

UNITED STATES MARINE CORPS

MARINE CORPS BASE 3250 CATLIN AVENUE QUANTICO VIRGINIA 22134 5001

> MCBO 5090.2D B10

> > JUN 0 9 2013

MARINE CORPS BASE ORDER 5090.2D W/Chl

From:

Commander

To:

Distribution List

ENVIRONMENTAL PROGRAM MANAGEMENT Subi:

Ref

- (a) MCO P5090.2A (w/ Ch 2)
- (b) MCBO 4100.1B
- (c) MCBO 5090.1B
- (d) MCBO 5090.3
- (e) MCBO 5090.4
- (f) MCBO 5090.5 (g) MCBO 5090.6
- (h) MCBO 6240.1B
- (i) MCBO 6240.2A
- (i) MCBO 6240.4B
- (k) MCBO 6280.1B
- (1) MCBO 6280.4
- (m) MCBO P8023.1
- (n) MCBO 8027.1A
- (o) MCBO 11015.1B
- (p) MCBO 11015.3A
- (q) MCBO 11015.4

Encl: (1) MCBQ Environmental Management System Manual

In accordance with MCO P5090.2A (w/ Ch 2), Situation. Marine Corps Base Quantico (MCBQ) (also referred to as "the Base") employs a proactive Environmental Management System (EMS) to protect and enhance the quality of the environment through strict compliance and conformance with all applicable environmental requirements. MCBQ protects and preserves its watersheds, wetlands, natural landscapes, soils, forest, fish and wildlife, and other natural resources as vital Marine Corps assets. The EMS Manual at enclosure (1) provides the framework associated with the implementation and operation of the EMS aboard MCBQ.

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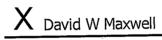
- 2. Cancellation. MCBO 5090.2C, Environmental Compliance and Protection.
- 3. <u>Mission</u>. This Order provides policy for the operation and management of the Base Environmental Management System. This document has undergone significant revisions and should be reviewed in its entirety.

4. Execution

- a. <u>Commander's Intent</u>. The Commander's intent is fully defined in the Base Commander's Environmental Policy Statement, which applies to all MCBQ staff sections, subordinate commands, other United States Marine Corps organizations aboard MCBQ, as well as tenant commands of the Base (collectively referred to herein as "activities"), unless otherwise exempted in the EMS Manual. References (a) thru (q)) provide additional guidance for environmental and natural resources management on board MCBQ, as supplemental execution activities to this order.
- b. <u>Concept of Operations</u>. The EMS Manual at enclosure (1) accomplishes the following:
- 1) Establishes the overall framework associated with the implementation and operation of MCBQ's EMS.
- 2) Provides for key environmental roles and responsibilities for the Base and tenant command staff personnel.
- 3) Institutes the use of MCBQ's Environmental Compliance and Protection Standard Operating Procedure (ECPSOP), which is considered a publication requirement of this order and is signed by the Base Commander and updated every 3 years at a minimum.
- 4) Institutes the use of Environmental Media Program Management Plans (Program Plans). These plans are to be considered a publication requirement of this order, and signed by the Base Commanding Officer and updated every three years or as required by regulatory changes.
- 5) Institutes the use of specific Environmental Media Base Orders when greater accessibility or amplifying guidance is deemed necessary by the Base Commanding Officer.

- 6) Institutes the use of Environmental Standard Operating Procedures (ESOP), which are designed to provide detailed instructions on the execution of significant environmental practices to mitigate potential environmental impacts. When deemed necessary, these ESOPs are to be considered a publication requirement of this order and shall be signed by the Chairperson of the Energy and Environmental Management System (E^2MS) Implementation Team and updated every three years or as required by regulatory changes.
- 5. <u>Administration and Logistics</u>. Recommendations concerning the contents of this Order may be forwarded to the MCBQ Commanding Officer via the Natural Resources and Environmental Affairs (NREA) Branch.
- 6. Command and Signals. Reviewed and approved this date.
- a. <u>Command</u>. This Order is applicable to all MCBQ Activities
 - b. Signal. This Order is effective the date signed.

6/9/2013



DAVID W. MAXWELL

Signed by: MAXWELL DAVID. WAYNE. 1163568108

Distribution: A

UNITED STATES MARINE CORPS

MARINE CORPS BASE 3250 CATLIN AVENUE QUANTICO VIRGINIA 22134 5001

MCBO 5090.2D Ch 1 B10 AUG 1 8 2014

MARINE CORPS BASE ORDER 5090.2D Ch1

From: Commander

To: Distribution List

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

Encl: (1) Revised MCBQ Environmental Management System Manual

- 1. Situation. To transmit revised chapters and appendices.
- 2. <u>Mission</u>. This change updates the current Order, in order to be consistent with recent changes to Chapter 2 of Marine Corps Order P5090.2A. This revision updates Marine Corps Base policy on Environmental Program Management. The text of enclosure (1) was updated to align with MCO P5090.2A (w/Ch 3) which was published on 26 August 2013.
- 3. Execution. Upon receipt, execute the following change to the subject Order:
- a. Remove "enclosure (1)" and replace with attached enclosure.
- 4. Administration and Logistics. File this change transmittal page in front of the original Order.
- 5. Command and Signal.
- a. <u>Command</u>. This revision is applicable to all Marines, Reservists, Sailors, and Tenants located aboard MCBQ.
 - b. Signal. This revision is effective on the date signed.

DAVID W. MAXWELL

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ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL



June 2014

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Log of completed change action as indicated.

Change	Date of	Date Entered	Signature of Person
Number	Change		Incorporated Change
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Chapter 1

INTRODUCTION

1. PURPOSE

- a. Marine Corps Base Quantico (MCBQ) shall establish, document, implement, maintain, and continually improve an Environmental Management System (EMS) in accordance with the requirements of MCO P5090.2A, Environmental Compliance and Protection Manual. This Manual sets forth MCBQ policies and responsibilities for compliance with environmental statutes and regulations, as well as the management of MCBQ environmental programs.
- b. MCBQ environmental programs ensure compliance with environmental requirements, protect the environment, human health, and enhance and sustain mission readiness. The programs focus on the following elements:
 - (1) Compliance with environmental requirements.
 - (2) Pollution prevention (P2).
 - (3) Conservation of natural and cultural resources.
 - (4) Environmental restoration (ER).
- c. The Installation and Environmental Division (GF) and the Natural Resources and Environmental Affairs (NREA) Branch, executes and provides oversight of Base environmental programs and develops environmental policy.
- d. This chapter establishes a framework and general responsibilities for management of MCBQ environmental programs.

