



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85389-9100

IN REPLY REFER TO:

StaO P5090.8A

ENVL

15 OCT 2007

STATION ORDER P5090.8A

From: Commanding Officer
To: Distribution List

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL

Ref: (a) Executive Order 13148 "Greening the Government through Environmental Leadership in Environmental Management" of 21 Apr 00
(b) DoD Environmental Management System (EMS) Policy of 5 Apr 02
(c) DoD EMS Self-Declaration Policy of 16 Jul 04
(d) Marine Corps EMS Policy of 3 Mar 04
(e) Marine Corps EMS Conformance and Self-Declaration Policy of 29 Dec 04

Encl: (1) Marine Corps Air Station (MCAS), Yuma EMS Manual

1. Situation. MCAS Yuma provides aviation ranges, support facilities and services for our tenants, other Marine Corps commands, visiting military and interagency forces to enhance their mission capabilities and combat readiness. It is essential that we operate in a manner that is environmentally sound and in compliance with applicable laws and regulations.

3. Mission. Document MCAS Yuma's EMS that establishes roles and responsibilities, provides direction to related environmental documentation, and satisfies the requirements of the references.

4. Execution. Ensure Commanding Officers, Officers-in-Charge, and Department Heads of MCAS Yuma and resident units that operate aboard MCAS Yuma follow the policies and procedures contained in the enclosure.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding Officer may be distributed via e-mail upon request. This Order can be viewed at <http://www.yuma.usmc.mil/services/environmental/ems>.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Active Duty, Reserve and Civilian personnel aboard MCAS Yuma.

A handwritten signature in black ink, appearing to read "B. D. Hancock". The signature is written in a cursive style with a large initial "B".

B. D. HANCOCK

DISTRIBUTION: B

MCAS Yuma, Arizona Environmental Management System Manual
Introduction

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MCAS Yuma, Arizona Environmental Management System Manual Introduction

Introduction

To meet the requirements of Marine Corps Air Station (MCAS) Yuma, Arizona's mission, personnel and organizations operating aboard the Air Station engage in activities and operations (termed "practices") that can cause impacts to environmental resources. Impacts to environmental resources can trigger a variety of risks to mission, including regulatory censure, degraded personnel health and safety, adverse public perception, inefficient use of personnel and fiscal resources, and shutdown of operations. These risks, individually and cumulatively, can adversely affect mission capability.

Environmental risks to mission are most effectively managed by controlling the impacts of practices at their source. MCAS Yuma personnel, tenant commands, and visiting units who operate in facilities, shops, and ranges will be held accountable for managing their practices in an environmentally sound manner.

The Environmental Management System (EMS) Manual establishes Environmental Standard Operating Procedures (ESOPs) to effectively manage practices with potential environmental impacts, to ensure and maintain compliance, and to minimize associated risks to mission.

The EMS Manual documents key features of MCAS Yuma's EMS including environmental management procedures (EMPs) that guide operation and maintenance of elements of the EMS. Attachment A contains detailed EMPs that describe the MCAS Yuma EMS program.

EMS Requirements

Executive Order 13148, Greening the Government through Leadership in Environmental Management, 21 April 2000, requires Federal agencies to implement EMS at appropriate facilities by 31 December 2005. Section 101 of the Executive Order requires that Federal agencies "integrate environmental accountability into agency day-to-day decision making and long-term planning processes, across all agency missions, activities and functions."

In response to the Executive Order, the Department of Defense (DoD) and Marine Corps issued the following EMS policies:

a. DoD EMS Policy (05 April 2002) requires DoD facilities to implement an EMS that emphasizes DoD leadership; commits to compliance, pollution prevention, and continuous improvement;

MCAS Yuma, Arizona Environmental Management System Manual
Introduction

promotes operational readiness and execution of military mission; and incorporates environmental accountability across the core business functions.

b. Marine Corps EMS Policy (03 March 2004) commits to meeting the Executive Order and DoD requirements, establishes the Marine Corps EMS framework, identifies Marine Corps facilities appropriate for EMS implementation, and establishes metrics and reporting requirements to demonstrate EMS implementation by 31 December 2005.

c. Marine Corps EMS Conformance and Self Declaration Policy and Guidance (29 December 2004) requires installations to fully conform to the Marine Corps EMS framework by 31 December 2007, and established EMS Review, self declaration, and reporting requirements.

MCAS Yuma EMS Manual

This manual describes MCAS Yuma's EMS and its elements, and provides direction to related environmental documentation. The core of this manual is a set of 18 EMPs that guide development, operation, and maintenance of each of the Marine Corps EMS elements. Each EMP describes the element, provides key terminology, establishes roles and responsibilities, and references related EMPs and environmental documentation.

The EMPs are included as Attachment A to this manual to facilitate their distribution and periodic revision. This manual is intended for use by MCAS Yuma personnel at all levels and in all functions to assist in improving environmental performance aboard the Air Station.

Mission and Organization of MCAS Yuma

MCAS Yuma's mission is to provide aviation ranges, support facilities and services for our tenants, other Marine Corps commands, visiting military and interagency forces to enhance their mission capabilities and combat readiness.

MCAS Yuma personnel, offices, and organizations that play critical roles in planning and implementing the EMS include:

- a. Commanding Officer (CO)
- b. Installation Security Department
- c. Community Planning and Liaison (CP&L)
- d. Communications Data Electronics Department (CDE)

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- e. Comptroller Department
- f. Medical/Dental Clinic
- g. Veterinarian Clinic
- h. Environmental Department
- i. Range Management Department
- j. Station Inspector
- k. Public Affairs Office (PAO)
- l. Installation & Logistics Directorate (I&L)
 - (1) Base Services Department (BSD)
 - (2) Resident Officer in Charge of Construction (ROICC)
 - (3) Contracts Division
- m. Department of Safety Standards (DSS)
- n. Fire Department
- o. Marine Corps Community Services (MCCS) Directorate
- p. Business Management Directorate (BMD)
- q. Human Resources Office
- r. Staff Judge Advocate (SJA)
- s. Headquarters and Headquarters Squadron (H&HS)

Major tenants include:

- a. Marine Aviation Weapons and Tactics Squadron-1 (MAWTS-1)
- b. Marine Aircraft Group 13
- c. Marine Aviation Logistics Squadron 13
- d. Marine Attack Squadron 211 (VMA)
- e. Marine Attack Squadron 214 (VMA)

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- f. Marine Attack Squadron 311 (VMA)
- g. Marine Attack Squadron 513 (VMA)
- h. Marine Fighter Training Squadron-401 (VMFT-401)
- i. Marine Air Control Squadron-1 (MACS-1)
- j. Marine Wing Support Squadron-371 (MWSS-371)
- k. 1st Marine Logistics Group (1st MLG/CLC-16)
- l. Naval Special Warfare Group ONE (Camp Billy Machen)
- m. Federal Agencies operating aboard MCAS Yuma
 - (1) Defense Commissary Agency (DECA)
 - (2) Naval Criminal Investigative Service (NCIS)
- n. Non-Government Organizations operating aboard MCAS Yuma
 - (1) Public Private Venture (Lincoln Properties)

In addition to practice-owning organizations and tenants aboard MCAS Yuma, MCAS Yuma hosts domestic and foreign visiting units who participate in Weapons Tactics Instruction (WTI), Desert Talon, and other training exercises.

MCAS Yuma EMS

Purpose of the EMS

The purpose of the Marine Corps EMS is to help Marine Corps activities achieve internal environmental goals through repeatable and consistent control of operations. The Marine Corps EMS is a cost effective approach supporting mission and operational requirements at implementing installations. A central goal of EMS is mission enhancement through improved environmental performance. Marine Corps's EMS Policy establishes "systematic environmental management as an integral part of the Marine Corps' day-to-day decision-making and long term planning processes" and as an "important step in supporting mission readiness and effective use of resources". A robust EMS is essential to sustaining compliance, reducing pollution, and avoiding environmental and mission risk at Marine Corps installations. MCAS Yuma EMS applies the Marine Corps EMS framework to local conditions, mission requirements, staffing and organization, and existing environmental programs.

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Components and Elements

The Marine Corps EMS is modeled on the cyclic "Plan-Do-Check-Act" approach found in the International Organization for Standardization (ISO) 14001, the international EMS standard. The Plan-Do-Check-Act cycle is mirrored in five EMS components—Policy, Planning, Implementation, Checking and Corrective Action, and Management Review. Each component of the Marine Corps EMS framework is described as follows:

a. Policy – Commitment by senior leaders to environmental compliance, pollution prevention, conservation of natural and cultural resources, minimization of risks to mission, and continual improvement of environmental performance.

b. Planning – Identification of the installation's mission supporting processes and their potential effects on the environment, analysis and prioritization of risks to mission, and establishing objectives and targets to reduce significant environmental impacts and risks to mission.

c. Implementation – Development and improvement of management operations (e.g., communication, documentation, training, procedures, resources) to achieve established objectives and targets.

d. Checking and Corrective Action – Periodic self-evaluation of environmental performance and the EMS itself with planning and implementation of preventive and corrective actions to ensure improvement.

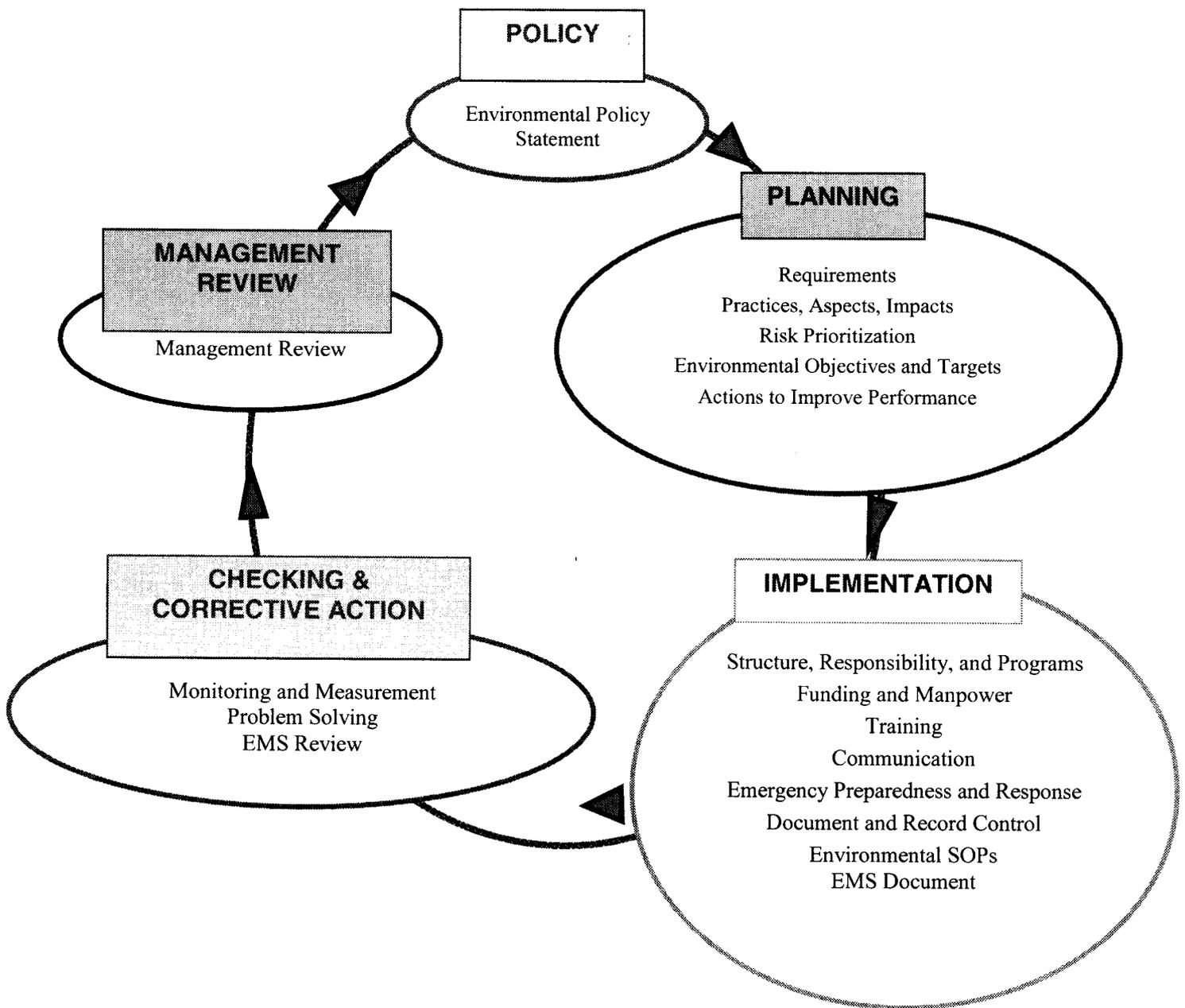
e. Management Review – Periodic review of the EMS by senior leadership with recommendations for improvement and publication of the review.

Each EMS component includes one or more elements. Figure 1 depicts the Marine Corps EMS framework, showing the relationship between the components and elements. Elements are fully described in the EMPs provided as Attachment A to this manual.

General EMS Roles and Responsibilities

Table 1 presents general EMS roles and responsibilities for MCAS Yuma personnel and organizations. The EMPs included in this manual prescribe specific roles and responsibilities to ensure effective operation and maintenance of the EMS and environmentally sound and safe operation of MCAS Yuma processes.

Figure 1- Marine Corps EMS Framework



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Table 1. General EMS Roles and Responsibilities

| EMS Responsibility | Commanding Officer | EIRB/Management Review | EMS Team | Environmental Director | EMS Manager | Environmental Department Staff | Unit/Tenant Commanders | Practice Owners |
|--|--------------------|------------------------|----------|------------------------|-------------|--------------------------------|------------------------|-----------------|
| Provide EMS management support | √ | √ | √ | √ | | | √ | |
| Establish, maintain, and review EMS policy | √ | √ | √ | √ | √ | √ | | |
| Establish, maintain, and review environmental objectives and targets | | √ | √ | √ | √ | √ | | |
| Track requirements | | | √ | | √ | √ | | |
| Identify practices, aspects, and risks | | | √ | | √ | √ | | |
| Provide EMS training & awareness | | | √ | | √ | | | |
| Receive EMS training | √ | √ | √ | √ | √ | √ | √ | √ |
| Receive specific environmental training | | | √ | √ | √ | √ | | √ |
| Ensure coordination of environmental information | | √ | √ | √ | √ | √ | √ | |
| Government interface | | | | √ | √ | √ | | |
| Public interface | √ | | | √ | √ | √ | | |
| Conduct environmental compliance evaluations | | | | √ | √ | √ | | |
| Conduct local environmental compliance inspections | | | √ | | | √ | | √ |
| Develop and implement corrective and preventive actions | | √ | √ | | √ | √ | | √ |
| Provide information and assistance to practice owners | | | √ | | √ | √ | | |
| Monitor natural and cultural resources | | | | | | √ | | |
| Maintain documents and records | | | √ | √ | √ | √ | √ | √ |
| Undertake and participate in EMS review | | √ | √ | √ | √ | √ | | |
| Operate in an environmentally sound manner | √ | √ | √ | √ | √ | √ | √ | √ |

MCAS Yuma EMP-01
Environmental Policy Statement

1.0 Purpose. Environmental Management Procedure (EMP)-01 provides for the management and maintenance of the MCAS Yuma Commanding Officer's (CO) Environmental Policy Statement.

2.0 Definitions.

None.

3.0 Procedure:

3.1 Discussion.

The Environmental Policy Statement is a declaration of MCAS Yuma's fundamental environmental goals and direction and must be communicated to all Air Station personnel. Since the Environmental Policy Statement provides basic statements of intention regarding environmental commitment and performance, it also should be made available to the public to engender confidence that the installation intends to be a good environmental neighbor.

The Environmental Policy Statement is documented and signed by the Commanding Officer and commits MCAS Yuma to the following:

(1) Compliance with relevant environmental legislation, regulations, and policy.

(2) Pollution prevention.

(3) Conservation of natural and cultural resources.

(4) Clean up of contaminated sites.

(5) Minimization of risk to mission.

(6) Continual improvement in performance of the Environmental Management System (EMS).

A copy of the Environmental Policy Statement is presented in Attachment C. The Environmental Policy Statement is subject to change over time as the installation's environmental performance improves. It is subject to periodic review and revision during each Management Review per EMP-18, Management Review, to ensure it continues to clearly state the environmental goals of MCAS.

MCAS Yuma Environmental Management Procedure 01
Environmental Policy Statement

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------------------------|---|
| Commanding Officer | 1. Endorse the Environmental Policy Statement through signature and distribution. |
| EIRB/Management Review | 1. Review and approve suggested Environmental Policy Statement revisions provided by the Environmental Department Head. |
| EMS Team | 1. Review suggested Environmental Policy Statement revisions provided by the Environmental Department Head and provide comments. |
| Environmental Director | <ol style="list-style-type: none"> 1. Maintain CO's Environmental Policy Statement. 2. Review and approve suggested revisions provided by environmental staff or other sources. 3. Forward suggested revisions to the EIRB/Management Review Body. 4. Coordinate with Public Affairs Office (PAO) and Community Planning and Liaison (CP&L) to ensure visibility of the Environmental Policy Statement to the public. 5. Forward policy statement and revisions approved by the EIRB/Management Review to the CO for approval and signature. |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Provide the Environmental Department Head recommendations for Environmental Policy Statement revisions suggested through self-ECE observations, problem solving, EMS review results, or other sources. 2. Support distribution of the Environmental Policy Statement through posting on installation bulletin boards, verbal communication, or other means. 3. Conduct inspections to assess awareness of the Environmental Policy Statement. |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Support the Environmental Policy Statement through posting on installation bulletin boards, verbal communication, indoctrination training, or other means. 2. Ensure that personnel within their chain of command are aware of the Environmental Policy Statement, particularly as it |

MCAS Yuma Environmental Management Procedure 01
Environmental Policy Statement

| Responsible Party | Action |
|--------------------------------|--|
| | pertains to their jobs. |
| PAO | 1. Make the Environmental Policy Statement available to the public, in coordination with the NREA Division Head. |
| All Personnel aboard MCAS Yuma | 1. Be aware of the Environmental Policy Statement, particularly as it pertains to their jobs. |

4.0 References and Related EMS Documents.

- a. MCAS Yuma Environmental Policy Statement
- b. USMC EMS Conformance Guide (December 2004)
- c. **EMP-10, Communication**
- d. **EMP-18, Management Review**

(Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.)

| Original Document Issue Date: March 2005 | | |
|--|------------------|--|
| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | May 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma EMS. |
| Revision 2.0 | July 6, 2007 | Updated CO's Environmental Policy Statement (Attachment C). |

MCAS Yuma, Arizona EMP-02
Requirements

1.0 Purpose. Environmental Management Procedure (EMP)-02 provides a standard procedure to identify and communicate legal, regulatory, and other requirements applicable to MCAS Yuma's practices and associated environmental aspects and impacts. This procedure guides MCAS Yuma environmental personnel in remaining knowledgeable of executive, federal, state, local, DoD, Navy, and Marine Corps environmental requirements that may affect Air Station operations. As a minimum Environmental Management System (EMS) performance standard, all personnel operating aboard MCAS Yuma must understand and comply with pertinent environmental requirements applicable to their jobs. Since environmental requirements frequently develop and change, this procedure addresses tracking both emerging requirements and changes to existing requirements.

