

Environmental Standard Operating Procedure

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| Originating Office: Natural Resources and Environmental Affairs Office | Revision: 2 February 2016 Supersedes: 4 January 2016 | Prepared By: NREA Subject Matter Expert (SME) | Approved By: NEPA Program Manager 2/2/2016 <input checked="" type="checkbox"/> Scott A. Kerr <small>NEPA Program Manager Signed by: KERR,SCOTT.A.1040807477</small> |
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Title: NEPA (National Environmental Policy Act) Documentation

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for the submission and processing of National Environmental Policy Act (NEPA) documentation.

2.0 APPLICATION

This guidance applies to those individuals submitting or processing NEPA documentation aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- Code of Federal Regulations – Title 32, (32 CFR)
- MCO P5090.2A w/ch 1-3
- CCO 5090.4_

4.0 PROCEDURE

4.1 Discussion:

Before any project is performed aboard MCAGCC, a Request for Environmental Impact Review (REIR) must be completed. The REIR must outline what job functions the work will encompass, as well as what potential environmental impacts, if any, may occur. This request must be filled out, submitted, and approved by the Natural Resources and Environmental Affairs (NREA) Division prior to the commencement of any project that has potential to impact the environment.

4.2 Operational Controls:

The following procedures apply:

1. Before any project that has the potential to impact the human environment is performed an action sponsor must be assigned.
2. Once an action sponsor is assigned, a REIR form must be completed and submitted for approval action.

3. The REIR must be submitted to the NREA Program Manager for routing and approval.
4. 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 the project stays within guidelines established in the Decision Memorandum
 - b. Environmental Assessment (EA),
 - (1) Action Sponsor – Funds an assessment of environmental impacts as per CCO 5090.4__
 - c. Environmental Impact Study (EIS)
 - (1) Action Sponsor – Funds an assessment of environmental impacts as per CCO 5090.4__
5. Action sponsor shall establish a project folder that includes NEPA document approval.
6. The action sponsor or its execution agent will submit a NEPA Execution form to the NREA office to file once the project has been completed. Appendix D of CCO 5090.4_'s NEPA Instruction Manual pertains.
7. The action sponsor will maintain all NEPA documentation in a project folder for no less than 10 years.
8. For all other inquires, refer to CCO 5090.4_.
9. Turnover folder information must be maintained for this SOP.
10. If there are any specific situations or other concerns not addressed by this procedure, contact the MCAGCC NREA office NEPA Program Manager at 830-8190.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Project Folders containing all NEPA documentation and execution forms.
2. Inspection and training records.

4.4 Training:

All affected personnel must be trained in this SOP and the following:

1. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

N/A

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.

| NEPA Documentation - 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? <i>(CCO 5090.4_;</i>) | | | |
| 2. Has action sponsor submitted a REIR form to NREA for all proposed projects? <i>(CCO 5090.4_;</i>) | | | |
| 3. Has action sponsor received an NEPA approval for all proposed project(s)? <i>(CCO 5090.4_;</i>) | | | |
| 4. Has action sponsor established a project folder containing NEPA documentation approval? <i>(CCO 5090.4_;</i>) | | | |
| 5. Has action sponsor submitted a NEPA Execution Form if the project has been completed? <i>(CCO 5090.4_;</i>) | | | |
| 6. Does the action sponsor have previously completed and approved projects on file for a minimum of 10 years if applicable? <i>(CCO 5090.4_;</i>) | | | |
| 7. Are training and inspection records maintained and available for inspection? <i>(MCO P5090.2A)</i> | | | |

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____