

Comprehensive Environmental Training & Education Program

CETEP Plan



**MARINE CORPS BASE
HAWAII**

January 2024

OVERVIEW

The Comprehensive Environmental Training and Education Program (CETEP) Plan documents and describes decisions made to ensure appropriate environmental training and information are provided to all targeted personnel affiliated with, or potentially affected by, the installation in an effective and efficient manner.

The Plan implements requirements established by Marine Corps Order (MCO) 5090.2, Environmental Compliance and Protection Manual, Volume 5, Training and Education.

The Plan identifies environmental training requirements to support overall Marine Corps readiness, environmental compliance and pollution prevention goals, and Environmental Management System (EMS) objectives.

This CETEP Plan is organized into six separate sections:

1. Training Needs Analysis
2. CETEP POA&M
3. Quality Assurance
4. Recordkeeping
5. Training Efficiencies
6. Implementing Orders

This Plan shall be reviewed annually and updated as necessary, by the CETEP Coordinator.

History of Document Review

| Revision Year | Revision Summary |
|---------------|---|
| 2007 | Training details |
| 2010 | Training details |
| 2013 | Table 3-3 Hazardous Waste Training Guide |
| 2014 | Section 2 Training Needs Analysis updated |
| 2015 | Section 7 Approval Letter |
| 2016/2017 | Demographic Information & Permit Status updated; Addressed storm water permit training |
| 2018 | Reviewed. Updated Tables 1 and 2-3 |
| 2019 | Update to MCO 5090.2 Vol 5. Delete Section 7. |
| 2020 | Update Section 1 Demographic Info |
| 2021 | Update Demographic & Training Numbers; Permit Status; Add Appendix A |
| 2022 | Approval Letter; Update CETEP POA&M |
| 2023 | Reviewed. Updating Demographic information, 6100 General and Appendix A. |
| 2024 | Updated demographic information and POC for Outreach |
| 2025 | Reviewed. Updating if necessary |

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SECTION 1: TRAINING NEEDS ANALYSIS

1100 Training Needs Analysis

This analysis describes Marine Corps Base Hawaii (MCBH) demographic information, significant environmental characteristics, and quantified environmental training requirements. CETEP also consults EMS prioritized list of practices/aspects/impacts and results of annual EMS and compliance self-audits, to ensure training is effective.

1101 Demographic Information

1. MCBH Organization/Tenant Command List. Population of installation personnel in 2024 is a total of 16,765. Of that 1,745 are civilians (Fed Civ 987 + NAFLI 758); 8,450 military personnel (USMC 6,738 + Navy 1,146 + Other 566); 5,495 dependents, and 951 contractors (source: S-1 Manpower/Personnel Directorate; (808) 257-8809). All personnel are subject to one or more environmental training requirements (see 1103 for details).

Installation facilities primarily support the III Marine Expeditionary Forces (MEF) Hawaii units. III MEF is composed of 3rd Marine Littoral Regiment (MLR), 3rd Marine Division (MARDIV), and 1st Marine Air Wing (MAW).

a. Other MCBH tenants operating on Kaneohe Bay include:

- 3rd Radio Battalion
- Combat Logistics Company-33 (CLC-33)
- 4th Reconnaissance Company, Marine Forces Reserve
- Army Veterinary Facility
- Chaplains Religious Enrichment Development Operation (CREDO)
- Fleet Logistics Support Squadron-51
- Hawaii Judicial Circuit
- Helicopter Maritime Strike Squadron-37 (HSM-37)
- Tactical Operations Center Kaneohe Bay
- Headquarters Battalion
- Marine Corps Air Station
- Marine Forces Pacific Band
- Mokapu Elementary School, State of Hawaii
- Navy Medical Readiness & Training Command-Pearl Harbor (NMRTC-PH)
- Wounded Warrior Detachment

b. Other MCBH tenants operating at Camp H.M. Smith include:

- Defense Logistics Agency (DLA) Pacific

- Marine Corps Forces Pacific (MARFORPAC)
- Marine Cryptologic Support Battalion Company I
- Navy Medical Readiness & Training Command-Pearl Harbor (NMRTC-PH)
- Special Operations Command Pacific (SOCPAC)
- United States Pacific Command (USPACOM)

2. Local Community Populations. Population of the state of Hawaii is 1,433,238 (source: 2023 World Population Review; worldpopulationreview.com). Of the eight Hawaiian Islands, Oahu has the largest population at 953,207. Oahu spans an area of 607.7 square miles, with 112 miles of coastline. MCBH facilities border local communities on the island of Oahu, occupying 4,446.73 acres and 12 acres on the island of Molokai.

3. Routine Visiting Units. Various (domestic and foreign) Federal and State agencies train aboard MCBH, in support of mission readiness. Twice a year, approximately 150 military personnel from off-island train at MCBH; an additional 600 (RIMPAC) personnel typically train every two years.

1102 Significant Installation Environmental Characteristics

1. General Scope. Operational practices aboard MCBH include air and ground military training operations, vehicle and aircraft maintenance repair, small arms cleaning, and facilities and grounds maintenance. Personnel services include food services, retail, family, health, and recreation. Administrative services include purchasing and contracting, environmental compliance, and facility management.

MCBH Kaneohe Bay is a generator of Resource Conservation & Recovery Act (RCRA)-defined hazardous wastes in the Large Quantity Generator (LQG) category, with an Environmental Protection Agency (EPA) Identification Number of HI6170022762. MCBH Camp Smith is a Small Quantity Generator (SQG) with EPA Identification Number HI2170090052.

Activities that trigger environmental training requirements are noted in Table 1, below.

Table 1: Details for Environmental General Awareness and Job-Specific Training Components.

| Activity | Environmental Training Required | Driver |
|---|---|--|
| Conservation Law Enforcement | Federal Land Management Police Training, Annual 40-Hour Law Enforcement In-service Training | Navy Marine Corps (NAVMC) 5090.4 |
| Emergency Oil Spill Response | Hazard Communication (HAZCOM), First Responder Awareness, First Responder Operations, Incident Command System | 40 Code of Federal Regulations (CFR) 112.21; 29 CFR 1910.120; 29 CFR 1910.1200 |
| Environmental Compliance Coordinators (ECC) | USMC ECC Computer Based Training or Local Environmental Compliance Course | Marine Corps Order (MCO) 5090.2 |
| Hazardous Material (HM) Use | Hazardous Material (HM) Minimization, HAZCOM | 29 CFR 1910.1200 |
| Hazardous Waste (HW) Generation | Department of Defense (DOD) & Local Hazardous Waste (HW) Management | MCO 5090.2 |
| HM Transportation | Department of Transportation (DOT) Transportation of HM | 49 CFR 172 |
| HW 90-Day Accumulation Site Operations | Resource Conservation & Recovery Act (RCRA) HW Facility Operator & Annual Refresher | MCO 5090.2; 40 CFR 262/264 |
| Landfill Operations | Landfill Operators Training | Hawaii State Department of Health Landfill Permit |
| Large Fuel Storage | Spill Prevention Control & Countermeasures (SPCC) Discharge Prevention Training | 40 CFR 112.7 |
| Pesticide Application | DOD Initial Pesticide Certification Training, Refresher every 3 years | Department of Defense Instruction (DODI) 4150.07 |
| Storm water Discharge | Storm water Pollution Prevention Training | Municipal Separate Storm Sewer System (MS4) Permit |
| Underground Storage Tank (UST) Operations | Class A, B, or C UST Operator Training Certification | RCRA Subtitle I |
| Wastewater Operations | Wastewater Plant Operators | HAR Title 11 |

2. Status of Pertinent Permits. MCBH maintains twelve environmental permits by statute in the following numbers and categories:

| Statute | #Permits | Status |
|--------------------------|----------|---|
| Clean Air Act | 1 | 1 Active |
| Clean Water Act | 2 | 2 Active (Wastewater; Storm water) |
| Fish & Wildlife Services | 1 | 1 Active (Bird Air Strike Hazard) |
| RCRA Subtitle D | 2 | 2 Active (Landfill; Recycle) |
| RCRA Subtitle I | 5 | 5 Active (Underground Storage Tanks - 2 of 5 are under temporary closure) |

3. Relevant Local MCBH Plans and Directives. Plans and directives that may trigger environmental training:

- Hazardous Waste Management Plan (Base Order 6280.9)
- Integrated Contingency Plan
- Integrated Natural Resources Management Plan
- Integrated Cultural Resources Management Plan
- Litter and Trash Order (Base Order 5233.1)
- Spill Prevention Control and Countermeasures Plan
- Storm Water Pollution Prevention Plan

4. Number and Type of Hazardous Waste Streams. There are 47 identified hazardous waste streams aboard MCBH. Significant hazardous waste streams include, but are not limited to, adhesives, aerosols, contaminated antifreeze, battery acid, fuels, oils, paints and primers, and solvents.

5. Collection Sites. There are 45 waste accumulation points (includes non-hazardous and hazardous waste collection sites); there is one 90-day Hazardous Waste Accumulation Site aboard MCBH.

6. Environmental Restoration (ER) Sites. MCBH lists its ER sites and status on the MCBH public website <http://www.mcbhawaii.marines.mil/>; under the S-4 Facilities/Environmental Restoration Program link.

7. Treatment Plants. MCBH operates a water reclamation facility located west of the main gate along the shoreline of Kaneohe Bay. This wastewater treatment facility (WWTF) has a design capacity of 2.0 million gallons per day. The MCBH WWTF pumps treated effluent to a pump station in the City and County of Honolulu - Kailua Regional WWTF for deep ocean disposal through the City's Mokapu Ocean outfall.

8. Landfill. MCBH Sanitary Landfill is a State of Hawaii permitted landfill. It occupies approximately 27 acres on the northeast portion of MCBH Kaneohe Bay and receives solid waste from the barracks, industrial, and commercial facilities on base. Waste from

family housing, food waste, construction activities, medical waste, hazardous and other regulated waste do not enter the landfill; they are disposed of off-base. Recyclable and non-hazardous materials are handled through the MCBH Recycle Center.

9. Emergency Response Capabilities. MCBH conducts annual tabletop exercises and on-water boom deployment exercises. Installation personnel are trained on actions to take in the event of any-sized oil spill emergency aboard the installation and surrounding waters.

10. Unique Local Requirements. The State of Hawaii requires that water treatment plant operators and industrial wastewater treatment plant operators be initially, formally certified. Refresher training and re-certification is required annually thereafter.

1103 Quantified Environmental Training Requirements

Table 2 below provides a list of courses that fulfill environmental training requirements for each training component (General Awareness and Job-Specific) in accordance with MCO 5090.2. The table includes course descriptions, resources used to deliver training, targeted positions/billets, and an estimated number of personnel subject to complete each training during any given year, factoring for regular military/civilian turnover rate.

Table 2: Course Details

| Environmental General Awareness Component | | | | |
|---|---|---|------------------|--|
| COURSE TITLE | DESCRIPTION | RESOURCES | FREQUENCY | # PERSONNEL |
| Earth Day Marine Corps Base Hawaii (MCBH) Kaneohe Bay (KB) | Raise awareness on sustaining our "earth". Outdoor event table displays of environmental and energy awareness information and/or virtual via written articles posted on MCBH social media public website. Nu'upia Pond educational walk with Mokapu School Kindergarten Class. Cultural Bike Tour of MCBH. Weed Warrior event. | Labor: MCBH ECPD Funding: None Location: MCBH KB or MCBH Website | Annually | Total: *5534/yr Target: MCBH Population *Civ:1919/20yr *Mil&Fam:16314/3yr /= divide by rotation (Source: S-1 Manpower, 2020) |
| Environmental Awareness MCBH Environmental Compliance & Protection Division (ECPD) Public Webpage | MCBH public Environmental website contains Welcome Aboard Environmental video, photos, web links, and information on the significant environmental resources under MCBH's stewardship. Includes storm water pollution prevention, natural and cultural resources, volunteer opportunity, water quality report, environmental restoration efforts, recycling, reuse, and more. | Labor: MCBH ECPD Funding: None Location: MCBH website www.mcbhawaii.marines.mil/S-4/Facilities - Environmental Compliance and Protection (marines.mil) | Continual | |
| Environmental Awareness MCBH Environmental Outreach on USMC MarineNet Website | MCBH Environmental Awareness Protecting MCBH Resources of Mokapu (8) videos are located on MCICOM MarineNet website. Topics: Natural Resources and Cultural Resources | Labor: MCBH ECPD Funding: ECPD Location: MCICOM MarineNet website https://portal.marinenet.usmc.mil/ | Continual | |

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| New Arrivals MCCS Welcome Aboard to MCBH | Environmental New Arrivals Orientation (NAO) PowerPoint slides and Environmental Safety video on MCCS Welcome website. Topics: Natural Resources, Cultural Resources, Household Hazardous Waste Reuse, Storm Water Pollution Prevention, Volunteer Service Projects, and Recycling. | Labor: MCBH ECPD and MCCS Funding: MCCS Location: In- Person and/or MCCS Webpage WWW.MCCSHAWAII.COMWelcome - Marine Corps Community Services Hawaii (mccshawaii.com) | Continual | |
| New Arrivals Human Resource Office (HRO) New Hire Civilian Employee Acculturation Course | Environmental Cultural Resources video "Military History of Mokapu" shown during the HRO course for new civilian employees. Acculturation course informs civilians of military culture. | Labor: MCBH HRO Funding: None Location: Virtual | Every 2 months | Total: Varies Target: Civilian personnel new to MCBH |
| Environmental Job-Specific Training Component | | | | |
| SUBJECT: COURSE TITLE | DESCRIPTION | RESOURCES | FREQUENCY | # PERSONNEL |
| Environmental Compliance & Hazardous Waste (HW) MCBH Environmental Compliance Course | Installation's local course provides MCBH military, civilian, and contracted personnel job specific training on managing HW, protecting environmental resources, and conducting environmental inspections aboard MCBH. Course covers Env Training Requirements, Hazardous Material Minimization (HAZMIN), HW Management, Env Compliance Inspections, Recycling & Solid Waste, Oil Water Separator Management, Oil Spill First | Labor: MCBH ECPD Funding: None Location: MCBH KB | Every other month | Total: 80/yr Target: Unit Environmental Compliance Coordinators (ECC), Shop Level HW Coordinators (SLC) & MOS 8056 Marines 43x3/3yr HWAP ECC/CLC;SLC;ASLC (Source: ECPD HW Program Manager) |

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| | Responder Awareness, Spill Prevention Control & Countermeasures (SPCC), Storm Water Pollution Prevention, and Natural and Cultural Resources Protection. | | | |
| Environmental Compliance on Ranges Range Safety Officer (RSO) Training | Range users (MCBH, Army, FBI, others) are informed of their compliance responsibilities prior to use of MCBH ranges (K-Bay, MCTAB, Puuloa, etc). Environmental info provided by ECPD to Range S-3. | Labor: MCBH S-3, ECPD Funding: None Location: MCBH S-3 Classroom | Every month or as needed | Total: Varies Target: Users of MCBH Ranges |
| Hazardous Material Hazard Communication (HAZCOM) | Safety course informs personnel how to protect themselves from exposure to the hazardous properties of chemicals, personal protective equipment to use, and emergency procedures in case of an accidental release. Course focuses on understanding and utilizing information provided in the Hazardous Chemical Safety Data Sheets. | Labor: MCBH Safety Office Funding: None Location: MCBH KB | Quarterly | Total: 80/yr Target: Unit HW handlers 43x3/3yr HWAP ECC/CLC;SLC;ASLC (Source: ECPD HW Program Manager) |
| Hazardous Material Transportation of Hazardous Material Certification (Re-Certification Every 2 Years) | 80-hour basic and 40-hour refresher course certifies to transport HM for military air shipment. Overview of transporting HM by air, motor, rail, and water. Included are the national, state, and local regulations; storage handling, packing, and labeling of HM; and HM warning systems. | Labor: DoD Navy Funding: Attendee (DOD course is free; Private vendor cost varies) Location: CECOS website Civil Engineer Corps Officers School Environmental Training Courses - DENIX (osd.mil) | Annually available | Total: 11/yr Target: Base HW 90-Day Site Manager & Unit Supply Civ: 9/2yr=4 Mil:44/3yr/2yr=7 (Source: 2000 CETEP Data Compilation Sheet) |

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| Hazardous Material Transportation of HM for Drivers | Self-paced computer-based training "USMC-Hazardous Materials Transportation for Drivers" (MCIEHMT01A) meets basic requirements and provides prerequisite for additional hazardous material transportation training. | Labor: DoD Marine Corps Funding: USMC Location: MarineNet website Portal Dashboard (usmc.mil) | Continually available | Total: Varies Target: Active Duty Marine drivers who transport HM/fuel |
| Hazardous Material/Waste USMC Hazardous Material and Hazardous Waste Introduction | Self-paced computer-based training "USMC-Introduction to Hazardous Material and Hazardous Waste" (MCIEIHM01A) fulfills RCRA 40 CFR 264.16/265.16 that all appointed personnel must be trained to manage HW. | Labor: DoD Marine Corps Funding: USMC Location: MarineNet website Portal Dashboard (usmc.mil) | Continually Available | Total: Varies Target: Active Duty Marines who handle HM/HW WAP |
| Hazardous Waste Hazardous Waste Operations & Emergency Response (HAZWOPER) First Responder Operations (FRO) & Annual Refresher | An 8-hour safety course trains personnel on emergency response actions to an accidental release of hazardous chemicals in the workplace. Responds to protect nearby persons, environment or property in a defensive fashion without actually stopping the release. | Labor: DoD Marine Corps Funding: USMC Location: MarineNet website MarineNet Distance Learning Home (usmc.mil) ; Skillsoft Courses link Portal Pages Content Viewer : Skillport (usmc.mil) | Annually | Total: 43/yr Target: Unit HW handlers & MOS 8056 Marines 43x3/3yr HWAP ECC/CLC;SLC;ASLC (Source: ECPD HW Program Manager) |
| Hazardous Waste MCBH Annual Hazardous Waste Accumulation Point (HWAP) Refresher | Installation's local annual refresher provides MCBH military and civilian personnel job specific refresher on managing HW aboard MCBH at their worksites. Training includes HAZMIN, HW | Labor: MCBH HW Inspectors Funding: None Location: MCBH KB | During monthly HW Inspections at practice owner's Waste | Total: 43/yr Target: ECC, HW handlers & MOS 8056 Marines 43x3/3yr HWAP ECC/CLC;SLC;ASLC |

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| | Training Requirements, HW Management. | | Accumulation Point (WAP) | (Source: ECPD HW Program Manager) |
|--|---|---|--------------------------|--|
| Hazardous Waste Resource Conservation & Recovery Act Hazardous Waste Facility Operator & Annual Refresher | 40-hour course informs personnel of HM/HW laws and regulations; liability; waste management policies; compliance; HM identification and classification; labeling and transportation requirements; Pollution Prevention (P2); health/environmental effects and personal safety; emergency response procedures. | Labor: DoD Navy and Private Companies Funding: Attendee (DOD Navy course is free; Private Company cost varies) Location: Varies | Annually available | Total: 7/yr Target: Base HW 90-Day Site Civ: 1 Contractor: 6 (Source: ECPD HW Program Manager) |
| Hazardous Waste: Defense Hazardous Material/Waste Handling (Army) <u>or</u> Introduction to Hazardous Waste Generation (Navy) | A 3-day course provides attendees with fundamental information to handle hazardous waste (HW) as required by the Resource Conservation and Recovery Act (RCRA) regulations (40 CFR 260-265) and DOD policy. Course fulfills general training requirements by RCRA regulations, Hazardous Communications Program (29 CFR 1910.1200), and Department of Transportation Hazardous Material (HM) Training (49 CFR 172.704). Certification valid for 1 year. | Labor: Army Logistics University (ALU); Naval Civil Engineer Corps Officers School (CECOS) instructors Funding: USMC Location: MCBH KB or Webinar | Annually available | Total: 43/yr Target: Unit HW handlers & MOS 8056 Marines 43x3/3yr HWAP ECC;SLC;ASLC (Source: ECPD HW Program Manager) |
| Landfill MCBH Landfill Operator Training | Training specifically for landfill operators to increase operator's awareness of Hawaii State Department of Health issued landfill permit requirements. | Labor: MCBH ECPD Funding: None Location: MCBH KB | Annually | Total: 8-12/yr Target: Landfill Operators (Source: ECPD Air Quality Program Manager) |

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| Law Enforcement Federal Land Management Police Training (LMPT) & Annual 40-Hour Law Enforcement In-service Training | Federal Law Enforcement Training Center (FLETC) LMPT is an approved firearms course which initially qualifies conservation law enforcement officers (CLEO) to use sidearm weapons. Annual 40-hour Law Enforcement In-service refresher training is required to maintain qualifications. | Labor: FLETC, USMC CLEOs Funding: MCBH ECPD Location: FLETC, Various | Annually available | Total: 2 Target: Environmental CLEOs (Source: MCBH CLEO) |
| Pesticide Initial Pesticide Certification Training & Refresher every 3 years | A course based on U.S. Environmental Protection Agency's requirements. The course emphasizes: 1) understanding the pesticide label; 2) pesticide safety; 3) environmental consequences of pesticide use/misuse; 4) pest biology and identification; 5) pesticide formulations and characteristics; 6) pesticide dispersal equipment, maintenance and calibration; 7) pesticide application techniques; and 8) laws and regulations.5 | Labor: Naval Environmental Preventive Medical Unit-5 (NEPMU-5), San Diego CA Funding: MCBH Location: NEPMU-5 | Annually available | Total: 10 Target: Pesticide Applicators Pest Shop (5), Nat Res Mgr (2), Klipper Golf (2),MCCS Inn (1) (Source: ECPD Natural Resources Program Manager) |
| Pesticide Pesticide Applicator | Certification training for pesticide application is covered in the DOD Initial Pesticide Certification Training & Refresher every 3 years | Labor: NEPMU-5, San Diego CA Funding: MCBH Location: NEPMU-5 | Annually available | Total: 10 Target: Pesticide Applicators Pest Shop (5), Nat Res Mgr (2), Klipper Golf (2),MCCS Inn (1) (Source: ECPD Natural Resources Program Manager) |
| Spill Prevention | SPCC training (video and/or ECPD) informs personnel managing bulk | Labor: MCBH ECPD | Annually | Total: varies |

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| Spill Prevention Control & Countermeasures (SPCC) | fuels aboard MCBH of their role and responsibilities on spill prevention procedures. | Funding: MCBH ECPD Location: MCBH KB | | Target: Bulk Fuel Handlers (Source: ECPD SPCC Program Manager) |
| Spill Response MCBH Oil Spill Tabletop Exercise & Facility Response Team (FRT) Exercise | Emergency response training includes a one-day tabletop exercise on the Incident Command System (ICS) positions for installation personnel. And an on-water boom deployment exercise for Waterfront Operations (WFO) FRT. | Labor: MCBH ECPD Funding: Navy Location: MCBH KB | Annually | Total: 35/yr. Target: WFO & ICS designees (Source: ECPD Spill Response Program Manager) |
| Storm Water Installation Maintenance | Installation maintenance staff are trained on proper BMP implementation and pollution prevention strategies. | Labor: MCBH ECPD Funding: None Location: MCBH KB | Annually | Total: 50 Target: MCBH Facilities Maintenance, DoE Mokapu School, NAVFAC/PPV, MCCS Gas Lanes & Firestone |
| Storm Water Construction BMP | Annual training on construction BMPs Program Plan. | Labor: NAVFAC FEAD Funding: NAVFAC Location: MCBH KB | Annually | Total: 30 Target: FEAD personnel |
| Storm Water Construction Design | New development and redevelopment, interested parties who apply for construction permits are legally bound as the "Designer of Record" to be qualified in selection, design, installation, operation & maintenance of storm water Best Management Practices (BMP), structural controls, post | Labor: Interested Parties (IP) train and qualify own personnel Funding: IP Location: IP | As required | Total: varies Target: Contractors and construction personnel |

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| | construction BMPs, and low impact development (LID) practices ¹ . | | | |
| Wastewater Wastewater Plant Operators | State DoH provides students with a list of classes that can be used to obtain the Continuing Education Units (CEU's). Refresh every two years. | Labor: State DoH Funding: State Location: DoH website http://health.hawaii.gov/cwb/ | Annually available | Total: 3 Target: Wastewater Branch (Source: ECPD Water Quality Program Manager) |
| Leadership Education Component | | | | |
| Commanders USMC Environmental Awareness for Commanders | Self-paced computer-based training "USMC-Environmental Awareness for Commanders" (MCIEEAC01A) provides an overview of the Marine Corps Environmental Awareness practices for Command Leadership Personnel and the associated environmental aspects and impacts. | Labor: DoD Marine Corps Funding: USMC Location: MarineNet website Portal Dashboard (usmc.mil) | Continually Available | Total: 358/yr Target: Navy & MC Officers Marine 832/3yr Navy 242/3yr (Source: S-1 Manpower) |
| Commanding Officer MCBH CO's Environmental In-Brief | Newly appointed installation CO is briefed on environmental management aboard MCBH (ECPD Director's "LFE Orientation Brief"). | Labor: MCBH ECPD Director Funding: None Location: ECPD share drive HQBN\G4\Environmental\DIRECTOR | When new Base CO takes command | Total: 1/yr Target: Base CO every 3 years (Source: ECPD CETEP Program Manager) |
| Environmental Compliance Coordinator MCBH Unit ECC Meetings | Meetings increase communication on training and informational exchange between Unit ECCs (rank E-5 and above) and MCBH ECPD staff. | Labor: MCBH ECPD EMS or CETEP Manager Funding: None Location: MCBH KB | Quarterly | Total: 80/yr Target: ECC 43x3/3yr HWAP ECC/CLC;SLC;ASLC (Source: ECPD HW Program Manager) |

¹ LID BMPs apply to ALL federally funded projects that increase impervious area by 5,000 square feet or more.

SECTION 2: CETEP POA&M

2100 Plan of Action & Milestones (POA&M)

Tables 2-1 through 2-4 and Appendix A, detail the delivery methodology and environmental training resources utilized to deliver each training requirement. Section 1 of this Plan details training requirements and demographics for each.

2101 Environmental General Awareness

1. General. The Environmental General Awareness Program provides general information concerning the MCBH Environmental Management System programs and policies aboard the installation.
2. Target Population. Civilian employees, active-duty military members, and dependents who work, operate, and/or live aboard the installation, contractors*, and the visiting public. *Contractors are informed to the benefit of government/MCBH (contractor industry environmental standards awareness training expected/required).
3. Implementation Strategy. Information is provided in the form of briefings, information packets, fact sheets, and via web sites. As a cost-efficiency measure, MCBH also incorporates MCICOM CETEP-sponsored awareness materials and activities (augmented by locally tailored materials and information) into its CETEP Plan.

2102 Environmental Job Specific Training

1. General. This CETEP component focuses on personnel assigned environmental job responsibilities and/or personnel subject to specific environmental training requirements, due to environmental aspects at their work sites. See Tables 2-2 through 2-3 for details.
2. Target Population. Civilian employees, active-duty military, and contractors*. *Contractors are informed to the benefit of government/MCBH, including training of MCBH-specific forms and procedures (previous contractor industry environmental standards awareness training expected/required).

2103 Leadership Education

1. General. This CETEP component focuses on senior leadership aboard MCBH. See Table 2-4 for details.
2. Target Population. Civilian senior leaders, tenant, and Unit Commanders.

Table 2-1: General Awareness Outreach Events and Websites

| TASK | ECPD Director | CETEP | ECPD Inspector | ECPD Program Managers | OTHER As Listed Below |
|--|------------------|-------|-------------------|-----------------------------|------------------------------------|
| Create and maintain installation MCBH Outreach Events and Websites | | | | | APPENDIX A Outreach Contacts |
| Create informational content & ensure relevancy to target audience | | X | X | X | |
| Track number of students attending the events and website views | | X | | | APPENDIX A Outreach Contacts |
| Record attendance data in ECPD CETEP Completed Track Training spreadsheet located Environmental\COMPLIANCE\CETEP\COMPLETED TRACK TRAINING Records by Years\1Track Training RECORD by Years | | X | | | |
| Report numbers in annual end of fiscal year data call "MCBH CETEP Command Chronology" | | X | | | |

Table 2-2: MCBH ECPD Staff Training

| TASK | ECPD Director | HRO or CETEP | ECPD Supervisor | ECPD Staff | ECPD Budget |
|--|------------------|-----------------|--------------------|---------------|----------------|
| Identify job specific training requirements & research course providers | | X | X | X | |
| Share course/seminar bulletins to ECPD staff | | X | | | |
| Submit training requests to Human Resource Office (HRO) or CETEP as applicable | X | | X | X | |
| Submit staff FY budget to Director for approval | | X | X | X | |
| Approve staff requests | X | | X | | X |
| Submit FY budget in MCICOM funding database | | X | X | | X |
| Prepare SF-182 (if needed); Obtain SF-182 signatures (Director, Supervisor, and HRO) | | | | X | |
| Sign/Approve SF-182 forward back to Student | X | X | X | | |
| Register/pay registration fees (if applicable) | | X | | X | X |
| Obtain instructor signature on SF-182; return to HRO and CETEP | | | | X | |

Table 2-2.1 - MCBH Environmental Compliance & Job-Specific HW Class

| TASK | ECPD Director | CETEP | ECPD Inspector | ECPD Program Managers | OTHER As Listed Below |
|--|--------------------------|--------------|---------------------------|--------------------------------------|--------------------------------------|
| Identify regulatory environmental training requirements | X | X | X | X | |
| Create course content & ensure relevancy to target audience | | X | X | X | |
| Inform base personnel of environmental training requirements | | X | | | |
| Schedule course date/time/place; Reserve ECPD Classroom on ECPD sharedrive HQBN\G4\Environmental\ADMINISTRATION\1359 Reservations\Class Room Room 108 | | X | | | |
| Advertise environmental training courses to Unit ECCs | | X | | | |
| Create Course Test questions/answers; submit to CETEP | | X | X | X | |
| Register Students; Prepare Course Agenda and Subject Matter Speakers | | X | | | |
| Prepare Presentations on Subject Matter | | X | X | X | |
| Prepare Student Handouts, Attendance Roster, Student Certificates, and Classroom | | X | | | |
| Present/Instruct class according to course agenda | | X | X | X | |
| Class Time Keeper (keep instructors on time) | | X | | | |
| Provide Tour of site (if applicable) | | | | X | |
| Review Test Answers w/Students in class | | X | | | |
| Complete Student Evaluation; turn in to CETEP in class | | | | | Student |
| Collect Student Evals; Handout Student Certificates in class | | X | | | |
| Review Student Evaluations & Test results; Revise presentation as needed | X | X | X | X | |

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|--|--|---|---|--|----------|
| Enter Student Records in Track Training spreadsheet on ECPD sharedrive HQBN\G4\Environmental\COMPLIANCE\CETEP\COMPLETED TRACK TRAINING Records by Years\1Track Training RECORD by Years (use data for annual Command Chronology) | | X | | | |
| Retain hardcopies of course records for 3 years (student evaluations, rosters, tests) | | X | | | |
| Inform Unit ECC (or equivalent Command/Shop Coordinator) of training deficiency | | X | X | | |
| Schedule personnel for training; Maintain personnel training records at worksite | | | | | Unit ECC |

Table 2-3: Hazardous Waste Training Guide

| WHO | WHAT | WHEN | WHY |
|--|---|--|--|
| <p>Unit Environmental Compliance Coordinator (ECC)</p> <p>&</p> <p>Unit Hazardous Waste (HW) Shop Level Coordinator (SLC)</p> <p>&</p> <p>Unit Alternate ECC or SLC</p> | <p>1. MCBH Environmental Compliance Course includes HAZMINCEN & Hazardous Waste [Contact MCBH ECPD 496-1256]</p> | <p>Within 60 days of assignment as ECC, SLC, or ASLC (Annual Refresher training conducted during Unit Worksite Inspections by MCBH HW Compliance Inspectors)</p> | <p>29 CFR 1910 40 CFR 265.16 (Code of Federal Regulations)</p> |
| | <p>2. MCBH Safety Hazard Communication Course (Hazardous Material) [Contact Base Safety 257-1830/1831]</p> | <p>At time of initial assignment</p> | <p>MCO 1200 & 5090 (Marine Corps Order)</p> |
| | <p>3. DoD Federal HW (1) of the following</p> <p>a. Introduction to Hazardous Waste Generation & Handling Course: A-493-0080 [www.netc.navy.mil/centers/csfe/ecos]</p> <p>or</p> <p>b. Defense Hazardous Material/Waste Handling (E) *Course: 9E-F50/322-F34 (MT) [www.alu.army.mil/]</p> | <p>Within 6 months of assignment as ECC, SLC, or ASLC(Plus Annual Refresher)</p> <p>All courses are free of charge EXCEPT: * 9E-F50/322-F34 (MT): Contractors and Non-Appropriated Funded (NAF) employees with costs. Payment is coordinated directly with ALU & student employer.</p> | <p>OPNAVINST 5100 (Operations Naval Instruction)</p> <p>HAR Title 12-203 (Hawaii Administrative Rules)</p> <p>MCBH BO 5100.19 (Marine Corps Base Hawaii Order)</p> <p>COMNAVAIRFORINSTR 4790.2C (Commander Naval Air Forces Instruction)</p> |
| | <p><u>Ref: MCO 5090.2</u> <u>HM/HW Officer/Marine</u></p> <p>1. Installation (MCBH) Hazardous Waste training 2. First Responder Operations emergency response training 3. Plus (1) of the following DoD courses: a. Introduction to Hazardous Waste Generation & Handling (A-493-0080) or b. Defense Hazardous Material/Waste Handling (9E-F50/322-F34) or c. USMC Introduction to Hazardous Material and Hazardous Waste (MCIEIHM01A)</p> | <p><u>Ref: COMNAVAIRFORINSTR 4790.2C</u> <u>HMC&M Program (NAMP) Training</u> <u>Command HMC&M Prgm Mgr/Supervisor</u></p> <p>1. Intro to Hazardous Waste Generation & Handling (A-493-0080) 2. Annual Refresher RCRA Hazardous Waste Review (A-493-0081) 3. Plus (1) of the following DoD courses: a. Introduction to Hazardous Material (Ashore) (A-493-0031) or b. Defense Hazardous Material/Waste Handling (9E-F50/322-F34)</p> <p><u>Work Center Supervisor & HAZMAT Coordinators</u> 1. Installation HAZMINCEN HAZMAT Storage & Handling</p> | <p><u>MarineNet On-Line Training</u> (166 more Environmental courses with Certificate)</p> <p>https://www.marinenet.usmc.mil . Course Catalog . Functional Specialty Training Courses . Environmental Training</p> |

Table 2-4: Commanding Officer (CO) In Brief

| TASK | Installation Environment & Logistics Director | ECPD Director | ECPD Staff |
|-----------------------------------|--|--------------------------|-----------------------|
| Schedule In-Brief with new CO | X | | |
| Prepare environmental brief | | X | X |
| Present environmental brief to CO | | X | X |

Table 2-4.1: Visiting Unit Range User Training

| TASK | Base S-3 Operations & Training (O&T) | ECPD Staff | Visiting Unit Range User |
|---|---|-----------------------|---|
| Schedule Range Safety Officer/Officer In Charge (RSO/OIC) training dates | X | | |
| Provide/advise O&T on environmental responsibilities for the RSO/OIC training | | X | |
| Conduct training and administer written test for RSO/OIC course | X | | |
| Complete RSO/OIC training | | | X |
| Maintain RSO/OIC training records | X | | |

SECTION 3: QUALITY ASSURANCE

3100 Review and Approval of Proposed Course Content & Instructor Qualifications

1. Environmental courses presented to installation personnel who require environmental training include one or more of the following:

- Inter-Service Environmental Education Review Board (ISEERB) Approved Training Courses (per MCO 5090.2)
- Marine Corps Installations Command (MCICOM) sponsored training courses
- MCBH Environmental Compliance & Protection Division (ECPD) instructed training courses

2. ISEERB and MCICOM-sponsored courses are pre-approved; no additional review or approval is required of the installation.

3. Courses provided by ECPD staff are specifically designed and relevant for MCBH practices. Information is developed and presented by subject matter experts and Program Managers, qualified to speak on their specific areas. Program Managers and CETEP Coordinator address the following for each period of instruction:

- Course content/learning objectives
- Time allocation
- Instructional sequence of events
- Student evaluation
- Applicability to targeted audience

3102 Instructor Course Completion Evaluations

1. Students complete and submit evaluation forms at the conclusion of each course. Table 3-1 is an example of our "Course Evaluation" form.

2. The CETEP Coordinator and subject matter presenters continually evaluate effectiveness of their briefs and review student comments, to improve courses as needed.

3. The CETEP Coordinator solicits feedback from ECPD, Unit ECCs, and SLCs on existing and new courses required to meet CETEP.

Table 3-1: Course Evaluation

Course Title: _____

Course Date: _____

What was helpful/useful to you today?

Was the information presented well?

Suggestions for improvement?

Additional/General Comments:

SECTION 4: RECORDKEEPING

4100 General

Record Keeping shall include the following:

- Dates of the training sessions
- Course content, agenda, or a summary of the training sessions
- Course instructor name and DOD sponsor
- Names and ranks of personnel attending the training sessions.

Unit/Command Training Coordinators shall maintain training records for their own unit/command personnel. Training records shall be maintained for at least 3 years.

4101 Certifications

Personnel must keep a copy of their training certification at their place of business.

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SECTION 5: TRAINING EFFICIENCIES

5100 Use of Centrally Provided Courses & Materials

1. The Installation CETEP Coordinator gives priority in selecting training resources available through the Inter-Service Environmental Education and Review Board (ISEERB) and other military and government agencies.
2. Installation environmental courses should utilize multi-media (e.g. MS PowerPoint slides, instructional videos, practical application exercises, etc.) and distance learning as available.

5101 Avoiding Redundancy of Effort

1. The CETEP Coordinator (CC) serves as central environmental training point of contact for MCBH to ensure base personnel effectively receive training resources. The CC advises Unit Environmental Compliance Coordinators (ECC) and their alternates of training opportunities and requirements including schedule/location/details of courses available to fulfill those requirements. Course details are distributed via email, Microsoft Teams Channel, and ECC meetings.
2. Unit ECCs and their alternates serve as a central point of contact for environmental training and as the first point of contact for environmental compliance concerns at unit/command level.

5102 Cooperative Efforts within the Boundaries of MCBH

CETEP Coordinator pursues and utilizes installation's subject matter experts and Program Managers as a primary method to inform base personnel of their responsibilities in support of CETEP.

1. Base Environmental Compliance & Protection Division (ECPD) staff provide expertise on environmental media programs.
2. Base Safety Office provides expertise on safety-related programs (such as Hazard Communication).
3. Base Facilities Energy Division provides expertise on energy conservation programs.
4. Unit ECCs, SLCs, Military Occupational Specialties (MOS) 8056, and MOS 8831 are utilized to provide environmental-related training at the unit level.
5. Range Safety Officer informs range users of their environmental responsibilities while training on MCBH ranges.

SECTION 6: IMPLEMENTING ORDERS

6100 General

MCBH Environmental Orders and Plans have been established by ECPD to ensure implementation of the CETEP Plan. Copies are available through ECPD Program Managers.

1. "Hazardous Waste Management Plan" identifies training responsibilities of MCBH personnel managing hazardous waste.
2. "Marine Corps Base Hawaii Environmental Compliance & Protection Standard Operating Procedure" (ECPSOP) provides an overview of CETEP as well as desktop procedures for Unit Commanders, Unit Environmental Compliance Coordinators, and Unit Training Coordinators.
3. "CETEP Program Manager Turnover" Section F includes internal ECPD procedures to implement CETEP for MCBH.
4. "Marine Corps Base Hawaii Integrated Contingency Plan" details procedures for mobilizing response personnel and equipment for adequate response to an oil or hazardous waste spill.

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APPENDIX A – OUTREACH CONTACTS & GUIDANCE

| MEDIA AREA | TARGET AUDIENCE | REQUIREMENTS GUIDELINES | MEDIA POC |
|---|------------------------|---|--|
| MCBH COMMSTRAT DVIDS PHOTO GALLERY https://www.dvidshub.net/image/6288169/environmental-warriors-aboard-mcbh | MCBH USE | COMMSTRAT Library of photos | COMMSTRAT OIC 1stLt Hailey Harms: hailey.l.harms.mil@usmc.mil 808-496-1397/ 1stLt O'Hara |
| MCBH FACILITIES ENERGY DIVISION | MCBH PERSONNEL | Energy Conservation Information and Events | Energy Branch Head: amra.brightbill.civ@usmc.mil ; merlinda.bertubin@usmc.mil |
| MCBH HUMAN RESOURCE OFFICE (HRO) | NEW CIVILIAN EMPLOYEES | Base Environmental Video: Cultural Resources Military History | HRO Civilian Training: Jocelyn.pratt@usmc.mil ; 808-257-3830, Building 272 |
| MCBH PUBLIC PRIVATE VENTURE (PPV) OHANA HUNT HOUSING | HOUSING RESIDENTS | Housing Managers on MCBH properties; Facebook, Email, Community Information | Hunt Ohana Military Communities: peyton.hoban@huntcompanies.com |
| MCBH PUBLIC WEBSITE ENVIRONMENTAL ARTICLES/NEWS S-4/Facilities - Environmental Compliance and Protection (marines.mil) | GENERAL PUBLIC | Length: Short 1-paragraph; Who. What. When. How. (Bottom-line Up Front (BLUF)) Photos: Send photo separately for better quality (not in document) Photos: Credit photographer | COMMSTRAT OIC 1stLt Hailey Harms: hailey.l.harms.mil@usmc.mil 808-496-1397/ 1stLt O'Hara and Webmaster: david.britanik@usmc.mil (808) 257-1308 |
| MCBH PUBLIC WEBSITE ENVIRONMENTAL PHOTO ROTATOR & VIDEO S-4/Facilities - Environmental Compliance and Protection (marines.mil) | GENERAL PUBLIC | Captions: 1-sentence. Who. What. Where. When. Photos: Best quality possible | Webmaster: david.britanik@usmc.mil (808) 257-1308 |
| MCBH PUBLIC WEBSITE ENVIRONMENTAL PROGRAM SPECIFIC INFORMATION S-4/Facilities - Environmental Compliance and Protection (marines.mil) | GENERAL PUBLIC | Send Webmaster Info in .pdf (preferred format) | Webmaster: david.britanik@usmc.mil (808) 257-1308 |
| MCBH PUBLIC WEBSITE HOME FACEBOOK www.mcbhawaii.marines.mil | GENERAL PUBLIC | Length: Short 1-paragraph; Who. What. When. How. (BLUF) | COMMSTRAT OIC 1stLt Hailey Harms: hailey.l.harms.mil@usmc.mil 808-496-1397/ 1stLt O'Hara |

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| | | <p>Photos: Send photo separately for better quality (not in document)</p> <p>Photos: Credit photographer</p> | |
| <p>MCBH PUBLIC WEBSITE HOME UNIT NEWS www.mcbhawaii.marines.mil</p> | <p>GENERAL PUBLIC</p> | <p>Photos: Credit photographer</p> <p>Send Photo separate from Word document (better quality)</p> | <p>COMMSTRAT OIC 1stLt Hailey Harms: hailey.l.harms.mil@usmc.mil 808-496-1397/ 1stLt O'Hara</p> |
| <p>MCBH S-5 (PLANS) SCHOOL LIAISON</p> | <p>FAMILIES AND STUDENTS</p> | <p>Connects homeschool, public, and private elementary and high schools with MCBH</p> | <p>School Liaison: amy.solomon@usmc.mil; Community & Planning Liaison Office (CPLO) Meagan.ostrem@usmc.mil; Community Relations (COMREL) Danny.hayes@usmc.mil</p> |
| <p>MCCS NEW JOINS WELCOME ABOARD www.mccshawaii.com</p> | <p>NEW ARRIVALS CIVILIAN AND MILITARY TO MCBH</p> | <p>Base Environmental Welcome Video and/or In-Person Speaker: Natural Resources, Cultural Resources, Recycling, P2 Household HM Re-Use Room, Storm Water P2</p> <p>MCCS Env Video Link: https://youtu.be/7iTBHYEcwHQ</p> <p>ECPD Sharedrive New Arrivals Slides: HQBN\G4\Environmental\COMPLIANCE\CETEP\IMAGES Training Slides\General Awareness Slides\New Arrivals</p> <p>COMMSTRAT Env Welcome Video Link: https://www.vidshub.net/video/829839/mcbh-environmental-safety</p> | <p>MCCS POC Information & Referral Program: Merrie.Han@usmc-mccs.org; 808-257-8354, 257-7786; Welcome - Marine Corps Community Services Hawaii (mccshawaii.com)</p> <p>COMMSTRAT OIC 1stLt Hailey Harms: hailey.l.harms.mil@usmc.mil 808-496-1397/ 1stLt O'Hara</p> <p>and Webmaster: david.britanik@usmc.mil (808) 257-1308</p> |
| <p>MOKAPU ELEMENTARY SCHOOL (MCBH Kaneohe Bay); Hawaii State Department of Education</p> | <p>PARENTS OF STUDENTS</p> | <p>Base Environmental brief: Natural Resources, Cultural Resources, Recycling, P2 Household HM Re-Use Room</p> | <p>Parent Community Network Center (PCNC): Hilliary Pilialoha <hpilialoha@322mokapu.k12.hi.us></p> |
| <p>MOKAPU ELEMENTARY SCHOOL (MCBH Kaneohe Bay)</p> | <p>STUDENTS</p> | <p>Base Environmental brief: Natural Resources, Cultural Resources, Recycling</p> | <p>Science Technology Engineering & Mathematics (STEM) Teacher: Paula Evans pevans@322mokapu.k12.hi.us</p> |

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|---|------|--|---|
| USMC MARINET <u>Portal</u> <u>Dashboard (usmc.mil)</u> <u>MVS</u> | USMC | MCBH ENVIRONMENTAL OUTREACH VIDEOS ON MARINET Natural Resources and Cultural Resources Videos (8) | MCICOM CETEP: Nicole.johnson@usmc.mil Cell# 410-206-6008 |
|---|------|--|---|