Environmental Management Systems (EMS)

A Sustainable Approach at Marine Corps Logistics Base (MCLB) Albany, GA

Al Hargrove, MCLB Albany
Brian Wallace, MCLB Albany
Robyn Kreimborg, CH2M HILL
Overview

- Regulatory Drivers
- Background of MCLB Albany
- Approach to Implementing EMS
  - Gap Analysis
  - Workshops
    - Implementation Team Workshop
      - Practices & Aspects Tool
    - Management Team Workshop
      - Determine Structure of EMS
      - Include Sustainable Objectives and Targets
  - EMS Web Tool
EMS Regulatory Drivers

- **EO 13148**
  - By 31 December 2005 must implement an Environmental Management System (EMS)
- **DoD EMS Policy Memorandum 05 Apr 02**
  - DoD will comply with EO 13148
  - Will adopt EMS to integrate core business areas
  - May adopt ISO 14001
- **Draft USMC EMS White Letter**
  - Marine Corps will establish an EMS
  - Will build on existing programs
  - Focus on operational risks resulting from impacts to the environment
MCLB Albany: Background

- MCLB Albany is located in Albany, GA about three hours SW of Atlanta
- Commissioned in 1952 as MC Depot of Supplies to provide support for Marines east of Rocky Mountains and Atlantic Area
- In 1990, designated as Marine Corps Logistics Base
  - To provide comprehensive logistics support to the Marine Forces (MARFOR) and other customers for the full spectrum of operating and combat requirements
  - To perform the full range of logistics management functions to in the acquisition of new items of equipment, and monitoring weapons systems readiness
  - To provide central management for MARFOR assets, redistribution to enhance readiness and to eliminate excesses, ensure optimum use of all maintenance resources
• Implement ISO 14001-based EMS
• Follow USMC EMS Workshop Guidance (16 Oct 02)
• Begin with sound, basic framework and allow platform to grow through continual improvement
• EMS will help manage significant regulatory burdens
• Raise awareness, get everyone trained, foster paradigm shift to manage impacts to SUSTAIN OPERATIONS
  – Address sustainable areas beyond compliance
    • Energy
    • Water Use
    • Transportation
• Use EMS implementation to get all tenants “on-board”
Approach for Implementing EMS
Perform Gap Analysis

Actions to Complete Gap Analysis

- Conducted site visit, met with Environmental Branch, reviewed environmental programs (documents, permits, studies, etc...)
- Interviewed significant operations on base
  - Installation and Logistics (I&L) Maintenance Branch
  - Maintenance Center (ISO 9000-Certified)
  - Fleet Support Center
  - I&L Garrison Mobile Equipment Branch
  - Industrial Wastewater Treatment Plant
  - HazMat Cell / Direct Support Stock Control
  - Marine Corps Community Service
    - Vehicle Maintenance Shop
    - Golf Course Operations
Perform Gap Analysis

Actions to Complete Gap Analysis

- Collected information on EMS elements and processes at installation
- Generated Gap Analysis
  - MCLB Albany specific results
    - Gaps
    - Proposed Solutions
  - Compares to USMC Gap Analysis

- No ISO 14001 elements complete
- 25% ISO elements complete
- 50% ISO elements complete
- 75% ISO elements complete
- 100% ISO elements complete
## Gap Analysis

