



TRACKS

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September 12, 2013

Volume 27, Number 20098

Anniston, Alabama

12 years later, remembering 9/11

Memorial ceremony highlights need to preserve memories for the future

by Jennifer Bacchus

ANAD PAO

Lt. Col. David Schmitt, commander of Anniston Munitions Center, a tenant of Anniston Army Depot, was the keynote speaker for the annual Sept. 11 Memorial Service at Jacksonville's City Cemetery.

"Today, we remember the nearly 3,000 men, women and children who lost their lives in the attacks of Sept. 11, 2001, and we honor the more than 6,000 servicemembers who have given their lives in the conflicts that followed," said Schmitt.

He said that most people who were alive on that dreadful day remember one of three things about the event - the tragedy of those who died, the heroism of those who responded or the way the nation came together to heal.

Schmitt was stationed at Joint Base Anacostia-Bolling Air Force Base, located across the Potomac River from the Pentagon, on that date.

He recalled the confusion and fear he saw around him on that date, but one phone call is particularly etched in his mind.

"I will never forget the phone call I got at 4 a.m. on Sept. 12 directing me to report immediately, in my dress uniform to the casualty center at Fort Myer, Va.," he said.

At Fort Myer, Schmitt assisted with notifying the families of victims in the attack. He called it "the most

difficult duty I have been asked to perform in over 21 years of service."

Schmitt said there were three things important to remember about Sept. 11, 2001, and to pass on to future generations:

1. The innocent people who lost their lives.

"All of them were innocently beginning a normal day," said Schmitt. "None of them deserved the fate that would befall them."

2. The heroism of the first responders and other, ordinary people who rushed toward the fires and toward the destruction, rather than away.

"Many people did survive because of the heroic acts of ordinary people," said Schmitt.

3. The way the nation came together in the aftermath.

"If the terrorists' intent was to divide us, they united us. If their intent was to shake us, they emboldened us. And, if their intent was to have us question our resolve, we became more resolute," said Schmitt.

Also participating in the ceremony were Pearl Williams, the mother of Maj. Dwayne Williams who died in the attack on the Pentagon; the Reserve Officer Training Corps cadets from Jacksonville State University; the choir from Jacksonville First Baptist Church; the Calhoun County Sheriff's Department honor guard; George Worman, the depot's chief legal counsel; and local pastors and dignitaries.



Photo by Jennifer Bacchus

Pearl Williams, the mother of Maj. Dwayne Williams, who died in the Sept. 11, 2001, attack on the Pentagon, lays a wreath at his memorial assisted by Lt. Col. Gregory Pass of Jacksonville State University.

Reminder: Col. Brent Bolander will hold a town hall meeting Sept. 25 live at 7:05 a.m. on The Morning Show

Celebrating Constitution Day and Citizenship Day

by Kyle Barrentine

ANAD Legal Office

President Truman and Congress established the beginnings of the Constitution Day observance in 1952 when moving "I am an American Day" from May to Sept. 17 – the date the Constitution was signed in 1787.

In 2005, the official observance's name was changed to "Constitution Day and Citizenship Day" to honor and celebrate the privileges and responsibilities of U.S. citizenship and commemorate the signing of the supreme law of our nation.

Drafted in less than 100 days and amended just 27 times, the Constitution remains one of the most wonderful writings ever inked.

It is a remarkable reminder of stability in governing -- only one amendment has been repealed (prohibition) and one amendment (the 27th Amendment, restricting Congressional pay raises from taking effect until the next terms of office for Representatives) took 203 years to adopt.

Most people are aware of the "separation of powers" within the federal executive, legislative and judicial branches of government and the various checks and balances the Constitution places on each branch. Less commonly understood, but equally important, is the principle that our federal government has limited powers



existing only as specifically granted by the Constitution.

Powers not specifically granted or flowing from those granted powers are reserved to the states. For example, designing money is granted to the Federal government, but education is a matter reserved for the states. The federal government's educational involvement comes only with the "power of the purse" – Congress' power to tax and spend and allocate monies to states in return for compliance with its legislative initiatives, such as the No Child Left Behind Act.

The oath of office we took as federal employees was "I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

Do you:

1. understand your privileges and responsibilities as a citizen as provided by the Constitution?
2. hold yourself accountable to the Oath of Office you took when hired as a federal employee?
3. expect others -- our leadership, civil officials and elected officials -- to conduct themselves in accordance with their oath and the Constitution?

