



DEPARTMENT OF THE NAVY  
NAVAL AIR WEAPONS STATION  
1 ADMINISTRATION CIRCLE  
CHINA LAKE CA 93555-6100

IN REPLY REFER TO  
NAWSCLINST 5090.2A  
PR241  
10 Jun 13

NAWSCL INSTRUCTION 5090.2A

From: Commanding Officer, Naval Air Weapons Station, China Lake

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM

Ref: (a) OPNAVINST 5090.1C CH-1, Environmental Readiness Program Manual  
(b) EO 13423: Strengthening Federal Environmental, Energy, and Transportation Management of January 26, 2007  
(c) Navy Environmental Management System Policy of 6 Dec 01  
(d) International Organization for Standardization (ISO) 14001:2004, Environmental Management Systems  
(e) NAWS China Lake Environmental Management System Manual

Encl: (1) Environmental Liaison Appointment Letter

1. Purpose. To establish and implement an Environmental Management System (EMS) at Naval Air Weapons Station China Lake (NAWSCL) as directed by references (a) through (c) and in accordance with criteria set forth in reference (d). The EMS will be managed through an Environmental Management Council (EMC) and a network of designated Environmental Liaisons (ELs). This structure is designed to promote ownership of environmental programs by ensuring personnel aboard NAWSCL understand their duties and responsibilities regarding environmental compliance and can perform their missions in full compliance with applicable legal and other environmental requirements.

2. Cancellation. NAWSINST 5090.2

3. Background.

a. Naval Air Weapons Station China Lake is an installation host command with management authority for all Class I and II

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property on the largest Navy installation in the world. As the supporting command, NAWSCCL supports numerous tenant commands, detachments, and other organizations. The Commanding Officer, NAWSCCL is responsible for all aspects of environmental, natural resources and cultural and historical preservation resource compliance and has overall management responsibility for environmental compliance of all activities conducted on the installation. Management of these responsibilities requires a systematic method of identifying requirements, developing procedures to meet the requirements, implementing the procedures, correcting deficiencies, and reviewing the results.

b. An EMS is a formal management framework intended to guide an organization's achievement of environmental goals and effectively fulfill environmental requirements through repeatable and consistent control of its operations and business practices. An EMS includes the systematic use of five basic components (policy, planning, implementation, checking and corrective action, and periodic management review) to achieve full compliance with legal and other requirements and continual improvement in mission performance by reducing environmental risks and costs inherent to mission processes.

4. Scope. This instruction applies to all NAWSCCL personnel, tenants, detachments, contractors, and other entities performing operations aboard NAWSCCL.

5. Policy. It is the policy of the command that an EMS is deployed to achieve both mission and environmental sustainability through continuous process improvement and proactive stewardship in full support the Navy's mission and in accordance with DoN policies.

6. Definitions.

a. Environmental Aspects - A characteristic of an operational practice that can cause, in normal operation or upset mode, an impact to air, land, and/or cultural and natural resources. Each practice may have several aspects. Typical aspects include, but are not limited to, spill/release, air release, hazardous material use, hazardous waste generation, solid waste generation, medical waste generation, noise, electricity use, water use, fuel use, and activity affecting endangered species or historic properties.

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b. EMS Management Representative - An individual appointed by the Commanding Officer, NAWSCCL who has authority and responsibility for the operation of the EMS.

c. Environmental Media Manager - An individual assigned by the Installation Environmental Program Director (IEPD) to be the primary responsibility for a specific area of environmental management.

d. Environmental Liaisons - Individuals designated by senior management of a NAWSCCL department, tenant, or detachment to coordinate environmental activities with the Environmental Management Division (EMD).

e. Operational Unit - An organization or organizational component whose activities have environmental aspects.

f. Practice Owner - The employee that is responsible for performing an operation or a component of a business practice.

g. Senior Management - Senior Management at NAWSCCL consists of the NAWSCCL Commanding Officer, Executive Officer, IEPD, Public Works Officer, NAWSCCL Department Heads, and senior officers and managers of tenants and detachments.

7. Action. An Environmental Management Council (EMC) is established in order to fully deploy an EMS and to provide oversight of and strategic direction for the EMS on a continuing basis. The EMC membership shall consist of Senior Management from organizations operating within NAWSCCL. Methods of appointing, training and communicating with ECs are established to facilitate compliance with legal and other environmental requirements.

