

## Comprehensive Environmental Checklist TIII-FG-SEMS-012.03

Unit/Org: \_\_\_\_\_

Date: \_\_\_\_\_

Bldg. No.: \_\_\_\_\_

EO/POC: \_\_\_\_\_

<b>SUSTAINABILITY AND ENVIRONMENTAL MANAGEMENT SYSTEM (SEMS)</b>				
Checklist Items	Yes	No	N/A	Comments
Has an Environmental Officer (EO) and Alternate been appointed on orders? EO Name: _____ AR 200-1				
Has a Building Energy Monitor (BEM) been appointed on orders? BEM Name: _____ AR 200-1				
Have the EOs completed the Fort Gordon EO Course from the Environmental Division? AR 200-1				
Have all personnel received Environmental Management System awareness training? EO 13693; AR 200-1				
Have personnel who are exposed to Hazardous Materials completed GHS Hazardous Material Communications (HAZCOM) Training from the installation Safety Office? 29 CFR 1910.1200				
Have personnel who handle Hazardous Waste completed the Hazardous Waste Management Course from the DPW Environmental Division? 40 CFR 265.16				
Have personnel who are involved in oil handling activities completed the Spill Prevention, Control and Countermeasures (SPCC) Training from the DPW Environmental Division? 40 CFR Part 112				
Are all personnel training records maintained?				
Do you have a copy of the Sustainability Management System Policy, GC Policy Memo #70 posted?				
Do you have a copy of the Environmental Policy, GC Policy Memo #69 posted?				
Do you have an up-to-date site specific Spill Plan?				
Are personnel aware of Ft. Gordon's significant aspects and how they relate to their job?				
Do personnel have current SOPs, guidance or instructions on performing their jobs to minimize negative impacts to the environment?				

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<b>HAZARDOUS WASTE (HW) AND UNIVERSAL WASTE (UW)</b>				
Checklist Items	Yes	No	N/A	Comments
Have all containers been properly labeled according to their content?				
Are all containers kept closed except when adding or removing waste?				
Are containers in good condition (no leaks, dents or rust)?				
Are containers compatible with the waste stored in them?				
Are containers stored in a covered and secure area, away from storm drains?				
Are containers stored on pallets on an impermeable surface?				
Are containers of flammable waste grounded?				
Are containers of HW maintained at or near the point of generation?				
Does the HW have a Fort Gordon Satellite Accumulation Point (SAP) sign properly displayed identifying the waste?				
Is the total accumulation of HW 55 gallons or less?				
Is UW being stored and properly disposed? (light bulbs, batteries)				
Are UW containers properly labeled with the waste that it contains and the date the first item was placed in the container?				
Are UW containers being turn-in for disposal within the designated accumulation time limit of 8 months?				
Do full containers have sufficient headspace to allow for expansion of the content?				
Are container labels properly filled-in and waste turned-in to the Hazardous Materials Control Point when full?				
Is a spill response equipment and fire control equipment available in the waste storage area?				
Are weekly inspections performed and documented to include date, time and personnel who performed the inspection?				
Are corrected actions implemented and documented for deficiencies identified during weekly inspections? (including date, time)				

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<b>HAZARDOUS WASTE (HW) AND UNIVERSAL WASTE (UW)</b>				
Checklist Items	Yes	No	N/A	Comments
Is Emergency response information posted adjacent to a telephone in the office area to include activity POC information, Ft Gordon Emergency Response (911)?				

<b>HAZARDOUS MATERIALS (HM)</b>				
Checklist Items	Yes	No	N/A	Comments
Does the unit have a copy of their most recent Hazardous Chemical Inventory available for review?				
Are all hazardous materials (HM) being stored and segregated IAW manufacturer instructions (i.e. container label, MSDS/SDS, etc.) to prevent reaction, contamination, spoilage, or freezing?				
Are all HM containers clearly labeled as to their contents?				
Are all containers in good condition (i.e. not rusted or leaking, or not shippable due to excessive dents, or damage, etc.)?				
Are all containers protected from the elements (i.e. rain, snow etc.)?				
Have all hazardous materials purchased with a Government Purchase Card or other purchasing mechanism been approved in writing by the DPW Environmental Division? (GC Policy #36, Purchasing Hazardous Materials with the Government Purchase Card)				
Have all hazardous materials inventory been bar-coded by the Hazardous Materials Control Point (HMCP)?				

<b>SOLID WASTE AND RECYCLING</b>				
Checklist Items	Yes	No	N/A	Comments
Is the unit/organization participating in the Fort Gordon Recycling Program in accordance with Garrison Commander's Policy #89, Recycling?				
Does the unit/organization actively recycle all paper, cardboard, plastics #1 & #2, aluminum cans, tin cans, toner cartridges, grocery bags and plastic wrap, lead-acid batteries, pallets, and scrap metals?				

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<b>SOLID WASTE AND RECYCLING</b>				
Checklist Items	Yes	No	N/A	Comments
Are dumpster lids and side sliding doors kept closed?				
Are all trash and waste materials placed inside dumpsters (no trash on top of or beside the dumpster)?				
Are recycling containers free of trash?				
Are trash containers free of recyclables?				
Are waste minimization practices implemented? (double-sided print/copy, reuse materials, minimize hard copy printouts)				
Does the unit/organization procure paper with at least 30% recycled content?				

