NEW/TRANSFER EMPLOYEE WORKSITE SPECIFIC ENVIRONMENTAL ORIENTATION

ENVIRONMENTAL REVIEW CHECKLIST

SECTION I - EMPLOYEE INFORMATION

DIRECTIONS FOR SUPERVISORS:
1. Review the following items with all new or transferred personnel (military, civil service and contractors), BEFORE INDIVIDUAL STARTS ANY WORK.
2. For each item, explain relevant information to individual (or just enter "N/A" for items not applicable). After doing so, check off each item.
3. When complete, sign this form and ensure individual signs it. Retain the original signed form.
4. Ensure that entries are made into FRCSE's TMS for all shop individuals that receive this training.

1. NAME	2. JOB TITLE/SERIES/GRADE/RANK	3. SHOP NUMBER/NAME	4. DATE

SECTION II - GENERAL

1. ☐ Environmental Training. Ensure supervisors and individuals receive required environmental training relevant to their work. For civil service employees, Individual Development Plans (IDPs) should be updated to reflect all necessary environmental training.

2. ☐ Review with individual FRCSE'S Environmental Policy per latest Commanding Officer's Environmental Policy Statement, and discuss applicability to employee's work. Highlights of FRCSE's Environmental Policy are -

FRCSE is committed to protecting our environment, while performing our mission. Follow 3 principles:
Comply with all environmental requirement
Environmental Sustainability and Pollution Prevention - conserve water and energy resources and reduce or eliminate wastes generated.
Continuous improvement of FRCSE's environmental performance
Responsibility of all FRCSE individuals (military, civil service and contractors) to actively participate on FRCSE's commitment to the environment.

3. ☐ Environmental Policy. Show individual where FRCSE's Environmental Policy is posted within shop spaces.

SECTION III - WASTE MANAGEMENT (HAZARDOUS, NON-HAZARDOUS, UNIVERSAL, USED OIL, REGULAR TRASH

1. ☐ Review with individual all waste steams generated in shop, including hazardous, non-hazardous and universal wastes, as well as used oil and regular trash.

2. ☐ Review with individual how they must manage and properly dispose of the waste streams that their work will generate.

3. ☐ Remember to provide update training anytime new waste streams or requirements are introduced or implemented.

4. ☐ Discuss applicable reuse/recycling programs, including -

Laundered Shop Towels (instead of consumable paper towels)
Plastic and aluminum beverage containers
Scrap Metal
Office Paper

SECTION IV - HAZARDOUS MATERIAL

1. ☐ Review with individual the following Hazardous Material Control & Management (HMC&M) procedures and requirements:

MSDS/AUL Retrieval and Training on Intra1
Proper HAZMAT labeling requirements
HAZMAT locker management requirements
HAZMAT authorization issue and turn-in procedures
Shelf life management requirements and procedures
Disposition procedures for empty containers and unusable/expired HAZMAT

SECTION V - EMERGENCY SPILL RESPONSE

1. ☐ Review with individual spill response procedures listed in "Hazardous Material Spill Action Plan".

2. ☐ Show individual where the "Hazardous Material Spill Action Plan" is posted within shop spaces.

SECTION VI - AIR EMISSIONS

1. ☐ Review with individual what air emission units are regulated.

2. ☐ Review with individual regulated air emission unit operating requirements.

3. ☐ Review with individual air emission unit record-keeping requirements.

4. ☐ Review with individual regulated air emission unit malfunction and shutdown requirements.

SECTION VII - STORAGE TANK

☐ Review with individual aspects of storage tank program applicable to shop.

SECTION VIII - STORM WATER

1. ☐ Review with individual storm water pollution prevention practices, emphasizing no dumping pollutants into storm drains.

SECTION IX - POLLUTION PREVENTION (IE., WHENEVER POSSIBLE, NOT GENERATING WASTES TO BEGIN WITH)

1. ☐ Emphasize to individual that the most effective forms of Pollution Prevention are HAZMAT and HAZWASTE Reductions, and that good ideas for these often come from individuals like them.

SECTION X - SIGNATURES

The below-named individual and supervisor agree that this environmental indoctrination has been carried out completely.

	NAME *(print or type)*	SIGNATURE AND DATE
1. SUPERVISOR		
2. EMPLOYEE		

Supervisors - Upon completion and signing of this form, please post this training for the individual in TMS, entitled "NEW/TRANSFER EMPLOYEE ENVIRONMENTAL ORIENTATION", TMS Course #58200348.