

Joint Transportation Directorate (JTD)		
Procedure: JTD Environmental Management System (EMS) Standard Operating Procedures		
Document ID: JTD-001		
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JTD EMS Representative	Director, Joint Transportation	Original Date: 31 May 2004

SOP for EMS Within the Joint Transportation Directorate (JTD)

PURPOSE: To set forth and describe guidelines and procedures to be used within the Directorate to facilitate implementation and operation of the JTD EMS program. This SOP will help ensure the accomplishment of the directorate's objectives and targets and prevent unnecessary environmental impacts. The routine handling of environmental aspects, emergency preparedness, nonconformity reporting system, and training requirements are contained in this SOP. Each directorate employee is expected to follow these procedures.

APPLICABILITY: These procedures apply to all civilian, military, interns, term/temporary and contract employees within the Joint Transportation Directorate (JTD).

RESPONSIBILITY: The JTD EMS Representative, Director/Deputy Director and Division Chiefs are responsible for periodic review and approval of this SOP.

EMS DOCUMENTATION: (4.4.4) The JTD EMS Representative will maintain the below-listed documents. These documents are available from the JTD EMS Representative.

- Environmental Policies
- Significant Environmental Aspects
- Legal and Other Requirements
- Objectives and Targets
- Environmental Management References
- Training Plans and Records
- Operational Controls and Procedures
- Emergency Preparedness and Response
- EMS Audit Procedures
- Management Reviews

ENVIRONMENTAL ASPECTS: An Environmental Aspect is one that can have a meaningful or consequential impact on the environment. An Aspect can be considered the "cause", and the environmental Impact is the "effect". The JTD Significant Aspects are as follows:

- Energy/Water Use
- Vehicle/Equipment Use and Maintenance
- Administrative Functions

OBJECTIVES AND TARGETS: (4.3.3e&f) The EMS program will ensure compliance to regulatory requirements and harbor a safer workplace environment. The EMS program will improve our environmental performance.

An Environmental Objective is defined as a goal set that arises from the environmental policy. An Environmental Target is defined as a quantified performance requirement that supports an environmental objective and must be met to achieve the established objective.

A target will have a detailed performance indicator to ensure progressive measurements and results documentation. JTD Division Chiefs (JPPSO, TMP and Movements) are responsible for providing input data for the performance indicators in line with the JTD Objectives and Targets. Measurement indicators will include: Aspects, Objectives, Indicators, Contact Person, Date Checked, and any Remarks.

LEGAL AND OTHER REQUIREMENTS: (4.3.2b) All JTD personnel will comply with the identified JTD Environmental Management References and be knowledgeable of the Summary of Functional Level Responsibility and Expected Knowledge requirements.

ENVIRONMENTAL MANAGEMENT PROGRAMS: (4.3.4a&b) The JTD Management Program Team for the identified directorate's objectives will consist of the JTD Division Chiefs from JPPSO, TMP and Movements. The Management Program Team members will attend team meetings, provide status/progress reports and record data.

The Program Team Lead is the JTD EMS Representative. The Program Team Lead will report periodically to management on the progress and results of the directorate EMS program.

TRAINING AWARENESS AND COMPETENCE: (4.4.2c&d) Each JTD Division Chief is responsible for maintaining training plans and records for their assigned division personnel in accordance with legal and EMS requirements. Formal and required EMS training will be properly documented in the individual's personnel files. Initial EMS training will be provided by the Installation EMS Representative. Thereafter, all JTD employees will have annual EMS refresher training. It is the employee's responsibility to provide training documentation to the respective division-level administrative personnel to ensure training is properly documented and recorded.

JTD personnel must be aware of the significant environmental impacts of their work activities, their roles and responsibilities in achieving conformance, emergency preparedness and response requirements, and the consequences of departing from specified operating procedures.

All new incoming personnel to the directorate will be provided a copy of this EMS SOP and will initial the JTD In/Outprocessing Checklist that they have received the SOP.

COMMUNICATION: (4.4.3a) Division Chiefs will ensure that each employee is provided a copy of this SOP, the Summary of Functional Level Responsibility and Expected Knowledge requirements chart and the Directorate Objectives and Targets. Each JTD employee has the responsibility to communicate/report a potential or actual significant environmental impact due

to an activity in their area through their immediate supervisor, normal chain of command, or to the JTD EMS Representative.

All communications from the media and/or public sector regarding EMS will be directed to the Fort Lewis Public Affairs Office for documenting and response.

