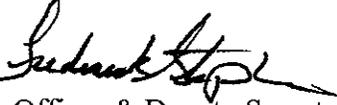




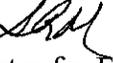
UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

JAN 14 2014

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

Sandra R. Manning 
Acting Deputy Director for Facilities and Environmental Quality

SUBJECT FY 2013 Environmental Management System Management
Review Report

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 to regularly review the status of an agency's EMS. The Department of Commerce has determined that an annual review will fulfill this requirement.

The attached Management Review Report is the result of the December 18, 2013 Management Review held with you by the Acting Deputy Director for Facilities and Environmental Quality, the Associate Director of the Office of Sustainable Energy and Environmental Programs, and the EMS Coordinator. 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.

Attachment:

FY 2013 Management Review Report

**U.S. DEPARTMENT OF COMMERCE
EMS MANAGEMENT REVIEW MINUTES**

DOC EMS FORM 4.6.1 (REV. #1)

8 SEPTEMBER 2011

Date of Review: 18 December 2013		Areas to be Covered During Meeting	ACC	REJ
Meeting attendees		Minutes from previous meeting	√	
√	Senior Sustainability Officer (SSO)	Follow-up & closure of actions from previous MR	√	
√	Acting Deputy Director OFEQ	Environmental Policy	√	
√	Associate Director, OSEEP	Targets & Objectives	√	
√	EMS Coordinator (EC)	Corrective Action & Preventive Actions	√	
		Audit Results	√	
		Emerging Legal and Other Requirements	√	
		Compliance Status	√	
		Resource Requirements	√	

ISO 14001 EMS Coordinator Report

Corrective & Preventive Action System (CPARS)

Corrective Actions	No. of CPARS Issued Last Reporting Period	No. of CPARS Issued This Reporting Period	No. of CPARS Closed This Reporting Period	No. of CPARS Currently Open (L+T-C=O)	Preventive Actions	No. Issued	No. Closed	No. Open
Area/Function where Action was issued					Area/Function where Action was issued			
Evaluation of Environmental Compliance	1	1	1	1				
Corrective & Preventative Actions	1	1	1	1				
General ISO Requirements	1	0	1	0				
Environmental Policy	1	1	1	1				
Targets and Objectives	2	1	2	1				
Resources, Roles & Responsibilities	1	0	1	0				
Communication	1	0	1	0				
Documentation	1	0	0	1				
Monitoring & Measurement	1	0	1	0				
Control of Records	1	0	1	0				
Internal Audit	1	0	1	0				

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8 SEPTEMBER 2011

Management Review	3	0	3	0				
Legal & Other Requirements	1	1	1	1				

Audit Results

Internal Audit	Date of Audit	No. of CPARS from this audit Issued	No. of CPARS from this audit Closed	Total No. CPARS Open
1	26-27 Nov. 2013	5	0	6

Environmental Compliance Status Review

EC program 5-year plan developed and initiated; owned facility assessment schedules for FY14 received from all bureaus.

Self-assessments of leased facilities deferred to FY15.

Initiated EC monthly training program for all bureaus representatives and facility managers.

Department's environmental compliance posture still unknown:

- **NOAA only inspects 4.3% of facilities annually**
- **Bureaus are not consistently reporting environmental violations to HQ (OSEEP)**

Bureaus not yet ready for OSEEP to commence Environmental Quality Assessments.

Resource Requirements

Resource need adequate?				Resource Decisions	
Personnel requirements					
√	Yes		No		
Training Requirements				New Environmental Compliance Training Program for all bureaus representatives and facility managers. Reinstitution of the new hire EMS Orientation Training module.	
√	Yes		No		

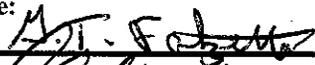
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Equipment & Facility Needs	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Notes:</p> <ol style="list-style-type: none"> The SSO approved the Corrective Action Plans as adequate to correct all existing non-conformances and opportunities for improvement. The SSO approved the two training concepts and directed that they be advanced to completion. <ol style="list-style-type: none"> New Environmental Compliance Training Program for Facility Managers. Reinstitution of the new hire EMS Orientation Training module. The SSO by his signature and indication of approval below states that the Department's EMS continues to operate effectively and within the guidelines of ISO 14001, as modified by Federal guidance. 	

Approvals

Date: 27 JAN. 2014	Signature: 	Title: EMS Coordinator
Date: 1/30/14	Signature: 	Title: Senior Sustainability Officer