



ENVIRONMENTAL PROGRAM MANAGEMENT SUPPORT AT UNITED STATES ARMY GARRISON (USAG) BAMBERG

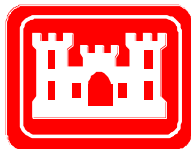
ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL

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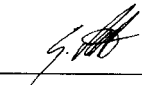




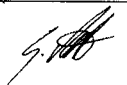
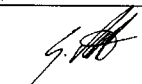

I. INTRODUCTORY CHAPTER

**Environmental Management System
Manual
USAG Bamberg**

Page: 3
Date: See column "Date"
Revision: See column "Revision No."

I.1 Record of Revisions

This EMS manual needs to be reviewed annually or after a major change of USAG Bamberg mission or activities. The following table is provided to track revisions to this plan.

Revision No.	Date	Name and Title	Signature	Chapters Affected
1.0	05-Oct-05	K. Albert, EMS PM		All
2.0	27-May-08	S. Mueller, EMS Manager		All
3.0	26-Sep-08	S. Mueller, EMS Manager		II
4.0	26-Feb-09	S. Mueller, EMS Manager		All
5.0	29-Jun-09	S. Mueller, EMS Manager		II
6.0	18-Aug-09	S. Mueller, EMS Manager		I.2, II.2
7.0	01-Sep-09	S. Mueller, EMS Manager		IV.3
8.0	01-Sep-10	S. Mueller, EMS Manager		I.3
9.0	10-Jan-11	S. Mueller, EMS Manager		I.3, II.2
10.0	01-Feb-12	M. Ramsbeck-Ullmann, EMS Manager		I.3, II.2, III, IV

Environmental Management System
Manual
USAG Bamberg

Page: 4
Date: 1-Feb-12
Revision: 10.0

I.2 Table of Contents

No.	CHAPTER	Page
I	INTRODUCTORY CHAPTER	2
I.1	Record of Revisions	3
I.2	Table of Contents	4
I.3	Authorization and Scope	5
I.4	User Information	6
II	ORGANIZATIONAL STRUCTURE	7
II.1	Organizational Chart of the USAG Bamberg	8
II.2	Organizational Responsibilities	9
III	EMS PROCESS ORGANIZATION	19
III.1	General Requirements	20
III.2	Environmental Policy	20
III.3	Environmental Aspects	20
III.4	Legal and Other Requirements	21
III.5	Objective, Targets, and Program(s)	21
III.6	Competence, Training and Awareness	22
III.7	Communication	22
III.8	Documentation, Control of Documents, Control of Records	22
III.9	Operational Control	22
III.10	Emergency Preparedness and Response	22
III.11	Monitoring and Measurement	23
III.12	Evaluation of Compliance	23
III.13	Nonconformities, Corrective and Preventive Action/Internal EMS Audit	24
III.14	Management Review	24
IV	APPENDICES	25
IV.1	List of Abbreviations	26
IV.2	List of Reference Documents and Records	29
IV.3	List of Operational Control Procedures	31

Environmental Management System Manual USAG Bamberg

Page: 5
Date: 01-Feb-12
Revision: 10.0

I.3 Authorization and Scope

Authorization

The USAG Bamberg Commander has overall responsibility to ensure that all processes and activities owned by the Garrison comply with applicable legal and US Army requirements. Furthermore, the USAG Bamberg Commander has responsibility to ensure that all military units and tenants within the USAG Bamberg footprint also meet applicable legal and US Army requirements. Nevertheless, military units and tenants have legal and final responsibility to meet these requirements.

In order to meet applicable requirements and to initiate the process of continuous improvement, USAG Bamberg has implemented an Environmental Management System (EMS) according to International Organization for Standardization (ISO) 14001:2004 as required by Memorandum from Deputy Assistant Secretary of the Army, "Army Environmental Management System - Action Memorandum", July 13, 2001; Executive Order (EO) 13423 "Strengthening Federal Environmental, Energy, and Transportation Management", January 24, 2007, and EO 13514 "Leadership in Environmental, Energy, and Economic Performance", October 5, 2009.

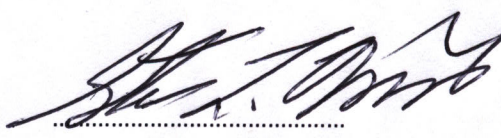
EMS is developed to control impacts of processes and activities owned by the USAG Bamberg and executed by all military units and tenants within the Garrison footprint. The aim of the EMS is not only to achieve and maintain compliance, but to identify and proactively manage future issues that might impact the military mission. Furthermore, the EMS establishes processes to continuously improve the environmental performance of all processes and activities executed within the USAG Bamberg.

EMS applies to all USAG Bamberg personnel, military units, tenants and related contractors within the Garrison footprint. EMS provides the framework for all processes and activities but it does not replace existing instructions or the personal responsibility of each employee.

Scope

The EMS manual describes the EMS at USAG Bamberg. It is applicable to all USAG Bamberg employees, all staff of military units, and tenants and contractors within the Garrison footprint as long as no other special regulations are provided.


Date


STEVEN L. MORRIS
LTC, AV
Commanding

Environmental Management System Manual USAG Bamberg

Page: 6
Date: 1-Feb-12
Revision: 10.0

I.4 User Information

Purpose

The purpose of this environmental management handbook is to document the environmental policy, the scope and the main requirements of the USAG Bamberg EMS. In essence, this means documenting overall duties, responsibilities, and operations in environmental management in conformance with ISO 14001:2004.

Publishing/Change/Usage

The USAG Bamberg EMS Project Manager (PM) is the point of contact for the EMS manual. This manual will be reviewed on a regular basis (at least once a year) and adjusted if necessary.

New releases and changes will be marked in the particular revision index in chapter "I.1 Record of Revisions". The manual is released after approval and signature of the USAG Bamberg Commander.

Changes do not necessarily require a revision of the manual. A revision depends on the number of changes.

A printed version of the EMS manual can be found at the Directorate of Public Works (DPW) Environmental Management Division (EMD) or an electronic version can be found at

<http://www.bamberg.army.mil/dpw/environment/EMS.htm>.

All changes have to be verified by the EMS PM with regard to system conformity and will be approved by the EMS Management Representative (EMSMR).

