



REPLY TO  
ATTENTION  
OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON**  
**307 CHAMBERLAIN AVENUE**  
**FORT GORDON, GEORGIA 30905-5730**

IMGO-PW-PWE

**MEMORANDUM FOR MEMBERS/ATTENDEES**

**SUBJECT: 4th Quarter Fiscal Year (FY) 2016 Cross Funtional Team Meeting Minutes for 4 August 2016.**

**1. References:**

- a. AR-200-1, Environmental Protection and Enhancement.
- b. ISO 14001 (International Organization for Standardization), Environmental Management Systems.
- c. Army Environmental Management System – Action Memorandum, OASA (I&E), July 13, 2001.

**2. Purpose:** Assist the Garrison Commander in the formulation of installation environmental, natural and cultural resource management policies; review progress towards meeting established goals; monitor the effectiveness of the organizational environmental programs; review the environmental management and compliance status; propose actions for EQCC approval.

The SEMS Coordinator is the facilitator for the CFT meeting.

**3. Members and Attendees were as follows:**

Ms. Stephanie Hadley  
 Mr. John Wood, DPTMS-Range Control  
 Ms. Jean Kelly, DFMWR-Recycling Ctr  
 SGT Etoria Howard, Environmental Health  
 Mr. Alberto Mejia, DPTMS, Range Control  
 Mr. Detrick Johnson, DPTMS-TSC

Ms. Karen Harvey  
 Mr. Mike Sarber, DFMWR  
 Ms. Emma Stewart, Chaplain Office  
 Mr. Charles Thompson, OEMTD  
 Ms. Alex Clasen, DFMWR-Recycling  
 Mr. Andre Leslie, DPTMS-TSC

**4. Agenda Overview:**

- Call to Order by SEMS Coordinator
- Welcome and Presentation of Agenda
- Monitoring and Measuring
  - AEPA
    - Dates
    - Schedule

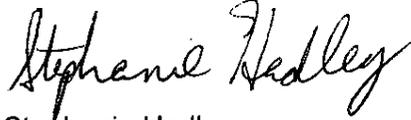
- Environmental Updates
  - Training Requirements
  - Compliance and Conformance

## 5. DISCUSSION

- **Ms. Hadley, SEMS Coordinator** opened up the meeting with team member introductions. She then goes on to explain that the Cross Functional Team (CFT) is an important vital part of the sustainability environmental management system when it comes to the EQCC.
- Goal: Have a voice at the EQCC this upcoming Fiscal Year 2017
  - Proposals made by CFT members can be presented to the EQCC to vote on
  - When the slides are developed for the next EQCC (FY17), we can incorporate this
- CFT slides will be posted on the Environmental Quicklinks page
- Members were reminded that one of their main responsibilities is to identify environmental significant aspects and impacts
- The SEMs Monitoring and Measuring target was highlighted for this quarter's CFT, which involves the assessment piece when it comes to inspections being conducted for AEPA 8-12 August 2016 by the Environmental Division
  - Be sure that your personnel are properly trained (all environmental training will be tracked by this office) and that you have copies of each employee's certification
  - At a minimum all employees should have at least EMS Training Awareness (video) or the General Environmental Awareness/EMS Training. Both of these trainings are available on the environmental website at:  
<http://www.gordon.army.mil/index.php/environmental-division/environmental/prevention-compliance-branch/training>
  - Environmental Officers (EOs) should complete the 40 hour EO course. The next one will take place 17-21 October 2016. **Question asked by CFT Member**, do you track the times in a database? **Ms. Hadley** responded, when the training announcement goes out, it is a general message, however, when specific class information goes out, ED does try to inform students if their training has expired. **Ms. Harvey** added, that if you have not responded to the training announcement and your training is set to/has expired, you will get a direct email. **Ms. Hadley**, interjected that each student must be mindful of their training anniversary dates or risk losing their certification. **CFT Member** inquired as to how often your EO appointment should be refreshed. **Ms. Hadley** responded after your 3<sup>rd</sup> year your training is considered expired. **Ms. Hadley** explained, the ED is not staffed to support custom training. We have several classes being offered throughout the year on all environmental training. **Ms. Hadley** added that Hazardous Waste Management Refresher training is now offered online
  - A focus during the assessment will be checking the status of waste handlers in the field and whether or not they have been trained and are maintaining their training

- **Ms. Hadley** asked members if they had any suggestions in regard to environmental training. She then stated, ED will be considering converting one or two of the current environmental courses to be available via online. CFT Members were asked if there is any particular training that would help them
- **CFT Member** asked if there is a representative from each Garrison unit. **Ms. Hadley** replied yes, there are several Garrison units represented
- **Ms. Hadley** informed CFT members, if they have any comments they would like to make outside of the team meeting, please send comments to Stephanie Hadley and Karen Harvey, Ms. Hadley interjected that she is temporarily off the network
- Compliance and Conformance
  - All new stationary generators should be reported to the environmental division. It is part of the air emissions requirement. **CFT Member** asked if she was referring to the backup power generators, to which **Ms. Hadley** responded yes. **CFT Member** asked if there is a monitoring system on post, so that if you do get backup generators is it monitored for hours and service, to which **Ms. Hadley** replied yes.
  - **Ms. Hadley** explained the difference between EPAAS (performed every three years by the Army Environmental Center) and AEPA (performed annually by the Environmental Division staff). All units are required to know the status (closed or opened) of their findings, because they are monitored and reported to IMCOM quarterly. This information should come from the Environmental Program Manager over the specific media area. If you have taken the measures to correct/close a finding, it is imperative that you let this office know so that the status can be updated or if you have comments on the status. This information is also provided to data calls
  - All findings are tracked on the ICAP (Installation Corrective Action Plan) until closed. This information is reported quarterly to the EQCC so that the committee is aware of the installation's conformance and compliance status
  - These inspections are a preventive tool used by the environmental division to ensure that you are adhering to the requirements and regulations.
    - The same Federal and State Regulations are used if GA EPD or EPA were to visit the installation. If you have policies that are more stringent than the regulations, then they will hold you to those written policies
  - The environmental divisions has different means of reaching Fort Gordon customers:
    - Environmental Quick-Links:  
<http://www.gordon.army.mil/index.php/environmental-quick-links>
    - Facebook: <https://www.facebook.com/ftgordonenvironmental>
    - Environmental Division:  
<http://www.gordon.army.mil/index.php/environmental-division/environmental>
  - CFT Goal
    - To develop a Cross Functional Team Agenda for the upcoming fiscal Year
      - Example – visit CFT members areas for a tour of what your organization does

- Get more CFT members involved with participating
- EQCC – The purpose of the EQCC was explained, it is to tell you of the environmental status and how it affects the installaion



Stephanie Hadley  
SEMS Coordinator