

<b>Environmental Standard Operating Procedure</b>			
<b>Originating Office: Natural Resources and Environmental Affairs Office</b>	<b>Revision: Draft Supersedes: n/a</b>	<b>Prepared By: Mindivity, a division of EM-Assist, Inc.</b>	<b>Approved By: Brent Husung</b>
<b>File Name: SBR-ESOP</b>	<b>Effective Date: 31 January 2015</b>	<b>Document Owner: Brent Husung</b>	

## **Title: Stump / Brush Removal**

### **1.0 PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for stump and brush removal.

### **2.0 APPLICATION**

This guidance applies to those individuals who perform stump and brush removal aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

### **3.0 REFERENCES**

- Code of Federal Regulations – Title 29, (29 CFR)
- Code of Federal Regulations – Title 36, (36 CFR)
- CCO 5090.4E
- Mojave Desert Air Quality Management District (MDAQMD) Rules
- 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:**

Marine Corps units, installation personnel, and contractors attempting to remove brush or stumps aboard MCAGCC must ensure that their actions do not disturb or impact air quality, natural resources, or wildlife management areas. When removing brush or stumps it is critical that proper procedures are followed to avoid impacting these critical resources.

#### **4.2 Operational Controls:**

The following procedures apply:

1. When attempting to remove brush or stumps, you must contact the Natural Resources and Environmental Affairs (NREA) office for the following:
  - a. Permission to proceed and to request dig permits.
  - b. To ensure you are not disturbing potential natural habitat or resources.
  - c. To process all applicable NEPA documentation.

2. Ensure Permit to Operate (PTO) is posted for any applicable equipment being used and that all conditions are being met.
3. Inform NREA prior to any stump or brush removal to ensure you are not disturbing wildlife habitat, including nests and nesting areas, or removing endangered plants.
4. Obey all signage (e.g., pipeline markers and wildlife habitat areas).
5. Follow fugitive dust control requirements.
6. Report all spills to the abatement section.
7. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
8. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC NREA office.

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained:

1. MSDS for all applicable hazardous material.
2. Inspection and training records.

#### **4.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure (SOP).

1. Hazard Communications training.
2. General Environmental Awareness training.

#### **4.5 Emergency Preparedness and Response Procedures:**

Refer to Combat Center Order (CCO) 5090.5A, 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.

### Stump/Brush Removal - Inspection Checklist

Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has the NREA, NEPA Branch been contacted about potential stump and/or brush removal to ensure no wildlife habitat or natural resources are disturbed?			
2. Has all applicable NEPA documentation been filled out and filed prior to beginning of project?			
3. Have all required permits been obtained and filed with the installation NREA office?			
4. Are procedures for the brush and stump removal being performed in compliance with MCAGCC requirements?			
5. Are fugitive dust requirements being met for: a. equipment being used, b. roadways and work ways,			
6. Are equipment and/or vehicles operated by licensed and certified personnel?			
7. Are all procedures being followed as they apply to hazardous material handling?			
8. Are spill kits maintained nearby?			
9. Is a fire extinguisher stored near potentially flammable materials?			
10. Is PPE kept near any areas with potential health hazards?			
11. Are training and inspection records maintained and available for inspection?			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_