



# A Technology Solution Strengthens Comprehensive Environmental Management

**Ms. Shari Kennedy**  
**MCSF Blount Island, FL**  
**#14210, E2S2, 23 May 2012**  
**10:00 a.m., Room 261**

# Report Documentation Page

Form Approved  
OMB No. 0704-0188

Public reporting burden for the collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

1. REPORT DATE <b>23 MAY 2012</b>		2. REPORT TYPE		3. DATES COVERED <b>00-00-2012 to 00-00-2012</b>	
4. TITLE AND SUBTITLE <b>A Technology Solution Strengthens Comprehensive Environmental Management</b>				5a. CONTRACT NUMBER	
				5b. GRANT NUMBER	
				5c. PROGRAM ELEMENT NUMBER	
6. AUTHOR(S)				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) <b>Marine Corps Support Facility Blount Island, Installation Management Office, Environmental Section, 5880 Channel Island View Blvd, Room 134, Jacksonville, FL, 32226</b>				8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)				10. SPONSOR/MONITOR'S ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT <b>Approved for public release; distribution unlimited</b>					
13. SUPPLEMENTARY NOTES <b>Presented at the NDIA Environment, Energy Security &amp; Sustainability (E2S2) Symposium &amp; Exhibition held 21-24 May 2012 in New Orleans, LA.</b>					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT <b>Same as Report (SAR)</b>	18. NUMBER OF PAGES <b>37</b>	19a. NAME OF RESPONSIBLE PERSON
a. REPORT <b>unclassified</b>	b. ABSTRACT <b>unclassified</b>	c. THIS PAGE <b>unclassified</b>			



# Agenda



- **Background**
- **Review Automated Workflow Tool**
  - **General Navigation**
  - **Chemical Approval Example**
  - **NEPA Coordination Example**
  - **Safety PPE Example**
- **Summary**



# Marine Corps Support Facility Blount Island (MCSF BI) Mission

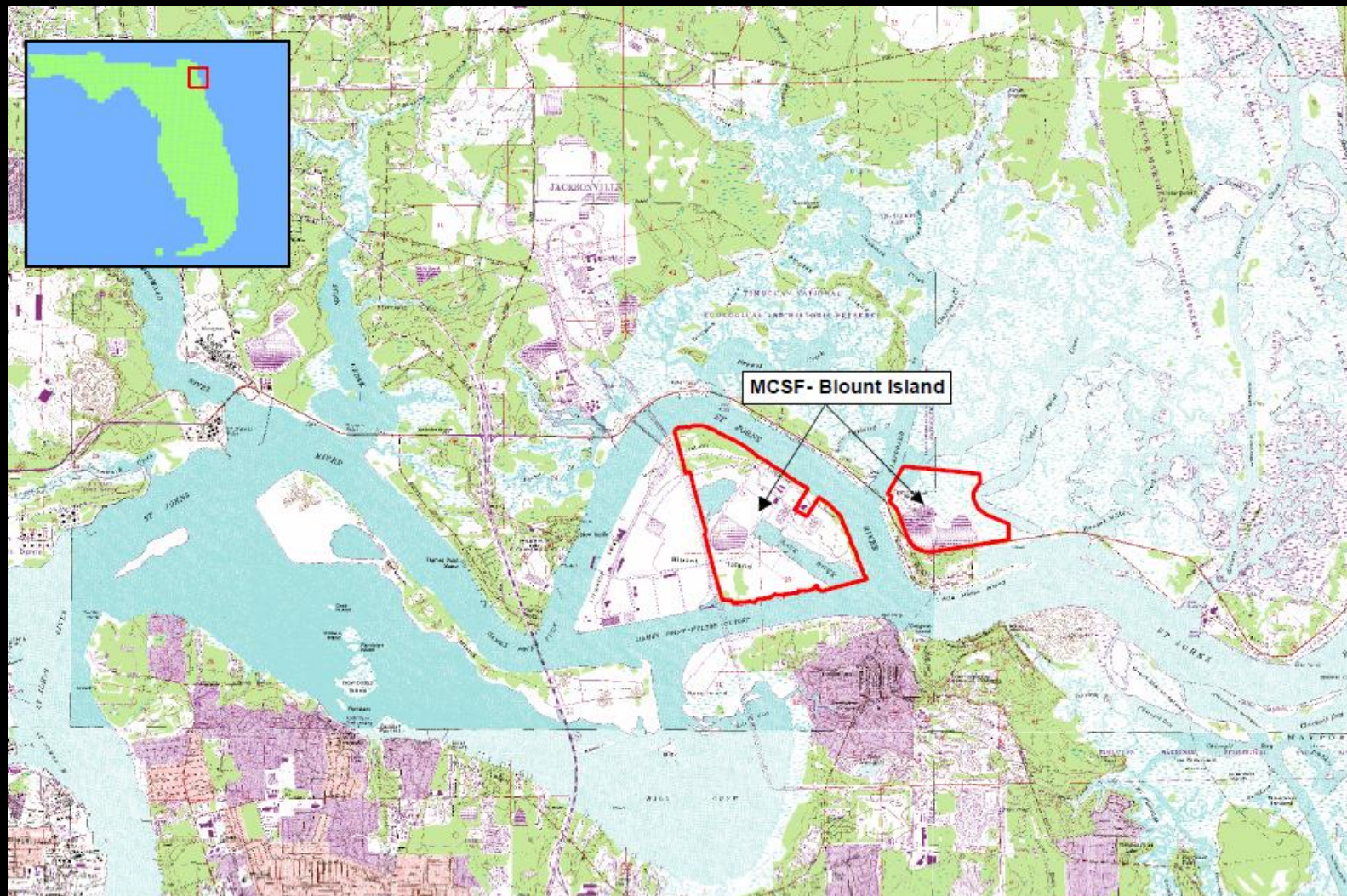


- Serves as Executive Agent for Marine Corps Prepositioning Programs, Blount Island Command
- Plans, coordinates, and executes logistics efforts in support of Maritime Prepositioning Ships (MPS) Program and the Marine Corps Prepositioning Program, Norway
- Focus on attainment, maintenance, and sustainment of all MPS and Norway requirements, and provide technical assistance to Marine Expeditionary Force Commanders for all aspects of prepositioning planning and deployment





# MCSF BI Location







# MCSF BI





# Computer Based Automated Workflow Tool (CBAWRT)



- **MCSF BI's Environmental Section led the development and implementation of an information technology solution**
- **Tool drives streamlined review, coordination, completion and documentation through automated workflows of various business processes**
  - Chemical Approval
  - NEPA Coordination
  - Safety Personal Protection Equipment (PPE)





View All Site Content

## Sites

- Chemical Approval
- NEPA
- Safety PPE

## People and Groups

Recycle Bin

## Compliance Based Automated - Work Request Tool (CBAWRT)

To create a new request, click one of the links below and 'Submit' the form for approval:

- Chemical Approval
- NEPA Coordination
- Safety PPE Authorization

Click [here](#) to report issues or bugs, or to make suggestions to improve this software. Please attach screen shots or indicate which screen you are on.

