

1. GENERAL REQUIREMENTS

Organization: Tobyhanna Army Depot
Title: General Requirements
Number:
Unit Issuing: Environmental Management Division
Approved by: Joseph A. Maciejewski
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.1. General Requirements

The organization shall establish and maintain an environmental management system, the requirements of which are described in the whole of clause 4.

PURPOSE AND SCOPE

To support prevention of pollution and foster continuous environmental improvement, Tobyhanna Army Depot has established and maintains an Environmental Management System (EMS) based on ISO 14001.

TYAD's Environmental Management System, as documented in this manual, addresses the various needs of the depot's organizational structure, its objectives, the products and services supplied, and the processes and specific methods utilized. The depot has the direct capability to apply environmental management measures to ensure all requirements are met at all levels. Supporting documentation is available.

ISO 14001 was utilized to design and implement TYAD's Environmental Management System and all terminology used throughout this manual adheres to the definitions used in ISO 14000.

All elements of ISO 14001 are applicable and have been addressed in this manual. The elements of this EMS apply to all Tobyhanna Army Depot (TYAD) activities that have direct or indirect responsibility for planning, programming, scheduling, or execution of depot work programs and depot support services.

RESPONSIBILITY

Special Staff
All TYAD Directors

Resources

ISO 14001
ISO/IEC Guide 22, "Information on Manufacturer's Declaration of
Conformity with Standards and other Technical Specifications"
AR-200-1²
AR-200-2³
AR-200-3⁴

2. ENVIRONMENTAL POLICY

Organization: Tobyhanna Army Depot
Title: Environmental Policy
Number: Policy Number 6
Unit Issuing: Environmental Management Division
Approved by: Colonel Robert A. Benson
Date: 24 October 1997
Revision: Initial
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.2 Environmental Policy

Top management shall define the organization's environmental policy and ensure that it:

- a) is appropriate to the nature, scale and environmental impacts of its activities, products, or services;*
- b) includes a commitment to continual improvement and prevention of pollution;*
- c) includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the organization subscribes;*
- d) provides the framework for setting and reviewing environmental objectives and targets;*
- e) is documented, implemented, and maintained and communicated to all employees;*
- f) is available to the public.*

PURPOSE AND SCOPE

1. Policy

- a. TYAD's Environmental Policy is to provide services and materiel that consistently satisfy the needs and expectations of its customers, and to do so in an environmentally responsible, healthy, and safe manner.*

- b. *This level of environmental responsibility is achieved through adoption of a system of regulations and procedures that reflect the competence of the depot to existing customers, potential customers, the Communications-Electronics Command (CECOM), the Army Materiel Command (AMC), the Department of the Army (DA), and the Department of Defense (DOD).*
- c. *Achievement of this policy requires daily involvement by all employees and organizations of TYAD who are individually responsible for the quality and environmental aspects of their work, resulting in a working environment of continuous improvement for all. This policy is deployed by management through Total Army Quality (TAQ), training, personal conduct, and contact.*
- d. *To achieve and maintain this level of assurance, the Commander retains the responsibility for the Environmental Management System with routine operations monitored by the Business Management Directorate.*

2. Objectives

- a. *To maintain an effective Environmental Management System complying with the International Organization for Standardization (ISO) 14000 (Environmental Management System);*
- b. *To achieve and maintain a level of environmental commitment which enhances the performance of the soldier in the field;*
- c. *To ensure compliance with relevant regulations and safety requirements; and,*
- d. *To endeavor, at all times, to maximize environmental performance with the services provided by TYAD.*

Resources

Commander's Environmental Policy

Responsibility

All TYAD Employees

Environmental Policy

Commander's Policy Book Tobyhanna Army Depot

Policy Number 6

(AMSEL-TY-RK-E)

24 Oct 1997

SUBJECT: Environmental Policy

1. Policy:

Tobyhanna Army Depot strives to be a national leader in an integral part of our mission. It is Army policy to be good stewards of our environment. Our location in the Pocono Mountains, surrounded by State Parks and Game Lands, emphasizes the importance of our care of the environment in performing our mission.

2. Responsibility:

The Chief of the Environmental Management Division is responsible for Tobyhanna Army Depot's Environmental Management System (EMS); however, environmental stewardship is the responsibility of every member of the work force as well as tenants and residents. Depot management will promote this concept. Any planned action that may impact the environment must be brought to the attention of the Environmental Management Division to assess that impact.

3. Action:

a. Consider possible environmental impacts of operations and activities through preplanning, and document these considerations. Operate permitted activities in accordance with permit requirements.

b. Clean up contaminated sites as quickly as resources permit. Continue to maintain the positive relationship with regulators, other government agencies, and local community.

c. Initiatives will be taken for the prevention of pollution, and ways to minimize and eliminate releases of pollutants to the air, water, earth, or its inhabitants, shall be sought. Minimize the creation of waste, especially hazardous waste, through efficient use of materials, effective inventory

management, and careful planning. Disposal of waste through safe and responsible methods.

d. Manage depot natural resources to maintain acceptable carrying capacities. Where possible, purchase materials having recycled content. Make every effort to use environmentally safe and sustainable energy sources. Invest in improved energy equipment and conserve energy in all depot operations.

e. Ensure that all activities comply with relevant environmental legislation, regulations, and policies set forth by Tobyhanna Army Depot.

f. The Risk Management Committee will assist in the periodic review and update of the EMS to ensure its continual improvement and appropriateness. This review will also include the environmental objectives and targets for operations identified in the EMS and other policies.

g. This policy will be communicated to all employees and be made available to the public upon written request.

4. I, along with Tobyhanna Army Depot's management and employees, am fully committed to the continual improvement of our EMS and the implementation of this policy through the organization.

SIGNED

ROBERT A. BENSON
COL, OD
Commanding

DISTRIBUTION "A"

3.1. ENVIRONMENTAL ASPECTS

Organization: Tobyhanna Army Depot
Title: Environmental Aspects
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.3.1 Environmental Aspects

The organization shall establish and maintain procedure(s) to identify the environmental aspects of its activities, products, or services that it can control and over which it can be expected to have an influence, in order to determine those which have or can have significant impacts on the environment. The organization shall ensure that the aspects related to these significant impacts are considered in setting its environmental objectives. The organization shall keep this information up-to-date.

RESPONSIBILITY

Special Staff
All TYAD Directors
All TYAD Employees whose work creates environmental impacts

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

A thorough understanding of the environmental aspects of the TYAD's activities, products and services is a prerequisite for successful environmental management. At least annually, TYAD examines its activities, products and services, and identifies those environmental aspects over which it can exercise control or influence.

TYAD has established criteria for determining which environmental aspects can have a significant environmental impact on the environment. The related significant environmental aspects are considered in setting

environmental objectives.

Environmental aspects, impacts, and their significance are kept up to date.

Resources

Installation Status Report
Army Regulation 200-2

3.2. LEGAL AND OTHER REQUIREMENTS

Organization: Tobyhanna Army Depot
Title: Legal and Other Requirements
Number:
Unit Issuing: Environmental Management Division
Approved by:
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.3.2. Legal and Other Requirements

The organization shall establish and maintain a procedure to identify and have access to legal and other requirements to which the organization subscribes, that are applicable to the environmental aspects of its activities, products, or services.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

In addition to its environmental aspects, TYAD also recognizes the environmental laws, regulations, and other requirements relevant to its activities, products, and services. With respect to its activities, products and services, TYAD maintains a procedure to ensure that the following occurs:

- Applicable legal environmental requirements are identified, kept up to date, and accessible.
- Other environmental requirements are identified, kept up to date, and are accessible.

