

ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

CHAPTER 5

ENVIRONMENTAL TRAINING AND EDUCATION

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ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

CHAPTER 5

ENVIRONMENTAL TRAINING AND EDUCATION

SECTION 1: INTRODUCTION

5100. PURPOSE

1. This chapter establishes Marine Corps policy and responsibilities to ensure compliance with mandated environmental training requirements and Marine Corps policies and standards for developing and managing environmental training instruction. It also outlines procedures designed to ensure that Marine Corps environmental programs are of a sufficient scope to identify and meet Marine Corps needs in the most effective and efficient manner.

2. While the responsibility for conducting environmental training may cross many functional and/or operational areas, this chapter establishes the following:

a. Responsibilities to ensure that relevant, high quality environmental instruction and information are provided at all levels of the Marine Corps as needed;

b. Policies and procedures that appropriately apply the Marine Corps Systems Approach to Training (SAT) processes to the environmental training arena as developed and advanced through the Comprehensive Environmental Training and Education Program (CETEP);

c. Documentation and reporting requirements that demonstrate Marine Corps progress in meeting its environmental training goals: to achieve and maintain full compliance with all applicable environmental training and public outreach requirements and to support the attainment of Marine Corps pollution prevention and other environmental goals;

d. Professional development opportunities to identify the needs of Marine Corps personnel who are assigned environmental responsibilities.

5101. APPLICABILITY. See paragraph 1101.

5102. BACKGROUND

1. The Environmental Training Challenge. Environmental requirements impact nearly every Marine Corps OccFld, MOS, and daily operation. Training and/or information requirements are explicitly stated or strongly implied (implicit) in many of these environmental statutes and regulations. Furthermore, many training requirements are both directly environmental and indirectly related to environmental compliance due to job actions, knowledge, or skills they require. As a result, the scope of environmental training requirements and the number of Marine Corps personnel subject to them create a significant challenge.

a. This challenge is compounded by professional development needs, unique state and local requirements, provisions of many Federal requirements that training must be tailored to local (job site) conditions, and public information requirements.

b. In addition, Marine Corps personnel are frequently subject to multiple environmental training requirements due to the nature of their job responsibilities and/or conditions existing in their work site(s).

2. The Comprehensive Environmental Training and Education Program (CETEP). In recognition of the large magnitude and importance of the environmental training challenge, the Deputy Chief of Staff for Installations and Logistics established CETEP to meet the environmental training objectives published in the 1997 USMC Environmental Campaign Plan. CETEP was approved at the highest levels by both the Marine Corps training and environmental functional commands.

a. CETEP was established to support the Marine Corps goal of full compliance with all environmental requirements and Marine Corps pollution prevention goals. CETEP incorporates the application of established Marine Corps training and leadership concepts and procedures to characterize and address the training challenge systematically.

b. CETEP includes various needs analyses, professional development initiatives, public outreach projects, program development strategies, and research efforts to ensure that appropriate environmental instruction and information is provided at all levels of the Marine Corps in the most effective and efficient manner.

3. Meeting the Environmental Training Challenge. The ultimate goal of the Marine Corps environmental training program (as established in 1992) is to ensure that training and information are adequately available, highly efficient, and instructionally effective in preparing Marine Corps personnel to perform their environmental and primary job responsibilities competently and/or safely to support Marine Corps environmental objectives. CETEP reveals that this goal can best be achieved by attaining the following objectives:

- a. The appropriate application of established Marine Corps SAT development and management processes to environmental training, including curriculum quality standards and program efficiency processes to environmental training.
- b. The systematic development of comprehensive environmental training programs at Marine Corps installations based on, and justified by, a documented assessment of installation needs.
- c. Full use of existing Marine Corps training systems and organizations.
- d. Maximum application and use of existing environmental training materials, courses, and resources prior to new development initiatives.
- e. Establishment and use of partnerships with environmental training providers outside the Marine Corps.
- f. Maximum application of modern instructional technologies for the mass distribution of environmental instruction and information to diverse audiences.
- g. Professional development of Marine Corps personnel tasked with environmental training management/instruction responsibilities to address environmental issues having the greatest impact on the Marine Corps.
- h. Elimination of inappropriate and redundant training.
- i. The "translation" of environmental requirements into pragmatic job requirements and directives that guide Marine Corps job performance, training, and operations.

4. The Marine Corps SAT and CETEP. The Marine Corps SAT is established and delineated in the 1553 Series of Training and

Education Orders. The formal SAT processes and their associated management documents (including Individual Training Standards (ITS) Systems and Programs of Instruction (POI)) are expressly applicable to Marine Corps formal schools, training centers, and formal courses at other Military schools, per MCO 1553.1. This includes environmental courses taught at such institutions.

a. The vast majority of Marine Corps environmental training does not fall under the formal curriculum development and management processes of the SAT. However, all Marine Corps training is required to incorporate and appropriately apply the basic concepts of the overall SAT process.

b. CETEP requires the application of Marine Corps-approved SAT concepts to the environmental training arena. This application serves as a bridge between the Marine Corps functional commands tasked with training and those tasked with environmental management. This chapter delineates and establishes requirements of that application to accomplish the objectives stated above.

5. Implementation of CETEP at Marine Corps Installations. Environmental permits (based on the Standard Industrial Classification of the parent organization) assign the CG's/CO's the responsibility for environmental compliance issues within the geographic boundaries of their installation. CG's/CO's can best protect themselves from penalties for noncompliance by ensuring that all personnel within the boundaries of their command receive appropriate environmental instruction. Further, the magnitude and parochial nature of environmental training requirements (and their enforcement actions) dictate that primary environmental training efforts be focused on local programs at Marine Corps installations under the guidance and support of the CMC (LF).

a. The original CETEP Plan included provisions for the development of a prototype training program at HQMC to both address the entire spectrum of Marine Corps-wide training issues and to serve as a model for program development processes and procedures.

b. The full implementation phase of CETEP will call for the replication of pertinent segments of this model at all Marine Corps installations. This chapter establishes and guides the modeling phase by describing critical CETEP components, program development procedures, and training quality assurance requirements for installation programs.

6. Environmental Training Expertise. Among the initial findings of the CMC (LF) sponsored Marine Corps-wide environmental training needs assessment was the critical need for uniformed environmental specialists to address environmental issues at the unit and installation levels. It was also recognized that in order for the planned CETEP implementation phase to succeed, environmental training expertise would have to be developed at all Marine Corps installations. In response to these needs, MOS 9954 and MOS 9631 were established and CETEP Coordinators identified. In addition, professional quality standards for environmental instructors and environmental instruction were formulated. For more information on these standards, see paragraphs 5201 and 5206 of this Manual.

a. MOS 9954, Hazardous Material/Hazardous Waste (HM/HW) Officer/Marine. MOS 9954 was established as a secondary MOS to provide the Marine Corps with uniformed Marines specifically trained to address HM and HW site management, primarily at the unit level.

(1) Specific guidance regarding MOS 9954 is published in MCO P1200.7. An ITS System that delineates training and job requirements for the MOS will be maintained by the MCCDC.

(2) Attainment of MOS 9954 may partially satisfy the training requirements established for Environmental Instructors and/or CETEP Coordinators discussed in this chapter under paragraph 5203 of this Manual.

b. MOS 9631, Environmental Engineering/Management Officer. MOS 9631 was established as a secondary MOS to provide the Marine Corps with a cadre of uniformed, operational expertise in the areas of environmental engineering, management, and science. These officers provide a unique view of environmental issues from a Marine's perspective.

(1) MOS 9631 is administered under the Marine Corps Special Education Program and Advanced Degree Program. Recipients of the MOS have earned a Master's Degree in environmental management, science, or engineering from designated colleges and universities.

(2) Specific information regarding MOS 9631 is published in MCO P1200.7, MCO 1520.9, and MCO 1560.19.

c. CETEP Coordinators. Personnel primarily responsible for local environmental training program leadership have been

identified as CETEP Coordinators at all Marine Corps installations.

(1) These environmental training managers ensure that installation programs are adequately structured and tailored to identify and appropriately address local training requirements and needs within the "fenceline" of the installation as per the requirements of this chapter.

(2) Specific training and experience requirements established for all CETEP Coordinators are detailed in paragraph 5203. The CMC (LF) sponsors various professional development initiatives for CETEP Coordinators.

7. DoD and Joint Service Committees. The Defense Environmental Security Education, Training and Career Development Committee and Inter-Service Environmental Education Review Board (ISEERB) are composed of environmental and training representatives from DoD and all military services. These organizations present viable forums for addressing broad environmental training issues and for identifying training resources and efficiencies across the services, private industry, and academia.

a. The CMC (LF) has provided a Marine Corps representative to both these committees since their inception. Various training materials and other resources have been secured and distributed throughout the Marine Corps as a result of this participation.

b. The focus of these committees includes sharing and pooling environmental training resource information, realizing cost reductions through combined mass "buys," and avoiding costs by eliminating instructional redundancy.

c. "ISEERB Approval" is an endorsement (seal of approval) given to specific environmental education and training courses. Among other things, such approval signifies that the course has been reviewed by subject matter experts from the DoD Components and has been found to have a common content suitable for use by more than one Component. Table 5-1 lists ISEERB-approved courses.

5103. FEDERAL STATUTES. Listed below are major sources of environmental training requirements. Other training requirements potentially applicable to Marine Corps personnel may be expressly stated (explicit) or strongly implied (implicit) in the Federal regulations, Executive Orders, state laws, regional directives,

local policies, and other mandates discussed or introduced throughout this Manual.

1. Federal Statutes with Major Training Implications. The Federal statutes listed below contain or invoke training requirements that have the greatest impact on Marine Corps personnel.

- a. Clean Air Act
- b. Clean Water Act
- c. Comprehensive Environmental Response, Compensation, and Liability Act and the Superfund Amendments and Reauthorization Act
- d. Endangered Species Act
- e. Federal Facilities Compliance Act
- f. Federal Insecticide, Fungicide, and Rodenticide Act
- g. Hazardous Material Transportation Uniform Safety Act
- h. National Environmental Policy Act
- i. Occupational Safety and Health Act
- j. Resource Conservation and Recovery Act and the Hazardous and Solid Waste Amendments
- k. Safe Drinking Water Act

2. Regulatory Training Requirements Invoked by Federal Statutes. Many of the Federal statutes listed above (as well as others) invoke training requirements published in the Code of Federal Regulations (CFR) by various Federal agencies, including the Department of Transportation, Occupational Safety and Health Administration, and Environmental Protection Agency.

a. Appendix D contains a list of training requirements, here classified as "environmental," that have a significant impact on Marine Corps personnel. The appendix does not include all requirements established or invoked by Federal statutes.

b. Tables 5-2 and 5-3 of this chapter provide a summarizes significant provisions of major environmental training requirements included in Federal regulations.

#### 5104. REQUIREMENTS

1. DoD Policy Implementation. This chapter implements the training program requirements established by the Under Secretary of Defense for Acquisition and Technology.
2. Training Requirements. Generally, the various policies and requirements of this chapter are generally not newly conceived, but an application of Marine Corps training policies and a delineation of environmental training requirements previously in effect. The sole intent of these requirements is to support established Marine Corps environmental objectives that will lead to attaining of the Marine Corps environmental goals.

#### 5105. TERMS AND DEFINITIONS

1. By Name Assignment (BNA). An automated system used for scheduling and enrolling students in courses offered by military formal schools.
2. Chesty Brigade. The honorary organization composed of those active-duty, family members, civilian personnel, and non-Marine Corps individuals (and organizations) who have in some way contributed to Marine Corps environmental efforts.
3. CETEP. The Marine Corps training program designed to ensure that high quality, efficient, and effective environmental training, education, and information are provided at all levels of the Marine Corps.
4. Environmental Training. Any form of instruction and information that is based upon, derived from, or guided by environmental laws, regulations, or policies.
5. Environmental Training Needs Assessment. A comprehensive analysis conducted to identify training needs and to provide a rational basis for justifying the allocation of resources and requests for training services. The analysis also establishes a benchmark for evaluating the efficiency and effectiveness of the training effort.

6. Explicitly Required Training. Training overtly and expressly required by specific laws or regulations that applies to Marine Corps personnel due to the nature of their work assignments and/or work-site status or condition.
7. Hazard Communication (HAZCOM) Training. Training required under the Occupational Safety and Health Act, per 29 CFR 1910.1200.
8. Hazardous Waste Operations and Emergency Response (HAZWOPER) Training. Training required under the Occupational Safety and Health Act, per 29 CFR 1910.120.
9. Implicitly Required Training. Instruction and/or information that is not expressly stated as required by law or regulation, but that can be reasonably inferred as being required or necessary due to the nature of job actions, required functions, and/or specific licensing or certification requirements mandated by environmental law or regulation.
10. ISEERB. An advisory board composed of environmental and training leaders of all military services formed to identify environmental training efficiencies and resources.
11. Job Performance Enhancement Training. Training and education above and beyond the minimal or qualifying job requirements.



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SECTION 2: MARINE CORPS POLICY

5200. ENVIRONMENTAL TRAINING POLICY

1. General. All Marine Corps personnel, members of the Marine Corps community, and appropriate segments of the general public will be provided effective and relevant environmental instruction and information as required by this chapter. All environmental training will be appropriately validated, documented, and managed to ensure that it meets Marine Corps quality standards and to demonstrate compliance with all established requirements.

2. CETEP. The prototype program components, development procedures, and management processes devised and advanced by the CMC (LF) CETEP and established in this chapter will serve as the strategic model and guide for environmental training in the Marine Corps.

5201. CETEP IMPLEMENTATION

1. General. An environmental training program, hereby designated as a "CETEP," will be established and maintained at all Marine Corps installations, appropriately reflecting and applying the major components of the CMC (LF) CETEP model (and development processes). Each CETEP will ensure that all environmental training needs are identified and appropriately addressed for all personnel assigned or operating within the geographic "fenceline" of the installation.

2. Required CETEP Components. Each installation CETEP must appropriately and adequately address the program components listed and described below.

a. CETEP Environmental General Awareness Component. An awareness of environmental requirements and programs is a precursor to actions that are critical to attaining Marine Corps pollution prevention, compliance, and other environmental goals. Each CETEP must include an environmental general awareness component that is of sufficient scope to ensure that everyone affiliated with or affected by its sponsoring installation are appropriately informed of their pragmatic environmental responsibilities and opportunities to support local and Marine Corps-wide environmental policies and projects.

(1) The CMC (LF) CETEP includes a Marine Corps-wide environmental outreach campaign that supports the production of a variety of environmental awareness materials (e.g., posters, videotape presentations, booklets, Internet homepage, displays) targeted to various populations, activities to commemorate Earth Day, displays and presentations at various major conferences, media releases and submission of articles for targeted publications, and the Chesty Brigade. The Chesty Brigade is an honorary organization devised to provide an avenue for recognizing individuals who have contributed to Marine Corps environmental efforts.

(2) As a cost-efficiency measure, installations should incorporate the CMC (LF) CETEP-sponsored awareness materials and activities (augmented by locally tailored materials and information) into their CETEP to the maximum extent possible. Joint development of materials by multiple installations is encouraged.

(3) Installation participation in Chesty Brigade activities necessitates the local establishment of specific membership requirements and administrative procedures. Routine coordination between the CMC (LF) and the installations regarding Chesty Brigade membership "privileges," database management, and program needs will be maintained to fully achieve the intended goals of the effort.

(4) Installations should include environmental awareness materials in local outreach efforts and events such as: Earth Day activities, Welcome Aboard briefings, initial check-in of all personnel, and welcome/orientation briefings to visitors.

(5) All environmental awareness initiatives should be documented and systematically evaluated to ensure their validity and effectiveness.

b. CETEP Job-Specific Required and Necessary Training Component. This CETEP component focuses on personnel assigned environmental job responsibilities and/or personnel subject to specific environmental training requirements due to the conditions in their work sites. This component must ensure that all such personnel are identified and promptly provided with

relevant and high quality training. This includes the incorporation of environmental requirements into local job guidance directives and standard operating procedures as appropriate. This type of training requirement includes those characterized below.

(1) Explicit Training and/or Information Requirements. These training requirements are expressly stated as required in laws and/or regulations and should be the first priority of training. While they vary widely (i.e., in length, content, required topics, etc.), training requirements are similar in that they generally apply to specified personnel (or groups) who are assigned job duties or to work sites that potentially subject them to hazardous or threatening conditions. Failure to provide training to address these conditions is a compliance violation.

(2) Implicit Training and/or Information Requirements. This category includes instruction/information that is not expressly stated as required by law or regulation, but that can be reasonably inferred as required or necessary due to the nature of the job actions, required functions, or licensing/certification requirements mandated by environmental law or regulation. Failure to provide training to address implicit requirements is not a compliance violation in itself. However, the effect of this training significantly impacts the competency of those assigned environmental responsibilities, which in turn dictates and forms the overall quality of the environmental program.

c. CG's/CO's and Senior Executive Service (SES) Members Information Component. All Marine Corps achievements begin with enlightened leadership. This CETEP component ensures that all top Marine Corps civilian and military leaders understand their unique roles and responsibilities regarding environmental issues.

(1) Appropriate environmental information must be included as part of the orientation/in-briefing that CG's/CO's receive upon assuming the command. This information must include environmental publications, such as this Manual, and the latest editions of the following:

(a) United States Marine Corps Commander's Guide to Environmental Compliance and Protection; and

(b) United States Marine Corps Environmental Campaign Plan.

(2) Commanders of visiting units to Marine Corps installations must be provided information on established installation environmental policies, contingency plans, procedures, and restrictions prior to the conduct of unit operations (such as training exercises) that may have an impact on environmental resources or programs within the geographic boundaries of the installation/facility. Such information must also be included in written agreements between the visiting CG/CO and the installation.

(3) Each CETEP should provide an environmental orientation tailored to newly assigned battalion/squadron and company commanders.

(4) Marine Corps CG's/CO's and SES members should be routinely notified of appropriate environmental training/information opportunities available to them. Their participation in such events is strongly encouraged.

#### 5202. WRITTEN CETEP PLANS

1. CETEP Plan Overview. A written CETEP Plan must be developed by each Marine Corps installation as described below. This plan will serve as a planning and management tool for the development and maintenance of the CETEP. It will also document provisions established and progress made toward achieving and/or sustaining the Marine Corps environmental training goal.

#### 2. CETEP Plan Required Sections

a. Training Needs Analysis. This section must describe procedures and results of established efforts to identify and update the environmental training needs of the installation. It must appropriately address the following:

(1) Pertinent Demographic Information. This must include a quantified description of the personnel targeted for training and information by the required CETEP components. Items such as the following should be considered and summarized: a tenant command list and personnel breakdown, populations assigned to housing areas, schools within the installation boundaries, local community populations, established T/O's, and routine visiting units.

(2) Significant Environmental Characteristics and Requirements. This must include a description of the

installation from the perspective of its significant environmental characteristics that impact training requirements. Items such as the following should be considered: the status of pertinent environmental permits, provisions of relevant plans (such as the installation's emergency response plan), number/type of hazardous waste streams and collection sites, Installation Restoration sites, treatment plants, emissions requirements, and unique local requirements. This section must include a listing of identified environmental training requirements pertinent to each CETEP component.

(3) Quantified Environmental Training Needs. This must include a listing of all significant environmental training requirements (as determined under paragraph 5202.2a(2) above) and the number of personnel subject to each requirement (based on paragraph 5202.2a(1) above). In addition, included in this section must be a defensible approximation of the number of personnel subject to each requirement who have not received the training as required. Personnel turnover rates must be appropriately considered in determining the final quantified training need (or requirement) under each specified category of training.

b. CETEP Development. This section must detail how each of the training requirements/needs identified are/will be addressed. This should include instructional strategies and sources of training selected to reconcile any/all differences between the scope and capacity of the existing training program and through-put required to achieve full compliance with each requirement. This section must include a Plan of Actions and Milestones established to achieve full compliance with all training requirements identified.

c. Instructional Quality Assurance. This section must describe the procedures established to ensure that all instruction provided is valid, relevant, and meets Marine Corps training quality standards. This process should include, at a minimum, procedures established to review and approve instruction prior to its conduct, internal evaluation procedures established to solicit student and instructor comments after instruction is presented, and procedures established to ensure the competency and capabilities of those providing environmental instruction.

d. Recordkeeping System. This section will describe procedures established and processes employed to ensure that all environmental training properly documents and readily demonstrates compliance with all applicable requirements.

e. Training Efficiencies. This section will describe procedures established to ensure that training is provided at the least possible cost to the Marine Corps. This process should include:

- (1) a description of the incorporation of centrally provided (CMC and MCCDC) courses and materials,
- (2) use of resources obtained through the ISEERB and other military services and government agencies,
- (3) use of instructional delivery technologies,
- (4) efforts taken to avoid unneeded redundancy of effort,
- (5) cooperative efforts across functional organizations and commands within the boundaries of the installation, and
- (6) other such efficiencies.

f. Implementing Orders. This section will include a list and description of all locally established orders, directives, and guidance that have been established by the installation to ensure implementation of the CETEP Plan as written. Copies of the actual directives should be included as appendices.

g. Plan Approval. This section will document the approval of the CETEP Plan by the installation CG/CO.

3. The CMC Participation in CETEP Plan Development. The CMC (LF) will provide ongoing technical training assistance and environmental training advice as requested to all installations to assist in the development of required CETEP Plans.

5203. MARINE CORPS CETEP COORDINATORS AND ENVIRONMENTAL INSTRUCTORS.

Marine Corps personnel who provide environmental training must meet Marine Corps quality standards. The following designations and standards are established for CETEP Coordinators and Environmental Instructors. These individuals may request information about the required training courses from the CMC (LF) and from the Bureau of National Affairs system per MCO 1553.7.

1. Marine Corps personnel assigned the responsibility of developing and/or implementing a CETEP by their CG/CO will be designated as CETEP Coordinators. Within 12 months of the date of this Manual or the date of appointment, whichever is later,

the CETEP Coordinator must complete the following training requirements through established quota control methods and the BNA system:

a. Satisfactorily complete the Curriculum Developer's Course, or equivalent, offered by the United States Marine Corps Instructional Management Schools;

b. Successfully graduate from the Advanced Environmental Management Course taught by the Naval School, Civil Engineer Corps Officer School, Port Hueneme, California, or an equivalent course taught by a Marine Corps, DoD, or service-sponsored formal school or serve for 2 calendar years on a Marine Corps staff that has policy authority over multi-media environmental affairs; and

c. Successfully participate in the CMC (LF)-sponsored, -supported, and -approved CETEP Coordinators' workshops, seminars, task forces, or committees.

2. Waivers for the CETEP Coordinator requirements will be considered by the CMC (LF) on a case-by-case basis.

3. Marine Corps personnel assigned the responsibility of delivering instruction and who have satisfied the training requirements of this chapter will be designated as Marine Corps Environmental Instructors. Marine Corps Environmental Instructors, other than those whose duties are limited to delivering environmental awareness information, must have demonstrated a mastery of the subject matter and must possess, at a minimum, basic Marine Corps instructor skills within 12 months of the date of this Manual or prior to receiving the designation of Environmental Instructor. The following conditions must be fulfilled using established quota control methods and the BNA system in order to demonstrate adequate instructional skills:

a. Satisfactorily complete the Instructor Training Course, or equivalent, offered by the United States Marine Corps Instructional Management Schools

b. Successfully complete a minimum of 1 year of professional work experience in a position having job responsibilities directly related to the subject certification area or satisfactorily complete formal instruction equivalent to a minimum of 15 training days in the subject specialty area at a Marine Corps/DoD service school or college or university

c. Successfully instruct a minimum of three sessions of a course dedicated to the subject area with Marine Corps students. Instructor ratings by students must be documented and must average at least "satisfactory" in all areas

d. Obtain the written recommendation of a CETEP Coordinator endorsed by an installation Environmental Affairs Director, Officer, or Supervisor.

4. Waivers for the Environmental Instructor requirements may be granted by the installation CETEP Coordinator.

5204. EMBEDDED ENVIRONMENTAL INSTRUCTION. Environmental instruction will be incorporated, as appropriate, into all levels and types of training and education that are supported and/or attended by Marine Corps personnel. Marine Corps personnel will be trained to perform their primary job assignments and to maintain combat readiness in a manner that supports Marine Corps environmental goals.

5205. TRAINING COST-EFFICIENCIES. Installations must ensure that maximum results are obtained from limited environmental training resources. This process must include full use of existing instructional materials, services and expertise, and the elimination of training redundancies.

1. Centrally Provided Resources. Prior to requesting new environmental resources, installations should review the Marine Corps Training Input Plan, query the BNA system, and contact the MCCDC or the CMC (LF) to ensure that the desired instruction/ materials have not been previously established through central sources.

2. Internal Expertise. All those responsible for environmental training pertinent to the management of HW/HM should become aware of local Marines holding MOS 9954 and should apply their expertise to help meet identified HW/HM training needs.

3. Quality Assurance. CETEP Coordinators must ensure that all environmental instruction and materials secured from non-Marine Corps sources are adequately modified to meet Marine Corps instructional quality standards established under paragraph 5206.

5206. QUALITY STANDARDS FOR MARINE CORPS ENVIRONMENTAL TRAINING MATERIALS, COURSES, AND PROVIDERS

1. All environmental training sponsored or supported by the Marine Corps must demonstrate adherence to the following criteria:

a. Meet the expressed and identified needs of the Marine Corps, follow a CETEP plan approved by the installation's CG/CO, and address the expressed provisions set forth in this Manual;

b. Clearly identify the specific Federal, state, regional, and local environmental training requirement(s) and the established Marine Corps job requirements that are satisfied by each training course or exercise;

c. Each training program, course, or exercise must have a POI, course syllabus, administrative guide, outline, or equivalent document that clearly and concisely describes the training course. At a minimum, the training description must include the following components:

- (1) Course content/learning objectives,
- (2) Time allocation,
- (3) Instructional sequence of events,
- (4) Student evaluation procedures (where appropriate),
- (5) Established mastery levels, and
- (6) Established course evaluation procedures.

d. The evaluation of training must demonstrate that course instructors (Marine Corps and non-Marine Corps personnel) possess sufficient academic exposure, training, and/or work experience to have mastery of the subject matter in order to instruct Marines effectively. All instructors must, at a minimum, meet instructor qualification standards established in applicable Federal requirements and where applicable:

(1) Have sufficient quality and quantity of resources (including instructors, course materials, instructional equipment, facilities, and supplies) to fulfill the specified training need for which they are being considered;

(2) Employ established evaluation and feedback procedures to allow student/Marine Corps appraisals of completed instruction quality and relevance; and

(3) Be reasonably and competitively priced.

2. The design and development of all environmental training course curricula and instructional materials used for Marine Corps purposes must be in accordance with the policies and procedures defined in the benchmark series of MCO 1553.

3. The implementation of CETEP at the installation level must continually apply Marine Corps quality and efficiency standards to all types of instructional materials and delivery systems or modes.

4. The CMC (LF) will monitor and access (using the above standards as a guide) conventional and contemporary environmental training sources for potential Marine Corps-wide application.

5. The CMC (LF) will represent the interests of the Marine Corps on DoD, DON, and Inter-Service committees tasked with reviewing environmental training sources. Environmental training sources and courses identified and approved by these committees will be subject to the Marine Corps quality standards stated above. The CMC (LF) will inform appropriate personnel of all sources and courses which meet Marine Corps quality standards.

5207. RECORDKEEPING. Complete and accurate records will be maintained to document all environmental instruction available, required, and conducted, describing the effectiveness and efficiency of training. Specific written reporting and planning requirements outlined in this Manual will be retained for at least 3 years after their effective date.

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SECTION 3: RESPONSIBILITIES

5300. CMC (LF)

1. Provide support to Marine Corps installations and units by interpreting Federal environmental training and education requirements and by uniformly applying Marine Corps policy as set forth in this Manual.
2. Ensure that Marine Corps personnel, both civilian and military, receive adequate training to support and maintain a standardized Hazardous Material Information System (HMIS). An office of primary responsibility will be appointed to provide policy and guidance for the Marine Corps role in the HMIS and to provide any information on HMIS implementation to the director of the Defense Logistics Agency.
3. Represent the interests of the Marine Corps with regard to environmental training and education in liaison with DoD, other military services, private and public institutions, agencies, and organizations concerned with such matters.
4. Coordinate efforts regarding environmental training and education with appropriate representatives of the MCCDC and other Marine Corps commands and units as appropriate.
5. Fully implement all components of CETEP, including:
  - a. The development and distribution of Marine Corps-wide environmental awareness materials.
  - b. The review of Marine Corps-wide job-specific guidance documents and training materials to ensure that environmental requirements are incorporated as appropriate.
  - c. The preparation of information and curricular materials suitable for Marine Corps-wide distribution and use.
  - d. The guidance and monitoring of CETEP implementation at all Marine Corps installations and MARFORRES.

- e. The assessment of Marine Corps-wide environmental training and education needs and remedies as appropriate.
  - f. The tracking of Marine Corps-wide environmental training costs and the calculation of returns on investment.
6. Perform research, analysis, and coordination tasks as required for the establishment of environmental MOS's. Serve as the OccFld sponsor of such environmental specialties.
  7. Notify Marine Corps installations and major commands of available and appropriate environmental instructional resources and opportunities.
  8. Ensure that all environmental instruction given to Marine Corps personnel meets the needs and quality standards of the Marine Corps.
  9. Secure quotas to Marine Corps, DoD, and other service-supported/funded professional development programs and environmental courses for Marine Corps personnel with assigned environmental responsibilities.
  10. Assess the effectiveness and adequacy of the Marine Corps CETEP through the Environmental Compliance Evaluation (ECE) Program, augmentation to the IGMC, and special reviews.
  11. Compile a library of installation/unit level-produced or-sponsored environmental training, public outreach, and general awareness materials to serve as a reference source and for potential replication Marine Corps-wide.
  12. Provide technical assistance and advice to OccFld and MOS sponsors and representatives of functional areas with cognizance over Marine Corps job guidance documents to ensure that environmental elements are included as appropriate.
  13. Direct activities and conduct periodic meetings of CETEP Coordinators.
  14. Research and employ existing and emerging training technologies, information transfer systems, and curricular innovations to expedite environmental training and to affect program efficiencies.

15. Review and establish procedures to ensure that military and civilian environmental personnel are afforded career advancement opportunities.

16. Support installation and command requests for funding to implement CETEP.

5301. COMMANDER MARINE FORCES ATLANTIC (COMMARFORLANT),  
COMMANDER MARINE FORCES PACIFIC (COMMARFORPAC), AND  
COMMANDER MARINE FORCES RESERVE (COMMARFORRES)

1. Ensure that all subordinate personnel subject to environmental training requirements are appropriately trained per the requirements of this Manual. Forward reports of identified training deficiencies to the CMC (LF).

2. Include environmental training requirements in operational readiness reviews and inspections as appropriate.

3. Ensure that provisions for identifying and meeting the environmental training needs of subordinate commands are included in host/tenant agreements and other such documents as appropriate.

4. Select and forward names of candidates for the CMC (LF) centrally supported or sponsored environmental training courses as described in training opportunity announcements.

5. Plan, program, budget, execute, and track environmental training costs.

6. COMMARFORRES must develop and maintain a written CETEP Plan that specifically addresses all the environmental training requirements of this paragraph. COMMARFORLANT and COMMARFORPAC should consider the development and maintenance of a written CETEP Plan.

7. COMMARFORRES must designate one point of contact to serve as a CETEP Coordinator. Forward such designation and any changes to the CMC (LF).

5302. CG/CO OF MARINE CORPS INSTALLATIONS

1. Ensure that all subordinate tenant and other personnel operating on a permanent or temporary basis within the geographic

boundaries of Marine Corps installations and facilities receive environmental training, instruction, and information as required by the law and this Manual. CG's/CO's of overseas installations will ensure that environmental personnel complete the necessary training related to applicable environmental policies and program guidance (i.e., Final Governing Standards/Japan Environmental Governing Standards and OEBGD).

2. Develop and maintain a written CETEP Plan that specifically addresses the environmental training requirements of this chapter.
3. Designate one point of contact to serve as the Installation CETEP Coordinator. Forward such designation and any changes to the CMC (LF).
4. Perform environmental training needs assessments within all areas of cognizance to identify personnel requiring environmental training and the type(s) of training required.
5. Develop and implement programs, plans, and budgets as required to ensure that Marine Corps personnel receive required and appropriate environmental instruction and certification, as needed. Included will be provisions for host/tenant agreements, standing operating procedures, installation and unit level orders, and required management plans, as appropriate and applicable.
6. Establish and maintain records and documentation to demonstrate compliance with environmental instructional requirements of Federal, state, and local rules and regulations, and with the requirements of this Manual.
7. Establish a system to use the results of ECE's and installation inspections to refine training needs, to guide priorities for environmental training efforts, and to evaluate training effectiveness.
8. Ensure that all forms of training (including operational exercises) conducted within the geographic boundaries of the command include environmental elements as appropriate.
9. Plan, program, budget, execute, and track costs associated with the environmental training program in the same manner and to the same degree that other environmental projects and training programs are administered.

10. Develop and implement programs to ensure that appropriate Marine Corps personnel receive environmental awareness information on at least an annual basis.
11. Ensure that environmental training provided or sponsored by the installation meets the training needs of the target population effectively and efficiently.
12. Select and forward names of candidates to fill the CMC (LF) centrally provided environmental training classes per the directions contained in such class announcements. All environmental training will be coordinated through the installation CETEP Coordinator.
13. Ensure that no Marines or civilian employees are assigned job responsibilities subjecting them to formal environmental training requirements until such training is provided or is scheduled to be provided within the time limitations specified by statutory or regulatory requirements. Ensure, in all cases, that personnel requiring a Federal or state certification are trained and certified within the appropriate, specified time limit.
14. Ensure that position descriptions (PD), work plans, and training plans for civilians reflect environmental training requirements. For example, ensure that PD's for civilian pesticide applicators indicate that state certification is desired.
15. Ensure that CETEP Coordinators and Marine Corps personnel serving as Environmental Instructors are appropriately trained and qualified as required by the law and this Manual.
16. Ensure that all environmental training provided or sponsored by the installation meets the quality standards defined in this chapter.
17. Comply with additional environmental training requirements associated with applicable areas listed in appendix D.

5303. MARINE CORPS UNIT COMMANDERS

1. Where practicable, attend an appropriate environmental orientation course after selection for command.

2. Liaise with installation CETEP Coordinator in order to ensure that the environmental training needs of subordinates are identified, properly addressed, provided, and documented.
3. Select candidates for the CMC (LF) centrally sponsored environmental training classes and forward their names through the appropriate chain of command in accordance with announcement directions.
4. As per the annual review required by MCO P5215.1, ensure that SOP's and local orders are reviewed annually to include elements which are support Marine Corps environmental goals. These reviews should also be used to identify operational roles/assigned job functions that invoke environmental training requirements.
5. Ensure that environmental considerations are included in planning sessions and briefings prior to conducting training (both on and off the installation) which may have an environmental impact.
6. Ensure that training and routine operations are conducted in an environmentally compliant manner and incorporate principles of pollution prevention, conservation, and environmental stewardship, as appropriate.
7. Forward to the installation CETEP Coordinator a copy of environmental training materials, public outreach, and environmental awareness materials prepared or sponsored by the command to serve as a potential resource Marine Corps-wide.
8. Plan, program, budget, execute, and track environmental training costs.
9. Ensure that appropriate manpower management entries documenting training and MOS qualifications are made.

5304. MARINE CORPS OCCFLD/MOS SPONSORS

1. Ensure that training directives, job guides, and manuals relative to cognizant OccFld's and MOS's include environmental references and performance tasks and/or steps as appropriate. This requirement specifically includes relevant ITS's, correspondence courses, POI's, field manuals, and orders.

2. Ensure that entries relative to cognizant OccFld's and MOS's in MCO P1200.7 include elements to ensure that personnel are trained to perform appropriate job functions in an environmentally compliant manner.

5305. ALL MARINE CORPS PERSONNEL

1. Perform job responsibilities in an environmentally compliant and responsible manner reflective of the Marine Corps policies and goals relative to environmental compliance and stewardship.

2. Notify superiors of environmental training requirements to which they are subject in the performance of their assigned job responsibilities and formally request that such training be provided at the time required.

ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

Table 5-2--Major Environmental Training Requirements.

Table 5-1:--ISEERB Approved

Training Course	Presenting School
Air Quality Management	AFIT (L)
Asbestos Worker	CEIHOT (L)
Defense Hazmat/waste Handling Course	ALMC (L)
Environmental Compliance Assessment	AFIT (L) ALMC
Environmental Law (for Non-Lawyers)	CECOS (L)
Environmental Laws and Regulations	ETSC (L)
Emergency Response to Hazmat- Technician	CEIHOT (L)
Hazmat and Hazwaste Generator Compliance	CEIHOT (L) USAFSAM
Hazmat Train-the-Trainer	JFTS (L)
HAZWOPER for Uncontrolled HW Site Workers	USAFSAM (L)
Historic Preservation Law and Section 106 Compliance	CECOS
Introduction to Natural and Cultural Resources	ETSC (L)
Introduction to Cultural Resource Mgmt. Laws and Regulations	CECOS
Natural Resource Compliance	CECOS
NEPA Implementation Course	ALMC (L)
Native American Traditions and Cultures	CECOS
Natural Resources Manager	ETSC (L)
Natural & Cultural Resources Awareness (video)	ACEPDSC
Pollution Prevention Pgm Ops & Mgt	AFIT (L)
Pollution Prevention Tools, Techniques, & Technologies	USAFSAM (L)
Transportation of Hazardous Material/Hazardous Waste for DoD	DLA (L)

(L) Designates lead school which is responsible for identifying course delivery options and developing and maintaining course materials.

- ACEPDSC: Army Corps of Engineers Professional Development Support Center  
Tel: 205-895-7420
- AFIT: Air Force Institute of Technology, Wright-Patterson AFB, OH  
Tel: 937-255-5654
- AFCEE: Air Force Center of Environmental Excellence, Brooks AFB, TX  
Tel: 210-536-3790
- ALMC: Army Logistics Management College, Ft. Lee, VA  
Tel: 804-765-4324
- CECOS: Civil Engineer Corps Officer School, Port Hueneme, CA  
Tel: 805-982-5655
- CEIHOT: Army Center for Environmental Initiatives and Hands on Training  
Tel: 580-442-2111
- DLA: Defense Logistics Agency  
Tel: 616-961-7047
- ETSC: Environmental Training Support Center, USACE, Huntsville, AL  
Tel: 205-895-7408
- JFTS: Joint Forces Training School  
Tel: 915-654-4852
- USAFSAM: US Air Force School of Aerospace Medicine, Brooks AFB, TX  
Tel: 210-536-4681

ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

Table 5-3--Topics Explicitly Required.

	RCRA Large Quantity Generators	RCRA Small Quantity Generators	DOT	OSHA Hazard Communication Standard	OSHA Hazardous Waste Operations and Emergency Response	Spill Prevention, Containment and Countermeasures (SPCC)
<b>Applicability</b>	Facilities that generate more than 1,000 kg/month of hazardous waste	Facilities that generate from 100 to 1,000 kg/month of hazardous waste	Facilities involved in the transportation, shipment, or preparation for shipment of hazardous materials.	Facilities that handle hazardous chemicals	Facilities that may be involved in an emergency response operation involving the release of a hazardous substance	Facilities required to prepare a SPCC Plan
<b>Who Must Be Trained</b>	Employees who handle hazardous waste	Employees who handle hazardous waste	Employees involved in the transportation or shipment of hazardous materials/wastes	Employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies	Employees who participate, or may be expected to participate, in emergency response; training based on level of involvement	Employees involved in the operation and maintenance of equipment that may discharge oil
<b>When Training Must Occur</b>	Within 6 months after employment or new job assignment; must be supervised until trained. Annual refresher for all employees.	Not specified	Within 90 days after employment or new job assignment 49 CFR 172-704(c)	At time of initial assignment. Whenever a new hazard is introduced to the work area	Initial training prior to taking part in emergency response. Annual refresher	Spill prevention briefings must be conducted "at intervals frequent enough to assure adequate understanding of the SPCC Plan"
<b>Record-keeping</b>	Written job title and job description; written description of training required for each position; documentation that training has been provided	Not required	Written description of employee information including certification 49 CFR 172-704(d)	Written description of employee information and training must be included in hazard communication program	Must certify training or competency, including method used to demonstrate competency	Logs of personnel attending and topics discussed in training sessions are required.
<b>Regulatory Citation</b>	40 CFR 262.34(a)(4) 40 CFR 265.16	40 CFR 262.34(d)(5)(iii)	49 CFR 173.1(b); 49 CFR 177.800(a); 49 CFR 177.816; 49 CFR 172-700-704	29 CFR 1910.1200(b)(1); 1910.1200(b)(3)	29 CFR 1910.1200(q)(5)(6); 29 CFR 1910.1200(p)(7) and (p)(8)(iii)	40 CFR 112.7(e)(10)

Table 5-3--Topics Explicitly Required.

<p><b>RCRA Large Quantity Generator</b> (40 CFR 262)</p> <p>To ensure that employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Emergency procedures, systems, and equipment.</li> <li>-Implementation of contingency plan</li> <li>-Emergency equipment, use, repair, inspection, and replacement</li> <li>-Communication/alarm systems</li> <li>-Release risk assessment</li> <li>-Response to fires and explosions</li> <li>-Spill response</li> <li>-Shutdown of operations</li> <li>-Response to groundwater contamination incidents</li> <li>-Automatic waste feed cutoff</li> <li>-HW management procedures:</li> <li>-Registration and ID numbers</li> <li>-Storage and accumulation times</li> <li>-Labeling</li> <li>-Recordkeeping</li> <li>-Manifesting</li> <li>-Inspections</li> <li>-Interaction with DOT</li> <li>-Preparedness and prevention</li> </ul>	<p><b>RCRA Small Quantity Generator</b> (40 CFR 262)</p> <p>To ensure that employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Emergency procedures</li> <li>-HW management procedures.</li> <li>-Registration and ID numbers</li> <li>-HW identification</li> <li>-Storage and accumulation times</li> <li>-Packaging</li> <li>-Labeling</li> <li>-Recordkeeping</li> <li>-Manifesting</li> <li>-Inspections</li> <li>-Interaction with DOT</li> <li>-Preparedness and prevention</li> </ul>	<p><b>TRANSPORTATION OF HAZMAT</b> (49 CFR 172.704)</p> <p>To ensure that employees are provided training in all elements necessary for proper shipment and transportation of hazardous materials.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Identification of HM's</li> <li>-Packaging, labeling, marking, and placarding</li> <li>-Shipping papers and manifests</li> <li>-Knowledge of emergency response information, including oil spill plans</li> <li>-Self-protection measures</li> <li>-Accident prevention methods and procedures</li> <li>-Loading and storage procedures</li> <li>-Modal-specific requirements</li> </ul>	<p><b>OSHA Hazard Communication</b> (29 CFR 1910.1200)</p> <p>To ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Requirements of 29 CFR 1910.1200</li> <li>-Operations where HM's are present</li> <li>-Location and availability of written HC program</li> <li>-Method and frequency of observations to detect the presence or release of HM's</li> <li>-Physical and health hazards of HM's</li> <li>-Protective measures and procedures implemented</li> <li>-Symptoms of overexposure</li> <li>-Details of written HC program including:             <ul style="list-style-type: none"> <li>- labeling</li> <li>- MSDS</li> <li>- obtaining and using hazard information</li> </ul> </li> </ul>	<p><b>OSHA HAZWOPER</b> (29 CFR 1910.120 (q))</p> <p>To ensure that emergency response personnel are instructed in their role and responsibilities of chemical incident response.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Emergency response plan implementation (Level (L) 3)</li> <li>-Specialized chemical PPE (L 3)</li> <li>-Notification and recognition of need for additional resources (L 3)</li> <li>-Basic control, containment, confinement (L 1-2)</li> <li>-Role in emergency response (L 1-3)</li> <li>-Ability to function in role in ICS (L 3)</li> <li>-Recognition of presence of HM's (L 2, 3)</li> <li>-Classification and verification of known and unknown HM's (L 2, 3)</li> <li>-Basic hazard and risk assessment techniques (L 3)</li> <li>-Hazard and risk assessment techniques (L 3)</li> <li>-Basic HM's terms (L 2, 3)</li> <li>-Chemical &amp; toxicological terminology and behavior (L 3)</li> <li>-Implementation of decon. (L 3)</li> <li>-SOP's and termination (L 3)</li> <li>-Termination procedures (L 3)</li> <li>-Use of DOT emergency response guidebook (L 1-3)</li> </ul>	<p><b>OSHA HAZWOPER</b> (29 CFR 1910.120 (q))</p> <p>To ensure that emergency response personnel are instructed in their role and responsibilities of chemical incident response.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Emergency response plan implementation (Level (L) 3)</li> <li>-Specialized chemical PPE (L 3)</li> <li>-Notification and recognition of need for additional resources (L 3)</li> <li>-Basic control, containment, confinement (L 1-2)</li> <li>-Role in emergency response (L 1-3)</li> <li>-Ability to function in role in ICS (L 3)</li> <li>-Recognition of presence of HM's (L 2, 3)</li> <li>-Classification and verification of known and unknown HM's (L 2, 3)</li> <li>-Basic hazard and risk assessment techniques (L 3)</li> <li>-Hazard and risk assessment techniques (L 3)</li> <li>-Basic HM's terms (L 2, 3)</li> <li>-Chemical &amp; toxicological terminology and behavior (L 3)</li> <li>-Implementation of decon. (L 3)</li> <li>-SOP's and termination (L 3)</li> <li>-Termination procedures (L 3)</li> <li>-Use of DOT emergency response guidebook (L 1-3)</li> </ul>	<p><b>SPILL PREVENTION, CONTROL, AND COUNTERMEASURES</b> (40 CFR 112.3)</p> <p>To ensure that affected personnel are instructed in the operation and maintenance of spill prevention and response equipment, laws, rules, and regulations.</p> <p><b>Training topics to include:</b></p> <ul style="list-style-type: none"> <li>-Details of SPCC Plan</li> <li>-Applicable pollution control laws, rules, and regulations</li> <li>-Operation and maintenance of equipment to prevent oil discharge</li> <li>-Known spill events and failures</li> <li>-Malfunctioning components</li> <li>-Recently developed precautionary measures</li> <li>-Oil spill prevention and response</li> </ul>
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