

NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

**ENVIRONMENTAL COMPLIANCE
AUDIT CHECKLIST
(REVISED 24 APRIL 2013)**

Date:

FACILITY NAME	
FACILITY POC	
AUDITOR'S NAME	

A.		CLEAN AIR ACT			
1.a	Does the boiler have an air permit (1 million BTU input)?				
1.b	Is it posted?				
1.c	Is it current?				
2.a	Do any of the /AST's have an air permit?				
2.b	Is it posted?				
2.c	Is it current?				
3.	Do fuel pumps have fuel type marked on them? Are fill ports properly color coded/marked?				
4.	Does the facility ensure that vehicles, generators and combustion engine equipment are not left running idle longer than is necessary?				
B.		CLEAN WATER ACT			
1.a	Is the washrack area clean, and the concrete free of POL build-up?				
1.b	Are troughs and floor drains clean?				
1.c	Does the unit ensure solvent is not used on the washrack?				
1.d	Is biodegradable soap used on the washrack?				
1.e	Are all grates in place? Are valves installed or covers in place to prevent the flow of rainwater through the separator?				
1.f	Is the oil/water separator functional?				
1.g	Does the unit ensure trash and/or other wastes are not thrown into the oil/water separator?				
1.h	Does the unit remove, or arrange for the removal of sediment before trap is ¾ full?				
1.i	Are separator maintenance wastes stored and disposed of as hazardous waste?				
1.j	Are oil/water separators and connected tanks inspected? How often?				

B. CLEAN WATER ACT (continued)				
3.a	Does your facility have an Installation Spill Plan?			
3.b	Is the spill plan readily available?			
3.c	Are the personnel identified in the spill plan familiar with it and their duties?			
3.d	Have they signed documentation stating so?			
3.e	Are other on-site personnel familiar with the plan?			
3.f	Have all on-site personnel been briefed on emergency evacuation and spill response procedures?			
3.g	Was the briefing documented?			
3.h	Does the local fire and police department have a copy of the Spill Plan and is there documentation to prove this?			
3.i	Is all site-specific information in your Spill Plan current (i.e. members of response team, material resources, potential spill sources, etc.)?			
3.j	Is the Spill Plan readily assessable to all?			
3.k	Is your Spill Plan reviewed and updated annually?			
3.l	Have all revisions and updates been posted in all on-site copies of the Spill Plan?			
3.m	Have all revisions and updates been sent to local authorities that have copies of the Spill Plan?			
3.n	Is updated information submitted to DMAVA IAW Department policy?			
4.a	Does the facility have the minimum type and quantity of spill cleanup equipment as cited in the Spill Plan?			
4.b	Is there a designated area for storing spill cleanup equipment?			
4.c	Is this area identified with a sign?			
4.d	Is this equipment easily assessable to all personnel at all times in the event of a hazardous material or waste spill?			
4.e	Do all personnel know where to find stored spill cleanup materials and equipment?			
5.a	Have annual internal training/exercises been conducted IAW the Spill Plan? Are they documented?			
5.b	Are semi-annual drills and inspections being conducted with the community and appropriate local authorities? Are requests to participate letters on file?			
5.c	Have after action reports been prepared for all emergency and appropriate local authorities?			
6.	Are sufficient precautions taken during fuel transfer operations to prevent spills into soil, drains and catch basins?			
7.	Does the facility attempt to minimize pollutants entering the stormwater drains either directly or from rainwater runoff?			
8.	If facility has Tanker Containment Pad, is valve kept closed? Is it clean and are rain release logs completed after each rain event.			
C. SAFE DRINKING WATER ACT				
1.	Does the facility have its own well, which supplies potable water to its employees and visitors?			
2.a	Is the potable water well(s) registered with NJDEP?			
2.b	Are registered wells sampled at least quarterly for Bacteria?			
2.c	Are wells sampled at least once every 3 years for Nitrate?			
2.d	Are wells sampled at least once every 5 years for Volatile Organics?			
2.e	Are water test records retained on site for 5 years?			

