

ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL

COMMANDER, FLEET ACTIVITIES, YOKOSUKA



Prepared by:

**Commander, Fleet Activities, Yokosuka
Public Works Department
Environmental Division**

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DEFINITIONS

Aspect. A characteristic of a practice (activities, products or services) that can cause, in normal operation or upset mode, an impact to an environmental, or other, resource. Each practice may have several aspects. Examples include, but are not limited to, spill/release, air release, hazardous material use, hazardous waste generation, solid waste generation, medical waste generation, noise, electricity use, fuel use, and physical presence (in environmentally sensitive locations).

Continual Improvement. Process of enhancing the EMS to achieve improvements in overall environmental performance consistent with the organization's environmental policy.

Controls. Means used to ensure that the impacts on resources are effectively prevented or minimized. Three basic types of controls are management controls, operational controls, and physical controls.

Corrective Action. Measures taken by each responsible organization to correct identified deficiencies and eliminate the causes of an existing non-conformance and/or non-compliance. The EMS Appropriate Facility shall determine root causes of deficiencies and implement corrective actions to prevent the occurrence of future deficiencies.

Criteria. Standards against which the effectiveness of EMS implementation may be audited. Audit criteria are contained in the ISO 14001:2004 EMS standard.

Document. Information and its supporting medium.

Effectiveness. Meeting military mission while fully meeting executive, Federal, state, and local environmental regulations as well as the environmental policies of DOD, Navy, or the installation or regional complex.

Efficiency. Achieving effectiveness at the lowest possible cost (considering time, personnel resources, and money). A risk-based ranking of practices based on their aspects is the basis for efficiency enhancements under the EMS.

Environmental Management System (EMS). A part of the overall management system that enables an organization to manage its environmental aspects, to reduce its environmental impacts, and to increase its operational efficiency. EMS implementation reflects management principles based on a "plan-do-check-act" model using a standard process to identify current practices, aspects and impacts, establish goals, implement plans to meet the goals, determine progress, and make improvements to ensure continual improvement. Consisting of a set of interrelated elements, the EMS serves to establish environmental policies and objectives in addition to providing a means in which to achieve such objectives.

A management system includes organizational structure, planning activities, responsibilities, practices, procedures, and resources.

EMS Appropriate Facility. An EMS appropriate facility is any federal facility or organization that conducts activities or practices that can have a significant impact on the environment, either directly or indirectly, individually or cumulatively, due to the operations of that facility's or organization's mission, processes or functions. A Navy EMS Appropriate Facility is typically a host command and its tenants within an installation fenceline demarking contiguous Navy property, plus any satellite properties under direct control of the installation commanding officer (ICO).

EMS Audit. Systematic and documented verification process for obtaining evidence and evaluating it objectively to determine the extent the EMS audit criteria set by the organization is fulfilled.

EMS Management Representative (EMR). A person, designated by an EMS Appropriate Facility Commanding Officer, who is responsible for implementing and maintaining the EMS and for periodically updating senior management on current status of the EMS.

Environmental Objective. A statement that defines an end-state supporting an appropriate facility's environmental goals and EMS policy.

Environmental Performance. Measurable results of the environmental actions, related to an organization's control of its environmental aspects and impacts, based on its environmental policy, objectives, and targets.

Environmental Policy. Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management.

Environmental Quality. That level of environmental excellence that has a baseline of consistent regulatory compliance, adding continuous process improvement with a concerted focus on pollution prevention.

Environmental Quality Assessment (EQA). Fulfill the Evaluation of Compliance element of the checking component in the ISO 14001:2004 standard. Establishing checking and corrective action procedures facilitates identification, root cause analysis, and correction and prevention of compliance deficiencies for similar or related practices and aspects across the facility.

Environmental Requirements. Applicable federal, host nation, Navy and local environmental and natural resources requirements.

Environmental Target. A detailed performance requirement that sets a limit, usually a quantity and/or a time frame, for the achievement of environmental objectives.

Fully Conforming EMS. An EMS shall be considered fully implemented when (1) it has been the subject of an External EMS Audit conducted by a Navy Qualified EMS Auditor from outside the control or scope of the EMS, (2) audit findings have been recognized by the senior management of the Appropriate Facility implementing the EMS, and (3) the EMS Appropriate Facility accountable for implementation of the EMS has declared conformance to EMS requirements of the ISO 14001:2004 standard according to the Navy EMS Declaration of Conformance Protocol contained in OPNAVINST 5090.1D Section 17-3.3. An EMS shall be audited at least every three years by a Navy Qualified EMS Auditor outside the control or scope of the EMS, and conformance formally re-declared.

Impact. An effect of a practice's aspect on an environmental, or other, resource. Each practice may have several impacts. Examples include, but are not limited to, indoor/outdoor air quality degradation, surface water or groundwater degradation, water consumption, natural resource disturbance, historic/cultural resource damage, soil erosion, electricity consumption, adverse regulatory exposure, cost to mitigate risk, negative public perception, and human health effects.

Japan Environmental Governing Standards (JEGS). Japan-specific substantive provisions, typically technical limitations on effluent, discharges, etc., or specific management practices with which installations must comply. JEGS are derived from Overseas Environmental Baseline Guidance Document, DOD Publication 4715.05-G, of 01 May 2007, Japan substantive pollution control laws of general applicability, applicable treaties and U.S. law with extraterritorial application.

Management Review (MR). An evaluation of an EMS by senior management to ensure its continuing suitability, adequacy and effectiveness, including assessing opportunities for improvement and the need for changes to the EMS such as the environmental policy and environmental objectives and targets. Results of the review shall be documented, including topics discussed, decisions made, and recommendations and actions related to possible changes, consistent with the commitment to continual improvement.

Navy Qualified EMS Auditor. An EMS Auditor who has successfully completed an ANSI-RAB accredited EMS Lead Auditor training course or the Navy's Civil Engineer Corps Officers School equivalent training course. Navy Qualified EMS Auditors may be staff, other DoD components, other Federal Agencies (outside of DoD), and/or private consultants. Personnel conducting external EMS audits must be outside the scope of the subject EMS.

Non-compliance. Out of compliance with applicable local, DoD or Navy regulation or policy.

Non-conformance. Out of conformance with EMS requirements that an organization adopts such as ISO 14001:2004 and Navy EMS requirements.

Plan of Action and Milestones (POA&Ms). Provides proposed corrective and preventive actions, process improvements, and schedules in order to address an identified nonconformance or deficiency and its root cause(s). The documentation also serves as a record of completed corrective actions and to verify problems are resolved.

Practice. A process, action, or function having environmental aspects that may impact environmental resources. Practices may impact other resources as well. Practices include the unit processes used to complete mission functions (e.g., degreasing of parts, oil and lubricant changes, battery recharging, refrigerant capture and replacement to support vehicle maintenance, etc.) and their associated physical controls (e.g., berms, oil/water separators, or alarms). A practice often includes multiple processes, personnel, equipment, and materials.

Practice Owner. An organization (command, activity, department, work center, shop, tenant, contractor, or sub-contractor) responsible for the day-to-day operations of a practice. Practice owners have the authority to accomplish their mission by conducting the practice, and thus, have a responsibility to employ procedures necessary to control the practice.

Preventive Action. Measures taken by each responsible organization or activity to prevent future occurrence of non-conformance and/or non-compliance.

Procedure. Specified way to carry out an activity or process.

Record. Document stating results received or providing evidence of activities

Root Cause. The cause of an occurrence that, if corrected, would prevent recurrence of that and similar occurrences. There may be a series of identifiable causes, one leading to another. Activities responsible should pursue that series of causes until identifying the fundamental correctable cause.

Senior Management. Senior management is defined by the EMS Appropriate Facility consistent with scope and area of responsibility of their EMS. It consists of the EMS Appropriate Facility commanding officer (i.e., major mission tenant commanding officer, installation commanding officer, or regional commander), an EMS Management Representative, and key staff members responsible for the planning, implementation, and review of the EMS, including heads of departments and tenant representatives whose practices may have significant environmental aspects and impacts.

Significant Environmental Aspect. An aspect that has or can have a significant impact on the environment, either directly, indirectly, individually or cumulatively.

Tenant Organizations. Any Navy or non-Navy unit or command that occupies facilities within host command's area of responsibility.

LIST OF ACRONYMS AND ABBREVIATIONS

AOR	Area of Responsibility
COMFLEACT	Commander, Fleet Activities
CFT	Cross Functional Team
CNIC	Commander, Navy Installations Command
CNRJ	Commander, Naval Region, Japan
CO	Commanding Officer
DC	Document Custodian
DoD	Department of Defense
DoN	Department of Navy
ED	Environmental Division
EECB	Executive Environmental Compliance Board
EM	EMS Manager
EMI	Environmental Management Instruction
EMO	Emergency Management Officer
EMP	EMS Management Procedure
EMR	EMS Management Representative
EMS	Environmental Management System
EO	Executive Order
EOC	Emergency Operation Center
EQA	Environmental Quality Assessment
EVT	Environmental Team
EWG	Environmental Working Group
FIP	Facilities Improvement Program
FLEACT	Fleet Activities
GoJ	Government of Japan
IAP	Internal Assessment Plan
ICO	Installation Commanding Officer
IEPM	Installation Environmental Program Manager
IHA	Indirect Hire Agreement
ISO	International Organization for Standardization
JEGS	Japan Environmental Governing Standards
KO	Contracting Officer
MLC	Master Labor Contract
MPM	Media Program Manager
MR	Management Review
NAVFAC	Naval Facilities Engineering
O&Ts	Objectives and Targets
OCONUS	Outside the Continental U.S.
OCP	Operational Control Procedures
OHSSRP	Oil and Hazardous Substance Spill Response Plan
OPNAVINST	Office of the Chief of Naval Operations Instruction
PAO	Public Affairs Office
PO	Practice Owner

POA&M	Plan of Action and Milestone
POC	Point of Contact
POL	Petroleum, Oil, Lubricant
PWD	Public Works Department
RC	Record Custodian
SM	Senior Management
SOP	Standard Operating Procedure
SRTP	Shore Response Training Plan
SUPV	Supervisor
USFJ	United States Forces, Japan

REVISION HISTORY

Release Number	Date	Section	Revision Summary	Revised By
0	16 May 2009	-	Initial release.	Yoko Echizen
-	22 May 2009	Appendix A, EMP-13	Version 002 includes CFAY's instruction 5090.6, EQA Program.	Yoko Echizen
-	18 May 2010	Appendix A, EMP-5, 11	Version 002 reflects current practices for EOC.	Yoko Echizen
1	20 Dec 2010	All	Annual review. Whole document including EMPs was reviewed and updated to reflect changes made since last update. Format was changed entirely. Major changes are noted below.	Yoko Echizen
		1, Introduction	Removed Purpose. Moved organization with its chart from Section 2, Background. Removed description of core EMS element and added EMS Manual Control. Added Management Approval with a signature block.	
		2, Background	Moved lists of organizations and organizational chart to Section 1, Introduction.	
		3, EMS Elements	Changed title name to EMS Elements. Made changes to reflect current procedures and practices.	
		Appendix A, all EMPs	Added Section 3, terms and definitions. Consequently, changed numbering thereafter.	
		Appendix A, EMP-1	Version 002 issued. Removed procedures for communicating the EMS policy (5.3) which was incorporated into EMP-7.	
		Appendix A, EMP-2	Version 002 issued. Revised procedures 5.1., 5.2., and 5.3. to reflect current practices. Added CFAY specific aspect scoring formula and criteria.	
		Appendix A, EMP-4	Version 002 issued. Revised procedures to reflect current practices.	
		Appendix A, EMP-5	Version 003 issued. Revised procedures and Table 5-1 to reflect current practices. Added CFAY EMO, Port Ops, Training and Readiness, CNFJ Fire, and Environmental POCs to the table.	
		Appendix A, EMP-6	Version 002 issued. Revised procedures to reflect current practices.	

		Appendix A, EMP-7	Version 002 issued. Revised procedures to reflect current practices, incorporating procedures from EMP-1.
		Appendix A, EMP-9	Version 002 issued. Revised procedures and Table 9-1 to reflect current practices.
		Appendix A, EMP-10	Version 002 issued. Added contracting officers to Section 4, key roles and responsibilities.
		Appendix A, EMP-11	Version 003 issued. Revised procedures to reflect current practices.
		Appendix A, EMP-13	Version 003 issued.
		Appendix A, EMP-14	Version 002 issued. Added note to procedure.
		Appendix A, EMP-17	Version 002 issued. Revised procedures to reflect current practices.
		Appendix A, EMP-3, 8, 12, 15, 16	Version 002 issued.
		Appendix B, EMS Policy Statement	Removed and filed in a newly created CFAY EMS Documentation Binder maintained by CFAY PWD ED and replaced with one signed by new ICO, CAPT Owen.
		Appendix C, Significant Environmental Aspect and Lists of Aspects	Removed and filed in a newly created CFAY EMS Documentation Binder maintained by CFAY PWD ED.
		Appendix D, Legal and Other Requirements	Removed and filed in a newly created CFAY EMS Documentation Binder maintained by CFAY PWD ED.
		Appendix E, Objectives and Targets	Removed and filed in a newly created CFAY EMS Documentation Binder maintained by CFAY PWD ED.
		Appendix F, Training Matrix	Removed and filed in a newly created CFAY EMS Documentation Binder maintained by CFAY PWD ED.
		Appendix G, Operational Controls Documentation	Removed and filed in a newly created CFAY EMS Documentation Binder maintained by CFAY PWD ED.
		Appendix H, Gap Analysis	Removed. Initial implementation completed.
		Appendix I, Implementation Plan	Removed. Initial implementation completed.