I hope your answer is yes to all three questions. I strongly encourage you to set aside time to read and truly think about the Constitution and its Amendments. I believe you will be re-energized about the establishment of our United States of America and will re-dedicate yourself to protecting individual and collective rights and responsibilities to ensure our nation prospers.



Attitude makes a difference

by Ron Levy

ANAD Safety Office

Humans instinctively seek to avoid pain and death. And yet, we may behave in a manner that is a threat to our well-being.

There are a couple of reasons this occurs. The first is lack of knowledge. What you do not know can hurt you!

The second reason we may act in a risky manner is attitude. Now might be a good time to do a quick self-analysis. What is your attitude toward safety?

When asked, some may say they are all for it. Others may complain about any safety effort being made.

The difference between the two is attitude.

Your attitude affects almost all you do and how you do it.

Have you ever noticed people who are successful in life, or are just happy, tend to have a positive attitude? It is the same with safety.

Look at it this way – safety rules and procedures are written to protect you from harm. They are not written to make your work life more uncomfortable or inconvenient. After all, safety equipment and training costs Anniston Army Depot additional up-front money.

If you cooperate in safety matters, not only is the likelihood of you being injured lessened, you will not be battling your supervisor who is just trying to do enforce the safety rules.

In addition, you should feel more confident on the job knowing you have a better chance of making it thorough the day without injury.

Less fear of injury and a better working relationship with your supervisor can brighten your day!

We are not perfect. Even the best of us forget or make errors in judgment.

To maximize our safety efforts, we must look out for one another.

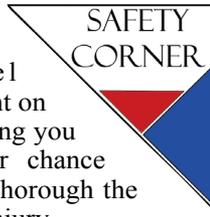
If someone says you are not working in a safe manner, do not become angry or defensive. They are just looking out for your well-being.

If you did not know you were doing something wrong, be thankful your errors were noted before someone got hurt. If you simply forgot or got careless, be grateful someone cares enough to get you back on track.

If you see someone doing something unsafe, speak up, but do so diplomatically.

Treat others as you would like to be treated in the same situation.

Remember, attitude affects behavior. If you have a positive attitude, odds are you will exhibit safe behavior. A negative attitude toward safety will only cause conflict, stress and, ultimately, an accident.



**Do you have an article idea for TRACKS?
Call Public Affairs at Ext. 6281!**



This newspaper is an authorized publication for members of the U.S. Army. Contents of TRACKS are not necessarily official views of, or endorsed by, the U.S. Government, Department of Defense, Depart-

ment of the Army, or Anniston Army Depot.

TRACKS is published biweekly using desktop publishing on recycled paper and on the Internet by the Commander, Anniston Army Depot.

The editorial office is located in the Abrams Building, Room 358, telephone 256-235-6281 (DSN prefix 571) or FAX 256-235-4695. TRACKS invites

comments and contributions from its readers. Address e-mail to: usarmy.anad.tacom.list.publicaffairs@mail.mil and mail to: Editor, TRACKS, TAAN-SCO, 7 Frankford Avenue, Anniston, AL 36201-4199. DEADLINE days are Thursdays preceding date of publication. Circulation: 5,900.

Postmaster: Send address changes to TRACKS,

PO Box 2285, Anniston, AL 36202.

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Depot plans for emergencies during National Preparedness Month

from Staff Reports

ANAD Operations Office

Emergencies are not planned. They happen unexpectedly and often leave people, and communities feeling helpless.

September is National Preparedness Month and Anniston Army Depot is again taking steps to be prepared by informing the installation of all-hazard emergencies (natural and man-made) at home, work and throughout their community.

The depot is dedicated to sustaining progress made to date and to continue improving our awareness, readiness and resilience when a disaster or emergency strikes. During the month, the depot will conduct several emergency management events: an Active Shooter Drill, Command Drill and an Annual Protection Exercise.

We urge you to visit the Army Ready website at <http://www.acsim.army.mil/readymil> to review the Army's preparedness tenets. Be informed, make a plan, build a kit and get involved. In addition to this, continue taking action.

Be informed:

- Consider emergency situations that occur in your

geographic area annually.

- Examine reported hazards in the areas your family frequents.

- Identify the challenges, limitations and specific needs of each family member.

