

**BY ORDER OF THE COMMANDER
82D TRAINING WING (AETC)**

**SHEPPARD AIR FORCE BASE
INSTRUCTION 32-7002**



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Civil Engineering

UNIT ENVIRONMENTAL COORDINATOR

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This instruction implements AFPD 32-70, *Environmental Quality* and AFI 32-7001, *Environmental Management*, for Sheppard Air Force Base (SAFB) by providing guidance on establishing and standardizing an environmental quality program and environmental management procedures. Sheppard AFB is committed to: ensuring a safe and healthy working, living, and commuting environment for all personnel, meeting all Environmental, Safety, and Occupational Health (ESOH) standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; eliminating pollution and risk of pollution from its activities wherever possible; and ensuring response capabilities for environmental emergencies. This base instruction establishes responsibilities and procedures for managing a unit environmental coordinator infrastructure for Sheppard AFB and is applicable to all organizations under the 82d Training Wing and the 80th Flying Training Wing, including all tenant organizations. Ensure that 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 disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. There have been changes to roles and responsibilities for Unit Environmental Coordinators (UECs). Attachment 3 has been revised to change the course listing and reflect changes in training requirements and responsibilities. Organizational changes include the elimination of the 882d Training Group.

1. Wing Commanders.

- 1.1. Ensure their respective wing complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC and base environmental policies.
- 1.2. Appoint a primary and alternate wing environmental coordinator. Appointments are made through submission of an appointment letter submitted to the installation environmental flight.
- 1.3. Provide direct access for wing environmental coordinators to respective wing commander's office.
- 1.4. Submit letters of appointment for representatives to serve on any environmental committee, subcommittees, or working groups not specifically assigned within AFI 90-801 SAFB Sup 1, as applicable in accordance with wing involvement of ESOH protocols.
- 1.5. Ensure an addendum is placed into the Wing Environmental Coordinator's Position Description as applicable. Attachment 2 has a recommended addendum for use.
- 1.6. Ensure shop-level POCs (primary and alternate) appointments are made for Stage 1 ECAMP responsibilities IAW AFI 90-803.
- 1.7. Ensure each wing coordinator has the minimum training required as outlined in [Attachment 3](#).

2. Group Commanders.

- 2.1. Ensure their respective group complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC and base ESOH policies.
- 2.2. Appoint a primary and alternate group environmental coordinator. Appointments are made through an appointment letter submitted to the installation environmental flight.
- 2.3. Provide direct access for group environmental coordinators to respective group commander's office.
- 2.4. Submit letter of appointment for representatives to serve on any environmental committees, subcommittees or working groups not specifically assigned within AFI 91-801, SAFB Sup 1, as applicable in accordance with group involvement of ESOH protocols.
- 2.5. Ensure an addendum is placed into the Group Environmental Coordinator's Position Description. [Attachment 2](#) has a recommended addendum for use.
- 2.6. Ensure shop-level POCs (primary and alternate) appointments are made for Stage 1 ECAMP responsibilities IAW AFI 90-803.
- 2.7. Ensure each Group coordinator has the minimum training required as outlined in [Attachment 3](#).

3. Wing/Group UECs (Primary and/or Alternate).

- 3.1. Represent each respective wing/group in all environmental matters.
- 3.2. Ensure environmental matters pertaining to each respective wing/group are forwarded to the appropriate office in a timely manner.
- 3.3. Ensure all environmental training requirements for each respective wing/group are identified to the installation environmental flight.
- 3.4. Ensure all environmental requirements of each respective wing/group are documented and appropriate paperwork is completed and submitted for funding in accordance with **Attachment 5**. (See “**8. Funding**” for funding procedures).
- 3.5. Provide updates directly to each respective wing/group commander on a recurring basis.
- 3.6. Attend all ESOHC meetings with each respective wing/group commander/representative.
- 3.7. Represent each respective wing/group at all ESOHC subcommittee/working group meetings as assigned within AFI 90-801 SAFB Sup 1.
- 3.8. Make recommendations to respective wing/group commander on the membership of environmental working groups as applicable.
- 3.9. Identify areas of environmental concern to the wing/group commander, environmental program manager and/or environmental committee/subcommittees/working groups.
- 3.10. Maintain a listing of environmental coordinators for each respective squadron.
- 3.11. Report the status of open ECAMP findings/deficiencies, training status, and quarterly Stage 1 ECAMP completion status to respective wing/group commander.
- 3.12. Ensure any changes in policies and procedures are disseminated to appropriate level.
- 3.13. Act as the liaison for each respective wing/group with the installation environmental flight.
- 3.14. Provide guidance, coordination, and policy to squadron commanders and squadron unit environmental coordinators upon the establishment/appointment of squadron and/or flight .

