



SEMP-09		U.S. Army-Hawaii	
PROCEDURE: Documentation		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-09: Documentation

1. Purpose

The purpose of this procedure is to identify the documents that are necessary for the effective implementation, maintenance, and improvement of the U.S. Army-Hawaii Sustainable Environmental Management (SEM). Documentation includes the following items:

- Environmental policy (SEMP-02);
- Environmental objectives and targets (SEMP-05);
- Scope of the SEM (SEMP-01);
- Elements of the SEM and their interaction to related documents (SEMPs 01 through 18);
- Documents and records required by ISO 14001 (SEMPs 10 and 16); and
- Documents and records necessary to ensure the effective planning, operation, and control of processes related to significant aspects (SEMPs 03, 04, 06, 07, 08, 11 and 12).

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.4] and Procedure

ISO Requirement	Procedure
The environmental management system documentation shall include the environmental policy, objectives and targets;	<p>The Environmental Policy is documented in <i>SEMP-02: Environmental Policy</i>. The policy is developed by the Environmental Division staff in coordination with the Public Affairs Office (PAO), the Garrison Commander, and CFT members. The policy is signed by the Garrison Commander and endorsed by the EQCC members. The policy is available in common work areas bulletin boards throughout the installation, and is posted on the USAG-HI public website.</p> <p>Objectives and targets are documented in <i>SEMP-05: Objective, Targets and Programs</i>. SEM Objectives and targets are identified by the Environmental Division staff and CFT members and are approved by the Garrison Commander and EQCC members. A list of objectives and targets is maintained on the Environmental Division shared drive and is continuously updated by the SEMPM, with inputs from the Environmental Division Program Managers.</p>

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SEMP-09		U.S. Army-Hawaii	
PROCEDURE: Documentation		DATE: 24 June 2010	Page 2 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

description of the main elements of the EMS and their interaction, and reference to related documents;	The SEMPM is responsible for developing and maintaining the SEM Manual. The SEM Manual includes a description of the main elements of the SEM, including references to related documents and records. The manual encompasses 18 distinct procedures describing how the U.S. Army-Hawaii SEM conforms to each elements of the ISO 14001 standard.
documents, including records, required by the ISO 14001:2004 standard;	The SEM procedures include references to records (e.g., lab results, reports, correspondence) and documents (e.g., SOPs, management plans, blank forms) necessary to manage the U.S. Army-Hawaii's environmental aspects. The records and documents are identified by the SEMPM with the assistance of the Environmental Division Program Managers. A list of documents and records is maintain in a spreadsheet, in accordance with <i>SEMP-10: Control of Documents</i> , <i>SEMP-16: Control of Records</i> .
documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects;	Documents and records determined by the Environmental Division to be necessary to ensure effective planning, operation and control of processes that relate to significant environmental aspects include <i>SEMPs 03, 04, 06, 07, 08, 11 and 12</i> . Significant environmental aspects are defined in accordance with <i>SEMP-03: Environmental Aspects</i> .
description of the scope of the EMS.	The scope of the SEM is documented in <i>SEMP-01: General Requirements</i> . It identifies the responsible parties, describes how the various parts of the installation SEM work together, and provides direction on where to obtain more detailed information on the operation of specific parts of SEM.

4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC) / Sustainable Environmental Management Representative(SEMR)	<ul style="list-style-type: none"> Reviews and endorses the U.S. Army-Hawaii SEM Manual.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> Ensures that the SEM Manual is reviewed annually and maintained as necessary.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> Develops, reviews, and maintains the SEM Manual, including the SEM scope, policy, and objectives and targets. Ensures that the documents and records maintained by the Environmental Division are updated on the Environmental Division shared drive.

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SEMP-09		U.S. Army-Hawaii	
PROCEDURE: Documentation		DATE: 24 June 2010	Page 3 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

Environmental Division Staff	<ul style="list-style-type: none"> Assist with the identification of environmental objectives and targets for their respective program areas, based on the installation significant aspects and Command priorities. Review the environmental objectives and targets when regulatory or program requirements or other influencing factors change, and communicate any proposed changes to the SEMPM. Maintain documents and records for their respective program areas, and notify the SEMPM when specific documents or records have been changed or updated.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> Provide inputs in the development of U.S. Army-Hawaii environmental objectives and targets, policy, and SEM scope. Review and endorses changes to the SEM manual as necessary
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Provide inputs in the development of U.S. Army-Hawaii environmental objectives and targets, policy, and SEM scope.
Environmental Compliance Officers (ECOs) and Workforce	<ul style="list-style-type: none"> Maintain and submit applicable environmental records and documents to appropriate Environmental Division Program Managers.

5. References

- ISO 14001:2004(E), 4.4.4 Documentation
- U.S. Army-Hawaii SEM Manual
- SEMP-01, General Requirements
- 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-10, Control of Documents
- SEMP-11, Operational Control
- SEMP-12, Emergency Preparedness and Response
- SEMP-16, Control of Records

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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