

ENVIRONMENTAL MANAGEMENT SYSTEM

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ENVIRONMENTAL MANAGEMENT SYSTEM

C1. RESOURCES, ROLES, RESPONSIBILITIES, AUTHORITY (ISO 14001 Sub clause 4.4.1)

C1.1. Purpose.

Identify resources, roles, responsibilities, and authorities that will provide an organizational structure for implementing, maintaining and improving the DLA Disposition Services' EMS.

C1.2. References

See References Table and site supplements.

C1.3. Process.

C1.3.1. An Environmental Management System (EMS) is the part of an overall management system that organizes plans and manages environmental practices to support an organization's environmental policy. DLA Disposition Services is committed through our EMS to identify the best possible use/reutilization of Department of Defense personal property that is no longer useable for its original purpose, while ensuring that pollution prevention partnerships and environmental stewardship are demonstrated in all business practices. DLA Disposition Services seeks to improve business practices by utilizing an EMS to monitor our business practices for continual improvement. The successful implementation of the DLA Disposition Services' EMS requires a commitment from, and an inclusion of, all personnel employed by DLA Disposition Services and those working on DLA Disposition Services behalf.

C1.3.2. This EMS applies to all DLA Disposition Services' sites worldwide that are considered appropriate locations to implement EMS as defined by the Department of Defense, Defense Logistics Agency and the HQ DLA Disposition Services' Management Team. DLA Disposition Services' EMS implementation sites will interact with host facility EMS programs and other DLA tenants by providing key EMS information, attending host EMS meetings and considering host aspects, objectives and targets for integration into the DLA Disposition Services' site program. Sites will include all DLA Disposition Services operations at their location in their EMS program.

C1.3.3. The DLA Disposition Services Director will appoint the DLA Disposition Services Environmental Management Representative (EMR) and alternate using an appointment memorandum.

C1.3.4. The DLA Disposition Services HQ Management Team is responsible for ensuring that an effective EMS program exists by providing adequate resources to support the EMS and providing direction in the form of core significant aspects, objectives, targets and programs.

C1.3.5. DLA Disposition Services' Directorates are responsible for developing, managing,

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and promoting programs that support the Environmental Policy Statement, significant aspects, objectives and targets.

C1.3.6. The Acquisition Directorate (J-7) is responsible for ensuring new contracts that require contractors to provide for performance, in whole or in part, on a Federal facility, address EMS using FAR clause 52.223-5 and appropriate alternate endings I & II as prescribed by FAR 23.1005. EMS language will not be included in contracts for performance in areas of excepted operations or deployments per DODI-4715.17. EMS language will not be added to contracts which do not require contractor performance in whole or in part, on a Federal facility. The requiring office for a contract will identify as needed additional EMS requirements such as contractor awareness of our EMS in the performance work statement provided to J-7.

C1.3.7. The Performance Improvement and Assessment Division (J-53) is responsible for performing audits of EMS programs at DLA Disposition Services implementation sites.

C1.3.8. The DLA Disposition Services EMR is responsible for:

C1.3.8.1. Coordinating EMS program requirements throughout the organization.

C1.3.8.2. Providing and documenting biannual (twice a year) EMS management reviews to the DLA Disposition Services HQ Management Team on the performance of the EMS, to include the EMS' effectiveness in supporting the mission critical and meeting EMS objectives..

C1.3.8.3. Providing recommendations to the DLA Disposition Services HQ Management Team for improvement to the EMS.

C1.3.8.4. Identifying and requesting resources to establish, maintain, implement and improve the EMS.

C1.3.8.5. Maintaining this instruction and developing annual EMS awareness training.

C1.3.8.6. Providing guidance to Region and site EMRs for implementation and execution of the EMS.

C1.3.8.7. Acting as the HQ DLA Disposition Services representative to the host Hart-Dole-Inouye Federal Center EMS program including attending host EMS meeting providing the host with key EMS information such as the environmental policy, significant aspects, objectives and targets.

C1.3.9. Region Directors are responsible for:

C1.3.9.1. Ensuring EMS programs are in place at implementation sites in their Region.

C1.3.9.2. Developing Region specific objectives, targets and programs as needed.

C1.3.9.3. Appointing a Region EMR and alternate (as resources allow) via an

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appointment memorandum.

C1.3.10. The Region EMR and alternate (where appointed) are responsible for:

C1.3.10.1. Coordinating with and providing information to the DLA Disposition Services EMR, Region Director and site EMRs.

C1.3.10.2. Providing and documenting biannual (twice a year) EMS management reviews to the Region Director concerning the performance of EMS within the region.

C1.3.10.3. Consolidating responses from site EMRs to data calls from the DLA Disposition Services EMR and providing a single consolidated response from the Region.

C1.3.10.4. Assisting site EMRs with the implementation of site specific EMSs .

C1.3.11. Area managers are responsible for:

C1.3.11.1. Ensuring effective EMS programs exists at EMS implementation sites that support the core EMS program and are adapted to local conditions and host EMS programs.

C1.3.11.2. Appointing site EMRs and alternate (as resources allow) EMRs at EMS implementation sites via an appointment memorandum.

C1.3.12. Site EMRs are responsible for:

C1.3.12.1. Creating a site supplement to reflect unique site and host requirements.

C1.3.12.2. Tracking performance of the EMS and reporting the EMS's effectiveness via a biannual (twice a year) EMS management review to the Area Manager or their designee.

C1.3.12.3. Providing recommendations to the Area Manager or their designee for improvement to the site's EMS.

C1.3.12.4. Maintaining a local site supplement to this instruction or contributing towards a multi-site supplement that includes the EMR's site.

C1.3.12.5. Being a liaison to the host EMS by attending EMS meetings, providing key EMS information at least annually to include core aspects, site aspects and mission needs.

C1.3.12.6. Coordinating with EMRs of other collocated DLA tenant organizations.

C1.3.13. All DLA Disposition Services personnel and contract employees when contractually required will demonstrate a commitment to the DLA Disposition Services environmental policy statement, core and local objectives and targets, and programs while working towards improving environmental performance.

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C1.3.14. Unique local processes are described in site supplements.

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C2. ENVIRONMENTAL POLICY **(ISO 14001 Sub Clause 4.2)**

C2.1. Purpose.

An environmental policy is established to provide general environmental guidance and direction to employees and those working on behalf of DLA Disposition Services.

C2.2. References.

See References Table and site supplements.

C2.3. Process.

C2.3.1. The Environmental Policy statement is reviewed and updated if needed (1) at least annually, (2) in response to a major change in mission requirements or (3) within 60 days of a change in Director.

C2.3.2. The DLA Disposition Services EMR schedules a review of the existing DLA Disposition Services Environmental Policy Statement by the HQ Management Team. The HQ Management Team provides suggested revisions to the Policy Statement to the DLA Disposition Services EMR. When performing the review, the HQ Management Team will review:

C2.3.2.1. Existing Environmental Policy Statement,

C2.3.2.2. Considerations of Host Facilities, other DLA tenants and stakeholders,

C2.3.2.3. Current and future mission priorities,

C2.3.2.4. Effectiveness of EMS to date, and

C2.3.2.5. Emerging issues (e.g. an update to Final Governing Standards, anticipated regulations, new or changed mission, etc.).

C2.3.3. The DLA Disposition Services EMR will revise the environmental policy statement and provide to the DLA Disposition Services Director for approval.

C2.3.4. Following approval of an updated environmental policy statement, the DLA Disposition Services EMR will notify the Region EMRs, HDI Federal Center Host Facility EMR a via email and post the new Environmental Policy Statement to the DLA Disposition Services website. All DLA Disposition Services employees will be notified of an update to the environmental policy via an email to the appropriate group address.

C2.3.5. Region EMRs will notify site EMRs via email of an updated environmental policy statement .

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C2.3.6. Site EMRs will notify Host Facility EMRs and other collocated DLA tenants of an updated environmental policy statement via email.

