

MEMORANDUM FOR SEE DISTRIBUTION

FROM: 88 ABW/CC

SUBJECT: Unit Environmental Coordinators Reappointment (Suspense 25 Feb 02)

1. It is time to reaffirm/reappoint personnel to the position of Unit Environmental Coordinator (UEC). The UEC plays an integral role in the environmental management process on the installation. Therefore, it is imperative personnel assigned to these positions are properly trained and provided sufficient time and support to perform these duties. The UEC is the liaison between your organization and the Office of Environmental Management, 88 ABW/EM. It is through their efforts that policy and procedures are developed and implemented to minimize Wright-Patterson AFB's vulnerability to environmental enforcement actions. If your organization uses hazardous material (HM) and/or generates hazardous waste (HW) you must appoint a UEC and an alternate by 25 Feb 02

2. The UEC position was created in 1994 as a result of the AFMC Hazardous Waste Standard Operating Procedures. Over the years the UEC's role has expanded to encompass the management of HM throughout its life cycle, from a material to a waste. The Office of Environmental Management has developed a comprehensive training program to prepare the UEC to perform these duties. At a minimum the UEC and Alternate UEC shall attend:

- a. 74 AMDS/SGPM - Environmental, Safety, Occupational Health Course (4 hours)
- b. 88 ABW/EM - HM/HW Course (8 hours)
- c. AFIT - Environmental Compliance Assessment Management Program Course (40 hours)
- d. AFIT - Unit Environmental Coordinator Course (40 Hours)

3. When appointing your UEC and alternate please take careful consideration of the role and responsibility this individual will play within your organization. Appointed personnel must have direct access to you, be empowered to make change and afforded ample time and resources to properly perform these duties. In short, the UEC duties include:

- a. Coordinate/approve HM purchases and HW turn-ins
- b. Perform inspections at HM/HW storage locations
- c. Provide on the job training to HM/HW site personnel
- d. Keep organization personnel apprised of changing policy and procedures
- e. Attend/participate in Hazardous Substance Steering Committee meetings
- f. Coordinate/verify data for regulatory reports
- g. Coordinate on AF Forms 332 and 813.

4. The level of effort required by your appointed UEC will depend on the size and mission of your organization. If you have questions concerning the level of effort for your organization, or need a copy of the UEC position description please contact Mr. John Banford, Hazardous Substance Team Lead at 7-7152 ext. 270.

5. The UEC plays a vital role in protecting the WPAFB community and minimizes our vulnerability to enforcement actions. Individuals assigned to these duties must be empowered and afforded the resources to adequately perform these duties. Please forward a copy of your appointment letter to 88 ABW/EM no later than 25 Feb 02. If you have any questions or should you need further clarification please contact Mr. Ronald J. Lester, Director, Office of Environmental Management at 7-5627 ext. 220.

MICHAEL W. HAZEN  
Colonel, USAF  
Commander