



MIDLANT EV - QUICKSTART INSTRUCTION GUIDE

MARCH 2013

TABLE OF CONTENTS

LOGGING INTO EMSWEB 3

ENTERING LOCATIONS IN EMSWEB 6

EDITING LOCATIONS IN EMSWEB 11

PRINTING A LIST OF LOCATIONS IN EMSWEB 14

ENTERING EQUIPMENT IN EMSWEB 17

EDITING EQUIPMENT IN EMSWEB 22

PRINTING A LIST OF EQUIPMENT IN EMSWEB..... 26

SETTING AN INSPECTION SCHEDULE 29

SETTING A FOLLOW UP SITE-VISIT SCHEDULE Error! Bookmark not defined.

VIEWING/FILTERING ASSIGNMENTS 39

CONDUCTING AN INSPECTION IN EMSWEB..... 46

ENTERING A FINDING IN EMSWEB FROM AN INSPECTION 52

ENTERING AN INDEPENDENT FINDING IN EMSWEB 54

RESOLVE A FINDING IN EMSWEB 58

LOGGING INTO EMSWEB

1. Go to the NAVFAC Portal (<https://portal.navfac.navy.mil>)
2. Go to eTools in the upper left corner
3. Select EPRWeb. If you do not have EPRWeb as a menu item, you may select More Links and add it to your drop down list.

The screenshot shows the NAVFAC Intranet homepage in Microsoft Internet Explorer. The browser address bar shows the URL <https://portal.navfac.navy.mil/portal/page/portal/navfachq>. The NAVFAC logo (Naval Facilities Engineering Command) is at the top. Below the logo is a navigation bar with tabs for eTools, Organization, People Focus, Resources, and Support. On the left side, there is a 'More Links...' menu. The 'EPRWeb' link in this menu is circled in red. Other links include CIO Support/Add Ticket, BMS, CED_Maximo, Citrix, DCO, DCPDS, DTS, EBIS, ECATTS, eDADM, eTools_Feedback, ieFACMAN, INFADS, Maximo_7, MIAP, My_Biz, My_Pay, NAVFAC_Training, NCS_Home, NFTS, SLDCADA_ML, and TWMS_(Self_Service). The main content area features several sections: 'Focus' with a banner for the 'Celebrate the Founding of Seabees, NAVFAC and CEC' and a link to 'NAVFAC HQ Anniversary Ball Information'; 'People Making News' with a photo of three people and a link to 'NAVFAC Europe Africa Southwest Asia 2011 Civilian Engineer of the Year'; 'High Performing Teams' with a link to 'Read Executive Director, Steve Iselin's latest blog post'; 'NAVFAC Calendar' showing a calendar for February 2012 with the 29th highlighted; and 'African American History Month' with a collage of images and the text 'Black Women in American Culture and History'. There is also a 'Seabee Magazine Winter 2011 Issue' link and a 'The Compass' link at the bottom.

4. Login to the US Navy Environmental Portal utilizing your CAC PKI Certificate.

5. If you are a New User, please contact your EMS Coordinator for details on how to request an account.

Environmental Portal Logon - Microsoft Internet Explorer provided by NMCI

https://eprportal.cnic.navy.mil/eprwebnet/logon.aspx

Environmental Portal Logon

US Navy Environmental Portal

All Users: Please be sure to add/update your EPR Portal bookmark to <https://eprportal.cnic.navy.mil>
The old CNRNW EPR Portal link will stop functioning in the future.

Environmental Portal Logon

Use your email address for the username.

Your CAC Card certificate has a valid account logon **Logon with CAC Card Now**

Username:

Password:

[Forgot password?](#) [New user?](#)

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

6. Select EMSWeb (IE7 Required). Internet Explorer 7 or higher is required to adequately run EMSWeb.



ENTERING LOCATIONS IN EMSWEB

1. From the Home Screen, click on EMS.

M3 - Introduction - Navy Home Page - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/Common/CustomContent/33

M3 - Introduction - Navy Home Page

Viewing from: WPNST

Home Documents Contacts Audits/Inspections **EMS** My Media Compliance Reporting Admin

Homepage Tasks Messages Calendar Executive Summary Shared Pages Manager Pages EMS Data START HERE ISO 14001

Home > Homepage > Introduction - Navy Home Page

Introduction - Navy Home Page Override

 **Welcome to EMSWeb!**
the Navy's tool for environmental management 

Within this system you can:

- **Manage your environmental compliance programs**
 - Track completion of all action items related to compliance program management (i.e. long-term corrective actions, regulatory reporting requirements, permit renewals, management plan updates)
 - Plan, document, and manage compliance inspections and audits
 - Document corrective and preventive actions
 - Manage and organize documents (i.e. plans, permits procedures, compliance checklists)
- **Maintain EMS documentation**
 - Identify and rank environmental aspects and impacts

Navy EMSWeb

It is intended that EMSWeb will be one of the primary tools for EMS and environmental compliance management.

Please see the Navy Bulletin homepage for information about current initiatives

2. This will automatically take you to the list of Locations associated with the Installation you are viewing from. If there are Installations located beneath the Installation you are viewing from, they will be shown as well. In the example below, since the User is viewing from WPNSTA Yorktown, locations belonging to Cheatham Annex, New Kent, and Yorktown Fuels will also be shown.
3. Scroll the mouse over the EMS Data link and you will receive the option to view other Installation items, such as Equipment, Permits, etc.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL: https://navy.ivyems.org/QA/EmsData/Locations. The user is logged in as Richard Pruitt. The page title is "M3 - Locations". The navigation menu includes Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. The "EMS Data" menu is open, showing options: Locations, Practices, Aspects, Equipment, Permits, and Worksheet Categories. The main content area displays a table of locations for WPNSTA Yorktown. The table has columns: Building # / Area Name, Organization, Location Name / Area Desc, Type, and Inactive. The table lists 10 records. A "Quick Search" box and "Quick Links" section are visible on the right side of the page. The footer indicates the application is a Data Research Group Application © 2012 DRG | v 0.10.4.20509 (3/2/2012 11:23 AM).

Building # / Area Name	Organization	Location Name / Area Desc	Type	Inactive
16	WPNSTA Yorktown	PW Administration / FEC MIDLANT Environmental	Building	
1754	WPNSTA Yorktown	NEDED Mix / Cast Plant #1 Demo	Building	
TBD	WPNSTA Yorktown	TBD	Building	
1977	WPNSTA Yorktown	Morale Welfare & Recreation - Golf Course	Building	
1755(2)	WPNSTA Yorktown	Mix / Cast Plant #2 (NEDED) Demo	Building	
1755(3)	WPNSTA Yorktown	Mix / Cast Plant # 2 (NEDED) Demo	Building	
1757	WPNSTA Yorktown	Explosive Press (NEDED) Demo	Building	
1806(2)	WPNSTA Yorktown	Primary Care Clinic	Building	
521	WPNSTA Yorktown	SEP Ammo Magazine 22KT3 (EOD)	Building	
1794	WPNSTA Yorktown	Ophthalmic Support Building	Building	

4. To enter a new location, click **New Location**.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser window. The browser address bar shows the URL <https://navy.ivyems.org/QA/EmsData/Locations>. The page title is "M3 - Locations - Microsoft Internet Explorer provided by NMCI".

The application header includes the EMSWeb logo and a user login status: "Logged on as Richard Pruitt* Manage My Profile | Logout". Below the logo is a navigation menu with items: Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Admin. A secondary menu below it includes: EMS Data, My Media, O&Ts, POAMs, EMS Tools.

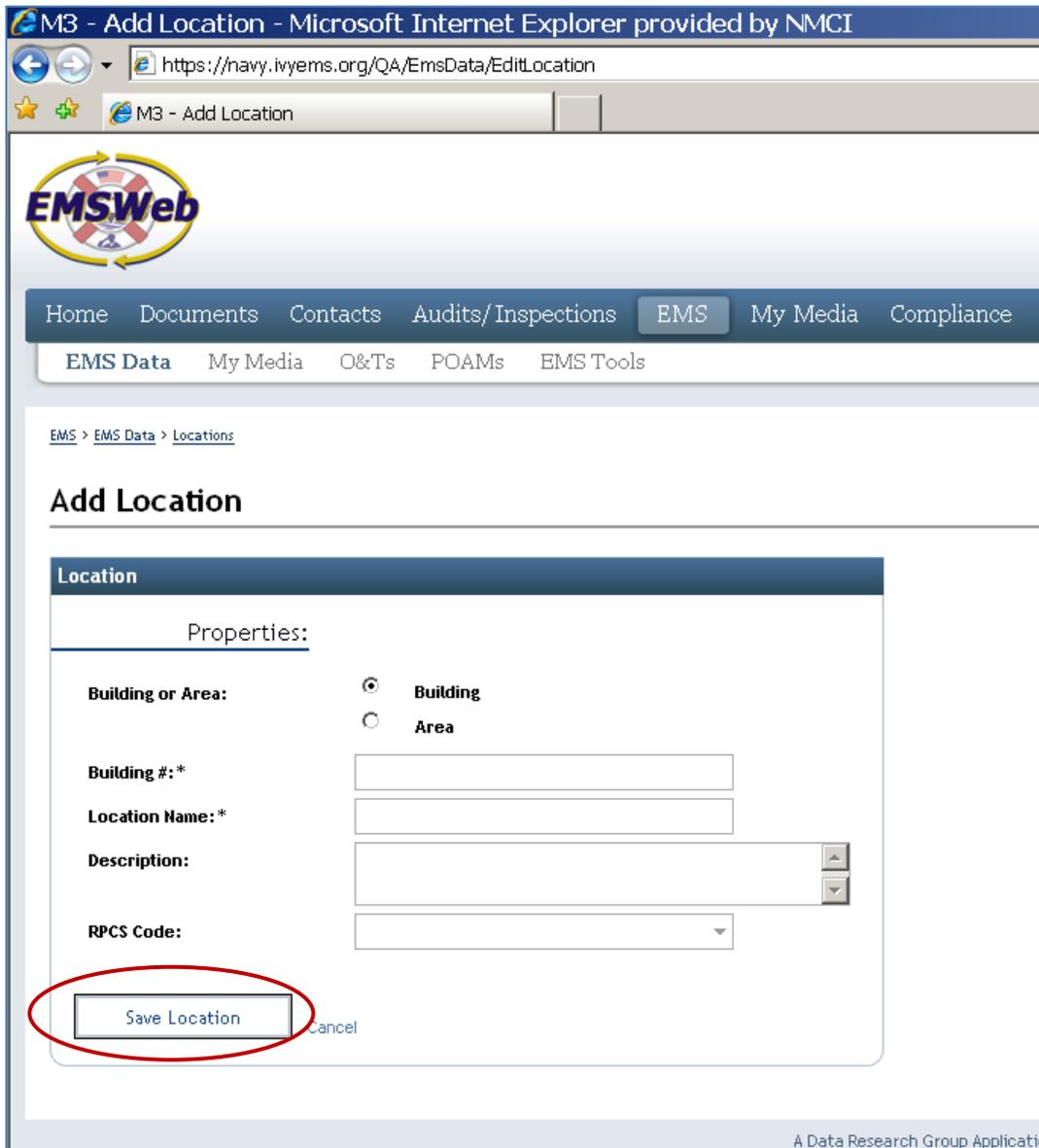
The main content area is titled "Locations" and features a "New Location" button with a green plus icon, which is circled in red. Below this is a table titled "Locations - default filter" with the following columns: Building # / Area Name, Organization, Location Name / Area Desc, Type, and Inactive. The table contains 10 rows of location data.

On the right side of the page, there is a "Quick Search" box with a "Go" button, a "Quick Links" section with links to "My Dashboard", "Get Support", "2011 Internal Conformance Audit", "Earle Test Air Audit", "EMSWeb Guidance", and "Example SOPs", a "Help" section with links to "Help with this page", "All Topics", and "Search Help", and a "Recently Visited" section with links to "Therrien, Michael", "Moring, Alex", "Donegan, Rachel", "Eaton, Carol", and "Portsmouth Naval Shipyard".

At the bottom of the table, it says "Records 1 through 10 of 307" and "Page 1 of 31 Next >>".

At the very bottom of the page, there is a footer: "A Data Research Group Application © 2012 DRG | v 0.10.4.20509 (3/2/2012 11:23 AM)".

5. You will then be prompted to add a location. Fields marked with an asterisk are required.
6. Once you have entered the Building # and Location Name, you may save the location by clicking **Save Location**.



7. The User will then be shown an overview of the Building/Area information that was entered.
8. You may return to the list of locations by scrolling over **EMS Data** and then selecting **Locations**.

M3 - 703 - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/EmsData/Location/2110

EMSWeb

Viewing from: WPNSTA

Home Documents Contacts Audits/Inspections **EMS** My Media Compliance Reporting Admin

EMS Data My Media O&Ts POAMs EMS Tools

EMS > EMS Data > Locations

703 Deactivate | Delete | Edit

Location Type:	Building	2 Equipment/Resource(s)
Building #:	703	0 Completed Checklist(s)
Location Name:	Navy Regional Fire/Rescue - Fire Station #1	0 Related Practice(s)
RPCS:		0 Related Sample(s)
Description:		0 Related Document(s)
Organization:	WPNSTA Yorktown	

EDITING LOCATIONS IN EMSWEB

1. To Edit a specific location, the User must select a location. You may either select the specific row that needs to be edited, or filter for the location by clicking on the binoculars .

The screenshot shows the EMSWeb application in a Microsoft Internet Explorer browser. The browser address bar shows the URL: https://navy.iyems.org/QA/EmsData/Locations. The page title is "M3 - Locations - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is visible in the top left corner. The navigation menu includes: Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Admin. Below the navigation menu, there are sub-menus: EMS Data, My Media, O&Ts, POAMs, EMS Tools. The breadcrumb trail is: EMS > EMS Data > Locations. The main heading is "Locations". There is a "+ New Location" button. In the top right corner of the table area, there is a binoculars icon circled in red. Below the heading is a table with the following columns: Building # / Area Name, Organization, Location Name / Area Desc, Type, and Inactive. The first row of the table is circled in red. The table contains 10 rows of data. At the bottom of the table, it says "Records 1 through 10 of 307". On the right side, there is a pagination control: "Page 1 of 31 Next >>".

