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National Aeronautics and  
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**Goddard Space Flight Center**

**Wallops Flight Facility**  
Wallops Island, VA 23337

# **WALLOPS FLIGHT FACILITY ENVIRONMENTAL TRAINING**

Responsible Office:

250/WALLOPS ENVIRONMENTAL OFFICE

Verify current version before use at:  
<http://sites.wff.nasa.gov/code250/>

## Wallops Flight Facility Environmental Training Manual

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## FOREWORD

This manual defines the requirements and responsibilities for environmental training of employees at the Wallops Flight Facility (WFF), defines the responsibilities of all personnel, supervisors, and organizations in fulfilling those training requirements. A second purpose is to define how supervisors can assess employees' environmental competencies and determine environmental training needs as part of Wallops Flight Facility's Environmental Management System (EMS).

This manual applies to all civil service employees at WFF, including the Main Base, Mainland, and Island locations. It also applies to all WFF contractors, tenant organizations, grantees, clubs, and other persons operating under the auspices of Goddard Space Flight Center (GSFC) or on GSFC property at WFF, as required by law, and as directed by contractual, grant, and agreement documents.

Unless otherwise stated, all references herein to the Environmental Office refer to the Wallops Environmental Office. The Office maintains a comprehensive Web site at:

<http://sites.wff.nasa.gov/code250/>

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## **PREFACE**

### **P1. AUTHORITY**

GPR 8500.8, Environmental Management Implementation for GSFC Wallops Flight Facility

### **P.2 REFERENCES**

- a. WFF-EM-001, Wallops Flight Facility Environmental Management Manual
- b. Table A, Identification of EMS and Regulatory Training Needs
- c. Table B, Record of EMS and Regulatory Training
- d. Table C, Assessment Template for Environmental Task-Specific Training

### **P3. TRAINING**

The entire contents hereof describe environmental training requirements.

### **P.4 RECORDS**

Supervisors shall retain records of all completed employee training. Supervisors may use Table B., Record of EMS and Regulatory Training, to record completion of training, or they may use their own record-keeping system.

Examples of training records that should be retained are certificates, sign-in sheets, and minutes documenting the topics covered at meetings. Employee attendance sheets and completed position statements should also be retained, where applicable.

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Contractors shall maintain records of regulatory training in keeping with their own record retention policies.

No.	Record Title	Record Custodian	Retention
1	EMS Awareness training course materials	Environmental Office	*NRRS 3.33 E.2 Destroy when superseded or obsolete or when 5 years old, whichever is sooner
2	Training records, training material, training sign-in sheets, and proof of competence (e.g. certificate of qualification, education, or training)	Employee's Supervisor	*NRRS 3.33 B Destroy when no longer needed or when 3 years old, whichever is sooner

\*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

## P.5 METRICS

The Environmental Office shall assess, prior to the annual Environmental Management Review, the number of personnel trained and the effectiveness of the training provided.

## P.6 DEFINITIONS

None

## P.7 ACRONYMS

None

# GENERAL REQUIREMENTS

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

## 1 ROLES AND RESPONSIBILITIES

**1.1 Employees** – Responsible for maintaining their awareness of basic environmental requirements as outlined in their environmental training, implementing sound environmental protection work practices, and, when needed, maintaining current any special task-specific training and certificates. Employees are also responsible for reporting any incidents of environmental pollution.

**1.2 Supervisors** – Responsible for ensuring that employees under their supervision complete and remain current with all EMS regulatory-driven and task-specific training requirements. They are also responsible for maintaining training records.

**1.3 WFF Environmental Office** – Responsible for coordinating the availability of environmental training for personnel employed at WFF.

## **2 TRAINING REQUIREMENTS**

There are three major types of EMS training:

- a. EMS awareness
- b. Regulatory-driven training
- c. Task-specific training

### **2.1 EMS Awareness Training**

EMS awareness training ensures that employees are aware of:

- a. The GSFC environmental policy;
- b. Key requirements of the Wallops EMS;
- c. Ways that they can impact the environment; and
- d. Ways to minimize adverse impacts.

#### **2.1.1 EMS Awareness for WFF Personnel**

The Environmental Office shall:

- a. make environmental awareness training available to all employees in both on-line or off-line formats, and
- b. ensure that the training materials are kept current.

Supervisors shall arrange for their employees to complete the EMS awareness training by either using the on-line training option (available at <http://www.wallops-ems.org/index.asp>) or by printing the materials and providing their employees with a paper version.

For on-line training, upon completion of the course, the system shall provide the employee a certificate. Employees shall provide a copy of this certificate to their supervisors.

