



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5090.20A
G-F/BEMD
2 Oct 23

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5090.20A

From: Commander
To: Distribution List

Subj: WASTEWATER MANAGEMENT PROGRAM

Ref: (a) MCO 5090.2
(b) Camp Lejeune Advanced Wastewater Treatment Plant National
Pollutant Elimination System Permit (NC0063029)
(c) Camp Lejeune Wastewater Collection System Permit
(WQCS00015)
(d) Camp Lejeune Distribution of Class A Residuals Permit
(WQ0012346)
(e) MCIEAST-MCB CAMLEJO 5090.5B
(f) SECNAV M-5210.1

Encl: (1) MCB Camp Lejeune Environmental Standard Operating
Procedure (ESOP)

1. Situation

a. This Order implements regulatory requirements and policy within the references for operating the Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) wastewater treatment system, including facilities and processes for operating the MCIEAST-MCB CAMLEJ Advanced Wastewater Treatment Plant (AWWTP), collecting wastewater on Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR), wastewater treatment, and disposing of effluent and residuals. These installations are collectively referred to as the "Installation" within this Order.

b. The MCIEAST-MCB CAMLEJ AWWTP is currently permitted to process up to 15 million gallons of wastewater per day. Apart from the AWWTP, the wastewater treatment system currently includes approximately 147 miles of gravity sewer lines; 121 miles of force main lines; 184 lift stations; and all associated piping, valves and appurtenances required to make a complete and operational wastewater collection system. The command also currently operates approximately 52 active septic systems. Residuals from the wastewater treatment process are also treated and may be applied to various lands (e.g., firing ranges,

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forested sites, undeveloped areas) for permit authorized uses on the Installation.

c. References (b) through (d), issued by the State of North Carolina, require various actions to ensure compliance with the conditions contained in the permits. The permit requirements generally apply to facility performance standards, operation and maintenance, recordkeeping, monitoring and reporting, inspections, sampling, and general operating conditions. Many of the permit requirements and the associated responsibilities for their implementation are described below.

2. Cancellation. MCIEAST-MCB CAMLEJO 5090.20.

3. Mission

a. This Order assigns responsibilities and establishes requirements for the proper operation of the MCIEAST-MCB CAMLEJ wastewater treatment system to ensure compliance with all applicable Federal, state, and local requirements pertaining to the system and the control and abatement of water pollution on and near the Installation.

b. Summary of Revision. This Order has been substantially revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All civilian and military personnel, Installation tenant organizations, and contractors must comply with applicable Federal, state, and local environmental requirements while on the Installation. By properly managing Installation wastewater, we are serving as responsible stewards of the environment.

(2) Concept of Operations. Specific tasks and responsibilities for operating the MCIEAST-MCB CAMLEJ wastewater treatment system are provided below.

b. Tasks

(1) All Individuals on the Installation. All individuals on the Installation shall:

(a) Comply with and support MCIEAST-MCB CAMLEJ orders and instructions pertaining to the MCIEAST-MCB CAMLEJ wastewater treatment system to promote compliance with all applicable Federal, state, and local requirements pertaining to the system.

(b) Immediately report to 911 all wastewater line breaks, sanitary sewer overflows (SSOs) and other emergent concerns involving the wastewater treatment system.

(2) Assistant Chief of Staff (AC/S), G-F. The AC/S G-F shall serve as the MCIEAST-MCB CAMLEJ principal staff lead for wastewater treatment on the Installation and shall:

(a) Oversee, coordinate, and direct the design, operation, maintenance and repair, and regulatory compliance of the wastewater treatment system.

(b) Oversee the execution and implementation of all wastewater treatment utility services agreements with non-Federal entities (i.e., customers). No utility services agreement shall be executed, interpreted, or implemented to cause or threaten to cause MCIEAST-MCB CAMLEJ to provide any non-Federal entity services that are not in the interests of national defense or in the public interests, or would violate any term or condition of any permit or any other applicable Federal, state, or local requirements pertaining to the system and the control and abatement of water pollution on and near the Installation.

