

Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.2 - ENVIRONMENTAL COMPLIANCE OFFICER (ECO) RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the Major Subordinate Command (MSC)-level ECO or Assistant ECO (AECO). The ECO/AECO is responsible for the management and implementation of the MSC's environmental program and supports MSC unit/department environmental compliance. This ESOP should be attached to the individual's appointment letter and also be placed into the MSC 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 ECO/AECO duties.

Responsibilities:

1. Serve as the point of contact (POC) for the environmental program and compliance with MCIEAST-MCB CAMLEJO 5090.4B. Ensure a POC roster of all unit-level Environmental Compliance Coordinators (ECCs) and Assistant ECCs (AECCs) is submitted to Environmental Management Division (EMD) on a quarterly basis. Ensure each unit/department within their cognizance develop a unit/department ESOP and adhere to the applicable EMD-generated ESOPs within it.
2. Ensure hazardous waste (HW) generation and accumulation are limited to those types of HW for which the individual units/departments are authorized to generate and accumulate, and for which HW profile sheets have been issued by EMD.
3. Assist ECCs and HW/Hazardous Materials (HM)/Medical Waste (MW) Site Managers in reviewing HW/HM/MW storage or accumulation sites, and any changes in waste stream composition. Any new HW stream generated for which no HW profile sheet is available should be reported immediately to the HW Program Manager, EMD.
4. Ensure that ECCs, Site Managers, HW/HM Handlers, and personnel assigned environmental compliance duties are appointed in writing within two weeks after being verbally appointed. The appointment letter will include a description of duties. The Environmental Personnel Training Record form can be found in enclosure (6) of MCIEAST-MCB CAMLEJO 5090.9A.
5. Assist EMD in scheduling environmental compliance evaluations (ECE) within the MSC; participate in the ECEs and corresponding follow-up of MSC operations per MCO 5090.2, MCIEAST-MCB CAMLEJO 5090.4B, and MCIEAST-MCB CAMLEJO 5090.9A.
6. Ensure discrepancies identified through ECEs are corrected. Corrected actions must be documented in writing, signed by the Commanding Officer (CO) of the inspected organization or a successor in command, and provided to EMD within 30 days after receiving the ECE report.

Promote HW and HM minimization and other pollution prevention (e.g., recyclables) as is economically feasible.
7. Oversee and participate in the implementation of unit/department HW/HM

accumulation or storage and ensure all HW/HM operations are carried out in strict compliance with all applicable Federal, state, and local requirements and policy concerning HM and HW management and minimization.

a. Coordinate review processes with EMD for any request for a new Satellite Accumulation Area. Coordinate with Naval Medical Center Camp Lejeune environmental personnel for any new MW site.

b. Each quarter, audit removal of MW from authorized MW sites to ensure MW is transported to the Naval Medical Center Camp Lejeune on a weekly basis. MW turn-ins must be documented. Containerized MW generated at an aid station that is unsupported by an authorized MW site must be transferred in a Government vehicle to an authorized MW site within five calendar days after container closure (i.e., the container's maximum fill line is met).

c. Assist ECCs and Site Managers in resolving HW/HM management problems affecting accumulation or storage.

d. Assist unit ECC in processing requests of new HM for addition to the unit's Authorized Use List.

8. Conduct documented quarterly inspections of all environmental-related sites within the MSC utilizing the EMD-approved quarterly inspection form and ensure that any issues identified during the quarterly inspection are corrected. ECOs must conduct four documented ECO quarterly inspections annually and may use one EMD-conducted ECE to satisfy this requirement. Ensure all ECC unit/department required inspections are conducted. In the absence of the unit/department ECC/AECC, conduct required unit/department monthly, weekly, and daily inspections of all environmental-related sites. In addition, conduct and properly document Satellite Accumulation Area (SAA) monthly inspection using the MCIEAST-MCB CAMLEJ Satellite Accumulation Area (SAA) Monthly ECO/ECC Inspection (Form 5090.9/30).

9. Monitor and directly support MSC unit/department compliance with the Comprehensive Environmental Training and Education Program. Maintain current environmental training records for themselves and their AECOs. 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.

10. Ensure personnel assigned environmental compliance duties attend quarterly ECO meetings. Review AECO, ECC, AECC, Site Manager, and HW/HM Handler duties and training on a semi-annual basis, and submit requests for additional training to EMD.

11. Apart from customary reporting to the chain of command, report environmental-related site equipment and facility maintenance and repair requirements to appropriate Installation staff.

12. 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.

13. Consolidate MSC unit/department environmental POC rosters and provide them to EMD when there has been a change to unit POC information.

References:

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

Training:

1. All MSC ECOs/AECOs 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 initial training.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your MSC 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 MSC ECO/AECO training must be documented in the 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	12002021	Update formatting and content	<u>V.K. Hensley</u> ECB/EMD
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