2		Whole	Reviewed and revised wholly to reflect current practices and procedures.	Yoko Echizen
		Appendix A, All EMPs	New versions were issued.	
		Appendix A, EMP-8	New version includes procedures for controlling documents and records, and procedure title was changed to Documents and Records.	
		Appendix A, EMP-9 and EMP-15	Incorporated into EMP-8.	
		Appendix A, EMP-10	Changed to EMP-9.	
		Appendix A, EMP-11	Changed to EMP-10.	
		Appendix A, EMP-12	Changed to EMP-11.	
		Appendix A, EMP-13	Changed to EMP-12. New version includes procedures for non-conformance, and corrective action and preventive action and internal environmental management system audit, and procedure title was changed to Compliance Assessment and Environmental Management System Audit.	
		Appendix A, EMP-14 and EMP-16	Incorporated into EMP-12.	
		Appendix A, EMP-17	Changed to EMP-13.	
3	7 Oct 2013	1, Introduction 1.1.2, 1.3	Version 003 issued. Added to refer the list of Cross Functional Team Members in Document IX of the EMS Documentation. Updated Management Approval Signature block with the newest EMR.	Satomi Maruyama
		2, Background	Version 003 issued.	
		3, EMS Components	Version 003 issued.	
		Appendix A, EMP-1	Version 003 issued	
		Appendix A, EMP-2	Version 004 issued. On 2-10, changed title to Specific Aspect Scoring	
		Appendix A, EMP-3	Version 003 issued	
		Appendix A, EMP-4	Version 003 issued	

3		Appendix A, EMP-5	Version 005 issued. Revised a tenant command name to current under 4. Key ROLES AND RESPONSIBILITIES.	Satomi Maruyama
		Appendix A, EMP-6	Version 003 issued.	
		Appendix A, EMP-7	Version 004 issued. Revised procedures 5.1 and 5.2. Moved PAO external communication references to 5.2 the Communicating with External Interested Parties.	
		Appendix A, EMP-8	Version 003 issued.	
		Appendix A, EMP-9	Version 004 issued. Revised 5. Procedures. Added CFT and EVT to 5.1.1.	
		Appendix A, EMP-10	Version 004 issued.	
		Appendix A, EMP-11	Version 003 issued.	
		Appendix A, EMP-12	Version 004 issued.	
		Appendix A, EMP-13	Version 003 issued.	
4		Page iii	Updated Definitions to reflect to OPNAVINST 5090.1D.	Satomi Maruyama
		1.0 Introduction	Updated Definitions to reflect to OPNAVINST 5090.1D. Added the latest revision history.	
		3.0, EMS Components	Updated wholly to reflect OPNAVINST 5090.1D	
		Appendix A, EMP-2	Removed CFT from the role for determining significant environmental aspect(s).	
		Appendix A, EMP-4	Removed CFT from the procedures for establishing POA&Ms.	
		Appendix A, EMP-5	Updated EQA Manager's responsibility to reflect to OPNAVINST 5090.1D	
		Appendix A, EMP-6	Updated wholly to reflect OPNAVINST 5090.1D	
		Appendix A, EMP-7	Added instructions regarding releasing official information.	
		Appendix A, EMP-8	Updated wholly to reflect OPNAVINST 5090.1D	
		Appendix A, EMP-11	Updated wholly to reflect OPNAVINST 5090.1D	
		Appendix A, EMP-12	Updated wholly to reflect OPNAVINST 5090.1D	

1.0 INTRODUCTION

The Environmental Management System (EMS) at Commander, Fleet Activities (COMFLEACT), Yokosuka follows the organizing structure established by International Organization for Standardization (ISO) 14001:2004 and reflects requirements established by Office of the Chief of Naval Operations Instruction (OPNAVINST) 5090.1D.

As defined by the Navy, an EMS represents a new approach to environmental management, but it is not another environmental program. EMS is a management tool that provides a roadmap to weave existing environmental programs and mission management processes into a coherent "system" that enables an organization to control the environmental impact of its activities, products, and services, to improve its environmental performance continually, and to commit to sustainable development as a strategic objective. Like many federal facilities and military installations, COMFLEACT Yokosuka already had active, mature environmental programs with many of the EMS requirements in place, but these programs were individual and separate entities. One primary purpose of the EMS is to coordinate these activities into one integrated framework that enhances and improves the overall efficiency and effectiveness of the environmental programs.

In accordance with Navy policy, the COMFLEACT Yokosuka EMS is a formal management framework that provides a systematic means of reviewing and improving operations, creating awareness, and improving environmental performance. COMFLEACT Yokosuka's EMS conforms to the ISO 14001:2004, Environmental Management Systems – Requirements with Guidance for Use. The ISO 14001 EMS standard has five major components and 18 elements (reference Table 1 in Section 3.0). COMFLEACT Yokosuka has incorporated all components and elements into its EMS, and this manual includes the primary requirements of each element.

COMFLEACT Yokosuka is committed to continuing conformance with the ISO 14001:2004 standard as described in the Self-Declaration Protocol in OPNAVINST 5090.1D. However, as prescribed in the Navy Protocol, COMFLEACT Yokosuka does not seek third party registration to ISO 14001. This manual serves as the principle source guidance for the execution and continual improvement of the COMFLEACT Yokosuka EMS.

1.1 Scope

COMFLEACT Yokosuka is an approved EMS appropriate facility. This EMS Manual applies to all FLEACT Yokosuka departments (Section 1.1.1) and tenant organizations (major tenants are listed in Section 1.1.2) and their contractors within COMFLEACT Yokosuka's fenceline. However, it does not directly apply to other appropriate facilities approved by Chief of Naval Operations or other Department of Defense (DoD) entities with an EMS in place (Section 1.1.3). This document should be referenced by other approved appropriate facilities for coordination with COMFLEACT Yokosuka EMS in

accordance with OPNAVINST 5090.1D Section 17-3.1. Consult the EMS Manager (EM) regarding the applicability of the manual to base contractors performing government work.

Commander, Fleet Activities, Yokosuka EMS organizational chart is shown in Figure 1.

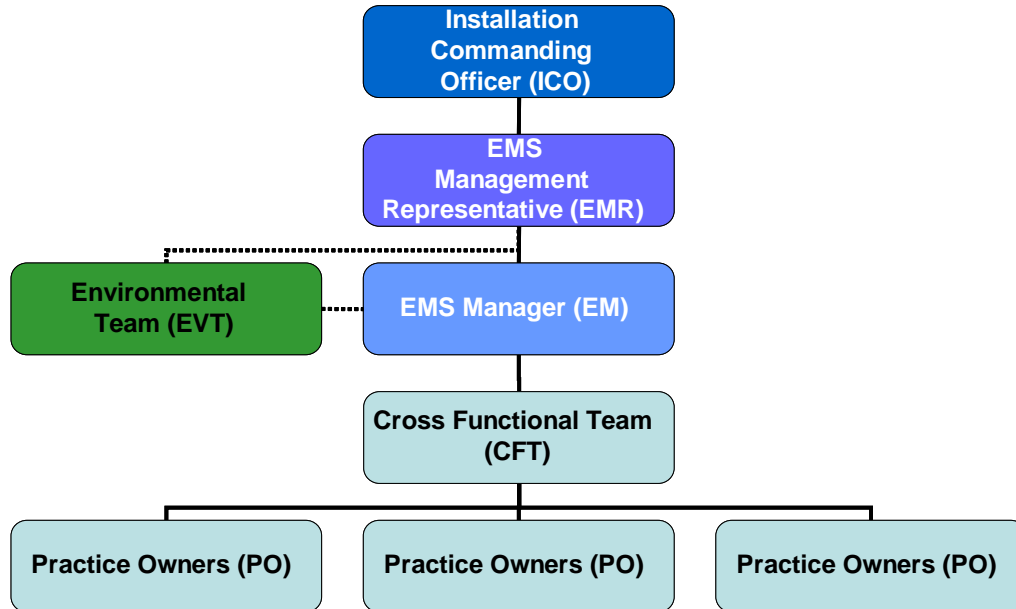
1.1.1. Commander, Fleet Activities, Yokosuka Departments

Brig/Correctional Custody Unit	Military Family Housing
Chaplains	Military Liaison & Civil Affairs
Combined Bachelor Housing Div	Morale, Welfare and Recreation
Command Administration	Navy Campus Education Center
Command Career Counselor	Personnel Department
Command Evaluation	Port Operations
Drug & Alcohol Program Advisor	Public Affairs
Emergency Management	Public Works
Equal Opportunity Advisor /	Safety
Cultural Diversity	Security
Financial Management	Staff Judge Advocate
Fleet and Family Support Center	Training and Readiness
General Mess/Galley	Transient Personnel Unit
Ikego Detachment	Yokohama Detachment
Information Management Office	

1.1.2. Major Tenant Organizations

Afloat Training Group, Western Pacific
Commander, Destroyer Squadron 15
Commander, Naval Forces, Japan
Commander, Seventh Fleet
Defense Commissary Agency
DoD Dependent Schools
Fleet Logistics Center
Naval Computer and Telecommunications Station Far East
Naval Facilities Engineering Command, Far East
Navy Exchange
Navy Munitions Command
Navy Personnel Support Detachment
Puget Sound Naval Shipyard and Intermediate Maintenance Facility
Training Support Detachment
U.S. Space and Naval Warfare System Facility Pacific

Figure 1: Commander, Fleet Activities, Yokosuka EMS Organizational Chart



The Installation Commanding Officer (ICO) appoints the EMS Management Representative (EMR) who has primary responsibility for establishing, implementing, and maintaining the EMS. The EM assists the EMR in implementing, coordinating, maintaining, and reporting on the EMS. The Environmental Team (EVT) consists of designated personnel from the FLEACT Yokosuka Public Works Department (PWD) Environmental Division (ED). The Cross Functional Team (CFT) consists of representatives from FLEACT Yokosuka departments, tenant organizations, and/or designated personnel. The list of CFT members is in Document IX of the EMS Documentation. Practice Owners (POs) are organizations, departments, shops, etc. responsible and accountable for their environmental performance.

1.1.3. Other Approved Appropriate Facilities

Defense Logistics Agency, Yokosuka, Japan
 Ship Repair Facility, Japan Regional Maintenance Center
 U.S. Naval Hospital, Yokosuka

1.2 References

- Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management
- OPNAVINST 5090.1D, Environmental Readiness Program Manual
- Japan Environmental Governing Standards (latest)
- ISO 14001:2004, Environmental Management Systems – Requirements With Guidance for Use

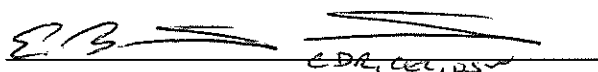
- ISO 14004:2004, Environmental Management Systems – General Guidelines on Principles, Systems and Support Techniques

1.3 EMS Manual Control

The COMFLEACT Yokosuka EMR is the signature authority for this document. The COMFLEACT Yokosuka EM, in coordination with the appropriate organizations, reviews this manual at least annually and/or when changes are needed to ensure the EMS remains effective, efficient and drives continual improvements. Any revisions and updates to this manual are approved by the EMR and maintained as a Tier I EMS document (Section 3.3.4) and is controlled and distributed by the EM or designee. The FLEACT Yokosuka PWD ED maintains the original copy of this manual. The EM controls distribution of this manual and, upon request, will distribute an uncontrolled electronic copy. Hard copies may be distributed if deemed appropriate.

The EM maintains the controlled copies of this manual and other EMS information in electronic format. Personnel assigned to the FLEACT Yokosuka PWD ED maintain uncontrolled EMS information and documentation on the internal hard disc drive. Also, uncontrolled EMS information is available at <https://www.cnmc.navy.mil/Yokosuka/index.htm> plus Navy EMSWeb.

MANAGEMENT APPROVAL

Signature: 
Name: CDR Edward B. Miller, CEC, USN
Title: EMS Management Representative
Commander, Fleet Activities, Yokosuka

2.0 BACKGROUND

2.1 Mission

COMFLEACT Yokosuka's mission is to maintain and operate base facilities for the logistic, recreational, administrative support and service of the U.S. Naval Forces, Japan, U.S. Seventh Fleet, and other operating forces forward-deployed in the Western Pacific.

2.2 Location

COMFLEACT Yokosuka comprises 568 acres, and Yokosuka main Naval Base is located 43 miles south of Tokyo at the entrance of Tokyo Bay and approximately 18 miles south of Yokohama. Yokosuka is on the Miura Peninsula in the Kanto Plain region of the Pacific Coast in Central Honshu, Japan. COMFLEACT Yokosuka is the largest overseas U.S. Naval installation in the world and is considered to be one of the most strategically important bases in the U.S. military.

COMFLEACT Yokosuka area of responsibility (AOR) encompasses more than 1,700 acres of land and includes eight geographically distinct areas: Yokosuka Main Naval Base, Ikego and Negishi Family Housing areas, Hakozaki petroleum, oil, lubricant (POL) Depot at Azuma Island, Tsurumi POL Depot, Urago Ordnance Storage Area, Nagai Shore-based Electronics Countermeasures Test Facility, and Yokohama Fleet Mail Center area.

COMFLEACT Yokosuka has a population of approximately 30,000 military and civilian personnel and consists of 83 tenant commands, nearly 2,500 Class II facilities, 8,200 feet of berth, 233 million gallons of POL storage, and 11 forward deployed vessels.

2.3 History

COMFLEACT Yokosuka originated as a shipyard, Yokosuka Iron Works, in 1865 under the patronage of the Tokugawa Shogunate. In 1871, the name was changed to the Yokosuka Naval Ship Yard. During World War II, activities at the Yokosuka Naval Ship Yard reached their peak. By 1944, the Yard covered 280 acres and employed over 40,000 workers. In addition to the shipbuilding plant, the yard also had a gun factory, ordnance and supply depots, a fuel storage facility, a seaplane base, and a naval air station.

On August 30, 1945, the Commander of the Yokosuka Naval Ship Yard surrendered command to the Allies and the Base was occupied by the U.S. Marines, British Marines, and U.S. Naval personnel. COMFLEACT, Yokosuka was created shortly after the occupation.

As the major naval ship repair facility in the Far East, the Yokosuka Facility assumed a vital role in the maintenance and repair of the U.S. Seventh Fleet during the Korean and

Vietnam conflicts. Since the Korean and Vietnam conflicts, COMFLEACT Yokosuka continues to be America's most important naval facility in the Western Pacific.

2.4 Organization

COMFLEACT Yokosuka is administered by a Commander and is under the command and primary support of the Commander, Navy Installations Command. COMFLEACT Yokosuka is subject to the regional coordination of Commander, Naval Region, Japan (CNRJ). Base facilities and operations are serviced and maintained by U.S. military and civilian personnel and both Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) local nationals.

3.0 EMS COMPONENTS

This section provides general information on the management of the COMFLEACT Yokosuka EMS with the intent of meeting the Navy's EMS goal of continually improving environmental performance. The management of the EMS is designed to meet the Navy's commitment of ensuring the best use of EMS as a business practice to improve uniformity, efficiency, and shore facility management. The COMFLEACT Yokosuka EMS adheres to the Navy principle of an EMS as a formal management framework that provides a systematic means of reviewing and improving operations, creating awareness, and improving environmental performance. This systematic approach is documented in the EMS Management Procedures (EMP) at Appendix A. Each EMP is required to be reviewed at least annually, preferably during the annual EMS Manual review.

The U.S. Navy's and the COMFLEACT Yokosuka's EMS is based on the ISO 14001 model, which employs a cycle of policy, planning, implementation and operation, evaluation and corrective actions, and management review. These five components and their associated elements are prescribed below.

Table 1: Elements of an ISO 14001 EMS

ISO 14001:2004 Reference	Element
General Requirements	
4.1	1. General requirements
Environmental Policy	
4.2	2. Environmental policy
Planning	
4.3.1	3. Environmental aspects
4.3.2	4. Legal and other requirements
4.3.3	5. Objectives, targets and POA&Ms
Implementation and Operation	
4.4.1	6. Resources, roles, responsibility and authority
4.4.2	7. Competence, training and awareness
4.4.3	8. Communication
4.4.4	9. EMS documentation
4.4.5	10. Control of documents
4.4.6	11. Operational control
4.4.7	12. Emergency preparedness and response
Checking	
4.5.1	13. Monitoring and measurement
4.5.2	14. Evaluation of compliance
4.5.3	15. Nonconformity, corrective action and preventive action
4.5.4	16. Control of records
4.5.5	17. Internal EMS audit
Management Review	

4.6

18. Management review

****Note:** For ease of use COMFLEACT Yokosuka has combined Elements 9 and 15 into a single EMP (EMP-8), and Elements 14 and 16 into EMP-12. EMPs are located at Appendix A.

