

Environmental Standard Operating Procedure (ESOP)	
Environmental Compliance Coordinator (ECC)	
Environmental Affairs (EA): Comprehensive Environmental Training and Education Program (CETEP) (760) 830-8328	Revised: 1 October 2024

Subject: ENVIRONMENTAL COMPLIANCE COORDINATOR

Reference: (a) Marine Corps Order 5090.2, Volume 5, Chapter 4

Enclosures: (1) Appendix A
(2) Appendix B
(3) Appendix C

1. Purpose. This document provides environmental protection guidelines for ECCs.
2. Application. This guidance applies to ECCs aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms. For further references to MAGTFTC, MCAGCC in this document, the term "installation" will be used.
3. Procedures. Every identified unit and command will appoint, in writing, an Environmental Compliance Coordinator (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 other individual with sufficient authority to implement environmental requirements at each command. 1st 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/AECC will confirm that unit environmental training and environmental compliance requirements are met, and coordinate with 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.
4. Operational Controls. The following controls apply:
 - a. ECC's will have command endorsed appointment letters to include billet requirements and responsibilities. Upload a copy of the appointment letter signed by the unit Commanding Officer or Director, as well as other required documentation into the six-part folder found on Microsoft Teams. Units and commands without Microsoft Teams access will provide documents to the CETEP Coordinator or Compliance Inspector via email.

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- b. Ensure ECC's can remain in the position for at least 1 year and to the maximum extent possible, use of individuals with AMOS 8056 is encouraged when filling this billet.
 - c. Provide required environmental training. Coordinate with the CETEP Coordinator on environmental training issues.
 - d. ECC's will attend the mandatory scheduled meetings as required.
 - e. Post the most current CG's Environmental Policy Letter on read boards in common areas.
 - f. ECC will prepare and update a complete inventory of all environmental practices that pertain to their unit workspaces and update as necessary with the Practice Identification - Training Needs Analysis (PITNA).
 - g. ECC will maintain and update, as needed, a six-part turnover folder and binder, which can be found on Microsoft Teams. Refer to Appendix A for additional information.
 - h. ECC will prepare a Letter of Instruction and Environmental Training Plan each fiscal year and submit it to the CETEP office no later than 31 July of the fourth quarter for the new fiscal year.
 - i. ECC will ensure to post a copy of the "Spill Response Flow Chart" in common areas to include turnover folders, duty binders, and other official areas that have the potential for a spill.
 - j. ECC will complete the following Marine Net courses and upload them into Section 1 of the six-part folder found on Microsoft Teams:
 - (1) U.S. Marine Corps (USMC) - "Introduction to Hazardous Material and Hazardous Waste"
 - (2) USMC - "Environmental Compliance Coordinator (ECC) training"
 - (3) USMC - "Environmental Compliance for Commanders/Officers (for Battalion COs)"
- *ECCs will review the Environmental Management System PowerPoint located in Microsoft Teams upon assignment. Once slides are reviewed, ECCs will print the first page of slide, sign it, date it, and place it in Section 1. PowerPoint can also be provided by the CETEP Coordinator upon request.
- k. ECC will meet with their Compliance Inspector upon assignment and go over their Practice Identification - Training Needs Analysis to determine the applicable practices for their organization. They will also meet with the CETEP Coordinator to go over applicable training requirements for them and the personnel within their organization.
 - l. Confirm that personnel in their organization receive General Environmental Awareness training by providing the Environmental Awareness video or Environmental Awareness PowerPoint within the first and second quarter. Documentation will be uploaded into Section 2 of the six-part folder found on Microsoft Teams.

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- m. ECC shall ensure that all personnel receive ESOP training on practices that apply to their work section upon assignment and annually. Document training via training roster and upload into Section 4 of the six-part folder found on Microsoft Teams. New Joins may be documented using Appendix "C" or training roster.
 - n. Confirm that Hazardous Materials Representatives, or anyone handling hazardous waste, take installation designated training, the Introduction to Hazardous Waste Handler's course or the 40-hour Hazardous Waste and Emergency Response (HAZWOPER) course upon assignment and before working alone with hazardous materials and hazardous waste.
 - o. Maintain complete and accurate records to document all the environmental instruction. Training records must be retained for 3 years and have the instructor's name, date of training, course title, student names, and signatures. These records will be uploaded into Section 4 of the six-part folder found on Microsoft Teams.
 - p. 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.
5. Documentation and Record Keeping. The following records must be maintained:
- a. Appointment letters and ECO, ECC, and AECC 3 mandatory Marine Net course certifications are maintained in Section 1 of the six-part folder found on Microsoft Teams.
 - b. Practice Identification - Training Needs Analysis certifications are maintained in Section 2 of the six-part folder found on Microsoft Teams.
 - b. Letter of Instruction and Annual Training Plan records are presented in Appendix B and maintained in Section 4 of the six-part folder found on Microsoft Teams.
 - c. 3 years of Environmental Awareness Training rosters, 40-hour HAZWOPER certifications, and Introduction to Hazardous Waste Handler's course certifications are maintained in Section 4 of the six-part folder found on Microsoft Teams.
 - d. Environmental Awareness Training records for commanders (Battalion Commanding Officers within 30 days of taking command) are maintained in Section 4 of the six-part folder found on Microsoft Teams.
 - e. 3 years of applicable weekly ESOP inspection records are available upon inspection.
 - f. 3 years of formal assist visits are maintained in Section 5 of the six-part folder found on Microsoft Teams.

