



# MANAGING HAZARDOUS WASTE AT MULTIPLE INSTALLATIONS:

## EMS CONCEPTS IN ACTION

*Presented by:*



Hampton, VA  
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# Agenda

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

# Introduction to Project

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

# Goal of Project

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

# Specific EMS Elements Incorporated

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- Structure and Responsibility
- Training
- Documentation
- Document and Record Control

# Structure and Responsibility: EMS Requirements

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- Must be defined and communicated
- Key personnel designated
- Specialized requirements
- Management must provide resources

# Structure and Responsibility: What is planned?

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- Organizational Charts
- Detailed position descriptions
- Identified and defined key personnel
- Qualifications
- Funding mechanisms

# Structure and Responsibility: Benefits

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



# Training: EMS Requirements

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- Training needs must be identified
- Understand the “why”

# Training: What is planned?

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

# Training: Benefits

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

# Documentation: EMS Requirements

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- Managerial information
- Managerial SOPs
- Operational SOPs

# Documentation: What is planned?

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- Managerial information for
  - Understanding HW regulations
  - Specific regulatory and Navy requirements
  - Organization
  - Responsibilities

# Documentation: What is planned?

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- Documented managerial SOPs for:
  - Inspections
  - Corrective actions
  - Reporting
  - Contractor management

# Documentation: What is planned?

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- Operational SOPs developed for:
  - Marking and labeling
  - Transferring HW
  - Communication
  - Routine inspections
  - Required records

# Documentation: Benefits

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- Consistency in operations
- Clear responsibilities
- Reduced effects from turnover



# Document and Record Control: EMS Requirements

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- Must be located
- Must be reviewed regularly
- Current version in use
- Obsolete versions removed

# Document and Record Control: What is planned?

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

# Document and Record Control: Benefits

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

# Overall Benefits

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- Centralization
- Documentation
- Consistency

# Conclusion

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

# QUESTIONS?

Thank you for your attention.

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