3.1 Policy

3.1.1 Environmental Management System Policy

Applicable Procedure(s)	EMP-1, Environmental Management System Policy
Requirement(s)	ISO 14001:2004 Standard Clause 4.2

The COMFLEACT Yokosuka EMS Policy is endorsed by the ICO and underscores the commitment by senior leaders to environmental compliance, pollution prevention, and continual improvement of the management system. It also emphasizes open communication and establishes a framework for setting and achieving environmental objectives and targets that are appropriately prioritized in consideration of COMFLEACT Yokosuka's regulatory compliance commitments and its significant environmental aspects. The COMFLEACT Yokosuka EMS Policy is maintained separately as a controlled document as described in the EMS Documentation Document I, and an uncontrolled copy may be found on the COMFLEACT Yokosuka intranet (<https://www.cnmc.navy.mil/Yokosuka/index.htm>) or EMSWeb. The EMS Policy requirements shall be communicated to applicable personnel working on COMFLEACT Yokosuka installations by posting in strategic locations throughout the installation and through annual environmental awareness training as noted in Section 3.3.2 and communicated to appropriate contractors as prescribed by the contract procurement documents. The EMS Policy will be made available to the public or other outside interested parties in response to specific requests for information.

3.2 Planning

3.2.1 Environmental Aspects

Applicable Procedure(s)	EMP-2, Environmental Aspects
Requirement(s)	ISO 14001:2004 Standard Clause 4.3.1

The environmental aspects associated with the operations and products COMFLEACT Yokosuka directly controls (or over which it can be reasonably expected to have influence) shall be identified, evaluated, documented, and screened for the relative significance of their associated environmental impacts in accordance with EMP-2.

Determinations of relative significance shall be made to help establish and maintain a management focus on those environmental issues of greatest potential concern. The significance of COMFLEACT Yokosuka's aspects is based on a scoring of:

- Regulatory requirements;

- Frequency of occurrence;
- Mission impact;
- Environmental impact; and
- Public interest.

Aspects are reviewed at least annually and are revised if necessary:

- During the annual review;
- When new activities, products, or services are established; or
- When significant modifications occur to existing activities, products, or services.

Significant aspects are reviewed at least annually by Senior Management (SM), usually during the EMS management review and are considered when establishing COMFLEACT Yokosuka's environmental objectives and targets.

The COMFLEACT Yokosuka's environmental aspects are recorded in the EMS database and the significant aspect determinations and rankings are maintained as Document II and III in the EMS Documentation.

The significant environmental aspect(s) and impact(s) are communicated to personnel annually through the EMS awareness training and through environmental points of contact whenever the significant aspect(s) changes.

3.2.2 Legal and Other Requirements

Applicable Procedure(s)	EMP-3, Legal and Other Requirements
Requirement(s)	ISO 14001:2004 Standard Clause 4.3.2

The regulatory and other environmental requirements are defined as Executive Orders (EOs), DoD, Department of Navy (DoN), U.S. Forces Japan (USFJ), local, and, Government of Japan (GoJ) requirements with which COMFLEACT Yokosuka is obliged to comply. Personnel requiring access to the documents need only to contact FLEACT Yokosuka PWD ED. Those environmental requirements are identified in Document IV and are maintained, updated, and distributed as needed by the FLEACT Yokosuka PWD ED. At least annually, reviews of regulatory and other requirements are conducted to ensure the most current versions are maintained.

3.2.3 Objectives, Targets and Programs (Plan of Action and Milestones)

Applicable Procedure(s)	EMP-4, Objectives, Targets and Plan of Action and Milestones
Requirement(s)	ISO 14001:2004 Standard Clause 4.3.3

Commander, Fleet Activities, Yokosuka sets objectives and targets (O&Ts) to fulfill the commitments established in its EMS policy and to achieve other established goals. COMFLEACT Yokosuka annually reviews and updates as necessary, specific environmental O&Ts to prevent or mitigate the environmental impacts associated with

its significant environmental aspects. Progress in meeting the O&Ts is reported by the EM to the EMR at least semi-annually and to SM at least annually.

Each O&T has Plans of Action and Milestones (POA&Ms) established by the appropriate Media Program Manager (MPM) in coordination with the EM. The purpose of the POA&M is to assist in the progress of meeting of the O&Ts, by:

- Defining principle actions;
- Designating responsibilities;
- Specifying performance of activities; and
- Identifying timeframes for achievement.

The COMFLEACT Yokosuka environmental O&Ts are in Document V of the EMS Documentation.

3.3 Implementation and Operation

3.3.1 Resources, Roles, Responsibilities and Authority

Applicable Procedure(s)	EMP-5, Resources, Roles, Responsibility and Authority
Requirement(s)	ISO 14001:2004 Standard Clause 4.4.1

Commander, Fleet Activities, Yokosuka and tenant organizations jointly provide the resources essential to ensuring the effective implementation, control, and improvement of the EMS.

EMS roles, responsibilities, and/or authorities for the effective performance of the EMS have been defined at relevant functions and levels within the COMFLEACT Yokosuka AOR and communicated to applicable FLEACT Yokosuka Departments and major tenant organizations personnel through annual EMS awareness training. General roles and responsibilities are briefly discussed below while specific roles and responsibilities are documented within the various EMPs in Appendix A and summarized in Table 5-1 of EMP-5. The COMFLEACT Yokosuka EMS organizational chart is provided at Figure 1 in Section 1.1.

The ICO appointed EMR has primary responsibility for establishing, implementing, and maintaining the EMS and periodically updating SM on the current status of the EMS. The EM assists the EMR in implementing, coordinating, maintaining, and reporting on the EMS. The COMFLEACT Yokosuka CFT is composed of personnel from FLEACT Yokosuka Departments and Major Tenant Organizations representing their commands on EMS matters. The CFT members provide assistance to the EM and the EMR necessary to implement, update, and maintain the EMS. An EVT composed of staff from the FLEACT Yokosuka PWD ED is the primary organization for overseeing the implementation of the COMFLEACT Yokosuka environmental programs. FLEACT Yokosuka Department heads and top management of major tenant organizations are

responsible and accountable for effective implementation and maintenance of the EMS and the environmental performance within their departments and organizations.

3.3.2 Competence, Training and Awareness

Applicable Procedure(s)	EMP-6, Competence, Training and Awareness
Requirement(s)	ISO 14001:2004 Standard Clause 4.4.2

Commander, Fleet Activities, Yokosuka has determined two areas of training necessary to positively influence environmental performance: general environmental awareness training and job specific competency training.

General training includes EMS initial and refresher awareness training and is provided by the FLEACT Yokosuka PWD ED for applicable personnel and contractors on an annual basis. The content of the training includes:

- EMS policy;
- Procedures;
- EMS requirements;
- Significant environmental aspect(s);
- Actual and potential impacts of work activities;
- Environmental benefits of improved performance;
- EMS roles and responsibilities; and
- Potential consequences of departing from specified operating procedures.

Additional environmental training requirements are provided in Document VI of the EMS Documentation.

Competency training is designed for those employees whose work could cause significant environmental impact(s). Training needs are determined by the employee's organization. Heads of departments and organizations are responsible for ensuring personnel complete required trainings.

All records of trainings discussed in this section are documented and retained at relevant department and organizational levels.

Contractor training requirements are included in the appropriate contractual documents. It is the contractor's responsibility to obtain required trainings and maintain training records for its employees. Contracting Officers (KOs) are tasked with ensuring appropriate contractors meet the necessary training requirements.

3.3.3 Communication

Applicable Procedure(s)	EMP-7, Communication
Requirement(s)	ISO 14001:2004 Standard Clause 4.4.3

Commander, Fleet Activities, Yokosuka recognizes communication both internally between and among the levels and functions within the organization and externally with interested parties is crucial to the effectiveness of its EMS. Internal communication is accomplished through a top down, bottom up, and lateral approach (reference EMS organizational chart at Figure 1). For internal requests regarding the preparation and distribution of the EMS policy and other EMS information, the EMR provides guidance to the Public Affairs Office (PAO). The PAO with the guidance from the EMR responds to external requests from third parties, including host nation and local officials. The PAO coordinates with the EMR in preparing and documenting third party requests and subsequent responses. The EMR and PAO forward questions and comments concerning COMFLEACT Yokosuka's EMS or environmental matters to the FLEACT Yokosuka PWD ED as deemed.

Commander, Fleet Activities, Yokosuka utilizes the following in communicating environmental matters:

- Executive Environmental Compliance Board (EECB) meetings;
- Environmental Working Group (EWG) meetings;
- Environmental newsletters;
- Weekly base newspaper "Umitaka";
- Policy letters;
- Instructions;
- Environmental management plans;
- Environmental handbook;
- Environmental Division webpage (https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_navfacfe_pp/environmental_installation);
- Area orientation briefs and new employee orientations;
- E-mail correspondences; and
- Telephone conversations.

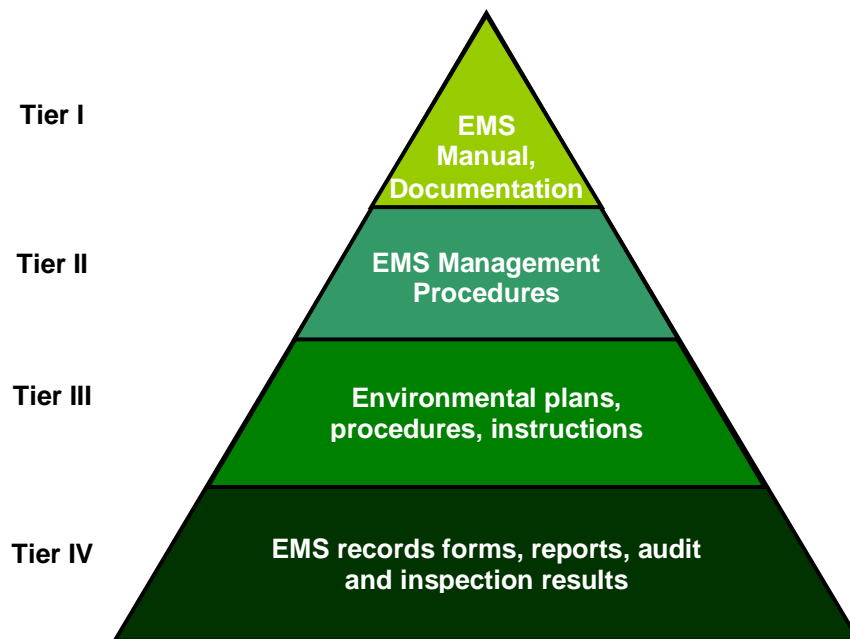
Document VII in the EMS Documentation provides a decision on whether the significant environmental aspect(s) is communicated externally.

3.3.4 Documentation

Applicable Procedure(s)	EMP-8, Documents and Records
Requirement(s)	ISO 14001:2004 Standard Clause 4.4.4

Documentation is necessary to ensure the effective planning, operation and control of processes necessary in maintaining an effective EMS. Documentation describes the EMS and how its parts work together, and provides direction on where to obtain more detailed information. This EMS Manual provides a summary of the various elements of the EMS and references location of key EMS documents. Figure 2 provides a visual representation of COMFLEACT Yokosuka's EMS documentation structure.

Figure 2: Commander, Fleet Activities, Yokosuka EMS Documentation Structure



The COMFLEACT Yokosuka EMS documentation consists of four tiers:

- Tier I:** The Environmental Management System Manual and Documentation. These documents include, at a minimum: EMS policy; O&Ts; description of EMS scope; description of the main elements of EMS and their interaction; reference to related documents; documents, including records, required by ISO 14001; and documents, including records, determined by COMFLEACT Yokosuka to be necessary to ensure the effective planning, operation, and control of processes that relate to its significant environmental aspects.
- Tier II:** EMS Management Procedures. These procedures detail the processes and define the roles, responsibilities, and authorities for fulfilling EMS requirements. To date, 13 EMPs have been established and implemented.
- Tier III:** Environmental program documents. These documents include, but are not limited to, environmental program-specific (e.g. air, hazardous waste, wastewater) plans, procedures, instructions, and standard operating procedures. These documents often provide detailed step-by-step direction.
- Tier IV:** EMS records. These records include, but are not limited to, forms (when filled-in), reports, measures of environmental performance, and audit and assessment results. Records provide historical, objective evidence of activities having been performed and requirements having been met.

The identified EMS documentations and records are provided in Tables 8-1 and 8-2 of EMP-8, Documents and Records.

3.3.5 Control of Documents

Applicable Procedure(s)	EMP-8, Documents and Records
Requirement(s)	ISO 14001:2004 Standard Clause 4.4.5

Approved copies of the Tier 1, 2, and 3 documents shall be subject to the requirements of EMP-8. These documents must be periodically reviewed, updated as necessary, and approved or re-approved for adequacy by authorized personnel and remain legible and readily identifiable. Historical copies of each version of Tier 1, 2, and 3 documents as well as copies of the Tier 4 documents shall be retained as environmental records in conformance with SECNAVINST 5000.37, Provision of Department of the Navy Documentary Material. Information-only copies of all such documents may be distributed electronically in read-only format, at the discretion of the EM. A summary of controlling the EMS documents is provided in Table 8-1 of the EMP-8.

3.3.6 Operational Control

Reference Material(s)	ISO 14001:2004 Standard Clause 4.4.6
Requirement(s)	EMP-9, Operational Control

Management plans are developed to address operational controls at COMFLEACT Yokosuka to the extent required by governing regulations; current plans are incorporated by reference in Document IV of the EMS Documentation. Unless already controlled by one or more of the documents identified in Document VIII of the EMS Documentation, standard operating procedures (SOPs) shall be developed by each affected organization's functional unit as necessary to control all environmental aspects determined to be significant. Those SOPs so developed shall be subject to the document distribution and control processes defined by EMP-8.

At the EM's discretion, environmental management instructions (EMIs) may be issued, with the approval of affected facility managers or supervisors, for undertaking specific environmental tasks that may be necessary to support the purposes of COMFLEACT Yokosuka's:

- EMS Policy;
- EMS Manual;
- Objectives and Targets; or
- Special tasks for which SOPs and the plans listed in (EMP-9) do not provide adequate or appropriate levels of control.

The EMIs shall be prepared, reviewed, approved, maintained, and updated as indicated in EMP-8.

Appropriate environmental requirements for major construction or renovation projects with the potential to affect COMFLEACT Yokosuka's regulatory compliance status or the achievement of its environmental objectives or targets are routinely defined within applicable contracts or purchase orders.

Government of Japan (GoJ) funded projects, i.e. the Facilities Improvement Program (FIP), Defense Policy Review Initiative, etc are exempt from the requirements prescribed in this plan.

A table documenting operational controls for COMFLEACT Yokosuka's significant environmental aspect(s) is found at Document VIII in the EMS Documentation.

3.3.7 Emergency Preparedness and Response

Applicable Procedure(s)	EMP-10, Emergency Preparedness and Response
Requirement(s)	ISO 14001:2004 Standard Clause 4.4.7

Emergency preparedness and response is predominantly handled through the FLEACT Emergency Operation Center (EOC). Current practices for preventing spills of hazardous substances with the potential to have a significant environmental and/or human health impact are described in the series of key planning documents incorporated by reference in EMP-10.

These documents also address preparedness and response procedures for natural disasters or potential emergencies that could have a potentially significant environmental or human health impact (reference COMFLEACTINST 3440.17 Emergency Management Plan).

Emergency response procedures are periodically reviewed, tested, and revised where necessary.