Building # / Area Name	Organization	Location Name / Area Desc	Type	Inactive
16	WPNSTA Yorktown	PW Administration/ FEC MIDLANT Environmental	Building	
1754	WPNSTA Yorktown	NEDED Mix/ Cast Plant #1 Demo	Building	
TBD	WPNSTA Yorktown	TBD	Building	
1977	WPNSTA Yorktown	Morale Welfare & Recreation - Golf Course	Building	
1755(2)	WPNSTA Yorktown	Mix/ Cast Plant #2 (NEDED) Demo	Building	
1755(3)	WPNSTA Yorktown	Mix/ Cast Plant # 2 (NEDED) Demo	Building	
1757	WPNSTA Yorktown	Explosive Press (NEDED) Demo	Building	
1806(2)	WPNSTA Yorktown	Primary Care Clinic	Building	
521	WPNSTA Yorktown	SEP Ammo Magazine 22KT3 (EOD)	Building	
1794	WPNSTA Yorktown	Ophthalmic Support Building	Building	

2. The User will then be presented with an overview of the selected location. To edit the location, select Edit.

M3 - 16 - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/EmsData/Location/2907

M3 - 16

EMSWeb

Viewing from: WPNSTA

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

EMS Data My Media O&Ts POAMs EMS Tools

EMS > EMS Data > Locations

16

Deactivate | Delete | Edit

Location Type: Building 0 Equipment/Resource(s)

Building #: 16 0 Completed Checklist(s)

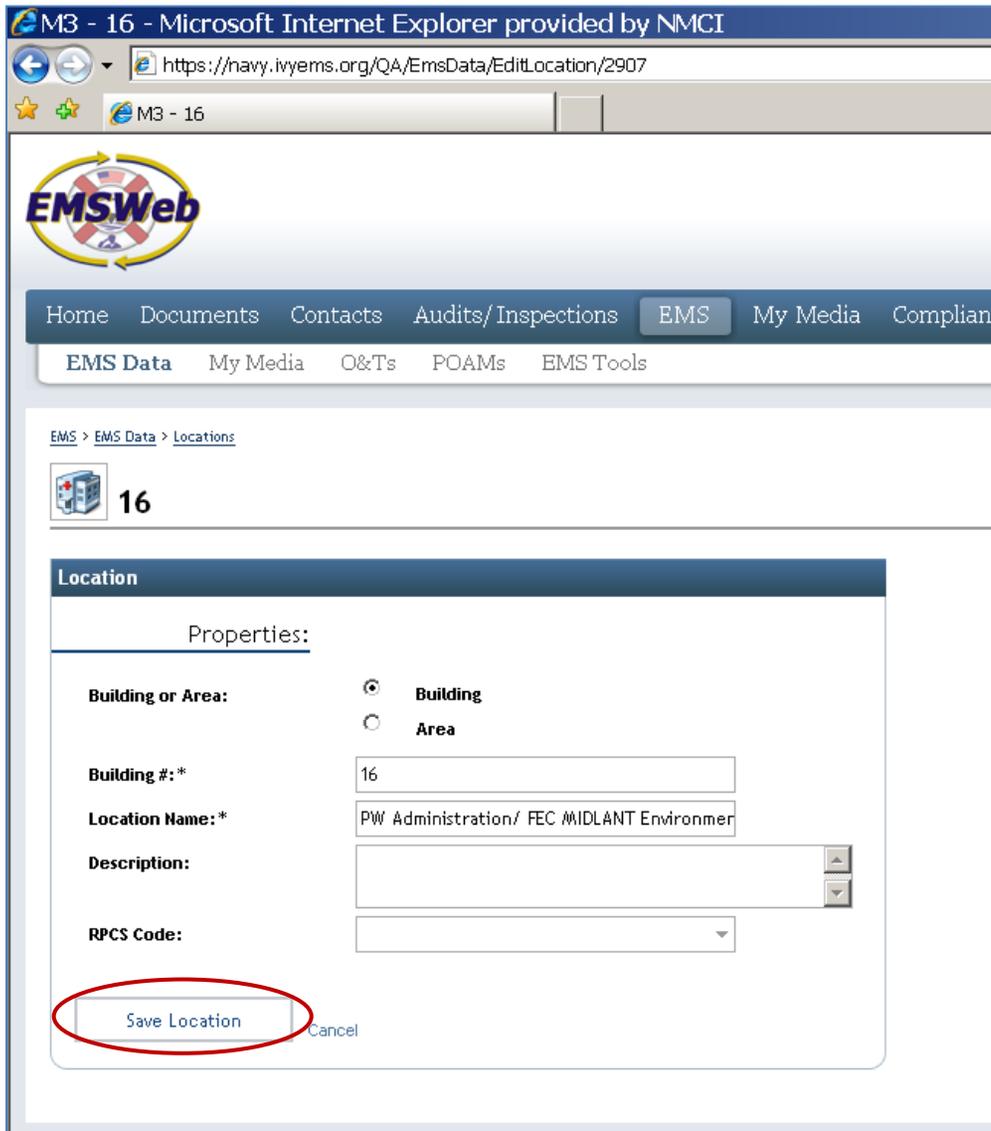
Location Name: PW Administration/ FEC MIDLANT Environmental 0 Related Practice(s)

RPCCS: 0 Related Sample(s)

Description: 0 Related Document(s)

Organization: WPNSTA Yorktown

3. You will then be prompted to edit the location. Fields marked with an asterisk are required.
4. Once you have completed the edits, you may save the changes by clicking **Save Location**.



PRINTING A LIST OF LOCATIONS IN EMSWEB

1. From the Locations Table, click on the drop down arrow located to the right of the Printer.
2. Select **Default Export** from the drop-down menu.

The screenshot shows the EMSWeb application interface in Microsoft Internet Explorer. The browser address bar displays the URL: https://navy.tyems.org/QA/EmsData/Locations. The page title is "M3 - Locations - Microsoft Internet Explorer provided by NMCI". The navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", "Compliance", "Reporting", and "Admin". The "EMS Data" sub-menu is active, showing "EMS Data", "My Media", "O&Ts", "POAMs", and "EMS Tools".

The main content area is titled "Locations" and features a "New Location" button. Below this is a table with the following columns: "Building # / Area Name", "Organization", "Location Name / Area Desc", "Reports", and "Exports". The table contains 10 rows of data, all with "Yorktown Fuels" as the organization. A dropdown menu is open over the "Reports" and "Exports" columns, showing "Not available" for Reports and "Default export" for Exports.

Building # / Area Name	Organization	Location Name / Area Desc	Reports	Exports
Outfall 001	Yorktown Fuels	OWS/Truck Rack #1	Not available	Default export
Outfall 002	Yorktown Fuels	OWS/Truck Rack #2	Building	
SF-139	Yorktown Fuels	Building 139 - Control Center	Building	
SF-101	Yorktown Fuels	Building 101 - Maintenance Shop	Building	
SF-194	Yorktown Fuels	Building 194 - Remediation Plant	Building	
N/A	Yorktown Fuels	Pier - Pipeline/Fuel Transfers	Building	
109	Yorktown Fuels	TBD	Building	
Installation Wide	Yorktown Fuels	Ubiquous at the Installation/Site	Area	
101	Yorktown Fuels	TRAGEN (Contractor)	Building	
194	Yorktown Fuels	Shaw E&I, Inc. (Remediation Contractor)	Building	

Records 1 through 10 of 308 Page 1 of 31 Next >>

3. You will then be prompted to either Open or Save the Excel spreadsheet (Locations.xls).

The screenshot shows a Microsoft Internet Explorer browser window displaying the EMSWeb application. The address bar shows the URL <https://navy.ivyems.org/QA/EmsData/Locations>. The page title is "M3 - Locations - Microsoft Internet Explorer provided by NMCI". The browser's status bar indicates "Connecting...".

The EMSWeb interface includes a navigation menu with items: Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Admin. Below this is a sub-menu: EMS Data, My Media, O&Ts, POAMs, EMS Tools. The breadcrumb trail is "EMS > EMS Data > Locations".

The main content area is titled "Locations" and features a "+ New Location" button. Below this is a table titled "Locations - default filter". The table has columns for "Building # / Area Name" and "Organization". The data rows are as follows:

Building # / Area Name	Organization
Outfall 001	Yorktown Fuels
Outfall 002	Yorktown Fuels
SF-139	Yorktown Fuels
SF-101	Yorktown Fuels
SF-194	Yorktown Fuels
N/A	Yorktown Fuels
109	Yorktown Fuels
Installation Wide	Yorktown Fuels
101	Yorktown Fuels
194	Yorktown Fuels

At the bottom of the table, it says "Records 1 through 10 of 308".

A "File Download" dialog box is open in the foreground, asking "Do you want to open or save this file?". The file details are: Name: Locations.xls, Type: Microsoft Office Excel 97-2003 Worksheet, 49.0KB, From: navy.ivyems.org. The dialog has "Open", "Save", and "Cancel" buttons. A warning icon and text are visible at the bottom of the dialog: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

On the right side of the page, there are sections for "Reports" (Not available) and "Exports" (Default export). Below these is a table with a "Building" column and an empty second column. The rows correspond to the buildings in the main table: Building, Building, Building, Building, Building, Building, Area, Building, Building.

At the bottom right of the page, it says "Page 1 of 31 Next >>".

4. If the user selects OPEN, then the Locations spreadsheet will contain the information noted in the screenshot below.

Building # / Area Name	Organization	Location Name / Area Desc	Type	Inactive
2 Outfall 001	Yorktown Fuels	OWS/Truck Rack #1	Building	FALSE
3 Outfall 002	Yorktown Fuels	OWS/Truck Rack #2	Building	FALSE
4 SF-139	Yorktown Fuels	Building 139 - Control Center	Building	FALSE
5 SF-101	Yorktown Fuels	Building 101 - Maintenance Shop	Building	FALSE
6 SF-194	Yorktown Fuels	Building 194 - Remediation Plant	Building	FALSE
7 N/A	Yorktown Fuels	Pier - Pipeline/Fuel Transfers	Building	FALSE
8 109	Yorktown Fuels	TBD	Building	FALSE
9 Installation Wide	Yorktown Fuels	Ubiquous at the Installation/Site	Area	FALSE
10 101	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
11 194	Yorktown Fuels	Shaw E&I, Inc. (Remediation Contractor)	Building	FALSE
12 139	Yorktown Fuels	FISC	Building	FALSE
13 201	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
14 202	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
15 203	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
16 204	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
17 205	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
18 206	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
19 207	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
20 208	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
21 209	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
22 210	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
23 211	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
24 212	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
25 213	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
26 214	Yorktown Fuels	TRAGEN (Contractor)	Building	FALSE
27 16	WPNSTA Yorktown	PW Administration/ FEC MIDLANT Environmental	Building	FALSE
28 1754	WPNSTA Yorktown	NEDED Mix/ Cast Plant #1 Demo	Building	FALSE
29 TBD	WPNSTA Yorktown	TBD	Building	FALSE
30 1977	WPNSTA Yorktown	Morale Welfare & Recreation - Golf Course	Building	FALSE
31 1755(2)	WPNSTA Yorktown	Mix/ Cast Plant #2 (NEDED) Demo	Building	FALSE
32 1755(3)	WPNSTA Yorktown	Mix/ Cast Plant # 2 (NEDED) Demo	Building	FALSE
33 1757	WPNSTA Yorktown	Explosive Press (NEDED) Demo	Building	FALSE
34 1806(2)	WPNSTA Yorktown	Primary Care Clinic	Building	FALSE
35 521	WPNSTA Yorktown	SEP Ammo Magazine 22KT3 (EOD)	Building	FALSE
36 1794	WPNSTA Yorktown	Ophthalmic Support Building	Building	FALSE
37 381(3)	WPNSTA Yorktown	Telephone Building	Building	FALSE
38 702(2)	WPNSTA Yorktown	Administrative Building (Police/ Pass)	Building	FALSE
39 710(3)	WPNSTA Yorktown	MWR Equipment Maintenance Shop	Building	FALSE
40 31A	WPNSTA Yorktown	TBD	Building	FALSE
41 1816(4)	WPNSTA Yorktown	MK48 Torpedo Shop	Building	FALSE
42 2035(2)	WPNSTA Yorktown	Hazardous Waste Storage	Building	FALSE
43 2086(3)	WPNSTA Yorktown	Ordnance Handling Vehicle Maintenance- PW	Building	FALSE
44 2020(3)	WPNSTA Yorktown	Explosives Depot	Building	FALSE

ENTERING EQUIPMENT IN EMSWEB

1. From the Home Screen, click on EMS.

M3 - Introduction - Navy Home Page - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/Common/CustomContent/33

M3 - Introduction - Navy Home Page

Viewing from: WPNST

Home Documents Contacts Audits/Inspection **EMS** My Media Compliance Reporting Admin

Homepage Tasks Messages Calendar Executive Summary Shared Pages Manager Pages EMS Data START HERE ISO 14001

Home > Homepage > Introduction - Navy Home Page

Introduction - Navy Home Page Override

 **Welcome to EMSWeb!**
the Navy's tool for environmental management 

Within this system you can:

- **Manage your environmental compliance programs**
 - Track completion of all action items related to compliance program management (i.e. long-term corrective actions, regulatory reporting requirements, permit renewals, management plan updates)
 - Plan, document, and manage compliance inspections and audits
 - Document corrective and preventive actions
 - Manage and organize documents (i.e. plans, permits procedures, compliance checklists)
- **Maintain EMS documentation**
 - Identify and rank environmental aspects and impacts

Navy EMSWeb

It is intended that EMSWeb will be one of the primary tools for EMS and environmental compliance management.

Please see the Navy Bulletin homepage for information about current initiatives

2. Scroll the mouse over the EMS Data link and select Equipment.

EMSWeb

Logged on as Richard Pruitt*
Manage My Profile | Logout

Viewing from: WPNSTA Yorktown

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

EMS Data My Media O&Ts POAMs EMS Tools

Locations
Practices
Aspects
Equipment
Permits
Worksheet Categories

Building # / Area Name	Organization	Location Name / Area Desc	Type	Inactive
16	WPNSTA Yorktown	PW Administration / FEC MIDLANT Environmental	Building	
1754	WPNSTA Yorktown	NEDED Mix / Cast Plant #1 Demo	Building	
TBD	WPNSTA Yorktown	TBD	Building	
1977	WPNSTA Yorktown	Morale Welfare & Recreation - Golf Course	Building	
1755(2)	WPNSTA Yorktown	Mix / Cast Plant #2 (NEDED) Demo	Building	
1755(3)	WPNSTA Yorktown	Mix / Cast Plant # 2 (NEDED) Demo	Building	
1757	WPNSTA Yorktown	Explosive Press (NEDED) Demo	Building	
1806(2)	WPNSTA Yorktown	Primary Care Clinic	Building	
521	WPNSTA Yorktown	SEP Ammo Magazine 22KT3 (EOD)	Building	
1794	WPNSTA Yorktown	Ophthalmic Support Building	Building	

Records: 1 through 10 of 307 Page 1 of 31 Next >>

A Data Research Group Application © 2012 DRG | v 0.10.4.20509 (3/2/2012 11:23 AM)

Quick Search

Quick Links (add | manage)

- My Dashboard
- Get Support
- 2011 Internal Conformance Audit
- Earle Test Air Audit
- EMSWeb Guidance
- Example SOPs
- more...

Help (show tooltips)

- Help with this page
- All Topics
- Search Help

Recently Visited

- Therrien, Michael
- Moring, Alex
- Donegan, Rachel
- Eston, Carol
- Portsmouth Naval Shipyard

- The user will then see a list of equipment associated with the Installation you are viewing from. If there are Installations located beneath the Installation you are viewing from, they will be shown as well. In the example below, since the user is viewing from WPNSTA Yorktown, equipment belonging to Cheatham Annex, New Kent, and Yorktown Fuels will also be shown.
- To enter new equipment, click **New Equipment**. Please ensure that when entering new equipment, the appropriate viewing location is shown in the upper right.

The screenshot shows the EMSWeb application interface. At the top, there is a navigation menu with options: Home, Documents, Contacts, Audits/Inspections, EMS (selected), My Media, Compliance, Reporting, and Admin. Below this is a sub-menu with EMS Data, My Media, O&Ts, POAMs, and EMS Tools. The main content area is titled 'Equipment' and features a '+ New Equipment' button circled in red. Below the button is a table of equipment records. The table has columns for Equipment Name, Organization, Location/Building #, Area, Media, Category, Type, and Inactive. The records listed are for Cheatham Annex at various locations (108, 109, 114, 115) and include equipment like Above Ground Storage Tanks, Air Quality, and a Parts Washer. At the bottom of the table, it says 'Records 1 through 10 of 321' and 'Page 1 of 33 Next >>'. The footer of the application reads 'A Data Research Group Application © 2012 DRG | v 0.10.4.20509 (3/2/2012 11:23 AM)'.

Equipment Name	Organization	Location/Building #	Area	Media	Category	Type	Inactive
CX-108-AST-01	Cheatham Annex	108		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-108-ICGF-01	Cheatham Annex	108		Air Quality		Generator	
CX-109-AST-01	Cheatham Annex	109		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-109-ICGF-01	Cheatham Annex	109		Air Quality		Generator	
CX-114-UWAA-01	Cheatham Annex	114				Universal Waste Accumulation Area	
CX-114-WOOD-002	Cheatham Annex	114		Air Quality		Other/Misc	
CX-115-AST-03	Cheatham Annex	115		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-115-AST-05	Cheatham Annex	115		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-115-AST-06	Cheatham Annex	115		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-115-DEGA-001	Cheatham Annex	115		Air Quality		Parts Washer	

5. You will then be prompted to add the piece of location. Fields marked with an asterisk are required. The Equipment Name should be the Event Name that was used in ECCS (i.e. YK-1595-AST-05).

