

ENVIRONMENTAL AWARENESS AND COMPETENCY TRAINING

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.2

JBLE-EUSTIS



25 June 2020

(Revised 08 July 2022)

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COMMANDER

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
 - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
 - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

COL HUNG Digitally signed by COL HUNG
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HARRY D. HUNG, Colonel, USA
Vice Commander

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Environmental Management Procedure (EMP) 4.4.2

SUBJECT: Environmental Awareness and Competency Training

PURPOSE AND POLICY:

This EMP establishes the procedures to implement the policy for properly managing Environmental Awareness and Competency Training.

A. Purpose: This EMP establishes the procedures for:

- (1). Conducting environmental management awareness and competency training.
- (2). Identifying Activity personnel that require environmental awareness and competency training.
- (3). Development and updating awareness and competency training:

B. Policy:

- (1). Awareness Training: Activity Leadership will ensure all personnel are aware of their environmental procedures, stewardship responsibilities, and key components of the Environmental Management System (EMS), such as the JBLE-Eustis Policy Statement and potential consequences if not followed.
- (2). Competency Training: All personnel with positions or duties with the potential to affect the environment shall have competency training to meet the requirements of their primary job functions and any additional responsibilities assigned to them.

DOCUMENT CONTROL:

This EMP is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version before use on the:

JBLE – Eustis Environmental website: <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>

REFERENCES:

- A. AFI 32-7001, *Environmental Management*
- B. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*
- C. General Permit No. VAR040035

SCOPE:

This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or as a tenant.

ROLES AND RESPONSIBILITIES:

- A. The Environmental, Safety, and Occupational Health Council (ESOHC) will provide overall guidance and direction for environmental management awareness and competency training.
- B. The EMS-Cross Functional Team (CFT) will identify EMS and other environmental training requirements.
- C. Commanders, Directors, and Leaders of activities will:
 - (1). Ensure personnel within their activity receive environmental management awareness and competency training.
 - (2). Identify all personnel within their activity by their assignment, primary job functions, and additional duties requiring environmental competency, skills, or certification.
 - (3). Appoint and ensure training of key additional duty environmental Activity Technical Advisor positions as required and individuals who perform duties that could have detrimental impacts on the environment as necessary.
- D. Environmental (CEIE) will:
 - (1). Develop and update environmental awareness and competency training.
 - (2). Ensure environmental awareness and competency training is accessible to activities.
 - (3). Ensure all installation personnel obtain environmental awareness and competency training when performing installation activity inspections, staff assistance visits, and TEACH reports.

PROCEDURES:

- A. CEIE:
 - (1). During the 2nd quarter of each calendar year (CY), CEIE will review or update EMP 4.4.2, Environmental Awareness and Competency Training and will provide to the

EMS Coordinator to present to the CFT for approval. Any EMP that requires major changes must also go to the ESOHC for approval.

- (a). Environmental Management Awareness and Competency (EMAC) training module on The Environmental Course Hub (TEACH).
- (b). Advanced Environmental Management (AEM) training module, AEM Initial/Refresher, on TEACH.
- (c). Environmental Awareness and Competency Training programs will be updated as needed to meet environmental and compliance requirements. In addition, CEIE will post as soon as practical to the following:

The TEACH website: <https://usaf.learningbuilder.com/>

CEIE will develop, review, and update the Advanced Environmental Management (AEM) module on TEACH for new AECs, UECs, and HWCs annually between June and July.

Note: AEM initial training is now conducted on TEACH, module AEM Initial/Refresher. In-person guidance/training is still available upon request by AEC, UEC, and HWC. CEIE is here to help all comply with Federal, State, local, and Air Force regulations, instructions, directives, and manuals.

B. Contracting Office: All Contracting Offices on or off the installation which provide service contracts to the installation must comply with all appropriate EMPs.

C. Activities:

(1). Key additional duty environmental Activity Technical Advisor positions:

(a). Activity Environmental Coordinators (AEC): Primary and Alternate

- i. Military Activities: Must be in the grade of E-7 or above. Waivers for a lower grade will be considered if manning restrictions exist. Requests for exceptions for a lower grade must be submitted in writing by the Commander/Director to the CES/CEIE Training Manager for approval. Waivers can be in the form of a Memorandum that explains why the Unit cannot provide the required grade for the position. The name and grade of the appointee must be on the memorandum. In addition, the memorandum must have the signature of the commander/director of the Unit.
- ii. Government Civilians: Must be in the grade of GS-11 or above or equivalent. Waivers for a lower grade will be considered if manning restrictions exist. Requests for exceptions for a lower grade must be submitted in writing by the Commander/Director to the CED/CEIE Training Manager for approval.

Waivers can be in the form of a Memorandum that explains why the Unit cannot provide the required grade for the position. The name and grade of the appointee must be on the memorandum. In addition, the memorandum must have the signature of the commander/director of the Unit.

- iii. Contractor: Appropriate Management Level
 - iv. AEC's are required to have an email address and phone number.
 - v. Activities that do not have an AEC must submit a memorandum to CEIE stating why an AEC has not been appointed, signed by the Commander or Director having AEC appointment authority. Commanders or Directors cannot delegate this action to subordinates.
 - vi. AEC's will provide an updated copy of the AEC, UEC, HWC Main List located at <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>, under JBLE-Eustis Training, when new personnel are appointed to any one of these positions.
- (b). Unit Environmental Coordinator (UEC): Primary and Alternate
- i. Military Activities: Must be in the grade of E-5 or above.
 - ii. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
 - iii. Contractor: Appropriate Supervisory Level
 - iv. Required IAW 32-7001 *Environmental Management*
 - v. UECs are required to have an email address and phone number.
- (c). Hazardous Waste Coordinators (HWC): Primary and Alternate
- i. Military Activities: Must be in the grade of E-5 or above.
 - ii. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
 - iii. Contractor: Appropriate Supervisory Level
 - iv. Primary and Alternate HWCs will manage Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), or Non-Hazardous Satellite Accumulation Areas (NHSs).
 - v. HWCs are required to have an email address and phone number.
- (d). The Commander, Director, or Corporate/Company Officer for Contractors is the

AEC appointment authority and signs the FEVA Form 32-643.

- (2). Appoint and ensure training of Hazardous Materials Managers (HMMs) - Primary and Alternate IAW EMP 4.4.6.6 Installation Hazardous Materials Program, Appointment FEVA Form 32-684. Appointment forms will be turned in at the HazMart, B1205. Job titles and duty descriptions are found in EMP 4.4.2.
- (3). Ensure personnel who operate, service, or maintain vehicles, aircraft, watercraft, or other process equipment with a risk for environment impact are identified and trained appropriately. Training must include specific equipment operations, maintenance, and emergency procedures IAW local SOPs and operations and maintenance manuals.
- (4). Ensure personnel performing duties with a risk for impact on the environment are identified and trained appropriately. The following is not an all-inclusive list of positions:
 - (a). Facility Managers – Recommend that FMs be appointed and trained as AECs.
 - (b). Hazardous Materials Handlers (HMH)
 - (c). Universal Waste Handlers (UWH)
 - (d). Hazardous Waste Supervisors (HWS)
 - (e). Hazardous Waste Handlers (HWH)
 - (f). Building Recycling and Energy Monitors (BREMs)
 - (g). Recycling Coordinators (RC)
 - (h). Asbestos Abatement Personnel
 - (i). Lead Base Paint (LBP) Abatement Personnel
 - (j). Pesticide Applicators
- (5). Ensures contracts initiated by Contracting Offices for Construction, Service, and Goods provided to the installation have the following requirements:
 - (a). Performance Work Statements (PWS) include:
 - i. Requirements contractors, subcontractors, and contract personnel to follow all appropriate EMPs.
 - ii. Ensure EMP 4.4.6.16 Contracting Environmental Special Conditions - JBLE-

Eustis is included in all contracts.

- iii. Contractors with contracts for more than one year, including option years, must appoint a primary and alternate AEC.
- (b). CORs are responsible for AEC duties for contractors who have contracts for less than one year or contractors that do not have an AEC appointed and trained.
- (6). Personnel may perform more than one additional duty. However, there are some limitations. The activity must determine which additional duties are to be consolidated.
 - (a). AECs, both primary and alternate, are required. For example, an AEC could perform HWC duties; however at that point, they can no longer perform AEC duties.
 - (b). HWCs and UECs are interchangeable and typically don't require both in the same activity.
 - (c). TAs may be assigned the additional duties listed in (3) above.
- (7). Ensure the timely submission of environmental data to CEIE IAW the following EMPs:
 - (a). Air emissions - EMP 4.4.6
 - (b). Water – EMP 4.4.6.2
 - (c). Pesticides – EMP 4.4.6.12
- (8). Activity TAs and HMMs rosters must be posted on information bulletin boards in shops, work areas, and offices. This roster should be posted next to the Environmental Policy to allow the greatest access to unit personnel. The roster should contain the following as a minimum:
 - (a). Position (AEC, UEC, HWC, HMM) Primary or Alternate,
 - (b). Name,
 - (c). Rank,
 - (d). Phone number,
 - (e). Email address.
- (9). AFI 32-7001, Section 2.29.5 requires organizational personnel to know the

environmental requirements for their daily duties and receive the appropriate environmental education and training.

- (a). Members of the EMS-Cross Functional Team (CFT) must have the training commensurate with their CFT duties.
- (b). Members of the Environmental, Safety, and Occupational Health Council (ESOHC) must have the training commensurate with their ESOHC duties.
- (c). Members of the EMS –Working Teams (WT) must have training commensurate with their WT duties.

D. Training requirements:

- (1). EMAC training is required:
 - (a). By All Military;
 - (b). By All Civilian personnel, including contractors.
 - (c). By All new personnel within 30 days of reporting for duty.
 - (d). Annual refresher training is required.
 - (e). Online at the TEACH website: <https://usaf.learningbuilder.com/>.
- (2). Advanced Environmental Management (AEM) training is required by:
 - (a). Activity Technical Advisors: AECs, UECs, and HWCs
 - i. AECs
 - ii. UECs
 - iii. HWCs
 - (b). Online at the TEACH website: <https://usaf.learningbuilder.com/>.
- (3). Advanced Environmental Management (AEM) Refresher training is required by:
 - (a). Commanders and Directors.
 - (b). AECs, UECs, and HWCs to maintain their Coordinator status.
 - (c). Hazardous Materials Managers (HMMs)
 - (d). Contracting Officer Representatives (CORs)

- (e). Contract Administrators
 - (f). Contract Project Managers
 - (g). Contract Quality Assurance Evaluators.
 - (h). Contractor Leadership to include Project Managers, Site Supervisors, Foremen, etc.
 - (i). Hazardous Wastes Supervisors (HWSs)
 - (j). Facility Managers
 - (k). Annual refresher training is required.
 - (l). Online at the TEACH website: <https://usaf.learningbuilder.com/>.
- (4). JBLE-Eustis Good Housekeeping/Pollution Prevention and Illicit Discharge Detection and Elimination Training is required by:
- (a). By All Military;
 - (b). By All Civilian personnel, including contractors.
 - (c). By All new personnel within 30 days of reporting for duty.
- (5). Storm Water Sector-Specific (SWSS) Training:
- (a). Storm Water - Air (SWA) – Airfields.
 - i. Required by all personnel who work at Airfields.
 - ii. Online at the TEACH website: <https://usaf.learningbuilder.com/>.
 - (b). Storm Water - Land (SWL) - Motor pools and Maintenance Facilities
 - i. Required by all personnel who work at Motor pools and Maintenance Facilities.
 - ii. Online at the TEACH website: <https://usaf.learningbuilder.com/>.
 - (c). Storm Water - Water (SWW) – Port Operations
 - i. Required by all personnel who work at the Port.
 - ii. Online at the TEACH website: <https://usaf.learningbuilder.com/>.

(6). Enterprise Environment, Safety, and Occupational Health Management Information System (ESOH-MIS) training:

(a). The following positions require EESOH-MIS training:

- i. Activity Technical Advisors: AECs, UECs, and HWCs
- ii. HMM

(b). The HazMart provides EESOH-MIS training – See EMP 4.4.6.6 Installation Hazardous Materials Program – IHMP.