The authority to commit TYAD to other environmental requirements is controlled.

Resources

Army Regulation 200-1
DOD EQR (Environmental Quality Report)
TYAD Legal Staff
Depot subscription to regulatory clipping services

3.3. OBJECTIVES AND TARGETS

Organization: Tobyhanna Army Depot
Title: Objectives and Targets
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.3.3. Objectives and Targets

The organization shall establish and maintain documented environmental objectives and targets at each relevant function and level within the organization.

When establishing and reviewing its objectives, an organization shall consider the legal and other requirements; its significant environmental aspects; its technological options; and its financial, operations, and business requirements; and the views of interested parties.

The objectives and targets shall be consistent with the environmental policy, including the commitment to prevention of pollution.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

TYAD focuses its vision by setting specific, measurable environmental goals. These goals are relevant to the interests of the depot and its stakeholders, as well as other interested parties. TYAD establishes, documents, and maintains organization-wide environmental objectives. Where practicable, environmental objectives are quantified. In establishing environmental objectives, TYAD considers the following factors:

- Legal environmental requirements;
- Other environmental requirements;
- Significant environmental aspects, and environmental policy, including commitment to prevention of pollution;
- Views of interested parties;

- Available technology options;
- Organizational requirements (financial, operational, business).

Environmental objectives are reviewed and updated annually. Environmental objectives are also reviewed when any of the above factors change, and the objectives are updated as appropriate.

Environmental targets are established, documented, and maintained at the appropriate levels of the organization. Where practicable, environmental targets are quantified. Each environmental target is consistent with the following:

- Its related environmental objectives;
- The environmental policy, including commitment to prevention of pollution.

Resources

TYAD Short and Long Range Goals
Installation Status Report System

3.4. ENVIRONMENTAL MANAGEMENT PROGRAMS

Organization: Tobyhanna Army Depot
Title: Environmental Management Programs
Number:
Unit Issuing: Environmental Management Division
Approved by:
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.3.4. Environmental Management Programs

The organization shall establish and maintain a program(s) for achieving its objectives and targets. It shall include:

- a. designation of responsibility for achieving objectives and targets and each relevant function and level of the organization;*
- b. the means and timeframe by which they are to be achieved.*

If a project relates to new developments and new or modified activities, products, or services, program(s) shall be amended where relevant to ensure that environmental management applies to such projects.

RESPONSIBILITY

Special Staff
All TYAD Directors

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

TYAD's goals and objectives are translated into action through environmental management programs. These management programs define actions and responsibilities for fulfilling the objectives and targets and for meeting regulatory and other requirements.

TYAD establishes and maintains environmental programs to

achieve its environmental targets and objectives and to ensure compliance with relevant environmental regulations and other requirements.

Affected programs are reviewed and amended where necessary when:

- New activities, products or services are added,
- Existing activities, products or services are modified or eliminated,
- Objectives are updated, deleted or added,
- Environmental regulations and other requirements change, are added, or become relevant.

Environmental programs specify the following:

- Responsibility for achieving the Target or Objective,
- The means for achieving the Target or Objective, and
- The time frame for achieving the Target or Objective.

Resources

15 Funded environmental programs in place at the depot
Chemical Hygiene Plan
Storage and Handling of Hazardous Materials Plan
Solid Waste Management Plan
Natural Resources Management Plan
Storm Water P2 Plan
Drought Contingency Plan
Clean Air Act Checklist
Hazardous Waste Management Plan
Hazardous Material and Hazardous Waste Management (ref TYAD Reg 200-1)
Hazardous Waste Profiles
Receipt, Storage, and Issue of Hazardous Commodities (Reg 740-2)
Disposal Requirements for Ozone-Depleting Substances
Ozone-Depleting Chemicals Elimination at Army Installations
Hazardous Material Review Board
Army Reg 200-3, Natural Resources - Land, Forest, and Wildlife Management
Written Hazard Communication Program (TYAD Reg 200-4)
Asbestos Management Program (TYAD Reg 200-2)

Environmental Program Requirements Report
TYAD Safety Manual (TYAD Reg 385-1)
Recycling Program
Energy Conservation Program

4.1. STRUCTURE AND RESPONSIBILITY

Organization: Tobyhanna Army Depot
Title: Structure and Responsibility
Number:
Unit Issuing: Environmental Management Division
Approved by:
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.1. Structure and Responsibility

Roles, responsibility, and authorities shall be defined, documented and communicated in order to facilitate effective environmental management.

Management shall provide resources essential to the implementation and control of the environmental management system. Resources include human resources and specialized skills, technology, and financial resources.

The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities, and authority for:

- a. ensuring that environmental management system requirements are established, implemented, and maintained in accordance with this international standard.*
- b. reporting on the performance of the environmental management system to top management for review and as a basis for improvement of the environmental management system.*

PURPOSE AND SCOPE

This section summarizes the organization, missions, and functions of authorized organizational elements of TYAD.

RESPONSIBILITY

Areas of responsibility are described within.

TOBYHANNA ARMY DEPOT Production and Support Organizations

Office of the Commander
Chief, Environmental Management Division
ISO Coordinators
Production Management Directorate
Avionics/IEW Systems Directorate
Communications Security Systems Directorate
CMD Control & Computer Systems Directorate
Communications Systems Directorate
Production Support Services Directorate
Satellite Communications Systems Directorate
Systems Integration Directorate
Production Engineering Directorate
Business Management Directorate
Contracting Directorate
Resource Management Directorate
Advanced Information Technology Directorate
Public Works Directorate

1. Authority.

a. All depot managers have authorized responsibilities. The following provides an abridgment of their principal mission responsibilities, which are further detailed in TYAD Regulation 10-2.

b. Every depot manager shares the responsibility of identifying noncompliance and the authority for possible improvements. These noncompliance must be recorded so corrective actions can be taken, both to rectify the immediate situation and to prevent a recurrence.

c. The commander periodically reviews the depot's resources to ensure customer requirements are satisfied.

d. Depot managers implement Environmental, TAQ and mission strategies, policies, and procedures to ensure environmental quality at the most competitive price.

2. Responsibilities.

a. Office of the Commander.

(1) Directs, coordinates, and administers the development, execution, and reporting of mission operating plans and accomplishment.

(2) Approves the Environmental Management System for the depot.

b. Production Management Directorate.

(1) Provides centralized analysis and management assistance within the mission directorates.

(2) Performs pre-production/production planning.

(3) Requisitions, receives, stores, and issues parts, equipment, and operating supplies to accomplish the mission directorates' workload.

(4) Develops and implements policies and procedures that ensure product quality considerations.

c. Avionics/IEW Systems Directorate.

Responsible to perform overhaul, repair, test, and installation of Ground Control Approach Radar, airborne, electronic warfare, signal intelligence, surveillance systems, and their associated equipment.

d. Communications Security Systems Directorate.

(1) Receives, stores, maintains accountability, and issues Communication Security (COMSEC) and Information Security (INFOSEC) materiel.

(2) Performs depot maintenance of COMSEC and INFOSEC equipment.

(3) Provides physical security and accountability of Army and National Security Agency COMSEC assets stored within the directorate.

