PURPOSE: This ESOP establishes the responsibilities for the unit/department-level Environmental Compliance Officer (ECO) or Assistant ECO (AECC). The ECO/AECO 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 ESOP.**

**APPLICABILITY:** This section is applicable to all organizations aboard MCB, Camp Lejeune to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps (USMC), Department of the Navy (DON), or Department of Defense (DoD).

**RESPONSIBILITY:** Personnel assigned ECO/Assistant ECO billets.

**RESPONSIBILITIES:**

1. Serve as the unit/department point of contact (POC) for matters involving environmental issues and compliance with MCIEAST-MCB CAMLEJO 5090.9.

2. Develop and maintain a unit/department environmental SOP, in accordance with MCIEAST-MCB CAMLEJO 5090.9, to implement the environmental management program and command-specific requirements. Promotes HM/HW minimization and other P2 objectives to the maximum extent practicable, within mission and resource constraints. Ensures all ESOPs are adhered to and placed in the unit’s environmental operating file. ESOPs can be downloaded from the EMO 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. ECO must ensure that an updated unit environmental POC roster is submitted to their ECC on a monthly basis.

3. Keep HW/HM Site Managers, Handler, and key personnel informed of any changes in regulations affecting environmental activities within the ECO/AECO’s cognizance, and ensure SOPs and Unit-Level Contingency Plans (ULCP) are up-to-date and readily available for review by personnel involved in the HM/HW/MW Management Program.

4. Maintain a list of the locations, as well as a numerical count by location, of all environmental-related sites (to include HM/HW/MW generation sites, oil-water separators, tanks, generators, and air emission sources) within the command. Update this list on a semi-
annual basis, or when there is a change, and ensure a current copy is placed in the unit’s environmental operating file.

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 weekly inspections of HW/MW generation sites are conducted and documented utilizing the EMD forms located in enclosures (5) and (6) of MCIEAST-MCB CAMLEJO 5090.9. Ensure MW is transferred within specified periods as outlined in MCIEAST-MCBCMAMLEJO 5090.9, enclosure (3).

6. Inform the ECC when the ECO is unavailable to conduct a required inspection and verify that the AECO, or other trained and appointed personnel, will be available.

7. Ensure all required environmental inspections are conducted. When Site Managers or Handlers are unavailable, ensure that an environmentally trained individual conducts the required environmental inspections. If there is no one trained and appointed, contact the higher headquarters ECC so they may fill in until an appointed and trained individual returns.

8. Actively promote the reduction of volume and toxicity of HW/HM produced within the ECO’s organization.

9. Promote the proper management and segregation of used POL to minimize contamination with water, antifreeze, and 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 AECOs, Site Managers and Handlers within the command. The ECO must ensure that individual training records have the required signatures of the individual as well as the ECO (for ECO training records, ECC/supervisor must also sign). Training must be entered using EMD-approved forms found in enclosure (4) of MCIEAST-MCB CAMLEJO 5090.9.

   b. Ensure that training records for environmental personnel transferring to another installation or being released from active duty are retained for a period of three years from the date removed from the program.

   c. Participate in, and ensure HM/HW/MW Site Managers and HM/HW Handlers participate in, regular environmental training sessions (to include Hazard Communication training) and workshops conducted/sponsored by the command ECC or EMD. Participate in quarterly ECO meetings held by the ECC. Review Site Managers' and Handlers' training records on a semi-annual basis and submit requests for additional training via the cognizant command ECC to EMD.

11. Ensure all leaks, releases or spills are managed according to this Order. All leaks, releases, or spills should be reported to 911;
in addition, enclosure (7) of MCIEAST-MCB CAMLEJO 5090.9 must be completed and maintained in the unit’s environmental operating file for review upon request by EMD.

12. May perform duties as Site Manager and/or Handler in small units with minimal HM/HW sites.

13. Ensure that all procedures outlined in the ESOP for Environmental Management Preparations for deploying forces are followed at the unit level, and EMD and the higher headquarters ECC are notified of any pending deployment.

REFERENCES:

- MCO P5090.2A
- MCIEAST-MCB CAMLEJO 5090.9
- MCIEAST-MCB CAMLEJBul 5090.2

TRAINING:

- 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.

- Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/dept is required (ie. EM104; EM106, etc); consult the EMD training schedule or eLMS to determine when these classes are offered.

- Attend MCBCL EMD-sponsored meetings, seminars, evaluations & functions as required.

- All training must be documented in the individuals’ environmental training record and be available for review.

DOCUMENT OWNER: ______________________
Record of Revision

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