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List of Acronyms

AC&I	Acquisition, Construction, and Improvement	HSC	Health and Safety Code
AEO	Assistant Engineering Officer	HW	Hazardous Waste
AST	Aboveground Storage Tank	IM	Industrial Manager
CFC	Chlorofluorocarbons	ISC	Integrated Support Command
CFR	Code of Federal Regulations	ISO	International Standards Organization
CEU	Civil Engineering Unit	MLCPAC	Maintenance and Logistics Command Pacific
CO	Commanding Officer	MSDS	Material Safety Data Sheet
DCM	Document Control Matrix	NOV	Notice of Violation
DHS	Department of Homeland Security	PE	Professional Engineer
EAR	Environmental Action Report	RCRA	Resource Conservation and Recovery Act
EBC	Environmental Branch Chief	SAA	Satellite Accumulation Area
ECE	Environmental Compliance Evaluation	SEH	Safety and Environmental Health
EM	Environmental Manager	SOP	Standard Operating Procedure
EMSPP	Environmental Management System Program Plan	SPCC	Spill Prevention, Control, and Countermeasure
EMS	Environmental Management System	SWPPP	Stormwater Pollution Prevention Plan
EO	Engineering Officer	TSDF	Treatment Storage & Disposal Facility
EPCRA	Emergency Planning and Community Right-to-know Act	TRI	Toxic Release Inventory
ERC	Environmental Review Committee	UEG	Unit Environmental Guide
HM	Hazardous Materials	USCG	United States Coast Guard
HMMP	Hazardous Materials Management Plan	VOC	Volatile Organic Compounds
HMC/HWC	Hazardous Materials Coordinator/Hazardous Waste Coordinator	XO	Executive Officer

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1.0 PURPOSE

The purpose of this document is to describe the core elements of the ISC Honolulu Environmental Management System (EMS) and to provide direction to related EMS documents.

2.0 SCOPE

This EMS applies to all ISC Honolulu staff, tenants, and contractors.

3.0 MAINTENANCE

The ISC Honolulu Environmental Branch Chief (EBC) shall be responsible for maintaining this manual. Approval authority rests with the ISC Honolulu Commanding Officer (CO). Suggestions for revision shall be submitted to the ISC Honolulu EBC.

4.0 DEFINITIONS

Environmental Aspect: Any element of the facility's activities, products, or services that it controls and/or over which it can have influence, and that can affect the environment. A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact, as described in Section 5.2.

Environmental Impact: Any change to the environment, positive or negative, that results from the facility's activities, products or services.

Environmental Management System: The part of the overall management system that addresses organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources to develop, implement, achieve, review and maintain the environmental policy.

Environmental Management System Audit: A systematic, documented verification process to objectively obtain and evaluate evidence to determine whether the facility's EMS conforms to criteria set by the facility, and to communicate the results of this process to management.

Environmental Objective: The overall environmental goal, arising from the environmental policy, that the facility sets as described in Section 5.4. The objective should be quantified where practicable.

Environmental Target: A step or set of steps needed to achieve the environmental objective. The environmental target should be quantified where practicable.

5.0 DISCUSSION

This section describes the elements of ISC Honolulu's EMS. This EMS addresses the requirements of Executive Order 13148 and of the Commanding Officer (CO) of ISC Honolulu. At a minimum, ISC Honolulu's Environmental Review Committee (ERC) consists of the EBC, Engineering Officer (EO), and Hazmat Coordinator/Hazwaste Coordinator (HMC/HWC) (EMS-FRM-001). International Standards Organization (ISO) 14001 EMS Specification Standard criteria were considered in developing this EMS; however, ISC Honolulu does not intend to be certified according to the ISO 14001 standard. ISC Honolulu will self-declare conformance to the Department of Homeland Security (DHS) standards.

5.1 Environmental Policy

ISC Honolulu's environmental policy (Appendix A) provides the framework and underlying principles for its EMS and is an integral element in the activities performed and services provided. All ISC Honolulu personnel, tenants, and contractors are responsible to fully implement the environmental policy.

The environmental policy is included in EMS-POL-001. Copies of the policy are available to all employees on the facility's intranet web site (<http://cgweb.d14.uscg.mil/ischon/Web/ee.htm>). The environmental policy is available to the public upon request.

Annually, the ISC Honolulu ERC will review and revise the environmental policy as necessary to ensure it:

- Is appropriate to the nature, scale, and environmental impacts of its activities, products, or services
- Includes a commitment to continual improvement and prevention of pollution
- Includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the organization subscribes
- Provides the framework for setting and reviewing environmental objectives and targets
- Is available to the public

The ISC Honolulu CO shall approve modifications to the environmental policy.

5.2 Environmental Aspects Identification

Environmental aspects identification is the first step toward implementing the environmental policy. It provides the basis for establishing environmental objectives and targets, the environmental management program, training programs, operational controls, and monitoring and measurement programs.

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The ISC Honolulu ERC shall identify facility environmental aspects and determine which aspects have or can have significant impacts on the environment. Significant environmental aspects will be considered when setting the environmental objectives and targets.

Environmental aspects will be documented by using a matrix to rate the degree of positive and negative impact these environmental aspects have on the environment, including:

- Liabilities (potential regulatory/legal exposure, business concerns, etc.)
- Effect on the environment (air, water, land, flora, fauna, etc.)
- Stakeholder needs and expectations (CO, headquarters, tenants, community, interested parties, etc.)
- Resources (business concerns, including staffing and financial resources)
- Costs (direct and indirect costs of the impact)
- Frequency (likelihood of impact)
- Scale (localized, regional, global)

Based on the impact ratings, the ERC will determine which aspects are significant. Those aspects with the highest positive and negative impact ratings (2.25 or higher) will be designated as ISC Honolulu's significant environmental aspects. The current environmental aspects, including the significant environmental aspects, are included in EMS-FRM-002.

This rating process shall be performed annually to coincide with business planning and budgeting. The resulting environmental objectives, targets, and Environmental Management System Program Plan (EMSPP) will then be integrated into overall business plans for the facility.

5.3 Legal and Other Requirements

ISC Honolulu uses a number of resources to identify and access legal and other requirements. ISC Honolulu gathers information from the following sources:

- Professional literature
- Newsletters
- Internet
- Printed laws and regulations (e.g., Barclays)
- Information distributed by headquarters
- News media
- Environmental Compliance Evaluation (ECE) reports
- Unit Environmental Guide (UEG)

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- Training and conferences
- Informal networking

Applicable legal and other requirements are communicated to ISC Honolulu staff and tenant commands through e-mail, awareness training, and ECE reports. ISC Honolulu Divisions and tenant commands are responsible for modifying their programs and standard operating procedures (SOPs) to meet new or revised requirements.

Upon request by ISC Honolulu and tenant commands (i.e., cutters, Exchange, etc.), Civil Engineering Unit (CEU) Honolulu or other sources may provide funding, contracting, and technical support.

5.4 Objectives and Targets

Annually, the ISC Honolulu ERC shall establish new or modified environmental objectives and targets, taking into consideration:

- Environmental policy, including pollution prevention
- Significant environmental aspects
- Legal and other requirements
- Technological options
- Financial, operational, and business requirements
- Views of interested parties (if desired)

The environmental objectives and targets are documented in the Environmental Management System Program Plan (EMSPP) (EMS-PLN-001) as described in Section 5.5. The ISC Honolulu CO approves of the new or modified objectives and targets through approval of the EMSPP.

5.5 Environmental Management System Program Plan

The ERC shall establish and maintain an EMSPP that:

- Designates responsibility for achieving the environmental objectives and targets
- Establishes means and time frames to achieve these objectives and targets

Personnel and expense budgets necessary to achieve the environmental objectives and targets will be considered in determining the means to achieve them.

Quarterly, the ERC will review progress toward meeting the objectives and targets. Elements of the EMSPP will be modified as necessary. In the event of new or modified activities or services at ISC Honolulu, the EMSPP may be amended. The EMSPP is included in EMS-PLN-001.

5.6 Structure and Responsibility

ISC Honolulu has defined specific roles, responsibilities, and authorities for establishing, implementing, and maintaining the EMS and to facilitate effective environmental management. An organizational chart is presented in EMS-FRM-003, and EMS-FRM-004 contains an accountability and responsibility matrix.

The ISC Honolulu CO shall have ultimate responsibility to define the environmental policy, provide technical, financial, and human resources necessary for implementing and controlling the EMS, and review and change the EMS, as necessary, to ensure its continuing suitability, adequacy, and effectiveness. Final approval authority rests with the ISC Honolulu CO.

The EBC is responsible for administration of the EMS. In accordance with this procedure, the EBC shall assist the ISC Honolulu CO in carrying out the responsibilities for establishing, implementing, and maintaining the EMS.

5.7 Training, Awareness, and Competence

All personnel whose work may create a significant impact on the environment must receive appropriate training.

ISC Honolulu maintains several training and awareness programs to educate employees and tenants regarding the EMS, environmental policy, and environmental impacts of the work activities. With support from CEU Honolulu, ISC Honolulu identifies the necessary training needs for ISC Honolulu employees, tenants, and contractors considering:

- The importance of conformance with the environmental policy and requirements of the EMS
- The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance
- Their roles and responsibilities in achieving conformance with the environmental policy and requirements of the EMS, including emergency preparedness and response requirements
- The potential consequences of departure from specified operating procedures

These training requirements are identified in the training and awareness matrix included in EMS-FRM-005. The training programs description matrix in EMS-FRM-006 summarizes the content of these training programs, the regulatory driver, if any, and duration and frequency of the programs.

ISC Honolulu, contractors, and tenants are accountable for ensuring their employees have met the training requirements and are competent on the basis of appropriate education, training, and/or experience. CEU Honolulu is available to assist in coordinating and conducting relevant training.

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In addition to training programs, ISC Honolulu provides awareness of the EMS requirements to tenants, contractors, and employees through:

- Work instructions/procedures
- Environmental policy
- Marketing (i.e. bulletin boards, intranet web site)

ISC Honolulu shops are responsible for demonstrating that training has occurred. The ISC Honolulu EBC is responsible for maintaining employee training records for personnel who have attended environmental-related training. Refer to EMS-FRM-013 for a list of required training records.

5.8 Communication

ISC Honolulu maintains programs to ensure:

- Internal communication among the various levels and functions of the organization
- Receipt, documentation, and response to relevant communication from external interested parties

5.8.1 Internal Communication

ISC Honolulu maintains processes for communicating information about its EMS and environmental aspects. Internal communication resources include:

- Electronic database
- Policies, procedures, and work instructions
- Regulatory plans
- ECE reports
- UEG
- Permits
- Contract specifications
- E-mail
- Postings on bulletin boards
- Committees
- Emergency Response Plans
- Labels
- Reports

- Training programs
- Meetings
- Environmental Action Reports (EARs)

ISC Honolulu shall ensure communication between all relevant functions and levels of the organization on this EMS manual and on the environmental aspects through meetings, as well as through the various communications resources listed above.

The nonconformance and corrective and preventive action program is one of the primary tools used by employees, tenants and contractors to identify areas of improvement for the EMS (See Section 5.14).

In addition, ISC Honolulu maintains a program to acknowledge and reward employees, contractors and tenants for positive environmental performance. This program is defined in the Environmental Excellence Recognition Program Procedure in EMS-SOP-001.

5.8.2 External Communication

ISC Honolulu is responsible for receiving, documenting, and responding to relevant communication from external parties, including complaints and communications from regulatory agencies. Communication regarding external parties, including complaints, is addressed through the nonconformance and corrective and preventive action program (See Section 5.14). Communications from regulatory agencies, including receipt of regulatory documents and regulatory inspections, is addressed through the Regulatory Agency Environmental Inspection Response Procedure in EMS-SOP-002.

5.9 Environmental Management System Documentation

This manual constitutes the EMS documentation, which describes the core elements of the EMS and provides direction to related documentation through the electronic database. The EMS Documentation Matrix summarizes the key EMS documents as presented in EMS-FRM-007.

5.10 Document Control

ISC Honolulu maintains a system for controlling all documents covered under this EMS to ensure that:

- They can be located
- They are periodically reviewed, revised as necessary and approved for adequacy by authorized personnel
- The current versions of relevant documents are available at all locations where operations essential to the effective functioning of the EMS are performed
- Obsolete documents are promptly removed from all points of issue and points of use

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- Obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified

Documentation covered under this EMS shall be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner, and retained for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of documents.

ISC Honolulu maintains a Document Control Procedure (EMS-SOP-003). A matrix is used to track revisions to documents and other pertinent information (EMS-FRM-008).

5.11 Operational Controls

ISC Honolulu maintains various documents, procedures, SOPs and work instructions to ensure that:

- Activities are performed in accordance with environmental policy commitments and the objectives and targets
- Operating criteria exist for the activities and operations associated with relevant environmental aspects and significant environmental aspects, where appropriate
- The purchase of goods and services considers the significant environmental aspects, and these significant environmental aspects and other relevant EMS requirements are communicated to suppliers and contractors

ISC Honolulu will identify operations and activities where operational controls need to be established. ISC Honolulu maintains an Operational Controls Procedure for identifying a process for identifying and documenting the operational controls associated with its significant environmental aspects presented in EMS-SOP-004. The EBC maintains a matrix identifying the operational controls (EMS-FRM-009) to address the significant environmental aspects identified in EMS-FRM-002.

Procedures, work instructions, and SOPs will be established and maintained, if it is determined that a lack of formal procedures might lead to a deviation from the environmental policy and the environmental objectives and targets.

5.12 Emergency Preparedness and Response

Emergency preparedness documents are maintained to identify the potential for and response to accidents and emergency situations at ISC Honolulu and to prevent and mitigate the environmental impacts. The emergency preparedness documents specify requirements to:

- Develop response plans
- Conduct specific training
- Perform and critique test drills, as appropriate

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ISC Honolulu maintains emergency preparedness and response documents that include:

- Spill Prevention Control and Countermeasure (SPCC) Plan
- Stormwater Pollution Prevention Plan (SWPPP)
- Emergency Planning and Community Right-to-Know Act (EPCRA) Tier II Reports
- Resource Conservation and Recovery Act (RCRA) Contingency Plan

ISC Honolulu emergency preparedness and response programs are reviewed annually and revised when necessary, such as after the occurrence of an accident or emergency situation.

5.13 Monitoring and Measurement

ISC Honolulu maintains programs, procedures, and processes, including the Biennial Hazardous Waste Report, the Solid Waste Management Program, and ECEs, to periodically monitor and measure its operations and activities that can have a significant impact on the environment. ISC Honolulu periodically evaluates compliance with relevant laws and regulations during on-site inspections. Monitoring and measurement is performed to track environmental performance, relevant operational controls, and conformance with the organization's environmental objectives and targets.

The Significant Environmental Aspects, Operational Controls and Monitoring and Measurement Matrix (EMS-FRM-009) describe the monitoring and measurement used to track the performance of relevant operational controls and environmental compliance associated with the significant environmental aspects. EMS-PLN-001 describes the monitoring and measurement to track performance of the objectives and targets.

Monitoring equipment is calibrated and maintained according to manufacturer specifications. Records of these processes are maintained on the facility's intranet web site (<http://cgweb.d14.uscg.mil/ischon/Web/ee.htm>).

