

<p><b>VOLUME 2</b></p> <p><b>“MARINE CORPS ENVIRONMENTAL MANAGEMENT SYSTEM”</b></p> <p><b>SUMMARY OF VOLUME 1 CHANGES</b></p> <p>Hyperlinks are denoted by <i><a href="#">bold, italic, blue and underlined font.</a></i></p> <p>The original publication date of this Marine Corps Order (right header) will not change unless/until a full revision of the MCO has been conducted.</p> <p>The date denoted by <a href="#">blue font</a> (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in <a href="#">blue font</a> will reset to black font upon a <u>full revision</u> of this Volume.</p>			
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**REFERENCES**

- (a) Executive Order (E.O.) 13693, "Planning for Federal Sustainability in the Next Decade," March 19, 2015
- (b) Sections 4321-4347 of Title 42, United States Code (42 U.S.C. §§4321-4347)
- (c) Department of Navy (DON), "Green Procurement Program Implementation Guide," February 2009
- (d) DoD Instruction 4715.17, "Environmental Management Systems," April 15, 2009
- (e) SECNAV Instruction 5720.44B, "Public Affairs Policy & Regulations," November 1, 2005
- (f) 5 U.S.C. §552
- (g) SECNAV M-5210.1
- (h) 42 U.S.C. §§9601-9675
- (i) Department of the Navy, Environmental Restoration Program (NERP) Manual, Chapter 14, "Records, Reporting, and Information Management Systems," August 2006
- (j) SECNAV M-5214.1

Reports Required: I. Report of Notice of Violation/Notice of Noncompliance (Report Control Symbol MC-5090-01), Chap. 3, par. 030803.A  
II. Environmental Management System Report (Report Control Symbol Exempt) Chap. 3, par. 031704



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**VOLUME 2: CHAPTER 1**

**“SCOPE”**

**SUMMARY OF SUBSTANTIVE CHANGES**

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**CHAPTER 1**

**SCOPE**

**0101 PURPOSE**

This Volume establishes current Marine Corps policy and responsibilities for effective environmental program management through execution of the Marine Corps Environmental Management System (EMS). The goal of the Marine Corps EMS is to enable Marine Corps units, tenants, commands, installations, and regions to achieve, maintain, and proactively address environmental compliance and protection requirements while sustaining resources essential to combat training and readiness. The Marine Corps shall implement functional EMSs at all appropriate levels (installation, regional, and Headquarters, Marine Corps, Facilities and Services Division (HQMC (LF))/Marine Corps Installations Command, Facilities Directorate (MCICOM (GF))) to facilitate the continual improvement of Marine Corps environmental compliance programs while meeting evolving Executive Order (E.O.) and Department of Defense (DoD) policy requirements for mission sustainability.

**0102 APPLICABILITY**

010201. This Volume applies to all EMS-appropriate Marine Corps regions and installations, including active-duty installations located within and outside the continental United States and Marine Forces Reserve (MARFORRES) Headquarters. HQMC (LF)/MCICOM (GF) annually submits a list of EMS-appropriate Marine Corps installations to DoD. Organizational EMS requirements also apply to HQMC (LF)/MCICOM (GF) and regional commands.

010202. All commands and tenant organizations on Marine Corps installations or other host facilities are stakeholders in the EMS. As such, they shall participate in their applicable EMS by proactively managing environmental risks by preventing, controlling, or minimizing the potential environmental impacts of their operations.

010203. All EMS-appropriate overseas installations shall adhere to the current Marine Corps policy and responsibilities for effective environmental program management through maintenance of the Marine Corps EMS as outlined in this volume (unless otherwise noted).

010204. The EMS is the overarching framework for managing environmental programs and is related to all other volumes in this Order.

**0103 BACKGROUND**

010301. The Marine Corps EMS provides a systematic approach for integrating environmental considerations and accountability into day-to-day decision making and long-term planning processes across Marine Corps missions, activities, and functions. The EMS provides a standardized management framework for overseeing installation environmental responsibilities.

010302. The Marine Corps EMS is built upon a framework of five interrelated components consisting of 17 elements. This framework is consistent with those used by other

military services, federal agencies, and with International Organization for Standardization (ISO) 14001, an international consensus standard for EMS. The Marine Corps EMS emphasizes continual improvement of Environmental Management (EM) processes and performance through effective policy, planning, implementation, checking, preventive and corrective action, and management review. Policy requirements in Chapter 2 of this volume are organized around the 17 EMS elements contained in the following five EMS components (see also Figure 1-1):

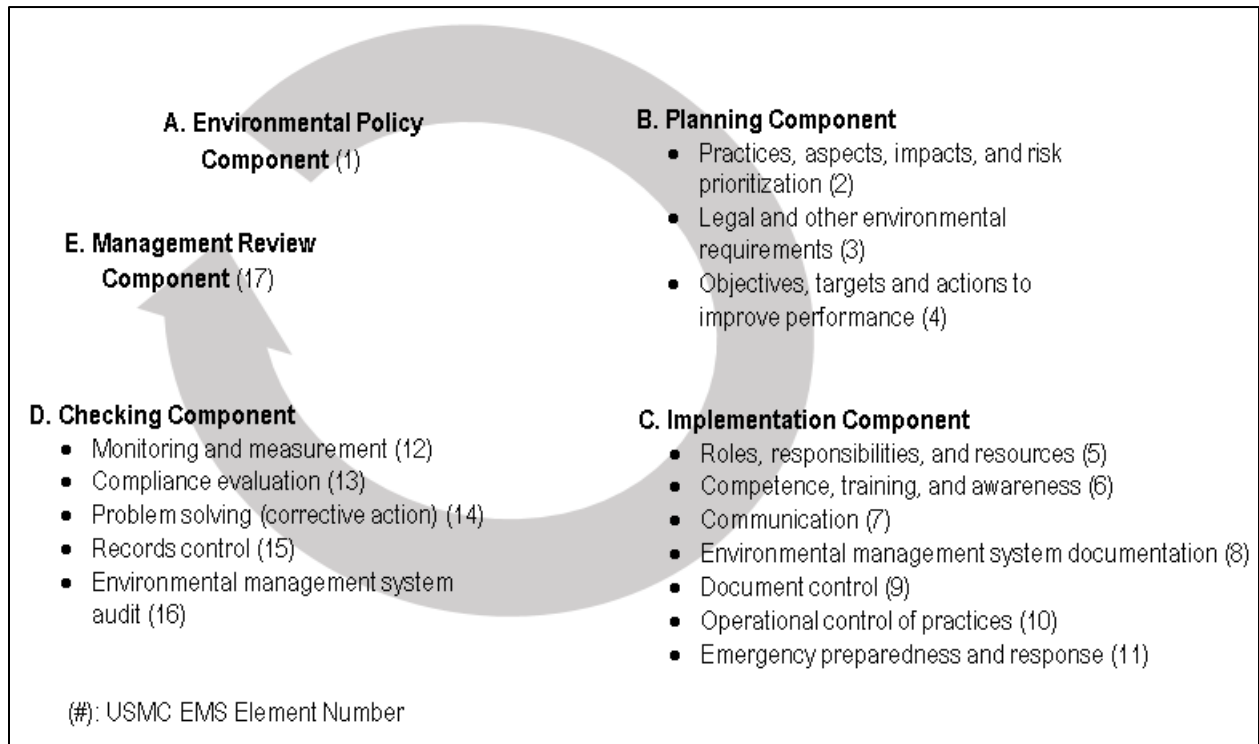


Figure 1-1.--EMS Elements

**A. Policy**

The Environmental Policy is a public statement by senior leadership (at installation, regional, or HQMC (LF)/Commander Marine Corps Installations Command (COMMCICOM) levels) that, among other requirements, expresses commitment to environmental compliance and continual improvement of the installation’s environmental performance (see Paragraph 0202).

**B. Planning**

Planning integrates environmental considerations into mission operations by identifying federal, state, local, Marine Corps, DON, and DoD environmental requirements applicable to the installation’s activities; identifying mission-supporting practices and their aspects and impacts; analyzing and prioritizing risks to mission posed by those practices and developing controls to reduce that risk; establishing objectives and targets (goals and metrics) to improve environmental performance for specific issues and minimize risks to mission posed by those practices; and creating Plans of Action and Milestones (POA&Ms) that define how objectives and targets will be achieved.

C. Implementation

The Marine Corps develops and documents roles and responsibilities for controlling mission-supporting practices and managing environmental resources to sustain and enhance the installation's mission.

D. Checking, Preventive, and Corrective Action

This component ensures that the EMS actively measures and monitors performance, inspects for compliance, corrects deficiencies to address the root cause of problems, maintains proper records, and effectively implements EMS requirements to improve EM and performance.

E. Management Review and Improvement

This component includes the senior leadership review of environmental policy, planning, and implementation, followed by recommendations to promote continual improvement, as appropriate.

010303. Installations are encouraged to leverage efficiencies and cross-functional relationships established in accordance with the EMS to facilitate sustainable practices and pollution prevention (P2).

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**VOLUME 2: CHAPTER 2**

**“AUTHORITY”**

**SUMMARY OF SUBSTANTIVE CHANGES**

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**CHAPTER 2**

**AUTHORITY**

0201 FEDERAL STATUTES

The following legislation contains provisions that pertain to P2, use of bio-based products, and products containing recovered materials, which are discussed under Element 4: Objectives, Targets, and Actions to Improve Performance in paragraph 0305:

- 020102. Energy Policy Act of 2005 (42 U.S.C. §15801).
- 020103. Farm Security and Rural Investment Act of 2002 (7 U.S.C. §§7901-8001).
- 020104. Pollution Prevention Act of 1990 (42 U.S.C. 13101 et seq.).
- 020105. Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6901 et seq.).

0202 EXECUTIVE ORDERS

- 020201. E.O. 13693, “Planning for Federal Sustainability in the Next Decade,” March 19, 2015.

0203 DEPARTMENT OF DEFENSE (DOD) POLICY

- 020301. DoD Instruction 4715.17, “Environmental Management Systems,” April 15, 2009.
- 020302. Department of the Navy (DON), Green Procurement Program Implementation Guide, February 2009.

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**VOLUME 2: CHAPTER 3**

**“REQUIREMENTS”**

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**CHAPTER 3**

**REQUIREMENTS**

0301 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

This chapter provides general policy and criteria for conformance with the Marine Corps EMS, as well as additional requirements and guidance relevant to the EMS, and is organized according to the EMS framework of five components and 17 elements.

030101. Scope of Environmental Management System (EMS) at Active-Duty Installations

All active installations shall ensure that the EMS is installation-wide in scope and covers all installation commands and units, contractor-operated practices, and DoD tenant organizations. Documentation is required if any tenant or contractor does not choose to participate in EMS. Where appropriate, multiple installations may be included within the scope of a single EMS (or multi-site EMS); the requirements contained in paragraphs 0301 through 0318 will then apply to the multi-site EMS.

030102. Marine Forces Reserves (MARFORRES) Environmental Management System (EMS)

Headquarters, MARFORRES shall implement an organizational EMS that addresses all Marine Corps-owned and -leased Reserve centers.

030103. Tenant Marine Corps Commands

All tenant Marine Corps commands, both active and reserve, shall participate in their host installation's EMS and shall fully support their host installation in attaining and maintaining EMS conformance.

030104. Environmental Management System (EMSs) for Operational Deployments

EMS requirements do not apply to operational deployments (e.g., cases of hostilities, contingency operations in hazardous areas and expeditionary installations, when U.S. forces are operating as part of a multinational force not under full control of the United States). Such excepted operations and deployments shall be conducted in accordance with applicable international agreements, other DoD Directives and Instructions, and environmental annexes incorporated into operation plans or operation orders.

0302 ELEMENT 1: ENVIRONMENTAL POLICY

030201. Policy Requirements

The U.S. Marine Corps Environmental Policy and directives are outlined in Volume 1 of this Order. In keeping with this policy, each installation shall issue an Environmental Policy that:

- A. Is documented and signed by the installation Commanding General/Commanding Officer (CG/CO).
- B. Reflects the vision of the Marine Corps EMS to sustain and enhance mission readiness and access to training environments through effective and efficient EM.
- C. Commits to compliance with relevant environmental legislation, regulations, and policy; P2; conservation of natural and cultural resources; cleanup of contaminated sites; minimizing risks to mission; continual improvement in performance of the EMS.
- D. Is communicated to installation personnel and made available to the public.

030202. Implementation and Maintenance

The Environmental Policy shall be implemented and maintained by the installation and provide a foundation for establishing objectives and targets and setting environmental performance goals.

030203. Review and Revision

The Environmental Policy shall be reviewed at least annually and updated, as needed, to ensure that it remains appropriate to the installation's activities and mission.

030204. Commandant of the Marine Corps, Facilities and Services Division (CMC(LF))/COMMCICOM Environmental Statement

The CMC (LF)/COMMCICOM periodically publishes policies providing direction on environmental matters. Each addressee should, if applicable, publish a policy for implementing each of these policy Letters.

0303 ELEMENT 2: PRACTICES, ASPECTS, IMPACTS, AND RISK PRIORITIZATION

030301. Practice Inventory

Each installation shall implement a documented procedure for inventorying practices, annually reviewing the practice inventory, and updating it as practices are altered, discontinued, or added. The practice inventory shall be installation-wide in scope to include contractor- and tenant-operated practices.

- A. Installations shall identify aspects associated with each practice on their inventory. Standard Marine Corps practices, aspects, and impacts, along with standard practice-aspect associations, are maintained in Web Compliance Assessment and Sustainment Software (WEBCASS) and are included in Table 3-1.

Table 3-1. --Standard Practices, Aspects, and Impacts

<p>The Marine Corps’ standard practices, aspects, and impacts are listed below. Marine Corps installations shall use these lists in developing their practice inventory and prioritizing risks to mission.</p> <p>Note: These lists are subject to change; installations may request additions or modifications to these lists by contacting CMC (LFF)/CMC (GF). The lists below are provided for reference only, and are current as of December 2014. Installations shall refer to the prescribed risk software for the current versions of these lists.</p>	
<b>Practices:</b>	
Acid cleaning	Livestock operations
Aircraft combat training	Materiel storage/handling (compressed gas)
Aircraft deicing	Medical/dental operations
Aircraft ground support equipment operation and maintenance	Metal working
Aircraft maintenance	Nondestructive inspection
Amphibious training	Oil Water Separator
Battery management	Open burning/open detonation
Bilge Water Management	Ozone depleting substance/halon management
Boat operation/maintenance	Packaging/unpackaging
Boat, ramp, dock cleaning	Paint booth
Boiler operation	Paint gun cleaning
Building operation/maintenance/repair	Paint removal
Burnout oven operation	Painting
Car washing (non-tactical)	Painting preparation
Channel dredging	Parts replacement
Chemical treatment	Patch testing
Chlorination	Pesticide/herbicide management and application
Combat construction training	Photographic developing
Commuting	Polishing
Composting	Polychlorinated biphenyl management
Construction/renovation/demolition	Pumping station/force main
Cooling tower operation and maintenance	Radioactive material storage
Degreasing	Range residue clearance
Dining Hall/Restaurant Operations	Recreational facilities operations
Drinking water management	Road construction and maintenance
Dry cleaning	Rock crushing operations
Emergency response training	Roofing kettle
Encampment	Row crop agriculture
Engine operation and maintenance	Sewers
Equipment operation/maintenance/ disposal	Sidewalk and road deicing
Erosion/runoff control	Silver recovery unit operation
E-waste management	Soil excavation/grading
Explosive Ordnance Device (EOD) training	Solid waste (SW) collection/transportation
Fertilization	Storage tank management



Table 3-1. --Standard Practices, Aspects, and Impacts

Field mess	Stormwater collection/conveyance system
Field showers	Surface washing
Fish stocking	SW disposal offsite transport
Flare and smoke usage	SW landfill
Forest fire management	SW recycling facility
Fuel Resupply (field)	Swimming pool operation and maintenance
Fuel transfers over water/by barge	Timber management
Fueling and fuel management/storage	Tree/shrub removal
Grease traps	Turbine generation
Habitat Conservation Plan operation	Underground Storage Tank (UST)/Aboveground Storage Tank facility level
Habitat management	Unexploded ordnance/EOD operations
Hazardous Material (HM) storage	Universal waste storage/collection
Hazardous Waste (HW) disposal offsite transport	Urban wildlife management
HM transportation	Used Oil/Antifreeze storage
Household HW collection/management	UST/AST operator level
HW recycling	Vehicle maintenance
HW satellite accumulation area	Vehicle operations
HW storage (< 90 day site)	Vehicle parking
HW transportation	Vehicle smog inspection
Impact berm maintenance	Wash rack
Infantry training	Wastewater flare operations
Laboratory	Wastewater sludge treatment and disposal
Landfill gas energy recovery system	Wastewater treatment
Landscaping	Water heater operation and maintenance
Laundry	Weapons cleaning
Live fire range operations	Woodworking
<b>Aspects:</b>	
Air emissions	Physical presence
Asbestos presence	Potable water backflow or cross-connection
Electricity use	Radon presence
Fire/explosion	Soil disturbance
Fuel use	Solid waste generation
Hazardous material use	Spill
Hazardous waste generation	Stormwater discharge
Lead-based paint presence	Vegetative disturbance
Material (non-hazardous) use	Wastewater discharge
Noise	Water use
Nuisance odor	
<b>Impacts:</b>	
Air quality degradation	Potable water quality degradation
Community relations/public perception impact	Real property/private property damage
Depletion of landfill space	Reduced visibility

Table 3-1. --Standard Practices, Aspects, and Impacts

Depletion of resources	Soil compaction
Electricity consumption	Soil erosion
Flooding	Soil quality degradation
Fuel consumption	Surface water quality degradation
Groundwater quality degradation	Water consumption
Historic/cultural resource disturbance	Wetlands disturbance
Other natural resource disturbance	Wildlife species/habitat disturbance
Personnel exposure	

B. Installations shall ensure that any practices that affect key environmental resources are identified and operational controls are implemented to mitigate negative environmental impacts. Key environmental resources include, but are not limited to, training lands, drinking water sources including groundwater and surface water bodies, indoor and outdoor air quality, federally-recognized threatened and endangered species, wetlands and other sensitive ecosystems, and cultural and archaeological sites.

C. Installations shall identify greenhouse gas emissions as aspects of installation practices as required to meet federal or state reporting requirements and reduction goals. Installations shall ensure that practices that significantly affect sustainable practice performance goals as defined by E.O. 13693 (reference (a)) are included in the practice inventory, as appropriate.

D. Installations shall identify their actual and potential environmental impacts. Installations may use WEBCASS to document and maintain their inventory of practices, aspects, and impacts and to assess significance.

030302. Risk Prioritization

Prioritizing risk allows the Marine Corps to determine which practices and aspects are significant based on whether they have, or can have, a significant impact on the environment.

A. Each installation shall implement a documented procedure to determine significant practices based on which practices have, or could potentially have, one or more significant aspects. Aspects are considered significant if they have one or more significant impacts. The procedure shall be repeatable and defensible and shall include a schedule for periodic review and update of the results.

B. Risk shall be calculated at the aspect level using Marine Corps-wide risk calculation standards contained in WEBCASS.

0304 ELEMENT 3: LEGAL AND OTHER ENVIRONMENTAL REQUIREMENTS

030401. Additional Direction and Policy Guidance

It is Marine Corps policy that all Marine Corps installations and activities comply with all applicable environmental requirements. Paragraph 0203 provides additional direction and policy guidance.

030402.      Documented Procedures

Each installation shall establish and implement documented procedures to identify federal, state, local, DoD, DON, Marine Corps, and installation-level environmental requirements applicable to its practices and environmental programs. The legal and other requirements should be associated with the practices and aspects identified for the installation to establish relevance and facilitate the identification of appropriate controls for the practices. Legal and other requirements may include security requirements specific to the installation, health and safety policies, or other requirements that may affect the control of practices.

030403.      Environmental Requirements

Installations shall ensure that pertinent information regarding environmental requirements is available to appropriate personnel at the installation (e.g., environmental media managers and practice owners) in the form of policy, procedures, and checklists, as appropriate.

030404.      Environmental Compliance and Protection Standard Operating Procedure (ECPSOP)

Installation CG/COs shall publish an ECPSOP or installation directives that implement all applicable organizational and environmental compliance policies and procedures and establishes environmental program roles and responsibilities. The ECPSOP should instruct program managers and practice owners on how to comply with applicable environmental requirements. ECPSOPs shall reference existing installation policies, procedures, and management plans rather than duplicate their content, as appropriate. The ECPSOP shall be posted on the EM Portal. (See also paragraph 0311).

A.      Installation CG/COs are encouraged to publish a single ECPSOP/installation order versus multiple ECPSOPs/installation orders to ensure continuity of effort and prevent conflicts in policies between various environmental media programs. This will also facilitate communication with subordinate and Marine Corps command/unit and tenant COs by providing a single source document for them to use. Installation, Fleet Marine Force (FMF), and major Marine Corps command/unit and tenant COs are encouraged to work together to publish a single ECPSOP.

B.      Major FMF, detached, and separate commands will publish an ECPSOP if they are not co-signatories or otherwise subscribe to an installation ECPSOP (by directive, Intra(or Inter)-Service Support Agreements (ISSA), or Memorandum of Understanding). The FMF, detached, and separate command ECPSOP will contain, at a minimum, policies on complying with Sections 4321-4347 of Title 42, United States Code (42 U.S.C. §§4321-4347) (also known and referred to in this order as “National Environmental Policy Act” (NEPA)) (reference (b)) (normally limited to training-related activities) and hazardous material (HM), hazardous waste (HW), and emergency response plans.

C.      ECPSOPs shall complement and reference, but not repeat, this Order. ECPSOPs shall be reviewed annually and updated as necessary.

0305 ELEMENT 4: OBJECTIVES, TARGETS, AND ACTIONS TO IMPROVE PERFORMANCE

030501. Objectives and Targets

Each installation shall establish, implement, and document environmental objectives and targets at relevant functions and levels within the installation. These environmental objectives and targets shall then be communicated to installation employees at those levels and functions.

030502. Requirements

Installations shall ensure that objectives and targets:

- A. Take into account risks to mission and other risks as determined through the risk calculation procedure. Installations shall take into account their significant aspects when establishing their objectives and targets; however, installations do not need to establish an objective and target for every significant aspect and practice.
- B. Are consistent with and supportive of the installation's Environmental Policy, environmental requirements, and sustainability goals.
- C. Take into account the views of interested parties, either external or internal.
- D. Are achievable within economic, operational, and technological restraints.
- E. Are measurable.
- F. Are reviewed and revised at least annually, according to a schedule established by the installation.

030503. Actions to Improve Performance

POA&Ms are used to improve environmental performance at Marine Corps installations. Each installation shall identify, implement, and maintain POA&Ms for achieving its objectives and targets. POA&Ms shall designate responsibilities and shall identify the timeframes for achieving each objective and target at relevant functions and levels of the installation. Actions, funding, and resource requirements should all be described within the objective and target POA&Ms.

030504. Implementation

Each installation shall implement identified actions within the installation CG/CO's responsibility and budget (behavioral and administrative actions) to achieve objectives and targets.

030505. External Funding/Expertise

Installations shall program for and execute actions requiring external funding and/or expertise (i.e., projects (see paragraph 030603)).

030506. Practices and Pollution Prevention (P2)

P2 is an objective of the EMS and shall be incorporated into the objectives, targets, and POA&Ms to improve EM, achieve cost avoidance, and protect human health and natural resources. P2 should be incorporated into EMS objectives, targets, and POA&Ms unless a separate P2 plan is required by state or local regulations.

A. One of the goals of P2 is to increase procurement of environmentally preferable items. The DoD Green Procurement Program is applicable to all procurement actions by Marine Corps commands, operations, and systems except military tactical vehicles and equipment as defined by DON, “Green Procurement Program Implementation Guide,” February 2009 (reference (c)). The DON, Green Procurement Program Implementation Guide requires the Marine Corps to consider green products and services as the first choice in all procurement actions and uses green products and services to the maximum extent practicable, consistent with federal procurement preference programs.

B. The Marine Corps’ goal is to achieve 100 percent compliance with all mandatory DoD Green Procurement Program elements as described in reference (c).

030507. Sustainable Practices

The EMS should also be used to set objectives and targets for sustainable practices pursuant to section 2 of reference (a).

0306 ELEMENT 5: ROLES, RESPONSIBILITIES, AND RESOURCES

This element is divided into two subcategories: Roles, Responsibilities, and Programs; and Funding and Manpower. This division allows for better discrimination of root causal factors.

030601. Roles, Responsibilities, and Programs

The Environmental Department at each installation shall take a lead role to ensure the EMS is properly implemented. Environmental programs, however, are not assigned exclusively within the Environmental Department, and other organizations (e.g., Facilities, Safety, and Medical) play key EM roles. In addition, all installation personnel are responsible for minimizing the environmental impact of their practices whenever possible. Specific environmental program responsibilities are assigned in Volume 1 of this Order, and programmatic roles will be delineated in an ECPSOP in accordance with Element 5.

030602. Environmental Management System (EMS) Responsibilities

EMS responsibilities are assigned in Chapter 4 of this volume.

A. Each installation shall document and communicate EMS roles, responsibilities, and authorities for:

1. The EMS Team.

2. Environmental program managers and staff.
3. Practice owners, including tenants and onsite contractors.

B. EMS Team members shall be formally appointed (also see paragraph 031801). Pursuant to DoD Instruction 4715.17 (reference (d)), the EMS Team should include personnel from environmental and other departments, including but not limited to, mission units and tenants, planning, procurement, contracts, logistics, legal, budget, facilities, energy, and technical support functional areas and other functional areas as appropriate. Additionally, the installation CG/CO, through the chain of command, shall appoint an installation EMS manager who has a defined role, responsibility, and appropriate level of authority for:

1. Ensuring that the EMS is established, implemented, and maintained in accordance with this Order.
2. Reporting to the installation CG/CO, through the chain of command, on the performance of the EMS, including recommendations for improvement.

C. Installations shall review and modify media programs to ensure that they support the Environmental Policy and contribute to achieving EMS objectives and targets.

D. Installations shall identify all contracts that can significantly affect the installation's significant aspects. Requirements shall be included in all appropriate contracts to ensure that contractors' responsibilities under the EMS are properly addressed, to include control of contractor-operated practices.

E. Officer of the Day/Command Duty Officer (OOD/CDO)

The OOD/CDO is the installation CG/CO's representative during non-duty hours. The OOD/CDO's primary responsibility is to receive emergency calls during non-duty hours and inform the CG/CO and staff of significant incidents. Each OOD/CDO turnover folder shall contain an environmental staff recall roster and coordinating instructions for emergency reporting (e.g., hazardous substance (HS) spills). All installation and unit HS response plans, Spill Prevention Control and Countermeasure (SPCC) Plan, Facility Response Plan (FRP), and other contingency plans or procedures will require the OOD/CDO to be contacted immediately after contacting emergency response personnel.

F. Government Owned-Contractor Operated (GOCO) Facilities

Marine Corps installations and commands sponsoring GOCO facilities shall ensure that GOCO facility use and management contracts require each contractor to participate in the Marine Corps Environmental Compliance Evaluation (ECE) Program and the installation's EMS. Marine Corps installations and/or commands sponsoring GOCO facilities should also encourage GOCO facilities to incorporate the P2 EM Hierarchy (see paragraph 1203) into project planning and design.

G. Desktop Procedures and Turnover Folders

Installation CGs/COs shall ensure desktop procedures and turnover folders are developed and maintained for environmental billets. See Appendix B for desktop procedure guidance and turnover folder requirements. These procedures may be included in an ECPSOP rather than as additional documentation.

H. Facility Land Use

When managing DoD real property on which private activities are permitted, licensed, or otherwise authorized or regulated, installations shall consider the environmental impacts of such activities in identifying significant aspects and establishing objectives and targets.

030603. Funding and Manpower

A. Identifying Projects

Each installation shall identify projects for external environmental funding either as actions to achieve objectives and targets (see paragraph 0305) or as corrective/preventive measures identified through problem solving (see paragraph 0315).

B. Partial Funding

The Marine Corps may partially fund regional and community pollution control and SW management solutions where there is sufficient benefit to the Marine Corps. All such environmental funding requests shall be coordinated with the CMC (LF)/ MCICOM (GF) and the Counsel for the Commandant of the Marine Corps (CMC (CL)) to ensure the availability and proper expenditure of appropriations.

C. Tracking Expenditures

Each installation shall track expenditures and execute funds through existing budget mechanisms in accordance with Volume 3 of this Order.

D. Periodic Evaluation

Each installation shall periodically evaluate manpower dedicated to EM, and realign roles and responsibilities to support the installation's objectives and targets and planned EMS improvements.

E. Environmental Engineering Management Officer

1. Each large installation and Marine Corps installation (MCI) region (MCI East, MCI West, MCI Pacific, and MCI National Capital Region) shall have an appropriately ranked Marine Officer, Military Occupational Specialty (MOS) 8831, Environmental Engineering Management Officer billet assigned to its Table of Organization. Smaller installations are encouraged to make use of MOS 8831s available at the larger installations and regions as required.

2. An MOS 8831 officer is an active-duty officer with fleet experience and is a graduate of the Special Education Program. An MOS 8831 possesses a master's degree in environmental engineering, management, or science or has otherwise met the requirements delineated in SECNAV Instruction 5720.44B (reference (e)). MOS 8831s address multi-media environmental compliance, management, and sustainability issues that involve Marine Corps units, both operationally and at the installations.

3. CMC (LF)/MCICOM (GF) is the MOS sponsor for MOS 8831s. All Navy Marine Corps (NAVMC) 11355 Table of Organization and Equipment Change Requests and NAVMC 11345 Billet Education Evaluation Certificates with command endorsements shall be submitted to Marine Corps Combat Development Command, Total Force Structure Division via CMC (LF)/MCICOM (GF).

F. Hazardous Material (HM)/Hazardous Waste (HW) Officer/Marine

All units that handle HM/HW should have Marines who are qualified under MOS 8056. MOS 8056 was established as a secondary MOS to provide the Marine Corps with uniformed Marines trained to manage HM and HW, primarily at the unit level. See Volume 5 of this Order for additional MOS 8056 requirements.

G. Environmental Compliance Coordinators (ECCs)

All units at the squadron/battalion level or higher are required to appoint ECCs to help ensure that unit environmental requirements, to include training requirements, are sufficiently addressed. Unit ECCs should be a Sergeant or higher. (Note: installations may use installation-specific terminology for this position as long as the responsibilities remain the same.) See Volume 5 of this Order for additional requirements.

0307 ELEMENT 6: COMPETENCE, TRAINING, AND AWARENESS

030701. Identifying Environmental Training Needs

Based on competence requirements associated with personnel positions and work duties, each installation shall identify environmental training needs associated with its practices, aspects, and impacts and the EMS.

030702. General Training Requirements

Each installation shall identify, provide, and document training and instruction needed to:

- A. Comply with applicable requirements.
- B. Ensure practice owners understand procedures for controlling their practices and are competent to operate practices in a compliant and environmentally sound manner.
- C. Ensure that all installation personnel are aware of the EMS and understand:



1. The importance of conformance with the Environmental Policy, environmental procedures, and with the requirements of the EMS.
2. The significant environmental impacts and related or potential impacts associated with their work and the environmental benefits of improved personal performance.
3. Their roles, responsibilities, and authorities in achieving conformance with the requirements of the EMS.
4. The potential consequences of departure from specified operating procedures.

030703. Comprehensive Environmental Training and Education Program (CETEP)

Installation environmental training requirements shall be executed through the CETEP (see Volume 5 of this Order).

030704. Training Requirements for Marine Corps EMS Auditors

A. Persons responsible for conducting EMS audits shall 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 (LF)/MCICOM (GF)-sponsored Marine Corps EMS Lead Auditor Training, Navy EMS/Compliance Auditor Training, or ISO 14001 Lead Auditor Training.

B. 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 shall have been completed within three years immediately preceding the EMS audit. Refresher training can be offered onsite, via webinar, or can be obtained through CMC (LF)/MCICOM (GF)-sponsored EMS/CETEP training courses.

C. 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.

0308 ELEMENT 7: COMMUNICATION

030801. Internal Communication

Each installation shall implement documented procedures for internal communication among the installation CG/CO, the EMS Team, the Environmental Office, other program managers (such as facilities, safety, or medical), all units and offices which own practices, and others within the Marine Corps interested in the installation's environmental affairs. Internal communications procedures will include the communication vehicles for installation personnel to be kept apprised of the EMS and EMS-related information, including the system's status and changes. Communications procedures shall also include methods available to all installation personnel and contractors to communicate with

EMS staff on EMS-related issues. Use of the EM Portal is highly encouraged. See para 2309.c for additional guidance.

030802.        External Communication

Each installation shall implement documented procedures for receiving, recording, and responding to communications from regulatory agencies, the public, and others outside the Marine Corps who are interested in the installation's environmental affairs. These documented procedures shall include the procedures for communicating externally with the public, including how the installation will provide the Environmental Policy to the public.

030803.        Reporting Enforcement Actions

Immediately after receiving an enforcement action or other notice of noncompliance from a regulatory authority regarding a failure or potential failure to comply with an environmental requirement, the cognizant installation shall:

A.        Report it via the chain of command to the Environmental Compliance Officer, CMC (LF)/MCICOM (GF), by submitting a Report of Notice of Violation/Notice of Noncompliance Report in the EM Portal. Report Control Symbol MC-5090-01 is assigned to this reporting requirement.

B.        Coordinate with the responsible unit to correct the alleged violation or, after consulting with counsel, prepare a plan to achieve and maintain compliance. The responsible unit or cognizant installation should also consult with counsel to determine whether an administrative, criminal investigation, or a litigation report is appropriate.

030804.        Coordination between Environmental Managers and Marine Corps Commands/Units and Tenants

To promote Marine Corps environmental compliance and a greater understanding of host-tenant EMS responsibilities, Marine Corps installations and DoD tenant commands should develop ISSAs or similar instruments that define inter-organizational EM, compliance, and protection responsibilities. Each Marine Corps installation shall audit DoD tenant organization environmental compliance activities on the installation. DoD tenant organizations shall participate in the Marine Corps ECE Program and in the Marine Corps EMS. Marine Corps units located on other DoD installations shall participate in their host's EMS.

030805.        Coordination between Environmental Managers and Counsel

Environmental program managers and staff shall work closely with their legal counsel. Many environmental compliance issues could directly and indirectly impact the legal rights and responsibilities of both the Marine Corps and individuals working aboard the installation. Accordingly, environmental program managers and staff shall consider legal matters when considering the practical and policy consequences of their actions. Legal counsel is uniquely qualified to advise environmental program managers and staff in this regard. Providing counsel with

timely information and following their advice can avoid or mitigate the impact of potentially serious legal matters.

030806. Regulatory Inspections

Upon the presentation of proper credentials, authorized U.S. Environmental Protection Agency's (EPA), state, or local regulators or representatives shall be allowed to enter a Marine Corps installation at reasonable times to examine or copy records, inspect activities or monitoring equipment, or sample any effluents or emissions that the officials have the authority to regulate. Such inspections, however, are subject to the information and installation security requirements set forth in paragraph 0304.

030807. Regional and Community Programs

Marine Corps representatives should participate in regional or community planning programs that involve installation interests. This participation is generally limited to an advisory (i.e., non-voting) role in matters of Marine Corps interest. Local outreach programs such as Earth Day and other community outreach activities that appropriately demonstrate Marine Corps environmental stewardship are highly encouraged.

030808. Release of Information

- A. The installation CG/CO or their designee has the authority to release installation-specific information to federal agencies to the extent permitted by policy and the laws applicable to the release of agency records.
- B. Reference (e), as amended or superseded, establishes Marine Corps policy for the release of information to the news media. The command Public Affairs Office coordinates the release of information to the news media.
- C. Volume 4 of this Order discusses the release of ECE results.
- D. 5 U.S.C. §552, also known and referred to in this order as "Freedom of Information Act," (reference (f)) requires that agency records be coordinated with the cognizant Freedom of Information Act office, public affairs office, and counsel (if applicable) to ensure that these requests are handled in accordance with federal law. A brief discussion of reference (f) is provided in Volume 4 of this Order. Environmental laws and other environmental requirements (e.g., permits) may also mandate the release of information to governmental agencies and the public.
- E. The general public can retrieve enforcement and compliance information about DoD facilities possessing environmental permits through regulatory agency websites such as the EPA's Enforcement and Compliance History On-line (ECHO) Report ([www.epa.gov/echo](http://www.epa.gov/echo)). It is important that the information contained in EPA's database accurately reflects the Marine Corps' enforcement and compliance status. Installations shall review the ECHO database and tracking system at least quarterly (preferably monthly) to ensure Marine Corps compliance data is current and accurate and work with EPA and state, local, and tribal governments to correct any inaccuracies. Installations shall pay particular attention to the categorization of Significant Non-Compliance:

1. Verify if the installation is listed as a “major” federal facility.
2. Verify installation address and permits associated with the installation.
3. Verify all reported data associated with the permits.
4. Report any errors and follow up with EPA data stewards until errors are resolved.

0309 ELEMENT 8: EMS DOCUMENTATION

030901. Each installation shall document their EMS, including the following:

A. EMS elements, including the procedures to implement them, as described below.

B. How elements relate to each other.

C. References to other documents and records relevant to the EMS and where they are maintained.

030902. Installations are encouraged to document their EMS elements within an ECPSOP in order to consolidate environmental documentation in a single location.

030903. EMS documents should include:

A. The Environmental Policy.

B. Current objectives and targets.

C. A description of the scope of the EMS.

D. Roles, responsibilities, and authorities to facilitate effective EM.

E. Significant environmental practices and aspects.

F. Information to monitor performance, including progress towards meeting the objectives and targets.

G. Applicable operational controls.

H. Any other documents determined by the installation to be necessary to ensure the effective planning, operation, and control of processes that relate to significant environmental aspects.

0310 ELEMENT 9: DOCUMENT CONTROL

031001. Each installation shall inventory all documents appropriate to its environmental programs and practices and identify other documents essential to the efficient operation of its EMS.

031002. Each installation shall implement a system to maintain documents so that they:

- A. Can be located.
- B. Are reviewed, approved, and updated as necessary.
- C. Are available when and where needed in their current versions, and older versions are removed from circulation and destroyed or archived as appropriate.

031003. Use of the EM Portal is encouraged for managing installation EMS documents and is required for certain higher headquarters information reviews. A list of items required to be posted to the EM Portal is included at Table 3-2. Installation-specific EMS sites on the EM Portal are structured by the 17 EMS elements and allow installations to create links to policy, procedures, and other programmatic data to ensure that EMS requirements are satisfied and that the documents are managed, current, and available to all who need them.

Table 3-2.-- Documents to be Posted to the EM Portal

Element Number	Element Title	Required Documents	Recommended Documents
1	Environmental Policy Statement	Post Environmental Policy Statement	NA
2	Practices, Aspects, Impacts, and Risk Prioritization	Post list of significant aspects and practices	NA
3	Legal and Other Requirements	Post inventory of applicable local environmental compliance requirements (local law, installation orders)	NA
4	Objectives, Targets, and Actions to Improve Performance	Post objectives and targets and associated POA&Ms	NA
5	Roles, Responsibilities, and Resources	Post EMS Organization Chart	Post EMS Team appointment letters and charter  Post list of contractors associated with significant environmental aspects

Table 3-2.-- Documents to be Posted to the EM Portal

<b>Element Number</b>	<b>Element Title</b>	<b>Required Documents</b>	<b>Recommended Documents</b>
6	Competence, Training, and Awareness(1)	NA	CETEP Plan and training materials
7	Communication	NA	Post any communication tools (emails, memoranda, posters) above and beyond training and practice control procedures that have been used to communicate environmental requirements Post EMS Team meeting minutes
8	EMS Documentation	Post EMS Manual	NA
9	Control of Documents	NA	Document inventory
10	Operational Control of Practices	ECPSOP or ESOPs	NA
11	Emergency Preparedness and Response	NA	Emergency response plans and procedures (e.g. SPCC, HW Contingency Plan)
12	Monitoring and Measurement	NA	Post charts, graphs or other data showing progress towards objectives and targets
13	Evaluation of Compliance	NA	Post self-audit (ECE) plan
14	Problem Solving	NA	Process and results of past problem solving efforts
15	Control of Records	NA	Records inventory
16	EMS Review	Post Annual EMS Audit and Conformance Summary with Auditors' Certificates	NA
17	Management Review	Post management review briefings Post signed management review meeting minutes	Management review briefing materials

0311 ELEMENT 10: OPERATIONAL CONTROL OF PRACTICES

031101. Each installation shall ensure that each significant practice on the installation is controlled to sufficiently minimize risk to mission, environmental impacts and to comply with all applicable regulations and policies.

031102. Each installation shall ensure that significant practice owners have procedures for the proper control of their practices to reduce environmental risks. These procedures may be included in higher-tier orders (e.g., Marine Corps Orders, DoDIs, SECNAVINSTs) or other installation orders, an environmental media management plan (e.g., Integrated Contingency Plan (ICP), SPCC Plan, Integrated Natural Resources Management Plan (INRMP)), or in a practice-specific manual or environmental standard operating procedure (ESOP).

031103. Installations shall ensure that appropriate installation orders are reviewed for practices that may have the potential to cause significant environmental impact, and environmental control requirements are incorporated or referenced as needed.

031104. Installations shall ensure that practice owners maintain current practice control procedures in the workplace and that these procedures are addressed in employee training when appropriate.

031105. Practice control procedures shall include instructions for operational control, internal communication, emergency preparedness and response, inspection and corrective action, and training and awareness applicable to the practice.

031106. Practice control procedures shall identify who is responsible for implementing each action, how often it is to be carried out, and corrective actions to mitigate deficient operational controls.

031107. Where the control of a significant practice is not addressed in sufficient detail through higher-tier order, installation orders, a signed installation plan, or existing practice-specific operating manuals or standard operating procedures (SOPs), the installation shall update these procedures, plans, or orders as appropriate to include procedures for practice control. If such updates are determined not to be practical or possible, the installation shall prepare a practice-specific ESOP that meets the requirements of paragraphs 031105 and 031106.

A. Installations are encouraged to use the Practice Control Planning Matrix format provided in Table 3-3 to identify existing practice control procedures (and the need to develop ESOPs) for each significant practice operated aboard the installation.

B. ESOPs should be included as appendices to the installation's ECPSOP to facilitate easy updates by environmental program managers and to provide an easy reference for all environmental requirements and procedures applicable to the installation.

0312 ELEMENT 11: EMERGENCY PREPAREDNESS AND RESPONSE

031201. Each installation shall document their procedures for identifying and responding to accidents and emergencies and for avoiding where possible and, if not, mitigating the resulting environmental impacts. Installations should not write separate emergency preparedness and response procedures for addressing environmental issues, but should rather ensure that the installation's current procedures address environmental aspects of preparedness and response. Plans may include, but are not limited to, ICPs, FRPs, SPCCs, Disaster Response Plans, Anti-Terrorism/Force Protection Plans, etc. See Volume 7 of this Manual for more information on emergency planning and response.

031202. Each installation shall review and revise their emergency preparedness and response procedures (including training curricula) when new practices are initiated, after the occurrence of accidents or emergencies, or as required by regulation or policy.

031203. Procedures to be followed in the event of an accident or emergency shall be communicated to building managers and practice owners in scope and detail appropriate to their responsibilities.

031204. Installations shall test emergency preparedness and response procedures periodically, as required and/or appropriate.



Table 3-3.--Practice Control Planning Matrix

Objective: To ensure that all significant environmental practices have published procedures that will mitigate environmental risk for practice owners. Installations should update existing SOPs to address control of practices with significant environmental risk.						
Environmental SOPs should serve as reference documents for practice owners, and should be referenced in appropriate installation orders as required.						
The following matrix is an example.						
Significant Practices	Is control of significant practice addressed in sufficient detail in one or more of the following?				Need for ESOP	
	Higher Order	ECPSOP	Other Installation Order	Signed Installation Plan	Does a separate ESOP need to be developed? (Y/N)	Comments
	Specify (e.g. DoDI, OPNAVINST, MCO)	Specify section	Specify Order and Section.	Specify (e.g., SPCC, ICP, INRMP, FRP)		
Example Practice Type 1	MCO 5090.2A	No	No	SPCC	No	
Example Practice Type 2	No	2.A	Base Order 5090.XX	No	No	
Example Practice Type 3	DoDI 4715.XX	No	No	ICP	No	
Example Practice Type 4	No	5.X (not enough detail)	No	No	No	Updates to ECPSOP planned FY11.
Example Practice Type 5	No	No	No	No	No	ICP to be up-dated FY10 to address.
Example Practice Type 6	No	No	No	No	Yes	

SPCC = Spill Prevention Control and Countermeasures

INRMP = Integrated Natural Resource Management Plan

ICP = Integrated Contingency Plan

FRP = Facility Response Plan

ECPSOP = Environmental Compliance and Protection Standard Operating Procedure

ESOP = Environmental Standard Operating Procedure

A. Following completion of these tests, installation personnel in charge of the event shall hold a debriefing where they will engage test participants and leaders to determine the suitability, adequacy, and effectiveness of the tested procedures as well as to identify improvement opportunities as appropriate.

B. Summaries and results of these debriefings shall be recorded.

C. Improvement opportunities may be addressed using the problem solving process (see paragraph 0315).

D. The test results and improvement opportunities follow-up should be included in the management review inputs (see paragraph 0318).

#### 0313 ELEMENT 12: MONITORING AND MEASUREMENT

031301. Each installation shall conduct environmental monitoring consistent with regulatory (e.g., environmental permit) requirements and, if appropriate or feasible, monitor the aspects or impacts of its significant practices.

031302. Installations shall calibrate or verify applicable monitoring and measuring equipment, as appropriate, and shall maintain the associated records.

#### 0314 ELEMENT 13: COMPLIANCE EVALUATION

Each Marine Corps installation shall establish and maintain an ECE self-audit program per Volume 4 of this Order. As part of the program, each installation shall prepare and implement a self-audit plan that addresses all installation activities.

#### 0315 ELEMENT 14: PROBLEM SOLVING

031501. Each installation shall follow a structured problem solving or corrective and preventive action process that identifies and defines problems or potential problems with compliance or EMS conformance, analyzes root causes and alternative solutions, selects and implements actions, and follows up to ensure problems and potential problems are solved and actions are taken to mitigate any environmental impacts and avoid any recurrence. Problems are typically identified through compliance audits, monitoring of EMS objectives and targets, and inspection of practices.

031502. Installations shall document their corrective and preventive action procedures, progress towards implementing each corrective and preventive action, and the results and effectiveness of corrective and preventive actions taken.

031503. Corrective and preventive actions shall be appropriate to the magnitude of the problems and the potential or actual environmental impacts. Proposed corrective and preventive actions should be reviewed to ensure that they do not result in an increase of environmental impacts.

#### 0316 ELEMENT 15: RECORDS CONTROL

031601.        Inventory

Each installation shall inventory all records appropriate to its EMS, including records relating to training (see paragraph 0307), emergency response procedures tests (see paragraph 0312), the monitoring of practices and tracking of objectives and targets (see paragraph 0305), compliance evaluations, EMS audits (see paragraph 0317), and management reviews (see paragraph 0318).

031602.        Records Maintenance

Each installation shall implement a system to maintain records so that they:

- A.     Can be located.
- B.     Are protected from alterations or damage.
- C.     Are available when and where needed.
- D.     Are removed from circulation when obsolete, and destroyed or archived, as appropriate.

031603.        Electronic Document Library

Installations may use the electronic document library function of the EM Portal to meet records retention and control requirements of this element. A list of items required to be posted via the EM Portal is included at Table 3-2.

031604.        Retention and Disposition of Records

- A.     Installations and units shall retain their agency records related to environmental compliance and management in accordance with SECNAV M-5210.1 (reference (g)).
- B.     Installations and units shall retain agency records relating to hazardous substance releases in accordance with reference (g), SSIC 5090.3, 42 U.S.C. §§9601-9675 (also known and referred to in this order as “Comprehensive Environmental Response, Compensation, and Liability Act,” (CERCLA) as amended) (reference (h)), reference(e), and Department of the Navy, Environmental Restoration Program (NERP) Manual, Chapter 14, “Records, Reporting, and Information Management Systems,” August 2006 (reference (i)). This requirement generally applies to the Environmental Restoration (ER) program records consisting of the ER administrative record for the installation. Other agency records related to the ER program shall, pending promulgation of EPA regulations for their disposition, be retained in accordance with the most stringent requirements of reference (g) and the DON ER program policy.