2. APPLICABILITY

- a. The applicability of MCBQ's EMS includes areas used and affected by all activities (e.g., tenants, commands, units, etc.) aboard MCBQ unless otherwise exempted by the Base Commander.
- b. For publication purposes of this EMS Manual, the Base Commander has exempted the following organizations: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), and Lincoln Military Housing (LMH). These agencies must maintain their own EMS and shall comply with Federal,

Commonwealth of Virginia, local, and Department of Defense (DoD) regulatory compliance requirements

3. BACKGROUND

- a. The mission of MCBQ is to "Enhance readiness by providing operational/training support, infrastructure, and community services that are responsive to tenant command/activity requirements, the needs of our military members, families, and civilians.
- b. This manual provides the specific requirements for the operation and management of the EMS for MCBQ. As a management tool, the EMS Manual provides a framework for commanders, directors, and supervisors at MCBQ to use while ensuring compliance with environmental requirements. The EMS is an integral part of the overall command management structure for MCBQ.
- c. The framework of MCBQ's EMS is based on the EMS Elements of the United States Marine Corps (USMC) EMS structure specified in Chapter 2 of Marine Corps Order (MCO) P5090.2A, Environmental Compliance and Protection Manual. The chapter and section numbering in this manual follows the sequence of elements provided by the International Organization for Standardization (ISO) 14001 Standard for Environmental Management Systems-Requirements with Guidance for Use standard. This manual is intended to establish the overall framework of MCBQ's EMS while also providing a means of executive level general awareness.
- d. Procedures for the management of MCBQ's environmental programs are further established by the Environmental Compliance and Protection Standard Operating Procedure (ECPSOP), Specific Environmental Media Program Management Plans (Program Plans) (e.g., Tank Plan, Pollution Prevention Plan, etc.), Specific Environmental Media Base Orders (Base Orders), and Environmental Standard Operating Procedures (ESOPs), in order to mitigate potential environmental impacts caused by the execution of significant practices. Specific EMS-related administrative procedures are provided in the MCBQ Management Coordination Plan (MCP). The MCP is the detailed management plan that provides administrative procedures for implementing and maintaining the EMS and is maintained by the EMS Coordinator.

e. EMS Elements are the structural framework through which the USMC establishes and reviews its environmental goals, analyzes its environmental impacts and legal requirements, sets environmental objectives and targets, establishes programs to meet these objectives and targets, and continuously monitors, measures, and reviews the progress of the EMS. Appendix A, Table A-1 provides a summary of EMS elements and Figure A-1 depicts how EMS Elements relate between MCO P5090.2A and the ISO 14001:2004 standard. In turn, the ISO 14001:2004 standard is based on the management philosophy known as Plan-Do-Check-Act (PDCA). Refer to Figure 1, for a description of the PDCA cycle.

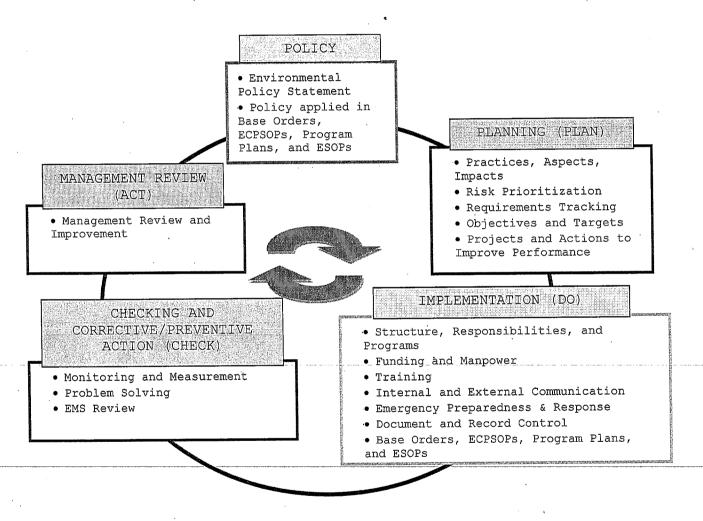


Figure 1. PDCA Process within the EMS.

4. REFERENCES

- a. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, 5 October, 2009. Executive Order reaffirms EMS mandate.
- b. Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management 24 January, 2007. Executive Order that mandates an EMS.
- c. ISO 14001:2004(E), Environmental Management Systems Requirements with guidance for use. Established the international standard for an EMS.
- d. MCO P5090.2A, Environmental Compliance and Protection Manual, 21 May 2009. The USMC Environmental Requirements Document, loosely based on ISO 14001:2004.
- e. The Environmental Assessment and Management (TEAM) Guide, U.S. Army Corps of Engineers, Engineer Research and Development Center. The TEAM Guide is periodically updated for United States (quarterly), State of Virginia (annually), and U.S. Marine Corps (quarterly) laws, regulations, and requirements.

5. ACRONYMS, ABBREVIATIONS, TERMS, AND DEFINITIONS

CETEP - Comprehensive Environmental Training and Education Program

DoD - Department of Defense

DEA - Drug Enforcement Agency

ECE - Environmental Compliance Evaluation

ECPSOP - Environmental Compliance and Protection Standard Operating Procedure

EC - Environmental Coordinator

E²MS - Environmental and Energy Management System

EMS - Environmental Management System

ESOPs - Environmental Standard Operating Procedures

FBI - Federal Bureau of Investigation

ISO - International Organization for Standardization

ISMP - Integrated Spill Management Plan

LMH - Lincoln Military Housing

MCP - Management Coordination Plan

MCBQ - Marine Corps Base Quantico

MCO - Marine Corps Order

PDCA - Plan-Do-Check-Act

TEAM - The Environmental Assessment and Management Guide

USMC - United States Marine Corps

Terms and Definitions are provided in Appendix B.

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Chapter 2

ESTABLISHING ENVIRONMENTAL POLICY

1. <u>GENERAL REQUIREMENTS</u>. The Base Commander, with the assistance of the $\rm E^2MS$ Core Team and the $\rm E^2MS$ Implementation Team, establishes the Base Environmental Policy that conforms with Element 1, Environmental Policy, as specified within MCO P5090.2A, and ISO 14001: Section 4.2.

2. ELEMENT 1: ENVIRONMENTAL POLICY

- a. The MCBQ procedure for preparing the policy is provided in the MCP.
- b. Communication of the Base Environmental Policy is accomplished through the preparation and mass distribution to all activities on MCBQ. The Base Environmental Policy is made available to the public through the MCBQ Web Site under GF, NREA Branch and through the NREA Branch SharePoint Site, Shared Documents Libraries under each program area.
- c. The policy is reviewed annually by the ${\rm E}^2{\rm MS}$ Core Team and the Base Commander. It is updated when needed or in the event of a Change of Command.
- d. For MCBQ, the execution of the Commander's Environmental Policy is accomplished through the publication of this manual, the ECPSOP, MCP, Program Plans, Base Orders, and Significant Practice ESOPs. Refer to Figure 2 for a description of how the Environmental Policy is applied to all environmental management documents at MCBQ. Primary MCBQ EMS Documents are further described in Table 1. These documents are provided on the MCBQ Web Site and SharePoint Site mentioned above.

