

POLLUTION PREVENTION
ENVIRONMENTAL MANAGEMENT PROCEDURE
(EMP) 4.4.6.5
JBLE-EUSTIS



25 June 2020

(Revised 14 June 2021)

INTENTIONALLY LEFT BLANK



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COMMANDER

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
 - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
 - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

COL HUNG Digitally signed by COL HUNG
Date: 2021.09.15 09:35:07
-04'00'

HARRY D. HUNG, Colonel, USA
Vice Commander

INTENTIONALLY LEFT BLANK

Table of Contents

<u>EMP 4.4.6.5 Pollution Prevention</u>	1
<u>SUBJECT: Pollution Prevention</u>	1
<u>PURPOSE AND POLICY:</u>	1
<u>DOCUMENT CONTROL:</u>	1
<u>REFERENCES:</u>	1
<u>ROLES AND RESPONSIBILITIES</u>	1
<u>POLLUTION PREVENTION PROCEDURES:</u>	3
<u>AFFIRMATIVE AND GREEN PROCUREMENT PROCEDURES:</u>	4
<u>GREEN MEETINGS AND OTHER P2 TIPS:</u>	5

EMP 4.4.6.5 Pollution Prevention

SUBJECT: Pollution Prevention

PURPOSE AND POLICY:

- A. Purpose: This EMP establishes the procedures to implement policy for pollution prevention and methods to integrate pollution prevention into the functional framework of the installation. These approaches support environmental sustainability – maintaining operations and activities without harm to the environment.

- B. Policy: The Installation will actively pursue pollution prevention opportunities across the Installation. Pollution prevention efforts will target methods to reduce compliance costs and impacts, promote programs to reduce use of scarce resources (e.g. water, energy, and fuel), increase recycling and reuse, promote green building construction and renovation, integrate low impact development (LID) techniques and natural resource conservation into Installation planning, and develop procedures to increase purchase of green products from local sources.

The JBLE-Eustis Environmental Management System (EMS) framework allows the installation to appropriately plan, implement, operate, check, and monitor all facets of activities necessary in a cycle of continual improvement. This Plan-Do-Check-Act cycle is used to manage natural infrastructure assets and apply pollution prevention methodologies to achieve compliance while ensuring installation readiness and sustaining mission capability.

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-Environmental/>

REFERENCES:

- A. AFI 32-7001, Environmental Management, 23 Aug 19

- B. AFMAN 32-7002, Environmental Compliance and Pollution Prevention, 4 Feb 20

- C. EMP Dictionary

ROLES AND RESPONSIBILITIES

- A. The 733 Mission Support Group (MSG) Commander will:

- (1) Provide overall guidance and direction for the Pollution Prevention Program, Affirmative and Green Procurement Program, and for hosting sustainable and “green” meetings and events.
 - (2) Host the ESOHC as the management tool to implement pollution prevention and sustainability throughout the installation.
 - (3) Champion a culture of conservation.
- A. Activity Commanders/Directors/Leaders will:
- (1) Champion pollution prevention efforts and foster a culture of conservation.
 - (2) Provide personnel resources to support the Activity’s Energy & Natural Resources Conservation programs and EMS Cross Functional Team (CFT) working groups or subcommittees (as needed).
 - (3) Provide personnel resources to support the Activity’s Recycling Program.
 - (4) Champion Affirmative and Green Procurement within their Activities.
 - (5) Champion sustainable meetings and events within their activities.
 - (6) Appoint the Activity Environmental Coordinator (AEC) to promote “green” meeting and events.
 - (7) Ensure Facility Coordinators/Managers work closely with their AECs.
 - (8) Ensure Activity personnel are aware of sustainable “green meeting procedures.
 - (9) Take proper actions to conserve resources.
- B. Chief, CES/CEIE:
- (1) Provide resources for the pollution prevention program.
 - (2) Facilitate the activities of the Cross-functional Team(s) to initiate pollution prevention, environmental program improvements, and sustainability advancements across the installation.
 - (3) Provide personnel resources to support the EMS CFT working groups or subcommittees on objectives/targets related to Affirmative and Green Procurement.
 - (4) Integrate Affirmative and Green Procurement training into environmental

training, to include but not limited to, Environmental Management Awareness & Competency (EMAC) and Advanced Environmental Management (EMAC) Training (Phase I and face-to-face) courses.

- (5) Conduct analysis and studies to identify affirmative and green procurement opportunities.
- (6) Promote “green” meetings and provide information to “green” meeting hosts.
- (7) Ensure updates, if available, are discussions at the semiannual ESOH Council meetings.
- (8) Director of Logistics Readiness Center (LRC):
- (9) Provide LRC personnel resources, as needed, to participate on EMS-CFT working groups or subcommittees.
- (10) Provide overall management and technical support for the Affirmative and Green Procurement Program.

