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Command Policy

**ENVIRONMENT, SAFETY, AND
OCCUPATIONAL HEALTH MANAGEMENT
SYSTEM (ESOHMS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual establishes principles for the 341st Space Wing Environment, Safety, and Occupational Health Management System (ESOHMS). The effective management of Environmental, Safety, and Occupational Health (ESOH) risks and costs is essential to achieve the 341st Space Wing mission; conduct and sustain operations; and, protect and enhance the community. Air Force Policy Directive 90-8 ([AFPD 90-8](#)), *Environment, Safety, and Occupational Health* established the Air Force ESOH Program on 1 January 1999 and set the following three ESOH principles to guide our efforts: “sustain readiness,” “leverage resources,” and “be a good neighbor.” [AFPD 90-8](#) and its subsequent revisions provide the policy framework and broad overarching commitment to continuous improvement using a management system approach. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN37-139 *Records Disposition Schedule*.

1.	GENERAL INFORMATION.	3
Figure 1.	Environmental, Safety, and Occupational Health Commonalities	4
Figure 2.	Conceptual Malmstrom AFB ESOHMS Model	5
2.	ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT SYSTEM (ESOHMS)	6
Figure 3.	ESOH Assessment Flowchart	7
Figure 4.	Malmstrom’s Environmental-Safety-Occupational Health Aspects and Impacts Worksheet	9
Table 1.	Environmental, Safety, and Occupational Health Permits	13
Figure 5.	Malmstrom AFB ESOH Council Chart	15
Figure 6.	ESOHMS Hierarchy of Documentation.	18
Figure 7.	ESOHMS Documentation Flowchart	19

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 23

Attachment 2—ESOH POLICY LETTER 37

1. GENERAL INFORMATION.

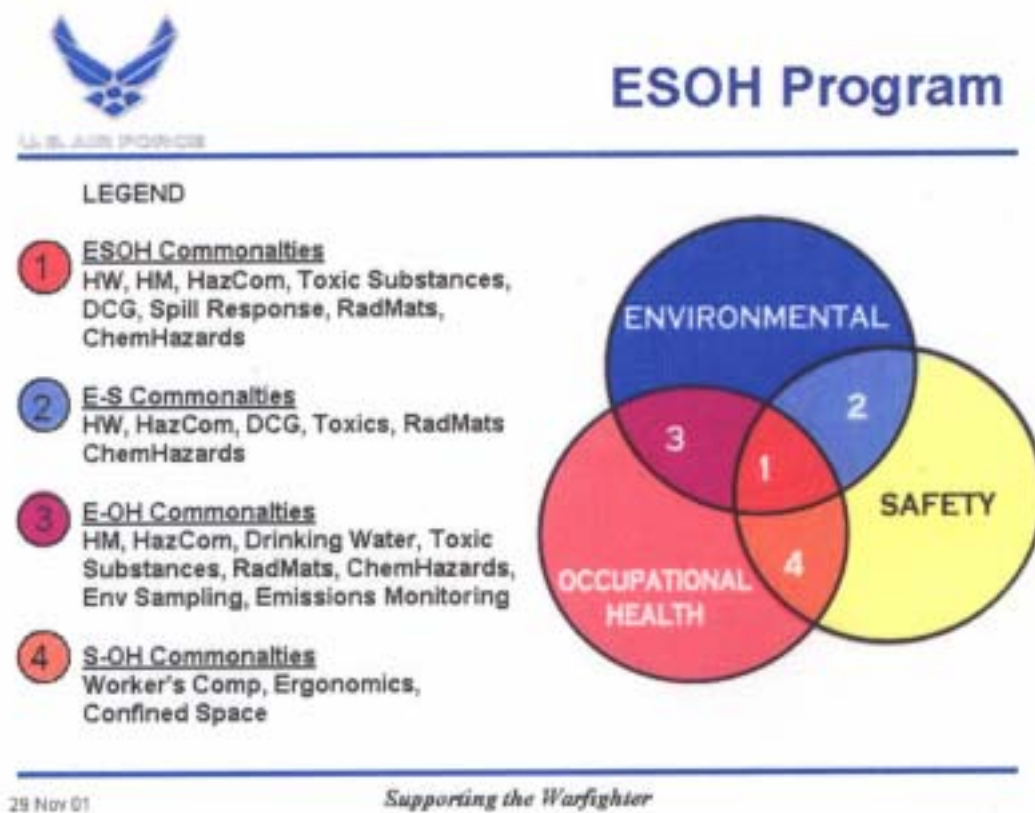
1.1. **Introduction.** Malmstrom AFB is responsible for enhancing operational readiness by effectively managing and conserving its resources, ensuring compliance, and supporting global stewardship. [EO 13148](#), *Greening the Government through Leadership in Environmental Management*, challenged the Air Force to advance the maturity and integration of its environmental management activities.

1.1.1. In January 2001, the Secretary of the Air Force (SECAF) and Air Force Chief of Staff (CSAF) issued a joint memorandum directing the creation and implementation of an Air Force-wide Environmental, Safety, and Occupational Health Management System (ESOHMS) that “ensures commanders have a holistic view of these separately managed and funded programs.” The ESOHMS is structured as a combination of the US Environmental Protection Administration’s (EPA) Code of Environmental Management Principles ([CEMP](#)) as detailed in the fact sheet at [EPA 315-B-97-001](#) and the International Organization for Standardization (ISO) [ISO 14000](#) Environmental Management System (EMS). ISO 14000 is an international standard used by industry and other federal agencies. According to the joint memorandum, the intent of the ESOHMS is not to have commanders reallocate resources between ESOH programs, but rather to “ensure best-practices are cross-fertilized between all organizations and management oversight is streamlined.” While there is a certain degree of overlap between the environmental, safety, and occupational health programs, there are also elements of each program that are unique as represented graphically in [Figure 1](#). The Malmstrom AFB ESOHMS seeks to leverage, to the maximum extent possible, the sound quality management system procedures and practices that already exist in Air Force programs. It is also envisioned that this ESOHMS will integrate with Environmental, Safety, and Occupational Health program management procedures and practices to capitalize on the synergistic intersection of the three to maximize program management improvement opportunities.

1.1.2. The Malmstrom AFB ESOHMS draws from the two most broadly used environmental management system models [CEMP](#) and ISO 14000. The five EPA CEMP principles (management commitment; compliance assurance and pollution prevention; enabling systems; performance and accountability; and measurements and improvements) are closely related to the ISO 14000 principles (policy; planning; implementation; checking and corrective action; and management review).

1.1.3. Throughout this manual unique EPA, ISO, and Air Force terminology are used. See [Attachment 1](#), Glossary of References and Supporting Information. The ESOHMS requirements are summarized in this manual. References made to availability of documents at MAFB refer to the ESOH website currently in development.

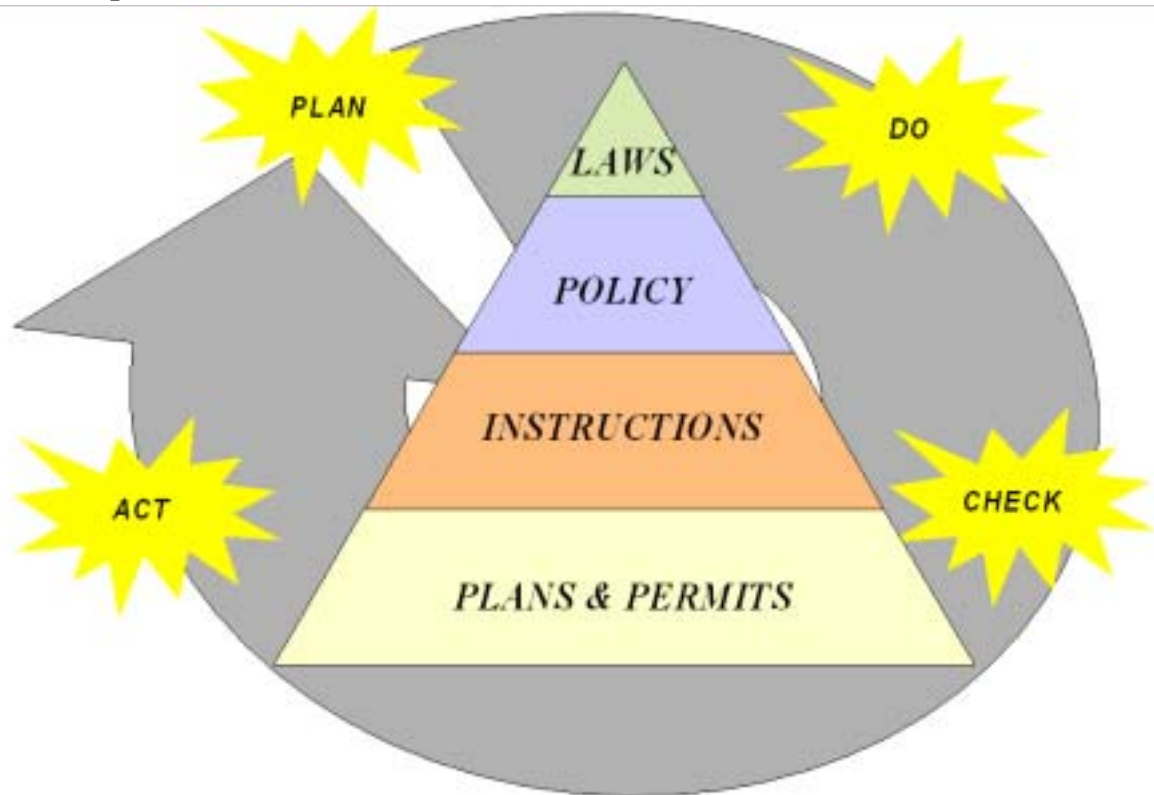
Figure 1. Environmental, Safety, and Occupational Health Commonalities



1.2. **Purpose and Objectives.** This manual defines the Malmstrom AFB ESOHMS. It was organized using the ISO 14000 principles and elements while incorporating both the CEMP and ISO methodologies. The resulting schematic, shown in [Figure 2.](#), follows a Plan – Do – Check – Act cycle that provides for continuous program and project execution improvement. This conceptual model and [Attachment 1](#) provide a detailed listing of the ESOHMS's key references.

1.2.1. The objective of this ESOHMS is to move Malmstrom AFB beyond compliance and the traditional short-term focus on regulatory requirements to a broader, more inclusive view of the interrelated nature of its activities. Malmstrom already had programs in place that addressed the principles of CEMP and ISO 14001. However, these programs were not seen as connected parts of a system and were operated in isolation of each other. This ESOHMS facilitates integration of programs already in place. This ESOHMS also facilitates the identification of areas where Malmstrom's resources could be better allocated by directing them towards prevention, rather than for response. Proper implementation is achieved through ongoing review of ESOH programs and commitment to continuous improvement. While the model closely aligns with the structure and framework of the EPA's CEMP and ISO 14000 models, it also contains a certain degree of flexibility to account for unique and militarily significant requirements.

