

***ENVIRONMENTAL AWARENESS AND COMPETENCY TRAINING***

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.2**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 14 June 2021)*

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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 All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.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  
Date: 2021.09.15 09:35:07  
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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 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 stewardship responsibilities and key components of the Environmental Management System (EMS), such as the Policy and potential consequences if procedures are not followed.
- (2). Competency Training: All personnel that have positions or duties with potential to affect the environment are required to have competency training to meet the requirements of their primary job functions and any additional duties they are assigned.

#### **DOCUMENT CONTROL:**

This 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 prior to use on the:

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

#### **REFERENCES:**

- A. AFI 32-7001, *Environmental Management*
- B. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

**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 working as a tenant on the installation.

**ROLES AND RESPONSIBILITIES:**

- A. The Environmental, Safety, and Occupational Health Council (ESOHC) will provide overall guidance and direction for conducting 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 that by virtue of 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 that perform duties that have a risk for detrimental impact on the environment as necessary.
- D. Civil Engineer Squadron (CES); Environmental (CEIE) will:
  - (1). Develop or update environmental awareness and competency training.
  - (2). Ensure environmental awareness and competency training is accessible to Activities.
  - (3). Ensure installation personnel have obtained environmental awareness and competency training when performing installation activity inspections, staff assistance visits, and through TEACH reports.

**PROCEDURES:**

- A. CEIE procedures:
  - (1). During the 2<sup>nd</sup> Quarter of each calendar year (CY), CEIE will develop or update EMP 4.4.2, Environmental Awareness and Competency Training review and approval by the CFT:

- (a). Environmental Management Awareness and Competency (EMAC) training program.
- (b). Advanced Environmental Management (AEM) training program.
- (c). Environmental Awareness and Competency Training programs will be updated as needed to meet environmental and compliance requirements. Final updates will be posted as soon as practical to the:

The Environmental Course Hub (TEACH) website:

<https://usaf.learningbuilder.com/>

- (2). CEIE will develop, update, review and conduct the Advanced Environmental Management (AEM) course for new AECs, UECs, and HWCs twice annually, generally in March and October. Generally updated as required by 1 Mar and 1 Oct of each year.

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

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

C. Activity procedures will:

- (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 lower grade will be considered if manning restrictions exist. Requests for exceptions to 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 the reason why the Unit cannot provide the required grade for the position. The name and grade of the appointee must be on the memorandum. 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 lower grade will be considered if manning restrictions exist. Requests for exceptions to 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 the reason why the Unit cannot provide the required grade for the position. The name and grade of the appointee must be on the memorandum. The memorandum must have the signature of the commander/director of the Unit.

- iii. Contractor: Appropriate Management Level
- iv. AECs are required to have an email address and phone number.
- v. Activities that do not have an AEC must submit a memorandum to the CEIE stating why an AEC has not been appointed signed by the Commander or Director having AEC appointment authority. This action cannot be delegated to subordinates.
- vi. AECs will provide an updated copy of the AEC, UEC, HWC Main List located at <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under JBLE Eustis Training when personnel are appointed to anyone 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 Hazardous Waste Coordinators (HWCs) will manage Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), or Non-Hazardous Satellite Accumulation Area (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 (FEVA Form 32-684) will be turned-in at the HazMart, B1205. Job titles and duty descriptions are found at EMP 4.4.2.
- (3). Ensure personnel that operate, service, or maintain vehicles, aircraft, watercraft, or other process equipment that has a risk for impact on the environment 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 that perform duties that have 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 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). Ensure contracts being initiated by all Contracting Offices for Construction, Service, and Goods Contracts be provided to the installation have the following requirements:
  - (a). Performance Work Statements (PWS) include:
    - i. Requirements for contractors, subcontractors, and contract personnel to follow appropriate EMPs.

- ii. Ensure EMP 4.4.6.16 Contracting Environmental Special Conditions - JBLE-Eustis is included as part of all contracts.
  - iii. Requirement for contractors with contracts for more than 1 year, including option years, appoint a primary and alternate AEC.
- (b). CORs are responsible for AEC duties for contractors which 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. 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). Up to date Activity TAs and HMMs rosters must be posted on information bulletin boards in shops, work areas, and offices as appropriate. 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 that apply to their daily duties and receive the appropriate

level of environmental education and training.

