

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 32-7004



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Civil Engineering

**UNIT ENVIRONMENTAL COORDINATOR
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Chad B. BonDurant)

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This instruction implements AFD 32-70, *Environmental Quality*, at Luke Air Force Base, Arizona by providing guidance on establishing and standardizing an environmental quality program and environmental management procedures. Luke AFB is committed to cleaning up environmental damage resulting from past activities, meeting all current environmental standards, while planning and managing its future activities to minimize environmental impacts and conserve the irreplaceable natural and cultural resources it holds in public trust. This instruction establishes a network of designated unit environmental coordinators (UECs) to promote wing ownership of environmental programs and fulfill these commitments with guidance and training from the environmental flight. It specifies the responsibilities of UECs and applies to all Luke AFB organizations including tenant and geographically separated units. This publication applies to all Air Force, Air Force Reserve Command and to Air National Guard units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

Changes included updating the AFRIMS link and minor changes made to conform to the current publication format requirement. Revisions included changing 56 CES/CEQ to read 56 CES/CEAN throughout the instruction. The following paragraphs revised to comply with

current program requirements: 2.1.5., 2.2.8., 2.2.9., 2.2.10. (deleted), 2.3.5., 2.4.2., 2.4.5., and 2.5.4.

1. References.

1.1. AFD 32-70, *Environmental Quality*.

2. Responsibilities. The agencies listed below will be responsible for compliance with the procedures stated herein.

2.1. Group and Tenant Commanders will:

2.1.1. Ensure their respective organization complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC, and base environmental policies and instructions.

2.1.2. Appoint a primary and alternate group environmental coordinator with at least one-year retainability. Send the appointment letter to the Environmental Flight (56 CES/CEAN).

2.1.3. Allow direct access for the group environmental coordinator to the commander.

2.1.4. Direct squadron commanders to assign members to appropriate working groups as requested by the Environmental Safety and Occupational Health Council (ESOHC) chairperson or by an ESOHC sub-committee chairperson.

2.1.5. Ensure that each group environmental coordinator attends Luke Specific UEC, Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS), and Resource Conservation and Recovery Act (RCRA) training provided by 56 CES/CEAN.

2.2. Primary and Alternate Group Environmental Coordinators will:

2.2.1. Act as group focal point for all environmental concerns and be the group liaison with 56 CES/CEAN. Coordinate and forward environmental matters through the appropriate offices in a timely manner.

2.2.2. Attend Luke Specific UEC, EESOH-MIS, RCRA training provided by 56 CES/CEAN. Identify unit specific environmental training requirements to 56 CES/CEAN.

2.2.3. Assist units in identifying and advocating for environmental funding requirements. Ensure all requirements are documented and appropriate paperwork is completed and submitted for funding to 56 CES/CEAN.

2.2.4. Provide program updates directly to the group commander as required, prior to the wing ESOHC meetings.

2.2.5. Represent the group at all ESOHC subcommittee meetings.

2.2.6. Make recommendations to the group commander on the membership of environmental working groups.

2.2.7. Promptly identify areas of concern to the group or tenant commander, 56 CES/CEAN, and appropriate environmental subcommittees.

2.2.8. Ensure any known Environmental, Safety, and Occupational Health (ESOH) changes in policies or procedures are disseminated to the appropriate level.

2.2.9. Conduct periodic shop inspection and site visits within the organization and document results.

2.2.10. Provide guidance and policy to squadron level commanders and environmental coordinators on the establishment of additional UECs.

2.2.11. Assist squadron UECs and resource advisors with review and oversight of the Government Purchase Card (GPC) purchase program to ensure proper authorization and procurement of HAZMAT.

2.3. Squadron Commanders will:

2.3.1. Ensure their squadron complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC, and base environmental policies and instructions.

2.3.2. Appoint a primary and alternate squadron environmental coordinator with at least one-year retainability. Send an appointment letter to 56 CES/CEAN.

2.3.3. Allow direct access for the squadron environmental coordinator to the commander.

2.3.4. Assign squadron members to environmental working groups as directed by the respective group commander.

2.3.5. Ensure that each squadron environmental coordinator attends Luke Specific UEC, EESOH-MIS, and Luke Specific RCRA training provided by 56 CES/CEAN.

2.4. Squadron Environmental Coordinators will:

2.4.1. Act as squadron focal point for all environmental concerns and be the squadron liaison with the group environmental coordinator and 56 CES/CEAN.

2.4.2. Attend Luke Specific UEC, EESOH-MIS, RCRA training provided by 56 CES/CEAN. Identify unit specific environmental training requirements to group environmental coordinator and 56 CES/CEAN.

2.4.3. Assist unit personnel in identifying and advocating for environmental funding requirements. Coordinate requirements through group environmental coordinator.

2.4.4. Make recommendations to the squadron commander on the membership of environmental working groups.

2.4.5. Identify ESOH areas of concern to the squadron commander, group environmental coordinator, and 56 CES/CEAN.

2.4.6. Recommend the selection of any additional environmental coordinators that may be required in their squadron.

2.4.7. Ensure any known changes in ESOH policies or procedures are disseminated to the appropriate level.

2.4.8. Conduct periodic shop inspections and site visits within the organization and document results. Assist 56 CES/CEAN in conducting environmental inspections such as ESOHCAMP.

2.5. 56 CES/CEAN will:

- 2.5.1. Provide environmental guidance and policy to the wing personnel. Provide adequate support to the group and squadron environmental coordinators.
- 2.5.2. Provide a system to validate and allocate environmental funds.
- 2.5.3. Provide training to environmental coordinators and other identified wing personnel.
- 2.5.4. Ensure environmental assessment checklists and supplements are available for group and squadron environmental coordinators.
- 2.5.5. Assist in resolving environmental resource, training, procedure, or enforcement problems submitted by the 56 FW and tenant units.
- 2.5.6. Conduct periodic inspections of workcenter compliance sites to ensure compliance with environmental requirements.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Form(s)

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CES/CEAN—Civil Engineer Environmental Flight

DoD—Department of Defense

EC—Environmental Coordinator

EESOH—MIS—Enterprise Environmental, Safety, Occupation Health - Management Information System

ESOHC—Environmental Safety and Occupational Health Council

ESOH—Environmental, Safety, and Occupational Health

GPC—Government Purchase Card

HAZMAT—Hazardous Materials

OPR—Office of Primary Responsibility

RCRS—Resource Conservation and Recovery Act

RDS—Records Disposition Schedule

UEC—Unit Environmental Coordinator