Figure 2. Conceptual Malmstrom AFB ESOHMS Model



1.3. Environmental, Safety, and Occupational Health Drivers. This ESOHMS manual was developed to assist Malmstrom AFB personnel in complying with and executing various externally mandated and internally directed requirements contained in the documents listed below. More information on other ESOHMS documents is contained in [Attachment 1](#).

1.3.1. *Air Force Audit Agency Report to SAF/IEE on Environmental Management Systems.* This report recommended that the Air Force move from a compliance-based management system to a continuous-improvement based management system in order to achieve the benefits realized by many industrial sectors and municipal governments studied during the audit.

1.3.2. [EO 13148, Greening the Government Through Leadership in Environmental Management](#). This Executive Order directs all federal agencies to implement an Environmental Management System (EMS) at all appropriate facilities by 31 December 2005. The EO also directs that the EMS include measurable environmental goals and objectives that are reviewed and updated on an annual basis.

1.3.3. *CSAF/SAF Memorandum, Air Force Environment, Safety and Occupational Health Management System (ESOHMS).* This memorandum directs the implementation of an integrated ESOHMS that is similar in structure and scope to ISO 14001. It further directs that the ESOHMS be fully implemented by 31 December 2005 in order to meet the mandate of [EO 13148](#).

1.3.4. *Department of Defense Memorandum for Environmental Management.* This memorandum requires EMS integration into the core business areas (*i.e.*, Core Mission Areas) and encourages the implementation of a system that incorporates safety and occupational health requirements. It builds on [EO 13148](#) by adding requirements for public commitment; integrated planning; opera-

tions and training to ensure competency and responsibility; procedures for corrective action; and periodic review of the management system.

2. ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH MANAGEMENT SYSTEM (ESOHMS)

A detailed explanation of the Malmstrom ESOHMS is covered in this section. Although subsection titles are ISO 14001 terminology, the EPA's CEMP principles were also incorporated. The Malmstrom ESOHMS began with a review of how ESOH organizations conduct their assessments. These processes were flowcharted and reviewed, ultimately generating a common flowchart that captures the assessment program for each of the three organizations as shown at [Figure 3](#). These three assessment programs are described as follows: the environmental assessment program, also known as the Environmental Compliance Assessment and Management Program (ECAMP) as defined in [AFI 32-7045](#); the workplace safety inspections and assessment program as defined in [AFI 91-301](#); and the occupational health hazard assessment program or the process based activity surveillance, as defined in [AFI 48-145](#). Common to each of these assessment programs is a priority system that ranks a worst first score as it relates to significance within each of the ESOH programs. The ESOH aspects that have an associated significant impact are then considered significant aspects. Malmstrom identifies regulated ESOH impacts as significant. Therefore any major or significant ECAMP finding and any site listed on the compliance site inventory (CSI) are scored as a secondary concern. All notices of violation, enforcement actions, and/or other regulator generated non-compliance issues are scored as primary concerns. Corresponding impacts are scored important or very important however; these may not result in worst first scoring if mitigation or corrective actions are underway. It is this explanation of significance that provides the basic framework for the ESOHMS. Areas with significant priorities receive enhanced senior leadership attention and management applied towards their corrective actions.

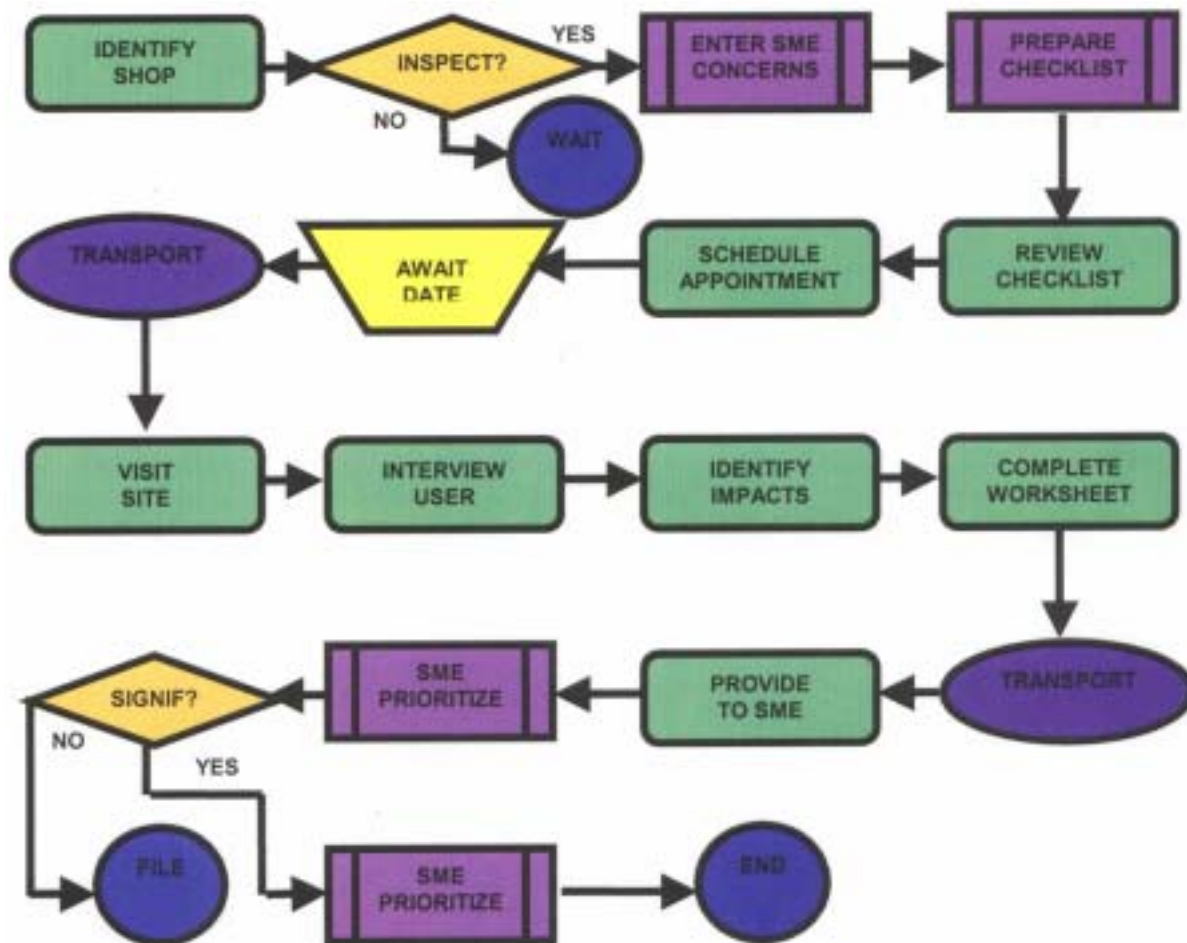
2.1. Environmental, Safety, and Occupational Health Policy. The Environmental, Safety, and Occupational Health policy provides a common vision for managing Malmstrom's ESOH activities. The 341st Space Wing Commander directed the ESOH Policy as stated in [Attachment 2](#).

2.1.1. The Malmstrom ESOH policy sets the senior leadership vision for, and commitment to, continuous improvement. This policy impacts all other elements of the ESOHMS and is regularly reviewed by senior leadership to ensure its continued relevance and effectiveness in light of mission and regulatory requirements.

2.1.2. The 341st Space Wing Commander, Malmstrom Air Force Base (MAFB) has overall responsibility for management of the environmental, safety, and occupational health programs at Malmstrom AFB. The Environmental Flight (CEV), the Safety Office (SE), and Bio-environmental Engineering (SGOAB) are collectively responsible for managing: environmental compliance, conservation, pollution prevention, and restoration; installation safety; and occupational health programs.

2.1.3. The ESOH Policy has been communicated throughout all of Malmstrom AFB. It serves as the foundation for establishing and operating the Malmstrom AFB ESOHMS. The ESOH Policy is reviewed at least annually by the Environmental Flight Chief and the CEV Section Chiefs; the Safety Officer; and the Bio-environmental Engineer to ensure that it remains appropriate to the nature and scale of ESOH impacts of Malmstrom AFB activities, products, and services. It will be updated as appropriate.

Figure 3. ESOH Assessment Flowchart



2.1.4. Contractors performing projects and services for Malmstrom AFB are made aware of ESOH issues through the project specifications. Contractors may also receive additional environmental, safety, and occupational health guidance during the pre-construction meetings held prior to actually beginning work.

2.1.5. The Air Force's directive for ESOHMS development ([AFPD 90-8](#), *Environment, Safety, and Occupational Health*) creates the policy framework and broad overarching commitment to continuous improvement using a management system approach. Additionally, [AFPD 32-70](#), *Environmental Quality* incorporates the Air Force's environmental policy statement emphasizing top-level commitment based on the classical *Plan - Do - Check - Act* model. [AFPD 32-70](#) clearly delineates the core elements and linkages between the environmental elements outlined in the various AFIs and other policy and guidance documents.

2.2. Planning.

2.2.1. Since the Environmental, Safety, and Occupational Health personnel are responsible for the day-to-day management of the Malmstrom AFB ESOH programs, a thorough understanding of the aspects and impacts of Malmstrom AFB activities, products and services is a prerequisite for successful ESOH management.

2.2.1.1. [ISO 14001](#) requires a systematic process for identifying an organization's environmental aspects and impacts. Environmental, safety, and occupational health aspects are those elements of an organization's activities, products, or services that can interact with or have an impact upon the environment. Environmental, safety, and occupational health impacts are any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services. The initial identification of the aspects and impacts associated with operations and activities conducted at Malmstrom Air Force Base has been completed. Environmental, safety, and occupational health aspects and impacts at Malmstrom AFB are cataloged on Malmstrom's Environmental-Safety-Occupational Health Aspects and Impacts Worksheet ([Figure 4](#)). This worksheet was developed using existing Environmental Compliance Assessment and Management Program (ECAMP) protocols ([AFI 32-7045](#)) with the addition of safety, health, and energy concerns, as well as the Compliance Site Inventory (CSI) database. The CSI database is a listing of sites, locations, and operations that have environmental regulatory requirements associated with them.

