

General EMS and Environmental Awareness Training for Contractors/Vendors at Marine Corps Air Station (MCAS) Cherry Point, NC

Guide for Contracting Offices and Representatives

I. Purpose

In accordance with Department of Defense (DoD) instructions and Marine Corps Orders (MCO), the Environmental Affairs Department (EAD) at MCAS Cherry Point has implemented a Comprehensive Environmental Training and Education Program (CETEP). The goal of the CETEP is to ensure that appropriate environmental instruction and related information are provided to all levels of the Marine Corps in the most effective and efficient manner to achieve full compliance with all applicable environmental training requirements. A major component of the CETEP is to provide general environmental awareness training to all individuals associated with the installation, including contractors and vendors.

In addition to CETEP requirements, MCAS Cherry Point has implemented a basewide Environmental Management System (EMS) per Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, and DoD and Marine Corps EMS policy. This EMS is founded on the principles of the *MCAS Cherry Point Statement on Environmental Policy*, which is endorsed by the Commanding Officer (CO). The purpose of the EMS is to sustain and enhance mission readiness and access to training areas through effective and efficient environmental management. The EMS highlights the fact that the authority and principal responsibility for controlling environmental impacts belong to those commands, units, offices, and personnel (including contractors and vendors) whose activities have the potential to impact the environment.

To minimize the environmental impact of our operations at MCAS Cherry Point, all civilian and military personnel, including contractors and vendors whose work may impact the environment, are required to receive both EMS training and general environmental awareness training at the level necessary for their job function. This *General EMS and Environmental Awareness Training for Contractor and Vendors* binder covers both training programs.

As such, contractors and vendors working aboard MCAS Cherry Point will:

- Conduct job responsibilities in compliance with environmental regulations and in conformance with EMS requirements;
- Complete all applicable environmental training and maintain associated records as per contract requirements;

- Complete *General EMS and Environmental Awareness Training for Contractor and Vendors*, and be aware of and understand the *MCAS Cherry Point Statement on Environmental Policy*; and
- Contact their contracting representative immediately regarding environmental and/or EMS issues.

The contractor and vendor training binder provides the materials necessary to fulfill these requirements. The contents of this training binder include:

- MCAS Cherry Point, NC, Contractor/Vendor Environmental Service Agreement
- MCAS Cherry Point, NC, Environmental Programs and Points of Contact at the Environmental Affairs Department (EAD)
- MCAS Cherry Point General EMS and Environmental Awareness Training for Contractors/Vendors Presentation

II. Contractor/Vendor Training

Prior to beginning work on-site (preferable), or within 30 days of beginning work on-site, all contractors and vendors conducting work that may impact significant practices, must receive the Contractor/Vendor Environmental Service Agreement, MCAS Cherry Point Environmental Programs and Points of Contact sheet, and General EMS and Environmental Awareness Training. The Environmental Service Agreement must be signed and dated (see Section III, Record Keeping, for additional details). The General EMS and Environmental Awareness Training is a one-time requirement, unless specified otherwise in the contract. Anyone who works onsite for a contract at any point during the contract period must receive this training.

MCAS Cherry Point Contractor/Vendor Environmental Service Agreement – Sets forth environmental expectations for contractors and vendors working onsite. Contractors and vendors must sign the form acknowledging: (1) receipt of the MCAS Cherry Point Statement on Environmental Policy, (2) receipt of General EMS and Environmental Awareness Training, (3) receipt of MCAS Cherry Point Environmental Programs and Points of Contact handout, and (4) agreement to follow EMS and applicable environmental requirements, including all applicable regulatory required environmental training, while working aboard MCAS Cherry Point.

MCAS Cherry Point Environmental Programs and Points of Contact at the EAD – Provides a brief overview of major environmental requirements and procedures that may affect contractors and vendors who work on-site.

MCAS Cherry Point General EMS and Environmental Awareness Training for Contractors and Vendors – Provides General EMS and Environmental Awareness Training as well as a summary of the environmental requirements discussed in the MCAS Cherry Point Environmental Programs and Points of Contact handout.

III. Record Keeping

Training records are maintained at the discretion of the contractor/vendor and contracting office.

1. An authorized representative of the company performing work at MCAS Cherry Point signs the Environmental Service Agreement attesting to receipt and completion of the appropriate training by each of its employees currently working aboard MCAS Cherry Point. The contracting representative must maintain this record in the contract file. It is the responsibility of the authorized representative of the company to then ensure and document that each of its employees working at any time aboard MCAS Cherry Point has received the training (e.g., sign-in sheets). Records of the training provided by the authorized representative of the company must be easily retrievable and made available to MCAS Cherry Point upon request.

OR

2. Each individual employee performing work at MCAS Cherry Point under a contract signs the Environmental Service Agreement attesting to receipt and completion of the included training materials. The contracting representative must maintain these records in the contract file.

These training and record keeping requirements are applicable to existing contractors/vendors working aboard MCAS Cherry Point and those who will begin work under a contract in the future.

IV. Contact Information

For questions about these training requirements, or about general EMS awareness, please contact the EMS Coordinator, Judah Emory, at (252) 466-4843 and/or the CETEP Coordinator, Matt Wallin, at (252) 466-5391 within the EAD.

V. Attachments

1. MCAS Cherry Point, NC, Contractor/Vendor Environmental Service Agreement
2. MCAS Cherry Point, NC, Environmental Programs and Points of Contact at the EAD
3. MCAS Cherry Point General EMS and Environmental Awareness Training for Contractors and Vendors

MARINE CORPS AIR STATION (MCAS) CHERRY POINT, NC

CONTRACTOR/VENDOR ENVIRONMENTAL SERVICE AGREEMENT

Introduction

Welcome to Marine Corps Air Station (MCAS) Cherry Point. Here at MCAS Cherry Point, we take our commitment to the environment, as well as your safety, very seriously. We have implemented an Environmental Management System (EMS) that is guided by our Environmental Policy, and endorsed and supported by our Commanding Officer (CO). All MCAS Cherry Point personnel, including contractors and vendors, are required to abide by our EMS and Environmental Policy.

MCAS Cherry Point Statement on Environmental Policy

Our Environmental Policy is posted at several locations throughout MCAS Cherry Point and can be obtained from your contracting representative. It reads as follows:

The natural environment is a key asset in the training and support mission of Marine Corps Air Station, Cherry Point. To this end, and per the guidance set forth in the reference (MCO P5090.2A), it is my policy to protect, preserve, and enhance our land, air and water resources. MCAS Cherry Point will:

- *Comply with all environmental laws, regulations, and policies;*
- *Continue to minimize risk to the mission by integrating sound environmental practices into all operations and business decisions;*
- *Conserve and enhance natural and cultural resources;*
- *Implement pollution prevention and waste minimization initiatives;*
- *Review all proposed activities for potential environmental impact in accordance with the National Environmental Policy Act;*
- *Promote the cleanup of contaminated sites;*
- *Communicate environmental commitments to all levels of the MCAS CHERPT organization and its tenants in order to increase awareness of this environmental protection policy;*
- *Sustain our partnership with the local community and regulatory agencies to continue a proactive environmental compliance and protection program; and*
- *Educate our Marines, Sailors, and civilian Marines about their responsibility to protect the environment and recognize them for outstanding participation.*

Marine Corps Air Station Cherry Point will sustain and enhance mission readiness through compliance with applicable environmental laws and regulations, prevention of pollution, and continual improvement of the environmental management system.

MCAS Cherry Point's Commitment to Protecting the Environment

As a contractor or vendor, you must comply with all requirements outlined in this Agreement. After you have read this document and all associated information, please sign to acknowledge you understand its contents, have received a copy of the Environmental Policy, have received a copy of the *MCAS Cherry Point Environmental Programs and Points of Contact* handout, have received *General EMS and Environmental Awareness Training for Contractors and Vendors*, and agree to the requirements outlined in these documents.

We expect you to comply with all applicable local, state, and Federal environmental regulations and standards involving the handling, collection, and disposal of all hazardous materials and industrial waste by-products. Additionally, if your process, service, or activity will or has the potential to impact our air, water, or property, you must contact your contracting representative immediately before performing that process, service, or activity.

We also administer and maintain an active recycling program and recommend that you recycle whenever possible and as per your contract requirements, at a minimum. Recycle all metal-containing materials, paper products, or universal waste materials such as fluorescent light bulbs and batteries.

If you cause, create, or find a spill or chemical release on MCAS Cherry Point property, **you must immediately dial 911** to notify the Fire Department. Spills must be contained and cleaned up immediately by trained personnel. Contain the spill as best as you can, and contact emergency personnel immediately so additional response action can be initiated, if necessary.

If you are asked to evacuate the facility or are directed to seek shelter, follow directions or ask for assistance from any MCAS Cherry Point personnel. Please report to your contracting representative after such requests. A map of the primary and secondary evacuation routes at MCAS Cherry Point is included with this agreement.

MCAS Cherry Point’s Commitment to Continually Improving Our Work Environment

Here at MCAS Cherry Point, we have identified many environmental aspects (e.g., general hazardous material use, hazardous waste generation, air emissions) resulting from our practices (e.g., construction/demolition, aircraft maintenance) and have assessed their actual or potential impact on our environment. Based on our evaluation, we have targeted several practices that we consider significant, including the following:

Aircraft combat training	Fueling and fuel management/storage
Aircraft maintenance	HCP operation
Battery management	HM storage
Boiler operation	HW satellite accumulation area
Building operation/maintenance/repair	HW storage (<90 day site)
Drinking water management	Pesticide/herbicide management and application
Engine operation and maintenance	Pumping station/force main
Equipment operation/maintenance/disposal	

If your process, service, or activity is a targeted significant practice, or may affect a significant practice, you will notify your contracting representative; additional documentation may be required and executed by you or a representative of your company.

Should you have any questions on this Agreement, do not hesitate to contact your contracting representative.

I certify that I am *an authorized representative* of a company performing work at MCAS Cherry Point and the employees of our company have 1) received the MCAS Cherry Point Environmental Policy, 2) received *General EMS and Environmental Awareness Training for Contractors and Vendors*, 3) received the *MCAS Cherry Point Environmental Programs and Points of Contact* handout, and 4) agreed to follow EMS and applicable environmental requirements, including all applicable regulatory required environmental training, while working aboard MCAS Cherry Point.

Printed Name Signature Company Name Date

OR

I certify that I am *an employee* performing contract work at MCAS Cherry Point and I have 1) received the MCAS Cherry Point Environmental Policy, 2) received *General EMS and Environmental Awareness Training for Contractors and Vendors*, 3) received the *MCAS Cherry Point Environmental Programs and Points of Contact* handout, and 4) agreed to follow EMS and applicable environmental requirements, including all applicable regulatory required environmental training, while working aboard MCAS Cherry Point.

Printed Name Signature Company Name Date

Marine Corps Air Station (MCAS) Cherry Point, NC
Environmental Programs and Points of Contact (POC)
at the Environmental Affairs Department (EAD)

	Cheryl Murray (Drinking Water)	252-466-5151
	Will Potter (Storage Tanks)	252-466-5376
	Ruan Stewart (Stormwater)	252-466-3117
Water Quality	Timothy Lawrence (Wastewater)	252-466-2754

Includes drinking water, wastewater, stormwater, and storage tanks programs:

- Don't dispose of oil, used oil, oil filters, chemicals, or other material/debris down storm drains
- Keep sediment, leaves, and construction debris away from storm drains (use barriers)
- Perform maintenance in paved, designated areas
- Ensure proper installation, maintenance, and inspection of secondary containment devices
- Report spills immediately and properly
- Submit a soil erosion control plan for a site when more than 1 acre will be disturbed

Air Quality	Rich Weaver	252-466-5917
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If a project generates air emissions:

- Ensure all applicable state and Federal regulations are followed
- Report heating, ventilating, and air conditioning (HVAC) maintenance, ozone depleting substance (ODS) removal to EAD
- Report all permanent structure painting operations to EAD
- Before bringing new equipment onsite, notify your contract representative and EAD
- Check with your contract representative before modifying an existing permitted source (including physical changes and material changes)
- Notify your contract representative immediately in the event of equipment malfunction
- Use best management practices (BMPs) when using volatile organic compounds – keep lids on

