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Fort Gordon Sustainability and Environmental Management System (SEMS) Manual

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Approved by: 
SEMS Management Representative

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TI FORT GORDON SEMS MANUAL

1. Purpose of the SEMS Manual

The Fort Gordon Sustainability and Environmental Management System (SEMS) Manual is the central document that describes the scope and core elements of Fort Gordon's Sustainability and Environmental Management System. The manual outlines the concept of operations of the SEMS and provides documentation to conform to the International Organization of Standardization (ISO) 14001 standard for environmental management systems.

The most recent version of SEMS Manual is maintained electronically by the SEMS Coordinator (SEMSC). A hardcopy of the SEMS Manual and related SEMS documents are maintained for review at: SEMS Library, Directorate of Public Works, Environmental Division, 15th Street, Building 14600, Fort Gordon, GA 30905.

The SEMS Manual is maintained by the Directorate of Public Works, Environmental Division. The SEMSC or appropriate designee is responsible for maintaining the SEMS Manual under the direction of the SEMS Management Representative (SEMSMR). The SEMS Manual is reviewed annually and whenever changes are required to ensure the installation's SEMS is effective, efficient, and drives continual improvements. Review and updates to the SEMS Manual are coordinated by the SEMSC.

2. Background

An environmental management system (EMS) is the part of an organization's overall management system that integrates environmental concerns and issues in its management processes. An EMS addresses organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining environmental policy.

A sustainable installation is able to fully execute its present missions without compromising either its ability to accomplish future missions or the ability of its neighboring communities to realize their aspirations. Sustaining the mission considers its links to the natural and built environments within which soldiers and civilians live, work, play, and train. The focus of Fort Gordon's SEMS is supporting and sustaining the installation's mission. The SEMS provides a systematic approach for controlling the impacts of the installation's activities, products, and services on the environment so that Fort Gordon can not only comply with current environmental requirements, but also recognize and proactively manage future issues that might impact mission sustainability. This helps ensure Fort Gordon has the energy, land, air, and water resources necessary to train and operate, today and in the future, in a world where there is increasing competition for resources.

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The Fort Gordon SEMS is an ongoing and systematic process of establishing priorities, managing and reducing environmental impacts, continually improving, and ultimately increasing readiness through sustainable programs. This approach to environmental protection promotes the Army's triple bottom line of Mission, Environment and Community, supports the Army's sustainability strategy, and is the collective responsibility of all installation personnel.

3. Scope of the Fort Gordon SEMS

Fort Gordon is located in east-central Georgia, approximately 9 miles southwest of the City of Augusta in portions of Richmond, Columbia, McDuffie, and Warren counties. Fort Gordon is approximately 55,590 acres in size including the main cantonment area (5,590 acres), maneuver and training areas (37,000 acres), and impact areas (13,000 acres). Fort Gordon's military and civilian population is approximately 23,000, including approximately 15,000 active and reserve military and approximately 8,000 civilians and contractors.

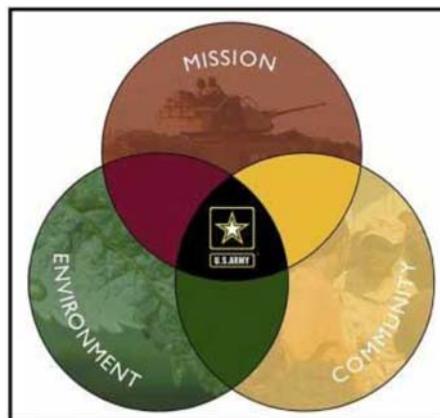


Figure 1: Army Triple Bottom Line

U.S. Army Garrison at Fort Gordon operates the installation on behalf of the U.S. Army Cyber Center of Excellence (previously called the Signal Center of Excellence) and other units and organizations that reside on Fort Gordon. Fort Gordon is the largest communications training facility in the Armed Forces and is home of the Leader College of Information Technology and the Regimental Non-Commissioned Officer Academy. Fort Gordon is also home to the 706th Military Intelligence Group; the Naval Security Group Activity; United States Air Force 480th Intelligence, Surveillance, and Reconnaissance Group; 63rd Signal Battalion; 67th Signal Battalion; the Southeast Region Medical Command; the Southeast Region Dental Command; Southeast Region Veterinary Command; the Dwight D. Eisenhower Army Medical Center; U.S. Army Dental Lab; Regional Training Site-Medical; National Science Center-Army; 35th Signal Brigade (deployable); 513th Military Intelligence Brigade (deployable); and the Georgia National Guard Youth Challenge Academy. Additionally, numerous Army Reserve and Georgia and South Carolina National Guard units utilize Fort Gordon's weapons ranges and training areas.

The installation's SEMS actively promotes mission readiness by focusing efforts on operations, activities, products and services that pose the greatest risk to the mission and/or the environment, and by implementing initiatives that have the greatest potential to enhance mission success. Thus Fort Gordon's SEMS encompasses the entire installation, from "fence line to fence line". The scope of the installation's SEMS is inclusive of installation missions and facilities within the control or direct influence of Fort Gordon including tenant organizations and satellite areas (Gillem Enclave).

All organizations within the Fort Gordon fence line will participate in the SEMS, to include garrison and non-garrison organizations, active Army units, Reserve and National Guard units,

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other DoD components, other Federal agencies, tenants, and on-site contractors. SEMS participants have the primary responsibility for implementing the elements of the SEMS related to their mission requirements.

Should tenants, Federal agencies, or other organizations within the Fort Gordon fence line have their own organizational EMS, their EMS management representative will coordinate with Fort Gordon’s SEMS efforts to minimize duplications and increase efficiency. If a determination is made that environmental responsibilities or liabilities are limited for non-governmental entities (e.g., tenants leasing space or contractors), Fort Gordon may choose to exempt them from SEMS participation.

4. SEMS Implementation

Fort Gordon began implementation of its environmental management system on 12 December 2005 to meet Army Policy and Executive Order (EO) 13148 requirements. In 2001, Army policy required installations adopt ISO 14001, with an environmental management system in place no later than December 31, 2005 and full conformance with the ISO 14001 standard completed no later than FY09. The Army’s purpose for having installations implement an EMS was to promote the use of best-in-class business practices to enhance mission performance and support commitments to reducing risk and pollution and to sustaining compliance. Fort Gordon completed implementation of its EMS on 29 September 2010.

Fort Gordon’s SEMS incorporates the ISO 14001 standard EMS elements and adheres to the EMS concept of continual improvement.

Phase 1: Planning - The organization identifies how its operations might harm the environment, and develops measures to reduce this harm.

Phase 2: Doing - The organization implements the systemic measures to minimize harm across all levels and functions of its operations.

Phase 3: Checking - The organization assesses the effectiveness of the systematic measures for minimizing both the potential harm to the environment and its consequential impacts to mission.

Phase 4: Acting - Based on its assessment of the implemented systemic measures, the organization undertakes actions to make system adjustments and to promote continual improvement.



Figure 2: ISO 14001 EMS Model

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The findings of Phase 4 may indicate that adjustments to measures already in place are necessary or that entirely new approaches are needed to achieve desired environmental objectives. Output from Phase 4 is fed back into Phase 1 Planning to make necessary changes and additions designed to bring the EMS to the desired level of effectiveness. This system feedback propels the continual improvement of the EMS. The EMS continually moves through this cycle, fine-tuning its management of those areas of the organization’s operations that harm the environment. This “continual improvement cycle” is a fundamental characteristic of the EMS; it allows the system to adapt to the dynamic nature of the organization’s operations and to remain relevant and viable for its intended purposes.

5. Structure of the Fort Gordon SEMS

The Garrison Commander (GC) has designated and appointed installation personnel to exercise the authority and to perform the roles and responsibilities of Top Management and Management Representative, respectively, as specified in the ISO 14001 standard.

- Top Management – The Environmental Quality Control Committee (EQCC) comprises the top management organization of the installation. The EQCC is chaired by the GC and is comprised of key staff members from installation organizations designated by the GC and the SEMS Management Representative. The EQCC collects, evaluates, advises, coordinates, and facilitates SEMS implementation while representing the various functional areas of the installation.
- Management Representative – The Chief, Environmental Division has been appointed as SEMS Management Representative (SEMSMR) by the GC. The GC designated and appointed the Management Representative to be the Installation Environmental Coordinator per AR 200-1 to eliminate any redundancy. The SEMSMR guides the installation’s SEMS.

Representatives from Fort Gordon’s units, organizations and activities constitute the SEMS Cross-Functional Team (CFT). The CFT assisted the SEMSMR with the initial implementation of Fort Gordon’s EMS. The CFT currently serves as a conduit for information between their organizations and the SEMS and provides guidance and leadership on SEMS outreach, training, and awareness in support of Fort Gordon’s environmental policy.

The SEMS Coordinator (SEMSC) is assigned by the Chief, Environmental Division. The SEMSC facilitates the CFT and assists the SEMSMR with SEMS management activities.

Roles and responsibilities for key individuals who assist with implementing Fort Gordon’s SEMS are detailed in the Roles and Responsibilities Procedure (TII-FG-SEMS-005).

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TII SEMS PROCEDURES

Fort Gordon has developed a set of documents that establish the SEMS. These documents consist of procedures describing, managing, evaluating, and improving the EMS. This documentation provides a written description of Fort Gordon's SEMS and directs implementation of the SEMS.

The following Fort Gordon SEMS procedures are compiled into a SEMS Manual to allow for easy cross-reference and to facilitate internal document management.

