

U.S. Army Garrison, = Hawaii – Environmental Compliance Guide

QUARTERLY INTERNAL ENVIRONMENTAL COMPLIANCE TRAINING

GENERAL INFORMATION

Quarterly internal environmental compliance training is a critical component of every unit's environmental compliance program. The training must be conducted once every quarter by the unit ECO and attended by all personnel in the ECO's operational area. It must include the following topics (as applicable): hazard communication program, HM/HW management, HW minimization, spill contingency procedures, AST/ UST, OWS.

The training should be site specific and user-friendly, and should include the information unit personnel need to know to conduct industrial operations in a sustainable manner in accordance with all applicable environmental regulations. A copy of the training materials and a sign-in roster must be available in the unit ECO book for historical documentation and inspection.

Training materials and assistance are available by contacting your inspector or the ECO instructor.

Failure to conduct quarterly training will result in an "Unsatisfactory" rating on the facility's unannounced environmental compliance inspection and possible mismanagement of hazardous materials and hazardous waste by unit personnel.

TRAINING REQUIREMENTS

Step 1: Schedule quarterly internal environmental compliance training for all personnel in the operational area. Make sure the training is entered on the unit training calendar. Training may be conducted by DPW Environmental Division Compliance Inspections Program staff by request on a case-by-case basis.

Step 2: Obtain quarterly training documents by contacting your inspector or the ECO instructor.

Step 3: Conduct training and ensure:

- Training is site-specific and covers all applicable areas listed on the Environmental Compliance Inspection Checklist.
- Senior Leaders/supervisors attend training.
- Training is documented on a sign-in roster with the date and topics covered.
- Training materials and roster are kept in the ECO book for inspection.

Step 4: Keep records for 3 years.