Environmental Management Procedure (EMP) 4.4.2 Tab 1

Subject: Job Titles, Duty Descriptions, and Responsibilities of Key Positions

1. Purpose: This EMP identifies key personnel positions by job titles; provides general duty descriptions; and major responsibilities for each position.

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:

   JBLE – Eustis Environmental website: http://www.jble.af.mil/Units/Army/Eustis-Enviromental/

3. References:

   A. JBLE-I 32-101, Environmental Management

   B. EMP Dictionary

   C. EMP 4.4.2 Environmental Awareness & Competency Training

4. Scope: This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation.

5. Roles and Responsibilities:

   A. Civil Engineer Directorate (CED); Environmental (CEIE) will ensure job titles and duty descriptions are accurate and updated as required.

   B. Activities will ensure personnel are appointed, trained, and executing their specified responsibilities.

6. Procedures:

   A. CEIE

      (1). Job Title: Chief, Compliance Branch

         (a). Duty Description: CEIE Compliance Branch Chief responsible for all aspects of environmental management related to compliance which includes but is not limited to hazardous materials, solid waste and hazardous waste, asbestos and lead paint, PCBs, spill prevention, affirmative procurement, wastewater, stormwater, and environmental management systems.

      (2). Job Title: HWM Policy Manager:

         (a). Duty Description: CEIE action officer responsible for Resource Conservation & Recovery Act (RCRA) Hazardous Waste Management (HWM) and Universal Waste Management (UWM) compliance. Responsible for ensuring that Fort Eustis comply with all applicable Federal, State, and local laws and Department of Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of hazardous wastes. Review, update, and coordinate local HWM and UWM regulations, plans, and materials. Develop, update, and conduct HWM and UWM training. Provide technical and compliance guidance concerning HWM and

UWM requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and technical assistance visits.

(3). Job Title: Hazardous Waste Accumulation Facility (HWAF) Operations Officer:

(a). Duty Description: CEIE action officer responsible for HWAF operations, including Contract Officer's Representative (COR) for HWAF and Used Oil contracts. Responsible for ensuring HWAF compliance with all applicable Federal, State, and local laws and Department of Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of HWs, UWs, and NHWs.

B. Activity key additional duty environmental staff positions that have a risk for detrimental impact on the environment:

(1). Job Title: Activity Environmental Coordinator (AEC):

(a). Duty Description: The AEC is the single point of contact for all Activity environmental matters. The AEC is the Commander's, Director's or Leader's environmental technical advisor and representative to the installation. Ensures the Activity's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. Provides management oversight and assistance to the Activity's Unit Environmental Coordinators (UECs), Hazardous Waste Coordinators (HWCs), Hazardous Materials Managers (HMMs) and Building Recycling and Energy Monitors (BREMs), Recycling Coordinators (RCs).

(b). Major responsibilities:

i. Keep the Activity's chain of command informed on all environmental matters.

ii. Coordinates communications between CEIE and the Activity.

iii. Maintains the AEC Functional Area Continuity Book (FACB).

iv. Ensures internal Environmental Management training and inspections are accomplished IAW established time frames.

v. Ensures each of the Activity's functional or operational areas have a Functional Area Continuity Book (FACB).

vi. Maintains an operations and facility inventory.

vii. Ensures environmental data is reported to CEIE within the required timeframes.

viii. Ensures environmental records are kept for at least 3 years.

ix. Conducts quarterly Environmental Multimedia Assessments of all subordinate Activities.

x. Has a system to track all training and inspections conducted by the Activity and its subordinates.

xi. Serves as the Activity's Energy and Natural Resources Coordinator.

xii. May act on behalf of an activity's UECs or HWCs.

xiii. Ensures the appointment of subordinate level UECs, HWCs, HMMs, BREMs, RCs, and other Activity environmental staff as appropriate.

xiv. Assists the subordinate AECs, UECs, HWCs, HMMs, BREMs, and RCs in managing their

environmental responsibilities.

xv. Ensures the Hazardous Material Management program for their Activities is being correctly managed.

xvi. Coordinates new missions, new operations, construction, renovation, new system/equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with CEIE to determine the level of environmental impact assessment and subsequent environmental documentation required.

xvii. Signs and certifies on the Waste Description Log (WDL).

xviii. Signs the sworn certification on the Container Content Log (CCL) when wastes are being turned-in.

xix. Coordinates with CEIE the registration of all personnel being assigned as AECs, UECs, and HWCs by his/her activity. Ensure all FEVA Form 32-643 forms are correctly completed and turned-in by the published suspense date for each class.

(2). Job Title: Unit Environmental Coordinator (UEC):

(a). Duty Description: The UEC is the single point of contact for Unit level environmental matters. The UEC is the Commander's or Leader's environmental technical advisor. Ensures the Activity's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies.

