

eMS Manual

1.0 Purpose

This manual defines the core elements of the Arkansas National Guard Environmental Management System (eMS) and also provides a reference to system documentation.

The principal elements of the system described in this manual are:

- Environmental Policy
- Environmental Aspects
- Legal and Other associated Requirements
- Environmental Objectives and Targets
- Environmental Management Programs
- Organizational Structure and Responsibility
- Training, Awareness and Competence
- Communication
- eMS Documentation
- Environmental Document Control
- Environmental Operational Control
- Emergency Preparedness and Response
- Monitoring and Measurement
- Nonconformance, Corrective and Preventative Action
- Records
- Internal eMS Audits
- Management Review

2.0 Scope

The scope of the Arkansas National Guard eMS includes installations activities and operations. Off site deployment operations and activities are not included within this scope.

3.0 Policy

The Arkansas National Guard Environmental Policy is the cornerstone of the installation's eMS and is defined and endorsed by the Adjutant General (TAG). The policy defines the environmental vision of the installation and includes a commitment to continual improvement, pollution prevention and a commitment to meet relevant environmental legislation, regulations and other requirements. The policy is reviewed annually by TAG and EQCC during Environmental Leadership reviews.

The policy is communicated to personnel, and is made available to the public on the State's Website.

4.0 Environmental Aspects and Impacts

Installation Command recognizes that a critical element of proper environmental management is identifying and understanding how installation activities impact the environment. The eMS Core Committee uses the Environmental Aspects Procedure to:

- identify environmental aspects and impacts
- determine which aspects result or could result in a significant impact(s); and
- keep aspect lists up to date.

Environmental Impact Assessment (EIA) Worksheets identify the current environmental aspects and impacts associated with installation operations. The eMS Matrix contains the current list of significant environmental aspects and impacts associated with installation activities.

5.0 Legal and Other Requirements

One of the first steps in ensuring regulatory compliance is to identify and understand the regulatory and other requirements applicable to installation activities and operations. Legal and Other Requirements Procedure is used by the Environmental Management Representative to identify and access these requirements. The Regulatory Requirements List contains the current list of the regulatory and other requirements affecting installations activities.

6.0 Environmental Objectives, Targets and Plans

The installation uses environmental objectives and targets to drive environmental improvement. The EQCC reviews progress on current objectives and targets quarterly, and identifies potential new objectives and targets annually. Environmental Objectives, Targets and Plans Procedure identifies the current list of environmental objectives, targets and implementation plans.

Objectives and targets are identified while considering significant environmental aspects, technological innovations, financial resources, business plans and the views of interested parties. Implementation plans identify responsible parties, schedules and funding information.

7.0 Structure and Responsibility

Defining roles, responsibilities and authorities within the eMS is necessary to ensure those individuals involved in managing key environmental operations understand their roles, responsibilities and authorities.

To ensure proper management of environmental aspects and regulatory requirements EMS roles, responsibilities, and authorities are defined, communicated and documented at appropriate and relevant functions and levels within the organization. Roles, responsibilities and authorities are documented within the sections of this manual and within individual eMS procedures.

The TAG is responsible for ensuring the Arkansas National Guard is provided with the resources necessary to properly and effectively implement the eMS. The TAG has also identified the Environmental Program Manager as the eMS Management Representative. The eMS Management Representative has the primary responsibility for establishing, operating, and maintaining the Arkansas National Guard EMS. The Environmental eMS Core Team provides the routine support functions, and includes the Management Rep., EPAS Manager and Facility Maintenance Chief.

8.0 Training, Awareness, and Competence

The eMS Core Team identifies training needs for personnel whose work may create a significant impact on the environment. The Training, Awareness and Competence Procedure is used for identifying these training needs and providing necessary training to applicable personnel. Personnel are also made aware of the requirements of the eMS and Environmental Policy through Section meetings and new personnel orientation.

