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SECRETARY OF THE AIR FORCE**

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OCCUPATIONAL HEALTH COUNCILS**

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This instruction implements Air Force Policy Directive (AFPD) 90-8, *Environment, Safety, and Occupational Health Management and Risk Management* by establishing Environment, Safety, and Occupational Health (ESOH) Councils at HQ USAF (HAF), HQ Major Commands (MAJCOMs) and at installations to ensure a systematic, inter-disciplinary approach to achieve ESOH goals throughout the Air Force. This instruction applies to all Air Force personnel, Air Force Reserve, the Air National Guard and all Air Force installations. In instances where the Air Force, Air Force Reserve, or Air National Guard organizations and personnel are tenants to a non-Air Force organization, those personnel will follow the requirements identified in applicable and enforceable agreements in accordance with (IAW) AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). more information on AFRIMS may be

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(SHEPPARDAFB) This supplement implements Air Force Instruction (AFI) 90-801, *Environment, Safety, and Occupational Health Council*, and Air Force Policy Directive (AFPD) 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, and establishes responsibilities and procedures for the Environmental, Safety, and Occupational Health (ESOH) management of Sheppard Air Force Base (SAFB) through the Installation Environment, Safety, and Occupational Health Council (ESOHC) and is applicable to the 80th Flying Training Wing (80 FTW) and all organizations under the 82d Training Wing (82 TRW), except geographically separated units of 82d, 782d and 982d Training Groups (TRG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of IAW with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the Air Force (AF) Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented. See Attachment 1 for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has many changes and needs to be completely reviewed. This AFI outlines the role of the HAF and MAJCOM ESOH Council (ESOHC). It introduces the option to use a Steering Committee (ESOHSC) and outlines its role. It further describes reportable items, the role of AF Installation & Mission Support Center (AFIMSC), and incorporates the requirement for tiering.

(SHEPPARDAFB) This publication establishes a committee and restructures various subcommittees and working groups. Memberships have been revised IAW recently revised guidance documents and IAW functional changes within organizations.

Section A—How To Use This Instruction

1. Background. The Air Force will provide safe and healthful workplaces and conduct operations in a manner that minimizes risk to mission accomplishment while preserving resources, protecting the environment, and safeguarding military and civilian personnel and the public both on and off the installation. As the senior Air Force environment, safety, and

occupational health council at each level of command, the ESOHC reviews policies and programs, establishes goals, monitors progress, and advises leadership. ESOHCs oversee implementation of AFPD 90-8 and all related guidance. ESOHCs are an integral part of the Air Force various ESOH Management Systems.

1.1. **(Added-SHEPPARDAFB)** Installation Background.

1.1.1. **(Added-SHEPPARDAFB)** SAFB is committed to complying with all federal, state, local, Department of Defense, and Air Force environmental laws, rules, regulations and responsibilities, implementing pollution prevention measures in all activities, services and products within its control, incorporating plans and programs that focus on continual improvements, planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust, and ensuring response capabilities for environmental emergencies.

2. Concept.

2.1. This instruction provides HAF, MAJCOMs or equivalents which includes the National Guard Bureau (NGB) and the Air Force Reserve Command (AFRC), with a framework to oversee the Core Mission Areas' integration of Air Force ESOH programs at their installations as defined by AFPD 90-8, AFPD 91-2, *Safety Program*, AFPD 32-70 *Environmental Quality* (currently being retitled *Environmental Considerations In Air Force Programs And Activities*), AFPD 40-2, *Radioactive Materials*, and AFPD 48-1, *Aerospace Medicine Enterprise*.

2.2. The ESOHC should ensure the appropriate level of ESOH assets are sustained, restored, and modernized to achieve the desired mission capability using a risk-based decision making process.

3. Purpose. The ESOHC is the cornerstone of the ESOH program and provides senior leadership involvement and direction at all levels of command to ensure compliance, reduce risk, and continuously improve; annually establishes goals, measures, objectives, and targets; and provides additional ESOH guidance to subordinate organizations as required. The ESOHC is the key element in the Plan-Do-Check-Act sequence in the AF various ESOH Management Systems. At all levels of command, it serves to identify issues that are beyond its span of control and raises those issues with the next higher command level ESOHC for assistance and direction.

4. ESOHC Membership. ESOHC members ensure their areas of responsibility participate in the inter-disciplinary, integrated approach to ESOH issues. All ESOHCs must comply with the responsibilities outlined in **Section B**.

4.1. HQ Air Force (HAF): The ESOHC will be co-chaired by SAF/IE and the Vice Chief of Staff of the Air Force. The membership will include representatives from the appropriate Secretariat and Air Staff two-letter offices who will appoint a primary and an alternate member. The members must be a General Officer or a member of the Senior Executive Service (SES). The ESOHC chairpersons designate other members to serve on the ESOHC as required. SAF/IEE will serve as executive secretary. HAF will ensure ESOHCs are established at MAJCOMs and will monitor their compliance with this AFI and other directives as applicable to ESOH management and oversight. Under the authority of the HAF ESOHC, an ESOHSC may be chartered to function as the headquarters ESOH working group.

4.1.1. HAF ESOHSC: The ESOHSC will be chaired by SAF/IEE. The membership will include representatives from the appropriate Secretariat and Air Staff two-letter offices at the O-6 or GS-15 level who have decision making authority. The ESOHSC chairperson may designate other members to serve on the ESOHSC as required.

