



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5090.4D
G-F/BEMD
26 Aug 24

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5090.4D

From: Commander
To: Distribution List

Subj: ENVIRONMENTAL COMPLIANCE EVALUATION PROGRAM

Ref: (a) MCO 5090.2
(b) MCIEAST-MCB CAMLEJO 5090.2A

Encl: (1) ESOP 4.101 - Installation Environmental Audit Program
(2) ESOP 4.102 - Development of Unit-Level Environmental Programs
(3) ESOP 4.1 - Environmental Compliance Coordinator (ECC) Responsibilities
(4) ESOP 4.2 - Environmental Compliance Officer (ECO) Responsibilities
(5) ESOP 4.3 - Hazardous Material (HM) Site Manager Responsibilities
(6) ESOP 4.4 - Hazardous Material (HM) Handler Responsibilities
(7) ESOP 4.5 - Hazardous Waste (HW) Site Manager Responsibilities
(8) ESOP 4.6 - Hazardous Waste (HW) Handler Responsibilities
(9) ESOP 4.7 - Regulated Medical Waste
(10) ESOP 4.9 - Environmental Management Preparations for Deploying Units

1. Situation. Reference (a), in part, requires Marine Corps installation commands to conduct environmental compliance evaluations (i.e., audits) to assess installation and tenant unit environmental compliance. This Order implements reference (a) and supports reference (b), in part, by publishing Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) procedures and assigning command and staff responsibilities for establishing and implementing a command self-audit program on Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR). MCB CAMLEJ and MCAS NR may be collectively referred to as the "Installation" within this Order. Enclosures (1) to (10) within this Order also publish procedures to assess and promote environmental compliance on the Installation.

2. Cancellation. MCIEAST-MCB CAMLEJO 5090.4C.

3. Mission. To protect human health and the environment; protect, sustain, and enhance mission readiness; and promote compliance with all applicable Federal, state, and local requirements and policies, establish procedures and assign responsibilities for ensuring compliance with all applicable environmental policies and programs on the Installation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To support commands on the Installation in effectively implementing, monitoring, and maintaining environmental

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compliance programs that comply with all applicable Federal, state, and local requirements and policies.

(2) Concept of Operations. Primary tasks and information are provided below and in the enclosures. This Order ensures that MCIEAST-MCB CAMLEJ and its subordinate commands and staff sections, and Installation tenant organizations and contractors on the Installation comply with the Environmental Compliance Evaluation (ECE) program on the Installation.

b. Tasks

(1) MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-F (AC/S G-F). The AC/S, G-F shall serve as the principal staff lead for establishing and implementing the command's ECE program on the Installation and overseeing, coordinating, and directing the implementation of this Order. The other MCIEAST-MCB CAMLEJ principal and special staff support the AC/S, G-F in overseeing, coordinating, and directing implementation of this Order.

(2) Tenant Organizations and Contractors. Installation tenant organizations and contractors shall comply with all applicable requirements within this Order. Tenant organizations may also develop orders, directives, and/or standard operating procedures as needed to implement this Order. Any inconsistency, ambiguity, or discrepancy between any part of this Order and any Government contract supporting the Installation shall be resolved by Government officials (e.g., a Contracting Officer) giving precedence to the contract. Any inconsistency, ambiguity, or discrepancy between this Order and any Installation order, policy, plan, or contractor's guide shall be resolved by Government officials giving precedence to this Order.

5. Administration and Logistics

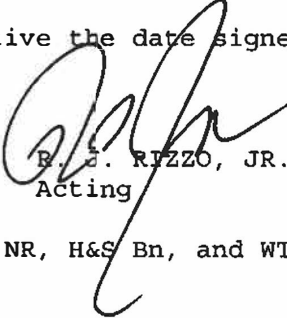
a. Administration. The enclosures are found within the Environmental Management System (EMS) for the Installation. The EMS also contains the Environmental Standard Operating Procedures (ESOPs) identifying the roles and responsibilities for the unit (i.e., Shop-Level) Environmental Compliance Officer and the Environmental Compliance Coordinator. The Shop-Level ESOP can be found at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/Shop-Level-Standard-Operating-Procedures/>.

b. Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ and its subordinate commands and staff sections on the Installation. It is also applicable to Installation tenant organizations and contractors (in the absence of a specific contractual requirement to the contrary).

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



R. J. RIZZO, JR.
Acting

DISTRIBUTION: A/C (plus NMCCCL, MCAS NR, H&S Bn, and WTBN)

Environmental Standing Operating Procedures (ESOP)

Title: 4.101 - INSTALLATION ENVIRONMENTAL AUDIT PROGRAM

Purpose: This ESOP establishes procedures for conducting installation Environmental Compliance Evaluations (ECEs) to protect human health and the environment; protect, sustain, and enhance mission readiness; and promote compliance with all applicable Federal, state, and local requirements and policies. Ensure this ESOP is included in the unit's environmental operation binder.

Applicability: This ESOP applies to environmental policies and programs related to implementing Marine Corps Order (MCO) 5090.2 and Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) environmental compliance orders, to include MCIEAST-MCB CAMLEJ programs that are implemented at Marine Corps Air Station New River (MCAS NR).

Responsibility: All personnel that are responsible for maintaining compliance with MCIEAST-MCB CAMLEJ environmental program requirements.

Procedure:

1. HQMC Benchmark ECE. The Marine Corps conducts a Benchmark ECE of Marine Corps Base Camp Lejeune (MCB CAMLEJ) and MCAS NR every three years. The MCIEAST-MCB CAMLEJ Environmental Management Division (EMD) Environmental Assessment Section, serves as the staff point of contact for the Benchmark ECE. MCIEAST-MCB CAMLEJ EMD personnel support the Benchmark ECE by providing the following:

a. Support the scheduling of the ECE with tenant organizations to be inspected.

b. Accompany ECE inspectors during the ECE and take notes of inspection findings.

c. Attend daily ECE out-briefs to discuss environmental deficiencies and environmental compliance strategies, best practices, and technologies for enhancing environmental compliance.

d. Assist in developing the Plan of Action and Milestones (POA&M) to correct Benchmark ECE deficiencies (e.g., findings) and perform annual follow-up of corrective actions to update the POA&M.

2. Installation ECEs (Self-Audit). The MCIEAST-MCB CAMLEJ EMD conducts ECEs on MCB CAMLEJ and MCAS NR to assess compliance with environmental program requirements. This is accomplished by:

a. Developing Inspection Schedule (Self-Audit Plan)

(1) Unit/Command ECE. The EMD inspects all departments, commands, and tenants twice a year, and EMD publishes the inspection schedule in December and June. Major Subordinate Command (MSC)-level Environmental Compliance Officers (ECOs) will review dates with their unit/department-level Environmental Compliance Coordinators (ECCs) for scheduling conflicts and confirm inspection dates or request alternate dates. Once all inspection dates have been confirmed, the EMD ECE Program Manager (PM) team leader will finalize the inspection schedule with assigned evaluator(s) and submit to Director, EMD for concurrence. In the event that an ECE has to be

rescheduled, the appropriate MSC ECO will coordinate an alternate date with the EMD ECE PM.