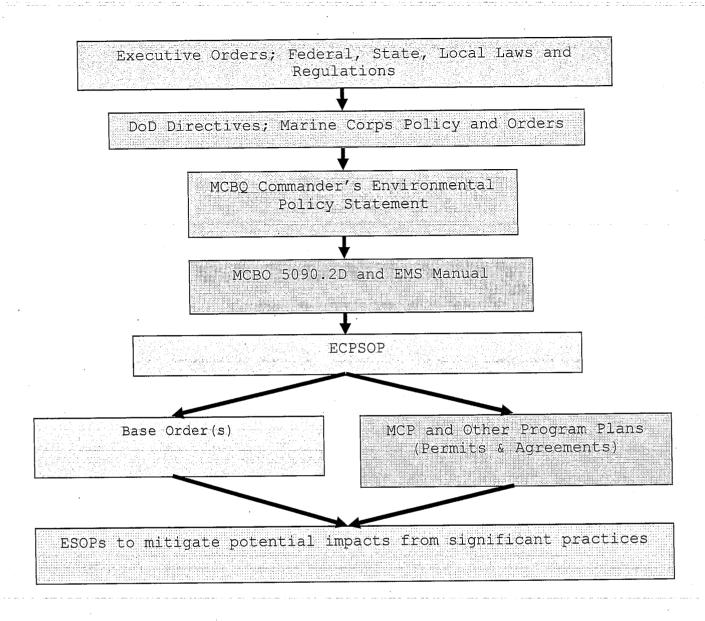


Figure 2. Environmental Policy link across EMS Documents

Table 1. Primary MCBQ EMS Documents

Table 1. Primary MCBQ EMS Documents	
Document	Approval Level
Environmental Policy Statement • Establishes MCBQ's overall Environmental Policy • Intended for all Base personnel	Approved by the MCBQ Commander
MCBO 5090.2D and EMS Manual • Expands Environmental Policy for specific topics that warrant additional command validation.	Approved by the MCBQ Commander
 Used by commanders, directors, and supervisors to authorize elements of the EMS. Establishes EMS framework and document Element 	
relationships.	
ECPSOP	Approved by the
• Required by MCO P5090.2A and MCBO 5090.2D.	MCBQ Commander
• Provides detailed environmental policy for specific environmental media program areas at MCBQ.	
• Provides procedures for commanders, directors, supervisors, Environmental Coordinators (ECs), and program managers.	
MCP / Program Plans / Base Orders • Established and authorized by MCO P5090.2A. • The use of specific plans are established within the MCBQ ECPSOP, when needed, to provide for better program management and document control; and thus by relation are required by MCBO 5090.2D/EMS Manual. • Provides detailed operational level environmental procedures for commanders, directors, ECs, Program Managers, and practice owners.	Approved by the MCBQ Commander
	Approved by the
SOPs • Expands upon specific procedural requirements established by Base Orders, ECPSOP, and Plans. • Aligns procedures to specific environmental practices identified as "Significant" risk on MCBQ.	E ² MS Implementation Team Chairperson
 Already authorized by the MCBQ Base Commander. Intended to provide procedures in layman's terms for ECs, practice owners, and practice workers with "Significant" Practices. 	

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Chapter 3

ENVIRONMENTAL PLANNING

1. GENERAL REQUIREMENTS. The Base Commander, with the assistance of the $\rm E^2MS$ Core Team and the $\rm E^2MS$ Implementation Team, establishes the Base Environmental Planning Process that conforms with Elements 2 through 4, within MCO P5090.2A, and ISO 14001: Sections 4.3.1 through 4.3.3.

2. <u>ELEMENT 2: PRACTICES, ASPECTS, IMPACTS AND RISK</u> PRIORITIZATION

- a. The USMC has established Element 2, Practices, Aspects, and Impacts and Risk Prioritization, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.3.1. concerning Environmental Aspects. Procedures for determining MCBQ's practices, aspects, and impacts are provided in the MCP within the defined scope of the EMS.
- b. MCBQ follows current HQMC EMS guidance, documented in MCO P5090.2A, Chapter 2 to complete both activity-level and basewide Practice Aspect Impact (PAI) Inventories and updates. HQMC EMS guidance requires the use of WEBCASS to maintain a basewide PAI Inventory. MCBQ accomplishes this requirement and also maintains activity-level PAI Inventories that document practice occurrences at each activity aboard MCBQ. Standardized HQMC defined practices, aspects, and impacts are used by MCBQ for both activity-level and basewide PAI Inventories. These standardized practices, aspects, and impacts are available in WEBCASS and are also included in Tables 2-1, 2-2, and 2-3, of the MCP.
- c. <u>Risk Prioritization</u>. A risk analysis provides an assessment of each resource's vulnerability to the aspects of existing and new practices. The MCP includes the procedure to prioritize practices based on risk to mission that is repeatable and defensible. Risk scoring is conducted for each aspect. There are six categories assessed and rated as part of risk ranking: Environmental Risk, Regulatory Risk, Public Perception Risk, Health & Safety Risk, Frequency, and Mission Sensitivity Rank. The MCP also includes a schedule for periodic review and update of the prioritization results in addition to procedures to mitigate risk (i.e., development of operational controls). Results of risk scoring and ranking are provided to the E²MS

Implementation Team for review and are updated, based upon feedback.

d. Figure 3 depicts how practices, aspects, and impacts interact with the mission of MCBQ. The primary role of MCBQ's EMS is to mitigate, if not eliminate, potential impacts to the mission associated with operational practice owners and environmental aspect program areas.

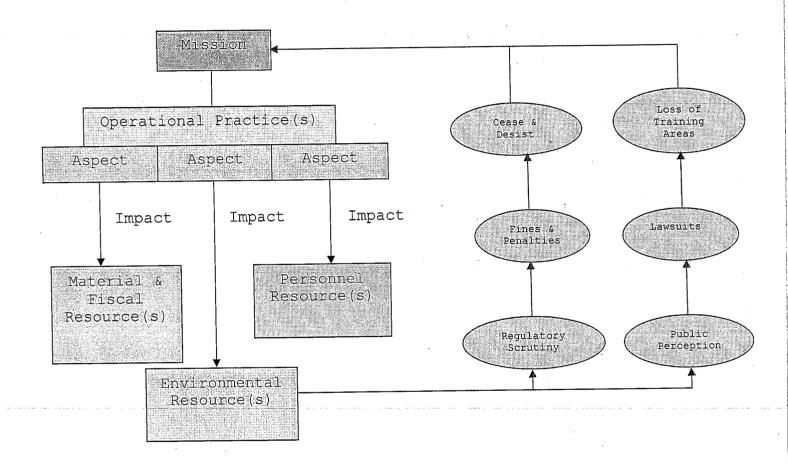


Figure 3. Environmental Practices, Aspects, and Impacts Potential Interaction with MCBQ Mission.