SEMS Procedure	Document ID	ISO 14001 Reference
Environmental Policy Procedure	TII-FG-SEMS-001	4.2
Identification of Significant Aspects and Impacts	TII-FG-SEMS-002	4.3.1
Legal and Other Requirements	TII-FG-SEMS-003	4.3.2
Objectives and Targets	TII-FG-SEMS-004	4.3.3
Roles and Responsibilities	TII-FG-SEMS-005	4.4.1
Training and Awareness	TII-FG-SEMS-006	4.4.2
Internal and External Communication	TII-FG-SEMS-007	4.4.3
Document Control	TII-FG-SEMS-008	4.4.4 and 4.4.5
Operational Controls	TII-FG-SEMS-009	4.4.6
Emergency Preparedness and Response	TII-FG-SEMS-010	4.4.7
Monitoring and Measuring	TII-FG-SEMS-011	4.5.1
Evaluation of Compliance	TII-FG-SEMS-012	4.5.2
Corrective and Preventive Actions	TII-FG-SEMS-013	4.5.3
Records Management	TII-FG-SEMS-014	4.5.4
SEMS Internal Audit	TII-FG-SEMS-015	4.5.5
Management Review	TII-FG-SEMS-016	4.6

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TII-FG-SEMS-001 Environmental Policy Procedure

1. Purpose

The ISO 14001 Standard requires that a documented environmental policy be developed by Fort Gordon's top management to ensure that, within the defined scope of the SEMS, the policy is:

- a. Appropriate to the nature, scale and environmental impact of Fort Gordon's mission, related activities, products, and services.
- b. Includes a commitment to continual improvement and prevention of pollution.
- c. Includes a commitment to comply with all applicable legal and other requirements.
- d. Provides a framework for setting and reviewing environmental objectives and targets.
- e. Communicated to all persons working for, or on behalf of, the organization.
- f. Documented and available to the public.

The environmental policy statement is a declaration of the Garrison Commander's (GC) commitment to the environment, and serves as the foundation for the SEMS.

2. Procedure

- a. The Fort Gordon Environmental Policy establishes the foundation for minimizing environmental impacts associated with Fort Gordon's activities, products, and services. All activities and organizations within the scope of the Fort Gordon SEMS will conduct their activities and operations in a manner consistent with the Policy.
- b. The SEMSMR is responsible for ensuring the Environmental Policy is communicated and made available to all Fort Gordon personnel, contractors, visitors and the public. The Environmental Policy is accessible and available on the Fort Gordon web site; discussed within the General Awareness Training; and is summarized in brochures available to visitors and contractors.
- c. The Environmental Policy is periodically reviewed by the SEMSMR to ensure continued accuracy and relevance. Changes to the Environmental Policy may be required if significant changes occur in mission or operations, or if requirements outlined in the Policy become irrelevant to the current mission. If changes to the policy are required, approval of the changes will be obtained from the GC. Upon any change in command or revision to the Environmental Policy, the policy must be signed by the GC as soon as practicable, but within six months of the change.
- d. A copy of the Environmental Policy is maintained in Tab A of the SEMS Manual.

3. Associated Documents

- a. Garrison Commander's Policy Memorandum No. 69 - Environmental Policy

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TII-FG-SEMS-002 Identification of Significant Aspects and Impacts

1. Purpose

This procedure defines Fort Gordon's method for the identification and periodic re-evaluation of the significant environmental aspects and impacts of the activities, products, and services associated with its operations in order to set objectives and targets that can be achieved through the implementation of SEMS Management Action Plans (MAPs). The evaluation of aspects covers the activities conducted on the installation.

2. Procedure

a. Identification of Aspects and Impacts

- 1) The CFT develops, reviews, and updates Fort Gordon's environmental aspects and impacts at least annually, or when one of the following occurs:
 - Changes are made to the scope of the SEMS.
 - New mission activities are planned or implemented.
 - Changes are made to the existing mission.
- 2) All operations under the control and/or influence of Fort Gordon's organizations and units within the scope of the SEMS are evaluated to identify environmental aspects and impacts. The CFT considers those environmental aspects of activities, products, and services that Fort Gordon can control or over which it can be expected to have an influence. While the CFT focuses primarily on the activities occurring on the installation, the team also considers the activities, products, and services provided by contractors. Activities, products, and services associated with installation operations are identified on the Significant Aspects and Impacts Worksheet (TIII-FG-SEMS-002.01).
- 3) The CFT may call upon other individuals in their organizations, as needed to assist in identifying environmental aspects and impacts and determining the significant aspects. Separate teams may be formed to evaluate particular groups of activities and services.
- 4) The Significant Aspects and Impacts Worksheet (TIII-FG-SEMS-002.01) is used by the CFT to identify and document Fort Gordon's aspects (elements that can impact the environment) and their associated impacts.

b. Determination of Significant Aspects

- 1) The Significant Aspects and Impacts Worksheet (TIII-FG-SEMS-002.01) is used to identify and document the installation's activities, products and services, their

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associated environmental aspects and impacts, and the determination of significant aspects.

2) The CFT evaluates the environmental aspects and impacts of the installation's activities, products and services identified on the Worksheet to determine significant aspects. The CFT evaluates aspects using the following significance score formula and significant aspect scoring criteria:

a) **Significance Score = Environmental Impact Frequency x (Environmental Impact Severity + Mission Impact) + Regulatory Impact + Community Concern**

b) **Significant Aspect Scoring Criteria:**

Criteria:	Description:	Ranking:
Frequency	The probability that impact might occur, or how often it actually occurs, affects the significance of the impact (evaluate the frequency of the impact occurring, not the activity causing the impact).	5 = Continuous—ongoing or daily. 4 = Frequent—more than once per month. 3 = Infrequent—more than once per year, less than once per month. 2 = Rare—impact may occur once every year or two. 1 = Never—never occurred or highly unlikely.
Environmental Impact Severity	Environmental severity focuses on proximity of the impact to people and environmentally sensitive areas, toxicity and quantities of substances involved, duration of exposure or effects, size of the area affected, and potential of migration of the hazard	5 = Severe—immediate threat likely to result in widespread damage to human health or the environment; requires great effort to remediate or correct. 4 = Serious—no immediate health threat, but significantly damages the environment; difficult but possible to remediate. 3 = Moderate—somewhat harmful, but correctable. 2 = Mild—small potential for harm to environment, correctable. 1 = Insignificant—trivial consequences, easily correctable or not impact
Mission Impact	Mission impact rates how the mission would be affected if the impact actually occurred. Mission accomplishment can be influenced by priority or importance of the impacted missions, restrictions of specific activities (digging, using smoke, etc.), duration restrictions (limiting operations to a certain numbers of hours/day), permanent versus temporary closure or restrictions of training areas or industrial processes, availability of alternative training sites or training techniques.	5 = Loss of ability to accomplish critical mission or near mission failure. 4 = Severely degraded mission capability or serious mission restrictions. 3 = Moderate mission restrictions. 2 = Minor mission impacts or restrictions. 1 = Insignificant mission impacts or restrictions; alternative courses of action are available. 0 = No mission impacts or restrictions.

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Criteria:	Description:	Ranking:
Regulatory Impact	Regulatory impact evaluates compliance with applicable legal and other requirements with regards to federal, state, and local statutes and regulations and DoD and Army regulations and policies.	4 = Regulated activity. Federal, state or local statutory requirements or regulations apply. 3 = Likely to be regulated in future by federal, state, or local agency. 2 = Army or DoD requirements apply. Army or DoD regulation or policy apply to the activity. 1 = Best management practice (BMP) applies. 0 = No requirements apply.
Community Concerns	Community concerns consider community-generated political or regulator interest or actions, negative or positive media and press coverage, and the level of interaction with the local community.	4 = Public outcry or lawsuits. 3 = Serious community concern, political or activist inquiries, intense negative media. 2 = Moderate community concern, some media coverage. 1 = Community is not currently concerned, but could become so. 0 = Community is ambivalent or unconcerned.

- 3) The total significance scores for each environmental aspect are compiled and averaged to determine the overall significance score which are ranked from highest to lowest. Generally, the highest ranked aspects are considered significant. If there is no direct consensus on scoring, the CFT members should each vote and the scores then added together and averaged.
- 4) If the CFT determines that additional information is needed to evaluate the aspects and impacts of a particular activity, product or service, the SEMSMR assigns the responsibility for collecting and reporting that information to an appropriate member of the CFT. Decisions regarding determination of significant aspects are kept in CFT meeting minutes.
- 5) The SEMSMR presents the results and recommendations regarding significant aspects to the EQCC. The EQCC can accept or disregard CFT recommendations by adding or deleting significant aspects based upon environmental goals or management priorities. This decision is documented in the EQCC meeting minutes.
- 6) As part of the annual review, the CFT will review the Significant Aspects and Impacts Worksheet to identify any changes in installation activities, products or services that may require changes to the significant aspects and to the information is up-to-date.

3. Associated Documents

- a. Significant Aspects and Impacts Worksheet (TIII-FG-SEMS-002.01)

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TII-FG-SEMS-003 Legal and Other Requirements

1. Purpose

Fort Gordon is committed to complying with all applicable environmental legal and other requirements. Legal and other requirements may include Federal, state, regional and local laws, regulations, Executive Orders, industry standards, and organizational policies, guidance and memoranda. Fort Gordon also strives to meet other commitments included in its Environmental Policy, such as commitments to protection of natural and cultural resources, pollution prevention, and continuous improvement. This procedure describes how Fort Gordon identifies applicable legal and other requirements. Fort Gordon will also ensure that environmental requirements to which the installation subscribes are considered in developing, implementing, and maintaining its SEMS.

2. Procedure

- a. The Environmental Program Managers and Subject Matter Experts in the Directorate of Public Works (DPW), Environmental Division, are responsible for identifying and tracking applicable legal and other requirements that relate to the installation's environmental aspects. The SEMSC will review applicable Executive Orders pertaining to the SEMS.
- b. The Environmental Program Managers and Subject Matter Experts will use resources including but not limited to DENIX, FedCenter, other Federal electronic databases, Web pages, commercial databases, information from trade associations, direct communication and agreements with Federal, regional, state, and local environmental regulatory agencies, and periodic refresher training on environmental laws and regulations. As needed, SEMSMR will request assistance and expertise from the Office of the Staff Judge Advocate to assist in the identification and applicability of new and/or changed legal and other requirements.
- c. In order to facilitate the tracking of applicable legal and other requirements, a master list of legal and other requirements is maintained on the Legal and Other Requirements Worksheet (TIII-FG-SEMS-003.01) by the SEMSC with input from Environmental Program Managers and Subject Matter Experts.
- d. Legal and Other Requirements Worksheet (TIII-FG-SEMS-003.01) will be reviewed annually by the SEMSC with input from Environmental Program Managers and Subject Matter Experts.