2.2.1.2. At Malmstrom AFB there is a continual improvement process for identifying and reviewing new aspects that may have environmental, safety, and occupational health impacts. Planned activities are reviewed for ESOH impacts in accordance with the Environmental Impact Analysis Process (EIAP) as codified in [32 CFR 989](#). Malmstrom EIAP reviews (including completion and review of AF Forms 332 and 813) are performed for each and every new process, project, or construction activity at Malmstrom AFB to determine the ESOH aspects and to minimize environmental impact, whenever possible. Another review process related to the EIAP is the Installation Facility Board ([AFSPCI 32-1008](#)), which reviews new and existing facilities, processes, missions, etc. Representatives from environmental, safety, and occupational health participate in the facility reviews. New processes, which are identified as having ESOH aspects and impacts, are recorded in the facility files located at the Malmstrom AFB intranet <https://mafbi>.

Figure 4. Malmstrom’s Environmental-Safety-Occupational Health Aspects and Impacts Worksheet

ENVIRONMENTAL-SAFETY-OCCUPATIONAL HEALTH ASPECTS AND IMPACTS WORKSHEET																
000200 - CE POWER PRODUCTION SHOP																
ASSESSMENT as of DATES - ENVIRONMENTAL 18 Jul 02 - SAFETY 1/2 & 6/9 Jul 02 - HEALTH Jun 02																
ASPECT SCOPING	ACTIVITY	ASPECTS	IMPACTS									ENV ORM SCORE				
			SC	WP	AO	NH	DR	IV	CR	ID	HH	SV	PB	PRI		
▲ PRIMARY CONCERN	■	AIR EMISSIONS	☺	☺	◆	☺	☺	☺	☺	☺	☺	☺	☺	NE	SE	19
■ SECONDARY CONCERN	☺	CULTURAL RESOURCES	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
☺ NO CONCERN	☺	HAZARDOUS MATERIALS	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	■	HAZARDOUS WASTE	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	NATURAL RESOURCES	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	NEPA	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	NOISE	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	RESTORATION	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	POLLUTION PREVENTION	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	AFFIRMATIVE PROCUREMENT	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	PESTICIDES	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	POL	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	SOLID WASTE	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	■	STORAGE TANKS	◆	◆	☺	◆	☺	☺	☺	☺	☺	☺	MO	SE	14	
	☺	TOXIC SUBSTANCES	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	■	WASTEWATER	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	STORMWATER	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	DRINKING WATER	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
	☺	ENERGY	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	NE	UN	20
											SAFETY RAC SCORE					
											MS	MP	RAC			
☺	SAFETY										☺	☺	IV	D	5	
											HEALTH SCORE					
												WC	PRI			
☺	OCCUPATIONAL HEALTH										☺	☺		2	4	

2.2.1.3. Aspects and impacts are further identified and methods developed to manage them within the MAFB ESOH committees. Subject matter experts, program managers, and base personnel all aid in the identification of new or changing ESOH aspects. Malmstrom’s ESOH committees include the Environmental Protection Committee (Environmental), the Health and Safety Council (Health and Safety), and the Energy Conservation Committee (Energy) (see Figure 5).

2.2.1.4. The Malmstrom AFB internal audit programs [the Environmental Compliance Assessment and Management Program (ECAMP); the Air Force Occupational and Environmental Safety, Fire Protection, and Health Program; the Health Services Inspection (HSI); and the ESOHMS Audit Program] may also act as safeguards for identifying ESOH aspects and impacts not yet identified by the EIAP process or any other installation method. Internal audit programs are the Malmstrom AFB method of determining compliance with ESOH regula-

tions. Audits may be used to discover where impact to the environment is occurring without planning or without implementing proper procedures for controlling adverse environmental impact. Compliance assurance is achieved through these assessments and compliance site inventory activities.

2.2.2. Federal environmental, safety, and occupational health laws and regulations are the primary drivers that shape Malmstrom's ESOHMS programs. Together with executive orders they form the basis for Department of Defense (DoD) and Air Force-specific policies and procedures. See the PRO-ACT Fact Sheet, "[Air Force Environmental Governing Documents](#)" for a summary of the federal environmental laws and regulations that affect Malmstrom's programs. This fact sheet provides a listing of environmental references organized by Environmental Compliance Assessment and Management Program (ECAMP) protocol category. Federal laws and regulations may also be accessed through the [Defense Environmental Network Information Exchange](#) (DENIX) or through the [Legal Information Institute](#) hosted by Cornell University. The Occupational Safety and Health Administration ([OSHA](#)) and the Air Force Institute of Operational Health ([AFIOH](#)) list the primary legal drivers for the occupational health program. In [EO 12856](#), *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, EPA introduced the Code of Environmental Management Principles for Federal Agencies. In 2000 with [EO 13148](#), *Greening the Government Through Leadership in Environmental Management*, a documented EMS became a requirement for Federal facilities. Both DoD and Air Force developed EMS policies. The Air Force has since directed ESOHMS as its method of operation. These legal and policy drivers are described below.

2.2.2.1. [EO 12856](#), *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, of 1993 required EPA to develop a Code of Environmental Management Principles for Federal Agencies (known as CEMP) to help federal agencies execute sound environmental programs. The five principles of CEMP cover the same basic areas as the ISO 14001 EMS, with additional emphasis on compliance assurance. DoD opted to formally endorse the CEMP, while embarking on a two-year pilot study of ISO 14001 implementation. The results of DoD's pilot study (including Air Force participation), together with some additional data-gathering by EPA on commercial/industrial implementation of ISO 14001, led to the development of [EO 13148](#), *Greening the Government Through Leadership in Environmental Management* and a requirement for EMS implementation. In addition to the Executive Order requirements for an EMS, there is an established linkage between a well-implemented EMS and the potential for improved compliance. An EMS can increase identification of environmental compliance issues and facilitate more timely resolution of these issues, and can be used to provide evidence of environmental stewardship, regulatory compliance, and continuous improvement. The preventative/corrective action system of the EMS can be used to identify root causes and prevent and correct noncompliance issues.

2.2.2.2. The DoD Memorandum for an EMS implementation, dated 5 April 2002, is necessarily broad. It supports the requirements of the [EO 13148](#), endorses the merits of using an EMS approach, and leaves the actual implementation of EMS to each Service.

2.2.2.3. The Chief of Staff and the Secretary of the Air Force in their policy memo dated 5 January 2001 directed the Air Force policy on ESOHMS implementation. This policy moves the environmental, safety, and occupational health programs to the next level of excellence by implementing a management system, ESOHMS, which ensures commanders have a holistic

view of these separately, managed and funded programs.

2.2.2.4. The Malmstrom AFB ESOHMS is quality-driven, based on solid, requirements-generated processes, and applies the Reduction in Total Ownership Cost (R-TOC) philosophy. This system will follow a pattern similar to ISO 14001 and allow for implementation to meet MAJCOM and installation mission requirements. The intent is not for commanders to reallocate resources between the environmental, safety, and occupational health pillars. Commanders will ensure best practices are cross-fertilized between all organizations and management oversight is streamlined.

2.2.2.5. The success of the ESOHMS will require strong, consistent, leadership commitment by commanders at all levels to achieve continual improvement in mission performance and systematically identify and reduce the ESOH risks and costs that arise from our mission activities.

2.2.2.6. It is the responsibility of the ESOH supervision to ensure that their staff maintains currency with ESOH regulations and Department of Defense Directives as they apply to Malmstrom AFB. ESOH program managers manage the operating and discharge permits required by state and federal regulation. It is the responsibility of program managers to budget for and attend training as necessary for successful accomplishment of their duties. ESOH program managers also work closely with Staff Judge Advocate (JA) counsel to ensure compliance is maintained. Legal requirements are communicated to base personnel through policy letters, quarterly newsletters, management plans, ESOH committee meetings, formal regulations, and training. Tenant organizations also participate through host-tenant support agreements and contracts. [Attachment 1](#) provides a summary of key ESOH references Malmstrom AFB is subject to.

2.2.2.7. Information sources for environmental, safety, and occupational health legal and other requirements reviewed by ESOH and JA personnel may include, but not be limited to, the following:

- Federal Register
- Code of Federal Regulations
- Executive Orders
- EPA Policy Memorandum
- Montana Regulations and Statutes
- Regulatory training seminars/workshops
- DoD publications
- Air Force instructions
- Trade and business publications
- Newspapers

2.2.2.8. The 341SW/CC statement of commitment to comply with all applicable federal, state and local ESOH legislation and regulations is contained in the ESOH policy letter (see [Attachment 2](#)). ESOH personnel are responsible for monitoring all applicable environmental,

safety, and occupational health legislation and regulations. At Malmstrom AFB the CEV, SE, and SG together with the JA accomplish this function. Subject matter experts are responsible for review of legal and other requirements related to their specific program areas and informing Malmstrom's program managers (including contractors) of affected elements and the Environmental Protection Committee (EPC). The subject matter experts monitor federal, state and local regulatory agency WebPages; receive and review regulatory agency information bulletins; review information sources such as DENIX, the Federal Register, DoD and Air Force sources, and other sources as appropriate. They also maintain coordination with their counterparts at higher headquarters for changes in federal, DoD and Air Force environmental requirements. Major changes in regulatory or legal requirements are an agenda item at ESOHMS Management Review meetings. The changes may result in revision of existing Malmstrom AFB instructions or documentation, ESOHMS documentation, or organizational procedures. Malmstrom AFB operates under a number of ESOH permits (see [Table 1](#)).

Table 1. Environmental, Safety, and Occupational Health Permits

PERMIT	ISSUED BY	FACILITY COVERED
Storm Water Discharge	Montana Department of Environmental Quality	Base wide Nine drainage areas
Industrial Wastewater	City of Great Falls	Sewage Lift Station B1996
Air Quality (pre-construction)	Montana Department of Environmental Quality	Heat Plant (3 boilers)-B82110 Above Ground Storage Tanks (2 ea.) Classified Incinerator-B547 Emergency Generator-B780
Air Quality Title V	Montana Department of Environmental Quality	Generator @ heat plant, Coal handling system, 2 landfills in addition to everything contained in permit #1427-05
Open Burning	Cascade County	Fire Training Structure
Resource Conservation and Recovery Act (RCRA)	Montana Department of Environmental Quality	IRP sites DRMO storage
Migratory Bird Depredation Permit	US Fish and Wildlife Service	Base wide
Underground Storage Tank (UST)	Montana Department of Environmental Quality	Various USTs
Confined Space Entry Permit	341 SW/SEG	Various Locations
Radioactive Material Permit	Air Force Medical Operations Agency	Three Locations

2.2.3. The Air Force establishes its key policies in a series of Air Force Policy Directives (AFPDs). Malmstrom utilizes these as its starting point for establishing its objectives and targets. Additionally, potential significant environmental impacts, identified through an aspect and impact analysis, are explicitly linked to the establishment of objectives and targets to ensure coordinated and effective program execution. Linking objectives and targets to the most significant impacts drives management attention to those areas of greatest benefit to Malmstrom's mission. AFPDs may also establish and describe success-oriented feedback and performance metrics to measure policy implementation. Some of the primary AFPDs utilized in this ESOHMS include: [AFPD 90-8](#), Environment, Safety, and Occupational Health; [AFPD 32-70](#), Environmental Quality; [AFPD 91-2](#), Safety Programs; [AFPD 91-3](#), Occupational Safety and Health; and, [AFPD 48-1](#),

Aerospace Medical Program. A complete listing of AFPDs utilized is available for review at [Attachment 1](#).

