



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

5090
Ser EP/ 001332
29 DEC 2006

From: Navy Environmental Health Center, Bureau of Medicine and Surgery, Environmental Programs Directorate (Code EP-PK)

To: CNO Environmental Readiness Division N45

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

Ref: (a) CNO ltr 5090 Ser N451/6U838268 of 1 November 2006
(b) CNO ltr 5090 Ser N451/N5U9011245 of 8 Mar 2005

Encl: (1) NEHC ltr 5090 Ser EP/001270 of 28 November 2006

1. Reference (a) requested an assessment on the status of EMS implementation at BUMED's appropriate facilities as defined in reference (b). To provide a thorough assessment at our facilities, we requested input from our facilities using a standardized data collection forms that included:

a) A checklist and spreadsheet indicating major EMS elements and the criteria that need to be satisfied with columns to the right of each criteria for our activities to indicate the date each element was completed (or will be completed).

b) A timeline indicating the recommended order and suggested completion dates for each major EMS element.

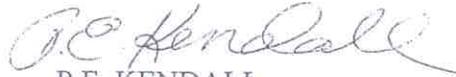
c) A comment sheet for activities to indicate what support is necessary to overcome existing or potential impediments.

For your convenience, we have included a copy of the standardized forms and checklists in enclosure (1).

2. All of our facilities indicated that they would have a fully conforming EMS by 30 September 2009 based on specific conditions. These conditions include having the current staff stay intact (including contract personnel), having an EMS audit by an outside agency, having support from BUMED and NAVFAC, and additional training, funding, and manpower. Impediments that were listed included reassignment of executive and middle management EMS program leadership, mission change from a naval hospital to a naval clinic, and the possible mission change from a stand-alone clinic to an outpatient clinic assigned to another major naval hospital.

Managers (EPMs) was provided in 2003-2004. Since then at least 50% of the initial EPMs are no longer working with the EMS at the facility negating previous training efforts employed. The majority of EPMs have been a military billet rotating every two to three years or sooner out of the position. Therefore, additional EMS training will be provided at several locations on the east and west coast in FY 2007.

4. If you have any questions regarding this matter, please contact Ms. Polly Kendall at (757) 953-0934 or email: Polly.Kendall@med.navy.mil, or Ms. Donna Watkins at (757) 953-0943 or email: Donna.Watkins@med.navy.mil.



P.E. KENDALL
By Direction



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

5090

Ser EP/001270

28 NOV 2006

From: Commanding Officer, Navy Environmental Health Center
To: Distribution

Subj: FY2006 ENVIRONMENTAL MANAGEMENT SYSTEM IMPLEMENTATION
STATUS

Encl: (1) CNO letter 5090 Ser N451/60838268 of 1 November 2006
(2) EMS Data Call Checklist
(3) EMS Data Call Spreadsheet (Table 1 - Navy EMS
Components, Elements, Criteria)
(4) EMS Data Call Timeline

1. Enclosure (1) requests that all appropriate Navy installations provide a report on the progress of the requirement to have a fully-conforming Environmental Management System (EMS) by the end of Fiscal Year 2009. The progress report must indicate the status of the EMS toward meeting this goal and the likelihood that your facility will have a fully-conforming EMS by 30 September 2009. Furthermore, if your facility does not believe you can meet this requirement, the impediments must be listed with the data call as well as actions needed to overcome these impediments.

2. In order to collect the data requested in Enclosure (1), a checklist, Enclosure (2), and a spreadsheet, Enclosure (3), are enclosed indicating the major EMS elements and the criteria that need to be satisfied in order for your EMS to be considered complete. On Enclosure (3), there are columns to the right of each EMS element for you to complete. The first column is to enter yes (completed) or no (not completed). The second column is to enter the date you completed (or will complete) each item. The third column is to enter a procedure number and/or where the document or information is stored. Finally, Enclosure (4) is a timeline indicating the recommended order and completion dates for each of the EMS elements. Please base the assessment of your EMS on the timeline provided.

3. Please email the following persons and attach the completed spreadsheet and checklist: syreeta.farquharson@med.navy.mil and donna.watkins@med.navy.mil. Submit these items no later than Close of Business (COB) 13 December 2006.

4. My point of contact is Ms. Donna J. Watkins at (757) 953-0943 or e-mail at donna.watkins@med.navy.mil.



P. E. Kendall

By direction

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5090
Ser #451/60838268
1 November 2006

From: Chief of Naval Operations (N45)
To: Distribution

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM IMPLEMENTATION STATUS

Ref: (a) CNO letter 5090 Ser 451/N5U9011245 of 8 March 2005

1. Reference (a) requires all appropriate Navy installations to complete implementation of a fully conforming Environmental Management System by the end of Fiscal Year 2009. Please provide an assessment of your command's progress toward meeting this goal and of the likelihood that all of your appropriate installations will have a conforming EMS by 30 September 2009. If your command does not believe that it can fully comply with this requirement, please identify the impediments to full compliance and what support is needed to overcome them.

