

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources and Environmental Affairs Office</b>	Revision: 01 Oct. 2014 Supersedes: 01 March 2013	Prepared By: NREA	Approved By: CETEP Support
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## Title: Desktop and Turnover Requirements

### 1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide and establish the responsibilities of Desktop and Turnover Requirements.

### 2.0 APPLICATION

This guidance applies to those individuals who must carry out Environmental Compliance Coordinator (ECC) responsibilities aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

### 3.0 REFERENCES

- MCO P5090.2A Ch.3
- CCO 5090.2A

### 4.0 PROCEDURE

#### 4.1 Discussion:

Due to turnover of personnel, proper use of desk top procedures and turnover files are paramount to keep unit personnel knowledgeable on environmental requirements.

#### 4.2 Operational Controls:

The following procedures apply:

Each installation and unit shall prepare and maintain desktop procedures for each environmental billet. Desktop procedures need not be all inclusive or formal; rather, they may simply be a list of significant items and standardized instructions pertinent to an environmental billet's position description or duties. Normally, desktop procedures should include such items as current references; step-by step procedures for completing required duties; points-of-contact names, telephone numbers, and email addresses; and instructions for required reports. Turnover folder contents may be included within desktop procedures and shall, specific to the billet incumbent, contain:

- ECC billet description.

- b. The command endorsed appointment letter for the ECC and alternate ECC appointment letter.
- c. A copy of the CG's environmental policy statement.
- d. A list of the unit's environmental practices that pertain to the unit.
- e. A list of billet education or billet training requirements (e.g., initial and incumbent refresher) and the training plan.
- h. A list generally referencing the environmental laws, regulations, orders, and other instructions directly related to the billet.
- i. A list of required reports, required report due dates, and evidence of required report submittals for at least three prior fiscal years.
- j. A list of environmental compliance permits for which the incumbent is responsible and a description of the activities for which the permits are applicable.
- k. Refer to appendix "A" for follow on turnover folder requirements.

2. Each installation and unit shall organize its turnover folders to permit billet incumbents to continuously improve them. Installation and unit commanders may establish procedures for turnover folder organization and the sufficiency of detail required to satisfy turnover folder content requirements.

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained for the following:

1. Appointment Letter
2. Annual Training Plan
3. Completed training records

#### **4.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. Desktop and Turnover Requirements.
2. General Environmental Awareness training.

#### **4.5 Emergency Preparedness and Response Procedures:**

N/A

#### **4.6 Inspection and Corrective Action:**

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

APPENDIX “A”  
Environmental Compliance Coordinator’s Folders

Section 1

1. Appointment Letter
  - a. Primary
  - b. Alternate

Section 2

1. Practice Inventory List
2. Summary Page of practices in each building/section with number of employees. Also include total number of practices in each building/section.

Section 3

1. ESOPs for each environmental practice

Section 4

1. Annual Environmental Training Plan
2. List of training requirements associated with each environmental practice type
3. Training records for each employee, that documents required training for each environmental practice type
4. Training Spreadsheet

Section 5

1. Copies of each quarter inspection results and actions taken

Section 6

1. Copies of reference material
  - a. MCO P5090.2A Chg. 3
  - b. CCO 5090.1C ICOP
  - c. CCO 5090.2A Comprehensive Environmental Training and Education Program
  - d. CCO 5090.4E, National Environmental Policy Act (NEPA)
  - e. CCO P5090.8B, Environmental Management System Manual
  - f. FY Environmental Compliance Evaluation (ECE) Self –Audit Program schedule
  - g. Commanding General’s Environmental Policy Statement
  - h. Any other resources and references.

Separate folders documenting your internal inspections

- a. Practice type
  - i. Each building/site inspection checklist results (ESOP Checklist)

Desktop and Turnover Requirements - ECC/Unit Inspection Checklist
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Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1 Is a desktop and turnover folder maintained?			
2. Does the desktop and turnover folder contain the following pages and applicable information? a. ECC billet description. b. Appointment letter c. A copy of the CG's environmental policy statement. d. A list of the unit's environmental practices that pertain to the unit. e. A list of billet education or billet training requirements and the unit's training plan.			
3. Is the turnover folder set up per appendix "A"			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_