



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

CECW-CO-N

APR 25 2008

MEMORANDUM FOR

COMMANDER, GREAT LAKES AND OHIO RIVER DIVISION; CHIEF, OPERATIONS  
COMMANDER, MISSISSIPPI VALLEY DIVISION; CHIEF OPERATIONS  
COMMANDER, NORTHWESTERN DIVISION; CHIEF, OPERATIONS  
COMMANDER, SOUTH ATLANTIC DIVISION; CHIEF, OPERATIONS  
COMMANDER, SOUTH PACIFIC DIVISION; CHIEF, OPERATIONS  
COMMANDER, SOUTHWESTERN DIVISION; CHIEF, OPERATIONS

SUBJECT: Documenting Environmental Management System Corrective Actions


1. The purpose of this memorandum is to provide instructions for documenting corrective actions for Environmental Management System (EMS) Audit Report non-conformance findings.
2. Within 3 months of receiving this email or 9 months from receipt of the final EMS audit report (whichever is later), written corrective actions for the EMS audit findings shall be submitted. Coordination should occur between Division, District, and Project Environmental Compliance Coordinators (ECCs) to determine the proper level at which information shall be submitted (by individual project ECC or as compiled by District or Division ECC).
3. A corrective action is required for each non-conformance finding. While not required, it is highly recommended that corrective actions also be submitted for negative observations as these findings may lead to a non-conformance in the future if not addressed.
4. For each non-conformance finding, the following information shall be included in the corrective action documentation:
  - a. The EMS finding identification number (found on the complete list of findings attached to the EMS audit report).
  - b. The EMS element number (also found on the complete list of findings).
  - c. The finding as written in the report.
  - d. A description of the corrective action taken.
  - e. If changes were made to EMS documentation to correct the finding, a copy of the revised language in the EMS.

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5. Corrective action documentation as described above shall be submitted to the Environmental and Munitions Center of Expertise (EM CX), Attention: Sandy Frye, CEHNC-CX-EC, with a copy furnished to HQUSACE, CECW-CO-N, Attention: Senior Policy Advisor for Environmental Compliance.
6. Where corrective action documentation has already been provided prior to issuance of this memorandum, resubmission is not necessary unless specifically requested to do so by EM CX staff.
7. If you have any questions, please contact EMS Auditors Sandy Frye at (402) 697-2635 or Greg Mellema at (402) 697-2658.

FOR THE COMMANDER:



MICHAEL G. ENSICH  
Chief, Operations  
Directorate of Civil Works

CF:  
Sandy Frye, CEHNC-CX-EC  
CECW-CO-N (Ms. VanCleaf)