FORT NOVOSEL
Environmental Document

ENV-P001: Writing Environmental Documents
(12 APRIL 2023)

Approved by: *Melissa Lowlavar*

1.0 PURPOSE

This procedure defines the structure and format to be used for creating or revising environmental documents.

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

2.0 SCOPE

This procedure applies to all environmental documents at Fort Novosel with the exception of specific environmental program management plans.

3.0 DEFINITIONS

Term	Definition
Environmental Procedure	Formal documentation of environmental program processes and practices.
Environmental Work Instruction	Formal documentation of prescribed methods for performing specific environmental tasks.
Environmental Program Management Plan	Regulatory required plans that establish management practices for specific environmental programs. The document format is prescribed by regulation or other Federal, state, DOD or Army requirement.

4.0 RESPONSIBILITIES

Role	Responsibility
Environmental Management Representative (EMR)	Reviews and revises environmental documents to ensure they follow this procedure

5.0 PROCEDURE

5.1 Environmental Procedures and Work Instructions Format

The following guidelines shall be employed for structuring and formatting an environmental procedure or work instruction. The format for the main sections of the procedure or work instruction include the header, the body and the footer.

This is a controlled document. Verify the latest version online at www.fortnovosel-env.com.

5.1.1 Header Section

A header section is required at the top of the first page and may be used on the following pages, if any. If a header is not used on pages following the first page, then document control will be maintained in accordance with ENV-P002: Document Control.

The header section must contain the following informational elements unless otherwise specified.

Element	Description

Document Control Reference	• Unique reference identification assigned by the EMR
	• Labels are specific to the type of document in accordance with the following list with each X replaced by a sequential number:
	  ○ Procedures: ENV-PXXX
	  ○ Work Instructions:
	  ▪ Air : ENV-AEXXX
	  ▪ Asbestos: ENV-ASXXX
	  ▪ General Environmental: ENV-ENXXX
	  ▪ NEPA: ENV-NEXXX
	  ▪ Solid Waste: ENV-SWXXX
	  ▪ Tanks/SPCC: ENV-TAXXX
	  ▪ Water: ENV-WAXXX
	• Assigned upon issuance of a new environmental document and will only be used for the life of the assigned environmental document

Title	• Environmental document name in descriptive action words
Issue Date	• Date of the latest revision approved for use
Approved By	• Signature of the EMR approving the environmental procedure or work instruction for adequacy. • Signature of the Program Manager approving the work instruction for adequacy. ** Only required in first page header of the environmental procedure and work instruction.

5.1.2 Body Section

The procedure or work instruction format can be written in outline form, block form or a combination. (This procedure uses outline and block formats.)

Written procedures and work instructions must include the following section references. Additional informational sections can be used to ensure relevance and understanding of the procedure or work instruction. Apply the appropriate sequential reference and a succinct section title.

Section	Description
1.0 PURPOSE	• The reason for the procedure or work instruction
2.0 SCOPE	• What the procedure or work instruction applies to
3.0 DEFINITIONS	• Clarifies abbreviations, roles/titles or critical terms relevant to consistent understanding of the procedure or work instruction, if needed
4.0 RESPONSIBILITIES	• Designates responsibilities by job assignment or title relevant to the procedure or work instruction
5.0 PROCEDURE	• Provides directions with an appropriate level of detail so that limited supervision is required to complete the purpose.
6.0 FORMS AND RECORDS	• Listing of documents applicable to the procedure or work instruction • May include attached or referenced records, forms or other related environmental documents
7.0 REFERENCES	• List any cited procedures, manuals, regulations or other information supporting the understanding or governance of the procedure or work instruction

Each subsection, if any, should be represented with a hierarchical reference that extends from the main section number separated by periods for each sub-level reference. It should also be indented relative to the previous level section reference.

Example: **5.0 MAIN SECTION TITLE** (listed above) (Use all caps and bold text)

5.1 Section Title (2nd Level) (Use upper and lower case and bold text)

5.1.1 Section Title (3rd Level) (Use upper and lower case text)

Use the following text and paragraph formatting within the subsections:

Font: Arial 12

Paragraph Spacing: 0 pt before and 6 pt after

Text Indent: Align text indent with the heading paragraph indents

5.1.3 Footer Section

The footer must contain the following elements:

Element	Description
Page Number of Total Pages	The individual page number of the total pages that make up the procedure (not including any attachments) (Page __of __)
Controlled Document Reference	Include the statement "This is a controlled document. Verify the latest version online at www.fortnovosel-env.com." Refer to ENV- P002: Document Control.

5.2 Level of Detail

The minimum amount of detail should include the required steps defining what is to happen to consistently and effectively complete the environmental procedure or work instruction. Sub-steps defining how each step is to be carried out should also be included, if necessary.

5.3 Environmental Forms

Environmental forms will be developed as needed for ensuring compliance with regulatory requirements associated with environmental programs. The forms will be saved in a format that is protected from editing to ensure continued document control. When a new form is developed, the EMR will assign a USAACE form number and complete a DD Form 67, *Form Processing Action Request*. The forms will be formatted in accordance with the guidelines in DA PAM 25-40, *Army Publishing Program Procedures*, as closely as possible. The EMR will submit the DD Form 67 and the environmental form to the Directorate of Human Resources for logging as an official form.

The EMR will submit a DD Form 67 with any revised environmental forms to the Directorate of Human Resources for logging as an official form.

6.0 FORMS AND RECORDS

DD Form 67, *Form Processing Action Request*

7.0 REFERENCES

ENV-P002: Document Control
DA PAM 25-40, *Army Publishing Program Procedures*