| Stage 1: Concept and Specification Development, Long-range planning (Time Frame: Exercise Conception to Initial Planning Conference (IPC)) | **Yes** | **No** | **N/A** | **Comments** | **Date Completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Has an Environmental Protection Planner (EPP) been integrated into the Exercise Planning Team?  |  |  |  |  |  | Guidebook, page 2; AJEPP 4, page 2-1 |
| 1.2 | Have previous After Action Reports (AARs) for environmental lessons learned during previous exercises been reviewed?  |  |  |  |  |  | Guidebook, page 7 |
| 1.3 | Have preventive measures been planned to avoid any concerns from previous AARs? |  |  |  |  |  | Guidebook, page 7 |
| 1.4 | Have exercise planners been informed of or considered: - Seasonal and nesting restrictions- Environmental concerns that may restrict or affect general planning (e.g. recreation/sport areas, protected habitats, invasive species/diseases, agricultural areas, conservation areas, industrial areas, noise sensitive areas, private lands, hunting/fishing areas, etc.)- Potential environmental impacts or limitations to/from exercise mission (i.e. tanks, heavy vehicles, aircraft, vessels, infantry, ammunition, fuels, etc.)?- Potential environmental impacts from secret/special operations |  |  |  |  |  | AJEPP 6, Appendix B |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1.5 | Have applicable Host Nation (HN) environmental laws and regulations been researched and made available to exercise planners?  |  |  |  |  |  | Guidebook, pp. 2-3 |
| 1.6 | Has an environmental working group been established to gather and collate environmental intelligence to aid planners? |  |  |  |  |  | Guidebook, pp. 9-13 |
| 1.7 | Have environmental considerations been integrated into the Exercise Memorandum of Understanding (MOU), Technical Arrangement (TA) and Exercise Specification (EXSPEC)? |  |  |  |  |  | Guidebook, Page 23; Templates |
| 1.8 | Are environmental resource requirements (funding, manpower, and equipment) included in the exercise budget? |  |  |  |  |  |  |
| 1.9 | Has an environmental contact list, communication plan and liaison with local stakeholders been established? |  |  |  |  |  |  |
| 1.10 | Have the Sending Nation Environmental Protection Planners (SN EPP) for planning purposes been identified? |  |  |  |  |  |  |
| 1.11 | Has the availability and usefulness of Geographic Information Systems (GIS) for land and environmental planning and other open source data been researched? |  |  |  |  |  |  |
| 1.12 | Have reconnaissance surveys been conducted to identify initial environmental concerns or considerations?  |  |  |  |  |  | Guidebook, page 9 |
| 1.13 | Has an environmental risk analysis been conducted that identifies Courses of Action (COAs) and responsible parties to mitigate environmental risk? |  |  |  |  |  | Guidebook, page 10 |
| 1.14 | Will there be exercise-related construction projects or activities that require an Environmental Impact Assessment or environmental permits? |  |  |  |  |  | AJEPP 6, Annex B |
| 1.15 | Have exercise planners considered adding environmental injects (such as a major release/spill, discovery of cultural resources, etc.) into the exercise? |  |  |  |  |  |  |
| 1.16 | Have sources for potable and non-potable water been identified and the impact of water use on the local population and environment been considered?  |  |  |  |  |  | AJEPP 2, Annex C |
| 1.17 | Have refueling points with appropriate storage containers/tanks, secondary containment, and distribution of Petroleum, Oils, and Lubricants (POLs) been identified?  |  |  |  |  |  | AJEPP 2, Annex E |
| Notes: |