2.2.3.1. “Objectives” represent specific goals, whereas “Targets” provide quantitative indicators of performance against established goals.

2.2.3.2. The *objective* of the Malmstrom ESOHMS is to continually reduce compliance burden, starting with the highest-burden sites and activities as identified in the aspects and impacts worksheets and the Compliance Site Inventories – a “worst first” approach. In order for the ESOHMS to effectively balance resources with mission requirements, Malmstrom establishes specific *targets* based on the results of the aspect and impact analyses and compliance site inventories. This focuses efforts on reducing the burden where it is greatest rather than spending resources to reduce burden or impact across all media and program areas.

2.2.3.3. Performance *targets* are developed and reviewed at least annually by the various ESOH committees for effectiveness in reducing compliance burden and the potential risk of non-compliance. Performance *progress* is reviewed and submitted quarterly to AFSPC.

2.2.3.4. Objectives and targets are reviewed and revised if needed when regulatory or program requirements or other influencing factors change. AFSPC, program managers and/or subject matter experts usually recommend changes to the objectives and targets. Changes to objectives and targets are reviewed and approved by the various ESOH committees.

2.2.4. Malmstrom AFB focuses its vision by setting specific, measurable environmental, safety, and occupational health goals. These goals are relevant to the interests of Malmstrom AFB and its stakeholders as well as other interested parties. DoD, USAF, AFSPC, program managers, and/or subject matter experts establish goals and metrics. Malmstrom AFB considers its Significant Aspects, Legal and Other Requirements, the ESOH Policy, technological options, mission priorities, and views of interested parties when locally establishing goals and metrics. Goals and metrics are reviewed and approved by the various ESOH committees. A current listing of Malmstrom’s goals and metrics can be found at the ESOH website.

2.3. Implementation.

2.3.1. To facilitate effective ESOH management, roles and responsibilities related to the ESOHMS are assigned. Authority is granted, commensurate with each employee’s responsibilities. A general description of the organizational structure and environmental roles and responsibilities is provided in this section. The various procedures referenced in this manual provide further detail on the assigned roles and responsibilities. The chart at [Figure 5](#) outlines the functional organization within which the ESOHMS operates.

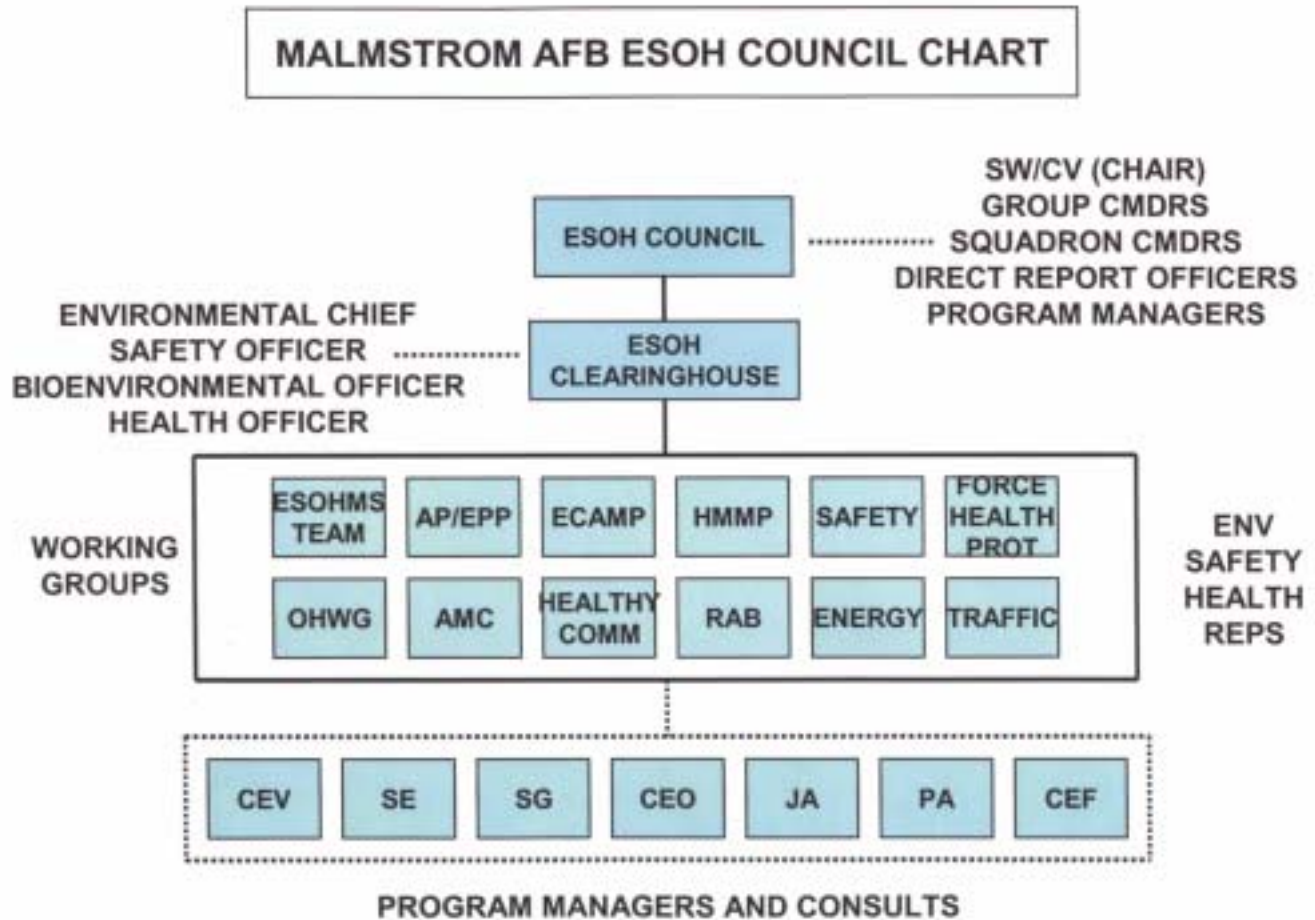
2.3.1.1. The 341st Space Wing Commander defines the Malmstrom AFB ESOH policy. He ensures the provision of resources (human resources, including specialized skills; technology resources; and financial resources) for the operation of the ESOHMS. The 341st Space Wing Vice Commander conducts periodic management reviews of the ESOHMS to ensure its effectiveness and appropriateness to the Malmstrom AFB mission and processes. He appoints the ESOHMS Team Leader.

2.3.1.2. The Chief of Pollution Prevention, Chief of Safety, and Bioenvironmental Engineer assist the Environmental Flight Chief in carrying out leadership’s ESOHMS responsibilities. These representatives have overall responsibility and authority to implement and manage the

day-to-day operation of the ESOHMS. They also ensure the system is established, implemented, and maintained while supporting accomplishment of the environmental, safety, and occupational health management responsibilities of Malmstrom AFB.

2.3.1.3. The ESOHMS implementation team, which is a sub-committee of the Malmstrom EPC, includes in its membership all squadrons, tenants, and direct reporting agencies. The Environmental Flight Chief serves as the implementation team leader. This team ultimately will become the Malmstrom Environmental, Safety, and Occupational Health Council, which will combine existing ESOH committees. The implementation team updates processes, activities and services, reviews the significant aspects, and provides input for Malmstrom’s environmental, safety, and occupational health objectives and targets. The ESOHMS implementation team conducts an annual audit and reports its findings to the EPC. Administrative and/or technical support personnel obtain data, conduct research, prepare reports, and perform other ESOHMS-related tasks as needed.

Figure 5. Malmstrom AFB ESOH Council Chart



2.3.1.4. The ESOH assessment results (to include finding closeouts); new, deleted, and/or altered CSI site information; and regulatory inspection results are provided to an environmental technician. This information is then entered into the site folder aspect and impact worksheets. The environmental technician immediately notifies the Environmental Flight Chief if

any activity generates either an extreme high environmental, an imminent danger safety, and/or a high health priority. The Environmental Technician also performs administrative functions in support of the document control system.

2.3.1.5. Supervisors at all levels implement the ESOHMS within their sections, providing the needed management support and resources to do so. They coordinate with and provide appropriate assistance to the ESOHMS implementation team representatives for base-wide requirements or initiatives.

2.3.2. Training, Awareness, and Competence. Environmental, safety, and occupational health training requirements are outlined in Federal, State, DoD, and Air Force regulations, and Malmstrom AFB management plans. ESOH personnel work with the installation's organizations to identify specific training requirements and provide training as required. Each supervisor maintains personnel folders that contain training records for their assigned personnel. Supervisors generally identify training needs based upon workers' assigned duties. Supervisors are also responsible for providing workers with personal protective equipment and any necessary training needed for its use.

2.3.2.1. Recurring training provided for Malmstrom's personnel includes: newcomers ESOH orientation; affirmative procurement training for contracting officers, specification designers, and credit card holders; environmental unit coordinator training; ECAMP assessor training; hazardous waste satellite accumulation point training; hazardous materials Environmental Management Information System (EMIS) training; hazardous waste operations training; environmental awareness for asbestos, storm water, and lead based paint training; an annual environmental symposium; emergency response exercises; motorcycle safety; and various specialty courses. Training on the use and maintenance of personal protective equipment is generally provided at the time the equipment is issued.

2.3.2.2. Contractor training requirements, including specific environmental training to comply with all applicable laws and regulations, are written into the contracts and briefed to contractors during project initiation meetings. In most cases, it is the contractor's responsibility to obtain required training. The contractor is responsible for maintaining suitable documentation of training.

2.3.2.3. ESOH assessments, regulatory inspections, and compliance site inventories help in the identification of where additional training, awareness, and competencies are necessary.

2.3.3. Internal and external communications provide input for formulation and dissemination of information relevant to the ESOHMS. Good communications are essential for coordinating the smooth execution of procedures and programs to fulfill the environmental, safety, and occupational health policy and to achieve the objectives and targets.

2.3.3.1. The Environmental Flight, Safety Office, and the Bioenvironmental Engineers are the primary authorities for communicating information on ESOH matters to interested parties both within and outside of Malmstrom AFB. Communication from regulatory agencies is primarily directed to these individuals, who relay it to the responsible supervisors, who will in turn assign it to the relevant program manager. Certain communications will be handled by or coordinated with the Public Affairs Office, the JA, and/or the installation Commander. Base organizations are requested to direct their questions and comments regarding ESOH regulatory concerns to the appropriate ESOH manager.

