

Department of the Interior Departmental Manual

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Series: Environmental Quality Programs

Part 515: Environmental Management

Chapter 4: Environmental Management Systems

Originating Office: Office of Environmental Policy and Compliance

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4.1 **Purpose.** This chapter sets forth the Department of the Interior's (DOI) requirements for environmental management systems (EMS).

4.2 **Scope.** The policy in this chapter applies to all Bureaus/Offices. It addresses EMS implementation and maintenance within DOI at all appropriate organizational levels.

4.3 **Authority.** Council on Environmental Quality, Implementing Instructions for Executive Order (EO) 13834, *Efficient Federal Operations*, April 2019.

4.4 **Definitions.**

A. Appropriate Organizational Level. As determined by a Chief Sustainability Officer (CSO), the organization or facility level(s) with management functions appropriate for EMS implementation and maintenance.

B. Audit Finding. Results of an evaluation of collected audit evidence compared to audit criteria. Audit findings may indicate conformity or non-conformity with audit criteria, an opportunity for improvement, or a best management practice.

C. Conformance. Fulfillment of EMS requirements as established in this Departmental Manual chapter, including the elements and framework of the EMS standard and any additional requirements established in Bureau/Office-specific EMS policies and procedures.

D. Corrective Action. An action to address and eliminate the root cause of a detected non-conformity and prevent recurrence.

E. Environmental Aspect. An element of an organization's activities, operations, products, and services that does or could interact with the environment. Environmental aspects often result from the use of resources, releases to the environment, or the generation of waste.

F. Environmental Compliance. The act of conforming to environmental laws, regulations, standards, and other requirements governing DOI Bureau/Office activities and operations.

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G. Environmental Impact. Any change to the environment, whether adverse or beneficial, wholly or partially resulting from environmental aspects.

H. Environmental Management Systems (EMS). A standardized management approach addressing the environmental aspects of an organization's activities, operations, products, and services that have potential environmental impacts. The EMS approach reflects a “Plan, Do, Check, Act” model and endorses the concept of continual improvement.

I. EMS Conformance Audit. A formal audit conducted by a qualified independent EMS auditor. It is a systematic and documented process to objectively obtain and evaluate evidence to determine the extent to which the audit criteria are fulfilled.

J. Environmental Objective. A statement of an environmental goal consistent with the environmental policy and mission that DOI Bureaus/Offices commit to achieve. It is expressed as a desired environmental or programmatic outcome or accomplishment.

K. Environmental Target. A detailed performance requirement that needs to be met to achieve an objective.

L. Legal and Other Requirements. Requirements that are directly attributable to the environmental aspects of an organization's activities, operations, products, and services. Requirements include, but are not limited to, laws and regulations promulgated and enforced by Federal, state, tribal, or local government authorities, Executive Orders, court orders, and other requirements to which the organization subscribes.

M. Non-conformity. Non-fulfillment of an EMS requirement.

N. Preventive Action. An action to address the root cause of a non-conformity and prevent its recurrence.

O. Qualified Independent Auditor. An individual who is outside the control or scope of the audited entity's management structure whose combined skills and experience include working knowledge and understanding of the EMS standard; who has completed EMS lead auditor training that addresses the EMS standard; and who has participated on at least one EMS audit.

P. Significant Environmental Aspect. Environmental aspects that have or can have significant impacts on the environment as defined by the appropriate organizational level.

4.5 **Policy.**

A. It is DOI policy that all Bureaus/Offices implement EMS(s) as the primary management framework for planning, implementing, and monitoring progress on the environmental aspects, programs, and legal and other requirements associated with the sustainability goals of EO 13834, the environmental priorities of the Secretary, and requirements

unique to their missions.

B. The EMS must be fully implemented and maintained consistent with EO 13834, *The Department of the Interior Sustainability and Environmental Policy* (Sustainability and Environmental Policy), and the elements and framework of the International Organization for Standardization (ISO) 14001:2015, *Environmental Management Systems – Requirements with guidance for use*, herein referred to as the EMS standard, and subsequent revisions approved and adopted by the Chief Sustainability Advisory Group.

4.6 **Objectives.** The Bureaus/Offices must implement and maintain EMS(s) to increase operational efficiency, manage and reduce environmental impacts, promote and implement sustainable practices, and continually improve overall environmental performance.

4.7 **Responsibilities.**

A. Assistant Secretary – Policy, Management and Budget (AS-PMB).

- (1) Serving as the DOI Chief Sustainability Officer.
- (2) Chairing the Chief Sustainability Advisory Group.
- (3) Overseeing implementation and maintenance of EMS in DOI.

