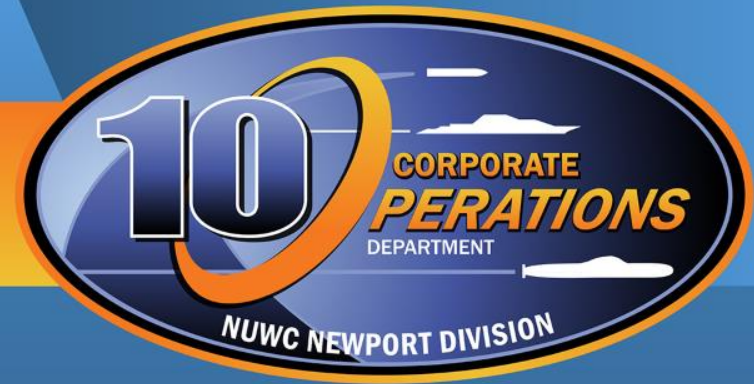




# Environmental Awareness Training

## Corporate Operations

CODE 102 –  
INFRASTRUCTURE



Issued by: Environmental Branch  
Code 1023  
*April 2020*

# Training Objective

CODE 102

- Familiarize Division Newport employees and contractors with environmental programs and applicable environmental laws and regulations.
- Help employees and contractors accomplish their mission while ensuring that Division Newport remains in environmental regulatory compliance.

**Everyone working for or on behalf of Division Newport has a responsibility to protect the environment.**

# Environmental Awareness Training Topics

CODE 102



- Environmental Management System (EMS)
- Division Newport's Significant Environmental Aspects
  - Hazardous Waste
  - Solid Waste
  - Energy Use
  - Green Procurement
  - Wastewater Generation
  - Air Emissions
  - Active Underwater Acoustic Energy Transmission
- National Environmental Policy Act (NEPA) / Executive Order (EO) 12114
- Environmental Review Board (ERB)
- Mission Environmental Planning Program

# Environmental Policy

CODE 102

## Division Newport:

- Is committed to environmental stewardship and compliance with all applicable environmental regulations and policies,
  - Considers the environment in routine business decisions,
  - And continually improves environmental performance.
- 
- All employees and contractors are required to be familiar with Division Newport's environmental policy.



### Naval Undersea Warfare Center Division, Newport

#### Environmental Policy



Naval Undersea Warfare Center Division, Newport's ability to conduct its mission requires daily operation in the land, sea, and air environments. Protection of the environment is an integral part of Division Newport's role in accomplishing its mission. All military and civilian employees, support contractors, and those working for or on behalf of the organization must perform their duties in a manner which prevents pollution, protects the environment, and conserves natural resources.

Naval Undersea Warfare Center Division, Newport is committed to environmental stewardship. We promote practices that will provide environmentally sound products to our customers and ensure we are prudent stewards of the environment.


#### Principles

*We are committed to:*


- Environmental protection and continual environmental process improvement.
- Early introduction of environmental protection and pollution prevention in the planning stages of new facilities and programs.
- Compliance with applicable federal, state, local, Department of Defense, and Department of the Navy regulations and policies, and other requirements associated with Division Newport activities.
- Evaluation of the effectiveness of our Environmental Management System to ensure that established objectives and targets are met.
- Publication, implementation, and maintenance of our environmental policy and its communication to all employees, those working on our behalf, and other interested parties.



April 2018



RONALD A. VIEN  
Technical Director  
Naval Undersea Warfare Center  
Division, Newport



M. R. COUGHLIN  
Commanding Officer  
Naval Undersea Warfare Center  
Division, Newport

# What is an EMS?

CODE 102

A *Management Framework* used to integrate environmental considerations and regulatory requirements into day-to-day activities and long-term project planning.



To ensure that the EMS is working correctly:

- The Environmental Branch conducts **annual internal audits**
- Navy-qualified auditors conduct **external audits**
- EMS POCs conduct **competence surveys** of the workforce to ensure that the Environmental Branch communicates requirements effectively.

Deficiencies and Corrective Actions are documented on the Code 1023 EMS webpage.

# Environmental (PEPCI) Badges

CODE 102



Division Newport's Environmental Policy and Significant Environmental Aspects can be found on the Green PEPCI badge cards.

You may reference this card if an auditor approaches you regarding the Command's Environmental Policy.

