



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

Canc: Jul 2025

BUMEDNOTE 5090
BUMED-N4
12 Jul 2024

BUMED NOTICE 5090

From: Chief, Bureau of Medicine and Surgery

Subj: ENVIRONMENTAL PROGRAM ROLES AND RESPONSIBILITIES

Ref: (a) OPNAV M-5090.1 of June 2021
(b) OPNAVINST 5090.1E
(c) DHA memo of 3 Nov 2023

Encl: (1) Activities Requiring an Environmental Program Manager
(2) Sample Appointment Letter for Environmental Program Manager
(3) Sample Appointment Letter for Environmental Point 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 for facilities that fall within the purview of the BUMED environmental compliance program.

2. Scope and Applicability. This notice applies to personnel at shore facilities and commands where BUMED provides oversight of the environmental compliance program including, but not limited to: medical and dental treatment; veterinary treatment; preventive medicine; public health; research, development, training, and education activities; Navy Medicine Readiness and Training Commands; Navy Medicine Readiness and Training Units; and BUMED echelon 3 commands: Naval Medical Forces Atlantic, Naval Medical Forces Pacific, and Naval Medical Forces Support Command. Shore-based activities 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 to BUMED as excluded by the appropriate echelon 3 environmental program manager (EPM).

3. Definitions

a. Environmental Management System (EMS). A “plan-do-check-act” business model implemented at designated activities per the requirements of references (a) and (b) and established by reference (a). The activities requiring implementation of an EMS are stated 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 all or some environmental compliance aspects. Such environmental compliance aspects may include, but are 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 parent activity commanding officer (CO) or officer in charge (OIC) or local senior leadership equivalent to who is assigned the responsibility to manage the environmental program at the activities identified in enclosure (1) or at the echelon 3 or headquarters level of the organization. The activity senior leadership may elect to appoint the EPM as either a full-time or collateral duty, provided the appointee is an environmental compliance technical subject matter expert (SME). General responsibilities and training required for an EPM are outlined in subparagraph 5g of this notice.

d. Environmental Point of Contact (POC). A person appointed, in writing, by the parent or subordinate activity CO or OIC or local senior leadership equivalent, 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, and the appointee is not required to be an environmental compliance technical SME; the appointee is required to obtain the required training within one year of appointment. General responsibilities and training required for an environmental POC are outlined in subparagraph 5h of this notice.

e. Echelon 3 Commands. The echelon 3 Environmental Program area of responsibility (AOR) includes activities for which BUMED (on behalf of the Department of the Navy (DON)) retains environmental compliance program authority for medical readiness facilities and echelon 3 level, as well as administer environmental compliance activities on behalf of the Defense Health Agency (DHA) at health care facilities reference (c).

4. Background

a. Per references (a) and (b), BUMED has the responsibility to serve as the EPM for budget submitting office 18 for all environmental program requirements associated with operations at facilities that fall under the BUMED environmental compliance program AOR. To achieve the requirements of this responsibility, it is imperative the environmental program be managed and resourced properly at each level. 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 (a), as applicable. Environmental program staff must be extra vigilant in these compliance media areas: regulated medical waste; hazardous waste and hazardous material management; drinking water, wastewater, 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 are critical aspects to ensure mission success. There is a direct link between EMS; environmental compliance; staff and patient safety; and The 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 commands, the host installation, or both.

d. Reference (a), chapter 3, subparagraphs 3-3.3, 3-3.4, and 3-3.6 outlines the minimum general training criteria for all personnel with environmental duties, including collateral duties. Additional chapters within reference (a) outline training requirements for the management of specific environmental compliance media.

5. Action

a. Director, Maritime Headquarters (BUMED-N03):

(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 environmental program 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 the Director, Resource Management (BUMED-N8) 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.

(5) Coordinate with the appropriate counterparts at DHA, Office of the Chief of Naval Operations (OPNAV), and Chief, Naval Installations Command to ensure resourcing to BUMED for the environmental program.

(6) Appoint, in writing, the Assistant EPM for BUMED.

b. BUMED EPM:

(1) Report directly to the Director, Facilities and Environment (BUMED-N41) and oversee the environmental program, per Department of Defense (DoD), DON, DHA, and BUMED guidance.

