UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788110
TWENTYNINE PALMS, CALIFORNIA 92278-8110

5090
4E

AUG 16 2017

From: Deputy, Assistant Chief of Staff G-4
To: Military Personnel, Civilian Employees, and Contractors

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM PLAN

Ref: (a) MCO P5090.2A w/Ch 1-3
(b) http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/

Encl: (1) CETEP Instruction Manual

1. The enclosure documents and describes decisions made to ensure appropriate environmental training and information are provided to all targeted personnel. It also provides a detailed description of the impact of environmental training and requirements for the Combat Center's programs and procedures established to address overall Marine Corps readiness, pollution prevention, quality of life, and environmental compliance goals.

2. All Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, Officers in Charge, all Marines and Sailors and contractors training and operating aboard the Combat Center shall comply with the references and enclosure provided.

3. This Comprehensive Environmental Training and Education Program Instruction Manual will be reviewed annually to ensure compliance with higher level directives.

M. A. MYRUM

LOCATOR SHEET

Location: _____

(Indicate the location(s) of the copy(ies) of this Instr Manual)

RECORD OF CHANGES

History of Document Revisions

The Comprehensive Environmental Training and Education Program (CETEP) Plan is a living document. It will be revised as Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center's (MAGTFTC, MCAGCC) CETEP evolves and continually improves. This manual is therefore subject to the document management procedures described in Environmental Management Procedure -12, Document and Record Control in Combat Center Order (CCO) P5090.8.

All previous revisions of this document are obsolete. Subsequent revisions will be recorded in the following table, adding appropriate information.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change
1	170809	170809	
2	171129	171129	
3	180212	180212	

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Chapter 1

Introduction

1. Purpose and Scope

a. The primary purpose of this plan is to implement training mandated by Headquarters Marine Corps CETEP and the Environmental Management System (EMS).

b. Failure to comply with these regulations may subject the offender to administrative action or disciplinary action under the Uniform Code of Military Justice and Federal law.

2. Commander's Intent

a. Commanding Officers, Directors, and Officers in Charge will ensure Marines in their charge are familiar with and comply with the instructions in this instruction manual. Environmental training and education have been standardized for the Combat Center and tenants through this plan. All personnel will be trained to perform their duties and maintain combat readiness while supporting Marine Corps environmental goals.

b. The MAGTFTC, MCAGCC and all tenant commands will comply with applicable federal, state, and local statutory and regulatory requirements pertaining to environmental training and education.

3. Responsibilities

a. The unit commanders and directors shall appoint an Environmental Compliance Coordinator (ECC) to manage compliance with this plan and ensure that this individual (or an alternate) attends the ECC meeting which is held monthly at the Combat Center. The ECC plays a key role within each unit.

b. Director, Environmental Affairs (EA) shall administer the CETEP Plan for the Combat Center and its tenant commands and assign a CETEP Coordinator.

c. CETEP Coordinator shall:

(1) Be the primary contact for environmental training.

(2) Hold monthly ECC meeting.

(3) Maintain and update CETEP Plan.

(4) Provide environmental training updates on the Environmental Management Portal.

(5) Coordinate Earth Day festivities for the base.

d. ECC's shall:

(1) Ensure that all personnel in their unit receive general environmental awareness training in accordance with Section 3001 of this plan.

(2) Create and maintain an annual training plan in accordance with

these requirements for all personnel within the unit or activity.

(3) Maintain complete and accurate records to document all environmental instruction. Training records must be retained for three years after personnel last worked at the site. Training logs are retained for three years following the training. Training records must contain the following information:

(a) Job title.

(b) Job description, including duties.

(c) Description of the introductory and continuing training that will be given to each position.

(d) Records demonstrating completed training.

4. Federal and State Statutes

a. Clean Air Act

b. Clean Water Act

c. Comprehensive Environmental Response, Compensation and Liability Act and Superfund Amendments and Reauthorization Act Title III

d. Endangered Species Act

e. Federal Facilities Compliance Agreement

f. Federal Insecticide, Fungicide, and Rodenticide Act

g. Hazardous Material Transportation Uniform Safety Act

h. National Environmental Policy Act (NEPA)

i. Occupational Safety and Health Act (OSHA)

j. Resource Conservation and Recovery Act (RCRA)

k. Safe Drinking Water Act

l. California Hazardous Waste Control Act

m. California Health and Safety Act

Chapter 2

Environmental Documentation Process

1. Training Needs Assessment Process

a. Chapter 5 of reference (a) and the MAGTFTC, MCAGCC's EMS Manual (CCO 5090.8B) require that the CETEP contain an environmental training needs analysis for the installation. The training needs analysis describes: demographic information, significant environmental characteristics and requirements, a list of training requirements, and personnel who must attend the training.