Where employees take the course off-line, supervisors shall contact the WFF Environmental Office for a training package, which includes a sign-in sheet and a certificate of completion. After the employee completes the course and test, supervisors shall complete the certificate, give to the employee, and retain a copy for the employee's files. Supervisors shall track the status of employees needing makeup training by documenting training currencies for each employee using the optional forms (or equivalent) noted in this directive.

### 2.1.2 Basic EMS Awareness for Non-WFF Personnel

Temporary or non-WFF personnel, including suppliers, vendors, visitors, or other individuals whose on-site activities could impact the WFF environment, shall receive a more specific form of environmental awareness training. For example, this includes personnel who are involved in:

- a. Fuel delivery;
- b. HAZMAT handling;
- c. Construction/site work; and
- d. Mission projects.

The EMS awareness handouts are available to all personnel at Security check-in, Building N-127. The Environmental Office shall be responsible for preparing, maintaining, and providing the handouts to Security. Security's responsibility is limited to providing the handout.

## 2.2 Regulatory-Driven Training

### 2.2.1 Overview

Regulatory-driven training relates to the environmental training that employees must receive in order to comply with regulatory requirements. This training relates to activities such as:

- a. Construction and maintenance;
- b. Airport and fueling activities;
- c. Research and development;
- d. Site restoration and remediation;
- e. Hazardous materials (HAZMAT) management; and
- f. Hazardous waste management.

### 2.2.2 Environmental Regulatory Training Requirements

The training relates to the following key environmental regulations:

- a. Clean Air Act (CAA) – Air permitting, generators, boiler operations, fume hoods, tank volatile organic compounds (VOC) management, paint booth operations, etc.;
- b. Clean Water Act (CWA) – Aboveground and underground storage tanks, fueling operations, storm water management, silt and erosion control, drinking water system maintenance, wastewater treatment operations;
- c. Public Relations – Research and development activities and construction projects requiring National Environmental Policy Act (NEPA) consideration, cultural and historical aspects, wildlife and endangered species protection, maintenance and construction;
- d. Hazardous Materials Management – Materials handling, Department of Transportation placarding requirements, HAZCOM, HAZMAT disposal, HAZMAT pharmacies, maintenance and construction; and

- e. Hazard Waste Management – Resource Conservation Recovery Act (RCRA) wastes, pollution prevention, satellite accumulation area activities, research & development, maintenance and construction.

### **2.2.3 Environmental Regulatory Training Procedures**

Supervisors shall:

- a. Identify the number of personnel who require regulatory training by using as guidance, Table A., Identification of EMS and Regulatory Training Needs;
- b. Arrange for employees to receive the regulatory training through the WFF Environmental Office (e.g., through in-house training modules and courses, or external formal training classes);
- c. Document completion of training in the employees' training files, including training certificates where applicable. (Supervisors may use Table B., Record of EMS and Regulatory Training, to record completion of training, or they may use their own record-keeping system); and
- d. Notify the Environmental Office of any training that was provided to NASA employees outside the Environmental Office, so that this information can be recorded and tracked centrally.

## **2.3 Task-Specific Training**

### **2.3.1 Overview**

Task-specific training enhances the competencies of personnel whose work is associated with high priority environmental impacts. It provides an additional means of control and ensures that best management practices are communicated to personnel who conduct activities associated with high priority environmental impacts.

### **2.3.2 Environmental Aspects**

This training relates to the following major environmental aspect categories identified by NASA Headquarters.

- Air Emissions
- Fuels, Oils and Lubricants
- Hazardous Materials
- Hazardous Waste
- Historical, Archaeological, and Cultural Resources
- National Environmental Policy Act (NEPA)
- Natural Resources
- Remediation/Restoration
- Solid waste (non-hazardous)
- Sustainability
- Toxic substances
- Water

### 2.3.3 Environmental Task-Specific Training Procedures

Supervisors shall:

- a. Review employee training, experience, and education to verify that employees are competent at following the work instructions and standard operating procedures;
- b. Identify gaps in employee competencies. These gaps often result from updates to WIs or SOPs or when employees change positions or take on new tasks;
- c. Arrange for the training or briefing to be provided. This could include formal classroom training, job shadowing, or a review of WIs/SOPs; and
- d. Document completion of training in employee training files, including training certificates where applicable. Supervisors may use Table B., Record of EMS and Regulatory Training, to record completion of training.

### 2.3.4 Environmental Impact Task/Operating Procedure Assessment

Supervisors shall assess, annually, whether current operating procedures and training include the appropriate environmental requirements. Supervisors may use Table C., Assessment Template for Environmental Task-Specific Training, for this purpose.

This form is used to assess the effectiveness of operational tasks performed by the organization, department, or activity with respect to impacting the environment. This is to ensure that pollution safeguards are practiced or in place either in the form of procedural documentation or by the demonstration of task competency by the operator(s). Supervisors should retain a copy of the form for their records. These records may be presented as EMS conformance evidence during EMS assessments.