2.0 Definitions. Environmental Requirement - Legislation, regulation, or policy issued by any executive, federal, state, local, DoD, Navy, or Marine Corps authority that addresses environmental considerations and requires action by personnel operating aboard MCAS Yuma.

3.0 Procedure.

3.1 Discussion.

Environmental compliance begins with knowledge of requirements. To operate practices in an environmentally sound manner, personnel must be aware of all applicable legislative, regulatory, and policy requirements. In an effective EMS, knowledge of environmental requirements must be communicated throughout all chains of command and particularly to practice owners. In turn these practices and operations must be reviewed periodically to ensure they are compliant. EMP-13, Environmental Standard Operating Procedures (ESOPs) and EMP-15, Monitoring and Measurement address these needs, respectively.

MCAS Yuma Environmental Department staff members are supported in tracking new and changing environmental requirements by Marine Corps West Coast Regional Environmental Coordinator (REC) and HQMC environmental personnel. The REC and HQMC (LFL-6) track and communicate information on emerging requirements by email, on an as needed basis. MCAS Yuma environmental staff may supplement REC and LFL-6 support through other sources of information on new and emerging requirements, such as:

MCAS Yuma, Arizona Environmental Management Procedure 02
Requirements

- (1) Communication with environmental peers and peer groups;
- (2) Communication by letter or email with regulators;
- (3) Attendance at environmental conferences and seminars;
- (4) Regulatory review periodicals (paper and electronic media);
- (5) U.S. Environmental Protection Agency (EPA) Federal Register notices; and

(6) Web-based regulatory review services. Web-based sources for requirements information include:

(a) Federal Register and Code of Federal Regulations online at the National Archives web site
<http://www.gpoaccess.gov/nara/index>.

(b) Naval Facilities Engineering Services Command (NFESC) Weekly Federal Register Summary (provides summary of environmentally-related Federal Register announcements of interest to the Navy or Marine Corps). Subscribe at
<http://regscreen.nfesc.navy.mil/>.

(c) Defense Environmental Network and Information Exchange (DENIX) web site
(<https://www.denix.osd.mil/denix/DOD/dod.html>), including:

(d) DENIX environmental, safety, and health publications (including Daily Environmental Report, Daily Regulatory Reporter, Greenwire).

(e) DENIX regulatory databases (ENFLEX Environment, Health, and Safety; Net Scan's Reg Alert; and Ovid's CAB Abstracts).

The checklists provided by HQMC LFL-6 in the Automated Compliance Evaluation (ACE) System are another source of information about regulatory changes. The Federal checklist is updated annually while the Arizona Department of Environmental Quality checklists are updated semiannually.

MCAS Yuma, Arizona Environmental Management Procedure 02
Requirements

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------------------------|--|
| EMS Team | 1. Review revised environmental SOPs and incorporate new requirements into unit/activity-level SOPs. |
| Environmental Director | 1. Ensure that environmental staff members remain abreast of developments in rules and regulations affecting their areas of expertise. |
| Environmental Department Staff | 1. Maintain a list of the environmental requirements that are applicable to individual media/programs and forward this list to the EMS Manager. 2. Coordinate with the Environmental Program Manager and with REC legal counsel, as appropriate, for legal assistance in determining and verifying applicability of new or revised requirements to MCAS Yuma operations, and in coordinating MCAS Yuma's response. 3. Disseminate information on new requirements, with guidance, to tenants, and practice owners by modifying environmental SOPs, instructions, and training, as appropriate. 4. Assist practice owners in incorporating environmental requirements into SOPs, unit-level instructions, checklists and training, as appropriate. Follow-up to ensure the response from practice owners is adequate and appropriate. |
| REC Legal Counsel | 1. Coordinate with MCAS Yuma environmental staff to determine applicability and implications of new or changing environmental requirements. 2. Alert MCAS Yuma environmental staff to emerging or changing environmental requirements. |
| Activity, Unit and Tenant Commanders | 1. Ensure that practice owners within their chain of command operate practices in accordance with all applicable environmental requirements. 2. Ensure that practice owners within their |

MCAS Yuma, Arizona Environmental Management Procedure 02
Requirements

| Responsible Party | Action |
|-------------------|--|
| | chain of command incorporate environmental requirements into unit-level instructions, SOPs, checklists, and training, as appropriate, to ensure continued regulatory compliance. |
| Practice Owners | <ol style="list-style-type: none"> 1. Read, understand, and follow notices of new or changing rules or regulations, as applicable to their practices, received from MCAS Yuma Environmental Department staff. 2. Maintain awareness of the implications of current environmental requirements that are pertinent to their jobs and their ability to operate in an environmentally sound manner. 3. Operate in compliance with current environmental requirements. 4. In coordination with MCAS Yuma Environmental Department Staff, modify unit-level instructions, SOPs, checklists, and training, as appropriate, to reflect new environmental requirements. |

4.0 References and Related EMS Documents.

- a. MCO P5090.2A Chapter 2
- b. EMP-10, Communication**
- c. EMP-13, Environmental Standard Operating Procedures**
- d. EMP-15, Monitoring and Measurement**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in bold.

| Original Document Issue Date: March 2005 | | |
|--|------------------|--|
| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | May, 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |

MCAS Yuma EMP-03
Practices, Aspects, and Impacts

1.0 Purpose.

Environmental Management Procedure (EMP)-03 provides a standard procedure to identify the environmental practices, aspects and impacts associated with the mission and operations aboard MCAS Yuma.

This EMP also guides MCAS Yuma personnel in analyzing specific practices and their aspects to identify those that pose the highest risk. The high-risk practices or aspects are then used to establish Environmental Management System (EMS) objectives and targets (see EMP-05, Environmental Objectives and Targets). Risks associated with individual practices or aspects may also be considered in establishing process inspection frequencies (see EMP-15, Monitoring and Measurement).

2.0 Definitions.

Aspect - A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental or other resource. Each practice may have several aspects.

Impact - The effects of practices on resources. Each aspect may have several impacts.

Practice - Mission-supporting unit processes conducted at the installation that, in normal or abnormal operating conditions, can interact with the environment or other resources.

Practice Owner - The person, unit, or organization that operates, conducts, controls or is otherwise responsible for practices. Practice owners are generally not the installation's environmental management staff.

Procedure - A specified way to perform an activity.

Resources - Include environmental resources, but may also encompass other assets deemed important to the installation, such as cultural and historic areas, training areas, health and safety of personnel, real property, the installation's public relations status, and general fiscal effectiveness.

3.0 Procedure.

3.1 Discussion.

Practices, as unit processes that support the installation's mission and can impact the environment, are a primary focus of management initiatives under the EMS. Understanding how a practice interacts with the environment—understanding the aspects and impacts of a practice—is critical to assessing the risks posed by the practice and defining applicable procedures. The practice inventory is critical to the MCAS Yuma EMS in several ways:

- a. It comprehensively identifies and documents the installation's practices and aspects.
- b. It provides the basis for planning and scheduling practice inspections (see EMP-15, Monitoring and Measurement).
- c. It enables risk-based ranking of practices to support decision-making and allocation of resources.
- d. It enables assignment of environmental responsibilities and accountability to practice owners and other non-environmental staff (see EMP-07, Structure, Responsibilities, and Programs; and EMP-13, Environmental Standard Operating Procedures (ESOPs)).
- e. It facilitates identification, cause analysis, and correction/prevention of compliance and management problems for related or similar practices across the installation (see EMP-16, Problem Solving).

3.2 Identifying Practices, Aspects, and Impacts (PAI)

Each major tenant and command is assessed to identify potential environmental aspects and impacts within each current operation. The HW officers and HW coordinators are typically tasked to complete this step. An example of this identification is:

- a. Activity: Vehicle Maintenance
- b. Practice: Corrosion Control / Painting
- c. Aspect: Generation of hazardous waste, paint and solvent sludge

MCAS Yuma Environmental Management Procedure 03
Practices, Aspects, and Impacts

d. Impact: Potential to degrade land and water if released or mismanaged

3.3 Establishing Impact Rating

Standard criteria are established to evaluate the impact of each aspect so that the impacts can be evaluated and significant impacts can be identified. The criteria established are:

There are 4 categories used to rank each aspect - Mission, Frequency, Environment, and Community Concern. Each category should be ranked on a scale of 1 to 5, with 1 having the least impact and 5 having the highest impact.

3.4 Mission Impact

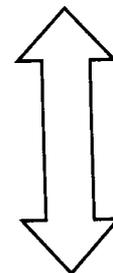
MCAS Yuma is one of the Marine Corps' premier aviation training bases. With access to 2.8 million acres of bombing and aviation training ranges and superb flying weather, MCAS Yuma supports 80 percent of the Corps' air-to-ground aviation training. Each year, the air station hosts numerous units and aircraft from U.S. and NATO forces.

The MCAS Yuma mission statement is:

"Provide aviation training ranges, support facilities, and services that enable the Marine Corps and other military forces to enhance their mission capability and combat readiness."

| Mission Impact Scale | |
|----------------------|--|
| 5 | Loss of ability to accomplish critical mission or near mission failure |
| 4 | Severely degraded mission capability or serious mission restrictions |
| 3 | Moderate mission impacts or restrictions |
| 2 | Minor mission impacts or restrictions |
| 1 | No mission impacts or restrictions |

More Significant

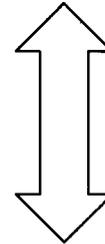


Less Significant

3.5 Frequency Frequency is how often the practice/aspect occurs under normal operating conditions.

| Frequency Scale | |
|------------------------|---|
| 5 | Ongoing or continuous |
| 4 | Frequent (more than once per month) |
| 3 | Infrequent (more than once per year, but less than monthly) |
| 2 | Rare (may occur once every few years) |
| 1 | Never occurred or highly unlikely |

More Significant

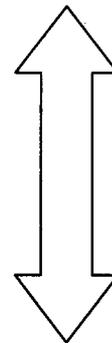


Less Significant

3.6 Environment Environment includes actual impacts on the environment and compliance with laws and regulations - if you have doubts about these impacts, please contact your environmental manager. This criterion addresses concerns about human health and ecosystems and must consider short-term and long-term effects.

| Environment Scale | |
|--------------------------|--|
| 5 | Severe - immediate threat likely to result in widespread damage to human health or the environment, requires great effort to remediate or correct. |
| 4 | Serious - no immediate health threat, but results in long-term health risk or significant damage the environment. |
| 3 | Somewhat harmful - can be remediated or health risks can be reduced. |
| 2 | Mild - potential for small or localized damage to the environment, can be remediated. |
| 1 | Insignificant - temporary impact to environment, no health risks, easily remediated. |

More Significant



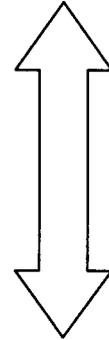
Less Significant

MCAS Yuma Environmental Management Procedure 03
Practices, Aspects, and Impacts

3.8 Community Concern Community Concern is a measurement of how the community reacts to the practice/aspect. This rating may not always correlate with environmental risk, but still important.

| Community Concern Scale | |
|-------------------------|--|
| 5 | Public outcry, lawsuits, or intense negative publicity |
| 4 | Serious community concern, political or activist inquiries, negative media |
| 3 | Moderate community concern, some media coverage |
| 2 | Community is not currently concerned, but could become so |
| 1 | Community is ambivalent or unconcerned |

More Significant



Less Significant

3.11 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------------------|---|
| EIRB/Management Review | 1. Ensure participation of practice owners within their chain of command in developing and maintaining the practice inventory. |
| EMS Team | 1. Ensure information on new or modified practices within their authority is provided to the Environmental Department for inclusion in the inventory. |
| Environmental Director | 1. Ensure practice inventory is maintained and reflects new or changing practices operated on MCAS Yuma. 2. Ensure new or modified practices are considered for NEPA review. 3. Ensure new or modified practices identified through the NEPA review process are incorporated into the practice inventory. |
| EMS Manager | 1. Ensure that practice inventory data is updated and maintained at least annually or as required for new practices or modifications to existing practices. |
| Environmental Department Staff | 1. Identify aspects and impacts of all practices operated on MCAS Yuma and |

| Responsible Party | Action |
|---|---|
| | maintain aspects and impacts information in the practice inventory. |
| Environmental Department Quality Division | <ol style="list-style-type: none"> 1. Ensure that Compliance Officers are identifying new or modified practices during visits to facilities, shops, and or ranges on a quarterly basis. 2. <u>Coordinate</u> with EMS Manager on maintaining practice inventory. 3. Provide practice owners with the appropriate ESOP. |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Ensure practice owners within their chain of command provide practice inventory information to the Environmental Department when requested. |
| Environmental Compliance Officers | <ol style="list-style-type: none"> 1. Validate the practice inventory as it pertains to their command, activity, or organization on a continuous basis and provide information to the EMS Manager on plans for new practices or modifications to existing practices. |
| Practice Owners | <ol style="list-style-type: none"> 1. Provide information to Compliance Officers on plans for new practices or modifications to existing practices. |

4.0 References and Related EMS Documents.

- a. USMC EMS Conformance Guide, December 2004.
- b. **Station Bulletin 5090, Fiscal Year Environmental Compliance Evaluation (ECE) Self-Audit Program.**
- c. **EMP-04, Risk Prioritization.**
- d. **EMP-05, Environmental Objectives and Targets.**
- e. **EMP-15, Monitoring and Measurement**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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MCAS Yuma Environmental Management Procedure 03
Practices, Aspects, and Impacts

| | | |
|-----|--|--|
| 1.0 | | Criteria and revisions to MCAS Yuma's EMS. |
|-----|--|--|

MCAS Yuma EMP-04
Risk Prioritization

1.0 Purpose. Eliminating or reducing the environmental risk to mission is the central purpose of the Environmental Management System (EMS). Environmental Management Procedure (EMP)-04 guides MCAS Yuma personnel in analyzing specific practices and their aspects that are identified in accordance with EMP-03, Practices Aspects and Impacts, to identify which ones pose the highest risk. The high-risk practices are then used in establishing EMS objectives and targets (see EMP-05, Environmental Objectives and Targets). Risks associated with aspects and practices will also be considered when developing actions to improve performance (see EMP-06, Actions to Improve Performance) and Environmental Standard Operating Procedures (ESOPs) (see EMP-13, ESOPs).

2.0 Definitions.

Aspect - A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental or other resource. Each practice may have several aspects.

Impact - The effects of practices on resources. Each aspect may have several impacts.

Practice - Mission supporting unit processes conducted at the installation that, in normal or abnormal operating conditions, can interact with the environment or other resources.

Practice Owner - The person, office, or department responsible for day-to-day operation of a practice. For example, FMD is the practice owner of drinking water distribution systems, including backflow preventers.

Resources (Environmental) - Sensitive environmental receptors (e.g., air, water, natural resources, etc.) or cultural or historic assets aboard MCAS Yuma, the training ranges, in the surrounding community, within the ecosystem or beyond, that can be impacted by the operation of practices.

Resources (Other Resources) - Other assets that may be impacted by conduct of MCAS Yuma practices, such as personnel health and safety, real property, financial resources, public relations status, and, mission capability.

MCAS Yuma Environmental Management Procedure 04
Risk Prioritization

3.0 Procedure.

3.1 Discussion.

Practice prioritization is an analysis of risk (i.e., severity and frequency of impacts to environmental or other resources) and is conducted by the EMS Manager and EMS Team to ensure that practices posing significant potential risk to MCAS Yuma's mission are considered when determining local priorities.

This risk prioritization is then validated by the Environmental Department Head. The prioritization of practices requires the existence of a practice inventory (see EMP-03, Practices, Aspects, Impacts) and builds on data elements maintained in the inventory.

Risk prioritization is an analysis of the severity and frequency of impacts to environmental or other resources. Risk prioritization of practices and their aspects use data elements maintained in the practice inventory (see EMP-03, Practices, Aspects, and Impacts).

MCAS Yuma uses a locally developed tool to manage practice inventory and risk prioritization data. MCAS Yuma applies the following risk ranking conventions (see EMP-03, Practices, Aspects, and Impacts):

(a) Total

The impact scores (1-5 for each criterion) are added together to determine a total impact score for each aspect, with mission impact given twice the weight of the other categories. Therefore:

Total = Mission Impact + Mission Impact + Frequency +
Environment + Community Concern

(b) Determine Significance

A significant aspect was determined to be any aspect with an impact score of 20 or greater.

These criteria are reviewed annually and are revised and updated, if necessary, as part of the Management Review (see Procedure Conducting Management Review).

MCAS Yuma Environmental Management Procedure 04
Risk Prioritization

To ensure that practices posing significant potential risk to MCAS Yuma's mission are considered when determining local priorities for action, risk scoring data and risk prioritization reports from the units are reviewed by the EMS Manager, EMS Team, and the Environmental Department Head, and then provided for review and concurrence to members of the Environmental Impact Review Board_ (EIRB).

The Environmental Department media managers annually review the characterization and prioritization of risks associated with operation of each practice operated aboard MCAS Yuma.

