

Environmental Management Systems (EMS)



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

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Overview



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



EMS Regulatory Drivers

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

MCLB Albany: Background



- MCLB Albany is located in Albany, GA about three hours SW of Atlanta
- Commissioned in 1952 as MC Depot of Supplies to provide support for Marines east of Rocky Mountains and Atlantic Area
- In 1990, designated as Marine Corps Logistics Base
 - To provide comprehensive logistics support to the Marine Forces (MARFOR) and other customers for the full spectrum of operating and combat requirements
 - To perform the full range of logistics management functions to in the acquisition of new items of equipment, and monitoring weapons systems readiness
 - To provide central management for MARFOR assets, redistribution to enhance readiness and to eliminate excesses, ensure optimum use of all maintenance resources





Goals of MCLB Albany EMS

- Implement ISO 14001-based EMS
- Follow USMC EMS Workshop Guidance (16 Oct 02)
- Begin with sound, basic framework and allow platform to grow through continual improvement
- EMS will help manage significant regulatory burdens
- Raise awareness, get everyone trained, foster paradigm shift to manage impacts to SUSTAIN OPERATIONS
 - Address sustainable areas **beyond compliance**
 - Energy
 - Water Use
 - Transportation
- Use EMS implementation to get all tenants “on-board”



Approach for Implementing EMS



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Perform Gap Analysis

Actions to Complete Gap Analysis

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





Perform Gap Analysis

Actions to Complete Gap Analysis

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

- No ISO 14001 elements complete
- ⊕ 25% ISO elements complete
- ◐ 50% ISO elements complete
- ◑ 75% ISO elements complete
- 100% ISO elements complete



Gap Analysis



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



Implementation Team Workshop

Present EMS Training or "EMS 101"

- Understand what is an EMS

What is an EMS?

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

Management Review

Checking & Corrective Action

- Monitoring & Measurement
- Non-Conformance/Corrective & Preventive Action
- Records
- EMS Audits

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Policy Requirements

- Installations required to develop an environmental policy
- Includes a commitment:
 - To continual improvement
 - To pollution prevention
 - To comply with all laws and regulation
- Posted to the public

Example:

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

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Implementation and Operation Requirements

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



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Implementation Team Workshop

Complete Practices & Aspects Workshop

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

Developing Practices and Aspects

- **Practice:**

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

- **Aspect:**

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

- **Impacts:**

Impacts are effects (positive or negative) that aspects have upon resources. Contamination of soil and water, formation of smog, damage to real property, and workplace injuries are examples of impacts.

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Practices & Aspects Tool



B		D		F	
1	MCLB Albany	ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)			
2	Major Base Command and Tenant	Installation and Logistics, Base Garrison Mobile Equipment Branch			
3	MISSION 1	No Major Base Commands and Tenants Selected			
4	Activities	Installation and Logistics, Base Garrison Mobile Equipment Branch			
5	Corrosion Control	Fleet Support Center		Waste water	
6	Corrosion Control	Installation and Logistics, Maintenance Branch		Air emissions	
7	Corrosion Control	Headquarters Battalion, Armory		Waste cleaning fluid	
8	Engine Repair/Maintenance	Defense Distribution Depot, Albany, Georgia		Spill/release	
9	Engine Repair/Maintenance	Morale, Welfare, and Recreation		Waste oil disposal/recycling	
10	Engine Repair/Maintenance	Maintenance Center		Waste antifreeze disposal/recycling	
11	AC Maintenance	Industrial Wastewater Treatment Plant		No Aspects Available	
12	Tire Replacement	HazMat Cell/Direct Support Stock Control		Waste tire generation	
13	Washing	Painting - paint gun		No Aspects Available	
14	Metal Parts Fabrication/Body Shop	Hydraulic fluid change		No Aspects Available	
	No Activity Selected	Oil change		No Aspects Available	
		Coolant change		No Aspects Available	
		Refrigerant replacement		No Aspects Available	
		Tire replacement		No Aspects Available	
		Vehicle wash rack		No Aspects Available	
		Degreasing - solvent		No Aspects Available	
		No Practice Selected		No Aspects Available	