Personnel whose work may create a significant impact on the environment are qualified through training, and/or job experience. Competence requirements are identified in the eMS Matrix.

eMS training records are maintained by the Training NCO.

9.0 Communication

The Environmental Communication Procedure is used by the Environmental Management Representative or their designee to ensure proper internal and external communication of environmental information.

The EQCC has reviewed the possibility of making the facilities environmental aspects available to the public and has determined not to do so at this time.

10.0 Environmental management system documentation

This manual defines the core elements of the eMS and references documents relevant to these. For a complete listing of environmental procedures, forms, and other documents refer to the installation's document library. Copies of eMS documents, other than visual aids and records, can be obtained from the Environmental Management Rep. and or designee.

11.0 Document Control

The Environmental Document Control Procedure is used to control documents related to the eMS. This procedure identifies responsible parties, describes where documents can be located and discusses how and when they are reviewed. The procedure ensures that documentation is approved for use, current revisions are dated and available where used, and that any obsolete documents are promptly removed from use.

12.0 Operational Control

The Environmental eMS Core Team is responsible for identifying operations and activities associated with significant environmental aspects that require standard operational procedures, work practices or EMP's.

These documents define the mechanisms and processes used to control key environmental impacts, in accordance with the environmental policy and established objectives and targets. Operational controls used to manage each significant aspect are identified in the eMS-Matrix.

Communication of operational controls to suppliers and contractors is made in cases where these vendors are involved in managing elements of significant environmental impacts.

13.0 Emergency Preparedness and Response

The AR ARNG's Spill Prevention, Control and Countermeasures (SPCC) Plan is used to identify, prepare for and respond to potential environmental emergencies. The SPCC Plan also identifies responsible parties and is reviewed by the Environmental eMS Core Team on an annual basis and after the occurrence of accidents or emergency situations. The requirements of the Plan are also tested annually. Lessons learned from plan review and testing are incorporated into the Plan as necessary.

14.0 Monitoring and Measurement

The Environmental eMS Core Team is responsible for identifying operations and activities associated with significant environmental aspects that require monitoring and/or measurement provisions in standard operating procedures, work practices or EMP's.

These documents define the mechanisms and processes used to monitor and/or measure the key characteristics of significant environmental impacts. Monitoring and measurement procedures, work instruction and forms used to manage significant aspects are identified in the eMS Matrix.

Instrument used to monitor and measure characteristics of environmental impacts are calibrated per the procedure identified in the eMS Matrix. These procedures include calibration requirements and ensure that records will be retained.

15.0 Nonconformance and Corrective and Preventive Action

To ensure nonconformities with policy, system requirements or legal requirements are properly addressed, the installation uses the ICAP Process. The ICP Process identifies the party responsible for implementing effective corrective and preventive action. The degree of action depends on the size of the issue and risks encountered.

16.0 Records

Environmental records are used by personnel to help ensure conformance to certain key environmental requirements and in trend analysis. The Environmental Records Management Procedure and the MARKS System is used to ensure that these records are properly identified, stored, retained and disposed.

17.0 Internal EMS Audits

The AR ARNG uses the EPAS Process to provide assurances that the EMS is functioning properly and that the AR ARNG is in compliance with applicable legal requirements. Both internal and external EPAS assessments are used, as described in the Internal eMS Audits Procedure. Internal EPAS assessments are conducted annually and external EPAS assessments are conducted at least every four years. The results of these assessments are provided to Command and used during Annual Leadership Reviews. Annual Internal EPAS Assessments are performed according to a set plan, which is based on the environmental importance of an activity and the results of previous assessments.

In order to be considered competent, EPAS assessors must have attended NGB's EPAS training course.

18.0 Leadership Review

The TAG and eMS Steering Committee review all elements of the EMS at least annually to ensure its continuing suitability, adequacy, and effectiveness, as described in the Management Review Procedure. Meeting minutes record these reviews and are kept by the Environmental Management Representative and/or their designee.