***GTA 05-08-005**

Leadership and the Environment: A Unit Leader's Field Guide, Assessment, and Quality Assurance Checklist

A Staff Officer's Guide to Ensuring Responsible Unit Environmental Sustainability and Related Activities

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ARMY COMMITMENT

"The Army is committed to environmental stewardship in all actions as an integral part of its mission and to ensure sustainability."

—AR 200-1

ARMY ENVIRONMENTAL STRATEGY

Environmental sustainability is the wise use and management of environmental resources and is a natural outgrowth of the military's role as the protector of U.S. national security. Sustainability is protecting environmental resources to meet current and future mission requirements worldwide, safeguarding human health, improving the quality of life, and preserving the natural environment. The Army environmental strategy is to achieve sustainable operations, installations, systems, and communities, enabling the Army mission.

SUSTAINABILITY IS KEYSTONE

The Army environmental strategy represents a change in thinking. It is a major advancement in Army appreciation of the interdependence between the mission, the community, and the environment. The Army is obligated to ensure that today's Soldiers—and future Soldiers—have the land, water, and air resources to train in, a healthy environment to live in, and the support of local communities and Americans. The following long-term goals will guide the Army environmental strategy into the future:

- Foster an ethic within the Army that goes beyond environmental compliance to sustainability.
- Strengthen Army operational capability by reducing the environmental footprint through more sustainable practices.
- Meet current and future training, testing, and other mission requirements by sustaining land, air, and water resources.
- Minimize impacts and total ownership costs of Army systems, materiel, facilities, and operations by integrating the principles and practices of sustainability.
- Enhance the well-being of our Soldiers, civilians, families, neighbors, and communities through leadership in sustainability.
- Use innovative technology and the principles of sustainability to meet user needs and anticipate future Army challenges.

Leaders can demonstrate commitment to sustainability by ensuring that units have an environmental policy and an appointed environmental officer (EO). Work with the EO to develop a sustainability ethic in the unit by using assessment quality assurance (QA) checklists.

ASSESSMENT QUALITY ASSURANCE CHECKLISTS

Check supplemental requirements with the local environmental management office. Sample checklists are shown in *Table 1; Table 2,* page 4; *Table 3,* page 4; *Table 4,* page 5; *Table 5,* page 6, *Table 6,* page 6; *Table 7,* page 6; and *Table 8,* page 7.

Table 1. Management Checklist

Management Checklist	***Yes***	***No***
Are an EO and an alternate EO appointed in writing and properly trained as soon as possible after the appointment?		
Has the composite risk management (CRM) process (including environmental hazards and controls) been conducted on unit activities (including the mission, training, and daily routine)?		
Are the recommended controls developed in the CRM process supervised and evaluated?		
Are after-action reviews (AARs) conducted in the CRM process to document the effectiveness of controls and any recommended changes for unit activities?		
Does the EO maintain a file that contains appointing orders, inspection records, training documents, and disposal records according to local requirements?		
Have all Soldiers received environmental-awareness training and any additional required environmental training?		
Is all environmental training documented?		
Do the unit standing operating procedures (SOPs) cover spill prevention and response, the use of material safety data sheets (MSDSs), pollution prevention, and recycling?		
Is the emergency contact list current and posted, and does the unit conduct drills on emergency procedures?		
Is good housekeeping evident in petroleum, oils, and lubricants (POL) and hazardous material (HM) storage areas and hazardous waste (HW) accumulation areas?		
Does the unit have appropriate references (ARs, FMs, TMs, installation regulations, command policies, and SOPs) on hand?		
Does the unit receive Environmental Management System (EMS) awareness training to recognize environmental impacts?		
Is the EMS awareness training documented?		

Table 1. Management Checklist (continued)

Management Checklist	*Yes*	*No*
Are procedures to reduce environmental impacts included in unit SOPs?		
Are personnel aware of the consequences of not following procedures to reduce environmental impacts?		

