

APPENDIX K

AFLOAT ENVIRONMENTAL CHECKLIST

The following checklist is to guide afloat commands in the event they might want to evaluate command environmental compliance procedures, practices, and training. The President of the Board of Inspection and Survey shall use this checklist in conducting environmental compliance oversight inspections as part of regular INSURV inspections and when conducting intervening environmental protection assessments between INSURV inspections.

Indicate the answer to each of the questions below by an X. If a question is not applicable to the command, put NA in the YES block. Explain or describe the conditions warranting any NO answer in the space at the end of the checklist or on additional sheets, if necessary. An underlined question does not apply to all ships, but only to the category indicated.

The chapter 19 reference is in parenthesis at the end of the question.

	YES	NO
<u>TRAINING</u>		
1. Is there a designated Afloat Environmental Protection Coordinator who is trained and knowledgeable? (19-2.2.1)		
2. Are all hands trained in environmental protection in I Division or School of the Boat as required by paragraph 19-2.2.7? (19-2.2.7)		
3. Are ship watch officers responsible for authorizing overboard disposal of shipboard wastes trained on prohibited zones for discharge as part of their watch qualification? (19-2.2.7b)		
4. Are personnel who operate or maintain sewage and graywater disposal or transfer equipment trained on the proper procedures for sewage or graywater disposal, including hookup and transfer of sewage or graywater to shore facilities and at sea discharge restrictions? (19-3.4)		
5. Have personnel assigned to supervise sewage or graywater disposal operations completed the Shipboard Sewage Collection, Holding, and Transfer (CHT) course (K-652-2141) and PQS? (19-3.4)		
6. Have all personnel who operate or maintain sewage or graywater disposal equipment completed the Shipboard Sewage Collection, Holding, Transfer (CHT), and Treatment PQS, NAVEDTRA 43199-C, prior to assignment to those duties? (19-3.4)		
7. Are personnel whose watch duties may result in air pollution (for example, diesel engine operators, boilermen, or gas turbine operators) trained on minimizing air pollution as a part of their watch qualification? (19-4.3.3)		
8. Are personnel whose task assignments may result in air pollution (for example, topside painters or users of volatile solvents) trained on the proper use of the material to minimize the release of pollutants? (19-4.3.3)		

	YES	NO
9. Have the AC&R technicians who perform maintenance on air conditioning and refrigeration equipment received EPA certification on handling, recovery and recycling ozone depleting substances (ODSs) and training on ODS regulations and spent/recyclable ODS labeling? (19-4.3.3)		
10. Are personnel who work with other ODSs (e.g., halons and solvents) or perform maintenance on equipment containing such substances trained on methods to prevent release? (19-4.3.3)		
11. Have personnel assigned to operate the incinerator completed the Incinerator Operator PQS, NAVEDTRA 43558? (19-4.3.3)		
12. Are personnel who operate or maintain waste oil and oily waste holding, processing, disposal, or transfer equipment trained on the proper procedures for oily waste disposal, including hookup and transfer of waste oil and oily waste to shore facilities and at sea discharge restrictions? a. Have personnel assigned to supervise oily waste processing and disposal operations completed the Oil Pollution Abatement (OPA) Equipment Operation and Maintenance course, K-652-2196? b. Have all personnel who operate or maintain oil processing, transfer or disposal equipment completed the Oil Spill Control and Removal Equipment PQS, NAVEDTRA 43195-B, before assignment to those duties? (19-5.5)		
13. Are personnel who handle, store and dispose of HM trained per OPNAVINST 5100.19C, chapter B3? (19-6.5)		
14. Are personnel responsible for handling ship's garbage trained on the discharge restrictions applicable to the waste? (19-7.4)		
15. Are personnel responsible for the supervision and approval of overboard disposal of solid waste trained on the requirements for this waste category? (19-7.4)		
16. Have personnel assigned to operate and maintain solid waste processing equipment (plastics waste processors, shredders, and pulpers), completed the Plastics Processor Computer-Based Training (CBT), A-690-0003, and the Pulper/Shredder CBT, A-690-0004, interactive courseware, as applicable? (19-7.4)		
17. Are personnel responsible for processing and disposing of shipboard medical waste trained to ensure such actions comply with the requirements governing this waste? (19-8.4)		
18. Has at least one OHS spill response drill for each duty section been held annually? (19-9.3a)		
19. Has the ship trained in-port watchstanders and command duty officers on in port OHS spill response procedures, the ship's SPC, and local notification requirements prior to assignment? (19-9.3b)		
20. Is at least one petty officer in each inport fireparty and each repair party qualified on Watchstation 304, Oil/Hazardous Material (Substance) Spill Response Scene Leader, in the Hazardous Material/Environmental Protection Programs Afloat PQS, NAVEDTRA 43528-A? (19-9.3c)		