	Dave Cooke (Recycling)	252-466-2864
Solid Waste / Recycling	Nathan Arnett (Solid Waste)	252-466-5217

Includes construction and demolition debris and general solid waste generation. If a project generates solid waste:

- Reduce/Reuse/Recycle whenever possible; ensure contract requirements for recycling and recordkeeping are met
- Contact your contract representative if you are unsure how to manage a waste
- Don't put prohibited wastes into general trash dumpsters – look for prohibited waste labels
- Don't use government-owned dumpsters for contractor waste and debris
- Submit a Solid Waste Management Plan to your contract representative
- Manage and handle polychlorinated biphenyls (PCBs) and asbestos only if you are properly trained
- Manage PCBs and asbestos in proper containers with appropriate labeling

Hazardous Waste

Erik Delaney

252-466-4591

Includes universal waste, used oil, and hazardous waste:

- Properly manage all waste streams
- Don't put hazardous wastes into general trash dumpsters
- Contact your contract representative if you are unsure how to manage a waste
- Ensure hazardous waste drums are labeled and lids are secured

**Hazardous Material
(HAZMAT)**Kelsi Holsey (EAD)
Safety Office/Fire Department252-466-4789
252-466-2730/252-466-2241

Includes all materials requiring a safety data sheet (SDS). If a project uses HAZMAT:

- Keep flammable materials in flam lockers
- Don't store large quantities of materials; keep only what can be used on hand
- Maintain an SDS onsite for each hazardous material
- Have appropriate personal protective equipment available and use it as necessary
- Provide HAZMAT storage and usage information for regulatory reporting to MCAS Cherry Point upon request
- Stop work immediately if a project unearths a hazardous material (such as munitions or an ordnance item) and report the situation to your contract representative


REPORTING SPILLS


SPILL LOCATION	WHO TO CONTACT	PHONE NUMBER
Air Station & Outlying Fields	MCAS Cherry Point Fire Department	911 or 252-466-3333
Airfield	Crash Fire Rescue	252-466-2420
Bogue Field	Crash Fire Rescue	252-466-0662

Be prepared to provide the responder with the following information:


- Your name and phone number
- Location of the spill (building number)
- Number and type of injuries, if any
- Type and amount of spilled material
- Source of spill (container, vehicle, etc.)
- Behavior of spilled material (leak, fire, etc.)
- Anticipated movement of spill
- Contaminated material
- Action being taken
- Estimated time of spill

ADDITIONAL OPERATIONAL CONTROL PROCEDURES MAY APPLY. IF YOU HAVE QUESTIONS, CONTACT YOUR CONTRACT REPRESENTATIVE.

 MARINE CORPS AIR STATION
CHERRY POINT



**General EMS and
Environmental Awareness
Training
for
Contractors and Vendors**


Revised: September 2014 

 MARINE CORPS AIR STATION
CHERRY POINT **Disclaimer**


This training does not replace any required regulatory environmental training as per your contract:


- Required environmental training should be completed *prior* to working at MCAS Cherry Point
- Training records should be on file with your contract representative




 MARINE CORPS AIR STATION
CHERRY POINT **Training Overview**


- Environmental Management System (EMS) and Environmental Policy
- Environmental Affairs Department (EAD)
- General Environmental Awareness
- Spill Response Basics
- Summary




 MARINE CORPS AIR STATION
CHERRY POINT


EMS and the Environmental Policy



 MARINE CORPS AIR STATION
CHERRY POINT **What is an EMS?**


- MCAS Cherry Point has implemented an installation-wide EMS that is founded on the principles of our **Environmental Policy**.
- The purpose of the EMS is to sustain and enhance mission readiness through effective and efficient environmental management.
- The EMS emphasizes that the authority and principal responsibility for controlling environmental impacts belong to those commands, units, offices, and personnel, **including contractors and vendors**, whose activities have the potential to impact the environment.





 MARINE CORPS AIR STATION
CHERRY POINT **Why have an EMS?**

“The natural environment is a key asset in the training and support mission of Marine Corps Air Station, Cherry Point. **To this end... it is my policy to protect, preserve, and enhance our land, air and water resources.**”

MCAS Cherry Point Statement on Environmental Policy




MARINE CORPS AIR STATION **Environmental Policy**
CHERRY POINT




UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28523
FORM 270 2011

ENVIRONMENTAL POLICY
The purpose of this policy is to ensure that all activities at this station are conducted in a manner that is consistent with the Marine Corps' commitment to environmental protection and the well-being of the community. This policy is intended to provide a framework for the station's environmental management system and to ensure that all personnel are aware of their responsibilities in this area.


Copies of the **Environmental Policy** can be obtained from your contracting representative and are available at:
<http://www.cherrypoint.marines.mil/Resources/EnvironmentalAffairs.aspx>




MARINE CORPS AIR STATION **What You Need to Know**
CHERRY POINT




- MCAS Cherry Point has an EMS
- These three goals are the foundation of our **Environmental Policy**:
 - Comply** with applicable environmental laws and regulations
 - Prevent pollution**
 - Continually improve** our EMS




MARINE CORPS AIR STATION **Your EMS Responsibilities**
CHERRY POINT





- Comply with all applicable legal and other environmental requirements
- Be aware of the Environmental Policy, applicable operational control procedures (including environmental standard operating procedures [ESOPs]), and environmental Air Station Orders
- Be familiar with spill procedures
- Keep your eyes open for potential problems
- Report any environmental problems or concerns promptly and notify your contract representative
- Read and sign the Contractor/Vendor Environmental Service Agreement and provide the signed agreement to the contracting representative or the EMS coordinator



 MARINE CORPS AIR STATION
CHERRY POINT


**Environmental Affairs
Department (EAD)**





 MARINE CORPS AIR STATION
CHERRY POINT EAD Can Help!

EAD works with your contract representative to help ensure:


- Proper management of waste
- Compliance with regulations
- Required environmental plans are developed and followed, if applicable
- Required environmental training is completed
- Accidental spills/releases are reported




 MARINE CORPS AIR STATION
CHERRY POINT What Does EAD Do for You?





If you have an EMS or environmentally related question, contact your contract representative who will then work with EAD to determine how to proceed




 MARINE CORPS AIR STATION
CHERRY POINT Remember...


MCAS Cherry Point EMS and environmental programs are applicable to **ALL** contractors and vendors working aboard MCAS Cherry Point!





 MARINE CORPS AIR STATION
CHERRY POINT

General Environmental Awareness



 MARINE CORPS AIR STATION
CHERRY POINT Water Quality


- Construction/demolition and other projects can result in:
 - Stormwater pollution
 - Erosion and sedimentation
- If a project could impact water quality:
 - Don't dispose of oil, chemicals, or other material/debris down storm drains
 - Keep sediment, leaves, and construction debris away from storm drains (use barriers)
 - Soil Erosion Control Plans are required for sites when more than 1 acre will be disturbed



 **MARINE CORPS AIR STATION**
CHERRY POINT **Used Oil**


- **Risks of Oil handling/changing operations:**
 - Spills
 - Waste
 - Groundwater, stormwater, or soil contamination
- **If a project involves the use of oil:**
 - Perform maintenance in paved, designated areas
 - Recycle used oil, oil filters, and other fluids...don't dump down storm drain or dispose of in the trash
 - Ensure proper installation, maintenance, and inspection of secondary containment devices
 - Report spills immediately to the Fire Dept. and EAD!




 **MARINE CORPS AIR STATION**
CHERRY POINT **Air Quality**



If a project could potentially impact air quality:

- Follow all applicable state and Federal regulations
- Report HVAC maintenance, ODS removal to EAD
- Report all permanent structure painting operations to EAD
- Notify your contract representative and EAD before bringing new equipment on site
- Notify your contract representative before modifying an existing permitted source (including physical changes and material changes)
- Use BMPs when using Volatile Organic Compounds – keep lids on



 **MARINE CORPS AIR STATION**
CHERRY POINT **Hazardous Waste Management**

- **Hazardous waste generation can result in:**
 - Consumption of natural resources
 - Decreased landfill space
- **If a project generates hazardous waste:**
 - Reduce/Reuse/Recycle when possible; meet contract requirements for recycling
 - Contact your contract representative if unsure how to manage a waste
 - Don't put hazardous wastes into general trash dumpsters
 - Properly manage all waste streams
 - Ensure hazardous waste drums are labeled and lids are secured



MARINE CORPS AIR STATION
CHERRY POINT **Solid Waste Management**



- **Solid waste generation can result in:**
 - Consumption of natural resources
 - Decreased landfill space
- **If a project generates regulated or solid waste:**
 - Reduce/Reuse/Recycle when possible; meet contract requirements for recycling
 - Contact your contract representative if unsure how to manage a waste
 - Don't put prohibited wastes into general trash dumpsters – look for prohibited waste labels
 - Don't use government-owned dumpsters for your contractor waste and debris
 - Submit a Solid Waste Management Plan to your contract representative for construction and demolition projects



MARINE CORPS AIR STATION
CHERRY POINT **PCB and Asbestos**

If a project generates or involves the removal of PCB or asbestos:



- Manage and handle PCB and asbestos only if you are properly trained
- Manage PCB and asbestos in proper containers with appropriate labeling




MARINE CORPS AIR STATION
CHERRY POINT **Hazardous Materials**

If a project requires the use of hazardous material (HAZMAT):


- Keep flammable materials in HAZMAT lockers
- Don't store large quantities – keep on hand only what you will use
- Maintain an SDS for each material on-site
- Use secondary containment to prevent spills if materials are stored outside
- Stop work if you unearth a hazardous material (i.e., ordnance) and report to your contract representative
- Provide HAZMAT storage and usage information for regulatory reporting to MCAS Cherry Point upon request



 MARINE CORPS AIR STATION
CHERRY POINT **Good Housekeeping**


Maintain good housekeeping:


- Store flammable materials in HAZMAT lockers
- Ensure containers are labeled and lids are secured
- Keep stormwater drains clear of debris
- Don't pour materials down storm or floor drains
- Don't stockpile waste – put it where it belongs!
- Clean up work sites at the end of *each* day
- Report spills immediately and properly
- Clean up work area after job completion



Poor housekeeping can result in:


- Fines, termination of contract
- Environmental contamination, spills
- Injuries




 MARINE CORPS AIR STATION
CHERRY POINT **Operational Control Procedures**


MCAS Cherry Point has developed many operational control procedures to minimize the risk of certain practices:


- If you are conducting an operation that is considered a significant practice (i.e., it is included on the list provided with this training), you are responsible for reviewing and adhering to applicable operational control procedures.
- Contact the EMS Coordinator for more information (252-466-4843).




 MARINE CORPS AIR STATION
CHERRY POINT


Spill Response Basics




 **MARINE CORPS AIR STATION**
CHERRY POINT If a Spill Occurs...


Where Did the Spill Occur?	Who to Contact	Phone Number
Air Station & Outlying Fields	MCAS Cherry Point Fire Department	911 or 252-466-3333
Airfield	Crash Fire Rescue	252-466-2420
Bogue Field	Crash Fire Rescue	252-466-0662




 **MARINE CORPS AIR STATION**
CHERRY POINT


Summary



 **MARINE CORPS AIR STATION**
CHERRY POINT Summary

- MCAS Cherry Point protects, preserves, and enhances its natural resources through its EMS and Environmental Policy
 - **We comply** with applicable environmental laws and regulations
 - **We prevent pollution**
 - **We continually improve** the EMS
- **YOU** are responsible for complying with applicable environmental requirements too
- If you aren't sure what to do...**ASK!**
 - Your contract representative & EAD are here to help



 **MARINE CORPS AIR STATION**
CHERRY POINT **Reminder**

Read and sign the *Contractor/Vendor Environmental Service Agreement* stating you have received this training and will follow its requirements, as well as those in the Agreement and provide the signed agreement to the contracting representative or the EMS Coordinator.

