

Daniel J Browning  
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Position (Retired): 06/28/2011 to 01/03/2020: Environmental Protection Program Manager; GS-0028-12.

Employer: NAVSEA, Puget Sound Naval Shipyard an Intermediate Maintenance Facility (PSNS & IMF) Bremerton, including PSNS & IMF detachments at Naval Station Everett, Naval Air Station North Island and Fleet Activities.

Supervisor (Branch Head): Heather Lawton, (360) 476-6569; may be contacted for reference.

Primary Duties: Environmental Program Manager for Hazardous Material Control and Management (HMC&M) program. Responsible for providing written instructions, training, data systems, cradle to grave hazardous inventory tracking and visibility, regulatory reports and compliance oversight for a workforce of more than 15000 employees.

Advanced technical writing and systems thinking skills:

Organized and revised PSNS&IMFINST 4110.1G, the local instruction and written hazard communication plan required by 29 CFR, 1910.1200, Hazard Communication and OPNAVINST 5100.23G, Navy Safety and Occupational Health Program Manual. Completed revisions in compliance with the stringent formatting requirements of OPNAV M-5215.1, Navy Directives Management Program Manual. PSNS&IMFINST 4110.1G establishes uniform responsibilities, policy, and processes for life cycle control and management of hazardous materials (HM) for the industrial facility and off-site detachments including procedures necessary to ensure regulatory compliance and reporting related to HM storage and use per 40 CFR, Protection of Environment, Emergency Planning and Community Right-to-Know Programs is achieved.

*NOTE: PSNS&IMFINST M-4110.1G is cleared for public release and is available @ <https://www.danbrowning.biz/>.*

- Established clear, comprehensive management objectives for compliance with Federal, State and Office of the Chief of Naval Operations (OPNAV) environmental regulations and Naval Sea Systems Command (NAVSEA) initiatives.
- Defined specific requirements and fundamental processes necessary to sustain regulatory compliance.

- Established procedures and provided program oversight to ensure shipyard compliance with 29 CFR part 1910.1200, requiring the employer to communicate information concerning specific chemical hazards and appropriate protective measures to employees, maintain a written hazard communication program for the workplace, properly label HM containers in the workplace and ensure classification and availability of material safety data sheets (SDS) for employees, managers, shipping authorities, contractors, industrial hygienists and emergency response personnel.

Advanced graphics and curriculum development skills:

Developed curriculum, training materials, forms and data management systems used for reference and visibility of HM inventory necessary for managing a comprehensive HM program.

*NOTE: Samples of work are available @ <https://www.danbrowning.biz/>.*

- Designed interactive computer-based training presentations and documents using Microsoft Office applications and Adobe Acrobat. Advanced dexterity with PowerPoint, Word, Excel and Access. Skilled with organizing and summarizing large amounts of complex information into succinct presentations for lay audiences.
- Prepared concise, informative, visually engaging presentations for NAVSEA officials, senior management and other audiences using PowerPoint.

Data management and evaluation:

Established comprehensive management objectives for achieving compliance with federal, state and Department of Navy environmental regulations and initiatives.

- Developed surveillance and audit structures to ensure adequate oversight and inspections related to environmental protection surveillances were performed with appropriate frequency for PSNS & IMF and detachments.
- Developed and implemented systematic audit methodologies to ensure requirements were effectively enforced in a production driven environment.
- Made recommendations to upper level management regarding adequate funding and explaining production department difficulties with compliance.
- Coordinated with audit authorities to document deficiencies in the Quality Performance System (QPS) and developed queries and reports to electronically load data sets.

- Routinely evaluated inspection and inventory data using standard, measurable criterion to develop immediate and long-term corrective actions to eliminate or reduce defects and ensure excellence in every component of the HM management process.

Advanced teamwork and collaboration skills:

Served as a leading manager involved in the shipyard's hazardous material and hazardous waste (HM/HW) Strategic Planning Sessions and participated in subsequent implementation events.

- Mitigated difficulties waterfront managers encounter when regulatory requirements add complexity, time and difficulty to mission accomplishment.
- Developed curriculum and training materials with a methodology that achieves environmental compliance with minimal impact to productivity by minimizing program related burdens for mechanics.
- Improved training using illustrated key point sheets. Developed and implemented innovations to simplify labeling process for HM transfer containers.
- Developed a comprehensive, single-page HM Storage Guide for posting on HM storage locations. Coordinated with facility safety officials and collaborated with additional inspection authorities to achieve optimum language, clarity and simplicity.
- Prepared agendas, developed curriculum and conducted monthly environmental compliance meetings for facility environmental coordinators, area managers and hazardous material coordinators.

Advanced executive summary and report preparation skills:

Prepared and submitted the Tier II Emergency and Hazardous Chemical Inventory for PSNS & IMF to Dept. of Ecology, State of Washington and local emergency planning committees within Washington state in compliance with Title 40 Code of Federal Regulations (CFR) Part 370.25, Federal Emergency Planning and Community Right-to-Know Act (EPCRA).

*NOTE: The Executive Summary for the Tier II report is available on request as evidence of my work and skill.*

Advanced proficiency with Microsoft Office applications (especially Microsoft Access):

Completed the Tier II Emergency and Hazardous Chemical Inventory report using a Microsoft Access application I developed. Microsoft Access was the best tool for this purpose because HM inventory and usage data from multiple sources can be formatted, compiled and linked to a table

delineating chemical composition by percentage for each hazardous product the facility has authorized for use.

*NOTE: The Executive Summary for the report is available @ <https://www.danbrowning.biz/>.*

Education:

Bremerton High, Bremerton, WA; 1980 GED

Professional Training (NAVSEA):

- Corporate Second Level Supervisor Development Program.
- Hazardous Materials, Hazard Communication, Environmental Awareness.
- Hazardous Waste Accumulation Area Operator.
- Transportation of Hazardous Materials for Supervisors.
- Basic Environmental Law A-4A-0058 (CECOS).
- Microsoft Access Level 1-3.
- Microsoft PowerPoint 1-3.
- Cause Mapping, Effective Root Cause Analysis.
- Technical Writing with Business Grammar.
- Organizational Leadership for Executives.
- EPCRA and TRI Reporting (A-4A-0082).
- Incident Command System 300 (ICS 300).
- Senior Managers Orientation.
- Review and Resolution for Technical Documents.
- Second Level Supervisor Resource Management.

Professional Licenses/Certificates:

- Transportation of Hazardous Materials.
- EPA Emergency Response to Hazardous Materials Incidents.
- Transportation of Hazardous Material/Hazardous Waste for DOD.

Professional Ratings, Awards and Recognitions:

- Nominated for Employee of the Year 2010.
- Demonstrated Quality Awards: Multiple quality and special service.

Other Information:

- Excellent illustration and graphics skills.
- Advanced MS Access database development.
- Technical writing training & skill.
- Dept. of Defense Secret security clearance (valid through 2022).