**\*\* If you don't know an answer, you can always find it on the Environmental \*\***  
**\*\*Branch's web page (Code 1023), or by contacting your EMS POC. \*\***

# Know Your EMS POC!

CODE 102

Every Code has an assigned EMS POC listed on the Environmental Branch's EMS web page.

## Call or e-mail your EMS POC to:

- Ask any environmental related questions.
- Request information regarding environmental practices for products, services, or processes.
- Discuss a proposed event that requires Environmental review.
- Express environmental concerns.
- Ask about job specific Environmental training.
- Share your ideas for new objectives/targets, or how to improve an existing process.



# External Communication

CODE 102



If you receive a call from the public, media, or interested party regarding Division Newport's EMS or Environmental Programs:

- DO NOT answer any questions.
- Direct the caller to the Division Newport Public Affairs Officer (PAO).
- The PAO (Code 103) contact information is available to the public on the Division Newport external website.

The PAO will coordinate with the Environmental Branch to answer external party communications regarding EMS issues.

For more information, see the EMS Internal/External Communication Procedure located on the Code 1023 EMS web page.

# Employee Responsibilities

CODE 102

## Division Newport employees must:

- Comply with applicable federal, state, local, Department of Defense, and Navy regulations and policies.
- Accept accountability for environmental performance.
- Understand your involvement in achieving Division Newport's environmental goals.
- Adhere to the EMS Manual and Procedures found on the Code 1023 EMS web page.
- Seek to improve your processes toward a goal of protecting the environment and improving environmental performance.
- Introduce environmental protection and pollution prevention early in the planning stages of all new facilities and programs.
- Report problems or concerns to your supervisor.

# Division Newport Environmental Objectives

CODE 102

## Minimize the impacts of:

- Base-wide energy consumption, air emissions, hazardous and solid waste generation, wastewater discharges, and active underwater acoustic energy

## Maintain:

- Compliance with all applicable regulations, laws, and permits
- Environmental training and awareness for all Division Newport personnel

## Improve:

- Division Newport's environmental performance

# Significant Environmental Aspects

CODE 102

**Significant environmental aspects** are elements of operational processes that have the potential to significantly impact the environment.

Division Newport's potential environmental impacts include:

- Risks to human health
- Contamination of soil and ground/surface water
- Unsustainable depletion of natural resources
- Increased toxic air emissions
- Landfilling of solid waste
- Damage to critical infrastructure
- Damage to marine organisms and habitat



# Hazardous Waste Generation

CODE 102

**Hazardous waste** is a liquid, solid, contained gas, or sludge that has properties that are dangerous or potentially harmful to human health or the environment.

- Managed under the Resource Conservation and Recovery Act (RCRA), and state laws.
- The Environmental Protection Agency (EPA) and Rhode Island Department of Environmental Management (RIDEM) have the authority to inspect Division Newport's compliance with RCRA and state laws. These inspections are unannounced.
- Fines may reach **\$71,264 per day per violation** under RCRA! Knowing and willing violations of the law can be considered CRIMINAL acts, punishable by fines and imprisonment.

Deficiencies and Corrective Actions are documented on the Code 1023 EMS webpage.

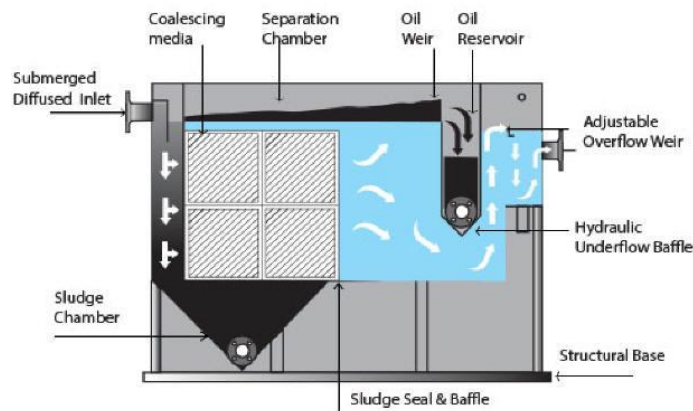
# Hazardous Waste Generation

CODE 102

## Example Processes that Generate Hazardous Waste



**Hazardous Material Usage**



**Oil Water Separation**



**Degreasing**

Processes that generate hazardous waste may include developing and testing products, and cleaning equipment.

