

1. Title: Landscape Management – Operational Controls

A. Significant Environmental Aspect:	B. Activity Group:	Date
Green Landscaping	Mission support Facility Operation & Maintenance.	Jan 14 2010

2. Activities (and corresponding written controls, where applicable):

Improve the appearance of the USDA owned grounds and the wildlife habitat by using environmentally beneficial landscaping that protects the environment, preserves natural resources, and provides learning opportunities.

3. Operational Controls such as technical, operational, procedural (and corresponding written controls, where applicable):

No	Description	Reference
1	Information about USDA's 'People's Garden' initiative	www.usda.gov/peoplesgarden
2	Integrated Pest Management Practices	WASC contract for pest management services
3	Organic Farming	USDA AMS National Organic Standards
4	Low Impact Development Practices/Sustainable Building Guiding Practices	USDA guidance of sustainable buildings http://www.greening.usda.gov/performance.htm
5	USDA partnership to develop and implement a beneficial landscape plan for USDA HQ National Capital Regional facilities	USDA Office of Operations

4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

- Employees are responsible for individual purchases, supervisors are responsible for ensuring that purchases comply with USDA rules and regulations. Annually surveys to complete OMB scorecards concerning green purchases will flag areas that are deficient that require follow-up training or awareness.
- If this OC fails, we will investigate and install additional controls and provide retraining as necessary.

5. Corresponding Environmental Management Program:

Green Purchasing Environmental Management Program (EMP)

6. Record(s):

6.1. Record Type	6.2. Person Responsible for Record and Record Location:
People's Garden Harvest	Interns and sustainable operations staff
Water Utility Bills	Sustainable Operations Staff
Training records	Sustainable Operations Manager
Service Contract monitoring reports	Office of Operations, COR

7. Roles & Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail)	
7.1 Role	7.2 Person(s) Responsible
Integrated Pesticide Management	WASC contract
Master Planning	NRCS Landscape Architect FS Landscape Architect Office of Operations - Historic Architecture
Operation and Maintenance of grounds	Master Gardeners, Melwood Contractor, and COR
Water Utility Tracking	Office of operations
Organic Farming Practices	NRCS staff, sustainable operations staff
8. Competence of operators on the basis of training, education or experience: The term “operator” could be general USDA employees, contractors assigned to specific recycling duties through their service contract, green team employees and/or office of operation staff.	
8.1 “Operator” Type	8.2 “Operator” Education and Experience
General Employees	Scheduled Awareness Days
Office of Operations COR’s	Yearly Training
Service contractors	Yearly Training