

FORT NOVOSEL

Environmental Document

ENV-EM001: Environmental Binders
(28 MARCH 2025)

Approved by: *Julie Majors/Allison Marshall*

1.0 PURPOSE

This procedure provides guidelines for developing an Environmental Binder for documentation relating to environmental programs within an organization.

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

This procedure applies to all facilities that are required to have an Environmental Officer. The requirements of this procedure are applicable to all military, civilian and contract personnel at Fort Novosel.

3.0 DEFINITIONS

Term	Definition
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located in Bldg 1121, telephone number 334-255-1653.
Environmental Officer	The Environmental Officer is the main contact within an organization for ensuring compliance with regulatory requirements. These personnel are assigned in accordance with GC Policy Memo 23-35.

4.0 RESPONSIBILITIES

4.1 Environmental Officers

It is the responsibility of Environmental Officers to document required environmental information for their organization. In order to assist with maintaining the proper documentation, Environmental Officers may choose to develop a binder in accordance with this work instruction.

4.2 DPW-ENRD Responsibilities

DPW-ENRD will periodically perform inspections to validate conformance with regulatory documentation requirements as specified in this work instruction. Updates to this procedure will be made by DPW-ENRD as necessary.

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5.0 PROCEDURE

5.1 Binder Organization

Documentation is key to proving compliance with regulatory requirements. DPW-ENRD recommends using a binder organized using AVCOE Form 2717, *Environmental Compliance Inspection Checklist*, as a guide for ensuring that all relevant documentation is appropriately maintained.

5.2 Binder Contents

Each organization should review the requirements listed within AVCOE Form 2717 and create a section in the binder for each section of the checklist. Items listed in more than one section of the checklist, such as training records, may be kept in only one section as chosen by the organization.

5.3 Environmental Binder Template

- 5.3.1 Organizations may use the template provided at the end of this work instruction to mark applicable items that should be included in each section. The template provides separate pages for each section of the checklist that can be used as section dividers and tables of contents.
- 5.3.2 Organizations are not required to use the content provided in this work instruction to develop an environmental binder. However, organizations are required to maintain all required environmental records in a legible and accessible manner.

6.0 FORMS AND RECORDS

AVCOE Form 2717, *Environmental Compliance Inspection Checklist*

7.0 REFERENCES

Sustainable Fort Novosel website: www.fortnovosel-env.com
ENV-P002: Document Control
GC Policy Memo 23-35, *Fort Novosel Environmental Officer Policy*

Section 1 – General

Mark if applicable	Item #	Documentation
	1a	Environmental Officer Orders (Copies of current AVCOE Form 2729, <i>Environmental Officer Appointment Memo</i>)
	1b	Training Certificates for Environmental Officer Training
	1c	Copies of any NEPA documents – CX Letter or REC for all projects that are not completed through a DPW 4283

Section 2 – Oil and Material Storage

Mark if applicable	Item #	Documentation
	2a 2b 2c	Completed AVCOE Form 2711, <i>SPCC Container Inspection Checklist</i>
	2j	Training Certificates for SPCC Inspectors
	2k	Completed and up-to-date Site Specific Spill Plan (using AVCOE Form 2719)
	2t	Copies of AVCOE Form 2716, <i>Secondary Containment Draining Activity Log</i>

Section 3 – Washracks

Mark if applicable	Item #	Documentation
	3a	List of detergents approved for use on washracks
	3c	Copies of completed AVCOE Form 2712, <i>Washrack Inspection Checklist</i>
	3n	Copy of NPDES permit

Section 4 – 90-Day Hazardous Waste Central Accumulation Areas

Mark if applicable	Item #	Documentation
	4c	Copies of AVCOE Form 2733, <i>HWSAA and 90-HWCAA Manager Appointment Memo</i> , for Primary and Alternate 90-HWCAA Managers.
	4d	Completed and up-to-date Site Specific Spill Plan (using AVCOE Form 2719)
	4e 4l	Historic copies of completed AVCOE Form 2726, <i>90-HWCAA Inspection Log</i> (recent copies at 90-HWCAA)
	4f	AVCOE Form 2735 for 90-HWCAA Managers

Section 5 – Hazardous Waste Satellite Accumulation Areas

Mark if applicable	Item #	Documentation
	5k	Copies of AVCOE Form 2733, <i>HWSAA and 90-HWCAA Manager Appointment Memo</i> , for Primary and Alternate HWSAA Managers
	5l 5n	Historic copies of completed AVCOE Form 2725, <i>HWSAA Inspection Checklist</i> (recent versions at HWSAA)
	5m	Completed and up-to-date Site Specific Spill Plan (using AVCOE Form 2719)
	5p	AVCOE Form 2735 for HWSAA Managers

Section 6 – Universal Waste

Mark if applicable	Item #	Documentation

Section 7 – Solid Waste

Mark if applicable	Item #	Documentation
	7c	Record of reporting dumpster problems to the DPW COR
	7h	Copy of Scrap tire receiver registration.
	7k	Scrap tire shipment manifests (ADEM Form 536) or reference to storage location
	7l	Scrap Tire Quarterly Reports submitted on ADEM Form 539
	7m	Scrap Tire Operating Record

Section 8 – Stormwater – Construction Sites

Mark if applicable	Item #	Documentation
	8a	Notice of Intent
	8d	Construction Best Management Practice Plan
	8g	Site inspections
	8h	Termination of Registration

Section 9 – Stormwater – Industrial Sites

Mark if applicable	Item #	Documentation
	9c	Copies of completed AVCOE Form 2716 if not stored under 2t
	9d	List of BMPs implemented

Section 10 – Air Quality

Mark if applicable	Item #	Documentation