(4) Provides COMSEC support within the mission directorates.

(5) Provides worldwide support as the Army's CTX for the COMSEC commodity.

e. Command Control and Computer Systems Directorate.

(1) Performs overhaul repair, test, modification, technical assembly, and installation of computerized equipment, peripherals, TMDE, tactical weapons systems, ATE, and associated fire control systems.

(2) Manages and supports the depot's FRAs.

f. Communications Systems Directorate.

(1) Performs overhaul, repair, test, modification, conversion, disassembly, and technical assembly of C-E equipment.

(2) Provides field support and installation of select systems and associated equipment.

g. Production Support Services Directorate.

(1) Provides total process support to all systems fabricated, modified, assembled, and repaired under the overhaul and special fabrication mission.

(2) Provides functions such as surface preparation, electroplating, ultrasonic cleaning, painting, carpentry, fabric processing, and photo manufacturing.

(3) Provides mobile support for all shelters, vans, trailers, electric power sources, wheeled, and tracked vehicles, including a complete spectrum of C-E systems.

h. Satellite Communications Systems Directorate.

(1) Provides engineering design, development, systems integration, technical support in new fabrication and overhaul repair, test, and modification of a wide variety of Satellite Communications networks, systems, and equipment.

(2) Serves as the CTX for Defense Satellite Communications System Network, providing overall program management and direction to depot elements.

i. Systems Integration Directorate.

(1) Provides electrical, electronic fabrication, assembly, and testing of a wide variety of C-E weapon system

equipment and associated components in support of depot overhaul and fabrication missions.

(2) Directorate diversity encompasses metal components, rubber products, fiber optic cables, electrical harnesses, printed circuit board fabrication, power units, and Environmental Control Units.

(3) Performs structural repairs to shelters and tactical vehicles including installations, modifications, integration, testing, and field support.

j. Production Engineering Directorate.

(1) Provides technical and professional engineering service and assistance, project design, and development services for special projects.

(2) Develops and implements policies and procedures that ensures depot product quality.

(3) Provides TPS support and repository services to users and the mission directorates.

(4) Develops, validates, and verifies test methods, requirements, procedures, and fixtures for repair and overhaul of C-E systems.

(5) Provides technical and engineering support to ensure modernization of mission equipment and facilities.

(6) Develops and reviews TMs and PPLs.

k. Business Management Directorate.

(1) Manages the depot's long term mission and modernization strategies.

(2) Serves as the focal point for development and implementation of new organic support concepts and technologies.

(3) Develops depot Strategic, Business, Marketing, and TAQ Plans.

(5) Develops, promotes, and monitors the depot Quality System.

(6) Coordinates deviations and waivers and grants interim approval of technical data changes.

(7) Provides cost effective TMDE coordination.

(8) Provides quality support to fabrication and overhaul by performing configuration audits, first article and pre-production testing.

(9) Performs depot customer service for depot complaints.

(10) Administers the process certification program. Establishes criteria and methods to assist shops in attainment of certification.

(11) Advises, plans, coordinates, administers, and develops all depot technical training programs in support of the DOD mission.

(12) Maintains liaison contact with MSCs, Project/Program Managers, and other agencies.

l. Contracting Directorate.

(1) Plans, directs, and supervises the purchasing, contracting, and management of supplies, services, materials, and equipment that cannot be obtained by the installation support activity to accomplish mission support services.

(2) Performs contracting and oversight functions for depot satellite activities.

(3) Manages the Advance Acquisition Plan Program.

(4) Administers the depot's small and disadvantaged business program and outreach functions.

m. Resource Management Directorate.

(1) Manages and directs productivity improvement and enhancement programs or initiatives such as the industrial applications programs, e.g. the Value Engineering Program and Army Ideas for Excellence Program.

(2) Conducts work measurement feasibility studies and manages labor and production reports.

(3) Establishes statistical, technical estimates, and engineered performance standards.

(4) Conducts methods analysis studies in conjunction with standards studies in the mission directorates.

(5) Performs efficiency review studies.

(6) Performs centralized financial management functions for the depot.

(7) Coordinates execution of the annual fixed price exercise for the maintenance and base support missions.

n. Advanced Information Technology Directorate.

(1) Provides information support services including system management and support of Standard Army Management Information Systems and Integration Logistical Support Center (ILSC) standard systems.

(2) Establishes and maintains information systems asset inventories.

o. Public Works Directorate.

(1) Accomplishes supply management, initiates requisitions, maintains accountability, and processes documentation for depot property stock in order to provide efficient, effective, and quality support of depot operations.

(2) Administers and manages the Installation Supply Account consolidated stock record account.

(3) Performs maintenance of production equipment and machinery, i.e., Numerical Control/Computer Aided Manufacturing.

(4) Manufactures tools, dies, jigs, fixtures, and equipment not available through supply channels.

DOCUMENTATION/REFERENCES

AR 5-3, "Installation Management and Organization"

AMC 10-1, "Organization Missions and Functions"

TYAD Regulation 10-2, "Organization Missions and Functions"

Resources

TYAD Organization Mission and Functions (Reg. 10-2)

Solicitation Review Board (Reg. 715-5)

Depot Resource Management Board (Reg. 15-1)

4.2. TRAINING, AWARENESS, AND COMPETENCE

Organization: Tobyhanna Army Depot
Title: Training, Awareness, and Competence
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.2. Training, Awareness, and Competence

The organization shall identify training needs. It shall require that all personnel whose work may create a significant impact upon the environment have received appropriate training.

It shall establish and maintain procedures to make its employees or members at each relevant function and level aware of

- a. the importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;*
- b. the significant environmental impacts, actual or potential, of their work activities, and the environmental benefits of improved personal performance;*
- c. their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements;*
- d. the potential consequences of departure from specified operating procedures.*

Personnel performing the tasks which can cause significant environmental impacts shall be competent on the basis of appropriate education, training, and/or experience.

PURPOSE AND SCOPE

This section defines procedures to plan and implement a training program to meet the needs of all activities and individuals.

RESPONSIBILITY

Technical Development Division
Business Management Directorate

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

1. Business Management Directorate plans, coordinates, and administers training programs in accordance with the Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), and TYAD Regulation 10-2, and provides guidance and assistance in evaluating training requirements.

2. Business Management Directorate is responsible for identifying and planning depot-wide, quality-related training. Major training plans, in support of process certification, soldering proficiency, etc., will be managed by training personnel, who will maintain responsibility to effect requirements, and provide or procure adequate training.

3. Unique training requirements (i.e., training required by new technology, methods, equipment, and systems) will be identified by the appropriate missions directors.

4. Special skills qualification based on education, training, and experience will be determined by the appropriate certifying authority. Necessary training will be identified through an Individual Development Plan and will be scheduled with Business Management Directorate.

5. Once required training needs of all personnel performing activities affecting quality are identified, managers will confirm planned training and prepare necessary paperwork (DD Forms 1556-1) to obtain space in classes.

6. When applicable training completion data will be entered into the Defense Civilian Personnel Data System by Business Management Directorate personnel, and reflected in individuals' training records. Training records will be utilized to determine future requirements, trends, and availability of skilled personnel.

Awareness of environmental matters and the impact of their work makes the Environmental Management System meaningful to employees. Competence training ensures that employees are qualified to safely carry out their assigned tasks. Both

environmental awareness and job competence are necessary for effective environmental performance.