The dashboard below summarizes active and completed requests.

## MCSF-BI Workflow Dashboard

Active Tasks

Request Type:  Request:  Assigned To:

Request	Request Type	Task	Assigned To	Due Date	Task Status
wdeq developer - Footwear	Safety PPE	Supervisor Review	Safety Equip Supervisor (unclaimed)	4/23/2012	Not Started
wdeq developer - Footwear	Safety PPE	Equipment Receipt	WDEQ Developer	4/23/2012	Not Started
mmagee - Footwear	Safety PPE	Equipment Receipt	WDEQ Developer	4/23/2012	Not Started
NEPA-0011	NEPA Coordination	Environmental Impact Statement	IMO NEPA Environmental Specialist (unclaimed)	5/26/2012	Not Started

Completed Requests

Request Type:  Request:  Requester:  Final Status:

Request	Request Type	Created	Completed	Requester	Final Status
Draino	Chemical Approval	2/8/2012	2/8/2012	WDEQ Developer	Completed
mmagee - Eyewear	Safety PPE	2/8/2012	2/8/2012	WDEQ Developer	Completed
MCMC - Chem 03 Test Request	Chemical Approval	2/8/2012	2/8/2012	WDEQ Developer	Failed
MCMC Chem-02	Chemical Approval	2/6/2012	2/6/2012	WDEQ Developer	Failed

1 2 3 4 5 6 7 8 9 10 ...





# General Navigation



## ➤ New Requests “Quick Links”

## ➤ Workflow Sites Navigation

## ➤ Workflow Specific Libraries

## ➤ Workflow Specific Lists

## ➤ Workflow Diagram (steps)

## ➤ Workflow Dashboard

## ➤ Completed Requests

**Chemical Approval**

CBAWRT | **Chemical Approval** | NEPA | Safety PPE

View All Site Content

**Images**

- GIS Area Images

**Documents**

- Chemical Approval Forms
- Chemical Approval Documents

**Lists**

- Chemical Approval Workflow - User Tasks

**Discussions**

**Sites**

**People and Groups**

**Recycle Bin**

CBAWRT > Chemical Approval

Chemical Approval site

[Create a new Chemical Approval Request](#)

Click [here](#) to report issues or bugs, or to make suggestions to improve this software. Please attach screen shots and indicate which screen you are on.

**Chemical Approval**

Submit → Non MCMC → MCMC Manager Approval → MCMC HS&E Review → IMO Safety Review → IMO/ENV Review → Update AUL Database → Complete

**MCSF-BI Workflow Dashboard**

Active Tasks

Request:  Assigned To:

Request	Request Type	Task	Assigned To	Due Date	Task Status
Test email link	Chemical Approval	Environmental Coordinator Initial Review	Environmental Coordinator (unclaimed)	5/11/2011	In Progress
Test IMO/ENV text	Chemical Approval	IMO/ENV Review	IMO Chem Environmental Specialist (unclaimed)	2/14/2012	Not Started
Retest-Chem 01	Chemical Approval	IMO Safety Review	IMO Chem Safety Specialist (unclaimed)	2/15/2012	Not Started
ch3m	Chemical Approval	MCMC HS&E Review	MCMC Chem HSE Specialist (unclaimed)	3/28/2012	Not Started

Completed Requests

Request:  Requester:  Final Status:

Request	Request Type	Created	Completed	Requester	Final Status
Product 2	Chemical Approval	2/6/2012	2/6/2012	WDEQ Developer	Cancelled
Test Save and Cancel 2	Chemical Approval	2/1/2012	2/1/2012	WDEQ Developer	Cancelled

1 2 3 4 5 6



# The Dashboard



## Task Assignment

Task members that are currently assigned to the work request

MCSF-BI Workflow Dashboard

Active Tasks

Request:  Assigned To:

Request	Request Type	Task	Assigned To	Due Date	Task Status
Test email link	Chemical Approval	Environmental Coordinator Initial Review	Environmental Coordinator (unclaimed)	5/11/2011	In Progress
Test IMO/ENV text	Chemical Approval	IMO/ENV Review	IMO Chem Environmental Specialist (unclaimed)	2/14/2012	Not Started
Retest-Chem 01	Chemical Approval	IMO Safety Review	IMO Chem Safety Specialist (unclaimed)	2/15/2012	Not Started
ch3m	Chemical Approval	MCMC HS&E Review	MCMC Chem HSE Specialist (unclaimed)	3/28/2012	Not Started

## Task Status

Current "Status" of the work request

MCSF-BI Workflow Dashboard

Active Tasks

Request:  Assigned To:

Request	Request Type	Task	Assigned To	Due Date	Task Status
Test email link	Chemical Approval	Environmental Coordinator Initial Review	Environmental Coordinator (unclaimed)	5/11/2011	In Progress
Test IMO/ENV text	Chemical Approval	IMO/ENV Review	IMO Chem Environmental Specialist (unclaimed)	2/14/2012	Not Started
Retest-Chem 01	Chemical Approval	IMO Safety Review	IMO Chem Safety Specialist (unclaimed)	2/15/2012	Not Started
ch3m	Chemical Approval	MCMC HS&E Review	MCMC Chem HSE Specialist (unclaimed)	3/28/2012	Not Started



# The Dashboard... continued



## ➤ File Attachment Link

Opens Files  
attached to the  
work request

MCSF-BI Workflow Dashboard

Active Tasks

Request:  Assigned To:

	Request	Request Type	Task	Assigned To	Due Date	Task Status	
	NEPA-01	NEPA Coordination	Final Document Signing	IMO NEPA Environmental Specialist (unclaimed)	2/1/2011	Not Started	
	Test from CBAWRT	NEPA Coordination	Government Sponsor Review	IMO NEPA Environmental Specialist (unclaimed)	2/10/2012	Not Started	
	MCMC - NEPA 01	NEPA Coordination	Government Sponsor Review	IMO NEPA Environmental Specialist (unclaimed)	2/11/2012	Not Started	

## ➤ GIS Link

Opens Map with  
request  
location

MCSF-BI Workflow Dashboard

Active Tasks

Request:  Assigned To:

	Request	Request Type	Task	Assigned To	Due Date	Task Status	
	NEPA-01	NEPA Coordination	Final Document Signing	IMO NEPA Environmental Specialist (unclaimed)	2/1/2011	Not Started	
	Test from CBAWRT	NEPA Coordination	Government Sponsor Review	IMO NEPA Environmental Specialist (unclaimed)	2/10/2012	Not Started	
	MCMC - NEPA 01	NEPA Coordination	Government Sponsor Review	IMO NEPA Environmental Specialist (unclaimed)	2/11/2012	Not Started	





# CBAWRT Overview



## Chemical Approval Workflow Example



# Chemical Approval Workflow – Steps to Completion Diagram



**IMO Chemical  
Safety Specialist**

**IMO Chemical  
Environmental  
Specialist**      **IMO Chemical  
Environmental  
Specialist**



**Government  
Employee/M  
CMC**

**MCMC Chemical  
Manager**      **MCMC HS&E Specialist**



# Chemical Approval Workflow – Submit Request



- Required items indicated with highlight or asterisks
- Select a request type:
  - MCMC Contractor
  - Not MCMC
- Check either the “On AUL, Different Issue Point” option or both of the “AUL Check” and “Alternatives Check” options
- Describe operation/process, current MSDS number, PPE requirements

**Marine Corps Support Facility - Blount Island, FL**  
Chemical Approval Request Form  
Chemical Product Approval Request Form  
ESOH-F-54.5.1.1042 Revision: June 2010  
Form Version: 1.0.0.257

Status: New Email Form

Instructions - For detailed step by step instructions click [here](#).

**REMINDER:** Chemical samples are prohibited in MCSF-BI. To sample a new product or an alternative project you must receive advance approval from MCSF-BI Environmental and receive a onetime use MSDS number. All Chemical vendors must check-in with your Environmental Coordinator prior to visiting any commodity.

**NOTE:** Approval not required for product reorder.

The information below is required so that your request for a new chemical can be reviewed by the appropriate personnel.

Complete this form and press the "Submit" button at the bottom.

Requestor	
Requestor Type:	<input checked="" type="radio"/> MCMC Contractor <input type="radio"/> Not MCMC <input type="radio"/> Undecided
Requestor Name:	
Requestor Telephone:	
Product Name:	*
Request Date:	

[Click here to view related documents](#)

On AUL; Different Issue Point:	<input type="checkbox"/> I have checked the <a href="#">AUL Master List</a> and the product is approved but not for the designated Issue Point.
AUL Check:	<input type="checkbox"/> I have checked the <a href="#">AUL Master List</a> for this chemical and it is NOT present.
Alternatives Check:	<input type="checkbox"/> I have checked for acceptable alternatives to this chemical and found none.

Perform the checks listed above and select the appropriate boxes before submitting.

Save Draft Submit Request





# Chemical Approval Workflow – Manager Approval



## Chemical Approval



## ➤ MCM Manager reviews the Request

- **Approved** – continues to next step
- **Rejected** – manager does not approve; workflow ends
- **Request More Information** – Leaves on task list, sends an email to original requester asking for more information
- **In Review** – Leaves this task on task list and shows it as 'In Progress'

Marine Corps Support Facility - Blount Island, FL	
Chemical Approval	Form Version: 1.0.0.20
<b>Manager Approval</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
<p>A new MCMC Chemical Approval request has been submitted. The MCMC Manager needs to review the request by using this task form. Once this review has been completed, the request is forwarded on for an HS&amp;E Review. Please review the chemical approval request by clicking the links above.</p> <p>Enter your comments below, select the review result, then click 'Submit' to record your choice.</p> <ul style="list-style-type: none"><li>• <b>Approved</b> - the request continues to the next step</li><li>• <b>Rejected</b> - the manager does not approve the request. An email is sent to the original requester to indicate the request was rejected. The workflow ends.</li><li>• <b>Request More Information</b> - Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li><li>• <b>In Review</b> - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>	
Due on or before:	5/4/2012
Comments:	
Review Result:	<input type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review
Reviewer and Review Date:	
Click 'Submit' to process the request. <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	



# Chemical Approval Workflow – HS&E Review



## Chemical Approval



## MCMC Chemical HSE Specialist completes the MCMC HS&E Review

- Reviewed – review completed
- Request More Information – Leaves on task list, sends an email to the original requester asking for more information.
- In Review – Leaves this task on your task list and shows as 'In Progress'

Marine Corps Support Facility - Blount Island, FL	
Chemical Approval	
Form Version: 1.0.0.62	
<b>HS&amp;E Review</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
<p>A new MCMC Chemical Approval request has been submitted. The MCMC Manager has already reviewed the request. The HS&amp;E Specialist must now perform the HS&amp;E Review by using this task form. Once this review has been completed, the request is forwarded on to IMO for a Safety Review.</p> <p>Please review the request by clicking the links above.</p> <p>Enter your comments below, select 'Reviewed', then click 'Submit' to record your choice.</p> <ul style="list-style-type: none"><li>Reviewed - The HS&amp;E Review has been completed.</li><li>Request More Information<ul style="list-style-type: none"><li>Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li></ul></li><li>In Review - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>	
Due on or before:	5/4/2012
Review Comments:	<div style="border: 1px solid blue; height: 100px;"></div>
Review Result:	<input type="radio"/> Reviewed <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review
Reviewer and Review Date:	
Click 'Submit' to process the request. <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	




# Chemical Approval Workflow – IMO Safety Review



## ➤ The IMO Safety Specialist performs Safety Review

- Valid Request – New Product passes the Safety Review. The request will be forwarded for an 'IMO/ENV Review'.
- Not Valid – New Product did not pass the Safety Review and is rejected. The workflow ends.
- Request More Information – Leaves on task list, sends an email to original requester asking for more information
- In Review – Leaves this task on task list and shows it as 'In Progress'

 <b>Marine Corps Support Facility - Blount Island, FL</b>	
Chemical Approval	Form Version: 1.0.0.18
<b>IMO Safety Review</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
A new Chemical Approval request has been submitted. The IMO Safety Specialist needs to perform the IMO Safety Review task. Please review the request by clicking the links above.	
Enter your review comments below and then select the appropriate Review Result, then click 'Submit' to record your choice.	
Review Results:	
<ul style="list-style-type: none"><li>Valid Request - The New Product request passes the Safety Review. The request will be forwarded for an 'IMO/ENV Review'.</li><li>Not Valid - The New Product request did not pass the Safety Review and is rejected. An email is sent to the original requester. The workflow ends.</li><li>Request More Information - Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li><li>In Review - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>	
Due on or before:	5/3/2012
Review Comments:	
Review Result:	<input type="radio"/> Valid Request <input type="radio"/> Not Valid <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review
Reviewer and Review Date:	
Click 'Submit' to process the request.	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	