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2.d	Are wells sampled at least once every 5 years for Volatile Organics?				
2.e	Are water test records retained on site for 5 years?				

D.		HAZARDOUS WASTE			
1.a	Are the maintenance bay floors free of POL build-up?				
1.b	Are spills or leaks cleaned so that only a stain remains?				
1.c	Are proper disposal procedures for contaminated dry sweep followed?				
2.a	Is waste collected and disposed of properly through DRMO within 90 days of entering Accumulation Area?				
2.b	Has an extension been requested for all hazardous waste stored on-site beyond the 90 days accumulation start date?				
3.a	Does a contract vendor pick up waste regularly?				
3.b	Are manifests on file for waste pickups?				
4.a	Are used oil drains properly marked and covered when not in use?				
4.b	Do containers meet hazardous waste standards (no dents, rust, or missing caps)?				
4.c	Are containers properly marked with yellow "Hazardous Waste" labels?				
4.d	Are container labels marked with the generator's name, address, and USEPA ID number; DOT shipping name; UN or NA number, USEPA waste number, and the date when the container becomes full (accumulation start date)?				
4.e	Are containers kept securely closed except when being filled?				
4.f	Are all containers storing hazardous waste inspected daily and documented on NJDMAVA inspection form?				
5.a	Are signs posted designating Satellite Storage and Accumulation Holding Areas?				
	Do signs contain information concerning the name, and phone number of the Hazardous Waste Manager and Emergency phone numbers?				
5.b	Are all drums holding waste in the Accumulation Area on pallets?				
5.c	Are waste types segregated?				
5.d	Are empty drums stored outside of Satellite Storage and Accumulation Areas?				
5.e	Are containers being moved from the Satellite Storage Area to the centralized hazardous waste Accumulation Area within three (3) days of being full?				
5.f	If necessary, is battery acid stored in a plastic container?				
5.g	Are Satellite Sites at or near source of waste generation?				
5.h	Is the quantity of each waste type in the Satellite Site less than 55 gallons?				
5.i	Is the Satellite Site under the control of the operator generating the waste?				
5.j	Is the Accumulation Area at least 50 feet from the property boundary?				
	Is the accumulation area protected from the weather?				
	Is secondary containment provided at the accumulation point? Is it drained after a rain event?				
6.a	Are waste disposal documents submitted to USPFO as soon as possible?				
6.b	Are manifests checked for completeness and correct information (USEPA Generator #, USEPA Waste #, Quantity, Day of pickup, etc.)?				
6.c	Does an individual familiar with the on-site hazardous waste management program sign manifests?				
6.d	Are manifest copies sent to CFMO-EMB per department procedures?				
6.e	Is the come-back copy from final destination point received and kept in file?				
6.f	Is a copy of come-back copy forwarded to CFMO-EMB?				
6.g	Are manifests kept on site indefinitely? Are copies sent to CFMO-EMB?				
7.	Does the hazardous waste manager know his facility USEPA ID number?				
8.	Is a continuous effort made to reduce the amount of hazardous waste generated?				
9.	Does the facility have copies of their annual hazardous Waste Generator Reports?				
10.	Are copies of waste analysis, tests, and determinations kept on site for 3 years?				
11.a	Have all personnel who manage/handle hazardous waste received an initial 8-hour block of instruction on hazardous waste management/spill response?				
11.b	Has annual refresher training been conducted for employees who have received initial 8-hour training course?				

11.c	Is this training documented on NGB Form 904-1?			
11.d	Are copies of training course sign-in sheets and training certificates for these employees kept on file?			

