

US ARMY GARRISON  
FORT LEE, VA



# ANNUAL MI-EMS AWARENESS TRAINING

## MISSION INTEGRATION- ENVIRONMENTAL MANAGEMENT SYSTEM



# What is an EMS?

**An Environmental Management System (EMS) is a business process that integrates sustainable practices into the overall management (mission) of an organization**

- Required by E.O. 13423; replaced by E.O. 16393 Planning for Federal Sustainability in the Next Decade
- Integrates environmental **S-T-E-W-A-R-D-Ship** into the overall management of an installation
- Fosters continual improvement



# Why Does Fort Lee Need An EMS?

For Fort Lee to continue to meet Army mission requirements, the installation must adopt and incorporate sustainable business practices:

- Preserves and conserves resources, and the environment
- Saves the installation money, while strengthening the community
- Standardizes our programs, with completion of the mission
- Required by E.O. 13423; replaced by E.O. 16393 Planning for Federal Sustainability in the Next Decade



# Why Mission Integration-EMS?

Fort Lee's EMS integrates environmental management into mission requirements and focuses on community, readiness, sustainability and environmental compliance so it is referred to at Fort Lee as:

## Mission Integration - Environmental Management System (MI-EMS)



# Fort Lee MI-EMS Policy

## Policy 07-05 - Mission Integrated-Environmental Management System (MI-EMS) Policy ensures we understand:

- MI-EMS is the responsibility of everyone at Fort Lee
- Management of the Fort Lee Environmental Aspects and Impacts / Objectives and Targets
- How to implement continual improvement and recognize when improvement is needed at all levels
- How to ensure MI-EMS efforts are effective by administering audits and management review



# Environmental Policy Acronym

## S-T-E-W-A-R-D-S

**S**trive to fully integrate environmental requirements into our standard work practices and procedures so environmental awareness and compliance are part of the way we conduct business

**T**rack and review specific environmental goals. Establish specific measures of performance to assist in assessing system effectiveness

**E**nsure compliance with all applicable environmental policies, laws and other regulations

**W**ork to continually assess activities, products and services that can cause an impact on the environment. Identify significant environmental impacts and ensure that they are considered when establishing objectives and targets in our environmental management programs

**A**ctively pursue continual improvement in organizational environmental management systems

**R**ecognize potential sources of pollution prevention & recycling to meet or exceed Army goals

**D**isseminate the Mission Integration - Environmental Management System policy to the widest extent possible, reaching the entire Fort Lee Community

**S**ustain a campaign quality Army in war and peace

**Military, Civilians, and Contractors are the S-T-E-W-A-R-D-S for MI-EMS**



# Process of Continual Improvement of EMS (Plan-Do-Check-Act)

FL Policy 07-05 - Mission Integrated/Environmental Management System (MI/EMS) Policy



**Mission Priorities**

# You, the **S-T-E-W-A-R-D-S** Can Be Part of The Planning - **PLAN**

A multi-disciplinary team called a *Cross-Functional Team* evaluates Fort Lee activities, products, services, and the **aspects** within said activities, products, and services. This course of action is to minimize or avoid the **impacts** to our resources.



The *Cross-Functional Team* examines **aspects** to diminish environmental **impacts** by creating :

- **Objectives** long-term actions that are developed and
- **Targets** short-term actions that are set to achieve the objectives



# PLAN - MI-EMS Significant Aspects/Impacts

## ► Calendar Year 2016 (CY16)

| Activity   | Aspect  | Impact  |
|--|---|---|
| Any major installation process undertaken to achieve the mission. A task or operation generally occurring within in the EMS fence-line | Elements of an organization's activities, products, and services that can interact with the environment | Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's aspect |
| Building Management  | Energy Consumption  | Air Pollution   |
| Building Management  | Water Consumption   | Water Quality   |
| Hazardous Waste Management   | Hazardous Waste Disposal  | Soil/Water/Air Pollution  |
| Hazardous Waste Management   | Unintentional Releases/Spills   | Soil/Water/Air Pollution  |
| Vehicle Management/Use   | Air Emission  | Air Pollution   |
| Food Activity/Disposal   | Non-Hazardous Waste   | Soil/Water/Air Contamination  |

# MI-EMS Objectives / Targets - PLAN

## ▶ Calendar Year 2016 (CY16)

- ❑ **Air Quality Management –**
  - ❑ Reduce fuel consumption 2% annually through 2020 (EO 13514)
  - ❑ Reduce greenhouse gas emissions 40% through 2025 with a 2008 baseline (EO 13693)
  - ❑ Reduce “per mile” fleet GHG emissions no less than 4% by 2017 with a 2014 baseline
  - ❑ Reduce Class II refrigerant usage and purchase 100% by 2025. Reduce refrigerant total 2% annually. (FY10 Baseline)
  
