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STATION ORDER 5090.3

From: Commanding Officer, Marine Corps Air Station Miramar
To: Distribution List

Subj: COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM
(CETEP) PLAN

Ref: (a) MCO P5090.2
(b) MCAS Miramar Training Needs Analysis
(c) California Health and Safety Code

Encl: (1) CETEP Plan

1. Situation. To implement the Marine Corps Comprehensive Environmental Training and Education Program (CETEP) Plan for Marine Corps Air Station (MCAS) Miramar.

2. Mission. To ensure MCAS Miramar personnel receive environmental training, instruction and information required by reference (a).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To develop, maintain and implement a CETEP Plan that addresses environmental training requirements. Personnel shall actively support, implement, and manage the CETEP per policies, procedures, and guidance set forth in the reference and this Order.

(2) Concept of Operations. The CETEP Plan documents and describes decisions made to ensure appropriate environmental training and information is provided to all targeted personnel. The CETEP Plan provides a detailed description of the impact of environmental training requirements for the station, programs and procedures established to address overall Marine Corps environmental training readiness, pollution prevention, quality of life and environmental compliance goals. This CETEP Plan implements requirements established by reference (a).

b. Coordinating Instructions

(1) Comply with applicable environmental training and education standards.

(2) The Environmental Management Officer will assign a CETEP coordinator within the Environmental Management Department to develop, maintain and implement a CETEP Plan to meet program requirements.

4. Administration and Logistics

a. This Order is issued under Distribution Statement A and is published electronically. It can be accessed online via MCAS Miramar's secure online portal at <https://www.mciwest.usmc.mil/inst/mcasm/Adj/SitePages/Home.aspx>

5. Command and Signal

a. Command. This Order is applicable to personnel assigned to Marine Corps Air Station Miramar.

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



S. M. VAN WINKLE
By Direction

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CHAPTER 1

COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM PLAN

1. Purpose. This plan establishes a planning and management tool for the development and maintenance of the CETEP at MCAS Miramar as implemented by the Environmental Management Department (EMD). The Plan documents provisions established and progress made toward achieving and/or sustaining the Marine Corps environmental training goals.
2. Applicability. This plan applies to all personnel stationed, working, or living aboard MCAS Miramar, all MCAS Miramar active and reserve detachments, units and tenant commands.
3. Federal and State Statutes. Federal and State statutes listed below contain or invoke training requirements that can have an impact on personnel working or living aboard MCAS Miramar:
 - a. Clean Air Act (CAA).
 - b. Clean Water Act (CWA).
 - c. Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA) Title III.
 - d. Endangered Species Act.
 - e. Federal Facilities Compliance Act.
 - f. Federal Insecticide, Fungicide and Rodenticide Act.
 - g. Hazardous Material Transportation Uniform Safety Act.
 - h. National Environmental Policy Act (NEPA).
 - i. Occupational Safety and Health Act (OSHA).
 - j. Resource Conservation and Recovery Act (RCRA) and the Hazardous and Solid Waste Amendments.
 - k. Safe Drinking Water Act.
 - l. California Hazardous Waste Control Act.
 - m. California Health and Safety Code.

4. Unit Designated Environmental Compliance Coordinator (ECC).

The ECC (Staff Noncommissioned Officer or Officer) is the environmental program representative for the individual units aboard MCAS Miramar and play an integral CETEP role. The unit designated ECC supports the CETEP goals by promoting environmental program compliance, providing awareness and training within their units and serves as the unit's focal point regarding all environmental issues and compliance requirements.

Chapter 2

TRAINING NEEDS ANALYSIS

1. Needs Analysis Process. In August 2012, reference (b) was updated detailing the organization, action, and milestones for the environmental training needs aboard MCAS Miramar. A copy of the current Training Needs Analysis is held locally with Miramar's CETEP Coordinator or can be found at Headquarters Marine Corps (HQMC) secure environmental online portal.

2. Pertinent Demographic Information

a. MCAS Miramar Organization/Tenants. Within the boundaries of MCAS Miramar there are approximately 1,122 civilian employees and 12,120 military personnel. There are approximately 1,600 military dependents living in Navy on-base housing. These numbers total 14,842 persons who live or operate within the fence line of MCAS Miramar on a regular basis. Of this number, all may be subject to one or more environmental training requirements as defined within the scope of CETEP. The CETEP encompasses the station activities and tenant commands operating or residing within station's boundaries.

b. Populations Assigned to Housing. MCAS Miramar housing is Navy owned and contractor operated and serves the housing needs for Navy and Marine Corps personnel assigned to military installations in the greater San Diego area. There are currently 592 military housing units aboard MCAS Miramar.

c. Installation Schools. MCAS Miramar has a Navy operated pre-school/day care center that enrolls toddlers up to the age of four. Other than military professional training schools, there are no Department of Defense Dependents' Schools (DoDDS) or community schools aboard the station.

d. Local Community Populations. MCAS Miramar is located entirely within the City of San Diego in the County of San Diego, California. The 2012 census population estimates for the County of San Diego is 3,177,063.

e. Established Table of Organization. Due to the continuous transitioning of military assets and the commissioning/decommissioning of units in support of these assets, the tables of organization for MCAS Miramar and tenant commands are best identified on the World Wide Web at sites such as <https://tfsms.mccdc.usmc.mil/portal/page/portal/TFSMS/WELCOME>.

f. Routine Visiting Units. Military and civilian activities routinely visit MCAS Miramar for training or support services such as the use of our runways and airspace, flight simulators, small arms ranges, Chemical, Biological, Radiological, and Nuclear (CBRN) facility, the annual air show, and other training and events conducted in areas located in East Miramar.

3. Significant Environmental Characteristics and Requirements

a. General Scope. MCAS Miramar's mission is to maintain and operate facilities and provide services and materials to support the operations of 3d Marine Aircraft Wing (MAW) and other tenant commands.

b. Status of Pertinent Permits. MCAS Miramar maintains environmental permits by statute in the following numbers and types:

Table 2-1

Environmental Permits by Statute

Statute	Regulation	Type of Permit	Qty
Clean Air Act	40 CFR 50-99	Various Equipment	113
Clean Water Act	40 CFR 35	Storm Water Discharge	1
Clean Water Act	SDMC, Art 4, Div 7, 64.0701	Industrial Wastewater Discharge	1
Clean Water Act	SDMC, Art 4, Div 7, 64.0701	Food Establishment Wastewater Discharge	23
CA Health & Safety Code	Title 22 CCR	Hazardous Waste Sites	50
CA Health & Safety Code	Title 23 CCR	Underground Storage Tanks (UST)	6
CA Health & Safety Code	Title 22 CCR	Above Ground Storage Tanks (AST) Used Oil	16
Migratory Bird Treaty Act	50 CFR 13	Migratory Bird Permit	1

c. Relevant Plans and Directives. The following plans and local directives apply:

- (1) Facility Response Plan.
- (2) Spill Prevention, Control, and Countermeasure Plan.
- (3) Pollution Prevention Plan.

