



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, YONGSAN - CASEY
UNIT # 15333
APO AP 96205-5333

AMIM-YNG-ZA

2024 .05. 29

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 31

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Policy

1. **REFERENCES:**

a. Army Regulation (AR) 200-1, 13 December 2007, Environmental Protection and Enhancement.

b. U.S. Forces Korea (USFK) Manual, 4715.05, 26 August 2024, Korea Environmental Governing Standards (EGS).

2. **PURPOSE:** Establish baseline environmental standards for all activities in USAG Yongsan – Casey’s footprint. This policy implements all applicable environmental standards to ensure the utmost protection and preservation of all natural and cultural resources which potentially can be impacted by our activities and mission.

3. **APPLICABILITY:** This policy applies to all staff, directorates, units, organizations, and tenants within USAG Yongsan - Casey.

4. **ENVIRONMENTAL QUALITY CONTROL COMMITTEE (EQCC):**

a. USAG Yongsan - Casey establishes and conducts a quarterly EQCC meeting chaired by the Garrison Commander (GC). The purpose of the EQCC is to assess environmental compliance, conservation, and pollution prevention (P2) programs/activities. The EQCC will advise the GC on environmental priorities, strategies, and provide program updates.

b. The EQCC assists the USAG Commander to ensure proper management of environmental protection programs in USAG Yongsan - Casey. The EQCC functions as an advisory body for all aspects of environmental compliance, P2, and natural and cultural resources preservation and protection.

c. EQCC members represent the operational, engineering, planning, resource management, medical, safety, and environmental interests of the command. Members

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should be individuals knowledgeable in the subject areas and can actively participate in the EQCC meetings. The EQCC will include major and sub-installations and tenant activities.

5. ENVIRONMENTAL OFFICERS (EO):

a. Primary and Alternate EOs must be appointed in writing by their respective unit commander, director, or supervisor. Forward a copy of the appointment orders to Directorate of Public Works (DPW), Environmental Division. All contractors who handle, store, transport and manage POL, hazardous materials, and hazardous waste, working within USAG Yongsan - Casey for six (6) months or more will appoint a primary and alternate EO at each level of supervision in writing to act as a POC for environmental issues and concerns. Forward a copy of the EO appointment letters to DPW Environmental Division.

b. The EO is the unit commander's "eyes and ears" for the unit's environmental program assuring compliance with EGS standards, US Army environmental regulations, and all applicable environmental laws, directives, and policies. Advise unit commanders or organizational supervisors on all matters related to the implementation of this policy. Advise their respective commander/organizational supervisor in developing and incorporating environmental compliance requirements into unit/organizational specific Standard Operating Procedures (SOP). Organize, plan, and implement an effective environmental management and compliance program at the unit/organization level.

c. Provide program coordination with USAG Yongsan - Casey Environmental Division. Publicize environmental management and compliance policies and procedures. Maintain spill response supplies and equipment. Serve as a member of the Environmental Quality Control Committee (EQCC) and an advisor to environmental work groups as assigned by the unit commander or organizational supervisor. Conduct unit level environmental training and maintain training records. Administer environmental management and compliance programs for applicable functional areas such as hazardous materials/waste, solid waste, POL tanks, and spill response.

d. EOs will implement and maintain an environmental awareness campaign throughout the unit/organization. Maintain proficiency in environmental management and compliance topics. Maintain access to updated environmental reference publications and regulations, including USAG Yongsan - Casey environmental policies, and applicable U.S. Army and USFK environmental regulations. Inspect or coordinate the periodic inspection of facilities for compliance with applicable environmental policies and regulations. Coordinate self-conducted facility inspections and program evaluations using approved checklists. Document audit and inspection data. Track corrective actions accordingly until completed. Assist their respective commander/organizational supervisor in assuring all environmental accidents or incidents are investigated and reported IAW EGS and USAG Yongsan - Casey environmental policies.

e. All personnel assigned as a unit/organization primary or alternate EO must successfully complete a 3-day EO initial certification course within 3 months after appointment (enroll in next available EO course/ courses are offered quarterly). All certified EOs will be recertified annually by successfully completing a 1-day EO recertification course. Rank/paygrade should be commensurate with unit/organization size and responsibility.