- ❑ **Building Management –** Reduce Energy Intensity 2.5% annually. Based on FY16 1<sup>st</sup> Quarter AWERS data
  
- ❑ **Mandatory Training –** All EMD mandated training to be dispersed Installation-wide effectively, efficiently and paperless
  
- ❑ **POL Management -** Reduce unintended releases (2009 Baseline)
  
- ❑ **Reduce Non-Hazardous Solid Waste/Hazardous Solid Waste –** Increase the diversion percentage from previous year



**DO** - How do you Implement controls that will control environmental risks?

Organizations and Units will create SOPs, Plans, Policies etc... and ensure these controls followed



# CHECK - Is the MI-EMS going in the right direction?

Audits evaluate the management system performance

- Eliminate repeat findings
- Maintain compliance

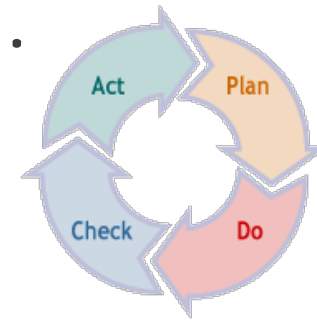
## Audit types

- External reviews
- Self assessments



# ACT - Management Review

Management reviews the Fort Lee MI-EMS to ensure suitability and effectiveness for continual improvement. This review is included in the **Plan-Do-Check-Act**.





# A Few Ways YOU (STEWARDS) Provide Sustainability and Environmental Stewardship

## Compliance

HAZMAT/Oil Spills - When spills/releases occur dial 911 and contact DPW-EMD Spill Team, 734-3811/3772. IOC initiates the Fort Lee RED PLAN.

Hazard Material/Waste - Properly collect and reuse hazardous materials or dispose of hazardous waste for pick-up as stated in the Fort Lee Hazardous Waste Standard Operating Procedure. For assistance with Hazardous Material contact 804-734-5243. For Hazardous Waste contact 804-734-3811

FL Policy 20-03 - Hazardous Material Control Center (HMCC)





# A Few Ways YOU (STEWARDS) Provide Sustainability and Environmental Stewardship

## Compliance



*You're doing it wrong...*

**DO NOT LEAVE any WASTE outside Hazwaste Facility (Bldg. 7130) at any time. Use the schedule for proper pick-up and drop-off times.**

| Time | Monday                    | Tuesday                   | Wednesday                | Thursday            | Friday                         |
|------|---------------------------|---------------------------|--------------------------|---------------------|--------------------------------|
| 0800 | 0800 - 1130               | 0800 - 1130               | 0800 - 1130              | 0800 - 1130         |                                |
| 0900 | Weekly Tenant Inspections | Follow Up On Tenant Needs | On Call For Appointments | OPEN                | 0900 - 1130                    |
| 1000 |                           |                           |                          |                     | Closed for Material Processing |
| 1100 |                           |                           |                          |                     |                                |
| 1130 | LUNCH                     | LUNCH                     | LUNCH                    | LUNCH               | LUNCH                          |
| 1200 | 1200 - 1530               |                           | 1200 - 1530              |                     | 1200 - 1530                    |
| 1300 | Follow Up On Tenant Needs | 1300 - 1530               | On Call For Appointments | 1300 - 1530         | Closed for Material Processing |
| 1400 |                           | Accepting Drop Offs       |                          | Accepting Drop Offs |                                |
| 1500 |                           |                           |                          |                     |                                |
| 1530 |                           |                           |                          |                     |                                |
| 1600 |                           |                           |                          |                     |                                |
| 1630 |                           |                           |                          |                     |                                |

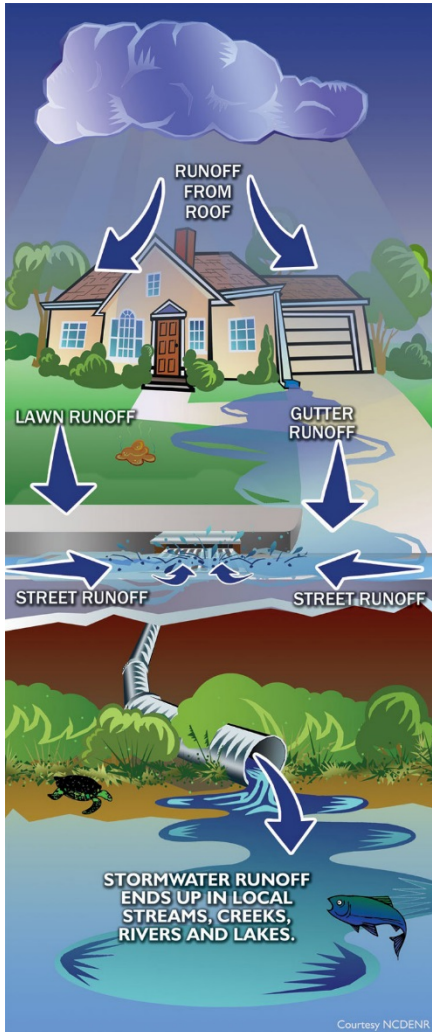
### Schedule/Questions Call....