| Stage 2: Planning and product development, Medium-range planning (Initial Planning Conference (IPC) through Final Planning Conference) | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Has an Environmental Annex been included in the Exercise Plan (EXPLAN)? |  |  |  |  |  | Guidebook, Appendix 2;Template |
| 2.2 | Have environmental considerations been integrated into the Exercise Order (EXORD)? |  |  |  |  |  |  |
| 2.3 | Have the HN and SN EPO positions been integrated into the exercise manning documents?  |  |  |  |  |  |  |
| 2.4 | Have HN EPOs for specific areas and their responsibilities been identified?  |  |  |  |  |  |  |
| 2.5 | Have contracts or provisions for obtaining potable/non-potable water; solid waste disposal; hazardous waste disposal; sanitary waste treatment and/or disposal; and, spill/decontamination waste disposal been completed? |  |  |  |  |  | AJEPP 2, Annex C and D |
| 2.6 | Has the interface with HN logistics, transportation, medical, safety, security personnel/organizations been established? |  |  |  |  |  |  |
| 2.7 | Has environmental [reconnaissance](https://www.sanakirja.org/search.php?id=315103&l2=17) (transport routes, water points, lay-down areas, etc.) been conducted? |  |  |  |  |  |  |
| 2.8 | Have exercise-specific Standard Operating Procedures (SOPs) been developed (spill procedures, claims process, etc.)? |  |  |  |  |  |  |
| 2.9 | Has the contact information for Environmental Protection Planners (EPPs) and Environmental Protection Officers (EPOs) from SNs been identified and sent to HN? |  |  |  |  |  |  |
| 2.10 | Has the information from the initial reconnaissance been shared with SNs? Provided information should include pictures and historical use information. |  |  |  |  |  | AJEPP 6, Appendix A |
| 2.11 | Has an Environmental Baseline Study (EBS) for the exercise areas already been conducted? If so, does it need to be updated? If not, assign responsibility for conducting the EBS. |  |  |  |  |  | Guidebook, Page 11 and Appendices 9-12; AJEPP 6, Appendix A |
| 2.12 | Has the following material been prepared and sent to SNs?* Information on GIS for land and environmental planning
* HN Environmental Code, regulations and Standard Operating Procedures (SOPs)
* Restriction maps
* Authorized Use List (AUL) for hazardous materials (hazmat)
* Responsibility for provision of environmentally-related supplies and equipment (e.g. spill kits, secondary containment, Personal Protective Equipment (PPE), etc.)
* Compliance requirements with customs regulations
* Soldier Field Cards
* EPO Field Cards
* Exercise templates, to include daily experiences and lessons learned report, spill report, claims report, etc.
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  | Guidebook, Appendix 4 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | Field card templates |
|  |  |  |  |  | Field card templates |
|  |  |  |  |  | Templates |
| 2.13 | Has the HN applied and received required permits (land use, water use, range clearance, etc.)?  |  |  |  |  |  |  |
| 2.14 | Have environmental considerations been integrated into the Strategic Messages to the public? |  |  |  |  |  |  |
| 2.15 | Has the communication with local stakeholders been on-going to ensure information has been disseminated? |  |  |  |  |  |  |
| 2.16 | Has the environmental risk analysis been reassessed?  |  |  |  |  |  |  |
| 2.17 | Has the final environmental-related map preparation been completed? |  |  |  |  |  |  |
| 2.18 | Have the environmental considerations along transit/maneuver routes been identified?  |  |  |  |  |  |  |
| 2.19 | Have vehicle wash racks and repair areas been established?  |  |  |  |  |  |  |
| 2.20 | Has the decontamination plan (cleaning and disinfection of materiel and vehicles before leaving the exercise area) been established?  |  |  |  |  |  |  |
| 2.21 | Has a survey and/or mobile application (apps) for gathering lessons learned information from unit EPOs or leaders been identified or developed?  |  |  |  |  |  | Guidebook, Page 41; Appendix 14 |
| Notes: |

| Stage 3: Operational Conduct (Includes Short-Range Planning, Pre-Deployment, Deployment, Execution, and Redeployment)Phase 1: Foundation and training | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | Have the environmental education requirements for EPOs been established, planned and implemented?  |  |  |  |  |  | Guidebook, Pages 15-16; Environmental Toolbox; AJEPP 4, page 5-1 |
| 3.1.2 | Confirm SNs have most up-to-date copies of the following: |  |  |  |  |  |  |
|  | * SOPs
 |  |  |  |  |  |  |
|  | * Templates
 |  |  |  |  |  |  |
|  | * Logistical requirements
 |  |  |  |  |  |  |
|  | * EPO Field Card
 |  |  |  |  |  |  |
|  | * Soldier Field Card
 |  |  |  |  |  |  |
|  | * Contract limitations
 |  |  |  |  |  |  |
|  | * Area maps
 |  |  |  |  |  |  |
|  | * Other
 |  |  |  |  |  |  |
| 3.1.3 | Has a list of HN EPOs for specific exercise areas with the Training Area been distributed to SN EPOs? |  |  |  |  |  |  |
| 3.1.4 | Has a liaison with other exercise POCs (medical, safety, ammunition, logistics, water, fuel, etc.) been established? |  |  |  |  |  | Guidebook, page 15 |
| 3.1.5 | Has an Environmental Log for HN Exercise EPO been established? |  |  |  |  |  |  |
| 3.1.6 | Has an EPO/EPP coordination (e.g. Environmental Management Board) “battle-rhythm” been established? |  |  |  |  |  | Guidebook, page 20 |
| 3.1.7 | Have HN EP briefings been conducted with unit EPOs or directly to exercise participants, to include environmental SOPs? |  |  |  |  |  | Guidebook, page 16 |
|  | Notes: |

