DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

S: 12 May 2000

CECW-OA

0 2 MAY 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Management Systems Task Force - Request for Environmental Compliance Coordinator Participation

1. The Headquarters and Division Environmental Compliance Coordinators Workshop was held on 12 - 14 April 2000. The workshop included a worksession on environmental management systems and the Greening the Government through Leadership in Environmental Management Executive Order (hereafter known as EMS-Executive Order). The worksession concluded that it is necessary to establish a task force to evaluate environmental management systems and the implications of the EMS-Executive Order.

2. The task force charter is to evaluate existing environmental management systems and the EMS-Executive Order and provide recommendations for corporate implementation to facilitate compliance with the EMS-Executive Order. A copy of the charter is enclosed. Centralized funds are not available to this Task Force for travel, per diem or salaries. The Task Force will conduct its business via telephone conferencing and electronic mail transfer of related documents.

3. The Headquarters Environmental Compliance Branch is requesting the following individuals to participate on this Task Force. These highly motivated and capable individuals previously indicated their willingness to work on this effort.

Mary Burrow, CEMVD-ET-CR (Co-chairperson)
Michael Loesch, CELRD-OR (Co-chairperson)
John Lucido, CENWK-OD-TR
Sheryl Morris-Meyer, CELRH-OR-E
Carolyn O'Rourke, ERDC-CERL-CNE

4. Please review the list above and provide verification of participant availability. If for some reason the listed individual is no longer available for this task force, please contact Janice Smith with the name of an alternate with a similar background. You are requested to provide an e-mail response no later than 12 May 2000. Your professional and financial support for this effort is appreciated.

Encl

CHARLES M. HESS
Chief Operations Division
Directorate of Civil Works

CECW-OA
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CAROLYN O'ROURKE, ERDC-CERL-CNE

CECW-OA May 2000

CHARTER
ENVIRONMENTAL MANAGEMENT SYSTEMS TASK FORCE

1. BACKGROUND - On 12-14 April 2000 the Headquarters & Division Environmental Compliance Coordinators Workshop was held. The workshop included a worksession on environmental management systems and the Greening the Government Executive Order. The worksession addressed the need for Civil Works guidance on Environmental Management Systems and impacts of the Executive Order entitled Greening the Government through Leadership in Environmental Management (hereafter known as the EMS-Executive Order). The summary for the worksession includes a recommendation to establish an EMS Task Force.

2. ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) - Currently the two industry accepted versions of EMS are 1) EPA 's Code of Environmental Management Principles (CEMP) and 2) International Organization for Standardization (ISO) 14001EMS.

3. PURPOSE OF TASK FORCE - To evaluate existing EMS and make recommendations for corporate implementation. Review and evaluate the EMS-Executive Order and define impacts on USACE, Civil Works. To provide recommendations for facilitating compliance with the EMS-Executive Order. Assist the Headquarters Environmental Compliance Branch in the development of Corps-wide (Civil Works) EMS guidance or policy. To undertake this effort the task force will conduct its business via telephone conferencing and electronic mail transfer of related documents. One meeting may be requested, if all members agree it is needed.

4. OBJECTIVE - To enable USACE Civil Works to effectively and efficiently comply with the requirements of the EMS-Executive Order.

5. REQUIREMENTS - Mary Burrow, CEMVD-ET-CR and Michael Loesch, CELRD-OR will be co-chairpersons of the Task Force. Task Force members will be John Lucido, CENWK-OD-TR; Sheryl Morris-Meyer, CELRH-OR-E; and Carolyn O'Rourke, ERDC-CERL-CNE. The Headquarters point of contact for oversight and final approval of draft material will be Janice Smith, CECW-OA.

a. Develop implementation plan for Task Force activities and schedule which identifies priorities, required sequences, and responsible parties. The Task Force is projected to complete its work in 6 months.

b. Collect related documents and provide copies to task force members.
   - EPA CEMP
   - ISO 140001
   - EMS-Executive Order
   - Other related materials to be determined by the task force

c. Review and analyze collected documents.

d. Develop list of EMS-Executive Order impacts.

e. Develop a strategy for ensuring USACE Civil Works compliance with EMS-Executive Order. Coordinate review of draft strategy through CECW-OA.

f. Consolidate all review comments and prepare a final draft strategy for approval by CECW-OA.

g. Develop draft EMS policy guidance for USACE Civil Works. Coordinate review of draft policy through CECW-OA.

h. The Task Force chairperson shall arrange an orientation session via telephone conference. Task force members and CECW-OA will participate.

i. An in-progress review will be held by way of a telephone conference prior to submittal of the draft products. Task force members and CECW-OA will participate.

6. PRODUCTS - The task force will produce a strategy for compliance with the EMS-Executive Order. A draft strategy shall be submitted for review and comment by the environmental compliance community. A final strategy shall be submitted for CECW-OA action after incorporating comments received. The draft shall be ready for distribution by the first in-progress review. The Task Force shall produce EMS policy guidance for USACE Civil Works. The preliminary draft policy guidance shall be submitted for review and comment by the environmental compliance community. A final draft strategy incorporating comments received shall be submitted for CECW-OA action.

7. RESOURCES - The task force will consist of field participants from the Operations, Environmental Compliance functions. Meetings will be conducted by telephone conference and documents will be exchanged via electronic mail. No additional resources are identified at this time. One meeting may be requested, if all members agree it is needed.