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| <b>SEMP-02</b>  |  | <b>U.S. Army-Hawaii</b>  |             |
| <b>PROCEDURE:</b><br><b>Environmental Policy</b>                                    |  | <b>DATE:</b><br><b>24 June 2010</b>  | Page 1 of 4 |
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## SEMP-02: Environmental Policy

### 1. Purpose

The purpose of this procedure is to ensure that an environmental policy is implemented and maintained at the U.S. Army-Hawaii. This policy shall embody the commitment of the Garrison Commander, top management, and personnel to manage the environmental aspects and impacts of the installation. It provides a framework for actions and for setting environmental objectives and targets. The policy shall be documented, signed by the Garrison Commander, implemented and maintained.

### 2. Definitions

Definitions and acronyms are included in the SEM Manual.

### 3. Requirement [ISO 14001:4.2] and Procedure

| ISO Requirement   | Procedure   |
|---|---|
| <p>Top management shall define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it</p> <p>a) is appropriate to the nature, scale and environmental impacts of its activities, products and services,</p> | <p>Top management ensures that the Environmental Policy is appropriate to the nature, scale, and environmental impacts of its activities, products, and services. This is accomplished by:</p> <ul style="list-style-type: none"> <li>• Consulting with management from each directorate in order to identify the nature and scale of their activities, products, and services.</li> <li>• Inputs from the Environmental Division staff to identify the environmental impact related to the identified activities, products, and services.</li> <li>• Coordinating with the Garrison Commander, Public Affairs Office (PAO) personnel, management from each directorate, EQCC members, and CFT members to develop an appropriate Environmental Policy.</li> </ul> |
| <p>b) includes a commitment to continual improvement and prevention of pollution,</p>   | <ul style="list-style-type: none"> <li>• Top management ensures that the Environmental Policy includes a commitment to continual improvement and prevention of pollution. In accordance with this standard, the Environmental Policy poster states the following:<br/> <i>"...U.S. Army Hawaii will continuously strive to improve its environmental performance and seek to:<br/>           ➤ Lessen our environmental footprint and prevent pollution..."</i></li> </ul>  |
| <p>c) includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects,</p>  | <p>Top management ensures that the Environmental Policy includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects. In accordance with this standard, the Environmental Policy poster states the following:</p>  |

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|   | <p>“...U.S. Army Hawaii will...seek to:</p> <ul style="list-style-type: none"> <li>➤ <i>Comply with all applicable environmental laws and regulations.”</i></li> </ul>   |
| d) provides the framework for setting and reviewing environmental objectives and targets, | <p>The policy provides a framework for setting and reviewing environmental objectives and targets. In accordance with this standard, the Environmental Policy poster states its performance improvements, guiding principles and commitments. It states the following:</p> <ul style="list-style-type: none"> <li>➤ <i>“Lessen our environmental footprint and prevent pollution.</i></li> <li>➤ <i>Minimize our impact on the Hawaiian land.</i></li> <li>➤ <i>Conserve, preserve, and protect our natural and cultural resources.</i></li> <li>➤ <i>Comply with all applicable environmental laws and regulations.”</i></li> </ul> |
| e) is documented, implemented and maintained,   | <p>The Environmental Policy is documented and maintained by the SEMPM. The Garrison Commander, Unit Commanders, top management from each directorate and tenant organizations, EQCC members, CFT members, Environmental Division staff, ECOs, and supervisors coordinate together to ensure that the Environmental Policy is implemented.</p>  |
| f) is communicated to all persons working for or on behalf of the organization, and       | <p>The Garrison Commander, in coordination with the SEMPM, ensures that the Environmental Policy is communicated and posted throughout the installation and available on the USAG-HI website. Unit Commanders, Department Heads, Directors and Supervisors, EQCC members, CFT members and ECOs ensure that the Environmental Policy is communicated to all personnel within their unit/organization.</p>   |
| g) is available to the public.  | <p>The policy statement and poster are available to the public via the U.S. Army-Hawaii website, and upon request to one of the responsible parties listed below.</p>  |

