

## Environmental Management Procedure (EMP) 4.4.4

### Subject: Environmental Documentation

1. Purpose and Policy:
  - A. Purpose: This EMP establishes the procedures to implement policy for identifying and maintaining required environmental documents to support the JBLE-Eustis EMS.
  - B. The Installation will maintain all environmental program documents and records required by legal and other requirements (Paragraph 4.3.2), required by the ISO 14001 standard, and those that support sound management of the environmental program.
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
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. Chief, Civil Engineer Division Environmental Element (CED/CEIE)
    - (1). Provide overall guidance and direction for environmental documentation.
    - (2). Provide resources to support environmental documentation requirements.
  - B. Commanders/Directors/Leaders of Activities:
    - (1). Provide resources as required for environmental documentation actions.
    - (2). Provide supervision and support to the Activity Environmental Coordinator (AEC) to execute environmental documentation actions.
    - (3). Ensure the integrity and safeguarding of environmental records by establishing a chain of custody for all records for transferring records from the outgoing AEC to the incoming AEC.
6. Environmental Documentation Procedures.
  - A. Environmental documents are categorized in 3 levels as follows:
    - (1). Level 1 – Documents required by the ISO 14001 standard

- (2). Level 2 – Documents required to effectively manage the environmental program. These include but are not limited to:
    - (a). Legal and other requirement documents
    - (b). Environmental Permits
    - (c). Environmental Media Area Management Plans
    - (d). Environmental Management Procedures (EMP)
    - (e). Functional Area Continuity Book (FACB) – EMP 4.4.4 TAB 1 for Activities or Tab 2 for Environmental Program Managers
  - (3). Level 3 – Documents that are the “records” of environmental management actions. These include but are not limited to:
    - (a). Permit reports
    - (b). DA required reports
    - (c). Media area testing reports (e.g. Hazardous Waste testing)
    - (d). NEPA documents
    - (e). Training records
- B. CED/CEIE will maintain a list and the official copy of Level 1 environmental documents required by the ISO 14001 standard electronically on the CED intranet common drive (O:\EMS Files\ISO 14001 Required Files). These will include but are not limited to:
- (1). JBLE-Eustis Environmental Policy (Memorandum).
  - (2). Environmental objectives and targets (OTPR Spreadsheets).
  - (3). Scope of EMS (JBLE-I 32-101)
  - (4). A description of the main elements of the EMS and their interaction and reference to related documents (JBLE-I 32-101).
  - (5). Documents, including records, required by the ISO standard (EMP 4.4.5 Tab 1).
  - (6). Documents, including records required by the installation to ensure effective planning, operation, and control processes that relate to its significant aspects (EMP 4.3.1 Tab 2).
  - (7). CED/CEIE will review all ISO 14001 required documents annually and update as necessary.
- C. Environmental Program Managers will maintain a list of required Level 2 and Level 3 environmental documents and records in accordance with Tabs 2 and 3 to EMP 4.4.5, Document Control. A consolidated list will be maintained by the EMSMR. All documents will be reviewed annually and updated as necessary.
- D. Activities will maintain Level 2 and Level 3 documents and records as identified by JBLE-I 32-101 and Environmental Management Procedures (EMP) either electronically or in paper copy. The AEC will maintain a master list of documents and locations. All documents will be reviewed annually and updated

as necessary. Documentation is subject to inspection during JBLE-Eustis Internal Assessments and EMS Audits.

- E. Documents will be controlled in accordance with EMP 4.4.5.