




U. S. Department of Justice

Washington, D.C. 20530

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MEMORANDUM FOR HEADS OF BUREAUS

From: Paul R. Corts 
Assistant Attorney General
for Administration

Subject: Establishment of Environmental Management Systems

The purpose of this memorandum is to make you aware of the requirements of Executive Order (EO) 13148: "Greening the Government through Environmental Leadership and Management," which emphasize the importance of environmental leadership and the development and implementation of environmental management systems (EMS). While EO 13148 also discusses regulatory requirements that apply to federal agencies, Sections 201 and 401 specifically provide direction on the development of EMS through which environmental concerns and issues are effectively identified, planned for, and resolved. By December 31, 2005, each federal agency is directed to have implemented an EMS at all appropriate facilities. To facilitate this process and to develop goals and objectives, your bureau needs to conduct a self assessment to determine its vulnerabilities that need to be addressed.

Since the Department of Justice is responsible for defending the environmental laws and regulations of the United States, it is important that we meet the requirements as well as the spirit of the executive order. An EMS will provide the management structure to facilitate compliance with EO 13148. If your bureau has not begun EMS development and implementation, you must do so right away. The EMS process will assist in the development of an effective environmental policy as well as measurable goals and objectives. To assist you in this effort, we recommend that each bureau establish an EMS that reflects ISO 14001 or similar standards such as the Environmental Protection Agency's Code of Environmental Management Principles. Additionally, your EMS should be consistent with the Department of Justice's Policy on Employee Safety/Occupational Health, Environmental Protection and Energy Conservation. To assist you in developing your EMS, please consider the following:

Management Commitment: Top management commitment to improving environmental performance by establishing policies to help ensure compliance with regulatory requirements, as well as emphasizing pollution prevention, buying of green products and reduction of energy consumption.

Compliance Assurance and Pollution Prevention: Proactive programs that aggressively identify and address potential environmental compliance problem areas and, when appropriate, utilize pollution prevention approaches to correct environmental deficiencies and improve environmental performance.

Enabling Systems: Procedures and processes necessary to enable organizations to perform their functions consistent with regulatory requirements, environmental policies and agency mission.

Performance and Accountability: Measures to monitor and improve organizational environmental performance and to help ensure full accountability of environmental functions.

Measurement and Improvement: A program to assess progress towards meeting environmental goals and objectives, and use the results to improve environmental performance.

We will continue to work with the Bureau Environmental Executives to help provide guidance in the development of your EMS. After conducting your EMS self assessment and developing your goals and objectives, please provide a copy to Marv Hecker or Dawn Gunning of my staff by April 1, 2004. If you or your staff have any questions or need further information regarding this matter, please have your staff contact Mr. Hecker on (202) 514-2977 or via e-mail at marvin.a.hecker@usdoj.gov or Ms. Gunning on (202) 353-0761 or via e-mail at dawn.m.gunning@usdoj.gov.