



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Jun 2017
IN REPLY REFER TO
BUMEDNOTE 5090
BUMED-M41
8 Jun 2016

BUMED NOTICE 5090

From: Chief, Bureau of Medicine and Surgery

Subj: ENVIRONMENTAL PROGRAM ROLES AND RESPONSIBILITIES

Ref: (a) ISO 14001 "Environmental Management Systems – Requirements for use" (NOTAL)
(b) OPNAVINST 5090.1D
(c) OPNAV M-5090.1 of 10 Jan 2014

Encl: (1) Navy Medicine Activities Requiring an Environmental Program Manager
(2) Sample Appointment letter for Environmental Program Manager
(3) Sample Appointment letter for Environmental Points of Contact

1. Purpose. To establish interim Bureau of Medicine and Surgery (BUMED) guidance and direction for the designation and delineation of Environmental Program roles and responsibilities across the Navy Medicine (NAVMED) enterprise.

2. Scope. This notice applies to all shore-based NAVMED personnel at treatment, preventive medicine, education, training, and research and development activities. Shore-based NAVMED activities that are subordinate to the activities identified in enclosure (1), but are exclusively administrative in nature and have no responsibility over environmental aspects at their activities are excluded from these requirements; however, they must be identified as excluded by the appropriate regional environmental program manager (EPM) per paragraph 6c of this notice.

3. Definitions

a. Environmental Management System (EMS). A plan-do-check-act business model established by reference (a) and implemented at designated NAVMED activities per the requirements of references (b) and (c). The NAVMED-designated activities requiring implementation of an EMS are marked with an asterisk in enclosure (1).

b. Environmental Program. A comprehensive program for managing all aspects of environmental compliance per Federal (e.g., Environmental Protection Agency), State, local, or applicable overseas regulations and policies. Depending on the site-specific operations and mission of an activity, the Environmental Program may encompass requirements including, but not limited to, the management of hazardous and regulated medical waste, drinking water testing and compliance, discharges to the sanitary sewer, management of fuel storage tanks, disposal of hazardous materials, compliance with air emissions standards, and implementation of an EMS.

c. EPM. A person appointed in writing by the activity commanding officer (CO) who is assigned the responsibility to manage the Environmental Program at the activities identified in enclosure (1) or at the regional or headquarters levels of the organization. COs may elect to appoint the program manager as either a full-time or collateral duty, provided that the appointee is an environmental compliance technical subject matter expert (SME). General responsibilities and training required for an EPM are outlined in paragraph 5g of this notice.

d. Environmental point of contact (POC). A person appointed in writing, by the facility CO or officer in charge (OIC), who is assigned the responsibility to manage the environmental compliance requirements at an individual facility that is subordinate to the facilities identified in enclosure (1). This is typically a collateral duty position. While the appointee is not required to be an environmental compliance technical SME, the appointee is required to obtain the required training within 90 days of appointment. General responsibilities and training required for an environmental POC are outlined in paragraph 5h of this notice.

4. Background

a. Per references (b) and (c), BUMED has the responsibility to serve as the EPM for budget submitting office (BSO) 18 for Environmental Program requirements associated with operations at NAVMED activities. To achieve the requirements of this responsibility, it is imperative that the BUMED Environmental Program be managed and resourced properly at each level of the enterprise. Properly appointed and trained personnel are critical to programmatic success and reduced risk of noncompliance.

b. For the scope of this notice, environmental responsibility will pertain to all chapters of reference (c) as applicable. Environmental Program staff must be extra vigilant in the following compliance media areas: regulated medical waste, hazardous waste and hazardous material management, drinking water, waste water and storm water management, solid waste and pollution prevention, air quality, petroleum oils and lubricants, and spill prevention. BUMED designates these media areas for extra attention based on mission and past deficiencies identified during external environmental assessments.