3. Associated Documents

- a. Legal and Other Requirements Worksheet (TIII-FG-SEMS-003.01)

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TII-FG-SEMS-004 Objectives and Targets

1. Purpose

This procedure defines Fort Gordon's method for the establishment and maintenance of objectives and targets for significant environmental aspects at relevant functions and levels within the scope of the SEMS. Fort Gordon's programs for achieving its objectives and targets are known as SEMS Management Action Plans (MAPs). SEMS MAPs identify responsibility, actions, and time frames.

2. Procedure

- a. The SEMSMR working with the CFT, the SEMSC and the Environmental Program Managers, will coordinate identification of SEMS objectives and targets that are consistent with the installation's Environmental Policy and the significant environmental aspects. However, additional objectives may also be developed in association with other environmental aspects.
- b. As needed, the SEMSMR facilitates discussions with the EQCC and CFT members in order to develop specific targets for each objective. The targets developed should include both short- and long-term goals. Objectives and targets will be reviewed by the Cross Functional Team (CFT) with final approval by the EQCC.
- c. During the development process, the SEMSMR and SEMSC will ensure that significant aspects and legal and other requirements are considered. The following should also be considered when developing objectives and targets: mission; technological options; financial, operational, and organizational requirements; and, views of interested parties.
- d. The SEMSMR, with the assistance of appropriate Environmental Program Managers, will develop environmental programs to document progress in achieving SEMS objectives and targets. The SEMS Management Action Plan Worksheet (TIII-FG-SEMS-004.01) may be used to document these programs, including the necessary actions and tasks, roles and responsibilities, and timeframes to achieve targets. The SEMSMR or SEMSC will work with the responsible organizations and people identified in the SEMS MAPs to facilitate achievement SEMS objectives and targets.
- e. The SEMSMR reviews progress towards meeting the SEMS objectives and targets periodically throughout the year. These reviews occur through discussions with Environmental Program Managers, CFT members, and SEMS MAP responsible persons. At least annually, the SEMSC will ensure that the SEMS MAPs are formally updated and made available electronically.
- f. Progress towards achieving objectives and targets are communicated to the EQCC quarterly as part of the Management Review Process.

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3. Associated Documents

- a. SEMS Management Action Plan Worksheet (TIII-FG-SEMS-004.01)
- b. EQCC Meeting Minutes

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TII-FG-SEMS-005 Roles and Responsibilities

1. Purpose

There must be identified, defined, and documented roles within the Fort Gordon SEMS to ensure effective environmental management. This procedure defines the individual job-specific environmental roles and responsibilities for key individuals who assist with implementing Fort Gordon's SEMS.

2. Procedure

- a. The Environmental Quality Control Committee (EQCC) and the SEMSMR take an active role in defining the roles, responsibilities, and authority for the Fort Gordon SEMS. In order to successfully implement the SEMS, care is taken to ensure that roles and responsibilities are dispersed throughout the organization and not assigned solely to the SEMSMR. It is the responsibility of the SEMSMR to ensure the defined key roles, responsibilities, and authority within SEMS are communicated, as appropriate, throughout Fort Gordon.
 - 1) Garrison Commander (GC): The Fort Gordon GC establishes the installation's Environmental Policy and provides overall direction for the SEMS. The GC serves as the chairperson of the EQCC and is responsible for management review of the SEMS. The GC is responsible for assigning an individual to the role of SEMSMR who has sufficient authority, awareness, competence and resources to ensure the establishment, implementation, and maintenance of the SEMS. If the SEMSMR leaves the organization, it is the responsibility of the GC to assign another individual to the role of SEMSMR and the letter of appointment is revised and redistributed.
 - 2) Environmental Quality Control Committee (EQCC): The EQCC provides leadership oversight of the SEMS and is responsible for periodically reviewing the operation of the SEMS.
 - 3) SEMS Management Representative (SEMSMR): The SEMSMR is a member of Fort Gordon's leadership with access to the GC and is responsible for the functioning of the SEMS and monitoring overall SEMS performance. The SEMSMR ensures all tasks relating to the SEMS are identified and completed in a timely manner and reports periodically to the EQCC on the progress and results of the SEMS. The SEMSMR is officially designated by the GC.
 - 4) Directors and Commanders: Directors and Commanders are responsible for ensuring all personnel under his/her command conform to SEMS requirements and have completed SEMS awareness training. Directors and Commanders are also responsible for assuring compliance with the legal and other requirements applicable to their organizations.

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- 5) SEMS Coordinator (SEMSC): The SEMSC works closely with the SEMSMR and the Cross Functional Team and is responsible for identifying, assigning, scheduling, providing the necessary support for, and ensuring completion of all tasks relating to the SEMS. The SMC Coordinator is also responsible for maintaining SEMS documents under the leadership of the SEMSMR.
- 6) Cross Functional Team (CFT): The CFT is made up of Environmental Program Managers and representatives of key organizations and departments within Garrison directorates and tenants. The CFT is the primary implementation body for the SEMS and serve as a conduit between the SEMSMR and their organizations. The CFT is responsible for identifying significant aspects and impacts, SEMS implementation, and SEMS conformance relevant to their organization’s mission. The CFT members will communicate significant aspects and impacts to their organization. The CFT also reviews applicable SEMS documents for EQCC approval.
- 7) The Environmental Training Manager: The Environmental Training Manager is responsible for developing and updating SEMS awareness training and ensuring Fort Gordon personnel have received annual SEMS awareness training.
- 8) Environmental Program Managers and Subject Matter Experts: These personnel are responsible for maintaining and reviewing records and management plans related to SEMS significant aspects and/or objectives and targets.
- 9) Internal SEMS Audit Team Lead: Serve as the lead for internal audits (see internal audit procedure).
- 10) Internal SEMS Audit Team: The Internal SEMS Audit Team is made up of personnel who have completed the ISO 14001 EMS Lead Auditor Training or equivalent training and have no responsibility within the respective area or department to be audited.

b. Roles and responsibilities will be reviewed annually.

3. Associated Documents

- a. SEMSMR Appointment Letter

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TII-FG-SEMS-006 Training and Awareness

1. Purpose

This procedure defines the roles, responsibilities, and activities to ensure that Fort Gordon personnel, tenants and contractors are aware of the importance of conforming with the Environmental Policy, the requirements of the SEMS, their roles and responsibilities within the SEMS, the significant environmental aspects and impacts of their work activities, the benefits of improved performance, and the consequences of departing from applicable SEMS requirements and procedures. This procedure will ensure that civilian and military personnel whose activities may create or affect the significant aspects identified on Fort Gordon are aware of the impact they may have on the environment.

2. Procedure

a. SEMS General Awareness Training

- 1) The Environmental Training Manager is responsible for developing, implementing, and maintaining SEMS General Awareness training. This training is designed to keep Fort Gordon personnel, tenants, and contractors informed about the installation's Environmental Policy and SEMS.
- 2) SEMS General Awareness training is provided to all personnel and may include computer based modules, EMS awareness videos, classroom presentations for installation newcomers, and related communications tools such as newspaper articles, fact sheets, and other handouts.
- 3) The SEMS General Awareness training module and materials are updated by the Environmental Training Manager on an as-needed basis if there are significant changes within the SEMS or to the Fort Gordon mission.

b. Competency Training

- 1) SEMSMR Competency Training: The SEMSMR completes competency training to ensure that he/she is equipped to effectively manage the SEMS. Competency trainings that may be periodically provided by the Department of Defense, Army Environmental Command, or other outside organizations should be attended by the SEMSMR, or his/her designee (i.e., SEMSC). In addition to completion of SEMS General Awareness training, a newly appointed SEMSMR must review Army EMS training manuals prior to commencement of their SEMS duties.
- 2) Internal Audit Competency Training: Internal audits of the Fort Gordon SEMS are performed impartially and objectively by competent personnel from within the DPW Environmental Division or by outside personnel selected by the SEMSMR. Internal

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audit team members receive the ISO 14001 SEMS Lead Auditor Training or an equivalent level of training that has been approved by the SEMSMR prior to conducting internal audits.

- 3) **Significant Aspect Competency Training:** Individual organizations and units determine the level of experience, competence and training necessary to ensure the capability of their personnel, including those carrying out specialized job functions related to Fort Gordon's significant environmental aspects. The individual organizations and units manage competency training by:
 - Identifying competency training for personnel whose work could cause significant environmental impacts.
 - Identifying appropriate personnel to participate in significant aspect competency training.
 - Maintaining training records associated with significant aspect competency training.
- 4) **Compliance Training:** The Environmental Training Manager coordinates with the SEMSMR and Environmental Program Managers to ensure that compliance with regulatory training requirements is completed. This ensures that all personnel whose actions can affect compliance receive the required training and helps improve compliance with applicable legal and other requirements.

3. Associated Documents

- a. SEMS General Awareness Training Module
- b. TIII-FG-SEMS-006.01 Environmental Training Matrix
- c. TIII-FG-SEMS-006.02 Environmental Training Calendar

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TII-FG-SEMS-007 Internal and External Communication

1. Purpose

The purpose of this procedure is to establish the procedures for communicating the SEMS both internally and externally.

