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Environmental Standard Operating Procedures (ESOP)

Title: 4.102- DEVELOPMENT OF UNIT-LEVEL ENVIRONMENTAL PROGRAMS

Purpose: This ESOP establishes the procedures for developing unit/department environmental programs. Ensure this ESOP is included in the unit's Environmental Operational Binder.

Applicability: These procedures are applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and its subordinate commands and staff sections on Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR). It is also applicable to MCB CAMLEJ and MCAS NR tenant organizations and contractors (in the absence of a specific contractual requirement to the contrary).

Responsibility: All personnel that are responsible for maintaining compliance with MCIEAST-MCB CAMLEJ environmental program requirements.

Procedure:

1. Appoint Personnel to Environmental Positions. All personnel with environmental compliance responsibilities will be assigned in writing. By-name authorizing appointment letters must be kept within the unit's environmental operational binder and a copy forwarded to the Major Suubordinate Element Environmental Compliance Officer (ECO) and the unit/department Environmental Compliance Coordinator (ECC). Appointment letters must include the appropriate environmental responsibility ESOP as an attachment. At this time, all binders should remain hard copy. Responsibility ESOPs are provided at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/Shop-Level-Standard-Operating-Procedures/>, or by request at 910-451-9657.

a. Positions of environmental responsibility include but are not limited to the following: ECO, Assistant ECO (AECO), ECC, Assistant ECC (AECC), HW/HM site managers/handlers, and their assistants. As applicable, the appointment letters for the ECO, AECO, ECC, AECC, HWSM, and HW must be signed by a Commanding General or a Commanding Officer. The appointment letters for an HMSM and HM, may be signed by the ECO or ECC.

b. All personnel appointed to environmental responsibilities must receive training within three months after assignment (EM-101) followed by an annual review of the initial training (EM-102). Training should be scheduled by the ECOs through the command's ECC.

c. Each unit will have atleast two individuals assigned within the program. This preserves the continuuity in the absence of an assigned individual.

2. Environmental Operation Binder

a. Each major tenant command and organizational element routinely generating, handling, storing hazardous waste or material will develop an environmental binder. An outline of environmental binder requirements and required forms can be located at the EHW/HM Ops Binder Webpage <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECObinder/>.

b. The environmental binder must include the following:

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(1) Points of Contact List. Names and telephone numbers of the ECO, ECC, assigned unit environmental personnel, unit safety representative and the MCIEAST-MCB CAMLEJ Environmental Management Division (EMD) directory. The list will be updated monthly or when changes occur. Updated lists will be forwarded to the EMD Environmental Assessment Section supervisor.

(2) Environmental Policies/References

(a) MCIEAST Policy Statement on Environmental Management and Conservation (current).

(b) Hazardous Material/ Hazardous Waste Minimization Policy. The HazMin policy will reflect the unit CO's goals to reduce HW generation through source reduction, material substitution, process changes, reuse and recycling, and proper shelf-life management.

(c) References. Guidance provided by the ECC and/or ECO to implement the hazardous waste disposal program. This section should consist of required orders, a compact disk containing the required orders, or a reference to the MCIEAST-MCB CAMLEJ Adjutant's website <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/Orders/5000/> with the required orders listed.

(3) Plans/Procedures

(a) ESOPs. Periodically, EMD will issue ESOPs for particular practices that have environmental impacts. These must be included in the environmental binder and maintained for each applicable environmental function, these ESOPs must be kept up to date and be accessible to all personnel.

(b) Unit-Level Contingency Plans (ULCPs). The ULCP minimizes the potential hazards to human health, the environment, and property associated with hazardous substance releases. See ESOP 9.02 - Hazardous Waste Management Program, for ULCP requirements.

(c) Location Map and Listing of all Environmental-Associated Sites.

(1) A current map and listing of all sites that have environmental requirements (i.e., HM/HW accumulation/storage areas, storage tanks, oil-water separators) within each command. Each site should be reflected on the location map. This section can also include the site's evacuation/staging route map.

(d) Hazardous Waste Management Plan (if applicable).

(4) Appointment Letters. All personnel with environmental responsibilities will be assigned in writing within two weeks after assignment.

(5) Training Records (Current/Archived). Training should be recorded using the Environmental Personnel Training Record form (figure 1, enclosure (2)). Training records should be available for each current assigned employee. Copies of training certificates include course information and should be included in the training record, along with a copy of signed appointment letters detailing their duties. Training documents will be signed by the individual and their supervisor or ECC. There must also be a section containing training records for each employee who has been removed

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from the environmental program for the past 30 years for civilian personnel and seven years for military personnel.

(6) Unit Authorized Use List. See ESOP 9.01, Hazardous Materials Management program.

(7) Accumulation Site Authorization Letter(s)/Hazardous Waste Profile Sheets. Copies of current Satellite Accumulation Area (SAA) site authorization letters and profile sheets for the hazardous waste being accumulated in the SAA.

(8) Inspections. Copies of all daily/weekly/monthly required inspections conducted during the past 3 years.

