EMSWeb

2010

NAVFAC
Naval Facilities Engineering Command
ENGINEERING SERVICE CENTER

ENVIRONMENTAL MANAGEMENT SYSTEM WEB SITE (EMSWeb)

Eugene Wang
NFESC -- Code 423
(805) 982-4291
eugene.wang@navy.mil

Report Documentation Page

Form Approved
OMB No. 0704-0188

Public reporting burden for the collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

1. REPORT DATE	2. REPORT TYPE	3. DATES COVERED
JUN 2010		**00-00-2010 to 00-00-2010**

4. TITLE AND SUBTITLE	5a. CONTRACT NUMBER
Environmental Management System Web Site (EMSWeb)	5b. GRANT NUMBER
	5c. PROGRAM ELEMENT NUMBER
6. AUTHOR(S)	5d. PROJECT NUMBER
	5e. TASK NUMBER
	5f. WORK UNIT NUMBER
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) **Naval Facilities Engineering Command ,Engineering Service Center,1100 23rd Street,Port Hueneme,CA,93043**	8. PERFORMING ORGANIZATION REPORT NUMBER
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)	10. SPONSOR/MONITOR'S ACRONYM(S)
	11. SPONSOR/MONITOR'S REPORT NUMBER(S)

12. DISTRIBUTION/AVAILABILITY STATEMENT
Approved for public release; distribution unlimited

13. SUPPLEMENTARY NOTES
Presented at the NDIA Environment, Energy Security & Sustainability (E2S2) Symposium & Exhibition held 14-17 June 2010 in Denver, CO.

14. ABSTRACT

15. SUBJECT TERMS

16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			
unclassified	**unclassified**	**unclassified**	**Same as Report (SAR)**	**41**	

How EMSWeb Supports an Effective EMS

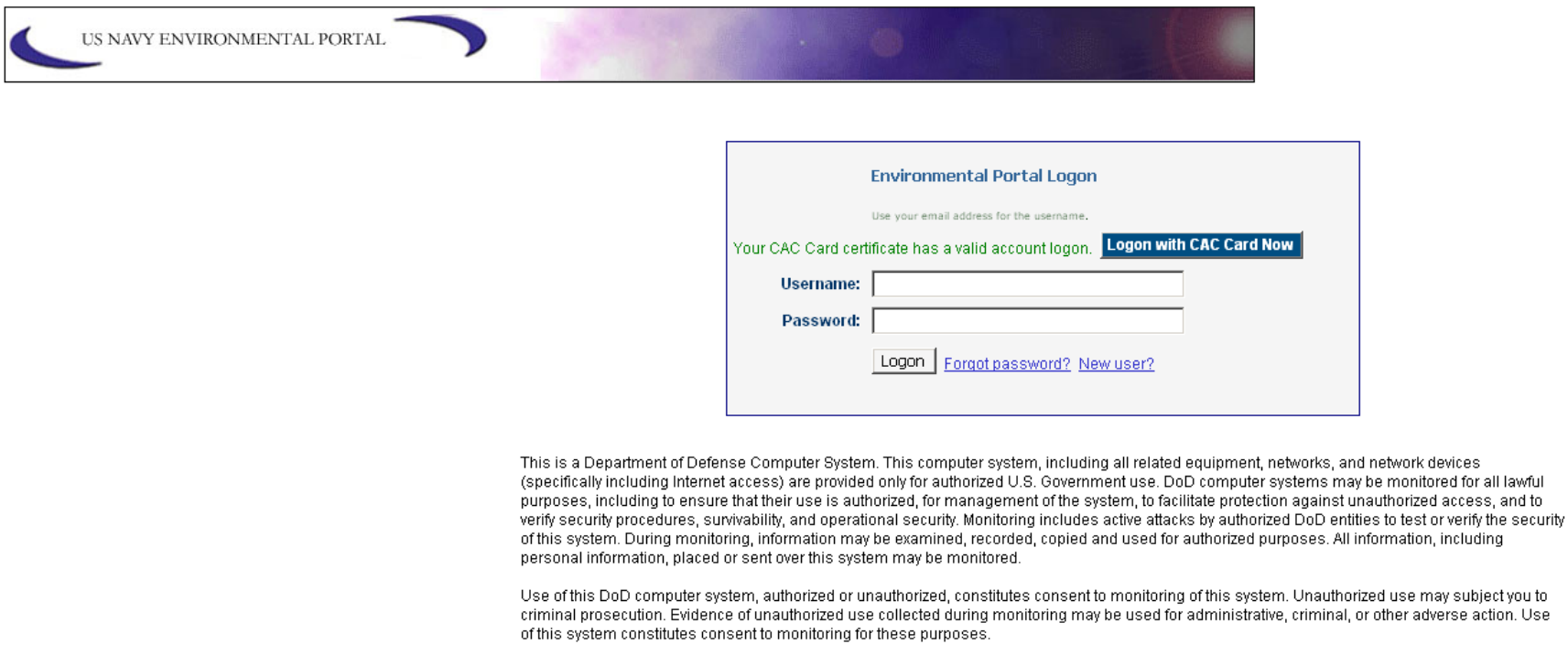
- Provides a tool for ISO 14001 Requirements
- Track Environmental Aspects (and related Practices, Location, Equipment and Permits)
- Create, assign, organize and manage:
  - O&Ts and POAMS
  - Internal and External Audits and Inspections
  - Findings and Observations
  - Deficiencies and CAPAs
- Documentation
- Communication
- Reports

Who can use EMSWeb?