C2.3.7. The environmental policy statement is communicated to the public via the DLA Disposition Services' internet website.

C2.3.8. Unique local processes are described in site supplements.

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C3. ENVIRONMENTAL ASPECTS (ISO 14001 SUB CLAUSE 4.3.1)

C3.1. Purpose.

Identify environmental aspects that can have a significant impact on the environment so that they can be controlled and eliminated when possible.

C3.2. References.

See References Table and site supplements.

C3.3. Process.

C3.3.1. The DLA Disposition Services HQ Management Team identifies and prioritizes core significant aspects on an annual basis for use EMS implementation sites. Applicability of core significant aspects, while designed to apply to all DLA Disposition Services locations, may vary due to legal/other requirements based on location (CONUS vs. OCONUS) and specific mission functions performed at each location.

C3.3.2. EMS implementation sites will meet the minimum DLA Disposition Services EMS program requirements by using the core aspects. Individual sites may develop site specific significant aspects unique to their location as their mission requires or to support host programs.

C3.3.3. Both Core and any locally developed aspects are designated as significant aspects using the DLA Disposition Services Core Significant Aspect Determination Matrix. Significance is determined using the matrix to score aspects with a numerical score for the following criteria: regulated activity (legal compliance), presence of operational controls, potential of impacts, severity of impacts, mission impact and emergency potential. An aspect's score for each ranking criteria will be summed to determine an estimated risk score. A minimum estimated risk score will be established for establishing significance. Potential impact to the mission resulting from not controlling an aspect, be it a monetary fine levied by a regulatory governmental agency or cessation of a particular activity while corrective actions are implemented, will also be considered when identifying and ranking significant aspects.

C3.3.4. The DLA Disposition Services HQ Management Team and leadership responsible for DLA Disposition Services EMS implementation sites may identify a core/local aspect as a significant aspect regardless of its numerical score based on mission requirements.

C3.3.5. The DLA Disposition Services EMR will accomplish an annual review of the core significant aspects and propose changes to the DLA Disposition Services HQ Management Team if warranted.

C3.3.6. The HQ DLA Disposition Services Management Team will approve changes to the core significant aspects.

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C3.3.7. The DLA Disposition Services EMR coordinates with the HDI Federal Center EMR to identify which Host Facility significant aspects are applicable to HQ DLA Disposition Services.

C3.3.8. The DLA Disposition Services core aspect list will not be communicated externally outside of the Department of Defense. The DLA Disposition Services HQ Management Team may decide at a future date if external communication of the DLA Disposition Services core aspects is beneficial to the organization.

C3.3.9. The DLA Disposition Services EMR posts approved core significant aspects to the EMS section of the DLA Disposition Services intranet. The DLA Disposition Services EMR notifies Region EMRs and the HDI Federal Center EMR via email when core significant aspects are updated. Notification is provided so that site EMRs and the HDI Federal Center EMR may incorporate the core significant aspects when establishing/updating their EMS.

C3.3.10. Regional Directors will endorse and adopt the core significant aspects that apply to their EMS implementation sites. The Region EMR will assist in this process and provide a copy of the endorsement to the site EMRs.

C3.3.11. Site EMRs will inform assigned personnel, including contract employees and contractors, when significant aspects relevant to the employee's duties or the EMS implementation site change. If a change to significant aspects could impact contractor performance, the contract office representative will coordinate with the contract requiring office and J-7 to determine if a request for a contract modification is warranted.

C3.3.12. Site EMRs may identify aspects unique to their location or when changes in the mission/operations at their location warrant it. If local aspects are identified, the site EMR will determine if the local aspects are significant by using the Site Significant Aspect Ranking Tool and procedures referenced earlier in this section.

C3.3.13. Site EMRs will notify their Host Facility EMR via an email following updates to either the core significant aspects or locally developed significant aspects.

C3.3.14. Unique local processes are described in site supplements.

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C4. OBJECTIVES, TARGETS AND PROGRAMS **(ISO 14001 Sub clause 4.3.3)**

C4.1. Purpose.

Establish environmental objectives, targets and action plans (programme(s) in the ISO 14001) within DLA Disposition Services at Directorate, Regional/site (core) level.

C4.2. References.

See References Table and site supplements.

C4.3. Process.

C4.3.1. Action plans including objectives and targets are created for core significant aspects which require action to bring them under control or where additional improvements are desired.

C4.3.2. The DLA Disposition Services Management Team with assistance of the DLA Disposition Services EMR will identify which significant aspects are selected for improvement through the means of Directorate level objectives, targets and action plans and which significant aspects are selected for core objectives, targets and action plans.

C4.3.3. Directorates will pursue Directorate level Objectives, targets and action plans.

C4.3.4. Core objectives, targets and action plans will be pursued by Regions and EMS implementation sites.

C4.3.5. An objective is an overall environmental goal that is pursued. A target is developed based on a specific objective and identifies a detailed performance requirement that needs to be set and met in order to achieve that objective. A target may be expressed with a quantitative requirement (e.g. kilowatts reduced, lbs of waste reduced, gallons of water saved) or a qualitative requirement to take an action (e.g. install motion sensing lighting, start recycling pallets, improve employee awareness of recycling efforts, etc). Objectives and targets will address short and long-term issues and be specific and measurable (quantitative) when and where practicable. There may be instances where the creation of objectives and targets for an aspect is desirable but action is prevented due to fiscal and/or other restraints. In such cases, the significant aspect needs to be considered as a source for future objectives and targets until such a time as the restraints are removed.

C4.3.6. An action plan, referred to as “programme(s)” in the ISO 14001, will be created to identify how objectives and targets will be pursued. An action plan simply identifies who will do what and when to accomplish a target and objective. An example of an action plan for use at EMS implementation sites is available on EMS section of the DLA Disposition Services intranet. Progress towards obtaining, i.e. monitoring and measuring, of objectives and targets may be documented/tracked on the template action plan.

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C4.3.7. The DLA Disposition Services EMR annually coordinates an objectives, targets and action plans data call to the Directorates. Directorate level objectives and targets will reflect specific processes or programs to support DLA Disposition Services core significant aspects. Objectives and targets may be preexisting environmental metrics used for other programs/ reporting purposes or may be unique to the EMS. Directorates will develop an action plan to obtain objectives and targets for their area when identified.

C4.3.8. DLA Disposition Services Directorates must consider how they will support the HDI Federal Center's significant aspects and objectives and targets when formulating their own.

C4.3.9. The DLA Disposition Services EMR annually consolidates draft Directorate and core objectives and targets for approval by the HQ DLA Disposition Services Management Team.

C4.3.10. Approved Directorate and core objectives, targets and action plans are posted to the EMS section of the DLA Disposition Services intranet.

C4.3.11. Progress towards achieving Directorate level objectives and targets are reported in briefings to the HQ DLA Disposition Services Management Team.

C4.3.12. Region Directors endorse the core objectives, targets and action plans by identifying which core objectives and targets apply to which EMS implementation sites.

C4.3.13. Region EMRs provides a copy of the core objectives, targets and action plans endorsement to the site EMRs.

C4.3.14. Site EMRs pursue core objectives and targets applying to their site. Site EMRs may identify additional objectives, targets and action plans unique to their site to support their host facility EMS or when changes in the mission/operations at their site warrant it.

C4.3.15. Site EMRs monitor and document progress towards achieving core and any locally developed objectives and targets.

C4.3.16. Site EMRs brief the Area Manager or designee on the status of objectives, targets and action plans as part of their biannual EMS management review.

C4.3.17. Region EMRs brief the Region Director on the status of core objectives, targets and action plans within the region as part of their biannual EMS management review.

C4.3.18. Changes to objectives, targets and action plans are communicated to the organization and/or site through training and other forms of communications as appropriate.

C4.3.19. Site EMRs will provide a copy current core objectives, targets and action plans via email to the host EMR when they change.

C4.3.20. Unique local processes are described in site supplements.