0317    ELEMENT 16: EMS AUDIT

031701. Each installation and HQ MARFORRES shall evaluate its EMS through an EMS self-audit. The Marine Corps supplement to The Environmental Assessment Manual (TEAM) guide provides a checklist for accomplishing this audit.

031702. The EMS Self-Audit Report shall be conducted at least annually pursuant to reference (d). Installations are not required to conduct EMS self-audits in years in which an external EMS audit has occurred or is scheduled to occur as part of a Benchmark ECE as described in Volume 4, since EMS audits are conducted as part of the Benchmark ECE. However, any corrective actions identified in EMS self-audits or the Benchmark ECE are required to be implemented.

031703. Installations shall document the results of each EMS self-audit, as well as any corrective actions resulting from the audit (see paragraph 0315).

031704. The results from annual EMS self-audits shall be reported to HQMC (LF)/MCICOM (GF) no later than 31 December of each year, via the Environmental Data Repository (EDR). This reporting requirement is exempt from reports control in accordance with reference (j), Part IV, paragraph 7n.

#### 0318 ELEMENT 17: MANAGEMENT REVIEW

031801. The installation CG/CO shall designate and authorize an EMS Team to analyze EMS implementation efforts and the results of EMS reviews (also see paragraph 030601) and brief installation leadership, at least annually.

031802. Each Management Review shall include, at a minimum, the following information:

- A. A review of the Environmental Policy and any need for changes.
- B. A review of significant environmental practices, aspects, and impacts at the installation, highlighting changes and those with the highest associated risks.
- C. A review of objectives and targets and status in meeting them.
- D. Results of the annual EMS self-audit and conformance status, or results of the Benchmark ECE/EMS audit (to include compliance and conformance results) if conducted that year.
- E. Progress in executing POA&Ms to correct identified nonconformance. Highlight any compliance deficiencies over one year old or that need the CG/CO's attention to resolve.
- F. Results of regulatory inspections received during the year.
- G. Any other pertinent environmental performance indicators, to include program trends and root causal factors for compliance deficiencies.

H. Requests for senior management support to promote continued performance improvement, as required.

031803. Management reviews shall be documented and posted to the EM Portal. Documentation shall be signed by the installation CO/CG and should include, at a minimum, an attendee list, agenda, a summary of discussions, and action items with dates.

**VOLUME 2: CHAPTER 4**

**“RESPONSIBILITIES”**

**SUMMARY OF SUBSTANTIVE CHANGES**

Hyperlinks are denoted by *bold, italic, blue and underlined font.*

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in *blue font* will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

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**CHAPTER 4**

**RESPONSIBILITIES**

0401 CMC (LF)/COMMCICOM

CMC (LF)/COMMCICOM shall:

- 040101. Develop and manage the Marine Corps EMS framework, policy, and requirements.
- 040102. Support Marine Corps installations and units in applying the EMS requirements within this Order, and provide leadership commitment.
- 040103. Plan and implement an HQMC (LFF)/MCICOM (GF)-level organizational EMS to facilitate and coordinate consistent EMS implementation across the regions and installations.
- 040104. Promote cross-functional integration at HQMC (LFF)/MCICOM (GF), regional, and installation levels to support EMS and sustainability goals.
- 040105. Conduct HQMC (LFF)/MCICOM (GF)-sponsored Benchmark EMS and ECEs, and ensure that installations conduct self-audits at least annually except in years in which a Benchmark ECE takes place.
- 040106. Use EMS as the framework for defining and tracking sustainability goals.
- 040107. Coordinate environmental compliance and protection issues with DoD environmental Executive Agents, DoD Regional Environmental Coordinators (RECs), Component RECs, Marine Corps installations and units, and counsel.

0402 CG OF MCI EAST, WEST, PACIFIC, AND NATIONAL CAPITAL REGION  
CG of MCI EAST, WEST, PACIFIC, and NATIONAL CAPITAL REGION shall:

- 040201. Facilitate efficient and consistent EMS implementation with Marine Corps installations and units in their respective region, in support of the goals of this Order.
- 040202. Coordinate environmental compliance and protection issues with Marine Corps installations and units, Marine Corps RECs, and counsel in their respective region.
- 040203. Plan and implement a regional-level EMS that provides adequate oversight of compliance, National Environmental Policy Act actions, funding, training, and other environmental priorities.

0403 CG/CO OF MARINE CORPS INSTALLATIONS AND COMMANDER, MARINE FORCES RESERVE (COMMARFORRES)

CG/CO of Marine Corps Installations and COMMARFORRES shall:



040301. Implement an EMS that conforms to Marine Corps EMS requirements and, for COMMARFORRES, provides a programmatic, organizational EMS that covers all Marine Corps Reserve Centers.

040302. Report notices of violation or similar assertions of noncompliance to higher headquarters and respond to them appropriately.

040303. Coordinate EMS and environmental compliance and protection issues with DoD Environmental Executive Agents, DoD RECs, Component RECs, Marine Corps installations and units, and counsel.

040304. Promote cross-functional integration across Environmental and other departments to support EMS and sustainability goals as appropriate, including but not limited to, mission units, procurement, contracts, logistics, legal, budget, facilities, energy, and technical support and other applicable functional areas.

040305. Use the EMS as the preferred management tool for ensuring environmental components of sustainability performance objectives and targets are effectively established and met.

040306. At least annually, review EMS performance, including the status of EMS objectives and targets, to ensure that the installation's EMS continues to support continual environmental improvement. Provide guidance and direction for EMS improvements, along with manpower and other resources as needed.

040307. Ensure environmental staff is given the opportunity during the review cycle to recommend additions to any installation orders with significant environmental impact.

#### 0404 MARINE CORPS TENANT COMMANDERS

Marine Corps Tenant Commanders shall ensure all tenant Marine Corps commands, both active and reserve, participate in their host installation's EMS or implement a separate EMS that meets Marine Corps EMS requirements, as appropriate.

#### 0405 COUNSEL FOR THE COMMANDANT OF THE MARINE CORPS (CMC) (CL))

CMC (CL) shall, with regional and installation counsel, advise Marine Corps clients, including CMC (LFF)/MCICOM (GF), Marine Corps RECs, and Marine Corps installations and units, regarding environmental compliance and protection issues.

#### 0406 ALL MARINE CORPS PERSONNEL

All Marine Corps personnel shall perform job responsibilities in an environmentally compliant and responsible manner in accordance with SOPs and in a manner supportive of EMS goals, objectives, and targets.

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**VOLUME 2: APPENDIX A**

**“FEDERAL STATUTES, FEDERAL REGULATIONS, EXECUTIVE ORDERS, AND DOD POLICIES”**

**SUMMARY OF SUBSTANTIVE CHANGES**

Hyperlinks are denoted by *[bold, italic, blue and underlined font.](#)*

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**APPENDIX A**  
**FEDERAL STATUTES, FEDERAL REGULATIONS, EXECUTIVE ORDERS, AND DOD**  
**POLICIES**

1 FEDERAL STATUTES

a. Energy Policy Act of 2005, Section 15801 of Title, 42 United States Code (42 U.S.C. §15801)

(1) The Energy Policy Act (EPAct) amends numerous provisions of the U.S. Code, covering topics in the areas of energy and water conservation, alternative energy sources, reduction in fossil fuel use, and sustainable building design. It includes specific procurement requirements for energy efficient products and the increased use of cement and concrete with recovered mineral content.

(2) EPAct Subtitle B (also known as the UST Compliance Act of 2005) focuses on preventing UST releases and includes provisions regarding inspections, operator training, delivery prohibition, secondary containment, financial responsibility, and cleanup of releases that contain oxygenated fuel additives.

(3) EPAct Section 15228 waived sovereign immunity for reasonable nondiscriminatory user fees; inspection fees; monitoring fees; civil sanctions; civil fines; and criminal acts in owning, managing, and oversight of USTs.

b. Farm Security and Rural Investment Act of 2002, 7 U.S.C. §§7901-8001

Also known as the 2002 Farm Bill, establishes the U.S. Department of Agriculture biobased product procurement program, which designates biobased items for Federal agencies to purchase, and provides recommendations for agencies purchasing these items with biobased content.

c. Pollution Prevention Act of 1990, 42 U.S.C. 13101 et seq.

This Act establishes the national policy that pollution should be prevented at the source whenever feasible. Pollution that cannot be prevented should be recycled in an environmentally safe manner whenever feasible, pollution that cannot be prevented or recycled should be treated in an environmentally safe manner whenever feasible, and disposal or other release into the environment should be employed only pursuant to a permit and only as a last resort and should be conducted in an environmentally safe manner.

d. Resource Conservation and Recovery Act (RCRA) of 1976, as Amended, 42 U.S.C. 6901 et seq.

This Act gives the U.S. EPA and delegated states the authority to regulate the generation, transportation, treatment, storage, and disposal of HW ("cradle-to-grave" management). The most significant of the ten subtitles of RCRA is subtitle C, which establishes the national HW management program. The 1986 amendments to RCRA provide the EPA and delegated states with regulatory

authority over USTs containing hazardous substances and petroleum. RCRA focuses only on active and future facilities. Of particular note is section 3004(u) (i.e., corrective action) by which the EPA or a state may require the cleanup or a schedule for investigation and cleanup of all inactive SW management units on an installation before issuing a RCRA part B permit for current HW operations at the installation. Note that cleanup standards may be different under RCRA than under CERCLA.

## 2 EXECUTIVE ORDERS

E.O. 13693, “Planning for Federal Sustainability in the Next Decade,” March 19, 2015, has a goal to maintain Federal leadership in sustainability and greenhouse gas emission reductions. It revoked E.O. 13423 and E.O. 13514. This E.O. continues the policy of the United States that agencies shall increase efficiency and improve their environmental performance to help protect the planet for future generations and save taxpayer dollars through avoided energy costs and increased efficiency, while also making Federal facilities more resilient. To improve environmental performance and Federal sustainability, the E.O. states that priority should first be placed on reducing energy use and cost, then on finding renewable or alternative energy solutions. The E.O. sets goals for greenhouse gas emissions and for sustainability, including energy conservation, clean energy, renewable energy, alternative energy, water use efficiency, potable water consumption, fleet efficiency, building efficiency, sustainable acquisition, waste and P2, performance contracts, and electronics stewardship.

## 3 DEPARTMENT OF DEFENSE (DOD) POLICY

### a. DoD Instruction 4715.17, “Environmental Management Systems,” April 15, 2009

This Instruction establishes DoD policy, assigns responsibilities, and prescribes procedures for conforming to requirements of E.O. 13423.

### b. DON, “Green Procurement Program Implementation Guide,” February 2009

This Guide was written to help DON personnel understand and execute the DoD Green Procurement Program (GPP) policy. This Guide revises in its entirety Naval Supply Systems Command Publication 728 entitled “Affirmative Procurement Guide. The DoD significantly broadened the focus of the existing preference purchasing programs by issuing new GPP policy, strategy, and metrics. The DoD GPP policy defines “Green Procurement” (GP) as the “purchase of environmentally preferable products and services in accordance with federally mandated ‘green’ procurement preference programs.” This Guide covers the following GPP elements: Recovered Material (Affirmative Procurement); Energy Efficient; Alternative fuels/alternative fueled vehicles; Biobased Products; Non ozone depleting substances; and environmentally preferable products. This Guide consolidates all EO 13423 requirements that pertain to the GPP, so that purchasers may understand and execute them more efficiently.

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**VOLUME 2: APPENDIX B**

**“DESKTOP PROCEDURES AND TURNOVER FOLDERS”**

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**APPENDIX B**  
**DESKTOP PROCEDURES AND TURNOVER FOLDERS**

1 DESKTOP PROCEDURES

a. Frequent personnel changes within installations and units challenge their maintenance of environmental compliance expertise and the continuity of their day-to-day operations. The proper use of desktop procedures and turnover folders alleviates these challenges and improves overall efficiency. It also provides work force continuity when unforeseen events suddenly remove a long-term employee.

b. Each installation and unit shall prepare and maintain desktop procedures for each environmental billet (e.g., HW handlers, recycling materials handlers, Marine Corps environmental program database tool clerks, ECE evaluators, EMS coordinators, and environmental compliance training specialists). Desktop procedures need not be all-inclusive or formal; rather, they may simply be a list of significant items and standardized instructions pertinent to an environmental billet's position description or duties. Normally, desktop procedures should include such items as current references; step-by-step procedures for completing required duties; points-of-contact names, telephone numbers, and email addresses; and instructions for required reports.

c. Desktop procedures are current, concise instructions and shall not duplicate information within the turnover folder when the two documents are within the same record. Desktop procedures should also not be voluminous, however, as this will discourage their use. Each civil servant environmental billet position description shall make reviewing and updating the billet's desktop procedures a major duty or responsibility.

2 TURNOVER FOLDERS

a. Each installation and unit shall prepare and maintain a turnover folder for each environmental billet. Each civil servant environmental billet position description shall make reviewing and updating the billet's turnover folder a major duty or responsibility. Turnover folder contents may be included within desktop procedures and shall, specific to the billet incumbent, contain:

- (1) The billet title.
- (2) The immediate supervisor's billet title, and the title(s) of any subordinate billet(s) within the chain of command (a Table of Organization may be used).
- (3) A copy of the commander's environmental statement (see paragraph 030204 of this Order).
- (4) The position description (for civil service employees) or the billet description.
- (5) A list of position description or billet description major duties and responsibilities (for civil service employees, these should already be in the position description).

- (6) A list of tasks essential to performing the billet's major duties and responsibilities.
- (7) A list of billet education or billet training requirements (e.g., initial and incumbent refresher) and the training plan.
- (8) A list generally referencing the environmental laws, regulations, orders, and other instructions directly related to the billet.
- (9) A list of required reports, required report due dates, and evidence of required report submittals for at least three prior fiscal years.
- (10) A list of environmental compliance permits for which the incumbent is responsible and a description of the activities for which the permits are applicable.
  - (a) For unit billets, the permit list and activity descriptions shall be limited to the permits held by the installation or unit directly affecting unit operations. The activity descriptions shall identify each permitted activity location, generally describe each activity subject to permitting, and identify any additional installation or unit BMPs limiting the activity apart from permit requirements (e.g., vehicles will be washed only on wash racks).
  - (b) For installation billets, the permit list and activity descriptions shall include a list of all applicable permits. Using a database format, the activity descriptions shall, at a minimum, identify the location (e.g., building number, grid coordinate) of each permitted activity, generally describe each activity subject to permitting; list each permit's expiration date, list and describe each permit fee, identify each fee's payment period (e.g., annually, quarterly, monthly) and due date, list the Marine Corps environmental program database tool entry number to pay the permit fee; identify the unit POC (name, rank, unit, and billet) and phone number, and identify the frequency of compliance inspections.
- (11) A POA&M for studies and other projects required for each environmental compliance permit and the corresponding Marine Corps environmental program database tool entry number for each project's funding request. This turnover folder section may be separate from the turnover folder if it is too large. If separate, the turnover folder shall incorporate the POA&M and corresponding Marine Corps environmental program database tool entry numbers by reference and identify their location.
- (12) A list of environmental compliance and/or coordination activities (and their contact information). The list shall include environmental coordinators and Federal, State, and/or local regulators.
- (13) A list of other points of contact internal and external to the installation, with telephone numbers and mailing and email addresses. The list shall briefly describe each contact's general relationship to the billet.

(14) Miscellaneous information (e.g., administrative or operational procedures peculiar to the billet, such as shared billet duties and responsibilities).

(15) An itemized and current list of all applicable past, ongoing, and anticipated environmental compliance projects. This list may also include recent environmental compliance POA&Ms, a printout of current Marine Corps environmental program database tool projects, and status reports of pending projects including critical path diagrams using program evaluation and review techniques or bar charts plotting project tasks over time.

(16) An itemized and current list of all applicable past, ongoing, and anticipated environmental compliance projects and other compliance actions from the last Benchmark ECE, environmental audit, and/or Inspector General of the Marine Corps inspection. This list shall contain excerpts from the ECE POA&M.

b. Each installation and unit shall organize its turnover folders to permit billet incumbents to continuously improve them. Installation and unit commanders may establish procedures for turnover folder organization and the sufficiency of detail required to satisfy turnover folder content requirements.

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