Instructions for Training

Individual

- Review the following SMS General Awareness Training slides
- Print out and fill-in the "Certificate of Completion" (last slide)
- Retain a copy for yourself and provide one to the POC for training records

POC/Supervisor/ECO:

- If you are responsible for providing the SMS training to your organization, follow these steps:
  - Review the following training slides
  - Print out and fill-in the "Certificate of Completion"
  - Provide the training (hard copy or electronically) to your organization
  - Record their names on a sign-in sheet and retain for your records

*****This training must be taken annually *****

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FORT JACKSON

Sustainability Management System (SMS)
General Awareness Training

Latest Revision: September 2015

What is SMS?

Fort Jackson's Sustainability Management System (SMS) integrates environmental controls into overall planning and business decisions. Its purpose is to address mission requirements, environmental accountability, and community concerns in a sustainable way. SMS strives to…

- **Control environmental impacts**
- **Meet legal and other requirements**
- **Avoid current/future environmental issues**

What is SMS? (cont)

- **Focuses on supporting and sustaining the mission (training) while addressing environmentally-related concerns**

- **How the installation conducts business**

- **Addresses:**
  - Organizational structure
  - Roles and responsibilities
  - Resources
  - Performance goals

What is SMS? (cont)

- **<u>Objective</u>: Continually improve to be in compliance AND meet mission/business goals**

- **Comprised of Environmental Division (ENV) management programs and initiatives and other senior leadership goals that address environmental concerns**

- **Applies to <u>everyone</u> on Fort Jackson**

Legal Requirements

- **Executive Order 13693**
  - Federal facilities will utilize environmental management systems (EMS) to drive environmental measures
  - Have objectives and strive toward measurable goals
- **DoD and Army Policy**
  - Adopt ISO 14001 Standard to structure the SMS
- **ISO 14001 Standard**
  - International standard for structuring and operating a management system
  - Widely used and recognized in private industries

How SMS Operates

- **Continual improvement process**
- **Plan-Do-Check-Act:**
  - **<u>Plan</u>: assess processes and decide on improvements**

    "Say and document what you're going to do"
  - **<u>Do</u>: integrate environmental components through procedures, training, and other means**

    "Do what you said you would do"
  - **<u>Check</u>: ensure actions are meeting the goals of the initial plans**

    "Verify what you planned or said you would do"
  - **<u>Act</u>: make changes or improvements to meet the plans**

    "Decide if changes are needed. What can be changed? What can be improved?"

ISO 14001 Elements

- **Policy → Planning → Implementation/Operation → Checking → Management Review**

Environmental Policy

Environmental Aspects

Legal and Other Requirements

Objectives, Targets & Programs

Resources, Roles, Responsibility, & Authority

Competence, Training & Awareness

Communication

Documentation

Control of Documents

Operational Control

Emergency Preparedness & Response

Monitoring & Measurement

Evaluation of Compliance

Nonconformity and Corrective/ Preventive Action

Control of Records

Internal Audit

Management Review

Fort Jackson SMS Policy

"Fort Jackson will execute the mission while promoting continual improvement through established objectives and targets, committing to compliance with legal and other requirements that relate to environmental aspects, working towards the prevention of pollution, managing sustainable programs that can control environmental aspects, and sustaining natural and cultural resources that are Identified on the installation"

SMS Policy Acronym

Promote continual improvement

Always be in compliance

Look to prevent pollution

Manage sustainable programs

Sustain natural and cultural resources

The SMS policy and acronym "PALMS" explains how Fort Jackson protects the environment

SMS Aspects

- **SMS identifies elements of activities, products, or services that do or can have a serious impact on the environment if not addressed and managed**

- **These are called Significant Environmental Aspects**

- **Examples:**
  - **Air emissions**
  - **Waste generation**
  - **Discharges to soil or surface water**
  - **Energy consumption**