Table 2. Accumulation Sites (HW/Used Oil) Checklist

Accumulation Sites (HW/Used Oil) Checklist	*Yes*	*No*
Are there adequate dikes or catchment areas around HW/used-oil accumulation sites?		
Are HW, used oil, and other possible pollutants accumulated in authorized containers?		
Is access to these containers controlled by container logs?		
Are used oil accumulation tanks used for oil collection only?		
Are used oil tanks pumped out when full?		
Are containers properly labeled (requirements differ by locality)?		
Are containers secured to prevent contamination by rainwater and all other potential contaminants?		
Are accumulation sites routinely checked and/or inspected for container damage and leaks?		
Are full containers turned in before accumulation time limits expire?		

Table 3. HM/HW Checklist

HM/HW Checklist	*Yes*	*No*
Are amounts of HM on hand limited to the minimum needed (no stockpiling of HM is occurring)?		
Is the unit HM/HW inventory (including quantity and location) up to date?		
Do HW containers have logs to account for all additions and specify personnel authorized to make additions to the containers?		
Are MSDSs on hand for all HM?		
Are MSDSs readily available to workers with exposure to HM?		
Is appropriate personal protective equipment (PPE) available and being used properly?		
Is HW accumulated in authorized containers?		
Are containers labeled according to directives?		
Are containers in good condition and closed when not in use?		
Are the contents of containers compatible with the container?		
Are accumulation start dates and HW labels on each HW container as required?		
Are container storage and accumulation areas inspected at required intervals?		
Are container storage and accumulation area inspection records kept?		

Table 3. HM/HW Checklist (continued)

HM/HW Checklist	*Yes*	*No*
Are HM/HW properly managed for transportation to a disposal facility?		
Are danger and warning signs placed where they can be seen easily?		
Are spill prevention and control equipment adequate?		
Are personnel trained in the proper and timely handling, collection, storage, and/or accumulation of HM/HW?		
Are personnel trained in the proper transportation of HM/HW?		
Are dumpsters free of recyclable items and HM/HW?		
Are dumpsters kept closed when not in use?		
Are used POL cans and drums disposed of properly?		
Are asbestos-containing items handled and disposed of properly?		
Are batteries stored, recycled, and disposed of properly?		
Is equipment containing radioactive sources (such as, gun/mortar sites and M22 ACADAs) properly stored to prevent breakage and the release of radioactive materials?		
Are incidents reported properly?		
Is ammunition stored properly?		
Is incompatible HM stored separately?		
Are HM shelf life dates checked routinely?		
Is HM stocked and used following the first-in, first-out rule?		

Table 4. Solid-Waste Management Checklist

Solid-Waste Management Checklist	*Yes*	*No*
Are procedures to reduce waste production enforced?		
Are waste separation and recycling efforts in effect?		
Is the unit requisitioning only needed supplies and not stockpiling?		
Are water, soap, kitchen grease, and garbage properly discharged and not being discharged into the street, storm drainage system, or groundwater source while washing garbage cans and field kitchen equipment?		
Are solid waste containers kept closed?		

Table 5. Spill Prevention Checklist

Spill Prevention Checklist	*Yes*	*No*
Is the unit spill prevention plan present and up to date?		
Is the spill prevention plan being followed and understood?		
Is required spill prevention and spill response training provided?		
Are spill exercises being conducted?		
Are POL, battery acid, and other HM spills properly reported?		
Are spill kits and appropriate PPE available for spill response?		

Table 5. Spill Prevention Checklist (continued)

Spill Prevention Checklist	*Yes*	*No*
Does the unit enforce prohibitions against discharging pollutants into storm or washrack drains or pouring pollutants on the ground or along fence lines?		
Are small oil spills cleaned up promptly and effectively?		
Are drip pans used under vehicles, equipment, and POL product container spigots?		
Are vehicles grounded before refueling?		
Is contaminated soil properly disposed of at the designated authorized disposal area?		

Table 6. Recycling Program Checklist

Recycling Program Checklist	*Yes*	*No*
Is all material recycled according to directives?		
Is the unit delivering recyclable items to the installation recycling center?		
Are recyclable items separate by source?		
Is contaminated material separated from recyclable items?		
Is the unit recycling all materials accepted by the installation recycling center?		
Are dumpsters free of recyclable items?		
Are used cleaning solvents collected and recycled properly?		

