

Fort Jackson Environmental Compliance Checklist

Fort Jackson Regulation (FJ Reg) 200-8/ FJ 4.5.2 F2

July 2014

Organization	Building #	ECO/POC	Date
KEY: C = Compliance NC = Noncompliance N/A = Not Applicable * = Admin Note			Status
1. TRAINING			
A. Is there an Environmental Compliance Officer (ECO) assigned and on appointment orders?.			
B. Is there an Alternate ECO (ALT ECO) assigned and on appointment orders?			
C. Has the ECO/Alt ECO attended Fort Jackson's ECO course and received a certificate of completion?			
D. Has the organization conducted annual environmental awareness training and maintained record of attendance for three years?			
E. Has annual Sustainability Management System (SMS) Awareness Training been provided to <u>all</u> personnel in the organization?			
F. Has the Hazardous Material Communications (HAZCOM) training from post Safety Office been completed?			
2. ADMINISTRATION (FJ Environmental Binder)			
A. Does the organization have the current FJ Hazardous Substance Management Plan (HSMP)?			
B. Does the organization have the current FJ 200-9 Qualified Recycling Program (QRP)?			
C. Are Hazardous Chemical Inventory Forms (HCIFs) current and submitted to the HMMS Office by the 10th of each month?			
D. Does the organization have the current FJ Environmental Guidebook?			
E. Does the organization have the monthly Environmental Compliance Checklist (area specific) completed?			
F. Is the ECO designation poster displayed?			
G. Is the SMS policy posted, and are personnel familiar with the FJ SMS Policy (PALMS)?			
H. Is your organization currently planning a demolition, renovation or construction project?			
I. If so, has a Work Order and Record of Environmental Consideration (REC) been completed?			
3. HAZARDOUS MATERIAL (HM)			
A. Are Material Safety Data Sheets (MSDSs) available for all HMs used/ stored at the organization?			
B. Are MSDSs located at or near the point of storage?			
C. Is the amount of HM in storage limited to 30 gals or short-term needs? HM MUST NOT BE STOCKPILED!!!			
D. Are containers of HM closed and in good condition (no leaks, dents, or odors)?			
E. Are containers properly labeled as to their contents?			
F. Are incompatible materials separated from each other?			
G. Are storage areas/lockers labeled, protected from rain, located on a paved surface, away from storm drains?			
H. Is good housekeeping evident in HM storage areas? This includes petroleum, oils, and lubricants (POLs).			
I. Are flammable materials (i.e. oil-based paints, spray paints, fuel, etc.) stored IAW FJ Fire Department regulations?			
J. Do parts washer/weapon cleaning tanks have secondary containment under them and are they kept closed when not in use?			
K. Are HM storage areas, including aboveground storage tanks, inspected at least weekly?			
4. UNIVERSAL WASTE (UW)			
A. Are containers of universal waste (UW) managed IAW the FJ HSMP? Note: UW includes light bulbs (lamps), batteries, mercury containing equipment, and pesticides.			
B. Are UW containers marked with the correct name and accumulation start date?			
C. Are UW containers turned in to the Environmental Division, Bldg #2563, within 6 months from the start date?			
5. TOXIC SUBSTANCES			
A. Does the facility have any known asbestos containing materials (ACM) (floor tile, ceiling tiles, etc.)?			
B. Are asbestos containing materials being managed properly?			
6. STORMWATER			
A. Are any materials being released into the environment via storm drains? (i.e. mop water, cleaning solutions, and POLs)			
B. Are POLs and hazardous materials stored in a manner to prevent release to the environment?			
C. Are spill kits available for rapid response to contain and cleanup spills?			
D. Does GOVs have drip pans in place under them to catch potential leaking fluids?			
E. Are drip pans monitored and emptied when full or during inclement weather?			
7. RECYCLING			
A. Is there an organization recycling program as required by the FJ 200-9 Installation Qualified Recycling Program (QRP)?			
B. Are trash cans free of recyclable materials (i.e. paper, plastic, aluminum, glass, cardboard, metal etc.)?			
C. Are recycling containers free of trash?			
D. Are dumpsters free of recyclable items and yard debris?			
8. SOLID WASTE/POLLUTION PREVENTION			
A. Is all yard waste and bulky trash taken to the Mulch Site on Golden Arrow Road?			
B. Are energy and water conservation measures in place?			
C. Does the organization take excess items (such as paint or office supplies) to the Reuse Center?			
D. Does the organization check the Reuse Center and contact other organizations before purchasing new items?			
E. Are there items around your organization that are on a hand receipt and need to be turned into DLA-DSJ?			
9. FIELD TRAINING (if applicable)			
A. Are MRE heaters being used or activated prior to disposal?			

- B. Has approval been obtained prior to cutting or removing any tree? (Contact Forestry Branch at 751-4622).
- C. Are units avoiding filling or excavating in wetland areas?
- D. Does the unit properly dig and cover all fighting positions IAW FJ Reg 350-14?
- E. Does the unit confirm and mark sensitive areas to prevent damage to endangered species habitat, archaeological, and other restricted areas?
- F. Does the unit have fuel storage and/or generators? If so,
- G. Are they appropriately maintained using good housekeeping procedures?
- H. Are spills and stained soil promptly and properly cleaned up?

CONCERNS/CORRECTIVE ACTIONS/NOTES:

Last, First, MI: _____ **Signature:** _____ **Date:** _____