

**USAG Wiesbaden Unit/Organization Environmental
Self-Assessment
(1 September 2009)**



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1. Purpose:

- a. The purpose of this assessment is to provide unit/organization leadership a tool to assess the state of their unit's/organization's environmental program and the compliance with environmental laws and regulations.

2. Procedure:

- a. The Unit/Organization Environmental self-assessment shall be accomplished using the checklist contained here in (pages 3-8).
- b. All "no" responses shall be treated as non-conformity.
- c. All non-conformities shall be documented and maintained in accordance with USAG Wiesbaden Standard Operating Procedure (EMS_PWI_15, Revision #3) for Documenting Environmental Non-Conformities, Corrective and Preventative Action.
- d. This self-assessment is to be conducted by the unit/organization Environmental Officer (EO) or his/her alternate.
- e. Upon completion of this self-assessment, the EO shall provide name, signature and completion date on page 9 of this assessment.
- f. The unit commander, organization head, director or designated representative shall provide printed name signature and date on page 9 of this assessment acknowledging that the self-assessment and the associated non-conformities have been reviewed.
- g. This Environmental Self-Assessment shall be accomplished on a monthly basis as stated in USAG Wiesbaden Standard Operating Procedure (EMS_PWI_10, Revision #3) for Environmental Evaluation of Compliance.
- h. The unit/organization shall retain record for at least 36 months.
- i. If there are any questions pertaining to this self-assessment, please contact the USAG Wiesbaden Environmental Management Office (DPW-EMO) at DSN 337-5573 or 5565.

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I. Environmental Management	YES	NO	N/A
1. Is an EO appointed in writing?			
2. Is the EO properly trained as soon as possible after the duty assignment?			
3. Does the EO maintain a file containing applicable references, appointing orders, inspection records, and training documents for the last 36 months?			
4. Have all unit/organization personnel received the required EMS and specific environmental training?			
5. Is Environmental training documented?			
6. Does the unit's SOP cover spill prevention and response?			
7. Does the unit's SOP cover the use of the MSDS?			
8. Does the unit SOP cover pollution prevention?			
9. Does the unit have a recycling program?			
10. Is good housekeeping evident in POL, HM, and HW storage areas?			
11. Does the unit have appropriate references (ARs, FMs, TMs, installation regulations, command policies, SOPs) on hand?			
12. Are environmental risk assessments performed prior to field training exercises or other operations that are not covered in unit SOP's?			

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II. Hazardous Waste (HM) Accumulation Sites	YES	NO	N/A
1. Are there adequate dikes or catchment areas around accumulation sites?			
2. Are HW, used oil, or other possible pollutants stored in authorized containers?			
3. Are used oil tanks pumped out when full?			
4. Are containers/tanks properly labeled?			
5. Are containers secured to prevent contamination by rainwater or any other potential contaminant?			
III. Hazardous Material/Hazardous Wastes	YES	NO	N/A
1. Are amounts of HM on hand limited to the minimum needed (no stockpiling of HM)?			
2. Is the unit's HM/HW inventory (quantity and location) up to date?			
3. Do HW containers have drum logs to account for all additions and to specify personnel authorized to make additions to the containers?			
4. Are MSDSs on hand for all HM? Are MSDSs readily available to all workers exposed to HM?			
5. Is HW accumulated in authorized containers?			
6. Are containers labeled according to directives?			
7. Are containers in good condition and closed when not in use?			
8. Are contents of containers compatible with the container?			
9. Are accumulation start dates and HW labels on each HW container?			
10. Are container storage areas inspected at required intervals?			
11. Is HM/HW managed for prompt pick up and transportation to disposal facility according to directives?			
12. Are used oil accumulation tanks only used for collection of used oil?			
13. Are danger and warning signs conspicuously placed?			
14. Is spill prevention and control equipment adequate?			
15. Are personnel trained in the proper handling, collection, storage, or transportation of HM/HW?			
16. Are solid waste dumpsters free of HM/HW items?			
17. Are used POL cans and drums disposed of properly?			
18. Are asbestos-containing parts (brake shoes, clutch plates, and equipment insulation) removed, collected, and disposed of properly?			
19. Are batteries stored/disposed of properly?			

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20. Is equipment containing radioactive sources (i.e., gun/mortar sights, M8A1 alarms) properly stored to prevent breakage and release of radioactive materials? Are incidents reported properly?			
21. Is ammunition stored properly?			