EMS DOCUMENTATION AND DOCUMENT CONTROL: (4.4.5e&f) The JTD EMS Representative will maintain documentation in electronic and hard copy form. The following are types of EMS documentation:

- Tier I: The Fort Lewis-level Environmental Management Manual (EMM). Located on the Fort Lewis and organizational Intranet.
- Tier II: The Fort Lewis and organizational-level procedures that elaborate on specific areas of the EMM. Located on the Fort Lewis and organizational Intranet.
- Tier III: Fort Lewis and organizational-level work instructions or SOPs.
- Tier IV: Records such as calibration records and training records.
- References: Documents such as Federal or State Regulations (and permits) that are not owned by the user but are needed for operations.

Tier II and III documents may include blank forms such as operating logs. Upon completion of a form, it becomes a record.

Tier I, II and III documents (including forms) are controlled documents and will be maintained by the JTD EMS Representative. Tier IV documents (records) are not controlled documents and will be maintained by the JTD Division Chiefs and will be accessible and retained either in the individuals' files or in the division-level training files.

OPERATIONAL CONTROL: (4.4.6a): Environmental Aspects are noted previously in this SOP. The following procedures will be adhered to:

Energy/Air Quality/Vehicle & Equipment Use:

- Lights: Turn off all lights in a room when not in use. Turn off all room and hallway lights at end of work day.
- Water: Turn off faucets (inside or outside) upon completion of task.
- Use of on-post alternate fuel station (Bldg 9791, old Madigan area) for those type vehicles. Use of the on-post biodiesel/B20 station (Bldg 3138) for all GSA biodiesel vehicles when feasible.
- Ride Share Program: Please contact the installation coordinator at DOL, 967-7301, or the JTD EMS Representative concerning this program. There are many incentives for this program.

Administrative Functions (Products & Material Use):

- Paper: Decrease paper usage by use of electronic email, storage and scanning. Print requests for DAPS should be double-sided. Recycle paper and cardboard by use of recycle bags and bins.
- Printer and Toner Cartridges: Repack and return cartridges to the manufacturer for disposition. If assistance is required, contact the JTD Computer Operations Branch.
- Batteries: The HMMC will provide a collection can for Alkaline batteries. Contact 967-2461 or 967-6321 for disposal and replacement cans.

EMERGENCY PREPAREDNESS AND RESPONSE: (4.4.7a) All JTD Employees will be knowledgeable and in compliance with Directive # 1, Joint Transportation Directorate Emergency Action Plan (dated 1 April 2001).

These procedures will be tested on a quarterly basis and appropriate testing records maintained by each Division Chief.

NONCONFORMANCE AND CORRECTIVE AND PREVENTIVE ACTION: (4.5.2a)
The established procedures for investigating and correcting nonconformance provide for:

- Identifying the nonconformance cause.
- Identifying and implementing the appropriate corrective action.
- Implementing necessary controls to alleviate or avoid nonconformance repeats.
- Updating or changing any written procedures affected by the corrective action.

Uncorrected nonconformities will immediately reported by the individual to their supervisor, through the chain of command or to the JTD EMS Representative in writing (electronically or manual).

The JTD EMS Representative will review and evaluate the nonconformity report and take appropriate action for resolution with the respective division. The Director/Deputy Director will be briefed on all nonconformity reports. The JTD EMS Representative will retain the nonconformity documentation and disposition record in the JTD EMS Nonconformity File.

RECORDS: (4.5.3a) Records are those documents maintained by the JTD Divisions (JPPSO, TMP and Movements) and the JTD EMS Representative to demonstrate conformance with the EMS requirements. EMS records should be:

- Legible, identifiable and traceable
- Readily retrievable
- Protected against loss, theft and damage

The following are examples of records:

- Training records
- Inspection, maintenance and calibration records
- Information on emergency response
- Audit results

- Management review minutes
- Correspondence with regulators

Division Chiefs will maintain personnel training records; inspection, maintenance and calibration records; and information on emergency response. The JTD EMS Representative will maintain the overall directorate EMS program records. Records will be reviewed annually. Records out-of-date or no longer required will be retired and disposed of IAW with regulatory requirements.

EMS AUDIT: (4.5.4a&b) All audits focus on the relative environmental importance of each activity and the results of previous audits. These are the following types of EMS audits:

- Internal Audits are conducted by the organization's internal auditors to provide a means of self-evaluation and enhance improvement through corrective actions.
- Surveillance Audits are performed by outside auditors.

Internal audits will be conducted at least annually within the directorate and recorded. Record audit files will be maintained by the JTD EMS Representative.

The directorate auditors will consist of the JTD EMS Representative, JPPSO Division Chief, TMP Division Chief and the Movements Division Chief.