Make a plan:

- Plan for emergency situations early and update existing plans with lessons learned after every incident.

- Incorporate geographic hazards and common local emergencies into planning.

Build a kit:

- Prepare for all-hazards emergencies by assembling at least one emergency kit for your home.

- Include basic household items necessary in an emergency such as water, food, batteries and a radio at a minimum.

- Ensure enough supplies to last 72 hours.

Get involved:

- Identify volunteers prior to a disaster or emergency.

- Train volunteers for their potential disaster role when practical.

For additional information, contact the Depot Operations Office at 256-235-4769.



Hispanic Americans make numerous cultural contributions

from Tom Uwanawich

ANAD EEO Office

From Sept. 15 through Oct. 15, Anniston Army Depot will observe National Hispanic Heritage Month.

The U.S. government designated this month in recognition of the many cultural contributions made by Hispanic/Latino citizens who live and work alongside us on a daily basis.

Here are some facts which can be researched at the official website of the Library of Congress, <http://www.loc.gov/index.html>:

Between 1969 and 1988, presidents Nixon, Ford, Carter and Reagan, issued a series of annual proclamations designating a week in the month of September as National Hispanic Heritage Week. Reagan expanded that time period to a month Aug. 17, 1988.

We can see the cultural impact of Hispanic and Latino Americans when we eat, seek medical treatment, watch TV, look at houses, etc.

A few examples of this impact are:

- Spanish-style architectural traditions of the early Spanish colonial homes, which are still found and replicated to this day. These type homes, sometimes called Spanish eclectic houses, are found mostly in tropical or ocean-side settings, as well as the desert Southwest

and Florida.

• As we watch television or attend Broadway plays, Hispanic actors like Benjamin Bratt, Cheech Marin, Edward James Olmos and Emilio Estevez, just to name a few, are part of a long list of actors who've captivated us on the big screen and on stage.

• For those who enjoy Hispanic cuisine, some of the more famous restaurants include Alma Cochina in Atlanta, Ga.; La Posta de Mesilla in Mesilla, NM; Sylvia's Enchilada Kitchen in Houston, Texas; and many more scattered throughout each state.

• Luis Miramontes, a chemist, co-invented the contraceptive pill.

• Guillermo Gonzalez Camarena invented an early color television system and publicly demonstrated this with a transmission Aug. 31, 1946.

Anniston Army Depot currently employs 17 Hispanic/Latino employees.

Some individuals work side-by-side with these employees every day. They gain knowledge and information through contact with these employees, which is adopted and instituted in processes, sometimes without even realizing it.

So, look around during this month and see if you can recognize the cultural input the Hispanic/Latino culture has introduced in our society.