Practices & Aspects Tool



T1_Practices&AspectsTool_initilized_v19.xls

A		B		C	D	E	F	G
1	MCLB Albany	ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)						
2	Major Base Command and Tenant	Maintenance Center						
3	MISSION 1	Weapons Systems/Vehicle Maintenance		MISSION IMPACTS TO ENVIRONMENT				
4					Severity			MISSION TOTAL IMPACTS
5	Activities	Practices / Aspects		Frequency	Air	Water	Land	
12	Corrosion Control	Painting - water wash booth / Air emissions		Unlikely	Critical	Major	Negligible	Low
13		Painting - dry filter booth / Air emissions		Seldom	Minor	Minor	Critical	Medium
14		Recycle blast media		Seldom	Minor	Negligible	Minor	Low
15	Washing	Vehicle wash rack / 0		Likely	Negligible	Critical	Critical	Medium
16	Engine Repair/Maintenance	Hydraulic fluid change / Waste fluid disposal		Frequent	Major	Major	Major	High
17		Ethylene glycol recycling		Occasional	Negligible	Minor	Minor	Low
18	Battery Management	Acid neutralization		Likely	Critical	Negligible	Negligible	Medium
19	Metal Parts Fabrication/Body Shop	Welding		Seldom	Minor	Critical	Critical	Medium
20	Tire Replacement	Tire recycling/shredding/incineration		Occasional	Negligible	Minor	Minor	Low

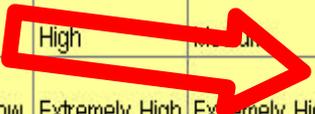
- Seldom
- Unlikely
- Seldom**
- Occasional
- Likely
- Frequent



Practices & Aspects Tool



MCLB Albany		ENVIRONMENTAL MANAGEMENT SYSTEM					MISSION TOTAL IMPACTS	MISSION RANKINGS
Major Base Command and Tenant		Installation and Logistics, Base Garrison Mobile Equipment Branch						
MISSION 1		Weapons Systems/Vehicle Maintenance						
Activities	Practices / Aspects	Environmental	Mission	Regulatory	Social	Cost	MISSION RANKINGS	
Corrosion Control	Painting - water wash booth / Waste water	Extremely Low	Medium	Low	Extremely Low	Low	Extremely Low	
	Painting - dry filter booth / Air emissions	Low	Low	Low	Medium	Medium	Low	
	Painting - paint gun / Waste cleaning fluid	Low	Low	Low	High	Medium	Medium	
Engine Repair/Maintenance	Hydraulic fluid change / Spill/release	Extremely Low	Extremely Low	Extremely Low	Extremely High	Extremely High	Medium	
	Oil change / Waste oil disposal/recycling	High	Medium	Extremely Low	Low	Low	Medium	
	Coolant change / Waste antifreeze disposal/recycling	Medium	Medium	Extremely Low	Extremely Low	Medium	Low	
AC Maintenance	Refrigerant replacement / No Aspects Available	Low	Medium	Extremely Low	High	High	Medium	
Tire Replacement	Tire replacement / Waste tire generation	Extremely Low	Medium	Medium	Medium	Low	Low	
Washing	Vehicle wash rack / No Aspects Available	Low	Low	Medium	Medium	Medium	Low	
Metal Parts Fabrication/Body Shop	Degreasing - solvent / No Aspects Available	Extremely Low	Low	Low	Low	Medium	Low	





MCLB Albany EMS Web Tool

- EMS web site that works inside the MCLB Albany intranet
- Provides pertinent information on EMS
- Provides high-level report on metrics
- Has Document Control function
- Has Continual Improvement function
- Allows opportunity to add functionality in the future





Marine Corps Logistics Base, Albany GA

FORCE PROTECTION CONDITION HOTLINE: (229)639-7600



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 Designed to provide local and regional news media representatives easily accessible information from the Public Affairs Office at MCLB Albany, GA that supports MATCOM, LogBases and MCLB.