2. Please provide the requested assessment by 31 December 2006. My point of contact on this matter is Mr. Andy Del Collo, N451T, who can be reached at (703) 602-4497 or andy.delcollo@navy.mil.

J.A. SYMONDS
Rear Admiral, U.S. Navy
Director, Environmental Readiness
Division (OPNAV N45)

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Enclosure (1)

EMS Data Call Checklist

Please answer the following questions on this form and submit to watkinsd@nehc.med.navy.mil no later than December 13, 2006.

1. Do you believe you will have a fully-conforming EMS (as defined in CNO letter 5090 Ser 451/N5U9011245 of 8 March 2005) by 30 September 2009?

2. If your facility does not believe you will have a fully-conforming EMS by this time, list the specific impediments that would prevent you from doing so.

3. Please identify what support you will need to overcome these impediments. (Please be as specific as possible.) These requests will be considered and efforts will be made to supply resources that are deemed appropriate.

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

**Table 1.
Navy EMS Components, Elements, and Criteria**

| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
|------------------|--------------------------|---|---------------|-----------------------|----------------------|
| Policy | 1. Environmental Policy | <ul style="list-style-type: none"> • The organization has an environmental policy statement that: <ul style="list-style-type: none"> - is documented and signed by the organization's commanding officer; - commits to compliance with relevant environmental legislation, regulations, and policy; to prevention of pollution; and to continual improvement in performance of the EMS; and - is communicated to organization personnel and made available to the public. • The environmental policy is implemented and maintained. | | | |
| Planning | 2. Environmental Aspects | <ul style="list-style-type: none"> • The organization has established and maintains a documented procedure to identify the environmental aspects of its activities, products, services, or practices that it can control and over which it can be expected to have an influence. The procedure provides for incorporating new or changed missions, operations, activities, services or practices into the EMS. • The organization has documented its environmental aspects that have or can have significant impact on the environment based on a risk analysis. • The organization ensures that the aspects related to these significant impacts are considered in setting its environmental objectives. • The organization keeps this information up-to-date. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

Table 1.

| Navy EMS Components, Elements, and Criteria | | | | | |
|---|---|--|--------|----------------|---------------|
| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
| | 3. Legal and Other Requirements | <ul style="list-style-type: none"> The organization has established and maintains a documented procedure to identify Federal, state, local, DoD, DoN, and organization-level environmental requirements that are applicable to the environmental aspects of its activities, products and services. The organization translates regulatory and policy requirements into procedures that appropriate personnel (e.g., practice owners) can use. The organization disseminates information on requirements in procedures and checklists as appropriate to all levels and functions. | | | |
| | 4. Environmental Objectives and Targets | <ul style="list-style-type: none"> The organization has established and maintains documented environmental objectives and targets, at each relevant function and level within the organization. The organization's objectives and targets: <ul style="list-style-type: none"> - reflect risks to mission determined through ranking of environmental aspects. - are consistent with and supportive of the organization's environmental policy statement and environmental requirements, and - are achievable within economic and technological restraints. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

Table 1.

| Navy EMS Components, Elements, and Criteria | | | | | |
|---|---|--|--------|----------------|---------------|
| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
| | 5. Management Actions to Support Objectives and Targets | <ul style="list-style-type: none"> The organization identifies actions, responsible party(ies), and timeframes by which actions are to be achieved within the means of the organization's commanding officer (those actions accomplished through in-house resources/manpower) in order to achieve objectives and targets. The organization identifies projects necessary to achieve objectives and targets and requiring funding and uses PPBS tools and procedures to request funding, and where appropriate, uses risk assessment results and documentation to support PPBS funding requests and execution of funds. | | | |
| Implementa- tion | 6. Structure and Responsibility | <ul style="list-style-type: none"> The organization has defined, documented, and communicated EMS roles, responsibilities, and authorities for: <ul style="list-style-type: none"> implementation and sustainment of the EMS management of environmental programs procedures for control of activities, products and services. | | | |
| | 7. Training, Awareness and Competence | <ul style="list-style-type: none"> The organization has identified, provided, and documented training and instruction needed to: <ul style="list-style-type: none"> comply with regulations ensure that appropriate personnel understand their responsibilities for implementing the EMS ensure practice owners understand specific procedures to control environmental impacts of their activities, products and services. | | | |
| | 8. Communication | <ul style="list-style-type: none"> The organization has established and maintains documented procedures for internal and external communication relative to the EMS. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

