



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA MARINE AND AVIATION OPERATIONS
Silver Spring, Maryland 20910-3282

JAN 19 2006

MEMORANDUM FOR: William F. Broglie
Chief Administrative Officer, NOAA

THRU: Rear Admiral Samuel P. De Bow, Jr., NOAA
Director NOAA Commissioned Officer Corps
Director Office of Marine and Aviation Operations

FROM: Rear Admiral Richard R. Behn, NOAA
Director, Marine and Aviation Operations Centers

SUBJECT: Environmental Management System Self-Declaration Statement

Executive Order 13148, Greening the Government Through Leadership in Environmental Management, requires that all Federal agencies implement an Environmental Management System (EMS) at appropriate facilities by December 31, 2005. The NOAA Marine and Aviation Operations, Marine Operations Center – Atlantic was identified as an appropriate facility within the National Oceanic and Atmospheric Administration to implement an EMS. Marine Operations Center – Pacific had previously completed the self-declaration in May 2005.

I am pleased to inform you that the Marine Operations Center-Atlantic has determined that its EMS conforms to the requirements of Section 401 of Executive Order 13148. This determination is based upon an external second-party audit conducted in accordance with the Department of Commerce's Environmental Management Manual. The audit was completed December 13, 2005. The audit included all elements of the NOAA EMS self-declaration questionnaire and reported only minor findings that we are working to correct. There were no classes 0 or class 1 findings that would prevent NMAO from self-declaring our EMS. A copy of the final Marine Operations Center-Atlantic EMS audit report outlining findings is attached.

NMAO began implementation of the EMS in July 2003 and has completed an internal audit and management review. The second-party auditors met all training and certification requirements and the audit was structured and conducted to address the requirements of ISO 14001, Code of Environmental Management Principles, and Executive Order 13148.

If you have any questions or need additional information, please contact the Marine Operations Center-Atlantic EMS Management Representative, James Schell, at 206-553-0121.

Attachment

cc:
MOx1 – Steve Manzo
MOAx1 - Captain, Jon Rix, NOAA
MOA1 – LCDR Philip Gruccio, NOAA
MO2 – Bob Wilmot
MO3 – Frank Colohan
MO4 – Melinda Howell
MOx5 – James Schell
OFA54 – Pierson

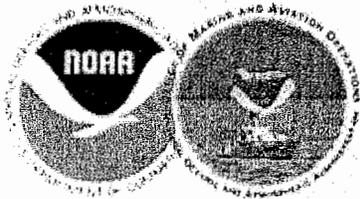


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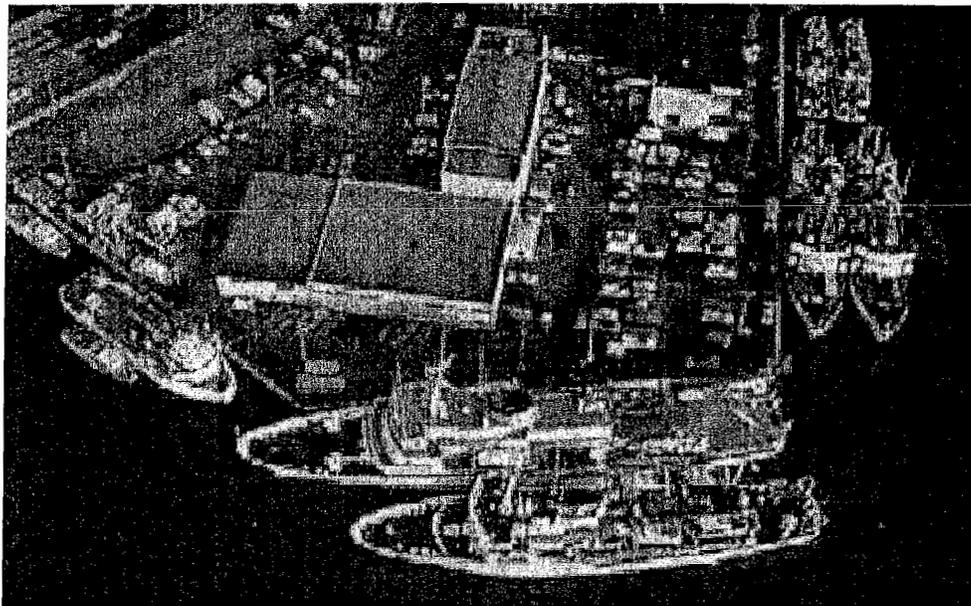
ENVIRONMENTAL MANAGEMENT SYSTEM

