



EPA Region 1 McCormack Federal Building

EMS Procedure

FY 2012

4.2 Environmental Policy

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Title: EMS Coordinator

Document location: The official controlled version of this document is the electronic version maintained on-line in the Lotus Notes Database.

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1.0 Purpose

- 1.1 The purpose of this procedure is to describe how the EPA-NE Boston Office Environmental Policy was developed and how it will be periodically reviewed and revised.

2.0 Scope

- 2.1 This procedure applies to the EPA-NE Boston Office Environmental Policy.

3.0 Definitions

- 3.1 For definitions of common terms for EPA-NE Boston Office EMS procedures, refer to EMS document EMS Definitions.

4.0 Approach

- 4.1 The Environmental Policy provides a summary describing the EPA-NE Boston Office commitment to integrate environmental stewardship into all facets of its office operations. The

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Policy represents the Boston Office's fundamental commitment to protect the environment, implement an Environmental Management System and serve as an example to the public of responsible environmental stewardship.

4.2 The EMS Core Team prepares the initial draft of the Environmental Policy for management consideration. In writing the Environmental Policy, consideration is given to the allocation of human and financial resources, as well as the requirements and provisions of ISO 14001 Section 4.2 (Environmental Policy), the US EPA Position Statement on Environmental Management Systems and the EPA's Environmental Management System Implementation Policy, which were signed by EPA Administrator Christine Todd Whitman on May 15 and 17, 2002, respectively, and Regional priorities. The Environmental Policy for the EPA New England Regional Laboratory (NERL) was also reviewed for incorporation of cross cutting elements.

4.3 In conformance with ISO 14001, the Environmental Policy confirms the EPA-NE Boston Office commitment to pollution prevention, compliance with all federal and state environmental regulations, public outreach and continuous environmental improvement.

4.4 The Environmental Policy was formally adopted and signed by the Regional Administrator on July 9, 2010.

4.5 Document Control

4.5.1 Because the Policy is a Regional directive, the Office of Administration and Resources Management (OARM) maintains the official Agency record and has issued a control number (Class. No./Order:1000.13 Change xx) to the Environmental Policy. The Regional Directives Officer in the Human Resources Office of OARM is responsible for document control and maintaining the official agency record.

4.5.2 Review and Revision of the EPA-NE's Boston Office Environmental Policy:

4.5.2.1 Upon completion of EMS self-certification, the EMS Coordinator and the EMS Core Team shall provide support to the Director of OARM, in the periodic review of the Environmental Policy with the EMS Board of Directors to determine whether any modifications are needed. Such modifications may be necessary and appropriate in order to ensure that the Environmental Policy continues to be relevant and effective in light of changing circumstances such as operational changes, budget developments, technological development, EMS audit results, the Boston Office's commitment to continuous improvement, new or revised Federal or Regional policies, or other relevant factors.

4.5.3 Communication of Environmental Policy:

4.6 The Boston Office uses multiple approaches to ensure the Policy is communicated to all staff. Means of communication include email, staff meetings, the Regional intranet and web page, printed posters, and awareness and training activities. In-house EMS trainings and new employee training will also cover the Environmental Policy as part of course curriculum. The

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environmental policy is available on-line. For external communications, the Environmental Policy is available to the public on request, is posted in visitor conference rooms and will be included on the EPA Region I EMS website when it is complete.

5.0 Responsibilities

- 5.1 The Regional Administrator is responsible for setting the overall direction and commitment of the Region, and for final approval of the EPA-NE Boston Office Environmental Policy.
- 5.2 The Regional EMS Executive and Office Directors, collectively, acting as the EPA-NE EMS Board of Directors, are responsible for:
 - 5.2.1 leading and/or participating in management reviews of the EMS, including determining the continuing suitability, adequacy and effectiveness of the Environmental Policy; and
 - 5.2.2 recommending to the Regional Administrator changes to the Environmental Policy in light of audit results, changing circumstances and the commitment to continuous improvement.
 - 5.2.3 The Office Directors individually, acting as Directors of their respective Offices, are responsible for:
 - 5.2.4 ensuring staff awareness and conformance with the Environmental Policy.
- 5.3 The Director of OARM is responsible for:
 - 5.3.1 assuring the Environmental Policy is periodically reviewed, and revised if appropriate; and
 - 5.3.2 reviewing and approving proposed policy changes proposed by the EMS team prior to presentation to the Board.
- 5.4 The EMS Core Team is responsible for:
 - 5.4.1 providing support to the EMS Coordinator and the Director of OARM in reviewing the Environmental Policy with the EMS Board of Directors to determine whether any modifications are needed; and
 - 5.4.2 providing support to the EMS Coordinator and the Director of OARM in developing and updating the Region's environmental policy.
- 5.5 The EMS Coordinator is responsible for:
 - 5.5.1 with the support of the EMS Core Team, reviewing the Environmental Policy periodically or in response to changes in activities, facilities, requirements or other circumstances, and preparing proposed updates if appropriate;
 - 5.5.2 reporting to the EMS Board of Directors on environmental performance

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region-wide and the suitability of the Policy; and providing the Board with a proposed updated Policy as necessary based on changing conditions;

- 5.5.3 ensuring that any revisions to the Policy conform to the ISO 14001 standard;
- 5.5.4 upon review of an updated Policy by the EMS Board of Directors, bringing the updated Policy to the Regional Administrator for final approval; and
- 5.5.5 incorporating any updated Environmental Policy into the EMS

5.6 The Regional Directives Officer in OARM is responsible for circulating the Environmental Policy for review and approval, for document control for the Environmental Policy, and for maintaining the official Agency Record of the Environmental Policy in accordance with the regional directives systems.

6.0 Records and Related Documents

6.1 EPA-NE Boston Office Environmental Policy

7.0 Distribution

7.1 The EMS Core Team's documentation lead has placed the most current version this procedure in an electronic repository. It is available electronically to users of the EPA Regional 1 intranet. Procedures are subject to revision. The EPA Intranet EMS Page (<http://r1-gis-web.r1.epa.gov:9876/oarm/ems/index.html>) has a link to the latest version.