4. Squadron Commanders.

- 4.1. Ensure respective squadron complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC, and installation environmental policies.
- 4.2. Appoint primary and alternate (with consultation of the group environmental coordinator if necessary). Send appointment letters via each respective group UEC to the installation environmental flight.
- 4.3. Provide direct access for squadron environmental coordinators to squadron commander's office.
- 4.4. Assign squadron members to environmental working groups IAW AFI 90-801 SAFB Sup 1 requirements, or as determined necessary within the squadron.
- 4.5. Ensure shop-level POCs (primary and alternate) are appointed for Stage 1 ECAMP responsibilities IAW AFI 90-803.

4.6. Ensure an addendum is placed into the Squadron UECs position description, if applicable. **Attachment 2** has a suggested addendum for use.

5. Squadron Unit Environmental Coordinators.

- 5.1. Represent each respective squadron in all environmental matters.
- 5.2. Ensure environmental matters pertaining to respective squadron are forwarded to the appropriate office in a timely manner.
- 5.3. Ensure all environmental training requirements for squadron are identified to the installation environmental flight through the Group UEC.
- 5.4. Ensure all environmental requirements of squadron are documented and appropriate paperwork is completed and submitted for funding (in accordance with **Attachment 5**) through the Group UEC. (See “**8. Funding**” for funding procedures).
- 5.5. Provide updates directly to each respective squadron commander on a recurring basis.
- 5.6. Represent respective squadron at all ESOHC committee, subcommittees and/or working groups as assigned within AFI 90-801, SAFB Sup 1 or otherwise assigned by the squadron commander.
- 5.7. Recommend the selection, as necessary, of any additional unit environmental coordinators that may be required in each respective squadron. See **Attachment 4** for processes that may require a coordinator below the squadron level.
- 5.8. Identify areas of environmental concern to the squadron commander, group UECs and/or subcommittees/working groups, as assigned.
- 5.9. Maintain a listing of environmental coordinators for each respective flight.
- 5.10. Report the status of open ECAMP findings/deficiencies, training status, and quarterly Stage 1 ECAMP completion status to respective squadron commander.
- 5.11. Ensure any changes in policies and procedures are disseminated to appropriate level.
- 5.12. Provide guidance, coordination, and policy to flight unit environmental coordinators.

6. Flight Chiefs/Supervisors.

- 6.1. Ensure respective flight complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC, and installation environmental policies.
- 6.2. Appoint a primary and alternate UEC (with consultation of the group/ squadron environmental coordinators if necessary), if the flight has any environmental involvement. Send appointment letters through respective group/squadron coordinators and squadron commander to the installation environmental flight.
- 6.3. Report the status of open ECAMP findings/deficiencies, training status, and quarterly Stage 1 ECAMP completion status to respective squadron UEC/squadron commander.
- 6.4. Provide direct access for flight UEC to flight chief's/supervisor's office.
- 6.5. Ensure an addendum is placed into the flight UEC's position description if applicable. **Attachment 2** has a suggested addendum for use.

- 6.6. Assign flight members to environmental working groups IAW AFI 90-801, SAFB Sup 1 requirements, or as determined necessary within the flight.

