



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE**  
**3312 A AVENUE, SUITE 208**  
**FORT LEE VIRGINIA 23801-1818**

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SEP 02 2020

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fort Lee Environmental Policy**

**1. References:**

a. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.

b. International Organization for Standardization, ISO 14001, Environmental Management Standard, 2004.

2. Purpose: To inform Fort Lee personnel that I am committed to achieving our mission while protecting the environment, reducing our environmental impact, ensuring compliance, and continuing to improve. Furthermore, complying with environmental standards, regulations, and policies is mandatory.

3. Background: The US Army's strategy to maintain environmental readiness is to integrate environmental values into the US Army mission with Mission Integration – Environmental Management System (MI-EMS) in order to sustain readiness, improve Soldiers' quality of life, strengthen community relationships, and provide sound stewardship of resources.

4. Applicability: All military, civilian, contractor, and visiting personnel on Fort Lee.

5. Policy: In order to protect known and unknown environmental resources, all personnel working on Fort Lee shall: take the Environmental General Awareness Training and job-specific training, know proper spill response procedures, obtain applicable permits, fulfill permit requirements, maintain records, participate in audits and inspections, include Environmental Special Conditions (ESC) in contracts, reduce hazardous material usage, purchase green products, meet energy, water, and waste diversion goals, adhere to Environmental Management Plans, and obtain signed Records of Environmental Consideration (REC) prior to starting new projects, installing new equipment, and maintaining facilities and land areas.

a. All non-residential universal and hazardous waste shall be submitted to Directorate of Public Works - Environmental Management Division (DPW-EMD) for processing and disposal at Building 7130. Hazardous waste manifests shall only be signed by properly trained personnel with my delegated authority.

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b. All personnel shall reduce air emissions from vehicles, including privately owned and operated. Therefore, no vehicle shall idle longer than 30 seconds, except for the time needed to defrost windows. When fueling vehicles, do not "top off" as this increases the risk of spills and contributes to air pollutants.

c. Spills and leaks that pose a threat to human health and safety shall be reported to 911, otherwise spills and leaks shall be reported to the Installation Operations Center (IOC) at (804) 734-1584 immediately to meet the regulatory 24 hour deadline. Illicit non-stormwater discharges and dumping into storm drains are prohibited. The Fort Lee Spill Response Poster and Report Form are enclosed for your reference and shall be posted and reviewed on job sites and in government owned and operated vehicles.

d. Fort Lee prohibits the feeding, capturing, releasing, or injuring of ANY wild animal on the installation. Assistance with wildlife should be directed to either the Game Warden (434-694-5012) or the Natural Resources Manager (804-734-5080).

e. **Negligence and failure to adhere to environmental regulations may result in both civil and criminal charges and fines for the responsible party or parties.** In short, Fort Lee's Environmental Policy is:

- G – Generate less waste and pollution
- R – Reduce environmental impact
- E – Ensure compliance
- E – Evaluate new projects
- N – Notify 911 and IOC of spills

**Army Green is Army Strong!**

6. CROSS FUNCTIONAL TEAM members are responsible for assisting EMD with coordinating and facilitating MI-EMS implementation and environmental compliance. The Fort Lee Cross Functional Team is comprised of representatives from all Garrison Directorates, DoD tenants, and other agencies as necessary.

7. Points of Contact: The Chief of the Environmental Management Division, Diana Maimone, is the MI-EMS and Environmental Policy Representative for Fort Lee. The EMD Chief may be contacted by phone at (804) 734-5071 or email at [diana.m.maimone.civ@mail.mil](mailto:diana.m.maimone.civ@mail.mil). The MI-EMS Program Manager, John Allen, may be reached at (804) 734-3766 or [john.r.allen180.civ@mail.mil](mailto:john.r.allen180.civ@mail.mil). Additional information regarding Fort Lee's Environmental Program, mandatory environmental training, and

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spill response procedures may be found at:

<https://home.army.mil/lee/index.php/about/Garrison/directorate-public-works/environmental-management>.

2 Encls

1. Spill Poster and Spill  
Report Form
2. Environmental and Related  
Services Points of Contact



KARIN L. WATSON  
COL, MP  
Commanding

DISTRIBUTION:  
LEEKEY

## **FORT LEE SPILL RESPONSE**

IMPLEMENTED WHENEVER A SPILL OCCURS OR IS DISCOVERED. KEEP ALL CHEMICALS AND SPILLS FROM ENTERING STORM DRAINS, STREAMS, PONDS, & CRITICAL HABITAT. ONLY RAIN MAY ENTER THE STORM DRAIN. LAWS REQUIRE STATE AND NATIONAL RESPONSE NOTIFICATION WITHIN 24 HOURS OF A SPILL. PLEASE NOTIFY APPROPRIATE PEOPLE IMMEDIATELY, INCLUDING AFTER HOURS.

