**PURPOSE OF THIS FORM:**

This form will guide units in reducing the impact they will have on range training areas (RTA) as well as address potential environmental risks and emergency procedures in the event of an emergency such as hazardous material spill. Use this form to inform the Environmental Affairs Branch (EAB) of your intended training. Ensure the information in this form is passed to those participating in training, including where it can be found when in the field.

**IMPORTANT:** Submit your FTEMP two weeks prior to training 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. Further information can be found in [Base Order 3500.1](https://sharepoint.mcbbutler.usmc.mil/FE/ENV/Environmental%20Management%20System%20EMS/BO_3500.1D_MCBB_Range_Regs.pdf)D.

**COMPLETE THIS PLAN IF YOU:**

* Will be conducting training or holding an event in an RTA (CTA, NTA, & Ie-Shima). Do not submit this plan for training taking place on a camp or for festivals and unit functions.

NOTE: If you are unsure as to whether you are required to submit this form, please consult your Camp Environmental office.

**HOW TO COMPLETE THIS PLAN**

**Complete this form electronically, ensuring that all applicable sections are filled prior to submission. Forms not correctly filled may result in delayed approval.**

**GENERAL:** Items on the form are self-explanatory or are discussed below. Sections listed below correspond directly to the sections on the form and provide further information. 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 B, ensure the form is approved by them before submitting.

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

[**Section B:**](#SectionB) If there are multiple contacts for environmental-related issues, insert additional names and information on separate lines.

[**Section F:**](#SectionF) If conducting water purification training complete additional training information in boxes at the end of Section F. If conducting excavation greater than 2 meters in any Engineer Training Area,a detailed description of excavation and Dig Permit are required. FTEMP will act as Dig Permit. These requests will be forwarded to the cultural resource section for approval.

[**Section G:**](#SectionG) Attach a site sketch if required to do so. Attain range maps through [Google Maps](https://maps.google.co.jp/maps) or at the following site: <https://mcipacviewer.nmci.usmc.mil/rco/>.

A site sketch is required if any of the following will take place and must indicate on the sketch where that specific activity will occur:

* Staging of any container holding hazardous material – including fuel – which exceeds a 110 gallon capacity (e.g. SIXCONs, fuel bladders, etc.). Attach a site sketch indicating where the hazardous material will be stored, the location of spill kits, and the direction of flow if the hazardous material spills, if it is a liquid.
* Draw and release points of water from a natural source, including the ocean. Attach a site sketch indicating where water will be drawn 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 in training areas and must be disposed of in a sanitary sewer ([see EMP 04.3 – Disposal of Gray Water from Training Area Exercises SOP](https://sharepoint.mcbbutler.usmc.mil/FE/ENV/Environmental%20SOPs/EMP%2004.3%20Disposal%20of%20Gray%20Water%20from%20Training%20Area%20Exercises.pdf)). Only water which has been purified for training is authorized to be released in training areas.]

* Excavation in Engineer Training Area between 2 and 6 meters requires a detailed sketch of location.

[**Appendix A:**](#AppendixA)This section allows you to tailor the exercise’s spill response chart. Here you are able to add additional names to the emergency points of contact as well as insert a site sketch or other information thought to be necessary. Complete this section before submitting for approval; once this document is signed digitally it cannot be amended without invalidating the signature.

**HOW TO SUBMIT THIS PLAN FOR APPROVAL**

Once completed, submit this form to the email address given below. Your FTEMP will be reviewed by the office overseeing the area where training will occur. Once approved, the Camp Environmental Staff will send the plan back to the submitter as well as Range Control, in order to confirm approval of plan and complete reservation of your training area. **DO NOT SEND SCANNED COPIES OF THIS FORM. ONLY SEND ELECTRONIC FILES AS MICROSOFT WORD FILE.**

|  |  |  |
| --- | --- | --- |
| **Email address** | **Area of Responsibility** | **Phone** |
| [ENVFLDTraining.MCBB.FCT@usmc.mil](mailto:ENVFLDTraining.MCBB.FCT@usmc.mil)  Global Address List (GAL) Lookup: **MCBBUTLER, FE-ENV-FLDTraining** | Ie-Shima & Central Training Area (CTA) | 090-6861-7139  623-4495 |
| 090-6861-4739  623-7223 |
| Northern Training Area (NTA) | 090-6861-4133  625-2684 |
| 090-6861-7233  625-2683 |