Risk ranking data developed using this procedure is one source for developing environmental objectives and targets (using the procedures defined in EMP-05, Environmental Objectives and Targets). Risk rankings are subject to change as the practices are brought under control, the EMS evolves, and environmental performance improves (or worsens).

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|-----------------------------------|--|
| EIRB/Management Review | 1. Review risk scoring and risk ranking data provided by EMS Manager. |
| Environmental Department Head | 1. Review risk scoring and risk ranking data provided by EMS Manager. |
| EMS Manager | 1. Provide results of risk ranking to the Environmental Department Head for review. 2. With approval of Environmental Department Head, provide risk scoring and ranking results to the EIRB/Management Review for review. 3. Ensure data from annual risk prioritization validation is documented. |
| Environmental Department Staff | 1. Consult with EMS Manager in risk scoring decisions. 2. Review and validate risk rankings at least annually and ensure any new or modified practices identified in the practice inventory are subjected to risk analysis. |
| Environmental Compliance Officers | 1. With support of Environmental Department staff, conduct risk analysis for each environmental aspect identified in the practice inventory. |

MCAS Yuma Environmental Management Procedure 04
Risk Prioritization

| Responsible Party | Action |
|-------------------|--|
| Practice Owners | 1. Be aware of practices that receive high-risk prioritization scores. |

4.0 References and Related EMS Documents.

- a. USMC EMS Conformance Guide, December 2004
- b. **EMP-03, Practices, Aspects and Impacts**
- c. **EMP-05, Environmental Objectives and Targets**
- d. **EMP-06, Actions to Improve Performance**
- e. **EMP-13, Environmental SOPs (ESOPs)**
- f. **EMP-15, Monitoring and Measurement**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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MCAS Yuma EMP-05
Environmental Objectives and Targets

1.0 Purpose. Environmental Management Procedure (EMP)-05 provides a standard procedure for MCAS Yuma personnel to develop, measure, and maintain objectives and targets that support the Environmental Policy through:

a. Improving control of the practices, aspects and impacts that pose a risk to mission (as identified in EMP-04, Risk Prioritization)

b. Improving environmental management programs

c. Improving implementation of Environmental Management System (EMS) elements

2.0 Definitions.

Objective – A statement that defines a goal supporting MCAS Yuma's environmental goals and Environmental Policy Statement. Objectives must be achievable and measurable, and should be quantifiable when practicable.

Target – A detailed performance requirement that sets a limit, usually a quantity and/or a time frame, for the achievement of an objective. An objective may have more than one target.

3.0 Procedure.

3.1 Discussion.

MCAS Yuma's annual Strategic Plan documents its strategic planning process, providing prioritized goals and metrics to ensure that MCAS Yuma meets its "customer's expectations with quality products and services." Through implementation of the Strategic Plan, MCAS Yuma "continually seeks ways to improve virtually every aspect of the way they operate and do business to maximize our limited resources and prepare for the future."

In support of its role in contributing to the success of the MCAS Yuma mission and vision, the Environmental Department contributes to an Annual Plan that documents how the Environmental Department will meet the strategic goals of the mission. Environmental objectives and targets are published on the installations EMS web site.

MCAS Yuma Environmental Management Procedure 05
Environmental Objectives and Targets

In the spirit of continual improvement, MCAS Yuma's Strategic Plan, the Annual Plan, and the respective performance measures documented in them are subject to annual review cycle that supports execution of each fiscal year's budget. Environmental Department staff members conduct an annual EMS Review to measure progress in meeting the environmental goals and metrics (see EMP-15, Monitoring and Measurement).

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|---|---|
| Commanding Officer and EIRB/Management Review | 1. Review, approve and endorse proposed objectives and targets presented by the EMS Manager for Combat Center-wide implementation. |
| EMS Team | 1. Ensure personnel within their chain of command participate in efforts to achieve objectives and targets. 2. Facilitate the development or revision of Air Station Orders and SOPs that will facilitate the achievement of goals and targets. |
| Environmental Director and EMS Manager | 1. Review objectives and targets developed by Environmental Department Staff and submit them to the EIRB/Management Review. 2. Ensure that the Environmental Department Staff and the EIRB review progress in meeting objectives and targets at least quarterly and when necessary, suggest new objectives and targets or revise existing objectives and targets. |
| Environmental Department Staff | 1. In coordination with the EMS Team, review high risk practices or aspects (See EMP-4, Risk Prioritization) and develop objectives and targets that reduce or eliminate the risks associated with the practices or aspects and submit them to the EMS Manager and Environmental Director. 2. Determine progress in meeting objectives and targets at least quarterly. 3. Provide the results of the quarterly progress review, with suggested revisions to existing objectives and targets or new objectives and targets to the EMS Manager. |

MCAS Yuma Environmental Management Procedure 05
Environmental Objectives and Targets

| Responsible Party | Action |
|--------------------------------------|--|
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Be aware of environmental objectives and targets and ensure personnel within their chain of command participate in efforts to achieve objectives and targets. 2. Ensure training and other resources are provided to personnel as necessary to achieve objectives and targets. |
| Practice Owners | <ol style="list-style-type: none"> 1. Be aware of environmental objectives and targets, and operate processes in a manner that supports meeting them. 2. Provide progress updates and suggest process changes to the EMS Manager, Activity, Unit and Tenant Commander. 3. Assist the Environmental Department Staff in accomplishing tasks necessary to meet the objectives and directives. |

4.0 References and Related EMS Documents.

- a. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide (December 2004).
- c. Environmental Department Annual Plan.
- d. **MCAS Yuma Environmental Policy Statement.**
- e. **EMP-01, Environmental Policy Statement.**
- f. **EMP-03, Practices, Aspects, and Impacts.**
- g. **EMP-04, Risk Prioritization.**
- h. **EMP-15, Monitoring and Measurement.**

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MCAS Yuma EMP-06
Actions to Improve Performance

1.0 Purpose. Environmental Management Procedure (EMP)-06 provides a standard procedure for MCAS Yuma personnel to plan and execute projects and actions designed to meet objectives and targets identified per EMP-05, Environmental Objectives and Targets. Projects and actions can also be used to develop solutions to problems identified during implementation of EMP-16, Problem Solving.

2.0 Definitions.

Actions - Any initiative undertaken to meet an environmental need. Within the Environmental Management System (EMS), there are two general types of actions: projects, behavioral and administrative actions.

Projects - Actions that require external funding requested through existing Planning, Programming and Budgeting System (PPBS) mechanisms. Examples of projects include P2 equipment purchases, infrastructure investments, and management plan development or update.

Behavioral and Administrative Actions - Actions planned and implemented within the Commanding Officer's (CO'S) authority and budget, such as realigning existing roles and responsibilities, developing and implementing standard operating procedures (SOPs) or instructions, conducting inspections, and providing training.

3.0 Procedure.

3.1 Discussion.

Actions are loosely defined as initiatives undertaken in response to an environmental need. Note that not all actions require central funding or outside assistance. Many changes in behavioral or administrative procedures or technical support can be implemented within the CO's authority and budget. In fact, locally authorized changes in behavioral or administrative procedures may be all that is needed to successfully meet many objectives and targets or to solve problems identified through the EMS Checking and Corrective Action component (see EMP-15, Monitoring and Measurement; EMP-16, Problem Solving; and EMP-17, EMS Review).

Projects, a subset of management actions, require external (central) funding for their implementation. Project requests

MCAS Yuma Environmental Management Procedure 06
Actions to Improve Performance

must be submitted to HQMC for selection and funding through CompTRAK (see EMP-08, Funding and Manpower).

MCAS Yuma's EMS Manager and environmental staff develop behavioral and administrative actions and projects:

a. For each established objective and target (see EMP-05, Environmental Objectives and Targets).

b. To solve conformance or compliance problems identified in the Checking and Corrective Action EMS component (see EMP-15, Monitoring and Measurement and EMP-16, Problem Solving).

c. To implement EMS improvements resulting from the Management Review (see EMP-18, Management Review).

Many management actions frequently involve initiatives executed within traditional media programs (see EMP-07, Structure, Responsibilities, and Programs), that are designed to meet federal, state, and local compliance requirements; to prioritize P2 as the preferred means of achieving compliance, to conserve natural resources; and to clean up the effects of past operations on the environment. Historically, environmental initiatives or actions have generally been identified and prioritized on a reactive basis, addressing impacts that have already occurred and prioritizing projects according to which issue is currently most problematic. The EMS, through its emphasis on efficiency and the P2 approach, seeks to place USMC environmental programs in a more proactive stance, whereby problems are anticipated and addressed before significant risks to mission (including noncompliance) occur.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|---|---|
| Commanding Officer and EIRB/Management Review | <ol style="list-style-type: none"> 1. Support implementation of all actions designed to achieve MCAS Yuma objectives and targets. 2. Support funding of projects developed to achieve EMS objectives and targets through funding requests and re-programming. |
| EMS Team | <ol style="list-style-type: none"> 1. Develop and provide recommendations for actions to achieve EMS objectives and targets. |
| Environmental Director and EMS Manager | <ol style="list-style-type: none"> 1. Review and approve Plan of Action and Milestones (POA&Ms) for achieving objectives and targets, ensuring that |

MCAS Yuma Environmental Management Procedure 06
 Actions to Improve Performance

| Responsible Party | Action |
|---|--|
| | <p>the POA&Ms identify the actions specific personnel or organizations are responsible for completing by a specific date.</p> <ol style="list-style-type: none"> 2. Present POA&Ms for achieving objectives and targets to EIRB/Management Review to ensure active participation and "buy-in." 3. Ensure funding requests are submitted and tracked for projects developed to achieve objectives and targets. 4. Coordinate with Department Heads to ensure POA&Ms for achieving objectives and targets are successfully implemented. |
| <p>Environmental Department Staff</p> | <ol style="list-style-type: none"> 1. Develop POA&Ms to achieve objectives and targets that identify the actions specific personnel or organizations are responsible for completing by a specific date. 2. Develop and submit funding requests for projects developed to achieve objectives and targets. 3. Support EIRB/Management Review and Practice Owners with implementation of actions. 4. Execute actions to achieve objectives and targets as assigned and document implementation, results, and follow-up evaluation. |
| <p>Activity, Unit and Tenant Commanders</p> | <ol style="list-style-type: none"> 1. Ensure that personnel within their chain of command actively participate in and support POA&M development and the actions planned and implemented to achieve MCAS Yuma objectives and targets. 2. Develop and submit funding requests for projects developed to achieve objectives and targets. |
| <p>Practice Owners</p> | <ol style="list-style-type: none"> 1. Execute actions to achieve objectives and targets as assigned, and document implementation, results, and follow-up evaluation. |

MCAS Yuma Environmental Management Procedure 06
Actions to Improve Performance

4.0 References and Related EMS Documents.

- a. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide (December 2004).
- c. **EMP-05, Environmental Objectives and Targets.**
- d. **EMP-16, Problem Solving.**
- e. MCAS Yuma Strategic Plan.

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MCAS Yuma EMP-07
Structure, Responsibilities, and Programs

1.0 Purpose. Environmental Management Procedure (EMP)-07 describes MCAS Yuma Environmental Management System (EMS) roles, responsibilities, and authorities for EMS implementation, environmental program management, and practice control.

2.0 Definitions.

Practice Owner - The person, office, or department responsible for day-to-day operation of a practice.

Program - A system of related environmental initiatives designed to meet defined goals that local decision makers have elected to staff and manage. Programs include traditional "media" programs designed to comply with environmental requirements (e.g., Hazardous Waste Program, the Water Resources Program) and other programs intended to achieve other environmental goals (e.g., corrective action programs, community outreach programs).

Note that a program can apply to many practice types, and that several programs may affect a single practice. For example, a solvent parts washer (single practice) may be covered under the air, hazardous materials, hazardous waste, and recycling programs.

3.0 Procedure.

3.1 Discussion.

Responsibilities for environmental performance can be placed into three categories:

- a. Implementation and maintenance of the eighteen elements of the EMS
- b. Management of established environmental programs
- c. Control of the aspects and impacts of practices

EMS Implementation and Maintenance Below list MCAS Yuma EMS roles and responsibilities for EMS Implementation and Maintenance:

- a. Commanding Officer (CO). The CO has overall responsibility for implementation and sustaining of the EMS, and has delegated authority to the Environmental Director, EMS Team and EMS Manager for executing the process. The CO will be

MCAS Yuma EMP-07
Structure, Responsibilities, and Programs

involved in management reviews and approval of environmental priorities (objectives and targets) for MCAS Yuma.

b. Environmental Impact Review Board (EIRB)/Management Review. ECRB/Management Review is an executive body that meets as needed to consider current environmental compliance and protection issues. EIRB/Management Review is responsible for reviewing and concurring on EMS policy, procedures, and EMS Review results prior to submittal to the CO.

c. EMS Team. The EMS Team will provide installation-wide oversight and support to the EMS implementation and sustaining effort. Attachment B contains MCAS Yuma Team Charter policy. EMS Team members will work with the EMS Manager and Environmental Department staff to gather, organize, and information; develop procedures; and advise, coordinate, facilitate, and monitor EMS implementation and sustaining efforts.

d. EMS Manager. The EMS Manager will manage and oversee the EMS implementation and sustaining effort, arrange training, guidance, and assistance. The EMS Manager is a member of the EMS Team and will coordinate communications and EMS implementation efforts among the EMS Team, the Environmental Department, department heads and tenant organizations aboard MCAS Yuma.

c. Environmental Department. The Environmental Department Head and staff will provide technical expertise to the EMS Team, the EMS Manager, and practice owners to aid them in fulfilling their roles and responsibilities under the EMS. The Environmental Department will continue to manage compliance, pollution prevention, installation restoration, and will remain the installation's single point of contact with environmental regulatory agencies. The Environmental Department plans and coordinates the compliance self-audit, monitors environmental resources, and provides monitoring services to practice owners, as needed.

e. Practice Owners. Each installation department head and tenant organization and their subordinate units and contractors aboard MCAS Yuma will work with the EMS Manager and Environmental Department staff to identify their practices, their practices' aspects and impacts, and personnel responsible for practice control. Practice owners will participate in the development of environmental SOPs, ensuring that existing and new procedures and associated responsibilities and frequencies are incorporated in unit SOPs, and that new operators and supervisors are trained in the procedures. As operations change or new practices are added, practice owners will coordinate with

MCAS Yuma EMP-07
Structure, Responsibilities, and Programs

the Environmental Department to document pertinent information. Practice owners participate in problem solving as needed and notify their superiors of environmental issues or concerns so they can be brought to the attention of their unit's environmental HW coordinator for review and action.

Environmental Programs:

MCAS Yuma environmental programs ensure compliance with media-based requirements and USMC environmental policy. The Environmental Department operates the following environmental programs:

- a. NEPA
- b. Solid Waste
- c. Hazardous Material Consolidation Program
- d. Munitions
- e. Hazardous Waste
- f. Pesticides Management
- g. Air Resources
- h. Water Resources
- i. Comprehensive Environmental Training and Education Program (CETEP)
- j. Environmental Auditing
- k. Environmental Restoration (including current abatement initiatives)
- l. Environmental Planning (EPCRA, NEPA, noise, radon) Storage Tank Management

These programs are reviewed and modified to achieve Air Station environmental objectives and targets. Documentation, communication, and clarification of environmental requirements and responsibilities are also achieved through these EMPs; by incorporation in Environmental Department instructions, SOPs and training; and through the publication and maintenance of MCAS Yuma environmental media management plans (e.g., Integrated Contingency and Operations Plan, Pollution Prevention Plan).

MCAS Yuma EMP-07
Structure, Responsibilities, and Programs

Environmental Department staff responsibilities for managing the environmental programs are documented in position descriptions and in turnover folders for each billet. Position descriptions specify the program management responsibilities and other duties of staff for personnel management purposes. Turnover folders provide details about how those responsibilities are met and duties accomplished in order to facilitate their transfer to other personnel when needed.

Practice Control: Responsibility for control of the aspects and impacts of practices is held by the various Activity, Unit, and Tenant Commands that operate the practices in accomplishing their missions. Activity, Unit and Tenant Commanders assign responsibilities to supervisors and HW Coordinators for incorporating requirements and best management practices into instructions, SOPs (see EMP-13, Environmental SOPs) and training, and for taking actions to control practices.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|---|
| Commanding Officer | 1. Support the development and maintenance of the EMS, including implementation of all Environmental Management Procedures. |
| EIRB/Management Review | 1. Review, endorse and forward for CO's approval the Commanding Officer's Environmental Policy Statement, objectives and targets, and EMS Review results. 2. Conduct annual Management Reviews 3. Recommend and endorse improvements in the EMS and forward for CO's approval. |
| EMS Team | 1. Incorporate actions to control processes in command instructions, SOPs, and training. 2. Participate in environmental programs as required by assigned roles and responsibilities, regulations, and policy. 3. Communicate concerns about environmental program issues and roles and responsibilities to the Environmental Department staff. |
| Environmental Director | 1. Clearly establish roles and responsibilities of Environmental Department staff in position descriptions. 2. Conduct annual performance reviews to evaluate the performance of each media |

MCAS Yuma EMP-07
Structure, Responsibilities, and Programs

| Responsible Party | Action |
|--------------------------------------|--|
| | <p>manager.</p> <ol style="list-style-type: none"> 3. Establish and maintain environmental programs to ensure compliance and support meeting objectives and targets. 4. Annually review roles and responsibilities of Environmental Department staff for supporting EMS. 5. Support the Environmental Department staff in establishing and documenting their environmental roles and responsibilities in turnover folders. 6. Support the development and maintenance of the EMS, including implementation of all EMPs. |
| EMS Manager | <ol style="list-style-type: none"> 1. Support the development and maintenance of the EMS, including implementation of all EMPs. 2. Assume primary responsibility for EMS planning and implementation. |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Coordinate with practice owners to establish and document environmental roles and responsibilities for practice controls. 2. Manage environmental media programs as assigned. 3. Maintain environmental media program management plans, as appropriate. 4. Develop and maintain turnover folders for the responsibilities cited in their position descriptions for approval by the Environmental Director. 5. Support the development and maintenance of the EMS, including implementation of all EMPs. 6. Provide technical and management support to the EMS Manager in planning and implementing MCAS Yuma's EMS. |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. In coordination with the EMS Manager, appoint one or more command representatives as members of the EMS Team. 2. Ensure that environmental requirements and best management practices are incorporated into the operations of their respective commands. 3. Recommend EMS changes to the EMS Manager that will improve environmental performance and reduce risks to mission. |

MCAS Yuma EMP-07
Structure, Responsibilities, and Programs

| Responsible Party | Action |
|-------------------|---|
| | 4. Support the development and maintenance of the EMS, including implementation of all EMPs. |
| Practice Owners | Incorporate actions to control processes in command instructions, SOPs, and training. Participate in environmental programs as required by assigned roles and responsibilities, regulations, and policy. Communicate concerns about environmental program issues, and roles and responsibilities to the Environmental Department staff. |

4.0 References and Related EMS Documents.

- a. USMC EMS Conformance Guide, December 2004
- b. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual"
- c. **EMP-05, Environmental Objectives and Targets**
- d. **EMP-13, Environmental SOPs**
- e. **EMP-15, Monitoring and Measurement**
- f. EMP-18, Management Review

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MCAS Yuma EMP-08
Funding and Manpower

1.0 Purpose. Environmental Management Procedure (EMP)-08 guides Environmental Department personnel in identifying funding sources for environmental projects, planning annual budgets, preparing funding requests, receiving and executing funds, and funds tracking. The procedure applies to Environmental Department personnel.