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6. Training. All ECCs (ECOs, ECCs, and AECCs) must be trained in this document and the following:
 - a. General Environmental Awareness training
 - b. USMC - Environmental Compliance Coordinator (ECC) training on Marine Net
 - c. USMC- Introduction to Hazardous Material and Hazardous Waste on Marine Net.
 - d. USMC - Pollution Prevention (P2) training for all personnel on Marine Net.
7. Emergency Preparedness and Response Procedures. Refer to the spill response procedures listed in the Abatement ESOP.
8. 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.

APPENDIX A

Environmental Compliance Coordinators (ECC) Six-part Microsoft Teams Folder Example

Section 1 (Appointment Letters & Training)

- ☐ PDF 1 on 1 Training Roster

ECO, ECC, and AECC (Folders)

- ☐ PDF Appointment Letters Signed by Commanding Officer or Director
- ☐ PDF EMS (PP) Training Roster

MarineNet Training (marinenet.usmc.mil)

- ☐ USMC HQ-MCICOM – Environmental Compliance Coordinator (ECC) Training Cert
- ☐ USMC – Introduction to Hazardous Material and Hazardous Waste Cert

Section 2 (PITNA)

- ☐ Practice Identification Training Needs Analysis (PITNA)

FY 26 PITNA must be completed and submitted to CETEP NLT 31 July 2025

Section 3 (ESOPs, Inspections, Permits)

- ☐ FY 25 ESOPs PDFs
- ☐ FY 25 Inspections & Logs
- ☐ FY 25 Permits

Section 4 (LOI, Training Plan, Training Rosters)

- ☐ Environmental Training LOI
- ☐ Environmental Training Plan

Annual Environmental Awareness Training

- ☐ ESOP Annual Training Master PowerPoint Roster
- ☐ Annual Awareness Video Roster
- ☐ Annual General Awareness Training PowerPoint Roster
- ☐ CG's Environmental Policy Roster
- ☐ New Join Environmental Checklist (Appx "C") Templet

- ☐ - 1 on 1 Training with CETEP for HM/HW
- ☐ 40hr HAZWOPER Course Cert (Contact CETEP Coordinator)
- ☐ Intro to Hazardous Waste Handler's Course Cert (Contact CETEP Coordinator)

Optional if you have already taken the 40hr HAZWOPER

Environmental Awareness Training for Battalion Commanders (30 days of taking command)

- ☐ USMC HQ-MCICOM – Environmental Compliance for Commanders and Officers
(marinenet.usmc.mil)

Section 5 (TAV, FAV, CARs)

- ☐ PDF Scanned copy TAV (Signed) by Compliance Supervisor
- ☐ PDF Scanned copy TAV CAR (Signed) by unit CO or Director
- ☐ PDF Scanned copy FAV (Signed) by EA Director
- ☐ PDF Scanned copy FAV CAR (Signed) by unit CO or Director

Section 6 (References)

AMOS 8065 Checklist for Enlisted

CCO 11000.1K Area clean-up and responsibilities for the combat center

CCO 11000.1K Area clean-up and responsibilities map

Coyote awareness flyer

Defense Logistics Agency (DLA) Training

Environmental program management (5090)

MOR Blank

ECC Six-part Folder (Appx "A")

Tri fold Plug-in Electric Vehicle (PEV) info

Vehicle Maintenance Sign w orders



APPENDIX B

UNITED STATES MARINE CORPS Command Letter Head

5090

[section]

LETTER OF INSTRUCTION XX-25

From: [Director/CO/XO/ECC Name], [Command/Directorate]

To: [Command/Directorate] Staff Members

Subj: LETTER OF INSTRUCTION (LOI) FOR [Command/Directorate] FY25 ANNUAL
ENVIRONMENTAL TRAINING PLAN

Ref: (a) MCO 5090.2, Volume 5

Encl: (1) [Command/Directorate]'s Annual Environmental Training Plan

1. Situation. Per the references, [Command/Directorate] Environmental Compliance Coordinator (ECC) in coordination with the Director/Commanding Officer, [Command/Directorate] and the Deputy Director/Executive Officer, [Command/Directorate] will confirm that personnel assigned to [Command/Directorate] complete scheduled annual environmental training.