(7). EMS Practitioner Training (EMSPT)

(a). The following positions require EMSPT:

- i. EMS – Cross Function Team members
- ii. EMS – Working Teams members

(8). ESOH Council Senior Leader Awareness Training (SLAT)

(a). The following positions require SLAT:

- i. ESOHC Members

E. Advanced Environmental Management (AEM) training **scheduling and administration:**

(1). AECs will:

(a). Coordinate and submit a FEVA Form 643 for appointment of all personnel assigned as AECs, UECs, and HWCs by their Activity to CEIE.

(b). Ensure FEVA Form 32-643 is correctly completed and turned into the 733 CES/CEIE.

(c). **NOTE: FORMS NOT CORRECTLY COMPLETED WILL BE REJECTED!**

(2). Must submit a correctly completed and signed FEVA Form 32-643, “AEC, UEC, and HWC Appointment and Training Record,” for initial training only to CEIE:

(a). AEM Initial/Refresher:

- i. Training is provided on the TEACH website: <https://usaf.learningbuilder.com/> only.

- ii. Coordinators are required to take the AEM Initial/Refresher training annually on the date of their Initial training.
- (3). AEC, UEC, and HWCs shall take AEM Initial/Refresher training on TEACH. There is no more in-class training unless specifically requested. An OPORD will be sent out in the first quarter of the fiscal year (FY), October, as a reminder:

JBLE Website: <http://www.jble.af.mil/About-Us/JBLE-Environmental-Information>

- (a). AECs, UECs, and HWCs must have an email address and be recorded on FEVA Form 32-643. Emails must be a government or company Email address accessible during regular business hours. No personal Email addresses are accepted.
- (4). AECs, UECs, and HWCs shall be appointed and trained before assuming any duties.
- (5). AECs, UECs, and HWCs must make a minimum score of 70% on the AEM Initial/Refresher module on the TEACH test.

F. Training Records:

- (1). Maintain environmental awareness and competency training records for three years for military personnel. Civilian and Contractors shall keep all personnel training records for three years in their personnel records.
- (2). Designated AECs for each Activity will be appointed as Training Managers (TMs) within the TEACH system and are responsible for monitoring all Activity personnel training.
- (3). TMs will report the completion status of EMAC training to CEIE Quarterly by the tenth day of the first month of the quarter, e.g., April 10th, Jul 10th, Oct 10th, and Jan 10th, via email 733MSG.733CES.CEIEAdmin@us.af.mil. Activities must report:
 - (a). The number of personnel assigned.
 - (b). The number of personnel trained in EMAC.
 - (c). The goal is 100%. If this percentage is less than 90%, the Activity must explain.
 - (d). The information will be reported using: EMP 4.4.2, Training Report. Information should be consolidated at the highest reasonable level and submitted (e.g., one report for the 7th Bde; 128 Avn Bde; TRADOC HQs, etc.).

- (e). CEIE will maintain the AEM training records via TEACH; however, each Activity will retain a copy of its records under the control of the AEC. The records will be checked during Activity assessments.
- (f). EMS Coordinator will track and report, from unit reports, the number of CFT, ESOHC, Working Team, and Unit members who completed training at each CFT/ESOHC meeting.

SECTION: 4.4.2.1

SUBJECT: Job Titles, Duty Descriptions, and Responsibilities of Key Positions

ROLES AND RESPONSIBILITIES:

- A. The 733 CES/CEIE will ensure job titles and duty descriptions are accurate and updated as required.
- B. Activities will ensure personnel are appointed, trained, and executing their specified responsibilities.

PROCEDURES: Duty Descriptions

A. CEIE

(1). Job Title: Compliance Team Lead

- (a). Duty Description: CEIE Compliance Team Lead is responsible for all aspects of environmental management related to compliance which includes but is not limited to hazardous waste, air quality, PCBs, spill prevention, affirmative procurement, wastewater, and stormwater.

(2). Job Title: Hazardous Waste Program Manager (HWPM):

- (a). Duty Description: The CEIE HWPM is responsible for Resource Conservation & Recovery Act (RCRA) and HWPM compliance. Accountable for ensuring that JBLE-Eustis complies with all applicable Federal, State, local laws and Air Force regulations and policies on identifying, storage, transporting, and managing hazardous wastes. Reviews, updates, and coordinates local hazardous waste regulations and plans. Develops, updates, and conducts hazardous waste training. Additionally, the HWPM provides technical and compliance guidance concerning hazardous waste requirements to Commanders, Directors, subordinate personnel, unit/activities inspections, and technical assistance visits.

(3). Job Title: Hazardous Waste Accumulation Facility (HWAF) Operations Officer:

- (a). Duty Description: CEIE action officer is responsible for HWAF operations, including Contract Officer's Representative (COR) for HWAF and Used Oil contracts. Accountable for ensuring HWAF compliance with all applicable Federal, State, and local laws and Air Force regulations and policies on the identification, storage, transportation, and disposal of HWs, UWs, and NHWs.
- B. Activity key additional duty environmental staff positions that have a risk for detrimental impact on the environment:
- (1). Job Title: AEC:
 - (a). Duty Description: The AEC is the single point of contact for all activity environmental matters. The AEC is the Commander's, Director's, or Leader's environmental technical advisor and representative to the installation. Ensures all activities comply with DOD, USAF, and JBLE-Eustis regulations, instructions, and policies. Provides oversight and assistance to the UECs, HWCs, Hazardous Materials Managers (HMMs), BREMs), and RCs.
 - (b). Major responsibilities:
 - i. Keep the activity's chain of command informed on all environmental matters.
 - ii. Coordinate communications between CEIE and the activity.
 - iii. Maintains the mandatory AEC Functional Area Continuity Book (FACB) at each activity site.
 - iv. Ensures internal Environmental Management training and inspections are accomplished IAW established time frames.
 - v. Maintains operations and facility inventory.
 - vi. Ensures environmental data is reported to CEIE within the required timeframes.
 - vii. Ensures environmental records are kept for at least three years.
 - viii. Conducts quarterly Environmental Multimedia Assessments of all subordinate activities.
 - ix. Has a system to track all training and inspections conducted by the activity and its subordinates.
 - x. Serves as the activity's Energy and Natural Resources Coordinator.
 - xi. May act on behalf of an activity's UECs or HWCs.

- xii. Ensures the appointment of subordinate level UECs, HWCs, HMMs, BREMs, RCs, and other environmental staff.
- xiii. Assists the subordinate AECs, UECs, HWCs, HMMs, BREMs, and RCs in managing their environmental responsibilities.
- xiv. Ensures the Hazardous Material Management program for their activities is correctly managed.
- xv. Coordinates all-new missions, operations, construction, and renovation. Coordinates system and equipment deployment, testing and evaluation, training, and exercise actions as needed. They will work with CEIE to determine the level of environmental impact assessment and subsequent required environmental documentation.
- xvi. Signs and certifies on the Waste Description Log (WDL).
- xvii. Signs the sworn certification on the Container Content Log (CCL) when wastes is turned in.
- xviii. Coordinates with CEIE the registration of all personnel assigned as AECs, UECs, and HWCs by their activity. Ensure all FEVA Form 32-643 forms are correctly completed and turned in 733 CES/CEIE.

(2). Job Title: Unit Environmental Coordinator (UEC):

- (a). Duty Description: The UEC is the single point of contact for Unit level environmental matters. The UEC is the Commander's or Leader's environmental technical advisor. Ensures all activities comply with all DoD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies.
- (b). Major Responsibilities:
 - i. Shall keep the Unit's chain of command informed on all environmental matters.
 - ii. Coordinates communications between the AEC and Unit.
 - iii. Maintains the HM Functional Area Continuity Book (FACB)
 - iv. Coordinates Unit information with the AEC to assist the AEC in keeping Activity Facilities and Operations Inventory FEVA Form 32-600 up to date.
 - v. Ensures appointment, training, and management oversight for the Unit's UWHs, HMMs, BREMs, RCs, and HMHs.

- vi. Maintains a system to track all inspections conducted at the Unit level and resolve findings.
- vii. Maintains training and inspection files for at least three years.
- viii. Ensures the Unit's Hazardous Material Management program is meeting all requirements.
- ix. Approves All Hazardous Materials requests being submitted by the Unit either manually or using EESOH-MIS before sending to the HazMart.
- x. Inspects HM and UW sites monthly within 30 calendar days.
- xi. Certifies HazMart approval requests and purchases.
- xii. Maintains the Unit's Energy and Natural Resources conservation program.
- xiii. Coordinates all-new missions, operations, construction, and renovation. Coordinate system and equipment deployment, testing and evaluation, training, and exercise actions as needed with the AEC.

(3). Job Title: Hazardous Waste Coordinator (HWC):

- (a). Duty Description: The HWC manages the HW accumulation sites for the Unit they are assigned. Is responsible for proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation, and reporting requirements for each HW accumulation site. Ensures the Unit complies with all DOD, USAF, and JBLE-Eustis regulations, instructions, and policies. When the Unit does not have a UEC, they assume the duties of the UEC. the HWC is the Commander's or Leader's HW manager and technical advisor.
- (b). Major Responsibilities:
 - i. Ensures the Unit's chain of command is informed on all HW and other environmental matters.
 - ii. HWC manages the waste accumulation sites; TSSs, SASs, and NHSs.
 - iii. Maintains the HW Functional Area Continuity Book (FACB).
 - iv. Inspects TSSs, SASs, and NHSs weekly within seven calendar days.
 - v. Inspects UW sites monthly within 30 calendar days.

- vi. Ensures turn-ins of HWs & UWs are accomplished within the appropriate time limitations.
- vii. Coordinates communications between the AEC and Unit.
- viii. Establish a system to track all inspections conducted at the Unit level and resolve findings.
- ix. Maintain training and inspection files for at least three years.

C. Activity personnel that performs duties that have a risk for detrimental impact on the environment:

(1). Job Title: Hazardous Waste Supervisor (HWS):

(a). Duty Description: First line supervisor of HWHs. May assist and act on behalf of the HWC when the HWC is absent for short periods. These duties may include the proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation on-post, reporting requirements, moving, transferring, and inspecting HW.

(b). Major Responsibilities:

- i. Keeps the HWC informed on all HW and other environmental matters as required.
- ii. May act on behalf of an activity's UECs or HWCs for short periods. Usually until the next AEM training cycle.
- iii. Assists the HWCs in managing their environmental responsibilities.
- iv. When appropriate, HWS manages the waste accumulation sites; TSSs, SASs, and NHSs.
- v. When appropriate, inspect TSSs, SASs, and NHSs weekly within seven calendar days.

(2). Job Title: Hazardous Materials Manager (HMM):

(a). Duty Description: The HMM is the Unit's single point of contact for ordering and tracking the purchases of all HMs for the Unit. At the Unit level, this is usually the logistics or supply person. Specific Unit job titles may vary from one Unit to another.

(b). Major Responsibilities:

- i. Enters all Unit approvals and purchases into EESOH-MIS for tracking.
- ii. Generally, only **ONE** Shop Code per Unit, except for those Activities having paint booths, pesticide applications operations, for example. Coordination with the HazMart is required.
- iii. AULs are specific to each Shop Code.
- iv. Ensures all HMs approvals have been added to the Unit's AUL before purchases are executed.
- v. Ensures all HMs received are Bar Coded with the Bar Codes supplied by the HazMart.
- vi. Ensures all open transactions in EESOH-MIS are closed once the HM materials are received.
- vii. Assists the UEC with the monthly HM site inspections. Any HM not having the bar codes issued by HazMart are properly Bar Coded and, if required, added to the Unit's AUL.
- viii. Assists the UEC with providing information to complete and update Activity Facilities and Operations Inventory FEVA Form 32-600. The UEC must coordinate this information with the AEC as the AEC maintains this form.
- ix. Maintains HM files for at least three years.

(3). Job Title: Building Recycling and Energy Monitor (BREM):

- (a). Duty Description: The BREM is the building's or facility's point of contact for the conservation of recycling, energy, and natural resources. The BREM will ensure that the Activity's recycling, energy, and natural resources conservation program is implemented at their buildings or facilities.
- (b). Major Responsibilities:
 - i. Serves as the POC for all building or facility energy and natural resources conservation issues.
 - ii. Serves as the POC for all building or facility recycling and solid waste issues.
 - iii. Keeps building occupants and UEC informed on all recycling, energy, and natural resources conservation.
 - iv. Coordinates communications between their building or facility and the UEC.

- v. Ensures that recyclables and Solid Wastes are appropriately managed and ready for pickup.
- vi. Ensures that recycling and Solid Waste areas are neat and orderly.
- vii. Coordinates with the Solid Waste Recycle Center (SWRC) for specific procedures.

(4). Job Title: Recycling Coordinator (RC):

- (a). Duty Description: The RC is the point of contact for recycling. The RC will ensure that recyclable materials are properly managed.
- (b). Major Responsibilities:
 - i. Serves as the POC for recycling and solid waste issues.
 - ii. Keeps occupants and BREM informed on all recycling and solid waste matters.
 - iii. Coordinates communications between their building or facility and the BREM.
 - iv. Ensures that recyclables and Solid Wastes are appropriately managed and ready for pickup.
 - v. Ensures that recycling and Solid Waste areas are neat and orderly.

(5). Job Title: HWHs:

- (a). Duty Description: All individuals with assigned duties involving handling HWs. These duties may include but are not limited to HW generation, and assisting the AEC, HWC, or HWS in the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post, reporting requirements, moving, transferring, and inspections.
- (b). Major Responsibilities:
 - i. Keeps the Unit's HWC informed on all HW and other environmental matters.
 - ii. Ensures Units turn-ins of HWs & UWs to the HWC is accomplished within the appropriate time limitations.

(6). Job Title: Universal Waste Handler (UWH):

- (a). Duty Description: All those individuals who have duties that involve the handling or managing UWs.
 - (b). Major Responsibilities:
 - i. Keeps the Unit's HWC informed on all UW and other environmental matters.
 - ii. Ensures turn-ins of UWs are accomplished within the appropriate time limitations.
- (7). Job Title: Hazardous Materials Handler (HMH):
- (a). Duty Description: All individuals who have duties that involve handling or using HMs.
 - (b). Major Responsibilities:
 - i. Keeps the Unit's HMM or UEC informed of any issues concerning HM.
 - ii. Assists the HMM and UEC with the Units HM program.
- D. Other individuals that perform duties that have a risk of detrimental impact on the environment include, but are not limited to, the following:
- (1). Job Title: Lead-Based Paint (LBP) Abatement Personnel
- (a). Duty Description: Safely remove and dispose of lead-based paint (LBP) per all Federal, state, and local regulations. These people will usually be contractors.
 - (b). Major Responsibilities:
 - i. For housing, personnel must have received EPA certified training in LBP removal. In addition, personnel must have received company training in LBP removal for industrial operations per EPA guidelines.
 - ii. Must take all necessary precautions to protect the health of workers.
 - iii. Must take all necessary steps to ensure the job site is isolated from personnel not involved with the LBP removal.
 - iv. Must ensure that a Satellite Accumulation Site (SAS) is set up and approved.
 - v. Ensure the job site is properly clean before releasing the site for occupancy.
 - vi. Must test all LBP debris to determine if it is a hazardous waste.

- vii. If found to be hazardous waste, disposal must be coordinated through the Hazardous Waste Accumulation Facility.
- (2). Job Title: Pesticide Applicators (DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators)
- (a). Duty Description: All individuals who have duties involving surveillance and pest control. These duties may include but are not limited to surveillance, identification, management of pests, storage, mixing and handling of pesticides, proper pesticide applications, certification requirements, record-keeping, and daily, monthly, and annual reporting requirements.
 - (b). Major Responsibilities:
 - i. All DoD staff and contractor pesticide applicators will use all appropriate technical and management techniques that bring about an effective degree of pest prevention and suppression in a safe, cost-effective (to the Air Force), and environmentally sound manner.
 - ii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that pest control priorities are strictly adhered to. The utilization of IPM is incorporated into each pest management operation.
 - iii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that their accreditation, training, and certifications are current for the appropriate EPA category of the pest management operations before operating.
 - iv. All activities and contractors performing pest management operations will submit to the IPMC a legible, complete, and accurate report.
 - v. All pest management personnel, including contract personnel, will record daily pest management operations performed. The day-to-day operations will be compiled into a monthly report and submitted to the IPMC by the 5th working day of the following month. The report will include copies of the daily reports, a hard copy of the monthly report, and an electronic version on a CD.
 - vi. All DoD staff and civilian contractors will adhere to the VDACS Imported Fire Ant Quarantine requirements.
 - vii. RCI will notify occupants before vacating quarters of this quarantine and ensure restricted articles are not transported outside of the quarantine area.

SECTION: 4.4.2.2

SUBJECT: Environmental Management Training Programs of Instructions (POIs)

ROLES AND RESPONSIBILITIES:

A. CES/CEIE:

- (1). Develop the **Environmental Management** training Programs of Instruction (POI).
- (2). Revise and update the POIs on an annual basis.
- (3). Continuous improvement based on lessons learned increase the EMS level of knowledge of Activity personnel.

PROCEDURES:

A. EMAC:

- (1). EMS
- (2). Legal Aspects of Environmental Compliance
- (3). Spills & Emergency Response
- (4). Environmental Impact Assessment Process (EIAP)
- (5). Hazardous Materials Management (HMM)
- (6). Tank Management
- (7). Waste Water & Storm Water Management (WW/SW)
- (8). Air Program
- (9). Green Procurement & Affirmative Procurement
- (10). Solid Waste Management (SWM)
- (11). Recycling, Reusing and Reducing Pollution
- (12). Hazardous Waste Management (HWM)
- (13). Universal Waste Management (UWM)
- (14). E-Waste Management (EWM)
- (15). Cultural Resources

- (16). Natural Resources
- (17). Pesticide Management
- (18). Asbestos & Lead Abatements
- (19). Installation Restoration

B. Advanced Environmental Management (AEM) training course:

- (1). Initial course for new appointees provided on TEACH:
 - (a). EMS
 - (b). Legal Aspects of Environmental Compliance
 - (c). Environmental Impact Assessment Process (EIAP)
 - (d). Spills & Emergency Response
 - (e). Hazardous Materials Management (HMM)
 - (f). Tank Management
 - (g). Waste Water & Storm Water Management
 - (h). Air Program
 - (i). Green Procurement & Affirmative Procurement
 - (j). Solid Waste Management (SWM)
 - (k). Recycling, Reusing and Reducing Pollution
 - (l). Hazardous Waste Management (HWM)
 - (m). Universal Waste Management (UWM)
 - (n). E-Waste Management (EWM)
 - (o). Cultural Resources
 - (p). Natural Resources
 - (q). Pesticide Management

- (r). Asbestos & Lead Abatements
 - (s). Installation Restoration
- (2). Refresher Course (AEM Refresher on TEACH):
- (a). EMS
 - (b). Legal Aspects of Environmental Compliance
 - (c). Environmental Impact Assessment Process (EAIP)
 - (d). Spills & Emergency Response
 - (e). Hazardous Materials Management (HMM)
 - (f). Tank Management
 - (g). Waste Water & Storm Water Management (WW/SW)
 - (h). Air Program
 - (i). Green Procurement & Affirmative Procurement
 - (j). Solid Waste Management (SWM)
 - (k). Recycling, Reusing and Reducing Pollution
 - (l). Hazardous Waste Management (HWM)
 - (m). Universal Waste Management (UWM)
 - (n). E-Waste Management (EWM)
 - (o). Cultural Resources
 - (p). Natural Resources
 - (q). Pesticide Management
 - (r). Asbestos & Lead Abatements
 - (s). Installation Restoration

C. Training will focus on:

- (a). General knowledge of the environmental policy, EMS, and related procedures
- (b). Leadership roles and responsibilities regarding the installation of environmental stewardship and management of the environmental program
- (c). Providing key points of contact for environmental management
- (d). The importance of conformance to the requirements of the management standards and consequences of departure from these procedures
- (e). The potential environmental impacts associated with work activities and benefits of improving performance
- (f). Personal roles and responsibilities of environmental stewardship, including emergency preparedness (e.g., spill control) and communication procedures
- (g). JBLE-Eustis's broad environmental objectives and how individuals can affect change

SECTION: 4.4.2.3

SUBJECT: The Environmental Awareness Course Hub (TEACH)

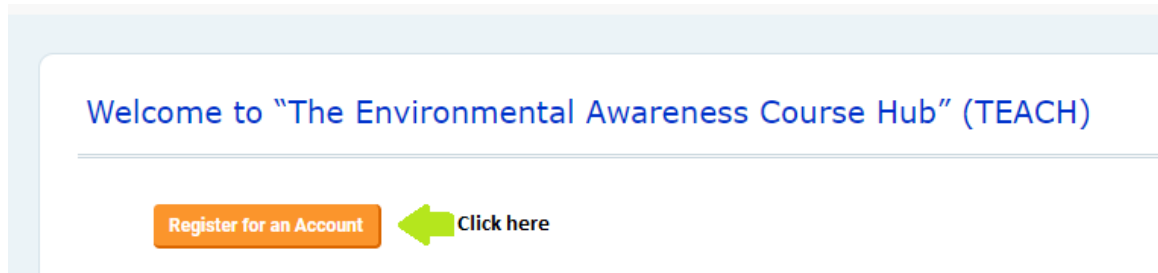
The Environmental Course Hub (TEACH) website: <https://usaf.learningbuilder.com/>
(BEST used in these internet Browsers: **Chrome or Mozilla**)

1. LEARNER ACCOUNT

All Learners will need to create an account before accessing any learning content. If the Learner tries to create an account and one already exists for their email, the system will redirect them to request a password instead. Learners who previously had an ESOHTN account and all Training Managers may already have an account if they used their ESOHTN email. If a user does not use their ESOHTN email and creates a new account, they will have the opportunity to load their ESOHTN transcript based on the old ESOHTN email at a later point in the process.

1.1 Creating an Account

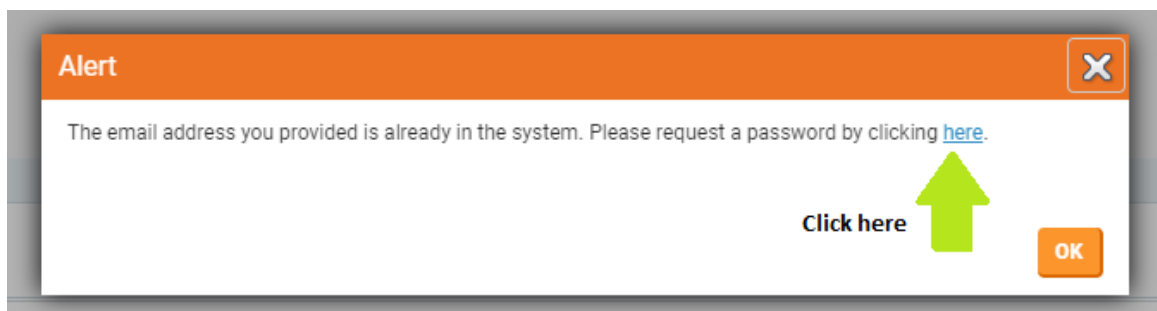
1. Navigate to usaf.learningbuilder.com on your browser
2. Click on Register for an Account



3. You will be directed to the registration page. Please fill out all the required fields(Email, Password, First Name, and

Last Name) and then press Save.

4. If the following Alert box pops up, please read this next set of instructions, if not, please move to step 9.



This alert tells you that your email address is already in the system. This is either because you used the same email

with ESOHTN, a training manager, and your account is already set up, or you have previously registered. Please click on [here](#) to continue. *NOTE: Clicking on OK will take you back to the registration page.*

5. You will then be redirected to the Request Password page. Please enter your User ID, or Email and press Submit. You should receive an Email with a link to reset your password. If you do not receive it within a few minutes, please check your junk mail folder. *NOTE: If you do not receive an email, please email TEACHsupport@heuristics.net for further assistance.*

When requesting a password using this page, you need to know one of the following:

- The email address you used in ESOHTN or the email address you used when registering. You will be sent instructions to reset your password at the email address we have on file.

Please contact your training manager if any of the following apply to you:

- You received the error: 'No email is on file. Please contact support to reset your password.'
- You received the error: 'Could not find a user for email address'
- You no longer have access to the email address used above.

When contacting your training manager, please provide your name, the email address you used with ESOHTN (if known) and your current email and they will update the email.

Request Password

Enter your login User ID OR email address and click 'Submit' below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email

Cancel

6. Below is an example of the New Password Request email. You can either click the link to reset your password, copy and paste the Confirmation Code into the Confirmation Code box.


Dear Bob Smith,

We received your request for a new password. Simply click the link below to enter a new password:

<https://usaf.support.learningbuilder.net/Public/Password/CreateNew?MemberId=116145&code=LTJDGQGBCLWQI>

If you prefer, you may navigate to this page manually.

Go to <https://usaf.support.learningbuilder.net/Public/Password/ConfirmReset?MemberId=116145>

Enter Confirmation Code: LTJDGQGBCLWQI  Confirmation Code

If you received this email in error, please disregard it.

Thank you,

The Environmental Awareness Hub (TEACH)



Click here
to reset
your
password


7. Please enter a new password and then click Save.

Enter New Password

Please enter and confirm your new password below. It must contain at least 6 characters.

New Password

Confirm New Password

 Enter a new password and then click Save

8. You will then be redirected back to the home page.
Please log in with your credentials and skip to Step 11.
9. You will be directed to the Email Confirmation page, and you should receive an account confirmation email from TEACHsupport@heuristics.net. If you don't receive it within a few minutes, please check your junk mail folder.
NOTE: If you do not receive an email, please email TEACHsupport@heuristics.net for further assistance.
10. Below is an example of the confirmation email. You can either click the link to confirm your email and activate your account or copy and paste the Confirmation Code into the Confirmation Email page.

Dear Bob Smith,

Thank you for your TEACH registration. Please click this link to confirm your email and activate your account:

<https://usaf.support.learningbuilder.net/Public/Registration/AutoConfirmEmail?id=116143&code=IPSOEUDPFFZXG>

If you prefer, you may navigate to this page manually.

Go to <https://usaf.support.learningbuilder.net/Public/Registration/ConfirmEmail?id=116143>

Enter Confirmation Code: IPSOEUDPFFZXG

Copy into Email

If you received this email in error, please disregard it.

Confirmation page



Click here to confirm

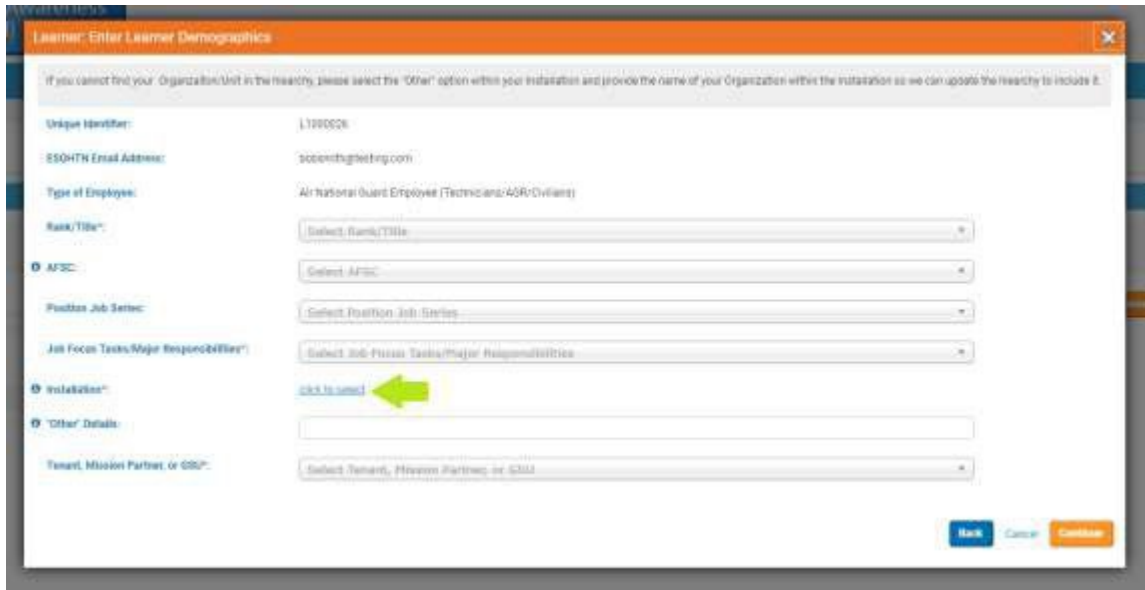
Thank you,

TEACH

11. Once your email is confirmed and logged into your account, a box will pop up and prompt you to add your ESOHTN Email Address and Select Type of Employee. Once that is completed, please press Next. Note: You will not be prompted to provide it if you already had an account because you used your ESOHTN email.

12. Next, please fill out the necessary information on the page. By clicking on the information icon next to each field, you can see more information about the field. Note that the fields on this form may vary based on the Employee Type chosen on the previous page. You can update your Employee Type by clicking the Back button.
 - a. *NOTE: AFSC stands for Air Force Specialty Code*
 - b. *NOTE: For Installation - If you are a Tenant, Mission Partner, Range, or GSU- Select the Host Installation*
13. *NOTE: For "Other" Details - If you can't find your organization, please select other within your installation and provide the name of your organization within the*

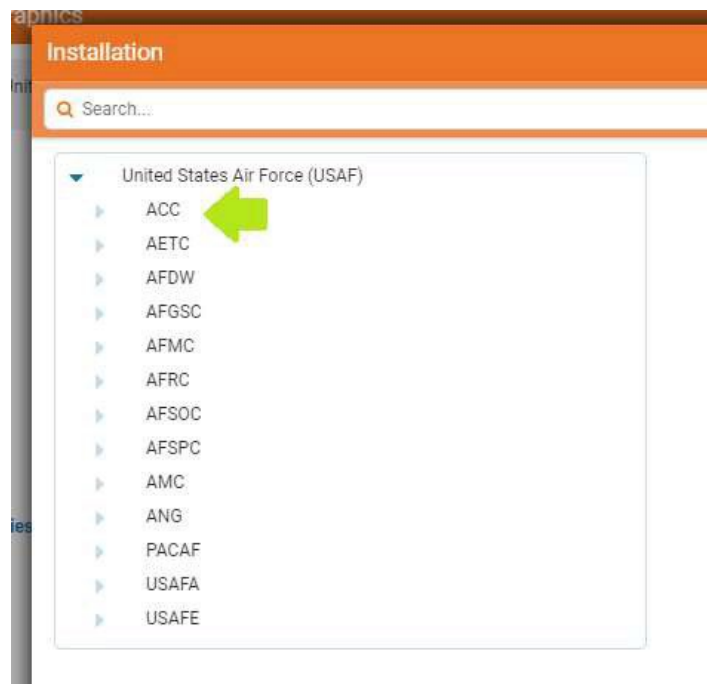
Installation so we can update the hierarchy to include it.



The screenshot shows a web form titled "Learner: Enter Learner Demographics". It contains several fields for entering learner information. The "Installation*" field is highlighted with a green arrow pointing to the text "click to select". Below the form are "Back", "Cancel", and "Continue" buttons.

For the Installation field, please click on [click to select](#)

14. A search will pop, up and you will see a list of Installations you can choose from. Each location has several options, so please click on the drop-down arrows to view all options.

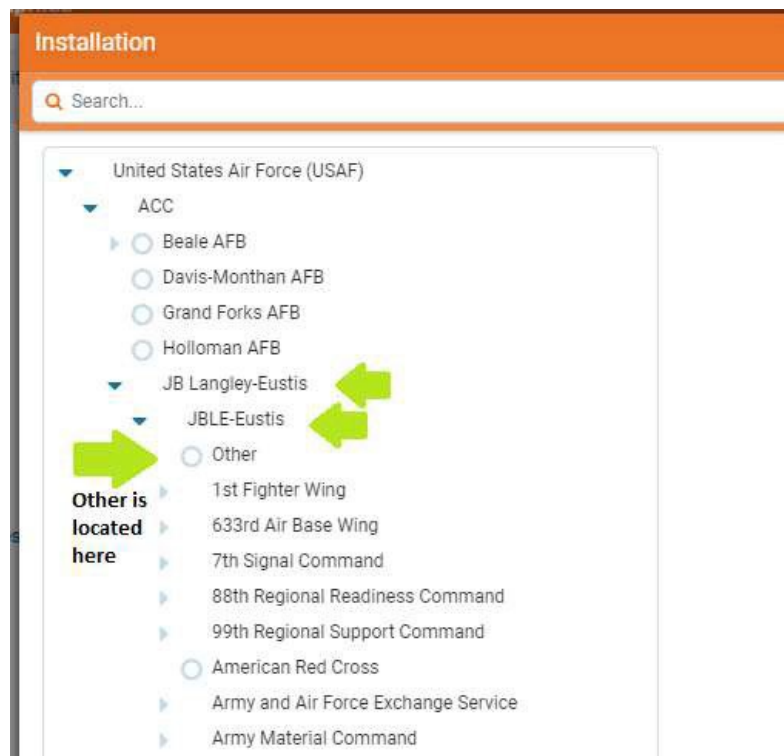


The screenshot shows a search dropdown menu titled "Installation". It has a search bar at the top. Below the search bar, a list of units is displayed under the heading "United States Air Force (USAF)". A green arrow points to the "ACC" unit.

15. You will need to keep clicking on the triangles to drill into the organization Hierarchy of your Installation until you find your exact unit/organization. Click on the radio button

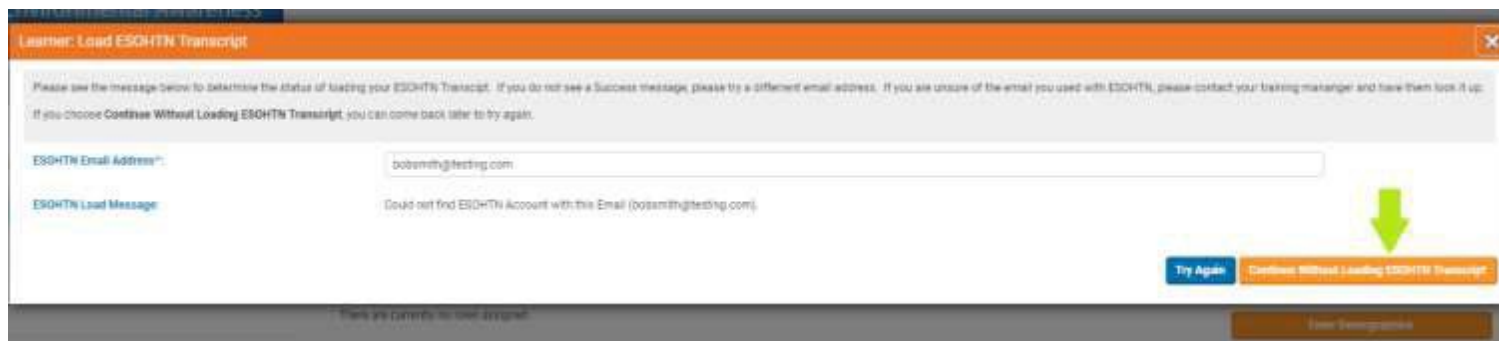
next to the unit/organization to select it, and then click Done. You can only select a unit/organization that has a radio button “o” next to it. If you cannot find your unit/organization and would like to type in another location, please select the “Other” option, which is located immediately under the name of the Installation and then provide the name of your unit/organization in the “Other” details field below the Installation field.

NOTE: If you are using Internet Explorer, you may not be able to see the triangle or radio buttons in these images. If you are experiencing this issue, please try another browser such as Chrome, Firefox, or Safari.



16. Fill out the rest of the Enter Learner Demographics and press Continue on the bottom right corner of the pop-up box.
17. If you provided an ESOHTN email address, you will be taken to an ESOHTN Confirmation page. You will either see a success message that shows how many records were loaded or an error message if your ESOHTN email was not found. If you received an error message, please try a different email. If the email addresses you try are not found, just click Continue, and you can try again later after contacting your training manager to help you locate your

old ESOHTN email.



18. Congratulations! You have created your account,
and you're ready to take courses.

APPENDICES: Located on the JBLE-Eustis Public Environmental Website

<https://www.jble.af.mil/Units/Army/Eustis-Environmental/>

APPENDIX A: AEC, UEC, and HWC Appointment FEVA Form 32-643

APPENDIX B: Training Report