# Chemical Approval Workflow – IMO/ENV Review




## Chemical Approval



## IMO Chemical Environmental Specialist reviews the request to determine if SARA Title III applies

- **Approved – New Product is Approved**
- **Use Alternative – Alternative product which is already approved has been found and is specified. The request completes.**
- **Rejected – New Product is Rejected**

 <b>Marine Corps Support Facility - Blount Island, FL</b>	
Chemical Approval	
Form Version: 1.0.0.121	
<b>IMO/ENV Review</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
Please review the request to determine if Superfund Amendments and Reconciliation Act Title III (SARA) applies.	
Click the links above to see the original request and related documents.	
<b>SARA:</b>	
<ul style="list-style-type: none"> <li>• SARA Applies</li> <li>• SARA NA</li> <li>• Undecided</li> </ul>	<ul style="list-style-type: none"> <li>- The chemical requested falls under SARA.</li> <li>- The chemical requested does not fall under SARA.</li> <li>- Have not yet decided whether SARA applies.</li> </ul>
<b>Review Result:</b>	
<ul style="list-style-type: none"> <li>• Approved</li> <li>• Use Alternative</li> <li>• Rejected</li> <li>• Request More Information</li> <li>• In Review</li> </ul>	<ul style="list-style-type: none"> <li>- New Product Request is Approved.</li> <li>- An alternative product which is already approved has been found and is specified below. The request completes.</li> <li>- New Product Request is Rejected.</li> <li>- Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li> <li>- Leaves this task on your task list and shows it as 'In Progress'.</li> </ul>
Due on or before:	<input type="text" value="5/3/2012"/>
Review Comments:	<div style="border: 1px solid gray; height: 100px;"></div>
SARA:	<input type="radio"/> SARA Applies <input type="radio"/> SARA N/A <input checked="" type="radio"/> Undecided
Review Result:	<input type="radio"/> Approved <input checked="" type="radio"/> Use Alternative <input type="radio"/> Rejected <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review
Reviewer/Review Date:	<input type="text"/>



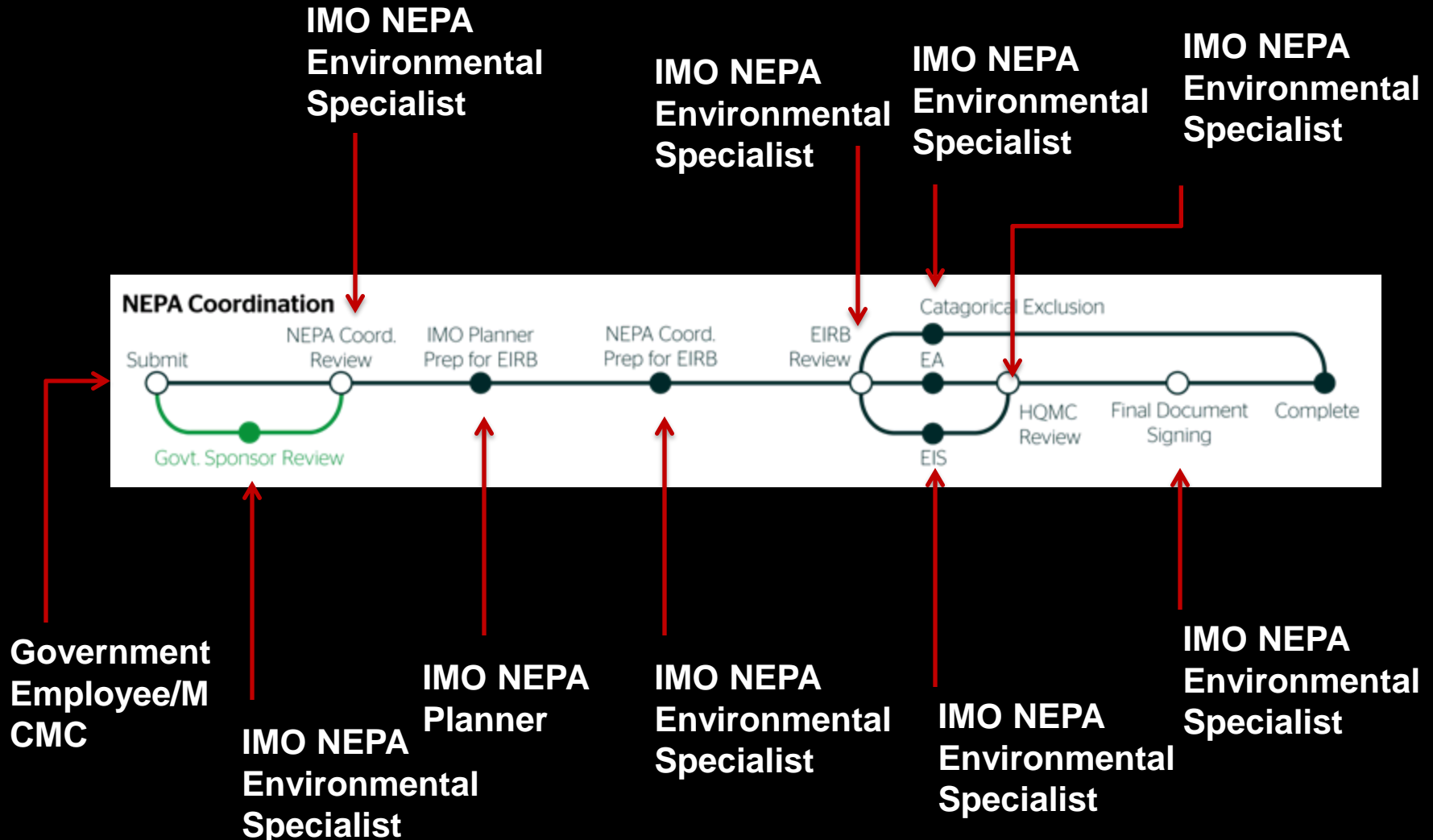
# CBAWRT Overview



# NEPA Coordination Workflow Example



# NEPA Workflow – Steps to Completion Diagram






# NEPA Workflow – Submit Request



- Required items indicated with highlight or asterisks
- Select a request type:
  - MCMC Contractor
  - Not MCMC
- Link to open the NEPA checklist template.
- Related documents link. Use this form to upload the checklist and any other documents needed for the analysis. To include a work request, scope of work.
- GIS tool used to provide area in concern