### **IN THE EVENT OF A SPILL ...**

**STEP 1 - IF MATERIAL SPILLED PRESENTS A POTENTIAL TO HARM HUMAN LIFE, EVACUATE THE AREA IMMEDIATELY.**

**CALL 911.**

**STEP 2 - STOP THE FLOW.** SHUT OFF PUMPS AND VALVES

**STEP 3 - SHUT OFF IGNITION SOURCES;** MOTORS, ELECTRICAL POWER, ETC.

**STEP 4 - CONTAIN SPILL** WITH PROPER ABSORBENTS FROM SPILL KITS.

PROTECT STORM DRAIN BY COVERING DRAINS WITH FILTER SOCK

**STEP 5 - NOTIFY INSTALLATION OPERATIONS CENTER, (804)734-1584**

**STEP 6 - SUBMIT SPILL REPORT** WITH PHOTOS TO ENVIRONMENTAL MANAGEMENT DIVISION (EMD) FOR **ALL** SPILLS. SEND TO:

**craig.a.norris10.civ@mail.mil ; diana.m.maimone.civ@mail.mil**

EMD CONTACTS: (804)734-3772, (804)734-5014, (804)734-5071

### **Environmental Regulatory Reportable Spills:**

- Any sheen, discoloration, odor, or hazardous substance in storm drains, ponds, streams, grassy areas
- 25 gallons or more of oil or fuel on concrete/asphalt

Spills not requiring regulatory notification, must still be reported to EMD. All staining and spill residuals must be photographed, documented, and submitted to EMD.

SPILL KIT LOCATION: \_\_\_\_\_

FACILITY #: \_\_\_\_\_

# U.S. Army Garrison Fort Lee Spill/Incidental Release Response Report

**IN CASE OF EMERGENCY, CALL 911.**

**NOTIFY INSTALLATION OPERATIONS CENTER (IOC), (804)734-1584.**

**SUBMIT THIS SPILL REPORT WITH PHOTOS FOR ALL SPILLS, INCLUDING NON-REPORTABLE/INCIDENTAL SPILLS, TO ENVIRONMENTAL MANAGEMENT DIVISION (EMD), (804)734-3772/5014.**

**Spillers are responsible for cleanup, report, and costs.**

**EMD must oversee cleanup.**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ LAT./LONG.: \_\_\_\_\_

TIME OCCURRED: \_\_\_\_\_ TIME OBSERVED: \_\_\_\_\_ TIME REPORTED: \_\_\_\_\_

REPORTING POC: \_\_\_\_\_ CONTACT INFORMATION: \_\_\_\_\_

OTHER POC: \_\_\_\_\_ CONTACT INFORMATION: \_\_\_\_\_

1. Product Spilled: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

a. Is SDS Included? YES NO

2. Estimated Quantity of Spill: \_\_\_\_\_ gallons

3. Source of Spill: \_\_\_\_\_

4. Behavior of Spill;

a. Are fire or flammable chemicals involved?

b. Is the spill foaming, bubbling, boiling, or hissing?

c. Is spill flowing into storm drain?

d. Is spill flowing on/toward soil?

e. Is spill flowing towards streams or creek?

f. Did the spill flow into an outfall?

g. Did the spill occur during dry weather?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY OF SPILL:

RESPONDING AGENCY: \_\_\_\_\_

ARRIVAL TIME OF RESPONDER: \_\_\_\_\_ CONTACT INFORMATION: \_\_\_\_\_

REMEDIAL ACTION TAKEN:

PPE Worn: \_\_\_\_\_

**REPORTABLE SPILLS:** Any sheen, discoloration, odor, or hazardous substance in storm drains/creeks/ponds/  
grassy areas.  
25 gallons or more of oil or fuel on concrete/asphalt.

SUBMIT REPORT, SDS, and PHOTOS TO: [CRAIG.A.NORRIS10.CIV@MAIL.MIL](mailto:CRAIG.A.NORRIS10.CIV@MAIL.MIL), [DIANA.M.MAIMONE.CIV@MAIL.MIL](mailto:DIANA.M.MAIMONE.CIV@MAIL.MIL)

## Fort Lee Environmental and Related Services

<b>Environmental Chief Spills, Drinking Water Concerns</b>	<b>804-734-5071 / 804-400-8926 diana.m.maimone.civ@mail.mil</b>
Spill Reporting	911 (emergency) / IOC- 804-734-1586
Stormwater Illicit Discharge/Pollution	804-734-5061/dina.t.huynh.civ@mail.mil
Hazardous Waste Pick-up/Drop-off	804-734-3811 /765-7996/christopher.j.hoeft.ctr@mail.mil
Cultural Resources, Found Artifacts	804-734-4434/patricia.j.conte.civ@usa.army.mil
NEPA Reviews/Initial Environmental Concerns	804-765-7548/richard.g.rockford.civ@mail.mil
Asbestos, Lead	804-734-9491/alexander.a.alvarado6.ctr@mail.mil
Report improper water hydrant use	804-765-7994/lynnette.j.atkins.civ@mail.mil
Wildlife, Plants, Wetlands, Water Bodies	804-734-5080 / 765-7227, dana.s.bradshaw.civ@mail.mil
Wild Animals Stray/Feral Animals	Game Warden: 804-734-7400 Officer Moore: 804-479-7655 / 804-734-7400
HazMat/EESOH-MIS/HMCC	LRC 804-734-5068 / 804-734-5243
Mold/Indoor Air Quality/Industrial Hygiene <a href="https://kenner.nrmc.amedd.army.mil/Healthcare-Services/Preventive-Medicine/Industrial-Hygiene/">https://kenner.nrmc.amedd.army.mil/Healthcare-Services/Preventive-Medicine/ Industrial-Hygiene/</a>	Email "Support Request Form" and photos: usarmy.lee.medcom-kahc.list.industrial-hygiene-section@mail.mil
Work Orders/DA Form 4283 <a href="https://home.army.mil/lee/index.php/about/Garrison/directorate-public-works">https://home.army.mil/lee/index.php/about/Garrison/directorate-public-works</a>	Email DA 4283 with maps and photos: usarmy.lee4283helpdesk@mail.mil
Service Orders (i.e. Pests, Bugs)	804-451-1914