



Environmental Awareness Training

Corporate Operations

CODE 102 – INFRASTRUCTURE



Issued by: Environmental Branch
Code 1023
May 2018

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
- Mission Environmental Planning Program
- Environmental Review Board (ERB)

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



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What is an EMS?

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



Environmental (PEPCI) Badges

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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. ****

Division Newport's EMS is verified by:

- **Annual internal audits** conducted by EMS POCs and Environmental Branch staff,
- **External audits** conducted by Navy-qualified auditors,
- **And competence audits** of the workforce to ensure that Division Newport's Environmental Policy and Environmental Aspects are being effectively communicated.

Deficiencies and Nonconformances are documented in the Preventative Action and Corrective Action (PAR/CAR) database located on the Code 1023 EMS web page.

Know Your EMS POC!

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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 testing event that requires review by the Environmental Review Board (ERB).
- 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

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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

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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.

Significant Environmental Aspects

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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

Division Newport's Significant Environmental Aspects

CODE 102

NUWC Division Newport

*An ISO 14001 Registered
Facility*



Significant Environmental Aspects

- Hazardous Waste
- Solid Waste
- Energy Usage
- Wastewater Generation
- Green Procurement
- Air Emissions
- Active Underwater Acoustic Energy Transmission

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

Hazardous Waste Generation

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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 Nonconformance are documented in the Preventative Action and Corrective Action (PAR/CAR) database located on the Code 1023 EMS web page.

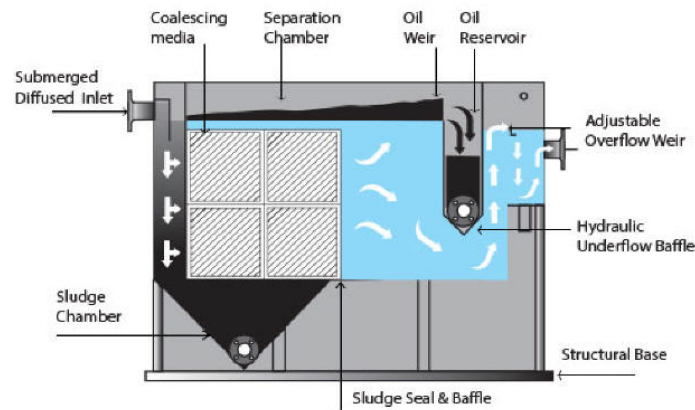
Hazardous Waste Generation

CODE 102

Division Newport Processes that Generate Hazardous Waste



Hazardous Material Usage



Oil Water Separation



Degreasing

EXAMPLES: Propulsion Test Facility, Towed Array assembly and other industrial operations

Hazardous Waste Generation

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Examples of different types of waste at NUWC

- **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



A yellow rectangular label with a red border and diagonal red and yellow stripes. The text is as follows:

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: 3376 HOWELL STREET
CITY: NEWPORT STATE: RI ZIP: 02841
EPA ID NO: R08170024700 EPA WASTE NO: _____
ACCUMULATION START DATE: _____ WASTE QUANTITY: _____
[]

U.S. E.P.A. PROPER SHIPPING NAME, ADD OR NA NO. WITH PREPARE
HANDLE WITH CARE!

USE PREPARED LABELS ONLY - AVAILABLE IN BULK FROM: CEMEX/PA



A blue rectangular label with white text. The text is as follows:

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



A purple rectangular label with white text. The text is as follows:

UNIVERSAL WASTE

CONTENTS _____
ACCUMULATION START DATE _____
SHIPPER _____
ADDRESS _____
CITY, STATE, ZIP _____
WHERE SAFETY DATA SHEET IS LOCATED: _____

Hazardous Waste Disposal

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All Hazardous Waste must be disposed of in a **Satellite Accumulation Area (SAA)** located at or near the point of generation.

- Contact the POC listed on the SAA container(s) to have waste receptacles emptied.
- Contact the Environmental Branch at x23370 if you plan to generate a new hazardous waste, or require additional waste containers.

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



Battery Disposal

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Used batteries are also collected in Satellite Accumulation Areas.

- Batteries must be separated by type and individually sealed.
- Contact the SAA POC to have a full battery bucket emptied.
- Contact the POC or the Environmental Branch for more bags.

You may NOT bring in batteries from home to dispose of at NUWC.