(c) Ensure the Environmental Management Division (EMD) Director, with support from AC/S, G-F staff, oversees, coordinates, and/or directs the following tasks:

1. Implement wastewater compliance evaluation and planning programs and other internal controls (e.g., inspections) required to comply with references (b) through (d) and other applicable Federal, state, and local requirements pertaining to the system.

2. Develop, implement, and update the MCIEAST-MCB CAMLEJ instream surface water quality monitoring and reporting program for the Installation and support it with in-house or contract laboratory services.

3. Conduct all required water quality monitoring and testing as required by references (b) through (d).

4. Release routine reports to and liaison with Federal, state, and local regulatory agencies on matters related to wastewater treatment system permit compliance.

5. Provide or support timely MCIEAST-MCB CAMLEJ public notices regarding wastewater system operations. Public messaging shall be executed by or coordinated with MCIEAST-MCB CAMLEJ command, the Chief of Staff, the AC/S G-F, the Communications Strategy and Operations Office, the Eastern Area Counsel Office, the Naval Medical Center Camp Lejeune, and other appropriate MCIEAST-MCB CAMLEJ staff and Installation tenant organizations.

6. Provide timely delivery of any required wastewater utility service reports to customers.

7. Request available funding and allocate available resources to meet all applicable Federal, state, and local requirements pertaining to the system.

8. Develop procedures to properly collect, transport and store water quality monitoring samples until they are delivered to the EMD Environmental Laboratory Section (ELS) or a contract laboratory for testing.

9. Supervise EMD ELS personnel and oversee the quality of contract laboratory performance.

10. Review water quality monitoring test results and ensure the MCIEAST-MCB CAMLEJ command and principal staff (as applicable), the AC/S, G-F Public Works Division; the MCIEAST-MCB CAMLEJ Communication Strategy and Operations Office; and the Naval Medical Center Camp Lejeune Occupational Health and Preventive Medicine offices are timely notified of the test results.

11. Ensure proper resampling/testing is performed following receipt of water quality or residual test results indicating noncompliance with any effluent limitation or any other monitoring requirement within references (b) through (d).

12. Ensure the prompt and proper preparation, submittal, and retention (as applicable) of all required reports (verbal, electronic, or paper) to the North Carolina Department of Environmental Quality (NCDEQ), Division of Water Resources (DWR).

13. Oversee and support the AC/S, G-F response and reporting of any AWWTP bypass or SSO, as outlined in reference (b) or (c) and the enclosure. The EMD staff shall undertake the following actions:

a. Coordinate the response and reporting with the EMD Environmental Quality Branch (EQB), the EMD ELS, the EMD Stormwater Management Program Manager, the AC/S, G-F Director of Utilities for Water and Wastewater, and other appropriate MCIEAST-MCB CAMLEJ staff and Installation tenant organizations.

b. Follow additional sampling/monitoring requirements provided by the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR) after a reportable SSO;

c. In conjunction with the AC/S, G-F Director of Utilities for Water and Wastewater, ensure the MCIEAST-MCB CAMLEJ wastewater collection system database is updated following any permit-reportable and non-reportable SSO;

d. In accordance with reference (f), maintain records of all SSOs for 30 years after the end of the calendar year in which the records were created. In addition, regardless of any permit requirement to maintain records less than 30 years, all environmental reports and documentation (e.g., inspection records) required by references (b) through (d) shall be maintained for 30 years after the end of the calendar year in which the records were created; and

e. In coordination with the EMD Environmental Compliance Branch (ECB), enter reportable spill information into the United States Marine Corps Environmental Data Repository.

14. Support the timely identification and development of short-term and long-term plans and procedures for MCIEAST-MCB CAMLEJ wastewater treatment system compliance with any emerging applicable regulatory requirements.

15. In coordination with MCIEAST-MCB CAMLEJ command, the Chief of Staff, the AC/S G-F, the Communications Strategy and Operations Office, and other appropriate MCIEAST-MCB CAMLEJ staff and Installation tenant organizations; oversee the development and implementation of any permit-required MCIEAST-MCB CAMLEJ wastewater collection system management plans, including a Response Action Plan, a Capital Improvement Plan, a Contingency Plan (pump station failure), an educational fats, oils and grease program (FOG), a residuals management Operation and Maintenance Plan, and any environmental studies required to achieve or maintain regulatory compliance.

