

Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.3 - HAZARDOUS MATERIAL (HM) SITE MANAGER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level HM Site Manager. The HM Site Manager is responsible for conducting the day-to-day management and oversight of the unit/department's work sites where HM is generated, handled, or stored. **This ESOP should be attached to the individual's appointment letter and also be placed into 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 HM Site Managers.

Responsibilities:

1. Ensure Installation and command management requirements, as outlined in enclosures (1) of MCIEAST-MCB CAMLEJO 5090.9A, are implemented for each type of HM routinely collected and managed for disposal.
2. Ensure only authorized, properly trained, and supervised personnel are allowed to handle HM or perform associated inspections and record keeping.
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 HM 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) consolidation cannot be conducted by anyone other than properly trained personnel.
5. Conduct inspections of HM storage areas quarterly for shelf-life maintenance. In the event there are no shelf-life labels present on the material, notify ECC to request labels. Perform follow-up actions required to ensure the following are accomplished:
 - a. Any HM containers should be clearly marked with appropriate marking requirements, in accordance with enclosures (1) of MCIEAST-MCB CAMLEJO 5090.9A.
 - b. All HM containers must comply with the requirements of this order. In the event a HM container does not meet the noted requirements, corrective action will be taken.
 - c. All leaks, releases, or spills are managed according to this order. 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 superior and ECC immediately upon becoming aware of one of the following:

a. The generation or the proposed generation of a new type of Hazardous Waste (HW).

b. Existing or potential violations of MCIEAST-MCB CAMLEJO 5090.9A 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 work place by a representative(s) of Federal or state environmental agency.

7. Ensure proper storage of HM awaiting transfer to the HM/HW Consolidation Site.

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

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

References:

(a) MCO 5090.2 18 Jun 2018

(b) MCIEAST-MCB CAMLEJO 5090.9A 15 Feb 2023

Training:

1. All personnel with environmental responsibilities must receive training (EM-101) within three (3) months 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 (i.e. EM106 Air Quality/Title V); reference the EMD training schedule to determine when these classes are offered.

3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations & functions as required.

4. All training must be documented in the individuals' environmental training record and be available for review (EMD Form 27).

Record of Revision

Revision Number	Date	Summary of Change	Signature
Update	02032021	Update formatting and content	<i>V.K. Hensley</i> ECB/EMD
Update	07032023	Update formatting and content	<i>V.K. Hensley</i> ECB/EMD