TYAD identifies training needs for all personnel whose work may create a significant environmental impact. The company ensures that these personnel receive appropriate training.

Personnel performing tasks that may cause significant environmental impacts are competent based on appropriate:

- Education,
- Training, and/or
- Experience.

TYAD has established and maintains a procedure to make employees aware of the following:

- Significant environmental impacts, actual and potential, of their work activities.
- Employee's role and responsibilities in conforming to policy, procedures and environmental requirements including emergency preparedness and response requirements.
- Importance of conforming to policy, procedures and environmental requirements.
- Environmental benefits of improved personal performance.
- Potential consequences of departing from specified operating procedures.

DOCUMENTATION/REFERENCES

Government Employees Training Act as amended by the Federal Workforce Restructuring Act of 1994.

TYAD Regulation 10-2, "Organization Missions and Functions"

DD Forms 1556-1, "Request, Authorization, Agreement, Certification of Training and Reimbursement"

TYAD Regulation 621-2, "Education and Training"

Resources

Already established in-house training programs
Use of specialized outside training services
Environmental training on CD-ROM
Energy Awareness Month
Nominations for Environmental Awards
Asbestos Training - Initial and Refresher
Army Incentive Awards Program Guide
TYAD Training Catalog
Training and Development Division Personnel Directorate
Education and Training (Reg. 621-2)
Orientation of Newly Appointed Civilian Personnel
Training Needs Assessment Database
HAZMAT Training Database

4.3. COMMUNICATION

Organization: Tobyhanna Army Depot
Title: Communication
Number:
Unit Issuing: Environmental Management Division
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.3. Communication

With regard to its environmental aspects and environmental management system, the organization shall establish and maintain procedures for

- a. internal communication between the various levels and functions of the organization;*
- b. receiving, documenting and responding to relevant communication from external interested parties.*

The organization shall consider processes for external communication on its significant environmental aspects and record its decision.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

Internal and external communications provide input for formulation of environmental policy, objectives, and targets. Proper communications allow the execution of procedures and programs to fulfill the policy, to achieve the objectives and targets, and to notify interested parties of TYAD's performance.

Procedures are maintained for internal and external communications regarding the environmental aspects of TYAD's activities, products, and services, and regarding the environmental management system.

Regarding external communications:

- Procedures for external communications cover

receiving, documenting, and responding to relevant communications from external interested parties.

- For significant impacts, TYAD considers processes for external communications and records the decision.
- Procedures for internal communications cover appropriate levels of relevant directorates, lines, programs and projects.

Resources

Newsletters, Intranet, special meetings and briefings

Training publications: Recycle handbook, MSDS guide, chemical labels handbook, etc.

Star Points

4.4. ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION

Organization: Tobyhanna Army Depot
Title: Environmental Management System Documentation
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.4. Environmental Management System Documentation

The organization shall establish and maintain information, in paper or electronic form, to:

- a. describe the core elements of the management system and their interaction;*
- b. provide direction to related documentation.*

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

2. Documentation of the Environmental Management System.

a. Environmental policies, procedures, and instructions.

(1) All elements, requirements, and provisions adopted by TYAD have been documented in a systematic, orderly, and understandable manner in the form of policies, procedures, and instructions. The documents specify the objectives and performance of the various activities having an impact on the environment.

(2) Included are provisions for the proper identification, distribution, collection, and maintenance of all documents.

b. Environmental Management System Documentation.

(1) The TYAD EMS Manual outlines the structure of the depot's Environmental Management System and serves as a permanent reference in the implementation and maintenance of the

system. Procedures consistent with the requirements of ISO 14001 and ISO 9000 have been prepared.

(2) Changes, modifications, revisions, or additions to this EMS Manual will be the responsibility of the Environmental Management Division.

(3) Supporting the EMS Manual are documented procedures (i.e., design, purchasing, configuration management, process, and product). These documented procedures take various forms, based on:

- (a) the size of the directorate or division;
- (b) missions and functions; and,
- (c) the scope and structure of the EMS Manual.

(4) Documented procedures may be cross functional applying to other directorates and divisions.

c. Environmental Records.

Environmental records, including charts pertaining to design, inspection, testing, survey, audit, review, or related results, are maintained as important evidence to demonstrate conformance to specified requirements and the effective operation of the EMS.

The Environmental Management System documentation provides a standardized structure for organizing TYAD's policies, procedures, and work instructions.

Documentation of this Environmental Management System is maintained. The structure of the documentation is as follows:

EMS Manual
Tier One

Procedures
Tier Two

Work Instructions
Tier Three

Records and Forms
Tier Four

The EMS manual (Tier One) describes the core elements of the

management system, including their interrelationships. The manual provides an overview of the management system. It refers to, and cross-references, related documentation such as:

- Environmental Procedures and Programs
- The Quality Management System

Environmental Procedures (Tier Two) detail specific environmental requirements and the roles, responsibilities, and authorities to fulfill the requirements. As appropriate, environmental programs and procedures refer to related documentation such as:

- The Quality Management System
- Work Instructions

Work Instructions (Tier Three) provide detailed, step-by-step direction for activities that support environmental requirements. As appropriate, work instructions refer to related documentation.

Records and Forms (Tier Four) support and facilitate the implementation of the Environmental Management System. Forms and records provide historical, objective evidence that activities have been performed and that requirements have been met.

Resources

Index of TYAD publications
List of DA regulations

4.5. DOCUMENT CONTROL

Organization: Tobyhanna Army Depot
Title: Document Control
Number:
Unit Issuing: Environmental Management Division
Approved by:
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POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.5. Document Control

The organization shall establish and maintain procedures for controlling all documents required by this international standard to ensure that:

- a. they can be located;*
- b. they are periodically reviewed, revised as necessary, and approved for adequacy by authorized personnel;*
- c. the current versions of relevant documents are available at all locations where operations essential to the effective functioning of the Environmental Management System are performed;*
- d. obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use;*
- e. any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.*

Documentation shall be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of documents.

PURPOSE AND SCOPE

The contents of this section define the process for documentation and change control. The purpose is to ensure uniform, systematic document identification and to establish provisions for the control, distribution, and revision of

instructions, drawings, and specifications that prescribe activities affecting quality.

RESPONSIBILITY

TYAD mission directorates.
Applicable support directorates.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

1. General.

a. The document control portion of this Environmental Management System Manual shall:

(1) Establish and maintain procedures to control all documents and data that relate to the requirements of this manual. Ensure all changes to documentation are coordinated with the proponent.

(2) Ensure all documents received at or created by a TYAD organization are communicated to all individuals affected by the documents for review and acknowledgement.

(3) Ensure compliance with record retention policies and procedures.

b. Controlled documents shall include, as a minimum, work instructions, Standing Operating Procedures, and forms used in the performance, management, or verification of depot activities.

c. Records of all activities must be retained as required.

2. Tasks.

a. Automated Test Programs and Configuration Management Control functions of Production Engineering Directorate:

(1) TPSs are designed, developed, controlled, tested, analyzed, validated, and updated as required. Documentation is generated and maintained for hardware, software, drawings, and procedures.

(2) Reference TYAD Regulations 702-4, 750-1, 750-6, 750-15, and 750-12; Maintenance Directive (MD)-8; and Quality Assurance Plans (QAPs) 702-67 and 702-225.

b. Technical publications and provisioning functions of Production Engineering Directorate:

(1) Develops, plans, manages, maintains, and reviews documentation relating to Technical Manuals (TMs), Modification Work Orders, drawings, ECPs, Depot Maintenance Work Requirements (DMWRs), Provisioning Parts List (PPL), and Repair Parts and Special Tool Lists.