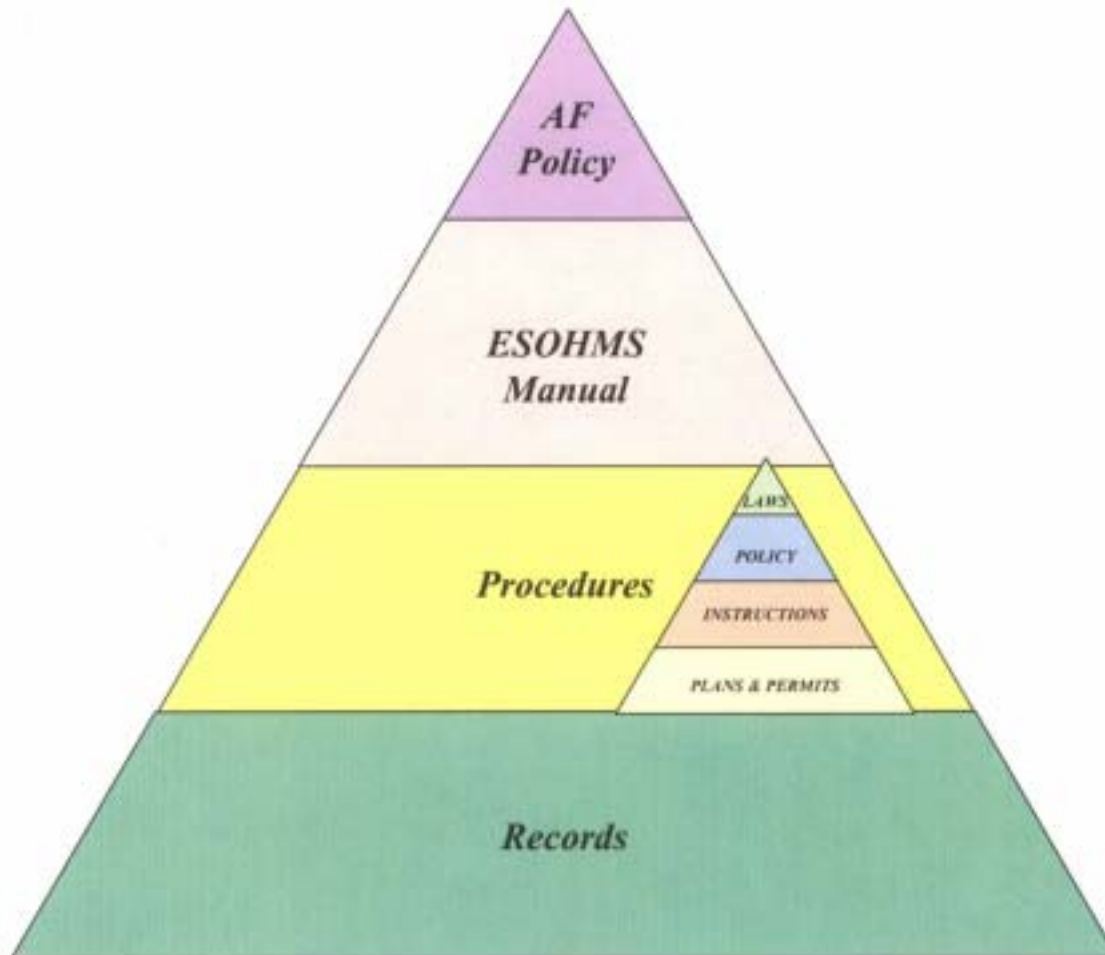
2.3.3.2. Some methods of formal and informal communication used at Malmstrom include but are not limited to:

- Restoration Advisory Board (RAB) meetings
- The quarterly environmental newsletter “*Pollution Prevention*”
- The weekly base newspaper “*The High Plains Warrior*”
- The monthly clinic base newspaper “*Take Heart*”
- Public notices in local newspapers
- Quarterly ESOH committee meetings and meeting minutes
- Policy letters
- Base operating instructions
- Management plans
- “How-to” brochures
- Various installation meetings
- Email correspondence
- Montana Partnering meetings
- Malmstrom webpage (<https://mafbi>)
- Telephone conversations

2.3.4. This manual serves as a road map that summarizes the various processes that make up Malmstrom’s ESOHMS. It addresses the five EPA-developed Code of Environmental Management Principles as well as the 17 elements of an ISO 14000 by describing the ESOHMS’s core elements (the subsections of this section) and the direction to related documentation (electronic links).

2.3.4.1. All three primary organizations (environmental, safety, and occupational health) as well as the secondary organizations (fire protection and energy management) maintain and manage their own documentation pertaining to the ESOHMS. Additionally program managers and subject matter experts maintain documentation pertaining to their areas of expertise. A hierarchy of ESOHMS documentation with a key references insert for procedures is shown at **Figure 6**.

Figure 6. ESOHMS Hierarchy of Documentation.



2.3.4.2. As stated earlier, [Attachment 1](#) contains a detailed listing of the ESOHMS's key references. Malmstrom's ESOHMS provides for an enhanced level of documentation by electronically consolidating materials that satisfy its ESOHMS criteria.

2.3.4.3. The methodology utilized at Malmstrom is shown in [Figure 7](#). and briefly described as follows:

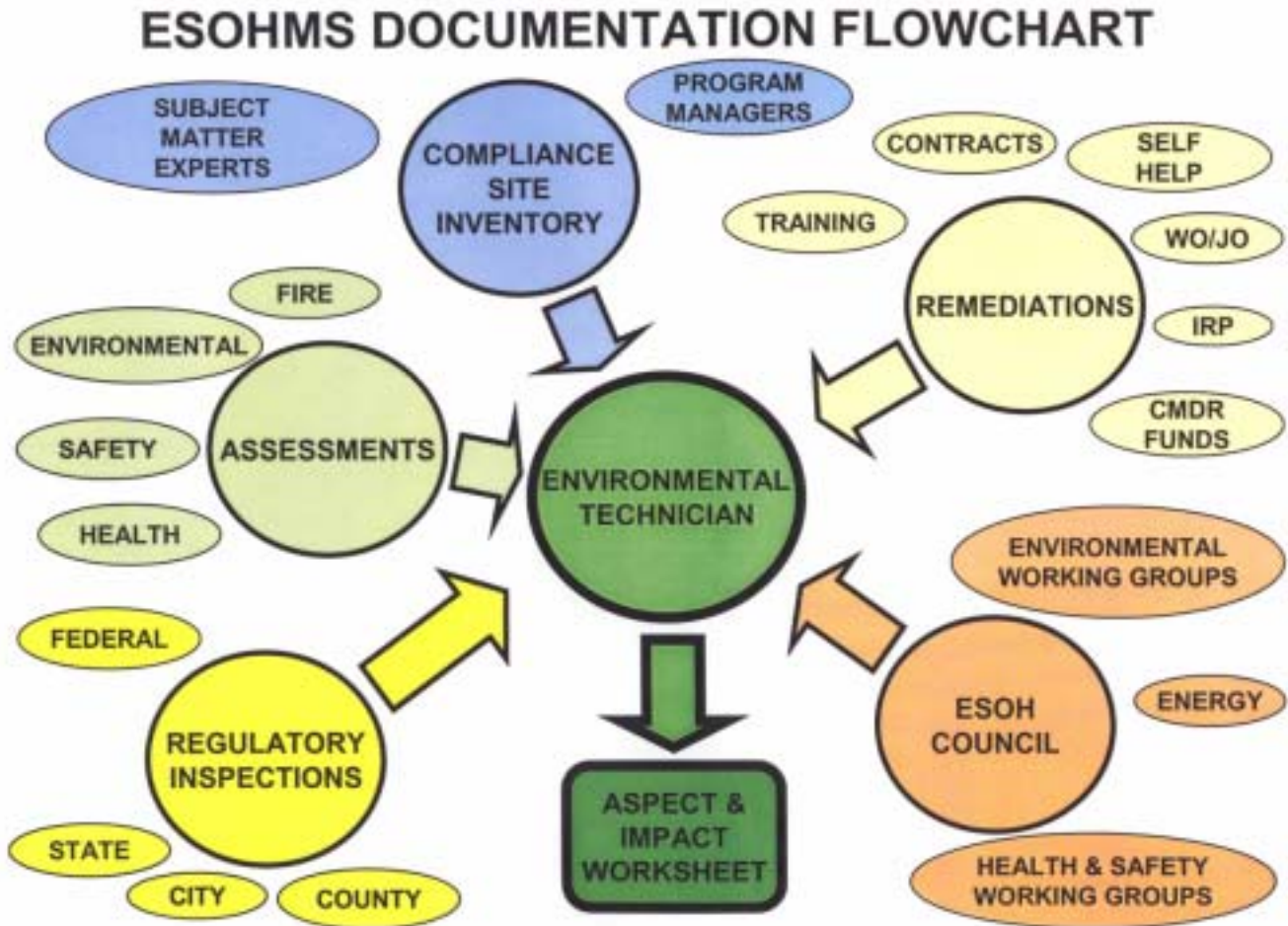
ESOH assessment, regulatory inspection, compliance site inventory, remediation, and ESOH committee results are forwarded electronically to an environmental technician.

The technician updates the aspect and impact worksheet ([Figure 4](#).) found in the facility folders. The technician utilizes the program managers and subject matter experts to score the aspect and impact worksheets. Definitions are contained in [Attachment 1](#).

The environmental technician notifies the Environmental Flight Chief of any significant impact, which is an activity that generates either an extreme high environmental, an imminent danger safety, and/or a high health priority.

The Environmental Flight Chief ensures that Malmstrom’s senior leadership is made aware of significant impacts. These significant impacts are then managed to ensure full compliance is achieved.

Figure 7. ESOHMS Documentation Flowchart



2.3.5. An ESOHMS requires a firmly established system for controlling and maintaining management related documents. The Air Force’s document control infrastructure established by policies and instructions (AFMAN 37 series, Information Management) provides a comprehensive framework for general records management and disposition. Additionally, ESOH media-specific AFIs also establish requirements for records maintenance to ensure compliance with applicable regulatory standards that are not necessarily linked to the requirements in the AFMAN 37 series documents.

2.3.5.1. Specific document control procedures for ESOH management records are established consistent with the AFMAN 37 series by all appropriate cross-functional areas and at all levels of the Air Force. This occurs within individual shops and offices through the development of a file plan.