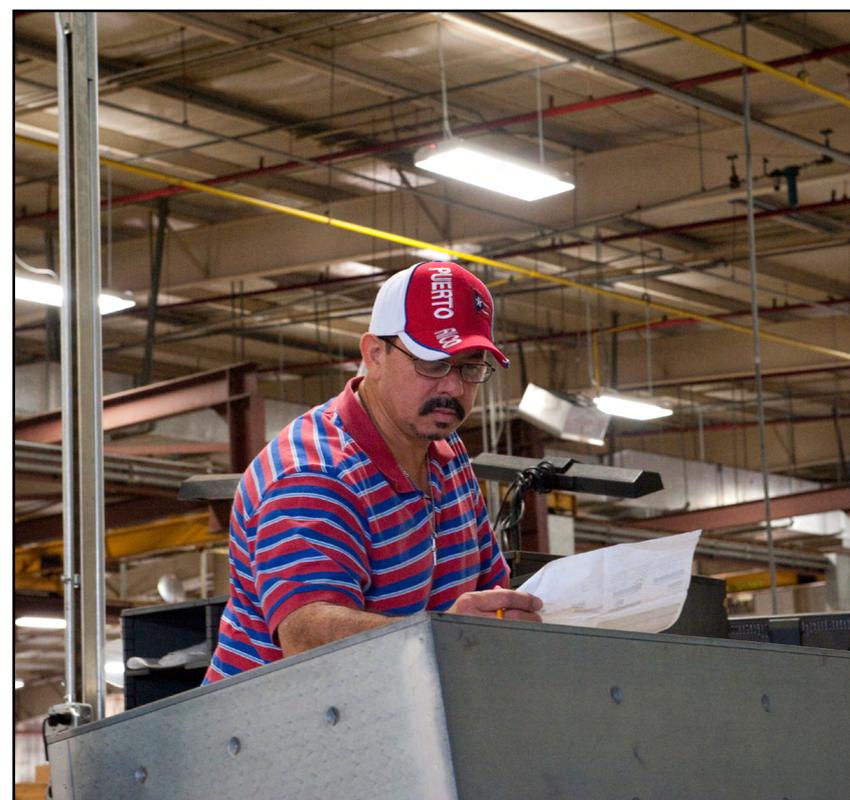


Photo by Jennifer Bacchus

Carmelo Rivera, an inventory manager at the depot, checks the contents of a tray against a printout of its reported inventory. Rivera is one of 17 employees of Hispanic descent on the installation.

SEEN IN THE SHOPS

Photos by Mark Cleghorn



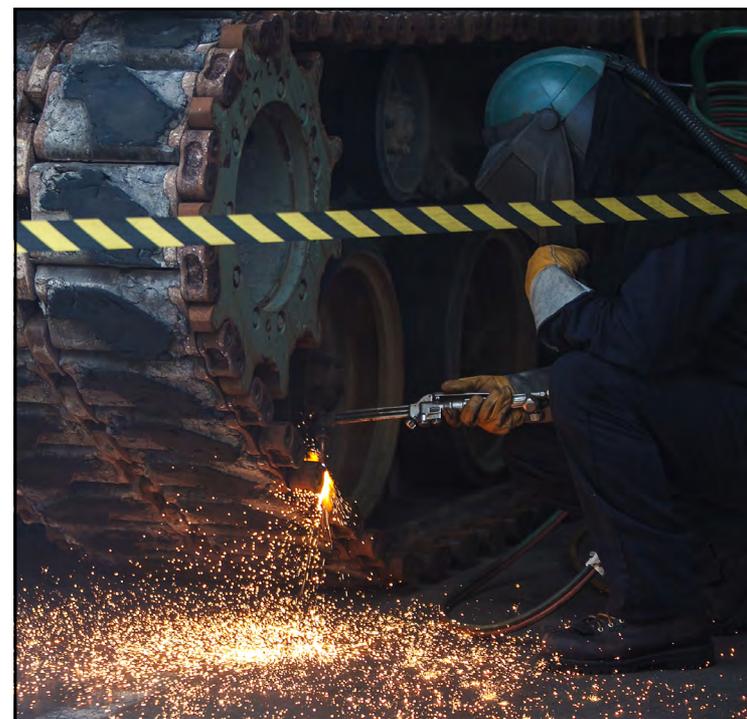
On the line

Anniston Army Depot employees disassemble M1 Abrams tanks in the Combat Vehicle Repair Facility. The depot is capable of overhauling, repairing or resetting any variant of the M1, to include the Assault Breacher Vehicle and bridging systems supported by the M1 chassis.



Heavy lifting

Octavia Francis removes a panel from a M1 Abrams tank during disassembly in the Combat Vehicle Repair Facility.



Making sparks

Taylor Draper, a welder in the Combat Vehicle Repair Facility, removes the track from a M1 Abrams tank.

ANAD recognizes Chamber for Operation 1st RATE

by Jennifer Bacchus

ANAD PAO

Depot Commander Col. Brent Bolander recognized nine individuals involved in the success of the Calhoun County Chamber of Commerce's Operation 1st RATE here Sept. 3.

Operation 1st RATE, which stands for Ready, Able, Trained Employees, has a two-fold mission. First, it strives to develop a comprehensive, multi-agency economic development plan for the Calhoun County area in order to grow new jobs locally. Its second, and equally important, goal is to place individuals in new positions with the first priorities being displaced workers of the Anniston Chemical Agent Disposal Facility and Anniston Army Depot.

Since standing up Operation 1st RATE in 2011, more than 500 individuals throughout Calhoun County found new jobs through the program.

"Jobs change lives," said Sherri Sumners, executive director of the Calhoun County Chamber Foundation. "It has been very gratifying to sit across the table from someone and help them find employment."

Operation 1st RATE began with the Anniston Chemical Agent Disposal Facility, a tenant on the depot. Tim Garrett, the site project manager for the facility, saw the future need to match a skilled workforce with employers throughout the region.