# Hazardous Waste Generation

CODE 102

## Examples of Waste Type Classifications

- **Hazardous Waste:** paints, adhesives, aerosols, fuels (and byproducts), bleach, nitric acid
- **Non-Hazardous Waste:** oily water, desiccant, grease
- **Universal Waste:** batteries, equipment containing mercury, fluorescent light bulbs
- **Used oil:** Isopar L/M, mineral oil, cutting oils



**HAZARDOUS WASTE**  
FEDERAL LAWS PROHIBIT IMPROPER DISPOSAL.  
IF FOUND, CONTACT THE NEAREST POLICE OR  
PUBLIC SAFETY AUTHORITY OR THE  
U.S. ENVIRONMENTAL PROTECTION AGENCY.

GENERATOR INFORMATION  
NAME: NAVAL UNDERSEA WARFARE CENTER  
ADDRESS: 375 HOWELL STREET  
CITY: NEWPORT STATE: RI ZIP: 02841  
EPA ID NO.: R18170024780 EPA WASTE NO.:  
ACCUMULATION START DATE: MANIFEST DOCUMENT NO.:  
[ ]  
U.S. DOT PROPER SHIPPING NAME AND UN OR NA NO. WITH PRECEDES  
**HANDLE WITH CARE!**

USE SAFETY TAGS AND MANIFEST OR SHIPPER LABEL



**NON-REGULATED Waste**

GENERATOR INFORMATION (optional)  
SHIPPER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PROPER D.O.T. SHIPPING NAME \_\_\_\_\_  
UN OR NA NO. \_\_\_\_\_  
CONTENTS \_\_\_\_\_

THIS WASTE IS NOT REGULATED BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY.

**NON-REGULATED WASTE**



**UNIVERSAL WASTE**

CONTENTS \_\_\_\_\_  
ACCUMULATION START DATE \_\_\_\_\_  
SHIPPER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

#8181 SAFETY TAG, INC. EUGENE, OR

# Hazardous Waste Disposal

CODE 102

Division Newport follows RCRA guidance for the management and disposal of all Hazardous, Non-Hazardous, and Universal Waste.

The Environmental Branch provides additional training to generators of hazardous waste regarding disposal procedures per 40 CFR 262.17(a)(7).

- Contact the Environmental Branch or your EMS POC internally for questions regarding hazardous waste generation and training.



*You may NOT bring in hazardous waste from home to dispose of at NUWC.*



# Hazardous Waste Reduction

CODE 102



- Choose environmentally preferable Hazardous Materials (HAZMAT)
- Limit ordering of HAZMAT to project needs without excess
- Continually research and evaluate processes in order to reduce hazardous waste

# Emergency Response

CODE 102

In the event of a spill, follow the red Spill Response Guide or Emergency Action Guidelines posted near points of waste generation.

For a life threatening hazardous substance spill, **CALL 911**.

# Solid Waste Generation

CODE 102

## Examples of Solid Waste



Paper



Cardboard



Trash



Scrap Metal



Scrap Wood

Division Newport works to ensure the safe, timely, and cost effective processing of all solid waste.

# Reducing and Diverting Solid Waste

CODE 102

- Purchase products with recycled content.
- Reduce printing and use default double-sided settings.
- **Single-Stream Recycling** allows for most recyclable items to be collected in one central bin\*.
- Visit the Code 1023 Solid Waste and Recycling web page for additional guidance.

\* For scrap metal, wood, and other large item disposal contact the Environmental Branch

## SINGLE-STREAM RECYCLING

The diagram illustrates the single-stream recycling process. A large blue recycling bin is the central focus. Two curved arrows point towards the bin from the left and right. On the left, under the heading 'Emptied & Rinsed Containers', are images of a plastic bottle, a milk carton, a glass jar, a metal can, and a plastic cup. On the right, under the heading 'Commercial Paper', are images of a paper bag, a newspaper, a file folder, and a stack of paper. Below the bin, there is a stack of flattened cardboard boxes. A list of accepted items is provided on both sides of the bin, and a list of prohibited items is at the bottom.