#### 4. Responsibilities

| <b>Responsible Party</b>  | <b>Responsibilities</b>  |
|---|--|
| Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR) | <ul style="list-style-type: none"> <li>• Coordinates with the environmental division staff, management from each directorate, EQCC members, and CFT members to develop an appropriate Environmental Policy and ensure that the policy is implemented.</li> <li>• Coordinates with the SEMPM to ensure that the policy is communicated internally.</li> <li>• Provides the policy to members of the public upon request.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Approves and signs the Environmental Policy.</li> </ul>  |
| Senior Commanding General (8th Theater Sustainment Command)  | <ul style="list-style-type: none"> <li>• Endorses the Garrison’s Environmental Policy and instructs subordinate units to implement the policy within their respective organization.</li> </ul>  |
| Installation Environmental Division Chief (IEDC)             | <ul style="list-style-type: none"> <li>• Coordinates with the Garrison Commander, management from each directorate, EQCC members, and CFT members to develop an appropriate Environmental Policy and ensure that the policy is implemented.</li> <li>• Reviews the policy periodically, updating it as needed, and ensures the amended policy is signed by the GC.</li> </ul>   |
| SEM Program Manager (SEMPM)                                  | <ul style="list-style-type: none"> <li>• Coordinates with the Garrison Commander, management from each directorate, EQCC members, and CFT members to develop an appropriate Environmental Policy and ensure that the most current signed version of the Environmental policy is implemented and communicated internally and externally (SEMP-02). This is done by:             <ul style="list-style-type: none"> <li>○ Posting in common work areas bulletin boards</li> <li>○ Posting on the U.S. Army Garrison-Hawaii website</li> <li>○ Providing in environmental awareness training and briefings</li> <li>○ Publishing on computer screen “pop-up” messages</li> </ul> </li> </ul> |
| Environmental Division Staff                                 | <ul style="list-style-type: none"> <li>• Assist developing and implementing the installation Environmental Policy.</li> </ul>   |
| Public Affairs Office (PAO)                                  | <ul style="list-style-type: none"> <li>• Assist developing the installation Environmental Policy.</li> <li>• Ensures that the Environmental Policy is freely available to any member of the general public or external interested parties upon request and is available on the Garrison website. (SEMP-08)</li> </ul>   |
| Environmental Quality Control Committee (EQCC) Members       | <ul style="list-style-type: none"> <li>• Assist developing and implementing the installation Environmental Policy.</li> </ul>   |
| Unit Commanders, Department Heads, Directors and Supervisors | <ul style="list-style-type: none"> <li>• Assist developing and implementing the installation Environmental Policy.</li> </ul>   |
| Cross Functional Team (CFT) Members                          | <ul style="list-style-type: none"> <li>• Assist developing and implementing the installation Environmental Policy.</li> </ul>   |
| Environmental Compliance Officers (ECOs)                     | <ul style="list-style-type: none"> <li>• Responsible for knowing and implementing the Environmental Policy.</li> <li>• Coordinates with supervisors to ensure that the policy is communicated to all personnel and implemented within their facility.</li> </ul>  |
| General Workforce (Military, Civilian, and other employees)  | <ul style="list-style-type: none"> <li>• Responsible for knowing and implementing the Environmental Policy.</li> </ul>  |
| Contractors  | <ul style="list-style-type: none"> <li>• Responsible for knowing and implementing the Environmental Policy.</li> </ul>  |

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**5. References**

- ISO 14001:2004(E), 4.2 Environmental Policy
- U.S. Army-Hawaii SEM Manual
- U.S. Army-Hawaii Environmental Policy Poster

| Revision Date | Nature of Revision | Document Review Participants |
|---------------|--------------------|------------------------------|
| 24 Jun 10     | Review and Update  | Jeff Stefani                 |
|               |                    |                              |

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