POLLUTION PREVENTION PROCEDURES:

- A. The CEDCEIE, EMS Coordinator will develop in conjunction with installation program managers, baselines, performance goals, and annual progress for the following areas:
 - (1) Solid waste reduction
 - (2) Energy consumption
 - (3) Reduction in HM use
 - (4) Reduction in HW generation
 - (5) Pesticide use
 - (6) Air emissions
 - (7) Water consumption
 - (8) Recycling
- B. The CES/CEIE, EMS Coordinator will facilitate the activities of the EMS-CFT to initiate pollution prevention and sustainability advances across the installation IAW objectives and targets as specified in current Environmental Action Plans (EAPs).
- C. The CES/CEIE EMS Coordinator or CES/CEO Solid Waste Recycling Contracting Officer Representative (COR) will conduct Pollution Prevention Opportunity Assessments as required to identify and recommend changes and improvements to reduce environmental impacts of installation operations and training.

- D. The CES/CEIE, EMS Coordinator will submit requests for pollution prevention funding annually in accordance with HQDAF guidance and procedures.
- E. The CES/CEIE, Hazardous Materials Program Manager will track usage of hazardous materials to include EPCRA Section 313 chemicals, ozone depleting compounds (ODC), and Hazardous Air Pollutants (HAP). The CES/CEIE will annually prepare the Toxic Release Inventory (TRI) and Tier II reports and submit to the appropriate agencies.
- F. The CES/CEIE, EMS Coordinator will, in conjunction with the CES, foster pollution prevention and sustainability awareness and actions with emphasis on opportunities in design, new construction, renovation and demolition activities.
- G. The CES/CEIE, EMS Coordinator will, in coordination with the Logistics Readiness Center, foster pollution prevention and sustainability awareness and actions with emphasis on hazardous material controls through authorized used lists (AULs) via EESOH-MIS, credit card restrictions, and adequate SOPs for maintenance and painting activities.
- H. The CES/CEIE, EMS Coordinator will, in coordination with the 633d Contracting Squadron and the Mission Installation Contracting Center (MICC), foster pollution prevention and sustainability awareness and actions with emphasis on procurement of materials containing maximum recycled content and environmentally preferred products as required by the Affirmative Procurement Program section of this document and EMP 4.4.6.16 Environmental Special Conditions.
- I. The CES/CEIE, EMS Coordinator will, in coordination with the 633d Contracting Squadron, the MICC and installation Mission Partners, foster pollution prevention and sustainability awareness and actions with emphasis on ensuring all applicable FAR clauses and Performance Work statement clauses are inserted in contracts.
- J. The CES/CEIE, EMS Coordinator, will incorporate pollution prevention, EMS, and sustainability awareness and principles in the following training courses:
 - (1) EMAC training (which includes general EMS Awareness Training)
 - (2) AEM training (initial face-to-face and online Refresher)
 - (3) Newcomer Orientation Briefings
 - (4) Other courses directed by the MSG Commander

AFFIRMATIVE AND GREEN PROCUREMENT PROCEDURES:

- A. Activities will identify all personnel with a role and responsibility for procurement of goods and services in their organization. Personnel include but not limited to:

- (1) Personnel with Government Purchase Card (GPC) credit cards
 - (2) Contract Officer Representative (COR) personnel
 - (3) Personnel involved in the contracting process that develop or review Scopes of Work (SOW), Request for Proposal (RFPs) or other contract documents.
- B. CES/CEIE will ensure and provide technical support to Affirmative and Green Procurement Training Programs. Training will provided identified personnel awareness of methodologies and opportunities for Affirmative and Green Procurement. Training will include:
- (1) A module in the GPC Credit Card Users training courses provided by the 633 Contracting Squadron (CONS) and the Fort Eustis MICC.
 - (2) Affirmative and Green Procurement Training modules in the EMAC and AEM courses.
 - (3) Onsite training for JBLE-Eustis tenant Activities upon request.
- C. 633 CONS will maintain a record of JBLE-Eustis (AF personnel) trained in the GPC Credit Card Users course.
- D. The Fort Eustis MICC will maintain a record of JBLE-Eustis (Army personnel) trained in the GPC Credit Card user course.
- E. CES/CEIE will maintain a record of personnel trained in the EMAC and AEM courses.
- F. Logistics Readiness Center (LRC) will provide a representative, as needed, to participate in EMS-CFT meetings to develop objectives, targets, and tasks for specific affirmative and green procurement activities that support the Fort Eustis Strategic Plan, EMS significant aspects and impacts, and other identified contracts for goods and services.

GREEN MEETINGS AND OTHER P2 TIPS:

- A. Activities will direct and encourage their team members to practice the following:
- (1) Use double-sided copying and printing when available.
 - (2) Email or provide links for conference materials.
 - (3) Provide prominently displayed and labeled recycle bins.
 - (4) Provide reusable name badge holders or tent cards.
 - (5) Turn lights off when away from offices for extended period of time and at the end of the duty day.
 - (6) Turn off PC monitors, printers, and copiers at the end of the duty day or when away for extended periods of time.
 - (7) Reduce the amount of material printed and increase use of electronic media.
 - (8) Limit travel and maximize video teleconference capabilities.

- (9) Use pitchers of water with reusable cups.
- (10) Serve hot beverages in reusable mugs/cups.
- (11) Select food and beverages for minimal packaging waste.
- (12) Serve food and beverages on washable dishes/utensils/napkins or using bio-based/compostable cafeteria ware.
- (13) Select food and beverages for organic or local varieties (where cost-effective and in-season).
- (14) Provide compost bins, if possible.