2. Demographic Information

a. All civilian and military personnel at MAGTFTC, MCAGCC are subject to environmental training requirements.

b. In 2015, there were 1,900 civilians and 11,000 military personnel working for various activities within the installation per the Community Impact Report 2016, MAGTFTC, MCAGCC, Twentynine Palms, California. These activities include, but are not limited to:

(1) Resource Management

(2) MAGTF Training

(3) Installation Support

(4) Government & Eternal Affairs

(5) Communications

(6) Mission Assurance

(7) Protocol

(8) Performance and Innovation

(9) Marine Corps Community Services

(10) Religious Ministries

(11) Human Resources Office

(12) Equal Opportunity Advisor

(13) Inspector General

(14) Legal Services Support Team

(15) Regional Contracting Office North West

(16) Headquarters Battalion

(17) Marine Corps Logistics Operations Group

(18) Tactical Training Exercise Control Group

(19) Marine Corps Communication Electronics School

(20) Naval Hospital 29 Palms

(21) 7th Marine Regiment

(22) 1st Battalion, 7th Marines

(23) 2d Battalion, 7th Marines

(24) 3d Battalion, 4th Marines

(25) 3d Battalion, 7th Marines

(26) 3rd Battalion, 11th Marines

(27) 1st Tank Battalion

(28) 4th Tank Battalion

(29) 3d Light Armored Reconnaissance Battalion

(30) Combat Logistics Battalion 7

(31) Company D, 3d Assault Amphibian Battalion

(32) Marine Wing Support Squadron 374

(33) 23d Dental 1st Dental Battalion 1st Marine Logistics Group

(34) Armed Services Young Men's Christian Association

(35) Contracted Owned, Contractor Operated Fuel Facility

(36) Defense Commissary Agency

(37) Headquarters Battalion

(38) Lion Protects

(39) Naval Criminal Investigative Service

(40) Navy and Marine Corps Relief Society

(41) Navy Personnel

(42) Western Area Research, Test and Evaluation Center

(43) Southwest Regional Fleet Transportation

(44) Staff Judge Advocate

(45) Veterinary Services

(46) Marine Corps Tactics Operations Group

(47) Combat Logistics Command 13

c. The installation resides in San Bernardino County and the local population primarily resides within the city of Twentynine Palms. The 2010-2014 American Community Survey 5-Year Estimates for San Bernardino County was 2,078,586 people per the United States Census Bureau in 2014. The local Twentynine Palms community within San Bernardino County had a population of 25,601 people in 2014 per the American Community Survey.

d. Additional personnel reside at the installation temporarily while participating in training exercises at MAGTFTC, MCAGCC. Personnel from Fleet Marine Force and United States Marine Corps Reserves participate in various training exercises at the installation each year. This training consists of infantry troops, artillery and armored battalions, fixed-wing aircraft, and attack helicopters, representing approximately 65,000 personnel per year.

3. Environmental Characteristics and Requirements

a. The mission of MAGTFTC is to develop, conduct, and evaluate the Marine Corps' Combined Arms Training Program. MAGTFTC, MCAGCC provides support to the Marine Corps Communications Electronics School. MAGTFTC, MCAGCC occupies 1,100 square miles, or 2,849 square kilometers, of the southern Mojave Desert. In 2013, congress authorized the addition of the Johnson Valley Exclusive Military Use and Shared Use areas to the Combat Center's training lands. The terrain is primarily high desert with large expanses of flat, open desert broken up by rocky mountainous terrain. MAGTFTC, MCAGCC is approximately five miles north of the city of Twentynine Palms and 60 miles northwest of the city of Palm Springs. MAGTFTC, MCAGCC is part of the unincorporated County of San Bernardino.

(1) Most of MAGTFTC, MCAGCC is undeveloped land consisting of 22 training areas that are defined primarily by natural topographic features. These areas vary in size from ten to 74 square-miles. Training facilities include an expeditionary airfield and an exercise support base. The installation maintains restricted air space above the training range for air-to-air and air-to-ground training. Seven square miles of developed land, called "Main side", contains the majority of the operational, maintenance, storage, administrative, and personal support facilities.

(2) There are a total of 3,358 buildings, of which 1,606 are family housing units.