- Hosted on EPR Portal, the Navy's environmental portal.
- User registration required.
- CAC Card is required for all users.
- Uses Internet Explorer 7.
- This major upgrade is currently being Beta Tested, rollout in August, 2010

EMSWeb

EPR Portal Home Page
https://eprportal.cnrnw.navy.mil/logon.aspx



EMSWeb

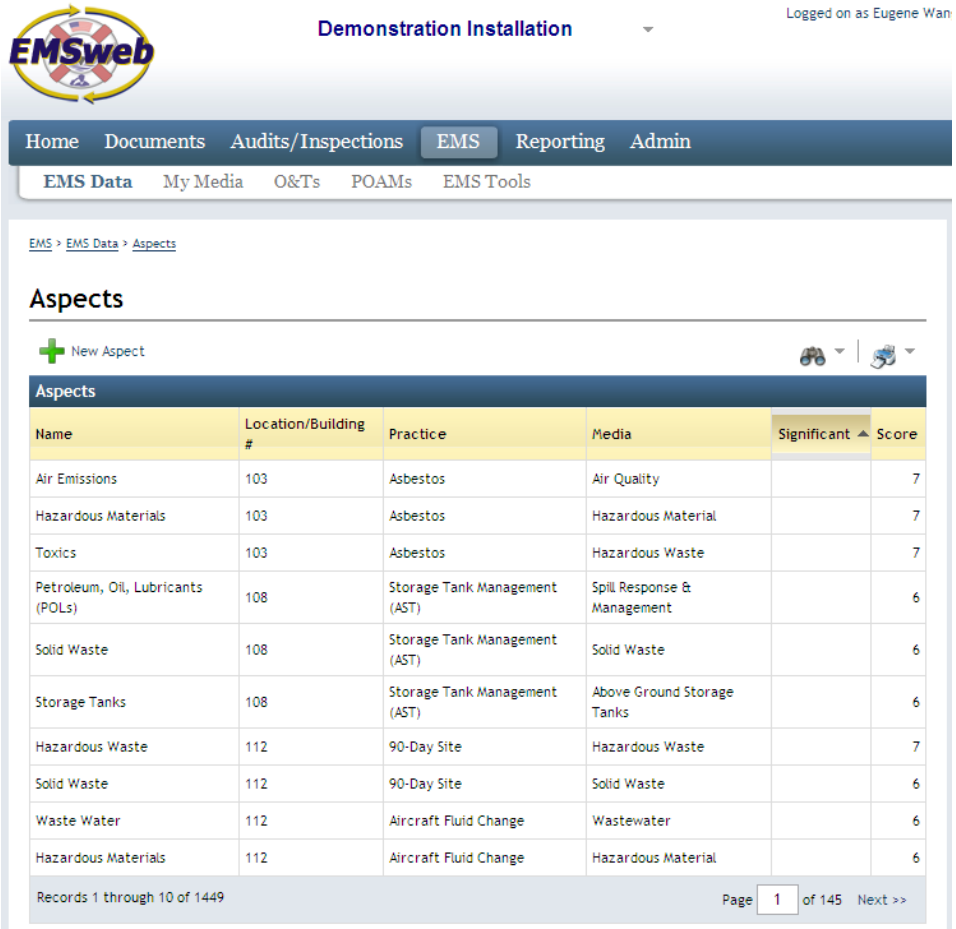
EPR Portal – EMSWeb Module Home Page

EMS Aspect Related Data

- EMS data includes Practice, Location, Equipment/Resource, Aspects (significant and non-significant) and Permits.
- EMSWeb data is relational.
- EMSWeb is Practice-centric.
- Documents (SOPs, checklists, pictures, etc) can be attached to the EMS data.

EMSWeb

EMSWeb Aspect Table



Aspects

Name	Location/Building #	Practice	Media	Significant	Score
Air Emissions	103	Asbestos	Air Quality		7
Hazardous Materials	103	Asbestos	Hazardous Material		7
Toxics	103	Asbestos	Hazardous Waste		7
Petroleum, Oil, Lubricants (POLs)	108	Storage Tank Management (AST)	Spill Response & Management		6
Solid Waste	108	Storage Tank Management (AST)	Solid Waste		6
Storage Tanks	108	Storage Tank Management (AST)	Above Ground Storage Tanks		6
Hazardous Waste	112	90-Day Site	Hazardous Waste		7
Solid Waste	112	90-Day Site	Solid Waste		6
Waste Water	112	Aircraft Fluid Change	Wastewater		6
Hazardous Materials	112	Aircraft Fluid Change	Hazardous Material		6

