

Reclamation Manual

Directives and Standards

Subject:	Environmental Management Systems
Purpose:	To establish the requirements and responsibilities for design, implementation, and maintenance of Environmental Management Systems at all appropriate facilities on Bureau of Reclamation lands. The benefit of this Directive and Standard is continual improvement in managing Reclamation's environmental liability.
Authority:	Executive Order 13148 Greening the Government through Leadership in Environmental Management; Clean Water Act (CWA), 33 United States Code (U.S.C.) 1251 et seq., as amended; Clean Air Act, 42 U.S.C. 7401-7671q, as amended; Resource Conservation and Recovery Act, 42 U.S.C. 6901 et seq.; Toxic Substances Control Act, 42 U.S.C. 2601 et seq.; Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et seq.; Oil Pollution Act, 33 U.S.C. 2701-2761; Protection of the Environment Title 40 Code of Regulations (CFR); Departmental Manual (DM) 515 DM 4.
Approving Official:	Director, Office of Program and Policy Services
Contact:	Water and Environmental Resources Office, 84-55000

- 1. Scope.** This Directive and Standard (D&S) provides the framework for implementation and maintenance of Environmental Management Systems (EMS) at each appropriate facility located on Bureau of Reclamation lands. At a minimum, this D&S requires that all management address potential environmental impacts associated with the use of hazardous substances, oils, and generation of solid or hazardous waste associated with an appropriate facility's activities. International Organization for Standardization (ISO 14001) is the preferred method of implementation. (See Reclamation Manual (RM) Policy, *Environmental Management Systems*, ENV P05.)
- 2. Introduction.** Reclamation is committed to conducting the delivery of water and generation of power in an environmentally sound manner in compliance with all applicable Federal, State, and local environmental statutes, regulations, and standards. EMS encourages continuous improvement of environmental management on Reclamation lands. Reclamation seeks to continually improve environmental performance through the systematic management of environmental impacts at appropriate facilities on Reclamation lands. This D&S addresses implementation, monitoring, evaluation and review of EMS at appropriate facilities.
- 3. Terms and Definitions.**
 - A. Appropriate Facility.** A facility, on Reclamation lands, that exhibits significant environmental impacts based on the identification of its environmental aspects.

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- B. **EMS.** Those parts of a facility's management practices that implement Reclamation's environmental management policy and manage that facility's environmental aspects. EMS are affected by organizational structure, planning, responsibilities, practices, procedures, processes, and resources.
 - C. **Environmental Aspect.** That part of an activity that, at a minimum, involves the use of hazardous substances, oils, and generation of solid or hazardous waste in support of water delivery, or power generation, and that may result in an environmental impact (e.g., the accumulation of used solvent resulting from a vehicle maintenance activity).
 - D. **Environmental Impact.** Any qualitative or quantitative change to the environment, whether adverse or beneficial, wholly or partially resulting from an appropriate facility's operation and maintenance. At a minimum, this includes the use or generation of hazardous substances, oils, and generation of solid or hazardous waste.
 - E. **Hazardous Substance.** Any substance pursuant to the definitions established through CWA Sections 311 and 307(a); Comprehensive Environmental response, Compensation, and Liability Act Section 102(a), and that appear at 40 CFR 302.4. (See 40 CFR 373.4.)
 - F. **Oils.** Oil of any kind, or in any form, including but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil. (See CWA, 33 U.S.C. 1321 and 40 CFR 109.2, 112.2, 113.3.)
4. **Regional Director's Responsibilities.** The regional director is responsible for implementing EMS in their region in accordance with ENV P05 and as provided in Paragraph 5 of this D&S. Responsibility for implementation of EMS may be delegated by the regional director to the appropriate area office or facility level. EMS will be established and implemented at each appropriate facility to address its significant environmental aspects. The regional director has the specific responsibility to:
- A. Identify a regional point of contact for EMS responsibilities.
 - B. Ensure, where feasible, that anyone who engages in activities identified as having the potential to cause significant environmental impact is competent in managing the activity on the basis of appropriate education, training, or experience.
 - C. Review EMS at planned intervals to ensure continuing suitability, adequacy, and effectiveness. Management reviews will be conducted in accordance with Paragraph 5.E. of this D&S.
 - D. Address actual and potential nonconformities, or noncompliance, and take appropriate preventative, or corrective action to ensure, at a minimum, processes are in place to comply with applicable environmental requirements.

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5. **Elements of EMS.** The responsible manager (regional director or delegated manager) shall adopt the environmental RM Policy ENV P05. The Policy statement shall be documented and made available to employees and the public.
- A. **Planning.** Planning should address the identification of the environmental aspects, impacts, legal, or other requirements related to the operation and maintenance of a facility's use of hazardous substances, oil, and generation of solid or hazardous waste. The planning element of EMS also requires the establishment and documentation of objectives and targets.
- B. **Objectives and Targets.**
- (1) Environmental objectives and targets will be established and documented. Any actions needed to meet these objectives and targets will be implemented to the maximum extent allowed by available resources.
 - (2) Environmental impacts will be evaluated for significant activities associated with the operation and maintenance of appropriate facilities, to include the use of hazardous substances, oils, and generation of solid or hazardous waste.
- C. **Implementation and Operation.** This element includes the documentation and communication of roles and responsibilities, provision of appropriate resources, training, internal and external communication, management system documentation, documentation of management procedures and emergency response procedures.
- D. **Oversight and Corrective Action.** This element includes the regular monitoring and measurement of the procedures implemented in accordance with Paragraph 5 of ENV P05.
- E. **Management Review.**
- (1) The regional director shall document reviews of EMS at planned intervals to ensure continued suitability, adequacy, and effectiveness. The management reviews shall focus on the elements of EMS and assess opportunities for improvement to include the need for changes to the EMS, and environmental objectives and targets.
 - (2) Management reviews shall, as a minimum, include:
 - (a) The results of regional environmental program audits on the EMS, if applicable, and compliance with legal requirements.
 - (b) Any communication from external interested parties, including complaints.
 - (c) The extent to which EMS objectives and targets have been met.

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- (d) The status of the EMS, and compliance with any corrective and preventive requirements.
- (e) The status of any follow-up actions from previous management reviews.