

Memorandum

Date

From: [insert Commanding Officer/Officer-In-Charge name, unit]

To: [insert employee's name]

Subj: APPOINTMENT OF UNIT HAZARDOUS WASTE COORDINATOR or ALTERNATE

Ref: (a) NCBC Gulfport Instruction 5090.1A, Hazardous Waste Management Plan

Per reference (a), you are hereby designated as the Command Hazardous Waste Coordinator [or alternate], effective [insert date]. This assignment will remain in effect until revoked in writing. You will be required to complete hazardous waste training within six months of your assignment to this position. Your training will be provided and funded by [insert funding organization]. Additional information regarding training will be provided to you at a later date.

The following information will provided to the Environmental Department for their records:

\_\_\_\_\_  
Command Hazardous Waste Coordinator Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Command Hazardous Waste Coordinator Alternate

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Location (building number)

Signature Block