c. Environmental management and compliance is a critical aspect of the NAVMED enterprise. There is a direct link between EMS, environmental compliance, staff and patient safety, and Joint Commission or laboratory accreditations. Additionally, there is substantial risk associated with failing to manage environmental compliance requirements at any location. BUMED must identify and mitigate risk to our patients, visitors, and staff. Regulatory agencies may levy monetary fines and costly mandatory corrective actions upon activities and installations for poor performance and noncompliance. Such agencies may also deny environmental permits (e.g., permits for air emissions or hazardous waste storage), preventing or negatively impacting the operations of NAVMED commands and/or the host installation.

d. Chapter 3, paragraphs 3-3.3, 3-3.4, and 3-3.6 of reference (c) outline the minimum general training criteria for Navy personnel with environmental duties, including collateral duties. Additional chapters within reference (c) outline training requirements for the management of specific environmental compliance media.

5. Action

a. Deputy Director, Fleet Support and Logistics (BUMED-M4) must:

(1) Appoint in writing an EPM for BUMED. Appointee must be a technical SME in the environmental compliance field and must be the recognized authority and lead program manager for the BUMED area of responsibility (AOR).

(2) Receive annual metrics regarding Environmental Program performance and status.

(3) Provide Environmental Program direction and support to ensure the vision and priorities of BUMED senior leadership are reflected in programmatic strategies and goals.

(4) Coordinate with Financial Management and Comptroller (BUMED-M8) to ensure the Environmental Program has sufficient funding to plan and execute programmatic requirements including, but not limited to, travel for technical assist visits and environmental audits.

b. BUMED EPM must:

(1) Report directly to Department Head, Facilities (BUMED-M41). Oversee the Environmental Program per Department of Defense (DoD), Department of the Navy (DON), Defense Health Agency (DHA), and BUMED guidance.

(2) Coordinate and respond to DoD, DON, DHA, and the Office of the Chief of Naval Operations (OPNAV) Environmental Program data calls.

(3) Develop and maintain Environmental Program policies for BUMED.

(4) Ensure Environmental Program has sufficient funding to plan and execute programmatic requirements including, but not limited to, travel for technical assist visits and environmental audits. Additionally, collaborate with BUMED-M8 to ensure proper budgetary planning and data call responses for DoD, DON, and DHA.

(5) Oversee and execute an Environmental Audit Program per OPNAV.

(6) Coordinate closely with NAVMED Region EPMs to foster an open and collaborative culture in the program.

(7) Advocate for BUMED interests among OPNAV Assistant Secretary of the Navy (Energy, Installations and Environment), Secretary of Defense, DHA, Naval Facilities and Engineering Command, Commander, Naval Installations Command, and other Environmental Program stakeholders.

c. NAVMED Regions must:

(1) Appoint in writing a NAVMED Region EPM. Appointee must be an environmental compliance technical SME and must be the recognized authority and lead program manager for the regional AOR.

(2) Provide Environmental Program direction and support to ensure the vision and priorities of BUMED and NAVMED Region's senior leadership are reflected in programmatic strategies and goals.

(3) Ensure NAVMED Region's EPM has sufficient funding and resources to plan and execute training, professional licensure, travel for technical assist visits, environmental auditing, and other requirements as applicable.

d. NAVMED Regions' EPM must:

(1) Oversee all programmatic actions at the regional level, including frequent communication and coordination with regional leadership, the BUMED EPM, activity EPMs, activity environmental POCs, and other stakeholders.

(2) Serve as the principal consultant within the regional AOR for the management of the Environmental Program, including environmental compliance and EMS technical assistance and guidance to subordinate activities.

(3) Liaise and coordinate environmental programmatic data calls between BUMED and subordinate activities. Provide programmatic and technical updates and data call responses to the BUMED EPM.

(4) Review and consolidate funding requests during the annual budget data call and coordinate the information submitted to BUMED with the regional comptroller.

(5) Monitor activity execution of funds on a quarterly basis to ensure appropriate execution and provide this information to BUMED EPM.

(6) Participate in external environmental audits at subordinate activities as required by OPNAV and scheduled by BUMED.

(7) Routinely visit subordinate activities to perform the following duties: provide technical assistance, support program status, provide training, work with new EPMs and environmental POCs, meet with regulatory agencies, communicate BUMED interests for Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU), and other duties assigned.

