



ENVIRONMENTAL MANAGEMENT SYSTEM WEB SITE (EMSWeb)



Eugene Wang
NFESC -- Code 423
(805) 982-4291
eugene.wang@navy.mil

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 MAY 2009	2. REPORT TYPE	3. DATES COVERED 00-00-2009 to 00-00-2009	
4. TITLE AND SUBTITLE Environmental Management System Web Site (EMSWeb)		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) Naval Facilities Engineering Command, Code 423, 1100 23rd Ave, Port Hueneme, CA, 93043		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 Approved for public release; distribution unlimited			
13. SUPPLEMENTARY NOTES Presented at the NDIA Environment, Energy Security & Sustainability (E2S2) Symposium & Exhibition held 4-7 May 2009 in Denver, CO.			
14. ABSTRACT			
15. SUBJECT TERMS			
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT Same as Report (SAR)
a. REPORT unclassified	b. ABSTRACT unclassified	c. THIS PAGE unclassified	
			18. NUMBER OF PAGES 14
			19a. NAME OF RESPONSIBLE PERSON

Capabilities and Features

- **Support EMS ISO 14001 Implementation.**
- **Maintain EMS:**
 - **Schedule/Record Audits and Inspections**
 - **Assign/Update/Organize Action Items**
 - **Improve communications**
 - **Create Reports**

EMSWeb Requirements

- **Hosted on EPR Portal.**
- **User registration required (password protected).**
- **CAC Card will be needed for NMCI users.**
- **Contractors are allowed, but they will need a PKI Certificate.**

Supporting ISO Implementation The 18 Elements

For each 2004 ISO 14001 Element:

- Description of the ISO 14001 Element.
- Guidance on how to use EMSWeb to implement the Element.
- Organize supporting documentation (files, text, links) demonstrating compliance with each Element for auditors.

Supporting ISO Implementation Creating an Implementation Plan

- The GAP Analysis Worksheet breaks out ISO 14001 into 101 separate criteria.
- For each criteria the activity does not currently meet, a POAM can be created.
- Each POAM contains the actions needed to meet the criteria, completion date and responsible POC.
- The POAMs for each unmet criteria form the Implementation Plan.

Supporting ISO Implementation EMS Data

- EMS data includes Practice, Location, Equipment/Resource, Aspects (significant and non-significant) and Permits.
- EMSWeb data is relational.
- EMSWeb is Practice-centric.
- Documents (SOPs, checklists, pictures, etc) can be attached to the EMS data.

Supporting ISO Implementation Other EMS Tools

- Create and track Objectives and Targets.
- Create POAMs to implement O&Ts.
- Organize, upload and/or link to Audits, Communication Logs, Training Records, and Emergency Responses.
- Create and track Corrective and Preventive Actions (CAPAs).

Supporting ISO Implementation Documents

- A Document repository where files can be uploaded and shared.
- Documents have control features, including permission levels and version control.
- Files can be shared within the Appropriate Facility, across the Region, or among all Navy activities.

Support EMS Audits and Inspections

- Group Audits and Inspections can be scheduled and results recorded.
- Inspections can be scheduled for a regular recurrence (e.g., monthly, yearly, etc.)
- After inspections have taken place and been recorded, any deficiencies can be noted and action items assigned to resolve the deficiency.
- CAPAs can be created from existing deficiencies.

Support EMS Action Items

- Assign actions or tasks and completion dates to personnel.
- Automatic emails for notification, reminders and overdue status can be generated.
- Action Owners have the Action Items placed onto their “My Tasks” list.
- All Action Items are viewable on a Calendar format.

Support EMS Improve Communications

- Assign and track action items assigned to personnel.
- Share templates, documents, links and messages to all users within your Appropriate Facility, Region, or Navy (dependent upon the proper user permission levels).
- Receive guidance, templates, documents, links and messages from CNO.

Support EMS Reports

- Pre-made (canned) reports are available. Examples include:
 - Supporting information for the IAP report.
 - List of deficiencies.
 - View scheduled inspections and audits.
- All reports can be exported into Excel.

Training to use EMSWeb

User Training will be available in a variety of ways on the web site, including:

- Downloadable User's Guide.
- Help sections on each web page.
- Pre-recorded training sessions (audio and video) that the user can view at any time.

QUESTIONS?