3. ELEMENT 3: LEGAL AND OTHER ENVIRONMENTAL REQUIREMENTS

a. The USMC has established Element 3, Legal and Other Environmental Requirements, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.3.2. Procedures for determining Legal and Other Requirements are provided in the MCP within the defined scope of the EMS.

- b. The MCP includes the procedure required to:
- (1) Identify and access applicable environmental legal requirements and other requirements related to environmental aspects, and
- (2) Determine how these requirements apply to MCBQ's environmental aspects.
- c. Conformance with the procedure ensures that applicable environmental legal requirements and other requirements are taken into account in establishing, implementing, and maintaining MCBQ's EMS.

4. ELEMENT 4: OBJECTIVES, TARGETS AND ACTIONS TO IMPROVE PERFORMANCE

- a. The USMC has established Element 4, Objectives, Targets and Actions to Improve Performance, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.3.3. Procedures for determining objectives, targets, and actions are provided in the MCP within the defined scope of the EMS.
- b. Objectives and targets are measurable, where practicable, and consistent with the Base Environmental Policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements, and to continual improvement. Objectives and targets reflect risks to mission determined through prioritization of practices and aspects. General Base Objectives are published within the Base Commander's Environmental Policy Statement.
- c. The MCP provides for establishment, implementation, and maintenance of the program specific objectives and targets to meet the General Base Objectives, via Plan(s) of Action and Milestones (POA&M) and Environmental Action Plans (EAP). The programs include:
- (1) Designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization, and;
- (2) The means and time-frame by which they are to be achieved.

d. When establishing and reviewing its objectives and targets, considers its aspects as well as its legal requirements and other requirements, and its significant environmental aspects. MCBQ also considers its technological options, its financial, operational and business requirements, and the views of interested parties.

Chapter 4

IMPLEMENTATION AND OPERATION

1. GENERAL REQUIREMENT

The Base Commander, with the assistance of the E^2MS Core Team and the E^2MS Implementation Team, establishes the Base Environmental Implementation and Operations that conform with Elements 5 through 11, within MCO P5090.2A, and ISO 14001: Sections 4.4.1 through 4.4.7.

2. ELEMENT 5: ROLES, RESPONSIBILITY, AND RESOURCES

- a. The USMC has established Element 5 Roles, Responsibility, and Resources, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.1. Procedures for determining Resources, Roles, Responsibility, and Resources, are provided in the MCP within the defined scope of the EMS.
- b. The Base Commander ensures the availability of resources, in accordance with MCO P5090.2A, Chapter 3, that are essential to establish, implement, maintain and improve the EMS. Resources include human resources and specialized skills, organizational infrastructure, technology, and financial resources.
- c. Roles, responsibilities and authorities are defined, documented, and communicated in order to facilitate effective environmental management through MCO P5090.2A, this EMS Manual, ECPSOP, the MCP and other Program Plans, Base Orders, and Environmental Standard Operating Procedures.
- d. Specific management representatives are identified, irrespective of other responsibilities. These representatives have defined roles, responsibilities and authority for:
- (1) Ensuring that an EMS is established, implemented and maintained in accordance with the requirements of MCO P5090.2A,
- (2) Reporting to top management on the performance of the EMS for review, including recommendations for improvement.
- e. The key roles and authorities are established and specific responsibilities are documented within the MCP, ECPSOP, other Base Orders, and Program Plans as approved by the Base

Commander. Figure 4 provides an outline of how the key roles and authorities interact within the MCBQ EMS.

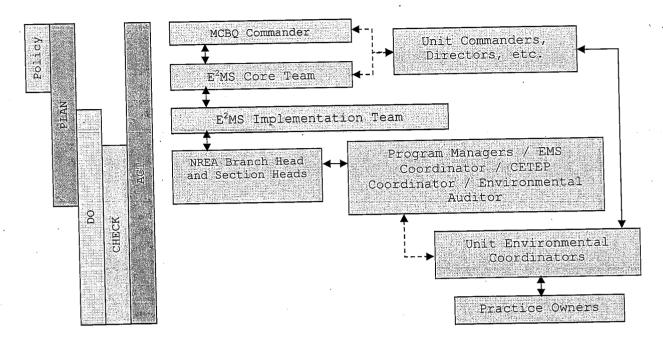


Figure 4. EMS Organizational Interaction

- f. The key roles and authorities indicated in Figure 4 are summarized below. The selection of individuals to fill specific employment assignments, unless revoked or re-assigned by the MCBQ Base Commander, is also assumed to have delegated authority to accomplish the appropriate duties necessary to maintain the EMS
- (1) Commander, MCBQ: EMS Senior Executive/Core Team Chairperson.
- (2) Unit Commanders and Directors. These individuals are responsible for ensuring the effective implementation of the Base EMS within their organizations and ensure personnel with environmental duties at all levels are fully trained and qualified. To facilitate this responsibility, an Environmental Coordinator (Staff NCO or higher/civilian equivalent) and an Alternate shall be assigned in writing and have direct access to the Unit Commander or Director for all environmental matters. All personnel assigned EC responsibilities should keep those responsibilities for at least one year after such assignment.

- (3) Head, Natural Resources and Environmental Affairs (NREA) Branch: This individual coordinates EMS responsibilities and maintains EMS records. He/She facilitates the E^2MS Core Team meetings and leads the E^2MS Implementation Team meetings. The Head, NREA Branch also coordinates requests for resources necessary to maintain MCBQ's EMS, achieves and maintains compliance/conformance objectives, and provides for process improvement.
- (4) Section Heads, NREA Branch: These individuals coordinate MCBQ EMS responsibilities and maintain EMS records appropriate for the various programs within their Sections. They also coordinate requests for resources necessary to maintain MCBQ's EMS, achieve and maintain compliance/conformance objectives, and provide for process improvement within their Sections.
- (5) Specific Environmental Media Program Managers (Program Managers): These individuals coordinate EMS responsibilities and maintain EMS records appropriate for their programs. They initiate requests for resources necessary to maintain their program areas; achieve and maintain compliance/conformance objectives; and, provide for process improvement within their program areas. Program Managers develop and maintain base orders and Program Plans within their program areas. They review ECPSOP Chapters and ESOPs associated with their program areas that are developed by the EMS Coordinator. Program Managers interact with unit commanders, directors, managers, ECs, and practice owners to ensure compliance/conformance with all approved procedures associated with their program areas.
- required by MCO P5090.2A, Chapter 5. The billet is located within the NREA Branch. The EMS Coordinator provides administrative and technical support to the EMS Senior Executive; E²MS Core Team Chair; Head, NREA Branch; NREA Branch Section Heads; and Program Managers to ensure conformance with the EMS. Specific duties of the EMS Coordinator are provided in the MCP. The selection of an individual to fill the specific employment assignment as the EMS Coordinator, unless revoked or

re-assigned by the Base Commander, is also assumed to have delegated authority to carry out the appropriate duties necessary to maintain the EMS.

