

New Hire Environmental Policy Orientation - State Employee

The Texas Military Department (TMD) has established, implemented and maintains an Environmental Management System (EMS) in order to improve the environmental performance of the agency.

You or someone you supervise may be among many who participate directly in the EMS. At a minimum, you must be aware of the TMD Environmental Policy and its commitments to:

- Compliance with all applicable laws and regulations
- Prevention of Pollution
- Continual Improvement of environmental performance and management practices

TMD has established various documented procedures to control and guide effective environmental management. The organization identified its significant environmental aspects or elements of its activities that can potentially or actually cause a significant negative impact to the environment. The current top four most significant impacts to the mission include:

ACTIVITY	MISSION IMPACTS
Use of Electricity	High Cost Utility Bills
Use of Water	Water Restrictions
Use of Hazardous Materials	Spills, Contamination, Waste Disposal, Personnel Safety
Use of Petroleum, Oils and Lubricants /Fuels	Spills, Contamination, Waste Disposal, Personnel Safety

You may be assigned to a job where one or more significant aspects are reflected in your duties. You must know the environmental impacts of your activities and how to manage those activities properly. You must be competent based on appropriate education, training or experience.

The EMS procedures for controlling actual and potential environmental impacts are referred to as "Operational Controls." You are required to be familiar with operational controls established in your work place, to include Standard Operational Procedures (SOPs), environmental waste management plans, spill prevention plans, etc., that apply to significant environmental aspects and potential emergency situations. If your work processes change significantly, such as when you begin new activities, be sure to ask your supervisor if any existing operational control procedures need to be updated or if new operational controls need to be developed.

You may be assigned to participate in Action Plans to achieve goals established for control of our significant environmental activities. Progress on achieving objectives is monitored by senior leadership. For questions on the environmental management system, please contact the TMD EMS Management Representative, Ms. Robin Howard at 512-782-6929 or robin.a.howard12.nfg@mail.mil.



Texas Military Department

DIRECTIVE

NUMBER 4700.01
SEP 06 2019

NGTX-F

SUBJECT: Texas Military Department (TMD) Environmental Statement

References: See Enclosure

1. PURPOSE.

a. Directs all TMD organizations to implement, maintain, and communicate TMD's Environmental Statement to all military and civilian employees, and supporting contractors.

b. Promote an ethic within TMD that takes the department beyond environmental compliance to sustainability.

2. APPLICABILITY AND SCOPE. This directive applies to all TMD personnel and supersedes TMDD 4700.01, Texas Military Department (TMD) Environmental Statement, dated 30 October 2017 .

3. DEFINITIONS. NA

4. DIRECTIVE.

a. The TMD is committed to sustainability and stewardship of our environment and natural resources. The TMD commits to fully comply with applicable federal, state and local laws, regulations and other requirements for protection of the environment, prevention of pollution and continual improvement of our environmental performance. To meet these commitments, TMD, with involvement of all levels of supervision and command, will:

1. Implement an environmental management system in accordance with references a through d, ensuring all regulatory requirements are properly met and maintained.

2. Assess strategic decisions for balance between environmental considerations and mission requirements to ensure future sustainment of resources and readiness.

3. Integrate environmental considerations at the earliest stages of the decision-making process into operations, training, maintenance, construction activities, and plans and programs to meet mission requirements.

4. Establish measurable environmental goals and objectives for prevention of pollution, conservation of energy, water and other resources, promotion of recycling, and minimization of waste generation.

5. Develop, fund and implement action plans and management programs to achieve environmental goals and objectives, including providing for the training, equipment and supplies necessary for their accomplishment.

6. Ensure that relevant environmental training is included as a part of scheduled team and individual training every year.

7. Establish and fully support committees and teams comprised of personnel who are involved in the day-to-day decision making process, working to meet the requirements of the environmental management system and accomplish these objectives.

b. This directive is designed to assist TMD with stewardship of the environment, meeting sustainability goals and improving results. Our commitments will help develop and maintain operating processes and practices that will optimize training lands and TMDs ability to meet mission readiness requirements for current and future national defense needs.

5. RESPONSIBILITIES. All members of TMD will ensure this directive is implemented throughout all operations and activities of the organization.


6. INFORMATION REQUIREMENTS. Environmental Management System program information can be found on the [Environmental Branch Lone Star Portal](#) page.

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Point of contact is the Environmental Management System, Management Representative at 512-782-6929.

Encl
References


TRACY R. NORRIS
Major General, TXARNG
Adjutant General

DISTRIBUTION:

A
RAQUEL M. DEVERE
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Official

Enclosure

References

- (a) Army Regulation 200-1, Environmental Protection and Enhancement, 12 Dec 2007
- (b) National Guard Bureau Memorandum, ARNG Environmental Management System (EMS) Installation Guidance, 06 FEB 2017
- (c) Air Force Policy Directive 90-8, *Environment, Safety & Occupational Health Management and Risk Management*
- (d) Lenderman, Brig Gen Laura L., Commander, Joint Base San Antonio. To All Commanders and Wing Staff Agencies. Memorandum. Subject: JBSA #87, Environmental Management System (EMS) Policy Statement, 28 September 2018.

Where to Purchase Your Deskside Recycling Bin



Recommendation: 28-1/8 quart
(7 gallon) Deskside Recycling Bin



**Put Paper In
Its Place!**

For Federal Purchases

www.gsadadvantage.gov
(Search for Deskside Recycling
Bin or Container)

For State Purchases

www.tibh.org/shop.html

Where to Purchase Your Hallway or Common Area Recycling Container



Recommendation: Reusable Bags or
13-35 gallon Recycle Containers

GSA Advantage!

www.gsadadvantage.gov
(Search for Recycling Bin or Container)



**Reduce,
Reuse,
Recycle!**

For Paper Recycling Info:
512-782-5141

TEXAS MILITARY FORCES

Qualified Recycling Program Paper Recycling Guide



Recycle Right!

Solid Waste Manager
Office: 512-782-6683
Cell: 512-431-9878
Fax: 512-782-5141
james.darnoncoe14.nfgy@mail.mil

Paper Products to Recycle:

- Computer and fax paper
- All White and Colored Paper
- Adding Machine Tape
- Brochures, Pamphlets & Posters
- Flyers and Mail Advertisements (Junk Mail)
- Newspapers (including Inserts)
- Magazines & Catalogs
- Envelopes (Labels and Windows are okay)
- Carbonless Forms
- Self-adhesive and "Post-it" notes
- Pressed Board (Cereal boxes, Beverage Cartons, etc.)

Note: Staples **DO NOT** have to be removed!



Paper Recycling Only!

What does **NOT** go in Paper Recycling Bins:

- Plastic (Packaging, Wrappers & Containers)
- Styrofoam (Cups, Peanuts, etc.)
- Brown, Red or any Dark-colored Envelopes and Folders
- Soiled, Wet or Food-stained Napkins
- Cardboard (*Break-down and place behind hallway/common area bin*)
- Pizza Boxes or Food Contaminated Containers
- Phone Books
- Wrapping Paper
- Facial Tissue or Paper Towels
- Lids and Caps
- Copy Paper Ream Wrappers



One Wrong Item in a Recycling Bin Turns it all into **WASTE!**

How to Handle Shredded Paper::



- Place Liner in Large Capacity Shredder Bins
- Empty Small Shredders in Lined Common Area/Hallway Container
- Do Not Mix Shredded Computer Disks or other Non-Paper Items with Shredded Paper
- Tie-off Shredded Paper in Plastic Bag or Place in nearby Common Area/Hallway Container
- Place Bags of Shredded Paper along with other Office Paper in Paper Retriever Bins