(2) Program ECE. For those environmental programs that are not inspected during unit/command ECEs, EMD will publish an annual inspection schedule.

b. Conducting the ECE

(1) Unit/Command ECE. ECE inspection checklists are developed from applicable Federal and state requirements, including Marine Corps orders and policies. Unit/command ECCs and/or ECOs should accompany EMD inspectors during the ECE. Inspectors record deficiencies and any additional information and provide feedback to the ECC/ECO during the the ECE of all findings, discrepancies, command issues, and any repeat findings/discrepancies. After the ECE, the EMD inspector will provide an out-brief of the ECE to a senior unit/command leadership official. A Commander's Environmental Awareness Brief (EM-100) can also be provided at the time of the debrief to ensure the Commander/senior leadership understands their environmental program responsibilities.

(2) Program ECE. ECE inspection checklists are developed from applicable Federal and state requirements, including Marine Corps orders and policies. EMD inspectors interview applicable program managers and any other program-related personnel and conduct site visits when required. Inspectors record deficiencies and any additional information. At the conclusion of the ECE, the inspector will provide a debrief of the results of the ECE to the program manager and their supervisor to correct any findings, discrepancies, command issues, and any repeat findings/discrepancies.

c. Reporting the ECE

(1) Unit/Command ECE. After the ECE, inspectors will produce a final ECE report consisting of a summary table of sites visited, deficiencies identified, and corrective actions. Final reports are given to appropriate unit/department staff personnel. The unit/department must immediately correct noted deficiencies and forward documentation of correction action to EMD within 30 days after the date of the report. For a unit/department with extensive deficiencies, a follow-up site visit may be warranted to ensure all corrective actions are complete. All ECE reports and associated corrective action letters will be maintained in EMD's Office Document Inventory (ODI) database. In the event a unit isn't available during the inspection timeframe, EMD will generate a response to the Commanding Officer of the Unit.

(2) Program ECE Report. After the ECE, EMD inspectors will produce a Program ECE Report consisting of all the questions asked and corresponding answers/notes. Any identified deficiencies will require development of a POA&M to correct deficiencies. Final reports are given to the program manager's supervisor and the program manager for action. All ECE Reports and associated POA&Ms will be maintained in EMD's ODI database.

(3) ECO ECE. The ECO is the main point of contact for the MSC for all matters involving environmental issues and compliance. The ECO is appointed by the MSC Commanding General and oversees the ECCs of the units/departments under the MSC. The ECO's responsibilities in the ECE process are as follows:

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(a) The ECO will conduct documented quarterly inspections of all environmental areas utilizing the EMD Form 29 (Quarterly ECO Checklist) and ensure that any deficiencies identified during the quarterly inspections are corrected. The ECO must conduct four, documented ECO quarterly inspections annually, and may use one, EMD-conducted ECE to satisfy this requirement.

b. The ECO will ensure that all unit/department required inspections are conducted. In the absence of the unit/department ECC or Assistant Environmental Compliance Coordinator (AECC), the ECO will conduct any required monthly, weekly, and daily inspections.

c. The ECO will coordinate with EMD to schedule and participate in the EMD ECEs and corresponding follow-up of units under their cognizance. This includes ensuring that corrective actions are forwarded to EMD in the required timeframes. Annually, EMD will conduct an audit of the ECO's environmental program management to ensure all requirements are being conducted properly.

4. ECC ECE. The ECC serves as the unit/department point of contact for matters involving environmental issues and compliance. All units/departments are required to assign an ECC; the ECC is appointed by the unit CO/department head. The ECC is responsible for ensuring that unit/department personnel with environmental responsibilities adhere to the requirements set forth in regulations, orders, and ESOPs. The ECC's responsibilities in the ECE process are as follows:

a. The ECC will conduct documented monthly inspections of all environmental areas utilizing the EMD Form 26 (Monthly ECC Checklist) and ensure that any deficiencies identified during the monthly inspections are corrected. The ECC will inform the ECO when they are unavailable to conduct a required inspection and verify that the AECC, or other trained and appointed personnel, will be available.

b. The ECC will ensure that all unit/department required inspections are conducted. Ensures weekly turn-in of unit generated hazardous material occurs, and that any medical waste, if applicable, is transferred within the specified period of time. When site managers or handlers are unavailable, ensure that an environmentally trained individual conducts the required inspections. If there is no one trained and appointed, contact the ECO to fill in until an appointed or trained individual returns.

c. The ECC will coordinate with the ECO and EMD to schedule and participate in the EMD ECEs and corresponding follow-up. This includes ensuring that corrective actions are forwarded to EMD in the required timeframes to correct all deficiencies (i.e., findings, discrepancies, command issues, and any repeat findings/discrepancies).

References:

1. MCO 5090.2: Environmental Compliance and Protection Manual
2. Environmental Ops Binder Webpage:
<https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECObinder/>
3. MCIEAST-MCB CAMLEJO 5090.9A: Hazardous Material/Waste Management

Training: Training required for all EMD personnel who conduct ECEs, ECCs, and ECOs:

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1. Introduction to Environmental Compliance (EM 101 - HM/HW Initial Training)
2. Hazardous Waste Management Refresher On-line (EM 102 - HM/HW Refresher Training)
3. Hazardous Material Transportation for Drivers (EM 103)
4. ECC/Officer Workshop (EM 104)
5. Air Quality Training (EM 106)
6. Medical Waste Training (EM 109)
7. Commanders Environmental Brief (EM 100) - Contact EMD for scheduling.

Prerequisites:

1. MarineNet Course: USMC- HQ/MCICOM Environmental Compliance Coordinator (ECC Training)/HQMCCECC001 (EM 101)
2. MarineNet Course: MCIEHMT01A USMC-Hazardous Material Transportation for Drivers (EM 103)
3. MarineNet Course: HQMCFHST01 USMC HQ/MCICOM-Fuel Handling, Storage & Transportation (EM 103)
4. MarineNet Course: HQMCAQC001 USMC-Air Quality Compliance (EM 106)

Definitions:

1. Environmental Compliance Officer (ECO). An individual with sufficient rank, authority, and resources, to be responsible to the MSC for the management and implementation of the command environmental program. The respective Commanding General or Commander shall appoint the ECO and any Assistant ECO in writing.
2. Environmental Compliance Coordinator (ECC). An individual with sufficient rank, authority and resources, assigned at the regimental, battalion, and base agency (or equivalent) responsible to the unit/department for the management and implementation of the environmental program.
3. Finding. The result of noncompliance with an applicable Federal, state, local law, or permit and may result in a notice of violation (NOV), a fine, or other enforcement action if discovered by a regulatory agency.
4. Discrepancy. A direct failure to follow the Installation-mandated base orders, directives, or best management practices, but normally does not result in a NOV or fine.
5. Command Issue. A finding/discrepancy that has been identified as a recurring deficiency throughout the command.
6. Repeat Finding/Discrepancy. A finding/discrepancy that was previously identified and addressed/closed, but is subsequently reidentified. The intent of the repeat is to highlight problems that have been identified in the past, but which have not received adequate corrective action.

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Environmental Standard Operating Procedures (ESOP)

Title: 4.102- DEVELOPMENT OF UNIT-LEVEL ENVIRONMENTAL PROGRAMS

Purpose: This ESOP establishes the procedures for developing unit/department environmental programs. Ensure this ESOP is included in the unit's Environmental Operational Binder.

Applicability: These procedures are applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and its subordinate commands and staff sections on Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR). It is also applicable to MCB CAMLEJ and MCAS NR tenant organizations and contractors (in the absence of a specific contractual requirement to the contrary).