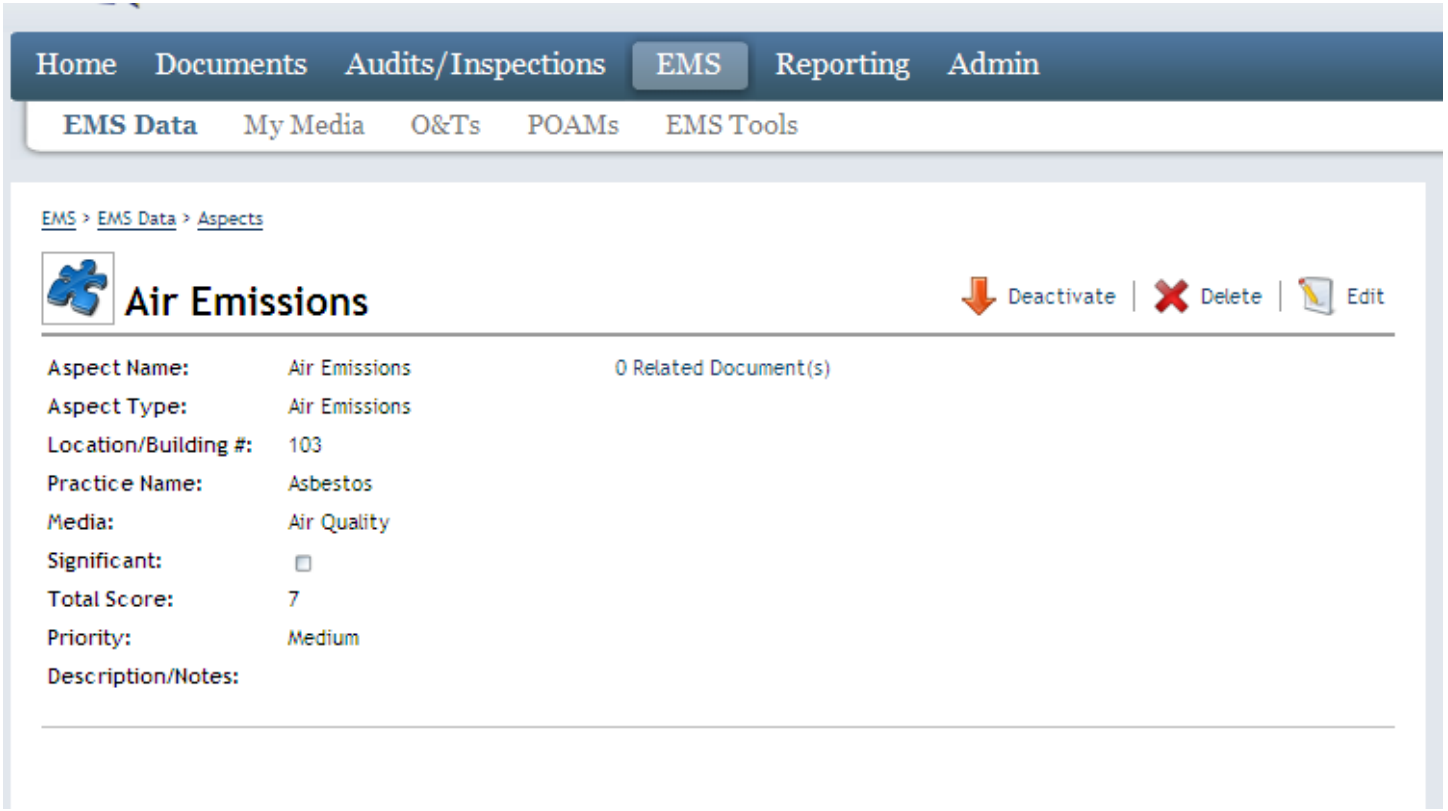
Records 1 through 10 of 1449 Page 1 of 145 Next >>

EMS Data
Aspect

- Aspect: A characteristic of a practice that can interact with the environment.
- Each Aspect is tied to an individual Practice.
- Each Aspect is identified as a Significant Aspect or not.
- An Aspect has an optional ranking Worksheet that the user can fill out.

EMSWeb

EMSWeb Aspect View



EMSWeb Aspect Ranking Worksheet

Significance Worksheet

Ratings:

Local Impacts	Rating	Multiplier	Score
Air Emissions	2	1	2
Hazardous Materials	0	1	0
Hazardous Waste	0	1	0
Special Waste	0	1	0
Pesticides	0	1	0
Petroleum, Oil, Lubricants (POLs)	0	1	0
Solid Waste	0	1	0
Storage Tanks	0	1	0
Toxics	0	1	0
Waste Water	0	1	0
Water Quality	0	1	0
Noise / Light	0	1	0
CERCLA / Installation Restoration	0	1	0
Natural / Cultural Resources	1	1	1
Fiscal or Economic Cost	1	1	1
Public Affairs	1	1	1
Mission Importance	1	1	1
Pollution Prevention and Conservation	1	1	1

General:

Multiplier: 1

Total score: * 7 Recalculate

This is significant

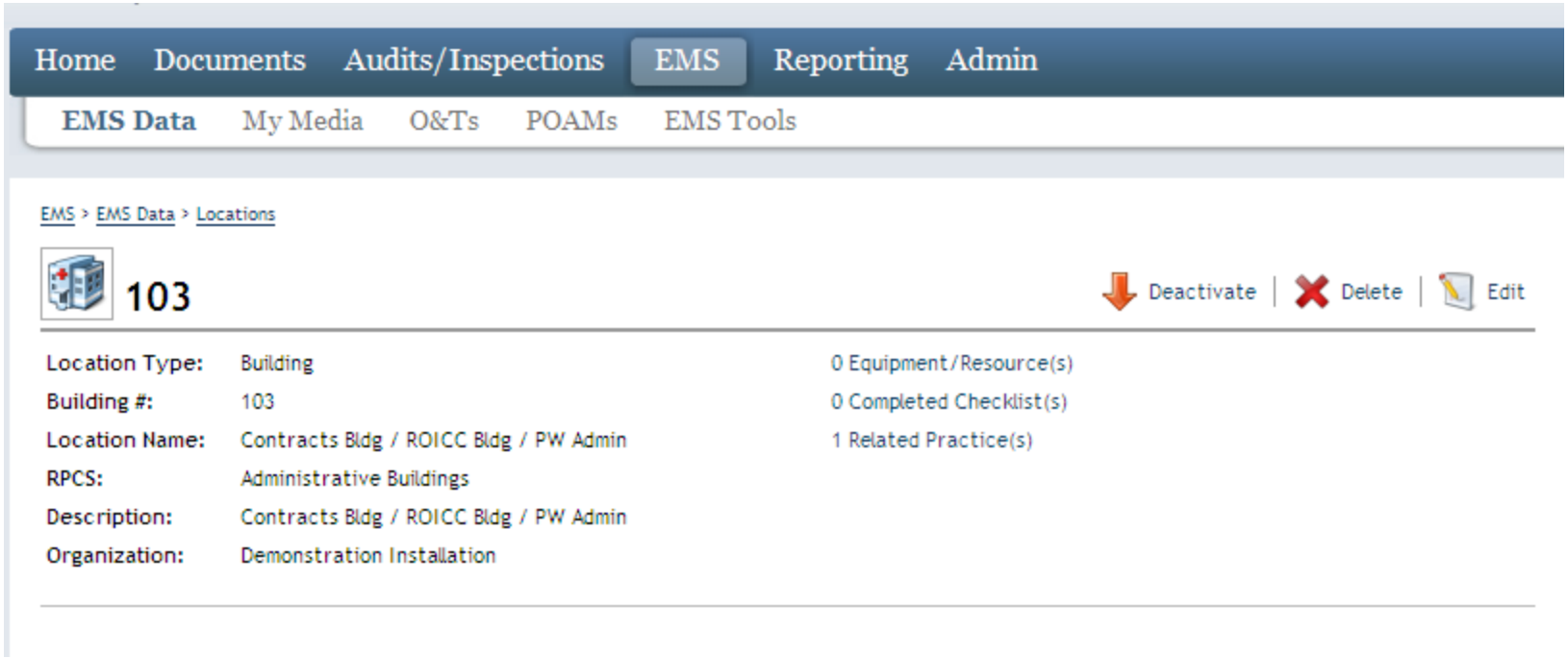
Worksheet notes:

EMS Data
Location, Practices, Equipment, Permits

- The other EMS data elements (Location, Practices, Equipment and Permits) are all set up in the same basic manner as Aspects.

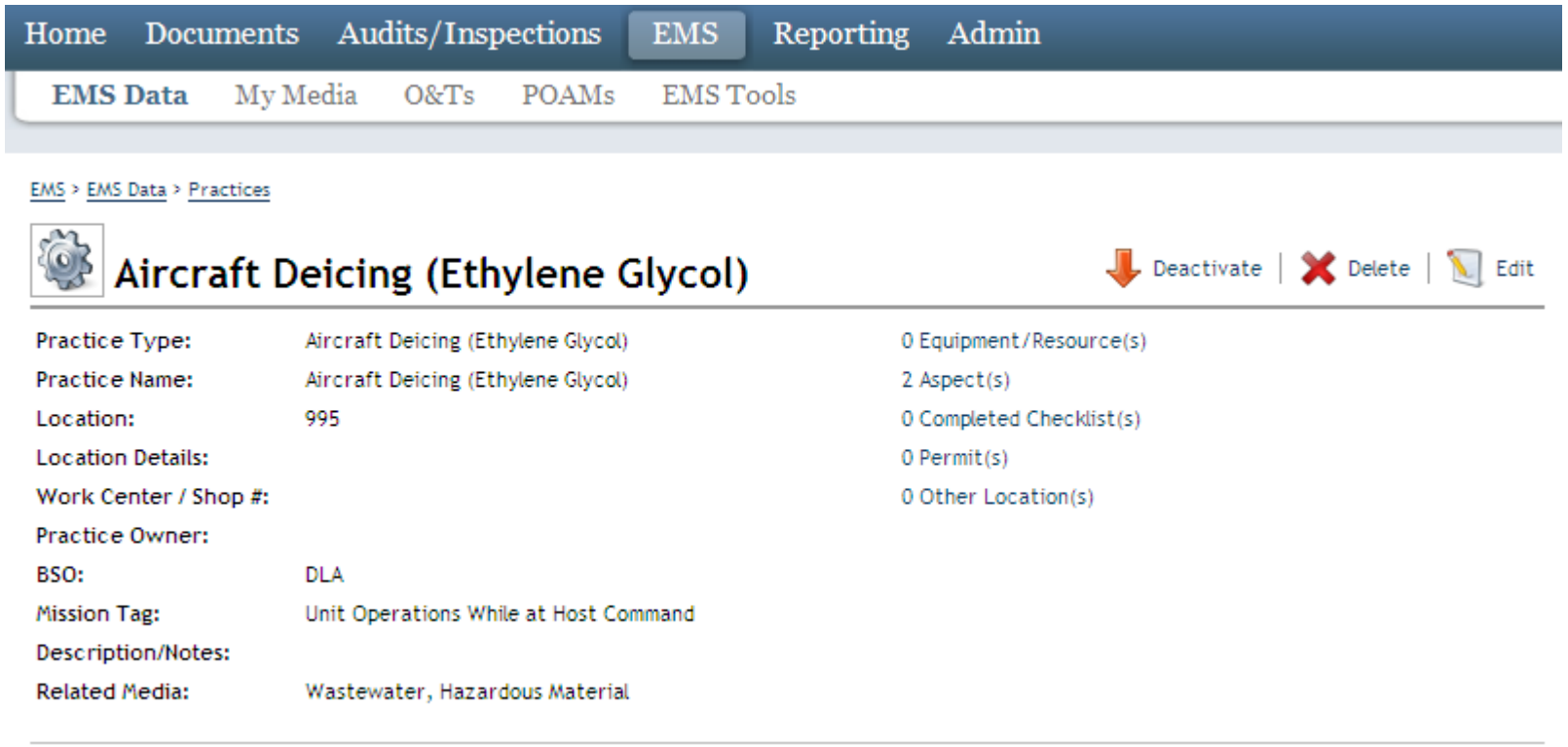
EMSWeb

EMSWeb Location Form Example



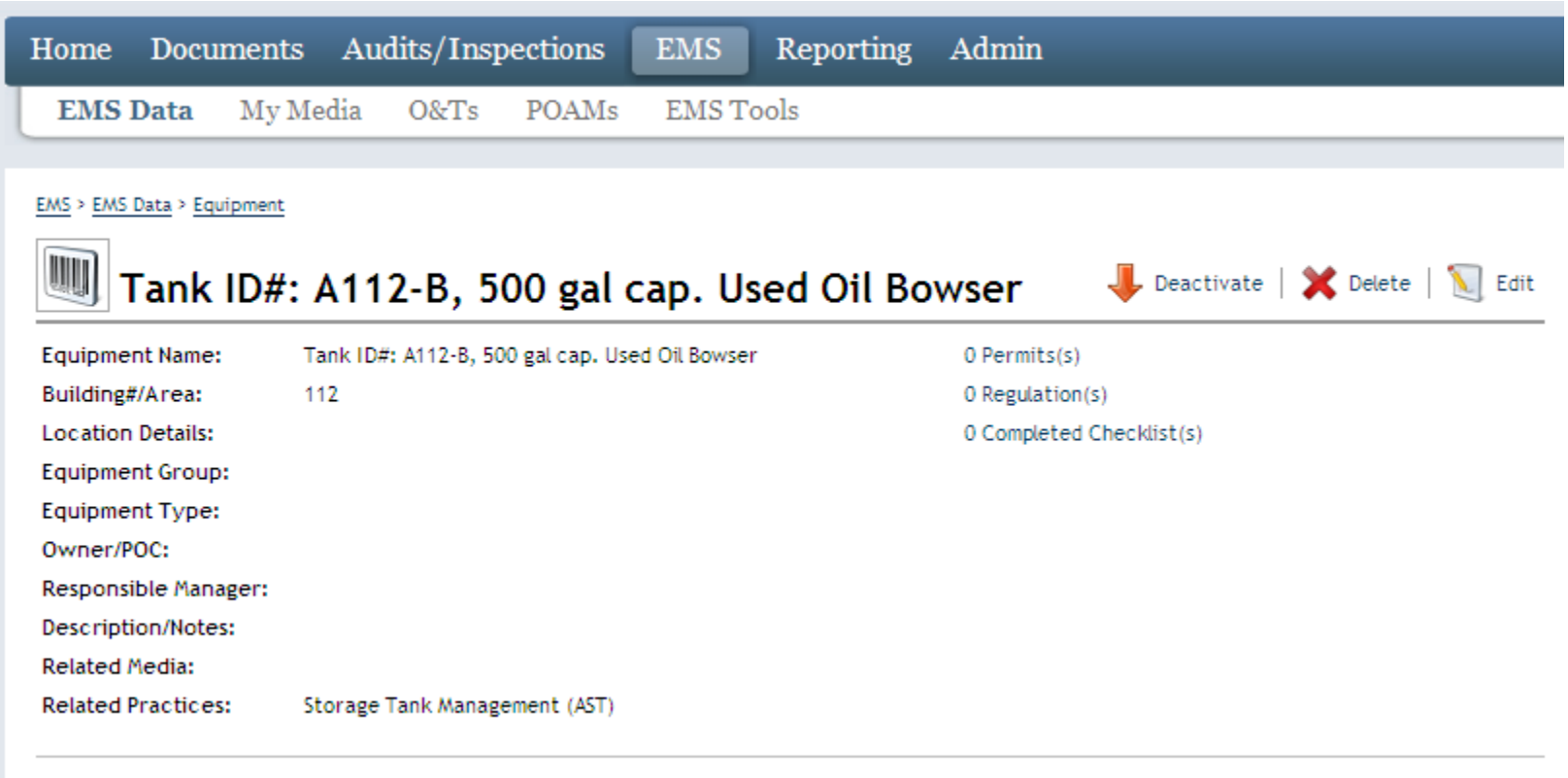
EMSWeb

EMSWeb Practice Form Example



EMSWeb

EMSWeb Equipment Form Example



EMSWeb Permit Form Example

O&Ts and POAMs

- Create and track Objectives and Targets.
- Create POAMs and Milestones to implement O&Ts.
- These can be related to Aspects, or be free-standing and not directly related to any other EMS piece of data.

EMSWeb O&T w/ POAM

EMS > O&Ts

FY10 - Reducing Potential Spills

Deactivate | Delete | Edit POAM | Edit

Name:	FY10 - Reducing Potential Spills	0 Aspect(s)
Type:		0 Documents(s)
Objective:	Reducing Potential Fuel Spills	
Target:	Reduce by 10% by end of FY10	
Target Date:	3/1/2011 12:00:00 AM	
Actual Completion Date:		
Manager:	Eugene Wang - Demo Account	
Media:	Spill Response & Management	
Description/Notes:	Any additional description and notes.	

POAM Name:	POAM for Reducing Potential Spills
Plan of Action Synopsis:	Target spill areas, SOPs, training.
Progress:	37.50 %

New Milestone

Milestones

Name	Synopsis	POC	Target Date
Training	How to actually address training.	Eugene Wang - Demo Account	6/1/2010
SOPs	Use SOPs to reduce potential spills	Eugene Wang - Demo Account	9/1/2010

Records 1 through 2 of 2

Storage of Audits, Communication Logs, and Training Records

- Organize, upload and/or link to:
  - Audits that are not directly entered into EMSWeb
  - Communication Logs
  - Training Records, and
  - Emergency Responses.

Document Functions

There are three different ways of handling documentation within EMSWeb:

- Document Folders
- Documentation for Auditors
- Documents that are directly attached to specific EMS data (Practices, Aspects, Equipment, Permits)

Document Folders

- A Document repository where files can be uploaded and shared.
- Documents have control features, including permission levels and version control.
- Files can be shared within the Appropriate Facility, across the Region, or among all Navy activities.

