



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY ANNAPOLIS
58 BENNING ROAD
ANNAPOLIS, MD 21402

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14 Jul 2023

From: Commanding Officer

Subj: ENVIRONMENTAL POLICY STATEMENT

Encl: (1) Naval Support Activity Annapolis Environmental Management System Fact Sheet

1. The mission of Naval Support Activity Annapolis (NSAA) is to sustain combat readiness through effective and efficient shore installation management and support. Environmental protection and management, including prevention of pollution, are vital to the interests of NSAA and are consistent with its mission and values.

2. In accordance with this policy, each NSAA employee, whether military, civilian, or contractor, regardless of rank or grade, is responsible for performing his or her duties in a manner that protects the environment, prevents pollution, and conserves our natural and cultural resources.

3. NSAA is dedicated to continual improvement with respect to the NSAA Environmental Management System (EMS). Enclosure (1) contains the NSAA EMS Fact Sheet. Each NSAA employee will review the Fact Sheet, complete the EMS awareness training as instructed in the Fact Sheet, and post a copy of this memorandum in their work space. Specifically, NSAA is committed to the acronym of C.A.R.E., as follows:

a. Complying with all applicable environmental laws, regulations, and other requirements, including instructions, management plans, permits and county ordinances.

b. Always improving by making all NSAA personnel aware of the environmental impacts of their activities.

c. Reducing Waste by:

(1) Being an environmentally responsible neighbor, and act promptly and responsibly to correct incidents or conditions that endanger health, safety or the environment.

(2) Practicing energy conservation and strive to recycle materials and use recycled materials (reduce, reuse, recycle).

d. Eliminating pollution by:

(1) Providing a safe and healthy workplace for all personnel and ensure that personnel have proper training and appropriate safety and emergency equipment.

(2) Using and promoting processes that minimize the impact on the environment.

4. The NSAA point of contact for these issues is Mr. Matthew Klimoski at 410-293-1025 or matthew.r.klimoski.civ@us.navy.mil.

A handwritten signature in blue ink, appearing to read "C. J. Schwarz", is located below the text.

C. J. SCHWARZ

Environmental Management System Factsheet

Naval Support Activity Annapolis

July 2023

Naval Support Activity Annapolis (NSAA) has implemented an Environmental Management System (EMS). All personnel at this installation – civilian, military, and contractors – are included in the EMS.

What you need to know about the EMS!

- ▶ Know what EMS is – *Environmental Management System*
- ▶ Know NSAA's significant environmental aspect – *Stormwater Discharge and Management*

A significant environmental aspect is an element of an organization's activities that can interact with the environment and have a significant environmental impact. *Stormwater Discharge and Management* is the NSAA EMS significant environmental aspect. Processes and procedures have been developed to reduce impacts on stormwater at NSAA.

Employees working with vehicle wash downs, hazardous materials, or discharging anything down the storm drain need to know how they impact stormwater and how to protect it from pollution.

- ▶ Know about the NSAA Environmental Policy and CARE acronym – this policy outlines senior leadership's commitment to environmental protection. The main points to remember are summarized in the CARE acronym:

- Comply with Regulations
- Always Improve
- Reduce Waste
- Eliminate Pollution



- ▶ Know how your job impacts the environment and the significant environmental aspect – think carefully about how the things you do can directly or indirectly impact the environment, especially *Stormwater Discharge and Management*. Consider how applying CARE can potentially reduce your impacts to the environment.
- ▶ Take EMS General Awareness Training and keep this handout readily accessible – in addition, all personnel must be competent and have the appropriate training for their job. Training records must be maintained and available for verification during an audit. EMS General Awareness training can be completed through the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) or can be conducted by the Environmental Department. Instructions on how to access the EMS General Awareness training available on ECATTS is included as an attachment.
- ▶ Know there are consequences for not performing your job in an environmentally friendly manner – NSAA must comply with all applicable Federal, State, and local environmental rules and regulations, and holds numerous permits that regulate and limit our impacts to the environment. Non-compliance with these regulations can result in fines or even criminal prosecution, in addition to having both short-term and long-term impacts to the environment.
- ▶ Know how to respond to emergency situations, and know your environmental points of contact.

NSAA EMS Emergency Response and POCs

- In an emergency, such as a spill of hazardous materials, contact the NSAA Fire Department at **410-293-3333** or **911**
- Who to contact with EMS or environmental questions:
 - NSAA EMS Management Representative and Alternates:
 - Matthew Klimoski - 410-293-1025, matthew.r.klimoski@navy.mil
 - Wendy Martinko - 410-325-0087, wendy.b.martinko.civ@us.navy.mil
 - John Ness - 410-320-5448, john.r.ness4.civ@us.navy.mil
 - Naval District Washington EMS Program Manager:
 - Sydney Scherer - 202-380-8157, sydney.n.scherer.civ@us.navy.mil