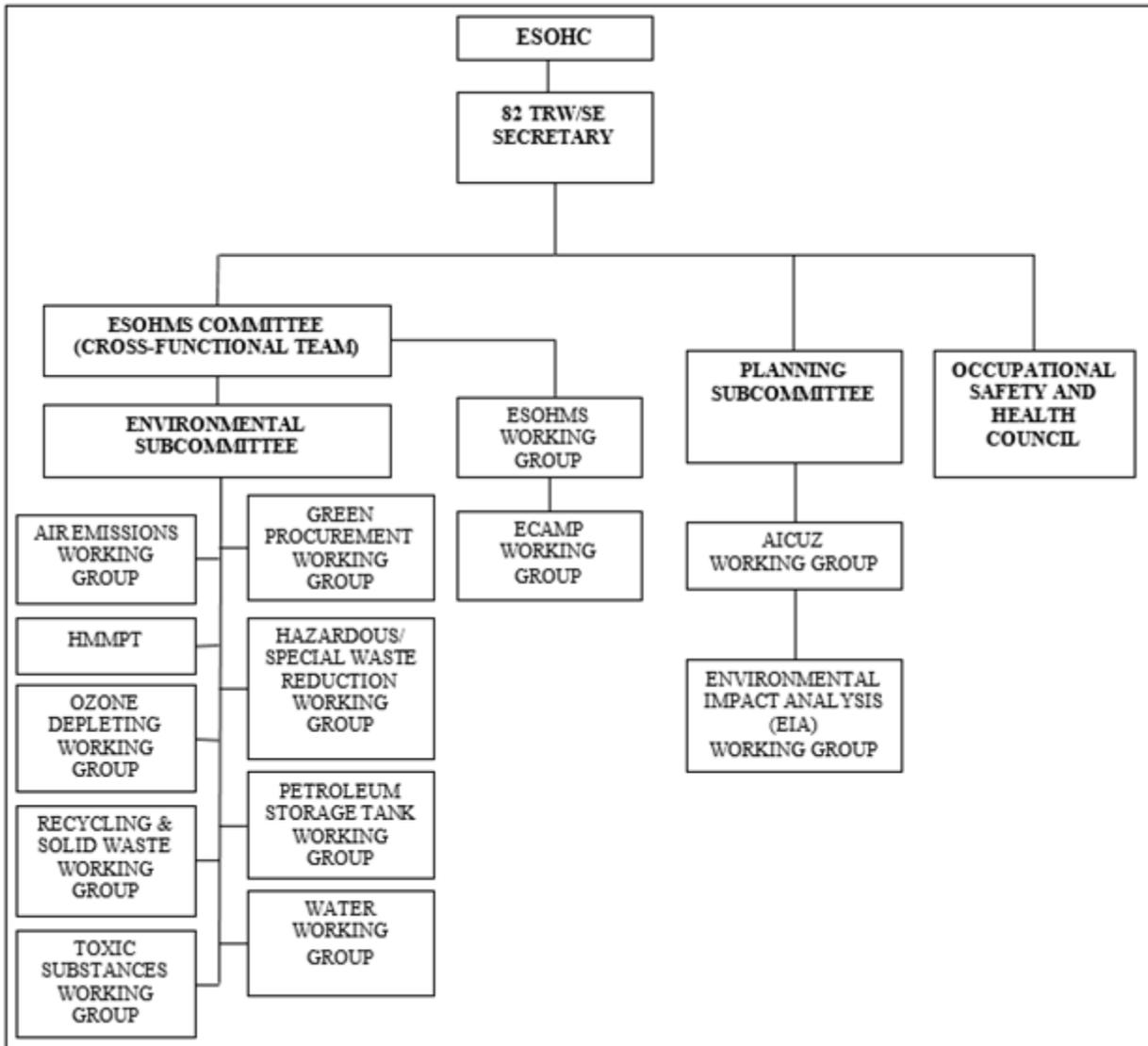
4.2. MAJCOMs: The commander will serve as the chairperson, but may delegate to the vice commander. The ESOHC membership will include representatives from the appropriate two-letter offices. Each appropriate directorate/staff office designates a primary and an alternate member with decision-making authority to serve on the ESOHC. The ESOHC chairperson designates other members to serve on the ESOHC as required. The chairperson will appoint the executive secretary. MAJCOMs will ensure ESOHCs are established at all installations within the operational control of the MAJCOMs and monitor their compliance with this AFI and other directives as applicable to ESOH management and oversight. The ESOHC monitors progress toward achieving higher headquarters goals, reports progress, and raises issues to higher headquarters for assistance/resolution. Under the authority of the MAJCOM ESOHC, an ESOHSC may be chartered to function as the MAJCOM ESOH working group.

4.2.1. MAJCOM ESOHSC: The ESOHSC should be chaired by an O-6/GS-15 or above and appointed by the MAJCOM Commander. The membership will include representatives from the appropriate two-letter offices as determined by the chairperson. The ESOHSC chairperson may designate other members to serve on the ESOHSC as required.

4.3. Installations: The installation commander will serve as the chairperson, but may delegate to the vice wing commander. **(T-1)** In addition, the ESOHC membership will include group and squadron commanders including tenant organizations and representatives from each (E, S, and OH) discipline including all safety disciplines, deemed necessary by the chairperson as a minimum. **(T-3)** The chairperson will appoint the executive secretary. **(T-3)** The Designated Employee Representative will be invited to participate unless representation is otherwise covered under management-labor contracts. **(T-3)** The ESOHC monitors progress toward achieving higher headquarters goals, reports progress, and raises issues to higher headquarters for assistance/resolution. **(T-1)**

4.3.1. **(Added-SHEPPARDAFB)** The chairperson for SAFB's ESOHC is the 82 TRW Commander, (82 TRW/CC), or the 82 TRW Vice Wing Commander (82 TRW/CV) when delegated in writing by 82 TRW/CC. Membership of the ESOHC includes the 80th Flying Training Wing Commander (80 FTW/CC), all installation group commanders, 82 TRW Public Affairs (82 TRW/PA) Director, 82 TRW Staff Judge Advocate (82 TRW/JA), Army AF Exchange Service (AAFES) Senior Manager, AF Office of Special Investigations (AFOSI) Detachment Commander, the chairperson of each committee and subcommittee and the council secretary, Chief of Safety. The ESOHC organizations structure is outlined in Figure 1.

Figure 4.1. (Added-SHEPPARDAFB) ESOHC Structure.



Section B—Requirements and Records

5. Responsibilities:

5.1. HQ USAF (HAF) will:

5.1.1. Conduct an ESOHC meeting as needed, determined by the ESOHC Co-Chairs.

5.1.2. Directs the ESOHSC to:

5.1.2.1. Identify to the Air Force Corporate Structure issues critical to mission capability and the impact of resource allocation decisions on ESOH.

5.1.2.2. Review adequacy of policies, resources, and performance in meeting goals and make recommendations to Chief of Staff on changes required.

- 5.1.2.3. Work with other HAF two-letter offices to develop policy for emerging legislation and regulations, maintaining and improving the various Air Force ESOH Management Systems, and provide an annual management system assessment based on the developed measures of effectiveness and annual reports from MAJCOM ESOHCs to SECAF and Chief of Staff.
- 5.1.2.4. Oversee ESOH Management Systems implementation and effectiveness to ensure continual improvement is consistent with Air Force ESOH risk-based performance goals and objectives.
- 5.1.2.5. Champion inclusion of Air Force-unique ESOH needs in the development of the Core Function Support Plans (CFSPs), Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs), and Capability Production Documents (CPDs).
- 5.2. Major Commands (MAJCOMs) will:
- 5.2.1. Establish an ESOHC to act as the primary executive council to ensure ESOH management decisions enhance mission capability. ESOHC chair may direct a MAJCOM ESOHSC to execute the duties of the MAJCOM ESOHC.
- 5.2.1.1. An ESOHC or ESOHSC must meet at least semi-annually and are encouraged to meet face-to-face but may use other avenues, such as virtually e.g. video tele-conferences (VTC) or Defense Collaboration Services (DCS). The ESOHSC should be chaired by an O-6/GS-15 or above. If an ESOHSC is established, the ESOHC may meet as needed, as determined by the ESOHC Chair.
- 5.2.2. Appoint an executive secretary who will be responsible for all committee arrangements, establish the meeting schedule, develop and distribute the agenda in advance, serve as the meeting facilitator, record, and publish committee minutes.
- 5.2.3. Address appropriate topics to meet ESOHC responsibilities and consider additional topics from [Attachment 2](#) or other topics as appropriate, as determined by the chairperson.
- 5.2.4. Champion inclusion of ESOH in Program Action Directives, Operational Plans, ICDs, CDDs, CPDs, Program Objective Memorandums (POM) and Budget Execution Submissions (BES), where applicable.
- 5.2.5. Review implementing ESOH policy and guidance and make recommendations to HAF on required changes.
- 5.2.6. Develop, approve, and monitor ESOH risk-based performance goals, measures, and objectives.
- 5.2.7. Report annually the progress on ESOH goals as defined by next higher level ESOHC and any issues requiring higher level assistance or direction.
- 5.2.8. Provide guidance and oversight for implementing, maintaining, and improving Air Force ESOH Management Systems to installations as required.
- 5.2.9. Report annually to the next higher level ESOHC on the effectiveness of the management systems (based on the measures of effectiveness developed by the HAF

ESOHSC), evaluate high-risk and/or problematic open findings and track progress to correct validated deficiencies until closure.

5.2.10. Report and track instances where a mission or operation has been, or is expected to be negatively impacted because of ESOH restrictions; and actions taken to affect change or eliminate the impact.

