



**UNCLASSIFIED (U)**

*USAG RHEINLAND-PFALZ*

## **USAG RHEINLAND-PFALZ Directorate of Public Works**

# **Environmental Management System (EMS) Handbook 2015**

Chief of Environmental Division  
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**UNCLASSIFIED (U)**

**As of July 2015**

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# EMS HANDBOOK

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## U.S. Army Garrison, Rheinland-Pfalz



Revision: June 15

Accepted by

Hans-Karl Betzhold  
C/EMD, DPW  
United States Army Garrison Rheinland-Pfalz

7 July 15  
Date

Approved by

for   
G. SHAWN WELLS, JR.  
COL, SC  
Commanding

United States Army Garrison Rheinland-Pfalz

27 Jul 2015  
Date

## Chapter 1

### **Preliminary Notes and Signatures**

This Environmental Management System (EMS) Handbook applies to the United States Army Garrison Rheinland-Pfalz (USAG-RP) including all operating units within the Garrison's area of responsibility.

This EMS Handbook is a product of the Environmental Management Division (EMD) under the Directorate of Public Works (DPW).

Whenever a chapter or EMS form of the EMS handbook is updated, the current version must be indicated in the respective section. EMS Form 1-1 provides a template for change notification. A complete set of the described change notifications are attached to this chapter of the handbook.

An up-to-date electronic version of the EMS handbook is available at EMD. Forms and other documents required to be maintained in accordance with ISO 14001 are handled as described in Chap. 4.4.5.

#### **Forms**

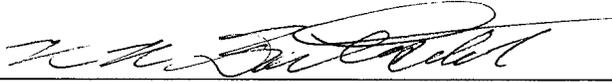
- EMS Form 1-1: Change Notification

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## 8<sup>th</sup> Change Notification

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Revised by



Hans-Karl Betzhold  
C/EMD, DPW  
US Army Garrison Rheinland-Pfalz

7 July 15  
Date

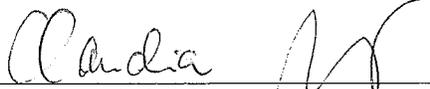
The below indicated sections of the EMS Handbook were modified

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	All chapters were modified to reflect the organizational change of the Garrison	please see 7 <sup>th</sup> change notification	Current version # see modified chapter, July 2015

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONM\B-Non-FGS\B03 EMS\ Archive EMS documents.

## 7<sup>th</sup> Change Notification

Revised by



Dr. Claudia Weber  
EMD  
US Army Garrison Kaiserslautern

30 Jan 13  
Date

The below indicated sections of the EMS Handbook were modified (changes were highlighted in grey).

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	0 Table of Contents	Version 5 – Nov 10	Version 6 – Jan 13
2	1 Preliminary Notes and Signature	Version 5 – Sep 11	Version 6 – Dec 12
3	2 Foreword	Version 3 – Nov-10	Version 4 – Dec-12
4	4.1 Description of the USAG K	Version 4 – Sep 11	Version 5 – Dec 12
5	4.2 Environmental Policy	Version 4 – Sep-11	Version 5 – Jun-12
6	4.3.1 Environmental Aspects	Version 4 – Sep-11	Version 5 – Dec-12
7	EMS Form 431-1: Assessment of Environmental Aspects/Impacts	Version 4 – Mar-10	Version 5 – Feb-12
8	4.3.2 Legal and other Requirements	Version 4 – Sep 11	Version 5 – Dec 12
9	EMS-Form 432-1: Permits Register	Version 2 – Aug-07	--
10	4.3.2 Legal and other Requirements	Version 4 – Sep 11	Version 5 – Jun-12
11	4.3.3 Objectives, Targets and Programs	Version 4 – Sep 11	Version 5 – Jul-12
12	4.1.1. Resources, Roles, Responsibility and Authority	Version 6 – Sep 11	Version 7 – Dec 12
13	4.4.2 Competence, Training and Awareness	Version 4- Sep 11	Version 5 – Dec 12
14	EMS-Form 442-2: Annual EMS Training Plan	Version 1 – Nov 1-	Version 2 – Dec 12
15	4.4.3 Communication	Version 4 – Sep 11	Version 5 – Dec 12
16	EMS Documentation	Version 4 – Sep 11	Version 5 – Dec 12
17	4.4.5 Document Control	Version 6 – Sep 11	Version 7 – Jan 13

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**7<sup>th</sup> Change Notification**

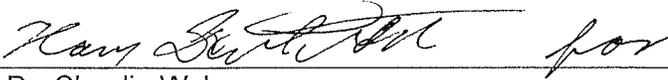

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<b>No.</b>	<b>Chapter/Form # and Title</b>	<b>Obsolete Version</b> (Version # and date)	<b>Current Version</b> (Version # and date)
18	4.4.6 Operational Control	Version 4 – Sep 11	Version 5 – Jan 13
19	4.4.7 Emergency Preparedness and Response	Version 5 – Nov 10	Version 6 – Jan 13
20	4.5.1 Monitoring and Measurement	Version 3 – Nov 10	Version 4 – Jan 13
21	EMS-Form 451-2: Action Plan	Version 4 – Jul 10	Version 5 – Jan 13
22	4.5.2 Evaluation of Compliance	Version 3 – Nov 10	Version 4 – Jan 13
22	4.5.3 Nonconformance, Corrective and Preventive Action	Version 4 – Nov 10	Version 5 – Jan 13
23	4.5.5 Internal Audit	Version 5 – Sep 11	Version 6 – Jan 13
24	EMS-Form 455-1: Internal EPAS Program	Version 4 – Sep 11	Version 5 – Jan 13
25	EMS-Form 455-2: Internal EPAS Participants	Version 1 – Nov 10	Version 2 – Jan 13
26	EMS-Form 455-3: Internal EPAS Report	Version 4 – Sep 11	Version 5 – Jan 13

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONMB-Non-FGS\B03 EMS\ Archive EMS documents.

**6<sup>th</sup> Change Notification**

Revised by



Dr. Claudia Weber  
EMD  
US Army Garrison Kaiserslautern

*9 Sep 11*  
Date

The below indicated sections of the EMS Handbook were modified (changes were highlighted in grey). For Chapters/Forms comprehensively revised, the modification was not highlighted to support readability of the text).

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	0 Table of contents	Version 4 – Mar 08	Version 5 – Nov 10
2	EMS form 1-1: Change Notification	Version 4 – Nov 10	Version 5 – Sep 11
3	1 Preliminary Notes and Signatures	Version 3 – Nov 10	Version 4 – Sep 11
4	2 Foreword	Version 2 – Aug 07	Version 3 – Nov 10
5	3. Definitions and Abbreviations	Version 4 – Mar 08	Version 5 – Nov 10
6	4.1 Description of the USAG Kaiserslautern	Version 3 – Nov 10	Version 4 – Sep 11
7	4.2 Environmental Policy	Version 3 – Nov 10	Version 4 – Sep 11
8	4.3.1 Environmental Aspects	Version 3 – Nov 10	Version 4 – Sep 11
9	EMS Form 431-1: Assessment of Environmental Aspects/Impacts (FY X)	Version 3 – Mar 08	Version 4 – Mar 10
10	4.3.2 Legal and other Requirements	Version 3 – Jun 10	Version 4 – Sep 11
11	EMS Form 432-2: List of legal and other Requirements	Version 3 – Aug 07	Version 4 – Nov 10
12	4.4.1 Resources, Roles, Responsibility and Authority	Version 5 – Nov 10	Version 6 – Sep 11
13	4.3.3 Objectives, Targets & Programs	Version 3 – Nov 10	Version 4 – Sep 11
14	EMS Form 433-1: Environmental Objectives and Targets	Version 2 – Aug 07	Version 3 – Nov 09
15	4.4.2 Competence, Training and Awareness	Version 3 – Nov 10	Version 4 – Sep 11

## 6<sup>th</sup> Change Notification

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
16	EMS Form 442-1: Training Participants List	Version 2 – Aug 07	Version 3 – Nov 10
17	EMS Form 442-2: Annual EMS Training Plan	Version 0 – Aug 07	Version 1 – Nov 10
18	4.4.3 Communication	Version 3 – Nov 10	Version 4 – Sep 11
19	4.4.4 EMS Documentation	Version 3 – Nov 10	Version 4 – Sep 11
20	4.4.5 Document Control	Version 5 – Nov 10	Version 6 – Sep 11
21	EMS Form 445-1: List of EMS relevant documents and records	Version 2 – Aug 07	Version 3 – Nov 10
22	4.4.6 Operational Control	Version 3 – Nov 10	Version 4 – Sep 11
23	4.4.7 Emergency Preparedness and Response	Version 4 – Mar 08	Version 5 – Nov 10
24	4.5.1 Monitoring and Measurement	Version 2 – Aug 07	Version 3 – Nov 10
25	EMS Form 451-1: List of facilities, equipment and items subject to inspection	Version 2 – Aug 07	Version 3 – Nov 10
26	4.5.2 Evaluation of Compliance	Version 2 – Aug 07	Version 3 – Nov 10
27	4.5.3 Non-conformity, Corrective and Preventive Action	Version 3 – Mar 08	Version 4 – Nov 10
28	EMS Form 453-1: Action Plan	Version 3 – Mar 08	Version 4 – Jul 10
29	4.5.4 Control of Records	Version 2 – Aug 07	Version 3 – Nov 10
30	4.5.5 Internal Audit	Version 4 – Nov 10	Version 5 – Sep 11
31	EMS Form 455-1: Internal Audit Program	Version 3 – Nov 10	Version 4 – Sep 11
32	EMS Form 455-2: Audit schedule	Version 2 – Aug 07	NA
33	EMS Form 455-2: Internal Audit Participants	NA	Version 1 – Nov 10
34	EMS Form 455-3: Internal Audit Report	Version 3 – Nov 10	Version 4 – Sep 11
35	4.6 Management Review	Version 4 – Nov 10	Version 5 – Sep 11
36	EMS Form 46-1	Version 2 – Aug 07	Version 3 – Nov 10

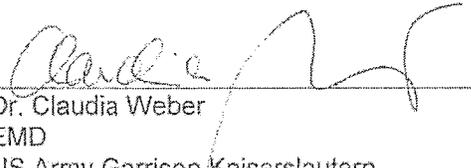
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**5<sup>th</sup> Change Notification**


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Revised by




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 Dr. Claudia Weber  
 EMD  
 US Army Garrison Kaiserslautern

 20 Dec 2010  
 Date

The below indicated sections of the EMS Handbook were modified (changes were highlighted in grey). For Chapters/Forms comprehensively revised, the modification was not highlighted to support readability of the text).

