

**HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
DIRECTORATE OF PUBLIC WORKS  
SCHOFIELD BARRACKS, HAWAII 96857-5013**

**STANDARD OPERATING PROCEDURE (SOP)  
IMPC-HAW-PWE No. 292**

**21 November 2011**

**INTERNAL ASSESSMENT STANDARD OPERATING PROCEDURE**

**1. Purpose.** The purpose of this SOP is to maintain an internal assessment procedure required by the Army's Environmental Performance Assessment System program. The purpose of internal assessments is to annually evaluate applicable environmental programs.

**2. References.**

- a. Army Regulation 200-1, Environmental Protection and Enhancement, 13 Dec 07.
- b. Memorandum, DAIM-ZA, 12 Oct 10, subject: Environmental Management and Assessment Requirements.

**3. Scope.** The scope of this SOP is the US Army Garrison, Hawaii's (USAG-HI) procedure to conduct annual internal assessments of applicable environmental programs.

**4. Regulatory Authority.** The authority of this SOP is Directorate of Public Works (DPW) SOP IMPC-HAW-PWA No. 129, Document Control Process for DPW Standard Operating Procedures (SOP) and Flowcharts.

**5. Responsibilities.**

- a. Chief, Environmental Division.
  - (1) Approves the verification of completion documents.
  - (2) Submits the annual certification memorandum.
- b. Environmental Division Branch Chiefs.
  - (1) Reviews the Verification of Completion documents.
  - (2) Does the management review.
- c. Environmental Division Program Manager (PM).
  - (1) Does the Internal Assessment.
  - (2) Submits the verification of completion document.
- d. Environmental Division Sustainable Environmental Management PM (SEMPM):
  - (1) Updates this SOP.
  - (2) Prepares the Installation Corrective Action Plan.

**6. Administrative Policy and Procedures.**

- a. Implementation. Successful implementation of this SOP is based on the best efforts by the Environmental Division.
- b. If no external assessment during fiscal year: Do internal assessments of the applicable environmental programs.
- c. If external assessment during fiscal year: Do internal assessments of only the applicable environmental programs not assessed during the external assessment.
- d. Applicable environmental programs. The eleven (11) applicable programs are Air Emissions, Cultural Resources, Sustainable Environmental Management, Hazardous Waste, Natural Resources, National Environmental Policy Act, Restoration, Solid Waste, Storage Tank, Wastewater and Water Quality.

e. The Environmental Assessment and Management (TEAM) Guides. The Federal, State and Army guides are available from the SEMPM or the Environmental Division public drive at P:\EMS\@SEM-Manual\14-SEM Evaluation of Compliance\Internal Assessment SOP\TEAM Guides.

f. Internal Assessment schedule: The schedule is tabulated in Annex B.

g. Verification of Completion document: The document is standardized in Annex C.

h. Internal Assessment Procedures.

(1) Step 1: Do Internal Assessments. The PMs will do the internal assessment of their responsible program(s). If there's no PM for a program, the responsible Branch Chief will do the assessment. Each PM can decide how to conduct their assessment process, as it can be an existing one, a new one, or the TEAM Guide.

(2) Step 2: Submit verification of completion documents. The PMs will submit the Verification of Completion documents to the Branch Chiefs and SEMPM. The document verifies that the program was assessed.

(3) Step 3: Do Management Review. The Branch Chiefs will do the management review by briefing the assessment results at the Environmental Quality Control Committee meeting.

(4) Step 4: Program Corrective Actions. The PMs and Branch Chiefs will program the corrective actions into the Annual Work Plan or Budget Build, if applicable.

(5) Step 5: Prepare Installation Corrective Action Plan. The SEMPM will prepare the Installation Corrective Action Plan. The Plan will be based on the findings identified on the Verification of Completion documents.

(6) Step 6: Submit Annual Certification Memorandum. The Division Chief will submit the Annual Certification Memorandum to United States Army Installation Management Command, Pacific Region, signed by the Commander, USAG-HI stating that the Internal Assessment, Installation Corrective Action Plan and Management Review are completed.

**7. Abbreviations, Acronyms and Special Terms:** See Annex A.

**8. Forms and Records.**

a. Forms. This SOP does not prescribe any DPW local forms.

b. Records. This SOP generates the following records:

- (1) Internal Assessments.
- (2) Verification of Completion.
- (3) Management Review.
- (4) Installation Corrective Action Plan.
- (5) Annual Certification Memorandum.

**9. Attachments.**

a. Annex A. Abbreviations, Acronyms and Special Terms.

b. Annex B. Internal Assessment Schedule.

c. Annex C. Verification of Completion Document.

## Annex A: Abbreviations, Acronyms, and Definitions

### Abbreviations and Acronyms

|                |  |
|----------------|--|
| <i>DPW.</i>    | Directorate of Public Works                          |
| <i>PM.</i>     | Program Manager                                      |
| <i>SEMPM.</i>  | Sustainable Environmental Management Program Manager |
| <i>SOP.</i>    | Standard Operating Procedure.                        |
| <i>TEAM.</i>   | The Environmental Assessment Management              |
| <i>USAG-HI</i> | United States Army Garrison, Hawaii.                 |

### Special Terms

*Corrective Action.* The action to resolve the finding and root cause.

*Non-Conformance Finding.* The non-fulfillment of a specified requirement supported by objective evidence.

*TEAM Guide.* The Environmental Assessment and Management (TEAM) Guide with checklists of Federal, State and Army regulatory requirements.

*Internal Assessment.* A systematic documented process to obtain evidence and evaluating it objectively to determine the extent to which requirements are fulfilled

**Annex B: Internal Assessment Schedule**

| PROCEDURES                                     | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| 1. Do Internal Assessments                     | X                       |                         |                         |                         |
| 2. Submit Verification of Completion Documents | X                       |                         |                         |                         |
| 3. Do Management Review                        |                         | X                       |                         |                         |
| 4. Program Corrective Actions                  |                         |                         | X                       |                         |
| 5. Prepare Installation Corrective Action Plan |                         |                         |                         | X                       |
| 6. Submit Annual Certification Memorandum      | X                       |                         |                         |                         |