Responsibility: All personnel that are responsible for maintaining compliance with MCIEAST-MCB CAMLEJ environmental program requirements.

Procedure:

1. Appoint Personnel to Environmental Positions. All personnel with environmental compliance responsibilities will be assigned in writing. By-name authorizing appointment letters must be kept within the unit's environmental operational binder and a copy forwarded to the Major Suubordinate Element Environmental Compliance Officer (ECO) and the unit/department Environmental Compliance Coordinator (ECC). Appointment letters must include the appropriate environmental responsibility ESOP as an attachment. At this time, all binders should remain hard copy. Responsibility ESOPs are provided at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/Shop-Level-Standard-Operating-Procedures/>, or by request at 910-451-9657.

a. Positions of environmental responsibility include but are not limited to the following: ECO, Assistant ECO (AECO), ECC, Assistant ECC (AECC), HW/HM site managers/handlers, and their assistants. As applicable, the appointment letters for the ECO, AECO, ECC, AECC, HWSM, and HW must be signed by a Commanding General or a Commanding Officer. The appointment letters for an HMSM and HM, may be signed by the ECO or ECC.

b. All personnel appointed to environmental responsibilities must receive training within three months after assignment (EM-101) followed by an annual review of the initial training (EM-102). Training should be scheduled by the ECOs through the command's ECC.

c. Each unit will have atleast two individuals assigned within the program. This preserves the continuiuty in the absence of an assigned individual.

2. Environmental Operation Binder

a. Each major tenant command and organizational element routinely generating, handling, storing hazardous waste or material will develop an environmental binder. An outline of environmental binder requirements and required forms can be located at the EHW/HM Ops Binder Webpage <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECObinder/>.

b. The environmental binder must include the following:

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(1) Points of Contact List. Names and telephone numbers of the ECO, ECC, assigned unit environmental personnel, unit safety representative and the MCIEAST-MCB CAMLEJ Environmental Management Division (EMD) directory. The list will be updated monthly or when changes occur. Updated lists will be forwarded to the EMD Environmental Assessment Section supervisor.

(2) Environmental Policies/References

(a) MCIEAST Policy Statement on Environmental Management and Conservation (current).

(b) Hazardous Material/ Hazardous Waste Minimization Policy. The HazMin policy will reflect the unit CO's goals to reduce HW generation through source reduction, material substitution, process changes, reuse and recycling, and proper shelf-life management.

(c) References. Guidance provided by the ECC and/or ECO to implement the hazardous waste disposal program. This section should consist of required orders, a compact disk containing the required orders, or a reference to the MCIEAST-MCB CAMLEJ Adjutant's website <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/Orders/5000/> with the required orders listed.

(3) Plans/Procedures

(a) ESOPs. Periodically, EMD will issue ESOPs for particular practices that have environmental impacts. These must be included in the environmental binder and maintained for each applicable environmental function, these ESOPs must be kept up to date and be accessible to all personnel.

(b) Unit-Level Contingency Plans (ULCPs). The ULCP minimizes the potential hazards to human health, the environment, and property associated with hazardous substance releases. See ESOP 9.02 - Hazardous Waste Management Program, for ULCP requirements.

(c) Location Map and Listing of all Environmental-Associated Sites.

(1) A current map and listing of all sites that have environmental requirements (i.e., HM/HW accumulation/storage areas, storage tanks, oil-water separators) within each command. Each site should be reflected on the location map. This section can also include the site's evacuation/staging route map.

(d) Hazardous Waste Management Plan (if applicable).

(4) Appointment Letters. All personnel with environmental responsibilities will be assigned in writing within two weeks after assignment.

(5) Training Records (Current/Archived). Training should be recorded using the Environmental Personnel Training Record form (figure 1, enclosure (2)). Training records should be available for each current assigned employee. Copies of training certificates include course information and should be included in the training record, along with a copy of signed appointment letters detailing their duties. Training documents will be signed by the individual and their supervisor or ECC. There must also be a section containing training records for each employee who has been removed

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from the environmental program for the past 30 years for civilian personnel and seven years for military personnel.

(6) Unit Authorized Use List. See ESOP 9.01, Hazardous Materials Management program.

(7) Accumulation Site Authorization Letter(s)/Hazardous Waste Profile Sheets. Copies of current Satellite Accumulation Area (SAA) site authorization letters and profile sheets for the hazardous waste being accumulated in the SAA.

(8) Inspections. Copies of all daily/weekly/monthly required inspections conducted during the past 3 years.

(9) Copies of Completed Hazardous Material and Hazardous Waste Turn-In Worksheets. Copies of Completed turn-in worksheets for each hazardous material and hazardous waste turned in during the preceding 12 months. Copies of completed worksheets must be maintained for three years. Contact EMD to coordinate the disposition of all records maintained after 12 months. Worksheets must have proper Resource Conservation and Recovery Section/ECO/ECC signatures verifying turn-ins. An EMD Resource Conservation and Recovery Section signature will not apply to units that did not have hazardous material to turn in but they generated a turn-in worksheet for their record.

c. Spill Reporting Forms. Spills must be reported immediately to the FESD by calling 911. An MCIEAST-MCB CAMLEJ Spill Report, (figure 2, enclosure (2)), must be filled out and forwarded to the unit/department ECC and ECO and maintained in the unit's environment binder. Copies of the form can be obtained by the unit/department ECC or MSC ECO or by visiting the environmental operational binder webpage, reference (b).

d. Spill Reporting and Response Requirements. All units are required to publish a site specific ULCP. The ULCP contains policies/procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently and all personnel must know its location and contents.

References:

1. MCO 5090.2: Environmental Compliance and Protection Manual
2. EHW/HM Ops Binder Webpage: <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECObinder/>.
3. MCIEAST-MCB CAMLEJO 5090.9A Hazardous Material/Waste Management

Training: Training must be requested through the unit/department ECC, via the MSC ECO, to EMD:

1. Introduction to Environmental Compliance (EM 101- HM/HW Initial Training)-Required for all hazardous material handlers, hazardous material site managers, ECCs, and ECOs (ECC/ECO are required to complete the USMC- HQ/MCICOM Environmental Compliance Coordinator (ECC Training)/HQMCECC001).
2. Hazardous Waste Management Refresher On-Line (EM 102)-Required annually for all hazardous material handlers, hazardous material site managers, ECOs, and ECCs who have completed the Introduction to Environmental Compliance (EM 101). The on-line class is MCIEHWR01A USMC Hazardous Waste Management

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Refresher and HQMCECFMP1 USMC- HQ/MCICOM Environmental Compliance for Facilities Maintenance Training.

3. Hazardous Material Transportation for Drivers (EM103)-The prerequisite for this course is MCIEHMT01A USMC-Hazardous Material Transportation for Drivers and HQMCFHST01 USMC HQ/MCICOM-Fuel Handling, Storage & Transportation.

4. ECC/Officer Workshop (EM 104)-Required for all ECCs, and ECOs who have completed Introduction to Environmental Compliance (EM 101).

5. Air Quality Training (EM106)-Required for air emission source operators, ECCs, and ECOs who have air emission sources in their command. The prerequisite for this course is HQMCAQC001 USMC-Air Quality Compliance.

