

**MCB S.D. Butler & MCAS Futenma**  
**EMP 13.1.1 Activity & Training Environmental Management Plan (ATEMP)**

**COMPLETE THIS PLAN IF YOU'RE CONDUCTING ANY OF THE FOLLOWING ACTIVITIES IN OKINAWA:**

- Training or holding an event in a Range Training Area (RTA, CTA, JWTC, & Ie-Shima)
- Training taking place on a Marine Corps Camp/Station
- Festivals and Unit Functions

**PURPOSE OF THIS FORM:**

This form will guide proponents in reducing the impact they will have on Range Training Areas (RTA) or Camp/Station activity areas, and address potential environmental risks and emergency procedures in the event of an emergency such as a hazardous material spill. Use this form to inform the Environmental Affairs Branch (EAB) of your proposed activity. Ensure the information in this form is passed to those participating in the activity. All activity participants shall know where this form can be found when in the field.

**IMPORTANT:** Submit your ATEMP at least **\*\*\*10 business days\*\*\*** prior to the start of the activity in order to ensure enough time is available for EAB to review your plan and request further information. Failure to submit plans far enough in advance may result in plans not being approved in time. NOTE: If you are unsure as to whether you are required to submit this form, please consult your Camp/Station Environmental office. All activities must remain in compliance with applicable Marine Corps Orders, Base Orders, and Japan Environmental Governing Standards (JEGS).

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**HOW TO COMPLETE THIS PLAN**

**Complete this form electronically. All applicable sections must be filled prior to submission. Forms not correctly filled may result in delayed approval.**

**GENERAL:** Further information is provided below for the corresponding sections on the form. If the exercise will include a practice listed in the sections below, select 'YES' on the form and follow the management procedures as written. If you are completing this form and are not the Unit Environmental Representative (UER) for your unit or either of the individuals named in Section A, ensure the form is approved by them before submitting.

**Section A:** For training involving more than one unit, name the unit reserving the training area. If training will be conducted across multiple training areas, list all training area names in the 'Training Site' textbox. The number in the 'Number of Participants' textbox should reflect the estimated sum of all people involved in the exercise.

**Section C:** If there are multiple contacts for environmental-related issues, insert additional names and information in section H.

**Section G:** If conducting water purification training then provide the additional water purification training information at the end of Section G. If conducting excavation greater than 2 meters in any Engineer Training Area (ETA), a detailed description of excavation and dig permit are required. ATEMP will act as a Dig Permit for **ETA ONLY**. These requests will be forwarded to the cultural resource section for approval. All other actions will require dig permit.

**Section H:** Provide any additional comments. If applicable, provide the section letter in which the comment refers to (e.g. Section C).

**SUPPORTING DOCUMENTS:** A site sketch and any other supporting documents must be submitted with the ATEMP.

**Site Sketch:** Attach a site sketch outlining the areas to be used during the activity. Sketch must include locations of practice(s) which have been answered with a "YES". Attain range maps through [Google Maps](https://maps.google.com/) or at the following site: <https://mcipacviewer.nmci.usmc.mil/rco/>.

Examples of required site sketch areas:

- Staging of any container(s) holding hazardous material – including fuel – which exceeds a 110 gallon capacity (e.g. SIXCONs, fuel bladders, generators, etc.). Outline where the hazardous material will be stored, the location of spill kits, and the direction of flow if the hazardous material spills.
- Water Intake and release points from a natural source, including the ocean. Outline where water will be taken from and where it will be released.  
[NOTE: Graywater includes water produced from hand washing, teeth brushing, showering, shaving, and field mess water. Graywater release is prohibited and must be disposed of in a sanitary sewer (see EMP 04.3 – Disposal of Gray Water from Training Area Exercises SOP). Only water which has been purified for training is authorized to be released in training areas.]

**HOW TO SUBMIT THIS PLAN FOR APPROVAL**

Once completed, submit this form via email to the Camp/Station Environmental Office at which the activity will take place. Once approved, the Camp/Station Environmental Staff will send the signed plan back to the submitter.