5.14 Nonconformance and Corrective and Preventive Action

ISC Honolulu maintains a Corrective and Preventative Action Procedure (EMS-SOP-005) defining responsibility and authority for handling and investigating nonconformance, taking action to mitigate impacts caused and for initiating and completing corrective and preventive action. Corrective or preventive action taken to eliminate the causes of actual and potential nonconformance shall be appropriate to the magnitude of problems and commensurate with the environmental impact encountered. The ISC Honolulu Environmental Branch shall issue an electronic notification via Microsoft Outlook™ (EMS-FRM-010) to personnel responsible for the nonconformance. The recipient of the form shall respond electronically with corrective action measures taken within seven days of receiving the form and submit it to the Environmental Branch.

5.15 Records

ISC Honolulu maintains records in accordance with United States Coast Guard (USCG) directives and regulatory requirements. Environmental records are maintained so that they are identifiable and traceable to the activity, product or service involved. Environmental records are stored and maintained so that they are retrievable and protected against damage, deterioration or loss. EMS-FRM-011 and EMS-FRM-012 describe the environmental records maintained, their location, and retention time.

5.16 Environmental Management System Audit

ISC Honolulu maintains a program to perform EMS audits annually by the EBC. Third party consultants or staff from another USCG unit also may perform EMS audits on a periodic basis.

EMS audits evaluate whether the EMS conforms to the requirements in the EMS manual and the EMS is being properly implemented and maintained. The results of the EMS audit are provided to the ERC and the CO to ensure continual improvement of the EMS.

An EMS Audit Checklist is included in EMS-FRM-013.

5.17 Management Review

At least annually, the ISC Honolulu ERC will review the operation of the EMS to determine its continuing suitability, adequacy, and effectiveness. The ERC will evaluate the need for modifications to the EMS and will set new or modified objectives and targets. Modifications to the EMS and new or revised objectives and targets will be based on progress to date, changing circumstances at the facility, and the commitment to continual improvement of the EMS. The EMS review will rely on information and reports prepared by the CEU Honolulu, internal inspections, internal audit reports, and other records, reports, and information.

Appendix A
EMS Policy and Plan

EMS-POL-001, Environmental Policy

EMS-PLN-001, Environmental Management System Program Plan 2005-2006

EMS-POL-001	ISC Honolulu
Environmental Policy	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None



United States Coast Guard ISC Honolulu Environmental Policy

ISC Honolulu is committed to managing environmental matters as an integral part of our day-to-day operations. Our commitment to the environment is fundamental to our operations and is essential for our continued success. We are committed and strive to:

- Comply with all applicable federal, state, local, and agency requirements
- Comply with environmental laws, regulations, and other applicable requirements
- Fully utilize support units to assist with compliance and environmental stewardship
- Enhance the environment and minimize impacts to the environment
- Integrate pollution prevention principles into work practices and processes while increasing productivity and reducing costs
- Train personnel to fulfill their environmental responsibilities
- Recognize good environmental practices of our employees
- Communicate environmental targets to Coast Guard personnel
- Monitor and review our environmental performance
- Continually improve our environmental management system

Personnel at ISC Honolulu are responsible for carrying out this policy by protecting the environment and continually striving for improvement in their daily work activities that affects the environment.

CAPT Matthew Cutts
Commanding Officer, ISC Honolulu

EMS-PLN-001	ISC Honolulu
Environmental Management System Program Plan 2005-2006	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

I. INTRODUCTION

ISC Honolulu identified 30 significant environmental aspects for 2005. These aspects are presented in EMS-FRM-002. These significant environmental aspects were scored and objectives and improvement targets were selected considering technical, financial, operational and other factors and resources. Based on the significant aspects and impacts, the objectives and targets for the remaining part of 2005 and 2006 are:

- Objective #1:** Document EMS Team, organizational structure, and institute regular meetings.
 - Target:** Formally appoint an EMS Team supported by the Commanding Officer and develop an organizational chart documenting reporting lines and responsibilities.
 - Target:** Include EMS responsibilities in job descriptions.
- Objective #2:** Increase participation in the ECO program.
 - Target:** Identify key tenants and personnel for training.
 - Target:** Conduct bi-monthly training.
- Objective #3:** Develop and implement Host-Tenant Responsibilities.
 - Target:** Identify key tenants with high-liability operations.
 - Target:** Obtain command support for responsibilities.
- Objective #4:** Implement boom deployment for vessels while in port to reduce incidental spill during fueling or daily operations.
 - Target:** Identify key vessels for boom deployment.
 - Target:** Develop procedure and create ISC instruction.
- Objective #5:** Implement stormwater management practices.
 - Target:** Obtain new permit.
 - Target:** Update SWPPP.
 - Target:** Implement inspections, sampling, BMPs, and reporting requirements.

This EMSPP defines the tasks and responsibilities for achieving facility environmental objectives and targets, the means and time frame by which they will be achieved, and the monitoring and measurement program for tracking their progress.

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II. OBJECTIVE & TARGET #1:

- Objective:** Document EMS Team, organizational structure, and institute regular meetings.
- Target:** Formally appoint an EMS Team supported by the Commanding Officer and develop an organizational chart documenting reporting lines and responsibilities.
- Target:** Include EMS responsibilities in job descriptions.

A. Implementation

The objective for 2005 is to formally establish an EMS Team, supported by the Commanding Officer, which will lead the facility's EMS program efforts. This objective and the targets noted above will be accomplished by:

The EMS Team shall be formally identified with documented lines of reporting and clearly outlined responsibilities. This organization shall be documented in an organizational chart that is made available to facility personnel whose functions may have an impact on the environment. This organizational chart shall be approved by the Commanding Officer.

EMS responsibilities shall be included in job descriptions for the EMS Team members and any facility personnel whose function may have an impact on the environment. The job descriptions shall be drafted for review by the Commanding Officer or his designee. After review, the job descriptions shall be verified and approved by the Commanding Officer.

The projected workload to implement and sustain the EMS program shall be evaluated to assess the potential need for additional resources (contract or permanent) where necessary.

Training and communicating the organization to staff and tenants.

B. Tasks, Responsibilities, Level of Effort and Schedule

Tasks	Lead	Schedule
Implementation		
Task 1: Formally identify and designate EMS Team members and ERC	EBC/HWC	June 2005
Task 2: Identify other key personnel from tenants and shops	EBC/HWC	July 2005
Task 3: Draft organizational chart	EBC/HWC	August 2005
Task 4: Review and finalize organizational chart	EBC/HWC	September 2005
Task 5: Draft job responsibilities	EBC/HWC	November 2005
Task 6: Review and finalize job responsibilities	EO/XO/CO	December 2005
Task 7: Conduct periodic EMS Team meetings	EBC	Quarterly
Task 8: Create EMS Policy and have signed by Commanding Officer	CO	January 2006
Task 9: Incorporate EMS into Group Instructions	EBC/EO/XO	February 2006
Monitoring/Measurement		
Task 1: Develop EMS Team and ERC	EBC/HWC	August 2005
Task 2: Develop job descriptions	EBC/HWC	December 2005
Task 3: Obtain CO approval	CO	January 2006
Task 4: EMS review meetings	EO/EBC/HWC	Quarterly

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III. OBJECTIVE & TARGET #2:

Objective #2: Increase participation in the ECO program.

Target: Identify key tenants and personnel for training.

Target: Conduct bi-monthly training.

A. Implementation

The objective for 2005 and 2006 is to increase participation in the facility's Environmental Compliance Officer (ECO) program, which is intended to improve tenant awareness of environmental concerns and improve the overall environmental compliance performance of the facility. This objective and the targets noted above will be accomplished by:

- The EBC and HWC will contact the following tenants for increased participation in the ECO program
 - Maritime Safety and Security Team (MSST) (target 6 ECOs)
 - CGC WALNUT (target 4 ECOs)
 - CGC AHI (target 4 ECOs)
 - Galley (target 2 ECOs)
 - Medical Clinic (target 4 ECOs)
 - Barracks MAA (target 2 ECOs)
- Bi-monthly ECO training will be conducted by the EBC and HWC and certification cards will be issued to those attendees completing the course successfully.
- The course content and qualified ECOs will be reviewed annually to account for potential changes in procedures as well as changes in personnel due to tour of duty changes.

B. Tasks, Responsibilities, Level of Effort and Schedule

Tasks	Lead	Schedule
Implementation		
Task 1: Develop list of tenants for ECO training	EBC/HWC	August 2005
Task 2: Identify list of ECO candidates from tenants	EBC/HWC	September 2005
Task 3: Schedule bi-monthly training	EBC/HWC	September 2005
Task 4: Conduct training	EBC/HWC	Bi-monthly
Task 5: Issue ECO cards	EBC/HWC	Bi-monthly
Task 6: Record training in unit files	Tenants/Shops	Bi-monthly
Monitoring/Measurement		
Task 1: Review course content	EBC/HWC	Semi-annually
Task 2: Compare target list with training attendees	EBC/HWC	Bi-monthly
Task 3: Annual review of qualified ECOs	EBC/HWC	Annually

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IV. OBJECTIVE & TARGET #3

Objective #3: Develop and implement Host-Tenant agreements.

Target: Identify key tenants with high-liability operations.

Target: Obtain command support for agreements.

A. Implementation

The objective for 2005 and 2006 is to develop and implement effective host-tenant agreements with key tenants that perform high-liability operations. During this initial year, efforts will be focused on the tenant vessels at ISC Honolulu, which include CGCs KUKUI, WASHINGTON, ASSATEAGUE, RUSH, JARVIS, WALNUT, and AHI. This objective and the targets noted above will be accomplished by:

- Initially meeting with the vessels to discuss the host-tenant agreement concept and outlining the benefits for the tenant and the host. The intent of this objective is to foster improved communication (this will also be stressed in the ECO training) and cooperation between the host and tenant.
- Drafting host-tenant agreements after meeting with the tenants vessels. It is anticipated that the agreements will undergo several drafts before COs from the tenants and the CO from ISC Honolulu sign them.
- Making the host-tenant agreements an ISC Instruction.

B. Tasks, Responsibilities, Level of Effort and Schedule

Tasks	Lead	Schedule
Implementation		
Task 1: Identify key tenants	EBC/HWC	August 2005
Task 2: Meet with tenants	EBC/HWC	December 2005
Task 3: Identify key issues for host-tenant agreements	EBC/HWC	December 2005
Task 4: Draft host-tenant agreements	EBC/HWC	January 2006
Task 5: Review host-tenant agreements	EO/CO/tenants	March 2006
Task 6: Finalize host-tenant agreements	EBC/HWC/CO	June 2006
Task 7: Sign and implement host-tenant agreements	CO/tenants	June 2006
Task 8: Make host-tenant agreements ISC instruction	CO/tenants	July 2006
Monitoring/Measurement		
Task 1: Review and update host-tenant agreements	EBC/HWC	As necessary
Task 2: Review compliance with host-tenant agreements	EBC/HWC	Annually

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V. OBJECTIVE & TARGET #4:

Objective #4: Implement boom deployment for vessels while in port to reduce incidental spills during fueling or daily operations.

Target: Identify key vessels for boom deployment.

Target: Develop procedure and create ISC instruction.

A. Implementation

The objective for 2005 and 2006 is to deploy booms around vessels while in port to reduce incidental spills that may occur during fueling operations, offloading of bilge water and used oil, or from daily operations. Initially, ISC Honolulu will focus booming efforts on the two 378-foot high-endurance cutters: CGC JARVIS and CGC RUSH. This objective and the targets noted above will be accomplished by:

- Identifying a boom source and small boat to deploy the boom as well as remove it when the vessels go underway. ISC Honolulu will also determine the length of boom necessary for deployment around the cutters.
- Drafting boom deployment and removal procedures that once finalized, will become an ISC Honolulu instruction.
- Training personnel that will be responsible for boom deployment and removal.

B. Tasks, Responsibilities, Level of Effort and Schedule

Tasks	Lead	Schedule
Implementation		
Task 1: Identify target vessels for booming	EBC/HWC	August 2005
Task 2: Identify source of boom	EBC/HWC	August 2005
Task 3: Obtain boom	Comptroller	December 2005
Task 4: Draft procedures for deploying boom	EBC/HWC/IE/vessels	January 2006
Task 5: Review and approve procedure	EO/CO	April 2006
Task 6: Create ISC instruction	CO	June 2006
Task 7: Train personnel in boom deployment	TBD	July 2006
Monitoring/Measurement		
Task 1: Review instruction	EBC/HWC	As necessary
Task 2: Evaluate boom placement	IE	As necessary
Task 3: Obtain copies of fueling check off sheets	EBC/HWC	As necessary
Task 4: Inspection of water within boomed area	IM/ship watch stander	Weekly

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VI. OBJECTIVE & TARGET #5:

Objective #5: Implement stormwater management practices.

Target: Obtain new permit.

Target: Update Stormwater Pollution Prevention Plan (SWPPP).

Target: Implement inspections, sampling, BMPs, and reporting requirements.

A. Implementation

The objective for 2005 and 2006 is to implement stormwater management practices that have lapsed in the past two years. In the past, CEU Honolulu has maintained a contractor to perform the required stormwater sampling. However, notifications to the contractor were not made during rain events that would require sampling. In addition, the facility's stormwater permit has expired and the SWPPP is out of date. This objective and the targets noted above will be accomplished by:

- Obtaining a new stormwater permit from DOH and reviewing the permit conditions. This task is being led by CEU Honolulu.
- Updating the SWPPP to reflect the current condition and operations of the facility. This task is being led by CEU Honolulu.
- Drafting inspection procedures and a form to be used for periodic outfall inspections, which will be specified in the new permit. The facility will be responsible for performing and documenting the inspections.
- Developing a method to track weather forecasts so that significant storm events that would require sampling can be identified with as much notice as possible. With advance notice of large storms, communication with a contractor to perform sampling should improve.