EMSWeb Document Table

Documents > File Explorer

Documents

Add Folder | Upload Document

Documents and Folders

	Name	Folder	Size	Owner	Created ▲	Versions
	Navy_EQAGuide_AUG1999.pdf		1666 KB		2/22/2010 4:21 PM	1
	EMSWebOELFeb10.ppt		487 KB		2/22/2010 4:26 PM	1
	care_white_bg.gif		45 KB		2/22/2010 4:29 PM	1
	IAP112808 final.mt.doc		767 KB		2/22/2010 4:31 PM	1
	2010 Permits				2/22/2010 8:25 PM	
	images				2/25/2010 1:07 AM	
	xx				3/11/2010 2:15 AM	
	cynthia				3/11/2010 2:16 AM	
	Quick Start Guide		898 KB	Eugene Wang	3/23/2010 9:07 PM	2

Records 1 through 9 of 9

EMSWeb Document View

Documents > File Explorer > Quick Start Guide

Quick Start Guide

Deactivate | Delete | Edit

Document Name:	Quick Start Guide
Description:	This is the Quick Start Guide for the EMSWeb application.
Media:	Environmental Management (EQA/EMS)
ISO14001:	
Category:	Manual
Labels:	
Created By:	Jessica Damon
Created:	3/23/2010 2:07 PM
Versions:	2
Owner:	Eugene Wang

Upload New Version | Set Current

Versions

Version	Download	Uploaded By	Uploaded	Current
1 of 2	Quick_Start_Guide_draftFINAL_23Mar10.pdf	Jessica Damon	3/23/2010 9:07 PM	✓
2 of 2	Quick_Start_Guide_draft_3Mar10.pdf	Eugene Wang	4/14/2010 5:24 PM	

Records 1 through 2 of 2

Documentation for Auditors

For each 2004 ISO 14001 Element:

- Description of the ISO 14001 Element.
- Guidance on how to use EMSWeb to implement the Element.
- Placeholder for supporting documentation (files, text, links) demonstrating compliance with each Element.

EMSWeb Auditor Documentation

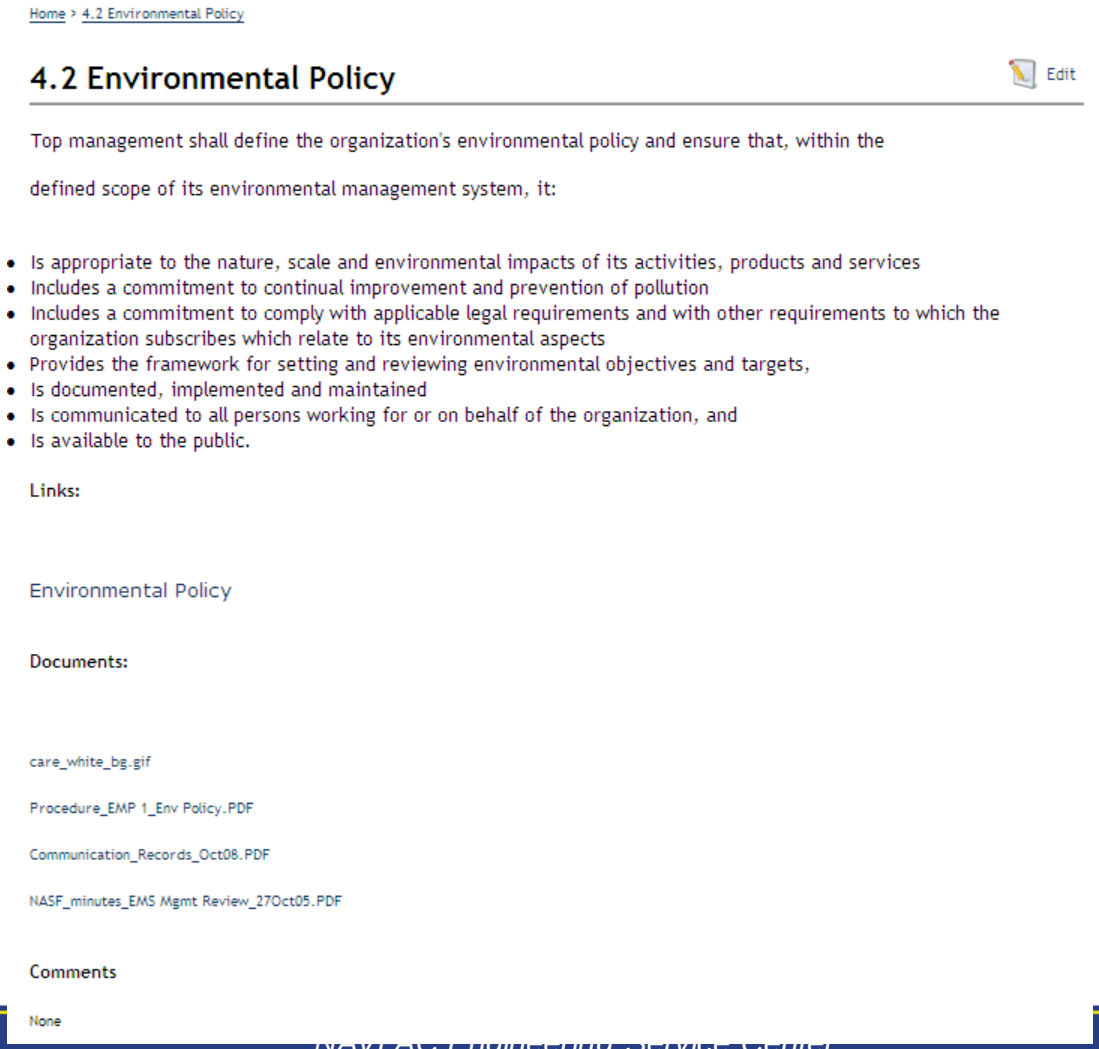
Home > ISO 14001

ISO 14001

Edit

- 4.1 General Requirements
- 4.2 Environmental Policy
- 4.3.1 Environmental Aspects
- 4.3.2 Legal and Other Requirements
- 4.3.3 Objectives, Targets, and POAM(s)
- 4.4.1 Resources, Roles, Responsibility, and Authority
- 4.4.2 Competence, Training, and Awareness
- 4.4.3 Communication
- 4.4.4 Documentation
- 4.4.5 Control of Documents
- 4.4.6 Operational Control
- 4.4.7 Emergency Preparedness
- 4.5.1 Monitoring and Measurement

EMSWeb Auditor Element View



Home > 4.2 Environmental Policy

4.2 Environmental Policy

Edit

Top management shall define the organization's environmental policy and ensure that, within the

defined scope of its environmental management system, it:

- Is appropriate to the nature, scale and environmental impacts of its activities, products and services
- Includes a commitment to continual improvement and prevention of pollution
- Includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects
- Provides the framework for setting and reviewing environmental objectives and targets,
- Is documented, implemented and maintained
- Is communicated to all persons working for or on behalf of the organization, and
- Is available to the public.

