

<b>Joint Base Lewis-McChord (JBLM)</b>		
<b>Procedure: Environmental Training and Qualification</b>		
Document ID: EMS-225		
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<b>EMS Coordinator</b>	<b>Environmental Division Chief</b>	<b>Original Date:</b> <b>11 July 2003</b>

## PURPOSE

This procedure defines the roles, responsibilities and activities for identifying, documenting, and fulfilling the JBLM environmental training needs. Implementation of this procedure will ensure that personnel whose work may create a significant impact on the environment have received appropriate training.

## APPLICABILITY

This procedure applies to all JBLM employees.

## DEFINITIONS

**Environmental Aspect** — Element of an organization’s 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 Operating Permit (EOP)** — A document prepared specifically for select organizations that identifies environmental compliance requirements applicable to the organization; its hazardous materials authorized for use; hazardous wastes generated; and other information included or referenced to make the document a single reference document for the organization’s environmental management.

**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.

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

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

## SUPPORTING DOCUMENTS

Document ID	Title
EMS-100	Environmental Management Manual
EMS-200	Identification of Legal and Other Requirements
EMS-210	Identification of Environmental Aspects and Impacts
EMS-240	Document Control
EMS-265	Environmental Records

## PROCESS

Responsible		Action
Organization Chief or Designated Representative	1	<p>At least annually, review and update the training (Environmental Awareness and Competence Training) requirements for positions and operations in the organization which directly or indirectly have the potential for impacting the environment and apply to organization personnel (e.g. Environmental Operations Management Course, Environmental Compliance Inspector Course, Annual Refresher training; spill response, pesticide application, Ozone Depleting Substance recovery, etc.). For newly assigned personnel, complete this action in accordance with in-processing procedures.</p> <p><i>Note:</i></p> <p><i>A source of information concerning training requirements is the Environmental Operating Permit, when available for the activity. Other sources of information include the organizational program managers, skill identifier documents for the position, certification requirements for the position, regulatory requirements, Army requirements, and JBLM policy/regulations.</i></p>

Responsible		Action
	2	Prepare and maintain a current training plan for scheduling, tracking of attendance, and recording completion of required training by individual. Training may include that which is conducted by/within the organization, recurring training conducted by the Environmental Division (ED), on-site training provided by a contractor, or off-site training.
	3	Schedule and assign responsibility for training required to be conducted by/within the organization (e.g. spill plan familiarization, etc.).
	4	Ensure all organizational government and contractor personnel receive EMS awareness training annually that addresses the importance of their conforming to the JBLM Environmental Policy, the potential impacts of their work activities, their roles and responsibilities and the potential consequences of deviating from the policy.
	5	Ensure all organizational government and contractor personnel performing tasks that have the potential to cause significant impacts are competent to perform the tasks based on appropriate education, training, or work related experience.
	6	Maintain records of training per procedure EMS-265, Environmental Records
ED Program Managers	1	Identify personnel training requirements applicable to your program area and publish the requirements in JBLM Regulation 200-1 (FL Reg 200-1), Environmental Protection and Enhancement. Pending the next revision of FL Reg 200-1, communicate new or changed training requirements as they arise to affected JBLM organizations or activities using the regulatory alert format in procedure EMS-200, Identification of Legal and Other Requirements
	2	Assist JBLM organizations as appropriate in identifying specific training needs applicable to JBLM processes, activities and/or services.

Responsible		Action
	3	When tasked by the Chief, ED, assist in developing or reviewing training lesson plans for recurring training conducted by ED (e.g. Environmental Operations Management Course, Environmental Compliance Inspector Course, Annual Refresher, etc.).
Chief, ED	1	Assign ED organizations or persons responsible for conducting recurring ENRD-provided training.
		<i>End of Activity</i>

## DOCUMENT REVISION HISTORY

Original Document Issue Date: 11 July 2003		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	8 February 2005	Added entries to Supporting Documents and a requirement for EMS awareness training for all organizational government and contractor personnel. Also defined the criteria for competence that must be met by personnel who perform tasks that potentially could cause significant environmental impacts.
2	22 June 2007	Updated Owner, Approval Authority and Current Copy location.
3	13 April 2011	Updated Header and JBLM terminology
4	22 July 2013	Updated terminology and clarified requirements for identifying and conducting Environmental Awareness and Competence Training.