(3) Environmental operations at MAGTFTC, MCAGCC are the responsibility of all employees. Environmental activities at MAGTFTC, MCAGCC include a full range of environmental compliance, remediation, and pollution prevention activities. The Natural Resources and Environmental Affairs Division has oversight and compliance responsibilities.

b. MAGTFTC, MCAGCC maintains environmental permits in the following numbers and categories:

Statute	Number of Permits
Clean Air Act	111
Clean Water Act	1
RCRA C and RCRA D	2
Safe Drinking Water Act	1

c. There are 88 sites on MAGTFTC, MCAGCC that collect hazardous waste or used materials at Satellite Accumulation Areas. Some of the waste or used materials are controlled at the generating site by contractors and are

classified as recycled waste. The remaining waste or used materials are evaluated and profiled at the MAGTFTC, MCAGCC Hazardous Waste Accumulation Area. Hazardous wastes may be accumulated on-site for less than 90 days.

d. MAGTFTC, MCAGCC has one Wastewater Treatment Plant (WWTP).

4. MAGTFTC, MCAGCC ENVIRONMENTAL PRACTICES

a. The installation has identified the environmental activities and practices which occur at MAGTFTC, MCAGCC as part of the EMS evaluation process.

b. The EMS Team and CETEP Coordinator have developed a prioritized list of 52 Environmental Standard Operating Procedures (ESOPs) which form the core of MCAGCC's environmental training program. Appendix B lists the 52 ESOPs which are posted on the EA Division's webpage at http://www.29palms.marines.mil/Staff/G4-Installations-and-Logistics/Environmental-Affairs/Environmental-SOP/.

c. Each ESOP identifies the environmental training requirements, applicable laws and regulations, and a compliance checklist associated with a single environmental practice. Each ESOP has been reviewed and approved by the CETEP Coordinator, a media specialist, and the Subject Matter Expert.

d. Most personnel at the installation have multiple practices and ESOPs which pertain to their duties. General Environmental Awareness Training and Hazard Communication/Globally Harmonized System training are required for all personnel.

5. QUANTIFIED ENVIRONMENTAL TRAINING NEEDS

a. The list provided in Table 2-1 shows the estimated training requirements and training accessibility for Combat Center Personnel. This estimate is based on input provided by the Media Specialist and ECCs in June 2016. It should be noted that an individual is likely to have multiple practices which pertain to their daily duties.

Table 2-1

COURSE	DESCRIPTION	RESOURCE	# of PERSONNEL
General Environmental Awareness Training	Video, PowerPoint Presentation and ESOP Awareness	CETEP Coordinator	All Combat Center Personnel
Introduction to Hazardous Waste Generation and Handling	This 24 hour course provides information needed by personnel who generate hazardous waste to perform their duties safely in accordance with Navy/Marine Corps policy standards.	Marine Corps Funded Annual Class - Civil Engineer Corps Officers School (CECOS)	To Be Determined (TBD)
Resource Conservation and Recovery Act (RCRA) Hazardous Waste Review	Hazardous Waste Annual Refresher is an eight hour course that provides hazardous waste workers with updated regulatory and technical information needed to perform their duties safely and in compliance with Navy/Marine Corps policy standards.	Marine Corps Funded Annual Class - CECOS	TBD
40 hour Hazardous Waste Operations Emergency Response (HAZWOPER)	This course addresses safety and other issues potentially encountered at uncontrolled hazardous waste sites including: hazard recognition; toxicology; air monitoring instruments; selection, use and limitations of respirators and personal protective equipment (PPE); laws and regulations; physical hazards;	Locally Funded - Contractor Supported	TBD

	confined space entry; drum handling; decontamination.		
Eight hour HAZWOPER Refresher	This refresher course addresses safety and other issues potentially encountered at uncontrolled hazardous waste sites including: hazard recognition; toxicology; air monitoring instruments; selection, use and limitations of respirators and PPE; laws and regulations; physical hazards; confined space entry; drum handling; decontamination.	Locally Funded - Contractor Supported	TBD
Department of Transportation Manifest	Course covers 49 Code of Federal Regulations (CFR) 172.704, for Combat Center employees who select or fill hazardous materials packages, label containers, complete shipping papers, load or unload vehicles, transload hazardous materials, or operate vehicles used in the transport of hazardous materials.	Locally Funded - Contractor Supported	TBD

Chapter 3

CETEP Development

1. General Environmental Awareness

a. Awareness of environmental training requirements is critical for a successful CETEP. The CETEP provides for general environmental awareness training to ensure all personnel receive training on their environmental responsibilities, potential environmental hazards, and Marine Corps-wide environmental policies and projects.

