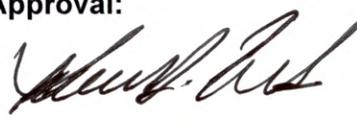




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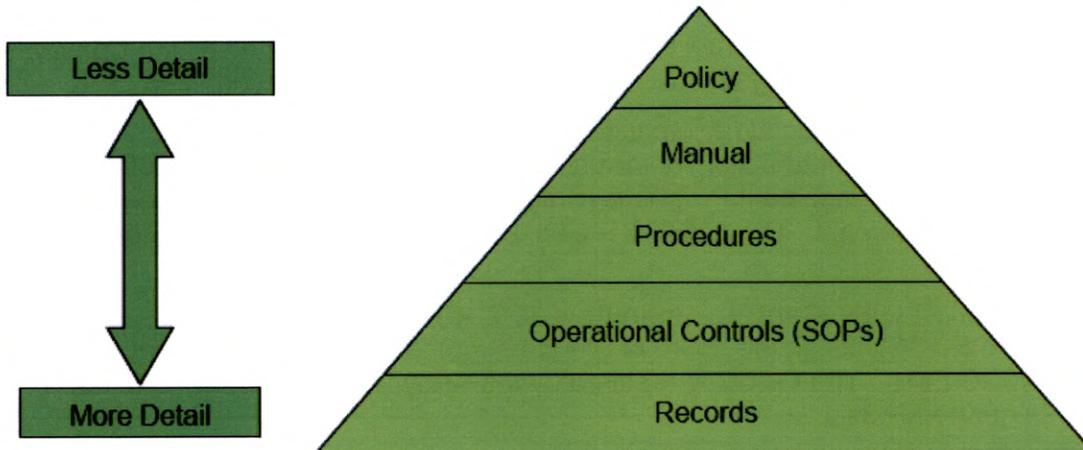
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Document Name:	Procedure for EMS Documentation		
Document ID:	EMS444_000_Documentation.doc	Original Date:	14 Jan 07
Revision No:	3.0	Revision Date:	25 Aug 09
Document Owner:	Approval: 		
 USAGH EMSR Mr. HOLTON STALLWORTH	USAGH CDR LTC KEVIN J. QUARLES		

1 BACKGROUND

The EMS documentation includes the levels illustrated in the figure below. The top four levels are referred to as EMS documents (Policy, Manual, Procedures, Operational Controls/SOPs) as they provide policy and direction. EMS Records describe the results of the policy and direction, and are not considered EMS documents but are to be included in the EMS documentation. During the USAGH-JMRC EMS implementation, a significant step in the EMS documentation process was the development of the EMS document control system (DocCon) (see EMS445_000_DocCon.doc), which is managed at the Environmental Division Hohenfels.

Documentation Levels



2 PURPOSE

The purpose of this procedure is to provide standard methods to achieve the ISO 14001 Standard EMS documentation requirements.



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3 APPLICABILITY

This procedure applies to USAGH-JMRC personnel involved in creating, using, and maintaining EMS documents. This procedure covers both paper, and electronic documents.

4 DEFINITIONS

A comprehensive list of terms and definitions used in and related to the EMS Hohenfels provides the Glossary of EMS Terms and Definitions (EMS410_002_Glossary.doc).

Controlled Documents – Documents required by the EMS based on the ISO 14001 standard, and the Army requirements. Documents include records necessary to demonstrate conformity to the requirements of the EMS and the ISO 14001 standard, and the results achieved. Records are a special type of controlled documents.

Document – Any writing conveying information. Examples include but are not limited to correspondence, memorandums, meeting minutes, informational papers, reports, operation and maintenance records, monitoring records, photographs, and design documents generated by or received by the USAGH-JMRC. Documents can be CDs, electronic files or hardcopies.

Document Owner — Those personnel responsible for retaining Environmental Management System controlled documents and/or records as indicated by procedures and instructions. A document owner is not always the author of the document/record, but is the party responsible for maintaining it. As a rule the EMSR is the owner of all EMS procedures.

Electronic File Structure Outline – A reference document maintained by the EMS document control officer. It determines how the electronic environmental files have to be organized within the electronic EMS Document Control System (DocCon).

EMS Document Control Coordinator – Person assigned by the USAGH Commander respectively the EMSR who manages the EMS Document Control System (DocCon).

EMS Document Control System (DocCon) – is an electronic archiving system for the USAGH-JMRC EMS documents following the related Procedures for managing the USAGH Environmental Division document control system (DocCon).

EMS Management Representative (EMSR) — An individual appointed by the Commander to be responsible for managing and overseeing the EMS implementation effort.

EMS Manual - a dynamic document maintained by the EMSR, describing the USAGH-JMRC EMS elements and their interaction. It includes the EMS Policy, the EMS Procedures, and the Environmental Management Programs (EMPs) that are in place, and placeholders for others under development. The EMSR keeps one hardcopy available at the Environmental Division.

Environmental Quality Control Committee (EQCC) – is chaired by the Garrison Commander. The EQCC acts as the board of Directors representing the Top Management for the USAGH-JMRC EMS. The EQCC is required by the Army Regulation (AR) 200-1 and should meet on a quarterly basis.

Legal Requirements – All laws, regulations and guidance documents, permits, and memorandums of agreement applicable to the USAGH-JMRC activities, products and/or services.

