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| 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** |
| The tasks in this stage are the primary responsibility of the Environmental Protection Planner (EPP). | | | | | | |

| 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** |
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| 2.1 | Have you submitted your contact information as an EPO (through the proper channels) to the Host Nation (HN)? |  |  |  |  |  |  |
| 2.2 | Have you received the EPP/EPO contact list ? |  |  |  |  |  |  |
| 2.3 | Have you received a copy of the Technical Arrangement? |  |  |  |  |  |  |
| 2.4 | Have you received the HN Environmental code and/or Standard Operating Procedure (SOP)? |  |  |  |  |  |  |
| 2.5 | Have you received restriction maps? |  |  |  |  |  |  |
| 2.6 | Have you   * received an Authorized Use List (AUL) for hazardous materials (hazmat)? * checked to ensure any hazmat or Petroleum, Oils, and Lubricants (POLs) needed by your unit are on the list? * have you coordinated to obtain a waiver or worked with your logistics Point of Contact (POC) to find an acceptable substitute if you have hazmat or POLs not on the list? |  |  |  |  |  |  |
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| 2.7 | Have you received a copy of the Environmental Baseline Study (EBS) or applicable information from the EBS? |  |  |  |  |  |  |
| 2.8 | Have you received compliance requirements with customs regulations? |  |  |  |  |  |  |
| 2.9 | Have you received an Environmental Annex from the Exercise Plan (EXPLAN)? Has it been integrated into your unit Environmental Annex? |  |  |  |  |  |  |
| 2.10 | Have you received the Communication Plan with integrated environmental considerations? |  |  |  |  |  |  |
| 2.11 | Have you received the POC information for HN waste management, spill response, complaints and deviations, etc? |  |  |  |  |  |  |
| 2.12 | Have you received a list of environmental-related supplies and equipment your unit should bring (or should not bring) to exercise/operation? |  |  |  |  |  |  |
| 2.13 | Has the EPO field card been developed and distributed to SN EPOs? |  |  |  |  |  |  |
| 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 | Has your unit acquired supplies needed to comply with the SOP and customs regulations for the packaging of materials and equipment for transportation? |  |  |  |  |  |  |
| 3.1.2 | Has your unit acquired the supplies needed to prepare and load materials and equipment for transportation in compliance with SOP and customs regulations? |  |  |  |  |  |  |
| 3.1.3 | Has your unit been scheduled for loading and inspection of materials and equipment? |  |  |  |  |  |  |
| 3.1.4 | Have you received the environmental reporting requirements (spill reports, cultural resource discoveries, lessons learned report, etc.) and how to communicate them to the HN? |  |  |  |  |  | Guidebook, Appendix 5; Appendix 7 |
| 3.1.5 | Have the logistical or contract specifications for waste management, spill response, etc. been given to you? |  |  |  |  |  |  |
| 3.1.6 | Have you received any specific responsibilities as an EPO? |  |  |  |  |  |  |
| 3.1.7 | Have you received the final environmental-related maps? |  |  |  |  |  |  |
| 3.1.8 | Have you received your EPO Field Card? |  |  |  |  |  |  |
| 3.1.9 | Have you received the Soldier Field Cards? |  |  |  |  |  |  |
| 3.1.11 | Have you received information regarding the environmental considerations about transit/maneuver routes? |  |  |  |  |  |  |
| 3.1.12 | Have you received information on preventive measures planned to avoid any environmental impacts or concerns? |  |  |  |  |  |  |
| 3.1.13 | Have the EPO responsibility boundaries been clearly identified? |  |  |  |  |  |  |
| 3.1.14 | Have you been informed how to deal with communication from local stakeholders to report issues with movement, noise, etc.? |  |  |  |  |  |  |
| 3.1.15 | Have you acquired the environmental-related supplies and equipment your unit was instructed to bring to the exercise/operation? |  |  |  |  |  | Guidebook, Appendix 4 |
| 3.1.16 | Have you received the environmental education requirements with EPOs? |  |  |  |  |  | Guidebook, Pages 15-16; Toolbox |
| 3.1.17 | Have you distributed the finalized Soldier Field Cards? |  |  |  |  |  |  |
| 3.1.18 | If applicable, have you received a survey and/or access to a mobile application (app) for gathering lessons learned information from unit EPOs or leaders? |  |  |  |  |  | Guidebook, Page 41; Appendix 14 |
| 3.1.19 | Have you received exercise specific SOPs as required (spill procedures, claims process, etc.)? |  |  |  |  |  |  |
| 3.1.20 | Have you received information on where hazmat storage and waste management points will be located and any requirements/restrictions associated with them? |  |  |  |  |  |  |
| 3.1.21 | Are you aware of the location of any ”no-go” areas, recycling points, solid waste disposal, cultural property, protected areas, water sources or water purification areas, and hazmat/HW accumulation points? Are they clearly marked in the field? |  |  |  |  |  |  |
| 3.1.22 | Have you established a liaison with other unit/organizational POCs (medical, safety, ammunition, logistics, water, fuel, etc.)? |  |  |  |  |  |  |
| 3.1.23 | Has your unit been scheduled for loading and inspection of materials and equipment? |  |  |  |  |  |  |
| 3.1.24 | Have you received information on location of vehicle wash racks and repair areas? |  |  |  |  |  |  |
| Notes: | | | | | | | |