(2) Coordinate and respond to DoD, DON, DHA, and OPNAV environmental program data calls.

(3) Coordinate with the appropriate counterparts at DHA to develop and maintain environmental program policies for medical treatment facilities (MTF) under the purview of the BUMED environmental program.

(4) Responsible for the financial functions of planning, programming, budgeting, and execution for the environmental program for medical readiness facilities (non-MTF). BUMED reviews annual budgetary requirements for MTFs for completeness prior to providing to DHA. 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. Additionally, collaborate with BUMED-N8 to ensure proper budgetary planning and data call responses for DoD, DON, and DHA.

(5) Oversee and execute an environmental audit program, per references (a) and (b).

(6) Coordinate with echelon 3 EPMs, as well as with other BUMED codes on matters pertaining to BUMED environmental management 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 Engineering Systems Command; Commander, Naval Installations Command; and other environmental program stakeholders.

(8) 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.

c. Echelon 3 Commanders:

(1) Appoint, in writing, an echelon 3 EPM, using the sample letter in enclosure (2) of this notice. Appointee must be an environmental compliance technical SME and must be the recognized authority and lead EPM for the command's AOR.

(2) Provide environmental program direction and support to ensure the vision and priorities of BUMED, DHA, and echelon 3 senior leadership are reflected in programmatic strategies and goals.

(3) Ensure echelon 3 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. Echelon 3 EPMs:

(1) Oversee all programmatic actions at the echelon 3 level, including frequent communication and coordination with echelon 3 leadership, the BUMED EPM, activity EPMs and environmental POCs, and other stakeholders.

(2) Serve as the principal consultant within the echelon 3 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 echelon 3 comptroller.

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

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

(7) Routinely visit subordinate activities to perform these duties: provide technical assistance, support program status, provide training, and work with new EPMs.

(8) Review and monitor progress of activity-submitted plan of action and milestones (POA&M) in Environmental Program Requirements (EPR) Web portal at <https://eprweb.cnic.navy.mil/EPRWEBNET/LOGON.aspx> 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 required by this notice or higher level guidance.

(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 or Senior Leadership Equivalent at Activities Requiring an EPM:

(1) Appoint, in writing, an activity EPM based on the definition provided in subparagraph 3c of this notice, using the sample letter in enclosure (2). Appointee is the recognized authority and lead EPM for the activity's AOR.

(2) Ensure subordinate commands have assigned an environmental POC, in writing, using the sample letter in enclosure (3). The subordinate command will assign an environmental POC based on the definition in subparagraph 3d of this notice.

(3) Ensure the echelon 3 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 subparagraph 5g of this notice.

(5) Ensure compliance with applicable environmental requirements.

(6) Ensure execution of environmental program requirements is coordinated with host installation environmental program staff, per reference (a).

(7) Ensure annual self-assessments and management reviews are conducted and POA&M for corrective actions are completed at activities requiring an EMS, identified in Notes 1 and 2 in enclosure (1), per reference (a).

f. CO or OIC, or Senior Leadership Equivalent at Activities Subordinate to those Activities Listed in enclosure (1):

(1) Appoint an environmental POC, in writing, based on the definition in subparagraph 3d 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 subparagraph 5h of this notice.

(4) Ensure compliance with applicable environmental requirements.

(5) Ensure execution of environmental program requirements is coordinated with the host installation environmental program staff, per reference (a).

(6) Allow the activity EPM to provide guidance and direction to the environmental POC on environmental concerns.

g. Activity EPM:

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

(2) Complete the training listed in subparagraphs 5g(2)(a)1 through 5g(2)(a)4 of this notice as soon as practicable upon assuming the assignment, per regulatory requirements, but within one year of appointment. Ensure records are kept 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 per reference (a) (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 Part 1910.1030).

2. OSHA Hazardous Waste Operations and Emergency Response Standard and Annual Refresher (29 CFR Part 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 (a)).