2.0 Definitions.

a. Centrally Managed Environmental Program (CMEP) - The CMEP account funds both the environmental management and environmental projects programs at the installation level:

(1) Environmental Management Program - This program provides CMEP funds to installations for either one-time funding for non-recurring requirements or emergent recurring requirements.

(2) Environmental Projects Program - This program provides CMEP funds to installations for repair (M1/M2) and minor construction (R1/R2) environmental projects.

b. CompTRAK - The Marine Corps database that tracks installation's environmental compliance requirements and cost data.

c. Operational Budget (OPBUD) - The installation's operating budget that covers routine and recurring costs.

d. Operational Plan Submission (OPS) - A report submitted annually to CMC (LF) by each installation requesting CMEP Environmental Management Program funding from CMC (LF).

e. Operation and Maintenance, Marine Corps (O&MMC) Funds - O&MMC is the primary source of environmental funds for active installations. It includes both CMEP and OPBUD funding.

f. Programming, Planning, and Budgeting Execution System (PPBES) - The process through which all Marine Corps resource requirements, including the environmental program, are identified, justified, and funded.

g. Program Objective Memorandum (POM) - Biennial submission to CMC (LF) by each installation reporting installations'

MCAS Yuma Environmental Management Procedure 08
Funding and Manpower

program objectives and costs. POM data is used to develop the Fiscal-Year Defense Plan (FYDP).

h. Standard Accounting and Budgeting Reporting System (SABRS) - SABRS is the official accounting system for the United States Marine Corps.

3.0 Procedure.

3.1 Discussion.

The MCAS Yuma Environmental Department identifies needed environmental projects through a variety of means, including but not limited to:

a. Projects planned to achieve environmental objectives and targets. (see EMP-06, Actions to Improve Performance)

b. Monitoring and measurement activities (see EMP-15, Monitoring and Measurement), including environmental self-audit, sampling and analysis, natural and cultural resource monitoring, and EMS review results.

c. Problem solving and corrective action development (see EMP-16, Problem Solving)

d. HQMC ECEs (see EMP-15, Monitoring and Measurement) and resulting POA&Ms.

e. Senior management review of the EMS. (see EMP-18, Management Review)

Environmental projects require external funding. Chapter 3 of Marine Corps Order P5090.2A establishes Marine Corps Policy and responsibilities for compliance with Marine Corps procedures for funding environmental compliance. MCAS Yuma uses a variety of funds to meet environmental requirements, including:

- a. Military Construction (MILCON)
- b. Military Construction (MILCON) funded by Defense Fuel Supply
- c. O&MMC, including OPBUD and CMEP funds
- d. Procurement, Equipment > \$250K each

MCAS Yuma Environmental Management Procedure 08
Funding and Manpower

e. Unfunded Reimbursable Accounts, including the Qualified Recycling Program revenues

Installation environmental requirements are identified through the PPBES and CompTRAK. The CMC (LF) tracks and reports these requirements up the chain to the DoN, DoD, and Congress. MCAS Yuma is required to implement and use CompTRAK and SABRS to monitor and track funding for environmental requirements.

Most environmental requirements and the O&MMC are funded. When MCAS Yuma executes funds, every effort will be made to monitor and track these funds appropriately using SABRS environmental accounting codes.

These codes must also be used in CompTRAK as a formulation tool to support the CMC (LF) program sponsor and MCAS Yuma environmental managers with POM and budget requirements and as requests for CMEP funding for emergent requirements. Funding status must be kept current to assist the CMC (LF) with short notice reporting requirements (e.g. Congressional Inquiries) and to reduce data calls to MCAS Yuma.

The Environmental Department formulates the POM and budget reports using CompTRAK Reports. Budget requests for environmental projects include the results of the economic analysis and certification that the installation considered and assessed alternatives. The CMC (LF) environmental program manager uses CompTRAK to validate requirements in the POM and to report and to defend the MCAS Yuma environmental budget.

The MCAS Yuma POM contains environmental program requirements and costs for the 6 years following the biennial submission.

The Funds Budgeted for Environmental Quality Report (PB-28) and the Environmental Quality Report (EQR) are budget reports compiled from CompTRAK data and are categorized by appropriation (e.g. MILCON, O&MMC). The CMC (LF) will submit the contents of the report as the Marine Corps environmental budget to the Office of the Secretary of the Navy, to the Office of the Secretary of Defense (OSD), and to the President's Budget (PRESBUD).

The official procedure for requesting CMEP Environmental Management Program funding is through the OPS. MCAS Yuma uses CompTRAK to request these funds. The official procedure for requesting CMEP Environmental Project Program funding is outlined in Marine Corps Order P11000.5.

MCAS Yuma Environmental Management Procedure 08
Funding and Manpower

The Environmental Department and the Manpower Review Board periodically evaluate manpower dedicated to environmental management and realigns roles and responsibilities as indicated by the Installation's objectives and targets and improvements planned for the EMS elements.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|---|
| Manpower Review Board | 1. Periodically evaluate manpower dedicated to environmental management. |
| Environmental Director | <ol style="list-style-type: none"> 1. Ensure that adequate funding is planned, programmed, budgeted, and executed to meet MCAS Yuma's environmental requirements. 2. Provide, via the Marine Corps Fiscal Director, MCAS Yuma's financial and budget exhibits in support of the CMC (LF) submission of overall Marine Corps environmental funding information to DoN, DoD, and Congress. 3. Ensure life-cycle economic analysis is conducted before decisions are made about options for complying with environmental requirements. 4. Ensure the implementation and use of CompTRAK to monitor and track environmental requirements and costs. 5. Using CompTRAK, provide an OPS to CMC (LF) annually. 6. Using CompTRAK, provide a POM to CMC (LF) biennially. 7. Provide written notification to CMC (LF) requesting concurrence if the reprogramming of CMEP-funded environmental projects is required. 8. Ensure pending financial transactions are forward to the Financial Operation Division of the Comptrollers Department (FINOPS) to monitor and track the execution of funds using SABRS environmental accounting codes. 9. If environmental funding is reallocated for non-environmental initiatives, brief the Commanding Officer on the impacts of non-compliance for failure to fund |

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| Responsible Party | Action |
|--------------------------------|--|
| | <p>environmental initiatives.</p> <p>10. Conduct an annual manpower review to evaluate manpower dedicated to environmental management. Adjust roles and responsibilities as required.</p> |
| Environmental Department Staff | <p>1. Identify environmental requirements and enter them in CompTRAK.</p> <p>2. Conduct life-cycle economic analysis before decisions are made about options for complying with environmental requirements</p> <p>3. Use CompTRAK to monitor and track environmental requirements and costs.</p> <p>4. Using CompTRAK, provide an OPS to CMC (LF) annually.</p> <p>5. Using CompTRAK, provide a POM to CMC (LF) biennially.</p> <p>6. Forward pending financial transactions to FINOPS to monitor and track the execution of funds using SABRS environmental accounting codes.</p> |

4.0 References and Related EMS Documents.

- a. Chapter 3, Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. MCO P11000.5.
- c. MCO P11000.12.
- d. MCO P7300.21.
- e. Defense Planning Guidance (DPG).
- f. Commandant's Planning Guidance (CPG).
- g. CompTRAK User Guide.
- h. SABRS User Manual.
- i. Program Data Requirements (PDR) (Formally known as POM Preparation Instructions).
- j. Environmental Project Planning Guide (EPPG).

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Funding and Manpower

- k. **EMP-06, Actions to Improve Performance.**
- l. **EMP-15, Monitoring and Measurement.**
- m. **EMP-16, Problem Solving.**
- n. **EMP-18, Management Review.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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MCAS Yuma EMP-09
Training

1.0 Purpose. Environmental Management Procedure (EMP)-09 provides a standard procedure for MCAS Yuma personnel to ensure that environmental training and awareness needs are identified, and that training is provided and documented. Environmental training ensures that MCAS Yuma personnel have the knowledge, awareness, and skills to conduct their jobs in an environmentally sound manner.

2.0 Definitions: Comprehensive Environmental Training and Education Program (CETEP) - The Marine Corps standard program for ensuring military and civilian employees and residents receive all necessary training to prevent pollution and conduct operations in a safe and healthful manner.

3.0 Procedure.

3.1 Discussion.

Training is an integral element of the Environmental Management System (EMS), and CETEP is the training element of the USMC EMS framework. Environmental training ensures that MCAS Yuma personnel have the knowledge, awareness, and skills to conduct their jobs in an environmentally-sound manner. CETEP addresses general environmental awareness, job-specific environmental training and executive and command-level environmental information. This includes both regulatory and required training (applicable to specific practices) and environmental management training. Training is closely related to internal communication procedures described in EMP-10, Communication.

MCO P5090.2A requires installations to publish a CETEP Plan to provide details of local implementation of CETEP. The MCO also requires installations to appoint a CETEP coordinator. MCAS Yuma's CETEP Plan is being revised to address training priorities on a risk basis and to better define ownership of training requirements.

The MCAS Yuma EMS requires that all personnel operating aboard MCAS Yuma conduct their jobs in an environmentally-sound manner. This will require training (and retraining) for practice owners. Environmental training and awareness may be achieved through a variety of mechanisms and venues, including:

- a. Formal Marine Corps, Navy, DoD or EPA certified courses.

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Training

b. Locally developed courses and training delivered by contractor or Air Station personnel.

c. Distance learning courses (Correspondence, CD, video teleconferencing, or internet).

d. Short briefings, training sessions and videos addressing on-the-job training, safety stand downs, or stand up meetings.

e. Use of EMPs, Environmental Standard Operating Procedures (ESOPs), fact sheets, articles, websites or other local documentation-based methods.

f. Direct interface between Environmental Department staff and practice owners.

Practice owners are assigned specific responsibilities for environmentally sound operation of their practices through the ESOPs (see EMP-13, ESOPs). Per the ECPSOP's audit program, all commands and tenants aboard the Air Station will maintain complete and accurate records for every individual involved in environmental practices. These records include job title, and job description, and documentation of completed training.

To ensure adequate understanding and compliance with the ESOPs, Environmental Department staff provides informal environmental training during Technical Assist Visits (TAVs) and Formal Audit Visits (FAVs) as part of the CGIP. Information on training opportunities is also presented at the mandatory Environmental HW Coordinators training sessions hosted by the Environmental Department each quarter.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------|---|
| Commanding Officer | <ol style="list-style-type: none">1. Obtain general environmental and EMS awareness training.2. Obtain training and periodic updates appropriate to environmental issues faced by MCAS Yuma.3. Ensure availability of funding to provide needed training. |

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Training

| Responsible Party | Action |
|--------------------------------|--|
| EIRB/Management Review | <ol style="list-style-type: none"> 1. Obtain general environmental and EMS awareness training. 2. Obtain training and periodic updates appropriate to environmental issues faced by MCAS Yuma. 3. Ensure availability of funding to provide needed training. |
| EMS Team | <ol style="list-style-type: none"> 1. Receive general environmental awareness training (including EMS awareness). 2. Receive general environmental training and periodic updates appropriate to issues faced by MCAS Yuma. 3. Ensure appropriate personnel understand their responsibilities for implementing the MCAS Yuma EMS. 4. Ensure practice owners understand procedures for controlling their practices. |
| Environmental Director | <ol style="list-style-type: none"> 1. Receive detailed EMS planning and implementation training. 2. Approve revision to MCAS Yuma CETEP Plan. 3. Execute responsibilities assigned in CETEP Plan. |
| CETEP Coordinator | <ol style="list-style-type: none"> 1. Revise MCAS Yuma CETEP Plan as needed. 2. Oversee operation and maintenance of MCAS Yuma CETEP. 3. Ensure PCS, WTI and DT environmental awareness materials are current and adequate to support the goals of the MCAS Yuma EMS. |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Receive detailed EMS planning and implementation training. 2. Provide on-the-job environmental training to practice owners in accordance with responsibilities documented in the CETEP Plan. 3. Include assessment of training requirements in ESOPs. 4. Collect information on number of supervisors and workers involved in each practice as part of the ECPSOP's Audit Program. 5. Maintain environmental training records as required by requirements, ESOPs of this EMP, and the CETEP Plan. |

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Training

| Responsible Party | Action |
|--|---|
| | 6. Ensure practice owners are aware of training needs and make training resources available to them. |
| Environmental Compliance Officers | 1. Comply with the training-related requirements described in the ECPSOP' Audit Program, including identifying individuals who require training and maintaining training documentation. |
| Practice Owners | <ol style="list-style-type: none"> 1. Receive all environmental training appropriate to their jobs, as required by environmental requirements, ESOPs, and the CETEP Plan. 2. Maintain personal training records in accordance with requirements, the ECPSOP's Audit Program, ESOPs, and the CETEP Plan. 3. Receive on-the-job environmental training from Environmental Department staff pertinent to environmentally sound operation of practices. 4. Be aware of and understand procedures for controlling practices. |
| All Personnel Operating aboard MCAS Yuma | 1. Receive basic environmental awareness training as part of the Unit's Welcome Aboard Briefing. |
| Visiting Units | 1. Receive environmental awareness briefing prior to deployment. |

4.0 References and Related EMS Documents.

- a. Chapter 5, Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. Marine Corps Order P5100.8F, "Marine Corps Occupational Safety and Health Program Manual."
- c. USMC EMS Conformance Guide (December 2004).
- d. **StaO 6280.3G Environmental Compliance Protection Standard Operating Procedure.**
- e. **MCAS Yuma CETEP Plan.**
- f. **ESOPs.**
- g. **EMP-02, Requirements.**

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Training

- h. **EMP-10, Communication.**
- i. **EMP-13, Environmental SOPs.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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MCAS Yuma EMP-10
Communication

1.0 Purpose. Environmental Management Procedure (EMP)-10 guides MCAS Yuma personnel in the communication of environmental information both within the fence-line (internal communication) and with interested external groups (external communication).

2.0 Definitions.

a. Internal Communication - Communication of environmental information (e.g., meeting permit requirements, establishing internal assessment roles and responsibilities, problem solving) between personnel operating aboard MCAS Yuma. Internal communication includes vertical communication (both up and down the chain of command) and horizontal communication (between adjacent parties). Internal communication occurs between of variety of MCAS Yuma personnel and organizations. Examples include:

- (1) Communication among Environmental Department Staff.
- (2) Communication between Environmental Department Staff and practice owners or other program- or tenant-level personnel.
- (3) Communication between the Environmental Director and department heads of other MCAS Yuma functions such as Installation & Logistics (I&L) Department, Base Services Department (BSD), Comptroller Department.
- (4) Communication between practice owners and their chains of command.
- (5) Communication between the Environmental Director and MCAS Yuma senior management.

b. External Communication - Communication of environmental information between MCAS Yuma personnel and external interested persons or groups, such as DoD or component services (including other Marine Corps installations), local community groups, or local, state, and federal environmental regulatory agencies.

MCAS Yuma Environmental Management Procedure 10
Communication

3.0 Procedure.

3.1 Discussion. Effective communication of environmental information is essential to a successful Environmental Management System (EMS).

Internal Communication – The MCAS Yuma EMS places a high priority on communication as a way to integrate environmental considerations into day-to-day-business. To successfully instill environmental accountability among all employees, offices, and functions, the Environmental Department must distribute environmental awareness, information, and tools. As the definition provided above suggests, internal environmental communication can occur between almost any personnel and organizations aboard MCAS Yuma. Effective communication involves not only the distribution of information but the receipt of information as well; communication is thus closely related with environmental training and awareness (see Environmental Management Procedure (EMP)-09, Training).

Environmental Department Staff communicate with practice owners to ensure effective implementation of the environmental media programs and the EMS as a whole. This communication occurs by telephone or email, or during Technical Assist Visits (TAVs) and Formal Audit Visits (FAVs) conducted under the ECPSOP's Audit Program Communication also occurs during the quarterly Environmental Compliance Coordinators meeting.

Communication between the Environmental Director and Environmental Department Staff occurs as part of day-to-day business and within formal meetings or forums.

Communication will often be required to coordinate EMS-related actions across MCAS Yuma functional lines, or with tenants or visiting units. The appropriate means or forum for cross-functional communication depends on the severity and implications of the issue, and the relationship or "distance" between the offices involved. In some situations, direct communication between organizations occurs verbally or via telephone or email. (Documentation of informal communication is nevertheless always a sound practice.) Other issues may require formal discussion in an appropriate forum such as the EMS Team or Environmental Impact Review Board (EIRB).

Besides verbal communication, the MCAS Yuma intranet provides a venue for the transfer of information within the MCAS Yuma fence line. Maintenance of online documentation (see EMP-12, Document

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Communication

and Record Control) and email communication are examples of intranet-enabled communication methods.

External Communication – The EMS also emphasizes openness regarding environmental issues with external stakeholders (e.g., USMC and DoD environmental communities, regulators, and the public). Open communication with external stakeholders will increase their trust in MCAS Yuma's ability to operate in an environmentally sound manner.