		<b>Marine Corps Support Facility - Blount Island, FL</b>	
		NEPA Coordination Form Version: 1.0.0.254	
<b>Status:</b> New		<input type="button" value="Email Form"/>	
<b>Instructions - For detailed step by step instructions click <a href="#">here</a>.</b>			
<p><b>Command Order 5090.1A 902</b> establishes requirements for ensuring the continued protection and conservation of natural resources at USMC Blount Island Command (BICmd). All proposed actions and projects at BICmd shall undergo some level of National Environmental Protection Act (NEPA) review.</p> <p>Use this form to supply information needed for the NEPA analysis.</p> <p>Directions for use:</p> <ol style="list-style-type: none"> <li>1. Enter information in the requested fields, then press the "Save Draft" button.</li> <li>2. Click on the link to open the NEPA checklist template.</li> <li>3. Complete the template document and save it to your computer.</li> <li>4. Click on the related documents link. Use this form to upload the checklist and any other documents needed for the analysis.</li> <li>5. You may press "Save Draft" at any time to save your work without submitting it.</li> <li>6. When you are ready, press the "Submit" button to submit your request.</li> <li>7. Your request will be processed by an automated workflow.</li> <li>8. You will receive email updates as the workflow progresses.</li> </ol>			
<b>Request Type</b>			
<b>Request Type:</b>		<input checked="" type="radio"/> MCMC Contractor <input type="radio"/> Non MCMC <input type="radio"/> Undecided	
<b>Action Sponsor</b>			
<b>Point of Contact</b>			
<b>Project Information</b>			
<b>Title:</b>			
<b>Purpose:</b>			






# NEPA Workflow – Government Sponsor Review



## IMO NEPA Environmental Specialist performs the Government Sponsor Review when requests are submitted by MCMC contractors

- **Approved** - request continues to next step
- **Rejected** - processing ends
- **Request More Information** - Leaves this task on your task list, sends an email to the original requester asking for more information.
- **In Review** - Leaves this task on your task list and shows it as 'In Progress'.

		<b>Marine Corps Support Facility - Blount Island, FL</b>	
NEPA Coordination		Form Version: 1.0.0.61	
<b>Government Sponsor Review</b>			
<a href="#">Click here to view request</a>		<a href="#">Click here to view related documents</a>	
Please review the request by clicking the links above.			
Enter your comments below, select 'Approved' or 'Rejected', then click 'Submit' to record your choice.			
<ul style="list-style-type: none"><li>• <b>Approved</b> - the request continues to the next step</li><li>• <b>Rejected</b> - processing ends</li><li>• <b>Request More Information</b><ul style="list-style-type: none"><li>- Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li></ul></li><li>• <b>In Review</b> - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>			
Due on or before:	5/5/2012		
Review Comments:			
Review Result:	<input type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review		
Reviewer and Review Date:			
Click 'Submit' to process the request.		<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>



# NEPA Workflow – NEPA Coordinator Review

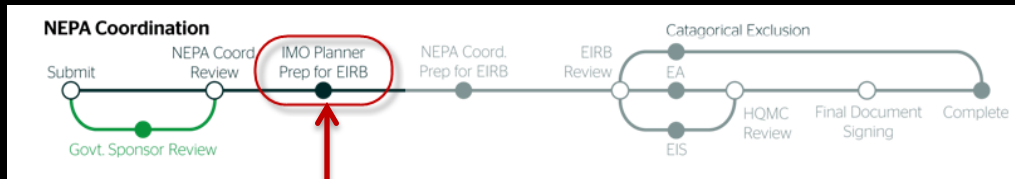


- IMO NEPA Environmental Specialist performs the NEPA Coordinator Review
- Establish due dates
- Complete the 'NEPA Project Screening Checklist' by using the template
- Upload the completed checklist as a related document
- Determination of further action

Marine Corps Support Facility - Blount Island, FL	
NEPA Coordination	Form Version: 1.0-0.92
<b>NEPA Project Screening Checklist</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
Review Due Date:	5/12/2012
<b>Background</b>	
Sponsor:	
Project Name:	
Description:	
Environmental Setting:	
<b>Due Dates</b>	
IMO Planner EIRB Prep:	5/15/2012
NEPA Coordinator EIRB Prep:	5/17/2012
EIRB Review:	5/27/2012
<b>Environmental Impact Analysis</b>	
<ol style="list-style-type: none"><li>1. Complete the 'NEPA Project Screening Checklist' by using the template located <a href="#">here</a>.</li><li>2. Upload the completed checklist as a related document.</li><li>3. Then make your determination by selecting the appropriate radio button below and pressing the 'Submit' button at the bottom of the form.</li></ol>	
Determination:	<p><input type="radio"/> No further NEPA Action is deemed appropriate. To the best of our knowledge and belief, this project does not have the potential to negatively impact the environment and has been duly considered under NEPA. This document will be a permanent addition to the project file to document this NEPA evaluation.</p> <p><input type="radio"/> NEPA Approval is covered by another NEPA Coordination Request. Selecting this option will complete this request.</p> <p>Reference Information (identify the other request below):</p> <p><input type="radio"/> There is a potential for environmental impacts that should be reviewed further under NEPA by the Environmental Impact Review Board.</p> <p><input type="radio"/> Request More Information</p> <p><input checked="" type="radio"/> In Review</p>
Reviewer and Review Date:	
Click 'Submit' to process the task.	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>




# NEPA Workflow – IMO Planner Prepare for Environmental Impact Review Board (EIRB)



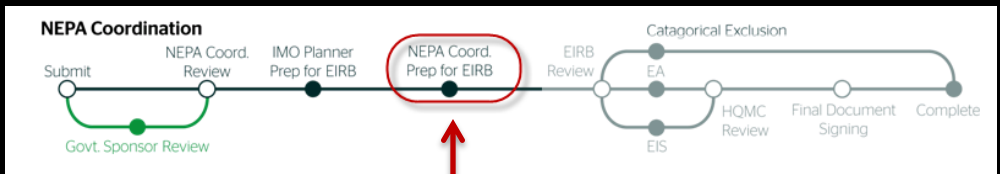
- The IMO NEPA Planner plans for additional information for EIRB
- The NEPA Coordinator has determined that the project may have environmental effects
- The Planner must provide any additional information needed for the EIRB
- Prepare the information needed by the EIRB, including a demarcation of the site area