16. Develop the wastewater Annual Performance Report (APR) for each 1 July through 30 June period and make it available to the public via hardcopy or the EMD website (<https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/Annual-Reports/>). Submit the APR annually to the NCDEQ DWR before 30 August.

17. Ensure the application to renew reference (c) is submitted at least six months before permit expiration on 30 November 2023 and submit the renewal application for reference (d) before 4 March 2026.

18. Provide quality assurance and quality control analyses of MCIEAST-MCB CAMLEJ wastewater treatment system monitoring, reporting, and recordkeeping to ensure that all wastewater treatment system data is accurate and complete.

19. Support the Public Works Officer in maintaining, regularly updating, and annually reviewing current, accurate, and comprehensive construction record drawings and specifications for the MCIEAST-MCB CAMLEJ wastewater treatment system for the Installation. Pursuant to reference (c), a map of the collection system shall include, but is not limited to, the following: pipe size; pipe

material; pipe location; flow direction; approximate pipe age; and each pump station identification, location, and capacity.

20. Implement the MCIEAST-MCB CAMLEJ Grease Control Program for the Installation in accordance with references (c) and (e).

21. Pursuant to reference (d), submit copies of the Class A residuals annual report to the NCDEQ DWR Information Processing Unit before 1 March.

22. Support (e.g., accompany) the AC/S, G-F Director of Utilities for Water and Wastewater and other MCIEAST-MCB CAMLEJ representatives during any regulatory inspection of the MCIEAST-MCB CAMLEJ wastewater treatment system.

23. Support the AC/S, G-F Director of Utilities for Water and Wastewater by evaluating the regulatory impacts of any proposed expansion or alteration of the MCIEAST-MCB CAMLEJ wastewater treatment system.

24. Support the AC/S, G-F Director of Utilities for Water and Wastewater by making timely noncompliance notifications that may be required by references (b) through (d) or other applicable Federal, state, or local environmental requirements.

(d) Ensure the Resident Officer in Charge of Construction (ROICC), with support of AC/S, G-F staff, oversees, coordinates, and directs the following tasks:

1. Implement proposed and ongoing actions in accordance with the regulatory constraints and restraints applicable to the MCIEAST-MCB CAMLEJ wastewater treatment system. Inform the AC/S, G-F Director of Utilities for Water and Wastewater and EMD before placing any new component or facility (including any new influent and effluent conveyance) into operation so that regulatory compliance may be assured; and

2. Ensure EMD is immediately informed of and acts upon any incident that may cause or caused any violation of references (b) through (d) or another applicable Federal, state, or local environmental requirement pertaining to MCIEAST-MCB CAMLEJ wastewater treatment system performance standards, operation and maintenance, recordkeeping, monitoring and reporting, inspections, sampling, and general operating conditions.

(e) Ensure the Public Works Officer, with the support of AC/S, G-F staff, oversees, coordinates, and directs the following tasks:

1. Plan, construct, operate, maintain, and repair the MCIEAST-MCB CAMLEJ wastewater treatment system on the Installation.

2. Ensure sufficient resources (i.e., funding, staff, and equipment) are sought to properly operate, maintain, and repair the MCIEAST-MCB CAMLEJ wastewater treatment system on the Installation.

3. Maintain construction record drawings and specifications for the MCIEAST-MCB CAMLEJ wastewater treatment system for the Installation and review them at least annually.

a. Incorporate data from all MCIEAST-MCB CAMLEJ wastewater treatment system additions, modifications, replacements, and upgrades into the MCIEAST-MCB CAMLEJ Integrated Geospatial Information and Services database within one year after construction completion.

b. Review, at least annually, the map of the collection system on the Installation to ensure it includes current information, including information on the following: pipe size; pipe material; pipe location; flow direction; approximate pipe age; and each pump station identification, location, and capacity. Maintain records of all modifications and extensions to the collection system, and a copy of all construction record drawings and specifications for any modifications/extensions to collection system must be maintained for the life of the modification/extension. Information concerning each extension must be incorporated into the map of the collection system within one year after construction completion.

c. In all new construction and repair contracts pertaining to the MCIEAST-MCB CAMLEJ wastewater treatment system, ensure each statement of work includes requirements for the delivery of data necessary to update the MCIEAST-MCB CAMLEJ Integrated Geospatial Information and Services database.

