

# Resources, Roles and Responsibilities

## Installation Supplement – Eustis

### Purpose:

The purpose of this procedure is to supplement roles and responsibilities of AFI 90-801, *Environment, Safety and Occupational Health Council*, 4 Aug 16, and AFI 32-7001, *Environmental Management*, 23 Aug 19.

### Procedure:

The successful implementation of the JBLE-Eustis Environmental Management System (EMS) requires the availability of resources and support from all functional areas on the installation. Coordination of the support required to implement the EMS is accomplished through the formation of an installation-wide EMS cross-functional team (CFT). The 733d Mission Support Group Deputy (733 MSG/CD), appointed by the 633d Air Base Wing Vice-Commander (633 ABW/CV) serves as the CFT Leader. The EMS Coordinator reports to the Environment, Safety, and Occupational Health Council (ESOHC) on the performance of the EMS. The ESOHC is established at all major installations throughout the Air Force to ensure a systematic, interdisciplinary approach to achieve Environmental, Safety, and Occupational Health goals. Support roles important to the EMS, such as Unit Environmental Coordinators (UECs), Emergency Response Team members, and ESOHC representatives, support the EMS as required. AFI 90-801 and AFI 32-7001 provide the framework on which these roles and responsibilities are based.

In addition, base specific environmental management plans or procedures (EMPs) have been developed that contain specific resources, roles, responsibilities and authority as they relate to tasks, oversight, monitoring and maintenance, and measurement of environmental performance and progress toward achieving established objectives and targets.

### Resources:

Air Force Civil Engineer Center-Environmental Management Director (AFCEC-CZ) advocates for resources to implement the JBLE-Eustis EMS. AFCEC-CZ has developed tools to standardize EMSs across the Air Force. Additional funding is requested in accordance with Planning, Programming, Budgeting and Execution (PPBE) guidance.

### Roles and Responsibilities:

**Environmental Safety and Occupational Health Council (ESOHC)** has overall responsibility for implementing the EMS at JBLE-Eustis. The ESOHC is comprised of senior Commanders/Directors of Units/Activities/Squadrons/tenants assigned to JBLE-Eustis. The ESOHC reviews the implementation and maintenance of the EMS and serves as the final approval authority for identified significant environmental aspects, associated objectives, targets, and EMPs. The ESOHC provides senior leadership input and direction for EMS continual improvement. The ESOHC also conducts management reviews of the EMS program on an annual basis IAW HQ Air Force and ACC-specific guidance. The JBLE-Eustis ESOHC **meets semi-annually**, usually in the Feb and Aug timeframes.

**ESOHC Chair, delegated to the 633 Vice Wing Commander shall**, leads the ESOHC, to ensure installation level EMS is established and maintained in accordance with ISO 14001. The chair also establishes an installation-wide CFT, appoints the CFT Chair, appoints an EMS Coordinator, ensures organizational and/or squadron commanders appoint primary and alternate Unit Environmental Coordinators (UECs) and CFT members, conducts the senior management review to determine the

adequacy and effectiveness of the installation EMS, and provides senior leadership input and direction for EMS continual improvement.

**Installation CFT** supports the ESOHC by implementing, establishing, and maintaining an ISO 14001 conforming EMS for the installation. Roles of the CFT include:

- Meeting **quarterly** to plan management review and provide organizations' input on environmental issues to the CFT membership;
- Developing and updating a prioritized listing of environmental aspects and impacts at least annually, or as necessary;
- Developing Environmental Action Plans (EAPs), including objectives and targets, for identified aspects to improve, eliminate, or decrease impacts;
- Identifying resource requirements to address environmental aspects;
- Developing and maintaining installation EMS procedures/supplements;
- Ensuring adequate operational controls are documented;
- Reviewing the status of all Environmental Management Plans/Procedures at least annually;
- Identifying EMS and other environmental training requirements; and
- Reviewing adequacy of the installation environmental commitment statement.

**CFT Chair, delegated to the 733 MSG/CD**, represents management to ensure that compliance and P2 requirements are developed, implemented, and maintained within the EMS framework, and reflect the direction of the ESOHC, reports to the ESOHC on the performance and progress of the EMS, including recommendations for improvement, and facilitate the management review.