Table 7. Washrack Checklist

Washrack Checklist	*Yes*	*No*
Are vehicles and/or equipment washed only in authorized washracks?		
Is steam-cleaning equipment used only in authorized washracks?		
Are washracks and the vicinity free of contaminated soil, sand, and silt?		
Are readable signs prominently posted to indicate which solvents or soap may be used?		
Are metal gratings or baffles present and in good condition at washrack oil interceptors, catch basins, and floor drains?		
Are washrack areas free of oil and/or fuel spills?		
Are washrack areas free of oily rags and trash?		
Are treatment devices (such as, oil and grease interceptors, catch basins, collection ponds, drains, and tanks) properly maintained and serviced?		
Do unit SOPs indicate how to request maintenance for pumping oil/water separators?		
Are faucets and/or backflow preventers in good operating condition?		

Table 7. Washrack Checklist (continued)

Washrack Checklist	*Yes*	*No*
Are only authorized soaps, solvents, and/or chemicals used with steam-cleaning equipment?		
Are oil/water separators in good working condition?		
Are vehicle, equipment, and/or aircraft wastewater discharges tied into a treatment system?		

Table 8. Land Management Checklist

Land Management Checklist	*Yes*	*No*
Are vehicles maneuvered in authorized areas only?		
Are surface areas and curbs free of vehicular damage?		
Is the area free of litter?		
Is gravel used only in authorized areas and in an authorized manner?		
Are archeological, cultural, and historical resources safeguarded?		
Are vegetation and trees only being cut, removed, or used with appropriate approval from range control and/or a forester?		
Are personnel ensuring that garbage is never burned or buried on ranges or training areas without appropriate approval?		
Are storm water ditches in the vicinity of motor pools free of POL or other HM/HW?		
Are detention ponds and sump collection points functional and properly serviced?		
Are paint spray, battery, and radiation repair operations conducted properly and coordinated with the local environmental, safety, and preventive-medicine offices?		
Are collection points established with proper containers and servicing for all maintenance-generated wastes?		
Does the unit fill in fighting positions and all other excavations upon exercise completion and redeployment?		
Does the unit have a maneuver damage control element for each operation?		
Are all damages properly reported and corrected according to command guidance?		
Are refueling sites located away from sensitive areas, such as wetlands, water sources, drainage areas, and endangered species habitats?		
Does the unit have appropriate spill prevention equipment at high-risk locations, such as refueling points, maintenance areas, and mess areas.		
Does the unit have appropriate spill prevention equipment available to personnel?		
Does the unit use track turning pads when appropriate?		
Does the unit confirm and mark sensitive areas to prevent damage to endangered species habitats and archeological/cultural areas?		

Table 8. Land Management Checklist (continued)

Land Management Checklist	*Yes*	*No*
Does the unit conduct Soldier environmental-awareness briefings before an operation?		
Does the unit conduct smoke operations and according to directives?		
Does the unit use pyrotechnics according to directives?		
Does the unit coordinate with the installation/operational staff before an exercise to obtain information on the environmental issues in the area of operations?		
Does the unit cross or ford streams and rivers at authorized points?		
Is the unit aware of noise restrictions (such as limited hours, rotary-wing operations, demolitions, proximity to civilian population, and endangered-species habitats) and complying with them?		
***Note:* Check local supplemental requirements for land management and coordinate with the local environmental staff or range control.**		

***Note:* The material for this GTA was obtained in part from *FM 3-100.4* and the *Army Strategy for the Environment*. See *FM 3-100.4* for in-depth information on the subject at the Army leadership level. See *TC 3-34.489* for information at the Soldier level. Environmental officer training is offered online through the U.S. Army Engineer School, Directorate of Environmental Integration (DEI). For directions on accessing the training, contact DEI via e-mail at <leon.usaesdei@conus.army.mil>.**