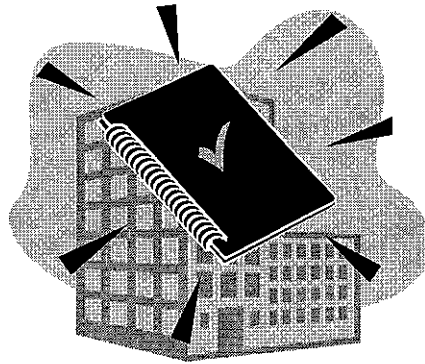


Association of State and Territorial

ASTSWMO

Solid Waste Management Officials

**ENVIRONMENTAL MANAGEMENT
SYSTEMS FACT SHEET FOR
STATE AND TERRITORIAL
FEDERAL FACILITY MANAGERS**



DEVELOPED BY THE ASTSWMO POLICY & TECHNOLOGY FOCUS GROUP

Environmental Management Systems Fact Sheet for State and Territorial Federal Facility Managers

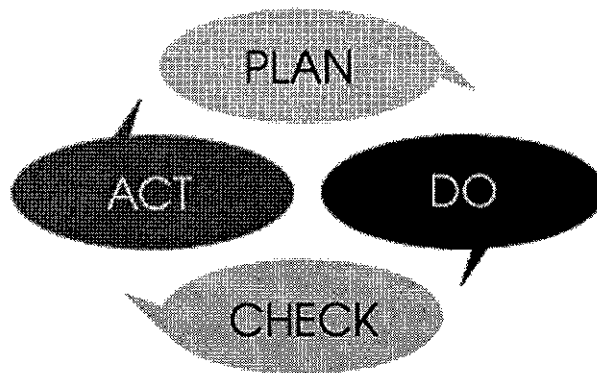
In April 2004, the Policy and Technology Focus Group (PTFG) of the Federal Facilities Research Center (FFRC) of the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) began researching the impacts and benefits of Environmental Management Systems at Federal Facilities. In collecting their research, the Focus Group realized a fact sheet detailing the various information tools for States and Territories was not available.

The Focus Group developed this fact sheet in December 2004 for the exclusive use of State and Territorial contacts for federal facilities. The PTFG is not responsible for errors or omissions in the text or for an erroneous, outdated or non-working Uniform Resource Locator (URL). This is a "living document" and will be updated as new information becomes available. Go to <http://www.astswmo.org> to see if an updated version is available.

What is an Environmental Management System (EMS)?

An EMS is a continual cycle of planning, implementing, reviewing and improving the processes and actions that an organization undertakes to meet its business and environmental goals. Most EMSs are built on the "Plan, Do, Check, Act" model. This model leads to continual improvement based upon:

- Planning, including identifying environmental aspects and establishing goals [plan];
- Implementing, including training and operational controls [do];
- Checking, including monitoring and corrective action [check]; and
- Reviewing, including progress reviews and acting to make needed changes to the EMS [act].



This short definition of an EMS was taken directly from the following EPA website: <http://www.epa.gov/ems/info/index.htm>. This website has several subpages and links to other sites that will give the reader a more in depth explanation of environmental management systems.

Why do we as State managers of federal activities need to be aware of EMSs?

Executive Order 13148: *Greening the Government Through Leadership in Environmental Management*, dated April 21, 2000 requires all federal facilities to have an EMS in place by December 31, 2005. An EMS must be implemented at all appropriate agency facilities based on facility size, complexity, and the environmental aspects of facility operations. The EPA

website that explains EO 13148 and has text of the EO is:

<http://www.epa.gov/ems/federal/eo13148.htm>.

A list of EPA's EMS contacts for compliance with EO 13148 can be found on page 4.

In addition, by December 31, 2004, federal agencies are to identify a self-declaration protocol that will be used to determine compliance with the EMS requirements of EO 13148. A copy of an agency directive can be found at:

http://www.ofee.gov/ems/training/SelfDeclarationProtocol_memo.pdf

EPA has established Environmental Management Reviews (EMRs) as an assistance tool for federal facilities to help them in review of their Environmental Management System. EPA's memorandum on the Revised Environmental Management Review Policy and Guidance for Federal Facilities can be found at:

<http://www.epa.gov/compliance/resources/policies/incentives/ems/emrpolicymas.pdf>.