2.3.5.2. One example of how document control is achieved is through the use of the Malmstrom intranet located at <https://mafbi>. Only personnel with authorized access can post necessary changes. This site, as well as other methods of distribution, is used to communicate relevant and applicable regulations, management plans, and other ESOH information. Malmstrom personnel use this webpage to provide their organizations with up-to-date information and current versions of controlled documents. This prevents obsolete versions of controlled documents from being used and saves paper and manpower hours by not making standard distribution of hardcopy-controlled documents.

2.3.6. Operational Controls ensure that Malmstrom AFB complies with ESOH regulatory and other requirements, and progresses toward fulfilling its objectives and targets. To ensure a viable procedure is in place to identify and manage significant impacts, a Malmstrom unique operational control has been developed. The primary tool is the aspect and impact worksheet (see **Figure 4**). An electronic folder for each facility was developed that contains an aspect and impact worksheet for each of Malmstrom's shops/offices. Instructions on how this sheet is scored and utilized can be found at the aspects and impacts folders located at J:/CEV/ESOHMS/ESOHMS aspects & impacts worksheets. The appropriate program managers and/or subject matter experts assign concern levels for the various activities and provide impact scoring to generate ESOH priorities. Additionally various documents, such as Malmstrom AFB Instructions, Plans, and Technical orders, Hazards Communication Program, the Malmstrom AFB Installation Spill Contingency Plan, regulatory operating permits, and/or standard operating procedures (SOPs) and specific work instructions, help to ensure compliance.

2.3.6.1. As a function of Malmstrom's program planning, ESOH program managers and SME identify the operations and activities associated with their potential significant aspects. ESOH personnel help plan these operations and activities (including maintenance) to ensure that they are performed under specified conditions that follow ESOH policy, contribute to attaining objectives and targets, and comply with specified ESOH permits, procedures or requirements.

2.3.6.2. Contractors that do business with Malmstrom AFB are notified of pertinent ESOH requirements through language in the contract specifications or in the statement of work (SOW). In addition to a standard clause that states contractor responsibilities pertaining to the ESOHMS, specific requirements that are identified during environmental review of a project, Identification and Incorporation of Legal and Other Requirements in Malmstrom AFB Contracts and Work Specifications, available on the Malmstrom AFB Intranet) are included. Depending on the type of contract, Malmstrom AFB contracts are generally managed by one of two activities – the US Army Corps of Engineers or the Malmstrom AFB Contracting office (CONS), however certain unique contracts may be managed by specialized agencies such as the Air Force Center for Environmental Excellence, the US Fish and Wildlife Service, or the National Park Service. In each instance, the ESOH requirements identified in the contract specifications or the SOW are discussed with the contractor at the pre-construction meeting or at a contract negotiation meeting.

2.3.7. Proper preparations for and responses to emergency situations minimize adverse ESOH impacts in the event of an actual emergency. Malmstrom AFB maintains emergency preparedness and response procedures to:

Identify potential for accidents and emergency situations.

Respond to accidents and emergency situations.

Prevent and mitigate the ESOH impacts that may be associated with accidents and emergency situations.

2.3.7.1. Emergency preparedness and response procedures at Malmstrom AFB are detailed in the Malmstrom AFB Integrated Hazardous Materials Emergency Response Plan (OPlan 32-4). OPlan 32-4 is further supported by specific references that are especially designed around Malmstrom's mission activities.

2.3.7.2. A properly trained and certified initial response force consisting of fire, security, and medical personnel deploys to the scene to provide initial command and control, save lives, and suppress and control hazards. Skills are honed through participation in emergency response exercises that are conducted periodically to exercise ESOH procedures. As practicable, these exercises are conducted in cooperation with local emergency response agencies. These exercises vary from tabletop exercises to full field exercises. Scenarios for the exercises are developed for potential emergencies that are most likely to occur during real world activities.

2.3.7.3. At each appropriate worksite, site-specific emergency response plans are prepared and maintained. Employees at the worksite undergo periodic familiarization training in the emergency response procedures outlined in OPlan 32-4.

2.4. Checking and Corrective Action.

2.4.1. Air Force Policy Directives (AFPD) provide the authority and responsibilities to achieve Air Force established goals. Additionally, requirements from Malmstrom's permits, regulatory agreements, and assessment findings drive goals and objectives that are measured as metrics. Along with these items, Malmstrom tracks and monitors performance measures for its command. Locally developed metrics also exist that aid in tracking established goals and objectives. A detailed up-to-date list of Malmstrom's metrics can be found at the ESOH website. Environmental performance measures are evaluated and reported to the EPC and the AFSPC on a quarterly basis.

2.4.1.1. ESOH personnel conduct compliance assessments periodically at the organizational level. In addition, local, state, and federal regulatory agencies make announced and unannounced inspections of Malmstrom AFB. Results of all assessments and audits are used to generate management reports for use by senior management. These results also provide input for ESOHMS management reviews.

2.4.2. Results of ESOH assessments; regulatory and internal inspections; and compliance site inventories are documented. The office of primary responsibility (OPR) is required to develop corrective actions that are tracked and briefed during quarterly ESOH committee meetings. The identification of root causes is an important element used to help prevent future non-compliance issues. The environmental technician electronically tracks issues to help manage corrective actions and priorities. Results can be found at the ESOH website.

2.4.3. ESOH records provide objective evidence that Malmstrom AFB is conducting its mission as stated in its ESOHMS.

2.4.3.1. Malmstrom follows the Air Force Files Maintenance and Disposition System specified in AFI 37-122, *Air Force Records Management Program* and AFI 37-138, *Records Dis-*

position—Procedures and Responsibilities for maintenance of records of policies and procedures related to its ESOHMS. These instructions include direction regarding retention periods and disposition of records. Certain records are maintained indefinitely due to possible future regulatory requirements. Records are maintained within the appropriate ESOH office's file system and /or the appropriate office/shop. Hardcopies of such records may or may not be maintained at the individual program manager's desk as deemed most convenient or practical by the program manager. Disposition of records are outlined in the Files Management and Disposition Plan.

2.4.4. The audits component of the ESOHMS is essential for monitoring, measuring, and evaluating operations and processes that have potential impacts on the environment. Malmstrom's ESOHMS implementation team performs an ESOHMS self-audit to meet this requirement. The depth and breadth of the ESOHMS audit covers multiple organizations that potentially impact the environment at various levels to ensure functional areas such as logistics, operations, medical, and acquisition have adopted ESOHMS principles into day-to-day management practices.

2.4.4.1. Results of the ESOHMS audits are documented and presented to the EPC as well as the other ESOH committees if appropriate. Non-conformances resulting from the audits are documented and tracked for corrective action.

2.5. Management Review. Essential to the ongoing advancement of Air Force environmental management activities is senior management review of the ESOHMS to ensure its continuing suitability, adequacy, and effectiveness. The management review addresses possible needs for changes in policy, objectives and targets as indicated by audits, performance measures, changing mission and operational conditions, and commitment to continuous improvement.

2.5.1. The Malmstrom EPC reviews progress towards achieving established objectives and targets, and other performance measures, and modifies or establishes new priorities as necessary to address deficiencies noted during the review process. The ESOHMS implementation team assesses and reports on progress toward ESOHMS performance targets quarterly, and provide performance assessment reports, summarizing the performance progress towards targets, trends, observations and lessons-learned, annually to the EPC. This action forms the basis for annual ESOHMS management reviews. The ESOHMS implementation team reviews assessment findings and monitors corrective actions for major trends or systemic issues that may have impact or require action.

C. DONALD ALSTON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References****Clean Air Act*

40 CFR 61 – National Emission Standard for Hazardous Air Pollutants

40 CFR 63 - National Emission Standard for Hazardous Air Pollutant for Source

Categories

Clean Water Act

40 CFR 122-125 – NPDES Regulations

Comprehensive Environment Response Compensation and Liability Act of 1980

40 CFR 302 Designation, Reportable Quantities, and Notification Requirements for Hazardous Substances

*Endangered Species Act**Federal Facilities Compliance Act of 1992**Montreal Protocol of Substances That Deplete the Ozone Layer**National Defense Authorization Act for FY 1993**National Environmental Policy Act of 1969*

40 CFR 6 – National Environmental policy Act Procedures

40 CFR 1500-1517 Council on Environmental Quality – Policy Regulations

National Historic Preservation Act

36 CFR 800 - National Historic Preservation

Oil Pollution Act of 1990

40 CFR 110 – Regulations of Discharge of Oil

40 CFR 112 – Oil Pollution Prevention

Occupational Safety and Health Act

29 CFR 1960 – Basic Program Elements for Federal Employees OSHA

*Pollution Prevention Act of 1990**Public Law 97-214, 10 U.S.C. Section 2577, Disposal of Recyclable Materials**Resource Conservation and Recovery Act*

40 CFR 260 – 268 – Federal Hazardous Waste Management Rules

40 CFR 279 – EPA Standards for Managing Used Oil

40 CFR 280 – Underground Storage Tanks

29 CFR 1910 – Occupational, Safety and Health Standards

Safe Drinking Water Act

40 CFR 141-143 – National Primary and Secondary Drinking Water Standards

Sikes Act

Superfund Amendments and Reauthorization Act / Emergency Planning and Community Right-to-Know Act of 1986

40 CFR 355 Emergency Planning and Notification

40 CFR 370 Hazardous Chemical Reporting and Community Right to Know Requirements

40 CFR 372 Toxic Chemical Release Reporting Regulations

Toxic Substance Control Act

40 CFR 745 – Lead Based Paint Poisoning Prevention in Certain Residential Structures

40 CFR 761 – Manufacturing processes, distribution in commerce, and use prohibitions

40 CFR 763 – Rules for Asbestos Management

EO 11593 *Protection and Enhancement of the Cultural Environment*

EO 11988 *Flood Plain Management*

EO 11990 *Protection of Wetlands*

EO 12088 *Federal Compliance and Pollution Control Standard*

EO 12114 *Environmental Effects Abroad of Major Federal Actions*

EO 12580 *Superfund Implementation*

EO 12777 *Implementation of the Federal Water Pollution Control Act and Oil Pollution Control Act*

EO 12856 *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*

EO 12873 *Federal Acquisition, Recycling, and Waste Prevention*

EO 12902 *Energy Efficient and Water Conservation at Federal Facilities*

EO 13101 *Greening the Government Through Waste Prevention, Recycling and Federal Acquisition*

EO 13123 *Greening the Government Through Efficient Energy Management*

EO 13148 *Greening the Government Through Leadership in Environmental Management*

EO 13149 *Greening the Government Through Federal Fleet and Transportation Efficiency*

EO 13287 *Preserve America*

DoDI 4120.14 *Environmental Pollution Prevention, Control and Abatement*

DoDI 4165.57 *Air Installation Compatible Use Zones*

DoDD 4165.60 *Solid Waste Management Collection, Disposal, Resource Recovery and Recycling Program*