**DO NOT SEND SCANNED COPIES OF THIS FORM. ONLY SEND ELECTRONIC FILES AS PDF.**

**CAMP/STATION ENVIRONMENTAL OFFICES**

<b>Camp/Station</b>	<b>Office Phone</b>
Camp Kinser	637-4405/1815
MCAS Futenma	636-2066/2067
Camp Foster/Lester/Taiyo	645-5970/0789
Camp Hansen/Courtney/CTA/Ie-jima	623-7223/4495/4634
Camp Schwab/Gonsalves/NTA	625-2683/2684

**USING THIS PLAN IN THE FIELD**

Prior to the beginning of the activity notify all involved personnel of this plan. Ensure this form is on-site at the activity and that all personnel are aware of its location. Complete and post EMSP 11.2 – Spill Response and Notification Procedures on all bulk fuel tanks and generators and ensure personnel are aware of spill response procedures outlined in this document. [NOTE: All vehicles shall have a EMSP 11.2 document when dispatched.]

***Section A: Proponent Information***

<i>Proponent</i>	<i>Name of Activity</i>	<i>RCNI Number (RFMSS users only)</i>	
<i>Activity Location(Ex: Camp Foster, LZ Dodo, Parade Deck)</i>	<i>Number of participants</i>	<i>Start Date (DDMMYYYY)</i>	<i>End Date (DDMMYYYY)</i>

**Section B: Brief Description****Section C: On-Site Contacts***Officer In Charge (OIC) or Equivalent*

Rank	Last Name	First Name	Work Phone	Mobile Phone

*Field Contact for Environmental Matters (preferred that this person have attended Environmental Compliance Course)*

Rank	Last Name	First Name	Work Phone	Mobile Phone

**Section D: Human Waste and Hygiene****Human Waste Management**

- The use of cat holes, straddle trenches or other direct means of human waste disposal is strictly prohibited.

**Range Training Areas:**

- Proponents will manage human waste and hygiene within accordance to current Range Regulations.
- While on the march or patrolling, WAG Bags will be utilized and human waste will not be left in the field.

**Other Activities:**

- Only Porta Johns or use of existing/permanent facilities is permitted.

Practice		Management
<input type="checkbox"/> YES	FIELD SHOWERS, LAUNDRY, HYGIENE (shaving, hand washing, teeth brushing)	<ul style="list-style-type: none"> <li>• Grey water will be collected and disposed of in accordance with EMP 4.3 (Disposal of Grey water from Training Area Exercises SOP).</li> <li>• Contact the Camp/Station Environmental Office for all other activities</li> <li>• No grey water will be discarded in the activity areas.</li> <li>• Failure to comply will result in unit paying for disposal through a contractor.</li> </ul>
<input type="checkbox"/> NO		

**Other** – Describe any other sanitary control procedures that will be taken.**Section E: Solid Waste Management**

Practice		Management
<input type="checkbox"/> YES	FIELD MESS, TRASH, RECYCLING, MRE HEATERS, AND BRASS	<ul style="list-style-type: none"> <li>• Solid waste from mess operations will be disposed of by taking it back to camp and placing in a trash enclosure.</li> <li>• Any trash produced in the activity will be taken out of the training areas and taken back to the camp/station</li> <li>• If a dumpster is required by the proponent, a contract will be established prior to starting the activity.</li> <li>• All recycling will be conducted in accordance with EMP 7.7 (Recycling Guidelines).</li> <li>• MRE heaters will be activated and discarded as trash, once cooled.</li> <li>• Spent Brass will be handled and disposed of in accordance with current Range Regulations.</li> <li>• Proponents will not conduct any open burning without a permit.</li> </ul>
<input type="checkbox"/> NO		

