

890 Environmental Management

891 Policy

The Postal Service complies with all applicable federal, state, and local environmental laws and regulations and proactively seeks to develop innovative and cost-effective solutions to provide its customers, employees, suppliers, and communities with a safe and healthy environment through the implementation of a management system.

892 Scope

These policies apply to all Postal Service facilities, managers and employees, programs, projects, operations, products, and services.

893 Regulations and Authority

893.1 General

The Postal Service is subject to numerous federal, state, and local environmental laws and regulations. Certain Executive Orders and Environmental Protection Agency policies are recognized by the Postal Service as guidance.

893.2 Federal Laws and Regulations

Federal environmental laws are codified in Title 40 of the *Code of Federal Regulations*. The following federal laws apply to the Postal Service:

- a. National Environmental Policy Act (NEPA).
- b. Toxic Substances Control Act (TSCA).
- c. Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).
- d. Resource Conservation and Recovery Act (RCRA).
- e. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, also known as Superfund).
- f. Clean Air Act (CAA).
- g. Clean Water Act (CWA).
- h. Safe Drinking Water Act (SDWA).
- i. Energy Policy Act of 2005.

893.3 State and Local Laws and Regulations

Provisions of certain federal laws may be delegated to the states for compliance, monitoring, and enforcement. In many instances, the regulations so delegated present complex compliance requirements that vary by locality. To add to the complexity, states, cities, municipalities, and counties may enact their own environmental laws and regulations.

894 Environmental Management Program

894.1 Description

The Postal Service environmental management program establishes the strategic direction for, administers, and evaluates the programs and activities

needed to ensure that federal, state, and local environmental considerations are integrated into all Postal Service operations.

894.2 **Program Evaluation**

The Postal Service conducts periodic evaluations of environmental management programs at all levels of the organization to review the effectiveness of its national environmental policies and programs based on established metrics. The Postal Service provides a management system for continual improvement that includes systems to manage information, allocate resources, and identify emerging Postal Service and regulatory issues.

894.3 **Compliance Review**

The Postal Service conducts periodic reviews of its activities and operations to ensure compliance with applicable Postal Service requirements and federal, state, and local environmental laws and regulations.

894.4 **Communication and Outreach**

The Postal Service communicates to employees and customers its environmental policies and commitment to implementing environmentally responsible business initiatives and seeks opportunities to partner with public and private organizations to further its environmental objectives.

895 **Responsibilities**

895.1 **Headquarters**

895.11 **Vice President, Employee Resource Management**

The vice president, Employee Resource Management (ERM), Human Resources (HR), performs the following environmental program management functions:

- a. Serves as the Chief Environmental Officer for the Postal Service.
- b. Communicates environmental policies and allocates resources.
- c. Serves as chief liaison with the Environmental Protection Agency (EPA).

895.12 **Director, Safety and Environmental Performance Management**

The director, Safety and Environmental Performance Management (SEPM), ERM, HR, performs the following environmental program management functions:

- a. Establishes the strategic direction for the environmental program.
- b. Develops overall policies for environmental management.
- c. Interacts with Headquarters stakeholders to ensure program and activity support.

895.13 **Manager, Environmental Policy and Programs**

The manager, Environmental Policy and Programs, SEPM, ERM, HR, performs the following environmental program management functions:

- a. Coordinates with Finance to plan and budget for the development, implementation, and assessment of national environmental policies and programs.

- b. Develops and supports the Postal Service's environmental policies and programs.
- c. Conducts periodic environmental program reviews to ensure alignment with organizational objectives and management systems.
- d. Establishes national environmental performance objectives with measurable targets.
- e. Develops the requirements and infrastructure to support an environmental review program that evaluates facility activities and operations for compliance with federal, state, and local environmental laws and regulations.
- f. Coordinates a national environmental training program based on regulatory and operational requirements.
- g. Identifies area managers of Environmental Programs and environmental specialists with subject matter expertise to participate on ad hoc teams set up to support emerging environmental issues.
- h. Tracks EPA regulatory developments and comments on proposed regulations.
- i. Coordinates with other federal agencies, trade associations, and other professional stakeholders on matters of environmental management.
- j. Provides environmental assistance during the prevention, preparedness, response, and recovery phases of emergencies.

895.14 **Vice President, Facilities**

The vice president, Facilities, performs the following environmental program management functions:

- a. Ensures that environmental policies are incorporated into all aspects of facility management, including real estate transactions and design, construction, alteration, repair, and excessing activities.
- b. Directs all Facilities Services Offices to follow Postal Service environmental policies and all applicable federal, state, and local regulations when managing projects.

895.15 **Facilities Services Offices**

When managing projects, the Facilities Services Offices (FSOs) perform the following environmental program management functions:

- a. Maintain the reports and records required by environmental regulations.
- b. Ensure that such reports and records are distributed to the appropriate installation heads and that copies are retained in FSO project records.

895.16 **Other Headquarters Functions**

All Headquarters functions (especially Engineering, Delivery and Retail, Operations, Information Technology, Emergency Preparedness, Product Development, and Supply Management) must ensure that environmental policies are incorporated into policies, programs, and projects under their control.

895.2 Area Offices**895.21 Vice Presidents, Area Operations**

The vice presidents for Area Operations perform the following environmental program management functions:

- a. Ensure adequate funding and resources to support area activities that directly align with national environmental policies and programs.
- b. Support the efforts of the area managers of Operations Support, the managers of Environmental Programs, and the district managers and installation heads to ensure that facilities are in compliance with environmental laws and regulations.
- c. Provide the support and resources necessary to implement environmental reviews of facility activities and operations and to see any corrective actions needed to successful completion.