- (a). Members of the EMS-Cross Functional Team (CFT) must have training commensurate with their CFT duties.
- (b). Members of the Environmental, Safety, and Occupational Health Council (ESOHC) must have 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 to include contractors.
- (c). By All new personnel within 30 days of reporting for duty.
- (d). Annual refresher training required.

(2). Advanced Environmental Management (AEM) training is required by:

- (a). Activity Technical Advisors: AECs, UECs, and HWCs
  - i. Activity Environmental Coordinators (AECs)
  - ii. Unit Environmental Coordinators (UECs)
  - iii. Hazardous Waste Coordinators (HWCs)

(3). Advanced Environmental Management (AEM) Refresher training is required by:

- (a). Commanders and Directors.
- (b). AECs, UECs, and HWCs as their Annual Refresher 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 required.
- (4). Storm Water Sector Specific (SWSS) Training:
- (a). Storm Water - Air (SWA) – Airfields.
    - i. Required by all personnel who work at Airfields.
    - ii. On-line 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. On-line at the TEACH website: <https://usaf.learningbuilder.com/>.
  - (c). Storm Water - Water (SWW) – Port Operations
    - i. Required by all personnel who work Port.
    - ii. On-line at the TEACH website: <https://usaf.learningbuilder.com/>.
- (5). 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. Hazardous Materials Manager (HMM)
  - (b). EESOH-MIS training is provided by the HazMart – See EMP 4.4.6.6 Installation Hazardous Materials Program – IHMP.
- (6). EMS Practitioner Training (EMSPT)
- (a). The following positions require EMSPT:

i. EMS – Cross Function Team members

ii. EMS – Working Teams members

(7). 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 with CEIE the registration of all personnel being assigned as AECs, UECs, and HWCs by his/her Activity.

(b). Ensure all FEVA Form 32-643 are correctly completed and turned-in to 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” to CEIE:

(a). Initial AEM:

i. By the required suspense date listed on the training announcement or personnel will not be allowed to attend. Normally the first day of March or October.

ii. This is classroom style training.

(b). Refresher AEM:

i. By the required suspense date listed on the training announcement. Normally the last day of March or October.

ii. This is on-line training utilizing the TEACH website:  
<https://usaf.learningbuilder.com/> only.

iii. Coordinators who **Do Not** meet this suspense will have a lapse in training and will be required to attend Initial training to be recertified.

- (3). Initial and Refresher AEM training will be conducted on TEACH, no more in class training unless specifically requested. An OPORD will be sent out the first and third quarter of the calendar year (CY) as a reminder:

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

- (4). AEM training is normally presented during the months of March and October and the normal suspense for submission of the FEVA Form 32-643 is the first of March or October.

(a). The FEVA Form 32-643 is used to reserve classroom space and certify the training.

(b). Instructions for completing FEVA Form 32-643 is listed in EMP 4.4.2.

i. Original forms with original signatures must be submitted.

ii. Forms must be typed and digitally signed

iii. Current version of the form must be used.

iv. Copies will not be accepted.

(c). AECs, UECs, and HWCs are required to have an email address and it must be recorded on FEVA Form 32-643. This must be a government or company Email address which is accessible during normal business hours. No personal Email addresses will be accepted.

- (5). AECs, UECs, and HWCs must be appointed and trained before they can assume any duties.

(6). AECs, UECs, and HWCs must make a minimum score of 70% on the AEM test.

(a). AECs, UECs, and HWCs which do not make the minimum score are considered to have a lapse in training. AECs, UECs, and HWCs must re-take the Initial AEM course to be re-certified.

(b). AECs, UECs, and HWCs that let their training lapse must be immediately removed from coordinator duties.

(7). CEIE provides this training at no cost to Activities.

