

U.S. Army-Hawaii



Sustainable Environmental Management (SEM) Manual

25 June 2010



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APPENDIX A

Sustainable Environmental Management Procedures (SEMPs)



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Table 1: Revision History

Date	Sections	Comments	Approval
25 Jun 10	All SEM Procedures	Reviewed and updated to address current procedures, current responsibilities and internal audit findings.	SEMPM

Garrison Commander Approval

Date: 08 July 2010

This Sustainable Environmental Management (SEM) Manual has my full endorsement and I am at a level of authority to commit the necessary resources to implement and maintain this manual as herein described.

Douglas S. Mulbury
Colonel, US Army
Commanding



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1.0 INTRODUCTION

The Garrison Commander has overall responsibility for management of the environmental and natural resources of U.S. Army-Hawaii. The Environmental Division is aligned under the Directorate of Public Works (DPW) and has the responsibility for the day-to-day management of environmental compliance, conservation, protection, and other environmental functions such as the implementation and management of the installation's Sustainable Environmental Management (SEM) system.

This document, with appendix, constitutes the U.S. Army-Hawaii SEM Manual. It describes the core elements and primary roles and responsibilities associated with the installation's SEM system. It encompasses 18 distinct procedures, referred to as "Sustainable Environmental Management Procedures (SEMPs)", provided in appendix A of this manual. The SEMPs document how U.S. Army-Hawaii conforms to each element of the ISO 14001:2004 Standard for Environmental Management Systems.

2.0 REFERENCES

- a) ISO 14001:2004, Environmental Management Systems—Requirements with Guidance for Use, 15 Nov 04
- b) US Army Environmental Management System Implementers Guide, version 3.0, Dec 05
- c) EO 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 24 Jan 07
- d) AR 200-1, Environmental Protection and Enhancement, 13 Dec 07
- e) DoDI 4715.17, Environmental Management Systems, 15 Apr 09
- f) Memorandum, DAIM-ZA, Implementation & Maintenance of Environmental Management Systems, 10 Jul 09
- g) EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance, 5 Oct 09
- h) (All documents listed in *SEMP-10: Control of Documents*, *SEMP-16: Control of Records*, and *Inventory of Records and Documents*)
- i) (All legal requirements listed in *SEMP-04: Identification of Legal or Other Requirements* and *Inventory of Legal or Other Requirements*)

3.0 SCOPE

The scope of U.S. Army-Hawaii's SEM includes areas and processes that occur within the fence-line of all 22 of its sub-installations on the islands of Oahu and Big Island. It applies to all reserve and active military component units, civilian and tenant organizations, contractors and other agencies associated U.S. Army-Hawaii operations.

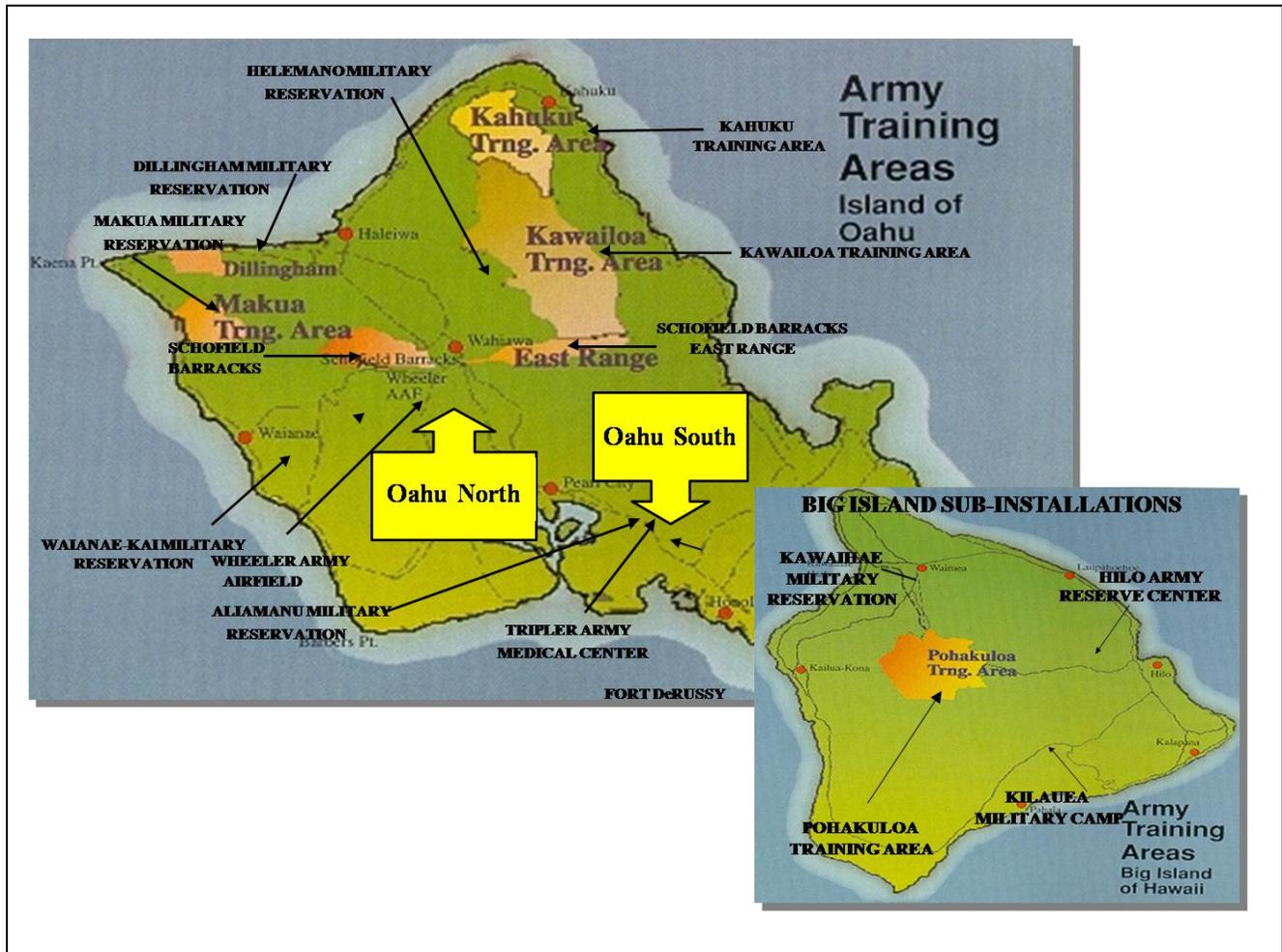


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The below figure illustrates the location of U.S. Army-Hawaii’s sub-installations.

Figure 1. U.S. Army-Hawaii Sub-Installations



4.0 COMPONENTS AND ELEMENTS

U.S. Army-Hawaii’s SEM is modeled on the cyclic “Plan-Do-Check-Act” approach found in the international, ISO 14001, standard for environmental management. The Plan-Do-Check-Act cycle is represented by five SEM components—Policy, Planning, Implementation, Checking and Corrective Action, and Management Review. Each component is described as follows:

Policy—The policy statement includes a commitment by senior leaders to environmental compliance, pollution prevention, and continual improvement of environmental performance.



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Planning—The planning component involves the identification of the installation’s mission supporting processes and their potential effects on the environment. It also includes an analysis and prioritization of risks, as well as establishing objectives and targets to reduce significant environmental impacts and risks to mission operations.

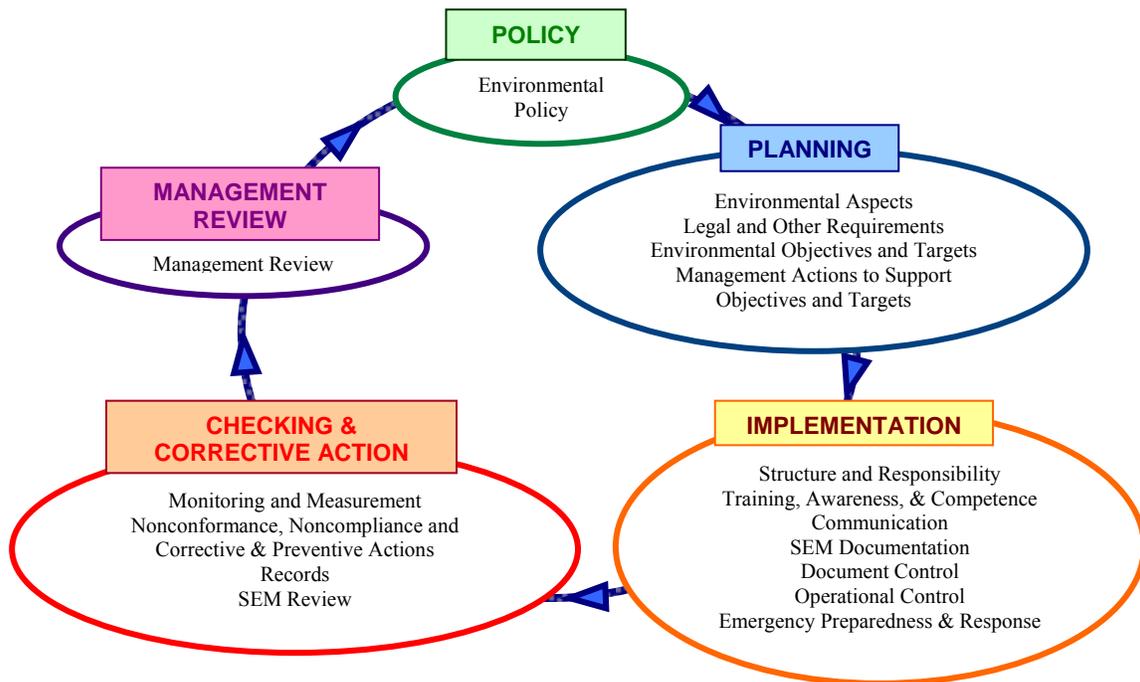
Implementation—The implementation component includes the development and/or improvement of operations associated with the proper functioning of the SEM (e.g., communication, documentation, training, procedures, resources) to achieve established objectives and targets.

Checking and corrective action—The checking and corrective action component includes periodic self-evaluation of environmental performance and the SEM itself, with planning and implementation of preventive and corrective actions to ensure improvement.

Management review—The management review component involves periodic reviews of the SEM by senior leadership, with recommendations for improvement. It also includes publication of the results and decisions made as part of the review.

Each SEM component includes one or more elements. Figure 2 depicts the U.S. Army-Hawaii SEM framework, showing the relationship between the components and elements. Elements are fully described in *Appendix A: Sustainable Environmental Management Procedures*.

Figure 2. U.S. Army-Hawaii SEM Model Framework





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5.0 GENERAL SEM ROLES AND RESPONSIBILITIES

SEM Roles and Responsibilities are defined in detail within *SEMP-06: Resources, Roles, Responsibility, and Authority*.

6.0 SUSTAINABLE ENVIRONMENTAL MANAGEMENT PROCEDURES (SEMPs) SUMMARY

Table 2 lists the SEMPs that guide the maintenance and operation of U.S. Army-Hawaii SEM elements. Each procedure contains a statement of purpose, a discussion of the SEM element, specific actions and responsibilities, and references related to Army and installation environmental documents. SEMPs may be modified to reflect changes in U.S. Army-Hawaii’s mission and environmental requirements or with improvements to the SEM. SEMPs are controlled separately and are subject to document control procedures provided in *SEMP-10: Document Control*.

Table 2: Sustainable Environmental Management Procedures Summary

SEMP	ISO 14001 Element	Title
SEMP-01	4.1	General Requirements
SEMP-02	4.2	Environmental Policy
SEMP-03	4.3.1	Environmental Aspects
SEMP-04	4.3.2	Legal and Other Requirements
SEMP-05	4.3.3	Objectives, Targets and Programs
SEMP-06	4.4.1	Resources, Roles, Responsibility and Authority
SEMP-07	4.4.2	Competence, Training and Awareness
SEMP-08	4.4.3	Communication
SEMP-09	4.4.4	Documentation
SEMP-10	4.4.5	Control of Documents
SEMP-11	4.4.6	Operational Control
SEMP-12	4.4.7	Emergency Preparedness and Response
SEMP-13	4.5.1	Monitoring and Measurement
SEMP-14	4.5.2	Evaluation of Compliance
SEMP-15	4.5.3	Nonconformity, Corrective Action and Preventive Action
SEMP-16	4.5.4	Control of Records
SEMP-17	4.5.5	Internal Audit
SEMP-18	4.6	Management Review



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7.0 DEFINITIONS AND ACRONYMS

Term/Acronym	Definition
ACM	Asbestos-Containing Material
AEC	U.S. Army Environmental Command
AFV	Alternatively Fueled Vehicle
AMR	Aliamanu Military Reservation
AMT	Asbestos Management Team
AP	Affirmative Procurement
AR	Army Regulation
ASF	Accumulation and Storage Facility
Aspect	A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental or other resource. Each practice may have several aspects. Examples of aspects include air emissions, energy use, fuel use, hazardous material use, hazardous waste generation, potential spills, wastewater discharge.
AST	Aboveground Storage Tank
AUL	Authorized Use List
BAAF	Bradshaw Army Airfield
BMP	Best Management Practice
CDR	Commander
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CFT	Cross-Functional Team
CLIN	Contract Line Item Number
CO	Commanding Officer
Conformance	Adherence to Army and installation SEM criteria.
Compliance	Adherence to DoD, Army, Federal, State, local, and other applicable legal, regulatory, or policy requirements.
CY	Calendar Year
DCA	Directorate of Community Activities
Deficiencies	A deviation from an environmental requirement.
DLA	Defense Logistics Agency
DoD	U.S. Department of Defense
DoDI	U.S. Department of Defense Instructions
DOT	Department of Transportation
DOH	State of Hawaii Department of Health
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DPTM	Directorate of Plans, Training, and Mobilization
DPW	Directorate of Public Works
DRMO	Defense Reutilization Management Office
ECO	Environmental Compliance Officer



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Term/Acronym	Definition
ECI	Environmental Compliance Inspection
ED	Environmental Division
EMIS	Environmental Management Information System
EMS	Environmental Management System (SEM: Sustainable Environmental Management)
EMSMR	Environmental Management System Management Representative (SEMR: Sustainable Environmental Management Representative)
Environmental Records	Environmental records furnish objective evidence of activities performed or results achieved. Records are statements of fact for a given point in time. They address historical activity and must be maintained for a specified or indefinite period of time; their contents are not subject to change. Examples of environmental records include training records; manifests or bills of lading; communication records; required reports; compliance assessment results; minutes of meetings; etc.
Environmental Requirement	Legislation, regulation, or policy issued by any Federal, State, or local authority that addresses environmental considerations and requires action by U.S. Army-Hawaii.
EO	Executive Order
EPA	Environmental Protection Agency
EPAS	Environmental Performance Assessment System
EPCRA	Emergency Planning and Community Right-to-Know Act
EPR	Environmental Project Requirements
EQA	Environmental Quality Assessment
EQCC	Environmental Quality Control Committee
ER	Emergency Response
External Communication	Communication of environmental information between U.S. Army-Hawaii personnel and external parties (e.g., regulators, interested parties).
FD	Fort DeRussy
FEWR	Facilities Engineering Work Request
FRAGO	Fragmentary Order
FS	Fort Shafter
FY	Fiscal Year
GC	Garrison Commander
HAW	Hawaii Army Weekly
HAR	Hawaii Administrative Rules
HAZCOM	Hazardous Communication
HM	Hazardous Material
HMCC	Hazardous Material Control Center
HMR	Helemano Military Reservation
HSMS	Hazardous Substance Management System
HSWA	Hazardous and Solid Waste Amendments
HUD	Housing and Urban Development
HW	Hazardous Waste