<table>
<thead>
<tr>
<th>EMS Element</th>
<th>General Requirements</th>
<th>ISO 14001 Reference</th>
<th>Existing Conditions</th>
<th>MCLB Albany</th>
<th>Gap</th>
<th>Proposed Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5 Checking &amp; Corrective Action</td>
<td>Procedures are established and maintained to monitor and measure on a regular basis the key characteristics of the operations and activities that can have a significant impact on the environment.</td>
<td>Section 4.5.1</td>
<td>Base Orders outline the procedures used at MCLB Albany for monitoring and reporting operational characteristics that impact the environment. Information concerning these characteristics includes, but is not limited to, air, water, waste, and energy data.</td>
<td>EMS-specific significant aspects and impacts have not been developed.</td>
<td>During the EMS Workshop, the EMS Management Team will establish procedures to monitor and measure the objectives and targets associated with significant impacts. Significant impacts will be based on the results of the EMS Implementation Team (i.e., shop-level staff) ranking environmental aspects.</td>
<td></td>
</tr>
<tr>
<td>4.5.1 Monitoring &amp; Measurements</td>
<td>Monitoring and measurement includes recording information to track performance and ensure sustained compliance and conformance with the objectives and targets.</td>
<td>Section 4.5.1</td>
<td>MCLB Albany monitors several programs (i.e., waste generation, air emissions) but does not have a formal program to track performance to ensure compliance and conformance with EMS objectives and targets.</td>
<td>EMS-specific objectives and targets have not been developed.</td>
<td>Once objectives and targets are developed, the EMS Management Team will identify procedures and responsibilities for monitoring and measuring.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitoring equipment is calibrated and maintained and a record of the calibration process is retained, per procedure.</td>
<td>Section 4.5.1</td>
<td>Monitoring equipment is regularly calibrated and maintained.</td>
<td>No procedures exist to outline periodic calibrations and the maintenance of monitoring equipment.</td>
<td>The EMS Management Team will work with EMS Coordinators to develop EMS-specific language that outlines procedures for periodic calibrations and the maintenance of monitoring equipment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure is established and maintained to periodically evaluate compliance with relevant legislation and regulations.</td>
<td>Section 4.5.1</td>
<td>An Environmental Compliance Evaluation (ECE) is performed on a regular basis that thoroughly reviews compliance with applicable rules and regulations.</td>
<td>No gap exists for this component of ISO 14001 Section 4.5.1.</td>
<td>The results of the ECE will be incorporated into the EMS Audit review (Section 4.5.4).</td>
<td></td>
</tr>
<tr>
<td>4.5.2 Nonconformance, Corrective and Preventative Action</td>
<td>Procedures are established and maintained for handling nonconformance, investigating nonconformance, and taking action to mitigate the impacts caused by nonconformance, and for initiating corrective and preventative action.</td>
<td>Section 4.5.2</td>
<td>The Environmental Branch also has the ability to report certain nonconformities to commanding officers. The ECE also reports on nonconformance.</td>
<td>No formal procedures exist for investigating nonconformance, or that outlines responsibilities and processes for taking action to initiate corrective and preventative action.</td>
<td>The EMS Management Team will develop a procedure, in coordination with EMS Coordinators, to report and investigate nonconformance, and determine who and how corrective and preventative action will be initiated and documented.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Responsibility and authority for these same tasks are defined.</td>
<td>Section 4.5.2</td>
<td>The responsibility and authority for current processes are assigned to the Environmental Branch and defined by the Base Orders.</td>
<td>At the shop level, personnel did not have a procedures or a system in place to address nonconformance.</td>
<td>The EMS Management Team will develop a procedure, in coordination with EMS Coordinators, to report and investigate nonconformance, and determine who and how corrective and preventative action will be initiated and documented.</td>
<td></td>
</tr>
</tbody>
</table>
Implementation Team Workshop

Present EMS Training or “EMS 101”

- Understand what is an EMS

What is an EMS?

- "A systematic, quality approach to environmental management that focuses on continual improvement through effective planning, review, and corrective action."
- System to continuously evaluate and improve MCLB Albany’s impact on the environment.
- Applies business best management practices to environmental programs.

Policy Requirements

- Installations required to develop an environmental management system (EMS).
- Includes a commitment:
  - To continual improvement
  - To pollution prevention
  - To comply with all laws and regulations
- Posted to the public

Example

Personnel are committed to complying with all environmental laws and regulations, while continually improving environmental performance, preventing pollution, conserving energy, and increasing recycling.

