DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Management System (EMS) Roles and Responsibilities at the United States Army Garrison (USAG) Mannheim

1. PURPOSE: To define roles and responsibilities for implementing an ISO 14001 compliant Environmental Management System at the USAG Mannheim.

2. APPLICABILITY: This procedure applies to personnel involved in implementing the garrison EMS and employees that are involved in EMS activities.

3. BACKGROUND: The Environmental Management System at the garrison is "owned" by the Garrison Commander who holds the overall responsibility for the Environmental Management System. The Deputy Commander of the USAG Mannheim was appointed as the Environmental Management System Management Representative (EMSMR). The Director, Public Works provides overall supervision and direction for the environmental program. The Chief, Environmental Division coordinates all activities concerning the Environmental Management System.

4. POC is Ms. Mary Kay Foley, Chief, Environmental Management Division, at DSN 381-8675, email: mary.foley@us.army.mil

Encl
Annex 1

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Annex 1: Roles and Responsibilities

ISO 14001 ELEMENT	Garrison Commander	Division Chiefs	Branch Chiefs / Shop Foremen / Unit CDR	Employee Performing Activity with Significant Aspect(s)	Any Installation Employee	Chief, EMD / EMS Coordinator	EMD Media Area Program Manager / Action Officers	CFT Member	EMS Management Representative
4.2 Environmental Policy	Endorse the EMS policy; review periodically to assure appro-priateness to Garrison mission; provide resources to implement; approve and sign policy	Communicate and comply with the policy within the Division	Communicate and comply with the policy within the branch / shop / unit	Know the policy's key points and how they relate to your activity	Know the policy's key points and how they relate to your activity	Communicate the policy to the EMD media managers & community, maintain and update policy.	Know the policy's key points and how they relate to your program	Provide input for the preparation and updates of environmental policy	Review policy
4.3.1 Environmental Aspects	With assistance from CFT and EMSMR identify significant environmental aspects	Understand the Garrison's significant aspects and the objectives and targets that address them. Know how the significant aspects relate to Division activities	Understand the Garrison's significant aspects, know how they relate to branch / shop / unit activities	Know what the Garrison's significant aspects are; know the significant aspects and impacts related to your activity	Know what the Garrison's significant aspects are; know whether/how the significant aspects affect your activity	With media program managers, determine the Garrison's significant aspects, communicate aspects during management review or when necessary	Assist in identifying the Garrison's significant aspects; know how the significant aspects relate to your program, review aspects regularly	Assist in identifying the Garrison's significant aspects; assist EMSMR to develop corresponding EMS procedure	Review and evaluate appropriateness of significant aspects during management review
4.3.2 Legal and Other Requirements	Commit to compliance with all applicable legal and other requirements	Comply with the laws, environmental regulations and permits applicable to Division activities	Comply with the laws, environmental regulations and permits applicable to branch / shop / unit activities	Know what environmental compliance requirements apply to your activity (i.e. permits); know and comply with the SOPs or operating instructions for	Know whom to contact concerning any SOPs or work procedures containing environmental compliance requirements	Assure the laws, environmental regulations and permits applicable to the Garrison's activities are maintained,	Maintain, update and communicate a list of the laws, environmental regulations and permits in your program that affect Garrison activities	Assist in identifying the Garrison's legal and other requirements; assist EMD to develop corresponding	Communicate information on pertinent changes of legal and other requirements, if necessary.

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				environmental compliance of your activity	affecting your activity	tracked for changes, and communicated		EMS procedure	
4.3.3 Objectives and Targets	Review and approve the Garrison's objectives and targets; support programs and milestones to attain them	Participate in the consideration of proposed Garrison objectives and targets; communicate and support achievement of objectives and targets	Know the Garrison's objectives and targets; support the achievement of the objectives and targets	Know the Garrison's objectives that apply to your activity, and how your activity helps achieve the objectives and targets	Understand the Garrison's objectives and targets and whether/how they relate to your activity	With selected EMD program managers and CFT, develop proposed objectives and targets for management review consideration	Identify pertinent actions in your program to assist in meeting objectives and targets. Maintain list of objectives and targets and provide achievement status reports at CFT meetings	Assist EMD Chief and program managers in identifying the objectives and targets; assist EMD to develop corresponding EMS procedure	Review and approve objectives and targets.
4.3.4 Environmental Management Programs	Provide resources for management programs that address the Garrison's significant aspects; review progress toward attainment of objectives and targets	Provide members to the management program team if applicable; implement management program requirements in the Division for meeting objectives and targets when applicable.	Perform branch or shop activities that support achievement of the pertinent objectives and targets	Perform activities to assist in achieving the pertinent objectives and targets	Understand whether your activity supports achievement of objectives and targets	Communicate management program objectives and targets to CFT and EMSMR, monitor and report on achievement of objectives and targets	Incorporate (into annual work plans) actions to assist in meeting PW objectives and targets where pertinent. Nominate action officers for program implementation	Assist EMD to develop corresponding EMS procedure, review and evaluate programs	Coordinate formation of management program teams and nominate the team leads; coordinate and communicate environmental management programs;