5.2.11. Review PMRs from each (E, S, and OH) discipline at least annually.

5.2.12. Sign ESOHC and/or ESOHSC minutes which must include an annual PMR review from each discipline.

5.3. AF Installation & Mission Support Center (AFIMSC) will:

5.3.1. Provide civil engineering program management, resourcing and support to HAF, MAJCOMs, and installation to include calling into ESOHCs or ESOHSCs as required.

5.3.2. Provide MAJCOM & installation ESOHCs or ESOHSCs the appropriate environmental functional oversight, analysis, reporting and subject matter expertise needed to fulfill the “E” portion of the ESOH activities outlined in this AFI.

5.3.3. Support the HAF ESOHSC by providing reports on environmental performance and contributing to the preparation of an annual Environmental Management System (EMS) assessment.

5.4. Installations will:

5.4.1. Establish an ESOHC that meets at least semi-annually to act as the primary executive council to ensure ESOH management decisions enhance mission capability. ESOHCs are encouraged to meet face-to-face but may use other avenues to conduct their ESOHC meetings, such as virtually e.g. video tele-conferences (VTC) or Defense Collaboration Services (DCS). **(T-1)**

5.4.1.1. ANG Installations with less than 200 full time personnel will establish an ESOHC, but based on available resources, may adjust the frequency of meetings through coordination and concurrence with the ANG ESOHC. **(T-1)**

5.4.2. Appoint an executive secretary who will be responsible for all committee arrangements, establish the meeting schedule, develop and distribute the agenda in advance, serve as the meeting facilitator, record, and publish committee minutes. **(T-3)**

5.4.2.1. **(Added-SHEPPARDAFB)** ESOHC Executive Secretary.

5.4.2.1.1. **(Added-SHEPPARDAFB)** Coordinates and schedules ESOHC meetings.

5.4.2.1.2. **(Added-SHEPPARDAFB)** Consolidates reports and briefing slides submitted by committee and subcommittee chairpersons for each ESOHC meeting.

5.4.2.1.3. **(Added-SHEPPARDAFB)** Prepares ESOHC meeting minutes within 10 working days following the meeting. Minutes summarize the substance and outcome of all discussions, presentations, and include members in attendance, members absent, and nonmember attendees. Ensures all meeting agendas and minutes are coordinated with all members, signed by the ESOHC chairperson, and properly posted on the ICED system and on eDASH.

- 5.4.2.1.4. **(Added-SHEPPARDAFB)** Tracks each suspense and tasking from ESOHC meetings.
- 5.4.3. Ensure a systematic, interdisciplinary approach to ESOH and ensure core mission areas integrate this approach into planning, budgeting and decision making. **(T-2)**
- 5.4.4. Use risk-assessment methodology to identify and prioritize requirements that maximize mission performance and minimize ESOH risk and cost, to include preventative actions based on compliance trends from inspections. **(T-2)**
- 5.4.5. Address appropriate topics to meet ESOHC responsibilities and consider additional topics from **Attachment 2** or other topics as appropriate, as determined by the chairperson.
- 5.4.6. Establish sub-groups and/or utilize existing working groups such as the Hazardous Material Management Process (HMMP) Team, EMS Cross Functional Team, Drinking Water Working Group, Occupational Environmental Health Working Group (OEHWG), Aerospace Medicine Council (AMC), and others to ensure oversight in implementing, maintaining, improving each (E, S, and OH) disciplines management system. **(T-3)**
- 5.4.6.1. **(Added-SHEPPARDAFB)** Environmental, Safety and Occupational Health Management System (ESOHMS) Committee to the ESOHC.
- 5.4.6.1.1. **(Added-SHEPPARDAFB)** The ESOHMS Committee and its associated membership is established to serve as the Cross-Functional Team (CFT) as identified in AFI 32-7001, *Environmental Management*, paragraph 2.26.4.2. Chairmanship and additional membership is further identified in paragraph 5.4.6.4.1., of this document. Each commander is responsible for ensuring representation of their respective units as assigned within this instruction and/or as identified within referenced guidance, and shall submit letters of appointment to the 82d Civil Engineer Squadron Base Maintenance Contract (BMC) Environmental Section (82 CES/CEIV). All appointment letters shall be reviewed and up-dated annually as necessary to maintain current membership.
- 5.4.6.1.2. **(Added-SHEPPARDAFB)** The committee shall meet at the discretion of the committee chairperson. Recommended meeting times are 2-4 weeks prior to the published/scheduled ESOHC meeting time and/or within 2 weeks following any ESOHC meeting wherein actions for this committee are identified.
- 5.4.6.1.3. **(Added-SHEPPARDAFB)** Develop and annually review a committee charter. The committee charter shall be approved by the ESOHC and posted on Installation Comprehensive Environmental Data (ICED) and on eDASH.
- 5.4.6.1.4. **(Added-SHEPPARDAFB)** The CFT will ensure the Environment, Safety, and Occupational Health Management System (ESOHMS) Working Group develops an annual Aspects Registry and associated Environmental Action Plans (EAPs) IAW AF guidance and submits both for ESOHC approval. Development of the aspects registry and EAPs involves environmental functions only and those activities exempt SE and BEE participation from that portion of the working group. The committee shall ensure the ESOHMS policy is reviewed annually, is signed by

both current wing commanders, and submitted to the ESOHC for approval. Ensure the policy is posted on ICED, on the SAFB home page, and on eDASH.

5.4.6.1.5. **(Added-SHEPPARDAFB)** Maintain meeting minutes. The committee secretary shall be responsible for developing and obtaining approval/signatures of all meeting minutes. Meeting minutes will include members present, members absent, nonmember attendees, and new/old business issues. Meeting minutes shall be signed and posted within 14 calendar days following the meeting.

5.4.6.1.6. **(Added-SHEPPARDAFB)** Ensure the following are posted/maintained within ICED: Current membership appointment letters, applicable instructions, plans, policies, regulations and rules, meeting agendas, meeting minutes, suspenses and taskings, and the schedule of meetings on the ICED "Events Calendar." Additionally, all records shall be maintained IAW AFRIMS, as required by USAF guidance, and required records/document shall be posted on eDASH.

5.4.6.1.7. **(Added-SHEPPARDAFB)** Committee Chairperson will report mandated topics and concerns, present proposals, ensure the ESOHC is informed of activities as needed, and ensure policies, directives, and information from the ESOHC are directed to the appropriate working group chairpersons.

5.4.6.2. **(Added-SHEPPARDAFB)** Subcommittees to the ESOHC.

5.4.6.2.1. **(Added-SHEPPARDAFB)** Membership of the subcommittees is based on technical expertise, group representation, and working group chairperson designation. Each subcommittee will, at a minimum, have representation from the 80 FTW and each subordinate section, and each group of the 82 TRW. Each wing/group commander is responsible for ensuring representation of their respective units as assigned within this instruction, and shall submit letters of appointment to the 82 CES BMC Environmental Section (82 CES/CEIV).

5.4.6.2.2. **(Added-SHEPPARDAFB)** Meet at the discretion of the subcommittee chairperson. Recommended meeting times are 2-4 weeks prior to a published/scheduled ESOHC meeting time and/or within 2 weeks following any ESOHC meeting if ESOHC actions necessitate.

5.4.6.2.3. **(Added-SHEPPARDAFB)** Develop and annually review subcommittee charter. See attachment 2 (added) for an example subcommittee charter. Each subcommittee's initial or revised charter shall be approved by the ESOHC annually.

