



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

Canc: Oct 2019
IN REPLY REFER TO
BUMEDNOTE 5090
BUMED-M4
28 Sep 2018

BUMED NOTICE 5090

From: Chief, Bureau of Medicine and Surgery

Subj: ENVIRONMENTAL PROGRAM ROLES AND RESPONSIBILITIES

Ref: (a) OPNAVINST 5090.1D
(b) 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 and Applicability. 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 to BUMED Headquarters as excluded by the appropriate echelon 3 environmental program manager.

3. Definitions

a. Environmental Management System (EMS). A “plan-do-check-act” business model implemented at designated NAVMED activities per the requirements of references (a) and (b) and established by reference (b). The NAVMED-designated 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 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. Environmental Program Manager. A person appointed in writing by the activity commanding officer (CO) or officer in charge (OIC) 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. 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 environmental program manager are outlined in paragraph 5g of this notice.

d. Environmental Point of Contact (POC). A person appointed in writing, by the facility CO or 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.

e. Echelon 3 Commands. NAVMED East, NAVMED West, and Navy Medicine Education, Training, and Logistics Command (NAVMED ED TR LOG CMD) are NAVMED echelon 3 commands.

4. Background

a. Per references (a) and (b), BUMED has the responsibility to serve as the environmental program manager for Budget Submitting Office (BSO) 18 for all 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 NAVMED 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 (b) 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 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 NAVMED commands, the host installation, or both.

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

5. Action

a. Deputy Chief, Business Operations (DCBO) must:

(1) Appoint in writing an environmental program manager 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 Deputy Chief, Resource 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.

(5) Appoint in writing the assistant environmental program manager for BUMED.

b. BUMED Environmental Program Manager must:

(1) Report directly to Director, Facilities (BUMED-M41) and 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 echelon 3 environmental program managers 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 Command; Commander, Naval Installations Command; and other environmental program stakeholders.

c. NAVMED Echelon 3 Commanders must:

(1) Appoint in writing a NAVMED echelon 3 environmental program manager. Appointee must be an environmental compliance technical SME and must be the recognized authority and lead environmental program manager for the command's AOR.

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

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

(4) NAVMED East and West commanders must appoint in writing an assistant environmental program manager to their respective regions. Appointee must be an environmental compliance technical SME and must be a recognized environmental authority for the command's AOR.

d. NAVMED Echelon 3 Environmental Program Manager must:

(1) Oversee all programmatic actions at the echelon 3 level, including frequent communication and coordination with echelon 3 leadership, the BUMED environmental program manager, activity environmental program managers, activity 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 environmental program manager.

(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 BUMED environmental program manager.

(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, and work with new environmental program managers.

(8) Review and monitor progress of activity-submitted plan of action and milestones (POA&M) in the Environmental Management System website 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 environmental program manager. Ensure situation reports (SITREPs) 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 at NAVMED Activities Requiring an Environmental Program Manager must:

(1) Appoint in writing an activity environmental program manager based on the definition provided in paragraph 3c of this notice. Appointee is the recognized authority and lead environmental program manager for the activity's AOR.

(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 3d of this notice.

(3) Ensure the NAVMED echelon 3 environmental program manager is provided contact information for the activity environmental program manager and subordinate command environmental POCs.

(4) Ensure the environmental program manager 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 (b).

(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 (b).

f. COs or 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 3d of this notice.

(2) Ensure the activity environmental program manager 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 (b).

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

g. Activity Environmental Program Manager must:

(1) Be appointed in writing by the CO or OIC using the letter sample 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 environmental program manager, 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 (b) (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 (b)).

(b) Environmental program managers 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 (b), 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 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. The Environmental Management System Web site, <https://emsweb2.cnic.navy.mil>, must be used to track this annual internal audit. The Facility Environmental Data Sheet (FEDS), within the Environmental Management System Web site, must be updated as a function of the annual internal audit.

(7) Initiate environmentally-related SITREPs for parent and subordinate commands as required by reference (c) or higher level guidance. Provide SITREP to the echelon 3 environmental program manager, and document external environmental audits in the Environmental Management System Web site 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 environmental program manager on budget execution.

(10) Ensure POA&Ms for external environmental audits are managed within the Environmental Management System website tracking system and quarterly updates are included as milestones within each POA&M for NAVMED echelon 3 environmental program manager review. The environmental program manager is responsible for ensuring POA&M development and completion for external environmental audits at both the activity and subordinate commands. POA&Ms past due will need justification on a quarterly basis on the quarterly BUMED external environmental audit POA&M status update tasker. The Environmental Management System Web site tracking system is available at <https://emsweb2.cnic.navy.mil>.

(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. The Environmental Management System Web site may be used as a document repository. These documents will be shared with the respective NAVMED echelon 3 environmental program manager.

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

h. Environmental POC must:

(1) Be appointed in writing by the CO or OIC using the letter sample 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 environmental program manager 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 activity environmental program manager must forward the name and contact information, as well as a copy of the signed appointment letter, to the NAVMED echelon 3 environmental program manager within 30 days of a designation change for the environmental program manager or environmental POC. These records must be uploaded to the Environmental Management System Web site.

b. The NAVMED echelon 3 environmental program manager must forward the updated information from paragraph 6a to the BUMED environmental program manager 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 for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Information Management Control. The reports required in paragraphs 5b and 6 of this notice are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, paragraph 7j.



C. FORREST FAISON III

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web Site, <http://www.med.navy.mil/directives/Pages/BUMEDNotes.aspx>.

NAVY MEDICINE ACTIVITIES REQUIRING AN
ENVIRONMENTAL PROGRAM MANAGER

NAVMED Operational Training Center
Naval Health Clinic Annapolis
Naval Hospital Beaufort
Naval Medical Center Camp Lejeune
2nd Dental Battalion, Naval Dental Center Camp Lejeune
Naval Health Clinic Charleston
Naval Health Clinic Cherry Point
Naval Health Clinic Corpus Christi
Captain James A. Lovell Federal Health Care Center North Chicago
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
Navy and Marine Corps Public Health Center
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 Health Clinic Lemoore
Naval Health Clinic 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
Naval Medical Research Center

Notes:

1. NAVMED activities requiring implementation of an EMS:

Naval Hospital Beaufort
Naval Medical Center Camp Lejeune
U.S. Naval Hospital Guantanamo Bay
Naval Hospital Jacksonville
U.S. Naval Hospital Naples
Naval Hospital Pensacola
Naval Medical Center Portsmouth
U.S. Naval Hospital Rota
U.S. Naval Hospital Sigonella
Naval Hospital Bremerton
Naval Hospital Camp Pendleton
U.S. Naval Hospital Guam
Naval Medical Center San Diego
Naval Hospital Twenty-Nine Palms
U.S. Naval Hospital Okinawa
U.S. Naval Hospital Yokosuka

2. NAVMED activities re-designated as Naval Health Clinic and elected to maintain the EMS:

Naval Health Clinic Lemoore
Naval Health Clinic Oak Harbor

3. Facilities subordinate to the activities listed above are required to identify an environmental POC per this notice.

BUMEDNOTE 5090
28 Sep 2018

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 28 Sep 2018
(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 the commanding officer at your earliest opportunity via your chain of command.

A. B. COMMANDER

Enclosure (2)

BUMEDNOTE 5090
28 Sep 2018

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 28 Sep 2018
(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 the officer in charge at your earliest opportunity via your chain of command.

A. B. COMMANDER

Enclosure (3)