(2) Reference TYAD Regulations 750-3 and 750-6; MD-2; and QAP 702-203.

c. Electronic manufacturing functions of Production Engineering Directorate:

(1) Develops and coordinates plans, instructions, and specifications including work requests, deviation/waivers, and TDPs.

(2) Reference TYAD Regulations 702-4, 708-1, 750-7, 750-15, and 750-17; QAP 702-199; Shop Directives (SDs); and section 4 of this manual.

d. Mechanical manufacturing functions of Production Engineering Directorate:

(1) Develops and coordinates plans, instructions, and specifications including work requests, deviation/waivers and TDPs.

(2) Reference TYAD Regulations 702-4, 708-1, 750-7, 750-15, and 750-17; QAP 702-199; SDs; and section 4 of this manual.

e. Industrial process functions of Production Engineering Directorate:

(1) Provides documentation pertaining to policies, processes, and procedures supporting depot operations in the electrical, mechanical, and industrial disciplines.

(2) Reference TYAD Regulations 750-7 and 750-15; and SDs.

f. CAD functions of Production Engineering Directorate:

(1) Develops complete electro-mechanical designs, defines Bills of Materiel (BOMs), and testing procedures.

(2) Reference TYAD Regulation 750-15 and MD-16.

g. Research and Development functions of Production Engineering Directorate:

(1) Designs, develops, fabricates, and evaluates engineering models and prototypes including test procedures.

(2) Reference TYAD Regulations 750-6 and 750-15; MD-8; and MD-32.

h. Maintenance engineering support functions of Production Engineering Directorate:

(1) Develops requirements, procedures, test methods, and fixtures. Maintains, updates, and administers the Technical Reference Order (TRO) program and Communications-Electronics Command (CECOM) Basic Issue List Item program.

(2) Reference TYAD Regulations 702-4, 750-3, and 750-6; and MD-8.

i. Computer Integrated Manufacturing functions of Production Engineering Directorate:

(1) Develops engineering designs, specifications, and drawings for manufacturing of Printed Wiring Assemblies (PWAs), cabling, and wiring harnesses.

(2) Reference TYAD Regulation 750-15 and MD-12.

j. Mission Directorates:

(1) Applicable mission directorates repair, overhaul, and fabricate as per customer requirements (SOWs, Letters of Instruction, MOUs). They maintain databases, documents, records, and statistics to record and provide evidence that all policies, procedures, and work instructions are performed and are effective.

k. Business Management Directorate:

Provides quality management in overhaul, repair, fabrication, and design activities to meet customer expectations, identifying all circumstances that may adversely affect product quality and to initiate actions to eliminate any such circumstances. Quality functions are:

- (a) Quality Systems administration.
- (b) Pre-Production/FA, Test Data, PCA, CIVR (fabrication and overhaul).
- (c) Quality Audits.
- (d) Trend Analysis.
- (e) Customer Satisfaction (Hotline, Warranty, Product Quality Deficiency Reports [PQDRs], Quality Bill of Rights [QBR], Technical Actions [TAs]).
- (f) Certification of product lines, processes, and Work Centers.
- (g) TMDE usage.

Controlling the issue, access and revision of Environmental Management System documentation ensures that each employee has up-to-date procedures and work instructions that are relevant to the employee's activities.

TYAD maintains procedures for controlling environmental documents. Document Control procedures ensure the following:

- documents can be located.
- current revisions of relevant documents are available where essential activities of the environmental management system are performed.
- obsolete documents are promptly removed from points of issue and use to prevent their unintended use.
- obsolete documents, if retained for historical purposes, are clearly identified as obsolete to prevent their unintended use.

Document Control procedures specify the processes and related responsibilities for creating, revising, reviewing, and approving various forms of Environmental Management System documentation.

Documentation is legible, and readily identifiable. Each document includes the date of issue or revision.

Documentation is maintained in an orderly manner, and retained for a specified period.

DOCUMENTATION/REFERENCES

AMC 715-16, "Contractor Performance Certification Program (CP)2"

AR 25-400-2, "The Modern Army Recordkeeping System (MARKS)"

TYAD Regulation 10-2, "Organization Missions and Functions"

MD-00, "Maintenance Directorate Standing Operating Procedures"

TYAD Pamphlet 25-30, "Index of Tobyhanna Army Depot Publications"

TYAD Pamphlet 25-31, "Index to Blank Forms"

TYAD Test Program Availability Report (TPAR), Automated Systems Division

TYAD Shop Directives (SDs)/Work Instructions

MIL-I-45208, "Inspection System Requirements"

TB 43-180, "Calibration and Repair Requirements for the Maintenance of Army Materiel"

AR 25-30, "The Army Integrated Publishing and Printing Program"

DA Pam 25-1-1, "Installation Information Services"

AMC Pam 25-30, "Index of Published and Scheduled AMC Sponsored Equipment Publications"

TYAD Regulation 702-4, "Request for Deviation and Waiver"

TYAD Regulation 750-6, "Research, Issue, and Control of Technical Reference Data"

TYAD Regulation 750-15, "Statement of Work (SOW)"

TYAD Regulation 750-12, "Semiautomatic and Automatic Test Systems Interconnecting Device (ICD)"

TYAD Regulation 750-3, "Modification Work Order Program"

TYAD Regulation 708-1, "Use and Control of Management Control Numbers"

MD-12, "Control of Printed Circuit Boards (PCBs) During Pre-Pro (Pre-production) and Production Fabrication, C1"

Resources

TYAD Memo 25-1, Preparation and Processing of TYAD publications
Publication distribution records
CP2 document control system

4.6. OPERATIONAL CONTROL

Organization: Tobyhanna Army Depot
Title: Operational Control
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: Draft
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.6. Operational Control

The organization shall identify those operations and activities that are associated with the identified significant environmental aspects in line with its policy, objectives, and targets. The organization shall plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by:

- a. establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets.*
- b. stipulating operating criteria in the procedures;*
- c. establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedures and requirements to suppliers and contractors.*

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

The actions and responsibilities defined by the Environmental Management Programs are integrated into daily operations via Operational Controls. Operational Controls ensure compliance with regulatory and other requirements and progress toward fulfilling objectives and targets.

In line with its policy, objectives, and targets, TYAD identifies the operations and activities associated with its significant environmental aspects. TYAD plans these operations and activities (including maintenance) to ensure

that they are carried out under specified conditions to fulfill its environmental policy, objectives, and targets, and to comply with environmental programs and procedures. These Operational Controls stipulate items such as:

- Operating criteria,
- Records that must be kept,
- Training/education requirements,
- Actions required in case of accident or emergency, and
- Characteristics and parameters to be monitored and measured.

These requirements and specified conditions are documented in work instructions or other procedures where the absence of such documentation could lead to deviation from the environmental policy, objectives or targets.

Similarly, procedures are documented to cover goods and services used by TYAD. These procedures are communicated to relevant suppliers and subcontractors.