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C5. COMPETENCE, TRAINING AND AWARENESS **(ISO 14001 SUB CLAUSE 4.4.2)**

C5.1. Purpose.

Ensure all personnel, including contract personnel, whose work activities can cause real or potential significant environmental impacts are aware of how their work supports the EMS and are competent to perform their roles, responsibilities and authorities.

C5.2. References.

See References Table and site supplements.

C5.3. Process.

C5.3.1. Competencies and training are determined using the skills code matrix for DLA Disposition Services employees and are identified in contracts for contract personnel.

C5.3.2. The Performance and Development Division (J-51) maintains the skills code matrix and training requirements for DLA Disposition Services employees.

C5.3.3. Directorates advise J-51 when modifications to training requirements in the skills code matrix are required. Training requirements identified by Directorates will indicate training required by Federal Regulations applicable to their area of responsibility.

C5.3.4. The contract requiring office is responsible for incorporating EMS requirements in Performance Work Statements for new contracts provided to J-7. Executive Order 13423 continues the requirements of Executive Order 13148 which requires contractors be aware of the EMS programs at the facilities where they operate on.

C5.3.5. The DLA Disposition Services EMR is responsible for developing and maintaining an EMS awareness clause for use by contract requiring offices in Performance Work Statements.

C5.3.6. Region Directors, Area Managers, supervisors and training coordinators ensure employees meet the training and competency requirements by adhering to the guidance provided in DoD, DLA and DLA Disposition Services referenced documents for training requirements, record keeping and procedures.

C5.3.7. Supervisors will ensure that Individual Development Plans (IDPs) are current and reflect mandatory and other hazardous property training requirements.

C5.3.8. Training coordinators arrange and report training for assigned personnel. Training coordinators schedule required training through the DLA Training Center (DTC), the Learning Management System (LMS) or commercial sources as required. Following the completion of a training course, employees provide the training coordinator with evidence that a class was

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completed such as a training certificate, training roster, etc. The training coordinator provides the training evidence to the Defense Training Center.

C5.3.9. The Defense Training Center maintains records of training in the Learning Management System (LMS). Training requirements are tracked within the System by Skill Code assignment. LMS may be accessed through DLA eWorkplace.

C5.3.10. Training requirements for newly appointed DLA Disposition Services, Region and Site EMRs and alternates are identified in a job ready checklist entitled "Environmental Management Rep for EMS". Individual Development Plans (IDPs) for personnel appointed as EMRs/alternates should include their role as an Environmental Management Representative.

C5.3.11. Newly hired employees are required to take new employee training which includes EMS awareness training.

C5.3.12. Current employees are required to take annual EMS awareness training.

C5.3.13. Daily Situation Reports (SITREPs) are a mechanism used to inform employees of the environmental and health consequences of not following procedures. SITREPS are emailed to DLA Disposition Services employees are on SITREP mailing list when reportable situations occur concerning accidental environmental impacts or personnel injuries. The SITREPs describe how an incident occurred and identify the root cause and mission impact such as potential contamination, personal injury or regulatory fine/citation.

C5.3.14. Unique local processes are described in site supplements.

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C6. COMMUNICATION (ISO 14001 Sub clause 4.4.3)

C6.1. Purpose.

Ensure internal and external communications concerning the EMS are timely, appropriate and effective. The Director is notified of applicable urgent events utilizing the procedure "[How to Notify the DLA Disposition Services Director About Urgent Incidents](#)"

C6.2. References

See References Table and site supplements.

C6.3. Process.

C6.3.1. Internal EMS communications

C6.3.1.1. Internal EMS communications are designed to keep personnel, and those working on behalf of DLA Disposition Services, informed about the EMS. Internal EMS communications may be accomplished by but not limited to briefings, intranet postings, articles in electronic newsletters, staff meetings, awareness posters, employee meetings, and emails.

C6.3.1.2. The Integration and Analysis Division (J-30) or designee will notify personnel of changes to this EMS instruction and other DLA Disposition Services publications by releasing organizational wide publication update emails.

C6.3.1.3. The Performance and Development Division (J-51) is responsible for managing the workforce communications program to promote effective employee-management communications and to keep DLA Disposition Services employees current on activity changes.

C6.3.1.4. The DLA Disposition Services Directorates will coordinate changes in policy specific to their areas of responsibility via updates to DLA Disposition Services instructions and regulations with the DLA Disposition Services Director's Office or designee for release in organizational wide emails. DLA Disposition Services Directorates may also issue policy memorandums and bulletins via organizational wide emails.

C6.3.1.5. The Public Affairs Division is responsible for providing general EMS awareness information to personnel through the internal mechanism such as electronic newsletters.

C6.3.1.6. The Environmental Division (J-33) is responsible for reviewing changes to Federal Regulations relating to the storage, transportation and disposal of hazardous materials and hazardous waste to ensure DLA Disposition Services regulations, instructions, policies and guidance are consistent with regulatory requirements. J-33 provides revisions, as necessary, to the appropriate DLA Disposition Services manual/instruction. J-33 coordinates as needed with DLA and the DOD when higher level directives are reviewed.

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C6.3.1.7. The DLA Disposition Services EMR will:

C6.3.1.7.1. Communicate information concerning the EMS program to Region EMRs who will distribute the information to site EMRs.

C6.3.1.8. EMRs (HQ, Region and Site) will:

C6.3.1.8.1. Document, respond to, and report external communications including those with their host facility concerning their site EMS program to their Management or their designee as part of the biannual (twice per year) EMS management reviews.

C6.3.1.9. All personnel are responsible for ensuring that they have adequate information to effectively perform their work and for staying informed on the status of EMS.

C6.3.2. **External EMS communications**

C6.3.2.1. External EMS communications concerning the DLA Disposition Services EMS program will be directed to the DLA Disposition Services EMR for documenting and response. External communications concerning a Region or Site EMS will be directed to the appropriate Region/Site EMR for documenting and response.

C6.3.2.2. The Public Affairs division will periodically communicate to external sources progress in the EMS via news articles.

C6.3.2.3. The Public Affairs Division (PAD) is responsible for managing all external communications to the community and media. The PAD notifies the DLA Disposition Services EMR and the appropriate site EMR when communications concerning the DLA Disposition Services EMS occur. The PAD coordinates with EMRs when necessary to provide a coordinated response to inquiries concerning the DLA Disposition Services/Site EMS programs.

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C7. EMS DOCUMENTATION (ISO 14001 Sub clause 4.4.4)

C7.1. Purpose.

Maintain EMS program documentation required by ISO 14001 and this EMS.

C7.2. References.

See References Table and site supplements.

C7.3. Process.

C7.3.1. This instruction, in combination with site supplements and supporting documentation referenced herein document the DLA Disposition Services EMS.

C7.3.2. The current version of this instruction will be maintained by the Integration and Analysis Division (J-30) on the DLA Disposition Services external publications site. Copies of this Instruction printed from the intranet location will clearly indicate that “printed copies of this document may not be the current version”.

C7.3.3. Current versions of local site supplements will be maintained by site EMRs or the Region EMR at their discretion.

C7.3.4. Access to additional documentation in the form of publications, standard operating procedures, policy letters, general orders, and newsletters/communiqués is available through the DLA Disposition Services intranet and the internet.

C7.3.5. The DLA Disposition Services EMR and/or representative will complete an annual review of and make revisions to the EMS core instruction. Changes to this instruction will be coordinated through the document control specialist. The annual review will be documented and maintained as a record. Site EMRs will be notified of changes to the instruction via email.

C7.3.6. This instruction may be updated at any time to reflect changes in regulatory requirements, respond to audit findings or reflect changes in mission.

C7.3.7. Site supplements will be reviewed annually and revised if needed. Following review, site supplements will be re-dated to reflect the date of review. The annual review will be documented and maintained as a record. A site supplement annual review and periodic revision record document template is available on the EMS section of the DLA Disposition Services intranet.

C7.3.8. Key EMS documentation is identified in the Chapters and Records Table at the end of this Instruction.