MCLB Current Status

Marine Corps Community Services



Formerly known as MWR. Check in often for updates on Base Events, Base Theater Schedule and the MCCS Family Restaurant Menu. [MCCS...](#)

Albany Marine Corps Band



In 1989 the Albany Marine Corps Band became one of only twelve bands throughout the Marine Corps. Stationed at the Marine Corps Logistics Base in Albany, this band of fifty Marines travels throughout the United States and into Canada to fulfill its mission of providing music for Military ceremonies, community celebrations, recruiting programs, and official events. [More...](#)

Family Housing Waiting List



In a continuing effort to better serve our customers, the Family Housing Office now offers military members access to the waiting list on MCLB Albany webpage. You will be able to determine your position on the waiting list by running a simple search utility on the [Family Housing Waiting List](#) page.

MCLB Maintenance Center



World's finest provider of high quality maintenance/rebuild services of all ground weapons and ground weapons support systems. Read more about the Maintenance Center's functions and information about ISO 9002 Quality Procedures. [Continue](#)

Scholarship News

MCLB Albany Chapter of the National Naval Officers Association (NNOA) 2003 Leadership College Scholarship application is available on line ([click here](#)). High school seniors who plan to be a student at an accredited 2 or 4-year institution during the Fall 2003 semester are eligible. Deadline for application submission is April 11. The Albany Chapter of NNOA will be awarding two \$1,000.00

Anticipated Merit Promotion Vacancies

A list of anticipated vacancies at MATCOM (Albany, GA) and MCLB (Albany, GA and Blount Island Command). Listings include announcements that are open to the public as well as promotion announcements for currently employed civilians. [More...](#)

Do-It-Yourself (DITY)/Claims

A website designed to provide the member with the status of their Do-It-Yourself

MCLB Albany Internet Home Page

Blount Island Cmd
MARCORSYS.COM



Changing perspective on being a Marine in the family

Every year people watch their friends, husbands, wives, siblings, sons and daughters become Marines.

Sandwich Seminar held in honor of Women's History Month

A Sandwich Seminar was held in honor of

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April 6, 2003

Schedule and the MCCS Family Restaurant Menu. [MCCS...](#)

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Installation & Logistics Division

Informational links regarding food, lodging/housing and other amenities available at MCLB Albany. [I&L...](#)

