

APPOINTMENT LETTER
WP KV'ENVIRONMENTAL COORDINATOR

Organization: _____ Dwf lpi _____ Rj qpg _____

Section 1. Purpose and Applicability

The purpose of a unit environmental coordinator (UEC) is to provide managerial and technical guidance to individual hazardous waste accumulation / material storage area managers and the unit commander. This will help to ensure compliance with federal, state, local, base environmental laws and regulations. These requirements include but are not limited to; container compatibility, labeling, storage, segregation, records documentation and maintenance, spill response and pollution prevention, inspections and turn in of all waste, materials for use, or items for recycling and energy recovery. Coordinates with appropriate agencies to schedule all environmental training for organization personnel. Ensures appropriate hazardous material and hazardous waste appointment letters for personnel are current and forwarded to 673 CES/CEIEC in a timely manner. Conducts and documents quarterly hazardous material and hazardous waste inspections. Unit Environmental Coordinators will e-mail or hand deliver documentation (copy of checklist, memo, etc.) of quarterly hazardous material inspections to 673 CES/CEIEC HMMP coordinator. Recommends the establishment of accumulation / storage areas as required to meet unit specific needs. Integrates pollution prevention measures whenever possible to limit the use of hazardous materials and generation of hazardous waste. Coordinates activities with the CE Environmental Section as required. Attends and provides input to environmental teams and work groups on installation-wide environmental issues as required. Informs commander of changes affecting the organization's environmental status.

Section 2. Required Training:

UECs are required to be properly trained in hazardous material and hazardous waste management (per JBER OPLAN 19-3 Annex E Table E-1). Training must be completed within 90 days of appointment.

Environmental training is available through the Environmental Section, 673CES/CEIEC. Please call 552-3435 to sign-up for Hazwaste and Hazmat training. Current schedule is posted on Environmental Section website <https://eis.af.mil/cs/edash/PACAF/JBER/default.aspx>.

Section 3. Appointment:

Name:

Rank/Grade:

PCS/ETS Date (mm/dd/yy):

Work Phone:

Cell Phone:

email:

Unit Building #s:

Signature:

Date (mm/dd/yy):

Certifying Authority (Commander):

Name:

Rank/Grade:

Title:

Signature:

Date (mm/dd/yy):