6. Medical Waste Training (EM109)-Designed to provide a basic understanding of medical waste management and recordkeeping requirements at the battalion aid station/regiment aid station and including an overview of the Naval Medical Center Camp Lejeune's Medical Waste SOP.

7. MarineNet Course-MCIESTM01A USMC-SPCC and tank management.

[illegible][Print Form](#)

FIGURE 2 MCIEAST-MCB CAMP LEJEUNE SPILL REPORT

MCIEAST-MCB CAMP LEJEUNE SPILL REPORT				
SHADED AREAS ARE FOR RCRS USE ONLY				
TITLE/LOCATION				
DATE		TIME		
RESPONSE NAME/UNIT:				
SPILL CATEGORY (SELECT ONE)	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> HAZWASTE	<input type="checkbox"/> POL	<input type="checkbox"/> WASTEWATER <input type="checkbox"/> OTHER
PRODUCT SPILLED				
QUANTITY SPILLED				
LATITUDE		LONGITUDE		
HOW WAS SPILL DISCOVERED				
SOURCE OF THE SPILL				
CAUSE OF THE SPILL				
MISSION IMPACT				
WERE SAMPLES TAKEN (CHECK ONE)		<input type="checkbox"/> YES <input type="checkbox"/> NO		
ANALYSES REQUESTED / PERFORMED ON SAMPLES				
DID THE SPILL (CHECK ONE)	ENTER A WATERWAY?	REACH WITHIN 100' OF SURFACE WATER?	REACH WITHIN 1500' OF A WATER SUPPLY WELL?	GO OFF BASE?
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
HOW WAS THE SPILL CONTAINED?				
WHAT DANGERS DID THE SPILL PRESENT?				
WHAT WERE THE ENVIRONMENTAL IMPACTS?				
WHAT RECOVERY EFFORTS WERE USED?				
IF OIL SPILLED, WHAT PERCENT WAS RECOVERED?				
HOW WERE RESIDUALS DISPOSED OF?				
WEATHER CONDITIONS?				
REPORTABLE SPILL? (CHECK ONE)	<input type="checkbox"/> YES <input type="checkbox"/> NO	WAS A REGULATORY AGENCY CONTACTED:		<input type="checkbox"/> YES <input type="checkbox"/> NO
AGENCY NAME (IF)	<input type="checkbox"/> NCDEQ	NCDEQ REPORT#	<input type="checkbox"/> NCDEM	NCDEM REPORT#
REGULATORY DRIVER				
NRC NOTIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO	NRC INCIDENT NUMBER:		
WHAT MEASURES WERE PUT IN PLACE TO PREVENT RECURRENCE?				
ADDITIONAL INFORMATION OR COMMENTS				
SPILL POC		E-MAIL	PHONE	
MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18		(10/18)	PREVIOUS VERSIONS OBSOLETE	LIFECYCLE DESIGNER

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.1 - ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC)
RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level ECC or Assistant ECC (AECC). The ECC/AECC is responsible for the management and implementation of the unit's/department's environmental program. This ESOP should be attached to the individual's appointment letter and placed in the unit ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization, or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned ECC/AECC billets.

Responsibilities:

1. Serve as the Point of Contact (POC) for matters involving environmental issues and compliance with Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A.
2. Develop and maintain a unit/department ESOP, in accordance with MCIEAST-MCB CAMLEJO 5090.9A, to implement the environmental management program and command-specific requirements. Promotes hazardous material (HM)/hazardous waste (HW) minimization and other pollution prevention objectives to the maximum extent practicable, within mission and resource constraints. Ensures all ESOPs are adhered to and placed in the unit's environmental operating file. ESOPs can be downloaded from the Environmental Management Division (EMD) website at (<https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/>). A disc or hard drive may be used to meet this requirement if they can be accessed upon request. ECC must ensure that an updated unit environmental POC roster is submitted to their Environmental Compliance Officer (ECO) monthly.
3. Keep HW/HM Site Managers, Handlers, and key personnel informed of any changes in regulations affecting environmental activities within the ECO/AECO's cognizance and ensure ESOPs and Unit-Level Contingency Plans are up to date and readily available for review by personnel involved in the HM/HW/Medical Waste (MW) Management Program.
4. Maintain a list of the locations, as well as a numerical count by location, of all environmental-related sites (to include HM/HW/MW generation sites, oil-water separators, tanks, drum sites, generators, and air emission sources) within the command. Update this list on a semi-annual basis, or when there is a change, and ensure a current copy is placed in the unit's environmental operating file.
5. Conduct documented monthly inspections of environmental-related sites. Perform follow-up actions required to ensure correction of container management deficiencies and timely removal of HM/HW/MW. Ensure weekly inspections of HW/MW generation sites are conducted and documented utilizing the EMD forms located in enclosure (9) of MCIEAST-MCB CAMLEJO 5090.9A. Ensure MW is transferred within specified periods as outlined in MCIEAST-MCB CAMLEJO 5090.9A, enclosure (3).

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6. Inform the ECO when the ECC is unavailable to conduct a required inspection and verify that the AECC, or other trained and appointed personnel will be available.
7. Ensure all required environmental inspections are conducted. When Site Managers or Handlers are unavailable ensure that an environmentally trained individual conducts the required environmental inspections. If there is no one trained and appointed, contact the higher headquarters ECO so they may fill in until an appointed and trained individual returns.
8. Actively promote the reduction of volume and toxicity of HW/HM produced within the ECC's organization.
9. Promote the proper management and segregation of used petroleum, oil, and lubricants to minimize contamination with water, antifreeze, and other contaminants.
10. Oversee the management of the unit's/department's environmental training program including, but not limited to, the following:
 - a. Maintain a current roster and training records of all AECCs, Site Managers and Handlers within the command. The ECO must ensure that individual training records have the required signatures of the individual as well as the ECC (for ECC training records, ECC/supervisor must also sign). Training must be entered using EMD-approved Form 27 found in enclosure (4) of MCIEAST-MCB CAMLEJO 5090.9A.
 - b. Ensure that training records for environmental personnel transferring to another installation or being released from active duty are retained for a period of seven years and 30 years for civilian personnel from the date removed from the program.
 - c. Participate in and ensure HM/HW/MW Site Managers and HM/HW Handlers participate in, regular environmental training sessions (to include Hazard Communication training) and workshops conducted/sponsored by the command ECC and Major Subordinate Command (MSC) ECO or EMD. Participate in quarterly ECO meetings held by the ECO. Review Site Managers' and Handlers' training records on a semi-annual basis and submit requests for additional training via the cognizant MSC ECO to EMD.
11. Ensure all leaks, releases, or spills are managed according to this Order. All leaks, releases, or spills must be reported to Fire Emergency Service Department (FESD) 911; in addition, enclosure (4) of MCIEAST-MCB CAMLEJO 5090.9A must be completed and maintained in the unit's environmental operating file for review upon request by EMD.
12. May perform duties as Site Manager and/or Handler in small units with minimal HM/HW sites.
13. Ensure that all procedures outlined in the ESOP for Environmental Management Preparations for deploying forces enclosure (10) of MCIEAST-MCB CAMLEJO 5090.4D are followed at the unit level, and EMD and the higher headquarters ECO are notified of any pending deployment.

