

## Environmental Management Procedure (EMP) 4.4.5

### Subject: Environmental Document Control

#### 1. Purpose and Policy:

A. Purpose: This EMP establishes the procedures to implement policy for controlling documents that support the operation and management of the JBLE-Eustis environmental program. This EMP provides instructions and assigns responsibilities for establishment, review, authorization, issue, distribution, and revision of controlled environmental documents and records.

B. Policy: A key element of the ISO 14001 Environmental Management System (EMS) standard is to establish adequate controls for environmental documents to ensure compliance with legal and other requirements ensure protection of the environment and to ensure proper stewardship of environmental resources. The Installation will identify all environmental documents associated with management of the environmental program and establish controls for the issue, revision, storage, retention, and location of these documents.

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. Network Enterprise Center (NEC) provides overall guidance and technical support pertaining to control of documents and records.

B. Chief, CED/CEIE

1. Provides guidance and direction to develop procedures and instructions for control of environmental documents
2. Provides resources and assigns responsibilities for the establishment, review, authorization, issue, distribution, and revision of controlled environmental documents and records.

C. Commanders/Directors JBLE-Eustis Activities

1. Provide resources as required for control of environmental documents and records.
2. Provide supervision and support to the Activity Environmental Coordinator (AEC) to execute control of environmental documents and records.

#### 6. Environmental Documentation Control Procedures.

- A. Controlled documents are categorized using 3 levels IAW EMP 4.4.4, Documentation.
- B. Level 1 Documents – ISO 14001 required documents
  - 1. CED/CEIE will maintain a list of these environmental documents using Tab 1 to EMP 4.4.5 and maintain record copies in hard copy and electronic forms.
  - 2. CED/CEIE will review all ISO 14001 required documents annually and update as necessary.
- C. Level 2 Documents – Environmental Program management documents
  - 1. Environmental Program Managers will maintain a list of required Level 2 environmental program management documents using Tab 2 to EMP 4.4.5 and maintain record copies of these documents.
  - 2. Activity Environmental Coordinators will maintain a list of Level 2 documents required for their areas (e.g. EMPs, Solid Waste Minimization & Recycling (SWMR) Plan, Hazardous Waste Minimization (HazMin) Plan, Unit Environmental SOPs, Inspection Schedules, etc.) using Tab 2 to EMP 4.4.5.
  - 3. Copies of Level 2 documents should be maintained in the Functional Area Continuity Book (FACB) or in Referenced Location IAW EMP 4.4.4 Tab 1 or Tab 2 for ready reference.
  - 4. All Level 2 documents will be reviewed at least annually and updated as necessary.
- D. Level 3 Documents – Records
  - 1. Environmental Program Managers will maintain a list of required Level 3 environmental program management documents (records) using Tab 3 to EMP 4.4.5 and maintain record copies of these documents.
  - 2. Activity Environmental Coordinators will maintain a list of Level 3 documents (records) resulting from environmental actions in their areas (e.g. Training records or Inspection results) using Tab 3 to EMP 4.4.5.
  - 3. All Level 3 documents (records) will be maintained in the FACB or in Referenced Location IAW EMP 4.4.4 Tab 1 or Tab 2 or on file IAW JBLE-I 32-101.
- E. Document Control: This is a controlled document. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version on the Civil Engineering Division/Environmental Element (CED/CEIE) website prior to use. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed.