UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE NC 28545-1001

ASO 5090.2C
I&E

19 FEB 2025

AIR STATION ORDER 5090.2C

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

Subj: ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Ref: (a) MCO 5090.2

Encl: (1) Environmental Compliance and Protection Manual
(2) Commanding Officer's Environmental Policy Statement

1. Situation. To provide policy and procedural guidance to all military, civilians, and contractors for all aspects of environmental compliance and protection, as outlined in reference (a).

2. Cancellation. ASO 5090.2B.

3. Mission. This Order provides policy for environmental compliance and protection. Policy and procedural or "how to" guidance is provided in enclosure (1). This Order is primarily focused on hazardous material and hazardous waste management; however, guidance and requirements concerning other environmental compliance programs are included throughout.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Installation and Environmental Department (I&E) shall provide the stability and continuity for environmental operations aboard Marine Corps Air Station (MCAS) New River. This will be accomplished by planning for and integrating environmental compliance and protection principles into all operations conducted aboard MCAS New River. This joint effort between Station and Tenant Command personnel will ensure the sustainability of current and future training areas.

(2) Concept of Operations. The I&E Department will serve as the primary coordinator and liaison with tenant commands in order to ensure adherence to the new directives. Tenant commands shall ensure compliance with all policies and procedures outlined in enclosure (1).

b. Tasks. Tenant Commands shall ensure compliance with all policies and procedures outlined in enclosure (1).

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Director, I&E, MCAS New River, for review.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

6. Command and Signal

a. Command. This Order is applicable to all military, civilians, and contractors aboard MCAS New River.

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

G. W. BURNETT

DISTRIBUTION: B

ASO 5090.2C

Environmental Compliance and Protection Manual

2025

Enclosure (1)

Table of Contents

Chapter 1: General Administration

Introduction

a. Purpose and Scope. Congress and the state legislatures have responded to the threats to human life and the environment caused by mismanagement and illegal spilling and dumping of toxic substances by enacting laws which not only attempt to avert future threats, but which impose civil and criminal penalties. Enacting many of these environmental laws, Congress waived federal supremacy, requiring federal agencies, including the Marine Corps, to comply with federal, state, and local environmental laws. Federal officers and employees now face the possibility that they may be held personally liable for civil and criminal penalties, fines, and imprisonment. These regulatory requirements along with the liabilities require an order that will holistically address the organization and execution of all environmental programs aboard Marine Corps Air Station (MCAS) New River. This consolidated approach unifies various environmental management plans with the implementing directive to provide a consolidated environmental compliance manual, consistent with the guidance provided in Marine Corps Order 5090.2. Given the unique nature of the relationship between MCAS New River and Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ), this order will also serve as the local implementing directive reinforcing programs not directly administered by MCAS New River, but in coordination with MCIEAST-MCB CAMLEJ.

b. Applicability. This manual is applicable to all organizations aboard MCAS New River to include: any command, active or reserve component; contractors; and staff organizations and supporting agencies which are affiliated with the United States Marine Corps (USMC), Department of Navy (DoN), or Department of Defense (DoD). This manual also applies to organizations organic to MCAS New River, as well as those in transit, otherwise temporarily resident because of training or mobilization commitments.

c. References and Regulations. For consistency of application and to avoid redundancy, references and regulations have been consolidated in Appendix H of this manual.

d. Terms and Definitions. For consistency of application, terms, and definitions applicable to this manual have been consolidated in Appendix A of this manual.

Roles and Responsibilities

Roles and responsibilities are established throughout this manual as a part of each environmental program as outlined in MCO 5090.2. It is important to note that many responsibilities are incorporated via reference for programs administered by MCIEAST-MCB CAMLEJ. For these programs, refer to the applicable guidance as provided in this manual.

Manual Format

This manual follows the programmatic format of the MCO 5090.2, Environmental Compliance and Protection Manual. Every program is represented whether it is currently managed directly by MCAS New River or managed under the Base Operating Support (BOS) agreement between MCIEAST-MCB CAMLEJ and MCAS New River. Each chapter is broken into five major subsections, as follows:

Introduction

This section provides an overview of the program along with applicable references, terms, and definitions pertinent to the specific program. These references contribute to the master reference and regulation listing in chapter 1. While in draft, terms and

definitions will be maintained within each chapter, however for consistency final drafts of this manual will consolidate all terms and definitions in Appendix A for consistency and chapter entries will be replaced with a reference to Appendix A. The complete list of terms and definitions can be found in Appendix A. Additionally, hyperlinks directly to the associated references can be found in Appendix H.

Environmental Management System (EMS) Conformance

This section identifies EMS elements associated with the subject program and how they incorporate into the installation EMS.

Environmental Standing Operating Procedures

This section identifies the installation level program procedures and organization requirements regarding the subject program.

Environmental Compliance Requirements

This section identifies program requirements which are overseen by the Environmental Compliance Program.

Environmental Training and Education Requirements

This section identifies program training requirements to be addressed by the Comprehensive Environmental Training and Education Program (CETEP).

Review and Document Maintenance

The official copy of this manual will be the version currently hosted and maintained on the MCAS New River Adjutant's SharePoint portal. A draft "working" copy will be maintained within the Installation and Environment (I&E) Department's SharePoint site to enable the ongoing review and adjustment of this manual and the policies within. Organizations are encouraged to submit requests for changes via their Environmental Compliance Coordinator (ECC) to I&E. These requests will assist in expediting policy review and ensuring the ongoing applicability and accuracy of this manual.

Chapter 2: Environmental Management System (EMS)

Introduction

a. Purpose and Scope. This chapter establishes current installation policy and responsibilities for effective environmental program management through the implementation and execution of the Marine Corps EMS. The goal of the installation EMS is to enable organizations and installation staff to achieve and maintain environmental compliance and protection while sustaining resources essential to training and readiness. The EMS is a critical aspect for planning and coordination of effort between the installation staff and organizations.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance

MCO 5090.2 establishes the criteria for all Marine Corps installations to conform and integrate with the Marine Corps EMS. These requirements are clearly established across 17 elements. The following sections identify the local method of conformance for each element. Note: Some elements have been combined locally to eliminate redundancy within this document and to allow for ease of cross-referencing. Furthermore, where applicable, the following will serve as the unified framework for environmental program development.

Environmental Policy (Element 1)

Environmental Policy Statement: In accordance with MCO 5090.2, MCAS New River is required to issue an environmental policy statement, see enclosure (2), which:

a. Is documented and signed by the Installation Commanding Officer.

b. Reflects the vision of the Marine Corps EMS to sustain and enhance mission readiness and access to training environments through effective and efficient environmental management.

c. Commits to compliance with relevant environmental legislation, regulations, and policy, pollution prevention, conservation of natural and cultural resources, cleanup of contaminated sites, minimizing risks to mission, and continual improvement in performance of the EMS.

d. Is communicated to installation personnel and made available to the public.

e. Is reviewed at least annually and updated, as needed, to ensure that it remains appropriate to the installation's activities and mission.

Practices, Aspects, Impacts, and Risk Prioritization (Element 2)

While the success of an EMS is contingent on the successful execution of many critical elements, the identification and inventory of practices is essential to the effectiveness of an EMS. The maintenance of the installation practice inventories requires a coordinated effort between practice owners and environmental program managers, the majority of whom work for MCIEAST-MCB CAMLEJ. To establish consistency throughout the Marine Corps, HQMC has established a standard practice list. In order to be effective, this list is subject to change based on the requests of installations across the Marine

Corps. This master list has served as the baseline for the development of the MCAS New River EMS practice inventory. It is important to note that while deviations to the HQMC list are possible through installation requests, the MCAS New River EMS practice inventory will be compliant and effective using a tiered approach to practice inventories. This approach will assign practices and sub-practices where appropriate, for example:

Taken from the HQMC list, aircraft painting, as it applies to MCAS New River would encompass all aircraft painting processes aboard the installation. Aircraft painting impacts both Air Quality and Hazardous Waste (HW). Currently there are varying requirements from each program based on the type of aircraft painting being conducted, "touch-up" or "non-touch-up". This delineation allows for more precise identification of the impacts, risk prioritization, and compliance requirements. This delineation is most important to the practice owners and program managers as it allows for the clear and concise identification of compliance requirements. For these reasons, the local practice assignments would be "Aircraft Painting - Touch-Up" and "Aircraft Painting - Non-Touch-Up". For reporting purposes to HQMC, the two practices would be rolled up under "Aircraft Painting", but for the MCAS New River EMS, the two would remain distinct.

a. Practice Inventory List. The practice inventory list (maintained on the I&E SharePoint site) serves as the official repository for all environmental practices identified within the scope of the MCAS New River EMS. For procedures relating to practice inventory management, refer to chapter 12 of this manual.

b. Practice Library. This library serves as the authoritative reference for program managers and practice owners in managing specific practices identified in the inventory. Additionally, practice entries in this library will include aspects and impacts, as required by MCO 5090.2. For procedures relating to practice inventory management, refer to chapter 12 of this manual.

c. Risk Prioritization & Calculation. Risk prioritization and calculation will be conducted IAW MCO 5090.2, utilizing the most current risk software as prescribed by HQMC, currently ENCORE.

Legal and Other Environmental Requirements (Element 3)

Environmental compliance can only be successful through the identification and dissemination of environmental requirements. The requirements are established from a multitude of sources including legal regulations (Federal, State, and Local) as well as orders and directives (DoD, DoN, USMC, and installation orders).

a. Environmental Compliance Program and Protection Manual. MCO 5090.2 requires installations to publish an Environmental Compliance and Protection Standing Operating Procedure (ECP SOP) that includes all applicable organizational and environmental compliance policies and procedures. Additionally, this document identifies program roles and responsibilities. Lastly this document should instruct program managers and practice owners on how to comply with applicable environmental requirements. This manual in its entirety serves that purpose, providing a singular reference to serve as a point of entry for environmental compliance and program management.

b. I&E SharePoint Site. This site serves as the environmental information management gateway for all organizations aboard MCAS New River. The site (to include the information/data maintained on it) is dynamically incorporated into the local installation processes to ensure that organizations have continual access to the most current information available.

c. Environmental Requirements Review. Legal requirements are always subject to change. These changes may originate from a shift in local practices or directly through policy or regulatory updates. Regardless of the origin, failure to adjust to these changes increases environmental liabilities, undermines environmental compliance, and adversely affects mission readiness and sustainment. Therefore, environmental requirements will be reviewed periodically by program managers. Additionally, practice owners are required to notify I&E of any process changes associated with their practices, to validate the existing policies and procedures to ensure compliance and mitigate organizational/personal liability for regulatory violations. Depending on the scope of the process changes, a formal environmental review may be required per the National Environmental Policy Act (NEPA), and/or induction for discussion at one of the monthly Facilities Working Group meetings, per Air Station Order (ASO) 3700.1 - Air Installation Planning Board and Facilities Working Group. For more information regarding this, refer to chapter 12 of this manual.

Objectives, Target, and Actions to Improve Performance (Element 4), Monitoring and Measurement (Element 12), & Problem Solving (Element 14)

a. Objectives and Targets. Objectives and Targets will be established and reviewed at an annual meeting with the MCAS New River Commanding Officer (CO), Executive Officer (XO), and Department Heads, at a minimum. The objectives will be specific to the MCAS New River EMS and programs under the command and control of the MCAS New River CO. The targets developed will then be taken for action by I&E. I&E will participate in the MCIEAST-MCB CAMLEJ annual EMS review process in order to inform the development of the MCAS New River EMS objectives and targets, and to ensure a consistent and coherent application of both installations' EMS programs, as they pertain to the BOS agreement.

b. Actions to Improve Performance & Problem Solving. Results of internal Environmental Compliance Evaluations (ECE), Commanding General Readiness Inspections (CGRI), and external regulatory inspections will serve to identify programmatic shortfalls requiring action. I&E will compile and present trend data at the annual review meeting, to assist in the development of the objectives and targets. I&E will also provide proposed corrective actions, as a starting point for discussions during the CO's annual EMS meeting.

c. Analysis, Plan of Action and Milestones (POA&M), & Monitoring. I&E will conduct a policy and fiscal review of the proposed corrective actions to validate the availability of authority and resources. Depending on the nature and complexity of the proposed action, a formal POA&M may be required in order to secure resources. The reason for the distinction is that many actions that address or resolve deficiencies or increase program efficiency can be implemented immediately without the need for additional authority or funding. In either case, I&E will monitor progress and adjust actions as needed to accomplish the target goals, to include policy development or to address fiscal shortfalls.

Roles, Responsibilities, and Resources (Element 5)

a. Roles and Responsibilities

(1) Installation Level Structure

(a) EMS Team. The EMS team is comprised of personnel from various functional areas. This team is responsible for the continued development and compliance of the

installation EMS. The following roles and assignments constitute the organization of the team:

1. EMS Executive Management. MCAS New River CO, XO, and I&E Director

2. EMS Manager. I&E Supervisory Environmental Protection Specialist

3. EMS Team Members

a. MCAS New River Department Heads or designee

b. Environmental Compliance Coordinators

c. MCAS New River Command Duty Officer (CDO). The CDO's primary responsibility is to receive emergency calls during non-duty hours and inform the CO and staff of significant incidents. The CDO turnover binder shall contain an environmental staff recall roster and coordinating instructions for emergency reporting.

(2) Organization Structure

(a) Organization COs and Department Heads. EMS and Environmental Program requirements at MCAS New River are the same for all units, organizations, and contractors. The responsibilities are detailed in MCO 5090.2, and are summarized below:

1. Ensure their personnel comply with all applicable Federal, state, local, DoD, and Marine Corps environmental requirements.

2. Ensure proper environmental training is provided for all personnel (see chapter 5 of this manual). Ensure enough personnel obtain the Military Occupational Specialty (MOS) 8056 or have properly trained personnel present to properly manage unit HW.

3. Appoint an ECC (E-5 or above or other individual with sufficient authority to implement environmental requirements at each command) to ensure environmental training and environmental compliance requirements are met, and to coordinate with installation environmental staff, as required.

a. Environmental Compliance Coordinator. The ECC serves as the organization's representative tasked with ensuring environmental compliance and coordinating organizational environmental programs with installation environmental and support functions. Additionally, the ECC provides local oversight of all environmental practices performed by the organization as well as the assignment of HM and HW site managers and handlers within their organization (provided the ECC has been granted proper authority by the organization's CO).

b. Practice Owners. The command, unit, or office responsible for day-to-day implementation of a practice. Practice owners have the authority to accomplish or support their mission by implementing the practice and, thus, have the responsibility for procedures needed to maintain compliance and proper operation.

4. Contractor, Non-Government Organizations (NGO) and other non-USMC entities. Traditionally organizations of this nature have presented policy challenges to enforcement of environmental requirements due to oversights in contractual language or support agreements developed beyond the scope of authority of the installation. While every specific case is different, the following guidance is provided to installation staff and organizations to clarify responsibilities in such cases. The installation's

sponsoring organization is ultimately responsible for the actions and compliance of entities brought aboard the installation.

b. Resources

(1) Funding. Fiscal requirements programmed for the installation are managed via the HQMC ENCORE tracking software. For additional information regarding funding as it relates to environmental compliance, refer to chapter 3 of this manual.

(2) Manpower. Organizational manpower requirements to support environmental compliance are fulfilled internally to the specific organization, unless otherwise specified.

(a) Hazardous Material (HM)/Hazardous Waste (HW) Officer/Marine (MOS 8056). This secondary MOS was established to provide the Marine Corps with uniformed Marines trained to manage HM and HW, primarily at the unit level. Refer to chapter 5 of this manual for additional information.

(b) ECC. As previously stated, this position should be of sufficient rank and authority to oversee the organization's environmental program. Traditionally, this billet coincides with the Navy Hazardous Material Control and Management Program billet requirements. For organizations outside of the scope of COMNAVAIRFORINST 4790.2, the ECC rank must comply with MCO 5090.2 requirements of E-5 or above or other individual with sufficient authority to implement environmental requirements at each command.

(c) Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Center Personnel. The CHRIMP Center manpower requirements are provided IAW II MEFO MCIEAST-MCB CAMLEJO 5300.4C. Refer to chapter 15 of this manual for additional information.

(d) Environmental Staff. Manpower requirements to support the installation environmental programs are identified by the installation table of organization (T/O) established by HHQ and tracked locally by the Installation S-1.

Competence, Training, & Awareness (Element 6)

Refer to section 5 of this chapter for EMS training requirements and chapter 5 for CETEP.

Communication (Element 7)

Refer to section 3 of this chapter for procedures related to communication.

EMS Documentation (Element 8)

The requirements set forth in MCO 5090.2 are largely addressed via the integration of EMS documentation requirements with this manual. However, all environmental documents (to include EMS) and records associated with the effective planning, operation, and control of environmental practices and programs are maintained on the I&E SharePoint site.

Control of Documents/Records (Elements 9 & 15)

All documentation identified as appropriate or essential to the operation of the MCAS New River EMS is provided on the I&E SharePoint site.

Operational Control of Practices (Element 10)

The requirements of this element, as established in MCO 5090.2, are fulfilled via the Environmental Planning and Review programs (chapter 12 of this manual), Environmental

Compliance Plan (chapter 4 of this manual), and the Practice Library (Appendix B of this manual & located on the I&E SharePoint site).

Emergency Preparedness and Response (Element 11)

Refer to chapter 7 of this manual for information related to this element.

Monitoring and Measurement (Element 12)

Refer to section 2, subsection D of this chapter for guidance.

Evaluation of Compliance (Element 13)

Refer to chapter 4 of this manual for information related to this element.

Problem Solving (Element 14)

Previously addressed, refer to Element 4 of this section for guidance.

Control of Records (Element 15)

Refer to section 2, subsection D *"Control of Documents/Records"* of this chapter for guidance.

EMS Audit (Element 16)

Refer to section 4 of this chapter and chapter 4 of this manual for guidance.

Management Review (Element 17)

MCO 5090.2 requires a documented management review signed by the MCAS New River CO. These items should be addressed during the annual EMS Executive Management meeting. The minimal content requirements are summarized, as follows:

a. A review of significant environmental practices at the installation, highlighting those with the highest associated risks.

b. Results of the annual EMS self-audit and conformance status, or the results of the external EMS audit (to include compliance and conformance results). Progress in executing POA&M to correct identified nonconformance.

c. A review of objectives and targets and status in meeting them.

d. Results of regulatory inspections received during the year.

e. Any other pertinent indicators of environmental performance to include program trends and root causal factors for compliance deficiencies.

Environmental Standing Operating Procedures
Installation Environmental Program Management

a. EMS Conformance Management Requirements

(1) Element 2: Risk Prioritization Management. The installation EMS will utilize the HQMC approved processes to perform risk calculations IAW MCO 5090.2. Refer to MCO 5090.2 for additional information.

(2) Element 3: Regulatory Requirement Review Management. In an effort to ensure compliance and remain up to date on existing regulatory requirements, the installation EMS relies heavily on the subject matter experts assigned to manage environmental programs. When regulatory changes occur, the program manager, in coordination with the Environmental Director, will determine the appropriate course of action to disseminate the changes to interested parties involved in the changes. The changes will be documented in the working files for this manual and, if necessary, be incorporated at the subsequent annual review of this order.

(3) Element 7: Internal Communication Management. The primary means of internal information dissemination is through the I&E SharePoint site. This system allows for a systematic delivery of information to organizations through their unit environmental desktops hosted on the system. While traditional communication methods such as telephone and email continue to serve as the backbone of internal communications, their documentation can be problematic. For this reason, the I&E SharePoint site allows for the storage of message traffic specific to programs, projects, facilities, practices, or organizations. This versatility is to be taken into consideration by environmental staff when deciding whether to incorporate email traffic into the I&E SharePoint site Document Library.

(4) Element 7: External Communication Management. Formal correspondence with regulatory agencies, the public, and others outside the USMC who are interested in environmental affairs, will be provided by the I&E Director. In the case of communication with regulatory agencies, the process will utilize the Installation Adjutant for formal correspondence via the MCAS New River CO (or the use of by direction authority). In the case of communications involving the general public or others outside of the USMC, communications will be referred to the MCIEAST-MCB CAMLEJ Communications Strategy and Operations Office.

(5) Element 9: Control of Documents. Documentation necessary to the essential and efficient operation of the installation EMS will be managed in the I&E SharePoint Document Library.

(6) Element 11: Emergency Preparedness and Response Management. Refer to chapter 7 of this manual for procedural guidance.

b. EMS Locally Established Requirements

(1) Element 5: Environmental Desktop Procedures and Turnover Folders. Environmental desktop procedures will be updated, at a minimum triennially or prior to the departure of the billet holder.

(2) Element 10: Operational Control of Practices. Procedures for the evaluation, development, and maintenance of practices aboard the installation are covered in chapter 12 of this manual. Additionally, the status of practice controls can be found in the practice library located in Appendix B.

(3) Element 17: Management Review Procedures. Management review will occur during the annual EMS Executive Management meetings.

Organization Program Requirements

a. Manpower. IAW MCO 5090.2, the following positions and manpower requirements were established to provide the necessary framework for the maintenance and execution of

environmental responsibilities for all Commanders within the USMC. Refer to MCO 5090.2 for position descriptions and requirements.

(1) HW/HM Officer/Enlisted Marine (MOS 8056).

(2) ECC.

(3) Contractor Support or other non-USMC entities. It is the responsibility of the sponsoring government organization to ensure that adequate manpower is allocated to manage the environmental liabilities of all operations under their cognizance. For this reason, it is highly encouraged that organizations include manpower requirements for compliance with this directive in contracts or support agreements with entities not organic to MCAS New River. In the absence of such consideration, MCAS New River will hold organizations responsible for manpower requirements, and in the absence of adequate oversight and environmental control, practice authorizations may be suspended to prevent negligent environmental liabilities from impacting the USMC.

b. Semi-annual Conformance Reporting. Environmental programs play a critical role in ensuring sustainability and minimizing environmental liabilities associated with the operation of practices aboard the installation. A great deal of liability rests on the MCAS New River CO. These liabilities are often outside of the command and control of the installation. The semi-annual conformance reporting requirement ensures that organizational commanders provide the installation with formal communication identifying the status of environmental compliance within their organization. This report will assist in minimizing unexpected environmental liabilities for the USMC, as well as assist in the risk prioritization of significant practices which guides the application of installation resources to support Environmental Programs. This report will be due no later than 1 August for the first half calendar year (CY) reporting period (Jan-Jun) and 1 February for the second half CY reporting period (Jul-Dec). While additional reporting requirements may be levied in ESOPs applicable to environmental practices, the following are the minimum reporting requirements for all organizations organic to MCAS New River:

(1) Formal letter endorsed by the organization's CO declaring the overall status of compliance with this manual. For submissions which include a status of non-conformance/compliance, a POA&M submission is additionally required.

(2) Validation of the organization's current Authorized Practice List.

(3) Submission of all Spill Reports for the reporting period.

(4) Validation of the organization's current Authorized Usage List.

(5) Submission of a roster of all personnel assigned to billets identified in this manual. Additionally, personnel with the 8056 secondary MOS should be identified regardless of their assignment to environmental billets.

(6) Submission of all Inspection Records for the reporting period conducted as required by this manual.

(7) Records of Training for all personnel who have been terminated from a previously appointed role in the organization's environmental program during the reporting period.

Environmental Compliance Requirements Installation Level Program Audit

a. Environmental Policy Annual Review (Element 1). The I&E Director, or designee, will annually review the environmental policy and provide documentation of such a review to the MCAS New River Adjutant Office.

b. Practice Inventory Annual Review (Element 2). The Environmental Compliance Inspector will compile semi-annual environmental conformance reports that were submitted by organizations and provide the practice inventory information to the Environmental Supervisor for comparison to the Master Authorized Practice List. Refer to chapter 12 for additional information regarding the administration of the Master Authorized Practice List.

c. Risk Prioritization Periodic Review (Element 2). I&E, based on ECEs and Environmental Conformance Reports, will evaluate current environmental initiatives to ensure resources and policy review focus on the mitigation of significant environmental impacts. The findings of this review will be included in the annual command chronology and passed to program managers for consideration.

d. ECP SOP Annual Review (Element 3). The I&E Director, or designee, will review the ECP SOP and provide documentation of such a review to the MCAS New River Adjutant Office.

e. Objective and Target Annual Review (Element 4). I&E, based on ECEs and Environmental Conformance Reports, will evaluate current environmental objectives and document accomplishments annually. This review will be included in the annual command chronology.

f. Environmental Desktop Procedure Review (Element 5). Environmental Desktop procedures will be reviewed for compliance with the locally adopted procedures as outlined in this chapter.

Organization Evaluations

a. Authorized Practice List (Element 2). Authorized Practice Lists will be reviewed minimally twice per year and included as a part of the organization's semi-annual conformance report.

b. HW/HM Officer/Enlisted Marine (Element 5). Organizations are responsible for ensuring that properly trained personnel, in a sufficient quantity, are available within the organization to carry out duties involving environmental liabilities. The secondary MOS 8056 has been established to ensure identification of personnel possessing experience and training in this field across the USMC. The evaluation of personnel assignments and training is critical to ensure the sustainable operation and mission effectiveness of the organization's environmental programs. Documentation of this evaluation is accomplished via the organization's semi-annual conformance report.

c. Environmental Compliance Coordinator (Element 5). The organization's ECC is required to evaluate organizational environmental compliance monthly. This evaluation is to be documented, utilizing evaluation checklists which can be found in Appendix D.

d. Contractor Support or other non-USMC Entities. Sponsoring organizations are responsible for the overall compliance of external entities brought aboard the

installation to support their respective missions. Sponsoring organizations must therefore ensure compliance with this manual for contractor or non-USMC entities as if they are organic to their organization.

Environmental Training and Education Requirements

Program Management Training Requirements

a. EMS Lead Auditor Training. Persons responsible for conducting EMS audits must have successfully completed an EMS Lead Auditor training course within the three years immediately preceding any EMS audit in which they will serve as an auditor. Allowable courses include HQMC-sponsored USMC EMS Lead Auditor training, Navy EMS/Compliance Auditor training with USMC supplement, or ISO 14001 Lead Auditor training with USMC supplement.

(1) Persons who have taken the EMS Lead Auditor training previously and continue to serve in a billet with EMS responsibilities may satisfy this requirement by completing EMS Lead Auditor refresher training; such refresher training must have been completed within three years immediately preceding the EMS audit. Refresher training can be offered on-site, via webinar, or can be obtained by attending any CMC (LF) sponsored EMS/CETEP Conference.

(2) A copy of each auditor's Lead Auditor training certificate (with refresher training date, if applicable) will become part of the audit records for each annual EMS conformance audit.

Organization Training Requirements

a. HW/HM Officer/Enlisted Marine. Refer to chapter 5 of this manual.

b. Environmental Compliance Coordinator. Refer to chapter 5 of this manual.

General Awareness Training Requirements

All installation personnel and practice owners/operators must be aware of the EMS and understand:

a. The importance of conformity with the environmental policy and procedures and with the requirements of the EMS.

b. The significant environmental impacts and related or potential impacts associated with their work and the environmental benefits of improved personal performance.

c. Their roles, responsibilities, and authorities in achieving conformity with the requirements of the EMS.

d. The potential consequences of departure from specified operating procedures.

Chapter 3: Funding Environmental Compliance and Protection

Introduction

a. Purpose and Scope. This chapter serves to highlight and clarify the fiscal relationships and realities existing between the installation staff and organizations. To ensure mission accomplishment and efficient use of resources, environmental programs face significant challenges. While MCAS New River continues to strive to provide a solid foundation of support to the Marine Corps mission, unanticipated environmental liabilities cause significant strain in resources, with a potential to adversely impact mission accomplishment. While policies and procedures continue to be developed to soften the fiscal impact of environmental liabilities, they remain inevitable. This chapter provides an overview of the fiscal framework that supports the installation EMS and is intended to compliment volume 3 of MCO 5090.2. Additionally, this chapter serves to reinforce and clarify environmental funding responsibilities established in MCO 5090.2.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance

EMS Documentation

Environmental funding documentation will be maintained in the USMC enterprise software solution, currently USMC ENCORE. This system allows for the retention of relevant documentation necessary for approval authority in the case of environmental projects and initiatives. Additionally, funding records, to include authorizations and execution data, are retained by the Installation Comptroller's Office and the Installation Supply Department, depending upon the purchase method.

Environmental Standing Operating Procedures

Installation Environmental Program Management

ENCORE Project Management - Environmental projects requiring funding (either locally through O&M, MC or the Centrally Managed Environmental Program) are documented and approved via USMC ENCORE software. This system allows for the automation of execution data and assists greatly in the management of environmental budgeting.

Organization Program Requirements

a. Solid Waste Generated from Authorized Practices. Marine Corps and non-Marine Corps units and commands in garrison are responsible for the costs associated with the generation, containment, preparation for transportation, and transportation of organization generated HM and HW. Due to the nature of HW/HM consolidation, the delineation of these costs between organizations is simply inefficient. Due to this, fiscal responsibilities in relation to solid wastes generated by authorized practices are:

(1) Container procurement as specified in the Satellite Accumulation Area (SAA) authorization.

(2) Containment devices necessary for compliant storage of regulated wastes.

b. Solid Waste Generated from Unauthorized Practices. Organizations that fail to comply with the installation EMS and specifically chapter 12 of this manual, have the potential to significantly impact the installation's ability to support its organizations equitably. Solid waste streams generated by unanticipated processes must be properly disposed of regardless of the situations that exist. In such cases, the costs of containers and disposal charges levied under the current DLA contract for waste disposal services may be charged to the organization responsible for the operation of the unauthorized practice.

c. Disposal of Excess Hazardous Material or Shelf-life Expired Materials. Over one-third of the HW disposal costs for the Marine Corps come from the disposal of HMs with an expired shelf life or from HMs contaminated by poor supply- and maintenance-handling procedures. At the discretion of the I&E Director, recommendations may be made to the MCAS New River CO to seek assignment/reimbursement of the costs of containment, preparation for transportation, transportation, and disposal of these HWs.

d. HW/HM Emergency Equipment, Supplies, and Disposal Costs. Practice owners are responsible for the costs of sufficient equipment and supplies to support the initial response and cleanup of incidental spills. Additionally, at the discretion of the MCAS New River CO, the clean-up and disposal costs associated with a spill may also be conveyed to the practice owner.

e. Industrial Equipment Operations and Maintenance. For industrial equipment and environmental controls outside of the scope of facilities maintenance, it is the practice owner's responsibility to program and execute O&M costs associated with their practices. Failure to maintain environmental controls can and often will result in non-compliance with environmental regulations. Due to this, at the discretion of the I&E Director or designee, practices may be shut down until remediation is satisfactorily addressed.

Environmental Compliance Requirements

Installation Level Program Audit

EMS Documentation. Instances where organizations are held responsible for the costs associated with the disposal of excess HM or shelf-life expired materials, spill clean-up and disposal, or industrial equipment/environmental control practice interruptions will be documented. Documentation will be maintained in the I&E SharePoint Document Library and utilized in trend analysis in the case of recurrences.

Organization Evaluations

Corrective Actions. Corrective actions will be submitted to the MCAS New River CO for any instances where organizations were held responsible for the costs associated with the disposal of excess HM or shelf-life expired materials, spill clean-up and disposal, or industrial equipment/environmental control practice interruptions. Corrective action letters will be maintained in the I&E SharePoint Document Library and utilized in trend analysis in the case of recurrences.

Environmental Training and Education

Not applicable to this program.

Chapter 4: Environmental Compliance Program

Introduction

a. Purpose and Scope. This chapter serves to establish the framework for the Environmental Compliance Program and satisfies the requirements of the annual self-audit program (ECE Program) and the HQMC ECEs. Additionally, this program oversees audits conducted by other external entities as appropriate.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance

Legal and Other Environmental Requirements

The environmental compliance program serves as the installations quality assurance function to the management and review of policy across the environmental spectrum. In that respect, the MCAS New River environmental compliance inspector will serve to validate proposed changes to the ECP SOP and ensure the validity of regulatory citations to support existing and proposed policy. This process is included as part of the annual review requirements established within the overall EMS.

Roles, Responsibilities, and Resources

a. Installation Level Structure

(1) Environmental Compliance Inspector. Responsible for the overall coordination and execution of the requirements within this chapter.

(2) Environmental Program Managers. Responsible to provide subject matter expertise and guidance to the Environmental Compliance Inspector to increase environmental management efficiency and oversight of their respective programs.

b. Organization Structure. ECC. Responsible for the oversight and execution of inspection requirements applicable to organizational practices. Additionally, the ECC will be the organization's primary point of contact for environmental management responsible for conducting any necessary internal coordination necessary to support environmental compliance audits and inspections.

EMS Documentation

a. Environmental Compliance Program Documentation

(1) Environmental Program Audits. Utilizing the compliance resources published by HQMC, annual program audits will be conducted. The scope of these audits will include programs under the oversight of the installation.

(2) Organization Environmental Compliance Evaluations (ECE). Utilizing the team guide and existing references, semi-annual audits will be conducted on all practice owners. The results of these inspections will be documented in the I&E SharePoint site.

b. Organization Compliance Program Documentation

(1) Monthly program inspection to be conducted by ECC or AECC.

(2) Environmental media/liability inspection records as determined by the organization's authorized practice list and the requirements referred to in the Practice Library located in Appendix B.

Control of Documents

Document Retention and Disposition. At a minimum, all inspection documents will be retained by practice owners until submitted as part of the organization's semi-annual conformance report. These inspections will subsequently be uploaded to the I&E SharePoint site.

Environmental Standing Operating Procedures

Installation Program Management

a. HQMC Environmental Compliance Evaluations (HQMC ECE). The Installation Environmental Compliance Inspector will serve as the installation point of contact for matters pertaining to the coordination of the triennial HQMC ECE. This evaluation includes a thorough review of installation environmental programs and assessment of practice owners.

b. Internal Program Audits. The Installation Environmental Compliance Inspector will conduct internal program audits annually and publish the results to the I&E SharePoint site. These audits will utilize a combination of all compliance resources provided by HQMC, to include but not limited to the AIR/CGRI checklists, TEAM Guide, and EMS audit guidelines.

c. Organization Environmental Compliance Evaluations (ECE). The Installation Environmental Compliance Inspector will coordinate and schedule the execution of this semi-annual inspection requirement. Evaluations will be based, at a minimum, on the established checklists, located in Appendix D, identified by the Practice Library for practices found to be in operation within the organization, whether authorized or not. In the case of the identification of unauthorized practices in operation, units will also be evaluated under the criteria for a separate EMS that meets Marine Corps EMS requirements IAW MCO 5090.2.

d. Other External Audits and Evaluations. In addition to those previously identified, the Installation Environmental Compliance Inspector will serve as the coordination point for the support of other external environmental inspections, ranging from Installation CGRIs to State/Federal regulatory audits.

Organization Program Requirements

a. Environmental Compliance Evaluation. ECCs will coordinate with and support the Environmental Compliance Inspector with the scheduling and execution of their respective organization's evaluations. This includes, but is not limited to:

(1) Environmental Program Documentation/Records.

(2) Facility Access.

(3) Practice owner/operator availability.

b. Monthly EMS Program Audit. ECCs will conduct, at a minimum, a monthly inspection of all environmental programs and practices in operation within the organization. Inspection checklists are provided in Appendix D, and additional guidance can often be found in Appendix C where applicable. When executed properly, the monthly program audit will yield a reduction in environmental liabilities, ensure consistency, and make the preparation of the organizations semi-annual environmental conformance report simple. The monthly program audit includes, at a minimum:

(1) Environmental management system requirements, including applicable ESOP requirements.

(2) Environmental compliance requirements.

(3) Environmental training requirements.

(4) Emergency planning and response requirements.

(5) Pollution prevention program implementation requirements.

Environmental Compliance Requirements

Requirements for this section are established in the Environmental SOP identified within this chapter.

Environmental Training and Education Requirements

Program Management Training Requirements

Environmental Compliance Inspector. EMS Lead Auditor training, refer to chapter 5 of this manual for additional information.

Organization Training Requirements

ECC. Complete the EM101 course, Introduction to Environmental Management. Refer to the I&E SharePoint site for course description, prerequisites, and scheduling. EM101 training is to be conducted annually. Required annual refresher course information can be found on the I&E SharePoint site.

General Awareness Training Requirements

Not applicable.

Chapter 5: Environmental Training and Education

Introduction

a. Purpose and Scope. Established in 1992, the USMC CETEP integrates the requirements of MCO 5090.2 and DoD Instruction 4715.10. The goal of CETEP is to ensure that appropriate environmental instruction and information is provided to all levels of the Marine Corps in the most effective and efficient manner to achieve full compliance with environmental training requirements. CETEP was designed to incorporate the development and program management aspects of the USMC Systems Approach to Training (SAT) and principles of Total Quality Leadership into a program and program-development process to address the environmental training challenges of the entire Marine Corps.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management Conformance Roles, Responsibilities, and Resources

a. Roles and Responsibilities

(1) Installation Level Structure

(a) CETEP Coordinator. The CETEP Coordinator is responsible for evaluating the installation environmental training needs and ensuring adequate curriculum development and support has been accomplished to meet the environmental program requirements established within this manual or by the EMS Team to assist in meeting EMS targets and objectives.

(b) CETEP Instructor(s). Execute CETEP curriculum by providing training according to the schedule established by the CETEP Coordinator.

(2) Organization Structure. The organizational ECC is responsible for ensuring their organization's overall compliance with the established environmental training requirements contained within this manual. This includes the oversight and management of training for organizational personnel required to complete/attend environmental training courses and disseminating information to personnel assigned to their organization.

b. Funding and Manpower

(1) Funding

(a) Installation. With the current MCAS New River CETEP, funding requirements are limited to sustainment resources necessary to maintain audio/visual equipment for the environmental classroom. In that respect, resources are programmed in STEP, as needed. MCAS New River has adopted and incorporated MCIEAST sponsored courses posted to MarineNet to minimize local curriculum development and instructor led training time. Future training requirements established to support environmental programs above and beyond the consolidated EM101 course series offered locally will be programmed for funding by the authoritative environmental program, unless adopted by the CETEP Coordinator.

(b) Organizations: Not applicable.

(2) Manpower

(a) Installation. CETEP manpower requirements are currently fulfilled via collateral duty assignments of members of I&E or contracted out.

(b) Organizations. ECC.

EMS Documentation

a. Environmental Training and Education Program Documentation. Refer to Appendix E for additional details.

(1) Course Materials

(2) Instructor Rating Forms

(3) Class Rosters

b. Organization Compliance Program Documentation. Records of Training: Refer to Appendix F for additional details.

Control of Documents

a. Document Review

(1) Installation

(a) Course Materials. At the request of program managers or on the recommendation of the Environmental Compliance Inspector, course materials will be reviewed to maximize the implementation of EMS targets and goals to enhance the overall compliance of practices with environmental impacts.

(b) Instructor Rating Forms. The CETEP Coordinator and/or CETEP Instructor will review student course critiques following each course. Constructive criticism is essential to the ongoing evolution of the CETEP program, which is critical to effectiveness.

(2) Organization. The ECC will review records of training monthly to ensure all personnel are properly trained and refresher training (where applicable) is scheduled and accomplished within the required refresher time period. Refer to Appendix F for the required form.

b. Document Retention and Disposition

(1) Installation

(a) Course Materials. Course materials are maintained electronically. Disposition of superseded course materials is at the discretion of the CETEP Coordinator based on the availability of storage. While the usage of such course materials is no longer relevant, previous work may be reutilized in the update or development of existing or new curriculum. This archive can potentially save countless hours of development and is therefore beneficial to maintain.

(b) Instructor Rating Forms. Instructor rating forms will be maintained by the CETEP Coordinator for at least three years or previous HQMC ECE, whichever is greater. Due to their nature and purpose, they will be maintained in hardcopy as submitted.

(c) Class Rosters. Class rosters will be maintained electronically by I&E in a local database. Due to the nature of these rosters in their validation and recreation of records of training and the responsibilities of trained personnel in relationship to hazardous substance releases, class rosters will be maintained electronically for a period of at least 50 years. This requirement is derived from the most stringent record retention guidelines found in MCO 5090.2.

(2) Organizations. Records of training will be maintained physically as part of the administrative records for the organization. Following separation, termination, or transfer, records of training will be submitted as part of the organization's semi-annual conformance report submission for the applicable reporting period.

Environmental Standing Operating Procedures
Installation Program Management

Refer to the Comprehensive Environmental Training & Education Program Plan located in Appendix E.

Organization Program Requirements

a. Personnel Training Records. Personnel records of training will be kept by the unit/organization. The record of training form located in Appendix F will be utilized for this purpose.

b. Training Record Tracking and Archival. Following separation, termination, or transfer, records of training will be submitted as part of the organization's semi-annual conformance report submission for the applicable reporting period. MCAS New River shall retain copies of personnel records of training for environmental training for a minimum of three years after the individual leaves MCAS New River.

Environmental Compliance Requirements
Installation Level Program Audit

Program management checklists as established by HQMC.

Organization Evaluations

a. Environmental Compliance Evaluations. Training records are reviewed as part of the ECE program administered under chapter 4 of this Manual.

b. Monthly EMS Program Inspection: Refer to Appendix D for the inspection checklist applicable to this requirement.

Environmental Training and Education Requirements
Program Management Training Requirements

a. CETEP Coordinator. The Curriculum Developer's Course (CDC) is a five day course designed for personnel who develop instructional materials and do not require certification as platform instructors. This course was developed based on Phase Two and

Three (Design and Development) of the SAT. The graduate will be prepared to design and develop effective training materials based on Individual Training Standards.

b. CETEP Instructor. The Instructor Training Course (ITC) is designed for military and civilian personnel assigned to formal schools and training centers. This course trains basic platform instructors, focusing on preparation of lesson materials and presentations as they apply to the Marine Corps SAT. There are no security clearances, rank/position, or physical restrictions for this course.

Organization Training Requirements

a. Unit Commander. MarineNet course titled "USMC HQ/MCICOM - Environmental Compliance for Commanders/Officers" course code HQMCECCOM1.

b. ECC/AECC. Complete the EM101 course, Introduction to Environmental Management. Refer to the I&E SharePoint site for course description, prerequisites, and scheduling. EM101 training is to be conducted annually. Refresher course information can be found on the I&E SharePoint site.

General Awareness Training Requirements

a. CETEP General Awareness. All personnel subject to this manual are required at a minimum to have Environmental General Awareness training IAW MCO 5090.2. To meet this requirement, all personnel must complete the Environmental General Awareness training on the MCAS New River website. Refresher courses offered fulfill this requirement only when taken within one year of the prerequisite initial course. It is recommended for all personnel subject to this manual to take various environmental courses offered on MarineNet. The intent of this approach is to build on a continual development of environmental awareness for all personnel, vice repeated exposure to the same course curriculum year after year.

b. Environmental Public Outreach. This requirement as established by MCO 5090.2, is fulfilled through the Environmental General Awareness training on the MCAS New River website under the Welcome Aboard tab.

Chapter 6: Air Quality Management

Introduction

a. Purpose and Scope. The Commanding General, MCIEAST-MCB Camp Lejeune, is the designated owner of all air emission sources. As of the writing of this manual, MCIEAST-MCB CAMLEJO 5090.6 serves as the overarching policy and management guideline for the implementation and compliance of requirements for Air Quality Management. The purpose of this chapter is to clarify the relationship and expectations of organizations aboard MCAS New River. Additionally, this chapter will clarify the coordination and support provided by MCAS New River in assisting organizations in achieving a superior level of compliance.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance Practice, Aspects, Impacts, and Risk Prioritization

a. Refer to Appendix B for significant practices impacting the air quality program.

b. Refer to Appendix C for ESOPs establishing local procedures covering significant practices identified in Appendix B (where applicable).

c. Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, risk prioritization is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Legal and Other Environmental Requirements

Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, legal and environmental requirement review is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Objectives, Targets, and Actions to Improve Performance

Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, program objectives, target, and actions are primarily accomplished via the MCIEAST-MCB CAMLEJ EMS. MCAS New River may, at times establish additional objectives and actions to improve compliance and reduce the environmental impacts of operations resident to the installation.

Roles, Responsibilities, and Resources

a. Roles and Responsibilities. Roles and responsibilities specific to the Air Quality Program are established in MCIEAST-MCB CAMLEJO 5090.6C. The following responsibilities are subject to change along with the referenced order. The following is intended to provide an overview. For specific roles and responsibilities, refer to the most current version of MCIEAST-MCB CAMLEJO 5090.6C.

(1) Installation Level Structure

(a) I&E Director. Ensures commanders and managers within their cognizance give high priority to air quality compliance.

(b) Compliance Inspector. Acts as the primary liaison between MCIEAST-MCB CAMLEJ and operators of air emission source owners at MCAS New River.

(2) Organization Structure

(a) ECC. Serves as command point of contact on routine matters related to environmental compliance and related training, record keeping, reporting, and internal controls required to implement the Air Quality Program. Refer to MCIEAST-MCB CAMLEJO 5090.6C for detailed requirements.

(b) Practice Owners. Ensure compliance with and maintenance of the requirements set forth in the Title V Binder for the emission source, provided by MCIEAST-MCB CAMLEJ.

(c) Practice Operators/Emission Source Operators. Understand and comply with the operational requirements set forth in the Title V Binder for the emission source, provided by MCIEAST-MCB CAMLEJ.

(3) Funding and Manpower

(a) Funding

1. Installation. Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, program funding requirements are accomplished via the MCIEAST-MCB CAMLEJ EMS. MCAS New River may, at times secure additional resources to improve compliance and reduce the environmental impacts of operations resident to the installation.

2. Organization. Organizations are ultimately responsible for ensuring that adequate resources are available for the continued operation of industrial equipment along with any supporting environmental control devices. While specific circumstances vary greatly from system to system, organizations are responsible for ensuring that consumable parts are available either within an organization's organic supply chain or covered under existing facilities maintenance contracts and support. It is worth noting that in many cases, when environmental control devices are not operational, it is a violation of regulations to continue the operation of the supported industrial equipment. For this reason, it is vital and, in the organization's best interest to ensure that systems are always operational and that adequate resources are always available.

(b) Manpower

1. Installation. Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, program manpower requirements are accomplished via the MCIEAST-MCB CAMLEJ EMS.

2. Organization. Organizations are required to ensure manpower allocations are sufficient to comply with the requirements set forth in MCIEAST-MCB CAMLEJO 5090.6C.

EMS Documentation

a. Environmental Program Documentation. Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, environmental program documentation requirements are primarily accomplished via the MCIEAST-MCB CAMLEJ EMS. MCAS New River may, at times,

maintain additional program documentation to improve compliance and reduce the environmental impacts of operations resident to the installation.

b. Organization Program Documentation (Title V Binders). As provided by MCIEAST-MCB CAMLEJ, in accordance with MCIEAST-MCB CAMLEJO 5090.6C. These binders contain all the required policy, record keeping, and reporting requirements for each specific air emissions source.

Control of Documents

a. Document Review

(1) Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, environmental program documentation review is accomplished via the MCIEAST-MCB CAMLEJ EMS.

(2) Organizations are required to submit Title V records following the end of the reporting period. The reporting periods are January through June and July through December. Specific deadlines for submission will be directed by the Environmental Compliance Inspector.

b. Document Retention and Disposition

(1) Due to the ownership of the Air Quality Program by MCIEAST-MCB CAMLEJ, official environmental program document retention and disposition is accomplished via the MCIEAST-MCB CAMLEJ EMS.

(2) MCAS New River will retain all document submissions electronically for a period of no less than five years.

(3) Practice owners will retain hard copies of all required forms for the current reporting period.

Environmental Standing Operating Procedures

While the primary management of the Air Quality Program is executed by MCIEAST-MCB CAMLEJ, in order to enhance the compliance and reduce the environmental impact of processes aboard MCAS New River, the following guidelines and actions have additionally been established.

Installation Program Management

MCIEAST-MCB CAMLEJO 5090.6C establishes responsibilities for the CO, MCAS New River and subsequently I&E. In addition to the responsibilities established in MCIEAST-MCB CAMLEJO 5090.6C, the following specific actions will be taken by I&E:

a. Title V Air Quality Records Management. The Environmental Compliance Inspector will ensure the timely submission of air quality records IAW guidance provided by the program office. Additionally, these records will be loaded into the I&E SharePoint site to comply with MCAS New River EMS requirements.

b. Technical Support for Emission Control Devices. Local limited technical support will be provided by the MCAS New River Environmental staff for approved control devices in support of authorized practices. MCAS New River does not maintain repairable or consumable parts for emission control devices, therefore support may be limited to troubleshooting, system adjustment, or resolution guidance and assistance.

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Organization Program Requirements

Refer to the requirements as set forth in MCIEAST-MCB CAMLEJO 5090.6C for a complete listing of program requirements.

Environmental Compliance Requirements

Installation Level Program Audit

This compliance level is not applicable to MCAS New River, as program management and compliance is executed by MCIEAST-MCB CAMLEJ IAW MCIEAST-MCB CAMLEJO 5090.6C. MCAS New River will provide compliance support as directed in MCIEAST-MCB CAMLEJO 5090.6C. This will include:

a. Support and assist during external inspections of Air Emission Sources.

b. Serve as liaison between practice owners and program managers.

c. Fulfill MCAS New River requirements in accordance with the MCIEAST-MCB CAMLEJ/MCAS New River BOS Agreement.

Organization Evaluations

a. Environmental Compliance Inspections. Semi-annual environmental compliance inspections, as conducted by the Environmental Compliance Inspector. Additionally, semi-annually personnel assigned to the MCIEAST-MCB CAMLEJ Environmental Management Division conduct an ECE aboard MCAS New River for all programs managed directly by MCIEAST-MCB CAMLEJ. This inspection will include the organization's activities but is coordinated through the I&E Director.

b. Monthly Local Internal Inspection. As required by MCIEAST-MCB CAMLEJO 5090.6C, the ECC is required to conduct a monthly inspection to ensure compliance with MCIEAST-MCB CAMLEJO 5090.6C.

c. Emission Source Specific Inspections. Additional inspection requirements may pertain to specific emission sources; refer to the applicable Title V binder for additional information.

d. Regulatory Inspections. Periodic visits from federal and state regulators occur from time to time. These visits are often unannounced.

Environmental Training and Education

Program Management Training Requirements

This training level is not applicable, as program management and training are executed by MCIEAST-MCB CAMLEJ IAW MCIEAST-MCB CAMLEJO 5090.6C.

Organization Training Requirements

a. ECC/AECC. Complete the EM101 course, Introduction to Environmental Management. Refer to the I&E SharePoint site for course description, prerequisites, and scheduling. EM101 training is to be conducted annually. Refresher course information can be found on the I&E SharePoint site. Complete the EM106 course. Refresher training is required biennially.

b. Emission Source Operator Training. Complete the EM106 course. Refresher training is required biennially.

General Awareness Training Requirements

Asbestos Awareness Training. Conducted by the Asbestos Program Manager, for personnel applicability refer to MCIEAST-MCB CAMLEJO 5090.62A.

Chapter 7: Emergency Planning and Response Plan

Introduction

a. Purpose and Scope. MCAS New River is concerned about the impact that daily facility operations and activities have on the local and regional environment. Pollution caused by oil and hazardous substance spills can have detrimental effects on the environment if proper steps are not taken to prevent, contain, and effectively clean up such occurrences in a timely and efficient manner. To address this issue, MCAS New River is committed to the prevention of oil and hazardous substance spills. It is the policy of this command to minimize the release of oil and hazardous substances from storage tanks, piping, valves, transfer areas, and workspaces on the installation and provide efficient and speedy containment and cleanup procedures in the event of an actual spill.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance Practice, Aspects, Impacts, and Risk Prioritization

a. Refer to Appendix B for significant practices impacting the Emergency Planning and Response Plan.

b. Refer to Appendix C for ESOPs establishing local procedures covering significant practices identified in Appendix B (where applicable).

c. Due to the ownership of the Emergency Planning and Response Plan by MCIEAST-MCB CAMLEJ, risk prioritization is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Legal and Other Environmental Requirements

Due to the ownership of the Emergency Planning and Response Plan by MCIEAST-MCB CAMLEJ, legal and environmental requirement review is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Objectives, Targets, and Actions to Improve Performance

Due to the ownership of the Emergency Planning and Response Plan by MCIEAST-MCB CAMLEJ, program objectives, target, and actions are primarily accomplished via the MCIEAST-MCB CAMLEJ EMS. MCAS New River may, at times establish additional objectives and actions to improve compliance and reduce the environmental impacts of operations resident to the installation.

Roles, Responsibilities, and Resources

a. Roles and Responsibilities. Roles and responsibilities specific to the Emergency Planning and Response Plans are established in the Facility Response Plan (FRP), Spill Prevention, Control, and Countermeasures (SPCC) Plan, and All Hazards Plan. For specific roles and responsibilities refer to the most current versions of the referenced plans.

b. Funding and Manpower. Requirements specific to the Emergency Planning and Response Plans are established in the FRP, SPCC, and All Hazards Plan. To comply with those requirements:

(1) Funding. Funding requirements specific to the Emergency Planning and Response Plans are established in the FRP, SPCC, and All Hazards Plan. In compliance with/addition to those requirements:

(a) Installation Funding

1. MCAS New River will ensure adequate programing of resources to maintain equipment and supplies as described in the applicable response plans.

2. MCAS New River will request, as needed, additional funding for solid waste disposal costs associated with emergency response operations. At the discretion of the MCAS New River CO, reimbursement for emergency response costs may be sought from organizations responsible for the incident.

(b) Organization Funding

1. Ensure adequate programing of resources to maintain equipment and supplies as described in applicable Unit Level Contingency Plans.

2. Comply with after action findings/corrective actions as presented by the MCAS New River CO, as may be directed, following an incident.

(2) Manpower. Manpower requirements specific to the Emergency Planning and Response Plans are established in the FRP, SPCC, and All Hazards Plan. In compliance with/addition to those requirements:

(a) Installation Manpower. Installation manpower requirements are established and set forth in the applicable response plan based on the nature of the emergency.

(b) Organization Manpower

1. Organizations are required to have trained personnel available during all operational hours familiar with and capable of immediate action for incidental spills associated with organizational activities.

2. Organizational personnel will assist and comply with directives, as presented by the on-scene commander in accordance with the applicable installation response plan.

EMS Documentation

a. Environmental Program Documentation. Due to the joint-ownership of the Emergency Planning and Response program by MCIEAST-MCB CAMLEJ, the environmental program documentation requirements are primarily accomplished via the MCIEAST-MCB CAMLEJ EMS, as MCIEAST-MCB CAMLEJ EMD is the program manager. To support the collective efforts, MCAS New River plays a critical role in the collection of documentation required to maintain the program's compliance in respect to operations aboard this facility. The following documentation is maintained as a part of the MCAS New River EMS:

(1) MCAS New River Spill Reports. Refer to Appendix F for form content. All submissions will be maintained on the I&E SharePoint site.

(2) Investigations/After Action Reports. At the discretion of the I&E Director, investigations may be initiated from time to time based on the nature of an incident. These investigations may range from informal follow ups from environmental staff to command investigations initiated by the MCAS New River CO. For the purposes of the EMS, documentation of investigations conducted by I&E will be maintained within the I&E SharePoint site, while formal command investigations conducted via the Staff Judge Advocates Office, will be maintained by reference (to the official documents) within the MCAS New River SharePoint site.

b. Organization Program Documentation

(1) MCAS New River Spill Reports. Refer to Appendix F for form content.

(2) Unit Level Contingency Plans (ULCP). Refer to Appendix G for an example format.

(3) AST Inspection Records. Refer to Appendix D for applicable inspection checklists.

Control of Documents

a. Document Review

(1) Due to the ownership of the Emergency Planning and Response Program by MCIEAST-MCB CAMLEJ, environmental program documentation review is accomplished via the MCIEAST-MCB CAMLEJ EMS.

(2) MCAS New River spill reports will be submitted to I&E within four hours of the incident discovery. In the event of after-hours releases, reports will be submitted by 0800 the following workday.

b. Document Retention and Disposition

(1) Due to the ownership of the Emergency Planning and Response Program by MCIEAST-MCB CAMLEJ, official environmental program document retention and disposition is accomplished via the MCIEAST-MCB CAMLEJ EMS.

(2) MCAS New River will retain all document submissions electronically for a period of no less than five years.

(3) Organizations will retain copies of all required forms for the current reporting period.

Environmental Standing Operating Procedures

While the primary management of the Emergency Planning and Response Program is executed by MCIEAST-MCB CAMLEJ, in order to enhance the compliance and reduce the environmental impact of processes aboard MCAS New River, the following section establishes installation procedures.

Installation Program Management

The FRP, SPCC, and All Hazards Plans, establish the programmatic requirements tasked to MCAS New River.

Organization Program Requirements

a. Unit Level Contingency Plans (ULCP). ULCPs provide a guidance document for personnel working in an area where there is a potential for the release of a HM. Unit personnel should be familiar with these plans as required by the SPCC plan.

(1) Written Plan. Refer to Appendix G for the required format.

(2) Spill Response Materials. The ULCP requirements include a list of emergency response equipment maintained to include item, usage, quantity on hand, and storage location. The development of this list should include considerations for worst case scenarios based on organizational practices.

b. Spill Response. Requirements involving spill response vary slightly based on the situation and chemical involved. In all cases, the incident is to be documented and reported to I&E utilizing the MCAS New River spill report form located in Appendix F. Additionally, this report is to be retained for submission with the organization's semi-annual environmental conformance report. The following requirements have been established to assist all personnel in ensuring compliance and minimizing the environmental impact of operations aboard MCAS New River:

(1) Petroleum, Oils, and Lubricant releases resulting from approved practices:

(a) That are incidental (less than or equal to one gallon, with no potential to impact soil or water and no threat to human health or safety and are part of routine organizational practices) are to be cleaned up by personnel subject to the organization's Hazard Communication Program IAW the organization's ULCP. Additionally, the incident is to be documented on the I&E SharePoint site.

(b) That are not incidental (greater than one gallon, or having the potential to impact soil or water, or a threat to human health and safety) are to be reported immediately to emergency services by calling "911". Following "911" notification, the unit notifications as required by the organization's ULCP may be executed. Additionally, the incident is to be documented on the I&E SharePoint site.

(c) Other hazardous substances, including unknowns or releases not affiliated with organizational practices, are potentially not incidental, and therefore potentially subject to the HW and Emergency Response requirements of 29 CFR 1910.120. In these cases, "911" notification is to be made, and the installation will respond in accordance with the applicable response plan. The incident is to be documented on the I&E SharePoint site.

Environmental Compliance Requirements

Installation Level Program Audit

This compliance level is not applicable to MCAS New River, as program management and compliance is executed by MCIEAST-MCB CAMLEJ.

Organization Evaluations

a. Environmental Compliance Inspections. Refer to chapter 4 for additional guidance regarding the ECE program.

b. Monthly EMS Program Inspection. Refer to Appendix D for additional information.

c. Other Inspections as Required by Organizational Practices. Refer to the practice library in Appendix B for practice specific guidance.

Environmental Training and Education

Program Management Training Requirements

This training level is not applicable to MCAS New River, as program management and compliance is executed by MCIEAST-MCB CAMLEJ.

Organization Training Requirements

a. ECC/AECC. Complete the EM101 course, Introduction to Environmental Management. Refer to the I&E SharePoint site for course description, prerequisites, and scheduling. EM101 training is to be conducted annually. Refresher course information can be found on the I&E SharePoint site.

b. HW/HM Handlers. Complete the EM101 course, Introduction to Environmental Management. Refer to the I&E SharePoint site for course description, prerequisites, and scheduling. EM101 training is to be conducted annually. Refresher course information can be found on the I&E SharePoint site.

General Awareness Training Requirements

Not Applicable.

Chapter 8: (Reserved)

Chapter 9: Hazardous Waste Management

Introduction

a. Purpose and Scope. Installation management and the aviation support activities located aboard MCAS New River are critical to the success of the Marine Corps. During the execution of these operations, it is often unavoidable to mitigate the generation of solid waste. A special subset of solid waste, HW has a significant potential to impact the environment when not properly managed. To minimize these impacts, the United States Environmental Protection Agency (EPA) and the State of North Carolina have established specific regulatory requirements to address the proper management of the treatment, storage, and disposal of HW. Failure to comply with these requirements can result in civil and criminal actions both organizationally and personally, as well as result in the interruption of operations aboard the installation. Through the MCAS New River EMS, practices which generate solid waste subject practice owners to compliance with these requirements. This chapter serves as the installation HW Management Plan (HWMP) and is organized to enhance compliance through a consistent framework supporting the overall organizational mission.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance Practice, Aspects, Impacts, and Risk Prioritization

a. Refer to Appendix B for significant practices impacting the HW program.

b. Refer to Appendix C for ESOPs establishing local procedures covering significant practices identified in Appendix B (where applicable).

c. Risk prioritization is accomplished through the review of waste generation per practice category.

Legal and Other Environmental Requirements

Legal and environmental requirement identification and review is accomplished through a close relationship with the regulatory community, as well as interaction with HQMC Environmental Staff regarding pending policy changes. The installation HW Manager will periodically review the content of this chapter, to include references located in Appendix H, and provide recommendations for changes to be included as part of the annual ECP SOP review (this manual).

Objectives, Targets, and Actions to Improve Performance

The Installation HW Manager will review program performance based on historical performance metrics captured in the installation command chronology, and initiate changes based on approval from the I&E Director, or his designee, to reduce the quantities of HW relative to the operational tempo of the installation at the time. These changes/initiatives will be documented as part of the installation command chronology.

Roles, Responsibilities, and Resources

a. Roles and Responsibilities

(1) Installation Level Structure (HW Manager). Has overall responsibility for the implementation and management of HW. Responsibilities include:

(a) Serves as the MCAS New River point of contact with Federal and State agencies, and other Marine Corps installations on routine matters pertaining to HW/HM collection, treatment, and disposal.

(b) Maintains awareness and working knowledge of new Marine Corps, Federal, and State HW regulations.

(c) Monitors HW/HM collection, treatment, and disposal activities to ensure that program operations are environmentally sound.

1. Assists in the preparation and data collection efforts to develop budget projections for disposal costs.

2. Oversees day-to-day collection, treatment, and disposal of HW/HM in compliance with all relevant regulations and the requirements of this manual.

3. Participates in the development of installation and site-specific HW/HM spill contingency plans and associated HW/HM spill prevention, control, clean-up, and disposal activities.

4. Assists with environmental compliance evaluations.

5. Maintains accurate records of HW/HM management activities.

(2) Organization Structure

(a) ECC/AECC

1. Conduct all operations and training at MCAS New River in compliance with the mandates of environmental law applicable to the prevention of pollution of the environment by HW/HM.

2. Ensure that Officers-In-Charge (OICs) and managers place priority on proper disposal of HW/HM, minimize the volume of HW generated, and prevent and report HW/HM spills.

3. Appoint all personnel with HW responsibilities, provided the individual has been granted proper authority by the organization's CO, in writing no later than two weeks after assignment.

4. Ensure all training of HW personnel is accomplished within 60 days of assignment. Training records and certifications must be maintained on file for review, until archival procedures are executed as described in chapter 5.

5. Develop and maintain a command SOP to implement and execute the HW/HM management program.

6. Ensure the command SOP is readily available to all personnel.

7. Appoint all personnel with HM responsibilities in writing no later than two weeks after assignment.

(3) HW Handlers

(a) Prepares any HW and UW for containerization, storage, and transportation.

(b) Marks all containers with appropriate marking requirements in accordance with the HWMP.

(c) Transfers or over pack contents of unserviceable HW containers to serviceable DOT or approved mil-spec containers in compliance with I&E direction.

(d) Reports all leaks or spills immediately to 911.

(e) Collects and stores HW, UW, and excess HM awaiting disposal in accordance with the HWMP.

(f) Handles, stores, or otherwise prevents HW, UW, or HM from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

(g) Inspects and documents inspections of HW generation sites and HW storage containers weekly for deficiencies and reports all discrepancies to the HW Site Manager.

(h) Stores containers of HW in authorized and approved SAAs and 90-day accumulation areas.

(i) Informs the ECC when a container of HW becomes full and requires disposal.

(j) Informs the ECC of the need for any new projects or modifications to current structures that may have a potential effect on the environment.

b. Funding and Manpower

(1) Funding. Refer to chapter 3 of this manual for funding information regarding the following:

(a) Solid waste generated from authorized practices.

(b) Solid waste generated from unauthorized practices.

(c) Disposal of excess HM or shelf-life expired materials.

(d) HW/HM emergency equipment, supplies, and disposal costs.

(2) Manpower

(a) Installation Structure. HW Manager.

(b) Organizations. ECC and HW Handlers as assigned.

EMS Documentation

a. Environmental Program Documentation

(1) Test Result, Waste Analyses, and Other Determination. 40 CFR 262.40(c) requires that MCAS New River retain a copy of any test results, waste analyses, or other determinations (e.g., SDSs used in the determination, Profile Sheets generated for the waste) for a period of at least three years from the date that the waste was last sent to a designated treatment, storage, and disposal facility (TSDF). Test results are maintained electronically in the Hazardous Material Management System (HMMS) and the I&E SharePoint site. Hard copies will be maintained at AS-3525.

(2) Uniform Hazardous Waste Manifest. 40 CFR 262.40(a) requires that MCAS New River retain a copy of each completed manifest, signed by the generator, the transporter(s), and the designated TSDF, for a period of at least three years from the date the waste was accepted by the initial transporter. Currently, MCAS New River retains all HW manifests electronically in HMMS indefintely.

(a) Uniform Hazardous Waste Manifest Exception Report. 40 CFR 262.40(b) requires that MCAS New River maintain a copy of each exception report for at least three years from the due date of the report. Reports are maintained electronically in HMMS. Hard copies will be maintained at AS-3525.

(b) State of North Carolina Annual HW Report. 40 CFR 262.40(b) requires that MCAS New River retain a copy of each State Biennial HW report for at least three years from the due date of the report. Reports are maintained electronically in HMMS. Hard copies will be maintained at AS-3525.

(c) Release Report Documentation. MCAS New River will retain a copy of any release report documentation (to include all notifications, contact reports, etc.) for at least three years from the release report date.

(d) Hazardous Waste Storage Record. A current waste inventory is maintained within HMMS.

(e) HW Generation Log. MCAS New River maintains an accurate HW generation log in HMMS. The HW generation log will identify the types and quantities of HW generated, dates of generation, and the generating activities. This information is essential for determining and documenting MCAS New River generator status.

(f) Satellite Accumulation Area (SAA) Authorization Letter. The Installation HW Manager generates and signs the SAA authorization letter following the validation of the generating practice on the organization's authorized practice list. These letters will be maintained electronically in the I&E SharePoint site. Hard copies shall be posted at each SAA site at the point of generation.

b. Organization Program Documentation

(1) SAA letters, as provided by the Installation HW Manager.

(2) Weekly HW storage area inspections.

(3) Record of training for assigned personnel.

(4) Monthly EMS program inspection.

Control of Documents

a. Document Review. Document review will occur as part of the semi-annual conformance report review. Refer to chapter 2 for additional information.

b. Document Retention and Disposition. Refer to specific document definitions above for individual retention and disposition requirements.

Environmental Standing Operating Procedures Installation Program Management

EPA Identification Number

MCAS New River has filed a Notification of Regulated Waste Activity (EPA Form 8700-12) with the State of North Carolina and has been issued the following EPA ID Number:

NC6170022580

This EPA ID Number identifies MCAS New River as a HW generator in the State of North Carolina. MCAS New River units and organizations operate as a single generator under this EPA ID Number.

Hazardous Waste Generation Rate Determination

I&E utilizes the enterprise HMMS database which identifies the types and quantities of HW generated, dates of generation, and the generating activities. HMMS provides the ability to validate the monthly HW generation rates to verify the installation generator status.

EPA Hazardous Waste Generator Status

MCAS New River operates as a Large Quantity Generator (LQG) under the Resource Conservation and Recovery Act (RCRA). Should waste generation ever consistently drop below 1,000 kg per month, MCAS New River will apply to NCDENR for a change of status. By being reclassified as a Small Quantity Generator (SQG), MCAS New River would not be subject to many of these stringent regulations. Achieving SQG status is unlikely given for the current mission of MCAS New River.

Hazardous Waste Characterization

HW determination is made by the Installation HW Manager. The Installation HW Manager will review the waste and look for identification and markings. Basic field testing is also performed. If a determination still cannot be made, a sample is taken and sent to a lab for analysis. When the results come back, the sample data is analyzed, and a waste profile sheet is developed. Methods of waste management depend on the characterization of the solid waste. All MCAS New River solid waste streams must be characterized as either HW or non-HW. This section presents the definition and characteristics of HW and provides procedures for determining if a solid waste stream is a HW.

a. Hazardous Waste Determination. A solid waste is a HW either if it is listed in 40 CFR 261.31-33 or if it exhibits any of the characteristics of HW identified in 40 CFR 261.20-24 (i.e., ignitability, reactivity, corrosivity, or toxicity). MCAS New River must determine whether a waste is a HW using the following protocols:

(1) Listed Hazardous Wastes. A solid waste is a HW if it is listed in 40 CFR 261.31-33. Each HW listed in 40 CFR 261.31-33 is assigned an EPA HW Number as follows:

(a) F Wastes (40 CFR 261.31). Solid wastes from non-specific sources (e.g., spent solvents used in cleaning operations); or

(b) K Wastes (40 CFR 261.32). Solid wastes from specific sources (e.g., wastewater treatment sludge from the manufacturing or processing of conventional explosive materials); or

(c) P Wastes (40 CFR 261.33). Acutely hazardous discarded commercial chemical products, off-specification products, container residues, and spill residues thereof; or

(d) U Wastes (40 CFR 261.33). Toxic discarded commercial chemical products, off-specification products, container residues, and spill residues thereof.

(2) Characteristic Hazardous Waste. A waste that is not listed as a HW in 40 CFR 261.31-33 but exhibits one of four hazardous characteristics is assigned an EPA HW number beginning with the letter "D" specific to the waste characteristic. The following subsections describe HW characteristics and reference the associated EPA HW numbers for wastes exhibiting the HW characteristics.

(a) Ignitability. A solid waste exhibits the characteristic of ignitability if a representative sample of the waste has any of the following properties:

1. It is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume, and has a flash point less than 60°C (140°F); or

2. It is not a liquid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture, or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a hazard; or

3. It is an ignitable compressed gas as defined in 49 CFR 173.300 and as determined by the test methods described in that regulation; or

4. It is an oxidizer as defined in 40 CFR 173.15.

5. A solid waste that exhibits the characteristic of ignitability but is not listed as a HW in 40 CFR 261.31-33, has the EPA HW Number of D001.

(b) Corrosivity. A solid waste exhibits the characteristic of corrosivity if a representative sample of the waste has any of the following properties:

1. It is aqueous and has a pH less than or equal to 2 or greater than or equal to 12.5; or

2. It is a liquid and corrodes steel (SAE 1020) at a rate greater than 6.35 mm (0.25 inches) per year at a test temperature of 55°C (130°F).

3. A solid waste that exhibits the characteristic of corrosivity but is not listed as a HW in 40 CFR 261.31-33, has the EPA HW Number of D002.

(c) Reactivity. A solid waste exhibits the characteristic of reactivity if a representative sample of the waste has any of the following properties:

1. It is normally unstable and readily undergoes violent change without detonating; or

2. It reacts violently with water; or

3. It forms potentially explosive mixtures with water; or

4. When mixed with water, it generates toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment; or

5. It is a cyanide- or sulfide-bearing waste that, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment; or

6. It is capable of detonation or explosive reaction if it is subjected to a strong ignition source or if heated under confinement; or

7. It is readily capable of detonation, explosive decomposition, or reaction at standard temperature and pressure; or

8. It is a forbidden explosive as defined in 49 CFR 173.51, a Class A explosive as defined in 49 CFR 173.53, or a Class B explosive as defined in 49 CFR 173.88.

9. A solid waste that exhibits the characteristic of reactivity but is not listed as a HW in 40 CFR 261.31-33, has the EPA HW Number of D003.

(d) Toxicity. A solid waste exhibits the characteristic of toxicity if, using the test methods described in Appendix II of 40 CFR 261 or equivalent methods, the extract from a representative sample of the waste contains any of the contaminants listed in 40 CFR 261 at a concentration equal to or greater than the respective value given. The following table is derived from 40 CFR 261. A solid waste that exhibits the characteristic of toxicity but is not listed as a HW in 40 CFR 261.31-33, has the EPA HW Number specified in the table above, which corresponds to the toxic contaminant causing it to be hazardous.

MAXIMUM CONCENTRATION OF CONTAMINATES FOR CHARACTERISTIC TOXICITY

EPA HW No.	CONTAMINANT	CAS No.	Reportable Quantity (RQ) Pounds (Kilograms)
D004	ARSENIC	7740-38-2	1 (0.454)
D005	BARIUM	7440-39-3	10 (4.54)
D006	CADMIUM	7440-43-9	10 (4.54)
D007	CHROMIUM	7440-47-3	10 (4.54)
D008	LEAD	7439-92-1	10 (4.54)
D009	MERCURY	7439-97-6	1 (0.454)
D010	SELENIUM	7782-49-2	10 (4.54)
D011	SILVER	7440-22-4	1 (0.454)
D012	ENDFIN	72-20-8	1 (0.454)
D013	LINDANE	58-89-9	1 (0.454)
D014	METHOXYCHLOR	72-43-5	1 (0.454)
D015	TOXAPHENE	8001-35-2	1 (0.454)
D016	2,4-D	94-75-7	100 (45.4)
D017	2,4,5-TP	93-72-1	100 (45.4)
D018	BENZENE	71-43-2	10 (4.54)
D019	CARBON TETRACHLORIDE	56-23-5	10 (4.54)
D020	CHLORDANE	57-74-9	1 (0.454)
D021	CHLORBENZENE	108-90-7	100 (45.4)

D022	CHLOROFORM	67-55-3	10 (4.54)
D023	O-CRESOL	95-48-7	100 (45.4)
D024	M-CRESOL	108-39-4	100 (45.4)
D025	P-CRESOL	106-4-5	100 (45.4)
D026	CRESOL	1319-77-3	100 (45.4)
D027	1,4-DICHLOROBENZENE	106-46-7	100 (45.4)
D028	1,2-DICHLOROETHANE	107-06-2	100 (45.4)
D029	1,1-DICHLOROETHYLENE	75-35-4	100 (45.4)
D030	1,2-DINITROTOLUENE	121-14-2	10 (4.54)
D031	HEPTACHLOR (AND EPOXIDE)	76-44-8	1 (0.454)
D032	HEXACHLOROBENZENE	118-74-1	10 (4.54)
D033	HEXACHLOROBUTADIENE	87-68-3	1 (0.454)
D034	HEXACHLOROETHANE	67-72-1	100 (45.4)
D035	METHYL ETHYL KETONE	78-93-3	5000 (2270)
D036	NITROBENZENE	98-95-3	1000 (454)
D037	PENTACHLOROPHENOL	87-88-5	10 (4.54)
D038	PYRIDINE	11086-1	1000 (454)
D039	TETRACHLOROETHLYLENE	127-18-4	100 (45.4)
D040	TRICHLOROETHYLENE	79-01-6	100 (45.4)
D041	2,4,5-TRICHLOROPHENOL	95-95-4	10 (4.54)
D042	2,4,6-TRICHLOROPHENOL	88-06-2	10 (4.54)
D043	VINYL CHLORIDE	75-01-4	1 (0.454)

b. Waste Analysis. MCAS New River organizations are responsible for identifying all potential HW and contacting I&E who will do a detailed HW evaluation. MCO 5090.2 requires that some Marine Corps installations develop a Waste Analysis Plan. 40 CFR 264.13 contains the requirements for the development and implementation of a written Waste Analysis Plan. This section is designed to fulfill those requirements.

c. Waste Analysis Plan. According to 40 CFR 264.13, the results of any suspect waste analysis must contain sufficient information to treat, store, or dispose of the waste in accordance with 40 CFR 264 and 268. To determine whether a waste is a listed HW under RCRA or a characteristic HW, several sources of information may be used. Preliminary identification of most materials can be made from labels and other markings on the containers. In addition, SDSs from vendors provide hazardous constituent information that may be used in lieu of laboratory analysis. The results of this analysis are documented through a HW profile sheet. The Installation HW Manager will be responsible for completing a waste profile analysis for the material. In addition, MCAS New River will re-analyze any of its waste streams as necessary. These types of analysis usually coincide with a change in HM use or a change in process, or when a new waste stream is generated. Generators are responsible for notifying I&E of such changes so that arrangements for waste stream analysis can be made or planned. MCAS New River maintains an inventory of current waste streams utilizing HMMS. Records from waste stream sampling and analysis (lab results/documentation supporting the HW profile assignment) must be retained for at least three years after the discontinuation of the generating practice.

d. Representative Sample Collection. 40 CFR 261 identifies acceptable sampling methods for obtaining a representative sample of a waste for characterization purposes. The State of North Carolina adopts by reference the sampling methods described in Appendix I to 40 CFR 261. MCAS New River shall utilize these sampling methods or an equivalent sampling method to obtain a representative sample of waste for characterization purposes. Because many waste streams are heterogeneous, care must be

taken to obtain a representative sample. Consideration will be given to the uniformity of the waste in a container and to daily variations in production that may cause the wastes to vary. Containers of waste paint, for example, will be sampled by obtaining a composite sample from three samples at the top, the middle, and the bottom of the container. Samples from multiple containers are not considered to be composite samples. If possible, drums will be agitated prior to sampling. Waste streams that vary with time will be sampled at more frequent intervals. The EPA document *"Test Methods for Evaluating Solid Waste, Physical/Chemical Methods"*, EPA Publication SW-846 (Update IV of the Third Edition [January 2008]) is the referenced source for the following:

Material	Method
Extremely viscous liquid	American Society of Testing and Materials (ASTM) Standard D140-70
Crushed or powdered material	ASTM Standard D346-75
Soil or rock like material	ASTM Standard D420-69
Soil-like material	ASTM Standard D1452-65
Fly ash-like material	ASTM Standard D2234-76
Containerized liquid material	"COLIWASA" described in *"Test Methods for Evaluating Solid Waste, Physical/Chemical Methods"*
Liquid wastes in pits, ponds, lagoons, and similar resevoirs	"Pond Sampler" described in *"Test Methods for Evaluating Solid Waste, Physical/Chemical Methods"*

e. Waste Sample Analysis. Appropriate laboratory analytical methods to determine whether a sample of waste contains a given constituent are detailed in "Test Methods for Evaluating Solid Waste, Physical/Chemical Methods," EPA Publication SW-846. Additional guidance on appropriate analytical methods for sample analysis is contained in Appendix I to 40 CFR 261, toxicity characteristic leachate procedure (TCLP); Appendix III to 40 CFR 261, Chemical Analysis Test Methods; and various documents adopted by reference in 40 CFR 260.11. MCAS New River shall apply these documents and regulatory appendices in determining appropriate laboratory analytical methods for sample analysis.

f. Hazardous Waste Profiles. The results of waste characterization and analysis are maintained through the establishment of a HW profile, which is maintained in HMMS.

Specified Waste Management Methods

Ignitable, reactive, or incompatible wastes, liquid wastes, wastes to be disposed of through incineration, and wastes restricted for land disposal must be managed and sampled with caution. Precautions must be taken to prevent accidental ignition or reaction of ignitable or reactive waste. This waste must be separated and protected from sources of ignition or reaction. Additionally, precautions must be taken to prevent reactions that:

a. Generate extreme heat or pressure, fire or explosions, or violent reactions.

b. Produce uncontrolled toxic mists, fumes, dusts, or gases in sufficient quantities to threaten human health or the environment.

c. Produce uncontrolled flammable fumes or gases in sufficient quantities to pose a risk of fire or explosions.

d. Damage the structural integrity of the device or facility.

e. Through other like means threaten human health or the environment.

Hazardous Waste Generation

The generation of HW and the subsequent management of the waste, while generally consistent have subtle deviations in several cases.

a. Hazardous Waste Generating Activities. While not exclusive, these activities are generally identified through industrial processes which utilize HM and result in a waste byproduct which is intended for disposal and has no immediate potential for reutilization. For a current list of generating activities refer to the I&E SharePoint site.

b. Hazardous Waste Resulting from Expired Shelf-life, Off Specification Hazardous Materials, and Used Hazardous Material. As previously noted, MCAS New River organizations occasionally generate expired or off-specification HM. These items may be managed and disposed of as HW. Additionally, these organizations may generate contaminated media resulting from the cleanup of a HM leak or spill incident. MCAS New River utilizes the Consolidated Hazardous Materials Reutilization and Inventory Management Program (CHRIMP) method for determining whether a material is reusable and therefore can be reissued. Used HW is turned into the CHRIMP Center and subsequently screened for container condition, material serviceability, and remaining usable product prior to disposition.

c. Universal Waste (UW). EPA promulgated the UW Rule on 11 May 1995. This rule allows for a streamlined set of requirements for the collection, transportation, and disposal of certain wastes that are termed UW. UW requirements are codified in 40 CFR 273, Standards for UW Management, and these regulations provide an alternative set of management standards for UW in lieu of regulation as HW under 40 CFR 260 through 272. This section identifies the UW requirements applicable to MCAS New River.

(1) Universal Waste Definition. UWs are any of the following wastes managed under 40 CFR 273:

(a) Batteries as described in 40 CFR 273.2.

(b) Pesticides as described in 273.3.

(c) Mercury-containing equipment as described in 273.4.

(d) Lamps as described in 273.5.

(e) Aerosol cans as described in 40 CFR 273.6.

(2) Standards for Large Quantity Handlers of Universal Wastes. 40 CFR 273.30 through 273.40 (Subpart C) contain standards for Large Quantity Handlers of UW (LQHUW). A LQHUW is a UW handler that accumulates 5,000 kg (11,023 pounds) or more total of all UW at any time. The term "UW handler" includes a generator of UW. MCAS New River generates a large volume of UW batteries and therefore meets the above definition for a LQHUW.

Notification. An LQHUW is required to notify the EPA of UW handling activities, however, an LQHUW that has already notified EPA of its HW management activities and has received an EPA Identification Number is not required to re-notify under this section. MCAS New River has already received an EPA Identification Number for its HW handling activities.

Hazardous Waste Accumulation and Storage Procedures

This section details MCAS New River's accumulation and storage procedures for HW. These procedures are designed to ensure MCAS New River's compliance with Federal and State of North Carolina HW regulations pertaining to HW accumulation and storage and to minimize the potential for HW release, fires, or explosions.

a. Hazardous Waste Accumulation/Storage Areas. MCAS New River utilizes a less than 90-day HM/HW Consolidation Site for consolidation of HW installation wide and Satellite Accumulation Areas (SAA) at HW generating activities for the management of HW during generation and storage prior to shipment for disposal.

(1) Satellite Accumulation Area. SAAs are to be located at or near the point of generation. Access to HW containers will be restricted to authorized, trained personnel to effectively manage the SAA and to minimize waste stream contamination. Appropriate spill control and emergency equipment will be available near the SAA. Additional requirements for the operation of an SAA include the following:

(a) Each container must be in good condition, compatible with the HW, and marked with the words: "Hazardous Waste," nomenclature of the waste, the unit's name, NSN of product used, HW characteristic, and "ASD."

(b) HW SAA containers must remain closed except when it is necessary to add or remove waste. A HW SAA container must not be opened, handled, or stored in a manner that may rupture the container or cause it to leak.

(c) For each SAA, a HW generator may accumulate up to 55 gallons of HW or 1 quart of acute HW at the satellite accumulation area for 12 months if all other HW storage requirements are met.

(d) Once a HW container is filled to its proper ullage at the HW SAA, the waste must be removed from the HW SAA and transported, within 72 hours, to the less than 90-day HW consolidation site by coordinating pickup with the CHRIMP Center Manager. If the waste came from a UW accumulation site, the unit assigned accumulation start date (ASD) for the UW is when the first waste item is placed into the container. For all other HWs, once the container reaches the proper ullage, the unit generating the HW must assign the ASD as the date the container reached capacity.

(e) Establishment of new or temporary accumulation area or storage areas requires prior approval of the Installation HW Manager. Such authorization is provided in writing through an SAA authorization letter following the submission of an Environmental Practice Review Request. Refer to chapter 12 for additional information regarding this process.

(f) Unit/department and all tenant organizations shall ensure all HW and HM are properly transported in government vehicles by trained personnel.

(2) Less than 90-Day Hazardous Waste Consolidation Site. The I&E HW warehouse is used to consolidate and store HW prior to shipment. There is no quantity limit for this type of storage area; however, the maximum allowable storage period at such a facility is less than 90 days. The following are the regulatory requirements for this type of facility:

(a) Each container must be in good condition, compatible with the HW, and marked with the words: "Hazardous Waste," nomenclature of the waste, the unit's name, NSN of product used, HW characteristic, and "ASD." The accumulation start date is the

date on which HW is first placed into a container or the date on which a discarded material is determined to be HW.

(b) HW containers must remain closed except when it is necessary to add or remove waste. A HW container must not be opened, handled, or stored in a manner that may rupture the container or cause it to leak.

(c) The area must be inspected, and the inspection documented using the weekly inspection form found in Appendix D, every seven days for container leaks, deterioration of containers, open containers, and condition of emergency response and spill control equipment.

(d) Containers holding HW incompatible with other HW or materials stored nearby must be separated by a berm, dike, wall, or other device.

(e) HW SAA containers from an authorized unit will have the required ASD when the container is filled to the proper ullage.

(f) The areas must be maintained, operated, and equipped to meet preparedness and prevention requirements outlined in Subpart C of 40 CFR 265 (40 CFR 265.30 through 265.37).

(g) A contingency plan and emergency procedures must be developed for each area as outlined in Subpart D of 40 CFR 265 (40 CFR 265.50 through 265.56).

(h) Personnel responsible for the area must be appointed in writing and trained in the proper handling of HW (40 CFR 265.16).

(i) As part of the effort to minimize the possibility of releases to the environment, secondary containment will be provided for liquid HW stored in these areas.

(j) To facilitate the management of the tracking of HW, HMMS is utilized to document all HW generated aboard the installation, as well as the capture of manifest serial numbers for the final disposition of generated HW.

(3) Hazardous Waste Container Management. MCAS New River must, as a large quantity generator of HW, comply with 40 CFR 265.170 through 265.173. The subsections below address these and other HW requirements.

(a) Hazardous Waste Container Labeling. The words: "Hazardous Waste," nomenclature of the waste, the unit's name, NSN of product used, HW characteristic, and "ASD" must be clearly marked and visible for inspection on each HW container. Any old labels or markings will be removed or painted over to avoid confusion. At an SAA, once the container of HW is full, the ASD must be clearly marked on the container before it is taken to the less than 90-day site. Any containers started at the less than 90-day site must have a clearly marked ASD that shows the date waste accumulation began in that container.

(b) Management of Hazardous Waste Containers. A container holding HW shall not be opened, handled, or stored in a manner that may rupture the container or cause it to leak. Additionally, a container holding HW shall always be closed during storage, except when it is necessary to add or remove waste. If a container holding HW is not in good condition (e.g., severe rusting, apparent structural defects) or if it begins to leak, the HW in the container shall be transferred to a container that is in good condition.

(c) Residues of Hazardous Waste in Empty Containers. Each HW generator will make every reasonable effort to fully use the contents of each container. Full use of containers is a waste minimization practice that will prevent HW disposal in many cases. HW residue remaining in an empty container or an inner liner removed from an empty container is not subject to HW regulation.

1. As per 40 CFR 261.7(b), a container or inner liner removed from a container that has held any HW, except a HW that is compressed gas or an acute HW, is empty if:

a. All HW has been removed that can be removed using the practices commonly employed to remove materials from that type of container (e.g., pouring, pumping); and

b. No more than 2.5 centimeters (cm) of residue remains in the container or inner liner; or

c. No more than 3 percent-by-weight of the total capacity of the container remains in the container or inner liner if the container is less than or equal to 119 gallons in size; or

d. No more than 0.3 percent-by-weight of the total capacity of the container remains in the container or inner liner if the container is greater than 119 gallons in size.

2. A container that held a HW that is a compressed gas is empty when the pressure in the container approaches atmospheric pressure.

a. A container or inner liner removed from a container that has held an acute HW is empty if:

(1) The container or inner liner has been triple-rinsed using a solvent capable of removing the chemical product.

(2) The container or inner liner has been cleaned by another method that has been shown in scientific literature or by MCAS New River tests to achieve equivalent removal; or

(3) The inner liner that prevented contact of the chemical product with the container has been removed.

3. Hazardous Waste Storage Area Management

a. Containers are to be stored in secured areas to prevent unauthorized access by individuals.

b. HW storage areas are not to be located outside or otherwise exposed to the elements.

c. Appropriate distances shall be maintained around 55-gallon drums and containers of compatible wastes that are palletized with labels facing outboard, so that the HW container storage area is easily accessible for movement of personnel and containers. Appropriate aisle space (24 inches) to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency must still be maintained.

d. HW container storage areas shall have secondary containment systems designed and operated as follows:

(1) A base that is free of cracks or gaps and is sufficiently impervious to contain leaks, spills, and shall underlay the containers.

(2) The base shall be sloped or the containment system shall be otherwise designed and operated to drain and remove liquids resulting from leaks or spills unless the containers are elevated or are otherwise protected from contact with accumulated liquids.

(3) The containment system shall have sufficient capacity to contain 115 percent volume of the largest container. Containment for containers that do not contain free liquids need not be considered in this determination.

(4) Spilled or leaked waste shall be removed from the containment area immediately when identified.

4. Hazardous Waste Segregation and Incompatible Wastes

a. Containers holding ignitable or reactive waste shall be located a minimum of 15 meters (50 feet) from the MCAS New River property boundary line.

b. Incompatible wastes or incompatible wastes and materials shall not be placed in the same container. Additionally, HW shall not be placed in an unwashed container that previously held an incompatible waste or material. HW, when mixed with other waste or materials can produce effects that are harmful to human health and the environment, such as heat or pressure, fire or explosion, violent reaction, toxic dusts, mists, fumes, or gases, or flammable fumes or gases.

c. A storage container holding a HW that is incompatible with any waste or other materials stored nearby in other containers, piles, open tanks, or surface impoundments shall be separated from the other materials or protected from them by means of a dike, berm, wall, or other device. Further information is provided in Appendix V to 40 CFR 265, "Examples of Potentially Incompatible Wastes." Appendix V to 40 CFR 264 is adopted by reference in the State of North Carolina HW regulations and provides guidance on incompatible wastes.

Universal Waste Management

A LQHUW must manage UW in a manner that prevents releases of any UW or component of a UW to the environment. The requirements for the wastes listed below are described in the following subsections:

a. UW batteries must be managed in accordance with the requirements of 40 CFR 273.4. A LQHUW must ensure containment of any UW battery that shows evidence of leakage, spillage, or damage that could cause leakage. Containers must be closed, structurally sound, and be compatible with the contents, and show no evidence of damage. MCAS New River policy does not allow the discharging of batteries to remove the electric charge.

b. UW mercury-containing equipment such as thermostats must be managed in accordance with the requirements of 40 CFR 273.33(c); UW mercury-containing equipment such as thermostats that show evidence of leakage or potential for leakage in a closed, structurally sound container that is compatible with the contents of the equipment.

(1) Mercury-containing Equipment. Equipment such as thermometers and thermostats are to be turned in as a whole unit and placed into a DOT-approved container. Used mercury-containing equipment is to be turned in as generated to the less than 90-day site.

(2) Fluorescent Lamps Containing Mercury (LCM). Mercury and trace amounts of lead and cadmium are used in the production of fluorescent lamps. LCM must be managed carefully because of these RCRA metals. LCMs are turned in as generated to the HW warehouse by the generating units/organizations. The LCMs are crushed at the HW warehouse using mercury bulb crushers. The crushed glass generated from the crushing process is sampled annually and analyzed by the TCLP method at an independent laboratory to determine the leachable mercury/lead content, which is compared to regulatory levels as the basis of waste characterization to determine the appropriate disposal method. Currently, the TCLP results indicate that the crushed bulbs are not hazardous; therefore, the crushed glass is disposed of as a non-regulated waste.

c. UW aerosol cans such as rattle spray paint cans must be managed in accordance with the requirements of 40 CFR 273.33(e). A LQHUM must manage UW aerosol cans in a way that prevents releases of any UW or component of a UW to the environment.

Hazardous Waste Transport and Disposal

a. Hazardous Waste Profile Sheets. HW going to DLA for disposal must be accompanied by a completed Waste Profile Sheet prepared by the Installation HW Manager. A new Waste Profile Sheet must also be submitted whenever a change in a waste stream occurs.

b. Uniform Hazardous Waste Manifest. Since activities on MCAS New River generate HW, the installation is considered a generator of HW and must prepare a manifest before transporting a waste off site. All manifests are coordinated through the Installation HW Manager who administers the HW management program for MCAS New River. The manifest must include the name of the facility to which the waste is being shipped, as well as the designated EPA ID numbers of the generator, transporter, and receiving facility. A 24-hour emergency response number must be provided, as well as the emergency response guide numbers from DOT, Office of HM Transportation, and Guidebook for First Response to HM Incidents. HW removed from MCAS New River is accompanied by a uniform HW manifest (i.e., EPA Form 8700-22, and if necessary, EPA Form 8700-22A, a continuation form). A minimum of four copies of the manifest are needed. One copy will go to the generator of the waste (MCAS New River), one to the transporter of the waste, and one to the facility receiving the waste. The final copy is required to be sent from the receiving facility to the generator as a form of verification of waste receipt. The manifests are stored at AS-3525. Some States require that a manifest be sent to the receiving State and the State of origin; this will be investigated prior to shipping.

The following outlines the necessary steps for the proper completion of a uniform HW manifest.

(1) DLA must complete the manifest and Land Disposal Restriction (LDR) notification certification on behalf of MCAS New River.

(2) An individual authorized by the CO must sign the manifest. The only personnel authorized to sign HW manifests are representatives that are designated in writing by the MCAS New River CO.

The transporter must:

(a) Sign and date the manifest, acknowledging acceptance of HW from MCAS New River.

(b) Obtain a copy of signed LDR form.

(c) Provide a hard copy of the manifest to DLA.

(d) Keep remaining copies.

(e) DLA retains copies of these manifests offsite.

c. Exception Reporting. If a copy of the manifest with the signature of the receiving facility is not received within 35 days of the shipment, the transporter and/or designated facility must be contacted to determine the status of the HW. MCAS New River must submit an exception report to the DENR in accordance with 40 CFR 262.42 if the signed manifest is not received within 45 days of the initial shipment date.

The exception report must include:

(1) Legible copy of the manifest for which the generator does not have confirmation of the delivery.

(2) Cover letter signed by the generator or the generator's authorized representative explaining the efforts taken to locate the HW and the results of those efforts.

d. Hazardous Waste Land Disposal Restrictions. If a MCAS New River HW contains constituents more than the standards specified in 40 CFR 268 Subpart D (i.e., 40 CFR 268.40 to 268.46), or meets the waste-specific prohibitions of 40 CFR 268, Subpart C, the HW is restricted from land disposal.

Hazardous Waste Minimization Plan

The long-term MCAS New River goal is to reduce HW generation by reducing the use of HM and/or by implementing Best Management Practices (BMPs) and Best Demonstrated Available Technologies (BDATs). This section highlights HW minimization requirements and provides a summary of current efforts implemented at MCAS New River. MCO 5090.2 lists the long-term Marine Corps goals for HW reduction. The goals will be achieved through:

a. Pollution Prevention Initiatives

(1) Eliminating and/or reducing, at the source, the use of HM by changing the processes, requirements, or materials used.

(2) Substituting a less hazardous/toxic HM in a process.

(3) Reducing and/or eliminating the generation of HW by process or equipment changes.

(4) Recycling/recovery and reuse of HM.

(5) Reducing and/or eliminating excess and expired shelf-life HM.

b. Best Demonstrated Available Technologies. MCO 4450.12A requires Marine Corps installations to establish a formal HW minimization program as directed by the Office of the Secretary of Defense (OSD). It also addresses problems with shelf-life recognition with incoming HM. MCO 4450.12A calls for the compliance with provisions of the DoDM 4140.27 regarding documentation of the initial packaging date and the remaining shelf-life of incoming HM as a means of HW minimization. Other similar goals have been set for non-hazardous solid waste in keeping with the increasing waste minimization trends set by DoD. MCAS New River has established a HW Minimization Program and policies pursuant to 40 CFR.73(b)(9) and Section 3005(h) of RCRA. For additional information regarding HW Minimization and Pollution Prevention Strategies currently implemented aboard MCAS New River, refer to chapter 15 of this manual.

Preparedness, Contingency Planning, and Emergency Response

While the Integrated Contingency Plan addresses the requirements of the SPCC Plan, NCDENR has required that a more thorough and robust version of the ULCP, conforming to 40 CFR 265.52-55 be maintained on site at the less than 90-day warehouse.

Organization Program Requirements

Refer to the organization requirements of this chapter and Appendix C when applicable.

Hazardous Waste Generation Authorization

The process to receive authorization from the Installation HW Manager to generate HW, requires several prerequisite steps, which when omitted can significantly delay approvals. These steps are as follows:

a. Validate that the practice generating the potential HW is present on the organization's Authorized Practice List (APL). Practices missing from this list are a clear indication that environmental review for the specific practice has not occurred. To remedy this, refer to chapter 12 of this manual for information regarding APL additions/changes. If the practice is listed on the organizations APL, contact the Installation HW Manager to validate the status. In some cases, practices may not result in the generation of a HW, meaning they would not require authorization from the Installation HW Manager prior to operations.

b. If the above indicates that a site is warranted, the next step is to ensure that the organization is compliant with the established requirements. Refer to Appendix B of this manual to determine applicable requirements specific to the practice in question, including additional references to ESOP(s) found in Appendix C. In the absence of such entries, you may be requested to provide a copy of your Local Command Procedures (LCP)/SOP for review and potential inclusion as an ESOP in future revisions of this manual.

c. Ensure that the intended site is designated and compliant with the requirements listed under the section HW accumulation and storage procedures found below.

Hazardous Waste Accumulation and Storage Procedures

Refer to the HW accumulation and storage procedures section of this chapter.

Universal Waste Management

Refer to the subsection titled "Universal Waste Management" located under the "Installation Program Management" section of this chapter.

Hazardous Waste Turn-in Procedures

Refer to the ESOP located in Appendix C of this manual.

Environmental Compliance Requirements

Installation Level Program Audit

a. EPA Notification of Regulated Waste Activity. MCAS New River has filed an EPA Notification of Regulated Waste Activity (EPA Form 8700-12) identifying the installation as a generator of HW. This is a one-time notification; however, should there be any change to the information presented on the form (i.e., generator status), a new EPA Form 8700-12 with the current information must be filed.

b. Uniform Hazardous Waste Manifest Exception Report. An EPA exception report must be filed with the NCDENR if the generator does not receive a copy of the signed manifest from the TSDF within 45 days of the date the waste was accepted by the initial transporter.

c. Hazardous Waste Annual Report. MCO 5090.2, requires MCAS New River to submit a HW annual report each calendar year, per guidance provided by HQMC. The HW annual report shall be submitted by 16 March following the reporting calendar year.

d. State of North Carolina Hazardous Waste Report. The NCDENR requires that MCAS New River submit a biennial HW report to the NCDENR by 1 March following the reporting calendar year. This report covers MCAS New River HW-generating activities during the previous calendar year and includes the following information:

(1) MCAS New River address and EPA Identification Number.

(2) EPA Identification Number and address of each transporter used during the reporting calendar year.

(3) Description of the HW, the EPA HW Number, DOT Hazard Class, and quantity of each HW transported off-site (listed by EPA Identification Number).

(4) Description of efforts undertaken during the year to reduce the volume and toxicity of HW generated.

(5) Description of the changes in volume and toxicity of HW achieved during the year in comparison to previous years.

(6) Certification signed by the MCAS New River authorized representative.

e. Release Reporting. 40 CFR 302.6 requires MCAS New River to notify the National Response Center (NRC) should a release of a hazardous substance occur in a quantity equal to or greater than the reportable quantity. The NRC can be notified verbally at (800) 424-8802. Notification for any state reportable release must be made at NCDENR at (919) 733-3340 (Headquarters) or (910) 395-3900 (Regional). In addition, if the release could threaten areas off base, notification must be made to the Onslow County Emergency Management Office by calling 911. If the release could enter surface water systems, the Marine Safety Office must be notified at (910) 815-8538.

f. Less than 90 Day Site Weekly Inspections. The Installation HW Manager is responsible for coordinating general inspections of the HW warehouse. These inspections will include equipment, safety, and emergency materials. Refer to Appendix D for the required inspection checklist. In addition to the inspection checklist, a current

inventory from HMMS will be uploaded to the I&E SharePoint site. These records will be retained in the I&E SharePoint site for a minimum of three years.

g. Environmental Compliance Evaluations. At least two internal ECEs are conducted each year by I&E. These inspections are conducted IAW MCO 5090.2.

Organization Evaluations

a. Environmental Compliance Evaluations. Refer to chapter 4 of this manual for additional information regarding the ECE Program.

b. Monthly EMS Program Inspection. The monthly EMS program inspection checklist, found in Appendix D, is a consolidated environment checklist combining all the monthly review criteria required of an organization's ECC, including HW and HM requirements. Refer to chapter 4 of this manual for additional information.

c. Hazardous Waste/Material Weekly Inspection. This inspection requirement includes the weekly inspection requirements for HW storage and HM storage areas; refer to Appendix D for additional information.

d. Aboveground Storage Tank and 55-gallon Drum Weekly Inspection. This inspection requirement includes the weekly inspection requirements for aboveground storage tanks and 55-gallon drums of HMs. Refer to Appendix D for additional information.

e. Oil/Water Separator Daily Inspection. This inspection requirement includes the daily inspection requirements for oil/water separators during operational days. Refer to Appendix D for additional information.

Environmental Training and Education Program Management Training Requirements

a. RCRA Annual Hazardous Waste Training. The EM101 course, followed by annual refresher training through the MarineNet course titled "USMC - Hazardous Waste Management Refresher", course code MCIEHWR01A, are designed to fulfill this training requirement. This requirement applies to all personnel who manage or handle HW. This course fulfills the requirements of 15A NCAC 13A.0107(c) and 40 CFR 260-268.

b. DOT Hazardous Materials Transportation Training. This training is accomplished through the training modules offered by the DOT through the Pipeline and Hazardous Materials Safety Administration found at http://www.phmsa.dot.gov. This training must be completed every three years for personnel involved in the manifesting of HW from the facility.

Organization Training Requirements

RCRA Annual Hazardous Waste Training. The EM101 course, followed by annual refresher training through the MarineNet course titled "USMC - Hazardous Waste Management Refresher", course code MCIEHWR01A, are designed to fulfill this training requirement. This requirement applies to all personnel who manage or handle HW. This course fulfills the requirements of 15A NCAC 13A.0107(c) and 40 CFR 260-268.

General Awareness Training Requirements

Hazard Communication (HAZCOM) Training. The Occupational Safety and Health

Administration (OSHA) training requirements as listed in 29 CFR 1910.120 can only be accomplished locally, refer to your organizational HAZCOM written plan for more information.

Chapter 10: Environmental Restoration Program

Introduction

a. Purpose and Scope. The Environmental Restoration Program is formally administered by MCIEAST-MCB CAMLEJ under the MCIEAST-MCB CAMLEJO 5090.10 series of orders. This program provides the identification, evaluation, control, and remediation of past waste disposal sites and practices. This program is managed and executed completely through MCIEAST-MCB CAMLEJ staff and has no tasks assigned to personnel or organizations beyond that scope. It is imperative for the long-term sustainability of the MCAS New River mission for all personnel to understand the implications and effects of the past and to prevent their occurrence in the future. For a complete listing of restoration activities aboard MCAS New River, refer to the current revision of MCIEAST-MCB CAMLEJO 5090.10B Ch 1.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance Practice, Aspects, Impacts, and Risk Prioritization

a. Refer to Appendix B for significant practices impacting the Environmental Restoration Program.

b. Refer to Appendix C for ESOPs establishing local procedures covering significant practices identified in Appendix B (where applicable).

c. Due to the ownership of the Environmental Restoration Program by MCIEAST-MCB CAMLEJ, risk prioritization is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Legal and Other Environmental Requirements

Due to the ownership of the Environmental Restoration Program by MCIEAST-MCB CAMLEJ, legal and environmental requirement review is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Objectives, Targets, and Actions to Improve Performance

Due to the ownership of the Environmental Restoration Program by MCIEAST-MCB CAMLEJ, program objectives, target, and actions are primarily accomplished via the MCIEAST-MCB CAMLEJ EMS. MCAS New River may, at times establish additional objectives and actions to improve compliance and reduce the environmental impacts of operations resident to the installation.

Roles, Responsibilities, and Resources

The current directive published by MCIEAST-MCB CAMLEJ regarding this program identifies no external roles, responsibilities, or resource demands; therefore, this section is not applicable to the MCAS New River EMS. Refer to the MCIEAST-MCB CAMLEJ EMS for additional information.

EMS Documentation

The current directive published by MCIEAST-MCB CAMLEJ regarding this program identifies no external EMS documentation requirements; therefore, this section is not applicable to the MCAS New River EMS. Refer to the MCIEAST-MCB CAMLEJ EMS for additional information.

Control of Documents

The current directive published by MCIEAST-MCB CAMLEJ regarding this program identifies no external documentation requirements; therefore, this section is not applicable to the MCAS New River EMS. Refer to the MCIEAST-MCB CAMLEJ EMS for additional information.

Environmental Standing Operating Procedures

Installation Program Management

Not applicable.

Organization Program Requirements

Not applicable.

Environmental Compliance Requirements

Not applicable.

Environmental Training and Education

Program Management Training Requirements

Not applicable.

Organization Training Requirements

Not applicable.

General Awareness Training Requirements

Not applicable.

Chapter 11: (Reserved)

Chapter 12: Environmental Planning and Review

Introduction

a. Purpose and Scope. Environmental planning and review are critical to the sustainability of operations aboard MCAS New River. The Installation's Environmental Planning Program is the keystone to effective environmental stewardship and management. Through the evaluation of government actions in accordance with the NEPA, environmental planning serves as the gateway into the MCAS New River EMS blending subject matter experts with environmental specialists to ensure that regulatory compliance and operational efficiency are maximized while minimizing our environmental impact.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance

Practice, Aspects, Impacts, and Risk Prioritization

The Environmental Planning and Review process serves as the centralized entry point and validation for all practices identified aboard the installation. This provides a formal communication method to document and ensure environmental program constraints and liabilities are reviewed.

Legal and Other Environmental Requirements

Due to the ownership of the NEPA Program by MCIEAST-MCB CAMLEJ, legal and environmental requirement review is accomplished via the MCIEAST-MCB CAMLEJ EMS.

Objectives, Targets, and Actions to Improve Performance

Due to the ownership of the NEPA Program by MCIEAST-MCB CAMLEJ, program objectives, target, and actions are primarily accomplished via the MCIEAST-MCB CAMLEJ EMS. MCAS New River may, at times establish additional objectives and actions to improve compliance and reduce the environmental impacts of operations resident to the installation.

Roles, Responsibilities, and Resources

a. Roles and Responsibilities. Roles and responsibilities specific to the Air Quality Program are established in MCIEAST-MCB CAMLEJO 5090.6C. The following responsibilities are subject to change along with the referenced order. The following is intended to provide an overview. For specific roles and responsibilities refer to the most current version of MCIEAST-MCB CAMLEJO 5090.6C.

(1) Installation Level Structure

(a) Environmental Planner. Responsible for the overall coordination of the requirements established in this chapter. Serves as the installation point of contact to organizations requesting the initiation of environmental reviews.

(b) Program Managers. Provide subject matter expertise review to support environmental planning and liability identification as part of the environmental review process.

(2) Organization Structure

(a) ECC. Responsible for the identification and management of environmental practices executed by the organization in support of their operations. Initiates the environmental impact review process with the installation to evaluate environmental constraints and requirements associated with their organizational mission.

(b) Practice Owners. Responsible to notify the ECC of any practice changes which may affect the environmental impact of their practice. Responsible to comply with all guidance provided in the operational control of the organizations practice.

(c) Practice Operators. Responsible to comply with all guidance provided in the operational control of the organizations practice.

(d) Funding and Manpower. Refer to MCIEAST-MCB CAMLEJO 5090.12A for funding and manpower requirements.

EMS Documentation

a. Environmental Program Documentation. Due to the administration of this program by MCIEAST-MCB CAMLEJ, environmental program documentation will be maintained by the MCIEAST-MCB CAMLEJ EMS except for the following: Consolidated Authorized Environmental Practice List. This is the master list of record accounting for all approved practices aboard the installation.

b. Organization Program Documentation

(1) Authorized Practice List.

(2) Any documentation provided as required by MCIEAST-MCB CAMLEJO 5090.12A.

Control of Documents

a. Document Review. Document review will occur as part of the annual EMS review, refer to chapter 2 for additional information.

b. Document Retention and Disposition. Document retention and disposition will be maintained as part of the MCAS New River EMS as living documents.

Environmental Standing Operating Procedures Installation Program Management

Practice Library

The installation will maintain the Practice Library as part of the EMS. This library will be updated, as needed, to add/remove/change practices based on practice review requests and/or policy changes. All the practices identified by HQMC have been added to the library by default. In many cases the entries are extremely broad in scope, for example "Aircraft Maintenance." If the practice is deemed to be significant and there is a benefit to subcategorizing the practice, a new subcategory may be established. This inventory is maintained electronically on the I&E SharePoint site.

Practice Inventory Management

The installation will maintain the master inventory of all practices occurring aboard MCAS New River. This inventory will be updated, as needed, to add/remove/change practices based on practice review requests. This inventory is maintained electronically on the I&E SharePoint site.

Request to Review a Practice

At the request of the ECC, a request to review an organization's practice due to updated or changing technology, will be submitted, via the I&E Department, to MCIEAST-MCB CAMLEJ by submitting a Request for Environmental Impact Review (REIR). This will enable a formal environmental impact review, under the NEPA program, to enable the environmental planner to coordinate policy review across applicable environmental programs. This review may require the addition of a new Practice Library entry in cases where no existing similar practices are currently in place. In this event, I&E, and the organization's ECC will coordinate in the identification of policies pertaining to the practice, as well as the development of any ESOPs that may be needed in the absence of other adequate environmental policy. This draft ESOP will be utilized by the organization as a LCP/SOP. Interim approval of the practice will be contingent on the submission of the properly endorsed LCP/SOP to I&E. This interim approval status will be maintained until such time that the LCP/SOP can be formally adopted in a revision of this manual. These approvals are neither transferable nor applicable to organizations beyond that of the originator. For this reason, it is important to ensure that the submission is received from the appropriate organizational level. Denials of requests may be identified for insufficient information/authority. In the case of insufficient information, the ECC will be instructed on corrective actions needed for the submission to continue. Insufficient authority exists when a request is submitted by individuals not appointed as the organizational ECC. In such a case, personnel will be referred to contact their organization's ECC or if no ECC is currently appointed, organizational commanders can initiate such a request via the MCAS New River CO.

Authorized Practice List

Following the approval of a REIR, the addition or update of the organization's APL will be completed. This list serves to assist in identifying regulatory and policy requirements, as well as to clearly identify environmental liabilities associated with the practice. This approved list also serves as the foundation and basis of approval for the HM entries found on the organization's Authorized Usage List. This list is maintained electronically on the I&E SharePoint site. The operation of practices not authorized creates unacceptable environmental regulatory liabilities, as well as, compromising the ability to support legitimized practices by diverting resources to resolve environmental liabilities, if possible. In some cases, the resource requirements will be conveyed to the organization operating the unauthorized practice, as described in chapter 3.

Authorized Practice List Review

The organization's APL must be validated semi-annually by the ECC. This validation should precede the organization's semi-annual ECE (refer to chapter 4) and must be completed twice per calendar year (first half and second half). This validation will include a review of all entries on the APL to ensure that obsolete entries are removed and specifically to ensure that new/emerging requirements are identified/added to the organization's APL. Documentation of this review is accomplished through the semi-annual Environmental Conformance Report. Refer to chapter 2 for additional information regarding this report.

Request for Environmental Impact Review

Formal REIR will be executed IAW MCIEAST-MCB CAMLEO 5090.12A. There are two departments aboard MCAS New River currently authorized to submit formal requests through the NEPA enterprise software which are the I&E Department and Installation S-4. I&E provides guidance and assistance in the process for all organizations aboard the installation in the preparation of submissions. The Installation S-4 submits all facility related projects requiring review.

Organization Program Requirements

Practice Inventory Management

The installation will maintain the master inventory of all practices occurring aboard MCAS New River. This inventory will be updated, as needed, to add/remove/change practices based on practice review requests. This inventory is maintained electronically on the I&E SharePoint site.

Request To Review a Practice

At the request of the ECC, a request to review an organization's practice due to updated or changing technology, will be submitted, via the I&E Department, to MCIEAST-MCB CAMLEJ by submitting an REIR. This will enable a formal environmental impact review, under the NEPA program, to allow the environmental planner to coordinate policy review across applicable environmental programs.

This review may require the addition of a new Practice Library entry in cases where no existing similar practices are currently in place. In this event, I&E, and the organization's ECC will coordinate in the identification of policies pertaining to the practice, as well as the development of any ESOPs that may be needed in the absence of other adequate environmental policy. This draft ESOP will be utilized by the organization as a LCP/SOP. Interim approval of the practice will be contingent on the submission of the properly endorsed LCP/SOP to I&E. This interim approval status will be maintained until such time that the LCP/SOP can be formally adopted in a revision of this manual. These approvals are neither transferable nor applicable to organizations beyond that of the originator. For this reason, it is important to ensure that the submission is received from the appropriate organizational level.

Denials of requests may be identified for insufficient information/authority. In the case of insufficient information, the ECC will be instructed on corrective actions needed for the submission to continue. Insufficient authority exists when a request is submitted by individuals not appointed as the organizational ECC. In such a case, personnel will be referred to contact their organization's ECC or if no ECC is currently appointed, organizational commanders can initiate such a request via the MCAS New River Commander's Update Brief.

Authorized Practice List (APL)

Organizations are required to ensure that their APL is current, accurate, and always complete. Failure to comply with this can delay mission execution, waste organizational resources, and create environmental liabilities for organizational commanders. Practice owners are required to be familiar with all aspects, impacts, and policies identified for the practice in the Practice Library and/or any LCP/SOP established by the organization.

Request for Environmental Impact Review (REIR)

Formal REIR will be executed IAW MCIEAST-MCB CAMLEJO 5090.12A. There are two departments aboard MCAS New River currently authorized to submit formal requests through the NEPA enterprise software which are the I&E Department and Installation S-4. I&E provides

guidance and assistance in the process for all organizations aboard the installation in the preparation of submissions. Installation S-4 submits all facility related projects requiring review.

Authorized Practice List Review

The organization's APL must be validated semi-annually by the ECC. This validation should precede the organization's semi-annual ECE (refer to chapter 4) and must be completed twice per calendar year (1st half and 2nd half). This validation will include a review of all entries on the APL to ensure that obsolete entries are removed and specifically to ensure that new/emerging requirements are identified/added to the organization's APL. Documentation of this review is accomplished through the semi-annual Environmental Conformance Report. Refer to chapter 2 for additional information regarding this report.

Environmental Compliance Requirements

Installation Level Program Audit

Not applicable.

Organization Evaluations

The semi-annual Environmental Conformance Report includes the documentation of the APL review and provides an important validation tool to ensure the accuracy of the APL. Refer to chapter 2 for additional information.

Environmental Training and Education

Program Management Training Requirements

Not Applicable.

Organization Training Requirements

Not Applicable.

General Awareness Training Requirements

Not Applicable.

Chapter 13: (Reserved)

Chapter 14: (Reserved)

Chapter 15: Pollution Prevention Program

Introduction

a. Purpose and Scope. P2 is reducing or eliminating waste at the source by modifying production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, and re-using materials rather than putting them into the waste stream. Congress declared it to be the national policy of the United States that pollution should be prevented or reduced at the source whenever feasible. Pollution that cannot be prevented should be recycled whenever feasible. Pollution that cannot be prevented or recycled should be treated in an environmentally safe manner whenever feasible. Disposal or other release into the environment should be employed as a last resort and should be conducted in an environmentally safe manner. Aboard MCAS New River, P2 is applied as a management strategy or tool for application within environmental programs. P2 is an integral part of the EMS and a first step in developing actions to improve performance in any environmental program.

b. References and Regulations. Refer to Appendix H of this manual for references and regulations.

c. Terms and Definitions. Refer to Appendix A of this manual for terms and definitions.

Environmental Management System Conformance Practice, Aspects, Impacts, and Risk Prioritization

P2 is primarily a management strategy incorporated into various environmental programs to yield an overall reduction of environmental impact. For this reason, all significant practices have a potential to benefit from a P2 standpoint.

a. Refer to Appendix B for significant environmental practices.

b. Refer to Appendix C for ESOPs establishing local procedures covering significant practices identified in Appendix B.

Legal and Other Environmental Requirements

Legal and environmental requirement identification and review is accomplished through a close relationship with the regulatory community, as well as interaction with HQMC environmental staff regarding pending policy changes. The I&E Department will periodically review the contents of this chapter, to include references located in Appendix H, and provide recommendations for changes to be included as part of the annual ECP SOP review (this manual).

Objectives, Targets, and Actions to Improve Performance

Not applicable. P2 initiatives are included within the programs directly affected.

Roles, Responsibilities, and Resources

a. Roles and Responsibilities

(1) Installation Level Structure. MCAS New River responsibilities are limited to the P2 initiative associated with the reduction of waste generated by the installation

staff and organizations. P2 roles and responsibilities are incorporated into the applicable environmental programs as needed.

(2) Organization Structure. All personnel are responsible to ensure compliance with SOPs established to minimize the environmental impacts of practices executed by their organization.

b. Funding and Manpower

(1) Funding. Disposal of excess HM or shelf-life expired materials. Refer to chapter 3 for additional information regarding this funding.

(2) Manpower. Manpower requirements for the following P2 initiatives are as follows:

(a) Consolidated Hazardous Material Reutilization Inventory Management Program (CHRIMP). This program is the installation support service developed to assist organizations with complying with the requirements of MCO 5090.2. Organizations choosing to utilize this service must provide the human resources necessary for its operation. MCIEAST and II MEF have established personnel assignment tasks via II MEFO MCIEAST-MCB CAMLEJO 5300.4D (Fleet Assistance Program (FAP) agreement). This standard is subject to fluctuations in support.

(b) If a unit on MCAS New River does not have personnel assigned to the CHRIMP Center, that unit will not receive HM supply services from the CHRIMP. Units returning from deployment have 30 days to comply with the FAP agreement. Temporary additional duty orders for FAP personnel, whose parent command is due to deploy within 90 days can be terminated with no interruption of services.

EMS Documentation

a. Environmental Program

b. Documentation. Refer to the supported program documentation requirements/ESOPs.

c. Organization Program Documentation. Refer to applicable ESOPs for P2 initiative documentation requirements.

Control of Documents

a. Document review.

b. Document retention and disposition.

Environmental Standing Operating Procedures Installation Program Management (Need to review P2 plan requirements)

Hazardous Material Consolidation Point Operations

As part of the P2 program and HW Minimization Plan, all HM storage locations must be managed under an authorized Hazardous Material Consolidation Point (HCP). These consolidation points serve as the integration point for the enterprise HMMS and the

oversight of the compliance with the Authorized Usage List requirements for all organizations aboard the installation.

a. Consolidated Hazardous Material Reutilization and Inventory Management Program. MCAS New River provides HCP services to installation organizations, provided they support the operations with human resources. The current staffing goals are established via II MEFO MCIEAST-MCB CAMLEJO 5300.4D. Although compliance with this manual is obligatory, the reality is that personnel assignments can fluctuate considerably due to organizational constraints or non-compliance. While the FAP agreement is subject to change, the levels of service provided by MCAS New River under the CHRIMP are established under this manual to allow maximum flexibility to installation staff and organization COs in allocating resources based on service levels, while at the same time ensuring that all requirements continue to be met. Under this approach, while the tasks associated with HCP operations remain the same, the responsibilities to executed tasks will be allocated based on human resource availability. There are currently three levels of service established for the operation of the CHRIMP Center based on staffing levels. The primary focus and the determination of task delineation is based on two fundamental aspects: worker safety and environmental compliance. The criteria for the assignment of each Level of Support (LOS) is established under this chapter's EMS conformance section, "Roles, Responsibilities, and Resources." Appendix C contains ESOPs for CHRIMP Center operations for each LOS. The transition from one level of service to another will be preceded by notification via the Installation Commander's Update Brief held monthly.

b. Organizational Hazardous Material Consolidation Points. Currently the only HCP in operation aboard MCAS New River is the CHRIMP Center. The process is available to organizations interested in establishing an HCP internally. Due to the liabilities associated with the operations and the potential regulatory impact to the installation's HW program, requests to operate an HCP must be endorsed by the organization's Marine Aircraft Group CO, or equivalent.

Qualified Recycling Program (QRP)

The QRP is owned and operated by MCIEAST-MCB CAMLEJ. Refer to MCIEAST-MCB CAMLEJO 5090.17C for additional information.

Pollution Abatement Facilities

Pollution Abatement Facilities include oil/water separators constructed as pre-treatment measures for facilities such as wash racks and containment systems. This program is owned and operated by MCIEAST-MCB CAMLEJ. Refer to MCIEAST-MCB CAMLEJO 5090.91A for additional information.

Used Oil/Used Fuel Reclamation and Recycling

Used oil/off spec fuel is recovered and recycled under the MCIEAST-MCB CAMLEJ QRP. Refer to MCIEAST-MCB CAMLEJO 5090.17C for additional information regarding the QRP and MCIEAST-MCB CAMLEJO 5090.91A for additional information regarding used oil and off specification fuel management.

Other Pollution Prevention Initiatives and Support

a. Solvent Tanks. Solvent tanks provided by the CHRIMP are operated by unit personnel and serviced by CHRIMP personnel. Solvent tanks purchased by the organization are operated by unit personnel and the unit is responsible for servicing it per manufacturer guidance. In the past, solvent tanks used to clean equipment components consisted of little more than a vessel to hold solvents. Over the years, new more environmentally safe solvents have been developed and are currently implemented

installation wide. In addition to the safer solvent, the solvent tanks themselves have changed dramatically. In the past, spent solvent was simply drained, containerized, and disposed of through the installation's HW management program. The current process placed in service by the I&E Department utilizes a powerful filter to extend the life of the solvent and reduce the overall amount of solvent used aboard the installation. This initiative not only provides MCAS New River with reduced waste generation and reduction in procurement capital, but also provides the end users with a more efficient system.

b. Oil/Fuel Filter Crusher. Filter crushers are operated by CHRIMP personnel. These systems reduce the volume and compliance liabilities associated with the disposal of oil/fuel filters generated from equipment maintenance practices.

c. Fluorescent Bulb Crusher. Bulb crushers are operated by CHRIMP personnel. This system reduces the volume and toxicity of spent bulbs generated aboard the installation.

d. Industrial Centrifuges. Centrifuges are operated by CHRIMP personnel. These systems serve to allow the recovery and recycling of used oil/used fuel from rags and absorbents that would otherwise simply contribute to the solid waste generation of the installation.

ORGANIZATION PROGRAM REQUIREMENTS

Organizational program requirements can be found through the references and ESOPs applicable to the organization's APL. These can be found in Appendices B and C of this manual. The following guidance is provided to serve as a starting point for organization specific P2 requirements:

a. Hazardous Material Management. Refer to the organization's supporting CHRIMP ESOP for guidance. For organizations supported by the installation CHRIMP Center, this guidance can be found in Appendix C.

b. Pollution Abatement Facility Management. This predominately involves organizations with access to/ownership of equipment washing facilities. These requirements can be found in Appendix C (where applicable) and MCIEAST-MCB CAMLEJO 5090.91A.

c. Recycling. Refer to MCIEAST-MCB CAMLEJO 5090.17C for additional guidance.

d. Used Oil/Off Spec Fuel Management. Policies and procedures for the management of used oil/off spec fuel are included in MCIEAST-MCB CAMLEJO 5090.91A. The Installation Hazardous Waste Program Manager and Motor Vehicle Operator assigned to I&E currently serve as the primary points of contact for service involving collection and management of used oil/off spec fuel aboard MCAS New River.

Environmental Compliance Requirements

Installation Level Program Audit

Refer to applicable practice references/ESOPs identified in Appendix B.

Organization Evaluations

Refer to applicable practice references/ESOPs identified in Appendix B.

Environmental Training and Education

Program Management Training Requirements

Refer to applicable practice references/ESOPs identified in Appendix B.

Organization Training Requirements

Refer to applicable practice references/ESOPs identified in Appendix B.

General Awareness Training Requirements

USMC HQ/MCICOM - Environmental Compliance for Commanders/Officers (HQMCECCOM1)

Appendix A: Terms and Definitions

Term	Definition
Acute Hazardous Waste	A waste that has been found to be fatal to humans in low doses. Or, in the absence of data on human toxicity, the waste has been shown in studies to have an oral Lethal Dose (LD) 50 toxicity (rat) of less than 50 milligrams per kilogram (mg/kg), an inhalation LC 50 toxicity (rat) of less than 2 milligrams per liter (mg/L), or a dermal LD 50 toxicity (rabbit) of less than 200 mg/kg, or is otherwise capable of causing or significantly contributing to an increase in a serious irreversible, or incapacitating reversible, illness. These wastes are identified in 40 Code of Federal Regulations (CFR) 261.31 by the Hazard Code H (applies to Environmental Protection Agency (EPA) Hazardous Waste Numbers F020-F023, and F026-F027) and listed in 40 CFR 261.33(e) in the P list.
Aspect	A characteristic of a practice that can cause an impact to the environment or other resource. Each practice may have several aspects and each aspect may have several impacts. Standard Marine Corps aspects and relationships between practices and aspects are defined in the Marine Corps' prescribed risk software and are listed in MCO 5090.2.
Conformance	A facility is in conformance with established EMS criteria when it meets all applicable EMS requirements, has conducted an internal EMS audit, and self-declares conformance. HQMC-sponsored external audits validate the self-declaration. Note that a facility may be in conformance with Marine Corps EMS criteria if it has one or more minor nonconformances, if it establishes and implements a POA&M to correct each nonconformance.
Container	Any portable device in which a material or waste is stored, transported, treated, disposed of, or otherwise handled (40 CFR 260.10).
Contingency Plan	A document setting out an organized, planned, and coordinated course of action to be followed in case of a fire, explosion, or release of HW or HW constituents that could threaten human health or the environment (40 CFR 260.10).
Environ-mental Management System (EMS) Audit	A systematic and documented verification process that objectively obtains and evaluates evidence to determine whether an installation's EMS conforms to the USMC EMS conformance criteria and is effectively implemented.
EMS	A systematic approach for integrating environmental considerations and accountability into day-to-day decision-making and long-term planning processes across all missions, activities, and functions. EMS institutionalizes processes for continual environmental improvement and reducing risks to mission through ongoing planning, review, and preventive or corrective action.

Hazardous Material (HM)	Any material designated by the U.S. Secretary of Transportation as posing a potential threat while being transported. HMs are listed in 49 CFR 172 and include hazardous substances and HWs. For the purposes of this manual the following are excluded from this definition as their management is addressed beyond the scope of this document: ammunition, explosives, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical materials, and radioactive materials.
Hazardous Waste (HW)	Any discarded liquid, solid, or contained gaseous material, which meets the definition of a HM and/or is designated a HW by the EPA or state HM control authority.
Practice	A process, operation, or product that supports the mission and has or can have aspects that can impact environmental resources.
Practice Operator	Individuals who participate in the execution of a practice.
Practice Owner	The command, unit, or office responsible for day-to-day implementation of a practice. Practice owners have the authority to accomplish or support their mission by implementing the practice and, thus, have the responsibility for procedures needed to keep it under control.
Used Oil	Any oil that through its use is contaminated by physical or chemical impurities to the extent that it can no longer be used for its intended purpose. (40 CFR 279.1).

Appendix B: Practice library

The Practice Library, located on the I&E SharePoint site, is the centralized management system for the Operational Control of Practices (EMS Element 10). Practice control procedures evaluation and development will focus on practices that are deemed significant. In such cases, local practice subcategories will be established to focus environmental objectives to maximize mitigation of environmental impacts. This distinction is necessary for some HQMC practices, such as aircraft maintenance, are extremely broad terms which encompass many significant environmental impacts which would otherwise be impossible to target specific practice owners in the deployment of policy. This library, when cross-referenced with an organization's APL, will provide a detailed filtered view of applicable policies and references to ultimately enhance organizational environmental compliance, minimize environmental impact, and increase mission sustainability.

Library Index

The following list provides the USMC EMS practices, as well as any local practices that have been developed, and their current status (N/A, Significant, or Not Significant). Additionally, references/ESOPs and applicable environmental programs are provided for ease of use. Refer to the I&E SharePoint site for the most current information related to the environmental library.

Practices: HQMC - Local Subcategory	Significant	External References:	Local ESOP(s):
Acid cleaning	No		
Aircraft combat training	No		
Aircraft de-icing	N/A		
Aircraft Ground Support Element (GSE) operation and maintenance	No		
Aircraft GSE operation	No	MCIEAST-MCB CAMLEJO 5090.91A	
Aircraft GSE maintenance	No	MCIEAST-MCB CAMLEJO 5090.6C; MCIEAST-MCB CAMLEJO 5090.91A	
Aircraft maintenance	Yes	OPNAVINST 4790.4G; MCIEAST-MCB CAMLEJO 5090.91A	
Organizational level	Yes	OPNAVINST 4790.4G	
Intermediate level	Yes	OPNAVINST 4790.4G	
Depot level	Yes	OPNAVINST 4790.4G	

Practices: HQMC - Local Subcategory	Significant	External References:	Local ESOP(s):
Amphibious training	N/A		
Battery management	No		
Communication Equipment	No		
Vehicle (Lead-acid)	No		
Aircraft	No		
Boat operation/maintenance	N/A		
Boat, ramp, dock cleaning	N/A		
Boiler operation	N/A		
Building operation/maintenance/repair	N/A		
Burnout oven operation	N/A		
Channel dredging	N/A		
Chemical treatment	N/A		
Chlorination	N/A		
Combat construction training	No		
Commuting	No		
Composting	N/A		
Construction/renovation/demolition	N/A		
Cooling tower operation and maintenance	N/A		
Degreasing	No		
Drinking water management	N/A		
Dry cleaning	N/A		
Encampment	No		
Engine operation and maintenance	No		
EOD training	N/A		
Equipment operation/maintenance/disposal	No		
Erosion/runoff control	N/A		
Field mess	No		
Fire department training	No		
Fish stocking	N/A		
Flare and smoke usage	N/A		
Forest fire management	N/A		
Fueling and fuel management/storage	Yes	Installation SPCC Plan; Installation ICP; Unit Level	

Practices: HQMC - Local Subcategory	Significant	External References:	Local ESOP(s):
		Contingency Plan; MCIEAST-MCB CAMLEJO 5090.91A	
Grease traps	N/A		
Habitat management	No		
HCP operation	Yes		CHRIMP Center Operations
HM storage	Yes	Installation SPCC Plan; Installation ICP; Unit Level Contingency Plan; MCIEAST-MCB CAMLEJO 5090.91A	
HM transportation	Yes	Installation SPCC Plan; Installation ICP; Unit Level Contingency Plan; MCIEAST-MCB CAMLEJO 5090.91A	
HW disposal offsite transport	N/A		
HW recycling	N/A		
HW satellite accumulation area	Yes	40 CFR 262.15	
HW storage (< 90-day site)	Yes	40 CFR 262.17	
HW transportation	Yes		
Infantry training	N/A		
Laboratory	No		
Landfill gas energy recovery system	N/A		
Landscaping	No		
Laundry	No		
Live fire range operations	No		
Livestock operations	N/A		
Medical/dental operations	N/A		
Metal working	No		

Practices: HQMC - Local Subcategory	Significant	External References:	Local ESOP(s):
Non-destructive inspection	No		
ODS/Halon Management	No		
Open burning/open detonation	N/A		
Packaging/unpackaging	No		
Paint booth	Yes	MCIEAST-MCB CAMLEJO 5090.6C	
Paint gun cleaning	Yes	MCIEAST-MCB CAMLEJO 5090.6C	
Paint removal	Yes	MCIEAST-MCB CAMLEJO 5090.6C	
Painting	Yes	MCIEAST-MCB CAMLEJO 5090.6C	
Painting preparation	Yes	MCIEAST-MCB CAMLEJO 5090.6C	
Parts replacement	No		
Patch testing	No		
PCB management	No		
Pesticide/herbicide management and application	No		
Photographic developing	N/A		
Polishing	No		
Pumping station/force main	N/A		
Radioactive material storage	No		
Range residue clearance	N/A		
Recreational facilities operations	N/A		
Road construction and maintenance	N/A		
Rock crushing operations	N/A		
Roofing kettle	N/A		
Sewers	N/A		
Sidewalk and road deicing	N/A		
Silver recovery unit operation	N/A		
Soil excavation/grading	No		
Solid waste collection/transportation	N/A		
Solid waste disposal offsite transport	N/A		

Practices: HQMC - Local Subcategory	Significant	External References:	Local ESOP(s):
Solid waste landfill	N/A		
Solid waste recycling facility	N/A		
Storage tank management	No		
Stormwater collection/conveyance system	N/A		
Surface washing	No		
Swimming pool operation and maintenance	N/A		
Timber management	N/A		
Turbine generation	N/A		
Universal waste storage/collection	No		
Urban wildlife management	No		
UXO/EOD operations	N/A		
Vehicle operations	No		
Vehicle maintenance	No		
Vehicle parking	No		
Vehicle smog inspection	N/A		
Wash rack	No		
Wastewater flare operations	N/A		
Wastewater treatment	N/A		
Water heater operation and maintenance	N/A		
Weapons cleaning	No		
Woodworking	No		

Library Entries

Refer to the I&E SharePoint site for current library definitions and references.

Appendix C: Environmental Standing Operating Procedures

CHRIMP Center Operations

Overview

The CHRIMP Center provides the storage, management, and distribution of HM to supported organizations aboard MCAS New River. Under the CHRIMP process, requests for HM are screened against the unit's AUL as well as evaluated for fulfillment through the reclaimed HM free issue point. In addition, the CHRIMP provides a turnkey solution to HW management for participating organizations, minimizing environmental liabilities associated with HW Management.

References

MCO 5090.2

Roles, Responsibilities, and Resources

a. CHRIMP Center Manager. Staff Noncommissioned Officer in Charge

(1) Provide oversight to the operations at the CHRIMP Center.

(2) Manage all CHRIMP Center personnel and conduct OTJ training as needed.

(3) Maintain the accuracy and reconciliation of both the HMMS and Supply software tools.

(4) Serve as the MCAS New River Environmental Military Liaison for issues pertaining to HW/HM management.

(5) Other duties as assigned.

b. CHRIMP Center Supply Specialist(s)

(1) Use the Aviation Supply Department HM Management SOP to conduct all supply related business.

(2) Screen all requests for HM against the requesting organization's AUL.

(3) Conduct inventories as directed by the CHRIMP Center Manager.

(4) Other duties as assigned.

c. CHRIMP Center HW/HM Marines

(1) Enter new HM into HMMS and stock HM in the appropriate temporary storage locations within the CHRIMP Center.

(2) Receive HM requisitions from the CHRIMP Center Supply Specialists and process the issuance of HM in HMMS. Ensure all requisitions are screened for fulfillment from the free issue point.

(3) Prepare, process, and deliver HM locally. CHRIMP Center personnel are not authorized to pick up/deliver HW/HM outside of MCAS New River.

(4) Maintain good housekeeping practices at the CHRIMP Center.

(5) Assist in inventory reconciliation and shelf-life management activities as directed.

(6) Other duties as assigned.

d. Participating Supply Department Personnel. Includes the Aviation Supply Officer (ASO), Consumable Management Division Officer (CMD OIC), and other assigned supply personnel excluding CHRIMP Center Supply Specialist(s).

(1) Follow and maintain the Aviation Supply Department HM Management SOP.

(2) Other duties as assigned.

e. Supported Organization Environmental Personnel

(1) Utilize the supply SOP to request materials as needed/consumed.

(2) Ensure requests for HM are submitted only for items approved on the organizations AUL.

(3) Ensure personnel are available to assist with HW/HM pick-up and delivery.

(4) If a unit acquires HM outside of the CHRIMP Center, that HM must be brought to the CHRIMP Center before use for screening and labeling.

(5) Other duties as assigned.

EMS Documentation

HMMS serves as the information repository of record for this Practice.

Procedures

New Stock Pick up (Stock Runs)

CHRIMP Center personnel will pick up stock from participating Supply departments twice per business day (excluding days of liberty), provided there is HM awaiting pickup. CHRIMP Center personnel will not "standby" while necessary logbooks/paperwork are completed unless otherwise directed by the CHRIMP Center Manager.

Stock and New Inventory Receipt

When receiving HM to the warehouse, the Marines working at the CHRIMP Center must label each new container of HM with an HMMS sticker and place it in the appropriate temporary storage area at the CHRIMP Center.

Requests for HM and Issuances

a. Request Submission Deadlines. Requests for HM made prior to 0900 for in stock same day delivery.

b. High Priority Requests. High priority requests for HM that is in stock will be available for pickup upon receipt.

c. Deployment/Detachment Pack-ups

(1) When units are going on detachments, deployments, or on the MEU, they will utilize the HM that is already in their locker first, and then utilize the Supply SOP to order those items still needed.

(2) Lead Time. Due to the often-significant quantities involved, these requests for HM can quickly deplete stock within the CHRIMP, thereby negatively impacting the support of other organizations aboard MCAS New River. For this reason, requests for HM must be submitted at least 30 days in advance. While every effort will be made to fulfill the requests, procurement of HM is the responsibility of the supported organization's supply chain.

(3) Composite AUL/AUL Deviations. AUL Deviations must be completed prior to the issuance of HM. Temporary exemptions are authorized once approved by the Installation I&E Department.

d. AUL Screening. All requests for HM will be screened against the organization's AUL found on the I&E SharePoint site. Requests for HM that are not authorized will not be issued unless prior approval for a temporary deviation has been granted by the I&E Department.

e. HM Staging and Preparation Priority

(1) Normal Stock Items.

(2) Stock Replenishment.

(3) Deployment Pack-ups. HM will be made available once ready. HM manifest shipping certifications will be the responsibility of the requesting organization to coordinate.

Hazardous Material Delivery

a. Standard Delivery. Delivery of HM, once available, occurs twice per day on Monday through Thursday, excluding holidays. Estimated departure times are NLT 0930 and 1330 respectively. Delivery is not available on Fridays. Alternately,

the organization can request the HM be held for pickup (refer to HM pick-up below).

b. Deployment/Detachment Pack-ups. Following approval and processing in HMMS, these requests for HM will be available for pick-up. Delivery is available; however, the requesting organization is responsible for scheduling delivery with the CHRIMP Center Manager. Additionally, the requesting organization's authorized personnel must review and sign for HM prior to delivery.

c. HM Pick-up. Organizations may request, through the CHRIMP Center Manager, HM be held for pick-up by organizational personnel. It is important to note that this request will result in the HM not being loaded on the next scheduled delivery run. Failure to follow through with pickup will result in the delivery of the HM in subsequent scheduled delivery runs.

Inventory Management

a. HMMS. All HM utilized aboard the installation must be tracked in HMMS. HMMS will be utilized to maintain inventory accountability. The CHRIMP Center is the only authorized location where HM can be stored prior to induction in HMMS.

b. Location Assignments. Location assignments will be established and maintained by the CHRIMP Center Manager. Once processed, HM will only be stored in its assigned location until issuance.

c. Shelf-Life Inventory. Shelf-life screening and inventory will be coordinated/conducted monthly by the CHRIMP Center Manager.

d. HM Transfers. Often referred to as Lateral Support, HM transfers will be processed by the CHRIMP Center Manager in accordance with supply procedures.

e. Zone Inventories. Zone inventories refer to the HM currently issued to organizations supported by the CHRIMP. CHRIMP Center personnel will conduct serialized inventories monthly for all supported organizations.

f. Inventory Reconciliation. The CHRIMP Center Manager will conduct quarterly reconciliation of HMMS and respective Supply information systems to ensure consistency and accuracy.

Hazardous Waste/Hazardous Material Pickup & Recovery

a. Standard Pickup. HW/HM pickup will coincide with the standard delivery as space and compatibility allow (refer to HM Delivery section above).

(1) Soiled rags must be put into double black trash bags. They must be separated and labeled according to what they are soiled with.

(2) All other used material must be placed into double black trash bags separated as much as possible before turning the bag(s) into the CHRIMP Center.

(3) Unbroken fluorescent light bulbs can be turned into the CHRIMP Center during the standard pickup.

(4) For any other cases not covered here, contact the HW Manager.

b. Friday Pickup. For organizations that have not received standard deliveries, CHRIMP Center personnel will pick up HW/HM on Fridays.

c. SAA Site Containers. HW from approved sites must be picked up within 72 hours once full and moved to the less than 90-day HW consolidation site by coordinating pickup with the CHRIMP Center Manager. Due to this requirement, organizations must contact the CHRIMP Center during normal working hours to coordinate pickup. After hours, organizations should contact the Installation CDO and request a call back from the Installation I&E staff. I&E staff will coordinate the afterhours collection, if needed, to ensure continuity of operations.

Solid Waste Minimization

a. Recovered HM Screening. All used HM received by the CHRIMP Center will be screened for reuse. HM that fails screening will be transferred to the installation less than 90-day HW consolidation site for additional screening and potential declaration as a waste by the Installation HW Manager.

b. Centrifuge Operation. CHRIMP Center personnel will process all petroleum contaminated rags utilizing the two industrial centrifuges located in AS-3525. This process allows for the collection and recycling of used petroleum, oils, and lubricants and reduces the volume and environmental impact of select solid waste streams.

c. Fluorescent Bulb Crusher. CHRIMP Center personnel will process all mercury containing lamps through the bulb crusher located in AS-3525. This system reduces the volume and toxicity of the resulting solid waste.

d. Filter Crusher. CHRIMP Center personnel will drain and crush all used oil filters utilizing the filter crusher prior to disposal, as directed by the Installation HW Manager.

e. Drum Crusher. CHRIMP Center personnel will triple rinse and clean all drums, as directed by the Installation HW Manager, prior to crushing the containers for disposal. This process reduces the volume of solid waste generated thereby increasing the efficiency of the recycling program collection efforts.

f. Solvent Tanks. CHRIMP Center personnel will conduct monthly inspections on solvent tanks provided to organizations by the Installation HW Program. These solvent tanks provide filtration and recirculation of solvent, extending the service life of the solvent and reducing the volume of HW produced through these processes.

Environmental Compliance

a. Environmental Compliance Evaluation. Refer to chapter 4 of this manual for additional information regarding this inspection.

b. Monthly EMS Program Inspection. Refer to the checklist located in Appendix D of this manual for additional information regarding this inspection.

Environmental Training

EM101. All personnel assigned duties in support of this ESOP are required to complete the EM101 course, Introduction to Environmental Management. Refer to the I&E SharePoint site for course description, prerequisites, and scheduling. EM101 training is to be conducted annually. Refresher course information can be found on the I&E SharePoint site.

Appendix D: Environmental Compliance Inspection Checklists

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

OIL POLLUTION ABATEMENT FACILITIES

DAILY INSPECTION LOG

MONITORING LOG FOR OIL POLLUTION ABATEMENT FACILITIES

OWS Daily Inspection

Reporting Requirement: DD-5090-03

UNIT: _____ BUILDING NUMBER: _____ MONTH: _____

DAY INSPECTED	PERSON CONDUCTING INSPECTION	TIME	IS OWS FREE OF DEBRIS?	IS THERE LESS THAN 2" OF OIL ON TOP?	IS THE PIV CLOSED? (IF APPLICABLE)	IF DEBRIS PRESENT WAS IT REMOVED?	WAS A SERVICE TICKET REQUIRED?	TICKET NUMBER	COMMENT/PERSON CONTACTED FOR TICKET NUMBER
1			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
2			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
3			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
4			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
5			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
6			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
7			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
8			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
9			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
10			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
11			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
12			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
13			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
14			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
15			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
16			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
17			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
18			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
19			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
20			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
21			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
22			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
23			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
24			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
25			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
26			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
27			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
28			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
29			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
30			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		
31			☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO		

MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/31 (12/13) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

WEEKLY HAZARDOUS WASTE/HAZARDOUS MATERIAL STORAGE AREA CHECKLIST

UNIT/WORK CENTER: _____ **DATE:** _____

HAZARDOUS WASTE STORAGE AREA

FACILITIES/EQUIPMENT	YES/NO/NA	COMMENTS
1. Is the HW container located at or near the point of generation?		
2. Is the HW container DOT approved?		
3. Is the HW container marked correctly? Hazardous Waste, Noun name of contents, NSN, Unit, HW Characteristic, and ASD.		
4. Is the HW container closed when not adding to the container?		
5. If a funnel is left in place on the HW container, does that funnel have a plug or ball valve to be considered closed or secured?		
6. Is the HW container in good condition? (No excessive rust or dents in critical areas, seals are in place, no bulging or collapsing, and no sign of spillage or leakage)		
7. Is the Spill Contingency Plan posted and in plain view?		
8. Is the liquid in the HW container below the maximum outage/ullage of 4 inches from the top of the container?		
9. Do personnel have access to communication and alarm systems or is the 2-Man Rule in place during HW handling operations?		
10. Are there adequate spill response supplies readily available for use in case of spill or leakage?		
11. Is the SAA or 90-day site in a good state of police?		
12. When the HW container has been marked with the ASD, is it moved to the less than 90-day site within 72 hours?		
13. Is the current SAA site approval letter from the Installation Hazardous Waste Manager posted at the SAA Site?		
14. (*90-day site only) Are all HW containers turned into DRMO prior to the 90th day since the ASD?		

Enclosure (1)

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

HAZARDOUS MATERIALS STORAGE AREA

FACILITIES/EQUIPMENT	YES/NO/ NA	COMMENTS
1. Are HMs being managed properly and in accordance with the HM/HW minimization policy?		
2. Are used, excess, or spent HMs turned into the CHRIMP Center for proper processing?		
3. Are SDSs for all materials readily available?		
4. Do all hazardous materials have a current shelf life?		
5. Are all secondary containers properly marked?		
6. Are all HM containers in a serviceable condition?		
7. Are all lockers neat and FOD free?		
8. Is the inventory listing posted on each HM storage locker?		
9. Is a ULCP (Spill Plan) posted in the HM storage area?		

INSPECTED BY: _____ **SIGNATURE:** _____

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

MONTHLY EMS/HAZARDOUS WASTE/ HAZARDOUS MATERIAL PROGRAM INSPECTION FORM

UNIT: _____ **DATE:** _____

FACILITIES/EQUIPMENT	YES/NO/NA	COMMENTS
1. Is the POC listing up to date in the HM/HW Management SOP Binder?		
2. Do all appointment letters have the position description attached and are they signed within 2 weeks of assignment?		
3. Do all appointed personnel have an environmental training record and are all entries signed by the appointed person?		
4. Have all appointed personnel received the required environmental training within 60 days of being appointed?		
5. Have all personnel received the required environmental refresher training?		
6. Are all environmental records of training for all required personnel forwarded to the I&E Department during the conformance report?		
7. Is the Unit Level Contingency Plan (Spill Plan) complete and up to date? (POC, listing of spill equipment, diagram of media sites, emergency routes and rally points, and spill equipment locations)		
8. Is the ULCP (Spill Plan) posted in all media sites? (HM areas, Oils/Fuels, AST, SAA, OWS, HW, etc.)		
9. Is the HW container marked correctly? (Hazardous Waste, Noun name of contents, NSN, Unit, HW characteristic, and ASD)		
10. Is the HW container located at or near the point of generation?		
11. Are all required inspections being conducted?		
12. Is the HW container closed when waste is not being added or removed?		
13. Does the containment area show signs of spillage or leakage on or around the HW container?		
14. Are all HW containers in a serviceable condition?		
15. Is the liquid in the HW container below the maximum outage/ullage of 4 inches from the top of the container?		
16. When the HW container is marked with the ASD, is it moved to the less than 90-day site within 72 hours?		
17. Do all HM containers have a HMMS label and is the shelf life current?		
18. Is the AUL up to date?		

19. Are all liquid containers 55 gallon or larger located in a containment area?		
20. Are the HM storage areas, oil bowser, and HM return areas in a good state of police?		
21. Is all HM returned to the proper storage areas daily?		
22. Are all contaminated rags/absorbent matting labeled and placed in a proper containment area?		
23. Are all secondary containers marked with the correct name of the material? (Used oil buckets, oil cans, spray bottles, fuel cans, etc.)		
24. Are HAZMAT storage lockers neat and FOD free?		

INSPECTED BY: _____ **SIGNATURE:** _____

WEEKLY ABOVEGROUND STORAGE TANK (AST) INSPECTION CHECKLIST

WEEKLY STORAGE TANK SYSTEM INSPECTION CHECKLIST

Date: Inspector:

Tank ID: Location: Tank Size: Content:

Item	Task	Tank ID:	Tank ID:	Tank ID:	Comments
1.0 Tank Containment					
1.1 Containment Structure	Check for water,debris, cracks or fire hazard	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
1.2 Primary Tank	Check for water	N/A	N/A	N/A	**
1.3 Containment drain valves	Operable and in a closed position	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
1.4 Pathways and Entry	Clear and gates/ doors operable	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
2.0 Leak Detection					
2.1 Tank	Visible signs of leakage	☐ Yes* ☐ No	☐ Yes* ☐ No	☐ Yes* ☐ No	
2.2 Secondary Containment	Rainwater present in containment	☐ Yes* ☐ No	☐ Yes* ☐ No	☐ Yes* ☐ No	
	Visible signs of leakage	☐ Yes* ☐ No	☐ Yes* ☐ No	☐ Yes* ☐ No	
	Sheen or Product?	☐ Sheen ☐ Product	☐ Sheen ☐ Product	☐ Sheen ☐ Product	
	Treatment employed (describe in comments)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	
	Containment drained	Time Opened: Time Closed:	Time Opened: Time Closed:	Time Opened: Time Closed:	
2.3 Surrounding Soil	Visible signs of leakage	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
2.4 Interstice	Visible signs of leakage	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
3.0 Tank Equipment					
3.1 Valves	a. Check for leaks	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
	b. Tank drain valves must be kept locked	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
3.2 Spill Containment boxes on fill pipe	a. Inspect for debris residue, and water in box and remove.	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
	b. Drain valves must be operable and closed.	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	☐ Yes* ☐ No ☐ N/A	
3.3 Liquid level equipment	a. Both visual and mechanical devices must inspected for physical damage.	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
	b. Check that the device is easily readable.	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
3.4 Overfill Equipment	a. If equipped with a "test" button, activate the audible horn or light to confirm operation. This could be battery powered. Replace the battery if needed.	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
	b. If overfill valve is equipped with a mechanical test mechanism, actuate the mechanism to confirm operation.	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
3.5 Piping Connections.	Check for leaks, corrosion and damage	☐ Yes* ☐ No	☐ Yes* ☐ No	☐ Yes* ☐ No	
4.0 Tank Attachments and Appurtenances					
4.1 Ladder and Platform Structure	Secure with no sign of severe corrosion or damage	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	☐ Yes ☐ No* ☐ N/A	
5.0 Other Conditions					
5.1 Are there other conditions that should be addressed for the continued safe operation or that may affect the site spill prevention plan?		☐ Yes* ☐ No	☐ Yes* ☐ No	☐ Yes* ☐ No	

* Designates an item in non-conformance/unsatisfactory status; provide action in comment section to resolve problem and notify Environmental Protection Specialist if any significant deficiencies are identified.

** In accordance with Section 3.2 of the SPCC Plan (Environmental Equivalence), inspection for water in the primary tank will be conducted annually and recorded on the STI SP001 Annual Inspection Checklist.

MCIEAST-MCBCAMLEJ/G-F/EMD/31 (REV 4/22) PREVIOUS EDITIONS ARE OBSOLETE LIVE CYCLE DESIGNER

DRUM SITE INSPECTION CHECKLIST

Instructions: One inspection checklist per drum set. (*) designates an item in non-comformance/unsatisfactory status; provide action in comment section to resolve problem and notify Environmental Protection Specialist if any significant deficiencies are identified.

Regulatory Driver: 40 CFR 112

Frequency: Weekly

Drum Site Name: _____ Date: _____

Location: _____ Quanity of Drums: _____ Volume of Drums: _____ Content: _____

Inspection Guidance:

> For equipment not included in this Standard, follow the manufacturer recommended inspection/testing schedules and procedures.
> The periodic AST inspection is intended for monitoring the external AST condition and it containment structure. This visual inspection does not require a Certified Inspector. It shall be performed by an owner's inspector who is familiar with the site and can identify changes and developing problems.
> (*) designates an item in a non-conformance status. This indicates that action is required to address a problem.
> Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in AST design, a Certified Inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section.
> Retain the completed checklist for 36 months.

Item	Area:		Area:		Area:	
1.0 AST Containment/Storage Area						
1.1 AST's within designated storage area?	☐ Yes	☐ No*	☐ Yes	☐ No*	☐ Yes	☐ No*
1.2 Debris, spills, or other fire hazards in containment or storage areas?	☐ Yes*	☐ No	☐ Yes*	☐ No	☐ Yes*	☐ No
1.3 Water in outdoor secondary containment?	☐ Yes*	☐ No	☐ Yes*	☐ No	☐ Yes*	☐ No
1.3.1 Secondary Containment Drainage Log	Sheen Visible ☐ Yes ☐ No Product Visible ☐ Yes ☐ No Treatment Employed: ☐ Yes ☐ No Time Drain Valve Opened Time Drain Valve Closed		Sheen Visible ☐ Yes ☐ No Product Visible ☐ Yes ☐ No Treatment Employed: ☐ Yes ☐ No Time Drain Valve Opened Time Drain Valve Closed		Sheen Visible ☐ Yes ☐ No Product Visible ☐ Yes ☐ No Treatment Employed: ☐ Yes ☐ No Time Drain Valve Opened Time Drain Valve Closed	
1.4 Drain valves operable and in a closed position?	☐ Yes	☐ No*	☐ Yes	☐ No*	☐ Yes	☐ No*
1.5 Egress pathways clear and gates/doors operable?	☐ Yes	☐ No*	☐ Yes	☐ No*	☐ Yes	☐ No*
2.0 Leak Detection						
2.1 Visible signs of leakage around the container or storage area?	☐ Yes*	☐ No	☐ Yes*	☐ No	☐ Yes*	☐ No
3.0 Container						
3.1 Noticeable container distortion buckling, denting or bulging?	☐ Yes*	☐ No	☐ Yes*	☐ No	☐ Yes*	☐ No

(*) designates an item in non-conformance status. This indicates that action is required to address a problem.

Comments

Inspector: _____

Signature: _____ Date: _____

MCIEAST-MCBCAMLEJ/G-F/EMD/32 (REV 4/22) PREVIOUS EDITIONS ARE OBSOLETE LIVE CYCLE DESIGNER

https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_32_Weekly_Drum_Inspection.pdf

Appendix E: Comprehensive Environmental Training & Education Plan

Training Needs Analysis

The Training Needs Analysis (TNA) fulfills the requirement set forth in MCO 5090.2 for an environmental training needs assessment for all Marine Corps installations. The purpose of this section of the CETEP Plan is to evaluate MCAS New River's environmental training needs and to present the results of this analysis. A training need exists when specific practices or knowledge is required, or proficiency and compliance are lacking. The results of the TNA are used to evaluate environmental training needs, to plan instructional strategies and methodologies to meet those needs, and to apply and/or justify the resources necessary to meet the environmental training requirements of MCAS New River.

Demographic Information

MCAS New River Population

Table 1-1 provides the general demographic distribution within MCAS New River.

Table 1-1 General MCAS New River Demographics

Population Category	Estimated number
Active-Duty Personnel	5,379
Reserve Personnel	1,491
Civilian Employees	188
Military Family Members	6,371
TOTAL	**13,429**

The General Awareness and Public Outreach Program of CETEP targets all members of these populations. Table 1-2 provides a comprehensive list of activities located within MCAS New River. This list is not meant to suggest that all activities have major environmental concerns or significant training requirements.

Table 1-2 List of MCAS New River Units and Organizations

Unit/Organization
Installation Staff/Headquarters and Headquarters Squadron (H&HS)
Marine Aircraft Group 26 (MAG-26)
Marine Aircraft Group 29 (MAG-29)
Marine Air Control Squadron 2, Air Traffic Control Company Lima (MACS-2, ATC Co. L)
Marine Corps Community Services (MCCS)
Defense Commissary Agency (DeCA)
DeLalio Elementary School

Unit/Organization
Contractors (C-12 Maintenance, Simulators)
MCAS Medical/Dental Clinic (Naval Medical Center Camp Lejeune)
Center For Naval Aviation Technical Training Unit (CNATTU)
Marine Operational Test and Evaluation Squadron One (VMX-1)
Marine Medium Tiltrotor Squadron 774 (VMM-774)

H&HS is the primary element for MCAS New River, while MAG-26 and MAG-29 represent the primary tactical elements, whose parent unit is the 2d Marine Air Wing (2d MAW) based at MCAS Cherry Point. MCIEAST-MCB CAMLEJ provides numerous support functions for MCAS New River as part of a Memorandum of Agreement (MOA) between the installations.

Local Community Demographics

MCAS New River is situated within Onslow County, North Carolina. The 2021 population census for Onslow County was approximately 206,160.

Department of Defense Education Activities

MCAS New River is in the Onslow County School District. However, MCAS New River has one Department of Defense Education Activity (DoDEA) School, DeLalio Elementary School, which serves kindergarten through fifth grade. DeLalio Elementary School is administered by the Superintendent of DoDEA in the Jacksonville area.

As with the housing areas, environmental issues pertaining to the DoDEA Schools center on structural concerns and environmental awareness education of the students.

DeLalio Elementary School must comply with DS Regulation 4800.2, DoDDS Asbestos Management Program, DoDDS Regulation 4800.3, DoDDS Asbestos Management Program Procedures, DoDDS Regulation 4800.4, DoDDS Chemical Hygiene and Safety Program, and DoDEA Regulation 4800.5, DoDEA Blood Borne Pathogen Exposure Control Program.

Additionally, community awareness training at the pre-kindergarten through grade 5 level is possible within the Onslow County School District framework. Community awareness training can be orchestrated in conjunction with awareness training for the entire housing community, providing special emphasis for children.

Routine Visiting Units

Annually, MCAS New River serves as a training area and supports reserve units and other Services. An installation-based squadron cares for the visiting units' aircraft and personnel during the stay. These visiting units are usually squadron-sized or smaller. Their purpose at MCAS New River is to participate in combined arms exercises and to promote team building like that of the composite groups formed by the installation's squadrons. Examples of previous visiting units are the British and the Bahamian Marines. MCAS New River is also routinely visited by members of the Air National Guard.

"Other" Category

Environmental training requirements, as they pertain to contractors, should be included in their contracts. It is the responsibility of the contract technical representative to ensure that the contractor can verify necessary training by providing certifications. Visitors or local service providers should be made aware of unique environmental concerns or hazards associated with MCAS New River and common emergency procedures.

MCIEAST-MCB CAMLEJ Elements

Several of MCIEAST-MCB CAMLEJ organizations are present at MCAS New River. These organizations include, but are not limited to, Facilities Maintenance, Motor Transportation, Water Treatment, Marine Corps Community Services, and Structural Fire Department.

Installation Environmental Characteristics

Pertinent Environmental Permits

MCAS New River is registered with the State of North Carolina as a LQG of HW and has a U.S. EPA Generator's Identification Number of NC8170022570. This RCRA permit is the only permit solely held by MCAS New River. However, five other permits held by MCIEAST-MCB CAMLEJ directly affect the installation's environmental operations. An explanation of the purpose and requirements set forth in these permits is discussed below. The Landfill operating permit held by MCIEAST-MCB CAMLEJ directly affects MCAS New River solid waste operations. The distribution of these permits, according to their guiding environmental statute, is as follows:

Table 1-3 Summary of Permits According to Environmental Statute

Statute	Number of Permits
Clean Air Act (CAA)	1*
Clean Water Act (CWA)	2*
Safe Drinking Water Act (SDWA)	1*
Resource Conservation and Recovery Act (RCRA)	1
North Carolina Solid Waste Landfill	1*
Total	**6**

**Represent permits that are managed at MCIEAST-MCB CAMLEJ, which have a direct impact on environmental operations at MCAS New River.*

Title V Air Emissions Permit

MCAS New River's air emission sources, such as the corrosion control facility and spray paint booths are permitted by the North Carolina Department of Environment and Natural Resources (DENR). These air emission sources operate under Air Permit No. 5790R17 and are subject to emission limits and reporting requirements. Environmental Management Division (EMD) personnel at MCIEAST-MCB CAMLEJ ensure compliance with this permit; however, any change in operations at MCAS New River that may affect air emissions must be reported to the MCIEAST-MCB CAMLEJ Air Quality Manager.

Wastewater Treatment Plant Permit

Wastewater from MCAS New River is transported via underground pipeline to MCB CAMLEJ, which treats and discharges wastewater under North Carolina Permit No. NC0063029. This National Pollutant Discharge Elimination System (NPDES) permit authorizes the discharge of 15 million gallons per day of treated effluent into the New River. Section C of the permit, entitled Operation & Maintenance of Pollution Controls, requires the wastewater treatment plant (WWTP) operator to be certified of the grade equivalent to or greater than the classification of the facilities. The owner must employ a certified back-up operator to comply. The requisite training for the WWTP operator is certified back-up operator to comply. The requisite training for the WWTP operator is the responsibility of MCIEAST-MCB CAMLEJ.

Public Water Systems Operations Permit

Drinking water for MCAS New River is provided through a water treatment plant located in Building AS-85. The facility operator must hold a valid certificate as a Class C Operator issued by the North Carolina Water Treatment Facility Operators Certification Board.

RCRA Permit

MCAS New River operates independently of MCIEAST-MCB CAMLEJ as a LQG of HW in the State of North Carolina under Permit Number NC8170022570. RCRA training, as it relates to this generator ID number, is further explained in the MCAS New River HW Management Plan.

Landfill Permit

Solid waste generated at MCAS New River is transported via truck to the municipal solid waste landfill (MSWLF) at Camp Lejeune. The landfill is operated under Permit No. 67-08, which was issued on 30 December 1997.

Quantified Environmental Training Requirements

MCIEAST-MCB CAMLEJ Integrated Contingency Plan

MCIEAST-MCB CAMLEJ incorporates MCAS New River into its Integrated Contingency Plan (ICP). The ICP guidance was developed by the National Response Team on June 5, 1996 to consolidate multiple contingency plans into a single functional response plan.

The MCIEAST-MCB CAMLEJ ICP requires that personnel working with HW/HM become familiar with the requirements of the most recent version of the ICP. Applicable aspects of the ICP should be included in the local HW Handler and EM101/EM102 training.

Environmental Compliance and Protection Program (MCAS New River Hazardous Waste Management Plan)

According to the MCAS New River HWMP (chapter 9 of this manual), personnel involved with the following duties must be trained according to Marine Corps, State, and Federal HW standards:

- Collection and storage of HW.

- Inspection of HW storage/handling areas.
- Response to HW spills and emergencies; and
- Preparation and submittal of HW turn-in documents.

Specifically, there are six major training requirements that are applicable to MCAS New River personnel:

- MCAS New River-specific HW training as outlined in the HWMP.
- USMC-specific training as outlined in MCO 5090.2.
- North Carolina HW training contained in 15A NCAC 13A.0107I.
- Federal training requirements as listed in the CFR Title 40, parts 260 through 268.
- OSHA Hazard Communication (HAZCOM) requirements as listed in 29 CFR 1910.120; and
- Air quality emission source operations as identified in MCIEAST-MCB CAMLEJO 5090.6C.

MCAS New River is currently fulfilling these obligations by offering a one day Environmental Management course and an Air Quality Compliance course; in conjunction with Computer Based Training (CBT) courses. These courses are titled EM101/EM102: Initial/Refresher Hazardous Material/Hazardous Waste Training and EM106: Air Quality Management. These two courses fulfill all but the highest level of HW training as discussed below. Included in these training components are OSHA HAZCOM and Spill Prevention Control and Countermeasures (SPCC) training.

Additional high-level HW training is needed for individuals specializing in HW operations. Personnel working at HW cleanup sites or participating in treatment, storage, or disposal (TSD) are required to complete OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) training outlined in 29 CFR 1910.120. Additionally, personnel involved in packaging HW for transport are required to be trained in accordance with Department of Transportation (DOT) Regulations found in 49 CFR 172.

MCAS New River has developed specific HW training requirements in conjunction with local, State, and Federal requirements as outlined in this manual. This manual requires the ECC, and their alternate, to be trained in accordance with all regulations. Additionally, all personnel who are assigned to workplaces meeting the definition of HW generators, HW accumulation areas, or SAAs, and who are involved with the following duties, must also be trained in:

- Collection and storage of HW.

- Inspection of HW storage/handling areas.
- Response to HW spills and emergencies; and
- Preparation and submittal of HW turn-in documents.

Camp Lejeune Asbestos Management Plan (CLAMP), MCIEAST-MCB CAMLEJ and MCAS New River

Section 11 of the CLAMP addresses the required training for installation personnel, including the State of North Carolina accreditation requirements. 29 CFR 1910.1001, applicable to occupational exposure to asbestos in general industry, requires a training program to be implemented for all installation personnel exposed to airborne concentrations of asbestos at or above the time weighted average permissible exposure limits. The training program shall inform the individual of the following:

- Health effects associated with asbestos exposure.
- Relationship between smoking and exposure to asbestos.
- Quantity, location, manner of use, release, and storage of asbestos, and the specific nature of operations which could result in exposure to asbestos.
- Engineering controls and work practices associated with the individual's job assignment.
- Specific procedures implemented to protect personnel from exposure to asbestos, such as appropriate work practices, emergency and cleanup procedures, and personal protective equipment.
- Purpose and a description of the medical surveillance program.
- Content of 29 CFR 1926.1001.
- Names, addresses, and phone numbers of public health organizations which provide information, materials, and /or conduct programs concerning smoking cessation; and
- Requirement for posting signs and affixing labels and the meaning of the required legends for such signs and labels.

The above referenced training shall be provided to installation personnel prior to, or at the time of, initial assignment and at least annually thereafter.

29 CFR 1910.1001 also requires that an awareness-training course be implemented for all installation personnel who perform housekeeping work in areas where asbestos-containing material (ACM) and/or potential asbestos-containing material (PACM) is present. This awareness training course shall at a minimum address the following:

- Health effects of asbestos.
- Locations of ACM and/or PACM in the building.
- Recognition of ACM or PACM damage and deterioration; and
- Proper response to fiber release episodes.

MCIEAST-MCB CAMLEJ Solid Waste Management Plan (SWMP)

The MCIEAST-MCB CAMLEJ SWMP update provides information to all personnel regarding proper management of solid waste materials, excluding HW generated on CAMLEJ and MCAS New River.

Section 6 of the plan details the Education and Awareness program to be used to educate participants on specific solid waste management requirements and to increase their awareness of the program's dynamics so that they understand the various waste management options available to them. I&E has the primary responsibility for this program and has produced a variety of brochures, fact sheets, and instructional items. Examples of these items are listed below.

- Camp Lejeune Recycling Program - Brochure that provides instructions on recycling aboard Camp Lejeune.
- Military Family Housing Fact Sheet - Provides instructions for recycling at Military Family Housing.
- America Recycles Day.

MCIEAST-MCB CAMLEJO 5090.6B Air Quality Program Management

The MCAS New River facilities affected by the United States Environmental Protection Agency (U.S. EPA) air pollutant emission standards for aerospace manufacturing and rework facilities (40 CFR Part 63, Subpart GG, also known as the Aerospace NESHAP) include the flying squadrons and intermediate support squadron of Marine Aviation Logistics Squadron (MALS) 26. MALS-26 performs "O" Level, "I" Level, and some "D" level maintenance on the: CH-53E, CH-53K, AH-1W, UH-1Y, and the MV-22. The Aerospace NESHAP compliance requirements are associated with the following MCAS New River operations:

- General housekeeping.
- Hand-wipe cleaning.
- Spray gun cleaning.
- Flush cleaning.
- Primer and topcoat application.

- Waste handling and storage.

The MCIEAST-MCB CAMLEJ Title V permit covers significant air emission sources located at Camp Lejeune, outlying portions of the Base (e.g., Camp Geiger), and MCAS New River. MCIEAST-MCB CAMLEJ EMD (Air Quality Program, Environmental Quality Branch) has prepared Title V training binders for operators of these air emission sources. The binders include permit requirements, SOPs, recordkeeping forms, and various points of contact associated with the sources under the operators' cognizance. All personnel working on the processes listed above are required to review their NESHAP training binders.

Hazardous Waste Streams and Collection Sites

There are approximately 75 HW SAAs within the MCAS New River and one less-than-90-day HW storage facility. Refer to the Installation HW Manager for the most common HW streams generated at MCAS New River and a list of HW generators and their locations.

Wastewater Treatment Requirements

Wastewater treatment in North Carolina is regulated by the Department of Environmental Quality (DEQ), Water Quality Section.

North Carolina Regulations

Regarding HW management, the U.S. EPA has authorized the State of North Carolina to enforce the requirements of the RCRA and 40 CFR, Parts 260-265 through the State HW program. NC has specific signage requirements for buildings housing HW/HM.

In addition to being the implementing authority for the federally established Maximum Available Control Technology standards, the State of North Carolina also administers a health-based toxic air pollutant control program, which has been in effect since May 1, 1990, and regulates 105 toxic air pollutants (TAPs). Most of the TAPs are also considered hazardous air pollutants (HAPs) according to the U. S. EPA definition. To date, the State program has focused on stationary sources of emissions and the human health effects of TAPs. North Carolina requires all DAQ-permitted facilities to report complete air toxic emissions every three years. The Air Quality Emissions Inventory (AQEI) includes all permitted facilities in the State, contains no use limitations for reporting, and includes HAPs and TAPs.

North Carolina's storm water control program is separate from Federal regulations. Runoff from new construction is regulated in 20 coastal counties (including Onslow County) in areas draining to designated Outstanding Resource Waters, and in water supply watersheds.

North Carolina generally follows the Federal UST regulations with several additional requirements, including siting, safety system, and corrective action requirements.

The Solid Waste Section regulates the packaging, labeling, storage, transportation, treatment, and disposal of medical waste in North Carolina.

Coastal Zone Management

As one of 20 coastal counties in North Carolina, Onslow County is subject to the rules and policies of the Coastal Resources Commission (CRC), which administers the Carolina's Coastal Area Management Act (CAMA) of 1974. The CAMA created a partnership to protect coastal resources through a combination of local land-use planning and State regulation. CAMA programs are administered through the North Carolina Division of Coastal Management.

Areas of Environmental Concern (AECs) are the foundation of the CRCs permitting program for coastal development. An AEC is an area of natural importance. It may be easily destroyed by erosion or flooding, or it may have environmental, social, economic, or aesthetic values that make it valuable to the State. The CRC classifies areas as AECs to protect them from uncontrolled development that may cause irreversible damage to property, public health, or the environment. A project is probably in an AEC if it is:

- In or on waters of the State.
- On a marsh or wetland area.
- Within 75 feet of the mean high-water line along the estuarine shoreline.
- Within 300 to 500 feet of the ocean beach.
- Within 1,000 to 2,000 feet of an inlet; or
- Near one of the public water supplies designated as an AEC.

Because North Carolina's Coastal Management Program is federally approved, the State is allowed to require a number of activities to comply with the program's rules and policies, even if those activities do not require CAMA permits under State law.

This "Federal consistency" authority exists under the Federal Coastal Zone Management Act of 1972. It applies to any activity that is in or affects land use, water use, or any natural resource in the coastal zone, if the activity:

- Requires a federal license or permit;
- Receives Federal money; or
- Is a plan for exploration, development, or production from any area leased under the Outer Continental Shelf Lands Act.

Such projects must comply with the key elements of North Carolina's Coastal Management Program, which include:

- Regulations passed by the CRC.
- Local Land Use Plans certified by the CRC; and

- A network of other State agencies' laws and regulations.

Applicable Environmental Training Requirements for Each CETEP Component

Table 1-4 presents the significant regulatory environmental training requirements under the three major CETEP components, as specified in MCO 5090.2.

MCAS New River Unit and Organization Environmental Training Needs

The results of the MCAS New River TNA are used to evaluate environmental training needs, to plan instructional strategies and methodologies to meet those needs, and to apply and/or justify the resources necessary to meet environmental training requirements. To fully assess environmental training needs at MCAS New River, the number of personnel requiring training must factor in the billet turnover rate. Based on historic training data, the installation's commands average an 80 percent turnover rate per year (based on personnel attending annual recertification training). For example, if five Marines require HW/HM Handler training for a particular unit and five Marines are trained, then the forecasted training for the following year is four. This is because, on average, four of the five Marines will leave, change billets, retire, or transfer and four Marines will need to be trained to maintain compliance.

The number of environmental training requirements at MCAS New River is a range of 68-326. To fulfill the training requirements of many of the environmental practices (listed below); personnel complete the local EM101 and EM106 courses, which explain how to appropriately perform the environmental practice in accordance with the laws and regulations.

Table 1-4 MCAS New River Environmental Practices and Associated Training Ranges Summary of Permits According to Environmental Statute

Course Code	Environmental Practice	Training Range (# of personnel that require training for each practice per practice owner)
EM101/EM106	Aircraft GSE operation and maintenance	4
EM101	Aircraft maintenance	50
EM101	Battery management	50
Base Operating Support Agreement (BOS)	Boat operation/maintenance	0

Course Code	Environmental Practice	Training Range (# of personnel that require training for each practice per practice owner)
BOS	Boat, ramp, dock cleaning	0
EM101/EM106	Degreasing	50
EM101/EM106	Engine operation and maintenance	50
EM101/EM106	Equipment operation/maintenance/disposal	50
EM101/EM106	Fueling and fuel management/storage	50
EM101	Grease traps	2
EM101	HCP operation	50
EM101	HM storage	50
EM101	HM transportation	22
DOT Cert	HW disposal offsite transport	2
EM101	HW satellite accumulation area	50
EM101	HW storage (<90-day site)	2
EM101	HW transportation	1
EM101	Landscaping	2
External	Laundry	2
EM106	Metal working	4
EM101	Nondestructive inspection	2
EM106	ODS/Halon management	6
P2 for All Personnel (CBT)	Packaging/un-packaging	0
EM101/EM106	Paint booth	50

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Course Code	Environmental Practice	Training Range (# of personnel that require training for each practice per practice owner)
EM101/EM106	Paint gun cleaning	50
EM101/EM106	Paint removal	50
EM101/EM106	Painting	50
EM101/EM106	Painting preparation	50
EM101	Parts replacement	50
BOS	Pesticide/herbicide management and application	0
EM101	Polishing	50
Safety	Radioactive material storage	0
EM101	Recreational facilities operations	0
BOS	Road construction and maintenance	0
BOS	Sidewalk and road deicing	0
BOS	Soil excavation/grading	0
EM101	Storage tank management	54
EM101	Surface washing	50
EM101	Universal waste storage/collection	52
External	Urban wildlife management	4
EM101	Vehicle maintenance	0
EM101	Vehicle parking	6
External Licensing	Vehicle smog inspection	0
EM101	Wash rack	50

Course Code	Environmental Practice	Training Range (# of personnel that require training for each practice per practice owner)
EM101	Weapons cleaning	50
EM106	Woodworking	5

** Pesticide application requires state certification. Urban wildlife management is currently executed via contract with the USDA*

Training Courses and Resources Meeting Environmental Training Practices

This section of the CETEP Plan outlines how each of the training requirements identified in the TNA is to be addressed at MCAS New River.

General Awareness Programs and Resources

The Environmental General Awareness Program at MCAS New River has been established to provide information resources to the installation population of approximately 14,951 personnel, dependents, visitors to the installation, contractors who perform work there, and the inhabitants of the surrounding communities.

Welcome Aboard Brief

New arrivals to MCAS New River should view a general environmental awareness brief on the MCAS New River webpage under the Welcome Aboard tab.

Contractor Briefings

Many contractors work on-site at MCAS New River. A large number of contractors are provided by MCIEAST-MCB CAMLEJ to the installation under the BOS agreement, including contractors who work in public works and base maintenance. MCIEAST-MCB CAMLEJ is responsible for training these contractors and ensuring that they are aware of their environmental responsibilities while working at MCAS New River.

MCAS New River is responsible for briefing contractors that are involved with aviation/aircraft related operations. These contractors will be made aware of their environmental responsibilities while working at MCAS New River by I&E. Contractors shall review the General Environmental Awareness training on the MCAS New River website.

Introduction to Hazardous Material and Hazardous Waste Course (EM101)

The Introduction to HM and HW course fulfills the Resource Conservation Recovery Act (RCRA) 40 CFR Parts 264.16 and 265.16 that all appointed personnel must be trained to manage HW. This course will also provide HM management, handling procedures, safety procedures, and is also a prerequisite for additional HW and HM training courses. Upon completion of this course, students will be able to perform HW duties in accordance with applicable

federal and state laws and Marine Corps regulations. This course is offered as a site-specific course in conjunction with environmental CBT courses. Annual refresher training for this course is required to stay active to handle and manage HW. Personnel requiring annual refresher training will be required to retake the EM101 course or complete the MarineNet HW/HM refresher CBT.

Air Quality Compliance Course (EM106)

The Air Quality Compliance course is designed to provide environmental guidance and compliance requirements to help minimize local and regional impacts of air pollution within MCAS New River. EM106 is required for all operators of and those that are required to maintain paperwork for a Title V source. This training must be renewed in person biennially.

Ongoing Environmental Programs

Current environmental programs in place at MCAS New River include:

- MCAS New River newspaper articles covering environmental subjects.
- Guest speakers available to speak on environmental topics.
- Multimedia training course for HW Handlers, an interactive training course tailored to MCAS New River needs and operations; and
- Earth Day events.

Public Outreach Programs and Resources

MCIEAST-MCB CAMLEJ is the primary provider of information about MCAS New River to the surrounding communities of Jacksonville and Onslow County. On request, the installation's Environmental Public Outreach Program provides information about the installation's environmental programs, policies, and projects to MCIEAST-MCB CAMLEJ to include in their programs. MCAS New River's Environmental Public Outreach Program provides more detailed information about the installation's environmental programs, policies, and projects to the general community of MCAS New River. The target population for the Environmental Public Outreach Program consists of the families of active-duty Marines and of other military staff stationed at the installation.

Community Partners

Specific organizations in Onslow County are both affected by and involved in environmental programs and projects sponsored by the installation. These community partners include, but are not limited to:

- Restoration Advisory Board.
- Emergency Planning and Community Right-To-Know Act (EPCRA) Workgroup.
- Water Quality Workgroup.
- Land Use Workgroup.

- Noise Workgroup.
- MCIEAST-MCB Camp Lejeune.
- MCAS Cherry Point.
- Coastal Carolina Community College: (CAMLEJ) 451-2391 or (New River) 449-6926.

The MCAS New River CETEP Coordinator will work with appropriate organizations on and off base assisting the appropriate personnel at CAMLEJ as necessary to pursue expansion of existing programs and the development of new ones.

Programs for the General Public

A Joint Land Use Study (JLUS) has been developed for MCIEAST-MCB CAMLEJ, MCAS New River, Jacksonville, and Onslow County. As part of the JLUS effort, an Air Installation Compatible Use Zone (AICUZ) study was conducted at the installation and completed in 2001. The contractor conducting this study also developed an AICUZ general awareness slide presentation geared toward the public. Currently, the S-4 Officer at MCAS New River handles the requests for this presentation.

Role of the Communication Strategy and Operations Office

The Communication Strategy and Operations Office (COMMSTRAT) serves as the focal point for the dissemination of information from MCAS New River to the public-at-large. COMMSTRAT is the CO's only approved releasing authority for media-related materials at the installation.

Base Education Office

The Base Education Office is located on the second deck of Building AS-212. It has one classroom available during the day which can seat a maximum of 60.

Training and Audiovisual Support Center

The Training and Audiovisual Support Center is located on MCIEAST-MCB CAMLEJ in Building 524. The Graphic Arts Branch produces slides, transparencies, and charts. The Reproduction Section supports installation activities with reproduction and copying services. The Audiovisual Library maintains an inventory of videotapes, training aids, audiovisual equipment, and field manuals for short or long-term loan.

Plan of Action and Milestones (POA&M)

Refer to the component's system for current MCAS New River CETEP actions and reporting milestones.

Cooperative Efforts

Coordination with other MCAS New River activities should be maintained. In addition, coordination with nearby Naval and Marine Corps facilities

should be explored. Training materials can be created to meet with a core requirement common within MCIEAST.

Local Media Sources

MCAS New River media outlets include:

- MCAS New River website https://www.newriver.marines.mil/
- MCB CAMLEJ website https://www.lejeune.marines.mil/
- The Daily News, Jacksonville http://www.jdnews.com/
- WCTI Channel 12 https://wcti12.com/
- WITN Channel 7 https://www.witn.com/
- PBSNC https://www.pbsnc.org/

Installation References

Refer to Appendix H for references applicable to the execution of the CETEP Program.

Appendix F: Forms

The following forms are provided for programmatic consistency and to ensure compliance. Efforts are underway to transition away from traditional "hard copy" forms to electronic submissions via the I&E SharePoint site where appropriate. Organizations are encouraged to utilize electronic forms when not otherwise required by this manual.

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Environmental Record of Training

1. NAME			
2. DOD ID			
3. JOB TITLE/MOS			
4. UNIT			
5. WORK CENTER			
6. DATE ASSIGNED		7. DATE TERMINATED	
8. DUTIES			
9. WORK PROCESS			

DESCRIPTION OF TRAINING COMPLETED

DATE	DESCRIPTION OF TRAINING/INSTRUCTORS NAME	EMPLOYEE SIGNATURE

Types of training that should be listed:
1. Any environmental class (EM101, EM102, EM106, etc.)
2. Any environmental training mandated by the NAMP.

DESCRIPTION OF TRAINING COMPLETED

DATE	DESCRIPTION OF TRAINING/INSTRUCTORS NAME	EMPLOYEE SIGNATURE

Types of training that should be listed:
1. Any environmental class (EM101, EM102, EM106)
2. Any environmental training mandated by the NAMP.

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

MCAS New River Spill Report

(TO BE COMPLETED BY THE UNIT ENVIRONMENTAL REP)
ANY SPILL OVER ONE (1) GALLON OR IF ANY MATERIAL GETS INTO DRAIN, SOIL, OR WATER
CALL **911** IMMEDIATELY

UNIT: _____

LOCATION: _____ **PERSON REPORTING:** _____

DATE/TIME: _____ **PHONE:** _____

TYPE OF EQUIPMENT: _____ **NEAREST BUILDING:** _____

Type of Product Spilled:	
Storage Capacity (gal):	
Estimated Spill Volume (gal):	

	YES	NO
Spill from or suspected from a leaking underground storage tank or piping?	☐	☐
Did the spill enter drains, sewers, pipes, or ditches?	☐	☐

Responding Agencies:

Agency	Representative	Phone #

Description: (Check one)

☐ leaking piping ☐ overfill, vehicle unattended ☐ overfill, during fuel drop
☐ equipment failure ☐ drive off, hose in vehicle ☐ other human error

Additional Incident Information: Include all facts relating to how the incident was discovered, stopped, contained, cleaned up and what was done with the cleanup material. Also include any details with any contacts/conversations with outside agencies.

_____
_____
_____
_____
_____
_____
_____

LONGITUDE/LATITUDE : _____

SIGNATURE: _____

Environmental Practice Review Request

Utilize the procedures outlined in MCIEAST-MCB CAMLEJO 5090.12A (MCIEAST National Environmental Policy Act Environmental Impact Review Procedures)

Appendix G: Example Letters and Plans

Environmental Compliance Coordinator Assignment Letter

UNITED STATES MARINE CORPS
(COMMAND LETTERHEAD)

5090
I&E
DATE

From: Commanding Officer/Director
To: (Individual Assigned) Rank, First Name, MI, Last Name, MOS/EDIPI, USMC

Subj: ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC) ASSIGNMENT LETTER

Ref: (a) MCO 5090.2
(b) ASO 5090.2C

Encl: (1) Environmental Compliance Coordinator (ECC) Responsibilities

1. The ECC for (Command Name) will ensure environmental compliance is maintained in accordance with the Commanding Officer, Marine Corps Air Station (MCAS) New River's direction. The references are provided to guide you in the accomplishment of your duties. Enclosure (1) is a specific list of Installation & Environment (I&E) responsibilities that will be followed in the accomplishment of your assigned duties.

2. Reference (b) lists the environmental titles and position objectives at MCAS New River; clarifies the specific responsibilities of each position; provides a standard format for each position; and directs commands to include these assignment letters in their respective training records.

3. Attach this letter and its enclosure as part of your permanent environmental training record per reference (a). Modification of this assignment letter and the enclosure is not authorized.

4. The appointee must complete a CETEP EM101 initial training course within 60 days of assignment and CETEP EM102 annual refresher training thereafter.

5. Attend sponsored meetings, seminars, evaluations, and functions as required to accomplish the duties listed in the enclosure.

I. M. CO

Environmental Compliance Coordinator (ECC) Responsibilities

1. Serves as command point of contact for matters involving the implementation of the environmental management system.

2. Schedules and participates in the conduct and follow-up of environmental compliance evaluations of multiple environmental media site operations in accordance with MCO 5090.2 and I&E directives.

3. Ensures discrepancies identified through the Environmental Compliance Evaluation (ECE) process are corrected.

4. Develops and maintains command SOPs required to implement the management of multiple environmental media site operations program in accordance with I&E directives.

5. Oversees and participates in the implementation of command multiple environmental media sites collection, handling, and disposal.

6. Ensures all environmental operations are carried out in strict compliance with the requirements set forth by policy and directives which are mandated by Federal and State regulations.

7. Coordinates the review and authorization of new environmental media site generation and accumulation areas by I&E.

8. Monitors progress of removal of multiple environmental media sites and notifies I&E when HW remains on-site in excess of one day past the accumulation start date on any HW container.

9. Ensures all new actions, such as training exercises and new construction projects, which may have a potential harmful effect on the environment are identified to I&E for proper NEPA consideration.

10. Provides assistance and oversight of unit personnel in resolving HW management problems affecting disposal.

11. Ensures all required inspections are conducted.

12. Monitors the environmental training program to ensure personnel assigned to environmental billets are trained in accordance with installation CETEP requirements.

13. Participates and ensures personnel assigned to environmental billets attend training sessions and workshops conducted by the I&E office to include but not limited to HW, underground storage tank (UST), and NEPA training.

14. Conducts the monthly review of all command environmental training requirements as established by ASO 5090.2C.

15. Schedules command personnel attendance to environmental training courses offered through the Installation CETEP.

16. Ensures training records for all personnel assigned to environmental billets are current and all training is documented.

17. Identifies facility deficiencies impacting the environment to the appropriate installation authorities.

18. Ensures command aboveground storage tank (AST), UST, oil water separator (OWS), and air quality management, monitoring, and record keeping requirements are accomplished according to MCAS New River I&E and the MCIEAST-MCB CAMLEJ Environmental Management Division.

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Hazardous Waste Handler Assignment Letter

UNITED STATES MARINE CORPS
(COMMAND LETTERHEAD)

5090
I&E
DATE

From: Commanding Officer/Director
To: (Individual Assigned) Rank, First Name, MI, Last Name, MOS/EDIPI, USMC

Subj: HAZARDOUS WASTE HANDLER ASSIGNMENT LETTER

Ref: (a) MCO 5090.2
(b) ASO 5090.2C

Encl: (1) Hazardous Waste Handler (HWH) Responsibilities

1. The HWH for (Command Name) will ensure environmental compliance is maintained in accordance with the Commanding Officer, Marine Corps Air Station (MCAS) New River's direction. The references are provided to guide you in the accomplishment of your duties. Enclosure (1) is a specific list of Installation & Environment (I&E) responsibilities that will be followed in the accomplishment of your assigned duties.

2. Reference (b) lists the environmental titles and position objectives at MCAS New River; clarifies the specific responsibilities of each position; provides a standard format for each position; and directs commands to include these assignment letters in their respective training records.

3. Attach this letter and its enclosure as part of your permanent environmental training record per reference (a). Modification of this assignment letter and the enclosure is not authorized.

4. The appointee must complete a CETEP EM101 initial training course within 60 days of assignment and CETEP EM102 annual refresher training thereafter.

5. Attend sponsored meetings, seminars, evaluations, and functions as required to accomplish the duties listed in the enclosure.

I. M. CO

Enclosure (1)

Hazardous Waste Handler (HWH) Responsibilities

1. Prepare HW for containerization, storage, and transportation.

2. Marks all containers with appropriate marking requirements in accordance with I&E directives.

3. Transfers or over packs contents of unserviceable HW containers to serviceable DOT or approved mil-spec containers in compliance with I&E direction.

4. Reports all leaks or spills immediately to 911.

5. Collects and stores HW and excess HM awaiting disposal in accordance with I&E direction provided by your Environmental Compliance Coordinator (ECC).

6. Handles, stores, or otherwise prevents HW or HM from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

7. Inspects HW generation sites and HW storage containers weekly for discrepancies and reports all discrepancies to the unit HW Site Manager and ECC.

8. Stores containers of HW only in authorized and approved satellite accumulation area (SAA) and less than 90-day accumulation area.

9. Informs unit ECC when a container of HW becomes full and requires disposal.

10. Performs unit aboveground storage tanks, underground storage tanks, oil water separators, and air quality monitoring and record keeping requirements according to MCAS New River I&E and MCIEAST-MCB CAMLEJ Environmental Management Division directives.

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Hazardous Material Handler Assignment Letter

UNITED STATES MARINE CORPS
(COMMAND LETTERHEAD)

5090
I&E
DATE

From: ECC/AECC
To: (Individual Assigned) Rank, First Name, MI, Last Name, MOS/EDIPI, USMC

Subj: HAZARDOUS MATERIAL HANDLER ASSIGNMENT LETTER

Ref: (a) MCO 5090.2
(b) ASO 5090.2C

Encl: (1) Hazardous Material Handler (HMH) Responsibilities

1. The HMH for (Command Name) will ensure environmental compliance is maintained in accordance with the Commanding Officer, Marine Corps Air Station (MCAS) New River's direction. The references are provided to guide you in the accomplishment of your duties. Enclosure (1) is a specific list of Installation & Environment (I&E) responsibilities that will be followed in the accomplishment of your assigned duties.

2. Reference (b) lists the environmental titles and position objectives at MCAS New River, clarifies the specific responsibilities of each position, provides a standard format for each position, and directs commands to include these assignment letters in their respective training records.

3. Attach this letter and its enclosure as part of your permanent environmental training record per reference (a). Modification of this assignment letter and the enclosure is not authorized.

4. The appointee must complete a CETEP EM101 initial training course within 60 days of assignment and CETEP EM102 annual refresher training thereafter.

5. Attend sponsored meetings, seminars, evaluations, and functions as required to accomplish the duties listed in the enclosure.

I. M. ECC

Enclosure (1)

Hazardous Material Handler (HMH) Responsibilities

1. Prepare HM for containerization, storage, and transportation.

2. Marks all containers with appropriate marking requirements in accordance with I&E directives.

3. Transfers or over packs contents of unserviceable HM containers to serviceable DOT or approved mil-spec containers in compliance with I&E direction.

4. Reports all leaks or spills immediately to 911.

5. Collects and stores HM and excess HM awaiting disposal in accordance with I&E direction provided by your Environmental Compliance Coordinator (ECC).

6. Handles, stores, or otherwise prevents HM from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

7. Inspects HW storage containers weekly for discrepancies and reports all discrepancies to the unit HM Site Manager and ECC.

8. Stores containers of HM only in authorized and approved storage lockers.

9. Informs the unit ECC when a container of HM requires disposal.

10. Performs unit aboveground storage tanks, underground storage tanks, oil water separators, and air quality monitoring and record keeping requirements according to MCAS New River I&E and MCIEAST-MCB CAMLEJ Environmental Management Division directives.

11. Informs the unit ECC of the need for any new projects or modifications to current structures that may have a potential effect on the environment.

ENVIRONMENTAL COMPLIANCE AND PROTECTION PROGRAM

Unit Level Contingency Plan (ULCP)

HAZARDOUS MATERIAL SPILL AND RELATED Emergency CONTINGENCY PLAN

UNIT: _____ BUILDING #: _____

1. In an event that a hazardous material or hazardous waste spill, fire, release of toxic fumes or related emergency occurs, the following actions will be taken:

a. First, immediately sound the alarm (Voice/Fire Alarm) and evacuate all employees or persons in the immediate area of the emergency. Evacuees shall assemble at: **See Attachment A**

b. **Immediately notify the Base Fire Department (Emergency Coordinator) by calling 911**. Provide the Fire Department dispatcher with the location of the emergency, best estimate/available knowledge of the emergency, amount of spillage of hazardous materials/waste, and if there are any injuries or personnel not accounted for. Stay on the line until the Fire Department dispatcher tells you that they have all information needed and emergency personnel are en route.

c. Meet the emergency vehicles and guide the Fire Department vehicles to the location of the emergency/spill and provide information pertaining to the emergency.

d. If the circumstances of the emergency permit, (**Safety is paramount**) begin actions to contain the spill/release by shutting off valves, construction of earthen berms to divert the spill/release from entering drains or ditch lines.

e. Under no circumstances shall personnel undertake any actions, which would expose them to toxic chemicals, fumes, and gases. Personal protective equipment is required under all circumstances.

f. Begin assembling emergency supplies and equipment located at: **See Attachment B**

g. Apply the appropriate absorbent materials. Unless otherwise notified by the on-scene commander, cleanup of all spills and releases is the responsibility of the unit. **Decontamination procedures, if necessary, will be directed by the MCB CAMLEJ Fire Department or Aircraft Rescue & Firefighting (ARFF) Emergency Coordinator.**

h. Notify emergency contacts (ECC/AECC/Commanding Officer/I&E) at:

ECC: _____

AECC: _____

Commanding Officer: _____

Installation & Environment Department: 449-6144/5997/5442/4550

2. The senior Fire Department/ARFF official on scene will serve as the Navy On-Scene Commander. All Marine Corps, Navy, and civilian personnel on the scene are expected to provide available resources as the On-Scene Commander deems necessary to abate the emergency and to protect life and property.

I hereby certify that this Spill Contingency Plan is in effect and all personnel have read and understand this Spill Contingency Plan.

ECC: _____ Date: _____

Attachment A: Site diagram with HM/HW locations and (2) emergency evacuation routes/rally points. Indicate SAA/90-Day Site and contents (i.e. corrosive, flammable etc.), flammable lockers, AST, exits, fire extinguisher, eyewash/shower, spill kit, etc.

Attachment B: Emergency supplies and equipment and location

Item	Utilized for	Amount	Location
(Example) Absorbent Matting	Oils	1 roll	Hazmat Office

Appendix H: External References

Short Title	Long Title
40 CFR 260	HAZARDOUS WASTE MANAGEMENT SYSTEM GENERAL
40 CFR 261	IDENTIFICATION AND LISTING OF HAZARDOUS WASTE
40 CFR 262	STANDARDS APPLICABLE TO GENERATORS OF HAZARDOUS WASTE
40 CFR 263	STANDARDS APPLICABLE TO TRANSPORTERS OF HAZARDOUS WASTE
40 CFR 264	STANDARDS FOR OWNERS AND OPERATORS OF HAZARDOUS WASTE TREATMENT, STORAGE, AND DISPOSAL FACILITIES
40 CFR 266	STANDARDS FOR THE MANAGEMENT OF SPECIFIC HAZARDOUS WASTES AND SPECIFIC TYPES OF HAZARDOUS WASTE MANAGEMENT FACILITIES
40 CFR 267	STANDARDS FOR OWNERS AND OPERATORS OF HAZARDOUS WASTE FACILITIES OPERATING UNDER A STANDARDIZED PERMIT
40 CFR 273	STANDARDS FOR UNIVERSAL WASTE MANAGEMENT
49 CFR 100-199	PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION
MCO 1553.1B	THE MARINE CORPS TRAINING AND EDUCATION SYSTEM
MCO 4450.12A	STORAGE AND HANDLING OF HAZARDOUS MATERIALS
MCO 5090.2	ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL
COMNAVAIRFORINST 4790.2	NAVAL AVIATION MAINTENANCE PROGRAM
MCIEAST-MCB CAMLEJO 4200.1B	INTERNAL OPERATING PROCEDURES FOR THE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM (GCPC)
MCIEAST- MCB CAMLEJO 5090.3	MANAGEMENT OF LEAD-CONTAINING MATERIAL
MCIEAST-MCB CAMLEJO 5090.5C	GREASE CONTROL PROGRAM
MCIEAST- MCB CAMLEJO 5090.6C	AIR QUALITY MANAGEMENT
MCIEAST-MCB CAMLEJO 5090.8A	ARCHEOLOGICAL AND HISTORIC PROPERTIES MANAGEMENT
MCIEAST-MCB CAMLEJO 5090.10B Ch 1	INSTALLATION RESTORATION PROGRAM/HAZARDOUS WASTE SITE CLEANUP IMPLEMENTATION
MCIEAST- MCB CAMLEJO 5090.11	PROTECTED SPECIES PROGRAM
MCIEAST-MCB CAMLEJO 5090.12A	MCIEAST NATIONAL ENVIRONMENT POLICY ACT ENVIRONMENTAL IMPACT REVIEW PROCEDURES
MCIEAST-MCB CAMLEJO 5090.16C	DRINKING WATER SYSTEMS AND WATER CONSERVATION
MCIEAST- MCB CAMLEJO 5090.17C	SOLID WASTE REDUCTION - QUALIFIED RECYCLING PROGRAM
MCIEAST- MCB CAMLEJO 5090.18	MANAGEMENT OF UNDERGROUND STORAGE TANKS
MCIEAST-MCB CAMLEJO 5090.62A	ASBESTOS MANAGEMENT
MCIEAST- MCB CAMLEJO 5090.91A	USED OIL OR USED FUEL AND POLLUTION ABATEMENT FACILITY MANAGEMENT
MCIEAST-MCB CAMLEJO 5090.115C	HUNTING, FISHING, TRAPPING, BOAT LAUNCHING, AND FIREWOOD REGULATIONS
MCIEAST-MCB CAMLEJO 5100.8	OCCUPATIONAL SAFETY AND HEALTH PROGRAM
MCIEAST-MCB CAMLEJO 5215.1B	DIRECTIVES MANAGEMENT PROGRAM

Short Title	Long Title
II MEFO AND CAMLEJO 5300.4D	FLEET ASSISTANCE PROGRAM
MCIEAST-MCB CAMLEJO 5560.2B	MOTOR VEHICLE (MV) AND TRAFFIC REGULATIONS
MCIEAST-MCB CAMLEJO 11014.1	FACILITIES MAINTENANCE PROGRAM
MCIEAST-MCB CAMLEJO 11300.1A	INSTALLATION ENERGY SECURITY PROGRAM
MCIEAST-MCB CAMLEJO 11320.1	FIRE AND EMERGENCY SERVICES PROGRAM AND FIRE PREVENTION AND LIFE SAFETY CODE
MCIEAST-MCB CAMLEJO 11350.1B	REFUSE DISPOSAL PROCEDURES
MCIEAST-MCB CAMLEJBUL 5213	FORMS MANAGEMENT ANNUAL CHECKLIST

Commanding Officer's Environmental Statement

We are entrusted by the public to make environmental considerations an integral part of installation and range management programs, training activities, equipment fielding and construction planning processes. All service members, civilians, contractors, and families aboard MCAS New River must understand they have a vital role and responsibility in protecting and caring for the environment.

The Marine Corps' ability to rapidly deploy and effectively complete its mission requires realistic and demanding training. While MCAS New River provides the necessary training support, we must also remain aware of how everyday activities influence the environment.

MCAS New River will establish an Environmental Policy that sustains support for facilities and quality training environments. We are firmly committed to complying with, and exceeding where possible, all applicable federal, state and local environmental laws, regulations and conscientiously work to conserve the natural resources under our management and control. MCAS New River will act in accordance with the following environmental goals.

- Prevent pollution and minimize the distribution and use of hazardous materials to provide our tenant units and surrounding communities with safer and cleaner living environments;
- Preventive identification and evaluation of environmental risk, along with the implementation of measures to eliminate or control that risk;
- Set and review environmental objectives and targets, participate in external and internal environmental program assessments to allow for continued improvement
- Adoption of industry best practices and prevent pollution whenever possible;
- Clean contaminated sites and prevent future contamination or spills;
- Conserve our finite natural and cultural resources by encouraging training and awareness of environmental factors such as soil erosion, waste streams and fire hazards.

MCAS New River is dedicated to the continuous improvement of our environmental performance over time and to initiate additional projects and/or activities that will further reduce our impacts on the environment. Our commitment to the environment will conducted in a thoughtful, responsible way, with a view to preventing pollution and safeguarding our natural environment.

Semper Fidelis,

G. W. BURNETT
Colonel, U.S. Marine Corps
Commanding Officer
Marine Corps Air Station New River

ENCLOSURE (2)