- (7) Comprehensive Environmental Training and Education Program (CETEP) Coordinator. This is an assigned position as required by MCO P5090.2A (w/ Ch. 2), Chapter 5. The billet is located within the NREA Branch. The CETEP Coordinator provides environmental training and educational support to the EMS Senior Executive, E²MS Core Team Chair; Head, NREA Branch; NREA Branch Section Heads, and Program Managers to ensure conformance with the EMS. Specific duties of the CETEP Coordinator are provided in the CETEP Plan. The selection of an individual to fill specific employment assignment as the CETEP Coordinator, unless revoked or re-assigned by the Base Commander, is also assumed to have delegated authority to carry out the appropriate duties necessary to maintain the CETEP.
- (8) Environmental Auditor. This individual, assigned by the Head, NREA Branch, will perform the MCBQ's internal Environmental Compliance Evaluations (ECEs) and EMS Conformance Audits, in accordance with MCO P5090.2A, Chapter 4 and the Environmental Audit Chapter of MCBQ's ECPSOP.
- (9) ECs. All activities onboard MCBQ are required to designate an individual as an EC who performs as liaison between their organization, NREA Branch, and Energy and Water Conservation Programs. EC duties and requirements are described in MCBQ's MCP. Unit ECs also coordinate unit level resource requirements necessary to maintain compliance within environmental practice areas. All military personnel assigned EC responsibilities should keep those responsibilities for at least one year after such assignment
- (10) Practice Owners. These individuals are responsible for ensuring their unit or shop follows procedures (i.e., ESOPs), policies, and $E^2\mathrm{MS}$ guidance in order to reduce the risks of their practices and to meet regulatory requirements, mandates, and orders. Practice owners also identify resource needs associated with a practice area to their Unit ECs.

(11) E^2MS Core Team. This team provides Senior Management leadership and review of policies and objectives for MCBQ's EMS, Energy, and Water Conservation Programs. The Core Team's mission is to provide senior oversight and endorsement of ${\ensuremath{\text{E}}}^2{\ensuremath{\text{MS}}}$ goals and objectives that are established to aid MCBQ's ${\ensuremath{\mathtt{E}}}^2{\ensuremath{\mathtt{MS}}}$ performance by addressing environmental and energy compliance and conformance requirements. The ${\ensuremath{\text{E}}}^2{\ensuremath{\text{MS}}}$ Core Team Membership is provided in Table 2. Membership is listed by billet title.

Table 2. E'MS Core	Team Organization
Chair, E ² MS Core	Commander, MCBQ
Team	Chief of Staff, MCBQ (Alternate)
E ² MS Core Team	Sergeant Major, MCBQ
	Assistant Chief of Staff, G-1 Manpower
	Division
	Assistant Chief of Staff, G-3 Operations
	Division
	Assistant Chief of Staff, G-4 Logistics
	Division
	Assistant Chief of Staff, GF Installation and
	Environment Division
	Assistant Chief of Staff, G-6 Communications
	Division
•	Director, Public Affairs Office
	Commanding Officer, Naval Health Clinic
	Quantico
·	Director, Safety Division
	Office of Counsel
	Director, Marine Corps Community Services
	Director, Business Performance Office

(12) E^2MS Implementation Team. This team provides subject matter expert review of all ${\ensuremath{\text{E}}}^2{\ensuremath{\text{MS}}}$ procedures, recommends objectives to the ${\rm E}^2{\rm MS}$ Core Team for approval, and is typically assigned corrective actions (i.e., Environmental Action Plans) by the ${\rm E^2MS}$ Core Team to improve the Base's ${\rm E^2MS}$. The ${\rm E^2MS}$ Implementation Team consists of stakeholders involved in the management and implementation of environmental, energy, and overall sustainability goals and objectives. Resource requirements are coordinated through ${\ensuremath{\text{E}}}^2{\ensuremath{\text{MS}}}$ Implementation Team. Table 3 describes the membership of the ${\rm E}^2{\rm MS}$ Implementation Team, by billet title.

Section, NREA Branch ger, NREA Branch Program Manager, NREA Branch tion Program Manager, NREA
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3. ELEMENT 6: COMPETENCE, TRAINING AND AWARENESS

- a. The USMC has established Element 6 Competence, Training, and Awareness, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.2. Procedures for determining Competence, Training, and Awareness are provided in the MCP within the defined scope of the EMS.
- b. MCO P5090.2A Chapter 5 and Element 6, Competence, Training and Awareness, establishes a Comprehensive Environmental Training and Education Program (CETEP) and the requirement for a base specific CETEP Plan. The CETEP Plan provides procedures that address competence of appropriate education, training or experience. Competence is required for all persons performing tasks for MCBQ, or on its behalf, which have the potential to cause a significant environmental impact. The CETEP Coordinator, ECs, and trained individuals retain associated competence records.
- c. The CETEP Plan identifies training needs associated with the environmental aspects and the MCBQ's EMS. The CETEP Coordinator provides training or takes other action to meet these needs, and retains associated records.
- d. MCBQ has established, implemented, and maintains procedures within the CETEP Plan to make persons working for MCBQ, or on its behalf, aware of:
- (1) The importance of conformity with the Base Environmental Policy and MBCQ's EMS,
- (2) Significant environmental aspects and related actual or potential impacts associated with their work,
- (3) Environmental benefits of improved personal performance,
- (4) Personnel roles and responsibilities in achieving conformity with the requirements of MCBQ's EMS; and,
- (5) Potential consequences of departure from specified procedures.

4. ELEMENT 7: COMMUNICATION

- a. The USMC has established Element 7 Communication, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.3. Procedures for Communication are provided in the MCP within the defined scope of the EMS.
- b. The Base has established, implemented and maintains a procedure within the MCP for:
- (1) Internal communication among the various levels and functions of the organization,
- (2) Receiving, documenting and responding to relevant communication from external interested parties.
- c. The Base Commander has decided not to communicate externally about MCBQ's significant environmental aspects. If a decision is made to externally communicate at a later date, the Base Commander shall establish and implement a method(s) for external communication within the MCP.

5. ELEMENT 8: EMS DOCUMENTATION

- a. The USMC has established Element 8 EMS Documentation, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.4. Procedures for Documentation are provided in the MCP within the defined scope of the EMS.
 - b. EMS documentation includes the following:
- (1) The environmental policy, objectives and targets are established and approved by the E²MS Core Team and is maintained in meeting minutes by the EMS Coordinator. They are addressed through the implementation of the ECPSOP, Program Plans (Permits & Agreements), and Base Orders by the Program Managers.
- (2) A description of the scope of MCBQ's EMS is provided in this manual, the MCP, ECPSOP, and Program Plans and Base Orders.
- (3) Roles, responsibilities, and authorities to facilitate effective environmental management.
 - (4) Significant environmental aspects.