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	0 Table of contents	Version 4 – Mar 08	Version 5 – Nov 10
2	EMS form 1-1: Change Notification	Version 3 – Mar 08	Version 4 – Nov 10
3	1 Preliminary Notes and Signatures	Version 2 – Aug 07	Version 3 – Nov 10
4	2 Foreword	Version 2 – Aug 07	Version 3 – Nov 10
5	3. Definitions and Abbreviations	Version 4 – Mar 08	Version 5 – Nov 10
6	4.1 Description of the USAG Kaiserslautern	Version 2 – Aug 07	Version 3 – Nov 10
7	4.2 Environmental Policy	Version 2 – Aug 07	Version 3 – Nov 10
8	4.3.1 Environmental Aspects	Version 2 – Aug 07	Version 3 – Nov 10
9	EMS Form 431-1: Assessment of Environmental Aspects/Impacts (FY X)	Version 3 – Mar 08	Version 4 – Mar 10
10	4.3.2 Legal and other Requirements	Version 2 – Aug 07	Version 3 – Jun 10
11	EMS Form 432-2: List of legal and other Requirements	Version 3 – Aug 07	Version 4 – Nov 10
12	4.4.1 Resources, Roles, Responsibility and Authority	Version 4 – Mar 08	Version 5 – Nov 10
13	4.3.3 Objectives, Targets & Programs	Version 2 – Aug 07	Version 3 – Nov 10
14	EMS Form 433-1: Environmental Objectives and Targets	Version 2 – Aug 07	Version 3 – Nov 09
15	4.4.2 Competence, Training and Awareness	Version 2 – Aug 07	Version 3 – Nov 10

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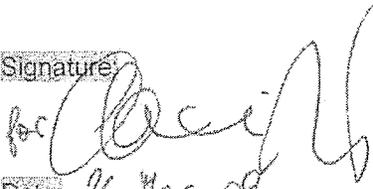
**5<sup>th</sup> Change Notification**


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No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
16	EMS Form 442-1: Training Participants List	Version 2 – Aug 07	Version 3 – Nov 10
17	EMS Form 442-2: Annual EMS Training Plan	Version 0 – Aug 07	Version 1 – Nov 10
18	4.4.3 Communication	Version 2 – Aug 07	Version 3 – Nov 10
19	4.4.4 EMS Documentation	Version 2 – Aug 07	Version 3 – Nov 10
20	4.4.5 Document Control	Version 4 – Mar 08	Version 5 – Nov 10
21	EMS Form 445-1: List of EMS relevant documents and records	Version 2 – Aug 07	Version 3 – Nov 10
22	4.4.6 Operational Control	Version 2 – Aug 07	Version 3 – Nov 10
23	4.4.7 Emergency Preparedness and Response	Version 4 – Mar 08	Version 5 – Nov 10
24	4.5.1 Monitoring and Measurement	Version 2 – Aug 07	Version 3 – Nov 10
25	EMS Form 451-1: List of facilities, equipment and items subject to inspection	Version 2 – Aug 07	Version 3 – Nov 10
26	4.5.2 Evaluation of Compliance	Version 2 – Aug 07	Version 3 – Nov 10
27	4.5.3 Non-conformity, Corrective and Preventive Action	Version 3 – Mar 08	Version 4 – Nov 10
28	EMS Form 453-1: Action Plan	Version 3 – Mar 08	Version 4 – Jul 10
29	4.5.4 Control of Records	Version 2 – Aug 07	Version 3 – Nov 10
30	4.5.5 Internal Audit	Version 3 – Aug 07	Version 4 – Nov 10
31	EMS Form 455-1: Internal Audit Program	Version 2 – Aug 07	Version 3 – Nov 10
32	EMS Form 455-2: Audit schedule	Version 2 – Aug 07	NA
33	EMS Form 455-2: Internal Audit Participants	NA	Version 1 – Nov 10
34	EMS Form 455-3: Internal Audit Report	Version 2 – Aug 07	Version 3 – Nov 10
35	4.6 Management Review	Version 3 – Aug 07	Version 4 – Nov 10
36	EMS Form 46-1	Version 2 – Aug 07	Version 3 – Nov 10

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONMAB-Non-FGS\B03 EMS\ Archive EMS documents.

**4<sup>th</sup> Change notification**

Done	Checked	Released
Name: Hans-Karl Betzhold (C/EMD)	Name: Kent Carson (C/DPW)	Name: Mechelle B. Hale, LTC (Commander)
Signature: 	Signature: 	Signature: 
Date: 26 Mar 08	Date: 26 Mar 08	Date: 30 April 2008

The below indicated sections of the EMS Handbook were modified (the changes were highlighted in blue in the text):

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	0 Table of contents: Updated	Version 3 – Aug-07	Version 4 – Mar-08
2	EMS Form 1-1 Change Notification: Added Signature-block	Version 2 – Aug-07	Version 3 – Mar-08
3	3. Definitions and Abbreviations: Added GEN as Generator	Version 3 – Aug-07	Version 4 – Mar-08
4	EMS Form 431-1 Environmental Aspects: Changed Improvement Potential	Version 2 – Apr-07	Version 3 – Mar-08
5	EMS Form 431-1 Environmental Aspects: Changes in Column 9 and 10 in the explanation of the aspect assessment	Version 2 – Aug-07	Version 3 – Mar-08
6	4.4.1 Roles and responsibilities: • Added D.14: Installation Commander • Added: Responsibility Matrix	Version 3 – Aug-07	Version 4 – Mar-08
7	4.4.5 document control: Responsibilities for actions 7 and 8 within the responsibility matrix have been changed	Version 3 – Aug-07	Version 4 – Mar-08
8	4.4.7 Emergency preparedness and response: Added another action to the responsibility matrix	Version 3 – Aug-07	Version 4 – Mar-08

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**4<sup>th</sup> Change notification**

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No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
9	4.5.3 Non-conformity, corrective and preventive action: Added: Completed Actions are filed in a separate list (Completed Actions) on a yearly basis.	Version 2 – Aug-07	Version 3 – Mar-08
10	EMS Form 453-1 Action Plan: Added Performance Indi- cator and the abbreviation (E) for an EPAS Finding	Version 2 – April 2007	Version 3 – Mar-08

The obsolete sections will be filed in a folder labeled "*Obsolete MHB documents*".

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**3<sup>rd</sup> Change notification**


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The below indicated sections of the EMS Handbook were modified (the changes were highlighted in blue in the text):

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	The complete EMS Handbook was revised so the changes were not highlighted in the text.  The EMS EPAS findings, arising out of the external EPAS in Feb-07, were also integrated in the revision.	Dec-05	Aug-07
2	The EMS Form 442-2 Training Matrix was created.	---	Vers. 0 - Aug-07
3	The chapter 4.4.6.6 Resource Protection was deleted. The respective information was included in the sub-chapters of 4.4.6 Operation Controls.	Vers. 2 - Dec-05	---

The obsolete sections will be filed in a folder labeled "*Obsolete MHB documents*".

**MANAGEMENT HANDBOOK****2<sup>nd</sup> Notification of change**

The following changes are needed because of the re-organization of the former 415<sup>th</sup> BSB to the USAG-K.

The changed parts are marked in blue.

Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMD)	Name: Jorge Blanco (C / DPW)	Name: Erik O. Daiga, LTC, MI (Commander)
Signature: 	Signature: 	Signature: 
Date: 22 March 06	Date: 22 March 06	Date: 22 MAR 06

The following chapters and annexes are respectively replaced by new versions:

No.	Document	former version	new version
1	1 Release	0 - 2-Nov-04	1 - 19-Dec-05
2	A1 - Notification of change	0 - 2-Nov-04	1 - 19-Dec-05
3	A2 - Distribution list	---	0 - 19-Dec-05
4	2 Table of content	1 - 8-Aug-05	2 - 19-Dec-05
5	3 Foreword	0 - 2-Nov-04	1 - 19-Dec-05
6	4.1 Description of USAG-K	0 - 2-Nov-04	1 - 19-Dec-05
7	A1 - Installations in the field of responsibility of USAG-K	0 - 2-Nov-04	1 - 19-Dec-05
8	4.2 Environmental policy	0 - 2-Nov-04	1 - 19-Dec-05
9	A1 - 42 Environmental policy	2 - 23-Sep-04	3 - 13-Dec-05
10	4.3.1 Environmental aspects	0 - 2-Nov-04	1 - 19-Dec-05
11	A1 - Assessment of environmental aspects / impacts	0 - 2-Nov-04	1 - 19-Dec-05
12	4.3.2 Legal and other requirements	0 - 2-Nov-04	1 - 19-Dec-05
13	A1 - 432 List of legal and other requirements	1 - 8-Aug-05	2 - 19-Dec-05
14	A2 - 432 List of permits	0 - 2-Nov-04	1 - 19-Dec-05
15	4.3.3 Objectives, targets and programs	0 - 2-Nov-04	1 - 19-Dec-05
16	A1 - 433 Environmental objectives and targets	0 - 2-Nov-04	1 - 19-Dec-05
17	A2 - 433 Environmental programs	0 - 2-Nov-04	1 - 19-Dec-05
18	4.4.1 Resources, roles, responsibility and authority	1 - 8-Aug-05	2 - 19-Dec-05

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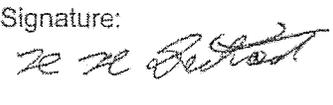
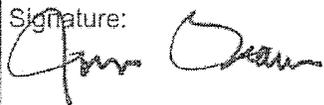
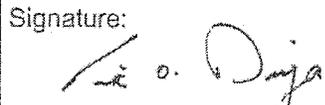
**MANAGEMENT HANDBOOK**


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**1<sup>st</sup> Notification of change**

The following changes are needed because of changes in the legal requirements & the consolidation of the Management Handbook of EMO with the one of the 415<sup>th</sup> BSB.

