



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1623  
Sacramento, CA 95825  
www.blm.gov/ca



August 14, 2012

In Reply Refer To:  
8600 (CA-910) P

EMS TRANSMISSION: 8/14/12  
Instruction Memorandum No. **CA-2012-020**  
Expires: 9/30/13

To: California State Leadership Team

From: State Director

Subject: BLM California Environmental Management System Policy

**Program Area:** All Program Areas

**Purpose:** The purpose of this Instruction Memorandum (IM) is to establish the Bureau of Land Management California (BLM CA) policy for the development and implementation of its Environmental Management System (EMS).

An EMS is a set of management processes and procedures that allows an organization to integrate environmental concerns and issues into day-to-day decisions and practices, thereby improving both its environmental and economic performance. An EMS is a cyclical process consisting of “plan – do – check – act” focused on continuous environmental improvement, innovation, and more efficient operations. The process works as follows: organizations commit to an environmental policy and form a Cross Functional Team (CFT) that will work with the BLM’s EMS assistance contractor to develop an EMS Implementation Plan.

The establishment of an EMS for BLM CA will provide a framework for identifying and addressing the environmental aspects of field operations and facilities. The implementation of an EMS will provide for improved environmental management, as well as support bringing the BLM into compliance with Executive Orders 13423 and 13514 and Departmental Manual 515 DM 4 dated August 13, 2008.

**Policy/Action:** The BLM’s mission has always included sustainable management of the public lands. BLM CA is implementing an EMS to strengthen its existing commitment to the protection and reclamation of the public lands and improve efficiency while lessening the environmental impact of its operations. The EMS will become an integral part of BLM CA’s day-to-day operations and be incorporated into the long-term planning process across all programs.

BLM CA is committed to managing facilities and performing operations in such a manner as to protect the environment, employees, and public health. In addition, it is also California policy to:

- Comply with all Federal, state, and local environmental laws and regulations;
- Achieve continuous environmental improvement throughout all BLM CA program areas, including those not subject to environmental regulation;
- Prevent pollution through the use of alternatives wherever possible;
- Incorporate the consideration of environmental factors into all business decisions;
- Ensure a timely correction of issues identified in Compliance Assessment – Safety, Health, and the Environment (CASHE) audit findings;
- Provide appropriate environmental training to employees;
- Monitor and track EMS performance and implementation requirements;
- Ensure that all EMS decisions and work are transparent to BLM CA employees and the public; and
- Communicate and reinforce the EMS policy, programs, and services throughout the BLM CA organization.

A Cross Functional Team (CFT) of BLM CA employees has been established to develop the initial EMS. Current members of the team are:

- Karen Barnette, Deputy State Director, Support Services (Management Representative)
- Wilma Kominek, Branch Chief, Fiscal and Business Services
- Peter Graves, Environmental Protection Specialist/Hazardous Materials Program Lead
- Dona Maxcy, State Property Manager
- Mike Sintetos, Program Lead, Renewable Energy Coordinating Office
- Mike Hoffman, Redding Field Office, Administrative Officer
- Ryan Cooper, Bakersfield Field Office, Outdoor Recreation Planner
- Tracy Albrecht, Palms Springs/South Coast Field Office, Interpretive Specialist.

Karen Barnette serves as the EMS Management Representative and EMS Coordinator. If you are interested in contributing to the development of the EMS implementation plan, please contact one of the above team members for additional information.

**Timeframe:** A tentative schedule, with estimated time commitments for the development of the EMS Implementation Plan for BLM CA, is provided below. The total time required of each CFT member and other staff assisting in the development and review of the California EMS Implementation Plan will be approximately 2 days per month for 6 months during the initial implementation period. The time commitment for the California EMS Coordinator will be approximately 3 days per month for 6 months during the initial implementation period.

- July - August 2012 – Kickoff meeting, CFT EMS training, and identification of objectives and targets;
- December 2012 – Final plan will be in place
- January 2013 – implementation of the BLM CA CFT begins, EMS objectives and targets are shared with and training is provided to all BLM CA employees;
- Each FY, the plan will be reviewed and Environmental Management Programs will be revised and edited as needed.

**Background:** Executive Orders 13423 and 13514 require the implementation of EMS by all federal agencies. The Office of Management and Budget (OMB) Environmental Management Scorecard incorporates metrics to measure the success of implementing EMS throughout federal agencies. Departmental Manual (515 DM 4) issued August 13, 2008, states, "All bureaus and offices, will at all appropriate organizational levels and facilities, develop, implement, and maintain an EMS." Further, BLM Washington Office (WO) IM-2006-148 committed the BLM to the implementation of an EMS bureauwide by the end of FY 2010. The BLM initially started with the implementation of an EMS at two pilot locations, the WO and Wyoming State Office, as detailed in WO IM-2006-170. The BLM CA EMS is being developed using the lessons learned from these two pilots.

**Budget Impact:** Contractor support to facilitate the development and implementation of the EMS is provided by WO-280. Any budget impact to field operations will depend on the exact nature of the EMS plan.

**Manual/Handbook Sections Affected:** None

**Coordination:** EMS policy and requirements have been coordinated with the BLM CA State Leadership Team.

**Contact:** Karen Barnette, Deputy State Director, Support Services, at (916)978-4501.

Signed by:  
Angie Lara  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management