B. Tasks, Responsibilities, Level of Effort and Schedule

Tasks	Lead	Schedule
Implementation		
Task 1: Obtain new stormwater permit	CEU Honolulu/EBC/HWC	January 2006
Task 2: Update SWPPP	CEU Honolulu/EBC/HWC	January 2006
Task 3: Draft stormwater inspection form	EBC/HWC	February 2006
Task 4: Review inspection form	EO	March 2006
Task 5: Finalize inspection form	EBC/HWC	April 2006
Task 6: Develop weather tracking method	TBD	May 2006
Task 7: Develop contract to perform sampling	CEU Honolulu	June 2006
Task 8: Develop notification procedure for rain events	TBD	July 2006
Task 9: Implement stormwater plan	EBC/HWC	August 2006
Monitoring/Measurement		
Task 1: Periodic review of SWPPP	EBC/HWC	Annually
Task 2: Document results of outfall inspections	EBC/HWC	TBD by weather conditions
Task 3: Document results of stormwater sampling	EBC/HWC	Annually
Task 4: Prepare annual DOH report	EBC/HWC	Annually

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**ISC HONOLULU
EMS PROGRAM
LONG-TERM OBJECTIVES AND TARGETS**

OBJECTIVE	TIMEFRAME	DESCRIPTION	ACTION
#1	2005-2006	Identify and Approve EMS Team and Environmental Response Committee	<input type="checkbox"/> Develop Organizational Chart <input type="checkbox"/> Develop job descriptions for key EMS personnel <input type="checkbox"/> Finalize and approve EMS Policy
#2	2005-2006	Increase Participation in Environmental Compliance Officer (ECO) Program	<input type="checkbox"/> Develop target list of tenants for inclusion in ECO program <input type="checkbox"/> Provide ECO training bi-monthly
#3	2005-2006	Prepare Host/Tenant Responsibilities	<input type="checkbox"/> Vessel & Shore-side tenants
#4	2005-2006	Boom Vessels While in Port	<input type="checkbox"/> Identify provider of booms <input type="checkbox"/> Identify personnel to deploy booms
#5	2005-2006	Implement Storm Water Management	<input type="checkbox"/> Obtain new Storm Water permit <input type="checkbox"/> Update Storm Water Pollution Prevention Plan (SWPPP) <input type="checkbox"/> Develop Storm Water Inspection Form <input type="checkbox"/> Track weather forecasts for storm events <input type="checkbox"/> Develop contract for Storm Water Sampling
TBD	Future	Expand Purchasing of Recycled Products (greening of the environment)	
TBD	Future	Reduce Consumption of Resources	<input type="checkbox"/> Develop baseline data for entire facility <input type="checkbox"/> Measure metered areas, buildings <input type="checkbox"/> Identify high use areas, buildings
TBD	Future	Vessel Operations and Maintenance	<input type="checkbox"/> Reduce Hazardous Waste Generation <input type="checkbox"/> Develop approved hazardous materials use list <input type="checkbox"/> Identify primary and alternate personnel to purchase and have access to hazardous materials <input type="checkbox"/> Implement Pre-Acquisition Forms
TBD	Future	Improve Oily Water/Used Oil Disposal Tracking	<input type="checkbox"/> Vessels to provide offload documents to Environmental Branch

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			<input type="checkbox"/> Vessels to provide waste profiles and waste determinations to Environmental Branch
TBD	Future	Reduce Incidental Spills While Fueling or During Daily Operations	
TBD	Future	Minimize Hazardous Materials Impacts Brought Onsite by Contractors	<input type="checkbox"/> Environmental Branch to provide requirements/guidelines to put into contract documents regarding notification of use and management at ISC Honolulu <input type="checkbox"/> Contractor to provide Environmental Branch with training documents
TBD	Future	Evaluate Condition of Wastewater System	<input type="checkbox"/> Include evaluation of system in next Civil Engineering Inspection <input type="checkbox"/> Install back-up pumps at lift stations <input type="checkbox"/> Inspect and repair alarms

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Appendix B
EMS Standard Operating Procedures

EMS-SOP-001, Environmental Excellence Recognition Program Procedure
EMS-SOP-002, Regulatory Agency Environmental Inspection Response Procedure
EMS-SOP-003, EMS Document Control Procedure
EMS-SOP-004, Operational Control Procedures
EMS-SOP-005, Corrective and Preventive Action Procedure

EMS-SOP-001	ISC Honolulu
Environmental Excellence Recognition Program Procedure	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

1.0 PURPOSE

The purpose of this program is to recognize ISC Honolulu employees, tenants, and contractors who demonstrate good environmental stewardship and practices in the performance of their duties.

2.0 SCOPE

This program is an integral part of the ISC Honolulu Environmental Management System (EMS) and is applicable to all ISC Honolulu staff, tenants and contractors.

3.0 MAINTENANCE

The Environmental Branch Chief (EBC) is responsible for updating this procedure. Approval authority rests with the ISC Honolulu Commanding Officer (CO). Suggestions for revision shall be submitted to the EBC or the Executive Officer (XO).

4.0 DEFINITIONS

None

5.0 DISCUSSION

The ISC Honolulu Environmental Branch understands the importance of recognizing good environmental stewardship in order to maintain and continually improve the EMS, to maintain compliance, and to meet objectives and targets. ISC Honolulu employees, tenant activities, and contractors who demonstrate good environmental stewardship and practices in the performance of duties and roles will be recognized to meet these EMS goals.

The ISC Honolulu Engineering Division, Environmental Branch is responsible for implementing this program. Any individual or group may submit a nomination for recognition.

The Environmental Branch is responsible for accepting nominations, obtaining input, and making recommendations for recognition rewards. The ISC Honolulu CO will approve certain awards affecting base operations, such as time-off and cash awards.

Awards will be given on a formal and informal basis. The type of award will be based on the performance or act being recognized.

Formal awards will be accepted throughout the year and presented on a semi-annual basis. Formal awards include but are not limited to:

- Formal acknowledgement being placed in an employee's record (letter of appreciation)
- Time-off award
- Cash award

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Informal awards may be presented at any time (on-the-spot, at meetings, or other informal gatherings). Informal awards do not require nominations and include the following:

- Written note: citation for job well done
- Certificate: pre-printed certificate with the name of individual, reason for recognition, and date

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EMS-SOP-002	ISC Honolulu
Regulatory Agency Environmental Inspection Response Procedure	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

1.0 PURPOSE

This procedure provides guidance to facility staff in responding to planned and unplanned inspections by environmental agencies, or receipt of enforcement documents.

2.0 SCOPE

This procedure applies to all operations and non-secure spaces at the ISC Honolulu.

3.0 MAINTENANCE

The Environmental Branch Chief (EBC) is responsible for updating this procedure. Approval authority rests with the ISC Honolulu Commanding Officer (CO). Suggestions for revision shall be submitted to the EBC or to the Executive Officer (XO).

4.0 DEFINITIONS

External Inspection: The procedure is intended to guide facility staff through an unanticipated visit by local, state or federal environmental regulators. External inspections do not include routine visits by agency personnel who are integrally involved with and overseeing the project activities (e.g., prescheduled underground storage tank (UST) pressure test). The inspection procedure may be used to respond to pre-scheduled regulatory inspections.

Inspector. For the purpose of this document, an inspector is any representative of an environmental regulatory agency or board that wishes to enter the facility to review items, infrastructure, and documents or conduct interviews.

Non-Secure Spaces: Non-secure spaces are areas, rooms, or places that may be entered by anyone without a security clearance. Only individuals with the proper security clearances may enter a secure space.

Shop Supervisors: Shop supervisors are the lead foremen, senior petty officers or supervisors of a shop or other work location. While these will generally be Coast Guard members or employees, they may in some cases be contractors.

5.0 DISCUSSION

5.1 Responsibilities

The following responsibilities of specific individuals and affected employees are detailed in this section.

5.1.1 Environmental Branch Chief

The EBC is responsible for coordinating responses to all external inspections and informing, as soon as practicable, the ISC Honolulu XO and Engineering Officer (EO). If a Notice of Violation (NOV) or other regulatory sanction is received as a result of an inspection, additional response will be required as detailed in the Corrective and Preventive Action Program Procedure. The EBC will facilitate access to all requested locations and documents.

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5.1.2 Shop Supervisors

The shop supervisors will facilitate and provide access to non-secure spaces within their shops. The shop supervisors will ensure that spaces are safe to enter (for example, that no one enters a room in which welding is occurring without appropriate eye protection). Shop supervisors will produce logs and personnel as requested by the inspector.

5.1.3 All Employees

All employees shall promptly contact the EBC or their shop supervisor when they are first contacted by an external inspector or criminal investigator who wishes to enter a site or office/warehouse premises, or when they receive an enforcement document.

All employees shall cooperate fully with inspectors and investigators.

5.2 Agency Inspections

The following is a general guideline when an inspector or regulator arrives unannounced:

- Gate security shall contact the EBC.
- The EBC shall contact the inspector's home division to verify the identity of the individual (Force Protection/Security measure).
- The EBC will request an in-brief with the CO to determine the inspector's interest, goals, and scope of the inspection. The EBC should also determine which records and individuals the inspector intends to view.
- The EBC will contact the appropriate shop supervisors to gain access to the appropriate areas.
- The EBC will accompany the inspector to the non-secure areas requested during the in-brief. To the extent practicable, the inspector will not be delayed waiting for a shop supervisor to arrive.
- The EBC will take notes of all conversations, questions, and responses to and from the inspector.
- The EBC will make an effort to take the same photographs as the inspector.
- The EBC will request duplicates of any samples collected by the inspector.
- The EBC will provide any records requested by the inspector, BUT ONLY records requested by the inspector. No additional records should be offered.
- At the conclusion of the visit, the EBC will request an out-brief with the CO including the following:
 - Copies of the inspector's notes or reports
 - Summary and time line of future actions
 - Copies of inspector's photographs (if digital)
 - A list of potential issues and/or violations observed
- The EBC will escort the inspector to Security or off the facility
- The EBC will place all records of the visit in the permanent environmental file in the EBC's office. This will include records generated by the inspector as well as documents generated by facility staff. Photographs are considered to be documents.

A scheduled visit by an inspector should follow these guidelines with the exception of the first items.

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5.3 Post-Inspection/Investigation Response

Post-inspection response must be determined on a case-by-case basis. Any corrective or preventive action will be implemented in accordance with the Corrective and Preventive Action Procedure, EMS-SOP-005.

5.4 Document Control

Internal copies and distribution of regulatory correspondence(s) shall be limited and controlled.

EMS-SOP-003	ISC Honolulu
EMS Document Control Procedure	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

1.0 PURPOSE

This procedure describes the methods and protocols for controlling documents under the ISC Honolulu Environmental Management System (EMS). The procedure covers document development, approval, retention, replacement, and numbering.

2.0 SCOPE

This procedure is applicable to all documents necessary to establish, maintain, and conform to the ISC Honolulu EMS.

3.0 MAINTENANCE

The ISC Honolulu Environmental Branch Chief (EBC) is responsible for updating this procedure. Approval authority rests with the ISC Honolulu Commanding Officer (CO). Suggestions for revision shall be submitted to the EBC or to the Executive Officer (XO).

4.0 DEFINITIONS

EMS Document: Any manual, form, plan, procedure, or other written item whether in printed or electronic medium.

Controlled EMS Document: Any document that is in electronic format or in its designated location. Documents that have been printed or copied from the original are no longer controlled documents.

5.0 RESPONSIBILITIES

The ISC Honolulu EBC is responsible for ensuring that EMS controlled documents are placed in the proper location, that documents are properly reviewed and identified, and that controlled documents are archived.

The ISC Honolulu Engineering Officer (EO) is responsible for assigning the appropriate resources to the EBC. The ISC Honolulu CO is responsible for ensuring that appropriate resources are available.

All ISC Honolulu personnel are required to utilize only controlled EMS documents and to remove obsolete documents from use. All unit name personnel are encouraged to make suggestions for improvements to any and all EMS documents. Suggestions may be provided either formally through submittal of an Environmental Action Report (EAR) Form (EMS-FRM-010) or informally through personal contact or email communication to the EBC.

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6.0 DISCUSSION

EMS documents will be controlled according to the following protocol.

6.1 Location

All newly generated EMS documents (i.e., documents generated from the inception of the EMS) will be in the electronic medium. These EMS documents will be located on the facility intranet web site (<http://cgweb.d14.uscg.mil/ischon/Web/ee.htm>).

Historic documents available in printed form will be located in the office of the ISC Honolulu Hazardous Materials/Hazardous Waste Coordinator (HM/HWC) or the EBC's office files. The custodian of the printed controlled EMS documents is designated in the Document Control Matrix (DCM) EMS-FRM-008. Historic documents may be scanned and converted to electronic medium, in which case those documents will be available on the facility intranet web site (<http://cgweb.d14.uscg.mil/ischon/Web/ee.htm>).

6.2 Availability

Electronic documents are available at all times to all personnel with access to a standard Coast Guard workstation. If standard access to a workstation is not available, electronic documents are available upon request of the HM/HWC or EBC. Printed historic documents are available upon request from the document custodian.

6.3 Periodic Review and Approval

All EMS documents will be reviewed in accordance with the schedule designated in the DCM. Approval authority of documents will be identified in the DCM.

6.4 Document Identifier

Documents will be classified by document control title, document control sequence number, and original or revised publication date.

The document control title will be based on the medium of concern.

Air	AIR
Environmental Management System	EMS
Miscellaneous	MIS
Hazardous material	MAT
Hazardous or solid waste	WST
Soil	SOL
Water	WTR

Sub-classification will be by document type:

Form	FRM
Manual	MAN
Plan	PLN
Permit	PER
Registration	REG
Policy	POL

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Procedure	SOP
Miscellaneous	MIS
Report	RPT

Documents will then be assigned a document control sequence number based on the sequence within the document control title as cataloged.

Revisions will be tracked by assigning a postscript sequential letter. For example, the first revision of a documented stormwater sampling plan that is the seventh water-related document listed on the DCM would be: WTR-PLN-007A, Rev. Date xx/xx/xxxx.

6.5 Controlled Documents

Electronic documents on the ISC Honolulu web site or original hard copy historic documents in their assigned locations are the controlled documents. All other copies are considered uncontrolled. Original, hard copy historic documents are under the control of the custodian identified in the DCM.

A standard footer will be attached to all electronic documents designating that printed copies of electronic documents are uncontrolled:

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6.6 Dates

Dates are assigned to documents as they are published, defined as the date when the document is recorded in the DCM. These dates appear at the end of the document identifier. Revisions receive new dates as they are recorded in the DCM.

6.7 Archived Copies

The EBC will determine which controlled documents will require archiving upon becoming obsolete and the retention time for that document.

Outdated documents will be appropriately marked as obsolete and filed in an electronic EMS archive folder maintained by the EBC. Historic, hard copy documents will be appropriately marked as obsolete and removed to a physical archive located in the EBC's office.

All employees are responsible for ensuring that only current versions of documents are utilized and that obsolete documents are removed from use.

6.8 Documentation

The DCM will identify the inventory of controlled documents supporting the ISC Honolulu EMS. The EBC will assure that the DCM is current and correct.

6.9 Review

All documents are available for review in accordance with the procedures described above.

7.0 RELATED DOCUMENTS

ISC Honolulu EMS Manual (EMS-MAN-001).

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EMS-SOP-004	ISC Honolulu
Operational Control Procedures	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

1.0 PURPOSE

The purpose of this procedure is to present the process for identifying those activities, services, and operations, which require operational controls to maintain conformance with the Environmental Policy (EMS-POL-001), legal requirements, and other relevant Environmental Management System (EMS) requirements.

2.0 SCOPE

This procedure applies to all ISC Honolulu operations, tenants activities, contractors, and suppliers.

3.0 MAINTENANCE

The ISC Honolulu Environmental Branch Chief (EBC) is responsible for updating this procedure. Approval authority rests with the ISC Honolulu Commanding Officer (CO). Suggestions for revision shall be submitted to the EBC or to the Executive Officer (XO).

4.0 DEFINITIONS

Documented Operational Controls: Written instructions, documents, procedures, standard operating procedures (SOPs), work instructions, manufacturer's manuals, posting, etc. that provide information and guidance regarding proper procedures to follow when performing a task. These documents are maintained in accordance with the EMS Manual.

Non-Documented Operational Controls: Operational controls that are not documented but are used to improve EMS performance include:

- *Supervisory controls:* ensure personnel understand assignments and have the proper instructions and training to complete the task
- *Organizational controls:* chain of command, reporting problems to supervisor, response from upper management regarding problem areas. These controls will also address emergency situations; emergency organization chart, list of key personnel, etc.
- *Equipment:* ensure personnel have the proper tools and supplies to perform the task as outlined in the procedure, or as deemed necessary by the supervisor
- *Engineering controls:* fencing, barriers, and other engineering controls used to control and minimize impacts to the environment
- *Employee tasking:* interviews, employee suggestions, and other employee-related verbal instructions which are used to control, minimize and improve the activities and operations that impact the environment.

5.0 DISCUSSION

ISC Honolulu has a variety of operational controls both documented and non-documented used to minimize impacts to the health and safety of workers and to the environment. The process described in this section will be used by ISC Honolulu Environmental Branch to identify, and continually assess and

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monitor the operational controls in-use and identify areas for developing revised or new operational controls, as needed.