b. The aim of the General Environmental Awareness Program is to provide information and education concerning environmental programs and policies at MAGTFTC, MCAGCC. The program also provides general information on environmental responsibilities, laws and regulations, potential environmental and health impacts, and environmental success stories at MAGTFTC, MCAGCC.

c. General environmental awareness will be implemented using one or more of the following methods: briefings, information packets, fact sheets, newspaper articles, and web pages. Any unit, visiting training unit, or contractor who operates aboard MAGTFTC, MCAGCC is provided with materials on protection of the desert tortoise.

d. Organizations and units are required to provide general environmental awareness training to contractors and new personnel. This can be accomplished several ways:

(1) Request a representative from the EA Division to deliver the training.

(2) Request a copy of EA Division's PowerPoint presentation, training video or deliver the training themselves.

e. General environmental awareness information provided by EA includes:

(1) Environmental policies, programs, and projects

(2) Recycling programs

(3) Household hazardous waste management

(4) Authorized areas for automotive maintenance

(5) Natural and Cultural resources protection

(6) Threatened and endangered species

(7) MAGTFTC, MCAGCC EA Webpage: http://www.29palms.marines.mil/Staff/G4-Installations-and-Logistics/Environmental-Affairs/Environmental-Documents/

f. There are several visitors to MAGTFTC, MCAGCC. It is impossible to ensure each visitor receives a general environmental awareness briefing; however, several methods are utilized to convey environmental awareness. Information, such as signs, posters, and recycling placards are provided. Visitors participating in environmental programs or projects, such as the

MAGTFTC, MCAGCC Recycling Program, will receive an environmental general awareness briefing from the environmental program manager.

g. Contractors and their subcontractors who work at MAGTFTC, MCAGCC are responsible for ensuring their employees have received all required environmental training. Contractors involved in construction or maintenance activities are required to review all ESOPs that are applicable to their work site, as well as instructions stated in their Decision Memorandum, which includes environmental procedures and compliance information. ESOPs can be accessed on the EA webpage at: http://www.29palms.marines.mil/Staff/G4-Installations-and-Logistics/Environmental-Affairs/Environmental-SOP/.

h. New and updated general environmental awareness information will be disseminated through the EA Division's webpage and other media as previously discussed in this chapter. To rapidly disseminate information, the EA Division uses "Speedcalls," or disseminates the information directly to the ECCs.

i. In addition to the general environmental awareness efforts, the following program has specific environmental awareness components:

(1) Water Quality Program

(a) Annual Drinking Water Quality Report/Consumer Confidence Report distributed to all residents in base housing.

(b) Annual Drinking Water Quality Report/Consumer Confidence Report published in installation newspaper.

j. Quality Assurance. The CETEP Coordinator evaluates and documents all general environmental awareness initiatives to ensure their validity and effectiveness. Compliance Inspectors will inspect units to ensure the effectiveness of CETEP.

2. Marine Corps Job-specific Training

a. Job-specific training ensures that all personnel aboard the installation who perform environmental duties as part of their job understand their environmental responsibilities, applicable regulations, and requirements.

b. The EA Division has developed ESOPs to describe the environmental impacts and training requirements associated with each practice. Job-specific training should begin by identifying and reviewing applicable ESOPs.

c. Job-specific required environmental training includes:

(1) Personnel who may be exposed to hazardous materials and or hazardous wastes in the course of their duties must receive training upon initial assignment and whenever a new hazard is introduced to the work area. This training shall include information about hazardous materials hazards, protective measures, release awareness, and exposure symptoms.

(2) Personnel with duties involving the transportation or shipment of hazardous materials or wastes must complete associated training and certification upon initial assignment to the duty. The target population for job-specific training includes all military and civilian personnel, both

resident and visiting, that perform environmental duties aboard the installation as identified in the Training Needs Analysis from Chapter 2.

(3) Personnel involved in the operation and maintenance of equipment that may discharge fuel or oil must receive Spill Prevention, Control, and Countermeasures training upon initial assignment.

(4) Personnel with primary duties involving Hazardous Waste (HW) must be trained within six months after assignment. Individuals may not work unsupervised until training is completed and must attend annual refresher training.

(5) The EA Division is responsible for training that relates to the Integrated Contingency Operations Plan and for all required training of Hazardous Waste Management Section personnel.

d. OSHA requires training for personnel handling or using Hazardous Materials (HM). The installation's Center Safety provides Hazardous Communication and Awareness (HAZCOM)/Globally Harmonized System Training for all military and civilian personnel that handle or manage HM or HW. Completion of HAZCOM training is required for appropriate personnel or employees within three months of joining the unit. Center Safety is responsible for the general HM safety training program.