(b). Major Responsibilities:

i. Keeps the Unit's chain of command informed on all environmental matters.

ii. Coordinates communications between the AEC and Unit.

iii. Maintains the HM Functional Area Continuity Book (FACB)

iv. Coordinates Unit information with the AEC to assist the AEC keeping EMP 4.5.2.3 Tab 2 Activity Facilities and Operations Inventory FEVA Form 32-600 up to date.

v. Ensures appointment, training, management oversight, and assistance to the Unit's Universal Waste Handlers (UWHs), Hazardous Materials Managers (HMMs), Building Recycling and Energy Monitors (BREMs), Recycling Coordinators (RCs), and Hazardous Materials Handlers (HMHs).

vi. Maintains a system to track all inspections conducted at the Unit level and resolve findings.

vii. Maintains training and inspection files for at least 3 years.

viii. Ensures the Unit's Hazardous Material Management program is meeting all requirements.

ix. Approves All Hazardous Materials requests being submitted by the Unit either manually or using EESOH-MIS before sending to the HazMart.

x. Inspects HM and UW sites monthly within 30 calendar days.

xi. Certifies HazMart approvals and purchases.

xii. Maintains the Unit's Energy and Natural Resources conservation program.

xiii. Coordinates new missions, new operations, construction, renovation, new system/ equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with the AEC.

(3). Job Title: Hazardous Waste Coordinator (HWC):

(a). Duty Description: The HWC manages the waste accumulation sites for the Activity or Unit. Assumes accountability for proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation, and reporting requirements. Ensures the Unit's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. When the Unit does not have an UEC, assumes the duties as the UEC. The HWC is the Commander's or Leader's HW manger and technical advisor.

(b). Major Responsibilities:

i. Keeps the Unit's chain of command informed on all HW and other environmental matters as required.

ii. HWC manages the waste accumulation sites; Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), and Non Hazardous Sites (NHSs).

iii. Maintains the HW Functional Area Continuity Book (FACB).

iv. Inspects TSSs, SASs, and NHSs weekly within 7 calendar days.

v. Inspects UW sites monthly within 30 calendar days.

vi. Ensures turn-ins of HWs & UWs are accomplished within the appropriate time limitations.

vii. Coordinates communications between the AEC and Unit.

viii. Establish a system to track all inspections conducted at the Unit level and resolve findings.

ix. Maintain training and inspection files for at least 3 years.

C. Activity personnel that perform duties that have a risk for detrimental impact on the environment:

(1). Job Title: Hazardous Waste Supervisor (HWS):

(a). Duty Description: First line supervisor of HWHs. May assist and act on behalf of the HWC when the HWC is absent for short periods of time. These duties may include but are not limited to the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting, of HW.

(b). Major Responsibilities:

i. Keeps the HWC informed on all HW and other environmental matters as required.

ii. May act on behalf of an activity's UECs or HWCs for short periods of time. Usually until the next AEM training cycle.

iii. Assists the HWCs in managing their environmental responsibilities.

iv. When appropriate, HWS manages the waste accumulation sites; Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), and Non Hazardous Sites (NHSs).

v. When appropriate, inspects TSSs, SASs, and NHSs weekly within 7 calendar days.

(2). Job Title: Hazardous Materials Manager (HMM):

(a). Duty Description: The Unit's single point of contact for ordering and tracking the purchases of all HMs for the Unit. At the Unit level, this is normally the logistics or supply person. Specific Unit job titles may vary from one Unit to another.

(b). Major Responsibilities:

i. Enters all Unit approvals and purchases tracking into EESOH-MIS.

ii. Generally, only **ONE** Shop Code per Unit except for those Activities having paint booths, pesticide applications operation for example. Coordination with the HazMart is required.

iii. AULs are specific to each Shop Code.

iv. Ensures all HMs approvals have been added to the Unit's AUL before purchases are executed.

v. Ensures all HMs received are Bar Coded with the Bar Codes supplied by the HazMart.

vi. Ensures all open transactions in EESOH-MIS are closed once the HM materials are received.

vii. Assists the UEC with the monthly HM site inspections. Any HM not having the bar codes issued by HazMart are properly Bar Coded and if required, added to the Unit's AUL.

viii. Assists the UEC with the providing information to complete and update EMP 4.5.2.3 Tab 2 Activity Facilities and Operations Inventory FEVA Form 32-600. The UEC must coordinate this information with the AEC as the AEC maintains this EMP.

ix. Maintains HM files for at least 3 years.

(3). Job Title: Building Recycling and Energy Monitor (BREM):

(a). Duty Description: The BREM is the building's or facility's point of contact for recycling, energy, and natural resources conservation. The BREM will maintain and ensure that the Activity's recycling, energy, and natural resources conservation program is implemented at their buildings or facility's.

(b). Major Responsibilities:

i. Serves as the POC for all building or facility energy and natural resources conservation issues.

ii. Serves as the POC for all building or facility recycling and solid waste issues.

iii. Keeps building occupants and UEC informed on all recycling, energy, and natural resources conservation.

iv. Coordinates communications between his/her building or facility and the UEC.

v. Ensures that recyclables and Solid Wastes are properly managed and ready for pickup.

vi. Ensures that recycling and Solid Waste areas are neat and orderly.

vii. Coordinates with the Solid Waste Recycle Center (SWRC) for specific procedures.