5.1 Identification of Services, Operations and Activities

The EBC will identify those operations, services, contractor/tenant activities, and suppliers that are:

- Complex or difficult
- Associated with the significant environmental aspects or environmental objectives
- Associated with environmental regulatory compliance

For these activities, the EBC will determine the necessity for documented operational controls as described in Section 5.2.5.

5.2 Operational Control Development

5.2.1 Significant Environmental Aspects

Documented SOPs or other criteria will be established for activities associated with the significant environmental aspects identified in EMS-FRM-002. These operational controls and the monitoring and measurement associated with the significant environmental aspects are presented in EMS-FRM-009.

5.2.2 Regulatory Compliance Activities

On an as-needed basis, the EBC will evaluate the activities identified in Section 5.1 of this procedure and determine whether documented SOPs or other documented operational controls are required to ensure regulatory compliance or maintain conformance with the EMS. Documented criteria will be developed as described in Section 5.2.5.

5.2.3 Activities Deviating from the EMS

SOPs or other operational control documentation will be established where the absence of such documentation could lead to deviations from the Environmental Policy (EMS-POL-001) or the environmental objectives and targets identified in the Environmental Management System Program Plan (EMSPP) (EMS-PLN-001).

Operational control documentation will be developed in accordance with Section 5.2.5.

5.2.4 Tenants, Suppliers and Contractors

The EBC will evaluate the purchasing of goods and services and identify those situations, which are associated with the significant environmental aspects, objectives and targets or other relevant EMS requirements. The identification of supplier and contractor activities is at the discretion of the EBC.

5.2.5 SOP and Criteria Document Development

Where the EBC identifies the need for new or modified documented operational controls, the EBC will work with the tenant, contractor, supplier or facility to develop an SOP or other documented operational control.

Personnel may be interviewed to solicit input regarding the document and their suggestions and solutions.

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Generally, the SOP or documented operating criteria should be developed by the entity performing the activity. The ISC Honolulu Environmental Branch will develop these documents on an as-needed and case-by-case basis.

Operational control documents developed will be reviewed by the EBC and maintained in accordance with the EMS Manual.

5.2.6 Periodic Review

As part of the EMS review and audit process, the Environmental Branch will identify areas where documented operational controls would allow for continual improvement of the EMS. New or revised operational controls will be developed in accordance with Section 5.2.5.

5.3 Maintenance and Calibration of Equipment

Equipment that is associated with the significant environmental aspects or could result in regulatory compliance issues will be evaluated to determine if maintenance or calibration requirements need to be established.

Maintenance and calibration requirements will be identified in documented operational control documents associated with the activity or service or in accordance with manufacturer's recommendations and specifications.

EMS-SOP-005	ISC Honolulu
Corrective and Preventive Action Procedure	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

1.0 PURPOSE

This procedure describes the protocol for addressing and correcting unsatisfactory or undesirable conditions, identifying near misses, and proposes other actions to prevent undesirable conditions in the future at ISC Honolulu. This procedure is the basis for the EMS corrective and preventive action system.

2.0 SCOPE

This procedure applies to all operations on the facility, tenants and contractors.

3.0 MAINTENANCE

The Environmental Branch Chief (EBC) is responsible for updating this procedure. Approval authority rests with the ISC Honolulu Commanding Officer (CO). Suggestions for revision shall be submitted to the Environmental Branch Chief (EBC) or Executive Officer (XO).

4.0 DEFINITIONS

Environmental Action Report (EAR): An EAR is a course of action to resolve an unsatisfactory or undesirable condition. An EAR can be formal (i.e., modifying an EMS procedure or SOP) or information (i.e., adopting a suggestion to minimize an environmental risk). EMS-FRM-010 is the form that can be used to submit an EAR.

Environmental Risk: A condition that leads to or may lead to an accident or incident, that is a violation of a federal, state, local, Coast Guard, or ISC Honolulu rule or regulation, creates a potential liability for ISC Honolulu or might otherwise endanger human health or the environment.

Environmental Review Committee (ERC): The ERC is the committee formed to develop and improve the EMS at ISC Honolulu. The committee members are identified in the EMS Manual and contact information is included in EMS-FRM-001. Any staff person may request attendance at an ERC meeting.

Facility: The facility is any portion of, activity on, or equipment at ISC Honolulu.

Internal Corrective Action Form: An Internal Corrective Action Form is a document issued by the ISC Honolulu Environmental Branch indicating a federal, state, local, Coast Guard, or ISC Honolulu rule, regulation or EMS requirement has been deviated from and environmental risk exists.

Notice of Violation: An NOV is a document from a regulator or regulatory agency that identifies the alleged or potential violation of a regulatory requirement at the facility. For the purposes of this procedure, NOV may refer to other regulatory agency documents such as citations, notices, or other documents that require response to the agency and a potential for a sanction or fine.

Shop Supervisors: For purposes of this procedure, shop supervisors include the lead foreman, senior petty officers or supervisors of a shop or other work location. Generally, shop supervisors are Coast Guard members or employees; in some cases, they may be contractors.

Undesirable Condition: An undesirable condition is any condition that is subject to this procedure that should or must be addressed, corrected, or changed. Undesirable conditions include but are not limited to:

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- NOVs from a regulatory agency
- Spills that may impact the environment
- Accidents that may impact health and safety or the environment
- Any condition (near miss) raised by ISC Honolulu employee, Supervisors, Environmental Branch, tenant, or contractor which may give rise the above-referenced conditions

An undesirable condition may include minor conditions such as a spilled bucket of paint where such event has a potential environmental risk or major conditions such as several thousand gallons of fuel in the proximity of a storm sewer.

5.0 DISCUSSION

This section discusses the process to use when an undesirable condition, NOV, Internal NOV, or other situation is identified by ISC Honolulu staff, tenants or contractors.

5.1 Responsibilities

5.1.1 Environmental Branch Chief

The EBC is responsible for evaluating the EARs and resolving undesirable conditions. This includes notification as described below, convening the ERC, appointing the appropriate shop supervisor to the ERC and tracking progress of the evaluation and implementation.

The EBC is also responsible for following up on corrective actions and taking additional appropriate action as discussed in this procedure.

5.1.2 Environmental Review Committee

The ERC is responsible to review EARs, procedures and policies and making modifications as appropriate in response to an undesirable condition.

5.1.3 Shop Supervisors

Shop supervisors are responsible for actively identifying undesirable conditions in their shop. They are also responsible for seeking to continually improve the environmental compliance and implementation of the EMS in their shops.

Shop supervisors are responsible for taking corrective action in their shop and following up with the EBC to ensure that the EAR is adequate. Shop supervisors are encouraged to participate in the ERC to provided continual improvement to the EMS process.

5.1.4 All Facility Personnel

All facility personnel are responsible for identifying undesirable, unsafe or risky environmental conditions. Reporting under this procedure may be made individually and directly to the EBC, to their supervisor, or through the chain of command.

5.2 Corrective and Preventive Action Process

The following process is used to identify and address undesirable conditions:

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1. When an undesirable condition is identified, staff completes an EAR (EMS-FRM-010). Different processes are used depending on the source of the condition: Using the steps below, move to the next step depending upon the source of the condition:
 - Self – Go to step 3.
 - Contractor – Go to step 3.
 - Regulator – Go to step 2.
2. Notify the EBC. The EBC will notify CEU Honolulu, senior command, and MLCPAC (le), as appropriate.
3. Notify the EBC. EBC notifies the ERC to review the condition and assign development of the EAR to the appropriate shop supervisor.
4. Can ERC/ ISC Honolulu implement the EAR internally?
 - If no (due to inadequate fiscal or other resources), go to step 5.
 - If yes, go to step 6.
5. Shop supervisor or other designated person requests assistance of CEU Honolulu in implementing the EAR.
6. Execute EAR.
7. EBC will document EAR implementation in the EMS records.
8. EBC will review policy, plans and procedures to identify root causes of condition
9. EBC will suggest revisions to policy plans or procedures as necessary to prevent reoccurrence. Approval authority rests with the author of the document.

Any external correspondence to regulators must be forward through MLCPAC (le) for review prior to submittal.

5.3 Review, Inspection and Audit

EAR and EAR implementation will be randomly reviewed and/or audited. If the audit demonstrates the recurrence of an undesirable condition, then Step 9 in Section 5.2 will be used to implement a revised EAR.

5.4 Corrective Action Assurance

Shop supervisors are responsible to develop the EAR as described in Section 5.2, Step 3.

The ERC will meet periodically to review EAR implementation and progress regarding this procedure. Recurring undesirable conditions will be subject to the procedure discussed in Section 5.2 and other action as recommended by the ERC to the ISC Honolulu EO.

5.5 Document Control

Internal copies and distribution of regulatory correspondence(s) shall be limited and controlled. Plans and procedures will be maintained in accordance with the Document Control Procedure, EMS-SOP-003.

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Appendix C EMS Forms

EMS-FRM-001, Environmental Management System Oversight Members
EMS-FRM-002, Environmental Aspects and Impacts FY 2005
EMS-FRM-003, Environmental Management System Organizational Chart
EMS-FRM-004, EMS Accountability and Responsibility Matrix
EMS-FRM-005, Training and Awareness Matrix
EMS-FRM-006, Training Program Descriptions Matrix
EMS-FRM-007, EMS Documentation Matrix
EMS-FRM-008, EMS Document Control Matrix
EMS-FRM-009, Significant Environmental Aspects Operational Controls and Monitoring
and Measurement Matrix
EMS-FRM-010, Corrective Action Form
EMS-FRM-011, Environmental Documents Matrix
EMS-FRM-012, Environmental Records Matrix
EMS-FRM-013, EMS Audit Checklist

EMS-FRM-001	ISC Honolulu
Environmental Management System Oversight Members	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

The Environmental Review Committee performs functions as outlined in the Environmental Management System (EMS) Manual and has been formed to develop the EMS framework, review EMS findings, review and/or perform audits of the EMS processes/procedures, and other functions as defined in the manual.

Members: (the following is a complete list of names to be involved with the EMS Program)

ISC Honolulu (ISCH) Commanding Officer (CO)	842-2005
ISCH Executive Officer (XO)	842-2007
ISCH Engineering Officer (EO)	842-2901
ISCH Environmental Branch Chief	842-2908
ISCH Industrial Branch Chief	842-2902
ISCH Security Branch Chief	842-2971
ISCH HazMin Center Operator	842-2907
ISCH HazWaste Center Operator	842-2907
ISCH Medical Officer	842-2930
ISCH Dental Officer	842-2930
ISCH IDT HS1 Assigned to Sick Bay	842-2927
ISCH Housing Branch Chief	842-2202
ISCH Barracks Manager	842-2975
ISCH Work-Life Supervisor	842-2086
ISCH Comptroller	842-2801
ISCH MWR Director	842-2951
ISCH Galley Manager	842-2895
ISCH Safety and Environmental Health (SEH)	842-2996
MLCPAC(k) Detachment SEH	842-2997
CGES Sand Island Manager	832-2564
Sector Honolulu Commander	842-2640
Sector Honolulu Deputy Commander	842-2640
MSST Honolulu CO	842-2701
MSST Honolulu XO	842-2702
NESU Honolulu CO	843-3871
NESU Honolulu XO	843-3872
ESU Honolulu CO	843-3801
ESU Honolulu XO	843-3802
ANT Honolulu OIC	842-2851
ANT Honolulu XPO	842-2852
Station Honolulu OIC	842-2981
PAC AREA Armory Detachment Honolulu Supervisor	842-2873
CGC RUSH CO	842-2870
CGC RUSH XO	842-2870
CGC RUSH EO	842-2870
CGC JARVIS CO	842-2875
CGC JARVIS XO	842-2875
CGC JARVIS EO	842-2875
CGC KUKUI CO	842-2860
CGC KUKUI XO	842-2860
CGC KUKUI EO	842-2860
CGC WALNUT CO	842-2865
CGC WALNUT XO	842-2865
CGC WALNUT EO	842-2865

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CGC WASHINGTON CO	842-2790
CGC WASHINGTON XO	842-2790
CGC WASHINGTON EPO	842-2790
CGC ASSATEAGUE CO	842-2006
CGC ASSATEAGUE XO	842-2007
CGC ASSATEAGUE EPO	842-2901
CGC AHI CO	842-2985
CGC AHI XO	842-2966
CGC AHI EPO	842-2966

Members are not required to attend every session. Attendance is on an as-needed basis. Other supervisors or interested parties may attend as needed to address specific EMS elements.

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EMS-FRM-002	ISC Honolulu
Environmental Aspects and Impacts FY 2005	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
1. Building Maintenance	Air Emissions	Painting	Release of VOCs to atmosphere	2	1	1	2	2	2	1	1.57	No
	Solid Waste	Scrap wood, nails, carpet, non-recyclables	Waste to landfill	2	2	1	1	3	2	1	1.71	No
	Hazardous Waste	Light bulbs (universal waste)	Waste to Treatment Storage and Disposal Facility (TSDF)									
	Raw Material Use	Water consumption, electrical use	Use of resources	2	2	2	1	3	2	2	2.00	No
	Hazardous Material Storage/Handling	Paint, janitorial cleaners	Use of resources, exposure to personnel	2	3	2	2	3	3	2	2.43	Yes
	Spills/Leaks	NA	NA									
	Health	Asbestos exposure	Exposure to personnel	2	1	2	2	2	2	2	1.86	No
	Safety	Falls, shock	Work-loss injuries	2	3	2	2	3	1	1	2.00	No
2. Equipment/Vehicle Use and Maintenance (Motor Pool, GSA vehicles, carts, forklifts, crane)	Air Emissions	NA	NA									NA
	Solid Waste	Scrap metal, general debris, non-recyclables	Waste to landfill	2	2	1	2	3	2	2	2.00	No
	Hazardous Waste	Solvents, lead-acid batteries	Waste to TSDF, use of resources, exposure to personnel	3	2	2	2	2	2	1	2.00	No
	Non-RCRA, recyclable, regulated waste	Used oil, used antifreeze	Waste to TSDF if not recycled	2	2	2	2	2	2	2	2.00	No
	Water Discharges	NA	NA									NA
	Raw Material Use	Electricity, water use	Use of resources	2	2	1	2	3	2	2	2.14	No
	Hazardous Material Storage/Handling	Paint/solvents, fuels	Exposure to personnel	2	2	2	2	2	2	1	1.86	No
	Vehicle fueling	Fuel use	Potential release to Honolulu Harbor	2	2	2	3	3	1	3	2.43	Yes
	Health	Exposure to hazardous materials	Exposure to personnel, work-loss injuries	2	3	2	1	2	1	1	1.29	No
	Safety	Falling objects, tool use	Work-loss injuries	3	1	1	2	3	1	1	2.00	No
3. Exchange and Red Hill Gas Station Operations	Air Emissions	Fueling	Release of fossil fuels to atmosphere	2	2	2	1	2	3	1	1.57	No
	Water Discharges	NA	NA									NA
	Raw Material Use	Electricity, water use, fuels	Use of resources, fossil fuels	2	1	1	2	3	3	2	2.29	Yes
	Hazardous Material Storage/Handling	Fuels	Exposure to personnel	2	2	2	2	2	2	2	2.00	No
	Spills/Leaks/Releases	Fuels	Potential release to Honolulu Harbor or Red Hill housing	2	2	2	2	3	1	2	2.00	No
	Health	Exposure to hazardous materials	Exposure to personnel, work-loss injuries	2	2	2	1	2	1	2	1.57	No
	Safety	Exposure to hazardous materials	Work-loss injuries	2	1	2	2	2	1	2	1.86	No