 <b>Marine Corps Support Facility - Blount Island, FL</b> NEPA Coordination <span style="float: right;">Form Version: 1.0.0.56</span>	
Planner Additional Information	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
<p>The NEPA Coordinator has determined that the project may have environmental effects. The Planner must provide any additional information needed for the EIRB.</p> <p>Please review the request by clicking the links above.</p> <p>Prepare the information needed by the Environmental Impact Review Board, including a demarcation of the site area.</p> <p>When you are ready, select the 'Completed' option and press 'Submit'.</p> <ul style="list-style-type: none"> <li>Completed - The Planner has prepared any additional information needed for the EIRB. The workflow will proceed to the EIRB task.</li> <li>Request More Information               <ul style="list-style-type: none"> <li>- Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Preparation Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li> </ul> </li> <li>Still Preparing - Leaves this task on your task list and shows it as 'In Progress'.</li> </ul>	
Due on or before:	5/15/2012
Preparation Comments:	<div style="border: 1px solid gray; height: 40px;"></div>
Review Result:	<input type="radio"/> Completed <input type="radio"/> Request More Information <input checked="" type="radio"/> Still Preparing
Reviewer and Review Date:	<div style="border: 1px solid gray; width: 100%; height: 20px;"></div>
Click 'Submit' to process the request. <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	



# NEPA Workflow – NEPA Coordinator Prepare for EIRB



- The NEPA Coordinator Preps for EIRB
- Project Screening Checklist
- Request for Environmental Impact Review
- Review demarcation of site area

		<b>Marine Corps Support Facility - Blount Island, FL</b>	
NEPA Coordination		Form Version: 1.0.0.88	
<b>NEPA Coordinator Prep for EIRB</b>			
<a href="#">Click here to view request</a>		<a href="#">Click here to view related documents</a>	
The requestor has provided additional information needed for the EIRB. Please prepare the information needed by the Environmental Impact Review Board. When you are ready, select the "Completed" option and press "Submit".			
Due on or before:	5/17/2012		
Document templates:	Click link to open template: <ul style="list-style-type: none"><li>• <a href="#">Project Screening Checklist</a></li><li>• <a href="#">Request for Environmental Impact Review</a></li></ul>		
Demarcation of Site Area:	<a href="#">GIS Map</a> 		
Preparation Comments:	<div style="border: 1px solid gray; height: 100px;"></div>		
Select Option:	<input type="radio"/> Completed <input type="radio"/> Request More Information <input checked="" type="radio"/> Still Preparing		
Reviewer and Review Date:	<div style="border: 1px solid gray; height: 20px;"></div>		
Click 'Submit' to process the request.		<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>






# NEPA Workflow – EIRB Review

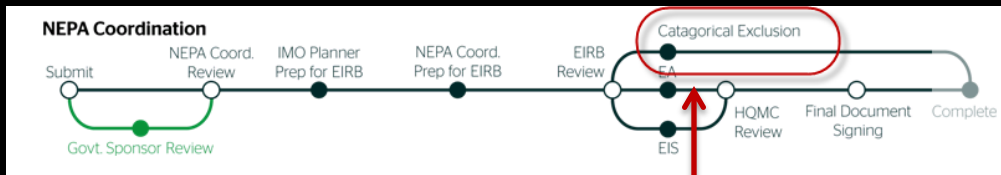


- Record decision of the EIRB
- Select the appropriate 'meeting outcome'
  - In Progress
  - Request More Information
  - Rejected (Workflow ends)
  - Not Approved (Return to NEPA Coordinator)
  - Categorical Exclusion
  - Environmental Assessment
  - Environmental Impact Statement
- Set any required due dates

 <b>Marine Corps Support Facility - Blount Island, FL</b>	
NEPA Coordination <span style="float: right;">Form Version: 1.0.0.97</span>	
<b>Environmental Impact Review Board</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
Use this form to record the decision of the Environmental Impact Review Board.	
Select the appropriate 'meeting outcome' radio button, set any required due dates and then press the Submit button.	
Review Due Date:	5/27/2012
EIRB Meeting Comments:	<div style="border: 1px solid #ccc; height: 100px;"></div>
Select Meeting Outcome:	<input checked="" type="radio"/> In Progress <input type="radio"/> Request More Information <input type="radio"/> Rejected (Workflow ends) <input type="radio"/> Not Approved (Return to NEPA Coordinator) <input type="radio"/> Categorical Exclusion <span style="float: right;">Due Date: <input type="text"/></span> <input type="radio"/> Environmental Assessment <span style="float: right;">Due Date: <input type="text"/></span> <input type="radio"/> Environmental Impact Statement <span style="float: right;">Due Date: <input type="text"/></span>
HQMC Review Due Date: <input type="text"/>	
Final Doc Signing Due Date: <input type="text"/>	
Reviewer and Review Date:	<input type="text"/>
Click 'Submit' to process the request. <span style="margin-left: 100px;">Cancel</span> <span style="margin-left: 100px;">Submit</span>	



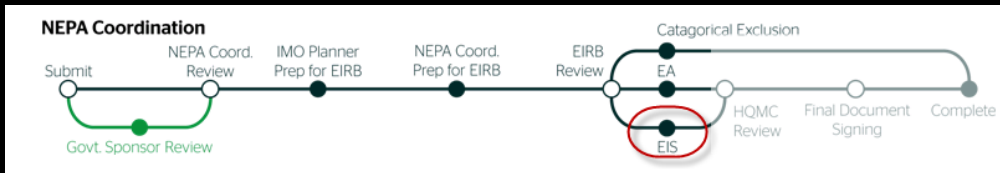
# NEPA Workflow – Prepare Categorical Exclusion



- If the EIRB determines request qualifies for a categorical exclusion
- Prepare the exclusion documentation for the Commanding Officer's signature
- Use Categorical Exclusion Letter template
- Select next coordination effort
  - Still Preparing
  - Request More Information
  - Awaiting CO Signature
  - CO Signed (ends workflow)
  - Rejected (ends workflow)
  - Needs Revisions (return to NEPA Coordinator)



# NEPA Workflow – Environmental Impact Statement

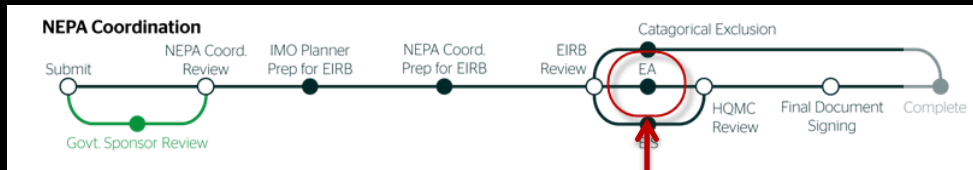



- If the EIRB requires an Environmental Impact Statement
  - "Approved" and the request will proceed to HQMC Review
  - "Not Approved" and the workflow will end