5.4.6.2.4. **(Added-SHEPPARDAFB)** Develop annual prioritized requirements and budget requests in a timely manner to ensure execution of funds for each respective program that a subcommittee oversees, and submit annual budget proposals to the ESOHC for approval of funds expenditure.

5.4.6.2.5. **(Added-SHEPPARDAFB)** Establish and obtain ESOHC approval, of additional temporary working groups as needed to address environmental issues. Review and approve all permanent/temporary working group charters. See attachment 3 for an example working group charter.

5.4.6.2.6. **(Added-SHEPPARDAFB)** Maintain meeting minutes. Each subcommittee secretary shall be responsible for developing and obtaining

approval/signatures of all meeting minutes. Meeting minutes will include members present, members absent, nonmember attendees, and new/old business issues. Meeting minutes shall be signed and posted within 14 calendar days following the meeting. Draft minutes of ESOHC shall be submitted to the Executive Secretary within 5 working days following any ESOHC meeting.

5.4.6.2.7. **(Added-SHEPPARDAFB)** Ensure the following are posted/maintained within ICED: Current subcommittee charter approved by the ESOHC, membership appointment letters, applicable instructions, plans, policies, regulations and rules, meeting agendas, meeting minutes, suspenses and taskings, and the schedule of meetings on the ICED “Events Calendar.” Additionally, all records shall be maintained IAW AFRIMS, as required by USAF guidance, and required records/documents shall be posted on eDASH.

5.4.6.2.8. **(Added-SHEPPARDAFB)** Subcommittee Chairperson will report mandated topics and concerns, present proposals, ensure the ESOHC is informed of activities as needed, and ensure policies, directives, and information from the ESOHC are directed to the appropriate working group chairpersons.

5.4.6.3. **(Added-SHEPPARDAFB)** Working Groups.

5.4.6.3.1. **(Added-SHEPPARDAFB)** Develop and annually review working group charter. See attachment 3 for an example working group charter. Each working group charter shall be approved by the governing subcommittee and approval action noted within the subcommittee minutes.

5.4.6.3.2. **(Added-SHEPPARDAFB)** Develop goals and policies for specific programs based on installation ESOHMS policy and program guidance (i.e., plans, policy letters, etc.).

5.4.6.3.3. **(Added-SHEPPARDAFB)** Develop and submit requirements to their respective subcommittee to ensure goals are reached.

5.4.6.3.4. **(Added-SHEPPARDAFB)** Develop and track metrics to ensure processes are operating in a satisfactory manner.

5.4.6.3.5. **(Added-SHEPPARDAFB)** Report to respective subcommittee on the status of current programs and on any discrepancies, issues, or problems.

5.4.6.3.6. **(Added-SHEPPARDAFB)** Working groups can be permanent or temporary in nature. Working group chairpersons will serve as members of their respective subcommittees.

5.4.6.3.7. **(Added-SHEPPARDAFB)** Meet as needed and/or as directed by the subcommittee/working group chairperson.

5.4.6.3.8. **(Added-SHEPPARDAFB)** Maintain meeting minutes. Each working group secretary shall be responsible for developing and obtaining chairperson approval/signature of all meeting minutes. Meeting minutes will include members present, members absent, and nonmember attendees, new and old business. Meeting minutes shall be prepared, signed, and posted within 14 calendar days following the meeting. A copy of minutes shall be forwarded to the applicable subcommittee chairperson. USAF required records/documents shall be posted on eDASH.

5.4.6.3.9. **(Added-SHEPPARDAFB)** Ensure the following are posted/maintained within ICED: current working group charter approved by the overseeing subcommittee, membership appointment letters, applicable instructions, plans, policies, regulations and rules, meeting agendas, meeting minutes, suspenses and tracking, and schedule of meetings posted on the ICED “Events Calendar.” Additionally, all records shall be maintained IAW AFRIMS, as required by USAF guidance, and required records/document shall be posted on eDASH.

5.4.6.4. **(Added-SHEPPARDAFB)** ESOHMS Committee.

5.4.6.4.1. **(Added-SHEPPARDAFB)** This committee is established IAW paragraph 5.4.6.1. Chairperson of the committee shall be the 82 MSG/CC and the committee secretary shall be the ESOHMS program manager. Membership of the committee includes, but is not limited to all Wing and Group Unit Environmental Coordinators (UECs), 82 CES BMC environmental media managers, 82 CES BMC operations, Logistics & Maintenance Operations, Installations Operations, 82d Force Support Squadron (82 FSS), 82d Contracting Squadron (82 CONS), Public Affairs (82 TRW/PA), Legal (82 TRW/JA), Safety (82 TRW/SE), Bioenvironmental Engineering (82 AMDS/SGPB), the Hazardous Materials Management Process (HMMP) team, other working groups chairpersons, and tenants on an as-needed basis.

5.4.6.4.2. **(Added-SHEPPARDAFB)** This committee maintains the following working groups:

5.4.6.4.2.1. **(Added-SHEPPARDAFB)** ESOHMS Working Group. This working group shall develop and maintain the ESOHMS policy, activities and impacts inventory, aspects registry and associated EAPs, and periodically manage, coordinate and report internal and third party audits. This working group will also be responsible for submitting the annual aspects registry and EAPs for approval by the ESOHMS committee and the ESOHC, and provide updated reports during each meeting of the committee and the ESOHC. Working group meetings shall be held as directed by the chairperson, but shall be held no less than every 6 months.

5.4.6.4.2.1.1. **(Added-SHEPPARDAFB)** The chairperson and secretary will be the ESOHMS Program Manager. Membership of the working group includes, but is not limited to, all 82 TRW and 80 FTW wing/group UECs, all 82 CES BMC Environmental Program Managers, the Base Energy Manager, and 82 LRS-Fuels, 82 LRS-Vehicles, 82 CONS, 82 TRW/JA, 82 TRW/PA, and 82 FSS. Membership and participation of 82 TRW/SE and 82 AMDS/SGPB will be on an as-needed basis.

5.4.6.4.2.2. **(Added-SHEPPARDAFB)** Environmental Compliance Assessment and Management Program (ECAMP): This working group is responsible for management of all aspects of the ECAMP program for the installation. This working group coordinates both the internal and external annual inspections, and evaluates the Stage 1 shop level quarterly inspections, oversees the Stage 2 annual inspections, and is responsible for reporting all issues of the program at each of the ESOHMS committee and ESOHC meetings.

5.4.6.4.2.2.1. **(Added-SHEPPARDAFB)** The chairperson and secretary will be the ECAMP Program Manager. Membership includes, but is not limited to, all 82 TRW and 80 FTW wing/group UECs, all 82 CES BMC environmental program managers, and representatives from 82 TRW/JA, 82 TRW/PA, and 82 CONS.

5.4.6.5. **(Added-SHEPPARDAFB)** Environmental Subcommittee.

5.4.6.5.1. **(Added-SHEPPARDAFB)** Reports to the ESOHC on all issues concerning the environmental compliance and pollution prevention of SAFB. The following programs fall under the Environmental Subcommittee:

5.4.6.5.1.1. **(Added-SHEPPARDAFB)** Air Emissions Program.

5.4.6.5.1.2. **(Added-SHEPPARDAFB)** Green Procurement Program.

5.4.6.5.1.3. **(Added-SHEPPARDAFB)** Hazardous Material Management Process Team (HMMPT).

5.4.6.5.1.4. **(Added-SHEPPARDAFB)** Hazardous and Special Waste Reduction Program.

5.4.6.5.1.5. **(Added-SHEPPARDAFB)** Ozone Depleting Substance (ODS) Management Program.