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Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
4. Office Operations	Air Emissions	Boilers, AC Units	Releases to atmosphere	2	1	1	1	2	3	1	1.57	NA
	Solid Waste	Janitorial cleaners, furnishings	Waste to landfill	2	1	1	2	2	2	2	1.71	No
	Regulated Waste	CRTs	Hazardous waste if not recycled	2	2	1	2	2	2	2	1.86	NA
	Water Discharges	NA	NA									NA
	Raw Material Use	Water consumption, fuel use	Use of resources	2	3	1	2	3	3	2	2.29	Yes
	Hazardous Material Storage/Handling	NA	NA									NA
	Spills/Leaks	NA	NA									NA
	Health	Indoor air quality	Impacts to personnel	2	2	2	2	2	1	2	1.86	No
Safety	Shock/trip hazards	Work-loss injuries	2	2	2	2	2	1	2	1.86	No	
5. Vessel Operations in Port	Air Emissions	Stack emissions	Release of fuel components to atmosphere	2	2	3	2	2	3	2	2.29	Yes
	Solid Waste	Trash	Waste to landfill	2	2	2	2	2	2	2	2.00	No
	Solid Waste	Foreign waste	Incinerated waste	2	3	2	2	2	2	3	2.29	Yes
	Hazardous Waste	OBAs, solvents, thinners, paint waste, waste fuel, bromination cartridges	Waste to TSDF, use of resources, exposure to personnel	3	2	2	3	3	2	2	2.43	Yes
	Non-RCRA, recyclable, regulated waste	Used oil, used antifreeze	Waste to TSDF if not recycled	2	2	2	2	2	2	2	2.00	No
	Regulated Materials	Ammunition/armory	Exposure to personnel	2	2	2	1	2	1	2	1.71	No
	Water Discharges	Gray water, black water	Potential release to Honolulu Harbor	2	2	2	2	2	1	2	1.86	No
	Water Discharges	Oily water, bilge water	Potential release to Honolulu Harbor	3	3	2	3	2	3	2	2.57	Yes
	Raw Material Use	Water/fuel use	Use of resources, fossil fuels	2	3	1	2	3	3	2	2.29	Yes
	Hazardous Material Storage/Handling	Solvents, paint, AFFF	Use of resources, exposure to personnel	2	2	2	2	3	2	2	2.14	No
	Spills/Leaks	Fueling	Potential release to Honolulu Harbor	3	2	3	2	3	1	3	2.43	Yes
	Health	Asbestos, lead, fuels, noise, infectious waste	Exposure to personnel	2	2	2	2	2	1	2	1.86	No
	Safety	Falls, welding, maintenance	Work-loss injuries	3	1	2	2	3	1	2	2.00	No

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Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
6. Vessel Maintenance and Repair	Air Emissions	Painting, topside maintenance	Release of VOCs and particulates to atmosphere	2	2	2	2	2	2	1	1.86	No
	Solid Waste	Scrap metal, blast grit, general debris	Waste to landfill	2	2	1	2	2	2	2	1.86	No
	Hazardous Waste	Paint waste, solvents	Waste to TSDF, use of resources, exposure to personnel	3	2	2	3	3	2	2	2.43	Yes
	Water Discharges	Deck washing	Runoff to Honolulu Harbor	3	2	3	2	3	1	3	2.43	Yes
	Raw Material Use	Electricity, water use	Use of resources	2	3	2	2	3	2	2	2.29	Yes
	Hazardous Material Storage/Handling	Paint/solvents, POL	Exposure to personnel	2	2	2	2	2	2	1	1.86	No
	Spills/Leaks/Releases	Fuels, paint chips, bilge water, vessel washwater	Potential release to Honolulu Harbor	3	2	2	3	3	1	3	2.43	Yes
	Health	Exposure to hazardous materials	Exposure to personnel, work-loss injuries	2	1	1	1	2	1	2	1.43	No
	Safety	Falling objects, tool use	Work-loss injuries	2	1	2	2	3	1	2	1.86	No
7. Buoy Maintenance	Air Emissions	Painting	Release of VOCs to atmosphere	2	1	1	1	2	2	1	1.43	No
	Solid Waste	Scrap metal, paint chips, general debris	Waste to landfill	2	1	1	2	2	2	2	1.71	No
	Hazardous Waste	Paint chips, paint slopes, paint booth filter, solvents, blast grit	Waste to TSDF, use of resources, exposure to personnel	3	2	2	2	3	2	2	2.29	Yes
	Water Discharges	NA	NA									NA
	Raw Material Use	Electricity, water use	Use of resources	2	3	2	2	3	2	2	2.29	Yes
	Hazardous Material Storage/Handling	Paint/solvents	Exposure to personnel	2	2	2	2	2	2	1	1.86	No
	Spills/Leaks/Releases	Paint chips, paint waste	Potential release to Honolulu Harbor	2	2	2	2	2	1	2	1.86	No
	Health	Exposure to hazardous materials	Exposure to personnel, work-loss injuries	2	1	1	1	2	1	2	1.43	No
	Safety	Falling objects, tool use	Work-loss injuries	2	1	2	2	3	1	2	1.86	No

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Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria						Overall Significance	Significant (Yes/No)	
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency			Scale
8. Warehouses/Storage Facilities (includes hazmat storage areas)	Air Emissions	AC Units, forklifts, gasoline-operated carts	Release of CFCs, diesel and gasoline exhaust to atmosphere	2	1	1	1	2	3	1	1.57	NA
	Solid Waste	trash/debris	Waste to landfill	2	2	2	2	2	2	2	2.00	No
	Hazardous Waste	NA	NA									NA
	Water Discharges	NA	NA									NA
	Petroleum Storage	ASTs	Exposure to personnel, use of resources	2	2	2	2	2	3	2	2.14	No
	Hazardous Mat. Storage	General hazardous materials	Exposure to personnel	2	2	2	2	2	3	2	2.14	No
	Energy Use	Electricity	Use of resources	2	1	2	2	3	3	3	2.29	Yes
	Noise	Operations	Impact to surrounding area (human and animals)	2	1	1	2	1	2	1	1.43	No
	Spills/Leaks	Spilled drum contents	Potential release to storm drain and Honolulu Harbor	2	2	2	2	1	1	2	1.71	No
	Health	Operations	Work-loss injuries	2	1	1	2	2	1	1	1.43	No
Safety	Operations	Work-loss injuries	2	1	1	2	3	1	1	1.57	No	
9. Infrastructure Maintenance and New Construction	Air Emissions	Particulate matter in air	Release of particulates to atmosphere	2	2	2	2	2	2	2	2.00	No
	Solid Waste	Construction debris	Waste to landfill	2	2	2	2	2	2	2	2.00	No
	Hazardous Waste	NA	NA									NA
	Water Discharges	Runoff to stormwater	Potential release to Honolulu Harbor	2	3	2	2	3	1	3	2.29	Yes
	Petroleum Storage	NA	NA									NA
	Hazardous Mat. Storage	POL, paint, other	Exposure to personnel, work-loss injuries, potential release to storm drain and Honolulu Harbor	3	3	3	2	3	1	3	2.57	Yes
	Energy Use	generators/electricity, water use	Use of resources, fossil fuels	2	3	2	1	3	3	2	2.29	Yes
	Noise	Construction equip.	Impact to surrounding area (human and animals)	2	2	2	1	2	2	2	1.86	No
	Cultural Resources	Earthwork for construction	Schedule delays, cost	2	2	2	1	2	1	2	1.71	No
	Natural Resources	Earthwork for construction	Schedule delays, cost	2	2	2	2	2	1	2	1.86	No
Health	Haz. Materials	Exposure to personnel, work-loss injuries	2	1	2	2	2	1	2	1.71	No	
Safety	Construction activities	Work-loss injuries	2	1	2	2	3	1	2	1.86	No	

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				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
10. Electrical Repair	Air Emissions	NA	NA									NA
	Solid Waste	Wires/debris, universal waste	Waste to landfill	2	2	1	1	2	1	2	1.57	No
	Hazardous Waste	Printed circuit boards	Potential hazardous waste if not recycled									
				2	2	2	1	2	1	2	1.71	No
	Water Discharges	NA	NA									NA
	Petroleum Storage	NA	NA									NA
	Hazardous Mat. Storage	NA	NA									NA
	Energy Use	Misc. cleaners, batteries	Use of resources	2	2	1	1	2	1	1	1.43	No
	Noise	NA	NA									NA
	Spills/Leaks	NA	NA									NA
Health	Failure to follow procedures	Work-loss injuries	2	1	1	1	2	1	1	1.29	No	
Safety	Failure to follow procedures	Work-loss injuries	2	1	1	1	2	1	1	1.29	No	
11. Stormwater Management	Air Emissions	NA	NA									NA
	Solid Waste	NA	NA									NA
	Hazardous Waste	Runoff to stormwater	Potential release to Honolulu Harbor	3	3	2	2	3	1	3	2.43	Yes
	Water Discharges	Sprinklers/hydrants	Use of resources	2	2	2	1	3	1	2	1.86	No
	Petroleum Storage	Spill/runoff	Potential release to Honolulu Harbor	3	3	2	2	3	1	3	2.43	Yes
	Hazardous Mat. Storage	Spill/runoff	Potential release to storm drain and Honolulu Harbor	3	3	2	2	3	1	3	2.43	Yes
	Energy Use	NA	NA									NA
	Noise	NA	NA									NA
	Spills/Leaks	NA	NA									NA
	Health	NA	NA									NA
Safety	NA	NA									NA	
12. Medical/Dental Clinic	Air Emissions	NA	NA									NA
	Solid Waste	Gloves/masks	Waste to landfill	2	2	2	2	1	2	1	1.71	No
	Solid Waste	Medical waste	Waste to landfill									
				2	2	2	2	1	2	1	1.71	No
	Hazardous Waste	Mercury, sharps, silver, lead foil	Costly disposal	2	2	2	2	2	2	2	2.00	No
	Water Discharges	Dental drain	Release of mercury or silver	2	2	2	2	1	1	2	1.71	No
	Petroleum Storage	NA	NA									NA
	Hazardous Mat. Storage	Mercury/sharps	Exposure to personnel	2	2	2	2	2	2	2	2.00	No
	Energy Use	Electricity, fuel use, water use	Use of resources	2	2	1	1	3	2	2	1.86	No
	Noise	Drills	Noise impact to personnel	2	1	1	1	2	2	1	1.43	No
	Spills/Leaks	Mercury	Potential release to storm drain									
				2	2	2	1	1	1	1	1.43	No
	Health	Infectious diseases	Exposure to personnel	2	1	2	2	2	1	1	1.57	No
Safety	Patient care	Exposure to personnel										
			2	1	2	2	2	1	1	1.57	No	

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Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
13. Armory/Bunkers	Air Emissions	NA	NA									NA
	Solid Waste	NA	NA									NA
	Hazardous Waste	Old ordnance, gun cleaner, solvent rags	Requires safe disposal, waste to TSDF	2	2	2	2	3	1	2	2.00	No
	Water Discharges	NA	NA									NA
	Petroleum Storage	NA	NA									NA
	Hazardous Mat. Storage	Ordnance	Exposure to personnel	2	2	2	2	3	1	2	2.00	No
	Hazardous Materials Use	EPCRA Toxic Release Inventory (TRI) reporting	Use of resources, hazmat tracking, exposure to personnel	2	2	3	2	3	3	2	2.43	Yes
	Noise	NA	NA									NA
	Spills/Leaks	NA	NA									NA
	Health	NA	NA									NA
Safety	Moving/disposal	Work-loss injuries	2	2	2	2	3	1	2	2.00	No	
14. Grounds Maintenance	Air Emission	Blowers, mowers	Release of particulates and engine exhaust to atmosphere	2	2	2	1	2	2	2	1.86	No
	Green Waste	Trees, grass clippings	Waste composted	2	1	1	1	1	3	2	1.57	No
	Hazardous Waste	NA	NA									NA
	Water Discharges	NA	NA									NA
	Petroleum Storage	Fuels in equipment	Potential release to storm drain	2	2	2	2	2	2	2	2.00	No
	Hazardous Mat. Storage	Pesticides, fuels	Exposure to personnel, potential release	2	2	2	2	2	2	1	1.86	No
	Energy Use	Electricity, water use	Use of resources	2	2	2	2	3	2	2	2.14	No
	Noise	Equipment operation	Exposure to personnel	2	2	2	1	2	2	2	1.86	No
	Spills/Leaks	Runoff to stormwater	Potential release to Honolulu Harbor	2	2	2	2	2	1	2	1.86	No
	Health	Noise, chemicals	Exposure to personnel	2	1	2	1	1	1	1	1.29	No
Safety	Equipment handling	Work-loss injuries	2	1	2	1	1	1	1	1.29	No	

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Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
15. Hazardous Waste Management	Air Emissions	Spray cans, solvents-VOCs	Release of VOCs to atmosphere	2	2	2	2	2	1	2	1.86	No
	Solid Waste	Tyvek, gloves	Waste to landfill	2	2	2	2	2	2	2	2.00	No
	Hazardous Waste	Waste streams for disposal, excess and out of spec haz mat	Waste to TSDF, use of resources, exposure to personnel, costly disposal	3	3	2	3	3	2	2	2.57	Yes
	Water Discharges	NA	NA									NA
	Raw Material Use	Drums/spill kits	Use of resources	2	2	2	1	3	3	2	2.14	No
	Hazardous Mat. Storage	NA	NA									NA
	Noise	Equipment operation	Exposure to personnel	2	2	2	2	2	2	1	1.86	No
	Spills/Leaks	Spills to stormwater	Potential release to Honolulu Harbor	3	1	2	1	3	1	1	1.71	No
	Health	Exposure to chemicals	Exposure to personnel, work-loss injuries	2	1	2	2	2	1	2	1.71	No
Safety	Moving drums, falls, equipment operation	Work-loss injuries	2	1	2	2	3	1	2	1.86	No	
16. HazMin Center	Air Emissions	NA	NA									NA
	Solid Waste	NA	NA									NA
	Hazardous Waste	NA	NA									NA
	Water Discharges	NA	NA									NA
	Raw material Use	NA	NA									NA
	Natural Resources	NA	NA									NA
	Energy Use	Electricity	Use of resources	2	2	2	1	3	2	2	2.00	No
	Noise	NA	NA									NA
	Spills/Leaks	Spills to stormwater	Potential release to Honolulu Harbor	3	1	2	1	3	1	1	1.71	No
Health	NA	NA									NA	
Safety	Equipment operation, falls, material handling	Work-loss injuries	2	1	2	2	3	1	2	1.86	No	