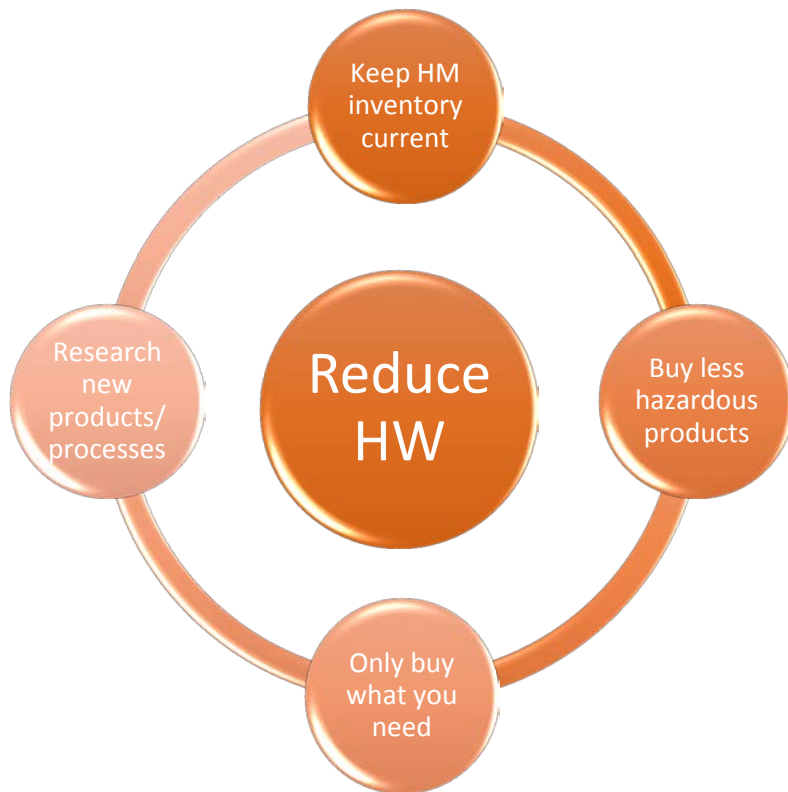
Hazardous Waste Generator Training

- Any individual, government and contractor, identified as an employee who generates, or is expected to generate, Hazardous Waste, or is expected to manage hazardous waste as a Satellite Accumulation Area POC is required to complete Hazardous Waste Generator training, per 40 CFR 265.16.
- Hazardous Waste Generator Training is an annual requirement.
- Division Newport offers this training electronically via the Environmental Compliance Assessment, Training, and Tracking System (ECATTS).

If you require this training, please contact your Department EMS POC, or the Environmental Branch at 832-3370.

Hazardous Waste Reduction

CODE 102




- Order 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

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In the event of a spill, follow the Spill Response Guide or Emergency Action Guidelines, posted near points of waste generation. For a life threatening hazardous substance spill, **CALL 911.**

**EMERGENCY ACTION GUIDELINES (EAG)**
Guidance for some emergencies at NUWC Division Newport, RI Base only. Revision 05/24/2013

FIRE/BUILDING EVACUATION

Pull nearest fire alarm (if applicable) to evacuate building and dial 911 as soon as you can.

Person initiating emergency must meet and report details to the emergency responders. If there is no alarm, pass the word the quickest way possible to evacuate.

Evacuate the building using the nearest exit (stairs) and help anyone who is injured, disabled or needs assistance.

Once outside, report to your muster area where attendance will be taken and remain in that area unless directed otherwise.

Person taking muster inform emergency responders those not accounted for and assumed to be in the building.

Become familiar with both the evacuation route and emergency evacuation plan posted in each building.

HAZARDOUS SUBSTANCE

In the event of a large life threatening hazardous substance spill immediately call 911, evacuate immediate area, warn others of the spill, and be available to provide further information to the emergency responders.

If spill is small report it to Environmental Division x23370.

EMERGENCY NOTIFICATION / INFORMATION

During and after emergencies, Command status updates are made via:

1. Command information line x26892 or 1-800-NOW-NUWC (800-669-6892), press 1 for work status or 3 for security/CDO.
2. <http://www.navsea.navy.mil/nuwc/newport>
3. <http://www.facebook.com/NUWCNewport>
4. <https://twitter.com/nuwcnewport>
5. AutoMessenger. Register at: <https://asp.schoolmessenger.com/newportnuwc/subscriber/>
6. Local Radio and TV stations, dependent on circumstance.

UTILITY FAILURE

Report emergency water damage (spills, leakage or flooding) or utility failures (electric, heat, steam, high pressure air or a/c failure) to 866-477-7206, facilities x25021.