	<b>Marine Corps Support Facility - Blount Island, FL</b>	Form Version: 1.0.0.71
NEPA Coordination		
<b>Environmental Impact Statement</b>		
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>	
The Environmental Impact Review Board has determined that this request requires an Environmental Impact Statement.		
Please prepare an EIS and select the approval status.		
If the EIS is approved, select "Approved" and the request will proceed to HQMC Review. If the EIS is not approved, select "Not Approved" and the workflow will end.		
When you are ready, press "Submit".		
Due on or before:	6/10/2012	
Preparation Comments:		
Review Result:	<input type="radio"/> Approved <input type="radio"/> Not Approved <input type="radio"/> Request More Information <input checked="" type="radio"/> Still Preparing	
Reviewer and Review Date:		
Click 'Submit' to process the request.		
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>



# NEPA Workflow – Environmental Assessment



	<b>Marine Corps Support Facility - Blount Island, FL</b>
NEPA Coordination	Form Version: 1.0.0.74
<b>Environmental Assessment</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
The Environmental Impact Review Board has determined that this request requires an environmental assessment.	
Please prepare an environmental assessment and select the approval status.	
<ul style="list-style-type: none"><li>• Approved - The request will proceed to HQMC Review.</li><li>• Not Approved - The workflow will end.</li><li>• Request More Information<ul style="list-style-type: none"><li>- Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Preparation Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li></ul></li><li>• In Review - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>	
When you are ready, select the "Completed" option and press "Submit"	
Due on or before:	5/3/2012
Preparation Comments:	
Review Result:	<input type="radio"/> Approved <input type="radio"/> Not Approved <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review
Reviewer and Review Date:	
Click 'Submit' to process the request.	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

## ➤ If the EIRB requires an Environmental Assessment

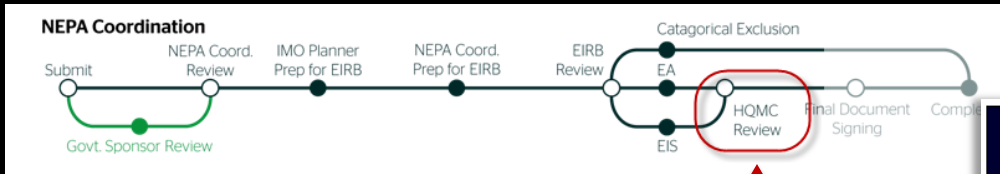
➤ "Approved" and the request will proceed to HQMC Review

➤ "Not Approved" and the workflow will end






# NEPA Workflow – HQMC Review

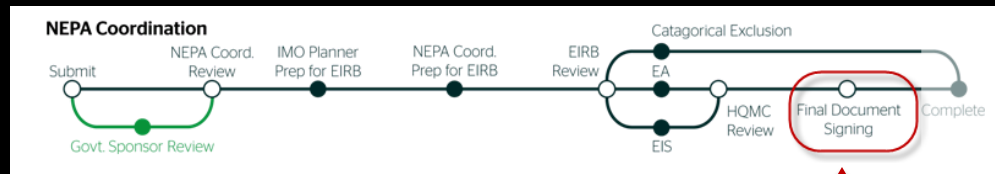


- **HQMC must review the approved Environmental Assessment or Environmental Impact Statement**
  - **Approved - The request continues to Final Document Signing**
  - **Rejected - Processing ends**
  - **Request More Information - Leaves on your task list, sends an email to the original requester asking for more information**
  - **Awaiting Review - Leaves this task on your task list and shows it as 'In Progress'**

 <b>Marine Corps Support Facility - Blount Island, FL</b>	
NEPA Coordination	Form Version: 1.0.0.88
<b>HQMC Review of EA/EIS</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
HQMC must review the approved Environmental Assessment or Environmental Impact Statement.	
Select the appropriate 'Review Result' and press "Submit".	
<ul style="list-style-type: none"><li>• Approved - The request continues to Final Document Signing.</li><li>• Rejected - Processing ends.</li><li>• Request More Information - Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li><li>• Awaiting Review - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>	
Due on or before:	6/24/2012
Preparation Comments:	
Review Result:	<input type="radio"/> Approved <input type="radio"/> Rejected (Ends workflow) <input type="radio"/> Request More Information <input checked="" type="radio"/> Awaiting Review
Reviewer and Review Date:	
Click 'Submit' to process the request. <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	



# NEPA Workflow – Final Document Signing



➤ **IMO NEPA Environmental Specialist indicates that the EA/EIS has received its final signature.**

	<b>Marine Corps Support Facility - Blount Island, FL</b>	Form Version: 1.0.0.84
NEPA Coordination		
<b>Final Document Signature</b>		
<a href="#">Click here to view request</a>		<a href="#">Click here to view related documents</a>
The EA/EIS requires final signature.		
When the signature has been obtained, select the "Signed" option and press "Submit"		
Due on or before:	6/9/2012	
Preparation Comments:	<div style="border: 1px solid gray; height: 100px;"></div>	
Review Result:	<input type="radio"/> Signed <input checked="" type="radio"/> Awaiting Signature	
Reviewer and Review Date:	<div style="border: 1px solid gray; width: 100%; height: 20px;"></div>	
Click 'Submit' to process the request.		
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>



# CBAWRT Overview



# Safety Personal Protective Equipment Workflow Example



# Safety PPE Workflow – Steps to Completion Diagram



**Government Employee**

**Safety Equip Supervisor**

**IMO Safety Equip Safety Specialist**

**IMO Safety Equip Environmental Specialist**

**Government Employee**





- Required items indicated with highlight or asterisks
- Select from “Eyewear” or “Footwear” options
- If Eyewear is selected:
  - Attach current prescription
- If Footwear is selected:
  - Attach physician certificate
  - Identify if footwear conforms with ANZI Z41 requirements

**Marine Corps Support Facility - Blount Island, FL**

**Safety Equipment Authorization** Eyewear ESOH-F-4.4.6.1822/Original: 3 May 2010  
Footwear ESOH-F-4.4.6.1821/Original: 3 May 2010  
Form Version: 1.0.0.47

**Status:** New Email Form

**Instructions - For detailed step by step instructions click [here](#).**

The information below is required so that your request for **new personal protective equipment (PPE)** can be reviewed by the appropriate personnel.

Complete this form and press the "Submit" button at the bottom.