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Term/Acronym	Definition
HWMP	Hazardous Waste Management Plan
HWSSP	Hazardous Waste Shop Storage Points
IC	Incident Coordinator
ICRMP	Integrated Cultural Resource Management Plan
IEDC	Installation Environmental Division Chief
IFS	Installation Fire and Safety
IHWMP	Installation Hazardous Waste Management Plan
IJO	Individual Job Orders
IMCOM	Installation Management Command (IMCOM)
IMO	Installation Maintenance and Motor Officer
Impact	An effect of a practice's aspect on an environmental or other resource. Each practice may have several impacts
INRMP	Integrated Natural Resource Management Plan
Internal Assessment	A systematic, documented, objective, and comprehensive environmental compliance review of installation processes, facilities, and practices to be completed within a 12-month period. Installation personnel or their designees conduct the internal assessment.
Internal Assessment Plan (IAP)	The host activity's plan, coordinated with tenants, that describes how a comprehensive internal assessment will be accomplished within the "fenceline" over the course of a year.
Internal Communication	Communication of environmental information among U.S. Army-Hawaii personnel.
IOSC	Installation On-Scene Commander
IPMP	Installation Pest Management Plan
ISCPM	Installation Surgeon and Chief of Preventive Medicine
ISO	The International Organization for Standardization
IW	Industrial Waste
IWTP	Industrial Wastewater Treatment Plant
KMC	Kilauea Military Camp
LHMP	Lead Hazard Management Plan
MMT	Military Maintenance Team
MOA	Memorandum of Agreement
MoM	Merit of Measure
MOU	Memorandum of Understanding
mpg	miles per gallon
MSDS	Material Safety Data Sheet
MTF	Medical Treatment Facility
O&M	Operations and Maintenance
O&T	Objectives and Targets
OJT	On-the-Job-Training
OA	Opportunity Assessment



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Term/Acronym	Definition
ODS	Ozone Depleting Substance
Operational Controls	Procedures, with designated responsibilities and frequencies, implemented to control a practice's aspects or to prevent or mitigate the impacts of those aspects.
OPORD	Operations Orders
P2	Pollution Prevention
PAIO	Plans Analysis and Integration Office
PAO	Public Affairs Office
PARC	Pililaau Army Recreation Center
PARO	U.S. Army Installation Management Agency, Pacific Region Office
PAT	Pollution Prevention Assessment Team
PCB	Polychlorinated Biphenyl
PCE	Perchloroethylene
PES	Preconstruction Environmental Surveys
PM	Preventive Maintenance
POA&M	Plan of Actions and Milestones
Point of Use	A location, practice or office where an item such as a document is required and used. Note: The use of, i.e., a document a particular location is not sufficient to define the location as a point of use. For example, a spill plan may have the fuels office as a point of use, but may also be used in the field when responding to a spill. The field location is not a point of use for the purposes of this SEM.
POL	Petroleum, Oil, Lubricants
Practice	A unit process that supports a military mission and can impact environmental resources. (It is the ability to impact an <i>environmental resource</i> that is key to defining a practice. However, practices may also impact <i>other resources</i> .) Practices include operation of specific pieces of industrial equipment or industrial areas (e.g., AST-001, Solvent Tank XYZ, hazardous waste storage area B) and associated physical controls, but they also include non-industrial activities such as administrative and training functions.
Practice Owner	The person, office, or department responsible for day-to-day operation of a practice.
Problem Solving	Application of a structured approach to identify environmental problems and their root causes and to develop and implement cost-effective, permanent solutions.
PTA	Pohakuloa Training Area
PW	Public Works
QMSM	Quality Management System Manual
R&A	Review and Analysis
RCRA	Resource Conservation and Recovery Act
REC	Record of Environmental Consideration
REO	Residual Efficient Organization
Resources (Environmental)	Sensitive environmental receptors (e.g., air, water, natural resources, etc.) or cultural or historic assets within the U.S. Army-Hawaii or in the surrounding community that can be impacted by the operation of practices.
Resources (Other Resources)	Other assets that may be impacted by U.S. Army-Hawaii practices, such as personnel health and safety, real property, financial resources, public relations



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Term/Acronym	Definition
	status, and mission capability.
RMW	Regulated Medical Waste
SB	Schofield Barracks
SBER	Schofield Barracks East Range
SEA	Significant Environmental Aspect
SEM	Sustainable Environmental Management
SEM Coordinator	Sustainable Environmental Management Coordinator (SEMPM: Sustainable Environmental Management Program Manager)
SEMP	Sustainable Environmental Management Procedure
SEMPM	Sustainable Environmental Management Program Manager
SEMR	Sustainable Environmental Management Representative
SO	Service Order
SOO	Standing Operations Orders
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control, and Countermeasures
SW	Solid Waste
SWMP	Solid Waste Management Plan
SWPCP	Storm Water Pollution Control Plan
TAMC	Tripler Army Medical Center
TAP	Transfer and Accumulation Point
TAPES	Total Army Performance Evaluation System
TCE	Trichloroethylene
TRI	Toxic Release Inventory
TSDY	Temporary Storage and Disposal Facility
USACHPPM	U.S. Army Center for Health Promotion and Preventive Medicine
USAG-HI	U.S. Army Garrison, Hawaii
USARPARC	U.S. Army Pacific Region
UST	Underground Storage Tank
WAAF	Wheeler Army Airfield

APPENDIX A

Sustainable Environmental Management Procedures (SEMPs)



SEMP-01		U.S. Army-Hawaii	
PROCEDURE: General Requirements		DATE: 24 June 2010	Page 1 of 3
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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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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
Top management shall define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it <ol style="list-style-type: none"> a) is appropriate to the nature, scale and environmental impacts of its activities, products and services, 	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: <ul style="list-style-type: none"> • Consulting with management from each directorate in order to identify the nature and scale of their activities, products, and services. • Inputs from the Environmental Division staff to identify the environmental impact related to the identified activities, products, and services. • 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.
<ol style="list-style-type: none"> b) includes a commitment to continual improvement and prevention of pollution, 	<ul style="list-style-type: none"> • 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: <i>"...U.S. Army Hawaii will continuously strive to improve its environmental performance and seek to: ➤ Lessen our environmental footprint and prevent pollution..."</i>
<ol style="list-style-type: none"> 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, 	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:

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	<p>“...U.S. Army Hawaii will...seek to:</p> <ul style="list-style-type: none"> ➤ <i>Comply with all applicable environmental laws and regulations.”</i>
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"> ➤ <i>“Lessen our environmental footprint and prevent pollution.</i> ➤ <i>Minimize our impact on the Hawaiian land.</i> ➤ <i>Conserve, preserve, and protect our natural and cultural resources.</i> ➤ <i>Comply with all applicable environmental laws and regulations.”</i>
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

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • 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. • Coordinates with the SEMPM to ensure that the policy is communicated internally. • Provides the policy to members of the public upon request.

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

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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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PROCEDURE: Environmental Aspects		DATE: 24 June 2010	Page 1 of 7
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SEMP-03: Environmental Aspects

1. Purpose

To provide a standard procedure for identifying the significant environmental aspects and associated impacts of U.S. Army Hawaii processes, activities and services.

2. Definitions

Definitions and acronyms are included in U.S. Army-Hawaii SEM Manual.

3. Requirement [ISO 14001:4.3.1]

ISO Requirement	Procedure
The installation	
shall establish, implement and maintain a procedure a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and b) to determine those aspects that have or can have significant impacts on the environment (i.e. significant environmental aspects). shall document this information and keep it up to date.	The Environmental Division establishes, implements and maintains the installation's documented procedure for identifying the environmental aspects associated with its activities, products and services as described in paragraphs 3.1 through 3.6 below.
shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.	The significant environmental aspects are highly considered in establishing, implementing and maintaining the overall installation SEM. The significant aspects are taken into account in all SEM Procedures.

3.1 Identification of Activities, Products and Services

3.1.1 The Environmental Division Staff, the Sustainable Environmental Management Program Manager (SEMPM) in collaboration with the SEM Cross-Functional Team (CFT) identifies the U.S. Army-Hawaii's current and past activities, products and services, to establish a general framework for the

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evaluation of environmental aspects and associated impacts. The processes are documented by the SEMPM and inputted into the Environmental Management Information System (EMIS).

3.1.2 The output of this task is communicated to the respective units/organizations via reports generated from the EMIS. Each individual report contains an environmental impact summary chart and a list of current activities with their associated potential impact.

3.1.3 Each unit/organization environmental impact summary charts and reports are maintained as records, in accordance with the Records Management procedure (SEMP-16).

3.2 Identification of Environmental Aspects and Potential Impacts

3.2.1 Each of the U.S. Army-Hawaii's activities, products and services are reviewed to identify associated environmental aspects and potential impacts.

3.2.2 Environmental aspects and potential impacts are identified through facility walk-through and functional area meetings with appropriate personnel. These review meetings are scheduled and facilitated by the SEMPM.

3.2.3 The environmental aspects for each activity, product and service are evaluated in the following categories:

Environmental Aspect Categories

- Air Emissions
- Contaminant Spills to Water & Soil (Organics, Inorganics, POL, Munitions)
- Drinking Water Production/Distribution
- Ecological Resources Degradation
- Electricity Use Air Emissions
- Fuel Consumption Air Emissions
- Hazardous Material & Waste Use/Generation/Storage/Transport/Disposal
- Heat, Light & Radiation Generation
- Medical Waste Generation/Storage/Transport/Disposal
- Natural Resources & Cultural Resources Interactions
- Natural Resource & Raw Material Consumption
- Noise Generation
- Particle Energy Generation
- Pesticides Use/Storage/Transport/Disposal
- Potable Water & Wastewater Use
- Unregulated Solid Waste Generation

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3.2.4 The environmental aspects for each activity, product and service are evaluated for their potential impacts in the following categories:

Potential Environmental Impact Categories

- Disposal of Unregulated Solid Waste and Landfill Space Depletion
- Potential Risk to Storm Drains
- Potential Risk to Wastewater Treatment Plant
- Potential Risk to/Degradation of Soil Quality
- Potential Risk to/Degradation of Surface or Ground Water
- Air Emissions and Air Pollution
- Disposal of Regulated Waste
- Disposal of Recyclable Material
- Energy Consumption and Air Pollution
- Disposal of Unused/Expired Hazardous Material
- Potential Degradation of Species, Habitat, and Ecological Resources
- Fuel Consumption (Air Pollution)
- Water and Wastewater Consumption (Depletion of Natural Resources)
- Potential Degradation/Consumption of Natural Resources and Raw Material
- Potential Degradation of Historical, Cultural, Archeological or Native Hawaiian Resources
- Sediment Loading to Storm Drains or Surface Water
- Potential Loss of Public Access to Cultural Resource Sites
- Potential Loss of Recreation Areas
- Potential Nuisance to surrounding community
- Hydrology Alterations
- Sustainment/Use of Timber, Minerals, and Lands
- Transient Electromagnetic Interference
- Releases to/Degradation of Drinking Water Quality

3.3 Evaluation of Environmental Aspects and Impacts

3.3.1 The environmental aspects identified for each unit/organization are evaluated for a variety of actual and potential environmental impacts using a risk-based assessment methodology consistent with the December 2005 “U.S. Army Environmental Management System Implementers Guide”.

3.3.2 Each potential impact associated with an environmental aspect is assigned a numerical risk rating based on the following criteria and potential risk scale:

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Evaluation of Environmental Aspects and Impacts Table	
Criteria	Risk Scale
Community Concern	4=Public anger/lawsuits 3=Serious community concern political or activist inquiries, intense negative media. 2=Some community concern 1=Community is unconcerned but could become concerned 0=Community not likely to become concerned
Mission Impact	5 = Loss of ability to accomplish critical mission or near mission failure. 4 = Severely degraded mission capability or serious mission restrictions. 3 = Moderate mission restrictions. 2 = Minor mission impacts or restrictions. 1 = Insignificant mission impacts or restrictions and alternative courses of action available. 0 = No mission impacts or restrictions.
Regulatory Impact	4 = Federal or state requirements or regulations apply. 3 = Likely to be regulated in future by federal or state agency. 2 = Army wide or DoD Best Management Practice or Guidance apply. 1 = Facility Best Management Practice applies. 0 = No applicable requirements.
Environmental Impact	5 = Severe—immediate threat likely to result in widespread damage to human health or the environment and requiring great effort to remediate or correct. 4 = Serious—no immediate health threat, but likely to significantly damage the environment and difficult but possible to remediate. 3 = Moderate—somewhat harmful, but correctable. 2 = Mild—small potential for harm to environment, correctable. 1 = Insignificant—trivial consequences, easily correctable or not impact.
Frequency or Likelihood of Impact Occurrence	5 = Continuous—ongoing or daily. 4 = Frequent—more than once per month. 3 = Infrequent—more than once per year, less than once per month. 2 = Rare—once every year or two. 1 = Highly unlikely.

3.3.3 The individual impact risk ratings are entered into the EMIS environmental impact formula, which yields the cumulative potential environmental impact risk score for each activity.

3.3.4 The formula for calculating the significance of potential risks is as follows:

Potential Risk = *frequency* × (*environmental impact severity* + *mission impact severity*) + *regulatory impact* + *community concern*.

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3.4 Significance of Environmental Aspects and Impacts

3.4.1 Cumulative potential environmental impact risk scores are sorted, using the EMIS, from high to low and summarized in a report entitled “Garrison Wide Potential Environmental Impact Summary Chart”.

3.4.2 Priority among all the environmental aspects is established based on the Garrison wide cumulative impact scores and a combination of objective and subjective judgments done collectively by the Garrison Commander, who serves as the Sustainable Environmental Management Representative (SEMR), Installation Environmental Division Chief (IEDC), Sustainable Environmental Management Program Manager (SEMPM), Environmental Division Staff, Environmental Quality Control Committee (EQCC) and Cross Functional Team (CFT).

3.4.3 The score values represented in the EMIS are considered a tool, but are not the only source of information taken into consideration for determining the significance of environmental aspects. The following factors and criteria are considered when selecting U.S. Army-Hawaii’s significant environmental aspects:

- Potential Environmental Impact Risk Score
- Actual Environmental Impacts
- Mission Impacts
- Community Impacts
- Legal Requirements
- Financial Resources
- Human Resources
- Command Priorities
- Influential Control of Activities and Operations (result of current operations)
- Environmental Legacy Issues (result of past operations)
- Normal and Abnormal Operating Conditions

3.4.4 As the U.S. Army-Hawaii SEMR, the Garrison Commander makes the final decision in determining the significance and priority of the installation’s environmental aspects and impacts.

3.5 Reviewing and Updating Significant Environmental Aspects and Impacts

3.5.1 The SEMPM in collaboration with the CFT members and other appropriate unit/organization personnel will review, on an annual basis, the U.S. Army-Hawaii’s processes, activities, products, and services to identify any changes that might drive amendments to the significant aspects and impacts analysis results.

3.5.2 Additionally, the environmental division staff, through the Record of Environmental Consideration (REC) and Preconstruction Environmental Surveys (PES) process will identify new or modified projects, activities, and processes that have been introduced and that, as a result, could also drive adjustments of the U.S. Army-Hawaii SEM.

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3.5.3 The results of U.S. Army-Hawaii’s environmental aspects and impacts annual reviews is presented to the EQCC members annually as part of the Management Review procedure (SEMP-18).

3.6 External Communication of Significant Aspects and Impacts

3.6.1 External communication of the U.S. Army-Hawaii’s significant environmental aspects and impacts will not be deliberately delivered via formal means to any external parties. However, this information, at the discretion of the U.S. Army-Hawaii Command, may be posted and obtained through the Garrison’s public access website.

4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Makes the final decision in determining the significance and priority of the Garrison wide environmental impacts and associated objectives and targets. • Ensures the SEM objectives are aligned with and complement the installation Strategic Sustainability Action Plan. • Directs changes as necessary to promote continual improvement of the SEM.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Endorse the installation significant environmental aspects/impacts and associated objectives and targets. • Communicate relevant information regarding the installation’s significant environmental aspects/impacts within their respective organization.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Reviews and endorses the inventory of all SEM practices with aspects at least annually as part of the audit procedure outlined in SEMP-17 or whenever a practice change occurs. • Ensures that objectives are established for aspects with significant environmental impacts.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Interviews units/organizations commanders, department heads or supervisors about existing and new practices in their area of responsibility. • Creates and maintains the inventory of activities with environmental aspects based on interviews conducted. • Reviews the inventory at least annually as part of the audit procedure outlined in SEMP-17 or whenever an activity change occurs. • Assigns risk scores and establishes the significance for environmental aspects using the EMIS database. • Ensures environmental training incorporates significant aspects (SEMP-07).
Environmental Division Staff	<ul style="list-style-type: none"> • Assists the SEMPM in identifying activities and aspects.
Unit Commanders, Department Heads, Directors and	<ul style="list-style-type: none"> • Assists the SEMPM in identifying activities and environmental aspects in their respective organizations. • Ensures that significant unit/organizational environmental aspects are

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Supervisors	addressed and associated training needs, operational controls and measuring and monitoring of key characteristics are met.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Assist the SEMPM in identifying activities and aspects. Communicate relevant information regarding the installation's significant environmental aspects/impacts within their respective organization.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Follows established operational control practices. Contacts the department head or supervisor when there is a change in the practice or operational control.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Follows operational controls when assigned to a practice with a significant aspect and impact.