6. ENVIRONMENTAL COMPLIANCE INSPECTION (ECI) PROGRAM:

a. DPW Environmental Division will:

(1) Conduct routine and no-notice inspections using a set formatted inspection checklist. Inspection frequencies are either quarterly or as needed. These frequencies will be established by DPW Environmental Division based on the unit/organization's potential to impact the environment and previous compliance track records.

(2) Review, evaluate, and track Unit Corrective Action Plans (UCAP) based upon routine inspection results, internal audit findings, and external Environmental Performance Assessment System (EPAS) audit results.

(3) Provide assistance and technical expertise in correcting deficiencies observed during all inspections and assessments.

b. Environmental Officers (EO):

(1) Designated EOs are the unit/organization commander's "eyes and ears" for their respective unit/organization's environmental programs ensuring compliance with all applicable environmental laws, directives, policies, and regulations.

(2) EOs will verify weekly inspection are conducted and checklists are submitted by Hazardous Material (HM) and Hazardous Waste (HW) Handlers within their unit/organization. EOs will ensure all required inspections are completed on-time, are accurate, and documents are retained. Eos will correct and manage all identified deficiencies, and when necessary, submit work orders to DPW for corrective actions as needed. EOs may seek assistance from DPW and the chain-of-command if needed to resolve any environmental issues.

c. HM and HW Handlers:

(1) Assigned personnel whose duty involves handling of HM and HW must complete required initial and refresher training IAW EGS. HM/HW handlers will conduct weekly inspections utilizing checklists provided by DPW Environmental Division. Keep inspection checklists on file for at least 3 years. Report any identified deficiencies to their unit/organization EO.

7. HAZARDOUS MATERIAL MANAGEMENT PROGRAM (HMMP):

a. A HMMP supports supply chain integration concepts and Army sustainability objectives. Managing hazardous materials (HM) and/or hazardous waste (HW) in an environmentally acceptable manner enhances mission readiness, reduces, and prevents pollution by controlling and reducing the acquisition, use, handling of HM and subsequent reduction in HW generation. USAG Yongsan-Casey envisions continual improvement of its ability to sustain the mission and protect the environment. USAG Yongsan-Casey activities, tenants, and personnel are required to comply with this policy and HMMP principles, as well as all applicable Federal, DoD, U.S. Army, USFK, and Host Nation (HN) regulations. Accordingly, this document directs all activities, tenants, and personnel to implement a sound HMMP consistent with all policies and procedures. This will be accomplished by:

(1) Identifying and documenting operations, processes and products which have potential environmental impacts.

(2) Establishing centralized management and visibility of HM and associated waste generated from those materials. Implementing integrated operations installation wide.

(3) Track all HM using authorized software to manage HMMP operations, as a source of information to document conformance with goals and objectives and as a compliance reporting tool.

(4) Ensure specific business practices are incorporated into the USAG Yongsan-Casey HMMP to effectively manage HM from "Cradle" to "Grave".

(5) Establishment an Authorized User/Use List (AUL) to document the identification, documentation, and approval of processes using HM and/or generating HW to control HM used on the garrison to anticipate regulated and non-regulated waste streams. Centralize HM management and procurement consistent with the AUL.

(6) Ensure Hazard Communication (HAZCOM) is incorporated into Environmental Officer and HM/HW Handler training.

8. OPEN BURNING POLICY:

a. Open burning is prohibited as a regular method of disposal of solid waste (SW), garbage, classified documents, vegetative debris, treated wood, tires, chemicals, plastics, construction debris, etc. Burning of these materials produces pollution that is harmful to the environment and the health of people. Burn barrels/trash cans used to burn the aforementioned types of materials are considered open burning of SW and is prohibited.

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b. This restriction does not apply to burn untreated, natural wood for the fires used for firefighting training purpose, campfires, fire pits, bonfires, infrequent burning of wood, diseased trees, or debris from emergency clean-up operations. All these burning requests will be submitted for approval through DPW Environmental Division, Garrison Safety Office, and Installation Fire Department. After approval is obtained, the customer will return to the Fire Prevention Office to obtain their HOTWORK permit.

9. The point of contact for this memorandum is the Chief, Environmental Division, Directorate of Public Works (DPW), USAG Yongsan - Casey at VOIP 722-5213.



EDWARD H. CHO
COL, LG
Commanding

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