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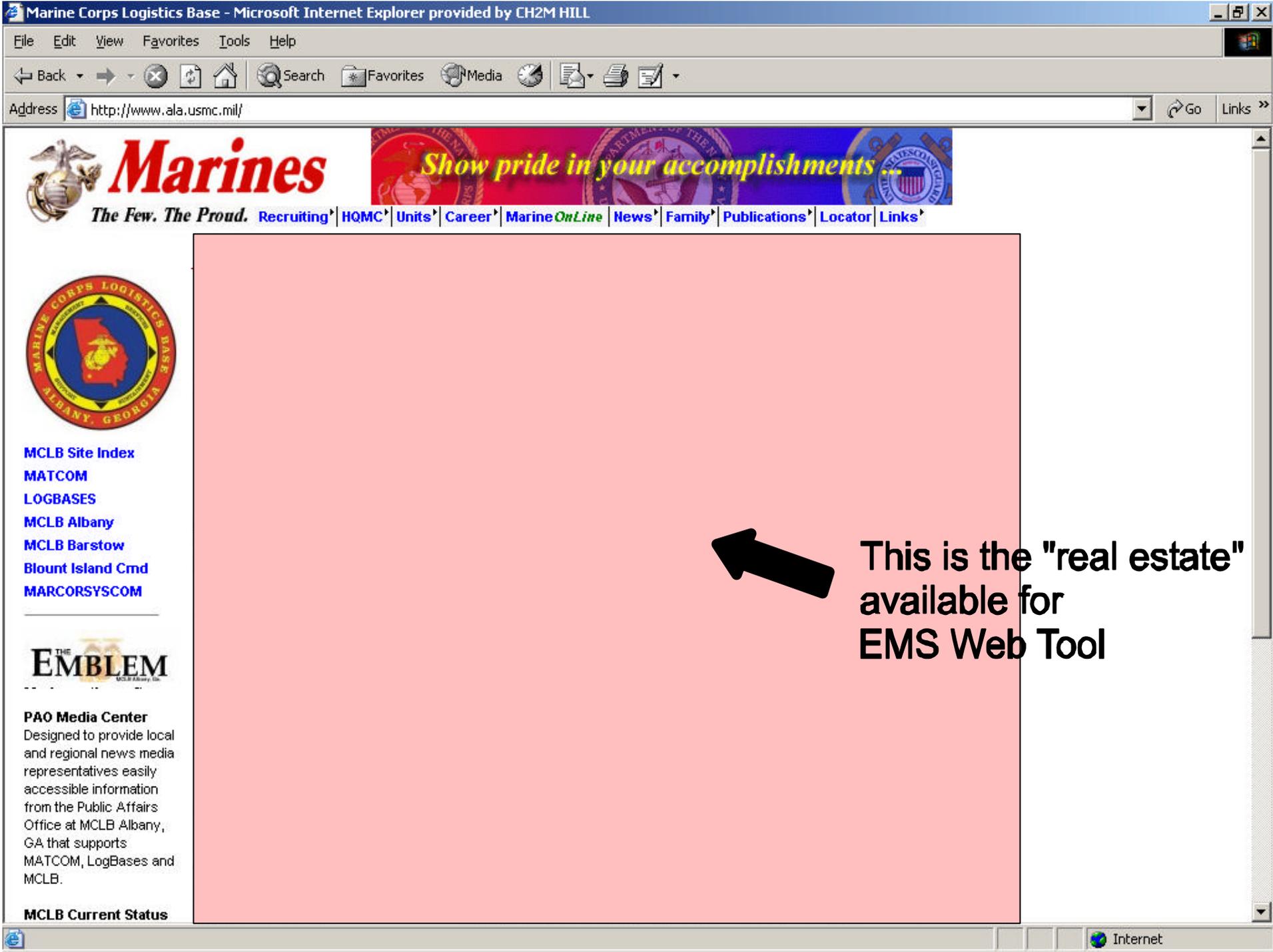
Do-It-Yourself (DITY)/Claims

A website designed to provide the member with the status of their Do-It-Yourself (DITY)/Claim for Reimbursement move settlement package. [Info...](#)

- Quick Link
- Base Activities & Services
- Base Orders/Bulletins
- Base Phone Listings
- Business Performance Office
- Business Opportunity Center
- Check Your Email
- Contracts Department
- Customer Service
- Environmental Branch**
- IIP Spares Spreadsheet
- Quick Link



Customer Service:
1-800-952-3352



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This is the "real estate" available for EMS Web Tool



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MCLB Albany Environmental Management System

EMS Program Information

An EMS addresses and responds to the impact of products, and processes on the environment; and is part of the organization's management structure. The EMS at MCLB Albany resulted from Executive Order 13148 and a Albany's desire to be a leader in environmental stewardship. The EMS involves continual improvement in managing environmental impacts and seeks opportunities to improve the integration of the core mission with environmental performance.

General guidance for the EMS was taken from the International Organization for Standards (ISO) 14001 Standard, Environmental Management Systems - Specifications with Guidance for Use. ISO is a worldwide professional group that promotes uniform standards between nations. ISO 14000 standards are voluntary guidelines that provide a consistent program for managing the environmental impacts of business operations. There are no regulatory requirements in ISO 14001, rather the major focus is the development of performance measures which feedback loops to identify problems or opportunities for improvement and implementation corrective actions. Each of the 18 elements of the ISO 14001 standard was considered for incorporation into the MCLB Albany EMS.

The following documentation provides additional information about the program.

