



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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EMS Transmission - 09/15/2009
Instruction Memorandum No. NM-2009-025
Expires: 9/30/2010

To: All NMSO Employees

From: State Director

Subject: New Mexico State Office (NMSO) Parking Policy

Program Area: Space Management.

Purpose: Implement a Parking Policy for the NMSO facility at 301 Dinosaur Trail, Santa Fe, New Mexico.

This Policy complies with the Leadership in Energy and Environmental Design (LEED) credit for Sustainable Sites SSc04.3, Alternative Transportation: Low-Emitting and Fuel-Efficient Vehicles, which requires that designated parking be provided for these types of vehicles.

This Instruction Memorandum also supports the LEED Credit for Sustainable Sites SSc04.4, Alternative Transportation: Parking Capacity which requires that designated parking be provided for carpool and vanpool vehicles.

Policy/Action: The NMSO occupies a LEED Gold Facility that requires the lessor to designate and maintain designated parking for low-emitting and fuel-efficient vehicles and carpool and vanpool vehicles.

Designated parking will be provided behind the building along the north wall for:

1. The NMSO employees driving qualifying low-emitting and fuel-efficient vehicles. A list of these vehicles is available on the U.S. Green Building Council's (USGBC) Web site at <http://www.usgbc.org>. Click on the LEED page, click on the LEED Resources page, click on the LEED Reference Documents page, and then scroll to Sustainable Sites. Click on Low-Emitting/Fuel-Efficient vehicles. *Please note, not all vehicles that are advertised as low emitting and fuel efficient are listed.* However, only vehicles listed on the USGBC Web site qualify for the designated parking.

2. Vehicles that are used for carpools and vanpools. Carpool employees may park in a carpool parking space on days when two or more employees ride together in the vehicle.

Supervisors are responsible for informing their employees and all newly hired employees of the NMSO Parking Policy. This Policy will be included in the employee orientation package.

Timeframe: Upon occupancy of 301 Dinosaur Trail.

Budget Impact: None.

Background: The LEED has two easy credits to obtain related to parking. This Policy is established to help the landlord attain the necessary credits to reach LEED Gold Certification and is a contractual requirement of the lease.

Manual/Handbook Sections Affected: None

Contact: Questions concerning this Policy should be directed to the Bureau of Land Management State Facility Manager at 505-954-2116.

Authenticated by:
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Secretary

Signed by:
Linda S.C. Rundell

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