M3 - Add Equipment - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/EmsData/EditAsset

EMSWeb

Home Documents Contacts Audits/Inspections EMS My Media Com

EMS Data My Media O&Ts POAMs EMS Tools

EMS > EMS Data > Equipment

Add Equipment

Equipment

Properties:

Equipment Name: *

Description:

Location:

Location Details:

Equipment Category:

Equipment Type:

Owner:

Manager:

Media:

Practice(s):

OEL ID:

Save Equipment Cancel

A Data Research Grp

RECOMMENDED/REQUIRED FIELDS FOR ENTRY

Equipment Name: Event Name

Location: Enter the building/area of the equipment. This is a drop-down that is built off of the locations already in the system. If a building/area is not shown, then the user should go back and enter the building/area first.

Equipment Type: Enter the type of equipment being entered (e.g. AST, Fume Hood, Grease Trap, etc.)

Media: Select the Environmental Media potentially affected by the equipment (e.g. Air Quality, Solid Waste, etc.)

6. Once completed, click **Save Equipment** to enter the new equipment.

7. The user will then be directed to the profile view for the new piece of equipment.
8. The user may then return to the list of equipment by either scrolling over EMS Data and choosing Equipment, or clicking on the highlighted link shown below.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/EmsData/Asset/5040>. The page title is "M3 - YK-703-ICGF-001 - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is in the top left, and the user is viewing from "WPN". The navigation menu includes Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. A secondary menu below includes EMS Data, My Media, O&Ts, POAMs, and EMS Tools. The breadcrumb trail is "EMS > EMS Data > Equipment", with "Equipment" circled in red. The main content area displays the equipment profile for "YK-703-ICGF-001" with a barcode icon. Action buttons for Deactivate, Delete, and Edit are visible. The profile is divided into two sections: "General Equipment Info" and "Related Items".

General Equipment Info	
Equipment Name:	YK-703-ICGF-001
Building#/Area:	703
Location Details:	
Equipment Group:	
Equipment Type:	Generator
Owner/POC:	
Responsible Manager:	
Description/Notes:	Emergency Diesel Generator, 125 kW
Related Media:	Air Quality
Related Practices:	
OEL ID:	

Related Items
0 Permits(s)
0 Regulation(s)
0 Completed Checklist(s)
0 O&T(s)
0 Related Sample(s)
0 Related Document(s)

EDITING EQUIPMENT IN EMSWEB

1. From the Home Screen, click on EMS.

M3 - Introduction - Navy Home Page - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/Common/CustomContent/33

M3 - Introduction - Navy Home Page

Viewing from: WPNST

Home Documents Contacts Audits/Inspection **EMS** My Media Compliance Reporting Admin

Homepage Tasks Messages Calendar Executive Summary Shared Pages Manager Pages EMSData START HERE ISO 14001

Home > Homepage > Introduction - Navy Home Page

Introduction - Navy Home Page Override

 **Welcome to EMSWeb!**
the Navy's tool for environmental management 

Within this system you can:

- > **Manage your environmental compliance programs**
 - Track completion of all action items related to compliance program management (i.e. long-term corrective actions, regulatory reporting requirements, permit renewals, management plan updates)
 - Plan, document, and manage compliance inspections and audits
 - Document corrective and preventive actions
 - Manage and organize documents (i.e. plans, permits procedures, compliance checklists)
- > **Maintain EMS documentation**
 - Identify and rank environmental aspects and impacts

Navy EMSWeb

It is intended that EMSWeb will be one of the primary tools for EMS and environmental compliance management.

Please see the Navy Bulletin homepage for information about current initiatives

2. Scroll the mouse over the EMS Data link and select Equipment.

M3 - Locations - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/EmsData/Locations

EMSWeb

Logged on as Richard Pruitt*
Manage My Profile | Logout

Viewing from: WPNSTA Yorktown

Home Documents Contacts Audits/Inspections **EMS** My Media Compliance Reporting Admin

EMS Data My Media O&Ts POAMs EMS Tools

- Locations
- Practices
- Aspects
- Equipment**
- Permits
- Worksheet Categories

Building # / Area Name	Organization	Location Name / Area Desc	Type	Inactive
16	WPNSTA Yorktown	PW Administration / FEC MIDLANT Environmental	Building	
1754	WPNSTA Yorktown	NEDED Mix / Cast Plant #1 Demo	Building	
TBD	WPNSTA Yorktown	TBD	Building	
1977	WPNSTA Yorktown	Morale Welfare & Recreation - Golf Course	Building	
1755(2)	WPNSTA Yorktown	Mix / Cast Plant #2 (NEDED) Demo	Building	
1755(3)	WPNSTA Yorktown	Mix / Cast Plant # 2 (NEDED) Demo	Building	
1757	WPNSTA Yorktown	Explosive Press (NEDED) Demo	Building	
1806(2)	WPNSTA Yorktown	Primary Care Clinic	Building	
521	WPNSTA Yorktown	SEP Ammo Magazine 22KT3 (EOD)	Building	
1794	WPNSTA Yorktown	Ophthalmic Support Building	Building	

Records 1 through 10 of 307

Page 1 of 31 Next >>

A Data Research Group Application © 2012 DRG | v 0.10.4.20509 (3/2/2012 11:23 AM)

3. The user will then see a list of equipment associated with the Installation you are viewing from. If there are Installations located beneath the Installation you are viewing from, they will be shown as well. In the example below, since the user is viewing from WPNSTA Yorktown, equipment belonging to Cheatham Annex, New Kent, and Yorktown Fuels will also be shown.
4. To edit equipment, the user may either filter for the equipment using the binocular function or may select the equipment name. When editing equipment, ensure the appropriate viewing location is shown in the upper right.

EMSWeb

Viewing from: WPNSTA Yorktown

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

EMS Data My Media O&Ts POAMs EMS Tools

EMS > EMS Data > Equipment

Equipment

+ New Equipment

Equipment - default filter

Equipment Name	Organization	Location/Building #	Area	Media	Category	Type	Inactive
CX-108-AST-01	Cheatham Annex	108		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-108-ICGF-01	Cheatham Annex	108		Air Quality		Generator	
CX-109-AST-01	Cheatham Annex	109		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-109-ICGF-01	Cheatham Annex	109		Air Quality		Generator	
CX-114-UNWA-01	Cheatham Annex	114				Universal Waste Accumulation Area	
CX-114-WOOD-002	Cheatham Annex	114		Air Quality		Other/Misc	
CX-115-AST-03	Cheatham Annex	115		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-115-AST-05	Cheatham Annex	115		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-115-AST-06	Cheatham Annex	115		Above Ground Storage Tanks	Group 3: Tanks	AST	
CX-115-DEGA-001	Cheatham Annex	115		Air Quality		Parts Washer	

Records: 1 through 10 of 321

Page 1 of 33 Next >>

A Data Research Group Application © 2012 DRG | v 0.10.4.20509 (3/2/2012 11:23 AM)

5. Once you have opened the piece of equipment, follow the instruction from the previous section (Entering New Equipment) for the appropriate entry fields.

PRINTING A LIST OF EQUIPMENT IN EMSWEB

1. From the Equipment Table, click on the drop down arrow located to the right of the Printer.
2. Select **Default Export** from the drop-down menu.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL <https://navy.ivyems.org/QA/EmsData/Assets>. The page title is "M3 - Equipment - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is visible in the top left corner, and the user is logged in as "WPNS". The navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", "Compliance", "Reporting", and "Admin". The "EMS Data" sub-menu is expanded, showing "My Media", "O&Ts", "POAMs", and "EMS Tools". The main content area is titled "Equipment" and includes a "+ New Equipment" link. A table titled "Equipment - default filter" displays a list of equipment records. The table has columns for "Equipment Name", "Organization", "Location/Building #", "Area", "Media", "Category", and "Type". A dropdown menu is open on the right side of the table, showing "Reports" (Not available) and "Exports" (Default export, All Equipment Data). The "Default export" option is circled in red. The table footer shows "Records 31 through 40 of 402" and navigation links for "Previous", "Page 4 of 41", and "Next". The footer of the page reads "A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)".

Equipment Name	Organization	Location/Building #	Area	Media	Category	Type
CX-108-AST-01	Cheatham Annex	108	Diesel. 420 Gal.	Above Ground Storage Tanks	Group 3: Tanks	AST
CX-108-ICGF-001	Cheatham Annex	108		Air Quality		Generator
CX-109-AST-01	Cheatham Annex	109	Diesel. 110 Gal.	Above Ground Storage Tanks	Group 3: Tanks	AST
CX-109-ICGF-001	Cheatham Annex	109		Air Quality		Generator
CX-112-BOIL-001	Cheatham Annex	112	NAV FAC MIDLANT, MAINTENANCE	Air Quality		Other /Misc
CX-114-Boil-026	Cheatham Annex	114	NAV FAC MIDLANT, MAINTENANCE	Air Quality		Other /Misc
CX-114-UWAA-01	Cheatham Annex	114		Hazardous Waste	Group 6: HS/POL Use/Storage Spaces /Areas	Universal Waste Accumulation Area
CX-115-AST-03	Cheatham Annex	115	Used Oil. 500 Gal.	Above Ground Storage Tanks	Group 3: Tanks	AST
CX-115-AST-05	Cheatham Annex	115	Lube Oil. 250 Gal.	Above Ground Storage Tanks	Group 3: Tanks	AST
CX-115-AST-06	Cheatham Annex	115	Diesel. 300 Gal.	Above Ground Storage Tanks	Group 3: Tanks	AST

3. You will then be prompted to either Open or Save the Excel spreadsheet (Equipment.xls).

The screenshot shows a web browser window displaying the EMSWeb application. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?'. The dialog provides the following information:

- Name: Equipment.xls
- Type: Microsoft Office Excel 97-2003 Worksheet, 72.5KB
- From: navy.ivyems.org

Buttons for 'Open', 'Save', and 'Cancel' are visible. A warning message at the bottom of the dialog states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

The background shows the 'Equipment' page with a table of records. The table has columns for Equipment Name, Organization, Location/Building #, Area, and Media. The records listed are:

Equipment Name	Organization	Location/Building #	Area	Media
CX-108-AST-01	Cheatham Annex	108	Diesel. 420 Gal.	Above C
CX-108-ICGF-001	Cheatham Annex	108		Air Qual
CX-109-AST-01	Cheatham Annex	109	Diesel. 110 Gal.	Above C
CX-109-ICGF-001	Cheatham Annex	109		Air Qual
CX-112-BOIL-001	Cheatham Annex	112	NAV FAC MIDLANT, MAINTENANCE	Air Qual
CX-114-Boil-026	Cheatham Annex	114	NAV FAC MIDLANT, MAINTENANCE	Air Qual
CX-114-UWAA-01	Cheatham Annex	114		Hazard
CX-115-AST-03	Cheatham Annex	115	Used Oil. 500 Gal.	Above Ground Storage Tanks
CX-115-AST-05	Cheatham Annex	115	Lube Oil. 250 Gal.	Above Ground Storage Tanks
CX-115-AST-06	Cheatham Annex	115	Diesel. 300 Gal.	Above Ground Storage Tanks

Records: 31 through 40 of 402

Page 4 of 41

4. If the user selects OPEN, then the Locations spreadsheet will contain the information noted in the screenshot below.

	A	B	C	D	E	F	G
	Equipment Name	Organization	Location/Building #	Area	Media	Category	Type
2	CX - NR001 (B.494) - BMP	Cheatham Annex	494 (Outfall NR-001)	DE-ICING SAND AND SALT PILES	Storm Water	Group 6: HS/	HM Storage Area
3	CX - NR003 NR004 (B.4) - BMP	Cheatham Annex	4 (Outfall NR-003, NR-004)		Storm Water		Structures/Bldg
4	CX - NR003 NR004 (B.7) - BMP	Cheatham Annex	7 (Outfall NR-003, NR-004)		Storm Water		Structures/Bldg
5	CX - NR004 NR005 (B.2) - BMP	Cheatham Annex	2 (Outfall NR-004, NR-005)		Storm Water		Structures/Bldg
6	CX - NR004 NR005 (B.3) - BMP	Cheatham Annex	3 (Outfall NR-004, NR-005)		Storm Water		Structures/Bldg
7	CX - NR004 NR005 (B.8) - BMP	Cheatham Annex	8 (Outfall NR-004, NR-005)		Storm Water		Structures/Bldg
8	CX - NR004 NR005 (B.9) - BMP	Cheatham Annex	9 (Outfall NR-004, NR-005)		Storm Water		Structures/Bldg
9	CX - NR006 (B.1) - BMP	Cheatham Annex	1 (Outfall NR-006)		Storm Water		Structures/Bldg
10	CX - NR006 (B.10) - BMP	Cheatham Annex	10 (Outfall NR-006)		Storm Water		Structures/Bldg
11	CX - NR007 (B.130) - BMP	Cheatham Annex	130		Storm Water		Structures/Bldg
12	CX - NR009 NR010 NR011 NR013	Cheatham Annex	30 (Outfall NR-009, NR-010, NR-011, NR-013, NR-014)		Storm Water		Structures/Bldg
13	CX - NR022 (B.295) - BMP	Cheatham Annex	295 (Outfall NR-022)	295 MWR HOBBY SHOP	Storm Water		Structures/Bldg
14	CX - NR023 (B.467) - BMP	Cheatham Annex	467	B. 467 (NO RUNOFF FROM WASHIN	Storm Water		Structures/Bldg
15	CX - NR026 (B.116) - BMP	Cheatham Annex	116 (Outfall NR-026)		Storm Water		Structures/Bldg
16	CX - NR030 NR034 NR035 (B.12)	Cheatham Annex	12 12 NR030 NR034 NR035		Storm Water		Structures/Bldg
17	CX - NR030 RG002 (B.11) - BMP	Cheatham Annex	11 (Outfall NR-030, RG-002)		Storm Water		Structures/Bldg
18	CX - NR034 NR035 (B.15) - BMP	Cheatham Annex	15 (Outfall NR-034, NR-035)		Storm Water		Structures/Bldg
19	CX - NR034 SF001 (B.13) - BMP	Cheatham Annex	13 (Outfall NR-034, SF-001)		Storm Water		Structures/Bldg
20	CX - NR034 SF001 (B.14) - BMP	Cheatham Annex	14 (Outfall NR-034, SF-001)		Storm Water		Structures/Bldg
21	CX - NR037 NR010 (B.504) - BMP	Cheatham Annex	504 (Outfall NR-037, NR-010)	FLEET HOSPITAL	Storm Water		Structures/Bldg
22	CX - NR037 NR015 NR016 (B.565)	Cheatham Annex	565 (Outfall NR-037, NR-015, NR-016)		Storm Water		Structures/Bldg
23	CX - RG002 (B.5) - BMP	Cheatham Annex	5 (Outfall RG-002)		Storm Water		Structures/Bldg
24	CX - RG002 NR003 (B.6) - BMP	Cheatham Annex	6 (Outfall RG-002, NR-003)		Storm Water		Structures/Bldg
25	CX - RG002 NR030 NR035 (B.16)	Cheatham Annex	16 (Outfall RG-002, NR-030, NR-035)		Storm Water		Structures/Bldg
26	CX - RG017 (B.292) - BMP	Cheatham Annex	292 (Outfall RG-017)	SEABEES	Storm Water		Structures/Bldg
27	CX - RG033 (B.506) - BMP	Cheatham Annex	506 (Outfall RG-033)		Storm Water		Structures/Bldg
28	CX - SF004 (B.119) - BMP	Cheatham Annex	119 (Outfall SF-004)	FIRE STATION	Storm Water	Group 6: HS/	Structures/Bldg
29	CX - SF005 (B.115) - BMP	Cheatham Annex	115 (Outfall SF-005)		Storm Water		Structures/Bldg
30	CX - SF520 (B.520) - BMP	Cheatham Annex	520 (Outfall SF-520)	MWR	Storm Water	Group 6: HS/	Structures/Bldg
31	CX - TRAINING RANGES - BMP	Cheatham Annex			Storm Water	Group 5A: O/Laydown Area	
32	CX-108-AST-01	Cheatham Annex	108 Diesel. 420 Gal.		Above Ground Storage Tanks	Group 3: Tan/AST	
33	CX-108-ICGF-001	Cheatham Annex	108		Air Quality		Generator
34	CX-109-AST-01	Cheatham Annex	109 Diesel. 110 Gal.		Above Ground Storage Tanks	Group 3: Tan/AST	
35	CX-109-ICGF-001	Cheatham Annex	109		Air Quality		Generator
36	CX-112-BOIL-001	Cheatham Annex	112 NAV FAC MIDLANT, MAINTENANCE		Air Quality		Other/Misc
37	CX-114-Boil-026	Cheatham Annex	114 NAVFAC MIDLANT, MAINTENANCE		Air Quality		Other/Misc
38	CX-114-UWAA-01	Cheatham Annex	114		Hazardous Waste	Group 6: HS/	Universal Waste Accumulation Area
39	CX-115-AST-03	Cheatham Annex	115 Used Oil. 500 Gal.		Above Ground Storage Tanks	Group 3: Tan/AST	
40	CX-115-AST-05	Cheatham Annex	115 Lube Oil. 250 Gal.		Above Ground Storage Tanks	Group 3: Tan/AST	
41	CX-115-AST-06	Cheatham Annex	115 Diesel. 300 Gal.		Above Ground Storage Tanks	Group 3: Tan/AST	
42	CX-115-DEGA-001	Cheatham Annex	115		Air Quality	Group 2: Proc	Degreaser
43	CX-115-ICGF-001	WPNSTA Yorktown			115 Air Quality		Generator
44	CX-116-AST-02	Cheatham Annex	116 Lube Oil. 250 Gal.		Above Ground Storage Tanks	Group 3: Tan/AST	

SETTING AN INSPECTION SCHEDULE

1. Click on Audits/Inspections. This will take you to the Audits/Inspections Area. From here you may create inspections, view/edit findings, create checklists, etc.