- ISO 14000
- **Gap Analysis** (187 kb, Word Doc)
- **EMS Organization**
 - EMS Organizational Chart (70 kb, Word Doc)
 - EMS Team Roles and Responsibilities (87 kb, Word Doc)
 - EMS Team Contact Info
- EMS Manual
- EMS Procedures





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MCLB Albany Environmental Management System Objectives and Targets

Update Data

Status	Objective	Staff POC
	Reduce Title V air emissions 10% each year	B. Wallace
	Reduce overall base energy use 25% by 2010	B. Wallace
	Reduce generation of hazardous waste 20% by 2006	B. Wallace
	Ensure procurement of environmentally preferable products it 35% of total purchase	B. Wallace
	Divert 40% of solid waste from landfill each year	B. Wallace
	Reduce vehicle petroleum consumption 20% by 2005	B. Wallace
	Reduce potable water use 10% by 2005	B. Wallace



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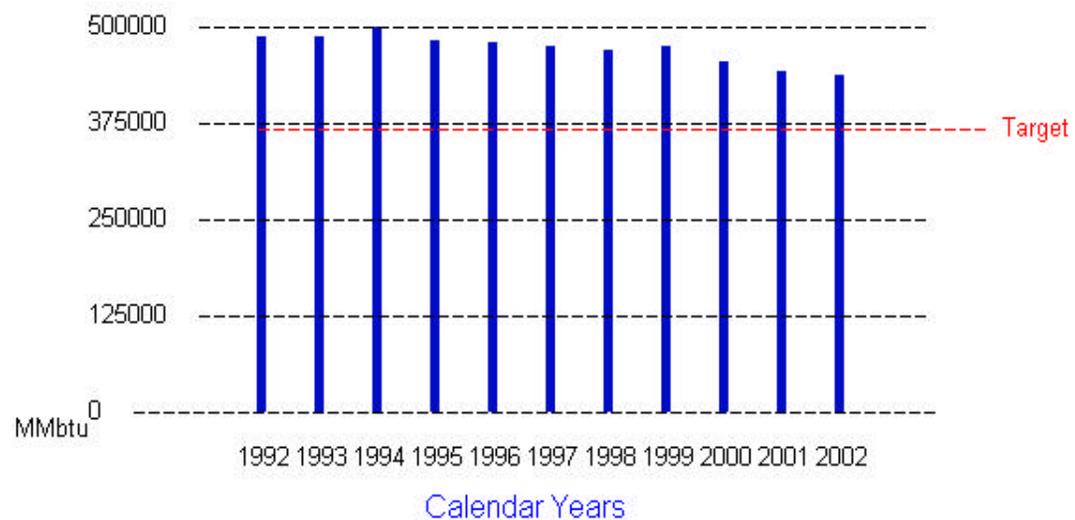
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Reduce overall base energy use 25% by 2010



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	Reduce Title V air emissions 10% each year	B. Wallace
	Reduce overall base energy use 25% by 2010	B. Wallace
	Reduce generation of hazardous waste 20% by 2006	B. Wallace
	Ensure procurement of environmentally preferable products is 35% of total purchase	B. Wallace
	Divert 40% of solid waste from landfill each year	B. Wallace
	Reduce vehicle petroleum consumption 20% by 2005	B. Wallace
	Reduce potable water use 10% by 2005	B. Wallace





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Reduce Title V Air Emissions →go



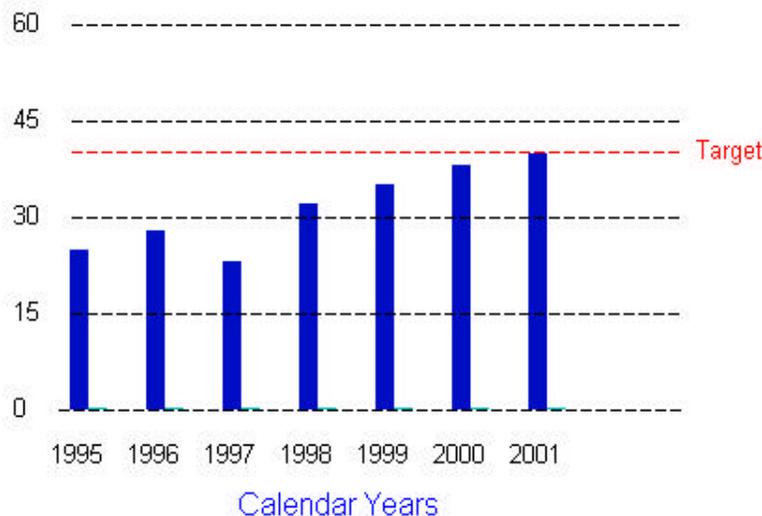
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Divert 40% of solid waste from landfill each year