7. Flight UEC.

- 7.1. Represent each respective flight in all environmental matters
- 7.2. Ensure environmental matters pertaining to respective flights are forwarded to the appropriate office in a timely manner.
- 7.3. Ensure all environmental training requirements for respective flights are identified to the installation environmental flight through the group and squadron environmental coordinators.
- 7.4. Ensure all environmental requirements of respective flight are documented and appropriate paperwork is completed and submitted for funding (in accordance with [Attachment 5](#)) through the group and squadron UEC's. (See "**8. Funding**" for funding procedures.)
- 7.5. Provide updates directly to each respective flight chief on a recurring basis.
- 7.6. Represent respective flight at all ESOHC subcommittees and/or working groups as assigned within AFI 90-801, SAFB Sup 1 or otherwise assigned by the flight chief.
- 7.7. Identify areas of environmental concern to the flight chief, group and/or squadron environmental coordinators and/or subcommittees/working groups, as assigned.
- 7.8. Report the status of open ECAMP findings/deficiencies, training status, and quarterly Stage 1 ECAMP completion status to respective flight chief/supervisor.
- 7.9. Ensure any changes in policies and procedures are disseminated to appropriate level.

8. Funding.

8.1. Defining. The Air Force Instructions for environmental management give broad guidelines on how the Air Force complies with environmental laws and regulations. The process owner must identify the requirement. Environmental requirements are driven by the Environmental Protection Agency (EPA), the Texas Commission on Environmental Quality (TCEQ) and other agencies that provide rules and guidelines for conducting activities in an environmentally sound manner. USAF Environmental Quality Programming and Budgeting is outlined in AFI 32-7001, *Environmental Management, 4 November 2011*, Chapter 4.

8.1.1. Environmental Requirements. The types of requirements are classified into four levels:

8.1.1.1. Level 0 – Maintain Compliance (Operations and Services). Level 0 requirements include activities such as the recurring administrative, personnel, and other costs associated with managing Environmental Quality (EQ) programs. These programs are necessary to maintain environmental compliance, meet Executive order (EO) goals/objectives, and prevent natural resource degradation that may affect military readiness.

8.1.1.2. Level 1 – Fix Noncompliance. A Level 1 requirement corrects a non-compliance or out-of-compliance condition with a supported driver in the programmed year and must receive funding. A supported driver includes federal, state, and local laws and regulations; legal or regulatory mandates (e.g., consent

orders, judicial decrees, etc.); tribal laws; EOs; and DoD or AF regulations. Level 1 projects also include those that currently conform or comply with applicable requirements but are necessary to prevent non-conformance and non-compliance in the programmed year, as well as P2 projects with a 10-year or less return on investment and/or an elimination or significant reduction of a significant aspect (to include reduction of compliance burdens).

8.1.1.3. Level 2 – Prevent Noncompliance. Level 2 requirements are for activities and projects that are currently in compliance, but are necessary to prevent non-compliance with an applicable driver or mission deadline beyond the programmed year. These requirements are generally the same as Level 1 requirements except for the timing of the non-compliance.

8.1.1.4. Level 3 – Enhance Environment. Level 3 requirements are for activities and projects and non-recurring requirements not explicitly required by an applicable driver, but are needed to enhance the environment beyond otherwise compliant conditions or to achieve overall environmental goals and objectives.

8.2. Submission to the installation environmental flight for validation. **Attachment 5** is a flow chart for validation of eligibility of environmental funding. A letter to the installation environmental flight, with this information, is essential to ensure proper accounting of environmental funds. Each letter should have the necessary information, and required forms attached, environmental coordinator's signature and the appropriate commander's approval, prior to submittal.

8.2.1. Validation. The Air Force has determined that anything currently not in compliance, or that will go out of compliance in the next year, will be funded in the current year budget to ensure all compliance issues are accomplished. Once all the appropriate forms are accomplished, 82 CES/CEY, through guidance documents and Air Force Policy letters, determines if the requirement is valid.

8.2.2. Training and TDYs. Funding, other than training provided and funded by AFIT, is the responsibility of the requesting organization.

8.3. Approval. The approval authority for all environmental requirements is the ESOHC. Once validation has been accomplished for the requirement, the ESOHC or appropriate subcommittee will approve the funding for the requirement. If funds must be reprogrammed for a project, the installation environmental flight will program/request funding from higher headquarters.