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EMS-FRM-002	ISC Honolulu
Environmental Aspects and Impacts FY 2005	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)	
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale			
17. Emergency Generators (southwest corner of property, Administration Building, NESU/ESU)	Air Emissions	Generator exhaust	Release of hydrocarbons to atmosphere	2	1	1	2	2	1	1	1.43	No	
	Solid Waste	NA	NA									NA	
	Non-RCRA, recyclable, regulated waste	Used oil, used antifreeze	Waste to TSDF, use of resources, exposure to personnel	2	2	2	2	3	2	2	2.14	No	
	Water Discharges	NA	NA									NA	
	Raw Material Use	Fuel use	Use of fossil fuels	2	2	2	2	3	1	2	2.00	No	
	Hazardous Mat. Storage	Fuels	Exposure to personnel	2	2	2	2	3	2	2	2.14	No	
	Energy Use	Fuels	Use of resources	2	2	2	2	2	2	2	2.00	No	
	Noise	Equipment operation	Exposure to personnel	2	2	2	2	2	1	1	1.71	No	
	Spills/Leaks	Fuel spills	Potential release to stormwater										
	Health	Generator exhaust	Exposure to personnel	2	1	2	1	2	1	2	1.57	No	
Safety	Equipment operation	Work-loss injuries	2	1	2	2	3	1	2	1.86	No		
18. Painting (non spray booth painting)	Air Emissions	VOC emissions	Release of VOCs to atmosphere	2	2	2	2	1	2	2	1.86	No	
	Solid Waste	Aerosol cans, dried paint debris	Release of VOCs to atmosphere, waste to landfill	2	2	2	2	2	2	2	2.00	No	
	Hazardous Waste	Paint waste, solvents/thinners	Waste to TSDF, use of resources, exposure to personnel	2	2	3	2	3	2	2	2.29	Yes	
	Water Discharges	NA	NA									NA	
	Raw material Use	Electricity, water	Use of resources	2	2	2	2	3	2	2	2.14	No	
	Hazardous Mat. Storage	Paints/solvents	Exposure to personnel	2	2	2	2	2	2	2	2.00	No	
	Energy Use	Electricity	Use of resources	2	1	2	2	3	2	2	2.00	No	
	Noise	NA	NA									NA	
	Spills/Leaks	NA	NA									NA	
	Health	Paint/solvent fumes	Exposure to personnel, work-loss injuries	2	1	2	2	2	1	2	1.71	No	
Safety	Fall-scaffolding	Work-loss injuries	2	1	2	2	2	1	2	1.71	No		

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EMS-FRM-002	ISC Honolulu
Environmental Aspects and Impacts FY 2005	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria							Overall Significance	Significant (Yes/No)
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency	Scale		
19. Welding	Air Emissions	Welding fumes	Release of metal fumes to atmosphere	2	1	2	1	2	3	1	1.71	No
	Solid Waste	Scrap metal, welding rods, grinding wheel dust	Waste to landfill if not recycled	2	2	2	2	2	2	2	2.00	No
	Hazardous Waste	NA	NA									NA
	Water Discharges	NA	NA									NA
	Raw Material Use	Electricity	Use of resources	2	1	2	2	3	2	2	2.00	No
	Hazardous Mat. Storage	Flux, welding rods	Use of resources, exposure to personnel	2	1	2	2	2	2	2	1.86	No
	Energy Use	Electricity	Use of resources	2	2	2	2	3	2	2	2.14	No
	Noise	Arc and MIG welding, grinding	Exposure to personnel	2	2	2	1	2	3	1	1.86	No
	Spills/Leaks	NA	NA									NA
	Health	Welding fumes, grinding dust	Exposure to personnel	2	2	2	2	2	1	2	1.86	No
Safety	Torch/eye protection	Work-loss injuries	2	2	2	2	2	1	2	1.86	No	
20. Parts Washing	Air Emissions	Parts cleaner	Release of cleaner fumes to atmosphere	2	1	2	2	2	1	1	1.57	No
	Solid Waste	NA	NA									NA
	Hazardous Waste	Used cleaner solution	Potential hazardous waste if not recycled, costly disposal	2	2	2	2	3	2	2	2.14	No
	Water Discharges	NA	NA									NA
	Raw Material Use	Cleaner solution	Use of resources	2	1	2	1	3	2	2	1.86	No
	Hazardous Mat. Storage	Cleaner solution	Use of resources, exposure to personnel	2	2	2	2	2	2	2	2.00	No
	Energy Use	Electricity	Use of resources	2	1	2	1	1	1	2	1.43	No
	Noise	NA	NA									NA
	Spills/Leaks	NA	NA									NA
	Health	Cleaner solution	Exposure to personnel	2	1	2	1	2	1	2	1.57	No
Safety	Fumes, dermal and inhalation exposure	Work-loss injuries	2	1	2	2	3	1	2	1.86	No	
21. Heating and Cooling (AC&R Shop)	Air Emission	NA	NA									NA
	Solid Waste	NA	NA									NA
	Hazardous Waste	Used coolant	Potential hazardous waste, costly disposal	2	2	2	2	3	1	2	2.00	No
	Water Discharge	Condensate to wastewater system	Discharge of prohibited materials to POTW	2	2	2	2	2	1	2	1.86	No
	Raw Material Use	Fuels, coolants	Use of resources	2	2	2	2	3	2	2	2.14	No
	Hazardous Mat. Storage	Fuels, coolants	Use of resources, exposure to personnel	2	2	2	2	2	2	2	2.00	No
	Energy Use	Electricity	Use of resources	2	2	2	2	3	2	2	2.14	No
	Noise	NA	NA									NA
	Spills/Leaks	Fuels to drains	Potential release to stormwater	2	1	2	2	2	1	2	1.71	No
	Health	Equipment operation	Work-loss injuries	2	1	2	2	2	1	2	1.71	No
Safety	Equipment operation	Work-loss injuries	2	1	2	2	2	1	2	1.71	No	
22. Domestic Sewage System	Housing, shoreties, lift stations	Failing pumps, old and rusted/broken pipes	Health concerns, exposure to personnel	3	3	3	3	3	2	2	2.71	Yes
	Water discharge	Failing pumps, old and rusted/broken pipes	Potential release to Honolulu Harbor	3	3	3	3	3	2	2	2.71	Yes
	Natural Resources	Failing pumps, old and rusted/broken pipes	Potential release and impact to terrestrial and aquatic animals	3	3	3	3	3	2	2	2.71	Yes

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EMS-FRM-002	ISC Honolulu
Environmental Aspects and Impacts FY 2005	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Operation/Activity	Environmental Aspects Categories	Specific Aspect	Impacts	Significant Criteria						Overall Significance	Significant (Yes/No)	
				Liabilities	Effect on the Environment	Stakeholder Needs and Expectations	Resources	Cost	Frequency			Scale
	Health	Failing pumps, old and rusted/broken pipes	Exposure to personnel	3	3	3	3	3	2	2	2.71	Yes

ENVIRONMENTAL ASPECT SIGNIFICANCE CRITERIA RATING SCHEME

SIGNIFICANCE CRITERIA

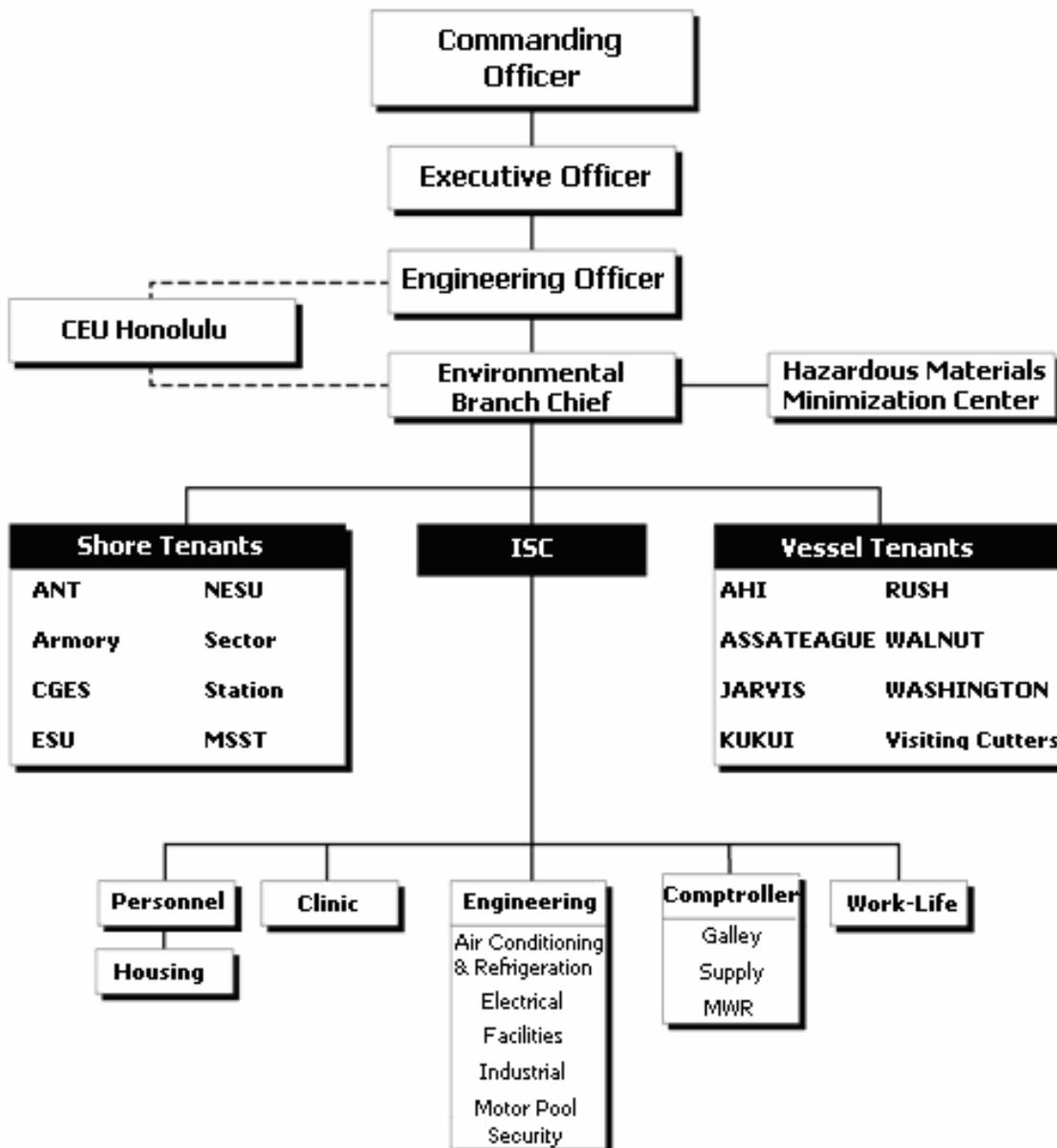
Legal Liabilities: the legal implication of the aspect	(1) Low - issue not regulated
	(2) Medium - violation or possible fine
	(3) High - possible criminal action
Effect on the Environment: the severity of the environmental impact of the aspect	(1) Low - minimal damage
	(2) Medium - temporary substantial damage
	(3) High - extreme or long-term damage
Stakeholder and Customer: the relative importance of the aspect to the stakeholder or customer	(1) Low - no concerns
	(2) Medium - occasional concern
	(3) High - frequent concern
Resources: the effort it would take to address the aspect	(1) Low - minimal resources
	(2) Medium - moderate resources
	(3) High - substantial resources

Cost: the cost and benefit to the facility of addressing the aspect	(1) Low – Net Benefit
	(2) Medium – Neutral Cost
	(3) High – Net Cost
Frequency: how often the impact occurs	(1) Low – Less than once per year
	(2) Medium – Occurs between once a month and once per year
	(3) High – Occurs on monthly basis or more frequently
Scale of Aspect: approximate area affected by the impact	(1) Low – affects only the shop/tenant command/administration division area
	(2) Medium – Affects entire facility
	(3) High – Affects entire facility and the surrounding areas outside of the community
US Coast Guard Mandate or Specific Applicable Regulation	Yes – aspect automatically becomes significant
	No – No significance is determined

RATING CALCULATION: The ratings for all applicable criteria for each aspect are totaled and divided by the number of applicable criteria applied to give an overall significance rating (OSR) for that aspect. If an aspect has an OSR of 2.25 or better, it is considered to be significant, or if there is a specific applicable regulation or US Coast Guard mandate in place for an aspect, then this aspect is also considered to be significant, regardless of the OSR.

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EMS-FRM-003	ISC Honolulu
Environmental Management System Organizational Chart	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None



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EMS-FRM-004	ISC Honolulu
EMS Accountability and Responsibility Matrix	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Activity	Personnel (identify responsible party for activities)								
	ISC CO	ISC XO	EO	IM	EBC	HWC	HMC	Tenant ECO	All hands
Maintain ISC Honolulu environmental compliance	A	R			R	R	R	J	J
Provide personnel resources	A	R	S	S					
Provide financial resources		A							
Conduct training					R	R			
Maintain a safe work site (Env. H&S also responsible for safe work site)	A								S
Assure proper waste disposal	A				S	R		J	
Report environmental issues	A	R	R	R	R	R	R	R	R
Conduct environmental inspections					A	R	R	J	
Prepare reports - external	A				R	S	S	J	
Renew permits	A				R				
Ensure permit compliance	A				R				J
Coordinate internal audits		A	R	R	R	R			
Implement new rules and regulations	A	R	R	S	J	J	J	J	
Integrate environmental performance into personnel evaluation cycle	A	R	R		R				
Relate environmental requirements to contractors	A		R	R	S	S			
Comply with regulatory requirements	A	R	R	S	J	J	J	J	
Identify environmental aspect of new products	A		R		J	J	J	J	J
Develop environmental budget			A		R				
Maintain training records		R	R		R	R	R		
Coordinate EMS document control	A		R		J	J			
Prepare/maintain environmental documentation	A		R		J	J			

Notes:

A = accountable

J = job function

R = responsibility

S = secondary responsibility

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EMS-FRM-005	ISC Honolulu
Training and Awareness Matrix	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Type	CO	XO	EO	IM	SEH	EBC	HWC	HMC	Tenant ECO	Functions	All Hands
Hazardous Waste Basic			✓			✓	✓		✓		
Hazardous Waste Refresher			✓			✓	✓		✓		
Job-Specific Hazardous Waste/Universal Waste						✓	✓	✓	✓		
Hazard Communication	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hazard Communications-awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hazardous Materials Storage						✓	✓	✓	✓		✓
EMS Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Stormwater			✓			✓	✓				
Spill Response			✓			✓	✓		✓		
DOT Hazardous Material -- 49 CFR 172							✓				
Handling an Audit	✓	✓	✓	✓		✓	✓	✓			
Solid Waste Disposal/Recycling			✓			✓	✓		✓		✓
Forklift/Manlift Training						✓	✓				
Training on Permits			✓			✓	✓				

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EMS-FRM-006	ISC Honolulu
Training Program Descriptions Matrix	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Type	Regulatory Citation	Description	# Hours	Frequency	Training Source
Hazardous Waste Basic	29 CFR 1910.120	Definitions, labeling, handling	28	Check-in; Initial-one time	MLCPAC
Hazardous Waste Refresher	29 CFR 1910.120	Update/refresh basic training	12	Yearly	MLCPAC
Job-Specific HazWaste/Univ. Waste	40 CFR 262.34, 22 CCR 66273	Definitions, labeling, handling	2 to 4	Yearly	Environmental Branch
Hazard Communication	29 CFR 1910.1200	MSDS, HW/HM, Respiratory Protection	8	Yearly	Environmental Branch, Env. Safety and Health
Lockout/Tagout Procedures	29 CFR 1910.147	Identification and implementation of lockout/tagout procedures	4	Yearly	Environmental Branch, Env. Safety and Health
Asbestos Hazard Awareness	29 CFR 1910.1001	Awareness of asbestos hazards	4	Yearly	Environmental Branch
EMS Awareness	ISC Honolulu EMS Manual	Provide awareness to employees regarding ISC Honolulu EMS, modifications, and how it improves/effects their daily work activities	2-4	Yearly	Environmental Branch
Stormwater	40 CFR 122.26 c	Best management practices	2	Yearly	Environmental Branch
Spill Response	40 CFR 112.3, 112.5, 112.7	Spill response and prevention	1	Yearly	Environmental Branch
Department of Transportation	49 CFR 172.7	Shipping, labeling	80	Every 2 years	DoD
Handling an Audit	ISC Honolulu EMS Manual	ECE (TEAM Guide)	1	Yearly	Outside Source
Solid Waste Disposal/Recycling	40 CFR 246.200-1	Segregation of materials	1	Yearly	Environmental Branch
Forklift Training	29 CFR 1910.178(l)	Proper handling of forklift	4	Initial; refresher every three years	Certified Forklift Trainers
Training on Permits	Various	Review permit conditions, specific equipment, waste streams, etc.	As needed	As needed	Environmental Branch