4. Execute applicable requirements of the Grease Control Plan in accordance with reference (e).

5. Maintain design specification records of each existing and proposed grease trap on the Installation.

6. Develop and execute a septic system inspection program for the Installation.

7. Maintain an inventory of the Installation's lift stations. The inventory shall contain the following information for each lift station:

a. The structure number designated by the Installation;

b. The site location;

c. The number of station pumps and the station's capacity;

d. Whether an emergency generator is available at the site; and

e. Whether the station has an audio and/or visual alarm and is connected to Supervisory Control and Data Acquisition telemetry.

(f) Pursuant to reference (c), maintain a Response Action Plan and implement it for each SSO on the Installation. Each SSO response will include an onsite evaluation as soon as possible, but if feasible no more than two hours after first knowledge of the SSO.

5. Administration and Logistics

a. Administration

(1) The staff point of contact for this Order is the Water Quality Program Manager, EQB, EMD, at (910)451-9518.

(2) The enclosure to this Order may also be found at <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/Orders/5000/>.

b. Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all individuals on the Installation, including contractors.

b. Signal. This Order is effective the date signed.

M. J. FITZGERALD
Chief of Staff

DISTRIBUTION: A/C (plus MCAS NR, H&SBn, and WTBn)

Environmental Standard Operating Procedures (ESOP)

Title: 5090.20.1 - WASTEWATER SPILL RESPONSE

Purpose: This ESOP establishes responsibilities for responding to sanitary sewer overflows (i.e., untreated wastewater spills) occurring on Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR) (collectively referred to as the "Installation").

Applicability: This ESOP is applicable to all individuals on the Installation, including contractors.

Responsibility: All individuals on the Installation, including Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) subordinate commands and staff sections, tenant organizations, and contractors on the Installation.

Responsibilities:

1. Initial Reporting

a. All individuals on the Installation shall immediately report to 911 all wastewater line breaks, untreated wastewater spills, and other emergent concerns involving the wastewater treatment system, including the sewage collection system.

b. MCIEAST-MCB CAMLEJ subordinate commands and staff shall also separately report all wastewater line breaks, wastewater spills, and other emergent concerns involving the wastewater treatment system. The report shall be called to 451-7190, ext. 225, and the Wastewater Treatment Plant (WWTP) operator receiving the call shall log information pertaining to the following:

- (1) The date and time the call is received;
- (2) The location of the reported spill;
- (3) The name and contact information of person reporting the spill; and
- (4) Any other applicable and immediately available information, if known, including:
 - (a) The volume of the spill;
 - (b) The estimated duration of the spill;
 - (c) The final destination of the spill;
 - (d) Any immediate corrective actions;

(e) Any observed environmental/human health impacts resulting from the spill; and

(f) How the spill was discovered.

c. Following initial notification, the WWTP operator shall immediately notify the Public Works Division's Wastewater Collection System (WWCS) Supervisor. Regardless of the time of day, if the WWCS Supervisor cannot be reached, the call-back roster (see Table 1, below) may be used to notify the backup to conduct, oversee, coordinate, or direct the execution of the Response Action Plan and an on-site evaluation of the spill as soon as possible, but if feasible no more than two hours after first knowledge of the spill. If an initial response at the spill location cannot be accomplished within two hours, the five-day report must state why the initial response at the spill location could not be timely accomplished.