C7.3.9. Unique local processes are described in site supplements.

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C8. CONTROL OF DOCUMENTS (ISO 14001 SUB CLAUSE 4.4.5)

C8.1. Purpose.

Establish and maintain methods for controlling documents relevant to the EMS to ensure that personnel are using current information when performing their work.

C8.2. References.

See References Table and site supplements.

C8.3. Process.

C8.3.1. Procedures and responsibilities for writing/revising DLA Disposition Services operational directives/instructions are described in DES-I 5000.1, attachment 3. DLA Disposition Services operational directives/instructions are kept current by following the review schedule and procedures in the DLA One Book (DLAD 5025.30).

C8.3.2. Relevant external documents such as regulatory guidance relevant to this EMS are accessed using the issuing agency's website and/or the Government Printing Office's website (www.gpoaccess.gov).

C8.3.3. Storage locations of key documents used to satisfy EMS documentation requirements in this instruction are described in the Records Table at the end of this Instruction.

C8.3.4. EMS Documents printed from the DLA Disposition Services EMS intranet site are uncontrolled copies.

C8.3.5. DLA Disposition Services HQ will review all proposed directives/instructions initiated within DLA Disposition Services.

C8.3.6. Directorates are responsible for initiating proposed directives/instructions within their functional area of responsibility.

C8.3.7. Directorates are responsible for developing and approving documents such as policy letters, standard operating procedures, forms, checklists, etc. used within or required by their departments.

C8.3.8. Updates to web based instructions will be accomplished in accordance with guidance provided by the Integration and Analysis Division (J-30).

C8.3.9. The Records Management Officer exercises staff supervision over records management program activities and maintains compliance with the requirements of the DLA One Book, DLAD 5025.30.

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C8.3.10. DLA Information Services maintains current versions of Department of Defense (DoD), Defense Logistics Agency (DLA) and Disposition Services forms on the DLA Disposition Services shared M drive.

C8.3.11. The DLA Disposition Services EMR and/or their representative coordinates the posting of updated EMS documents to the DLA Disposition Services' intranet.

C8.3.12. Obsolete EMS documents from the DLA Disposition Services' intranet will be archived in an electronic format and retained for 1 year or until no longer needed. Archived documents will not be available on the DLA Disposition Services intranet.

C8.3.13. Activities may retain obsolete documents such as Code of Federal Regulations (CFRs) and DOD/DLA instructions for historical reference. Retained obsolete documents will be clearly marked "OBSOLETE". Markings may be accomplished by various means.

C8.3.14. Unique local processes are described in site supplements.

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C9. CONTROL OF RECORDS (ISO 14001 Subchapter 4.5.4)

C9.1. Purpose.

To establish methods for maintaining records that document evidence of conforming to the requirements of the EMS.

C9.2. References

See References Table and site supplements.

C9.3. Process.

C9.3.1. Maintain records in a manner that enables the EMR to locate and provide objective evidence that the location where the EMR is assigned is meeting the requirements of ISO 14001 and this EMS. Records required by this instruction are listed in the Records table at the end of this instruction. The storage method used should (1) maintain records in a legible state, (2) clearly identify the records, (3) make records traceable and (4) make records ready accessible.

C9.3.2. Hardcopy EMS records will be stored in files using the 238.01 files series set up on a fiscal year basis. Records that can be filled in an existing files series (e.g. shipping papers, contracts, permits, etc.) will not be duplicated and added to the 238.01 file series.

C9.3.3. Electronic EMS records (emails and electronic documents) will be stored electronically in a manner to make them retrievable by the EMR.

C9.3.4. The DLA Disposition Services EMR, Region EMR, and site EMR is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of the EMS records identified for their position in the Records Table at the end of this instruction.

C9.3.5. The Training Coordinator is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of training records. Use of the Learning Management System (LMS) is one means of meeting this requirement for training records.

C9.3.6. Area Managers are responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of EMS records required for Area Managers in the Records table at the end of this instruction.

C9.3.7. All other personnel will maintain the records cited for their area of responsibility noted in the Records table at the end of this instruction.

C9.3.8. Unique local processes are described in site supplements.

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C10. OPERATIONAL CONTROL (ISO 14001 SUB CLAUSE 4.4.6)

C10.1. Purpose.

Develop, maintain, and document operating procedures for work associated with significant aspects identified by the EMS.

C10.2. References.

See References Table and site supplements.

C10.3. Process.

C10.3.1. Directorates monitor operational controls and update existing controls or institute new controls based on changes in regulatory requirements, mission, or operational need.

C10.3.2. Documented organizational procedures and operating criteria are maintained to control situations where their absence could lead to deviation from the environmental policy, environmental impact, non-adherence to regulatory requirements and/or personal injury.

C10.3.3. Documented organizational procedures are contained in publications, standard operating procedures, general orders, bulletins, policy letters and other suitable formats available on the DLA Disposition Services' intranet.

C10.3.4. DLA Disposition Services adheres to documented requirements of Federal regulatory agencies, State and local regulatory agencies, the Department of Defense, the Defense Logistics Agency and applicable regulatory authorities at overseas locations.

C10.3.5. New documented operational controls are created when current DOD, DLA, DRMS or regulator guidance is not available or sufficient to ensure that deviations from environmental policy, regulatory requirements, safety policy or support of EMS significant aspects will not occur.

C10.3.6. Directorates will review and update their written controls in response to a change in mission, regulatory requirement, process, operational need or technological innovation that has the potential to result in environmental degradation.

C10.3.6.1. Review current controls to determine if they are appropriate to the change in circumstances.

C10.3.6.2. If current controls are not appropriate, DRMS Directorates develop controls that are appropriate to the type and magnitude of the change in risk including specific operational instructions.

C10.3.7. The Environmental Division (J-33), in response to a change in environmental

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regulatory requirements, will:

C10.3.7.1. Review current controls to determine if they are appropriate to the change in circumstances.

C10.3.7.2. If current controls are not appropriate, develop and implement policy to provide an appropriate control.

C10.3.8. DLA Installation Support – Battle Creek, in response to a change in regulatory requirements dealing with safety and health, will:

C10.3.8.1. Review current controls in relation to changes in regulatory requirements.

C10.3.8.2. If current controls are not appropriate, develop or make a recommendation to the appropriate office, to implement policy to provide an appropriate control.

C10.3.9. Supervisors are responsible to ensure employees are trained on new operational controls.

C10.3.10. If changes in operational controls potentially impact contractor performance, the contract office representative and contract requiring office will coordinate with J-7 to determine if a request for a contract modification is warranted.

C10.3.11. Operational contracts that require performance of services on government facilities require contractors and subcontractors to be aware of operational controls required by Federal, International, State, Local regulators and DOD, DLA, and DLA Disposition Services requirements.

C10.3.12. All Site EMRs will identify operations at their site that potentially impact the Host Facility's EMS/aspects and insure that controls are in place to address those operations.

C10.3.13. Unique local processes are described in site supplements.

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C11. LEGAL AND OTHER REQUIREMENTS (ISO 14001 SUBCHAPTER 4.3.2)

C11.1. Purpose.

Establish procedures to identify and make accessible relevant legal and internal requirements applicable to this EMS.

C11.2. References.

See References Table and site supplements.

C11.3. Process.

C11.3.1. DLA Disposition Services considers its operational responsibilities and subsequent EMS significant aspects when identifying legal requirements. Legal and other regulatory requirements will be included as a consideration when identifying and prioritizing core and site aspects.

C11.3.2. Legal requirements are identified by:

C11.3.2.1. Federal Agencies (Code of Federal Regulations)

C11.3.2.2. International regulators and foreign nations (overseas locations)

C11.3.2.3. State and local regulators

C11.3.2.4. Permits for regulated activities

C11.3.2.5. DOD, DLA and Disposition Services regulations, manuals, instructions, and standard operating procedures

C11.3.3. Access to legal and other requirements from third party sources is maintained through the official websites of the regulatory agencies or the Government Printing Office website (www.gpoaccess.gov). Official websites of regulatory agencies will be the final source for current legal requirements information from third party sources.

