



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

AMIM-MHP-E

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum PW-5, Environmental Management Procedures for the Acquisition, Installation, Modification, or Replacement of Fuel-Burning Equipment

1. REFERENCES.

- a. Fort Myer Stationary Source Permit to Operate (No. 71714).
- b. Fort Lesley J. McNair Title V Operating Permit (No. 001-R2).
- c. AR 200-1: Environmental Protection and Enhancement, 13 Dec 07.

2. PURPOSE. This memorandum sets forth the JBM-HH policy governing environmental management procedures prior to the acquisition, installation, modification, or replacement of fuel-burning equipment to include emergency generators, boilers, heaters, and any other stationary or temporary internal or external combustion equipment.

3. APPLICABILITY. This policy is applicable to all military, civilian, and contractor personnel who live, work, or are authorized access to Fort Myer and Henderson Hall, Virginia, and Fort Lesley J. McNair, DC, and who propose to install, modify, or replace any permanent or temporary fuel-burning equipment on JBM-HH.

4. POLICY & PROCEDURES. Applicable JBM-HH personnel will comply with all pertinent laws and military regulations governing the acquisition, installation, and operation of fuel-burning equipment. Failure to comply may result in enforcement procedures against JBM-HH, to include monetary fines.

a. Prior to the acquisition, installation, modification, or replacement of any permanent or temporary fuel-burning equipment on JBM-HH, the owner or designated agent will complete the attached JBM-HH Data Collection Form for All Proposed Fuel Burning Equipment (Enclosure 1) and submit it to the Environmental Management Division (EMD), six months prior to the proposed project start date. The data collection form must be filled out and returned to the EMD for all equipment additions, modifications to existing equipment, replacements (like-for-like), removals, and changes in operating scenario (e.g., type of fuel, procedures, participation in demand response program).

b. The EMD will review the information and determine the regulatory applicability and appropriate course of action. The review must be completed by the EMD prior to purchase

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or before the desired modification, replacement, or change in operating scenario is made. If the equipment requires a permit or notification, then the EMD will prepare and submit the appropriate documentation to either the District Department of Energy and Environment or the Virginia Department of Environmental Quality, as appropriate. Once the regulatory agency issues a permit to allow the use of the new equipment, the EMD will notify the operator of the permit approval and of any recordkeeping and operational limitations required to demonstrate compliance with conditions stipulated in the permit.

5. PROPONENT. The JBM-HH Directorate of Public Works, Environmental Management Division is the proponent for this policy. The POC is the Environmental Management Chief at (703) 696-8055.

Encl

DAVID D. BOWLING
COL, SF
Commanding

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