#### F. Training Records:

- (1). Maintain environmental awareness and competency training records for 3 years for military personnel. Civilians and Contractor personnel training records will be kept in their personnel records
- (2). Designated AECs for each Activity will be appointed as Training Managers (TMs) within the TEACH system and will be responsible for ensuring and monitoring of Activity personnel.
- (3). Activities 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 10<sup>th</sup>, Jul 10<sup>th</sup>, Oct 10<sup>th</sup> and Jan 10<sup>th</sup> via email. Activities must report:
  - (a). Number of personnel assigned.
  - (b). Number of personnel trained EMAC.
  - (c). The goal is 100%. If this percentage is less than 90%, then the Activity must provide an explanation.
  - (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 7<sup>th</sup> Bde; 128 Avn Bde; TRADOC HQs, etc.).
  - (e). CEIE will maintain the AEM training records; however, each Activity will maintain a copy for their records under the control or supervision of the AEC. These will be checked during Activity assessments.
  - (f). EMS Coordinator will track and/or report, from unit reports, the number of CFT, ESOHC, Working Team, 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. Civil Engineer Squadron (CES); Environmental (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: CEIE action officer responsible for Resource Conservation & Recovery Act (RCRA) HWPM compliance. Responsible for ensuring that Fort Eustis complies with all applicable Federal, State, local laws and Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of hazardous wastes. Reviews, updates, and coordinates local hazardous waste regulations, and plans... Develops, update, and conduct hazardous waste training. Provides technical and compliance guidance concerning hazardous waste requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and technical assistance visits.

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

- (a). Duty Description: CEIE action officer responsible for HWAFF operations, including Contract Officer's Representative (COR) for HWAFF and Used Oil contracts. Responsible for ensuring HWAFF compliance with all applicable Federal, State, and local laws and Air Force regulations and policies pertaining to 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: Activity Environmental Coordinator (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 the activity's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. Provides management oversight and assistance to the activity's Unit Environmental Coordinators (UECs), Hazardous Waste Coordinators (HWCs), Hazardous Materials Managers (HMMs) and Building Recycling and Energy Monitors (BREM)s, Recycling Coordinators (RCs).

(b). Major responsibilities:

- i. Keep the activity's chain of command informed on all environmental matters.

- ii. Coordinates 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 an 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 3 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 activity environmental staff as appropriate.
- 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 being correctly managed.
- xv. Coordinates new missions, new operations, construction, renovation, new system/equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with CEIE to determine the level of environmental impact assessment and subsequent environmental documentation required.
- xvi. Signs and certifies on the Waste Description Log (WDL).
- xvii. Signs the sworn certification on the Container Content Log (CCL) when wastes are being turned-in.

- xviii. Coordinates with CEIE the registration of all personnel being assigned as AECs, UECs, and HWCs by his/her 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 the Activity's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies.

(b). Major Responsibilities:

- i. Keeps 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 keeping Activity Facilities and Operations Inventory FEVA Form 32-600 up to date.
- v. Ensures appointment, training, management oversight, and assistance to the Unit's Universal Waste Handlers (UWHs), Hazardous Materials Managers (HMMs), Building Recycling and Energy Monitors (BREM)s, Recycling Coordinators (RCs), and Hazardous Materials Handlers (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 3 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 approvals and purchases.
- xii. Maintains the Unit's Energy and Natural Resources conservation program.

- xiii. Coordinates new missions, new operations, construction, renovation, new system/ equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with the AEC.

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

(a). Duty Description: The HWC manages the waste accumulation sites for the Activity or Unit. Assumes accountability for proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation, and reporting requirements. Ensures the Unit's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. When the Unit does not have an UEC, assumes the duties as the UEC. The HWC is the Commander's or Leader's HW manger and technical advisor.

(b). Major Responsibilities:

- i. Keeps the Unit's chain of command informed on all HW and other environmental matters as required.
- 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 7 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 3 years.

C. Activity personnel that perform 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 of time. These duties may include but are not limited to the proper identification, classification, packaging,

labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting, of 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 of time. 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, inspects TSSs, SASs, and NHSs weekly within 7 calendar days.

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

(a). Duty Description: 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 normally 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 tracking into EESOH-MIS.
- ii. Generally, only **ONE** Shop Code per Unit except for those Activities having paint booths, pesticide applications operation 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 the 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 3 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 recycling, energy, and natural resources conservation. The BREM will maintain and ensure that the Activity's recycling, energy, and natural resources conservation program is implemented at their buildings or facility's.

(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 his/her building or facility and the UEC.
- v. Ensures that recyclables and Solid Wastes are properly 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 his/her building or facility and the BREM.
- iv. Ensures that recyclables and Solid Wastes are properly managed and ready for pickup.
- v. Ensures that recycling and Solid Waste areas are neat and orderly.

(5). Job Title: Hazardous Waste Handlers (HWH):

(a). Duty Description: All individuals having assigned duties that involve 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 and reporting requirements, moving, transferring, inspecting.

(b). Major Responsibilities:

- i. Keeps the Unit's HWC informed on all HW and other environmental matters as required.
- ii. Ensures Units turn-ins of HWs & UWs to the HWC are accomplished within the appropriate time limitations.

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

(a). Duty Description: All those individuals having duties that involve handling or managing UWs.

(b). Major Responsibilities:

- i. Keeps the Unit's HWC informed on all UW and other environmental matters as required.
- 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 having duties that involve handling or using HMs.

- (b). Major Responsibilities:
- i. Keeps the Unit's HMM or UEC informed with 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 for detrimental impact on the environment include, but are not limited to the following:
- (1). Job Title: Lead Base Paint (LBP) Abatement Personnel
- (a). Duty Description: Safely remove and dispose of lead-based paint (LBP) in accordance with all national, state, and local regulations. These personnel will usually be contractors.
- (b). Major Responsibilities:
- i. For housing, personnel must have received EPA certified training in LBP removal. For industrial operations, personnel must have received company training in LBP removal in accordance with EPA guidelines.
  - ii. Must take all necessary precautions to protect the health of workers.
  - iii. Must take all necessary steps to insure the job site is isolated from personnel who are not involved with the LBP removal.
  - iv. Must insure that a Satellite Accumulation Site (SAS) is set-up and approved.
  - v. Must insure 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 a 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 those individuals having duties that involve surveillance and control of pests. These duties may include but are not limited to surveillance, identification, control, of pest, storage, mixing and handling of pesticides, and proper pesticide applications, certification requirements, record-keeping, daily, monthly and annual reporting requirements.



(b). Major Responsibilities:

- i. All DoD staff and contractor pesticide applicators will use all appropriate technological 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 and 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 prior to performing the operation.
- iv. All activities and their 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. Monthly the daily operations will be compiled into a monthly report and submitted to the IPMC by the 5<sup>th</sup> working day of the following month. Report will include copies of the daily reports, a hard copy of the monthly report and an electronic version in the form of CD.
- vi. All DoD staff and civilian contractors will adhere to the requirements of the VDACS Imported Fire Ant Quarantine.
- vii. RCI will notify occupants prior to 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 that will 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 (EAIP)
- (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 (EAIP)
  - (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 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). Fort Eustis broad environmental objectives and how individuals can affect change

### SECTION: 4.4.2.3

### SUBJECT: The Environmental Awareness Course Hub (TEACH)

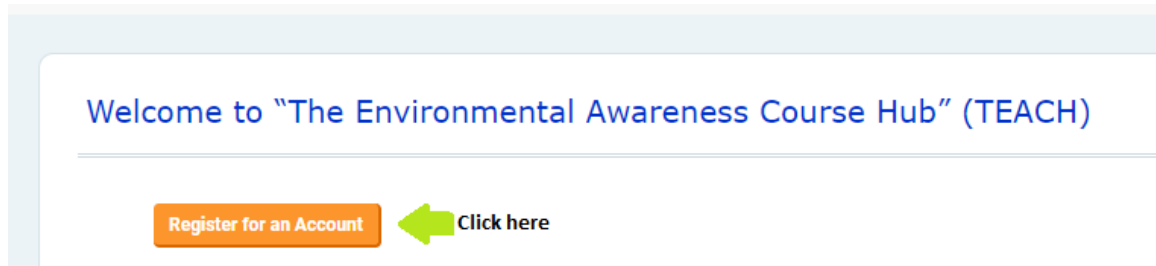
The Environmental Course Hub (TEACH) website: <https://usaf.learningbuilder.com/>  
(BEST used in these internet Browsers: **Chrome or Mozilla**)

## 3. LEARNER ACCOUNT

All Learners will need to create an account before they can access 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 later to load their ESOHTN transcript based on the old ESOHTN email at a later point in the process.

### 3.1 Creating an Account

1. Navigate to [usaf.learningbuilder.com](https://usaf.learningbuilder.com) on your browser
2. Click on Register for an Account







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

Register for an Account

Please complete the registration process to access The Environmental Awareness Course Hub (TEACH).  
Note: You only need to provide your First and Last Name, Email Address and Password.


Login information


Email\*:    
Confirm Email\*:  

Password\*:    
Confirm Password\*:  


Account information

Title:

First Name\*:    
Middle Name:

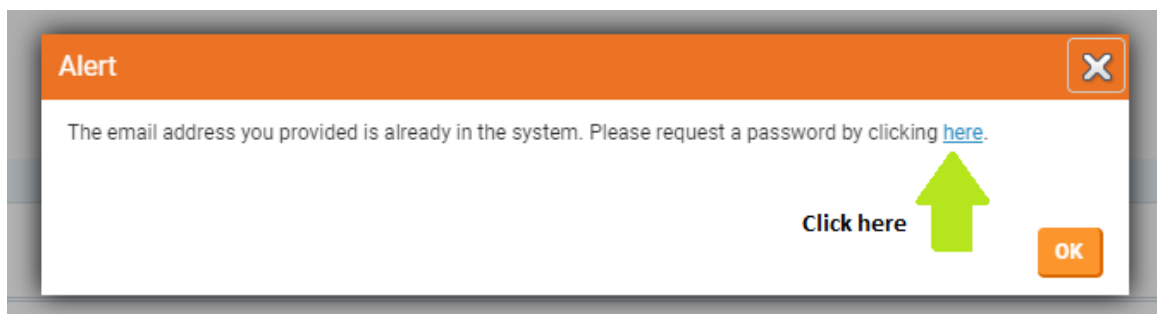
Last Name\*:    
Suffix:

Work Phone:

Click save 

Last Name) and then press Save.

- If the following Alert box pops up, please read these 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 that you used with ESOHTN, you are 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.*

- You will then be redirected to the Request Password page. Please enter your User ID or Email and press Submit. You should receive and 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](mailto: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

- Below is an example of the New Password Request email. You can either click the link to reset your password or you can 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

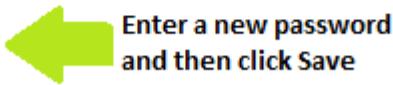
- Please enter a new password and then click Save.

### 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](mailto: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](mailto: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 you can 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

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

**Copy into Email Confirmation page**



**Click here to confirm**

Thank you,

TEACH

11. Once your email is confirmed and you are logged into



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

Learnner: Identify Employee Type

Note: If you previously had an account in ESOHTN, please provide the email address you used with ESOHTN so we can load your transcript.

Unique Identifier: L1000029

ESOHTN Email Address:

Type of Employee\*:

Finish Later Cancel Next

e are currently no roles assigned

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".

Unique Identifier:	L1990026
SSO4TH Email Address:	scicent@gbtehrp.com
Type of Employee:	Air National Guard Employee (Technicians/ASR/Civilians)
Rank/Title:	Select Rank/Title
AFSC:	Select AFSC
Position Job Series:	Select Position Job Series
Job Focus Tasks/Major Responsibilities:	Select Job Focus Tasks/Major Responsibilities
Installation*:	click to select
Other Details:	
Tenant, Mission Partner, or ODP:	Select Tenant, Mission Partner or ODP

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 make sure to click on the drop down arrows to view all options.

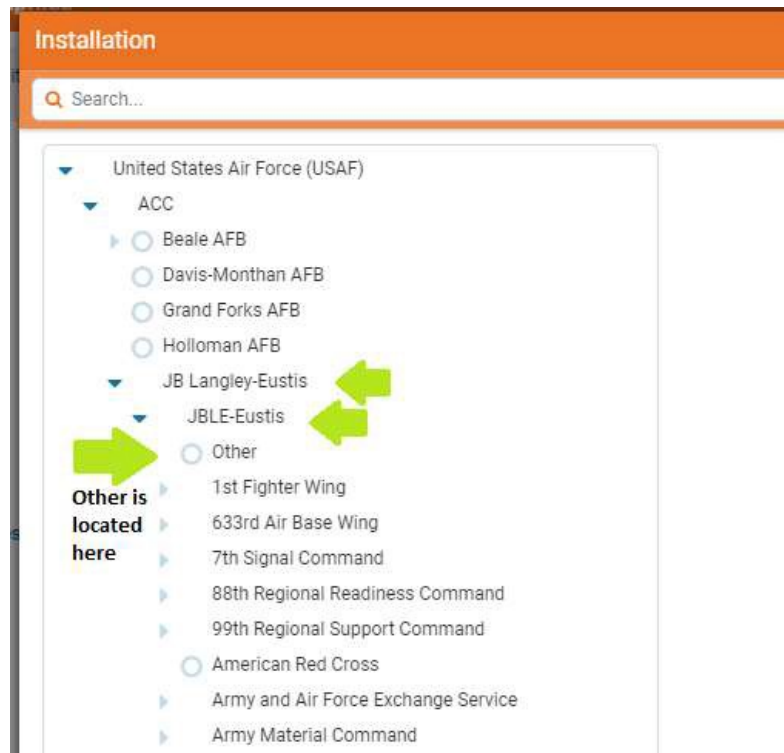
The screenshot shows a search dropdown menu for "Installation". The search bar contains "Search...". The dropdown list is expanded to show "United States Air Force (USAF)" with a list of units. A green arrow points to the "ACC" option.

- United States Air Force (USAF)
  - ACC
  - AETC
  - AFDW
  - AFGSC
  - AFMC
  - AFRC
  - AFSOC
  - AFSPC
  - AMC
  - ANG
  - PACAF
  - USAFA
  - USAFE

15. You will need to keep clicking on the triangles to drill into the organization Hierarchy of your Installation until you

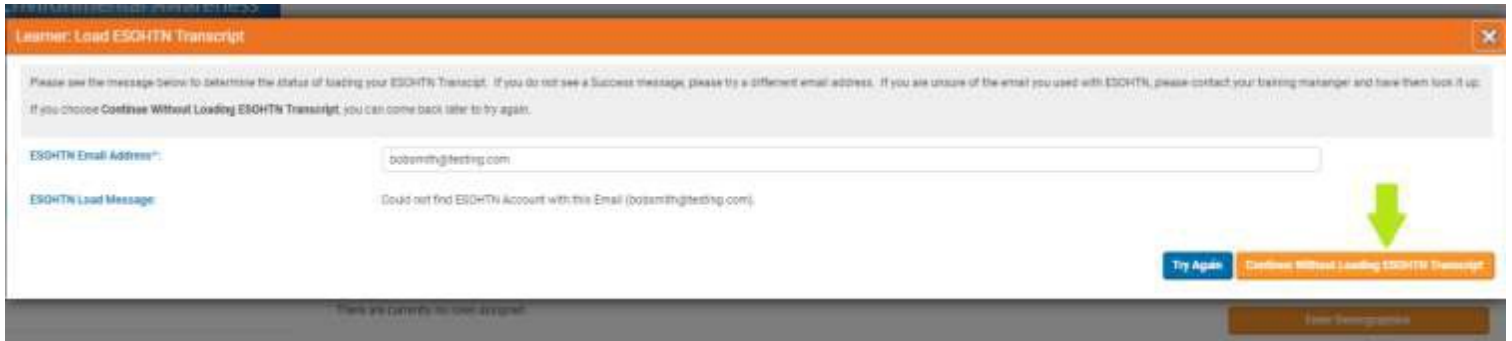
find your exact unit/organization. Click on the radio button next to the unit/organization to select it and then click Done. You can only select a unit/organization that has a radio button “o” next to it. If you cannot find your unit/organization and would like to type in another location, please select 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 takecourses.

**APENDICES: Located on JBLE-Eustis Public Environmental Website**

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

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

APENDIX B: Training Report