C11.3.4. Supervisors, employees and contractors are required to be aware of and follow all legal requirements relevant to their location and job function. The following sources may assist with awareness:

C11.3.4.1. Hazardous Technical Information Service

C11.3.4.2. State Environmental Websites

C11.3.4.3. Environmental Protection Agency Websites for RCRA, TSCA, and CWA

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C11.3.4.4. Department of Transportation, Office of Hazardous Materials Safety Website

C11.3.4.5. Occupational Safety & Health Administration

C11.3.4.6. Defense Environmental Network and Information Exchange Website

C11.3.4.7. Department of Defense Website

C11.3.4.8. Defense Logistics Agency Website

C11.3.4.9. Defense Logistics Agency Disposition Services Website

C11.3.5. Personnel are trained on legal and other requirements through required competency training. Relevant regulatory changes are highlighted at “refresher” courses.

C11.3.6. Sites located overseas will follow additional requirements including Host Nation laws, International Agreements, Status of Force Agreements, Final Governing Standards and Overseas Environmental Baseline Guidance Documents.

C11.3.7. Sites will coordinate with host environmental offices/EMS programs to identify legal requirements such as permits that apply to the site’s operations.

C11.3.8. Failure to comply with legal and other requirements may result in mission degradation due to notices of violation, fines, environmental damage, interruption of mission support activities and poor public image.

C11.3.9. The Environmental Management Division (J-33) is responsible for aligning operational activities with and providing guidance concerning legal and other requirements relating to the hazardous waste disposal mission.

C11.3.10. DRMS-DG assists in resolving disputes on environmental matters and advises HQ, Regional and site offices on the application of environmental law to operational requirements.

C11.3.11. The Performance Improvement and Assessment Division (J-53) conducts periodic internal reviews and audits to determine whether standards of internal control are met. J-53 reviews audits by the Government Accounting Office (GAO), Inspector General (IG) and Congress to determine applicability to DLA Disposition Services and disseminates information with recommendations as appropriate.

C11.3.12. Unique local processes are described in site supplements.

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C12. MONITORING AND MEASUREMENT (ISO 14001 SUBCHAPTER 4.5.1)

C12.1. Purpose.

Identify procedures and records used to monitor and measure key characteristics of operations that may result in significant environmental impacts and interruptions to mission achievement.

C12.2. References.

See References Table and site supplements.

C12.3. Process.

C12.3.1. Monitoring and measuring of objectives, targets and key characteristics within an organization is an EMS requirement. Monitoring and measuring is used to track and improve the performances of processes that could impact mission performance and regulatory compliance.

C12.3.2. Processes that may impact mission performance, regulatory compliance and EMS objectives/targets/action plans will be monitored and measured.

C12.3.3. The Director and HQ management team determines which processes will be monitored and measured within HQ directorates via briefings to the HQ management team.

C12.3.4. The Performance Improvement & Assessment Div. (J-53) performs corporate level monitoring and measuring functions by conducting periodic reviews of internal controls using Operational and Environmental Effectiveness reviews that are documented in the Compliance Assessment Management System (CAMS).

C12.3.5. Site supplements will identify which key characteristics and monitoring/measuring tools such as checklists and forms apply (see Records Table). Sites also accomplish monitoring and measuring by using self assessments. Sites, based on their operations, will monitor and measure:

C12.3.5.1. Gate monitor radiation detectors. Functionality checks of gate monitor radiation detectors (passing the test chip through the detector) will be accomplished and recorded on the DRMS Inspection Log CAMS version. Calibration of gate monitor radiation detectors will be accomplished by DLA Installation Support – Battle Creek, according to DRMS-I 4160.14, Section 1, Chapter 3.

C12.3.5.2. Storage areas for HM/HW and scrap

C12.3.5.3. Permit requirements (storage areas, storm water runoff, etc.)

C12.3.5.4. EMS Objectives and targets

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C12.3.5.5. Scale calibration

C12.3.5.5.1. DLA Disposition Services owned scales – DLA Disposition Services Sites are responsible per DOD 4160.21-M, Chapter 7, to initiate and record action taken to obtain the services of a qualified scale inspector to examine platform, truck and railroad scales at a frequency not less than annually and more often if required by State or local laws. Precious metal scales shall be calibrated using procedures contained in DRMS-I 4160.14, Section 1, Chapter 2.

C12.3.5.5.2. Host owned scales - The host installation is responsible per DOD 4160.21-M for providing calibration procedures, calibrating, maintaining, providing records for scales under their jurisdiction that are used by tenant organizations.

C12.3.5.6. Hazardous waste pickups (COR Checklist)

C12.3.5.7. Processes identified in Self Assessments in CAMS.

C12.3.6. Contractors who operate a government facility are responsible for performing monitoring and measuring activities that relate to the execution of their activities.

C12.3.7. Unique local processes are described in site supplements.

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C13. INTERNAL REVIEW (ISO 14001 SUBCHAPTER 4.5.5)

C13.1. Purpose.

Provide guidance relating to the periodic review of the organizational Environmental Management System.

C13.2. References.

See References Table and site supplements.

C13.3. Process.

C13.3.1. All EMS Implementation Sites are covered by the internal review process documented in this chapter.

C13.3.2. Effectiveness Reviews

C13.3.2.1. Effectiveness Reviews will be used to meet the requirements of ISO 14001. Effectiveness Reviews are scheduled at regular intervals by the Performance Improvement and Assessment Division (J-53).

C13.3.2.2. The number of Effectiveness Reviews that include EMS audit protocol questions will be determined based on guidance for a multi-site EMS sample-based approach per the International Accreditation Forum guidance document IAF-GD6-2006 issue 4. Each fiscal year, the minimum number of Effectiveness Reviews to be conducted that include EMS audit protocol questions will be determined using the formula:

$Y=0.6\sqrt{x}$ where the sample size (y) is the square root of the number of remote sites with a unique site supplement (x) multiplied by 0.6, rounded up to the upper whole number.

C13.3.2.3. The HQ DLA Disposition Services EMS will be audited by J-53 on an annual basis. J-53 may conduct audits of DSD EMS programs in association with effectiveness reviews scheduled for sites at or near Region HQs.

C13.3.2.4. J-53 develops the Effectiveness Review audit/review schedule while the Environmental Division develops EMS audit protocol questions.

C13.3.2.5. Personnel performing audits that include EMS protocol questions will review results of previous EMS audits conducted by J-53 and or DLA in preparation for their audit. The HQ DLA Disposition Services EMR may provide copies of previous DLA EMS On-Site Verification Audits.

C13.3.2.6. Effectiveness Reviews containing EMS audit protocol questions are not required at sites that have undergone a DLA EMS On-Site Verification Audit (OSVA) within the

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last 12 months unless the site received an EMS major non-conformance.

C13.3.2.7. At the discretion of HQ DLA Disposition Services management, an effectiveness review containing EMS audit questions may be conducted at sites where an EMS major non-conformance was identified by a DLA OSVA at any time after the corrective action plan for the finding indicates corrective actions will be complete.

C13.3.2.8. Sites that have received an EMS major non-conformance may be scheduled for an Effectiveness Review that contains EMS audit protocol questions at any time after the reported closure date of the major non-conformance in the site's corrective action plan.

C13.3.2.9. Qualified personnel such as Region EMRs and others who meet the training requirements of this instruction may conduct an EMS audit using the EMS audit protocol questions independently of a regularly scheduled Effectiveness Review. Such audits will be documented in CAMS.

C13.3.3. Self Assessments

C13.3.3.1. Self Assessments containing EMS audit protocol questions are used as a supplemental means to determine EMS conformance. Self Assessments are not intended to meet ISO 14001 requirements for internal review but are designed to strengthen the overall internal review process.

C13.3.3.2. Self Assessment audit protocol questions will cover representative requirements of each of the chapters of this instruction on an annual basis.