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EMS-FRM-007	ISC Honolulu
EMS Documentation Matrix	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

EMS Element	Manual Reference	Separate Procedure	SOP	Record	2nd Level Records
Environmental Policy	5.1	None	None	EMS-POL-001	Policy posters, other records where policy is included, unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Environmental Aspects	5.2	None	None	EMS-FRM-001, EMS-FRM-002	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Legal and Other Requirements	5.3	None	None	Various per EMS Manual	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Objectives and Targets	5.4	None	None	EMS-PLN-001	Records associated with EMPP, unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
EMPP	5.5	None	None	EMS-PLN-001	Records associated with EMPP, unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Structure and Responsibility	5.6	None	Various, defined in SOPs	EMS-FRM-003, EMS-FRM-004	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Training/Awareness/Competency	5.7	None	Various, defined in SOPs	EMS-FRM-005, EMS-FRM-006	Various (employee Training Records; Competency Records (i.e., educational, USCG requirements, certifications, etc.); Training program manuals; Tenant Handbooks), unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Communication	5.8	EMS-SOP-001, EMS-SOP-002	None	Records associated with SOP	Various (communiqués from Agencies; Inspection records, etc.)
EMS Documentation Matrix	5.9	None	None	EMS-FRM-007	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Document Control	5.1	EMS-SOP-003	None	EMS-FRM-008	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Operational Control	5.11	EMS-SOP-004	Various	EMS-FRM-009, EMS-PLN-001	Various (records required by SOPs, permits, contracts, handbooks, etc.), unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Emergency Preparedness	5.12	None	Various, as appropriate	Various plans referenced in the Manual	Various as defined in plans (records associated with SWPPP/SPCC Plans, etc.; records of drills, etc., unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm))
Monitoring and Measurement	5.13	None	Various, defined in SOPs	EMS-FRM-009, EMS-PLN-001	Various (records demonstrating progress towards objective/targets (same as EMPP records; calibration records, inspection records; records associated with monitoring/measurement of environmental aspects), unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm))

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EMS-FRM-007	ISC Honolulu
EMS Documentation Matrix	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

EMS Element	Manual Reference	Separate Procedure	SOP	Record	2nd Level Records
Nonconformance and Corrective/Preventative Action	5.14	EMS-SOP-005	None	EMS-FRM-010	Various (records demonstrating implementation), unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Records	5.15	None	Various SOPs	EMS-FRM-011, EMS-FRM-012	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
EMS Audit	5.16	None	None	EMS-FRM-013	Various (records demonstrating implementation of corrective actions), unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)
Management Review	5.17	None	None	Records relied on to continually improve EMS and set new objectives/targets	unit intranet web site (http://cgweb.d14.uscg.mil/ischon/Web/ee.htm)

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EMS-FRM-008	ISC Honolulu
EMS Document Control Matrix	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Document Control Title	Sequence Number	Title	Original Issue Date	Revision	Revision Date	Location	Custodian	Review Due Date	Reviewers
EMS-MAN	001	EMS Manual	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	001	ERC Committee Members	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	002	Significant Environmental Aspects FY 2005	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	003	Organizational Chart	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	004	EMS Accountability and Responsibility Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	005	Training and Awareness Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	006	Training Program Descriptions Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	007	EMS Documentation Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	008	EMS Document Control Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	009	Significant Environmental Aspects Operational Controls and Monitoring and Measurement Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	010	Corrective Action Form	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		

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EMS-FRM-008	ISC Honolulu
EMS Document Control Matrix	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Document Control Title	Sequence Number	Title	Original Issue Date	Revision	Revision Date	Location	Custodian	Review Due Date	Reviewers
EMS-FRM	011	Environmental Documents Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	012	Environmental Records Matrix	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-FRM	013	EMS Audit Checklist	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-PLN	001	Environmental Management System Program Plan FY 2005	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-POL	001	Environmental Policy	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-SOP	001	Environmental Excellence Recognition Program Procedure	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-SOP	002	Regulatory Agency Environmental Inspection Response Procedure	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-SOP	003	Document Control Procedure	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-SOP	004	Operational Control Procedure	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		
EMS-SOP	005	Corrective and Preventive Action Procedure	16 September 2005	0		http://cgweb.d14.uscg.mil/ischon/Web/ee.htm	EBC		

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EMS-FRM-009	ISC Honolulu
Significant Environmental Aspects Operational Controls and Monitoring and Measurement Matrix	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Significant Environmental Aspect	Operational Control	Monitoring and Measurement
Objective		
Develop EMS Organization		
Identify EMS Team and Environmental Review Committee, seek approval from CO, and develop job descriptions	<ul style="list-style-type: none"> ▪ Organization chart ▪ Military and civilian job descriptions ▪ EMS Team meetings ▪ CO approval ▪ Training 	<ul style="list-style-type: none"> ▪ Senior management participation ▪ EMS Team meeting minutes ▪ Job descriptions ▪ EMS annual review
Increase Participation in ECO Program		
Develop list of tenants for further ECO training, conduct bi-monthly training, and record training in files	<ul style="list-style-type: none"> ▪ Organization chart ▪ ECO candidates from tenants ▪ Training ▪ ECO training cards 	<ul style="list-style-type: none"> ▪ Inspections ▪ Supervision ▪ EMS annual review ▪ Electronic corrective action notification
Develop/Improve Host-Tenant Agreements		
Identify key target tenants, draft new agreements, and obtain CO approval	<ul style="list-style-type: none"> ▪ Organization chart ▪ Signed agreements ▪ Training 	<ul style="list-style-type: none"> ▪ Inspections ▪ Supervision ▪ Annual review of agreements
Boom Vessels While in Port		
Identify target vessels, draft procedures for booming, and create ISC instruction	<ul style="list-style-type: none"> ▪ SPCC Plan ▪ PAC Area vessels instructions and memos ▪ Commandant instructions ▪ ISC instructions ▪ SWPPP BMPs ▪ Training 	<ul style="list-style-type: none"> ▪ Inspections ▪ Supervision ▪ Electronic corrective action notification ▪ EMS annual review
Implement Stormwater Management Program		
Obtain new stormwater permit, update the SWPPP, develop inspection procedures and forms, implement plan	<ul style="list-style-type: none"> ▪ Stormwater permit conditions ▪ SWPPP ▪ SPCC Plan ▪ Commandant instructions ▪ ISC instructions ▪ Training 	<ul style="list-style-type: none"> ▪ Inspections ▪ Supervision ▪ Sample data ▪ Stormwater reports ▪ EMS annual review

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EMS-FRM-010	ISC Honolulu
Corrective Action Form	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None



**ISC Honolulu
ENVIRONMENTAL BRANCH**

The following condition(s) have been noted by the ISC Honolulu Environmental Branch. You must complete the Corrective Action Response (CAR) below and return it to the ISC Honolulu Environmental Branch Chief no later than seven business days from today's date with a corrective action for the noted condition(s). A follow-up inspection may be performed to ensure continued compliance and continually improve ISC Honolulu's EMS program.

This form includes a requirement to submit a CAR and implement an action plan as described in that CAR. If you have any questions about the noted violation(s) or condition(s), contact the ISC Honolulu Hazardous Waste Coordinator.

Item:

- Idea
- Accident
- Release
- NOV
- Near Miss
- Suggestion

Condition(s):

Potential cost implications (fines):

Inspector:

Date:

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EMS-FRM-010	ISC Honolulu
Corrective Action Form	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Corrective Action Response

Suggested and Planned Action:

Resources Needed:

Action Taken:

Root Cause:

Correction Submitted By:
Date:

EMS-FRM-011	ISC Honolulu
Environmental Documents Matrix	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Documents	Document Control No.	Comments
Plans		
Storm Water Pollution Prevention Plan	WTR-PLN-001	Update to reflect changes
Asbestos Management Plan	6260.16	Update to reflect changes
SPCC Plan	5090.1C	After pending update, next review/revision-2010; revise to reflect changes
UST Monitoring Plan	WTR-PLN-001	Update to reflect changes
Waste Minimization and Pollution Prevention Plan	5090.2A	Update to reflect changes
Hazardous Waste Analysis Plan	5090.3A	Update to reflect changes
Storm Water Pollution Management Plan (SWPMP)	5090.5A	Update to reflect changes
ISCH Safety and Environmental Health Program	5100.1A	Last revision: 30MAR05
Environmental Compliance Inspection Checklist	16451.1A	Last revision: FEB06
Hazardous Materials Minimization Center	16455.1A	Pending update
Washing of Motor Vehicles and Boats at ISC Honolulu	11240.2	Last revision: FEB06
Reports		
Storm Water Discharge Annual Report	WST-RPT-001	Submit May 11 to DOH, annually
EPCRA Tier II Report	MAT-RPT-001	Submit March 1 annually to DOH
Permits/Registrations		
Storm Water General Discharge Permit	WTR-PER-001	Follow SWPMP
Wastewater Discharge Permit	WTR-PER-002	Update if necessary
Miscellaneous		
ISC Honolulu Customer Handbook	M5000.1(series)	Pending update
USCG Instructions, Policies	Various	Updated as necessary to reflect changes
Unit Environmental Guide	MIS-MAN-001	Updated annually
Material Safety Data Sheets	6260.21D	Copies in shop work areas; updated for new materials
ECEs	MIS-RPT-001	On file- Environmental Branch Office
NOVS or other Regulatory Citations	To be determined	On file- Environmental Branch Office
Host/Tenant Reponsibilities	5090.7	On file- Environmental Branch Office

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EMS-FRM-012	ISC Honolulu
Environmental Records Matrix	
Original Issue Date: 31 December 2005	Revision Number: 0
	Revision Date: None

Records	Regulatory Citation	Location	Retention Time
Training Records			
Hazardous Waste (including tenant commands)	29 CFR 1910.12	Unit training files	Minimum 3 years
Spill Response	40 CFR 112.3, 112.5, 112.7	Unit training files	Minimum 3 years
CFC Training Records (AC&R Technicians)	40 CFR 82.162(a)	Unit training files	Minimum 3 years
Stormwater	40 CFR 122.26(c)	Unit training files	Minimum 3 years
Hazardous Materials			
MSDS	29 CFR 1910.12	Industrial shops	As long as hazardous material used
Inventory (including inventory from all tenants)	SARA Title III - Sect. 311 & 312	Industrial shops, tenants	Minimum 3 years
EPCRA Reports	SARA Title III - Sect. 311 & 312	EBC office	Minimum 3 years
Recycled Product Inventory	40 CFR 246.200-1	EBC office	Minimum 3 years
Hazardous Waste			
Hazardous Waste Accumulation Area Inspection Logs (weekly)	40 CFR 262.34, 265.30-37 & 265.174	EBC office	Minimum 3 years
SAA Inspection Logs (weekly –GMP only)	40 CFR 262.34(c)	EBC office	Minimum 3 years
Waste Determinations and Profiles	40 CFR 261.3, HAR11-261-266	EBC office	Minimum 3 years
Manifests/LDRs	40 CFR 262.40 (a) (b) (d)	EBC office	Permanent
Universal Waste Recycling Records	40 CFR 273.2, 273.5, 273.9, and 273.13-273.19	EBC office	Minimum 3 years
Solid Waste			
Recycling Records (paper, aluminum, cardboard, wood)	40CFR 246.200-1	Shipping and Receiving	Permanent
Medical Waste Disposal Records	MWMA Section 117945	Medical Clinic	Permanent
Tanks			
AST Inspection Records (monthly)	SPCC Plan-40CFR 112	EBC office	Minimum 3 years
UST Records	HAR 11-281-34	CGES	Permanent
Records of Annual Tank and Pipeline Tightness Testing	40 CFR 112.5, 112.7	CGES	Permanent
Triennial Secondary Containment Test Record	40 CFR 112.5, 122.7	CGES	Permanent
Stormwater/Wastewater			
Stormwater Inspection Logs	40 CFR 122	EBC office	Permanent
Analytical Results of Stormwater Samples	40 CFR 122	EBC office	Permanent

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Records	Regulatory Citation	Location	Retention Time
Wastewater Discharge Permit Renewal Form	40 CFR 403.12	EBC office	Minimum 3 years
Stormwater Discharge Monitoring Report	40 CFR 122	EBC office	Permanent
Permits/Registrations			
EPA Hazardous Waste Generator Identification Number	40 CFR 262.34	EBC office	Permanent
UST Registrations (1-time registration)	HAR 11-281-21 and 11-281-22	CGES	Permanent
Stormwater General Discharge Permit	40 CFR 122.26	EBC office	Permanent
Wastewater Discharge Permit	Issued by city and county of Honolulu	EBC office	Permanent
Miscellaneous			
ECEs	Various	EBC office	Permanent
Regulatory Correspondence	Various	EBC office	Permanent
Asbestos Abatement and Sampling	COMDTINST M6262.16A	EBC office	Permanent

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EMS-FRM-013	ISC Honolulu
EMS Audit Checklist	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Criteria	Citation Reference			Comments
		Yes	No	
GENERAL				
ISC Honolulu is implementing an EMS?				
Evaluate USCG and DHS protocols				
- Evaluate self-declaration				
- Evaluation ISO 14001 conformation/certification				
POLICY				
ISC Honolulu has implemented an Environmental Policy?				
- Approved?				
- copy in use is current?				
- employees have awareness				
- available to public?				
- is appropriate for EMS				
- documentation that public has requested?				
Policy is appropriate for EMS?				
- addresses nature, scope and environmental impacts of activities, products or services				
- includes commitment to continual improvement				
- includes commitment to pollution prevention				
- includes commitment to comply with environmental laws, regulations and USCG or other requirements.				
- provides framework for setting objectives and targets				
- provides framework for reviewing objectives and targets				
Environmental Aspects				
- operation environmental aspects identified				
- significant environmental impacts considered in planning				
- aspects records maintained and kept up to date				
Development of aspects account for the following				
- legal implications of significant impacts				
- severity or frequency of occurrence				
- probability/duration of occurrence				
- concerns of interested parties and public image				
- concept of risk				