The screenshot shows the EMSWeb interface in Internet Explorer. The browser title is "M3 - Audits/Inspections - Microsoft Internet Explorer provided by NMCI". The address bar shows "https://navy.ivyems.org/QA/Audit". The page has a navigation menu with "Audits/Inspections" highlighted and circled in red. Below the menu, there are sub-links: "Audits/Inspections", "Findings", "Observations", "Audit POAMs", "Checklist Creator", and "Audit Guidance Instructions". The main content area is titled "Audits/Inspections" and includes a "New Audit/Inspection" button. Below this is a table with the following data:

Title	Organization	Lead Auditor	Start Date	End Date	Evaluation Types	Int/Ext	Draft	Recurring	Closed
External Audit March 2011	WPNSTA Yorktown	Tiffany Ronsonet	3/7/2011	3/11/2011	Compliance Audit	External			

Records 1 through 1 of 1

At the bottom of the page, it says "A Data Research Group Application © 2012 DRG | v 0.10.4.26719 (2/27/2012 2:50 PM)".

2. To create a new inspection schedule, click New/Audit Inspection.

The screenshot shows the EMSWeb interface in Microsoft Internet Explorer. The browser title is "M3 - Audits/Inspections - Microsoft Internet Explorer provided by NMCI". The address bar shows "https://navy.ivyems.org/QA/Audit". The page has a navigation menu with "Audits/Inspections" selected. A "New Audit/Inspection" button is circled in red. Below it is a table with one record:

Title	Organization	Lead Auditor	Start Date	End Date	Evaluation Types	Int/Ext	Draft	Recurring	Closed
External Audit March 2011	WPNSTA Yorktown	Tiffany Ronsonet	3/7/2011	3/11/2011	Compliance Audit	External			

Records 1 through 1 of 1

Quick Search: Go

Quick Links: My Dashboard, Get Support, 2011 Internal Conformance Audit, Earle Test Air Audit, EMSWeb Guidance, Example SOPs, more...

Help: Help with this page, All Topics, Search Help

Recently Visited: Moring, Alex; Donegan, Rachel; Eaton, Carol; Portsmouth Naval Shipyard; Mcdonald, Heather

A Data Research Group Application © 2012 DRG | v 0.10.4.26719 (2/27/2012 2:50 PM)

M3 - New Audit/Inspection - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/Audit/Create

M3 - New Audit/Inspection

EMSWeb

Home Documents Contacts Audits/Inspections EMS My Media Compliance

Audits/Inspections Findings Observations Audit POAMs Checklist Creator Au

Audits/Inspections > Audits/Inspections

New Audit/Inspection *General Information*

Audit/Inspection - General Information

General

Name: * YK-1595-AST-05 EPS Quarterly Inspection

Description:

Organization: WPNSTA Yorktown

Lead Auditor/Inspector: Wilburn, David

Lead POC:

Inspecting Agency:

I am evaluating: Equip. / Resource

Internal/External:

 External evaluation

 Internal evaluation

Settings:

 Show as critical on the calendar

 Allow creation of additional checklists

Audit

One-time evaluation

 Recurring evaluation

Next >> Cancel

3. You will then be prompted to enter the General Information for the Inspection. Fields marked with an asterisk are mandatory. Please use the following criteria when setting the General Information:

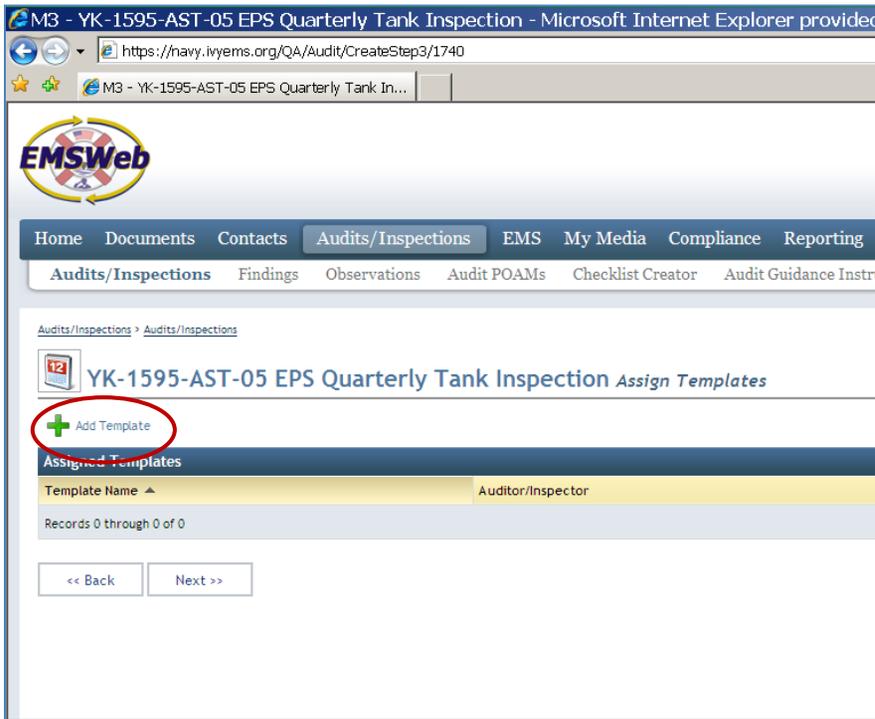
- **Name: [Event Name] EPS [Type of Inspection]**
Example – YK-1595-AST-05 EPS Quarterly Tank Inspection
- Organization: Should be set automatically
- Lead Auditor/Inspector: EPS performing the inspection
- I am Evaluating: Equip. /Resource for EPS Inspections
- Internal/External: Internal for EPS Inspections
- Recurring Evaluation

4. Click Next

- 5. Select the piece of equipment by checking the box that you will be inspecting, and then click Add. After you have done this, a check box should appear next to the equipment name.
- 6. Click Next.

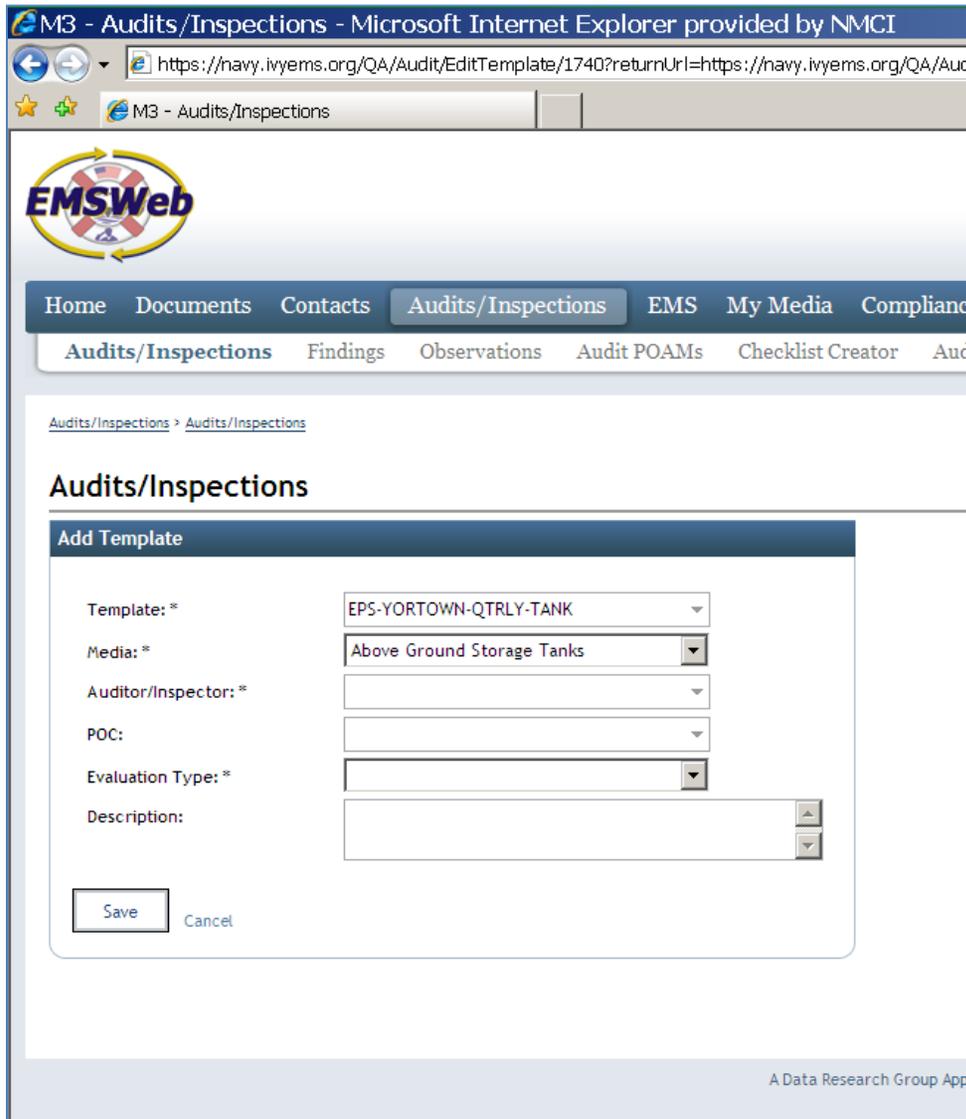
The screenshot shows the EMSWeb application interface. At the top, there is a navigation menu with options like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below this is a sub-menu for Audits/Inspections with options like Findings, Observations, Audit POAMs, Checklist Creator, and Audit Guidance Instructions. The main content area displays the title 'YK-1595-AST-05 EPS Quarterly EPS Tank Inspection' and a 'Select EMS Items' button. Below the title, there are '+ Add' and '- Remove' buttons. A table titled 'Equipment/Resources' lists various equipment items with columns for Equipment Name, Owner, Location/Building #, Area, Category, and Type. The item 'YK-1595-AST-05' is selected, indicated by a checked checkbox. At the bottom, there are navigation buttons for '<< Back' and 'Next >>' and a footer with the text 'A Data Research Group Application © 2012 DRG | v 0.10.4.26719 (2/27/2012 2:50 PM)'.

Equipment Name	Owner	Location/Building #	Area	Category	Type
<input type="checkbox"/> YK-1351-AST-02		1351		Group 3: Tanks	AST
<input type="checkbox"/> YK-1351-ICGF-001		1351			Generator
<input type="checkbox"/> YK-1372-AST-01		1372		Group 3: Tanks	AST
<input type="checkbox"/> YK-1477-AST-01		1477		Group 3: Tanks	AST
<input type="checkbox"/> YK-1477-FIRI-001		1477			Pump
<input type="checkbox"/> YK-1479-DEGS-002		1479			Degreaser
<input type="checkbox"/> YK-1479-PNTS-001		1479			Paint Spray Booth
<input type="checkbox"/> YK-1583-AST-02		1583		Group 3: Tanks	AST
<input checked="" type="checkbox"/> YK-1595-AST-05		1595		Group 3: Tanks	AST
<input type="checkbox"/> YK-1595-AST-06		1595		Group 3: Tanks	AST



7. You will then be prompted to assign a template to your inspection.

8. Click on Add Template.



9. You will then be prompted to select your template from the Checklists available at the Installation in which you are working. Fields marked with an asterisk are mandatory. Please use the following criteria when adding a template:

- Template: All EPS templates should begin with EPS in the naming convention
- Media: Should be set automatically after selecting a template
- Auditor/Inspector: EPS performing the inspection
- Evaluation Type: Inspection

10. Click Save.

- 11. You should then be returned to the Assign Templates Section.
- 12. Click Next.

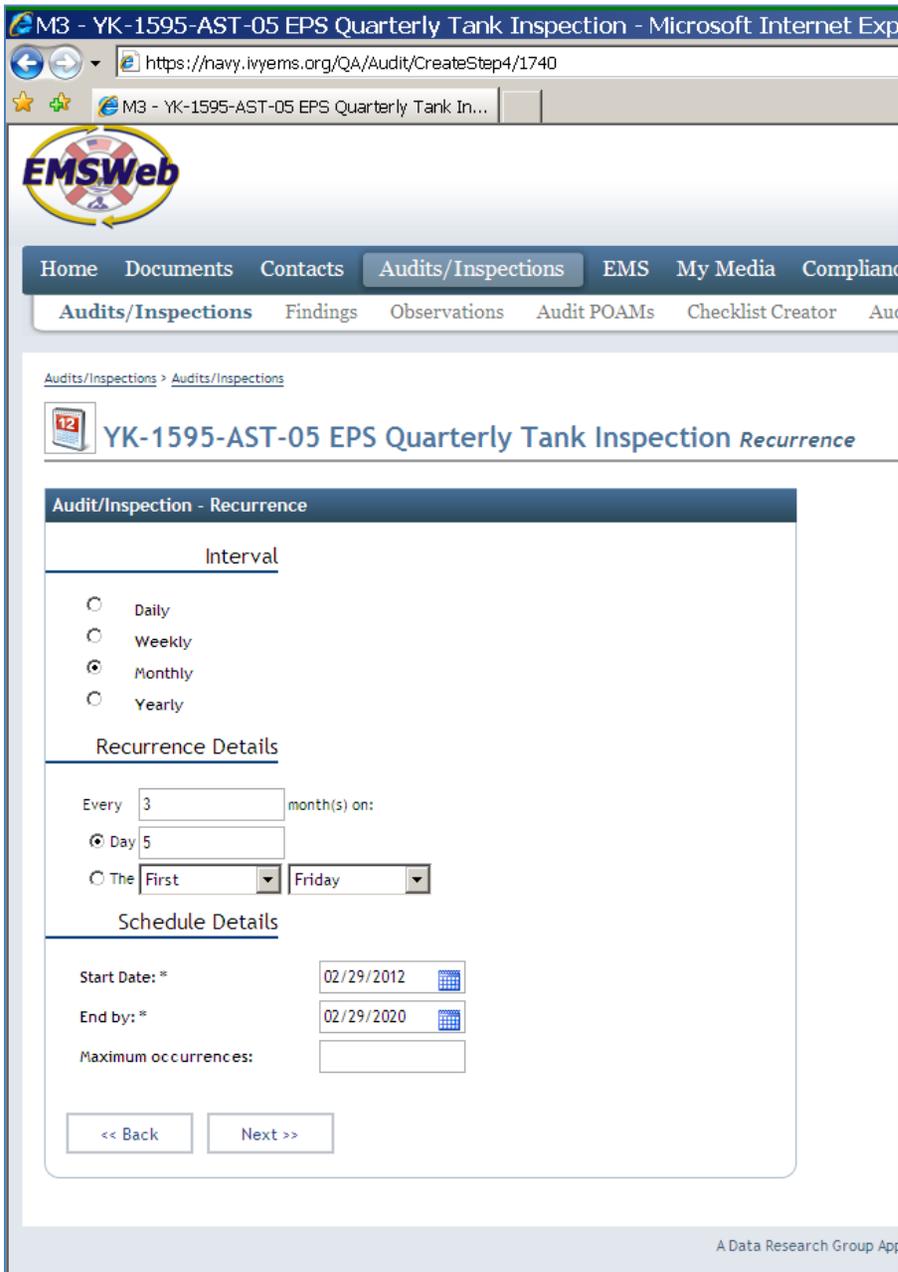
The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Audit/CreateStep3/1740>. The page title is "M3 - YK-1595-AST-05 EPS Quarterly Tank Inspection - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is visible in the top left corner. The navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", "Compliance", "Reporting", and "Admin". The "Audits/Inspections" section is active, with sub-links for "Findings", "Observations", "Audit POAMs", "Checklist Creator", and "Audit Guidance Instructions". The breadcrumb trail shows "Audits/Inspections > Audits/Inspections". The main heading is "YK-1595-AST-05 EPS Quarterly Tank Inspection Assign Templates". There is an "Add Template" button. Below is a table titled "Assigned Templates" with the following data:

Template Name ▲	Auditor/Inspector	POC	Evaluation Type	Media
EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*		Inspection	Above Ground Storage Tanks

Records 1 through 1 of 1

Navigation buttons: << Back, Next >> (The "Next >>" button is circled in red).