(4). Job Title: Recycling Coordinator (RC):

(a). Duty Description: The RC is the point of contact for recycling. The RC will ensure that recyclable materials are properly managed.

(b). Major Responsibilities:

i. Serves as the POC for recycling and solid waste issues.

ii. Keeps occupants and BREM informed on all recycling and solid waste matters.

iii. Coordinates communications between his/her building or facility and the BREM.

iv. Ensures that recyclables and Solid Wastes are properly managed and ready for pickup.

v. Ensures that recycling and Solid Waste areas are neat and orderly.

(5). Job Title: Hazardous Waste Handlers (HWH):

(a). Duty Description: All individuals having assigned duties that involve handling HWs. These duties may include but are not limited to HW generation, and assisting the AEC, HWC, or HWS in the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting.

(b). Major Responsibilities:

i. Keeps the Unit's HWC informed on all HW and other environmental matters as required.

ii. Ensures Units turn-ins of HWs & UWs to the HWC are accomplished within the appropriate time limitations.

(6). Job Title: Universal Waste Handler (UWH):

(a). Duty Description: All those individuals having duties that involve handling or managing UWs.

(b). Major Responsibilities:

i. Keeps the Unit's HWC informed on all UW and other environmental matters as required.

ii. Ensures turn-ins of UWs are accomplished within the appropriate time limitations.

(7). Job Title: Hazardous Materials Handler (HMH):

(a). Duty Description: All individuals having duties that involve handling or using HMs.

(b). Major Responsibilities:

i. Keeps the Unit's HMM or UEC informed with any issues concerning HM.

ii. Assists the HMM and UEC with the Units HM program.

D. Other individuals that perform duties that have a risk for detrimental impact on the environment include, but are not limited to the following:

(1). Job Title: Asbestos Abatement Personnel

(a). Duty Description: Safely remove and dispose of asbestos containing material (ACM) in accordance with all national, state, and local regulations. These personnel will usually be contractors.

(b). Major Responsibilities:

i. Must have received EPA certified training in handling ACM.

ii. Must submit an asbestos abatement plan (see EMP 4.4.6.13.1 Tab 1) to 733 CED Environmental Element for approval before starting any asbestos job.

iii. Must take all necessary precautions to protect the health of workers.

iv. Must take all necessary steps to insure the job site is isolated from personnel who are not involved with the ACM removal.

v. Must insure that the ACM is properly disposed of in an approved landfill.

vi. Must insure that the job site is properly clean before releasing the site for occupancy.

(2). Job Title: Lead Base Paint (LBP) Abatement Personnel

(a). Duty Description: Safely remove and dispose of lead-based paint (LBP) in accordance with all national, state, and local regulations. These personnel will usually be contractors.

(b). Major Responsibilities:

i. For housing, personnel must have received EPA certified training in LBP removal. For industrial operations, personnel must have received company training in LBP removal in accordance with EPA guidelines.

ii. Must submit an LBP abatement plan (see EMP 4.4.6.13.2 Tab 1) to 733 CED Environmental Element for approval before starting any LBP job.

iii. Must take all necessary precautions to protect the health of workers.

iv. Must take all necessary steps to insure the job site is isolated from personnel who are not involved with the LBP removal.

v. Must insure that a Satellite Accumulation Site (SAS) is set-up and approved.

vi. Must insure the job site is properly clean before releasing the site for occupancy.

vii. Must test all LBP debris to determine if it is a hazardous waste.

viii. If found to be a hazardous waste disposal must be coordinated through the Hazardous Waste Accumulation Facility.

(3). Job Title: Pesticide Applicators (DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators)

(a). Duty Description: All those individuals having duties that involve surveillance and control of pests. These duties may include but are not limited to surveillance, identification, control, of pest, storage, mixing and handling of pesticides, and proper pesticide applications, certification requirements, record-keeping, daily, monthly and annual reporting requirements.

(b). Major Responsibilities:

i. All DoD staff and contractor pesticide applicators will use all appropriate technological and management techniques that bring about an effective degree of pest prevention and suppression in a safe, cost effective (to the Air Force), and environmentally sound manner.

ii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that pest control priorities are strictly adhered to and the utilization of IPM is incorporated into each pest management operation.

iii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that their accreditation, training, and certifications are current for the appropriate EPA category of the pest management operations prior to performing the operation.

iv. All activities and their contractors performing pest management operations will submit to the IPMC a legible, complete and accurate report.

v. All pest management personnel including contract personnel will record daily pest management operations performed. Monthly the daily operations will be compiled into a monthly report and submitted to the IPMC by the 5th working day of the following month. Report will include copies of the daily reports, a hard copy of the monthly report and an electronic version in the form of CD.

vi. All DoD staff and civilian contractors will adhere to the requirements of the VDACS Imported Fire Ant Quarantine.

vii. RCI will notify occupants prior to vacating quarters of this quarantine and ensure restricted articles are not transported outside of the quarantine area.