

**Environmental Standard Operating Procedures (ESOP)**

Title: ESOP 4.4 - HAZARDOUS MATERIAL (HM) HANDLER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department HM Handler. The HM Handler is responsible for the day-to-day operation of the unit/department's HM site(s). 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 as HM Handlers.

Responsibilities:

1. Properly prepare HM for containerization, storage, and transfer to Environmental Management Division (EMD) on a weekly basis.
2. Mark all HM containers with appropriate marking requirements.
3. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911; the Unit-Level Contingency Plan should be activated, followed by a notification to the unit's Environmental Compliance Coordinator (ECC) or Assistant ECC.
4. Collect and store HM in accordance with direction provided by the Site Manager, as outlined in enclosure (1) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A.
5. Handle, store, or otherwise prevent HM from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.
6. Store containers of HM in authorized sites following all procedures in enclosures (1) of MCIEAST-MCB CAMLEJO 5090.9A.

References:

1. MCO 5090.2
2. MCIEAST-MCB CAMLEJO 5090.9A

Training:

1. All personnel with HM 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.

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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 (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.