Links:

Environmental Policy

Documents:

care_white_bg.gif

Procedure_EMP 1_Env Policy.PDF

Communication_Records_Oct08.PDF

NASF_minutes_EMS Mgmt Review_27Oct05.PDF

Comments

None

Audits and Inspections

- Group Audits and Inspections (internal and external) can be scheduled and results recorded.
- Audits and Inspections can be scheduled for a regular recurrence (e.g., monthly, yearly, etc.)
- After inspections have taken place and been recorded, any findings/observations can be noted and action items assigned to resolve the finding/observation.
- Findings/Observations can be resolved by creating POAM/CAPAs and assigning tasks.

EMSWeb Audit/Inspection Table

Audits/Inspections > Scheduling

Schedules

New Schedule

Schedules

Name	Lead Auditor	Start Date	End Date	Evaluation Types	Int/Ext	Draft	Recurring
Sample Inspection	Eugene Wang - Demo Account	3/27/2010	3/27/2010	Inspection	Internal		
Inspect Storage Tanks	Eugene Wang - Demo Account				Internal	✓	
Inspection for Storage Tanks	Eugene Wang - Demo Account	3/30/2010	3/30/2010	Inspection	Internal		
Weekly HW Inspection	Eugene Wang - Demo Account	3/29/2010	3/29/2020	Inspection	Internal		✓
Inspection for EMS Data	Eugene Wang - Demo Account	3/27/2010	3/27/2010	Inspection	Internal		

Records 1 through 5 of 5

EMSWeb Audit/Inspection View

Audits/Inspections > Scheduling

Weekly HW Inspection

Schedule Title:	Weekly HW Inspection	Created:	3/25/2010
Organization:	Demonstration Installation	Created By:	Eugene Wang
Internal/External:	Internal		
Lead Auditor/Inspector:	Eugene Wang - Demo Account	1 Checklist Templates	
Lead POC:	Eugene Wang - Demo Account	0 Documents	
Start Date:	3/29/2010		
End Date:	3/29/2020		
Recurrence:	Weekly		
Critical:	✓		
Recurring:	✓		

This is an inspection that is scheduled weekly.

Add Comment

Comments

Note ▲	Author	Date
Records 0 through 0 of 0		

Sample Completed Checklist

Audits/Inspections

HW 90 Days Accumulation Areas

Checklist Name:	HW 90 Days Accumulation Areas	**Auditor/Inspector:**	Eugene Wang - Demo Account
Organization:	Demonstration Installation	**Submission Date:**	3/25/2010 3:54:27 AM
Media:	Hazardous Waste		

Start Date:	3/27/2010 12:00:00 AM	**Evaluated Item:**	Tank ID: 0108-1, 550 gal cap. steel double walled Diesel tank
End Date:	3/27/2010 12:00:00 AM		
POC:	Eugene Wang - Demo Account		
Contact Info:	jcozone22@hotmail.com		

	Question	Yes	No	N/A	
	HW 90 Days Accumulation Area Inspection Items				
1	Are weekly HWAF inspections being performed? WAC 173-303-630(6)	☐	☑	☐	Finding
Comments:					
2	Are daily tank inspections being performed? WAC 173-303-640(6)(b)	☑	☐	☐	Finding
Comments:					
3	Are copies of inspections kept for five years? WAC 173-303-210(4)	☑	☐	☐	Finding
Comments:					
4	Is the integrity of the HWAF Building intact and corrosion free? WAC 173-303-3203	☑	☐	☐	Finding
Comments:					
5	Is the facility equipped with internal communications, alarm system, telephone, or two-way radio available for emergencies? WAC 173-303-340(1)	☑	☐	☐	Finding
Comments:					
6	Is the facility equipped with fire extinguishers, fire control equipment? WAC 173-303-340(1)	☑	☐	☐	Finding
Comments:					
7	Is the facility equipped with spill control and decontamination equipment? (eyewash/shower station) WAC 173-303-340(1)	☑	☐	☐	Finding

EMSWeb

Sample Finding

Finding for a Tank

Close | Deactivate | Delete | Edit

Linked To: HW 90 Days Accumulation Areas
Finding ID: 3-2010F-4
Finding Number: 3-2010F-4
Progress: (POAM / CAPA)

History

3/25/2010	Open (Not Assigned)	Eugene Wang
3/25/2010	Open (Assigned)	Eugene Wang
3/25/2010	Open (Resolved)	Eugene Wang

General Information | Assignment | Resolution

Organization: Demonstration Installation
Evaluation Title: Inspection for EMS Data
Evaluation Type:
Internal/External: Internal
POC: Eugene Wang - Demo Account
Auditor: Eugene Wang - Demo Account
General Reference:
Checklist Name: HW 90 Days Accumulation Areas
Item ID:
Citation Code:
Requirement (Checklist Item) Are weekly HWAF inspections being performed? WAC 173-303-630(6)
Description/Synopsis: Description
Suggested Solution:
Summary/Other Comments:

Date Observed: 3/25/2010 12:00:00 AM
Subject: Finding for a Tank
Finding Type:
Finding Category:
Locality: 108
Related Media:
Risk: None

Finding POAM/CAPA Form

Tasks

- Assign actions or tasks, and completion dates to personnel.
- Automatic emails for notification, reminders and overdue status can be generated.
- Action Owners have the tasks placed onto their “My Tasks” list.

EMSWeb

Tasks Table

Tasks *Sent Items*

Inbox | Sent Items | Drafts

Create Task

Tasks Created By Me

Remind	To	Summary	Created	Due Date	Type	Regarding	Complete
	Eugene Wang - Demo Account	Weekly HW Inspection (Inspection)	3/25/10	4/27/10		Scheduled Item: HW 90 Day...	
	Eugene Wang - Demo Account	Weekly HW Inspection (Inspection)	3/25/10	4/20/10		Scheduled Item: HW 90 Day...	
	Eugene Wang - Demo Account	Weekly HW Inspection (Inspection)	3/25/10	4/13/10		Scheduled Item: HW 90 Day...	
	Eugene Wang - Demo Account	Weekly HW Inspection (Inspection)	3/25/10	4/6/10		Scheduled Item: HW 90 Day...	
	Eugene Wang - Demo Account	Inspection for Storage Tanks (Inspe...	3/25/10	3/30/10		Scheduled Item: HW 90 Day...	
	Eugene Wang - Demo Account	Weekly HW Inspection (Inspection)	3/25/10	3/30/10		Scheduled Item: HW 90 Day...	
	Eugene Wang - Demo Account	Sample Inspection (Inspection)	3/23/10	3/27/10			
	Eugene Wang - Demo Account	Sample Inspection (Inspection)	3/23/10	3/27/10			
	Eugene Wang - Demo Account	Task Name - Description of t...	3/25/10	3/27/10			✓
	Eugene Wang - Demo Account	Inspection for EMS Data (Inspection...	3/25/10	3/27/10		Scheduled Item: HW 90 Day...	

Records 1 through 10 of 10

EMSWeb

Communication

- Users can create custom Web Pages, including Links, Documents and Text which can be shared.
- They can be shared across activity users, activities within a region, or Navy-wide.

Support EMS Reports

- Pre-made (canned) reports are available. Examples include:
  - View all tasks and reminders.
  - Supporting information for the IAP report.
  - List of deficiencies.
  - View scheduled inspections and audits.
- All reports can be exported into Excel, HTML, or PDF.
- Users can create customized reports which can be saved and shared.

Tracker Report

EMS Tracker

EMS Tracker Query

From: 1/14/2010

To: 4/14/2010

Requery

Tasks

Organization	Total	Overdue	Critical	Overdue Critical	Completed
Demonstration Installation	37	33	13	11	1
Programmer Test Org	27	27	7	7	0
PTO2	0	0	0	0	0

Compliance Audits

Organization	Scheduled	Overdue	Completed	With Negative Result/Comments	With Finding
Demonstration Installation	0	0	9	9	5
Programmer Test Org	0	0	9	9	5
PTO2	0	0	0	0	0

EMSWeb

Tracker Report

EMS Audits

Organization	Scheduled	Overdue	Completed	With Negative Result/Comments	With Finding
Demonstration Installation	0	0	2	2	0
Programmer Test Org	0	0	2	2	0
PTO2	0	0	0	0	0

General Checklists

Organization	Scheduled	Overdue	Completed	With Negative Result/Comments	With Finding
Demonstration Installation	43	37	6	5	5
Programmer Test Org	34	30	3	2	2
PTO2	0	0	0	0	0

Findings

Organization	Total	Open	Assigned	Resolved	Under Review	Closed
Demonstration Installation	16	14	0	3	0	2
Programmer Test Org	12	12	0	2	0	0
PTO2	0	0	0	0	0	0

O&Ts

Organization	Total	With Poam	With Aspect	Approaching Target	Overdue	Completed
Demonstration Installation	3	3	0	0	2	3
Programmer Test Org	2	2	0	0	2	2
PTO2	0	0	0	0	0	0

EMSWeb

Tracker Report

POAMs (Independent)				
Organization	Total	Approaching Target	Overdue	Completed
Demonstration Installation	2	0	2	2
Programmer Test Org	2	0	2	2
PTO2	0	0	0	0

EMS Data					
Organization	Locations	Practices	Aspects	Equipment/Resources	Permits
Demonstration Installation	142	459	1454	192	5
Programmer Test Org	2	2	5	3	1
PTO2	0	0	0	0	0

Tracker Report – Drilldown View
Compliance Audits with Findings

EMS Tracker

Completed Checklists

Name	Int/Ext	Lead POC	POC	Email	Phone	Due	Completed	Comments	# Negative	# Findings
relation recurrent	Internal	Test Account	Test Account	lisaenvironmental+test@gmail.com		3/25/2010	3/22/2010	1	2	1
Tuesday test	External	Test Account	Test Account	lisaenvironmental+test@gmail.com		3/23/2010	3/23/2010	1	2	1
Tuesday test	External	Test Account	Test Account	lisaenvironmental+test@gmail.com		3/23/2010		1	2	2
Tuesday test	External	Test Account	Test Account	lisaenvironmental+test@gmail.com		3/23/2010		1	2	1
CYNTHIA TUESDAY	External	Test Account	Test Account	lisaenvironmental+test@gmail.com		3/28/2010		1	2	1

Records 1 through 5 of 5

Training to use EMSWeb

User Training will be available in a variety of ways on the web site, including:

- Downloadable User's Guide and Quick Start Guide.
- Help sections on each web page.
- Pre-recorded training sessions (audio and video) that the user can view at any time.

QUESTIONS?

Contact Eugene Wang at eugene.wang@navy.mil or 805-982-4291