

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By:	Approved By:
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Title: ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC) RESPONSIBILITIES

1.0 PURPOSE

This ESOP establishes the responsibilities for the unit/department-level ECC. The ECC is responsible for the management and implementation of the unit's/department's environmental program. This Environmental Standard Operating Procedure (ESOP) should be attached to the individual's appointment letter. This ESOP identifies responsibilities and requirements.

2.0 APPLICATION

This ESOP is applicable to all organizations aboard Marine Corps Air Station Miramar to include: any command, active or reserve component; staff organization, or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

3.0 REFERENCES

- (a) MCO 5090.2
- (b) STAO 5090.4A

4.0 RESPONSIBILITIES

1. Serve as the unit/department's Point of Contact (POC) for matters involving environmental issues and compliance with STAO 5090.4A.
2. Develop and maintain a unit/department ESOP, in order to implement the environmental management program and command-specific requirements. Promote hazardous material (HM)/hazardous waste (HW) minimization and other pollution prevention objectives to the maximum extent practicable, within mission and resource constraints. Ensure all ESOPs are adhered to and placed in the unit's environmental operating file. ESOPs can be downloaded from the Environmental Management System (EMS) website at <https://www.miramar-ems.marines.mil/About-Our-Environmental-Management-System/Environmental-Management-System-EMS/Environmental-Standard-Operating-Procedures-ESOPs/>. ECC must ensure that an updated unit environmental POC roster, i.e. Primary and Alternate Hazardous Waste Coordinators is submitted to their Environmental

Compliance Specialist when requested.

3. Keep HW/HM/MW (Medical Waste) Site Managers, Handlers, and key personnel informed of any changes in regulations affecting environmental activities within the ECC's cognizance, and ensure ESOPs and Unit-Level Contingency Plans are up to date and readily available for review by personnel involved in the HM/HW Management Program.
4. Conduct documented monthly inspections of environmental-related sites. Perform follow-up actions required to ensure correction of container management deficiencies and timely removal of HM/HW. Ensure weekly inspections of HW/MW generation sites are conducted and documented utilizing the EMD forms located within the EMS website.
5. Ensure all required environmental inspections are conducted. When Site Managers or HWCs are unavailable, ensure that an environmentally trained individual conducts the required environmental inspections. If there is no one trained and appointed, contact the higher headquarters ECC so they may fill in until an appointed and trained individual returns.
6. Actively promote the reduction of volume and toxicity of HW/HM produced within the ECC's organization.
7. Promote the proper management and segregation of used petroleum, oil, and lubricants to minimize contamination with water, antifreeze and other contaminants.
8. Oversee the management of the unit's/department's environmental training program including, but not limited to, the following:
 - a. Maintain a current roster and training records of all personnel involved in hazardous materials and hazardous waste management within the command. The ECC must ensure that training rosters have the required signatures of the individuals as well as the ECC (for ECC training records, ECC/supervisor must also sign).
 - b. Ensure that training records for environmental personnel transferring to another installation or being released from active duty are retained for a period of three years from the date removed from the program.
 - c. Participate in and ensure HM/HW/MW Site Managers and HM/HW Handlers participate in, regular environmental training sessions (to include Hazard Communication training and Sections 1-4) and workshops conducted/sponsored by the command ECC and Major Subordinate Command (MSC) ECC or Environmental Management Department (EMD). Participate in bimonthly ECC meetings held by the EMD. Review Site Manager's and HWC's training records on a semi-annual basis and submit requests for additional training to the Installation CETEP Coordinator.
9. Ensure all leaks, releases, or spills are managed according to Installations Spill Contingency Plan (SCP), and Unit's Consolidated Emergency Response Contingency Plan. All leaks, releases, or spills should be recorded in spill log and reported to 911 when required in accordance with SCP, in addition,

a spill report form must be completed and provided to EMD.

4.1 Training:

1. All personnel with environmental responsibilities must receive training within 90 days of assignment followed by an annual review of the initial training within 12 months. HWCs must be trained within 60 days.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required; refer to the EMD training schedule to determine when these classes are offered.
3. Attend EMD-sponsored meetings, seminars, evaluations & functions as required.
4. All training must be documented in the individuals' environmental training record and be available for review.

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____