

Department of Commerce

Environmental Management Systems Implementation Status Reporting Process

or

The Ten Steps to Glory

December 15, 2003

I. General Information

In a letter dated April 22, 2003, the Secretary of Commerce dedicated the Department to implementing an environmental management system (EMS) at appropriate facilities by December 31, 2005. Recognizing the importance of this task, Department senior managers, President's Management Council (PMC), Federal Environmental Executive (FEE), and Environmental Protection Agency (EPA) intend to track the agency's EMS implementation status.

The Ten Steps to Glory were developed to streamline EMS status reporting within the Department. This process eliminates the need to bombard each appropriate facility with repeated short-suspense requests for implementation status. By following this process, each appropriate facility can report its own status as changes occur.

Implementation status for each appropriate facility will be measured based upon their completion of *The Ten Steps to Glory* listed in this document. The steps are arranged from first to last according to a typical EMS implementation path and correlate to a product or process inherent in any EMS. Completing all 10 steps indicates successful EMS implementation. Status results for all Department facilities will be displayed on one slide, the EMS Implementation Status Chart, which can found at the end of this document. This slide will also be sent to the PMC, FEE, and EPA as necessary.

In order to receive credit for completing a step, provide (email is encouraged) the requested measurement data listed in each step to the Department of Commerce Environmental Manager, Peter Wixted, at Department of Commerce, Office of Real Estate, room 1036, 1401 Constitution Ave NW, Washington DC, 20230, email gwalker@doc.gov, phone (202) 482-2345, or fax (202) 482-1969.

II. Reporting Locations

The following facilities were identified as appropriate facilities that will be required to report EMS implementation status:

Location 1 - Department of Commerce, Herbert C. Hoover Building (HCHB)

Location 2 - NOAA Marine Operations Center, Pacific (NOAA MOC-P)

Location 3 - NOAA National Marine Fisheries Service, Northwest Science Center,
Montlake Lab (NOAA Montlake)

Location 4 - NOAA National Ocean Service, Beaufort Lab (NOAA NOS-Beaufort)

Location 5 - NOAA Marine and Aviation Operations, Atlantic Marine Operations Center,
Norfolk (NOAA MOC-A)

Location 6 - NIST Gaithersburg Campus (NIST MD)

Location 7 - NIST Boulder Laboratory (NIST CO)

III. *The Ten Steps to Glory*

Step 1: Identify a primary EMS contact

Each facility must identify one person who will serve as the primary EMS contact. This individual should have sufficient knowledge to answer questions related to the facility's EMS implementation efforts.

Measurement Data: Submit the name, title, phone number, fax number, and e-mail address of this individual.

Step 2: Issue a local EMS policy document or commitment letter

The Secretary issued a Department-wide EMS commitment letter on April 23, 2003 (contact the Department environmental manager for a copy). Each facility must issue a similar, local EMS commitment letter, or policy document, signed by the senior manager. (Note: This document may be issued by the Operating Unit senior manager rather than the individual facility.)

Measurement Data: Submit a copy of this policy document or letter.

Step 3: Identify significant environmental aspects and impacts

Each facility must review the activities performed at the location to determine the environmental aspects and the potential adverse impacts those aspects may have on the environment. Once all aspects and impacts have been identified, those having the greatest significance must be the focus of corrective actions.

Measurement Data: Submit a list of the significant environmental aspects and their impacts.

Step 4: Identify EMS objectives and targets

Each facility must establish objectives and targets designed to eliminate or minimize the adverse impacts associated with environmental aspects. Attention should be focused on the significant environmental aspects. Objectives and targets should include the goals established by Executive Orders, the Department, and Operating Unit.

Measurement Data: Submit a list of the objectives and targets.

Step 5: Specify EMS operational controls

Operational controls (technological, operational, or procedural) need to be developed for all sources (activity or activity groups) of each significant aspect. Operational controls are designed to reduce the risk of an aspect's adverse impact from occurring.

Measurement Data: Submit a copy of the operational controls or a letter, signed by the facility manager, validating that all necessary operational controls have been identified and incorporated into the EMS.

Step 6: Assign EMS responsibilities

A central activity for implementing an EMS is identifying the responsibilities associated with each of the operational control activities and providing competency training, as necessary, to ensure that responsible individuals have the ability to perform assigned duties.

Measurement Data: Submit a copy of the responsibilities or a letter, signed by the facility manager, validating that all responsibilities have been assigned and incorporated into the EMS.

Step 7: Identify EMS procedures

Each facility must develop and implement EMS procedures. These procedures should be maintained for review during environmental compliance and EMS audits or assessments.

Measurement Data: Submit a copy of the EMS procedures or a letter, signed by the facility manager, validating that EMS procedures have been established.

Step 8: Establish an internal EMS self-audit program

In order to determine compliance status and identify areas requiring additional effort or emphasis, each facility must develop a plan for auditing its own EMS.

Measurement Data: Submit a copy of the self-audit plan or a letter, signed by the facility manager, validating that an audit plan has been created.

Step 9: Establish a management review process

Each facility must develop a procedure for integrating EMS into the normal management review process.

Measurement Data: Submit a copy of the management review process or a letter, signed by the facility manager, indicating that all local managers are aware of the plan.

STEP 10: Complete the self-declaration process (or external certification)

Self-declaration or external certification will be used to authenticate that a facility has successfully implemented an EMS. Facilities have the option to use the Department of Commerce Self-Declaration Guide, develop their own process that complies with federal requirements, or an external process such as the ISO 14001 certification. If ISO 14001 certification is used, facilities are not required to formally register with ISO.

Measurement Data: Submit a letter, signed by the facility manager, identifying which authentication method was used and a summary of the process results.

IV. EMS Implementation Status Chart

Below is an example of the EMS Implementation Status chart to be provided to Department senior managers, PMC, FEE, and the EPA as necessary. This chart identifies each location and the steps they have completed.



EMS Implementation Status "The Ten Steps to Glory"

Internal Report