3.4 Checking

3.4.1 Monitoring and Measurement

Applicable Procedure(s)	EMP-11, Monitoring and Measurement
Requirement(s)	ISO 14001:2004 Standard Clause 4.5.1

Commander, Fleet Activities, Yokosuka established, implemented, and maintained a procedure to monitor and measure the key characteristics of its operations that can have a significant environmental impact. This procedure is located in EMP-11 and includes the documenting of information to monitor performance, applicable operational control, and conformity with COMFLEACT Yokosuka's environmental objectives and targets. It is the responsibility of the using organizations to ensure calibrated or verified

monitoring and measurement equipment is properly used and maintained. The using organizations are also responsible for retaining associated records.

3.4.2 Evaluation of Compliance

Applicable Procedure(s)	EMP-12, Compliance Assessment and Environmental Management System Audit
Requirement(s)	ISO 14001:2004 Standard Clause 4.5.2

Commander, Fleet Activities, Yokosuka utilizes the Environmental Quality Assessment (EQA) program to evaluate the installation compliance with applicable legal and other environmental requirements annually. The findings associated with the EQA are documented in a report and tracked as part of the non-conformance, corrective action and preventive action procedure (EPM-12).

3.4.3 Non-conformance, and Corrective Action and Preventive Action

Applicable Procedure(s)	EMP-12, Compliance Assessment and Environmental Management System Audit
Requirement(s)	ISO 14001:2004 Standard Clause 4.5.3

The procedure for identifying, investigating and resolving actual and potential non-conformance(s) is at EMP-12. This procedure outlines how to assign root causes, initiate and implement corrective and/or preventive actions, check the effectiveness of the actions taken, and document actions taken.

3.4.4 Control of Records

Applicable Procedure(s)	EMP-8, Documents and Records
Requirement(s)	ISO 14001:2004 Standard Clause 4.5.4

Identification, maintenance, and disposition of environmental or EMS records is defined at EMP-8. These records include training records and the results of audits and reviews. They are legible, identifiable, and traceable and are stored and maintained in such a way as to be readily retrievable and protected against damage, deterioration, and loss. Records can be in the form of hard copy, electronic or other media form. Command and organization designees maintain their own EMS records such as training records and inspection reports. The FLEACT Yokosuka PWD ED maintains installation level EMS records such as results of audits. A list of EMS records and retention times for the records is provided in Table 8-1 of EMP-8.

3.4.5 Internal Environmental Management System Audit

Applicable Procedure(s)	EMP-12, Internal Environmental Management System Audit
Requirement(s)	ISO 14001:2004 Standard Clause 4.5.5

Commander, Fleet Activities, Yokosuka utilizes the procedures in EMP-12 to audit the EMS annually except those years where an external audit is conducted. The internal EMS audit is conducted by trained auditors in conjunction with the internal compliance assessment. The purpose of the EMS audit is to determine COMFLEACT Yokosuka conformance with documented procedures and the ISO 14001:2004 standard and to determine whether the EMS has been properly implemented and maintained. Results of EMS audits are recorded and reported to SM.

3.5 Management Review

Applicable Procedure(s)	EMP-13, Management Review
Requirement(s)	ISO 14001:2004 Standard Clause 4.6

On an annual basis, SM conducts a review and evaluation of the EMS for its continuing suitability, adequacy, and effectiveness. The EMR or designee provides the necessary information for the reviews. Each review considers the possible need for changes to the COMFLEACT Yokosuka EMS such as the EMS policy and environmental O&Ts. Management reviews should include environmental performance; internal audit results; compliance evaluation results; status of corrective and preventative actions; status of environmental O&Ts; changing legal and required circumstances; external communication; follow up actions from previous reviews; and recommendations for improvement. The review topics and any decisions will be documented in meeting minutes.

Appendix A

Environmental Management System Management Procedures

Document ID: EMP-1	Procedure Title: Environmental Management System Policy	
Version: 003	Procedure Custodian: Satomi Maruyama	Date Revised: 7/5/2012
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure outlining the development and maintenance of the Environmental Management System (EMS) policy.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documents and Records
- EMS Document I EMS Policy Statement

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **Commander, Fleet Activities (COMFLEACT), Yokosuka Commanding Officer (CO)** endorses and signs the EMS policy.
- **Senior Management (SM)** reviews and approves the EMS policy.
- **EMS Management Representative (EMR)** ensures the EMS policy is developed and maintained.
- **EMS Manager (EM)** drafts the EMS policy and ensures it is communicated to all personnel working on COMFLEACT Yokosuka installations and appropriate contractors.
- **Environmental Team (EVT)** and **Cross Functional Team (CFT)** review the draft policy.

5. PROCEDURES

5.1. Establishing, Developing, and Updating the EMS Policy

- 5.1.1. The EMR oversees and coordinates the development and/or update of the EMS policy.
- 5.1.2. The EMR facilitates the development and/or update of the policy with the EM.
- 5.1.3. The EMR ensures the EMS policy:
 - Is appropriate to the nature, scale, and environmental impacts of the activities, products or services.
 - Includes a commitment to continual improvement, pollution prevention, and compliance.
 - Provides the framework for setting and reviewing environmental objectives and targets.
- 5.1.4. The EM drafts and/or updates the policy.

5.2. Reviewing, Approving, Endorsing, and Implementing the EMS Policy

- 5.2.1. The EM coordinates review of the draft policy with the EVT and CFT.
- 5.2.2. The EM incorporates final comments and submits the final draft policy to the EMR.
- 5.2.3. The EMR presents the proposed and/or updated policy for SM final review and approval.
- 5.2.4. The COMFLEACT Yokosuka CO signs and dates the EMS policy.
- 5.2.5. The EMR issues the signed policy to the EM for distribution and implementation.
- 5.2.6. The EM distributes the EMS policy.

5.3. Maintaining the EMS Policy

- 5.3.1. The EMR ensures the EMS policy remains current.
- 5.3.2. SM reviews the EMS policy at least annually.
- 5.3.3. Upon a Change of Command at COMFLEACT Yokosuka, the EMS policy is required to be submitted to the new CO for signature.

Document ID: EMP-2	Procedure Title: Environmental Aspects	
Version: 005	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure outlining how to conduct an environmental aspect assessment and how to determine those aspects having significant impacts on the environment.
- Consider significant environmental aspect(s) in setting Environmental Management System (EMS) objectives and targets.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documents and Records
- EMP-13 Management Review
- EMS Document II Aspect Ranking
- EMS Document III Significant Environmental Aspect Selection

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Management Representative (EMR)** ensures prioritization of aspects and determination of the significant environmental aspect(s) are completed and documented.
- **EMS Manager (EM)** ensures aspect identification, evaluation, scoring, ranking, prioritization, and maintenance are conducted and the significance of the environmental aspect(s) is determined.
- **Environmental Team (EVT)** conducts environmental aspect site assessments and assists the EM with scoring and ranking the environmental aspects. The EVT maintains knowledge of the operations and activities of the installation and provides expertise in each of the environmental program areas.

- **Cross Functional Team (CFT)** members join in assessing aspects upon request from the EM and EVT and are aware of the significant environmental aspect(s).
- **Practice Owners (POs)** provide support to the EVT and CFT upon request.

5. PROCEDURES

5.1. Identifying Environmental Aspects

- 5.1.1. The EVT conducts a desktop review and analysis of environmental documents, real property building lists, and/or environmental quality assessment reports.
- 5.1.2. The EVT, in coordination with the EM and/or the CFT, conducts environmental aspect site assessments to identify environmental aspect(s) and/or impact(s).
- 5.1.3. The POs support the EVT in conducting the site assessment and respond to requests in an appropriate manner and time-frame.
- 5.1.4. The PO or supervisor (SUPV) notifies the EVT, via the appropriate CFT member as necessary, when practice changes occur. In those cases where a holistic change occurs, the PO or SUPV may directly notify the EM or EVT.

5.2. Evaluating and Scoring Identified Environmental Aspects

- 5.2.1. The EM and EVT evaluate the environmental aspects using the current scoring formula in the EMS aspect database.
- 5.2.2. Using the instructions provided in the CFAY SPECIFIC ASPECT SCORING (reference final page of this EMP), the EM and EVT score the significance of each environmental aspect using the formula provided.
- 5.2.3. The EM and EVT annually re-evaluate and, if necessary, re-score the environmental aspects to reflect any changes from the last aspect evaluation.

5.3. Ranking and Prioritizing the Scored Environmental Aspects

- 5.3.1. The environmental aspects are ranked according to their overall and average scores.
- 5.3.2. The EM documents the overall aspect ranking and the average aspect ranking upon completion of scoring.
- 5.3.3. The EM prioritizes aspects based upon rankings and other important factors (e.g. regulatory requirements, resources).

5.4. Determining Significant Environmental Aspect(s)

- 5.4.1. The EM submits the list of prioritized aspect(s) to the EVT for review, comment, and ranking.

- 5.4.2. The EM provides the ranked listing of proposed significant environmental aspect(s) to the Installation Environmental Program Manager for submittal and consideration by the EMR.
- 5.4.3. The EMR reviews the proposed significant environmental aspect(s) and selects those having significant environmental and mission impacts.
- 5.4.4. The EMR submits the proposed significant environmental aspect(s) to Senior Management (SM) for approval.
- 5.4.5. Upon receipt from the EMR, the EM documents and distributes the finalized significant environmental aspect(s) to the appropriate organizational environmental points of contact.
- 5.4.6. The EMR ensures the completion of the aspect prioritization and determination of the significant environmental aspect(s)

5.5. Maintaining the Significant Environmental Aspect and Associated Documents

- 5.5.1. The significant environmental aspect(s) is reviewed by SM whenever there is a proposed change or at least annually during management review in accordance with EMP-13.
- 5.5.2. The EM maintains and updates documentation as appropriate.

LIST OF PRACTICE CATEGORIES AND PRACTICES

Practice Category	Practice
Administration	Office Equipment Office Practices Office Supplies Packaging/Unpackaging Shipping and Receiving Space Heater Operation Warehouse Material Management
Air Quality Management	Air Emissions Ash Handling Burn Pit Controlled Burn Operations Diesel Power Generation Dust Collection Emergency Generators Engine Testing Flare & Smoke Usage Incinerator Jet Engine Test Cell Open Burning Painting Spray Booth Parts Drying Vapor Recovery
Aircraft Maintenance	Aircraft Arresting Gear O&M Aircraft Deicing (Ethylene Glycol) Aircraft Fluid Change Aircraft Maintenance Aircraft Takeoffs & Landing Aircraft Washing Portable Jet Aircraft Starter Use Tire Replacement
Asbestos Operations	Asbestos
Cleaning, Stripping	Acid Cleaning Emergency Decontamination Parts Cleaning/Degreasing (Aqueous/Solvent)
Construction	Carpentry & Woodworking Ground Disturbance Structure Fabrication
Cultural Resource Management	Cultural Resource Conservation
Engine O & M	Cogeneration Engine Operations Compressor Use/Maintenance Diesel Power Generation Emergency Generators Engine Testing ICE Arresting Gear Engine Operation Jet Engine Test Cell Portable Engine/Generator O & M Turbine Generation
Environmental Management	NEPA Permits, Recordkeeping, Reporting, Monitoring

Fire Arms/Ord O&M	Burn Pit
	Controlled Burn Operations
	Explosive Waste Management
	Flare & Smoke Usage
	Live Fire Range Operations
	Loading/Unloading Ordnance
	Open Burning
	Small Arms Maintenance
	Small Arms Range
	Small Arms Range Operations
	UXO/EOD Operations
	Weapons Maintenance
	Weapons Repair
	Weapons Storage
Fuel Management	Aircraft/Helicopter Fueling
	Aviation Fuel Analysis
	Boat Fueling
	Dispensing Operation
	Fuel Dispensing
	Fuel Drain
	Fuel Transfer Station Operations
	Fuel Transport (Pipelines)
	Fuel Transport (Tank Truck)
Fuel Storage	Vapor Recovery
	Bulk Fuel Tank
	Fuel Containers
	Storage Tank Management (AST)
	Storage Tank Management (UST)
General Maintenance	Boat Maintenance
	Building Maintenance
	Carpentry & Woodworking
	Compressor Use/Maintenance
	Electronic Equipment Maintenance
	Electronics Repair/Maintenance
	Equipment Repair/Maintenance
	Grease Trap Maintenance
	Grounds Keeping / Landscape
	Plumbing
	Pool Service Maintenance
	Portable Equipment
	Recreational Facilities Operations
Hazardous Materials Management	Street Maintenance
	Battery (Comm/Elec) Replacement
	Battery (Lead-Acid) Recharging
	Chemical Storage/Mixing
	Compressed Gas Storage
	Hazardous Materials Storage
	Hazardous Materials Transportation
	Hazardous Materials Use
	Lead Based Paint
	Lead Seal Replacement

Hazardous Waste Management	90-Day Site
	Biohazardous Waste
	Brake Replacement
	Conforming Storage Facility
	Dental Operations
	Hazardous Waste Satellite Accumulation Area
	Hazardous Waste Storage Site
	Medical Operations
	Parts Cleaning/Degreasing (Aqueous/Solvent)
	Photo Processing
	Radiological Waste
	Spill Prevention
	Spill Response
HVAC/Refrigeration Management	Air Conditioner Use
	Air Conditioner Use (Portable)
	Refrigerant Replacement
	Water Chiller Use
Industrial Operations & Maintenance	Ash Handling
	Boiler Maintenance
	Boiler Operation
	Chromate Conversion Operation
	Cooling Tower Corrosion Control
	Copper Pipe Soldering
	Dry Cleaning
	Electronic Equipment Maintenance
	Foundry (Brass,Grey Iron,Lead)
	Laundry Operations
	Metal Working
	Non Destructive Inspections
	Parts Drying
	Physical/Chemical Treatment
	Soldering
	Welding/Fabrication
Infectious Waste	Infectious Waste
Installation Restoration	Remediation Sites
Laboratory Operations	Environmental Testing
	Lab Analysis
	X-Ray Processing
Machining Operations	Calibration
	Grinding
	Machining
	Polishing
	Leak Detection
	Sampling

Natural Resources	Agricultural Outlease Biological Treatment Green House Operations Mitigation Orchard/Vineyard Agriculture Pasture/Hay Mowing Row Crop Agriculture Stump Brush Removal Timber Management Urban Wildlife Management Wetlands Management
ODS Management	Halon Use/Storage
Painting Operations	Chemical Dip Tank Chemical Paint Stripping (Chemical Brush/Swab) Dry Abrasive Blasting Paint Gun Cleaning Painting (Paint Gun) Painting Aerosol Painting Brush Painting Spray Booth Soda Stenciling/Touch Up Painting Wet Abrasive Blasting
PCB Management	Transformer Replacement Transformer Use
Pest Management	Feral Animal Control Pesticide Disposal Pesticide Sale Pesticide Transport Pesticide Use (Agricultural) Pesticide Use (non-Agricultural) Pesticide/Herbicide Storage/Mixing
Photo Developing	Dental Operations Medical Operations Photo Processing
Potable Water Management	Backflow Prevention Drinking Water Quality Management Drinking Water Source Drinking Water Use Potable Water Potable Water Distribution System Operation/Maintenance Potable Water Supply/Storage Potable Water Treatment Water Conservation Wells
Radioactive Material Management	Radioactive Material Storage Radon
Recycling Operations	Battery Recycling Recycling Operations Tire Recycling & Management
Soil Management	Channel Dredging Soil Excavating and Grading

