



SEMP-01		U.S. Army-Hawaii	
PROCEDURE: General Requirements		DATE: 24 June 2010	Page 1 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

SEMP-01: General Requirements

1. Purpose

The purpose of this procedure is to ensure that the scope of the U.S. Army-Hawaii Sustainable Environmental Management (SEM) is defined and documented. The scope is defined in Section 3.0 of the SEM Manual. SEM procedures and responsibilities that reflect the requirements below are defined in the Sustainable Environmental Management Procedures (SEMPs) that are included in Appendix A of the SEM Manual.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.1] and Procedure

ISO Requirement	Procedure
The installation shall	
establish, document, implement, maintain and continually improve an EMS in accordance with the requirements of this International Standard and determine how it will fulfill these requirements.	<p>The SEM Manual has been established to document, implement, maintain, and continually improve the U.S. Army-Hawaii SEM in accordance with the requirements of this International Standard.</p> <p>Documentation of SEM is discussed in the following SEMPs:</p> <ul style="list-style-type: none"> • <i>SEMP-09: Documentation</i> • <i>SEMP-10: Control of Documents</i> • <i>SEMP-16: Control of Records</i> <p>Implementation and Maintenance of SEM is discussed in the following SEMPs:</p> <ul style="list-style-type: none"> • <i>SEMP-02: Environmental Policy</i> • <i>SEMP-03: Environmental Aspects</i> • <i>SEMP-04: Legal and Other Requirements</i> • <i>SEMP-05: Objectives, Targets and Programs</i> • <i>SEMP-06: Resources, Roles, Responsibility and Authority</i> • <i>SEMP-07: Competence, Training and Awareness</i> • <i>SEMP-08: Communication</i> • <i>SEMP-11: Operational Control</i> • <i>SEMP-12: Emergency Preparedness and Response</i> <p>Improvement of the SEM is discussed in the following SEMPs:</p> <ul style="list-style-type: none"> • <i>SEMP-13: Monitoring and Measurement</i> • <i>SEMP-14: Evaluation of Compliance</i> • <i>SEMP-15: Nonconformity, Corrective Action and</i>

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	<p style="text-align: center;"><i>Preventive Action</i></p> <ul style="list-style-type: none"> • <i>SEMP-17: SEM Audit</i> • <i>SEMP-18: Management Review</i> <p>The SEMPs serve as guidelines on how to fulfill the ISO 14001 requirements. Table 2 of the SEM Manual lists the SEMPs and corresponding ISO 14001 elements.</p>
define and document the scope of its EMS.	The U.S. Army-Hawaii SEM applies to all installation missions, facilities, tenants, contractors, and activities operating within the U.S. Army-Hawaii fence-line and/or under the command of the U.S. Army-Hawaii.

4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Ensures appropriate Command emphasis and resources are allocated to implement and maintain the Sustainable Environmental Management (SEM) system. • Ensures the U.S. Army-Hawaii SEM is mission enhancing and supports the installation's long term sustainability goals. • Serves as the designated Sustainable Environmental Management Representative (SEMR). • Reviews and endorses the U.S. Army-Hawaii SEM Manual.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Ensure their respective unit/organization participates in the installation SEM at the appropriate level.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Oversees the proper implementation, maintenance and continual improvement of the SEM. • Ensures that the documented scope accurately reflects the intent of SEM.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Coordinates with the IEDC, Environmental Division staff, Environmental Quality Control Committee (EQCC), Cross Functional Team (CFT) and tenants as necessary in developing the scope of the SEM. • Documents the SEM scope.
Environmental Division Staff	<ul style="list-style-type: none"> • Assist in the development of the SEM scope.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Assist in development of the SEM scope. • Communicate/implement relevant information regarding the SEM scope within their respective organization.
Cross Functional	<ul style="list-style-type: none"> • Assist in development of the SEM scope.

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Team (CFT) Members	<ul style="list-style-type: none"> Communicate/implement relevant information regarding the SEM scope within their respective organization.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Responsible for knowing and supporting the SEM scope and how it applies to their facility. Communicate/implement relevant information regarding the SEM scope within their facility.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Understand and comply with their environmental duties as applicable.
Contractors	<ul style="list-style-type: none"> Are environmentally aware and trained to the levels required by their contract specifications.

5. References

- ISO 14001:2004(E), 4.1 General Requirements
- U.S. Army-Hawaii SEM Manual
- SEMP-02: Environmental Policy
- SEMP-03: Environmental Aspects
- SEMP-04: Legal and Other Requirements
- SEMP-05: Objectives, Targets and Programs
- SEMP-06: Resources, Roles, Responsibility and Authority
- SEMP-07: Competence, Training and Awareness
- SEMP-08: Communication
- SEMP-09: Documentation
- SEMP-10: Control of Documents
- SEMP-11: Operational Control
- SEMP-12: Emergency Preparedness and Response
- SEMP-13: Monitoring and Measurement
- SEMP-14: Evaluation of Compliance
- SEMP-15: Nonconformity, Corrective Action and Preventive Action
- SEMP-16: Control of Records
- SEMP-17: Internal Audit
- SEMP-18: Management Review

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

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