DoDD 4210.15 *Hazardous Materials Pollution Prevention*

DoDI 4700.2 *Secretary of Defense Awards for Natural Resources and Environmental Management*

DoDD 4700.4 *Natural Resource Management Program*

DoDD 4710.1 *Archaeological and Historical Resources Management*

DoDD 4715.1 *Environmental Security*

DoDD 4715.6 *Environmental Compliance*

DoDD 5030.41 *Oil and Hazardous Substances Pollution Prevention and Contingency Program*

DoDD 5100.50 *Protection and Enhancement of Environmental Quality -*

DoDD 6050.1 *Environmental Effects in the United States of DoD Actions*

DoDD 6050.7 *Environmental Effects Abroad of Major Department of Defense Actions*

DoDD 6050.8 *Storage and Disposal of Non-DoD Owned Hazardous or Toxic Materials on DoD Installations*

DoDD 6050.9 *Chlorofluorocarbons (CFCs) and Halons*

DoDD 6050.16 *DoD Policy for Establishing and Implementing Environmental Standards at Overseas Installations -*

DoDD 6230.1 *Safe Drinking Water*

DoDI 7310.1 *Disposition of Proceeds from DoD Sales of Surplus Personal Property*

AFEP96-1 *Energy Management*

AFI 23-201 *Fuels Management*

AFI 32-1002 *Snow and Ice Control*

AFI 32-1053 *Pest Management Program*

AFI 32-2001 *The Fire Protection Operations and Fire Prevention Program*

AFI 32-4002 *Hazardous Material Emergency Planning and Response Compliance*

AFI 32-7001 *Environmental Budgeting*

AFI 32-7002 *Environmental Management Information System*

AFI 32-7005 *Environmental Protection Committees*

AFI 32-7006 *Environmental Program in Foreign Countries*

AFI 32-7020 *Environmental Restoration Program*

AFI 32-7040 *Air Quality Compliance*

AFI 32-7041 *Water Quality Compliance*

AFI 32-7042 *Solid and Hazardous Waste Compliance*

AFI 32-7044 *Storage Tank Compliance*

AFI 32-7045 *Environmental Compliance Assessment and Management Program*

AFI 32-7047 *Compliance Tracking and Reporting*

AFI 32-7060 Interagency Intergovernmental Coordination for Environmental Planning
AFI 32-7061 Environmental Impact Analysis Process
AFI 32-7062 Air Force Comprehensive Planning
AFI 32-7063 Air Installation Compatible Use Zone Program
AFI 32-7064 Natural Resources Management
AFI 32-7065 Cultural Resources Management
AFI 32-7066 Environmental Baseline Surveys in Real Estate Transactions
AFI 32-7080 Pollution Prevention Program
AFI 32-7086 Hazardous Materials Management
AFI 40-201 Managing Radioactive Materials in the US Air Force
AFI 48-101 Aerospace Medical Operations
AFI 48-119 Medical Service Environmental Quality Programs
AFI 48-145 Occupational Health Program
AFI 63-118 Civil Engineer Research, Development, and Acquisition
AFI 91-202 The US Air Force Mishap Prevention Program
AFI 91-204 Safety Investigation and Reports
AFI 91-301 Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program
AFOSH 161-21 Hazardous Communications Program
AFOSH 48-137 Respiratory Protection Program
AFOSH 48-139 Laser Radiation Protection Program
AFOSH 48-14 Swimming Pools, Spas and Hot Tubs, and Bathing Areas
AFOSH 48-22 Occupational Exposure to Hazardous Chemicals in Laboratories
AFOSH 48-8 Control Exposures to Hazard Materials
AFOSH 91-119 Process Safety Management (PSM) of Highly Hazardous Chemicals
AFOSH 91-38 Hydrocarbons Fuels-General
AFOSH 91-501 Air Force Consolidated Occupational Safety Standard
AFPAM 91-210 Contract Safety
AFPD 23-3 Energy Management
AFPD 32-20 Fire Protection
AFPD 32-70 Environmental Quality
AFPD 48-1 Aerospace Medicine Program
AFPD 90-5 Quality Air Force

AFPD 90-8 Environment, Safety, and Occupational Health

AFPD 91-2 Safety Programs

AFPD 91-3 Air Force Occupational Safety, Health, and Fire Protection Program

AFPD 91-38 Hydrocarbons Fuels-General

AFPD 91-501 Consolidated Safety Standard

AFSPC

P00013 Toxic Release Inventory (TRI) and Demilitarization of Munitions

AFSPC P00011 Lead Paint

AFSPC P00011 Management of Lead-Based Paint (LBP) in Military Family Housing (MFH)

AFSPC P00016 Conflict with EPA and DoD Guidance Concerning the Emergency Planning and Community Right-to-Know Act (EPCRA)

AFSPC P01001 HQ AFSPC Conservation Programming and Budget Guidance

AFSPC P01002 Air Force Affirmative Procurement Program

AFSPC P01006 Diazinon and Dursban Phase Out

AFSPC P01007 Use of Air Force Computer-Based Hazardous Waste Training Programs

AFSPC P01009 Tracking and Reporting Solid Waste Disposal and Diversion

AFSPC P01013 Review of Title V Air Operating Permit Applications and Requests for Significant Revisions to Existing Air Operating Permits

AFSPC P01014 National Pollutant Discharge Elimination System (NPDES) Permit for Pesticides

AFSPC P01020 Supplemental Policy for Funding and Executing Environmental Baseline Surveys

AFSPC P01023 Environmental Restoration Program Management Supplemental Policy and Guidance

AFSPC P02002 FY02 Environmental Quality Account (EQA) Funds Execution Policy – Rules of Engagement (ROE)

AFSPC P02003 Planning, Programming, and Budgeting for Archeological Testing and Mitigation

AFSPC P02004 FY02 Pollution Prevention Performance Measure and Metric Reporting Policy

AFSPC P02005 Designation of Critical Habitat on AFSPC Installations

AFSPC P02007 HQ AFSPC Environmental Division FY02 Performance Plan and Performance Measures Status Reporting Policy

AFSPC P02008 Environmental Compliance Tracking and Reporting

AFSPC P02009 Environmental Compliance Assessment and Management Program (ECAMP) Quarterly Status Report

AFSPC P02010 Environmental Quality (EQ) Programming Policy

AFSPC P02011 Interim Policy Regarding Determination of Eligibility, Nomination, and Removal of AFSPC Properties from the National Register of Historic Places

AFSPC P02012 *AFSPC Affirmative Procurement Program Policy Guidance*

AFSPC P02013 *Hazardous Waste Record Keeping Policy*

AFSPC P02014 *Payments of Fines, Penalties and Supplemental Environmental Projects*

AFSPC P02015 *Contingency Pest Management Record Keeping Policy*

AFSPC P02016 *Interim Policy Regarding Personal Privacy Information in National Environmental Policy Act (NEPA) Documents*

AFSPC P02019 *Environmental Planning, Programming, Budgeting, and Execution (PPBE) Guide*

AFSPC P02024 *Emergency Planning and Community Right-to-Know Act (EPCRA) Section 313 Requirements*

AFSPC P03009 *EPCRA-TRI*

AFSPC P03011 *Managing and Reporting Enforcement Actions*

AFSPC P97003 *Interim Policy for Environmental Baseline Survey (EBS) Package and Waiver Preparation*

AFSPC P97013 *Environmental Supplier-Receiver Provisions*

AFSPC P97015 *AFSPC Biodiversity Initiative Implementation*

AFSPC P97016 *Areas of Concern (AOC) in the Installation Restoration Program (IRP)*

AFSPC P97022 *Installation Pest Management Plans*

AFSPC P97024 *Environmental Baseline Survey (EBS) Signature/Waiver Approval Authority Clarification to AFI 32-7066, Environmental Baseline Studies in Real Property Transactions, 25 Apr 94*

AFSPC P97025 *ISO 14000, Environmental Management Systems Evaluation and Implementation Policy*

AFSPC P98002 *Pollution Prevention Achieve Compliance*

AFSPC P98004 *EPA Inspections for Compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA)*

AFSPC P98009 *List of DoD Pesticides*

AFSPC P99002 *Small Installation Integrated Pest Management(IPM) Plan*

AFSPC P99004 *DoD Pollution Prevention Measure of Merit (MoM)*

AFSPC P99010 *AF-EMIS Implementation Policy*

AFSPC P99011 *Air Force Diversion Rate Goals and Reporting Requirements*

AFSPC P99015 *Approval for Local Purchase of Pesticides during Deployment Operations*

AFSPC P99017 *Supplemental Policy for Forestry and Integrated Pest Management*

MAFB OPlan *Storm Water Pollution Prevention*

MAFB OPlan *Storm Water Management*

MAFB OPlan *Solid Waste Management*

MAFB OPlan 00-1 *Affirmative Procurement*

MAFB OPlan 32-4 *Integrated Hazardous Material Emergency Response Plan*

MAFB OPlan 91-420 *Asbestos Management*

MAFB OPlan 32-7042 *Hazardous Waste Management*

MAFB OPlan 85-3 *Emergency Flood Control*

MAFB OPlan 91-204 *Safety Investigation Board*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFIOH—Air Force Institute of Operational Health

AFMAN—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFOSH—Air Force Occupational Safety and Health

AFP—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFSPC—Air Force Space Command

AFSPCI—Air Force Space Command Instruction

AP—Affirmative Procurement

AQ—Air Quality

B—Building

CA—Catastrophic

CC—Commander

CE—Civil Engineers

CEF—Fire Department

CEMP—Code of Environmental Management Principles

CEOE—Maintenance Engineers

CEV—Environmental Management Flight

CFC—Chlorofluorocarbon

CFR—Code of Federal Regulations

CHEMHAZARDS—Chemical Hazards

CMDR—Commander

COMP—Compensation

CONS—Contracting Squadron

COORD—Coordination

CR—Cultural Resource or Critical

CSAF—Air Force Chief of Staff

CSI—Compliance Site Inventory

CV—Vice Commander

DCG—Disaster Control Group

DENIX—Defense Environmental Network Information Exchange

DNBI—Disease and Non-battle Injury

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DOPAA—Description of Proposed Action and Alternatives