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4.4.1 Structure and Responsibility	Appoint the EMS Management Representative ; provide resources; review EMS effectiveness	Understand the Division EMS responsibilities; implement the EMS within the Division; assist Commander in reviewing EMS effectiveness	Know who the EMS Management Representative is; know the branch/unit/shop environmental responsibilities; support EMS implementation within the branch/unit/shop	Know who the EMS Management Representative is; know how your activity impacts the environment and the procedures you follow to mitigate or prevent impacts	Know who the EMS Management Representative is; know whether your activity impacts the environment and if so, the procedures you follow to mitigate or prevent impacts	Provide resources (e.g., EMD program managers, compliance inspection team,); perform EMS responsibilities (e.g., identify significant aspects; develop proposed objectives and targets)	Conduct activities within your media area program in conformance with the EMS; perform EMS responsibilities	Know what your roles and responsibilities in regard to the EMS are	Support EMS implementation, evaluate system during management reviews
4.4.2 Training, Awareness and Competence	Provide resources, attend Command level training	Identify the training requirements (including competency training) and those who need to be trained; insure training is scheduled, conducted and documented.	Assist in identifying training requirements; identify those who need to be trained; insure training is conducted and documented; maintain training records or know where maintained	Know the environmental and competency training requirements for the activities you perform; know where training records are maintained and ensure records are current	Know what environmental training you require and attend the training; know where training records are maintained and ensure records are current	Assign responsibility for conducting and documenting recurring EMS-provided training, coordinate and maintain EMS training procedure	Identify and communicate media-specific training requirements; coordinate for conduct of media-specific training; document the training	Assist EMS Coordinator in developing an awareness training procedure	Support EMS awareness training

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4.4.3 Internal and External Communication	Approve environmental information that shall be made available to the public through the PAO and document the decision	Implement procedures for internal and external communication , ensure requests for information from interested parties are forwarded through EMD to the PAO as described in the respective Procedure	Implement procedures for internal and external communication, ensure requests for information from interested parties are forwarded through EMD to the PAO as described in the respective Procedure	Know the means for communicating environmental problems/issues within the Branch, Shop and Division; forward all requests for information from the public and from external agencies through the ECO/your supervisor to EMD and PAO for action	Know the means for communicating environmental problems/issue s within the Branch, Shop and Division; forward all requests for information from the public and from external agencies through the ECO/your supervisor to the EMD and PAO for action	Assign responsibility for responding to information requests from the media or the public (forwarded from the PAO), or from other external agencies	If assigned, prepare response to information requests; conduct and record business communication with regulatory and other official agencies	Assist in developing the corresponding procedure	Assist the C/EMD in directing requests for information to the appropriate agency/person; coordinate implementation of environmental communication procedure
4.4.4 EMS Documentation	Provide resources for preparation, maintenance, review and revision of needed EMS documentation. Approve and sign EMS procedures	Review the Environmental Management Manual and EMS procedures; determine the Division's required operating instructions and forms and records and assign responsibility for their	Review the Environmental Management Manual and EMS procedures; determine the branch / unit / shop's required operating instructions and forms and records; review and update as needed; provide copies to EMD	Know the work instructions and forms and records pertinent to your activity and their locations; inform your ECO / supervisor of changes that may be required for the documents	Know where to find applicable environmental documents or whom to call or see for assistance; how you submit requests for changes to documents	Communicate EMD responsibilities assigned in EMS manual and procedures	Accomplish responsibilities assigned in EMS documents; prepare and maintain required operating instructions, forms and records, maintain document control system database	Assist in developing the corresponding procedure	Review and evaluate EMS Manual and other EMS documentation

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		preparation and maintenance. Provide copies to EMD							
4.4.5 Document Control	Provide resources for development of document control system	Assign one or more Designated Document Coordinators; approve pertinent operating instructions / SOPs; implement document control procedure	Implement the Division document control procedures	Know the controlled documents that apply to your activity; know where to access the most current versions; know how to recommend changes to the documents	Know the controlled documents that apply to your activity; know where to access the most current versions; know how to recommend changes to the documents	Coordinate implementation of document control procedures	Know and follow the Division document control procedures for documents / operating instructions / SOPs you manage, maintain document control system database	Assist in developing the corresponding procedure	Evaluate appropriateness and effectiveness of document control system
4.4.6 Operational Control	Review effectiveness during management reviews as pertinent	Determine the requirement for operating instructions and other pertinent operational controls; prepare and implement the controls	Implement operating instructions / SOPs and other pertinent operational controls	Know and follow operating instructions /SOPs applicable to your activities	Know and follow applicable operating instructions SOPs	Assure preparation and currency of documents that affect operational controls (e.g., AR 200-1 and other environmental regulations, the Installation Spill Prevention and	Determine and communicate media-specific operational controls, including regulatory operating permits applicable to Garrison processes	Assist in developing the corresponding procedure	Assess and report effectiveness from internal, external and compliance audits as applicable

