

U.S. Department of Commerce
EMS Management Review

EMS Form 4.6.1
14 December 2012
Revision: Base

Date:	17-Dec-12	Agenda	Covered (✓)
Attendees: 1. SSO 2. Deputy SSO 3. EMS Coordinator (EC)	Audit Results		✓
	Corrective/Preventative Actions		✓
	Previous MR Action Items		✓
	Communications		✓
	Environmental Performance/Compliance Status		✓
	Objectives and Targets Progress		✓
	Emerging Legal and Other Requirements		✓
	Resource Adequacy		✓

Audit Results					
Audit Type	Date	Major Non-Conformances	Minor Non-Conformances	OFls	System Strengths
External	14-15 Nov. 2012	1	4	10	6

Corrective /Preventative Actions							
Corrective	No. Issued	No. Closed	No. Open	Preventative	No. Issued	No. Closed	No. Open
	15	2	1		0	0	0

Previous MR Action Items	
Action	Resolution
Write and publish a DAO and an E&EMM	Done. Published in April and Sept. respectively.
Track bureau regulatory compliance	Partially done. Establishment of ECARS and fielding of iEHS fulfills requirement.

Communications	
Correspondence	Resolution
FY 2011 GHG Inventory	Submitted to OMB on time, Dec. 2011
FY 2012 OMB Sustainability Scorecard	Received from OMB Feb. 2012
SSPP Update	Submitted to OMB on time, Jun. 2011
GHG Target Revision Letter from SSO to OMB	Submitted Jun. 2012. OMB directed DOC to work w/DOE to adjust 2008 baseline, vice 2020 targets

Environmental Compliance Status					
NOV Type	Date	Bureau	Issuing Authority	Dollar Value	Resolved (Yes/No)
Hazardous Waste	2010	NOAA Western Regional Center	EPA, Region 10	~\$2,500	Yes
Universal Waste	2012	HCHB	D.C. Dept. of Environment	None	Unknown (no response from DCDE)

Objectives and Targets Progress				
Name	Type O&T	Goal	Met (Yes/No)	Trend (Improving/Worsening)
5 Yr. Plans	General	Update in FY 2012	Yes	Improving
Process Improvement	General	Hold minimum of 1	Yes	Improving
DAO	General	Publish	Yes	Improving
E&EMM	General	Publish	Yes	Improving
ESC	General	Stand-up EMS ESC	Yes	Improving
FMIS	General	Stand-up FMIS	Partial. Underway, go live Jan 2013.	Neutral
ECARS	General	Stand-up ECARS	Partial. Underway, go live May 2013.	Neutral
Scope 1 & 2	Sustainability	1.75% annual reduction	Yes	Improving
Scope 3	Sustainability	0.5% annual reduction	Yes	Improving
Energy Intensity	Sustainability	3.0% annual reduction	Yes	Improving
Renewable Energy	Sustainability	5.0% annual increase	No	Worsening
Water Consumption	Sustainability	2.0% annual reduction	Yes	Improving

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Petroleum Reduction	Sustainability	2.0% annual reduction	Yes	Improving
Sustainable Buildings	Sustainability	9% target sustainable portfolio	No	Worsening
Waste Reduction	Sustainability	50% of waste diverted from landfill by 2015	Yes	Improving
Green Acquisition	Sustainability	Meet OMB goals	No	Worsening
Electronic Stewardship	Sustainability	Meet OMB goals	No	Worsening

Emerging Legal and Other Requirements

Requirement	DOC Impact
Federal Building Personnel Competencies Training Act (FBPCTA) of 2010	Sets out 12 core competencies that building operators and maintainers are to have a set level of competency in. OAS will have to work with OHRM to identify and implement training across DOC.
Clean Water Act: No Discharge Zone for Ca. Marine Waters	NDZ for all large marine vessels of or over 300 gross tons. Effective Mar. 2012. Affects NOAA marine operations.
TSCA: PCB Manifesting Regulations Update	Align TSCA mandated manifesting regulations for PCBs with RCRA hazardous waste manifesting regulations. Effective Dec. 2012.

Resource Adequacy

Resource	Adequate (Yes/No)
Time	Yes
Funding	No - Annual requirement of \$125K in base budget
Equipment	Yes
Personnel	Yes

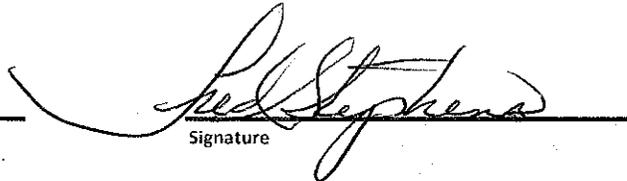
Action Items

1. Revise Scope 1 & 2 GHG Balanced Scorecard slide to reflect the fact that DOC remains above glidescope in meeting the FY 2020 goal.
2. Begin the process of collaborating with OHRM and NOAA, NIST, Census, and maybe USPTO in the identification and implementation of the FBPCTA of 2010 core competencies training requirements.

Approvals

Senior Sustainability Officer

Title


Signature

1/4/13
Date

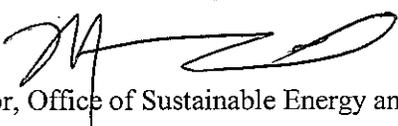


UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

DEC 31 2012

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

FROM Gregory Falzetta 
Departmental Environmental Management System (EMS) Coordinator

THROUGH Rob Tomiak 
Associate Director, Office of Sustainable Energy and Environmental Programs

Mary Pleffner 
Director for Administrative Services

SUBJECT Environmental Management System Management Review Report and
Declaration of Continued Conformance

Federal guidance and the International Organization for Standardization (ISO) 14001:2004(E) standard for Environmental Management Systems (EMS) require top management at each Federal agency regularly review the status of an agency's EMS. The Department of Commerce has determined that an annual review will fulfill this requirement.

Additionally, the Department has determined that it will on a three year cycle, aligned with the occurrence of external audits, declare its continued conformance with the requirements of Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management* and applicable elements of the ISO 14001:204(E) standard for EMSs.

The attached Management Review Report is the result of the December 18, 2012 management review held with you by the Director for Administrative Services and the EMS Coordinator. Also attached is the Department's Declaration of Continued Conformance for your review and approval. It is recommended that you determine that the Department's EMS is functioning properly and conforms with the federal guidance and ISO 14001:2004(E), by signing the Management Review Report and the Declaration of Continued Conformance.

Attachments: (2)
Management Review Report
Declaration of Continued Conformance