

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources and Environmental Affairs Office</b>	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: Facilities Maintenance and Repair (Local)

### 1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for the proper execution of local facilities maintenance and repair.

### 2.0 APPLICATION

This guidance applies to those individuals performing facilities maintenance and repair aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

### 3.0 REFERENCES

- Combat Center Order (CCO) 5090.4E
- Hazardous Waste Operations Manual, MCAGCC
- CCO 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for MCAGCC

### 4.0 PROCEDURE

#### 4.1 Discussion:

Before installation personnel perform any facility maintenance or repair 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 maintenance or repair tasks.

#### 4.2 Operational Controls:

The following procedures apply:

1. Before any facility maintenance or repair tasks are performed an action sponsor must be assigned.
2. Once an action sponsor is assigned, and before any facility maintenance or repair tasks are performed, documentation of environmental impacts must be processed prior to initiation of tasks.

3. The NEPA (National Environmental Policy Act) document titled “Request for Environmental Impact Review” (REIR) must be completed before facility maintenance or repair tasks 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 result in either:
  - a. Categorical Exclusion (CATEX),
    - (1) No additional NEPA documentation is required as long as 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 5090.4E.
  - c. Environmental Impact Study (EIS)
    - (1) Action Sponsor – Funds an assessment of environmental impacts as per CCO 5090.4E.
6. Once the REIR is 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. Personnel performing maintenance and repair tasks must abide by all other ESOPs addressed aboard MCAGCC.
10. Personnel performing maintenance and repair tasks must pay special attention to backflow operations to prevent any potential backflow mishaps when utilizing water outlets.
11. If a permit is required for maintenance and repair tasks, and application for the applicable Permit to Operate (PTO) must be submitted.
12. Personnel performing maintenance and repair tasks must be trained in all environmental aspects as it pertains to their job prior to initiating maintenance or repair tasks.
13. Personnel performing maintenance and repair tasks must receive specialized training from NREA as it pertains to their job functions (e.g. Desert Tortoise and Abatement briefings).
14. Personnel performing maintenance and repair tasks will abide by all MCAGCC emergency response procedures as outlined in CCO 5090.5C.

15. For all other inquires, refer to CCO 5090.4E the National Environmental Policy Act (NEPA) Compliance Order.
16. Turnover folder information must be maintained for this Environmental Standard Operating Procedure (SOP).
17. 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)
3. 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 CCO 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for MCAGCC.

#### **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.

<b>Facilities Maintenance and Repair (Local) – ECC/Inspection Checklist</b>	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

<b>Inspection Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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 action sponsor received a project folder containing all necessary material to begin project?			
4. If applicable, has the action sponsor submitted to the NEPA Program Manager 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. Has installation personnel performing facility maintenance and repair tasks been trained to comply with MCAGCC ESOPs?			
7. Has installation personnel performing facility maintenance and repair tasks been trained on emergency response procedures according to the installation ICOP?			
8. If required has a PTO been obtained for the current project?			
9. Has installation personnel performing facility maintenance and repair tasks received all required training as it applies to their duties?			
10. Has installation personnel performing facility maintenance and repair tasks received specialized training from NREA as it pertains to their duties (e.g. Desert Tortoise and Abatement briefings)?			
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: \_\_\_\_\_