2. Spill Investigation and Reporting

a. Immediate Response Actions

(1) After receiving an initial notification, the spill investigator and/or the WWCS Supervisor or a designee shall conduct the on-site evaluation and determine whether the Response Action Plan is being properly executed and the spill is being contained. If the spill is not contained, the investigator, the WWCS Supervisor, or the designee shall immediately obtain personnel and equipment necessary to contain the spill. Spill containment includes actions necessary to prevent wastewater from entering surface waters, including rivers, streams, wetlands, and conveyance ditches. Spill containment may include earthen dams, bypass pumping, line/pipe valves, securing lift stations, closing stormwater isolation gates, or other actions necessary to contain the spill.

(2) After a spill, the collections system must be restored to operation, visible solids and paper must be properly disposed, and the ground area and surroundings must be restored. Therefore, once the spill is contained, the spill investigator, the WWCS Supervisor, or the designee shall oversee, coordinate, or direct collection system repairs and the spill cleanup and proper disposal. All measures should be taken to decontaminate and neutralize the area, including the removal of solids and the addition of lime or granular chlorine, if necessary.

b. Reporting Wastewater Spills

(1) A nonreportable spill is any spill less than 1,000 gallons to the ground where no wastewater enters or is suspected of entering any surface water (including through ditches and storm drains). A nonreportable spill is a spill that is not required to be reported to the North Carolina Department of Environmental Quality (NCDEQ). A spill reportable to NCDEQ is any sewage spill of any amount that

reaches any surface water (including through ditches and storm drains) or any spill greater than 1,000 gallons or more to the ground.

(2) The MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-F, is responsible for overseeing, coordinating, and directing timely and accurate spill reporting and supporting any required command immediate press release issuance for any spill reaching surface waters of the State. The Environmental Management Division (EMD) Director, with support from AC/S, G-F staff and EMD staff, supports the AC/S G-F in spill reporting. The EMD Director also supports any required command immediate press release issuance for any spill reaching surface waters of the State.

(a) During normal working hours, the WWCS Supervisor or a designee shall notify the EMD Environmental Quality Branch (EQB) of the spill as soon as possible, and the EQB shall, in turn, initially verbally report a reportable spill to a NCDEQ Division of Water Resources staff member at the appropriate Regional Office. This report shall be made as soon as possible, but in no case more than 24 hours following first knowledge of the spill. Voicemail messages or faxed information cannot be considered as the initial verbal report. Spills occurring outside normal business hours may be reported to the Division of Emergency Management at telephone number (800) 858-0368 or (919) 733-3300. The initial verbal report to NCDEQ is limited to information directly pertaining to the discovery of the spill (see paragraph 1b(4) above). Only known, factual information (not opinions or conjectures) shall be verbally reported. For example, if the volume of the spill is uncertain or unknown, it shall be reported later. If the EQB is unavailable or unable to make the initial verbal report, the WWCS Supervisor or a designee shall make the report.

(b) Following first knowledge of any reportable spill, the AC/S, G-F Director of Utilities for Water and Wastewater shall oversee, coordinate, or direct the initial preparation of a written five-day spill report. Forward the draft copy of the report within one business day to the EQB for review by the EMD Director and timely execution of spill reporting to the NCDEQ Wilmington Regional Office within five business days. This five-day report must outline the actions taken or proposed to ensure that the problem causing the spill does not recur. The EQB shall ensure copies of the five-day spill report records are maintained in the Official Document Inventory (ODI). Copies shall also be maintained in the United States Marine Corps Environmental Data Repository. All spill reporting records shall be maintained for 30 years after the end of the calendar year in which the records were created.

(c) All reports and press releases shall be timely. In the event of a spill of 1,000 gallons or more to the surface waters of the State, MCIEAST-MCB CAMLEJ command must issue a press release setting out the details of the spill to all print and electronic news media in Onslow County that provide general coverage. The command must issue

the press release within 24 hours after the command (or staff) determines that the discharge has reached the surface waters of the State. In the event of a discharge of 15,000 gallons or more of untreated wastewater to the surface waters of the State, the command must publish a notice of the discharge in a newspaper having general circulation in Onslow County and in each county downstream from the point of discharge that is significantly affected by the discharge. The notice shall be captioned "NOTICE OF DISCHARGE OF UNTREATED SEWAGE". The notice shall be published within 10 days after NCDEQ determines the counties that are significantly affected by the discharge and approved the form and content of the notice and the newspaper(s) in which the notice is to be published. In addition to the EMD Director, the MCIEAST-MCB CAMLEJ Communications Strategy and Operations Officer, the Eastern Area Counsel Office, and interested MCIWEST-MCB CAMLEJ staff support the command in drafting and issuing the press release.