8. Responsibilities. Representatives listed below will be responsible for following the procedures stated herein.

a. Commanding Officer

(1) Overall responsibility for implementation of the EMS.

(2) Establish and Chair the EMC.

b. Environmental Management Council

(1) Provide leadership to ensure all personnel operating within NAWSCCL fully support the environmental programs and EMS.

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(2) Review annually and update as appropriate, command environmental policy.

(3) Set environmental objectives and targets to drive continuous improvement and attain environmental program goals.

(4) Perform an annual review of the EMS to evaluate system effectiveness and progress towards achieving environmental program objectives and targets.

(5) Revise goals and objectives in order to address emerging concerns or improve overall performance.

(6) Review and endorse EMS procedures as set forth in reference (e), NAWSCL EMS Manual.

(7) Monitor goals and objectives at least quarterly in order to ensure appropriate actions are taken to correct deficiencies and to implement projects in support of stated targets.

(8) Review and address command level environmental compliance and encroachment issues to ensure mission sustainability and achieve EMS goals and objectives.

(9) Promote environmental mission sustainability as an integral part of every mission function, operation, and throughout all decision-making processes.

(10) The EMC shall meet quarterly. Additional meetings may be called by the Chair, if needed.

c. EMS Management Representative

(1) Serve as Executive Secretary of the EMC, setting the agenda and chairing the meetings.

(2) Ensure the performance of an annual Environmental Quality Assessment, including a self-evaluation of the EMS effectiveness and report results to the EMC annually.

(3) Monitor EMS objectives and targets and provide data updates to the EMC on a quarterly basis.

(4) Approve the development and maintenance of an EMS Manual in accordance with reference (d).

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d. Heads of Organizations, Detachments, Operational Units, and Tenant Organizations (Senior Management)

(1) Comply with all host command environmental policies, procedures, directives, instructions, notices, and guidance.

(2) Participate in the EMC as designated by the Commanding Officer.

(3) Ensure support and participation with NAWSCL in planning and implementing EMS requirements including coordination of audits and compliance assessments.

(4) Appoint in writing Environmental Liaisons. Personnel assigned this duty must, at a minimum, have a one-year term and the appointment must be coordinated with the NAWSCL EMS Management Representative, see enclosure (1).

(5) Ensure Environmental Liaisons attend NAWSCL environmental and other media specific training as determined by the environmental aspects managed by their respective organization (e.g., environmental planning or hazardous waste management).

e. Environmental Liaisons

(1) Act as a liaison at NAWSCL for all environmental issues with the NAWSCL EMS Management Representative and Environmental Media Managers.

(2) Coordinate and forward environmental matters through the appropriate offices within timeframes specified by the EMS Manual.

(3) Attend NAWSCL Environmental Liaison and other media specific training, determined by the environmental aspects managed by the organization (e.g. environmental planning or hazardous waste management).

(4) Identify and coordinate unit specific environmental training needs/requirements with the NAWSCL EMS Management Representative and/or Environmental Media Managers.

(5) Promptly report environmental concerns or risks to Senior Management, NAWSCL EMS Management Representative, and appropriate Environmental Media Managers.

(6) Ensure changes in policies or procedures affecting environmental aspects are disseminated to the appropriate stakeholders and are coordinated for action.

(7) Support the EMD in conducting environmental inspections with EPA, state, county, or Navy inspectors to maintain and ensure compliance.

(8) Provide copies of guidance and policy to all units within jurisdiction including keeping Senior Management abreast of any environmental matters.

(9) Coordinate with the appropriate Environmental Media Managers concerning the Government Purchase Card (GPC) purchase program to ensure proper authorization and procurement of Hazardous Materials.

f. Supervisors, Practice Owners, and Employees

(1) Ensure work practices are conducted in accordance with applicable environmental requirements and procedures.

(2) Identify and report (through the chain of command) operational conditions and business practices that may impact the environment, including new or changes to existing operations or practices.

(3) Collaborate with environmental staff to develop and implement operational procedures or changes to most effectively sustain compliance and to improve environmental performance.

(4) Help identify and report matters that may be environmentally unsound to both the appropriate supervisor/manager and to the EMD.

g. Environmental Management Division

(1) Provide environmental guidance and policy to ELs, heads of organizations, detachments, operational units, and tenant organizations.

(2) Coordinate and forward environmental matters through the appropriate offices in a timely manner.