- (4) Facilities Master Management Plan.
- (5) Hazardous Waste Management Plan.
- (6) Storm Water Management Plan.
- (7) Air Quality Management Plan.
- (8) Station Safety Order.
- (9) Asbestos Management Program.
- (10) Integrated Solid Waste Management Plan.
- (11) Pesticide Management Plan.
- (12) Underground and Above Ground Storage Tank Management Plan.
- (13) Integrated Natural Resources Management Plan.
- (14) Integrated Cultural Resources Management Plan.
- (15) Wildland Fire Management Plan.
- (16) Integrated Pest Management Plan.
- (17) Contaminated Soil Management Plan.
- (18) Community Relations Plan.
- (19) Drinking Water System Emergency Response Plan.
- (20) Weed Control Management Plan.
- (21) Environmental Compliance and Protection Program Standard Operating Procedures (ECPSOP).

d. Number and Type of Hazardous Waste Streams. There are approximately 17 major waste streams on MCAS Miramar producing varying amounts of regulated hazardous waste, universal waste, and special wastes. Disposal is primarily through a Navy Facilities Engineering Command Southwest (NAVFAC SW) contractor although other waste disposal vendors are used. The following is a list of major waste streams:

- (1) Waste Petroleum Oil and Lubricants (POL).
- (2) Used Oil and Fuel Filters.

- (3) Used Absorbents.
- (4) Lint-Free Rags.
- (5) Lead-Acid Batteries.
- (6) Universal Waste Batteries.
- (7) Universal Lamps (Fluorescent Tubes).
- (8) Waste Paint and Solvents.
- (9) Used Tires.
- (10) Electronic Waste.
- (11) Treated Wood Waste.
- (12) Expired Shelf-Life (possibly any hazardous material).
- (13) Spill Clean Up Debris.
- (14) Oil/Water Separator Sludge.
- (15) Paint/Adhesive Debris.
- (16) Alkaline/Lithium/Ni-Cad Batteries.
- (17) Aerosols.

e. Collection Sites. MCAS Miramar Station and tenant activities operate 60 waste accumulation sites that are permitted by the County of San Diego Department of Environmental Health and approximately 28 authorized satellite accumulation areas.

f. Environmental Restoration Program (ERP) Sites. Under the ERP, there are 19 Installation Restoration (IR) sites and 12 Munitions Response (MR) sites within the fence line of MCAS Miramar. The investigation and cleanup of these sites is conducted in accordance with CERCLA requirements. Currently seven IR sites and five MR sites remain open. The remaining sites have been closed with regulatory concurrence or removed from their respective programs.

g. Treatment Plants. MCAS Miramar does not own or operate a drinking water and/or waste water treatment plant.

h. Emission Requirements. State of California and County of San Diego air permit regulations are found in the San Diego Air Pollution Control District Rules and Regulations.

i. Unique Local Requirements. Reference (c) requires personnel affected by the unit's Hazardous Material/Hazardous Waste (HM/HW) handling and emergency response actions to have specific annual training on the Emergency Response Contingency Plan (ERCP) training topics.

j. Applicable Environmental Training Requirements. The following list of significant environmental training requirements are grouped under the three major CETEP components as specified in reference (a)

(1) Environmental General Awareness Component. This training is required for all personnel stationed or working aboard MCAS Miramar in any capacity; all MCAS Miramar Active and Reserve detachments, units and tenant commands.

(a) Environmental Management System (EMS) Awareness.

(b) Pollution Prevention (P2).

(c) Welcome Aboard - Environmental General Awareness.

(d) Green Purchasing/Procurement.

(e) Landfill Authorization ESOP.

(f) Storm Water Pollution Prevention and General Housekeeping - General Awareness.

(g) Public Outreach Events.

(h) Various publications, newsletters, email communication, posters, and decals distributed throughout the air station.

(2) Job - Specific Requirements/Necessary Training Component.

(a) Asbestos - 29 CFR 1910.1200; 40 CFR 763.

(b) CETEP Coordinator - reference (a), Chapter 5.

(c) Clean Air - 40 CFR 82.

(d) Clean Water - 40 CFR 35.

(e) Hazardous Waste Coordinators - CA Health and Safety Code, Hazardous Waste Management Plan.

(f) Federal Insecticide, Fungicide, and Rodenticide Act - 40 CFR 170.

(g) Hazardous Material Transportation - 49 CFR 172.

(h) Military Occupancy Specialty (MOS) 8056 Marine Corps Hazardous Material/Hazardous Waste Officer-MCO P1200.7 & P5090.2A (Navy equivalent: NEC 9595-OPNAVINST 5100.19D).

(i) NEPA - 40 CFR 1500.

(j) OSHA - 29 CFR 1910.

(k) RCRA - 40 CFR.

(l) Hazardous Waste Large Quantity Generator - 40 CFR 262.

(m) Spill Prevention, Control and Countermeasure Plan - 40 CFR 112.

(n) Safe Drinking Water - 40 CFR 141.

(o) SARA - 29 CFR 1910.

(p) Installation Restoration.

(q) Hazardous Waste Operations & Emergency Response.

(r) Environmental Standard Operating Procedures (ESOP).

(3) CO and Department Head Information Component.

(a) In-briefing CO and Department Heads - reference (a).

(b) Visiting unit commanders - reference (a) (SERIES).

4. Quantified Environmental Training Needs. Quantified training needs of civilian and military personnel are represented in Appendix A.

Chapter 3

CETEP Development

1. Environmental General Awareness

a. General. Dynamic and ever changing, the aim of the Environmental General Awareness Program is to provide information and education concerning environmental programs and policies established aboard MCAS Miramar. The program also provides general information on environmental responsibilities as delineated in Federal, California, local regulations and Marine Corps policy. The MCAS Miramar Environmental Website and EMS provides general environmental program awareness training and information for the target population. General awareness and specific environmental program information are updated on a regular basis. At the unit level, the ECC promotes environmental awareness equal to job functions performed and compliance of local procedures.

b. Target Population. The Environmental General Awareness Program's target population is the 12,120 military personnel, 1,122 civilian employees and the approximately 1,600 military dependents identified in the reference (b), who live, work, and operate in any capacity aboard MCAS Miramar.

c. Implementation Strategy. Environmental general awareness information is provided through educational outreach such as the Welcome Aboard Briefing mandated for Marines and Sailors (E-5 and below), the Household Hazardous Waste environmental fact brochure given to those residing in station housing, MCAS Miramar Environmental Management System (EMS) website, and other sources such as the Natural Resources Pamphlet, Station newspaper articles, email distribution and the EMS brochure.

(1) Welcome Aboard Brief. The Marine Corps Community Services (MCCS) facilitates monthly Welcome Aboard Briefings for enlisted personnel newly assigned to MCAS Miramar. The brief is presented to new joins as an environmental program overview. The environmental Welcome Aboard Brief is also available online at www.MiramarEMS.com. The presentation includes the EMD mission, the EMS, environmental policies, environmental and recycling programs. The EMD presentation distinguishes between general Marine Corps policies and those specific to MCAS Miramar.

(2) Station Residents. Upon assignment to housing, personnel are given a Household Hazardous Waste environmental fact brochure containing information concerning:

- (a) Household hazardous waste.
- (b) Curbside recycling.
- (c) County of San Diego (Miramar) Landfill use.

(3) Other Visitors. Visitors to MCAS Miramar come to the base for a myriad of reasons. Several methods will be used to convey environmental compliance and conservation. Signs throughout the base are reminders to conserve precious resources, recycle, etc. Those visitors whose business requires extended stays and assignment to temporary quarters aboard the base will be provided environmental general awareness information in the form of posters, signage and MCCS electronic bulletin board that includes messages about:

- (a) Base recycling.
- (b) Special Environmental Awareness events.
- (c) Solid Waste Disposal (yard trimmings, appliances, furniture).
- (d) Earth Day.
- (e) Watering restrictions (including car washing).
- (f) Energy usage and conservation.
- (g) Other appropriate information that will be added as necessary.