3. Environmental Training for Commanding General (CG), Commanding Officers (CO), and Department Directors (DD)

a. All top-level Marine Corps civilian and military leaders should understand their roles and responsibilities regarding environmental issues aboard the installation. General environmental awareness information is included in the orientation or in-briefings that the CG, COs, and DDs receive when assuming command. A Commander's training CD is provided to unit ECCs upon request from the EA office.

b. The Director of the EA Division, or their representative, provides a weekly environmental briefing to the Chief of Staff.

c. The target population of the CG, CO, and DD Information Program are the Commanders of the activities identified in Chapter 2 of this manual.

d. The CG will receive a general environmental awareness briefing as part of the in-briefing cycle scheduled by the Staff Secretary. The briefing will be presented by the Assistant Chief of Staff G-4 and the Director of EA. The briefing focuses on environmental legal requirements at the installation, current status of environmental programs, and other items of interest. The EA Division will present additional general environmental awareness training and information during regularly scheduled staff meetings. Action-specific briefs will be conducted as required to provide information concerning on-going or proposed environmental programs and projects.

4. Training for Environmental Professionals

a. This section covers personnel who respond to emergencies involving hazardous materials and hazardous waste, in addition to those who work with asbestos or at the boiler plant, WWTP, and the Installation Restoration Program (IRP).

b. Personnel assigned environmental job responsibilities will be provided with the appropriate required training. There are distinct groups of personnel who require job-specific environmental training.

c. Fire Department training is managed by a single person training section. Training is provided by department personnel based on proficiency level, certification level, and capability of individuals or teams. Training is scheduled, conducted, and managed in accordance with federal, state, and local laws and regulations, inclusive of National Fire Protection Association (NFPA) 1500, Department of Defense Instruction 6055.6M, and OSHA 1910.120 and 146. All required environmental training is acquired through the California Specialized Training Institute.

d. Explicit training requirements defined in this section are expressly stated as required in laws and regulations and will be the first priority of training. They apply to specific personnel (or groups) who are assigned job duties or work at sites that expose or potentially expose them to hazardous or threatening conditions. The training needs assessment will identify environmental training needs for each MCAGCC work section. Failure to provide training to address these conditions is a compliance violation.

e. Personnel who work under the IRP and abatement programs (asbestos and lead-based paint) must receive 40-hour HAZWOPER and or eight hour refresher training. The supervisors of these personnel are responsible for ensuring that the correct training is taken and maintained annually.

f. The following training content will be used to deliver training for personnel that respond to HM emergencies. Personnel will receive initial HM response training and demonstrate proficiency prior to being assigned HM response duties. HM response training will occur in the following areas and corresponding topics:

(1) Emergency Response Personnel Training or Combat Center Fire Department HM Responders:

(a) NFPA 472 Professional Competences of Responders,

(b) NFPA 1001 Firefighter Professional Qualifications,

(c) NFPA 1021 Fire Officer Professional Qualifications, and

(d) Naval Facilities P-1014.8.

(2) HM Response Procedures:

(a) First Responder, ref. NFPA 472

(b) Hazardous materials Teck 1, ref. NFPA 472 Safety

(c) Identification of HM

(d) Safety procedures used at HM emergencies

(e) Establishment of safety zones (HOT, WARM, COLD)

(f) HM terminology

(3) Hazard Identification:

(a) Identification of Class A and Class B HM commodities

(b) Interpretation of 704M diamond placard system

(c) CFR 49 (Part 172 Subpart F) placard system

(d) Hazard identification equipment, databases, and resource materials

(4) Decontamination:

(a) Set up of a decontamination area

(b) Decontamination equipment and solutions

(c) Containment procedures and equipment

(d) PPE, including protection level determination

(e) Components and requirements of each level of protection

(f) Use and care of PPE

(5) Incident Command System:

(a) Use of the Incident Command System in HM emergencies

5. Implicit Training

a. The CETEP Coordinator will identify implicit training needs and ensure that they are incorporated into future versions of this plan. Implicit training is not required by law or regulation, but can be reasonably inferred as required or necessary due to the nature of the job actions, required functions, or licensing and certification requirements mandated by environmental laws or regulations. For example, NEPA does not require any explicit training by law or regulation; however, personnel within the EA Division are trained in these requirements because it benefits the installation and avoids compliance problems.