The EMS PM is responsible for distribution. Holders of printed user manuals are required to keep their EMS manual up to date. Changes will be published through the EMS PM. In the event of any EMS changes, managers must inform the staff concerned of the changes and ensure their implementation.

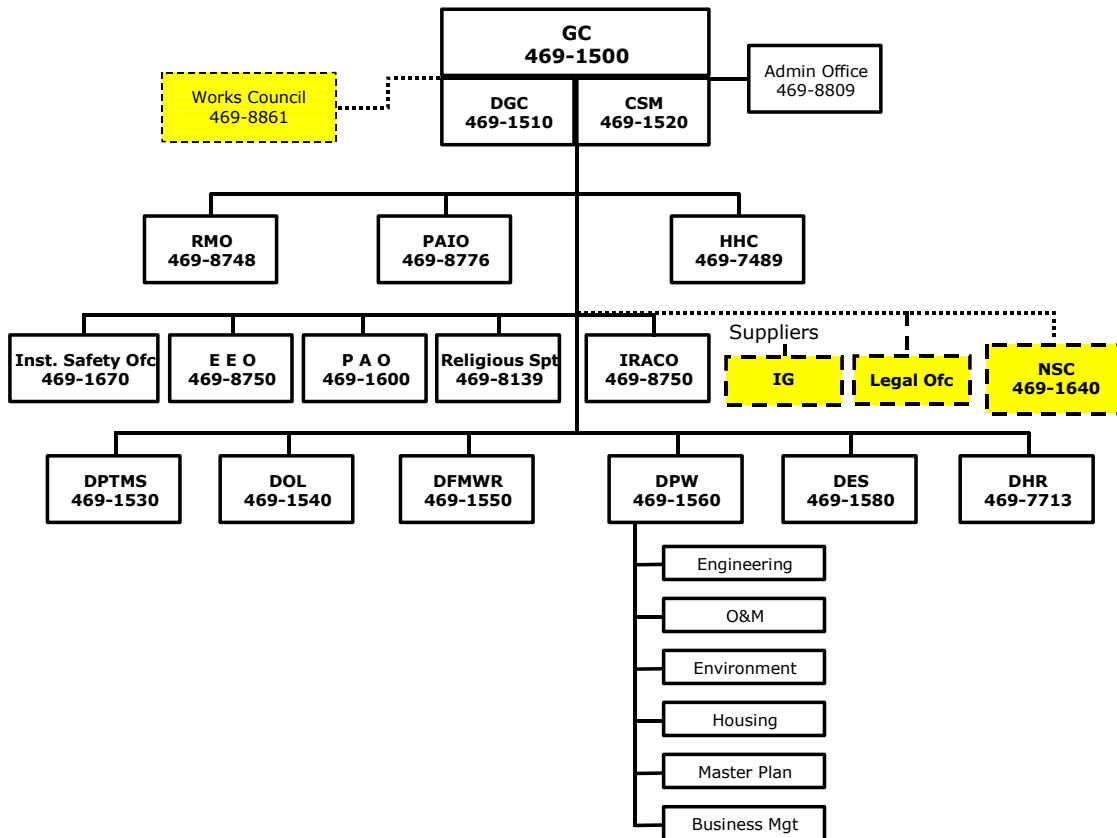
Structure of the EMS Manual

The EMS manual defines the operational and organizational structure in accordance with ISO 14001:2004. It not only contains the management system description but also specifications of the operational and organizational structure. Chapter II, "Organizational Structure" contains the organization chart of the USAG Bamberg and a list and chart of functional responsibilities. Chapter III, "EMS Process Organizations" contains the mechanisms used by the USAG Bamberg to meet the requirements of the ISO 14001 standard. Chapter IV, "Appendices" contains a list of abbreviations, a list of reference documents and records, and the list of operational control procedures.

II. ORGANIZATIONAL STRUCTURE

II.1 Organizational Chart of the USAG Bamberg

The USAG Bamberg is organized as follows:



EMS is implemented fence-line-to-fence-line. All organizations in the USAG Bamberg footprint are part of the EMS and must comply with the requirements established in the EMS Manual.

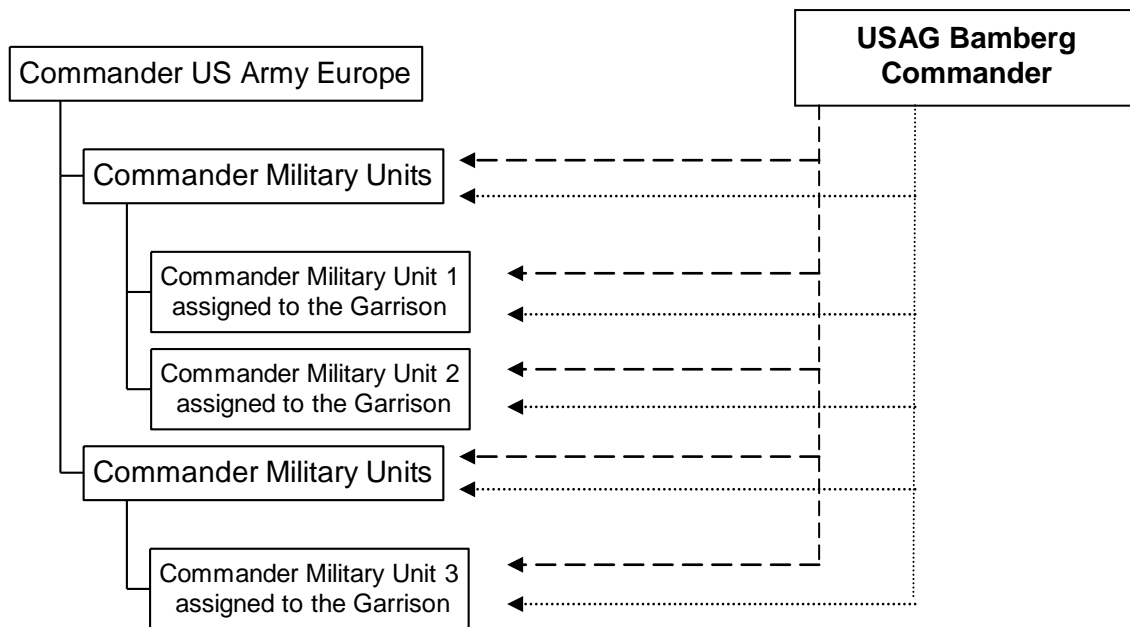
Within this EMS the following definitions are used:

- Military Units: All tactical US military units assigned to the USAG Bamberg
- Tenants: All non-tactical Department of Defense (DoD) organizations/subsidiary organizations and their related subcontractors assigned to the USAG Bamberg but not in the USAG Bamberg chain of command
- Contractors: All contractors under the control of the Garrison.