(4) Contractors. Contractors provide numerous services aboard MCAS Miramar. Generally, the contracted company is responsible for compliance with applicable Federal, State, and local laws and regulations. All contractors working aboard MCAS Miramar are required to complete the Air Station's EMS Training prior to project construction or renovation. EMS Awareness Training CDs are available at EMD. The Resident Officer In Charge of Construction (ROICC) project manager overseeing the work performed shall brief the contractor on pertinent environmental requirements and policies on recycling, pollution prevention, air quality, water quality, spill prevention, and waste management. Contractors may also receive an environmental program overview on-line at www.miramarems.com.

(5) Awareness Updates. Once military personnel, civil service employees and family members have had their initial environmental general awareness training, a requirement exists to update them with new or changing information pertinent to environmental programs. The

MCAS Miramar EMD utilizes a broad-based, multi-media approach to disseminate the required information to the MCAS Miramar community as information and the need arises. This information will be published as necessary via the environmental website, the EMS, station newsletters, and targeted base-wide emails.

(6) In addition to the above mentioned broad-based environmental general awareness components; these additional environmental efforts have on-going, environmental awareness requirements:

- (a) Asbestos Program.
- (b) Annual program updates presented to building owners.
- (c) Fact sheets sent to all base organizations via distribution list.
- (d) Lead Based Paint Program.
- (e) Water Quality Program.
- (f) Consumer Confidence Report (Annual Water Quality Report for drinking water) posted on HQMC EM Portal and distributed to housing residents.
- (g) Annual Storm Water Monitoring Report for Industrial Activities held locally in the EMD office.

(7) Quality Assurance. All environmental general awareness initiatives will be documented and systematically evaluated by the program managers or subject matter experts to ensure their validity and effectiveness.

2. Environmental Public Outreach

a. General. The purpose of the Environmental Public Outreach Program is to provide members of the general public (City of San Diego and San Diego County) with information about environmental programs, projects and policies sponsored by MCAS Miramar. The overall goal of this component is to foster a positive image of the Marine Corps and MCAS Miramar within the surrounding community and encourage their support and cooperation relative to installation activities.

b. Target Population. The target population for the Environmental Public Outreach Program includes the greater City of San Diego and County of San Diego area with a 2012 census population estimate of approximately 1,377,063.

c. Implementation Strategy. The MCAS Miramar Environmental Public Outreach Program will make full use of the MCAS Miramar EMS website, community partnerships, civic organizations and community special events to provide the general public information concerning MCAS Miramar environmental programs.

(1) Miramar partners within the San Diego County community and specific organizations and entities potentially affected by specific environmental programs and projects sponsored by the Station. Such groups may include but are not limited to: San Diego Sierra Club Chapter, San Diego Canyon Coalition, Rose Canyon Watershed Alliance, Project Wildlife, San Diego Archaeological Center, Native Americans, Miramar Technical Advisory Committee, Community Leaders Forum, and the San Diego Natural History Museum.

(2) To inform and involve the surrounding community in various environmental programs aboard the station, the EMD, through the CETEP Coordinator and Public Affairs Office (PAO), will make full use of local communications and media resources. These include local newspapers, the station newspaper, email distribution, the MCAS Miramar website, and HQMC sponsored events.

(3) The EMD takes the lead on the MCAS Miramar's Earth Day commemoration by hosting events and outreach/community partnership activities that promote environmental awareness and participation of active duty military units/members and the civilian military population. Environmental awareness materials are also provided during the Installation's Annual Health Fair Event, Safety Stand Down Training and Welcome Aboard briefings.

3. Plan Of Action & Milestones (POA&M)

a. Training. Explicit and implicit training and information requirements from applicable laws and regulations are outlined and maintained on the Marine Corps Installations West (MCI-West) Environmental Learning Management System (ELMS) with input from the various MCI-West participating installations. These requirements are periodically reviewed by the installation CETEP Coordinator. If changes to the training requirements are deemed necessary, input from the installation will be provided to the MCI-West CETEP Coordinator for inclusion into the ELMS. Any gaps between the training needs of practice owners and the instructional training available for practice owners will be identified through a Plan of Action & Milestone created in the HQMC sponsored WEBCASS online reporting and tracking system.

b. Implementation Strategy. Training requirements for specific programs/practices are identified in the Training Needs Analysis and the individual program pages found at www.MiramarEMS.com.

Environmental general awareness information is provided in briefings, such as the Welcome Aboard Briefing, mandated for Marines and Sailors E-5 and below checking aboard MCAS Miramar, the Housing Hazardous Waste brochure given to those residing in station housing, the MCAS Miramar Environmental website, the EMS and other sources such as the Natural Resources Pamphlet, base-wide e-mails and newspaper articles featured in the Station newspaper.

4. Environmental Job Specific and Necessary Training

a. General. This CETEP component focuses on personnel assigned environmental job responsibilities and/or personnel subject to specific environmental training requirements due to conditions in their work sites. Implementation of the strategies outlined in this section will ensure that all such personnel are identified and promptly provided with relevant and high quality training.

b. Courses. The Hazardous Waste Coordinator (HWC), HWC Refresher, ECC, ESOP'S, the ELMS and outsourced training events will play an essential role in meeting these training needs.

c. ESOP Requirements. ESOPs are required for organizations that potentially employ environmental practices aboard MCAS Miramar not otherwise controlled by standard operating procedures, Marine Corps/Station Order, Federal, State, or local regulation. ESOPs are to be maintained at the workplace and periodically reviewed for accuracy and applicability. Organizations are required to train appropriate individuals as to the contents of each applicable ESOP.

d. Target Population. Military personnel and civilian employees are identified by environmental practice in reference (b). The analysis focuses on specific environmental practices, total number of personnel performing those practices, numbers of locations throughout the station that perform those practices (e.g., asbestos manager, pesticide coordinator, underground storage tank manager, hazardous waste coordinators, and emergency response team) and on practices (handling HM/HW, asbestos worker, hazardous material transportation, and refrigerant recycling) with explicit training needs.

Chapter 4

INSTRUCTIONAL QUALITY ASSURANCE

1. Course Approval. The review and approval of Environmental Course Instruction, to include instructor qualifications, is conducted by the CETEP Coordinator.

2. Environmental Courses. All environmental courses presented to installation personnel requiring environmental training are of the following type:

a. Inter-Service Environmental Education Review Board (ISEERB)-Approved Training Courses per reference (a).

b. HQMC - sponsored training courses.

c. MCAS Miramar EMD-provided Training Courses, and job enhancement training courses for EMD personnel.

d. HQMC and MCI-West e-learning courses on the MCI-West ELMS.

e. Screened and/or formatted for conformance with the Marine Corps SAT manual.

3. Pre-approved Training Courses. Prior review and approval of ISEERB pre-approved training courses and HQMC-sponsored courses are not a requirement of the station; however, the CETEP Coordinator is required to perform adequate research prior to accepting courses from outside resources and observe instructional quality and curriculum to ensure the quality of instruction is in keeping with quality Marine Corps training standards.

4. EMD Courses. Courses provided by EMD staff are specifically designed and pertinent for MCAS Miramar operations. The course briefs are composed, presented and/or reviewed by subject expert program managers for:

a. Course content/learning objectives.

b. Time allocation.

c. Instructional sequence of events.

d. Student evaluation procedures.

e. Applicability to targeted audience.