(9) Copies of Completed Hazardous Material and Hazardous Waste Turn-In Worksheets. Copies of Completed turn-in worksheets for each hazardous material and hazardous waste turned in during the preceding 12 months. Copies of completed worksheets must be maintained for three years. Contact EMD to coordinate the disposition of all records maintained after 12 months. Worksheets must have proper Resource Conservation and Recovery Section/ECO/ECC signatures verifying turn-ins. An EMD Resource Conservation and Recovery Section signature will not apply to units that did not have hazardous material to turn in but they generated a turn-in worksheet for their record.

c. Spill Reporting Forms. Spills must be reported immediately to the FESD by calling 911. An MCIEAST-MCB CAMLEJ Spill Report, (figure 2, enclosure (2)), must be filled out and forwarded to the unit/department ECC and ECO and maintained in the unit's environment binder. Copies of the form can be obtained by the unit/department ECC or MSC ECO or by visiting the environmental operational binder webpage, reference (b).

d. Spill Reporting and Response Requirements. All units are required to publish a site specific ULCP. The ULCP contains policies/procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently and all personnel must know its location and contents.

References:

1. MCO 5090.2: Environmental Compliance and Protection Manual
2. EHW/HM Ops Binder Webpage: <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECObinder/>.
3. MCIEAST-MCB CAMLEJO 5090.9A Hazardous Material/Waste Management

Training: Training must be requested through the unit/department ECC, via the MSC ECO, to EMD:

1. Introduction to Environmental Compliance (EM 101- HM/HW Initial Training)-Required for all hazardous material handlers, hazardous material site managers, ECCs, and ECOs (ECC/ECO are required to complete the USMC- HQ/MCICOM Environmental Compliance Coordinator (ECC Training)/HQMCECC001).
2. Hazardous Waste Management Refresher On-Line (EM 102)-Required annually for all hazardous material handlers, hazardous material site managers, ECOs, and ECCs who have completed the Introduction to Environmental Compliance (EM 101). The on-line class is MCIEHWR01A USMC Hazardous Waste Management

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Refresher and HQMCECFMP1 USMC- HQ/MCICOM Environmental Compliance for Facilities Maintenance Training.

3. Hazardous Material Transportation for Drivers (EM103)-The prerequisite for this course is MCIEHMT01A USMC-Hazardous Material Transportation for Drivers and HQMCFHST01 USMC HQ/MCICOM-Fuel Handling, Storage & Transportation.

4. ECC/Officer Workshop (EM 104)-Required for all ECCs, and ECOs who have completed Introduction to Environmental Compliance (EM 101).

5. Air Quality Training (EM106)-Required for air emission source operators, ECCs, and ECOs who have air emission sources in their command. The prerequisite for this course is HQMCAQC001 USMC-Air Quality Compliance.

6. Medical Waste Training (EM109)-Designed to provide a basic understanding of medical waste management and recordkeeping requirements at the battalion aid station/regiment aid station and including an overview of the Naval Medical Center Camp Lejeune's Medical Waste SOP.

7. MarineNet Course-MCIESTM01A USMC-SPCC and tank management.

[illegible][Print Form](#)

FIGURE 2 MCIEAST-MCB CAMP LEJEUNE SPILL REPORT

MCIEAST-MCB CAMP LEJEUNE SPILL REPORT				
SHADED AREAS ARE FOR RCRS USE ONLY				
TITLE/LOCATION				
DATE		TIME		
RESPONSE NAME/UNIT:				
SPILL CATEGORY (SELECT ONE)	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> HAZWASTE	<input type="checkbox"/> POL	<input type="checkbox"/> WASTEWATER
		<input type="checkbox"/> OTHER		
PRODUCT SPILLED				
QUANTITY SPILLED				
LATITUDE		LONGITUDE		
HOW WAS SPILL DISCOVERED				
SOURCE OF THE SPILL				
CAUSE OF THE SPILL				
MISSION IMPACT				
WERE SAMPLES TAKEN (CHECK ONE)		<input type="checkbox"/> YES <input type="checkbox"/> NO		
ANALYSES REQUESTED / PERFORMED ON SAMPLES				
DID THE SPILL (CHECK ONE)	ENTER A WATERWAY?	REACH WITHIN 100' OF SURFACE WATER?	REACH WITHIN 1500' OF A WATER SUPPLY WELL?	GO OFF BASE?
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
HOW WAS THE SPILL CONTAINED?				
WHAT DANGERS DID THE SPILL PRESENT?				
WHAT WERE THE ENVIRONMENTAL IMPACTS?				
WHAT RECOVERY EFFORTS WERE USED?				
IF OIL SPILLED, WHAT PERCENT WAS RECOVERED?				
HOW WERE RESIDUALS DISPOSED OF?				
WEATHER CONDITIONS?				
REPORTABLE SPILL? (CHECK ONE)	<input type="checkbox"/> YES <input type="checkbox"/> NO	WAS A REGULATORY AGENCY CONTACTED:		<input type="checkbox"/> YES <input type="checkbox"/> NO
AGENCY NAME (IF)	<input type="checkbox"/> NCDEQ NCDEQ REPORT#	<input type="checkbox"/> NCDEM NCDEM REPORT#		
REGULATORY DRIVER				
NRC NOTIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO	NRC INCIDENT NUMBER:		
WHAT MEASURES WERE PUT IN PLACE TO PREVENT RECURRENCE?				
ADDITIONAL INFORMATION OR COMMENTS				
SPILL POC		E-MAIL	PHONE	
MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18		(10/18)	PREVIOUS VERSIONS OBSOLETE	LIFECYCLE DESIGNER