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\* JRTC and Fort Polk Regulation 200-1

**Environmental Quality**  
**INSTALLATION ENVIRONMENTAL PERFORMANCE REQUIREMENTS**

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**History.** This is a revised publication published in the electronic format.

**Summary.** In accordance with the Joint Readiness Training Center (JRTC) and Fort Polk (FP) Environmental Management System (EMS) Master Document approved by the Installation Commander, this JRTC and FP Regulation 200-1 compiles and documents compliance and other environmental performance requirements into one consolidated document.

**Applicability.** This publication is applicable to all entities that operate on Fort Polk and the Intermediate Staging Base (ISB) located at England Air Park. The pronouns he, his and him when used in this publication are intended to include both the masculine and feminine genders. Any exception will be so noted. This is a local regulation only, which is intended to apply site-specific conditions and circumstances to promote implementation and compliance with AR 200-1. This regulation in no way supplements or changes the requirements of AR 200-1.

**Proponent and Exception Authority.** The proponent agency for this publication is the Directorate of Public Works (DPW), IMPO-PWE, 1647 23<sup>rd</sup> Street, Fort Polk, Louisiana 71459-5509. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulations.

**Supplementation.** Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Human Resources (DHR), Administrative Services Division, Building 2048, 1941 15<sup>th</sup> Street, Fort Polk, Louisiana 71459-5463.

**Suggested Improvements.** Users of JRTC & FP Regulation 200-1 are invited to send comments and suggestions on Recommended Changes to Publications and Blank Forms (DA Form 2028) directly to DHR, Administrative Services Division, Bldg 2048, 1941 15<sup>th</sup> Street, Fort Polk, Louisiana 71459-5412.

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## Chapter 1

### Introduction

#### 1-1. General.

a. This regulation implements federal and state environmental laws, Department of Defense (DOD), Department of the Army (DA) and installation specific requirements and policies for preserving, protecting, conserving, and restoring the quality of the environment. This regulation describes policies for key environmental programs and assigns responsibilities and procedures at JRTC and Fort Polk. This regulation should be used in conjunction with other appropriate federal, state, DoD, and Army regulations, which provide additional environmental requirements and supplemental guidance, and which DPW, Environmental and Natural Resources Management Division (DPW-ENRMD), the proponent of this regulation, may issue as needed to assure that installation environmental programs remain current.

b. Installation organizations (to include tenants) must integrate environmental protection and sustainable practices into all areas of training and work on the installation in order to meet regulatory requirements, to protect the well being of our Soldiers, civilians, and neighbors, and to preserve and sustain our garrison, training lands, and other natural resources for the future.

c. This regulation conforms to the framework for the JRTC and Fort Polk mission focused Environmental Management System (EMS). The JRTC and Fort Polk EMS encompasses the entire installation, from “fence line to fence line”. The installation’s EMS is inclusive of installation missions and facilities within the control or direct influence of the JRTC and Fort Polk. The installation’s EMS actively promotes mission readiness by focusing planning and management efforts on operations, activities, products and services that pose the greatest risk to the mission and/or the environment, and by implementing initiatives that have the greatest potential to enhance mission success. Implementation of the installation’s EMS is guided by a set of approved and controlled EMS procedures, which are available at DPW-ENRMD and can be viewed on the installation website at [www.jrtc-polk.army.mil](http://www.jrtc-polk.army.mil) at the Environmental Compliance Guidance link. Organizations and agencies located on the JRTC and Fort Polk participate in the installation’s EMS, to include garrison and non-garrison organizations, active Army units, Reserve and ARNG units, other DOD components, other federal agencies, tenants, and on-site Contractors. EMS participants have the primary responsibility for implementing the elements of the EMS related to their mission requirements. JRTC and Fort Polk is required to maintain its installation-wide EMS conformant with the International Organization Standardization (ISO) 14001 standards and specifications.

d. The chapters of this regulation incorporate the five interconnected EMS areas of policy, planning, implementation and operation, checking and corrective action, and management review.

(1) *Policy.* The JRTC and Fort Polk will maintain an environmental policy statement that reflects the installation’s commitment to environmental protection and enhancement, pollution prevention, and continual improvement (Chapter 2).

(2) *Planning and implementation.* JRTC and Fort Polk will identify how its operations impact the environment. It will establish operational controls and set objectives and targets for reducing adverse environmental impacts. It will identify and track applicable legal and other environmental requirements.



(3) *Program management and operation.* JRTC and Fort Polk will assign roles and responsibilities for environmental management (Section II of this Chapter), provide required environmental training, establish procedures for communicating environmental information within and outside the organization, document environmental procedures, and provide for emergency preparedness and response (Chapter 17).

(4) *Checking and corrective action.* JRTC and Fort Polk will monitor and measure its progress in achieving stated environmental goals, objectives, and targets, and will identify and implement corrective actions (Chapter 18).

(5) *Management review.* JRTC and Fort Polk will periodically review environmental program performance and management system implementation and ensure continual improvement (Chapter 19).

## **1-2. References. Key references and publications are listed in Appendix A.**

## **1-3. Explanation of Abbreviations and Terms. See Glossary.**

## **1-4. Responsibilities.**

### **a. *Senior Mission Commander (SMC)* will:**

(1) Comply with installation environmental policy, applicable federal, state, and local environmental laws, regulations, EOs, and signed agreements.

(2) Participate in the installation's sustainability efforts and EMS.

(3) Ensure personnel receive appropriate environmental and EMS training.

(4) Fund environmental requirements not covered in the standard installation services or the Interservice Support Agreement (ISSA).

(5) Participate in and fully support all installation internal and external assessments and audits, and implement corrective actions.

(6) Ensure organizations appoint and train Environmental Compliance Officers (ECOs) to provide operational compliance and coordination with installation environmental staff.

(7) Ensure organizations immediately report spills or releases of petroleum, hazardous substances, or hazardous waste (HW) to the DES.

(8) Participate in the development of Integrated Natural and Cultural Resources Management Plans to ensure they are compatible with and support the mission.

(9) In conjunction with the GC, ensure environmental requirements that impact ranges and training lands are incorporated into the installation range complex master plan.

(10) Ensure organizations incorporate applicable environmental requirements into all procurement actions.

(11) Designate the Chief of Staff as the Environmental Quality Control Committee (EQCC) co-chairman and Senior Mission Commander's representative for EQCC functions.

### **b. *Garrison Commander (GC)* will:**

(1) Delegate signature as permissible by law and regulation for all environmental documents except for permit applications or renewals, compliance agreements, and consent orders.

(2) Ensure that base support activities are conducted in a manner conducive to environmental stewardship.

(3) Ensure compliance with applicable federal, state, and local environmental laws, regulations, internal directives and goals, EOs, and signed agreements.

(4) Implement and maintain a mission-focused EMS in accordance with the ISO 14001 Standard.

(5) Appoint the Installation Environmental Coordinator.

(6) Appoint the EMS Management Representative.

(7) Champion the installation EMS and designate an EMS representative in the appropriate organizational planning cell; ensure all planning incorporates the requirements of the EMS.

(8) Co-Chair the Environmental Quality Control Committee (EQCC) or delegate a Chairperson.

(9) Ensure that the installation strategic planning office incorporates sustainability principles into strategic and other installation management plans; coordinate installation strategic plans with the Senior Mission Commander (SMC) prior to finalization.

(10) Ensure that compliance agreements and consent orders that are attributable to a tenant's mission and/or operations are coordinated through applicable legal and command channels to determine the appropriate funding activity.

(11) Promote recycling/reuse programs and green procurement policies.

(12) Ensure environmental requirements that impact ranges and training land are identified and incorporated into the installation range complex master plan. Ensure the affected SMC is made aware of these impacts.

(13) Ensure that all installation organizations fully participate in external and internal environmental compliance assessments.

(14) Prepare and execute the Installation Corrective Action Plan (ICAP); coordinate and monitor completion of installation-wide corrective actions.

(15) Hold tenant units accountable for complying with the environmental policies and standards of the installation.

(16) Ensure garrison organizations, tenants, and other installation activities incorporate applicable environmental requirements into all procurement actions.

(17) Ensure garrison organizations appoint and train ECOs to provide operational compliance and coordination with installation environmental staff.

(18) Ensure garrison organizations, tenants, and other installation activities incorporate environmental responsibilities and environmental risk management into unit Standing Operating Procedures (SOPs)/operational controls and operations orders (OPORDSs) as appropriate; integrate environmental considerations into the planning.

c. **Director of Public Works (DPW)** will:

(1) Ensure that the installation master plan incorporates environmental considerations.

(2) Facilitate EQCC meetings on a quarterly basis and perform administrative duties for the committee.

(3) Program and budget for resources to execute installation environmental programs.

(4) Identify and submit environmental funding requirements in the Environmental Program Requirements (EPR) Report, as required by AR 200-1, or as directed by Installation Management Command (IMCOM).

(5) Organize and chair an installation Technical Review Committee (TRC) or Restoration Advisory Board (RAB).

(6) Identify and report environmental issues that affect readiness or mission requirements to the chain of command and IMCOM and execute corrective actions to solve these problems as funding allows.

(7) Identify applicable federal, state, DoD, and Army legal and regulatory environmental requirements; develop programs or strategies to meet these; and, define responsibilities for executing the necessary actions for regulatory compliance.

(8) Participate in the regulatory development process when environmental legislation affects the installation.

(9) Ensure environmental compliance training and assistance is provided to the DPW-ENRMD staff, military, and other civilian personnel. Retain records of personnel trained and provide quarterly status reports to the IC, GC, MSC, activity directors, and others at EQCC meetings. Fund costs to train DPW-ENRMD staff to meet specific environmental training requirements, provide basic awareness training or briefings to key Fort Polk personnel or groups, and provide specialized training for ECOs.

(10) Report regulatory enforcement actions and reportable spills through command channels and in accordance with (IAW) the procedures of the Installation Spill Contingency Plan (ISCP), AR 200-1, and DA Pamphlet 200-1.

(11) Ensure the investigation of causes associated with regulatory enforcement actions, complaints, spills/releases; and, ensure corrective action is taken, especially if it is due to a systemic problem.

(12) Document resolution of any enforcement actions to the appropriate Major Army Command (MACOM) through the IC.

(13) Ensure environmental criteria are incorporated into all new and existing construction projects.

(14) Ensure environmental permit applications, modifications, or renewals are submitted as required for installation activities; and, ensure compliance with the terms of these environmental permits.

(15) Oversee a program to track hazardous materials and hazardous waste from "cradle-to-cradle" and implement any additional business practices or procedures through this program deemed necessary for the well being of the installation.

(16) Oversee an environmental awards program to encourage units and organizations to maintain and continuously strive to improve their compliance posture.

(17) Promote Pollution Prevention (P2) and recycling on the installation.

(18) Ensure P2 goals, objectives, or accomplishments are incorporated in a written plan such as the Environmental Management Plan (EMP) master document, hazardous waste minimization plans, or any other effective management plan. Ensure these goals or objectives are reviewed and revised periodically.

(19) Ensure hazardous material inventories for all installation units and activities are collected throughout the year to meet the annual reporting requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA).

(20) Delegate and empower the Chief, ENRMD to carry out all appropriate duties and ensure that an adequate staff exists to implement and oversee the necessary Fort Polk environmental programs.

(21) Incorporate applicable environmental requirements into all DPW procurement actions.

(22) Incorporate environmental responsibilities and environmental risk management into unit SOPs/operational controls and OPODs as appropriate; integrate environmental considerations into the planning.

d. **Staff Judge Advocate (SJA)** will:

(1) Monitor and provide advice and official legal interpretation regarding environmental legislation and regulatory developments that affect the installation.

(2) Provide legal advice on environmental matters.

(3) Coordinate with and provide local assistance to the Judge Advocate General, Environmental Law Division (ELD), who is solely responsible for representing the Army in federal, state litigation and for communicating the installation's position in litigation and settlement with the Department of Justice (DOJ), subject to the oversight of the General Counsel. (The ELD is responsible for Army (installation) litigation and coordination and communication of related installation litigation and settlement positions with the DOJ). The Office of the SJA will provide local coordination and assistance to the ELD.

(4) Coordinate and review all draft environmental orders, consent agreements, and settlements with federal, state, or local regulatory officials before signature.

(5) Attend EQCC meetings or send a designated representative.

e. **Medical Department Activity (MEDDAC)** will:

(1) Comply with applicable federal, state, and local environmental laws, regulations, EOs, and signed agreements.

(2) Incorporate applicable environmental requirements into all MEDDAC procurement actions.

(3) Ensure proper management and disposal of regulated medical waste and all other wastes IAW MEDCOM Regulation 40-35, JRTC and FP Regulation 40-6 and all other applicable regulations, policies and local directives.

(4) Advise the installation staff, commanders, and supervisors on health aspects of the Installation Environmental Program and provide technical consultation and support services.

(5) Attend EQCC meetings or send a designated representative.

(6) Appoint ECOs as required to ensure environmental compliance in work areas.

(7) Incorporate environmental responsibilities and environmental risk management into unit SOPs/operational controls and OPORDs as appropriate; integrate environmental considerations into the planning.

f. **Director of Plans, Training and Mobilization (DPTM)** will:

(1) Fund the preparation of NEPA documentation for range modernization projects and major training land acquisitions.

(2) Coordinate and synchronize range and training land policy to preclude conflicts between range operations and military training, natural and cultural resources management, and environmental management activities.

(3) Incorporate environmental and sustainability requirements into appropriate regulations, guidance documents, plans, procedures, and initiatives to support environmental stewardship.

(4) Incorporate applicable environmental requirements into all DPTM procurement actions.

(5) Incorporate environmental responsibilities and environmental risk management into unit SOPs and OPORDS as appropriate; integrate environmental considerations into the planning.

g. **Director of Logistics (DOL)** will:

(1) Attend Environmental Quality Control Committee (EQCC) meetings or send a designated representative.

(2) Appoint ECOs in shops and the organization as necessary.

(3) Implement an installation-wide Hazardous Materials Management Program (HMMP).

(4) Incorporate environmental considerations and requirements into all aspects of the logistics mission, to include materiel management, integrated logistics support, supply, transportation, maintenance management, and logistics training.

(5) Serve as the staff proponent for policy development pertaining to hazardous materials minimization and management, to include inventory management.

(6) Incorporate environmental and sustainability requirements into appropriate regulations, guidance documents, plans, procedures, and initiatives to support environmental stewardship.

(7) Incorporate applicable environmental requirements into all DOL procurement actions.

(8) Incorporate environmental responsibilities and environmental risk management into unit SOPs and OPORDS as appropriate; integrate environmental considerations into the planning.

h. **Public Affairs Officer (PAO)** will:

(1) Support and promote the installation's environmental program and associated activities through newspaper and media coverage.

(2) Oversee JRTC and Fort Polk's external communications regarding environmental information IAW published EMS procedures.

i. **Command Safety Officer (CSO)** will:

(1) Attend EQCC meetings or send a designated representative.

(2) Serve as subject matter expert and advise the EQCC in matters relating to hazardous communication, worker safety, and exposure of the workforce to physical or chemical agents.

(3) Appoint one CSO staff member to obtain ECO certification and serve as liaison with environmental staff for coordination of projects holding command interest.

(4) Attend or send a designated representative to installation Environmental Asbestos Management Team and Lead Hazard Management Team meetings.

(5) Participate in multidisciplinary reviews of proposals for demolition, renovation, and construction through the processing of Records of Environmental Consideration (RECs) as required for management of asbestos and lead containing components.

(6) Incorporate applicable environmental requirements into all safety procurement actions.

j. **Unit Commanders** will:

(1) Comply with installation policies, applicable federal, state, and local environmental laws, regulations, EOs, and signed agreements.

(2) Incorporate environmental responsibilities and environmental risk management into unit SOPs and operation orders (OPORDs) as appropriate; integrate environmental considerations into the planning.

(3) Support the installation-wide EMS and conform to established EMS procedures.

(4) Ensure organizations incorporate applicable environmental requirements into all unit procurement actions.

(5) Ensure personnel receive required environmental and EMS awareness training.

(6) Promote environmental stewardship within the units, activities, and command.

(7) Ensure environmental requirements are met throughout all planning and training activities.

(8) Develop unit or activity standing operating procedures (SOPs)/operational controls to ensure compliance with environmental requirements.

(9) Ensure personnel are trained in environmental requirements in order to respond properly during emergencies. If other training is necessary for certain job duties in addition to

what is provided by DPW-ENRMD or at unit level, the unit or organization must fund these additional requirements.

(10) Appoint ECOs at appropriate unit or organizational level to oversee environmental requirements and matters.

(11) Attend EQCC meetings or send a designated representative (MSCs and activity directors).

(12) Ensure hazardous material storage areas are inventoried at least quarterly and the information promptly forwarded to DPW-ENRMD.

(13) Ensure all Class III products are ordered through the HAZMART using the current system.

(14) Comply with the requirements of all Fort Polk regulations and installation management plans.

k. **Commander, Operations Group (COG)** will:

(1) Ensure that all Observer Coach Trainers and those permanently assigned to the Opposing Force (OPFOR) receive required environmental training.

(2) Ensure all rotational Soldiers are aware of Fort Polk environmental policies prior to beginning of the exercise.

(3) Attend EQCC meetings or send a designated representative.

(4) Incorporate applicable environmental requirements into all Operations Group procurement actions.

(5) Incorporate environmental responsibilities and environmental risk management into unit SOPs/operational controls and OPORDs as appropriate; integrate environmental considerations into the planning.

l. **Mission and Installation Contracting (MICC)-Director of Contracting (DOC)** will:

(1) Incorporate applicable environmental requirements into all installation procurement actions.

(2) Ensure that all contracts and contract modifications will specify that Contractors are liable for any enforcement actions, fines, and/or penalties resulting from their failure to comply with applicable environmental requirements.

(3) Incorporate affirmative procurement requirements into training classes and instructions for credit card holders. Affirmative procurement is the purchase of recycled materials or those materials with recycled content.

(4) Prohibit credit card holders from purchasing hazardous materials before consulting with the assigned Environmental Customer Service Technician (ECST) and the installation HAZMART (excludes items used for administrative purposes). The purpose is to ensure local purchase items are tracked when they enter the installation.

(5) Attend EQCC meetings or send a designated representative.

m. **Contracting Officer's Representative (COR)** will:

(1) Ensure compliance with the environmental specifications and requirements of existing contracts.

(2) Include language and terms in contract solicitations requiring all Contractors performing work on Fort Polk to comply with all applicable regulations and local directives.

(3) Require Contractors to coordinate with DPW-ENRMD for completion of an Environmental Baseline Study (EBS) before signing for Fort Polk real property and again before termination of the lease.

(4) Ensure organizations incorporate applicable environmental requirements into all procurement actions.

(5) Ensure that all contracts and contract modifications will specify that Contractors are liable for any enforcement actions, fines, and/or penalties resulting from their failure to comply with applicable environmental requirements.

n. ***Quality Assurance (QA)*** will:

(1) Ensure through inspections that all Contractors comply with all applicable environmental law, regulations, and local directives.

(2) Attend EQCC meetings or send a designated representative.

o. ***Directorate of Family, Morale, Welfare, and Recreation (DFMWR)*** will:

(1) Support recycling initiatives.

(2) Appoint ECOs in shops and in the organization, as necessary.

(3) Attend EQCC meetings or send a designated representative.

(4) Incorporate applicable environmental requirements into all DFMWR procurement actions.

(5) Incorporate environmental responsibilities and environmental risk management into unit SOPs/operational controls and OPORDs as appropriate; integrate environmental considerations into the planning.

(6) Comply with installation policies, applicable federal, state, and local environmental laws, regulations, EOs, and signed agreements.

(7) Support the installation-wide EMS and conform to established EMS procedures.

(8) Ensure personnel receive required environmental and EMS awareness training.

(9) Appoint ECOs at appropriate unit or organizational level to oversee environmental requirements and matters.

(10) Comply with the requirements of all Fort Polk regulations and installation management plans.

p. ***Contractors*** will:

(1) Comply with installation environmental policy, applicable federal, state, and local environmental laws, regulations, and EOs.

(2) Participate in the installation's sustainability efforts and EMS.

(3) Designate a representative to the EQCC.

(4) Appoint and train ECOs to provide operational compliance and coordination with installation environmental staff.

(5) Participate in all installation internal and external assessments and audits, to include programming for corrective actions.

(6) Immediately report spills or releases of hazardous substances to the Director of Emergency Service (DES). Pay or reimburse costs associated with cleanup and spill response.

(7) Report all instances of non-compliance and notification of enforcement actions to the installation DPW-ENRMD immediately.

(8) Execute EMS responsibilities in accordance with contract provisions.

(9) Ensure that all Contractor personnel receive appropriate levels of training on environmental awareness, hazardous material/waste management, and the installation EMS.

(10) In coordination with the contracting officer, ensure that contracts include provisions for operations to meet and remain compliant with environmental legal mandates to protect the Army from liability and/or fines assessed due to Contractor operations.

(11) Incorporate applicable installation green procurement and environmental requirements into all procurement actions.

q. **Tenants:** A tenant is an authorized activity located on an installation that is not part of the garrison organization. This includes, but is not limited to, some military units, the Army and Air Force Exchange Service (AAFES), and the Defense Commissary Agency (DeCA). Tenants will:

(1) Comply with installation policies, applicable federal, state, and local environmental laws, regulations, EOs, and signed agreements.

(2) Establish an ISSA with the GC that addresses environmental oversight, to include funding responsibilities and facility access.

(3) Participate in the installation's planning, sustainability, and EMS (unless specifically exempted from the installation EMS).

(4) Appoint and train ECOs to provide operational compliance and coordination with installation environmental staff.

(5) Ensure DPW-ENRMD is notified immediately if visited, inspected, or notified of impending inspections by environmental regulators such as the EPA or the LDEQ.

(6) Designate a representative to the EQCC.

(7) Ensure that all personnel receive appropriate levels of training on environmental awareness, hazardous material/waste management, and the installation EMS.

(8) Participate in all installation internal and external assessments and audits, to include programming for corrective actions.

(9) Fund environmental requirements not covered in the standard installation services or the ISSA.

(10) Identify and coordinate non mission-specific environmental requirements with the GC.

(11) Pay environmental fines and penalties resulting from mission activities.

(12) Immediately report spills or releases of hazardous substances to DES. Pay or reimburse costs associated with cleanup and spill response if not covered in the standard installations services or the ISSA.

(13) Report all instances of non-compliance and notification of enforcement actions to the DPW-ENRMD immediately.

(14) Execute EMS responsibilities in accordance with ISSA provisions.

(15) Incorporate applicable environmental requirements into all procurement actions.

(16) Incorporate environmental responsibilities and environmental risk management into unit SOPs and OPORDs as appropriate; integrate environmental considerations into the planning.

r. **All installation organizations (to include tenants and Contractors)** will:

(1) Comply with all applicable federal, state, and local environmental laws, statutes, regulations, executive orders, permits, Army regulations (with supplements), and JRTC and Fort Polk regulations.

(2) Report immediately any nonconformance and/or noncompliance with applicable federal, state or local environmental laws, Army and installation environmental regulations to DPW-ENRMD.

(3) Notify immediately DPW-ENRMD of the arrival on site of any federal, state, and/or DoD environmental regulator or enforcement agent and/or the receipt of any correspondence from a federal or state environmental agency.

(4) Conduct all communication (written or oral) with the environmental regulatory community (LDEQ, EPA) through DPW-ENRMD. No one on the installation is authorized to



contact or communicate with an environmental regulator without written authority from the DPW-ENRMD or specific contract specification.

(5) Designate the appropriate number of personnel to perform ECO functions in accordance with the requirements of AR 200-1 and JRTC & Fort Polk Regulation 200-1.

(6) Submit to federal, state, Army and installation worksite environmental regulatory inspections and/or investigations into non-compliances, and fully cooperate with such inspections/investigations by providing the appropriate records documentation and worksite access.

(7) Fully participate in the installation's Environmental Management System (EMS) and fully implement all EMS elements related to their mission requirements. Take the necessary actions to identify, monitor, and control those operations and activities that pose risk of contamination, or can negatively impact the natural and/or human environment in accordance Fort Polk's ISO 14001 EMS procedures.

(8) Provide to DPW-ENRMD copies of all pertinent operational and environmental data, reports, records, documents, and information requested as necessary to obtain any permits, and achieve and maintain compliance with all environmental legal and regulatory requirements.

(9) Incorporate environmental responsibilities and environmental risk management into unit SOPs/operational controls and OPODs as appropriate; integrate environmental considerations into the planning.

(10) Incorporate applicable environmental requirements into all procurement actions.

## **Chapter 2**

### **Environmental Policy**

#### **2-1. Commitment to Environmental Stewardship and Sustainability.**

a. JRTC and Fort Polk is committed to environmental stewardship in all actions as an integral part of its mission and to ensure sustainability. The installation's environmental mission is to sustain the environment to enable the Army mission and secure the future. In doing so, all JRTC and Fort Polk organizations and activities will:

(1) Foster an environmental stewardship ethic within the installation that takes us beyond environmental compliance to sustainability.

(2) Strengthen installation operational capability by reducing our environmental footprint through more sustainable practices.

(3) Meet current and future training and other mission requirements by sustaining land, air, and water resources.

(4) Minimize impacts and total ownership costs of installation systems, materiel, facilities, and operations by integrating the principles and practices of sustainability.

(5) Enhance the well being of our Soldiers, civilians, Families, neighbors, and communities through leadership in sustainability.

(6) Use innovative technology and the principles of sustainability to meet user needs and anticipate future installation challenges.

b. Fort Polk Net Zero Waste (NZW) Initiative.

(1) JRTC and Fort Polk was selected as a NZW pilot facility by the Assistant Secretary of the Army for Installations Energy and Environment (ASAIEE) in April 2011. As such, the installation is striving toward NZW by 2020. A NZW installation reduces, reuses and recovers

waste streams, converting them to resource values with zero landfill usage over the course of a year.

(2) The JRTC and Fort Polk Commanding General signed a NZW Policy (DPW-03) for the installation on 17 September 2012. This policy states, "Participation in the Fort Polk NZW program is a requirement. It is everyone's responsibility who lives, works, and plays on Fort Polk to eliminate waste. Commanders and Directors are expected to implement methods and processes to minimize waste. Cradle-to-cradle consideration will be given to the waste stream when purchasing items. While meeting the mission, everyone is responsible to make Net Zero a success at Fort Polk.

## **2-2. JRTC and Fort Polk Environmental Policy Statement.**

a. All installation organizations and agencies located on the JRTC and Fort Polk, to include garrison and non-garrison organizations, active Army units, Reserve and ARNG units, other DOD components, other federal agencies, tenants, and on-site Contractors will:

(1) Comply with applicable federal, state, DoD, Army and installation environmental laws, regulations, EOs, and signed agreements.

(2) Integrate environmental factors and considerations into all decision-making processes and operations.

(3) Perform all mission operations, activities, and services in a manner that protects the natural and human environments.

(4) Develop and implement pollution prevention and control strategies and minimize adverse environmental impacts.

(5) Protect, preserve, and conserve natural and cultural resources.

(6) Train and educate members of the installation community on their roles and responsibilities as environmental stewards.

(7) Work cooperatively with communities and agencies outside Fort Polk to achieve common environmental goals and objectives.

b. All installation organizations and agencies will strive to achieve continual improvement in overall environmental performance and supporting management systems.

c. All installation organizations and agencies will ensure that this policy is implemented, maintained, and communicated to all military and civilian employees and supporting Contractors.

**2-3. Legal Requirements.** All references to legal requirements in this regulation are intended to refer to laws, regulations, and EOs that, in the opinion of legal counsel, are applicable to the Fort Polk. Installation organizations will identify, review and update all legal and other requirements IAW installation EMS procedures and adhere to those legal and other requirements associated with their mission processes, activities, and services. It is essential that the Fort Polk Environmental Office and Staff Judge Advocate be consulted on the applicability of all environmental laws, regulations, initiatives, and EOs. Similarly, all environmental permits, agreements, notices of violations, enforcement actions, and especially reports of potential liability, require early and close coordination with the Fort Polk Environmental Office and SJA. This regulation prescribes program requirements in terms of "will" and "must", which means that the actions are mandatory. All installation organizations will incorporate environmental considerations and requirements into all aspects of the organization's mission.

## **Chapter 3**

### **Planning and Implementation**

#### **3-1. Installation Strategic Planning.**

a. Environmental considerations must be incorporated into installation and organizational plans, including installation strategic plans. Installation strategic planning incorporates the concepts and philosophy of sustainability, the ultimate objective in strategic planning, and must be applied to and supported by all functional areas within the command. Installation strategic planning is the long-term planning process that establishes the baseline and direction for all other plans and planning processes.

b. The installation sustainability plan is imbedded and executed by means of the EMS and the Installation's Strategic Plan. The installation sustainability plan is designed to meet the present-day mission needs without compromising the ability of future generations to meet their needs; use resources no faster than they can be replenished; and embrace sustainable development by continuously evaluating and improving the core business processes across the installation. The Installation Sustainability Plan requires each individual to make a concerted effort to become more aware of the interaction between the environment, society, and economics of executing its mission.

#### **3-2. Activities, Products, and Services.**

a. JRTC and Fort Polk's mission is to man, equip, train, sustain, mobilize, deploy, and demobilize the force as needed to support the combatant commanders. Accomplishment of the mission requires JRTC and Fort Polk to undertake a number of activities and to provide various products and services that include, but are not limited to:

(1) Logistics Support: Including the acquisition, storage, distribution, and recovery of all classes of supply; maintenance of materials and equipment; transportation of personnel and materiel; and provision of support services such as food, commissaries, laundries, and property disposal.

(2) Training: Including providing and conducting individual, functional, and organizational (both tactical and non-tactical) training.

(3) Infrastructure Development and Maintenance: Including the total system of facilities; buildings; structures; horizontal transportation facilities (roads, railroads, bridges, dams, and airfields); utility, transport, and communication systems; ranges and other training areas; airfields, and associated lands and equipment; and facilities (that is, real property) operation and maintenance, to include utilities, minor construction, and general engineering support.

(4) Base Operations Support: Including all of the activities required to accomplish the missions and functions of assigned and tenant units and activities at the installation level.

(5) Health and Medical Support: Including providing general health care and medical and dental support to personnel, as well as the operation and maintenance of Army medical treatment facilities, dental and veterinary clinics, and supporting laboratories.

(6) Transportation Equipment: Including tactical and non-tactical vehicles, fixed and rotary wing aircraft, rail systems, and supporting maintenance operations.

(7) Mobilization and Deployment: Including the assembly and organization of material and personnel resources in response to war or other emergencies including low intensity conflict and military operations other than war, and the physical movement of those resources to the theater of operations.

b. All installation organizations (to include tenants and Contractors) will identify, document, and maintain a list of their mission activities, products, and services. The list of mission activities, products, and services will be at a sufficient level of detail to identify the full range of environmental impacts associated with the activities, products, and services.

### **3-3. Environmental Aspects.**

a. Environmental aspects are elements of products, activities, or services that interact with the environment. Environmental aspects are the causative component of a cause-and-effect relationship. An environmental aspect signifies the potential for an environmental impact, whether good or bad. JRTC and Fort Polk environmental aspects that can result in mission or environmental impacts, include, but are not limited to:

(1) Air emissions: The discharge of dust, fumes, mist, smoke and other particular matter, vapor, gaseous, odorous substances, or any combination thereof into the air. Any air pollution agent or combination of such agents, including any physical, chemical, biological, radioactive substance or matter, which is emitted into or otherwise enters the ambient or indoor air.

(2) Generation of waste (solid, hazardous, medical, universal, and other wastes): Any waste including solid, liquid, semi-solid, or contained gaseous material resulting from an activity, task, operation, or plant. A solid waste that may cause or significantly contribute to serious illness or death or that may pose a substantial threat to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

(3) Spills to soil or water: The accidental spilling, leaking, pumping, emitting, emptying, or dumping of hazardous wastes or materials which, when spilled, become hazardous wastes on land or in the water.

(4) Discharges (point and non-point): The intentional spilling, leaking, pumping, pouring, emitting, emptying, or dumping of waste water, storm water, hazardous waste or pollutants from any point (discernible, confined and discrete conveyance, such as any pipe, ditch, channel or conduit) or non-point source (such as runoff) into or on any land or water.

(5) Uncontrolled Releases: The accidental or incidental release of hazardous and toxic substances into the environment (air, water or soil). Examples include release of asbestos, lead based paint, and mercury; release of explosives constituents and propellants; and leaching of heavy metals and other munitions constituents.

(6) Release of pesticides and toxics: The intentional application, use and/or release of pesticides or insecticides, herbicides, fungicides, lead based paint, asbestos, and/or other toxic substances into the environment.

(7) Energy consumption or conservation: The use or savings of energy from fossil fuels or renewable sources for transportation, heating and cooling, operation of computers, machinery, equipment and appliances, and other purposes.

(8) Natural resource and raw materials consumption or conservation: The extraction, withdrawal, harvest, maintenance, management or use of physical and biological resources, including surface water, ground water, timber, minerals, soils, gravels, flora and fauna. This includes the acquisition of goods and services that affects the consumption of natural resources.

(9) Biological and ecological resource degradation or conservation: The alteration, destruction, protection, enhancement, reclamation or management of vegetation, wetlands, aquatic or terrestrial habitat, wildlife and aquatic species, invasive species, human, and other biological and ecological resources.

(10) Cultural resource degradation or conservation: The loss, disturbance, protection, enhancement, restoration or management of archeological sites, historic sites, sacred sites, cemeteries, historic structures, or historic/pre-historic artifacts and records.

(11) Soil degradation or conservation: The loss, alteration, enhancement, reclamation/rehabilitation or management of soil productivity, soil structure or landform. Examples include soil erosion, gullying, excavation, compaction, contamination, tilling, grading, shaping, aeration and fertilization.

(12) Generation of noise, vibration, heat, light, and other radiation: The generation or release of sound waves, vibrations, wave or particle energy.

b. All installation organizations will, IAW installation EMS procedures, identify and document the environmental aspects of their mission activities, products, or services that have or can have impacts on the mission and/or the environment.

c. All installation organizations in coordination with DPW-ENRMD will evaluate all mission activity and service-environmental aspect combinations IAW installation EMS procedure to determine the installation's and subordinate organization's significant environmental aspects and impacts. A significant environmental aspect is one that has or can have a significant environmental impact. The identification of significant environmental aspects is critical in implementing the EMS because they provide key information for establishing objectives and targets, identifying training requirements, and determining requirements for operational controls and work procedures (such as SOPs). JRTC and Fort Polk and installation organizations will maintain, review, and update its list of significant environmental aspects IAW installation EMS procedures.

### **3-4. Environmental Objectives and Targets.**

a. JRTC and Fort Polk focuses its vision for a sustainable mission, environment, and community by setting specific environmental objectives and measurable targets. The objectives and targets support the installation's long-term goals as well as the interests of its stakeholders and other interested parties. An environmental objective is an overall environmental goal, arising from the environmental policy, which an organization sets for it to achieve, and which is quantified where practicable. An environmental target is a detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met to achieve those objectives.

b. JRTC and Fort Polk and the organizations on the installation will establish and maintain environmental objectives and targets for all operations and activities having the potential for important mission and/or environmental impacts. Objectives and targets will take into consideration significant environmental aspects and impacts on installation and organizational operations, will be documented, and will be developed IAW installation EMS procedures.

### **3-5. Operational Controls.**

a. Operational controls are required for all installation processes, activities and services where their absence could lead to significant negative environmental impacts. Operational controls help ensure that specific mission processes, activities, and services are performed under specified procedures to prevent or minimize negative environmental impacts and prevent deviations from environmental policy, objectives, targets or other EMS elements. Installation organizations in coordination with DPW-ENRMD will identify those processes, activities and services that are

associated with significant environmental aspects and manage them consistent with established policies, objectives and targets, and operational controls.

b. Installation organizations will establish and maintain documented operational controls/standing operating procedures (SOPs) IAW installation EMS procedures to avoid unacceptable environmental impacts from these operations and activities with significant environmental aspects. The Installation Environmental Office, in coordination with each organization, will review all installation operational controls to evaluate their environmental soundness.

c. Contracting Officers should ensure that contract provisions and specifications are consistent with the appropriate installation operational controls and SOPs.

### **3-6. Emergency Preparedness and Response.**

a. Proper preparations for and responses to emergencies will minimize adverse environmental impacts in the event of an actual emergency. The installation will establish procedures to identify potential accidents and emergencies, to respond to accidents and emergencies, and to prevent and mitigate the environmental impacts of accidents and emergencies, when they occur. The procedures will be tested periodically.

b. The appropriate installations staff members will review and revise, where necessary, emergency preparedness and response procedures. In particular, critical reviews and revisions should be conducted after any occurrence of accidents or emergency situations. On JRTC and Fort Polk, the DES is the installation's first response agency and is the key organization responsible for managing the onsite execution of any emergency response.

### **3-7. Management Programs.**

a. DPW-ENRMD maintains program and media area management plans as required to comply with legal and DA requirements. Management plans specify procedures for recordkeeping, reporting and other requirements necessary to the program. Management plans are revised periodically as required to reflect new program objectives, developments, regulatory changes, and/or modified activities. All plans require signature approval of the EMS Management Representative.

b. The installation and the appropriate organizations and facilities will establish and maintain action plans for achieving objectives and targets, and will track and measure progress toward achieving them IAW established installation procedures.

c. As a minimum, action plans will designate responsibility for achieving objectives and targets at each relevant function and organizational level, and specify the means and timeframe by which they are to be achieved.

d. The installation and the appropriate organizations and facilities will track their targets and objectives to measure continual environmental improvement.

e. Champions and teams for installation level objectives and targets will report progress toward their completion to installation top management at least once annually.

## **Chapter 4 Air Quality Management**

### **Section I Ambient Air Quality**

**4-1. General.** The purpose is to manage air emissions to protect human health and the environment and to comply with all applicable regulations and local directives. This chapter applies to all installation organizations including but not limited to all Fort Polk military, civilians, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

**4-2. Responsibilities.**

a. **DPW.** The DPW will:

- (1) Develop and implement an Air Quality Program (AQP).
- (2) Appoint an Air Quality Manager (AQM).
- (3) Make copies of the Air Quality Management Plan (AQMP) available to project proponents.
- (4) Ensure that all contract maintenance personnel comply with this regulation for work performed in housing quarters, barracks, or in garrison buildings.

(5) Develop and implement an Ozone-Depleting Chemicals (ODC) Management Plan.

b. **Engineering Division (ED) and Master Planning Division (MPD), DPW.** They will:

- (1) Serve as liaison between proponents of projects and DPW-ENRMD to facilitate communication by providing points of contact for each proposed project to the installation AQM.
- (2) Provide notification to National Environmental Policy Act (NEPA) staff of each proposed project on the installation, during the planning phase of each project, via initiation of a Record of Environmental Consideration (REC).

(3) Prior to commencement of construction or modification of an air emissions source, provide DPW-ENRMD sufficient time to obtain or modify LDEQ permits, exemptions, or authorizations.

c. **Installation NEPA Staff.** They will:

- (1) Provide notification to the AQM of all proposed projects that may result in a change in air emissions on the installation via request of a REC review.
- (2) Provide the AQM with a monthly status report of all NEPA projects requiring air quality determinations via the NEPA Status Report.

d. **Compliance Management Branch (CMB), ENRMD, DPW.** They will:

- (1) Evaluate all RECs submitted to CMB for air quality determination and provide a detailed REC review to installation NEPA staff outlining potential impacts to air quality, information required to perform Title V Permit analysis, and actions required for permitting.
- (2) Promptly prepare and submit required applications (to include permit renewals, modifications, and exemptions) for air quality permitting actions upon receipt of a completed Proposed Project Emissions Inventory Questionnaire for Air Pollutants from the project proponent, DPW-ED, or the installation NEPA staff.
- (3) Maintain records required by federal, state regulations pertaining to air quality.
- (4) Submit all required federal, state emissions inventories, compliance documents, and monitoring reports.
- (5) Ensure implementation of Fort Polk's AQP.

e. **SJA.** The SJA will provide legal guidance regarding liability and regulatory compliance issues.

f. **PAO.** The PAO will maintain an appropriate public affairs program supporting the AQP.

g. **MSCs, Unit Commanders, and Civilian Supervisors.** They will ensure subordinate units and personnel comply with this regulation.

h. **MICC, DOC.** The MICC, DOC will ensure contracting officers and Project Managers have clearly identified air quality requirements, in writing, to Contractors in applicable bid or contract documents.

i. **AAFES.** The AAFES will comply with this regulation and other installation requirements for air quality for operation of fuel dispensing and other facilities at Fort Polk.

j. **American Water (AW).** American Water will comply with this regulation and other requirements for air quality for operation of both the drinking and waste water systems.

k. **Contractors.** Contractors and service providers will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82, Fort Polk ODC Management Plan, this regulation, Fort Polk AQMP, and all other applicable regulations and local directives.

l. **DLADS.** The DLADS will:

(1) Ensure all appliances received and sold for a purpose other than its originally intended use are purged per the requirements of 40 CFR 82 and the Fort Polk Ozone-Depleting Compounds (ODC) Management Plan.

(2) Ensure that all appliances received are not leaking ODCs.

m. **DECA.** The DECA will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82 and the Fort Polk ODC Management Plan.

n. **MEDDAC, BJACH.** The BJACH will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82 and the Fort Polk ODC Management Plan.

o. **Government Service Administration (GSA).** The GSA will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82 and the Fort Polk ODC Management Plan.

p. **DFMWR.** The DFMWR will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82 and the Fort Polk ODC Management Plan.

q. **DOL.** The DOL will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82 and the Fort Polk ODC Management Plan.

r. **FORSCOM Consolidated Maintenance Facility (FCMF).** The FCMF will comply with maintenance and recordkeeping requirements of ODC-containing equipment IAW 40 CFR 82 and the Fort Polk ODC Management Plan.

s. **Air Quality Management Plan (AQMP).** The AQMP will be subject to the applicable activities whose operations include stationary sources of air pollution, open burning, fuel transfer and storage, surface-coating operations, waste water treatment operations, engine testing operations, open top solvent tank use, or the use of ODCs. The AQMP will also require:

(1) Activity compliance with all terms of applicable air permits and verification that their sources have been evaluated by DPW-ENRMD. Activities may obtain permitting requirements by contacting their ECST or CMB.

(2) Immediate activity notification to the AQM upon discovery that they are operating outside the limits of their permit or otherwise non-compliant with applicable regulations and local directives.

(3) Activity notification of the AQM 6 months prior to beginning a project or purchasing equipment associated with a potential new source of air pollution. Activity will:

(a) Submit a construction proposal to ED or MPD, DPW and request initiation of a REC.



(b) Complete the Proposed Project Emissions Inventory Questionnaire for Air Pollutants included in Appendix G and submit to CMB.

(c) Wait for approval from DPW-ENRMD before beginning construction or modification of the air source.

t. ***Air Quality Manager (AQM)***. The AQM will:

(1) Identify sources of air emissions and determine the type and amount of pollutants being emitted when required by statute or regulation.

(2) Monitor sources of regulated pollutants to ensure compliance with applicable standards when required by statute or regulation.

(3) Comply with all applicable regulations and local directives for the control and abatement of air pollution.

(4) Obtain required permits for the construction and/or operation of regulated sources, including, where required, a federal Title V permit under the Clean Air Act (CAA).

(5) Develop an AQMP.

(6) Develop a plan to comply with the requirement of Title VI of the CAA (Strategic Ozone Protection and Management of ODCs).

(7) Obtain or develop training and/or certification for operators of air pollution sources in order to meet statutory and regulatory requirements and minimize emissions from those sources.

(8) Maintain and amend, as necessary, an installation-wide CAA Title V Operating Permit.

(9) Assess the need for and, if necessary, make written conformity determinations for Army actions.

(10) Ensure all activities located on the installation and satellite facilities employ the applicable work practice and control technology standards under the CAA Hazardous Air Pollutants Program.

(11) Ensure personnel managing Class I and II ODCs are certified and their equipment is certified per Section 608 of the CAA.

#### **4-3. Title V Emission Source: Waste Water Treatment Operations (North and South Fort Facilities). Facility Managers will:**

a. Maintain operating records to include maximum and average monthly flow rates and the amount of chlorine used.

b. Immediately notify the AQM of each event during which the facility operated out of compliance including the date, time, duration, and applicable regulation violated.

c. Maintain records at the facility for 5 years.

d. Forward copies to the AQM on the 15th of each month for the calendar month period immediately preceding the submission month.

#### **4-4. Title V Emission Source: Emergency Generator and Other Internal Combustion**

**Engines.** This applies to stationary emergency generators and internal combustion engines (as defined in 40 CFR 51). Mobile sources (as defined in 40 CFR 51) are exempt.

a. The opacity of the exhaust from any combustion unit shall be  $\leq 20\%$  opacity during normal operation.

b. The opacity of exhaust may have an opacity  $>20\%$  for not more than one 6-minute period in any 60 consecutive minutes.

c. Operators of emergency generator engines and other internal combustion operations on Fort Polk will maintain records for 5 years.

d. Supervisors will forward copies of their monthly records to the installation AQM. These records will be submitted on the 15<sup>th</sup> of each month for the calendar month period immediately preceding the submission month. Records will include:

- (1) Fuel type used.
- (2) Daily or monthly fuel usage for each emergency generator engine and other internal combustion source, or duration of equipment operation, as stipulated by the AQM.
- (3) Documentation of each event during which the facility operated out of compliance including the date, time, duration, and the applicable regulation that may have been violated.

**4-5. Title V Emission Source: External Combustion Operations.** This applies to all installation facilities that operate external combustion sources such as boilers, and heaters.

- a. The opacity of the exhaust from any combustion unit shall be  $\leq 20\%$  opacity.
- b. The opacity of exhaust may have an opacity  $>20\%$  for not more than one 6-minute period in any 60 consecutive minutes.
- c. Operators of external combustion sources on Fort Polk will maintain records for 5 years.
- d. Supervisors will forward copies of their monthly records to the installation AQM. These records will be submitted on the 15<sup>th</sup> of each month for the calendar month period immediately.
  - (1) Fuel type used.
  - (2) Daily or monthly fuel usage, and/or duration of equipment operation, as stipulated by the AQM.
  - (3) Documentation of each event during which the facility operated out of compliance including the date, time, duration, and the applicable regulation that may have been violated.

**4-6. Title V Emission Source: Engine-Testing Operations.** This paragraph applies to the engine testing related to major maintenance operations (such as engine overhauls) which require prolonged operation of the engine at a fixed facility or indoors. Routine maintenance operations that require road tests are not included in this paragraph. Engine-testing standards are as follows:

- a. The opacity of the exhaust from any combustion unit shall be  $\leq 20\%$  opacity.
- b. The opacity of exhaust may have an opacity  $>20\%$  for not more than one 6-minute period in any 60 consecutive minutes.
- c. Supervisors who conduct engine-testing operations on Fort Polk will maintain operations records for 5 years.
- d. Supervisors will forward copies of monthly records on the 15<sup>th</sup> of each month for the previous calendar month period to the AQM. Records will include:
  - (1) Date of test.
  - (2) Engine type and serial number.
  - (3) Duration of testing operation.
  - (4) Monthly fuel usage for engine-testing operations.
  - (5) Specifications for each engine type tested, as requested by the AQM.
  - (6) Notification of each event during which the facility operated out of compliance including the date, time, duration, and applicable regulation violated.