A Data Research Group Application © 2012 DRG | v 0.10.4.26719 (2/27/2012 2:50 PM)



13. You will then be prompted to set the recurrence schedule.
14. Choose the Interval (Daily, Weekly, Monthly, Yearly).
15. Enter the Recurrence Details. The example shows an Inspection occurring every 3 months (Quarterly) on the 5th Day.
16. Select the Start Date.
17. Select the End Date.
18. Click Next.

19. You will then be taken to a screen showing the overview of the Inspection.

20. If everything is correct, click Submit.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Audit/Profile/1740>. The page title is "M3 - YK-1595-AST-05 EPS Quarterly Tank Inspection - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is in the top left, and the navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", "Compliance", "Reporting", and "Admin". The "Audits/Inspections" sub-menu is open, showing "Audits/Inspections", "Findings", "Observations", "Audit POAMs", "Checklist Creator", and "Audit Guidance Instructions".

The main content area displays the "YK-1595-AST-05 EPS Quarterly Tank Inspection" overview. On the right side of this section, there are action buttons: "Submit" (with a green checkmark icon), "Edit", "Delete", and a dropdown menu. The "Submit" button is circled in red. Below the title are two panels: "General Info" and "Related Items".

General Info:

- Organization: WPNSTA Yorktown
- Inspecting Agency: Internal
- Internal/External: Internal
- Lead Auditor/Inspector: Richard Pruitt*
- Lead POC:
- Start Date: 2/29/2012
- End Date: 2/29/2020
- Recurring: (Monthly)
- Critical:

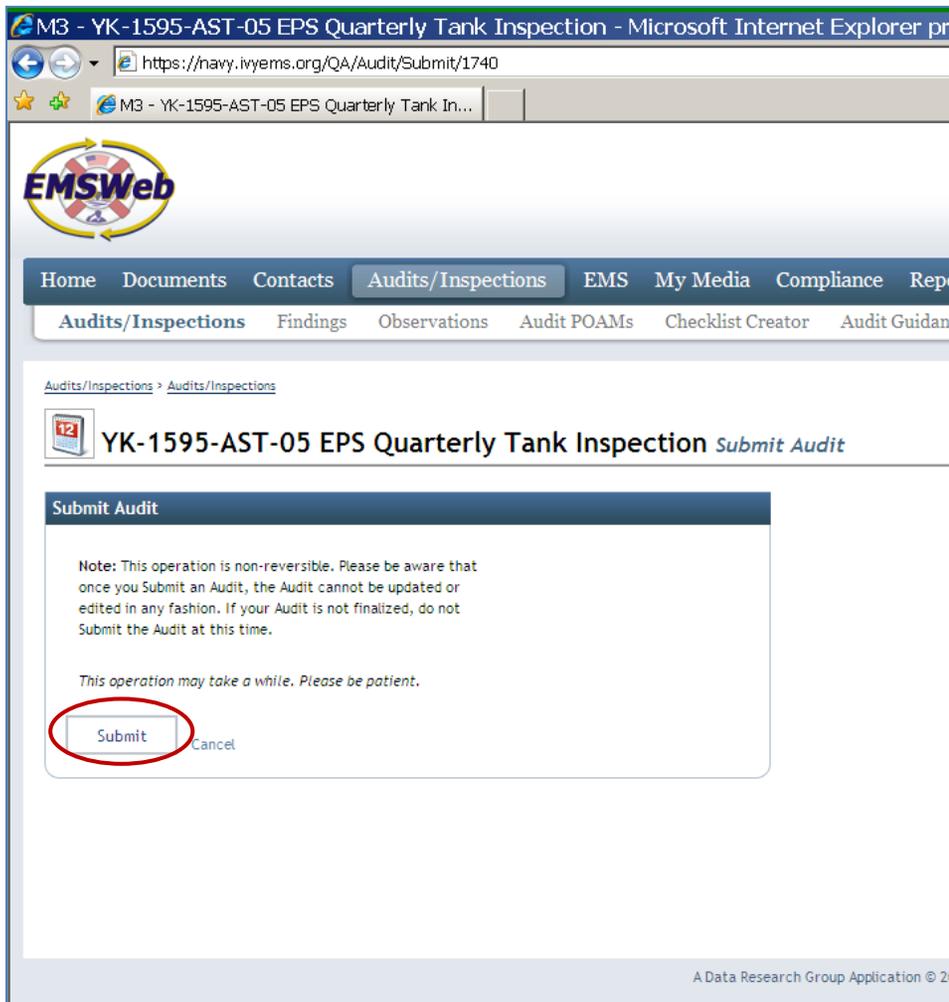
Related Items:

- 0 Audit/Inspection Personnel
- 1 Checklist Template(s)
- 1 EMS Item(s)
- 0 Document(s)
- 0 Checklist Item(s)

At the bottom, there is a "Findings & Observations - default filter" section with a "Quick Search" button. Below this is a table with columns: Risk, Finding #, Subject, Media, Category, Status, Progress, Observed, and Inactive. The table currently shows "Records 0 through 0 of 0".

Footer: A Data Research Group Application © 2012 DRG | v 0.10.4.26719 (2/27/2012 2:50 PM)

- 21. You will then be prompted that this operation is non-reversible. Once an inspection schedule is submitted, it may not be altered. If there is an error, then you will have to delete the inspection schedule and start fresh.
- 22. Click Submit.
- 23. The inspection has then been submitted and assigned to the appropriate EPS. The EPS should then receive an email notifying them of the assignment.



VIEWING/FILTERING ASSIGNMENTS

1. In order to view your assigned Tasks/Inspections, Click on the Home Icon located on the Blue Banner.
2. Click on the Tasks Icon located on the White Banner.

M3 - Introduction - Navy Home Page - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/Common/CustomContent/33

M3 - Introduction - Navy Home Page

EMSWeb

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

Homepage **Tasks** Messages Calendar Executive Summary Shared Pages Manager Pages EMS Data START HERE ISO 14001

Home > Homepage > Introduction - Navy Home Page

Introduction - Navy Home Page



Welcome to EMSWeb!
the Navy's tool for environmental management



Within this system you can:

- **Manage your environmental compliance programs**
 - Track completion of all action items related to compliance program management (i.e. long-term corrective actions, regulatory reporting requirements, permit renewals, management plan updates)
 - Plan, document, and manage compliance inspections and audits
 - Document corrective and preventive actions
 - Manage and organize documents (i.e. plans, permits procedures, compliance checklists)
- **Maintain EMS documentation**
 - Identify and rank environmental aspects and impacts

Navy EMSWeb

It is intended that EMSWeb will be one of the primary tools for EMS and environmental compliance management.

Please see the Navy Bulletin homepage for information about current initiatives

- 3. This will then display all Tasks assigned to an Individual.
- 4. In order to filter the assigned Tasks on a certain time frame, click on the Binoculars in the right corner.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL <https://navy.ivyems.org/Comm/AssignedTasks>. The page title is "M3 - Tasks". The EMSWeb logo is visible in the top left corner. The navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", "Compliance", "Reporting", and "Admin". Below the navigation menu, there are sub-links: "Homepage", "Tasks", "Messages", "Calendar", "Executive Summary", "Shared Pages", "Manager Pages", "EMS Data", "START HERE", and "ISO 14001". The main content area is titled "Tasks Inbox" and has tabs for "Inbox", "Sent Items", and "Drafts". There is a "Create Task" button with a plus sign. Below this is a section titled "My Tasks - default filter" which contains a table of tasks. A red circle highlights the binoculars icon in the top right corner of the task list area. The table has columns for Name, Organization, Due Date, Regarding, From, To, and Complete. The footer shows "Records 11 through 20 of 38" and navigation links: "<< Previous Page 2 of 4 Next >>".

Name	Organization	Due Date	Regarding	From	To	Complete
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	9/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	12/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	9/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	12/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2015	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2015	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	

- 5. From the Filter Section, a user may filter their tasks based on a variety of inputs. In the example below, the filter is set to sort on the second quarter of FY12.
- 6. The user can then complete the filter by clicking the Search Button.

The screenshot shows the EMSWeb application interface. At the top, there is a navigation menu with options like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below this is a sub-menu with options like Home page, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pages, EMS Data, START HERE, and ISO 14001. The main content area is titled 'Tasks Inbox' and includes a 'Create Task' button. Below that is a section for 'My Tasks - default filter' with various input fields: Name, Due Date (set to 01/01/2012 to 03/31/2012), Regarding, From, Complete (set to No), and Assigned To (set to Richard Pruitt*). A 'Search' button is circled in red, and a 'Reset' button is also visible. The bottom part of the screenshot shows a table of tasks with columns for Name, Organization, Due Date, Regarding, From, To, and Complete.

Name	Organization	Due Date	Regarding	From	To	Complete
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	9/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	12/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	9/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	12/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	

7. This will then only display the task associated with the entered criteria.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/Comm/AssignedTasks>. The page features the EMSWeb logo and a navigation menu with items like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below the menu, there are sub-navigation options including Home, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pages, EMS Data, START HERE, and ISO 14001. The main content area is titled "Tasks Inbox" and includes tabs for "Inbox", "Sent Items", and "Drafts". A "Create Task" button is visible. The "My Tasks - (reset filter)" section contains a table with the following data:

Name	Organization	Due Date	Regarding	From	To	Complete
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/5/2012	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
Milestone 1	WPNSTA Earle Colts Neck	3/3/2012	Milestone (Finding): Milestone 1	Richard Pruitt*	Richard Pruitt*	

Records 1 through 2 of 2

8. From here, the user may then save the filter by click the binoculars and selecting Save As.

The screenshot shows the EMSWeb application interface. At the top, there is a navigation menu with options like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below this is a sub-menu with options like Homepage, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pages, EMS Data, START HERE, and ISO 14001. The main content area is titled 'Tasks Inbox' and includes a 'Create Task' button. A search filter section titled 'My Tasks - (reset filter)' contains several input fields: Name, Due Date (with a date range from 01/01/2012 to 03/31/2012), Regarding, From, Complete (set to No), and Assigned To (set to Richard Pruitt*). A 'Search' button and a 'Reset' link are also present. To the right of the search filter, there is a text label 'Unsaved search: Save As' with a red circle around it. Below the search filter is a table with the following data:

Name	Organization	Due Date	Regarding	From	To	Complete
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/5/2012	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
Milestone 1	WPNSTA Earle Colts Neck	3/3/2012	Milestone (Finding): Milestone 1	Richard Pruitt*	Richard Pruitt*	

Records 1 through 2 of 2

9. The user will then enter a name for their query and select Save.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser. The browser's address bar displays the URL <https://navy.ivyems.org/Comm/AssignedTasks>. The page features the EMSWeb logo and a navigation menu with options like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below the navigation menu, there are sub-links for Homepage, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pages, EMS Data, START HERE, and ISO 14001. The main content area is titled "Tasks Inbox" and includes a "Create Task" button. A search filter section, titled "My Tasks - (reset filter)", contains a "Name:" text input field with the value "Pruitt 2nd Quarter FY12" and a "Scope:" dropdown menu set to "My Queries". A red circle highlights the "Save" button next to the "Scope:" dropdown. Below the search filter is a table with the following data:

Name	Organization	Due Date	Regarding	From	To	Complete
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/5/2012	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
Milestone 1	WPNSTA Earle Cotts Neck	3/3/2012	Milestone (Finding): Milestone 1	Richard Pruitt*	Richard Pruitt*	

Records 1 through 2 of 2

A Data Research Group Application © 2012 DRG | v 0.10.4.26719 (2/27/2012 2:50 PM)

10. The user will then be able to click on the binocular drop down and view/set all saved queries.

The screenshot shows a web application interface with a navigation bar at the top containing 'Compliance Reporting Admin' and 'Manager Pages EMS Data START HERE ISO 14001'. Below the navigation bar is a table with columns 'Due Date' and 'Regarding'. The table contains two rows of data. A dropdown menu titled 'Saved Filters' is open over the table, listing 'EPQ Query', 'Pruitt 2nd Quarter FY12', and 'Year'. A red circle highlights the dropdown menu.

Due Date	Regarding
3/5/2012	Checklist Item: EPS-YORTOWN-QTRLY-TANK
3/3/2012	Milestone (Finding): Milestone 1

Saved Filters

- EPQ Query
- Pruitt 2nd Quarter FY12
- Year

CONDUCTING AN INSPECTION IN EMSWEB

1. Go to your Task Menu and select the Inspection that you would like to perform.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL: https://navy.ivyems.org/Comm/AssignedTasks. The page title is "M3 - Tasks - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is visible in the top left corner, and the text "Viewing from: WPNS" is in the top right corner. A navigation menu is located below the logo, with "Tasks" highlighted. Below the navigation menu, there is a "Tasks Inbox" section with tabs for "Inbox", "Sent Items", and "Drafts". A "Create Task" button is also present. The main content area displays a table titled "My Tasks - default filter". The table has columns for Name, Organization, Due Date, Regarding, From, To, and Complete. The task "YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)" is circled in red. The footer of the table shows "Records 11 through 20 of 38" and navigation links for "Previous", "Page 2 of 4", and "Next".

Name	Organization	Due Date	Regarding	From	To	Complete
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	9/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	12/29/2013	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	9/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	12/29/2014	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	3/29/2015	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	
YK-1595-AST-05 EPS Quarterly Tank Inspection (Inspection)	WPNSTA Yorktown	6/29/2015	Checklist Item: EPS-YORTOWN-QTRLY-TANK	Richard Pruitt*	Richard Pruitt*	

2. Once you have selected the Inspection you would like to enter, you will be directed to the Checklist Item Profile.
3. From here, you may either **Enter** the Checklist or **Print** the Checklist.

