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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.2 - ENVIRONMENTAL COMPLIANCE OFFICER (ECO) RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the Major Subordinate Command (MSC) level ECO or Assistant ECO (AECO). The ECO/AECO is responsible for the management and implementation of the MSC's environmental program. This ESOP should be attached to the individual's appointment letter and be placed into 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 ECO/AECO billets.

Responsibilities:

1. Serve as the point of contact (POC) for matters involving environmental issues and compliance with Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.4. Ensure a POC roster of all unit-level Environmental Compliance Coordinators (ECC) and Assistant ECC (AECC) is submitted to Environmental Management Division (EMD) on a quarterly basis. Ensure all commands within their cognizance develop a unit/department ESOP and adheres to the applicable EMD-generated ESOPs within it.
2. Ensure hazardous waste (HW) generation and storage are limited to those types of HW for which the individual units/departments are authorized to generate and store, and for which a HW profile sheet has been issued by EMD.
3. Assist ECCs and Hazardous Material (HM)/HW/Medical Waste (MW) Site Managers in review of HM/HW/MW generation and any changes in waste stream composition. Any new HW stream generated for which no HW profile sheet is available should be reported immediately to the HW Program Manager, EMD.
4. Ensure that ECCs, HM/HW/MW Site Managers, HM/HW Handlers, and other environmental staff required are appointed in writing two weeks after being verbally appointed and properly trained. The appointment letter will include a written description of their duties. The environmental personnel training form can be found in enclosure (5) of MCIEAST-MCB CAMLEJO 5090.9A. The ECC must verify that the appointed personnel have signed their individual record of training, and the appropriate supervisor has signed as well.
5. Assist EMD with schedule for environmental compliance evaluations (ECE); participates in the ECEs and corresponding follow-up of organization/command operations per Marine Corps Order (MCO) 5090.2, MCIEAST-MCB CAMLEJO 5090.4 and Federal and State Regulations.
6. Ensure discrepancies identified through ECEs are corrected. Corrected actions must be documented in writing, signed by the unit Commanding Officer (CO) or someone with "By direction" authority, and provided to EMD within 30 days of receiving written report.

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7. Develop and maintain ESOPs to implement the environmental management program and command specific requirements. Management efforts should promote minimization and other pollution prevention objectives to the maximum extent practicable, within mission and resource constraints.

8. Oversee and participate in the implementation of command HW/HM collection, handling, and disposal, and ensure all HW/HM operations are carried out in strict compliance with the requirements of MCO 5090.2, MCIEAST-MCB CAMLEJO 5090.9A and Federal and State regulations.

a. Coordinate the review process for any request for a new Satellite Accumulation Area, HW, and MW area with EMD.

b. Validate HM/HW turn-in worksheets from generating units and ensure their completeness and accuracy.

c. Inspect contents of turn-in loads against turn-in disposal worksheets prior to submission of worksheets to EMD.

d. Monitor progress of removal of HM/HW and ensure that HM/HW is turned in on a weekly basis. Monitor removal of MW from authorized MW sites ensuring MW is transported to the Naval Hospital on a weekly basis. MW turn-ins must be documented on the EMD-approved form located in MCIEAST-MCB CAMLEJO 5090.9A enclosure (7). MW generated at the Battalion Aid Station/Regimental Aid Station, which do not have authorized MW sites, must be transferred to an authorized MW site within five calendar days of container closure.

e. Aid ECCs and Site Managers in resolving HM/HW management problems affecting storage and disposal.

f. Conduct documented quarterly inspections of all environmental areas utilizing the EMD-approved form and ensure that any issues identified during the quarterly inspection are corrected. ECOs must conduct four documented ECO quarterly inspections annually and may use one EMD-conducted ECE to satisfy this requirement. Ensure all unit/department required inspections are conducted. In the absence of the unit ECC/AECC, conduct required monthly, weekly, and daily inspections.

g. Assist unit ECC in processing requests of new HM for addition to the unit's Authorized Use List.

9. Monitor the respective environmental training program to ensure personnel in positions of environmental responsibility are trained, per the Installation Comprehensive Environmental Training and Education Program.

a. Participate and ensure those personnel in positions of environmental responsibility attend training sessions and workshops conducted or sponsored by the command ECO and/or EMD.

b. Review AECO and ECC duties and training on a semi-annual basis and submit requests for additional training to EMD. Review personal training record with CO or appointee, or supervisor and obtain appropriate signatures.

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c. Maintain current environmental training records for themselves, ECCs, and AECCs within their command. Ensure that former command environmental personnel training records are maintained for a period of seven years for military personnel and 30 years for civilian personnel after being removed from the command environmental program; the closed-out records must include the date that they were closed.

10. Identify facilities deficiencies, as pertaining to environmental associated sites, to appropriate Installation authorities.

11. Ensure that deploying units will follow, and abide by, all procedures outlined in the ESOP for Environmental Management Preparations for deploying units.

12. Conduct documented quarterly meetings with unit-level ECCs.

13. Consolidate units' environmental POC rosters and provide EMD contact information for all unit-level ECCs and AECCs monthly, or when there has been a change to a unit's environmental program.

References:

1. MCO 5090.2

2. MCIEAST-MCB CAMLEJO 5090.4C

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 (i.e., EM104; EM106, etc.); reference the EMD training schedule to determine when these classes are offered.

3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations, and functions as required.

4. All training must be documented in the individuals' environmental training record and be available for review (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.