I NEED AUTHORIZATION FOR:  Eyewear  Footwear

**EYEWEAR AUTHORIZATION: (TO BE COMPLETED BY EMPLOYEE)**  
*(For employees working more than 50% of their working hours in EYE Hazardous Operations/Areas)*

EMPLOYEE NAME:	wdeq developer
EMPLOYEE TELEPHONE:	
EMPLOYEE JOB TITLE:	
BLDG/AREA WHERE WORK IS PERFORMED:	
DUTY STATION:	
ORDER:	
REQUEST FOR INITIAL ISSUE OF EYEWEAR:	<input type="radio"/> Initial Issue of Eyewear
REQUEST FOR REPLACEMENT ISSUE OF EYEWEAR:	<input checked="" type="radio"/> Replacement Issue of Eyewear
LAST PRESCRIPTION DATE:	<input type="text"/>
	<input type="checkbox"/> Lenses Only
	<input type="checkbox"/> Other <input type="text"/>
LEVEL OF WORK:	<input checked="" type="radio"/> Below Shoulder <input type="radio"/> Above Shoulder
EYE HAZARDS EXPOSED TO:	<input type="checkbox"/> Dust <input type="checkbox"/> Flying Particles <input type="checkbox"/> Liquid Splash
	Other: <input type="text"/>
PRESCRIPTION:	<input type="checkbox"/> I have attached my Eye Prescription
	Attach scanned prescription <a href="#">here</a> .

**SIDE SHIELDS REQUIRED AND MUST BE PERMANENTLY AFFIXED**

*To enable the 'Submit' button, confirm that you have attached your prescription above.*

Save Draft Submit Request

**AD-HOC COMMENTS ABOUT THIS REQUEST:**

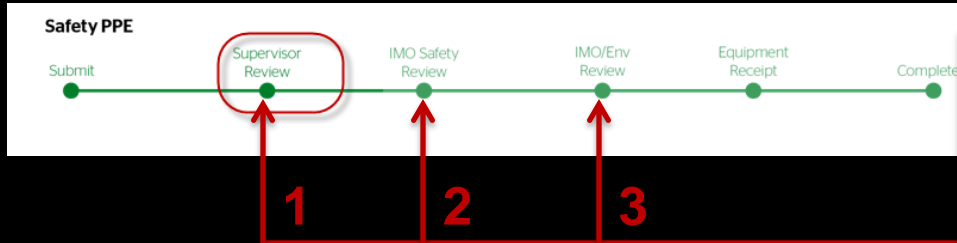
Feel free to add your comments here.

Add Comment

United States Marine Corps. Support Facility - Blount Island



# Safety PPE Workflow – Supervisor(s) Review



1. Supervisor reviews Equip request
2. IMO Safety Equip Safety Specialist reviews Request
3. IMO Safety Equip Environmental Specialist reviews Request

- Approved - Safety Equipment Request is Approved
- Rejected - Safety Equipment Request is Rejected
- Request More Information -
- In Review -


Marine Corps Support Facility - Blount Island, FL	
Safety Equipment Authorization	
Form Version: 1.0.0.5	
<b>Supervisor Review</b>	
<a href="#">Click here to view request</a>	<a href="#">Click here to view related documents</a>
A Safety Equipment Authorization request has been submitted. This is a Supervisor Review of the request.	
Please review the request by clicking on the links above.	
Enter your review comments below and then select the appropriate 'Review Result', then click 'Submit' to record your choice.	
<b>Review Result:</b>	
<ul style="list-style-type: none"><li>• Approved</li><li>• Rejected</li><li>• Request More Information</li></ul>	<ul style="list-style-type: none"><li>- Safety Equipment Request is Approved.</li><li>- Safety Equipment Request is Rejected.</li><li>- Leaves this task on your task list, sends an email to the original requester asking for more information. You should use the 'Review Comments' field below to specify the extra information you need. The extra information will be added to the bottom of the original request form.</li></ul>
<ul style="list-style-type: none"><li>• In Review</li></ul>	<ul style="list-style-type: none"><li>- Leaves this task on your task list and shows it as 'In Progress'.</li></ul>
Due on or before:	5/4/2012
Review Comments:	<div style="border: 1px solid blue; height: 100px;"></div>
Review Result:	<input type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Request More Information <input checked="" type="radio"/> In Review
Reviewer/Review Date:	<input type="text"/> <input type="text"/>
Click 'Submit' to process the request.	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	



# Safety Personal Protective Equipment Workflow – Equipment Receipt



- **Government Employee completes the Equipment Receipt**
- **Complete the required fields and select the appropriate option:**
  - **I have received the equipment - The request is completed.**
  - **Still Waiting - Leaves this task on your task list and shows it as 'In Progress'.**

		<b>Marine Corps Support Facility - Blount Island, FL</b>	
Safety Equipment Authorization		Form Version: 1.0.0.7	
<b>Equipment Receipt</b>			
<a href="#">Click here to view request</a>		<a href="#">Click here to view related documents</a>	
<p>A Safety Equipment Authorization request has been submitted and approved. This form is used to confirm that you have received the new safety equipment and that it fits satisfactorily.</p> <p>You may review the original request by clicking on the links above.</p> <p>Enter any comments below and then select the appropriate 'Review Result', then click 'Submit' to record your choice.</p> <p><u>Review Result:</u></p> <ul style="list-style-type: none"><li>• I have received the equipment - The request is completed.</li><li>• Still Waiting - Leaves this task on your task list and shows it as 'In Progress'.</li></ul>			
Due on or before:	<input type="text" value="5/4/2012"/>		
Review Comments:	<input type="text"/>		
Review Result:	<input checked="" type="radio"/> I have received the equipment <input type="radio"/> Still Waiting		
Reviewer/Review Date:	<input type="text"/>		
Click 'Submit' to process the request.		<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>



# Summary



- **Tool drives streamlined review, coordination, completion and documentation through automated workflows of various business processes**
  - **Helps eliminate instances of non-compliance and non-conformance, help ensure materials, equipment and approvals needed for to support operations are provided in a more timely manner, enhances communication between organizations**
  - **Improved and strengthened overall environmental management while improving coordination and response**
  - **Support more efficient and effective operations which leads to enhanced mission execution**



# Questions / Comments



- **Ms. Shari Kennedy**  
**Environmental Specialist**  
**Marine Corps Support Facility Blount Island**  
**Installation Management Office, Environmental Section**  
**5880 Channel Island View Blvd, Room 134**  
**Jacksonville, FL 32226**  
**904.696.5140**  
**[shari.kennedy@bic.usmc.mil](mailto:shari.kennedy@bic.usmc.mil)**

- Ms. Robyn Kreimborg  
CH2M HILL  
Client Service Manager  
9428 Baymeadows Road, STE 300  
Jacksonville, FL 32256  
904.705.7507  
[robyn.kreimborg@ch2m.com](mailto:robyn.kreimborg@ch2m.com)

- Mr. Marc Cooper  
CRITIGEN  
Project Manager  
7604 Technology Way, STE 300  
Denver, CO 80237  
919.412.3442  
[marc.cooper@critigen.com](mailto:marc.cooper@critigen.com)