

## COMPREHENSIVE ENVIRONMENTAL CHECKLIST, TIIFGSEM520

SUSTAINABILITY, ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)			
Checklist Items	Yes	No	Comments
Has an Environmental Officer (EO) and Alternate been appointed on orders? <i>AR 200-1</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the EOs completed the Fort Gordon EO Course from the Environmental Division? <i>AR 200-1</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an Energy Conservation Officer been appointed on orders?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Building Energy Monitor been appointed on orders?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all personnel received Sustainability Environmental Management System awareness training? <i>EO 13423; AR 200-1</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have personnel who are exposed to Hazardous Materials completed Hazardous Material Communications (HAZCOM) Training from the installation Safety Office? <i>29 CFR 1910.1200</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have personnel who handle Hazardous Waste completed the Hazardous Waste Management Course from the DPW Environmental Division? <i>40 CFR 265.16</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have personnel who are involved in oil handling activities had the Spill Prevention Control and Countermeasures Training from the DPW Environmental Division? <i>40 CFR Part 112</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

Do you have a copy of the Sustainability, Environmental Management System Policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all personnel training records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a site specific Spill Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HAZARDOUS MATERIAL (HM), HAZARDOUS WASTE (HW), UNIVERSAL WASTE (UW)</b>			
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Have all containers been properly labeled according to their content?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all containers closed except when adding or removing waste?	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers in good condition (no leaks, dents or rust)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers compatible with the waste stored in them?	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers stored in a covered and secure area, away from storm drains?	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers stored on pallets on an impermeable surface?	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers of flammable waste grounded?	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers of HW maintained at or near the point of generation?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the HW have a Fort Gordon Satellite Accumulation Point (SAP) sign properly displayed identifying the waste?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the total accumulation of HW 55 gallons or less?	<input type="checkbox"/>	<input type="checkbox"/>	
Is UW being stored and properly disposed? (light bulbs, batteries)	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

Are UW containers properly identified with the waste that it contains?	<input type="checkbox"/>	<input type="checkbox"/>	
Are UW containers being turn-in for disposal within the designated accumulation time limit of 8 months.	<input type="checkbox"/>	<input type="checkbox"/>	
Do full containers have sufficient headspace to allow for expansion of the content?	<input type="checkbox"/>	<input type="checkbox"/>	
Are container labels properly filled-in and waste turned-in to the Hazardous Materials Control Point when full?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a spill response equipment and fire control equipment available in the waste storage area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are weekly inspections performed and documented to include date, time and personnel who performed the inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
Are corrected actions implemented and documented for deficiencies identified during weekly inspections? (including date, time)	<input type="checkbox"/>	<input type="checkbox"/>	
Is Emergency response information posted adjacent to a telephone in the office area to included activity POC information, Ft Gordon Emergency Response (911)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>POLLUTION PREVENTION</b>			
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the unit have a copy of their last Hazardous Material Inventory available for review?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all hazardous materials being Stored and segregated IAW Manufacture instructions (i.e. container label, MSDS, etc.) to prevent reaction, contamination, spoilage, or freezing?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all HM containers clearly labeled as to their contents?	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

Do have an active recycling program that includes recycling all paper, cardboard, wood and metals?	<input type="checkbox"/>	<input type="checkbox"/>	
Are recycling containers free of trash?	<input type="checkbox"/>	<input type="checkbox"/>	
Are trash containers free of recyclables?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all containers in good condition (i.e. not rusted or leaking, or not shippable due to excessive dents, or damage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all containers protected from the elements (i.e. rain, snow etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all hazardous materials purchased with an IMPAC Credit Card or other purchasing mechanism been approved in writing by the DPW Environmental Division?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all hazardous materials inventory been bar-coded by the Hazardous Materials Control Point (HMCP)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SPILL PREVENTION</b>			
Have all hazardous material or waste spills and/or releases been sufficiently cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all required hazardous material or waste spills and or releases been reported?	<input type="checkbox"/>	<input type="checkbox"/>	
Are bulk hazardous material containers properly positioned and bermed to prevent ground or water contamination in the event of a leak?	<input type="checkbox"/>	<input type="checkbox"/>	
Do material dispensing drums and/or leaking equipment have sufficient containment devices?	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment being washed in authorized areas only? (consolidated wash facility, authorized wash pads)	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