Implementation and Operation Requirements

- Define structure, roles and responsibilities
- Identify training needs
- Establish procedures for communications (internal/external)
- Establish procedures to control documents
- Identify operational controls
- Maintain and test emergency preparedness and response procedures
Implementation Team Workshop

Complete Practices & Aspects Workshop

- Identify practices and rank aspects to identify significant impacts
- Ensure practice owners know what is significant & needs to be managed

Developing Practices and Aspects

- **Practice:**
  Practices are things that an organization does that have the potential to directly impact environmental resources. Examples include vehicle maintenance, weapons cleaning, or electrical power generation.

- **Aspect:**
  An Aspect is a quality or outcome of a practice that has the potential to affect the manmade or natural environment if not controlled. Examples include evaporation of solvents, generation of hazardous wastes, or foot traffic on protected habitat.

- **Impacts:**
  Impacts are effects (positive or negative) that aspects have upon resources. Contamination of soil and water, formation of smog, damage to real property, and workplace injuries are examples of impacts.
<table>
<thead>
<tr>
<th>MCLB Albany</th>
<th>ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Base Command and Tenant</td>
<td>Installation and Logistics, Base Garrison Mobile Equipment Branch</td>
</tr>
<tr>
<td>MISSION 1</td>
<td>No Major Base Commands and Tenants Selected</td>
</tr>
<tr>
<td>Activities</td>
<td>Installation and Logistics, Base Garrison Mobile Equipment Branch</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Fleet Support Center</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Installation and Logistics, Maintenance Branch</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Headquarters Battalion, Armory</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Defence Distribution Depot, Albany, Georgia</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Morale, Welfare, and Recreation</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Maintenance Center</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Industrial Wastewater Treatment Plant</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>HazMat Cell/Direct Support Stock Control</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Painting - paint gun</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>Waste water</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>Air emissions</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>Waste cleaning fluid</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>Spill/release</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>Waste oil disposal/recycling</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>Waste antifreeze disposal/recycling</td>
</tr>
<tr>
<td>Engine Repair/Maintenance</td>
<td>No Aspects Available</td>
</tr>
<tr>
<td>AC Maintenance</td>
<td>Refrigerant replacement</td>
</tr>
<tr>
<td>Tire Replacement</td>
<td>No Aspects Available</td>
</tr>
<tr>
<td>Washing</td>
<td>Tire replacement</td>
</tr>
<tr>
<td>Metal Parts Fabrication/Body Shop</td>
<td>No Aspects Available</td>
</tr>
<tr>
<td>No Activity Selected</td>
<td>No Practice Selected</td>
</tr>
<tr>
<td>Activities</td>
<td>Practices / Aspects</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Corrosion Control</td>
<td>Painting - water wash booth / Air emissions</td>
</tr>
<tr>
<td></td>
<td>Painting - dry filter booth / Air emissions</td>
</tr>
<tr>
<td>Recycle blast media</td>
<td>Recycle blast media</td>
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<tr>
<td>Washing</td>
<td>Vehicle wash rack / 0</td>
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<tr>
<td>Engine Repair/Maintenance</td>
<td>Hydraulic fluid change / Waste fluid disposal</td>
</tr>
<tr>
<td>Battery Management</td>
<td>Acid neutralization</td>
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<tr>
<td>Metal Parts Fabrication/Body Shop</td>
<td>Welding</td>
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<tr>
<td>Tire Replacement</td>
<td>Tire recycling/shredding/incineration</td>
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<td>Painting - paint gun / Waste cleaning fluid</td>
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<td>Engine Repair/Maintenance</td>
<td>Hydraulic fluid change / Spill/release</td>
</tr>
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<td></td>
<td>Oil change / Waste oil disposal/recycling</td>
</tr>
<tr>
<td></td>
<td>Coolant change / Waste antifreeze disposal/recycling</td>
</tr>
<tr>
<td>AC Maintenance</td>
<td>Refrigerant replacement / No Aspects Available</td>
</tr>
<tr>
<td>Tire Replacement</td>
<td>Tire replacement / Waste tire generation</td>
</tr>
<tr>
<td>Washing</td>
<td>Vehicle wash rack / No Aspects Available</td>
</tr>
<tr>
<td>Metal Parts Fabrication/Body Shop</td>
<td>Degreasing - solvent / No Aspects Available</td>
</tr>
</tbody>
</table>
Determining structure of EMS

