

## Environmental Management Procedure (EMP) 4.4.7.1

### Subject: Spill Phone Duty Procedures

1. Purpose and Policy:
  - A. Purpose: This EMP establishes the procedures for assuring CED/CEIE personnel are available to respond to all installation spills on a 24/7/365 basis as required and to spread out the work load of these requirements specifically for weekends and holidays.
  - B. Policy: The Installation must be able to respond to all spills in a timely and orderly manner. Fire & Emergency Services is the Installation's First Responder and is supported by various Installation Activities to include CED/CEIE as required.
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. JBLE - Eustis Integrated Contingency Plan
4. Scope: This EMP applies to all CED/CEIE personnel who are assigned spill response duties.
5. Roles and Responsibilities:
  - A. Chief, Civil Engineer Directorate (CED); Environmental (CEIE) will:
    - (1). Provide overall guidance and direction for Spill Phone Duty Procedures.
    - (2). Approve the annual EE Spill Duty Roster based on a calendar year.
  - B. Spill Program Manager will:
    - (1). Develop an annual EE Spill Duty Roster.
    - (2). Monitor and ensure accuracy of the EE Spill Duty Roster.
    - (3). Provide training on spill phone use.
    - (4). Provide spill response training to each person on the EE Spill Duty Roster.
    - (5). Review and update this EMP on an annual basis.
  - C. Environmental Program Assistant will:
    - (1). Establish EE Spill Duty Roster open to all CED/CEIE personnel assigned spill response duties.
    - (2). Post changes to the EE Spill Duty Roster.

D. CED/CEIE Personnel Assigned Spill Response Duties will:

- (1). Comply with all requirements and procedures in this EMP.
- (2). Coordinate with other CED/CEIE personnel to resolve scheduling conflicts based on the CEIE Spill Duty Roster. Coordinate any changes to the EE Spill Duty Roster with the Environmental Program Assistant.
- (3). Provide the Environmental Program Assistant changes to be posted on the CEIE Spill Duty Roster.
- (4). The CEIE Spill Duty Roster is located at: O:\0 EE General Files (EMPs, Tasks, Permits, Inspections, Spills Training etc)\9 EE Spill Duties

6. Spill Phone Duty Procedures.

A. Spill Phone and Response duties:

- (1). The Spill Manager's normal duties include the spill phone and response duties during normal business days, this excludes weekends and holidays.
- (2). All CED/CEIE personnel designated by the CED/CEIE Chief will rotate these duties IAW the published EE Spill Duty Roster.
- (3). All CED/CEIE personnel are responsible for coordinating substitutes with other CED/CEIE personnel to resolve conflicts due to vacations, leaves, etc. If this cannot be accomplished, then CED/CEIE Chief will make the final resolution.

B. Spill Program Manager:

- (1). Will coordinate with the CED/CEIE to develop a list of CED/CEIE personnel designated for spill response duties each calendar year.
- (2). Will provide the Environmental Program Assistant a list of CED/CEIE personnel available for spill response duties by 15 November for the next calendar year.
- (3). Will work in concert with the Environmental Program Assistant to schedule CED/CEIE personnel for the upcoming year by 1 December. Known absences such as RDOs will be factored into the scheduling.
- (4). Provide spill phone and response training to all CED/CEIE personnel.

C. Environmental Program Assistant:

- (1). Will ensure the CEIE Spill Duty Roster is available to all CED/CEIE personnel with spill response duties.
- (2). Will update the CEIE Spill Duty Roster based on input from CED/CEIE personnel to resolve scheduling conflicts.

D. CED/CEIE Spill Response Personnel:

- (1). It is the responsibility of spill response personnel to be aware of spill duty by checking the **CEIE Spill Duty Roster** to determine when scheduled for duty.

- (2). Spill response personnel will ensure you have received training on the spill phone and response procedures.
- (3). Must be available to respond during your IAW with the published CEIE Spill Duty Roster. This precludes activities that would prevent you from responding.
- (4). Will ensure the schedule is up to date with the Environmental Program Assistant. Any changes must be on the schedule.
- (5). Key to the CED compound gate will be centrally located to ensure whoever responds will have access to EE vehicles.
- (6). Know the location of the spill “backpack” and spill response clipboards.

E. Compensation:

- (1). Recalled to the Installation – You will get either overtime or comp time for the actual number hours worked or a minimum of 4 hours for the response.