REFERENCES:

1. MCO 5090.2
2. MCIEAST-MCB CAMLEJO 5090.9A

TRAINING:

1. All personnel with environmental responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required (ie. EM104; EM106, etc.); refer to the EMD training schedule to determine when these classes are offered.
3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations & functions as required.
4. All training must be documented in the individuals' environmental training record and be available for review and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.2 - ENVIRONMENTAL COMPLIANCE OFFICER (ECO) RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the Major Subordinate Command (MSC) level ECO or Assistant ECO (AECO). The ECO/AECO is responsible for the management and implementation of the MSC's environmental program. This ESOP should be attached to the individual's appointment letter and be placed into the unit ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned ECO/AECO billets.

Responsibilities:

1. Serve as the point of contact (POC) for matters involving environmental issues and compliance with Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.4. Ensure a POC roster of all unit-level Environmental Compliance Coordinators (ECC) and Assistant ECC (AECC) is submitted to Environmental Management Division (EMD) on a quarterly basis. Ensure all commands within their cognizance develop a unit/department ESOP and adheres to the applicable EMD-generated ESOPs within it.
2. Ensure hazardous waste (HW) generation and storage are limited to those types of HW for which the individual units/departments are authorized to generate and store, and for which a HW profile sheet has been issued by EMD.
3. Assist ECCs and Hazardous Material (HM)/HW/Medical Waste (MW) Site Managers in review of HM/HW/MW generation and any changes in waste stream composition. Any new HW stream generated for which no HW profile sheet is available should be reported immediately to the HW Program Manager, EMD.
4. Ensure that ECCs, HM/HW/MW Site Managers, HM/HW Handlers, and other environmental staff required are appointed in writing two weeks after being verbally appointed and properly trained. The appointment letter will include a written description of their duties. The environmental personnel training form can be found in enclosure (5) of MCIEAST-MCB CAMLEJO 5090.9A. The ECC must verify that the appointed personnel have signed their individual record of training, and the appropriate supervisor has signed as well.
5. Assist EMD with schedule for environmental compliance evaluations (ECE); participates in the ECEs and corresponding follow-up of organization/command operations per Marine Corps Order (MCO) 5090.2, MCIEAST-MCB CAMLEJO 5090.4 and Federal and State Regulations.
6. Ensure discrepancies identified through ECEs are corrected. Corrected actions must be documented in writing, signed by the unit Commanding Officer (CO) or someone with "By direction" authority, and provided to EMD within 30 days of receiving written report.

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7. Develop and maintain ESOPs to implement the environmental management program and command specific requirements. Management efforts should promote minimization and other pollution prevention objectives to the maximum extent practicable, within mission and resource constraints.

8. Oversee and participate in the implementation of command HW/HM collection, handling, and disposal, and ensure all HW/HM operations are carried out in strict compliance with the requirements of MCO 5090.2, MCIEAST-MCB CAMLEJO 5090.9A and Federal and State regulations.

a. Coordinate the review process for any request for a new Satellite Accumulation Area, HW, and MW area with EMD.

b. Validate HM/HW turn-in worksheets from generating units and ensure their completeness and accuracy.

c. Inspect contents of turn-in loads against turn-in disposal worksheets prior to submission of worksheets to EMD.

d. Monitor progress of removal of HM/HW and ensure that HM/HW is turned in on a weekly basis. Monitor removal of MW from authorized MW sites ensuring MW is transported to the Naval Hospital on a weekly basis. MW turn-ins must be documented on the EMD-approved form located in MCIEAST-MCB CAMLEJO 5090.9A enclosure (7). MW generated at the Battalion Aid Station/Regimental Aid Station, which do not have authorized MW sites, must be transferred to an authorized MW site within five calendar days of container closure.

e. Aid ECCs and Site Managers in resolving HM/HW management problems affecting storage and disposal.

f. Conduct documented quarterly inspections of all environmental areas utilizing the EMD-approved form and ensure that any issues identified during the quarterly inspection are corrected. ECOs must conduct four documented ECO quarterly inspections annually and may use one EMD-conducted ECE to satisfy this requirement. Ensure all unit/departments required inspections are conducted. In the absence of the unit ECC/AECC, conduct required monthly, weekly, and daily inspections.

g. Assist unit ECC in processing requests of new HM for addition to the unit's Authorized Use List.

9. Monitor the respective environmental training program to ensure personnel in positions of environmental responsibility are trained, per the Installation Comprehensive Environmental Training and Education Program.

a. Participate and ensure those personnel in positions of environmental responsibility attend training sessions and workshops conducted or sponsored by the command ECO and/or EMD.

b. Review AECO and ECC duties and training on a semi-annual basis and submit requests for additional training to EMD. Review personal training record with CO or appointee, or supervisor and obtain appropriate signatures.

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c. Maintain current environmental training records for themselves, ECCs, and AECCs within their command. Ensure that former command environmental personnel training records are maintained for a period of seven years for military personnel and 30 years for civilian personnel after being removed from the command environmental program; the closed-out records must include the date that they were closed.

10. Identify facilities deficiencies, as pertaining to environmental associated sites, to appropriate Installation authorities.

11. Ensure that deploying units will follow, and abide by, all procedures outlined in the ESOP for Environmental Management Preparations for deploying units.

12. Conduct documented quarterly meetings with unit-level ECCs.

13. Consolidate units' environmental POC rosters and provide EMD contact information for all unit-level ECCs and AECCs monthly, or when there has been a change to a unit's environmental program.

References:

1. MCO 5090.2

2. MCIEAST-MCB CAMLEJO 5090.4C

TRAINING:

1. All personnel with environmental responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.

2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required (i.e., EM104; EM106, etc.); reference the EMD training schedule to determine when these classes are offered.

3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations, and functions as required.

4. All training must be documented in the individuals' environmental training record and be available for review (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.3 - HAZARDOUS MATERIAL (HM) SITE MANAGER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level HM Site Manager. The HM Site Manager is responsible for conducting the day-to-day management and oversight of the unit/department's work sites where HM is generated, handled, or stored. This ESOP should be attached to the individual's appointment letter and be placed into the unit ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned as HM Site Managers.

Responsibilities:

1. Ensure Installation and command management requirements, as outlined in enclosure (1) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A, are implemented for each type of HM routinely collected and managed for disposal.
2. Ensure only authorized, properly trained, and supervised personnel are allowed to handle HM or perform associated inspections and record keeping.
3. Schedule initial training for each newly assigned Assistant Site Manager or Handler through their cognizant Environmental Compliance Coordinator (ECC).
4. Ensure other qualified, trained personnel provide direct supervision of each Assistant Site Manager or Handler until adequate initial HM management training is provided and documented. Direct supervision should be documented by the unit during this turnover. Unit turn-in to Environmental Management Division (EMD) consolidation cannot be conducted by anyone other than properly trained personnel.
5. Conduct inspections of HM storage areas quarterly for shelf-life maintenance. In the event there are no shelf-life labels present on the material, notify ECC to request labels. Perform follow-up actions required to ensure the following are accomplished:
 - a. Any HM containers should be clearly marked with appropriate marking requirements, in accordance with enclosures (1) of MCIEAST-MCB CAMLEJO 5090.9A
 - b. All HM containers must comply with the requirements of this order. In the event a HM container does not meet the noted requirements, corrective action will be taken.
 - c. All leaks, releases, or spills are managed according to this order. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911, followed by a notification to the unit's ECC or Assistant ECC.

Enclosure (5)

6. Notify immediate superior and ECC immediately upon becoming aware of one of the following:

a. The generation or the proposed generation of a new type of Hazardous Waste (HW).

b. Existing or potential violations of MCIEAST-MCB CAMLEJO 5090.9A or deficiencies suspected of posing a threat of a spill, fire, explosion, or other danger to human health, and safety, or to property.

c. Visit or proposed visits to the workplace by a representative(s) of Federal or state environmental agency.

7. Ensure proper storage of HM awaiting transfer to the HM/HW Consolidation Site.

8. Provide instructions and supervision required to ensure all HM disposal activities are carried out in compliance with MCIEAST-MCB CAMLEJO 5090.9A.

9. Ensure that all HMs are managed in a manner that prevents contamination by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

References:

1. MCO 5090.2

2. MCIEAST-MCB CAMLEJO 5090.9A

Training:

1. All personnel with environmental responsibilities must receive training (EM-101) within three (3) months of assignment followed by an annual review of the initial training (EM-102) within 12 months.

2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required (i.e., EM104; EM106, etc.); referenced the EMD training schedule to determine when these classes are offered.

3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations and functions as required.

4. All training must be documented in the individuals' environmental training record and be available for review (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.4 - HAZARDOUS MATERIAL (HM) HANDLER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department HM Handler. The HM Handler is responsible for the day-to-day operation of the unit/department's HM site(s). This ESOP should be attached to the individual's appointment letter and placed in the unit ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned as HM Handlers.

Responsibilities:

1. Properly prepare HM for containerization, storage, and transfer to Environmental Management Division (EMD) on a weekly basis.
2. Mark all HM containers with appropriate marking requirements.
3. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911; the Unit-Level Contingency Plan should be activated, followed by a notification to the unit's Environmental Compliance Coordinator (ECC) or Assistant ECC.
4. Collect and store HM in accordance with direction provided by the Site Manager, as outlined in enclosure (1) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A.
5. Handle, store, or otherwise prevent HM from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.
6. Store containers of HM in authorized sites following all procedures in enclosures (1) of MCIEAST-MCB CAMLEJO 5090.9A.

References:

1. MCO 5090.2
2. MCIEAST-MCB CAMLEJO 5090.9A

Training:

1. All personnel with HM responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required (i.e. EM104; EM106, etc.); reference the EMD training schedule to determine when these classes are offered.

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3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations & functions as required.
4. All training must be documented in the individuals' environmental training record and be available for review (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.5 - HAZARDOUS WASTE (HW) SITE MANAGER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level HW Site Manager. The HW Site Manager is responsible for conducting the day-to-day management and oversight of the unit/department's work sites where HW is generated, handled, or stored. This ESOP should be attached to the individual's appointment letter and placed in the unit ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned as HW Site Managers.

Responsibilities:

1. Ensure Installation and command management requirements, as outlined in enclosures (2) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A, are implemented for each type of HW routinely collected and managed for disposal.
2. Ensure only authorized, properly trained, and supervised personnel are allowed to handle HW or perform associated inspections and recordkeeping.
3. Schedule initial training for each newly assigned Assistant Site Manager or Handler through their cognizant Environmental Compliance Coordinator (ECC).
4. Ensure other qualified, trained personnel provide direct supervision of each Assistant Site Manager or Handler until adequate initial HW management training is provided and documented. Direct supervision should be documented by the unit during this turnover. Unit turn-in to Environmental Management Division (EMD) cannot be conducted by anyone other than properly trained personnel.
5. Conduct and properly document mandatory monthly inspections at HW sites per Federal and state regulations, and perform follow-up actions required to ensure the following are accomplished:
 - a. All containers are clearly marked with appropriate marking requirements, in accordance with enclosures (2) of MCIEAST-MCB CAMLEJO 5090.9A.
 - b. HW containers comply with the requirements of MCIEAST-MCB CAMLEJO 5090.9A. In the event a HW container does not meet the noted requirements, corrective action will be taken.
 - c. All leaks, releases, or spills are managed according to MCIEAST-MCB CAMLEJO 5090.9A. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911, followed by a notification to the unit's ECC or Assistant ECC.

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6. Notify immediate supervisor, ECC and Environmental Compliance Officer immediately upon becoming aware of one of the following:

- a. The generation or the proposed generation of a new type of HW.
- b. Existing or potential violations of this order or deficiencies suspected of posing a threat of a spill, fire, explosion, or other danger to human health, and safety, or to property.
- c. Visit or proposed visits to the workplace by a representative(s) of Federal or state environmental agency.

7. Ensure proper storage of HW awaiting transfer to the less than 90-day HW storage facility.

8. Provide instructions and supervision required to ensure all HW disposal activities are carried out in compliance with MCIEAST-MCB CAMLEJO 5090.9A.

9. Ensure that all HW containers are managed in a manner that prevents contamination, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

10. Ensure containers of HW are confined to authorized and approved accumulation areas.

11. May perform duties of handlers in small units with minimal HW sites.

References:

- 1. MCO 5090.2 Volume 9
- 2. MCIEAST-MCB CAMLEJO 5090.9A

Training:

1. All personnel with environmental responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.

2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required; refer to the EMD training schedule to determine when these classes are offered.

3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations, and functions as required.

4. All training must be documented in the individuals' environmental training record and be available for review (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.6 - HAZARDOUS WASTE (HW) HANDLER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department's HW Handler. The HW Handler is responsible for the day-to-day operation of the unit/department's HW site(s). This ESOP should be attached to the individual's appointment letter and placed in the unit's ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned as HW Handlers.

Responsibilities:

1. Properly prepare HW for containerization, storage, transportation and turn-in to Environmental Management Department (EMD) on a weekly basis.
2. Mark all containers with appropriate marking requirements.
3. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911; the Unit-Level Contingency Plan should be activated, followed by a notification to the unit's Environmental Compliance Coordinator (ECC) or Assistant (ECC).
4. Collect and store HW in accordance with direction provided by the HW Site Manager, as outlined in enclosure (2) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A.
5. Handle, store, or otherwise prevent HW and special wastes from becoming contaminated, damaged, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.
6. As directed, inspect HW accumulation sites monthly, recording the inspection on the EMD-approved form found in enclosure (9) of MCIEAST-MCB CAMLEJO 5090.9A. Inspect HW storage containers for deficiencies and report all discrepancies to the HW Site Manager.
7. Store containers of HW in authorized and approved sites, following all procedures in enclosures (2) of MCIEAST-MCB CAMLEJO 5090.9A.
8. Inform the HW Site Manager if a container becomes full prior to its weekly pickup date.

References:

1. MCO 5090.2 Volume 9
2. MCIEAST-MCB CAMLEJO 5090.9A

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Training:

1. All personnel with HW responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required; refer to the EMD training schedule to determine when these classes are offered.
3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations, and functions as required.
4. All training must be documented in the individual's environmental training record and be available for review (EMD form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.7 - REGULATED MEDICAL WASTE (RMW)

Purpose: This ESOP establishes the responsibilities for the unit/department-level working with Regulated Medical Waste (RMW).

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned within RMW areas.