SELF-DECLARATION AUDIT REPORT

December 13, 2005



NOAA Marine Operations



Marine Operations Center - Atlantic

439 West York Street
Norfolk, VA 23510-1114

December 21, 2005

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ATTACHMENTS

A. Audit Schedule

1 Introduction

1.1 Background

Since the National Oceanic and Atmospheric Administration's (NOAA's) beginning, much of its oceanographic, hydrographic, fisheries, and coastal data have been collected on NOAA ships. These flexible, multipurpose platforms support a wide range of activities related to public safety, navigation and trade, natural resource management, and environmental protection. NOAA operates a wide assortment of hydrographic survey, oceanographic research, and fisheries research vessels to support NOAA's strategic plan elements and mission. These vessels are operated by NOAA Marine and Aviation Operations (OMAO), whose mission is to complete NOAA's environmental and scientific missions. Ships located in the Pacific are managed by the Marine Operations Center, Pacific, (MOP) in Seattle, Washington. Ships located in the Atlantic are managed by the Marine Operations Center, Atlantic, (MOA) in Norfolk, Virginia. Logistic support for the vessels is provided by the appropriate marine operations center or for vessels in Woods Hole, Charleston, Pascagoula, San Diego, and Honolulu, by Port Captains located in those ports.

The fleet ranges from oceanographic research ships capable of exploring the world's deepest oceans and collecting atmospheric data, to smaller ships responsible for charting the nation's coastal waters. NOAA's ships are specially equipped and designed to support the agency's programs, and have capabilities not found in the commercial fleet. For example, NOAA fisheries vessels can conduct joint operations of fishery stock assessments and oceanography, giving scientists a complete picture of a fish species, its habitat and its surrounding environment.

NOAA's ships are run by a combination of NOAA Commissioned Officers, wage marine, and civilian employees. Officers and OMAO civilians also frequently serve as chief scientists on program missions. The wage marine personnel include licensed masters, mates and engineers, and unlicensed members of the engine, steward, and deck departments. In addition, survey and electronic technicians operate and/or maintain the ship's mission, communication and navigation equipment. Administrative duties and navigation of the vessels are performed by the commissioned officers. The ship's officers and crew provide mission support and assistance to embarked scientists from various NOAA laboratories as well as the academic community.

MOA supports the following ships:

- ALBATROSS IV
- RONALD H. BROWN
- DELAWARE II
- NANCY FOSTER
- GORDON GUNTER
- THOMAS JEFFERSON
- OREGON II
- RUDE.

1.2 Facilities Description

The MOA facility is NOAA's Atlantic Fleet Vessel Operations and Support facility. The marine center is located in Norfolk, Virginia.

Total number of employees:	56
Total number of buildings:	2
Square footage of facility:	Building 1: 34,400 & Building 2: 7,920
Property acreage:	4.6 including storage yard across the river
Site boundaries:	
Activities that occur outside site boundaries:	

2 EMS Self-Declaration Audit Report

2.1 Audit Objectives

MOA's EMS self-declaration audit took place on December 13, 2005 at the MOA facilities in Norfolk, VA. The objectives of this self-declaration audit were as follow:

- Review the MOA EMS and ascertain whether it is properly implemented, operating effectively as intended, and that it meets the requirements of Executive Order 13148;
- Assess whether the Management Review was conducted in accordance with the MOA EMS requirements and whether decisions from it are being acted on.

2.2 Audit Scope

The audit assessed all operations described by the background and facility description (see sections 1.1 and 1.2) as well as all EMS elements established by the MOA for these operations against the foundation of ISO 14001.

2.3 Audit Team

The MOA EMS Team has selected Mr. Tom Welch, a contracted employee, as the lead auditor. As a RAB Certified ISO 14001 auditor, Mr. Welch has assisted numerous organizations achieve ISO 14001 certification, and has conducted more than 25 EMS audits.

Role	Name (Affiliation or Firm)	Contact
Lead Auditor	Tom Welch	(757) 893-6146 Welch_Tom@bah.com

2.4 Audit Planning

Audit planning sessions were held to discuss and plan the EMS self-declaration audit, covering the following areas:

- Audit scope and objectives
- Audit team
- Coordination with auditees
- Audit dates, times, and other logistics
- Review of profiles and descriptions
- Responsibilities for the audit report.