**CAMP/STATION ENVIRONMENTAL OFFICES**

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

**USING THIS PLAN IN THE FIELD**

Prior to the beginning of the exercise notify all involved personnel of this plan and that further information can be found in Base Order 3500.1D – Range Regulations. Take this Field Training Environmental Management Plan to the field and notify personnel of its location. Ensure personnel understand this and know who to approach with questions. Complete and post [Appendix A](#AppendixA) , at minimum, on all bulk fuel tanks and generators and ensure personnel are aware of spill response procedures outlined within.[NOTE: For spills in areas other than Training Areas, follow procedures outlined in the [EMSP 11.2 – Spill Response and Notification Procedures](https://sharepoint.mcbbutler.usmc.mil/FE/ENV/Emergency%20Procedures/EMSP%2011.2%20Spill%20Response%20and%20%20Notification%20Procedures%20(EN)%20ver%205.pdf). All vehicles should have this document when dispatched.]

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| **Section A: Exercise and Unit Information** | | | | | | | | | | | | | | | | | | | | |
| *Unit* | | | | | | | | | *Name of Exercise* | | | | | | | *RCNI Number (RFMSS users only)* | | | | |
| Click to enter text. | | | | | | | | | Click to enter text. | | | | | | |  | | | | |
| *Training Site (Ex: LZ Phoenix, LZ Dodo, OP Jesse)* | | | | | | | | | *Number of participants* | | | | | *Start Date (DDMMMYYYY)* | | | | | | *End Date (DDMMMYYYY)* |
| Click to enter text. | | | | | | | | | Click to enter text. | | | | | Click to enter a date. | | | | | | Click to enter a date. |
| **Section B: Contacts in the Field** | | | | | | | | | | | | | | | | | | | | |
| Officer In Charge (OIC) | | | | | | | | | | | | | | | | | | | | |
| *Rank* | | *Last Name* | | | | | *First Name* | | | | | *Work Phone* | | | | | *Mobile Phone* | | | |
| Click to enter text. | | Click to enter text. | | | | | Click to enter text. | | | | | Click to enter text. | | | | | Click to enter text. | | | |
| Field Contact for Environmental Matters (preferred that this person have attended Environmental Compliance Course) | | | | | | | | | | | | | | | | | | | | |
| *Rank* | | *Last Name* | | | | | *First Name* | | | | | *Work Phone* | | | | | *Mobile Phone* | | | |
| Click to enter text. | |  | | | | | Click to enter text. | | | | | Click to enter text. | | | | | Click to enter text. | | | |
| **Section C: Human Waste and Hygiene**  Select practices below that apply to this training | | | | | | | | | | | | | | | | | | | | |
| **Human Waste Management**  **Including exercises limited to one day in duration the use of cat holes, straddle trenches or other direct means of human waste disposal in the training areas is strictly prohibited.**  **Units may use either chemical toilets or portable human waste disposal kits (e.g., Waste Alleviation & Gelling [WAG] bags; NSN: 5410-01-485-0760) to capture human waste. WAG bags will be discarded as solid waste upon return to the camp. If using chemical toilets, the unit will either use toilets previously staged by Range Control at the training site or borrow toilets from Base Property and establish a contract to service them. The unit understands that at least one toilet should be available for every 35 people.**  **While on the march or patrolling, WAG Bags will be utilized and human waste will not be left in the field.** | | | | | | | | | | | | | | | | | | | | |
|  | **Practice** | | | **Management** | | | | | | | | | | | | | | | | |
| YES | **FIELD MESS and/or**  **FIELD SHOWERS and/or FIELD LAUNDRY and/or HYGIENE (shaving, hand washing, teeth brushing)** | | | * Solid waste from field mess operations will be disposed of by taking it back to the camp and placing in a trash enclosure. * Graywater will be collected and disposed in accordance with EMP 04.3 (Disposal of Graywater from Training Area Exercises SOP). No graywater will be discarded in the training areas. | | | | | | | | | | | | | | | | |
| NO |  | | |  | | | | | | | | | | | | | | | | |