II.2 Organizational Responsibilities

The scope of the EMS covers all processes/activities executed by above-listed organizations within the footprint of the USAG Bamberg. The organizational structure of these organizations within the Garrison is as follows:

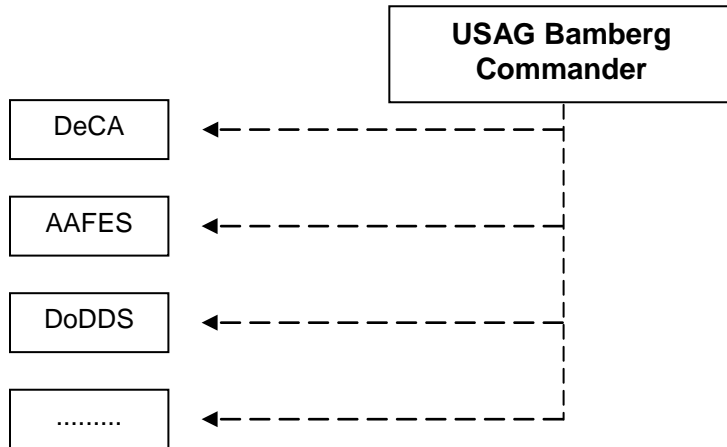
Military units of USAG Bamberg



- Military Unit Commanders: Approval of procedures, control of implementation and execution of procedures, execution of disciplinary measures
- - - - USAG Bamberg Commander: Approval of functional procedures in his area of responsibility, control of implementation and execution of procedures in his area of responsibility
- USAG Bamberg Commander: Tasking of military units via chain of command to ensure procedures in his area of responsibility are implemented

II.2 Organizational Responsibilities

Tenants related of USAG Bamberg



----- USAG Bamberg Commander: Approval of functional procedures in his area of responsibility, control of implementation and execution of procedures in his area of responsibility

The overall responsibility for implementing and maintaining the EMS in accordance with ISO 14001 lies with the Commander of the USAG Bamberg. He has appointed the EMSMR, who serves as key contact for the EMS. This includes e.g. EMS manual approval, changes to the environmental program and execution of the annual management reviews.

The EMS PM is appointed by the USAG Bamberg Commander and is responsible for day-to-day development, implementation and improvement of the EMS.

The EMS Cross-Functional Team (EMS CFT) is appointed by the USAG Bamberg Commander and is responsible for supporting EMS implementation.

Responsibilities for the various EMS tasks/duties are defined in the EMS procedures as part of this manual.

Environmental Management System Manual USAG Bamberg

Page: 11
Date: 1-Feb-12
Revision: 10.0

II.2 Organizational Responsibilities

The organizational responsibilities regarding general environmental issues lie with the Garrison directors and the related division chiefs. In general, selected key environmental responsibilities of internal and external organizations can be summarized as followed:

Area of Concern / Legal Driver	Key Functional Organization	Key Description of Responsibility
Energy Management	Public Supplier	Deliver energy (electricity, district heating energy) to transfer point in accordance with US Army requirements.
	DPW Operations & Maintenance (O&M)	Distribute energy to consumers (including operation of electricity networks, transformers and district heating network)
Air Emissions	DPW O&M	Operate small heating units.
	DPW EMD	Maintain air emission inventory, control and manage Ozone-Depleting Substance (ODS)-containing units.
Drinking Water	Public Supplier	Deliver drinking water to transfer point in accordance with German Standards.
	DPW O&M	Deliver drinking water to consumers in accordance with US standards, including operation of chlorination units and drinking water network.
Wastewater	DPW O&M	Collect and discharge wastewater to public sewer system in accordance with discharge limits, including operating wastewater sewer lines and oil/water separators.
Hazardous Material (HazMat) Petroleum, Oil, Lubricants	Department of Logistics (DOL), Defense Energy Support Center (DESC), Regional Contracting Office (RCO), DPW Business Operations / Integration Division (BOID)	Purchase HazMat (at request of customer) and provide HazMat instructions (Safety Data Sheet) as requested.
	Environmental Officers (EOs)	Train staff regarding proper handling of HazMat and provide Personal Protective Equipment (PPE) as necessary; control handling and storage of HazMat.
	Safety Office	Provide information on used HazMat as requested; control use and handling of HazMat. Control storage of HazMat and provide expertise.
Hazardous Waste	DPW EMD	Manage hazardous waste collection and disposal through external contractor.

Environmental Management System
Manual
USAG Bamberg

Page: 12
Date: 1-Feb-12
Revision: 10.0

II.2 Organizational Responsibilities

Area of Concern / Legal Driver	Key Functional Organization	Key Description of Responsibility
Hazardous Waste	Defense Reutilization and Marketing Office (DRMO) Schweinfurt	Provide services to the USAG Bamberg regarding reuse of materials.
Solid Waste	DPW EMD DPW EMD	Manage solid waste collection and disposal through external contractor. Provide training to waste generators.
Medical Waste	DPW EMD	Medical waste from the Medical, Dental or Veterinary Clinic is not currently an area of responsibility for the EMD. In the event that issues are identified in the future, the key contact will be DPW EMD, they will notify the clinic.
Noise	DPW EMD Public Affairs Office (PAO) Range Control	Document complaints and report these to IMCOM-E. Coordinate complaints. Manage noise emissions due to range operation and ensure external communication.
Pesticides	DPW O&M	Manage pesticide activities through external contractor.
Historic & Cultural Resources	DPW EMD	Ensure historic and cultural resources are identified and decision makers are informed that they must take these into account in all Garrison projects.
Natural Resources & Endangered Species	DPW EMD	Ensure natural resources and endangered species are identified and decision makers are informed that they must take these into account in all Garrison projects.
Polychlorinated Biphenyl (PCB)	DPW O&M DPW EMD	PCB is currently not an area of concern for the USAG Bamberg as the garrison is PCB-free. In the event that issues are identified in the future, the key contacts will be DPW O&M and DPW EMD.
Asbestos & Artificial Mineral Fibers (AMF)	DPW EMD DPW O&M DPW Engineering Division (ED)	Collect data and maintain database of identified potential asbestos-containing materials in buildings. Provide expert opinion. Provide trained personnel in the event of minor asbestos remediation works executed under responsibility of the Garrison. Oversee asbestos remediation works for major construction projects not executed under responsibility of the Garrison.
Radon	DPW EMD	Radon is currently not an area of concern for the USAG Bamberg. In the event that issues are identified in the future, the key contact will be DPW EMD.

