**UNITED STATES MARINE CORPS**

Unit Letter head

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE

PSC BOX 20005

CAMP LEJEUNE NC 28542-0005

 5090.4D

 CO/

 ***DATE***

From: Commanding Officer, ***NAME OF UNIT***

To: Commander, Marine Corps Installation East, Marine Corps Base,

 Camp Lejeune

Subj: ***NAME OF UNIT AND COMMAND, FIRST/SECOND HALF AND YEAR***,

 ENVIRONMENTAL COMPLIANCE EVALUATION RESULTS CORRECTIVE ACTION

 PLAN

Ref: (a) MCO 5090.2

 (b) MCIEAST-MCB CAMLEJO 5090.4D

1. The following outlines corrective actions taken for Findings and/or Discrepancies, Command Issues and Repeats identified during the Environmental Compliance Evaluation (ECE) conducted on ***DATE***.

 a. Discrepancy: Are shelf/service life inspections being conducted monthly? Sites containing missing and/or expired yellow shelf-life labels on HM stored in flammable lockers (***ANNOTATE THE NOTE TAKEN ON THE ECE RESULTS SPREADSHEET)***.

**EXAMPLES**

 (1) Corrective Action: Submitted FORM 13 to for labels and placed on HM that were missing and expired. ***(DESCRIBE WHAT ACTION WAS TAKEN TO CORRECT THE DESCREPANCY/FINDING).***

 b. Finding: Are all containers that have used oil present labeled with the words “USED OIL/OFF-SPEC FUEL”? Drums located in the Motor-T Bldg. 123 were not labeled of its contents; “USED OIL”.

 (1) Corrective Action: All drums missing labels were identified and labels placed visibly with drum contents; “USED OIL”.

 c. Command Issue: Point of Contacts roster throughout unit’s sites were outdated.

 (1) Corrective Action: Point of Contact roster was updated and disseminated throughout unit’s sites.

2. Point of Contact. Direct any questions/concerns regarding this corrective action plan to ***NAME OF ECC***, at ***PHONE NUMBER***, ***EMAIL***.

 ***CO NAME & SIGNITURE***

Copy to: **INCLUDE ANYONE PERTINENT TO THE ECE INSPECTION**