

Environmental Management Procedure (EMP) 4.4.6.1.2

Subject: Guidance for Preparations of O&M Plans

1. Purpose: This EMP establishes the procedures to properly prepare and maintain an Operation and Maintenance (O&M) Plan.
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 4.4.6.1 Air Pollution Management
 - D. Joint Base Langley-Eustis Stationary Source Permit 17 December 2010.
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. Civil Engineer Directorate (CED) will exercise overall direction and coordination of the air pollution management program, and will execute the program through Environmental (CEIE).
 - B. Activity Directors will:
 - (1). Provide qualified personnel to support equipment Operation and Maintenance requirements.
6. Procedures:
 - A. Activities that operate air pollution sources identified in the JBLE-Eustis Stationary Operating Permit must prepare and maintain an Operation and Maintenance (O&M) Plan. The O&M Plan will contain the following information
 - (1). A maintenance schedule and maintenance records of all scheduled and non-scheduled maintenance.
 - (2). An inventory of spare parts.
 - (3). Written operation procedures for equipment. These procedures shall be based on the manufacturer's recommendations, at a minimum.
 - (4). A training plan for all operators of the equipment
 - (5). Training records for all operators.

(6). Instructions prohibiting unattended or not- in immediate use open containers. (Examples; paint, solvents, parts washing sinks.) Paint cans are not to be air dried. Solvent sinks lid is to be closed when not in use. Proper signage is required, 878-7373.

B. CED-CEIE will inspect O&M Plans during annual Activity Assessments.