



**DEPARTMENT OF THE ARMY**  
JOINT BASE MYER-HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

REPLY TO  
ATTENTION OF

IMMH-PW

SEP 13 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum PW-5, Environmental Management Procedures for the Acquisition, Installation, Modification, or Replacement of Fuel-Burning Equipment

1. REFERENCES.

- a. Fort Myer Stationary Source Permit to Operate (No. 71714).
- b. Fort Lesley J. McNair Title V Operating Permit (No. 001).
- c. AR 200-1, Environmental Protection and Enhancement, 13 Dec 07.

2. PURPOSE. This memorandum sets forth the JBM-HH policy governing environmental management procedures prior to the acquisition, installation, modification, or replacement of fuel-burning equipment to include emergency generators, boilers, heaters and any other stationary or temporary internal or external combustion equipment.

3. APPLICABILITY. This policy is applicable to all military, civilian, and contractor personnel who live, work, or are authorized access to Fort Myer and Henderson Hall, Virginia, and Fort Lesley J. McNair, DC, and who propose to install, modify, or replace any permanent or temporary fuel-burning equipment on JBM-HH.

4. POLICY. Applicable JBM-HH personnel will comply with all pertinent laws and military regulations governing the acquisition, installation, and operation of fuel-burning equipment. Failure to comply may result in enforcement procedures against JBM-HH, to include monetary fines.

5. PROCEDURES.

a. Prior to the acquisition, installation, modification, or replacement of any permanent or temporary fuel-burning equipment on JBM-HH, the owner or designated agent will complete the attached JBM-HH Data Collection Form for All Proposed Fuel Burning Equipment (Enclosure 1) and submit it to the Directorate of Public Works (DPW), Environmental Management Division (EMD) six months prior to the proposed project start date. The Data Collection Form must be filled out and returned to the EMD for all equipment additions, modifications to existing equipment, replacements (like-for-like), removals, and changes in operating scenario (e.g., type of fuel, procedures, participation in demand response program).

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b. The EMD will review the information and determine the regulatory applicability and appropriate course of action. The review must be completed by the EMD prior to purchase or before the desired modification, replacement, or change in operating scenario is made. If the equipment requires a permit application or notification, then the EMD will prepare and submit the appropriate documentation to either the District Department of the Environment or the Virginia Department of Environmental Quality. Once the regulatory agency issues a permit to allow the use of the new equipment, the EMD will notify the operator of the permit approval and of any record-keeping and operational limitations required to demonstrate compliance stipulated in the permit

6. PROPONENT. The Directorate of Public Works is the proponent for this policy. The POC is the Environmental Management Division Chief at (703) 696-8055.

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Encl

PATRICK M. DUGGAN  
COL, SF  
Commanding

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# Data Collection Form for All Proposed Fuel-Burning Equipment

## Joint Base Myer-Henderson Hall

For use of this form, see JBM-HH Policy Memo PW-5; proponent is the Directorate of Public Works

### SECTION A - GENERAL

This form will be considered complete only if all of the boxes below are checked:

- Include all pieces of proposed, relocated, or temporary fuel-burning equipment for the specified project.
- Submit form at least six months prior to the proposed project initiation date.
- Attach all manufacturer specifications (e.g., emissions data, specification sheet) for each piece of affected equipment.
- Complete Sections B and C for all types of equipment. In addition, complete Section D for internal combustion equipment and Section E for external combustion equipment.

### SECTION B – CONTACT INFORMATION

#### 1. Contact Information

a. Name:

b. Phone:

c. Email:

#### 2. Project Location

- Fort Myer or Henderson Hall
- Fort McNair

#### 3. Date this form was completed:

**SECTION C – FOR ALL EQUIPMENT**

**1. Description of Equipment (e.g., boiler, space heater, emergency generator, tub grinder):**

**2. Equipment Location (building number and street address):**

**3. Is the equipment intended to be portable?**

Yes

No

**4. Check all that apply:**

Equipment is already installed.

Equipment has not yet been installed.

Equipment is being moved to another location.

Equipment is a replacement.

Equipment is temporary.

**5. Date of Installation:**

**6. Date of Start-up:**

**7. Date of Shut-down, if applicable (for temporary units):**

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**SECTION D – For Internal Combustion Engines (e.g., generators, pumps)**

**1. Engine Manufacturer and Model Number:**

**2. Generator Manufacturer and Model Number:**

**3. Rated Electrical Output (kW):**

**4. Fuel Type:**

**5. Engine will be used for (check one):**

Routine operational use.

Emergency or backup use only.

**6. Estimated Maximum Hours of Operation (hours/year):**

**7. Stack height above ground, ft:**

**8. Inner diameter at exit, ft:**

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**SECTION E – For External Combustion Equipment (e.g., boilers, heaters)**

**1. Primary fuel burned in this unit:**

- Natural gas
- No. 2 fuel oil
- Other (describe)

**2. Secondary fuel burned in this unit:**

- Natural gas
- No. 2 fuel oil
- Other (describe)

**3. Maximum rated heat input capacity (MMBtu/hr):**

**4. Low emissions unit (e.g, low NOx burner with flue gas recirculation):**

- Yes (describe)
- No

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