Resources

Reg 690-33, Civilian Personnel
Reg 690-34, Civilian Personnel
Reg 420-5, Facilities Engineering
Reg 420-1, Repairs and Utilities
Reg 700-2, Mgmt of Installation Equipment
Reg 702-4, QA Office, Request for Deviation and Waivers
Reg 725-4, Req and Issue of Supplies/Equipment
Reg 702-5, Pre-production/First Article Inspections
Reg 700-6, Installation Equipment Mgmt
Reg 702-11, Customer Complaints
Reg 715-9, Commercial Credit Card Program
Reg 750-03, Maintenance of Supplies/Equipment
Reg 735-9, Property Accountability
TYAD Pamphlet 735-1, Hand Receipt Holder's Guide
Reg 742-1, Inspection of Supplies and Materials
Reg 725-10, Req and Issue of Supplies/Equipment
Reg 715-1, Advance Acquisition Planning System
Reg 703-1, Petroleum Management
Local Regulations
Standard Operating Procedures
Results of quality audits

4.7. EMERGENCY PREPAREDNESS AND RESPONSE

Organization: Tobyhanna Army Depot
Title: Emergency Preparedness and Response
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.4.7. Emergency Preparedness and Response

The organization shall establish and maintain procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

The organization shall review and revise, where necessary, its emergency preparedness and response procedures in particular, after the occurrence of accident or emergency situations.

The organization shall also periodically test such procedures where practicable.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

Proper preparations for and responses to emergency situations minimize adverse environmental impacts in the event of an actual emergency.

Tobyhanna Army Depot maintains emergency preparedness and response procedures to:

- Identify potential for accidents and emergency situations.
- Respond to accidents and emergency situations.
- Prevent and mitigate the environmental impacts that may be associated with accidents and emergency situations.

As practicable, these emergency preparedness and response procedures are tested at least annually.

Emergency preparedness and response procedures are reviewed at least annually. These procedures are also reviewed following the occurrence of an accident or emergency situation as required by federal, state, or local regulations. As necessary, the procedures are revised.

Resources

Emergency Planning and Community Right-to-Know
Emergency Response Plan - Safe Drinking Water
Installation Spill Response Program
Installation Spill Contingency Plan
Risk Assessment Project
SARA Title III, Off-Site Emergency Response Plan
Fire Prevention and Protection Plan
Voluntary Protection Program

5.1. MONITORING AND MEASUREMENT

Organization: Tobyhanna Army Depot
Title: Monitoring and Measurement
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.5.1. Monitoring and Measurement

The organization shall establish and maintain documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. This shall include the recording of information to track performance, relevant operational controls, and conformance with the organization's environmental objectives and targets.

Monitoring equipment shall be calibrated and maintained and records of this process shall be retained according to the organization's procedures.

The organization shall establish and maintain a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations.

PURPOSE AND SCOPE

The calibration program will ensure all inspection and test equipment in support of research and development, fabrication, overhaul, general inspection, and test activities are maintained within prescribed accuracy limits. The program also applies to all TYAD cost centers and tenant activities using inspection and test equipment.

RESPONSIBILITY

U.S. Army TMDE Support Center (USATSC).
All TYAD directorates.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

1. General. Calibration of all TMDE will be performed according to AR 750-43; TB 750-25; TB 43-180; and DESCOM-R 702-1, paragraphs 1-27 and 1-41.
2. The calibration, repair, and maintenance of TMDE at TYAD will be performed by the USATSC. All calibration will maintain traceability to the National Institute of Standards and Technology.
3. Business Management Directorate will designate a Calibration Coordinator. This individual will monitor the TYAD Calibration Program.
4. Production Engineering Directorate will ensure that TMDE in the acquisition process addresses supportability to include procedures, standards, and accessories.
5. Mission directorates will submit a DA Form 3758 (Calibration Requirements Work Sheet) for all TMDE not listed as System Code D15 in TB 43-180.
6. Calibration of automated systems is the responsibility USATSC. Repair and maintenance of Automatic/Automated Test Equipment (ATE) will be the responsibility of TYAD.
7. Intervals of Certification.
 - a. Calibration intervals specified in TB 43-180 and manufacturer recommended intervals are used as a guide.
 - b. Changes to calibration intervals will be determined based upon past performance, as recorded on AMXTM Form 34A, user application, environment, and the performance of similar items. Weibull Analysis is also used to determine the optimum calibration interval of TMDE items as prescribed in AR 750-43.
 - c. Users of test and measurement equipment are responsible for ensuring equipment is within the certification interval and is being used and maintained. Equipment that is damaged, inaccurate, or suspected of requiring repair or replacement will be reported immediately through supervisory channels to the USATSC for corrective action.

8. Certification Procedures.

a. The calibration procedure for TMDE is described in TB 43-180.

b. If DA calibration procedures are not available, alternate sources for calibration procedures are NAVAIR, USAF, and GIDEP. If no approved DOD procedure can be found, Manufacturers manuals and procedures may be used to accomplish calibration.

9. Certification Labels and Tags.

a. TMDE requiring calibration that is in use must bear OE that it has been calibrated within the required interval. TMDE items not being used will be placed in Calibration Before Use (CBU) status. TMDE items not needing calibration will be placed in Calibration Not Required (CNR) status. Criteria for CBU and CNR status is described in TB 750-25.

b. Because of the many types of instruments and the varying conditions under which they are used, the intervals between calibration times and the need for calibration varies. Mission directorates will ensure timely calibration of TYAD instruments, of which each is identified in the Instrument Master Record File, which shows when it is to be turned in for calibration.

c. TMDE found by USATSC to be significantly out of tolerance is reported to Business Management Directorate on AMXTM-GA Form 45 and necessary action will be taken in accordance with TYAD Regulation 702-13.

d. TMDE found with a broken tamper-resistance seal will be reported to Business Management Directorate and necessary action will be taken in accordance with TYAD Regulation 702-14.

Monitoring and measurement are necessary to verify the exercise of operational control, and to evaluate performance in achieving objectives and targets. Instruments used for monitoring and measurement must be verified reliable.

TYAD has established and maintains documented procedures to monitor and measure key characteristics of its operations and activities that can have a significant impact on the

environment.

Monitoring and measuring equipment are calibrated and maintained according to established procedures. These procedures include provisions for record keeping.

TYAD has established and maintains documented procedures for periodically evaluating compliance with relevant environmental legislation, regulations, and other requirements. At minimum, these evaluations are conducted annually.

DOCUMENTATION/REFERENCES

AR 750-43, "Army TMDE Program"

TB 750-25, "Maintenance of Supplies and Equipment Army TMDE Calibration and Repair Support Program"

DESCOM-R 702-1, "DESCOM Product Assurance Program"

TB 43-180, "Calibration and Repair Requirements for Maintenance of Army Materiel"

MIL-STD-1686, "Electro-Static Discharge Control Program for Protection of Electrical and Electronic Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)"

AMXTM-GA Form 45, "Calibration Standard Out-Of-Tolerance Failure Report"

AMXTM Form 34A, "Calibration Time Tracking"

DA Form 3758, "Calibration and Repair Requirement Worksheet"

TYAD Regulation 702-13, "Reporting Out-of-Tolerance TMDE"

Resources

Pamphlet: Military history of TYAD
Hazardous waste generation and disposal tracking
Documentation of upgrade of Building 4
Record of Environmental Consideration
Testing of Underground Storage Tanks

Groundwater monitoring
Chemical Analysis of Residual Waste Report
TRI Review
Annual Pesticide Usage
Defense Site Environmental Restoration Tracking System (DSERTS)
VOCs emissions report
Annual water supply report
Air Information Management System (AIMS)
Reg 702-13, Out of tolerance TMDE
Reg 702-16, Operation of Special Standards
Reg 702-17, Control and use of TMDE
Army Compliance Tracking System
ISR-2
Internal Control Review
ECAS

5.2. NONCONFORMANCE AND CORRECTIVE AND PREVENTIVE ACTION

Organization: Tobyhanna Army Depot
Title: Nonconformance and Corrective and Preventive
Action
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.5.2. Nonconformance and Corrective and Preventive Action

The organization shall establish and maintain procedures for defining responsibility and authority for handling and investigating nonconformance, taking action to mitigate any impacts caused and for initiating and completing corrective action.

