

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revision: 15 December 2015 Supersedes: 31 January 2015	Prepared By: Mindivity, a division of EM- Assist, Inc.	Approved By: Brent Husung
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Title: Soil Excavation/ Grading

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for soil excavation and grading.

2.0 APPLICATION

This guidance applies to those individuals working with soil excavation and grading aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- 29 CFR 1926 (Code of Federal Regulations)
- CCO 5090.4E (Combat Center Order)
- Mojave Desert Air Quality Management District (MDAQMD) Rules
- **Hazardous Waste Operations Manual, Total Waste Innovations, December 2004**
- **Combat Center Order (CCO) 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center.**

Documents that are controlled by MCAGCC in accordance with *EMP-12, Document Control*, are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

All personnel aboard MCAGCC who participate in soil excavation or grading operations must minimize impacts to air quality, natural resources, and wildlife management areas. When performing soil excavation or grading operations, you must follow proper procedures.

4.2 Operational Controls:

The following procedures apply:

1. Before removing, grading, or excavating soil, you must contact the Natural Resources and Environmental Affairs (NREA) office for the following:
 - a. Permission to proceed.
 - b. To ensure you are not disturbing potential natural habitat or resources.
 - c. To process all applicable NEPA documentation.

- d. Desert Tortoise Awareness briefing (if required).
2. Ensure Permit to Operate (PTO) is posted for any applicable equipment being used and that all conditions are being met.
3. Any dig permits that are required must be obtained through FMD.
4. Ensure all soil excavation/grading depth and width is kept in compliance with rules and regulations per the type of excavation being performed.
5. Berms created from soil will be at a 45 degree angle and no more than one (1) foot high.
6. Ensure permit requirements and conditions are met.
7. Ensure all requirements for fugitive dust control have been taken.
8. Report all spills to abatement section.
9. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
10. 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. SDS for all applicable hazardous material.
2. Inspection and training records.

4.4 Training:

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

1. Hazard Communications training and Globally Harmonized System
2. General Environmental Awareness training.
3. Approved training on applicable equipment.

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.

Soil Excavation/Grading - 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 as it applies? <i>(CCO 5090.5C; CCO 5090.4E)</i>			
2. Has all applicable NEPA documentation been filled out and filed prior to beginning of project? <i>(CCO 5090.5C; CCO 5090.4E)</i>			
3. Have all permits required been obtained and filed with the installation NREA office? <i>(CCO 5090.5C; CCO 5090.4E)</i>			
4. Are soil excavation/grading depth and width in compliance with rules and regulations per the type of excavation being performed? <i>(CCO 5090.5C; 29 CFR 1926)</i>			
5. Is fugitive dust maintained as required for: a. equipment being used, b. roadways and work ways, c. and stockpiles? <i>(CCO 5090.5C; MDAQMD rules 401/402/403)</i>			
6. Are the equipment and/or vehicles being used operated by licensed/certified personnel? <i>(CCO 5090.5C; 29 CFR)</i>			
7. Are all procedures being followed as they apply to hazardous material handling? <i>(CCO 5090).5C; 40 CFR)</i>			
8. Are spill kits maintained nearby? <i>(29 CFR 1910)</i>			
9. Is a fire extinguisher stored near potentially flammable materials? <i>(29 CFR 1910)</i>			
10. Is PPE kept near any areas with potential health hazards? <i>(29 CFR 1910)</i>			
11. Are training and inspection records maintained and available for inspection? <i>(MCO P5090.2A 9104.1(k)(5)- inspection only)</i>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____