"I got the door open and showed the Chamber the way in," said Garrett.

The program's funding came through a Department of Defense Office of Economic Adjustment grant, which was recently renewed, ensuring Operation First Rate is funded through February 2015.

Throughout the entire process – from inception to implementation – the program has been a collaborative effort between the Chamber and its local defense partners.

"I sincerely appreciate the efforts of the entire team," said Bolander. "We have a great relationship with the Chamber. Because of it, they saw the need and immediately jumped in to offer job placement services."

One of the greatest capabilities of the program, according to Julia Segars, the Chamber's chairman and vice president for Alabama Power's Eastern Division, was Operation 1st RATE's ability to cata-



Photo by Mark Cleghorn

Depot Commander Col. Brent Bolander presented certificates to: (from left to right): Bill Curtis, executive director of the East Alabama Planning and Development Commission; Demetrius Doss, Operation 1st RATE staff member; Jason Alderman, Chamber Chair-Elect; Emily Clark, Operation 1st RATE staff member; Julia Segars, Chamber of Commerce chairman; Kelley Bell, Operation 1st RATE staff member; Donna Fathke, senior economic developer for the EARPCD; Sherri Sumners, executive director of the Calhoun County Chamber Foundation; and John Blue, chairman of the Chamber of Commerce Foundation Board. Also pictured are Bolander, far right, and Tim Garrett, site project manager for the Anniston Chemical Agent Disposal Facility, third from right.

log the skill sets of individuals throughout the county. This enabled the chamber not only to match applicants with existing jobs in the area, but also to recruit employers.

"Working with the depot's commander and workforce has been important to us," said John Blue, chairman of the Chamber of Commerce Foundation Board. "We consider ourselves a partner with the depot and it was so important we detailed the Chamber president to this project."

Shortly after it stood up, Operation 1st RATE established a satellite office at the Quintard Mall, ensuring easy access to everyone in the county who needed the service.

Also, during the first several months of the program, to accommodate the installation's workforce, a satellite office was established at the Hard Drive Café in the Nichols Industrial Complex. There, employees received résumé assistance and were able to search for available jobs.



Courtesy photo

The Job Station Quintard Mall location opened shortly after the Operation 1st RATE program was initiated. This satellite office allowed job seekers throughout the Calhoun County area easy access to the Operation 1st RATE resources.

notes from around the TRACKS

Attention all Veterans:

Veterans Day is a few months away and the Public Affairs Office like to spotlight installation veterans in TRACKS, The Morning Show, LAN, and/or Social Media.

Our goal is to remember every man and woman - Soldier, Airman, Marine, and Coastguardsman - who has taken up arms to defend our country and who gave some of the best years of their lives to the service of the United States.

If you'd like to discuss your service in the military, please contact the Public Affairs Office at Ext. 6281.

Veterans Upward Bound Program

The Veterans Upward Bound Program is a free educational program for qualified veterans who were honorably discharged from any of the armed forces of the United States.

The program offers all eligible veterans free seminars on the following topics: study skills, computer usage, time management, communication skills and career planning.

Veterans who have been out of the academic environment for a number of years will have their current skills evaluated. This evaluation will lead to a personal educational plan developed by the staff in consultation with the student.

Various options are available: self-paced study, tutoring or group study. A veteran who is or who has been enrolled in college courses can receive academic counseling, registration assistance, free tutorial services and use of the VUB computer laboratory.

All aspects of the program are designed to ensure each veteran's academic success. The three participating colleges, within the depot's radius, are:

1: Gadsden State Community College, P.O. Box 227, Gadsden, Alabama 35902

Web: www.gadsdenstate.edu/college-life/veterans-upward-bound.php

Phone: 256-549-8286

2: North Alabama Center for Educational Excellence, 4900-B Century Street Huntsville, Alabama 35816

Web: www.nacee.net/programs/veterans-upward-bound

Phone: 256-372-4600

3: Georgia State University, P. O. Box 3983, Atlanta, Georgia 30302

Web: www.oeo.gsu.edu/services/veterans-upward-bound

Phone: 404-423-1693



Town Hall meeting

On Sept. 25, depot commander Col. Bolander will hold a hall meeting on The Morning Show live at 7:05.