The changed parts are marked in blue.

Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMO)	Name: Jorge Blanco (C / DPW)	Name: Erik O. Daiga, LTC, MI (Commander)
Signature: 	Signature: 	Signature: 
Date: 30 Aug 05	Date: 31 Aug 05	Date: 26 SEP 05

The following chapters and annexes are respectively replaced by new versions:

No.	Document	former version	new version
1	2 Table of content	0 - 2-Nov-04	1 - 8-Aug-05
2	A1-432 legal & other requirements	0 - 2-Nov-04	1 - 8-Aug-05
3	4.4.1 Resources, roles, responsibility and authority	0 - 2-Nov-04	1 - 8-Aug-05
4	4.4.5 Document control	0 - 2-Nov-04	1 - 8-Aug-05
5	A1-445 list of documents & records	0 - 2-Nov-04	1 - 8-Aug-05
6	4.4.6.1 Hazardous materials	0 - 2-Nov-04	1 - 8-Aug-05
7	4.4.6.4 Water and soil protection	0 - 2-Nov-04	1 - 8-Aug-05
8	4.4.6.5 Waste	0 - 2-Nov-04	1 - 8-Aug-05
9	4.4.6.6 Resource protection	0 - 2-Nov-04	1 - 8-Aug-05
10	4.4.7 Emergency preparedness and response	0 - 2-Nov-04	1 - 8-Aug-05
11	A1-447 Pollution incident report	---	0 - 8-Aug-05
12	4.5.5 Internal audit	0 - 2-Nov-04	1 - 8-Aug-05
13	A1-455 Audit program	---	0 - 8-Aug-05
14	A3-455 Internal audit schedule	---	0 - 8-Aug-05
15	4.6 Management review	0 - 2-Nov-04	1 - 8-Aug-05
16	A1-46 Management review report	---	0 - 8-Aug-05
17	SOP-4461-01: Writing a HAZMAT list	0 - 2-Nov-04	1 - 8-Aug-05
18	A1-SOP-4461 HAZMAT list	0 - 2-Nov-04	1 - 8-Aug-05

The segregated sheets will be kept in the folder "Invalid documents".

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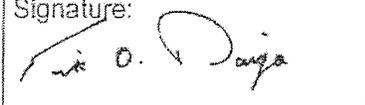
**MANAGEMENT HANDBOOK**

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1 Release

**415<sup>th</sup> BSB**  
**Base Support Battalion**



Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMO)  Signature:   Date: 2-Nov-04	Name: Jorge Blanco (C / DPW)  Signature:   Date: 23-Nov-04	Name: Erik O. Daiga, LTC, MI (Commander)  Signature:   Date: 30-Nov-04

Handbook No.:

Turn over on:

to:

## Chapter 2

### Scope

#### **Environmental oriented leadership**

Executive Order E.O.13693 “Planning for Federal Sustainability in the Next Decade” (signed March 2015) directs federal agencies/organizations to implement and maintain an Environmental Management System (EMS) reflecting the EMS components established by International Standard Organization ISO 14001 to achieve the performance necessary to meet the Garrison’s sustainability goals:

The EMS shall be used to identify and address the Garrison’s environmental, transportation and energy issues as well as the impacts of activities, products or services on the natural environment. Incorporating environmental considerations into day-to-day operations and overall business processes will provide a means for achieving and maintaining compliance with current environmental requirements and proactively manage future environmental issues that could impact mission sustainability.

The EMS is the Garrison Commander’s program and pushes environmental responsibilities out to all members within the footprint of the organization. This EMS handbook was compiled to implement and maintain an ISO 14001 compliant EMS. Everybody plays a decisive role in the maintenance of the System and shall comply with the requirements of the Garrison’s EMS.

The EMS uses the methodology known as “**P**lan-**D**o-**C**heck-**A**ct” (see Figure 1). It is designed to achieve continual improvement in the environmental performance and compliance of an organization.

This is obtained by consequent planning which includes verbalization and implementation of objectives and programs based on the environmental policy.

The system is optimized by regular assessments of its efficiency and the performance of corrective actions in case of non-conformance.

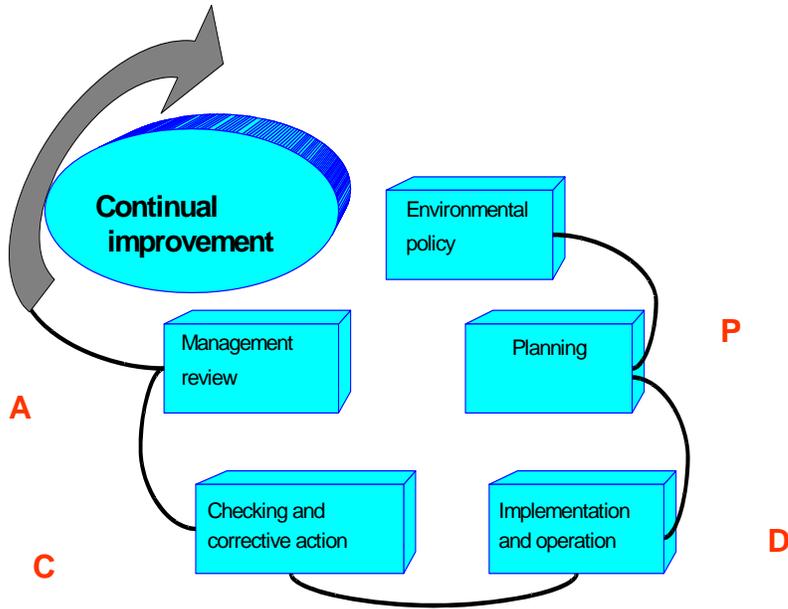


Figure 1: EMS model

Figure 2 presents the Garrison’s scheduled timeline in regards to maintain and assess EMS elements.

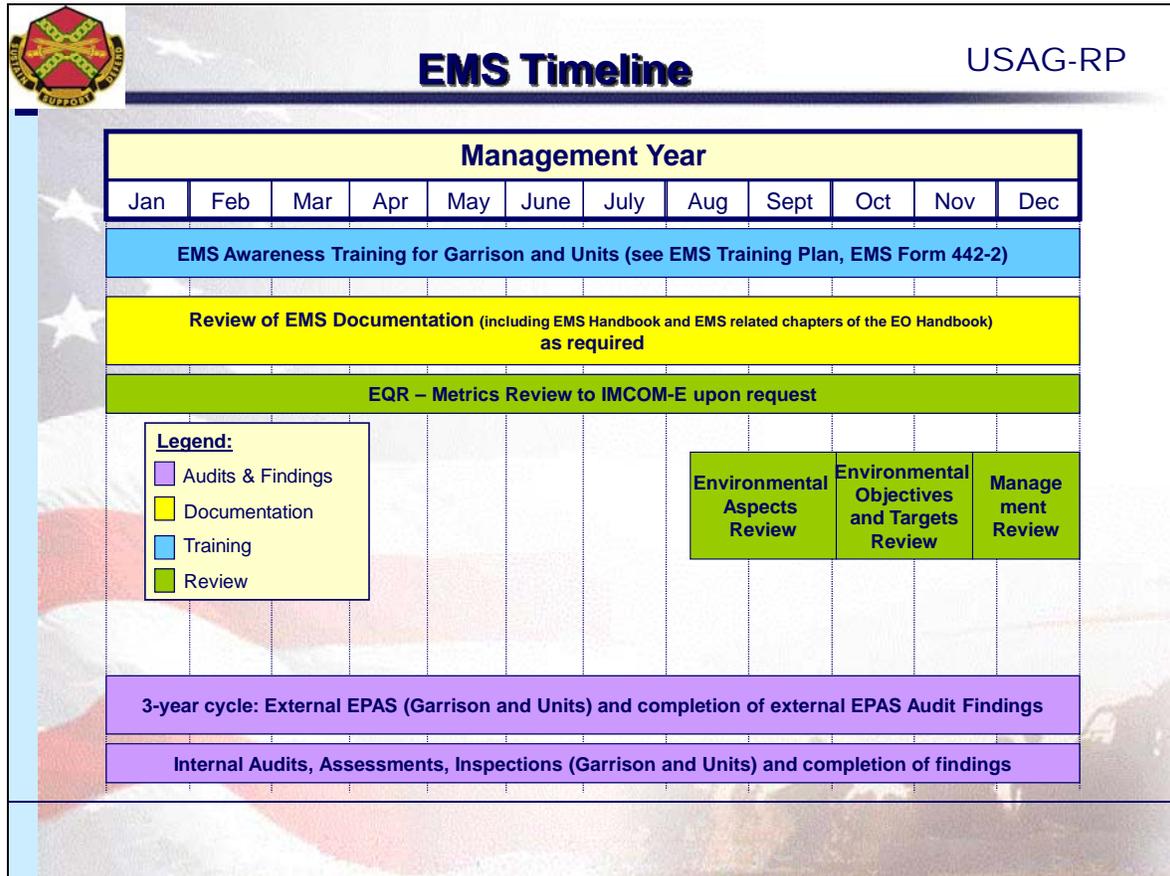


Figure 2: EMS timeline

## Chapter 3

### Definitions and Abbreviations

#### Definitions

**Audit (EMS):** Systematic, objective and independent process to evaluate an organization's conformance to the audit criteria. The results of this process are documented and communicated to the management.

**Auditor:** Person with the competence to conduct an audit. The auditor shall be objective and impartial.

**Audit Team:** Group of auditors performing audits

**Corrective Action:** Action to eliminate the cause of a detected nonconformity

**Document:** Information and its supporting medium, medium can be in paper or digitally/electronically. Examples: EMS Handbook, Standard Operating Procedures

**Environmental Aspect:** Element of an organization's activities, products or services that can interact with the environment. Examples: air emission, energy consumption

**Environmental Impact:** Any change to the environment, whether adverse or beneficial, completely or partially resulting from an organization's activities, products or services. Examples: air pollution, natural resources depletion

**Environmental Objective:** Overall environmental goal that an organization sets itself to achieve. Examples: reduce energy consumption, increase recycling rate

**Environmental Policy:** Statement of an organization on its intentions and principles related to environmental performance. The policy provides a framework for actions and for setting environmental objectives and targets.