2.5 Opening Meeting

A brief audit opening session was conducted on December 13, 2005 at MOA. The following MOA staff members attended the meeting:

Name	Organization	Contact Information
Captain Jon Rix	Commanding Officer, MOA	Jon.E.Rix@noaa.gov
Phil Gruccio	Chief Operations Officer, MOA	Phil.Gruccio@noaa.gov
Doug Friske	MOC Staff Assistant	Douglas.A.Friske@noaa.gov
Melinda Howell	MOC Chief, Resource Management	Melinda.Howell@noaa.gov
Joe Clark	MOA Facilities	Joseph.Clark@noaa.gov
Doug Smith	MOC Staff	Douglas.W.Smith@noaa.gov
Daniel Price	MOC Small Boat Engineer	Daniel.Price@noaa.gov
James Brindley	MOA EED Electronics Technician	James.Brindley@noaa.gov

James Schell	MOC SECO	James.Schell@noaa.gov
Armando Mangaya	NOAA Ship THOMAS JEFFERSON, First Engineer	757-647-0187

2.6 On-site Audit Process

- The EMS self-declaration audit was conducted through a site visit, interviews with facility personnel, and reviews of EMS documentation and records to assess and record the suitability, adequacy, and effectiveness of all elements of MOA's EMS.
- The lead auditor conducted a review of specific EMS documentation (e.g., standards, environmental management programs (EMPs), etc.) and, where appropriate, assessed other data and documents that provided information on the functionality of the EMS.
- The lead auditor conducted interviews with individuals having a variety of roles relating to the EMS, from general employees to those whose work activities interact with or produce significant environmental aspects.
- The auditor conducted a facility walk-through to observe operations and activities and visually assess the implementation of EMS standards, programs, and controls applied to activities.
- The auditor documented findings and opportunities for improvement. Responsibility for corrective actions will be identified during the corrective action process and will be incorporated into the corrective action requests.
- This audit report will be used as input to the management review.

3 Audit Findings

3.1 General Observations

In general, the EMS developed and implemented at MOA meets the requirements of a formal environmental management system; therefore, MOA may self-declare in conformance with Executive Order 13148. Positive aspects worth mentioning:

- Senior Management were proponents of the EMS's success in the Management Review and embraced its use. Continued improvement is expected to be observed in future audits.

3.2 Non-conformities

The following non-conformities were identified during the EMS self-declaration audit and will require that corrective actions be completed by MOA:

#	Classification	Description of Non-conformity	EMS Element
1	Minor	<p>Hazardous Materials (HAZMAT) stored in the equipment storage shed for the Fay Slover (a vessel owned and operated by Old Dominion University, ODU) was improperly stored.</p> <p>Corrective Action: Purchase a HAZMAT locker or other such storage device for the proper storage of HAZMAT to support the Fay Slover.</p>	General Requirements
2	Minor	<p>General Housekeeping: A high volume of outdated electronic equipment and computers was identified throughout the warehouse and the electronics storage area (warehouse second floor). Additionally, equipment did not seem to be inventoried or stored in a manner that would facilitate access when needed.</p> <p>Corrective Action: Recommend discarding excess material and creating an inventory of valuable electronic equipment. Apply 5S techniques (sort, set in order, shine, standardize, and sustain) or similar approach to warehousing and storage.</p> <p>Recommend creating a full Corrective Action Request including analyzing root cause(s) for this finding.</p>	General Requirements

#	Classification	Description of Non-conformity	EMS Element
3	Minor	<p>MOA's Environmental Policy was in place and was communicated to all personnel via awareness training and other mechanisms. However, many of the personnel interviewed did not have an understanding of the policy concepts and importance.</p> <p>Corrective Action: Continue to communicate the policy and its importance through existing internal communication mechanisms.</p>	Environmental Policy
4	Minor	<p>MOA has proactively become a voluntary member of the "Elizabeth River Project," which assists in preventing further degradation to the Elizabeth River through environmental stewardship. This new requirement should be added to the listing of legal and other requirements.</p> <p>Corrective Action: Update the list of legal and other requirements with the specific Elizabeth River Requirements MOA has committed to.</p>	Legal and Other Requirements
5	Minor	<p>MOA documents were generally available at the location where they were needed and no obsolete versions were noted. However, some of the links on the EMS website were broken or were linked to the wrong document.</p> <p>Corrective Action: Keep the website updated.</p>	Control of Documents
6	Minor	<p>Current copies of Emergency Plans were available, however, some of the points of contact were no longer at the facility rendering the plan less than effective.</p> <p>Corrective Action: Update plans with job titles and phone numbers independent of the names of personnel assigned to the position.</p>	Emergency Preparedness and Response

3.3 Opportunities for Improvement

During the EMS self-declaration audit the following opportunities for improvement were identified:

#	Opportunity for Improvement	EMS Element
7	<p>The aspect methodology appeared to be sound and repeatable. The focus was on shore facilities with little mention of Vessels which was consistent with the EMS scope. Curious as to how the Vessels are considered within the MOA EMS structure?</p> <p>Recommended Action: As the system matures, bring Vessel (afloat) operations into the EMS.</p>	Environmental Aspects
8	<p>The Elizabeth River Project effort has resulted in tremendous success at MOA and significant reduction in stormwater discharge and energy reduction which are commendable. However, the improvement action appeared to have occurred separate from the management system as EMPs were not observed for the improvement activities.</p> <p>Improvement Opportunity: To make the management system more effective in the future, the Elizabeth River Project, as well as any other improvement projects (related to environment and energy), should be brought into the management system and Objectives and Target and Management Plans developed and executed.</p> <p>Improvement Opportunity: To improve the tracking of the objectives and targets, develop a tracking or trending tool such as a spreadsheet or matrix so the status of all improvement activities are in one location or document.</p>	Objectives and Targets and Management Programs
9	<p>Improvement Opportunity: MOA has a very good EMS training presentation. However, it could be automated to improve tracking of personnel whom have completed the training and to ease updates. NOAA's National Centers for Coastal Ocean Science (NCCOS) has developed a very effective tool to assist with training which MOA should review and consider.</p>	Competence, Training, and Awareness

Attachment A: MOA EMS Self-Declaration Audit Schedule

Approximate Time Frame	Audit Activity	Auditee Participation/ Interviews	Record/Document/ Facility Access
8:30 – 9:00	Opening Meeting: Introductions and Review Audit Plan	Facility Environmental, Health and Safety (EHS) Representatives Facility Management Facility Engineer Management Representative/EMS Coordinator	<ul style="list-style-type: none"> Audit plan
9:00 – 10:00	Site walk-through	Management Representative/EMS Coordinator	
10:00 - 12:00	Interview EHS Representative about EMS implementation approach (aspects, objectives and targets, responsibilities, etc.) EMP Assessment: Waste Management Program	Management Representative/EMS Coordinator	<ul style="list-style-type: none"> List of aspects List of objectives and targets EMP Operational controls Records Other documents related to the improvement plan.
12:00 – 1:00	LUNCH BREAK		
1:00 – 2:00	Assess Training of Environmental Competency and EMS training	EHS Representative Facility employees	<ul style="list-style-type: none"> Training records
2:00 - 2:30	Interview with Facility Maintenance Supervisor	Facility Maintenance Supervisor	
2:30 – 3:00	Interview with Facility Manager	Commanding Officer	
3:00 – 3:30	Assessment Review/Closing Meeting	Management Representative/EMS Coordinator	

EMS CORRECTIVE ACTION REQUEST

Self-Declaration Audit findings and Proposed Corrective Actions

Finding #	EMS Element	Findings	Type	Root Cause Analysis Required?	Corrective Action Planned	Completion Date
1	General Requirements	Hazardous Materials (HAZMAT) stored in the equipment storage shed for the Fay Slover (a vessel owned and operated by Old Dominion University, ODU) was improperly stored.	Minor	No	Purchase a HAZMAT locker or other such storage device for the proper storage of HAZMAT to support the Fay Slover.	
2	General Requirements	A high volume of outdated electronic equipment and computers was identified throughout the warehouse and the electronics storage area (warehouse second floor). Additionally, equipment did not seem to be inventoried or stored in a manner that would facilitate access when needed.	Minor	Yes	Recommend discarding excess material and creating an inventory of valuable electronic equipment. Apply 5S techniques (sort, set in order, shine, standardize, and sustain) or similar approach to warehousing and storage.	
3	Environmental Policy	MOA's Environmental Policy was in place and was communicated to all personnel via awareness training and other mechanisms. However, many of the personnel interviewed did not have an understanding of the policy concepts and importance.	Minor	No	Continue to communicate the policy and its importance through existing internal communication mechanisms.	

Finding #	EMS Element	Findings	Type	Root Cause Analysis Required?	Corrective Action Planned	Completion Date
4	Legal and Other Requirements	MOA has proactively become a voluntary member of the "Elizabeth River Project," which assists in preventing further degradation to the Elizabeth River through environmental stewardship. This new requirement should be added to the listing of legal and other requirements.	Minor	No	Update the list of legal and other requirements with the specific Elizabeth River Requirements MOA has committed to.	
5	Control of Documents	MOA documents were generally available at the location where they were needed and no obsolete versions were noted. However, some of the links on the EMS website were broken or were linked to the wrong document.	Minor	No	Keep the website updated.	
6	Emergency Preparedness and Response	Current copies of Emergency Plans were available, however, some of the points of contact where no longer at the facility rendering the plan less than effective.	Minor	No	Update plans with job titles and phone numbers independent of the names of personnel assigned to the position.	