- (5) Information to monitor performance including progress towards meeting objectives and targets.
 - (6) Applicable operational controls.
- (7) Documents, including records, determined by MCBQ to be necessary to ensure the effective planning, operation and control of processes that relate to the significant environmental aspects. These are identified and maintained as indicated in MCO P5090.2A, this manual, applicable base orders, ECPSOP, MCP, and Program Plans.
- c. A description of the main elements of the EMS and their interaction, and reference to related documents is shown in Figures 5 and 6.

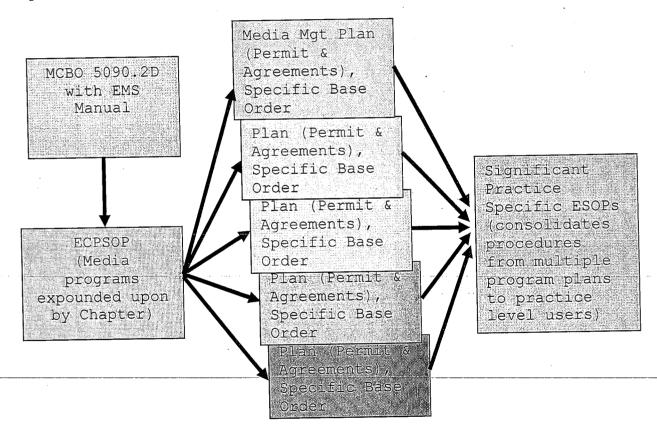


Figure 5. Interaction of EMS Documents.

RELATED DOCUMENTS

POLICY

 Environmental Policy Statement and policy applied in base orders, ECPSOPs, plans, and ESOPs

PLAN

- Federal, Commonwealth of Virginia, local laws and regulations.
- Environmental permits, consent orders, programmatic agreements, etc.
- MCO P5090.2A (w/ Ch 2) and related policy letters from Head Quarters Marine Corps.
- MCBO 5090.2D (w/ EMS Manual).
- ECPSOP.
- Specific Environmental Media Management Plans and Base Orders.
- ESOPs.
- Practice, aspect, impact and risk prioritization inventories.
- Other correspondence related to plans:

DO

• Completed forms, inventories, reports, and other records required by procedures.

Check

• Environmental compliance and conformance audit reports and other records.



- \bullet $E^2 MS$ Core Team and $E^2 MS$ Implementation Team meeting minutes and other records.
- EMS Coordinator, CETEP Coordinator, and program manager corrective action records.

Figure 6. Interaction of EMS Documents to PDCA Methodology.

6. ELEMENT 9: CONTROL OF DOCUMENTS

- a. The USMC has established Element 9 Control of Documents, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.5. Procedures for Control of Documents are provided in the MCP within the defined scope of the EMS.
- b. MCBQ has established, implemented, and maintains a procedure(s) in the MCP to:
- (1) Establish, review and update as necessary and reapprove documents,
 - (2) Approve documents for adequacy prior to issue,
- (3) Ensure that changes and the current revision status of documents are identified,
- (4) Ensure that relevant versions of applicable documents are available at points of use,
- (5) Ensure that documents remain legible and readily identifiable,
- (6) Ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the EMS are identified and their distribution controlled, and
- (7) Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

7. ELEMENT 10: OPERATIONAL CONTROL OF PRACTICES

- a. The USMC has established Element 10 Operational Control of Practices, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.6. Procedures for Operational Control of Practices are provided in the MCP within the defined scope of the EMS.
- b. MCBQ has identified and planned those operations that are associated with identified significant environmental aspects consistent with its environmental policy, objectives and targets, in order to ensure that those operations are carried out under specified conditions, by:

- (1) Establishing, implementing, and maintaining a documented procedure(s) to control situations where, in their absence, could lead to deviation from the environmental policy, objectives and targets.
- (2) Describing the operating criteria in the procedure(s).
- (3) Establishing, implementing and maintaining procedures related to the identified significant environmental aspects of goods and services used by the organization, and communicating applicable procedures and requirements to suppliers and contractors.
- c. The form for documenting the status of environmental program documents for all environmental programs addressed in the ECPSOP is provided in Appendix C. The EMS Coordinator uses the form in Appendix C to maintain an inventory of operational controls and date of last revision. This inventory is updated annually, or as needed, to reflect additions or changes to MCBQ's documented procedures. The most up to date inventory is available electronically (pdf format) in the NREA SharePoint site, Planning Department, EMS work sections, Shared Documents.

8. ELEMENT 11: EMERGENCY PREPAREDNESS AND RESPONSE

- a. The USMC has established Element 11 Emergency Preparedness and Response, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.4.7. Procedures for Emergency Preparedness and Response are provided in the MCP within the defined scope of the EMS.
- b. MCBQ has established, implemented, and maintains an Integrated Spill Management Plan (ISMP). This plan identifies potential emergency situations and potential accidents that can have an impact(s) on the environment, and explains how personnel on MCBQ will respond to them. MCBQ reviews and revises these procedures regularly. Additional review and revision is implemented, after accidents or emergency situations, as appropriate.
- C. MCBQ responds to actual emergency situations and accidents to prevent or mitigate the associated adverse environmental impacts.

- d. In addition to the ISMP, the MCBQ EMS incorporates program aspect and /or practice specific emergency preparedness and response guidance within all EMS documents. Such EMS documents will be reviewed periodically and, where necessary, revised.
- e. MCBQ also periodically tests such procedures where practicable.

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Chapter 5

ENVIRONMENTAL EVALUATION AND AUDITING PROGRAMS

1. GENERAL REQUIREMENTS

The Base Commander, with the assistance of the E^2MS Core Team and the E^2MS Implementation Team, establishes the Environmental Evaluation and Auditing Programs that conform with Elements 12 through 16, within MCO P5090.2A, and ISO 14001: Sections 4.5.1 through 4.5.5.

2. ELEMENT 12: MONITORING AND MEASUREMENT

- a. The USMC has established Element 12 Monitoring and Measurement, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.5.1. Procedures for Monitoring and Measurement are provided in the MCP within the defined scope of the EMS.
- b. Environmental program managers shall establish, implement and maintain, within the ECPSOP and/or Program Plans, appropriate procedures to monitor and measure the successes and failures within each program. The type and frequency of monitoring is based on requirements identified to maintain conformance with policies and compliance with regulations applicable within the program area. Monitoring includes the key characteristics of program area operations that can have a significant environmental impact. The procedure(s) include the documenting of information to monitor performance, applicable operational controls and conformity with the Base's environmental objectives and targets, DoD, local Commonwealth of Virginia, and Federal requirements.
- c. Environmental program managers ensure that calibrated or verified monitoring and measurement equipment, if required, is used and maintained for associated record retention.