5.4.6.5.1.6. **(Added-SHEPPARDAFB)** Recycling and Solid Waste Management Program.

5.4.6.5.1.7. **(Added-SHEPPARDAFB)** Petroleum Storage Tanks Management Program.

5.4.6.5.1.8. **(Added-SHEPPARDAFB)** Toxic Substances Management Program.

5.4.6.5.1.9. **(Added-SHEPPARDAFB)** Water Management Program.

5.4.6.5.2. **(Added-SHEPPARDAFB)** Chairperson. The subcommittee chairperson will be the 82d Mission Support Group Commander (82 MSG/CC), or the 82d Mission Support Group Deputy Commander (82 MSG/CD) in the absence of the 82 MSG/CC. Subcommittee secretary will be the 82 CES BMC Environmental Supervisor.

5.4.6.5.3. **(Added-SHEPPARDAFB)** Membership of the Environmental Subcommittee includes, but is not limited to, all 82 TRW and 80 FTW wing/group UECs, chairperson of each permanent/temporary working group, 82d Logistics Readiness Squadron (82 LRS)/CC, 82 FSS/CC, Chief of Engineering Design, and representatives of 82 CES BMC Engineering Design, 82 TRW/JA, 82 TRW/SE, 82 TRW/PA, AFOSI), AAFES, Defense Commissary Agency (DeCA), 82d Civil Engineer Squadron Fire Protection (82 CES/CEF), 82 LRS-Fuels, 82 LRS-Vehicles, 82 CONS, 82 AMDS/SGPB, 80 FTW, and 982d Maintenance Squadron (982 MXS) contractor ESOH representatives.

5.4.6.5.4. **(Added-SHEPPARDAFB)** Maintains the following permanent working groups:

5.4.6.5.4.1. **(Added-SHEPPARDAFB)** Air Emissions Working Group: The chairperson and secretary will be the 82 CES BMC Air Program Manager. Membership includes, but is not limited to, each organization maintaining an operation either requiring a permit or that must be specifically exempted from having a permit through the Texas Commission on Environmental Quality (TCEQ) Permit by Rules.

5.4.6.5.4.2. **(Added-SHEPPARDAFB)** Green Procurement Working Group: Co-chairpersons will be the 82 CONS/LGCA Operational Contracts Manager and the 82 CES BMC Green Procurement Program Manager. Secretary will be Pollution Prevention Program Manager. Membership includes, but is not limited to: 82 CONS/LGCB, 82 CES BMC Chief of SABER and an Architectural Engineer, 82 FSS/FSVL, and all 82 TRW and 80 FTW wing/group UECs.

5.4.6.5.4.3. **(Added-SHEPPARDAFB)** Hazardous Materials Management Process Team (HMMPT): The chairperson and secretary will be Hazardous Material Program Manager. Membership includes, but is not limited to: representatives of 82 AMDS/SGPB, 82 TRW/SE, all 82 and 80 FTW wing/group UECs, 82 CES/CEF, 82 CONS, Hazmat Tracking Activity Supervisors to include 82 LRS/HAZMART, 82 CES BMC Material Acquisition (CEMAS HAZMART), T-6 COMBS HAZMART, and 80 FTW and 982 MXS contractor ESOH representatives., Additional Advisory Membership, needed on an on-call basis only, as determined by the chairperson, consists of representatives of: 82 SFS, 82 TRW/JA, 82 CS, BMC Hazardous Waste Program Manager, Pollution Prevention Managers, and squadron level UECs.

5.4.6.5.4.4. **(Added-SHEPPARDAFB)** Hazardous and Special Waste Reduction Working Group. The chairperson and secretary will be the 82 CES BMC Hazardous Waste Program Manager. Membership includes, but is not limited to: 82 CES BMC Hazardous Materials (HAZMAT) Program Manager, 82 CES BMC Toxic Substances Program Manager, 82 MDG Chief of MEDLOG, 82 FSS UEC, all 82 TRW and 80 FTW wing/group UECs, representatives of 82 CES/CEF, 82 AMDS/SGPB, 80 FTW and 982 MXS contractor ESOH representatives, and 82 CES BMC Engineering Design.

5.4.6.5.4.5. **(Added-SHEPPARDAFB)** Ozone Depleting Substances (ODS) Working Group. The chairperson and secretary will be the Air Emission Program Manager. Membership includes, but is not limited to: the Hazardous Material Program Manager, 366 TRS Mechanical Flight Course Supervisor, 82 CES/CEF Fire Department's HALON Manager, 82 CES BMC Infrastructure Supervisor, 82 CES BMC Chief of Material Acquisition, the 82 TRG Unit Environmental Coordinator, and each organization maintaining or using a chlorofluorocarbon (CFC) recycler unit.

5.4.6.5.4.6. **(Added-SHEPPARDAFB)** Recycling and Solid Waste Working Group. The chairperson and secretary will be the 82 CES BMC Solid Waste Program Manager. Membership includes, but is not limited to: the "SAFB Qualified Recycling Program Manager", 82 CES BMC Supervisor of Heavy Repair, 82 CES BMC Pollution Prevention Program Manager, and Military

Training and Facility Managers as necessary. Facility recycling monitors, and wing/group UEC representation is encouraged.

5.4.6.5.4.7. **(Added-SHEPPARDAFB)** Petroleum Storage Tank Working Group. The chairperson and secretary will be the 82 CES BMC Petroleum Storage Tank Program Manager. Membership includes, but is not limited to, representation from each organization owning or managing an above ground or underground petroleum storage tank.

5.4.6.5.4.8. **(Added-SHEPPARDAFB)** Toxic Substances Working Group. The chairperson and secretary will be 82 CES BMC Toxic Substance Program Manager. Membership includes, but is not limited to: the 82 TRW and 80 FTW wing/group UECs, 82 AMDS/SGPB Chief of Bioenvironmental Engineering, 82 CES Paint Contract's Contracting Officer's Representative (COR), 82 FSS Family Member Support, 82 AMDS/SGPM Public Health Flight Commander, 82 AMDS Pediatrics representative, 82 CES BMC SABER supervisor, and an 82 CES BMC Architectural Engineer.

5.4.6.5.4.9. **(Added-SHEPPARDAFB)** Water Program Management Working Group. The chairperson and secretary will be 82 CES BMC Water Program Manager. Membership includes, but is not limited to: 82 AMDS/SGPB, 82 CES BMC Mechanical Engineer, 82 CES BMC Backflow Prevention Program Manager, and Wing/Group UECs from 80 FTW, 82 MSG, 82 MDG, and 982 TRG.

5.4.6.6. **(Added-SHEPPARDAFB)** Planning Subcommittee.

5.4.6.6.1. **(Added-SHEPPARDAFB)** Reports to the ESOHC on all ESOH planning issues. The following programs fall under the Planning Subcommittee:

5.4.6.6.1.1. **(Added-SHEPPARDAFB)** Air Installation Compatible Use Zone (AICUZ) Program.

5.4.6.6.1.2. **(Added-SHEPPARDAFB)** Environmental Impact Analysis Process (EIAP).

5.4.6.6.2. **(Added-SHEPPARDAFB)** The chairperson will be the Installation Asset Manager. The subcommittee secretary will be 82 CES BMC Asset Optimization Supervisor.