Employees with questions they would like to have addressed by the commander should send them to the Public Affairs Office via e-mail to usarmy.anad.tacom.list.publicaffairs@mail.mil, through pouch mail or you may phone in your question to Ext. 6281.

Eulaton Gate hours

Eulaton Gate is now open on Saturdays from 5-7 a.m. and again from 2-3:30 p.m.

The gate will remain closed all other times on Saturdays and all day on Sunday.

The gate's normal weekday hours are Monday through Friday from 5 a.m. to 7 p.m.

Eulaton Gate is normally closed on federal holidays and other specified holiday and shutdown periods.

As always, employees may gain access through the main gate 24 hours a day.

Morning Show Rebroadcasts

Watch The Morning Show! It airs live each Wednesday at 7:05 a.m. on Local Area Network channel 21.

If you are unable to catch the live broadcast, there are two ways you can tune in. Computer users can view it on IPTV or it can be seen on LAN channel 21 during these rebroadcast times:

Wednesday: 10:30 a.m., noon, 2 p.m., 4:30 p.m., 10 p.m., midnight and 2 a.m. (Wed. night/Thurs. morning)

Thursday/Friday: noon and 10 p.m.

Watch for this upcoming show:

- Sept. 18: Tammy Bain of the Calhoun County Emergency Management Agency and Don Evans of the Depot Operations Office will discuss emergency preparedness.

- Sept. 25: Depot Commander Col. Brent Bolander will address the workforce in a town hall meeting.

- Oct. 2: Keith Purinton will talk about the importance of fire prevention at work and at home.



CFC

The depot's Combined Federal Campaign is rapidly approaching. Stay tuned to The Morning Show, the LAN and TRACKS for updates as the kickoffs are scheduled.

This year's goal is \$300,000. We look forward to being able to announce that goal has been surpassed.

E-mail electronic Official Personnel Folder notifications

from ANAD CPAC

An Official Personnel Folder is created when an employee begins federal service and is maintained throughout an employee's career in accordance with the United States Office of Personnel Management regulations. The folder contains human resource records and documents related to you, as a federal civilian employee.

The electronic Official Personnel Folder simplifies an employee's access to their own Official Personnel Folder.

The e-OPF system provides secure, web-enabled access for employees and HR staff members to view e-OPF documents. Employees are able to view only their own OPF through this secure system.

For those employees who have installation e-mail, the e-OPF system provides a notification each time a document is electronically uploaded into your folder.

The employee will receive an e-mail from: eopf_hd@telesishq.com. Take note that the e-mail address ends with ".com" rather than ".gov" or ".mil." At first glance employees may think it is not a legitimate e-mail sender, though, in this case, it is from a legitimate sender.



Like us on
facebook

<https://www.facebook.com/AnnistonArmyDepot>

fmwr happenings

from DCFA

Java Café East

Starbucks coffee, sandwiches, salads and much more are served Monday through Thursday from 7 a.m. to 1 p.m. For more information or to place an order for pickup, call 256-240-3526.

West Station Diner

The West Station Diner is open for breakfast from 8-9:30 a.m. and lunch from 11 a.m.-12:30 p.m.

The diner offers burgers, hot dogs, salads and sandwiches.

For more information, contact 256-235-6586.

To find out the daily special, please call the menu line at 256-235-6368.

Nichols Dining Facility

Breakfast is served from 8-9:30 a.m. and lunch from 11 a.m.-12:30 p.m. at the Nichols Dining Facility.

The dining facility offers a salad bar, chicken wings, chicken tenders, chicken sandwiches, hamburgers and fries. To find out the daily special, call the menu line at 256-235-6368.

For more information, call 256-235-7127.

DeSoto Pastime Center

Lunch: DeSoto Pastime's kitchen is open for lunch from 11 a.m. to 1:30 p.m. Monday through Friday. For to-go orders, call 256-235-7160.

Socialize: Monday and Tuesday evenings from 3:30-8 p.m., Wednesday and Thursday from 3:30-10:30 p.m. and Friday from 3:30 p.m. to midnight.

Big Bingo: Bingo with a \$1,000 progressive jackpot is played each Thursday at 6 p.m.

Electronic Bingo: Bingo is played daily starting at 3:30 p.m.

For more information on events, contact the DeSoto Pastime Center at 256-235-7160.

Bass Fishing Tournament

ANAD's FMWR will host a bass fishing tournament Oct. 12 on Lake Neely Henry.