**4-7. Title V Emission Source: Open-Top Solvent Tanks.** This applies to all solvent tanks, open-top degreasers, paint gun cleaners, and solvent reclaimers.

- a. All operations using the above equipment or similar equipment will employ general good housekeeping procedures when operating and maintaining solvent tanks.

- b. Operators will conduct open-top degreasing operations per the procedures as follows:
  - (1) The cover will be closed at all times, except when processing workloads through degreaser.
  - (2) Parts will be completely drained and allowed to dry least 15 seconds prior to the operator removing the part from the tank.
  - (3) Porous or absorbent materials such as cloth, leather, wood or rope will not be degreased.
  - (4) Workloads will not occupy more than half of the degreaser open-top area.
  - (5) Ventilation fans will not be used near the degreaser opening.
  - (6) Operations will cease immediately if a tank is leaking. The leak will be contained, cleaned up, and managed per the unit or activity's site-specific spill plan. The unit or activity's ECO will contact the assigned ECST immediately for further guidance.

**4-8. Title V Emission Source: Surface-Coating Operations.** This applies to work areas that are dedicated surface-coating operations. Surface-coating of equipment during miscellaneous maintenance and construction activities, roll painting, and painting with aerosol spray cans are excluded, provided that the activity is not being conducted at any facility whose primary activity is surface-coating of real property.

- a. All operations will employ good housekeeping techniques in their workplaces.
- b. Operators will conduct surface-coating operations inside permitted paint booths with the doors sealed, using negative air pressure, and with all control devices operating properly. No uncontrolled outdoor painting at the permitted surface-coating facility is allowed.
- c. Supervisors of surface-coating operations on Fort Polk will maintain records for 5 years.
- d. Supervisors will forward copies of the monthly records on the 15<sup>th</sup> of each month for the previous calendar month period to the installation AQM. These records will include:
  - (1) MSDSs that list the volatile organic compound content of the substances being used, composition, solids content, solvent density, and other relevant information regarding each coating or thinner used.
  - (2) Records for determining the daily volatile organic compound emission rate of surface-coating operations.
  - (3) Daily records which include the date of the application, type of coatings and thinners applied, quantity (pints, quarts, gallons) of coatings and thinners applied, and records for any maintenance or repair on control equipment.

**4-9. Title V Emission Source: Fuel Distribution and Storage Operations.**

- a. This applies to all storage tanks both above and below ground that hold liquid fuels. These fuels include; motor vehicle gasoline, JP-8 and diesel.
- b. MOGAS storage, dispensing, and loading operations equipped with vapor controls will be conducted with the operating procedures as follows:
  - (1) Supervisors will not accept delivery of MOGAS from any truck without a current certification sticker for vapor tightness.
  - (2) Operators or drivers must connect a vapor tight line before MOGAS will be transferred into the storage container.
  - (3) The site operator and the operator of the tank truck will ensure that no MOGAS leaks exist anywhere in the liquid transfer system.

(4) The site operator and the operator of the tank truck will conduct inspections for visible liquid leaks, visible fumes, or odors resulting from MOGAS-dispensing operations during the operation.

(5) The site operator will immediately cease MOGAS transfer when a leak is observed. The operator will report the incident to DPW-ENRMD, CMB after containing or stopping the spill.

(6) Supervisors of fuel storage, dispensing, and loading operations on Fort Polk will maintain records for 5 years.

(7) Supervisors will forward copies of the monthly records on the 15<sup>th</sup> of each month for the previous calendar month period prior to the installation AQM.

(8) For sources storing and dispensing fuel, monthly records will include:

(a) Fuel type.

(b) Quantity of fuel dispensed (gallon per month).

c. For locations equipped with vapor controls that store and dispense MOGAS fuel, monthly records will include:

(1) Date of fuel delivery.

(2) Quantity of fuel loaded into storage tanks.

(3) Delivery truck vapor tightness certification number and date of certification.

(4) In the event of an equipment malfunction, the record will also include the date, description of malfunction, repairs (including replacement and modifications) of the vapor recovery system; problems associated with the equipment on the tank truck; information on the owner or operator of the truck; truck identification number; and, the driver's name.

**4-10. Strategic Ozone Protection and Management of ODCs.** This applies to the following:

a. Service on motor vehicles when this service involves the refrigerant in the motor vehicle air conditioner (MVAC).

b. Service on open-drive compressor appliances used to cool the driver's or passenger's compartment of non-road motor vehicles, such as agricultural, construction, mining, or quarry equipment.

c. Any person performing service on MVAC, small appliances, commercial and industrial air conditioning and refrigeration equipment, and all other appliances.

d. Regulated refrigerants are listed in Appendixes H and I. Refrigerants listed in Appendix H shall not be used on Fort Polk. Those listed in Appendix I must be managed per this regulation.

e. Individuals shall not knowingly vent Class I or Class II ODCs (CFCs and HCFCs) used as refrigerants into the atmosphere while maintaining, servicing, repairing, or disposing of air conditioning or refrigeration equipment.

f. All Contractors, MSCs, and tenant activities that employ or have personnel assigned whose duties include any of the tasks in paragraph 6j(1)-(6) will ensure that technicians follow the procedures prescribed in 40 CFR 82 and the Installation ODC Management Plan.

**4-11. ODC Technicians.**

a. All personnel whose duties include the servicing, repair, maintenance, and purging for disposal of equipment managed under this paragraph will maintain a current certification per 40 CFR 82.36 and 40 CFR 82.161.

b. All Contractors, MSCs, and tenant activities that employ or have personnel assigned whose duties include any of the tasks in paragraph 6j(1)-(6) will:

- (1) Ensure those personnel are properly certified.
- (2) Provide copies of personnel certifications to the AQM.
- (3) Follow the recovery and reclamation procedures published in 40 CFR 82 and the ODC Management Plan, as applicable.

#### **4-12. ODC Equipment.**

- a. Technicians conducting services, repair, maintenance, and purges on applicable equipment will use only equipment permitted by 40 CFR 82.36 to recover Class I or Class II ODCs.
- b. All Contractors, MSCs, and tenant activities that employ or have personnel assigned whose duties include any of the tasks in paragraph 6j(1)-(6) will ensure that the equipment used to remove Class I and Class II ODCs is permitted by 40 CFR 82.36.

#### **4-13. ODC Recordkeeping.**

- a. Contractors servicing or disposing of air conditioning and refrigeration equipment must certify to the appropriate EPA Regional Office that they have acquired (built, bought, or leased) recovery or recycling equipment and that they are complying with the applicable requirements of this rule. Owners do not have to send in a new form each time they add recycling or recovery equipment to their inventory.
- b. This certification must be signed by the owner of the equipment or another responsible officer and sent to the appropriate EPA Regional Office.
- c. Tenant activities servicing or disposing of air conditioning and refrigeration equipment will notify the AQM prior to acquiring recovery or recycling equipment.
- d. Technicians disposing of small appliances, MVACs, and MVAC-like appliances must maintain copies of signed statements pursuant to 40 CFR 82.156(f)(2).
- e. If refrigerant is recovered and sent to a reclamation facility, the shop must retain the name and address of that reclaiming.
- f. Owners of appliances that contain 50 or more pounds of refrigerant must keep servicing records documenting the date and type of service, as well as the quantity of refrigerant added. Commercial refrigeration or comfort cooling equipment containing 50 pounds or more of refrigerant must have leaks repaired within 30 days of discovery. In order to calculate leak rate for this equipment, service technicians shall submit service logs to the DPW Air Program Manager weekly and usage logs for equipment under 50 pounds monthly. EPA may grant additional time for repairs. Repairs are also required if the appliance is leaking at a rate such that the loss of refrigerant will exceed 35 percent of the total charge for commercial and process refrigeration, or 15 percent for all other sectors, including comfort cooling during a 12-month period. If the owners or operators of the federally-owned commercial refrigerant appliances or comfort cooling equipment determine that the leaks cannot be repaired and that an extension is required, they must document all repair efforts and notify the Environmental Division's ODC Manager by telephone or email. The ODC Manager must follow written notification protocol under 40 CFR 82.156, section (2)(i), to inform the EPA within 30 days of the inability to comply with the 30-day repair requirement; and the reason for the inability must be submitted in accordance with 40 CFR 82.166 (n).
- g. Technicians and shop supervisors will maintain records and track usage of refrigerant purchases.
- h. Records required by this section must be kept for a minimum of 3 years unless otherwise indicated.

## Section II

### Indoor Air Quality Management

**4-14. General.** The purpose is to promote facility management practices which provide the indoor air quality resources necessary to protect human health and Army assets and to comply with all applicable regulations and local directives. This chapter applies to all installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

#### **4-15. Responsibilities.**

a. **DPW.** The DPW will:

(1) Implement an Indoor Air Quality (IAQ) Program.

(2) Provide direction within the DPW regarding facility management findings and recommendations assessed by the IAQ team which require the allocation of resources within the DPW.

(3) Ensure that all contract maintenance personnel comply with this regulation for work performed in barracks or in garrison buildings.

b. **Chief, ENRMD, DPW.** The Chief, ENRMD, will:

(1) Develop an IAQ program.

(2) Prior to commencement of construction or modification of a facility, provide CMB sufficient time to evaluate the potential impact to IAQ with regard to the HVAC system and modifications to the building envelope.

c. **Chief, Compliance Management Branch (CMB), ENRMD, DPW.** The Chief, CMB will:

(1) Appoint an IAQ Manager.

(2) Provide oversight for the IAQ program.

d. **MSCs, Unit Commanders, and Civilian Supervisor** will:

(1) Ensure subordinate units and personnel comply with this regulation.

(2) Ensure service orders are promptly submitted for water leaks.

(3) Submit a service order requesting an IAQ assessment for facilities which sustained water damage.

(4) Ensure service orders are promptly submitted for facilities or rooms containing greater than 10 square feet of contiguous mold growth.

(5) Refer Soldiers to the Unit Self-Help facility to request a Mold Buster Kit for removal of mold growth less than 10 square feet.

(6) Submit service orders or work orders for corrective actions recommended in the IAQ assessment report.

e. **MICC, DOC.** The MICC, DOC will ensure contracting officers and Project Managers have clearly identified indoor air quality requirements, in writing, to Contractors in applicable bid or contract documents. In the case of a contract requiring mold remediation, this should include a site visit by the Contractor and address water damaged areas as potential areas of mold growth.

f. **Contractors.** Contractors will comply with this the regulation, any applicable requirements of the IAQMP, and all other applicable regulations and local directives.

g. **Department of Preventive Medicine (PREVMED)** will:

(1) Refer occupant complaints regarding IAQ to Indoor Air Quality Manager (IAQM).

(2) Provide IAQM with recommendations regarding conditions which may pose a health concern to occupants.

h. **IAQM.** The IAQM will:

(1) Conduct periodic assessments of installation facilities to identify maintenance and repair issues with the potential to negatively impact facility IAQ, and develop recommended corrective measures.

(2) Conduct semiannual assessments of installation facilities which house occupants that have a high risk of adverse health effects from poor IAQ.

(3) Forward quarterly facility IAQ assessment reports to the DPW for implementation of maintenance and repair corrective actions to address IAQ issues.

#### **4-16. Service Order for IAQ Assessment.**

a. **Water Leaks or Visible Mold Growth:** Service orders will be submitted as soon as possible to correct the source of water leaks within a facility.

b. **Building Envelope:** Service orders will be submitted as soon as possible to correct the source of outside air infiltration into a facility, to include broken/damaged windows or doors.

c. **Barracks Bathroom Exhaust Ventilation:** Exhaust ventilation aids in the removal of excessive moisture in a barracks room. Submit a service order as soon as possible if condensation is constantly present on the bathroom ceiling.

d. **Mold Growth:** Service orders for an IAQ assessment will be submitted as soon as possible to evaluate visible mold growth greater than 10 square feet or recurrent mold growth.

e. **Service Order Submission:** The responsibility for submission of a service order is as follows:

(1) **Admin Facilities:** Submitted by the Facility Manager.

(2) **Barracks:** Occupied rooms will be the occupant responsibility; unoccupied and common areas will be submitted by the facility manager or unit supply.

**4-17. Routine Barracks Pre-Assessment Team.** Collects data of the most common sources negatively impacting IAQ and provides the IAQ assessment team with the data necessary to prioritize workload. IAQ assessment team will perform pre-assessments semiannually on barracks rooms not currently under renovation

**4-18. Assessment Team.** Collects detailed data to evaluate the IAQ present in a facility. The IAQ assessment team will:

a. Perform assessments on all barracks rooms and facilities containing:

(1) Greater than 10 square feet of visible mold growth.

(2) High risk occupants.

(3) Evidence of current water intrusion.

b. Submit service orders for corrective actions which are negatively impacting IAQ

c. Complete and provide an IAQ checklist to occupant and facility manager.

**4-19. Remediation Team.** Removes excessive mold growth and returns rooms to operational readiness condition. The remediation team will:

a. Remove all visible mold growth in rooms containing greater than 10 square feet of visible mold.

b. Contact the IAQM prior to the destruction of any government property for authorization by the DPW.

#### **4-20. Recordkeeping.**

- a. IAQ reports will be generated for each assessment completed.
- b. IAQ reports will be forwarded to the Department of Garrison Leadership, Preventive Medicine, Garrison Safety, DPW and the facility manager.
- c. Track status of service orders and work orders requested.

### **Chapter 5**

#### **Water Resources Management**

**5-1. General.** This chapter applies to installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands. This chapter includes a general section that applies to everyone and detailed sections with specific requirements for individual groups or organizations. All entities on Fort Polk will comply with all legally applicable federal, state, local, and Army requirements regarding water resources management. Fort Polk promotes the establishment of management plans to support these requirements. The DPW-ENRMD, Storm Water Management Section, and DPW, Operations and Maintenance Division (DPW-OMD) are responsible for managing, coordinating, and monitoring water conservation; DPW-ENRMD personnel are responsible for compliance programs for Fort Polk. It is the responsibility of everyone else including all military and civilian personnel to comply with the requirements of these programs to safeguard our drinking water systems, waste water treatment facilities, creeks, streams, and the environment in general.

#### **5-2. Responsibilities.**

a. *Installation Personnel (all people training, working, residing or visiting on Fort Polk)* will:

(1) Comply with all applicable federal, state, and army regulations and policies that govern water pollution prevention and water quality sustainability.

(2) Adhere to the requirements of all Fort Polk applicable permits.

(a) Small Municipal Separate Storm Sewer System (MS4) Permit

- Small Construction Site Permits
- Large Construction Site Permits
- Low Impact Development (LID) Design as required by EISA 438 and Executive Order 13514

(b) Multi-Sector General Permit (MSGP) for discharges associated with Industrial Activities

(3) Dispose of all wastes, contaminants, and pollutants in such a way that they will not enter the water supply, ground water, storm water runoff, or surface waters.

(4) Dispose of items using approved methods. As such, persons on the Fort Polk military installation will:

(a) Not discharge the following into the sanitary sewer system:



- Flammable liquids, solids, or gases: including solvents: oil-based paints; fuel oils and lubricants; and combustible gases. Latex paint disposal is not allowed; however, small quantities, such as from rinsing paintbrushes, may be discharged.

- Toxic or poisonous liquids, solids, or gases (to include anti-freeze and pesticides): Check components by reviewing the MSDS.

- Wastes with a pH less than 6.0 (acidic materials) or pH greater than 10 (alkaline materials). Water from battery maintenance activities may be acidic and some general-purpose cleaners may be strongly alkaline. Discharges into the sanitary sewer system shall be neutralized to meet the above pH levels/ranges.

- Solids or viscous substances that may block sewer system line (to include sand, mud, industrial process shavings, rags, and paper cups, etc.).

- Petroleum or mineral-based oils including motor oil, animal or vegetable-based oils, fats or greases, greases collected from grease traps in the dining facilities, etc.

- Wastes with excessively high Biochemical Oxygen Demand (BOD) or Chemical Oxygen Demand (COD), as determined by lab analysis, or decomposable organic content. Examples include carbonaceous material (vegetable-based oils or food waste), oxidizable nitrogen (fertilizers), strongly odorous wastes, and wastes containing large amounts of dissolved sulfides.

- Substances promoting toxic gas emissions when combined with water, including concentrated acids or bases (including cleaning solutions and including calcium, lithium, potassium, and metal hydrides).

- Wastes that require excessive amounts of chlorine to treat or disinfect, including medical or biological wastes.

- Excessive amounts of low conductivity water, distilled water, steam condensate, or other condensate or cooling water discharge.

- Wastes that produce excessive discoloration, including dyes, inks, or pH indicator solutions.

- Wastes that can precipitate, solidify, or become viscous at 50-100°F.

- Significant quantities of waste that cannot pass through a 3/8-inch (one centimeter) screen.

- Any quantities of radioactive material wastes. Consult the Safety Office, Radiation Control Officer to assist with disposal requirements. See Appendix B for contact information.

- Any significant quantities of inorganic material.

- Non-domestic waste such as oil, chemicals, and/or grease. Disposal of these wastes down drains, sinks, toilets, or other plumbing fixtures can cause a shock load on the waste water treatment facility that, in turn, causes poor quality effluent to be discharged to surface waters. Such disposal can constitute a violation of regulatory requirements in some cases.

- Water of an excessive temperature that dissolves oil and greases from grease traps. High temperature water will dissolve grease in dining facility grease traps. The grease will be carried into the sewer system where the grease will solidify as the water cools causing plugged sewer lines and sanitary sewer overflows.

- All other materials that will disrupt the operation of the treatment plant.

(b) Operate installation washracks by:

- Washing vehicles at the approved washracks.

- Using only DPW-ENRMD approved biodegradable soaps on the washracks in the garrison area. These are available through the HAZMART.

- Not using soap of any type at the pre-wash facilities located on North and South Fort Polk.
  - Not allowing trash and other debris to be placed into the washracks. Keep washracks free flowing, free from buildup, and contact the ECO or ECST if unsure of the operation of the washrack.
  - Real property hand receipt holders are responsible for removing sediment from washrack catch basins.
  - ECOs must contact the ECST if the oil water separators are nearing one inch of oil at the top. No more than one inch of oil will be present in the oil water separator before a work order is submitted to American Water for oil removal and separator maintenance (work order service number: (337) 537-1161) . The oil water separator is not a disposal unit; it is a treatment unit. Consult your ECO for proper disposal of all POL waste products.
- (c) Do not discharge the following into the sanitary sewer system or storm water conveyances:
- Oil and grease and other vehicle fluids from roadways, driveways and parking lots.
  - Pesticides, fertilizers, and grass clippings.
  - Sediment from construction sites or excess sediment from military vehicles at motor pools.
  - Debris.
  - Contaminated wash or rinse water containing detergents from activities such as industrial or commercial washing of floors, washing of vehicles, and washing of buildings.
  - Chlorinated water or backwash water from swimming pools.
  - Dry or wet paint and/or paint related products.
  - Unapproved chemicals, detergents, solvents, or cleaning agents at vehicle wash racks.
  - Liquid/solid wastes from field laundries, field showers, field kitchens, or water purification systems.
  - Household and domestic waste. All waste must be disposed of via approved methods.
  - Do not use the storm water system for anything other than approved storm water discharges. No other items, liquids, or materials will be discharged into the storm water system and conveyance ditches. Should you discover a violation please contact the Illicit Discharge Hotline at (337) 531-9626.
- (5) Use the following best management practices (BMPs) to facilitate the reduction and elimination of pollutants entering the sanitary or storm sewer system:
- (a) Reduce leaks from vehicles by following proper preventive maintenance checks and services.
- (b) When in the cantonment area and parked for significant periods of time, operators of all military vehicles shall use drip pads or drip pans whenever a vehicle is leaking POL.
- (c) When on training ranges, operators of military vehicles shall use drip pads or pans whenever a vehicle is leaking POL.
- (d) All POL spills less than 10 gallons shall be cleaned in a manner that leaves no residual POL on the spill surface. Facility personnel will report all POL spills more than 10 gallons to DES and implement the facility's approved spill plan.
- (e) All drip pans shall be emptied into a washrack, no POLs shall be disposed of through storm drains or directly into the sewer system.
- (f) Inspect oil-water separators frequently. Report issues to DPW-OMD and American Water.

(g) Use pesticides and fertilizers sparingly according to the manufacturer's label, and do not allow product to enter drainage ditches or roads. Apply all pesticide tank or container rinsates to original application sites.

(h) Sweep up grass clippings; do not wash them into storm water drainage ditches or roads.

(i) Remove debris from storm water drainage ditches and oil-water separators and dispose of properly.

(j) Dispose of waste water (e.g., mop bucket water) properly using mop sinks or other drains that are plumbed to the sanitary sewer. Waste water from food preparation must be disposed of into the sanitary sewer system.

(k) Dechlorinate all superchlorinated water before draining or disposing in a sanitary sewer.

(6) Coordinate with American Water for filling all potable and nonpotable transportable water containers such as water tanks, and water trailers. This includes water for FOBs, and water used by any Contractor for construction, irrigation, cleaning, and maintenance activities.

(7) Gain approval from American Water prior to the start of any new discharges into the sanitary sewer system. Approval can be coordinated thorough the appropriate ECST or CMB personnel.

(8) Gain approval from DPW-ENRMD, Storm Water Management Section prior to discharges into the storm water system. Approval can be coordinated through the Storm Water Management Section.

(9) Do not place garden hoses in non-potable water sources such as radiators, puddles, chemical tanks, cement mixing trucks, pools, etc.

(10) Do not attach of chemical sprayers to garden hoses.

(11) Adhere to all regulations regarding wells and boreholes. This includes Louisiana regulations as documented in the Water Well Rules, Regulations, and Standards for the State of Louisiana issued by the Louisiana Department of Transportation and Development, Office of Public Works, 1985, and the Construction of Geotechnical Boreholes and Groundwater Monitoring Systems Handbook, December 2000, Prepared by LDEQ and DOTD. As well as *OSHA 29CFR 1910.141(b)*, *the Louisiana Administrative Code, LAC Title 56, Public Works, updated December 2011, Title 51, Public Health – Sanitary Code, Louisiana Department of Health and Hospitals regulations, Louisiana Plumbing Code, Chapter 6, Ten States Standards – Recommended Standards for Water Works, Water Well Rules, Regulations and Standards – State of Louisiana, and the Louisiana Department of Natural Resource.*

(a) Submit a REC to the DPW for any project that includes drilling, reworking, plugging or sealing of a well, bore hole, pilot hole, or geothermal heat pump.

(b) Wells and holes will be registered, constructed, plugged or sealed in accordance with the LDNR Commissioner of Conservation and DOTD requirements.

(c) Use only those drilling additives approved by DPW-ENRMD.

b. **DPW-ENRMD** will:

(1) Develop, implement and monitor resource protection plans to include:

(a) Water Resources Management Plan (WRMP).

(b) Surface Water Quality Monitoring Plan.

(c) Industrial Storm Water Pollution Prevention Plan (SWPPP).

(d) MS4 Storm Water Management Plan (SWMP).

(e) Provide Environmental Compliance Officer (ECO) training.

(f) Make applications for and obtain 404 wetland permits required by applicable federal and state laws and regulations.

(g) Work with regional authorities in the development and implementation of water resource initiatives.

(h) Maintain an inventory of all wells on Fort Polk.

(2) Work to control and eliminate sources of pollutants and contaminants that could impair water resources.

(3) Review all Records of Environmental Consideration (RECs) submitted to ENRMD to determine permitting requirements and environmental impacts. Potential impacts to water quality and permitting will be noted.

(4) Maintain records required by federal, state, and Army regulations and policies pertaining to storm water.

(5) Prepare and submit required applications (to include permit renewals, modifications, and exemptions) for the installation's storm water permits and submit all required and requested federal, state and Army compliance documents and monitoring reports.

(6) Monitor compliance of storm water permits.

(7) Provide training and outreach for those entities whose activities could potentially impact storm water.

(8) Implement an installation Surface Water Quality Program to include the following:

(a) Provide input and comply with MS4 Permit at the state and local level. This may include the tracking of waste load allocations (WLA's) as required by Total Maximum Daily Load (TMDL) limits as assigned by LDEQ.

(b) Maintain quality data on the characteristics of Fort Polk water bodies and conduct assessments as necessary to quantify any significant non-point source (NPS) impacts.

(c) Monitor the use of NPS (e.g., storm water runoff, soil erosion) control measures in construction, facility operations, and land management activities and communicate deficiencies to responsible installation personnel.

(9) Develop and implement SWPPP/BMP plans to address point source pollution at Fort Polk industrial activities.

(10) Implement the installation's Industrial SWPPP to include the following:

(a) Inspect permitted industrial activity sites on a routine basis as outlined in the MSGP Permit for storm water discharges associated with industrial activities to include the following:

- Perform quarterly site inspections (one inspection must be performed during a rain event).
- Perform annual comprehensive site inspections.
- Perform quarterly visual monitoring of activity's point source samples during a rain event.
- During years 2 and 4 of the MSGP permit perform quarterly analytical monitoring of the activity's point source samples during a rain event.

(b) Provide/perform permit required training for industrial activity personnel and document.

(11) Develop, implement, and manage the installation's Storm Water Management Program (SWMP) as required by the MS4 Permit to include the following:

(a) Track operational and structural storm water controls designed to reduce the discharge of pollutants from Fort Polk's Small MS4 to the maximum extent practicable. (MEP)

(b) Maintain compliance with the MS4 permit by supporting the permit stated Minimum Control Measures. (MCMs)

- Public Outreach and Education

- Public Participation
- Illicit Discharge Detection and Elimination (IDDE)
- Construction Site Run-Off Control
- Post Construction Run-Off Control
- Pollution Prevention/Good Housekeeping

JRTC and Fort Polk are the land owners of the installation; tenants will support and implement Program initiatives as outlined in the narratives located in the Storm Water Management Plan concerning the above MCMs in accordance with the small MS4 permit, Army Regulation 200-1 and JRTC and Fort Polk Regulation 200-1.

(c) Assist and provide consultation to the USACE, DPW, DOD, and Military Units to verify SWPPPs have been completed prior to commencement of ground disturbance at construction sites on the installation.

(d) Prior to ground disturbance, document the availability of Notices of Intent (NOIs) filed with the State of Louisiana as it pertains to construction activities on the Installation requiring Storm Water Construction General Permits for activities affecting areas greater than 5 acres.

(e) Document receipt of Notices of Termination (NOTs) for the completion of permitted construction activities disturbing ground in excess of 5 acres, or Small Construction Activity Completion Reports (SCACR's) for the completion of permitted construction activities disturbing ground between one 1 and 5 acres.

(f) Provide annual permit-required Storm Water training to construction tenants that are in day to day control of construction activities on the Installation.

(g) Provide consultation and training for MS4, EISA 438, and Executive Order 13514 required Low Impact Development (LID) techniques as it pertains to pre and post hydrology on Installation construction sites.

(h) As stated in the EPA Technical Guidance Document EPA 841-B-09-001 and the Department of the Army Memorandum labeled 'Managing Storm Water with Low Impact Development', educate Installation construction tenants in the elimination of use of detention and retention ponds as LID techniques to the MEP, unless prior authority has been obtained.

(i) Perform permit required routine construction site inspections to assess BMPs during construction and post-construction phases of sites on the Installation and document inspections.

c. **DPW-OMD** will:

(1) Develop, implement plans to include:

(a) Potable Water Supply Emergency/Contingency Plan.

(b) Drinking Water Conservation Program.

(2) Monitor that American Water is adhering to the requirements of their contract regarding the supply of clean drinking water to Fort Polk and take appropriate action if required.

(3) Coordinate the development and implementation of a water conservation plan for Fort Polk.

(4) Ensure American Water is in compliance with their contract, waste water permits and is in compliance with all federal, state, and Army requirements. DPW-OMD will take appropriate action when out of compliance to ensure American Water maintains compliance.

(5) Ensure American Water is compliant with drinking water laws and regulations and take appropriate action to ensure noncompliances are corrected and do not recur.

(6) Provide DPW, CMB personnel with all information required to monitor and evaluate drinking water, waste water, and storm water compliance for all Contractors, areas, etc. under

DPW-OMD control including but not limited to drinking water facilities, waste water facilities, and their collection, and distribution systems.

d. **American Water** will:

(1) Manage drinking water systems, distribution systems, waste water treatment facilities and waste water collection systems in accordance with all federal, state, and Army regulations laws, and permit requirements, and any other applicable regulatory requirements and best management practices (BMPs).

(2) Provide DPW, CMB personnel with all information and data as requested to evaluate American Water's compliance with item (1) above.

(3) Support and comply with all water related installation programs and initiatives, including the water conservation efforts, annual environmental audits, water/waste water meetings, water system vulnerability studies, etc.

(4) Immediately notify DPW-ENRMD of any federal and state regulatory inspections of facilities and related findings.

(a) Allow DPW-OMD personnel and/or their representative to be present during all state and federal inspections.

(b) Provide DPW-OMD personnel with a copy of all inspection reports and follow-up correspondence related to state and federal inspections.

e. **Department of Preventive Medicine, MEDDAC** will:

(1) Ensure that the drinking water systems are operated and maintained in a safe and sanitary manner and according to all applicable regulations to protect human health via sanitary control and surveillance of water supplies, review and evaluate drinking water analytical results, plans, and projects.

(2) Maintain medical and sanitary oversight and provide technical assistance and support for the installation drinking water surveillance program for the water produced on post or purchased from another regulated supplier.

(3) Ensure all field water supplies meet Army regulations regarding water safety.

(4) Maintain sanitary control and surveillance on swimming pools and natural swimming areas.

(5) Support the disposal of Army waterborne wastes in ways that protect human health, prevent contamination of receiving waters, and comply with applicable Louisiana Pollutant Discharge Elimination System (LPDES) Permit requirements.

(6) Evaluate issues associated with the generation, collection, treatment, and disposal of waste water that can have or are perceived to have an impact on the health or welfare of the Soldiers, their families, civilian workers, and the general public.

(7) Assistance with installations' storm water programs through characterization of runoff and the recommendation of best management practices.

(8) Evaluate of pollution prevention opportunities to include the recycle or reuse of waste water.

(9) Provide medical review of routine and special waste water monitoring data for health risk assessment.

(10) Provide emergency consultation to assess potential health effects from releases of untreated waste water to surface or ground waters.

(11) Periodically perform evaluation of Army waste water treatment facilities during routine operations for potential environmental health risks.

f. **Directorate of Emergency Services (DES)** will serve as the installation's emergency response incident command, through the first response resources of Fire and Emergency Services, and later with the resources of the DPW-ENRMD and Medical Department Activity (MEDDAC), Preventive Medicine (Environmental Health), as needed.

g. **Major Subordinate Commands (MSCs), Unit Commanders, and Civilian Supervisors** will:

(1) Hold subordinate units and personnel accountable to comply with Clean Water Act and Safe Drinking Water Act regulations in order to ensure that water quality will not be impacted by their activities.

(2) Ensure ECOs are appointed and trained within the unit or activity to comply with this regulation.

(3) Hold ECOs accountable to verify best management practices are being used, especially those related to storm water runoff. The appropriate DPW-ENRMD, CMB personnel will be called when problems are identified.

(4) Ensure all appropriate employees at industrial facilities receive storm water pollution prevention training on an annual basis. This training may coincide with other training opportunities such as the Environmental Compliance Officer (ECO) course. This training may be conducted on an individual or group basis using any means necessary to convey the required topics as outlined in the industrial storm water permit.

(5) Ensure SOPs are developed to minimize accidental spills and leaks and unauthorized discharging of substances which may contaminate water resources.

(6) Ensure site-specific spill plans and sufficient spill response equipment are prepared and on hand for all sites which handle hazardous materials, hazardous waste, or other restricted items that will adversely affect water resources. The goal of the spill plans is to ensure that the incident commander has a course of action that is site-specific and is updated regularly.

(7) Ensure all personnel are trained in spill response procedures and that all personnel are aware of the need to document and report spills per the requirements of this regulation or applicable directives that have primacy. Primacy depends on the substance, amount, and nature of the spill. All spill-reporting forms and procedures are provided in the ECO training course.

(8) Gray water will be stored in approved container and/or locations until disposal through approved methods. Gray water will be managed according to the following:

(a) Disposal of food in gray water pits is prohibited.

(b) Discharge of gray water into the storm water collection system is prohibited.

(c) Use of gray water for irrigation, or any other use is prohibited.

(d) Gray water pits must be lined with a plastic membrane.

(e) Units will monitor pits and blivits to prevent overflowing or leaking.

(f) Blivits must be serviceable.

(g) Pits and blivits shall not be located within 50 meters of water bodies or wetlands or within an endangered species habitat.

(h) Units must coordinate with a designated DPW-ENRMD representative for the removal of gray water.

(9) Storm Water Management Section:

(a) Submit a Record of Environmental Consideration (REC) to the DPW for any project that may result in a change to the installation's storm water volume or conveyance structures.

(b) Grant admission to ENRMD employees for collection of storm water samples and to perform routine and comprehensive compliance inspections of industrial activity sites.

(c) Manage and minimize storm water impacts by:

- Preventing industrial materials, residue, waste or debris from entering the storm drain.
- Preventing and cleaning up leaks or spills from industrial equipment, drums, barrels, tanks, or similar containers that occur; also report occurrence of pollutant run-on from another activity that can potentially affect the storm water quality.
- Preventing industrial materials or sediment/soil from being carried off site on the tires of vehicles at the entrance or exit of the activity site.
- Preventing pollutants or contaminants from entering a drainage system.
- Using best management practices to control runoff and prevent erosion.
- Ensure all appropriate employees at construction activities, maintenance, sampling, and industrial, both civilian and units, receive permit required storm water pollution prevention training on an annual basis.

h. **Commander, Operations Group (COG)** will ensure that all Observer Coach Trainers have received training to comply with this regulation and all other applicable requirements, as well as assist rotational units in complying with applicable requirements.

i. **Director of Family Morale, Welfare, and Recreation (DFMWR)** will ensure personnel who manage water-related recreational programs near or on waters of Fort Polk, Alligator Lake, and Toledo Bend Reservoir adhere to the requirements of this regulation, AR 200-1, state and federal regulations.

j. **Director of Contracting (DOC), Contracting Officers, Representatives, and Activities** will ensure that the requirements of this regulation are included in contract bid documents and that Contractors adhere to these requirements while performing work on the installation.

k. **Contractors** will:

- (1) Comply with all applicable regulations and local directives.
- (2) Apply for necessary permits.

(a) The construction of any structure in or over any waters of the United States, the excavating from or depositing of dredged or fill material in such waters, the accomplishment of any other work affecting the course, condition, location, or capacity of such waters, or the discharge of dredged or fill material in such waters requires a permit from the Corps of Engineers. Such a permit application will be coordinated with LDEQ for guidance on procedures.

(b) Storm Water Construction Permits (contact the DPW-ENRMD, Storm Water Management Section if you have questions).

- Apply for construction storm water permits prior to beginning construction.
- Prepare and implement a site specific Storm Water Pollution Prevention Plan (SWPPP).
- Use Best Management Practices to control erosion.
- Submit Storm Water Permit Notice of Termination/SCACR at end of project after ground cover has been established over disturbed area.
- The operator/Contractor shall make available, upon request, the site specific SWPPP, inspection records, and required state permit submissions to DPW-ENRMD, Storm Water Management Section.
- The operator/Contractor shall provide construction site/activity access to members of DPW-ENRMD.

(3) Coordinate all water needs with American Water for potable and nonpotable water.

(a) Obtain potable water (i.e., drinking water) from the South Fort Drinking Water Plant per standard operating procedures using an accepted coupling mechanism to prevent contamination of the drinking water supply.



(b) Obtain non-potable water (i.e., construction water) from the South Fort Drinking Water Plant per standard operating procedures using an accepted coupling mechanism.

(c) Clearly label all water containers as to whether they contain potable or non-potable water.

(d) Ensure all connections made or removed from the drinking water supply system are done per federal, state, and Army regulations and American Water requirements (i.e., Use only approved coupling devices that will maintain a barrier between the supply line and the storage container or truck.).

(e) Ensure all connections made or removed from the waste water system are done per federal, state, and Army regulations and American Water requirements.

(f) Obtaining water by siphoning from storm sewers or any natural water bodies is prohibited.

l. **Public Affairs Officer (PAO)** will maintain an appropriate public affairs program for support of water resource management as defined by DPW-ENRMD.

m. **Staff Judge Advocate (SJA)** will provide legal guidance regarding liability and regulatory compliance issues.

n. **DPW, Engineering** will:

(1) Manage all projects to ensure adherence to all federal, state and Army regulations and codes.

(2) Serve as liaison between proponents of projects and DPW-ENRMD to facilitate communication by providing points of contact for each active or proposed activity that can potentially impact storm water quality.

(3) Provide notification to National Environmental Policy Act (NEPA) staff of each proposed project on the installation, during the planning phase of each project, via initiation of a Record of Environmental Consideration (REC).

(4) Provide notification to the Compliance Management Branch (CMB) of all proposed projects that may result in a change to the installation's industrial storm water permit via request of a REC.

(5) Ensure construction Contractors obtain necessary permits and adhere to included requirements.

(6) Manage construction contracts for compliance with all contract and Fort Polk requirements as identified in this document. Withhold final payment from Contractors until all requirements are completed (e.g., Construction Permit Notice of Termination, ground cover is established on all disturbed areas, well close out requirements, placement of meters, installation and testing of backflow preventers, etc.).

(7) Require Contractors to control or eliminate runoff and erosion through sound vegetative and land management practices.

(8) Prepare or review master plans, construction plans and activities, and conservation activities to control surface water runoff and minimize erosion.

(9) Ensure well head protection areas are enforced through proper construction process implementation which includes planning, environmental assessments and oversight.

(10) Ensure DPW-ENRMD and USGS are notified of any new wells drilled or closed out.

o. **DPW, Planning** will:

(1) Ensure site planning considers wetland and impaired and scenic water body locations using NEPA, federal, state and Army guidelines.

(2) Ensure an adequate well head protection area is maintained around all drinking water wells.

(a) The following uses, unless granted a special exception by DPW-ENRMD, are prohibited within the Drinking Water Protection Critical Areas: abandoned water wells, above ground storage tanks, agriculture chemical formulation/distribution facilities, airports, animal feed lots/dairies, asphalt plants, auto/boat/tractor/small engine shops, battery recyclers, body shop/paint shops, car washes, cemeteries, chemical plants, Class I injection wells, Class II injection wells, Class III injection wells, Class V injection wells, dry cleaner/laundromats, funeral homes, furniture stripping facilities, golf courses, hospitals, irrigation wells, lumber mills, metal plating/metal working facilities, non-functional onsite sewage systems, nuclear plants, oxidation ponds, paper mills, petroleum bulk plants, pipeline compressor stations, plant nurseries, port facilities, power plants, printing shops, promiscuous dumps, railroad yards-switching/loading and offloading/maintenance, salvage yards, sand/gravel pits, sanitary landfills, sewer lift stations, sewer treatment plants, truck terminals, underground storage tanks, wood preserving plants.

(b) Exceptions: Repair, maintenance, or replacements of existing uses are permissible. If any of the land uses, facilities, or activities undergoes a change of ownership, it may continue to exist providing the type of use remains the same.

p. *US Army Corps of Engineers (USACE)* will:

(1) Ensure all construction contracts are compliant with federal, state and Army regulations and codes.

(2) Manage construction contracts for compliance with all contract and Fort Polk requirements as identified in this document. Withhold final payment from Contractors until all requirements are completed (e.g., Construction Permit Notice of Termination, ground cover is established on all disturbed areas, well close out requirements, placement of meters, installation and testing of backflow preventers, etc.)

q. *Installation NEPA Staff* will:

(1) Provide notification to the Chief, ENRMD of all proposed projects that may require a construction storm water permit or modification to the installation's industrial storm water permit.

(2) Provide the Chief, ENRMD with a monthly status report of all NEPA projects requiring water impact determinations via the NEPA Status Report.

## **Chapter 6**

### **Land Resources**

#### **Section I**

#### **Integrated Natural Resources Management**

**6-1. General.** Natural Resources Management is accomplished primarily through the Integrated Natural Resources Management Plan (INRMP), which guides implementation of the Natural Resources Program on Fort Polk. The program conserves Fort Polk land and natural resources and helps ensure compliance with environmental laws and regulations. The INRMP helps ensure the maintenance of quality training lands on Fort Polk to accomplish critical military missions on a sustained basis and to ensure that natural resources conservation measures and Army military mission activities are integrated and consistent with federal stewardship requirements. The

INRMP provides the basis and criteria for protecting and enhancing natural resources using landscape and ecosystem perspectives, consistent with the military mission. The INRMP applies to organizations internal and external to JRTC and Fort Polk that are involved with or interested in the management or use of Fort Polk natural resources and lands. This application includes active duty units, National Guard and Reserve components, directorates, private groups and individuals.

## **6-2. Responsibilities.**

### **a. *Garrison Commander* will:**

- (1) Provide for funding, staffing of natural resource management professional, and other resources required to effectively manage the natural resources on the installation.
- (2) Plan land utilization to avoid or minimize adverse effects on environmental quality and provide for sustained accomplishment of the mission.
- (3) Where applicable, enter into cooperative plans, in accordance with 16 USC 670a, with state and federal conservation agencies for the conservation and development of fish and wildlife, soil, outdoor recreation, and other resources.
- (4) Ensure that timely coordination of installation current and planned land uses is ongoing (between mission, natural resources, environmental, legal, and master planning).
- (5) Inspect and review mitigation measures that have been implemented or recommended for the protection of natural resources as prescribed in environmental documentation in accordance with AR 200-1.
- (6) Ensure all installation land users are aware of, and comply with, procedures and requirements necessary to accomplish objectives of the Integrated Natural Resources Management Plan, laws, and regulations, and other measures designed to comply with environmental quality objectives.
- (7) Appoint a Department of Defense (DOD) natural resources management professional as the Installation Natural Resources Coordinator.

### **b. *The Director of Public Works or Environmental Coordinator* will:**

- (1) Manage all phases of the Natural Resources Program on the installation with appropriate DOD natural resources professionals.
- (2) Develop programs to ensure the inventory, delineation, classification, and management of all applicable natural resources to include: wetlands, scenic areas, endangered and threatened species, sensitive and critical habitats, and other natural resource areas of special interest.
- (3) Provide for training of personnel.
- (4) Implement an Integrated Natural Resources Management Plan.
- (5) Review all environmental documents (that is, environmental impact assessments/statements and remedial action plans), and construction designs and proposals to ensure adequate protection of natural resources, and that technical guidance as presented in the Natural Resources Management Plan is adequately considered.
- (6) Coordinate with local, state, and federal governmental and civilian conservation agencies relative to the installation's Natural Resources Management Program.

### **c. *The Installation Natural Resources Coordinator* will:**

- (1) Ensure command is kept informed regarding natural resources issues which may impact accomplishment of the mission or result in violation of laws, policies, or this regulation.

(2) Ensure coordination of the natural resources program is accomplished with all installation land users, (that is legal, safety, planning, enforcement, public affairs, and military training units) as appropriate.

(3) Provide the Public Affairs Office with information regarding all natural resources management activities and issues.

(4) Serve as the point of contact for installation natural resources issues.

d. **DES** will actively enforce violations of regulations driven by INRMP programs and any applicable federal, state, Army, and Fort Polk regulations in coordination with DPW-ENRMD.

e. **MSCs, Unit Commanders, and Civilian Supervisors** will:

(1) Ensure that Environmental Compliance Officers are appointed and trained within the unit or activity to ensure compliance with all regulations pertaining to natural resources relevant to the installation.

(2) Ensure that all personnel receive the appropriate level of awareness training.

f. **MICC, DOC** will ensure that the requirements of this regulation are included in contract bid documents and that Contractors adhere to these requirements while performing work on the installation.

g. **Contractors** will comply with all applicable regulations and local directives pertaining to natural resources management regulations.

**6-3. Integrated Training Area Management (ITAM) Restoration.** The ITAM program is a core component of the Sustainable Range Program (SRP) in accordance with Army Regulation (AR) 350-19 and is responsible for maintaining training land to assist the Army meet its training requirements. To accomplish this Mission, ITAM relies on its four components and management by HQDA, ITAM Lead Agent, Army Execution and Supported Commands, and Installations.

a. The SRP is the Army's overall approach for improving the way in which it designs, manages, and uses its ranges to ensure long-term sustainability. SRP is defined by its core programs, the Range and Training Land Program (RTLTP) and ITAM Program, which focus on the doctrinal capability of the Army's ranges and training land.

b. The RTLTP planning process integrates mission support, environmental stewardship, and economic feasibility and defines procedures for determining range projects and training land requirements to support live-fire and maneuver training. This planning process occurs annually.

**6-4. Maneuver Damage Program.** The Maneuver Damage Program was established as an installation-wide (including all of Fort Polk's primary training lands and Forest Service Lands permitted to the Army) system for identification and correction of maneuver damages and for tracking of military compliance with range regulations for protection of training lands, endangered species, and sensitive environmental and cultural resources.

a. **Post Exercise Responsibilities.** Following all training exercises, personnel conduct inspections of training areas in accordance with JRTC and Fort Polk Regulation 350-10. The inspection process is conducted IAW the JRTC and Fort Polk Standard Operating Procedure for Maneuver Damage Inspection and Reporting; data is maintained within the *Maneuver Damage, Compliance And Tracking System*, (MaDCATS). This system is designed to track the status of maneuver damages and repairs, trends in the number of infractions of range regulations for environmental protection and compliance with Special Use Permit/Operating Plan (SUP/OP) for Fort Polk use of KNF lands. The Maneuver Damage (MD) Program identifies specific damages

resulting from military activity (e.g., rutting), determines the corrective actions necessary (e.g., reshape and seed), assigns the responsibility of the repair work to one of several repair entities, and verifies that the necessary repairs were made and effective.

b. **Natural Resources Protection.** Where damages to natural resources has occurred (e.g., ground disturbance, loss of ground cover), erosion control and reseeded efforts are conducted to ensure restoration efforts are completed appropriately; efforts are funded by the training unit responsible. In combination with ITAM, the MD Program serves to ensure future realistic training opportunities and prevent broad environmental impacts from military training activities (*1996 EA Guidelines*). In addition to the damage identification and repair responsibilities of the Maneuver Damage Program, Maneuver Damage inspectors also record any observed violations of training restrictions; including activities within RCW clusters or the entering into environmentally sensitive areas such as bogs, cultural resource sites, scenic, visual quality and esthetic values on Army and National Forest lands. Any violations recorded are reported to Fort Polk's DPW-ENRMD staff (*Special Use Permit and Plan of Operation for JRTC/FT POLK*).

**6-5. Environmentally-Sensitive Areas.** A marking system for environmentally-sensitive areas is in place to identify activities that are unauthorized in areas. The areas are marked with orange carsonite signs with reflective stickers indicating what activities (e.g., driving, digging, foot traffic) are prohibited.