From 1530-0700 contact the Command Duty Officer (CDO) at 401-862-2223 or x22706.

PERSONAL INJURY/ILLNESS

In the event of a serious injury or illness, immediately call 911.

If treatment for minor injuries or illnesses is required report to B162 for medical assistance or call Safety x23534.

SHELTER IN PLACE (OUTSIDE HAZARD)

An emergency situation such as a hazardous materials release outside of building, major storm, terrorism incident, etc. may require that personnel take shelter in their facility:

1. Close, and seal exterior doors, windows and vents.
2. Quickly move inside
3. Monitor emergency announcements.
4. Await all clear announcements from emergency responders.

LOCK DOWN (ACTIVE SHOOTER)

Active Shooter guidelines general intent is to get safe, stay out of sight and make it harder for the shooter to find you.

1. If inside, secure and protect yourself where you are.
2. Lock or block doors, windows, and close blinds.
3. Keep voices low. Keep movement to a minimum.
4. Call 911 when it's safe to do so.
5. If outside, move quickly inside the nearest building.
6. If unable to move inside, find protection behind a heat or cooling unit, a BLDG, trash container or vehicle.
7. Wait for "All Clear" to be announced.

CLASSIFIED MATERIAL/MEDIA

In the event of an emergency, evacuate. Classified materials/media may be secured at personal discretion, without jeopardizing your safety.

Emergency response personnel shall be admitted entry into all spaces without delay. After evacuating, contact the SMC x22706, as soon as possible. Inventory all items upon reoccupation of the space.

Revision Date 5/24/07

SPILL RESPONSE GUIDE

NEWPORT

BLDG # _____

Any individual causing or discovering a spill, or observing a situation that may lead to a spill of a hazardous substance shall immediately take the following actions. (For small, non life-threatening spills, call the environmental division first. If in doubt, dial 911.)

REPORT SPILL IMMEDIATELY TO:

NAVAL STATION NEWPORT FIRE DEPARTMENT	911
GUARDS/CDO	X23145
ENVIRONMENTAL DIVISION	X23370

WHENEVER POSSIBLE, give the following information if it is known or can reasonably be determined. DO NOT wait until ALL information is available.

- Your NAME and TELEPHONE NUMBER
- LOCATION of the spill (Bldg. #, address, and/or shop code)
- TYPE of material spilled
- AMOUNT and source of spill
- DIRECTION of spill and ACTIONS being taken
- TIME when spill occurred

DO NOT allow unauthorized persons to enter the spill area.

RESTRICT all sources of ignition—smoking, engines, open flames.

WAIT for the Facility Incident Commander or CDO to arrive.

PROVIDE information and assistance as instructed.

- ★ **INFORM** the area supervisor.
- ★ **PASS THE WORD** to people in adjacent spaces and areas.
- ★ **EVACUATE** area to a safe distance upwind and upgrade from the spill.

BLDG #	ROOM #	SITE DESIGNATION-	
POINT OF CONTACT		TITLE	PHONE/CELL (P) (C)
ALTERNATE		TITLE	PHONE/CELL (P) (C)

Solid Waste Generation

CODE 102

Types 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.
- Be sure to shred all office paper, as required by the Division Newport All-Destruct Policy.

* For scrap metal, wood, and other large items, call the Environmental Branch at 832-3370

SINGLE-STREAM RECYCLING

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 NUWCDIVNPT 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, including service contracts.

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



Energy Usage

CODE 102

Major Sources of Energy Consumption at Division Newport



Lights



Personnel
Computers



Heating and
Cooling



Servers and
Networks

Energy Reduction

CODE 102

Computers

- Turn off NMCI computers, monitors, printers, and other office equipment every night
- Turn off RDT&E computers on weekends

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 an Industrial Wastewater Discharge Permit for industrial wastewater processes that discharge directly to the sanitary sewer.

Types of industrial discharges:

- Cooling towers
- Non-contact & contact cooling water
- Tow tanks & water tunnels
- Launch tubes
- Pressure vessels

General requirements:

- Inform the Environmental Branch of all new, modified, or terminated processes utilizing water.
- All wastewater discharges (new or modified) must be approved by the City of Newport Water Pollution Control Division.
- Comply with permit discharge and sampling requirements.

If you are unsure whether your process has environmental requirements, contact the Environmental Branch @ 832-3370.

