

## Environmental Management Procedure (EMP) 4.4.6.16

### Subject: Construction, Service and Goods Contracting

1. Purpose: This EMP establishes the procedures for managing the environmental aspects of contracts for construction, goods and services.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:
  - A. Environmental, Safety, and Occupational Health Training Network's (ESOHTN) website (<http://esohtn.com/>) or;
  - B. eDASH website (<https://cs1.eis.af.mil/sites/edash-ins1/jble/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fedash%2Dins1%2Fjble%2FShared%20Documents%2FEustis%2FEMPs>).
3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EMP Dictionary
  - C. EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities:
  - A. The MSG Commander will:
    - (1). Provide overall guidance and direction for environmental controls of contracts.
    - (2). Convene the Environmental Management System Procurement Team to ensure integration and consistency of environmental control of contracts.
  - B. Contracting Officers will:
    - (1). Ensure that all contracts have the appropriate environmental FAR clauses included in all contracts.
    - (2). Ensure that all contracts have as a Technical Exhibit XX: EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement included on all contracts that have or include construction, goods, and services provided on JBLE – Eustis.
    - (3). Ensure appointed Contracting Officer Representatives (COR) receive Advanced Environmental Management (AEM) training to effectively oversee contract environmental actions.
  - A. Director, LRD will support to the EMS Cross Functional Team
  - B. Director of Civil Engineer Directorate (CED) will

- (1). Provide support to the EMS Cross Functional Team
  - (2). Provide resources to track compliance and performance of environmentally sensitive contracts
- C. Commanders, Directors, and Leaders of Activities:
- (1). Provide resources to identify environmentally sensitive contracts awarded in accordance with this EMP.
  - (2). Ensure that all contracts have as a Technical Exhibit XX: EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement included on all contracts that have or include construction, goods, and services provided on JBLE – Eustis.
  - (3). Ensure Performance Work Statements of identified contracts contain required tasks, controls, and metrics to protect the environment and track contractor performance.
  - (4). Divert solid wastes to the maximum extent possible and deliver such wastes to the Solid Waste, Recycling and Pollution Prevention Center.
6. Procedures:
- A. The contract process begins when an Activity initiates actions to contract for construction, services and/or goods to support mission. Activities will identify contract actions, under their control, that have potential or actual environmental aspects and impacts. This process will be most effective when Activities identify pending contract actions. This may preclude environmental damage and non-compliance with legal and other requirements and ensure contract documents (e.g. Performance Work Statement) have necessary tasks and controls. Contracts with potential or actual environmental aspects and impacts include but are not limited to:
- (1). Contracts executing an installation action that required NEPA documentation
  - (2). Contracts involving historic structures or known or likely archeological sensitive areas
  - (3). Contracts involving hazardous materials and/or generate hazardous wastes
  - (4). All construction contracts
  - (5). All renovation contracts
  - (6). Contracts that provide materials to the installation
  - (7). Contracts that required an onsite presence by the contractor
  - (8). Pest control contracts or contracts requiring pest control as a component
- B. Civil Engineer Directorate (CED); Environmental (CEIE) will review projects for compliance which environmentally sensitive contract. This process will use various means to include but not limited to:
- (1). CEIE NEPA meetings
  - (2). CED Project Review meetings
  - (3). Activity coordination with CEIE
  - (4). EMS Team reviews and discussions

(5). Contracting Office coordination

C. Contracting Offices will:

- (1). Ensure that all contracts include all appropriate Federal Acquisition Regulation (FAR) clauses and at a minimum the following:
  - (a). FAR Clause 52.223-3, Hazardous Material Identification and Material Safety Data.
  - (b). FAR Clause 52.223-5, Pollution Prevention and Right-to-Know Information.
  - (c). FAR Clause 52.223-19, Compliance with Environmental Management Systems.
  - (d). AFFARS Clause 5352.223-9001, Health and Safety on Government Installations.
  - (e). FAR Clause 52.223-7, Notice of Radioactive Materials.
- (2). Coordinate with supported Activities to ensure contracts have the Technical Exhibit XX: EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement added to Performance Work Statements and other contract documents.

D. Contracting Officers will ensure the following personnel to complete AEM Phase I training:

- (1). Contracting Officer Representatives (CORs) – This will be included in the COR Appointment Letter.
- (2). Contract Administrators
- (3). Contract Project Managers
- (4). Contract Quality Assurance Evaluators.

E. Activities will:

- (1). Ensure all contracts are evaluated for environmental aspects and impacts
- (2). Ensure all contracts include the Technical Exhibit XX: EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement
- (3). Coordinate with CEIE to obtain technical support for NEPA reviews, and Performance Work Statement development.
- (4). Ensure environmentally sensitive contracts are tracked IAW paragraph 6.B. above
- (5). Ensure appointed identified personnel in paragraph D complete the required training.

F. CEIE will include onsite contractor operations and areas in the Activity assessments and inspections schedule to check compliance with legal and other requirements IAW EMP 4.5.2.1.