2. Procedure

a. Internal Communications

- 1) Internal communications may be verbal, email, intranet, via communication tools such as newspaper articles and posters and correspondence with installation personnel pertaining to SEMS activities.
- 2) Methods and types of internal communication used to maintain awareness of the Environmental Policy and SEMS may include, but are not limited to:
 - Fort Gordon Environmental Policy
 - SEMS progress toward goals
 - One week notification to appropriate personnel on a quarterly inspection
 - Environmental Incidents
 - Environmental aspects and associated impacts
 - General SEMS Awareness training
 - Audit results
 - Management Review results
- 3) The SEMSMR briefs the GC and the EQCC during the EQCC meetings which are held quarterly in accordance with the Management Review Procedure (TII-FG-SEMS-016).
- 4) CFT meetings are facilitated by the SEMSMR or the SEMSC at least quarterly. Members of the CFT are responsible for acting as liaisons between the SEMSMR and their respective organizations and units. The CFT meetings provide a forum for communications between representatives from organizations and units across the installation to discuss continual improvement of the SEMS, awareness campaigns, and other environmental initiatives. Meeting notes and materials are made available to all CFT members.
- 5) Any questions or concerns from Fort Gordon personnel, tenants, or contractors regarding the SEMS will be directed to the SEMSMR or forwarded to the SEMSMR from the Public Affairs Office (PAO) for response. The SEMSMR will either directly respond to the communication, or will designate an appropriate individual to respond to relevant communications.

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- 6) Fort Gordon personnel, tenants, and contractors are required to report hazards, accidents, and emergency situations immediately upon discovery. Minor hazards or accidents should be reported to their direct supervisor. Emergency situations should be immediately reported to the Directorate of Emergency Services (Dial 911) in accordance with the Emergency Preparedness and Response Procedure (TII-FG-SEMS-010).
- 7) The Action Summary (FG Form 1203-R-E) will be used to transmit and explain requests for Command Group decision, approval, or signature and to provide information to the Command Group in accordance with USASC&FG Pamphlet 25-1. Records of these internal communications are logged on the Action Transmittal (Form 1203) Tracking Log.

b. External Communications

- 1) External communications include any correspondence with the public concerning SEMS activities. All requests will be routed to the PAO and the SEMSMR. .
- 2) Regulatory agency inquiries and communications are managed by the appropriate DPW Environmental Program Manager in conjunction with the DPW Environmental Division Chief, the PAO, and the Office of the Staff Judge Advocate, as appropriate.
- 3) Records of external communications are logged on the Action Transmittal (External Communications) Track Log.
- 4) Fort Gordon has opted not to communicate their significant aspects to the public. Only the Environmental Policy will be available for the public and will be located on the Fort Gordon SEMS web site. Any other requests for information submitted by the public will be reviewed and assessed for legal compliance issues by the SEMSMR and the Office of the Staff Judge Advocate.

3. Associated Documents

- a. TIII-FG-SEMS-007.01 Action Transmittal (Form 1203) Tracking Log (Form 1203)
- b. TIII-FG-SEMS-007.02 Action Transmittal (External Communications) Tracking Log
- c. FG Form 1203-R-E
- d. USASC&FG Pamphlet 25-1

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TII-FG-SEMS-008 Document Control

1. Purpose

This procedure defines the mechanism for controlling SEMS documents. The purpose of this procedure is to ensure that that documentation is adequate to ensure effective operation; can be easily located; is periodically reviewed, revised, and approved; is current, and is managed to prevent the unintended use of obsolete documents. In addition, it ensures appropriate personnel have access to SEMS documents and they are aware of the document control process.

2. Procedure

a. Document Organization

1) Fort Gordon maintains a variety of documentation as part of the SEMS. SEMS documents are managed in a tiered system as described below:

- Tier I (TI) documents are Fort Gordon Command-level documents that provide installation-wide policy, guidance and information. The Fort Gordon Environmental Policy (Garrison Commander's Policy Memorandum) and the SEMS Manual are Tier I documents.
- Tier II (TII) documents are installation- and organization-level procedures that establish the SEMS and describe how the SEMS and environmental programs are implemented and operated. TII documents include SEMS Procedures that address ISO 14001 standards, program Standard Operating Procedures (SOPs), work instructions, and other documents associated with applicable environmental regulations and the SEMS. Examples of TII documents include:
 - SEMS Procedures
 - Fort Gordon management plans (e.g., Hazardous Waste Management Plan, Storm Water Pollution Prevention Plan, etc.)
 - SOPs (e.g., SOP for paint booth operations, SOP for storm water monitoring, etc.)

All printed copies of Tier II documents (except the original, signed copy) are uncontrolled and are used for reference only.

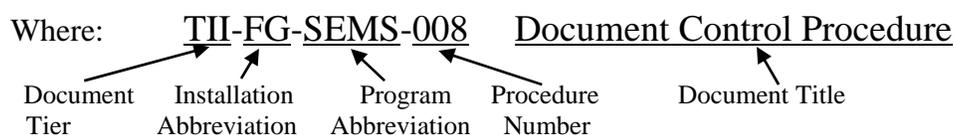
- Tier III (TIII) documents are forms, checklists, or other documents that support activities required by other SEMS documentation. A completed form becomes a record. Tier III documents are controlled by installation procedures or by:
 - Having a title and a date on the form, and
 - Being part of a TII document, or
 - If not part of a TII document (i.e., it is a separate form), being included in an accounting of separate forms maintained by Fort Gordon.

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- The fourth category of documents are written or electronic records that provide evidence of environmental compliance or demonstrate conformance SEMS Procedures, SOPs, and other Tier II documents. Examples of records include, but are not limited to, completed checklists, audit/inspection findings, quality assurance/quality control findings, preventive and corrective action histories, permits, contract language, meeting minutes, staffing actions, information papers, presentations, agendas, training records (job specific and competency training), certificates, and sign-in/attendee rosters. Records are not controlled documents, however, records are managed in accordance with the Records Management Procedure (TII-FG-SEMS-014).
- 2) The Fort Gordon Environmental Policy (Tier I) and the Tier II SEMS procedures that establish the SEMS have been combined into the SEMS Manual to allow for easy cross reference between the SEMS program elements and to facilitate internal document management. The Fort Gordon SEMS Manual is the central document that describes the scope of the installation’s EMS, its core elements, and how they fit together.
 - 3) This Manual is an inherent component of the organization’s SEMS and is maintained as a Tier I document by the Directorate of Public Works, Environmental Division. This Manual is reviewed annually and whenever changes are required to ensure the installation’s SEMS is effective, efficient, and drives continual improvements. The SEMS Manual is a controlled document.
 - 4) The SEMS Master Document List (TIII-FG-SEMS-008.01) is used to list and track the status of controlled SEMS documents by the SEMSC.

b. Document Identification

- 1) Each controlled document is provided a unique name, month and year date or document identification number and document approver. These items are included at the beginning of all controlled documents. The template for document control identification headers and footers for documents using a document identification number is provided in the Document Control Cover Page Template (TIII-FG-SEMS-008.02).
- 2) All controlled documents within the SEMS are identified using a unique document name, month and year date, or a document identification numbering structure composed of the document tier, (i.e., TI, TII, or TIII), the installation abbreviation (i.e., FG), the program area abbreviation (i.e., SEMS, AE, HM, etc.), a unique, sequential number (e.g., 001, 002, etc.), and the document title.



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- 3) Each controlled document is maintained electronically using a unique file name. This file name consists of the document name, month, and year date or document number and title.
- 4) The document owner is responsible for coordinating with the SEMSMC to ensure the SEMS Master Document List (TIII-FG-SEMS-008.01) that is used to list and track the status of controlled SEMS documents is kept up to date.

c. Document Origin, Revision, Approval and Replacement

- 1) The SEMSC is responsible for coordinating, developing, issuing, and controlling SEMS documents.
- 2) Environmental Program Managers and other document owners are responsible for submitting new documents and document updates and/or revisions to the SEMSC for coordination, and the SEMSC will update the SEMS Master Document List (TIII-FG-SEMS-008.01). The SEMSMR or the SEMSC will submit revisions to those procedures related to CFT activities for CFT review as appropriate.
- 3) Whenever a hard copy of a controlled document is printed from the electronic file, information similar to the footer in this document should be included in accordance with the Document Control Cover Page Template (TIII-FG-SEMS-008.02).
- 4) Revision numbers begin with 0 (original issuance). The document owner ensures that the change history information is correctly noted on the Document Control Cover Page.
- 5) The SEMSC will ensure that all appropriate changes are made and documented accordingly. The SEMSC shall:
 - Ensure the correct SEMS document identification number, revision date, and revision number or document name, month and year date are assigned to the document.
 - Update the SEMS Master Document List with the current document information.
 - Ensure the new or revised document in electronic format is maintained.
 - Ensure the old version of the document is archived to prevent their unintended use and maintain historical documents in the archive.
 - Provide notice to affected personnel to ensure that they are aware of the new or revised document as needed.
- 6) The SEMSMR the final approving authority for SEMS procedures. Record of approval will be documented in email correspondence.

d. Document Maintenance and Storage

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- 1) Fort Gordon controls environmental documents and makes them readily available at all locations where environmental operations are performed. The primary repository for controlled documents is the SEMS Library maintained by the SEMSC.

- 2) Corresponding hard copies of the documents will be maintained in the SEMS Library or in a designated area by the document owner. Personnel that do not have access to electronic documents may request hard copies of the document from the SEMSC. Obsolete documents are promptly removed from all points of issue and archived as required.

3. Associated Documents

- a. SEMS Master Document List (TIII-FG-SEMS-008.01)
- b. Document Control Cover Page Template (TIII-FG-SEMS-008.02)
- c. Records Management Procedure (TII-FG-SEMS-014)

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TII-FG-SEMS-009 Operational Controls

1. Purpose

This procedure establishes Fort Gordon's operational control of activities associated with identified significant environmental aspects and critical processes in line with the Environmental Policy and Fort Gordon's stated objectives and targets. This procedure covers all operations and activities associated with current, modified, and future significant environmental aspects. It ensures that these operations and activities are carried out under controlled conditions. This may require establishing documented procedures and operating criteria, and communicating relevant procedures and requirements to Fort Gordon personnel, tenants, and contractors. Operational controls can include, but are not limited to, standard operating procedures (SOPs), work instructions, check sheets, visual aids, and training aids. Employing effective day-to-day operating practices reduces the potential for environmental impacts or circumstances that can hinder mission accomplishment.