5. Internal Evaluation Procedures. Students and instructors will be provided with a course evaluation form for their comments. The CETEP Coordinator will use this information to review, evaluate, improve course content and make recommendations to the Commandant of the Marine Corps (CMC) on courses provided by CMC. See Figure 4-1 "Training Course Evaluation" sheet.

Figure 4-1

Training Course Evaluation Sheet

Course Title: _____ Dates: _____

Job Description/Unit Command: _____

Name (Optional): _____

Please provide your comments to the following:

1. Comments on the course content and materials.

2. Comments on the course location.

3. Comments on the course format.

4. Comments on the length or duration of the course.

5. Comments on the course instructor(s).

6. How well did this course meet your needs?

7. How useful will this course be to you in your mission?

Additional Comments:

Chapter 5

RECORD KEEPING SYSTEM

1. General. The significant environmental training requirements covered in this CETEP Plan have specified requirements for retaining training and/or certification records. EMD provides unit HWC's with pre-tabbed Environmental Records Volumes I, II, and III binders, to facilitate and standardize record retention related to hazardous wastes and materials only. These training records and certificates are maintained in Environmental Records Volume II. Job specific and general environmental training applicable to all MCAS Miramar personnel are presented, and electronic records maintained, on the MCI-West ELMS.

2. Environmental Training Records

a. Environmental training rosters and certificates shall be maintained in the Environmental Records Volume II binder or ELMS as appropriate. The Environmental Records Volume II has tabs for maintaining the HWC billet description, HWC training certificates, Hazardous Waste Handler billet description, training rosters related to hazardous materials and the unit's New Joins Check-in roster. These records include the following:

- (1) The dates of the training sessions.
- (2) The contents, agenda, or summary of the training sessions.
- (3) The course instructor name and Department of Defense (DoD) sponsor.
- (4) The names and rank of all persons attending the training sessions.

b. Unit Designated compliance shall ensure training records are maintained for their own unit/command personnel. Training records shall be maintained for three years from the date on which the training occurred. The Environmental Compliance Audit Program shall ensure that complete and accurate records are maintained for environmental training. Electronic training records may be maintained locally, held by the CETEP Coordinator or stored on other electronic media sources such as ELMS or MarineNet.

c. Written Job Descriptions. Recordkeeping systems shall include a written job description for each position as required by law or regulation. This description must include:

(1) Specifics for the requisite skill, education or other qualifications, and duties of each employee.

(2) A written description of the type and amount of both introductory and continuing training that will be provided for each employee.

(3) Documentation of the training provided and completed by each employee or previous job experience performed in place of training that meets or exceeds training requirements.

d. Recordkeeping Requirements. The following recordkeeping requirements are outlined in the Code of Federal Regulations (CFR) and the Marine Corps Order:

Table 5-1

Record Keeping Requirements

Title	MCO/CFR	Recordkeeping Requirements
Quality Standards for Marine Corps Environmental Training Materials, Courses and Providers	Reference (a), Section 5205	The provider maintains/ provides appropriate training records, documentation and graduate certificates. The installation shall maintain complete and accurate environmental training records and course evaluations for at least 3-years following their effective date.
Hazardous Waste Operations and Emergency Response (HAZWOPER) at Treatment Storage and Disposal Facility	29 CFR 1910.120 (p) (8) (iii) (C)	The employer shall certify that each covered employee has attended and successfully completed the training or shall certify the employee's competency at least yearly. The method used to demonstrate competency for certification of training shall be recorded and maintained by the employer.
Asbestos Training	29 CFR 1910.1001(m) (4)	The employer shall maintain all employee-training records for one year beyond the last date of employment of that employee.

Title	MCO/CFR	Recordkeeping Requirements
Blood-borne Pathogens	29 CFR 1910.1030 (h) (2)	Training records shall include the following information: Dates of the training sessions. Contents or a summary of the training sessions. Names and qualifications of persons conducting the training. Names and job titles of all persons attending the training sessions. Training records shall be maintained at the appropriate facility for three years from the date on which the training occurred.
Clean Air Act Training - Personnel Who Service Motor Vehicle Air Conditioners	40 CFR 82.42 (b)	1. Any person who owns approved refrigerant recycling equipment must retain records demonstrating that all persons authorized to operate the equipment are currently certified under 40 CFR 82.40. 2. All records required to be maintained according to this section must be kept for a minimum of three years unless otherwise indicated. Entities which service motor vehicle air conditioners must keep these records on-site. 3. All entities which service motor vehicle air conditioners must allow an authorized representative of the Administrator entry onto their premises (upon presentation of his or her credentials), and give the authorized representative access to all records required to be maintained according to this section. 4. Any person repairing or servicing motor vehicle air conditioners shall certify to

Title	MCO/CFR	Recordkeeping Requirements
		the administrator that such person has acquired and is properly using approved equipment and that each individual authorized to use the equipment is properly trained and certified. Certification shall take the form of a statement signed by the owner of the equipment or another responsible officer setting forth: name and address of purchaser of the equipment; address of the establishment where the equipment will be located; manufacturer name, equipment model number and the equipment serial number.
Clean Air Act Training - Recycling and Emissions Reductions	40 CFR 82.166 (1) (m)	1. Certified technicians must keep a copy of their certificate at their place of business. 2. All records are required to be maintained according to this section and must be kept for a minimum of three years unless otherwise indicated. Entities that dispose of appliances must keep these records on-site.
Oil Pollution Prevention: Spill Prevention, Control and Countermeasure (SPCC)	40 CFR 112.21 (a)	The owner or operator of a facility shall describe their training program plan within their response plan.
Asbestos Training - Worker, Contractor/ Supervisor, Inspector, Management Planner, Project Designer, Project Monitor,	40 CFR 763.99 Subpart E, Appendix C (I) (F)	1. A training provider must retain copies of all instructional material used in the delivery of the classroom training, i.e. manuals, instructor notebooks, and handouts. 2. A training provider must retain copies of all

Title	MCO/CFR	Recordkeeping Requirements
		instructors' resumes and the documents approving each instructor issued by the EPA or state. 3. A training provider must document each person who receives an accreditation certificate for a training course receiving a passing score on the exam. Records must clearly identify the date taken, training proctor, copy of exam, the name and score of the student who took the exam. 4. The training providers or states, issuing the accreditation certificate, shall maintain records that document the names of all persons who have been awarded certificates, their certificate numbers, the disciplines for which accreditation was conferred, training and expiration dates and training location. Records must be maintained in a manner that will allow for phone verification of required information. 5. Records retention and access. The training provider shall maintain all required records for a minimum of three years. The training provider must allow reasonable access to all of the records required by the MAP, and to any other records which may be required by states for the approval of asbestos training providers or the accreditation of asbestos training courses, to both EPA and to state agencies, on request. If a training provider ceases

Title	MCO/CFR	Recordkeeping Requirements
		to conduct training, the training provider shall notify the approving government body (EPA or the State) and give it the opportunity to take possession of that provider's asbestos training records.
Transportation of Hazardous Material - Driver Training	49 CFR 172.704 (c) (2) per 49 CFR 177.816(d)	1. A record of current training, including the preceding three years, shall be created and retained by each hazmat employer for as long as that employee is employed, and 90 days thereafter. The record shall include: the HAZMAT employee's name; the most recent training completion date of the HAZMAT employee's training; a description, copy or the location of the training materials used to meet these requirements; the name and address of the person providing the training; and certification that the HAZMAT employee has been trained and tested in accordance with these requirements.

