

## **Notice of Environmental Requirements**

All subcontractors, suppliers, team members, and third parties are required to review this notice and complete the attached "Environmental Requirement Review Checklist and Certification" before first beginning any work at any NASSCO facility. NASSCO's Environmental Management System (EMS) requires this review to maintain conformance with its ISO 14001 procedures and compliance with applicable environmental regulations and permits. If you have any questions about this notice, please contact the NASSCO Environmental Engineering Office at (619) 544-7506.

This notice provides a general overview of the environmental requirements and regulations applicable to various activities that may be performed at NASSCO. Each company proposing to work at a NASSCO facility is required to review this notice and complete and submit the attached checklist and certification. Failure to submit the attached checklist or any of the documentation required by this notice may result in a delay to contract award, disqualify you from the proposed work, or prevent your access to NASSCO's facility.

**This notice also identifies certain activities that cannot be performed at NASSCO unless written authorization has been obtained from the NASSCO Environmental Engineering Department; these requirements are summarized in Table 1.**

It is your company's responsibility to know and comply with Federal, State, and local environmental regulations applicable to its activities. If it is discovered that your company has violated applicable environmental regulations or did not follow NASSCO environmental policies while working at NASSCO, it may result in the issuance of an Environmental Corrective Action Request (ECAR) and/or revocation of facility access.

Your company is responsible for providing the necessary training to ensure that your employees adhere to the applicable requirements while working at NASSCO facilities. You are also responsible for informing your direct subcontractors of these requirements and their responsibility to comply.

### **BEST MANAGEMENT PRACTICES**

NASSCO has developed specific Best Management Practices (BMPs) for controlling operations and protecting the environment. A complete copy of the BMPs can be found in the Environmental Pocket Guide, which is available from the Environmental Engineering Department. Because of the variety of processes conducted at NASSCO, many different BMPs have been developed to cover these specific operations. However, there are a few BMPs that apply to everyone, these are summarized below:

#### **BMP #101: General EMS Awareness**

NASSCO has implemented an Environmental Management System (EMS) that supports our Commitment to the Environment and to Continuous Improvement. NASSCO's EMS was ISO 14001 certified by ABS (American Bureau of Shipping) on December 12, 2000. The EMS was established to:

- Ensure Compliance
- Reduce Waste and Conserve Natural Resources
- Continuously Improve Environmental Performance
- Prevent Pollution

NASSCO's Environmental Policy is part of NASSCO's Mission, Vision, Values, and Guiding Principles. This is listed on the Blue Card attached to your badge. All personnel on-site at NASSCO must have a blue card and be familiar with NASSCO's Environmental Policy:

***We are committed to protecting the environment and preventing pollution***

### **BMP #102: Emergency Response**

Everyone who works at a NASSCO facility is required to be aware of how to respond to emergencies and spills, the location of the nearest fire extinguisher, and their evacuation or muster location. NASSCO has an onsite fire department and is equipped to respond to medical emergencies. To activate the proper response, call 619-544-8777 (or 911 from a RED NASSCO Phone) in the event of a fire or medical emergency.

NASSCO also has on-site spill response capabilities. Should you observe or cause a spill, report it by calling 619-544-8401 (or 8401 from a RED NASSCO phone). The following spills are required to be reported:

- One drop or more of any hazardous material to the Bay
- One quart or more of any hazardous material onto the ground

### **BMP #202: Paint and Solvent Container Management**

NASSCO Policy and San Diego Air Pollution Control District Regulations require that all containers that hold materials or wastes containing Volatile Organic Compound (VOCs) must be kept closed at all times when not adding or removing material. Typical VOC-containing materials include paints, solvents, and adhesives; typical wastes containing VOCs include solvent or paint contaminated rags and brushes, and other wastes contaminated by VOC-containing materials.

### **BMP #306: General Yard Cleanup**

Work practices to maintain yard and work area cleanliness are outlined in this BMP. Clean work areas are essential for safety and to prevent the spread of trash and debris.

### **BMP #326: Parking Lot Housekeeping**

To prevent storm drain pollution from NASSCO parking lots, vehicle maintenance and waste dumping are prohibited in these areas.

### **BMP #401: Container Labeling**

This BMP requires that all containers be clearly and correctly labeled as to content and that any required hazard labels remain visible. Should a label become damaged, or if material is transferred into another container, a new label can be obtained from the NASSCO Safety Department at 619-544-8444.

### **BMP #407: Universal Waste**

This BMP specifies that universal waste, such as batteries, fluorescent bulbs, and ink and toner is prohibited from being disposed of in the trash.