5.4.6.6.3. **(Added-SHEPPARDAFB)** Membership of the ESOH Planning Subcommittee includes, but is not limited to: chairperson of each permanent or temporary working group; the Chief of Fire Protection; representatives of, 82 TRW/JA, 82 TRW/PA, 82 CES BMC Operations Flight, 82 CES BMC Resources Flight, 82 AMDS/SGPB, 80 FTW/RM, Exercise Evaluation Team, 82d Security Forces Squadron (82 SFS), Fuels, Fuels Management and all 80 FTW and 82 TRW wing/group UECs.

5.4.6.6.4. **(Added-SHEPPARDAFB)** Maintains the following permanent working groups:

5.4.6.6.4.1. **(Added-SHEPPARDAFB)** AICUZ Working Group. The chairperson will be the 82 CES BMC Asset Optimization Supervisor.

Membership includes, but is not limited to: representatives of 80th Operations Support Squadron Airfield Management (80 OSS/OSAA), 80th Operations Support Squadron Terminal Instrument Procedures (TERPS) (80 OSS/OSAP), 80th Operations Support Squadron Airspace Management (80 OSS/OSOA), 82 TRW/CP, 82 TRW/PA, and 82d Training Wing Plans (82 TRW/XP).

5.4.6.6.4.2. **(Added-SHEPPARDAFB)** Environmental Impact Analysis Process Working Group. The chairperson and secretary will be 82 CES BMC NEPA Program Manager. Membership includes, but is not limited to: 80th Operations Support Squadron Airfield Operations (80 OSS/DOF), 80th Operations Support Squadron Airfield Management (80 OSS/OSAA), 80th Operations Support Squadron Current Operations (80 OSS/DOO), 82 TRW/JA, 82 CES BMC Chief of Base Development, and 82 CES BMC Operations Utility Manager. 82d Comptroller Squadron (82 CPTS)/FMA Financial Analysis shall be involved with the working group only when notified that pending financial issues are on the agenda.

5.4.7. Champion inclusion of ESOH in Program Action Directives, Operational Plans, ICDs, CDDs, CPDs, POM, and Budget Execution Submissions (BES), where applicable. **(T-2)**

5.4.8. Review implementing ESOH policy and guidance and make recommendations on required changes. **(T-2)**

5.4.9. Develop, approve, and monitor ESOH risk-based performance goals, and objectives. **(T-1)**

5.4.10. Report annually on the progress of ESOH goals as defined by next higher level ESOHC and any issues requiring higher level assistance or direction until closure. **(T-1)**

5.4.11. Report annually to the next higher level ESOHC on the effectiveness of the management systems, evaluate high risk and/or problematic open findings, and track progress to correct validated deficiencies. **(T-1)**

5.4.11.1. Review PMRs from each (E, S, and OH) discipline at least annually. Management system conformance evaluation includes review of Unit Effectiveness Inspections (UEI) results under the AF Inspection System (AFIS).

5.4.12. Report on installation's Master Hazard Abatement Plan and highlight RACs coded 1 through 3 that will not be corrected within 60 days. **(T-1)**

5.4.13. Report and track instances where a mission or operation has been, or is expected to be negatively impacted because of ESOH restrictions; and actions taken to affect change, or eliminate the impact. **(T-1)**

5.4.14. Provide signed ESOHC minutes which must include an annual PMR review from each discipline. **(T-1)**

6. Records:

6.1. Preparation: Within 30 days following an ESOHC meeting, the executive secretary prepares and coordinates minutes. The minutes will summarize substance and outcome of all discussions. **(T-3)**

6.1.1. **(Added-SHEPPARDAFB)** Ensures electronic file copies of the completed/signed minutes are posted on eDASH to ensure access by the next higher level ESOHC executive secretary.

6.2. Privileged Information. Privileged safety information will not be discussed during the meeting unless everyone has been properly trained and at no time should privileged information be published in the minutes. The preparing organization must comply with instructions for handling and release of privileged information in accordance with AFI 91-204, *Safety Investigations and Reports*. **(T-1)**

6.3. Distribution: Executive secretary will forward ESOH minutes to all council members. **(T-3)** Secretaries shall forward copies of subordinate ESOHC minutes to all primary council members. Distribution will comply with Section 6.2 In addition,

6.3.1. HAF ESOHC: Distribute minutes to Direct Reporting Units and Field Operating Agency commanders and MAJCOM ESOHC executive secretaries. **(T-1)**

6.3.2. MAJCOM and Installation ESOHC: Distribute minutes to next higher level ESOHC executive secretary. **(T-1)**

6.4. Executive secretaries keep the ESOHC minutes and related documents per AFI 33-364, *Records Disposition Procedures and Responsibilities* and AFMAN 33-363. **(T-1)**

MIRANDA A. A. BALLENTINE, EX-IV
Assistant Secretary of the Air Force Installations,
Environment and Energy

(SHEPPARDAFB)

PATRICK J. DOHERTY
Brigadier General, USAF

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI 6055.01, *DoD Safety and Occupational Health Program, (SOH)*, 14 Oct 2014

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFPD 40-2, *Radioactive Materials (Non-Nuclear Weapons)*, 12 January 2015

AFPD 48-1, *Aerospace Medicine Enterprise*, 8 December 2014

AFPD 90-8, *Environment, Safety, and Occupational Health Management and Risk Management*, 2 February 2012

AFPD 91-2, *Safety Programs*, 24 July 2012

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 Oct 2013

AFI 32-7047, *Environmental Compliance, Release and Inspection Reporting*, 22 Jan 15

AFI 32-7091, *Environmental Management Outside the United States*, 18 Mar 16

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 33-364, *Records Disposition- Procedures and Responsibilities*, 22 Dec 2006

AFI 91-204, *Safety Investigations and Reports*, 12 Feb 2014

AFMAN 33-363, *Management of Records*, March 1 2008

Abbreviations and Acronyms

AFIS—Air Force Inspection System

AMC—Aerospace Medicine Council

BES—Budget Execution Submissions

CFSPs—Core Function Support Plans

CDD—Capability Development Documents

CPD—Capability Production Documents

DCS—Defense Collaboration Services

ESOH—Environment, Safety, and Occupational Health

ESOHC—Environment, Safety, and Occupational Health Council

ESOHSC—Environment, Safety, and Occupational Health Steering Committee

EMS—Environmental Management System

HAF—Headquarters US Air Force

ICD—Initial Capabilities Documents

OEHSA—Occupational environmental health site assessment

PMR—Program Management Review

POM—Program Objective Memorandums

UEI—Unit Effectiveness Inspections

VTC—Video Tele-conferences

Terms

AFIMSC—A center which provides centralized management of installation and mission support capabilities across the Air Force and is subordinate to AFMC.

Core Mission Areas—For the purposes of this AFI and Air Force Environment, Safety, and Occupational Health (ESOH) programs, the term “Core Mission Areas” refers to the following organizations at every level of command (where they exist): Operations, Maintenance, Mission Support, Medical, and Acquisition.

Designated Employee Representative—An individual selected by civilian employees, either directly or through an exclusive representation bargaining agreement, to represent them as a member of the ESOHC.

Enduring Location— A location is enduring when DoD intends to maintain access and use of that location for the foreseeable future. The following types of sites are considered enduring for U.S. Government purposes: main operating base, forward operating site, and cooperative security location. All three types of locations may be composed of more than one distinct site. Enduring locations are published in the OSD-approved Enduring Location Master List.

Environmental Impact Analysis Process (EIAP)—The Air Force’s process that defines a systematic, interdisciplinary approach to making environmentally informed decisions, consistent with the National Environmental Policy Act (NEPA) and the President's Council on Environmental Quality Regulations for implementing NEPA.