- **Programs and goals are established to address these aspects**

Objectives and Targets

- **Measurable action items to address significant environmental aspects and/or other environmental concerns**
- **Account for various elements:**
  - Policy / legal & other requirements / technological options
  - Financial, operational, & business requirements
  - View of interested parties
- **Identify roles, responsibilities, and training needs**
- **Create manageable timeframe to address issues**
- **Track performance for leadership feedback and guidance**

Your Role in the SMS…

- **ENV and other leadership ensure programs, plans, and other initiatives are implemented to address environmental concerns**

- **<u>Everyone</u> on the installation is required to adhere to established environmental requirements**
  - Includes mandatory and other identified training

- **Performance of the programs and plans (<u>including</u> your involvement) will be evaluated during routine checks:**
  - Spot checks, walk-throughs, inspections
  - Internal environmental compliance assessments

Your Role in the SMS (cont)…

- **What does your involvement and cooperation look like on an average day???**

- **Examples:**
  - Completing environmental training requirements
  - Managing environmental documents
  - Participating in installation-wide recycling
  - Storing chemicals and waste properly
  - Conducting good housekeeping

- **All of these actions fall under an ISO 14001 element**

- **Bottom-line**: Do what is required and show evidence (documentation/etc.) of your actions

Role of Environmental Compliance Officers (ECO)

- **ECOs provide assistance to organizations by ensuring environmental activities and compliance requirements are met**

- **Responsibilities include:**
  - Provide SMS training to new and current people in their organization
  - Assist with compliance assessments
  - Ensure the Environmental Guidebook and other required documents are correct and up-to-date
  - Store products properly and ensure Material Safety Data Sheets (MSDSs) are available
  - Promote environmental initiatives (i.e. recycling)

- **ECOs are vital to the success of the SMS!**

Why is SMS Important?

- Identifies and addresses significant environmental concerns
- Ensures ENV program requirements and initiatives are met
- Minimizes environmental problems
- Helps avoid violations and fines
- Keeps the environment healthy for soldiers, civilians, and their families

Why Should You Care?

- **Sustainability ensures soldiers of today and tomorrow have the resources needed to train (i.e. adequate land and clean water)**
- **It promotes a healthy environment for our families and future generations**
- **It generates continual support from local communities and American citizens**

- ***<u>Bottom Line</u>: Sustainability plans not just for today, but prepares for tomorrow!***

Supporting Sustainability

Here are a few examples on how sustainability is being addressed at Fort Jackson…

Environmental Division

- Solid waste, hazardous substances, and pollution prevention programs
- Asbestos and other toxics programs
- Storm water program
- Air quality program
- Tank program
- Training and outreach programs
- Forestry and wildlife programs
- Natural and cultural resources programs

DPW

- **Maintenance identifies and prevents water and energy leaks**
- **Collaboration with utility services to have sustainable energy and water programs**
- **Seek efficient energy and water conservation measures**

Sustainable Range Program

- **Plan for environmental and sustainability concerns (i.e. erosion and impact to natural resources and wildlife habitats) in the planning, construction, maintenance, and use of ranges**

Fort Jackson Recycling Center

- **Manages the recyclable materials of the installation community**
- **Promotes recycling amongst units via an incentive program**

Contractors and U.S. Army Corps of Engineers

- **Evaluate environmental concerns and requirements in the planning stages of construction, demolition, and renovation projects**

Sustainability Interiors Showroom

- **Working showroom of office furniture, flooring, and other products using sustainable, environmentally-friendly materials**
- **GSA-approved vendors and manufacturers committed to sustainability**

Partnerships

- **Fort Jackson personnel collaborate with various activities, outside organizations, and agencies to create community bonds and work together to protect the environment**

- **Partners include Garrison Gardeners, U.S. Department of Agriculture, South Carolina Department of Natural Resources, Fort Stewart, University of South Carolina, local elementary schools, and many more!**

Certificate of Completion

I, _____, certify that I have reviewed the Fort Jackson Sustainability Management System (SMS) General Awareness Training slides, and will submit this certificate to appropriate personnel for record.

_____ _____

Signature Date

Employing activity:_____

Please provide a copy of this certificate to your supervisor and retain the original for your records.