(d) Although points of contact may change based on individual availability after normal working hours and on weekends and holidays, spill reporting procedures remain unchanged. See the tables below for points of contact.

Table 1 Wastewater Spill Recall Roster

<u>Wastewater Spill Call-Back Roster</u>	<u>Phone Number</u>	<u>Gov Cell Number</u>
WWCS Supervisor	910-451-7190X235	910-376-9095
Wastewater Foreman	910-451-7190X232	910-376-5093
Water/WW Distribution Sup	910-450-9973	910-376-9051
WWTP Operations Supervisor	910-451-7190X224	910-376-5080
Water/WW General Foreman	910-451-7190X222	252-288-9369
Utilities Director Water/WW	910-451-7190X223	910-650-7531
EQB WQ Program Manager	910-451-9518	919-358-0995
EQB Water Quality	910-451-9122	910-554-7978
EQB Head	910-451-9385	910-554-4742
EQB ELS Supervisor	910-451-5977	910-340-2875

Table 2 Primary Contacts within MCB Camp Lejeune and Outside Agencies

<u>Wastewater Spill Telephone Numbers</u>	<u>Phone Number</u>	<u>Gov Cell Number</u>
NCDEQ Wilmington Regional Office (WiRO)	910-796-7215	
NCDEQ WiRO Wastewater	910-796-7380	
NCDEQ WiRO After Hours		910-515-9065
NCDEQ Central Environmental Emergency	800-858-0368	919-733-3300
PWD On-Call Officer	910-478-7306	
Command Duty Officer (CDO) (24 hours) Alternate Numbers	451-2414 451-3031/3032	
NCDEQ Shellfish Sanitation (24 hours)	252-726-6827X8148	800-682-2632
Onslow County Health Department	910-938-5851	910-548-3765
AC/S G-F,	451-3034	
Director, EMD,	451-5003	910-548-2116
COMMSTRAT - Director,	451-5655X5	910-526-2303 703-200-4760
EACO - Attorney,	451-9512	
Naval Medical Center - Public Health Unit Duty Prevention Officer (24 hours)		910-545-6883
Public Works Operations (work tickets, spill containment, dirt, dump trucks, excavators, etc.)	910-451-3001 3002/3003	
Water and Wastewater Distribution (backhoes, high pressure sewer cleaner, grease truck, repair material & personnel, containment, vacuum trucks)	910-450-9973	
Fire Protection and Emergency Services Division Dispatch	911 910-451-3004/3005	
Wastewater Treatment (by-pass pumping equipment and personnel resources, HTH, spill kits)	910-451-7190X225	

3. Recordkeeping

a. The NCDEQ Division of Water Resources report forms used for spill reporting are located as follows:

(1) WWTP Upset, Spill or Bypass Five Day Reporting Form is at <https://deq.nc.gov/about/divisions/water-resources/water-quality-permitting/npdes-wastewater/npdes-compliance-and-0>; and

(2) Collection System Sanitary Sewer Overflow (CS-SSO) Reporting Form is at <https://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wastewater-branch/collection-systems/sewer-system-overflow-documents>.

b. Complete reporting records of all spills, reportable and nonreportable, are prepared with the forms listed in 3(a)(1) and/or (2), above.

c. All spill reporting agency records will be maintained by the WWCS Supervisor and EMD EQB in the ODI. As stated above, all spill reporting records shall be maintained for 30 years after the end of the calendar year in which the records were created

Reference: NCDENR Permit No. WQCS00015

Record of Revision

Revision Number	Date	Summary of Change	Signature
Initial Distribution	110221	New ESOP	EQB/EMD
Update	012423	Update formatting and content	EQB/EMD