Chapter 4

Instructional Quality Assurance

1. Quality Assurance

a. This section lists the methods used to ensure that all instructions received by installation personnel requiring environmental training is valid, relevant, and meets Marine Corps training quality standards. It describes:

(1) How the review and approval of instruction is performed prior to being conducted.

(2) How the internal evaluation of instruction is presented and the steps taken to ensure the competency and capability of those providing environmental instruction.

b. MAGTFTC, MCAGCC has three categories of courses which are offered:

(1) ESOPs

(2) CECOS or Inter-Service Environmental Education and Review Board (ISEERB) approved courses.

(3) Contractor supported courses

(4) Environmental Learning Management System (ELMS): https://elms.usmc.mil

2. Implementation Strategies

a. The CETEP Coordinator determines which environmental practices require training and oversees the development and revision of applicable ESOPs. During the monthly ECC meetings, the CETEP Coordinator will solicit feedback on existing and new courses required to meet the CETEP Plan requirements.

Chapter 5

Recordkeeping System

1. General

a. The CETEP Coordinator and ECCs ensure that complete and accurate records are maintained for all environmental training. Existing recordkeeping systems will be utilized to report, document, and identify environmental training that is required, requested, scheduled, and completed.

b. Training records shall be maintained for three years from the date on which the training occurred.

2. Certification and Training

a. Certain employees hold certifications as part of their job description. These employees are responsible for maintaining their certification as part of their job duties. Examples include, but are not limited to:

(1) Asbestos abatement

(2) Boiler plant operations

(3) Pesticide application

(4) WWTP operations

(5) Lead abatement

b. Federal and Marine Corps regulations for recordkeeping as they pertain to the environmental field can be found in Appendix D of the Marine Corps Order P5090.2A.

c. ECCs will work in conjunction with their Training Officer (S-3) to ensure that all personnel requiring environmental training have been identified and are scheduled to receive training. Each activity's environmental training plan will identify all environmental training requirements for each member of their organization.

d. The ECC shall maintain records on environmental training conducted at MAGTFTC, MCAGCC for at least three years after their effective date.

Chapter 6

Training Efficiencies

1. General

a. ECCs will use centrally-provided instruction and materials to the fullest extent possible. MAGTFTC, MCAGCC has an extensive library of ESOPs that are available on the EA webpage. If any commands cannot access the EA webpage due to computer domain issues, the ESOPs can be provided as hardcopies. The ESOPs and ELMS Courses should be used first, whenever possible. The preferred method of awareness training is unit requested in house training, provided by the CETEP Coordinator. This training will be done at the battalion, company, and office sized training level.

2. Implementation

a. The CETEP Coordinator will coordinate all required training with the ECCs.

b. CECOS maintains a course catalog at: https://www.netc.navy.mil/centers/csfe/cecos/.

c. ESOPs can be found at: http://www.29palms.marines.mil/Staff/G4-Installations-and-Logistics/Environmental-Affairs/Environmental-SOP/

3. Resources

a. MAGTFTC, MCAGCC will obtain resources through the ISEERB, other military services, and government agencies. Full utilization of these resources will greatly reduce costs currently associated with the contracting of courses/instruction to private providers. It is the policy of MAGTFTC, MCAGCC to give priority to obtaining and using these resources when available.

b. In-house contractor developed training is available as needed for specific hazardous waste training.

4. Instructional Technologies

a. Innovative multi-media instructional delivery technologies will be identified, developed, and implemented to ensure maximum efficiency and cost-effective delivery of training courses.

b. The CETEP Coordinator and ECCs will identify multi-media instructional resources available through other agencies. The CETEP Coordinator will make this information available on the EA webpage. The CETEP Coordinator will maintain the EA webpage which contains a centralized library of ESOPs, Orders and Directives for use by ECCs and students.

5. Avoiding Redundancy

a. MAGTFTC, MCAGCC will minimize training costs by ensuring that the maximum numbers of seats are filled for each environmental training course. The CETEP Coordinator along with ECCs will place appropriate emphasis on advertising course offerings and meeting the assigned training goal.

b. The CETEP Coordinator uses e-mails to advise ECCs of upcoming scheduled courses. These e-mails give specific guidance concerning number of seats available and any deadlines for submitting training requests. The ECCs will make full utilization of available seats.

APPENDIX A

ACEPDSC: Army Corp of Engineers Professional Development Support Center.

AFCEE: Air Force Center for Environmental Excellence.

AFIT: Air Force Institute of Technology.

ALMC: Army Logistic Management College.