<b>STORM WATER POLLUTION PREVENTION</b>				
Checklist Items	Yes	No	N/A	Comments
Have all hazardous material or waste spills and/or releases been sufficiently cleaned?				
Have all required hazardous material or waste spills and or releases been reported?				
Are bulk hazardous material containers properly positioned and bermed to prevent ground or water contamination in the event of a leak?				
Do material dispensing drums and/or leaking equipment have sufficient containment devices?				
Is equipment being washed in authorized areas only? (consolidated wash facility, authorized wash pads)				
Is the wash rack well maintained and free of excessive dirt, trash, and debris?				
Does the unit have best management practices (BMPs) in place to ensure no hazardous materials or pollutants are discharged into floor and storm drains?				
Does the unit have procedures in place to ensure the proper collection and disposal of used dry sweep and contaminated dirt?				
Are parking areas free of excessive oil stains?				
Are dumpsters kept closed and free of unauthorized trash, debris, and hazardous materials/waste?				

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<b>SPILL PREVENTION, CONTROL AND COUNTERMEASURES (SPCC) AND STORAGE TANK MANAGEMENT</b>				
Checklist Items	Yes	No	N/A	Comments
Are all POL drums stored within sufficient secondary containment?				
Are spill kits on hand in POL storage areas and properly stocked?				
Have all POL spills and/or releases been reported to DPW Environmental?				
Have all POL spills and/or releases been properly cleaned up?				
Are containment dikes inspected prior to draining after rain events to ensure no oil sheen present and the Dike Drainage/Inspection Record completed?				
Is DPW Environmental notified of any abnormal conditions on POL storage containers (e.g., drums, aboveground storage tanks)?				
Are units/organizations with POL storage aware of the Fort Gordon Spill Prevention, Control and Countermeasures (SPCC) Plan and is the SPCC Plan readily accessible?				
Are used oil collection drums and tanks properly maintained and labeled with the words "Used Oil"?				
Are mobile fuel tankers routinely inspected for leaks?				
Are mobile fuel tankers properly positioned and bermed to prevent ground or water contamination in the event of a leak?				

<b>AIR QUALITY MANAGEMENT</b>				
Checklist Items	Yes	No	N/A	Comments
Are parts washer lids kept closed and circulating pumps shut off when not in use?				
Does vehicle exhaust appear clean during normal operation?				
Does unit have the required Air Emissions approval for obscurant smoke operations?				
Is the required maintenance and inspection of permitted paint booths being performed and documented?				

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<b>AIR QUALITY MANAGEMENT</b>				
Checklist Items	Yes	No	N/A	Comments
Are paint booth usage logs kept up-to-date?				
Is the required maintenance and inspection of permitted baghouses being performed and documented?				
Is the required maintenance and inspection of permitted abrasive blast/sponge jet being performed and documented?				
Are spot checks for dust emissions conducted at construction sites during land disturbance projects?				
Has your activity notified the Air Program Manager prior to any of the following? <ul style="list-style-type: none"> <li>• Construction Permit request</li> <li>• New emergency backup generator request</li> <li>• New refrigerants</li> <li>• Technician certification</li> <li>• Refrigerant equipment certification</li> </ul>				

<b>CULTURAL AND NATURAL RESOURCES PROTECTION AND PRESERVATION</b>				
Checklist Items	Yes	No	N/A	Comments
Does the unit have a written policy addressing archeological protection?				
Does the unit/organization know that all ground disturbing activities and/or changes to existing buildings have to be reviewed for impacts to Cultural Resources?				
Does the unit/organization know that it is illegal to dig for or collect artifacts on Federal property without a permit? (Ref: Archaeological Resources Protection Act (ARPA); Native American Graves and Repatriation Act (NAGPRA)?				
Is the unit demonstrating conscientious efforts for the conservation and preservation of natural resources?				
Does the unit enforce No Parking in landscaped and sodded areas?				
Are unit personnel aware of the buffer requirements in training areas to protect endangered species?				

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<b>ENERGY AND WATER CONSERVATION</b>				
Checklist Items	Yes	No	N/A	Comments
Are Building Energy Monitors (BEM) performing and documenting weekly inspections of assigned buildings?				
Are BEM performing and documenting monthly inspections of assigned facilities?				
Are all windows and doors closed while heating/air conditioning units are in operation?				
Are all window and door closure systems and weather seals in good condition?				
Are thermostats properly set according to current command policy?				
Are lights, computers, appliances, and other electrical components off when not in use or needed?				
Are power saving settings/devices enabled on all electronics?				
Are thermostats and light switches labeled with energy conservation stickers?				
Are faucets in administrative, housing, and maintenance areas, to include wash racks, free of leaks?				
Are lawns only being watered during authorized watering times (Between 0500 – 1000 hrs. and 1600— 2400 hrs.)?				

<b>PEST MANAGEMENT</b>				
Checklist Items	Yes	No	N/A	Comments
Is the unit storing and/or using any pesticides?				
Does the unit call-in a service order for insect and pest problems?				
Unit personnel are not applying pesticides without a DoD or State approved license.				

<b>NATIONAL ENVIRONMENTAL POLICY ACT</b>				
Checklist Items	Yes	No	N/A	Comments
Is the unit/organization aware of the National Environmental Policy Act (NEPA) and how it is implemented on Fort Gordon for field training exercises?				

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<b>NATIONAL ENVIRONMENTAL POLICY ACT</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the unit/organization aware of the National Environmental Policy Act (NEPA) and how it is implemented on Fort Gordon for work order type projects?				

For information and assistance, contact:

DPW Environmental Division - 791-6278/6106/6281  
DPW Energy Conservation Management – 791-6184