



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5090.3A  
LN  
JUL 19 2005

AIR STATION ORDER 5090.3A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS), CHERRY POINT, ENVIRONMENTAL  
COMPLIANCE COORDINATORS

Ref: (a) MCO 5090.2A  
(b) AirStaO 5090.5A  
(c) AirStaO 5090.11  
(d) AirStaO 5090.2  
(e) AirStaO 5090.4  
(f) AirStaO 5090.6  
(g) AirStaO 5090.8  
(h) AirStaO 5090.9 w/CH1  
(i) AirStaO 5090.10  
(j) AirStaO 11010.1E  
(k) AirStaO 5090.13

Encl: (1) Appointment Letter Template  
(2) Unit Level Environmental Audit  
(3) Plan of Action and Milestones (POA&M)  
(4) Environmental Areas of Greatest Concern

1. Situation. The natural environment is a key asset in the training and support mission of MCAS Cherry Point. To this end, Cherry Point must remain committed to sustaining and enhancing mission readiness through environmental compliance and protection of our natural resources.

2. Cancellation. Air Station Order 5090.3.

3. Mission. Establish systematic environmental management practices as an integral part of day-to-day decision-making and long-term planning processes across all missions, activities and functions.

4. Execution

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent. Every commander who resides or trains at MCAS Cherry Point or its outlying fields shall demonstrate environmental leadership through active support of environmental compliance and protection programs in day-to-day decision-making and long-term planning, per reference (a).

(2) Concept of Operations.

(a) Each department head, unit commander, or officer-in-charge (OIC) is responsible for ensuring that all necessary actions are taken to ensure environmental compliance and protection within their areas of responsibility.

(b) The unit Environmental Coordinator (EC) is the person responsible for managing day-to-day environmental compliance within the unit. Air Station and tenant commands, down to the group/squadron/directorate/department level, shall designate an EC and an Assistant EC under the provisions of this order. EC(s) shall be an officer; Warrant Officer (WO)-01 or higher grade; or a civilian, General Schedule (GS)-09 or Wage Grade (WG)-09 or above. Any unit that has an individual who is assigned the duties of an EC and an Assistant EC under the provisions of reference (b), meets this requirement.

(c) Air Station directorates may appoint more than one EC and/or Assistant Coordinator when an onsite functional expert is required to ensure environmental compliance in a multi-function organization. Furthermore, when more than one EC and Assistant Coordinator is appointed within a directorate, a directorate central point of contact coordinator shall be established for administrative purposes only (submission of data, reports, etc. to the Environmental Affairs Department).

(d) All ECs and Assistant Coordinators will attend an environmental management training class provided by EAD before assuming its duties. After successfully completing the training, the group/squadron/directorate/department shall designate the EC and Assistant Coordinator by a letter of appointment. Enclosure (1) provides a template for the letter. The letter shall be copied to the Environmental Affairs Department (EAD) within ten working days of completing the training.

(e) EC(s) and Assistant Coordinators will conduct monthly audits of their unit's practices and operations using enclosure (2). As the practice owners, units are responsible for correcting all deficiencies found during any audit. If a practice is found to be deficient, the unit will submit to the EAD a Plan of Action and Milestones (POA&M) that includes a description of the deficiency; action taken to correct the deficiency; start/completion date of corrective action; and, if necessary, a request for assistance. Enclosure (3) is a recommended format for the POA&M. The EC shall provide a copy of the POA&M to the department/directorate point of contact coordinator or unit commander. Discrepancies or potential environmental problems, which may result in noncompliance with environmental regulations, shall immediately be reported to the EAD. Monthly audits should be documented in the Environmental Management Operating File maintained by the EC.

(f) Prior to undertaking any proposed action, units shall consider the impacts or potential risks to the environment. If any risks are identified, the unit shall contact the EAD to effectively address and/or reduce potential risks before moving forward with the proposed action. Enclosure (4) lists the most critical areas of environmental concern and should be reviewed carefully by all Air Station groups/squadrons/directorates/departments and tenant commands and consulted frequently when considering actions with potential environmental impact. If the proposed action is listed in the table or has some other potential environmental risk, environmental documentation in the form of a decision memorandum, environmental assessment, or environmental impact statement must be prepared in accordance with the National Environmental Policy Act (NEPA) and reference (c). Technical assistance required to prepare this documentation is available at the EAD.

(g) The Environmental Affairs Officer (EAO) is responsible for coordinating required environmental training, obtaining environmental permits, disseminating information pertinent to the units' environmental program, and addressing any discrepancies as they are noted during the Headquarters Marine Corps (HQMC) Environmental Compliance Evaluation (ECE) process.

(h) The EAO will provide liaison with appropriate regulatory agencies, provide technical support to address environmental concerns, and coordinate intercommand communication to resolve issues that may affect organizations aboard the Air Station.

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(i) The EAO will conduct and coordinate annual Self Environmental Compliance Evaluations (Self-ECEs) in accordance with reference (a) and supplemental guidance issued by higher headquarters. Results of these inspections will be documented and a formal report will be forwarded within five working days to the department/directorate head or unit's Commanding Officer, via the chain of command. A copy of the inspection report will be given to the unit's EC immediately upon completion of the inspection. All inspection reports require that the unit submit a written response within ten working days from the date of the inspection, describing the corrective action taken on any discrepancies noted. All installation personnel shall assist inspectors and auditors in the conduct of these evaluations. Self-ECE data shall be used to support the MCAS Cherry Point Environmental Management System (EMS).

(j) Discrepancies that may result in notices of violations (NOVs) from Federal, State, or local regulatory agencies require immediate corrective action. The EAD will document and report these discrepancies to the appropriate unit commander, contractor's representative, or department head.

(k) EAO will develop, budget for, and implement a continual training program for all EC and Assistant EC(s). The training program will incorporate general requirements of environmental laws and regulations. EAD will maintain official record of employee training and coordinate scheduling of employees for training with respective directorates, departments, and units. Records will be made available for inspection by appropriate regulatory agencies.

(l) EAO will program and budget for projects and resources to comply with environmental laws. In meeting this responsibility, EAO will diligently pursue every source of funding and resources and document these efforts. These records may be used to defend the command if environmental compliance actions must be postponed due to unavailability of funds. At a minimum, the following funding programs will be utilized:

1. Submit minor construction project requirements to the Facilities Development Department for construction programming. Unfunded projects must be resubmitted each year until the requirement is satisfied.

2. Submit maintenance/repair project requirements to the Facilities Maintenance Department. Unfunded projects must be resubmitted each year until the requirement is satisfied.

3. Submit qualifying Centrally Managed Funding (CMEP) requirements to HQMC through CompTrak.

4. Submit formal requests through the unit's chain of command for determination whether funds are available from higher echelon.

(m) Records pertaining to environmental programs and projects such as forms, reports, correspondence, and surveys shall be maintained for ten years in accordance with reference (a). Records may be destroyed after ten years. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference purposes.

(n) References (b) through (k) establish local policies and procedures for the management of specific environmental programs not otherwise discussed in this document.

b. Subordinate Element Missions

(1) Comply with the intent of the references and content of this order.

(2) Fully support the Commanding General's Environmental Policy Statement.

(3) Naval Air Depot (NAVAIR Depot)

(a) Due to the command structure at the Naval Air Depot (NAVAIR Depot), the Industrial Environmental Program Division's director shall serve as the designated EC. This person shall serve as the central point of contact between the EAD and the NAVAIR Depot Cherry Point.

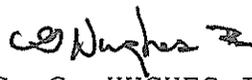
(b) The NAVAIR Depot is third party registered with International Organization for Standardization 14000 (ISO 14000). Due to this registration, EAD affirms that the depot meets or exceeds the requirements of this order.

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5. Administration and Logistics. The CG, 2d MAW; the CO's, NAVAIRDEPOT and CSSD-21; the Commander, 12<sup>th</sup> Dental Company and the Depot Commander, Defense Reutilization and Marketing Office concur with the contents of this Order insofar as it pertains to members of their command.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to Marine Corps Reserve.

  
C. G. HUGHES II  
Chief of Staff

Distribution: A

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(Sample Letter Head)  
UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

5090  
(Date)

From: CO/XO, Unit/Department  
To: Unit/Department Appointee

Subj: LETTER OF APPOINTMENT FOR ENVIRONMENTAL COORDINATOR (EC) AND  
ASSISTANT EC

Ref: (a) AirStaO 5090.3A

1. In accordance with the reference, you are hereby appointed the Environmental Coordinator (EC) or Assistant EC for "X" unit/department.

2. As the EC or Assistant EC for "X" unit/department, at a minimum, you are responsible for ensuring that:

a. unit/department personnel and practices comply with all environmental laws, regulations, and policies;

b. all unit personnel are properly trained and that training is documented;

c. all hazardous waste (HW) and HW accumulation sites are properly managed;

d. spill response and spill prevention procedures are followed in accordance with existing policies and regulations. In addition, you must ensure that spill response equipment is available at your unit;

e. appropriate environmental documentation is completed for all unit/activity actions;

f. all storage tank systems are appropriately managed to prevent releases to the environment;

ENCLOSURE (1)

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g. pollution prevention initiatives and waste minimization programs are implemented;

h. NESHAP data is collected and recorded in the NESHAP tracker at least monthly;

i. hazardous materials log is used to track usage of hazardous materials and effectively reduce excess/waste generations;

j. be familiar with, understand, and apply existing policies and regulations.

3. You will be guided in the performance of your duties by the reference.

4. A copy of this letter will be maintained in your turnover file.

(CO/XO Signature)

Copy to:  
(Key Personnel)  
EAD (Attn: Ms. Tania Irizarry)

ENCLOSURE (1)

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UNIT LEVEL ENVIRONMENTAL AUDIT - MONTHLY

UNIT: \_\_\_\_\_ DATE (YYYY/MM/DD): \_\_\_\_\_  
 ENVIRONMENTAL COORDINATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

Air Pollution Abatement	Yes	No	NA
Have all spray paint booths been placed on a NC Air Permit through the EAD?			
Are paint usage records maintained for paint booth(s)?			
All Material Safety Data Sheets for additional coatings/solvents used been forwarded and listed on the NC Air Permit held by EAD			
Have all ventilation hoods and pollution control equipment been placed on a NC Air Permit through the EAD?			
Freon recycling machines for MVAC, HVAC, and refrigeration equipment maintenance and repair are used			
Are all personnel authorized to use Freon recycling machines EPA certified?			
Ozone Depleting Substances (ODS) inventory and accountability records are maintained			
Have the NESHAP reports been submitted to the EAD on a monthly basis by using the NESHAP tracker?			
Inspections of automatic gun cleaners have been performed and records have been submitted to EAD			
Spray Paint Booths	Yes	No	NA
Are all filters installed properly?			
Is the filter differential pressure gauge operating properly?			
Is the area free of spills?			
Are pressure drop logs maintained and submitted to EAD?			
Water Pollution Abatement	Yes	No	NA
POL discoloration on concrete headwall or in the ground at oil/water separator discharge point?			
Evidence on/around oil-water separators, floor drains, and/or sewer manholes that foreign substances are being dumped?			
All vehicle/equipment/aircraft washing-taking place at approved wash racks?			
Wash rack facilities functioning properly?			
Have inspections of secondary containment been conducted and reported to EAD on a monthly basis?			
Drip pans under leaking equipment?			
Spill response equipment/supplies stocked, staged, and ready?			
Water Conservation	Yes	No	NA
Hoses are attended when purging drop tanks, washing vehicles/aircraft, etc.			
Reported all leaking or faulty water lines and systems to the Facility Maintenance Department			

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Hazardous Material (HM) Management	Yes	No	NA
Rotate the oldest HM to the front of the storage area when restocking			
Are records of HM usage maintained in the Environmental Management Operating File?			
All HM containers are stored to reduce exposure to weather and risk from fire, explosion, reactions, and spills			
HM requisitions are monitored to ensure quantities are limited to job size			
All HM have corresponding Material Safety Data Sheets on file			
Material substitution is practiced to promote use of environmentally "friendly" materials			
Is the containment basin for HM containers free of liquids?			
Are fire extinguishers accessible?			
Hazardous Waste (HW) Management	Yes	No	NA
Is HW managed according to AirStaO 5090.5A?			
Are HW containers labeled correctly and kept closed?			
Are HW containers removed from accumulation and satellite sites within prescribed limits?			
Are HW containers in satisfactory conditions (non-leaking, and rust-free)?			
Are HW containers properly stored to reduce risk from fire, explosions, reactions, and spills?			
Have personnel involved in HW management met training requirements and records are on file?			
Have the turnover folder for Hazardous Waste Management been developed and maintained?			
Is HW properly segregated prior to disposal to minimize waste volumes and disposal cost?			
Universal Waste Storage (Batteries/Fluorescent Lights/Thermostats)	Yes	No	NA
Is a Lith-X fire extinguisher located near lithium battery storage?			
Are there any leaks or spills in storage area?			
Are the containers in good condition and stored in a secure location?			
Are universal waste containers labeled with the words "Universal Waste, Contents"?			
Do universal wastes have the date of out of service on them?			
Commercial and Industrial Waste Management	Yes	No	NA
Is there an effort to reduce and recycle commercial or office solid waste (refuse) generated by the unit?			
Is industrial solid waste managed through the "Qualified Recycling Program"?			
Is personnel briefed on prohibition of disposal of personal waste on Air Station?			
Are "Affirmative Procurement Practices" employed to promote use of recycled content articles?			

ENCLOSURE (2)

Solid Waste Management	Yes	No	NA
Do waste containers outside of offices have lids on them?			
Are waste containers in good condition and closed?			
Are trash collection areas clean?			
Are containers marked with the words: General Trash/No Liquids/No Ammunition/No Unused MRE Heaters?			
Are the following items not found in solid waste containers: a. Liquids? b. Ammunition? c. HW/HM? d. Unused MRE Heaters? e. Unpunctured Aerosol Cans? f. Tires? g. Recyclable Items?			
Integrated Contingency Planning	Yes	No	NA
Are spill response equipment/supplies stocked, staged, and ready to be used?			
Have personnel assigned to work on spill response met the basic training requirements? Are training records available?			
Have copies of all spill reports been maintained and forwarded to EAD?			
Have a turnover folder for Spill Response been developed and maintained?			
Storage Tanks Management	Yes	No	NA
Have all existing and temporary above ground and underground storage tanks been reported to the EAD?			
Have ensure all aboveground tanks have periodic integrity testing?			
Have ensure all regulated underground storage tanks have had annual tightness testing?			
Do monthly inspections and checks of release detection equipment and spill containment have been conducted?			
Have notified EAD and maintained records of all releases, including suspected releases, spills, and overfills on aboveground and underground storage tanks?			
Have records of all maintenance, repairs or upgrades performed on aboveground and underground storage tanks been maintained?			
Have a turnover folder for Storage Tank Management been developed and maintained?			
Are there any leaks or spills since last report?			
If secondary containment has been drained (only by trained individual), logs have been maintained and reported to EAD?			
Are tanks in satisfactory condition (non-leaking/corrosion-free)?			
Is the containment basin free of liquid and/or standing water?			
Are fill and discharge valves closed?			
Used Oil	Yes	No	NA
Are used oil containers marked with the words "Used Oil"?			
Are there any leaks or spills?			

