



## Department of Energy

Washington, DC 20585

March 23, 2009

### MEMORANDUM FOR DISTRIBUTION

FROM: **GLENN S. BOBONSKY**  
CHIEF HEALTH, SAFETY AND SECURITY OFFICER  
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Declaration of "Fully Implemented" Environmental Management Systems

This memorandum is to remind you of an upcoming due date related to the implementation of Environmental Management Systems (EMS) at sites under your purview and to offer the assistance of the Office of Health, Safety and Security (HSS) in meeting this deadline.

Department of Energy (DOE) Order (O) 450.1A, *Environmental Protection Program*, requires that by June 30, 2009, each EMS at the Department must be declared "fully implemented." DOE O 450.1A also identifies the specific requirements for an EMS to be declared "fully implemented" (see attachment 1).

All DOE sites have had EMSs in place since December 2005, the deadline established under DOE O 450.1. EMSs previously declared fully implemented need to be "re-declared" under the new requirements of DOE O 450.1A. In early January, DOE sites reported to HSS that all DOE EMSs (with two possible exceptions where there were recent contract changes) are on schedule to meet this deadline.

Attached is a template that can be used for a declaration memorandum from a field office manager to his/her cognizant program office (see attachment 2). Once a declaration memorandum has been signed, please forward a copy to HSS' Office of Environmental Policy and Assistance. HSS will report the Department's EMS implementation status to the Office of the Federal Environmental Executive in July 2009, based on the record of declaration memoranda received.

HSS is aware that there are a variety of organizational structures for EMSs within the Department, and we will be glad to work with you to tailor the declaration process to your particular situation. If we can be of assistance in this process, please contact Thomas Traceski, Office of Environmental Policy and Assistance, within HSS at (202) 586-6374, or [thomas.traceski@hq.doe.gov](mailto:thomas.traceski@hq.doe.gov).

#### Attachments

1. Requirements for a "Fully Implemented" EMS
2. Declaration memorandum template



## Attachment 1

### Requirements for a “Fully Implemented” Environmental Management System

DOE O 450.1A, §4.d.(1) provides that an EMS is “fully implemented” when:

1. The EMS has been the subject of a formal audit by a qualified party outside the control or scope of the EMS.
2. The appropriate contractor senior management and DOE field office management have recognized and addressed the findings of the audit.
3. The appropriate senior manager accountable for implementation of the EMS and cognizant Field Office Manager have declared conformance of the EMS to the requirements of paragraph 4.b. of DOE O 450.1A.

See *Clarification of Declaration of Conformance Requirements* issued by the Federal Environmental Executive on January 15, 2008, for further information on terms such as “formal audit by a qualified party outside the control or scope of the EMS” at [http://www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item\\_id=8864&destination=ShowItem](http://www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item_id=8864&destination=ShowItem).

## Attachment 2

### Declaration Memorandum Template

Date:

From: Manager, xxx Field/Site Office

To: Assistant Secretary/Director/Administrator for yyy

Subject: Declaration That XXX's EMS is "Fully Implemented"

By this memorandum, I declare that the Environmental Management System (EMS) at xxx site is "fully implemented," consistent with the requirements of DOE Order (O) 450.1A, *Environmental Protection Program*. In particular:

(a) A formal audit of the EMS was conducted on [dates] by a qualified party outside the control or scope of the EMS per DOE O 450.1A, §4.d.(1)(a).

(b) The appropriate contractor senior management, and DOE field office management, have recognized and addressed the findings of the audit per DOE O 450.1A, §4.d.(1)(b).

(c) The senior contractor manager accountable for implementation of the EMS has declared conformance of the EMS to the requirements of paragraph 4.b. of DOE O 450.1A.

On the basis of this declaration, and of my oversight of the contractor's EMS at this site, I declare that this EMS conforms to the requirements of paragraph 4.b. of DOE O 450.1A.

Manager  
xxx Field/Site/Operation Office

cc: Thomas T. Traceski, Director, Office of Environmental Policy and Assistance, HS-22

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