

# Environmental Standard Operating Procedure (ESOP)

Originating Office: <b>Natural Resources and Environmental Affairs (NREA) Office</b>	Revision: 14 June 2016	Prepared By: NREA	Approved By: Comprehensive Environmental Training Education Program (CETEP) Support <i>Shanese Campbell</i>
File Name: ECC-ESOP	Effective Date: 14 June 2016	Document Owner: NREA	

## Title: Environmental Compliance Coordinator (ECC)

### 1.0 PURPOSE

The purpose of this ESOP is to provide and establish the responsibilities of an ECC.

### 2.0 APPLICATION

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

### 3.0 REFERENCES

- MCO P5090.2A Ch.3
- CCO 5090.2A
- CCO 5090.5C

### 4.0 PROCEDURES

#### 4.1 Discussion:

Appoint a unit ECC and alternate, E-5 or above or other individual (civilian) with sufficient authority to implement environmental requirements within the unit, to ensure unit environmental training and environmental compliance requirements are met, and to coordinate with NREA environmental staff, as required. The 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. The ECC's will have command endorsed appointment letters to include billet requirements and responsibilities.
2. Ensure the ECC's can remain in the position for at least one year. To the maximum extent possible, use of individuals with AMOS 8056 is encouraged when filling this billet. For units that fall under the 1<sup>st</sup> Marine Division (1<sup>st</sup> Mar.Div.), as per the Commanding General's (CG) guidance, ECC's and their alternates will be of the rank of E-6 or higher. Additionally, 1st Mar. Div. units will also assign an Environmental Officer.
3. Ensure required environmental training is provided; 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 Support Office.
5. ECC's will attend the monthly ECC meetings.
6. Post within work sections the CG's Environmental Policy Letter.
8. ECC will prepare and update a complete inventory of all environmental practices that pertain to their unit workspaces and update as necessary.
9. ECC will maintain and update as needed a turnover folder.
10. ECC will prepare an annual environmental training plan and submit that plan to the CETEP Support Office.
11. ECC will ensure that a copy of the spill response flow chart is located in each duty binder, Motor Transport Office, Maintenance Office and or other areas with the potential to cause a spill to the environment.
12. ECC will complete the two explicit training courses on the Environmental Learning Management System (ELMS) within 30 days of assignment as an ECC. The two explicit courses are titled EMS Training Course and Excellence in Warfighting-Environmental Excellence (HQMC EMS Video) Course found at <https://elms.usmc.mil>. Within 30 days of assignment ECCs will turn in those two training certificates and schedule one on one training with the CETEP Coordinator to cover ECC's responsibilities. Those ECC's without Common Access Cards will schedule EMS training with CETEP Coordinator Support Office within 30 days of assignment as ECC.
13. ECC will logon and register an account to access the MCAGCC's EM Portal at <https://em.usmc.mil/sites/tp/default.aspx>. ECCs must have a .mil account to access.
14. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC NREA CETEP Support Office.

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

The following records must be maintained:

1. Appointment Letter
2. Annual Training Plan
3. Completed training records
4. Environmental Awareness training for Commanders (Battalion CO's or Equivalent within 30 days of taking command) Pick up training CD from CETEP Office and bring in training certificate to CETEP Office upon completion.

#### **4.4 Training:**

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

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

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

Refer to MCAGCC 5090.5C, Integrated Contingency and Operations Plans.

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

The 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.

ECC/Unit Inspection Checklist

Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has a primary/alternate ECC been assigned by appointment letter?			
2. Are training and inspection records maintained and available for inspection/review?			
3. Does primary/alternate ECC attend the monthly meetings?			
4. Is the Commanding General's Environmental Policy Letter posted on read boards?			
5. Has the ECC prepared and updated annually a complete inventory of all environmental practices that pertain to the unit and workspaces?			
6. Has the ECC completed the ELMS explicit training within 30 days of assignment and provided CETEP support office a certificate? Applies to those with a .mil account and Common Access Card.			
7. Have the ECC's received roles and responsibilities/EMS training within 30 days of assignment?			

**ADDITIONAL COMMENTS:**

**CORRECTIVE ACTION TAKEN:**

**Environmental Compliance Coordinator**

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

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

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