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From: Chief of Naval Operations

Subj: NAVY ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) POLICY

Ref: (a) Executive Order 13148, Greening the Government through Leadership in Environmental Management, of 21 Apr 2000

(b) OPNAVINST 5090.1B CH-2, Environmental and Natural Resources Program Manual, of 9 Sep 1999

1. An Environmental Management System (EMS) is a formal management framework intended to help an organization achieve its internal environmental goals through repeatable and consistent control of its operations. EMS as employed by the Navy systematically uses five basic components to achieve full compliance with legal requirements and continual improvement in mission performance by reducing environmental risks and costs inherent to mission processes. They are:

a) Policy: Public commitment by senior leaders to environmental compliance, pollution prevention, and continual improvement of the management system;

b) Planning: Integrated planning, including development of goals and targets for reducing environmental impacts and supporting mission priorities;

c) Implementation: Operations to assure attainment of those goals and targets, and training to assure individual competence and responsibility;

d) Checking and Corrective Action: Procedures for self-evaluation and corrective action, including priority inclusion of identified needs in budget processes; and

e) Management Review: Periodic review of the management system by senior leadership, with recommendations for improvement and publication of the review.

2. Reference (a) requires Federal agencies to implement an EMS at all appropriate agency facilities by 31 December 2005. Reference (a) applies to "all appropriate agency facilities

based on facility size, complexity, and the environmental aspects of facility operations ... in any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, [and] the Northern Mariana Islands." An "appropriate agency facility" is any facility that has registered an environmental requirement with the Environmental Protection Agency or a regional, state or local regulatory authority. Examples include but are not limited to air, water, wastewater, storm water, and hazardous waste permits or acknowledgement of hazardous waste generation. For Navy, "appropriate agency facilities" means Navy shore installations and/or regional complexes covered by the Navy's Environmental Quality Assessment (EQA) Program per reference (b) in any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Northern Mariana Islands. Navy installations and regional complexes outside of these areas are encouraged to make best efforts to comply with the goals of reference (a) within existing resources.

3. Consistent with reference (a), appropriate Navy shore installations and/or regional complexes shall implement an EMS by 31 December 2005 that incorporates the basic components enumerated in paragraph 1. The Navy EMS framework described in paragraph 6 below is a cost effective approach that supports mission and operational requirements at the installation or regional complex. Other recognized EMS frameworks are the Code of Environmental Management Principles for Federal Agencies (CEMP), the International Organization for Standardization Environmental Management System Specifications (ISO 14001), the European Union's Eco-Management and Audit Scheme (EMAS), the Malcolm Baldrige National Quality Improvement Act criteria, and various State-defined EMS.

4. Each Navy shore installation and/or regional complex implementing an EMS must develop an EMS description document and complete at least one management review by 31 December 2005. An EMS description document is a summary that describes the system's core elements, and how the elements relate to each other. It may take the form of an EMS Manual, or be a shorter document that provides references to other documents or procedures.

5. EMS implementation at appropriate Navy shore installations and/or regional complexes will be evaluated under the Navy's Environmental Quality Assessment (EQA) Program as required by reference (b). Procedures and responsibilities for the conduct of these assessments are provided in the EQA Guide, issued 31 August 1999. In addition, Major Claimants will be required to provide CNO periodic updates on status of EMS implementation.

6. Formal certification of an EMS by an organization not affiliated with the one seeking certification, a "third party," consists of a number of steps including application, pre-audit, audit, and surveillance and is a recurring cost to the organization seeking and maintaining certification. Third party certification is not required by reference (a). Mission-funded activities will not seek or fund third party certification. A Navy Working Capital Fund activity may pursue third party certification only if it can demonstrate that third party certification is a good business decision.

7. The Navy EMS framework is based on requirements found in reference (b) and incorporates principles embodied in CEMP and ISO 14001. Guidance for implementing an EMS using the Navy EMS Framework is currently being developed by CNO and will be available in fiscal year 2002. The framework for the Navy EMS, with its five major components and sixteen specific elements, is:

5 Components	16 Elements
1. Policy	1. Policy Statement
2. Planning	2. Requirements 3. Practices, Processes, Resources and Impacts (Aspects and Impacts) 4. Pollution Prevention Opportunities 5. Objectives and Targets 6. Planning, Programming and Budgeting System (PPBS)
3. Implementation	7. Structure, Responsibilities and Programs 8. Training 9. EMS Documentation, Document Control and Records 10. Communication

	11. Standard Operating Procedures
	12. Emergency Preparedness and Response
4. Checking and Corrective Action	13. Monitoring and Measurement
	14. Problem/Cause Identification/ Corrective/Preventive Action
	15. EMS Review
5. Management Review	16. Management Review

8. Systematic environmental management as an integral part of our day-to-day decision-making and long term planning processes is an important step in supporting mission readiness and effective use of our resources. A robust EMS is essential to sustaining compliance, reducing pollution and avoiding risk. In addition, EMS implementation supports the 2001 Quadrennial Defense Review objective of modernizing Department of Defense business processes to revitalize national defense.

9. The point of contact for EMS implementation is Ms. Tami McVey. Ms. McVey can be reached at DSN 664-5411, commercial (703) 604-5411, FAX (703) 602-2676, or by e-mail at mcvey.tami@hq.navy.mil.

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