| Stage 3: Operational Conduct (Includes Short-Range Planning, Pre-Deployment, Deployment, Execution, and Redeployment)Phase 2: Incident Response Planning  | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.2.1 | Are the communication channels with local stakeholders to report issues with movement, noise, etc. established and working?  |  |  |  |  |  |  |
| 3.2.2 | Have environmental reporting requirements been developed and communicated, to include cultural resource discoveries, site-specific spill response procedures, spill report forms, and environmental damage claims. |  |  |  |  |  | Guidebook, Appendix 5, Appendix 7; AJEPP 6, Annex C, Template |
| 3.2.3 | Have the reporting templates been sent to the SN EPOs? |  |  |  |  |  |  |
| 3.2.4 | Are “no-go” areas, refueling areas, recycling points, solid waste disposal, cultural property, protected areas, water sources or water purification areas, and hazmat/hazardous waste (HW) accumulation points clearly marked in the field? |  |  |  |  |  | Guidebook, Appendix 14 |
| 3.2.5 | Have surveys/apps been issued to EPOs to collect lessons learned information?  |  |  |  |  |  |  |
|  | Notes: |

| Stage 3: Operational Conduct (Includes Short-Range Planning, Pre-Deployment, Deployment, Execution, and Redeployment)Phase 3: Execution (duration of exercise) | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.3.1 | Have surveys/apps been issued to unit EPOs/leaders to collect lessons learned information? |  |  |  |  |  |  |
| 3.3.2 | Have daily reports been collected from SNs? |  |  |  |  |  |  |
| 3.3.3 | Have periodic reports to the Commander on environmental issues/concerns been developed (as required)? |  |  |  |  |  |  |
| 3.3.4 | Have the following periodic checks for compliance been conducted? * Stocked spill kits, drip pans, hazmat/waste storage, etc.
* Have drivers been using only designated bridges and crossing sites?
* Are refueling or field maintenance operations being conducted away from wetlands or surface waters?
* Are units being monitored to ensure they are observing prohibitions against discharging wastewater into wetlands or waterways?
* Are units being monitored to ensure they are observing prohibition against filling any wetlands areas?
* Has unit compliance with community/installation noise abatement hours been monitored?
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| 3.3.5 | Are Environmental Condition Reports being completed and submitted to HN EPOs if incidents occur? |  |  |  |  |  | Guidebook, Appendix 6 |
|  | Notes: |

