

<b>Joint Base Lewis-McChord (JBLM)</b>		
<b>Procedure: Monitoring and Measurement</b>		
<b>Document ID: EMS-250</b>		
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<b>EMS Coordinator</b>	<b>Environmental Division Chief</b>	<b>Original Date:</b> <b>11 July 2003</b>

## PURPOSE

The purpose of this procedure is to define standard methods for:

- Monitoring and measuring the key characteristics of JBLM operations that may have significant impacts on the environment which includes: recording information to track performance, relevant operational controls and conformance with the environmental objectives and,
- Periodically evaluating compliance with relevant environmental legislation and regulations.

## APPLICABILITY

This procedure applies to all employees whose work may create an impact on the environment, as well as those responsible for monitoring compliance initiatives.

## DEFINITIONS

**EMS Management 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).

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

**Environmental Objective** — A higher-level, overall environmental, goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

**Environmental Operating Permit** — A document prepared specifically for an organization 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 Operating Permit Owner** — The supervisor of the organization for which the certificate is prepared and who co-signs the certificate. This person may be a military unit commander, division chief, branch chief, shop foreman, or facility manager.

**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 detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and needs to be set and met in order to achieve those objectives.

**Installation Sustainability/Environmental Management System-Management Review Board (IS/EMS-MRB)** –A board established to meet Army regulatory requirements for an EQCC and the EMS. Topics covered address common regulatory requirements.

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

**Monitoring and Measuring** — Methods and procedures utilized to determine and evaluate the performance of the key operations that may have significant impacts on the environment and the operations relevant to the installation’s 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.

#### **SUPPORTING DOCUMENTS**

<u>Document ID</u>	<u>Title</u>
EMS-100	Environmental Management Manual
EMS-200	<a href="#">Identification of Legal and Other Requirements</a>
EMS-215	<a href="#">Development of Environmental Objectives and Targets</a>
EMS-220	<a href="#">Environmental Management Programs</a>
EMS-240	Document Control
EMS-245	Maintenance and Calibration of Monitoring and Measuring Equipment
EMS-260	Internal Audit

**PROCESS**

<b><u>Monitoring and Measurement of Key Characteristics</u></b>		
<b>Responsible</b>		<b>Action</b>
Management Program Team leads	1	Establish the metrics (monitoring and measurement characteristics and parameters) for the operations and activities of the management program that can have a significant environmental impact and/or impact on regulatory/permitted activities. The monitoring and measurement characteristics and parameters will monitor and record information to track: <ul style="list-style-type: none"> <li>• Performance</li> <li>• Relevant operational controls</li> <li>• Progress toward environmental objectives and targets associated with the program</li> </ul>
	2	Conduct or coordinate for conduct of ongoing monitoring and measurement. The frequency will be as appropriate and practical to the objective/target.
	3	Provide the organization EMS Management Representative with the results or records from monitoring or measurement of activities quarterly and semi-annually for EMS management review meetings.
Environmental Program Managers	1	Establish the metrics pertinent to the media managed, for monitoring and measuring compliance with legal and other requirements, or meeting other monitoring and measurement needs.
	2	Incorporate the metrics in your annual work plan.
	3	Coordinate for inclusion of the metrics as pertinent, in Fort Lewis Regulation 200-1, in organizational Environmental Operating Permits, and in annual work plans
	4	Provide the organization EMS Management Representative with the results or records from monitoring or measurement of media activities when pertinent or when requested for EMS management review meetings.

<b><u>Monitoring and Measurement of Key Characteristics</u></b>		
Environmental Operating Permit Owners	1	Conduct monitoring and measurement activities as outlined in the Operating Permit or in specific SOPs and regulations and submit report data as required.
Organization Section Chief	1	Insure that applicable monitoring and measuring are conducted, and documented as required.
	2	Submit pertinent data to the organization EMS Management Representative when requested for management review meetings.
EMS Coordinator/ Representative	1	Present pertinent monitoring and measurement data at Combined ISB/EMS Management Reviews.
<b><u>Maintenance and Calibration of Monitoring and Measuring Equipment</u></b>		
Organization Section Chief who has equipment in the Section that requires periodic calibration	1	Identify Section equipment requiring calibration, and insure that the equipment is maintained and calibrated per Procedure EMS-245, Maintenance and Calibration of Monitoring and Measuring Equipment.
<b><u>Evaluation of Compliance With Relevant Environmental Legislation and Regulations</u></b>		
Environmental Compliance Assessment Team Lead	1	Schedule and conduct an environmental compliance inspection of JBLM organizations at least once annually.
	2	Provide compliance assessment results to the Organization Chief of the inspected organization or facility.
	3	If necessary, initiate a Preventive and Corrective Action (PCAR) per <a href="#">Procedure EMS-255, Preventive and Corrective Action</a> .
	4	Provide compliance assessment trends and summary data to the JBLM EMS Coordinator for presentation at IS/EMS-MRB.

<b>Monitoring and Measurement of Key Characteristics</b>		
Organization Chiefs	1	Perform an assessment of findings and implement pertinent preventive/corrective action(s) for all non-compliance items identified during compliance inspections.  <i>Note: include any non-compliances identified in the EPAS, regulatory agency inspections, or other external assessments.</i>
EMS Coordinator/ Representative	1	When appropriate, present compliance inspection trends and summary data at Combined IS/EMS MRB.
	2	If required, coordinate with the Chief, PW-ED for reporting of non-compliance items, identified during the compliance assessments, to the appropriate federal, state, or local regulatory agency or agencies.
		<i>End of Activity</i>

**DOCUMENT REVISION SUMMARY**

Original Document Issue Date: 11 July 2003		
<b>REVISION NUMBER</b>	<b>DATE OF REVISION</b>	<b>REVISION SUMMARY</b>
1	8 February 2005	Added entries to Supporting Documents
2	22 June 2007	Updated Owner, Approval Authority and Current Document location.
3	18 April 2012	Updated Owner and Approval Authority. Updated terminology.
4	24 June 2013	Updated definitions and disclaimer and clarified processes.