Entry fee is \$80 per boat and anglers are required to pay their own launch fee at Coosa Landing in Gadsden.

The tournament begins at first safe light in order of registration. Weigh-in is scheduled for 3 p.m.

For more information, contact FMWR Outdoor Recreation at Ext. 6768.

Depot dining specials

The depot's Family and Morale, Welfare and Recreation Division is pleased to offer the following specials at their facilities:

Java Café:

Breakfast specials: \$4:

Ham or sausage, egg and cheese bagel with juice or milk

Ham or sausage, egg and cheese wrap with juice or milk

Lunch special: \$5

Egg salad sandwich, chips, cookie and drink

Cheese Pizza \$4

Pepperoni Pizza \$4.50

Nichols Dining Facility and West Station Diner:

Breakfast special: \$3:

Sausage patty, biscuit, two eggs and bottled juice

Lunch specials: \$3:

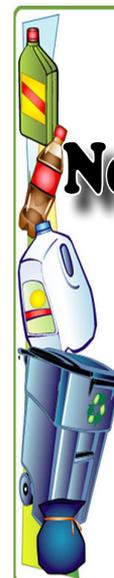
Corn dog or hot dog with chips and bottled soda

All locations: 20 ounce sodas are \$1 from 11 a.m. to 12:30 p.m. daily.

DCFA Sale

The Directorate of Community and Family Activities will hold a sale on Sept. 19 from 11 a.m.-12:30 p.m. in Bldg. 141.

The merchandise includes Support Our Troops ornaments, shirts, bags, caps and much more. For more information, call 256-235-7160.



Need a recycling bin for your work area?

Call Ext. 6838!

Attention off-depot readers of TRACKS!

Army Regulation 25-51 requires an annual, written request to be on file for each individual receiving a mailed copy of *TRACKS*. To continue receiving the paper, please complete the information below and do one of the following:

1.) **Mail** this form to:

Anniston Army Depot
Public Affairs Office
Attn: TAAN-SCO
7 Frankford Ave, Bldg. 7
Anniston, AL 36201-4199

2.) **Fax** this form to 256-235-4695

- or -

3.) **E-mail** your request to
usarmy.anad.tacom.list.publicaffairs@
mail.mil

I would like to remain on the TRACKS mailing list:

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Information MUST be received by September 27, 2013.



AFAP Conference

The annual Army Family Action Plan Conference is scheduled for Oct. 29.

AFAP is an Army-wide program allowing members of the Army – from active duty, Reserve and National Guard Soldiers to civilians and family members – to identify concerns impacting well-being.

Let your voice be heard through this process. Your suggestions may improve the quality of life throughout the Army.

Yellow “ammo” boxes are located at most Family and Morale, Welfare and Recreation facilities on the installation. These boxes will be picked up Oct. 10.

For more information, contact the AFAP program manager at Ext. 7445.

reducing our tracks

from DRK

EPAS audit

Ensure your shop is ready for the internal Environmental Performance Assessment System audit the week of Sept. 16-19.

This year's audit is very important as we prepare for the external ISO 14000:2004 re-certification audit in November. This recertification audit is conducted every three years.

One of the EPAS' primary goals is to reduce environmental findings discovered during regulatory inspections conducted by the Environmental Protection Agency and Alabama Department of Environmental Management or during external environmental assessments by Army Headquarters.

The hope is the EPAS audit will find and resolve environmental compliance issues before a regulator or external auditor finds the problems.

While all environmental media areas will be viewed during this year's EPAS, particular attention will be paid to the installation's compliance with hazardous waste and hazardous material management.

Since this is an installation-wide requirement, all organizations residing on the depot are subject to this review, which could include tenant and contractor operations.

Here are some examples of what an EPAS auditor may look at:

- Clearly identified/labeled waste containers with the appropriate Hazardous Material Management System labels
- Waste container condition
- Satellite accumulation containers – Only 55 gallons of hazardous waste may be accumulated in any one area or process generating the waste.
- Universal waste (used batteries and used fluorescent tubes) containers
- Flammable cabinets management
- HMMS Labels
- Expired Materials

- Compressed Gas Cylinders
- Evacuation Plans
- Fire Extinguishers
- Red Book – The latest Red Book revision date is June 2012.
- Paint and abrasive blast unit logs
- Parts washers – Lids should be closed to prevent undue evaporation when not in use.
- Outside storage of parts
- Drains – Only storm water should go down a storm drain.
- Environmental aspects – Employees should know what issues they deal with which may impact the environment.