**Environmental Target:** Detailed performance requirement, measurable where practicable, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives. Example: reduce energy consumption by 3% per year.

**Nonconformity:** Non-fulfillment of a requirement

**Operational Control:** Standard Operating Procedures, work practices or instructions for mission activities or operations, including those associated with significant aspects.

**Operating Unit:** Unit within the USAG-RP such as a directorate, agency, tenant unit, tactical unit, contractors, family members, etc.

**Preventive action:** Action to eliminate the cause of a potential nonconformance.

**Record:** Document stating results achieved or providing evidence of activities performed. Examples: training records, meeting minutes

**Significant Aspect:** An environmental aspect that the organization has determined to have or possibly have a significant environmental impact. Examples: recycling, energy consumption

## Abbreviations

<b>AER</b>	Army in Europe Regulation
<b>AFN</b>	American Forces Network
<b>AR</b>	Army Regulation
<b>ARIMS</b>	Army Records Information Management System
<b>BlmA</b>	Bundesanstalt für Immobilienaufgaben
<b>C/</b>	Chief of
<b>CFT</b>	Cross-Functional Team
<b>Chap.</b>	Chapter
<b>DES</b>	Directorate of Emergency Situations
<b>DPTMS</b>	Directorate of Plans, Training, Mobilization and Security
<b>DPW</b>	Directorate of Public Works
<b>EMD</b>	Environmental Management Division
<b>EMS</b>	Environmental Management System

<b>EMS MR</b>	EMS Management Representative
<b>EO</b>	Environmental Officer
<b>E.O.</b>	Executive Order
<b>EPAAR</b>	Environmental Performance Assessment and Assistance Report
<b>EPAAS</b>	Environmental Performance Assessment and Assistance System
<b>EQR</b>	Environmental Quality Report
<b>EQCC</b>	Environmental Quality Control Committee
<b>FGS</b>	Final Governing Standards
<b>FY</b>	Fiscal Year
<b>HN</b>	Host Nation
<b>IMCOM-E</b>	Installation Management Command Europe
<b>IPAS</b>	Installation Performance Assessment System
<b>ISO</b>	International Standard Organization
<b>ISSP</b>	Installation Sustainability Strategic Plan
<b>MOI</b>	Memorandum of Information
<b>MPD</b>	Master Planning Division
<b>OI</b>	Operating Instruction
<b>OU</b>	Operating unit
<b>PAO</b>	Public Affairs Office
<b>PAIO</b>	Planning, Analysis and Integration Office
<b>POC</b>	Point of Contact
<b>SOP</b>	Standard Operating Procedure
<b>USAG-RP</b>	U.S. Army Garrison Rheinland-Pfalz
<b>WI</b>	Work Instruction

Chapter 4  
**Environmental Management System**

## Chapter 4.1

### **Description of the USAG Rheinland-Pfalz**

By merging the USAG Kaiserslautern and the USAG Baumholder, the USAG Rheinland-Pfalz was established on Oct. 1, 2013. To reflect the new situation, the EMS of both Garrisons was consolidated consequently.

The mission of the USAG-RP is to support troop unit readiness by operating, maintaining, and repairing the infrastructure and facilities within the garrison.

The site layout of installations varies considerably according to their respective functions, e.g. Pulaski Barracks, Kleber Kaserne, and Panzer Kaserne have primarily administrative functions and a few minor maintenance facilities. Kaiserslautern Army Depot and Smith Barracks, major repair and maintenance installations of the Garrison, comprise of several equipment and vehicle workshops. Housing areas are mainly situated at Baumholder Family Housing and Wetzel Family Housing. USAG-RP Headquarters is located at Pulaski Barracks in Kaiserslautern-West. The *Bundesanstalt für Immobilienaufgaben (BImA)* is the owner of all installations.

Due to ongoing installation transformation, the area of responsibility is subject to change. A current installation list for the USAG-RP is available at the Department of Public Works (DPW), Master Planning Division.

USAG-RP is organized as shown on the homepage. The Directorate of Plans, Training, Mobility and Security (DPTMS) holds a list of units located within USAG-RP.

## Chapter 4.2 Environmental Policy

### A. Purpose

To determine principles for documenting, updating and communicating the environmental policy of USAG-RP.

### B. Scope

This procedure applies to all OU of the USAG-RP.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Revision of policy	EMS MR	EMD		
2	Approval of policy	Commander	Commander	EMD	
3	Communication of environmental policy	EMS MR	EMD	PAIO	EQCC, OU, public

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Considerable changes within USAG-RP, such as a change of command or organizational re-structuring or modification of established procedures, require EMD to review and update the environmental policy.

All OU are required either to create an own environmental policy (see EO Handbook, Chap 2, Step 1) that shall not be in conflict to the Garrison’s environmental policy or are welcome to adopt the Garrison’s environmental policy.

2. The Garrison Commander approves and signs the Garrisons environmental policy.

3. The EMD, supported by PAIO if needed, communicates the revised policy to all OU of the Garrison (e.g. via EMS flyer, EO Handbook, newspaper articles, at meetings such as the Environmental Quality Control Committee (EQCC)). The policy is also published to the public on the Garrison homepage.

## **F. Documents and Records**

The originally signed environmental policy is with the command group. A copy of the document is available at EMD.

## **G. References**

- EO Handbook (current version available at EMD)
- EMS Flyer (current version available at EMD)

## **H. Forms**

- none

Chapter 4.3  
**Planning**

## Chapter 4.3.1 Environmental Aspects

### A. Purpose

To define procedures for the annual determination of the significant environmental aspects.

### B. Scope

This procedure applies to all OU of the USAG-RP. It ensures that environmental aspects of activities, products and services with their impacts to the environment are identified, annually reviewed and communicated.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

		<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Annual review of environmental aspects	EMS MR	EMD	CFT	
2	Approval of significant environmental aspects	Commander	Commander	EMD	
3	Communication of significant environmental aspects	EMS MR	EMD	PAIO, EQCC	OU

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Annually, EMD invites members of the CFT as appropriate to review the environmental aspects of the activities, products and services of the USAG-RP and their impact to the environment. OU are required to annually identify their own significant environmental aspects, see EO Handbook, Chap. 2, Step 3 or adopt the Garrisons significant aspects. EMD familiarizes itself with the OUs aspects (e.g. during the internal EMS audit or the internal EPAAS or workshop training) to consider them in the Garrison-wide aspect assessment.

2. The Garrison Commander approves the significant environmental aspects. Ideally the environmental aspects are re-evaluated prior to the management review, so the revised significant environmental aspects can be included to the management review for approval (see [Chap. 4.6](#) of this handbook).

3. The revised significant environmental aspects will be briefed at the EQCC meeting. EMD, supported by PAIO if needed, and by the members of the EQCC, communicate the Garrison's significant environmental aspects to all affected OU (e.g. with the help of the EMS flyer or Environmental Newsletter). Significant environmental aspects will be externally communicated via the Garrison homepage.

## **F. Documents and Records**

The impact of an environmental aspect and its potential for improvement are evaluated and documented by using [EMS Form 431-1](#). Attached to this form is an explanation sheet referring to the assessment criteria of each environmental aspect/impact. The aspects/impacts ranked as "A 1" are regarded as significant environmental aspects. The completed and current [EMS Form 431-1](#) is filed and archived by EMD.

## **G. References**

- EO Handbook (current version available at EMD)
- EMS Handbook, [Chap. 4.6](#) – Management Review

## **H. Forms**

- [EMS Form 431-1](#): Assessment of environmental aspects/impacts (blank)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	<b>Assessment of Environmental Aspects (FY X)</b>																			
2																				
3	<b>Environmental Aspect / Impact</b>	<b>1) Purchases</b>	<b>2) Pollution Control</b>	<b>3) Solid Waste</b>	<b>4) HM/HW</b>	<b>5) Noise</b>	<b>6) Energy Reduction</b>	<b>7) Drinking Water</b>	<b>8) Natural Conservation</b>	<b>9) Cultural Conservation</b>										
4	<b>Installation</b>	examples for environmental aspects																		
5	Breitenwald																			
6	Daenne																			
7	ESCK																			
8	Gruenst																			
9	KAD																			
10	Kleber h																			
11	Landstu																			
12	SATCO																			
13	Landstu																			
14	MAD																			
15	Panzer																			
16	Husterh																			
17	Pulaski																			
18	ROB / V																			
19	Hill 365																			
20	Sambac																			
21	Sembac																			
22	Garrison wide																			
23	<b>Relevance:</b>	A	-	very relevant	<b>Improvement potential:</b>					1	-	improvement possible, no action yet								
24		B	-	relevant						2	-	action ongoing								
25		C	-	not relevant						3	-	improvement measures economically unreasonable								
26										4	-	no action required								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	<b>Assessment of Environmental Aspects (FY X)</b>																			
27																				
28	<b>Explanations for ranking with regard to environmental regulatory requirements and contracted activities:</b>																			
29																				
30	<b>The highest rating per aspect determines the Garrison wide rating.</b>																			
31																				
32	<u>Column 1:</u>	<i>Purchases</i>	<b>Examples</b>																	
33	to be considered	<i>Environmental requirements, EMS / EPAAS follow-up, green procurement</i>																		
34																				
35	<u>Column 2:</u>	<i>Pollution Control</i>																		
36	to be considered	<i>Air emission, Soil contamination, waste water, spill prevention, awareness</i>																		
37																				
38	<u>Column 3:</u>	<i>Solid Waste</i>																		
39	to be considered	<i>recyclable material, residual waste, awareness</i>																		
40																				
41	<u>Column 4:</u>	<i>HM/HW</i>																		
42	to be considered	<i>HM/HW control, compliance, awareness, HMMP implementation</i>																		
43																				
44	<u>Column 5:</u>	<i>Noise</i>																		
45	to be considered	<i>aircraft noise, vehicle noise, and equipment issues, shooting range, construction activities</i>																		
46																				
47	<u>Column 6:</u>	<i>Energy Reduction</i>																		
48	to be considered	<i>Electricity consumption, electro-mechanical components, vehicle fuels, alternative energy, facility H(eating)V(entilation)AC(Air Conditioning)</i>																		
49																				
50	<u>Column 7:</u>	<i>Drinking Water</i>																		
51	to be considered	<i>Water use reduction, water vulnerability issues, electro-mechanical components</i>																		
52																				
53	<u>Column 8:</u>	<i>Natural Conservation</i>																		
54	to be considered	<i>threatened and endangered species (TES), protected habitat</i>																		
55																				
56	<u>Column 9:</u>	<i>Cultural Conservation</i>																		
57	to be considered	<i>Celtic barrows, historical buildings, roman road</i>																		
58																				
59																				
60	<b>List of CFT Membership consulted to arrive at aspect ratings in FY X:</b>																			
61																				
62	<i>please add names of CFT members</i>																			
63																				
64																				
65																				
66																				

## Chapter 4.3.2 Legal and other Requirements

### A. Purpose

Define the procedures to identify and communicate the applicability of legal and other environmental requirements to maintain legal compliance.

