UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
P.O. BOX 452001
SAN DIEGO CA 92145-2001

In reply refer to
5090 4113
13 DEC 2013

From: Commanding Officer
To: Distribution

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) COMPLIANCE AUDIT SCHEDULE

Ref: (a) MCO P5090.2A
(b) StaO 5090.4A

Encl: (1) EMS Compliance Inspection Checklist

1. In order to ensure EMS compliance in accordance with reference (a) and (b), the Environmental Management Department will conduct Annual audits of all installation tenants/units. Audits will be based on the inspection checklist found in enclosure (1). The following CY14 schedule supersedes the outlined schedule in reference (b):

January	MALS-11/16 GSE	MALS-11/16 AVI
	MALS-11 P/P	L3 Comm
	VMFA-323	MCCS GONSALVES GAS STATION
February	MALS-16 P/P	Chugach
	VMFAT-101	MEDICAL
	VMFA-225	MCCS GARDEN SHOP
	HMH-465	MCCS C&M
	HMH-462	MCCS AUTO SKILLS
	HMH-466	MCCS MAIN GAS STATION
	MALS-11/16 A/F	ANNEX GAS STATION
	H&HS ARD	MWHS-3 MED
March	VMGR-352	VAL
	VMFA-314	M7
	MAG-11/16 FLAS	MCCS GRAPHICS
	VMM-166	MCCCS AVIATION MUSEUM
	VMM-161	MCCS GOLF MAINTENANCE
	VMFA-232	MTACS-38
April	HMH-361	SWRFT
	MWSS-373	VET CLINIC
	VMM-165	MWCS-38
	FRC	MACS-1 DET B
	VMM-163	MASS 6/MWCS-48

	HMM-764	MWSS-473
	Hazmin Center	S-4
May	VMM-363	MCCS MARINE MART
	VMM-268	MCCS OFFICERS CLUB
	CLC-11	MCCS YOUTH CENTER
	EOD	MCCS THEATRE
	CDC	MCCS ADMIN
		NAVFAC
		NAVCON BRIG
June	H&HS Fuels	ROICC
	4TH TANK	DECA
	4TH MED	HRC
		DENTAL

2. Coordination for exact dates will be made with unit Environmental and Hazardous Waste Coordinators.

3. Environmental Management Department point of contact is LT Prince Abubakari at 577-1137.

J. E. Szepesy
By direction

Copy to:
CG, 3rd MAW (DOSS)
CO, 4th Tank
CO, 4th MAW
CO, H&HS (S4)
MCCS
NAVFAC
HRC
SWRFT
FISC (Zone Mgr)
FRC
ROICC
S-4
S-3 (VAL)
EOD
CDC
Dental
Medical
Vet