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EMS-FRM-013	ISC Honolulu
EMS Audit Checklist	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Criteria	Citation Reference	Citation		Comments
		Yes	No	
Legal and Other Requirements				
- procedure in place to identify legal and other requirements				
- legal and other requirements communicated to USCG uniformed and civilian personnel				
- uniformed and civilian personnel have access to relevant documents containing current requirements				
- uniformed and civilian personnel receive appropriate training relevant to requirements				
- information updated as laws and regulations change				
Objectives and Targets				
- documented objectives and targets				
- responsible personnel involved in development of objectives and targets				
- objectives and targets quantifiable and measurable				
- legal and other requirements considered in developing the objectives and targets				
- reflect significant environmental aspects?				
- consider technology options, financial resources, and operational requirements				
- views of interested third parties considered				
- consistent with the environmental policy				
- support a commitment to P2				
Environmental Management System Program(s)				
- EMS program(s) in place to meet its objectives and targets at each relevant function and level within the organization?				
- relevant personnel responsible for achieving the objectives and targets				
- means and relevant time frames provided for achieving objectives and targets				
- changes updated in the program(s)				
- consider the technology options, financial resources and operations requirements				
- personnel responsible involved in the development of the objectives and targets				
- program(s) consistent with the environmental policy				
- program(s) consistent with commitment to P2				
Structure and Responsibility				
- EMS Team appointed				
- EMS Team periodically report to top management on EMS performance				
- roles, responsibility and authorities defined, documented and communicated				

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EMS-FRM-013	ISC Honolulu
EMS Audit Checklist	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Criteria	Citation Reference	Citation		Comments
		Yes	No	
- top management provides EMS resources				
- EMS organizational chart				
- EMS responsibilities documented in job descriptions				
- USCG uniformed and civilian personnel receive relevant EMS training				
Training, Awareness, and Competence				
- EMS training needs identified for individuals				
- appropriate training to personnel whose work may create a significant impact on the environment				
- personnel competent based on training, experience or education				
- EMS awareness training provided to all employees				
- training requirements documented and tracked				
- personnel aware of consequences for departure from specified operating procedures or military instructions				
- all relevant personnel received appropriate training				
Communication				
- Communication procedures for concerning the EMS				
- communication procedures been implemented				
- communication procedures address communication between the host and tenant commands				
- what types of information will be shared with external parties				
- this decision is documented				
Environmental Management System Documentation				
- EMS elements documented				
- documentation describes the relationships between elements				
- documentation provides direction to related documentation				
- documentation in either paper or electronic form				
Document Control				
- procedures defined for creation and modification of documents				
- tracking copies of programs, policies and regulations, ensures latest versions in use				
- EMS documents are controlled				
- EMS documents are easily located				
- EMS documents are periodically reviewed and revised				

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EMS-FRM-013	ISC Honolulu
EMS Audit Checklist	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Criteria	Citation Reference	Yes	No	Comments
- EMS documents are reviewed for adequacy and approved before use				
- EMS documents are available where needed by the users				
- obsolete documents are removed and controlled				
- legal and historical documents are identified for retention				
- documents are identifiable, dated, and retained for specified periods				
Operational Control				
- identified areas where potential impacts to the environment could occur				
- operating controls have been established in areas where potential environmental impacts could occur				
- control procedures are documented				
- operational activities include appropriate maintenance				
- requirements and procedures are communicated to onsite personnel, suppliers, and contractors				
- procedures for monitoring, reviewing, and controlling processes that may impact the goals of the EMS have been established				
- SOPs and instructions consider the significant aspects of goods and services used				
- activities are planned to ensure that they are carried out under specified conditions				
Emergency Preparedness and Response				
- ISC Honolulu has an emergency preparedness and response plan				
- the plan includes procedures for response to accidents and emergency situations, and for preventing and mitigating impacts				
- USCG uniformed and civilian key personnel trained to respond to accidents and emergencies				
- personnel have been assigned responsibility for emergency planning				
- plan is periodically tested				
- plan is reviewed after accidents or emergency situations				
- plan is updated and kept current				
- plan identifies potential emergency situations				
Monitoring and Measurement				
- documented procedures monitor and measure operations that may impact the environment				
- equipment used to monitor/measure have been calibrated				

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EMS-FRM-013	ISC Honolulu
EMS Audit Checklist	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Criteria	Citation Reference	Yes	No	Comments
- calibration records are maintained and up-to-date				
- performance measures are consistent with environmental objectives and target				
- periodic evaluation of compliance with environmental legislation and regulations				
- information is recorded and used to track performance				
- metrics are consistent with the environmental policy				
Nonconformance and Corrective and Preventative Action				
- procedures developed for investigating and correcting deviations (i.e. nonconformances) to the EMS				
- responsibility and authority for handling and investigating nonconformances has been assigned				
- procedures include actions to mitigate impacts and initiate corrective and preventive action				
- procedures are appropriate to the magnitude of the impact(s) on the environment				
- changes to documented procedures are recorded				
- actions are taken timely and effective				
- investigations of nonconformances include the identification of root cause				
- procedures address potential nonconformances				
Records				
- procedure(s) for the identification, maintenance and disposition of environmental records				
- environmental records are legible, identifiable, and traceable				
- environmental records readily retrievable, protected against damage, deterioration, or loss				
- records have recorded retention times				
- records include training records				
- audits and EMS reviews identified as records				
- records include regulatory compliance audits				
- records include key performance data related to its objectives and targets				
Environmental Management System Audit				
- procedure for conducting management system audits exists				
- audit program includes schedule				
- audit schedule is based in part on previous audit results				

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EMS-FRM-013	ISC Honolulu
EMS Audit Checklist	Revision Number: 0
Original Issue Date: 31 December 2005	Revision Date: None

Criteria	Citation Reference	Yes	No	Comments
- scope of EMS consider the environmental importance of the activities				
- audit program includes the scope, frequency, and methodology				
- EMS audit responsibilities are identified				
- reporting requirements of the EMS audit are specified				
- the auditor qualifications are specified in the EMS audit procedure				
Management Review				
- top management periodically reviews the EMS				
- management reviews consider continued suitability, adequacy, and effectiveness				
- management review is documented				
- the review considers the possible need for changes to policy				
- potential changes to objectives and targets are considered during the review				
- changes to situational, economic, and environmental conditions are evaluated				
- review minutes are available to USCG uniformed and civilian personnel				
- third-party interest is considered				

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Appendix D
EMS Agreements and Responsibilities

ISCHONOINST 5090.7, Host/Tenant Environmental Responsibilities



ISCHONOINST 5090.7
MAR 29 2006

INTEGRATED SUPPORT COMMAND HONOLULU INSTRUCTION 5090.7

Subj: HOST/TENANT ENVIRONMENTAL RESPONSIBILITIES

Ref: (a) Hazardous Materials Minimization Center, ISCHONOINST 16455.1A
(b) Storm Water Pollution Management Plan (SWPMP), ISCHONOINST 5090.5(series)
(c) Spill, Prevention, Control, and Countermeasure (SPCC) Plan, ISCHONOINST 5090.1C

1. PURPOSE. The purpose of this Instruction is to delineate the respective environmental compliance roles and responsibilities, including financial and operational, of Integrated Support Command (ISC) Honolulu (HOST) and Tenant Commands (TENANT) for operations on board the Coast Guard facility and property at HOST wharfs and Pier 4.
2. ACTION.
 - a. HOST and TENANT shall ensure all personnel in their unit are aware of this Instruction.
 - b. The ISC Honolulu Engineering Officer shall manage overall compliance with this Instruction and ensure all visiting ships are familiar with this Instruction.
 - c. The ISC Honolulu Environmental Branch is responsible for regulatory reporting and monitoring of this Instruction. This branch will monitor effectiveness, solicit customer input, and initiate revisions to these procedures as necessary.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. As a service organization, it is the mission of ISC Honolulu to provide superior services and support to assigned units and individuals. Inherent to this mission is the responsibility for leadership in environmental stewardship to ensure that ISC Honolulu and those we support meet mission requirements in a manner that ensures continued viability of our social, environmental, and economic resources.

DISTRIBUTION – SDL No.

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2								2			2														
B																										
C									1		13					1							1	1	1	
D																				1						
E																								1		
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. General.

- (1) HOST shall promulgate procedures and plans necessary to meet environmental regulatory requirements, including hazardous waste management procedures and hazardous materials management procedures, at HOST wharfs and Pier 4.
- (2) HOST shall prepare all plans required to meet environmental regulatory requirements, including References (b) and (c).
- (3) HOST shall prepare and submit required environmental reports to appropriate authorities. Required reports include, but are not limited to: Annual Emergency Planning and Community Right to Know Act (EPCRA) Tier II Report, Annual EPCRA Toxic Release Inventory, and Storm Water Monitoring Results.
- (4) TENANT shall comply with all applicable federal, state and local environmental laws and regulations, and all applicable plans and procedures prepared by the HOST.
- (5) TENANT shall submit data required to support HOST reporting requirements.
- (6) TENANT shall designate in writing a primary and alternate Environmental Compliance Officer (ECO) to serve as primary HOST/TENANT liaison for all environmental issues, and to serve on the HOST ECO Committee. The ECO shall be trained in accordance with Coast Guard policy applicable to Unit Hazardous Materials Coordinators and Unit Hazardous Waste Coordinators. The primary and alternate ECO shall provide appropriate training for unit personnel in accordance with the requirements relevant to their positions. Documentation of training shall be provided to the HOST upon request.

b. Hazardous Waste.

- (1) HOST shall provide, at no cost to TENANT, segregation, storage, laboratory analysis, transportation and disposal services for all TENANT's hazardous waste generated on the facility or generated aboard and turned in by vessel.
- (2) HOST shall maintain hazardous waste documentation and reports in accordance with state, federal and Coast Guard procedures.
- (3) TENANT shall comply with applicable Instructions concerning proper handling and disposal of hazardous wastes, including transportation, segregation, identification, packaging, storage, documentation and transfer.
- (4) TENANT shall pay all expenses including, but not limited to, fines and penalties incurred by HOST due to TENANT improperly packaging, failing to identify or misidentifying waste.

- (5) TENANT is aware of and shall comply with regulatory prohibition on transporting hazardous waste to the facility from off-site except for wastes generated aboard and transported by a vessel.

c. Hazardous Materials.

- (1) HOST shall operate a Hazardous Materials Minimization (HAZMIN) Center to support the hazardous materials requirements of all registered customers.
- (2) TENANT shall support the HAZMIN Center Inventory Control Program by:
 - (a) Utilizing the HOST HAZMIN Center for all hazardous materials;
 - (b) Not purchasing any hazardous materials or substitutes. Small quantity emergency purchases are acceptable providing the materials are checked into the HOST HAZMIN Center system as soon as possible;
 - (c) Providing HOST with information regarding newly purchased materials or the requirements for new materials;
 - (d) Using only the materials on the HOST Authorized Use List (AUL) or those specifically approved by the HOST Environmental Branch. Unauthorized items, not on AUL, will be confiscated by the HOST Environmental Branch and be integrated into the HAZMIN Center supply;
 - (e) Providing accounting data for payment of quarterly billing by the HOST for materials used during the previous quarter. Accounting data shall be provided to the HOST within 15 days after receipt of billing from HOST;
 - (f) Working with the HOST to remove all materials not on the HOST AUL or TENANT inventory list found in the TENANT's possession;
 - (g) Vessels: Provide HOST with requests for underway materials as far in advance as possible, however HOST requires at least 15 days notice. Emergency requests will be handled on a case by case basis; and
 - (h) Vessels: Provide HOST with one person as needed for off-load/on-load as previously arranged between the HOST and TENANT.
- (3) HOST shall provide HAZMIN Center services to the TENANT by:
 - (a) Providing an AUL for all hazardous materials or substitutes approved for use while at HOST base.
 - (b) Providing storage for all hazardous materials, all ordering, stocking and handling required to provide immediate on hand usage (limit not to exceed 5 each/5 gallon containers).

- (c) Providing accounting and billing services on a quarterly basis for all materials used by the TENANT; and
 - (d) Maintaining all tracking and record keeping required by applicable instructions.
- (4) HOST will prepare at the end of every year, total charges for the year, and reimbursement for materials issued will be automatically decremented by TARMOD from the responsible activity (D14, PACAREA or MLCAPAC). There will be a 10-day grace period prior to decrementing the accounts. This grace period will be used for customer review and to dispute any charges that may be in question. There will only be a 5-day grace period for the end of the fiscal year invoice
 - (5) HOST shall maintain and comply with Reference (a) and promptly notify TENANT of any procedural changes.
 - (6) TENANT shall fully reimburse all HAZMIN Center issues to Cost Materials. Receipts of materials issued will be provided and should be used for TENANT internal tracking.
 - (7) TENANT shall participate as a registered customer of the HAZMIN Center if such tenant uses and/or stores hazardous materials aboard the facility. Excluded hazardous materials include office supplies, batteries, medical/dental supplies, compressed gases (except flammable gases and refrigerants), ammunition and pyrotechnics, and welding rods and solder.
 - (8) TENANT shall comply with the requirements of Reference (a) for registered customers, as applicable.
- d. Oil and Hazardous Substance Spills.
- (1) HOST shall coordinate emergency response actions associated with releases of oil and hazardous substances on the facility, including oral and written reports to proper authorities. Releases into navigable waters by vessels shall be the responsibility of the TENANT causing the release.
 - (2) TENANT shall report all spills or releases of hazardous materials or waste to the HOST Pollution Prevention Coordinator immediately. If the spill or release goes into navigable waters, TENANT shall contact servicing legal office and make reports to regulatory agencies as required by Federal, State, and local law. TENANT shall fund emergency response clean up of spills or releases of hazardous materials or waste caused by the TENANT.
 - (3) TENANT shall ensure that contracted services, such as fueling operations, meet spill contingency requirements including necessary response plans, absorbents, and containment boom/secondary containment.
 - (4) TENANT shall fund or reimburse HOST for emergency response actions associated with releases of oil and hazardous substances caused by the TENANT.

e. Water Quality.

- (1) HOST shall promulgate required procedures, conduct required inspections, and conduct laboratory analysis to ensure compliance with Reference (b) and other requirements pursuant to the Clean Water Act.
- (2) TENANT shall comply with Reference (b).

f. Air Quality.

- (1) HOST shall provide technical and regulatory compliance advice to TENANT in meeting federal, state, and local air quality regulations.

g. Permits and Regulatory Liaison.

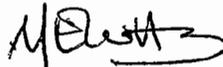
- (1) HOST shall serve as the principal liaison between the TENANT and all environmental regulatory agencies for actions such as compliance advice, inspections, permit requests, and site visits.
- (2) HOST shall negotiate regulatory permits with regulatory agencies on behalf of TENANT. TENANT shall provide necessary information to HOST for the development of environmental permit applications, renewals and reports. TENANT shall comply with all permit conditions.
- (3) TENANT shall coordinate with HOST for all activities requiring environmental regulatory advice or approval.
- (4) TENANT shall notify HOST of all procurements of equipment and changes in operation that may require permitting or have other environmental consequences.
- (5) TENANT shall notify HOST when a regulatory agency visits any operation at HOST wharfs or Pier 4.

h. Fees, Penalties, and Fines.

- (1) HOST shall pay annual facility fees associated with regular operations on board ISC Honolulu, such as the Hazardous Waste Planning Fee.
- (2) HOST shall pay annual fees for individual operating permits associated with HOST-owned equipment and processes.
- (3) HOST shall pay penalties and fines resulting from HOST's failure to comply with regulatory requirements.
- (4) TENANT shall pay environmental penalties and fines resulting from TENANT's failure to comply with regulatory requirements.

(5) TENANT shall pay annual fees for individual operating permits associated with TENANT-owned equipment and processes.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Excellence, integrity, teamwork, and balance will be used to ensure that we meet or exceed applicable environmental requirements, wisely utilize our limited natural resources, and implement pollution prevention initiatives, while providing for continual improvement of programs and processes.
7. FORMS/REPORTS. None.


M. E. CUTTS