3. ELEMENT 13: EVALUATION OF COMPLIANCE

a. The USMC has established Element 13 Evaluation of Compliance, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.5.2. Procedures for Evaluation Of Compliance are provided in the MCP within the defined scope of the EMS.

- b. Consistent with its commitment to compliance and conformance, MCBQ establishes, implements, and maintains an auditing plan for evaluating both compliance with applicable legal requirements, and conformance with applicable Federal mandates, DoD, and Base policies.
- c. The Environmental Audit Section keeps records of the evaluation results.
- d. MCBQ also evaluates compliance with other requirements to which the Base subscribes to, such as Interdepartmental Agreements and other letters of agreement with local agencies, which may contain other environmental requirements.
- e. The Environmental Audit Section keeps records of the results of the periodic evaluations.

4. ELEMENT 14: PROBLEM SOLVING

- a. The USMC has established Element 14 Problem Solving, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.5.3. Procedures for Problem Solving are provided in the MCP within the defined scope of the EMS.
- b. MCBQ has established, implemented, and maintains procedure(s) for addressing and correcting actual and potential nonconformities. The procedures also provide for taking corrective and preventive actions. MCBQ's internal and external audits assess the Base's compliance level with respect to environmental regulations and identifies actions necessary to correct deficiencies, and determine the root causes in terms of the associated USMC EMS Elements and the ISO 14001:2004 standards.
- c. The audit plan provides procedures that define requirements for:
- (1) Identifying and correcting nonconformities and taking action(s) to mitigate their environmental impacts.
- (2) Investigating nonconformities, determining their root cause(s) and taking actions in order to avoid their recurrence.

- (3) Evaluating the need for action(s) to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence.
- (4) Recording the results of corrective and preventive action(s) taken.
- (5) Reviewing the effectiveness of corrective and preventive action(s) taken.
- d. Appropriate actions are taken in consonance with the magnitude of the problems and the environmental impacts encountered.
- e. MCBQ ensures that, any necessary changes are made to EMS documentation; monitors corrective actions; and facilitates continual improvement.

5. ELEMENT 15: CONTROL OF RECORDS

- a. The USMC has established Element 15 Control of Records, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.5.4. Procedures for Control of Records are provided in the MCP within the defined scope of the EMS.
- b. Program Managers establish and maintain records as necessary to demonstrate conformity to the requirements of MCO P5090.2A, MCBQ's EMS, and applicable environmental regulations and mandates.
- c. Procedures for the identification, storage, protection, retrieval, retention and disposal of records are addressed in the ECPSOP, MCP, Program Plans, and Base Orders.
- d. Records will remain legible, identifiable, and traceable at all times.

6. ELEMENT 16: EMS AUDITING

a. The USMC has established Element 16 EMS Auditing, as specified within MCO P5090.2A and conforms to ISO 14001: Section 4.5.5. Procedures for EMS Auditing are provided in the MCP within the defined scope of the EMS.

- b. MCO P5090.2A outlines the USMC guidance for performing an annual EMS self-audit as part of the ECE Program.
- c. The NREA Branch Environmental Audit Section, in collaboration with the NREA Branch Head and other Section Heads, shall ensure that annual audits of the EMS are planned. The annual audits determine whether the EMS:
- (1) Complies and conforms to planned arrangements for environmental management, including the requirements of MCO P5090.2A, and in accordance with a published MCBQ audit plan.
 - (2) Is properly implemented and maintained.
- d. The Head of NREA ensures that information on the results of annual EMS audits is provided to management.
- e. Audits are planned, established, implemented and maintained by MCBQ, taking into consideration the environmental importance of the operations concerned and the results of previous conformance audits.
- f. The audit procedures are established, implemented and maintained that address:
- (1) The responsibilities and requirements for planning and conducting audits, reporting the results, and the retention of associated records.
- (2) The determination of audit criteria, scope, frequency and methods.
 - g. MCBQ accomplishes its auditing through two mechanisms:
- (1) An annual systematically executed self-audit program that provides a documented, objective, environmental compliance and conformance assessment. The program includes visits with every permitted site and source, every process which generates waste, or may be considered a potential source, and every activity. Guidelines and scheduling are published annually through MCBQ's Internal Audit Plan.
- (2) Benchmark Internal and External Environmental Compliance Evaluations (ECEs), as defined by MCO P5090.2A, shall be executed and reported to the Base Commander and HQMC. Procedures for the ECEs are expounded upon in the MCP.

.. Chapter 6

MANAGEMENT REVIEW

1. GENERAL REQUIREMENTS

The Base Commander, with the assistance of the E^2MS Core Team and the E^2MS Implementation Team, has established Management Review Programs that conform with Elements 17 within MCO P5090.2A, and ISO 14001: Section 4.6.

2. ELEMENT 17: MANAGEMENT REVIEW

- a. Procedures for Management Review are provided in the MCP within the defined scope of the EMS.
- b. The E^2MS Core Team shall review the EMS at planned intervals to ensure its continuing suitability, adequacy and effectiveness. Management reviews include assessing opportunities for improvement and the need for changes to the EMS, including the Base Environmental Policy and environmental objectives and targets. Unless otherwise noted, management review records will be retained indefinitely.
- c. Input to management reviews include, but are not limited to:
 - (1) Follow-up actions from previous management reviews.
- (2) A review of significant environmental practices at the installation, highlighting those with the highest associated risks.
- (3) A review of objectives and targets and status in meeting them.
- (4) Results of the annual EMS self-audit and conformance status, or results of the external EMS audit (to include compliance and conformance results), if conducted that year. The review includes progress in executing POA&Ms to correct identified non-conformance. Any compliance deficiencies over one year old or which need the CG/CO's attention to resolve are highlighted.
- (5) Results of regulatory inspections received during the year.

- (6) Status of corrective and preventive actions.
- (7) Any other pertinent indicators of environmental performance of MCBQ and its associated tenants and activities to include program trends and root causal factors for compliance deficiencies.
 - (8) Recommendations for improvement.
- (9) Communication(s) from external interested parties, including complaints.
- (10) Changing circumstances, including developments in legal and other requirements related to MCBQ's practices and aspects.
- (11) Requests for senior management support to promote continued performance improvement, as required.
- d. Management reviews shall be documented and posted to the EM Portal. Documentation must be signed by the installation CO/CG and should include, at a minimum, an attendee list, agenda, a summary of discussions, and action items with dates.
- e. Installation leaders shall provide guidance and direction to the EMS Implementation Team for implementing EMS improvements, along with manpower and other resources as needed.
- f. The EMS Implementation Team shall take actions that ensure the EMS is suitable to the current mission and is effective in achieving the installation's policy, objectives, and targets. The EMS Team shall implement improvements to the EMS including but not limited to revising the installation's EMS policy; changing procedures, projects or actions to ensure current objectives and targets are met; establishing new objectives and/or targets, or clarifying/assigning roles and responsibilities, as appropriate.