895.22 Area Managers, Operations Support

The area managers of Operations Support coordinate with the area managers of Environmental Programs to:

- a. Identify resource requirements to support area activities that directly align with national environmental policies and programs and facilitate compliance with environmental laws and regulations.
- b. Provide the support and resources necessary to implement environmental reviews of facility activities and operations and to see any corrective actions needed to successful completion.

895.23 Area Managers, Environmental Programs

The area managers of Environmental Programs:

- a. Consult with the manager, Operations Support, to document resource requirements for development, implementation, and assessment of area environmental programs that directly support national environmental policies and programs.
- b. Coordinate with the area managers of Operations Support and manager of Environmental Policy and Programs to:
 - (1) Develop and implement area activities that directly support national environmental policies and programs and facilitate compliance with environmental laws and regulations.
 - (2) Plan and develop resource requirements to account for area activities that directly align with national environmental policies and programs.
 - (3) Implement area environmental performance objectives that directly align with national environmental program objectives and ensure compliance with state and local national environmental laws and regulations.
 - (4) Deploy and implement periodic environmental reviews of facility activities and operations to evaluate compliance with federal, state, and local environmental laws and regulations.
 - (5) Assess the risks and liabilities associated with federal, state, and local environmental laws and regulations, evaluate operational

activities against these laws and regulations, and convey this information to district managers and installation heads.

- (6) Document unique area training needs based on state and local environmental laws and regulations and advise national environmental training program administrators about these requirements.
- (7) Assign geographic areas of responsibility to each environmental specialist to ensure adequate support to district managers and installation heads.
- (8) Provide technical expertise and participate on ad hoc teams set up to support emerging environmental issues.
- (9) Track state and local regulatory developments and comment on proposed regulations.
- (10) Provide environmental assistance during the prevention, preparedness, response, and recovery phases of emergencies.

895.24 **Environmental Specialists**

Environmental specialists:

- a. Implement area activities that directly align with national environmental policies and programs and support district managers and installation heads in complying with federal, state, and local environmental laws and regulations.
- b. Support managers of Environmental Programs with development of area environmental performance objectives and state and local environmental laws and regulations.
- c. Provide support to district managers, installation heads, middle level managers and supervisors, and employees by responding to inquiries regarding procedures and training mandated by federal, state, and local environmental laws and regulations.
- d. Conduct periodic environmental reviews of activities and operations to evaluate compliance with federal, state, and local environmental laws and regulations and recommend corrective actions, if necessary.
- e. Provide technical expertise and participate on ad hoc teams set up to support environmental issues.
- f. Provide environmental assistance during the prevention, preparedness, response, and recovery phases of emergencies.

895.3 **Performance Clusters**

895.31 **District Managers**

District managers:

- a. Consult with managers of Environmental Programs and environmental specialists to plan and budget for potential environmental tasks and projects necessary to comply with federal, state, and local environmental laws and regulations. Budgeted items must include (but are not limited to) the following:
 - (1) Initiation and renewal of environmental permits and plans.

- (2) Storage tank management, including removal, replacement, conversion, repair, cleanup, and testing.
- (3) Remediation and abatement activities.
- (4) Waste disposal and recycling services.
- (5) Vehicle washing costs.
- (6) Sewer maintenance.
- (7) Environmental surveys.
- (8) Building alterations to comply with environmental policy and regulations.
- b. Provide the support and resources necessary for facilities under their jurisdiction to comply with federal, state, and local environmental laws and regulations.
- c. Ensure the timely completion of environmental corrective actions within their management control.
- d. Ensure that installation heads retain environmental records required by Postal Service policy and federal, state, and local environmental laws and regulations.
- e. Provide the support and resources necessary for facilities under their jurisdiction to implement environmental programs.

895.32 **Installation Heads**

Installation heads:

- a. Consult with managers of Environmental Programs and environmental specialists to plan and budget for potential environmental tasks and projects necessary to comply with federal, state, and local environmental laws and regulations. Budgeted items must include (but are not limited to) the following:
 - (1) Initiation and renewal of environmental permits and plans.
 - (2) Storage tank management, including removal, replacement, conversion, repair, cleanup, and testing.
 - (3) Remediation and abatement activities.
 - (4) Waste disposal and recycling services.
 - (5) Vehicle washing costs.
 - (6) Sewer maintenance.
 - (7) Environmental surveys.
 - (8) Building alterations to comply with environmental policy and regulations.
- b. Ensure their facility's compliance with federal, state, and local environmental laws and regulations.
- c. Ensure that facility personnel are properly trained, as applicable, and that such training is documented.
- d. Ensure that *only* trained personnel manage tasks that trigger Postal Service policy and federal, state, and local environmental laws and regulations.

895.33

Safety, Health, and Environment
Environmental Management

- e. Maintain complete and up-to-date records pursuant to Postal Service policy and federal, state, and local environmental laws and regulations. Such records include operating permits, asbestos surveys, hazardous waste manifests, training certifications, and records of inspections.
- f. Perform related tasks necessary to comply with applicable federal, state, and local environmental laws and regulations.

895.33 **Middle-Level Managers and Supervisors**

Middle-level managers and supervisors ensure compliance with Postal Service policy and applicable environmental laws and regulations within their respective areas of responsibility.

895.4 **All Employees**

All employees must follow Postal Service policy and applicable federal, state, and local environmental laws and regulations in the conduct of their duties for the Postal Service.