Any corrective or preventive action taken to eliminate the causes of actual and potential nonconformances shall be appropriate to the magnitude of problems and commensurate with the environmental impact encountered.

The organization shall implement and record any changes in the documented procedures resulting from corrective and preventive action.

PURPOSE AND SCOPE

This section outlines the requirements, procedures, and documentation for managing a formal corrective action process to identify and correct the cause of recurring deficiencies and systemic problems, and to initiate action that will preclude recurrence.

RESPONSIBILITY

All TYAD employees.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

1. Programs/Processes.

a. The Materiel Review Board will process waivers or deviations on depot-produced materiel and approve repair procedures for non-conforming materiel received from suppliers when the materiel is urgently needed to support production. The CAB is responsible for determining the cause of the defect and appropriate corrective action on non-conforming depot-produced materiel. (DESCOM-R 702-1, paragraphs 1-40 and 7-17)

b. All employees are encouraged to suggest improvements in methods, materials, suppliers, and subcontractors. The depot has established procedures for review of all activities in order to identify and evaluate all possible improvements in methods/materials and its procedures. Some representative programs are AR 5-17 and AMC 70-8.

c. An Employee Involvement Team is a formal multi-disciplined team chartered by the Labor Management Partnership Council (LMPC) or process owner to improve a process, service, or procedure. The LMPC is comprised of labor and management personnel that represent the mission and support functions necessary for the depot to achieve its mission. It encourages all employees to contribute to the environment, safety, quality, and productivity. (Total Army Quality Implementation Plan)

d. Continuous improvement of the Environmental Management System requires that nonconformance are not only identified and corrected, but that the root causes are also identified and corrected.

Procedures are maintained for handling nonconformance. These procedures define the responsibility and authority for:

- Investigating nonconformance
- Taking action to mitigate any environmental impact of nonconformance
- Initiating corrective and preventive action
- Completing corrective and preventive action

Corrective and preventive actions are taken to eliminate the causes of actual and potential non-conformances. Such actions are appropriate to the magnitude of the problem and the seriousness of the associated environmental impact.

Corrective and preventive action resulting in changes to documented procedures are recorded and implemented.

DOCUMENTATION/REFERENCES

DESCOM-R 702-1, "DESCOM Product Assurance Program"

AR 5-17, "Army Ideas for Excellence Program (AIEP)"

AR 5-4, "Productivity Improvement Program"

AMC 70-8, "AMC Value Engineering Program"

AR 702-7, "Reporting of Product Quality Deficiencies Across Component Lines"

AR 702-7-1, "Product Assurance Reporting of Product Quality Deficiencies within the U.S. Army"

QAP 702-202, "Processing QDR Investigations"

Total Army Quality Implementation Plan

Resources

CP2 Nonconformance and Preventive Action procedure

Inspection records

Minutes of Hazardous Material Handling Procedures Meeting

Notices of Deficiencies (NODs)

Scorecards

Starpoints

5.3. RECORDS

Organization: Tobyhanna Army Depot
Title: Records
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.5.3. Records

The organization shall establish and maintain procedures for the identification, maintenance, and disposition of environmental records. These records shall include training records and the results of audits and reviews.

Environmental records shall be legible, identifiable, and traceable to the activity, product, or service involved. Environmental records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration, or loss. Their retention times shall be established and recorded.

Records shall be maintained, as appropriate to the system and to the organization, to demonstrate conformance to the requirements of this international standard.

PURPOSE AND SCOPE

This section provides specific instructions for the control and retention of environmental records. This section applies to environmental records, (i.e., inspection records, sampling records, requests for deviation/waiver, procurement documents, NODs, environmental audits, customer complaints, permits, RECs, nonconformance reports, and corrective actions.

RESPONSIBILITY

TYAD mission directorates
Defense Distribution Depot-Tobyhanna (DDTP)

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

1. Records Management.

a. Environmental records are a principle form of OE to be maintained and used by all TYAD organizations.

b. The design, maintenance, and use of records is systematic to ensure the records can be readily retrieved for analysis to indicate the state of the overall Environmental System.

c. Specified retention period shall be determined by regulatory authority, or as specifically required by the responsible MSC. When regulatory authority cannot be determined, records will be maintained for two years (DESCOM-R 702-1). Records may be retained beyond the specified retention period for use as reference material in investigations and studies.

d. Records will be stored and maintained so they are readily retrievable in facilities that provide a suitable environment to minimize deterioration or damage and prevent loss.

e. DDTP will ensure all materials handled for TYAD are processed within required intervals. Records are maintained and monitored as required. (Reference DLAM 4140.2/AR 735-110)

2. Objective Evidence.

a. The following is a list of common records, most frequently used, and responsible organization for retention:

Type of Record	Responsible Organization
Refuse Inspection Report	EMD
Residual Waste Inspection Report	EMD
Hazardous Waste Pick-up	EMD
Hazardous Waste Monitoring	EMD
Hazardous Material Monitoring	EMD
AST/UST Inspection Worksheet	EMD
Monitoring/Inspection/Reporting Checklist	EMD
Sewage Treatment Plant Inspection	EMD
Stormwater Monthly Inspection	EMD
Drinking Water System Inspection	EMD
Credit Card Audits	EMD

Monitoring Checklist For Air Emission	EMD
EMD Customer Satisfaction Survey	EMD
TYAD Area Energy Monitor (AEM) Checklist	EMD
TYAD Area Energy Monitor Deficiency	
Corrective Action Record	EMD

Environmental records provide objective evidence that TYAD is in compliance with its Environmental Management System.

Procedures are maintained for identification, maintenance, and disposition of environmental records including training records and the results of audits and management reviews. Records are kept, as appropriate, to demonstrate conformance to the Environmental Management System and to ISO 14001.

Environmental records are traceable to the activity, product or service involved. Records are created, stored and maintained to ensure that they are:

- legible,
- identifiable,
- readily retrievable, and
- protected against damage, deterioration or loss.

Retention times for records are established and recorded.

DOCUMENTATION/REFERENCES

DLAM 4140.2/AR 735-110, "Supply Operations Manual"

AR 25-400-2, "The Modern Army Recordkeeping System (MARKS),

DD Form 250, "Material Inspection and Receiving Report"

SDSTO 803, "Inspection Log"

SDSTO 2100, "Work Order"

Resources

TYAD Pamphlet 25-31, Index of Blank Forms

Reg 690-28, Civilian Personnel Employee Service Record Card

5.4. ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT

Organization: Tobyhanna Army Depot
Title: Environmental Management System Audit
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.5.4. Environmental Management System Audit

The organization shall establish and maintain a program(s) and procedures for periodic environmental management system audits to be carried out, in order to:

- a. determine whether or not the environmental management system;
 - 1. conforms to planned arrangements for environmental management including the requirements of this international standard; and*
 - 2. has been properly implemented and maintained; and**
- b. provide information on the results of audits to management.*

The organization's audit program, including any schedule, shall be based on the environmental importance of the activity concerned and the results of previous audits. In order to be comprehensive, the audit procedures shall cover the audit scope, frequency, methodologies, as well as the responsibilities and requirements for conducting audits and reporting results.