SCOTT A. KINDSVATER, Brigadier General,
USAF
Commander

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

AFI 32-7001, *Environmental Management*, 4 November 2011

AFI 90-801, SAFB SUP 1, *Installation Environment, Safety and Occupational Health Council (ESOHC)*, 27 January 2006

AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment and Management Program*, 24 March 2010

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education Training Command

AF—Air Force

AFIT—Air Force Institute of Technology

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CE—Civil Engineer

CP2—Compliance/Pollution Prevention

DoD—Department of Defense

DoT—Department of Transportation

ECAMP—Environmental Compliance Assessment and Management Program

EPA—Environmental Protection Agency

EO—Executive Order

EQ—Environmental Quality

EPA—Environmental Protection Agency

ESOH—Environmental, Safety, and Occupational Health

ESOHC—Environmental, Safety, and Occupational Health Council

ESOHMS—Environmental, Safety and Occupational Health Management System

ESOHTN—Environmental, Safety and Occupational Health Training Network

HAZMAT—Hazardous Materials

IAW—In accordance with

ICED—Installation Comprehensive Environmental Data

SDS—Safety Data Sheet

ODSP—Ozone Depleting Substances Program

OPR—Office of Primary Responsibility

POC—Point of Contact

RCRA—Resource Conservation and Recovery Act

ROI—Return on Investment

RDS—Records Disposition Schedule

SAFBI—Sheppard Air Force Base Instruction

TCEQ—Texas Commission on Environmental Quality

TDY—Temporary Duty Assignment

UEC—Unit Environmental Coordinator

WSHP—Weapon Systems HAZMAT Program

Terms

Environmental, Safety and Occupational Health Management System (ESOHMS)—the overarching management system which drives continual improvements of all environmental, safety and occupational health programs. The system is used to accomplish core goals of mission sustainability, pollution prevention, compliance, and improve workplace safety.

Environmental Compliance Assessment and Management Program (ECAMP)—an inspection program used by the Air Force to evaluate the environmental compliance status of an installation.

Environmental, Safety, and Occupational Health Council (ESOHC)—the installation's governing body responsible for the oversight of the installation's environmental, safety, and occupational health program. Membership consists of wing/group commanders and wing staff agencies as outlined in AFI 90-801 SAFB Sup 1.

ESOHC Chairperson—82 TRW/CC, or 82 TRW/CV, if delegated in writing by 82 TRW/CC.

ESOHC Executive Secretary—82 TRW/SE, Chief, Wing Safety.

ESOHC Committee—The Cross-Functional-Team (CFT) established within AFI 90-801 SAFB Sup 1, responsible for management of the installation-wide Environmental, Safety and Occupational Health Management System (ESOHMS)

ESOHC Subcommittees—action committees, as established within AFI 90-801 SAFB Sup 1, that provide program oversight and reports to the ESOHC on Pollution Prevention/Compliance, ESOHMS, Planning Subcommittee, and Installation Safety Council.

Environmental Working Groups—working groups, as established within AFI 90-801 SAFB Sup 1, that report to the ESOHC through their respective subcommittee on specific issues relating to environmental management.

Wing/Group UEC—the person (primary and alternate) designated by their Wing/Group commander who represents each of the following Wings/Groups: 82 TRW, 80 FTW, 82 TRG, 782 TRG, 982 TRG, 82 MSG, and 82 MDG, on environmental issues as prescribed within this instruction.

Squadron UEC—the person (primary and alternate) designated by their squadron commander who represents their respective squadron on environmental issues as prescribed within this instruction.

Flight UEC—the person (primary and/or alternate) designated by their flight chief (if applicable) who represents their respective flight on environmental issues as prescribed within this instruction.

Installation Comprehensive Environmental Data (ICED)—Sheppard AFB's local environmental intranet system containing all environmental protocol documents, plans, working group data and references.

Attachment 2**ADDENDUM FOR CIVILIAN UEC POSITION DESCRIPTION****Addendum for Position No. _____**

Unit Environmental Coordinator

Serves as Environmental Coordinator, when required, for the wing/group/squadron/flight to provide a focal point for problems/issues in each unit that needs to be corrected/addressed to the Environmental, Safety and Occupational Health Council (ESOHC), its committee, various subcommittees, and/or working groups. Attends all environmental meetings, i.e., ESOHC, Environmental, Safety and Occupational Health Management System (ESOHMS) committee, Environmental Subcommittee, Planning Subcommittee, and various working groups (where appropriate). Ensures information flows smoothly to all levels in the chain of command. Ensures environmental taskings are distributed in an expeditious manner and information is compiled for respective organizations. Ensures environmental needs of organization are documented and budgeted accordingly. Ensures coordinators at every level are enrolled in any and all training available on environmental subjects. Identifies problem areas such as lack of manpower because of increasing responsibility of environmental issues. Obtains/maintains a listing of ESOH POCs in each organization and sends forward to next level. Ensures any changes in ESOH policies and procedures are disseminated to all levels within the organization. Maintains Environmental Compliance Assessment Management Program (ECAMP) protocols and appropriate references.