Aspect: A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental resource. Each practice may have several aspects.

AST: Above Ground Storage Tank. A tank designed to store bulk hazardous materials above ground.

CAA: Clean Air Act. The CAA establishes federal standards for indoor and outdoor air quality.

Capt: Captain.

CBT: Computer-based training.

CCFD: Combat Center Fire Department.

CCO: Combat Center Order.

CCR: California Code of Regulations. Regulations used by state agencies to implement state laws.

CECOS: Civil Engineer Corps Officers School.

CEIHOT: Army Center for Environmental Initiatives and Hands-On Training.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act. This is also known as "Superfund," and defines procedures and assigns liability for cleanup of uncontrolled hazardous waste sites.

CETEP: Comprehensive Environmental Training and Education Program.

CFR: Code of Federal Regulations. Contains the regulations used by Federal agencies to implement statues passed by Congress.

CG: Commanding General.

CO: Commanding Officer.

Cpl: Corporal.

CSTI: California Specialized Training Institute.

CWA: Clean Water Act. The CWA regulates the discharge of materials into the navigable waters of the United States.

DD: Department Director.

DLA: Defense Logistics Agency.

DOD: Department of Defense.

DOT: Department of Transportation. The DOT, a Federal agency, regulates the shipment of hazardous materials.

DTSC: Department of Toxic Substances Control. The DTSC is a State agency that implements state interpretation of federal HW regulations per the CCR.

EA: Environmental Affairs Division.

ECC: Environmental Compliance Coordinator. This is an individual who is assigned to manage the organization or unit level environmental program and functions as a representative at the monthly Installation Environmental Compliance Coordinator's Meeting.

ECE: Environmental Compliance Evaluations. The Marine Corps has established the ECE Program to evaluate environmental compliance at Marine Corps installations and within Marine Corps commands. The ECE Program assesses the command's level of compliance, identifies actions necessary to correct compliance deficiencies, provides follow up on the implementation of those proposed actions, and facilitates continuous improvement in compliance efforts through the Self-Audit Program.

ECCRB: Environmental Course Content Review Board. Monitors course effectiveness and oversees content changes. It is chaired by the CETEP Coordinator at MAGTFTC, MCAGCC.

ECRB: Environmental Compliance Review Board. This is an executive body at MAGTFTC, MCAGCC that meets as needed to consider environmental compliance and protection issues.

Environmental Compliance Training and Education: Courses promoting compliance with the legal requirements of environmental laws and regulations.

EMS: Environmental Management System. This is a management system directed by the Department of Defense to track all environmental issues and tasks performed on military installations.

EPA: Environmental Protection Agency. The EPA is a Federal agency that regulates national environmental issues.

EPCRA: Emergency Planning and Community Right to Know Act. Requires mandatory disclosure of chemicals stored or generated by businesses to regulatory agencies and the surrounding community.

ESA: Endangered Species Act. ESA requires Federal agencies to protect species and their habitats, which are listed as endangered or threatened by the U.S. Fish and Wildlife Service (USFWS).

ESOP: Environmental Standard Operating Procedure.

ETSC: Environmental Training Support Center.

FIFRA: Federal Insecticide, Fungicide, and Rodenticide Act. FIFRA regulates the manufacture and application of pesticides.

FMOS: Free Military Occupational Specialty.

HAZCOM: Hazard Communication Standard. HAZCOM is an OSHA mandated program requiring employers to notify employees of the safety and chemical hazards, which exist in the work place and is required by 29 CFR 1910.1200.

HAZWOPER: Hazardous Waste Operations Emergency Response. These OSHA regulations outline mandated training for emergency response personnel per 29 CFR 1910.120.

HCP: Hazardous Consolidation Point.

HQMC: Headquarters Marine Corps.

HM: Hazardous Materials. HM are materials that are hazardous to human health and the environment.

HW: Hazardous Waste. HW is a hazardous material or substance that can no longer be used for its intended purpose and poses a threat to the environment.

HWAA: Hazardous Waste Accumulation Area.

ICOP: Integrated Contingency and Operations Plan (CCO 5090.5).

ICS: Incident Command System.

ID: Identification.

I&L: Installation and Logistics.

Impact: The effects of practices on resources. Each aspect may have several impacts.

IMS: Instructional Management School. Formal school designed for Marine Corps personnel assigned to instructor duty.

IRP: Installation Restoration Program.

ISREEB: Inter-Service Environmental Education and Review Board. An advisory board composed of environmental and training leaders of all military services formed to identify environmental training efficiencies and resources.