Environmental Management System
Manual
USAG Bamberg

Page: 13
Date: 1-Feb-12
Revision: 10.0

II.2 Organizational Responsibilities

Area of Concern / Legal Driver	Key Functional Organization	Key Description of Responsibility
Lead-Based Paint	DPW EMD	Maintain inventory of lead-based paint locations. Ensure proper disposal and information on lead hazards, e.g. brochures.
	DPW O&M DPW ED	Ensure appropriate health & safety measures are taken during removal of lead-based paint.
Spill Prevention & Response Planning	Directorate of Emergency Services, Fire Emergency Services (DES FES)	Coordinate and direct DoD control and cleanup efforts at the scene of a spill due to DoD activities on or near the installation. Coordinate with Bamberg Fire Department in the event of a major spill. Establish prearranged agreements with potential German resources (e.g. German disaster protection agency, remediation contractor, etc.) Provide a written report to DPW EMD, DES FES, appropriate In-Theater Component Commander and/or Defense Agency and the executive agent and submit a follow-up written report when the spill is uncontained and/or significant.
	DPW EMD	Write and maintain spill reports. Responsible for the spill prevention and response program in coordination with DES FES.
Underground Storage Tanks (USTs)	DPW O&M	Operate and maintain USTs according to applicable regulations. File UST inspection protocols.
	DPW EMD	Maintain register of USTs (Geographic Information System - GIS).
Remediation	DPW EMD	Manage and oversee remediation projects.

Environmental Management System Manual USAG Bamberg

Page: 14
Date: 1-Feb-12
Revision: 10.0

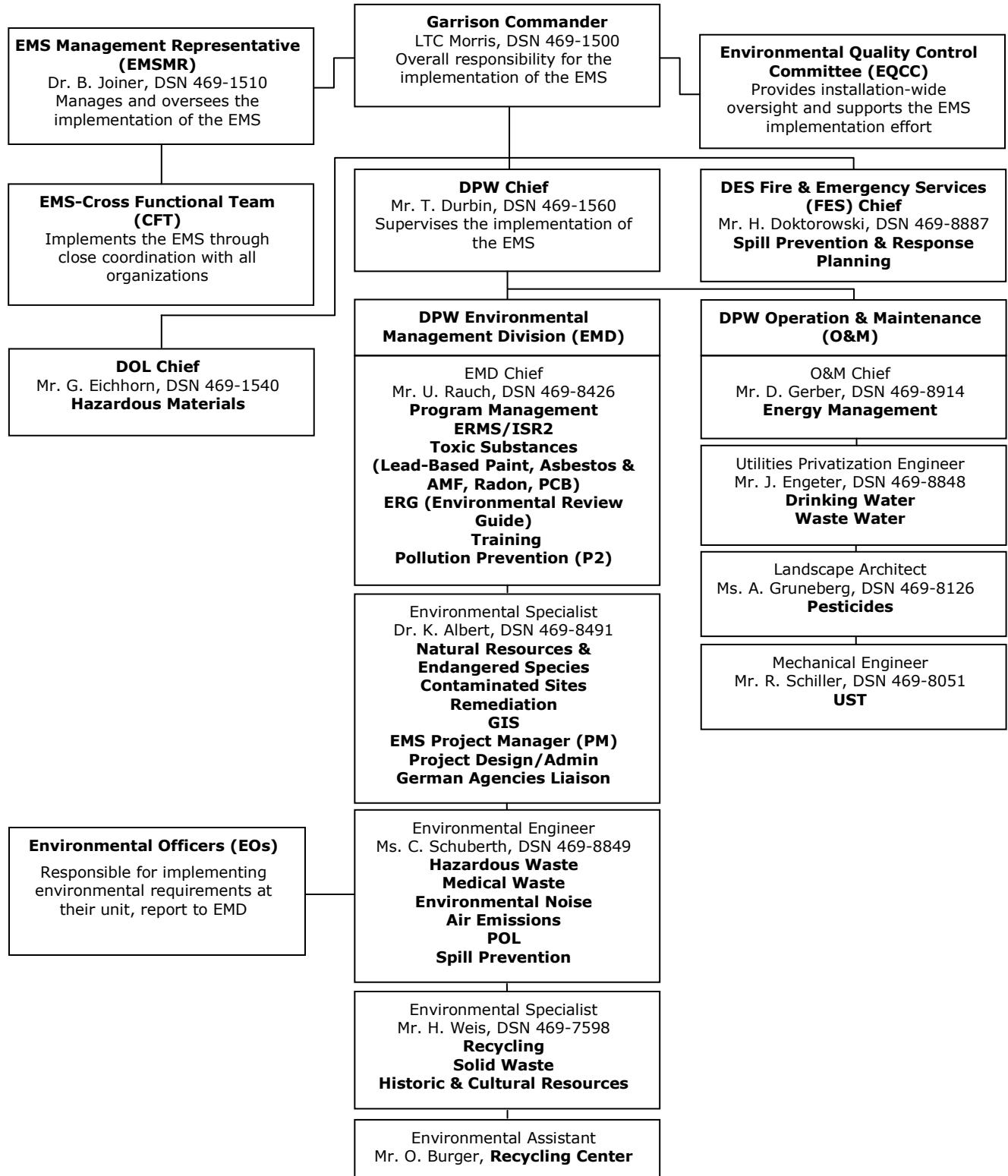
II.2 Organizational Responsibilities

Appointment of Roles, Responsibilities, and Authorities at USAG Bamberg

Furthermore, US Army regulations require the appointment of specific environmental-related functions. The USAG Bamberg has appointed specific functions to manage environmental issues or improve environmental quality. The following chart represents the EMS defined roles and responsibilities. The chart of the responsible persons counts as an appointment as long as this manual is valid if there is no separate appointment letter. Detailed roles and responsibilities are included in the EMS Standing Operating Procedures (SOPs); these define job descriptions, work instructions, etc. and are communicated to the relevant employees.