(8) Review and monitor progress of activity-submitted plan of action and milestones (POA&M) for corrective actions associated with deficiencies (e.g., compliance, EMS, or financial).

(9) Monitor instances of environmental-related visits by external parties (e.g., Federal or State regulatory agencies) to subordinate activities, and share results and follow-up actions with chain of command and BUMED EPM. Ensure situation reports (SITREP) are prepared by activities and submitted as necessary.

(10) Provide expert guidance on environmental matters, including the National Environmental Policy Act, during the planning and development of facilities projects and equipment procurement or disposal.

e. COs or OICs at NAVMED activities requiring an EPM per enclosure (1) must:

(1) Appoint in writing an activity EPM based on the definition provided in paragraph 3d of this notice.

(2) Ensure subordinate commands have assigned an environmental POC in writing. The subordinate command will assign an environmental POC based on the definition in paragraph 3b of this notice.

(3) Ensure the NAVMED Region EPM is provided contact information for the activity EPM and subordinate command environmental POCs.

(4) Ensure the EPM has successfully completed required environmental training identified in paragraph 5g of this notice.

(5) Ensure compliance with applicable environmental requirements.

(6) Ensure execution of Environmental Program requirements is coordinated with your host installation Environmental Program staff, per reference (c).

(7) Ensure annual self-assessments and management reviews are conducted and POA&M for corrective actions are completed at NAVMED activities requiring an EMS, identified by an asterisk in enclosure (1), per reference (c).

f. CO/OICs at NAVMED activities subordinate to activities listed in enclosure (1) must:

(1) Appoint an environmental POC in writing based on the definition in paragraph 3b of this notice.

(2) Ensure the activity EPM is provided contact information for the environmental POC at the subordinate command.

(3) Ensure environmental POC has successfully completed required environmental training identified in paragraph 5h of this notice.

(4) Ensure compliance with applicable environmental requirements.

(5) Ensure execution of Environmental Program requirements is coordinated with your host installation Environmental Program staff, per reference (c).

g. Activity EPM must:

(1) Be appointed in writing by the CO or OIC using the sample letter in enclosure (2) of this notice.

(2) Complete the following training as soon as practicable upon assuming the assignment, per regulatory requirements, but within 1 year of appointment. Ensure records are kept per applicable regulations per paragraph 7 of this notice, or at least for the entirety of appointment as the EPM, whichever is later. Required training varies based on facility-specific requirements. A large number of the training courses are offered at no-cost through the Civil Engineer Corps Officer School (CECOS).

(a) Training required by media-specific regulation or reference (c) (e.g., for hazardous waste and medical waste management). Examples include, but are not limited to:

1. Occupational Health and Safety Administration (OSHA) Bloodborne Pathogen Training (29 CFR 1910.1030).

2. OSHA Hazardous Waste Operations and Emergency Response Standard and annual refresher (29 CFR 1910.120(e)).

3. Introduction to Hazardous Waste Generation and Handling (CECOS course number A-493-0080) or Overseas Hazardous Waste Generator (A-493-0094), as applicable.

4. EMS General Awareness Training (provided by the local command per reference (b)).

(b) EPMs at activities required to implement an EMS as part of their Environmental Program (as identified by an asterisk in enclosure (1)) must maintain the EMS per reference (c), and must take the following CECOS courses or equivalents:

1. Advancing an Effective EMS (A-4A-0098).
2. Integrated EMS and Compliance Auditing (A-4A-0079).

(c) The following CECOS courses or equivalent are optional for the activity EPM, but they are highly recommended.

1. Basic Environmental Law (A-4A-0058).
2. Advanced Environmental Management (A-4A-0063).

(3) Maintain, manage, and report environmental data metrics to include hazardous waste, regulated medical waste, solid waste, recycling efforts, assessment deficiency close-out, financial execution, etc., and provide such information upon request.

(4) Respond to Environmental Program data calls as required.