(b) EPMs at activities required to implement an EMS as part of their environmental program (as identified by Notes 1 and 2 in enclosure (1)) must maintain the EMS, per reference (a), and must take the listed CECOS courses or equivalents in subparagraphs 5g(2)(b)1 and 5g(2)(b)2:

1. Advancing an Effective EMS (A-4A-0098).

2. Integrated EMS and Compliance Auditing (A-4A-0079).

(c) The listed CECOS courses or equivalent in subparagraphs 5g(2)(c)1 and 5g(2)(c)2 are optional for the activity environmental program manager, 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, memorandum of agreements, and memorandum of understanding affecting the environmental program.

(6) Audit parent and subordinate commands annually at a minimum. EPR Web available at Navy's environmental portal at <https://eprweb.cnmc.navy.mil/EPRWEBNET/LOGON.aspx> must be used to track this annual internal audit. The facility environmental data sheet, within EPR Web, must be updated as a function of the annual internal audit.

(7) Initiate environmentally related SITREPs for parent and subordinate commands. Provide SITREP to the echelon 3 EPM, and document external environmental audits in EPR Web as a regulatory inspection.

(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. Provide quarterly updates to the echelon 3 EPM on budget execution.

(10) Ensure POA&Ms for external environmental audits are managed within the EPR Web tracking system and quarterly updates are included as milestones within each POA&M for the echelon 3 EPM review. The EPM is responsible for ensuring POA&M development and completion for external environmental audits at both the activity and subordinate commands. Overdue POA&Ms will need justification on a quarterly basis on the quarterly BUMED external environmental audit POA&M status update tasker.

(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 memorandum of understanding or memorandum of agreements with the host installation environmental department at activity and subordinate commands. EPR Web may be used as a document repository. These documents will be shared with the respective echelon 3 EPM.

(13) Provide guidance and direction to the environmental POCs via the appropriate chain of command.

h. Environmental POC:

(1) Be appointed, in writing, by the CO or OIC or local senior leadership equivalent using the letter sample provided in enclosure (3).

(2) Complete training as soon as practicable upon assuming the assignment, per regulatory requirements, but within one 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 (a)).

(3) Coordinate with facility 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.

(4) Oversee daily environmental compliance operations, including coordination with host installation environmental department staff.

6. Reporting

a. The activity EPM must forward the name and contact information, as well as a copy of the signed appointment letter, to the echelon 3 EPM within 30 days of a designation change for the EPM or environmental POC. These records must be uploaded to EPR Web.


b. The echelon 3 EPM must forward the updated information from subparagraph 6a of this notice to the BUMED EPM within 15 calendar days of learning of a designation change.

7. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

8. Information Management Control. The reports required in subparagraphs 5d(4), 5d(8), 5d(9), and 5h(2)(c)1 of this notice are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7j.


M. B. MCGINNIS
Acting

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

ACTIVITIES REQUIRING AN ENVIRONMENTAL PROGRAM MANAGER

Environmental compliance requirements apply to Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units, as well as the entire footprint of the MTF (i.e., Naval Medical Center, Naval Hospital, and Naval Health Clinic).

1. Naval Medical Forces Atlantic:
 - Navy Medicine Readiness and Training Command Great Lakes
 - Navy Medicine Readiness and Training Command Annapolis
 - Navy Medicine Readiness and Training Command Charleston
 - Navy Medicine Readiness and Training Command Cherry Point
 - Navy Medicine Readiness and Training Command Corpus Christi
 - Navy Medicine Readiness and Training Command New England
 - Navy Medicine Readiness and Training Command Patuxent River
 - Navy Medicine Readiness and Training Command Quantico
 - Navy Medicine Readiness and Training Command Beaufort
 - Navy Medicine Readiness and Training Command Jacksonville
 - Navy Medicine Readiness and Training Command Pensacola
 - Navy Medicine Readiness and Training Command Camp Lejeune
 - Navy Medicine Readiness and Training Command Portsmouth
 - Navy and Marine Corps Force Health Protection Command
 - Navy Medicine Readiness and Training Command Guantanamo Bay
 - Navy Medicine Readiness and Training Command Naples
 - Navy Medicine Readiness and Training Command Rota
 - Navy Medicine Readiness and Training Command Sigonella