2. Procedure

- a. Operational controls must cover situations where their absence could lead to deviations from the Environmental Policy and established objectives and targets. The CFT will establish and maintain the list of activities associated with significant impacts. The CFT will assist the SEMSMR, the EQCC, and the GC in establishing and maintaining the operational controls for those activities associated with identified significant environmental aspects to achieve objectives and targets and to ensure consistency with the Environmental Policy.
- b. Operational controls are used to ensure compliance with applicable legal and other requirements. Environmental Program Managers will coordinate with affected organizations and activities to ensure adequate operational controls are implemented where their absence could lead to noncompliance.
- c. Operational controls may be in the form of management plans, standard operating procedures, work instructions, or other documented forms unless otherwise designated. These may include but are not limited to:
 - Operating criteria that covers normal and abnormal operating conditions (e.g. proper handling, control, storage, disposal, recycling, emergency shut down and response procedures, etc.).
 - Equipment maintenance procedures to ensure continuing capability and regulatory compliance.
 - Safety and response measures to take in case of emergency.
- d. Organizations and activities that have implemented operational controls will periodically assess their effectiveness. At a minimum, these operational controls will be reviewed in

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conjunction with internal audits. If it is determined that an operational control requires revision, those revisions are the responsibility of the owning organization or activity.

3. Associated Documents

- a. Significant Aspects and Impacts Worksheet (TIII-FG-SEMS-002.01)
- b. SEMS Management Action Plans (SEMS MAPs) (TIII-FG-SEMS-004.01)

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TII-FG-SEMS-010 Emergency Preparedness and Response

1. Purpose

This procedure establishes Fort Gordon's process for identifying potential emergency situations that could have an impact on the environment and/or mission and for ensuring response procedures are communicated to all personnel. Implementation of this SEMS procedure will ensure the periodic review of the emergency preparedness and response procedures for suitability, adequacy, and effectiveness for its intended purposes, and that proper preparations for and responses to emergency situations will minimize negative environmental and mission impacts in the event of an actual emergency.

2. Procedure

- a. The Directorate of Public Works (DPW), the Directorate of Emergency Services (DES), and the Directorate of Plans, Training, Mobilization, and Security (DPTMS) are responsible for maintaining emergency preparedness and response procedures to:
 - Identify potential for accidents and emergency situations.
 - Respond to accidents and emergency situations.
 - Prevent and mitigate the environmental impacts that may be associated with accidents and emergency situations.
- b. The DPW, DES, and DPTMS are required to communicate emergency preparedness and response procedures to all personnel. Fort Gordon personnel abide by all emergency preparedness and response procedures established by DPW and DPTMS and participate, as required, in applicable emergency response drills and contingency and emergency response training.
- c. All Fort Gordon personnel, tenants, and contractors are required to report hazards, accidents, and emergency situations immediately upon discovery. Minor hazards or accidents should be reported to their direct supervisor. Emergency situations should be immediately reported to the DES by dialing 911.
- d. The DES Fort Gordon Fire Department is a first response agency for hazardous spills and releases. The DPTMS Installation Operations Center (IOC) coordinates Fort Gordon's incident management and command and control operations during installation emergencies.
- e. The DES, DPW, DPTMS, and other response personnel participate in contingency and emergency planning and response exercises. Scenarios for the exercises are developed for potential emergencies such as hazardous substance spills, aircraft disasters, fires and earthquakes. As practicable, these exercises are conducted in cooperation with local emergency response agencies. These exercises provide the opportunity to rehearse

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coordination and control procedures including the Incident Command System, exercise communications systems, and hone the skills of first response organizations (e.g., Fire Department, Military Police, DPW Environmental Division, Spill Response Team, etc.).

- f. Responses to emergencies such as fires, floods and earthquakes are implemented through the IOC. If the emergency also requires a response to a hazardous substance spill or release, the spill or release is handled as prescribed in the Fort Gordon Spill Prevention, Control and Countermeasures (SPCC) Plan and Facility Response Plan (FRP). Other plans, such as the Hazardous Waste Management Plan, address the prevention and mitigation of environmental impacts associated with accidents and emergencies involving the management of hazardous waste.
- g. In accordance with applicable plans and training exercises, post-incident and post-training evaluations are performed to identify corrective and preventive actions.

3. Associated Documents

- a. Fort Gordon Facility Response Plan (FRP)
- b. Fort Gordon Spill Prevention, Control and Countermeasures (SPCC) Plan
- c. Fort Gordon Hazardous Waste Management Plan

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TII-FG-SEMS-011 Monitoring and Measuring

1. Purpose

This procedure establishes the activities performed to monitor and measure key characteristics of Fort Gordon's operations that can have a significant environmental impact and to track Fort Gordon's environmental performance. Monitoring and measuring activities includes documenting information to monitor performance, controls, and progress in meeting objectives and targets so that actions can be taken to minimize environmental impacts.

2. Procedure

a. Equipment Calibration

- 1) Organizations on Fort Gordon that work with equipment that could have a potential environmental impact are responsible for ensuring equipment is properly calibrated.
- 2) Organizations are responsible for specific operational controls related to monitoring and measuring in their work areas.
- 3) Equipment calibration and monitoring are conducted in accordance with applicable laws, permits and other local, state, and Federal regulations.
- 4) Records of calibration and monitoring are maintained by individual points of contact at the organization.

b. Environmental Performance

- 1) The environmental performance of Fort Gordon is measured for significant environmental aspects. Performance measures for objectives and targets are selected and documented in the SEMS MAPs. The performance measures serve as indicators that allow Fort Gordon to measure progress towards the achievement of established objectives and targets.
- 2) One factor to consider when selecting indicators for regulatory targets is the regulatory language that often specifies the unit of measure that needs to be monitored and controlled for the given significant environmental aspect. For example, air emissions may include particulates and volatile organic compounds and can be measured by volume, concentration, and periodicity; recyclables can be measured by weight, volume, or value; hazardous waste can be measured by toxicity, corrosiveness, flammability, combustibility, weight, etc.
- 3) Examples of indicators for the SEMS may include: The percentage of employees that have not received awareness training; the time lapse from finding a non-conformance

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to implementing corrective action; the number of employees that have received competency training relative to their responsibilities with respect to significant aspects.

- 4) Additionally, monitoring and measuring activities that are used to track environmental performance may be documented through data calls, periodic reports to state/local/federal agencies, status updates to senior leadership, and Environmental Performance Assessment and Assistance System (EPAAS) and related compliance inspections.

3. Associated Documents

- a. SEMS Management Action Plans (SEMS MAPs) (TIII-FG-SEMS-004.01)
- b. Related records may include net calls, equipment calibration records, data calls, annual reports, compliance reports, EPAAS inspection reports, CFT meeting minutes, and EQCC meeting minutes.

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TII-FG-SEMS-012 Evaluation of Compliance

1. Purpose

This procedure establishes how Fort Gordon will periodically evaluate compliance with applicable legal and other requirements related to its environmental aspects. Compliance with legal and other requirements is critical to mission accomplishment since periodic compliance evaluations can identify weaknesses before a noncompliance occurs. Compliance assessments are intended to provide the Garrison Commander, Unit Commanders, Directors, Activity Chiefs, and Environmental Program Managers with an expert and professional assessment of the installation's environmental performance. Fort Gordon's compliance assessment process is a systematic, documented, and comprehensive environmental review of installation processes, facilities, programs, practices, and environmental media areas.

2. Scope

Fort Gordon uses both internal and external assessments to evaluate compliance with applicable legal and other requirements. External compliance assessments are performed as Environmental Performance Assessment and Assistance System (EPAAS) audits and are typically scheduled on a three-year cycle in accordance with Army requirements. The external EPAAS audits are coordinated with and conducted by representatives from the U.S. Army Environmental Command (USAEC).

a. External Assessment

The EPAAS assessment includes: (a) an assessment of Fort Gordon's EMS conformance to ISO 14001, Army EMS policy, and the installation's SEMS procedures; (b) an assessment of the installation's compliance with legal and other requirements; and (c) an outline of corrective actions required to address deficiencies identified during the assessment.

b. Internal Assessment

The Annual Environmental Performance Assessment (AEPA) serves as Fort Gordon's internal EPAAS. The AEPA is a comprehensive, week-long, installation-wide assessment used to evaluate compliance with all Federal, State, Army, and Installation environmental regulatory requirements and conformance with SEMS requirements. AEPA audits are conducted annually, or may be modified in the years an external EPAAS audit is conducted. They are performed by an audit team comprised of Fort Gordon DPW Environmental Division personnel. The AEPA audit serves several purposes:

- 1) Validates the effectiveness and findings from all other assessments conducted throughout the year.
- 2) Re-assesses those areas where environmental issues and concerns were previously identified.

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- 3) Focuses the entire installation on the importance of the environmental program and environmental stewardship.
- 4) Assesses high risk environmental processes, facilities, programs, practices, and environmental media areas to ensure regulatory compliance.
- 5) Prepares the installation for Army external inspections by simulating the external EPAAS inspection process.
- 6) Obtains final assessment findings necessary to determine the installation's overall environmental performance for the year.
- 7) Reports the installation's compliance status and environmental performance to the Garrison Commander and other senior commanders and activity directors.
- 8) Identifies environmental concerns and issues requiring command emphasis and resourcing.
- 9) Allows Environmental Program Managers to perform a concentrated review of their programs, media areas, and management plans.
- 10) Validates the installation's significant environmental aspects identified in the SEMS.