Table 1.
Navy EMS Components, Elements, and Criteria

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|-----------|----------------------|--|--------|----------------|---------------|
| | 9. EMS Documentation | <ul style="list-style-type: none"> • The organization has established and maintains, and the organization's leadership has approved, a written EMS description document that describes: <ul style="list-style-type: none"> - EMS elements, including Environmental Management Procedures (EMPs) to implement them; - how elements relate to each other; and - where related documents and records are maintained. | | | |
| | 10. Document Control | <ul style="list-style-type: none"> • The organization has established and maintains documented procedures for controlling all documents applicable to its EMS to ensure that <ul style="list-style-type: none"> - they can be located - the are periodically reviewed and revised as necessary - the current versions of relevant documents are available when and where needed - obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use - Any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

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| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
| | 11. Operational Control | <ul style="list-style-type: none"> • The organization has identified those operations and activities that are associated with the identified significant environmental aspects in line with its policy, objectives and targets. • The organization has planned these activities, including maintenance, in order to ensure that they are carried out under specified conditions by: <ul style="list-style-type: none"> - establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets; - stipulating operating criteria in the procedures; - establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedures and requirements to suppliers and contractors. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

Table 1.

| Navy EMS Components, Elements, and Criteria | | | | | |
|--|---|---|---------------|-----------------------|----------------------|
| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
| | 12. Emergency Preparedness and Response | <ul style="list-style-type: none"> The organization has established and maintains documented procedures for identifying and responding to accidents and emergencies and for mitigating the environmental impacts that might result. The organization reviews and revises its emergency preparedness and response procedures when new practices are initiated and after the occurrence of accidents or emergencies. Procedures are communicated to practice owners in scope and detail appropriate to their responsibilities in the event of an accident or emergency. | | | |
| Checking and Corrective Action | 13. Monitoring and Measurement | <ul style="list-style-type: none"> The organization has established and maintains documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. The organization has assigned roles and responsibilities and established procedures or mechanisms to track progress in meeting Objectives and Targets. The organization has established performance indicators or metrics to measure progress in accomplishing Objectives and Targets. Monitoring equipment is calibrated and maintained and records of this process shall be retained according to the organization's procedures. The organization has established and implemented a comprehensive Internal Assessment plan (IAP), in accordance with Navy EQA program guidance, to periodically evaluate compliance with relevant environmental legislation and regulations. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

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|---|---|---|--------|----------------|---------------|
| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
| | 14. Noncompliance, Noncompliance and Corrective and Preventive Action | <ul style="list-style-type: none"> The organization has established and maintains documented procedures defining responsibilities and authority for handling and investigating noncompliances and noncompliances, taking action to mitigate any impacts caused, and for initiating and completing corrective and preventive action. The organization has implemented and recorded any changes in the documented procedures resulting from corrective and preventive action. The organization has documented its nonconformance and noncompliance deficiencies, recommended corrective actions, problem solving efforts, and plan of actions and milestones for recommended corrective actions. The organization annually develops and forwards to the Major Claimant an EQA Report that contains a summary of their problem solving efforts and corrective actions, issues and concerns critical to the Major Claimant, a program area status summary, and an updated Internal Assessment plan. | | | |
| | 15. Records | <ul style="list-style-type: none"> The organization has established and maintains documented procedures for identification, maintenance and disposition of environmental records. These records include training records and the results of audits and reviews. Environmental records are: <ul style="list-style-type: none"> legible, identifiable and traceable to the activity, product or service involved. stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. | | | |

For each row, fill in columns 4, 5 and 6. In column 4 indicate yes if you have completed all the items, no if you have not. In column 5, list the completion date or anticipated completion date. For column 6, indicate the procedure number or location (e.g., internet, intranet, EnviroManager, etc.) where the information is stored.

Table 1.
Navy EMS Components, Elements, and Criteria

| Component | Element | Criteria | Yes/No | Date Completed | Where Located |
|-------------------|--------------------------|--|---------------|-----------------------|----------------------|
| Management Review | 16. EMS Review | <ul style="list-style-type: none"> • The organization has established and maintains documented procedures for periodic EMS reviews to be carried out in order to: <ul style="list-style-type: none"> - determine whether or not the EMS conforms to Navy EMS policy and has been properly implemented and maintained. - provide information on the results of reviews to management. | | | |
| Management Review | 17. Management Review | <ul style="list-style-type: none"> • The organization's senior management, at intervals it determines, reviews the EMS to ensure its continuing suitability, adequacy and effectiveness. • The management review process ensures that the necessary information is collected to allow management to carry out this evaluation. • The management review is documented. • The management review addresses the possible need for changes to policy, objectives and other elements of the EMS, in light of EMS review results, changing circumstances and the commitment to continual improvement. | | | |

EMS Timeline