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| 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 | Have you received the environmental reporting requirements and templates to include cultural resource discoveries, site specific spill response procedures, spill report forms, and environmental damage claims? |  |  |  |  |  |  |
| 3.2.2 | Have you trained/briefed your personnel on how to respond to cultural resource discoveries, spills, and environmental damage? |  |  |  |  |  |  |
| 3.2.3 | Are spill kits and personal protection equipment (PPE) included with your equipment? |  |  |  |  |  |  |
|  | 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 | Has your unit complied with the SOP and customs regulations for the packaging of materials and equipment for transport to HN? |  |  |  |  |  |  |
| 3.3.2 | Has your unit prepared and loaded materials and equipment for transportation in compliance with SOP and customs regulations? |  |  |  |  |  |  |
| 3.3.3 | Have you reviewed your EPO card? |  |  |  |  |  |  |
| 3.3.4 | Have you conducted periodic checks for compliance (e.g. stocked spill kits, drip pans, hazmat/waste storage, etc.)? |  |  |  |  |  |  |
| 3.3.5 | Have you reported to the Commander on environmental issues/concerns (as required)? |  |  |  |  |  |  |
| 3.3.6 | Has your unit complied with community/installation noise abatement hours? |  |  |  |  |  |  |
| 3.3.7 | Have your drivers been using only designated bridges and crossing sites? |  |  |  |  |  |  |
| 3.3.8 | Has your unit conducted refueling or field maintenance operations away from wetlands or surface waters? |  |  |  |  |  |  |
| 3.3.9 | Has your unit complied with prohibitions against discharging wastewater into wetlands or waterways? |  |  |  |  |  |  |
| 3.3.10 | Has your unit complied with prohibitions against filling any wetlands areas? |  |  |  |  |  |  |
| 3.3.11 | Have you reported any issues, new preventive practices, or lessons learned? |  |  |  |  |  | Daily Lessons Learned report |
| 3.3.12 | Have you completed and submitted Environmental Condition Reports or spill reports if incidents occur? |  |  |  |  |  | AJEPP 6  Spill report |
| 3.3.13 | Have you completed and submitted survey/app information used to collect lessons learned information? |  |  |  |  |  |  |
| 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 you submitted surveys regarding lessons learned? |  |  |  |  |  |  |
| 3.4.2 | Has the HN EPO given you a closure checklist? |  |  |  |  |  |  |
| 3.4.3 | Has your unit completed the checklist? If so, have you contacted the HN EPO to arrange for a closure inspection to identify areas your unit needs to clean up or that may require corrective environmental issues? |  |  |  |  |  |  |
| 3.4.4 | Has your unit completed/complied with any identified clean up actions? If so, have you contacted the HN EPO for a reinspection? |  |  |  |  |  |  |
| 3.4.5 | Has the HN EPO signed off on closure checklist prior to unit moving to staging area for redeployment? |  |  |  |  |  |  |
| 3.4.6 | Have you received the schedule for your unit to move to staging and decontamination areas? |  |  |  |  |  |  |
| 3.4.7 | Has your unit turned in waste at the appropriate location(s)? |  |  |  |  |  |  |
| 3.4.8 | Have you contacted the HN EPO or waste management coordinator for any extra containers, overpack containers, marking and labeling materials, and PPE you need? |  |  |  |  |  |  |
| 3.4.9 | Has your unit decontaminated equipment and vehicles at the designated decontamination sites? |  |  |  |  |  |  |
| 3.4.10 | Has your unit complied with the SOP/requirements for the disposal of decontamination waste? |  |  |  |  |  |  |
| 3.4.11 | Has your unit complied with the SOP and customs regulations for the packaging of materials and equipment for return to home station? |  |  |  |  |  |  |
| 3.4.12 | Has your unit prepared and loaded materials and equipment for transportation in compliance with SOP and customs regulations? |  |  |  |  |  |  |
| 3.4.13 | Have you received information from HN EPOs on transportation routes and related environmental considerations– spill kits, spill report forms/information, etc.? |  |  |  |  |  |  |
| Notes: | | | | | | | |

| Stage 4: Analysis and Reporting (1-4 weeks after exercise) | | **Yes** | **No** | **N/A** | **Comments** | **Date completed** | **References** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1 | Has the HN EPO informed you of any costs incurred from each nation to include waste disposal, corrective actions, land restoration, etc.? If so, have you communicated the information to your Commander and Financial Officer? |  |  |  |  |  |  |
| 4.2 | 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? |  |  |  |  |  |  |
| 4.3 | Have any new best practices developed to address environmental issues been evaluated and analyzed how they could be addressed/implemented for future exercises? |  |  |  |  |  |  |
| 4.4 | Has an After Action Report (AAR) been developed to identify any gaps in planning or new courses of action to help improve future exercises? |  |  |  |  |  | Guidebook, Appendix 15 |
| 4.5 | Have all agreements, records, and documents with regard to environmental considerations been archived for future reference? |  |  |  |  |  | Guidebook, Page 26 |
| 4.6 | Have all documents regarding environmental considerations been shared with Supreme Headquarters Allied Powers Europe (SHAPE) Environmental Officer and the North Atlantic Treaty Organization (NATO) Environmental Protection Working Group? |  |  |  |  |  |  |
| 4.7 | Have all lessons learned and AARs been provided to the EPP for incorporation or consideration into the next exercise? |  |  |  |  |  |  |
|  | Notes: | | | | | | |

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| **Checklist Acronyms** | | | | | |
| App | Application | Hazmat | Hazardous Material(s) | POC | Point of Contact |
| AUL | Authorized Use List | HN | Host Nation | POL | Petroleum, Oils, and Lubricants |
| COA | Course of Action | HW | Hazardous Waste | PPE | Personal Protective Equipment |
| EBS | Environmental Baseline Study | IPC | Initial Planning Conference | SHAPE | Supreme Headquarters Allied Powers Europe |
| EPO | Environmental Protection Officer | NATO | North Atlantic Treaty Organization | SN | Sending Nation |
| EXPLAN | Exercise Plan | N/A | Not Applicable | SOP | Standard Operating Procedure |

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).