M3 - YK-1595-AST-05 EPS Quarterly Tank Inspection - EPS-YORKTOWN-QTRLY-TANK - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/Checklist/AuditItem/35468

EMSWeb

Viewing from: WPNST

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

Audits/Inspections Findings Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Audits/Inspections

YK-1595-AST-05 EPS Quarterly Tank Inspection - EPS... Checklist Item Profile

Disable Findings Complete Delete

Audit/Inspection Info

Audit/Inspection Title: YK-1595-AST-05 EPS Quarterly Tank Inspection
Organization: WPNSTA Yorktown
Inspecting Agency:
Internal/External: Internal
Lead Auditor/Inspector: Richard Pruitt*
Lead POC:
Start Date: 2/29/2012
End Date: 2/29/2020
Recurring: (Monthly)
Critical:

General Info

Created: 2/29/2012
Created By: Richard Pruitt*
Finding Creation: Enabled
Completed:

Related Items

0 Alert(s)
0 Document(s)
0 Findings(s)

Assigned Checklists

Checklist Name	EMS Object	Location	Location Details	Completed	# Findings/Observations
Enter / Print Checklist	YK-1595-AST-05	1595			

Records 1 through 1 of 1

- Once you select **Enter**, you will be taken to the Checklist for the Equipment you are Inspecting (Shown Below).
- From here, enter text box fields located under Inspection Info and Additional Info.
- You may also enter individual comments for each question under the Comments field.

General Info

Audit Item: YK-1595-AST-05 EPS Quarterly Tank Inspection - EPS-YORKTOWN-QTRLY-TANK
Organization: WPNSTA Yorktown
Jurisdiction:
Media: Above Ground Storage Tanks
Evaluated Item: YK-1595-AST-05
POC:
Contact Info:
Submission Date: Not Submitted

Inspection Info

Checklist Name: EPS-YORKTOWN-QTRLY-TANK
Auditor/Inspector: Richard Pruitt
Inspection Date: 2/29/2012 5:50 PM
Building:
Room:
Location:

Additional Info

TENNANT:
Additional Comments:

Checklist Questions

Item ID	Checklist Items	Condition	Findings
	1. For AST's greater than 660 gallons, are the daily inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant <input type="radio"/> N/A	Add Finding Add Observation
	2. For AST's greater than 660 gallons, are weekly inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant <input type="radio"/> N/A	Add Finding Add Observation
	3. For AST's with secondary containment, are records of berm discharge inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant <input type="radio"/> N/A	Add Finding Add Observation
	4. For AST's with secondary containment, is secondary containment drain valve(s) secured?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant <input type="radio"/> N/A	Add Finding Add Observation
	5. For AST's with secondary containment, is secondary containment free of excess standing fluid?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant <input type="radio"/> N/A	Add Finding Add Observation

7. Enter either Compliant, Noncompliant, or N/A for each Inspection Checklist Question.
8. If you have a Finding to enter, click on the Add Finding diction located next to the radio boxes. Please see the **ENTERING A FINDING IN EMSWEB** section on how to perform this operation. Please ensure that you enter all findings before completing the checklist.

The screenshot shows the 'Audits/Inspections' page for 'EPS-YORKTOWN-QTRLY-TANK'. The browser title is 'M3 - EPS-YORKTOWN-QTRLY-TANK - Microsoft Internet Explorer provided by NMCI'. The URL is 'https://navy.ivyems.org/QA/Checklist/Inspection/19170?EmsObjectType=Drq.M3.Domain.QA.Asset&EmsObjectId=1670&auditItemid=35468&returnUrl=~QA/Checklist/AuditItem/35468'. The page has navigation tabs for 'Audits/Inspections', 'Findings', 'Observations', 'Audit POAMs', 'Checklist Creator', and 'Audit Guidance Instructions'. The main content area is titled 'EPS-YORKTOWN-QTRLY-TANK' and includes a 'Finalize and Submit' button. Below this are three sections: 'General Info', 'Inspection Info', and 'Additional Info'. The 'General Info' section contains fields for Audit Item, Organization, Jurisdiction, Media, Evaluated Item, POC, Contact Info, and Submission Date. The 'Inspection Info' section contains fields for Checklist Name, Auditor/Inspector, Inspection Date, Building, Room, and Location. The 'Additional Info' section contains fields for TENNANT and Additional Comments. Below these sections is a search bar and a 'Checklist Questions' table. The table has columns for 'Item ID', 'Checklist Items', 'Condition', and 'Findings'. The 'Condition' column has radio buttons for 'Compliant', 'Noncompliant', and 'N/A'. The 'Findings' column has buttons for 'Add Finding' and 'Add Observation'. A red circle highlights the 'Condition' and 'Findings' columns for the first question. The first question is: '1. For AST's greater than 660 gallons, are the daily inspections documented and are the last 5 years' of inspection records in order and maintained?'. The second question is: '2. For AST's greater than 660 gallons, are weekly inspections documented and are the last 5 years' of inspection records in order and maintained?'. The third question is: '3. For AST's with secondary containment, are records of berm discharge inspections documented and are the last 5 years' of inspection records in order and maintained?'. The fourth question is: '4. For AST's with secondary containment, is secondary containment drain valve(s) secured?'. The fifth question is: '5. For AST's with secondary containment, is secondary containment free of excess standing fluid?'. The table also includes 'Comments' fields for each question. At the bottom right of the table, there are additional radio buttons for 'Compliant', 'Noncompliant', and 'N/A' and buttons for 'Add Finding' and 'Add Observation'.

9. Once you have responded to all checklist questions, as well as entered all applicable findings, you may **Finalize and Submit** the Inspection.

Audits/Inspections Findings Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Audits/Inspections

EPS-YORKTOWN-QTRLY-TANK

Finalize and Submit

General Info

Audit Item: YK-1595-AST-05 EPS Quarterly Tank Inspection - EPS-YORKTOWN-QTRLY-TANK
Organization: WPNSTA Yorktown
Jurisdiction:
Media: Above Ground Storage Tanks
Evaluated Item: YK-1595-AST-05
POC:
Contact Info:
Submission Date: Not Submitted

Inspection Info

Checklist Name: EPS-YORKTOWN-QTRLY-TANK
Auditor/Inspector: Richard Pruitt*
Inspection Date: 2/29/2012 5:00 PM
Building:
Room:
Location:

Additional Info

TENANT:
Additional Comments:

Search by Item ID, Regulation, or Citation...

Compliant to all | Noncompliant to all | N/A to all |

Item ID	Checklist Items	Condition	Findings
	1. For AST's greater than 660 gallons, are the daily inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant	Add Finding Add Observation
	2. For AST's greater than 660 gallons, are weekly inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> N/A	<input type="radio"/> Compliant Add Finding <input type="radio"/> Noncompliant Add Observation <input type="radio"/> N/A
	3. For AST's with secondary containment, are records of berm discharge inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant	Add Finding Add Observation
	4. For AST's with secondary containment, is secondary containment drain valve(s) secured?	<input type="radio"/> N/A	<input type="radio"/> Compliant Add Finding <input type="radio"/> Noncompliant Add Observation <input type="radio"/> N/A
	5. For AST's with secondary containment, is secondary containment free of excess standing fluid?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant	Add Finding Add Observation

10. The checklist will then be entered into the system.

M3 - EPS-YORKTOWN-QTRLY-TANK - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/Checklist/Inspection/19170

M3 - EPS-YORKTOWN-QTRLY-TANK

Audits/Inspections Findings Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Audits/Inspections

EPS-YORKTOWN-QTRLY-TANK

General Info

Audit Item: YK-1595-AST-05 EPS Quarterly Tank Inspection - EPS-YORKTOWN-QTRLY-TANK

Organization: WPNSTA Yorktown

Jurisdiction:

Media: Above Ground Storage Tanks

Evaluated Item: YK-1595-AST-05

POC:

Contact Info:

Submission Date: 2/29/2012 2:25 PM

Inspection Info

Checklist Name: EPS-YORKTOWN-QTRLY-TANK

Auditor/Inspector: Richard Pruitt*

Inspection Date: 2/29/2012 1:50 PM

Building:

Room:

Location:

Additional Info

TENNANT:

Additional Comments:

Search by Item ID, Regulation, or Citation...

Checklist Questions

Item ID	Checklist Items	Condition	Findings	
1.	For AST's greater than 660 gallons, are the daily inspections documented and are the last 5 years' of inspection records in order and maintained?	Compliant	Add Finding Add Observation	Add Finding Add Observation
2.	For AST's greater than 660 gallons, are weekly inspections documented and are the last 5 years' of inspection records in order and maintained?	Compliant	Add Finding Add Observation	Add Finding Add Observation
3.	For AST's with secondary containment, are records of berm discharge inspections documented and are the last 5 years' of inspection records in order and maintained?	Compliant	Add Finding Add Observation	Add Finding Add Observation
4.	For AST's with secondary containment, is secondary containment drain valve(s) secured?	Compliant	Add Finding Add Observation	Add Finding Add Observation
5.	For AST's with secondary containment, is secondary containment free of excess standing fluid?	Compliant	Add Finding Add Observation	Add Finding Add Observation
6.	For AST's with secondary containment, is secondary containment free of excess vegetation and debris?	Compliant	Add Finding Add Observation	Add Finding Add Observation
7.	For AST's with secondary containment, is secondary containment structure in satisfactory condition?	Compliant	Add Finding Add Observation	Add Finding Add Observation
8.	For AST's, is the tank clearly marked with tank identification number, capacity, and contents?	Compliant	Add Finding Add Observation	Add Finding Add Observation
9.	Is the tank's fill port locked or secured if not in use?	Compliant	Add Finding Add Observation	Add Finding Add Observation
10.	For AST's, is the tank free of any evidence indicating corrosion and/or deterioration?	Compliant	Add Finding Add Observation	Add Finding Add Observation

ENTERING A FINDING IN EMSWEB FROM AN INSPECTION

1. To enter a Finding while completing a checklist, mark the question as Noncompliant and click **Add Finding**.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Checklist/Inspection/19170?EmsObjectType=Drq.M3.Domain.QA.Asset&EmsObjectId=1670&auditItemId=35468&returnUrl=~;/QA/Checklist/AuditItem/35468>. The page title is "M3 - EPS-YORKTOWN-QTRLY-TANK". The navigation menu includes "Audits/Inspections", "Findings", "Observations", "Audit POAMs", "Checklist Creator", and "Audit Guidance Instructions".

The main content area is titled "EPS-YORKTOWN-QTRLY-TANK" and includes a "Finalize and Submit" button. It is divided into three sections: "General Info", "Inspection Info", and "Additional Info".

General Info:

- Audit Item: YK-1595-AST-05 EPS Quarterly Tank Inspection - EPS-YORKTOWN-QTRLY-TANK
- Organization: WPNSTA Yorktown
- Jurisdiction: Above Ground Storage Tanks
- Media: YK-1595-AST-05
- Evaluated Item: YK-1595-AST-05
- POC: Not Submitted
- Contact Info: Not Submitted
- Submission Date: Not Submitted

Inspection Info:

- Checklist Name: EPS-YORKTOWN-QTRLY-TANK
- Auditor/Inspector: Richard Pruitt*
- Inspection Date: 2/29/2012 5:50 PM
- Building: [Empty]
- Room: [Empty]
- Location: [Empty]

Additional Info:

- TENNANT: [Empty]
- Additional Comments: [Empty]

Search by Item ID, Regulation, or Citation... Compliant to all | Noncompliant to all | N/A to all |

Item ID	Checklist Items	Condition	Findings
	1. For AST's greater than 660 gallons, are the daily inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input checked="" type="radio"/> Noncompliant	Add Finding Add Observation
	2. For AST's greater than 660 gallons, are weekly inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> N/A	<input type="radio"/> Compliant Add Finding <input type="radio"/> Noncompliant Add Observation <input type="radio"/> N/A
	3. For AST's with secondary containment, are records of berm discharge inspections documented and are the last 5 years' of inspection records in order and maintained?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant	Add Finding Add Observation
	4. For AST's with secondary containment, is secondary containment drain valve(s) secured?	<input type="radio"/> N/A	<input type="radio"/> Compliant Add Finding <input type="radio"/> Noncompliant Add Observation <input type="radio"/> N/A
	5. For AST's with secondary containment, is secondary containment free of excess standing fluid?	<input type="radio"/> Compliant <input type="radio"/> Noncompliant	Add Finding Add Observation

2. This will take you to the **New Finding** Entry Sheet. Fields marked with an asterisk are required and discussed below.

REQUIRED FIELDS FOR ENTRY

Auditor: EPS performing the Inspection

Media: The media being inspected.

Date Observed: Date the inspection/finding was observed in the field.

POC: Point of Contact at the location inspected.

Finding Type: Compliance or EMS

Finding Category: If Compliance, then enter Regulatory.

Subject:

Preliminary Root Cause: Select from a drop down list.

Evidence/Description: Enter the evidence as to why there is a deficiency.

General Reference: Enter "Other"

Citation Code: Enter the same value as what is in Checklist Name.

Repeat Finding: If this is a repeat finding, then check the box.

3. Once you have entered all of the required fields, you can submit the finding by clicking **Save and Finalize**.

ENTERING AN INDEPENDENT FINDING IN EMSWEB

1. To enter a Finding independent of a checklist, click on Audits/Inspections. Please ensure that you are viewing from the appropriate Installation location before entering the finding.

M3 - Introduction - Navy Home Page - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/Common/CustomContent/33

Logged as Richard Pruitt*
My Profile | Settings | Logout

Viewing from: WPNSTA Yorktown

Home Documents Contacts **Audits/Inspections** EMS My Media Compliance Reporting Admin

Homepage Charts Tasks Messages Calendar Executive Summary Shared Pages Manager Pages EMS Data START HERE ISO 14001

Home > Homepage > Introduction - Navy Home Page

Introduction - Navy Home Page Override

Welcome to EMSWeb!
the Navy's tool for environmental management

Within this system you can:

- **Manage your environmental compliance programs**
 - Track completion of all action items related to compliance program management (i.e. long-term corrective actions, regulatory reporting requirements, permit renewals, management plan updates)
 - Plan, document, and manage compliance inspections and audits
 - Document corrective and preventive actions
 - Manage and organize documents (i.e. plans, permits procedures, compliance checklists)
- **Maintain EMS documentation**
 - Identify and rank environmental aspects and impacts

Navy EMSWeb

It is intended that EMSWeb will be one of the primary tools for EMS and environmental compliance management.

Please see the Navy Bulletin homepage for information about current initiatives

Quick Search

Quick Links (add | more)

- My Dashboard
- Get Support
- 2011 Internal Conformance Audit
- Earle Test Air Audit
- EMSWeb Guidance
- Example SOPs
- more...

Help (show tools)

- Help with this page
- All Topics
- Search Help

Recently Visited

- Manning, Trevor
- Bowery, David
- Chappa, Jeff
- McGowan, William
- Mlachak, Amy

2. Click on Findings.

M3 - Audits/Inspections - Microsoft Internet Explorer provided by NMCI
https://navy.ivyems.org/QA/Audit

EMSWeb

Viewing from: WPNS

Home Documents Contacts **Audits/Inspections** EMS My Media Compliance Reporting Admin

Audits/Inspections **Findings** Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Audits/Inspections

Audits/Inspections

+ New Audit/Inspection

Audits/Inspections - default filter Quick Search

Title	Organization	Lead Auditor ^	Start Date	End Date	Evaluation Types	Int/Ext	Draft	Recurring	Closed
NK-4-SAA-01 EPS QUARTERLY SAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-3-AST-02 EPS QUARTERLY TANK INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-03-SAA-01 EPS QUARTERLY SAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-03-UWAA-01 EPS QUARTERLY UWAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-3-AST-01 EPS QUARTERLY TANK INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-1-AST-01 EPS QUARTERLY TANK INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-01-SAA-05 EPS QUARTERLY SAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
FY12 Internal Compliance Audit - HW	WPNSTA Yorktown	Carmen Villanueva	4/1/2012	5/25/2012	Compliance Audit	Internal			
FY12 Internal Compliance Audit - Water	WPNSTA Yorktown	Dialis Figueroa Arriaga	3/26/2012	5/24/2012	Compliance Audit	Internal			
NK-01-UWAA-01 EPS QUARTERLY UWAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	

Records 1 through 10 of 334 Page 1 of 34 Next >>

A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)

3. Click on New Independent Finding.

The screenshot shows the EMSWeb application interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL: https://navy.ivyems.org/QA/Finding/Findings. The page title is "M3 - Findings - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is visible in the top left corner. The navigation menu includes: Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Admin. Below the navigation menu, there are sub-menus: Audits/Inspections, Findings, Observations, Audit POAMs, Checklist Creator, Audit Guidance Instructions. The breadcrumb trail is: Audits/Inspections > Findings. The main heading is "Findings". A button labeled "+ New Independent Finding" is circled in red. Below the button is a table titled "Findings - default filter" with a "Quick Search" input field. The table has the following columns: Risk, Finding #, Organization, Subject, Media, Type, Category, Class Tier, Status, Progress, Observed, Last Action, Inactive. The table contains three rows of data. At the bottom of the table, it says "Records 1 through 3 of 3". The footer of the page reads: "A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)".