## **HAZARDOUS MATERIAL APPROVAL PROCESS**

The term "hazardous material" applies to any type of chemical or product containing hazardous materials, including paints, solvents, adhesives, cleaners, oils, fuels, acids, caustics, abrasive material, weld rod, lubricant, coolant, and the like.

**BEFORE** bringing any hazardous material into any NASSCO facility, your company must submit a Material Safety Data Sheet (MSDS) to the NASSCO Safety Department for review. You may not use the product at NASSCO until you have received confirmation from the Safety Department that the product is acceptable for use. Additionally, documentation of "as applied" Volatile Organic Compound (VOC) content must accompany each paint, solvent, and adhesive product. For more information on the MSDS Review process, contact the Safety Department at 619-544-8444.

## **SOLID WASTE DISPOSAL**

Trash and recycling receptacles called "skip tubs" are located at numerous locations throughout the yard. The skip tubs have been color-coded to promote recycling as follows:

- BLUE SKIP TUBS: Wood
- RED SKIP TUBS: Scrap Metal
- WHITE SKIP TUBS: General Trash, Cardboard
- GREEN SKIP TUBS: Paper Only

**It is prohibited to dispose of hazardous waste or material or medical/biological wastes in containers designated for trash or other non-hazardous waste.** Contact Environmental Engineering for guidance on disposal of foreign garbage.

## **HAZARDOUS WASTE DISPOSAL**

While working at NASSCO's facility, your company is responsible for complying with applicable Federal, State, and local laws and regulations pertaining to management and disposal of the hazardous wastes generated from your activities. Examples of hazardous wastes include, but are not limited to: waste paints and paint-related wastes, used solvents, spent chemicals, and waste adhesives, as well as used oil and abrasive blasting grit. It is prohibited to abandon or discard hazardous materials or wastes into any trash receptacle. **Your company may not remove hazardous waste from NASSCO without prior authorization from NASSCO's Environmental Engineering Department.**

Before first beginning any work that will generate hazardous waste at a NASSCO facility, contact the Environmental Engineering Department at 619-544-7506 for approval of the work and to arrange for training on NASSCO's policies and procedures, if needed.

In most cases, NASSCO will provide the waste drums and labels and will arrange for final disposal of the wastes generated by its direct subcontractors. All waste containers must be clearly and properly labeled in accordance with applicable hazardous waste laws at all times.

NASSCO will not provide drums or dispose of hazardous waste generated by the Navy, MSC, or Coast Guard; responsibility for proper disposal of these wastes rests with the generating entity.

## **AIR POLLUTION CONTROL**

Activities that can generate air emissions are closely regulated by the California Air Resource Board (CARB) and the San Diego County Air Pollution Control District (SDAPCD). These activities either require permits or are subject to state or local air regulations which establish limitations on product use or VOC content, recordkeeping, and other requirements. These activities include:

- Abrasive Blasting
- Adhesive Use
- Asbestos Abatement, Removal, or Disruption
- Coating or Painting
- Demolition of Building, Equipment, or Structures
- Operation of Non-Road Diesel Engines > 49 hp (including generators, compressors, pumps, hydro blasters, etc.)
- Operation of Off-Road Diesel Engines > 25 hp (including forklifts, construction equipment, load handlers, etc.)
- Solvent Use
- Welding
- Any other operation subject to San Diego Air Pollution Control District Rules or Permit Requirements

**Any Company proposing to perform any of the above-listed activities must obtain written authorization from the Environmental Engineering Department before beginning the activity.**

**Third Parties (entities not directly contracted by NASSCO) are prohibited from conducting the above-listed activities at any NASSCO Facility** unless specific authorization has been obtained, in advance, from the NASSCO Environmental Engineering Department.

If the activity your company performs is required to have an Air Pollution Control Permit or Registration, then you must submit a copy of the permit or registration to the NASSCO Environmental Engineering Department **BEFORE** starting that activity. Furthermore, your company is responsible for complying with applicable SDAPCD Rules, whether or not a permit is required. For more information on permits and air pollution control regulations, contact the San Diego Air Pollution Control District at 858-586-2600.

The San Diego Air Pollution Control District has established stringent limitations on the Volatile Organic Compound (VOC) content of paints, adhesives, resins, solvents and other products. It is important that you familiarize yourself with these limits before you purchase any of these products to ensure that the product can legally be used in San Diego County.