5. References:

- ISO 14001:2004(E), 4.3.1 Environmental Aspects
- U.S. Army Hawaii SEM Manual
- EMIS Enviance Database
- U.S. Army Hawaii SEM Register of Significant Environmental Aspects
- SEM-05, Objectives, Targets and Programs
- SEM-11, Operational Control
- SEM-13, Monitoring and Measurement

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

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SEMP-04: Legal and Other Requirements

1. Purpose

To ensure a documented process is implemented and maintained in the SEM to identify and maintain applicable legal and other requirements.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.3.2] and Procedure

ISO Requirement	Procedure
<p>The installation shall establish, implement and maintain a procedure(s) to identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and</p>	<p>U.S. Army-Hawaii maintains access to environmental rules, regulations and requirements through a variety of available resources, including:</p> <ul style="list-style-type: none"> • on-site hard copies of regulations • electronic regulatory update subscriptions • access to federal, state and local regulatory program requirements via the world wide web <p>The Environmental Division coordinates the identification and evaluation of applicable legal and other requirements with the installation Staff Judge Advocate office, the Installation Management Command (IMCOM) Pacific Region and the Army Environmental Command (AEC).</p> <p>The primary sources of environmental requirements are the Code of Federal Regulations (CFR) and Hawaii Administrative Rules (HAR). Additional legal and other requirements are defined by Federal laws, Army Regulations, DoD Directives, and Executive Orders.</p> <p>The SEMP-04 Inventory of Legal and Other Requirements is maintained on the Environmental Division shared drive. New requirements are added to the inventory as they become available.</p>

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<p>to determine how these requirements apply to its environmental aspects.</p>	<p>The Environmental Division in coordination with activities and process owners ensure that legal and other requirements are applied to related environmental aspects.</p> <p>Each Environmental Division Program Manager is responsible for reviewing the legal and other requirements pertaining to their specific program areas and for informing affected units/organizations (including tenants, contractors, and the SEMPM) of their responsibilities and the specific procedure for conforming to applicable regulations.</p> <p>Environmental review of planned U.S. Army-Hawaii projects occurs before the project is executed as part of the Record of Environmental Consideration (REC) and Preconstruction Environmental Surveys (PES) process. Pertinent environmental regulatory requirements are incorporated in the project or contract specifications as applicable.</p> <p>Action-oriented requirements associated with installation environmental permits and other applicable regulatory drivers (e.g., monitoring events, reports, inspections, etc.) are tracked in the Environmental Management Information System (EMIS) and/or individually by each Program Manager as part of their internal management calendar.</p>
<p>The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its environmental management system.</p>	<p>The Environmental Division ensures all applicable legal and other requirements are taken into account when implementing and maintaining the installation SEM.</p> <p>The Environmental Division staff monitors available regulation media resources (e.g., hard copies of regulations, subscriptions, and regulations available online) on a regular basis to ensure that new and emerging requirements are identified in a timely manner and incorporated into the SEM.</p>

4. Responsibilities

Responsible Party	Responsibilities
Installation Management Command (IMCOM) and Army Environmental Command (AEC)	<ul style="list-style-type: none"> • Provides technical and / or funding support to assist meeting the U.S. Army-Hawaii's legal and other environmental requirements. • Provides information on new and /or revised laws, regulations, and other environmental requirements to the IEDC and installation environmental staff.
Garrison Commander (GC)/ Sustainable	<ul style="list-style-type: none"> • Ensures appropriate Command emphasis and resources are allocated to meet and maintain compliance with the installation's legal and other

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Environmental Management Representative(SEMR)	environmental requirements.
Staff Judge Advocate	<ul style="list-style-type: none"> • Advises the GC, IEDC and environmental staff on legal matters affecting the installation's environmental responsibilities and the SEM.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Provides information on new and /or revised laws, regulations, and other environmental requirements affecting the installation to the GC and senior staff as appropriate. • Determines how U.S. Army-Hawaii's environmental requirements apply to its environmental aspects and ensures that the legal requirements are taken into account in establishing and maintaining the SEM. • Consults with the installation Staff Judge Advocate, as appropriate regarding legal questions and irresolvable issues.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Monitors U.S. Army-Hawaii's SEM to ensure that it meets the ISO 14001:2004 standard and Army Regulation (AR) 200-1. • Coordinates with the Environmental Division Program Managers to ensure revised or new requirements affecting aspects and/or environmental media areas are updated in the inventory of legal requirements. • Communicates legal and other environmental requirements to installation personnel who need the knowledge to ensure operations are planned and executed in compliance with the SEM requirements.
Environmental Division Staff	<ul style="list-style-type: none"> • Each Environmental Division Program Manager is responsible for reviewing the legal and other requirements pertaining to their specific program areas and for informing affected units/organizations (including tenants, contractors) of their responsibilities and the specific procedure for complying with applicable regulations. • During internal audits, inspections or other reviews of the SEM program, Environmental Division Program Managers will ensure that all applicable legal requirements are being met or addressed. • Maintains, renews and monitors facility environmental permits issued by regulatory agencies.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Communicate and enforce compliance with relevant legal and other requirements within their respective unit/organization. • Review the successes or failures of meeting regulatory requirements within their respective unit/organization and implement corrective actions.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Communicate and enforce compliance with relevant legal and other requirements within their respective unit/organization.

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	<ul style="list-style-type: none"> Review the successes or failures of meeting regulatory requirements within their respective unit/organization and implement corrective actions.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Communicate and enforce compliance with relevant legal and other requirements within their respective unit/organization. Review the successes or failures of meeting regulatory requirements within their respective unit/organization and implement corrective actions as necessary.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Responsible for knowing and abiding by the legal and other requirements applicable to their facility. Communicate the applicable legal and other requirements to facility personnel. Communicate any successes or challenges in complying with applicable regulatory requirements to their Supervisors, CFT representatives or the Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Responsible for knowing and abiding by applicable legal and other requirements affecting their work practices. Communicate any successes or challenges in complying with applicable regulatory requirements to their Supervisors, CFT representatives, ECOs or the Environmental Division.
Contractors	<ul style="list-style-type: none"> Responsible for knowing and abiding by applicable legal and other requirements pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.

5. References

- ISO 14001:2004(E), 4.3.2 Legal and Other Requirements
- U.S. Army-Hawaii SEM Manual
- SEMP-04: Inventory of Legal and Other Requirements
- SEMPs 10 & 16: Inventory of Documents and Records

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

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SEMP-05: Objectives, Targets and Programs

1. Purpose

To provide a standard procedure to ensure a documented process is implemented and maintained to develop environmental objectives and targets (O & T).

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.3.3] and Procedure

ISO Requirement	Procedure
The installation shall establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization.	The Environmental Division establishes, and maintains documented environmental objectives and targets. These objectives and targets are implemented by the U.S. Army-Hawaii installation personnel, as appropriate.
The objectives and targets shall be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement. When establishing and reviewing its objectives and targets, an organization shall take into account the legal requirements and other requirements to which the organization subscribes, and its significant environmental aspects. It shall also consider its technological options, its financial, operational and business requirements, and the views of interested parties. The organization shall establish, implement and maintain a program for achieving its objectives and targets. Program shall include a) designation of responsibility for achieving objectives and targets at	The objectives and targets are selected based on the U.S. Army-Hawaii significant aspects, environmental impacts, legal requirements, military mission, command priorities, community interests and available resources. The legal requirements are identified in the SEMP-04, Inventory of Legal and Other Requirements. The US Army-Hawaii 2010-2011 SEM Objectives and Targets Plan is the official document. This electronic file is maintained on the Environmental Division shared drive. The document includes the objectives, targets, tasks, environmental program action plan, responsible parties, measurable completion percentage, estimated completion date and actual completion date. The SEM Objectives and Targets Plan have definitive tasks, program action plans, responsibilities, measurements, timetables and calculations. The objectives, targets and tasks are achieved and tracked through this Plan.

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relevant functions and levels of the organization, b) and the means and time-frame by which they are to be achieved.	
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Makes the final decision in determining the significance and priority of the Garrison environmental impacts and associated objectives and targets. • Reviews or assigns environmental objectives and targets during management reviews. • Ensures the SEM objectives correlate with the Garrison's strategic planning goals. • Directs changes as necessary to promote continual improvement of SEM.
Plans Analysis and Integration Office (PAIO)	<ul style="list-style-type: none"> • Facilitates the development of the Garrison's strategic planning goals, with participation by the command, senior leaders, directors, managers, soldiers, and other stakeholders.
Strategic Sustainability Planning Board	<ul style="list-style-type: none"> • Actively participate in the development of the Garrison's 25-year strategic sustainability goals and 5-year objectives that will lead toward achievement of the 25-year goals.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Ensures that environmental objectives and measurable targets are set and reviewed periodically. • Sets objectives and targets if necessary in response to an emergency environmental incident (SEMP-12). • Communicates progress in achieving established objectives and targets to units/organizations commanders, directors and GC.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Coordinates with the IEDC, Environmental Division Staff and Cross Functional Team (CFT) in establishing objectives and targets (O & T), taking into account the significant environmental aspects (SEMP-03) and legal and other requirements (SEMP-04). • Tracks performance of the O & T by monitoring performance indicators (SEMP-13) and communicates progress to the IEDC. • Reviews SEM objectives and targets periodically and implement changes as necessary. The following will be considered: <ul style="list-style-type: none"> ○ The environmental policy; ○ The identification of significant environmental aspects; ○ Input from staff, top management, and interested parties; ○ Changes in legal or other requirements; ○ Changes to and completion of existing O & T.

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	<ul style="list-style-type: none"> ○ Compliance and other audit findings; ○ Environmental emergencies or incidents; ○ New technological options that become available; and ○ Financial and operational requirements. ● Documents approved objectives and targets in the Environmental Division shared drive. ● Designates responsibilities, the means and time frame for achieving O & T.
Environmental Division Staff	<ul style="list-style-type: none"> ● Establish environmental objectives and targets for their program areas. ● Review the environmental objectives and targets, and communicate proposed changes to the SEMPM.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> ● Approve the environmental objectives and targets. ● Review the successes or failures of achieving the objectives and targets and recommend changes to the EQCC. ● Communicate/implement objectives and targets within their organization.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> ● Assist the SEMPM in setting the environmental objectives and targets. ● Communicate/implement relevant environmental objectives and targets within their respective organization. ● Communicate any successes or challenges to the SEMPM.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> ● Responsible for knowing and supporting the environmental objectives and targets applicable to their facility. ● Communicate the applicable objectives and targets to facility personnel. ● Communicates any successes or challenges to their Supervisors, CFT representatives or the Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> ● Implement applicable objectives and targets and coordinate progress with their Supervisors, CFT representatives or the Environmental Division.

5. References

- ISO 14001:2004(E), 4.3.3 Objectives, Targets and Program(s)
- U.S. Army-Hawaii SEM Manual
- U.S. Army-Hawaii SEM Objectives & Targets Plan 2010-2011
- SEMP-03, Environmental Aspects
- SEMP-04, Inventory of Legal and Other Requirements

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

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SEMP-06: Resources, Roles, Responsibility and Authority

1. Purpose

The purpose of this document is to provide a standard procedure to define the necessary roles and resources (human, technological and financial) to facilitate effective environmental management, and to ensure the effective implementation and control of the Sustainable Environmental Management (SEM) system. Implementation of this procedure will ensure that the roles, responsibilities and authorities with regard to the SEM system and performance are defined, documented, and communicated. This procedure defines responsibilities for and includes references to other SEM procedures.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.1] and Related Procedure

ISO Requirement	Procedure
Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.	<p>U.S. Army-Hawaii receives funding from the Headquarters, Department of the Army (HQDA).</p> <p>The Installation Management Command (IMCOM) Pacific Region is responsible for developing and updating the annual funding guidance, allocating and monitoring environmental funds to the U.S. Army-Hawaii.</p> <p>The Army Environmental Command (AEC) is responsible for providing command oversight and guidance for execution of IMCOM environmental funds.</p> <p>Human resources are allocated by the U.S. Army through the Table of Organization and Equipment (TOE) and Table of Distribution and Allowances (TDA). TDAs form the infrastructure of the Army. They are generally non-combat, non-deployable workload based units. AUGTDAs are augmentation table of distribution and allowances units.</p> <p>MTOEs form the "go to war" units of the Army, whether those units are direct combat (infantry, armor, and artillery), CS (engineer, signal, military police) or CSS (quartermaster, maintenance, and medical) units.</p> <p>Information Technology (IT) is provided by the installation Directorate of Information Management (DOIM).</p>
Roles, responsibilities and authorities	Roles, responsibilities and authorities within the scope of this

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shall be defined, documented and communicated in order to facilitate effective environmental management.	SEM are defined and documented through the SEM Manual and communicated to the appropriate personnel to facilitate effective environmental management.
The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for a) ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of this International Standard, b) reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.	The Garrison Commander (GC) in coordination with the Deputy Garrison Commander (DGC), the Garrison Executive Officer (XO) and supported by the Sustainable Environmental Management Program Manager (SEMPM) and the environmental division staff, is designated as the Sustainable Environmental Management Representative (SEMR). The SEMPM is responsible for overall management system coordination and for reporting management system performance to top management. The Installation Environmental Division Chief (IEDC), the SEMPM, and environmental staff meet regularly with the installation senior leadership and when appropriate briefs them on the performance of the SEM, including recommendations for improvement.

4. Responsibilities

The following table is an aggregate listing of Responsibilities as listed in each of the 18 Sustainable Environmental Management Procedures.