Communication between Environmental Department personnel and HQMC, the Regional Environmental Coordinator (REC), or USMC and DoD environmental communities occurs through participation in environmental committees, workgroups, or initiatives sponsored by those communities; via telephone or email; or by working jointly with representatives of those organizations.

The Environmental Department staff is the designated representatives for all MCAS Yuma and tenant commands when coordinating with environmental regulatory agencies. The Environmental Department staff maintains records of all regulatory communications (both incoming and outgoing). Outgoing correspondence to regulatory agencies is tracked in the form of official serialized letters. Written correspondence from regulatory agencies such as letters and e-mails are maintained as environmental records (see EMP-12, Document and Record Control). Telephone conversations with regulatory agencies are documented through emails that are then managed in accordance with EMP-12.

Communication with the public occurs predominantly through the MCAS Yuma Public Affairs Office (PAO), which addresses outreach programs or public inquiries.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|--|
| EIRB/Management Review | 1. Provide forums for discussion of cross-functional implications of environmental issues. |
| EMS Team | 1. Facilitate communication between the Environmental Department and practice owners by reviewing and revising policies, procedures, and instructions. 2. Communicate environmental issues with Environmental Department Staff. |

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Communication

| Responsible Party | Action |
|--------------------------------------|--|
| Environmental Director | <ol style="list-style-type: none"> 1. Communicate status and issues of environmental programs and the EMS with the EIRB/Management Review. 2. Coordinate actions associated with environmental programs and the EMS with managers of non-environmental functions through direct communication or through participation in the EIRB/Management Review. 3. Coordinate with the PAO on environmental communication with the public or other external stakeholders, as appropriate. 4. Remain apprised of, and coordinate with Environmental Department staff on, regulator visits and interest in MCAS Yuma operations. |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Communicate status and issues of environmental programs with the Environmental Director, and with practice owners as appropriate. 2. Host quarterly unit HW Coordinators meeting. 3. Participate in USMC or DoD environmental committees, workgroups, or forums pertinent to their area(s) of expertise, as assigned. Communicate results or developments with appropriate MCAS Yuma personnel. 4. Participate in USMC, DoD, or industry conferences and symposia pertinent to their area(s) of expertise, as assigned. Communicate knowledge or developments with appropriate MCAS Yuma personnel. 5. Document all communication with regulatory agencies. |
| Activity, Tenant and Unit Commanders | <ol style="list-style-type: none"> 1. Coordinate actions associated with EMS and environmental programs through direct communication with the Environmental Director and the EMS Manager. 2. Ensure personnel within their chain of command are informed of the status and issues associated with EMS and environmental programs. |
| Unit HW Officers/ Coordinators | <ol style="list-style-type: none"> 1. Attend mandatory quarterly Environmental HW Coordinators Meetings held by the |

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Communication

| Responsible Party | Action |
|--|--|
| | Environmental Department. 2. Communicate environmental issues with Environmental Department Staff. |
| Practice Owners | 1. Communicate environmental issues with unit and activity HW Coordinators. 2. Defer communication with environmental regulatory officials and representatives of the general public to Environmental Department personnel. |
| All Personnel Operating aboard MCAS Yuma | 1. Communicate environmental issues with their unit and activity HW Coordinator. |

4.0 References and Related EMS Documents.

- a. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide (December 2004).
- c. **MCAS Yuma 6280 and 5090 series Orders.**
- d. **MCAS Yuma Environmental Management Plans and Program SOPs.**
- e. **ESOPs.**
- f. **EMP-09, Training.**
- g. **EMP-12, Document and Record Control.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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MCAS Yuma EMP-11
Emergency Preparedness and Response

1.0 Purpose. Environmental Management Procedure (EMP)-11 guides MCAS Yuma personnel in implementing the Oil/Hazardous Substances Spill Contingency Plan (SCP). The SCP is MCAS Yuma's central planning document for emergency planning and response activities and document procedures and responsibilities for emergency discovery, initial response, sustained actions, and termination and follow-up actions.

2.0 Definitions.
None.

3.0 Procedure.

3.1 Discussion.

MCAS Yuma is subject to numerous federal, state, and local laws and regulations that govern the release of hazardous substances to the environment, many of which specify emergency planning and response requirements.

Emergency preparedness and response procedures are designed to prevent, mitigate, and control the impacts of releases of oil and toxic chemicals to the environment, personnel, or other resources. Environmental Management Procedure (EMP) Environmental Compliance and Protection Standard Operating Procedure (ECPSOP)-13, Environmental Standard Operating Procedures (ESOPs) specifies that emergency preparedness and response information be provided to practice owners as part of ESOPs guiding sound operation of the practices. Procedures for emergency preparedness and response are applicable, however, at all levels of the MCAS Yuma organization.

MCAS Yuma has developed an SCP (January 2005) tailored to its operations, risks, and applicable regulations that defines preparedness and response responsibilities for all levels of organization. The SCP meets specific regulatory requirements for an Oil and Hazardous Substance Spill Contingency Plan (SCP); a Spill Prevention, Control, and Countermeasures Plan (SPCC); a Business Emergency and Contingency Plan (BECP); and the Marine Corps requirement for a Hazardous Waste Management Plan (HWMP).

The SCP serves as a mechanism to ensure that MCAS Yuma response management teams are adequately prepared to address a discharge of oil or hazardous substances (OHS). As such, the SCP details

MCAS Yuma Environmental Management Procedure 11
Emergency Planning and Response

procedures for mobilizing personnel and mitigation assets to minimize life threatening situations and damage to natural resources. The purpose of the SCP is to present a single emergency response plan that:

- a. Satisfies the regulatory requirements of federal, state and local governments.
- b. Eliminates the confusion of having multiple plans for a single facility.
- c. Minimizes the cost of the document maintenance process.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------------------------|--|
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Comply with roles and responsibilities described in the SCP. 2. Distribute information from the SCP to the appropriate practice owners. 3. Conduct post-incident reviews with process owners to determine causes and implement corrective and preventive actions per EMP-16, Problem Solving. 4. Work with practice owners to develop emergency preparedness and response measures for new and modified processes. |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Ensure personnel within their chain of command obtain required spill response training and participate in scheduled exercises. 2. Ensure necessary spill response materials and equipment are available to personnel within their command. |
| HW Officers/Coordinators | <ol style="list-style-type: none"> 1. Ensure that relevant sections of the SCP are distributed to and understood by practice owners. |
| Practice Owners | <ol style="list-style-type: none"> 1. Comply with roles and responsibilities described in the SCP. 2. Incorporate responsibilities for emergency preparedness and response relative to their processes into instructions, SOPs, and training. 3. Notify Environmental Department staff of new or modified processes and determine jointly what emergency response measures are needed. |

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Emergency Planning and Response

4.0 References and Related EMS Documents.

a. Chapter 7, Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."

b. **Stao 6280.6B Oil/Hazardous Substances Spill Contingency Plan.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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MCAS Yuma EMP-12
Document and Record Control

1.0 Purpose. Environmental Management Procedure (EMP)-12 guides MCAS Yuma personnel in managing pertinent environmental documents and records. This applies to all personnel operating aboard MCAS Yuma who use, produce, or manage environmental documents or records.

2.0 Definitions.

Environmental Documents - Environmental documents contain instructions or information regarding operation of the Environmental Management System (EMS), management of environmental programs, and control of processes. Information in documents is subject to change; as such, documents must be maintained to reflect change so that users can rely on the information. Examples of environmental documents include this EMS Manual, media management plans, and most of the references cited in these EMPs.

Environmental Records - Environmental records furnish objective evidence of activities performed or results achieved. Records are statements of fact for a given point in time. They address historical activity and must be maintained for a specified or indefinite period of time; their contents are not subject to change. Examples of environmental records include information on requirements tracking; complaint records; training records; product or technology information; inspection, maintenance, or calibration records; communication records; required reports; compliance assessment results; etc.

Document Management - All actions taken regarding documents or records from creation to final disposition, including creation, retention, storage, revision and version control, disposal, and permanent archiving.

3.0 Procedure.

3.1 Discussion.

Management of documents and records includes:

a. Identifying environmental documents and records to be managed.

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Document and Record Control

- b. Identifying applicable regulatory and policy requirements. (see EMP-02, Requirements Tracking)
- c. Ensuring adequate document control, including availability of current versions to appropriate MCAS Yuma personnel for inspection or use.
- d. Ensuring documents and records are stored at appropriate locations.
- e. Ensuring compliance with requirements for records retention.
- f. Ensuring appropriate disposal or archiving for documents and records exceeding required retention times.
- g. Ensuring timely revision of management plans and or renewal of permits.

EMP-14, EMS Manual addresses maintenance of the EMS Manual, including the EMPs contained therein. EMP-13, Environmental Standard Operating Procedures (ESOPs) provides additional information on developing, maintaining, and controlling written environmental procedures.

Maintenance of Plans and Permits - MCAS Yuma has developed numerous environmental management plans and obtained permits as required by regulations and USMC policy. Table 12-1 in this EMP provides a current list of EMS documents, including environmental management plans and permits. Plans are generally subject to requirements for periodic revision; permits must also be renewed on a required, periodic basis. Copies of plans and permits must be maintained at the Environmental Department and at other locations described in the documents. Environmental Department personnel shall also ensure that the inventory of plans and permits is updated on at least an annual basis.

Document Control System - A document control system ensures that:

- a. Environmental documents are readily available, and their locations and status are known.
- b. Personnel requiring access to environmental documents have the most current versions.
- c. Obsolete versions are easily identifiable as such.

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Document and Record Control

The following environmental document control procedures apply:

a. All documents subject to revision shall be clearly marked with a version number. Each revision shall be issued a new, sequential version number.

b. Electronic versions of all documents and records identified in the document inventory are considered to be the current versions. Paper copies are uncontrolled, obsolete documents by default, unless specifically identified as a controlled version.

c. Paper documents shall be identified as obsolete and removed and replaced with current versions immediately upon issue of the new version.

d. Training shall be provided and required for all MCAS Yuma staff that develop or manage environmental documents to ensure that they are aware of the document control process.

e. Sign-out procedures shall be implemented to ensure control over paper versions of documents removed from their storage or archive locations.

f. Environmental Department personnel shall ensure that these document control provisions are met.

Environmental Record-keeping - Environmental regulations, permits, MCO P5090.2A, and MCAS Yuma policy require that certain environmental records must be developed and maintained. Record-keeping requirements generally specify required locations and time frames for record retention. Examples of required records include:

a. Records relating to Toxics Release Inventory (TRI) calculations and reporting.

b. Records relating to employee environmental training (see EMP-09, Training).

c. Records relating to hazardous and solid waste disposal.

d. Records related to compliance evaluation (see EMP-15, Monitoring and Measurement).

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Document and Record Control

e. Records relating to sampling and analysis of wastewater discharges.

Other, non-required environmental records should also be maintained in support of meeting EMS goals. Examples include:

a. All records of communication (see EMP-10, Communication).

b. All records related to requirements tracking (see EMP-02, Requirements).

c. All records related to EMS review and improvement (see EMP-17, EMS Review; and EMP-18, Management Review).

The Environmental Department will develop an inventory of records to be maintained under the EMS. Table 12-2 is a record inventory with retention times. Environmental Department staff shall communicate appropriate records retention requirements to practice owners. Environmental Standard Operating Procedures (ESOPs) (see EMP-13, ESOPs) address required records to ensure they are maintained in accordance with requirements.

Turnover Folders and Desk-Top Procedures for Environmental Billets - Section 3.2 of this EMP requires MCAS Yuma Environmental Department staff to prepare and maintain turnover folders or desk-top procedures in accordance with MCO P5090.2A requirements.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|--|
| Environmental Director | <ol style="list-style-type: none">1. Prepare and maintain a turnover folder for the billet.2. Annually review and revise the inventory presented in Table 12-1 of MCAS Yuma EMS Documents.3. Ensure all EMS documents are current and available to appropriate MCAS Yuma personnel.4. Ensure obsolete documents are removed from circulation and replaced with current versions.5. Develop a list of MCAS Yuma environmental records to be maintained in accordance with applicable requirements and EMS goals. (See Table |

MCAS Yuma Environmental Management Procedure 12
Document and Record Control

| Responsible Party | Action |
|--------------------------------|--|
| | 12-2) |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Prepare and maintain turnover folders and/or desk-top procedures for their billets. 2. Maintain EMS documents in accordance with applicable requirements described in this EMP. 3. Support revision of environmental management plans and renewal of permits at required intervals. 4. Identify and maintain environmental documents and records in accordance with applicable requirements described in this EMP. 5. Train practice owners, as appropriate, in procedures for management of environmental records. |
| Practice Owners | <ol style="list-style-type: none"> 1. Identify and maintain environmental records in accordance with applicable requirements. 2. Maintain access to current versions of the EMS Manual and other EMS documents pertinent to their work. |

4.0 References and Related EMS Documents.

- a. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide, December 2004.
- c. **EMP-02, Requirements.**
- d. **EMP-09, Training.**
- e. **EMP-10, Communication.**
- f. **EMP-13, Environmental SOPs.**
- g. **EMP-15, Monitoring and Measurement.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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Document and Record Control

| Table 12-1 Environmental Documents | | |
|---|---|--------------------------------------|
| Environmental Document | Document Owner | Location |
| Environmental Policy Statement | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| EMS Manual | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Practice Inventory/Electronic Copy | ENVIRONMENTAL DEPARTMENT EMS Manager | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| ESOPs | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| EMPs | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| PDs for Environmental Billets | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Turnover Folders and/or Desk-top Procedures for Environmental Billets | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Fiscal Year Environmental Compliance Evaluation Self-Audit Program | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Environmental Protection (10 October 2002) | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| National Environmental Policy Act (NEPA) Compliance (October 2006) | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Environmental Compliance and Protection Standard Operating Procedures (ECPSOP). | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Capacity Management Operations and Maintenance Plan. (CMOM) | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Master Water Conservation Plan | I&L | I & L Bldg 888 |
| Pollution Prevention Plan and Hazardous Material Minimization Plan | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Integrated Cultural Resources | ENVIRONMENTAL DEPARTMENT | ENVIRONMENTAL DEPARTMENT |

MCAS Yuma Environmental Management Procedure 12
Document and Record Control

| Table 12-1 Environmental Documents | | |
|--|-------------------------------|---|
| Environmental Document | Document Owner | Location |
| Management Plan (ICRMP)02 | L DEPARTMENT | DEPARTMENT Bldg 228 |
| Programmatic Agreement for Cultural Resources Management (PA), 17 January 2001 | ENVIRONMENTAL L DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Lead Based Paint Program | Environmenta l Department | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| NEPA Documentation | ENVIRONMENTAL L DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Asbestos Containing Materials Operations and Maintenance Plan | ENVIRONMENTAL L DEPARTMENT | ENVIRONMENTAL DEPARTMENT Bldg 228 |
| Solid Waste (NON-Hazardous Guide Recycle Material Program | I & L | SUPPLY Dept. Bldg 328 |
| QRP Management SOP | I & L | SUPPLY DEPARTMENT Bldg 328 |

MCAS Yuma Environmental Management Procedure 12
Document and Record Control

| Table 12-2 Environmental Records Inventory | | |
|---|-----------------------------------|----------------|
| Record | Associated Practices | Retention Time |
| Air Emissions Permits | Permit Required Sources | 5 years |
| Air Emission Annual Report | Permit Required Sources | 5 years |
| Annual Licenses & Fees | Various | 5 years |
| Asbestos Survey | Asbestos building materials | Permanent |
| Asbestos Management Plan | Asbestos building materials | Current |
| Asbestos Training for Custodial Workers | Asbestos building materials | 3 years |
| AST Inspection | AST Usage | 3 years |
| Authorized Use List | Hazardous Materials Usage | Current |
| Material Safety Data Sheets | Hazardous Materials Usage | Current |
| Backflow Preventer (BFP) Inventory | Potable Water - MC Owned | Current |
| BFP Maintenance Records | Potable Water - Water Plant | 5 years |
| Battery Shipping Manifests | ENVIRONMENTAL DEPARTMENT Bldg 228 | 3 years |
| Battery Inspections | Lead-Acid, Lithium | 1 year |
| Biohazard Waste Shipping Records | Medical | 3 years |
| Biohazard Training Records | Medical | 1 year |
| Biohazard Waste Generation Log | Medical | 3 years |
| Medical Personnel Roster | Medical | Current |
| Community Right-to-Know (Tier 2) | Hazardous Materials Storage | 3 years |
| Drinking Water Backflow Preventer Inspections | Drinking Water Distribution | 3 years |
| Environmental Compliance Evaluations | Various | 5 years |
| Hazardous Material Storage Area Inspection | Hazardous Materials Storage | 1 year |
| Hazardous Waste Area Inspection | Hazardous Waste Accum. | 3 years |
| Hazardous Waste Analytical Records | Hazardous Waste Generation | 3 years |
| Hazardous Waste Identification | Hazardous Waste | Permanent |

MCAS Yuma Environmental Management Procedure 12
Document and Record Control

| Table 12-2 Environmental Records Inventory | | |
|--|------------------------------|----------------|
| Record | Associated Practices | Retention Time |
| Number | Generation | t |
| Hazardous Waste Annual and Biennial Reports | Hazardous Waste Generation | 3 years |
| Hazardous Waste Management Plan | Hazardous Waste Generation | Continuous |
| Hazardous Waste Manifests | Hazardous Waste Generation | 3 years |
| Hazardous Waste Training Records | Hazardous Waste Generation | 3 years |
| Lead Paint Removal Contract Documents | Lead Paint Removal | 3 years |
| Lead Waste Disposal Manifests | Lead Paint Removal | 3 years |
| NEPA Documentation | Construction and Demolition | 10 years |
| Ozone Depleting Substances (ODS) Survey (2004) | ODS Usage | Permanent |
| ODS Removal Records | ODS Maintenance | 3 years |
| ODS Inspection | ODS Usage | 3 years |
| Paint Booth Inspection | Paint Booth Usage | 1 year |
| PCB Equipment Inventory | PCB Equipment Usage | Current |
| Pesticide Usage Reports | Pesticide Application | 3 years |
| POL Storage Inspection | POL Storage | 1 year |
| Pollution Prevention Plan | Various | Current |
| Recycling Inspection | Recycling | 6 months |
| Self-completed Environmental Compliance Evaluation | Environmental Department | 3 years |
| Solid Waste Management Plan | Solid Waste Generation | Continuous |
| Solid Waste Inspection | Solid Waste Generation | 6 months |
| Spill Contingency Plan | Hazardous Substance Usage | Continuous |
| Spill Reports | Various | 5 years |
| SPCC Plan | HazMat and Petroleum Storage | Permanent |
| SPCC Inspections | HazMat and Petroleum Storage | 3 years |
| SPCC Training Records | HazMat and Petroleum Storage | 3 years |
| Storm Water Permit | Industrial | 3 years |

MCAS Yuma Environmental Management Procedure 12
Document and Record Control

| Table 12-2 Environmental Records Inventory | | |
|---|------------------------------|----------------|
| Record | Associated Practices | Retention Time |
| | Activity | |
| Storm Water Inspections | Industrial Activity | 3 years |
| Turnover Folder Information | Environmental Department | Current |
| UST Registration | HazMat and Petroleum Storage | Permanent |
| UST Maintenance Records | HazMat and Petroleum Storage | 3 years |
| UST Inspection Records | HazMat and Petroleum Storage | 3 years |
| Universal Waste Inspection | Universal Waste Generation | 1 year |
| Used Oil Inspection | Used Oil Generation | 1 year |
| Used Oil Shipping Manifests | Used Oil Generation | 3 years |
| Wastewater Permit | Wastewater Discharge | 3 years |
| Wastewater Discharge Monitoring Reports | Wastewater Discharge | 3 years |

MCAS Yuma EMP-13
Environmental SOPs

1.0 Purpose. Environmental Management Procedure (EMP)-13 provides a standard procedure for the development of practice controls and the incorporation and maintenance of those controls in Station Orders (StaOs), standard operating procedures (SOPs), or other work place documentation.