(3) Develop and provide environmental training to ELs and other identified personnel via a classroom setting, printed materials, or through computer based modules.

(4) Ensure all inspection checklists, plans, instructions, Standard Operating Procedures (SOPs), and supplements are current and readily available for distribution to all ELs.

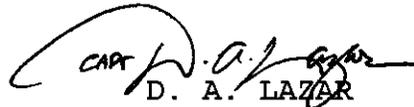
(5) Assist in documenting and resolving environmental compliance, training, procedures, and/or enforcement issues that have been identified, as necessary, for corrective action in order to eliminate environmental non-compliance and/or EMS nonconformance.

(6) Coordinate environmental program requirements with ELs, supervisors, practice owners, and employees operating within NAWSCL.

(7) Conduct periodic inspections to ensure compliance with all environmental program requirements.

9. Procedures. Procedures shall be set forth through reference (e), the NAWS China Lake EMS Manual.

10. Directive Responsibility. The Head, Environmental Management Division, Code PR24/GR2E10, is responsible for keeping this instruction current.

  
D. A. LAZAR

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5090  
N45W  
**Type Date Here**

From: **Insert Manager name here**  
To: **Insert Liaison name here**

Subj: ENVIRONMENTAL LIAISON DESIGNATION

Encl: (1) Environmental Liaison Acknowledgement Statement

1. Appointment. You are hereby designated as Environmental Liaison for **type in organization here**. The purpose of this appointment is to provide you and your area with required compliance training and to be a communication focal point regarding environmental matters in your area. Our goal is to be effective in our environmental programs and environmental support to your mission.

2. Environmental Liaison Responsibilities. As Environmental Liaison you will be responsible to:

a. Act as a liaison at Naval Air Weapons Station China Lake (NAWSCL) for all environmental issues with the NAWSCL EMS Management Representative and Environmental Media Managers.

b. Coordinate and forward environmental matters through the appropriate offices within timeframes specified by the EMS Manual.

c. Attend NAWSCL Environmental Liaison and other media specific training, determined by the environmental aspects managed by the organization (e.g., environmental planning or hazardous waste management).

d. Identify and coordinate unit specific environmental training needs/requirements with the NAWSCL EMS Management Representative and/or Environmental Media Managers.

e. Promptly report environmental concerns or risks to Senior Management, NAWSCL EMS Management Representative, and appropriate Environmental Media Managers.

f. Ensure changes in policies or procedures affecting environmental aspects are disseminated to the appropriate stakeholders and are coordinated for action.

g. Support the EMD in conducting environmental inspections with EPA, state, county or Navy inspectors to maintain and ensure compliance.

Enclosure (1)

h. Provide copies of guidance and policy to all units within jurisdiction including keeping Senior Management abreast of any environmental matters.

i. Coordinate with the appropriate Environmental Media Managers concerning the Government Purchase Card (GPC) purchase program to ensure proper authorization and procurement of Hazardous Materials.

3. Environmental Management Division Responsibilities will provide guidance, training information and support to help meet compliance requirements and mission needs.

a. Provide environmental guidance and policy to ELs, heads of organizations, detachments, operational units, and tenant organizations.

b. Coordinate and forward environmental matters through the appropriate offices in a timely manner.

c. Develop and provide environmental training to ELs and other identified personnel via a classroom setting, printed materials, or through computer based modules.

d. Ensure all inspection checklists, plans, instructions, Standard Operating Procedures (SOPs), and supplements are current and readily available for distribution to all ELs.

e. Assist in documenting and resolving environmental compliance, training, procedures, and/or enforcement issues that have been identified, as necessary, for corrective action in order to eliminate environmental non-compliance and/or EMS nonconformance.

f. Coordinate environmental program requirements with ELs, supervisors, practice owners, and employees operating within NAWSCL.

g. Conduct periodic inspections to ensure compliance with all environmental program requirements.

4. Termination of Appointment. Appointment remains in effect for the duration of your current position unless cancelled in writing.

\_\_\_\_\_  
**Type Manager Name here (get signature on line)**

Acknowledgement

By signature hereon, I acknowledge my appointment as Environmental Liaison. I have read and understand my responsibilities. I further understand that this appointment will remain in effect until revoked in writing by you or your successor.

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***Type in Your name here and sign on line***  
Environmental Liaison

Copy to:  
Environmental Office