B. Chief Sustainability Advisory Group. The Chief Sustainability Advisory Group includes Bureau/Office Chief Sustainability Officers (CSOs) and is responsible for:

- (1) Advising the AS-PMB in implementing EMS in DOI.
- (2) Reviewing DOI EMS procedures, objectives, targets, operating plans, and budgets; and recommending to the AS-PMB changes and improvements.
- (3) Monitoring Bureau/Office EMS performance and ensuring EMS implementation and maintenance at the appropriate organizational level.

C. Heads of Bureaus/Offices.

- (1) Designating a Bureau/Office CSO.
- (2) Providing staff support to the Chief Sustainability Advisory Group, Implementation Committee, or Technical Workgroups.
- (3) Providing technical and programmatic resources, which may include funding in alignment with approved budgets, as appropriate, for development, implementation, and maintenance of DOI's EMS and achievement of DOI's environmental objectives and targets.
- (4) Implementing and maintaining EMS(s) within their respective

organizations to address the sustainability goals, environmental aspects, and legal and other requirements unique to their missions.

(5) Overseeing and ensuring allocation of appropriate resources to implement EMS in their respective organizations.

(6) Ensuring that each appropriate organizational level EMS is reviewed at least annually.

D. Director, Office of Environmental Policy and Compliance (OEPC).

(1) Serving as Co-Chair of the Chief Sustainability Advisory Group.

(2) Providing staff support to the Chief Sustainability Advisory Group, Implementation Committee, and Technical Workgroups.

(3) Coordinating with the Office of Acquisition and Property Management (PAM) to develop and recommend DOI EMS policy, procedures, plans, guidance, training, and annual EMS reviews.

E. Director, Office of Acquisition and Property Management.

(1) Serving as Co-Chair of the Chief Sustainability Advisory Group.

(2) Providing staff support to the Chief Sustainability Advisory Group, Implementation Committee, and Technical Workgroups.

(3) Coordinating with the OEPC to develop and recommend DOI EMS policy, procedures, plans, guidance, training, and annual EMS reviews.

F. Managers of Appropriate Organizational Levels.

(1) Implementing and maintaining EMS in accordance with the requirements in this chapter and Bureau/Office EMS policies and procedures.

(2) Conducting annual management reviews of each EMS and addressing non-conformities to achieve continual improvement.

(3) Declaring and reaffirming conformance to EMS requirements in this chapter.

4.8 DOI Sustainability Council. The DOI Sustainability Council is a multi-level consensus-based forum responsible for overseeing the Department's sustainability and environmental management strategies and performance (see attached Chart). The multi-level governing body includes the following:

- A. Chief Sustainability Advisory Group.
- B. Implementation Committee.
- C. Technical Workgroups.

4.9 EMS Requirements.

A. Implementation. To be considered to have a fully implemented EMS Bureaus/Offices must:

- (1) Develop, document, and implement EMS procedures to address the elements and framework of the EMS standard.
- (2) Undergo a conformance audit performed by a qualified independent auditor.
- (3) Develop corrective and preventive actions for finalized non-conformities.
- (4) Ensure that non-conformities and corrective and preventive actions are acknowledged and approved by the AS-PMB or the appropriate organizational level manager responsible for EMS implementation.
- (5) Obtain a formal and documented declaration of conformance from the AS-PMB or the appropriate organizational level manager responsible for EMS implementation. The declaration of conformance is based on credible evidence that the EMS has been successfully implemented in accordance with the requirements in this chapter.

B. Maintenance. To maintain a fully conformant EMS, Bureaus/Offices must:

- (1) Conduct a management-level review of each EMS, at least annually, to ensure the continued suitability, adequacy, and effectiveness of the EMS and reaffirm continued EMS conformance.
- (2) Ensure performance of conformance audits every 3 years by a qualified independent auditor, beginning 3 years from the fiscal year of the initial declaration of conformance.
- (3) Redeclare and document EMS conformance every 3 years following the conformance audit.

4.10 Tenant, Contractor, and Concession Activities.

A. As tenants, Bureaus/Offices or the appropriate organizational level will coordinate with facility owners (e.g., General Services Administration or private-sector facility owner) in addressing significant environmental aspects to which it contributes but does not directly manage (e.g., energy, waste, and recycling).

B. Where tenant, contractor, and concession activities affect Bureau/Office significant environmental aspects or sustainable practices, the appropriate organizational level will consider those activities in the development, implementation, and maintenance of the EMS.

4.11 **Reporting.** Bureaus/Offices must report at least annually on the status of EMS implementation and maintenance. The report will include: progress in EMS implementation, maintenance, and achievement of the sustainability goals.

Organizational Chart - Department of the Interior Environmental Management Systems