### B. Scope

This requirement applies to the EMD to communicate environmental publications for legal amendments, new and revised environmental statutes and communicate this information throughout the Garrison.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook

### D. Responsibilities

Responsibility matrix:

	<b>Action</b>	<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Identify applicability of environmental legal and other requirements	IMCOM-E, EMD	IMCOM-E, EMD	C/OU	
2	Up-date of permits register and “list of applicable legal and other requirements”	EMD	EMD	C/OU	
3	Communication of relevant changes in legal and other environmental requirements	EMD	EMD	EQCC	C/OU affected
4	Ensure compliance with applicable legal and other requirements	C/OU	OU	EMD	

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Installation Management Command Europe (IMCOM-E) routinely provides information/updates to EMD on the legal and other environmental requirements applying to the Garrisons, for example:

- applicable international agreements,
- U.S. environmental laws and regulations, Executive Orders
- national and state (Land) environmental laws and regulations,
- requirements of the United States (U.S.) Department of Defense (DoD) Overseas Environmental Baseline Guidance Document (OEBGD),
- the Final Governing Standards-Germany (FGS-G)
- publications of the chamber of commerce and industry (IHK) or the Workers' Compensation Board (Berufsgenossenschaft), etc.

EMD is given access to the internet portal <http://www.umwelt-online.de>. EMD receives the monthly umwelt-online newsletter.

EMD monitors changes as appropriate and when needed for:

- city and county environmental laws and regulations, and
- administrative environmental requirements (such as notifications of permission, authorizations or licenses)

The C/OU's assist in this task by transmitting copies of their environmental operation permit/notification to the EMD (see EO Handbook, Chap. 2, Step 2).

**2.** EMD updates the "Permits Register" as part of the document control data base, and the "List of applicable legal and other requirements" (see EMS Form 432-1 as appropriate.

**3.** EMD, supported by the Environmental Quality Control Committee (EQCC), communicates relevant changes in legal and other environmental requirements to the affected C/OU's for further action and compliance.

**4.** The C/OU's ensure compliance with the applicable legal and other requirements within their area of responsibility (see EO Handbook, Chap. 2, Step 2). Recurring compliance assessments are conducted as described in Chap 4.5.2 of this handbook.

## **F. Documents and Records**

A current version of EMS Form 432-1 is available at EMD on the DPW Share drive under G:\ENVIRONM\B-Non-FGS\B03 EMS\4.3.2 Legal and other Requirements. Copies of the permits/notifications are with EMD.

Most of the applicable US and German environmental legal requirements are available at the websites described below.

- European, German national and state environmental legal requirements can be accessed by EMD via <http://www.umwelt-online.de/>. Respective umwelt-online newsletters are electronically filed by EMD.
- U.S. environmental legal requirements can be accessed at <http://www.apd.army.mil/> or at <https://aepubs.army.mil/library/>.

Local German authorities provide information about current local environmental requirements.

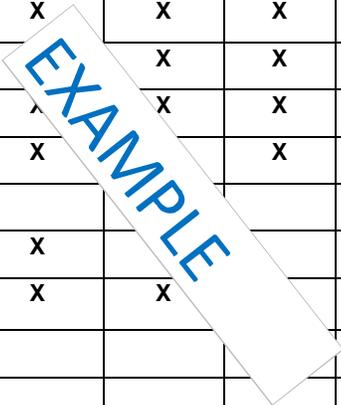
### **G. References**

- EO Handbook (current version available at EMD)
- monthly newsletter subscribed at <http://www.umwelt-online.de>
- <http://www.apd.army.mil/> (Army Publishing Directorate (APD) – Home Page)
- <https://aepubs.army.mil/ae/public/index.aspx> (Army in Europe Library & Publishing System)
- FGS-G (current version available at EMD)
- Document Control Data Base
- EMS Handbook, Chap 4.5.2 – Evaluation of Compliance

### **H. Forms**

- EMS Form 432-1: List of applicable legal and other requirements (blank)

	A	B	C	D	E	F	G
1	<b>List of legal and other requirements (excluding permits)- (status: <i>insert date</i>)</b>						
2							
3	<b>Environmental Aspect / Impact</b>	<b>1) Pollution Control</b>	<b>2) Solid Waste</b>	<b>3) HM/HW</b>	<b>4) Noise</b>	<b>5) Energy Reduction</b>	<b>6) Natural Conservation</b>
4	<b>Regulation/</b>						
5	FGS	X	X	X	X		X
6	ISO14001	X		X	X	X	X
7	AR200-1	X	X	X	X	X	X
8	AER200-1	X	X		X	X	X
9	PAM710-7						
10	E.O. 13423	X	X			X	
11	E.O. 13514	X	X	X		X	
12							
13							
14							
15							
16	<p><b>Explanations</b></p> <p><b>Column 1:</b> <i>Pollution Control</i>                      Air emission, Soil contamination, waste water, spill prevention, awareness, Water use reduction, water vulnerability issues, electro-mechanical components</p> <p><b>Column 2:</b> <i>Solid Waste</i>                      recycable material, residual waste, awareness</p> <p><b>Column 3:</b> <i>HM/HW</i>                      HM/HW control and compliance, awareness, HMMP implementation</p> <p><b>Column 4:</b> <i>Noise</i>                      aircraft noise, vehicle and equipment issues, shooting range, construction activities</p> <p><b>Column 5:</b> <i>Energy Reduction</i>                      Electricity consumption, electro-mechanical components, vehicle fuels, alternative energy, facility H(eating)V(entilation)AC(Air Conditioning)</p> <p><b>Column 6:</b> <i>Natural Conservation</i>                      threatened and endangered species (TES), protected habitat</p>						
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## Chapter 4.3.3 Objectives, Targets and Programs

### A. Purpose

This procedure describes a standard for developing and reviewing EMS objectives and targets with regards to the Garrison's significant environmental aspects and for implementing and reviewing appropriate environmental programs to achieve these objectives and targets within an established time-frame.

### B. Scope

The procedures established apply to all levels and functions of the USAG-RP.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	<b>Action</b>	<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Annual review of environmental objectives and targets	EMS MR	EMD	CFT, C/OU affected	
2	Approval of the environmental objectives and targets	Commander	Commander	EMD	
3	Communication of environmental objectives and targets	EMS MR	EMD	PAIO, EQCC	C/OU
4	Implement and maintain program for achieving environmental objectives and targets	EMD	EMD, CFT, C/OU affected	C/OU	
5	Review of the program's progress status	EMD	EMD, CFT, C/OU affected	CFT	EQCC

**Notes:**

R<sup>1</sup> - Overall Responsibility

P<sup>2</sup> – Perform

S<sup>3</sup> – Support

I<sup>4</sup> - supply Information to

## **E. Process**

1. The Garrison's environmental objective and targets are annually reviewed by the CFT. The EMD appoints the members of the CFT according to their expertise and impact to significant environmental aspects (see Chap. 4.3.1). To address significant environmental aspects, the CFT will propose environmental objectives (goals) and identify at least one target per objective. In determining environmental objectives and targets, the team considers:

- compliance with legal and other requirements (e.g. environmental policy and programs, Executive Orders)
- best management practice and technical state of the art
- installation strategic planning initiatives (e.g. ISSP, Installation Management Campaign Plan)
- mission requirements and unit's significant aspects (also see the EO Handbook, Chap. 2, Step 3)
- ability to control activities/products/services involved
- financial requirements

Targets shall be measurable (where practicable), achievable, and have a specific timeframe for completion.

2. The Garrison Commander approves the revised environmental objectives and targets.

3. The revised environmental objectives and targets are presented at the subsequent Environmental Quality Control Committee (EQCC) meeting. The members of the EQCC, as well as PAIO if needed, support EMD in disseminating the revised objectives and targets to all personnel and units of the Garrison.

4. The environmental objectives and targets will be incorporated in the Garrison's environmental action plan database, which defines responsibilities to execute each item, allocate time to the action and identifies resources/budget assignments, if required.

5. The review of the program progress is performed in a joint effort by EMD and effected experts. The EMD tracks the program progress status via the Environmental Action Plan database. The EMD briefs the program progress regularly at the EQCC meetings on demand or if appropriate. The efficiency of the environmental objectives, targets and programs is evaluated during the annual management review (see Chap. 4.6)

## **F. Documents and Records**

EMS Form 433-1 provides a template for the documentation of the annual review of the environmental objectives and targets. The Commander either approves the revised environmental objectives and targets by using this EMS form or by signing the Management Review Report and it is filed and archived by EMD.

## **G. References**

- Installation Sustainability Strategic Plan (ISSP, current version available at PAIO)
- Installation Management Campaign Plan (current version available at PAIO)
- EO Handbook (current version available at EMD)
- Management Review Report (current version available at EMD)
- Environmental Action Plan Database

## **H. Forms**

- EMS Form 433-1: Environmental Objectives & Targets

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**Environmental Objectives and Targets** (revision date: .XXXX)

---

Media Area	Objectives & Targets
Significant aspect	Objective 1: Target 1.1:
Significant aspect	Objective 2: Target 2.1:

signed on:

Signature:

LTC,  
Commanding

Chapter 4.4  
**Implementation and Operation**

## Chapter 4.4.1 Resources, Roles, Responsibility and Authority

### A. Purpose

The purpose of this procedure is to define and assign the roles, responsibility and authority for the implementation and continuous actions necessary for maintaining the Garrison's EMS.