**TABLE A. IDENTIFICATION OF EMS AND REGULATORY TRAINING NEEDS  
(This form is optional.)**

Organization, Code, Operation or Contract					
Supervisor					
Date					
Training Type	Associated Activities	Governing Regulations	Training Frequency	Training Materials Located or Available At	Number of Employees That Require Training
EMS Awareness	All WFF employees (Note: available as basic and supervisor awareness packages)	Executive Order	Initial/Orientation	Online at. <a href="http://www.wallops-ems.org/index.asp">http://www.wallops-ems.org/index.asp</a>	
Regulatory Modules	All operational personnel who undertake the following activities	Executive Order and Regulations listed below	See Below	See Below	
1. Integrated Contingency Plan (ICP) and Storm Water Pollution Prevention	Hazardous waste site operations, site remediation, OB/OD transport, environmental, environmental sampling, first level emergency responders, construction, maintenance, HAZMAT handling and transport, fueling, bulk tank management	9 VAC 25-91-20 B 3	Annual	WFF Environmental Office	
2. RCRA Generator Training	Environmental, hazardous waste and satellite accumulation area management	40 CFR 265.16C	Annual	WFF Environmental Office	
3. 40 hour HAZWOPER	Hazardous waste site and satellite accumulation area operations, site remediation, OB/OD transport, environmental, first level emergency responders	29 CFR 1910.120 40 CFR 265.16C	Initial	Usually code- or contractor-selected independent training company (classroom and on-line course available)	
4. HAZWOPER refresher	As above	As above	Annual	WFF Environmental Office	
5. HM (HAZMAT) 126-F and HAZMAT Security	HAZMAT management (packaging, shipping, storage, labeling or distribution of HAZMATs including hazardous wastes)	49 CFR 172.704	8-hour initial and 8-hour refresher every three years	Code or contract safety office	

Note: Training listed in the first column is applicable if an employee performs the activities listed in the second column.

**TABLE B. RECORD OF EMS AND REGULATORY TRAINING**  
(This form is optional)

Organization, Code, Operation or Contract						
Employee						
Date						
Training Type	Associated Activities	Governing Regulations	Training Frequency	Training Required? Y/N	Date of Last Training	Next Training Required
EMS Awareness	All WFF employees (Note: available as basic and supervisor awareness packages)	Executive Order	Initial/Orientation			
Regulatory Modules	All operational personnel who undertake the following activities	Executive Order and Regulations listed below	See Below			
1. Integrated Contingency Plan (ICP) and Storm Water Pollution Prevention	Hazardous waste site operations, site remediation, OB/OD transport, environmental, environmental sampling, first level emergency responders, construction , maintenance, HAZMAT handling and transport, fueling, bulk tank management	9 VAC 25-91-20 B 3	Annual			
2. RCRA Generator Training	Environmental, hazardous waste and satellite accumulation area management	40 CFR 265.16C	Annual			
3. 40 hour HAZWOPER	Hazardous waste site and satellite accumulation area operations, site remediation, OB/OD transport, environmental, first level emergency responders	29 CFR 1910.120 40 CFR 265.16C	Initial			
4. HAZWOPER refresher	As above	As above	Annual			
5. HM (HAZMAT) 126-F and HAZMAT Security	HAZMAT management (packaging, shipping, storage, labeling or distribution of HAZMATs including hazardous wastes)	49 CFR 172.704	8-hour initial and 8 hour refresher every three years			

**TABLE C. ASSESSMENT TEMPLATE FOR ENVIRONMENTAL TASK-SPECIFIC TRAINING**  
 (This form is optional.)

**Instructions**

1. Complete the checklist for all tasks that have potential environmental impacts.
2. If any “no” answers are given to questions 2-4, the supervisor shall take steps to amend procedures, provide training or retain records as necessary.
3. Sign and date the checklist and retain it on file for future reference.

Operation												
Code/Contract												
Task Description												
Environmental Aspect Categories	Air Emissions	Fuels, Oils and Lubricants	Hazardous Materials	Hazardous Waste	Historical, Archaeological and Cultural Resources	NEPA	Natural Resources	Remediation/Restoration	Solid Waste (non-hazardous)	Sustainability	Toxic Substances	Water
1. Does the task impact any of the listed environmental issues?												
2. If yes, are there procedures detailing best practices for minimizing the impacts?												
3. Have all staff been provided training?												
4. Are training records being maintained?												

Signed: \_\_\_\_\_ Code/Contract: \_\_\_\_\_ Date: \_\_\_\_\_

**CHANGE HISTORY LOG**

<b>Revision</b>	<b>Effective Date</b>	<b>Description of Changes</b>
-		Initial Release