| Stage 3: Operational Conduct (Includes Short-Range Planning, Pre-Deployment, Deployment, Execution, and Redeployment)Phase 4: Assessment (end of exercise) | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.4.1 | Have exercise areas been inspected to identify areas units needed to clean up/ correct environmental issues/give unit closure checklist? |  |  |  |  |  | Guidebook, Appendix 8 |
| 3.4.2 | Have surveys from units regarding lessons learned been collected?  |  |  |  |  |  |  |
| 3.4.3 | Have EPOs signed off on closure checklist prior to units moving to staging area for redeployment? |  |  |  |  |  |  |
| 3.4.4 | Have the HN EPOs collected information from inspections and closure checklists for the environmental site closure survey/report?  |  |  |  |  |  | AJEPP 6, Annex C |
| 3.4.5 | Has the schedule for units to move to staging and decontamination areas been developed and communicated? |  |  |  |  |  |  |
| 3.4.6 | Have areas to turn-in waste been established?  |  |  |  |  |  | AJEPP 2, Annex C |
| 3.4.7 | Have extra containers, overpack containers, marking and labeling materials, and PPE been provided and made available for units? |  |  |  |  |  |  |
| 3.4.8 | Have decontamination areas for equipment and vehicles been established?  |  |  |  |  |  |  |
| 3.4.9 | Has the disposal of decontamination waste been monitored for compliance with SOP/regulations?  |  |  |  |  |  |  |
| 3.4.10 | Has the packaging of materials and equipment for redeployment been monitored for compliance with SOP and customs regulations? |  |  |  |  |  |  |
| 3.4.11 | Have materials and equipment been prepared and loaded for transportation in compliance with SOP and customs regulations?  |  |  |  |  |  |  |
| 3.4.12 | Have transportation routes and related environmental considerations (spill kits, spill report forms/information, etc.) been identified and communicated?  |  |  |  |  |  | AJEPP 2, Annex E |
| 3.4.13 | Has the compliance monitoring of closure of refueling sites, any spill/release sites, waste management sites, etc. been conducted?  |  |  |  |  |  | AJEPP 2, Annex E |
| 3.4.14 | Have areas requiring clean up actions been re-inspected and approved? |  |  |  |  |  |  |
| 3.4.15 | Have the costs incurred from each nation to include waste disposal, corrective actions, land restoration, etc. been identified? |  |  |  |  |  |  |
|  | Notes: |

| Stage 4: Analysis and Reporting (1-4 weeks after exercise) | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1 | Has the environmental closure report documenting any environmental issues, corrective actions, and any pending actions needed been completed?  |  |  |  |  |  | Guidebook, Appendix 13 |
| 4.2 | Have all complaints been reviewed and analyzed to determine patterns or trends? Have complaint resolutions been analyzed to determine which procedures/methods (if applicable) worked best? |  |  |  |  |  |  |
| 4.3 | Have risk assessments been reviewed to determine if any risks were not identified; whether Courses of Action (COAs) were implemented and how well they worked; and, whether any new COAs were developed?  |  |  |  |  |  |  |
| 4.4 | Have any new best practices for environmental issues been evaluated and analyzed how they could be addressed/implemented for future exercises? |  |  |  |  |  |  |
| 4.5 | Have logistics SOPs/contracts been reviewed to identify any changes needed for future SOPs/contracts? |  |  |  |  |  |  |
| 4.6 | Has an After Action Report been developed to identify any gaps in planning or new courses of action to help improve future exercises? |  |  |  |  |  | Guidebook, Appendix 15 |
| 4.7 | Have all documents regarding environmental considerations to include AARs and lessons learned been shared with Supreme Headquarters Allied Powers Europe (SHAPE) Environmental Officer and the North Atlantic Treaty Organization (NATO) Environmental Protection Working Group? |  |  |  |  |  |  |
| 4.8 | Have all contracts, agreements, records, and documents with regard to environmental considerations been archived for future reference?  |  |  |  |  |  | Guidebook, Page 26 |
|  | Notes: |

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| **Checklist Acronyms** |
| AAR | After Action Report | EXPLAN | Exercise Plan | NATO | North Atlantic Treaty Organization |
| AJEPP | Allied Joint Environmental Protection Publication | EXSPEC | Exercise Specification | POC | Point of Contact |
| App | Application | GIS | Geographic Information System | POL | Petroleum, Oils, and Lubricants |
| AUL | Authorized Use List | Hazmat | Hazardous Material(s) | PPE | Personal Protective Equipment |
| COA | Course of Action | HN | Host Nation | SHAPE | Supreme Headquarters Allied Powers Europe |
| EBS | Environmental Baseline Study | HW | Hazardous Waste | SN | Sending Nation |
| EPO | Environmental Protection Officer | IPC | Initial Planning Conference | SOP | Standard Operating Procedure |
| EPP | Environmental Protection Planner | MOU | Memorandum of Understanding |  |  |
| EXORD | Exercise Order | N/A | Not Applicable |  |  |

References:

Environmental Guidebook and Environmental Toolbox for Military Operations: <https://community.apan.org/conf/asfr/asfreccwp/environmental-tools-for-military-activities-products/>

NATO AJEPPs: <https://nso.nato.int/nso/nsdd/_CommonList.html?runQ=no> (and search for “environmental” under Document Title).