## Section II

### Wildland Fire Management

**6-6. General.** Fort Polk's Natural Resources Management Branch (NRMB) has a well established Forest Management Program. The program is operated in accordance with the Forest Management Plan contained within the Integrated Natural Resources Management Plan (INRMP), Public Law 99-561 and AR 200-1. NRMB manages approximately 198,000 acres of forest land on Fort Polk and Peason Ridge.

a. **Commercial Timber Sales:** Forest management includes commercial timber sales, which are administered by the US Army Corps of Engineers, Fort Worth District. All timber sales are sold to the highest bidder at a public bid opening. In accordance with AR 200-1, revenue generated from forest product sales must be deposited into the Army Forestry Account administered by the Army Environmental Command. The Army Environmental Command redistributes funds to the installation by means of the Automatic Reimbursable Authority (ARA) for operating costs, forest projects, and limited salary funds. Revenues from forest product sales can only be used for management of forests and natural resources that support forest stewardship on land affected by conservation-reimbursable forestry programs. AR 200-1 and DOD financial management regulations prohibit revenues from timber sales to be retained, utilized, or redistributed within Fort Polk. In accordance with Public Law 99-561 and as stated in the DOD Financial Management Regulation Vol.11A, Chapter 16; 40 percent of installation net proceeds from Fort Polk timber sales must be returned to the State of Louisiana for redistribution to local parish school boards and police juries. These parishes include Vernon, Sabine, and Natchitoches. A flow chart describing the commercial timber sale revenue distribution process is provided in Appendix O.

b. **Fire Management:** Forest management also includes fire management. Forest fires (prescribed and wildfires) are a natural component of the local fire climax ecosystem of Fort

Polk. The predominance of longleaf pine and thriving red-cockaded woodpecker populations on the installation are evidence of the important role of this component. The majority of wildfires at Fort Polk can be attributed to military training activities. Occasionally, lightning, arson, or accidental ignition start wildfires, but are not significant factors. Fort Polk's NRMB is responsible for suppression of wildfires on the installation. The NRMB attempts to suppress all wildfires, with the exception of wildfires occurring in impact areas. Wildfires occurring in impact areas are allowed to burn due to the presence of unexploded ordnance. This would pose an extreme safety hazard to fire suppression personnel. A firebreak system is maintained around impact areas to prevent the spread of wildfires that originate in impact areas.

#### **6-7. Responsibilities.**

Fort Polk training lands are owned by the US Army and the US Forest Service (USFS). The NRMB is responsible for all wildfires on Army-owned lands (Polk and Peason Ridge) and the Intensive Use Area (IUA), owned by the USFS. The Army also conducts training on the Limited Use Area (LUA) and the Special Use Area (SLUA). The LUA and SLUA are also owned by the USFS. Limited training is done on both areas. The NRMB is responsible only for wildfires caused by military training on the LUA and SLUA.

#### **6-8. Wildfire Control.**

##### **a. Range Firefighting by Home Station Military Units:**

(1) The Officers in Charge (OICs) of ranges, training areas, and firing points will adjust non-rotational activities as directed by Range Control to include suspension of training to accommodate announced forest fire conditions.

(2) The range OIC will notify Range Control immediately upon the start of a fire. The report will include the grid coordinates of the fire, size, and direction of travel, if applicable. If the fire is downrange, the OIC must request permission to go downrange to fight the fire. The OIC will not allow personnel to proceed downrange until permission is obtained from Range Control. If the fire is in a dedicated impact area, such as Redleg, the fire will be observed and reported only. Under no circumstance will personnel attempt to enter dud-contaminated areas to fight fires.

(3) Each occupied range will have a firefighting detail, furnished by the using unit, equipped with fire beaters, shovels, and rakes drawn from the Range Warehouse. Firefighting equipment will be located in a readily accessible area. The firefighting detail, under the control of a unit leader, will be responsible for extinguishing any fire started by the unit.

(4) If the unit cannot contain the fire, the OIC will request assistance from Range Control.

(5) Adherence to the forest firefighting techniques is recommended to minimize hazards and potentially dangerous situations as follows:

(a) First determine which direction the fire is moving.

(b) Determine if there are any natural or man-made fire breaks in the path of the fire (e.g., roads, bodies of water, existing fire lanes).

(c) Crews will start to contain the fire from the flanks working toward the head using existing firebreaks where possible.

(d) When cutting fire lines avoid high brush and low reproduction areas that tend to burn very hot.

(e) Use fire beaters to combat the fire. When the fire is too hot to work close enough to beat the flames, the crew may contain the fire by cutting fire lines using shovels and cutting tools or by using water packs, if available.

(f) Retrace lines of containment to ensure hot areas have not started to burn again.

**b. Range Firefighting by Rotational Support.** All rotational units must conduct pre-deployment environmental training to ensure compliance with environmental regulations. The program of instruction must include videotape, leader's guide, and Soldier's card for environmental compliance. The prevention and control of fires remains a high priority during JRTC rotations. Observer Coach Trainers (OCTs) are trained in fire and environmental procedures and are responsible for ensuring rotational units operate IAW the following instructions:

(1) During Live Fire Exercises (LFX). LFX areas, at both Peason Ridge and on the main installation, are surrounded by roads, trails, wetlands and/or firebreaks that will contain fires within the LFX areas. Fires ignited during LFX will be allowed to burn, unless directed otherwise by the Installation Forester, LFX OIC, COG, or the DPTM. Safety of personnel, equipment, and natural resources will be the overriding considerations. Category day guidelines for smoke management will also be considered to ascertain the impacts on smoke sensitive areas (e.g., airports, highways, and communities). The Installation Forester will have the final authority in allowing a fire to burn.

(2) Range Maintenance, Operations Group, Contractor (fire marker) personnel will be equipped with pioneer tools to take immediate action against fires that threaten structures or and/or targetry.

(3) OCTs will enforce compliance with firing restrictions necessitated by high forest fire conditions (e.g., red, black) as directed by the Installation Forester.

(4) All fires, regardless of action to be taken, will be reported immediately to Range Control.

(5) Depending upon the availability of forestry personnel, Forestry will pre-position equipment and/or personnel during LFXs with high fire risk scenarios.

**c. Range Firefighting During Force-On-Force (FOF) Training.**

(1) Units will extinguish fires that they cause. However, if the on-site OCT determines that the fire cannot be safely extinguished by the unit, it will be immediately reported to the Exercise Maneuver Control Center (EMCC). The EMCC will notify the Ops Grp P/EMC Engineer Operations Specialist and request firefighting assistance from Range Control. EMCC and/or Ops Grp P/EMC Engineer Operations Specialist will provide the most expeditious routing to the fire.

(2) The highest potential for ignition of fires is associated with the use of pyrotechnics employed by fire marker personnel. Fire marker personnel will discharge pyrotechnics in cleared areas such as roads and firebreaks only. Fire markers will be equipped with pioneer tools and a water tank with sprayer. Fire markers have the initial responsibility to extinguish fires caused by their employment of pyrotechnics. If the fire cannot be extinguished, the fire marker will report the fire location (six-digit grid coordinates) to the EMCC. The EMCC will forward the report to Ops Grp P/EMC Engineer Operations Specialist and Range Control.

(3) OCTs will enforce compliance with firing restrictions necessitated by high forest fire conditions (e.g., red, black) as directed by the Installation Forester.

(4) Units will not use bulldozers or any type of earth-moving equipment to combat a fire, unless there is a risk to life or damage to equipment.

(5) Depending upon the availability of forestry personnel, forestry will pre-position equipment and/or personnel during periods of high fire danger at critical locations to provide for immediate response within the maneuver box.

### Section III Wildfire Control

**6-9. Range Fires.** Range fires may occur throughout the year, although October through April is usually considered the critical fire hazard period. The Installation Forester is responsible for determining the daily forest fire condition and forwarding this information to Range Control. During JRTC rotations the Installation Forester will also notify the Ops Grp P/EMC Engineer Operations Specialist, who will pass the forest fire condition to the COG. Forest fire conditions and their impact on training are the following:

- a. **Green.** No impact on training.
- b. **Yellow.** Conditions are favorable for the rapid ignition and spread of forest fire. The use of explosives, incendiaries, tracers, and pyrotechnics may need to be suspended in high-risk areas.
- c. **Red.** Use of tracers, incendiaries, explosives, and pyrotechnics must be suspended. Normally, Redleg Impact Area and Peason 6 are exempt from this condition.
- d. **Black.** Catastrophic fires are possible due to unusual weather conditions. Use of any potential ignition source (e.g., pyrotechnics, simulators, blanks, live firing of any kind, is prohibited).

### Section IV Threatened and Endangered Species.

**6-10. General.** This section is designed to provide a brief overview of species information for the federally endangered Red-cockaded Woodpecker (RCW) and candidate endangered Louisiana Pine Snake. In addition, this section summarizes measures that will ensure installation compliance with the Endangered Species Act of 1973, as amended, as well as other guidelines, regulations, and laws that govern the protection of RCW populations and associated habitat. These measures apply to all military and civilian activities, projects, or missions potentially impacting RCW individuals, populations, and protected habitat occurring on the installation.

#### **6-11. Responsibilities.**

- a. **Garrison Commander** will:
  - (1) Provide for funding and staffing of endangered species management professionals and other resources required to effectively manage endangered species on the installation.
  - (2) Provide planning for land utilization to avoid or minimize adverse effects on endangered species and provide for sustained accomplishment of the mission.
- b. **DPW** will provide oversight and resources for execution of the Endangered and Candidate Species Management Program through the DPW-ENRMD to ensure Installation compliance with the Endangered Species Act.
- c. **DPW-ENRMD** will:



(1) Develop and implement the Endangered Species Management Component (ESMC) of the Integrated Natural Resources Management Plan (INRMP) in accordance with federal, state, and Army guidelines.

(2) Work to preserve the ability to maintain training readiness, while meeting conservation requirements and goals of the ESMC, INRMP, Army Management Guidelines for the Red-cockaded Woodpecker, and Red-Cockaded Woodpecker Recovery Plan in consultation with the United States Fish and Wildlife Service (USFWS).

(3) Develop and implement an awareness and education program for Soldiers and other installation staff that at a minimum includes:

(a) Identification of federally listed or candidate species and markings that identify restricted areas.

(b) The pertinent requirements of the Endangered Species Act and applicable federal, state, Army, and Fort Polk regulations.

(c) The importance of protecting listed species and biodiversity.

(d) The Army policy that mission accomplishment must be consistent with the conservation of listed species and critical habitats.

(4) Ensure coordination with installation training entities on matters pertaining to endangered and candidate species management.

(5) Develop an endangered and candidate species enforcement operating plan in coordination with the Directorate of Emergency Services.

d. **DES** will actively enforce violations of the Endangered Species Act and any applicable federal, state, Army, and Fort Polk regulations in coordination with DPW-ENRMD.

e. **MSCs, Unit Commanders, and Civilian Supervisors** will:

(1) Ensure that Environmental Compliance Officers are appointed and trained within the unit or activity to ensure compliance with all regulations pertaining to endangered and candidate species relevant to the installation.

(2) Ensure that all personnel receive the appropriate level of awareness training.

f. **MICC, DOC** will ensure that the requirements of this regulation are included in contract bid documents and that Contractors adhere to these requirements while performing work on the installation.

g. **Contractors** will comply with all applicable regulations and local directives pertaining to endangered and candidate species.

## **6-12. Red-Cockaded Woodpecker (RCW) Management.**

a. **RCW Species Information.** The RCW, a non-migratory, cooperatively breeding species, inhabits the fire-maintained, older-growth pine forests of the southeastern United States. RCWs live in social family groups and defend territories known as clusters. A cluster is the collection of cavity trees used by resident RCW family groups for roosting and nesting.

b. **RCW Population Management.** Population management objectives are geared toward increasing RCW numbers and expanding populations. The relative unavailability of suitable habitat and cavities is likely the primary factor inhibiting RCW expansion into unoccupied areas of the installation. Protection and regeneration of pine habitat, the installation of artificial cavities, the establishment of recruitment clusters in previously vacant areas, and the introduction of RCWs into recruitment clusters are the primary techniques employed to meet installation management goals.

**6-13. RCW Habitat Awareness Training.** Fort Polk's Environmental Compliance Training Center (ECTC) offers two primary courses: Environmental Compliance Officer (ECO) certification and training for JRTC Observer Coach Trainer. These courses emphasize individual and unit responsibilities and liability under federal law, the importance of protecting the RCW, and balancing the accomplishment of the installation's mission with conservation of the RCW and its habitat. In addition, the ECTC provides the locations of known RCW clusters to assist in the planning and executing of training activities and distributes RCW material to individuals and unit operations planners. The material includes information on identifying RCWs, recognizing markers used to identify RCW clusters and buffer zones on the installation, and understanding which activities are prohibited because of potential injury to RCWs and their habitat.

**6-14. Training Restrictions.** Certain restrictions are imposed in the vicinity of RCW cavity trees. These restrictions pertain to Army training and civilian activities occurring within all active or inactive RCW clusters and their designated buffer zones. These types of clusters can be recognized by their marking system, which allows for night and day-time visibility. Cavity trees will be marked with two white bands, approximately four to six inches wide and one foot apart. A 200-foot buffer zone will be designated around each RCW cavity tree. Trees that delineate the boundary of the buffer zone are marked with reflective material and yellow warning signs. The following table provides information on prohibited and allowable training activities: YES means that activity may be conducted within 200 feet of a marked cavity tree. NO means that activity MAY NOT be conducted within 200 feet of a marked cavity tree.

#### MANEUVER AND BIVOUAC

HASTY DEFENSE, LIGHT INFANTRY, HAND DIGGING ONLY (2 HOURS MAXIMUM)	YES
HASTY DEFENSE, MECHANIZED INFANTRY/ARMOR	NO
DELIBERATE DEFENSE, LIGHT INFANTRY	NO
DELIBERATE DEFENSE, MECHANIZED INFANTRY/ARMOR	NO
ESTABLISH COMMAND POST, LIGHT INFANTRY	NO
ESTABLISH COMMAND POST, MECHANIZED INFANTRY/ARMOR	NO
ASSEMBLY AREA OPERATIONS, LIGHT INFANTRY/MECH INFANTRY/ARMOR	NO
ESTABLISH CSICSS SITES	NO
ESTABLISH SIGNAL SITES	NO
FOOT TRANSIT THRU THE COLONY	YES
WHEELED VEHICLE TRANSIT THRU THE COLONY (1)	YES
ARMORED VEHICLE TRANSIT THRU THE COLONY (1)	YES
CUTTING NATURAL CAMOUFLAGE, HARD WOOD ONLY	YES
ESTABLISH CAMOUFLAGE NETTING	NO
VEHICLE MAINTENANCE FOR NO MORE THAN 2 HOURS	YES

#### WEAPONS FIRING

7.62mm AND BELOW BLANK FIRING	YES
.50 CAL BLANK FIRING	YES
ARTILLERY FIRING POINT/POSITION	NO
MLRS FIRING POSITION	NO
ALL OTHERS	NO

#### NOISE

GENERATORS	NO
ARTILLERY/HAND GRENADE SIMULATORS	YES
HOFFMAN TYPE DEVICES	YES

#### PYROTECHNICS/SMOKE

CS/RIOT AGENTS	NO
SMOKE, HAZE OPERATIONS ONLY, GENERATORS OR POTS (2)	YES
SMOKE GRENADES	YES

INCENDIARY DEVICES TO INCLUDE TRIP FLARES	YES
STAR CLUSTERS/PARACHUTE FLARES	YES
HC SMOKE OF ANY TYPE	NO

**DIGGING**

TANK DITCHES	NO
HASTY INDIVIDUAL FIGHTING POSITIONS, HAND DIGGING ONLY, FILLED AFTER USE	YES
DELIBERATE INDIVIDUAL FIGHTING POSITIONS	NO
CREW-SERVED WEAPONS FIGHTING POSITIONS	NO
VEHICLE FIGHTING POSITIONS	NO
OTHER SURVIVABILITY/FORCE PROTECTION POSITIONS	NO
VEHICLE SURVIVABILITY POSITIONS	NO

**NOTES:**

1. Vehicles will not get any closer than 50 feet of a marked cavity tree unless on existing roads, trails or firebreaks.
2. Smoke generators and smoke pots will not be set up within 200 feet of a marked cavity tree, but the smoke may drift through the 200 foot circle around a cavity tree.

**6-15. Habitat Violations.** OCTs and ECOs are trained to recognize and report endangered species violations. Individuals in violation of restrictions are subject to action under the Uniform Code of Military Justice. Violations will be reported to the DES, Game Enforcement Branch (GEB). The GEB investigation report of the violation is turned over to the Military Police Investigations Branch for final dispensation. Violations of the Endangered Species Act by civilians or off-duty military personnel will be processed through Federal Magistrate Court. DPW-ENRMD maintains a record of all violations reported. All incidents involving take of RCWs will be reported within 48 hours of discovery to the DPW-ENRMD and the United States Fish and Wildlife Service.

**6-16. Louisiana Pine Snake (LPS).** The Louisiana Pine Snake is a candidate endangered species found on the Fort Polk and Peason Ridge training lands. This section summarizes measures that will ensure installation compliance with the Candidate Conservation Agreement, as well as other guidelines, regulations, and laws that govern the protection of LPS populations and associated habitat. These measures apply to all military and civilian activities, projects, or missions potentially impacting Louisiana Pine Snake populations.

a. General Harassment. Civilian, Contractors, active duty, reserve, National Guard units and family members are prohibited from purposefully capturing, killing, detaining or any other form of harassing the Louisiana Pine Snake on Fort Polk military installation.

b. LPS Information. The Louisiana Pine Snake is a candidate for the endangered species list that could potentially be federally listed as an endangered species. It is currently considered to be a species at risk by the DOD and is protected under Fort Polk regulations governing non-game wildlife. It is a large, non-poisonous snake that occurs primarily in longleaf pine uplands. It is a rare and secretive species that spends the majority of its time underground in Pocket Gopher burrows. The primary threat to LPS is through habitat loss, forest fire suppression, vehicle mortality, and other human activities.

c. LPS Population Management. Population management activities for the Louisiana Pine Snake consist primarily of appropriate habitat management and population monitoring and protection. Prescribed burning and forest management selection for longleaf pine is used to reestablish and maintain high quality habitat. Population surveys are conducted through the use of trapping arrays placed in key areas to obtain vital occurrence data.

d. Awareness Training Program. Fort Polk's ECTC offers two primary courses: ECO certification and OCT training. These courses emphasize field identification, individual and unit responsibilities, liability, and the importance of protecting the Louisiana Pine Snake.

e. Training Restrictions. Units may encounter trapping arrays placed on the landscape to assess the Louisiana Pine Snake population. Foot traffic is not prohibited adjacent to these arrays, but Soldiers and civilians are prohibited from harming, harassing, or otherwise disturbing trapped specimens, and are additionally prohibited from moving, modifying, or otherwise disturbing the trap arrays themselves. Vehicle movement is restricted adjacent to arrays due to the potential to run over or otherwise cause irreparable damage. Vehicle operators are instructed to avoid these arrays when encountered. Vehicular damage to these trapping arrays may be charged to the unit for repair and replacement. Vehicle operators should avoid any snake observed to be in a roadway to prevent vehicular mortalities. Individual snakes should be avoided by ground personnel, and information on any encounter should be forwarded to the Environmental Division.

## **Chapter 7**

### **National Environmental Policy Act (NEPA)**

#### **7-1. General.**

a. The National Environmental Policy Act (NEPA) requires the Army to consider the environmental effects of all proposed federal actions affecting human health and the environment and to analyze a proposed action's potential to significantly impact natural resources (including but not limited to air, water, soil, flora and fauna or other issues of consideration) or the human environment. Any proposed federal action on or off the installation should be coordinated with the NEPA staff within the DPW-ENRMD Conservation Branch to ensure compliance with the Act. This includes maintenance activities that are directly or indirectly in support of the installation. The NEPA staff will assist installation proponents of proposed actions in complying with NEPA.

b. A proponent is defined to be a person or organization having a need or requirement to perform a task, function, or project. To assist with NEPA compliance, the proponent must provide adequate information about the proposed action (the title of the action, a complete description, purpose and need, estimated start date, maps, and scope of work). This information is vital in order to adequately analyze the proposed action. Additionally, this information is necessary for processing appropriate environmental documents prior to starting the proposed action(s). The proponent provides this information directly to the NEPA staff representative.

c. The point of contact for proponents to send information regarding their proposed action is the NEPA Program Manager. If it is determined that the proposed action requires analysis under NEPA, no part of the action may occur prior to the completion of NEPA documentation. A monthly NEPA Status Report is provided to all proponents. Each action under NEPA analysis is included in the report as well as any request for environmental compliance. It is the proponent's responsibility to review and update his/her project(s) in the NEPA Status Report.

d. Early coordination with the NEPA Program Manager will prevent delays in starting the action. This will help the proponent identify additional requirements such as air quality permits, cultural resources, wetlands, endangered species, timber harvest, or other environmental concerns including coordination and approval from regulatory agencies at federal, state, and

local levels. Finally, coordination with the NEPA Program may prevent significant penalties and fines that can be levied against the installation for violation of certain federal and state laws.

## 7-2. Responsibilities

Many directorates and individuals at Fort Polk share responsibility for NEPA analysis.

a. ***Installation Commander (IC)*** will:

- (1) Establish an installation NEPA program.
- (2) Evaluate the performance of the program through the EQCC (see Chapter 2 of this regulation).
- (3) Designate a NEPA point of contact and establish a process that ensures coordination with the MACOM, IMCOM, and other installation staff elements to incorporate NEPA requirements early in the planning of projects and activities. This coordination includes master planning, DPTMS, Operations Group and other units, environmental compliance, pollution prevention, and natural and cultural resources management.
- (4) Ensure funding for environmental analysis is prioritized and planned or otherwise arranged by the proponent.
- (5) Ensure consistency of the NEPA analysis (including public involvement).
- (6) Approve NEPA analysis for actions under their purview, must ensure the proponent initiates NEPA analysis, assist with the review of NEPA analysis, and provide information through the chain of command on proposed actions of national interest to higher headquarter prior to the initiation of NEPA documentation.
- (7) Ensure NEPA awareness and/or training is provided for professional staff, installation-level proponents and document reviewers (e.g., Master Planning, Range Control).
- (8) Solicit support from MACOMs, IMCOM, or other groups as appropriate in preparing site-specific environmental analysis.
- (9) Ensure local citizens are aware of and, when appropriate, involved in NEPA analysis.
- (10) Ensure that the environmental impact analysis is used to determine the environmentally preferred alternative(s) from an environmental perspective and that these determinations are part of the installation process.

b. ***Environmental Officer*** will:

- (1) Be under the authority of the IC and represent the installation, MACOM, IMCOM, or activity commander on NEPA matters.
- (2) Report to the DPW and serve as the Chief, ENRMD.
- (3) Advise proponents on NEPA analysis and documentation levels and the adequacy and support for the proposed action, including mitigation monitoring.
- (4) Assist proponents in identifying issues, impacts, and possible alternatives.
- (5) Develop and publish local guidance and procedures for NEPA proponents and to identify additional environmental information needed to support informed Army decision-making.
- (6) Coordinate with other agencies and community representatives.

c. ***Proponents***. Although the NEPA staff assists proponents with meeting their obligations outlined in 32 CFR Part 651, being the “customer” for NEPA analysis does not relieve the proponent from responsibilities. The proponent will:

- (1) Identify the proposed action, the purpose and need, and reasonable alternatives for accomplishing the action.

(2) Coordinate with DPW Business Integration Operations Division (BOID) to submit 4283 for construction, renovation, and maintenance projects.

(3) Fund the NEPA analysis and work with the NEPA staff to prepare the analysis and documentation for the proposed action. This includes providing additional expertise outside the chain of command when additional expertise is needed for preparation, review, or other support for the development and approval of NEPA analysis and documentation.

(4) Ensure incorporation of public and agency input into the decision-making process and accuracy and adequacy of NEPA analyses. This analysis will comply with federal law and Army policy.

(5) Provide adequate information to facilitate planning and informed decision-making (at all levels) as to potential environmental impacts of the proposed action. This requires coordination and resolution of important issues during the environmental analysis process. When mitigation actions are required, the proponent will provide adequate funding and will be responsible for implementation of mitigation and effectiveness monitoring to ensure that mitigation measures are successful. The proponent is also responsible for follow-up NEPA documentation if mitigations were inadequate.

(6) Prepare Records of Environmental Consideration (RECs) for proposed projects and submit them to DPW for processing.

d. **NEPA Staff.** The NEPA staff is located in the Conservation Branch of DPW-ENRMD. The NEPA staff will provide copies of all EAs, EISs, RECs, Records of Decisions (RODs) and FNSIs to the proponent and other appropriate recipients. The NEPA staff will:

(1) Maintain the administrative records for the environmental analysis performed on behalf of the proponent.

(2) Work with the proponent to identify and coordinate with public agencies (which may include the State Historic Preservation Officer; Tribal Historic Preservation Officer; United States Fish and Wildlife Service; regional offices of EPA; state environmental, natural resources, and fish and wildlife offices; USACE offices, including Clean Water Section 404 Offices; for permitting and wetland protection, local agencies and/or governing bodies, environmental interest groups, minority, low-income and disabled populations, tribal governments, existing advisory groups, as well as local and/or regional ecosystem management initiatives).

(3) Be familiar with and ready to explain to the proponent any relevant Army policies including AR 200-1.

### **7-3. Documentation.**

a. General. NEPA requires that all federal actions with the potential to affect the natural and human environment be analyzed in order to provide information on environmental impacts to decision makers and the public so that an informed decision can be made. The NEPA process is intended to help Army officials make decisions that are based on sufficient analysis of the environmental consequences of proposed actions. The level of analysis and documentation required under NEPA varies depending upon the nature of the action and the magnitude and severity of potential effects. There are four levels, or categories, of NEPA analysis: Categorical Exclusion (CX), Record of Environmental Consideration (REC), Environmental Assessment (EA) and Environmental Impact Statement (EIS). These categories require increased documentation, increased time for analysis and preparation, and increased public involvement as the level of effects of the proposed action increase. The chart below illustrates the amount of public involvement, time and cost for various levels of NEPA documentation.

b. The four levels of NEPA documentation are:

(1) Categorical Exclusions (also known as CXs or CatExs).

(a) CXs are categories of actions with no individual or cumulative effect on the human or natural environment and do not require an EA or EIS. Common activities such as repair and maintenance, certain types of construction, and administrative actions are considered CXs.

(b) Screening criteria for CX status are detailed in 32 CFR Part 651, which can be electronically provided by the NEPA staff.

(2) Records of Environmental Consideration (RECs).

(a) A REC is the lowest level of documentation for a proposed action and requires little environmental analysis. If the proposed action is exempt by law, meets the emergency exclusion criteria, meets the screening criteria for CX, or can be tiered to an EA or EIS, it may qualify for a REC.

(b) In addition to meeting requirements under NEPA, DPW and DPW-ENRMD utilize a REC as a management and tracking tool to address compliance with all applicable regulations, local directives, and procedures for management of asbestos, lead, hazardous materials handling, protection of cultural resources, timber removal or thinning, protection of sensitive plants or endangered species, air emissions, water quality, wetlands, land use, or other related concerns.

(c) The proponent provides information about the proposed action to include the project title, complete description of the proposed action, purpose and need, estimated start date, maps and diagrams, scope of work, and a completed REC form. The NEPA staff initiates coordination with environmental subject matter experts and ensures that any potential impact of the proposed action(s) is analyzed. This process ensures and documents that the level of analysis is sufficient to make the decision to proceed with the proposed action or determines that additional analysis is necessary.

(3) Environmental Assessments (EAs).

(a) Any proposed action that does not meet the screening criteria or is listed as an action normally requiring an EA in 32 CFR Part 651 must be analyzed more thoroughly. An EA determines whether possible impacts may be significant and provides more detailed analysis of potential impacts. EA protocol includes a formal public scoping process and specified timelines for public review of the documentation. Public comments must be incorporated into the document and considered during analysis. The document concludes with either a Notice Of Intent (NOI) to prepare an EIS or a Finding of No Significant Impact (FNSI).

(b) The format and requirements for an EA are addressed in 32 CFR Part 651. The proponent will work with the NEPA staff to provide, at a minimum, a description of the proposed action and alternatives, purpose and need, estimated start date, maps, and a detailed scope of work. The proponent will also be required to provide additional information regarding specific activities, equipment use, length of the action, and other information as well as to assist in the development of the document. This will be accomplished, in part, through the proponent's participation in an inter-disciplinary team of experts and NEPA Executive Steering Committee.

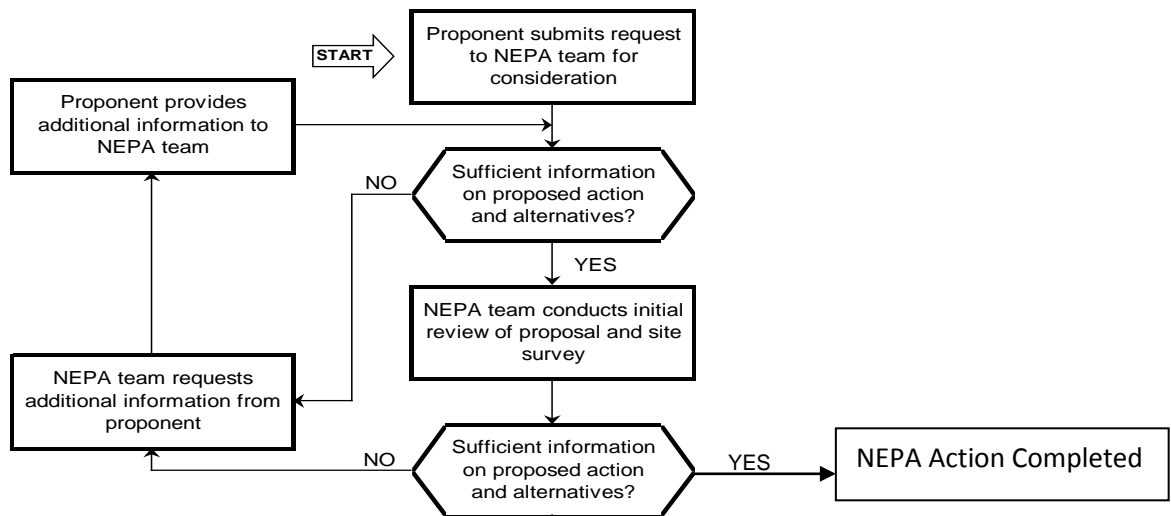
(4) Environmental Impact Statements (EISs).

(a) An EIS is required when a proposed action may/will result in significant impacts to the human or natural environment, is considered highly controversial from an environmental point of view (i.e., when there is controversy regarding the magnitude or severity of potential environmental effects), or when an EA cannot conclude with a FNSI.

(b) The EIS process requires more detailed interaction with the public, including a formal scoping process and specified timelines for public review of the documentation. Public comments must be incorporated into the document and considered during analysis.

(c) An EIS requires additional information from the proponent and a significant period of time (typically 24 months or longer) to develop a description of the proposed action and alternatives, analyze effects, provide for public involvement, obtain approval from Headquarters, Department of the Army (HQDA), Major Command (MACOM), and/or Installation Management Command (IMCOM), and complete the documentation.

(5) Administrative Record. The administrative record is part of the documentation required for the analysis involved in an EA or EIS and sometimes for a REC (CX). The Administrative Record clearly documents how decisions were made as well as the scientific data upon which decisions were based. This includes scientific studies, correspondence, and public meeting records.



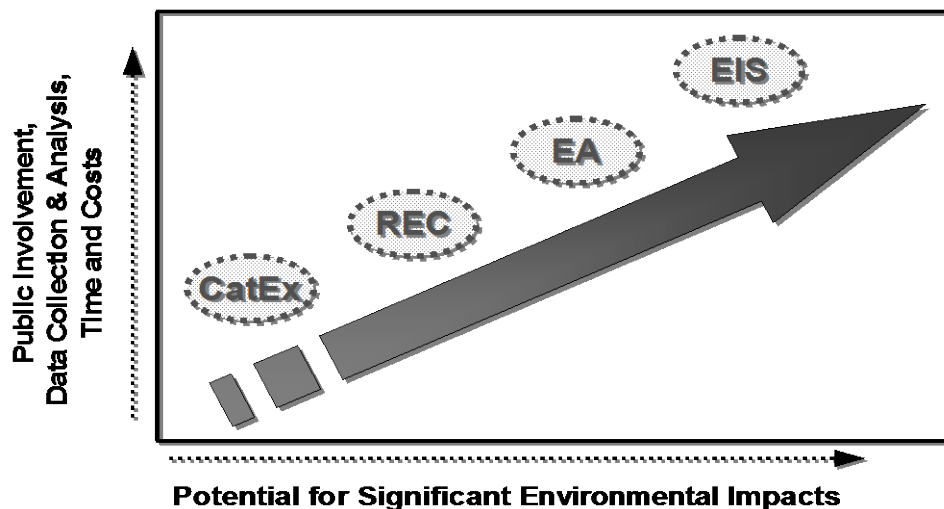


#### 7-4. Recordkeeping.

a. General. NEPA documents the analysis of impacts to the natural and human environment. Analysis, documentation, and record retention time increase in direct correlation to the level of significance of the potential impacts. Some specifics of recordkeeping are outlined below.

(1) *CX and Record of Environmental Consideration (REC)*. A REC is a signed document with project information that briefly documents that the action has received environmental review. A REC may document usage of a CX and often does. The REC is completed and signed by the proponent. The REC briefly describes the proposed action and timeframe, identifies the proponent and approving official(s), and clearly shows how an action qualifies for a CX or is already assessed in an existing EA or EIS (referred to as “tiering”). Forms provided by the NEPA staff indicate screening criteria for a CX. The form documents coordination, project description, and depth of environmental consideration. The REC can be tiered to higher level NEPA documents, Environmental Condition of Property (ECP), and/or reference other supporting documents. If the environmental concerns of the proposed project can be adequately

### Levels of NEPA Documentation



addressed within the scope of a REC, the Environmental Officer or designee signs the document; a copy is provided to the proponent. The NEPA staff retains the original and supportive documentation, which may include field surveys, maps, studies or other material. Files are maintained for a minimum of 3 years.

(2) *Environmental Assessment (EA)*. An EA is intended to assist planning and decision making. It discusses environmental impacts, documents the analyses on which decisions are based, outlines alternatives considered and rejected, including the preferred action, provides public and agency participation, and identifies mitigation measures and monitoring requirements, where appropriate.

(a) According to 32 CFR Part 651, an EA should be shorter than an EIS and include:

- Signature page (Review and Approval).
- Purpose and need for action.
- Description of the proposed action.

- Alternatives considered (including a “No Action” alternative).
- Description of the affected environment.
- Description of foreseeable environmental consequences of the proposed action and alternatives.
- Conclusion regarding the impacts.
- List of preparers and the agencies and persons consulted.
- References.

(b) An EA provides the proponent, the public, and the decision maker with sufficient evidence and analysis for determining whether environmental impacts of a proposed action are potentially significant.

(c) An EA yields one of two decision documents: a Finding No Significant Impact (FNSI) or an Notice of Intent (NOI). Both are discussed in more detail below.

(d) Preparation of an EA includes maintaining an Administrative Record, which has specific content and retention requirements under 32 CFR Part 651.

- EA: The NEPA staff retains original copies of EAs with copies provided to the proponent, coordinating agencies, and other interest parties.

- FNSI: The FNSI is a decision document that briefly states why an action will not significantly affect the environment. When a FNSI is the result of an EA, an EIS will not be prepared. The document summarizes the EA and any related NEPA documentation. When attached to the EA, no summary is required. A draft FNSI is made available to the public for review and comment for a minimum of 30 days prior to the final decision. The public notification of the Draft FNSI is referred to as the Notice of Availability (NOA) and is detailed below. Following the comment period and a review of public comments, a decision package is prepared that includes a final FNSI (with revisions if necessary based on public comments) with recommendations for the decision maker. The original draft and final FNSI are filed with the original EA.

- Notice of Availability (NOA). The NOA is published by the Army to inform the public and others that a NEPA document is available for review. The NOA explains where to locate the document for review (usually at local libraries, on the JRTC website, or through the Public Information Office). For an EA, it is published in area newspapers; for an EIS it is published locally and in the Federal Register.

- Notice of Decision (NOD). A Notice of Decision is published in the same papers as the NOA stating that a decision has been made to: abandon the proposed action; proceed with the action as proposed; proceed with an alternative action; or, develop an EIS. If an EIS is required, the NOD may be replaced by the NOI (see below), which will also be published in the Federal Register.

- NOI. A Notice of Intent is a public notice that an EIS will be prepared. The NOI will briefly:

- Describe the proposed and alternative actions.
- Describe the proposed scoping process including when and where any public meetings will be held.

- State the name and address of the point of contact who can answer questions on the proposed action and the EIS.

- The original NOI will be filed with the original EA and kept with the EIS Administrative Record.

(3) *Environmental Impact Statement (EIS)*. An EIS is a detailed written statement required by NEPA for major federal actions significantly affecting the quality of the natural and human environment. An EIS is intended to assist planning and decision making. It discusses environmental impacts, documents the analyses on which decisions are based, outlines alternatives considered and rejected, including the preferred action, provides public and agency participation, and identifies mitigation measures and monitoring requirements, where appropriate.

(a) 32 CFR Part 651 outlines the following content requirements for the EIS:

- Cover sheet.
- Summary.
- Table of Contents.
- Purpose of and need for action.
- Description of proposed action and alternatives considered, including the no action alternative, sometimes referred to collectively as the Description of the Proposed Action and Alternatives (DOPAA).

- Affected environment (baseline conditions) that may be impacted.
- Environmental and socioeconomic consequences.
- List of preparers.
- Distribution list.
- Index.
- Appendices
- The typical EIS also contains a list of references although this is not required in 32 CFR Part 651.

(b) Record keeping requirements do not differ significantly from EA recordkeeping requirements. The NOI must be considered part of the EIS if no EA is prepared. Other records generated by the EIS include an NOA, a ROD, and an Administrative Record. Additionally, information and draft copies are provided to the USEPA who publishes information regarding active NEPA actions in a Notice of Weekly Receipts (NWR) of EIS. Other records that must be kept include:

(4) *Notice of Decision (NOD)*. If a development of an EIS is required a NOD is published in the same papers as the NOA stating that a decision has been made to develop an EIS. If an EIS is required, the NOD may be replaced by the NOI (see below), which will also be published in the Federal Register.

(5) *Notice of Intent (NOI)*. A Notice of Intent is a public notice that an EIS will be prepared. The NOI will briefly:

- (a) Describe the proposed and alternative actions.
- (b) Describe the proposed scoping process including when and where any public meetings will be held.

- (c) State the name and address of the point of contact who can answer questions on the proposed action and the EIS.

- (d) The original NOI will be filed with the original EA and kept with the EIS Administrative Record.

(6) *Record of Decision (ROD)*. This public document summarizes the findings of an EIS and is the basis for the decision

**7-5. Mitigation and Monitoring.**

a. General. Throughout the environmental analysis process, mitigation measures should be considered as a means to prevent, avoid, or minimize the effects the proposed action may have on the human environment. Mitigations included in a FNSI or ROD are binding and must be funded. The proponent has the responsibility to ensure that mitigations are implemented and funded.

b. Mitigation measures include avoiding the impact altogether by eliminating the action or parts of the action. Examples of such avoidance include:

(1) Relocating a roadway to avoid construction in a wetland or potential wetland or changing from a hazardous material to a non-toxic material to avoid potential hazardous waste problems.

(2) Minimizing impacts by limiting the degree or magnitude of the action and its implementation. An example of this would include limiting live-fire actions to daytime to avoid or decrease noise impacts or decreasing the acreage of a project to decrease impact to natural resources (plants, wildlife).

(3) Repair, rehabilitate, or restore the adverse effect on the environment. An action such as reseeding areas where vegetation was destroyed with troop movements is one such method.

(4) Reduce or eliminate the impact over time by preserving and maintaining operations during the life of the action. This could include maintaining erosion control structures or using air pollution control devices on potential air polluters.

(5) Compensate for the impact by replacing or providing substitute resources or environment. For example, wetlands are often purchased or created elsewhere to offset wetlands destruction caused by construction.

c. Mitigation methods should be coordinated through the NEPA staff. Identification and evaluation of mitigations involves the use of subject matter experts familiar with the predicted environmental impacts. Appendix C to CFR Part 651 provides a list of agencies and individuals who may be contacted for assistance. Additionally, a baseline study may be required before monitoring begins.

**7-6. Adherence to the Description of the Proposed Action.** The validity of any NEPA documentation requires adherence to the proposed action as described. Changes sometimes occur when conditions for the project change. For example, project activities may require additional acreage use or increased movement of troops. This could result in preparation of a supplemental NEPA document and additional monitoring. If conditions have not changed but the proponent fails to adhere to the description of the action or to mitigations, serious harm to the environment or breaches in public trust or violation of local, state or federal laws could occur. The proponent must notify the NEPA staff if the proposed action or other conditions have changed so that a determination can be made regarding the need for additional NEPA analysis, monitoring or other actions.

## Chapter 8 Materials Management

### Section I Hazardous Materials Management

**8-1. General.** The purpose of this section is to provide basic policies and specific responsibilities to ensure all applicable laws, regulations and establish procedures for safe handling and management of hazardous materials are followed. This section applies to all installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk.

#### 8-2. Responsibilities

- a. **Installation Commander (IC)** will:
  - (1) Implement an installation-wide Hazardous Materials Management Program (HMMP).
  - (2) Promote recycling/reuse programs and Green Procurement policies.
  - (3) Designate personnel who are responsible and accountable for executing major program requirements.
- b. **DPW** will:
  - (1) Serve as the Installation Hazardous Material/Waste Manager (IHMWM) in accordance with AR 200-1.
  - (2) Delegate the responsibilities of the IHMWM to CMB.
  - (3) Assist organizations in developing environmentally safe procedures for handling, managing, and storing of all hazardous material.
  - (4) Coordinate when required with DOL.
- c. **DOL** will:
  - (1) Maintain logistical and operation control of the HAZMART facility.
  - (2) Coordinate with DPW and CMB to as needed.
- d. **CMB** will:
  - (1) Coordinate required testing, research, storage and handling requirements, and advise organizations on techniques and procedures related to hazardous material and waste handling.
  - (2) Provide technical guidance and services for hazardous material handling, storage, and disposal.
- e. **MEDDAC** will advise the IC and DPW on health issues that may be associated with hazardous material handling and management, in coordination with MEDDAC, Preventive Medicine.
- f. **COR** will ensure that Contractors performing work on Fort Polk adhere to the requirements of this regulation.
- g. **Rotational Units** will:
  - (1) Coordinate with CMB in advance of the rotation material handling requirements during rotational exercises on Fort Polk, the ISB, and Peason Ridge.
  - (2) Transport all excess hazardous materials generated during the rotation to the CSWCF and manage items IAW guidance from CMB.
- h. **Contractors Performing Work on Fort Polk** will:
  - (1) Adhere to the requirements of all applicable regulations and local directives.

(2) Comply with material handling requirements specified in their contracts. If the contract does not specify any requirements, Contractors must coordinate with the COR and CMB to identify requirements.

i. *MSCs, Garrison Activity Directors, Unit Commanders, and Civilian Supervisors* will:

(1) Ensure ECOs are trained and available at unit level to oversee proper hazardous material management activities and perform the following duties:

(a) Coordinate hazardous material, requisition, storage and inventory issues with assigned ECST.

(b) Notify the assigned ECST when beginning a new process, changing an existing process, or using a hazardous material not previously used.

(c) Ensure that all hazardous materials are stored based on compatibility; new/unopened materials are stored separately from in-use/opened materials and containers are serviceable.

(d) After authorized local purchase of hazardous materials, material is processed through HAZMART prior to issuing/utilizing.

(2) Direct vendors of hazardous material to HAZMART, prior to purchasing material.

### **8-3. Procurement of Hazardous Materials.**

a. All installation organizations inducted into the HAZMART will obtain all paints, solvents, adhesives, and POL products free of charge from the stocked items on-hand at the HAZMART at Building 4369, telephone (33)531-9609/9631, if available. A current real-time inventory of on-hand items can be viewed at <http://polkdpwa7j15/HAZMARTFREEISSUE/>.

b. HAZMART-inducted organizations are not authorized to purchase any hazardous materials (paints, solvents, adhesives, and POL products) from any outside source without prior written authorization from the installation HAZMART staff. If an organization does not know if an item is hazardous, they should contact their ECST for clarification before making a purchase.

c. Government purchase card approving officials will ensure that all hazardous materials purchased with government purchase cards have written authorization prior to the purchase.

d. All HAZMART inducted organizations will place all orders for paints, solvents, adhesives, and POL products through HAZMART. If the HAZMART is unable to obtain the requested items through the supply system in sufficient time to prevent mission impact, the HAZMART will provide written authorization to obtain the items from outside sources.

e. All paints, solvents, adhesives, and POL products purchased from an outside source must be taken to the HAZMART for bar coding and documentation in the installation database prior to being taken to the organization for storage or use.

### **8-4. Restricted Hazardous Materials.**

a. Units, activities, Contractors, and vendors are prohibited from purchasing, transporting onto the installation, or using hazardous material, in any form, that contain any chemical listed in Figure 8-1.

b. Exceptions.

(1) Units and activities may use products containing chemicals listed in Figure 8-1 if one of the following conditions is met:

(a) Product and/or formulation is specified in a military specification.

(b) No comparable substitute or re-formulation for the product is available.

(c) Prior approval has been received from the HAZMART.

(2) Vendors are authorized to transport onto the installation only products that are being delivered to a documented purchaser.

c. All vendors distributing products containing chemicals listed in Figure 8-1 shall notify the potential purchaser that the product contains a restricted chemical and its use on the installation is prohibited without prior approval.

#### **Figure 8-1. EPA Toxic Chemicals**

Benzene  
 Cadmium and Compounds  
 Carbon Tetrachloride  
 Chloroform  
 Chromium and Compounds  
 Cyanides  
 Dichloromethane (Methylene Dichloride, Methylene Chloride)  
 Lead and Compounds  
 Mercury and Compounds  
 Methyl Ethyl Ketone  
 Nickel and Compounds  
 Tetrachloroethylene (perchloroethylene)  
 Toluene  
 Trichloroethane  
 Trichloroethylene  
 Xylene *Hazardous Material Inventory (HMI) and Reporting*

#### **8-5. Hazardous Material Inventory (HMI) and Reporting.**

a. General. EPCRA requires facilities to report inventories of hazardous material to the Louisiana State Response Commission, the Local Emergency Planning Commission (LEPC), and local fire departments. DPW-ENRMD has the responsibility to consolidate and forward these inventories annually to the appropriate agencies. Commanders and supervisors will ensure that ECOs conduct inventories of all hazardous material stored under their control at least quarterly. This chapter applies to all installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

b. All units and organizations will conduct inventories of their hazardous material stock at least quarterly and must submit this information to DPW-ENRMD through their ECST on FP Form 234. When supplies are exhausted, FP Form 156 (Appendix F) shall be used. The submission due dates for these forms are specified below in Table 8-1. Units and organizations making any changes to their normal monthly or quarterly stock level must immediately report the change to DPW-ENRMD.

**Table 8-1. Submission Dates**

<b>FISCAL YEAR QUARTER</b>	<b>PERIOD COVERED</b>	<b>SUBMISSION DUE DATE</b>
1 <sup>st</sup> Quarter	October - December	1 - 15 January
2 <sup>nd</sup> Quarter	January - March	1 - 15 April

3 <sup>rd</sup> Quarter	April - June	1 - 15 July
4 <sup>th</sup> Quarter	July - September	1 - 15 October

c. DPW-ENRMD will collect and consolidate HMIs from military, civilian, and tenant activities, and submit the information annually on the required report form to applicable agencies.