### B. Scope

This procedure applies to all personnel within the Garrison, to include tenant organizations, whose processes/activities, products and/or services may have an impact on the environment.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

The EMS is the Garrison Commander's program and pushes environmental responsibilities out to all members of the organization. The EMS MR supervises the EMS and communicates EMS requirements to Garrison's OU. The EMD supports the EMS MR by implementing the EMS requirements Garrison-wide in accordance with ISO 14001, related Executive Orders and Army policy.

The EQCC is the forum to address EMS issues; CFT members will support EMS MR and EMD in achieving the EMS milestones.

Specific roles, responsibilities and authorities within the Garrison's EMS are defined in each EMS chapter. Additional roles and responsibilities are as follows:

#### D.1. Garrison Commander

- overall responsibility for the proper implementation and maintenance of the Garrison's EMS,
- designates the EMS MR and alternate(s),
- reviews and approves EMS Handbook

**D.2. EMS MR**

- oversees execution of the EMS for the Garrison Commander

**D.3. PAIO**

- supports the EMS MR in communication of EMS relevant topics upon request

**D.4. EMD**

- advises the USAG-RP in regards to EMS requirements,
- ensures the Garrison's EMS requirements are met in accordance with the current version of the ISO 14001, Executive Orders and DA policies

**D.5. EQCC**

- members consist of representatives from OU, further details see AR 200-1
- meets quarterly to advise the Garrison Command on environmental priorities, policies, strategies, and programs.

**D.6. CFT**

- subcommittee to the EQCC, consisting of selected members of the EQCC depending on the subject
- convenes upon request of the EMS MR
- if reasonable, the CFT can be split in a working group and a decision group.

**D.7. C/OU**

- appoints the unit's EMS POC to implement and maintain the requirements of the Garrison's EMS and incorporate them into their units day-to-day business,
- coordinates with EMD as needed to facilitate implementation and maintaining the Garrison's EMS, to include resolving non-conformities with the Garrison's EMS.

**D.8. All members within the footprint of the USAG-RP**

- are aware and conform to the Garrison's environmental policy,
- know their roles and responsibilities within the Garrison's EMS,
- report environmental deficiencies and EMS non-conformities to their supervisor.

**E. Process**

N/A

**F. Documents and Records**

The EO Handbook, Chap. 2, EMS, serves as the OU's EMS Handbook equivalent. It provides guidance on environmental related topics, for example

Spill Prevention and Response, Hazardous Waste/Hazardous Material Management, etc.

The DPTMS and PAIO hold a list of units located within the Garrison

Appointment letters for EMS-specific roles are filed by appointees/appointees' supervisors.

### **G. References**

- EO Handbook (current version available at EMD)
- AR 200-1

### **H. Forms**

- none

## Chapter 4.4.2 Competence, Training and Awareness

### A. Purpose

To define the processes to ensure all OU within the Garrison receive appropriate and sufficient environmental training and awareness regarding EMS and the environmental impacts associated with their work environment.

### B. Scope

This procedure applies to all OU of USAG-RP. Environmental competence covers EMS awareness training as well as required skills and training associated with significant aspects.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	<b>Action</b>	<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Identification of EMS competence / awareness requirements	Commander	EMD,C/OU		OU
2	Review of the EMS Training Plan	EMD	EMD		OU
3	Preparation and execution of EMS training	EMD, C/OU	EMD, C/OU	PAIO	C/OU, OU
4	Trained EO educates members	C/OU	Authorized personnel	EMD	OU
5	Maintenance of training records	EMD,C/OU	EMD,C/OU	OU	

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Training requirements for OU are reviewed as required:

The EMD identifies for all OU EMS awareness requirements. The training topics cover at a minimum:

- - the Garrison’s environmental policy,

- - the Garrison's significant environmental aspects,

The C/OU identifies required additional environmental on-the job training and/or competence for personnel performing tasks that have the potential to cause environmental impacts, see EO Handbook, Chap. 2, Step 4 Upon request, the EMD assists in this effort by providing on-site support, flyers, briefings (e.g. EQCC) or classroom training.

2. The EMD regularly reviews the "Annual EMS Training Plan" (see EMS Form 442-2) applicable to OU.

3. EMD organizes the Garrison's EMS training in accordance with the Training Plan.

4. The C/OU supports EMD by ensuring the nominated EO's environmental training is up to date and the EO acts as the environmental trainer to unit members and new personnel as described in the EO Handbook, Chap. 2, Step 4.

5. For all EMS related training performed under the lead of EMD the participants receive a signed training certificate and provide a copy to the C/OU or the nominated EO. Units shall maintain training records as described in the EO Handbook, Chap. 2, Step 4.

## **F. Documents and Records**

For training organized by EMD, participation is documented by using EMS Form 442-1. For training organized by others, the training coordinator is responsible to track the participants by either using EMS Form 442-1 or a similar master list.

## **G. References**

- EO Handbook (current version available at EMD)
- Garrison's EMS Flyer (current version available at EMD)

## **H. Forms**

- EMS Form 442-1: Training Participants List
- EMS Form 442-2: Annual EMS Training Plan

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## Participants List

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<b>Organizer:</b>
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<b>Subject Area:</b>
<b>Date, Time:</b>

<b>Title:</b>
---------------

<b>Agenda:</b>
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**Participants:**

Last name	First name	Rank	Directorate/ Unit	DSN/e-mail	Signature

\_\_\_\_\_  
Signature (Organizer)

# Annual EMS Training Plan

USAG-RP

Management Year											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Environmental Management System training for OU (upon request, on site)											
Hazardous Material/Hazardous Waste training for EOs (upon request, on site)											
Garrison-wide distribution of EMS Flyer											
Quarterly EQCC briefing											
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 15%;"> <p><b>EMS Awareness Workshop for OU</b></p> </div> <div style="border: 1px solid black; padding: 5px; width: 15%; margin-left: auto;"> <p><b>EMS Awareness Workshop for OU</b></p> </div> </div>											

## Chapter 4.4.3 Communication

### A. Purpose

Ensure timely and effective internal and external communication regarding the Garrison’s EMS and environmental related information.

### B. Scope

This procedure applies to all OU as well as external parties as they relate to EMS (e.g. customers, media, Host Nation agencies).

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Internal communication	Commander, EMS MR	Commander, EMS MR, EMD	PAIO, C/OU, EQCC,	OU affected
2	External communication	Commander, EMS MR	Commander, PAO, EMD, EMS MR	C/OU affected	affected OU or local public

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Internal communication is handled by the following means (examples):

Meetings, e.g.:

- USAG-RP conducts a weekly staff call chaired by the Garrison Commander. The chiefs of Garrison units under Garrison command are invited to discuss essential Garrison related issues, including EMS and other environmental topics. The C/DPW attends the staff call and provides all environmental issues to the C/EMD during the weekly DPW staff call as needed.

- The quarterly EQCC meeting mandated by AER 200-1, chaired by the Garrison Commander. The C/EMD briefs the attendees on recent EMS related issues and other environmental topics in order to foster discussions and decisions by the group. Meeting minutes are prepared by EMD, signed by the Garrison Commander, and disseminated to the attendees.
- The CFT meetings are chaired by the EMS MR or Alternate. CFT members build teams to either discuss (working group) and/or decide (decision group) on specific EMS related issues and/or other environmental topics. Results are documented either via respective EMS Form or meeting minutes, filed by the EMD and distributed to the attendees.
- If necessary, IMCOM-E can be contacted to obtain a legal opinion or interpretation.

Media, e.g.:

- Post newspapers, AFN broadcasting,
- USAG-RP home page
- flyers, bulletin boards, e-mails

**2. External communication is handled via:**

- PAO: Official communications (inquiries, requests, complaints, and/or notifications) between the Garrison and external parties concerning environmentally related issues must be handled and documented by the PAO. The PAO, in consultation with EMD, will designate a point of contact to give attention to the issue. PAO reviews all responses to external parties and oversees the disclosure of information to AFN and the local press.
- Garrison's homepage: public available EMS information (e.g. EMS policy, EMS Handbook)

**F. Documents and Records**

The EMD maintains records of internal communications (e.g. meeting minutes, correspondence, notes, and press releases) and PAO maintains records of communication between the Garrison and external parties.

**G. References**

- EO Handbook (current version available at EMD)
- EQCC meeting minutes (available at EMD)
- AER 200-1

**H. Forms**

- none

## Chapter 4.4.4 EMS Documentation

### A. Purpose

To administer the Garrison’s EMS Handbook, that describes all procedures, documents and records required to implement the EMS core elements in compliance with ISO14001.

### B. Scope

This procedure describes the maintenance of the EMS Handbook.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	<b>Action</b>	<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Revision and approval of the EMS Handbook	Commander	EMD	EMS MR	
2	Communication of the EMS Handbook	EMS MR	EMD, PAO	C/OU, PAIO, EQCC	OU
3	OUs maintain and update required EMS documents.	C/OU	EO	EMD, OU	

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. As needed, the EMD revises the procedures described in the Garrison’s EMS Handbook in regards to the EMS core elements. For each EMS core element a chapter lists:

- Purpose
- Scope,
- Definitions and Abbreviations

- Responsibilities
- Process: EMS element and its interaction,
- Documents and Records (required by ISO 14001 and by the Garrison to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects).
- References, and
- Forms

Major changes in procedures and responsibilities within the EMS require the re-approval of the commander. Minor changes, such as adjusting time lines, form sheets, are not subject to re-approval.

2. The revised EMS Handbook is communicated to all OU.

3. All OU hold an EO Handbook as basic environmental guidance. Chapter 2 of the EO Handbook briefly discusses the Garrison's EMS and required "to-do" actions to implement the EMS procedures on the unit's level. C/UO directs the EO to maintain and file all OU-relevant EMS documents and records as described in the EO Handbook. The EO Handbook is subject to random inspection by EMD.