2. Naval Medical Forces Pacific:
 - Navy Medicine Readiness and Training Command Hawaii
 - Navy Medicine Readiness and Training Command Lemoore
 - Navy Medicine Readiness and Training Command Oak Harbor
 - Navy Medicine Readiness and Training Command Bremerton
 - Navy Medicine Readiness and Training Command Camp Pendleton
 - Navy Medicine Readiness and Training Command Twenty-Nine Palms
 - Navy Medicine Readiness and Training Command San Diego
 - Naval Medical Research Command
 - Navy Expeditionary Medical Training Institute
 - Navy Medicine Readiness and Training Command Guam
 - Navy Medicine Readiness and Training Command Okinawa
 - Navy Medicine Readiness and Training Command Yokosuka

3. Naval Medical Forces Development Command:
 - Navy Medicine Operational Training Command

4. Please Note: The Environmental Management System applies to Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units, as well as the entire footprint of the MTF (i.e., Naval Medical Center, Naval Hospital, and Naval Health Clinic).

a. Activities requiring implementation of an EMS:

Navy Medicine Readiness and Training Command Beaufort
Navy Medicine Readiness and Training Command Bremerton
Navy Medicine Readiness and Training Command Camp Pendleton
Navy Medicine Readiness and Training Command Jacksonville
Navy Medicine Readiness and Training Command Pensacola
Navy Medicine Readiness and Training Command Twenty-Nine Palms
Navy Medicine Readiness and Training Command Center Camp Lejeune
Navy Medicine Readiness and Training Command Center Portsmouth
Navy Medicine Readiness and Training Command San Diego
Navy Medicine Readiness and Training Command Guam
Navy Medicine Readiness and Training Command Guantanamo Bay
Navy Medicine Readiness and Training Command Naples
Navy Medicine Readiness and Training Command Okinawa
Navy Medicine Readiness and Training Command Rota
Navy Medicine Readiness and Training Command Sigonella
Navy Medicine Readiness and Training Command Yokosuka

b. Activities elected to maintain an EMS:

Navy Medicine Readiness and Training Command Lemoore
Navy Medicine Readiness and Training Command Oak Harbor

c. Facilities subordinate to the activities listed in enclosure (1) of this notice are required to identify an environmental POC per this notice.

BUMEDNOTE 5090
12 Jul 2024

SAMPLE APPOINTMENT LETTER FOR ENVIRONMENTAL PROGRAM MANAGER
(command letterhead)

5090
Ser XXX/XXXXXX
Date

From: Activity head, name of activity, location when needed

To: I. M. Environmental

Subj: APPOINTMENT AS THE ENVIRONMENTAL PROGRAM MANAGER

Ref: (a) BUMEDNOTE 5090 of 12 Jul 2024 (Canc: Jul 2025)

(b) OPNAVINST 5090.1E

(c) OPNAV M-5090.1

1. You are hereby appointed as the environmental program manager for [name of activity]. In this role, you are responsible for management of the [name of activity] environmental program as defined in reference (a) in coordination with the [name of activity] environmental program staff. You are also responsible for providing oversight, support, and assistance regarding the management of the environmental programs at all [name of activity] 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 the commanding officer at your earliest opportunity via your chain of command.

A. B. COMMANDER

Copy to:
BUMED-N41

Enclosure (2)

BUMEDNOTE 5090
12 Jul 2024

SAMPLE APPOINTMENT LETTER FOR ENVIRONMENTAL POINT OF CONTACT
(command letterhead)

5090
Ser XXX/XXXXXX
Date

From: Activity head, name of activity, location when needed

To: I. M. Environmental

Subj: APPOINTMENT AS THE ENVIRONMENTAL POINT OF CONTACT

Ref: (a) BUMEDNOTE 5090 of 12 Jul 2021 (Canc: Jul 2025)

(b) OPNAVINST 5090.1E

(c) OPNAV M-5090.1

1. You are hereby appointed as the environmental point of contact for [name of activity]. In this role, you are responsible for management of the [name of activity] environmental program as defined in reference (a) in coordination with the environmental program manager at [name of activity] and the [name of activity] 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 the officer in charge at your earliest opportunity via your chain of command.

A. B. COMMANDER

Copy to:
BUMED-N41

Enclosure (3)