

Joint Base Lewis-McChord (JBLM)		
Procedure: Environmental Communications Document ID: EMS-230		
Document Owner: ////ORIGINAL SIGNED////	Approval: ////ORIGINAL SIGNED////	Revision: 4 Revision Date: 22 July 2013
EMS Coordinator	Environmental Division Chief	Original Date: 11 July 2003

PURPOSE

To establish formal guidelines for internal and external communication regarding the Environmental Management System (EMS) and environmental practices.

- Internal Communications - To ensure that communications exist between any JBLM employee, supervisors, on-site contractors and environmental personnel during day-to-day operations for resolving environmental and other issues or concerns related to the EMS.
- External Communications - To ensure proper handling of relevant communications from external interested parties (e.g. regulatory agencies, JBLM customers, media, environmental groups, the public) regarding environmental issues.

The procedures in the JBLM Integrated Contingency Plan will be followed to communicate emergency conditions to internal and external parties.

APPLICABILITY

This procedure is applicable to all JBLM employees.

DEFINITIONS

EMS Director — An individual appointed by the Garrison 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 Environmental Management System (EMS).

Environmental Program Manager – An individual in JBLM DPW 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.

External Interested Parties — Installation/facility stakeholders such as the surrounding community, PW customers, environmental groups, and regulatory agencies.

Relevant Communications — Verbal or written inquiries deemed appropriate for response based on installation policy and concern for confidentiality.

SUPPORTING DOCUMENTS

<u>Document ID</u>	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-255	Preventive and Corrective Action
EMS-265	Environmental Records

PROCESS

Responsible		Action
INTERNAL COMMUNICATION		
<i>NOTE: Existing means of Organization internal communication will be used, including:</i>		
<ul style="list-style-type: none"> - <i>Face-to-face discussion</i> - <i>Telephone</i> - <i>E-mail</i> - <i>Written memorandum</i> - <i>Submitting a Preventive and Corrective Action Request (PCAR)</i> - <i>Scheduled recurring meetings (e.g. weekly staff calls etc.)</i> - <i>Meeting(s) scheduled to resolve or coordinate issues</i> - <i>Information on the JBLM/Organization Intranet</i> 		

Responsible		Action
All Employees	1	<p>Inform immediate supervisor of environmental and health/safety issues or concerns (e.g. faulty or unsafe process, suggested improvements to the process, etc.). If necessary, submit a Preventive and Corrective Action Request (PCAR) per JBLM Procedure EMS-255 (Preventive and Corrective Action).</p> <p><i>Note: Organizations external to the JBLM Command structure may use alternate means for communicating environmental issues as long as it is consistent with the requirements of JBLM Procedure EMS 255.</i></p>
Pertinent Supervisor	1	Address the issue or concern if within capability. If unable to do so, contact the appropriate Environmental Program Manager or the EMS Management Representative. If necessary, submit a PCAR per JBLM Procedure EMS-255.
Organization EMS Representative	1	Receive and respond to employee concerns. Inform the organization Leadership, and other appropriate organizational staff of major issues affecting the operation of the EMS
	2	Address Preventive/Corrective Action Requests (PCARs) received per JBLM Procedure EMS-255.
	3	Provide, as appropriate, EMS-relevant information to pertinent organizational personnel using one or more of the internal communication means listed above.
		<i>End of Activity</i>

EXTERNAL COMMUNICATION (Non-regulatory: media, the public, non-governmental agencies)		
All Employees	1	Forward all non-regulatory requests for environmental information through your supervisor to the ED for forwarding to the JBLM Public Affairs Office (PAO) for response.
JBLM PAO	1	Submit environmental information requests from the media, the public, and other non-governmental external agencies to the Chief, ED for preparation of the proposed response.
	2	Finalize and communicate the response to the requestor of information.

	3	Maintain a record of the communication.
Chief, ED	1	Assign the appropriate ED Program Manager or other individual to prepare the proposed response.
	2	Review and forward the proposed response through the Director of PW to the JBLM PAO.
		<i>End of Activity</i>

EXTERNAL COMMUNICATION (regulatory and other governmental agencies)		
JBLM Employees Receiving Requests for Environmental Information	1	Direct the request to your supervisor.
Supervisor	1	Inform the Organization EMS Representative of the request Assign the appropriate individual to compile applicable information for forwarding to the organization EMS Representative.
Organization EMS Representative	1	. Forward the request and available information to PW-ED.
	2	Maintain pertinent records of external communication (memorandums, reports, etc.) with regulatory and other governmental agencies per Procedure EMS-265, Environmental Records.
		<i>End of Activity</i>

EXTERNAL COMMUNICATION INITIATED BY JBLM		
Garrison Commander	1	Determine what EMS information shall be available to the public, upon request, through the JBLM PAO and/or JBLM Public Web Site.
	2	Document the decision and provide the EMS information to the JBLM PAO and/or on the JBLM Public Web Site

		<i>End of Activity</i>
--	--	------------------------

DOCUMENT REVISION SUMMARY

Original Document Issue Date: 11 July 2003		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	16 February 2005	Added entries to Supporting Documents. Added the requirement that organization EMS representatives be kept informed on the status of requests for information from external regulatory and/or governmental agencies. The JBLM Integrated Contingency Plan, Annex K, will be followed to communicate emergency conditions to internal and external parties.
2	22 June 2007	Updated Owner, Approval Authority and Current Copy location.
3	13 April 2011	Updated Approval Authority and JBLM terminology.
4	22 July 2013	Updated communication procedure to reflect clarify communication requirements through organization supervisors. Removed reference to organization Program Managers and inserted EMS Representative.