

Develop, Update, and Coordinate Environmental Installation Instructions

- 1) Installation Environmental Protection Instruction
 - (1) Develop a 3 to 5 page instruction outlining the general requirements of an installation environmental program and responsibilities of everyone on the installation that will ensure environmental compliance and outlining a proactive approach to maintain environmental compliance.
 - (2) Prepare an Installation Environmental Protection Instruction for installation Commander Signature to include coordinating with all parties who play a role identified in the instruction.
 - (3) Conduct the required annual review of an Environmental Protection Instruction.
- 2) Installation Environmental Management System (EMS) Instruction
 - (1) Instruction outlining the EMS responsibilities.
- 3) Installation Hazardous Waste Management Instruction
 - (1) Develop a 3 to 5 page instruction to implement a developed installation hazardous waste management plan that will identify responsibilities for all action offices and/or personnel to follow to ensure that hazardous waste is properly handled and processed for disposal.
 - (2) Prepare a Hazardous Waste Management Instruction for Installation Commander Signature to include coordinating with all parties who play a role identified in the plan.
 - (3) Conduct the required annual review of a Hazardous Waste instruction.
- 4) Slug Prevention Instruction
 - (1) Develop a 3 to 5 page instruction to implement a developed installation Slug plan that will identify responsibilities for all action offices and/or personnel to follow to ensure that hazardous waste is properly handled and processed for disposal.
 - (2) Prepare a Slug Prevention Instruction for Installation Commander Signature to include coordinating with all parties who play a role identified in the plan.
 - (3) Conduct the required annual review of a Slug Prevention instruction.
- 5) Installation Oil and Hazardous Substance Spill Response Instruction
 - (1) Develop a 3 to 5 page instruction to implement a developed installation Spill Response Instruction that will identify responsibilities for all action offices and/or personnel to follow to ensure that spills are properly handled, to include response, clean-up, and reporting.
 - (2) Develop a flow chart for identifying assigned roles and responsibilities and spill response reporting.
 - (3) Prepare an instruction for Installation Commander Signature to include coordinating with all parties who play a role identified in the plan.
 - (4) Conduct the required annual review of a Spill Response instruction.

6) Installation Waste Water Discharge Spill response Instruction

- (1) Develop a 3 to 5 page instruction to implement a developed installation Spill Response Instruction that will identify responsibilities for all action offices and/or personnel to follow to ensure that spills are properly handled, to include response, clean-up, and reporting.
- (2) Develop a flow chart for identifying assigned roles and responsibilities and spill response reporting.
- (3) Prepare an instruction for Installation Commander Signature to include coordinating with all parties who play a role identified in the plan.
- (4) Conduct the required annual review of a Spill Response instruction.