



SUBJECT:  PROCEDURE REGARDING AIR EMISSIONS IN CITY DEPARTMENTS	E. O. No. 1-45
	Effective Date Upon Approval

1.0 AUTHORITY

The Mayor has the authority to execute this Executive Order under City of Houston Charter Article VI § 7a which gives the Mayor control over "all the administrative work of the city government". This Executive Order is also a response to the Texas Health and Safety Code § 381.002 which states that the purpose of the Texas Clean Air Act is "to safeguard the state's air resources from pollution by controlling or abating air pollution and emissions of air contaminants, consistent with the protection of public health, general welfare, and physical property, including the aesthetic enjoyment of air resources by the public and the maintenance of adequate visibility."

2.0 PURPOSE

To establish a comprehensive air pollution emissions reduction plan for each department of the City. An audit will be performed by each department and the results will be used to develop a plan to reduce air pollution emissions from the department's activities. Each department will designate at least one Air Quality Liaison who is responsible for performing an air emission audit of their department and implementing the Air Plan.

3.0 OBJECTIVES

To establish procedures for City departments, ensure compliance with these procedures, educate City of Houston employees on the sources of air pollution emissions, perform an audit of air pollution emissions resulting from City activities by April of 2000, develop an Air Plan to reduce the air pollution emissions resulting from and associated with City activities by May 2000 and begin implementation of the Air Plan by July 2000.

4.0 SCOPE

The Executive Order applies to all City departments and the Mayor's office and is promulgated for the purposes of investigation, planning and reporting. The activities required under this Executive Order will not require additional funding.

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5.0 DEFINITIONS

- 5.1 "Air Emissions Audit" is an investigation of the source, quantity and duration of the emission of air pollutants. The audit shall primarily focus on NO<sub>x</sub> and include VOC and fine particulate matter. The result of the Air Emissions Audit will be an air pollution emissions inventory.
- 5.2 "Air Plan" is the plan generated by each department to implement procedures and/or actions to reduce air pollution emissions for the purposes of complying with state and federal requirements. The Air Plan shall provide the source and amount of air pollution emissions and action plan for each emission source. The Air Plan shall include, but is not limited to, the reduction of air pollution emissions from the operation of motor-driven vehicles, the operation of motor-driven equipment, the use of electricity, the release of particulate matter to the ambient air, and vehicle miles travelled by employees. The Air Plan shall include a consideration and discussion of the purchasing of replacement energy efficient equipment and materials, the purchasing of replacement energy efficient lighting, the purchasing of replacement non-aerosol items as opposed to aerosol items, and increasing employee telecommunication in lieu of travel.
- 5.3 "Air Pollution Emissions" for the purposes of this Executive Order shall refer to emissions of VOC, NO<sub>x</sub> and fine particulate matter.
- 5.4 "Air Pollution Emissions Inventory" shall include all the items required by the Director of Environmental Policy and in particular shall include air pollution emission sources found in the operation of City of Houston buildings, air pollution emission sources from motorized equipment and/or vehicles owned or operated by the City of Houston, air emission sources from motorized equipment and/or vehicles owned or operated by City of Houston employees in the performance of their job duties, and any other air pollution emissions sources from City of Houston activities.
- 5.5 "Air Quality Liaison" is an employee of the City of Houston who has been designated by his/her department head as the (one of the) representative(s) of the department who will attend HAXL training on air pollution emission inventory generation, oversee the collection of data and prepare an inventory of air pollution emissions for the department. The Air Quality Liaison will also oversee implementation of the Air Plan.
- 5.6 "Director of Environmental Policy" is a city employee previously appointed by the Mayor entrusted with the responsibility of developing city policy on environmental issues. The Director of Environmental Policy reports to the Mayor through the Chief Administrative Officer.
- 5.7 "Fine Particulate Matter" is the airborne particulate matter with diameter less than 2.5µm.

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- 5.8 "HAXL" is a committee on Air Policy previously appointed by the Mayor and entrusted with the responsibility to develop policy for responding to federal and state requirements under the federal Clean Air Act of 1990. The HAXL committee reports to the Mayor through the Chief Administrative Officer. HAXL is an acronym for **H**ouston **A**ir **e**Xcellence and **L**eadership.
- 5.9 "No<sub>x</sub>" is the abbreviation for nitrous oxides, a precursor pollutant for ozone.
- 5.10 "VOC" is the abbreviation for volatile organic compounds, a precursor pollutant for ozone.

## 6.0 RESPONSIBILITIES

- 6.1 All City Department Heads are charged with the responsibility of performing an Air Emission Audit and preparing and implementing a plan to reduce air pollution emissions ("Air Plan"). Each Department Head shall designate at least one Air Quality Liaison who has the authority to perform the duties outlined below. Each Department Head shall ensure that the Air Quality Liaison(s) attend all training sessions provided by HAXL. Each Department Head shall deliver no later than March 29, 2000 to the Director of Environmental Policy a final inventory of air emissions in the format required by HAXL. Each Department Head shall deliver no later than May 31, 2000 the departmental Air Plan to the Director of Environmental Policy. Each Department Head shall implement the Air Plan as finally approved by the Mayor and in the manner required by the Mayor-approved Air Plan. Each Department Head shall report the progress of implementing the Air Plan to the Director of Environmental Policy every three (3) months after the initial implementation of the Air Plan.
- 6.2 All Air Quality Liaisons shall participate in all training to be coordinated by the Director of Environmental Policy. Each Air Quality Liaison shall perform an air pollution emissions audit of his/her department as directed in the training provided by the Director of Environmental Policy. Each Air Quality Liaison shall prepare an inventory of the air pollution emissions in his/her department to be delivered by the Department Head to the Director of Environmental Policy no later than March 29, 2000. Each Air Quality Liaison shall prepare an Air Plan for his/her department to be delivered by the Department Head to the Director of Environmental Policy no later than May 31, 2000. For each department that has more than one Air Quality Liaison, the liaisons shall work together and produce only one inventory and one Air Plan for the department. The Air Quality Liaison is a position that will not require additional funding to accomplish the responsibilities set out above.
- 6.3 The Director of Environmental Policy has been designated by the Mayor, prior to this Executive Order. He/she shall be responsible for overseeing the training of the Air Quality Liaisons for the performance of their audits. The Director of Environmental Policy will be available for assistance to the Department Heads and Air Quality Liaisons. The Director of Environmental Policy will also review each department's Air Plan, recommend modifications as needed, and recommend approval of the acceptable Air Plans to the Mayor as appropriate, and support implementation of the Air Plans. The Director of Environmental Policy shall submit the results of implementation of all of the Air Plans every three months to the Mayor. No additional funding is necessary to complete the responsibilities delineated in this Executive Order.

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## 7.0 INCONSISTENT POLICIES

This Executive Order supersedes any and all prior policies and/or executive orders to the extent such policies or executive orders are inconsistent with this Executive Order.

## 8.0 EFFECTIVE DATE

The effective date of this Executive Order is the date that it is signed by the Mayor of the City of Houston.

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