



**JUL 16 2012**

**MEMORANDUM FOR** Frederick Stephens  
Senior Sustainability Officer & Deputy Secretary for Administration

**FROM** Gregory T. Falzetta  
Departmental Environmental Management System (EMS) Coordinator

**THROUGH** Rob Tomiak  
Associate Director, Office of Energy and Environmental Programs  
(OSEEP)

Mary Pleffner  
Director for Administrative Services (OAS)

**SUBJECT** Annual Review of Department of Commerce Environmental Policy Statement

STF  
7/12/12  
7/12/12

MP 7/13/12

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 EMS 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 of 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. The EMS Working Group and the Facilities Management Council/EMS Executive Steering Committee have each reviewed the policy and recommend approval. The EMS Coordinator recommends that you approve the policy for continuing adequacy and effectiveness.



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

**Director OAS Recommendation**

Concur *DP* Non-Concur \_\_\_\_\_

**Senior Sustainability Officer Decision**

Adequate *JS* Update \_\_\_\_\_ Discussion Required \_\_\_\_\_

*Fredrick Steph*