

**Environmental Standard Operating Procedures (ESOP)**

Title: ESOP 4.1 - ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC) RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department- level ECC or Assistant ECC (AECC). The ECC/AECC is responsible for the management and implementation of the unit's/department's environmental program. This ESOP should be attached to the individual's appointment letter and placed in the unit ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization, or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned ECC/AECC billets.

Responsibilities:

1. Serve as the Point of Contact (POC) for matters involving environmental issues and compliance with MCIEAST-MCB CAMLEJO 5090.9A.
2. Develop and maintain a unit/department ESOP, in accordance with MCIEAST- MCB CAMLEJO 5090.9A, to implement the environmental management program and command-specific requirements. Promotes hazardous material (HM)/hazardous waste (HW) minimization and other pollution prevention objectives to the maximum extent practicable, within mission and resource constraints. Ensures all ESOPs are adhered to and placed in the unit's environmental operating file. ESOPs can be downloaded from the Environmental Management Division (EMD) website at (<https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/>). A disc or hard drive may be used to meet this requirement if they can be accessed upon request. ECC must ensure that an updated unit environmental POC roster is submitted to their Environmental Compliance Officer (ECO) monthly.
3. Keep HW/HM Site Managers, Handlers, and key personnel informed of any changes in regulations affecting environmental activities within the ECO/AECO's cognizance and ensure ESOPs and Unit-Level Contingency Plans are up to date and readily available for review by personnel involved in the HM/HW/Medical Waste (MW) Management Program.
4. Maintain a list of the locations, as well as a numerical count by location, of all environmental-related sites (to include HM/HW/MW generation sites, oil-water separators, tanks, drum sites, generators, and air emission sources) within the command. Update this list on a semi-annual basis, or when there is a change, and ensure a current copy is placed in the unit's environmental operating file.
5. Conduct documented monthly inspections of environmental-related sites. Perform follow-up actions required to ensure correction of container management deficiencies and timely removal of HM/HW/MW. Ensure monthly inspections of HW/MW generation sites are conducted and documented utilizing the EMD forms located in enclosure (9) of MCIEAST-MCB CAMLEJO 5090.9A. Ensure MW is transferred within specified periods as outlined in MCIEAST- MCB CAMLEJO 5090.9A, enclosure (3).

**26 AUG 24**

6. Inform the ECO when the ECC is unavailable to conduct a required inspection and verify that the AECC, or other trained and appointed personnel will be available.
7. Ensure all required environmental inspections are conducted. When Site Managers or Handlers are unavailable ensure that an environmentally trained individual conducts the required environmental inspections. If there is no one trained and appointed, contact the higher headquarters ECO so they may fill in until an appointed and trained individual returns.
8. Actively promote the reduction of volume and toxicity of HW/HM produced within the ECC's organization.
9. Promote the proper management and segregation of used petroleum, oil, and lubricants to minimize contamination with water, antifreeze, and other contaminants.
10. Oversee the management of the unit's/department's environmental training program including, but not limited to, the following:
  - a. Maintain a current roster and training records of all AECCs, Site Managers and Handlers within the command. The ECO must ensure that individual training records have the required signatures of the individual as well as the ECC (for ECC training records, ECC/supervisor must also sign). Training must be entered using EMD-approved Form 27 found in enclosure (4) of MCIEAST-MCB CAMLEJO 5090.9A.
  - b. Ensure that training records for environmental personnel transferring to another installation or being released from active duty are retained for a period of seven years and 30 years for civilian personnel from the date removed from the program.
  - c. Participate in and ensure HM/HW/MW Site Managers and HM/HW Handlers participate in, regular environmental training sessions (to include Hazard Communication training) and workshops conducted/sponsored by the command ECC and Major Subordinate Command (MSC) ECO or EMD. Participate in quarterly ECO meetings held by the ECO. Review Site Managers' and Handlers' training records on a semi-annual basis and submit requests for additional training via the cognizant MSC ECO to EMD.
11. Ensure all leaks, releases, or spills are managed according to this Order. All leaks, releases, or spills must be reported to Fire Emergency Service Department (FESD) 911; in addition, enclosure (4) of MCIEAST-MCB CAMLEJO 5090.9A must be completed and maintained in the unit's environmental operating file for review upon request by EMD.
12. May perform duties as Site Manager and/or Handler in small units with minimal HM/HW sites.
13. Ensure that all procedures outlined in the ESOP for Environmental Management Preparations for deploying forces enclosure (10) of MCIEAST-MCB CAMLEJO 5090.4D are followed at the unit level, and EMD and the higher headquarters ECO are notified of any pending deployment.

14. REFERENCES:

- (a) MCO 5090.2
- (b) MCIEAST-MCB CAMLEJO 5090.9A

TRAINING:

1. All personnel with environmental responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required (ie. EM104; EM106, etc.); refer to the EMD training schedule to determine when these classes are offered.
3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations & functions as required.
4. All training must be documented in the individuals' environmental training record and be available for review and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.