3. Procedure

Both internal AEPA and external EPAAS audits are conducted in accordance with Army Regulation (AR) 200-1 and current DA guidance and follow these protocols: The Environmental Assessment and Management (TEAM) Guide (U.S. TEAM Guide), the Active Army Supplement to the U.S. TEAM Guide, and the Georgia State Supplement to the U.S. TEAM Guide. The Guides can be downloaded from FedCenter at <http://www.fedcenter.gov/> (FedCenter account is required).

a. Pre-Assessment Activities:

- 1) The AEPA is conducted annually and is scheduled by the DPW Environmental Division. The EPAAS Program Manager will develop a schedule each fiscal year that identifies the organizations, units, and activities that are to be inspected for that particular year. The schedule is documented on AEPA Schedule Worksheet (TIII-FG-SEMS-012.02).
- 2) The EPAAS Program Manager will forward the AEPA schedule to the Environmental Division staff that will serve as assessors for the AEPA.
- 3) Once Environmental Division staff receive the AEPA schedule, they will contact the Environmental Officers (EO) or representatives of the organizations, units, and activities to be assessed and schedule the specific date and time for their portion of the AEPA and notify the EPAAS Program Manager.
- 4) The EPAAS Program Manager documents and finalizes the schedule on the AEPA Schedule Worksheet and coordinates with DPTMS to have the AEPA dates placed on the Installation Master Calendar.

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- 5) The EPAAS Program Manager may be required to develop and conduct an AEPA pre-brief to the Garrison Commander. If a pre-brief is required, documentation of the AEPA pre-brief is maintained electronically in the AEPA folder.

b. Assessment Activities:

- 1) AEPA audits are performed by the DPW Environmental Division staff. As part of the assessment team, each Environmental Division staff member is assigned responsibility for specific media areas or environmental programs. The Environmental Division staff represent the installation's highest level of expertise and knowledge available for an environmental media or program. The following programs are assessed:

- | | | |
|------------------|---------------------------|-----------------------------------|
| - Air Quality | - Hazardous Materials | - Hazardous Waste |
| - Water Quality | - Wastewater Management | - Fuel Storage Tanks |
| - Solid Waste | - Asbestos & Lead Hazards | - Cultural Resources |
| - Noise | - Natural Resources | - Endangered Species |
| - Restoration | - Pesticide Management | - Pollution Prevention |
| - Sustainability | - NEPA | - Environmental Training |
| - Recycling | - Green Procurement | - Environmental Management System |

- 2) Prior to the AEPA, the EPAAS Program Manager conducts an AEPA in-brief and training session for the Environmental Division assessors which includes a review of the AEPA process and procedure, use of the audit protocols, and guidance on documenting findings on the AEPA Findings Form and preparing the AEPA Findings Report. The AEPA in-brief and training should be attended by all Environmental Division staff performing or participating in the AEPA.
- 3) The daily AEPA audits are conducted by the Environmental Division staff in accordance with the AEPA schedule. The Environmental Officer (EO) or representative of the organization, unit, or activity being assessed will meet the Environmental Division assessors on site to escort them through the organization during the inspection.
- 4) Assessments are performed by the Environmental Division assessor using the media checklists in the U.S. TEAM Guide, Georgia State Supplement, and Active Army Supplement audit protocols. Assessment activities include document and records review, personnel interviews, and visual inspections.
- 5) Assessors document each finding by completing the Part 1 (Tracking Data) and Part 2 (Finding and Description) sections on the AEPA Finding and Response Form (TIII-FG-SEMS-012.01). Once Part 1 and Part 2 are completed on the form for each finding, the assessor will save their forms electronically and email them to the EPAAS Program Manager.

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- 6) At the start of each day of the AEPA, each assessor reviews the findings identified during the previous day's inspection as well as any other observations that may affect the installation's environmental performance with the management staff, as needed.
- 7) At the completion of the AEPA, each assessor ensures an AEPA Finding and Response Form has been completed (Parts 1 and 2) for each finding, and the forms are saved electronically and emailed to the EPAAS Program Manager. Assessors are required to ensure that all installation organizations and units with findings are informed of their findings during the assessment if possible, but no later than the week following the assessment.
- 8) The EPAAS Program Manager will review and compile the AEPA Finding and Response Forms and document each finding on the Installation Corrective Action Plan (ICAP) Tracking Worksheet (TIII-FG-SEMS-013.01).
- 9) The EPAAS Program Manager will coordinate, develop, and schedule the AEPA Out-brief for the EQCC and will review the out-brief with the SEMSMR for approval. Once approved, the EPAAS Program Manager will assign briefers for each component of the Out-brief as needed.

c. Post-Assessment Activities:

- 1) The EPAAS Program Manager assigns and enters a unique Finding Number for each finding in Part 6 (Finding Number Assignment) on the AEPA Finding and Response Form (TIII-FG-SEMS-012.01) and logs the AEPA findings on the ICAP Tracking Worksheet (TIII-FG-SEMS-013.01).
- 2) The EPAAS Program Manager then assigns each finding to the appropriate Environmental Division Program Manager for completion.
- 3) The assigned Environmental Division Program Manager will complete the following sections on the AEPA Finding and Response Form (TIII-FG-SEMS-012.01) for each finding:
 - a) Part 3 (Corrective Action) – Identify and describe the corrective and preventive actions to be taken to close the finding.
 - b) Part 4 (Analysis) – Review the finding and the corrective actions and fill in the appropriate root cause code to ensure the corrective actions address the finding as well as the root cause.
 - c) Part 5 (Review) – Identify and document the progress towards closing the finding in Part 5 (Review).

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- 4) The EPAAS Program Manager develops an AEPA Findings Unfunded Requirements (UFR) list for the Command, as required.
- 5) The EPAAS Program Manager documents the final AEPA findings into the ICAP Tracking Worksheet (TIII-FG-SEMS-013.01) and briefs the status of the ICAP to the SEMSMR and the EQCC at each quarterly EQCC meeting.
- 6) Once the corrective action for the finding has been completed and verified by the Environmental Division Program Manager, they will enter the completion date in Part 5 of the AEPA Finding and Response Form and notify the EPAAS Program Manager. The EPAAS Program Manager will update the finding status on the ICAP Tracking Worksheet (TIII-FG-SEMS-013.01).
- 7) The EPAAS Program Manager in coordination with the Environmental Division Program Managers will recommend ideas for organizational awards for positive assessment findings identified during the inspection. Once the type of award is approved by the SEMSMR, the EPAAS Program Manager will work to obtain and distribute the awards.
- 8) Completed AEPA records are maintained electronically in the AEPA folder.

4. Associated Documents

- a. AEPA Finding and Response Form (TIII-FG-SEMS-012.01)
- b. AEPA Schedule Worksheet (TIII-FG-SEMS-012.02)
- c. Installation Corrective Action Plan (ICAP) Tracking Worksheet (TIII-FG-SEMS-013.01)
- d. Garrison Commander's Policy Memorandum No. 63 – Compliance with Environmental, Natural, and Cultural Resource Requirements

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TII-FG-SEMS-013 Corrective and Preventive Actions

1. Purpose

The purpose of this procedure is to establish and outline the process for addressing and analyzing nonconformities and identifying, documenting, implementing corrective and preventive actions. A nonconformity is nonfulfillment of environmental management system (EMS) requirements or noncompliance with environmental performance requirements.

2. Procedure

- a. Periodic SEMS audits and compliance assessments, as defined in the SEMS Internal Audit Procedure (TII-FG-SEMS-015) and the Evaluation of Compliance Procedure (TII-FG-SEMS-012), are used to identify nonconformities. Nonconformities may also be identified through informal audits and as part of the routine responsibilities of personnel who note potential or actual problems.
- b. Once a nonconformity is identified, it is investigated to determine the cause so that appropriate corrective and preventive actions can be taken. Corrective and preventive actions will be developed and implemented for all identified nonconformities. The Environmental Division EPAAS Manager, the assigned Environmental Division Program Manager, and audit team member are responsible for:
 - Identifying the appropriate corrective and preventive actions (including modifying or creating environmental procedures and work practices);
 - Planning and implementing corrective and preventive actions; and,
 - Verifying the closeout and effectiveness of corrective and preventive actions.
- c. The Environmental Division EPAAS Manager maintains the ICAP Tracking Worksheet (TIII-FG-SEMS-013.01) to track internal and external audit findings and their corrective and preventive actions. Where nonconformances are identified outside of the formal audit process, the Environmental Division EPAAS Manager will document and track nonconformances on the ICAP Tracking Worksheet. These nonconformances should be identified as informal audits in the “Type of Assessment” column on the worksheet. Findings from regulatory compliance inspections will be documented and tracked in the ICAP Tracking Worksheet under a separate tab.
- d. The ICAP Tracking Worksheet is used to document corrective and preventive actions and includes the following:
 - Determination of the root cause of the nonconformity.
 - Identification of the corrective and preventive actions to resolve the nonconformity and prevent recurrence.
 - Identification of the responsible POC for implementing the corrective and preventive actions.

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- The timeframe in which the corrective and preventive actions should be implemented.
 - Status of progress made toward implementing the corrective and preventive action until the nonconformity is resolved.
 - Verification that the corrective and preventive action has been fully implemented.
- e. The POC responsible for corrective and preventive actions, working with the Environmental Division EPAAS Manager, will ensure the corrective and preventive action addresses both the nonconformance and its root cause and will verify proper implementation of corrective and preventive actions taken and closeout of the finding.
- f. The Environmental Division EPAAS Manager will monitor the status of corrective actions to ensure that findings are corrected within acceptable timeframes. Nonconformities that may have an immediate negative impact on the environment must be mitigated promptly. The Environmental Division EPAAS Manager will ensure these are identified and tracked as a priority.
- g. Corrective actions for EMS nonconformances should be completed within six months of the finding. Recommended timeframes for completing corrective actions for compliance findings are provided in the table below:

Type of Compliance Corrective Action	Guideline (Time to Correct)
Records	3 months
Operational practices	4 months
Facility projects accomplished in-house	6 months
Training	6 months
Testing/sampling	6 months
Program management	9 months
Permit revision	9 months
Supplies/equipment	9 months
Surveys/studies	12 months
Plans accomplished by contract	18 months
Facility projects accomplished by O&M contract or unspecified Minor Military Construction	18-24 months
Facility Projects accomplished by MILCON contract	60 months

- h. Information maintained in the ICAP Tracking Worksheet is updated at least quarterly. The status of corrective and preventive actions is briefed to the SEMSMR and the EQCC during quarterly EQCC meetings.