	YES	NO
21. <u>For submarines only</u> Are type commander requirements for Watchstation 304 of the PQS followed so that appropriately qualified individuals are present at the scene of HM or oil spill? (19-9.3c)		
<u>EQUIPMENT OPERATION</u>		
22. Does the ship have a Marine Sanitation Device (MSD) of the type appropriate to its status and year of construction? Is the MSD certified per NAVSEAINST 9593.1, and is it operable? (19-3.3.1)		
23. Does the ship observe the following procedures: a. Does the ship operate and maintain the installed MSD to prevent the overboard discharge of untreated or inadequately treated sewage, or any waste derived from sewage (e.g., sludge), within 0-3 nm of the U.S. shore? b. Does the ship operate the MSD to collect only sewage while operating or transiting within 3 nm of shore? c. In port, does the ship collect graywater in the installed MSDs or graywater collection systems (if so fitted), and pump the waste ashore? d. If the ship operates in fresh water other than the Great Lakes, does it refrain from discharging treated or untreated sewage into freshwater lakes, freshwater reservoirs or other freshwater impoundment, or into rivers not capable of interstate navigation? e. With reference to d. above, is the ship modified to preclude <i>accidental</i> discharge? f. Are used solvents or other industrial wastes prohibited from being discharged to MSDs or graywater collection systems or dumped down sinks or deck drains? g. <u>For COMSC ships only</u> If a ship is equipped with USCG-approved Type II MSD, does it discharge sewage via the installed MSD? (19-3.3.3)		
24. While visiting non-Navy ports, does the ship request sewage reception facilities (barge or installed sewage hookups) in LOGREQs or other pertinent documentation? When in port, does the ship divert food service garbage grinders to the MSD system for discharge ashore? (19-3.3.3)		
25. Is installed Oil/Water Separator (OWS) and Oil Content Monitor (OCM) fully operable and routinely used? Is oil pollution abatement equipment certified per NAVSEAINST 9593.2?		
26. <u>For a ship equipped with OWS and OCM</u> Are bilgewater discharges limited to 15 ppm oil worldwide? If operating conditions prevent achieving less than 15 ppm, does the ship limit discharges to less than 100 ppm and only when beyond 12 nm from the nearest land? (19-5.4.2a)		
27. <u>For a ship equipped with Oil/Water Separator or Bilge Water Processing Tanks (BWPT) but without OCM</u> , is all machinery space bilge water processed through an OWS or BWPT before discharge? (19-5.4.2b)		

	YES	NO
28. <u>For a ship equipped without OWS but with an Oily Waste Holding Tank (OWHT):</u> a. To the maximum extent possible, without endangering the ship or impairing its operations or operational effectiveness, is all oily bilge water directed to the OWHT for shore disposal? b. Is only the bottom, water phase pumped overboard, ensuring that the upper, oily phase is not pumped, except to a shore collection facility? c. Are such discharges of oily bilge water made only while the ship is underway? (19-5.4.2c)		
29. <u>For a ship equipped with neither an operating OWS nor OWHT:</u> Is oily bilge water retained for shore disposal to the maximum extent possible, without endangering the ship or impairing its operations or operational effectiveness? (19-5.4.2d)		
30. <u>For submarines without BWPTs:</u> Is bilge water discharged, after allowing for adequate separation time? Is only the bottom, non-oily water phase of bilge water pumped overboard? (19-5.4.2e)		
31. Is oil contamination of bilge water minimized? (19-5.4.4a(1))		
32. Does the ship refrain from use of emulsifying bilge cleaners? (19-5.4.4a(2))		
33. While in port, does the ship dispose of bilge water only by pumping to a permanent shore reception facility, using its installed OWS, or pumping to a ship waste offload barge (SWOB), and use eductors only in an emergency? (19-5.4.4a(3))		
34. Is waste/used oil disposed of in port and not at sea; collecting and storing it separately for eventual shore reclamation, keeping hydraulic and synthetic oils separate from other lubricants? (19-5.4.4b)		
35. Does the ship conduct fuel operations in port or restricted waters during daylight hours only, with trained personnel, using topside watches in communication with pumping stations, using check-off lists, continuously monitoring each tank level while filling it, and conduct fueling operations only after informing either the commanding officer, command duty officer or officer of the deck? (19-5.4.4c)		
36. Does the ship refrain from use of eductors to strip fuel or cargo tanks? Does the ship avoid stripping tanks overboard, but instead strip to contaminated fuel settling tanks? (19-4.4d)		
37. Does the ship properly dispose of oil-contaminated solid waste? (19-5.4.4f)		
38. <u>For ships equipped with incinerators and or rag washers</u> a. Are rags burned only if lightly petroleum-soiled and when beyond 12 nm from shore? b. When using the rag washer, is the effluent directed to the waste oil tank or to pierside retention facilities for processing? c. When at sea beyond 12 nm from land, is rag washer effluent directed to the rag washer mixing tank prior to educting overboard? (19-5.4.4f)		
39. Unless allowed by appendix L, does the ship refrain from discharging HM overboard within 200 nm of land? (19-6.4.1a)		