Viewing from: WPNS

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

Audits/Inspections Findings Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Findings

Findings

+ New Independent Finding

Findings - default filter Quick Search

Risk	Finding #	Organization	Subject	Media	Type	Category	Class Tier	Status	Progress	Observed	Last Action	Inactive
	55-2012F-5	WPNSTA Yorktown	Rivron SWPPP disposal practice	Storm Water	Compliance	Regulatory		Open (Not Assigned)		4/2/2012	4/3/2012	
	55-2012F-7	WPNSTA Yorktown	Rivron SWPPP BMP's	Storm Water	Compliance	Regulatory		Open (Not Assigned)		4/2/2012	4/3/2012	
	55-2012F-8	WPNSTA Yorktown	Rivron SWPPP operation procedures	Storm Water	Compliance	Regulatory		Open (Not Assigned)		4/2/2012	4/3/2012	

Records 1 through 3 of 3

A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)

4. This will take you to the **New Finding** Entry Sheet. Fields marked with an asterisk are required and discussed below.

REQUIRED FIELDS FOR ENTRY

Auditor: EPS performing the Inspection

Media: The media being inspected.

Date Observed: Date the inspection/finding was observed in the field.

POC: Point of Contact at the location inspected.

Finding Type: Compliance or EMS

Finding Category: If Compliance, then enter Regulatory.

Subject:

Preliminary Root Cause: Select from a drop down list.

Evidence/Description: Enter the evidence as to why there is a deficiency.

General Reference: Enter "Other"

Citation Code: Enter the same value as what is in Checklist Name.

Repeat Finding: If this is a repeat finding, then check the box.

5. Once you have entered all of the required fields, you can submit the finding by clicking **Save and Finalize**.

RESOLVE A FINDING IN EMSWEB

1. To resolve a Finding in EMSWeb, click on Audits/Inspections. Please ensure that you are viewing from the appropriate Installation location where the finding was noted.

M3 - Introduction - Navy Home Page - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/Common/CustomContent/33

M3 - Introduction - Navy Home Page

Logged on as Richard Pruitt*
My Profile | Settings | Logout

Viewing from: WPNSTA Yorktown

Home Documents Contacts **Audits/Inspections** EMS My Media Compliance Reporting Admin

Homepage Charts Tasks Messages Calendar Executive Summary Shared Pages Manager Pages EMS Data START HERE ISO 14001

Home > Homepage > Introduction - Navy Home Page

Introduction - Navy Home Page Override

Welcome to EMSWeb!
the Navy's tool for environmental management

Within this system you can:

- **Manage your environmental compliance programs**
 - Track completion of all action items related to compliance program management (i.e. long-term corrective actions, regulatory reporting requirements, permit renewals, management plan updates)
 - Plan, document, and manage compliance inspections and audits
 - Document corrective and preventive actions
 - Manage and organize documents (i.e. plans, permits procedures, compliance checklists)
- **Maintain EMS documentation**
 - Identify and rank environmental aspects and impacts

Navy EMSWeb

It is intended that EMSWeb will be one of the primary tools for EMS and environmental compliance management.

Please see the Navy Bulletin homepage for information about current initiatives

Quick Search

Quick Links (add | more)

- My Dashboard
- Get Support
- 2011 Internal Conformance Audit
- Earle Test Air Audit
- EMSWeb Guidance
- Example SOPs
- more...

Help (show tools)

- Help with this page
- All Topics
- Search Help

Recently Visited

- Manning, Trevor
- Bowery, David
- Chappa, Jeff
- McGowan, William
- Mlachak, Amy

Internet 100

2. Click on Findings.

M3 - Audits/Inspections - Microsoft Internet Explorer provided by NMCI
https://navy.ivyems.org/QA/Audit

EMSWeb

Viewing from: WPHS

Home Documents Contacts **Audits/Inspections** EMS My Media Compliance Reporting Admin

Audits/Inspections **Findings** Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Audits/Inspections

Audits/Inspections

+ New Audit/Inspection

Audits/Inspections - default filter Quick Search

Title	Organization	Lead Auditor ^	Start Date	End Date	Evaluation Types	Int/Ext	Draft	Recurring	Closed
NK-4-SAA-01 EPS QUARTERLY SAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-3-AST-02 EPS QUARTERLY TANK INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-03-SAA-01 EPS QUARTERLY SAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-03-UWAA-01 EPS QUARTERLY UWAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-3-AST-01 EPS QUARTERLY TANK INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-1-AST-01 EPS QUARTERLY TANK INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
NK-01-SAA-05 EPS QUARTERLY SAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	
FY12 Internal Compliance Audit - HW	WPNSTA Yorktown	Carmen Villanueva	4/1/2012	5/25/2012	Compliance Audit	Internal			
FY12 Internal Compliance Audit - Water	WPNSTA Yorktown	Dialis Figueroa Arriaga	3/26/2012	5/24/2012	Compliance Audit	Internal			
NK-01-UWAA-01 EPS QUARTERLY UWAA INSPECTION	New Kent	Rhonda Mickelborough	1/1/2012	9/30/2020	Inspection	Internal		✓	

Records 1 through 10 of 334 Page 1 of 34 Next >>

A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)

3. Scroll over the appropriate Finding to resolve and click anywhere on the row.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Finding/Findings>. The page title is "M3 - Findings - Microsoft Internet Explorer provided by NMCI". The EMSWeb logo is in the top left. The user is logged in as "Rich" and viewing from "WPNSTA Yorktown". The navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", "Compliance", "Reporting", and "Admin". The "Audits/Inspections" sub-menu is open, showing "Audits/Inspections", "Findings", "Observations", "Audit POAMs", "Checklist Creator", and "Audit Guidance Instructions".

The "Findings" section has a "New Independent Finding" button. Below it is a table titled "Findings - default filter" with a "Quick Search" box. The table has the following data:

Risk	Finding #	Organization	Subject	Media	Type	Category	Class/Tier	Status	Progress	Observed	Last Action	Inactive
	55-2012F-5	WPNSTA Yorktown	Rivron SWPPP disposal practice	Storm Water	Compliance	Regulatory		Open (Not Assigned)		4/2/2012	4/3/2012	
	55-2012F-7	WPNSTA Yorktown	Rivron SWPPP BMP's	Storm Water	Compliance	Regulatory		Open (Not Assigned)		4/2/2012	4/3/2012	
	55-2012F-8	WPNSTA Yorktown	Rivron SWPPP operation procedures	Storm Water	Compliance	Regulatory		Open (Not Assigned)		4/2/2012	4/3/2012	

Records 1 through 3 of 3

At the bottom of the page, it says "A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)".

4. The finding will need to first be assigned to the appropriate POC for action. Click on Assign.

The screenshot shows the EMSWeb application interface in Microsoft Internet Explorer. The browser address bar displays the URL: https://navy.ivyems.org/QA/Finding/Profile/6492. The page title is "M3 - Rivron SWPPP disposal practice".

The application header includes the EMSWeb logo and navigation tabs: Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Admin. Below these are sub-tabs: Audits/Inspections, Findings, Observations, Audit POAMs, Checklist Creator, Audit Guidance Instructions.

The main content area displays the finding profile for "Rivron SWPPP disposal practice". At the top right of this section, there are three buttons: "Un-Finalize", "Assign", and a refresh icon. The "Assign" button is circled in red.

The profile is divided into several sections:

- General Info:** Includes fields for Linked To (EPS-YORKTOWN-STORMWATER P2), Finding Number (55-2012F-5), Organization (WPNSTA Yorktown), Evaluation Title (EPS-YORKTOWN-STORMWATER P2), Auditor (David Wilburn), Media (Storm Water), Date Observed (4/2/2012 12:00:00 AM), Area Observed (805 (Outfall NR-080)), POC (David Wilburn), and Risk.
- Details:** Includes Finding Type (Compliance), Finding Category (Regulatory), Class Tier, Tier, Subject (Rivron SWPPP disposal practice), Preliminary Root Cause (OCP02 Documented plans or procedures not properly implemented to control activities), Evidence/Description (Upon inspection fillport was left unsecured), Recommendation/Other, and Comments.
- Status / History:** Shows a table with columns for Date, Status, and POC. One entry is visible: 4/3/2012, Open (Not Assigned), David Wilburn.
- Citation:** Includes General Reference (Other), ISO 14001 Reference, Checklist Name (EPS-YORKTOWN-STORMWATER P2), Checklist Item ID, Citation Code, and Requirement (Checklist Item): 2. Are proper waste disposal practices followed?
- Related Items:** Lists Related Finding(s), Related Practice(s), Related Aspect(s), Related Equipment (YX- NR080 - BMP), and Related Permit(s).

The right sidebar contains a Quick Search box, Quick Links (My Dashboard, Get Support, 2011 Internal Conformance Audit, Earle Test Air Audit, EMSWeb Guidance, Example SOPs, more...), Help (show tooltips, Help with this page, All Topics, Search Help), Notes for Rivron SWPPP disposal practice, and Recently Visited (Manning, Trevor; Bowery, David; Chappa, Jeff; McGowan, William; Mlachak, Amy).

5. Enter the Assigned POC.
6. Enter the Resolution Target Date.
7. Enter the Risk of the Finding.
8. If the finding is generated from either an Internal or External Audit, then a POAM is required and the appropriate box must be checked.
9. Click Save.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Finding/EditAssignment/6492>. The page title is "M3 - Rivron SWPPP disposal practice". The EMSWeb logo is visible at the top left. A navigation menu includes "Home", "Documents", "Contacts", "Audits/Inspections", "EMS", "My Media", and "Com". A secondary menu includes "Homepage", "Charts", "Tasks", "Messages", "Calendar", "Executive Summary", and "Share". The main content area is titled "Rivron SWPPP disposal practice Edit Assignment". Below this is a form titled "Edit Assignment" with the following fields and options:

- Finding Number:** 55-2012F-5
- Assigned POC:** Wilburn, David
- Resolution Target Date:** 06/12/2012
- Comments:** (Empty text area)
- Risk:** Low
- Responsible Party:** (Empty dropdown menu)
- Resolution Requirements:**
 - POAM is required (mandatory for all internal/external compliance and EMS audits)
 - Formal review is required

At the bottom of the form are "Save" and "Cancel" buttons. The footer of the page reads "A Data Research C".

10. If a POAM is required, then a link to create the program will be created on the overview as shown below. Internal/External Audits require a POAM, while EPS findings do not. For information on how to resolve the finding without a POAM/CAPA, please move to step 24. To create the POAM/CAPA, click on the highlighted area shown below.

EMSWeb | Logged on as Richard Pruitt* | My Profile | Settings | Logout | Viewing from: WPNSTA Yorktown

Home Documents Contacts **Audits/Inspections** EMS My Media Compliance Reporting Admin

Audits/Inspections **Findings** Observations Audit POAMs Checklist Creator Audit Guidance Instructions

Audits/Inspections > Findings

Rivron SWPPP disposal practice

Un-Finalize | Resolve

General Info	
Linked To:	EPS-YORKTOWN-STORMWATER P2
Finding Number:	55-2012F-5
Organization:	WPNSTA Yorktown
Evaluation Title:	EPS-YORKTOWN-STORMWATER P2
Evaluation Type:	Inspection
Auditor:	David Wilburn
Media:	Storm Water
Date Observed:	4/2/2012 12:00:00 AM
Area Observed:	805 (Outfall NR-080)
POC:	David Wilburn
Risk:	Low

Details	
Finding Type:	Compliance
Finding Category:	Regulatory
Class Tier:	
Tier:	
Subject:	Rivron SWPPP disposal practice
Preliminary Root Cause:	OCP02 Documented plans or procedures not properly implemented to control activities.
Evidence/Description:	Upon inspection fillport was left unsecured.
Recommendation/Other Comments:	

Citation	
General Reference:	Other
ISO 14001 Reference:	
Checklist Name:	EPS-YORKTOWN-STORMWATER P2
Checklist Item ID:	
Citation Code:	EPS-YORKTOWN-STORMWATER P2
Requirement (Checklist Item):	2. Are proper waste disposal practices followed?

Status / History	
Approved Date:	
Review Status:	Finalized (POAM / CAPA)
Progress:	
4/3/2012	Open (Not Assigned) David Wilburn
6/12/2012	Open (Assigned) Richard Pruitt*

Related Items	
Related Finding(s):	
Related Practice(s):	
Related Aspect(s):	

Quick Search [] Go

Quick Links (add | manage)

- My Dashboard
- Get Support
- 2011 Internal Conformance Audit
- EMSWeb Guidance
- Example SOPs

Help (show tooltips)

- Help with this page
- All Topics
- Search Help

Notes for Rivron SWPPP disposal practice (add | manage)

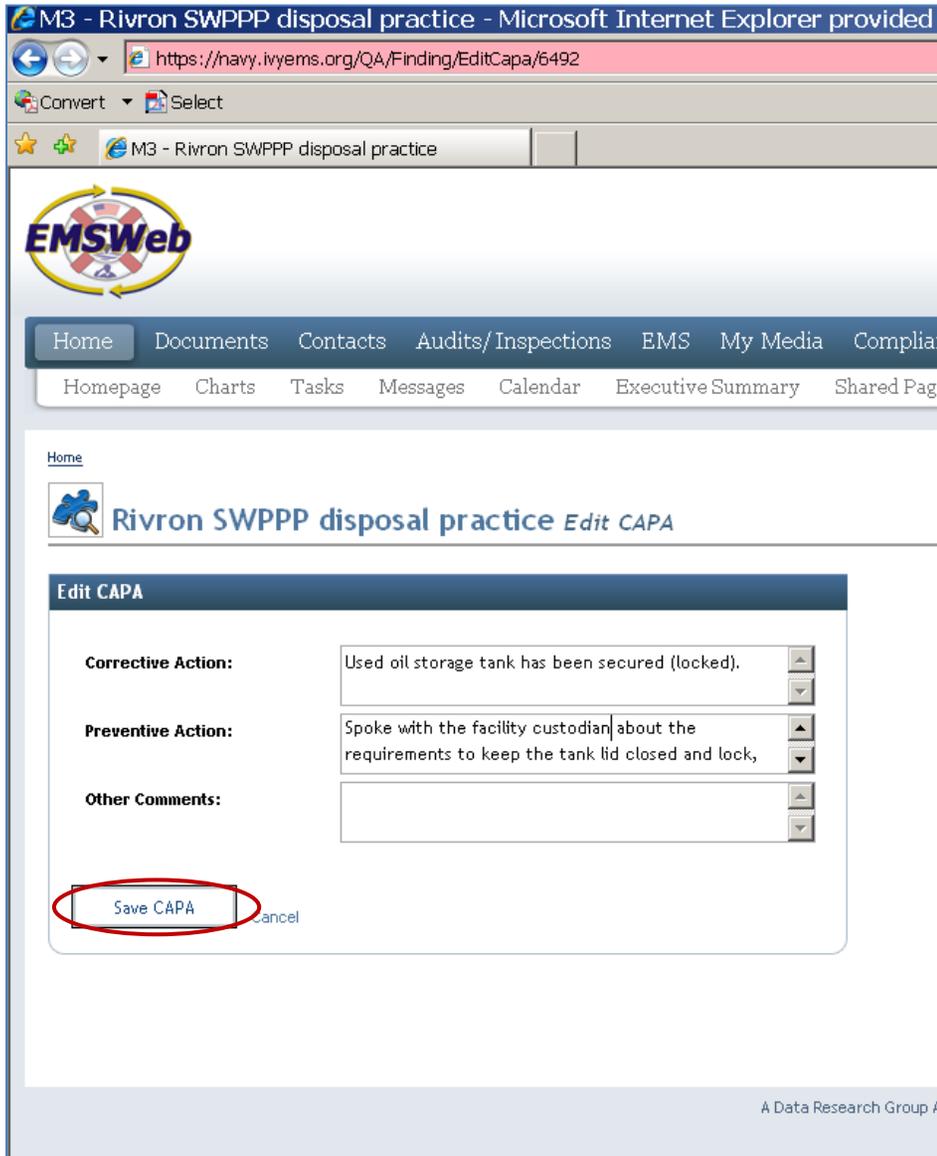
Recently Visited

- Markham, Jack
- Markham, Jack
- St. Clair-Canali, Crystal
- Pruitt*, Richard
- Hicks, Linda

11. The user will then be taken to the POAM/CAPA development page. To create the Corrective and Preventative Actions, click on Edit CAPA.

