

JTD
SUMMARY OF FUNCTIONAL LEVEL RESPONSIBILITY AND EXPECTED KNOWLEDGE (4.4.1b)

ISO 14001 ELEMENT	Director	Division Chief	Employee Performing Activity with Significant Aspect(s)	Any JTD Employee	EMS Management Representative	Reference
4.2 Environmental Policy	Endorse the Fort Lewis policy; review periodically to assure appropriateness to JTD; provide resources to implement	Communicate and comply with the policy within the Division	Know the policy's key points and how they relate to your activity	Know the policy's key points and how they relate to your activity	Maintain and communicate the policy	JTD Significant Environmental Aspects; Environmental Management Manuals
4.3.1 Environmental Aspects	Understand the Fort Lewis significant aspects and the Fort Lewis objectives and targets that address them	Know how the significant aspects relate to Division activities	Know what the Fort Lewis significant aspects are or where to find them (EMS Web Site); know the significant aspects and impacts related to your activity	Know what the JTD significant aspects are or where to find them (EMS Web Site); know whether/how the significant aspects affect your activity	Maintain and communicate the significant aspects; annually or when required, participate in the process for updating the aspects	JTD Significant Environmental Aspects and List of Fort Lewis Significant Environmental Aspects (EMS Web Site); EMS-210 Identification of Environmental Aspects and Impacts
4.3.2 Legal and Other Requirements	Commit to compliance with all applicable legal and other requirements	Comply with the laws; environmental regulations and directives applicable to Division activities	Know what environmental compliance requirements apply to your activity; know and comply with the SOPs or work procedures for environmental compliance of your activity	Know whom to contact concerning any SOPs or work procedures containing environmental compliance requirements affecting your activity	Maintain a list of the environmental and other requirements that affect JTD activities; provide information on pertinent changes at management review meetings	EMS 200 Identification of Legal and Other requirements.
4.3.3 Objectives and Targets	Approve the JTD objectives and targets; assure programs and milestones to attain them	Participate in the management review consideration of proposed JTD objectives and targets; communicate and support achievement of the JTD objectives and targets	Know the JTD objectives that apply to your activity, and how your activity helps achieve the objectives and targets	Understand the JTD objectives and targets and how they relate to your activity	Maintain the list of JTD objectives and targets; provide achievement status reports at management review meetings	JTD Environmental Objectives & Targets; EMS-215 Development of Environmental Objectives and Targets
4.3.4 Environmental Management Programs	Provide resources for management programs to address JTD significant aspects; review progress toward attainment of JTD objectives and targets	Provide member to the management program team if applicable; implement management program requirements in the Division for meeting objectives and targets when applicable.	Perform activities to assist in achieving the pertinent objectives and targets	Understand whether your activity supports achievement of JTD objectives and targets	Coordinate formation of management program teams and nominate the team leads; coordinate and communicate environmental management programs; monitor and report on achievement of objectives and targets	EMS-220 Environmental Management Programs

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<p>4.4.1 Structure and Responsibility</p>	<p>Appoint the EMS Management Representative; provide resources; review EMS effectiveness</p>	<p>Understand the Division EMS responsibilities; implement the EMS within the Division; assist Director in reviewing EMS effectiveness; know who the EMS Management Representative is</p>	<p>Know who the EMS Management Representative is; know how your activity impacts the environment and the procedures you follow to mitigate or prevent impacts</p>	<p>Know who the EMS Management Representative is; know whether your activity impacts the environment and if so, the procedures you follow to mitigate or prevent impacts</p>	<p>Establish, implement, and maintain the EMS; report on EMS performance at JTD management reviews</p>	<p>JTD EMS Appointment Memorandum; EMM (EMS-100) para 4.4.1</p>
<p>4.4.2 Training, Awareness and Competence</p>	<p>Provide resources</p>	<p>Identify the training requirements (including competency training) and those who need to be trained; insure training is scheduled, conducted and documented.</p>	<p>Know the environmental and competency training requirements for the activities you perform; maintain training currency; know where training records are maintained and insure records are current</p>	<p>Know what environmental training you require and attend the training; know where training records are maintained and insure records are current</p>	<p>Coordinate and maintain JTD training procedures</p>	<p>Internal SOP's: EMS-225 Environmental Training and Qualifications</p>
<p>4.4.3 Communication</p>	<p>Determine EMS information that shall be made available to the public through the PAO and document the decision</p>	<p>Assure Division procedures for internal communication; insure requests for environmental information from the media and the public are forwarded thru the JTD EMS Manager to the PAO</p>	<p>Know the means for communicating environmental problems/issues within the Branch and Division; forward all requests for information from the public and from external agencies through your supervisor and Branch/Division Chief to the JTD EMS Manager for action</p>	<p>Know the means for communicating environmental problems/issues within the Branch and Division; forward all formal requests for environmental information from the public and from external agencies through your supervisor and Branch/Division Chief to the JTD EMS Manager for action</p>	<p>Assist the Director and Division Chief in directing requests for information to the appropriate agency/person; coordinate implementation of environmental communication procedures per EMS-230, Environmental Communications</p>	<p>EMS-230 Environmental Communications</p>

