



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

IN REPLY REFER TO:  
ASO 5090.3B  
FAC

24 JUN 2022

AIR STATION ORDER 5090.3B

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: MARINE CORPS AIR STATION CHERRY POINT ENVIRONMENTAL COMPLIANCE  
COORDINATORS

Ref: (a) MCO 5090.2  
(b) ASO 5090.5B  
(c) ASO 5090.2  
(d) ASO 5090.7A  
(e) ASO 5090.6A  
(f) ASO 5090.8  
(g) ASO 5090.9 w/CH1  
(h) ASO 5090.10A  
(i) SECNAV M-5210.1

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 Marine Corps Air Station Cherry Point (CHERPT). 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. ASO 5090.3A

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

(1) Every commander who resides or trains at MCAS CHERPT 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).

b. Concept of Operations

(1) 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.

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(2) 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 enlisted; Staff Sergeant (E)-06 or higher grade; or a civilian, General Schedule (GS)-07 or Wage Grade (WG)-07 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.

(3) Air Station directorates may appoint more than one EC and/or Assistant EC when an onsite functional expert is required to ensure environmental compliance in a multi-function organization. Furthermore, when more than one EC and Assistant EC 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 (EAD)].

(4) All ECs and Assistant ECs 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 EC by a letter of appointment. Enclosure (1) provides a template for the letter. The letter shall be copied to the EAD within ten working days of completing the training.

(5) The EC(s) and Assistant ECs 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.

(6) 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.

(7) 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.

(8) 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.

(9) 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 fifteen 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 fifteen 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 CHERPT Environmental Management System (EMS).

(10) 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.

(11) 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.

(a) 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:

(b) Submit minor construction project requirements to the Facilities Asset Management Department (FAMD) for construction programming. Unfunded projects must be resubmitted each year until the requirement is satisfied.

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

(d) Submit qualifying Centrally Managed Funding (CMEP) requirements to HQMC through Environmental Compliance and Operational Reporting (ENCORE).

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

(12) All records pertaining to environmental programs and projects such as forms, reports, correspondence, and surveys shall be maintained by the EC and made available for inspection upon request. The EC shall maintain these forms onsite for a period of three years, then turnover to EAD. EAD will collect all of these forms three years or older during the annual internal Environmental Compliance Evaluations. EAD will maintain all forms upon receipt and destroy after thirty years in accordance with reference (k).

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

c. Coordinating Instructions

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

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


(3) Fleet Readiness Center East (FRCE)

(a) Due to the command structure at the FRCE, 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 FRCE Cherry Point.

(b) The FRCE shall provide EAD with documentation upon request that the requirements for International Organization of Standardization (ISO) 14000 recognition have been met and as such shall meet the requirements of this order.

5. Administration and Logistics. Questions pertaining to the content of this order should be directed to the EAD.

6. Command and Signal. This Order is applicable to MCAS CHERPT, its subordinate and supported commands.



M. R. HUBER

DISTRIBUTION: A



**(SAMPLE LETTERHEAD)**  
**UNITED STATES MARINE CORPS**  
 MARINE CORPS AIR STATION  
 POSTAL SERVICE CENTER BOX 8003  
 CHERRY POINT, NC 28533-0003

5090  
 (Originator)  
 (Date)

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

Subj: LETTER OF APPOINTMENT FOR ENVIRONMENTAL COORDINATOR/ASSISTANT  
 ENVIRONMENTAL COORDINATOR

Ref: (a) ASO 5090.3B

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;
  - g. pollution prevention initiatives and waste minimization programs are implemented;
  - h. National Emission Standards for Hazardous Air Pollutants (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 folder.

(CO/XO Signature)

Copy to:  
 (Key Personnel)  
 EAD (Via Chpt\_FAC\_EAD\_OMBC.usmc.mil)

Enclosure (1)

## UNIT LEVEL ENVIRONMENTAL AUDIT – MONTHLY

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

Air Pollution Abatement	Yes	NO	NA
Are paint usage records maintained for paint booth(s)?			
Are all personnel authorized to use Freon recycling machines EPA certified?			
Ozone Depleting Substances (ODS) inventory and accountability records are maintained			
Have Inspections of automatic gun cleaners and parts washers have been performed and records been submitted to EAD?			
Are all filters installed properly?			
Are pressure drop logs maintained and submitted to EAD?			
Wash Racks and Oil Water Separators	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?			
Is recommended triple rinsing procedures being followed for POL containers?			
Hoses are attended when purging drop tanks, washing vehicles/aircraft, etc.			
Hazardous Material (HM) Management	Yes	NO	NA
Is a current Authorized Use List (AUL) maintained?			
Are Safety Data Sheets (SDS) on file?			
Hazardous Waste (HW) Management	Yes	NO	NA
Is the RCRA Operating File for Hazardous Waste Management required and properly maintained?			
Are HW containers removed from satellite sites and 90-day sites within prescribed limits?			
Are current personnel involved in HW management compliant with training requirements and their records are on file?			
Universal Waste Storage (Batteries/Fluorescent Lights/Thermostats)	Yes	NO	NA
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 waste batteries have the date of out of service on them?			
Commercial and Industrial Waste Management	Yes	NO	NA

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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?			
Solid Waste Management	Yes	NO	NA
Are waste containers in good condition and closed?			
Are trash collection areas clean?			
Are any items listed on the Prohibited Materials List adhered to the dumpster found inside the dumpster?			
Spill Prevention and Control	Yes	NO	NA
Are spill response equipment/supplies stocked, staged, and ready to be used?			
Are copies of spill reports maintained and been provided to EAD?			
Are drip pans being used under leaking equipment?			
Are secondary containment structures and devices secured to prevent a release to the environment?			
Are secondary containment structure inspections being conducted with visual inspection records maintained?			
Does the unit fill equipment from a permanent storage tank from a fuel dispenser?			
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?			
Used Oil	Yes	NO	NA
Are used oil containers marked with the words " <b>Used Oil</b> "?			
Are the containers in good condition (corrosion-free/no-bulging, no-dented, no-deteriorated containers)? Are the containers closed?			
Environmental Management	Yes	NO	NA
Are operational practices being used to ensure there are no negative impacts to stormwater?			
Is the unit following applicable standard operating procedures for high risk practices?			
Additional Comments and Maintained records			

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  NOT APPLICABLE

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

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

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



ENVIRONMENTAL AREAS OF  
GREATEST CONCERN

This is a suggested list for use by unit commanders, department and directorate heads, and Environmental Coordinator(s)/Assistant EC(s) to determine unit/directorate/department actions that potentially pose magnificent 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 stormdrainage;
  - c. Construction, repairs, demolition or modification to sewer systems, lift stations, septic tanks, underground storage tanks, above ground storage tanks, or watersystems;
  - 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.
4. Subsurface activities, especially those involving:
- a. Wells;
  - b. Soil borings;
  - c. Trenching or other excavation.
3. 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.
  - f. Firefighting activities using Aqueous Fighting Foam (AFFF).
  - g. Discharges that contain or are impacted by materials containing PFAS compounds.