

<b>Joint Base Lewis-McChord (JBLM)</b>		
<b>Procedure: Development of Environmental Objectives and Targets</b>		
Document ID: EMS-215		
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<b>EMS Technical Support</b>	<b>Environmental Division Chief</b>	<b>Original Date:</b> <b>11 July 2003</b>

## PURPOSE

To provide a standard procedure for developing, revising and communicating environmental objectives and targets. Implementation of this procedure will ensure that appropriate environmental objectives and targets are developed which consider all major pertinent factors including the JBLM significant environmental aspects, the Installation Sustainability Goals and that the objectives and targets are consistent with the Environmental Policy Statement.

## APPLICABILITY

This procedure applies to all employees who have responsibility for managing any of JBLM processes, activities, or services, which may present significant impacts to the environment.

## DEFINITIONS

**EMS** — Environmental Management System.

**EMS Director** — An individual appointed by the Joint Base Commander who, irrespective of other duties, has authority and responsibility for the operation of the JBLM Environmental Management System (EMS).

**Environmental Division Chief** – An individual assigned to the Public Works staff responsible to oversee all JBLM Environmental Programs. The Environmental Division Chief has the responsibility to define processes and procedures for maintaining conformance with ISO 14001 standards.

**EMS Coordinator** – An individual assigned by the Environmental Division Chief to organize and coordinate the JBLM effort towards maintaining conformance with EMS requirements.

**EMS Representative** — An individual appointed by a JBLM Organization Chief who, irrespective of other duties, has authority and responsibility for the operation of the organizations maintenance of Environmental Management System (EMS) requirements.

**Environmental Aspect** — Element of JBLM' activities, products, and services, which can interact with the environment. An environmental aspect signifies the potential for an environmental impact.

**Environmental Impact** — Any change to the environment, or to the health or safety of people, whether adverse or beneficial, wholly or partially resulting from an organization’s activities, products, or services.

**Environmental Objective** — A desired achievement in support of the JBLM Sustainability Goals established by Sustainability Goal Team Leaders for organizations on JBLM to work towards. The objective is quantifiable when practicable.

**Environmental Program Manager** – An individual in JBLM Organizations appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.

**Environmental Target** — A performance requirement, quantified where practicable, linked to environmental objectives and needs to be set and met in order to achieve those objectives.

**Installation Sustainability Program (ISP)** — A FORSCOM strategic initiative to fully integrate environmental and resource planning into operational procedures in support of current and future installation missions.

**ISP Goals** — Goals developed by JBLM designed to help the installation reach environmental sustainability by 2025. Goals are developed for infrastructure/energy, water, air, training lands, and materials/waste.

**Legal Requirements** — All laws, regulations, permits, contracts, memorandums of agreement and consent orders applicable to JBLM processes, activities, and services.

**Management Program Teams** – Organization teams appointed to prepare and implement the environmental management programs for the approved organizations objectives and targets.

**Other Requirements** — Requirements not identified under Legal Requirements, and standard industry practices (e.g. ANSI, ASTM, MILSPECs) to which an organization subscribes.

**Significant Environmental Aspect** — An environmental aspect, which has or can have a significant environmental impact.

**Significant Environmental Impact** — Any potential significant change (determined by organization procedure or established criteria) to the environment, wholly or partially resulting from the organization’s activities, products or services.

**Sustainability** — The development of operational procedures that support our mission in the present without comprising our ability to accomplish our mission in the future – and without limiting our local communities’ abilities to have a productive future.

## SUPPORTING DOCUMENTS

<u>Document ID</u>	<u>Title</u>
EMS-100	Environmental Management Manual
EMS-200	Identification of Legal and Other requirements

EMS-210	Identification of Environmental Aspects and Impacts
EMS-220	Environmental Management Programs
EMS-230	Environmental Communication
EMS-240	Document Control
EMS-265	Environmental Records
EMS-220	Environmental Management Programs

## PROCESS

Responsible		Action
JBLM Sustainability Coordinator and JBLM EMS Coordinator	1	On an annual basis or as required, develop proposed JBLM environmental objectives and targets that directly support the Installation Sustainability Goals. These annual objectives and targets will ensure organizations are supporting the installation goals and are also addressing the following criteria: <ul style="list-style-type: none"> <li>• Significant JBLM environmental aspects</li> <li>• Legal and Other Requirements</li> <li>• Fiscal, operational and mission priorities</li> <li>• Technology options</li> <li>• Status of current objectives/targets</li> </ul>
	2	Communicate the approved objectives and targets to EMS Management Representatives.
	3	Review the objectives and targets when regulatory or program requirements or other influencing factors change, and communicate any proposed changes organization EMS Management Representatives.
Organization EMS Management Representative	1	When requested review and comment on proposed objectives.
	2	Communicate the approved annual objectives and targets to the organization.
	3	Coordinate the appointment of Management Program Teams and Team leads for the objectives and targets per <a href="#">EMS-220, Environmental Management Programs</a> .

Responsible		Action
	4	Establish a system for tracking progress towards achieving the objective.
	5	Provide a status report to the JBLM EMS Coordinator quarterly or on call.
Organization Management Team	1	Support achievement of the approved organization environmental objectives and targets by accomplishing responsibilities established per <a href="#">EMS-220, Environmental Management Programs</a> .
	2	Communicate objectives and targets to all personnel who may contribute toward attaining the stated objectives and targets.
Organization Chief	1	With the Organization Management Team, review and provide resources and support to achieving the objectives.
Joint Base Commander	1	Review proposed organizational objectives and targets and progress reports objectives and targets at JBLM Installation Sustainability/ EMS Management Review Board or other EMS meetings.
		<i>End of Activity</i>

## DOCUMENT REVISION HISTORY

Original Document Issue Date: 11 July 2003		
<b>REVISION NUMBER</b>	<b>DATE OF REVISION</b>	<b>REVISION SUMMARY</b>
1	7 February 2005	Added entries to Supporting Documents. Included a requirement for the Joint Base Commander and JBLM Management Team to review organizational objectives and targets.
2	22 June 2007	Updated Owner, Approval Authority and Current Copy location.
3	11 April 2011	Updated JBLM terminology, definitions
4	18 July 2013	Updated definitions and revised process requirements to reflect how objectives are established and communicated to JBLM EMS organizations.