E. SOLID WASTE /RECYCLING				
1.	Has a recycling program been established in full compliance with your county and municipality's program?			
2.	Are reporting requirements being met IAW local recycling programs?			
3.	Are records kept of the types and estimated weight of materials being recycled, when materials are sent off site for recycling, and who transported them where?			
F. ABOVE AND UNDERGROUND STORAGE TANKS				
1.	Is the location of all AST/USTs at the installation known to the Station Supervisor?			
3.a	Does the installation have a NJDEP Registration Certification for USTs?			
3.a.1	Is the certificate posted?			
3.a.2	Is it current?			
3.b	(Intentionally left blank)			
4.a	Are records kept on all UST leak tests?			
4.b	Do personnel know what to do if a UST is discovered leaking?			
5.	Are requests submitted to USPFO to pump out used oil USTs when ¾ full?			
6.a	Have all fill ports been color-coded based on fuel type to prevent POL mixing?			
6.b	Are the vent caps on AST/USTs in place to prevent rainwater intrusion?			
6.c	If funnels are in any AST/UST fill port, are they covered and clear of debris?			
6.d	If used oil USTs are being used, do they have leak detection/monitoring systems or have monitoring wells been installed?			
6.e	Do all AST/USTs have secondary containment?			
6.f	Do all USTs have cathodic protection?			
6.j	Do all USTs have leak detection/monitoring systems?			
6.k	Do all AST/USTs have spill prevention systems?			
6.l	Do all AST/USTs have overfill protection?			
7.	Does the facility have copies of the Closure Plans for tanks that have been removed?			
G. PCB's				
1.a	Do station supervisors have a copy of a PCB Transformer Inventory? (Applicable to DMAVA-Lawrenceville and NJMA-Sea Girt ONLY).			
1.b	Have these identified transformers in the inventory been inspected annually? (Applicable to DMAVA-Lawrenceville and NJMA-Sea Girt ONLY).			
1.c	Are these inspections documented? (Applicable to DMAVA-Lawrenceville and NJMA-Sea Girt ONLY).			
1.d	Are these PCB transformers in good condition and not leaking? (Applicable to DMAVA-Lawrenceville and NJMA-Sea Girt ONLY).			
2.	Are PCB-containing equipment properly labeled with a PCB Label?			
3.a	Is there any evidence of transformers leaking?			
3.b	Is there any evidence of fluorescent light ballast's leaking?			
H. ASBESTOS				
1.a	Is special enclosure equipment being used when removing asbestos containing brake shoes from vehicles?			
1.b	Are asbestos brake shoes stored in special yellow bags, which line a rigid container to reduce possible exposure IAW DMAVA procedures?			
2.a	Does Chief Armorer have a copy of their facility's NJDOH Asbestos Survey?			
2.b	Does Chief Armorer and/or Shop Chief have a copy of their Asbestos Survey for the maintenance areas?			
3.	Is work being performed where asbestos containing material (pipe/boiler covering, spackling, floor or ceiling tiles, etc.) is flaking, dusty, apart and/or damaged?			



State of New Jersey

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CHRIS CHRISTIE
Governor
Commander-in-Chief

☆
MICHAEL L. CUNNIFF
Brigadier General
The Adjutant General

TAG POLICY LETTER 12-14*

18 September 2012

THE NJARNG ENVIRONMENTAL POLICY STATEMENT

The New Jersey Army National Guard (NJARNG) is committed to defending and protecting the American public both at home and abroad. Our ability to accomplish our Federal and State missions rely on the availability of training areas and facilities. A sustainable training environment is critical to our continued utilization of these resources. Protection of the environment will enhance the long-term use of our training areas and facilities.

We will accomplish our Federal and State missions by training to standard while protecting our training areas and facilities. Through sound environmental management, the New Jersey Army National Guard is committed to:

- Strict compliance with applicable Federal, State and local environmental laws, regulations and other related requirements.
- Establish a management review process that will set, review and maintain environmental objectives and target procedures that implement continual improvements.
- Conserving and protecting natural and cultural resources by setting clear and unambiguous environmental objectives.
- Enhancing environmental awareness and stewardship through educational programs.
- Minimizing pollution of our land, air and water to the extent that our missions allow.
- Consider addressing environmental requirements and impacts of all of our activities including force management, training, equipment fielding and the construction planning process.
- Commanders and supervisors at all levels emphasizing the importance of compliance with all environmental policies and procedures before, during and after training exercises.

Environmental programs support readiness and enhance the well-being of all the members of the New Jersey Army National Guard. Through our commitment to these objectives, the NJARNG will achieve the goal of being a responsible environmental steward and community neighbor.