(5) Oversee environmental compliance operations at the activity, including coordination with host installation environmental department staff and maintenance of pertinent copies of all contracts, service agreements, MOAs, and MOUs affecting the Environmental Program.

(6) Audit parent and subordinate commands annually at a minimum.

(7) Initiate environmentally-related SITREPs for parent and subordinate commands as necessary. Provide SITREP to the regional EPM.

(8) Provide technical support, assistance, and guidance for environmental compliance activities at the subordinate commands including, but not limited to, annual visits and assessments of subordinate commands to evaluate compliance posture, provide support, communication of environmental compliance requirements, conduct training as necessary, and support the preparation and submission of annual budget requests, as well as development of requests for technical support projects.

(9) Provide data for the annual budget data call and ensure execution of funds is occurring properly at activity and subordinate commands.

(10) Ensure POA&Ms for external environmental audits are managed within the EMS Web tracking system and quarterly updates are included as milestones within each POA&M for NAVMED Region EPM review. The EPM is responsible for ensuring POA&M development and completion for external environmental audits at both the activity and subordinate commands.

(11) Coordinate throughout the activity to ensure special program areas typically overseen by other departments, such as safety or industrial hygiene, are appropriately covered with respect to environmental aspects. Examples include, but are not limited to, hazardous material management, spill response planning and management, and storage tank management.

(12) Maintain a copy of required environmental permits, contracts, inspections, and any MOUs or MOAs with the host installation environmental department at activity and subordinate commands. These documents will be shared with the respective NAVMED Region EPM.

h. Environmental POC must:

(1) Be appointed in writing by the CO or OIC based on the sample letter provided in enclosure (3) of this notice.

(2) Complete the following training as soon as practicable upon assuming the assignment, per regulatory requirements, but within 1 year of appointment. Ensure records are kept per applicable regulations, but at least for the entirety of appointment as the environmental POC. Required training varies based on facility-specific requirements. Examples include, but are not limited to:

(a) OSHA Bloodborne Pathogen Training (29 CFR Part 1910.1030).

(b) Introduction to Hazardous Waste Generation and Handling (A-493-0080) or Overseas Hazardous Waste Generator (A-493-0094), as applicable.

(c) EMS General Awareness Training (provided by the local command per reference (b)).

1. Coordinate with EPM for requirements including, but not limited to, communication of environmental compliance requirements, external regulatory agency or host installation inspections and subsequent results, submittal of budget and Environmental Program requirement requests, response to data calls, maintenance and submittal of environmental metrics, and other programmatic requirements.

2. Oversee daily environmental compliance operations, including coordination with host installation environmental department staff.

6. Reporting

a. The following activity-level information must be forwarded by the activity EPM to the NAVMED Region EPM within 30 calendar days of the date of this notice and within 30 days of a designation change.

(1) Name and contact information for the EPM and environmental POCs at each activity and subordinate command.

(2) Copies of environmental permits, contracts, MOUs, MOAs, or any inter-service support agreements.

b. The NAVMED Region EPM must forward the consolidated information from paragraph 6a(1) to the BUMED EPM within 60 calendar days of the date of this notice and within 15 calendar days of learning of a designation change. Additionally, the NAVMED Region EPM must provide quarterly updates of consolidated information to the BUMED EPM.

c. Within 60 calendar days of the date of this notice, the NAVMED Region EPM must provide BUMED EPM with a list of activities within the AOR that have been designated "administrative in nature" and are, therefore, exempt from the requirements of this notice.