| **Other** – Describe any other sanitary control procedures that will be taken. | | | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | | | |
| **Section D: Solid Waste Management** | | | | | | | | | | | | | | | | | | | | |
|  | **Practice** | | | **Management** | | | | | | | | | | | | | | | | |
| YES | **TRASH AND RECYCLABLE COLLECTION** | | | * Any trash produced in the field will be taken out of the training areas and taken back to the camp/station for pick-up by Recycle. If a dumpster is required by the unit, a contract will be established prior to going to the field. * MRE heaters will be activated and discarded as trash, once cooled. | | | | | | | | | | | | | | | | |
| NO |  | | |  | | | | | | | | | | | | | | | | |
| **Other –** Describe any other solid waste that will be produced and management procedures in place | | | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | | | |
| **Section E: Hazardous Material/Waste Management**  Select the practices below that apply to this training | | | | | | | | | | | | | | | | | | | | |
|  | **Practice** | | | **Management** | | | | | | | | | | | | | | | | |
| YES | ***BULK POL or HAZMAT STORAGE (i.e., SIXCON, M970, other bulk tanks)*** | | | * Fuel tanks and bladders will be placed in secondary containment with vehicles carrying tanks placed in containment as well, if tanks will be left on the vehicle. * Secondary containments holding vehicles will be large enough such that no sides of the vehicles hang over the side of the secondary containment. * Kinks and short loops in fuel lines will be avoided. * Refueling will be monitored closely to prevent overfilling. | | | | | | | | | | | | | | | | |
| NO |  | | |  | | | | | | | | | | | | | | | | |
| YES | ***NON-BULK POL or HAZARDOUS MATERIAL STORAGE*** | | | * Hazardous materials (HAZMAT) and POLs will be stored in appropriate containers with liquid HAZMAT and POL stored in secondary containment at all times. * Any hazardous waste generated from spills or leaks will be double bagged, labelled to identify contents and taken to the unit HWAP once training is complete. | | | | | | | | | | | | | | | | |
| NO |  | | |  | | | | | | | | | | | | | | | | |
| YES | ***GENERATORS AND/OR FLOODLIGHT USE*** | | | * Generators and floodlights will be staged in secondary containment when running and will be checked for leaks hourly when running. * Refueling will be monitored closely to prevent overfilling. | | | | | | | | | | | | | | | | |
| NO |  | | |  | | | | | | | | | | | | | | | | |
| YES | ***VEHICLE/ EQUIPMENT MAINTENANCE (2nd echelon or higher)*** | | | * 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. * A spill kit containing appropriate spill material types will be kept in the maintenance area. * Vehicle maintenance will take place within secondary containment. * 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.   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. | | | | | | | | | | | | | | | | |
| NO |  | | |  | | | | | | | | | | | | | | | | |
| **Containment management and spill response (If any of the above blocks in SECTION E are marked ‘YES’)**  Prior to the exercises all personnel will be made aware of spill response procedures. Secondary containments will be checked for holes and drain plugs. Containment will not be used if holes are found. Spill kits and fire extinguisher 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.  The unit 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 Appendix A of this document will be implemented. | | | | | | | | | | | | | | | | | | | | |
| YES  NO | ***WEAPONS CLEANING*** | | | * 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). * None of these wastes will be discarded as trash. * Personnel will be made aware of the location of the central collection point for weapons cleaning waste. | | | | | | | | | | | | | | | | |
| **Other** – Describe any other hazardous materials/waste control procedures that will be taken. | | | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | | | |
| **Section F: Natural Resources** | | | | | | | | | | | | | | | | | | | | |
|  | **Practice** | | | **Management** | | | | | | | | | | | | | | | | |