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Serves as the designated Sustainable Environmental Management Representative (SEMR). (<i>SEMP-01</i>) • Ensures the U.S. Army-Hawaii SEM is mission-enhancing and supports the installation's long term sustainability goals. (<i>SEMP-01/18</i>) • Ensures appropriate Command emphasis and resources are allocated to: <ul style="list-style-type: none"> ○ Implement and maintain the SEM system. (<i>SEMP-01</i>) ○ Maintain compliance with legal and other environmental requirements. (<i>SEMP-04/14</i>) ○ Implement corrective and preventive actions and promote continual improvement of the SEM. (<i>SEMP-15</i>) ○ Support the conduct of internal SEM audits. (<i>SEMP-17</i>) ○ Compliance with SEM awareness training requirements and other environmental competency training. (<i>SEMP-07</i>) • Reviews, assigns, approves, and/or issues:

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	<ul style="list-style-type: none"> ○ The Environmental Policy. <i>(SEMP-02)</i> ○ The U.S. Army-Hawaii SEM Manual. <i>(SEMP-01/09/10)</i> ○ Environmental Objectives and Targets (O&T). <i>(SEMP-05)</i> ○ Results of monitoring and measurement. <i>(SEMP-13)</i> ○ Installation-wide, mandated compliance inspection procedures and SEM internal audit procedures. <i>(SEMP-14/17)</i> ○ Compliance trends and the successes or failures of meeting applicable regulatory and SEM requirements. <i>(SEMP-14/17)</i> ○ Nonconformity issues, and directs units/organizations to implement changes as necessary. <i>(SEMP-15)</i> ○ Environmental-related policies, Command directives, management plans and guidance documents designed to control the installation's activities and processes associated with significant environmental aspects. <i>(SEMP-10/11)</i> ○ Emergency Preparedness and Response procedures affecting Garrison-wide operations. <i>(SEMP-12)</i> ○ The results of the internal audit. <i>(SEMP-17)</i> ○ The SEM to ensure its continued suitability, adequacy and effectiveness. <i>(SEMP-18)</i> <ul style="list-style-type: none"> ● Provides Command emphasis for reviews, coordinates, and/or participates in internal communication and formal external communication, and forwards incoming communication to appropriate personnel. <i>(SEMP-08)</i> ● In coordination with PAO, determines what SEM information shall be readily available or available upon request to the public. <i>(SEMP-08)</i> ● Directs units/organizations to implement the operational controls and the Emergency Preparedness and Response procedures applicable to their respective operations. <i>(SEMP-11/12)</i> ● Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. <i>(SEMP-13/14/17)</i> ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. <i>(SEMP-14)</i> ● Provides input and directs changes as necessary to promote continual improvement of regulatory compliance and the SEM <i>(SEMP-03/05/13/14/17/18)</i>. ● Ensures that SEM internal audits are conducted. <i>(SEMP-17)</i>
Senior Commanding General (8th Theater Sustainment Command)	<ul style="list-style-type: none"> ● Endorses the Garrison's Environmental Policy and instructs subordinate units to implement the policy within their respective organization. <i>(SEMP-02)</i>

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Installation Management Command (IMCOM) and/or Army Environmental Command (AEC)	<ul style="list-style-type: none"> • Provides information on new and/or revised laws, regulations, and other environmental requirements to the IEDC and installation environmental staff. (<i>SEMP-04</i>) • Provides technical and/or funding support to assist U.S. Army-Hawaii in meeting its legal and other environmental requirements. (<i>SEMP-04</i>) • Conducts EPAS evaluations generally every three years or as deemed appropriate by AEC. (<i>SEMP-13/14</i>) • Reviews/tracks status of corrective and preventive actions identified as part of external EPAS evaluations and SEM audits. (<i>SEMP-15</i>)
Staff Judge Advocate (Environmental Attorney)	<ul style="list-style-type: none"> • Advises the GC, IEDC and environmental staff on legal matters affecting the installation's environmental responsibilities and the SEM. (<i>SEMP-04</i>)
Public Affairs Office (PAO)	<ul style="list-style-type: none"> • Assist in developing the installation Environmental Policy. (<i>SEMP-02</i>) • 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. (<i>SEMP-08</i>) • Assist the SEMPM in establishing the installation environmental communication procedure. (<i>SEMP-08</i>) • Reviews, coordinates, and/or participates in internal and formal external communication, and forwards incoming communication to appropriate personnel. (<i>SEMP-08</i>) • In coordination with the Garrison Commander, determines what SEM information shall be readily available or available upon request to the public. (<i>SEMP-08</i>) • Assist in preparing SEM information for mass communication (e.g., e-mails, installation newspaper, USAG-HI website). (<i>SEMP-08</i>)
Directorate of Public Works Director (DPWD)	<ul style="list-style-type: none"> • Meets with the GC on a regular basis and informs him of current Environmental issues as appropriate. (<i>SEMP-18</i>)
Directorate of Plans, Training, Mobilization and Security (DPTMS)	<ul style="list-style-type: none"> • Identifies potential emergency situations that could occur at the installation and ensures applicable Emergency Preparedness and Responses procedures are developed. • Maintains the Installation Antiterrorism-Force Protection Plan, Wildland Fire Management Plan and Disaster Preparedness Operations Plan. • Plans and schedules exercises to test all emergency procedures periodically.
Directorate of Emergency Services (DES)	<ul style="list-style-type: none"> • Provides support to the DPTMS in identifying potential emergency situations that could occur at the installation and assists in maintaining applicable Emergency Preparedness and Responses procedures.

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Federal Fire Department - US Navy	<ul style="list-style-type: none"> • Responds to all fires and emergencies on the installation with the exception of wildland fires.
Installation Fire Department	<ul style="list-style-type: none"> • Responds to wildland fires on ranges and other unimproved land areas under the responsibility of the installation.
Installation Environmental Division Chief (IEDC) and Branch Chiefs	<ul style="list-style-type: none"> • Meets regularly with installation senior leadership and briefs them on SEM performance, including necessary resourcing. <i>(SEMP-06)</i> • Oversees: <ul style="list-style-type: none"> ○ The proper implementation, maintenance and continual improvement of the SEM. <i>(SEMP-01)</i> ○ Monitoring and measurement of the installation's aspects, objectives and targets. <i>(SEMP-13)</i> ○ The management and documentation of compliance inspections and audits. <i>(SEMP-14)</i> ○ Environmental Division personnel to ensure that records are properly managed. <i>(SEMP-16)</i> • Ensures that: <ul style="list-style-type: none"> ○ The documented scope accurately reflects the intent of the installation's SEM. <i>(SEMP-01)</i> ○ Objectives and targets are established and reviewed periodically <i>(SEMP-03/05)</i>. ○ Environmental training is provided, and records are maintained. <i>(SEMP-07)</i> ○ The SEM Manual is reviewed annually and maintained as necessary. <i>(SEMP-09)</i> ○ Approved versions of SEM controlled documents relating to environmental aspects are readily available and identifiable. <i>(SEMP-10)</i> ○ Legal requirements are taken into account in establishing and maintaining the SEM. <i>(SEMP-04)</i> • Coordinates with applicable parties to develop and implement an Environmental Policy. <i>(SEMP-02)</i> • Reviews: <ul style="list-style-type: none"> ○ The policy, and updates as needed. <i>(SEMP-02)</i> ○ Results of inspections and audits with senior management. <i>(SEMP-14)</i> ○ Any documented corrective action requests, and forwards issues to senior management as required. <i>(SEMP-15)</i> • Provides information on new and/or revised laws, regulations, and other environmental requirements affecting the installation to the GC and senior staff as appropriate. <i>(SEMP-04)</i> • Reviews, coordinates, and/or participates in internal and formal external communication, and forwards incoming communication to appropriate

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	<p>personnel. (<i>SEMP-08</i>)</p> <ul style="list-style-type: none"> • In coordination with the Garrison Commander and PAO, determines what SEM information shall be readily available or available upon request to the public. (<i>SEMP-08</i>) • Has the ultimate responsibility for SEM document control and response procedures related to environmental protection (<i>SEMP-10/12</i>). • Maintains index of environmental controlled documents. This index is maintained on the Environmental Division shared drive. (<i>SEMP-10</i>) • Works with appropriate personnel to review and approve response procedures. (<i>SEMP-12</i>) • Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. (<i>SEMP-13/14/17</i>) ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (<i>SEMP-14</i>) • If deemed necessary, will pursue written action against a party that is not in conformance. (<i>SEMP-15</i>) • Meets with top management on a regular basis and informs them of current SEM issues. (<i>SEMP-18</i>)
SEM Program Manager (SEMPPM)	<ul style="list-style-type: none"> • Coordinates: <ul style="list-style-type: none"> ○ With applicable parties to develop the scope of the SEM, the Environmental Policy, and objectives and targets. (<i>SEMP-01/02/05</i>) ○ With Environmental Division Program Managers to maintain the <i>SEMPs 10 & 16: Inventory of Documents and Records</i>. (<i>SEMP-10/16</i>) ○ With Environmental Division Program Managers to ensure revised or new requirements are incorporated in the Internal Assessment Plan (<i>SEMP-14</i>) and updates the legal requirements inventory on the Environmental Division shared drive. (<i>SEMP-04</i>) ○ Actions that must be taken to resolve SEM related issues. (<i>SEMP-08</i>) ○ SEM awareness training program. (<i>SEMP-07</i>) • Assigns risk scores and establishes the significance for environmental aspects using the EMIS database. (<i>SEMP-03</i>) • Ensures: <ul style="list-style-type: none"> ○ Environmental training incorporates significant aspects. (<i>SEMP-03</i>) ○ That the inputs and outputs of management reviews during one internal audit cycle include all applicable elements. (<i>SEMP-18</i>) ○ That documents are kept current on the Environmental Division shared drive. (<i>SEMP-09</i>)

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	<ul style="list-style-type: none"> ○ That approved versions of SEM controlled documents relating to environmental aspects are readily available, legible, and that changes and the current revision date of the documents are easily identifiable. <i>(SEMP-10)</i> ○ Selection of an appropriate audit team. <i>(SEMP-17)</i> ● Monitors U.S. Army-Hawaii’s SEM to ensure that it meets the ISO 14001:2004 standard and Army Regulation (AR) 200-1. <i>(SEMP-04)</i> ● Documents, reviews, and tracks performance of approved O&T <i>(SEMP-05)</i> ● Reviews, coordinates, and/or participates in internal and formal external communication, and forwards incoming communication to appropriate personnel. <i>(SEMP-08)</i> ● In coordination with applicable parties, determines what SEM information shall be readily available or available upon request to the public. <i>(SEMP-08)</i> ● Prepares and disseminates SEM-related information. <i>(SEMP-08)</i> ● Periodically reviews and updates the SEM Manual and SEM documentation as necessary. <i>(SEMP-09/10)</i> ● Maintains: <ul style="list-style-type: none"> ○ Index of environmental controlled documents. <i>(SEMP-10)</i> ○ Index of controlled documents and records. <i>(SEMP-12)</i> ○ Audit records and reports. <i>(SEMP-17)</i> ● Host CFT meetings periodically and discuss environmental performance/concerns of units/organizations represented by their CFT members. <i>(SEMP-13)</i> ● Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. <i>(SEMP-13/14/17)</i> ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. <i>(SEMP-14)</i> ● Tracks documentation of compliance inspections and audits. <i>(SEMP-14)</i> ● Tracks and reports, to higher Commands (e.g. IMCOM, AEC), the status of corrective and preventive actions identified as part of external EPAS evaluations and SEM audits. <i>(SEMP-15)</i> ● Conducts or coordinates internal SEM audits annually. <i>(SEMP-17)</i> ● Tracks the completion and effectiveness of corrective actions. <i>(SEMP-17)</i> ● Prepares and retains a record of the management reviews on the
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	Environmental Division shared drive. (SEMP-18)
Environmental Division Staff	<ul style="list-style-type: none"> • Assist in the development of the SEM scope, Environmental Policy, activities and aspects. (SEMP-01/02/03) • Reviews the legal and other requirements pertaining to their specific program areas and for informing affected units/organizations (including tenants, contractors) of their responsibilities and the specific procedure for complying with applicable regulations. (SEMP-04) • Maintains and/or manages: <ul style="list-style-type: none"> ○ Facility environmental permits issued by regulatory agencies. (SEMP-04/10) ○ Internal and external communication, and documents and records for their respective program areas. (SEMP-08/09/14/15/16) ○ Garrison-wide operational controls. (SEMP-13) ○ Applicable monitoring equipment calibration records. (SEMP-13) • Determines the specified levels of environmental regulatory training appropriate for personnel involved with significant environmental aspects of activities, products and services. (SEMP-07) • Provides/coordinates media specific training to comply with Environmental Regulations as necessary. (SEMP-07) • Communicate results of environmental compliance inspections to applicable parties. (SEMP-08) • Prepares and disseminates environmental related information thru "On-The-Job Training (OJT)." (SEMP-08) • Participates in and/or assists with: <ul style="list-style-type: none"> ○ Identification, tracking, and updating of objectives and targets for their respective program areas. (SEMP-09/13) ○ Development of Garrison-wide operational controls. (SEMP-11) ○ CFT and EQCC meetings; internal compliance assessments and SEM internal audits; and external EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies. (SEMP-13/14) • Ensures: <ul style="list-style-type: none"> ○ That controlled documents are updated as required by applicable regulations, and that most recent versions are available to appropriate users. (SEMP-10/12) ○ That monitoring requirements are met. (SEMP-13/14) ○ That the corrective and preventive actions were completed. (SEMP-15) ○ That all applicable legal requirements are being met or addressed.

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	<p style="text-align: center;"><i>(SEMP-04)</i></p> <ul style="list-style-type: none"> • Identify potential emergencies/accidents that can impact the environment, and document appropriate prevention, response and mitigation procedures in a plan or SOP. <i>(SEMP-12)</i> • Investigates documented nonconformities to determine cause and identifies possible steps to prevent recurrence. <i>(SEMP-15)</i> • Evaluates the effectiveness of corrective and preventive actions taken and recommends changes as necessary. <i>(SEMP-15)</i> • Assists with audit coordination and execution. <i>(SEMP-17)</i> • Provides inputs for management reviews during the EQCC and CFT meetings. <i>(SEMP-18)</i>
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Ensures: <ul style="list-style-type: none"> ○ their respective unit/organization participates in the installation SEM at the appropriate level. <i>(SEMP-01)</i> ○ that unit/organization staff attends required training, and maintains training records. <i>(SEMP-07)</i> • Assist developing and implementing the installation Environmental Policy. <i>(SEMP-02)</i> • Assists the SEMPM in identifying activities and environmental aspects in their respective organizations. <i>(SEMP-03)</i> • Reviews, coordinates, and/or participates in internal communication. <i>(SEMP-08)</i> • Coordinate with the Environmental Division and personnel under their direction, as needed, to ensure current versions of pertinent environmental controlled documents are available. <i>(SEMP-10)</i> • Review the successes or failures of complying with applicable operational controls and regulatory requirements within their respective unit/organization and implement corrective actions as necessary. <i>(SEMP-04/11/14)</i> • Communicate, enforce, and review the environmental performance of their respective unit/organization pertaining to compliance with legal and other requirements, operational controls, emergency preparedness and response, significant environmental aspects and their units/organizations' successes or challenges in achieving the environmental objectives and targets. <i>(SEMP-04/11/12/13)</i> • Direct changes as necessary to promote continual improvement of their

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	<p>unit/organization environmental performance. <i>(SEMP-13)</i></p> <ul style="list-style-type: none"> • Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. <i>(SEMP-13/14/17)</i> ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. <i>(SEMP-14)</i> • Direct changes as necessary to promote continual improvement of their unit/organization compliance posture with environmental regulations and the SEM. <i>(SEMP-14/17)</i>
Activity and Process Owners	<ul style="list-style-type: none"> • Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. <i>(SEMP-07)</i> • Complete required environmental training. <i>(SEMP-07)</i> • Implement changes in work practices as identified in corrective and preventive action plans. <i>(SEMP-15)</i> • Report any successes or challenges in implementing corrective and preventive actions to their Supervisors, ECOs, CFT representatives or the Environmental Division. <i>(SEMP-15)</i>
General Workforce (Military, Civilian, Contractors, and other employees)	<ul style="list-style-type: none"> • Understand and comply with their environmental duties as applicable. <i>(SEMP-01)</i> • Responsible for knowing and abiding by: <ul style="list-style-type: none"> ○ The Environmental Policy. <i>(SEMP-02)</i> ○ The environmental requirements, operational controls, objectives and targets, and Emergency Preparedness and Response procedures affecting their work practices. <i>(SEMP-04/11/12/13/14)</i> ○ The installation environmental communication procedure. <i>(SEMP-08)</i> • Implement applicable environmental requirements, operational controls, objectives and targets, Emergency Preparedness and Response procedures, corrective and preventive actions, and SEM requirements. Communicate progress, successes and challenges with their Supervisors, CFT representatives or the Environmental Division. <i>(SEMP-04/05/08/11/12/13/14/17)</i> • Complete and understand required environmental training to comply with environmental regulations, and maintain training records. <i>(SEMP-07)</i> • Verify that printed documents, operational controls, and Emergency Preparedness and Response Procedures are current prior to use. <i>(SEMP-10/11/12)</i>

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	<ul style="list-style-type: none"> • Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. (<i>SEMP-13/14/17</i>) ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (<i>SEMP-14</i>) • Calibrate and maintain applicable monitoring equipment. (<i>SEMP-13</i>) • Implement changes in work practices as identified in corrective and preventive action plans, and to ensure conformance with SEM requirements. (<i>SEMP-15/17</i>)
Plans Analysis and Integration Office (PAIO)	<ul style="list-style-type: none"> • Host the installation Strategic Sustainability Planning Conference, annually, with participation by U.S. Army Hawaii Command, senior leaders, directors, managers, soldiers, and other stakeholders as appropriate. (<i>SEMP-05</i>)
Strategic Sustainability Planning Board	<ul style="list-style-type: none"> • Actively participate in the development of Garrison Hawaii's 25-Year Strategic Sustainability Goals and 5-Year Objectives, which will lead toward achievement of the 25-Year goals. (<i>SEMP-05</i>)
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Assist in development of the SEM scope, Environmental Policy, and objectives and targets. (<i>SEMP-01/02/09</i>) • Communicate/implement relevant information regarding the SEM scope, Environmental Policy, significant aspects, objectives and targets, legal and other requirements, operational controls, and Emergency Preparedness and Response procedures, within their respective organization. Review and communicate the units/organizations' success or challenges. (<i>SEMP-01/03/04/05/07/11/12/13</i>) • Reviews: <ul style="list-style-type: none"> ○ The successes or failures of meeting regulatory requirements, objectives and targets, operational controls, Emergency Preparedness and Response procedures, and SEM requirements within their respective unit/organization, and implement corrective actions as necessary. (<i>SEMP-04/05/11/12/13/17</i>) ○ And endorses the installation's significant environmental aspects; objectives and targets; installation-wide, mandated compliance inspection procedures; installation-wide, SEM internal audit procedures; changes to the SEM Manual. (<i>SEMP-03/05/09/13/14/17</i>) ○ Compliance trends, nonconformity issues, and the results of internal audits. Implements changes as necessary. (<i>SEMP-14/15/17</i>) • Review, coordinates, and/or participates in internal communication. (<i>SEMP-08</i>) • Coordinate with the Environmental Division and personnel working within their unit/organization, as needed, to ensure current versions of pertinent