Responsibilities:

1. Ensure Installation and command management requirements, as outlined in Defense Health Agency-Procedures Manual (DHA-PM) 6050.01, are implemented for each type of RMW routinely collected and managed for disposal.
2. Ensure only authorized, properly trained, and supervised personnel are allowed to handle RMW or perform associated inspections and recordkeeping.
3. Schedule training for each newly assigned personnel through their cognizant Environmental Compliance Coordinator (ECC).
4. In the event of a RMW spill, ensure cleanup is conducted by trained personnel only and is in accordance with OSHA standards and the unit's Unit Level Contingency Plan. Make notification of spill to the ECC/Assistant Environmental Compliance Coordinator (AECC).
5. Provide instructions and supervision required to ensure all RMW disposal activities are carried out in compliance with this DHA-PM 6050.01.
6. Ensure that all RMWs are managed in a manner that prevents contamination, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.
7. Ensure containers of RMW are confined to authorized and approved accumulation areas.

References:

1. 15A NCAC 13B.1200
2. Naval Medical Center Camp Lejeune Medical Waste Management Plan
3. MCIEAST-MCB CAMLEJO 5090.9A
4. DHA-PM 6050.01

Training:

1. All personnel assigned to RMW areas must receive training (EM-109 MW Training) within 90 days of assignment.

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2. Employees assigned to tasks where exposure may occur will receive Bloodborne Pathogen training upon initial assignment and annually thereafter.

3. All training must be documented in the individual's environmental training record and be available for review (EMD form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.

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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.9 - ENVIRONMENTAL MANAGEMENT PREPARATIONS FOR DEPLOYING UNITS' ENVIRONMENTAL STANDARD OPERATING PROCEDURES (ESOP)

Purpose: This ESOP establishes the preparations required to ensure that a unit's garrison obligations are met during any period that the unit will be deployed. This ESOP must be placed in the unit's Environmental Hazardous Waste/Hazardous Material Operations (EHW/HM Ops) Binder.

Applicability: This ESOP applies to all organizations organic to or tenanted aboard Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), Marine Corps Air Station New River (MCASNR) and those in transit or otherwise temporarily resident because of training or mobilization.

Responsibility: All personnel holding Major Subordinate Command (MSC) level Environmental Compliance Officer (ECO) and Environmental Compliance Coordinator (ECC) billets.

Responsibilities:

1. Establish a Pre-Deployment Timeline and Evaluate Rear Party Requirements:

a. Garrison environmental responsibilities are not eliminated due to deployment. The unit's pre-deployment timeline must include delineation of environmental responsibilities.

b. Determine what practices, if any, will be conducted by the remain behind element. Practices that continue to operate under the cognizance of the rear party, must be conducted by properly trained individuals and in compliance with all applicable orders pertaining to their operation, including:

(1) Satellite accumulation areas (SAA) & universal waste (UW) areas (if applicable):

(a) Maintenance of Unit's Environmental Operations binder required forms and inspections.

(b) Maintenance of SAA and Universal Waste areas to include proper container labeling, signage requirements and required inspections.

(2) Hazardous material (HM) needs & storage requirements:

(a) Maintenance and accuracy of the unit's Authorized Use List (AUL). Ensuring accurate on-hand HM inventory and required labeling of HM inventory, as applicable.

(b) Ensuring turn-in of all excess, expired shelf- life, and/or unwanted HM.

(c) Reference (a) identifies requirements for HM. The rear party is responsible for compliance with all facets of the ESOP unless a site is decommissioned during deployment.

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(3) Aboveground storage tank (AST) needs:

- (a) Daily inspections are conducted as applicable.
- (b) Operator maintenance of ASTs as necessary.
- (c) Procedures to submit service requests related to ASTs.

(d) Reference (b) identifies requirements for ASTs. The rear party is responsible for compliance with all facets of the ESOP unless a site is decommissioned during deployment.

(4) Title V air emission sources:

- (a) Ensure frequency inspections are conducted as applicable.

(b) Maintenance of the Title V Binder and associated recordkeeping forms.

(5) Pollution abatement facilities and oil-water separators (OWS):

- (a) Ensure frequency inspections are conducted as applicable.

(b) Ensure operator maintenance of pollution abatement facilities as necessary.

(c) Procedures to submit service requests related to pollution abatement facilities.

(d) Reference (c) identifies requirements for pollution abatement facilities. The rear party is responsible for compliance with all facets of the ESOP unless a site is decommissioned during deployment.

(6) Rear party appointments and training requirements: The ECO is responsible for environmental sites in cases where the ECC deploys.

(a) Ensure appointment letters for appropriate personnel are completed as necessary.

(b) Ensure required training is completed, as necessary, prior to performing environmental duties. IT IS ESSENTIAL THAT THE REAR PARTY INCLUDES PERSONNEL TRAINED BY ENVIRONMENTAL MANAGEMENT DIVISION (EMD), as applicable, to perform any environmental management requirements that are associated with practices to be conducted in garrison by the rear party. At a minimum EM-101 Initial HM and Hazardous Waste (HW) Training, is required. However, all applicable training, including EM-106 Air Quality Training if Title V air emission operations apply to the rear party's duties, will be completed. Contact the unit ECC or command ECO to determine what type of training is needed. It is important to note that the unit ECC must retain control of environmental management requirements and practices until trained personnel are available to perform these duties.

(c) Reference (d) identifies requirements for ECOs. Reference (e) identifies requirements for ECCs. The rear party is responsible for compliance with all facets of the ESOPs during deployment.

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2. Secure Operation of Non-Essential Practices: The following actions will be taken for practices that discontinue while the unit is deployed.

a. Turn-in all HW. It is required that all HW be removed from the site. Arrangements will be made through the ECO for turn-in. Standard turn-in procedures will apply. Contact the unit ECC and EMD/Resource Conservation and Recovery Section (RCRS) to request an SAA closure. SAA inspection requirements will continue to apply up to and including the closure date (established in paragraph 4.a.(2)(a)). Once closed, monthly SAA site inspections are no longer required. SAA Closure letters must be maintained in the Unit's Environmental Operational Binder in accordance with reference (f).

b. Turn-in all HM and secure HM storage areas. Unit personnel must maintain inventory of all HM based on service-life expiration dates. Any HM associated with a discontinued practice should be turned in to prevent the generation of any HW.

(1) Unit personnel must take inventory of all HM regarding service-life expiration dates and ensure that all HM has at least one year of service-life remaining.

(2) HM that will not be used prior to its expiration date by the trained rear party may be either transferred to another unit within the MSC or turned in through the HM Curbside Service. EMD/RCRS will determine what is taken to the HM Re-Issue Facility. Contact your ECC for assistance.

(3) HM storage lockers will be consolidated to limit locations of HM inspections. HM compatibility requirements will continue to apply.

(4) Empty lockers will be unlocked when stored to clearly indicate no HM are present.

c. Turn-in all medical waste (MW). If deployment will result in the closure of an Aid Station, ensure all MW is turned in to the unit's authorized MW site in accordance with reference (f).

d. Secure ASTs. The following actions will be taken for all ASTs associated with practices that will be discontinued while the unit is deployed.

(1) Off specification (off spec) fuel, used oil and used antifreeze will be appropriately removed from ASTs. Fill out Form MCIEAST-MCB CAMLEJ/G-F/EMD/14 (MCIEAST-MCB CAMLEJ Service Request), which can be found at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/emd-approved-Forms/> and email to lejuene_pas@usmc.mil to arrange commodity pick-up.