## Section II

### Asbestos Management

#### 8-6. General.

The purpose of this section is to specify and define requirements for the inspection, abatement (repair or removal), handling, management, and disposal of asbestos and asbestos-containing materials (ACM) on Fort Polk. This regulation specifies responsibilities for installation organizations and procedures for managing ACM in all Fort Polk-owned buildings and facilities. This section applies to all installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

#### 8-7. Responsibilities.

a. **DPW** will:

(1) Appoint an Asbestos Management Control Officer (AMCO) and an Asbestos Environmental Officer (AEO) within the DPW-ENRMD. The AMCO will be the Chief, CMB. The AMCO has overall responsibility for development and implementation of all aspects of the Asbestos Management Program. The AEO will be the Asbestos Program Manager who reports to the Chief, CMB. The AEO is responsible for arranging and executing the installation asbestos surveys and updating the database.

(2) Ensure subordinate divisions review and evaluate all construction, renovation, and demolition projects to determine if ACM is present or will be affected in the project. Notification of ACM or potential ACM will be forwarded from the AMCO or AEO to the Project Manager, Contractor, or MICC, DOC.

(3) Develop and implement an Asbestos Management Plan (AMP) and ensure periodic reviews and updates, as necessary.

(4) Establish an installation Asbestos Management Team (AMT) that will meet at least quarterly to oversee installation asbestos issues. The AMT will be chaired by the AMCO or AEO.

(5) Ensure DPW-ED has a representative on the AMT to disseminate information to all Project Managers.

b. **DPW, Engineering Division** will:

(1) Make determination if asbestos will be affected during construction, renovation, or demolition projects after receiving a Report of Findings (ROF) from CMB.

(2) Provide notification to NEPA staff on projects that modify buildings or building components.

(3) Provide scope of work, plans, and maps to CMB.

(4) Develop asbestos design specifications for abatement projects as required.

c. **MICC, DOC** will:



(1) Ensure Project Managers have clearly identified asbestos hazards, locations, or potential locations, into bid/contract documents for construction, renovation, or demolition projects.

(2) Ensure asbestos abatement, handling, and disposal specifications are included in all contracts issued for abatement work.

(3) Inform Contractors in writing when they may encounter ACM while conducting work; instruct the Contractors that they must take precautions to protect their workers and comply with all applicable regulations, local directives, and the AMP.

(4) Develop standard contract language in conjunction with SJA and DPW to inform Contractors of the potential to disturb asbestos.

(5) Appoint a representative to the AMT.

(6) Ensure applicable contracting officers receive training in asbestos project designer and awareness programs IAW all applicable regulations and local directives.

d. **Safety Office** will:

(1) Appoint a representative to the AMT to ensure that the Installation Respiratory Protection Program is followed for projects related to asbestos handling or abatement IAW Public Works Technical Bulletin (TB) 420-70-8.

(2) Inspect abatement work performed by Fort Polk personnel to verify that the required safety signs and emergency phone numbers are posted IAW all applicable regulations and local directives. Inspect worksites and the surrounding staging or work areas outside the contained abatement area on a daily basis to ensure there is no migration of airborne asbestos fibers from the containment.

(3) Review asbestos abatement specifications for safety related issues such as: scaffolding, electrical work, energy lockout-tagout, flammable liquids, and any other safety issues as required; provide input to DPW.

e. **Civilian Personnel Advisory Center (CPAC)** will:

(1) Appoint a representative to the AMT.

(2) Screen, evaluate, and recommend resolution of labor and personnel issues that arise from civilian employees who may be potentially exposed to asbestos hazards as part of their work.

f. **SJA** will:

(1) Appoint a representative to the AMT.

(2) Provide legal guidance regarding liability and regulatory compliance issues relating to asbestos.

g. **PAO** will:

(1) Appoint a representative to the AMT.

(2) Maintain an appropriate public affairs program supporting Fort Polk's AMP.

h. **MEDDAC** will:

(1) Appoint an industrial hygienist representative to the AMT.

(2) Provide technical assistance and recommendations regarding the appropriate Personal Protective Equipment (PPE) and respiratory protection equipment (RPE) for those personnel working with ACM in Fort Polk's garrison organization.

(3) Provide air monitoring and oversight to projects involving abatement by in-house Fort Polk employees.

i. **USACE** representative will:

(1) Be responsible for asbestos abatement and demolition for Fort Polk projects administered by the USACE.

(2) Ensure that Project Managers or engineers have clearly identified asbestos hazards to Contractors in bid/contract documents.

(3) Inform Contractors in writing when they may encounter ACM while conducting work; instruct the Contractors that they must take precautions to protect their workers and comply with all applicable regulations, local directives, and the AMP.

(4) Coordinate with DPW-ED Project Managers to ensure that Contractors adhere to contract specifications to ensure both contractual and regulatory compliance with Louisiana Department of Environmental Quality (LDEQ).

(5) Ensure design specifications for asbestos abatement projects are presented to the Abatement Contractors and the oversight Contractor.

(6) Appoint a representative to the AMT.

j. **QA** will:

(1) Appoint a representative to the AMT.

(2) Provide quality assurance inspectors who are knowledgeable in maintenance and renovations involving ACM and ensure they are aware of the proper ACM safety and handling requirements in order to protect themselves and others at the worksite.

(3) Ensure trained inspectors become familiar with abatement designs and specifications associated with the projects and worksites to be inspected.

(4) Ensure inspectors immediately report safety or non-compliance issues to the Project Manager and Contractor.

k. **MSCs, Unit Commanders, and Civilian Supervisors** will:

(1) Comply with all applicable regulations, local directives, and the AMP.

(2) Consult with DPW-ED and DPW-ENRMD prior to performing any renovation or self-help projects to ensure that the proper guidance is received regarding ACM that might be encountered in the workplace.

(3) Take appropriate measures to protect subordinates from the hazards of airborne asbestos fibers if a labeled or suspected ACM is deteriorating or in a condition in which the fibers may have become airborne. Notify the installation AMCO or AEO immediately if this type situation occurs.

(4) Comply with provisions of any hazard management plan issued to a specific building.

l. **Contractors** will:

(1) Adhere to contract specifications and make appropriate notifications to the LDEQ on projects that involve ACM IAW all applicable regulations, local directives, and the AMP.

(2) Ensure strict compliance with the abatement procedures/specifications of the contract.

(3) Ensure the applicable asbestos tracking, shipping, or management paperwork and forms are used and submitted to the necessary entities IAW all applicable regulations, local directives, and the AMP.

m. **Asbestos Management Team (AMT)**. The AMCO or the AEO will chair the AMT. The AMT will be composed of representatives from the DPW-ENRMD, DPW-ED, Picerne Military Housing Division, MICC, DOC, BJACH (Preventive Medicine), Safety Office, CPAC, SJA, PAO, USACE, and QA. The AMT will develop, implement, and oversee the installation AMP.

n. **Picerne Military Housing Division**. Picerne has overall responsibility for asbestos containing materials (ACM) in military family housing. Picerne will ensure that newcomers to housing are informed of potential asbestos hazards. Picerne personnel will inform tenants or potential tenants in writing that their housing unit may contain ACM. Picerne is also responsible to ensure that maintenance personnel are informed of the presence of asbestos. Picerne must

assure that all disturbance of ACM is accomplished in compliance with state and federal regulations to minimize or eliminate exposure to occupants, tenants, and maintenance workers. Picerne is responsible for obtaining certification that asbestos-free materials have been installed in new and totally renovated buildings. Picerne is also responsible to ensure that housing maintenance personnel have, as a minimum, Asbestos Awareness Training. Picerne shall assure that installed TSI is marked and identified as asbestos free.

o. ***Residential Community Initiative Manager (RCI)***. The RCI manager has overall responsibility for asbestos containing materials in barracks, and other lodging under their management. RCI will ensure that newcomers to lodging are informed of potential asbestos hazards. RCI personnel will inform tenants or potential tenants in writing that their lodging unit may contain ACM. RCI is also responsible to ensure that maintenance personnel are informed of the presence of asbestos. The RCI Manager must assure that all disturbance of ACM is accomplished in compliance with state and federal regulations to minimize or eliminate exposure to occupants, tenants, and maintenance workers. RCI is responsible for obtaining certification that asbestos-free materials have been installed in new and totally renovated buildings. RCI is also responsible to ensure that housing maintenance personnel have, as a minimum, Asbestos Awareness Training. RCI manager shall assure that all newly installed TSI is marked and identified as asbestos free.

## **8-8. Notification.**

a. In contracts administered by DPW-ED, written contract specifications will include description, condition, type, and quantity of ACM, as well as information detailing how the ACM is to be removed and methods and procedures to accomplish containment and wetting of ACM. Disposal and bagging are also discussed in contract specifications. DPW-ED will provide this information for inclusion in all applicable contracts administered by MICC, DOC.

b. The Contractor will notify LDEQ, using the latest AAC-2 form, at least 10 days before work commences IAW 33 CFR 5151. In this notification form, the Contractor will describe procedures to be used to minimize release of fibers and to ensure that fibers do not escape into the work area. This form must first be reviewed by the AEO prior to submission to LDEQ. Contractors must allow enough time to ensure review by DPW-ENRMD and the notification of LDEQ at least 10 days prior to the project start date.

c. A copy of all LDEQ notifications will be retained by the AEO. Contractors must also furnish the AEO with a copy of all LDEQ Asbestos Disposal Verification Forms immediately upon receipt.

d. IAW all applicable regulations and local directives, the AEO will send written notification to occupants of all buildings containing ACM, informing them of the pertinent facts related to their building, the existence of the installation AMP, and its availability to them as needed.

e. Picerne will notify housing or barracks residents when their quarters contain ACM and when renovation projects disturbing ACM will occur in the quarters.

f. RCI will notify residents of the pertinent facts related to their buildings, the existence of the installation AMP, and the availability of it to them as needed.

g. Notification regarding ACM will also occur in the form of labels. These will be placed at the entrances of mechanical rooms, on equipment, or on surfaces where ACM is present beneath. The AMT is responsible for ensuring that these labels are in place as necessary. The presence of ACM and the labels does not mean that there is an immediate hazard or risk to personnel nearby. The labels are only a means of calling attention to the ACM so that it is not disturbed or touched,

except by trained personnel under controlled conditions. If a surface or material labeled as ACM is deteriorating, flaking, or in a condition where asbestos fibers will become airborne, occupants will immediately call DPW-ENRMD.

### **8.9 Asbestos Abatement Procedure.**

a. DPW-ED requests a record of environmental consideration (REC). The REC is forwarded to the CMB by NEPA.

b. The CMB asbestos inspectors will inspect and sample the building for asbestos. The inspection focuses on the scope-of-work presented in the REC.

c. A ROF along with the asbestos and lead data are issued to the proponent. Quantities of asbestos presented on REC documents are only estimates.

d. The Project Manager ensures all documentation of asbestos findings are presented to the Abatement Contractor and verifies quantities. The Project Manager submits the project specification to the Contractor.

e. After review by the DPW-ENRMD, CMB and the Project Manager, the Abatement Contractor submits a Louisiana Department of Environmental Quality (LDEQ) Notification of Demolition and Renovation Form (AAC-2) to the state for each facility to be abated. The Abatement Contractor forwards a copy to the Project Manager, who then forwards a copy to DPW-ENRMD, CMB. In the event that revisions to the AAC-2 are necessary, a revised copy will be forwarded to DPW-ENRMD, CMB upon submission to the state.

f. The Abatement Contractor forwards a copy of each Asbestos Disposal Verification Form (ADVF) to the Project Manager, upon receipt. The Project Manager immediately forwards a copy to DPW-ENRMD, CMB. In the event that revisions to the ADVF are necessary, a revised copy will be forwarded to DPW-ENRMD EO upon receipt from the state.

g. The Project Manager or Prime Contractor will provide a third-party air monitor for all abatement projects.

h. The Project Manager or Prime Contractor will provide the third-party Contractor with a copy of the abatement specifications and the relevant inspection report prior to the abatement commencing. The third-party will conduct area air monitoring and an asbestos abatement compliance review during the abatement process. Any deficiencies noted will be communicated to the Project Manager. The Project Manager will have the Abatement Contractor correct the deficiencies. The third-party will conduct final clearance air sampling. A copy of all project review documentation generated will be sent to the Project Manager who will forward a copy to DPW-ENRMD, CMB.

i. An asbestos supervisor must be physically on site during the entire abatement project.

j. The Project Manager will request a post abatement visual clearance be conducted by DPW-ENRMD.

k. The CMB designated representative performs a visual inspection of the abatement site to ensure all ACM has been removed, the area is visually clean and review air monitoring data.

l. Air monitoring data not within regulatory limits will require Abatement Contractor to re-clean and re-sample for air clearance.

m. The Project Manager releases building for renovation/demolition or other use.

n. The Abatement Contractor must notify the CMB EO 24 hours prior to the transport of the waste.

o. CMB EO or other designated government employee signs the ADVF waste manifest.

p. Marking for Identification Newly Installed TSI: Newly installed asbestos-free TSI will be clearly marked to allow observers to understand where asbestos-free insulation has been installed. New TSI insulation will be stenciled in clear easy to read lettering “asbestos-free.” The periphery of the TSI installation will include blue caps. These caps clearly mark the boundary between the new installation and the old TSI. Copies of the specifications for marking may be obtained from DPW-ED.

q. For all renovation and maintenance projects, asbestos containing floor tile and mastic that must be removed will be considered regulated material. Certification, notification, and disposal will be conducted in accordance with Section 3 of the Asbestos Management Plan.

## **8-10. Health and Safety.**

a. Government supervisors must ensure a medical surveillance program for employees who:

(1) Have worked for a combined total of 30 days or more per year in removal of ACM, or repair and maintenance operations where ACM is likely to be disturbed.

(2) Will be exposed at or above the PEL (0.1 f/cc) or the excursion limit (1.0 f/cc) as determined by BJACH, Preventive Medicine.

(3) Wear negative-pressure respirators.

b. Medical examinations for civil service personnel will be administered by BJACH, Preventive Medicine IAW 29 CFR 1926.1101(m). Work histories, medical histories, and patient questionnaires will be initiated at the time of the first physical examination and updated at subsequent annual physical examinations.

c. Supervisors of all government employees will maintain accurate records of employee training, worker protection education seminars, maintenance records of PPE, abatement records, and waste manifests and disposal.

d. Supervisors will ensure that employees receive asbestos training commensurate with work activities that they may be expected to perform.

e. The MICC, DOC, DPW-ED, and USACE will ensure that employees performing work under their contracts meet the criteria listed in paragraph 11n(1-4), above and that they present evidence of medical surveillance for their employees prior to commencing work on Fort Polk.

f. Written documentation of the medical surveillance program will include employee respiratory protection training dates, respirator fit test dates, physical examination dates, and examining physician's certification approving each employee for respirator use.

g. Asbestos abatement oversight will ensure that the Contractor is utilizing appropriately trained and medically qualified personnel. Subsequently, the asbestos abatement oversight report will provide the above information to the AEO.

h. Engineering and work practice controls are required to minimize the hazards of airborne asbestos fibers any time ACM is disturbed.

i. Projects that will disturb, or will potentially disturb ACM will require development of an asbestos exposure-monitoring plan that meets the following requirements.

(1) Supervisors will ensure all employees with the potential for ACM exposure have initial monitoring conducted per all applicable regulations and local directives. Exposure monitoring will be conducted for all job categories, unless the BJACH, Preventive Medicine industrial hygienist indicates otherwise.

(2) Analysis of air samples will be performed by those personnel who have successfully completed the National Institute of Occupational Safety and Health (NIOSH) 582 course in a

laboratory that participates in the Proficiency Analytical Testing Program for Asbestos and which is accredited by the American Industrial Hygiene Association.

(3) Supervisors will maintain results of monitoring, which will include exposure concentration, sampling data, work task performed by the employee, type of respiratory protection worn, and name and social security number of each employee monitored.

(4) Whenever there is a change in the job, crew, tools, materials, or setup that may result in new or additional exposures to asbestos, the employer will perform additional monitoring to determine changes in concentration of airborne asbestos fibers.

j. PPE includes, but is not limited to, full-body work clothing (coveralls), gloves, and hardhats (when applicable, safety shoes, disposable shoe coverlets, and eye protection). Other specifics follow:

(1) Respirators. BJACH, Preventive Medicine will approve the selection of respirators for government employees. Contractors will select respiratory protection appropriate for the hazards and will have a program describing the selection process. A person working in a controlled ACM containment area will put on his respirator before entering the area and will not remove it until he has left the containment area. Employers and supervisors whose employees use respirators will have a written respirator program.

(2) Protective Clothing. Employers will provide clean protective clothing and equipment and appropriate decontamination facilities daily. Workers will not leave the worksite with asbestos-contaminated clothing. Contaminated clothing will be collected and placed in a closed container marked "Asbestos-Contaminated PPE" for laundering or disposal. The supervisor must inform persons handling contaminated clothing and containers of the contents and the potential hazards. Contaminated PPE must be managed for disposal in the same manner as other ACM.

### **8-11. Recordkeeping.**

a. The installation AMP will include a plan for managing all documentation related to the program. This documentation will include, but is not limited to, employee and supervisor training records, exposure monitoring, medical surveillance program, asbestos survey results, maintenance records, abatement records, waste manifests, abatement specifications, and disposal records.

b. DPW-ED will maintain copies of written instructions, notices, memorandums, and other records used to implement or execute the AMP.

c. Contractor records will include required asbestos training certificates and state licenses, current respirator fit test records, and medical surveillance records.

**8-12. Asbestos Training.** The AMT will develop and implement a training program for Fort Polk personnel. The training will be targeted to those individuals who manage, plan, design, or inspect projects that involve ACM. The AMCO/AEO and the AMT will ensure personnel whose duties may involve ACM receive the training required in the AMP.

## **Section III**

### **Lead-Based Paint (LBP) Management**

#### **8-13. General.**

According to HUD, Lead-based Paint Interim Guidelines for Hazard Identification and 40 CFR Part 745, Environmental Protection Agency Lead-based Paint in Target Housing and Child Occupied Facilities, the definition of lead-based paint is paint which has a lead content of 5000 mg/kg (0.5% by weight) or greater, or 1.0 milligrams per square centimeter (mg/cm<sup>2</sup>). OSHA 29 CFR, 1910.1025 regulates occupational exposures to airborne lead, and any amount of lead present in painted surfaces, including those that fall below the HUD definition of lead-based paint, could result in regulated occupational exposures and should therefore be monitored according to OSHA 1910.1025 when disturbed. This chapter applies to all installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

#### **8-14. Responsibilities.**

a. **Lead Management Control Officer (LMCO).** The LMCO is a person knowledgeable in lead regulations and management of lead at the installation. This position is filled from within the DPW. The LMCO has overall responsibility for development and implementation of all aspects of the Lead Management Program.

b. **Environmental Officer (EO).** This DPW-ENRMD, CMB representative is responsible for arranging and executing the installation lead surveys and for updating the database. This individual is also responsible for submitting notifications to federal, state, and local agencies, as appropriate. The EO develops the Lead Management Team (LMT) agenda and schedules the quarterly meetings. Specifically, the EO must ensure that the following activities occur:

- (1) Review wipe sampling to assess hazards and for clearance testing after abatement.
- (2) Worker exposure and work methods for reducing lead dust generation issues are referred to BJACH, Preventive Medicine for appropriate assessment.
- (3) Bulk and/or X-ray refraction (XRF) testing of painted surfaces.
- (4) Soil and water testing as required.
- (5) Assist in providing training, as required, to Fort Polk in-house (government) 29 CFR 1926.26, Lead Construction Standard.
- (6) Provide the Fort Polk housing group with information on lead surveys conducted in the family housing area.
- (7) Recommend lead abatement and control methods.
- (8) Assist with monitoring lead abatement activities.
- (9) Maintain an inventory of lead surveys and information on the presence of lead on the installation.
- (10) Provide, as required, written reports of the presence of lead and LBP and the conditions of these materials to the BJACH, Preventive Medicine industrial hygienist for evaluation of the potential for adverse health effects.

c. **DPW, Engineering Division (DPW-ED).** The DPW-ED engineer is responsible for making a determination if lead-coated building materials or other materials contaminated with lead will be affected during construction, renovation, or demolition projects. This information concerning the presence and anticipated disturbance of lead will be communicated to the Contractor(s) performing the renovation or demolition in their contract. The determination is based on the Report of Findings (ROF) prepared by the CMB. The ROF is prepared after the CMB completes an inspection of a building. For the inspection to be completed, the DPW-ED engineer must provide a scope of work, plans, and maps to CMB. DPW-ED is also responsible for developing

design specifications for lead abatement projects, as required. The lead design specification shall be reviewed by the EO, Safety Office, and BJACH, Preventive Medicine industrial hygienist prior to DPW-ED issuing to Contractor(s). Specific issues requiring consideration by the DPW-ED engineers include:

- (1) Demolition of painted buildings or structures.
- (2) Renovation projects including partial demolitions, installation of new siding, windows, or walls; lead-coated surface disturbance.
- (3) Maintenance activities involving cutting, drilling, sanding or abrading painted surfaces; burning, cutting, or welding on coated metal surfaces.
- (4) Self-help activities.
- (5) Soil excavation around buildings.
- (6) Use of products that contains lead.

**d. *Operations and Maintenance (O&M) (Government or In-House Contractors).***

(1) Government employees performing O&M work will request assistance from DPW-ED and DPW-ENRMD if lead-containing building materials will be disturbed. O&M supervisors will ensure that all workers who encounter materials suspected to contain lead during the course of normal duties stop work and notify DPW-ENRMD regarding an evaluation. All O&M supervisors will ensure that all workers who may be exposed to lead hazards receive Lead Hazard Training. BJACH, Preventive Medicine will provide air monitoring of workers, clearance sampling, and oversight. O&M supervisors must be aware that lead may be encountered in the following projects/activities:

- (a) Demolition of painted buildings or structures.
- (b) Renovation projects including partial demolitions, installation of new siding, windows, or walls. Any disturbance requires special precautions.
- (c) Maintenance activities involving cutting, drilling, sanding or abrading painted surfaces; burning, cutting, welding on coated metal surfaces.
- (d) Self-help activities.
- (e) Soil excavation around buildings.
- (f) Use of any product that contains lead.

(2) Contractor employees performing O&M work shall review all work orders and service orders to determine if lead-containing building materials may be disturbed while executing the scope of the work order. DPW-ENRMD will be available for assistance to O&M. If the scope of the work order is determined to disturb lead-coated surfaces or lead contamination, O&M will request assistance from DPW, DPW-ED and DPW-ENRMD. All Contractor supervisors will ensure that all workers who may be exposed to lead hazards receive Lead Hazard Training. The Contractor supervisor shall conduct employee exposure monitoring IAW applicable OSHA, EPA, LDEQ, and Army regulations. The Contractor will ensure that a qualified person, as specified in current guidance, provides oversight of the project. The Contractor will provide copies of all air sampling and clearance sampling to the Project Manager for evaluation of the exposure potential to government workers and occupants by the BJACH, Preventive Medicine industrial hygienist. Contractor supervisors must be aware that lead may be encountered in the following projects/activities:

- (a) Demolition of painted buildings or structures.
- (b) Renovation projects including partial demolitions, installation of new siding, windows, or walls. Any disturbance requires special precautions.



(c) Maintenance activities involving cutting, drilling, sanding or abrading painted surfaces; burning, cutting, welding on coated metal surfaces.

(d) Self-help activities.

(e) Soil excavation around buildings.

(f) Use of products that contain lead.

e. **MICC, DOC.** The MICC, DOC is responsible for ensuring Project Managers have clearly identified, in writing, lead hazards to Contractors in bid documents pertaining to construction, renovations, or demolition projects. In conjunction with the Project Managers, MICC, DOC will develop standard contract language to inform Contractors of the potential to disturb lead. The MICC, DOC individual must work closely with Project Managers and QA personnel to ensure that Contractors adhere to contract specifications and avoid noncompliance with the regulatory statutes and contract specifications. Appointed contracting officers are responsible for the following:

(1) Identifying potential lead and LBP hazards (as indicated by DPW-ED planners and designers) to Contractors in the specifications and resulting solicitation.

(2) Ensuring that lead hazard surveys have been completed.

(3) Developing and utilizing standard contract language to inform Contractors of the potential to disturb LBP.

(4) Informing all Fort Polk Contractors that any work may have the potential to disturb LBP; and, if LBP is disturbed, proper precautions must be used.

(5) Ensuring that all lead abatement activities are reviewed by the EO and BJACH, Preventive Medicine industrial hygienist prior to starting work.

f. **BJACH, Preventive Medicine Industrial Hygienist.** The department provides an industrial hygienist whose responsibilities shall include technical assistance in the selection of PPE and RPE. The BJACH, Preventive Medicine industrial hygienist serves as: the installation medical authority's representative for all medical aspects of the program; a technical advisor for the DPW-ED, DPW-ENRMD, MICC, DOC, and USACE when a Contractor performs abatement work; and, the competent person for abatement work performed by government employees. The BJACH, Preventive Medicine industrial hygienist duties include:

(1) Assist in training of government and in-house Contractors in compliance with OSHA 29 CFR 1926.26, Lead in the Construction Industry.

(2) Provide the HMD with information on lead hazards in family housing units. The HMD can use this information to assist with the lead hazard disclosure to housing residents.

(3) Participate as a member of the LMT.

(4) Monitor the Lead Screening Program.

(5) Maintain a record of lead exposure and related medical data on government lead workers.

(6) Distribute educational information. Information is distributed at annual well baby check-ups and to children who have not been screened up to age 6.

(7) Review at the discretion of the BJACH, Preventive Medicine industrial hygienist records of the presence of lead and LBP to evaluate the potential for exposure to lead.

(8) Review all plans, specifications, work plans, and safety and health plans related to M&O work and abatement of lead.

(9) Provide information and guidance to managers, supervisors, PMH, DPW-ED, USACE, and others concerning work practices related to the abatement of lead and LBP.

(10) Provide technical assistance for the selection of PPE and RPE for government employees.

(11) Review all monitoring performed by the Contractor conducting abatement activities to ensure that government personnel are not overexposed during or subsequent to these activities.

(12) Perform the appropriate monitoring required to ensure that government employees are not overexposed to lead in the course of performing M&O and/or abatement work or subsequent to this work.

(13) Monitor the results of all blood lead testing for government workers and children.

(14) Investigate all incidences of elevated blood level tests and report to the LMT.

(15) Assist with the development, approval, and distribution of all educational materials.

(16) Ensure that Contractors performing abatement work provide the appropriate training to their employees to prevent exposure to government personnel.

g. **Safety Office.** An Occupational Safety and Health (OS&H) Manager is assigned to the LMT to assist in implementation of the installation's Respiratory Protection Program (RPP). In the course of a lead abatement project carried out by an in-house team, the OS&H Manager inspects the worksite and verifies that appropriate safety and Occupational Safety and Health Administration (OSHA) warning signs and a list of emergency telephone numbers are posted. If required, DPW-ED will request a safety review of the lead abatement specifications for safety related issues such as scaffolding, electrical work, energy lockout-tagout, and flammable liquids. In addition, both the worksite and the construction area immediately outside the containment system are inspected on a daily basis.

h. **CPAC.** The CPAC representative addresses labor and personnel issues that may arise should civilian employees serve as members of an in-house lead abatement team or are exposed to airborne lead.

i. **SJA.** The SJA provides legal advice related to lead issues.

j. **PAO.** The PAO representative is responsible for advising the LMT about successful techniques to communicate lead hazards to workers, parents, and others on the installation. The PAO receives input from the LMT members. Notification of affected personnel must be performed in advance of the commencement of the lead abatement project; and, the PAO can serve as a resource on how this information is communicated. In addition, the PAO will initiate and maintain a program to disseminate to the population of Fort Polk information on lead hazards and their management at Fort Polk. The following tasks are responsibilities of the PAO:

(1) Attend the LMT meetings.

(2) Prepare and disseminate through appropriate means (Fort Polk newspaper, Fort Polk television, and other appropriate methods) lead awareness articles and information describing lead hazards.

k. **USACE, Fort Polk Resident Office.** The USACE is responsible for ensuring that Project Managers have clearly identified lead hazards to Contractors in bid documents for USACE projects. In conjunction with the Project Managers, they will develop standard contract language to inform Contractors of the potential for lead hazards. They will also inform USACE Contractors that lead-containing materials may be encountered while conducting work and that they must take precautions to protect their workers. They must work closely with DPW-ED or other Project Managers to ensure that Contractors adhere to contract specifications and avoid noncompliance with the regulatory statutes and the terms of the design specifications. The USACE ensures the design specifications for lead abatement projects are presented to the Abatement Contractors and the third-party Contractor.

1. **USACE - QA.** The QA inspector must understand how maintenance and renovation activities affect potential lead-containing materials, the health effects, and the control methods used to control those effects. The QA inspector shall become familiar with any abatement design specifications associated with worksites inspected. During normal observations of the work progress, this representative shall immediately report noncompliance issues to the Project Manager and Contractor.

m. **DFMWR.** The DFMWR shall review all routine activities and work orders and service orders to determine if lead hazards may be present during execution of the work/service order. If the work is determined to disturb LBP or other lead-contaminated materials, DFMWR will request assistance from DPW-ED and DPW-ENRMD. DFMWR workers who encounter suspected lead hazards during the course of normal duties must stop work and notify DPW-ENRMD for evaluation. All workers are required to have Lead Awareness Training. Workers must also be trained in PPE and its proper use. DFMWR personnel and supervisors are required to follow all standard practices required by the regulations for the proper abatement and disposal of lead. DFMWR must contact the BJACH, Preventive Medicine industrial hygienist for worker health issues.

n. **AAFES.** AAFES shall review all routine activities and work orders and service orders to determine if lead hazards may be present during execution of the work/service order. If the work being reviewed involves the disturbance of painted surfaces, the Fort Polk Record of Environmental Consideration (REC) procedure will be followed as outlined in Section 2.2 of the Lead Management Plan. DPW-ENRMD will be available for assistance to AAFES. If the work is determined to disturb lead-based paint or other lead-contaminated materials, AAFES will request assistance from DPW-ED and DPW-ENRMD. AAFES workers who encounter suspect lead hazards during the course of normal duties must stop work and notify DPW-ENRMD for evaluation. All workers are required to have a minimum of Lead Awareness Training. AAFES personnel and supervisors are required to follow all standard practices required by the regulations for the proper abatement and disposal of lead. AAFES must contact the BJACH, Preventive Medicine industrial hygienist for worker health issues.

o. **Lead Management Team (LMT).** The LMT meets quarterly and has overall responsibility for monitoring the implementation of the LMP, as well as reviewing and approving changes to the LMP to assure compliance with applicable regulations. In addition, the LMT shall be convened and address any situations resulting in workers, Soldiers, volunteers, Contractors employees, occupants or any other personnel on Fort Polk who were or may be exposed to lead at a level that could potentially cause an adverse health effect or exceed a recognized exposure level. The LMT will implement the following:

- (1) Monitor the implementation and effectiveness of the LMP.
- (2) Approve and assist the PAO in developing the Fort Polk-wide Lead Awareness Program.
- (3) Receive updates on the Blood Lead Screening Program.
- (4) Direct and approve changes to the LMP to improve its effectiveness.
- (5) Review and make recommendations to avoid recurrence of any incidents resulting in excessive lead exposure or the potential for lead exposure.

**Figure 8-2. Controlling LBP.**

## CONTROLLING LBP EXPOSURE

In an effort to control LBP exposure and comply with regulatory guidelines, Fort Polk has initiated the following:

- Individuals must be qualified to conduct LBP inspections.
- Numbers and locations of LBP samples are required to characterize the area being inspected.
- Identification of types of samples appropriate for the inspection.
- Use of analytical techniques approved for analysis of lead content in paint/coatings.
- Established procedures for determining if lead surfaces are safe or will be removed.
- Determination if lead debris is categorized within RCRA guidelines.
- Soil and water evaluations for lead.
- Established requirements for safety of workers who may be exposed to LBP (Permissible Exposure Levels (PEL); personal protective equipment procedures).

### **8-15. Notification.**

a. Lead Abatement in Child Occupied Facilities or Target Housing.

(1) Proponent requests a record of environmental consideration (REC). The REC is forwarded to CMB by NEPA.

(2) The CMB Lead Inspector will inspect and sample the building for lead. The inspection focuses on the scope of work presented in the REC.

(3) A ROF along with the lead data are issued to the Project Manager.

(4) The Project Manager ensures all documentation of lead findings are presented to the Abatement Contractor.

(5) The Abatement Contractor will be licensed by the State of Louisiana to perform lead abatement and all workers performing lead abatement shall be accredited by the State of Louisiana as Lead Workers.

(6) After review by the DPW-ENRMD, CMB and the Project Manager, the Abatement Contractor submits a request (Louisiana Department of Environmental Quality (LDEQ) form identified as "Lead Project Notification Form" to the LDEQ 10 days prior to the initiation of the abatement work. The Abatement Contractor forwards a copy to the Project Manager, who then forwards a copy to DPW-ENRMD, CMB. In the event that revisions to the abatement request form are necessary, a revised copy will be forwarded to DPW-ENRMD, CMB upon submission to the state.

(7) The Lead Abatement Contractor forwards a copy of each lead abatement permit (referred to as Lead Contractor Letter of Approval LPF-2) received from the state to the Project Manager upon receipt. The Project Manager then forwards a copy to DPW-ENRMD, CMB. In the event that revisions to the forms are necessary, a revised copy will be forwarded to DPW-ENRMD EO upon receipt from the state.

(8) The Lead Abatement Contractor is expected to fully comply with all the federal and state regulations that apply to the lead removal activity and this management plan. This includes applicable sections of the OSHA Regulations and state regulations found in Title 33, Part III, Chapter 28.

(9) The Project Manager will ensure a third-party (independent oversight) is provided for all abatement projects.

(10) The Project Manager ensures the third-party (independent oversight) Contractor is provided with a copy of the work plan and the relevant inspection report prior to commencing

the abatement. The third-party will conduct personnel and area air monitoring and a lead abatement compliance review during the abatement process. Any deficiencies noted will be communicated to the Project Manager and CMB. The Project Manager will have the Lead Abatement Contractor correct the deficiencies. A copy of all project review documentation generated will be sent to the Project Manager who will forward a copy to DPW-ENRMD, CMB.

(11) The Project Manager will request a post abatement clearance be conducted by CMB.

(12) CMB designated representative performs a visual inspection of the abatement site to ensure all lead has been abated.

(13) CMB designated representative will be provided copies of all air sampling/wipe sample data.

(14) The Project Manager releases the building for renovation/demolition or other use.

(15) The Abatement Contractor must notify the CMB, EO 24 hours prior to the transport of the waste.

(16) CMB, EO or other designated government employee signs the waste manifest.

**NOTE:** THE PROJECT MANAGER MUST INFORM ALL CONTRACTORS THAT ONLY THE EO OR DESIGNATED GOVERNMENT EMPLOYEE CAN SIGN A WASTE MANIFEST FOR THE INSTALLATION.

b. Renovation in Non-Target Housing/Non-Child Occupied Facility.

(1) Proponent requests a REC. The REC is forwarded to CMB by NEPA.

(2) The CMB lead inspectors will inspect and sample the area to be renovated for lead.

The inspection focuses on the scope of work presented in the REC.

(3) A ROF along with the lead data are issued to the Proponent. If the renovation causes a lead hazard, the Project Manager will ensure the procedures for abatement are followed.

(4) The EO and PREVMED will be available to the proponent, worker supervisor and the Project Manager to assist in determining if a lead hazard will be created by the activities planned by the renovation.

(5) The Project Manager ensures all documentation of lead findings are presented to the Renovation Contractor.

(6) Specific requirements are as follows:

(a) Workers must be trained, as a minimum, as required by the OSHA Lead Standard; Contractor will use appropriate work practices in accordance with OSHA regulations to prevent the contamination or recontamination of the environment and protect public health from exposure to lead.

(b) Contractor has a worker protection and medical surveillance program consistent with OSHA regulations.

(c) A certified Lead Abatement Supervisor will supervise the lead workers during abatement activities.

(d) The third-party will be a Lead Abatement Supervisor or maintain OSHA Competent Person Training.

(7) DPW-ENRMD, CMB conducts a visual clearance and reviews all air and dust clearance data.

(8) The Project Manager releases the building.

c. Renovation in Target Housing or Child-Occupied Facilities.

(1) Proponent requests a REC. The REC is forwarded to CMB by NEPA.

(2) The CMB lead inspectors will inspect and sample the area to be renovated for lead.

The inspection focuses on the scope of work presented in the REC.

(3) A ROF along with the lead data are issued to the proponent. If the renovation causes a lead hazard, the Project Manager will ensure compliance with procedures for 40 CFR 745 Subpart E.

(4) The EO and PREVMED will be available to the proponent, worker supervisor and the Project Manager to assist in determining if a lead hazard will be created by the activities planned by the renovation.

(5) The Project Manager ensures all documentation of lead findings are presented to the Renovation Contractor.

(6) Specific requirements are as follows:

(a) Contractor will use appropriate work practices in accordance with OSHA and EPA regulations to prevent the contamination or recontamination of the environment and protect public health from exposure to lead.

(b) Contractor has a worker protection and medical surveillance program consistent with OSHA regulations.

(c) Contractor must comply with all training, certification, and work practice standards for abatement and/or renovation.

(d) The third-party will be a Lead Abatement Supervisor or maintain OSHA Competent Person Training.

(7) Workers must be trained consistent with all state and federal regulations for conducting lead abatements and for renovation, repair and painting of child occupied facilities.

(8) After review by the DPW-ENRMD, CMB and the Project Manager, the Renovation Contractor submits a Lead Project Notification Form to the state. The Renovation Contractor forwards a copy to the Project Manager, who then forwards a copy to DPW-ENRMD, CMB. In the event that revisions to the Lead Project Notification Form are necessary, a revised copy will be forwarded to DPW-ENRMD, EO for review upon submission to the state.

(9) DPW-ENRMD, CMB conducts visual clearance and reviews all clearance data.

(10) The Project Manager releases the building.

d. Demolition Procedures Involving Structures with Surfaces Coated with Lead Based Paint.

(1) Proponent requests a REC. The REC is forwarded to CMB by NEPA.

(2) The CMB Lead Inspectors will inspect and sample the building for lead.

(3) The building is sampled for Toxicity Characteristic Leading Procedure (TCLP) analyses to determine if the building debris is RCRA Hazardous Waste.

(4) A ROF along with the lead data are issued to the Proponent. If lead abatement is required prior to demolition the Project Manager will ensure the procedures for abatement are followed.

(5) If lead abatement occurred prior to demolition, the EO would provide notification of clearance to the Project Manager.

(6) The Project Manager ensures all documentation of lead findings are presented to the Demolition Contractor. The Contractor is expected to conduct demolition activities such that there are no lead emissions to the atmosphere or exposure to the workers.

(7) Third-party oversight is provided by the Project Manager to assure that lead dusts or other contamination do not affect the environment or the health of the workers or populations near the demolition activity.

(8) The Project Manager releases building to the Demolition Contractor for demolition.

(9) The Project Manager will provide the third-party (independent oversight) Contractor with a copy of the relevant inspection report prior to demolition. The third-party will be on-site during demolition to:

- (a) Conduct a walkthrough of the building prior to demolition to assure that lead requiring removal has been removed.
- (b) Observe the building demolition process for previously unidentified lead.
- (c) Take air samples for lead particulates, as required.
- (d) Stop the demolition process and take appropriate action to assist in preventing emissions if previously unidentified lead is observed.
- (e) Report the discovery of previously unidentified lead to the Project Manager/DPW-ENRMD, CMB.
- (f) Issue a report to the Project Manager on observations and events occurring during demolition.
- (g) The Project Manager forwards a copy of the third-party report to DPW-ENRMD.

(10) If debris generated during the demolition passes the TCLP analysis, the debris is disposed as normal construction debris. If the debris fails the TCLP analysis, the debris must be disposed or managed as hazardous waste.

e. Maintenance and Custodial Activities.

- (1) Maintenance and custodial activities may disturb LBP coated surfaces.
- (2) When disturbance of LBP is anticipated or suspected the organization and/or workers disturbing the LBP must comply with all applicable state and federal regulations including but not limited to the following: Louisiana Department of Environmental Quality Title 33, Part III, chapter 28; 40 CFR 745; Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1025, 29 CFR 1926.62, 29 CFR 1910.132, 29 CFR 1910.134, and 29 CFR 1910.1200.
- (3) Workers and supervisors responsible for the disturbance of coated surfaces can obtain assistance from CMB and or PREVMED for the determination of lead in coated surfaces; safe work practices, engineering controls, appropriate disposal of lead waste, and other issues related to the safe management of lead coated surfaces.
- (4) Maintenance and custodial activities may involve the removal of small quantities of coated surfaces. Refer to Section 1.4.1(3) for guidance on disturbing small quantities of LBP coated surfaces in non-child occupied facilities.

## **8-16. Health and Safety.**

a. OSHA regulations require notification and awareness training for workers who may be exposed to lead. Those regulations are found in 29 CFR 1910.1025, Lead; 29 CFR 1926.62 Lead in Construction, and 29 CFR 1910.1200 Hazard Communication. There are also regulations requiring notifications, training, and work practices while abating, renovating, repairing, painting or managing lead in target housing and child-occupied facilities. These regulations include Requirement for Disclosure of Known Lead-Based Paint and or Lead-Based Paint Hazards in Housing, 24 CFR Part 35 (HUD) and 40 CFR 745 (EPA).

b. XRF results cannot be used to comply with OSHA worker protection requirements. XRF analyzers are an acceptable method of analysis for meeting HUD/EPA requirements for lead based paint analysis; OSHA's concerns are different from those of HUD and EPA. Compliance with OSHA regulations is the responsibility of the employer.

## **8-17. Waste Characterization.**

a. The TCLP test is used to determine if lead-contaminated material is classified as hazardous waste. Specific TCLP laboratory analysis procedures are outlined in EPA regulation 40 CFR, Part 261, Identification and Listing of Hazardous Waste. The TCLP test can be directed to analyze for all eight heavy metals and organic and inorganic compounds. Primarily, lead-contaminated waste is considered to be hazardous waste if TCLP laboratory analysis results indicate a concentration of lead equal to or greater than 5.0 mg/L or parts per million (ppm). Materials used in LBP abatement may also become hazardous waste due to ignitable reactive or corrosive characteristics. Compounds and threshold limits for hazardous materials and waste are outlined in 40 CFR, Part 261.

b. It is the responsibility of the Contractor to classify and dispose of lead waste properly. Waste generated from abatements must be tested if the waste contains lead or disposed as hazardous waste.

c. The EO will review all waste generated by the Abatement Contractor and may request the Contractor conduct lead TCLP tests or characterize the waste as hazardous. Waste manifests from lead abatement projects will be reviewed and signed by the EO. For projects involving the disposal of lead-contaminated materials generated by anyone or groups other than an Abatement Contractor, the EO will be notified and approves any decision to classify lead containing materials as non-hazardous. The EO must sign the waste manifest for these projects. The EO may perform TCLP testing to classify waste.

#### **8-18. Recordkeeping.**

a. Lead survey data shall be managed electronically using a database. The database organizes lead information for each facility in a form that is readily accessible and easily updated. The database can be used in the following ways:

(1) Present data for reports which can be distributed to facility managers to alert them to lead conditions and to assist them in their lead management efforts.

(2) Electronic versions of the lead database will be accessible through the DPW-ENRMD Asbestos/Lead website to facility managers and maintenance coordinators so that prior to a repair or renovation action, the database can be queried to determine if lead will be affected by desired or required plans.

(3) As lead is repaired or removed from a facility, the database will be updated to produce a "living" record of the material conditions.

(4) Determine high priority buildings to target for remediation.

b. The lead database shall be consulted each time work is performed at a building. The EO is responsible for maintaining the database. The database shall be updated each time a survey or inspection is conducted and whenever any lead removal or repair project is performed in a facility containing lead. The database shall also be updated when lead sampling is conducted. At a minimum, the survey data shall be accessible upon request to the LMCO, EO, Project Manager, PREVMED IH, Safety Officer, MICC, DOC, USACE, and the Lead Inspection Team (LIT).

## **Chapter 9 Waste Management**

### **Section I Solid Waste Management**



**9-1. General.** The Solid Waste Management Program at Fort Polk is necessary to comply with all applicable regulations, as well as to protect the environmental and human well being of the installation, its Soldiers and civilians, its neighbors, and its garrison and training lands for the future. Fort Polk policy requires that everyone on the installation minimize solid waste generation and disposal, and maximize recovery, recycling, and reuse through pollution prevention. This policy applies to everyone who works, lives or visits at JRTC and Fort Polk. Items currently recycled at JRTC and Fort Polk can be found in Appendix P. This chapter applies to all installation organizations including, but not limited to, all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

**9-2. Responsibilities.**

a. **DPW.** The DPW will:

- (1) Serve as the installation proponent for solid waste collection and disposal.
- (2) Provide guidance and support at the Consolidated Solid Waste Collection Facility (CSWCF) for hazardous or restricted items that are found commingled with field waste during sorting activities by the solid waste Contractor.
- (3) Publicize proper procedures for solid waste management and recycling through training classes, regulations, or other means, as necessary.
- (4) Coordinate for any required testing, research storage and handling requirements, and advise organizations on solid waste management techniques and procedures.
- (5) Establish a comprehensive Integrated Solid Waste Management Plan that meets federal, state, higher headquarters and local regulations.
- (6) Track recycling quantities per AR 200-1 and submit reports to IMA SWRO semiannually and as requested.
- (7) Coordinate actions of engineering, quality control, planning, business operations and environmental management to ensure compliance with state and federal laws governing solid waste management.
- (8) Implement and promote cost-effective recycling to the maximum extent possible through collection and transportation of recyclables to appropriate recycling centers.

b. **MSCs, Unit Commanders, and Civilian Supervisors.** They will:

- (1) Ensure personnel are trained within the unit or organization as necessary to comply with the requirements of this regulation and all other applicable regulations.
- (2) Identify and implement waste generation reduction measures applicable to their operations.
- (3) Minimize solid waste generation and disposal, and maximize recovery, recycling, and reuse through pollution prevention actions.
  - (a) Identify surplus items that can be re-utilized through the Property Accountability Recovery Team.
  - (b) Ensure unit support of recycling programs on the installation to include providing personnel a space to conduct recycling which provides for segregation of recyclable items into appropriate recycling containers and providing for transport of the recyclables to the appropriate recycling center (Net Zero Waste Center, CSWCF, etc.).
  - (4) Ensure policing of training areas and weapons ranges prior to departure.