This includes how violations will be treated that are incidentally uncovered at a federal facility that is participating in the EMR program.

Detailed information on EMRs and other publications can be found at:

<http://cfpub.epa.gov/compliance/resources/publications/incentives/ems>.

The Office of the Federal Environmental Executive (OFEE) website contains some very useful EMS information. The OFEE EMS website is at:

<http://www.ofee.gov/ems/ems.htm>.

OFEE prepared an overall environmental manager's guide that is available at:

<http://www.ofee.gov/ems/training/manguide.pdf>.

The latest report from the OFEE that contains the recent status of federal facilities compliance with all executive orders including EO 13148 can be found at: http://www.ofee.gov/final_report1.pdf.

How do Federal Facilities develop EMSs?

A resource on federal facilities and EMSs called the "Environmental Management Systems Primer for Federal Facilities" is at:

http://www.epa.gov/compliance/resources/publications/incentives/ems/ems_primer.pdf.

Another EPA resource on federal facilities and EMS publications including the Code of Environmental Management Principles (commonly called the CEMP) is at:

<http://cfpub.epa.gov/compliance/resources/publications/incentives/ems/>.

A Department of Defense (DoD) website that contains very useful information on EMSs and compliance with EO13148 is:

<http://p2library.nfesc.navy.mil/>.

EPA Federal Facilities Enforcement Office, in collaboration with the Office of the Federal Environmental Executive and the U.S. Army Corps of Engineers Construction Engineering Research Laboratory, established a new compliance assistance center, FedCenter. FedCenter is a Federal Facilities Environmental Stewardship & Compliance Assistance Center with potential EMS guidance and training features. Further details can be found at: www.fedcenter.gov.

Another federal site that contains useful EMS links is:

<http://www.fedcenter.gov/resources/emsinformation/>.

Who are the EMS contacts for federal compliance with EO 13148?

Will Garvey, EPA HQ, Federal Facilities Enforcement Office, is the primary contact for EO 13148. Will Garvey leads the interagency workgroup and can provide federal agency EMS contact names. For details regarding the EO workgroup, he can be reached at garvey.will@epa.gov or (202) 564-2458.

Region/Name	States	Address	Tel/Fax and E-Mail
HEADQUARTERS Greg Snyder, Director Planning, Prevention & Compliance Staff		US EPA Federal Facilities Enforcement Office Mail Code 2261A 1200 Pennsylvania Avenue, NW Washington, DC 20460	202-564-4271 202-501-0069 snyder.greg@epa.gov
REGION 1 Anne Fenn	CT, ME, MA, NH, RI, VT	US EPA Region 1 Office of Environmental Stewardship 1 Congress Street Suite 1100, Mail: SPP Boston, MA 02114-2023	617-918-1805 617-918-1810 fenn.anne@epa.gov
REGION 2 Kathleen Malone	NJ, NY, PR, VI	US EPA Region 2 Compliance Assistance Section 290 Broadway, 21st Floor New York, NY 10007- 1866	212-637-4083 212-637-4086 malone.kathleen@epa.gov
REGION 3 Jose Jimenez	DE, DC, MD, PA, VA, WV	US EPA Region 3 Office of Enforcement, Compliance and Environmental Justice 1650 Arch Street Philadelphia, PA 19103- 2029	215-814-2148 215-814-3163 jimenez.jose@epa.gov
REGION 4 Mark Robertson Anthony Shelton (for civilian federal agency matters)	AL, FL, GA, KY, MS, NC, SC, TN	Environmental Accountability Division, Federal Facilities 61 Forsyth Street, SW Atlanta, GA 30303-8960	404-562-9639 (MR) 404-562-9636 (AS) 404-562-9598 robertson.mark@epa.gov shelton.anthony@epa.gov
REGION 5 Lee J. Regner	IL, IN, MI, MN, OH, WI	US EPA Region 5 Office of Enforcement & Compliance Assurance 77 West Jackson Boulevard Chicago, IL 60604-3507	312-353-6478 312-353-5374 regner.lee@epa.gov