Compliance Manager, 804-734-3772, HW Manager 804-734-3811 or 910-523-8403 and HW Technician 804-765-7996 or 804-605-1965 for more info.

# A Few Ways YOU (STEWARDS)

## Provide Sustainability and Environmental Stewardship

### Compliance



Storm Water - Do Not allow chemicals, petroleum, oils, grease, wash water or any other non-storm water substance to enter facility drains or storm water drains. Wash vehicles only in designated areas (Military Vehicle Wash Rack/AAFES car wash/Auto Craft Shop Bldg 9035).

Policy 15-13 - Fort Lee Municipal Separate Storm Sewer System (MS4) Policy

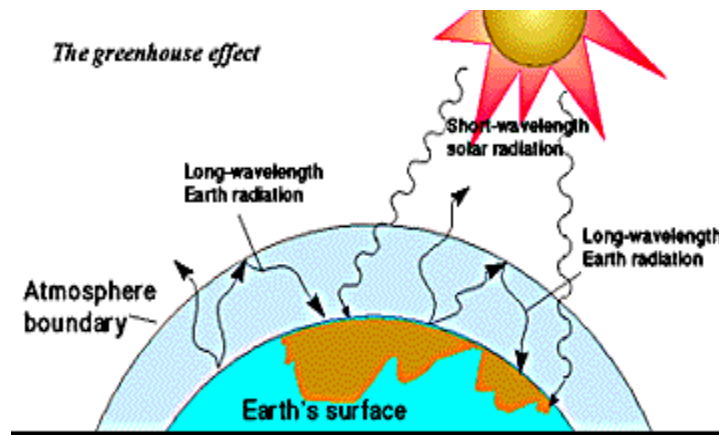
# A Few Ways YOU (STEWARDS) Provide Sustainability and Environmental Stewardship

## Compliance

Air Emissions - Idle vehicles no longer than 30 seconds

- Procure only low NOx (30 ppm) fuel burning equipment (boilers / water heaters / unit heaters)
- Control dust on work sites at all times
- Commute with a group / telework
- Report any smoking equipment to the Air Compliance 804-765-7546

Policy 10-06 - Fort Lee Energy Conversation Measures



# A Few Ways YOU (STEWARDS)

## Provide Sustainability and Environmental Stewardship

### Pollution Prevention

Buy Green Products- Use less toxic substitutes and buy only what you need, so nothing goes in the landfill-utilize the Hazardous Material Control Center .

Policy 03-11 - Fort Lee Pollution Prevention

Policy 04-11 - Fort Lee Green Procurement Policy

Recycle/Repurpose- recycle/repurpose to the maximum extent possible, ALL metal, paper, cardboard, plastic #1, #2, #3, and #5 and glass should be recycled in the Fort Lee workplace. It can be co-mingled.

**MANDATORY:** Policy 19-03 - Fort Lee Recycling Program

**MANDATORY:** Recycle coordinator training contact Guy Morris at [guy.a.morris2.civ@mail.mil](mailto:guy.a.morris2.civ@mail.mil)



# A Few Ways YOU (STEWARDS)

## Provide Sustainability and Environmental Stewardship

### Pollution Prevention

PRINT Only When Necessary- Use electronic copies to edit documents and use digital signature when possible. When printing: use double sided copies and use color ink only when absolutely necessary.

Policy 11-12 - Garrison Printer Policy

Only Approved Pesticides- when using pesticides and chemicals refer to

Policy 17-03 - Pest Management Services



NEPA Review - DA Form 4283 Work Orders required for ALL work, events, repairs, or "permission only" affecting federal property. When completed environmental requirements are supplied to the requestor. When in doubt ask does it involve federal dollars or property most likely needs an environmental review/do a DA Form 4283.

For more information or to obtain a copy Fort Lee Environmental Special Conditions Package (ver. June 2015) contact 804-734-5352.



# A Few Ways YOU (STEWARDS)

## Provide Sustainability and Environmental Stewardship Conservation

Forestry - You need permission from Environmental Management Division (EMD) before any trees are cut down on Fort Lee. After storm events, permits can be issued to remove downed trees. Contact EMD at 804-734-5080 for more information.



Landscaping - All landscaping events should utilize native plants and native materials guidance found in Fort Lee Environmental Special Conditions.