(5) Ensure that areas of responsibility are kept free of litter and that only Municipal Solid Waste (MSW) is placed into unit dumpsters.

c. **Unit or Activity ECOs.** The ECO will:

- (1) Ensure proper disposal of all wastes per this regulation.
- (2) Ensure maximization of recycling.
- (3) Segregate recyclable items in the appropriate recycling container and transport them to the appropriate recycling center (Net Zero Waste Center, CSWCF, etc.)
- (4) Provide annual training to personnel on NZW efforts on the installation and within the unit.
- (5) Contact DPW-ENRMD for assistance when unsure of disposition guidance.

d. **Rotational or Training Units.** They will:

- (1) Coordinate with DPW-ENRMD in advance of the training exercise to ensure adequate knowledge of MSW handling requirements during training exercises on Fort Polk, at the Intermediate Staging Base (ISB) and at the Digital Multi-Purpose Battle Area Course (DMBAC).
- (2) Manage all field wastes and restricted items per this regulation.
- (3) Place all MSW in Contractor-provided containers in both the field and in the North Fort cantonment areas. Do not place waste beside locked dining facility dumpsters in the North Fort cantonment area.
- (4) Police all areas occupied during training until departure from the area and the installation.
- (5) Participate in the installation recycling program if time and mission allow by segregating recyclables from other waste.
- (6) Do not transport field waste to the South Fort cantonment area and dispose in dumpsters there.
- (7) Units are responsible for sorting any field waste placed in containers not designated for field waste.

e. **DPTM.** DPTM will:

- (1) Ensure that wastes generated on ranges and training lands are policed by training units at the end of training exercises prior to their departure from the area or the installation.
- (2) Participate in the Installation Recycling Program by segregating recyclables in the appropriate recycling container and transporting them to the appropriate recycling center (Net Zero Waste Center, CSWCF, etc.).

f. **MICC, DOC.** The MICC, DOC will:

- (1) Award an effective MSW collection and management contract and ensure that the Contractor complies with all contract terms.
- (2) Support affirmative procurement initiatives (buying items with recycled content) per EOs 13101 and 13148.
- (3) Integrate NZW (reduce, reuse, recycle) into all contracts.

g. **COR.** The COR will ensure that Contractors working under Fort Polk contracts meet the requirements of this regulation and all applicable regulations.

h. **Contractors Performing Work on Fort Polk.** They will:

- (1) Adhere to the requirements of this regulation and all applicable regulations.
- (2) Comply with waste handling requirements specified by contract. If the contract does not specify requirements, the Contractor must coordinate with his Contracting Officer's Representative (COR) and DPW-ENRMD to identify requirements.

i. **MEDDAC.** The Commander of BJACH will advise the IC and DPW on health issues related to MSW management, including overseeing requirements for proper disposal of regulated medical waste on the installation.

j. **DLADS.** The DLADS will:

(1) Accept and dispose of all Army and DoD scrap, salvage, and surplus items per DoD Directive 4160.21-M. The QRP will retain the option to remove from the MSW stream and sell all scrap metal to include brass casings. The QRP will also retain the right to remove and sell any other commodities from the MSW stream that may be sold to benefit the installation .

(2) Handle bid/contract sales and sale proceeds resulting from recycling programs per DoD guidelines.

k. **G2.** The G2 will provide shredder access to installation activities as necessary for destruction of classified or other documents. Burning of documents on the installation is prohibited.

### 9-3. Waste Categories.

a. *Hazardous Waste.* These items are generated and handled regularly in military or garrison support activities, and meet the criteria for being classified as hazardous waste. This list of hazardous waste items includes, but is not limited to the following:

**Figure 9-1. Items of Hazardous Waste**

<b>HAZARDOUS WASTE ITEMS</b>
Expired Chemical Defense Kits or Filters
Some Aerosol Paints, Lubricants, and Enamel Paints
Paint and Paint-Related Material from Paint Shops
Flammable Stains/Coatings
Some Cleaning Products
Photographic and X-Ray Wastes
Some Pesticides, Insecticides, Rodenticides, Herbicides
Burn Propellant
Smoke Pots
Flammable Adhesives
Lead-Contaminated Paint Chips/Debris
Some Solvents
Calcium Hypochlorite
Gasoline-Contaminated Rags, Soil, or Used Drysweep
Unserviceable Class V Items

b. *Universal Waste.* Figure 9-2 contains items that are considered universal waste.

**Figure 9-2. Items of Universal Waste**

<b>UNIVERSAL WASTE</b>
Batteries (All Types, Except Alkalines)
Fluorescent Lamps (Broken and Unbroken)
Mercury Thermostats
Some Pesticides
Used Antifreeze

c. *Non-Regulated Waste.* These items are referred to as “non-regulated” or “other waste” because they are not regulated by the Resource Conservation and Recovery Act, Subtitle C (RCRA-C), which governs hazardous waste and universal waste. While the controls for storage and handling of these items are less stringent than for hazardous waste and universal waste, they still require some controls to minimize non-compliance issues. Handling guidance for the more common types of these items found on Fort Polk are described in Section 9-10 and can be found in Appendixes D and L, as well. Some examples include, but are not limited to the following:

**Figure 9-3. “Other Waste” Items at Fort Polk**

OTHER WASTE
Oil-, Fuel-, and Grease-Contaminated Rags and Debris All POL-Contaminated Soils and Used Drysweep (Except Gasoline) Grease Used Oil Oil and Fuel Filters Brake/Transmission Fluid Asbestos Non-flammable Adhesives Cylinders (Propane, Butane, Engine Starting Fluid) Medical Waste Radioactive Waste Polychlorinated Biphenyls (PCBs)

#### 9-4. Definitions.

a. *Solid Waste.* Solid waste is defined as any discarded material, including solids, liquids, semi-solids, sludges, or contained gaseous material resulting from residential, commercial, industrial, military or agricultural activities, or materials that are inherently waste-like.

b. *Municipal Solid Waste (MSW).* MSW refers to wastes that present minimal hazard to human health or the environment and are not regulated by RCRA or other laws or regulations. These items include, but are not limited to:

- (1) Alkaline Batteries
- (2) Cardboard
- (3) Cloth/Textile Products
- (4) Fiberglass
- (5) Food Waste
- (6) Glass Products
- (7) Office Paper/Waste
- (8) Paper Products
- (9) Particle Board
- (10) Plastic Products
- (11) Plexiglass
- (12) Styrofoam

c. *Restricted Items.* Restricted item refers to wastes that are not permitted in dumpsters or other regular waste receptacles. They are managed more stringently than MSW due to complex criteria specified in applicable regulations. Some items also require specific handling based on

BMP to preserve Fort Polk's garrison and training lands for the future. Examples of items restricted from Fort Polk dumpsters include tires, wood, metal, and Class IV and V items. Guidance for these items is included in this regulation.

d. *Garrison Waste*. Garrison waste includes all MSW generated in the cantonment area of Fort Polk or by any military, garrison, tenant, or Contractor organization in the course of performing their assigned mission, function, or job on the installation. All waste generated by garrison activities must be managed IAW this regulation.

e. *Field Waste*. Field waste is waste generated during training exercises (and in support of training exercises) to include activities on static firing ranges. Training exercises include any activity involving the use of field rations, Meals Ready-to-Eat (MREs), restricted items, or Class V items to include replicated, training blanks, and live items. These activities are defined as field training regardless of where the training on Fort Polk occurs.

**9-5. Garrison Waste.** Handling and disposal actions for various items depend on the chemical and physical characteristics of the waste and other complex criteria. After applying certain regulatory criteria, the wastes below may be categorized into specific groups for management. The handling procedures differ slightly for these categories. Fort Polk trains ECOs to assist at unit level and provides ECSTs for additional assistance. To ensure compliance, units and activities will verify handling guidance for all unit waste streams with the assigned ECST.

a. MSW will be placed in dumpsters provided by the installation solid waste Contractor.

b. Cardboard, paper products, and aluminum cans may be segregated and disposed in the special dumpsters designated for cardboard.

c. Restricted items *cannot* be mixed with MSW, placed into dumpsters, or mixed with residential wastes in the housing or barracks areas. The MSW collection Contractor and government quality assurance inspectors are continuously inspecting dumpster contents prior to disposal. If restricted items are observed, dumpsters will not be emptied until the appropriate action by the unit or activity has occurred to remove the restricted items. These additional actions cause unnecessary delays or interruptions to unit missions and priorities.

d. If a dumpster is full and the unit or activity no longer has room for additional waste, units or activities may coordinate with the COR for an unscheduled pick up by the Contractor.

e. All personnel are prohibited from placing appliances, furniture, construction debris, large pieces of wood, pallets and large automotive parts in dumpsters. Dumpster contents are transferred into certain trucks for compaction that cannot accommodate such large items. Transport these items for disposal directly to the DLADS in a military or government vehicle. If the DLADS rejects the items, take the items and the rejection slip to the Consolidated Solid Waste Collection Facility (CSWCF) for disposal or recycling. In addition, the MSW Contractor will pick up these items once per week.

f. Classified or other documents scheduled for disposal must be destroyed by shredding only and may not be burned. Activities that do not have their own shredding resources may coordinate for use of the installation shredder by calling the G2, Intelligence/Security Division.

**9-6. Field Waste and Rotational Requirements.** The following procedures apply to all military units, agencies, organizations, or Contractors conducting training exercises on Fort Polk lands or land leased from the USFS.

a. All field waste generated during military training exercises will be placed in the provided

containers or transported to the CSWCF. Training exercises include any activities, regardless of where they occur on the installation, involving the use of field rations, Meals Ready to Eat (MREs), restricted items, or Class V (explosive) items to include replicated, blank, and live ammunition. All waste from field training exercises must be transported to the CSWCF either by the MSW Contractor or the training unit. Field training exercises are any military activities conducted outside the installation security fence system (range, training areas, and maneuver areas). MRE consumed during activities conducted inside the installation security fence system (cantonment area) can be placed in MSW dumpsters for disposal.

b. Military units will take every precaution to ensure that hazardous items, restricted items, and Class V items (to include residue and dunnage) are not commingled with the MSW or field waste. These items must be segregated prior to transportation to the CSWCF. *Failure to follow the correct procedures with Class V or Replicated Class V items may result in severe penalties for a unit or the installation.*

c. Home-based units will manage all other waste items according to the guidance of this regulation. The unit ECO will provide specific guidance on restricted item segregation. DPW-ENRMD will also provide detailed information about these items.

d. The unit safety officer or non-commissioned officer must provide guidance for these items. The Fort Polk Safety Office will provide detailed safety information as necessary.

e. Units will practice risk management and conduct risk assessments for waste management and segregation operations.

f. Items originating or issued from the ASP must be returned to this facility for inspection and account reconciliation.

g. In the interest of safety, all waste will be collected in clear bags.

h. Flameless Ration Heaters (FRH) from MREs. FRHs will be used in the field for the intended purpose of heating food. Units and activities are strongly encouraged to expend the FRH at the time of training and when the meal is being consumed. Flameless Ration Heaters (FRH) from MREs will be activated at the time the meal is consumed per Army Food Flasher Message 01-10, RU 141314Z Sep 01, Waste Disposal of Flameless Ration Heaters. MRE packaging to include FRH are not restricted items and can be placed in MSW dumpsters for disposal.

i. Under no circumstances will waste from training activities be returned to the North or South Fort MSW dumpsters. Explosive and hazardous items are frequently found commingled with field waste and it must first be sorted at the CSWCF. Commingling explosive and hazardous items in the MSW violates federal and state hazardous waste regulations and subjects the installation to fines and penalties. This commingling also presents a significant safety hazard to Soldiers and civilians.

j. Restricted items from field training activities must be turned into the CSWCF.

k. Items for which the unit has an inherent responsibility (accountable equipment, Class V items) will be returned to trained unit personnel.

l. Class V, Pyrotechnics, and Simulators. This category includes all ammunition, explosives, simulators, flares, booby traps, and training aids that are assigned a Department of Defense Ammunition Code (DODAC) or national stock number by the Defense Logistics Agency and non-standard simulators fabricated on or off the installation by military personnel, civil servants, or Contractors and used on the installation for any purpose. Class V, pyrotechnics, and simulators will be turned into the ASP and shall not be disposed in dumpsters, abandoned, buried, or discarded any other way. Residue from fabricated simulators that possess reactive

characteristics and are not in the military inventory must be rendered safe with all firing devices removed from the simulator. The responsible activity must coordinate with DPW-ENRMD for proper storage, testing, and management of the residue. Class V items (live, blank, and dunnage) must be returned to the ASP by trained personnel from the generating unit. Class IV and Replicated Class V must be returned to the Class IV/V Replication Yard located at Building 8105, North Fort. A unit representative must pick up any of these items that have been segregated from the waste daily and return them to the proper storage area.

m. **Unused Burn Propellant.** Unused burn propellant includes excess powder bags and charges used with indirect fire weapons systems. Propellant may be burned IAW the appropriate Technical Manual (TM) or Field Manual (FM) guidance and consistent with established training practices. Propellant shall not be accumulated and burned for the sole purpose of disposal. Home-based units will dispose of burn residue with the assigned ECST who will turn it in to a 90-day hazardous waste storage site for management and disposal. Rotational units must bring any unused burn propellant to the CSWCF. Expended Smoke Pots and Grenades will be turn in to ASP.

n. Medical waste will be segregated at the point of generation from all other wastes and managed per AR 40-5, JRTC and Fort Polk Regulation 40-6, and all other local policies as established by BJACH. Medical waste must be managed through a unit Troop Medical Clinic (TMC) or disposed directly through BJACH. If found commingled with field waste during sorting operations, it will be removed for temporary holding at the CSWCF. The generating unit must pick up collected medical waste from the CSWCF and transport it to the proper location using trained personnel by the end of each business day. Medical waste, radioactive items, and replicated or authentic Class V items shall not go to the CSWCF; they must be turned in to their appropriate locations.

o. Food waste or other types of MSWs may not be disposed by burial or burning anywhere on the installation.

#### **9-7. Family Housing and Barracks Waste.**

a. Hazardous materials and waste from Fort Polk family housing residents are exempt from regulation per 40 CFR 261.4(b)(1) and LAC 33:V:105(D)(2)(a).

b. Waste generated during military or civilian duty, field training exercises, or other official Fort Polk activity shall not be mixed or disposed with residential MSW in Fort Polk housing or barracks areas.

c. *Housing Areas and Barracks.* Even though residential wastes are generally exempt from regulation, it is still necessary to establish best management practices to protect and preserve the installation for future generations. Housing and barracks residents are encouraged to make use of the following disposal methods when possible.

(1) *Car/Truck Batteries.* Dispose at the AAFES Service Station on Alabama Avenue during business hours.

(2) *Fluorescent Lamps.* Exchange old lamps for new ones free of charge through the self help Contractor or Family Housing Neighborhood Office.

(3) *Tires.* Dispose at the AAFES Service Station, at Building 3310, during business hours or to a local automotive or tire dealer.

(4) *Used Motor Oil, Hydraulic Oil, Transmission Fluid, and Brake Fluid.* Dispose in the large red receptacle at the AAFES Service Station at Building 3310 during business hours or at

the DMWR, Auto Skills Center (if servicing your vehicle there). Do not leave drip pans or containers.

(5) *Ammunition, Pyrotechnics, or Explosives*. Military ammunition, residue, or any other Class V item may be taken to the Ammunition Supply Point (ASP) for amnesty turn-in during ASP duty hours. Civilian ammunition or items from reloading processes may be disposed through the Military Police.

#### **9-8. Contractor Waste.**

a. Contractors working on Fort Polk will comply with all applicable regulations while operating on Fort Polk.

b. Contractors will manage waste per the contract specifications under which the services are being performed. If there are no specifications addressing waste management, the Contractor will remove all waste generated from the installation to an approved off-post disposal facility, bear the cost of the disposal, and will comply with all applicable regulations while operating on Fort Polk. The Contractor will also report quantities of waste removed and recycled to the Installation solid waste manager.

**9-9. Restricted Items.** Restricted item can be hazardous waste, universal waste or any item which could be deposited in to a MSW receptacle and is restricted from landfill disposal for the following reasons: federal regulation, state regulation, or best management practice.

#### **9-10. Specific Handling and Disposal Guidance.**

See Appendix L for a recapitulation and additional items that require special handling procedures on Fort Polk. Appendixes M and N, provides a strip map for the waste/recycle facilities mentioned in 9-10 and Appendix L.

a. Hazardous Wastes: Contact Environmental Customer Service Technician (ECST).

b. Lead Acid Batteries: Take to the Qualified Recycle Program (QRP) Yard.

c. Lithium Batteries: DPW-ENRMD personnel at 8300 Block.

d. Alkaline Batteries: These are batteries normally found in small personal electronic devices. They can be disposed of in a MSW dumpster.

e. Fluorescent Lamps: Lamps from Soldier barracks can be exchanged at GrayBar. All others must be processed turned into the HAZMART.

f. Pesticides/Herbicides: Contact ECST or turn into HAZMART.

g. Class V: All Class V will be turned back into the ASP. At no time will any munitions or dunnage be deposited into a MSW receptacle on the installation.

h. Used Motor Oil: Uncontaminated motor oil can be deposited into any red oil storage receptacle located on post. Some of the locations are: Unit Motor Pools, AAFES Service Station, Auto Craft Shop, HAZMART and DPW-ENRMD personnel at the 8300 Block. Contaminated motor oil must be processed through the HAZMART.

i. Anti-Freeze: ECST / HAZMART.

j. Contaminated Fuel: Less than 50 gallons of JP-8 can be stored in the unit's used POL storage area. Greater than 50 gallons required that the Directorate of Logistics be contacted for further guidance. Any type of MOGAS requires special handling procedures. Contact an ECST or the HAZMART for further guidance.

k. Dry Sweep (POL-contaminated): Saturated dry sweep must be mixed with new until the overall contents are dry. It can then be double bagged and deposited in a MSW receptacle.



l. Food Waste: All food waste will be double bagged to prevent leakage and deposited into a MSW receptacle.

m. Oil/Fuel Filters: Oil filters will be drained for 24 hours, crushed and taken to the QRP yard. Fuel filters will be drained for 24 hours, packed in a drum with 2" of dry sweep in the bottom, properly labeled and turned into the HAZMART. The HAZMART has an oil crusher if the unit does not have one.

n. Asbestos containing Material: Contact ECST or HAZMART for special handling procedures.

o. Tires: Used tires must be returned to a permitted tire storage facility. Abandoned tires found on the installation will be handled by the ECSTs.

p. Medical Waste: Medical waste will be handled IAW JRTC and Fort Polk Regulation 40-6 and AR 40-5. All medical waste generated must be returned to BJACH, or the TMC.

q. Compressed Gas Cylinders: HAZMART

r. Propane: DPW-ENRMD at 8300 Block

s. Aerosol Cans: DPW-ENRMD at 8300 Block

t. POL-Contaminated Soil: Consolidated Solid Waste Collection Facility (CSWCF)

u. Office Paper: Net Zero Waste Center

v. Yard Debris: CSWCF

## Section II

### Hazardous Waste Management

#### 9-11. General.

The installation hazardous waste management program is implemented to comply with Federal, DOT, DoD, Army, and state regulations; to protect the well being of the installation, its Soldiers and civilians; and, to ensure that natural resources and training lands are preserved for future generations. This chapter applies to all installation organizations including but not limited to all Fort Polk military, civilian, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

#### 9-12. Responsibilities.

a. **SMC** will delegate the preparation and signature of all hazardous waste shipping manifests to the DPW.

b. **DPW** will:

(1) Delegate the preparation, review, and signature of all hazardous waste shipping manifests to DPW-ENRMD.

(2) Serve as the Installation Hazardous Material/Waste Manager (IHMWM) IAW AR 200-1.

(3) Delegate the responsibilities of the IHMWM to CMB.

(4) Ensure development and implementation of an overall Hazardous Material/Waste Management Plan for the installation to include guidance to all activities for the proper handling of hazardous waste.

(5) Assist organizations in developing environmentally safe procedures for handling, managing, storing, disposal of all hazardous material and hazardous waste.

(6) Coordinate submittal of all permits, manifests, audits, checklists, reports, plans, and payments of fines or fees as required by federal, DoD, Army, state, and higher headquarters and local regulatory agencies.

(7) Develop the installation's Explosive Ordnance Demolition (EOD) Range and Resource Conservation and Recovery Act (RCRA) Management Plan, Pollution Prevention Plan, and Hazardous Waste Minimization Plan.

c. **CMB** will:

(1) Coordinate required testing, research, storage and handling requirements, and advise organizations on techniques and procedures related to hazardous material and waste handling.

(2) Advise the unit or activity on techniques for establishing and maintaining a SAP for waste collection and ensure inspections are performed to remain in compliance.

(3) Provide technical guidance and services for hazardous, universal, and non-regulated waste handling, storage, and disposal.

(4) Determine the proper packaging and disposal requirements for waste.

(5) Coordinate movement of waste from the unit or activity to the 90-day storage site.

(6) Review and sign all hazardous waste manifests.

(7) Assist DLADS in overseeing, packing, and loading activities performed by entities legally authorized to remove and dispose of hazardous waste from the installation.

(8) Ensure all 90-day storage sites are managed IAW all applicable regulations and local directives.

(9) Establish a comprehensive hazardous waste management program that meets all applicable regulations and local directives.

(10) Ensure the hazardous waste program and SOP are documented in a Hazardous Waste Management Plan; revise plan upon changes to operating policies.

d. **MEDDAC** will:

(1) Ensure all installation regulated medical waste is managed IAW all applicable regulations and local directives.

(2) Advise the IC and DPW on health issues that may be associated with hazardous waste handling and management, in coordination with MEDDAC, Preventive Medicine.

e. **COR** will ensure that Contractors performing work on Fort Polk adhere to the requirements of this regulation.

f. **DLADS** will:

(1) Provide prompt and thorough customer service to all Fort Polk activities in support of the installation hazardous material/waste program.

(2) Provide written and verbal guidance to CMB on hazardous waste disposal procedures and documentation.

(3) Review waste turn-in documents from CMB or Contractors, including DD Form 1348-1A and Defense Reutilization Marketing Service (DRMS) Form 1930 (Waste Profile Sheets).

(4) Ensure hazardous waste manifests are prepared for hazardous waste shipments IAW federal, state requirements for transportation and disposal of hazardous waste.

(5) Properly maintain all hazardous waste manifests, land-ban forms, and other associated documentation for all hazardous waste being shipped through DLADS. Promptly provide these documents to CMB for additional recordkeeping and to enable annual hazardous waste reporting to the regulatory agencies.

(6) Maintain hazardous waste records and documents, to include analytical testing,

performed by DLADS for a minimum of 3 years.

g. ***Rotational Units*** will:

(1) Coordinate with CMB in advance of the rotation to ensure adequate knowledge of waste handling requirements during rotational exercises on Fort Polk, the ISB, and Peason Ridge.

(2) Prepare an environmental plan and spill plan and ensure all personnel are aware of waste handling and disposal procedures before, during, and after rotations.

(3) Transport all hazardous waste or excess hazardous materials generated during the rotation to the CSWCF and manage items IAW guidance from CMB.

(4) Fund container and disposal costs for all hazardous, universal, and non-regulated waste generated by the rotational and all support activities.

(5) Ensure that a representative from the training unit coordinates with CMB staff located at the CSWCF daily for the pickup and delivery of recovered medical wastes to the TMC and Class V items to the ASP (or designated AHA).

h. ***Contractors Performing Work on Fort Polk*** will:

(1) Adhere to the requirements of all applicable regulations and local directives.

(2) Comply with waste handling requirements specified in their contracts. If the contract does not specify any requirements, Contractors must coordinate with the COR and CMB to identify requirements.

(3) Fund all hazardous waste handling, packing, and disposal expenses.

i. ***MSCs, Garrison Activity Directors, Unit Commanders, and Civilian Supervisors*** will:

(1) Fund any analytical or laboratory tests deemed necessary to properly characterize waste for disposal. Units will be asked to fund these services using their government credit card.

(2) Fund hazardous waste disposal costs (tenants).

(3) Fund hazardous waste supplies to include spill kits, dry sweep, and containers used to properly package waste.

(4) Ensure ECOs are trained and available at unit level to oversee proper hazardous waste management activities to include the duties as follows:

(5) Coordinate hazardous waste storage and disposal issues with assigned ECST.

(6) Establish and maintain Satellite Accumulation Point (SAP) and used oil and fuel collection points. The unit or activity must select a location for a SAP at or near the point of generation of hazardous waste and manage the SAP in accordance with all applicable regulations and local directives. If a SAP is not needed due to infrequent generation of hazardous waste, contact the assigned ECST immediately when waste is generated. Generated waste will be transported to a 90-day hazardous waste storage site through coordination the ECST.

(7) Contact assigned ECST when the total combined amount of hazardous waste in the SAP reaches 55 gallons (or one quart of acutely hazardous waste). The ECST will coordinate transfer to a 90-day hazardous waste storage site.

(8) Ensure that each waste stream is collected separately and that containers are properly labeled. Do not label any container with the words "Hazardous Waste" until discussing the waste stream with the assigned ECST.

(9) Notify the assigned ECST when beginning a new process, changing an existing process, or using a hazardous material not previously used.

(10) Contact assigned ECST for assistance with handling procedures when new wastes are generated and when the unit is unclear about handling requirements.

(11) Ensure that a compatible and serviceable container is used for collection of the waste by coordinating with assigned ECST.

(12) Manage SAPs IAW with all requirements listed in Section 9-13.

(13) Ensure that all hazardous materials are stored in serviceable containers and the new/unopened materials are stored separately from in-use/opened materials.

### **9-13. Satellite Accumulation Point (SAP) Management Requirements.**

a. Ensure SAPs are protected from weather, direct sunlight, and rainwater intrusion.

b. Ensure only authorized personnel have access to the SAP.

c. Maintain an inventory showing the name and amounts of each waste stream.

d. Develop and implement a site-specific spill plan for each SAP.

e. Ensure spill kits are positioned near each SAP and contain adequate tools, PPE, and materials to properly manage potential spills.

f. Clean up all spills immediately if safe to do so and report them to a unit ECO, chain of command, and an Observer Coach Trainer (if in a field exercise) if meeting the reporting criteria (over 10 gallons of POL, any amount of other substances, and any amount that has the potential to reach a drain or body of water). The ECO, chain of command, or OCT must then report the spill to the DES. If there is any question about safety, evacuate the area and contact the DES for immediate assistance.

g. Ensure MSDSs are readily available as required by 29 CFR 1910.1200, Hazardous Communication Standard and JRTC and Fort Polk Regulation 385-4, JRTC and Fort Polk Safety Program.

h. Ensure SAPs have secondary containment. The secondary containment must be an impervious surface, a bermed area with the capacity to hold 110 percent of the volume of the largest container, or the capacity to hold 10 percent of the combined total volume of all the containers, whichever is greater.

i. Inspect SAPs weekly. The weekly inspection form is provided at Appendix C.

j. Ensure that containers remain closed at all times, except when waste is being added or removed from the containers or when test samples are being taken. If funnels are used regularly with containers, the containers are not considered “*closed containers*” unless the funnel has a lid and a lock or way in which it may be secured.

k. Ensure that all wastes are stored in compatible containers and that the containers are in good condition, free from rust, and may be sealed tightly.

l. Ensure SAPs do not contain any more than 55 gallons of hazardous waste (or one quart of an acutely hazardous waste). Once the 55-gallon threshold is reached, the unit or activity will date the drum; the ECO will contact the assigned ECST who will transfer the waste to a 90-day hazardous waste storage site within 3 days in accordance with all applicable regulations and local directives.

m. Ensure all SAPs have a means to remove spilled substances from the secondary containment area when necessary. Units and activities must also have a way to remove rainwater. Rainwater must not be drained or released unless the ECO or his designated representative has inspected and documented findings (see Appendix K) of the rainwater and containers and determined that the water is free from any contamination.

n. If storm drains, ditches, or bodies of water are in close proximity to a SAP, ensure emergency response procedures or materials are in place in the event that a spill or release from the SAP occurs.

## Chapter 10

### Storage Tank Systems

**10-1. General.** The purpose is to manage the storage of POL in a manner that is protective of human health and the environment and complies with all applicable regulations and local directives. This chapter applies to all installation organizations including but not limited to all Fort Polk military, civilians, tenants, on-site organizations, rotational units, other units training at Fort Polk, and Contractor entities that perform training or work on Fort Polk lands.

**10-2. Responsibilities.** Each on-site organization that operates a POL storage tank will be responsible to ensure the tank complies with all applicable regulations and local directives.

#### 10-3. Storage Tanks.

##### a. *Underground Storage Tanks (USTs).*

(1) New USTs will be constructed IAW LAC 33:XI, Sections 303 and 503.

(2) Buried piping installations will be cathodically protected.

(3) All above ground valves and pipelines will be inspected weekly by operating personnel. In addition, periodic pressure testing may be warranted for piping in areas where facility drainage is such that a failure might lead to a spill event.

(4) Operators will inspect the general condition of all piping and ancillary equipment.

(5) Operators will submit a memorandum to the ECST indicating that the inspection was completed. The memorandum will include date and time of inspection, inspector, facility, equipment inspected, all deficiencies noted, and actions taken to correct deficiencies.

(6) Vehicular traffic granted entry into the facility will be warned verbally or by appropriate signs to ensure that the vehicle, because of its size, will not endanger aboveground piping.

(7) Operation of all USTs will be conducted IAW LAC 33.XI., Chapter 5.

##### b. *Above Ground Storage Tanks.*

(1) Storage Tank Inspections. Inspection programs of units/activities whose operations include maintaining, filling, or pumping into or from any above ground storage tanks and portable tanks will include the following elements:

(a) Check of tanks for the following deficiencies: drip marks, discoloration of tanks and/or soil, puddles, corrosion, cracks; and, localized dead vegetation around the tank area.

(b) Check of foundation for the following deficiencies: cracks, discoloration, puddles, settling, gaps between tanks and foundation; and, damage due to vegetation roots.

(c) Check of piping for deficiencies as follows: Droplets of stored material, discoloration, corrosion, bowing of pipe between supports, seepage of stored material between valves or seals; and, localized dead vegetation.

(d) Check of diked secondary containment areas for accumulated rainwater; remove any rainwater after inspection and documentation, and dispose of properly.

(e) Prior to the installation of a new above ground storage tank, the proponent must complete the form at Appendix E and submit the form in conjunction with the REC to DPW-ENRMD.

(2) Tank Upgrades and Testing. Provide secondary containment, leak detection, and overfill protection as required by the JRTC and Fort Polk Spill Prevention Control and Countermeasure (SPCC) Plan.

c. *Tank Loading/Unloading.*

(1) Tank truck loading/unloading procedures will meet the minimum requirements established by the Department of Transportation (DOT).

(2) The containment system will be designed to hold at least maximum capacity of any single compartment of a tank truck loaded or unloaded in the facility.

(3) An interlocked warning light or physical barrier system, or warning signs, will be provided in loading/unloading areas to prevent vehicular departure before complete disconnect of flexible or fixed transfer lines.

(4) Prior to filling and departure of any or tank truck, the lowermost drain and all outlets of such vehicles will be closely examined for leakage, and if necessary, tightened, adjusted, or replaced to prevent liquid leakage while in transit.

(5) The vendor and owner/operator will ensure the available volume in the receiving tanks is greater than the volume to be transferred and that the transfer is constantly monitored.

**10-4. Containment Facilities.**

a. Inspection programs of units/activities whose operations involve the use and maintenance of any type of containment facilities will include the following checks, as a minimum: dike or berm system, malfunctioning drainage valves, debris, and erosion.

b. Inspection programs of units/activities whose operations involve the use and maintenance of any type of secondary containment facilities will include the following checks, as a minimum: cracks, discoloration; standing liquid; corrosion; valve malfunction; and, standing, spilled, or leaked material.

c. Inspection programs of units/activities whose operations involve the use and maintenance of any type of detention or settling ponds will include the following checks, as a minimum: erosion; diminished or depleted capacity, standing, spilled, or leaked material; debris, and stressed vegetation.

**10-5. Security.** Fort Polk sites that qualify under the ISPCCP are to be monitored, equipped, operated, and secured in a manner that is consistent with. These requirements include:

- a. Fully fenced with locked or guarded entrance when the facility is unattended.
- b. Drain valves securely locked in a closed position, except during use.
- c. Pumps in the "off" position when not in use.
- d. Pipe connections securely capped or blank-flanged when not in service.
- e. Appropriate facility lighting provided based on the type of facility.

**10-6. Recordkeeping.** Monthly automatic tank gauging system tank tightness test must be maintained for 1 year. Records of any repair work must be maintained for the entire operating life of the system.

**10-7. Refueling Operations.**

a. *Bulk Refueling Operations.* Managers and supervisors of fixed bulk refueling sites will:

- (1) Ensure operations are conducted only at the designated locations.
- (2) Use secondary containment for the entire refueling site.

- (3) Ensure adequately stocked spill kits are readily available.
- (4) Ensure operators are adequately trained and instructed in the performance of their duties.

b. *Retail Refueling Operations.*

- (1) Retail refueling operation within the garrison will be conducted only at sites approved by DPW-ENRMD and will be conducted on a secondary containment system.
- (2) Non-tactical retail refueling operations conducted outside the garrison area will be conducted on a secondary containment system, outside of endangered species habitat, and at least 100 meters from any water source or wetland.
- (3) Operators will be adequately trained and instructed in the performance of their duties.

c. *Tactical Refueling Operations.*

- (1) Operations involving blivits.
  - (a) Blivits with the capability to hold 500 gallons or more must be placed within adequate secondary containment when containing fuel.
  - (b) Blivits not in position to be sling-loaded must be kept in secondary containment.
  - (c) Secondary containment will not be placed under blivits positioned for sling-load.
  - (d) Units shall not move blivits by dragging them; blivits must be lifted off the ground or placed on a vehicle.
  - (e) Blivits will be inspected for serviceability before being taken to the field.
- (2) Tactical retail refueling operations.
  - (a) All refueling vehicles must have a spill kit and a spill plan onsite.
  - (b) All refueling operations must be conducted with secondary containment at line connections and dispensers.
  - (c) Drip pans or absorbents must be placed under all nozzles and fittings. All leaks must be repaired as soon as practicable.
  - (d) Supervisors will check critical equipment, connections, and fittings of all refueling equipment before the equipment enters any active training area.
  - (e) Operators will constantly monitor the refueling activity to ensure there is no overflow.
  - (f) Tactical refueling operations or fuel storage shall not be conducted within an endangered species habitat or within 100 meters of a wetland.
  - (g) Operators will be adequately trained and instructed in the performance of their duties.
  - (h) Spills will be immediately rectified and/or reported.

## Chapter 11

### Spill Prevention and Response

**11-1. General.** Due to the nature of military training activities, spills of petroleum, oils, and lubricants (POL) and other hazardous substances are relatively common on military installations. POL spills over 10 gallons, spills that reach water, and spills of any quantity of hazardous materials must be reported to the DES. DES acts as the first responders on all spills and notifies DPW-ENRMD for technical assistance with directing any cleanup activities. DES personnel complete a spill report for each spill event and provide a copy to DPW-ENRMD for their records. DPW-ENRMD notifies the appropriate agencies of any reportable spills depending on the materials and quantities that have been spilled. Fort Polk began keeping records on spills in 1997.

## 11-2. Responsibilities.

a. **DPW** will:

- (1) Receive and process work orders for spill cleanups in a timely manner.
- (2) Supply heavy equipment and manpower to support cleanups as necessary.
- (3) Place request for dig permits when necessary.

b. **CMB** will:

- (1) Respond to all state reportable spills.
- (2) Call in all service orders for spills requiring heavy equipment as necessary.
- (3) Ensure the spill area is cleaned up in accordance with all federal, state and local environmental standards.
- (4) Be responsible for making all notifications to federal, state, and local agencies as necessary. Exception being if the release is classified as an emergency, then the responsible party has 1 hour to notify the State Hazardous Material Hotline at (225) 925-6595 or toll free (877) 925-6595.

- (5) Provide technical guidance.

c. **DES** will:

- (1) Immediately respond to all spills when notified.
- (2) Act as first responders and assume the role of incident commander role at the scene.

d. **MEDDAC, Department of Preventive Medicine**, will:

- (1) Provide technical assistance concerning control, containment, and neutralization as appropriate.
- (2) Assisting installations with preparing spill prevention control and countermeasure plans, installation spill contingency plans, and risk communication strategies.

e. **Rotational Units** will:

- (1) Prepare an environmental unit specific spill plan and ensure all personnel are trained to standard on the execution of this plan.
- (2) Notify their Observer Coach Trainer, Range Control, or the DES if a spill occurs that is greater than 10 gallons of a POL product, any amount of a hazardous material other than a POL product, or any spilled material that enters a waterway.
- (3) Clean up spills less than 10 gallons, once containerized, transport product to the CSWF on North Fort.
- (4) Fund the disposal costs for all spills using their maneuver damage Military Intergovernmental Purchase Request (MIPR).

f. **Contractors Performing Work on Fort Polk** will:

- (1) Adhere to the requirements of all applicable regulations and local directives.
- (2) Be responsible for the cleanup and costs of any spills that they generate.

g. **MSCs, Garrison Activity Directors, Unit Commanders, and Civilian Supervisors** will:

- (1) Notify the DES if a spill occurs that is greater than 10 gallons of a POL product, any amount of a hazardous material other than a POL product, or any spilled material that enters a waterway.
- (2) Clean up spills less than 10 gallons, once containerized, transport product to the CSWF on North Fort.
- (3) **The responsible organization will fund the disposal costs for all spills.**



**11-3. Spill Prevention Policies and Techniques.** All units and organizations will incorporate Best Management Practices (BMPs) into their daily routines to minimize the risk of spills and releases. The following applies to vehicles and equipment used as training aids and targets:

- a. Vehicles and equipment used as range targets or as barriers or obstacles or as a training aid in any manner inconsistent with its originally intended purpose must be drained of all fluids before being moved to the range or training area.
- b. If a combustible, flammable, or ignitable material is used to create a secondary effect, sufficient equipment must be on hand to remove all contamination from the material that is not consumed in the exercise.

**11-4. Unit/Organization Spill Response Plans.** All units and organizations, which transport, process, store, or in any way manage a hazardous waste, hazardous material, POL, or any other restricted item, are required to develop and post a written Spill Prevention Control and Countermeasures Plan (SPCCP). The SPCCP will include, as a minimum:

- a. Unit/activity identification name, building number, and street address.
- b. ECO name, home address, and telephone number.
- c. Description of unit activities.
- d. Potential spill types, locations, and worst-case amounts released.
- e. Spill prevention practices in place.
- f. Procedures for spill identification, containment, clean-up, and notification.
- g. Training requirements program.
- h. Inspection program.
- i. Sketch of the facility showing relevant features: location of substances, location of spill kits, likely path of spilled substance, location of storm drains, water sources with the potential of contamination, location of personal protection equipment (PPE), and location of nearest phone.
- j. Units and organizations spill response teams will receive initial training in their duties as a part of the response team.
- k. All unit/activity SPCCPs and Spill Response Plan SOPs will be reviewed and approved by the CMB.
- l. Units and organizations will maintain spill kits that are adequately stocked to contain and clean-up potential spills at that facility.
- m. Spill kits will be accompanied by a list of items that will be in the kit.
- n. The unit/organization ECO will inventory the spill kit on a monthly basis and restock the kit as needed.
- o. Spill kits will be clearly identifiable and easily accessible.

#### **11-5. Spill Response.**

- a. If the substance spilled is immediately dangerous to life and health, the person in control of the spill site or his designated representative will take appropriate action to protect workers and bystanders and immediately contact the DES for assistance.
- b. In all other instances, the unit/organization will initiate spill containment and clean-up procedures and report the spill to the organizational ECST.
- c. Spill Reporting.
  - (1) Anyone observing a spill of any size will immediately notify his unit's/activity's supervisor and ECO. The supervisor/ECO will confirm the spill, its cause, and basic nature. If a supervisor or ECO is not available, the individual will report the spill.

- (2) Spills fitting the following description will be reported to the DES:
  - (a) Spills of POL greater than 10 gallons.
  - (b) Any hazardous substance, hazardous material, hazardous waste, restricted item, or hazardous material.
  - (c) All spills which occur in a water source or have the potential to enter a water source (puddles excluded).
- (3) The DES will dispatch an incident commander to investigate and provide guidance for clean-up operations.
- (4) The DES will provide a detailed written report of the incident, including actions taken, to the CMB within 48 hours of the incident.

## **Chapter 12**

### **Pest Management**

**12-1. General.** Integrated Pest Management (IPM) is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks. Federal agencies are mandated to use IPM by Public Law (Section 136r-l of title 7, United States Code). This plan is a framework through which an IPM program is defined and accomplished on the installation. It describes program elements including health and environmental safety, pest identification, pest management, and pesticide storage transportation, use and disposal. This Integrated Pest Management Plan (IPMP) is a guide to reduce reliance on pesticides and to enhance environmental protection; it reflects current DOD/Army policies, procedures and standards and incorporates the requirements of the Environmental Protection Agency (EPA) and the State of Louisiana.

#### **12-2. Responsibilities**

- a. **Garrison Commander** will:
  - (1) Designate a Pest Management Coordinator, in writing, for all installation integrated pest management activities.
  - (2) Approve and support the integrated pest management plan IAW DODI 4150.07.
  - (3) Ensure that all pest management operations are conducted safely and have minimal impact on the environment.
  - (4) Monitor the Installation Pest Management Program's achievement of goals and objectives established by DoD or Army pest management policy.
- b. **Environmental and Natural Resources Management Division** will:
  - (1) Determine or participate in selection of and approval for pest management requirements for the installation.
  - (2) Initiate requests for aerial application of pesticides when necessary.
  - (3) Request and monitor contract pest management operations.
  - (4) Obtain and maintain adequate supplies of pesticides and pesticide dispersal equipment, and ensure that equipment is properly maintained.
  - (5) Maintain adequate records of pest management operations.
  - (6) Cooperate and coordinate with the installation directorates for pest control issues.
- c. **DFMWR** will:
  - (1) Determine the pest management requirements for the golf course.
  - (2) Request and monitor contract pest management operations. Forward all contracts to the

Installation Pest Management Coordinator for review by the Command Consultant at AEC.

(3) Maintain adequate records of pest management operations. Report all pesticide applications to the IPMC for inclusion in the Pesticide Use Proposal on a monthly basis.

(4) Store all pesticides in storage and mixing facilities that meet all federal, state, and DoD requirements.

d. ***Department of Preventive Medicine, (MEDDAC)*** will:

(1) Conduct surveillance for pests that could adversely affect the health and welfare of the installation.

(2) Coordinate with local health officials to determine the prevalence of disease vectors and other public health pests in the area surrounding the installation.

(3) Provide timely results of disease vector surveillance monitoring to the IPMC.

(4) Evaluate the health aspects of the Pest Management Program. Provide medical oversight through monitoring and evaluation of the health aspects of the program, and provide consultative, field, and laboratory services to support the program.

(5) Provide the IPMC records of all pest surveillance daily or as otherwise required by the IPMC.

(6) Recommend personal protective measures when the risk of vector-borne diseases or troublesome numbers of pest bites is identified and verifying that Soldiers receive and properly use skin and clothing repellents and other personal protective measures.

e. ***Army Veterinary Command, South Plains District, Louisiana Branch, Fort. Polk Section*** will:

(1) Provide advice to pet owners concerning pests that may adversely affect their animals.

(2) Conduct surveillance for pests that destroys food stored in installation facilities.

f. ***Installation Pest Management Coordinator*** will:

(1) Determine the pest management requirements for the site.

(2) Coordinate pest management activities between Fort Polk and AEC.

(3) Annually update the Fort Polk IPMP.

(4) Provide answers to questions concerning pest management from AEC.

(5) Gather pest management relevant information, especially pesticide usage on the installation, and reports to AEC on an annual basis.

(6) Coordinate and monitor contracts dealing with pesticide application and keep a copy of each contract on file.

(7) Submit all pest management contracts to AEC for review and approval.

(8) Coordinate with local, state and federal agencies, as necessary, to conduct the Installation's Pest Management Program.

(9) Ensure that installation personnel performing pest control are certified, as required.

(10) Maintain adequate records of pest management operations.

g. ***Building Occupants*** will:

(1) Apply good sanitary practices to prevent pest infestations.

(2) Use all non-chemical pest control techniques available to the fullest extent before requesting further assistance from pest control Contractors.

(3) Cooperate fully with Contractors in scheduling pest management operations, to include preparing the areas to be treated.

(4) Obtain approval from the IPMC before using any contract pest control services.

h. ***Pest Management Personnel/Contractors*** will:

(1) Use integrated pest management techniques.

- (2) Control pests according to the provisions of the IPMP.
- (3) Operate in a manner that minimizes risk of contamination to the environment and personnel.
- (4) Provide written records of pest surveillance and control efforts to the Installation Pest Management Coordinator.
- i. ***Pest Management Contracting Officer's Technical Representatives (COTR)*** will:
  - (1) Obtain training in accordance with DODI 4150.07-M, DoD Pest Management Training and Certification, in the appropriate pest categories.
  - (2) Evaluate contract pest management operations to ensure contract specifications and quality standards are met.
  - (3) Inform the Contracting Officer's Representative (COR) and IPMC about specifications that require modification or improvement; any discrepancies in Contractor performance; and any action by the Contractor which may jeopardize health, safety, or the environment.
  - (4) Request necessary pest management supplies and equipment for quality assurance functions in a timely manner.
  - (5) Maintain effective liaison with installation health and environmental officials.

**12-3. Application Notification and Reporting** - All Contractors, in-house applicators, and self-help users will provide pesticide use information to the Integrated Pest Management Coordinator on a monthly basis. Pest management operations are recorded into the USAEC Pest Management Record Spreadsheet and e-mailed to the IPMC on a monthly basis. Pounds of pesticide active ingredient are provided to AEC on an annual basis.

**12-4 Banned Pesticides.** Use of any pesticide, herbicide or fungicide which has been discontinued by the manufacturer or banned by EPA, is prohibited. Those substances include any listed below:

**Figure 12-1. Pesticides, Herbicides, and Fungicides Banned by the EPA**

EPA BANNED AND DISCONTINUED PESTICIDES, HERBICIDES, AND FUNGICIDES	
Aldrin BHC Biothional Captafol Carbon Tetrachloride Chloranil Chlordane Chlordimeform Copper Arsenate (Basic) Cyhexatin DBCP DDD (TDE) DDT Dieldrin Dinoseb EDBC's Zineb, Wabam Endrin EPN	Fluoroacetamide Heptachlor Monocrotophos OMPA Phenarazine Chloride PCB's PCT's Safrole Silvex/ 2, 4, 5T Sodium Monofluoroacetate Strobane 2, 4, 5TCP and its salts Thallium Sulfate TOK Toxaphene TBT Lead Arsenate Calcium Arsenate Pentachlorophenal Creosote

## Chapter 13

### Pollution Prevention

#### 13.1 General.

a. Fort Polk emphasizes the prevention of pollution. The focus has been on the following criteria:

- (1) Meeting national, state, and military pollution prevention goals;
- (2) Reducing long-term liabilities of waste disposal, toxic air releases, and water pollution;
- (3) Saving money by reducing Fort Polk's raw material purchases and waste treatment and disposal costs; and
- (4) Protecting human health and the environment locally and regionally.

b. According to the EPA, pollution prevention refers to the use of materials, processes, or practices that eliminates or reduces the quantity and toxicity of wastes at the source of generation. It includes practices that eliminate the discharge of hazardous or toxic chemicals to the environment and that protect natural resources through conservation and improved efficiency.

c. Pollution prevention is a novel approach to waste management not only because it seeks to avoid the generation of waste or environmental releases, but also because it stresses the protection of all environmental media (i.e., air, land, and water). Pollution prevention aims to eliminate or reduce waste released to land, air, and water without simply transferring or distributing pollutants among these media. Pollution prevention can be achieved through a hierarchy of waste management options. These options range from preventing or reducing pollution at the source (the most desirable option) to disposal (least desirable). Recycling and treatment are the other options available within the hierarchy. Pollution prevention is a cost-effective means of meeting environmental objectives in an era when Army installations are simultaneously subject to stricter standards for pollution control, public criticism of their environmental records and declining environmental budgets. The financial costs associated with not preventing pollution not only include the obvious direct costs (i.e., waste handling, transportation, treatment, disposal, etc.) but also the not-so-obvious costs, such as training, overhead, permit fees, fines for non-compliance and long-term environmental clean-up costs.

