

26 Aug 24

**Environmental Standard Operating Procedures (ESOP)**

Title: ESOP 4.5 - HAZARDOUS WASTE (HW) SITE MANAGER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level HW Site Manager. The HW Site Manager is responsible for conducting the day-to-day management and oversight of the unit/department's work sites where HW is generated, handled, or stored. 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 HW Site Managers.

Responsibilities:

1. Ensure Installation and command management requirements, as outlined in enclosures (2) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A, are implemented for each type of HW routinely collected and managed for disposal.
2. Ensure only authorized, properly trained, and supervised personnel are allowed to handle HW or perform associated inspections and recordkeeping.
3. Schedule initial training for each newly assigned Assistant Site Manager or Handler through their cognizant Environmental Compliance Coordinator (ECC).
4. Ensure other qualified, trained personnel provide direct supervision of each Assistant Site Manager or Handler until adequate initial HW management training is provided and documented. Direct supervision should be documented by the unit during this turnover. Unit turn-in to Environmental Management Division (EMD) cannot be conducted by anyone other than properly trained personnel.
5. Conduct and properly document mandatory monthly inspections at HW sites per Federal and state regulations, and perform follow-up actions required to ensure the following are accomplished:
  - a. All containers are clearly marked with appropriate marking requirements, in accordance with enclosures (2) of MCIEAST-MCB CAMLEJO 5090.9A.
  - b. HW containers comply with the requirements of MCIEAST-MCB CAMLEJO 5090.9A. In the event a HW container does not meet the noted requirements, corrective action will be taken.
  - c. All leaks, releases, or spills are managed according to MCIEAST-MCB CAMLEJO 5090.9A. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911, followed by a notification to the unit's ECC or Assistant ECC.

6. Notify immediate supervisor, ECC and Environmental Compliance Officer immediately upon becoming aware of one of the following:

a. The generation or the proposed generation of a new type of HW.

b. Existing or potential violations of this order or deficiencies suspected of posing a threat of a spill, fire, explosion, or other danger to human health, and safety, or to property.

c. Visit or proposed visits to the workplace by a representative(s) of Federal or state environmental agency.

7. Ensure proper storage of HW awaiting transfer to the less than 90-day HW storage facility.

8. Provide instructions and supervision required to ensure all HW disposal activities are carried out in compliance with MCIEAST-MCB CAMLEJO 5090.9A.

9. Ensure that all HW containers are managed in a manner that prevents contamination, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

10. Ensure containers of HW are confined to authorized and approved accumulation areas.

11. May perform duties of handlers in small units with minimal HW sites.

References:

1. MCO 5090.2 Volume 9

2. 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; refer to 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.