MICHAEL L. CUNNIFF
Brigadier General, NJANG
The Adjutant General

The environmental Management System (eMS) Awareness Guide



This guide contains the minimum essential information you must know to satisfy your eMS awareness training requirement.

Be prepared when asked!

Three things every soldier, civilian employee, and support contractor of the ARNG must know:

1. Know that eMS is the Management System we use to implement the Adjutant General's/Commander's Environmental Policy.

2. Know the basic contents of the Policy Letter (Refer to the policy on the back page or in work area)

- Commitment to continual improvement
- Commitment to prevent pollution
- Commitment to comply with environmental laws and regulations and to other requirements to which we subscribe (includes our own plans and SOPs)

3. Know the Environmental Impacts of your job!

- Know the possible causes of environmental impacts from the activities you perform and manage your activities using proper procedures.
- If you have been designated to perform an activity that could result in a **significant** environmental impact, you must know how to properly manage that activity.

Significant environmental impacts are those impacts designated by your leadership and documented in your eMS plan.

eMS = Actively managing continual improvement with an overall goal of minimizing significant mission and environmental impacts!

Why is environmental management important?

Sound environmental management enables maximum use of training lands and facilities to train soldiers, reduces potential environmental impacts, and maximizes efficient use of ARNG resources!

eMS is a mission enabler!

Why does our symbol (eMS) have a lower case “e”?

We put the emphasis on our Management System in which everyone has environmental roles and responsibilities, not on an environmental program managed only by environmental professionals.

“e” is for everyone!

Where to find more information on eMS?

State Intranet, supervisor, Unit Environmental Compliance Officer, State eMS Management Representative, or the eMS Coordinator in the environmental management office.

Important Note: Receipt and review of this guide constitutes your required eMS awareness training.

Environmental Objectives and Targets for 2012 as of 21 May 2013

Aspect	Potential Impact	Objective	Target	Target Complete Date	Operational Control	Monitoring & Measurement	Assigned to	Status	
1. Energy Usage	Increased cost of electrical usage impacts mission requirements.	1. Reduction of electrical usage, improve energy efficiency & reduce greenhouse gasses.	1. Reduce Energy cost by 10% per year.	Ongoing	1. Monitor Projects as they become available	1. Energy bills by Facility	Energy Mgr. (Vacant) (609)530-7124		
	Not meeting goals of EO 13514 and TAG Policy Letters	2. Ensure at least half of statutorily required renewable energy comes from renewable sources.	2. Implement Renewable energy such as Solar & Wind projects where feasible.				2. Verify energy records and projects		Energy Mgr. (Vacant) (609)530-7124
	As energy costs increase, mission cost requirements may be in jeopardy.	3. Reduce utility and fuel cost where possible.	3. 10% reduction per year.						
2. Water Security	NOVs from regulators for drinking water contaminants	1. Maintain compliance with all applicable legal, regulatory requirements	Perform monitoring and reporting as required	Ongoing	Monitor test results as soon as possible normally within 24 hours and email notification follow-up Follow NJDEP requirements for maintaining standards Follow NJDEP requirements for maintaining standards	Number of Violations	Abi Zorn (609)530-6917		
	Adverse health effects to assigned personnel and visitors	2. Conserve water resources	Treat unfavorable well test results as required Address any identified deficiencies				Number of Incidents		Abi Zorn (609)530-6917
	Poor relations with communities		Maintain standards for drinking water				Public Affairs Responses		Pat Dougherty (609) 530-6939
	Prevent contamination of water resources via spills.		Reduce Spill Incidents				Spill Planning and Drills		Number of Spill Incidents and Spill Drills
3. Pollution Prevention	Not meeting EO 13514 Requirements	1. Increase waste diversion from landfills.	50% Diversion rate by end of FY 2015 from 2000 levels	Ongoing	Monthly & Yearly Reports	SWARWEB	Joe Dunleavy (609)530-7134		

Management Review 2-3 April 2012, EQCC approved 10 September 2012