Reference: II.1 Appointment letters: Memorandum for Environmental Management System – Duty Appointment
Memorandum for Appointment as Environmental Management System (EMS) Management Representative (MR)
Memorandum for Appointment of the Environmental Management System Cross-Functional Team
Memorandum for Duty Appointment of member of the USAG Bamberg Safety and Environmental Quality Control Council/Committee (EQCC)
SOP: Roles and Responsibilities of Environmental Officers (EO)
Appointment letters of EOs

II.2 Organizational Responsibilities



Environmental Management System Manual USAG Bamberg	Page: 16
	Date: 1-Feb-12
	Revision: 10.0
II.2 Organizational Responsibilities	

Garrison Commander (GC)

In general the GC is responsible for ensuring EMS implementation at the USAG Bamberg and approving all EMS-related documentation such as the environmental policy, environmental management programs and EMS procedures. More specifically, the Commander will:

- Implement an EMS; ensure all planning incorporates the requirements of the EMS; ensure all environmental actions are tracked in accordance with the EMS.
- Assign an EMS Management Representative to oversee the installation’s implementation and maintenance of the EMS.
- Perform Management Reviews of the EMS based on internal audits of all installation and tenant activities on an annual basis.
- Integrate Headquarters, Department of the Army (HQDA) and tenant mission requirements into the installation’s EMS in accordance with the requirements of the EMS; develop guidance to support the integration.

EMS Management Representative (EMSMR)

The EMSMR has overall authority and responsibility for the execution of the EMS, and is responsible for ensuring that the EMS requirements are established, implemented and maintained. The EMSMR has the responsibility and authority to report on the performance of the EMS to the GC during the EMS management review. This includes recommendation(s) for improvement. The EMSMR is responsible for ensuring all information pertaining to EMS elements and structures are distributed and communicated to the EMS Cross Functional Team (CFT) and all supervisors within the USAG for further communication.

Environmental Quality Control Committee (EQCC)

The EQCC supports the GC in the implementation of the EMS process by providing installation-wide EMS oversight. The EQCC conducts periodic management reviews to ensure that the EMS is implemented and to identify improvement opportunities.

EMS Cross Functional Team (EMS-CFT)

The EMS CFT is responsible for implementation of EMS throughout the Garrison ensuring close coordination and cooperation with all organizations. The EMS-CFT meets quarterly to discuss the implementation and the progress of EMS within USAG Bamberg and is responsible for:

- Supporting EMD for identification, review and reevaluation of the environmental aspects.
- Communicating internally the environmental aspects and impacts
- Developing and maintaining the Environmental Management Program (EMP)
- Providing continuous EMS awareness training

Directorate of Public Works (DPW) Chief

The DPW Chief supervises the implementation of the EMS. The DPW Chief is responsible for reviewing all EMS documentation deriving from the EMD prior to forwarding for review and approval, as per the document control procedure.

Environmental Management System Manual USAG Bamberg

Page: 17
Date: 1-Feb-12
Revision: 10.0

II.2 Organizational Responsibilities

DPW Environmental Management Division (EMD)

DPW EMD coordinates the EMS within the USAG Bamberg. These responsibilities include:

- identification, review and reevaluation of the environmental aspects on a regular basis
- internal communication of environmental aspects
- inventory maintenance of legal and other requirements, including communication with the environmental protection authorities
- development of preliminary objectives, identification of targets for achieving the objectives, distribution of the EMP, and development of a status report of EMP achievement(s)
- yearly development of the training and awareness concept and conducting awareness trainings and environmental competency trainings
- maintenance of document and record control and their associated filing system (database)
- annual revision of EMS documentation
- maintenance of the environmental section of the web-site
- providing support to departments and divisions for controlling operations in order to minimize environmental impacts (if required)
- identification of emergency situations, development of environmental emergency plans in cooperation with the Directorate of Emergency Services
- conducting internal audits and providing support during external environmental audits
- conducting compliance audits
- preparing data and minutes for the management review

EMD is also responsible for Environmental Program Management as follows:

- Environmental Requirements Management Systems Installation Status Report (ERMS/ISR)
- Toxic Substances (Lead Based Paint, Asbestos, Radon, PCBs)
- ERG (Environmental Review Guide)
- Pollution Prevention
- Natural Resources & Endangered Species
- Contaminated Sites
- GIS
- Project Design and Administration
- Hazardous Waste
- Hazardous Materials
- Medical Waste
- Environmental Noise
- Air Emissions
- Petroleum, Oil and Lubricants (POL)
- Spill Prevention
- Recycling
- Solid Waste
- Historic & Cultural Resources

Directorate of Emergency Services (DES) Fire & Emergency Services (FES)

The DES FES is responsible for coordination of environmental emergency responses – Spill Prevention and Response Planning. DES FES identifies emergency situations, develops emergency plans, trains personnel on emergency procedures, organizes simulations of emergency situations, and develops the environmental information to be published on the website.

Environmental Management System Manual USAG Bamberg

Page: 18
Date: 1-Feb-12
Revision: 10.0

II.2 Organizational Responsibilities

DPW Operation & Maintenance (O&M)

DPW O&M is responsible for controlling the environmental aspects which are generated by their activities.

The O&M Chief is responsible for energy management in terms of development, implementation and maintenance of the SOP; monitoring and reporting energy consumption; and establishing measures for energy consumption reduction within USAG Bamberg.

Potable and waste water management is the responsibility of the Utilities Privatization Engineer in terms of development, implementation and maintenance of the management plans, and operational controls; monitoring and reporting of consumption; and establishing measures for water consumption reduction within USAG Bamberg.

Pesticides management is the responsibility of the Landscape Architect.

UST management is the responsibility of the Mechanical Engineer.

Directorate of Logistics (DOL)

DOL purchases HazMat on request and provides instructions.