2. Mission. Between [October 2024] and [March 2025], personnel assigned to [Command/Directorate] are required to complete Annual Environmental Training. Personnel will accomplish training by watching the General Environmental Awareness video and viewing the Annual Environmental Awareness PowerPoint. **Upon assignment and whenever new practices are introduced into the work section, personnel will be trained by reading the Environmental Standing Operating Procedures (ESOPs) listed in Enclosure 1.**

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The commander's intent is to provide personnel assigned to [Command/Directorate] with Marine Corps required annual environmental training, while preserving [Command/Directorate] mission by complying with U.S. environmental laws.

(2) Concept of Operations. The training of personnel assigned to [Command/Directorate] is of paramount importance to the health, welfare, and morale of both Marines and civilians. For [Command/Directorate] to meet annual and refresher training requirements, personnel assigned to [Command/Directorate] are required to comply with the Annual Environmental Training Plan (Enclosure 1).

b. Subordinate Element Missions

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(a) Will develop an environmental training plan for implementation on a fiscal year basis and will confirm that all new employees receive environmental training as part of the [Command/Directorate] new employee training process.

(b) Will provide current ESOPs to personnel on training subjects listed in Enclosure 1 upon assignment or when a new practice is introduced into the work section.

(c) Will establish and Environmental Training Plan for the new fiscal year by **31 July of the fourth quarter.**

(2) Personnel assigned to [Command/Directorate] are required to comply with this LOI and Enclosure 1.

4. Administration and Logistics. The ECC will update training records and confirm that rosters reflect training completed and will have records available for inspections by EA and external regulatory agencies.

5. Command and Signal

a. Command. This LOI is effective the date it is signed.

b. Signal. This LOI is applicable to all personnel assigned to [Command/Directorate].

INSERT NAME
CO/XO/Director/Deputy

DISTRIBUTION:
ALL Personnel
CETEP Coordinator

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Annual Environmental Training Plan

1.0. Purpose. To establish the fiscal year 2025 Annual Environmental Training Plan for the [Command/Directorate].

2.0. Application. Environmental compliance applies to all personnel assigned to [Command/Directorate].

3.0. References

- a. Marine Corps Order 5090.2, Volume 5
- b. Combat Center Bulletin 5090
- c. Marine Corps Air Ground Combat Center (MCAGCC) General Environmental Awareness video
- d. MCAGCC Environmental Standard Operating Procedures (ESOPs) applicable to [Command/Directorate]

4.0. Procedure

4.1. The Environmental Compliance Coordinator (ECC) will develop an Annual Environmental Training Plan and confirm that [Command/Directorate] and its staff comply with environmental practices.

4.2. New employees who report to [Command/Directorate] will receive environmental compliance training in accordance with [Command/Directorate] new employee check in process.

4.3. Personnel assigned to [Command/Directorate] will accomplish environmental compliance training on fiscal year basis and refresher training on an as needed basis.

4.4. All personnel assigned to [Command/Directorate] will accomplish training requirements [October 24] through [March 25] by watching the General Environmental Awareness Video or the General Environmental Awareness PowerPoint and by reading and familiarizing themselves with the following Environmental Standing Operating Procedures (ESOPs). After reading the ESOPs and viewing the video or PowerPoint, personnel are required to sign rosters. An updated PowerPoint can be accessed in Microsoft Teams or provided upon request from the Comprehensive Environmental Training and Education Program office.

(Insert Unit's ESOPs listed below)

(1) Abatement and all other ESOPs highlighted in yellow on the Practice Identification - Training Needs Analysis are mandatory.

4.5. The ECC is required to become familiar with the previously listed ESOPs listed and the ESOPs listed as follows:

- (1) Environmental Compliance Coordinator (ECC)
- (2) Sustainable Procurement
- (3) National Environmental Policy Act Documentation



APPENDIX C

New Join Environmental Checklist

Trainings conducted:

- Environmental Awareness Video
- Environmental Awareness Brief
- Safety Data Sheets
- Hazardous areas specific to assigned work section
- ESOPs pertaining to work section

Applicable Orders and Policies pertaining to environmental responsibilities:

- Marine Corps Order 5090.2
- Combat Center Bulletin 5090
- Commanding General's Environmental Policy Statement

Supervisor or ECC Providing Training:

Rank Name (Last, First, MI) EDIPI Co/Sect/Plt Date

New Join Receiving Training:

Rank Name (Last, First, MI) EDIPI Co/Sect/Plt Date