C13.3.4. Audit protocol questions

C13.3.4.1. The DLA Disposition Services EMR will develop and revise EMS audit protocol questions based on current ISO 14001, DOD and DLA requirements and requirements of this instruction.

C13.3.4.2. Audit Protocol questions are maintained in the Compliance Assistance Management System (CAMS).

C13.3.4.3. Responses to EMS audit protocol questions in Effectiveness Reviews and Self Assessments including non-conformances will be reported and tracked in CAMS.

C13.3.5. Auditor Qualifications for Effectiveness Reviews

C13.3.5.1. Personnel identified as EMS internal auditors will receive EMS specific audit training from the Defense Logistics Agency, a competent commercial source or be able to document one year experience performing EMS audits.

C13.3.5.2. EMS Internal Reviewers will be independent of the area being audited, i.e. be

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free from responsibility for the functions being audited. It is permissible for personnel who manage site EMSs to review EMSs at other facilities.

C13.3.6. Personnel completing self assessments

C13.3.6.1. Site Personnel completing EMS protocol questions on self assessments do not have to meet the EMS specific audit training or experience requirements cited above.

C13.3.6.2. Depending on the availability of personnel, the person designated to complete EMS audit protocol questions in self assessments will not be the EMR or alternate for the site. This duty may be delegated to the Region EMR or site level personnel other than the site EMR and alternate.

C13.3.7. Post Audit Actions

C13.3.7.1. EMRs are responsible for verifying corrective and or preventive actions are taken and tracked to completion to address nonconformance identified during EMS audits. EMRs will report on the progress to complete audit corrective actions in biannual management briefings.

C13.3.7.2. Region EMRs will consolidate and report audit results for their sites as part of the biannual EMS regional management review. Region EMRs are responsible for ensuring site EMRs complete corrective actions and preventive actions.

C13.3.7.3. J-53 reports results of internal EMS audits to senior management and provides an annual summary of the results to the DLA Disposition Services EMR.

C13.3.8. EMS Internal audits conducted by host facilities may include visits to tenant sites. Site EMRs will participate in the host audit.

C13.3.9. Unique local processes are described in site supplements.

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C14. EVALUATION OF COMPLIANCE (ISO 14001 SUBCHAPTER 4.5.2)

C14.1. Purpose.

Ensure operations remain compliant with legal and internal requirements protective of the environment cited in regulations, instructions, operational permits and other relevant guidance.

C14.2. References.

See References Table and site supplements.

C14.3. Process.

C14.3.1. External Evaluations

C14.3.1.1. Federal, State and local government agency regulators evaluate environmental compliance of sites periodically. Environmental compliance audits performed by Federal, State and local government agencies will be communicated via SITREP procedures.

C14.3.1.2. The Office of Internal Audit (DI) is the point of contact for all outside regulatory inspections and audits, such as local, state and federal agency inspections including the General Accounting Office (GAO), Inspector General (IG) and Congressional Audits (CA). DLA disposition Services management will be informed when such inspections are scheduled or results from audits are received.

C14.3.1.3. Responses to notifications received from regulatory agencies, which are enforcement oriented, such as Notice of Violation (NOV), summons and complaint, etc., will be coordinated through the Performance Improvement and Assessment Division and the Office of Counsel. DLA Disposition Services field locations that receive such notifications will also coordinate responses with the Host Facility. The Performance Improvement and Assessment Division will include information concerning identified violations, corrective actions and responses to regulators in briefings to the DLA Disposition Services HQ Management Team.

C14.3.1.4. DOD agencies and host facility environmental offices conduct environmental compliance audits periodically. Environmental compliance audits performed by DOD agencies or host facilities will be communicated via SITREP procedures.

C14.3.2. Internal Evaluations

C14.3.2.1. The Performance Improvement and Assessment Division (J-53) evaluates environmental compliance using Operational Effectiveness Reviews (OERs), Environmental Effectiveness Reviews (EERs), Special Focus Visits (SFVs), and the Self-Assessment (SA) Program. J-53 reviews corrective actions and briefs management on the outcomes and trends in the findings.

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C14.3.2.2. Results of internal evaluations and corrective actions for environmental compliance issues identified during OERs, EERs, SFVs and SAs are reported in and tracked through completion in CAMS. Results are also presented to management for action.

C14.3.2.3. The self assessment program and various forms/checklists (see Records Table) both internal and those required by site environmental permits are used by sites to evaluate environmental compliance with legal and other requirements.

C14.3.3. Internal Audits

C14.3.3.1. All DLA Disposition Services functions including Headquarters and field activities and processes are subject to review by the DLA Accountability Office Internal Auditors. Internal audits may focus on processes that support the DLA Disposition Services EMS.

C13.3.6.2. An enterprise assessment of risk of functions and processes is used to select internal audit subjects and locations. An annual audit plan is developed based on the evaluation of enterprise risk and Senior Management Team input. The HQ DLA Disposition Services Director approves the annual audit plan.

C13.3.6.3. J-33 develops EMS audit questions at the request of the Internal Audit Office.

C13.3.6.4. Internal Audit results are reported to the DLA Office of Accountability, the HQ DLA Disposition Services Director, Management Team, and supervisors whose area was audited (and for follow-up action).

C13.3.6.5. Audit records are maintained electronically using Team Mate software. Additional audit records such as CDs and printed records are retained in accordance with records management guidance.

C14.3.4. Review of Environmental Compliance Audits

C14.3.4.1. The Environmental Division (J-33) evaluates trends in environmental compliance to determine if changes are required in guidance, training and/or the EMS.

C14.3.4.2. EMRs may attend site audit/review results briefings to consider if the site EMS requires modification to address any environmental compliance issues identified.

C14.3.4.3. Unique local processes are described in site supplements.

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C15. NONCONFORMITY, CORRECTIVE ACTION & PREVENTIVE ACTION (ISO 14001 Sub clause 4.5.3)

C15.1. Purpose.

Establish responsibility and authority for handling and investigating nonconformance, mitigating potential impacts and initiating and completing corrective and preventive actions.

C15.2. References.

See References Table and site supplements.

C15.3. Process.

The Area Manager or designee will report HQ DLA EMS On-site verification audits and host facility EMS audits using the Situation Reporting Procedure (SITREP).

C15.3.1. Nonconformity

C15.3.1.1. For the purposes of this instruction, nonconformity is the non-fulfillment of a requirement of this EMS.

C15.3.1.2. Nonconformance may be identified by Operational Effectiveness reviews, self assessments and by external audits performed by HQ DLA and host facilities.

C15.3.1.3. Nonconformance will be reported by the review/audit team to the Area Manager or designee and site EMR for initiation of corrective actions.

C15.3.1.4. Nonconformance identified by Operational Effectiveness reviews and self assessments will be documented in CAMs. The EMR will document EMS nonconformance identified by external sources (DLA and host audits).

C15.3.2. Corrective Action

C15.3.2.1. When nonconformance is identified, the root cause of the nonconformity will be identified and corrective actions will be designed to remedy the root cause of the nonconformity.

C15.3.2.2. Corrective actions will identify a responsible party, actions/method to correct the nonconformance and an estimated timeline for completion.

C15.3.3. Preventive Action

C15.3.3.1. A preventive action is a documented action designed to eliminate the cause of potential nonconformance.

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C15.3.3.2. Site EMRs report nonconformance and corrective actions taken to Region EMRs. Region EMRs as a preventive measure, review the nonconformance and corrective action for applicability to other sites within the Region. If applicable, the Region EMR provides a description of the nonconformance and corrective action to site EMRs for review and possible implementation.

C15.3.3.3. Region EMRs will inform the HQ DLA Disposition Services EMR of nonconformance and corrective actions that may be applicable to other DLA Disposition Services' sites. The HQ DLA Disposition Services EMR as a preventive measure will provide relevant information on nonconformance and corrective actions to other Region EMRs for review and possible action by their sites.

