

Joint Base Lewis-McChord (JBLM)		
Procedure: Management Programs Document ID: EMS-220		
Document Owner: ////ORIGINAL SIGNED////	Approval: ////ORIGINAL SIGNED////	Revision: 4 Revision Date: 18 July 2013
EMS Technical Support	Environmental Division Chief	Original Date: 11 July 2003

PURPOSE

To provide a standard procedure for establishing and maintaining environmental management programs to achieve environmental objectives and targets that will support legal compliance, the Installation Sustainability Program and protection of the environment.

APPLICABILITY

This procedure applies to employees involved in developing programs associated with accomplishment of JBLM environmental objectives and targets.

DEFINITIONS

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).

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 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.

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 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	Identification of Legal and Other Requirements
EMS-215	Development of Environmental Objectives and Targets
EMS-240	Document Control
EMS-270	Environmental Management Review

PROCESS

Responsible		Action
JBLM EMS Director	1	Review and approve proposed objectives and targets as appropriate.
	2	Review objective progress reports quarterly.
JBLM EMS Coordinator	1	Provide approved JBLM EMS objectives to organization EMS Representatives for implementation within their organization.
	2	Provide guidance for implementing supporting programs.
Organization EMS Representative or Designated Individual	1	Communicate and promote objectives throughout the organization.
	2	Coordinate with organizational sections for representatives to form a multi-organization Management Program Team for each approved objective.
	3	Coordinate resources required for implementing the programs.

Responsible		Action
	4	Obtain, at a minimum, quarterly progress reports from Management Program Team leads.
	5	Coordinate modifications to requirements for your organization with the Objective Team Leader.
	6	Provide status information on achievement of program objectives and targets for presentation at EMS management review meetings.
	7	Notify the Management Program Team lead when informed of new or significant changes in processes, activities or services; in Legal and Other Requirements; Sustainability Program or in other factors that may require review and amendment of the program.
8	Provide the JBLM EMS Coordinator a copy of the submitted progress reports on the approved management programs.	
Organization Objective Team leads	1	Develop a plan for promoting and implementing the program within the organization.
	2	Submit the management program details to the organization EMS Management Representative for organizational management review and approval.
	3	Provide, at a minimum quarterly progress reports to the organization EMS Representative for EMS management review and other EMS meetings.
	4	Coordinate with the organization EMS Representative if additional resources or other support are required for the Program.
Section Objective Team Lead	1	Be empowered by your Section Chief to coordinate section responsibilities and to make commitments for program implementation for your section.

Responsible		Action
	2	Inform your Section Chief of the program implementation requirements for the section and coordinate for the implementation.
Affected Organization Section Chiefs	1	Provide a Section representative to the Management Program Teams as pertinent. <i>(Note: The representative shall be empowered to make commitments for the section such as the section's objectives and targets that support achievement of the organization objectives and targets).</i>
	2	Implement actions to accomplish the Section's pertinent management program responsibilities.
		<i>End of Activity</i>

DOCUMENT REVISION HISTORY

Original Document Issue Date: 11 July 2003		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	16 February 2005	Added entries to Support Documents. Removed the requirement for management program team meeting minutes to be provided the organization EMS Management Representative. Changed the requirement for providing progress reports from quarterly to at a minimum, semi-annual.
2	22 June 2007	Updated Owner, Approval Authority and Current Copy location.
3	13 April 2011	Updated Header and converted to JBLM terminology.
4	18 July 2013	Stream lined procedures to reflect current process. Process allows for each organization to follow internal management practices.