	YES	NO
40. Is chapter 19, part 19-6.4. pertaining to ship-to-shore transfers and ship to ship transfers of excess HM or used HM followed? (19-6.4.1)		
41. Do the ships plastics processor, pulper and metal/glass shredder operate as designed?		
42. Are the plastics processor, pulper and metal/glass shredder operated and is processed material handled per chapter 19, part 19-7.3? (19-7.3)		
43. If any solid waste equipment is inoperable, has a CASREP been submitted?		
44. <u>For submarines</u> : Does the compactor operate fully as designed? If it does not, is there a CASREP?		
45. Are responsible personnel aware of requirement to report discharges of solid waste into "in effect" special areas? (19-7.3.3)		
46. Is the autoclave functional so that medical personnel may sterilize medical waste? (19-8.3)		
47. Does the medical department representative understand medical waste management requirements? (19-8.3)		
48. Does the ship possess Mk II Oil Spill Containment and Cleanup Kits, AEL 2-550024006 for overboard oil and hazardous substance spill response? (19-9.2.4)		
49. Does the ship possess Hazardous Material Spill Response Kits, AEL 2-550024007 for spills that occur on board the ship? (19-9.2.4)		
50. Are the commanding officer and command duty officers familiar with oil and hazardous spill cleanup and reporting requirements? (19-9.2)		
51. Do command duty officers know how to contact the NOSC? (19-9.2.8)		
52. Does the ship have pre-formatted, correctly addressed messages, modeled on Appendices H and I, prepared and available for OHS spills? (19-9.2.8)		
53. Are solvents, paints, fuels, lubricants and chemicals prohibited in OPNAVINST 5100.19C not ordered or used? (19-4.3.2c)		
54. Are only properly trained personnel equipped with appropriate personal protective equipment permitted to perform shipboard emergency or operational readiness repairs on thermal insulation containing asbestos? (19-4.3.2d)		
55. Is asbestos material removed during shipboard repair actions performed by ship's force properly containerized and disposed of without release of asbestos fibers into the environment? (19-4.3.2c)		
56. <u>For Navy and COMSC ships with AC&R systems with an installed refrigerant charge of more than 50 pounds that contain ODSs such as CFC-11, CFC-12, or CFC-114 or ODS substitute material such as HFC-134a or HFC-236fa :</u> Does the ship meet the following annual performance goals: (1) Maintain a maximum annual leakage rate of not more than 15 percent of total installed refrigerant charge of air conditioning equipment? (2) Maintain a maximum annual leakage rate of not more than 35 percent of total installed refrigerant charge of ship stores and cargo refrigeration? (19-4.3.2e)		
57. Are ODSs recovered prior to maintenance on air conditioning and refrigeration systems and fire protection systems? (19-4.3.2f)		