Solid Waste Management	Composting Operations
	Dining Hall/Restaurant Operations
	Equipment Disposal
	Solid Waste Collection (Local)
	Solid Waste Disposal
	Solid Waste Landfill Operation
	Solid Waste Recycling Facility
	Solid Waste Recycling Local
	Solid Waste Transportation
	Stabilization Pond Use
Spills	Spill Prevention
	Spill Response
Storm Water Management	Dewatering
	Erosion Control
	Runoff
	Sediment Traps
	Sedimentation Basins
	Storm Water Pollution Prevention
Surface Coating Operations	Water Pollution Control/Prevention
	Chromate Conversion Operation
	Coating/Corrosion Control Coating Operation
	Electroplating
	Painting Spray Booth
	Powder Coating
Training	Surface Preparation Manual
	Aerial Combat Training
	Combat Construction Training
	EOD Training
	Infantry Training
	Training
Vehicle Management	Vehicle Maneuver Training
	Brake Replacement
	Motor Vehicle Off Road Operations
	Non Tactical Military Vehicle Operations
	Tactical Vehicle Operations
	Tire Replacement
	Vehicle Fluid Change
	Vehicle Maintenance
	Vehicle Parking
	Vehicle Refueling
Wastewater Discharge	Vehicle/Heavy Equipment Storage
	Fire Fighting
	Fire Water Pumper Use
	Vehicle /Equipment Washing (Rack)
Water/Wastewater Disposal	Water Discharge
	Dental Operations
	Medical Operations
	Oil/Water Separator
	Submersible Pump Sump
	Wastewater Effluent Discharge (POTW)
	Wastewater Effluent Disposal (Stream Discharge)
	Wastewater Effluent Reuse (Land Discharge)
	Wastewater Sludge Disposal

Water/Wastewater Management

Bilge Pumping
Chlorination
Dental Operations
Medical Operations
Non Potable Distribution
Non Potable Water Tanks/Reservoirs(AG)
Paint Booth, Water Wash Filtration
Wastewater Treatment (Industrial)
Wastewater Treatment (Physical/Chemical)
Wastewater Treatment (Primary Settling)
Wastewater Treatment (Sanitary)

LIST OF ASPECTS

- Affects a Cultural Resource
- Affects a Natural Resource
- Discharges to Water
- Emissions of Radiation
- Emissions to Air
- Generation of Bio-Hazardous Waste
- Generation of Hazardous Waste
- Generation of Non-Hazardous Waste
- Generation of Radiological Waste
- Air emissions
- Nuisance
- Unintended releases or spills
- Use of Energy
- Use of Hazardous Material
- Use of Raw Materials & Natural Resources

ASPECT SCORING

Scoring Algorithm

$$SS = \left(\frac{R \times F \times (M + E + P)}{375} \right) \times 100$$

<u>Category Description</u>		<u>Rating</u>
SS: Significant Score (100% scale)	Calculated score using the Scoring Algorithm above for a specific aspect of a particular facility.	Significant score is converted into 100% scale.
R: Environmental Requirement	Applicable Japan Environmental Governing Standards (JEGS), DoD, Navy, and local compliance and/or policy requirements	No requirement 0 Local (CNFJ/CFAY) Policy 2 DoD/Navy Policy 4 Executive Orders / JEGS 5
F: Frequency	The number of times environmental impacts would occur as a result of an aspect.	Potential 1 Seldom (< monthly) 2 Occasionally (monthly or seasonally non-daily) 3 Often (weekly or seasonally daily) 4 Continuous (daily) 5
M: Mission Impact	Restriction to the Navy mission as a result of impacts from an aspect	Low 1 Medium (some restriction) 3 High (serious restriction or mission loss) 5
E: Environmental Impact	Effect of an aspect on the environment or other resource positively or adversely.	Low (office/shop level) 1 Medium (dept/div level) 3 High (installation/command level) 5
P: Public Interest	The interest level expressed by local public concerning the environmental impacts from an aspect.	Low 1 Medium (inquiries) 3 High (claim, media coverage) 5

Document ID: EMP-3	Procedure Title: Regulatory and Other Environmental Requirements	
Version: 003	Procedure Custodian: Satomi Maruyama	Date Revised: 7/5/2012
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure to identify and maintain legal and other requirements applicable to environmental aspects and determine how these requirements apply to the environmental aspects.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMS Document IV Environmental Requirements

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Manager (EM)** and **Media Program Managers (MPMs)** review existing JEGS requirements and other applicable environmental requirements; keep abreast of proposed revisions as they pertain to the environmental aspects; and communicate changes and revisions of the applicable environmental requirements to the Cross Functional Team (CFT).
- **Cross Functional Team (CFT)** communicates changes and revisions of the applicable environmental requirements to the Practice Owners (POs).
- **Practice Owners (POs)** implement modifications and revisions to practices and procedures affected by new or modified regulatory requirements.

5. PROCEDURES

5.1. Identifying and Maintaining Environmental Requirements

5.1.1. The EM and MPMs identify applicable environmental requirements related to the environmental aspects and vice versa. The Japan Environmental

Governing Standards (JEGS) is the primary compliance standard for Commander, Fleet Activities (COMFLEACT), Yokosuka, other requirements include Executive Orders (EOs), Department of Defense, and Department of Navy regulations or performance standards.

- 5.1.2. The EM and MPMs maintain current copies of those regulatory requirements applicable to COMFLEACT Yokosuka. These are not EMS controlled documents.
- 5.1.3. Upon receipt of regulatory updates, the FLEACT Yokosuka Public Works Department (PWD) Environmental Division (ED) reviews and identifies changes impacting COMFLEACT Yokosuka and coordinates with legal counsel via Naval Facilities Engineering Command (NAVFAC), Far East Environmental as necessary.
- 5.1.4. The EM and/or MPMs ensure the FLEACT Yokosuka PWD ED takes appropriate actions, i.e. update of training materials, checklists, instructions, etc.
- 5.1.5. The EM and MPMs coordinate with the CFT and affected organizations and practice owners to disseminate and incorporate the changes.
- 5.1.6. The EM ensures applicable changes are incorporated into COMFLEACT Yokosuka's EMS.
- 5.1.7. The EM ensures that the identified environmental requirements are taken into account for COMFLEACT Yokosuka's EMS.

5.2. Reviewing and Monitoring Environmental Requirements

- 5.2.1. The EM and MPMs review the applicable environmental requirements, including revisions and changes, and determine their applicability to the environmental aspects.
- 5.2.2. The EM and MPMs keep abreast of any applicable regulatory revisions or changes and determine the impact to processes, operations, and related environmental aspect(s).

5.3. Communicating Environmental Requirements

- 5.3.1. The EMR, EM, Installation Environmental Program Manager, and MPMs, as appropriate, consult with NAVFAC Far East Environmental to obtain legal opinion or interpretation of environmental regulatory requirements.
- 5.3.2. The EM and MPMs, in coordination with the CFT, disseminate information as necessary to the appropriate POs.
- 5.3.3. The EM and MPMs incorporate all applicable changes and revisions into environmental trainings and checklists.
- 5.3.4. The EM and MPMs communicate them with the POs, if necessary, in coordination with the CFT.
- 5.3.5. The POs immediately incorporate all applicable changes and revisions into their practices and procedures.

Document ID: EMP-4	Procedure Title: Objectives, Targets and Plan of Action and Milestones	
Version: 004	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E.B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure that outlines how to develop and maintain environmental objectives and targets (O&Ts) and document milestones for their achievement.
- Establish a procedure that outlines how to achieve the environmental O&Ts by designating responsibilities, specifying steps, establishing time frame, and identifying monitoring and measurement parameters.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-1 Environmental Management System Policy
- EMP-2 Environmental Aspects
- EMP-3 Legal and Other Requirements
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documents and Records
- EMP-11 Monitoring and Measurement
- EMS Document I EMS Policy Statement
- EMS Document V Environmental Objectives and Targets

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Management Representative (EMR)** approves or disapproves the environmental O&Ts and the plan of action and milestones (POA&Ms).
- **EMS Manager (EM)** coordinates development and review of the environmental O&Ts and the POA&Ms.
- **Environmental Team (EVT)** supports the Media Program Manager(s) (MPMs) in the development and review of O&Ts and POA&Ms.

- **Media Program Manager(s) (MPMs)** propose and assign responsibilities for O&Ts, and develop POA&Ms for significant aspects within their media areas.
- **Cross Functional Team (CFT)** reviews O&Ts and POA&Ms.
- **Practice Owners (POs)** ensure personnel performing tasks with the potential to cause a significant environmental impact(s) are competent based on education, training or experience.

5. PROCEDURES

5.1. Establishment and reconsideration of Environmental Objectives and Targets

- 5.1.1. When the significant environmental aspect(s) is/are developed/modified, environmental O&Ts are established. The significant environmental aspect(s) is/are re-evaluated annually. O&Ts are reviewed at least annually.
- 5.1.2. The EM coordinates with the applicable MPM(s) for development of O&Ts.
- 5.1.3. The EM and MPM(s) coordinate with EVT as necessary.
- 5.1.4. The following factors are considered when developing O&Ts.
 - Significant environmental aspect(s);
 - Regulatory environmental requirements;
 - Technological options;
 - Financial options;
 - Operational and mission requirements;
 - Views of interested parties;
 - Status of current environmental O&Ts;
 - Other related O&Ts; and
 - Consistency with the EMS policy.
- 5.1.5. The MPM(s) submits the O&Ts to the EM.
- 5.1.6. The EM distributes the O&Ts to the EVT and CFT for review.
- 5.1.7. The EM coordinates comment resolution with the EVT, CFT, and MPM(s).
- 5.1.8. The EM submits the proposed O&T to the EMR.
- 5.1.9. The EMR approves or disapproves the proposed O&Ts.
 - If disapproved, the EMR returns the O&T to the EM. The EM reinitiates the process.
- 5.1.10. The EM retains finalized O&Ts.

5.2. Establishing Plan of Action and Milestones

- 5.2.1. The EM develops a schedule for developing POA&Ms.
- 5.2.2. The MPM(s), in coordination with the EVT and assistance from the EM, prepares the POA&Ms.

- 5.2.3. The MPM(s) submits the POA&Ms to the EM.
- 5.2.4. The EM submits the POA&Ms to the EVT for review.
- 5.2.5. The EVT returns POA&Ms to the EM.
- 5.2.6. The EM submits the POA&Ms to the EMR.
- 5.2.7. The EMR approves or disapproves the proposed list of the POA&Ms.
 - If disapproved, the EMR returns POA&Ms to the EM. The EM reinitiates the process.
- 5.2.8. The EM retains the finalized POA&Ms.

5.3. Reviewing and Updating the Plan of Action and Milestones

- 5.3.1. At least annually, the MPM(s) reviews, updates, and documents progress in accomplishing the POA&Ms. Updates will be provided to the EM for inclusion in the Executive Environmental Compliance Board meeting.
- 5.3.2. The MPM(s) provides the modified POA&Ms documentation to the EM.
- 5.3.3. The EM retains the documented POA&Ms.

5.4. Communicating Objectives and Targets and Plan of Action and Milestones

- 5.4.1. The EM, in coordination with the EVT and CFT as necessary, communicates the approved O&Ts and POA&Ms to the organizational environmental Points of Contact (POCs).
- 5.4.2. The organizational environmental POCs will ensure all personnel within their organizations are aware of the significant environmental aspects and O&Ts. This may be accomplished through the annual EMS awareness training.

Document ID: EMP-5	Procedure Title: Resources, Roles, Responsibility and Authority	
Version: 006	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure defining the roles, responsibilities, and authorities necessary to facilitate an effective EMS.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-1 Environmental Management System Policy
- EMP-2 Environmental Aspects
- EMP-3 Legal and Other Requirements
- EMP-4 Objectives, Targets and Plan of Action and Milestones
- EMP-6 Competence, Training and Awareness
- EMP-7 Communication
- EMP-8 Documentation
- EMP-9 Control of Documents
- EMP-10 Operational Control
- EMP-11 Emergency Preparedness and Response
- EMP-12 Monitoring and Measurement
- EMP-13 Evaluation of Compliance
- EMP-14 Non-conformance, and Corrective Action and Preventive Action
- EMP-15 Control of Records
- EMP-16 Internal Environmental Management System Audit
- EMP-17 Management Review

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

Reference Table 5-1, for the specific roles and responsibilities of they key personnel listed below:

- Installation Commanding Officer (ICO)
- Senior Management (SM)

- Executive Environmental Compliance Board (EECB)
- EMS Management Representative (EMR)
- Installation Environmental Program Manager (IEPM)
- EMS Manager (EM)
- Environmental Team (EVT)
- Environmental Media Program Managers (EMPMs)
- Environmental Quality Assessment Manager (EQAM)
- Cross Functional Team (CFT)
- Installation EMS Document Custodian (DC)
- Record Custodian (RC)
- Commander, Fleet Activities, Yokosuka (CFAY) Public Affairs Office (PAO)
- CFAY Emergency Operation Center (EOC)
- CFAY Emergency Management Officer (EMO)
- CFAY Port Operations Officer
- CFAY Training and Readiness (N7)
- Commander, Navy Region, Japan, Fire Department Fire Chief
- Organization Environmental Points of Contact (POCs)
- Practice Owners (POs)
- Supervisors (SUPVs)
- Personnel
- Contracting Officers (KOs)
- Contractors
- Public Inquirers

5. PROCEDURES

5.1. Providing Resources

- 5.1.1. Senior Management (SM), in coordination with the Executive Environmental Compliance Board (EECB), provides the resources necessary for implementing, maintaining, and improving the EMS.

5.2. Defining, Documenting, and Assigning Roles, Responsibilities, and Authorities

- 5.2.1. The Installation Commanding Officer (ICO) appoints the EMS Management Representative (EMR).
- 5.2.2. The EMR reviews and approves Table 5-1.
- 5.2.3. The EMS Manager (EM) maintains Table 5-1.
- 5.2.4. Personnel listed in Table 5-1 understand and carry out responsibilities as listed.

5.3. Communicating Roles, Responsibilities, and Authorities

- 5.3.1. Annual EMS awareness training is utilized to facilitate effective environmental management.
- 5.3.2. Orientation programs are utilized to inform personnel of general roles and responsibilities.
- 5.3.3. On the job training and classroom instruction are utilized to inform personnel of specific roles and responsibilities.
- 5.3.4. The established contracting processes (i.e. formalized statement of works, pre-performance conferences or pre-cons, environmental protection plans, etc.) are utilized to inform contractors of specific roles and responsibilities.