2.0 Definitions.
None.

3.0 Procedure.

3.1 Discussion.

Environmental Department staff collaborates with practice owners to develop Environmental Standard Operating Procedures (ESOPs). ESOPs are used to establish operational management controls over practices. They serve as a conduit for internal communication between the practice owners, Environmental Management System (EMS) Team, and Environmental Department staff.

To develop ESOPs, Environmental Department staff and practice owners:

- a. Identify required and other necessary practice controls.
- b. Translate requirements into actions that can be understood and implemented.
- c. Determine responsibilities and frequencies, as appropriate.
- d. Identify any applicable training requirements.

In cases where operation of a practice or group of practices is guided by instructions or technical manuals outside of the practice owner's control, the ESOPs complement existing technical procedures. Each ESOP includes a point-of-use checklist based on regulatory requirements (see EMP-02, Requirements) that will provide a basis against which to evaluate compliance (see EMP-15, Monitoring and Measurement).

New or revised ESOPs are distributed to practice owners by Environmental Department Compliance Officers as they are updated during Technical Assist Visits (TAVs) and Formal Audit Visits

MCAS Yuma Environmental Management Procedure 13
Environmental SOPs

(FAVs). They are also distributed during the quarterly HW Coordinators training sessions. ESOPs are posted on the MCAS Yuma intranet.

All ESOPs will be reviewed and revised as necessary on an annual basis.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------------------|--|
| EMS Team | 1. Monitor completion of revisions to instructions and ESOPs by their commands and subordinate units. |
| Environmental Director | 1. Ensure that Environmental Department staff is available and prepared to assist practice owners in incorporating practice controls into instructions and ESOPs. |
| CETEP Coordinator | 1. Where appropriate, ensure that the procedures described in the ESOPs are included in environmental training curricula and programs. |
| Environmental Department Staff | 1. Collaborate with practice owners to identify practice controls and to translate requirements into procedures and checklist questions. 2. Review practice owners' revised instructions and ESOPs for accuracy, as requested. |
| Unit HW Coordinators | 1. Obtain current ESOPs from the Environmental Department for all practices that occur within their activity, command or unit. 2. Ensure that each practice owner within their unit or activity is provided with current ESOPs applicable to the practices they operate. 3. Ensure that ESOPs are understood and implemented. 4. Ensure that the procedures described in the ESOPs are included in unit-level training. 5. Provide feedback to the Environmental Department to revise and update instructions and SOPs as necessary. |
| Practice Owners | 1. Collaborate with Environmental Department staff to identify practice |

MCAS Yuma Environmental Management Procedure 13
Environmental SOPs

| Responsible Party | Action |
|-------------------|---|
| | controls and to translate requirements into procedures and checklist questions. 2. Assign responsibilities and determine schedules for practice controls. 3. Incorporate practice controls into unit instructions and SOPs. |

4.0 References and Related EMS Documents.

- a. USMC EMS Conformance Guide, December 2004.
- b. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- c. **EMP-02, Requirements.**
- d. **EMP-05, Environmental Objectives and Targets.**
- e. **EMP-15, Monitoring and Measurement.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

| Original Document Issue Date: April 2003 | | |
|--|------------------|--|
| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | August 5, 2005 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |
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MCAS Yuma EMP-14
EMS Document

1.0 Purpose. Environmental Management Procedure (EMP)-14 provides a standard procedure for Environmental Department personnel to conduct the annual review and revision of this Environmental Management System (EMS) Manual to ensure it supports MCAS Yuma's mission, the Environmental Policy Statement, and achievement of EMS objectives and targets.

2.0 Definitions.

Document Management - All actions taken regarding documents or records from creation to final disposition, including creation, retention, storage, revision and version control, disposal, and permanent archiving.

3.0 Procedure.

3.1 Discussion.

As a "roadmap" for MCAS Yuma personnel, this EMS Manual plays a central role in implementing and maintaining the EMS. As the EMS evolves through continual improvement, this EMS Manual may become outdated or be found ineffective for supporting MCAS Yuma's mission, the Environmental Policy Statement (see EMP-01, Environmental Policy Statement), and achieving environmental objectives and targets (see EMP-05, Environmental Objectives and Targets). This EMS Manual must, therefore, evolve with the EMS and be viewed as a "living" document, subject to periodic review and revision.

The annual review of the EMS (see EMP-18, Management Review) and results of compliance evaluations and problem solving reviews (see EMP-16, Problem Solving and EMP-17, EMS Review) will identify opportunities to improve the EMS. In addition, any department or tenant command participating in MCAS Yuma's EMS may suggest improvements to the EMS and the EMS Manual. The EMS Manager will receive and record suggestions for improvement, ensure that the Environmental Impact Review Board (EIRB)/ Management Review is aware of the suggestions, and maintain the EMS Manual as a controlled document. The EMS Manager is ultimately responsible for ensuring revisions to this EMS Manual are consistent with improvements to the EMS.

In addition to maintenance on the MCAS Yuma intranet, current copies of the EMS Manual shall be maintained by the following

MCAS Yuma Environmental Management Procedure 14
EMS Document

offices or organization and made available for review by any MCAS Yuma employee:

- a. Environmental Department Office.
- b. Installation and Logistics Department.
- c. MAG-13 HW Officer.
- d. MCCS Directorate.
- e. H&HS HW Officer.
- f. Unit HW Officers/Coordinators.

The EMS Manual shall not be released to any non-MCAS Yuma personnel without the permission of the Environmental Director.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|--------------------------------------|--|
| Commanding Officer | 1. Endorse the annual review and revision of the EMS Manual, as appropriate. |
| EIRB/Management Review | 1. Review and endorse the annual review and revision of the EMS Manual, as appropriate. |
| EMS Team | 1. Support the EMS Manager in the annual review and revision of the EMS Manual, as appropriate. |
| Environmental Director | 1. Ensure this EMS Manual is reviewed and updated at least annually during the Management Review (see EMP-18, Management Review). |
| EMS Manager | 1. Coordinate the annual revision of this EMS Manual with Environmental Department staff and the EIRB/Management Review. 2. Receive, record, and develop suggestions for improvement of the EMS and this EMS Manual to reflect changes in mission, improvements to the EMS, and current Marine Corps policy and guidance. |
| Environmental Department Staff | 1. Develop suggested revisions to this EMS Manual based on experience in implementing the EMS. 2. Communicate suggested changes to this EMS Manual to the EMS Coordinator. |
| Activity, Unit and Tenant Commanders | 1. Ensure that personnel within their respective chains of command have access |

MCAS Yuma Environmental Management Procedure 14
EMS Document

| Responsible Party | Action |
|-------------------|--|
| | to and are aware of pertinent sections of this EMS Manual. |

4.0 References and Related EMS Documents.

- a. Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide (December 2004).
- c. **EMP-12, Document and Record Control.**
- d. **EMP-15, Monitoring and Measurement.**
- e. **EMP-16, Problem Solving.**
- f. **EMP-17, EMS Review.**
- g. **EMP-18, Management Review**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

| Original Document Issue Date: March 2005 | | |
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| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | May 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |

MCAS Yuma EMP-15
Monitoring and Measurement

1.0 Purpose. Environmental Management Procedure (EMP)-15 provides a standard procedure for MCAS Yuma personnel to evaluate the effectiveness of environmental program management and practice controls aboard MCAS Yuma. This procedure addresses internal assessments, tracking progress in meeting objectives and targets, sampling and analysis of wastes and effluents, and monitoring of environmental performance metrics.

2.0 Definitions.
None.

3.0 Procedure.

3.1 Discussion.

MCAS Yuma's monitoring and measurement procedures are designed to evaluate environmental performance on a continual basis. Environmental performance can be determined by assessing:

a. Status in meeting environmental objectives and targets. (see EMP-05, Environmental Objectives and Targets).

b. Compliance with applicable environmental regulations and policy requirements (see EMP-02, Requirements) and with other best management practices that have been implemented.

c. Sampling and analysis of wastes and effluents (including checking and calibrating test equipment, instruments, and software).

d. Monitoring the "health" of environmental resources potentially impacted by processes.

Information developed within the monitoring and measurement element is essential input for other Environmental Management System (EMS) procedures. The results of monitoring and measurement activities often suggest shortcomings in the EMS and thus should be considered during EMS Reviews (see EMP-17, EMS Review) and the annual Management Review (see EMP-18, Management Review). The results of monitoring and measurement are also used in cause analysis and development of solutions (see EMP-16, Problem Solving).

MCAS Yuma Environmental Management Procedure 15
Monitoring and Measurement

Status of Meeting Environmental Objectives and Targets. EMP-05, Environmental Objectives and Targets, establishes objectives, targets, procedures, and responsibilities for tracking progress in meeting them. Under the monitoring and measurement procedures, MCAS Yuma personnel collect, analyze, and communicate target-tracking results.

Routine Practice-Specific Compliance Inspections. A minimum performance standard for MCAS Yuma's EMS is compliance with all pertinent environmental requirements. To monitor progress towards achieving this goal, the Environmental Department staff conducts routine inspections of certain practices as part of the Commanding Officer's (CO's) Environmental Compliance.

Inspection Program. Inspection procedures, frequencies, and checklist are included where appropriate in Environmental Standard Operating Procedures (ESOPs) (see EMP-13, ESOPs).

Annual Self-Audit. As required by Chapter 4 "Environmental Compliance Evaluations" in MCO P5090.2A, the Environmental Department conducts an annual internal self-audit to assess compliance with the applicable environmental requirements (see EMP-02, Requirements) and Marine Corps Policy. This self-audit is typically conducted over a 2 to 4-week period. As required by MCO P5090.2A, the results of annual self-audits are documented in the Automated Compliance Evaluation (ACE) system. The Environmental Director will direct the Environmental Quality Division to review the ACE checklists completed by Environmental Support Division media specialists. This is conducted as a quality control measure and to monitor for trends of compliance infractions and thus conduct cause analysis and development of solutions (see EMP-16, Problem Solving).

Triennial Headquarters Marine Corps Environmental Compliance Evaluation. Every 3 years, Headquarters Marine Corps conducts an external compliance audit at MCAS Yuma as part of the Commandant's Environmental Compliance Evaluation (ECE) Program. The purpose of the ECE program is to provide the Commandant and MCAS Yuma's CO with a comprehensive external assessment of the Air Station's compliance stature. The results of the HQMC ECEs are also documented in ACE. The HQMC ECEs provide Environmental Department staff with an outside perspective of compliance issues and can be useful in assessing progress towards environmental objectives and targets.

Sampling and Analysis. Regulatory requirements require sampling and analysis of certain waste streams, discharges, and releases

MCAS Yuma Environmental Management Procedure 15
Monitoring and Measurement

associated with MCAS Yuma's operations. A detailed discussion of sampling and analysis procedures is presented as appropriate in various ESOPs (see EMP-13, ESOPs).

Natural, Cultural, and Historic Resource Monitoring. MCAS Yuma is committed to protecting the sensitive natural, cultural, and historic resources of MCAS Yuma and its surrounding training areas. MCAS Yuma is also committed to continual improvements in environmental performance, which include minimizing impacts to these sensitive resources. The Range Management Department's Natural Resources Division is responsible for monitoring and measuring the health and status of natural, cultural, and historic resources. Documents such as MCAS Yuma's Integrated Natural Resources Management Plan and Integrated Cultural Resources Management Plan, the U.S. Fish and Wildlife Service Programmatic Biological Opinion, and the Programmatic Agreement for Cultural Resources Management specifically guide the management of natural and cultural resources and require annual reporting to regulators and (via the chain of command) to Congress.

Significant Impact Monitoring. As required by the Marine Corps EMS Conformance Criteria, the Environmental Department monitors practices that may have a significant impact on the environment as well as any associated resources that may be affected.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|---|
| EIRB/Management Review | 1. Review the results of monitoring and measurement initiatives provided by the Environmental Department to support the EMS Review (see EMP-17, EMS Review) and Management Review (see EMP-18, Management Review). |
| Environmental Director | 1. Ensure annual self-audits are conducted in accordance with MCO P5090.2A. 2. Ensure that required resource-monitoring activities are conducted and that appropriate reports are provided to interested parties aboard MCAS Yuma. 3. Provide results of monitoring and measurement efforts to the EMS Team to support the EMS Review (see EMP-17, EMS Review) and Management Review (see EMP-18, Management Review). |

MCAS Yuma Environmental Management Procedure 15
Monitoring and Measurement

| Responsible Party | Action |
|--------------------------------------|---|
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Conduct practice-specific inspections in accordance with ESOPs. 2. Conduct an annual self-audit in accordance with MCO P5090.2A, Chapter 4. 3. Identify appropriate metrics or measurements to assess progress towards meeting Environmental Objectives and Targets (see EMP-5, Environmental Objectives and Targets). Where appropriate, ensure that procedures to collect data and track these metrics and measurements are included in ESOPs (see EMP-13, ESOPs). 4. Ensure required sampling and analysis is conducted and that test equipment, instruments, and software are properly calibrated. 5. Provide results of monitoring and measurement efforts to the EMS Manager to support the EMS Review (see EMP-17, EMS Review) and Management Review (see EMP-18, Management Review). |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Ensure that personnel within their chain of command participate in monitoring and measurement activities. |
| Practice Owners | <ol style="list-style-type: none"> 1. Participate in monitoring and measurement initiatives relevant to their practices. |

4.0 References and Related EMS Documents.

- a. Chapter 4 "Environmental Compliance Evaluations," Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide, December 2004.
- c. Implementation of Environmental Management System (EMS).
- d. **EMP-16, Problem Solving.**
- e. **EMP-17, EMS Review.**
- f. **EMP-18, Management Review.**

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Monitoring and Measurement

Documents controlled by MCAS Yuma, in accordance with EMP-12,
Document and Record Control, are shown in **bold**.

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|--|------------------|--|
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| Revision 1.0 | May 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |

MCAS Yuma EMP-16
Problem Solving

1.0 Purpose. Environmental Management Procedure (EMP)-16 guides Environmental Department personnel in conducting problem solving activities to determine the causes of observed compliance discrepancies and enable development of effective and efficient solutions tailored to the causes.

2.0 Definitions.

Compliance - Adherence to federal, state, local, DoD, Navy, Marine Corps, and other applicable legal, regulatory, or policy requirements.

Conformance - Adherence to Marine Corps Environmental Management System (EMS) criteria.

Problem Solving - Application of a structured approach to identify environmental problems and their root causes and to develop and implement cost-effective, permanent solutions.

3.0 Procedure.

3.1 Discussion.

The USMC Guide to Environmental Self-Audits suggests that the true value of implementing an environmental self-audit program lies in effectively solving problems and implementing long-term solutions. Traditional environmental inspection programs have often addressed deficiencies by treating isolated symptoms without examining underlying causes. While this approach may suffice in the case of isolated instances of non-compliance, many identified deficiencies are widespread across the installation or the Marine Corps and indicate systemic problems in the underlying EMS.

The following procedures are used to conduct problem solving:

- a. Define problem and desired end-state.
- b. Analyze contributing and root causes.
- c. Develop alternative corrective and preventive actions.
- d. Select - develop - implement corrective and preventive action.

MCAS Yuma Environmental Management Procedure 16
Problem Solving

e. Follow-up - monitor results of implemented solution to:

- (1) ensure that the solution is implemented.
- (2) ensure that the solution is effective, i.e., that it achieves the desired results.
- (3) prevent future occurrences.

Problem solving is conducted as follow-on to MCAS Yuma environmental self-assessments (see EMP-15, Monitoring and Measurement) on any observed widespread or recurring deficiency or deficiency where other "fixes" have failed in the past. Problem solving efforts are documented. The results of problem solving activities often suggest opportunities for improvement in the EMS (e.g., enhancements to the Training, EMPs and SOPs, or Communication EMS elements), since compliance problems are frequently symptoms ineffectiveness in the underlying management system.

Solutions (corrective and preventive actions) may require Environmental Impact Review Board (EIRB)/Management Review approval, cross-functional coordination, or external funding. The results of problem solving should thus be forwarded to Senior Management to support Management Review and Improvement of the EMS (see EMP-18, Management Review and Improvement).