JFTS: Joint Forces Training School.

KG: Kilogram.

LEPC: Local Emergency Planning Commission.

LFL: HQMC, DC I&L Land Use, and Military Construction Branch.

LMP: Learning Management Program.

LMS: Learning Management System.

LQG: Large quantity generator of hazardous waste.

MAGTFTC: Marine Air Ground Task Force Training Command.

MCAGCC: Marine Corps Air Ground Combat Center.

MCCES: Marine Corps Communications Electronics School.

MCCS: Marine Corps Community Services.

MCIWest: Marine Corps Installations West.

MCO: Marine Corps Order.

MRE: Meal, Ready-to-Eat.

MSDS: Material Safety Data Sheet. MSDS contain information on the properties and hazards of a chemical product.

MWSG-37: Marine Wing Support Group 37.

MWSS-374: Marine Wing Support Squadron 374.

Natural Resource Stewardship Training and Education: Courses promoting conservation of biological and cultural resources. Examples of such training include endangered species habitat conservation, NEPA planning, and archeological resource conservation.

NAVFAC: Naval Facilities Engineering Command.

NCO: Non-Commissioned Officer.

NEPA: National Environmental Policy Act. NEPA is a Federal law requiring analysis and full disclosure of possible impacts, alternatives, and mitigation measures for any Federal action that directly or indirectly impacts the human or natural environment.

NFPA: National Fire Protection Association.

OSHA: Occupational Safety and Health Administration.

P2: Pollution Prevention.

PAO: Public Affairs Office.

PPE: Personal Protective Equipment.

Practice: Mission-supporting unit processes conducted at the installation that, in normal or abnormal operating conditions, can interact with the environment or other resources.

Practice Owner: The person, unit, or organization that operates, conducts, controls, or is otherwise responsible for practices. Practice owners are generally not the installation's environmental management staff.

RCRA: Resource Conservation and Recovery Act. RCRA regulates HW, providing procedural guidelines for generation and disposal.

RLO: Rapid Learning Object.

QA: Quality Assurance.

SAA: Satellite Accumulation Area.

SERP: State Emergency Response Commission.

SES: Senior Executive Service.

Sgt: Sergeant.

SJA: Staff Judge Advocate.

SNCO: Staff Non-Commissioned Officer.

SOP: Standard Operating Procedure.

SPCC: Spill Prevention and Countermeasures Control.

SWRFT: South West Region Fleet Transportation.

TAV: Technical assistance visit.

TTECG: Tactical Training and Exercise Control Group.

USAFSAM: United States Air Force School of Aerospace Medicine.

USMC: United States Marine Corps.

UST: Underground Storage Tank. A tank designed to store bulk hazardous materials underground.

WWTP: Wastewater Treatment Plant.

APPENDIX B

Environmental Standard Operating Procedures (ESOPs)

Title
Abatement Procedures
Above Ground Storage Tanks
Aircraft Washing
Aircraft/Helicopter Fueling
Backflow Prevention-Cross Connection
Battery Recharging Non-Vehicle, Comm, Electric ESOP
Battery Replacement
Degreasing
Environmental Compliance Coordinator
Facilities Maintenance and Repair
Facility Construction Repair and Demolition
Grease Traps
Hazardous Consolidation Point (HCP) Operations
Hazardous Material Storage
Hazardous Waste Accumulation Area (Less than 90 Day Site)
Hazardous Waste Recycling
Hazardous Waste Satellite Accumulation Area (SAA)
Hazardous Waste Transportation
Landfill Operations
Lithium Battery Storage
Meals Ready to Eat (MRE)
Medical Waste Operations
NEPA (National Environmental Policy Act) Documentation
Non-Potable Water General (Recycled Water)
Oil/Water Separators
PCB (polychlorinated biphenyl) Item Disposal
Pesticide / Herbicide – General
Potable Water
Pumping Station/Force Main
Range Residue Processing
Refrigerant and Halon Operations and Management
Soil Excavation/ Grading
Soldering Operations
Solid Waste Collection and Transportation
Solid Waste Recycling Collection Local
Solid Waste Recycling Facility

Storm Water Channels
Stump / Brush Removal
Sustainable Procurement
Underground Storage Tanks
Urban Wildlife Management
Used Oil/Antifreeze Accumulation ESOP
Vehicle Refueling Tactical
Vehicle Wash Rack
Vehicle/Equipment Fluid Change
Vehicle/Equipment Parts Replacement
Waste Tire Operation
Weapons Cleaning
WW Treatment - Chemical Toilets