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	<p>environmental controlled documents are available. <i>(SEMP-10)</i></p> <ul style="list-style-type: none"> • Provide input and directs changes within their respective unit/organization as necessary to promote continual improvement of the SEM and regulatory compliance. <i>(SEMP-14/17/18)</i> • Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. <i>(SEMP-13/14/17)</i> ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. <i>(SEMP-14)</i>
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Assist in development of the SEM scope, Environmental Policy, significant aspects, and objectives and targets. <i>(SEMP-01/02/03/05/09)</i> • Communicate/implement relevant information regarding the SEM scope, Environmental Policy, significant aspects, objectives and targets, legal and other requirements, operational controls, and Emergency Preparedness and Response procedures, within their respective organization. Review and communicate the units/organizations' success or challenges. <i>(SEMP-01/03/04/05/07/11/12/13)</i> • Reviews: <ul style="list-style-type: none"> ○ The successes or failures of meeting regulatory requirements, objectives and targets, operational controls, Emergency Preparedness and Response procedures, and SEM requirements within their respective unit/organization, and implement corrective actions as necessary. <i>(SEMP-04/05/11/12/13/17)</i> ○ And endorses the installation's significant environmental aspects; objectives and targets; installation-wide, mandated compliance inspection procedures; installation-wide, SEM internal audit procedures; changes to the SEM Manual. <i>(SEMP-03/05/09/13/14/17)</i> ○ Compliance trends, nonconformity issues, and the results of internal audits. Implements changes as necessary. <i>(SEMP-14/15/17)</i> • Coordinate with the Environmental Division and personnel working within their unit/organization, as needed, to ensure current versions of pertinent environmental controlled documents are available. <i>(SEMP-10)</i> • Review, coordinates, and/or participates in internal communication. <i>(SEMP-08)</i> • Track and report to the SEMPM and their Supervisors, the environmental performance of their respective unit/organization pertaining to compliance with legal and other requirements, operational controls, emergency preparedness and response, significant environmental aspects and their units/organizations' successes or challenges in achieving the environmental

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	<p>objectives and targets. <i>(SEMP-13)</i></p> <ul style="list-style-type: none"> • Participate in: <ul style="list-style-type: none"> ○ External and internal compliance inspections and SEM conformance audits, as necessary. <i>(SEMP-13/14/17)</i> ○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. <i>(SEMP-14)</i> • Provide inputs for management reviews during the CFT meetings to promote continual improvement of regulatory compliance. <i>(SEMP-14/15/17/18)</i>
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Responsible for knowing and abiding by or supporting: <ul style="list-style-type: none"> ○ The SEM scope and how it applies to their facility. <i>(SEMP-01)</i> ○ The Environmental Policy. <i>(SEMP-02)</i> ○ The environmental requirements, operational controls, objectives and targets, and Emergency Preparedness and Response procedures affecting their work practices. <i>(SEMP-04/11/12/13/14)</i> ○ The installation environmental communication procedure. <i>(SEMP-08)</i> • Communicate/implement relevant information regarding the SEM scope, Environmental Policy, significant aspects, objectives and targets, legal and other requirements, operational controls, and Emergency Preparedness and Response procedures, within their facility. Review and communicate their facilities' success or challenges. <i>(SEMP-01/03/04/05/07/11/12/13)</i> • Coordinates with supervisors to ensure that the policy is communicated to all personnel and implemented within their facility. <i>(SEMP-02)</i> • Contacts the department head or supervisor when there is a change in the practice or operational control. <i>(SEMP-03)</i> • Complete the required initial ECO and annual refresher training. <i>(SEMP-07)</i> • Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. <i>(SEMP-07)</i> • Perform quarterly training within their organization to ensure facility personnel are aware of their specific facility procedure as it relate to the significant environmental aspects of their activity and operation. <i>(SEMP-07)</i> • Coordinate with Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents, operational controls, and Emergency Preparedness and Response procedures are available. <i>(SEMP-10/11/12)</i> • Notify Environmental Division of changes in processes that should be noted in updates, affect the Emergency Preparedness and Response procedures, or

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	<p>affect operational controls. (<i>SEMP-10/11/12</i>)</p> <ul style="list-style-type: none"> • Notify affected personnel under their direction of relevant changes to controlled documents, Emergency Preparedness and Response Procedures, and operational controls. (<i>SEMP-10/11/12</i>) • Conduct applicable internal inspections. (<i>SEMP-13/14</i>) • Participate in CFT and EQCC meetings, and internal and external compliance inspections and SEM audits as necessary. (<i>SEMP-13/14/17</i>) • Review the results of the internal audit and nonconformity issues within their respective facility and implement changes as necessary. (<i>SEMP-15/17</i>) • Report any successes or challenges in conforming with environmental regulations, operational controls, SEM requirements, and implementation of corrective and preventive actions to their Supervisors, CFT representatives or the Environmental Division. (<i>SEMP-13/14/15/17</i>) • Collect environmental records pertaining to their facility, and submit to the applicable Environmental Division staff, Program Manager or Inspector. (<i>SEMP-09/16</i>)
Contractors	<ul style="list-style-type: none"> • Are environmentally aware and trained to the levels required by their contract specifications and assigned duties. (<i>SEMP-01/07</i>) • Responsible for knowing and abiding by: <ul style="list-style-type: none"> ○ The Environmental Policy. (<i>SEMP-02</i>) ○ The environmental requirements, operational controls, objectives and targets, Emergency Preparedness and Response procedures, and SEM requirements affecting their work practices. (<i>SEMP-04/11/12/13/14/17</i>) ○ The installation environmental communication procedure. (<i>SEMP-08</i>) • Responsible for ensuring that they obtain and use the most current version of environmental documents pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts. (<i>SEMP -10</i>) • Conduct applicable internal environmental compliance inspections of their operations. (<i>SEMP-13/14/15</i>) • Calibrate and maintain applicable monitoring equipment. (<i>SEMP-13</i>) • Adjust their work practices to ensure conformance with the SEM requirements. (<i>SEMP-17</i>)
Regional Contracting Office (RCO)	<ul style="list-style-type: none"> • Coordinate with the Environmental Division to include SEM language and requirements in appropriate contract.

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5. References

- ISO 14001:2004(E), 4.4.1 Resources, Roles, Responsibility and Authority
- U.S. Army-Hawaii SEM Manual

Revision Date	Nature of Revision	Document Review Participants
18 Nov 09	Edited to reflect DES, DPTMS, Federal Fire and Installation Fire Departments roles and responsibilities.	Chantal Leonard
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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SEMP-07: Competence, Training and Awareness

1. Purpose

To provide a standard procedure to identify and address environmental training needs for all U.S. Army-Hawaii personnel. Implementation of this procedure shall ensure that employees receive Environmental training appropriate to the level of their involvement in activities, products or services which may have significant aspects (SEMP-03). The goal of this procedure is to ensure compliance and improve environmental performance in all areas.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.2] and Procedure

ISO Requirement	Procedure
The installation shall	
ensure that any person performing tasks for it or on its behalf that have the potential to cause a significant environmental impact identified by the organization is competent on the basis of appropriate education, training or experience, and shall retain associated records.	Sustainable Environmental Management (SEM) awareness training and other competency environmental trainings are provided at the frequency needed to ensure compliance with regulatory requirements, maintain sufficient awareness within the organization, and promote sustainability performance. Training may be provided on-the-job, using a computer-based learning format, classroom settings, speaking engagements, and through various publication forums such as posters, fact sheets, news articles and computer screen “pop-up” messages.
identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.	The environmental division staff determines the specified level of environmental competency training appropriate for personnel involved with significant environmental aspects of activities, products and services. Required training is identified through rank, job title, job description and applicable instructions, regulations and laws. The associated training records are retained by the trainee, the trainee’s supervisor, or the organization/command to which the trainee belongs.
establish, implement and maintain a procedure to make persons working for it or on its behalf aware of a) the importance of conformity with the environmental policy and procedures and with the requirements of the environmental	The OPORD 02-09 “Mandatory U.S. Army Hawaii Sustainable Environmental Management (SEM) Awareness Training” is the requirement for all military, civilians, tenants and contractors. The U.S. Army-Hawaii SEM Training Matrix correlates the job positions with the training type requirements. The installation’s web-based SEM training module is available

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<p>b) management system, the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,</p> <p>c) their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and</p> <p>d) the potential consequences of departure from specified procedures.</p>	<p>at the Environmental Compliance Assessment, Training and Tracking System website http://army.ecatts.com. It's designed to make employees aware of the following:</p> <ul style="list-style-type: none"> • The U.S. Army-Hawaii Environmental Policy statement and poster. • Basic understanding of U.S. Army-Hawaii significant environmental aspects/impacts. • Actions required by all U.S. Army-Hawaii personnel to assist the installation achieve its SEM objectives and targets and improve its environmental performance. • The importance of following the operational controls that are in-place to ensure the proper management of environmental aspects/impacts.
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative(SEMR)	<ul style="list-style-type: none"> • Provides Command emphasis for compliance with SEM awareness training requirements and other environmental competency training.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Ensures that environmental training is provided, as applicable, and records are maintained.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Provides/coordinates SEM awareness training through "On-the-Job Training (OJT)", computer-based learning format, classroom settings, speaking engagements, and through various publication forums such as posters, fact sheets, news articles and computer screen "pop-up" messages. • Ensures that SEM training materials are updated as required.
Environmental Compliance Officer (ECO) Instructor	<ul style="list-style-type: none"> • Organizes and provides the ECO training for the installation. • Incorporates SEM awareness training elements such as the environmental policy, environmental aspects and impacts and associated objectives and targets into the ECO training curriculum.
Environmental Division Staff	<ul style="list-style-type: none"> • Determines the specified levels of environmental regulatory training appropriate for personnel involved with significant environmental aspects of activities, products and services. • Provides/coordinates media specific training to comply with environmental regulations as necessary. Training may be provided via formal classroom training, on-the-spot training, or using the on-line Environmental

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	Compliance Assessment Training and Tracking System (ECATTS).
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Ensures that unit/organization staff attends required training. Ensures training records are properly maintained.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> Communicate/implement the installation environmental policy and relevant objectives and targets within their respective organization.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Communicate/implement the installation environmental policy and relevant objectives and targets within their respective organization.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Complete the required initial ECO and annual refresher training. Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. Perform quarterly training within their organization to ensure facility personnel are aware of their specific facility procedure as it relate to the significant environmental aspects of their activity and operation.
Activity and Process owners	<ul style="list-style-type: none"> Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. Complete required environmental training.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Maintain individual training records. Complete required environmental training to comply with regulations.
Contractors	<ul style="list-style-type: none"> Are environmentally aware and trained to the levels required by their contract specifications and assigned duties.

5. References

- ISO 14001:2004(E), 4.4.2 Competence, Training and Awareness
- U.S. Army-Hawaii SEM Manual
- OP-ORD 02-09 Mandatory U.S. Army Hawaii Sustainable Environmental Management (SEM) Awareness Training
- SEM Training Module, Environmental Compliance Assessment, Training and Tracking System
- U.S. Army-Hawaii SEM Training Matrix

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

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SEMP-08: Communication

1. Purpose

To provide a standard procedure for communication with external and internal parties regarding environmental activities and to ensure that information concerning environmental activities is effectively communicated to pertinent personnel. For the purpose of SEM, internal communications are defined as communication of environmental information between U.S. Army-Hawaii personnel, tenants, and non-DoD personnel operating within the U.S. Army-Hawaii fence-line. External communication is defined as communication of environmental information between U.S. Army-Hawaii personnel and external groups (i.e. regulatory agencies or interested parties).

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.3] and Procedure

ISO Requirement	Procedure
The installation	
Shall establish, implement and maintain a procedure for a) internal communication among the various levels and functions of the organization,	<p>Internal mass communication within the U.S. Army-Hawaii personnel is generally processed through routine PAO communication routes such as the USAG-HI web site, intranet, mass e-mailings, installation newspaper and newsletters, or routine Command briefings.</p> <p>Internal communication also occurs on a smaller scale through verbal and written communication among various levels and functions of the installation as follows:</p> <ul style="list-style-type: none"> • The Environmental Policy is available to all installation personnel and visitors through postings in common work areas of the installation and via the USAG-HI public website. • General information regarding the U.S. Army-Hawaii SEM and Environmental Policy is also provided to installation personnel through "On-The-Job Training (OJT)", using a computer-based learning format, classroom settings, briefings, meetings, and through various publication forums such as posters, fact sheets, news articles and computer screen "pop-up" messages. • In coordination with and supported by the SEMPM, the EQCC, CFT members, Unit Commanders, directors, department heads, supervisors and ECOs disseminate specific information concerning the implementation and maintenance of the installation SEM within their

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	<p>respective unit/organization. Relevant information includes, but is not limited to, the following: roles, responsibilities and authorities; operating procedures; and consequences of deviating from established procedures.</p> <ul style="list-style-type: none"> • U.S. Army-Hawaii general workforce, contractor and tenant personnel are responsible for informing their Supervisors, CFT representatives, ECOs, or the environmental division of issues regarding the SEM (e.g., problems with implementation, problems meeting environmental objectives and targets or for suggestions on improving the SEM. • Issues affecting the SEM are resolved at the appropriate level through collaboration among the SEMPM, Unit Commanders, Department Heads, Directors and Supervisors, the environmental division staff, ECOs and affected activity and process owners. • Relevant issues are responded to in accordance with <i>SEMP-15: Nonconformity, Corrective Action and Preventive Action</i>.
b) receiving, documenting and responding to relevant communication from external interested parties.	<p>Formal communication from regulatory agencies or interested parties pertaining to the U.S. Army-Hawaii's environmental actions is directed to the appropriate Environmental Division staff through the IEDC, Garrison Commander or PAO.</p> <p>Communication from the internal (inside the fence-line) and external (outside the fence-line) interested parties are documented on a log. The Internal and External Communication Log in the Enviance database website is utilized by the PAO, IEDC and Environmental Division staff. The entries in the log include the environmental-related inquiry, subject, date, name and action.</p> <p>The selection of the most appropriate method for responding to formal environmental communication from external interested parties is determined collectively by the Environmental Division staff, IEDC, PAO and Garrison Commander.</p> <p>Formal external communication is documented in accordance with <i>SEMP-16: Control of Records</i>.</p>
Shall decide whether to communicate externally about its significant environmental aspects, and shall document its decision. If the decision is to communicate, the organization	<p>Information regarding the U.S. Army-Hawaii's Environmental Policy can be accessed by the public online, via the USAG-HI public website.</p> <p>External communication of the U.S. Army-Hawaii's significant environmental aspects and impacts will not be</p>

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<p>shall establish and implement a method for this external communication.</p>	<p>deliberately delivered via formal means to any external parties. However, this information, at the discretion of the U.S. Army-Hawaii Command, may be posted and obtained through the Garrison's public access website.</p> <p>Other external communication regarding significant environmental actions between the U.S. Army-Hawaii and regulatory agencies or other interested parties occurs and is made available to the public as required by law (e.g., submittal of monitoring reports, Environmental Assessments (EAs) and Environmental Impact Statements (EIS)) or at the discretion of the U.S. Army-Hawaii Command.</p> <p>Environmental related communication from U.S. Army-Hawaii to external parties is coordinated with and/or reviewed and approved by the IEDC, Garrison Commander or PAO.</p> <p>Formal external communication is documented in accordance with <i>SEMP-16: Control of Records</i>.</p>
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Reviews, coordinates, and/or participates in internal communication. • Reviews, coordinates, and/or participates in formal external communication and forwards incoming communication to appropriate personnel. • In coordination with PAO, determines what SEM information shall be readily available or available upon request to the public.
Public Affairs Office (PAO)	<ul style="list-style-type: none"> • Assist the SEMPM in establishing the installation environmental communication procedure. • Reviews, coordinates, and/or participates in internal communication. • Reviews, coordinates, and/or participates in formal external communication and forwards incoming communication to appropriate personnel. • In coordination with the Garrison Commander, determines what SEM information is readily available or available upon request to the public. • Publishes and maintains USAG-HI web site which includes information on the Garrison's sustainability and SEM initiatives. • Assists in preparing SEM information for mass e-mailings. • Publishes the weekly installation newspaper (Army Hawaii Weekly) and Command newsletters and briefings. • Utilizes the Internal and External Communication Log in the Enviance