PURPOSE AND SCOPE

This section provides guidance for review of the depot's Environmental Management System to determine viability, adequacy, and effectiveness of products, processes, and work centers. Also, this section provides policy for conducting depot Environmental System audits. Audits apply to all

environmental aspects and impacts, processes, and work centers where products are repaired, overhauled, fabricated, and tested.

RESPONSIBILITY

Senior management.
TYAD mission directors.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

3. Auditing the Environmental System.

Audits are planned and conducted by the Environmental Management Division to determine if activities within TYAD are in compliance with the Environmental System and assess its effectiveness. All activities are audited on a scheduled basis in accordance with Environmental Regulations.

Audit Program.

a. Environmental Management Division is responsible for the depot's Audit Program. Audits will be conducted in accordance with ISO 14001 requirements and EMS Audit Procedure #19.

b. Audits are performed by evaluators independent of the area being audited. All operational phases of the mission directorates are audited to ensure the Environmental System is effective.

c. The evaluator will meet with the responsible officials at the conclusion of the audit to present the findings and observations. An audit report will be prepared addressing the results of the audit and forwarded to the responsible officials.

d. Directorate officials are responsible for effecting corrective action on audit findings.

e. Unresolved findings will be forwarded to top level management for further review.

DOCUMENTATION/REFERENCES

EMS Procedural Manual

Resources

CP2 Audit process (Reg 702-12)
Installation Status Report
Army Environmental Compliance Assessment System (ECAS) reviews
Pillar and Media Comments (IRS Environment)
Monthly storage tank inspection checklist
Stormwater monthly inspection sheet
Drinking water monthly inspection sheet
Sewage treatment plant monthly inspection sheet
Chemical substances inventory
Checklist for ECAS compressed gas storage
Uniform hazardous waste checklist
Written hazard communication checklist
Environmental notices of deficiency
Pollution incident report
Hazardous waste pick-up schedule
Monitoring activity checklist for hazardous waste
Monitoring activity checklist for air emission sources
HMRB Chemical request form
Reg 36-3, Internal Review and Audit Compliance Function
ISR2
EQR
AOCs Inspections
Credit Card Audits
Hazardous Waste Weekly Inspections
Hazardous Materials Weekly Inspections
NEPA Inspections
Air Inspections
VOC Reports
Asbestos Inspections
NPDES Inspections
Solid Waste Inspections
Recycling Reports
Energy Audits
Backflow Prevention Inspections

6. MANAGEMENT REVIEW

Organization: Tobyhanna Army Depot
Title: Management Review
Number:
Unit Issuing: Environmental Management Division
Approved by:
Date: January 5, 1999
Revision: DRAFT
Page: 1

POLICY/POLICY REFERENCE

ANSI/ISO 14001-1996 4.6. Management Review

The organization's top management shall, at intervals that it determines, review the Environmental Management System, to ensure its continuing suitability, adequacy, and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives, and other elements of the environmental management system, in light of the environmental management system audit results, changing circumstances, and the commitment to continual improvement.

ACTION/METHOD TO ACHIEVE SYSTEM ELEMENT REQUIREMENT

Top-level management reviews will be conducted in accordance with policy To Be Developed (TBD). To facilitate top-level management reviews, Business Management Directorate will provide a summary report and analysis from the following feedback data/information:

- (1) Audit reports.
- (2) Hotline calls.
- (3) Objective Evidence (OE).
- (4) Inspection data.
- (5) Continuous improvement actions.

1. Review and Evaluation of the Environmental System

a. TYAD's management conducts an independent review and evaluation of the Environmental System at defined intervals. The review of the environmental policy and objectives is accomplished by top level managers. Competent independent personnel will be utilized as agreed to by management.

b. Reviews consist of well-structured and comprehensive evaluations which include:

(1) Results from audits;

(2) Effectiveness in satisfying environmental criteria and TYAD's stated environmental policy and objectives;

(3) Recommendations for updating the Environmental System in response to new technologies, environmental concepts, P2 strategies, or environmental regulations.

c. Observations, conclusions, and recommendations reached as a result of the review are documented for necessary action.

2. Environmental improvement. TYAD's Environmental System is structured to promote continuous improvement. Specifically, it addresses the actions taken throughout the depot to increase the effectiveness and efficiency of environmental processes, and procedures.

Resources

TYAD Pamphlet 25-1, Register of Approved Recurring Management Information Requirements (and related reports)
Environmental Management Review Procedure
Reports required by AR 200-1
TYAD Environmental Quality Committee
TYAD Materials Procurement Committee
Risk Management Committee
Scorecards

7. ACRONYMS

Organization: Tobyhanna Army Depot
Title: Acronyms
Number:
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AFAR - Army Federal Acquisition Regulation
AMC - Army Materiel Command
AR - Army Regulation

CECOM - Communications-Electronics Command
COR - Contracting Officer's Representative
(CP)2 - Contractor Performance Certification Program
CTX - Center for Technical Excellence

DA - Department of the Army
DDTP - Defense Distribution Depot Tobyhanna, Pennsylvania
DFAR - Defense Federal Acquisition Regulation
DLA - Defense Logistics Agency
DMWR - Depot Maintenance Work Requirement
DOD - Department of Defense

EMS - Environmental Management System
EQR - Environmental Quality Report
FAR - Federal Acquisition Regulation

HMRB - Hazardous Material Review Board

ISO - means "equal"

MOA - Memorandum of Agreement
MOU - Memorandum of Understanding
MSC - Major Subordinate Command

OE - Objective Evidence

PWA - Printed Wiring Assembly

SD - Shop Directive
SOW - Statement of Work
SPC - Statistical Process Control

TA - Technical Action
TAQ - Total Army Quality
TBD - To Be Developed
TM - Technical Manual
TMDE - Test Measurement Diagnostic Equipment
TRO - Technical Reference Order
TYAD - Tobyhanna Army Depot

8. DEFINITIONS

Organization: Tobyhanna Army Depot
Title: Definitions
Number:
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Continuous Improvement: process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy.

Note -- The process need not take place in all areas of activity simultaneously.

Environment: surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

Note -- Surrounding in this context extend from within an organization to the global system.

Environmental Aspect: element of an organization's activities, products or services that can interact with the environment.

Note -- A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

Environmental Impact: any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

Environmental Management System: the part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

Environmental Management System Audit: a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's

environmental management system conforms to the environmental management system audit criteria set by the organization, and for communication of the results of this process to management.

Environmental Objective: overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

Environmental Performance: measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

Environmental Policy: statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

Environmental Target: detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

Interested Party: individual or group concerned with or affected by the environmental performance of an organization.

Organization: company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

Note -- For organizations with more than one operating unit, a single operating unit may be defined as an organization.

Prevention of Pollution: use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

Note -- The potential benefits of prevention of pollution include the reduction of adverse environmental impacts, improved efficiency and reduced costs.

9. Revision Index

Organization: Tobyhanna Army Depot
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