

# Environmental Standard Operating Procedure (ESOP)

Originating Office: <b>Natural Resources and Environmental Affairs Office</b>	Revision: 10 June 2016	Prepared By: NREA	Approved By: CETEP Support <i>Shanese Campbell</i>
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## **Title: Annual Environmental Training Plan**

### **1.0 PURPOSE**

The purpose of this ESOP is to provide and establish the responsibilities of an Environmental Compliance Coordinator (ECC).

### **2.0 APPLICATION**

This guidance applies to those individuals who develop the environmental training plan for their unit 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:**

The ECC is expected to ensure that his/her unit receives the required annual environmental training. Training needs to be documented and approved by the command.

#### **4.2 Operational Controls:**

The following procedures apply:

1. The ECC must develop and maintain an Annual Environmental Training Plan. A signed copy shall be submitted to MAGTFTC, MCAGCC's Comprehensive Environmental Training and Education Program (CETEP) Office at Natural Resources and Environmental Affairs (NREA).
2. The training plan will list all practices that the unit will receive training on. The ECC can track the unit's practices with Appendix "A", located within this ESOP.

3. The training plan applies to all personnel aboard the installation including all military and civilian personnel whose job duties involve environmental practices.
  4. The training plan shall be planned and designed by fiscal year.
  5. The training plan shall incorporate unit or work section training schedules, holidays, and deployments.
  6. The training plan shall be developed by the ECC using the following specific steps:
    - a. Identify which environmental practices are applicable to the unit and their operations.
    - b. Identify which billets and employees are impacted by environmental training requirements.
    - c. Identify any environmental training requirements associated with each billet.
    - d. Incorporate any applicable training requirements from the ESOP's into their ECC folder under the section called training.
    - e. Incorporate any environmental training requirements into the activities' annual training plan and create a training record for individual employees.
    - f. Submit a copy of signed Annual Training Plan to MCAGCC's CETEP Office.
    - g. Oversee the execution and documentation of Annual Training Plan.
  7. Training may be conducted via ESOPs, computer based training, or classroom/stand-up instruction using the annual environmental awareness training video and power point presentation.
  8. Required training shall be completed by personnel in the required time frame based on their environmental duties (e.g. annual refresher training must be conducted each fiscal year on all personnel on the Combat Center)
  9. The training plan shall be maintained and available for inspection at all times.
  10. Turnover folder information must be kept for this ESOP.
  11. If there are any specific situations or other concerns not addressed by this procedure, refer to CCO 5090.2A or contact the CETEP Support at 830-8238.
- 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 ESOP and the following:

1. Hazard Communication training/Globally Harmonized System.
2. General environmental awareness training.

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

N/A

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

The ECC shall collect and maintain all environmental training records. If there are any environmental violations or accidents such as a Hazardous Waste spill, Pollution Prevention (P2) violations, etc, the ECCs will ensure that remedial training is conducted and documented. The ECC shall ensure deficiencies noted during inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet and kept on file for 3 years

Appendix "A"

Unit's Name:

CO / Director Name:

XO / Deputy Name:

ECC's Name:

Alt ECC Name:

Officers	SNCO	E-5 & Below	8056	Civ

**Work Space**

Building Number	Supervisor's Name	Number of Employees

**Practices for Bldg.**

Practice

Total Practices

Annual Environmental Training Plan – ECC/Unit Inspection Checklist
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Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1 Does the unit have a command endorsed annual environmental training plan?			
2. Does the training plan indicate how, when and who will be trained.			
3. Does the training plan indicate that the unit will receive general environmental awareness training?			
4. Are training records maintained and available for inspection?			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

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

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

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