SKILL CODE: 20% AAX Environmental Protection Assistant

Attachment 3**REQUIRED TRAINING FOR UECs**

Unit Environmental Coordinator Training Class (WENV-220)—A 20-hour course teaching each student to comprehend the daily environmental management requirements of each organization on an Air Force installation, and what it takes to communicate and orchestrate these requirements both within and outside their organization. As a secondary objective, this course seeks to increase general environmental awareness and how all installation members interact as a team in managing environmental matters. This training is provided by the Air Force Institute of Technology via Tele-Video and is scheduled and facilitated by installation environmental flight personnel. These classes are conducted on an as-need basis and are mandatory for UECs at Wing and Group levels. UECs appointed at Squadron and Flight levels are encouraged to register/attend.

Hazardous Waste Management Course (WENV-521)—A 40-hour course that provides for the basic understanding of all environmental rules as they apply to hazardous waste generation. The course covers Resource Conservation and Recovery Act (RCRA) rules, Department of Transportation (DOT) rules, the Clean Air Act and the Clean Water Act as they apply to hazardous waste, and various other federal and state regulations. This training is provided periodically by the Air Force Institute of Technology only in residence (at Wright-Patterson AFB) and must be scheduled and is funded by AFIT. These classes are conducted on an as-need basis and are recommended for UECs wherein their respective organization generates/handles hazardous waste.

Hazardous Material Management Process (HMMP) Course (WENV 222)—A 5-day resident course conducted by the Air Force Institute of Technology (AFIT) in residence at Wright-Patterson AFB and must be scheduled and is funded by AFIT. The course emphasizes hazardous materials (HAZMAT) management with a focus on the most current AF guidance and instructions supporting an ESOH Management System (ESOH-MS) with goals of hazard and risk reduction while enabling the mission. The course introduces management techniques for operating a sound Installation HAZMAT Management Program (including Weapon Systems HAZMAT Program (WSHP) and Ozone Depleting Substances Program (ODSP). Specific topics include an overview of AFI 82-7086, Safety Data Sheet (SDS) Management, HAZMAT storage, HAZMAT authorization process, HAZMAT procurement and shelf-life management. The course will also include a day of hands on use of the automated information system (EESOH-MIS) with the objective being how to use the system to effectively manage the data needed to ensure an effective installation IHMP. Unit Environmental Coordinators are listed within the Primary Audience. This training is recommended for all Wing and Group level UECs.

Environmental, Safety and Occupational Health Training Network (ESOHTN)—All UECs shall select Unit Environmental Coordinator designation when registering within ESOHTN and shall complete all assigned training courses within 45 days of being appointed as a UEC.

Attachment 4**PROCESSES REQUIRING UEC DESIGNATION**

The following processes have enough environmental issues and concerns to have a Unit Environmental Coordinator (UEC) assigned to ensure they are correctly managed. It should be made clear that at no time should a squadron or flight create a coordinator to cover the processes described within this attachment. If a group's or squadron's UEC can manage the below processes in a satisfactory manner, there is no need to add layers of environmental management when not needed.

A4.1. Satellite accumulation points geographically separated from the group/squadron/flight UEC's primary location of work.

A4.2. Significant storage of hazardous materials geographically separated from the group's/squadron's UEC's primary location of work.

A4.3. An operation requiring reporting/management of an environmental permit/standard exemption authorized by the Environmental Protection Agency (EPA), the Texas Commission on Environmental Quality (TCEQ) or other environmental office.

A4.4. Operations that are at a significant distance that would prevent a group/squadron UEC from visiting those sites on a recurring basis.

Attachment 5

ENVIRONMENTAL FUNDING FLOWCHART

