



<b>SEMP-11</b>		<b>U.S. Army-Hawaii</b>	
<b>PROCEDURE:</b> <b>Operational Control</b>		<b>DATE:</b> <b>24 June 2010</b>	Page 1 of 4
<b>DOCUMENT OWNER:</b> Sustainable Environmental Management Program Manager (SEMPM)		<b>AUTHORIZED BY:</b> Sustainable Environmental Management Program Manager (SEMPM)	

### SEMP-11: Operational Control

#### 1. Purpose

To establish a process for the identification, development and maintenance of procedures necessary to sufficiently control the environmental aspects resulting from the U.S. Army-Hawaii's operations.

#### 2. Definitions

Definitions and acronyms are included in the SEM Manual.

#### 3. Requirement [ISO 14001:4.4.6] and Procedure

ISO Requirement	Procedure
The organization shall identify those operations and activities associated with the identified significant environmental aspects in line with its policy, objectives and targets. The organization shall plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by:	<p>Identification of operations associated with the U.S. Army-Hawaii's significant environmental aspects is described in <i>SEMP-03: Environmental Aspects</i>. The aspects/operations identified are in line with the U.S. Army-Hawaii SEM objectives and targets (SEMP-05).</p> <p>Operations and activities that have identified significant aspects are controlled to ensure that the Environmental Policy is followed and that SEM objectives and targets are achieved.</p>
(a) establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets; stipulating operating criteria in the procedures; establishing and maintaining procedures related to the significant environmental aspects of goods and services used by the organization;	<p>Operations and activities that have identified significant environmental aspects are controlled with documented procedures. Documented procedures may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Standard Operating Procedures</li> <li>• Work instructions</li> <li>• Specified operating criteria</li> <li>• Management Plans</li> <li>• Control points</li> <li>• Operating limits</li> <li>• Command Directives</li> <li>• Operations Orders (OPORDs)</li> <li>• Technical Manuals</li> <li>• Fragmentary Orders (FRAGOs)</li> <li>• State, Federal, Army and DoD regulations</li> <li>• Facility operating permits issued by environmental regulatory agencies</li> </ul> <p>The Environmental Division is responsible for developing procedures that will affect the installation as a whole (e.g.,</p>

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	<p>Garrison-wide management plans). These plans are approved by the Garrison Commander, and implemented Garrison-wide. Management of controlled documented procedures is described in <i>SEMP-10: Control of Documents</i>.</p> <p>Individual units/organizations are responsible for developing procedures specific to their particular facility activities and processes (e.g., specified operating criteria, operating limits). Facility specific procedures are not typically controlled as part of <i>SEMP-10: Control of Documents</i>, but must however, be consistent with the overarching management plan and environmental regulations or permit that it supports.</p>
(b) and communicating relevant procedures and requirements to suppliers and contractors.	<p>The contracting officers and their representatives are responsible for ensuring that relevant operating procedures are communicated to contractors and suppliers.</p> <p>Appropriate contracts shall be identified and SEM requirements shall be integrated into appropriate contracts, as required by DoD metric 6. An appropriate contract for U.S. Army-Hawaii is a large-scale support and services contract whose actions have potential impacts on the its significant environmental aspects. The SEM requirements shall include those for conformance, training, appointments, procedures and operational controls.</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>Approves and issues environmental-related policies, management plans and guidance documents designed to control the installation's activities and processes associated with significant environmental aspects.</li> <li>Directs units/organizations to implement the operational controls applicable to their respective operations.</li> </ul>
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> <li>Oversees operational control documentation in accordance with <i>SEMP-10: Control of Documents</i>.</li> </ul>
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> <li>Manages the identification of environmental aspects, objectives, and targets in accordance with <i>SEMP-03: Environmental Aspects</i> and <i>SEMP-05: Objectives, Targets and Programs</i>.</li> <li>Manages operational control documentation in accordance with <i>SEMP-10: Control of Documents</i>.</li> </ul>
Environmental Division Staff	<ul style="list-style-type: none"> <li>Develops Garrison-wide operational controls for significant environmental aspects and impacts.</li> <li>Manages controlled documented procedures in accordance with <i>SEMP-10:</i></li> </ul>

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	<i>Control of Documents.</i>
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> <li>Communicate and enforce compliance with relevant operational controls within their respective unit/organization.</li> <li>Review the successes or failures of complying with applicable operational controls within their respective unit/organization and implement corrective actions as necessary.</li> </ul>
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> <li>Communicate and enforce compliance with relevant operational controls within their respective unit/organization.</li> <li>Review the successes or failures of complying with applicable operational controls within their respective unit/organization and implement corrective actions as necessary.</li> </ul>
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> <li>Communicate and enforce compliance with relevant operational controls within their respective unit/organization.</li> <li>Review the successes or failures of complying with applicable operational controls within their respective unit/organization and implement corrective actions as necessary.</li> </ul>
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> <li>Responsible for knowing and abiding by the operational controls applicable to their facility.</li> <li>Communicate the applicable operational controls and other requirements to facility personnel.</li> <li>Communicate any successes or challenges in complying with applicable operational controls to their Supervisors, CFT representatives or the Environmental Division.</li> <li>Coordinate with Environmental Division, as needed, to ensure current versions of operational controls are available.</li> <li>Notify the Environmental Division of changes in processes that affect operational controls.</li> <li>Notify affected facility personnel of relevant changes to operational controls.</li> </ul>
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> <li>Responsible for knowing and abiding by the operational controls affecting their work practices.</li> <li>Verify that printed operational controls are current prior to use.</li> <li>Communicate any successes or challenges in complying with applicable operational controls to their Supervisors, CFT representatives, ECOs or the Environmental Division.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>Responsible for knowing and abiding by the installation applicable operational controls pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.</li> </ul>
Regional Contracting Office (RCO)	<ul style="list-style-type: none"> <li>Coordinate with the Environmental Division to include SEM language and requirements in appropriate contracts.</li> </ul>

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**5. References**

- ISO 14001:2004(E), 4.4.6 Operational Control
- U.S. Army-Hawaii SEM Manual
- SEMPs 10 & 16: Inventory of Documents and Records
- SEMP-03: Environmental Aspects
- SEMP-05: Objectives, Targets and Programs

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

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