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MCLB Albany Environmental Management System

Document Title	Description	Date	Responsible	File
Hazardous Waste Management Plan	Hazardous Waste Management Plan	10/01/2002	Josh Orrell	
Roles and Responsibilities	Roles and Responsibilities	01/01/2003	Phil Pintor	
Stormwater Pollution Prevention Plan	Stormwater Pollution Prevention Plan	11/12/2001	Larry Little	

There are 3 records.

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Action	Document Title	Description	Date	Responsible	File
✓ X	Hazardous Waste Management Plan	Hazardous Waste Management Plan	10/01/2002	Josh Orrell	
✓ X	Roles and Responsibilities	Roles and Responsibilities	01/01/2003	Phil Pintor	
✓ X	Stormwater Pollution Prevention Plan	Stormwater Pollution Prevention Plan	11/12/2001	Larry Little	

There are 3 records.

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MCLB Albany Environmental Management System

EMS Management Team

Many relevant functions are involved with the implementation and maintenance of environmental programs, including the EMS. The EMS Management Team is comprised of individuals from each of the major tenants and commands on Base. These team members are responsible for the day to day operation of the EMS. For more information on the team organization and responsibilities click [here](#).

- Meeting Minutes (link to meeting minutes posted by date)
- [Calendar/Communications](#)
- EMS Audit
- Contact Us
- Organization (PDF)
- Roles and Responsibilities (PDF)



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 13:00 NDIA Conference	9	10	11	12
13	14	15 08:00 IPR Meeting	16 All Day Fit Testing	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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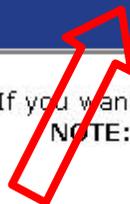
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Currently Scheduled Events for 4/4/2003

Time (military)	Event Name	Event Ends	Last Edited
<input type="button" value="Add an Event"/>		<input type="button" value="Back to Calendar"/>	

If you want to **View, Edit, or Delete** an event click on its name.
NOTE: Only authorized users can edit or remove events.





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Editing Event Test on Monday, April 14, 2003		
Start Date:	Monday, April 14, 2003 08:00	<input type="checkbox"/> All Day
Finish Date:	Monday, April 14, 2003 08:00	
Event Name:	HW Generator Training	
Description and Notes:	Training for Fleet Support Center staff	
<input type="button" value="Done"/> <input type="button" value="Delete Event"/> <input type="button" value="Cancel"/>		





