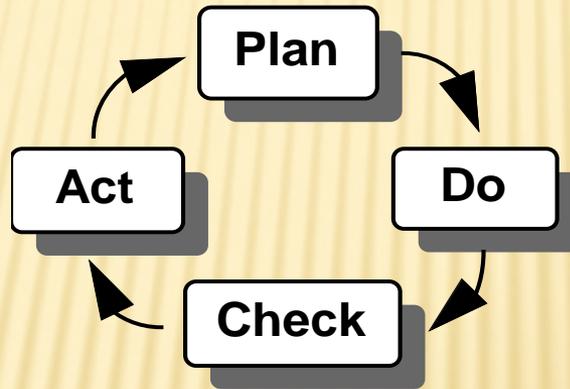


SMS Awareness

Fort Hamilton



ARMY **S**USTAINABILITY **M**ANAGEMENT **S**YSTEM (SMS)

“Our goal is to actively promote mission readiness by continually upgrading environmental performance across Army Installations. We want to improve the way environmental management supports the Army’s mission. Therefore, I am directing that Army installations adopt the internationally recognized management system standard, ISO 14001, as a goal. Implementation of the standard will be incremental. It will be consistent with available funds and the requirements of Executive Order 13148, Greening the Government Through Leadership in Environmental Management.”

– Raymond J.Fatz

Deputy Assistant Secretary of the Army,
(Environment, Safety and Occupational Health)
13 July 2001

THE SMS IS:

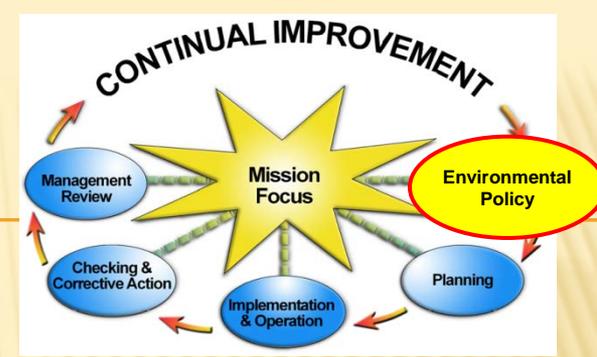
- ✘ Based on ISO 14001 – “requirements specified in this International Standard do not need to be established independently of existing management system elements. In some cases, it will be possible to comply with the requirements by adapting existing management system elements.”
- ✘ A continual cycle of Planning, Implementing, Reviewing and Improving (“Plan, Do, Check, Act”)
- ✘ A framework that allows an installation to control the effects its operations have on the environment and continually improve its practices
- ✘ An outline to systematically identify and reduce the installation’s environmental impact
- ✘ People and their actions, not their words or hopes
- ✘ A management system that can be adapted for use in areas other than environmental management

SMS COMPONENTS



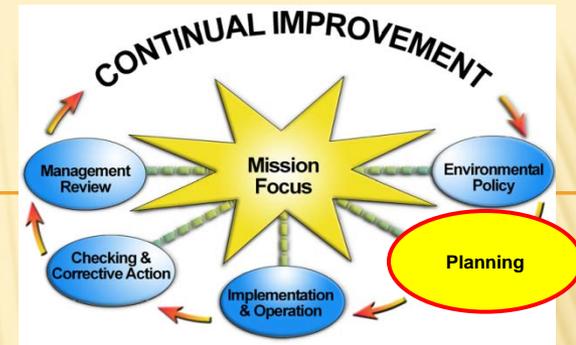
- ✘ Environmental Policy
- ✘ Planning
- ✘ Implementation & Operation
- ✘ Checking & Corrective Action
- ✘ Management Review

ENVIRONMENTAL POLICY



- ✘ The environmental policy is a statement of goals regarding the sustainability performance of the installation.
 - Compliance
 - Minimize environmental impacts
 - Continual improvement

PLANNING



✘ Aspects and impacts

- Aspects: Those activities which have the potential to impact the environment

✘ Objectives and targets

- Sustainability goals derived from the sustainability policy and significant aspects

✘ Legal and other requirements

- Laws, regulations, Executive Orders, etc.

