

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revised: 31 December 2015 Supersedes: 8 October 2014	Prepared By: NREA Subject Matter Expert (SME)	Approved By: Branch Head, P2
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Title: Facility Construction, Repair and Demolition (Contract)

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for proper procedures as they apply to contractors performing facility construction, repair and demolition.

2.0 APPLICATION

This guidance applies to those contractors performing facility construction, repair and demolition aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- Combat Center Order (CCO) 5090.4E
- Hazardous Waste Operations Manual, MCAGCC
- Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center.

4.0 PROCEDURE

4.1 Discussion:

Before a contractor performs any facility construction, repair or demolition tasks aboard MCAGCC, certain procedures must be addressed. A request that includes NEPA documentation must be completed outlining job functions the work will encompass and potential environmental impacts. The request must be submitted and approved prior to the commencement of any facility construction, repair or demolition tasks.

4.2 Operational Controls:

The following procedures apply:

1. Before any facility construction, repair or demolition tasks are performed and/or before a real estate license is issued, the contractor performing the task(s) must be assigned an action sponsor.

2. Once an action sponsor is assigned, documentation of environmental impacts must be processed prior to initiation of tasks or the issuance of real estate licenses.
3. The NEPA (National Environmental Policy Act) document titled “Request for Environmental Impact Review” (REIR) must be filled out before facility construction, repair or demolition, or the issuance of a real estate license can occur.
4. Submit the completed REIRs to the NREA (Natural Resources and Environmental Affairs) office NEPA Program Manager.
5. After the REIR has been staffed to each media specialist, a Decision Memorandum will be generated detailing the actions sponsors future requirements. The Decision Memorandum will results in either:
 - a. Categorical Exclusion (CATEX),
 - (1) No additional NEPA documentation is required as long as project stays with in guidelines established in Decision Memorandum
 - b. Environmental Assessment (EA),
 - (1) Action Sponsor – Funds an assessment of environmental impacts as per CCO 5090.4E.
 - c. Environmental Impact Study (EIS)
 - (1) Action Sponsor – Funds an assessment of environmental impacts as per CCO 5090.4E.
6. Once approved, a project folder will be issued outlining the details of the project.
7. Once the project has been completed, the action sponsor or its execution agent will submit a NEPA Execution Form to the NREA office to maintain on file.
8. The action sponsor will keep all NEPA documentation on file for 10 years.
9. Contractors must abide by all other ESOPs addressed aboard MCAGCC.
10. Contractors must pay special attention to backflow operations as to prevent any potential backflow mishaps when utilizing water outlets.
11. Contractors must state whether they will dispose of hazardous waste themselves or if an agreement is in place between the contractor and the installation for disposal of hazardous waste.
12. Contractors must state whether they will dispose solid waste and/or construction debris themselves or if an agreement is in place between the contractor and the installation for disposal of solid waste and/or construction debris.
13. If a permit is required for construction, the contractor will submit and pay all fees for the applicable Permit to Operate (PTO) and upon completion of project turn over control of said PTO to MCAGCC.

14. Contractors will have previously trained personnel in all environmental aspects as they pertain to their jobs.
15. Contractors must receive specialized training from NREA as it pertains to their job functions (e.g. Desert Tortoise and Abatement briefings).
16. Contractors will abide by all MCAGCC emergency response procedures as outlined in CCO 5090.5C.
17. For all other inquires, refer to CCO 5090.4E and the National Environmental Policy Act (NEPA) Compliance Order.
18. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
19. If there are any specific situations or other concerns not addressed by this procedure, contact the MCAGCC NREA office.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. NEPA documentation
2. Applicable Permit to Operate (PTO)
2. Inspection and training records

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. General Environmental Awareness training.
2. Desert Tortoise Awareness Training (as applicable)
3. Abatement (ABA-ESOP)

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order (CCO) 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Facility Construction, Demolition and Repair – ECC/Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has an action sponsor been assigned to a proposed project that may have an environmental impact?			
2. Has the action sponsor submitted a REIR form to the NEPA Program Manager for the proposed project?			
3. Has the action sponsor received a project folder containing all necessary material to begin project?			
4. If applicable, has action sponsor submitted to the NEPA Branch a NEPA Execution form if the project has been completed?			
5. Does the action sponsor have completed and approved projects on file for a minimum of 10 years if applicable?			
6. Have contractors been trained to comply with MCAGCC ESOPS?			
7. Have contractors been trained in emergency response procedures according to the installation ICOP?			
8. Have contractors indicated whether they will dispose of hazardous waste themselves or if an agreement is in place between the contractor and the installation for disposal of the waste?			
9. Have contractors indicated whether they will dispose of solid waste themselves or if an agreement is in place between the contractor and the installation for disposal of the waste?			
10. If required has a PTO been obtained for the current project?			

Inspection Items	Yes	No	Comments
11. Have contracted personnel received required training as it applies to their job?			
12. Have contracted personnel received specialized training from MCAGCC as it pertains to their job functions (e.g. Desert Tortoise and Abatement briefings)?			
13. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____