Environmental Management System

Environmental Compliance Coordinator Checklist

Pursuant to: MCO 5090.2A

	Unit:	**Date:**	
	Environmental Compliance Coordinator	Phone #:	
	Primary:		
	Alternate:		
	Environmental Management System (EMS)/Comprehensive Environmental Training and Education Program (CETEP)	YES/ NO	Comments
	a. Is the unit Environmental Compliance Coordinator (ECC) designated in writing and appointed for 1-year? *[MCO P5090.2A Change 3, Para 1305.4; 2205.3.g; 5303.3; 5304.1]* **Inspection guidelines:** Any verifiable documentation of designation (computer designation, signed letter from unit CO, etc) Forward copy of the unit's designation to the installation CETEP Coordinator.		
	b. Has the unit ECC completed the Environmental Compliance Coordinator training course? *[MCO P5090. 2A Change 3, Para 5304.2; StaO 5090.3A Table 2-2]* **Inspection guidelines:** Any verifiable documentation of training (ELMS certificate or classroom completion certificate) Forward copy of the completion certificate to the installation CETEP Coordinator.		
	c. Is the installation CO's Environmental Policy Statement communicated to all unit personnel? *[MCO P5090.2A Change 3,Para 2201.1.d]* **Inspection guidelines:** Check for an ***equitably*** communicated/placed installation CO's Environmental Policy Statement on unit communication boards, "Read and Initial Boards" or other communication method.		
	d. Does each work center maintain a current Environmental SOP (ESOP) for each significant practice, not otherwise controlled by SOP or job practice order/instruction that is performed under the practice owner's control? *[MCO P5090.2A Change 3, Para 2210.4]* **Inspection guidelines:** ESOP's for each significant practice may be in the form of a hard copy in applicable work center or ability of the supervisor to locate them on the internet. Verify practices and ensure there are no **NEW** practices requiring the development of an ESOP.		
	e. Does each work center ensure each applicable ESOP is addressed in unit training? *[MCO P5090.2A Change 3, Para 2210.4]* **Inspection guidelines:** Training documentation may be hard copy sign-in sheets for each ESOP trained or may be documented electronically. Each specific ESOP must be identified on the rosters.		
	f. Has the ECC ensured each practice owner understands procedures for controlling their practices and are competent to operate practices in a compliant and environmentally sound manner *[MCO P5090.2A Change 3, Para 1306.1; 2206.2.b]* and trained on an annual basis *[MCO P5090.2A Change 3, Para 5302.8]* **Inspection guidelines:** Training documentation on the following subjects is required: Pollution Prevention (P2) – All Hands – *Para, 1306.4, 2206.2.c(1)&(2), 5201.1.a;* Green Procurement Program – All Hands – *DON GPP Implementation Guide, Feb 2009, 4.5 and 5.2.1;* EMS Awareness – All Hands – *Para 1306.2, 2206.2.c, 5307.3;* SPCC – All Applicable Personnel – *StaO 5090.3A Chapter 2, paragraph 3.j.(1).(n).*		
	g. Have all unit personnel viewed MCAS Miramar's Environmental Awareness "Welcome Aboard" video? *[[MCO P5090.2A Change 3, Para 1306.1&2; 5302.8, 5307.3]* **Inspection guidelines:** Ensure ECC can provide verifiable documentation of all personnel to have completed the MCAS Miramar's Environmental Awareness "Welcome Aboard" video.		
	h. Has the battalion/squadron commander received environmental responsibility training upon assumption of command? *[MCO P5090.2A Change 3, Para 5303.1, 5201.1.c.(2)]* **Inspection guidelines: Military Units Only** shall provide documentation of CO's environmental responsibility training or brief soon after assuming command		
	i. Does the unit have a copy of their emergency response plan/SOP (i.e. Business Plan) available in key locations throughout the unit (i.e. copy in Duty Office, Maintenance/Production Control, HAZWaste storage site). *[MCO P 5090.2A Change 3 Para 2211]* **Inspection guidelines:** A copy of the most current emergency response procedures should be available and found in key locations throughout the unit. Physically inspect availability at those locations.		
	j. Is training documented to ensure each practice owner understands procedures for controlling their practice and competent to operate practices in a compliant and environmentally sound manner? *[MCO P5090.2A Change 3, Para 2206.2.b]* **Inspection guidelines:** This is a catch-all question and should be answered last. Should the unit fail to provide documented training for any general awareness, job specific, ESOP or other environmental requirement, then this is to be answered "No".		

Inspector: _____ Reviewed: _____ Date: _____

EMS Coordinator

Environmental Management System

Unit Overview Checklist

Pursuant to: MCO 5090.2A, StaO 5090.4A, Federal – TEAM Guides

Unit:		Date:		
	Personnel Questionnaire	No. of Persons Questioned:		
	Based on the responses of personnel questioning assign the appropriate score as follows: 2 = Meets standard 1 = Exhibits some, but not all, and/or knowledge of standard 0 = Exhibits no knowledge of required standard	**2**	**1**	**0**
	a. Are you aware of the Installation Commanding Officer's Environmental Policy Statement? Can you briefly summarize what the Policy Statement says?			
	b. Are you aware of the EMS logo? What is it, and what does it represent?			
	c. What is your job here?			
	d. In what ways does performing your job affect the environment?			
	e. What are the two biggest environmental issues at this location?			
	f. What are the two biggest environmental issues on this installation?			
	g. Are there any potential legal consequences associated with the environmental aspects of this job (i.e. loss of operating permit, fines)?			
	h. What are your specific environmental roles and responsibilities when performing this particular job and at this particular location?			
	i. Have you received any job specific environmental training?			
	j. How has the environmental training helped you better perform your job?			
	k. Are there any spill plans, environmental instruction manuals, or SOP's that guide you in the performance of your job? Show me.			
	l. Are there any environmental processes associated with your job (i.e. disposal of … dirty rags, used oil, sealant, used paint)? Show me.			
	m. What would you do in case of an environmental emergency such as a fire or large chemical or fuel spill?			
	n. Have there been any chemical, fuel, oil or other hazardous material/waste spills in your area/ When, where and how much?			
	o. What can the environmental department do to help you better perform your job?	-	-	-
	Rating	/		

Inspector: _____ Reviewed: _____ Date: _____

EMS Coordinator

NOTES:

Enclosure (1)