✘ Sustainability management programs

- Programs to achieve objectives and targets

ASPECTS & IMPACTS

- ✘ Aspects = cause
- ✘ Impacts = effect
- ✘ SMS focuses on Aspects that can be controlled

Example:

Aspect (cause)

Solid waste generation -
disposal of office paper

Air emissions - boilers

Oil and gasoline spills

Impact (effect)

Use of landfill space

Degradation of air quality

Soil and/or groundwater
contamination



IMPLEMENTATION & OPERATION



- **Structure and Responsibility**

- Success is related to putting the right people & resources in the right place at the right time

- **Training and Awareness**

- All employees must be aware of:

- ⇒ Environmental impacts of their work

- ⇒ Importance of conformance

- ⇒ Benefits of improved performance

- ⇒ Potential environmental consequences of departing from procedures

- The need for further training is tied to significant impacts

- **Communication**

- Good communication, both internal and external, is essential for implementing SMS

IMPLEMENTATION & OPERATION (CONTINUED)



✘ Documentation

– Provides a written description of EMS and directions for how things should be done

✘ Document Control

– Procedures for document control focus on locating current materials and avoiding confusion with outdated material

✘ Operational Control

– Standard Operating Procedures (SOPs)
– Keep the system on track enabling mission priorities
– User-accessible for full effectiveness

✘ Emergency Preparedness

– Procedures focus on identifying and responding to accidents or emergencies & preventing and mitigating their impacts

CHECKING & CORRECTIVE ACTION



- ✘ **Monitoring and measurement**
 - Track objectives & targets
 - Track performance & controls
 - Evaluate regulatory compliance
- ✘ **Non-conformance and preventive and corrective action**
 - Procedures for determining cause of nonconformance, mitigating damage, & eliminating the cause
- ✘ **Records**
 - Demonstrate conformance of system and are traceable, retrievable, & protected
- ✘ **SMS Audit**
 - Should reflect importance of activity and be comprehensive

MANAGEMENT REVIEW



Items to be reviewed:

- ✘ Audit results
- ✘ Policy
- ✘ Environmental objectives and targets
- ✘ Preventive and corrective action implementation

BENEFITS OF AN SMS

- ✘ Instills the Army sustainability ethic
- ✘ Proactive vs. Reactive – reduces liability and improves performance
- ✘ Improves employee awareness of sustainability issues and responsibilities
- ✘ Facilitates the integration of sustainability management into all missions
- ✘ Prevents pollution and conserves resources
- ✘ Minimizes accidents and problems, or lessens impact and response time if they do occur

POSSIBLE COSTS & CHALLENGES

- ✘ Senior management **MUST** be committed and provide resources
- ✘ Internal resources, including management and employee time
- ✘ Facility personnel will likely require additional training
- ✘ Technical resources to analyze sustainability impacts and improvement options
- ✘ New technologies to support objectives and targets
- ✘ A long-term commitment to the SMS is required for success
- ✘ Personnel may be resistant and view SMS obligations as “not part of my job”
- ✘ Improvement depends on changing attitudes and behaviors
- ✘ Implementing the SMS is a process, not an end result

THINGS YOU CAN DO

- ✘ Know How Your Job Can Impact Sustainability
 - Determine the possible sustainability impacts of your activities
- ✘ Work Procedures
 - Review the most current procedures, objectives and targets, ensure they are understood and easy to locate
- ✘ Reduce your use of resources
 - Water and electricity – turn off when not in use!
 - Print on both sides of the paper
- ✘ Reuse materials
 - Office supplies – reuse extra pages as scrap paper
- ✘ Where to find more information on SMS
 - DPW Environmental Division
 - Supervisor

SMS DOCUMENTS TO REVIEW

The following SMS Documents should be reviewed by all Fort Hamilton personnel:

- ✘ Sustainability Management Manual
 - This Manual provides an overview of the implementation of the SMS.
- ✘ Sustainability Communications
 - This procedure is applicable to all personnel communicating with other employees and supervisors regarding sustainability issues or concerns.
- ✘ Identification and Incorporation of Legal and Other Requirements in Contract and Work Specifications
 - This procedure applies to work projects processed and/or managed by DPW Divisions; AND to persons involved in the preparation and review of project descriptions and/or contract specifications for planned work projects.
- ✘ Document Control
 - This procedure applies to personnel involved in creating, maintaining, revising and using documents associated with sustainability issues. Documents to which this procedure applies are manuals such as the Sustainability Management Manual, SMS procedures and work instructions or SOPs.

SUMMARY

“The importance of the Army’s mission and transformation demand a commitment to continual improvement in management practice. The purpose in adopting this standard is to use best-in-class business practices to enhance the Army’s overall mission performance. This confirms the Army’s commitment to reducing risk and pollution and to sustaining compliance.”

– Raymond J. Fatz
Deputy Assistant Secretary of the Army,
(Environment, Safety and Occupational Health)
13 July 2001