- EMS “101” Training
- Identify EMS Management Team
- Determine Roles & Responsibilities
- Write EMS Policy
- Determine Objectives & Targets
- Work through details of
  - Document Control
  - Operational Controls
  - Communications
  - Corrective Action
MCLB Albany EMS Web Tool

- EMS web site that works inside the MCLB Albany intranet
- Provides pertinent information on EMS
- Provides high-level report on metrics
- Has Document Control function
- Has Continual Improvement function
- Allows opportunity to add functionality in the future
This is the "real estate" available for EMS Web Tool
EMS Program Information

An EMS addresses and responds to the impact of products, and processes on the environment, and is part of the organization’s management structure. The EMS at MCLB Albany resulted from Executive Order 13143 and a Albany’s desire to be a leader in environmental stewardship. The EMS involves continual improvement in managing environmental impacts and seeks opportunities to improve the integration of the core mission with environmental performance.

General guidance for the EMS was taken from the International Organization for Standards (ISO) 14001 Standard, Environmental Management Systems - Specifications with Guidance for Use. ISO is a worldwide professional group that promotes uniform standards between nations. ISO 14001 standards are voluntary guidelines that provide a consistent program for managing the environmental impacts of business operations. There are no regulatory requirements in ISO 14001, rather the major focus is the development of performance measures which feedback loops to identify problems or opportunities for improvement and implementation corrective actions. Each of the 13 elements of the ISO 14001 standard was considered for incorporation into the MCLB Albany EMS.

The following documentation provides additional information about the program:

- ISO 14000
- Gap Analysis (187 kb, Word Doc)
- EMS Organization
  - EMS Organizational Chart (76 kb, Word Doc)
  - EMS Team Roles and Responsibilities (87 kb, Word Doc)
  - EMS Team Contact Info
- EMS Manual
- EMS Procedures
### MCLB Albany

#### Environmental Management System

#### Objectives and Targets

<table>
<thead>
<tr>
<th>Status</th>
<th>Objective</th>
<th>Staff POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Reduce Title V air emissions 10% each year</td>
<td>B. Wallace</td>
</tr>
<tr>
<td>Yellow</td>
<td>Reduce overall base energy use 25% by 2010</td>
<td>B. Wallace</td>
</tr>
<tr>
<td>Green</td>
<td>Reduce generation of hazardous waste 20% by 2006</td>
<td>B. Wallace</td>
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<tr>
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<td>Ensure procurement of environmentally preferable products if 35% of total purchase</td>
<td>B. Wallace</td>
</tr>
<tr>
<td>Yellow</td>
<td>Divert 40% of solid waste from landfill each year</td>
<td>B. Wallace</td>
</tr>
<tr>
<td>Green</td>
<td>Reduce vehicle petroleum consumption 20% by 2005</td>
<td>B. Wallace</td>
</tr>
<tr>
<td>Yellow</td>
<td>Reduce potable water use 10% by 2005</td>
<td>B. Wallace</td>
</tr>
</tbody>
</table>

*Red indicates high priority, yellow indicates medium priority, and green indicates low priority.*
Reduce overall base energy use 25% by 2010

Target


Calendar Years
# MCLB Albany Environmental Management System

## Objectives and Targets

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Divert 40% of solid waste from landfill each year

Calendar Years
# MCLB Albany Environmental Management System

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<thead>
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<th>Description</th>
<th>Date</th>
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<td>Phil Platek</td>
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<tr>
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<td>Stormwater Pollution Prevention Plan</td>
<td>11/12/2001</td>
<td>Larry Little</td>
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There are 3 records.
MCLB Albany
Environmental Management System

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</table>

There are 3 records.

