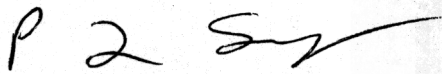




PART 515 DM 4	SUBJECT ENVIRONMENTAL QUALITY PROGRAMS	RELEASE NUMBER <b>3534</b>
FOR FURTHER INFORMATION, CONTACT Office of Environmental Policy and Compliance	Environmental Management Systems	DATE <b>OCT 2 2002</b>

**EXPLANATION OF MATERIAL TRANSMITTED:**

This Departmental Manual release, 515 DM 4, prescribes Departmental policy, responsibilities, and functions on environmental management systems to be conducted on Departmental lands, facilities, operations, and services.

  
Assistant Secretary - Policy, Management and Budget  
P. Lynn Scarlett

FILING INSTRUCTIONS:

Remove:

None

Insert:

515 DM 4  
(2 sheets)

# Department of the Interior

## Departmental Manual

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**Effective Date:** 10/2/02

**Series:** Environmental Quality Programs

**Part 515:** Environmental Management

**Chapter 4:** Environmental Management Systems

**Originating Office:** Office of Environmental Policy and Compliance

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### 515 DM 4

**4.1 Purpose.** This Chapter sets forth Departmental policy, responsibilities, and functions regarding implementation of environmental management systems as a means to promote both environmental compliance and sound environmental stewardship throughout the Department. An environmental management system (EMS) is a tool used to improve environmental performance by providing a systematic way of managing an organization's environmental affairs. An EMS establishes a management framework by which an organization's impacts on the environment can be systematically identified. It focuses on continual improvement of environmental performance by integrating environmental accountability into the day-to-day decision-making and long-term planning processes across bureau missions, activities, and functions. An EMS focuses on environmental management practices, rather than the activities themselves and thus does not guarantee environmental compliance but builds upon a firm compliance base, thereby reducing liability.

**4.2 Scope.** The responsibilities and requirements for the use of EMS's as specified in this Chapter shall apply to all applicable Departmental lands, facilities, operations, and services that are subject to federal, state and local environmental requirements. In accordance with their needs, bureaus and offices may expand their respective EMS's to include such areas as energy conservation, occupational safety and health, and other programs.

**4.3 Authorities.** This Chapter references statutes, Executive Orders, Departmental Manual Chapters, and other materials that include, but are not limited to, the following: the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq; Clean Air Act, 42 U.S.C. § 7401-7671q, as amended; Clean Water Act, 33 U.S.C. § 1251 et seq., as amended; Hazardous Materials Transportation Act, 49 U.S.C. § 1801-1812; Oil Pollution Act, 33 U.S.C. § 2701-2761; Atomic Energy Act, 42 U.S.C. § 2011 et seq; Hazardous Waste Operations and Emergency Response and Hazard Communication requirements under the Occupational Safety and Health Act, 29 U.S.C. § 651 et seq., Pollution Prevention Act, 42 U.S.C. § 13101 et seq; Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq; Federal Facility Compliance Act, 42 U.S.C. § 6961; Safe Drinking Water Act, 42 U.S.C. § 300f - 300j-26; Toxic Substances Control Act, 42 U.S.C. § 2601 et seq; Emergency Planning and Community Right-To-Know Act, 42 U.S.C. § 1101 et seq; Federal Compliance with Pollution Standards, Executive Order (E.O.)12088; Superfund Implementation, E.O. 12580; Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements, E.O. 12856;

Greening the Government Through Waste Prevention, Recycling and Federal Acquisition, E.O. 13101; Greening the Government Through Leadership in Environmental Management, E.O. 13148; Comprehensive Waste Management, 518 DM 1; Compliance with Waste Management Requirements, 518 DM 2; Department of the Interior Strategic Greening Plan; U.S. Environmental Protection Agency (EPA) Code of Environmental Management Principles (CEMP) for Federal Agencies; International Organization for Standardization (ISO) 14001 Audit Standards; EPA's Yellow Book: Guide to Environmental Enforcement and Compliance at Federal Facilities; EPA's Environmental Management Systems Primer for Federal Facilities.

