**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Drafted your energy policy statement.**
2. **Had top management approve the energy policy.**
3. **Incorporated the energy policy into your EnMS awareness program.**
4. Draft your energy policy statement

Energy policy includes commitments to the following:

|  |  |  |
| --- | --- | --- |
|  | Achieving continual improvement in energy performance | We will have a dedicated energy team that continually checks to ensure that the most energy efficient practices are in place. We will utilize all facility personnel to continually look for energy improvement opportunities. |
|  | Ensuring the information and resources needed to meet energy  objectives and targets are available | Management will be directly involved with energy team goings-on and will support, to the best of their ability, all supported energy improvement projects. |
|  | Complying with applicable legal requirements and other  energy-related requirements | This facility’s primary objective is to produce the cleanest water to the highest of regulatory standards while utilizing the least amount of energy required. |
|  | Purchasing of energy-efficient products and services | The energy team will consist of, and work directly with, process engineers and procurement staff to help with purchasing of energy-efficient equipment. |
|  | Having energy performance improvement in design activities | The energy team will consist of, and work directly with, process engineers to aid in the designing of an optimally energy-efficient process. |

Our energy policy is:

|  |
| --- |
| This wastewater treatment facility’s energy policy is to produce clean water to the highest of regulatory standards while utilizing the least amount of energy required. This will be accomplished by having a dedicated energy team that continually checks to ensure that the most energy efficient practices are in place, that all facility members are checking for energy saving opportunities, and that management is directly involved with the activities practiced by the energy team. The energy team will help in purchasing energy-efficient equipment, designing the most efficient process, and communicating all energy-related projects to management. In addition, they will strive to reach annual energy efficiency goals for the purpose of continual energy and EnMS improvement while complying with all applicable legal and other requirements. |

Energy Policy Completion

|  |  |  |
| --- | --- | --- |
|  | Energy policy has been completed | Confirmed. |
|  | Date completed | 8/1/20 |

1. Have top management approve the energy policy

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | 8/1/20 |
|  | Who approved: | John Doe |

1. Incorporate the energy policy into your EnMS awareness program

Incorporated into EnMS awareness program

|  |  |  |
| --- | --- | --- |
|  | Date incorporated: | 8/5/20 |
|  | How incorporated: | The updated energy policy has been distributed to all facility personnel and will be included in all EnMS Training Programs. This policy will be placed throughout the facility and is of utmost importance because it does directly involve all facility personnel. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | 8/5/20 |
|  | Who approved: | Jane Doe |

Comments

Click here to enter text.