



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
5090
Ser M11/001
8 Oct 02

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) ENVIRONMENTAL
MANAGEMENT SYSTEM (EMS) GUIDANCE

Ref: (a) EO 13148 Greening the Government Through Leadership in Environmental
Management
(b) CNO ltr 5090 N451G/1U595831 of 6 Dec 01
(c) OPNAVINST 5090.1B CH-2 of 1 Sep 99
(d) NEHC ltr 5090 EP/00137 of 31 Jan 01

1. This letter is promulgated to provide specific guidance to Bureau of Medicine and Surgery (BUMED) activities for implementation of the Environmental Management System (EMS) policy. Reference (a) requires Federal agencies to implement EMS at all appropriate facilities based on facility size, complexity, and the environmental aspects of facility operations by 31 December 2005. Reference (b) requires that all appropriate Navy activities implement an EMS that complies with references (a) and (c). Chapter 20 of reference (c) outlines the fundamental approach to the Navy's EMS. Reference (d) is an introduction to the principles of EMS. A document entitled **Environmental Management Systems: An Implementation Guide for Small and Medium-Sized Organizations** provides an overview of how to create and implement EMS. This document and references (a) through (d) may be found at the BUMED Environmental Management System Web Site:
http://www-nehc.med.navy.mil/ep/bumed_ems.htm.

2. Many BUMED activities already have strong environmental programs that include much of what is required for an EMS (policies, procedures, auditing, etc.). Information pertaining to the activities, operations, processes, practices, requirements, and opportunities already exists in various sources including management plans, permits, inventories, and other records. In order to demonstrate that an effective EMS is in place, an activity will need to organize its environmental and natural resources program into a structured framework. This framework incorporates principles embodied in recognized EMS models, such as, the Environmental Protection Agency's Code of Environmental Management Principles for Federal Facilities (CEMP) and the International Organization for Standardization (ISO) EMS Specifications, ISO 14001.

3. Although the Navy has not committed to a specific EMS model, acceptable models must address particular elements. BUMED activities will utilize the Navy EMS policy to the widest extent practicable. This system includes five major components: Policy, Planning, Implementation, Checking and Corrective Action, and Management Review.

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4. Due to the unique nature of BUMED activities, there is no single plan that will accommodate all activities in the same manner. Your cognizant Engineering Field Activity/Division (EFA/EFD) has been funded to assist in the design and implementation of these management systems. Chief of Naval Operations (N45) is developing implementation training to be offered in FY-03. Support funding will be programmed in FY-03/04/05. Implementation assistance is also available from this office.
5. All activities are encouraged to coordinate EMS implementation with their host and regional commands. This will minimize duplication of work. Although an activity may be a tenant command, this does not alleviate the activity's responsibility to have an adequate EMS in place. All environmental impacts should be documented and managed in accordance with Navy EMS policy.
6. EMS is capable of enhancing activity Joint Commission on Accreditation of Healthcare Organizations (JCAHO) compliance. EMS can provide a framework for complying with the Environment of Care Standards at medical facilities by providing appropriate documentation and management for this area.
7. All applicable BUMED activities shall:
 - a. Provide a point of contact for environmental matters. Please provide name, title, telephone number (Commercial and DSN), mailing address, and e-mail address. There may be activities that are strictly administrative in nature. Contact this office to determine if your activity may be exempt from these requirements.
 - b. Develop and implement an Environmental Management System by 31 December 2005.
 - c. Commands with subordinate activities shall include their subordinate activities in developing their EMS and Internal Assessment Plans. For example, commanding officers of medical/dental centers and hospitals are responsible for implementing this policy at their facilities. Activities should coordinate with host installation commanders and regional commanders to maximize integration to every extent possible.
 - d. Develop and implement an Internal Assessment Plan (IAP) and conduct an Internal Assessment for FY-02. This plan shall identify all environmental assets within an activity and any processes that may impact these assets. There should then be a plan developed to insure that these processes are adequately managed and inspected to ensure compliance. Your cognizant EFA/EFD has been tasked and funded to assist activities with the development of these plans. Draft plans and additional guidance are also available from this office.

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e. Conduct and forward the results of the FY-02 Internal Assessment to this office by 15 December 2002 using the BUMED Environmental Self Assessment Report Form. This form is available electronically at the BUMED EMS web site. In addition to the internal assessment, the following information is requested:

(1) An inventory of all wet film processors associated with x-ray film production or photo production. A total number of processors and silver recovery units is required for the data base.

(2) An inventory of all Ethylene Oxide (ETO) instrument sterilizers. Identify make, model, usage history, and replacement plan.

(3) An inventory of all thermometers, blood pressure cuffs, and other devices that may contain mercury. Provide total number of mercury containing devices, use requirement, and replacement plan.

(4) An inventory of all thermostatic/barometric control switches to determine if they contain mercury. Provide total number of mercury containing switches, use requirement, and replacement plan.

(5) An inventory of all water purification systems to determine if they utilize chlorine gas as the treatment vehicle. Provide total number chlorine gas systems, use requirement, and replacement plan.

f. All activities shall verify information listed in the BUMED External Assessment Plan. Please review and provide changes to this office no later than 15 December 2002. This plan contains a listing of all BUMED activities along with their subordinate commands. This document is in electronic format and can be downloaded from the BUMED EMS web site. A hard copy may also be obtained from this office. Your assistance in verifying the accuracy of this document is greatly appreciated.

8. A properly designed and implemented EMS should result in environmental compliance with federal, state, and local regulations with a minimal amount of effort. This process should also improve overall management practices by streamlining required procedures, saving money through life cycle cost analysis, and refining sound business principles.

9. My point of contact on this issue is Mr. William Rogers. You may reach him at (757) 953-0935, DSN: 377-0935, or via e-mail: rogersw@nehc.med.navy.mil. This office is

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available to provide direction, resources, and assistance to enable the implementation of
EMS at all activities. Please provide all required information in electronic format.



D. M. SACK
By direction

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