## **F. Documents and Records**

The approved hard copy of the EMS Handbook is located at the EMD.

## **G. References**

- EO Handbook (current version available at EMD)

## **H. Forms**

- none

## Chapter 4.4.5 Document Control

### A. Purpose

To provide a standard for controlling documents according to ISO 14001.

### B. Scope

This procedure applies to the preparation, revision, distribution and version control of all documents associated with EMS.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	OU implement and follow the Document Control Process.	C/OU	C/OU, authorized personnel	EMD	OU

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. The Garrison’s EMS related documents are controlled as followed:

Each C/OU

- identifies applicable EMS relevant documents, such as permits, records, SOPs, WI, legal requirements, policies, memoranda, environmental handbooks, forms, etc.
- approves documents as needed and if not already approved by higher command level.
- ensures that current versions of applicable documents are readily available (hard copies/digital files) and appropriately distributed and communicated.

EMD registers and maintains the Garrison’s EMS relevant documents by using the EMD Document control data base. All documents shall be:

- identified by title, date of issue and name of the issuing authority. Documents are considered to be formally issued when they are authorized with the appropriate approval signature.
- revised and reapproved by authorized personnel as necessary, indicating changes and current version status
- labeled in accordance with the Army Records Information Management System (ARIMS)
- obsolete/ superseded documents are marked in the Document control data base as such (regardless of electronic version or hard copy).

The OUs track and communicate their EMS related documents in accordance with the EO Handbook, Chap. 2, Step 6. For documentation purpose, the OUs are offered to use EMS Form 445-1 (List of EMS relevant documents and records) or a similar document control master list.

Only approved and authorized digital documents are posted on the Garrison's network.

## **F. Documents and Records**

The Document control data base is the EMDs tool to track all environmental related documents and records, like EMS related documents, remediation reports, management plans, memoranda, etc. EMS Form 445-1 provides an alternate template for referencing EMS related documents and records on unit level.

## **G. References**

- Army Regulation 25-400-2, 02 Oct 2007: The Army Record Information Management System (ARIMS)
- EO Handbook (current version available at EMD)
- Garrison's homepage
- Document control data base

## **H. Forms**

- EMS Form 445-1: List of EMS relevant documents and records



## Chapter 4.4.6 Operational Control

### A. Purpose

To define/describe operations and activities associated with the Garrison’s environmental aspects/impacts and manage them in accordance with the Garrison’s environmental policy, objectives and targets.

### B. Scope

The Garrison systematically develops, revises, and documents Standard Operating Procedures (SOP) for activities with potential to impact the environment and describe the appropriate actions for managing those impacts and associated aspects.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Random inspections on environmental activities requiring operational control procedures	DPW	DPW	OU	C/OU
2	Develop and implement an operational control procedure.	C/OU	C/OU	EMD	OU
3	Periodically revise operational control procedures	C/OU	authorized personnel	OU EMD	OU
4	Regularly evaluate the OU’s compliance with the operational control process	EMD	EMD	C/OU,	OU

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

## **E. Process**

1. Random sampled inspections are carried out throughout the year which check for activities requiring operational control procedures having the necessary procedures in place.
2. For an activity or process considered the first time, the affected OU develops and implements an operational control procedure in a timely manner. Operational control procedures provide instructions, describe the activity/process and integrate sound environmental management practices in day-to-day operations, clarify responsibilities, reference related documents like regulations, management plans, handbooks, and etc.
3. C/OU ensures periodic revision of all operational control procedures (e.g. Standard Operating Procedures (SOP), Work Instructions (WI), Operating Instructions (OI), Memorandum, and etc.). Procedures will be communicated to the personnel affected accordingly.
4. EMD annually assesses the OU's conformity with the operational control process as described in Chap 4.5.2 of this handbook and the EO Handbook, Chap. 2, Step 7. Upon C/OU request, EMD provides guidance on how to organize the EMS operational control and on how to prepare required documents.

## **F. Documents and Records**

EMD tracks the Garrison's EMS related operational control procedures (mainly Management Plans) by using the EMD Document Control Data Base (see Garrison's EMS Handbook, Chap. 4.4.5).

C/OU maintains a list of EMS related operational control procedures by either using EMS Form 445-1 or similar (see EO Handbook, Chap. 2, Step 6).

## **G. References**

- EO Handbook (current version available at EMD)
- Document control data base
- Management Plans, SOPs, WIs and OIs (available at appropriate OU level)
- EMS Handbook, Chap. 4.5.2
- EMS Form 445-1: List of EMS relevant documents and records

## **H. Forms**

- none

## Chapter 4.4.7 Emergency Preparedness and Response

### A. Purpose

To determine the process for identifying potential emergency situations that can have an impact on the environment and for responding to emergency situations.

### B. Scope

This procedure applies to all OU of USAG-RP.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Decision on appropriate response to emergency situation	Commander	DES	C/OU	
2	Periodic review and update of emergency procedures	C/OU	DES, EMD	authorized personnel	OU
3	Emergency Training	C/OU	DES, EMD affected OU	authorized personnel,	

#### Notes:

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. The DES decides based on existing procedures for the most appropriate action to respond to emergency situations and accidents. AR 420-1 provides procedures and instructions on how to handle emergency related impacts.

2. The EMD periodically reviews and updates environmental related management plans which cover response to emergency situations. OU specific SOP to reduce the risk of spills are addressed in the EO Handbook. Both EMD and the C/OU ensure that relevant information is passed on to all personnel involved and is available on-site.

3. Training is periodically provided by DES and affected OU. Environmental related emergency training is provided by EMD.

#### **F. Documents and Records**

For required documentation see DES as well as OU.

#### **G. References**

- EO Handbook , including SOPs
- AR 420-1 Army Facilities Management

#### **H. Forms**

- none

Chapter 4.5  
**Checking**

## Chapter 4.5.1 Monitoring and Measurement

### A. Purpose

This procedure provides a standard for monitoring and measuring the Garrison’s key environmental issues, including tracking environmental performance and progress towards meeting objectives and targets, and to ensure and document equipment calibration.

### B. Scope

This procedure applies to all OU of USAG-RP.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	<b>Action</b>	<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Monitor status of environmental performance	C/OU, EMD	C/OU, EMD,	authorized personnel	EQCC, OUs
2	Maintain list of facilities, equipment and items requiring inspection/calibration	C/OU	authorized personnel	EMD	
3	Calibration of equipment	C/OU	authorized personnel	OU	

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Three tools are used to document environmental requirements and track their performance status:

- The server-based IPAS databases provided by IMCOM-E list all internal and external findings.

- Alternatively, for random inspections, the spreadsheet can be used (see EMS Handbook, chapter 4.5.3).
- All other environmental requirements, e.g. Management Plan due outs, objectives & targets, are listed in the Environmental Action Plan Database.

These tools define responsibilities to execute each item or finding, allocate time to the action and identify required resources. EMD request status updates from the affected C/OU to track the progress status of each finding. If required and appropriate, the performance progress of selected finding is briefed to the EQCC.

2. Each OU documents the type of facilities, equipment and items requiring inspection, either by using EMS Form 451-1 or a similar master list which defines at least equipment subject to inspection, location, POC, inspection types, time frames and required actions. Above mentioned records have to be registered as described in Chap. 4.4.5 of this handbook and in the EO Handbook, Chap. 2, Step 6.

Each C/OU ensures that required inspections are actually being performed and documented.

3. All test and measure instruments or equipment used shall be calibrated. Records of the calibration process are maintained by the OU in charge.

## **F. Documents and Records**

The Environmental Action Plan Database is available at EMD. EMS Form 451-1 provides a template for the registration of facilities, equipment and items requiring inspection or calibration. Calibration records are archived at the OU that performs the test or measurements.

## **G. References**

- EMS Handbook, Chap. 4.4.5 – Document Control
- EO Handbook (current version available at EMD)
- Environmental Action Plan Database
- IPAS databases provided by IMCOM-E

## **H. Forms**

- EMS Form 451-1: List of facilities, equipment and items subject to inspection (blank form)



## Chapter 4.5.2 Evaluation of Compliance

### A. Purpose

Describes the process for evaluating compliance with applicable legal or other requirements.

### B. Scope

This procedure applies to all OU of USAG-RP.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Regularly perform external EPAAS	IMCOM-E	IMCOM-E	EMD, C/OU affected	Commander, EQCC, C/OU affected
2	Regularly perform internal EPAAS and compliance checks	EMD	EMD, authorized personnel	C/OU affected	Commander, EQCC, OU affected
3	Inspections by HN	HN	HN	C/OU affected	C/OU affected
4	Certification for Green Boot Program	Commander	EMD, authorized personnel	C/OU	Commander, OU

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. Army in Europe Regulation (AER) 200-1 mandates Installations to conduct environmental program assessments under the Environmental Program Assessment and Assistance System (EPAAS). The scope of EPAAS includes all operations and activities within the installation boundary and assesses overall environmental program performance in addition to regulatory compliance.

- External EPAAS assessments are conducted every 3 years under the lead of Installation Management Command in Europe (IMCOM-E)
- External EPAAS findings are entered in the IPAS database provided and maintained by IMCOM-E. IMCOM-E reports the findings to the USAG-RP and provides an external EPAAR. EMD communicates the findings to the OUs affected (as described in the EO Handbook, Chap. 2, Step 10) and updates the IPAS database to reflect the progress on closing the findings.
- As soon as external EPAAS findings on major EMS nonconformities are completed in accordance with IMCOM-E guidance, EMD prepares a memorandum on re-declaration of EMS conformity for the Garrison Commander to sign. A copy of this memorandum is forwarded to IMCOM-E upon request.

2. Once a year, EMD monitors compliance of the OU with applicable legal and other requirements (e.g. permissions) during the internal EPAAS (see EMS handbook, Chap.4.5.5).

3. Federal, State and local regulatory agency's inspectors may inspect the Garrison at any time. Host Nation (HN) inspectors may or may not coordinate with the affected OU for an inspection. They will be afforded access to the area for their inspection even without prior notice. Inspections are conducted randomly or on a schedule determined by the regulatory agency. For resulting nonconformities, EMD will decide which available tool as described in Chap. 4.5.1 is appropriate to track the progress to close out the nonconformity.