Wildlife - Leave the wildlife alone, if you have questions/issues with animals on Fort Lee call the Wildlife Biologist, 804-734-5080 or the Game Warden, 804-652-5979.



Wetlands - Only cross wetlands at bridges. Protect wetlands and all vegetation around wetlands out to 100ft. Contact EMD at 804-734-5080 for more information.



# A Few Ways YOU (STEWARDS) Provide Sustainability and Environmental Stewardship

## Cultural Resources

**Need to Know:** The National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) are two different federal laws with separate triggers; although often coordinated with each other, neither “drives” the other.

**ALL** work requests entered into NEPA Manager must be reviewed by the Cultural Resource Manager to determine whether consultation under Section 106 of NHPA is required.

When consultation is required, the Virginia Historic Resources Division and other stakeholders such as Native American Indian tribes with a connection to the area must be provided 30 days to comment on the Army’s determination of effect.

In order to request comments, the Cultural Resource Manager must have all required information about the project:

- Detailed location and description of proposed work
- Scaled map of the area to be affected by project

# A Few Ways YOU (STEWARDS)

## Provide Sustainability and Environmental Stewardship

### Cultural Resources

Once it is determined that a project requires consultation, there will be a waiting period for the customer of 35 to 45 calendar days:

10 to 15 days for the CRM to prepare the consultation package;  
30 days for receipt of comments

**Need to Know:** The only established timeframe associated with Section 106 of NHPA is the number of days required to be provided to stakeholders for comments. However, there is **no limit** to how long the consultation process can take from beginning to end.

In the meantime, if you are out and about and see something on the ground which you believe may be an **artifact** or something else of cultural significance, leave it in place and notify the Cultural Resource Manager at 804-734-4434 or Staff Archaeologist at 804-765-7026.

Metal Detecting is prohibited on Fort Lee ([Policy 03-12 - Metal Detector Use Policy](#)). Violators are subject to potential fines and/or jail time.

# A Few Ways YOU (STEWARDS) Provide Sustainability and Environmental Stewardship

## Energy / Water



Turn Off Equipment/Lighting- when not in use, enable hibernation and shut down features for monitors and CPUs, turn off lights/electricity when offices/buildings/stadiums are not in use

Vending Machines- should be de-lamped regardless of location

All Equipment- Purchase Energy Star equipment only

Window and Doors- keep them closed so that the engineered air conditioning or heating can work properly

# A Few Ways YOU (STEWARDS) Provide Sustainability and Environmental Stewardship

## Energy / Water

Leaks - Request repairs for all water leaks or any flowing water that is abnormal.

Thermostats - Do not tamper with or change thermostats' fuel-saving temperature settings. They are set to work with engineered systems, i.e. ventilation, air conditioning and heating systems. If thermostats are changed not only is it a waste of energy but also effects the indoor building health. Notice: the most energy-efficient person with the vested interest in the energy costs isn't the one programming the thermostats.

### ► Policy 10-6 - Fort Lee Energy Conservation Measures



Outside Link:

[The Problem with Programmable Thermostats](#)

\* For energy and water evaluations contact the Energy Manager at 804-734-4100

# USAG Fort Lee Best Practice

## Environmental Management Division (EMD) Pocket Guide APP



Utilizing technology to reach Service Members, Families, Civilians and Contractors about environmental issues and regulations

- Environmental Pocket Guide Application for Apple and Android Smartphones
- Satisfies the requirements of the ISO 14001 environmental management standard and Army EMS requirements
- You can download the application by searching for “fort lee emd” at your appropriate App store as well as rate the value of this App



### New Features

- New “Get Involved in your Environment” -- allows a user to report an environmental incident; Looking for photos that portray Fort Lee’s Environment
- Directs the public to more information on the DPW-EMD public website:

[https://army.deps.mil/army/cmds/imcom\\_usag15/flg/dpw/emd/SitePages/EMD\\_Home.aspx](https://army.deps.mil/army/cmds/imcom_usag15/flg/dpw/emd/SitePages/EMD_Home.aspx)

- Provides easy access to EMD Program Management info, Environmental Management System (EMS) policies, procedures, and related environmental documentation that apply to the operations of the Installation.





# Questions

Do you have an idea to help improve efficiency and environmental **S-T-E-W-A-R-D-Ship**? If so, send your ideas to The Environmental Management Division at:

[usarmy.lee.imcom.mbx.lee-emo-ft-lee@mail.mil](mailto:usarmy.lee.imcom.mbx.lee-emo-ft-lee@mail.mil)

or

[cindy.m.rood.civ@mail.mil](mailto:cindy.m.rood.civ@mail.mil)

For more information please contact the  
Fort Lee Mission Integration-Environmental Management System Coordinator  
804-734-3766



Military, Civilians, and Contractors MI-EMS is Everyone's EMS