

Environmental Standard Operating Procedures (ESOP)	
Environmental Compliance Coordinator (ECC)	
Environmental Affairs (EA): CETEP (760) 830-8328	Revised: 1 October 2023

Subj: ENVIRONMENTAL COMPLIANCE COORDINATOR

Ref: (a) MCO 5090.2, Vol 5, Chp 4  
(b) CCO 5090.2C CETEP Plan

Encl: (1) Appendix "A"  
(2) Appendix "B"  
(3) Appendix "C"  
(4) Appendix "D"

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. Appoint unit ECC, 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 EA staff, as required. The ECC is expected to be his/her unit's environmental subject matter expert for environmental policy and procedures aboard the installation.

4. Operational Controls. The following controls apply:

a. The ECC's will have command endorsed appointment letters to include billet requirements and responsibilities. Keep on file and deliver a copy to CETEP office.

b. 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 1st Marine Division (1st MarDiv), as per the Commanding General's (CG) guidance, ECC's will be of the rank of Staff Sergeant or higher, alternates will be Sergeant or above. Additionally, 1st MarDiv units will also assign an Environmental Officer.

c. Ensure required environmental training is provided; coordinate with the Comprehensive Environmental Training & Education Program (CETEP) Coordinator on all environmental training issues.

d. ECC's will attend the mandatory scheduled meetings as required.

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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 Training Needs Analysis (TNA) Survey and ESOP checklist.

g. ECC will maintain and update as needed a 6-part turnover folder/binder. See appendix "A" for proper set up.

h. ECC will prepare a Letter of Instruction and Environmental Training Plan each fiscal year and submit it to the CETEP office **NLT 31 July of the 4th 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 Environmental Compliance Coordinator computer-based training upon assignment. The training can be accessed from Marine Net, Microsoft Teams in the ECC folder or a CD with the training can be picked up from the EA office for those without Marine Net access. In addition to the ECC Marine Net course, the following courses are required to be taken via Marine Net (those without Marine Net access can schedule to take courses online with CETEP Coordinator):

- (1) USMC- Introduction to Hazardous Material and Hazardous Waste
- (2) USMC- Hazardous Material Shelf-Life Management
- (3) USMC- Air Quality Compliance
- (4) USMC- SPCC and Tank Management
- (5) Oil/Water Separator
- (6) USMC- Pollution Prevention (P2) Training for All Personnel
- (7) USMC- Storage Tank Management

\*ECCs shall review the Environmental Management System (EMS) power point located in Microsoft Teams upon assignment. Power point can also be provided by CETEP Coordinator upon request.

k. ECC will complete ESOP training provided by their Compliance Inspector upon assignment.

l. ECC shall ensure that all personnel in their organization receive General Environmental Awareness training by providing the Environmental Awareness video or Environmental Awareness power point within the first quarter. Globally Harmonized System training must be taken and scheduled through base safety.

m. ECC shall ensure that all personnel receive ESOP training on practices that apply to their work section upon assignment. (Document via training roster or environmental checklist Appendix D)

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n. ECC shall ensure that HazMat Reps take installation designated training and Intro to Hazardous Waste Handler's Course or the 40 hr. HAZWOPER Course upon assignment and prior to working alone with hazardous materials and or hazardous waste.

o. ECC shall maintain complete and accurate records to document all environmental instruction. Training records must be retained for three years.

p. Each organization and unit shall prepare and maintain desktop/turnover procedures for each environmental billet. Desktop/turnover procedures need not be all inclusive or formal; rather, they may simply be a list of significant items and standardized instructions pertinent to an environmental billet's position description or duties. Normally, desktop/turnover procedures should include such items as current references; step-by step procedures for completing required duties; points-of-contact names, telephone numbers, and email addresses; and instructions for required reports. Desktop/turnover binder contents see appendix "A" may be included within desktop/turnover procedures.

q. If there are any specific situations or other concerns not addressed by this document, refer to references (a) and (b) or contact EA.

5. Documentation and Record Keeping. The following records must be maintained:

a. Appointment letter maintained in section one of 6 part folder/binder.

b. ESOP checklist, Authorized Use List (AUL) and TNA Survey maintained in section two of 6-part folder/binder.

c. Letter of Instruction and Annual Training Plan, appendix "B" maintained in section four of 6-part folder/binder.

d. 3 years of Environmental Awareness Training rosters, ECC, EMS, and all other training certificates maintained in section four of 6-part folder/binder.

e. Environmental Awareness Training for commanders (Battalion Commanding Officer's within 30 days of taking command) maintained in section four of 6-part folder/binder.

f. 3 years of applicable weekly ESOP inspection records available upon inspection.

g. 3 years of Formal Assist Visits maintained in section five of 6-part folder/binder.

6. Training. All Environmental Compliance Coordinators must be trained in this document and the following:

a. General Environmental Awareness Training.

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b. ECC's will complete the required Environmental Compliance Coordinator training as outlined in the operational controls.