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	database website.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Reviews, coordinates, and/or participates in internal communication. • Reviews, coordinates, and/or participates in formal external communication and forwards incoming communication to appropriate personnel. • In coordination with the Garrison Commander and PAO, determines what SEM information shall be readily available or upon request to the public. • Utilizes the Internal and External Communication Log in the Enviance database website.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Establishes the installation environmental communication procedure. • Reviews, coordinates, and/or participates in internal communication. • Reviews, coordinates, and/or participates in formal external communication and forwards incoming communication to appropriate personnel. • In coordination with the Garrison Commander, PAO, and the IEDC, determines what SEM information shall be readily available or available upon request to the public. • Coordinates with appropriate personnel, actions that must be taken to resolve SEM related issues. • Communicates SEM information and performance, internally, through periodic CFT meetings and quarterly EQCC meetings. • Prepares and disseminates SEM related information thru "On-The-Job Training (OJT)", using a computer-based learning format, classroom settings, briefings, meetings, and through various publication forums such as posters, fact sheets and news articles. • Utilizes the Internal and External Communication Log in the Enviance database website.
Environmental Division Staff	<ul style="list-style-type: none"> • Manages internal and external communication for their respective program areas. • Communicate results of environmental compliance inspections via formal letters and/or emails to affected units commanders and organizations Department Heads, Directors and Supervisors. • Brief the results of compliance inspections to the Garrison Commander and EQCC members on a quarterly basis. • Prepares and disseminates environmental related information thru "On-The-Job Training (OJT)", using a computer-based learning format, classroom settings, briefings, meetings, and through various publication forums such as posters, fact sheets and news articles. • Utilizes the Internal and External Communication Log in the Enviance database website.

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PROCEDURE: Communication		DATE: 24 June 2010	Page 5 of 5
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> Enforce the installation environmental communication procedure within their respective unit/organization. Review, coordinates, and/or participates in internal communication.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Enforce the installation environmental communication procedure within their respective unit/organization. Review, coordinates, and/or participates in internal communication.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Enforce the installation environmental communication procedure within their respective unit/organization. Reviews, coordinates, and/or participates in internal communication.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Abide by the installation environmental communication procedure. Communicate applicable SEM information to facility personnel. Communicate issues or concerns regarding SEM to Supervisors, CFT representatives, or Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Abides by the installation environmental communication procedure. Communicates issues or concerns regarding SEM to Supervisors, CFT representatives, ECOs or Environmental Division.

5. References

- ISO 14001:2004(E), 4.4.3 Communication
- U.S. Army-Hawaii SEM Manual
- U.S. Army-Hawaii Internal and External Communication Log

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



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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
<p>The environmental management system documentation shall include the environmental policy, objectives and targets;</p>	<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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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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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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DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



SEMP-10: Control of Documents

1. Purpose

The purpose of this procedure is to establish the process used to ensure that documents used in support of the U.S. Army-Hawaii SEM are properly controlled. This procedure will be established, implemented and maintained to ensure that installation personnel have easy access to current versions of SEM related documents. Further, this procedure will ensure that SEM documents have been reviewed and approved for their adequacy.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.5] and Procedure

ISO Requirement	Procedure
The installation shall establish, implement and maintain a procedure to approve documents for adequacy prior to issue,	Controlled documents necessary for the planning and operation of the SEM can be originated by anyone working for the U.S. Army-Hawaii. Controlled environmental documents are subject to periodic reviews and approval, for their adequacy, by appropriate installation management personnel, and may be of internal or external origin. Approval authorities for controlled environmental documents varies based on the range of units/organizations and the level of personnel the document applies to.
review and update as necessary and re-approve documents,	Controlled environmental documents are reviewed for their adequacy and updated by the appropriate personnel (e.g., document owner) as necessary. Document owners coordinate revisions with other subject matter experts, as appropriate, for quality assurance and forward to designated approval authorities for signature.
ensure that changes and the current revision status of documents are identified,	Document owners are responsible for ensuring that current revisions of controlled documents are easily identifiable. Changes and revisions to the SEM Manual and procedures are tracked using a "Document Change History Table" located at the end of the document. This table is used to track the nature and date of each document revision and to ensure that the changes and/or corrections made were accurate. Each time a SEM controlled document is revised, the

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	<p>following information will be recorded to the Document Change History Table:</p> <ul style="list-style-type: none"> • Revision Dates - the date of each document revision • Nature of Revisions - a brief description of the nature of the revision • Names of Document Review Participants - list the name of each individual who participated in the document review/revision
ensure that relevant versions of applicable documents are available at points of use,	<p>Users of controlled environmental documents are responsible for obtaining and using the most current versions of documents applicable to their operations.</p> <p>Verification, to ensure the most current version of controlled environmental documents is being used, is periodically accomplished through internal compliance inspections by the environmental division staff.</p> <p>The most current version of controlled environmental documents is maintained on the Environmental Division shared drive and included in the SEMPs 10 & 16: Inventory of Documents and Records.</p> <p>U.S. Army-Hawaii personnel may print documents from the system for instructional, reference or knowledge purposes. However, personnel are responsible for understanding that printed documents are current only as of the date and time printed.</p> <p>U.S. Army-Hawaii personnel must verify that printed documents are current prior to use. This can be accomplished by checking with the Environmental Division.</p>
ensure that documents remain legible and readily identifiable,	<p>Users of controlled environmental documents are responsible for obtaining, using and maintaining legible and readily identifiable applicable documents.</p> <p>Additional copies of documents may be obtained by contacting the Environmental Division.</p> <p>Document owners are responsible for ensuring controlled documents remain legible and are readily identifiable.</p>
ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled, and	<p>Owners of controlled document of external origin are responsible for ensuring that their distribution is controlled.</p>

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<p>prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.</p>	<p>Users of controlled environmental documents are responsible for obtaining and using the most current versions of documents applicable to their operations.</p> <p>Installation personnel are responsible for understanding that printed documents are current only as of the date and time printed.</p> <p>U.S. Army-Hawaii personnel must verify that printed documents are current prior to using it. This can be accomplished by checking with the Environmental Division.</p> <p>When performing environmental audits or inspections, Environmental Division staff will assist in identifying and removing obsolete documents.</p> <p>Supervisors, Program Managers, and/or ECOs are responsible for notifying affected personnel under their direction of relevant document changes.</p>
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> Approves and issues environmental-related policies, Command directives, management plans and guidance documents designed to control the installation's activities and processes associated with significant environmental aspects. Reviews and endorses the U.S. Army-Hawaii SEM Manual.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> Has the ultimate responsibility for SEM document control. Assists the SEMPM and Environmental Division staff reviewing, revising and routing controlled environmental related documents for proper signature by approval authorities.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> Ensures that approved versions of SEM controlled documents relating to environmental aspects are readily available, legible, and that changes and the current revision date of the documents are easily identifiable. Identifies problems or deficiencies in SEM documentation (SEMP-09) on a continuing basis and ensure incorporation of required changes. Coordinates with Environmental Division Program Managers to maintain the SEMP 10 & 16: Inventory of Documents and Records.
Environmental Division Staff	<ul style="list-style-type: none"> Ensure that controlled documents are updated as required by the Federal, State, local, and Army regulations. Maintains, renews and monitors facility environmental permits issued by regulatory agencies. Coordinates with the SEMPM to maintain the SEMP 10 & 16: Inventory

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	of Documents and Records.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Coordinate with the Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Distribute SEM controlled documents or ensure that appropriate personnel working within their unit/organization have access to the most current electronic version of environmental controlled documents. • Notify the SEMPM or Environmental Division staff of changes in processes that should be noted in controlled document updates. • Notify affected personnel within their unit/organization of relevant document changes.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Coordinate with the Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Distribute SEM controlled documents or ensure that appropriate personnel working within their unit/organization have access to the most current electronic version of environmental controlled documents. • Notify the SEMPM or Environmental Division staff of changes in processes that should be noted in controlled document updates. • Notify affected personnel within their unit/organization of relevant document changes.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Coordinate with the Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Distribute SEM controlled documents or ensure that appropriate personnel working within their unit/organization have access to the most current electronic version of environmental controlled documents. • Notify the SEMPM or Environmental Division staff of changes in processes that should be noted in controlled document updates. • Notify affected personnel under their direction of relevant document changes.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Coordinate with Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Notify Environmental Division of changes in processes that should be noted in updates. • Notify affected personnel under their direction of relevant document changes.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> • Verify that printed documents are current prior to use.
Contractors	<ul style="list-style-type: none"> • Responsible for ensuring that they obtain and use the most current version of environmental documents pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.

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5. References

- ISO 14001:2004(E), 4.4.5 Control of Documents
- U.S. Army-Hawaii SEM Manual
- SEMP-04, Legal and Other Requirements
- SEMP-09, Documentation
- SEMPs 10 & 16: Inventory of Documents and Records

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

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DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: 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"> • Standard Operating Procedures • Work instructions • Specified operating criteria • Management Plans • Control points • Operating limits • Command Directives • Operations Orders (OPORDs) • Technical Manuals • Fragmentary Orders (FRAGOs) • State, Federal, Army and DoD regulations • Facility operating permits issued by environmental regulatory agencies <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

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> 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. Directs units/organizations to implement the operational controls applicable to their respective operations.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> Oversees operational control documentation in accordance with <i>SEMP-10: Control of Documents</i>.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> 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>. Manages operational control documentation in accordance with <i>SEMP-10: Control of Documents</i>.
Environmental Division Staff	<ul style="list-style-type: none"> Develops Garrison-wide operational controls for significant environmental aspects and impacts. Manages controlled documented procedures in accordance with <i>SEMP-10:</i>

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

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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

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24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



SEMP-12: Emergency Preparedness and Response

1. Purpose

To establish a procedure to ensure that the U.S. Army-Hawaii identifies potential accidents and emergency situations that can impact the environment and to provide appropriate responses to mitigate resulting environmental impacts.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.7] and Procedure

ISO Requirement	Procedure
<p>The organization shall establish, implement and maintain a procedure(s) to identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them.</p>	<p>U.S. Army-Hawaii maintains an Incident Command System consisting of an interdisciplinary organizational structure and associated plans, policies, procedures and facilities necessary to plan for, and for responding to accidents and emergency situations of all types and complexities.</p> <p>Comprehensive procedures for planning and responding to potential accidents and emergency situations affecting U.S. Army- Hawaii are described in the following Installation Plans:</p> <ul style="list-style-type: none"> • Antiterrorism-Force Protection Plan – Contains detailed procedures for dealing with Force Protection, Physical Security, Information Operations, Law Enforcement, Weapons of Mass Destruction, Disaster Preparedness, Fire and Safety and Personnel Security to protect all assets. • Wildland Fire Management Plan – Contains detailed procedures for dealing with wild fires occurring on the installation ranges and other unimproved land areas under the responsibility of the installation. • Disaster Preparedness Operations Plan – Contains detailed procedures for dealing with Severe Weather and Natural Disasters. • Spill Prevention Control and Countermeasures Plan – Contains detailed procedures for dealing with the release of harmful pollutants to the environment. • Hazardous Waste Management Plan – Contains detailed procedures for disposing of Hazardous Waste resulting from an accidental spill.

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	<ul style="list-style-type: none"> • Site Specific Spill Contingency and Emergency Evacuation Standard Operating Procedures (SOPs) – Contain facility specific detailed procedures for dealing with the release of harmful pollutants to the environment.
shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.	Response procedures, prevention measures, and mitigation measures are described in each Installation Plans and facility specific SOPs referenced above. The plans and SOPs also contain applicable points of contact and responsibilities for responding to emergency situations.
shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.	Emergency procedures are reviewed periodically based on associated regulatory requirements. An After Action Report (AAR) identifying strengths, potential areas for improvement and recommendations for follow-up actions is developed following each exercise. Plans and SOPs are revised, as necessary, based on the result of the AAR, and/or after the occurrence of an emergency situation, and/or as required by Federal, State, local, and Army regulations.
shall also periodically test such procedures where practicable.	Scheduled exercises to test all emergency procedures are planned and conducted periodically. For example, Anti-Terrorism Force Protection, Chemical, Biological, Radiological, and Nuclear (CBRN) and mass casualty exercises that engage all levels of the command and all levels of the community (local police, media, and fire department) are conducted annually. Other emergency procedures are tested several times per year and address hazardous materials, biological and chemical releases, and spills.

4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Approves and issues Emergency Preparedness and Response procedures affecting Garrison-wide operations. • Orders units/organizations to implement the Emergency Preparedness and Response procedures applicable to their respective operations.
Directorate of Plans, Training, Mobilization and Security (DPTMS)	<ul style="list-style-type: none"> • Identifies potential emergency situations that could occur at the installation and ensures applicable Emergency Preparedness and Responses procedures are developed. • Maintains the Installation Antiterrorism-Force Protection Plan, Wildland Fire Management Plan and Disaster Preparedness Operations Plan. • Plans and schedules exercises to test all emergency procedures

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	periodically.
Directorate of Emergency Services (DES)	<ul style="list-style-type: none"> Provides support to the DPTMS in identifying potential emergency situations that could occur at the installation and assists in maintaining applicable Emergency Preparedness and Responses procedures. Participates in testing, reviewing and updating the Emergency Preparedness and Response procedures.
Federal Fire Department US Navy	<ul style="list-style-type: none"> Responds to all fires and emergencies on the installation with the exception of wildland fires.
Installation Fire Department	<ul style="list-style-type: none"> Responds to wildland fires on ranges and other unimproved land areas under the responsibility of the installation.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> Has the ultimate responsibility for emergency response procedures related to environmental protection. Works with appropriate personnel to develop, review and approve emergency response procedures to safeguard the environment.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> Maintains index of controlled documents and records, including those associated with emergency response procedures.
Environmental Division Staff	<ul style="list-style-type: none"> Identifies potential activities and operations that could result in an emergencies/accidents situation that can adversely impact the environment, and document appropriate prevention, response and mitigation procedures in a plan or SOP. Maintains the Spill Prevention Control and Countermeasures (SPCC) Plan and Installation Hazardous Waste Management Plan (IHWMP). Coordinates with affected units/organizations to ensure appropriate facility specific spill prevention measures, response and mitigation and Hazardous Waste management procedures are in place. Provides specific guidelines and approval to units/organizations planning any non-routine operations that could lead to an emergency situation with potential risks to the environment. Conducts periodic Emergency Spill Response exercises. Responds to accidental spills and oversees proper cleanup and/or coordinates contractor support for emergency situations that are beyond in-house capabilities. Makes required notifications to environmental regulatory agencies in the event a reportable spill occurs. Ensures that environmental documents are updated as required by Federal, State, local, and Army regulations, after the occurrence of accidents or emergency situations and/or as a result of spill response exercise results. Ensures that the most recent versions of environmental documents are available to all appropriate users.
Environmental Quality	<ul style="list-style-type: none"> Communicate and enforce compliance with relevant Emergency

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Control Committee (EQCC) Members	<p>Preparedness and Response procedures within their respective unit/organization.</p> <ul style="list-style-type: none"> Review the successes or failures of complying with applicable Emergency Preparedness and Response procedures within their respective unit/organization and implement corrective actions as necessary.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Communicate and enforce compliance with relevant Emergency Preparedness and Response procedures within their respective unit/organization. Review the successes or failures of complying with applicable Emergency Preparedness and Response procedures within their respective unit/organization and implement corrective actions as necessary.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Communicate and enforce compliance with relevant Emergency Preparedness and Response procedures within their respective unit/organization. Review the successes or failures of complying with applicable Emergency Preparedness and Response procedures within their respective unit/organization and implement corrective actions as necessary. Notify the Environmental Division of any non-routine operations that could lead to an emergency situation with potential risks to the environment prior commencing the non-routine operation.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Responsible for knowing and abiding by the Emergency Preparedness and Response procedures applicable to their facility. Communicate the applicable Emergency Preparedness and Response procedures to facility personnel. Develop site specific Spill Contingency and Emergency Evacuation Standard Operating Procedures (SOPs). Respond to accidental spills affecting their facility and initiate proper cleanup if within their capabilities. Communicate any successes or challenges in complying with applicable Emergency Preparedness and Response procedures to their Supervisors, CFT representatives or the Environmental Division. Coordinate with Environmental Division, as needed, to ensure current versions of Emergency Preparedness and Response procedures are available. Notify their Supervisors, CFT representatives or the Environmental Division of any non-routine operations that could lead to an emergency situation with potential risks to the environment prior commencing the non-routine operation. Notify the Environmental Division of changes in processes that affect the Emergency Preparedness and Response procedures. Notify affected facility personnel of relevant changes to the Emergency

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	Preparedness and Response procedures.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Responsible for knowing and abiding by the Emergency Preparedness and Response procedures affecting their work practices. Verify that printed Emergency Preparedness and Response procedures are current prior to use. Communicate any successes or challenges in complying with applicable Emergency Preparedness and Response procedures to their Supervisors, CFT representatives, ECOs or the Environmental Division. Notify their Supervisors, CFT representatives or the Environmental Division of any non-routine operations that could lead to an emergency situation with potential risks to the environment prior commencing the non-routine operation.
Contractors	<ul style="list-style-type: none"> Responsible for knowing and abiding by the installation applicable Emergency Preparedness and Response procedures pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.