Air Emissions

CODE 102

Division Newport Activities that Generate Air Emissions



HAZMAT Usage (Paints, Solvents, and Adhesives)



Fuel burning equipment (Generators & compressors)

And

- Propulsion Test Facility
- Official travel and commuting

Air Emissions Requirements

CODE 102

Permit Approvals

- Obtain approval from the Environmental Branch for any new emission source prior to purchasing.
- Obtain approval from the Environmental Review Board (ERB) for use of emission sources proposed for testing purposes.

Reporting, Operation, and Maintenance

- Maintain fuel burning equipment, minimize use, and report all usage hours to the Environmental Branch.
- Follow state regulations when operating Organic Solvent Degreasers (parts washers).
- Follow established protocol for disposing of hazardous material.
- Report Hazardous Material use by submitting an Empty Container Report through the Safety Branch.

Improvement

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

Solvent Degreaser Training

Solvent Degreaser Training is required for all solvent degreaser (parts washer) operators under the Rhode Island Air Pollution Control Regulation No. 36, Section 36.4.14.

If you use a solvent degreaser, contact your Department's EMS POC, or the Environmental Branch at 832-3370.



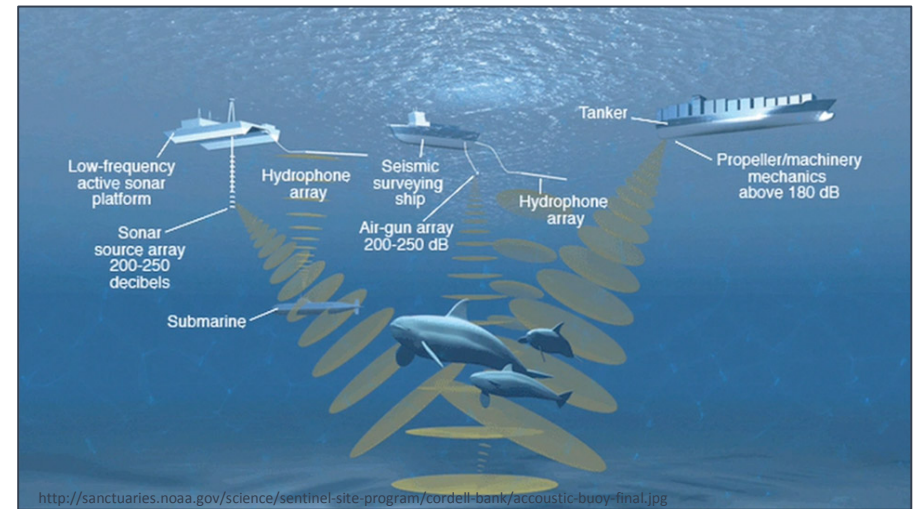
Active Underwater Acoustic Energy Transmission

CODE 102

Active Underwater Acoustic Energy

Any acoustic signal (sound) intentionally emitted into the water.

- This may include high and low-frequency Sonar, explosions from torpedo testing or airguns, etc.



Requirements

- Ensure all projects that have a potential environmental impact are reviewed by the Environmental Review Board (ERB)
- Train and utilize Marine Mammal Observers for all in-water testing

National Environmental Policy Act (NEPA) and Executive Order (EO) 12114

CODE 102

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.

Federal laws/regulations related to NEPA/EO 12114:

- Marine Mammal Protection Act (MMPA)
- The Endangered Species Act (ESA)
- Coastal Zone Management Act (CZMA)

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

Environmental Review Board (ERB)

CODE 102

The ERB reviews all proposed actions with the potential to impact the environment.

Division Newport actions requiring ERB review range from significant projects (EX-torpedo testing or cable installation) to small-scale data collection efforts (EX- in-water battery tests).

Representatives Include:

- Infrastructure
- Environmental
- Legal counsel
- Product Codes

Your obligations as a NUWCDIVNPT employee include:

- Considering environmental impacts early in the planning process
- Completing and submitting an ERB questionnaire describing your project
- Ensuring ERB actions are complete prior to test/project commencement
- Re-engaging the ERB if the action changes during planning or execution

Please visit the [Environmental Branch web page](#) for more information.
For additional questions, please contact your Environmental POC.

Mission Environmental Planning Program

CODE 102

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

- **Contact MEP** for assistance in determining your need to prepare required NEPA or EO 12114 documentation.
- **Engage the Environmental Review Board and the MEP Program 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/testing exercise if environmental considerations are not appropriately managed and approved.



Contact the Environmental Branch

CODE 102

For additional information:

Contact the Environmental Branch at (401) 832-3370

or

visit the Environmental Branch webpage

Remember, environmental compliance is the responsibility of **EVERY** government and contract worker at NUWCDIVNPT.

