



MAGTFTC-MCAGCC 29 Palms

Environmental Standard Operating Procedure



1 October 2025

Environmental Compliance Coordinator (ECC)

Application and Purpose

This guidance applies to Environmental Compliance Coordinators (ECCs) aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms ("installation").

This document provides environmental protection guidelines for ECCs.

Procedures

Every identified unit and command will appoint, in writing, an ECC and Alternate Environmental Compliance Coordinator (AECC). The ECC will be a Staff Sergeant (E-6) or above, or an individual with sufficient authority to implement environmental requirements at each command. The AECC will be a Sergeant (E-5) or above, or another individual with sufficient authority to implement environmental requirements at each command. First Marine Division units will appoint, in writing, an Environmental Compliance Officer (ECO), ECC, and AECC. The ECC will be a Staff Sergeant (E-6) and be appointed for a minimum period of 1 year. The AECC will be a Sergeant (E-5) and be appointed for a minimum period of 1 year.

The ECC and the AECC will not have more than one other collateral duty to allow sufficient focus on environmental programs. The ECC and AECC will confirm that unit environmental training and environmental compliance requirements are met, and coordinate with Environmental Affairs (EA) staff, as required. The ECC is expected to be the unit's environmental subject matter expert for environmental policy and procedures aboard the installation.

Operational Controls

The following controls apply:

- ECO, ECC, and AECCs will have appointment letters signed by the unit commanding officer or director. A PDF copy of the signed appointment letter will be uploaded into Section 1 of the unit environmental folder found on Microsoft Teams. Units and commands without Microsoft Teams access will provide documents to the Comprehensive Environmental Training and Education Program (CETEP) Coordinator or Compliance Inspector via email.
- ECCs are expected to remain in the position for at least 1 year and encouraged to remain for the maximum extent possible. The use of individuals with Additional Military Occupational Specialty 8056 is encouraged when filling this billet.

- Environmental training will be provided by the CETEP Coordinator between 1 October and 31 March each year for all personnel in ECC's organization. ECC is to schedule training support with CETEP Coordinator for Annual Environmental Awareness and environmental standard operating procedure (ESOP) training.
- ECCs will provide required environmental training to all new joins and document the training using the New Join Roster Template located in Section 2 of the unit environmental folder found on Microsoft Teams.
- ECC will attend monthly scheduled ECC meetings and notify CETEP via email if ECC or AECC will not be present with justification.
- ECC will post the most current Commanding General's Environmental Policy Letter on read boards in common areas.
- ECC will prepare the Practice Identification – Training Needs Assessment (PITNA) in accordance with this ESOP and unit the Letter of Instruction (LOI).
- The PITNA will provide a complete inventory of all environmental practices that pertain to the unit workspaces and will be updated as necessary.
- ECC will maintain and update, as needed, the unit environmental folder located on Microsoft Teams. For additional information, refer to the ECC Unit Environmental Folder Example Template located in Section 1 of the unit environmental folder found on Microsoft Teams
- ECC will prepare and submit an LOI and PITNA to the CETEP office no later than 31 July each year. LOI and PITNA templates are in Section 2 of the unit environmental folder found on Microsoft Teams.
- ECC will post a copy of the "Spill Response Notification Procedures" in common areas to include turnover folders, duty binders, and other official areas that have the potential for a spill.
- ECC will confirm that Battalion Commanders complete the Marine Net course "U.S. Marine Corps (USMC) Environmental Compliance for Commanders/Officers" within 30 days of assuming command and upload the completion certificate into Section 1 of the unit environmental folder found on Microsoft Teams.
- ECC will meet with their Compliance Inspector upon assignment and at the beginning of each fiscal year. ECC and Compliance Inspector will go over the organization's Practice Identification – Training Needs Assessment to determine the applicable practices. The ECC will also meet with the CETEP Coordinator to schedule and review applicable organizational training requirements.
- Maintain complete and accurate environmental training records. Training records must have the instructor's name, date of training, course title, student names, and signatures. These records will be uploaded into Section 2 of the unit environmental folder found on Microsoft Teams.

If there are any specific situations or other concerns not addressed by this document, refer to Marine Corps Order 5090.2, Volume 5, Chapter 4, or contact EA.

Training Requirements

All ECCs (ECOs, ECCs, and AECCs) must be trained in this document and the following:

- General Environmental Awareness training
- USMC – ECC training on Marine Net
- USMC - Introduction to Hazardous Material and Hazardous Waste on Marine Net
- Environmental Management System PowerPoint slides (located in Section 1 of the unit environmental folder)
 - ECCs will review the Environmental Management System PowerPoint. Once slides are reviewed, ECCs will print the first page of slide, sign it, date it, and place it in Section 1 of the unit environmental folder located on Microsoft Teams. PowerPoint can also be provided by the CETEP Coordinator upon request. Slides are in Section 1 of the unit environmental folder.

Recordkeeping

The following records must be maintained:

- Appointment letters for ECO, ECC, and AECC, along with mandatory Marine Net course certifications are maintained in Section 1 of the unit environmental folder found on Microsoft Teams.
- Letter of Instruction and the Practice Identification – Training Needs Assessment records are maintained in Section 2 of the unit environmental folder found on Microsoft Teams.
- Environmental Awareness training rosters, 40-hour Hazardous Waste Operations and Emergency Response certifications, and Introduction to Hazardous Waste Handler's course certifications are maintained in Section 2 of the unit environmental folder found on Microsoft Teams.
- Environmental Awareness Training records for commanders Marine Net course (Battalion Commanding Officers within 30 days of taking command) are maintained in Section 1 of the unit environmental folder found on Microsoft Teams.
- Applicable weekly ESOP inspection records are available upon inspection and copies are maintained in Section 3 of the unit environmental folder found on Microsoft Teams.

Emergency Preparedness and Response Procedures

Refer to the spill response procedures listed in the Abatement ESOP.

Inspection and Corrective Action

The Environmental Compliance Coordinator (ECC) will confirm unit adherence to this ESOP. The ECC will confirm that unit personnel are trained in this ESOP and maintain appropriate documentation in accordance with this ESOP. If this ESOP contains an enclosed inspection checklist, designated personnel will conduct the inspections using this ESOP as guidance and document the inspections via the enclosed checklist. If deficiencies are discovered during an inspection, the ECC will ensure immediate corrective action is taken and that all deficiencies and corrective actions are recorded on the enclosed checklist.

References

- (a) Marine Corps Order 5090.2, Volume 5, Chapter 4
- (b) Environmental Compliance Evaluation Self-Audit Program, CCO 5090.5

Use and Version Control

ESOPs are used to augment instructions contained in official orders and directives, and, where necessary, provide for sufficient control of the installation's significant practices. Environmental Affairs maintains the authoritative, current version of this and other ESOPs on the installation's website: <https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/#environmental-sops>