3. Certifications. Federal, state, and local regulations require those personnel requiring certification to maintain a copy of their certification at their place of business. Examples include asbestos training certification, pesticide applicator certification, and refrigerant technician. Certificate copies shall be maintained by the assigned program manager's records and made available during internal environmental compliance audits and internal/external Environmental Compliance Evaluations .

Chapter 6

TRAINING EFFICIENCIES

1. Incorporation of Centrally Provided Courses and Materials.

The HQMC (LFL-6) CETEP Manager has developed an environmental training resource list identifying location, points of contact, and availability of centrally provided courses and materials. Station CETEP Coordinator will utilize these resources as needed.

a. Use Of Resources Obtained Through the ISEERB and Other Military Services & Government Agencies

(1) CETEP Coordinator will advertise ISEERB approved training courses as they become available to MCAS Miramar students, as well as courses identifying appropriate environmental training offered by other military services & government agencies to all MCAS units/commands.

(2) Research of course offerings through ISEERB and other military services & government agencies are conducted before non-government resources are employed or original course development is initiated.

b. Use of Instructional Delivery Technologies

(1) The CETEP Coordinator will identify multi-media instructional resources available to personnel. Priority will be given to advanced military sponsored instructional pathways such as MCI-West ELMS, MarineNet, Navy Knowledge Online, Environmental Compliance Assessment, Training, and Tracking System (ECATTS).

(2) The CETEP Coordinator will maintain a centralized library of videotapes, computer based courses, ESOP's on the Environmental website - EMS section, etc. for use by MCAS Miramar units/commands.

(3) When obtaining training from non-Marine Corps providers, the CETEP Coordinator will give priority to those courses that provide/use advanced instructional technologies.

c. Avoiding redundancy of effort. The CETEP Coordinator serves as the central environmental training point of contact for MCAS Miramar to ensure base personnel share the same training resources.

d. Cooperative Efforts Across Functional Organizations and Commands Within the Boundaries of MCAS Miramar. The CETEP

Coordinator will provide and receive information from units/ commands on environmental training courses available to all base personnel.

2. Other Efficiencies

a. Subject Matter Experts. Full utilization of subject matter experts is pursued as a method to reduce cost associated with the use of Non-Marine vendors. A full range of expertise is readily available through the MCAS Miramar EMD, Base Safety Office, Base Federal Fire Department, Naval Medical/Dental Clinic, etc.

b. MOS 8056. Command Environmental Training Coordinators will develop a listing of environmental subject matter experts within their command to include Military Occupational Specialty 8056. Training Coordinators will utilize these subject matter experts when possible to provide job specific training within their unit.

Appendix A

Course Description

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
Welcome Aboard, Environmental Awareness (one-time requirement).	A 5-minute overview of environmental programs, requirements and services available on the installation. Topics include EMD mission, EMS, HW, recycling, storm water, air quality, and natural/cultural resources aboard the base.	All military and civilian employees, contractors and tenant personnel	MCO P5090.2 (SERIES), para 5307.	Offered as a classroom course upon check-in to the installation through the Joint Reception Center (JRC), online at www.MiramarEMS.com , or available on disk through S-7 upon unit ECC request.	JRC Courses held once per month. Contact JRC for attendance or contact S-7 for other available resources.	Total: 400
HWC Course (Initial)	A 2-day course designed for personnel to perform their duties safely and in compliance with applicable laws and regulations. Training includes RCRA, Hazardous Waste Accumulation, EMS, HM/HW management,	Military, Civilian and contract personnel assigned to the Hazardous Waste Coordinator billet. Required training within two months of billet assignment.	29CFR 120 (q)(6)(i); 40CFR 262.34; 40CFR 264.16; MCO P5090.2 (SERIES) para 9104.1.h(2)(j)	Offered as a classroom course upon completion of on-line prerequisite courses (if applicable). See below for prerequisite courses. Registration available through www.MiramarEMS.com .	Once Per quarter unless quotas dictate more frequent offerings.	Total: 250

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	HAZWOPER - Emergency Spill Response Operations Level; air quality, recycling, P2, storm water, and spill prevention. Fulfills most MOS 8056 requirements. Certification is valid for one year.					
Environmental Compliance Coordinator (ECC) Course	This is a 1-day (8-hour) course designed to train and familiarize unit designated Environmental Coordinators (SNCO or Officer) with the MCAS Miramar EMS and the coordinators' responsibilities to the station CETEP Coordinator.	Military, Civilian and contract personnel assigned to the Environmental Compliance Coordinator billet.	MCO P5090.2 (SERIES), para 5304.	Offered as a classroom course through S-7, available on MarineNet, on-line through the HQMC Environmental Learning Management System (ELMS) and available on CD upon request. Successful completion of the HWC Course above is required.	Held once per quarter, usually immediately following the ECC meeting.	Total: 60
Hazardous Waste Coordinator (HWC) Course (Refresh, annual requirement)	A single-day course for HWCs and HAZWOPER Operation Level personnel. This annual refresher training on environmental	Military, Civilian and contract personnel assigned to the Hazardous Waste Coordinator billet.	29CFR 1910, 120(q)(6)(ii); 29CFR 120(q)(6)(i); 40CFR 262.34; 40CFR 264.16; MCO P5090.2 (SERIES) para	Offered as a classroom course through S-7. Registration is encouraged through the HQMC Environmental Learning Management	Quarterly or more frequently depending on student's needs	Total: 60

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	issues specifically on RCRA, Hazardous Waste Accumulation, EMS, HM/HW management, HAZWOPER - Emergency Spill Response Operations Level; air quality, recycling, P2, storm water, and spill prevention. Fulfills most MOS 8056 refresher requirements. Completion of this course satisfies the annual refresher requirements of SNEC 9595. Certification is valid for 1-year.	Required annual training to maintain currency of billet assignment.	9104.1.h(2)(j)	System (ELMS), but not required.		
Senior Leaders' Environmental Awareness Brief (one-time requirement)	A senior leadership briefing of Marine Corps environmental issues to include: EMS, pollution prevention, program compliance, and	CG/CO SES personnel	MCO P5090.2 (SERIES), para 5201.c(1)	Offered on-line through the HQMC Environmental Learning Management System (ELMS) and available on CD from S-7 upon ECC request.	Self-directed study performed at the Senior Leaders' convenience.	Total: TBD

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	natural/ cultural resources.					
Hazardous Materials, Ammunition and Explosives, Driver 12-Hour Training Course (Required every 3 years)	This two-day course is required for packagers and transporters of hazardous materials and ammunition/explosives.	Personnel involved in the preparation for and transportation/shipment of; and those drivers of vehicles which transport ammunition, explosives and other hazardous materials on station and over public highways.	49 CFR 172.704 and implemented by NAVSEA SW020-AF-HBK-010. MCO 4030.40B; 49CFR 172 part 700; 49CFR 175 part 20(b); 49CFR 176 part 13(b); 49CFR 177 part 800(c)	This course is only available through certified Safety trainers. Contact the station Explosive Safety Officer for classroom quota.	Quarterly or more frequently depending on student's needs	Total: TBD
Defense Hazardous Material/ Waste Handling Course	The course includes the following topics: DOD Environmental Policy; hazardous terminology; Pollution Prevention (P2); identification and classification of hazardous materials and hazardous wastes; health effects and personal safety; packaging,	This course fulfills the general training requirements initially required for hazardous waste handlers and fulfills all or part of the requirements for HMC&M Supervisors and Managers identified in	40CFR 260-265; 40CFR 264.16 and 265.16; 29CFR 1910.1200; 49CFR 172.704	This course is available through Army Logistics University (ALU). HQMC funds this course on station on an availability of funds basis. This courseware, materials and student supplies are funded through HQMC.	Held one time annually; usually mid-year.	Total: 30