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Albany MCLB - Calendar



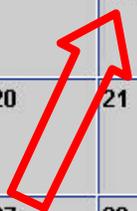
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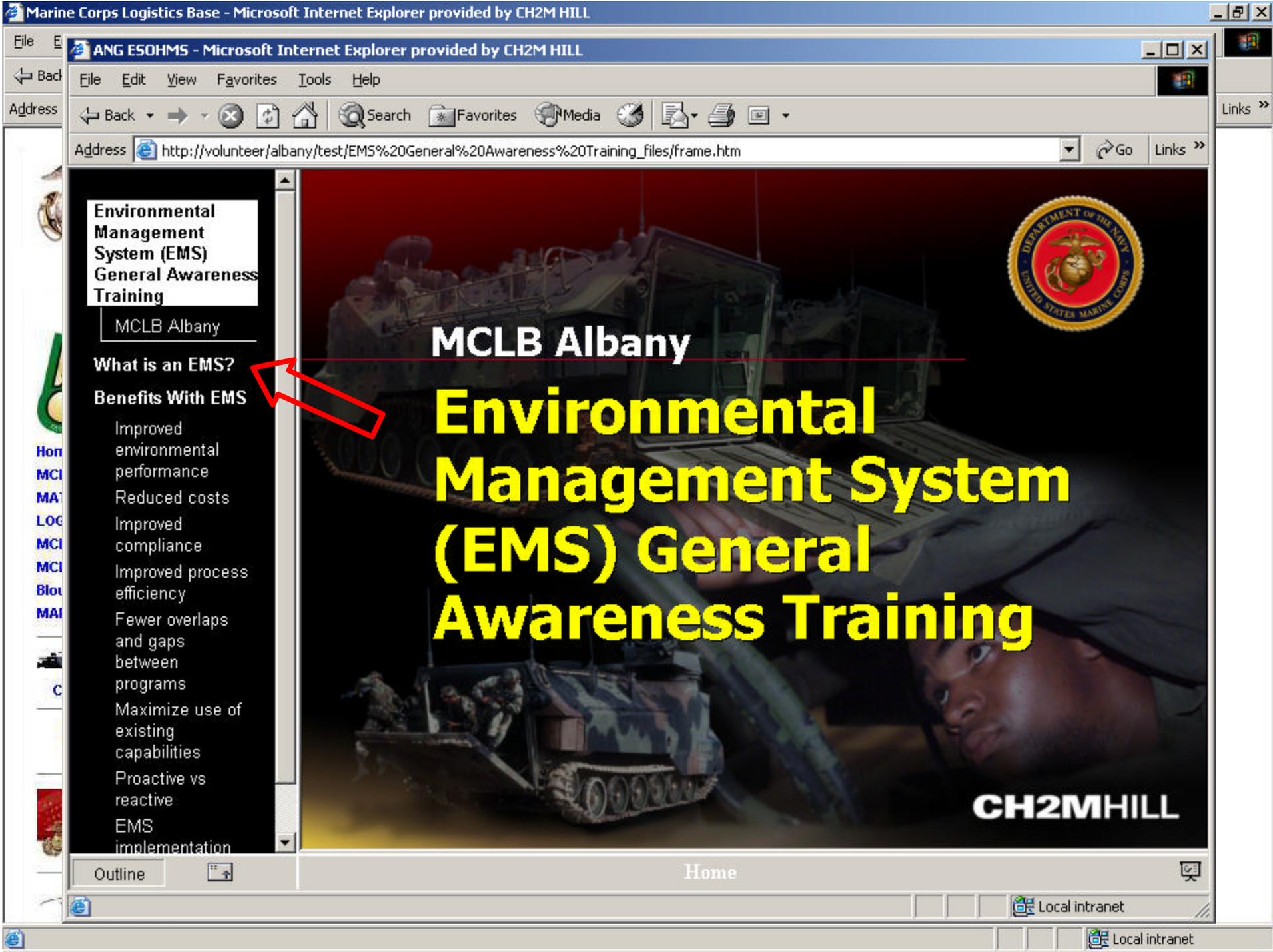
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Environmental Management System (EMS) General Awareness Training

MCLB Albany

What is an EMS?

Benefits With EMS

- Improved environmental performance
- Reduced costs
- Improved compliance
- Improved process efficiency
- Fewer overlaps and gaps between programs
- Maximize use of existing capabilities
- Proactive vs reactive
- EMS implementation

MCLB Albany Environmental Management System (EMS) General Awareness Training



CH2MHILL

Outline

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Local intranet



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MCLB Albany Environmental Management System

Continual Improvement

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

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

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Comment:

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

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MCLB Albany EMS Web Tool

Future possible functions

- Training database
 - Track employee training needs, due date, certification of completion
- Interactive “Compliance Calendar”
 - Tracks regulatory due dates
 - Sends emails to users to manage tasks
 - Audit management function to store and track results
- Aid in regulatory report submission
 - Hazardous waste reports
 - Chromium compliance report
 - Ground water use report
 - Potable water supply and distribution record