7. Records. Records created as a result of this instruction must be managed per SECNAV M-5210.1 of January 2012.



C. FORREST FAISON III

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NAVY MEDICINE ACTIVITIES REQUIRING AN
ENVIRONMENTAL PROGRAM MANAGER

Navy Medicine Operational Training Center
Navy and Marine Corps Public Health Center
Naval Medical Research Center

- Naval Health Clinic Annapolis
- * Naval Hospital Beaufort
- * Naval Hospital Camp Lejeune
2nd Dental Battalion/Naval Dental Center Camp Lejeune
- Naval Health Clinic Charleston
- * Naval Health Clinic Cherry Point
- Naval Health Clinic Corpus Christi
- Federal Health Care Center Great Lakes
- * U.S. Naval Hospital Guantanamo Bay
- * Naval Hospital Jacksonville
- * U.S. Naval Hospital Naples
- Naval Health Clinic New England
- Naval Health Clinic Patuxent River
- * Naval Hospital Pensacola
- * Naval Medical Center Portsmouth
- Naval Health Clinic Quantico
- * U.S. Naval Hospital Rota
- * U.S. Naval Hospital Sigonella

- * Naval Hospital Bremerton
- * Naval Hospital Camp Pendleton
1st Dental Battalion/Naval Dental Center Camp Pendleton
- * U.S. Naval Hospital Guam
- Naval Health Clinic Hawaii
- * Naval Hospital Lemoore
- * Naval Hospital Oak Harbor
- * Naval Medical Center San Diego
- * Naval Hospital Twenty-Nine Palms
- * U.S. Naval Hospital Okinawa
3rd Dental Battalion/U.S. Naval Dental Clinic Okinawa
- * U.S. Naval Hospital Yokosuka

* Facilities required by OPNAV to implement an EMS per references (b) and (c).

Note: Facilities subordinate to these activities listed above are required to identify an environmental POC per this notice.

BUMEDNOTE 5090
8 Jun 2016

SAMPLE APPOINTMENT LETTER FOR ENVIRONMENTAL PROGRAM MANAGER

5090
Ser XXX/XXXXXX
Date

From: Commanding Officer, Naval Hospital XXXXXX
To: I. M. Environmental

Subj: APPOINTMENT AS THE ENVIRONMENTAL PROGRAM MANAGER, NAVAL
HOSPITAL XXXXXX

Ref: (a) BUMEDNOTE 5090 of 8 Jun 2016
(b) OPNAVINST 5090.1D
(c) OPNAV M-5090.1 of 10 Jan 2014

1. You are hereby appointed as the Environmental Program Manager for Naval Hospital XXXXXX. In this role, you are responsible for management of the Naval Hospital XXXXXX Environmental Program as defined in reference (a) in coordination with the Naval Station XXXXXX Environmental Program staff. You are also responsible for providing oversight, support, and assistance regarding the management of the Environmental Programs at all Naval Hospital XXXXXX subordinate commands.
2. To fulfill this responsibility, you are required to familiarize yourself with the duties and responsibilities as they are listed in references (a) through (c), and obtain all training requirements as specified therein.
3. At any time you anticipate a change in your availability for responsibilities of this appointment, you must notify me at your earliest opportunity via your chain of command.

A. B. COMMANDER

Enclosure (2)

BUMEDNOTE 5090
8 Jun 2016

SAMPLE APPOINTMENT LETTER FOR ENVIRONMENTAL POINTS OF CONTACT

5090
Ser XXX/XXXXXX
Date

From: Officer in Charge, Naval Branch Health Clinic XXXXXX
To: I. M. Environmental

Subj: APPOINTMENT AS THE ENVIRONMENTAL POINT OF CONTACT, NAVAL
BRANCH HEALTH CLINIC XXXXXX

Ref: (a) BUMEDNOTE 5090 of 8 Jun 2016
(b) OPNAVINST 5090.1D
(c) OPNAV M-5090.1 of 10 Jan 2014

1. You are hereby appointed as the environmental point of contact for Naval Branch Health Clinic XXXXXX. In this role, you are responsible for management of the Naval Branch Health Clinic XXXXXX Environmental Program as defined in reference (a) in coordination with the Environmental Program Manager at Naval Hospital XXXXXX and the Naval Station XXXXXX Environmental Program staff.
2. To fulfill this responsibility, you are required to familiarize yourself with the duties and responsibilities as they are listed in references (a) through (c), and obtain all training requirements as specified therein.
3. At any time you anticipate a change in your availability for responsibilities of this appointment, you should notify me at your earliest opportunity via your chain of command.

A. B. COMMANDER

Enclosure (3)