#### 13-2. Responsibilities.

a. **DPW.** The DPW will:

- (1) Serve as the installation proponent for pollution prevention.
- (2) Make copies of the Pollution Prevention Management Plan (P2 Plan) available to project proponents.

b. **Chief, ENRMD, DPW.** The Chief, ENRMD will:

- (1) Develop and implement a pollution prevention program.
- (2) Appoint an Installation Pollution Prevention Manager.

c. **Chief, Compliance Management Branch (CMB), ENRMD, DPW.** The Chief, CMB will:

- (1) Provide oversight for the P2 Program.
- (2) Ensure implementation of Fort Polk's P2 Management Plan

### 13-3. Waste Reduction.

a. Pollution prevention and waste minimization practices reflect a commitment to continually improve the efficient utilization of resources such as materials, human resources, time and money. As stated, the critical theme of Fort Polk's P2 plan is to continually improve management practices and associated activities. This P2 plan is modified from the Model Pollution Prevention Plan (February 1995) which is framed according to the protocol outlined in EPA guidance manuals, *Waste Minimization Opportunity Assessment Manual* (EPA/625/7-88-003, July 1988), and *Facility Pollution Prevention Guide* (EPA/600/R-92/088). The plan was prepared in accordance with *Guidance to Hazardous Waste Generators on the Elements of a Pollution Prevention Program* (Federal Register, May 28, 1993).

b. This P2 plan is a **living document** in that it will be continually reviewed and updated as needed. Reasons for P2 plan review include: attainment of set P2 goals, changes in the P2 program requirements (at different Army levels), changes in state and federal regulations, and finally, to ensure the plan is consistent with the installation's environmental vision.

### 13.4. Fort Polk Qualified Recycling Program (QRP).

a. The JRTC and Fort Polk Qualified Recycling Program (QRP) is a self-funding and self-sustaining program that operates within established guidance set forth in various DOD and DA Regulations, Memorandums, and Letters of Instruction. The Garrison Commander formally established a QRP at Fort Polk on the 2nd of May, 2008. The purpose of the QRP is to:

- (1) Prevent pollution.
- (2) Promote continual improvement toward meeting recycling goals.
- (3) Provide direct, visible of commitment by senior leaders / commanders to environmentally friendly operations.
- (4) Emphasize training of applicable tenants, workers, and other stakeholders.
- (5) Foster safe working conditions for employees.
- (6) Feature self-evaluation and correction.

b. The QRP is governed by a committee, chaired by the Garrison Commander (or his representative). The QRP committee consists of representatives from various installation organizations which are appointed and approved by the EQCC. QRP committee members provide guidance on QRP annual operating plans, budget development, approval and execution, new program initiatives, and program expenditures.

c. The EQCC has assigned DPW-ENRMD responsibility for day-to-day oversight of QRP operations. DPW-ENRMD has responsibility to develop and recommend QRP personnel staffing to the committee. DPW-ENRMD will direct and verify the execution of the QRP committee approved operating plan. DPW-ENRMD will conduct semi-annual QRP meetings and report the status of QRP operations to the QRP committee.

d. DoD authorizes QRP's to enter into contracts and sell recyclables directly to local vendors and retain profits from such sales for use by the installation. Without a QRP, recyclables are sold thru the local DLADS and profits are returned to the U.S. Treasury. A QRP allows the installation to aggressively pursue the opportunities that the recycling market will present. Installation recyclable commodities are evaluated and presented to the QRP Committee for approval and adoption into the QRP.

e. The proceeds collected by a QRP must first cover program costs, including equipment purchased with Operations and Maintenance (O&M) funds. (Ref: OUSD (AT&L) 24 Apr 03 and DoDI 4715.4, paragraph 6.2.3.3.7) Up to 50 percent of the remaining proceeds may be used

for pollution abatement, pollution prevention, composting, alternative fueled vehicle infrastructure support and vehicle conversion, energy conservation, or occupational safety and health projects, with first consideration given to projects included in the installation's pollution prevention plans. Any remaining proceeds may be transferred to the Nonappropriated Morale, Welfare, and Recreation Account or retained in the Installation QRP Suspense Account (F3875) for use in the following year. Title 10 U.S.C. 2577 limits the amounts that can be held in the QRP Account at the end of any fiscal year resulting from the program to \$2 million. Amounts in excess of \$2 million are to be transferred to Miscellaneous Receipts of the Treasury.

f. All installation organizations disposing of non-hazardous waste are required to confirm through DPW-ENRMD that the waste designated for disposal is not a QRP recycling commodity.

## Chapter 14

### Environmental Cleanup

**14-1. General.** The Environmental Restoration Program focuses on cleaning up contamination caused by past waste disposal practices. The program remediates sites that have been impacted by hazardous wastes in order to protect human health and the environment. The program also contributes to sustainment of operational readiness and training by seeking appropriate, cost-effective remedies to complete and close each site.

#### 14-2. Responsibilities.

a. **DPW-ENRMD.** The DPW-ENRMD will:

- (1) Serve as the installation proponent for environmental restoration and cleanup.
- (2) Identify cleanup requirements at the site level based upon current and anticipated future land use as documented in the installation master plan and pursue cleanup until site closure is granted by regulatory agencies.
- (3) Provide site-level data in response to data calls from Army Environmental Command to update the Army Environmental Reporting Online (AERO) database.
- (4) Maintain and update the Master Plan for construction and buildable acres at JRTC and Fort Polk and coordinate projects so that land use controls are enforced in the areas in and Surrounding Solid Waste Management Units (SWMUs), Areas of Concern (AOC), and environmentally sensitive areas.

b. **Contractors.** Contractors working on Fort Polk will:

- (1) Be aware that SWMUs and AOCs are off-limits to unauthorized personnel.
- (2) Consult with DPW to determine if there are any SWMUs close to a proposed worksite. This may include obtaining maps or overlays indicating environmentally sensitive areas.
- (3) Comply with any land use controls which apply to a nearby SWMU.
- (4) Obtain dig permits before excavating.
- (5) Comply with all applicable worker safety and health regulations.
- (6) Provide required training to all employees working at a site. This training will include how to respond to an environmental incident.
- (7) Exercise caution and diligence when excavating.
- (8) Immediately stop work if an abnormal condition be discovered. Abnormal conditions include, but are not limited to:
  - (a) The discovery of a drum, barrel or underground storage tank.

- (b) An obnoxious odor.
- (c) Excessively hot soil.
- (d) Smoke.
- (e) Visible fumes.
- (f) Discolored earth or sheen on groundwater caused by any suspected chemical.
- (g) Materials suspected of containing asbestos.
- (h) Materials believed to be military munitions items (see Section 14-3).
- (9) In the event that construction operations encounter or expose an abnormal condition that may indicate the possible presence of a hazardous substance, the following procedure should be followed:

- (a) Immediately discontinue construction operations near the abnormal condition.
- (b) Evacuate personnel from the immediate area and areas downwind from the site.
- (c) Notify the Site Supervisor or Project Engineer.
- (d) Contact the DES for first response ((337) 531-2026).
- (10) All abnormal conditions should be treated with extreme caution.
- (11) Do not resume construction operations in the area until the Environmental Division and Project Engineer authorize it. The Contractor may continue work in other areas of the project, away from the incident site if the Project Engineer directs.

c. ***Commands, Tenants, Activities*** will:

- (1) The facility shall cooperate with DPW and its Contractors performing the restoration activities.
- (2) Grant access to their facilities where remedial activities are needed.
- (3) Remedial activities include site preliminary assessments, locating utilities, remedial investigations, remediation activities such as treatment or excavation of soil and water, installation of boreholes and wells, the collection of soil and groundwater samples, and closure activities such as well plugging and abandonment actions.

### **14-3. Restoration and MMR Program Requirements.**

a. Military munitions that were used, but failed to function as intended, are called Unexploded Ordnance (UXO). Military munitions abandoned without proper disposal are called Discarded Military Munitions (DMM). Munitions Components (MC) or Munitions Debris (MD) that remain hazardous are called Materials Potentially Presenting an Explosive Hazard (MPPEH). As a result of munitions-related activities (such as live-fire training and exercises) required to maintain forces capable of defending national interests, MPPEH can be found almost anywhere, especially on military installations and areas where signs are marked: “Keep Out” or “Do Not Enter- Explosives Hazard”. When anyone encounters or believes they may have found munitions, this situation should be considered extremely dangerous.

b. Everyone should learn and follow the three Rs of explosive safety:

- (1) Recognize: That the item may be a munition and the danger it poses.
- (2) Retreat: Do not touch, move, or disturb it.
- (3) Report: Contact DES at (337) 531-2677 for the cantonment area. Contact Range Control at (337) 531-5445 for maneuver areas and ranges. Notification should include what you saw and where you saw it.

c. Following the three Rs can prevent a tragedy. UXO are often referred to as duds, dummy rounds, or bombs. All UXO can be extremely dangerous regardless of its size or condition. MPPEH exposed to nature for decades can still retain their explosive properties. It is suggested



that you immediately and carefully leave the area, following the same path on which you entered. If possible, mark the general area (not the munition) in some manner (with a hat, piece of cloth or plastic tied to a bush) to aid munitions responders to relocate the item.

d. Active, operational training ranges are strictly off-limits. Closed ranges at Fort Polk are being investigated to locate and clear explosive hazards through the Military Munitions Response Program (MMRP). Areas where hazards may be present are marked on maps, signs are posted, and use land-use controls are instituted to protect the public.

## **Chapter 15**

### **Cultural Resources**

**15-1. General.** This chapter is established to ensure compliance with all applicable regulations and local directives and to preserve, protect, and manage the paleontology, prehistoric and historic cultural resources, and cemeteries, including unmarked graves, under the stewardship of Fort Polk. This applies to all projects and missions that have an impact on the buildings and grounds at the installation. Requirements apply to all Fort Polk military personnel, civilians, tenants, on-site organizations, rotational units, other units training at Fort Polk, hunters, Contractors, and all entities utilizing the installation.

#### **15-2. Responsibilities**

a. *Garrison Commander* will:

(1) Develop and implement procedures to protect against encumbrances to mission by ensuring that the installation effectively manages cultural resources.

(2) Develop National Historic Preservation Act (NHPA) Programmatic Agreements (PAs) and Memorandums of Agreement (MOAs), Army Alternate Procedures (AAP) and Historic Property Component (HPC) plans, Native American Graves Protection and Repatriation Act (NAGPRA), Comprehensive Agreements (CAs), Plans of Action (POA), Cooperative Agreements, and other compliance documents as needed.

(3) Appoint a government employee (e.g., federal, state Army National Guard (ARNG)) as the Installation Cultural Resources Manager (CRM).

(4) Establish a government-to-government relationship with federally-recognized Indian tribes and initiate formal government-to-government consultation with federally- recognized Indian tribes, as necessary.

(5) Function as the agency official with responsibility for installation compliance with the NHPA.

(6) Ensure the development and revision of an Integrated Cultural Resources Management Plan (ICRMP) for use as a planning tool.

(7) Consult with federally recognized Indian tribes to provide access to sacred sites on Army installations. Consistent with appropriate health and safety mission constraints provide access to allow the practice of traditional religions rights and ceremonies. The GC will maintain the appropriate confidentiality of sacred site locations. The GC may impose reasonable restrictions and conditions on access to sacred sites on Army installations for the protection of health and safety, or for reasons of national security. (LD: EO 13007)

(8) Serve as the federal agency official with responsibility for installation compliance with NAGPRA.

(9) Serve as the federal land manager with responsibility for installation compliance with the Archaeological Resources Protection Act (ARPA). (LD: 32 CFR 229)

(10) Establish funding priorities and program funds for cultural resources compliance and management activities.

b. **DPW-ENRMD** will:

(1) Establish a process that effects early coordination between the CRM and all staff elements, tenants, proponents of projects and actions, and other affected stakeholders to allow for proper identification, planning, and programming for cultural resource requirements.

(2) Establish a historic preservation program, to include the identification, evaluation, and treatment of historic properties in consultation with the Advisory Council on Historic Preservation (ACHP), State Historic Preservation Officer (SHPO), local governments, federally- and state-recognized Indian Tribes, and the public as appropriate. Document historic properties that will be substantially altered or destroyed as a result of Army actions. (LD: Section 110, NHPA; 36 CFR 800).

(3) Identify, evaluate, take into account, and mitigate the effects of all undertakings on historic properties. If an Army undertaking may affect properties of traditional religious or cultural significance to a federally-recognized Indian tribe, consultation shall be initiated on a government-to-government basis. (LD: Section 106, NHPA; 36 CFR 800).

(4) Prepare and implement, as required, an NHPA Section 106 MOA, PA, or HPC, to address NHPA compliance for undertakings. Coordinate all NHPA compliance documents (for example, MOAs, PAs, HPCs) through the chain of command to obtain HQDA technical and legal review prior to execution. (LD: 36 CFR 800).

(5) Maintain an up-to-date listing of all historic properties, and where applicable, maintain historic status in conjunction with real property inventory and reporting guidelines. (LD: EO 13287).

(6) Withhold from public disclosure information about the location, character, or ownership of a historic property when the GC determines that disclosure may cause risk of harm to the historic property or may impede the use of a traditional religious site by practitioners. (LD: Section 304, NHPA).

(7) Nominate to the National Register of Historic Places (NRHP) only those properties that the Army plans to transfer out of federal management through privatization efforts. Nominate other properties only when justified by exceptional circumstances. Avoid adversely affecting properties that are 50 years old or older that have not been evaluated for eligibility against NHPA criteria. Assume that all historic sites are eligible (that is, off-limits) until the SHPO concurs with the federal finding of non-eligibility.

(8) Inventory, summarize, and repatriate funerary items that are in existing collections under Army possession or control. Where there is a dispute as to the affiliation of cultural items, safeguard the cultural items until the dispute is resolved. (LD: 43 CFR 5, 6, 7, and 10).

(9) Establish and include installation policy for management of, and for limitation of collection and removal of, paleontological resources in the ICRMP. Address known paleontological resources in any NEPA documentation prepared for actions that may impact or cause irreparable loss or destruction of such resources.

(10) Prohibit searching for or collection of historic properties (including archaeological and paleontological resources) on Army installations, except when authorized by the GC and pursuant to a permit issued under ARPA.

(11) Minimize the amount of archeological material remains permanently curated by reserving such treatment for diagnostic artifacts and other significant and environmentally sensitive material that will add important information to site interpretation.

c. **DES** will actively enforce violations of regulations driven by cultural resource laws and any other applicable federal, state, Army, and Fort Polk regulations in coordination with DPW-ENRMD guidance.

d. **MSCs, Unit Commanders, and Civilian Supervisors** will:

(1) Ensure that Environmental Compliance Officers are appointed and trained within the unit or activity to ensure compliance with all regulations pertaining to cultural resources relevant to the installation.

(2) Ensure that all personnel receive the appropriate level of awareness training.

e. **MICC, DOC** will ensure that the requirements of this regulation are included in contract bid documents and that Contractors adhere to these requirements while performing work on the installation.

f. **Contractors** will comply with all applicable regulations and local directives pertaining to natural resources management regulations.

**15-3. Cemeteries and Unmarked Graves.** All known cemeteries are fenced, marked, and maintained. If an unfenced/unmarked cemetery or grave is discovered, its exact location will be reported to Range Control for forwarding to the DPW-ENRMD.

a. Fenced cemeteries are off-limits to training and will be avoided.

b. Unmarked graves will be reported to Range Control to be forwarded to the DES and DPW-ENRMD. Mission/projects will cease within a 30-meter radius of the specific location until further notice.

c. Fort Polk and Peason Ridge cemeteries are open for public visitation when military training is not being conducted. Prior to accessing cemeteries, family members and visitors must first obtain clearance from the Range Control office ((337) 531-5445).

d. Responsibilities.

(1) **DPW:** In coordination with DPW-ENRMD, will fence and maintain all cemeteries located under the stewardship of Fort Polk.

(2) **DPW-ENRMD/Cultural Resources Management Program** will:

(a) Document cemetery information for preservation in the Cultural Resources Management Program Office.

(b) Coordinate NAGPRA and the Louisiana Unmarked Human Burial Sites Preservation Act issues for inadvertent discoveries of unmarked buried human remains older than 50 years that are not related to a crime scene.

(c) Coordinate and conduct archaeological projects at the specific area of the discovery.

(d) Coordinate with DES on the inadvertent discovery of human remains to determine whether the specific location is a crime scene or an archaeological site.

(3) **DES** will:

(a) Coordinate with DPW-ENRMD/Cultural Resources Management Program Office to determine if the specific location is a crime scene or an archaeological site under the stewardship of Fort Polk.

(b) Coordinate and conduct criminal investigations on the inadvertent discovery of human remains that are 50 years or younger and connected to a possible crime.

**15-4. Paleontology.** Paleontological remains and deposits found on Department of Agriculture land, including US Forest Service land permitted for military training at Fort Polk, are considered to be resources pursuant to the Paleontological Resources Preservation Act. Resources found on Department of Defense land are not applicable under the Paleontological Resources Protection Act, but are given equal protection pursuant to JRTC and Fort Polk Regulation 200-1 and Army Regulation 200-1. Management of important paleontological remains or deposits are integrated into the DPW-ENRMD/Cultural Resources Management Program at Fort Polk. Significant scientific fossil remains from the Miocene epoch have been recovered from Fort Polk. Specific responsibilities follow:

- a. The DPW-ENRMD will serve as steward of paleontological research at Fort Polk.
- b. Any entities discovering fossils will leave them intact and report findings and the specific location to the Range Division to be forwarded to DPW-ENRMD.
- c. The DES will investigate and prosecute any vandalism or theft to any paleontological sites and fossils on Department of Defense lands. Where codified under the Special Use Permit for military training on US Forest Service lands, DES will investigate and report instances of vandalism for appropriate prosecution under US Forest Service guidelines when offenses occur on US Forest Service Intensive Use and Limited Use lands.

**15-5. Archaeological Resources.** Fort Polk is home to archaeological sites as old as 12,000 years and as young as 50 years. Archaeological sites consist of prehistoric and historic Native American Indian sites as well as historic sites relating to the United States western expansion, upland settlements, Texas rebellion and independence, logging and turpentine industries, cattle and sheep farming, subsistence farming, and the pre-World War II Louisiana Maneuvers.

- a. All significant archaeological sites are identified with orange delineator posts. These delineated sites are off-limits to all vehicles and no digging of any kind is permitted. These sites are monitored by the Cultural Resource Management Office after rotational training events, and on an annual basis to ensure the integrity of each significant site.
- b. Although extensive efforts have been made to locate all archaeological resources on the installation, some significant finds may not have been located or recorded. Construction projects and field training activities risk unearthing archaeological resources of prehistoric and historic significance. Natural erosion can also play a factor in uncovering archaeological resources. If a concentration of artifacts or unusual soil features (especially dark oily soils) appear and there are reasons to suspect the presence of an imminent impact to archaeological resources, projects/missions will be halted in the specific area and the location reported to the Range Division to be forwarded to DPW-ENRMD, Cultural Resources Management Program Office. Artifacts found at Fort Polk vary from prehistoric to historic.

(1) Prehistoric artifacts may consists of: chipped stone tools such as dart or arrow points, drills, knives, choppers, axes, awls, adzes, scrapers; ground stone tools such as metates, manoes, pecking stones, hammer stones, hoes; chipped stone flakes such as debitage/debris from the production of chipped stone tools; or, aboriginal ceramics such as fired clay vessel fragments. Bone, metal, or wood tools are rarely recovered at Fort Polk. Limited amounts of decorated aboriginal ceramics are also encountered.

(2) Historic artifacts may consists of: fragments of ceramics, including clay turpentine pots and planter pots, fragments of glass, toys (marbles, doll parts, truck/car parts), metals (nails, hinges, locks, automobile parts, pots, turpentine pots, dishes/utensils), plastics (dishes, toys), fabric (fragments from clothes, shoes, blankets).

c. Responsibilities. If an archaeological site is damaged or artifacts are discovered, the exact location must be reported to the Range Division to be forwarded to DPW-ENRMD for investigation. No artifacts shall be removed from the specific location except by authorized personnel. Projects/missions will cease, until further notification, if evidence of archaeological resources is discovered.

(1) The Range Division will immediately notify DPW-ENRMD, Cultural Resources Management Program Office of the specific location of any reported archaeological resources.

(2) DPW-ENRMD, Cultural Resources Management Program Office will investigate reported archaeological resources and proceed according to standard operating procedures. DPW-ENRMD will coordinate with the project/mission liaison personnel to minimize effects to training or construction while ensuring resource integrity.

(a) Archaeological sites will be investigated for significance and documented accordingly.

(b) Artifacts will be documented and recovered when necessary.

(c) All archaeological artifacts recovered from the installation will be curated in the Fort Polk Cultural Resources Curation Facility.

(d) Field stewardship will be conducted to prevent loss or damage to archaeological sites and artifacts.

(3) The DES will investigate and prosecute any vandalism or theft to any archaeological resources under the stewardship of Fort Polk.

## **Chapter 16**

### **Operational Noise**

**16-1. General.** This section examines the installation's operational noises as manmade sounds that may be perceived as an annoyance by the installation's surrounding community. JRTC and Fort Polk's noise management efforts are intended to minimize such annoyance. The installation's goal is to plan, initiate, and carry out actions and programs designed to minimize adverse impacts upon the quality of the human environment without impairing the Army's mission. The Installation Noise Management Program monitors and assesses the noise environment. Fort Polk manages operational noise through land use planning and by being a responsible neighbor. Elements of the Installation Operational Noise Management Plan (IONMP) include assessment of noise levels, education of the military and civilian community, management of noise complaints, mitigation of noise and vibration, the "Fly Neighborly" Program, and noise abatement procedures. Principal sources of noise resulting from military training operations at JRTC and Fort Polk may include: large caliber weapons, small arms, other ordnance, fixed-wing aircraft, rotary-wing aircraft, military vehicles, and other daily operations.

### **16-2. Responsibilities.**

#### **a. DPTM:**

(1) Require all installation helicopter pilots to complete and comply with the installation "Fly Neighborly Program" to reduce noise complaints when flying in developed areas.

(2) Require all aircraft pilots to comply with Fort Polk's airspace corridors and VFR routes.

(3) Require all aircraft pilots to comply with the installation Aircraft Control Procedures.

(4) Take all reasonable actions to reduce noise during periods requested by local officials, as well as actions to resolve individual complaints.

b. **PAO:**

- (1) Educate the surrounding communities through media releases on Fort Polk's mission and installation efforts to reduce the impact of noise.
- (2) Operate the Installation's Noise Complaint Management Program.
- (3) Provide to local governments the noise levels produced by military training and operations upon request.

**16-3. Operational Noise Mitigation.**

a. Fly Neighborly Program. Fort Polk has adopted a "Fly Neighborly Program" which works to reduce noise by training Army helicopter pilots on how to reduce noise complaints when flying in developed areas. Through this program, information on the ascent and descent angles, power settings, and turn radii most likely to generate high noise levels is provided to pilots. Dependent on the circumstances, experts from the central office of the Fly Neighborly Program will study the flight patterns at airfields receiving a high number of complaints for the purpose of finding less offensive routes. Four significant aspects of the Fort Polk program include:

(1) Noise Complaints: A noise complaint procedure has been established to receive and record complaints about noise. While not used as the sole criterion for judging the severity of operational noise impacts, citizen complaints may be indicators of situations where noise control measures are necessary or established policies are being violated. Such complaints are logged, investigated, and corrective action applied, where applicable. In many instances, such problems can be resolved to the mutual satisfaction of the Army and the civilian element involved.

(2) Complaint Investigation: All complaints which appear to be substantiated (and which contain sufficient information), particularly those complaints that may have been caused by violations of established procedures, are forwarded to the responsible unit or activity for action. Upon receipt of such a complaint, the installation PAO conducts an inquiry to determine:

(a) Validity of Complaint:

- Identify the area of the complaint.
- Identify the time of the complaint.
- Review if munitions were being fired at the time.
- Review if aircraft were in the area at the time.
- Review lightning information and time of strikes.

(b) Identification of unit involved.

(c) Whether appropriate regulations and guidelines were followed.

(d) Whether appropriate corrective actions were taken. Whether procedural adjustments to routes and corridors, for example, are necessary or possible in view of safety, training and noise impacts.

(3) How Avoidance of Similar Complaints Can Be Accomplished: The Noise Management Program at Fort Polk is initiating a Standing Operating Procedure (SOP) for assisting in noise complaint investigations. Upon receiving a noise complaint at PAO, the noise management personnel collect data from Range Control regarding the training activities of that day in question. These data are also correlated to any weather events that may be associated with that day and data from the closest noise monitors are downloaded. If elevated noise levels can be determined from the daily noise logs that coincide with the Range Control information, then the complaint will be considered valid. If no training activities were recorded for that day in question, then the complaint may be because of confusion with inclement weather or other

unknown background conditions (large truck, logging activities). In any event, every effort shall be made to verify the Army activities or non-activities for all complaints in a timely manner.

b. Control Procedures: The adverse impact of the noise from some operations and training at Fort Polk can be reduced by mitigation methods. In its continuing effort to be a good neighbor, Fort Polk has implemented the following mitigation:

(1) An aircraft noise avoidance area has been established in Area R1 (military coordinates WQ080430). Flights are restricted to at or above 1300 ft MSL (1,000 feet Above Ground Level (AGL)) within 1 km of the farm.

(2) An aircraft noise avoidance area has been established at a private residence located at VQ854293. Flights are restricted to 1,000 feet AGL within 2 km.

(3) All aircraft must remain at an altitude no less than 400 feet AGL until on the JRTC reservation. Then, altitudes are selected as the mission requires.

(4) In accordance with JRTC & FP Range Operations and Safety Standing Operating Procedure, the Director of Plans, Training, Mobilization, and Security (DPTM) is responsible for publishing the weekly range schedule and for notification of the public about training activities. Press releases are issued through the Public Affairs Office.

(5) Tracked vehicle movement outside the reservation boundaries and off the leased tank trail leading to Peason Ridge is coordinated through the Installation Transportation Office. Specific permission must be obtained before traveling to, from, or within training areas using a state, parish, or private road.

(6) Units must submit their training scenario to DPTM in accordance with JRTC & FP Range Operations and Safety Standing Operating Procedure requirements if:

- (a) Firing outside the limits of regularly-established ranges.
- (b) Firing the noisiest weapons of tank, Bradley or TOW.
- (c) Detonating charges larger than 0.25 pound.
- (d) Simulating atomic explosions.
- (e) Flying high performance aircraft in simulated attacks.

(f) Conducting live fire exercises. With advance planning, DPTM can make sure that noisy activities are conducted at some distance from Fort Polk's neighbors.

(7) At Training Area (TA) 10, there is a demolition area located at VQ 990450. At this location, the combined weight of explosives may not exceed 60 lbs per shot.

(8) The establishment of bivouac sites, felling of trees, excavations and vehicle operations, and live fire exercises are prohibited within 200 feet of any Red-Cockaded Woodpecker cluster.

(9) To ensure minimal disturbance in the Kisatchie National Forest from military training in the Limited Use Area (LUA), Fort Polk has installed seven permanent noise monitors. These monitors operate continuously including when maneuvers are taking place in the LUA.

(10) Fort Polk also operates five permanent noise monitors in the Peason Ridge area and is currently monitoring the training activities at Peason and collecting noise data at the DMPBAC training facility. In March 2009, an additional noise monitor (station 13) was installed at Live Fire Village (LFV) No. 2 for the purpose of gauging actual blast noise emanating from the DMPBAC and surrounding areas.

(11) Even though the installation has made concerted efforts to reduce the noise from training and operations, weapons platforms and systems have become larger and louder. The Fort Polk training mission uses weapons, munitions, and aircraft that create noise. Mission noise that extends beyond the installation boundary is considered to be one of the most important aspects of the environmental quality of life and is considered in the installation's planning

process. Failure to consider noise aspects in the planning process can only result in irritation, complaints, and possibly legal action, all of which are detrimental to a harmonious relationship between Fort Polk and the citizens who live in the surrounding areas.

## **Chapter 17**

### **Program Management and Operations**

#### **17-1. Environmental Quality Control Committee (EQCC).**

a. Fort Polk will establish and maintain an Environmental Quality Control Committee (EQCC) co-chaired by the Garrison Commander (GC) and Chief of Staff (CofS). The CofS will serve as the Senior Mission Commander's representative to ensure that environmental requirements are fully integrated into all mission functions with minimal mission impacts. The EQCC is comprised of key installation representatives to include major and sub-installations, tenants, and major Contractors. Many EQCC members also serve as "*top management*" for the installation EMS. The DPW will facilitate installation EQCC meetings by providing administrative assistance such as preparation of agenda, minutes, and reports.

b. The EQCC serves as the forum in which environmental issues that affect the installation are discussed. EQCCs will meet at least quarterly regarding pertinent environmental issues and programs, and will document decisions. Attendance by commanders, directors, or their representatives is vital to ensure that they remain informed concerning environmental matters affecting their organizations. Attendance is open to all installation personnel and/or their visitors who wish to attend.

c. The EQCC will consist of members representing all installation organizations, functions, tenants, and major Contractors. The EQCC consists of voting and non-voting members. Voting and non-voting membership exists in the event that a pertinent environmental decision-making point requires a vote regarding commitment of Department of Army funds in which case Contractors and other federal agency representatives may not vote. At a minimum, all voting and non-voting members will send a knowledgeable representative to each EQCC meeting who may provide input for their organization. Representatives of voting members are authorized to vote for those organizations they represent. All installation organizations will have an appropriate representative present at all EQCC meetings.

(1) *Voting Members.*

- (a) Garrison Commander.
- (b) Chief of Staff
- (c) Commander, Operations Group.
- (d) Commander, 4th Brigade 10th Mountain Division.
- (e) Commander, 1st Maneuver Enhancement Brigade.
- (f) Commander , 162d Foreign Security Forces – Combat Advisors.
- (g) Commander, Medical Department Activity.
- (h) Commander, Dental Activity.
- (i) Commander, 115th Combat Support Hospital.
- (j) Director of Public Works.
- (k) Director of Plans, Training, Mobilization and Security.
- (l) Director of Family, Morale, Welfare, and Recreation.
- (m) Director of Human Resources.
- (n) Director Mission and Installation Contracting Command.



- (o) Director of Emergency Services.
- (p) Director of Resources Management Office.
- (q) Director of Logistics-AMC.
- (r) Public Affairs Officer.
- (s) Staff Judge Advocate.
- (t) Safety Officer.
- (u) Assistant Chief of Staff, G3.
- (v) Assistant Chief of Staff, G8.
- (w) Chief, Internal Review.
- (x) Chief, Plans, Analysis, and Integration.
- (y) Chief, Environmental and Natural Resources Management Division.
- (z) Chief, Equal Employment Opportunity Office.
- (2) *Non-Voting Members:*
  - (a) Commander, 256th Infantry Brigade, Louisiana Army National Guard.
  - (b) Director, Network Enterprise Center.
  - (c) Director, Civilian Personnel Advisory Center.
  - (d) Inspector General .
  - (e) Representative, US Army Corps of Engineers (USACE)
  - (f) General Manager, Army and Air Force Exchange Service (AAFES).
  - (g) Store Director, Defense Commissary Agency (DeCA).
  - (h ) Site Manager, Defense Reutilization and Market Office (DLADS).
  - (i) President, National Association of Government Employees (NAGE).
  - (j) Pride Industries.
  - (k) Picerne Military Housing.
  - (l) Northrop Grumman.
  - (m) US Forest Service (Kisatchie National Forest).
  - (n) American Water.
  - (o) Cubic.
  - (p) Other members approved by EQCC vote.

d. The EQCC will function as the EMS management review and will help to plan, execute, measure, and monitor actions and programs with environmental implications. The committee will identify issues, make recommendations, and advise the GC and SMC.

**17-2. Environmental Compliance Officer (ECO) Program.** All Fort Polk military units, garrison activities, civilians, tenants, and long-term Contractors (contracts exceeding 180 calendar days) must appoint ECOs and ensure they are trained to oversee environmental compliance in their unit or organization. Each unit or organization must have a primary and an alternate ECO at the company level, shop level, or the equivalent organizational level. The primary ECO must be military grade E-5 or higher, or the civilian equivalent. Commanders and supervisors will generate written appointment orders for ECOs, and forward a copy of the appointment orders to DPW-ENRMD within 90 days of the effective date of the appointment. Appointed primary and alternate ECOs must complete the Fort Polk 40-hour ECO course provided by DPW-ENRMD in order to achieve compliance. Additionally, they must complete an 8-hour refresher course annually. If unable to attend the refresher course within 1 year, ECOs will be permitted a 90-day grace period from their certification expiration date. If ECOs do not

attend the refresher course within 1 year and 90 days, they will be out of compliance until attending the 40-hour ECO course. ECO responsibilities generally include, but are not limited to:

a. Complying with installation P2 and recycling programs and identifying and recommending improvements or new ideas to the assigned ECST.

b. Managing unit or organization waste streams and hazardous materials.

c. Training unit or organization personnel regarding installation environmental programs, policies, and procedures, as well as any internal unit procedures.

d. Managing unit or organization environmental inspections, reporting, and recordkeeping.

e. Preserving Fort Polk training lands by ensuring that their unit/organization is aware of installation requirements for endangered species, cultural resources, wetlands, fire conditions, and BMPs to minimize maneuver damage.

f. Conducting weekly, monthly, and joint quarterly organizational compliance inspections using the installation Environmental Compliance Checklist (ECC).

g. Apprising the commander, director, or supervisor of any environmental problems, issues, potential violations, or legalities.

h. Monitoring organizational operational control compliance and conformance with other EMS requirements, and report and correct non-conformance as appropriate.

i. Being aware of organizational environmental aspects and their operational controls.

j. Maintaining all organizational environmental inspection, training, and other appropriate environmental records and documents to include but not limited to:

(1) Records of all releases and spills per the Installation Spill Response Plan (ISRP).

(2) Environmental training records of unit or organization personnel.

(3) Proof of current ECO certification (e.g., appointment orders and a current ECO course completion certificate or ECO identification card).

(4) Current copies of AR 200-1, and JRTC & Fort Polk Reg 200-1. These copies may be in hard copy or electronic form (CD, DVD or computer hard drive). If maintaining electronic copies, the primary and alternate ECO must be able to access the regulation at any time.

(5) Weekly, monthly and joint quarterly compliance inspection records.

(6) Hazardous material inventory (HMI) records.

(7) Material Safety Data Sheets (MSDSs) for all hazardous material stored and used within the facility.

(8) Site-specific spill plans posted or on file in the immediate vicinity of the storage sites and organizational spill plans in the general vicinity of the worksite.

(9) An electronic or hard copy of the ISRP and the installation Spill Prevention, Control, and Countermeasures Plan (SPCCP). This is required only for ECOs appointed to oversee environmental issues at the MSC, directorate, battalion, or squadron level, or the equivalent position in a civilian organization.

**17.3. Waiver from Appointment of ECO.** Some unit or organization mission requirements may be administrative in nature. Units and organizations that do not generate hazardous waste, universal waste, or use hazardous materials in their jobs may request a waiver from the requirement to appoint ECOs. The request must be a written memorandum addressed to the Chief, ENRMD. The request must state the unit's mission, why the unit commander or civilian supervisor does not need to appoint an ECO, and why organizational activities, services, and operations will have a negligible impact on the environment. The waiver will be reviewed by the

Chief, ENRMD. The unit or organization will be notified within 2 weeks as to whether the request is approved or denied.

#### **17-4. Environmental Training Program.**

a. *Installation Environmental Training Program.* The Installation Environmental Office will develop and maintain an Environmental Training Program designed to assist personnel in complying with all applicable environmental regulations and directives. The training will prepare and educate installation personnel on the basic environmental concepts and how those concepts will generally affect them and their mission. The Installation Environmental Training Program provides training that supports both awareness and competency training requirements.

(1) Environmental Compliance Officer (ECO) Course. The ECO course is the core of the Installation Environmental Training Program. The 40-hour ECO course will effectively prepare Installation ECOs to perform necessary duties in the workplace. The course will provide students with the necessary environmental technical expertise to help ensure that Fort Polk meets specific environmental compliance requirements. The course will also train ECOs how to coordinate with the installation environmental staff regarding requirements, clarification, and assistance with any environmental requirement.

(2) The Installation Environmental Office will also incorporate environmental and EMS training components into the following installation level training courses or briefings.

- (a) Observer Coach Trainer Academy Course.
- (b) Commander/ISG Course.
- (c) New Employee Orientation Training.
- (d) School of Standards (SOS).
- (e) XO/S3 Course.
- (f) JRTC Rotational Unit Leader Environmental Training (D-90).
- (g) Sustainable Range Awareness Training (SRAT).

b. *Environmental and EMS Awareness Training.* The purpose of Environmental and EMS Awareness Training is to help personnel understand how the EMS supports environmental policy and how mission operations interact with the environment, and to internalize their role and responsibility as environmental stewards.

(1) Installation organizations, tenants, and onsite Contractors will ensure that all personnel receive Fort Polk-specific environmental and EMS awareness training annually. Subjects covered must be relevant to Fort Polk environmental issues, the organization's mission, and the potential impact on the environment. Environmental and EMS Awareness Training is integrated into many training courses offered by the installation (*see paragraph a.2, this section*) to installation personnel.

(2) All environmental training classes and courses provided through the Installation Environmental Training Program will contain components designed to create a basic awareness and understanding of environmental and EMS principles and communicate the installation's environmental policy. All installation personnel to include civilians, military, tenants and major Contractors will receive some form of Environmental and EMS Awareness Training IAW installation EMS procedure.

(3) The Installation Environmental Office provides Environmental and EMS Awareness Training through Installation Environmental Training Program Courses offered. Installation organizations may conduct this Environmental and EMS Awareness Training themselves using

the Installation Environmental and EMS Awareness Training Module provided by the Installation Environmental Office.

(4) The Installation Environmental Office will provide Environmental and EMS Awareness Instruction to installation organizations (to include tenants and Contractors) upon request.

c. *Competency Training.* Installation personnel performing work or mission activities associated with significant environmental aspects/impacts will complete the appropriate competency-based training IAW installation EMS procedure. Competency training addresses job-specific training and education for all employees whose work activities can cause real or potential significant environmental impacts. The purpose of competency training is to develop fully qualified and trained personnel who will effectively accomplish their assigned operations, activities and job duties in an environmentally responsible manner. Competency-based training requirements must be relevant to specific work activities or job descriptions. The level of training required may also vary according to the level of responsibility assigned to various grade levels or military ranks.

(1) All personnel who perform tasks that can cause significant environmental impacts will be competent on the basis of appropriate education, training, and/or experience.

(2) Supervisors and managers will identify competency training needs (including legally mandated training), ensure their employees are properly trained, and document training taken IAW established EMS procedures.

d. *Environmental Training Records.* All units/organizations are required to document environmental training IAW installation established EMS procedures. The training records must be maintained for at least 3 years after the individual leaves the unit/organization. The record must include the individual's name, job title and description, required training, subjects trained, date of training, and date of assignment to the duty position that required the training.

#### **17-5. Communications.**

a. *Internal.* Installation organizations (to include tenants and Contractors) at all levels will establish, implement and maintain internal communication procedures among all their levels and functions to disseminate environmental information and report environmental incidents. Organizational internal communications will be maintained IAW established installation EMS procedures.

b. *External.*

(1) Installation organizations will only communicate with external interested parties in coordination with the Installation Public Affairs Office and IAW established installation EMS procedures.

(2) Installation organizations will include public involvement as a component of the decision making process to build mutual understanding with interested parties through two-way communication. Dialogue will strive to reduce miscommunication and foster a mutually beneficial exchange of information.

#### **17-6. EMS Documentation and Document Control.**

a. Installation organizations (to include tenants and Contractors) will maintain environmental information in paper or electronic form to describe the core elements of the EMS and their interaction, and provide direction to related documentation.

b. Fort Polk has established, implemented, and maintains an EMS procedure for controlling all documents required by the ISO 1400 Standard to ensure that: they can be located; they are

periodically reviewed, revised as necessary, and approved for adequacy by authorized personnel; the current versions of relevant documents are available at all locations where operations essential to the effective functioning of the EMS are performed; obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use; and any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified. All Fort Polk organizations, tenants, and Contractors will adhere to the Installation EMS Document Control Procedure.

c. Environmental documentation maintained by installation organizations will be legible, dated (with dates of revision), and readily identifiable, maintained in an orderly manner and retained for a specific period.

## **Chapter 18**

### **Checking and Corrective Action**

#### **18-1. Environmental Performance Assessments and Environmental Management System Audits**

##### *a. General.*

(1) Environmental Performance Assessment System (EPAS) audits will include all operations and activities within the installation boundary (including operational ranges, and other training areas), or a representative sample of similar activity types, and will evaluate overall environmental program performance and conformance with ISO 14001.

(2) All installation organizations (to include tenants and Contractors) will support, cooperate with and participate in all installation environmental internal and external assessments and inspections. Installation environmental assessments will include tenant activities, Contractor activities, leases, and all other activities under the purview of the Army.

(3) All installation organizations (to include tenants and Contractors) will provide access to all areas under the purview of the organization as requested by any internal or external environmental assessor during any environmental assessment or inspection.

##### *b. External Assessments.*

(1) External environmental assessments are conducted by external entities such as federal or state inspectors, as well as through the Army's EPAS Program. External environmental assessments conducted by federal and state inspectors are both announced and unannounced. The inspection results from federal and state inspectors will be maintained by the installation for 3 years, and corrective actions will be implemented as soon as possible.

(2) The installation will follow established protocols for all external environmental inspections and assessments. The protocols are designed to ensure that all appropriate personnel are aware of an inspector's presence, participate in the inspection, correct identified deficiencies, and notify higher headquarters as required. All installation personnel are required to adhere to the following protocols:

(a) Affected units and activities will be notified as soon as possible.

(b) The appropriate commander will greet the regulator or inspector.

(c) Appropriate commanders and staff, to include an environmental law specialist from the SJA Office will attend in-briefs and out-briefs on the parameters of the inspection and inspection results should a regulatory agency identify a non-compliant situation which may result in a citation or fine.

(d) The environmental representative and appropriate organizational representatives will accompany the inspector during the inspection.

(e) Negative findings will be corrected on the spot, if possible.

(f) Status meetings with environmental staff will be conducted after each day of inspection to review findings and plan for the next day.

(g) Appropriate commanders should be present at the regulator's or inspector's exit from the installation.

(h) Management action plans for deficiencies that cannot be closed within 30 days will be completed and submitted up the chain of command.

(3) EPAS assessments will be scheduled based on risk analysis and in consultation with HQDA and appropriate commands. EPAS assessments will be conducted using a team of independent assessors not associated with the installation and having the necessary organizational and subject matter expertise. This expertise will include the requisite environmental media and regulatory expertise as well as expertise in the functional mission areas that are the subject of the assessment.

(4) EPAS assessments will be conducted using Headquarters, Department of the Army (HQDA) approved protocols. EPAS assessors will provide required assessment data into the Army approved application/database (AEDB-EPAS) to assist in producing the Environmental Performance Assessment Report (EPAR) and the Installation Corrective Action Plan (ICAP).

(5) Installation organizations responsible for assessment findings will identify corrective actions, and secure resources to correct the findings in coordination with DPW-ENRMD.

(6) DPW-ENRMD will prepare the ICAP and brief the ICAP and assessment results during quarterly EQCC meeting.

*c. Internal Assessments.*

(1) DPW-ENRMD will conduct an annual internal EMS audit of the installation EMS IAW established installation EMS procedure. The annual internal EMS audit will be an installation-wide audit to include all installation organizations (to include tenants and Contractors).

(2) Installation-wide internal environmental compliance assessments will be conducted annually, at a minimum, by installation personnel as part of their regular management, checking, and corrective action functions, unless an external assessment is conducted that calendar year. Internal compliance assessments will identify, characterize, and document compliance deficiencies related to the Installation's Environmental Program.

(3) Fort Polk will conduct internal environmental compliance assessments in accordance with the Installation Environmental Assessment Program (IEAP). The IEAP is a three-tier system program consisting of Tier-1 operator level assessments, Tier-2 ECO level assessments, and, Tier-3 ENRMD Program Manager level assessments.

(a) Tier-1 Assessments: Installation organizations with paint booths, hazardous waste satellite accumulation points and less than 90 day hazardous waste storage sites will require operators, ECOs, or other personnel responsible for such facilities/activities to perform Tier-1 assessments weekly or during operations, whichever is more frequent. The specific assessment checks will include environmental compliance requirements along with operations and maintenance requirements necessary for the facility/activity and to accomplish its mission tasks in an environmentally compliant manner.

(b) Tier-2 Assessments: Installation organizations with ECOs will require their assigned ECOs to conduct multi-media environmental compliance assessments using the Environmental Compliance Checklist (ECC) at Appendix J. ECOs will perform Tier-2 assessments of their

entire organizational area monthly and quarterly. The ECO quarterly assessment will be conducted jointly with the organization's ECST.

(c) Tier-3 Assessments: DPW-ENRMD Program Managers will conduct multi-media are federal, state, and Army regulatory compliance requirements that may or may not be covered in Tier-1 or Tier-2 assessments. Tier-3 assessments cover every facility, process, program, and media area on the installation. Program managers will perform Tier-3 assessments on a semi-annual basis. Program managers will also perform a comprehensive installation-wide assessment annually, which will serve as the installation's internal EPAS.

(4) DPW-ENRMD will provide required internal assessment data into the Army approved application/database (AEDB-EPAS) to assist in producing the Installation Corrective Action Plan (ICAP).

(5) Internal environmental assessments will include a review of previous assessments and ICAP, review corrective actions not completed, assess compliance with any new regulatory requirements, and address areas specified by higher command.

(6) Assessment results and ICAP status will be briefed during EQCC meetings.

d. *Installation Corrective Action Plan (ICAP)*. JRTC and Fort Polk will maintain an ICAP in accordance with Army requirements. The ICAP will track externally and internally reported compliance and program performance deficiencies.

(1) Installation organizations (to include tenants and Contractors) will provide an update report on the implementation status of corrective actions for internal and external environmental assessment/inspection findings to DPW-ENRMD quarterly or as directed by the DPW-ENRMD for posting to the ICAP.

(2) Installation organizations will report the status of environmental assessment/inspection findings through their assigned Environmental Customer Service Technician (ECST); if no ECST is assigned, the organization will report the finding status directly to the ICAP Manager.

## **18-2. Monitoring and Measurement.**

a. Installation organizations (to include tenants and Contractors) will IAW established EMS procedure, monitor and measure, on a regular basis, the key characteristics of those operations and activities that can have an impact on the environment. This will include the recording of information to track performance, relevant operational controls, and conformance with installation and organizational environmental objectives and targets.

b. In accordance with established installation EMS procedure, installation organizations (to include tenants and Contractors) will calibrate, and maintain all monitoring equipment, and retain calibration and maintenance records.

## **18-3. Installation Environmental Reporting.**

a. Environmental violations with the potential for installation-wide impacts, major mission restrictions, media attention, or community (on/off post) impacts will be reported immediately to the Installation Environmental Office within 1 hour.

b. Installation organizations, tenants, and Contractors will report any violation (not included in paragraph 18-3a. above) of applicable federal and state environmental laws to the Installation Environmental Office within 24 hours.

c. Installation organizations, tenants, and Contractors will report violations of Army and installation environmental regulations, policies, and EMS procedures to the Installation Environmental Office within 48 hours.

d. All installation civilian directorates, tenants, attached units, and DA/Department of Defense (DoD) Contractors that are visited or inspected by environmental regulators, (e.g., United States (US) Environmental Protection Agency (EPA), Louisiana Department of Environmental Quality (LDEQ), or notified by regulators that an inspection will take place, will immediately notify the DPW-ENRMD in order that they may coordinate and assist in the visit/inspection. Also, any activity that receives a notice of violation, compliance order, or any other documentation identifying any environmental violation, deficiency, or default, or invoice will immediately notify the DPW-ENRMD and promptly furnish DPW-ENRMD copies of all such documents received from the environmental regulator. The activity will further continue to promptly and fully cooperate with DPW-ENRMD concerning any regulatory visit/inspection and any oral or written regulatory notice of violation, compliance order, penalty, deficiency, default, or any other regulatory notice or communication concerning environmental compliance or non-compliance. All communication (written or oral) with the environmental regulatory community (LDEQ, EPA) will be done by DPW-ENRMD. No one else on the installation is authorized to contact an environmental regulator on behalf of the government. All installation tenants, attached units, civilian directors, and DA/DoD Contractors will fully and promptly coordinate and cooperate with DPW-ENRMD to provide any information or documentation needed by DPW-ENRMD to contact or communicate with the environmental regulatory community.

#### **18-4. Nonconformance and Corrective and Preventive Action.**

a. Within the responsibility and authority defined within installation established EMS procedure, installation organizations (to include tenants and Contractors) will actively monitor their activities and identify, investigate, report, document, correct and prevent non-conformance within installation EMS requirements and procedures.

b. The EMS Management Representative will ensure the implementation and documentation of any changes in established procedures resulting from corrective and preventive actions taken to address EMS nonconformance.

c. Any corrective or preventive action taken to eliminate the causes of actual or potential non-conformance will be appropriate to the magnitude of problems and commensurate with the environmental impact encountered, if any. Continuous improvement of the EMS requires that non-conformances are identified and effectively corrected through the accurate identification of root causes.

#### **18-5. Environmental Records.**

a. Installation organizations (to include tenants and Contractors) will identify, maintain, and dispose of environmental records; to include training records and audit results and reviews IAW established installation EMS procedure.

b. Environmental records maintained by installation organizations (to include tenants and Contractors) will be legible, identifiable and traceable to the activity, product, or service involved, and will contain the name and office symbol of the point of contact for that record.

c. Environmental records will be stored and maintained (in hard copy or electronic format) in such a way that they are readily retrievable and protected against damage, deterioration, or loss.

d. Installation organizations (to include tenants and Contractors) will maintain environmental records, as appropriate, to demonstrate conformance to ISO 14001, and EMS procedures and other EMS requirements, and the requirements set forth in AR 25-400-2 .



## **Chapter 19**

### **Management Review**

#### **19-1. Environmental Management System (EMS) Management Reviews.**

The JRTC and Fort Polk will conduct recurring management reviews of the EMS to ensure its continuing suitability, adequacy, and effectiveness. The installation will conduct the EMS management review process IAW established and documented EMS procedure. The Garrison Commander will conduct quarterly EMS management reviews in conjunction with the EQCC. The management review process will ensure that the necessary information is collected to allow management to carry out this evaluation. The management review, which will be documented, will address the possible need for changes to policy, objectives, and other elements of the EMS in light of EMS audit results, changing circumstances, and the commitment to continual improvement.

## Appendix A

### References

#### **Federal Statutes.**

16 USC 431-433, Antiquities Act of 1906  
16 USC 461-467, Historic Site Act of 1935  
16 USC 469-469c, Archaeological and Historic Data Preservation Act of 1974  
16 USC 470-470w, National Historic Preservation Act of 1996, as amended  
16 USC 470aa-11, Archaeological Resources Protection Act of 1979  
16 USC 1531, Endangered Species Act of 1973  
25 USC 3001-3013, Native American Graves Protection and Repatriation Act of 1990  
42 USC 1996a, American Indian Religious Freedom Act of 1978, as amended  
42 USC 4321-4370c, National Environmental Policy Act of 1969, as amended

#### **Federal Regulations.**

16 CFR 1303, Ban of Lead-Containing Paint and Certain Consumer Products Bearing Lead-Containing Paint (Updated 2003 and subsequent years.)  
24 CFR, Lead-Based Paint in Residential Structures (Updated 2003 and subsequent years.)  
29 CFR 1910, General Industry Standard for Lead Exposure (Updated 2003 and subsequent years.)  
29 CFR 1910.1200, Hazardous Communications Standard (Updated 2003 and subsequent years.)  
29 CFR 1926, Lead in Construction (Updated 2003 and subsequent years.)  
32 CFR 229, Protection of Archaeological Resources (Updated 2003 and subsequent years.)  
35 CFR 16047, Listing of the Red-cockaded Woodpecker as Endangered  
36 CFR 60, National Register of Historic Places (Updated 2003 and subsequent years.)  
36 CFR 63, Determinations of Eligibility for Inclusion in the National Register of Historic Places (Updated 2003 and subsequent years.)  
36 CFR 78, Waiver of All applicable Agency Responsibility under Section 110 of the National Historic Preservation Act (Updated 2003 and subsequent years.)  
36 CFR 79, Department of the Interior, Curation of Federally-owned and Administered Archaeological Collections  
36 CFR 800, Protection of Historic and Cultural Properties (Updated 2003 and subsequent years.)  
40 CFR 51, Requirements for Preparation, Adoption, and Submittal of Implementation Plans (Updated 2003 and subsequent years.)  
40 CFR 63, National Emission Standards for Hazardous Air Pollutants for Source Categories (Updated 2003 and subsequent years.)  
40 CFR 70, State Operating Permit Programs (Updated 2003 and subsequent years.)  
40 CFR 82, Protection of Stratospheric Zone (Updated 2003 and subsequent years.)  
40 CFR 112, Oil Pollution Protection (Updated 2003 and subsequent years.)  
40 CFR 122, EPA-Administered Permit Program (Updated 2003 and subsequent years.)  
40 CFR 124, Procedures for Decision-Making (Updated 2003 and subsequent years.)  
40 CFR 125, Criteria and Standards for the National Pollutant Discharge Elimination System (Updated 2003 and subsequent years.)

40 CFR 129, Toxic Pollutant Effluent Standards (Updated 2003 and subsequent years.)  
40 CFR 136, Guidelines Establishing Test Procedures for the Analysis of Pollution (Updated 2003 and subsequent years.)  
40 CFR 141-142, Primary Drinking Water Regulations for Lead and Copper (Updated 2003 and subsequent years.)  
40 CFR 149, Sole Source Aquifers (Updated 2003 and subsequent years.)  
40 CFR 170-189, Work Protection Standard (Pesticides) (Updated 2003 and subsequent years.)  
40 CFR 240, Resource Conservation and Recovery Act (Updated 2003 and subsequent years.)  
40 CFR 255, Identification of Regions and Agencies for Solid Waste Management (Updated 2003 and subsequent years.)  
40 CFR 260, Hazardous Waste Management System (Updated 2003 and subsequent years.)  
40 CFR 261, Identification and Listing of Hazardous Waste (Updated 2003 and subsequent years.)  
40 CFR 279.22 (c) Used Oil Storage, Standards for the Management of Used Oil (Updated 2011)  
40 CFR 302, Comprehensive Environmental Response, Compensation, and Liability Act (Updated 2003 and subsequent years.)  
40 CFR 405-471, Dairy Products Processing Point Source Category (Updated 2003 and subsequent years.)  
40 CFR 745, Lead-Based Paint and/or Lead-Based Paint Hazards in Housing (Updated 2003 and subsequent years.)  
40 CFR 1500-1508, Council on Environmental Quality, Regulations Implementing the National Environmental Policy Act (Updated 2003 and subsequent years.)  
43 CFR 3, Department of the Interior, Preservation of American Antiquities  
43 CFR 7, Protection of Archaeological Resources (Updated 2003 and subsequent years.)  
43 CFR 10, Native American Graves Protection and Repatriation Act Regulations (Updated 2003 and subsequent years.)  
H. R. 146-182, Paleontological Resources Preservation Act of 2009

### **Executive Orders.**

EO 11593, Protection and Enhancement of the Cultural Environment, 15 May 71.  
EO 12856, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements, Aug 94.  
EO 13007, Indian Sacred Sites, 24 May 96.  
EO 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, 14 Sep 98.  
EO 13148, Greening the Government through Leadership in Environmental Management 21 Apr 2000.

### **Louisiana Administrative Codes.**

LAC 33, Environmental Quality, May 2002  
Louisiana Division of Archaeology, Standards and Guidelines for Curation of Archaeological Collections, 1995 Revision  
Revised Statute (R.S.) 8:671-8:681, Louisiana Unmarked Human Burial Sites Preservation Act  
R.S. 41:1603-41:1614, Archaeological Resources

## **JRTC & FP Reg 200-1**

Title 25, Cultural Resources, Part I, Office of Cultural Development

### **DoD Directive.**

DoD Directive 4160.21-M, Precious Metals Recovery Program

### **Army Regulations.**

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-5, Preventive Medicine

AR 200-1, Environmental Protection and Enhancement

AR 420-1 Army Facilities Management

AR 700-68 Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders

### **DA Guidelines.**

Management Guidelines for the red-cockaded woodpecker on Army Installations, 1996

### **JRTC and Fort Polk Regulations.**

JRTC and Fort Polk Regulation 40-6, Installation Bloodborne Pathogen Exposure Control Program

JRTC and Fort Polk Regulation 385-6, JRTC and Fort Polk Occupational Respiratory Protection Program

### **JRTC and Fort Polk Publications.**

JRTC and Fort Polk Soldier's Environmental Compliance Field Card

JRTC and Fort Polk Endangered Species Management Plan for the Red-cockaded Woodpecker (*Picoides borealis*)

JRTC and Fort Polk Exercise Rules of Engagement (EXROE)

JRTC and Fort Polk Standard Operating Procedure for Maneuver Damage Inspection and Reporting

JRTC & FP Range Operations and Safety Standing Operating Procedure

### **Technical Bulletin/Circulars.**

TB MED 576, Sanitary Control and Surveillance of Water Supplies at Fixed Installations, 15 Mar 82

TC 3-34.489 The Soldier and the Environment 8 May 01

### **Messages.**

Army Food Flasher Message 01-10, RU 141314Z Sep 01, Waste Disposal of Flameless Ration Heaters

## Appendix B

### Primary Points of Contact

<b>Environmental. <u>Parameter</u></b>	<b><u>Building</u></b>	<b><u>Telephone</u></b>
Asbestos	2516	531-2615
Air Quality	2516	531-6026
American Water	2902	531-2036
Archaeology	2515	531-6011
CSWCF (8300 Block, North Fort)	NA	531-5176
ECO Training	2521	531-7979
Environmental Management System	2516	531-7727
Environmental Training	2521	531-4910
Environmentally Sensitive Areas	2543	531-6088
EQCC	2516	531-7008
DES-Fire and Emergency Service	4256	531-2026
Forestry	2505	531-7912
Hazardous Material Inventory & Reporting	2516	531-6084
Hazardous Material/Waste	2516	531-7573
NEPA	2543	531-7458
Net Zero Waste Center	3622	531-5335
Range Division	8276	531-5445
Red-Cockaded Woodpecker	2543	531-7078
Safety Office	4209D	531-2536
Service Order Desk	3307	531-1379
Solid Waste	2516	531-8211
USFS	2501	531-6155
USGS	2522	531-4522
Water Resources	2516	531-2039

**Appendix C**  
**Satellite Accumulation Point (SAP) Weekly Checklist**

## SAP Weekly Inspection Checklist (SAMPLE)

**SAP Identification/Location:** \_\_\_\_\_

**Month of Inspection:** \_\_\_\_\_

**Initial and date each block for the week:**

Example:  $\frac{JS}{7th}$

Regulation		Check List Item	Week 1	Week 2	Week 3	Week 4	Week 5
40CFR 262.34(2)(d)(2) 40CFR 265.174.4	10.1	Are SAP areas inspected and documented at a minimum of once a week?					
40CFR 262.34(c)(1)	10.2	Does the SAP meet the total accumulation requirements not to exceed 55 gals of hazardous waste or 1 quart of acutely hazardous waste?					
40CFR 262.34(c)(1)	10.3	Are hazardous waste containers at or near the point of generation and under the control of the operator of the process which generates the waste?					
40CFR 262.34(c)(1)(i) 40 CFR 265.172	10.4	Are the containers used to store hazardous waste lined with materials which are compatible with the hazardous waste?					
40CFR 262.34(c)(1)(i) 40CFR 262.171	10.5	Are hazardous waste containers free from leaks, rust, or dents?					
40CFR 262.34(c)(1)(i) 40CFR 265.173	10.6	Are hazardous waste container kept closed except when adding or removing waste?					
40CFR 262.34(c)(ii)	10.7	Are hazardous waste containers properly labeled with the words "Hazardous Waste" and the name of the waste stored?					
40CFR 262.34(b)(2)	10.8	Are the hazardous waste containers legibly marked with the date the container was filled and properly disposed of within 3 days from the day it was filled?					
40CFR 262.34(c)(1)	10.9	Is a site specific spill plan located at the SAP?					

## Used POL Inspection (SAMPLE)

## Appendix D

## Used POL Weekly Inspection Initial and date each block for the week.

Example:

<i>JS</i>
<i>7th</i>

\_\_\_\_\_  
Month of Inspections

## 9.0 Used POL Storage Areas

			Week 1	Week 2	Week 3	Week 4	Week 5
AR 200-1, Chapter 4-3(i) 40CFR 279.22(b)	9.1	Is the ECO conducting and documenting weekly inspections of the Used-POL storage area for leaking, dented, rusted containers and general housekeeping?					
40CFR 279.22(c)	9.2	Are drums or containers that are utilized to store used oil properly labeled as "Used Oil"?					
40CFR 110.3(a)(b) AR 200-1, Chapter 3-3(4)	9.3	Are drum/containers in good condition, no dents, rust, or leaking any fluids?					
40CFR 279.22(c)	9.4	Are drums or containers that are used to store contaminated fuel properly labeled as "Contaminated (JP-8, MOGAS, Diesel, etc) Fuel"?					
AR 200-1, Chapter 4-3(i) 40CFR 112.7(c)(1)(i)	9.5	Do all Used-POL containers have sufficient secondary containment and containers which are stored outside have a secondary cover to prevent the intrusion of rainwater?					
40CFR 110.3(a)(b) AR 200-1, Chapter 4-3(i)	9.6	Are all caps, lids, bungs or funnels closed properly except when adding or removing liquids from the containers?					
40CFR 112.7(c)(10) 29CFR 1910.1200(h)(3) ISCP 11.1	9.7	Have personnel who handle POL products received adequate (or any) spill training? (i.e. who to notify in case of a spill, how to contain a spill, and safety procedures)					
AR 200-1, Chapter 3-3d(1)	9.8	Is a site specific spill plan located at the SCP?					

Weekly inspections are to be completed by the Friday of each week

\_\_\_\_\_  
ECO Signature

## APPENDIX E

## ABOVEGROUND SEPARATION, CONTAINMENT, AND MONITORING

(The proponent of this form is DPW, Environmental and Natural Resources Management Division)

Complete one column for each aboveground storage area. Write the appropriate location code in the box provided at the top of each column, then moving down the column, check all boxes which apply to that location. Make additional copies of this page if needed.

LOCATION					
STORAGE TYPE	Inside building	Inside building	Inside building	Inside building	Inside building
	Outside storage shed	Outside storage shed	Outside storage shed	Outside storage shed	Outside storage shed
	Outdoors	Outdoors	Outdoors	Outdoors	Outdoors
Primary Containment	Original containers	Original containers	Original containers	Original containers	Original containers
	Safety cans	Safety cans	Safety cans	Safety cans	Safety cans
	Inside machinery	Inside machinery	Inside machinery	Inside machinery	Inside machinery
	Drums/barrels	Drums/barrels	Drums/barrels	Drums/barrels	Drums/barrels
	Pressure vessels	Pressure vessels	Pressure vessels	Pressure vessels	Pressure vessels
	Bulk tanks	Bulk tanks	Bulk tanks	Bulk tanks	Bulk tanks
	Aboveground piping	Aboveground piping	Aboveground piping	Aboveground piping	Aboveground piping
	Other	Other	Other	Other	Other
Secondary Containment	Approved cabinets	Approved cabinets	Approved cabinets	Approved cabinets	Approved cabinets
	Secondary drum	Secondary drum	Secondary drum	Secondary drum	Secondary drum
	Tray	Tray	Tray	Tray	Tray
	Bermed & coated floor	Bermed & coated floor	Bermed & coated floor	Bermed & coated floor	Bermed & coated floor
	Tank vault	Tank vault	Tank vault	Tank vault	Tank vault
	Secondary piping or piping trench	Secondary piping or piping trench	Secondary piping or piping trench	Secondary piping or piping trench	Secondary piping or piping trench
	Other	Other	Other	Other	Other
Separation	All materials compatible	All materials compatible	All materials compatible	All materials compatible	All materials compatible
	One-hour separation wall/partition	One-hour separation wall/partition	One-hour separation wall/partition	One-hour separation wall/partition	One-hour separation wall/partition
	Separation by at least 20 feet	Separation by at least 20 feet	Separation by at least 20 feet	Separation by at least 20 feet	Separation by at least 20 feet
	Approved cabinets	Approved cabinets	Approved cabinets	Approved cabinets	Approved cabinets
	Other	Other	Other	Other	Other
Monitoring Type	Visual	Visual	Visual	Visual	Visual
	Automatic sensors	Automatic sensors	Automatic sensors	Automatic sensors	Automatic sensors
	Other	Other	Other	Other	Other
Monitoring Frequency	Daily	Daily	Daily	Daily	Daily
	Weekly	Weekly	Weekly	Weekly	Weekly
	Monthly	Monthly	Monthly	Monthly	Monthly
	Continuous	Continuous	Continuous	Continuous	Continuous
	Other	Other	Other	Other	Other

Describe the location, type, manufacturer's specifications (if applicable), and suitability of any monitoring methods used other than visual monitoring, on a separate page.



## APPENDIX F

## HAZARDOUS MATERIAL INVENTORY

*(The proponent of this form is DPW, Environmental and Natural Resources Management Division)*

QTR		UIC		UNIT		DATE	
ECO PRINTED NAME AND PHONE NUMBER				CDR/ACTIVITY			
BUILDING & LOCATION	NSN & MFG	NOMENCLATURE/DESCRIPTION	QTY	UNIT OF ISSUE/SIZE	EXPIRATION DATE/SHELF LIFE	MSDS PRESENT (YES) (NO)	

APPENDIX G			
<b>PROPOSED PROJECT EMISSIONS INVENTORY QUESTIONNAIRE FOR AIR POLLUTANTS</b> <i>(The proponent of this form is DPW, Environmental and Natural Resources Management Division)</i>			
Indicate proposed source type and complete required information. Complete separate questionnaire sheet for each proposed source.			
Requestor	Date	Phone	Project#
Facility Name/Building Number		Descriptive Name of Equipment	
Location of Equipment: UTM Zone      15	Horizontal Coordinate _____ E		Vertical Coordinate _____ N
ENRMD Use Only	Received on _____ for submittal in _____ Permit EPN# _____		
AUTHORIZATION TO PROCEED WITH CHANGE			
AUTHORIZED BY	TITLE	SIGNATURE	DATE
AUTHORIZATION FOR STARTUP			
AUTHORIZED BY	TITLE	SIGNATURE	DATE
DEGREASERS			
List all proposed degreasers and solvents (attach MSDS sheets)			
Degreaser Type: Parts Cleaner _____ Paint Gun Cleaner _____ Other _____			
Percent of Throughput of Pollutants Through This Emission Point: Jan-Mar ____ % Apr-Jun ____ % Jul-Sep ____ % Oct-Dec ____ %			
Normal Operating Schedule: _____ hours/day _____ days/week _____ weeks/year			
Normal Operating Rate: _____ gallons/year			
EXTERNAL COMBUSTION UNITS			
Fuel Type: MOGAS _____ Diesel _____ JP-8 _____ Kerosene _____ Natural Gas _____ Other _____			
BTU Rating of Equipment _____ BTU per hour			
Height of Stack: _____			
Diameter of Stack _____			
Percent of Throughput of Pollutants through This Emission Point Jan-Mar ____ % Apr-Jun ____ % Jul-Sep ____ % Oct-Dec ____ %			
Normal Operating Schedule: _____ hours/day _____ days/week _____ weeks/year			
Normal Operating Rate: _____ hours/year			

## APPENDIX H

## Class I ODCs

Chemical Name	Lifetime, in years	ODP	GWP1	GWP2	CAS Number
<b>Group I (from section 602 of the CAA)</b>					
CFC-11 (CCl <sub>3</sub> F) Trichlorofluoromethane	45	1.0	4000	4600	75-69-4
CFC-12 (CCl <sub>2</sub> F <sub>2</sub> ) Dichlorodifluoromethane	100	1.0	8500	10600	75-71-8
CFC-113 (C <sub>2</sub> F <sub>3</sub> Cl <sub>3</sub> ) 1,1,2-Trichlorotrifluoroethane	85	0.8	5000	6000	76-13-1
CFC-114 (C <sub>2</sub> F <sub>4</sub> Cl <sub>2</sub> ) Dichlorotetrafluoroethane	300	1.0	9300	9800	76-14-2
CFC-115 (C <sub>2</sub> F <sub>5</sub> Cl) Monochloropentafluoroethane	1700	0.6	9300	10300	76-15-3
<b>Group II (from section 602 of the CAA)</b>					
Halon 1211 (CF <sub>2</sub> ClBr) Bromochlorodifluoromethane	11	3.0		1300	353-59-3
Halon 1301 (CF <sub>3</sub> Br) Bromotrifluoromethane	65	10.0	5600	6900	75-63-8
Halon 2402 (C <sub>2</sub> F <sub>4</sub> Br <sub>2</sub> ) Dibromotetrafluoroethane		6.0			124-73-2
<b>Group III (from section 602 of the CAA)</b>					
CFC-13 (CF <sub>3</sub> Cl) Chlorotrifluoromethane	640	1.0	11700	14000	75-72-9
CFC-111 (C <sub>2</sub> FCl <sub>5</sub> ) Pentachlorofluoroethane		1.0			354-56-3
CFC-112 (C <sub>2</sub> F <sub>2</sub> Cl <sub>4</sub> ) Tetrachlorodifluoroethane		1.0			76-12-0
CFC-211 (C <sub>3</sub> FCl <sub>7</sub> ) Heptachlorofluoropropane		1.0			422-78-6
CFC-212 (C <sub>3</sub> F <sub>2</sub> Cl <sub>6</sub> ) Hexachlorodifluoropropane		1.0			3182-26-1
CFC-213 (C <sub>3</sub> F <sub>3</sub> Cl <sub>5</sub> ) Pentachlorotrifluoropropane		1.0			2354-06-5

**JRTC & FP Reg 200-1**

CFC-214 (C3F4Cl4) Tetrachlorotetrafluoropropane		1.0			29255-31-0
CFC-215 (C3F5Cl3) Trichloropentafluoropropane		1.0			4259-43-2
CFC-216 (C3F6Cl2) Dichlorohexafluoropropane		1.0			661-97-2
CFC-217 (C3F7Cl) Chloroheptafluoropropane		1.0			422-86-6
<b>Group IV (from section 602 of the CAA)</b>					
CCl4 Carbon tetrachloride	35	1.1	1400	1400	56-23-5
<b>Group V (from section 602 of the CAA)</b>					
Methyl Chloroform (C2H3Cl3) 1,1,1-trichloroethane	4.8	0.1	110	140	71-55-6
<b>Group VI (listed in the Accelerated Phaseout Final Rule)</b>					
Methyl Bromide (CH3Br)	0.7	0.6		5	74-83-9

<b>Group VII (listed in the Accelerated Phaseout Final Rule)</b>					
CHFCBr2		1.0			
HBFC-12B1 (CHF2Br)		0.74			
CH2FCBr		0.73			
C2HFBr4		0.3 - 0.8			
C2HF2Br3		0.5 - 1.8			
C2HF3Br2		0.4 - 1.6			
C2HF4Br		0.7 - 1.2			
C2H2FCBr3		0.1 - 1.1			
C2H2F2Br2		0.2 - 1.5			
C2H2F3Br		0.7 - 1.6			
C2H3FCBr2		0.1 - 1.7			
C2H3F2Br		0.2 - 1.1			
C2H4FCBr		0.07 - 0.1			

C3HFBr6		0.3 - 1.5			
C3HF2Br5		0.2 - 1.9			
C3HF3Br4		0.3 - 1.8			
C3HF4Br3		0.5 - 2.2			
C3HF5Br2		0.9 - 2.0			
C3HF6Br		0.7 - 3.3			
C3H2FBr5		0.1 - 1.9			
C3H2F2Br4		0.2 - 2.1			
C3H2F3Br3		0.2 - 5.6			
C3H2F4Br2		0.3 - 7.5			
C3H2F5Br		0.9 - 1.4			
C3H3FBr4		0.08 - 1.9			
C3H3F2Br3		0.1 - 3.1			
C3H3F3Br2		0.1 - 2.5			
C3H3F4Br		0.3 - 4.4			
C3H4FBr3		0.03 - 0.3			
C3H4F2Br2		0.1 - 1.0			
C3H4F3Br		0.07 - 0.8			
C3H5FBr2		0.04 - 0.4			
C3H5F2Br		0.07 - 0.8			
C3H6FBr		0.02 - 0.7			

**APPENDIX I**  
**Class II ODCs**

Chemical Name	Lifetime, in years	ODP	GWP1	GWP2	CAS Number
HCFC-21 (CHFCI <sub>2</sub> ) Dichlorofluoromethane	2.0	0.04		210	75-43-4
HCFC-22 (CHF <sub>2</sub> Cl) Monochlorodifluoromethane	11.8	0.055	1700	1900	75-45-6
HCFC-31 (CH <sub>2</sub> FCI) Monochlorofluoromethane		0.02			593-70-4
HCFC-121 (C <sub>2</sub> HFCl <sub>4</sub> ) Tetrachlorofluoroethane		0.01-0.04			354-14-3
HCFC-122 (C <sub>2</sub> HF <sub>2</sub> Cl <sub>3</sub> ) Trichlorodifluoroethane		0.02-0.08			354-21-2
HCFC-123 (C <sub>2</sub> HF <sub>3</sub> Cl <sub>2</sub> ) Dichlorotrifluoroethane	1.4	0.02	93	120	306-83-2
HCFC-124 (C <sub>2</sub> HF <sub>4</sub> Cl) Monochlorotetrafluoroethane	6.1	0.022	480	620	2837-89-0
HCFC-131 (C <sub>2</sub> H <sub>2</sub> FCI <sub>3</sub> ) Trichlorofluoroethane		0.007-0.05			359-28-4
HCFC-132b (C <sub>2</sub> H <sub>2</sub> F <sub>2</sub> Cl <sub>2</sub> ) Dichlorodifluoroethane		0.008-0.05			1649-08-7
HCFC-133a (C <sub>2</sub> H <sub>2</sub> F <sub>3</sub> Cl) Monochlorotrifluoroethane		0.02-0.06			75-88-7
HCFC-141b (C <sub>2</sub> H <sub>3</sub> FCI <sub>2</sub> ) Dichlorofluoroethane	9.2	0.11	630	700	1717-00-6
HCFC-142b (C <sub>2</sub> H <sub>3</sub> F <sub>2</sub> Cl) Monochlorodifluoroethane	18.5	0.065	2000	2300	75-68-3
HCFC-221 (C <sub>3</sub> HFCl <sub>6</sub> ) Hexachlorofluoropropane		0.015-0.07			422-26-4
HCFC-222 (C <sub>3</sub> HF <sub>2</sub> Cl <sub>5</sub> ) Pentachlorodifluoropropane		0.01-0.09			422-49-1
HCFC-223 (C <sub>3</sub> HF <sub>3</sub> Cl <sub>4</sub> ) Tetrachlorotrifluoropropane		0.01-0.08			422-52-6
HCFC-224 (C <sub>3</sub> HF <sub>4</sub> Cl <sub>3</sub> ) Trichlorotetrafluoropropane		0.01-0.09			422-54-8
HCFC-225ca (C <sub>3</sub> HF <sub>5</sub> Cl <sub>2</sub> ) Dichloropentafluoropropane	2.1	0.025		180	422-56-0
HCFC-225cb (C <sub>3</sub> HF <sub>5</sub> Cl <sub>2</sub> ) Dichloropentafluoropropane	6.2	0.033		620	507-55-1

HCFC-226 (C3HF6Cl) Monochlorohexafluoropropane		0.02-0.1			431-87-8
HCFC-231 (C3H2FCI5) Pentachlorofluoropropane		0.05-0.09			421-94-3
HCFC-232 (C3H2F2CI4) Tetrachlorodifluoropropane		0.008-0.1			460-89-9
HCFC-233 (C3H2F3CI3) Trichlorotrifluoropropane		0.007-0.23			7125-84-0
HCFC-234 (C3H2F4CI2) Dichlorotetrafluoropropane		0.01-0.28			425-94-5
HCFC-235 (C3H2F5CI) Monochloropentafluoropropane		0.03-0.52			460-92-4
HCFC-241 (C3H3FCI4) Tetrachlorofluoropropane		0.004-0.09			666-27-3
HCFC-242 (C3H3F2CI3) Trichlorodifluoropropane		0.005-0.13			460-63-9
HCFC-243 (C3H3F3CI2) Dichlorotrifluoropropane		0.007-0.12			460-69-5
Chemical Name	Lifetime, in years	ODP	GWP1	GWP2	CAS Number
HCFC-244 (C3H3F4CI) Monochlorotetrafluoropropane		0.009-0.14			
HCFC-251 (C3H4FCI3) Trichlorofluoropropane		0.001-0.01			421-41-0
HCFC-252 (C3H4F2CI2) Dichlorodifluoropropane		0.005-0.04			819-00-1
HCFC-253 (C3H4F3CI) Monochlorotrifluoropropane		0.003-0.03			460-35-5
HCFC-261 (C3H5FCI2) Dichlorofluoropropane		0.002-0.02			420-97-3
HCFC-262 (C3H5F2CI) Monochlorodifluoropropane		0.002-0.02			421-02-03
HCFC-271 (C3H6FCI) Monochlorofluoropropane		0.001-0.03			430-55-7

**Appendix J**  
**Installation Environmental Compliance Checklist**  
**(FP Form 148-E)**

	<b>DATE</b>					<b>ECO'S NAME</b>
	<b>UNIT</b>					<b>PRINT:</b>
	<b>GENERAL</b>					<b>SIGN:</b>
	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
1.a	40 CFR 265.16 JRTC & FP REG 200-1, Ch 17-2	Have the Unit/Activity primary ECO (E-5 or above for military units) and alternate ECO been appointed on orders and do they have their current ECO certificate of Training on hand?				
1.b	40 CFR 112.3 (a) (e)	Are the required publications on hand (AR 200-1, JRTC & FP Reg 200-1, Unit/Activity Spill Plan SOP)?				
1.c	40 CFR 112.7 (e) 40 CFR 262.40 (c)	Are all applicable environmental compliance inspections to include (SAP, Used POL storage areas, and ECC compliance inspections) being conducted, documented, and signed by the Unit/Activity ECO and are the records maintained for 3 years?				
1.d	40 CFR 370.30 (a) (1) JRTC & FP REG 200-1, Ch 8-5.b.	Is a copy of the Hazardous Material Inventory on file, updated as needed, and validated for the quarter by the CMB?				
1.e	40 CFR 112.7 (f) (3)	Does the Unit ECO develop, supervise, and evaluate the staging of an annual mock spill to test the Unit's understanding of the Spill Plan and the Unit's ability to appropriately respond to a spill?				



1.f	40 CFR 264 JRTC & FP REG 200-1 Ch 8, Sec I JRTC & FP REG 200-1, Ch 9, SEC I & II JRTC & FP REG 200-1, Ch 10	Are weekly, monthly, and quarterly environmental inspections being conducted and maintained in accordance with all Federal, State, Army, and local regulations?				
1.h	AR 200-1, Ch 2-3 f (1)	Is the area free of materials, pollutants, residue or trash on the ground that could wash away or contaminate storm water runoff?				
1.i	AR 200-1, Ch 2-3 f (1)	Is the area free of any evidence of discharges of pollutants from the site via storm water drains?				
1.j	JRTC & FP REG 200-1, Ch 7-2 c.(5)	Is the organization submitting Records of Environmental Considerations prior to doing alterations, renovations, modifications, or construction to any portion of a structure or building to include ceiling tiles, floor tiles, and walls, or beginning a new process to DPW-ENRMD?				
1.k	40 CFR 82.34 (a) (2) 40 CFR 82.42 (a) 40 CFR 82.42 (b) (2)	Are personnel servicing, repairing, or disposing of automotive, HVAC, or other types of refrigeration systems trained and certified and a copy of the certification maintained at the Organization?				
1.l	ACSIM's Qualified Recycling Program Handbook, Page 3-3, Figure 3-1	Are tenant activities and Contractors residing on DoD property participating in the installations Qualified Recycling Program (QRP) or conducting their own?				
1.m	JRTC & FP REG 200-1, Ch 4, SEC I	Do units and activities that have air emission sources maintain their records for a period of five years?				

**MAINTENANCE BAYS**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
2.a	JRTC & FP REG 200-1, Ch 5-2	Are the maintenance bay floors free of POL products to prevent a potential hazard or a release into the environment?				
2.b	BMP	Are containers for new and used dry sweep in place and labeled "NEW" or "USED"?				
2.c	JRTC & FP REG 200-1, Ch 9-10.k.	Are maintenance personnel aware of the proper procedure for disposing of contaminated dry sweep?				
2.d	29 CFR 1910.22 (a) (2)	Are spills being cleaned so that no residual product remains?				
2.e	BMP	Are maintenance bay floors being wet mopped only and not being washed down by spraying water on them?				

**PART WASHERS**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
3.a	LAC, 33:III.2125. A. 2. a.	Are solvent machine lids tight fitting, and kept closed except when parts are actually being cleaned?				
3.b	BMP	Is the work tray clean and free of items such as rags, excessive dirt or grease build up?				
3.c	LAC, 33:III.2125. A. 2. b.	Are personnel allowing the excess solvent to drain off parts before removing parts from solvent machine?				
3.d	LAC, 33:III.2125. A. 2. i.	Are parts washers located away from strong ventilation and large fans so that excessive evaporation of the solvent does not occur?				

**IN-USE HAZARDOUS MATERIAL STORAGE AREA**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
4.a	40 CFR 112.7 (a) (3)	Does the unit/activity Spill Plan address the storage area?				
4.b	29 CFR 1910.132 (d) (1) (i)	Is appropriate personal protective equipment (PPE) readily available for personnel as per requirements of the MSDS?				
4.c	40 CFR 112.8 (c) (6)	Are conditions of containers to include their supports/foundations inspected for signs of deterioration (dents, rust, etc.) or discharges?				
4.d	40 CFR 112.8 (c) (2)	Do all In-Use POL containers have secondary containment?				
4.e	40 CFR 112.8 (c) (3)	Do all diked storage areas have valves and are the valves sealed or closed to prevent any unauthorized discharges?				
4.f	40 CFR 112.8 (b) (2)	Are diked storage areas inspected for accumulation of oil before emptying to ensure no oil will be discharged and are ALL discharges to include storm water documented?				
4.g	40 CFR 112.8 (c) (10)	Are all visible leaks to diked storage area promptly repaired/corrected?				
4.h	40 CFR 112.7 (a) (3) (iv)	Are spill kits or absorbent material located at or near the In-Use hazardous material storage areas?				
4.i	29 CFR 1910.1200 (b) (4) (ii)	Are hard copies of the MSDS on site and updated as necessary?				
4.j	BMP	Is paint (excluding aerosol cans) signed out as free issue from the HAZMART returned to the HAZMART within 21 days of issue?				
4.k	JRTC & FP REG 200-1, Ch 10-7 c (2) (c)	Are drip pans placed under the spout of drums used for dispensing POL products?				

**TIRE STORAGE AREAS**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
5.a	LAC, 33:VII.10509. A	Are waste tires prohibited and prevented from being disposed in a dumpster?				
5.b	LAC, 33:VII.10519. H. 2	Is vector and vermin control provided for waste tire collection areas?				
5.c	LAC, 33:VII.10519. H. 3	Does the waste tire storage area provide a means to keep water out and prevent or control standing water?				
5.d	JRTC & FP REG 200-1, Ch 9-10. o. JRTC & FP REG 200-1, Ch 9-7. c. (3)	Are waste tires taken only to a permitted facility  DRMO (military vehicles), GSA (government vehicles), or AAFES Service Station (civilian vehicles)?				

**NEW HAZARDOUS MATERIAL STORAGE AREAS**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
6.a	29 CFR 1910.1200 (g) (1)	Is the storage area secured to protect against tampering or trespassers?				
6.b	29 CFR 1910.1200 (b) (4) (ii)	Is a copy of the Hazardous Material Inventory and hard copies of the MSDS on site and updated as necessary?				
6.c	40 CFR 112.7 (a) (3)	Does the unit/activity Spill Plan address the storage area?				
6.d	29 CFR 1910.132 (d) (1) (i)	Is appropriate personal protective equipment (PPE) readily available at the site which meets the requirements of the MSDSs?				
6.e	29 CFR 1910.1200 (f) (5)	Are drums/containers marked with the name of the substance and appropriate warning labels?				
6.f	40 CFR 112.8 (c) (2)	Do all bulk oil storage containers (greater than or equal to 55 gallons) have secondary containment?				
6.g	40 CFR 279.22 (c)	Are the outside of containers to include their supports/foundations inspected for signs of deterioration (dents, rust, etc.) or discharges?				

6.h	40 CFR 112.8 (c) (3)	Do all diked storage areas have valves and are the valves sealed or closed to prevent any unauthorized discharges?				
6.i	40 CFR 112.8 (b) (2)	Are diked storage areas inspected for accumulation of oil before emptying to ensure no oil will be discharged and are ALL discharges to include storm water documented?				
6.j	40 CFR 112.8 (c) (10)	Are all visible leaks to diked storage areas promptly repaired/corrected ?				
6.k	JRTC & FP REG 200-1, Ch 8-2. i. (1) (c)	Are incompatible materials properly segregated?				
6.l	40 CFR 112.7 (a) (iv)	Is a spill kit or absorbent material located where hazardous materials are stored?				
6.m	JRTC & FP REG 200-1, Ch 8-3. b.	Has the organization obtained written permission from the HAZMART to purchase hazardous materials from outside sources?				
6.n	BMP	Are materials with expired shelf-life dates properly managed?				
6.o	JRTC & FP REG 200-1, Ch 8-3. e.	Are all hazardous materials purchased from outside sources bar coded by the HAZMART if required?				

**UNIVERSAL WASTE COLLECTION POINTS**

	REGULATION	CHECK	YES	NO	N/A	COMMENTS
7.a	40 CFR 273.14	Are universal waste batteries, lamps, pesticides, and mercury stored in an appropriate container marked "Universal Waste (with the type of waste)"?				
7.b	40 CFR 273.35	Is the container dated when the first waste is placed inside the container?				
7.c	40 CFR 273.37	Are all releases of universal waste and residue immediately contained and cleaned up?				
7.d	40 CFR 273.35	Is universal waste being accumulated for no more than one year from the date received?				
7.e	29 CFR 1910.1200 (g) (1) (8)	Are hard copies of the MSDS on site and updated as necessary?				

7.f	40 CFR 273.33 (a) (1) 273.33 (a) (2) d)	40 CFR 273.33 (b- d)	Is the Universal waste container kept closed at all times?				
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**COMPRESSED GAS STORAGE AREAS**

	REGULATION	CHECK	YES	NO	N/A	COMMENTS
8.a	AR 700-68, 5-7.A.	Does the storage area provide cylinder protection against physical and environmental damage to include tampering from unauthorized personnel?				
8.b	AR 700-68, 5-4.A.	Can the contents of the cylinder be identified using labels or markings?				
8.c	AR 700-68, 5-4.B.	Are caps, plugs, or valve outlet caps left in place at all times except when the cylinder is connected to the dispensing equipment?				
8.d	AR 700-68, 5-4.I.	Is appropriate personal protective equipment for the type of gas immediately available?				
8.e	AR 700-68, 5-7.C.	Are compressed gas cylinders segregated by transportation labels into three primary groups: flammable, nonflammable, and poison?				
8.f	AR 700-68, 5-8.A.	Are compressed gases, which are stored in the same room or bay with other commodities, separated by a specified minimum distance of 20 feet from incompatible compressed gases, flammable liquids, or incompatible materials?				
8.g	AR 700-68, 5-8.C.3.	Are compressed gases, which are stored in separate buildings without other commodities, located at least 50 feet from adjacent buildings and equipment?				
8.h	AR 700-68, 5-8.D.2. AR 700-68 5-8.D.3.	Are cylinders which are stored outside placed on a raised concrete slab or other dunnage and covered with a fixed non-combustible canopy to prevent cylinders from contact with the ground, inclement weather or direct sun light?				
8.i	AR 700-68, 5-9.A.	Are full and empty cylinders stored separately and "EMPTY" cylinders marked "EMPTY"?				

8.j	AR 700-68, 5-5.D.	Are all compressed gas cylinders stored in a valve end upright position if possible and secured to prevent being pushed over?				
8.k	AR 700-68, 5-5. A.1.b.	Are no smoking signs posted around flammable storage areas on each side and at the entrance to special storage areas?				

**VEHICLE LINE**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
9.a	JRTC & FP REG 200-1, Ch 5-2.	Are drip pans properly placed under vehicles that leak POL products?				
9.b	JRTC & FP REG 200-1, Ch 5-2.	Are drip pans containing POLs emptied into the proper used-oil containers as needed so as to prevent any possible contamination to the environment?				
9.c	JRTC & FP REG 200-1, Ch 5-2.	Are spills cleaned up to the extent that no residual product remains?				
9.d	AR 200-1, Ch 11-5.	Is absorbent material available for the cleanup of spills or leaks?				
9.e	AR 200-1, Ch 9-10.	Are operators/line personnel aware of the proper procedures for disposal of contaminated dry sweep?				
9.f	JRTC & FP REG 200-1, Ch 5-2.	Are drip pans containing water emptied into the washrack as needed to prevent any possible contamination to the environment?				

**USED POL STORAGE AREAS**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
10.a	40 CFR 164.174 40 CFR 279.22 (b) (1) 40 CFR 279.22 (b) (2)	Is the ECO conducting, documenting, signing, and maintaining weekly inspections of the used-POL storage area for leaking, dented, rusted containers, and general housekeeping?				
10.b	40 CFR 279.22 (c)	Are drums or containers that are utilized to store used oil properly labeled as "Used Oil"?				

**JRTC & FP Reg 200-1**

10.c	40 CFR 262.34 (c) (1) (ii)	Are drums or containers that are utilized to store contaminated fuel properly labeled as "Contaminated (JP-8, Diesel, MOGAS) Fuel"?				
10.d	40 CFR 112.8 (c) (2)	Do all containers (greater than or equal to 55 gallons) have secondary containment?				
10.e	40 CFR 279.22 (b) (1)	Are the outside of containers to include their supports/foundations inspected for signs of deterioration (dents, rust, etc.) or discharges?				
10.f	40 CFR 112.8 (c) (3)	Do all diked storage areas have valves and are the valves sealed or closed to prevent any unauthorized discharge?				
10.g	40 CFR 112.8 (c) (3) (ii) 40 CFR 112.8 (c) (3) (iv) JRTC & FP REG 200-1, Ch 10-3.	Are diked storage areas inspected for accumulation of oil before emptying to ensure no oil will be discharged and are ALL discharges to include storm water documented?				
10.h	40 CFR 112.8 (c) (10)	Are all visible leaks to diked storage areas promptly repaired/corrected?				
10.i	40 CFR 264.173 (a)	Are all caps, lids, bungs, or funnels closed properly except when adding or removing liquids from the containers?				
10.j	JRTC & FP REG 200-1, Ch 5-2.	Does the unit/activity Spill Plan address the Used POL Storage area?				

**SOLID WASTE**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
11.a	JRTC & FP REG 200-1, Ch 9-5. a.	Is solid waste (including food waste) placed only in Contractor-provided dumpsters?				
11.b	LAC, 33:VII.315.Q	Does the unit prohibit and prevent any open burning of solid waste?				
11.c	JRTC & FP REG 200-1, Ch 9-5. e.	Are there any bulky or restricted items in the dumpsters?				
11.d	40 CFR 246.200-1 40 CFR 246.201-1 40 CFR 246.202-1	Are mandatory recyclables collected and recycled (high grade paper, used newspapers, and cardboard).				



11.e	LAC, 33:VII. 703.A.2.	Are waste containers (including food waste containers) kept closed?				
11.f	LAC, 33:VII. 703.A.2.	Do waste containers (including food waste containers) keep out water?				

**SATELLITE ACCUMULATION POINT (SAP)**

	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
12.a	JRTC & FP REG 200-1, Ch 9-13.	Are SAP areas inspected and documented at a minimum of once a week?				
12.b	40 CFR 262.34 (c) (1)	Does the SAP meet the total accumulation requirements not to exceed 55 gallons of hazardous waste or 1 quart of acutely hazardous waste and if so are the storage containers dated?				
12.c	40 CFR 262.34 (c) (1)	Are hazardous waste containers at or near any point of generation under the control of the operator of the process who generates the waste?				
12.d	40 CFR 265.172	Are the containers used to store the hazardous waste made of or lined with materials that are compatible with the hazardous waste?				
12.e	40 CFR 265.171	Are hazardous waste containers, which store liquids free from leaks, rust, or dents?				
12.f	40 CFR 265.173 (a)	Are the hazardous waste containers kept closed except when adding or removing waste?				
12.g	40 CFR 262.34 (c) (1) (ii)	Are hazardous waste containers properly labeled "Hazardous Waste" and with the name of the waste stored?				
12.h	JRTC & FP REG 200-1, Ch 9-13.	Are all hazardous waste containers, which store liquids provided with a means of secondary containment?				
12.i	40 CFR 264.174 JRTC & FP REG 200-1, Ch 10-4.	Are the outside of containers to include their supports/foundations inspected for signs of deterioration (dents, rust, etc.) or discharges?				
12.j	40 CFR 264.175 (2)	Do all diked storage areas have valves and are the valves sealed or closed to prevent any unauthorized discharge?				

**JRTC & FP Reg 200-1**

12.k	40 CFR 112.8 (c) (3) (ii) 40 CFR 112.8 (c) (3) (iv) JRTC & FP REG 200-1, Ch 10-3.	Are diked storage areas inspected for accumulation of oil before emptying to ensure no oil will be discharged and are ALL discharges to include storm water documented?				
12.l	40 CFR 112.8 (c) (10)	Are all visible leaks to diked storage areas promptly repaired/corrected ?				

**WASHRACK**

	REGULATION	CHECK	YES		N/A	COMMENTS
13.a	JRTC & FP REG 200-1, Ch 5-2.	Are only Pre-approved biodegradable detergents being used?				
13.b	JRTC & FP REG 200-1, Ch 5-2.	Is the hardstand of the wash rack area free of spilled POL?				
13.c	JRTC & FP REG 200-1, Ch 5-2.	Is the trough free of foreign debris, sediment and trash that could impede the intended operation of the wash rack?				
13.d	JRTC & FP REG 200-1, Ch 5-2.	Is the oil-water separator free of foreign debris and trash?				

**PAINTING OPERATIONS**

	REGULATION	CHECK	YES	NO	N/A	COMMENTS
14.a	LAC, 33:III.2123.C through F	Does the painting facility maintain paint usage records at the facility for at least 5 years?				
14.b	JRTC & FP REG 200-1, Ch 4-8. b.	Is all equipment painting performed in an authorized paint booth?				
14.c	JRTC & FP REG 200-1, Ch 4-8. b.	Are the paint booth doors always closed when painting takes place?				

**STORAGE TANKS**
**USED COOKING OIL CONTAINER**

	REGULATION	CHECK	YES	NO	N/A	COMMENTS
15.a	CFR 112.8 JRTC & FP REG 200-1, Ch 10-4.	Are storage tanks and containers to include their supports/foundations inspected for signs of deterioration (dents, rust, etc.) or discharges and are maintenance requirements identified?				

15.b	40 CFR 112.8 (d) (1) 40 CFR 112.8 (d) (4)	Are storage tank valves, piping, and accessories (flange joints, expansion joints, etc.) inspected for signs of leaks, corrosion, or deterioration?				
15.c	40 CFR 112.8 (c) (2) 40 CFR 112.8 (c) (11)	Is a secondary containment system provided for each storage tank?				
15.d	40 CFR 264.175 (a)	Are all storage tanks secondary containment systems free of tank product, liquid or debris and are the drains functioning?				
15.e	40 CFR 112.8 (c) (6)	Is the area around the storage tanks free of evidence of spillage or leakage that may cause a potential hazard or a release into the environment?				
15.f	40 CFR 112.8 (b) (1) 40 CFR 112.8 (c) (3)	Are storage tanks secondary containment drain valves kept sealed or closed to prevent any unauthorized discharge?				
15.g	40 CFR 112.7 (g)	Are starter controls on oil pumps locked in the "off" position when in non-operating or non-standby status?				
15.h	40 CFR 112.8 (b) (1) JRTC & FP REG 200-1, Ch 9-13.	Are diked storage areas inspected for accumulation of oil before emptying to ensure no oil will be discharged and are ALL discharges to include storm water documented?				
15.i	40 CFR 112.8 (c) (10)	Are all visible leaks to diked storage areas promptly repaired/corrected?				
15.j	40 CFR 112.7 (c) (1) (ii)	Are drip pans placed under the nozzles of hoses used to dispense POL from storage tanks?				
15.k	40 CFR 112.8 (c) (3) (iv) JRTC & FP REG 200-1, Appendix K	Does the organization maintain a storage tank secondary containment drain discharge log that indicates who, when and what was discharged?				
15.l	40 CFR 279.22 (c)	Are the appropriate signs posted on or around storage tanks (i.e. used oil, no smoking)?				
15.m	CFR 112.7 (a) (3)	Does the unit/activity Spill Plan address the materials and location of their storage tanks?				

**JRTC & FP Reg 200-1**

<b>STORM WATER POLLUTION PREVENTION</b>						
	<b>REGULATION</b>	<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
16.a	LAC 33:IX.2511 JRTC & FP REG 200-1, Ch 5-2. g. (9) (c) 4 MSGP# LAR05000 4. 9. 2	Is the area free of industrial materials, residue or trash on the ground that could contaminate or be washed away in the storm water?				
16.b	LAC 33:IX.2511 JRTC & FP REG 200-1, Ch 5-2. g. (9) (c) MSGP# LAR05000 4. 9. 2	Is there evidence of, or the potential for, pollutants entering the drainage system?				
16.c	LAC 33:IX.2511 JRTC & FP REG 200-,1 Ch 5-2. k. (2) (b) 3	Is this construction activity implementing best management practices (BMPs) that will prevent storm water pollution (silt fences, hay bales, vegetative strips, swales, etc.)?				
16.d	LAC 33:IX.2511 JRTC & FP REG 200-1, Ch 5-2. k. (2) (a) Permit # LAR100000 Part I. A. I Permit # LAR200000 Part I. A. I	Does this construction activity have a storm water permit? (over 1 acre of ground disturbed)				
16.e	LAC 33:IX.2511 Permit # LAR100000 Part IV. B. 2 Permit # LAR200000 Part III. B. 2	Does this permitted construction activity have signage at the entrance to the site (POC info/Permit #/SWP3 location/brief project description)?				

Number of Critical Checks Incorrect

Point Value of Critical Checks

5 pts

Number of Other Checks Incorrect

Point Value of Other Checks

1 pt

Number of Applicable Critical Checks

Number of Applicable Regular Checks

21  
106

**ECC Score**

**100%**

$$\text{ECC Score} = 100 - \left[ \frac{(\text{incorrect critical checks} \times 5) + (\text{other checks incorrect})}{(\text{number of critical applicable checks} \times 5) + (\text{number of regular applicable checks})} \right] \times 100$$

GREEN	100-95%
AMBER	95-80%
RED	80-1%

## Appendix K

**Secondary Containment Area Discharge Log  
(FP Form 147-E)**

<b>STORM-WATER AND SATELLITE ACCUMULATION POINT WATER RELEASE LOG</b>											<b>BLDG #</b>		
<b>CATCHMENT BASIN OR SAP RELEASE VALVE</b>											<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is containment system equipped with a way in which to drain storm water?													
If equipped with drain valve, is it serviceable? If <b>“NO”</b> indicate latest work order # to have repairs done. Work Order # _____ Date submitted: _____													
Are the signs of POL products (I.E.. oil, gas, diesel, paint, or JP-8) mixed in the water? If <b>“YES”</b> contact facility’s ECST. Actions taken by ECST (I.E.. skimmed, pumped or drained). <b>Circle what applies.</b>													
Was water pumped out?													
How was water pumped out? _____ Give Service Order # _____ Date: _____ Approximate amount in gallons: _____													
<b>ECO Initials / Amount Released / Date Of Release.</b>													
<b>Date</b>													
<b>INT</b>													
<b>Amount Released</b>													
<b>Containment System ID Number</b>													
<b>Date</b>													
<b>INT</b>													
<b>Amount Released</b>													
<b>Containment System ID Number</b>													

## Appendix L

### Waste Item Specific Handling and Disposal Guidance

Item	Location for Recycle / Disposal
Yard Debris excluding Housing	<b>Consolidated Waste Collection Facility(CWCF)</b>
Scrap Wood	Under 3 ' go in dumpster, over 3' next to dumpster or (CWCF)
Large Bulky Items	Place next to dumpster. <b>Red River Service Corps</b> will pick up with "bulk item collection vehicle" once a week
Cardboard	Cardboard Recycle Receptacles, <b>CWCF</b> , <b>Net Zero Waste Center</b> (Building 3622)
Refrigerators	Turn in to <b>AC shop</b> for FREON purge. Once purged, it can be transported to <b>CWCF</b> for disposal
Pressure Treated Wood	<b>CWCF</b>
Contaminated Fuel	< than 50 gal, unit used fuel storage drum, > 50 gal contact the <b>Directorate of Logistics (DOL)</b>
Munitions Training Props	Do not place in MSW dumpster. Must be returned to <b>TAASC</b>
Fuel Filters JP-8	Drained and stored in unit SAP, then transported to <b>HAZMART</b>
Fuel Filters MOGAS	Drained and stored in unit SAP, then transported to <b>HAZMART</b>
Office Paper	<b>Net Zero Waste Center</b> (Building 3622); <b>MSW Dumpsters</b> (cross-cut and pulverized paper)
POL-Contaminated Dry Sweep	Mix with clean dry sweep until dry, double plastic bag and put in <b>(MSW) Dumpster</b>
Paint	<b>ECST /HAZMART</b>
Mercury Containing Devices	<b>ECST/HAZMART</b>
Propane Cylinders	<b>ENRMD at 8300 Block</b>
Aerosol Cans	<b>ENRMD at 8300 Block</b>
Lithium Batteries	<b>ENRMD at 8300 Block</b>
Asbestos Containing Material	Contact unit <b>ECST</b> for further assistance, do not place in MSW dumpster
POL-Contaminated Rags	If wet, ring out with ENRMD at 8300 block, double bag then place in <b>MSW Dumpster</b>
Pesticides	<b>HAZMART</b>
Herbicides	<b>HAZMART</b>
PCB	<b>HAZMART</b>
Compressed Gas Cylinders	<b>HAZMART</b>
Fluorescent Bulbs	Exchange at <b>GrayBar</b> or place in unit universal waste storage area, then transport to <b>HAZMART</b> , <b>ENRMD at 8300 block</b>
Printer Cartridges	<b>HAZMART</b> , <b>Net Zero Waste Center</b> (Building 3622). Used, place back in original box and <b>send back to company</b> free of charge
Anti Freeze	Satellite Accumulation Point(SAP), then to <b>HAZMART</b>
Empty POL Containers	One qt and below go in dumpster, 1 gal-5 gal bar-coded, triple rinse and take to <b>HAZMART</b>
Used Grease	Stored in unit SAP site then transported to <b>HAZMART</b>
Contaminated Rags MOGAS	Treated as Hazardous. Place in marked container in SAP site then transport to <b>HAZMART</b>
Medical Waste	Manage IAW Fort Polk & JRTC 40-6, Army Regulation 40-5, unit or <b>Troop Medical Clinic (TMC)</b> , <b>Hospital Housekeeping</b>

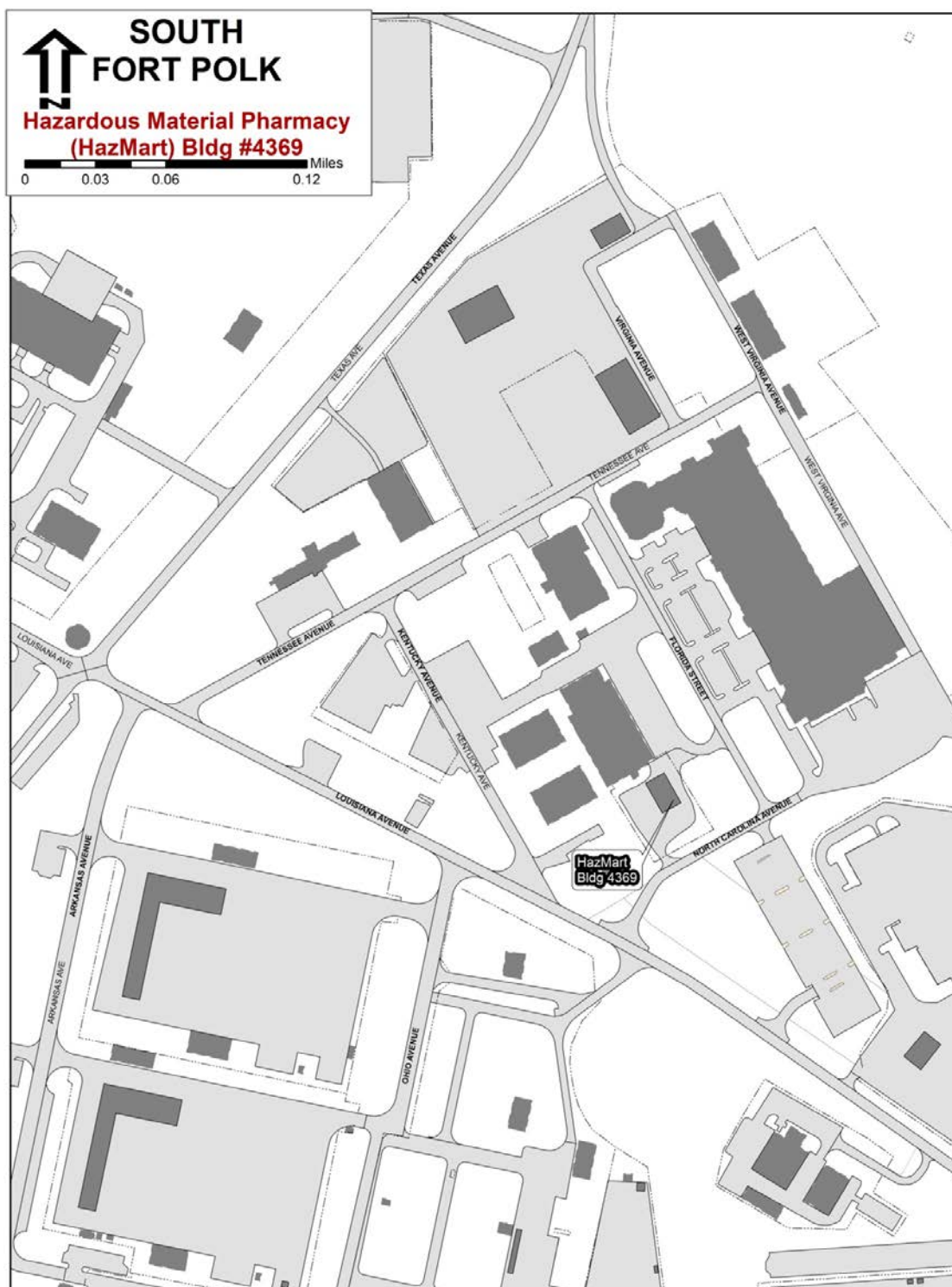
**JRTC & FP Reg 200-1**

<b>Item</b>	<b>Location for Recycle / Disposal</b>
Training Mouflage	Manage IAW Fort Polk & JRTC 40-6, Army Regulation 40-5, unit or <b>Troop Medical Clinic (TMC), Hospital Housekeeping</b>
Asphalt	PRIDE roads and grounds storage yard off of Exchange Rd, contact <b>DPW Roads and Grounds</b>
Concrete	Concrete storage yard on Texas Ave. Contact <b>DPW roads and grounds</b>
Lead Acid Batteries	<b>Net Zero Waste Center</b> (Building 3622)
Used Cooking Oil	<b>Net Zero Waste Center</b> - provided receptacles labeled "used cooking oil". Located at <b>DFACs</b> throughout installation. Additional receptacles at <b>Net Zero Waste Center</b> (Building 3622)
Waste Tires	Permitted storage facility/ <b>ECST</b>
Scrap Metal	<b>DRMO</b> for scrap classification, then deliver to <b>Net Zero Waste Center</b> (Building 3622)
Oil Filters	Crush, drain 24 Hrs, pack in drum with dry sweep in bottom, take to <b>Net Zero Waste Center</b>
Class V Munitions	Return to <b>Ammunition Supply Point</b> , No Exceptions
Concertina/Barbed Wire	Return to <b>Class IV yard</b>
Pallets	Serviceable go to <b>DRMO</b> , Unserviceable to <b>CWCF</b>
Motor Oil	Used Oil Receptacles ( <b>AAFES, Unit, HAZMART, ENRMD at 8300 Block, Auto Craft Shop</b> ), <b>Net Zero Waste Center</b> (Building 3622)
Dead Animals	Contact <b>veterinarian clinic</b>



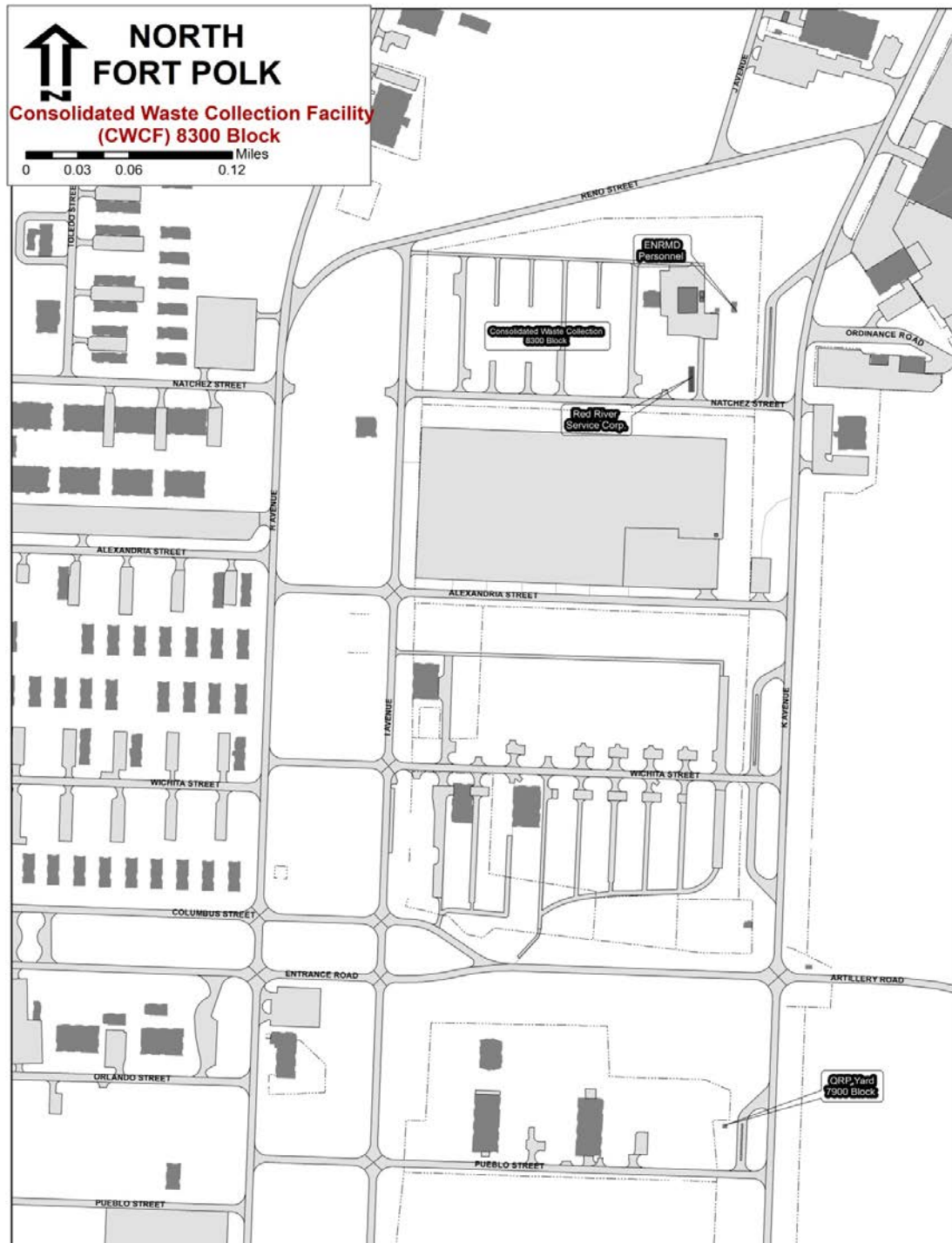
## Appendix M

### Strip Map to the HAZMART



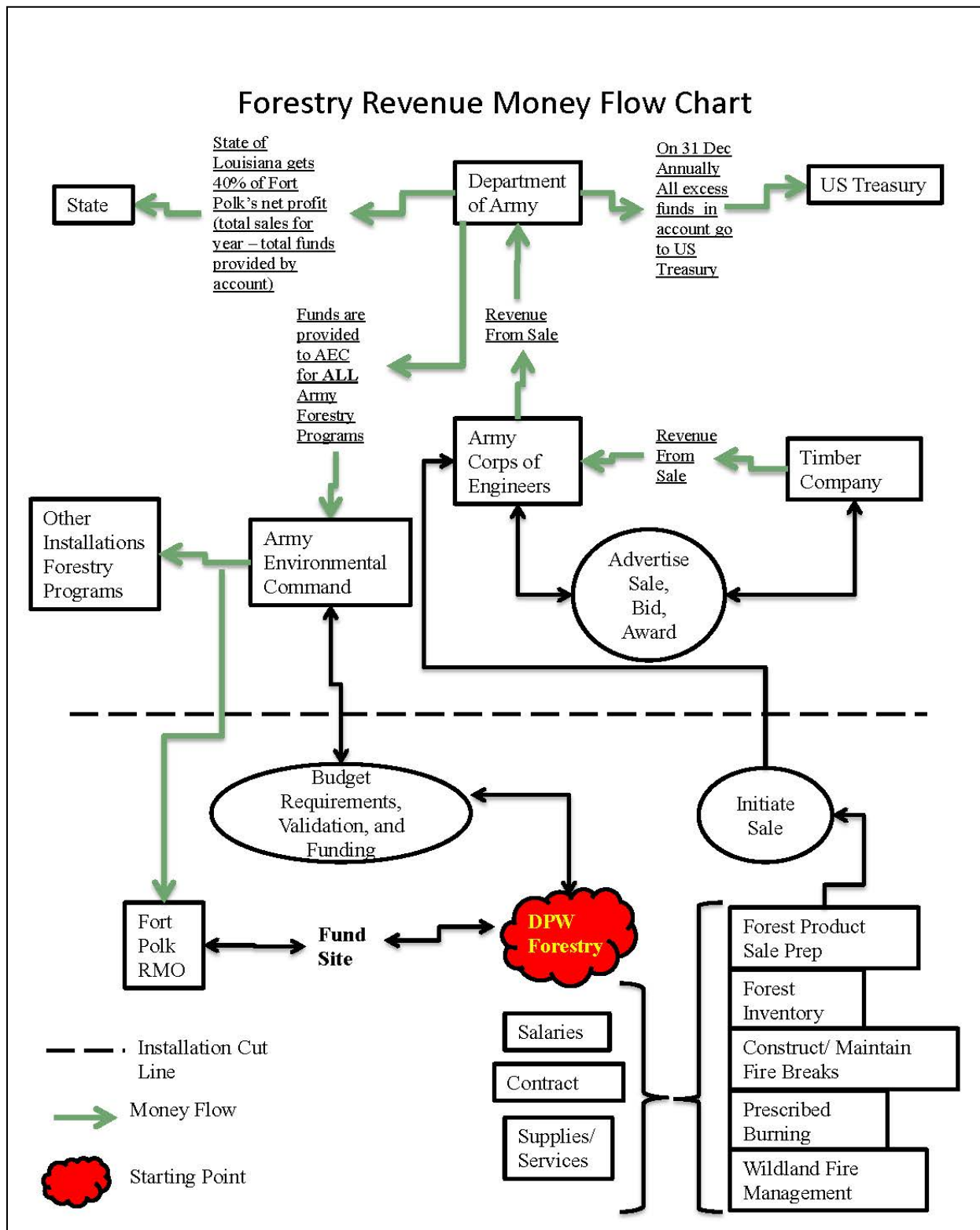
## Appendix N

### Strip Map to the Consolidated Waste Collection Facility



## Appendix O

### Forestry Revenue Money Flow Chart



## Appendix P

### Fort Polk Net Zero Waste 2000 Recycling Facilities



## Fort Polk Net Zero Waste 2020 Recycling Facilities

Resource	Turn in Facility	Phone	Location	Hours
cardboard	<b>Green dumpsters</b>	337-537-1155	Around installation, word "cardboard" stenciled on them	N/A
plastic water bottles	<b>Dream Machines</b>		Outside AAFES buildings	N/A
aluminum cans newspaper paper paper, white (shredded & non-shredded) paper, mixed printer cartridges, used batteries, automotive lead acid metal, scrap printer cartridges, used	<b>QRP</b> (Qualified Recycling Program)	337-531-7556	Bldg 3620 & 3622	Mon-Fri 0830-1530
cooking oil	<b>Receptacles at DFACs &amp; QRP</b>	337-531-7556	(See above for QRP location)	(See above for QRP times)
aerosol, used antifreeze (rotational only) batteries, non-lead acid coolants (rotational only) fluorescent light bulbs fuel soaked rags herbicides oil filters oil soaked rags paint, aerosol empty pesticides POL, aerosol empty	<b>CSWCF</b> (Consolidated Solid Waste Collection Facility)	337-531-5176	8300 Block - CSWCF	Mon - Fri 0700-1500
antifreeze, used grease containers PCB POL products, unopened POL products & containers, used printer cartridges, unused solvents	<b>HAZMART</b>	337-531-9609	Bldg 4369 North Carolina Avenue	Mon-Fri 0730-1630
large bulky items refrigerators, purged wood, scrap yard debris	<b>RED RIVER WASTE SOLUTIONS</b>	337-535-1155 or 337-531-8659	8300 Block - 1644 Natchez St	Everyday 0900-1530
appliances purchased for government use e-waste purchased for government use	<b>DLA</b> (Defense Logistics Agency)	337-531-4068	2450 Magazine Rd	by appointment
fluorescent light bulbs used in gov. facilities	<b>Graybar Self Help</b>	337-537-0585		
asphalt concrete	<b>DPW</b>	337-531-1371/ 337-535-8307		

## GLOSSARY

***AAFES***

Army Air Force Exchange Service

***ACM***

Asbestos-Containing Material

***ACR***

Armored Cavalry Regiment

***ACHP***

Advisory Council on Historic Preservation

***AEDB-EPAS***

Army Environmental Database- Environmental Performance Assessment Report

***AEO***

Asbestos Environmental Officer

***AERO***

Army Environmental Reporting Online

***AHA***

Ammunition Holding Area

***AMCO***

Asbestos Management Control Officer

***AMP***

Asbestos Management Plan

***AMT***

Asbestos Management Team

***AOC***

Area of Concern

***AQM***

Air Quality Manager

***AQMP***

Air Quality Management Plan

***AQP***

Air Quality Program

***AR***

Army Regulation

***ARPA***

Archaeological Resources Protection Act

***ASP***

Ammunition Supply Point

***AST***

Aboveground Storage Tank

***AW***

American Water

***BJACH***

Bayne-Jones Army Community Hospital

***BMP***

Best Management Practices

***BOD***

Biological Oxygen Demand

***CAA***

Clean Air Act

***CaTExs or CX***

Categorical Exclusions

***CFC***

Chlorofluorocarbons

***CFR***

Code of Federal Regulation

***CMB***

Compliance Management Branch

***COD***

Chemical Oxygen Demand

***COG***

Commander, Operations Group

***COR***

Contracting Officer Representative

***COTR***

Contracting Officer's Technical Representative

***CPAC***

Civilian Personnel Advisory Center

***CRM***

Cultural Resources Manager

***CSO***

Command Safety Officer

***CSWCF***

Consolidated Solid Waste Collection Facility

***DA***

Department of the Army

***DFMWR***

Director of Family, Morale, Welfare, and Recreation

***DeCA***

Defense Commissary Agency

***DENTAC***

Dental Activity Command

***DES***

Director of Emergency Services

***DLADS***

Defense Logistics Agency Disposition Services

***DMBAC***

Digital Multi-Purpose Battle Area Course

***DOD***

Department of Defense

***DODAC***

Department of Defense Ammunition Code

***DOJ***

Department of Justice

***DOL***

Director of Logistics

***DOT***

US Department of Transportation

***DPTM***

Director of Plans, Training and Mobilization

***DPW***

Director of Public Works

***DRMS***

Defense Reutilization and Marketing Service

***EA***

Environmental Assessments

***EBS***

Environmental Baseline Study

***ECO***

Environmental Compliance Officer

***ECST***

Environmental Customer Service Technician

***ECTC***

Environmental Compliance Training Center

***ED***

Engineering Division

***EIS***

Environmental Impact Statement

***ELD***

Environmental Law Division



***EMCC***

Exercise Maneuver Control Center

***EMP***

Environmental Management Plan

***EMS***

Environmental Management System

***ENRMD***

Environmental and Natural Resources Management Division

***EO***

Executive Order

***EOD***

Explosive Ordnance Disposal

***EPA***

US Environmental Protection Agency

***EPAR***

Environmental Performance Assessment Report

***EPAS***

Environmental Performance Assessment System

***EPCRA***

Emergency Response Community Right to Know Act

***EPR***

Environmental Program Requirement

***ESMC***

Endangered Species Management Component

***EQCC***

Environmental Quality Control Committee

***ERMP***

Environmental Resources Management Plan

***f/cc***

fibers per cubic centimeter

***FCMF***

FORSCOM Consolidated Maintenance Facility

***FM***

Field Manual

***FNSI***

Finding No Significant Impact

***FOB***

Forward Operating Base

***FOF***

Force-On-Force

***FORSCOM***

Forces Command

***FOTW***

Federally-Owned Treatment Works

***FP***

Fort Polk

***FRH***

Flameless Ration Heater

***GC***

Garrison Commander

***GEB***

Game Enforcement Branch

***GSA***

Government Services Administration

***HAZCOM***

Hazardous Communication

***HAZMART***

Hazardous Material Pharmacy

***HCFC***

Hydrochlorofluorocarbons

***HMI***

Hazardous Material Inventory

***HMMP***

Hazardous Materials Management Program

***HW***

Hazardous Waste

***IAQ***

Indoor Air Quality

***IAQM***

Indoor Air Quality Manager

***IAQMP***

Indoor Air Quality Management Plan

***IAW***

In Accordance With

***IC***

Installation Commander

***ICAP***

Installation Corrective Action Plan

***IEAP***

Installation Environmental Assessment Program

***IHMWM***

Installation Hazardous Material Waste Manager

***IMOP***

Installation Monitoring and Outreach Program

***INRMP***

Integrated Natural Resources Management Plan

***IONMP***

Installation Operational Noise Management Plan

***IPM***

Integrated Pest Management

***ISB***

Intermediate Staging Base

***ISCP***

Installation Spill Contingency Plan

***ISPCCP***

Installation Spill Prevention, Control, and Countermeasures Plan

***ISO***

International Organization for Standardization

***ISR***

Installation Status Report

***ISRP***

Installation Spill Response Plan

***ISSA***

Interservice Support Agreement

***ITAM***

Integrated Training Area Management

***JRTC***

Joint Readiness Training Center

***LAC***

Louisiana Administrative Code

***LBP***

Lead-Based Paint

***LDEQ***

Louisiana Department of Environmental Quality

***LDHH***

Louisiana Department of Health and Hospitals

***LEPC***

Local Emergency Planning Commission

***LFV***

Live Fire Village

***LFX***

Live Fire Exercise

***LMT***

Lead Management Team

***LPDES***

Louisiana Pollutant Discharge Elimination System

***LUA***

Limited Use Area

***MACOM***

Major Army Command

***MaDCATS***

Maneuver Damage Compliance and Tracking

***MAPS***

Management Action Plans

***MICC, DOC***

Mission and Installation Contracting Command-Director of Contracting

***MIPR***

Military Intergovernmental Purchase Request

***MMRP***

Military Munitions Response Program

***MPPEH***

Materials Potentially Presenting an Explosive Hazard

***MRE***

Meal Ready-to-Eat

***MSC***

Major Subordinate Command

***MSDS***

Material Safety Data Sheet

***MSW***

Municipal Solid Waste

***MVAC***

Motor Vehicle Air-Conditioner

***NAGPRA***

Native American Graves Protection and Repatriation Act

***NEC***

Network Enterprise Center

***NEPA***

National Environmental Policy Act of 1969

***NZWC***

Net Zero Waste Center

***NHPA***

National Historic Preservation Act

***NHSW***

Non-Hazardous Solid Waste

***NIOSH***

National Institute of Occupational Safety and Health

***NOA***

Notice of Availability

***NOD***

Notice of Decision

***NOI***

Notice of Intent

***NPDES***

National Pollutant Discharge Elimination System

***NPS***

Nonpoint Source

***NRHP***

National Register of Prehistoric Places

***NRMB***

Natural Resources Management Branch

***NSN***

National Stock Number

***OCT***

Observer Coach Trainer

***ODC***

Ozone-Depleting Compound

***OMD***

Operations Maintenance Division

***OPFOR***

Opposing Force

***OPORD***

Operation Orders

***OS&H***

Occupational Safety and Health

***OSHA***

Occupational Safety and Health Administration

***P2***

Pollution Prevention

***PAO***

Public Affairs Officer

***PCB***

Polychlorinated Biphenyl

***PEL***

Permissible Exposure Limit

***PMD***

Picerno Military Housing

***POL***

Petroleum, Oils, and Lubricants

***POV***

Privately Owned Vehicle

***PPE***

Personal Protection Equipment

***PREVMED***

Department of Preventative Medicine

***QA***

Quality Assurance

***QRP***

Qualified Recycling Program

***RAB***

Restoration Advisory Board

***RCRA***

Resource Conservation and Recovery Act

***RCW***

Red-cockaded Woodpecker

***REC***

Record of Environmental Consideration

***RMO***

Resource Management Office

***ROD***

Record of Decision

***ROF***

Record of Findings

***ROMS***

Reverse Osmosis Membranes

***ROWPU***

Reverse Osmosis Water Purification Unit

***RPE***

Respiratory Protection Equipment

***RPP***

Respiratory Protection Program

***SAP***

Satellite Accumulation Point



***SHPO***

State Historic Preservation Officer

***SJA***

Staff Judge Advocate

***SMC***

Senior Mission Commander

***SOP***

Standing Operating Procedure

***SPCC***

Spill Prevention, Control, and Countermeasures Plan

***SRAT***

Sustainable Range Awareness Training

***SWMU***

Solid Waste Management Units

***SWPP***

Storm Water Prevention Plan

***SWPPP***

Storm Water Pollution Prevention Plan

***TA***

Training Area

***TB***

Technical Bulletin

***TC***

Training Circular

***TCLP***

Toxicity Characteristic Leaching Procedure

***TM***

Technical Manual

***TMC***

Troop Medical Center

***TMDL***

Total Maximum Daily Load

***TMP***

Transportation Motor Pool

***TRC***

Technical Review Committee

***TSCA***

Toxic Substance Control Act

***TSS***

Total Suspended Solids

***USACE***

US Army, Corps of Engineers

***USACHPPM***

US Army Center for Health Promotion and Preventive Medicine

***USFS***

United States Forest Service

***USFWS***

United States Fish and Wildlife Service

***USGS***

United States Geological Survey

***UST***

Underground Storage Tank

***UXO***

Unexploded Ordnance

***WRMP***

Water Resources Management Plan

## SPECIAL TERMS

**Abatement.** The act of removing, encapsulating, enclosing, or repairing asbestos-containing materials.

**Appliance.** Any device which contains and uses a Class I or Class II substance as a refrigerant and which is used for household or commercial purposes, including any air conditioner, refrigerator, chiller, or freezer.

**Approved Equipment Testing Organization.** Any organization which has applied for and received approval pursuant to 40 CFR 82.160.

**Approved Refrigerant Recycling Equipment.** Equipment certified by the Administrator or an organization approved under 40 CFR 82.38 as meeting either one of the standards in 40 CFR 82.36. Such equipment extracts and recycles refrigerant or extracts refrigerant for recycling on-site or reclamation off-site.

**Asbestos.** The asbestiform varieties of serpentine (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite, anthophyllite, and actinolite-tremolite, and any of these minerals that have been chemically treated and/or altered.

**Asbestos-Containing Material (ACM).** Any material containing greater than one percent asbestos by weight.

**Best Management Practice (BMP).** Methods, measures, or practices selected by an agency to meet its non-point source control needs. BMPs include, but are not limited to, structural and nonstructural controls and operation and maintenance procedures. BMPs can be applied before, during, and after pollution-producing activities to reduce or eliminate the introduction of pollutants into receiving waters.

**Category I Non-friable Asbestos-Containing Material.** Asbestos-containing packing, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

**Category II Non-friable Asbestos-Containing Material.** Any material, excluding Category I, non-friable containing more than one percent asbestos as determined using the methods specified in Appendix E of Subpart E, 40 CFR Part 63, Section 1, polarized light microscopy that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

**Certified Refrigerant Recovery or Recycling Equipment.** Equipment certified by an approved equipment testing organization to meet the standards in 40 CFR 82.158(b) or (d), equipment certified pursuant to 40 CFR 82.36(a), or equipment manufactured before November 15, 1993, that meets the standards in 40 CFR 82.158 (c), (e), or (g).

**Commercial Refrigeration.** For the purposes of 40 CFR 82.156(i), the refrigeration appliances utilized in the retail food and cold storage warehouse sectors. Retail food includes the refrigeration equipment found in supermarkets, convenience stores, restaurants, and other food

service establishments. Cold storage includes the equipment used to store meat, produce, dairy products, and other perishable goods. All of the equipment contains large refrigerant charges, typically over 75 pounds.

**Contaminant.** An undesirable substance (physical, chemical, biological, or radiological) not normally present, or an unusually high concentration of a naturally-occurring substance in water or soil.

**CS Gas (Tear Gas).** CS gas stands for 0-chlorobenzalmalononitrile. It is actually a white solid powder usually mixed with a dispersal agent, like methylene chloride, which carries the particles through the air.

**Custom-Built.** For the purposes of 40 CFR 82.156(i), equipment or any of its critical components shall not be purchased and/or installed without being uniquely designed, fabricated, and/or assembled to satisfy a specific set of industrial process conditions.

**Demolition.** The wrecking or taking out of any load-supporting structural member of a facility, together with any related handling operations or the intentional burning of any facility.

**Disposal.** The process leading to and including:  
Discharge, deposit, dumping, or placing of any discarded appliance into or on any land or water.  
Disassembly of any appliance for discharge, deposit, dumping, or placing of its discarded component parts into or on any land or water.

**Encapsulation.** The treatment of asbestos-containing material with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers.

**Enclosure.** An airtight, impermeable, permanent barrier around an asbestos-containing material to prevent the release of fibers.

**Endangered Species.** A species threatened with extinction and provided federal protection under the Endangered Species Act.

**Environmental Management System.** JRTC and Fort Polk has an approved and ISO 14001-conformant environmental management system (EMS) as described in Environmental Management System: Master Document. The EMS requires the installation to establish and maintain a procedure to identify and access applicable legal and other requirements. This “consolidated regulation” summarizes the applicable regulatory requirement for: monitoring and measuring key operating characteristics; operational control procedures required for compliance; and, recordkeeping requirements.

**Facility.** The pollution source or any public or private property or sites and all contiguous land and structures or improvements where any activity is conducted whose discharge is or may result in the discharge of pollutants into the waters of the state or nation.

**Friable.** The ability of a material, when dry, to be crumbled, pulverized, or reduced to powder by hand pressure, and includes previously non-friable material when damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.

**Gray Water.** Waste water generated from field messing, showers, and laundry activities in the field.

**Habitat.** The place or environment where an organism lives and carries on the natural processes of life.

**Homogeneous Area.** An area of surfacing material, thermal system insulation material, or miscellaneous material that is uniform in color and texture.

**Industrial Process Refrigeration.** Complex customized appliances used in the chemical, pharmaceutical, and petrochemical industries that are directly linked to the industrial process (e.g., industrial ice machines, electrical generators). Where one appliance is used for both industrial process refrigeration and other applications, it will be considered industrial process refrigeration equipment if 50 percent or more of its operating capacity is used for industrial process refrigeration.

**Inspection.** Any activity undertaken in a building to determine the presence or location, or to assess the condition of, friable or non-friable asbestos-containing material, whether by visual or physical examination, or by collecting samples of such material. This term includes re-inspections of friable and non-friable known or assumed, asbestos-containing building material, which has been previously identified.

**Migrating.** Any movement in an uncontained or uncontrolled manner such as leaching, spilling, discharging, except as permitted by the law or other regulations.

**Miscellaneous Material.** Interior or building material on structural components, structural members, or fixtures, such as floor and ceiling tiles; does not include surfacing material or thermal system insulation.

**Mobile Source.** A motor vehicle, non-road engine, or non-road vehicle.

**Motor Vehicle.** As used in 40 CFR Part 82, Subpart B, any vehicle which is self-propelled and designed for transporting persons or property on a street or highway, including but not limited to passenger cars, light duty vehicles, and heavy duty vehicles. This definition does not include a vehicle where final assembly of the vehicle has not been completed by the original equipment manufacturer.

**Motor Vehicle Air-Conditioner (MVAC).** Mechanical vapor compression refrigeration equipment used to cool the driver's or passenger's compartment of any motor vehicle. This definition is not intended to encompass the hermetically-sealed refrigeration systems used on motor vehicles for refrigerated cargo and the air conditioning systems on passenger buses using HCFC-22 refrigerant.

**MVAC-Like Appliance.** Mechanical vapor compression, open-drive compressor appliances used to cool the driver's or passenger's compartment of a non-road motor vehicle. This includes the air conditioning equipment found on agricultural or construction vehicles. This definition is not intended to cover appliances using HCFC-22 refrigerant.

**National Pollutant Discharge Elimination System.** EPA's national program for issuing, modifying, revoking, and re-issuing, terminating, monitoring, and enforcing permits and imposing and forcing pretreatment requirements under sections 307, 402, 318 and 405 of the Clean Water Act.

**Non-friable.** The inability of a material, when dry, to be crumbled, pulverized, or reduced to powder by hand pressure.

**Non-Road Engine.** An internal combustion engine (including the fuel system) that is not used in a motor vehicle or a vehicle used solely for competition, or that is not subject to standards promulgated under Section 111 or Section 202 of the CAA.

**Non-Road Vehicle.** A vehicle that is powered by a non-road engine and that is not a motor vehicle or a vehicle used solely for competition.

**On-Scene Coordinator.** The responsible party designated by the DPW to coordinate spill response and cleanup activities.

**Opacity.** The degree to which emissions reduce the transmission of light and obscure the view of an object in the background.

**Opening an Appliance.** Any service, maintenance, or repair on an appliance that would release Class I or Class II refrigerant from the appliance to the atmosphere unless the refrigerant were recovered previously from the appliance. Connecting and disconnecting hoses and gauges to and from the appliance to measure pressures within the appliance and to add refrigerant to or recover refrigerant from the appliance shall not be considered "opening."

**Operator.** The person or legal entity responsible for the operation and/or maintenance of a facility.

**Organization.** Includes but is not limited to a person, Contractor, tenant, civilian directorates, and attached units.

**Permit.** A permit for the discharge of pollutants into navigable waters under the National Pollutant Discharge Elimination System established by Section 402 of the Act and implemented in regulations in 40 CFR Parts 124 and 125.

**Person.** Any individual or legal entity, including a corporation, partnership, association, state, municipality, political subdivision of a state, Indian tribe, and any agency, department, or instrumentality of the United States to include any employee thereof.

**Pollutants.** Any substance introduced into the waters of the state by any means that would tend to degrade the chemical, physiological, biological, or radiological integrity of such environment.

**Presumed Asbestos-Containing Material (PACM).** Asbestos-containing material that is assumed to be asbestos-containing and will be managed as ACM until otherwise determined to be non-ACM.

**Reclaim Refrigerant.** To reprocess refrigerant to at least the purity specified in Appendix A to 40 CFR Part 82, Subpart F (based on ARI Standard 700-1993, Specifications for Fluorocarbon and Other Refrigerants) and to verify this purity using the analytical methodology prescribed in Appendix A to 40 CFR Part 82. In general, reclamation involves the use of processes or procedures available only at a reprocessing or manufacturing facility.

**Recover Refrigerant.** To remove refrigerant in any condition from an appliance and to store it in an external container without necessarily testing or processing it in any way.

**Recycle Refrigerant.** To extract refrigerant from an appliance and clean refrigerant for reuse without meeting all of the requirements for reclamation. In general, recycled refrigerant is refrigerant that is cleaned using oil separation and single or multiple passes through devices, such as replaceable core filter-dryers, which reduce moisture, acidity, and particulate matter. These procedures are usually implemented at the field job site.

**Refrigerant.** Any Class I or Class II substance or substitute substance used in a motor vehicle air conditioner. Class I and Class II substances are listed in 40 CFR Part 82, Subpart A.

**Regulated Asbestos-Containing Material (RACM).** Is defined as: (a) friable material; (b) Category I non-friable material that has become friable; (c) Category I non-friable material that will be or has been subjected to sanding, grinding, cutting, or abrading; or, (d) Category II non-friable material that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on it during the course of demolition.

**Re-inspection.** Performing a visual inspection of an area that has already been inspected to identify changes in material conditions or classify assessment factors which have occurred since the original inspection was performed.

**Release.** The accidental or intentional spilling, leaking, pumping, pouring, emitting or dumping of pollutants, which when released, become wastes into or on any land, water or groundwater.

**Removal.** All operations where asbestos-containing material is taken out or stripped from structures or substrates, and includes demolition operations.

**Renovation.** Altering a facility, or one or more facility components, in any way, including the stripping or removal of asbestos-containing material from a facility component.

**Repair.** Overhauling, rebuilding, reconstructing, or reconditioning of structures or substrates, including encapsulation or other repair of asbestos-containing material attached to structures or substrates.

**Service Involving Refrigerant.** Any service during which discharge or release of refrigerant from the MVAC or MVAC-like appliance to the atmosphere can reasonably be expected to occur. Service involving refrigerant includes any service in which an MVAC or MVAC-like appliance is charged with refrigerant but no other service involving refrigerant is performed (i.e., a “top-off”).

**Small Appliance.** Any of the following products that are fully manufactured, charged, and hermetically sealed in a factory with five pounds or less of refrigerant: refrigerators and freezers designed for home use, room air conditioners (including window air conditioners and packaged terminal air conditioners), packaged terminal heat pumps, dehumidifiers, under-the-counter ice makers, vending machines, and drinking water coolers.

**Source.** A facility, activity, or location that discharges pollutants into the waters of the state.

**Spill.** The accidental or unauthorized leaking or releasing of a substance from its intended container or conveyance structure that has the potential to be discharged or results in a discharge to waters of the state.

**Spill Kit.** The pre-position tools, absorbents, and materials that are to be employed in spill response and cleanup in the event of a spill.

**Spill Response.** Reaction to a spill and employing offensive and defensive measures to protect human health and the environment.

**Stationary Source.** Any building, structure, facility, or installation that emits or may emit any air pollutant.

**Storm Water Run-off.** That which is generated by precipitation and run-off from land, pavements, building rooftops, and other surfaces.

**Surfacing Material.** Material that is sprayed on, troweled on, or otherwise applied to surfaces such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, or other purposes.

**Suspect Material.** A material that based on its age, use, appearance, and texture, is suspected to contain asbestos.

**Technician.** Any person who performs maintenance, service, or repair that could be reasonably expected to release Class I or Class II refrigerants from appliances, except for MVACs, into the atmosphere. Technician also means any person who performs disposal of appliances, except for small appliances, MVACs, and MVAC-like appliances, that could be reasonably expected to release Class I or Class II refrigerants from the appliances into the atmosphere. A technician



includes, but is not limited to installers, Contractor employees, in-house service personnel, and in some cases, owners.

**Tenant.** An authorized activity located on an installation that is not part of the garrison organization. Tenants include, but are not limited to, privatized facilities and activities located within the boundaries of the installation, military units, the Army and Air Force Exchange Services (AAFES), and the Defense Commissary Agency (DeCA).

**Thermal System Insulation.** Material applied to pipes, fittings, boilers, breeching, tanks, ducts, or other interior structural components to prevent heat loss or gain, or water condensation.

**Underground Storage Tank.** Any one or combination of tanks, including the underground pipes connected to the tank, used to contain an accumulation of regulated substances and the volume of which, including the volume of underground pipes connected to the tanks, is 10 percent or more beneath the surface of the ground.

**Waste water.** Liquid waste resulting from commercial, municipal, private or industrial processes. This includes, but is not limited to, cooling and condensing waters, sanitary sewage, industrial waste, and contaminated rainwater run-off.

### ***Section III***

#### ***Special Terms and Acronyms***

None noted in this section.