



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE NC 28542-0004

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BEMD

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BASE BULLETIN 5090

From: Commanding Officer  
To: Distribution List

Subj: ENVIRONMENTAL COMPLIANCE AND PROTECTION STANDARD  
OPERATING PROCEDURES

Ref: (a) MCO P5090.2A Ch 2

Encl: (1) Outline of Marine Corps Base Camp Lejeune ECPSOP

1. Situation. The reference requires Commanders of Marine Corps installations to publish an Environmental Compliance and Protection Standard Operating Procedures (ECPSOP). This Bulletin establishes procedures to fully implement the reference and serve as a guide for identifying specific installation or command unique environmental requirements. These procedures should be adequately clear, completely accessible and sufficiently detailed to ensure that each command/unit, tenant and contractor aboard Marine Corps Base (MCB), Camp Lejeune (CamLej) can perform its mission in an environmentally responsible manner. As an integral part of the Base's Environmental Management System (EMS), the ECPSOP assists in integrating environmental considerations and accountability into day-to-day decision-making and long-term planning processes.

2. Mission. To establish an ECPSOP that includes all applicable organizational and environmental compliance policies and procedures.

3. Execution

a. An ECPSOP for an installation ensures continuity of effort and prevents conflicts in policies between various environmental media programs. The ECPSOP is complementary to, but not redundant with the reference and contains material

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compiled from existing Base Orders, environmental plans and Environmental Standard Operating Procedures.

b. This ECPSOP will be reviewed and updated annually by the Environmental Management Division (EMD). In order to be accessible to each MCB CamLej command/unit/organization, the ECPSOP has been published on the MCB CamLej Environmental Management (EM) Portal located at [https://intranet.emportal.usmc.mil/sites/le/ECP\\_SOP/default.aspx](https://intranet.emportal.usmc.mil/sites/le/ECP_SOP/default.aspx) (If you have trouble accessing the site, enter the above URL into your "Trusted Sites"). For those organizations without access to the MCB CamLej intranet site, ECPSOP information can be obtained from <http://www.lejeune.usmc.mil/emd/> or by contacting EMD directly for specific document access. Related information can be accessed by contractors from the MCB CamLej Contractor Environmental Guide which can be downloaded from <http://www.lejeune.usmc.mil/emd/>.

c. The ECPSOP is divided into five components (outlined in enclosure (1)):

(1) Environmental Management System Manual and Procedures. The Base's EMS provides a systematic approach to ensure activities aboard MCB CamLej are well managed and continually improve with respect to environmentally-related risks to the mission. The EMS Manual and Procedures include the Commanding Officer's Environmental Policy Statement and describes the EMS elements and procedures to implement them.

(2) Environmental Base Orders. A link is provided to Environmental Base Orders that have concurrence from all subordinate commands/organizations and tenant commands aboard MCB CamLej, and serve as the "Do" portion of the Plan-Do-Check-Act model required for EMS implementation. A current list is provided in enclosure (1).

(3) Environmental Plans & Studies. These are management and/or response plans that are required by the reference. A current list is provided in enclosure (1).

(4) Environmental Shop-Level SOPs (ESOPs). ESOPs are established for practices that have the potential to affect the environment and, along with the Base Orders, provide specific installation requirements. These ESOPs include instructions for operational control, emergency response, inspection and corrective action and training and awareness applicable to the practice. ESOPs must be utilized and included as a part of the

unit-level environmental SOP. A listing of current ESOPs is provided in enclosure (1).

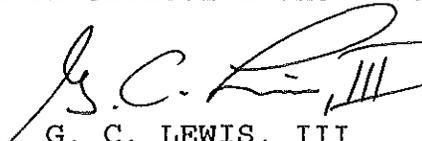
(5) Comprehensive Environmental Training & Education Program. The Comprehensive Environmental Training & Education Program (CETEP) information serves as the training element of EMS, and ensures that training and information are available, efficient, and effective in preparing personnel to competently perform the environmental responsibilities that are part of their primary jobs thereby, supporting HQMC and MCB CamLej environmental objectives. MCB CamLej has implemented the HQMC Environmental Learning Management System to allow service members, federal and contract employees the opportunity to conduct online training, keep track of environmental training courses completed and register for environmental classes conducted on Base.

4. Administration and Logistics. Not applicable.

5. Command and Signal

a. Command. This Bulletin is applicable to all commands, units, tenants and contractors aboard MCB CamLej, and Marine Corps Outlying Landing Field Oak Grove.

b. Signal. This Bulletin is effective the date signed.