Environment, Safety, and Occupational Health (ESOH)—ESOH includes environmental programs (pollution prevention, conservation, clean-up, etc.), environmental health, fire protection, safety, and occupational health disciplines.

Environment, Safety, and Occupational Health Assets—The workforce and natural infrastructure necessary to support operational capability over perpetual useful life.

Environment, Safety, and Occupational Health Councils (ESOHC)—The ESOH group that reviews policies and programs, establishes goals, monitors progress, and advises leadership.

Environment, Safety, and Occupational Health Management Systems—The Air force's management systems are a set of processes and practices that enable an organization to reduce its environmental Safety, and Occupational Health impacts and increase its operating efficiency. They are designed to continually improve mission performance by systematically identifying and reducing ESOH risks and costs. Each function has its own spate management system.

Environmental Health—The discipline and program concerned with identifying and preventing illness and injury due to exposure to hazardous chemical, physical, and biological agents that

may be encountered in the ambient environment – air, water, or soil at in-garrison and deployed locations.

Installation— An enduring location consisting of a base, camp, post, station, yard, center, or other DoD activity under the operational control of the Secretary of a Military Department or the Secretary of Defense.

MAJCOMs—A major Air Force subdivision, including reserves and guard, with a specific portion of the overall mission and directly subordinate to HAF.

Occupational Health—The discipline and program concerned with identifying potential hazards in the workplace and preventing illness resulting from work-related factors. It includes the prevention of illness during deployments to reduce disease and non-battle injury - (DNBI) rates.

Risk—A combination of the probability and severity of a loss or an adverse impact resulting from exposure to hazards. The greater the risk, the more likely it will cause a drain on resource capability and negatively affect the mission.

Risk Management (RM)—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.

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

Sustain, Restore & Modernize (SRM)—Principle used to ensure a calculated level of investment targeted to preserve and improve all infrastructures, including natural (previously applied only to built infrastructure).

Virtual Meeting—An event or series of events where participants join in from multiple locations in “real time”, participating at the same time, often by teleconference or video conference. Passing a set of slides around and having members sign them does not meet HAF's oversight intent.

Attachment 1 (SHEPPARDAFB)

GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION

References

AFI 32-7001, *Environmental Management*, 16 April 2015, Incorporating Change 1, 8 April 2016

AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 4 August 2016

AFI 91-202, *US Air Force Mishap Prevention Program*, 24 June 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

SAFBI 32-7002, *Unit Environmental Coordinators*, 1 July 2014, Current 2 June 2015

Adopted Forms

Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

80 FTW – 80th Flying Training Wing

80 FTW/CC – 80th Flying Training Wing Commander

80 OSS/DOF - 80th Operations Support Squadron Airfield Operations

80 OSS/DOFB - 80th Operations Support Squadron Airfield Management

80 OSS/DOO - 80th Operations Support Squadron Current Operations

80 OSS/OSA – 80th Operations Support Squadron Airfield Operations

80 OSS/OSAP - 80th Operations Support Squadron TERPS

80 OSS/OSOA - 80th Operations Support Squadron Airspace Management

82 AMDS/SGPB - Bioenvironmental Engineering

82 CES – 82d Civil Engineer Squadron

82 CES/CEF – 82d Civil Engineer Squadron Fire Protection

82 CONS – 82d Contracting Squadron

82 CPTS – 82d Comptroller Squadron

82 FSS – 82d Force Support Squadron

82 LRS – 82d Logistics Readiness Squadron

82 MDG – 82d Medical Group

82 MSG/CC - 82d Mission Support Group Commander

82 MSG/CD – 82d Mission Support Group Deputy Commander

82 SFS – 82d Security Forces Squadron

82 TRG – 82d Training Group

782 TRG -782d Training Group

982 TRG – 982d Training Group

82 TRW – 82d Training Wing

82 TRW/CC – 82d Training Wing Commander

82 TRW/CV – 82d Training Wing Vice Commander

82 TRW/JA – 82d Training Wing Staff Judge Advocate

82 TRW/PA – 82d Training Wing Public Affairs

82 TRW/SE – 82d Training Wing Safety

82 TRW/XP – 82d Training Wing Plans

982 MXS - 982d Maintenance Squadron

AAFES - Army AF Exchange Service

AETC – Air Education and Training Command
AF – Air Force
AFOSH – Air Force Occupational Safety and Health
AFOSI – Air Force Office of Special Investigations
AFPD – Air Force Policy Directive
AFMAN – Air Force Manual
AFRIMS – Air Force Records Information Management System
AICUZ – Air Installation Compatible Use Zone
BMC – Base Maintenance Contract
CFC - Chlorofluorocarbon
CFT – Cross-Functional Team
COR – Contracting Officer’s Representative
CPG - Comprehensive Procurement Guidelines
DoD – Department of Defense
DeCA - Defense Commissary Agency
EAP - Environmental Action Plans
ECAMP – Environmental Compliance Assessment and Management Program
EIAP - Environmental Impact Analysis Process
EPA – Environmental Protection Agency
ESOH – Environment, Safety, and Occupational Health
ESOHC - Environment, Safety, and Occupational Health Council
ESOHMS - Environment, Safety, and Occupational Health Management System
FECA – Federal Employee Compensation Act
FSD – Fire Safety Deficiency
GP - Green Procurement
GPP - Green Procurement Program
HAZMAT – Hazardous Materials
HMMP - Hazardous Materials Management Process
HMMPT – Hazardous Materials Management Process Team
IAW – In Accordance With
ICED – Installation Comprehensive Environmental Data
NAF – Non-Appropriated Fund
NEPA – National Environmental Policy Act
ODS – Ozone Depleting Substance
OPR - Office of Primary Responsibility
OSH – Occupational Safety and Health
RDS - Records Disposition Schedule
SABER – Simplified Acquisition of Base Engineer Requirements
SAFB – Sheppard Air Force Base
TCEQ – Texas Commission on Environmental Quality
TERPS – Terminal Instrument Procedures
UEC –Unit Environmental Coordinator
USAF – United States Air Force

Terms

80 FTW Wing/Group UECs - Individuals appointed to serve as the wing/group UEC/ personnel appointed from the various units and contractors within the 80 FTW.

eDASH - Proper name assigned to the Air Force system that standardizes environmental communication and information sharing.

Installation Comprehensive Environmental Data (ICED) - A local intranet of environmental folders containing comprehensive information regarding all protocols, points of contact, regulatory references, ESOHMS/subcommittees/working group memberships, minutes, agendas, plans and policies, and ECAMP protocol checklists, available to the base populace on the 82 CES server section.

Committee - Action committee that provides overarching oversight of subcommittees and working groups and reports directly to the ESOHC.

Subcommittee - Action committees that provide oversight over assigned working groups and reports to the ESOHC on compliance, pollution prevention, ESOHMS, and planning.

82 TRW Wing/Group UECs - The person who is appointed by, and represents, each of the following: 80 FTW, 82 TRW/CC, 82 MSG/CC, 82 MDG/CC, 82 TRG/CC, 782 TRG/CC and 982 TRG/CC on environmental issues as required IAW AFI 32-7001, and as prescribed in SAFBI 32- 7002, *Unit Environmental Coordinators*.

Working Groups - Working groups, as outlined within this instruction, reporting to their respective subcommittee on specific issues relating to ESOH management.