Environmental Officer (EO)

The EO has the responsibility and the authority to make sure that operations run smoothly related to hazardous material and hazardous waste, spill prevention and response and recycling. He is responsible to implement environmental requirements at his workplace and reports to the EMD.

Everyone in the Garrison is responsible for complying with the environmental protection guidelines as described in the EMS manual, SOPs, procedures and instructions.

III. EMS PROCESS ORGANIZATION

Environmental Management System Manual USAG Bamberg	Page: 20
	Date: 1-Feb-12
	Revision: 10.0
III. EMS Process Organization	

III.1 General Requirements

The EMS is applicable to all USAG Bamberg personnel, military units, tenants and related contractors within the Garrison footprint, for all processes and activities performed within the Garrison footprint, as long as no other special regulations are provided.

III.2 Environmental Policy

USAG Bamberg has developed an EMS Policy SOP which describes the issuance, review, maintenance and communication of the Environmental Policy. The Environmental Policy is managed and controlled by the DPW EMD. The policy is reviewed and approved annually during the management review and reissued after change of command or mission changes.

The Environmental Policy is available for download from the DPW website, communicated to the public on request and communicated to the community members during in-processing and Environmental Awareness Training.

Reference: III.1 EMS Policy SOP

III.3 Environmental Aspects

USAG Bamberg has developed an Environmental Aspects and Impacts SOP which defines the process for identification and evaluation of the environmental aspects and associated impacts of the Garrison and associated military units and tenants within the Garrison footprint. The procedure also includes the criteria to define the significant aspects. These criteria are: environmental setting, legal compliance, community affairs, frequency and influence on military mission. The EMD and the EMS CFT are responsible for identification and evaluation of the environmental aspects and updating the list of environmental aspects and related impacts. The environmental aspects are re-evaluated at least once a year or after any significant changes of mission or activities. The significant aspects are further considered in implementation of the EMS and communicated throughout the Garrison.

Reference: III.2 Environmental Aspects and Impacts SOP

III.4 Legal and Other Requirements

USAG Bamberg has developed an Identification of Legal, US Army and Other Requirements SOP which defines the process for identification and communication of legal, US Army and other requirements applicable to the environmental aspects and impacts of the processes, activities and services of the Garrison. For identification of legal and other requirements, the primary information source is the latest version of the Final Governing Standards for Germany (FGS-G). The EMD is developing the inventory of legal and other requirements which is updated at least once a year. Access to the legal and other requirements is ensured via the electronic document database.

Reference: III.3 Identification of Legal, US Army and Other Requirements SOP

Environmental Management System Manual USAG Bamberg	Page: 21
	Date: 1-Feb-12
	Revision: 10.0
III. EMS Process Organization	

III.5 Objectives, Targets and Program(s)

USAG Bamberg has developed an Environmental Objectives, Targets and Management Program SOP which defines the process for setting environmental objectives and targets for the implementation of the Garrison’s Environmental Policy, considering the military mission, applicable legal and other requirements, significant environmental aspects and economical and technological feasibility. The objectives are included in the Environmental Management Program (EMP) which summarizes the internal actions to achieve the established environmental targets, responsibilities, timeframes and resources. The EMP is developed by the EMD and EMS CFT and is approved by the USAG Bamberg Commander. The EMP is monitored and updated periodically, in order to ensure the continuous improvement of environmental performance.

Reference: III.4 Environmental Objectives, Targets and Management Program SOP

III.6 Competence, Training and Awareness

USAG Bamberg has developed an EMS Awareness and Environmental Competency Training SOP which defines the process to ensure all USAG Bamberg personnel are trained appropriately regarding the EMS. Furthermore, the procedure defines responsibilities to ensure appropriate environmental training for military units, tenants and contractor; and responsibilities to provide information and initiate EMS awareness for family members. EMD staff and CFT members provide the environmental awareness training which is a continuous activity and applicable to every person within the Garrison’s footprint. Environmental competency training is provided to employees performing work associated with the significant environmental aspects of the Garrison.

Reference: III.5 EMS Awareness and Environmental Competency Training SOP

III.7 Communication

USAG Bamberg has developed an Environmental Communication SOP which defines the process to ensure effective and timely internal communication of environmental information within the Garrison. The SOP also defines the process for communication regarding environmental issues with interested external parties.

To ensure effective internal communication, specific meetings are organized: Branch Level Meetings, Staff Meetings, Work Order Review Meetings (WORM), Project Review Meetings, Environmental Quality Control Committee (EQCC) Meetings, Director’s Meetings, Code of Federal Regulation (CFR) Meetings, Housing Area Meetings, and Commander’s Briefing. During all these meetings, specific environmental issues can be communicated by the EMD attendees.

External environmental communication is ensured via the web page of the USAG Bamberg, press media communication, and the organization of informational visits. Inquiries from interested parties are dealt with by the PAO. When the inquiries include environmental issues the EMD is involved in preparing the responses.

Reference: III.6 Environmental Communication SOP

Environmental Management System Manual USAG Bamberg	Page: 22
	Date: 1-Feb-12
	Revision: 10.0
III. EMS Process Organization	

III.8 Documentation, Control of Documents, Control of Records

EMS documentation established by USAG Bamberg includes, but is not limited to: EMS Policy, EMS Manual, objectives, targets, programs, EMS SOPs, operational control SOPs, emergency preparedness and response plans, management plans, management review documentation, audit and inspection reports, and records (training records, legal requirements inventory, environmental performance monitoring results, etc.)

The documents are controlled electronically, via a document database. The database is managed at the EMD level. USAG Bamberg has developed an Environmental Document and Record Control SOP which indicates the process implemented for document and record control within the Garrison. Archiving documents is performed according to the Army Records Information Management System (ARIMS). The Environmental Document and Record Control SOP describes the system for review and approval of documents as well as withdrawal of obsolete documents.

Reference: III.7 Environmental Document and Record Control SOP

III.9 Operational Control

Operational control is performed for all the significant environmental aspects identified by the USAG Bamberg. Operational control SOPs have been developed and distributed throughout the Garrison. The operational control SOPs define the actions to be taken for the management of significant environmental aspects in order to prevent the occurrence of environmental impacts or limit the potential for contamination.

