

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 also be placed into the unit environmental binder.

Applicability: This title is applicable to all organizations on Marine Corps Base, Camp Lejeune, including: 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 duties. Each unit/department is required to assign an ECC and AECC per MCIEAST-MCB CAMLEJ 5090.4B.

Responsibilities:

1. Serve as the Point of Contact (POC) for the environmental program and compliance with MCIEAST-MCB CAMLEJO 5090.4B.
2. Develop and maintain a unit/department environmental binder, 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 binder. ESOPs can be downloaded from the Environmental Management Division (EMD) website at (http://www.lejeune.marines.mil/OfficesStaff/EnvironmentalMgmt/E_CPSOP.aspx). A disc or hard drive may be used to meet this requirement as long as they can be accessed upon request. ECC must ensure that an updated unit environmental POC roster is submitted to their Environmental Compliance Officer (ECO) on a monthly basis.
3. Keep HW/Hazardous Materials (HM)/Medical Waste (MW) Site Managers, Handlers, and other personnel assigned environmental compliance duties informed of any changes in requirements affecting environmental activities within the ECO/AECO's cognizance, and ensure ESOPs and Unit-Level Contingency Plans are current and readily available for review by personnel involved in the HW/HM/MW Management Program.
4. Maintain a list of the locations (e.g. buildings, facilities), as well as a numerical count by location, of all environmental-related sites (to include HW/HM/MW storage or accumulation sites, oil-water separators, tanks, generators, and air emission sources) within the unit/department. Continuously update this list when needed and ensure a current copy is placed in the unit/department environmental binder.
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 ECO and ECC monthly HW SAA inspections are conducted and documented utilizing the EMD form located in enclosure (13) of MCIEAST-MCB CAMLEJO 5090.9A.

6. Inform the ECO when the ECC is unavailable to conduct monthly HW SAA inspections and other monthly environmental program inspections and verify that the AECC or other personnel assigned environmental compliance duties will be available.
7. When Site Managers or Handlers are unavailable, ensure that other personnel assigned environmental compliance duties conduct the required environmental inspection(s). If there is no one available, contact the higher headquarters ECO for support.
8. Actively promote the reduction of volume and toxicity of HW/HM produced within the ECC's unit/department.
9. Promote the proper management and segregation of used petroleum, oil, and lubricants to minimize contamination with water, antifreeze, or 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 unit/department. 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 (6) of MCIEAST-MCB CAMLEJO 5090.9A.
 - b. In accordance with SECNAVINST 5210.1, Chapters 1 and 12, ensure that environmental program individual training records for unit/department personnel transferring to another installation or being released from active duty are retained, for a period of three years (civilian personnel) or seven years (military personnel) from the date removed from the program.
 - c. Participate in, and ensure HW/HM/MW Site Managers and HW/HM Handlers participate in, regular environmental training sessions (to include Hazard Communication training) and workshops conducted/sponsored by the unit/department ECC and Major Subordinate Command (MSC) ECO or EMD. Participate in quarterly ECO meetings held by the ECO. Review Site Managers' and Handlers' environmental training records on a semi-annual basis and submit requests for additional training via the cognizant MSC ECO to EMD.
11. All leaks, releases, or spills into the environment shall be reported to 911; in addition, enclosure (9) of MCIEAST-MCB CAMLEJO 5090.9A must be completed and maintained in the unit's/department's environmental binder.
12. May perform duties as Site Manager and/or Handler in small units with minimal HW/HM sites.
13. Ensure that all procedures outlined in the ESOP for Environmental Management Preparations for Deploying Units are followed at the unit/departmental-level, and EMD and the higher headquarters ECOs are notified of any pending deployment.

References:

- (a) MCO 5090.2
- (b) MCIEAST-MCB CAMLEJO 5090.9A
- (c) MCIEAST-MCB CAMLEJO 5090.4B

Training:

1. All unit/department ECCs/AECCs must receive initial training (EM-101) within 90 days after written assignment followed by an annual review of the initial training (EM-102) within 12 months after completion of the initial training. The ECC must verify that each Site Manager and HW/HM Handler has signed their own Environmental Personnel Training Record, and the appropriate supervisor has signed as well.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your unit/department is required (e.g., EM104; EM106); refer to the EMD training schedule to determine when these classes are offered.
3. Attend MCIEAST-MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations and functions.
4. All unit/department ECC/AECC training must be documented in each individual's Environmental Personnel Training Record and be available for review.

Record of Revision

Revision Number	Date	Summary of Change	Signature
Update	06012014	Update formatting and content	<u>S.J. Azok</u> ECB/EMD
Update	01032021	Update formatting and content	<u>V.K. Hensley</u> ECB/EMD
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