  
G. C. LEWIS, III  
By direction

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Outline of Marine Corps Base, Camp Lejeune ECPSOP  
Located at  
[https://intranet.emportal.usmc.mil/sites/le/ECP SOP/default.aspx](https://intranet.emportal.usmc.mil/sites/le/ECP_SOP/default.aspx)  
Or  
<http://www.lejeune.usmc.mil/emd/>

**Environmental Management System (EMS) Manual & Procedures**

- EMS Manual
- EMS Procedures
- EMS Awareness Training
- EMS Working Groups
- BO 5090.2 - EMS Implementation

**Environmental Base Orders**

5090.2	Environmental Management System Implementation
5090.5	Grease Control Plan
5090.6A	Air Quality Management
5090.8	Archeological & Historic Properties Management
5090.9	Hazardous Material/Waste Management
5090.91	Used Oil/Used Fuel & Pollution Abatement Facility Management
5090.10	Installation Restoration Program/Hazardous Waste Site Cleanup Implementation
5090.11	Protected Species Program
5090.111	Use Of Off-Road Recreational Vehicles (ORRV)
5090.113	Wildland Fire Management Program
5090.115	Hunting, Fishing and Trapping Regulations
5090.12	Environmental Impact Review Procedures
5090.17	Solid Waste Reduction-Qualified Recycling Program (QRP)
11015.4A	Conservation Volunteer Program
11015.8E	Use of Nonmarketable Timber for Firewood
11162.1A	Management of Underground Storage Tanks (USTs)

Base Bulletin 5090 Seasonal Hunting and Fishing

**Environmental Plans & Studies (As required by MCO P5090.2A)**

- EMD Drinking Water Sampling Plan (Not required by MCO)
- MCBCL Comprehensive Environmental Training & Education

Program (CETEP) Plan

- MCBCL Hazardous Waste Management Plan
- MCBCL Integrated Cultural Resources Plan (ICRMP)
- MCBCL Integrated Natural Resources Plan (INRMP)
- MCBCL 2008 Integrated Pest Management Plan w/ 09 Update
- MCBCL Pollution Prevention (P2) Plan + 04 & 06 Updates
- MCBCL Solid Waste Management Plan
- MCBCL/MCASNR Affirmative Procurement Plan
- MCBCL/MCASNR Stormwater Management Plan
- MCBCL/MCASNR Stormwater P2 Plan
- MCBCL/MCASNR Tank Management Plan
- MCBCL/MCASNR Integrated Contingency Plan
- EMD Drinking Water Sampling Plan

**Environmental Shop-Level SOPs (ESOPs)**

- Bulk Storage & Management of HM (ESOP 9.7)
- The Management & Storage of Batteries (ESOP 9.8)
- Armory Debris (ESOP 9.9)
- Incidental Fuel Requests (ESOP 9.10)
- Env Mgmt Preparations for Deploying Forces (ESOP 4.9)
- Petroleum & Non-Petroleum Tank Delivery Ops (ESOP 7.0)
- Solvent Parts Washers (ESOP 9.3)
- Vehicle Wash Racks (ESOP 9.103)
- Pesticide Management (ESOP 14.1)
- Use of Ready-to-Use RoundUp through Self-Help Program (ESOP 14.2)
- Fire Training Pit Exercises (ESOP 9.12)
- Grease Control (ESOP 20.5)
- Guidelines for Historic Building Management (ESOP 8.1)
- HM/HW Mgmt Program (BO 5090.9, Encl 1/ESOP 9.0))
- Medical Waste Mgmt Program (BO 5090.9, Encl 2/ESOP 9.2)
- Used Oil Management Program (BO 5090.91, Encl 1/ESOP 9.101)
- Management of Pollution Abatement Facilities (BO 5090.91, Encl 2/ESOP 9.102)
- Env Compliance Coordinator Responsibilities (ESOP 4.1)
- Env Compliance Officer Responsibilities (ESOP 4.2)
- HM Site Manager Responsibilities (ESOP 4.3)
- HW Site Manager Responsibilities (ESOP 4.5)
- HM Handler Responsibilities (ESOP 4.4)

- HW Handler Responsibilities (ESOP 4.6)
- MW Site Manager Responsibilities (ESOP 4.7)
- UST Operator Responsibilities (ESOP 4.8)
- Recycling Excess Material Inventory/Reissue Audit Procedure (ESOP 15.1)
- Recycling, Qualified Recycling Program (BO 5090.17, Encl 1/ ESOP 17.1)

**Environmental Training**

- CETEP Plan - Located in Env Plans & Studies section
- CETEP Training Classes (Online & Classroom)
  - Link to the HQMC Environmental Learning Management System (ELMS)
- Shop-Level Training Modules
  - Mgmt & Storage of 55-Gallon Containers
  - Camp Lejeune Shelf-Life Program
  - Procedures for Storage & Mgmt of Batteries
  - Mgmt of Pollution Abatement Facilities
- Other Environmental Training Materials
  - Environmental Handbook for Trainers (S3 Dept)
  - Quick Look Environmental Guide
  - MCBCCL Contractor Environmental Guide
  - UXO Safety - Intro to 3R Concepts for Contractors