All applicable operational control procedures and requirements are communicated to contractors and suppliers starting with the contracting phase according to the relevant SOP.

The USAG Bamberg has also developed a Management of Projects SOP which defines the process to ensure that all the Garrison directorates and divisions are appropriately informed about projects and work orders which have or can have a significant impact on the environment. The main purpose of the SOP is to ensure that action is taken to prevent the occurrence of environmental impacts. Depending on the Project Class, the EMD provides support as requested by the DPW representatives.

References: III.8 Management of Projects SOP
 Operational Control SOPs: IV.3.1 Energy and Water Conservation, IV.3.2 Solid Waste Management, IV.3.6 Integration of EMS into Appropriate Contracts

III.10 Emergency Preparedness and Response

USAG Bamberg has developed an Emergency Preparedness and Response SOP which describes the process for identification of potential for accidents and emergency situations; responding to accidents and emergency situations; and preventing and mitigating the environmental impacts that may be associated with accidents and emergency situations. Emergency preparedness issues are coordinated by the DPW EMD and DES FES. The USAG Bamberg has developed several emergency response plans which are tested when possible, periodically reviewed and updated.

Environmental Management System Manual USAG Bamberg

Page: 23
Date: 1-Feb-12
Revision: 10.0

III. EMS Process Organization

References: III.9 Emergency Preparedness and Response SOP
Standing Operating Procedure (SOP) – Snow and Ice Control
USAG Bamberg FGS-G Management Plan
Spill Prevention and Response Plan
Hazardous Waste Management Plan
Cross Connection Control and Backflow Prevention Plan
Water Emergency Contingency Plan
Storm Water Pollution Prevention Plan
Integrated Pest Management Plan
Asbestos Management Plan
USAG Bamberg AT OPLAN 10-07, Annex T: Terrorist Consequence Management Plan

III.11 Monitoring and Measurement

USAG Bamberg has developed an Environmental Monitoring and Measurement Activities SOP which defines the process for regular performance of monitoring and measurement for environmental objectives/targets and facilities/processes that can have a significant environmental impact. Monitoring of progress towards achieving objectives and targets is performed by the EMD and is presented to the USAG Bamberg Commander during the EQCC meetings. Monitoring and measurement of processes related to the environmental aspects is performed by the EMD based on the requirements of the FGS-G. Records are kept by the EMD and they include Environmental Performance Indicators.

Equipment used for monitoring and measurement is calibrated according to the manufacturer's specification.

Reference: III.10 Environmental Monitoring and Measurement Activities SOP

III.12 Evaluation of Compliance

USAG Bamberg has developed an Evaluation of Compliance SOP which ensures that the Garrison has documented means for evaluating compliance with relevant environmental legislation and other requirements applicable. The EMD conducts an annual Internal Environmental Performance Assessment System (EPAS) evaluation. The evaluation process captures a representative sample of the USAG Bamberg's environmental program. The assessment includes all tactical/tenant units and organizations within the USAG. Compliance is assessed using nineteen media area protocol checklists. Assessment techniques include document reviews, interviews, and on-site inspections. Results of the assessment are documented in a database and the improvement measures are tracked. An external EPAS assessment is performed once every three years.

Reference: III.11 Evaluation of Compliance SOP

Environmental Management System Manual USAG Bamberg	Page: 24 Date: 1-Feb-12 Revision: 10.0
III. EMS Process Organization	

III.13 Nonconformities, Corrective and Preventive Action / Internal EMS Audit

USAG Bamberg has developed a Nonconformities, Corrective and Preventive Action / Internal EMS Audit SOP which describes the environmental audit process and corrective action process for the Garrison. Operational conditions are continuously reviewed by the owners of processes and activities. In addition, annual internal audits and internal EPAS assessments are performed. Deviations and/or corrective/preventive actions identified during the internal inspection processes are documented in the Corrective Action Plan (CAP) and their effectiveness is monitored. Internal audits are programmed once a year by the EMD. The audit team is established taking into account the competence required and the impartiality and objectivity requirements. The audit team prepares the internal audit reports.

Reference: III.12 Nonconformities, Corrective and Preventive Action / Internal EMS Audit SOP

III.14 Management Review

USAG Bamberg has developed an Environmental Management Review SOP which defines the process for conducting the EMS Management Review for the Garrison. The purpose of the management review is to evaluate the status of EMS annually and to identify potential for improvement of the environmental performance of the Garrison. The USAG Bamberg Commander attends the management review meeting and approves the results of the management review. EMD initiates the management review with support from the EMS-CFT and prepares the meeting.

Reference: III.13 Environmental Management Review SOP

IV. APPENDICES

Environmental Management System Manual USAG Bamberg

Page: 26
Date: 1-Feb-12
Revision: 10.0

IV.1. Abbreviations

Abbreviation	Explanation
AAFES	Army and Air Force Exchange Services
ARIMS	Army Records Information Management System
AT Oplan	Anti-Terrorism Operation Plan
AV	Aviation
Bldg.	Building
BOID	Business Operations / Integration Division
CAP	Corrective Action Plan
CFR	Code of Federal Regulation
CFT	Cross Functional Team
CSM	Command Sergeant Major
DeCA	Defense Commissary Agency
DES	Directorate of Emergency Services
DES FES	Directorate of Emergency Services, Fire and Emergency Services
DESC	Defense Energy Support Center
DFMWR	Directorate of Family, Morale, Welfare & Recreation
DGC	Deputy Garrison Commander
DHR	Directorate of Human Resources
DoD	Department of Defense
DoDDS	Department of Defense Dependand Schools
DOL	Directorate of Logistics
DPTMS	Directorate of Plans, Training, Mobilization and Security
DPW	Directorate of Public Works
DRMO	Defense Reutilization and Marketing Office
ED	Engineering Division
EEO	Equal Employment Opportunity
EMD	Environmental Management Division
EMP	Environmental Management Plan
EMS	Environmental Management System
EMSMR	Environmental Management System Management Representative
EMS PM	Environmental Management System Project Manager
EO	Executive Order