5. References

- ISO 14001:2004(E), 4.4.7 Emergency Preparedness and Response
- U.S. Army-Hawaii SEM Manual
- Antiterrorism-Force Protection Plan
- Wildland Fire Management Plan
- Disaster Preparedness Operations Plan
- Spill Prevention Control and Countermeasures Plan
- Hazardous Waste Management Plan
- Site Specific Spill Contingency and Emergency Evacuation Standard Operating Procedures

Revision Date	Nature of Revision	Document Review Participants
18 Nov 09	Edited to provide more detailed information regarding the installation's Emergency Preparedness and Response procedures and added additional references to applicable installation plans.	Chantal Leonard
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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SEMP-13: Monitoring and Measurement

1. Purpose

To establish the U.S. Army-Hawaii’s process for monitoring and measuring the performance of its SEM. Monitoring and measurement is necessary to evaluate and improve the installation’s performance. In addition, monitoring and measurement allows the installation to identify areas that require corrective action and to determine the root cause(s) of such problem areas.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.1] and Procedure

ISO Requirement	Procedure
<p>The organization shall establish, implement and maintain a procedure to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure shall include the documenting of information to monitor performance, applicable operational controls and conformity with the organization's environmental objectives and targets.</p>	<p>U.S. Army-Hawaii has established, implemented, and maintains a procedure to monitor and measure its significant environmental aspects and conformity with its environmental objectives and targets. The procedures are described in <i>SEMP-03: Environmental Aspects</i> and in <i>SEMP-05: Objectives, Targets and Programs</i>. The installation’s significant environmental aspects are re-evaluated on a regular basis, by repeating the procedure described in <i>SEMP-03</i>. Conformity with the installation's environmental objectives and targets is closely monitored and progress is reported to senior management periodically in accordance with <i>SEMP-05</i> and <i>SEMP 18: Management Review</i>.</p> <p>Performance of applicable operational controls is documented through several processes, including but not limited to:</p> <ul style="list-style-type: none"> • Progress toward achieving environmental objectives and targets. • Army external Environmental Performance Assessment System (EPAS) evaluations and external SEM audits conducted by the Army Environmental Command (AEC). • Internal environmental media specific compliance inspections and SEM audits. • Routine regulatory agencies (e.g., DOH, EPA) inspections. • EQCC and CFT meeting minutes. <p>Objectives and targets are described in <i>SEMP-05: Objectives, Targets and Programs</i>. Internal environmental media</p>

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	<p>specific compliance inspections, EPAS evaluations and routine regulatory inspections are described in <i>SEMP-14: Evaluation of Compliance</i>. Internal and external SEM audits are described in <i>SEMP-17: Internal Audit</i>.</p> <p>EQCC and CFT meetings are described in <i>SEMP-06: Roles and Responsibilities</i>.</p>
<p>The organization shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained and shall retain associated records.</p>	<p>Environmental monitoring equipment is calibrated and maintained at a frequency consistent with manufacturers and/or Army recommendations. Affected units/organizations maintain calibration and maintenance records as necessary to prove conformance with this procedure.</p> <p>Calibration and maintenance of environmental monitoring equipment are addressed in area-specific preventative maintenance programs or local work practices, where applicable.</p> <p>This procedure does not apply to equipment that is calibrated or self-tested before each use, or to equipment that is calibrated more frequently than once a month. Calibration of this frequency is considered a part of the operating procedures for the equipment. Calibration records for this equipment will be maintained as part of the equipment operating logs or other records established by the equipment owner.</p>

4. Responsibilities

Responsible Party	Responsibilities
Army Environmental Command (AEC)	<ul style="list-style-type: none"> Conducts EPAS evaluations generally every three years or as deemed appropriate by AEC.
Garrison Commander (GC)/ Sustainable Environmental Management Representative(SEMR)	<ul style="list-style-type: none"> Review results of monitoring and measurement of the installation's significant environmental aspects and of the SEM objectives and targets. Directs changes as necessary to promote continual improvement of the SEM.
Plans Analysis and Integration Office (PAIO)	<ul style="list-style-type: none"> Tracks, measures and reports to Senior Leaders, Garrison Hawaii's performance indicators illustrating progress towards achieving the installation's Strategic Planning Sustainability Goals.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> Oversees monitoring and measurement of the installation's significant environmental aspects and of the SEM objectives and targets.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> 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>.

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	<ul style="list-style-type: none"> Briefs the installation's SEM performance status during management reviews and/or EQCC meetings. Host CFT meetings periodically and discuss environmental concerns of units/organizations represented by their CFT members. Conducts internal audit of the installation's SEM. Participates in external EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary.
Environmental Division Staff	<ul style="list-style-type: none"> Develops Garrison-wide operational controls for environmental aspects, objectives and targets. Tracks and ensures monitoring requirements, stipulated in facility environmental permits issued by regulatory agencies, are met. Tracks, measures and reports performance status towards achieving the SEM objectives and targets relevant to their respective program areas. Participate in CFT and EQCC meetings, as necessary. Participate in internal compliance assessments and SEM internal audits. Participates in external EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. Manage applicable monitoring equipment calibration records.
Environmental Compliance Officer (ECO) Instructor	<ul style="list-style-type: none"> Assesses the effectiveness of the ECO training against environmental compliance findings identified by internal and external evaluations. Implement changes to the ECO training curriculum, as necessary, to promote continual improvement of the installation's environmental compliance posture.
Environmental Division Compliance Inspectors	<ul style="list-style-type: none"> Conduct quarterly unannounced environmental compliance inspections of U.S. Army-Hawaii industrial operations. Monitors compliance trends and notify affected units commanders and organizations Department Heads, Directors and Supervisors of inspection results via formal letters and/or emails. Brief CFT members and EQCC members on inspection results and trends.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> Review and endorses the installation's significant environmental aspects. Endorse the installation environmental objectives and targets and reviews progress. Review the successes or failures of achieving the environmental objectives and targets and recommends modifications to the action plan as necessary. Communicate/implement relevant environmental objectives and targets within their respective organization.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Track and report to the SEMPM and their Supervisors, the environmental performance of their respective unit/organization pertaining to compliance with legal and other requirements, operational controls, emergency

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	<p>preparedness and response, significant environmental aspects and their units/organizations' successes or challenges in achieving the environmental objectives and targets.</p> <ul style="list-style-type: none"> • Participate in external compliance inspections and SEM audits. • Conduct applicable internal environmental assessments and inspections.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Review the environmental performance of their respective unit/organization pertaining to compliance with legal and other requirements, operational controls, emergency preparedness and response, significant environmental aspects and their units/organizations' successes or challenges in achieving the environmental objectives and targets. • Direct changes as necessary to promote continual improvement of their unit/organization environmental performance. • Participate in external and internal compliance inspections and SEM conformance audits, as necessary.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the operational controls and environmental objectives and targets affecting their respective facility. • Report any successes or challenges in complying with applicable operational controls and environmental objectives and targets to their Supervisors, CFT representatives or the Environmental Division. • Conduct applicable internal inspections. • Participate in internal and external compliance inspections and SEM audits, as necessary. • Participate in CFT and EQCC meetings, as necessary.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the operational controls and environmental objectives and targets affecting their work practices. • Participate in internal and external compliance inspections and SEM audits, as necessary. • Communicate any successes or challenges in complying with applicable operational controls to their Supervisors, CFT representatives, ECOs or the Environmental Division. • Calibrate and maintain applicable monitoring equipment.
Contractors	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the installation applicable operational controls and environmental objectives and targets pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts. • Conduct applicable internal environmental compliance inspections of their operations. • Calibrate and maintain applicable monitoring equipment.

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5. References

- ISO 14001:2004(E), 4.1 Monitoring and Measurement
- U.S. Army-Hawaii SEM Manual
- SEM-03: Environmental Aspects
- SEM-05: Objectives, Targets and Programs
- SEM-11: Operational Controls

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

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SEMP-14: Evaluation of Compliance

1. Purpose

To describe the U.S. Army-Hawaii's procedure for evaluation of compliance with applicable legal and other requirements.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.5.2] and Procedure

ISO Requirement	Procedure
<p>Consistent with its commitment to compliance, the organization shall establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal requirements.</p> <p>The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation with the evaluation of legal compliance or to establish a separate procedure(s).</p>	<p>U.S. Army-Hawaii has established, implemented, and maintains a procedure for periodically evaluating compliance with applicable legal and other requirements. Legal and other requirements are identified in accordance with <i>SEMP-04: Legal and Other Requirements</i>.</p> <p>Compliance with legal and other requirements is evaluated through several processes, including:</p> <ul style="list-style-type: none"> • Internal inspections • External inspections • Internal and External assessments under Environmental Performance Assessment System (EPAS) <p>Internal inspections (e.g. environmental media-specific compliance, fuel storage tanks, hazardous waste storage, industrial wastewater discharges, drinking water monitoring) are routinely conducted by the Environmental Division and other designated personnel (e.g. ECOs) throughout the installation's facilities, as applicable based on regulatory and permit requirements.</p> <p>External inspections (e.g. environmental compliance, natural resources, cultural resources, permits) are periodically conducted by the regulatory agencies, such as DOH and EPA. The Environmental Division maintains records of these inspections, in addition to initiates and coordinates with affected units/organizations, the corrective and preventive actions for findings identified.</p> <p>Internal assessments of EPAS are conducted annually by the Environmental Division staff as part of their regular management, checking, and corrective action functions, unless an external assessment is conducted that year.</p> <p>Internal assessments of EPAS are to be conducted in</p>

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	<p>accordance with the IMPC-HI-PWE No. 292 Internal Assessment Standard Operating Procedure and the AR 200-1 chapter 16-1.</p> <p>External assessments of EPAS are to be conducted by the Army Environmental Command (AEC) about every three years.</p> <p>The primary purpose of the inspections and assessments are to evaluate compliance of units/organizations against regulatory drivers and to proactively identify and correct potential deviations from operational controls, consequently preventing or minimizing environmental degradation.</p>
The organization shall keep records of the results of the periodic evaluations.	Records of the results of periodic evaluations are kept on the Environmental Division shared drive or in the form of paper files by the Environmental Program Managers.

4. Responsibilities

Responsible Party	Responsibilities
Army Environmental Command (AEC)	<ul style="list-style-type: none"> • Conducts EPAS external assessments about every three years.
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Participates in EPAS assessments, SEM audits, and external inspections, as necessary. • Participates in internal compliance inspections and SEM conformance audits, as necessary. • Ensures appropriate Command emphasis and resources are allocated to maintain compliance with environmental legal and other requirements. • Reviews and approves installation-wide, mandated compliance inspection procedures (e.g., Environmental Compliance Inspections). • Reviews compliance trends and the successes or failures of meeting applicable regulatory requirements based on briefings and reports provided by the environmental division. • Provides input and directs changes as necessary to promote continual improvement of regulatory compliance.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Participates in EPAS assessments, SEM audits, internal and external inspections, as necessary. • Participates in internal compliance inspections and SEM conformance audits, as necessary. • Reviews results of inspections and audits with senior management. • Oversees the management and documentation of compliance inspections and audits.
SEM Program	<ul style="list-style-type: none"> • Participates in EPAS assessments, SEM audits, internal and external

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Manager (SEMPM)	<p>inspections, as necessary.</p> <ul style="list-style-type: none"> • Participate in internal compliance inspections and SEM conformance audits, as necessary. • Tracks documentation of compliance inspections and audits.
Environmental Division Staff	<ul style="list-style-type: none"> • Participates in EPAS assessments, SEM audits, internal and external inspections, as necessary. • Conducts media specific internal environmental compliance inspections. • Tracks and ensures monitoring requirements, stipulated in facility environmental permits issued by regulatory agencies, are met. • Manages documentation of compliance inspections and audits for their respective program areas.
Environmental Division Compliance Inspectors	<ul style="list-style-type: none"> • Participates in EPAS assessments, SEM audits, internal and external inspections, as necessary. • Conduct quarterly unannounced environmental compliance inspections of all U.S. Army-Hawaii industrial operations. • Monitors compliance trends and notify affected units commanders and organizations Department Heads, Directors and Supervisors of inspection results via formal letters and/or emails. • Brief CFT members and EQCC members on inspection results and compliance trends.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Participates in EPAS assessments and SEM audits, as necessary. • Participate in compliance inspections and conformance audits. • Review compliance trends and the successes or failures of meeting applicable regulatory requirements based on briefings and reports provided by the environmental division. • Provide input and directs changes as necessary to promote continual improvement of regulatory compliance. • Communicate/implement relevant environmental compliance requirements within their respective organization.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Participates in EPAS assessments and SEM audits, as necessary. • Participate in compliance inspections and conformance audits. • Review compliance trends and the successes or failures of meeting applicable regulatory requirements within their respective organization. • Provide input and directs changes as necessary to promote continual improvement of regulatory compliance. • Communicate/implement relevant environmental compliance requirements within their respective organization. • Provide inputs for management reviews during the CFT meetings.
Unit Commanders,	<ul style="list-style-type: none"> • Participates in EPAS assessments and SEM audits, as necessary.

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Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Participate in compliance inspections and conformance audits. • Review compliance trends and the successes or failures of meeting applicable regulatory requirements within their respective organization. • Direct changes as necessary to promote continual improvement of their unit/organization compliance posture with environmental regulations.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the environmental regulations and operational controls affecting their respective facility. • Report any successes or challenges in complying with applicable environmental regulations and operational controls to their Supervisors, CFT representatives or the Environmental Division. • Conduct applicable internal inspections. • Participate in internal and external compliance inspections and SEM audits, as necessary.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the environmental regulations and operational controls affecting their respective work practices. • Report any successes or challenges in complying with applicable environmental regulations and operational controls to their Supervisors, CFT representatives, ECOs or the Environmental Division. • Participate in internal and external compliance inspections and SEM audits, as necessary.
Contractors	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the environmental regulations and installation applicable operational controls pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts. • Conduct applicable internal compliance inspections of their operations.