**4.4 Policy.** The Department fully endorses the use of EMS's consistent with the provisions of E.O. 13148. It is Departmental policy that bureaus and offices shall implement an EMS at all appropriate facilities based on facility size, complexity, and the environmental aspects of facility operations. This includes third parties (e.g., concessioners, contractors, permittees, etc.) as defined in Paragraph 4.5, where appropriate. Bureaus and offices shall conduct an agency-level EMS self-assessment based on an appropriate EMS model (e.g., CEMP, ISO 14001). The EMS's must be documented, maintained, and communicated to employees. All EMS's must commit to and specify the following:

- A. Senior management review, approval and support of the EMS;
- B. Compliance with applicable federal, state, and local environmental requirements;
- C. Timely correction of problems as a result of environmental or EMS audit findings and budget requests for the same;
- D. Promotion of sound environmental practices such as pollution prevention and waste reduction, environmental auditing, and the use of environmentally preferable products;
- E. Promotion of continuous improvement in environmental performance, including areas not subject to regulation, through goal-setting, performance measurement and training;
- F. Communication of environmental performance in policies, programs, and services both internally and externally; and
- G. Periodic monitoring and tracking of EMS performance.

**4.5 Definitions.** For purposes of this Chapter, the following definitions shall apply:

- A. Applicable Departmental Lands, Facilities, Operations, and Services. Those Departmental lands, facilities, operations, and services that exhibit environmental effects based upon identification of environmental aspects and impacts including those of third parties.
- B. Environmental Aspect. An element of a bureau or office activity, operation, product, or service that can or does interact with the environment (creates an environmental impact).
- C. Environmental Impact. Any change to the environment, whether adverse or

beneficial, resulting from a bureau or office activity, operation, product, or service.

**4.6 Implementation.** For compliance with this Departmental Manual Chapter, all bureaus and offices must have in place a bureau or office-wide directive or policy that addresses EMS by December 31, 2003. Subsequently, and consistent with Executive Order 13148, all bureaus and offices must implement EMS's at all applicable bureau or office facilities by December 31, 2005.

**4.7 Accountability.** A Department EMS Council consisting of representatives from bureaus and offices will be established through this Departmental Manual Chapter to assist in the implementation of EMS's throughout the Department and will be chaired by the Office of Environmental Policy and Compliance. The Department EMS Council will develop performance measures, goals and reporting mechanisms to ensure Department-wide EMS implementation and performance.

**4.8 Responsibilities.**

A. Office of the Solicitor. The Office of the Solicitor is responsible for providing legal review and guidance in implementing and complying with 515 DM 4.

B. Assistant Secretary - Policy, Management and Budget. The Assistant Secretary - Policy, Management and Budget is responsible for policy and oversight of Departmental compliance with 515 DM 4.

C. Program Assistant Secretaries. Program Assistant Secretaries are responsible for ensuring adequate program support, resources and budget for the development and implementation of EMS's.

D. Office of Environmental Policy and Compliance. The Office of Environmental Policy and Compliance is responsible for overseeing, producing and coordinating policy guidance and instructions to implement 515 DM 4. Also, the Office of Environmental Policy and Compliance will chair the Department EMS Council.

E. Heads of Bureaus and Offices. Heads of bureaus and offices with responsibility for environmental management operations and programs under their jurisdiction will ensure that adequate resources and funding are available for environmental compliance and the development and implementation of EMS programs. They must ensure that the requirements of this Chapter are communicated to all managers and that the requirements are reflected in their programs.

F. Program Managers. It is the responsibility of program managers (e.g., area/field office managers, district managers, refuge managers, park superintendents, etc.) to ensure that EMS's are implemented. Program managers are responsible for ensuring that environmental problems identified by environmental audits or EMS audits are corrected in a timely manner and receive the necessary funding through their budget process.

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