**Emptied & Rinsed Containers**

- ✓ All #1 - #7 materials (except Styrofoam)
- ✓ All Containers (aluminum, plastic, glass)
- ✓ Aluminum Foil
- ✓ Glass Bottles & Jars

**Commercial Paper**

- ✓ Bagged Paper Shred
- ✓ Cardboard (flattened)
- ✓ Empty File Folders
- ✓ Envelopes
- ✓ Hard Cover Books
- ✓ Magazines
- ✓ Newspapers
- ✓ Paper Bags
- ✓ Paper Plates (cleaned)
- ✓ Phone Books

**Flattened Cardboard**

**NO OFFICE PAPER\***

\* See NUWC/DIV/NPT All-Destruct Policy for Guidance

• No Batteries	• No Food	• No Paper Napkins/Towels	• No Vinyl
• No Bubble-Wrap	• No Hazardous Materials	• No Scrap Metal	• No Waxed Paper
• No Clothing	• No Light Bulbs	• No Styrofoam	• No Waxed Boxes
• No CD's	• No Plastic Utensils	• No Transparencies	• No Wood

**Questions?**  
Contact the Environmental Division at x23370

# Green Procurement

CODE 102

The Navy requires the consideration of “green” products and/or services as the first choice in all procurements.

## Green Procurement Goals:

- Reduce consumption of energy and natural resources
- Reduce amount of solid waste generated

## What to Do:

- Increase purchases of green products
- Incorporate environmental considerations in Division Newport contract actions
- Educate personnel on green procurement requirements



## Example Sources of Energy Consumption



Lights



Personnel  
Computers



Heating and  
Cooling



Servers and  
Networks

# Energy Reduction

CODE 102

## Computers

- Turn off computers, monitors, printers, and other office equipment every night, or at least on weekends when tasking allows

## Lighting

- Shut off all lights when not in use
- Ensure all lights in working area are turned off at end of day

## Heating and Cooling

- Set air conditioning to 76 degrees in warm weather
- Set heat to 68 degrees in colder weather

# Wastewater Generation

CODE 102

Division Newport has a permit for industrial wastewater processes that may restrict the discharge of certain pollutants.

## Examples of industrial discharges:

- Cooling towers
- Non-contact & contact cooling water
- Test tanks and other specialized vessels

## General requirements:

- Inform the Environmental Branch of all new, modified, or terminated processes utilizing water so that the permit can be modified accordingly.
- Comply with permit discharge and sampling requirements.

**If you are unsure whether your process has environmental requirements, contact the Environmental Branch**



## Examples of Activities that Generate Air Emissions



HAZMAT Usage (Paints, Solvents, and Adhesives)



Fuel burning equipment (Generators & compressors)

And

- Product testing facilities
- Official travel and commuting

# Air Emissions Requirements

CODE 102

## Permit Approvals

- Obtain approval for new emission source prior to purchasing, or for emissions sources proposed for use in testing.

## Reporting, Operation, and Maintenance

- Maintain fuel burning equipment, minimize use, and report all usage hours according to permit requirements.
- Follow state regulations when operating Organic Solvent Degreasers (parts washers).
- Follow established protocol for disposing of hazardous material.

## Improvement

- Consider taking advantage of the Transportation Incentive and Ride Share programs
- Purchase environmentally preferable products.

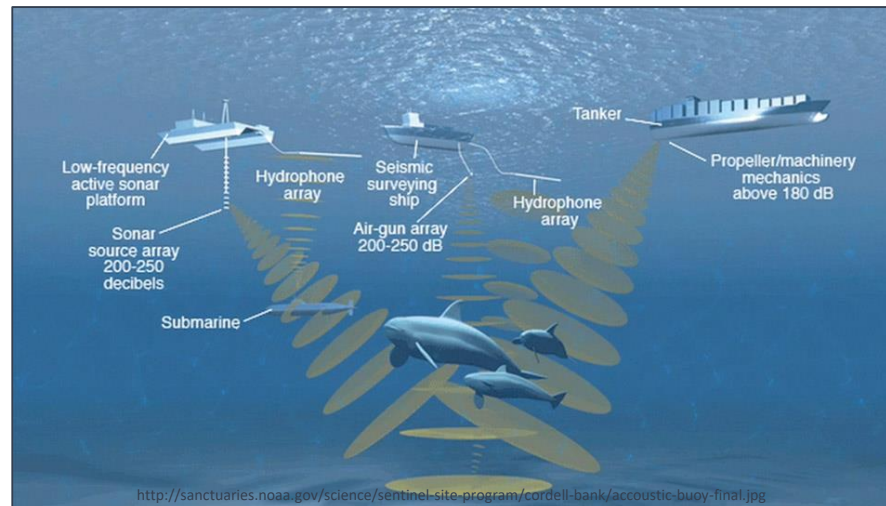
## Training

- Per RI state regulations, the Environmental Branch provides additional training for operators of solvent degreasers. Contact your EMS POC or the Environmental Branch for more information.