5. References

- ISO 14001:2004(E), 4.5.2 Evaluation of Compliance
- AR 200-1 chapter 16-1
- IMPC-HI-PWE No. 292 Internal Assessment Standard Operating Procedure, 14 May 2010
- U.S. Army Hawaii SEM Manual
- SEM-04: Legal and Other Requirements
- SEM-17: Internal Audit

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

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SEMP-15: Nonconformity, Corrective Action and Preventive Action

1. Purpose

This procedure establishes a standardized process for defining, identifying, and investigating Sustainable Environmental Management (SEM) actual and potential nonconformities at U.S. Army Hawaii. It also establishes a process to mitigate, prevent, and implement corrective actions related to SEM nonconformities.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.5.3] and Procedure

ISO Requirement	Procedure
The organization shall establish, implement and maintain a procedure for dealing with actual and potential nonconformity and for taking corrective action and preventive action. The procedure shall define requirements for	The results of monitoring and measurement (SEMP-13), evaluation of compliance (SEMP-14), internal audit (SEMP-17) and other systemic procedures are evaluated by appropriate personnel.
a) identifying and correcting nonconformity and taking action to mitigate their environmental impacts,	For identified nonconformities, corrective actions are taken appropriate to their level of significance. Corrective action plans may be created to ensure that corrective actions needing long term resolution are implemented.
b) investigating nonconformity, determining their cause and taking actions in order to avoid their recurrence,	Corrective actions can include the following: on-the-spot fix, inspection follow-up, verbal direction, written direction, informal acknowledgement, formal agreement, enforcement requirement, project execution, in-house labor/material, or contract work. Actions are usually dealt with at the lowest level possible, however repeat violations and more serious issues are elevated to the highest levels.
c) evaluating the need for action to prevent nonconformity and implementing appropriate actions designed to avoid their occurrence,	Unlike corrective actions, which imply a reactive practice used to address problems after they have occurred, preventive actions imply a proactive practice intended to prevent potential problems before they occur or become significant. Preventive action focuses on identifying negative trends and addressing them before they become problems. Events that may trigger a preventive action include the results of monitoring and measurement, trend analysis, tracking of progress at achieving objectives and targets, response to emergencies, and community complaints.

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d) recording the results of corrective action and preventive action taken, and	Records of results can include the following: photograph, email message, memorandum, checklist, analysis, survey, report, project or contract. A record of the corrective or preventive action taken will be kept on the Environmental Division shared drive.
e) reviewing the effectiveness of corrective action and preventive action taken.	Corrective actions are followed up, as appropriate, by future reviews to gauge the effectiveness of corrective and preventive actions.
Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered.	An incremental step approach is followed. For less serious or potential nonconformities, a verbal warning can be issued. For serious, repeated or purposeful nonconformities, written actions involving the appropriate level within the Chain of Command for person or department that is not conforming can be initiated.
The organization shall ensure that any necessary changes are made to environmental management system documentation.	Required changes to the SEM documentation, identified as part of this corrective and preventive action process, are scheduled and coordinated as described in the Responsibilities section below.

4. Responsibilities

Responsible Party	Responsibilities
Installation Management Command (IMCOM), Army Environmental Command (AEC)	<ul style="list-style-type: none"> • Reviews/tracks status of corrective and preventive actions identified as part of external EPAS evaluations and SEM audits.
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Reviews nonconformity issues that have been forwarded by the IEDC and directs units/organizations to implement changes as necessary. • Ensures appropriate Command emphasis and resources are allocated to implement corrective and preventive actions and promote continual improvement of the SEM.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Reviews any documented corrective action requests and forwards nonconformity issues to top management and the GC as required. • If deemed necessary, will pursue written action against a party that is not in conformance while weighing the seriousness and frequency of occurrence of the nonconformity.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Makes changes in SEM procedures and documentation resulting from a corrective and preventive action, as necessary. • Submits the documentation to the IEDC for review and approval. • Tracks and reports, to higher Commands (e.g. IMCOM, AEC), the status of corrective and preventive actions identified as part of external EPAS

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	evaluations and SEM audits.
Environmental Division Staff	<ul style="list-style-type: none"> • Maintains a record of all corrective and preventive actions that result in action plans for their respective program areas. • Investigates documented nonconformities to determine cause and identifies possible steps to prevent recurrence. • Follows-up with affected units/organizations to ensure that the corrective and preventive actions were completed. • Evaluates the effectiveness of corrective and preventive actions taken and recommends changes as necessary. • Brief the GC and EQCC members, as necessary, on the status of corrective and preventive actions identified as part of internal and external compliance evaluations and SEM audits.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Review nonconformity issues within their respective unit/organizations and implement changes as necessary.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Review nonconformity issues within their respective unit/organizations and implement changes as necessary. • Report successes or challenges in implementing corrective and preventive actions to their Supervisors, SEMPM or the Environmental Division. • Provide inputs for management reviews during the CFT meetings.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Review nonconformity issues within their respective unit/organizations and implement changes as necessary.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Review nonconformity issues within their respective facility and implement changes as necessary. • Report any successes or challenges in implementing corrective and preventive actions to their Supervisors, CFT representatives or the Environmental Division.
Activity and Process Owners	<ul style="list-style-type: none"> • Implement changes in work practices as identified in corrective and preventive action plans. • Report any successes or challenges in implementing corrective and preventive actions to their Supervisors, ECOs, CFT representatives or the Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> • Implement changes in work practices as identified in corrective and preventive action plans. • Report any successes or challenges in implementing corrective and preventive actions to their Supervisors, ECOs, CFT representatives or the Environmental Division.

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Contractors	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the environmental regulations and installation applicable operational controls pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts. • Conduct applicable internal environmental compliance inspections of their operations.
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5. References

- ISO 14001:2004(E), 4.5. Nonconformity, Corrective Action and Preventive Action
- U.S. Army Hawaii SEM Manual
- SEMP-13, Monitoring and Measurement
- SEMP-14, Evaluation of Compliance
- SEMP-17, Internal Audit

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

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SEMP-16: Control of Records

1. Purpose

To establish the process for the identification, storage, protection, retrieval, retention and disposition of records.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.5.4] and Procedure

ISO Requirement	Procedure
The organization shall	
establish and maintain records as necessary to demonstrate conformity to the requirements of its environmental management system and of this International Standard, and the results achieved.	The Environmental Division establishes and maintains records as necessary to demonstrate conformity to the requirements of the U.S. Army-Hawaii SEM and ISO 14001, and the results achieved.
establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.	<p>The Environmental Division establishes, implements, and maintains a procedure for the identification, storage, protection, retrieval, retention, and disposal of records.</p> <p>The Environmental Division staff identifies records related to their respective programs that are required by legal and other requirements. Records are included in the SEMP's 10 & 16: Inventory of Documents and Records, which identifies the record owner, storage location, storage format (e.g., electronic or hard copy) and retention guideline.</p> <p>In accordance with SEMP-04: Legal and Other Requirements, the Environmental Division staff tracks new regulatory requirements applicable to their respective program areas.</p> <p>Records will be stored in electronic and/or hard copy file format. Electronic copies are stored on the Environmental Division shared drive. Hard copies are stored by program areas by the Environmental Division staff.</p> <p>Electronic records are periodically backed up. Hard copies are stored in a manner that protects against damage, deterioration, or loss.</p> <p>Records can be retrieved by contacting the IEDC, SEMPM, or Environmental Division Program Managers. Requests for records from members of the public are coordinated with the</p>

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	PAO and/or Garrison Commander. Environmental Division staff are responsible for periodically evaluating records under their management versus applicable retention times. Records that have been maintained in excess of applicable retention times may be disposed of, at the discretion of the Environmental Division staff. Potentially sensitive records, such as personnel-related or legal records, are shredded prior to their disposal. Non-sensitive records are managed with other waste office papers.
Records shall be and remain legible, identifiable and traceable.	The person who creates the record will ensure that it is legible, and will file the record according to an established system so that it is identifiable and traceable. Environmental Division Program Managers determine which filing system works best for their records. The storage format and storage location of each type of record is identified.

Responsible Party	Responsibilities
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> Oversees Environmental Division personnel to ensure that records are properly managed.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> Coordinates with Environmental Division Program Managers to maintain the SEMP 10 & 16: Inventory of Documents and Records. Manages records relating to the SEM Program.
Environmental Division Staff	<ul style="list-style-type: none"> Coordinates with the SEMPM to maintain the SEMP 10 & 16: Inventory of Documents and Records. Manage records related to their respective programs.
Environmental Compliance Officers	<ul style="list-style-type: none"> Collect environmental records pertaining to their facility, and submit to the applicable Environmental Division staff, Program Manager or Inspector.

5. References

- ISO 14001:2004(E), 4.5.4 Control of Records
- U.S. Army-Hawaii SEM Manual
- SEMP 10 & 16: Inventory of Documents and Records

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24 Jun 10	Updated to address internal audit finding	Jeff Stefani



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SEMP-17: Internal Audit

1. Purpose

This procedure establishes a standardized process for conducting periodic audits of the Sustainable Environmental Management (SEM) system. The procedure defines the process to schedule, conduct, and report on SEM audit results. This procedure is closely related to SEM-15, which ensures that effective corrective actions are planned and implemented.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.5.5] and Procedure

ISO Requirement	Procedure
The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to determine whether the environmental management system conforms to planned arrangements for environmental management including the requirements of this International Standard, and has been properly implemented and is maintained, and	Internal audits are conducted annually to determine conformance with the ISO 14001 standard and to determine proper implementation and maintenance of the SEM system. The internal audit report is retained by the Environmental Division.
provide information on the results of audits to management.	Management and senior leadership are briefed on the results of the internal audit as part of the management review process and quarterly EQCC meetings.
Audit programs shall be planned, established, implemented and maintained by the organization, taking into consideration the environmental importance of the operation concerned and the results of previous audits.	Audit programs are planned, established and implemented according to the Responsibilities listed below.
Audit procedures shall be established, implemented and maintained that address	Audit program and procedure documents are controlled records and are maintained on the Environmental Division shared drive.
- the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,	An SEM Internal Audit Corrective Action Plan for Nonconformance and Observations will be maintained. It tracks the ISO 14001 sections, finding descriptions, responsible parties, corrective actions planned, start dates and correction dates.
- the determination of audit criteria, scope, frequency and methods.	Auditors will be selected based on their qualifications, impartiality and availability. Audits will be conducted to ensure objectivity using the U.S Army-Hawaii internal audit checklists.

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Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.	
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Ensures that SEM internal audits are conducted. • Participates in internal SEM conformance audits, as necessary. • Reviews the results of the internal audit during management reviews and EQCC quarterly meetings. • Ensures appropriate Command emphasis and resources are allocated to support the conduct of internal SEM audits. • Reviews and endorses installation-wide, SEM internal audit procedures. • Reviews conformance trends and the successes or failures of meeting applicable ISO 14001:2004 standard requirements. • Provides input and directs changes as necessary to promote continual improvement of the SEM.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Determines the scope of the internal audit based upon the significant aspects and the results of previous audits. • Communicates the audit scope and schedule to affected units/organizations.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Conducts or coordinates internal audits annually. • Ensures objectivity and impartiality of the audit process through the selection of an appropriate audit team. • Tracks the completion and effectiveness of corrective actions. • Brief the GC and EQCC members on the results of SEM internal audits and on the status of related corrective and preventive actions. • Maintains the audit records and reports. • Provides required feedback to update the SEM based on audit recommendations.
SEM Auditors	<ul style="list-style-type: none"> • Plan the internal SEM conformance audit. • Conducts the audit in-brief and out-brief meetings. • Examines objective evidence to verify conformance to requirements, including operating procedures and corrective actions for audit findings from previous audits. • Are qualified Auditors and have a current Internal Auditor Training course certificate of completion. • Interviews personnel in their work areas, observes actual practices and reviews records.

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	<ul style="list-style-type: none"> Documents audit findings and reports audit results to appropriate personnel. Prepares the audit findings report that summarizes the audit scope, identifies corrective actions, describes sources of evidence used, and summarizes the audit results.
Environmental Division Staff	<ul style="list-style-type: none"> Assists with audit coordination and execution.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> Participate in internal SEM conformance audit, if requested. Review the results of the internal audit during management reviews and EQCC quarterly meetings. Review and endorses installation-wide, SEM internal audit procedures. Review conformance trends and the successes or failures of meeting applicable ISO 14001:2004 standard requirements. Provide input and directs changes within their respective unit/organization as necessary to promote continual improvement of the SEM.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Participate in internal SEM conformance audit, if requested. Review the results of the internal audit and effect changes within their unit/organization to promote continual improvement of the SEM. Provide inputs for management reviews during the CFT meetings.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Participate in internal SEM conformance audit, if requested. Reviews the results of the internal audit and effect changes within their unit/organization to promote continual improvement of the SEM.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Participate in internal SEM conformance audit, if requested. Reviews the results of the internal audit and effect changes within their facility to promote continual improvement of the SEM. Report any successes or challenges in conforming with the SEM requirements to their Supervisors, CFT representatives or the Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Participates in internal SEM conformance audit, if requested. Implement changes in their work practices to ensure conformance with the installation SEM requirements. Report any successes or challenges in conforming with the SEM requirements to their Supervisors, CFT representatives, ECOs or the Environmental Division.
Contractors	<ul style="list-style-type: none"> Responsible for knowing and abiding by the SEM requirements applicable to the activities, product and/or services provided as part of their contracts. Adjust their work practices to ensure conformance with SEM procedures.

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5. References

- ISO 14001:2004(E), 4.5.5 Internal Audit
- U.S. Army Hawaii SEM Manual
- SEMP-15, Nonconformity, Corrective Action and Preventive Action
- SEM Internal Audit Checklists
- SEM Internal Audit Corrective Action Plan - Nonconformances and Observations

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24 Jun 10	Review and Update	Jeff Stefani

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SEMP-18: Management Review

1. Purpose

This procedure identifies the process used to conduct a Management Review of the U.S. Army Hawaii Sustainable Environmental Management (SEM). This procedure outlines the actions to be taken to periodically review the performance of SEM. The Management Review is a step in the continuous improvement process that is implemented as part of SEM. It is one of the tools that will be used to evaluate whether the SEM is working effectively.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.6] and Procedure

ISO Requirement	Procedure
Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the environmental management system, including the environmental policy and environmental objectives and targets. Records of the management reviews shall be retained.	Management reviews of the SEM will be cumulatively conducted on an annual basis. Management reviews of SEM can be conducted on a more frequent basis, such as during the quarterly Environmental Quality Control Committee (EQCC) meetings and the monthly SEM Cross Functional Team (CFT) meetings. Minutes of the management reviews will be prepared and retained by the Environmental Division.
Input to management reviews shall include a) results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes, b) communication(s) from external interested parties, including complaints, c) the environmental performance of the organization, d) the extent to which objectives and targets have been met, e) status of corrective and preventive actions,	Senior leadership management review meetings will be conducted to specifically review the results of internal audits, evaluations of compliance, communications from external parties, environmental performance, objectives and targets, corrective and preventive actions, follow-up actions, changing circumstances and/or recommendations for improvement. These topics can be discussed at any meeting with top management. Records of the management reviews will be prepared and retained by the Environmental Division.

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f) follow-up actions from previous management reviews, g) changing circumstances, including developments in legal and other requirements related to its environmental aspects, and h) recommendation for improvement.	
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Reviews the SEM to ensure its continued suitability, adequacy and effectiveness. • Ensures the SEM is mission enhancing and supports the installation's long term sustainability goals. • Directs changes as necessary to promote continual improvement of SEM.
Directorate of Public Works(DPW) Director	<ul style="list-style-type: none"> • Meets with the GC on a regular basis and informs him of current Environmental issues as appropriate.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Meets with top management on a regular basis and informs them of current SEM issues. • Informs the DPW Director of any SEM issues relating to this procedure that needs to be brought to the GC's attention.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Ensures that the inputs to management reviews during one internal audit cycle include the following, if applicable: review of current policy (SEMP-02), audit results (SEMP-17), compliance evaluation (SEMP-14), communication from external interested parties (SEMP-08), environmental performance, progress in achieving objectives and targets (O&Ts) (SEMP-05 and SEM-13), status of corrective and preventive actions (SEMP-15), follow-up actions from previous management reviews, changing circumstances, and recommendations for improvement. • Ensures that the outputs from management reviews include the following, if applicable: any decisions and actions related to changes to the environmental policy, O&Ts, and SEM. • Prepares and retains a record of the management reviews on the Environmental Division shared drive.
Environmental Division Staff	<ul style="list-style-type: none"> • Provides inputs for management reviews during the EQCC and CFT meetings.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Provide input and output for management reviews during the EQCC meetings.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Provide input and output for management reviews during the CFT

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	meetings.
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5. References

- ISO 14001:2004(E), 4.6 Management Review
- U.S. Army Hawaii SEM Manual
- Environmental Quality Control Committee (EQCC) meeting minutes
- SEM Cross Functional Team (CFT) meeting minutes

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