**EMS Coordinator**, appointed by the CFT Chair and **delegated to the 733 Civil Engineer Division – Environmental Element Pollution Prevention/Planning Branch Chief**, serves as the primary interface between the ESOHC and the CFT on matters pertaining to EMS and coordinates the day-to-day implementation and maintenance of the EMS. Provides day-to-day support to the CFT and CFT Chair, and assists with management review (e.g., ESOHC) preparations and assessment processes.

**Organizational, Squadron Commanders, or/Directors** shall ensure environmental compliance within the organization, support installation and organizational-specific EMS objectives and targets managed within the installation EMS, appoint CFT members and UECs, in writing, and keep appointee letter current, Implement corrective and preventative actions for identified environmental discrepancies, and ensure organizational personnel know the environmental requirements that apply to their daily duties and receive the appropriate level of environmental education and training commensurate with those duties.

**Unit Environmental Coordinators (UECs) and Activity Environmental Coordinators (AECs)** shall serve as the EMS conduit between installation environmental function and their unit and attend CFT and other working group meetings as requested. UECs/AECs participate and support EMS and compliance assessments and assist with developing corrective actions to address identified findings. UECs/AECs are appointed by Commanders/Directors and appointments are documented on FEVA Form 643.

**Installation Management Flight (or Asset Management), Environmental Element**, shall serve as the lead and technical representative and consultant for installation environmental programs and serve as members of the CFT.

**Installation Staff Judge Advocate (SJA)** shall provide legal advice to the Installation Commander, the installation environmental element, and any other installation personnel on compliance with relevant environmental laws. Participate in installation CFT meetings to provide legal advice and direction.

**Installation Contracting Office** shall include appropriate installation-specific environmental, EMS requirements, and contract clauses, into contracts that have the potential to negatively impact the environment, after consultation with the base CE, BE, SJA, other installation offices. Ensure contracts require contractor employees to receive appropriate environmental training. Designate an individual as the contracting representative on the CFT.

**Public Affairs Office** shall support the installation EMS as liaison between the installation and external communities by assisting with procedures for communicating environmental aspects of the installation environmental program and input for media publications.

**Working Team Leaders (WTLs), or Working Group Leaders**, are appointed by the CFT Chair. Each team Leader will work in concert with the EMS Coordinator to hold team monthly meetings, reviewing the EMS Policy and Significant Aspects, maintaining and updating the appropriate Working Team pages in eDASH, developing suggestions for new Significant Aspects, ensure goals and objectives are met for Significant Aspects assigned to the team, report to the CFT quarterly, and undertake other EMS issues as appropriate. Team members may also be appointed by Organizational Commanders or chosen by the Team Leader.

**Significant Aspect Leaders (SALs)** are assigned to a particular Working Group and report to the CFT through their Working Team Leader. SALs review a Significant Aspect as required and recommend continuation, discontinuation, or improvements of the Significant Aspect to the Working Team. SALs are responsible for the up keep of the Environmental Action Plan (EAP) for their particular Significant Aspect.

**Supporting Roles/Positions include, but are not limited to:**

**Hazardous Materials Management Program (HMMP) Team**, is formally chartered by the ESOHC Chair. The core HMMP team is currently led by a member from the 733 CED Environmental Element (but this role can be rotated amongst core team members) and includes representatives from base civil engineering, Safety, Industrial Hygiene, and HAZMAT Tracking Activity supervisors. Other functional area representatives may include Fire Department, Contracting, Legal, Logistics Readiness Center, Operations/Maintenance, Finance, PAO, hazardous materials users, or any other installation stakeholders. Contracted functions may have contractor representation on the HMMP team.

**HAZMAT Tracking Activity (HTA)**. Any unit that uses hazardous materials. All HTA activities (whether contracted or government operated) shall:

- Ensure all requests for HAZMAT have an authorization prior to issue.
- Forward to the HMMP

**Stormwater Pollution Prevention Team** meets the VPDES Permit No. VA0025216 requirement to have such a team and is responsible for developing, implementing, maintaining, and revising the Storm Water Pollution Prevention Plan (SWP3).

**Qualified Recycling Program (QRP) Subcommittee** is responsible for reviewing recommendations made by this subcommittee and ensuring allocations of sales revenue received is IAW 10 USC Subsection 2577 and 32 CFR Part 172. A QRP Manager and an alternate QRP Manger are designated in writing by the installation commander or ESOHC Chair, to oversee the base QRP operation IAW DoDI 4715.23. The ESOHC oversees recycling efforts.

Updated 5/6/20 by Joanna G. Bateman