United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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PEP - Environmental Compliance Memorandum No. ECM03-02

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director
Office of Environmental Policy and Compliance

Subject: Department Environmental Management Systems (EMS) Council

The requirements of this Environmental Compliance Memorandum (ECM) are issued under the authority provided to the Office of Environmental Policy and Compliance by 381 Departmental Manual (DM) 4.5B, to convey instructions and guidance through its Environmental Memoranda Series, and by 515 DM 4, "Environmental Management Systems," that authorizes the Department Environmental Management Systems Council. The following Articles constitute the Charter of the Department Environmental Management Systems Council.

Article 1. Structure

a. The Department Environmental Management Systems (EMS) Council, hereafter referred to as "the Council," is established under the authority of section 515 DM 4.7.

b. The Council is composed of Department, Bureau and Office representatives.

c. The Council is chaired by the Office of Environmental Policy and Compliance.

Article 2. Function

a. The Council develops performance measures, goals, and reporting mechanisms to ensure EMS implementation across the Department in fulfillment of the requirements of 515 DM 4 and Executive Order 13148, "Greening the Government Through Leadership in Environmental Management."

b. The Council promotes common efficiencies, sharing of resources and other economies of scale in order to further EMS implementation and foster environmental stewardship throughout the Department.

c. The Council makes recommendations to senior Departmental management on EMS implementation and provides a forum to raise EMS cross-cutting issues that affect bureaus and offices.

Article 3. Scope

The Council is a technical advisory body to the Deputy Assistant Secretaries Advisory Group on Environmental Policy and Compliance and other senior Departmental management in promoting continuous EMS improvement throughout the Department.

Article 4. Meetings

At a minimum, Council meetings will take place semi-annually and as often as necessary as determined by the Council membership.

Article 5. Voting

Each bureau and office will have a single vote on issues raised before the Council. A two-thirds majority will be considered as approval by the Council. In the event of a tie vote, the Chair will act to break the tie vote in the best interests of the Department.

Article 6. Funding

a. The Council may determine that funds are needed to provide assistance for EMS implementation that would be of benefit to all bureaus.

b. Any funding recommendations made by the Council will be done through the Office of Environmental Policy and Compliance to the Assistant Secretary - Policy, Management and Budget.

c. Funds may be obtained through the Department or through bureaus and offices or through other entities in accordance with generally accepted governmental practices.

Article 7. Sunset Provision

The Council will decide the length of its duration and when it will expire through voting.