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IV. Solid Waste Management	YES	NO	N/A
1. Are procedures to reduce production of waste enforced?			
2. Are product separation and recycling efforts in effect?			
3. Are source reduction practices enforced?			
4. Is the unit/organization requisitioning only supplies needed (not stockpiling excessive materials)?			
5. While washing waste containers is water, soap, kitchen grease, or garbage kept from entering the street, storm drainage system, or groundwater source?			
6. Are solid waste containers kept closed?			
V. Spill Prevention	YES	NO	N/A
1. Is the unit/organization spill prevention plan present? Is it understood and being followed?			
2. Are oil, fuel, battery acid, hydraulic oil, or other HM spills properly reported?			
3. Does the unit enforce prohibitions against discharging pollutants into storm or wash rack drains or pouring pollutants on the ground or along fence lines?			
4. Are small oil spills cleaned up promptly and effectively?			
5. Are drip pans used under vehicles/equipment and spigots of POL product barrels where spills are likely to occur?			
6. Is contaminated soil properly disposed of at a designated authorized disposal area?			
VI. Recycling Program	YES	NO	N/A
1. Is all material recycled according to directives?			
2. Is the unit delivering material to the installation's recycling center?			
3. Are recyclable materials source-separated?			
4. Is contaminated material separated from recyclables?			
5. Is the unit recycling all materials accepted by the installation's recycling center?			
6. Are solid waste dumpsters free of recyclable items?			
7. Are used cleaning solvents recycled/collected properly?			

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VII. Wash racks	YES	NO	N/A
1. Are vehicles and/or equipment washed only in authorized wash racks?			
2. Is steam cleaning equipment used only in authorized wash racks?			
3. Are wash racks and vicinity free of contaminated soil, sand, and silt?			
4. Are readable signs prominently posted to indicate which solvents or soap may be used, where appropriate?			
5. Are metal gratings or baffles present and in good condition at wash rack oil interceptor, catch basins, and floor drains?			
6. Are wash rack areas free of oil and/or fuel spills? Are the wash rack areas free of oily rags and trash?			
7. Are treatment devices (oil and grease interceptors, catch basins, collection ponds, drains, and tanks) properly maintained and serviced?			
8. Does the SOP indicate how to request maintenance for and pumping of oil/water separators?			
9. Are faucets and/or backflow preventers in good operating condition?			
10. Are only authorized cleaning agents used with steam cleaning equipment?			
11. Are oil/water separators regularly inspected and cleaned?			

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VIII. Land Management	YES	NO	N/A
1. Are vehicles maneuvered only in authorized areas?			
2. Are surface areas and curbs free of vehicular damage?			
3. Is the area free of litter?			
4. Is gravel used only in authorized areas and in an authorized manner?			
5. Are archaeological, cultural, and historical resources safeguarded?			
6. Are vegetation/trees only being cut, removed, or used with appropriate approval (range control/forester)?			
7. Are personnel ensuring that garbage, refuse, and rubbish are never burned or buried on ranges or training areas without appropriate approval?			
8. Are storm water ditches in the vicinity of motor pools free of POL or other HM/HW?			
9. Are detention ponds and sump collection points functional and properly serviced?			
10. Are paint sprays and battery and radiation repair operations conducted properly and coordinated with the EMO, safety, and preventive medicine offices?			
11. Are collection points established with proper containers and servicing for all maintenance-generated wastes?			
12. Does the unit fill in fighting positions and all other excavations upon exercise completion and redeployment?			
13. Does the unit have a maneuver damage control element for each operation? Are all damages properly reported and corrected according to command guidance?			
14. Are refueling sites located away from sensitive areas such as wetlands, water sources, drainage areas, and endangered species habitats?			
15. Does the unit/organization have appropriate spill prevention equipment at high risk locations (refueling, maintenance, messing) and is it available to spill prevention personnel?			
16. Does the unit/organization use track turning pads where appropriate?			
17. Does the unit/organization confirm and mark sensitive areas to prevent damage to endangered species habitat and archaeological/cultural areas?			
18. Does the unit/organization conduct soldier/personnel environmental awareness briefings before an operation?			
19. Does the unit/organization conduct smoke operations and the proper use of pyrotechnics according to local regulations and policies?			
20. Does the unit/organization coordinate with the installation/operational staff before an exercise to obtain information on the AO in regard to environmental issues?			

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21. Does the unit/organization cross or ford streams/rivers at authorized areas?			
22. Is the unit/organization aware of noise restrictions (limited hours, rotary wing operations, demolitions, proximity to civilian population, endangered species habitat) and comply with them?			
End of Assessment			

The signature given below is to certify that Unit Environmental Self-Assessment has been completed and all non-conformities have been documented in accordance with USAG Wiesbaden EMS_PWI_15 Revision #3.			
Printed Name of Environmental Officer		Signature	Date
The signature given below is to certify that I have reviewed Unit/Organization Environmental Self-Assessment and associated non-conformities.			
Printed Name of Unit Commander Organization Head (Or Designated Representative)		Signature	Date