



## DEPARTMENT OF THE NAVY

COMMANDER, FLEET ACTIVITIES, YOKOSUKA  
PSC 473 BOX 1  
FPO AP 96349-0001

COMFLEACTINST 5090.17  
N4E

MAY 25 2012

### COMFLEACT YOKOSUKA INSTRUCTION 5090.17

From: Commander, Fleet Activities, Yokosuka

Subj: ENVIRONMENTAL QUALITY ASSESSMENT PROGRAM

Ref: (a) Japan Environmental Governing Standards  
(b) OPNAVINST 5090.1C  
(c) COMFLEACT, Yokosuka, Internal Assessment Plan  
(d) Naval Facilities Engineering Command, Business Management System, Business Line 17, Environmental Quality Process B17.4, Internal Compliance Assessment

1. Purpose. To establish Commander, Fleet Activities (COMFLEACT), Yokosuka's environmental audit and assessment program as required by references (a) and (b) and to promulgate reference (c) to all personnel and commands within COMFLEACT, Yokosuka's Area of Responsibility (AOR).
2. Cancellation. COMFLEACTINST 5090.6.
3. Scope. Reference (c) integrates the requirements and information contained in references (a), (b) and (d) and defines proper management with respect to the Environmental Management System (EMS) Audit and Environmental Quality Assessment (EQA) Programs.
4. Applicability. The instruction applies to all commands, activities, and personnel operating within the COMFLEACT, Yokosuka AOR.
5. Responsibilities
  - a. COMFLEACT, Yokosuka is responsible for ensuring implementation and execution of an annual internal environmental audit and assessment program and supporting the triennial external audit and assessment programs in accordance with references (a) and (b).
  - b. Commanding Officers or Officers in Charge of Fleet Activities (FLEACT), Yokosuka tenant commands.

(1) Designate a primary and alternate Environmental Point of Contact (POC) to act on his/her behalf in environmental compliance, assessment and audit matters.

(2) Notify the FLEACT, Yokosuka Public Works Department (PWD) Environmental Division (N4E) of appointed Environmental POCs.

(3) Support and participate in the internal and external EMS audit and EQA programs.

(4) Validate identified discrepancies and their root causes.

(5) Develop, document and implement Plans of Actions and Milestones (POA&Ms) with corrective actions and process improvements for deficiencies identified in internal and external audits and assessments.

(6) Provide FLEACT, Yokosuka PWD N4E developed POA&Ms for each identified discrepancy within 15 working days of receipt.

(7) Coordinate identification and funding of corrective actions and process improvements to address deficiencies and their root causes.

(8) Provide FLEACT, Yokosuka PWD N4E updated status on open findings and corrective action taken and completion date for closed findings.

(9) Support and participate in the preparation of assessment documentation and reports.

(10) Advise COMFLEACT, Yokosuka and FLEACT, Yokosuka PWD N4E as soon as possible if a nonconformance, deficiency, or problem may result in adverse public relations and/or require regional coordination to resolve.

(11) Support and participate in the annual review of the Installation Assessment Plan (IAP).

(12) Ensure environmental conformance and compliance are factors in performance evaluations of appropriate personnel.

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(13) Perform required inspections and record keeping functions for those operations where they are the practice owner (i.e. hazardous waste accumulation points, petroleum tanks, paint booth operators, etc.).

c. FLEACT, Yokosuka PWD, N4E

(1) Act as lead for conducting an internal EMS Audit and EQA of each environmental media.

(2) Notify organizations, environmental POCs or practice owners a minimum of ten working days prior to performing internal assessments and audits.

(3) Utilize current versions of checklists.

(4) Make checklist readily available to organizations, environmental POCs or practice owners.

(5) Identify and document instances of non-compliance and associated corrective actions.

(6) Provide a verbal out-brief of suspected findings to assessed individuals at the end of the assessment.

(7) Provide a written discrepancy form no later than ten working days from the conclusion of the assessment.

(8) Evaluate the need for actions to prevent non-compliance and recommend appropriate actions designed to avoid recurrence.

(9) Coordinate corrective actions with organizations, environmental POCs or practice owners.

(10) Utilize the standardized Root Cause Code list to evaluate and identify trends.

(11) Validate proposed corrective actions to ensure they address the root cause and are designed to prevent recurrence.

(12) Maintain a tracking mechanism for all identified discrepancies and corrective actions.

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(13) Obtain updated status on open findings from organizations, environmental POCs or practice owners prior to the established estimated completion date.

(14) Ensure competence, training and awareness is accomplished in accordance with OPNAVINST 5090.1C, Chapter 3, Section 3-9.4.

(15) Provide environmental training, instruction and assistance to organizations, POCs and practice owners.

(16) Maintain and update a database and/or documentation to reflect new or changed practices identified during audits and assessments.

(17) Present a summary of assessment documentation to Senior Management.

(18) Present a summarized report of each media assessed and identified discrepancies to each applicable organization.

(19) Annually, by November 15th, submit internal EQA documentation to Naval Facilities Engineering Command Far East (EV4).

(20) Act as primary POC for external environmental audits and assessments covering the COMFLEACT, Yokosuka AOR.

(21) Develop an IAP.

(22) Review the IAP annually and update.

(23) Compile results of the execution of the IAP.



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