| YES  NO | **FOXHOLES** | | | Upon completion of training the foxholes will be filled and area returned to original state. | | | | | | | | | | | | | | | | |
| YES  NO | **WATER PURIFICATION** | | | * Water for purification will only be drawn from authorized locations in training areas, as outlined in Base Order 3500,1D Range Regulations. * Procedures outlined in EMP 04.4 (Disposal of Wastewater and Products from TWPS) will be followed. | | | | | | | | | | | | | | | | |
| **Water purification training information (if applicable)** | | | | | | | | | | | | | | | | | | | |
| *Name of water body to draw from* | | | | | | | | | *Amount to be drawn (approx.)* | | | | | *Water release point (if applicable)* | | | | | |
| Click to enter text. | | | | | | | | | Click to enter text. | | | | | Click to enter text. | | | | | |
| YES  NO | | **ENGINEER TRAINING AREA**  **(Excavation ≤ 2m)** | | | * No excavation greater than 2 meters will take place therefore a dig permit is not required * Collateral material and equipment are the responsibility of the using unit and will not be abandoned on the range. * Upon completion of training the ETA area will be leveled. * Red clay will be removed from equipment prior to returning to garrison. | | | | | | | | | | | | | | | | |
| YES  NO | | **ENGINEER TRAINING AREA**  **(Excavation > 2m and ≤ 6m)** | | | * Excavation between 2 and 6 meters will occur and will first be authorized by the Environmental Affairs Branch Archaeologist. No excavation below 6 meters will occur. * Collateral material and equipment are the responsibility of the using unit and will not be abandoned on the range. * Upon completion of training the ETA area will be leveled. * Red clay will be removed from equipment prior to returning to garrison. | | | | | | | | | | | | | | | | |
| **Engineer Training Area dig permit request for excavation >2m and ≤ 6m** | | | | | | | | | | | | | | | | | | | |
| *Define excavation purpose that will occur, including dimensions of excavation area (length, width, depth)* | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Environmental Affairs Branch Archaeologist Use Only** | | | | | | | | | | | | | | | | | | | |
| APPROVED  DENIED | | | | | **Comments or reason if denied** | | | | | | | | | | | | | | |
|  | | | | | Click to enter text. | | | | | | | | | | | | | | |
| **Section G: Site Sketch** *(attach a site sketch* ***only*** *when answering ‘YES’ to the ‘Bulk Fueling’, ‘Water Purification’ and/or ‘Engineer Training Area (Excavation > 2m ≤ 6m)’ questions above)* | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Section H: 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 training. If aspects of the training event change after submission of this form, training will still be conducted in accordance with Base Order 3500.1D - MCB Butler Range Regulations. | | | | | | | | | | | | | | | | | | | | | |
| *Rank* | | | | *Last Name* | | | | | *First Name* | | | | | *Work Phone* | | | | | | *Mobile Phone* | |
|  | | | |  | | | | |  | | | | |  | | | | | |  | |
| **Section I: Environmental Office Comments and Signature** | | | | | | | | | | | | | | | | | | | | | |
| **Comments or special instruction:** | | | | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | | | | |
| *Last Name* | | | | | | *First Name* | | | | | | *Work Phone* | | | | | | | *Mobile Phone* | | |
| Click to enter text. | | | | | | Click to enter text. | | | | | | Click to enter text. | | | | | | | Click to enter text. | | |

|  |
| --- |
| Environmental Branch Signature (Plan is not valid unless signed) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Emergency Points of Contact**   |  |  |  | | --- | --- | --- | | **Name** | **Title** | **Phone Number** | | Range Control | Fire Desk | 623-4052 | |  | Unit Environmental Representative (UER) | 623-1329 | |  | Officer in Charge (OIC) | 623-4081 | |  | Alternate Contact for Environmental Matters | 623-4362 | | Environmental Coordinator | CTA/IE-Shima Environmental | 090-6861-7139 | | 090-6861-4739 | | NTA Environmental | 080-6483-3046 | | 090-6861-7233 | |
| Insert other information as needed (e.g. Site sketch, location of spill supplies, etc) |