



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

OCT 03 2011

MEMORANDUM FOR Frederick Stephens
Senior Sustainability Officer and
Deputy Assistant Secretary for Administration

FROM: Gregory T. Falzetta, Department Environmental Management System (EMS)
Coordinator *G. T. Falzetta*

THRU: Mary Pleffner *for Douglas F. Egnic*
Director for Administrative Services

SUBJECT: Annual Review of Department of Commerce Environmental Policy Statement

Background: On December 9, 2010, Commerce Secretary Gary Locke signed a Statement of Environmental Management Policy memorandum to Secretarial Officers and Heads of Operating Units. This policy is the cornerstone of the Department-wide environmental management system (EMS).

Federal guidance and the International Organization for Standardization (ISO) 14001:2004 standard for environmental management systems require top management at each federal agency to regularly review the agency's environmental policy for continuing adequacy and effectiveness. The Department of Commerce has determined that an annual review of its environmental policy will fulfill this requirement.

Attached is the Department's environmental policy for your review.

In order to be deemed adequate, the policy must meet the following minimum requirements from the ISO 14001 standard. It must

- Be appropriate to the nature, scale, and impacts of DOC's activities;
- Include a commitment to continual improvement and prevention of pollution;
- Include a commitment to comply with applicable legal requirements and with other requirements to which DOC subscribes related to its environmental aspects; and
- Be clear and specific enough to guide the setting and review of environmental objectives and targets

The Department's current environmental policy meets all of the above criteria.

Please indicate below your decision as to whether the policy should be updated or remains adequate.

EMS Coordinator Recommendation: I recommend that you approve the policy for continuing adequacy and effectiveness.

Director OAS Recommendation: *for Dayla F. Egnie*

Concur X Non-Concur _____

Senior Sustainability Officer Decision:

Adequate X Update _____ Let's Discuss _____

Fredrick Stephen