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						Response Plan, and other guidance)			
4.4.7 Emergency Preparedness and Response	Review effectiveness during management reviews as pertinent	Ensure the presence of site-specific emergency response plans and periodic familiarization training	Communicate the site-specific emergency response plan and conduct periodic familiarization training	Know who to call and the action to take in event of a chemical spill, fire, accident or other emergency	Know who to call and the action to take in event of an emergency	Insure that emergency response plans (e.g., Installation Spill Contingency Plan) are periodically updated and that the plans are exercised	Know who to call and the action to take in event of an emergency	Assist in developing the corresponding procedure	Assess and report effectiveness from internal, external and compliance audits, and response exercise feedback as applicable
4.5.1 Monitoring and Measurement	Review monitoring and measurement metrics during management reviews and as needed	Where applicable, conduct pertinent monitoring and measurement and provide required reports to EMD; where applicable, insure that required calibration of equipment is conducted and documented	Collect and submit pertinent monitoring and measurement data to EMD; perform and document equipment calibration as applicable	Record and submit pertinent monitoring and measurement data to EMD; use appropriate measurement tools	Record and submit pertinent monitoring and measurement data	In coordination with EMD program managers, develop pertinent metrics, maintain monitoring and measuring data	Develop pertinent metrics for your program(s)/annual work plan	Assist in developing the corresponding procedure	Review monitoring and measurement metrics during management reviews and as needed

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4.5.2 Nonconformance and Corrective and Preventive Action	Review corrective action completion status during management reviews and as needed	Assure root cause determination of applicable EMS non-conformance or environmental non-compliance findings; ensure preventive and corrective actions	If assigned a preventive or corrective action request for response, perform or participate in determining root cause of EMS non-conformance or environmental non-compliance findings; implement preventive and corrective actions	Initiate a preventive or corrective action request when appropriate; participate in determining root cause of EMS non-conformance or environmental non-compliance findings; perform applicable preventive and corrective actions	Initiate a preventive or corrective action request when appropriate; participate in determining root cause of EMS non-conformance or environmental non-compliance findings; perform applicable preventive and corrective actions	Assure root cause determination of applicable EMS non-conformance or environmental non-compliance findings; insure preventive and corrective actions; verify completion of corrective actions; provide information for EMS management reviews and as needed	Assist in root cause determinations of EMS non-conformance findings in your program area(s); Maintain preventive and corrective action completion status;	Assist in developing the corresponding procedure	Review corrective action completion status during management reviews and as needed
4.5.3 Records	Provide resources	Ensure pertinent records are maintained	Determine records needed; maintain appropriate records	Prepare and maintain pertinent records; know where and for how long pertinent records are kept	Prepare and maintain pertinent records; know where and for how long pertinent records are kept	Establish Division procedures; assure pertinent records are maintained; coordinate implementation of procedure	Determine and maintain applicable records for your program	Assist in developing the corresponding procedure	Evaluate appropriateness and effectiveness of document/record control system

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4.5.4 Environmental Management System Audit	Review audit results during management reviews and as needed	Review pertinent audit findings; assure timely response to the findings to EMSMR	Review pertinent audit findings; assure timely response to the findings	Correct the audit findings applicable to your activity; initiate preventive actions if pertinent to avoid future occurrences	Correct the audit findings applicable to your activity; initiate preventive actions if pertinent to avoid future occurrences	Review pertinent audit findings; assure timely response to the findings; summarize trends and results from audit and make available for management review	Review your program for required actions or changes from applicable audit findings	Assist in developing the corresponding procedure	Review audit results during management review and approve further actions
4.6 Management Review	Together with the EMSMR, participate periodic management reviews to assure EMS effectiveness and appropriate-ness to Garrison processes, activities and services	Participate in management reviews; assure recording of pertinent data; provide data as needed for the management reviews	Record and submit management review data as needed	Record pertinent data and provide it to EMD/EMSMR/CDR \when requested	Provide data when requested	Coordinate and conduct management reviews; ensure recording of pertinent data; provide data as needed for the management reviews, coordinate the agenda	Provide data as needed for management reviews, prepare minutes of reviews	Assist in developing the corresponding procedure	Participate in Management Review to assure EMS effectiveness and its appropriateness to Garrison processes, activities and services