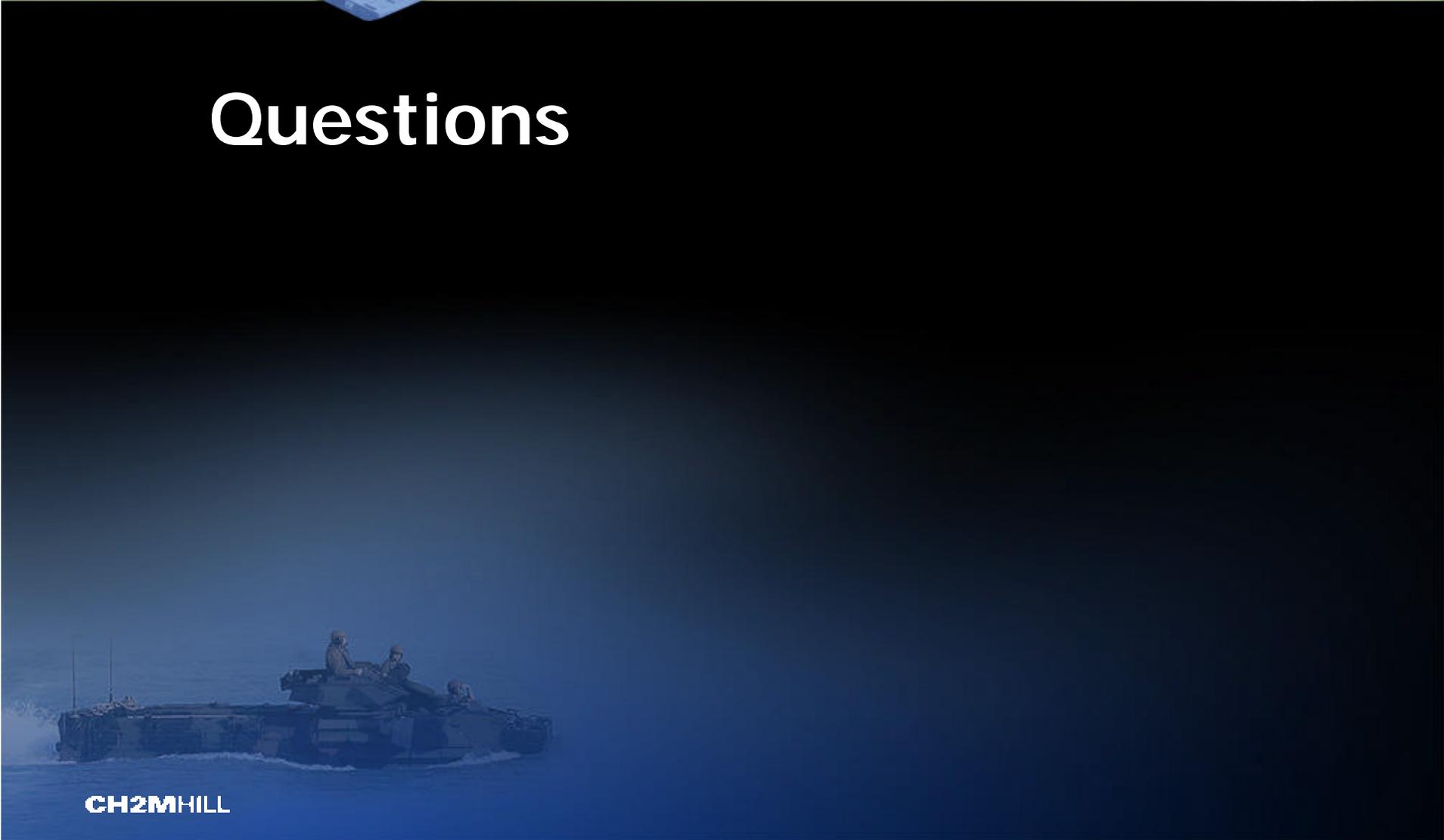
Summary & Next Steps

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





Questions



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