


**Washington Military Department  
MIL Environmental Procedure No. SOP-EPAS-0001**

<b>Title:</b>	Managing EPAS Findings and ICAP in WEBCASS
<b>References:</b>	Army National Guard Bureau “Environmental Performance Assessment System (EPAS) Standard Operating Procedure” rev. April 2023
<b>Information Contact:</b>	Pollution Prevention (P2) & Sustainability Manager Camp Murray, Building #36; (253) 533-1608
<b>Effective Date:</b>	October 23, 2023
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**Purpose**

Establish best management practices for the Environmental Branch (ENV) with the Construction & Facilities Management Office (CFMO), a part of the Washington Military Department (WMD), for the Environmental Performance Assessment System (EPAS), Installation Corrective Action Plan (ICAP), and monitoring EPAS findings.

This standard operating procedure (SOP) is intended to be used for the benefit of program continuity and is supplemental guidance to the Army National Guard (ARNG) EPAS SOP, rev. April 2023, which details the ARNG EPAS process in entirety.

**Scope**

This SOP applies to the CFMO EPAS manager, CFMO Environmental Branch personnel, and select WMD state and federal employees; e.g., Environmental Compliance Officers, Shop Supervisors, and/or delegated personnel representing WMD directorates.

## Definition

WEBCASS – Web Compliance Assessment & Sustainment System is a compliance management system that provides assessment managers with the tools needed to effectively plan, efficiently coordinate, and manage assessments.

## Procedures

- A. The WEBCASS Installation Manager(s) is responsible for determining which key personnel are to be assigned as “Installation Users” for assisting in maintaining the WEBCASS ICAP and EPAS findings.
  1. It is recommended that the Installation Users be limited to staff such as CFMO ENV staff, environmental compliance officers for M-day, field maintenance shop (FMS) supervisors, and Environmental Quality Control Committee (EQCC) board members.
  2. Installation Users have the following accessibility in WEBCASS, so discretion is necessary.
    - a. Users who are invited by the Installation manager, are able to complete ICAP tasks,
    - b. Users are able to write internal assessment findings online,
    - c. Users are able to review the IRF phase,
    - d. Users are able to run reports for state data,
    - e. Users are able to manage Mobile Checklist Manager, use Mobile ICAP and Mobile Checklist, view/register/edit Trainings, and
    - f. Users are able to access CSI, TCSI, STEP, and WASTE applications.
  3. Installation Users cannot submit internal assessment findings to ICAP.
- B. The Installation Manager (two per state; assigned to EPAS Manager as primary and Environmental Program Manager as secondary) adds the key personnel in the WEBCASS system under “Administration” → “User Management” → “Invite User”.
- C. The EPAS Manager maintains the ICAP in accordance with ARNG EPAS SOP, rev. April 2023.
  1. The expectation is that the EPAS Manager reviews the ICAP tab of each EPAS finding and assigns specific tasks to Installation Users for completion.
  2. EPAS Manager uses “Step 3 – ICAP Tasker” section. Click “Send Notification Mail” so that Installation Users will be notified when an ICAP task is assigned to them.
- D. Installation Users assigned ICAP tasks may update the ICAP details under the associated EPAS finding. The proper procedure for all users updating the ICAP is to make sure that all ICAP tasks assigned by the EPAS manager have been completed by checking the “Done” box.
  1. The Installation User may add notes and comments to the ICAP under section “Step 4 – ICAP NOTES” if there are tasks that can’t be done immediately but have steady progress reports.

2. If the Installation User is closing a finding:
  - a. Documentation **must** be provided for the record. The Installation User must update the ICAP notes under section “Step 4 – ICAP Notes” with detail on what corrective actions were performed.
  - b. The Installation User uploads proof of completion under “Step 5 – File Uploads”. There are options to upload documents such as email correspondence, invoices, analytical, training certificates, etc. and/or images showing that the finding was addressed IAW environmental recommended guidance.
- E. The EPAS Manager shall check the ICAP status of EPAS findings at least once a month and provide necessary updates to the ENV team regarding findings within their program areas during an Environmental Check-In meeting.
  1. Progress reports may be utilized as a tool for the EPAS Manager under the WEBCASS “Reports” tab to monitor the ICAP. For more information on how to use this function, refer to ARNG EPAS SOP, rev. April 2023.
  2. The ICAP should be briefed quarterly to the EQCC during required meetings.
    - a. The focus should be on receiving guidance from the EQCC for updating the ICAP as necessary to progress findings towards closure. Due to this, it is important to monitor which ICAP tasks are not being completed in a timely manner.
    - b. This action serves to fulfill requirements of the annual WMD Joint Chief of Staff Certification letter due to the National Guard Bureau no later than 30 September.