3. Associated Documents

- a. Installation Corrective Action Plan Tracking Worksheet (TIII-FG-SEMS-013.01)

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- b. AEPA Finding and Response Form (TIII-FG-SEMS-012.01)
- c. Garrison Commander's Policy Memorandum No. 63 – Compliance with Environmental, Natural, and Cultural Resource Requirements

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TII-FG-SEMS-014 Records Management

1. Purpose

This procedure identifies the management and retention of records at Fort Gordon. A procedure must be in place for the identification, storage, protection, retrieval, retention and disposal of records. Records must be legible, identifiable and traceable.

2. Procedure

- a. Records are uncontrolled documents and may be maintained in electronic format and/or as paper copies. Records may include, but are not limited to:
 - Evidence of completed training, monitoring, or compliance evaluations.
 - Copies of permits, licenses, or other forms of legal authorization.
 - Evidence of fulfillment of objectives and targets.
 - SEMS internal review and management review records.
 - Records of results of corrective and preventive actions taken.
- b. Electronic records will be labeled in a manner to facilitate identification. Paper records will be maintained in a clearly labeled filing system that facilitates identification.
- c. SEMS records are managed electronically and/or paper copy. The SEMSC is responsible for ensuring that new SEMS records are maintained electronically and/or paper copy.
- d. Paper copies of SEMS records are maintained by the SEMSC in a filing system that is readily accessible and that protects the records from damage.
- e. Records generated within organizations and activities are maintained within the organizations and activities according to their own record control procedures. Such records may include competency training records, inspection records, evidence of progress toward meeting environmental goals, or results of monitoring and measuring activities. Records shall be and remain legible, traceable, identifiable, readily retrievable, and stored and maintained so as to prevent damage, deterioration, or loss as appropriate to the importance of the record.
- f. Records will be maintained in accordance with the timeframes required by the guiding regulations.

3. Associated Documents

- a. SEMS Master Document List (TIII-FG-SEMS-008.01)

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TII-FG-SEMS-015 SEMS Internal Audit

1. Purpose

This procedure describes how internal SEMS internal audits are scheduled and conducted at Fort Gordon to ensure conformance to the ISO 14001 Standard and to verify that procedures have been implemented effectively.

2. Procedure

- a. The SEMSMR is responsible for managing the SEMS internal audit, selecting the lead auditor for a given audit, preparing the final report, and communicating the findings of the audit to the EQCC in association with the Management Review process.
- b. Internal SEMS audits will include an examination of documents (which may consist of procedures, documents, records, previous audit reports, and corrective or preventive actions) and interviews of personnel to gather evidence that the Fort Gordon SEMS conforms to ISO 14001 Standards, Army requirements, and the SEMS Manual.
- c. Internal SEMS audits are performed at least annually in order to verify that the SEMS is implemented and functioning as expected.
- d. The SEMSC is responsible for planning and scheduling the SEMS internal audits. The audit team and lead auditor is selected by the SEMSMR and consists of personnel that are fully aware of the SEMS program, are familiar with audits and are deemed competent to conduct such audits.
- e. The SEMS Lead Auditor serves as the lead for SEMS internal audits. The SEMS Lead Auditor develops the audit plan, assigns audit responsibilities to the team members, ensures that the audit team completes the audit as planned, conduct audit team meetings, and conducts opening and closing meetings with auditee.
- f. The SEMS Internal Audit Team is made up of personnel who have completed the ISO 14001 SEMS Lead Auditor Training (or equivalent training). To assure objectivity, the SEMS Internal Audit Team will include personnel that have no responsibility within the respective area, organization, or activity to be audited and are not directly responsible for the areas being audited.
- g. The SEMS Internal Audit Team will collect objective evidence of the implementation and maintenance of the SEMS in order to verify conformance with applicable standards and requirements. SEMS internal audits will be conducted primarily through interviews with personnel, records review, and physical inspection. Interviews should be conducted in the work area, if possible or appropriate, so that actual processes can be observed and any records or related data will be available for review.

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- h. The SEMS Internal Audit Team members will document each finding of nonconformance by completing the Part 1 (Tracking Data) and Part 2 (Finding and Description) sections on the AEPA Finding and Response Form (TIII-FG-SEMS-012.01) and submit the forms to the SEMSC.
- i. The SEMSC will complete the following sections on the AEPA Finding and Response Form (TIII-FG-SEMS-012.01) for each finding:
 - Part 3 (Corrective Action) – Identify and describe the corrective and preventive actions to be taken to close the finding.
 - Part 4 (Analysis) – Review the finding and the corrective actions and fill in the appropriate root cause code to ensure the corrective actions address the finding as well as the root cause.
 - Part 5 (Review) – Identify and document the progress towards closing the finding.
- j. The SEMSC will consolidate all nonconformances and record them in the Installation Corrective Action Plan (ICAP) Tracking Worksheet and compile and summarize the findings into a SEMS Internal Audit Summary Report. Completion of corrective and preventive actions will be tracked in accordance with the Corrective and Preventive Actions Procedure (TII-FG-SEMS-013).
- k. The SEMS Internal Audit Summary Report is submitted to the SEMSMR and results of SEMS Internal Audits are presented at the next EQCC meeting and CFT meeting following completion of the audit.

3. Associated Documents

- a. Corrective and Preventive Actions Procedure (TII-FG-SEMS-013)
- b. Installation Corrective Action Plan Tracking Worksheet (TIII-FG-SEMS-013.01)
- c. AEPA Finding and Response Form (TIII-FG-SEMS-012.01)

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TII-FG-SEMS-016 Management Review

1. Purpose

This procedure establishes periodic management reviews of the installation's SEMS. Implementation of this SEMS procedure will ensure Fort Gordon's leadership reviews the SEMS for its continued suitability, adequacy, and effectiveness. Reviews include assessment of status of objectives and targets, opportunities for improvement and the need for changes to the SEMS to ensure continual improvement.

2. Procedure

- a. The goals of management reviews are to: 1) ensure that the Fort Gordon leadership is engaged and involved; 2) assess the SEMS suitability, adequacy and effectiveness; and, 3) encourage the continual improvement cycle.
- b. Senior leadership (e.g. EQCC) will review the SEMS annually to ensure its continuing suitability, adequacy, and effectiveness toward achieving broader goals of mission enhancement and sustainment. The EQCC meetings will be the forum for these annual reviews.
- c. At a minimum, the following items will be discussed during annual SEMS management review:
 - 1) Results from recently completed SEMS audits
 - 2) Communication from external interested parties to include complaints received
 - 3) Status report on the progress of objectives and targets and SEMS MAPs
 - 4) Status of regulatory compliance
 - 5) Status of corrective and preventive actions to include information on violations received since the last SEMS review
 - 6) Status of action items from previous SEMS management reviews
 - 7) Developments in legal and other regulatory requirements related to Fort Gordon's environmental aspects
 - 8) Recommendations for SEMS improvement
- d. In addition, the SEMS management review will evaluate the need for SEMS updates due to:
 - 1) Changes in mission
 - 2) Addition of new facilities
 - 3) Changes in expectations and requirements of interested parties
 - 4) Changes in the products or activities of the installation
 - 5) Advances in science or technology
 - 6) Lessons learned from environmental incidents or emergency response

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7) Changes in reporting and communication structures within the installation

- e. Records of management reviews, including decisions and actions related to possible changes to the Fort Gordon Environmental Policy, objectives and targets, or other elements of the SEMS, will be documented in the EQCC meeting minutes. The SEMSMR will follow-up with any action items identified during the management review.

3. Associated Documents

- a. SEMS Management Action Plan (SEMS MAP) Worksheet (TIII-FG-SEMS-004.01)
- b. EQCC Meeting Minutes

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DEFINITIONS

Audit Criteria: Policies, procedures, requirements, or references against which the management system can be compared (e.g., the ISO 14001 standard or a DoD or Army policy or requirement).

Audit: A systematic, independent, and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the SEMS audit criteria set by the organization are fulfilled.

Auditor: A person with the competence to conduct an audit.

Competence: Demonstrated personal attributes and demonstrated ability to apply knowledge and skills.

Conformance: Objective evidence shows that the activity is being conducted according to requirements.

Continual Improvement: Recurring process of enhancing the SEMS in order to achieve improvement in overall environmental performance consistent with the organization's environmental policy.

Controlled Document: A document that is maintained and updated as part of the Fort Gordon SEMS. Controlled documents can be modified by document owners/approvers and are formally approved and distributed in accordance with the document control procedure.

Corrective Action: Action to eliminate the cause of a detected nonconformity. The corrective action must address both the non-conformance and its root cause.

Cross Functional Team (CFT): The CFT is comprised of representatives from organizations and units on the installation that coordinates with their respective organizations and units and is responsible for implementing the SEMS installation-wide.

Effectiveness: Extent to which planned activities are realized and planned results achieved.

Emergency condition: An unplanned abnormal, accidental or unexpected condition (upset). It is a specific combination of events or circumstances that leads to an undesirable consequence.

EMS effectiveness and efficiency: Meeting the operation's mission while conforming to commitments to compliance with applicable environmental regulations, other requirements and the principles described in the Environmental Policy. Sound use of resources to reduce risk.

Environment: Surroundings in which an organization operates, including air, water, land, natural resources, cultural or historical resources, flora, fauna, humans, and community interrelation, within the ecosystem or beyond.

Environmental Aspect: Element of an organization's activities, products, or services that can directly or indirectly impact the environment.

Environmental Impact: Any change to the environment whether adverse or beneficial, wholly or partially, resulting from an organization's environmental aspects.

Environmental Objective: An overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.

Environmental Performance: Measurable results of an organization's management of its environmental aspects.

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Environmental Target: A detailed (measurable, when possible) performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

External Communication: Communication conducted with the public.