Is the wash rack well maintained and free of excessive dirt, trash, and debris?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the unit have best management practices (BMPs) in place to ensure no hazardous materials or pollutants are discharged into floor and storm drains?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the unit have procedures in place to ensure the proper collection and disposal of used dry sweep and contaminated dirt?	<input type="checkbox"/>	<input type="checkbox"/>	
Are parking areas free of excessive oil stains?	<input type="checkbox"/>	<input type="checkbox"/>	
Are dumpsters within the unit areas of responsibility closed and free of unauthorized trash, debris, and hazardous materials/waste?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AIR QUALITY MANAGEMENT</b>			
Are parts cleaner circulating pumps shut off and lids closed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
Does vehicle exhaust appear clean during normal operation?	<input type="checkbox"/>	<input type="checkbox"/>	
Does unit have the required Air Emissions approval for obscurant smoke operations?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the required maintenance and inspection of permitted paint booths being performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	
Is baghouse maintenance and inspection scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	
Are spot checks for dust emissions conducted at construction sites during land alteration projects?	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

<p>Has your activity notified the Air Program Manager of any of the following:</p> <ol style="list-style-type: none"> <li>1. Construction Permit request</li> <li>2. New emergency backup generator request</li> <li>3. New refrigerants Technician certification</li> <li>4. Refrigerant equipment certification</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CULTURAL &amp; NATURAL RESOURCE PROTECTION AND PERSERVATION</b>			
<p>Does the unit have a written policy addressing archeological protection?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the unit/organization know that all ground disturbing activities and/or changes to existing buildings have to be reviewed for impacts to Cultural Resources?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the unit/organization know that it is illegal to dig for or collect artifacts on Federal property without a permit? (Ref: Archaeological Resources Protection Act (ARPA); Native American Graves and Repatriation Act (NAGPRA)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the unit demonstrating conscientious efforts for the conservation and preservation of natural resources?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the unit enforce "No Parking" in landscaped and sodded areas?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENERGY CONSERVATION</b>			
<p>Are Building Energy Monitors (BEM) performing and documenting weekly inspections of assigned buildings?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are Energy Conservation Officers (ECO) performing and documenting monthly inspections of assigned facilities?</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

Are all windows and doors closed while heating/air conditioning units are in operation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all window and door closure systems and weather seals in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Are thermostats properly set according to current command policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Are lights, computers, appliances, and other electrical components off when not in use or needed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are thermostats and light switches labeled with energy conservation stickers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are faucets in administrative, housing, and maintenance areas, to include wash racks, free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	
Are lawns only being watered during authorized watering times (Between 0500 – 1000 hrs and 1600— 2400 hrs)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STORAGE TANK MANAGEMENT</b>			
Are all mobile facilities inspected for leaks daily?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all mobile facilities properly positioned and bermed to prevent ground or water contamination in the event of a leak?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PEST MANAGEMENT</b>			
Is the unit storing and/or using any unauthorized pesticides?	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental Checklist, TIIFGSEM520

Is the unit storing/using pesticides according to the units authorized use list?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the unit have only EPA registered pesticides?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NATIONAL ENVIRONMENTAL POLICY ACT</b>			
Is the unit/organization aware of the National Environmental Policy Act (NEPA) and how it is implemented on Fort Gordon for field training exercises?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the unit/organization aware of the National Environmental Policy Act (NEPA) and how it is implemented on Fort Gordon for work order type projects?	<input type="checkbox"/>	<input type="checkbox"/>	

**DPW Environmental Division - 791-6278/6106/6281**  
**DPW Energy Conservation Management – 791-6184**