Most of the activities listed above have daily or monthly recordkeeping requirements. For example, if you paint or apply adhesives, you are required to maintain records on the amount of paint or adhesive used. Your company is required to submit monthly usage records to NASSCO's Environmental Engineering Department, by the 10<sup>th</sup> of the month following the month that the work was performed. Reporting forms will be provided by NASSCO.

Since June 2003, NASSCO has been operating under a Title V air permit. This permit has very strict requirements that require significant control over certain work activities that generate air emissions. Companies conducting operations at NASSCO's Harbor Drive facility that can affect NASSCO's Title V Air Permit are required to submit a "Monthly Air Compliance Certification" form Part-A by the 10<sup>th</sup> of the following month.

### **WATER POLLUTION CONTROL ISSUES**

Due to NASSCO's close proximity to sensitive water bodies, extreme care must be taken to prevent negative impacts to these water bodies. Spills, leaks, and unauthorized discharges to the Bay must be immediately reported to NASSCO Security at 544-8401.

**Your company is required to obtain approval from the Environmental Engineering Department prior to initiating any water or wastewater discharge.** You may apply for approval by submitting a "Wastewater Discharge Request" form and any required analytical data to the Environmental Engineering Department. You must provide at least 10 days advanced notice for any proposed discharge.

**Over Water Activities:** The following over water operations and containment must be approved by NASSCO Environmental Engineering.

- Spray painting, welding or burning, grinding, chipping and blasting;
- Over water transfers of oil, oily water and fuels.

**Over water transfers of oil, oily water and fuels must comply with all laws and regulations of the U.S. Coast Guard-San Diego and must satisfy NASSCO's Person-In-Charge (PIC) requirements.**

### **FLOW DOWN REQUIREMENT**

Subcontractors hired by NASSCO Customers, Team Members, Subcontractors and Suppliers shall comply with all NASSCO environmental policies and procedures as well as all Federal, State and local environmental rules and regulations. It is the responsibility of NASSCO Customers, Team Members, Subcontractors, and/or Suppliers to ensure that all NASSCO requirements have been flowed down to all of their subcontractors performing work for NASSCO, either on-site at NASSCO or at a Naval Facility.

### **CERTIFICATE OF COMPLETION (COC) CHECKLIST**

In order to obtain a COC Sign-off from Environmental Engineering, your organization's representative must bring a completed COC Checklist describing the activities performed to the NASSCO Environmental Engineering Office. All required permits and reporting documentation specified on the COC Checklist must also be received prior to Environmental Engineering sign-off.

### **ENVIRONMENTAL CORRECTIVE ACTION REQUESTS (ECARs)**

Failure to comply with applicable environmental rules and regulations and/or NASSCO environmental policies will result in your company being issued an Environmental Corrective Action Request by NASSCO Environmental Engineering. You must respond to this request within 10 working days.

## **OPERATIONAL CONTROLS TRAINING & ARRIVAL CONFERENCES**

Environmental Engineering conducts training for designated Customers, Team Members, Subcontractors and Suppliers whose operations have the potential to cause a significant environmental impact. Additionally, a ship's force is given overview training upon arrival.

## **NASSCO ENVIRONMENTAL ENGINEERING DEPARTMENT**

The NASSCO Environmental Engineering Department is located on the ground floor of Building #51 at the main shipyard at 2798 Harbor Drive.

### Mailing Address

NASSCO Environmental Engineering Department (MS 22A)  
PO Box 85278  
San Diego, CA 92186-5278

### Environmental Engineering Phone Numbers

Environmental Engineering General Information	(619) 544-7506	<a href="mailto:envreports@nassco.com">envreports@nassco.com</a>
Environmental Engineering Fax	(619) 744-1088	
Mike Chee <i>Manager Environmental Engineering</i>	(619) 544-7778	<a href="mailto:mchee@nassco.com">mchee@nassco.com</a>
Hugo Bermudez <i>Bay &amp; Stormwater Program</i>	(619) 544-7780	<a href="mailto:hugo.bermudez@nassco.com">hugo.bermudez@nassco.com</a>
Sara Giobbi <i>Air Pollution Control Program</i>	(619) 544-8764	<a href="mailto:sgiobbi@nassco.com">sgiobbi@nassco.com</a>
Chad Haza <i>Training &amp; Environmental Management System</i>	(619) 544-8826	<a href="mailto:chaza@nassco.com">chaza@nassco.com</a>
John Martin <i>Repair &amp; Hazardous Materials/Waste</i>	(619) 544-3553	<a href="mailto:jmartin@nassco.com">jmartin@nassco.com</a>
Alicia Ortiz <i>Wastewater Program</i>	(619) 544-7963	<a href="mailto:alicia.ortiz@nassco.com">alicia.ortiz@nassco.com</a>
Amanda Powers <i>Hazardous Materials and Waste/ Subcontractor Reporting</i>	(619) 544-8888x2299	<a href="mailto:amanda.powers@nassco.com">amanda.powers@nassco.com</a>