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	YES	NO
58. Do personnel who perform maintenance on AC&R systems keep records of maintenance actions, names of technicians performing work, pounds of refrigerant removed and pounds of refrigerant added and retain them for 3 years? (19-4.3.2g)		
59. When replacing inoperable galley refrigeration equipment, is new equipment EPA-approved (complying with their significant new alternatives policy (SNAP) program), using refrigerant with an ozone depletion potential (ODP) of 0.05 or less? (19-4.3.2j)		
60. If the ship has had an overhaul availability at Navy NESHAP-affected source sites, were records of ships' force marine coating use maintained <i>for coatings distributed from ships' stores</i> ? (Hazardous Material Inventory Control System (HICS) may be used to keep these records.) (19-4.3.2k(2))		
61. If the ship has had an overhaul availability at a commercial NESHAP-affected source site, was the use of paint recorded and reported regardless of availability type or operational status? (19-4.3.2k(2))		
62. Are paint lockers labeled with placards stating, "Thinning of marine coatings/paints is prohibited." (19-4.3.2k(5))		
63. Are the following paint work practices observed: (a) paint spills are minimized, (b) only intact and leak free paint containers are stored, and (c) paint containers are stored when not in use? (19-4.3.2k(7))		
64. Is a monthly report of daily coating use delivered by the seventh day of the month following use or before departure, if departing before the end of the month or after a short visit (i.e. several days) to the affected source site (Navy shore activity) or, when located at a commercial affected source site, to the appropriate SUPSHIP office? (19-4.3.2k(3))		
<u>PROGRAM COMPLIANCE AND EFFECTIVENESS</u>		
65. Is the ship operated and maintained to conform with applicable State and local air pollution emission regulations and HM regulations? (19-4.3.1)		
66. Does the ship comply with the guidelines, standards and procedures of chapter 19 of this instruction? (chapter 19)		
67. Are periodic inspections (at least quarterly) by senior medical department personnel conducted to maintain sanitary and hygienic conditions of MSD systems and operational practices? Are periodic sanitation and hygiene inspections of solid waste processing equipment conducted? (19-14.10f)		
68. Are appropriate health and sanitation precautions posted as required by OPNAVINST 5100.19C ; General Specifications for Ships of the United States Navy (GENSPECS); Naval Ships Technical Manual, chapter 593; and NAVMED P-5010-7? (19-14.10g)		
69. Are sewage discharges within 0-3 nm from U.S. shores reported? (19-14.10h)		
70. If there are any conditions or system/equipment malfunctions that could result in unlawful air pollutant emissions, are they reported to the fleet commander? (19-14.10i)		

	YES	NO
71. If there are any conditions or system/equipment malfunctions that could necessitate oily waste, HM or solid waste discharge into waters in which discharge is restricted, are they reported to the fleet commander? (19-14.10j)		
72. Are the date, time of occurrence, ship location at the beginning and end of the incident, substance discharged, quantity discharged and the cause of the discharge for any oily waste discharge that causes a sheen recorded in the engineering log or equivalent oil record book? (19-14.10k)		
73. Do personnel comply with OPNAVINST 5100.19C requirements for HM handling, packaging, storing, labeling, treating and disposal? Is an HM coordinator appointed by the commanding officer? (19-14.10l)		
74. Is one or more shipboard action officers designated to be responsible for shipboard spill/ release contingencies planning and response? (19-14.10m)		
75. Does the ship have an OHS Spill Contingency Plans (SCPs), that is coordinated with the cognizant NOSC plan? (19-14.10n)		
76. Are personnel aware of and do they understand the OHS SCPs?		
77. Are OHS spills reported as prescribed in paragraph 19-9.2.5 through 19-9.2.8? (19-14.10p)		
78. Is immediate action taken to contain, control and mitigate any spills caused by the ship? (19-14.10q)		
79. Is an officer or petty officer appointed to oversee dry-dock operations to ensure that industrial waste and sewage collection and treatment systems are properly operated and maintained and that ship-to-shore transfers of the waste are handled in a safe and effective manner. (19-14.10r)		
80. Is used and excess HM offloaded, to the maximum extent feasible, to a Navy or other public facility prior to entering a private shipyard for an availability? Does the ship also offload HM not anticipated for use by ship's force during the availability before entering the private shipyard? (19-14.10s,t)		
81. Does the ship collect the debris, dust and residual materials from the paint removal, to the maximum extent feasible, and properly dispose of these materials ashore? (19-14.10w)		
82. Is the ship aware of the requirement to report to the chain of command, cognizant REC, area environmental coordinator and CNO (N45) any regulatory request that the Navy apply for permits involving ship discharges or implement measures regarding ship discharges? Do responsible officers understand they should not make agreements with environmental agencies regarding ship discharges without CNO (N45) approval? (19-14.10x)		
83. Is the loading of ballast water in potentially polluted areas or within 3 nm from shore and the flushing of ballast tanks to rid them of possible pollutants or unwanted species recorded in the engineering log? (19-14.10y)		
84. If plastic discharges have occurred, are they properly recorded in the log? Are plastic discharges personally approved by the commanding officer? (19-14.10z)		