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
1	Installation Commanding Officer (ICO)	Leadership	<ul style="list-style-type: none"> • Direct as necessary the actions required to improve and manage the EMS • Allocate resources • Endorse and sign the EMS policy • Appoint an EMR in writing • Review, approve, and re-approve appropriate EMS documents
2	Senior Management (SM)	Leadership	<ul style="list-style-type: none"> • Review and approve the EMS policy and oversee its implementation • Elevate concerns as deemed appropriate • Periodically review CFAY's EMS to ensure its continuing suitability, adequacy, and effectiveness to the mission
3	Executive Environmental Compliance Board (EECB)	Guidance	<ul style="list-style-type: none"> • Allocate resources • Provide top-down support • Attend Management Reviews (MRs)
4	EMS Management Representative (EMR)	Management	<ul style="list-style-type: none"> • Coordinate execution of the EMS • Ensure that EMS is established, implemented, and maintained in accordance with the requirements of ISO 14001:2004 • Ensure OPNAVINST 5090.1D and EMS Management Procedures (EMPs) are implemented and carried out at appropriate functional levels • Delegate responsibilities as needed to implement all the EMPs • Ensure the EMS policy is developed and maintained • Ensure prioritization of aspects and determination of significant environmental aspect(s) is completed and documented • Approve or disapprove the environmental objectives and targets (O&Ts) and plan of action and milestones (POA&Ms) • Ensure EMS environmental training requirements are identified and are available • Review and approve appropriate EMS documents • Ensure identification of relevant EMS documentation • Ensure EMS audits and compliance assessments are conducted annually and results reported to SM via EMS MRs • Propose corrective actions for discrepancies identified during assessments audits • Follow up with necessary documentation to verify implementation/completion of the

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
			<p>corrective actions.</p> <ul style="list-style-type: none"> • Update SM at least annually on the performance of the EMS to include recommendations for improvement. • Ensure the outputs from MRs include decisions and actions related to possible changes to the EMS. • • EMS Management Representative (EMR) reports the status of CFAY's EMS; ensures that SM assesses opportunities for improvement and determines the need to take action related to changes to any element of the EMS; and ensures that the changes are implemented appropriately and promptly.
5	Installation Environmental Program Manager (IEPM)	Management	<ul style="list-style-type: none"> • Responsible for overall management of the environmental programs • Environmental Team (EVT) lead • Ensure emergency preparedness procedures are developed and maintained and training drills are conducted • Assign a DC to maintain EMS documents
6	EMS Manager (EM)	Management / Action	<ul style="list-style-type: none"> • Implement EMPs • Periodically report to the EMR on the performance of the EMS • Draft the EMS policy and ensure that it is communicated • Ensure aspect identification, evaluation, scoring, ranking, prioritization, and maintenance is accomplished and significant environmental aspect(s) determined • Review and remain up to date on regulatory guidance and communicate changes to the CFT and POs • Coordinate development and review of O&Ts and POA&Ms • Identify EMS training requirements and ensure trainings are provided • Identify all necessary EMS documentation • Provide the EMS documents to a DC and ensure that the DC maintains the EMS documents appropriately and document an assignment of the DC • Assists POs and SUPVs in identifying operations associated with significant environmental aspect(s) and in developing operational control procedures • Identify and evaluate potential environmental impacts from emergency situations • Maintains measurements on obtaining O&Ts • Coordinates with the EQAM on performance of environmental compliance assessments

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
			<ul style="list-style-type: none"> • Verify corrective actions, track status, and ensure EMS documentation is updated for all identified EMS audit discrepancies • Coordinate and assist the EQAM on verifying and tracking corrective actions for all identified compliance assessment discrepancies • Ensure EMS records are maintained • Coordinate and conduct internal EMS audits and maintain EMS audit results • Coordinate periodic EMS MR scheduling; prepare MR reports; and ensure that records of MRs are retained
7	Environmental Team (EVT)	Management / Action	<ul style="list-style-type: none"> • Manage media specific programs and support of the EMS • Communicate with the EM, EQAM, CFT, and/or POs as necessary • Review the draft policy • Conduct environmental aspects assessments on sites and assist the EM to score and rank the environmental aspects • Maintain knowledge of the operations and activities of the installation and provide expertise in each of the environmental program areas • Support the Media Program Manager(s) (MPMs) in the development and review of O&Ts and POA&Ms • Distribute environmental and/or EMS training requirements to POs • Assist the POs and SUPVs to identify operations associated with the significant environmental aspect(s) and to develop operational control procedures • Identify potential releases to the environment, evaluate impacts, and take corrective actions where necessary • Assist in the compliance assessments and EMS audits • Assist POs in developing POA&Ms and/or implementing corrective and preventive actions
8	Media Program Managers (MPMs)	Action	<ul style="list-style-type: none"> • Perform as subject matter experts in assigned media • Review and remain up to date on regulatory guidance • Propose and assign responsibilities for O&Ts, and develop POA&Ms for significant aspects within their media areas • Identify training requirements, attend required training, and train other personnel when deemed appropriate

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
			<ul style="list-style-type: none"> Maintain a measurement on the status of attaining O&Ts
9	Environmental Quality Assessment Manager (EQAM)	Management / Action	<ul style="list-style-type: none"> Manage the Environmental Quality Assessment (EQA) Program Coordinate compliance assessments Ensure compliance assessments are conducted in accordance with the JEGS and OPNAVINST 5090.1D Maintain records of the compliance evaluation results Verify corrective actions, track status, and ensure EMS documentation is updated for all identified compliance assessment discrepancies Coordinate and assist the EM on verifying and tracking corrective actions for all identified EMS audit discrepancies
10	Cross Functional Team (CFT)	Leadership & Action	<ul style="list-style-type: none"> Act as liaison between the EM, EVT, POs and SUPVs Effectively communicate with POs, including supervisors and personnel, on the EMS policy, the significant environmental aspect(s), the environmental O&Ts with its POA&Ms, changes and revisions of the applicable environmental requirements, EMS training requirements in relation to work activities, the EMPs, and the benefits to personnel regarding improved performance Review the draft policy Assist in aspect evaluations Review O&Ts and POA&Ms Assist compliance and audit teams
11	Installation EMS Document Custodian (DC)	Action	<ul style="list-style-type: none"> Communicate with the EM to maintain up to date EMS documents as defined in EMP-8 Maintain the EMS documents
12	Record Custodians (RCs)	Action	<ul style="list-style-type: none"> Maintain the EMS records as described.
13	CFAY Public Affairs Office (PAO)	Action	<ul style="list-style-type: none"> Communicate the EMS policy with the public and/or external parties Provide assistance on proper external communication procedures Coordinate with other commands' PAOs as necessary on internal/external communiques and responses regarding the EMS Maintain documentation of external communication

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
14	CFAY Emergency Operation Center (EOC)	Action	<ul style="list-style-type: none"> Develop, implement, and maintain emergency procedures Ensure that the EOC is manned with the appropriate staff to manage and direct emergency response operations, if required
15	CFAY Emergency Management Officer (EMO)	Action	<ul style="list-style-type: none"> Develop, implement, and maintain COMFLEACTINST 3440.17 Emergency Management Plan Manage the operation of the Emergency Operation Center (EOC)
16	CFAY Port Operations Officer	Action	<ul style="list-style-type: none"> Develop, implement, and maintain procedures for waterborne emergencies and spills Respond to waterborne emergencies and spills
17	CFAY Training and Readiness (N7)	Action	<ul style="list-style-type: none"> Conduct, assess, and report the installation integrated training in accordance with Commander, Navy Installations Command and Region guidance and direction Develop, coordinate, and execute Region and Installation-wide training drills, integrating key tenant organizations Manage the Installation's training program and chair the Installation Planning Board for Training
18	Commander, Navy Region Japan, Fire Department Fire Chief	Action	<ul style="list-style-type: none"> Develop, implement, and maintain procedures for emergencies and oil and hazardous material releases on land Respond to shore emergencies and oil and hazardous material releases
19	Organization Environmental Points of Contact (POCs)	Action	<ul style="list-style-type: none"> Serve as the organization's POC regarding environmental matters (note that a POC for EMS related matters may be specifically assigned) Communicate received EMS related information within the organizations Respond to inquiries and requests from the EMR, EM, EVT, and CFT
20	Practice Owners (POs)	Action	<ul style="list-style-type: none"> Provide support to the EVT and CFT upon request Be familiar with their specific EMS roles and responsibilities As necessary, establish the roles and responsibilities within organizations to guide them in attaining the goals of the CFAY EMS Policy as well as O&Ts and applying sufficient resources at organization level

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
			<ul style="list-style-type: none"> • Adhere to necessary EMS requirements, such as the EMS policy, the significant environmental aspect(s), the environmental O&Ts, and the EMPs • Complete required environmental and EMS trainings and document and retain training records • Implement modifications and revisions to practices and procedures affected by new or modified regulatory requirements • Designate RC(s) to maintain the EMS records for their environmental practices and personnel (written designation is not required) • Assists the assessment and EMS audit team by providing access for interviews, examination of documents, and observations of activities and conditions • Whose work involves the significant environmental aspect(s) ensures that written procedures are developed and implemented • Ensure compliance with all relevant environmental requirements • Those who are responsible for correcting and preventing non-conformances propose POA&Ms; initiate actions; and submit corrective and/or preventive actions taken in writing • Provide suggestions for improvement when feasible • Ensure personnel performing tasks with the potential to cause a significant environmental impact(s) are competent based on education, training or experience • Ensure personnel are provided information regarding the EMS • Ensure personnel conduct applicable monitoring and measuring as requested
21	Supervisors (SUPVs)	Action	<ul style="list-style-type: none"> • Ensure completion of EMS driven practices and trainings • Maintain access to position descriptions, letters of designation, management plans, and standard operating procedures of activities, products, and services in their area of responsibility • Ensure personnel are familiar with specific EMS roles and responsibilities • Ensure personnel adhere to necessary EMS requirements • Ensure personnel complete required environmental and EMS training and training records are documented and retained • Oversee personnel on day-to-day operations and ensures personnel follow written procedure(s)

Table 5-1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ROLES AND RESPONSIBILITIES

Index #	Title	Roles	Responsibilities
22	Personnel	Action	<ul style="list-style-type: none"> • Be familiar with specific EMS roles and responsibilities • Adhere to necessary EMS requirements
23	Contracting Officers (KOs)	Action	<ul style="list-style-type: none"> • Communicate necessary EMS requirements to contractors • Ensure contractors are aware of their specific EMS roles and responsibilities • Ensure contractors whose services may involve the significant environmental aspect(s) develop, maintain, and follow written procedures.
24	Contractors	Action	<ul style="list-style-type: none"> • Support CFAY's EMS • Ensure that their employees complete required training(s) and provide records or proof of completion to the KOs
25	Public Inquirers	Interest	<ul style="list-style-type: none"> • Contact the CFAY PAO for questions/concerns regarding the CFAY's EMS

Document ID: EMP-6	Procedure Title: Competence, Training and Awareness	
Version: 004	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure to ensure workers are trained on the importance of the EMS policy, the effects of their work activities on environmental aspects, their responsibility to conform to the Environmental Management System (EMS) management procedures (EMPs), and the consequences of deviating from these procedures.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-1 Environmental Management System Policy
- EMP-2 Environmental Aspects
- EMP-3 Legal and Other Requirements
- EMP-4 Objectives, Targets and Plan of Action and Milestones
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documents and Records
- EMP-9 Operational Control
- EMP-10 Emergency Preparedness and Response
- EMP-11 Monitoring and Measurement
- EMP-12 Compliance Assessment and Environmental Management System Audit
- EMP-13 Management Review
- EMS Documentation Document I EMS Policy
- EMS Documentation Document VI Environmental Training
- Japan Environmental Governing Standards (JEGS)
- OPNAVINST 5090.1D Environmental Readiness Program Manual

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Management Representative (EMR)** ensures environmental training requirements are identified and available.
- **EMS Manager (EM)** identifies EMS training requirements and ensures trainings are provided.
- **Media Program Managers (MPMs)** identify media training requirements, accomplish required training and ensure training available to required personnel.
- **Environmental Team (EVT)** and **Cross Functional Team (CFT)** distribute environmental and/or EMS training requirements to Practice Owners (POs).
- **Practice Owners (POs) and Supervisors (SUPVs)** ensure personnel complete required training and document and retain records.

5. PROCEDURES

5.1. Identifying Training Needs

- 5.1.1. The EM and MPMs identify training needs based on regulatory requirements. Office of the Chief of Naval Operations Instruction (OPNAVINST) 5090.1D, Environmental Readiness Program Manual, Chapter 3 provides billet-specific environmental trainings based on Navy requirements. Available general environmental trainings are provided in Document VI and specific environmental training(s) for personnel whose work involves the significant environmental aspect(s) is/are provided in Document VI Items 7, 24 and 25.

5.2. Completing Environmental Training

- 5.2.1. The EM and/or MPM provide POs with training or a means to acquire training.
- 5.2.2. The EM and MPMs assist the POs to provide training as necessary.
- 5.2.3. The POs complete training.

5.3. Completing EMS Awareness Training

- 5.3.1. The EM ensures the EMS awareness training consists of the ISO 14001:2004 4.4.2 required training elements.

- 5.3.2. The EM provides a means for all necessary personnel to receive the EMS awareness training.
- 5.3.3. The EM assists the POs to provide training as necessary.
- 5.3.4. Applicable personnel working on CFAY installations and appropriate contractors complete the EMS awareness training annually.
- 5.3.5. The POs and SUPVs ensure all subordinates complete the EMS awareness training and the organizational environmental POCs inform the EM of the completion of training.

5.4. Completing Competency Training

- 5.4.1. Competency training needs are determined by the employee's organization.
- 5.4.2. POs and SUPVs of departments and organizations are responsible for ensuring personnel complete required trainings.

5.5. Documenting and Retaining Training Records

- 5.5.1. The POs and/or SUPVs ensure training records are documented, retained, and available upon request.

Document ID: EMP-7	Procedure Title: Communication	
Version: 005	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure outlining how to manage and promote effective and timely internal and external EMS communications and on the release of reports and information.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-1 Environmental Management System Policy
- EMP-2 Environmental Aspects
- EMP-4 Objectives, Targets and Plan of Action and Milestones
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-6 Competence, Training and Awareness
- EMP-8 Documents and Records
- EMP-13 Management Review
- EMS Documentation Document VII External Communication
- DoD Directive 5405.2, dated 23 July 1985
- SECNAVINST 5820.8A, Release of Official Information for Litigation Purposes and Testimony by Department of the Navy (DON) Personnel, dated 10 Jan 2010

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **Senior Management (SM)** ensures a concern or issue requiring high authority attention is elevated.
- **EMS Management Representative (EMR)** ensures this EMP is implemented at appropriate functional levels.
- **EMS Manager (EM) and Environmental Team (EVT)** communicates with the Cross Functional Team (CFT) on the EMS.

- **Cross Functional Team (CFT)** communicates with Practice Owners (POs), including supervisors and personnel, on the EMS.
- **Installation EMS Document Custodian (DC)** communicates with the EM to maintain up to date EMS documents.
- **Fleet Activities (FLEACT), Yokosuka Public Affairs Office (PAO)** provides assistance on proper external communication procedures and coordinates with other commands' PAOs as necessary on internal/external communiques and responses regarding the EMS.
- **Practice Owners (POs)** ensure personnel are provided information regarding the EMS.
- **Supervisors (SUPVs)** ensure personnel understand the EMS policy.
- **Contracting Officers (KOs)** communicate necessary EMS requirements to contractors.