Installation: The term used to reference the location or scope of the Environmental Management System.

Internal Communication: Communication conducted with Fort Gordon personnel, contractors, and tenants.

Key Characteristic: performance indicator that denotes the level of performance on controlling the potential significant aspect.

Legal Requirement: Refers broadly to any requirement or authorization that is related to an organization's environmental aspects as issued by a governmental authority (including international, national, state/provincial and local authorities) and has legal force.

Management Action Plan (MAP): A plan put together by an organization that manages programs associated with the SEMS and the actions required to achieve the organization's objective and targets.

Maintenance: Actions taken to protect assets, usually performed by the operator to maintain satisfactory condition of the operations and/or process. Maintenance may also be considered those operations performed from outside the area, such as preventive maintenance.

Nonconformance: Objective evidence shows that the activity is not being conducted according to requirements. Refers to situations or actions that do not meet or comply with the requirements established in the Fort Gordon SEMS or the ISO 14001 Standard. A noncompliance is a form of nonconformity.

Nonconformity: Non-fulfillment of a requirement of the SEMS. Refers to situations or actions that do not meet or comply with the requirements established in the Fort Gordon SEMS or the ISO 14001 Standard. A noncompliance is a form of nonconformity.

Normal conditions: Day-to-day actions (man and machine) that constitute the typical conditions under which an operation/process is performed.

Objective Evidence: Records, statements of fact, on-site observations, or other information that are related to the review criteria and are verifiable. Objective evidence is the proof that the finding is a conformance or a nonconformance.

Observation: Objective evidence shows that the activity is being conducted according to requirements. However, current practices may cause future problems and potential nonconformances.

Operational Controls: Means used to ensure that the environmental impacts on the environment and resources are effectively prevented or minimized (include but not limited to standard procedures, etc.).

Organization: Used in the context of this SEMS Manual, it refers to the installation and components.

Prevention of pollution: Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission, or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

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Preventive Action: Action to eliminate the cause of a potential nonconformity.

Procedure: A specialized way of carrying out a task or process.

Record: A document stating results achieved or providing evidence of tasks performed.

Resource: A means of accomplishing something (i.e., people, expertise, time money, equipment, etc.).

Resources: Assets that may be impacted by the conduct of practices, such as personnel health and safety, real property, financial resources, public relations status and mission capability.

Risk Analysis: Risk analysis refers to a qualitative and quantitative assessment of the nature and magnitude of risk. The purpose of a risk analysis is to estimate the severity and likelihood of harm to the environment and resources. Risk management is assessed against best management practices. The significance of risk is weighted in terms of the expressed risk and the management directed to the risk.

Root Cause: A root cause analysis for each finding or if findings are similar in nature, a group Root Cause. Root Cause analysis is nothing more than an exercise in problem solving in order to determine the most underlying reason for a finding. "Problem solving," as used here, begins with the recognition that findings observed during internal or external assessments do in fact constitute problems that require analysis and decision-making to prevent recurrence. The intent is to analyze the finding down to the lowest critical point of failure.

SEMSC: Sustainability and Environmental Management System Coordinator. Person designated by the SEMSMR to assist with implementation and maintenance of the SEMS.

SEMSMR: Sustainability and Environmental Management System Management Representative. An individual appointed by the Garrison Commander who is responsible for ensuring that the SEMS meets the requirements of the ISO Standard 14001 and who reports to leadership on SEMS performance.

Significant Aspect: an environmental aspect that drives an organization's objectives; targets and programs; skills and competency needs; operational controls; metrics; and monitoring and measuring.

Supervisor: The Individual responsible for the day-to-day activities within a branch, division, or operation.

Sustainability Environmental Management System (SEMS): That part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental program and achieving environmental goals.

Uncontrolled Document: A document that is not maintained or updated. Traceable distributions of uncontrolled documents are not required. Uncontrolled documents may be used as records or reference and should be current at the time of issue. Updates of uncontrolled documents are not required following revision to the original document.

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ABBREVIATIONS AND ACRONYMS

AEPA	Annual Environmental Performance Assessment
CFT	Cross Functional Team
DENIX	Defense Environmental Network and Information Exchange
DES	Directorate of Emergency Services
DoD	Department of Defense
DPTMS	Directorate of Plans, Training, Mobilization, and Security
DPW	Directorate of Public Works
DPW-ED	Directorate of Public Works Environmental Division
EMS	Environmental Management System
EO	Environmental Officer
EO	Executive Order
EPAAS	Environmental Performance Assessment and Assistance System
EQCC	Environmental Quality Control Committee
FY	Fiscal Year
GC	Garrison Commander
ICAP	Installation Corrective Action Plan
ISO	International Organization for Standardization
MAP	Management Action Plan
NEPA	National Environmental Policy Act
PAO	Public Affairs Office
SEMS	Sustainability and Environmental Management System
SEMSC	Sustainability and Environmental Management System Coordinator
SEMSMR	Sustainability and Environmental Management System Management Representative
U.S.	United States
UFR	Unfunded Requirements

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DOCUMENT CHANGE HISTORY

Document Change History			
Revision Number	Revision Date	Summary of Revision	Document Reviewer
0	09/29/2010	Original SEMS Manual Development Date	SEMSC
1	2011	Administrative update.	SEMSC
2	2011	Administrative update.	SEMSC
3	2012	Administrative update.	SEMSC
4	5/15/2013	Administrative update.	SEMSC
5	8/20/2013	Administrative update.	SEMSC
6	1/9/2015	Review and edits made to section TI to clarify SEMS organization and improve flow; combined SEMS Manual (TI) with SEMS procedures (TII) to reduce redundancy; updated headers; and removed outdated/repetitive information. Previous change histories for individually controlled TI and TII documents can be reviewed as part of the obsolete manual and procedures.	SEMSC
7	4/29/2015	Updated the following TII procedures: Identification of Significant Aspects and Impacts; Document Control; Evaluation of Compliance, Corrective and Preventive Actions; and, SEMS Internal Audit. Updated Definitions.	SEMSC
8	11/30/2015	Made the following global changes to procedures: Removed references to ENRMO\$ server; changed references from Environmental and Natural Resources Division to Environmental Division; changed references from Environmental Performance Assessment System (EPAS) to Environmental Performance Assessment and Assistance System (EPAAS); made minor spelling, grammar and text edits. Revised Internal and External Communications procedure (TII-FG-SEMS-007) to include use of Action Summary form, external communication procedure, and use of the External Tracking Log. Revised Document Control procedures (TII-FG-SEMS-008) to include use of document name, month, and year date for controlled document identification. Removed reference to Fort Gordon Emergency Plan from Emergency Preparedness and Response procedure (TII-FG-SEMS-010). Renamed the Corrective and Preventive Actions Tracking Worksheet to Installation Corrective Action Plan (ICAP) Tracking	SEMSC

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Document Change History			
Revision Number	Revision Date	Summary of Revision	Document Reviewer
		Worksheet. Removed the finding documentation section of the AEPA Schedule and Finding Worksheet (TIII-FG-SEMS-012.02) that is already included in the Installation Corrective Action Plan Worksheet (TIII-FG-SEMS-013.01). Added regulatory compliance inspection findings included on separate tab in the ICAP Tracking Worksheet. Added Abbreviations and Acronyms list.	

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TAB A FORT GORDON ENVIRONMENTAL POLICY



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

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MEMORANDUM FOR ALL FORT GORDON PERSONNEL

SUBJECT: Garrison Commander's Policy Memorandum No. 69 – Environmental Policy

1. **References:**

- a. Executive Order 13514 "Federal Leadership in Environmental Energy and Economic Performance", 8 October 2009.
- b. Army Regulation 200-1, Environmental Protection and Enhancement, 13 February 2007.
- c. Executive Order 13423 "Strengthening Federal Environmental, Energy, and Transportation Management", 24 January 2007.
- d. International Organization for Standardization (ISO) 14001 Environmental Management Systems (EMS).

2. **Purpose:** To establish command guidelines that ensure all operations and activities are conducted in a manner that protect the installation's natural and human environment.

3. **Applicability:** This policy applies to all Fort Gordon personnel, including military, civilians, tenants, and contractors.

4. **Intent:** Fort Gordon embraces organizational and individual environmental stewardship, innovations, and initiatives as means to achieve sustainable development while protecting the natural and human environment. Our Environmental Management System (EMS) provides the corporate framework for establishing objectives and targets to progress toward continual improvement, effectiveness, and efficiency.

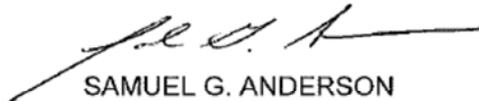
5. **Guidance:** Implementation of an effective environmental policy ensures the establishment and enforcement of ecologically and economically sound programs that promote responsible stewardship of the environment while providing cost effective mission benefits. Fort Gordon carries out its mission in concert with environmental stewardship responsibilities to the installation's Sustainability and Environmental Management System (SEMS). In accomplishing the mission, Fort Gordon will:

Facility: Fort Gordon	Approval Authority: SEMSMR
Title: Sustainability and Environmental Management System (SEMS) Manual	Page: 60 of 60
Document ID: TI-FG-SEMS	Revision Date: 11/30/15
ISO 14001 Reference: 4.1	Revision No.: 8

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- a. Ensure environmental factors and considerations are integrated into all decision-making processes.
 - b. Comply with applicable Federal, State, Department of Defense, Army, and Installation environmental regulation, and policies.
 - c. Protect, preserve, conserve, restore and enhance natural and cultural resources.
 - d. Prevent pollution and minimize adverse environmental impacts.
 - e. Train and educate members of the Fort Gordon community on their roles and responsibilities as environmental stewards and foster individual accountability.
6. The proponent for this policy is the, Environmental Division, Natural Resources Management Branch, Directorate of Public Works, 706-791-6237.
7. This policy will remain effective until superseded or rescinded.


 SAMUEL G. ANDERSON
 COL, SC
 Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 69 – Environmental Policy, dated 15 November 2011