



UNITED STATES MARINE CORPS

Letter Head with Unit Name
Group Name (if applicable)
Address (Street Name, City, State, Zip)

5090
S-5
Day Month Year

From: Commanding Officer, Marine Squadron or Unit Name Here
To: Commanding Officer, Marine Corps Air Station Miramar
(Attn: S-7/EMD)

Subj: CORRECTIVE ACTIONS REPORT FOR ENVIRONMENTAL COMPLIANCE
EVALUATION AUDIT CONDUCTED ON Unit Name Here

Ref: (a) Environmental Compliance Audit

Encl: (1) Environmental Standard Operating Procedure Training
Roster
(2) Hazardous Waste Coordinator Appointment Letters
(3) Topics 1 through 4 Training Roster

1. A Environmental Compliance Evaluation (ECE) Audit was conducted on
Unit Name Listed Here Day Month Year

. Below listed are the discrepancies and corrective actions.

2. The following discrepancies were found during the Environmental
Management System (EMS) portion of the ECE with corrective actions
taken.

a. Question D: Environmental SOP'S are not maintained in each
workspace/center.

(1) Corrective Action: Landfill Trip Authorization and Mobile
Facilities Washing and Cleaning are the only applicable ESOP's to
MALS-11 Avionics. ES OP's have been posted in each work center and
filed into Environmental Record Binder.

b. Question E: No Documentation of training for applicable
ESOP's.

(1) Corrective Action: Training has been conducted on the
applicable ESOP's on and filed into Environmental Record Binder.
Copies of the ESOP's Training Roster, is provided as Enclosure (1).

c. Question J: Training was not documented for ensuring each
practice owner understands their environmental responsibilities.

(1) Corrective Action: This is a "catch-all" question and is
answered "no" if any of the above questions on the ECC Checklist are
also answered "no". Please see Corrective Actions for Question's D and
E.

EXAMPLE

ENCLOSURE (3)

Subj: CORRECTIVE ACTIONS REPORT FOR ENVIRONMENTAL COMPLIANCE
EVALUATION AUDIT CONDUCTED ON Unit Name Here

3. The following discrepancies were found during the Hazardous Waste/
Hazardous Materials (HW/HM) portion of the ECE with corrective actions
taken.

a. Question 2.c: Hazardous Waste Coordinator (HWC) (Primary and
Alternate) Appointment Letters and Billet Descriptions are not
available.

(1) Corrective Action: Sgt and Cpl have been
assigned as the HWC's for . Appointment Letters are
filed in Volume II of the Environmental Records Binder. Copies of
their Appointment Letters are also provided as Enclosure (2).

b. Question 2.e: Hazardous Materials Business Plan (HMBP) Annual
Topics 1 through 4 Training Roster was not up-to-date or available.

(1) Corrective Action: HMBP Annual Training for Topics 1
through 4 has been given. Training roster has been filed in Volume II
of the Environmental Records Binder. Copies of the training roster
are also provided as Enclosure (3).

c. Question 6.g: Full date is not visible on each container that
was generated at a Satellite Accumulation Area (SAA).

(1) Corrective Action: Labels on Hazardous Waste Containers in
SAA have been corrected with the correct date format in accordance
with the HMBP.

4. Point of contact for environmental concerns is Rank, Name, First, Last here
at (858) or email @usmc.mil.

Signature
Rank, Name
By direction

EXAMPLE

Mobile Facilities Van Washing eSOP Training: _____

Rank	Last Name	Initials	Work Center	Signature
1. CPL				
2. CPL				
3. CPL				
4. PFL				
5. LCPL				
6. SGT				
7. LCPL				
8. CORPORAL				
9. CPL				
10. CPL				
11. LCPL				
12. CPL				
13. CPL				
14. LCPL				
15. CPL				
16. SGT				
17. LCPL				
18. LCPL				
19. LCPL				
20. SGT				
21. CPL				
22. SGT				
23. CPL				
24. SSGT				
25. SSGT				

Training given by (print): SGT

(sign) _____

ENCLOSURE (1)

EXAMPLE

ENCLOSURE (3)

BILLET ASSIGNMENT

NAME: Last Name, First listed here

Date Listed here

DATE:

BILLET DESCRIPTION:

Primary

(Designate Primary or Alternate Hazardous Waste Coordinator)

Billet Description: The Hazardous Waste Coordinator (HWC) is responsible for the activity's hazardous waste management compliance with Federal, State and local regulations per MCAS Miramar instructions. The HWC's principal concerns are with hazardous waste (HW), but may also oversee air quality, and recycling program management.

Required Training: MCAS Miramar's Hazardous Waste Coordinator Course within 3 months of billet assignment; HWC Annual Refresher Course as required after the initial 24 course. Additional training as recommended by supervisor.

Billet Responsibilities:

1. Read and comply with MCAS's Environmental Policy Statement, Air Quality Management Plan, Hazardous Waste Management Plan (HWMP), SPCC Plan, SWDM Plan, and the activity's Business Plan.
2. Maintain record binders for hazardous waste program in accordance with Station HWMP. Keep all disposal receipts, weekly inspections and records for the past three years.
3. Comply with HW accumulation and containerization requirements (60 day storage limit, correctly labeled). Conduct weekly inspections of the Waste Accumulation Site and daily inspections of the Above Ground Storage Tanks.
4. Complete waste disposal Documentation Turn-in Form, Waste Transfer Log as needed.
5. Ensure HW is picked up within 60 days (9 months for UW) of the accumulation start date or as containers are filled, whichever comes first. Contact EMD for further guidance.
6. Provide annual training on Business Plan Topics 1-4 for all personnel as required by Business Plan.
7. Submit Monthly Paint/Solvent Usage Reports to Air Quality Program Manager, bldg 6022, by the 15th of the following month.
8. Attend all HW Coordinator meetings and disseminate information.
9. Ensure recyclable materials are collected and turned in per MCAS Miramar Recycling Center instructions.
10. Conduct random dumpster and refuse container inspections for improper disposal of HW, UW, electronic waste, and recyclables.
11. Use the environmental chain of command (Unit HWC, Group HazMat Manager, Wing Env Coordinator, Station Environmental Department (EMD)) for program assistance.

TRAINING RECEIVED	PROVIDED BY	DATE	HWC SIGNATURE
HWC Course	EMS		

ENCLOSURE (2)

EXAMPLE

ENCLOSURE (3)