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Used Oil	Yes	No	NA
Are the containers in good condition (corrosion-free/no-bulging, no-dented, no-deteriorated containers)? Are the containers closed?			
Is the secondary containment free of liquid and/or standing water?			
Have personnel involved in used oil management been trained and records are available?			
Noise Abatement	Yes	No	NA
Have designated locations been used for aircraft run up and engine tests?			
TAFDS Bladders/Mobile Fuel Storage	Yes	No	NA
Have the EAD been notified of all TAFDS bladders and mobile fuel storage locations?			
Have adequate secondary containment been provided for all TAFDS bladders, mobile fuel storage, and hose/valve points?			
Have the EAD been notified of all releases, including suspected releases, spills and overfills?			
Have records of all releases, including suspected releases, spills and overfills been maintained?			
Additional Comments and maintained records			

ENCLOSURE (2)

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PLAN OF ACTION AND MILESTONES (POA&M)

Environmental Coordinator (EC): \_\_\_\_\_ Date: \_\_\_\_\_  
Unit: \_\_\_\_\_

DEFICIENCY DESCRIPTION:

CORRECTIVE ACTION(s):

REQUEST FOR ASSISTANCE: YES \_\_\_\_\_ NO \_\_\_\_\_

START DATE OF CORRECTIVE ACTION: \_\_\_\_\_

COMPLETION DATE OF CORRECTIVE ACTION: \_\_\_\_\_

STATUS:

_____ COMPLETE	_____ NO ACTION TAKEN	_____ DO NOT CONCUR
_____ IN-PROGRESS	_____ DELAYED	_____ NA

EC SIGNATURE/DATE: \_\_\_\_\_

REVISED BY: \_\_\_\_\_

SIGNATURE/DATE: \_\_\_\_\_

ENCLOSURE (3)

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ENVIRONMENTAL AREAS OF GREATEST CONCERN

This is a suggested list for use by unit commanders, department and directorate heads, and EC/Assistant Coordinators to determine unit/directorate/department actions that potentially pose significant environmental concern and may require coordination or permits by regulatory agencies.

1. Construction related actions such as the following:
  - a. Earth moving or digging activities;
  - b. Any project which has a potential of affecting wetlands, streams, shorelines, or waterways, including storm drainage;
  - c. Construction, repairs, demolition or modification to sewer systems, lift stations, septic tanks, underground storage tanks, aboveground storage tanks, or water systems;
  - d. Construction involving third party contracts (e.g., new building or those involving new leases);
  - e. Demolition or sandblasting;
  - f. Dewatering.
  
2. Activities that generate, use, dispose of, or potentially discharge:
  - a. Hazardous substances, hazardous materials, or hazardous wastes;
  - b. Asbestos;
  - c. Polychlorinated Biphenyls;
  - d. Chemicals;
  - e. Petroleum, oil, and lubricants;
  - f. Sewage and sewage sludge;
  - g. Contaminated soil and remediation wastes;
  - h. Solid waste;
  - i. Tank bottoms, sludge.
  
3. Activities that have discharges to air, soil, wastewater, or storm water runoff including:
  - a. Cleaning, purging, or rinsing;
  - b. Process changes;
  - c. Modifications or construction of exhaust systems or ventilation systems.

ENCLOSURE (4)

4. Subsurface activities, especially those involving:
  - a. Wells;
  - b. Soil borings;
  - c. Trenching or other excavation.
  
5. Other activities including, but not limited to:
  - a. Actions involving contact with federal or state environmental regulatory agencies;
  - b. All actions affecting closed or inactive hazardous waste management units or disposal sites or spill sites;
  - c. All field exercises, operations, and maneuvers;
  - d. Unit deployments on or off base, which may affect facilities or waste disposal;
  - e. All actions, which may involve historical structures or important archeological sites.