C15.3.3.4. The Performance Improvement and Assessment Division (J-53) will provide a summary of EMS self assessment findings to the HQ DLA Disposition Services EMR on a periodic basis for review. The HQ DLA Disposition Services EMR reviews the summary to identify trends and take preventative actions to prevent continued identification of identical nonconformance at other sites.

C15.3.4. Unique local processes are described in site supplements.

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C16. EMERGENCY PREPAREDNESS AND RESPONSE (ISO 14001 SUB CLAUSE 4.4.7)

C16.1. Purpose.

Ensure adequate emergency preparedness and response plans and procedures are established to protect the environment.

C16.2. References.

See References Table and site supplements.

C16.3. Process.

C16.3.1. Host facilities develop procedures such as Spill Prevention Control and Countermeasures (SPCC) plans and Spill Contingency Plans (SCP) to identify the potential for and to respond to environmental accidents. The Host Installation is responsible for providing training to DRMS Tenant Organizations on Host Installation emergency plans.

C16.3.2. DLA Disposition Services sites adopt host emergency procedures and develop mission oriented emergency procedures to identify the potential for and to respond to environmental accidents. Sites are responsible for coordinating with the host Environmental Management Plan (EMS) and adhering to host Emergency Plans.

C16.3.3. DLA Installation Support – Battle Creek, establishes, implements, maintains and trains personnel assigned to the HDI Federal Center on emergency plans. DLA Installation Support-Battle Creek performs exercises of emergency plans and retains associated records.

C16.3.4. The contract requiring office includes in the performance work statement provided to J-7 language to compel hazardous waste contractors to attend any special training required to perform work or gain access to installations provided by the Government and to report to any spill or leak regardless of quantity upon discovery to the Contracting Officer.

C16.3.5. The Training Coordinator is responsible for maintaining records of emergency training.

C16.3.6. The Area Manager or designee is responsible for possessing current working plans (usually host plans) that address environmental emergency plans. Sites are not responsible for maintaining copies of host plans referenced above that are classified.

C16.3.7. All personnel are responsible for being aware of Host Facility, Site, and mission specific environmental emergency plans that apply to their location and duties.

C16.3.8. Unique local processes are described in site supplements.

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C17. MANAGEMENT REVIEW (ISO 14001 SUB CLAUSE 4.6)

C17.1. Purpose.

Ensure continual improvement and effectiveness of the DRMS EMS through leadership oversight and management.

C17.2. References.

See References Table and site supplements.

C17.3. Process.

C17.3.1. The goal of management reviews is to ensure that management at all levels is engaged and actively involved in the EMS.

C17.3.2. Frequency of Management Reviews

EMS management reviews will be conducted by the HQ DLA Disposition Services EMR, Region EMRs, and site EMRs on a biannual (twice per year) basis.

C17.3.3. Content of Management Reviews

C17.3.3.1. Management reviews at all levels will address each of the following topics at least once annually:

C17.3.3.1.1. Environmental Policy

C17.3.3.1.2. Communication from external interested parties, including complaints

C17.3.3.1.3. Environmental performance of the organization

C17.3.3.1.4. Status of objectives and targets

C17.3.3.1.5. Audit results

C17.3.3.1.6. Compliance evaluation results

C17.3.3.1.7. Status of corrective and preventive actions

C17.3.3.1.8. Changes that could impact EMS

C17.3.3.1.9. Recommendations to improve EMS

C17.3.3.1.10. Action items from previous reviews

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C17.3.3.2. Required briefing topics must be covered on an annual basis in the EMS management briefing or may be addressed in another format such as a Review and Analysis (R&A), Individual Program Review (IPR) or similar briefing that addresses a required topic.

C17.3.3.3. A briefing template is available on the EMS portion of the internal intranet to assist EMRs in preparing briefings, covering all required topics and documenting the briefings.

C17.3.4. EMR Responsibilities

C17.3.4.1. The HQ DLA Disposition Services EMR provides EMS management reviews to the Director and Management team. Reviews may be in the form of formal briefings, electronic briefings via email, or paper coordination packages based on management's time constraints and preferences.

C17.3.4.2. Region EMRs include summarized information from their sites in the EMS management review provided to the Region Director. Region EMRs provide a copy or summarized version of their management review to the HQ DLA Disposition Services EMR.

C17.3.4.3. Site EMRs provide EMS management reviews to their management. Site EMRs provide a copy or summarized version of their management review to the Region EMR.

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C18. RECORDS TABLE

Record	Responsibility	Storage Location	Min. Retention Time
Chapter 1: Resources, Roles, Responsibilities, Authority			
EMR/alternate Appointment Memorandum	DLA Disposition Services Region/Site EMR	Files	Until superseded
Chapter 2: Environmental Policy			
Environmental Policy Statement	DLA Disposition Services EMR	Internet	Until superseded
Environmental Policy review	DLA Disposition Services EMR	Files/Comp.	X years*
Email to Host Facility EMS EMR with environmental policy	DLA Disposition Services EMR/Site EMR	Files/Comp.	X years*
Policy Notification to DLA tenants	DLA Disposition Services EMR/Site EMR	Files/Computer	X years*
Chapter 3: Environmental Aspects			
Core Significant Aspect Determination Matrix	DLA Disposition Services EMR	Files/Computer	X years*
Core Significant Aspect List	DLA Disposition Services EMR	Files/Comp.	X years*
Core Significant Aspects update email	DLA Disposition Services EMR	Files/Computer	X years*
Core Significant Aspects email to HDI-FC Host	DLA Disposition Services EMR	Files/Computer	X years*
Region Director Endorsement of Core Significant Aspects	Site EMR	Files/Computer	X years*
Site Significant Aspect list (Core significant aspects that apply to the site + any locally developed (if developed/needed))	Site EMR	Files/Computer	X years*
Site Significant Aspects Update email to host EMR	Site EMR	Files/Computer	X years*
Chapter 4: Objectives, Targets and Programs			
Directorate Objectives, Targets and Action Plans	DLA Disposition Services Directorates	Files/Computer	X years*
Core Objectives, Targets and Action Plans	DLA Disposition Services EMR Site EMR	Files/Computer	X years*
Region Director's endorsement of core objectives, targets and action plans	Region and Site EMR	Files/Computer	X years*
Unique Objectives, Targets and Action Plans (optional - if developed)	Site EMR	Files/Computer	X years*

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E-mail to provide host EMR with core objectives, targets and action plans	DLA Disposition Services and Site EMR	Files/Computer	X years*
Chapter 5 Competence, Training and Awareness			
Job Descriptions	Supervisors	Files/Comp.	X years *
Training records	Training Coordinator/DTC	Files/Comp.	X years *
Skill Codes Matrix	DLA/Training Office	Computer	X years *
Individual Development Plan	Supervisor	Files/Comp.	X years *
On-The Job Training Documentation, DLA Disposition Services Form 43, Job Ready Checklists	Supervisors	Files	X Years *
Training records	Training Coordinator/DTC	Files/LMS	X years *
Internal Reviewer/Auditor training	Training Coordinator	Files/LMS	3 years
Environmental Emergency Procedures Training	Training Coordinator	Files/Computer	X years *
Chapter 6: Communication			
Internal EMS Communications	DLA Disposition Services, Region and Site EMRs	Files/Computer	X years*
Policy update notification emails	DLA Disposition Services Director's Office/DLA Disposition Services-BA	Computer	X years*
Communications with Regulators	Various Offices/ Directorates	Files/Comp.	X years *
External Communications Record	DLA Disposition Services EMR/Site EMR/ Public Affairs Division	Files/Computer	X years *
Communication Plans	DLA Disposition Services Director's Office	Intranet	X years *
DLA Disposition Services World/Newsletter	Public Affairs Division	Intranet	X years *
Chapter 7: EMS Documentation			
DLA Disposition Services-I 6050.2, EMS Core Instruction	Document Control Specialist	external publications website	Until superseded
DLA Disposition Services-I 6050.2, EMS Core Instruction review record	Document Control Specialist	Files/Computer	X years*
Site Supplement to 6050.2	Region EMR or Site EMR (varies by location)	Files/Computer	Until superseded
Site Supplement to 6050.2 review record	Region EMR or Site EMR (varies by location)	File/Comp.	X years*
Chapter 8: Control of Documents			
HQ DLA Disposition Services level EMS Archived Documents	DLA Disposition Services EMR	Computer	1 year
Region level EMS Archived Documents	Region EMR	Computer	1 year