4. OU voluntarily participate in the Garrison Commander's Green Boot Program to be certified and recognized for setting a positive example to minimize impacts on the environment (see the Memorandum for USAG-RP "Green Boot" SOP).

## **F. Documents and Records**

Findings of the external/internal EPAAS assessments and the compliance checks and their overall performance progress are documented by using the IMCOM-E IPAS database.

The EPAAR lists all external EPAAS findings. This report is compiled by IMCOM-E and provided to EMD for further action.

The current version of the re-declaration of EMS conformity is filed by EMD.

## **G. References**

- IPAS database (provided by IMCOM-E)
- EPAAR (available at EMD)

- EO Handbook (current version available at EMD)
- Environmental Action Plan database
- AER 200-1
- Memorandum for USAG-RP “Green Boot” SOP

**H. Forms**

- none

## Chapter 4.5.3

### Nonconformity, Corrective Action and Preventive Action

#### A. Purpose

To determine procedures to identify, analyze and correct nonconformity and in addition to implement corrective and preventive actions.

#### B. Scope

This procedure applies to all OU of USAG-RP.

#### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

#### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Identify environmental nonconformity	EMD	Assessor,	OU	OU affected
2	Preventive actions	EMD	C/OU, EMD,		OU affected
3	Evaluate effectiveness of implemented actions and lessons learned	EMD	Assessor		OU affected

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

#### E. Process

1. Environmental nonconformity is identified through inspections and observations, documented and the performance progress is tracked as described in Chap. 4.5.2 or by an inspection spread sheet. Nonconformity issues are passed over to the OU affected.

For nonconformity the assessor

- provides a root cause analysis of the nonconformity,

- determines appropriate corrective or preventive actions to be implemented/executed by affected OU (see EO Handbook, Chap. 2, Step 10), and
  - suggests actions to avoid repeat findings.
2. Preventive actions are covered by awareness training, management plans, implementing best management practices, SOP, WI, etc.
  3. While performing compliance inspections, EMD evaluates the effectiveness of the implemented corrective actions.

## **F. Documents and Records**

Identification and elimination of nonconformity issues is a component of the environmental program and nonconformity issues are tracked either by an inspection spread sheet or by using the server based IPAS database. This database is provided by IMCOM-E.

## **G. References**

- IPAS database (provided by IMCOM-E)
- EMS Handbook, Chap. 4.5.2 – Evaluation of compliance
- EO Handbook (current version available at EMD)

## **H. Forms**

- none

## Chapter 4.5.4

### **Control of Records**

The requirements to prepare, approve, file, maintain and handle records in compliance with ARIMS are described in Chap. 4.4.5 of this handbook.

## Chapter 4.5.5 Internal Audit

### A. Purpose

This procedure provides a standard for conducting internal audits to determine whether the EMS is properly implemented and operates in accordance with documented procedures and the ISO 14001 standard.

### B. Scope

This procedure applies to all OU of USAG-RP.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	Action	R <sup>1</sup>	P <sup>2</sup>	S <sup>3</sup>	I <sup>4</sup>
1	Preparing of annual internal EPAAS	EMD, EMS MR	EPAAS team leader	OUs affected, EPAAS assessors	OUs affected,
2	Approval of the internal EPAAS program	EMS MR, EMD	EMD		
3	Perform internal EPAAS	EPAAS team leader	EPAAS assessors	OUs affected	EMD, C/OU
4	Communicate internal EPAAS results	EMD	EPAAS team leader		EMS MR, Commander EQCC C/OU affected

**Notes:**

R<sup>1</sup> - Overall Responsibility

P<sup>2</sup> – Perform

S<sup>3</sup> – Support

I<sup>4</sup> - supply Information to

### E. Process

1. The internal EMS audit is integrated in the internal Environmental Performance Assessment and Assistance Survey (EPAAS). The internal EPAAS checks against the environmental Final Governing Standards (FGS) for Germany,

German laws and regulations as well as ISO 14001. The timeline for the internal EPAAS is flexible as shown on Figure 2 in Chap. 2 of this handbook. EMD prepares the annual internal EPAAS by nominating the EPAAS team leader.

The EPAAS team leader:

- recruits the inspection assessors, ensuring objectivity and impartiality and
- develops the audit program (schedule and scope) in close coordination with EMD and the OUs, using EMS Form 455-1 or similar.
  - Schedule: OUs affected are randomly selected focusing on activities with significant environmental impacts. All Garrison Installations should be inspected within a 3-year cycle.
  - Scope: All chapters of the FGS-G and all elements of the ISO 14001 are checked for proper implementation, documentation and maintenance
  - Additional audits on specific legal requirements for selected OUs can be scheduled at any time, if necessary.

2. C/EMD approves the annual internal EPAAS program. EMD communicates the approved program to the OUs affected for their information and action.

3. OUs scheduled for inspection ensure a POC is present, locations are accessible, and FGS/EMS related documentation is up-to-date and available. The EPAAS assessors perform the inspections as described in the EPAAS program (EMS Form 455-1) and provide the final audit report to EMD.

In addition, the EO Handbook (see Chap. 2, Step 10) provides guidance on EOs responsibilities and roles in regards to internal EMS audits/EPAAS and handling of findings.

4. All internal audit findings are entered in the server based IPAS data base as addressed in Chap. 4.5.1 of this handbook. EMD provides a copy of the internal audit report to EMS MR and to the Garrison Commander for further communication and informs affected C/OU on findings. Results of the internal EPAAS are briefed to the EQCC.

## **F. Documents and Records**

The internal audit report consolidates the documents of the approved Internal EPAAS Program, the participant list and the list of findings and recommended corrective actions. The internal report is filed and archived by EMD.

## **G. References**

- EO Handbook (current version available at EMD)

- internal EPAAS report (available at EMD)
- Memorandum „Environmental Management and Assessment Requirements“, October 2010
- FGS-G
- ISO 14001

#### **H. Forms**

- EMS Form 455-1: Internal EPAAS Program

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**INTERNAL EPAAS PROGRAM**

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**Performance period:**

**Schedule compiled on:**

**Schedule compiled by:**

(signed by EPAAS team leader)

**Schedule approved by:**

(signed by .....)

**Team members:**

**Total number of installations:**

**Scope:**

Legal compliance and system audit: all elements of the ISO 14001 as well as the EMS performance of OUs at [Installations]. All elements of the ISO 14001 as well as the organization [Example: text for Scope] is.

Organizational units listed in the following table ensure a point of contact is present, locations are accessible, and EMS related documentation is up-to-date and available. The time scheduled might be delayed due to audit progress.

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**INTERNAL EPAAS PROGRAM**

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Schedule for audit on [Date] at [location(s)]			
Time	Organizational unit (process/procedure)	Point of Contact	ISO 14001/FGS chapters

## Chapter 4.6 Management Review

### A. Purpose

To determine the process for the annual review of the Garrison's EMS to ensure its continuing suitability, adequacy, and effectiveness, including assessing opportunities for improvement.

### B. Scope

This procedure applies to the EMS management review reported to the USAG-RP command section.

### C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this handbook.

### D. Responsibilities

Responsibility matrix:

	<b>Action</b>	<b>R<sup>1</sup></b>	<b>P<sup>2</sup></b>	<b>S<sup>3</sup></b>	<b>I<sup>4</sup></b>
1	Conduct management review once a year	Commander, EMS MR	Commander, EMS MR	EMD	
2	Brief management review topics to command section	EMD	EMD		Commander, EMS MR
3	Review and approval of the EMS	Commander, EMS MR	Commander, EMS MR	EMD	
4	Prepare and communicate final management review report	EMD	EMD		EQCC

**Notes:**

R<sup>1</sup> - Overall Responsibility      P<sup>2</sup> – Perform      S<sup>3</sup> – Support      I<sup>4</sup> - supply Information to

### E. Process

1. The scheduled time line for the EMS management review is shown on Figure 2 in Chap. 2 of this handbook. Once a year, the Garrison Commander reviews the USAG-RP EMS in regards to:

- results of EPAAS on Unit's and Garrison's level,
- communication with external interested parties, including complaints,

- the environmental performance of the Garrison,
- status of performance of objectives and targets,
- the status of corrective and preventive actions
- the status of follow-up actions from previous management reviews,
- organizational and legal updates
- recommendations for improvement of EMS elements and related actions and
- conclusions.

2. EMD briefs the above mentioned topics to members of the command section. The Garrison Commander chairs the briefing EMD prepares the minutes.

3. The Garrison Commander reviews and approves the Garrisons EMS by signing EMS Form 46-1.

4. EMD will finalize the Management Review Report by consolidating the

- signed Management Review Report cover sheet (EMS Form 46-1) including the
- attendees list
- briefing slides and
- management review results/meeting minutes.

Action items resulting from the management review are added to the Environmental Action Plan Database or to the IPAS Database as appropriate and managed as described in Chap. 4.5.3 of this handbook.

EMD briefs EQCC on the management review outcome.

## **F. Documents and Records**

The final Management Review Report is filed and archived by EMD.

## **G. References**

- EO Handbook (current version available at EMD)
- EMS Handbook Chap. 4.5.3 – Nonconformity, Corrective and Preventive Action

## **H. Forms**

- EMS Form 46-1: Management Review Report (cover sheet and attendees list)

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## Management Review Report

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### for the US Army Garrison Rheinland-Pfalz

**Reporting period:**

**Reviewer:**

**Date of briefing:**

**Attendees:**

See attached list

**Subject of the review:**

- Internal EPAS and EMS Audit results
- Communities, including with external interested parties, including complaints
- Environmental performance of the USAG Kaiserslautern
- Status of performance of environmental objectives and projects
- Status of corrective and preventive actions
- Status of follow-up actions from previous management reviews
- Organizational and legal updates
- Improvement recommendations/action items
- Conclusion

This report contains a total of

XX pages

**Distribution:**

Commander  
PAIO  
EMD

The management review

was briefed by:

EMD signature block

is approved by

Commander signature block