**Other** – Describe any other solid waste that will be produced and management procedures in place.

**Section F: Hazardous Material/Waste Management**

Practice		Management
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>BULK POL STORAGE (i.e., SIXCON, M970, other bulk tanks)</b>	<ul style="list-style-type: none"> <li>Fuel tanks and bladders will be placed in secondary containment. Vehicles carrying tanks will be placed in secondary containment.</li> <li>Secondary containments holding vehicles will be large enough so that no sides of the vehicles will hang over the side of the secondary containment.</li> <li>Kinks and short loops in fuel lines will be avoided.</li> <li>Refueling will be monitored closely to prevent overfilling.</li> </ul>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>HAZARDOUS MATERIAL/WASTE STORAGE</b>	<ul style="list-style-type: none"> <li>Hazardous materials (HAZMAT) and POLs will be stored in appropriate containers with liquid HAZMAT and POLs stored in secondary containment at all times.</li> <li>Any hazardous waste generated from spills or leaks will be double bagged, labeled with date and name of contents, and taken to the proponent HWAP once the activity is complete.</li> <li><b>NO</b> digging of contaminated soil resulting from spills or leaks.</li> </ul>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>GENERATORS AND/OR FLOODLIGHT USE</b>	<ul style="list-style-type: none"> <li>Generators and floodlights will be staged in secondary containment at all times and will be checked for leaks hourly.</li> <li>Refueling will be monitored closely to prevent overfilling.</li> </ul>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>VEHICLE/EQUIPMENT MAINTENANCE (2nd echelon or higher)</b>	<ul style="list-style-type: none"> <li>An HWAP will be established with all applicable personnel made aware of its location and how wastes are separated. Containers will be labeled to indicate their contents. Liquid hazardous materials/wastes will be kept in secondary containment.</li> <li>A spill kit containing appropriate spill material types will be kept in the maintenance area.</li> <li>Vehicle maintenance will take place within secondary containment.</li> <li>Draining and pouring of hazardous materials will be conducted utilizing drip pans and used POLs will be stored in a container marked "USED OIL". Other hazardous wastes will be double bagged and placed in designated waste containers.</li> </ul> <p><b>All used oils and hazardous wastes will be appropriately labeled with waste type and retrograded out of the training area to the unit hazardous waste accumulation point (HWAP) upon completion of training.</b></p>
<p><b><u>Containment management and spill response</u></b></p> <p>Prior to the activity all personnel will be made aware of spill response procedures. Adequate containment shall be acquired. Secondary containments will be checked to ensure there are no holes in the containment and that drain plugs are inserted. Spill kits will be staged next to the secondary containment in case of a leak or spill. Secondary containments will be checked hourly for spills. Leaking, malfunctioning or defective equipment will be removed from service immediately. Any sheen on accumulated rainwater will be removed with absorbent pads prior to release of the water.</p> <p>The proponent will plan ahead for worst-case scenario and maintain a strong sense of awareness concerning prevention of hazardous material/waste releases. If there is a spill/release of hazardous material/waste the procedures contained in EMSP 11.2 Spill Response and Notification Procedures will be implemented.</p> <p><b>NO digging of contaminated soil resulting from spills or leaks.</b></p>		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>WEAPONS CLEANING</b>	<ul style="list-style-type: none"> <li>Weapons cleaning agents (e.g. LAW and CLP) containers, swabs and Q-tips produced from weapons cleaning will be collected at a central point, double bagged and taken back to the unit's armory hazardous waste accumulation point (HWAP).</li> <li>None of these wastes will be discarded as trash.</li> <li>Personnel will be made aware of the location of the central collection point for weapons cleaning waste.</li> </ul>
<p><b><u>Other</u></b> – Describe any other hazardous materials/waste control procedures that will be taken.</p>		

**Section G: Soil Erosion and Water Management**

Practice		Management
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>DIGGING</b>	<ul style="list-style-type: none"> <li>No digging is authorized without a dig permit.</li> <li>Vegetation and wildlife will <b>not</b> be removed.</li> <li>Completion of training, all <b>foxholes</b> will be filled and area returned to original state.</li> </ul>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>ENGINEER TRAINING AREA</b>	<ul style="list-style-type: none"> <li>No excavation below 6 meters is authorized.</li> <li>Collateral material and equipment are the responsibility of the using proponent and will not be abandoned on the range.</li> <li>Upon completion of training the ETA area will be leveled.</li> <li>Red clay will be removed from equipment prior to returning to garrison.</li> </ul>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>WATER PURIFICATION</b>	<ul style="list-style-type: none"> <li>Water for purification will only be drawn from authorized locations in activity areas, as outlined in Base Order Range Regulations.</li> <li>Procedures outlined in EMP 04.4 (Disposal of Wastewater and Products from TWPS) will be followed.</li> </ul>
<b>Water purification training information (if applicable)</b>		
Name of water body to draw from		Amount to be drawn (approx.)
Water release point (if applicable)		

**Other** – Describe any other erosion or water control procedures that will be taken.

**Section H: Additional Comments****Section I: Agreement and Form Filler's Information**

I acknowledge that the information in this form is accurate and that personnel will be made aware of this plan and required procedures prior to commencement of proposed activity. If aspects of the activity change after submission of this form, the activity will still be conducted in accordance with Base/Station Orders (i.e. MCB Butler Range Regulations).

Rank	Last Name	First Name	Work Phone	Mobile Phone

**Section J: Environmental Office Comments and Signatures**

Comments or special instruction:

Environmental Affairs Branch Signature (Plan is not valid unless signed)

**Camp/Station Coordinator**