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Site level EMS Archived Documents	Site EMR	Computer	1 year
Chapter 9: Control of Records			
Records for hazardous waste/material such as manifests, shipping documents, hazardous waste log, etc.	Site Manager/designee	Files/ Computer	X years *
Records for Federal, State, locally required Permits such as Part B/90 day permits.	Site Manager/ designee	Files	X years *
Chapter 10: Operational Control			
Contracts	Contracting Office	Files	X years *
Host Environmental Emergency Preparedness Plans	Site Manager/designee	Files/ Computer	X years*
Installation Hazardous Waste Management Plan	Site Manager/designee	Files/ Computer	X years*
Forms 1712, 1713, 1943 and DRMS Inspection Log CAMS version	Site Manager/designee	Files/ Computer	X years*
Chapter 11: Legal and Other Requirements			
DLA Disposition Services publications, SOPs, guidance documents	Integration and Analysis Division (J-30)	Intranet	Until superseded
Chapter 12: Monitoring and Measurement			
Corporate Monitoring & Measurement (IPR Meetings and R&A meetings)	Directorates	Computer	X years
Site Monitoring & Measurement documentation	Site EMR	Files/ Computer	X years
Review/Audit of HQ DLA Disposition Services EMS	DLA Disposition Services EMR	Files/ Computer	3 years
Site EMS Audit	Site EMR	Files/Comp.	3 years
Biannual report input to host	Site Manager/designee	Files/Comp.	X years*
Forms 1712, 1713, 1729, 1943 and/or DRMS Inspection Log CAMS version (as applicable)	Site Manager/designee	Files/ Computer	X years*
Calibration record for gate monitor radiation detectors (host maintains record for host owned equipment)	Site Manager/designee	Files	X years*
Scale calibration and certification Documents	Site Manager/designee	Files	X years*
Chapter 13: Internal Review			
Internal Review/Audit Schedule	Performance Improvement & Assessment Div. (J-53)	Computer	Until superseded
Internal Review/Audit Report	Performance Improvement & Assessment Div. (J-53)	Files/CAMS	X years*

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Review/Audit Meeting Records	Performance Improvement & Assessment Div. (J-53)	Files	X years*
Chapter 14: Evaluation of Compliance			
Compliance Review Schedule	Performance Improvement & Assessment Div. (J-53)	Files/ Computer	X years *
Site Compliance Review Records	Performance Improvement & Assessment Div. (J-53) Site EMR	Files/ Computer	X years*
Corrective and Preventive Actions	DLA Disposition Services EMR & Site EMRs	Files/ Computer	X years*
EMS Correspondence with host	Site EMR	Files/Comp.	3 Years
Chapter 15: Nonconformity, Corrective Action & Preventive Action			
Record of Third Party non-conformance notifications	Site EMR	Files/ Computer	3 years
Nonconformance reports and corrective action plans	Site EMR	Files	3 years
Chapter 16: Emergency Preparedness and Response			
SITREP report	Site Manager/designee	Files/Comp.	X years *
Host Environmental Emergency Preparedness Plans	Site Manager/designee	Files/ Computer	X years *
HDI Federal Center Environmental Emergency Exercises Evaluation Records	DLA Installation Support – Battle Creek	Files/ Computer	X years *
Host Spill Prevention Control and Countermeasures Plan	Site Manager/designee	Files/ Computer	X years *
Environmental Emergency Exercise Evaluation records	Field Activity Security Coordinators	Files/ Computer	X years *
Chapter 17: Management Review			
Biannual EMS Management Review Record	DLA Disposition Services, Region & Site EMRs	Files/ Computer	3 years

* Note: File retention and disposition/destruction requirements are found on the file plan outline (DLA Form 1689) which is based on the current DLA/DES-E Files Maintenance and Disposition Plan.

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C19. REFERENCES TABLE

FEDERAL GUIDANCE
29 Code of Federal Regulations - Labor
40 Code of Federal Regulations - Protection of Environment
Clean Water Act
EPA EMS Training 101
Toxic Substances Control Act (TSCA)
49 Code of Federal Regulations - Transportation
Code of Federal Regulations, Chapter XII, "National Archives and Records Administration", Subchapter B, "Records Management"
Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management, January 26, 2007
Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, October 5, 2009
Title 44 United States Code, Public Printing and Documents, Chaps. 29, 31, 33 & 35
Aspect Identification and Prioritization Process, Office of Federal Environmental Executive
Federal Permits (where applicable - see site supplements)
Defense Environmental Network and Information Exchange (DENIX)
International Guidance
BASEL/International Agreements (overseas locations)
Overseas Environmental Baseline Guidance Document (overseas locations)
Status of Forces Agreements (overseas locations)
Host Nation Laws (overseas locations)
European Agreement Concerning International Carriage of Dangerous Goods by Road (ADR) (European locations)
International Accreditation Forum (IAF) Guidance Document, IAF-GD6-2006 issue 4
ISO 14001:2004(E)
ISO 14001:2004(e) Awareness Tutorial for Region and Site EMRs
State Guidance
State environmental website links
State permits (where applicable)
Department of Defense Guidance
DoD 5015.2, DoD Records Management Program
DoD 5015.2-STD, DoD Design Criteria Standard for Electronic Records Management Software Applications
DoD Directives, Instructions, Publications & Administrative Instructions
DOD Strategic Sustainability Performance Plan
DoDI 4715.17, Environmental Management System
Final Governing Standards (overseas locations)
JCS Antiterrorism Personal Protection Guide 5260

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Defense Logistics Agency
DLA One Book (DLAD 50.25.30), Policies, Processes, and Procedures
DLA Environmental Management System Policy
Defense Logistics Agency Environmental Management System Policy
DLA Records Schedule
DLA/DES-E Files Maintenance & Disposition Plan
DLAI 5304 Records Management
Hazardous Technical Information Service (HTIS)
DLA Environmental HM/HW Training Plan
DLA Disposition Services
Annex to the DLA Communication Plan
Publications, Standard Operating Procedures, Policy Letters, General Order, newsletters/communiques and waivers
Core Objectives, Targets and Action Plans
Core Significant Aspect Determination Matrix
Directorate Level Objectives, Targets and Action Plans
EMS Awareness Training
Forms, DLA Disposition Services network M:\Forms\DLA Disposition Services
Publications, Standard Operating Procedures, Policy Letters, General Orders, Newsletters/Communiques and Waivers
Study Periods
Training Management (job ready checklists)
Job ready checklists
Position description searchable data base
Compliance Assistance Management System (CAMS)
DRMS-I 3020.1
Precious metal scales calibration requirements as contained in DRMS-I 4160.14, Section 1, Chapter 2, Paragraph C2.15.6.
Radiation Detector checking and calibration requirements as contained in DRMS-I 4160.14, Section 1, Chapter 3, Paragraph C3.6.
Scale calibration requirements as contained in DOD 4160.21M, Chapter 7, paragraph K.3.
HQ DLA Disposition Services - Battle Creek
HDI Federal Center Host Facility Environmental Policy Statement (HQ DLA Disposition Services – Battle Creek only)
HDI Federal Center - Command & Control Center Crisis Action Team
HDI Federal Center - Emergency Guidelines
HDI Federal Center - Emergency Services Website
HDI Federal Center Objectives and Targets (for HQ DLA Disposition Services)
HDI Federal Center Significant Aspects (For HQ DLA Disposition Services – Battle Creek)
HDI Federal Center Host Facility Environmental Policy Statement (HQ DLA Disposition Services – Battle Creek only)

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