MANAGING HAZARDOUS WASTE AT MULTIPLE INSTALLATIONS:
EMS CONCEPTS IN ACTION

Presented by:
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Hampton, VA
April 9, 2003
Agenda

- Introduce Project
- Challenges Faced
- EMS Approach and Benefits
- Conclusions
- Questions and answers
Introduction to Project

- 15 Naval Installations
- Numerous commands
- 240 HW Sites
- Range from SAA to permitted facilities
- Wide range of industrial operations
- Service ships returning to port
Goal of Project

- Develop comprehensive HWMP covering all installations
- Usable (managers and operators)
- Adaptable
- Tools to help better manage HW
Specific EMS Elements Incorporated

- Structure and Responsibility
- Training
- Documentation
- Document and Record Control
Structure and Responsibility: EMS Requirements

- Must be defined and communicated
- Key personnel designated
- Specialized requirements
- Management must provide resources
Structure and Responsibility: What is planned?

- Organizational Charts
- Detailed position descriptions
- Identified and defined key personnel
- Qualifications
- Funding mechanisms
Structure and Responsibility: Benefits

- Entire HW organization defined succinctly
- Better identify weaknesses or redundancies
- Better analyze qualifications
- Understand how management meets funding responsibilities
Training: EMS Requirements

- Training needs must be identified
- Understand the “why”
Training: What is planned?

- Training matrices
- Organized by job title and courses offered
- Included SOPs in training matrix
- Information provided on each course
- Verified against Navy and regulatory requirements
Training: Benefits

- Training program list in one location
- Define courses for each position
- Several courses can apply to each position
- Identify weaknesses and redundancies
- Ensure SOP awareness
- Easy to audit for conformance
Documentation: EMS Requirements

- Managerial information
- Managerial SOPs
- Operational SOPs
Documentation: What is planned?

- Managerial information for
  - Understanding HW regulations
  - Specific regulatory and Navy requirements
  - Organization
  - Responsibilities
Documentation: What is planned?

- Documented managerial SOPs for:
  - Inspections
  - Corrective actions
  - Reporting
  - Contractor management
Documentation: What is planned?

- Operational SOPs developed for:
  - Marking and labeling
  - Transferring HW
  - Communication
  - Routine inspections
  - Required records
Consistency in operations
- Clear responsibilities
- Reduced effects from turnover
Document and Record Control: EMS Requirements

- Must be located
- Must be reviewed regularly
- Current version in use
- Obsolete versions removed
Document and Record Control: What is planned?

- Document/record control matrices
- Who maintains them and where
- Most recent version documented
- Review frequency defined
- Defined record retention period
Document and Record Control: Benefits

- Documents and records list in one location
- Most recent version is documented
- Easy to find when needed
- Easy to audit conformance
Overall Benefits

- Centralization
- Documentation
- Consistency
Conclusion

- EMS concepts can be applied to a media
- More efficient management
- Incorporated into other media programs
- Help meet E.O. 13148 requirements
QUESTIONS?

Thank you for your attention.