Attachment 2**OPTIONAL DISCUSSION TOPICS AS APPROPRIATE**

1. Annual review of the ESOH management system conformance
2. Annual PMR summary for Environmental, Occupational and Environmental Health, and Safety (which includes PMRs from occupational, flight, weapons and space safety)
3. Review annual ESOH and fire protection health goals and objectives
4. Review installation OEHSA annually and other site-specific environmental health exposure information
5. Summary of inspection, assessment, and evaluation results
6. Letters from regulatory agencies (such as inspection reports and notices of noncompliance with environmental requirements and consent orders)
7. Review accident and incident trends (including dangerous goods movements), safety initiatives and private sector and other governmental agency best practices
8. Review changes in ESOH program guidelines and Administrative orders
9. Review of the installation master hazard abatement program and analysis of hazard reports
10. Analysis of mishap experience
11. Status of Occupational Health Medical Examination Program and occupational illnesses
12. Review Environmental Impact Analysis Process (EIAP) undertakings for consideration early in the planning process to include planning; programming; resource requirements; and potential impacts. For completed projects, review completion status of mitigation efforts
13. Summary of MAJCOM's status in maintaining environmental standards (eg ISO 14000 EMS Standards) as reported by installations and measured through the AFIS UEI process
14. Status and progress in meeting compliance schedules
15. Summary of Federal Employee Compensation Act (FECA) Working Group report
16. Status of Respiratory Protection, Confined Space, Drinking Water, and Radiation Protection Programs
17. Unfulfilled compliance agreements
18. Briefing on compensation program charge-back costs and continuation of pay (COP) costs for both DAF and NAF mishaps

Attachment 2 (SHEPPARDAFB)

EXAMPLE ESOHC SUBCOMMITTEE CHARTER

ENVIRONMENTAL SUBCOMMITTEE CHARTER

1. Purpose: This subcommittee is established IAW AFI90-801, SHEPPARDAFBSUP. The purpose of this subcommittee shall be the focal point for working all compliance and pollution prevention issues on SAFB. The subcommittee shall identify, develop, implement and track all compliance initiatives to meet Air Force, Air Education and Training Command (AETC), SAFB, the Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality instructions, regulations, policies and rules.
2. Installation Environmental Policy: Refer to ESOHMS policy as posted on the Sheppard Home Page, on eDASH, and on the ICED data system.
3. Chairperson: 82d Mission Support Group Commander (82 MSG/CC).
4. Secretary: 82 CES/BMC, Environmental Supervisor
5. Membership:
 - 80 FTW, Wing and Group Unit Environmental Coordinators
 - 82 TRW, Wing and Group Unit Environmental Coordinators
 - Chairperson of each Working Group
 - 82 LRS/CC
 - 82 FSS/CC
 - 82 CES BMC, Chief of Engineering Design
 - 82 TRW/JACE, Wing Legal Representative
 - 82 TRW/PA, Public Affairs Representative
 - AFOSI Representative
 - AAFES Representative
 - DECA Representative
 - 82 CES/CEF, Fire Protection Representative
 - 82 LRS – Fuels Representative
 - 82 LRS – Vehicles Representative
 - 82 CONS, Contracting Representative
 - 82 AMDS/SGPB, Bioenvironmental Engineering Representative
 - 80 FTW Contractor ESOH Representative
 - 982 MXS Contractor ESOH Representative
6. Standing Working Groups: Permanent working groups to this subcommittee shall be maintained as outlined in AFI90-801_SHEPPARDAFBSUP, as follows below with references:
 - a. Air Emission Working Group – paragraph 5.4.6.4.1.
 - b. Green Procurement Working Group – paragraph 5.4.6.5.4.2.
 - c. HMMPT – paragraph 5.4.6.5.4.3.
 - d. Hazardous and Special Waste Reduction Working Group – paragraph 5.4.6.5.4.4.
 - e. ODS Working Group – paragraph 5.4.6.5.4.5.
 - f. Recycling and Solid Waste Working Group – paragraph 5.4.6.5.4.6.
 - g. Petroleum Storage Tank Working Group – paragraph 5.4.6.5.4.7.
 - h. Toxic Substances Working Group – paragraph 5.4.6.5.4.8.
 - g. Water Management Working Group – paragraph 5.4.6.5.4.9.
7. Temporary Working Groups: Temporary working groups shall be established/abolished as deemed necessary by this subcommittee.

8. Responsibilities:

a. Establish policy and procedures to ensure environmental compliance within each program as identified within AFI90-801_SHEPPARDAFBSUP, by all Department of Defense (DoD), Non-Appropriated Fund (NAF), Contractors, and Tenant Personnel within the command and control of SAFB. Gathers and interprets data, reviews and prioritized requirements, recommends training, and approves expenditures of environmental funding.

b. Reports status of current projects, issues, compliance status, concerns and proposals to the ESOHC in a timely manner.

9. Frequency of Meetings: The Environmental Subcommittee will meet prior to the regularly scheduled ESOHC meetings and at any time designated by the subcommittee chairperson.

10. This subcommittee maintains a "Continuity Folder" on the ICED data system and on eDASH for the purposes of maintaining a historical record of subcommittee meetings and activities, working group minutes, decisions/recommendations, and tracking the progress/status of projects and programs.

Attachment 3 (Added-SHEPPARDAFB)**EXAMPLE WORKING GROUP CHAPTER****GREEN PROCUREMENT WORKING GROUP**

1. Purpose: This working group is established IAW AFI90-801_SHEPPARDAFBSUP. This working group shall be the focal point for implementing green procurement (GP) issues on SAFB. The working group shall identify, develop, implement and track all green procurement initiatives to meet SAFB, AETC, DoD, Department of the AF, Texas Commission on Environmental Quality, and Environmental Protection Agency instructions, regulations, policies, and rules.
2. Installation Environmental Policy: See the SAFB ESOHMS Policy posted on ICED, on eDASH, or on Sheppard's public home page.
3. Green Procurement Program (GPP) Objectives:
 - a. Educate all appropriate SAFB employees on the requirements of Federal GP preference programs, their roles and responsibilities relevant to these programs and the DoD GPP, and the opportunities to purchase green products and services.
 - b. Increase purchases of green products and services consistent with the demands of mission, efficiency, and cost-effectiveness, with continual improvement toward federally established procurement goals.
 - c. Reduce consumption of energy and natural resources.
 - d. Expand markets for green products and services.
4. Co-Chairperson: 82 CONS/LGCA and 82 CES/BMC Pollution Prevention Program Manager. The secretary shall be the 82 CES BMC P2 Program Manager.
5. Membership: As outlined in AFI90-801_SHEPPARDAFBSUP
6. Responsibilities:
 - a. Ensure compliance with the Sheppard GPP Plan.
 - b. Update the GPP Plan IAW changing regulations and process improvements.
 - c. Maintain and update recycled-content and bio-based products list IAW updates to the EPA's Comprehensive Procurement Guidelines (CPG) list.
 - d. Distribute updated product list to users.
 - e. Ensure public awareness of GPP through various methods.
 - f. Ensure annual GPP training and workshops are held to refresh SAFB members on the GPP Plan and to keep all SAFB members current regarding GPP policies and current availability of recycled products.
 - g. Evaluate, at least annually, the effectiveness of the SAFB GPP through surveys, interviews, feedback sessions, and reviews of Contracts Government Purchase Card audits.
 - h. Using established government tracking methods, ensure that proper tracking of all contracts that are for, or specify the use of recovered materials, is accomplished IAW the approved method.
 - i. Report status of the plan, issues, concerns, and proposals to the Environmental Subcommittee.
7. Frequency of Meetings: The working group shall meet at least annually and as directed by the chairperson.
8. Accountability: This working group shall develop, maintain, keep and post meeting minutes on ICED and eDASH for a historical record of working group decisions and accomplishments.