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|--|
| EIRB/Management Review | 1. Review and approve developed solutions that affect personnel or practices within their chains of command. |
| EMS Team | 1. Review problem solving results and suggested corrective and preventive actions during the EMS (see EMP-18, EMS Review) and Management Reviews (see EMP-18, Management Review). |
| Environmental Director | 1. Review results of problem solving activities, including suggested corrective and preventive actions and provide them to the EMS Team to support the EMS Review (see EMP-17, EMS Reviews) and Management Review (see EMP-18, Management Review). |

MCAS Yuma Environmental Management Procedure 16
Problem Solving

| Responsible Party | Action |
|--------------------------------------|--|
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Conduct problem solving on widespread or recurring deficiencies with environmental programs or practice controls. 2. Provide the results of problem solving activities, including suggested corrective and preventive actions to the EMS Manager to support the EMS Review (see EMP-17, EMS Review) and Management Review (see EMP-18, Management Review). |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Ensure staff within their chain of command collaborates with Environmental Department staff and EIRB/Management Review members to conduct problem-solving activities as they relate to their processes. |
| Practice Owners | <ol style="list-style-type: none"> 1. Support Environmental Department Staff in conducting problem solving activities as they relate to their practices. |

4.0 References and Related EMS Documents.

- a. Chapter 4 "Environmental Compliance Evaluations," Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- b. USMC EMS Conformance Guide, December 2004.
- c. **EMP-15, Monitoring and Measurement.**
- d. **EMP-18, Management Review.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

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|--|------------------|--|
| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | May 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |

MCAS Yuma EMP-17
EMS Review

1.0 Purpose. Environmental Management Procedures (EMP)-17 provides a standard procedure to conduct periodic reviews of MCAS Yuma's EMS to assess conformance with USMC Environmental Management System (EMS) criteria and effectiveness of implementation.

2.0 Definitions.
None.

3.0 Procedure.

3.1 Discussion.

The purpose of conducting EMS reviews at MCAS Yuma is to determine if:

a. MCAS Yuma's EMS conforms to the Marine Corps' EMS criteria as described in the USMC EMS Conformance Guide.

b. MCAS Yuma is implementing and maintaining their EMS as described in its EMS documentation.

An external conformance review of MCAS Yuma's EMS will be conducted once every 3 years as part of the Headquarters Marine Corps Environmental Compliance Evaluation (ECE). On an annual basis, the Environmental Department will conduct an EMS Review to assess conformance with the Marine Corps EMS Criteria as part of its internal Self-ECE audit. In both cases, the EMS Review must be conducted by individuals who have received EMS Lead-Auditor Training within the previous 5 years. A copy of these individuals' training records must be included as part of the documentation for each internal and external ECE.

To conduct the EMS Review, the auditors will evaluate MCAS Yuma's EMS documentation and implementation efforts to determine if each of the criteria presented in Table 17-1 are met or have been achieved. The auditors will also review MCAS Yuma's EMS documentation and determine if it accurately describes actual EMS implementation efforts. The auditors will interview personnel identified in the EMPs, Standard Operating Procedures (SOPs), instructions, and other EMS documentation to determine the extent to which the procedures have been implemented.

The auditors will identify instances where the criteria in Table 17-1 have not been met or where the EMS documentation does not

MCAS Yuma Environmental Management Procedure 17
EMS Review

accurately reflect actual implementation efforts as "non-conformances". MCAS Yuma personnel will use the EMS Review results during the annual Management Review (see EMP-18, Management Review) to continually improve environmental performance.

To conduct the annual review, the EMS Manager compiles and the Environmental Impact Review Board (EIRB)/Management Review assesses, at a minimum:

- a. Results and recommendations of the EMS Review (see EMP-18, EMS Review) MCAS Yuma's progress in meeting objectives and targets. (see EMP-15, Monitoring and Measurement)
- b. Results of internal assessments and related problem solving for identified deficiencies. (see EMP-15, Monitoring and Measurement, and EMP-16, Problem Solving)
- c. Results from calendar year unit inspections conducted Environmental Department Compliance Officers.
- d. Results of HQMC ECEs and Annual Self-Audits (see EMP-15, Monitoring and Measurement) conducted in the preceding year.
- e. Corrective and preventive actions implemented to resolve compliance deficiencies.
- f. Progress in responding to previous Management Reviews.
- g. Any other sources of information regarding environmental performance.
- h. Recommendations for improvement.

Based on their assessment of the documentation, the EMS Team and the EMS Manager work to develop appropriate improvements to the EMS. The Station Commanding Officer evaluates and approves, as appropriate, the EIRB's suggested EMS improvements. The deliberations and decisions of the Station Commanding Officer and EIRB are recorded in meeting minutes or records of decision.

Approved enhancements to the EMS are referred to the EMS Manager for implementation. Implementation of improvements that impact multiple MCAS Yuma functions and tenants may require coordination with the appropriate Department or Unit and Tenant Commanders. The EMS Manager ensures that EMS improvements are reflected in revisions to environmental documents, such as the EMS Manual and its EMPs, and applicable ESOPs.

MCAS Yuma Environmental Management Procedure 17
EMS Review

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|---|--|
| HQMC (LFL-6) | 1. Conduct a review of MCAS Yuma's EMS at least once every 3 years. |
| Commanding Officer and EIRB/Management Review | 1. Review and endorse the results of internal and external EMS Reviews. |
| EMS Team | <ol style="list-style-type: none"> 1. Participate in EMS Reviews by responding to inquiries from HQMC or MCAS Yuma auditors. 2. Work with the EMS Manager to develop corrective actions to address instances of nonconformance and to identify and implement changes to improve MCAS Yuma's EMS. |
| EMS Manager | <ol style="list-style-type: none"> 1. Plan and supervise annual internal EMS Reviews conducted by MCAS Yuma personnel. 2. Ensure that personnel who have completed an EMS Lead Auditor Training Course are available to conduct annual internal EMS Reviews. 3. Supervise the preparation of EMS audit reports. 4. Brief the EMS Team on the results of internal and external EMS Reviews. |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Participate in EMS Reviews by responding to inquiries from HQMC or Environmental Department auditors. 2. As directed by the Environmental Director, attend and complete EMS Lead Auditor Training. 3. As designated by the Environmental Director, conduct EMS Reviews of MCAS Yuma's EMS in accordance with the procedures described in this EMP. |
| Practice Owners | 1. Participate in EMS Reviews by responding to inquiries from HQMC or Environmental Department auditors. |

MCAS Yuma Environmental Management Procedure 17
EMS Review

4.0 References and Related EMS Documents.

a. USMC EMS Conformance Guide, December 2004.

b. Chapter 4 "Environmental Compliance Evaluations," Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual"

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

| Original Document Issue Date: March 2005 | | |
|--|------------------|--|
| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | May 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |

MCAS Yuma Environmental Management Procedure 17
EMS Review

| Table 17-1 USMC EMS Conformance Criteria | |
|---|--|
| Element | Criteria |
| POLICY | |
| 1. Environmental Policy Statement | <ul style="list-style-type: none"> • The installation has an environmental policy statement that: <ul style="list-style-type: none"> - Is documented and signed by the installation CO - Reflects the vision of the Marine Corps EMS to sustain and enhance mission readiness and access to training environments through effective and efficient environmental management - Commits to: <ul style="list-style-type: none"> • compliance with relevant environmental legislation, regulations, and policy • pollution prevention • conservation of natural and cultural resources • clean up of contaminated sites • minimizing risks to mission • continual improvement in performance of the EMS - Is communicated to installation personnel • The environmental policy is implemented and maintained. |
| PLANNING | |
| 2. Requirements | <ul style="list-style-type: none"> • The installation implements documented procedures to identify Federal, state, local, DoD, DoN, Marine Corps, and installation-level environmental requirements applicable to its practices and environmental programs. • The installation disseminates specific and pertinent information regarding requirements to appropriate personnel (e.g., environmental media managers and practice owners) in procedures and checklists as appropriate to all levels and functions operating aboard the installation. |
| 3. Practices, Aspects, Impacts | <ul style="list-style-type: none"> • The installation implements a documented procedure for inventorying practices and updates the inventory as practices are altered, discontinued or added. • The installation identifies aspects associated with each practice on the inventory. |

MCAS Yuma Environmental Management Procedure 17
EMS Review

| Table 17-1 USMC EMS Conformance Criteria | |
|--|---|
| Element | Criteria |
| | <ul style="list-style-type: none"> • The installation inventories its environmental resources and assesses each resource's vulnerability to the aspects of existing and planned practices. |
| 4. Risk Prioritization | <ul style="list-style-type: none"> • The installation implements a documented procedure to prioritize practices based on risk to mission. The procedures are repeatable and defensible and include a schedule for periodic review and update of the prioritization results. |
| 5. Environmental Objectives and Targets | <ul style="list-style-type: none"> • The installation establishes and documents environmental objectives and targets and communicates them to installation employees at all appropriate levels and functions. • The installation's objectives and targets: <ul style="list-style-type: none"> - Reflect risks to mission determined through prioritization of aspects and practices - Are consistent with and supportive of the installation's environmental policy statement and environmental requirements - Are achievable within economic and technological restraints - Are reviewed and revised according to a schedule established by the installation • The installation institutes documented methods for tracking progress toward meeting objectives and targets. |
| 6. Actions to Improve Performance | <ul style="list-style-type: none"> • The installation identifies actions to achieve objectives and targets. • The installation implements identified behavioral and administrative actions. • The installation programs for and executes actions (projects) requiring external funding and/or expertise. |
| IMPLEMENTATION | |
| 7. Structure, Responsibilities, and Programs | <ul style="list-style-type: none"> • The installation documents, and communicates EMS roles, responsibilities, and authorities for: <ul style="list-style-type: none"> - the EMS Team - environmental program managers and staff - practice owners including tenants and on-site contractors |

MCAS Yuma Environmental Management Procedure 17
EMS Review

| Table 17-1 USMC EMS Conformance Criteria | |
|---|---|
| Element | Criteria |
| | <ul style="list-style-type: none"> • The installation reviews and modifies media programs to ensure that they contribute to achieving the installation's Policy, Objectives and Targets. |
| 8. Funding and Manpower | <ul style="list-style-type: none"> • The installation identifies projects for external funding either as actions to achieve objectives and targets or as corrective and preventive measures identified through problem solving. • The installation tracks expenditures and executes funds through existing budget mechanisms. • The installation periodically evaluates manpower dedicated to environmental management and realigns roles and responsibilities as indicated by the installations objectives and targets and improvements planned for the EMS elements. |
| 9. Training | <ul style="list-style-type: none"> • The installation identifies, provides, and documents training and instruction needed to: <ul style="list-style-type: none"> - comply with regulations - ensure that appropriate personnel understand their responsibilities for implementing the EMS - ensure practice owners understand procedures for controlling their practices |
| 10. Communication | <ul style="list-style-type: none"> • The installation implements documented procedures for internal communication among the Installation Commander, the EMS Team, the environmental office, all units and offices which own practices, and others within the Marine Corps interested in the installation's environmental affairs. • The installation implements documented procedures for receiving, recording, and responding to communications from government agencies, all station personnel, and others outside the Marine Corps who are interested in the installation's environmental affairs. |
| 11. Emergency Preparedness and Response | <ul style="list-style-type: none"> • The installation documents its procedures for identifying and responding to accidents and emergencies and for mitigating the environmental impacts that might result. • The installation reviews and revises its emergency preparedness and response procedures when new practices are initiated and after the occurrence of |

MCAS Yuma Environmental Management Procedure 17
EMS Review

| Table 17-1 USMC EMS Conformance Criteria | |
|---|--|
| Element | Criteria |
| | <p>accidents or emergencies.</p> <ul style="list-style-type: none"> • Procedures to be followed in the event of an accident or emergency are communicated to building managers and practice owners in scope and detail appropriate to their responsibilities. |
| 12. Document and Record Control | <ul style="list-style-type: none"> • The installation inventories all document and record requirements appropriate to its environmental programs and practices, and identifies other documents and records essential to the efficient operation of its EMS. • The installation implements a system to maintain documents and records, so that they: <ul style="list-style-type: none"> - Can be located - Are reviewed and updated as necessary (documents) - Are protected from alterations or damage (records) - Are available when and where needed - Are removed or archived, as appropriate, when obsolete |
| 13. Environment al SOPs | <ul style="list-style-type: none"> • The installation prepares and distributes to each practice owner an Environmental SOP for each practice under the practice owner's control. • Environmental SOPs include instructions for operational control, internal communication, emergency preparedness and response, inspection and corrective action, and training and awareness applicable to the practice. • Environmental SOPs identify who is responsible for implementing each instruction and how often the instruction is to be carried out. • Practice owners and operators maintain current Environmental SOPs in the workplace and ensure that they are addressed in employee training. |

MCAS Yuma Environmental Management Procedure 17
EMS Review

| Table 17-1 USMC EMS Conformance Criteria | |
|---|---|
| Element | Criteria |
| 14. EMS Document | <ul style="list-style-type: none"> • The installation maintains, and the Installation Commander has approved, an EMS document that includes the installation's Environmental Policy Statement and describes: <ul style="list-style-type: none"> - EMS elements including Environmental Management Procedures (EMPs) to implement them - How elements relate to each other - Where other documents and records relevant to the EMS are maintained |
| CHECKING AND CORRECTIVE ACTION | |
| 15. Monitoring and Measurement | <ul style="list-style-type: none"> • The installation implements a compliance self-audit plan. • The installation implements methods for tracking progress toward meeting objectives and targets. • The installation monitors practices that may have a significant impact on the environment and, where appropriate, the resources that may be affected. |
| 16. Problem Solving | <ul style="list-style-type: none"> • The installation follows a structured problem solving process that identifies and defines problems with compliance or the EMS, analyzes causes and alternative solutions, selects and implements actions, and follows up to ensure problems are solved. • The installation documents its problem solving efforts. |
| MANAGEMENT REVIEW | |
| 18. Management Review | <ul style="list-style-type: none"> • The Installation Commander designates and authorizes an EMS Team to analyze EMS implementation efforts and the results of EMS reviews. • The EMS Team takes actions that ensure the EMS is suitable to the current mission and is effective in achieving the installation's policy, objectives, and targets. • The EMS Team implements improvements to the EMS including but not limited to revising the |

MCAS Yuma Environmental Management Procedure 17
EMS Review

| Table 17-1 USMC EMS Conformance Criteria | |
|---|---|
| Element | Criteria |
| | installation's EMS policy; changing procedures, projects or actions to ensure current objectives and targets are met; establishing new objectives and/or targets, or clarifying/assigning roles and responsibilities. |

MCAS Yuma EMP-18
Management Review

1.0 Purpose. Environmental Management Procedures (EMP)-18 provides a standard procedure for MCAS Yuma's Environmental Impact Review Board (EIRB) to conduct an annual review of MCAS Yuma's environmental performance and implement appropriate improvements to the Environmental Management System (EMS) in support of MCAS Yuma's commitment to continual environmental performance improvement.

2.0 Definitions.
None.

3.0 Procedure.

3.1 Discussion.

The Management Review element of MCAS Yuma's EMS supports the EMS principle of continuous improvement to ensure that environmental performance improves over time. Environmental performance is indicated by progress in meeting internally set environmental goals and metrics (see EMP-05, Environmental Targets and Objectives). The EIRB/Management Review conducts an annual review of the EMS's performance, with support from the Environmental Department. The Management Review ensures senior management awareness of and involvement in continual improvement of the EMS and MCAS Yuma's environmental performance.

Management Review assesses the results of EMP-15, Monitoring and Measurement; EMP-16, Problem Solving; and EMP-17, EMS Review, which identify opportunities for improvements in EMS components or elements. To conduct the annual review, the MCAS Yuma EIRB/Management Review will assess, at a minimum:

- a. Results of any EMS Reviews (see EMP-17, EMS Review).
- b. MCAS Yuma's progress in meeting objectives and targets (see EMP-15, Monitoring and Measurement).
- c. Results of internal assessments and related problem solving for identified deficiencies (see EMP-15, Monitoring and Measurement and EMP-16, Problem Solving).
- d. Corrective and preventive actions implemented to resolve compliance or process deficiencies.

MCAS Yuma Environmental Management Procedure 18
Management Review

e. Any other sources of information regarding environmental performance.

The Environmental Director will collect and develop information, including recommended improvements to the EMS, to support the Management Review.

The EIRB/Management Review will evaluate, endorse and forward to the Station CO, as appropriate, suggested improvements to the EMS to support MCAS Yuma's commitment to continual improvement in environmental performance. The Environmental Department shall ensure that EMS improvements are reflected in revisions to the EMS Manual, ESOPs, and other related documents as required.

