



# **FORT JACKSON ENVIRONMENTAL COMPLIANCE BINDER**

**This binder belongs to**

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**Do not remove from area.**

# INDEX

## **1. ENVIRONMENTAL COMPLIANCE OFFICER (Primary/Alternate)**

- Appointment Orders
- ECO Course Training Certificates
- Hazardous Substance Management Program Training Certificates (If Applicable)
- Annual Environmental Awareness Training Records (i.e. Course Material and Attendance Roster)
- Sustainability Management System (SMS) Certificate of Completion
- Annual SMS Training Records (i.e. Course Material and Attendance Roster)

## **2. ENVIRONMENTAL RESOURCES**

- Environmental Point of Contact List
- Environmental Web Sites (Can be used as training aids)
- ECO POSTER (Display ECO Poster on Safety Board and at or near Hazardous Materials storage areas)

## **3. ENVIRONMENTAL COMPLIANCE ASSESSMENT RECORDS/ DOCUMENTS**

- Fort Jackson Monthly Environmental Compliance Checklists (MUST be done monthly)
- Hazardous Waste SAA/CSA Inspection Forms (If Applicable)
- Washrack/OWS Inspections (If Applicable)
- Internal Environmental Compliance (IEC) Assessment Reports
- Records of Environmental Consideration (RECs) (Pending and complete)

## **4. HAZARDOUS CHEMICAL INVENTORY FORM (HCIF)**

- Completed Monthly HCIFs (Blank form located on pg. 11 of the FJ HSMP)

## **5. ENVIRONMENTAL COMPLIANCE RESOURCE DOCUMENTS / REGULATIONS**

- Fort Jackson Environmental Guidebook (Last updated May 2013)
- Fort Jackson Hazardous Substance Management Plan (2011)
- Army Regulation 200-1 (2007)
- Fort Jackson Regulation 200-8 (2005)
- Fort Jackson Regulation 200-9 (Qualified Recycling Program) (2012)
- Unit/ Activity Environmental SOP (Update as necessary)

## **6. Spill Response**

**(Must be posted near all above ground storage tanks and storage areas)**

**(Keep ALL documentation listed above for at least 3 Years)**

# **ENVIRONMENTAL COMPLIANCE OFFICER**

- Appointment Orders**
- FJ ECO Course Training Certificates**
- Hazardous Substance Manager Program Training Certificate (If applicable)**
- Annual Environmental Awareness Training Record (i.e. Course Material & Attendance Roster)**
- SMS Training Certificates**
- Annual SMS Training Records (i.e. Course Material & Attendance Roster)**

**Note:** Environmental Awareness Training and SMS Training must be given annually to all cadre/staff on the installation with the exception of trainees and AIT personnel. Include course material and attendance rosters.

## **SECTION 1**

# **ENVIRONMENTAL RESOURCES**

- **ECO Poster** – Hang a copy in a visible location too
- **Environmental POC List**
- **Environmental Web Sites**

**SECTION 2**

## Contact List

<b>Andy Poppen</b>	Environmental Division Chief	751-7702
<b>Pearline Jackson</b>	Office Administrative Assistant	751-5011/7334
<b>Environmental Division</b>	Environmental Division Fax	751-6821
<b>Barbara Williams</b>	Environmental Management Branch Chief	751-6858
<b>John Maitland</b>	Forestry Branch Chief	751- 4622
<b>Douglas Morrow</b>	Wildlife Branch Chief	751-4793
<b>Patrick Green</b>	Environmental Compliance Inspections/ EPAS Program Manager	751-5904
<b>Heather Thomas</b>	Hazardous Waste/ Used Batteries /Used Lamps/ Used Oil/Fuel filters/ Contaminated Soil	751-4231
<b>Christy Pollock</b>	Air Quality Program Manager	751-6629
<b>Mark Merritt</b>	UST/SPCC Program Manager	751-9511
<b>Matt Holstein</b>	Erosion Control/ Storm Water/ Soil Conservationist Specialist	751-9504
<b>LaVaughn Berry</b>	Asbestos/Lead Based Paint	751-3838
<b>Stephanie Gillian</b>	Solid Waste	751-9507
<b>Patrick Metts</b>	NEPA Analyst (REC's)	751-4078
<b>Sherri Robinson</b>	NEPA Analyst Support (REC's)	751-6853
<b>Lahiri Estaba</b>	Restoration IRP	751-7332
<b>Tamera Warren</b>	Sustainability Management System (SMS) / Pollution Prevention / Green Procurement	751-9505
<b>Chan Funk</b>	Cultural Resources (Archaeologist)	751-7153
<b>Lisa McKnight</b>	Environmental Awareness Training and Outreach Coordinator (ECO Course)	751-5971
<b>Nichole Hawkins Josh Arrants</b>	Wildlife Biologist (Endangered species) Wildlife Tech (Endangered species)	751-3735 751-9509
<b>Stanley Rikard</b>	Wildlife Biologist	751-5376
<b>Ernest Dicks</b>	Recycling Branch Chief	751-4208

<b>Bob Stephens</b>	Mulch Site: Yard Debris/ Unusable Wooden Pallets	751- 6094
<b>Jim Guinan</b>	Pest Management	751 – 6722
<b>Philip Clauss</b>	GIS Coordinator (Maps)	751-3836
<b>Deborah Miller</b>	Reuse Center, HCIF, Paint Turn-in	751-5121
<b>Dan Gerjets</b>	DLA-DSJ	751-1849
<b>Post Safety Office</b>	Safety Hotline (SAFE)	751- 6004
<b>Preventive Medicine( MEDDAC)</b>	Industrial Hygiene (asbestos)	751- 5220/5243
<b>Preventive Medicine( MEDDAC)</b>	Environmental Health	751- 4226/6081
<b>Preventive Medicine( MEDDAC)</b>	Occupational Health (mold)	751- 6418/5157
<b>Johnson Food Services</b>	Used Cooking oil (Grease Units)	751-1461
<b>Palmetto States Utility Services</b>	Used Cooking oil (Grease Traps)	790-7288
<b>DPW HVAC Shop</b>	Freon Removal	369-0321
<b>DPW Maintenance</b>	Service Orders	751- 7684/7685

# ENVIRONMENTAL WEB SITES

## Commonly used web sites/ Training AIDS:

DPW Home Page	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/">http://jackson.armylive.dodlive.mil/units/usag/dpw/</a>
DPW Environmental Division	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/env/">http://jackson.armylive.dodlive.mil/units/usag/dpw/env/</a>
Environmental Management Branch	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/env/emb/">http://jackson.armylive.dodlive.mil/units/usag/dpw/env/emb/</a>
ECO Green Binder Documentation and Training Slides	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/env/emb/eco/">http://jackson.armylive.dodlive.mil/units/usag/dpw/env/emb/eco/</a>
Environmental Compliance Training slides website	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/env/emb/eco/">http://jackson.armylive.dodlive.mil/units/usag/dpw/env/emb/eco/</a>
Forest Management	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/env/fb/">http://jackson.armylive.dodlive.mil/units/usag/dpw/env/fb/</a>
Wildlife Branch	<a href="http://jackson.armylive.dodlive.mil/units/usag/dpw/env/wb/">http://jackson.armylive.dodlive.mil/units/usag/dpw/env/wb/</a>
DPW Work Order	<a href="http://www.apd.army.mil/pub/eforms/pdf/a4283.pdf">http://www.apd.army.mil/pub/eforms/pdf/a4283.pdf</a>
Record of Environmental Consideration	<a href="http://jackson.armylive.dodlive.mil/files/2014/05/REC_Form-24Mar14.pdf">http://jackson.armylive.dodlive.mil/files/2014/05/REC_Form-24Mar14.pdf</a>
Environmental Guidebook	<a href="http://jackson.armylive.dodlive.mil/files/2014/05/Environmental-Handbook-June-2014.pdf">http://jackson.armylive.dodlive.mil/files/2014/05/Environmental-Handbook-June-2014.pdf</a>
Army Regulation 200-1 FJ Regulation 350-1 FJ Regulation 200-8 FJ Regulation 350-14 FM 3-34.5	<a href="http://armypubs.army.mil/epubs/pdf/r200_1.pdf">http://armypubs.army.mil/epubs/pdf/r200_1.pdf</a> <a href="https://hq.tradoc.army.mil/sites/fjsc/Regulations/Regulations/FJ%20Reg%20350-1.pdf">https://hq.tradoc.army.mil/sites/fjsc/Regulations/Regulations/FJ%20Reg%20350-1.pdf</a> <a href="https://hq.tradoc.army.mil/sites/fjsc/Regulations/Regulations/FJ%20Reg%20200-8.pdf">https://hq.tradoc.army.mil/sites/fjsc/Regulations/Regulations/FJ%20Reg%20200-8.pdf</a> <a href="https://hq.tradoc.army.mil/sites/fjsc/Regulations/Regulations/FJ%20Reg%20350-14.pdf">https://hq.tradoc.army.mil/sites/fjsc/Regulations/Regulations/FJ%20Reg%20350-14.pdf</a> <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm3_34x5.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm3_34x5.pdf</a>
MSDS Web Sites	<a href="http://www.cnf.cornell.edu/cnf5_msd.taf">http://www.cnf.cornell.edu/cnf5_msd.taf</a> <a href="http://www.siri.org/msds/index.php">http://www.siri.org/msds/index.php</a>
Green Purchasing Program	<a href="https://www.denix.osd.mil/denix/Public/ES-Programs/Pollution/Procurement/GPP/gpp-intro.html">https://www.denix.osd.mil/denix/Public/ES-Programs/Pollution/Procurement/GPP/gpp-intro.html</a>
Shelf life extension	<a href="https://www.shelflife.hq.dla.mil/">https://www.shelflife.hq.dla.mil/</a>
Public Health Command	<a href="http://phc.amedd.army.mil/">http://phc.amedd.army.mil/</a>
Army Environmental Command	<a href="http://aec.army.mil/">http://aec.army.mil/</a>
Fort Jackson Safety	<a href="http://jackson.armylive.dodlive.mil/staff/safety/">http://jackson.armylive.dodlive.mil/staff/safety/</a>
Erosion Control Information	<a href="http://jackson.armylive.dodlive.mil/files/2014/05/Storm-Water-Instructions-for-Implementation.pdf">http://jackson.armylive.dodlive.mil/files/2014/05/Storm-Water-Instructions-for-Implementation.pdf</a>
ASBESTOS FAQ's	<a href="http://jackson.armylive.dodlive.mil/files/2014/04/asbestos-faqs.pdf">http://jackson.armylive.dodlive.mil/files/2014/04/asbestos-faqs.pdf</a>

# ENVIRONMENTAL QUESTIONS?

YOUR PRIMARY ENVIRONMENTAL OFFICER IS:

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*NAME*

*TELEPHONE*

YOUR ALTERNATE ENVIRONMENTAL OFFICER IS:

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*NAME*

*TELEPHONE*

ENVIRONMENTAL POC:

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*NAME*

*TELEPHONE*

**DPW ENVIRONMENTAL COMPLIANCE INSPECTOR:**

**PATRICK GREEN 751-5904 (PATRICK.L.GREEN1.CIV@MAIL.MIL)**



# **ENVIRONMENTAL COMPLIANCE ASSESSMENTS/RECORDS**

- **Environmental Compliance Checklist  
(Must be completed monthly)**
- **Hazardous Waste Inspections (If Applicable)**
- **Washrack / OWS Inspections (If Applicable)**
- **IEC Assessment Reports**
- **Records of Environmental Consideration  
(RECs)**

**(MUST KEEP ALL RECORDS ABOVE ON FILE FOR 3 YEARS)**

**SECTION 3**



# HAZARDOUS

# CHEMICAL

# INVENTORY

# FORM

(HCIF)

**NOTE:** The HCIF must be updated and submitted to DOL, Bldg 2558 Essayons Way, @ 751-5121, by the 10<sup>th</sup> of each month. All petroleum, oil, and lubricant products, paints, and cleaning supplies are required to be documented on the HCIF

- MSDSs/SDSs MUST BE ACCESSIBLE AT ALL STORAGE AREAS

SECTION 4





# **ENVIRONMENTAL COMPLIANCE RESOURCE DOCUMENTS/ REGULATIONS**

**ENVIRONMENTAL GUIDEBOOK**

**HAZARDOUS SUBSTANCE MANAGEMENT PLAN (HSMP)**

**FORT JACKSON REGULATION 200-9**

**FORT JACKSON REGULATION 200-8**

**ARMY REGULATION 200-1**

**UNIT/ ACTIVITY ENVIRONMENTAL COMPLIANCE SOP**

**(Place hard copies in binder)**

**SECTION 5**

# **SPILL RESPONSE PROCEDURES**

**Note:** Must be posted near all above ground storage tanks and hazardous substance storage/handling areas.

**SECTION 6**

## APPENDIX D

# Spill Response Plan

The goal of the spill response plan is to reduce safety, health, and environmental risks associated with a hazardous substance incident. In the event of a spill, the following actions should be implemented:

**SECURE AND EVACUATE THE AREA** - Keep unauthorized persons out of the area.

**REPORT THE SPILL** - All spills >5 gallons must be immediately reported to the Fire Department at 911. Spills that are ≤5 gallons must be reported if the spill enters a storm drain, creek, lake, or other body of water, or cannot be safely contained and cleaned up by organization personnel. Provide any pertinent information, including:

- Substance spilled.
- Location of spill.
- Nature and extent of injuries.
- Extent to which spill traveled.
- Estimated amount spilled.
- Time spill occurred.

**PROTECT YOURSELF** - Extinguish smoking material and ignition sources. Identify the substance spilled and obtain appropriate personal protective equipment, such as:

- Protective Goggles.
- Protective Apron.
- Rubber Overboots.
- Compatible Rubber Gloves.
- Respirators.

**STOP THE FLOW** - Stop or slow flow of hazardous substance if it can be done safely.

- Plug or patch punctured container(s).
- Upright overturned or tipped container(s).
- Close appropriate valve(s).

**CONTAIN THE SPILL** - The spilled substance should be contained within the immediate area. Prevent flow to drains, drainage ditches, and sewer systems if it can be done safely.

- Place nonreactive absorbent material such as sand, earth, straw, vermiculite, absorbent pillows or booms on the spill.
- Block the spill from entering storm drains or sewers by constructing a dike around all points of entry.
- If the spill is on the ground, clean it up immediately by digging up the contaminated soil, placing it in proper containers, and disposing of it properly.