7. Emergency Preparedness and Response Procedures. Refer to the spill response procedures listed in the Abatement ESOP.

8. Inspection and Corrective Action. On a routine basis inspect program to ensure mission sustainability and that there is no threat to human health and the environment.

## APPENDIX "A"

### Environmental Compliance Coordinator's (ECC) Folders

#### Section 1

1. Appointment Letter

#### Section 2

1. Environmental Standard Operating Procedure checklist
2. Summary Page of practices in each building/section with number of employees. Also include total number of practices in each building/section.
3. Training Needs Analysis Survey
4. Authorized Use List (AUL)
5. A list of environmental compliance permits for which the incumbent is responsible and a description of the activities for which the permits are applicable.

#### Section 3

1. ESOPs for each environmental practice - reference EA webpage for most current version - <https://www.29palms.marines.mil/Staff-Offices/Environmental-Affairs/Environmental-SOP/>

#### Section 4

1. Letter of Instruction signed by the Commanding Officer/Director or someone with by direction
2. Annual Environmental Training Plan (enclosure 2 of the LOI)
3. Environmental Awareness for commanders' certificate (Battalion COs) note - must complete within 30 days of taking command. Can pick up CD from the CETEP Office. Provide copy of certificate to CETEP Office.
4. Environmental training rosters signed by all personnel that include topic of training, first and last names of students, instructor full name and date of training. Must maintain at least three prior fiscal years of rosters.
5. Copy of Environmental Compliance Coordinator Course training or other required certificates listed in ECC ESOP under operational controls. ECC training CD can be picked up from CETEP office or accessed in Microsoft Teams.
6. Environmental Management System training attend class held during ECC meeting or review power point in Microsoft Teams within 30 days of assignment.

#### Section 5

1. Copies of inspection results and actions taken from (Formal Assist Visits and Commanding General Inspection Program inspection results) for at least three prior fiscal years.

#### Section 6

1. References
    - a. CCO 5090.2D Comprehensive Environmental Training and Education Program
    - b. CCBul 5090: Environmental Compliance Evaluation (ECE) Self -Audit Program
    - c. CCO P5090.8D, Environmental Management System Manual
    - d. CCO 5090.4J, National Environmental Policy Act (NEPA)
    - e. MCO 5090.2, Vol 1-21
    - f. CCO 5090.1D Integrated Contingency Operations Plan (ICOP)
    - g. Commanding General's Environmental Policy Statement posted on base webpage
- \*Note - Do not need to print all orders, look online for most current version as needed.



## 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, Vol 5  
(b) CCO 5090.2D CETEP Plan

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 ensure all personnel assigned to [Command/Directorate] complete scheduled annual environmental training.

2. Mission. Between [Month/Year] and [Month/Year] all personnel assigned to [Command/Directorate] are required to complete Annual Environmental training. Personnel will accomplish training by watching the General Environmental Awareness Video, viewing the Annual Environmental Awareness Power Point. **All personnel upon assignment and when new practices are introduced into the work section 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. To provide personnel assigned to [Command/Directorate] with Marine Corps required annual environmental training, while preserving [Command/Directorate] mission by complying with our nation'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 our Marines and Civilians. In order for [Command/Directorate] to meet annual and refresher training requirements, all personnel assigned to [Command/Directorate] are required to comply with the Annual Environmental Training Plan (Enclosure (1)).

##### b. Subordinate Element Missions

(1) Environmental Compliance Coordinator (ECC)

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

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

(b) **Will provide current ESOPs to all personnel on the 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 new FY by **31 July of the 4th quarter.**

(2) All 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 ensure 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 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

## Annual Environmental Training Plan

**1.0. Purpose.** To establish the FY25 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. MCO 5090.2, Vol 5
- b. CCO 5090.2D
- c. CCO 5090.8D
- d. CCBul 5090
- e. MCAGCC General Environmental Awareness Video
- f. All MCAGCC ESOPs applicable to [Command/Directorate]

### **4.0. Procedure**

4.1. The Environmental Compliance Coordinator (ECC) will develop an Annual Environmental Training Plan and ensure 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 [MTH/YR] through [MTH/YR] by watching the General Environmental Awareness Video or the General Environmental Awareness power point and by reading and familiarizing themselves with the following Environmental Standing Operating Procedures (ESOPs). After reading the ESOPs and watching the video or power point, personnel are required to sign rosters. An updated power point can be accessed in Microsoft Teams or provided upon request from the CETEP Office.

(Insert Unit's ESOPs listed below)

- (1)
- (2)
- (3)

4.5. The ECC is required to become familiar with the ESOPs listed above and the ESOPs listed below:

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

**Enclosure (1)**



APPENDIX "C"

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



## APPENDIX "D"

# New Join Environmental Checklist

### Training Conducted:

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

### Applicable Orders/Policies pertaining to environmental responsibilities:

- MCO 5090.2
- CCO 5090.2
- Commanding General's Environmental Policy Statement

### Supervisor or ECC Providing Training:

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Rank	Name (Last, First, MI)	EDIPI	Co/Sect/Plt	Date
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### New Join Receiving Training:

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