

Activity Corrective Action Plan (ACAP) Summary Report, Section I, Findings

Activity Being Assessed:							Date ACAP Due CES/CEIE:		
Commander/Director Name:					Rank/Grade:		Cdr/Dir Email:		Cdr/Dir Phone:
AEC Name:					AEC Email:			AEC Phone:	
Number	Finding Reference Number	Finding Description	Building Number	Activity POC	Root Cause Code	Corrective Action	Preventative Measures	Date Completed or to Complete	Status
1									
2									
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EMP 4.5.2
Activity Corrective Action Plan (ACAP) Summary Report, Section II,
Root Causes

Codes **Root Cause Category**

Root Cause Descriptions

Command Emphasis and Oversight

Management (CM)

CM01	CM	Environmental management is not aware of or has misinterpreted the regulations.
CM02	CM	Management review process supporting, controlling, or improving daily/contract operations is absent or inadequate.
CM03	CM	Environmental responsibilities are not clearly defined in position standards or understood by personnel.
CM04	CM	Management functions within the organizational structure are not afforded appropriate priority to support the environmental program ensuring mission readiness.

Policy (CP)

CP01	CP	Strategic planning or formal policies of environmental protection and stewardship are not established or are deficient.
CP02	CP	Formal policies are not issued from an appropriate level of authority.

Plans and Implementation

Communications (IC)

IC01	IC	Communication with external agencies is ineffective.
IC02	IC	Communication channels within the organization are ineffective.

Implementation (II)

II01	II	Document control or retention for reporting and tracking is absent or is inadequate.
II02	II	Personnel ignore or are not held accountable for established environmental plans, policies or procedures.
II03	II	Personnel do not consistently follow established environmental plans, policies or procedures.
II04	II	Review and follow-up of assessments, inspection programs, and/or identified environmental problems are not conducted or are inadequate.

Plans (IP)

IP01	IP	Environmental management plans or procedures are not in place or inadequate.
IP02	IP	Environmental management plans or procedures are not properly implemented.
IP03	IP	Review process to update existing plans, procedures, or systems is not established or is inadequate.

EMP 4.5.2
Activity Corrective Action Plan (ACAP) Summary Report, Section II,
Root Causes

Codes **Root Cause Category**

Root Cause Descriptions

Other (External Phenomena)

Other (OO)

OO01	OO	Non-compliance is resulted from theft, tampering, sabotage, criminal trespass, vandalism, or fire.
OO02	OO	Non-compliance is caused by weather, ambient conditions, or acts of God.
OO03	OO	Compliance is dependent upon external entity action.
OO04	OO	To be determined by ENRD.

Resources

Resources (RR)

RR01	RR	Funds for environmental-related activities are not sufficient.
RR02	RR	Staffing levels for environmental-related activities are not sufficient.
RR03	RR	Inadequate design or failure in equipment or material selection.
RR04	RR	Supplies/contracted deliverables were not properly identified or have not been received.

Training and General Awareness

Training (TT)

TT01	TT	General environmental awareness training is not conducted or is inadequate.
TT02	TT	Environmental media specific management training is not conducted or is inadequate.

**Activity Corrective Action Plan (ACAP) Summary Report, Section III,
Example Report**

Activity Being Assessed:				AEC Name:		AEC Email:	AEC Phone:	
Finding Reference Number	Finding Description	Building Number	Activity POC	Root Cause	Corrective Action	Preventative Measures	Date Completed or to Complete	Status
GEM2	No Alternate AEC	XXXX	AEC / HWC	IP02	Organization will provide a qualified Individual to attend AEC Training.	Ensure process to track the loss of trained personnel is in place	next Available AEC course (xx/xx/xxxx)	To be completed XX/XX/20XX
HMM1	Untrained Personnel	XXXX	AEC / HWC	TT02,	Organization will conduct training on XX/XX/20XX	Organization will initiate a quarterly training program	XX/XX/20XX	To be completed XX/XX/20XX
HWM37	Open containers	XXXX	AEC / HWC	II03	On the Spot correction XX/XX/20XX	AEC will be more proactive in the management process	XX/XX/20XX	Completed
UWM15	Servicable Lamps stored with Unservicable lamps	XXXX	AEC / HWC	II03	On the Spot correction XX/XX/20XX	Organization will ensure all personnel will follow appropriate guidelines	XX/XX/20XX	Completed
SW12	Dumpsters contain cardboard	XXXX	AEC / HWC	II02	Organization will provide a team to clean out Dumpster	Organization will stress the importance, and initiate a tracking system	XX/XX/20XX	To be completed XX/XX/20XX
R3	No recycle area in the office	XXXX	Recycle Coordinator	II02	Organization will create a recycle area and enforce recycle policies	Organization management will ensure policies are enforced	XX/XX/20XX	To be completed XX/XX/20XX
STW6	Vehicles with out Drip pans	XXXX	AEC / HWC	II02	On the Spot correction XX/XX/20XX	Organization will ensure that first line supervisors inspect area daily	XX/XX/20XX	Completed
AST1	Regulated tank inspections unavaible	XXXX	AEC / HWC	II02	Organization will find copies and provide to DPW/ENRD for inspection by XX/XX/20XX	Organizational management will ensure policies and procedures will be followed	XX/XX/20XX	To be completed XX/XX/20XX