5. PROCEDURES

5.1. Communicating Internally

- 5.1.1. SM contacts the EMR.
- 5.1.2. The EMR responds to SM requests as appropriate.
- 5.1.3. The EMR ensures the EMS policy is communicated to applicable personnel.
- 5.1.4. The EM and EVT utilize electronic and traditional communication tools to inform appropriate personnel on the EMS. Additionally, the EM and/or EVT inform the POs of the significant environmental aspects associated with their work activities.
- 5.1.5. The EM ensures:
 - The EMS policy is communicated internally and, as necessary, externally.
 - The EM coordinates with the FLEACT Yokosuka PAO to ensure the EMS policy is communicated to the public.
 - The EM and EVT communicate the EMS policy to the POs.
- 5.1.6. The Installation EMS DC communicates with the EM to maintain up to date EMS documentation.
- 5.1.7. The CFT, in coordination with the EM and EVT, communicates with POs to inform/disseminate information regarding the EMS.
- 5.1.8. SUPVs communicate the EMS policy to their subordinates.
- 5.1.9. The EM and/or EVT contact the EMR through the Installation Environmental Program Manager as needed.
- 5.1.10. The CFT contacts the EM and/or EVT as needed.
- 5.1.11. Personnel may contact SUPVs, EM, EVT, or CFT regarding EMS.

5.1.12. As needed, EM, EVT and CFT communicate with facilities, safety and medical offices and vice versa.

5.1.13. The KOs communicate the EMS policy to contractors.

5.2. Communicating with External Interested Parties

5.2.1. The FLEACT Yokosuka PAO acts as a liaison between the EMR and/or EM and external interested parties.

5.2.2. The FLEACT Yokosuka PAO contacts the EM and/or EVT for support and makes the EMS policy available to the public upon request.

5.2.3. The FLEACT Yokosuka PAO receives and documents external inquiries and forwards them to the EMR.

5.2.4. The EMR, in coordination with the EM, responds to public inquiries via the FLEACT Yokosuka PAO.

5.3. Releasing of Reports and Information

5.3.1. EMR consults legal counsel for advice on reliability.

5.3.2. The FLEACT Yokosuka PAO follows DoD Directive 5405.2 and SECNAVINST 5820.8A for third-party requests..

Document ID: EMP-8	Procedure Title: Documents and Records	
Version: 004	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure a framework for maintaining Environmental Management System (EMS) documentation.
- Establish a procedure on the control of EMS documents and records.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication

OPNAVINST 5090.1D dated 10 Jan 2014

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **Commanding Officer (CO) or EMS Management Representative (EMR)** reviews, approves, and re-approves appropriate EMS documents.
- **Installation Environmental Program Manager** ensures an installation EMS Document Custodian (DC) is provided.
- **EMS Management Representative (EMR)** ensures identification of relevant EMS documentation.
- **EMS Manager (EM)** ensures necessary EMS documentation is identified, assists the Document Custodian (DC) with proper maintenance of documents, and ensures EMS records are properly maintained.
- **Installation EMS Document Custodian (DC)** maintains the EMS documents in accordance with this procedure.
- **Practice Owners (POs)** designate Record Custodian(s) (RCs) for their organizations. Written designation is not required.

- **Record Custodians (RCs)** maintain the EMS records as described.

5. PROCEDURES

5.1. Identifying and Inventorying EMS Documentation

- 5.1.1. The EMR ensures EMS documentations are identified and inventoried.
- 5.1.2. The EM determines documents and records to be controlled (these will be called the EMS documents and EMS records respectively herein) and prepares, maintains, and updates the EMS Documents in Table 8-1 and the EMS Records in Table 8-2.

5.2. Labeling EMS Documents

- 5.2.1. All EMS documents must be marked with the words, "This document is UNCONTROLLED when distributed".
- 5.2.2. All EMS documents must be properly titled/named.

5.3. Approving EMS Documents

- 5.3.1. The EMS documents are approved or re-approved for adequacy prior to issuance.
- 5.3.2. The ICO or a designee approves the EMS Policy Statement and decision on external communication of the significant environmental aspect(s).
- 5.3.3. The EMR or a designee approves the EMS manual including the EMS scope, main elements and their interaction, references to related documents, EMS Management Procedures (EMPs), and roles, responsibilities, and authorities; aspects; significant aspect(s); and objectives and targets.
- 5.3.4. As a change or update is made to the EMS documents, approving process is initiated.

5.4. Maintaining EMS Documents

- 5.4.1. The EM provides the Installation EMS DC with up-to-date, legible, and readily identifiable EMS documents.
- 5.4.2. The Installation EMS DC maintains the provided EMS documents for distribution.
- 5.4.3. The Installation EMS DC ensures hardcopies of the EMS documents (EMS Manual and Documentation) are located in the Fleet Activities (FLEACT), Yokosuka Public Works Department (PWD) Environmental Division (ED). Electronic copies are maintained on a secured server.

5.5. Distributing EMS Documentation

- 5.5.1. The EM informs the EVT and CFT of any changes, updates, or revisions to the EMS documents.
- 5.5.2. The EM, in coordination with the EVT and CFT, distributes applicable EMS documents to organizational Environmental Points of Contact (POCs) as appropriate.
- 5.5.3. The POCs ensure relevant versions of applicable documents are available at points of use.
- 5.5.4. As necessary, the POCs contact the EM or Installation EMS DC concerning EMS documents or to receive the EMS documents.

5.6. Handling Obsolete EMS Documents

- 5.6.1. Upon issuance of re-approved EMS documents, the previous versions become obsolete.
- 5.6.2. The EM provides the Installation EMS DC and POCs with guidance on proper management of obsolete EMS documents.
- 5.6.3. The Installation EMS DC and the POCs properly handle obsolete EMS documents as described in Table 8-1.
- 5.6.4. If obsolete original documents are retained, the Installation EMS DC ensures they are labeled "OBSOLETE".
- 5.6.5. Personnel with a need to retain copies of obsolete documents are required to contact the Installation EMS DC for proper marking.

5.7. Controlling Documents of External Origin

- 5.7.1. Documents from external sources identified as being necessary for the implementation and advancement of Commander, Fleet Activities (COMFLEACT), Yokosuka's EMS are managed by the procedure described above.

5.8. Storing and Protecting Records

- 5.8.1. As necessary, the EM designates respective RCs for each record as described in Table 8-2.
- 5.8.2. The POs designate respective RC(s) listed in Table 8-2. The POs can have multiple RCs to maintain each EMS record; however, each RC's area of responsibility must be clearly determined.
- 5.8.3. The RCs ensure the EMS records:
 - Remain legible, identifiable, and traceable; and
 - Are stored in an accessible environment where the integrity of the medium is protected (e.g. hardcopy records are located in bookshelves or file cabinets and digitized records are on network servers or websites).

5.9. Retrieving Records

- 5.9.1. The RCs ensure a means to retrieve records.
- 5.9.2. The RCs ensure records are available when and where needed.
- 5.9.3. If the RCs cannot retrieve the record the EM is contacted for assistance.

5.10. Retaining and Disposing of Records

- 5.10.1. The RCs ensure EMS records are retained in accordance with Table 8-2.
- 5.10.2. The respective RCs maintain each EMS record per the retention period provided in Table 8-2.
- 5.10.3. The RCs properly handle (i.e., shred) inactive EMS records.
- 5.10.4. At the end of the retention time, all records are discarded in an appropriate manner.

Table 8-1 EMS Documents

EMS Document	Approval	Location	Retention	Disposition
▪ EMS Policy Statement	ICO or designee	Network server, Document I of EMS Documentation	Until updated or revised	Shred obsolete
▪ Decision on External Communication	ICO or designee	Network server, Document VI of EMS Documentation	Until updated or revised	Shred obsolete
▪ EMS Scope	EMR or designee	Network server, EMS Manual	Until updated or revised	Shred obsolete
▪ Main Elements and Their Interaction	EMR or designee	Network server, EMS Manual	Until updated or revised	Shred obsolete
▪ References to Related Documents	EMR or designee	Network server, EMS Manual	Until updated or revised	Shred obsolete
▪ EMS Management Procedures (EMPs)	EMR or designee	Network server, EMS Manual Appendix A	Until updated or revised	Shred obsolete
▪ Roles, Responsibilities, and Authorities	EMR or designee	Network server, EMS Manual Appendix A EMP-5	Until updated or revised	Shred obsolete
▪ Aspects	EMR or designee	Network server, Document II of EMS Documentation	Until updated or revised	Shred obsolete
▪ Significant Aspect(s)	EMR or designee	Network server, Document II of EMS Documentation	Until updated or revised	Shred obsolete
▪ Objectives and Targets	EMR or designee	Network server, Document IV of EMS Documentation	Until updated or revised	Shred obsolete

Table 8-2 EMS Records

EMS Record	Approval	Location	Retention	Disposition
▪ Trainings	Designated person by every PO	Network server and/or filed hard copy	Until updated	Discard inactive
▪ Communication for External Parties	CFAY PAO	Network server and/or filed hard copy	3 years	Discard inactive
▪ Monitoring/measurement of Equipment	Designated person by every PO	Network server and/or filed hard copy	As instructed in the manual or procedure	Discard inactive
▪ Compliance Assessments	EQAM	Network server and/or filed hard copy	Until closure of the installation	Discard inactive
▪ Corrective and Preventive Actions	EM	Network server and/or filed hard copy	Until closure of the installation	Discard inactive
▪ EMS Audit	EM	Network server and/or filed hard copy	Until closure of the installation	Discard inactive
▪ Management Reviews	DC	Network server and/or filed hard copy	Until closure of the installation	Discard inactive

Document ID: EMP-9	Procedure Title: Operational Control	
Version: 004	Procedure Custodian: Satomi Maruyama	Date Revised: 9/13/2013
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish and maintain a procedure outlining the operational control of activities associated with identified significant environmental aspect(s) and critical processes in line with the Environmental Management System (EMS) policy and environmental objectives and targets (O&Ts).

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-2 Environmental Aspects
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documentation
- EMP-9 Control of Documents
- EMS Documentation Document I EMS Policy Statement
- EMS Documentation Document V Environmental Objectives and Targets
- EMS Documentation Document VIII Operational Controls

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Manager (EM) and Environmental Team (EVT)** assist practice owners (POs) and supervisors (SUPVs) in identifying operations associated with the significant environmental aspect(s) and in developing operational control procedures (OCPs).
- **Cross Functional Team (CFT)** acts as a liaison between the EM and EVT and POs and/or SUPVs.
- **Practice Owners (POs)** whose work involves the significant environmental aspect(s) ensure written procedures are available for use as they relate to the significant environmental aspect(s).

- **Supervisors (SUPVs)** oversee personnel on day-to-day operations and ensure personnel follow written procedure(s) in performing tasks related to the significant environmental aspects.
- **Contracting Officers (KOs)** ensure contractors whose services may involve the significant environmental aspect(s) develop, maintain, and follow written procedures.

5. PROCEDURES

5.1. Identifying Operations Associated With Significant Environmental Aspect(s)

- 5.1.1. The POs, SUPVs, CFT and/or EVT identify and document (i.e. create a list) operations associated with the significant environmental aspect(s), and in coordination with the EVT and CFT, determine those operation(s) needing written procedure.

5.2. Establishing and Maintaining Operational Control Procedures

- 5.2.1. The POs and/or SUPVs develop, implement, and maintain the OCPs.
- 5.2.2. The POs designate those people responsible for maintaining the operational controls.
- 5.2.3. The POs and/or SUPVs contact the EM and EVT to obtain assistance or support to establish OCPs.
- 5.2.4. The POs and/or SUPVs:
 - Ensure OCPs are consistent with the EMS policy and O&Ts.
 - Include operating criteria in the OCPs.
 - Maintain written operational controls.

5.3. Communication Between Supervisors and Operators

- 5.3.1. POs/SUPVs with operations involving the significant aspect(s):
 - Meet with the site workers to discuss.
 - Ensure site workers are aware of how deviations could impact the environment.
- 5.3.2. SUPVs with operations involving significant aspects ensure:
 - Applicable OCPs are current and in place.
 - Work instructions under their purview are updated when practice changes occur.
 - Operators are trained on applicable OCPs and/or work instructions.
 - OCPs and/or work instructions are properly maintained and available.
 - Personnel understand and implement the applicable OCPs and/or work instructions.

- 5.3.3. KOs ensure contractors, whose services involve significant environmental aspect(s), develop and implement written OCPs.

Document ID: EMP-10	Procedure Title: Emergency Preparedness and Response	
Version: 004	Procedure Custodian: Satomi Maruyama	Date Revised: 7/5/2012
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure outlining identification and response to emergency situations with a potential environmental impact.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-5 Resources, Roles, Responsibility and Authority
- CNICINST 3000.1 Shore Response Training Plan (SRTP)
- COMFLEACTINST 3440.17 Emergency Management Plan
- Commander, Fleet Activities, (COMFLEACT) Yokosuka Oil and Hazardous Substance Spill Response Plan (OHSSRP)

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **Installation Environmental Program Manager (IEPM)** ensures environmental protection is considered in emergency preparedness procedures and training drills and exercises include scenarios involving hazardous material response and environmental cleanup. The IEPM also ensures development of OHSSRP.
- **EMS Manger (EM) and Environmental Team (EVT)** Identify and evaluate potential environmental impacts from emergency situations.
- **Emergency Management Officer (EMO)** develops, implements, and maintains the Emergency Management Plan (COMFLEACTINST 3440.17) and manages the Emergency Operation Center (EOC).
- **Port Operations Officer** develops, implements, and maintains procedures, and responds to, waterborne emergencies and spills.
- **Fire Department Fire Chief** develops, implements, and maintains procedures for, and responds to, emergencies and oil and hazardous material releases on land.

- **Fleet Activities (FLEACT), Yokosuka Training and Readiness (N7)** conducts, assesses, and reports the installation integrated training in accordance with Commander, Navy Installations Command (CNIC) and Region guidance and direction. N7 develops, coordinates and executes Region and Installation-wide training drills, integrating key tenant organizations; manages the Installation's training program; and chairs the Installation Planning Board for Training.

5. PROCEDURES

5.1. Identifying Potential Emergency Situations and Accidents

- 5.1.1. The EM and EVT, in coordination with appropriate environmental media program managers:
 - 5.1.1.1. Identify and analyze potential emergency situations (i.e., spills, discharges) with the potential to negatively impact the environment.
 - 5.1.1.2. Emergencies with the potential to impact the environment will be identified and assessed/re-assessed during environmental assessments.

5.2. Establishing Emergency Preparedness and Response Procedures

- 5.2.1. The IEPM upon receipt reviews COMFLEACTINST 3440.17 Emergency Management Plan and the COMFLEACT Yokosuka OHSSRP to ensure emergency preparedness and response procedures are addressed, fulfilling compliance and ISO 14001:2004 Section 4.4.7 requirements.
- 5.2.2. The IEPM ensures the appropriate environmental portions of emergency preparedness and response procedures are accessible to personnel.

5.3. Reviewing and Revising Emergency Preparedness and Response Procedures

- 5.3.1. Procedure shall be reviewed:
 - Within 6 months of any significant changes to operations;
 - When there have been two significant spills to navigable waters in any 12-month period; or
 - When there has been a spill of over 3,800 liters (1,000 gallons).
- 5.3.2. The EMO coordinates and performs periodic reviews and revisions of COMFLEACTINST 3440.17.