Appendix A MCO P5090.2A EMS Elements vs. ISO 14001

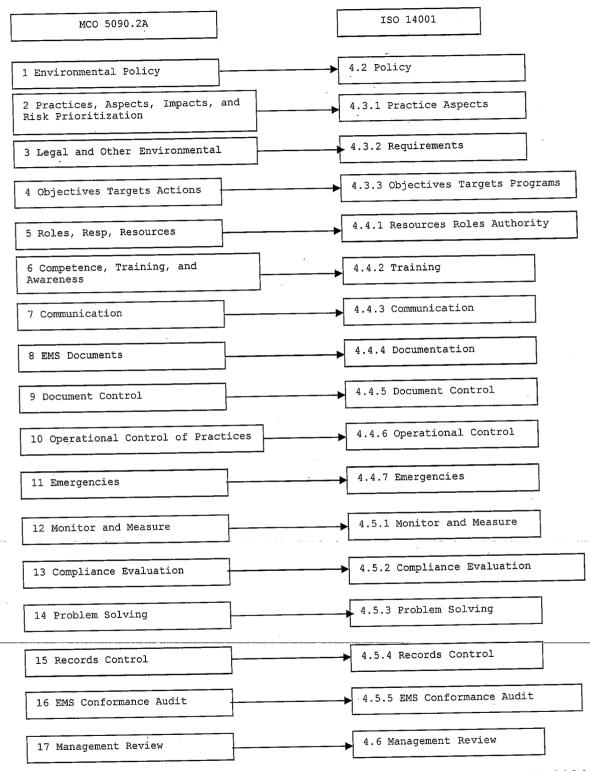


Figure A-1, Relationship between MCO P5090.2A and the ISO 14001:2004 standard

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Appendix B Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

Auditor: Person with the competence to conduct an audit [ISO 9000:2000, 3.9.9]

Continual improvement: Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy (3.11)

Corrective action: Action to eliminate the cause of a detected nonconformity

Document: Information and its supporting medium

NOTE: 1 The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.

NOTE: 2 Adapted from ISO 9000:2000, 3.7.2.

Environment: Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation

NOTE: Surroundings in this context extend from within an organization to the global system.

Environmental aspect: Element of an organization's activities, products, or services that can interact with the environment

NOTE: A significant environmental aspect has or can have a significant environmental impact.

Environmental Compliance and Protection Standard Operating Procedures: ECPSOP

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects

Environmental Management System: Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects

NOTE: 1 A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives.

NOTE: 2 A management system includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

Environmental Objective: overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve

Environmental Performance: measurable results of an organization's management of its environmental aspects

NOTE: In the context of environmental management systems, results can be measured against the organization's environmental policy, environmental objectives, environmental targets, and other environmental performance requirements.

Environmental Policy: overall intentions and direction of an organization related to its environmental performance as formally expressed by top management

NOTE: The environmental policy provides a framework for action and for the setting of environmental objectives and environmental targets

Environmental Practice: Any activity conducted by an installation or its tenants in performing their mission that has an actual or potential impact on the installation's natural environment in either a positive, neutral, or negative manner.

Environmental Standard Operating Procedure: ESOP

Environmental Target: Detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

G-1: Manpower Division

G-3: Operations Division

G-4: Logistics Division

GF: Installation and Environment Division

Interested Party: Person or group concerned with or affected by
the environmental performance of an organization.

Internal Audit: Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.

NOTE: In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.

Nonconformity: Non-fulfillment of a requirement.

[ISO 9000:2000, 3.6.2]

Organization: Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

NOTE: For organizations with more than one operating unit, a single operating unit may be defined as an organization.

Preventive Action: Action to eliminate the cause of a potential nonconformity.

Prevention of Pollution: Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

NOTE: Prevention of pollution can include source reduction or elimination, process, product or service changes, efficient use of resources, material and energy substitution, reuse, recovery, recycling, reclamation and treatment.

Procedure: Specified way to carry out an activity or a process.

NOTE 1: Procedures can be documented or not.

NOTE 2: Adapted from ISO 9000:2000, 3.4.5.

Record: Document stating results achieved or providing evidence of activities performed.

NOTE: Adapted from ISO 9000:2000, 3.7.6.

. 1	Status Date:	EMS Coordinator Initials:	Document St.	atus Form	Page 1 c	of 2
	Environmental Program Area	ECPSOP Environmental Media	Plan /	Date	Next	Com
	Management	Program (Chapter)	Permit / MCBO	Approved	Revision Date	men ts
	NREA Branch Head	Introduction (1)				
:						
	NREA Env. Comp.					
	• Air	Air (2)				
	• Hazardous Materials	Hazardous Materials (3)				
		Pollution Prevention (5)				
		Radon (9)				
	• Hazardous Waste	Polychlorinated Biphenyl (PCB)				
		(8)				
			,			
•		Military Munitions (7)				
	• Solid Waste	Integrated Solid Waste (5)				
	• Spill Prevention and	Integrated Spill Response (10)				
	Response					
,	• Water Program	Waste Water (13)				
:		Storm Water (11)				
		Potable Water (25)				
,	NREA Env. Plan.					
	• CETEP	CETEP (18)				
	• EMS	Mgt Coordination (20)				
	• National Environmental Policy Act	NEPA (2)				
•	• Cultural Resource	Cultural Resources (19)				
	Storage Tank	Storage Tank Mgt (12)	-			
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Notes:

ENVIRONMENTAL PROGRAMS DOCUMENT STATUS FORM APPENDIX C

Status Date:	EMS Coordinator Initials:			Page	e 2 of 2
Environmental Program Area	ECPSOP Environmental Media	Plan /	Approved	Next	Tommor
Management	Program (Chapter)	MCBO	44	Revision Date	
• Noise	Noise Monitoring and Abatement (23)				
• Remediation	Installation Restoration (19)				
	Munitions Response (21)				
NREA Nat. Res.					
• Forestry Program	Forest Resources (17) Conservation Law Enforcement (15)				
• Fish, Wildlife, Agronomy			•		
Program	Fish, Wildlife, Agronomy (16)				
	Pesticides (6)				
• Conservation Law Enforcement					
NREA Env Audit	Compliance Enforcement (14)				
• Env Auditing					
G-5					
• Solid Waste	Integrated Solid Waste (25)				
Energy and Water	Energy and Water (24)				
Safety Division	Asbestos Control (27)				
	Lead Safety (28)				
Naval Health Clinic	Medical and Infectious Waste (26)				
Exp Ord Disp	Explosive Ordinance Disposal (N/A)				
Notes:					

Status Colors: Current Being updated Out of Date Cancel