Environmental Management System Manual USAG Bamberg

Page: 27
Date: 1-Feb-12
Revision: 10.0

IV.1. Abbreviations

Abbreviation	Explanation
EPAS	Environmental Performance Assessment System
EQCC	Environmental Quality Control Committee
ERMS	Environmental Requirements Management Systems
FGS-G	Final Governing Standards for Germany
GC	Garrison Commander
GIS	Geographic Information System
HazMat	Hazardous Material
HHC	Headquarters and Headquarters Company
HQDA	Headquarters, Department of the Army
IG	Inspector General
IMCOM-E	Installation Management Command, Europe
IRACO	Internal Review & Audit Compliance Office
ISO	International Organization for Standardization
ISR	Installation Status Report
LTC	Lieutenant Colonel
Mgt	Management
NSC	Network Service Center
O&M	Operation and Maintenance
ODS	Ozone Depleting Substances
Ofc	Office
P2	Pollution Prevention
PAIO	Plans, Analysis, and Integration Office
PAO	Public Affairs Office
PCB	Polychlorinated Biphenyl
PM	Project Manager
PPE	Personnel Protective Equipment
POL	Petroleum, Oil, and Lubricants
RCO	Regional Contracting Office
RMO	Resource Management Office
SOP	Standing Operating Procedure
US	United States

Environmental Management System
Manual
USAG Bamberg

Page: 28
Date: 1-Feb-12
Revision: 10.0

IV.1. Abbreviations

Abbreviation	Explanation
USAG	United States Army Garrison
UST	Underground Storage Tank
WORM	Work Order Review Meeting

**Environmental Management System
Manual
USAG Bamberg**

Page: 29
Date: 1-Feb-12
Revision: 10.0

IV.2. List of Reference Documents and Records

IV.2	REFERENCE DOCUMENTS AND RECORDS	AVAILABILITY
IV.2.1	USAG Bamberg's EMS Policy	Electronic
IV.2.2	Environmental Aspects and Impacts Evaluation Register	Electronic
IV.2.3	Environmental Management Program(s), Objectives and Targets	Electronic
IV.2.4	P2 Baseline and P2 Program	OBSOLETE
IV.2.5	USAG Bamberg AT OPLAN 10-07, Annex T: Terrorist Consequence Management Plan	Electronic (CD ROM)
IV.2.6	Inventory of Regional/Local Environmental Legal Requirements and Permits	Electronic
IV.2.7	Environmental Competency Training Requirements	OBSOLETE
IV.2.8	List of Provided EMS Awareness Training and Environmental Competency Training	Electronic
IV.2.9	Document/Record Control and Filing System User's Guide	Electronic
IV.2.10	Standing Operating Procedure (SOP) – Snow and Ice Control	Electronic
IV.2.11	USAG Bamberg FGS-G Management Plan	Hardcopy (DPW EMD)
IV.2.12	Spill Prevention and Response Plan	Hardcopy (DPW EMD)
IV.2.13	Hazardous Waste Management Plan	Hardcopy (DPW EMD)
IV.2.14	Cross Connection Control and Backflow Prevention Plan	Electronic
IV.2.15	Water Emergency Contingency Plan	Electronic
IV.2.16	Storm Water Pollution Prevention Plan	Electronic
IV.2.17	Integrated Pest Management Plan	Hardcopy (DPW O&M)
IV.2.18	Lead Hazard Management Plan	Hardcopy (DPW EMD)
IV.2.19	Asbestos Management Plan	Hardcopy (DPW EMD)
IV.2.20	EPAS Reports	Electronic
IV.2.21	ISR Reports	Electronic
IV.2.22	EMS Implementation Plans	Electronic
IV.2.23	Internal EMS Audit Reports	Electronic
IV.2.24	II.1 Memorandum for Environmental Management System – Duty Appointment	Hardcopy (DPW EMD)
IV.2.25	Memorandum for Appointment as Environmental Management System (EMS) Management Representative (MR)	Hardcopy (DPW EMD)
IV.2.26	Memorandum for Appointment of the Environmental Management System Cross-Functional Team	Hardcopy (DPW EMD)
IV.2.27	Memorandum for Duty Appointment of member of the USAG Bamberg Safety and Environmental Quality Control Council/Committee (EQCC)	Hardcopy (DPW EMD)
IV.2.28	Roles and Responsibilities of Environmental Officers (EO) SOP	Electronic
IV.2.29	Appointment letters of EOs	Hardcopy (DPW EMD)
IV.2.30	III.1 EMS Policy SOP	Electronic

Environmental Management System
Manual
USAG Bamberg

Page: 30
Date: 1-Feb-12
Revision: 10.0

IV.2. List of Reference Documents and Records

IV.2.31	III.2 Environmental Aspects and Impacts SOP	Electronic
IV.2.32	III.3 Identification of Legal, US Army and Other Requirements SOP	Electronic
IV.2.33	III.4 Environmental Objectives, Targets and Management Program SOP	Electronic
IV.2.34	III.5 EMS Awareness and Environmental Competency Training SOP	Electronic
IV.2.35	III.6 Environmental Communication SOP	Electronic
IV.2.36	III.7 Environmental Document and Record Control SOP	Electronic
IV.2.37	III.8 Management of Projects SOP	Electronic
IV.2.38	III.9 Emergency Preparedness and Response SOP	Electronic
IV.2.39	III.10 Environmental Monitoring and Measurement Activities SOP	Electronic
IV.2.40	III.11 Evaluation of Compliance SOP	Electronic
IV.2.41	III.12 Nonconformities, Corrective and Preventive Action / Internal EMS Audit SOP	Electronic
IV.2.42	III.13 Environmental Management Review SOP	Electronic

Environmental Management System
Manual
USAG Bamberg

Page: 31
Date: 1-Feb-12
Revision: 10.0

IV.3. List of Operational Controls Procedures

IV.3	OPERATIONAL CONTROLS PROCEDURES	AVAILABILITY
IV.3.1	Energy and Water Conservation SOP	Electronic
IV.3.2	Solid Waste Management SOP	Electronic
VI.3.3	Integration of Environmental Management System (EMS) into Appropriate Contracts SOP	Electronic
IV.3.4	Air Emissions at Bldg. 7027 Memorandum	OBSOLETE
IV.3.5	Soil and Groundwater Contamination at Bldg. 7027 Memorandum	OBSOLETE
IV.3.6	Soil and Groundwater Management SOP	OBSOLETE