Operational Controls – many are already in place at USAGH-JMRC, but all are not presently identified or appropriately managed. Those controls (Standard Operating Procedures or SOPs) will be reviewed in support of EMS but will continue to be managed by the operational groups directly involved in each directorate or process.

Policy - USAGH-JMRC Joint Environmental Policy - addressed in Section 1 is in place, and a copy is kept in the EMS Manual.



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Records - All books, papers, maps, photographs, machine-readable materials or other documentary materials regardless of physical form or characteristics. EMS records are a special type of controlled documents and should be controlled according to the EMS Procedure for the Control of Records, which addresses the requirements of the ISO 14001 standard, section 4.5.4 Control of Records.

Standard Operating Procedure (SOP) (German: Standardarbeitsanweisung) - Detailed, written instruction describing a process or workflow by clearly defining responsibilities for each task in order to achieve uniformity of the performance of a specific function.

The Army Records Information Management System (ARIMS) - Army Regulation 25-400-2, effective 15 December 2004, governs the maintenance and disposition of all Army records.

Written Communications – Refers to records of all correspondence pertinent to the USAGH-JMRC including, but not limited to, records of telephone conversations, memorandums, electronic mail, and letters.

5 SUPPORTING DOCUMENTS

Document ID / Filename	Title
AR 200-1	Environmental Protection and Enhancement
ISO 14001: 2004	Environmental Management Systems – Specification with Guidance for Use
ISO 14004: 2004	Environmental Management Systems – General Guidelines on Principles, Systems and Support Techniques
Implementers Guide	US Army Environmental Management System Implementers Guide, Latest Version 3.0, January 2006
EMS420_000_Policy.doc	United States Army Garrison Hohenfels (USAGH) and Joint Multinational Readiness Center (JMRC) Hohenfels Joint Environmental Policy. September 2005
EMS410_001_ImplemPlan.doc	EMS Implementation Plan, US Army Garrison Hohenfels (USAGH) and Joint Multinational Readiness Center (JMRC) Hohenfels, Germany, Oct 2005
EMS445_000_DocCon.doc	Procedures for managing the USAGH_JMRC Environmental Management Office Document Control System (EMS DocCon).
EMS454_000_Records.doc	Procedure for the Control of Records
EMS400_000_TOC.doc	Table of Contents of the USAG Hohenfels EMS Manual

6 PROCESS

Responsible	No.	Action



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Responsible	No.	Action
Environmental Management Representative (EMSR)	1	Annually review the EMS manual and update where necessary. The manual should include the following elements: <ul style="list-style-type: none"> Environmental Policy Statement, Environmental Management Programs (EMPs), EMS Procedures.
	2	Sign CFT meeting minutes
	3	Approve EMS Training Master Plan
Environmental Quality Control Committee (EQCC)	1	Prepare meeting minutes and document according to Procedure for Documentation, and the Procedure for the Control of Records.
	2	Prepare Management Review Report and document according to Procedure for Documentation, and the Procedure for the Control of Records.
Cross Functional Team (CFT)	1	Prepare meeting minutes and document according to Procedure for Documentation, and the Procedure for the Control of Records.
Environmental Management Program (EMP) Manager	1	Maintain the EMP and update where necessary according to Procedure for setting up Environmental Objectives and Targets, and establishing Environmental Management Programs (EMP).
	2	File EMP-related memoranda, briefings and records according to Procedure for Documentation, and the Procedure for the Control of Records.
EMS Training Coordinator	1	Training documentation. Prepare and maintain <u>EMS Training Master Plan</u> and maintain records of all training activities according to Procedures for Competence, Training and Awareness, and Procedure for the Control of Records.
Department of Public Works (DPW)	1	Prepare meeting minutes of scheduled staff meetings, and document according to Procedure for Documentation, and the Procedure for the Control of Records.
Safety Board	1	Prepare meeting minutes and document according to Procedure for Documentation, and the Procedure for the Control of Records.
Department of Emergency Services (DES)	1	Prepare and file records of emergency preparedness and response activities according to Procedure for Documentation, and the Procedure for the Control of Records.



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Responsible	No.	Action
Public Affairs Office (PAO)	1	Maintain and file external communications in coordination with EMSR.
	2	List environmental information decided for publication.
Unit Environmental Officer (EO), EMS Trainer <i>(REMARK: EMS Trainer refers to USAGH-JMRC personnel, or a contractor, or any training body)</i>	1	Prepare EMS training report (awareness level or competence level training) and complete an attendance roster for each training class according to Procedures for Competence, Training and Awareness, and the Procedure for the Control of Records. Forward training report and attendance roster to the EMS Training Coordinator.
EMS Auditors, EPAS Auditors	1	Prepare an audit protocol according to Procedures for Managing the USAGH Environmental Division Document Control System, and the Procedures for the internal EMS audit.
USAGH and JMRC Commanders	1	Review and sign USAGH-JMRC Joint Environmental Policy
USAGH Commander	1	Review and sign EQCC (and other) meeting minutes.
	2	Review and sign EMS Procedures
	3	Review and sign Environmental Management Programs (EMPs)
	4	Review and sign EMS Management Review Report
		<i>End of activity</i>

7 DOCUMENT REVISION SUMMARY

Revision Number	Date of Revision	Revision Summary
1.0	28 Nov 07	- Revised filename/document ID IAW new EMS Manual format/concept; - updated Supporting Documents table; - updated hyperlinks - replaced ECO with EO
2.0	18 Feb 09	No changes
3.0	25 Aug 09	Update list of supporting documents