

Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.5 - HAZARDOUS WASTE (HW) SITE MANAGER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level HW Site Manager. The HW Site Manager is responsible for conducting the day-to-day management and oversight of the unit's/department's Satellite Accumulation Areas (SAAs) at or near where HW is generated and managed. This ESOP should be attached to the individual's appointment letter and also be placed into the unit/department 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 as HW Site Managers.

Responsibilities:

1. Ensure SAA environmental compliance requirements, as outlined in enclosures (14) of MCIEAST-MCB CAMLEJO 5090.9A, are implemented for each type of HW accumulated.
2. Ensure unit/department HW Handlers are command-assigned, properly trained, and supervised to comply with the requirements of MCIEAST-MCB CAMLEJO 5090.9A.
3. Schedule initial training for each newly-assigned Assistant Site Manager or HW Handler through the cognizant Environmental Compliance Coordinator (ECC).
4. Directly supervise each Assistant Site Manager or Handler until initial HW management training is complete. Only trained personnel shall turn-in HW to Environmental Management Division (EMD).
5. Support monthly SAA inspections and perform follow-up actions required to ensure compliance with enclosure (14) of MCIEAST-MCB CAMLEJO 5090.9A.
6. Apart from customary reporting to the chain of command (e.g., immediate supervisor), immediately notify the ECC and the Environmental Compliance Officer after becoming aware of any one of the following:
 - a. The generation or the proposed generation of a new type of HW from any new material or process.
 - b. Existing or potential violations of MCIEAST-MCB CAMLEJ 5090.9A or deficiencies suspected of posing a threat of a spill, fire, explosion, or other danger to human health and the environment.
 - c. Visit or proposed visits to the workplace by any Federal or state environmental agency representative.
7. Ensure proper accumulation of HW awaiting transfer to the less than 90-day HM Consolidation Site.
8. Supervise HW Handlers to ensure all HW accumulation and turn-in processes comply with MCIEAST-MCB CAMLEJO 5090.9A.

9. Ensure that all HW containers are managed in a manner that prevents contamination, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health and the environment.
10. Ensure HW accumulation containers are confined to SAAs.
11. May perform HW Handler duties.

References:

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

Training:

1. All HW Site Managers must complete EMD on-the-job training or 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.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your unit/department as required; 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 HW Site Manager training must be documented in each individual's environmental training record and 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	02032021	Update formatting and content	<u>V.K. Hensley</u> ECB/EMD
Update	1200722	Update formatting and content	<u>V.K. Hensley</u> ECB/EMD