

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revision: 01 Oct. 2014 Supersedes: 01 March 2013	Prepared By: NREA	Approved By: CETEP Support
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Title: Environmental Compliance Coordinator

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide and establish the responsibilities of an Environmental Compliance Coordinator (ECC).

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
- Commanding General's Guidance Regarding Environmental Policy Management, CG First MarDiv DTG: 121510Z Sept. 14

4.0 PROCEDURE

4.1 Discussion:

The Environmental Compliance Coordinator (ECC) is expected to be his/her unit's environmental subject matter expert for environmental policy and procedures aboard MCAGCC.

4.2 Operational Controls:

The following procedures apply:

1. ECC will have the rank of E-5 or above or equivalent and will stand the billet for at least one year. If you fall under 1st MarDiv. Per CG's guidance, ECC's will be of the rank of E-6 or higher.
2. Units shall appoint an ECC and alternate ECC. The ECC will have a command endorsed appointment letter that will include billet requirements and responsibilities.

3. Will ensure personnel in the unit who require environmental training receive it. Coordinate with the CETEP Support on all environmental training issues.
4. ECC's will maintain their appointment letter on file and will deliver a copy to the CETEP Office.
5. ECC's will attend the monthly ECC meetings.
6. Will post within work sections the Commanding General's Environmental Policy Letter.
8. ECC will prepare and update a complete inventory of all environmental practices that pertain to their unit and workspaces.
9. ECC will maintain and update as needed an ECC turnover folder.
10. ECC will prepare an annual environmental training plan and submit that plan to the CETEP Office.
11. ECC will ensure that a copy of the spill response flow chart is located in each duty binder.
12. ECC will complete ECC's CBT course on Marine Net (or similar certified course) prior to assignment.
<https://www.marinenet.usmc.mil/MarineNet/Home.aspx>
13. ECC will establish a Marine Corps Wide (MCW) account so he/she can access MCAGCC's EM Portal.
14. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resources and Environmental Affairs (NREA) CETEP Office.

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. Hazard Communication training.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center

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.

Environmental Compliance Coordinator - ECC/Unit Inspection Checklist
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Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1 Has a primary ECC and alternate ECC been assigned by appointment letter?			
2. Are training and inspection records maintained and available for inspection?			
3. Does Primary / Alternate ECC attend the monthly meetings?			
4. Posted Commanding General's Environmental Policy Letter in all work areas?			
5. Are training and inspection records maintained and available for review?			
6. Has prepared and update a complete inventory of all environmental practices that pertain to their unit and workspaces?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____