REGION 6 Joyce F. Stubblefield Gabe Gruta	AR, LA, NM, OK, TX	US EPA Region 6 Compliance Assurance & Enforcement Division 1445 Ross Avenue Dallas, TX 75202	214-665-6430 (JS) 214-665-2174 (GG) 214-665-7446 stubblefield.joyce@epa.gov gruta.gabriel@epa.gov
REGION 7 Kris Goschen	IA, KS, MO, NE	Enforcement Coordination Office 901 North 5th Street Kansas City, KS 66101	913-551-7027 913-551-9027 goshcen.kris@epa.gov
REGION 8 Dianne Thiel Elisabeth Evans	CO, MT, ND, SD, UT, WY	US EPA Region 8 999 18th Street Denver, CO 80202-2466	303-312-6389 (DT) 303-312-6044 303-312-6217 (EE) 303-312-6409 thiel.dianne@epa.gov evans.elisabeth@epa.gov
REGION 9 Larry Woods Tom Kelly	AZ, CA, HI, NV, Pacific Islands	US EPA Region 9 Cross-Media Division 75 Hawthorne Street, CMD-2 San Francisco, CA 94105	415-972-3857 (LW) 415-972-3856 (TK) 415-972-3562 woods.larry@epa.gov; kelly.thomasp@epa.gov
REGION 10 Michele Wright	AK, ID, OR, WA	US EPA Region 10 Office of Enforcement & Compliance (OEC-164) 1200 6th Avenue Seattle, WA 98101	206-553-1747 206-553-7176 wright.michele@epa.gov

What does the Environmental Council of States (ECOS) think about EMSs?

ECOS has issued a resolution on EMS that the organization "recognizes the value of EMSs to support national, state, tribal and local environmental objectives." The complete resolution is available at the ECOS website at: http://ecos.org/files/1171_file_Copy_of_Resolution_97_4_REV_10_5_04.pdf.

EPA encourages State, federal, and local governments as well as industry to develop and implement voluntary EMSs. What other avenue does EPA use to encourage development of EMSs?

EPA has published a strategy entitled, "EPA's Strategy for Determining the Role of Environmental Management Systems in Regulatory Programs" that is available at: http://www.epa.gov/ems/policy/EMS_and_the_Reg_Structure_41204F.pdf.

What is the latest information on EMSs?

EPA has opened some local resource centers to encourage development of EMSs. Information is available at:

<http://www.epa.gov/water/waternews/waternews.html>.

On November 15, 2004, the International Organization for Standardization (ISO) published two new sets of guidelines for companies and organizations to manage their environmental impacts. The new standards update ISO 14001 and ISO 14004. A website that discusses the change is available at: <http://ehscenter.bna.com/pic2/ehs.nsf/id/BNAP-672GUR?OpenDocument>.

An excellent overall EMS reference URL for ISO is:

<http://www.iso.org/iso/en/ISOOnline.frontpage>.

One consideration for implementing a full ISO certification program is that they require annual inspection and certification by a third party. The cost of a third party certification may be an issue for some organizations.

Is there an alternative to ISO?

An alternative to ISO is EPA's Performance Track, which is a public/private partnership recognizing top environmental performance among participating U.S. facilities of all types, sizes, and complexity, public and private. Program partners are providing leadership in many areas, including preventing pollution at its source. Currently, the program has about 300 members and welcomes all qualifying facilities. Applications are accepted twice a year:

February 1 - April 30 and August 1 - October 31. The website is:

<http://www.epa.gov/performance-track/>.

A comparison of ISO 14001 with performance track criteria is available at:

<http://www.epa.gov/performance-track/states/14kPTComp.pdf>.

Additionally, several States are either developing their own EMS for the State environmental agency (either ISO, Performance Track or a local alternative), encouraging industry to develop voluntary EMSs, or both.

A good source document that might help an organization get started on developing an EMS is "Environmental Management Systems: An Implementation Guide for Small and Medium-Sized Organizations" that can be found on EPA's website at:
<http://www.epa.gov/owm/iso14001/ems2001final.pdf>.

ASTSWMO Policy and Technology Focus Group

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<p>Ed LaRock Environmental Geologist CO Department of Public Health and Environment Hazardous Materials & Waste Management 4300 Cherry Creek Drive South Denver, CO 80246</p>	<p>PH: (303) 692-3324 FAX: (303) 759-5355 Email: ed.larock@state.co.us</p>
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