**Table 1: Activities Requiring Authorization by NASSCO Environmental Engineering Department**

Before Conducting This Activity:	Review the Following NASSCO Environmental Instruction (EI)	Submit the following documents or Environmental Request Form (ERF) to NASSCO:
Working at any NASSCO facility	➤ Notice of Environmental Requirements	✓ NASSCO Environmental Requirement Review Checklist and Certification
Use of chemicals or hazardous materials such as paints, solvents, adhesives, oil, fuel, weld rods, abrasive grit, or other chemicals or hazardous materials	➤ Notice of Environmental Requirements	✓ Copies of Material Safety Data Sheets (MSDS) and Review Form for each material (to NASSCO Safety Department)
Abrasive Blasting	➤ EI#1: Environmental Requirements for Abrasive blasting	✓ ERF#1: Request for Authorization to Perform Abrasive Blasting
Adhesive Use	➤ EI#2: Environmental Requirements for Adhesive Use	✓ ERF#2: Request for Authorization to Apply Adhesives
Asbestos Abatement, Removal, or Disruption OR: Demolition of Building, Equipment, or Structures	➤ EI#3: Environmental Requirements for Removal or Disruption of Asbestos	✓ ERF#3: Request for Authorization to Perform Asbestos Abatement or Demolition
Coating or Painting	➤ EI#4: Environmental Requirements for Painting and Coating	✓ ERF#4: Request for Authorization to Apply Paint and Coatings
Over-Water Transfer of Oil, Fuel, Oily Water, or Other Petroleum-Containing Materials	➤ EI#5 Environmental Requirements for Overwater Transfers	✓ ERF#5 Request for Authorization to Perform Over-Water Transfers
Fiberglass/Polyester Resin Layup	➤ EI#6 Environmental Requirements for Fiberglass and Polyester Resin Work	✓ ERF#6 Request for Authorization to Apply Polyester Resin Materials
Generation, Disposal, or Transportation of Hazardous Waste	➤ EI#7 Environmental Requirements for Generation, Disposal, or Transportation of Hazardous Waste	✓ ERF#7 Request for Authorization to Generate, Dispose, or Transport Hazardous Waste
Generation or Disposal of Water or Wastewater (bilge, ballast, hydroblast, flushing)	➤ EI#8 Environmental Requirements for Generation and Disposal of Water or Wastewater	✓ ERF#8 Wastewater Discharge Request
Operation of Non-Road Diesel Engines > 49 hp (including generators, compressors, pumps, hydro blasters, etc.)	➤ EI#9 Environmental Requirements for Non-Road Diesels	✓ ERF#9 Request for Authorization to Operate Non-Road Diesels
Operation of Off-Road Diesel Engines > 25 hp (including forklifts, construction equipment, load handlers, etc.)	➤ EI#10 Environmental Requirements for Off-Road Diesels	✓ ERF#10 Request for Authorization to Operate Off-Road Diesels
Solvent Use	➤ EI#11 Environmental Requirements for Solvent Use	✓ ERF#11 Request for Authorization to Use Solvent Products
Welding	➤ EI#12 Environmental Requirements for Welding	✓ ERF#12 Request for Authorization to Perform Welding
Handling of Petroleum Products (> 50 gallons) within Facility (including fuel delivery and handling of oils and fuels, but excluding over-water transfers)	➤ EI#13 Environmental Requirements for Handling of Oils and Fuels	✓ ERF#13 Request for Authorization to Handle Oils and Fuels

Subcontractors, customers, and team members proposing to perform one of the above-listed activities at NASSCO must apply for and obtain authorization to conduct these activities from the Environmental Engineering Department. The procedures and forms for obtaining authorization can be found on NASSCO's website at:

<http://www.nassco.com/purchasing/environmental-procedures.html>

Third Parties (entities not directly contracted by NASSCO) are prohibited from conducting the above-listed activities at any NASSCO Facility unless specific authorization has been obtained, in advance, from the NASSCO Environmental Engineering Department. For more information, contact NASSCO's Environmental Engineering Department at 619-544-7506