Add New
MCLB Albany Environmental Management System

- Policy
- EMS Program Overview
- Practices & Aspects
- Objectives and Targets
- Documents and Records
- Emergency Preparedness and Response
- EMS Management Team
- EMS Review Board
- Regulatory
- Training
- Continual Improvement
- Contact Us
Many relevant functions are involved with the implementation and maintenance of environmental programs, including the EMS. The EMS Management Team is comprised of individuals from each of the major tenants and commands on Base. These team members are responsible for the day-to-day operation of the EMS. For more information on the team organization and responsibilities click here.

- Meeting Minutes (link to meeting minutes posted by date)
- Calendar/Communications
- EMS Audit
- Contact Us
- Organization (PDF)
- Roles and Responsibilities (PDF)
<table>
<thead>
<tr>
<th>Time (military)</th>
<th>Event Name</th>
<th>Event Ends</th>
<th>Last Edited</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Add an Event</td>
<td>Back to Calendar</td>
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If you want to **View**, **Edit**, or **Delete** an event click on its name.

**NOTE:** Only authorized users can edit or remove events.
<table>
<thead>
<tr>
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<tbody>
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<td>Finish Date:</td>
<td>Monday, April 14, 2003 08:00</td>
</tr>
<tr>
<td>Event Name:</td>
<td>HW Generator Training</td>
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<tr>
<td>Description and Notes:</td>
<td>Training for Fleet Support Center staff</td>
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</tbody>
</table>

Done | Delete Event | Cancel
<table>
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<tr>
<th>Sunday</th>
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<td>08:00 AM HW Generator Training</td>
<td>08:00 AM IPR Meeting</td>
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</tbody>
</table>

Changing Event on Calendar....
MCLB Albany Environmental Management System

- Policy
- EMS Program Overview
- Practices & Aspects
- Objectives and Targets
- Documents and Records
- Emergency Preparedness and Response
- EMS Management Team
- EMS Review Board
- Regulatory
- Training
- Continual Improvement
- Contact Us
MCLB Albany

Environmental Management System (EMS) General Awareness Training

CH2M HILL
MCLB Albany Environmental Management System

- Policy
- EMS Program Overview
- Practices & Aspects
- Objectives and Targets
- Documents and Records
- Emergency Preparedness and Response
- EMS Management Team
- EMS Review Board
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- Training
- Continual Improvement
- Contact Us
MCLB Albany
Environmental Management System

Continual Improvement

Please click here if you have any questions, comments or suggestions concerning MCLB Albany’s EMS Program.

We take your feedback seriously. If you submit a comment, question, or suggestion you will receive a notification of resolution within 28 days.
Suggest / Comment

Name: Jane Smith
Phone: 675-675-8765
Email: jsmith@mclb.com
Organization: Maintenance Center

Comment:

Solvent tanks are changed out on a 4 week schedule in the shop. We could change to 12 week schedule based on current work load.

Submit
Thank you

Your comment has been sent to the EMS Manager at the Environmental Branch. We take all messages seriously. Your email will be reviewed and appropriate action will be taken within 28 days. If you do not receive notice of the resolution of your comment within 28 days please contact the EMS Manager.
MCLB Albany EMS Web Tool

Future possible functions

• Training database
  – Track employee training needs, due date, certification of completion

• Interactive “Compliance Calendar”
  – Tracks regulatory due dates
  – Sends emails to users to manage tasks
  – Audit management function to store and track results

• Aid in regulatory report submission
  – Hazardous waste reports
  – Chromium compliance report
  – Ground water use report
  – Potable water supply and distribution record

Future possible functions
Summary & Next Steps

• EMS Implementation Approach at MCLB Albany
  – Completed Gap Analysis - good road map
  – Will complete Training & Workshops focusing on actions to sustain operations
  – Will use MCLB Albany EMS Web Tool
    • As a tool to communicate information on EMS
    • To report on progress against objectives and targets
    • As a repository for data, documents, procedures
    • To provide EMS training materials on-line
    • To help manage continual improvement
  – Implement EMS structure that allows room to grow
Questions