3.2 Actions and Responsibilities.

| Responsible Party | Action |
|------------------------|---|
| Commanding Officer | <ol style="list-style-type: none"> 1. Endorse the annual Management Review of MCAS Yuma's EMS and environmental performance. 2. Review and approval, as appropriate, suggested revisions to the EMS. |
| EIRB/Management Review | <ol style="list-style-type: none"> 1. Participate in the annual Management Review of MCAS Yuma's EMS and environmental performance. 2. Evaluate, endorse and forward to the CO, as appropriate, suggested revisions to the EMS. |
| EMS Team | <ol style="list-style-type: none"> 1. Analyze the data provided by the EMS Manger and conduct an annual Management Review of MCAS Yuma's EMS and environmental performance. 2. Evaluate and develop suggested revisions to the EMS. |
| Environmental Director | <ol style="list-style-type: none"> 1. Provide the Commanding Officer, EMS Manger, and the EIRB with information pertinent to the status of MCAS Yuma's environmental performance. 2. Provide the Commanding Officer, EMS Manager and the EIRB with recommendations for improvements to the EMS. 3. Implement EMS improvements, as appropriate, approved by the Commanding Officer. |
| EMS Manager | <ol style="list-style-type: none"> 1. Review information developed by Environmental Department Staff that is |

MCAS Yuma Environmental Management Procedure 18
Management Review

| Responsible Party | Action |
|--------------------------------------|--|
| | <p>pertinent to the status of MCAS Yuma's environmental performance and provide it to the Environmental Director.</p> <ol style="list-style-type: none"> 2. Review proposed improvements to the EMS developed by Environmental Department Staff and the EMS Team. 3. Implement EMS improvements, as appropriate, approved by the Commanding Officer and the EIRB. 4. Document Management Review and ensure EMS improvements are included in EMPs, ESOPs, and other EMS documentation. |
| Environmental Department Staff | <ol style="list-style-type: none"> 1. Develop, collect and analyze information pertinent to MCAS Yuma's environmental performance. 2. Provide the EMS Manager with information pertinent to the status of MCAS Yuma's environmental performance. 3. Develop proposed improvements to the EMS and provide them to the EMS Manager. 4. Implement EMS improvements approved by the Commanding Officer. 5. Document EMS improvements in EMPs, ESOPs, and other EMS documentation. |
| Activity, Unit and Tenant Commanders | <ol style="list-style-type: none"> 1. Ensure personnel within their chain of command implement EMS improvements approved during the Management Review. |
| Practice Owners | <ol style="list-style-type: none"> 1. Participate with EMS Team and the Environmental Department Staff in developing performance measurement data. 2. Provide HW Officers/Coordinators with suggested improvements to the EMS. 3. Implement EMS improvements approved by the Commanding Officer. |

4.0 References and Related EMS Documents.

- a. USMC EMS Conformance Guide, December 2004.
- b. Chapter 4 "Environmental Compliance Evaluations," Marine Corps Order P5090.2A, "Environmental Compliance and Protection Manual."
- c. **MAGTFTC Strategic Plan.**
- d. **NREA Annual Plan.**

MCAS Yuma Environmental Management Procedure 18
Management Review

- e. **EMP-05, Environmental Goals and Metrics.**
- f. **EMP-13, Environmental SOPs.**
- g. **EMP-14, EMS Manual.**
- h. **EMP-15, Monitoring and Measurement.**
- i. **EMP-16, Problem Solving.**
- j. **EMP-17, EMS Review.**

Documents controlled by MCAS Yuma, in accordance with EMP-12, Document and Record Control, are shown in **bold**.

| Original Document Issue Date: March 2005 | | |
|--|------------------|--|
| REVISION NUMBER | DATE OF REVISION | REVISION SUMMARY |
| Revision 1.0 | May 2007 | Updated to reflect USMC Conformance Criteria and revisions to MCAS Yuma's EMS. |

Attachment A
Environmental Management Procedures (EMPs)

This attachment contains EMPs to guide the maintenance and operation of MCAS Yuma EMS elements. Each procedure contains a statement of purpose and applicability, a discussion of the EMS element, specific actions and responsibilities, and references to related MCAS Yuma environmental documents. EMPs are subject to change with changes to MCAS Yuma's mission and environmental requirements or with improvements to the EMS. EMPs are thus subject to document control procedures provided in the EMP-12, Document and Record Control. EMPs provided in this attachment include:

| EMP | Title |
|--------|---|
| EMP-01 | Environmental Policy Statement |
| EMP-02 | Requirements |
| EMP-03 | Practices, Aspects, Impacts |
| EMP-04 | Risk Prioritization |
| EMP-05 | Environmental Objectives and Targets |
| EMP-06 | Actions to Improve Performance |
| EMP-07 | Structure, Responsibilities, and Programs |
| EMP-08 | Funding and Manpower |
| EMP-09 | Training |
| EMP-10 | Communication |
| EMP-11 | Emergency Preparedness and Response |
| EMP-12 | Document and Record Control |
| EMP-13 | Environmental SOPs |
| EMP-14 | EMS Document |
| EMP-15 | Monitoring and Measurement |
| EMP-16 | Problem Solving |
| EMP-17 | EMS Review |
| EMP-18 | Management Review |

Attachment B
Marine Corps Air Station Yuma Arizona
Environmental Management System (EMS) Team Charter

1.0 Purpose. MCAS Yuma Environmental Management System (EMS) Team represents the interests of all installation directorates, commands, and tenant organization in the planning, implementation, and maintenance of MCAS Yuma EMS. The EMS Team provides installation-wide oversight and support of the EMS implementation and sustaining effort; ensures appropriate participation of all departments, commands and tenants in the EMS; and ensures sustained conformance with the implemented EMS. The MCAS Yuma EMS Team is comprised of two tiers:

a. The EMS Environmental Impact Review Board (EIRB)/ Management Review that reviews and oversees EMS planning and implementation and sustaining efforts.

b. The EMS Implementation and Maintenance Working Group that ensures effective execution, communications, and coordination among all participating organizations.

2.0 Actions and Responsibilities.

MCAS Yuma EMS EIRB/Management Review:

a. Provides oversight and review for EMS policies, objects and targets, and procedures, to ensure that EMS initiatives reduce risk-to-mission within their respective departments, commands; and tenant organizations.

b. Conducts the annual EMS Review by evaluating environmental performance results compiled by the EMS Manager, Environmental Department staff, and other EMS Auditors. Results of the EMS Review are provided to the Commanding Officer (CO), via the EIRB/Management Review. Specific responsibilities of EIRB/Management Review Committee members include:

(1) Ensure the active participation of their departments, commands, or tenant organizations within the MCAS Yuma EMS.

(2) Coordinate with HW Officers/Coordinators within their respective chains of command, who participate on the EMS Implementation and Maintenance workgroup.

Attachment B
MCAS Yuma Arizona EMS Team Charter

(3) Provides a forum for communication and coordination of EMS initiatives affecting their departments, commands, or tenant organizations, or MCAS Yuma as a whole.

(4) Receives EMS training.

(5) Reviews the MCAS Yuma EMS policy (and any revisions) prior to submission for CG approval and signature.

(6) Reviews objectives and targets and associated plans of action and milestones (POA&Ms) developed by the EMS Manager, Environmental Department, and the EMS Implementation and Maintenance Working Group.

(7) Reviews and comments on the ECPSOP, EMS Manual and environmental management procedures (EMPs) developed by the EMS Manager.

(8) Conducts the EMS review, and submit results and recommend EMS enhancements to CO via the EIRB/Management Review Chairman

MCAS Yuma's EMS Implementation and Maintenance Working Group:

a. Primary liaison between the EMS Manager and their organizations for communication and coordination of EMS implementation and maintenance initiatives.

b. Works with the EMS Manager and Environmental Department staff to gather, organize, and disseminate the EMS information.

c. Provides input to practice-specific environmental standard operating procedures (ESOPs) and other EMS documentation.

d. Reviews EMS documentation; and advise, coordinate, facilitate, and monitor EMS implementation.

e. Specific responsibilities of the Implementation and Maintenance Working Group members include the following:

(1) Serves as primary liaisons between the EMS Manager and practice owners within their respective organizations.

(2) Coordinates planning and implementation of EMS initiatives within their chains of command, as appropriate.

Attachment B
MCAS Yuma Arizona EMS Team Charter

- (3) Receives EMS training.
- (4) Participates, with the EMS Manager and Environmental Department staff, in developing the practice inventory, providing information on practices operated by their organizations.
- (5) Participates, with the EMS Manager and Environmental Department staff, in analyzing and prioritizing risks-to-mission associated with practices operated within their organizations.
- (6) Supports the EMS Manager and Environmental Department staff in developing objectives and targets.
- (7) Represents the interests of their organizations in the development of plans of actions and milestones to meet defined objectives and targets.
- (8) Supports, the EMS Manager and Environmental Department staff, in identifying projects for external funding either as actions to achieve objectives and targets or as corrective and preventive measures identified through the EMS checking and corrective action component.
- (9) Provides input to the EMS Manager in developing environmental SOPs and point-of-use training for practices operated by their activities.
- (10) Coordinates, within their chains of commands, initiatives to incorporate established environmental responsibilities into unit SOPs and training plans.
- (11) Ensures effective execution of environmental SOPs within their organizations.
- (12) Ensures practice owners within their organizations receive practice-specific, point-of-use training.
- (13) Supports the EMS Manager in compiling an inventory of environmental documents and records used within their respective organizations as applicable. Supports the EMS Manager in developing roles and responsibilities sections within the EMPs.
- (14) Provides liaison between Environmental Quality Division inspection staff and practice owners within their

Attachment B
MCAS Yuma Arizona EMS Team Charter

respective organizations to facilitate site visits and formal inspections.

(15) Supports the EMS Manager and Environmental Department staff in the annual collection of environmental performance information, including status in meeting objectives and targets, to facilitate monitoring and measurement component initiatives.

3.0 Membership.

The EMS EIRB/Management Review Committee is chaired by the Station Executive Officer (Sta XO). Department Heads and Executive Officers from the following MCAS Yuma departments, commands, and tenant organizations are EMS EIRB/Management Review Committee members:

- a. Sta XO
- b. Community Planning and Liaison Director
- c. Range Management Director
- d. Staff Judge Advocate
- e. Environmental Director
- f. Installation and Logistics Director
- g. MCCS Director
- h. Marine Aircraft Group-13 (MAG-13) XO
- i. Marine Aviation Weapons and Tactics Squadron-1 (MAWTS-1)
XO
- j. Marine Air Control Squadron-1 (MACS-1) XO
- k. Marine Wing Support Squadron-371 (MWSS-371) XO

The EMS Manager chairs the EMS Implementation and Maintenance Working Group. HW Officers/Coordinators from the following MCAS Yuma departments, commands, and tenant organizations and subcommands under these organizations are EMS Implementation and Working Group members:

Attachment B
MCAS Yuma Arizona EMS Team Charter

- a. Headquarters and Headquarters Squadron (H&HS)
 - SAR Fire/CFR
 - IMA Range Maintenance
 - PMO EOD

- b. Marine Wing Support Squadron 371 (MWSS-371)

- c. Marine Aircraft Group-13 (MAG-13)
 - MALS-13 VMA-311
 - VMA-211 VMA-513
 - VMA-214

- d. Marine Air Control Squadron-1 (MACS-1)

- e. I&L Directorate
 - (1) Base Services Department
 - (2) Self Help

- f. Public Private Venture (Lincoln Realities)

- g. MCCA

- h. Safety Department

4.0 Meetings

The EIRB/Management Review Committee communicates primarily through e-mail to review and approve EMS documentation. Meetings may be scheduled between all or part of the committee on an as-needed basis.

The Implementation and Maintenance Working Group will meet quarterly.

5.0 Duration. This EMS Team is in effect until superseded or revoked by the Commanding Officer. The EMS Team will evaluate the continuing effectiveness of the Charter, including Team membership and responsibilities, during each EMS Review.

MCAS Yuma Environmental Management System Manual
Attachment C - Commanding Officer's Environmental Policy
Statement



Commanding Officer
Colonel Bert D. Hancock
United States Marine Corps

**MARINE CORPS AIR STATION, YUMA
ENVIRONMENTAL MANAGEMENT SYSTEM POLICY**

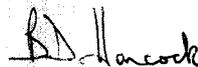
Marine Corps Air Station (MCAS) Yuma is a Center of Excellence for aviation needs in preparing our men and women to protect our country from hostile forces: Therefore, we must maintain the necessary facilities and training areas so that we can continue to "train as we fight". The integrity of these valuable assets must be preserved for future generations of Marines. Sustaining future operations requires that we practice a policy of continually improving how we manage these lands that serve as ranges, training areas, support facilities, and even our homes. The Secretary of Defense has tasked Department of Defense installations to take the lead in environmental compliance, management and protection. As the Commander of MCAS, Yuma, I fully support this policy.

Providing Environmental Stewardship into mission decisions and day-to-day operations is no longer a regulated necessity, it is a way of doing business in order to ensure we remain mission capable, combat ready, and able to support our mission training needs. It is my intent to use a formal, comprehensive Environmental Management System (EMS) as the tool to maintain our freedom of action and manage risk to operational readiness.

Marines uphold the Constitution by obeying the Nation's laws. Environmental laws are no exception. We must police ourselves, correct our deficiencies quickly and demonstrate compliance.

The public relies on us to protect the natural and cultural resources of MCAS Yuma. We consider this an issue of special trust and confidence. We respond to it by implementing pollution prevention efforts to maximize the use of products and processes that reduce exposure to hazardous materials. Pollution prevention and source reduction will alleviate the burden of environmental compliance. By implementing innovative operations we can reduce the volume of waste streams, reduce disposal and cleanup costs, and improve efficiency.

Our mission achievement depends upon our success as stewards of the installations, training areas, and the environment of the areas that have been entrusted to us. The Marine Corps EMS will guide us toward this goal. I expect all Marines and Sailors, both military and civilian, to support our EMS and ensure access to land and airspace for future Marines.


B.D. Hancock

Attachment D
Acronyms, Abbreviations, and Glossary

| Acronyms, Abbreviations, and Glossary | |
|---------------------------------------|--|
| Terms and Acronyms | Definition |
| Actions | <p>Any initiative undertaken to improve environmental performance. Within the EMS, there are two general types of actions: projects and behavioral and administrative actions. These include:</p> <p><u>Projects</u>—Actions that require external funding requested through CompTRAK or other Planning, Programming and Budgeting System mechanisms. Examples of projects include P2 investments, infrastructure investments, and externally funded studies or plan development.</p> <p><u>Behavioral and Administrative Actions</u>—Actions planned and implemented within the installation CO's means, such as realigning existing roles and responsibilities, developing EMS procedures, and providing training.</p> |
| Aspect | A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental or other resource. Each practice may have several aspects. |
| AST | Aboveground Storage Tank. |
| CO | Commanding Officer. |
| Conformance | Adherence to Marine Corps EMS criteria. |
| Compliance | Adherence to Federal, state, local, DoD, Marine Corps and other applicable legal, regulatory, or policy requirements. |
| DENIX | Defense Environmental Network and Information Exchange. |
| DoD | Department of Defense. |

MCAS Yuma Environmental Management System Manual
Attachment D - Acronyms, Abbreviations, and Glossary

| Acronyms, Abbreviations, and Glossary | |
|---------------------------------------|--|
| Terms and Acronyms | Definition |
| ECC | Environmental Compliance Coordinator. |
| EIRB | Environmental Impact Review Board. |
| EMP | Environmental Management Procedure. |
| EMS | Environmental Management System. |
| Environmental Records | Environmental records furnish objective evidence of activities performed or results achieved. Records are statements of fact for a given point in time. They address historical activity and must be maintained for a specified or indefinite period of time; their contents are not subject to change. Examples of environmental records include training records; manifests or bills of lading; communication records; required reports; compliance assessment results; minutes of ECRB meetings; etc. |
| Environmental Requirement | Legislation, regulation, or policy issued by any executive, Federal, state, local, DoD or Marine Corps authority that addresses environmental considerations and requires action by personnel operating aboard MCAS Yuma. |
| EPA | Environmental Protection Agency. |
| External Communication | Communication of environmental information between MCAS Yuma personnel and external interested persons or groups, such as DoD or component services (including other Marine Corps installations), local community groups, or local, state, and federal environmental agencies. |
| HM | Hazardous Material. |
| HQMC (LFL-6) | Environmental Management Section, Facilities & Services Division, Headquarters, United States Marine Corps. |
| HW | Hazardous Waste. |

MCAS Yuma Environmental Management System Manual
Attachment D - Acronyms, Abbreviations, and Glossary

| Acronyms, Abbreviations, and Glossary | |
|---------------------------------------|---|
| Terms and Acronyms | Definition |
| Impact | An effect of a practice' aspect on an environmental or other resource. Each practice may have several impacts. |
| Internal Communication | <p>Communication of environmental information between personnel operating aboard MCAS Yuma, or with other U.S. Marine Corps personnel. Internal communication occurs between personnel and organizations at numerous levels within MCAS Yuma's organization, including:</p> <ul style="list-style-type: none"> • Environmental Department staff and practice owners. • Environmental Department staff and managers of other MCAS Yuma Departments, tenants, and contractors. • Practice owners and their chains of command. • Environmental Director and the Commanding Officer, the EIRB, and the EMS Manager. • MCAS Yuma environmental personnel and Marine Corps HQ. |
| ISO | The International Organization for Standardization. |
| MCAS | Marine Corps Air Station. |
| PAO | Public Affairs Office. |
| POA&M | Plan of Actions and Milestones. |
| POLs | Petroleum, Oil, Lubricants. |
| Practice | Mission-supporting unit processes conducted at the installation that, in normal or abnormal operating conditions, could interact with the environment or other resources. |

MCAS Yuma Environmental Management System Manual
Attachment D - Acronyms, Abbreviations, and Glossary

| Acronyms, Abbreviations, and Glossary | |
|---------------------------------------|---|
| Terms and Acronyms | Definition |
| Practice Controls | <p>Procedures, with designated responsibilities and frequencies, implemented to control a practice's methods or aspects or to prevent or mitigate the impacts of those practices or aspects. Practice control is achieved through effective:</p> <ul style="list-style-type: none"> • Training and awareness (see EMP-09, Training, Awareness, and Competence). • Internal communication (see EMP-10, Communication). • Operational control (including replacing, changing, or eliminating the practice as well as following prescribed operation instructions). • Emergency preparedness and response (see EMP-11, Emergency Preparedness and Response). • Compliance inspection and sampling and analysis, (see EMP-15, Monitoring and Measurement). • Document and record control, (see EMP-12, Document and Record Control). <p>Some practice controls are required by regulation or policy. Many more are not "required," but are judged by an installation to be necessary to achieve the above purposes or to otherwise minimize risks to mission.</p> |
| Practice Owner | The person, office, or department responsible for day-to-day operation of a practice. |
| Problem | Generally, a deviation from expected results. |
| Problem Solving | Application of a structured approach to identify environmental problems and their root causes and to develop and implement cost-effective, permanent solutions. |
| P2 | Pollution Prevention. |

MCAS Yuma Environmental Management System Manual
 Attachment D - Acronyms, Abbreviations, and Glossary

| Acronyms, Abbreviations, and Glossary | |
|---------------------------------------|---|
| Terms and Acronyms | Definition |
| Resources (Environmental) | Sensitive environmental receptors (e.g., air, water, natural resources, etc.) or cultural or historic assets aboard MCAS Yuma, training ranges, or in the surrounding community that can be impacted by the operation of practices. |
| Resources (Other Resources) | Other assets that may be impacted by MCAS Yuma practices, such as personnel health and safety, real property, financial resources, public relations status, and mission capability. |
| SPCC Plan | Spill Prevention, Control, and Countermeasure Plan. |
| SOP | Standard Operating Procedure. |

Attachment E
References and Websites

References

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