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	labeling, handling, storage, and transportation procedures; contingency planning and release response; and hazardous materials and waste laws, regulations, and policies; RCRA regulations.	COMNAVAIRFORINS T 4790.2(series).				
Hazardous Material Control & Management Technician (Initial and Annual Refresher)	This course provides safe handling, use, storage, disposal, transfer and offload of HM/HW. Includes procurement, handling, storage, and disposal of HM/HW, and inspection of storage locations. Interpret Material Safety Data Sheets and how to provide hazard-specific training in accordance with 29 CFR 1910. Completion of this course satisfies the SNEC 9595.	Those persons assigned as Hazardous Material Control and Management (HMC&M) Supervisors and Managers per COMNAVAIRFORINS T 4790.2(series) and afloat military HM technicians. Also this course fulfills most requirements for those persons handling and managing HM/HW	40CFR 260-265; 40CFR 264.16 and 265.16; 29CFR 1910.1200; 49CFR 172.704; 29CFR 120 (q)(6)(i); MCO P5090.2 (SERIES) para 9104.1.h(2)(j)	DON funds one class per year via the Naval Occupational Safety and Health (NAVOSH) Environmental Training Center at http://safetycenter.navy.mil/	Quotas and frequency are controlled by NAVOSH Environmental Training Center	Total: 30

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	Certification is valid for 1-year.	at shore facilities.				
Hazard Communication (HAZCOM) Initial and refresher.	This safety course teaches military and civilian personnel about the hazardous properties of chemicals to include flammability, combustibility, toxicity, pH, radioactivity, and reactivity with other chemicals. The course then focuses on how chemicals can enter the human body, and how we can protect ourselves from the harmful effects of chemical exposure. Students learn how to read and interpret a Safety Data Sheet (SDS, formerly called MSDS). The MCAS Miramar Safety Office manages this program.	Employees who may be exposed to hazardous chemicals under normal operations, conditions or in foreseeable emergencies.	29CFR 1910.1200(h)(1) ; DODINST 6050.5; MCO 5100.8; NAVMCDIR 5100.8, para 17001.2	This course is to be taught at the unit level due to the specific chemicals, specific chemical storage and usage requirements of the unit. Refresher requirements exist only if there is the introduction of a new chemical class or process change for the handling, storage or usage within each unit.	This course is taught upon check-in to the individual unit. Contact the unit Safety Officer for quotas.	Total: 400

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
National Environmental Planning Act (NEPA), initial.	This training provides participants with the legal requirements, Navy policy, procedures and techniques for implementing NEPA.	Personnel with Environmental Planning responsibilities.	MCO P5090.2 (SERIES), para 12104.2e	This course is taught through the Naval Civil Engineer Corps Officer School (CECOS) Locations vary and controlled by CECOS. A list of available quotas and registration at http://www.netc.navy.mil/centers/csfe/cecos/Default.aspx	Quotas and frequency are controlled by CECOS.	Total: 8
Resource Conservation and Recovery Act (RCRA) - Large Quantity Generators (LQG)	Personnel who generate, accumulate or handle HW at LQG facilities	Military, Civilian and contract personnel assigned to the Hazardous Waste Coordinator billet on MCAS Miramar (e.g. LQG). Required training within two months of billet assignment.	29CFR 120 (q) (6) (i); 40CFR 262.34; 40CFR 264.16; MCO P5090.2 (SERIES) para 9104.1.h(2) (j)	Taught as part of Hazardous Waste Coordinator (HWC) Course, Environmental Compliance Coordinator (ECC) Course, Defense Hazardous Material/Waste Handling Course and the Hazardous Material Control & Management Technician courses.	Quarterly or more frequently depending on quotas controlled through other courses.	Total: 250
HW Accumulators	This course is designed for personnel to perform their duties safely and in compliance with applicable laws and regulations. Training includes RCRA, Hazardous	Military, Civilian and contract personnel assigned to the Hazardous Waste Coordinator billet. Required training within	29CFR 120 (q) (6) (i); 40CFR 262.34; 40CFR 264.16; MCO P5090.2 (SERIES) para 9104.1.h(2) (j)	Taught as part of Hazardous Waste Coordinator (HWC) Course, Environmental Compliance Coordinator (ECC) Course, Defense Hazardous Material/Waste Handling Course and the Hazardous	Once Per quarter unless quotas dictate more frequent offerings.	Total: 250

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	Waste Accumulation, EMS, HM/HW management, HAZWOPER - Emergency Spill Response Operations Level; air quality, recycling, P2, storm water, and spill prevention. Fulfills most MOS 8056 requirements. Certification is valid for one year.	two months of billet assignment.		Material Control & Management Technician courses.		
Spill Prevention Control and Countermeasures (SPCC) discharge prevention training. (Initial and refresher)	This spill prevention training, which includes a complete review of the station OHS SPCC Plan and SPCC-based refresher training and deployment exercises for spill response.	All Facility personnel involved in using, maintaining, or handling of oil-related products. This training is to be conducted on an annual basis for all Facility personnel involved in the handling of oils and fuels at t9he station.	40CFR 120. 1200 para 7(f); MCO P5090.2 (SERIES), para 7102.2c(5) and para 7104.8a(2)	Provided through the Environmental Management Department as classroom training or available on CD ROM locally by the AST/UST Program Manager. This course can also be taken on-line through the HQMC Environmental Learning Management System (ELMS) or NKO. This training must be taken annually	Quarterly or more frequently depending on student's needs	Total: 120

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
Storm Water Pollution Prevention and Good Housekeeping Staff Training	This public education and outreach program shall be designed to reduce pollutant discharges in storm water runoff and non-storm water discharges to the MS4 through increased storm water knowledge and awareness in target communities.	Staff who, as part of their normal job responsibilities, may be notified of, come into contact with, or otherwise observe an illicit discharge or illegal connection to the storm drain system.	http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/phs112012_5th/order_final.pdf	On line at www.Miramarems.com , CD Marine Corps ELMS, CD available from Miramar Environmental. Documentation must be held locally.	New staff must be trained no later than six months after the start of employment.	Total: 400
HAZWOPER General Site Workers & Refresher	This training covers the safety and health hazards present on clean-up sites, use of PPE, work practices by in which the worker can minimize risks from hazards, the safe use of engineering controls and equipment on site, medical surveillance requirements including recognition of	General Site Workers (e.g., equipment operators, general laborers, supervisory personnel) that are involved in hazardous substance removal or other activities in which they may be exposed to hazardous substances or health hazards.	29 CFR 1910.120(e)	Contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations throughout the country.	As needed depending on student's needs	Total: 160

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	symptoms and signs which might indicate overexposure to hazards and contents of the site specific safety and health plan as outlined in 29CFR 1910.120.					
HAZWOPER First Response - Awareness Level & Refresher	First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas: An understanding of what hazardous substances are, and the risks associated with them in an incident; an understanding of the potential outcomes associated with an emergency created when hazardous substances are present; the	First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.	29 CFR 1910.120 (q) (6) (i)	This curriculum is taught as part of the HWC Course above or contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations.	Once Per quarter unless quotas dictate more frequent offerings or as needed (contract) depending on the student's need.	Total: 160

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	ability to recognize the presence of hazardous substances in an emergency; the ability to identify the hazardous substances, if possible; an understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook; the ability to realize the need for additional resources, and to make appropriate notifications to the communication center.					