# Active Underwater Acoustic Energy Transmission

CODE 102

Active Underwater Acoustic Energy is any acoustic signal (sound) intentionally emitted into the water.



## Requirements

- Ensure all projects that have a potential environmental impact are reviewed by the Environmental Review Board (ERB).
  - The ERB may issue specific permitting requirements or preventive measures that you must implement.

# NEPA, EO 12114, and the Environmental Review Board (ERB)

## CODE 102

In accordance with NEPA and EO 12114, the ERB reviews all actions with the potential to impact the environment.

- NEPA requires federal agencies to consider the environmental impacts of all actions proposed within territorial waters up to 12 nautical miles from shore.
- EO 12114 require federal agencies to consider the environmental impacts of all proposed actions outside of 12 nautical miles from shore.
- The ERB also reviews projects for compliance with the Coastal Zone management Act, Endangered Species Act, and the Marine Mammal Protection Act

Actions requiring ERB review range from small scale data collection to significant projects including training exercises.

Your obligations as an employee include:

- Considering environmental impacts early in the planning process
- Completing and submitting all documentation requested of you by the ERB
- Ensuring ERB actions are complete prior to test/project commencement
- Re-engaging the ERB if the action changes during planning or execution

**Projects can be halted for violations of the National Environmental Policy Act**

# Mission Environmental Planning Program

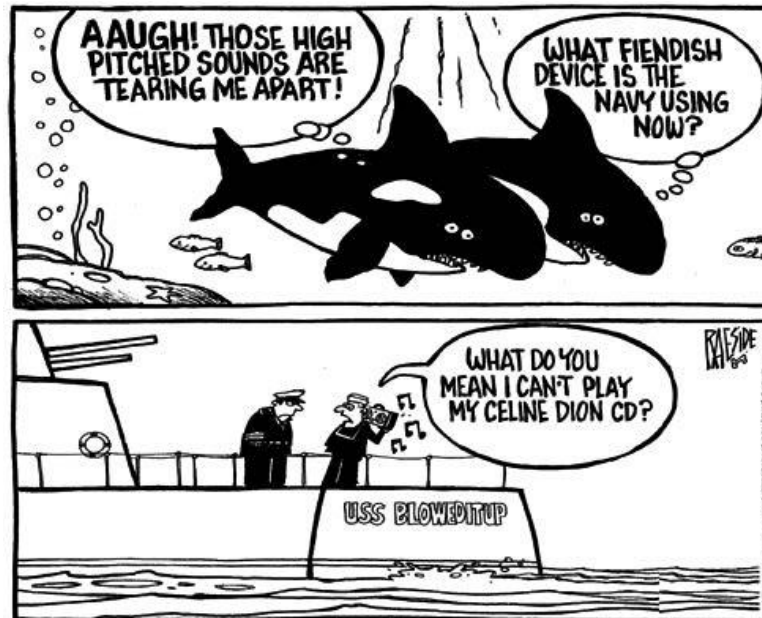
CODE 102

The Mission Environmental Planning Program (MEPP) offers broad spectrum services in environmental planning, energy & spatial planning, and research.

- **Contact MEPP** for assistance in determining your need to prepare required NEPA or EO 12114 documentation.
- **Engage the Environmental Review Board and MEPP early!**
  - Document preparation can take from weeks to years, depending on the scope of the action.
  - You will not be able to proceed with your project or exercise if environmental considerations are not
  - appropriately managed and approved.



## Remember, environmental compliance is everyone's responsibility.



# Contact the Environmental Branch

CODE 102

## **Internal Requests for Information:**

(401) 832-3370

nuwc\_npt\_emp2.fct@navy.mil

*or*

visit the Environmental Branch webpage

**All external requests should be directed to the  
NUWC Division Newport Public Affairs Office**