5.4. Responding to Emergency Situations and Accidents

- 5.4.1. The responders to emergency situations and/or accidents that can have an environmental impact follow referenced procedure(s) depending on the nature of the emergency and/or accident.

- 5.4.2. The responders and their designees prevent or mitigate associated adverse environmental impacts caused by the emergencies or accidents.
- 5.4.3. The EOC is staffed with the appropriate specialized staff to coordinate and support the on-scene response activities for those emergencies where the On-Scene Commander requires additional support.

5.5. Testing Emergency Preparedness and Response Procedures

- 5.5.1. FLEACT Yokosuka Training and Readiness (N7) coordinates drill activities in accordance with CNICINST 3000.1 SRTP.
- 5.5.2. Testing of the emergency preparedness and response procedures may be integrated with testing of fire, natural disaster, and the other emergency response procedures.

Document ID: EMP-11	Procedure Title: Monitoring and Measurement	
Version: 004	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure for monitoring and measuring overall environmental performance and the key characteristics of operations that may have significant impacts, to include documenting of information to monitor performance, applicable operational controls, and conformance with the environmental objectives and targets (O&Ts).

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-2 Environmental Aspects
- EMP-4 Objectives, Targets and Plan of Action and Milestones
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-8 Documents and Records
- OPNAVINST 5090.1D dated 10 Jan 2014

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Manager (EM)** and **Media Program Managers (MPMs)** maintain a measurement on the status of attaining O&Ts.
- **Practice Owners (POs)** ensure personnel conduct applicable monitoring and measuring as requested.

5. PROCEDURES

5.1. Monitoring and Measuring Overall Environmental Performance

- 5.1.1. EVT and/or MPMs monitor and measure environmental program(s).
- 5.1.2. EM annually reports the fiscal year status of DoD EMS Metrics no later than 01 November.

5.2. Monitoring and Measuring Operations and Activities

- 5.2.1. The EM and Media Program Managers (MPMs) ensure key characteristics of operations and activities having a significant environmental impact are monitored and measured.
- 5.2.2. The POs or supervisors (SUPVs), in coordination with the MPM(s), determine the appropriate monitoring and measurement equipment.
- 5.2.3. The MPM(s), or designee, in coordination with the POs, maintain a measurement of the status of attaining environmental O&Ts and establish a means of tracking the status of all key characteristics of its operations and activities, which include documented performances, applicable operational controls, and conformance with the environmental O&Ts.
- 5.2.4. Personnel using monitoring or measurement equipment follow instructions or guidances as outlined in the operating certificate or in specific work instructions.
- 5.2.5. Results are submitted to the MPM(s) as needed.

5.3. Calibrating and/or Verifying Equipment

- 5.3.1. Monitoring and measurement equipment requiring calibration or verification will be calibrated or verified in accordance with written work instructions.
- 5.3.2. Only certified or trained personnel will conduct equipment calibration and/or verification.
- 5.3.3. The POs and SUPVs validate the equipment is calibrated or verified and applicable associated records are retained.

Document ID: EMP-12	Procedure Title: Compliance Assessment and Environmental Management System Audit	
Version: 005	Procedure Custodian: Satomi Maruyama	Date Revised: 7/24/2014
Date Original Approved: 5/16/2009	Approving Official: CDR E. B. Miller	Date Approved: 8/2/2014

1. PURPOSE

- Establish a procedure defining Commander, Fleet Activities (COMFLEACT), Yokosuka policies for periodic compliance assessments with applicable regulatory requirements and record-keeping.
- Establish a procedure defining responsibilities and requirements for preparing, conducting, reporting, and retaining records of internal Environmental Management System (EMS) audits and Environmental Quality Assessments (EQA).
- Establish a procedure for determining the criteria, scope, frequency, and methods of the internal EMS audits and EQA.
- Establish a procedure outlining identification and management of non-conformances and non-compliances.

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documents and Records
- EMS Documentation Document IV Environmental Requirements
- Japan Environmental Governing Standards (JEGS)
- COMFLEACTINST 5090.17 Environmental Quality Assessment (EQA) Program
- COMFLEACT, Yokosuka Internal Assessment Plan (IAP)
- OPNAVINST 5090.1D Environmental Readiness Program Manual

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **EMS Management Representative (EMR)** ensures internal EQA and EMS audits are conducted annually and reports are reported to senior management

(SM). The EMR establishes a plan of action and milestones (POA&Ms) and reviews the effectiveness of corrective and preventive actions.

- **EMS Manager (EM)** assists the Environmental Quality Assessment Manager (EQAM) in accomplishment of compliance assessments; coordinates and conducts the internal EMS audits and maintains EMS audit results; verifies completion of all required corrective and preventive actions for EMS non-conformances; consolidates and maintains the status and results of all actions taken; and ensures any necessary changes are made to EMS documentation.
- **Environmental Quality Assessment Manager (EQAM)** coordinates compliance assessments; ensures the assessment is accomplished accordance with the JEGS, OPNAVINST 5090.1D, COMFLEACTINST 5090.17, and COMFLEACT Yokosuka IAP; ensures actions taken for non-compliances are appropriate and address the root cause; and ensures records are properly maintained.
- **Environmental Team (EVT) and Media Program Managers (MPMs)** assist in the compliance assessments and EMS audits and assist Practice Owners (POs) in proposing POA&Ms and implementing corrective and preventive actions.
- **Practice Owners (POs)** assist the assessment and audit team by providing access for interviews, examination of documents, and observations of activities and conditions; propose POA&Ms; initiate actions; and submit corrective and/or preventive actions taken in writing.

5. PROCEDURES

COMFLEACT Yokosuka exercises the option of combining the EMS audit and compliance assessments. COMFLEACTINST 5090.17 and the accompanying IAP supersede any inconsistencies between them and this EMP.

5.1. Preparation

5.1.1. Internal Compliance Assessment

- 5.1.1.1. The EQAM, in coordination with the EM and MPMs:
 - 5.1.1.1.1. Establishes the time frame of the compliance assessments.
 - 5.1.1.1.2. Reviews and updates compliance checklists.
 - 5.1.1.1.3. Schedules the compliance assessments.
 - 5.1.1.1.4. Notifies POs to be evaluated.

5.1.2. Internal EMS Audit

- 5.1.2.1. The EM ensures internal EMS audits are planned and prepared per OPNAVINST 5090.1D and ISO 14001:2004..
- 5.1.2.2. The EM establishes an annual internal EMS audit plan that:

- 5.1.2.2.1. Identifies the objectives and scope, audit criteria, methods, and time frame of the audits;
- 5.1.2.2.2. Includes audit checklists;
- 5.1.2.2.3. Considers the Environmental importance of the operations concerned and previous audit results.
- 5.1.2.3. The EM, in coordination with the Installation Environmental Program Manager, assigns internal EMS auditors to specific areas, functions, or activities to be audited.
- 5.1.2.4. The EM determines internal EMS audit report content and format, expected schedule of issuance, and distribution of the audit report.
- 5.1.2.5. The EM, in coordination with the EVT and CFT, notifies those to be audited of scheduled internal EMS audits in a timely manner.
- 5.1.2.6. The EM ensures external audits (reference OPNAVINST 5090.1D for a detailed definition of the external audit) are prepared in accordance with OPNAVINST 5090.1D and ISO 14001:2004. .

5.1.3. External Compliance Assessment

- 5.1.3.1. The EQAM serves point of contact (POC) and coordinates compliance assessments between assessors and the EMPMs and/or activity POC.

5.1.4. External EMS Audit

- 5.1.4.1. The EM serves as POC and coordinates audits between auditors and the activity POCs.

5.2. Frequency

- 5.2.1. Internal assessments and audits are conducted annually and external assessments and audits are conducted triennially.

5.3. Performance

5.3.1. Compliance Assessment

- 5.3.1.1. Every person conducting internal compliance assessments shall receive general environmental awareness training specified in OPNAVINST 5090.1D, Chapter 3 and specific comprehensive training in assigned subject matter or environmental media.
- 5.3.1.2. Assessors utilize validated checklist to conduct assessments.
- 5.3.1.3. Assessors utilize interviews, examination of documents, and observation techniques to identify positive performers and non-compliance practices.
- 5.3.1.4. Positive and negative findings are documented on standardized forms.

- 5.3.1.5. Assessors verbally notify POCs of potential discrepancies at the end of each assessment.
- 5.3.1.6. Assessors provide a written finding to each individual POC no later than five work days after the assessment.
- 5.3.1.7. The EQAM, in coordination with the assessment team members prepares the formal report.

5.3.2. EMS Audit

- 5.3.2.1. Personnel from within the organization or external auditors with EMS auditor's training and experience may conduct an EMS audit.
- 5.3.2.2. The EM and EMS auditors, in coordination with the EVT and CFT, use the internal EMS audit checklists to complete an internal EMS audit and ensure the audit is objective and impartial.
- 5.3.2.3. The EVT, CFT, and POs provide necessary support to the EM and auditors in order for them to conduct the EMS audits smoothly and respond to the audit team appropriately and professionally.
- 5.3.2.4. Audit evidence is collected through interviews, examination of documents, and/or observations of activities and conditions.
- 5.3.2.5. The EM and auditors ensure positive findings and non-conformances identified during the internal EMS audits are documented in a clear concise manner and supported by audit evidence.
- 5.3.2.6. The EM, in coordination with the auditors, prepares an internal EMS audit report.
- 5.3.2.7. The EM is the single point of contact for external EMS audits and assists/supports the external EMS audit team.

5.4. Communicating Results

- 5.4.1. The EQAM and/or EM through the Installation Environmental Program Manager submits the formal report to the EMR.
- 5.4.2. The EMR or its designee communicates the reports to SM.
- 5.4.3. The EM communicates the EMS audit results with appropriate POs or supervisors via the CFT as necessary.

5.5. Identifying and Investigating Non-Compliances and Non-Conformances

- 5.5.1. Actual and potential non-compliances and non-conformances are identified through compliance assessments and EMS audits.
- 5.5.2. The EQAM and EM ensure identified non-compliances and non-conformances are investigated and root cause analysis is conducted for each non-compliance and non-conformance.

5.6. Proposing Corrective and Preventive Actions

5.6.1. Non-Compliance

- 5.6.1.1. The EQAM suggests recommendations for corrective and preventive actions.
- 5.6.1.2. POs responsible for corrective and preventive actions develop POA&Ms to correct and prevent identified non-compliances, including process improvements and timeframes for the actions, as directed by the EQAM.

5.6.2. Non-Conformances

- 5.6.2.1. The EMR, or designee, establishes, within 30 calendar days after receipt of an EMS audit report, POA&Ms proposing corrective and preventive actions, process improvements, timeframes, and responsible PO(s).
- 5.6.2.2. The EMR or designee ensures:
 - All proposed actions are appropriate to the magnitude of the problems and the environmental impacts encountered.
 - Proposed corrective actions mitigate environmental impacts.
 - Proposed preventive actions:
 - Avoid recurrence of the same non-conformances.
 - Avoid occurrence of potential non-conformances identified by evaluation of the proposed actions.
- 5.6.2.3. The EMR, EM, or designee forwards the POA&Ms via the CFT to the responsible PO(s) for initiating and implementing proposed actions and process improvements.
- 5.6.2.4. Upon request or when a proposed action and/or process improvement is identified as unfeasible, the responsible PO(s) proposes an alternative action(s) and inform the CFT. The CFT informs the EM who requests the EMR of designee to evaluate the proposed alternative action(s).

5.7. Initiating and Implementing Corrective and Preventive Actions for Non-Compliance

- 5.7.1. The responsible PO(s) initiates and implements the corrective and preventive action(s).
- 5.7.2. The responsible PO(s) contacts the EVT as necessary if assistance or support is required to implement the action(s).
- 5.7.3. The responsible PO(s) provides status as requested by the EQAM and/or EM.

5.8. Verifying and Reviewing Actions Taken

- 5.8.1. The EM, EQAM, and EVT verify completion of all necessary actions.

- 5.8.2. The EMR or EM and EQAM review the effectiveness of corrective and preventive actions taken.
- 5.8.3. When an action taken is identified as ineffective, the EQAM and/or EM coordinates with the PO for development of alternative corrective actions.

5.9. Documenting Results of Corrective and Preventive Actions

- 5.9.1. Upon completion of the necessary actions, the responsible PO(s) submits corrective and/or preventive actions taken.

5.10. Retaining Records

- 5.10.1. The EQAM maintains associated records of the compliance assessment.
- 5.10.2. The EM retains associated records of the EMS audit.

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1. PURPOSE

- Establish a procedure for scheduling and conducting environmental management system (EMS) management reviews (MRs).

2. REFERENCES

- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for Use
- EMP-1 Environmental Management System Policy
- EMP-2 Environmental Aspects
- EMP-3 Legal and Other Requirements
- EMP-4 Objectives, Targets and Plan of Action and Milestones
- EMP-5 Resources, Roles, Responsibility and Authority
- EMP-7 Communication
- EMP-8 Documents and Records
- EMP-10 Emergency Preparedness and Response
- EMP-11 Monitoring and Measurement
- EMP-12 Compliance Assessment and Environmental Management System Audit

3. TERMS AND DEFINITIONS

Refer to Definitions.

4. KEY ROLES AND RESPONSIBILITIES

- **Senior Management (SM)** periodically reviews Commander, Fleet Activities (COMFLEACT), Yokosuka's EMS to ensure continuing suitability, adequacy, and effectiveness to the mission and processes.
- **EMS Management Representative (EMR)** reports on the status of CFAY's EMS; ensures SM assesses opportunities for improvement and determines the need to take actions related to changes to any element of the EMS; and ensures that the changes are implemented appropriately and promptly.
- **EMS Manager (EM)** coordinates periodic EMS MR scheduling; prepares MR presentation slides and/or reports; and ensures meeting records are retained.

5. PROCEDURES

5.1. Scheduling

- 5.1.1. The EM ensures MRs are scheduled at least annually.

5.2. Preparing

- 5.2.1. The EM prepares MR presentations and/or reports through the Installation Environmental Program Manager.
- 5.2.2. The presentation and/or report must include:
 - Assessment and audit results;
 - Achievement of objectives and targets (O&Ts);
 - Environmental performance;
 - Follow-up actions from previous MRs;
 - Changes of circumstances in:
 - ❖ Legal and other environmental requirements;
 - ❖ Operations/processes identified as having significant environmental aspect(s);
 - ❖ Incidents/accidents having a significant environmental impact;
 - ❖ Substantial changes to mission objectives.
 - Communication(s) from external interested parties, including complaints; and
 - Recommendations for improvement
- 5.2.3. The EMR forwards the presentation and/or report to SM members or designee.

5.3. Evaluation

- 5.3.1. SM evaluates the CFAY EMS to ensure its continuing suitability, adequacy, and effectiveness. Review shall include:
 - Assessing opportunities for improvement; and
 - Determining the need for changes to the EMS to include policy and O&Ts

5.4. Receiving, Documenting, and Implementing Outcomes

- 5.4.1. The EM ensures meeting minutes are prepared.
- 5.4.2. The EM ensures meeting minutes are distributed.
- 5.4.3. The EM ensures meeting minutes are retained in accordance with EMP-8 Documents and Records.
- 5.4.4. The EM implements changes to the EMS resulting from the MR.