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
HAZWOPER Emergency Response Operations & Refresher	First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify: Knowledge of the basic hazard and risk assessment techniques; know how to select and use proper personal protective equipment provided to the first responder operational level; an understanding of basic hazardous materials terms; know how to perform basic control, containment and/or	First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and	29 CFR 1910.120(q)(6)(ii)	This curriculum is taught as part of the HWC Course above or contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations.	Once Per quarter unless quotas dictate more frequent offerings or as needed (contract) depending on the student's need.	Total: 160

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	confinement operations within the capabilities of the resources and personal protective equipment available with their unit; know how to implement basic decontamination procedure; an understanding of the relevant standard operating procedures and termination procedures.	prevent exposures.				
HAZWOPER Emergency Response Technician and Refresher	Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify: Know how to implement the	Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations	29 CFR 1910.120 (q) (6) (iii)	Contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations throughout the country.	As needed depending on student's needs	Total: 12

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	employer's emergency response plan; know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment; be able to function within an assigned role in the incident Command System; know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician; Understand hazard and risk assessment techniques. be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal	level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance.				

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	protective equipment available with the unit; understand and implement decontamination procedures; understand termination procedures; understand basic chemical and toxicological terminology and behavior.					
HAZWOPER Emergency Response Specialist and Refresher	Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify: Know how to implement the local emergency response plan; understand classification, identification and	Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific	29 CFR 1910.120 (q) (6) (iv)	Contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations throughout the country.	As needed depending on student's needs	Total: 6

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	verification of known and unknown materials by using advanced survey instruments and equipment; know of the state emergency response plan; be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist; understand in-depth hazard and risk techniques; be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available; be able to determine and implement decontamination procedures; have	knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities.				

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	the ability to develop a site safety and control plan ; Understand chemical, radiological and toxicological terminology and behavior.					
HAZWOPER TSDF Operations and Refresher	This training will teach employees assigned at a TSDF elements of the emergency response plan; standard operating procedures the employer had established for the job; PPE to be worn and procedures for handling emergency incidents.	Personnel assigned to work at a permitted TSDF	29 CFR 1910.120 (p) (7)	NA	NA	NA
HAZWOPER Emergency Response On Scene Incident Commander	Know and be able to implement the employer's incident command system; know how to implement the employer's emergency response plan; know and understand the hazards and risks	Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours	29 CFR 1910.120 (q) (6) (v)	Contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations throughout the	As needed depending on student's needs	Total: 4

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
	associated with employees working in chemical protective clothing; know how to implement the local emergency response plan; know of the state emergency response plan and of the Federal Regional Response Team; know and understand the importance of decontamination procedures.	of training equal to the first responder operations level and have additional competencies.		country.		
Asbestos Contractor/Supervisor and Refresher Training	This Asbestos Contractor/Supervisor training course is for any individual who performs supervision of persons permitted to enter the restricted and regulated asbestos abatement work area. The supervisor is also responsible for performing the duties of the OSHA	Any individual who performs supervision of persons permitted to enter the restricted and regulated asbestos abatement work area.	Asbestos Hazard Emergency Response Act of 1986 (AHERA),	Contractor Supported https://www.greenedu.com/asbestos-certification	As needed	As needed

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
Asbestos Inspector/Management Planner Refresher Training	competent person for the asbestos project, consistent with current EPA and OSHA regulations. Any person who performs the tasks involved in the asbestos survey, identification and assessment of the condition of asbestos and asbestos material, or who is involved in the collection of bulk samples of asbestos material for laboratory analysis, needs this training.	Personnel who inspect for Asbestos Containing Building Material (ACBM) in schools or public commercial buildings	Asbestos Hazard Emergency Response Act of 1986 (AHERA),	Contractor Supported https://www.greenedu.com/asbestos-certification	As needed	As needed
Asbestos Project Designer and Refresher Training	This training teaches individuals to plan the scope, timing, phasing, and remediation methods for an asbestos project. Accreditation as a Project Designer allows one to apply knowledge of building construction in	Personnel who design projects that may disturb friable ACBM in a school or commercial building	Asbestos Hazard Emergency Response Act of 1986 (AHERA),	Contractor Supported https://www.greenedu.com/asbestos-certification	As needed	As needed

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
Asbestos Project Monitor Refresher Training	the design and development of abatement projects, abatement specifications, bidding documents, architectural drawings, and schematic representations of material locations.	Personnel who monitor abatement projects and serve as building owners representative	Asbestos Hazard Emergency Response Act of 1986 (AHERA),	Contractor Supported https://www.greenedu.com/asbestos-certification	As needed	As needed

COURSE	DESCRIPTION	TARGET POPULATION (WHO MUST RECEIVE INSTRUCTION?)	REGULATORY DRIVERS	RESOURCES (WHERE CAN I GET INSTRUCTION?)	FREQUENCY (HOW OFTEN IS THIS COURSE OFFERED?)	ANNUALLY, THE NUMBER OF PERSONNEL REQUIRING INSTRUCTION
Asbestos Awareness Training	This course is intended to review the source and history of asbestos, and the health effects associated with asbestos exposure. We will discuss the regulations, both federal and state, which limit the activities you may perform relating to asbestos. Finally, we will discuss recognizing damaged and deteriorated asbestos-containing materials.	Custodial, maintenance, and trades persons who will conduct operations which may contact or disturb asbestos in buildings.	Asbestos Hazard Emergency Response Act of 1986 (AHERA),	Contractor Supported https://www.greenedu.com/asbestos-certification	As needed	As needed
EPA/HUD Lead-Based Paint Contractor/Supervisor and Refresher Training	The course focuses on essential abatement procedures including site preparation, contract planning, project management, abatement implementation and record-keeping.	Those individuals that will plan and/or oversee lead abatement work.	40 CFR 745	Contractor Supported https://www.greenedu.com/epa-lead-certification	As needed	As needed

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EPA/HUD Lead-Based Paint Inspector and Refresher Training	This course will teach the legal obligations facing inspectors when inspecting for lead hazards, and individuals will learn to determine whether or not lead-based paint or other lead hazards are present in sufficient quantities to require abatement according to regulatory guidelines.	Individuals who perform lead-based paint inspections and/or clearance examinations on abatement and renovation projects.	40 CFR 745	Contractor Supported https://www.greenedu.com/epa-lead-certification	As needed	As needed
EPA/HUD Lead-Based Paint Risk Assessor and Refresher Training	This class meets EPA's training requirements and will prepare students to perform on-site inspection, take samples, determine the severity of lead hazards, and develop options for eliminating those hazards. EPA and state regulations require that an individual wishing	Those individuals who wish to perform lead-based paint Risk Assessment or Lead Hazard Screening services.	40 CFR 745	Contractor Supported https://www.greenedu.com/epa-lead-certification	As needed	As needed