The screenshot shows a Microsoft Internet Explorer browser window displaying the EMSWeb application. The address bar shows the URL: https://navy.ivyems.org/QA/Finding/CapaProfile/6492. The page title is "M3 - Rivron SWPPP disposal practice". The user is logged in as Richard Pruitt. The page features a navigation menu with options like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below the navigation, there are quick search and quick links sections. The main content area is titled "Rivron SWPPP disposal practice POAM / CAPA" and includes sections for "Corrective and Preventive Actions", "Plan of Action and Milestones", and "Notes for Rivron SWPPP disposal practice". A red circle highlights the "Edit CAPA" link in the Quick Links section.

12. The user should then enter the Corrective Action, as well as the Preventive Action.
13. Click Save CAPA.



14. The user should then click Create a POAM for this Finding.

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Finding/CapaProfile/6492>. The page title is "M3 - Rivron SWPPP disposal practice". The user is logged in as Richard Pruitt. The page content includes:

- EMSWeb** logo and navigation menu (Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Admin).
- Secondary navigation: Homepage, Charts, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pages, EMS Data, START HERE, ISO 14001.
- Quick Search bar and Quick Links (My Dashboard, Get Support, 2011 Internal Conformance Audit, EMSWeb Guidance, Example SOPs).
- Help section (Help with this page, All Topics, Search Help).
- Notes for Rivron SWPPP disposal practice.
- Recently Visited list (Markham, Jack; St. Clair-Canali, Crystal; Pruitt*, Richard; Hicks, Linda).

The main content area is titled "Rivron SWPPP disposal practice POAM / CAPA". It includes sections for "Corrective and Preventive Actions" and "Plan of Action and Milestones". In the "Plan of Action and Milestones" section, the link "Create a POAM for this Finding" is circled in red.

A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)

15. The user should then enter the following information:

POAM NAME: It is recommended that the assigned user place their last name in the nomenclature to ensure easy lookup.

Plan of Action Synopsis: Summary of the corrective/preventative actions planned.

Target Date: The targeted completion date for all milestones.

Settings: Check this box if this finding deals with an External Audit.

16. Click Save POAM.

- 17. The user will then be directed to create Milestones for the Finding.
- 18. To create a new milestone, click New Milestone.

The screenshot shows a web browser window displaying the EMSWeb application. The page title is "M3 - Rivron SWPPP disposal practice". The URL is "https://navy.ivyems.org/QA/Finding/CapaProfile/6492". The user is logged in as Richard Pruitt. The page features a navigation menu with options like Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below the navigation, there are quick search and quick links sections. The main content area is titled "Rivron SWPPP disposal practice POAM / CAPA" and includes sections for "Corrective and Preventive Actions", "Plan of Action and Milestones", and "Milestones". The "Milestones" section is currently empty, showing a table with columns for Milestone Name, Synopsis, POC, and Target Date. A red circle highlights the "+ New Milestone" button located above the table.

Corrective and Preventive Actions

Corrective Actions: Used oil storage tank has been secured (locked).

Preventive Actions: Spoke with the facility custodian about the requirements to keep the tank lid closed and lock, except when adding or removing used oil. The custodian now maintains the key and personnel must request to add/remove used oil.

Other Comments:

Plan of Action and Milestones

POAM Name: Wilburn - Rivron SWPPP disposal

Related To: Finding: Rivron SWPPP disposal practice (55-2012F-5)

Plan of Action Synopsis: Ensure that the tank is locked. Speak with custodian about proper management procedures for adding/removing used oil.

Target Date: 6/13/2012

Completion Date:

Progress: 0%

0 Document(s)

+ New Milestone

Milestone Name	Synopsis	POC	Target Date
Records 0 through 0 of 0			

19. The user should then enter the following information:

M3 - Add Milestone - Microsoft Internet Explorer provided by NMCI

https://navy.ivyems.org/QA/Objective/EditMilestone?poamId=2075&returnUrl=https%3

Convert Select

M3 - Add Milestone

EMSWeb

Home Documents Contacts Audits/Inspections EMS My Media Co

Audits/Inspections Findings Observations **Audit POAMs** Checklist Creator

Audits/Inspections > Audit POAMs

Add Milestone

Milestone

Milestone Name:* Tank Security

Plan of Action: Place a lock on the tank in order to secure it.

Milestone POC: (dropdown menu)

Target Date:* 06/13/2012

Progress: 100 %

Settings: **Notify Lead Auditor/Closure POC when changes are made to this Milestone**

Save Milestone Cancel

Milestone Name: Name of the respective milestone.

Plan of Action: Overall summary of the Plan of Action.

Target Date: The date targeted for completion of the respective milestone.

Progress: Current progress towards completion.

20. Click Save Milestone.

21. The user will be returned to the POAM/CAPA Screen. As milestones are entered, the overall progress will be averaged from the progress of each milestone.
22. To return the main profile of the finding, click on the icon shown below.

The screenshot shows a Microsoft Internet Explorer browser window displaying the EMSWeb application. The address bar shows the URL: https://navy.ivyems.org/QA/Finding/CapaProfile/6492. The page title is "M3 - Rivron SWPPP disposal practice". The navigation menu includes Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below the navigation menu, there are links for Homepage, Charts, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pages, EMS Data, START HERE, and ISO 14001. The main content area shows the breadcrumb "Home" circled in red, followed by "Rivron SWPPP disposal practice POAM / CAPA". There are buttons for "Edit POAM" and "Edit CAPA". The page content includes sections for "Corrective and Preventive Actions", "Plan of Action and Milestones", and a table of milestones.

Corrective and Preventive Actions

Corrective Actions: Used oil storage tank has been secured (locked).
Preventive Actions: Spoke with the facility custodian about the requirements to keep the tank lid closed and lock, except when adding or removing used oil. The custodian now maintains the key and personnel must request to add/remove used oil.
Other Comments:

Plan of Action and Milestones

POAM Name: Wilburn - Rivron SWPPP disposal
Related To: Finding: Rivron SWPPP disposal practice (55-2012F-5)
Plan of Action Synopsis: Ensure that the tank is locked. Speak with custodian about proper management procedures for adding/removing used oil.
Target Date: 6/13/2012
Completion Date: 6/13/2012
Progress: 100%
 0 Document(s)

Milestones

Milestone Name	Synopsis	POC	Target Date
Tank Security	Place a lock on the tank in order to secure it.		6/13/2012
Custodian Procedures	Speak with building custodian and ensure proper procedures are relayed.		6/13/2012

Records 1 through 2 of 2

A Data Research Group Application © 2012 DRG | v 0.10.5.16832 (6/8/2012 10:21 AM)

23. Click on Profile.

EMSWeb

Viewing from: WPNST

Home Documents Contacts Audits/Inspections EMS My Media Compliance Reporting Admin

Homepage Charts Tasks Messages Calendar Executive Summary Shared Pages Manager Pages EMS Data START HERE ISO 14001

Home

Rivron SWPPP disposal practice POAM / CAPA

Alerts Documents Edit Assignment **POAM / CAPA** Profile

Corrective Actions

Storage tank has been secured (locked).

Notify the facility custodian about the requirements to keep the tank lid closed and lock, except when adding or removing used oil. The custodian now maintains the key and personnel must request to add/remove used oil.

Plan of Action and Milestones

POAM Name: Wilburn - Rivron SWPPP disposal
Related To: Finding: Rivron SWPPP disposal practice (55-2012F-5)
Plan of Action Synopsis: Ensure that the tank is locked. Speak with custodian about proper management procedures for adding/removing used oil.
Target Date: 6/13/2012
Completion Date: 6/13/2012
Progress: 100%
 0 Document(s)

+ New Milestone

Milestone Name	Synopsis	POC	Target Date
Tank Security	Place a lock on the tank in order to secure it.		6/13/2012
Custodian Procedures	Speak with building custodian and ensure proper procedures are relayed.		6/13/2012

Records 1 through 2 of 2

A Data Research Group Application © 2012 DRG | v 0.10.5.16632 (6/8/2012 10:21 AM)

24. Once all milestones are complete and the finding is ready to be resolved, the user should click Resolve. For findings that do not require a POAM, the assigned user can perform this action once the finding has been corrected.

The screenshot shows a web browser window displaying the EMSWeb application. The browser title is "M3 - Rivron SWPPP disposal practice - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL "https://navy.ivyems.org/QA/Finding/Profile/6492". The page header includes the EMSWeb logo, user information "Logged on as Richard Pruitt*", and navigation links. A main navigation bar contains tabs for Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, and Admin. Below this is a sub-navigation bar with links for Audits/Inspections, Findings, Observations, Audit POAMs, Checklist Creator, and Audit Guidance Instructions. The main content area is titled "Rivron SWPPP disposal practice" and features two action buttons: "Un-Finalize" and "Resolve". The "Resolve" button is circled in red. The page is divided into several sections: "General Info" (including linked to, finding number, organization, evaluation title, type, auditor, media, date observed, area observed, POC, and risk), "Details" (including finding type, category, tier, subject, root cause, and evidence), "Citation" (including general reference, ISO 14001 reference, checklist name, item ID, code, and requirement), "Status / History" (including approved date, review status, progress, and a table of history entries), and "Related Items" (including related findings and practices). A right-hand sidebar contains a search box, quick links, help, notes, and recently visited items.

General Info

- Linked To: EPS-YORKTOWN-STORMWATER P2
- Finding Number: 55-2012F-5
- Organization: WPNSTA Yorktown
- Evaluation Title: EPS-YORKTOWN-STORMWATER P2
- Evaluation Type: Inspection
- Auditor: David Wilburn
- Media: Storm Water
- Date Observed: 4/2/2012 12:00:00 AM
- Area Observed: 805 (Outfall NR-080)
- POC: David Wilburn
- Risk: Low

Details

- Finding Type: Compliance
- Finding Category: Regulatory
- Class Tier:
- Tier:
- Subject: Rivron SWPPP disposal practice
- Preliminary Root Cause: OCP02 Documented plans or procedures not properly implemented to control activities.
- Evidence/Description: Upon inspection fillport was left unsecured.
- Recommendation/Other Comments:

Citation

- General Reference: Other
- ISO 14001 Reference:
- Checklist Name: EPS-YORKTOWN-STORMWATER P2
- Checklist Item ID:
- Citation Code: EPS-YORKTOWN-STORMWATER P2
- Requirement (Checklist Item): 2. Are proper waste disposal practices followed?

Status / History

- Approved Date:
- Review Status: Finalized
- Progress: 100.00 % (POAM / CAPA)
- Lead Auditor Approved Date:

Date	Status	Assigned To
4/3/2012	Open (Not Assigned)	David Wilburn
6/12/2012	Open (Assigned)	Richard Pruitt*

Related Items

- Related Finding(s):
- Related Practice(s):

25. The user should then enter the following information:

The screenshot shows a web browser window with the URL <https://navy.ivyems.org/QA/Finding/EditResolution/6492>. The page title is "M3 - Rivron SWPPP disposal practice - Microsoft Internet Explorer provided by NMCI". The website logo is "EMSWeb". The navigation menu includes: Home, Documents, Contacts, Audits/Inspections, EMS, My Media, Compliance, Reporting, Homepage, Charts, Tasks, Messages, Calendar, Executive Summary, Shared Pages, Manager Pag. The main content area is titled "Rivron SWPPP disposal practice Edit Resolution". Below this is a form titled "Edit Resolution" with the following fields:

ISO 14001 Reference:	4.4.2 Competence, training and awareness
Root Cause Code:*	CTA02 Training is inadequate or ineffective.
Root Cause Description:	Personnel were not aware of the requirements.
Corrective Action:	Used oil storage tank has been secured (locked).
Preventive Action:	Spoke with the facility custodian about the requirements to keep the tank lid closed and lock, except when adding or removing used
Other Comments:	

At the bottom left of the form are "Save" and "Cancel" buttons. At the bottom right of the page is the text "A Data Research Group Application © 2012 DRG".

ISO 14001 Reference: The applicable EMS reference.

Root Cause Code: The reason for the deficiency (i.e. Training is inadequate or ineffective, No training is conducted, etc.)

Root Cause Description: Detailed explanation of the reason for the deficiency.

Corrective Action: The summary of the corrective actions taken to fix the deficiency.

Preventive Action: The summary of the preventive actions taken to prevent recurrence of the deficiency.

26. Click Save.

27. Once the finding has been resolved, it may then be closed. Click Close.

The screenshot shows the EMSWeb application interface. At the top, the browser title is 'M3 - Rivron SWPPP disposal practice - Microsoft Internet Explorer provided by NMCI'. The address bar shows 'https://navy.ivyems.org/QA/Finding/Profile/6492'. The user is logged in as 'Richard Pruitt*'. The main navigation menu includes 'Home', 'Documents', 'Contacts', 'Audits/Inspections', 'EMS', 'My Media', 'Compliance', 'Reporting', and 'Admin'. The 'Audits/Inspections' section is active, showing 'Findings', 'Observations', 'Audit POAMs', 'Checklist Creator', and 'Audit Guidance Instructions'. The main content area displays the 'Rivron SWPPP disposal practice' finding profile. The 'Close' button is circled in red. The profile includes sections for General Info, Details, Status / History, and Citation.

General Info

- Linked To: EPS-YORKTOWN-STORMWATER P2
- Finding Number: 55-2012F-5
- Organization: WPNSTA Yorktown
- Evaluation Title: EPS-YORKTOWN-STORMWATER P2
- Evaluation Type: Inspection
- Auditor: David Wilburn
- Media: Storm Water
- Date Observed: 4/2/2012 12:00:00 AM
- Area Observed: 805 (Outfall NR-080)
- POC: David Wilburn
- Risk: Low

Details

- Finding Type: Compliance
- Finding Category: Regulatory
- Class Tier:
- Tier:
- Subject: Rivron SWPPP disposal practice
- Preliminary Root Cause: OCP02 Documented plans or procedures not properly implemented to control activities.
- Evidence/Description: Upon inspection fillport was left unsecured.
- Recommendation/Other Comments:

Status / History

Approved Date:	Review Status:	Progress:	Lead Auditor Approved Date:
	Finalized	100.00 % (POAM / CAPA)	
4/3/2012	Open (Not Assigned)		David Wilburn
6/12/2012	Open (Assigned)		Richard Pruitt*
6/13/2012	Open (Resolved)		Richard Pruitt*

Citation

- General Reference: Other
- ISO 14001 Reference: 4.4.2 Competence, training and awareness
- Checklist Name: EPS-YORKTOWN-STORMWATER P2
- Checklist Item ID:
- Citation Code: EPS-YORKTOWN-STORMWATER P2
- Requirement (Checklist Item): 2. Are proper waste disposal practices followed?

28. The finding has been adequately resolved.