Additionally, employees should have basic knowledge of the Commander's Environmental Policy and should be able to describe major elements in their own words. See Environmental Management System posters in the shop areas.

Continue to follow all environmental regulations and ANAD will do fine on this internal audit.

For more information, contact DRK at Ext. 7746.

During one of our audits, it is likely that you may be questioned by the auditors. You can always refer to your EMS card for guidance to most of those questions, but you will also need to know:

- What procedures (such as DPCPs or this REDBOOK) you should apply to your work.
- The Stop-Work Clause (stop work immediately if something outside your procedure occurs).
- That you should talk to your Supervisor or DRK (Ext. 6350) if you have environmental questions.
- What to do in case of emergency.

For more information, check out the Red Book, Part IV or head to the Environmental Awareness Site linked to DRK's SharePoint page.

Prepare your shop today for the audit next week.

Audit prep checklist:

- Make sure you have the most current copy of the Red Book and/or DPCPs on hand.
- Make sure you have an EMS poster in your shop or break room. If you don't, call Ext. 4804.
- Check the Material Safety Data Sheets for all chemicals in your area to ensure they are current and easily accessible.
- Make sure everyone in your area is aware of the depot's EMS policy.
- Flammables should only be stored in flammable lockers.
- Keep hazardous waste drums and aerosol containers completely closed when not adding or removing waste.
- Recyclables should be placed in appropriate containers (both industrial and household).
- Hazardous and non-hazardous waste should be properly placed per the label on the container.
- Make sure all employees know to dial 9-1-1 for a spill.
- Ensure all operational logs (painting, abrasive blast, etc) are properly filed out as directed

by the Red Book and DPCPs and blast media is being cleaned at least twice per shift.

- Check fire extinguishers for positioning and to ensure they are not expired.
- Mark all containers holding transferred chemicals with permanent marker designating the contents.
- Know to only use a fire extinguisher to assist in exiting a building in the event of a fire.
- Be sure your area is clean, free of clutter, and well organized. Good housekeeping will keep an auditor walking. Bad housekeeping will inspire questions.
- Properly label all oil drip pans or buckets. These should be emptied before the employee leaves the area.
- Oil funnels or containers should be securely closed when employees are not adding or removing waste.
- Check used battery box labels. Bring containers to the Hazardous Waste Storage Facility if close to the 90-day limit.

How to survive an audit:

1. The auditor will try to acquire as much information as possible. Respond with short, yes or no, answers. Do not elaborate unless asked.
2. Refer to your operational procedures (Red Book, DPCP's, SOP's, etc.) if asked about them. Don't discuss them from memory.
3. If you don't know, say you don't and direct the auditor to your supervisor. Do not make anything up or give an answer you are unsure of.
4. When asked about EMS or Environmental training, say yes. You should have had it. If you think you haven't, call DRK at Ext. 6350.
5. When asked if you are aware of the EMS policy or what it entails, take the auditor to the nearest EMS poster, refer them to the intranet or show them the back of your EMS badge.
6. Know to contact your supervisor if you have any questions or if anything outside of normal operation occurs.
7. Know where you can get environmental information or assistance – your supervisor, an environmental inspector or call DRK.
8. Know where you should go if told to relocate in the event of severe weather or other

emergency. Designated inclement weather buildings are:

- a. East Side: 100, 106, 107, 111, 113, 115, 128, 129, 130, 133, 143, 144, 145, 410, 411, 414, 412, 428, 433, 501 and 502
- b. West Side: 1, 2, 7, 16, 35, 362 and 363
9. Remember to practice R-A-C-E in the event of a spill. Report – call 911, Assist – help victims if safe to do so, Contain – if safe to do so, Evacuate – if needed.
10. Know that the depot's overall biggest environmental issues are air pollution, wastewater quality and hazardous waste.
11. Know what the biggest environmental issues are with your job (this can range from producing abrasive blast to generating waste paper in an office).
12. Know what you are supposed to do handle the environmental issues in your job (whether it is closing a vat lid or recycling used paper).
13. Be courteous to them and, most importantly, relax. Answer everything honestly and to the best of your ability.