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4.4.4 EMS Documentation	Provide resources for preparation, maintenance, review and revision of needed EMS documentation	Review the Environmental Management Manual (Tier I document) and Fort Lewis and JTD procedures (Tier II documents); determine the needed Division work instructions (Tier III documents) and forms and records (Tier IV) and assign responsibility for preparing and maintaining	Know the work instructions and forms and records pertinent to your activity and their locations; inform your supervisor of changes that may be required for the documents	Know where to find applicable environmental documents or whom to call or see for assistance; how you submit requests for changes to documents	Coordinate the preparation and revision of applicable level Tier documents	EMM (EMS-100) para 4.4.4
4.4.5 Document Control	Endorse the garrison environmental policy		Know the controlled documents that apply to your activity; know where to access the most current versions; know how to recommend changes to the documents	Know the controlled documents that apply to your activity; know where to access the most current versions; know how to recommend changes to the documents	Coordinate implementation of document control procedures per EMS-240, Document Control	EMS-240 Document Control
4.4.6 Operational Control	Review effectiveness during management reviews as pertinent	Determine the requirement for Tier III work instructions and other pertinent operational controls; prepare and implement the controls	Know and follow Tier III work instructions (SOPs, etc.) applicable to your activities	Know and follow applicable Tier III work instructions	Assess and report effectiveness from internal, external and compliance audits as applicable	EMM (EMS-100) para 4.4.6
4.4.7 Emergency Preparedness and Response	Review effectiveness during management reviews as pertinent	Insure the presence of site-specific emergency response plans and periodic familiarization training	Know who to call and the action to take in event of a chemical spill, fire, accident or other emergency	Know who to call and the action to take in event of an emergency	Assess and report effectiveness from internal, external and compliance audits, and response exercise feedback as applicable	FL Reg 420-30, Fire Prevention and Protection, EMM para 4.4.7
4.5.1 Monitoring and Measurement	Review monitoring and measurement metrics during management reviews and as needed	Where applicable, conduct pertinent monitoring and measurement and provide required reports; where applicable, insure that required calibration of equipment is conducted and documented	Record and submit pertinent monitoring and measurement data; use appropriate measurement tools	Record and submit pertinent monitoring and measurement data	Provide monitoring and measurement data for EMS management reviews and as needed	JTD Environmental Objectives & Targets: EMS-250 Monitoring and Measurement

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4.5.2 Nonconformance and Corrective and Preventive Action	Review corrective action completion status during management reviews and as needed	Insure preventive and corrective actions.	Initiate a preventive or corrective action request when appropriate; perform applicable preventive and corrective actions	Initiate a preventive or corrective action request when appropriate; perform applicable preventive and corrective actions	Maintain preventive and corrective action completion status; verify completion; provide information for EMS management reviews and as needed	EMS-255 Preventive and Corrective Action
4.5.3 Records	Provide resources	Establish Division procedures; assure pertinent records are maintained	Prepare and maintain pertinent records; know where and for how long pertinent records are kept	Prepare and maintain pertinent records; know where and for how long pertinent records are kept	Coordinate implementation of procedures for maintaining records per EMS-265, Environmental Records	EMS-265 Environmental Records
4.5.4 Environmental Management System Audit	Review audit results during management reviews and as needed	Review pertinent audit findings; assure timely response to the findings	Correct the audit findings applicable to your activity; initiate preventive actions if pertinent to avoid future occurrences	Correct the audit findings applicable to your activity; initiate preventive actions if pertinent to avoid future occurrences	Summarize trends from audit results; provide audit results for EMS management reviews and as needed	EMS-260 Internal Audit
4.6 Management Review	Conduct periodic management reviews to assure EMS effectiveness and appropriateness to JTD processes, activities and services	Participate in management reviews; assure recording of pertinent data; provide data as needed for the management reviews	Record and provide pertinent data when requested	Provide data when requested	Schedule and coordinate management reviews; coordinate the agenda; coordinate for reporting and compiling of data to be reviewed; prepare minutes of the reviews	EMS-270 Environmental management review