DR—Depleted Resource

DRMO—Defense Reutilization and Marketing Organization

ECAMP—Environmental Compliance Assessment and Management Program

EIAP—Environmental Impact Analysis Process

EMIS—Environmental Management Information System

EMS—Environmental Management System

ENV—Environmental

EO—Executive Order

E-OH—Environmental – Occupational Health

EPA—Environmental Protection Agency

EPC—Environmental Protection Committee

EPP—Environmentally Preferred Purchasing

E-S—Environmental - Safety

ESOH—Environmental, safety, and occupational health

ESOHMS—Environmental, Safety, And Occupational Health Management System

ESSRA—Enhanced Site Specific Risk Assessment

FR—Frequent

HAZCOM—Hazardous Communication

HH—Human Health

HM—Hazardous Material
HMMP—Hazardous Material Management Program
HSI—Health Services Inspection
HTTPS—Hypertext Transfer Protocol Secure
HW—Hazardous Waste
ID—Injuries or Deaths
IRP—Installation Restoration Program
ISO—International Organization for Standardization
IV—Impacted Viewscape
JA—Judge Advocate
JO—Job Order
LI—Likely
MAFB—Malmstrom Air Force Base
MAFBI—Malmstrom Air Force Base Intranet
MAJCOM—Major Command
MDG—Medical Group
MIL—Military
MO—Moderate
MP—Mishap Probability
MS—Mishap Severity
MSG—Mission Support Group
MT—Montana
MXG—Maintenance Group
NE—Negligible
NEPA—National Environmental Policy Act
NH—Natural Habitat
NPDES—National Pollution Discharge Elimination System
OC—Occasional
OG—Operations Group
OP—Operating Permit
OPLAN—Operations Plan
OPR—Office of Primary Responsibility

ORM—Operational Risk Management

OSHA—Occupational Safety and Health Administration

PA—Public Affairs

PB—Probability

POL—Petroleum, Oils and Lubricants

PRI—Priority

RAB—Restoration Advisory Board

RADMATS—Radiation Materials

RCRA—Resource Conservation and Recovery Act

REPS—Representatives

R-TOC—Reduction in Total Ownership Cost

SAF—Secretary of the Air Force

SAF/IEE—Air Force Deputy Assistant Secretary for Environment, Safety and Occupational Health

SC—Soil Contamination

SE—Safety Office or Seldom

SECAF—Secretary of the Air Force

SEG—Ground Safety

SFG—Security Forces Group

SG—Medical Group

SIGNIF—Significant

SME—Subject Matter Expert

S-OH—Safety – Occupational Health

SOP—Standard Operating Procedure

SOW—Statements of Work

SV—Severity

SW—Space Wing

U.S.C.—United States Code

UN—Unlikely

US—United States

USAF—U.S. Air Force

UST—Underground Storage Tank

WC—Workplace Categorization

WO—Work Order

WP—Water Pollution

WWW—World Wide Web

Terms

Be a good neighbor —This includes, but is not limited to, fostering a constructive relationship with our neighbors in which they understand the Air Force goals, objectives and constraints and the Air Force understands their goals and objectives; seeking to be a responsible neighbor, to be sensitive to community issues, to be an active participant in programs to improve the local quality of life; and reducing the present impact of past contamination.

Code of Environmental Management Principles —Five broad environmental management principles (management commitment, compliance assurance and pollution prevention, enabling systems, performance and accountability, and measurement and improvement) developed to address all areas of environmental responsibility of Federal agencies.

Compliance Assurance and Pollution Prevention —The implementation of proactive programs that aggressively identify and address potential compliance problem areas and utilize pollution prevention approaches to correct deficiencies and improve ESOH performance.

Compliance Site Inventory —A database that is a listing of sites, locations, and operations that have environmental regulatory requirements associated with them.

Continual Improvement —Process of enhancing the ESOHMS to achieve improvements in overall environmental, safety, and occupational health performance in line with the organization's environmental, safety, and occupational health policy.

Description of Proposed Action and Alternatives (DOPAA) —An Air Force document that is the framework for assessing the environmental impact of a proposal. It describes the purpose and need for the action, the alternatives to be considered, and the rationale used to arrive at the proposed action.

Enabling Systems —The development and implementation of the necessary measures to enable personnel to perform their functions consistent with regulatory requirements, agency environmental policies and its overall mission.

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

Environmental Compliance Assessment and Management Program (ECAMP) —A component of the Air Force EMS, that is a systematic and continuous improvement process consisting of an environmental compliance assessment and a separate environmental management self-assessment.

Environmental Health —The discipline and program concerned with identifying and preventing illness and injury due to exposure to hazardous chemical, physical, and biologic agents that may be encountered in the ambient environment – air, water, or soil.

Environmental Impact Analysis Process (EIAP) —The Air Force program that implements the requirements of NEPA and requirements for analysis of environmental effects abroad under E.O. 12114.

Environmental Management Information System (EMIS) —A database system that responds to and ensures compliance with the various overlapping federal regulations pertaining to the identification and

handling of hazardous materials.

Environmental Quality —The discipline and program concerned with maintaining and improving the quality of the environment. This includes compliance, cleanup, pollution prevention, impact analysis; waste minimization and management; natural and cultural resource management; historic preservation; encroachment prevention; range, airspace, and community planning; and community impact analysis and assistance.

Environmental, Safety, and Occupational Health (ESOH) —Includes environmental quality, environmental health, fire protection, safety, and occupational health.

ESOH Aspect —Element of an organization's activities, products, or services that can interact with the environment.

ESOH Assessment —Systematic, documented verification process of objectively obtaining and evaluating assessment evidence to determine whether specified ESOH activities, events, conditions, management systems, or information about these matters conform with assessment criteria, and communicating the results of this process.

ESOH Impact —Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.

ESOH Management System Audit —A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's ESOH management system conforms to the ESOH management system audit criteria set by the organization, and for communication of the results of this process to management.

ESOH 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 ESOH policy.

ESOH Objective —Overall goal, arising from the ESOH policy, that an organization sets itself to achieve, and which is quantified where practicable.

ESOH Performance —Measurable results of the ESOH management system, related to an organization's control of its aspects, based on its ESOH policy, objectives and targets.

ESOH Policy —Statement by the organization of its intentions and principles in relation to its overall ESOH performance, which provides a framework for action and for the setting of its ESOH objectives and targets.

ESOH Professionals —The personnel responsible for, and with the knowledge and expertise to provide, technical recommendations on safety, fire protection, occupational health, and environmental issues.

Hazard —Any real or potential condition that can cause mission degradation; injury, illness, or death to personnel; or damage to, or loss of, equipment or property.

Interested Party —Individual or group concerned with or affected by the environmental, safety, and/or occupational health performance of an organization.

ISO 14000 —A management tool enabling an organization of any size or type to control the impact of its activities, products or services on the environment.

Leverage Resources —This includes reducing and eliminating ESOH costs through various means such as using new technology, working better together, and developing libraries of more effective and efficient

business practice alternatives.

Management Commitment —A written top-management commitment to improve ESOH performance by establishing policies, which emphasize pollution prevention and the need to ensure compliance with environmental requirements.

Measurement and Improvement —The development and implementation of a program to assess progress toward meeting its environmental goals and uses the results to improve ESOH performance.

Media —ESOH components which are identified as targets of potential significant impact and are defined as: soil contamination, water pollution, air quality, natural resources, depleted resources, impacted viewscape, cultural resources, injuries/deaths, and human health.

National Environmental Policy Act of 1969 (NEPA) —The basic national charter to protect the environment that requires all Federal agencies to consider environmental impacts when making decisions regarding proposed actions.

Occupational Health —The discipline and program concerned with prevention of illness resulting from work-related factors. It includes the prevention of illness during deployments not resulting from hostile acts to reduce disease and non-battle injury rates (DNBI).

Operational Risk Management —The systematic process of identifying hazards, assessing risk, analyzing risk control options and measures, making control decisions, implementing control decisions, formally accepting residual risks, and supervising/reviewing the activity for effectiveness.

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.

Performance and Accountability —The development of measures to address employee ESOH performance, and ensure full accountability of environmental functions.

Plan-Do-Check-Act —A structured, cyclical methodology for developing and implementing actions of any type (known as the Shewart Cycle).

Pollution Prevention —"Source reduction", as defined under the Pollution Prevention Act, and other practices that reduce or eliminate pollutants through increased efficiency in the use of raw materials, energy, water, or other resources, or in the protection of natural resources by conservation.

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.

Reduction in Total Ownership Cost (R-TOC) —The process of reducing the sum of all financial resources necessary to organize, equip, sustain, and operate mission activities.

Risk —The probability and severity of loss or adverse impact from exposure to various hazards.

Safety —The discipline and program concerned with the prevention of any real or potential condition that can cause mission degradation; injury or death to personnel; or damage to, or loss of, systems, equipment, facilities, or property.

Significance —Those aspects and/or impacts that are regulated and require control measures. At MAFB significance includes; any major or higher ECAMP finding, any compliance site listed on the CSI, notice of violations, enforcement actions, and/or other regulator generated non-compliance issues.

Subject Matter —Specified environmental activity, event, condition, management system, and/or information about these matters.

Sustain Readiness —This includes, but is not limited to, promoting health and safety to ensure individual readiness, providing a process to reduce or offset risk and enable commanders to make well-informed decisions to ensure mission success, and maintaining access to ranges and installations crucial to Air Force readiness.

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.

United States —All states, commonwealths, the District of Columbia, territories and possessions of the United States, and all waters and airspace subject to the territorial jurisdiction of the United States. The territories and possessions of the United States include the Virgin Islands, American Samoa, Wake Island, Midway Island, Guam, Palmyra Island, Johnston Atoll, Navassa Island, and Kingman Reef.

Attachment 2

ESOH POLICY LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST SPACE WING (AFSPC)

MEMORANDUM FOR ALL PERSONNEL

FROM: 341 SW/CC

SUBJECT: 341 SW Policy on Environmental, Safety, and Occupational Health (ESOH)-MAFB

1. The mission of Malmstrom is to keep America free and strong by providing combat-ready people and aerospace forces. In support of this mission, we develop and manage the ESOH programs necessary for Malmstrom to meet its obligations to protect and conserve the environment, and to promote safety and occupational health. To accomplish these tasks, we commit to:

- a. Comply with applicable environmental, safety, and occupational health policy, laws, regulations, and instructions.
- b. Continually assess Malmstrom activities, products, and services to determine the environmental, safety, and occupational health aspects. Identify the significant environmental, safety and occupational health impacts and ensure that they are considered when establishing mission objectives and targets.
- c. Identify and address ESOH opportunities and assist Malmstrom personnel in achieving Air Force environmental, safety and occupational health goals and objectives.
- d. Strive for full integration of the relevant ESOH requirements into our mission procedures and work practices so that ESOH awareness and compliance are routine.
- e. Actively seek to continually improve our ESOH management system.

2. This policy is available on the Malmstrom Intranet at <https://mafbi> and available to the public upon request, through the Public Affairs Office. Supervisors will ensure that copies of the policy are posted to all work areas.

C. DONALD ALSTON, Colonel, USAF
Commander