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	to be certified as a Risk Assessor must first successfully complete the Lead Inspector class, and meet the necessary education and experience requirements.					
EPA/HUD Lead-Based Paint Project Designer and Refresher Training	This course prepares a Lead Project Designer as a certified individual who after reviewing inspections and all possible methods of abatement, designs a plan to permanently eliminate lead-based paint hazards in a residential dwelling or child-occupied facility. The project designer designs the blueprint for the project and oversees all activities.	Those individuals that will prepare abatement project designs, occupant protection plans, and abatement reports pursuant to 40 CFR 745.226.	40 CFR 745	Contractor Supported https://www.greenedu.com/epa-lead-certification	As needed	As needed

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Bloodborne/Infectious Pathogens Exposure	An accessible copy of the regulatory text of this standard and an explanation of its contents. A general explanation of the epidemiology and symptoms of bloodborne diseases; an explanation of the modes of transmission of bloodborne pathogens; an explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan; an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious	At the time of initial assignment to tasks where occupational exposure may take place; at least annually thereafter. Annual training for all employees shall be provided within one year of their previous training. Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the	29 CFR 1910.1030	Medical Staff	This course is offered as part of the OSHA 10-hour course through Station Safety	Total: 250

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	materials; an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment; information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment; an explanation of the basis for selection of personal protective equipment; information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration,	new exposures created.				

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	the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge; information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available; information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following					

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	an exposure incident; an explanation of the signs and labels and/or color coding required by paragraph (g)(1); and an opportunity for interactive questions and answers with the person conducting the training session.					
SDWA training, certification and licensing	Training and certification in basic water plant and/or distribution system design. b. Basic water plant and/or distribution system operation. c. Basic maintenance and calibration of plant controls and equipment. d. Water plant and/or distribution systems treatment principles, including chemical	All Marine Corps personnel involved in the drinking water systems and water conservation shall receive appropriate environmental training.	MCO P5090.2 (SERIES) para 16212	Contractor taught instruction available through private or personal contract. This course may also be taught through other DOD or government provided instruction at other installations throughout the country.	As needed	As needed

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	storage and handling. e. Water sampling and analysis. f. Water plant and/or distribution system documentation and reporting requirements. g. Cross-connection control and backflow prevention.					
General Pollution Prevention Awareness Training and annual refresher	Training that emphasizes integrating P2 into all functional areas. At a minimum, general awareness training should encourage all members of the Marine Corps to participate in P2 activities and programs.	All personnel on base	MCO P5090.2 (SERIES), para 15202	Unit ECC (MOS 8056 only) can provide initial instruction to unit personnel. This training is available on line at www.MiramareMS.com (training link, as a stand-alone DVD/CD, or through the HWC, ECC, Defense and NAVOSHENVTRACEN courses of instruction.	Available continuously through on-line learning or quarterly through the other courses of instruction mentioned.	Total = 400 initial and 8710 annual refresher.
Specific Pollution Prevention Training	Pollution Prevention techniques applied to specific jobs and more in-depth training for the specific jobs.	Personnel whose job responsibilities require training in Emergency Planning &	MCO P5090.2 (SERIES), para 15202	Provided by installation or contract personnel assigned to the individual prevention of specific pollution or discharges.	Annual or specifically as needed	Total: 200

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		Community Right to Know Act Toxic Release Inventory reporting and pollution prevention planning and implementation				
CAA - Motor Vehicle MVAC Mechanics	Servicing, technician certification, and other requirements for motor vehicle air-conditioning systems	Personnel servicing motor vehicle air conditioning equipment	42 US Code 7671h; 40 CFR Part 82, Clean Air Act, Section 609	ASE Certification approved facility	Annual recertification	Total: 8
CAA - HVAC Appliance Service, Repair, Disposal Personnel	The U.S. Environmental Protection Agency (EPA) requires all technicians who buy or work with refrigerants to be certified in proper refrigerant handling. To become certified, technicians must pass a written exam specific to one of three specializations: Type I-servicing small appliances; Type II-high-pressure	Personnel servicing, maintaining, repairing or disposing of air conditioning equipment	42 US Code 7671h; 40 CFR Part 82, Clean Air Act, Title 6	HVAC Certification approved facility. Many trade schools, unions, and employer associations offer training programs designed to prepare students for the EPA exam.	Annual recertification	Total: 8

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	refrigerants; and Type III-low-pressure refrigerants					
Regulated Infectious Waste and annual refresher	This program shall contain at a minimum the following elements: An accessible copy of the regulatory text of this standard and an explanation of its contents; a general explanation of the epidemiology and symptoms of bloodborne diseases; an explanation of the modes of transmission of bloodborne pathogens; an explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan; an explanation of the appropriate	Personnel with occupational exposure to infectious waste	29 CFR 1030(l)(ii)(B) 2)(ii)	Medical Staff	As Needed	As needed

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	methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials; an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment; information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment; an explanation of the basis for selection of personal					

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	protective equipment; information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge; information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made					

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	available; information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident; an explanation of the signs and labels and/or color coding.					
FIFRA - Applicators	Specific provisions for designated application personnel that relate to agricultural, forest, ornamental, turf, treatments, aquatic pests, right-of-way pest control-industrial, institutional, structural, health related, public health and regulatory pest control requirements	Personnel who apply or supervise the application of pesticides and contract Quality Assurance Evaluators	40 CFR 171.1.40 CFR 171.4	Contractor Provided	As Needed	As Needed

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Oil Pollution Facility response exercises	A installation-wide response plan exercise that details the exercise program, the types of exercises, the frequency, scope objectives and scheme for the exercise response program	Facility owners or operators who must develop a program of facility response drills/exercise s as detailed in the FRP	33 CFR 154	This training is conducted at intervals announced through base-wide email distribution and announced on the station TEEP.	Quarterly or more frequently depending on student's needs	Total: 60
Waste Military Munitions -Annual	Classroom training of the Military Munitions Rule of the Resource Conservation and Recovery Act (RCRA) identifying when conventional and chemical military munitions become hazardous waste and provides for safe storage and transportation of such waste.	Personnel involved with accountability, handling, storage, transportation, and treatment of Waste Military Munitions	NAVSEA OP-5; 40 CFR 264.16C	Provided as online course or classroom setting by NOSSA personnel as part of DAC AMMO-74. WBT available at Navy Knowledge Online (NKO) at https://wwwa.nko.navy.mil	Annual training requirement; but more frequently depending on student's needs	Total: 40
Noise Pollution Job Specific Awareness Training	Job specific training that encompasses noise reduction and noise pollution prevention techniques.	Marine Corps personnel engaged in processes that result in environmental noise and NAVFAC and Installation	MCO P5090.2 (SERIES), para 13204	Online job specific training through ELMS.	As needed	As needed

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		base development, environmental engineers, and environmental planners must receive training on noise P2 programs.				
Water Conservation Job Specific General Awareness	Training and certification per applicable Federal, state, and local regulations. Training includes the following elements: a. Basic water plant and/or distribution system design. b. Basic water plant and/or distribution system operation. c. Basic maintenance and calibration of plant controls and equipment. d. Water plant and/or distribution systems treatment	All Marine Corps personnel involved in the drinking water systems and water conservation.	MCO P5090.2 (SERIES), para 16212	Online job specific training through ELMS	As needed	As needed

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	principles, including chemical storage and handling. e. Water sampling and analysis. f. Water plant and/or distribution system documentation and reporting requirements. g. Cross- connection control and backflow prevention.					