Modify new PCard system to capture EPP purchase data	John Speros	10/31/08	
17. Modify PeopleSoft PO and PCard systems to require buyers to enter values for EPP for items which could potentially have them.	John Speros	10/31/08	
18. Update EMP to address any new requirements of EO 13423 and DOE Order 450.1A	John Speros	12/31/08	
19. Tabulate FY08 EPP statistics	John Speros	12/31/08	
20. Review FY08 results and develop strategies to increase usage for key products	John Speros	2/28/09	

Metrics (Environmental Performance Indicators):

1. Total dollars spent within specific product categories and a grand total cost;
2. Total dollars spent on RCP within specific product categories and a grand total cost;
3. Percentage of dollars spent on RCP within specific product categories and a grand total percentage;
4. Number of EPEAT products purchased compared to all EPEAT products

EMP Closure Summary:

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NOTES / INSTRUCTIONS

EMP Coordinator(s)	Name the person(s) responsible for the accomplishment of the EMP; i.e. overseeing the workplan, monitoring and reporting on progress, requesting changes to the workplan as appropriate.
Organization(s)	Name the organization(s) primarily impacted or affected by this EMP. If only one department of an organization is affected, note that department.
Revision Date	Date that identifies when EMPs are modified or updated.
EMP Number	Number will be assigned by the EMS Manager.
Aspect	The significant aspect (e.g. energy use, chemical usage, etc.).
Objective	Focusing on the impacts related to this significant aspect, state the goal. What is it you want to achieve? Use action words – reduce, improve, control, etc.
Target	State “how much and by when.” The target is the performance element and should be quantitative and measurable.
Category	The categories identify and help to focus the EMP. The definitions of these categories are: <ul style="list-style-type: none"> • Improve – improve the performance in this area • Control – current environmental controls are sufficient, but EMP objective is to maintain and strengthen the level of control • Study – the issue or area has been designated as significant, but historic or baseline data must be studied and compiled to determine the direction of future action
Strategy	In this section, describe the overall approach to the problem. Some of the questions to be addressed include: <ul style="list-style-type: none"> • How much has or has not been already been accomplished in this area? • Why is this important? Are there relevant drivers (regulations, directives, public pressure, etc.)? • What are the impacts to be addressed in this EMP?
Actions	List the specific actions to be taken to achieve the objective and target. List the action and identify the responsible parties and dates by which the actions should be accomplished.
Metrics	Metrics are the Environmental Performance Indicators, how you measure the accomplishments. List the specific, quantifiable measurements or metrics (percent of employees trained, kilowatt hours saved, tons of waste diverted, gallons of material, etc.).
EMP Closure Summary	After the EMP and all actions within the EMP are complete, a concise description of the EMP's ability to achieve its objective and target should be provided.