(2) After the tank has been emptied, EMD/RCRS will secure and tag the AST as "EMPTY".

e. Secure 55-Gallon Drums. Approved off spec fuel, used oil, or used antifreeze stored in 55-gallon drums will be appropriately removed. Units will fill out Form MCIEAST-MCB CAMLEJ/G-F/EMD/14 (MCIEAST-MCB CAMLEJ Service Request), and email to lejuene_pas@usmc.mil to arrange pick-up. When the approved off spec fuel, used oil or used antifreeze stored in 55-gallon drums has been removed, the unit will triple rinse the POL containers, as long as they are empty, and prepare them for turn in to DLA.

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Antifreeze drums will have the inner liner removed and both the liner and drum will be turned in during their next scheduled Curbside Service.

3. Inspections:

a. ECO/ECC Inspection: The ECO will ensure that execution of this ESOP has been completed. Any errors noted during the evaluation process will be corrected prior to the required EMD/Environmental Compliance Branch (ECB) deployment preparation inspection.

b. EMD/ECB Inspection: EMD/ECB will evaluate the unit to ensure the unit's deployment preparations are complete.

c. Inspections During Deployment: The rear party will perform, and document all required inspections based on the practices still being conducted (i.e., vehicle washing operations would require daily OWS inspections).

4. Administrative File Retention: Regardless of the unit deployment status, all records must be maintained. Options available to ensure effective file retention are as follows:

a. Rear Party Retention: This method is required in the event the rear party continues operations of any industrial practices assigned to the unit.

b. ECO Retention: This is the preferred method. All records are turned over to the unit's MSC ECO. The ECC will retain and store all records until the unit's appointed ECC returns to receive the unit EHW/HM Ops Binder.

5. Post-Deployment Re-Establishment:

a. Retrieve unit Environmental Operations binder from ECO. Resume normal operations. Contact EMD/ECB for assistance.

b. Review unit training records. Ensure that all training applicable to any personnel associated with the unit's environmental program is current. Contact ECO to schedule any required training.

c. Re-Establish SAAs. Site requirements must be met prior to the reactivation of any site in accordance with reference (f). Once requirements have been met, schedule an inspection to open the temporarily closed site(s). (Note: Sites are not activated until the inspection is complete and the EMD SAA Authorization Letter is posted, therefore industrial processes associated with the site cannot resume and the SAA is not activated until the required inspection has been completed and the EMD SAA Authorization Letter has been received and posted at the site).

d. Re-Establish AST Operation.

e. Re-Establish HM Storage Areas.

6. Spill Reporting and Response Requirements:

a. All units are required to have a Unit Level Contingency Plan (ULCP) per reference (g). Ensure the ULCP contains policies and procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently.

b. Any releases or spills that occur in and around the area of responsibility must be reported immediately to the Base Fire and Emergency Services Division (FESD) by dialing 911. A Spill Report, Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18, must be completed and forwarded to the command Environmental Compliance Officer (ECO) via the unit ECC or Alternate Environmental Compliance Coordinator (AECC). A copy of the completed Spill Report must also be maintained in the unit Environmental Operations Binder. Forms can be obtained by the unit ECC or command ECO and may also be downloaded at <https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/UNIT%20LEVEL%20SPILL%20FORM.pdf>.

c. Units must stock appropriate amounts of spill containment and control equipment onsite for use in the event of a spill.

d. Signs are to be posted in the vicinity of the used oil, off spec fuel, used antifreeze, hazardous material, or pollution abatement facilities that will indicate the following information:

**IN CASE OF AN OIL OR HAZARDOUS MATERIALS SPILL CALL FIRE and
EMERGENCY SERVICES DIVISION AT 911 NOTIFY YOUR
COMMANDER/SUPERVISOR IMMEDIATELY**

The sign must have yellow background and black lettering. Information to purchase the signs can be acquired from the cognizant ECO.

References:

1. 9.01 - Hazardous Material Management Program ESOP
2. 9.102 - Management of Pollution Abatement Facilities ESOP
3. 4.1 - ECO Responsibilities ESOP
4. 4.2 - ECC Responsibilities ESOP
5. MCIEAST-MCB CAMLEJO 5090.9A
6. MCIEAST-MCB CAMLEJO 5090.4D

Training:

1. Unit personnel shall be trained on all provisions of this ESOP. All training must be requested through unit ECC or AECCs - ECO-> EMD/Environmental Compliance Branch (ECB)
2. Unit commanders shall ensure that personnel who perform operations such as vehicle maintenance, fueling, or washing are properly trained in the operation and maintenance of pollution abatement facilities. Personnel shall be trained on the environmental impact of oil and HM spills, and prevention of such incidents.
3. EM 101 - Initial Hazardous Material and Hazardous Waste Training - Required for all ECOs, AECOs, ECCs, AECCs, and AST Operators.
4. EM 102 - Refresher Hazardous Material and Hazardous Waste Training - Required annually for all ECOs, AECOs, ECCs, AECCs, and AST Operators who have received EM 101.

5. EM 103 - HM Transportation for Drivers - Required annually for all ECOs, AECOs, ECCs, AECCs, and AST Operators.
6. EM 104 - ECO/ECC Training Class - Required for all ECOs, AECOs, AECCs, and ECCs.
7. EM 106 - Air Quality Training - Required for all ECOs, AECOs, ECCs, AECCs, and Air Emission Source Operators.
8. Shop-Level Training Modules - Modules which involve various environmental media topics applicable to shop level personnel.
9. Computer-Based Training (CBT) - Numerous CBTs are provided within the Environmental Learning Management System (eLMS) for military & civilian Marines to utilize to improve their environmental knowledge. These CBTs can be accessed at <https://www.marinenet.usmc.mil/marinenet/Courses/Catalog.aspx>.
10. Training should be documented in the individuals' training record using Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.9/27 (EMD Form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel. This form can be found at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/emd-approved-Forms/>.

Definitions:

1. Authorized Use List (AUL) - A list identifying all potential HM stored or used by an End-User and maximum storage quantities.
2. Environmental Compliance Officer (ECO) - An individual with sufficient rank, Staff Non-Commissioned Officer or higher, assigned by their respective Commanding General, Commanding Officer, MCIEAST-MCB CAMLEJ, or by the Commanding Officer, MCAS, New River that is responsible for the management and implementation of the command environmental program. In addition, this term will include the assistant(s) assigned to this position (AECO).
3. Environmental Compliance Coordinator (ECC) - An individual with sufficient rank, Staff Non-Commissioned Officer or higher, assigned at the regimental, battalion, and base agency (or equivalent) responsible for the management and implementation of the command environmental program. In addition, this term will include the assistant(s) assigned to this position (AECC).
4. Hazardous Material (HM) - A chemical compound or combination of compounds which have been identified by DOT posing or capable of posing a significant risk to public health, safety, or the environment due to its quantity, concentration, or physical/chemical, and/or infectious properties, and/or characteristics while transported in commerce.
5. Oil-Water Separator - A waste management unit, generally a tank, that is used to separate oil or organics from water. A separator consists of not only the separation unit but also the forebay and other separator basins, skimmers, grit chambers, and bar screens.
6. Pollution Abatement Facility - Any equipment, plant, treatment works, structure, machinery, apparatus or land, or any combination thereof, acquired, used, constructed, or operated for the storage, collection,

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reduction, recycling, reclamation, disposal, separation or treatment of water or wastes, or for the final disposal or residues resulting from the treatment of water or wastes.

7. Hazardous Waste - A waste is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment.