



**UNITED STATES MARINE CORPS**  
**MARINE CORPS AIR GROUND TASK FORCE TRAINING COMMAND**  
**MARINE CORPS AIR GROUND COMBAT CENTER**  
**BOX 788100**  
**TWENTYNINE PALMS, CALIFORNIA 92278-8100**

5090.1J

ISO 12H

**02 OCT 2023**

From: Assistant Chief of Staff G4. Installation Support Directorate  
To: Distribution List

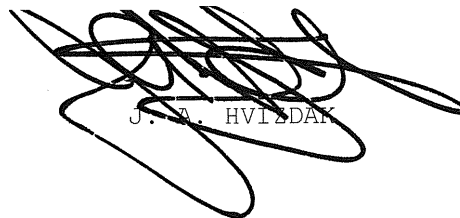
Subj: ENVIRONMENTAL PROTECTION INSTRUCTION MANUAL

Ref: (a) DoDI 4715.03  
(b) MCO 5090.2  
(c) CCO 5040.5S  
(d) CCO 5090.5D  
(e) CCO 5100.2E  
(f) Environmental Protection Instruction Manual

1. Department of Defense (DoD) environmental program activities shall be implemented in a manner that guarantees the DoD continued access to its land, air, and water resources for realistic military training and testing while ensuring sustainable resource management and legal compliance references (a) and (b).

2. Military personnel, civilian employees, and contractors operating or training aboard the Combat Center shall comply with all applicable federal, state, and local environmental law requirements set forth in references (a) to (f). The Environmental Protection Instruction Manual, reference (f) can be viewed at <https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>.

3. Reference (f) will be reviewed annually to ensure compliance with higher level directives and for Combat Center-specific direction not already contained in Marine Cops Order 5090.2.



J. A. HVIDAK

# Environmental Protection Instruction Manual

FOR

MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA



Updated OCTOBER 2023

Location: EA Office (Building 1418) and EA webpage under "Environmental Orders" (<https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>)

Log completed change action as indicated.

[illegible]

<b><u>IDENTIFICATION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>Chapter 1</b>	<b>Introduction.....</b>	<b>1-1</b>
1.	Scope. ....	1-1
2.	General. ....	1-1
<b>Chapter 2</b>	<b>Waste Management.....</b>	<b>2-1</b>
1.	General .....	2-1
2.	Use of Hazardous Materials.....	2-1
3.	Treatment of Hazardous Materials.....	2-2
4.	Spill Abatement.....	2-2
5.	Recycling Solid Waste and Range Residue.....	2-3
6.	Reutilization.....	2-6
7.	Training Areas.....	2-6
8.	Trash Dumpsters.....	2-6
9.	Donation.....	2-6
10.	Scavenging Prohibited.....	2-6
11.	Construction and Demolition Projects.....	2-6
12.	Construction and Demolition Plan.....	2-6
13.	Construction and Demolition Report.....	2-6
<b>Chapter 3</b>	<b>Air Quality.....</b>	<b>3-1</b>
1.	Internal Combustion Engines.....	3-1
2.	Combustion Equipment (Other Than Internal Combustion.....	3-1
3.	Vehicles.....	3-1
4.	Petroleum, Oil, Lubricants, and Solvents.....	3-3
5.	Painting, Coating, and Paint Removal.....	3-4
6.	Fires and Open Burns.....	3-5
7.	Fugitive Dust.....	3-5
8.	Asbestos.....	3-6
9.	Ozone Depleting Substances.....	3-6
<b>Chapter 4</b>	<b>Water Quality.....</b>	<b>4-1</b>
1.	Potable Water.....	4-1
2.	Non-Potable Water.....	4-2
3.	Landscaping.....	4-2
4.	Wastewater.....	4-3
5.	Car Wash. ....	4-4
6.	Portable Toilets.....	4-4
7.	Sanitary Sewer Overflow.....	4-4
8.	Storm Water.....	4-4
9.	Recycled Water.....	4-5
<b>Chapter 5</b>	<b>Natural Resources.....</b>	<b>5-1</b>
1.	General Requirements.....	5-1
2.	Desert Tortoise.....	5-1
3.	Birds, Nest and Parts.....	5-2
4.	Snakes and Other Wildlife.....	5-3
5.	Pets. ....	5-4
6.	Introducing Plants and Animals.....	5-4
7.	Trimming or Removing Vegetation.....	5-5

8.	Soil Excavation and Grading.....	5-5
9.	Outdoor Recreation.....	5-5
<b>Chapter 6</b>	<b>Cultural Resources.....</b>	<b>6-1</b>
1.	General Requirements.....	6-1
2.	Damage, Theft, or Removal of Cultural Resources.....	6-1
3.	Inadvertent Discoveries.....	6-1
<b>Chapter 7</b>	<b>Training Area Land Use.....</b>	<b>7-1</b>
1.	General Requirements.....	7-1
2.	Restricted Areas.....	7-1
3.	Installation Restoration Program Sites.....	7-1
<b>Chapter 8</b>	<b>National Environmental Policy Act.....</b>	<b>8-1</b>
1.	General .....	8-1
2.	Application.....	8-1
3.	NEPA Compliance and Responsibilities .....	8-1
4.	NEPA Decision Memo Environmental Requirements.....	8-2
5.	Designated Action Sponsors.....	8-2
6.	Combat Center Environmental Impact Review Board (EIRB).....	8-2
<b>Chapter 9</b>	<b>Environmental Management System (EMS) .....</b>	<b>9-1</b>
1.	Scope .....	9-1
2.	MCAGCC EMS Instruction.....	9-1
3.	Mission and Organization of MCAGCC.....	9-2
<b>Chapter 10</b>	<b>COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM.....</b>	<b>10-1</b>
1.	Purpose and Scope.....	10-1
2.	Commander's Intent.....	10-1
3.	Responsibilities.....	10-1
4.	Federal and State Statutes.....	10-2
5.	Environmental Documentation Process.....	10-3
6.	Demographic Information.....	10-3
7.	Environmental Characteristics & Requirements .....	10-4
8.	MAGTFTC, MCAGCC Environmental Practices.....	10-5
9.	Quantified Environmental Training Needs.....	10-5
10.	CETEP Development.....	10-7
11.	General Environmental Awareness.....	10-7
12.	Marine Corps Job-specific Training.....	10-8
13.	Environmental Training for Commanding General (CG), Commanding Officers (CO), and Division Directors (DivDirs) .....	10-9
14.	Training for Environmental Professionals.....	10-10
15.	Implicit Training.....	10-11
16.	Instructional Quality Assurance.....	10-11
17.	Implementation Strategies.....	10-12
18.	Recordkeeping System.....	10-12
19.	Certification and Training.....	10-12

20.	Training Efficiencies.....	10-13
21.	Implementation.....	10-13
22.	Resources.....	10-13
23.	Instructional Technologies.....	10-13
24.	Avoiding Redundancy.....	10-13
APPENDIX A	ENVIRONMENTAL REFERENCES.....	A-1
APPENDIX B	COMMANDING GENERAL'S ENVIRONMENTAL POLICY LETTER .....	B-1
APPENDIX C	RANGE RESIDUE & SOLID WASTE TURN-IN PROCEDURES.	C1-6
APPENDIX D	CONSTRUCTION AND DEMOLITION.....	D1-6
APPENDIX E	BURN NOTIFICATION.....	E1-2
APPENDIX F	FIELD WASTEWATER GUIDELINES .....	F-1
APPENDIX G	GRAY WATER DISCHARGE REQUEST .....	G1-2
APPENDIX H	APPROVED PLANT LIST.....	H1-2
APPENDIX I	WILDLIFE RESPONSE MATRIX.....	I-1
APPENDIX J	AUTHORIZED USE LIST ADJUSTMENT FORM .....	J1-5
APPENDIX K	NEPA DECISION MEMO REQUIREMENTS .....	K1-20
APPENDIX L	RESTRICTED AREAS.....	L-1
APPENDIX M	INSTALLATION RESTORATION PROGRAM SITES.....	M-1
APPENDIX N	REQUEST FOR ENVIRONMENTAL REVIEW FORM .....	N1-2
APPENDIX O	ENVIRONMENTAL MANAGEMENT PROCEDURES (EMPs) .....	O1-36
APPENDIX P	MCAGCC EMS TEAM CHARTER POLICY.....	P1-4
APPENDIX Q	EMS ACRONYMS, ABBREVIATIONS, AND GLOSSARY .....	Q1-5
APPENDIX R	CETEP - ACRONYMS, ABBREVIATIONS, AND GLOSSARY	R1-5
APPENDIX S	ENVIRONMENTAL STANDARD OPERATING PROCEDURES (ESOPs) .....	S1-2

## Chapter 1

### Introduction

1. Scope. This instruction manual was developed to implement agency environmental policy and direction as stated in Marine Corps Order (MCO) 5090.2, Environmental Compliance and Protection Program, reference (a) and per Combat Center Order (CCO) 5090.1, Environmental Protection reference (b). This manual is routinely updated to reflect changes in law, policy, and to provide Combat Center-specific requirements.

#### 2. General

a. Military personnel, civilian employees, and contractors operating and or training aboard the Combat Center shall comply with all applicable federal, state, and local environmental law requirements set forth in MCO 5090.2, CCO 5090.1, and the following additional CCO 5040.5 Commanding General's Inspection Program (CGIP); CCO 5090.5 Integrated Contingency and Operations Plan (ICOP); and CCO 5100.2 (Lead, Asbestos, and Mold Program, references (c) to (e).

b. Combat Center documents may contain additional environmental requirements based on permits and other relevant regulatory documents, to include the: Integrated Natural Resource Management Plan; Integrated Cultural Resource Management Plan; biological opinions; Environmental Standard Operating Procedures (ESOPs); and Range, Training Areas and Airspace Standard Operation Procedures, references (f) to (j).

c. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Environment Affairs (EA) narrows the scope of applicable requirements during its environmental review process (Chapter 8).

d. Individuals who violate, aid, abet, counsel, command, induce, procure, or willfully cause violations of any provisions of these laws may be held personally liable for civil and criminal penalties and fines.

e. The Commanding General's Environmental Policy Letter, Appendix B, declares the MAGTFTC, MCAGCC commitment to environmental stewardship, legal compliance, and continued improvement in managing resources to enable the military mission to continue into the future.



## Chapter 2

### Waste Management

#### 1. General

a. Commanding Officers (COs) and Officers in Charge (OICs) of Marine Corps commands/units and tenant commands shall:

(1) Designate in writing hazardous waste (HW) management personnel for each HW generation, accumulation Satellite Accumulation Area (SAA), and storage site under the cognizance of the Marine Corps commands/units and tenants.

(2) Forward a copy of HW management personnel appointment letters to EA, Compliance Enforcement Branch.

(3) Ensure that all personnel involved with HW management receive the appropriate environmental training.

(4) Identify, document and train Marines to Military Occupation Specialty 8056 Hazardous Material (HM)/HW Handler standard in the event the commands/units deploy.

b. The following ESOPs contains environmental guidelines for the proper procedures of handling and storage of HM and HW and are available at <https://www.29palms.marines.mil/Staff-Offices/Environmental-Affairs/Environmental-SOP/>.

(1) Hazardous Material Storage (HMS-ESOP)

(2) Hazardous Waste SAA-ESOP

#### 2. Use of HM

a. The Marine Corps policy is to reduce the quantity of HW disposed of by using the environmental management hierarchy of source reduction, recycling, treatment, and disposal.

b. Activities that operate aboard the Combat Center shall ensure the use of HM and the generation of HW shall be accomplished in a way that minimizes wasteful use and promotes recycling.

c. All applicable activities operating and or training aboard the Combat Center for 30 days or more must have an approved authorized use list (AUL). Activities that purchase HM not listed within their current and approved AUL will complete an AUL Adjustment Form, Appendix J. The requestor will route the AUL Adjustment Form, along with purchase justification, Safety Data Sheets (SDS), and department head endorsement to the Hazardous Material Management System (HMMS) Program Manager for approval.

d. All contractors operating aboard the Combat Center for 30 days or more will submit all SDSs and AULs to the HMMS Program Manager prior to commencement of work.

e. Reference (d) provides proper procedures and outlines the responsibilities for the management, use, storage, and handling of HM.

### 3. Treatment of HM

a. Treatment is defined as any method, technique, or process, including neutralization, designed to change the physical, chemical, or biological character or composition of any hazardous waste to neutralize it, or render it non-hazardous or less hazardous, or to recover it, make it safer to transport, store or dispose of, or amenable for recovery, storage, or volume reduction.

b. Activities aboard the Combat Center are strictly prohibited in the treatment of HM, HW, or hazardous substances, to include emptying containers to minimize volume or toxicity, or to change or remove a physical or chemical characteristic.

### 4. Spill Abatement

a. The Combat Center responds to spills and incidents involving Petroleum, Oil, Lubricants, and Solvents (POL), HM and HW that take place at Mainside, Camp Wilson and Range Training Areas (TAs), and Expeditionary Airfield. Activities shall ensure that all spills are reported immediately and are cleaned up in a timely manner. The following procedures apply for each of the specified locations:

#### (1) Mainside/Camp Wilson

##### (a) Large Spills-55 gallons or more

1. Notify the Combat Center Fire Department (Base phone 911; Cell (760) 830-3333) immediately.

2. Refer to the Abatement ESOP (ABA-ESOP) for further instructions.

##### (b) Small Spills-Less than 55 gallons

1. Notify the EA Abatement Chief at (760) 830-9841.

2. Notify the units or division Environmental Compliance Coordinator.

3. Refer to the ABA-ESOP for further instructions.

##### (c) Vehicle Maintenance

##### 1. Camp Wilson

a. Contact EA Abatement Chief at (760) 401-9841 or (760) 830-7244 to receive a brief before any maintenance activity, i.e., pulling of packs is performed.

b. Ensure that adequate spill prevention, secondary containment berms, absorbent pads, fluid drain containers and all other items required to conduct the maintenance in accordance with MCAGCC ESOP's.

c. All areas where maintenance was performed shall be inspected by an EA representative prior to the departure of the unit.

## 2. Housing

a. Vehicle maintenance is prohibited within the family housing areas. This includes fluids changing or parts replacement that involves the use of petroleum, oils, and lubricants.

b. Changing of batteries is authorized. Used/old batteries must be returned to the store where the battery was purchased.

c. Changing of worn or damaged tires is authorized. Used/damaged tires must be turned in to an authorized used tire recycler.

d. All other maintenance must be conducted at the Marine Corps Community Services (MCCS) Auto Skills Center, Building (Bldg.) 1083, or off the installation.

## 3. Bachelor Enlisted Quarters

a. Vehicle maintenance is strictly prohibited in the Bachelor Enlisted Quarters parking lots or parking structures.

b. All vehicular maintenance must be conducted at the MCCS Auto Skills Center, located at Bldg. 1083, or off the installation.

### (2) Range Training Area

(a) Immediately notify BEARMAT on radio frequency 46.80/44.35 or telephone number (760) 830-6535.

(b) Refer to the ABA-ESOP for further instructions.

(c) No spill shall be left unattended regardless of the size of the spill.

(d) The EA Abatement Chief will supervise cleanup activities or give clear direction on what must be accomplished and how it is to be completed.

(e) The EA Abatement Chief will conduct follow-up visits to verify completion.

(f) The spill site shall not be secured until the EA Abatement Chief gives the final clearance.

(3) Leaking Vehicles. Any vehicles discovered to be leaking Petroleum, Oil, and Lubricants (POLs) are subject to be towed at the owners' expense.

## 5. Recycling Solid Waste and Range Residue

a. All personnel operating and residing aboard the Combat Center shall minimize, reuse, and recycle solid waste materials to the maximum extent possible. The practice of recycling and diverting waste from our landfills supports Executive Orders and the installation's mission to sustain and conserve natural resources and prevent pollution.

b. To ensure compliance with Executive Orders and the Combat Center solid waste diversion goals, all facilities, units and activities shall ensure that alternative food waste disposal methods, i.e., Organic Waste System/Food Digester, Organic Refuse Conversion Alternative, and or Dehydration Unit are utilized and maintained in accordance with the manufacture requirements. Improper management and disposal of food waste creates potential impacts to the desert tortoise and the environment.

c. In support of the installation's solid waste diversion goals, recyclable materials shall not be disposed of in the Combat Center landfill. All munitions/ordnance related materials such as range residue will be turned in to the Range Sustainment Branch (RSB) Building (Bldg.) 2096 Rifle Range Road. All hazardous non-recyclable material will be turned in to the Hazardous Waste Management Branch (HWMB) Bldg. 2095 Rifle Range Road. All non-hazardous recyclable items will be turned in to Industrial Recycling Operations Section (IROS) or Commercial and Recycling Section (CRS) located at Bldg. 2085 Rifle Range Road.

d. The CRS provides pickup service and turn-ins of all commercial trash and recyclables.

(1) CRS hours of operation are from (0600-1400) Monday-Friday.

(2) Dumpsters and Roll off containers can be requested by calling CRS at (760) 830-5666. (Ref: Containers Do's and Don'ts, Appendix C).

(3) Preparation Procedures (Ref: Do's and Don'ts, Appendix C).

(a) Cans. Aluminum and steel cans shall be free of food contaminants and placed (commingled) in the appropriate container for pick-up.

(b) Glass. All glass containers shall have the lids removed, free of food contaminants, and placed in the appropriate container for pick-up.

(c) Plastic. All number one and number two plastic containers shall be free of food contamination and the caps removed prior to placing in the appropriate container for pick-up (NOTE - the number is stamped on the bottom of the container).

(d) Paper. White ledger paper, construction paper, newspapers, and magazines will be separated and placed in the appropriate container and or in a plastic bag for pick-up.

(e) Cardboard. Ensure cardboard is free of packing materials and or trash and broken down/flattened and placed in a designated cardboard or mixed recycling dumpster (commercial).

e. The IROS receives, sorts, categorizes, inventories, recycles, reutilizes, and sells all scrap items received from military units, donations from civilian and or private contractors.

(1) IROS hours of operation are from (0600-1400) Monday-Friday.

(2) The installation Disposal Service Representative deems all green/tactical gear as scrap and or reusable.

(3) Preparation Procedures:

(a) Wood. All treated wood waste will be segregated by size and type prior to inspection by IROS personnel.

1. Waste wood marked with the letter "P" have been treated with Pentachlorophenol and is considered HW and must be turned in to the HWMB for proper disposal. Additionally, all other treated wood waste; telephone poles, treated dimensional lumber will be turned into the HWMB for proper disposal.

2. Unserviceable wooden ammunition boxes unmarked or marked with "PA," "PB," or "PC" must be inspected by landfill personnel or HWMB to determine proper disposal.

3. All pallets shall be returned through proper channels to activities in need of them.

4. All unwanted pallets will be delivered to IROS, Bldg. 2085.

(b) Embark Boxes. Deliver embark boxes to IROS for inspection and possible redistribution. Embark boxes in good condition must be delivered intact and damaged boxes must be broken down prior to or upon delivery.

(c) Waste Tires. The Combat Center has two authorized tire collection points (1) Auto Skills Center, Bldg. 1083 and (2) RCRS/IROS, Bldg. 2085.

1. Units and or facilities aboard the Combat Center that are not an authorized tire collection point shall not exceed 20 waste tires at any given time.

2. Waste tire generating activities must electronically manifest/turn-in their used tires to DRMO (Barstow field office) via a DTID (DD-1348). Upon receipt by Barstow, the generating command can schedule a turn-in date with the IROS.

3. All tactical equipment tires must be removed from the rim prior to turning in to IROS Bldg. 2085 T1.

4. Commercial Privately Owned Vehicles and government commercial tires will be turned in to the Auto Skills Center Bldg. 1083. Government commercial vehicle tires will be turned in to the Southwest Regional Fleet Transportation (SWRFT) Bldg. 1920 for disposal.

f. The RSB only accepts munitions waste and materials from units training aboard the Combat Center.

(1) RSB hours of operation are from (0600-1400) Monday-Friday. Special arrangements for turn-ins outside of normal operating hours must be coordinated at least one week in advance by contacting the RSB at (760) 830-0302.

(2) Preparation Procedures (Reference Turn-in Procedures for Range Residue, Appendix C:

(a) All materials MUST be segregated by type to ensure safe loads are entering the RSB for turn-in.

(b) An AMMO TECH, Staff Non-commissioned Officer, or Officer is required at the time of turn-in to sign for and remove any unfired ammo from the discovered during the turn-in process.

6. Reutilization. Combat Center units shall actively pursue redistribution of reusable items to other Combat Center units as the first source of "disposal" for unwanted items. Conversely, units shall take full advantage of excess serviceable material available at the IROS for government reutilization. Units may also draw used lumber items for government use only, at no charge from IROS.

7. TAs. All Activities operating or training aboard the Combat Center shall ensure that no HM, HW, suspected hazardous item or solid waste (garbage, litter, to include communication wire) are disposed of, left, buried, or abandoned in the TAs. All waste items need to be collected, segregated, and loaded into trucks before leaving the TAs.

8. Trash Dumpsters. All activities operating or training aboard the Combat Center shall ensure that raven proof covers and doors on trash dumpsters are closed when dumpsters are not being actively filled or emptied.

9. Donation. The practice of donating unwanted materials is another mechanism for reuse of materials that still have a level of utility. Due to the transient nature of Combat Center personnel, the installation conducts a donation program through the Armed Services, Young Men's Christian Association via the Base Thrift Store. The primary objective of the donation program is to help military personnel and their families by providing reasonably priced donated items for purchase and to divert materials from our landfills.

10. Scavenging Prohibited. All items placed in dumpsters, trash cans, recycling bins, bags used for disposal pick-up, or other trash disposition containers (to include California Redemption Value items) are considered "government property". The removal of items for personal use or for removal from the Combat Center to include scavenging and dumpster diving is strictly prohibited.

11. Construction and Demolition Projects. To ensure compliance with Executive Order mandates, all construction and or demolition debris generated from a construction and or demolition activity shall be properly segregated to be recycled or beneficially reused on-site to the maximum extent possible.

12. Construction and Demolition Plan. Action sponsors and or Facilities Engineering Acquisition Division (FEAD) shall submit a Construction and Demolition Plan (CDP) to the Solid Waste Manager, EA prior to start of construction and or demolition activities. The CDP must be completed to capture the estimated tonnage of potential construction and or demolition debris that could potentially be generated. (Ref: CDP Template, Appendix D)

13. Construction and Demolition Report. Action sponsors and or FEAD shall submit a Construction and Demolition Report (CDR) on the 15th of each quarter (January, April, July, October) to the Solid Waste Manager, EA. The CDR must be completed to capture the projects actual tonnage, cost, and revenue of construction, and or demolition debris that were recycled and or disposed, reference: CDR Template, Appendix D.

Contact information:

<b>Total Waste Management Program</b>	<b>Phone Number</b>
RCCS, Bldg. 2085	(760) 830-5666
IROS, Bldg. 2085	(760) 830-5666
RSB, Bldg. 2096	(760) 830-0302
HWMB, Bldg. 2095	(760) 830-7244

## Chapter 3

### Air Quality

1. Internal Combustion Engines. The Combat Center designates Internal Combustion Engines (ICE) used aboard the installation into two categories - Tactical Support Equipment (TSE) and Non-TSE.

a. TSE. Is defined as portable green equipment that uses an engine with a manufacturers maximum continuous rating of 50 brake horsepower (bhp) or greater that is used in support of military tactical operations, or training for such operations. Examples include, but are not limited to ICEs, associated with portable generators, fuel pumps, welders, lights, and other equipment.

(1) All activities aboard the Combat Center must annually register TSE inventory with fifty bhp or larger with the EA Air Resources Manager. Activities shall submit their TSE Inventory report to the EA Air Resources Manager annually, at the beginning of the calendar year.

(2) EA will provide a copy of the Combat Center's TSE registration to all Activities once all submissions are received and compiled. Activities shall ensure a copy of this report is maintained and is available for environmental compliance audits.

b. Non-TSE. ICEs with a manufacturer's maximum continuous rating of 50 bhp or greater are required to be permitted by the Mojave Desert Air Quality Management District (MDAQMD). All MDAQMD permit applications shall be processed through the EA Air Resources Manager. No equipment shall be placed into operation until required permits are obtained from the MDAQMD.

c. Contractor Equipment. Contractor ICE equipment operating aboard the Combat Center with a manufacturers maximum continuous rating of 50 bhp or greater must be permitted by the MDAQMD or the California Air Resources Board. All Activities sponsoring contractor support shall ensure that this requirement is fulfilled.

2. Combustion Equipment (other than Internal Combustion). Combustion equipment, such as a boiler, that has a maximum heat input rate of two million British thermal units per hour or greater must be permitted by the MDAQMD. All MDAQMD permit applications shall be processed through the EA Air Resources Manager. No equipment shall be placed into operation until required permits are obtained.

### 3. Vehicles

a. In-use Off-Road Diesel-Fueled Fleets. Vehicles with a diesel-fueled or alternative diesel fueled off-road compression-ignition engine with maximum power of 25 horsepower or greater.

(1) Fleet owner has 30 days from the date of purchase or the date the vehicle enters California to apply to Air Resources Board (ARB) for equipment identification number (EIN) or, if the vehicle already has an EIN, to inform ARB of the purchase using ARB approved forms.

(2) Within 30 days of receipt of the ARB-issued EIN, fleet owners must affix or paint the EIN(s) on the vehicle in accordance with the following



specification:

(a) The EIN shall be white on a red background.

(b) The EIN shall be in clear view and on both sides of the outside of the vehicle approximately five feet above the ground, or, if the vehicle is not five feet tall, lower on the vehicle.

(c) Each character shall be at least 3 inches in height and 1.5 inches in width.

(3) Any person selling a vehicle with an engine subject to the Off-Road Diesel Regulation in California must notify ARB within 30 days from the date the vehicle was sold. Additionally, must also provide the following disclosure in writing to the buyer on the bill of sale: "When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at: <https://ww2.arb.ca.gov/our-work/programs/use-road-diesel-fueled-fleets-regulation>

(4) Banned from adding vehicles to your fleet with Tier 0, Tier 1, Tier 2, Tier 3, and Tier 4 interim engines. The engine tier must be Tier 4 final or higher.

(5) No vehicle or engines may idle for more than 5 consecutive minutes and fleets must also have a written idling policy that is made available to operators of the vehicles and informs them that idling is limited to 5 consecutive minutes or less.

(6) Beginning January 1, 2024, all fleets must use R99 or R100 renewable diesel in all their vehicles, including rental equipment.

(7) Must meet the fleet average requirements before January 1 of each year or demonstrate that it met the Best Available Control Technology requirements and report annually each year until it does so.

(8) Must review and update the fleet information annually and submit the following information by March 1 of each subsequent reporting year.

b. The Responsible Official Affirmation of Reporting information by March 1 of each subsequent reporting year. If any information reported previously has changed since either the initial or last annual report filed with ARB, the fleet owner must identify such changes. If there are no changes, the fleet shall indicate that there have been no changes since the last report.

c. Large Spark-Ignition Engine Fleets. The operators of off-road large spark-ignition engine forklifts, sweeper/scrubbers, industrial tow tractors, or airport ground support equipment with 25 horsepower or more and greater than 1.0-liter displacement.

(1) Fleet must comply with the fleet average emission level standard as follows:

(a) Forklift Fleet = 1.1 grams per brake-horsepower-hour of hydrocarbons plus oxides of nitrogen.

(b) Non-forklift Fleet = 2.5 grams per brake-horsepower-hour of hydrocarbons plus oxides of nitrogen.

(2) Fleet owner has 30 days from the date of purchase or the date the vehicle enters California to apply to ARB for EIN.

(3) Within 30 days of receipt of the ARB-issued EIN, fleet owners must affix or paint the EIN(s) on one side of the equipment. Must meet the following specification:

(a) The EIN shall be white on a red background.

(b) The EIN shall be in clear view on the outside of the equipment approximately five feet above the ground, or, if the vehicle is not five feet tall, as high above the ground as it may be placed on the equipment in a location where it remains visible.

(c) Each character shall be at least three inches in height and 1.5 inches in width.

(d) Each character of the EIN must remain legible for the entire life of the equipment.

(4) Submit annual attestation by June 30 of each year that all reported information is true, accurate and complete. If not changes to the fleet have occurred in the past 12-months, must confirm that there were no changes since the previous reporting year.

(5) Notify ARB of any changes to the fleet within 30 calendar days of such change. Applicable changes include, but are not limited to, equipment removals or additions, repowers, retrofit device installations or removals, and change in exemption status.

(6) When transfer or sale of equipment occurs, one must notify ARB, submit the date of transfer and final hour meter reading, and must also convey to the transferee upon transfer, equipment records.

d. Idling

(1) Diesel powered vehicles and off-road equipment have an idling limit of five consecutive minutes.

(2) The idling policy does not apply to tactical vehicles or support equipment, emergency vehicles, buses, vehicles stopped in traffic, idling during testing or repair, idling necessary to ensure vehicles are in safe operating condition, and idling to ensure the safety of the operator.

(3) Buses are allowed to idle 10 minutes prior to boarding and while passengers are onboard.

#### 4. Petroleum, Oil, Lubricants, and Solvents

a. Equipment used for storage or dispensing of F-24, JP5 or diesel with a capacity of 20,000 gallons or larger are required to be permitted by the MDAQMD. All MDAQMD permits are processed through the EA Air Resources Manager. No equipment shall be placed into operation until required permits are obtained from the MDAQMD.

b. Equipment used for storage of oil designated for disposal or recycling with a capacity of 793 gallons or larger are required to be permitted by the MDAQMD. All MDAQMD permits are processed through the EA Air Resources Manager. No equipment shall be placed into operation until required permits are obtained from the MDAQMD.

c. Equipment used exclusively for the storage or transfer of gasoline with a capacity of 250 gallons or larger must be permitted by the MDAQMD. All MDAQMD permit applications shall be processed through the EA Air Resources Manager. No equipment shall be placed into operation until required permits are obtained from the MDAQMD.

#### d. Solvent Tanks, Parts Washers, and Solvent Dispensing Containers

(1) Equipment with a capacity 250 gallons or greater, an open surface area of 10.8 square feet or larger; or an internal volume of 92.5 gallons; larger is required to be permitted by the MDAQMD.

(2) Equipment with an unheated solvent dispensing container with a capacity of 250 gallons or greater, or an unheated, non-conveyorized, non-agitated solvent rinsing container with an open surface area of 10.8 square feet or larger and an internal volume of 92.5 gallons or larger is required to be permitted by the MDAQMD. All MDAQMD permits are processed through the EA Air Resources Manager. No equipment shall be placed into operation until appropriate permits are obtained from the MDAQMD.

(3) Aerosol Solvents can only be used when objects cannot be moved or will not fit into a stationary parts washer. The Degreasing ESOP contains detailed environmental requirements for aerosol containers used to dispense degreasing material aboard the Combat Center and is available at <https://www.29palms.marines.mil/Staff-Offices/Environmental-Affairs/Environmental-SOP/>

#### 5. Painting, Coating, and Paint Removal

a. Spray and Surface Coating Equipment. Equipment and painting operations using a combined total of one gallon or more per day of paint and solvent are required to be permitted by the MDAQMD. All MDAQMD Permits are processed through the EA Air Resources Manager. Equipment and or painting operations shall not commence until required permits are obtained from the MDAQMD.

#### b. Vehicle Painting

(1) High-volume low pressure spray guns in an open area using one gallon or more per day (paint and solvent combined) are required to be permitted by the MDAQMD. All MDAQMD permits are processed through the EA Air Resources Manager. Equipment and or painting operations shall not commence until required permits are obtained from the MDAQMD.

(2) Activities shall comply with MDAQMD Rule 1116 which contains Volatile Organic Compound limits for Automotive Coating.

c. Aerosol Painting. Aerosol painting is allowed for touch-up purposes only. Touch-up painting is defined as painting an area less than two square feet.

d. Surface Prep and Cleaning Operations. If using solvent for surface preparation and cleaning operations, comply with the following stipulations:

(1) Use closed, non-absorbent containers for the storage or disposal of any applicator (e.g., bushes, swaps, cloth, paper) used.

(2) Store fresh or spent solvent in vapor tight and closed containers.

(3) Utilize an enclosed cleaning system if using organic compounds when cleaning spray equipment, including paint liners.

(4) Do not use an organic compound, or mixture thereof, for surface preparation with a VOC content in excess of 25 grams per liter.

e. Paint Removal Abrasive Blasting

(1) Most abrasive blasting operations are required to be permitted by the MDAQMD. All MDAQMD permits are processed through the EA Air Resources Manager and the operation shall not begin until required permits are obtained from the MDAQMD.

(2) Abrasive blasting activities shall be conducted within a permanent building. Only under special conditions may abrasive blasting be conducted outdoors.

## 6. Fires and Open Burns

a. Open fires and burns of any kind are strictly prohibited, except for training Fire Department personnel.

b. The Fire Department shall request a Mojave Desert Air Quality Management District Burn Notification from the EA Air Resources Manager at least 72 hours in advance of scheduled Fire Department personnel training. Appendix E is the Combat Center's Burn Notification.

## 7. Fugitive Dust

a. All activities operating aboard the Combat Center shall not cause or allow the emissions of fugitive dust from any transport, handling, construction, or storage activity so that the presence of such dust remains visible in the atmosphere beyond the property line of the emission source. This requirement is not applicable to emissions emanating from unpaved roadways open to public travel.

b. All activities operating aboard the Combat Center shall take every reasonable precaution to minimize fugitive dust emissions from wrecking, excavation, grading, clearing of land, and solid waste disposal operations.

c. All activities operating aboard the Combat Center shall take every

reasonable precaution to prevent visible particulate matter from being deposited upon public roadways as a direct result of their operations. Reasonable precautions shall include, but are not limited to, the removal of particulate matter from equipment prior to movement on paved streets or the prompt removal of any material from paved streets onto which such material has been deposited.

## 8. Asbestos

a. Regulated Asbestos Containing Material (ACM) is subject to federal requirements, recordkeeping, and oversight, as outlined in 40 Code of Federal Regulations, Part 61, Subpart M, National Emissions Standards for Asbestos.

b. Regardless of age, all facilities shall have an asbestos building survey conducted prior to any renovation or demolition. If a facility does not have an asbestos survey, it will be presumed to have asbestos containing material until proven otherwise.

c. Notify the MDAQMD 20 working days prior to commencement of all renovation and demolition projects and pay all necessary fees. Any asbestos abatement project, regardless of scope, that requires negative pressure or vacuum machinery shall submit a permit to operate through MDAQMD.

d. Removal of ACM aboard the Combat Center is only authorized by trained and certified personnel.

e. CCO 5100.2E provides direction for asbestos containing materials aboard the Combat Center and is available at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>

## 9. Ozone Depleting Substances

a. Ozone Depleting Substances are HM that may pose serious danger to human health and the environment if not handled and stored properly.

b. The ESOP Refrigerant and Halon Operations and Management (REF-ESOP) contains detailed environmental protection guidelines for use of refrigerant and halon systems. The REF-ESOP contains detailed environmental requirements for refrigerant recovery, replacement, use, and operation aboard the Combat Center. ESOPs are available at <https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Environmental-Affairs/Environmental-SOP/>

## **Chapter 4**

### **Water Quality**

#### **1. Potable Water**

a. The use of potable (drinking) water for non-drinking uses (i.e., landscaping) shall be limited to the maximum extent possible in accordance with all water conservation directives, CG Water Conservation Policy, and applicable laws/regulations.

b. Potable water use shall be in accordance with all water conservation directives, Commanding General (CG) Water Conservation Policy, and applicable laws/regulations.

c. Access to or use of any Water Sampling Stations is prohibited unless first cleared in writing with the EA Water Resources Manager.

d. Any potable wells placed/installed aboard the Combat Center must be permitted. Permits will be obtained and cleared through the EA Water Resources Manager prior to construction or development to ensure compliance with the permitting process.

e. Groundwater wells and water pipelines located aboard the Combat Center (TAs, Mainside, and Expeditionary Airfield/Camp Wilson) will be avoided at all times.

f. In accordance with California Code of Regulations, Title 22, Article 5, Section 64583, any new or repaired well, or a well that has been out of service for more than three months, must be sampled for bacteriological quality prior to being placed into service. A copy of the sample results must be provided to the EA Water Resources Manager for review and approval prior to the well being placed into service.

g. Any use of Combat Center water supply must be protected with a properly certified backflow preventer (double check or reduced pressure). The Combat Center no longer approves the use of vehicle air gap(s). California Code of Regulations Title 17, Chapter 5, Article 2 Section 7605 outlines backflow testing and usage requirements. Testing results must be reported to the EA Resources Manager and Combat Center Cross Connection Control Manager prior to being placed into service.

h. Any backflow devices installed or removed must be reported to the PWD Cross Connection Control Manager for addition and/or updated to the Combat Center's inventory. No backflow device will be removed without first receiving written approval from the PWD Cross Connection Control Manager. Information reported must include location, make, model number, size, and serial number. All backflow installations must comply with California Code of Regulations Title 17, Chapter 5 and Combat Center Cross Connection Control Plan.

i. Installation of new water mains requires complete disinfection and bacteriological sampling to be conducted. California Code of Regulation Title 22, Chapter 15, Article 3, Section 64421(b) and California Code of Regulations Title 22, Chapter 15, Article 5, Section 64580 applies. A copy of the

bacteriological sampling results shall be submitted to the EA Water Resources Manager for review and approval prior to the water line being placed into service.

j. In accordance with California Code of Regulations Title 22, Chapter 13, Article 2, Section 63770(b), a certified distribution operator must be present during the entire water line disinfection process. The complete disinfection process must be in full compliance with California Code of Regulation Title 22, Chapter 15, Article 3, Section 64421(b) and California Code of Regulations Title 22, Chapter 15, Article 5, Section 64580.

k. Any newly installed distribution reservoir or distribution reservoir that has been taken out of service for repair or inspection must be disinfected and sampled for bacteriological quality in accordance with California Code of Regulation Title 22, Chapter 15, Article 5, Section 64582. A copy of all bacteriological sampling results must be submitted to the EA Water Resources Manager for review and approval prior to the reservoir being placed into service.

l. All water mains must be constructed in accordance with the California Code of Regulations Title 22, Chapter 16, Article 4, Section 64572. Specifically, maintaining a 10-foot horizontal separation from sewage lines.

m. In accordance with American Water Works Association and other requirements as applicable, a valve exercise and replacement program must be accomplished. A monthly status report of valve exercise program, number of valves exercised, number repairs, number damaged, and non-operable must be provided to the EA Water Resources Manager.

n. Any flowing or flushing of fire hydrants must be performed with the use of a diffuser to reduce erosion of surrounding soils. All flushing must be conducted with water conservation in mind.

## 2. Non-Potable Water

a. Non-potable water shall be used for activities such as vehicle/equipment washing, construction activities, dust suppression, and industrial applications. If non-potable water is not available, potable water use will be authorized by the EA Water Resources Manager.

b. Any additional non-potable wells placed aboard the Combat Center shall be permitted as required. Permits will be obtained and cleared through the EA Water Resources Manager prior to construction or development to ensure compliance with the permitting process.

c. Request must be submitted to EA Water Resources Manager prior to the development/installation of any non-potable water wells. EA is responsible for obtaining state approval once request is submitted.

## 3. Landscaping

a. Xeriscape and desert landscaping must be utilized to the maximum extent practical for all landscaping. Native and drought tolerant plants must be used.

b. Recycled water must be utilized to the maximum extent practical in accordance with all water conservation directives, CG Water Conservation Policy, and applicable laws/regulations.

c. All activities shall ensure irrigation practices are in compliance with all water conservation directives, CG Water Conservation Policy, and applicable laws/regulations.

d. All actions must be in accordance with the Combat Center Installation Sustainability Action Plan, federal and state Executive Orders for water conservation.

#### 4. Wastewater

a. Wastewater from field laundry, Expeditionary Field Kitchen, and showers (Gray Water) may be discharged to a seepage pit. This seepage pit/impoundment will be constructed with sandbags or a berm.

(1) Appendix F contains the Combat Center's field wastewater guidelines.

(2) Appendix G is the Combat Center Gray Water Discharge Request. Units/Organizations wishing to utilize field shower, laundry, or mess equipment shall submit a Combat Center Gray Water Discharge Request electronically to EA Water Resources Manager for approval prior to their training event. If Gray/Black Water is collected via a pumping contract the base sanitary sewer is authorized for disposal and a Gray Water Discharge Request is not required.

b. Liquid messing wastewater (Black Water) will not be disposed of to surface waters or to the ground. Units/Organizations must adhere to the Combat Center's Black Water guidelines that address the requirements for capturing and disposing of Black Water through approved collection and removal processes. Appendix F pertains.

c. All messing spoils shall be disposed of as wet garbage at appropriate disposal sites. Appendix F pertains.

d. The discharge of any hazardous waste or hazardous material to floor drains or storm channel is strictly prohibited.

e. Water and wastewater storage tanks associated with shower/laundry trailers will be clearly labeled to prevent cross contamination.

f. The location (Universal Transverse Mercator coordinate system and building number), size, depth and other pertinent information related to the installation of any septic tank must be provided to EA Water Resources Manager. Underground Injection Control Program, California Code of Regulations Chapter 40 Part 144-148 applies.

g. All galley/kitchen sinks and floor drains must be connected to an exterior, in ground grease interceptor. The grease interceptor will then connect to the Sanitary Sewer System. All grease interceptors must be pumped and maintained to prevent pass through of grease and oils. All grease interceptors will be pumped when the grease interceptor Fat, Oil, Grease (FOG) layer and food solids layer is greater than 25% of the total tank capacity. When the FOG layer is greater than four inches the interceptor must be pumped



of complete contents. Emphasis needs to be placed on ensuring the interceptor is on a regular complete pump schedule.

5. Car Wash

a. Fundraising carwashes will only take place at the MCCS carwash Bldg. 1075.

b. Washing of vehicles in the TAs or parking lots is prohibited. Only the use of designated vehicle wash areas is authorized.

c. The washing of privately owned vehicles in housing is permitted. Washing of engines or degreasing operations are strictly prohibited.

d. Portable car washing services shall provide SDSs prior to the commencement of work and will comply with all Combat Center requirements.

e. The washing of privately owned vehicles is prohibited at military wash racks.

6. Portable Toilets

a. Portable toilet waste generated aboard the Combat Center shall be dumped at the Dump Station, located at lift Station #6 in Camp Wilson. Access to the dump station shall be obtained through the PWD Facility Management Branch.

b. No alternate dump site will be used without PWD and EA written approval prior to use.

c. Dumping of off installation generated portable toilet or septic tank waste aboard the Combat Center is strictly prohibited.

d. All portable toilets used aboard the Combat Center must be tied or staked down to prevent tipping/spillage. Portable toilets will not be placed within 20 feet of any storm channel or natural wash.

7. Sanitary Sewer Overflow. All Sanitary Sewer Overflows aboard the Combat Center must be reported to the EA Water Resources Manager in accordance with the installation Sanitary Sewer Management Plan.

8. Storm Water

a. The discharge of any non-storm water or waste to storm drains, ditches, or storm channels is strictly prohibited.

b. Responsible activities will ensure that storm channels are kept free of debris.

c. All paints, solvents, and equipment used in painting must be handled/disposed of properly and will not be washed out on the ground.

d. Cleaning and mop water will not be disposed of on the ground. Disposal will be via mop/deep sinks or restroom floor drains.

e. Concrete washout containment will be in place and used. Concrete washout containment must not leak. All dried concrete washout material will be disposed of properly. Concrete washouts will not be dug into the ground;

washouts will be at/above grade.

f. The application of polymers for dust suppression must be approved by the EA Water Resources Manager prior to application.

g. All stormwater and non-stormwater runoff from construction site(s) will be clear of any contaminants and controlled/released to proper storm water channels. Combat Center Stormwater Management Plan Best Management Practices will be followed.

h. Any project disturbing one or more acres of soil must submit a Stormwater Pollution Prevention Plan in accordance with the Combat Center Stormwater Management Plan. For projects disturbing less than one acre of soil, an Erosion Control Plan must be submitted in accordance with the Combat Center Stormwater Management Plan. Stormwater Management Plans and Erosion Control Plans must be submitted to the EA Water Resources Manager for review 21 days prior to the commencement of work. EA is solely responsible for review, providing comments, and approval of Stormwater Pollution Prevention Plans and Erosion Control Plans. Work will not commence until the Stormwater Pollution Prevention Plan or Erosion Control Plan has been approved by EA.

i. No water, waste stream, or other materials will be discharged into storm channels without written pre-approval from the EA Water Resources Manager.

j. Facility Engineering and Acquisition Division must not close any projects that have stormwater requirements or permits without written consent from EA Water Resources Manager.

#### 9. Recycled Water

a. All pipes installed above or below the ground, on and after June 1, 1993, that are designed to carry recycled water, must be colored purple or distinctively wrapped with purple tape. This requirement includes all irrigation lines, sprinkler heads, valve boxes, caps/covers, hoses, and quick connections. Compliance with Title 17 California Code of Regulations §116815 (a) applies.

b. Proper signage must be placed indicating the use of recycled water. The sign will be in conformance with Title 22 California Code of Regulations Article 4 §60310 (g) which requires the following: all areas where recycled water is used that are accessible to the public must be posted with signs that are visible to the public, in a size no less than 4 inches high by 8 inches wide, that include the following wording: "RECYCLED WATER - DO NOT DRINK." Each sign must display an international symbol similar to that shown in Title 22 California Code of Regulations Article 4 figure 60310-A.

c. Any portions of the recycled water piping system that are in areas subject to access by the general public must not include any hose bibs. Only quick couplers that differ from those used on the potable water system will be used on the portions of the recycled water piping system in areas subject to public access. Compliance with Title 22 California Code of Regulations Article 4 §60310 (i) applies.

## Chapter 5

### Natural Resources

#### 1. General Requirements

a. Points of Contact. EA Conservation: Branch Head (760) 830-5720; Natural Resources Specialist (760) 830-5728; Ecologist (760) 830-5719; or Biologist (760) 830-7896.

b. The following CCOs, their associated Environmental SOP (ESOP), and plan apply to Natural Resources requirements. Electronic copies are available at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/> and <https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>

(1) CCO 3500.4, Range, Training Area, and Airspace Program.

(2) CCO 5090.1, Environmental Protection.

(3) Vegetation Maintenance and Removal (VMR-ESOP).

(4) Wildlife Handling (Wildlife Handling-ESOP).

(5) Soil Excavation and Grading (SEG-ESOP).

(6) MCAGCC Integrated Natural Resource Management Plan.

c. Without specific authorization and instruction from EA Conservation, it is prohibited to touch, handle, capture, harass, haze, kill, bury, feed, water or shelter any wildlife.

d. EA Conservation is required by law to log and report injuries and mortalities of desert tortoises and migratory birds, and observations of desert tortoises.

e. Appendix I contains a wildlife response matrix and call list indicating responsibility and appropriate contact information for personnel authorized to deal with living or dead wildlife. A copy of this matrix should be posted or maintained in the Officer of the Day turnover folder.

f. See authorization to discourage nest building by birds (see Birds, Nests and Parts below).

g. Open fires or burns are prohibited aboard the Combat Center. An exception exists for the Fire Department as discussed in Chapter 3 (Air Quality).

#### 2. Desert Tortoise

a. The desert tortoise is listed as a threatened species by the U.S. Fish and Wildlife Service and the State of California. Implementing the requirements identified in this order is necessary to ensure training operations aboard the Combat Center.

b. It is illegal to possess, harass, injure, or kill a desert tortoise. Accidental injury or death of a desert tortoise is not subject to prosecution or penalty if reported promptly to EA and, when in the TAs, to Range Control (call sign: BEARMAT).

c. Immediately report to EA, the location of any injured or deceased desert tortoise anywhere aboard the Combat Center.

d. Immediately report to EA, the location of any desert tortoise in any developed area, including Mainside, Camp Wilson or ranges.

e. Prior to moving vehicles that have been stationary in the field, check underneath the carriage, tires, or tracks (from front and behind), as tortoises may seek shade under vehicles.

f. Picking up or moving a desert tortoise is authorized only when:

(1) Necessary to protect the tortoise from immediate threat (e.g., a vehicle strike on a road), or otherwise

(2) Explicitly authorized by Range Control while in the range, TAs or Camp Wilson, or by EA Conservation while occupying Mainside.

(a) When authorized to move an uninjured tortoise in a range or training area, follow BEARMAT instructions to place it nearby in a safe, low risk area, such as in the shade of plant cover more than 100 meters (or yards) from an MSR (Main or Military Supply Route). Immediately report its initial and safe locations, and whether it voided urine, to BEARMAT. It is mandatory to remain with the tortoise if it voids urine and seek further instructions from BEARMAT.

(b) When finding an injured tortoise (or one that voids its bladder), secure it, remain with it, and pursue immediate instructions from BEARMAT (if in the ranges or TAs), or Provost Marshall's Office (760)830-6800 (if at Mainside).

g. Federal actions aboard the Combat Center may affect the desert tortoise, and require environmental review by EA and, sometimes, external regulators. See Chapter 8 of this order for environmental review procedures.

### 3. Birds, Nests, and Parts

a. Bird eggs, juveniles, adults, active nests (with eggs or nestlings) and parts are protected by the Migratory Bird Treaty Act or the Bald and Golden Eagle Protection Act. Some species (e.g., pigeons, European Starlings, and English House Sparrows) are exceptions to protection under the Migratory Bird Treaty Act (contact Public Works Pest Control: (760) 830-6271).

b. Bird nests may not be moved, damaged, or destroyed without specific authorization from EA.

(1) To discourage bird nesting that may hinder operations, personnel may use light, noise and other injurious harassment methods that do not directly harm the birds.

(2) Harassment must cease once eggs are laid in the nest.

(3) EA may authorize personnel to move a partially constructed nest.

c. Contact EA Conservation if birds, bird parts, nests, or eggs are found obstructing the training mission, or in any plant material that has been removed via manual or natural means. Bird materials are protected by law and may be handled only by authorized personnel.

d. Nest Check Authorization and Record Keeping:

(1) Checking nest needs for avoidance or removal is performed only by staff or organizations trained and authorized by EA Conservation.

(2) EA Conservation staff can perform nest checks if they are contacted at least two business days in advance of work starting.

(3) EA encourages organizations performing regular vegetation maintenance to have their personnel authorized to conduct nest checks. Personnel eligible to receive authorization shall have operational control over the work being performed and at least three years of vegetation maintenance experience (e.g., grounds keeping crew lead). Contact EA Conservation to obtain this authorization.

(a) The person conducting the nest check shall provide a copy of the completed Record of Nest Check to EA Conservation for permanent record keeping (See VMR-ESOP).

(b) Vegetation maintenance crews shall maintain at their worksite a copy of the completed Record of Nest Checks.

(c) EA Conservation shall maintain records of any personnel that have been authorized to conduct nest checks.

4. Snakes and Other Wildlife

a. All wildlife on MCAGCC is protected by state law, so do not haze, harass, disturb, touch, handle, injure or kill them. These restrictions are in addition to protections for tortoises and birds, which have federal protection. Some species may be targeted for control by EA Conservation (760) 830-5720.

b. If wildlife is injured, dead or impeding the military or civilian mission, especially desert tortoises, and birds, contact Range Control if down range, or Provost Marshall's Office (760)830- 6800 if at Mainside.

c. Contact Pest Control (760) 830-6271 for assistance with black rats (aka. Norwegian or Brown rats), cockroaches and ants.

d. Snakes:

(1) If a rattlesnake (i.e., Sidewinder, Speckled Rattlesnake, or Mojave Rattlesnake) is impeding your mission (military or civilian) or posing an immediate risk, secure the vicinity, remain visual awareness of the snake, and contact Range Control if down range, or Provost Marshall's Office (760)830-6800 if at Mainside. Follow their instructions and do not try to handle the snake yourself. All rattlesnakes are venomous and potentially lethal.

(2) The other 13 snake species are not venomous but can cause painful bites if they are cornered. For injured or snakes at risk with the mission, contact Range Control if down range, or

Provost Marshall's Office (760)830-6800 if at Mainside.

e. Sensitive Species

(1) Some species are under study to prevent their listing under the Endangered Species Act (which could constrain the mission). These 'sensitive' species include Desert bighorn sheep, Mojave Fringe-Toed Lizards, Golden Eagles, and Burrowing Owls.

(2) Do not disturb game cameras, sheep guzzlers, rain mats, satellite transmitters and related materials. Report trespass and related damages to Range Control (downrange), and EA Conservation.

f. Handling Wildlife

(1) Ensure compliance with the Wildlife Handling ESOP, regarding any wildlife present at Mainside or in the range TAs.

(2) Natural resources and conservation law enforcement staff within EA are authorized to handle wildlife.

(3) The Provost Marshall's Office and Fire Department personnel are authorized to handle wildlife to mitigate a threat to personnel when natural resources and conservation law enforcement staff are otherwise unavailable.

(4) Dispose of dead wildlife other than snakes by placing the carcass into a sealed bag (e.g., yard waste bag), placing into a solid waste collection container, and notifying EA. See Section 4 for procedures specific to snake carcasses.

5. Pets

a. Pets allowed in base housing and horses may be kept at the stables. No other animal may be kept aboard the Combat Center without specific authorization from EA.

b. Possession of captive desert tortoises, or any other tortoise species, is prohibited aboard the Combat Center. Under no circumstances shall a tortoise of any species be released aboard the Combat Center. Call EA to turn in unauthorized tortoises of any species.

c. No pets are allowed in the TAs (excluding Mainside). Military working dogs under the control of their handlers are exempt from this prohibition.

d. Deceased animals (maximum 50 lbs.) may be disposed of at the Combat Center landfill. Animals shall be double-bagged, and landfill operations staff must be informed prior to disposal.

6. Introducing Plants and Animals

a. Only plants found on the approved plant list at Appendix H may be used for landscaping. Common houseplants may be kept indoors. No other plants may be introduced or released to the Combat Center without specific authorization from EA. Contact EA for requested changes to the approved plant list.

b. No animal except for approved pets and horses may be brought aboard the Combat Center without specific authorization from EA. No animal, including

pets, may be released aboard the installation without specific authorization from EA.

## 7. Trimming or Removing Vegetation

a. Prior to starting work ensure compliance with the ESOPs for National Environmental Policy Act (NEPA) Documentation and VMR.

b. Trimming or removing vegetation in Mainside from 1 February through 30 September requires a nest check by authorized personnel (see Section 10.d.-10.f., and VMR-ESOP) prior to the start of work. The person conducting the nest check shall provide a completed Record of Nest Check to both the requesting organization and to EA documenting the proposed work is clear to proceed. Trimming or removing of vegetation shall occur within two days of the nest check. If work lasts longer than two days a second nest check of the entire remaining work area shall be performed and reported by authorized personnel as described above.

c. Trimming or removing vegetation in Mainside from 1 October through 31 January does not require a nest check.

### d. Additional Requirements for Vegetation and Stump Removal

(1) Contact the Public Works Division to obtain a dig permit, as applicable. Ensure all permit requirements are met.

(2) Ensure compliance with the SEG-ESOP and as further discussed below.

(3) Invasive species aboard MCAGCC affect wildlife habitat, visual quality, land economic value, and the military training mission. Prevent the introduction and spread of invasive species by inspection and decontamination of vehicles, equipment, and gear which may harbor plant seeds and roots.

(4) For general requirements in the range TAs, see Chapter 7.

## 8. Soil Excavation and Grading

a. Ensure compliance with the ESOPs for National Environmental Policy Act Documentation and SEG-ESOP, prior to starting work.

b. Contact the Public Works Division to obtain a dig permit, as applicable. Ensure all permit requirements are met.

c. Cover any holes or trenches overnight or when left unattended.

d. Personnel intending to perform road maintenance in or directly adjacent to base Restricted Areas shall contact EA Conservation at (760)830-5720 prior to initiating work.

e. For general requirements in the range TAs, see Chapter 7.

f. Contact EA Conservation Branch Head at (760)830-5720 regarding specific situations or other concerns not addressed in this section.

## 9. Outdoor Recreation

a. The Combat Center's Integrated Natural Resources Management Plan identifies designated outdoor recreation sites.

b. All outdoor recreation in the TA outside designated sites requires specific authorization from EA and, if in the TAs, BEARMAT.

c. Off-Highway Vehicle (OHV) use outside designated OHV sites is not authorized aboard the Combat Center except in the execution of official duties, or with specific authorization from EA and BEARMAT.

d. Hunting is not generally available aboard the Combat Center and requires specific authorization from EA and BEARMAT.



## Chapter 6

### Cultural Resources

#### 1. General Requirements

a. Points of Contact. Contact the EA Conservation: Branch Head (760)830-5720 or Archaeologist (760)830-5369.

b. Cultural resources include:

(1) All remnants of prehistoric Native American activity, such as arrowheads, fire pits, and rock art.

(2) All remnants of historic activity from later periods (generally 50 years or older), such as mines and mining debris, homesteading material, trash dumps, and older military materials; and

(3) All paleontological materials such as fossil plants or animals.

c. Cultural resources are protected by federal and state laws and regulations, Executive Orders, and Presidential Memorandums. Implementing the requirements identified in this order is necessary to ensure continued training operations aboard the Combat Center.

d. Federal actions undertaken aboard the Combat Center may affect cultural resources and require environmental review by EA Conservation and sometimes external regulators, interested public and Native American tribes. See Chapter 8 of this order for environmental review procedures.

#### 2. Damage, Theft, or Removal of Cultural Resources

a. It is illegal to take, excavate, injure, damage, vandalize, move, or remove any cultural resources aboard the Combat Center. Accidental damage to a cultural resource is not subject to prosecution or penalty if reported promptly to EA and (when in the training area) to BEARMAT. If at Mainside, contact EA Conservation directly.

b. Do not collect, pick up, move, remove, excavate, or otherwise damage any artifacts without specific authorization from EA Conservation.

c. Do not damage or deface any boulder, rock formation, rock face, or cliff, whether or not rock art is visible, without specific authorization from EA Conservation.

d. It is prohibited to remove rocks from the range TAs.

e. Do not enter any cave, mine shaft, or excavation without specific authorization from EA Conservation.

3. Inadvertent Discovery. In the event of unexpected or accidental finding of cultural resources, such as while engaging in ground-disturbing activities:

a. Halt all activity within 30 meters of the find.

b. Immediately report the discovery to EA Conservation and, if in the training area, to BEARMAT.

## Chapter 7

### Training Area Use

#### 1. General Requirements

a. All personnel entering the TAs shall receive MAGTF's general environmental awareness training.

b. Prior to operating on land outside the Combat Center's boundaries, or within the Shared Use Area while it is managed by the Bureau of Land Management, the requesting unit shall coordinate the proposed action through the AC/S MTD. The AC/S MTD shall coordinate required environmental actions with GEA and EA.

c. Incidents involving trespass, or the dropping, firing, or detonating of weapons or ordnance within, off-base areas shall be immediately reported by all parties to the AC/S MTD, the Director of EA, and the Staff Judge Advocate.

2. Restricted Areas (Appendix L) are off-limits to all off-road vehicle maneuver, bivouac, digging, or other ground-disturbing activities. While in the range TAs, all personnel shall maintain a copy of the current map, showing the precise locations of the Restricted Areas.

3. Installation Restoration Program (IRP) sites (Appendix M) are off-limits for certain activities due to contamination or remediation efforts. For more information, contact the Program Manager at (760)830-7722.

Comply with additional environmental requirements for training as identified in CCO 3500.4 and its associated SOP. The CCO and SOP are available at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>; and [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTF\\_G3/SitePages/Home.aspx](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTF_G3/SitePages/Home.aspx)

## Chapter 8

### National Environmental Policy Act

1. General. To ensure informed agency decision making, the National Environmental Policy Act (NEPA) (42 USC Chapter 55) requires federal agencies to consider the environmental impacts of proposed actions and involve the public in the NEPA process, as appropriate, before taking action.

#### 2. Application

a. The applicable NEPA process and NEPA document types are set forth in the Council on Environmental Quality regulations implementing NEPA (40 CFR Parts 1500 to 1508) and the Department of the Navy supplemental NEPA regulations (32 CFR Part 775). MCO 5090.1 (Appendix A, reference (a)) provides overarching direction for complying with these legal requirements.

b. NEPA applies to major federal actions, as defined in Council on Environmental Quality regulations (40 CFR §1508.1(q)).

(1) Major federal actions are usually within the following categories - policies, plans, programs, and projects (40 CFR §1508.1(q)(3)).

(2) Major federal actions include new and continuing activities; actions entirely or partly financed, assisted, conducted, regulated, or approved by federal agencies; new or revised agency rules, regulations, plans, policies, or procedures; and legislative proposals (40 CFR §1508.1(q)(2)).

(3) Some federal actions are excluded from NEPA (40 CFR §1508.1(q)(1)).

c. As to continuing activities, new or additional NEPA process and documentation may be required for the following scenarios: environmental effects have not been previously evaluated in a NEPA document and substantial environmental degradation is occurring or likely to occur; environmental effects are significantly and qualitatively different or more severe than predicted in a NEPA document; or there is a substantial change in a continuing activity with potential for significant environmental impacts (32 CFR § 775.6(c)(1) to (2)).

#### 3. NEPA Compliance and Responsibilities

a. The responsibility for NEPA compliance is with the proponent or action sponsor that is proposing the action and the federal decision maker. The proponent or action sponsor works with EA and the NEPA program manager to ensure NEPA requirements are met, in advance of the federal decision and implementation.

b. The Environmental Standard Operating Procedure (ESOP) for NEPA Documentation explains how to initiate the NEPA process at the Combat Center via the Request for Environmental Impact Review (REIR) (Appendix N).

(1) An electronic copy of the ESOP is available at:  
<https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Environmental-Affairs/Environmental-SOP/>

(2) An electronic copy of the REIR is available under "National Environmental Policy Act" at: [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTFTC\\_G4\\_NREA/SitePages/CollabHome.aspx](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G4_NREA/SitePages/CollabHome.aspx).

4. NEPA Decision Memo Environmental Requirements. Use of NEPA categorical exclusions is documented in Decision Memorandums. The Director of EA is authorized to sign Decision Memorandums by direction (Combat Center Bulletin 5216). The full text of the environmental requirements, listed in project Decision Memorandums, is provided in Appendix K. This Appendix is routinely updated to ensure projects comply with current requirements.

5. Designated Action Sponsors. The identified Directorates and Division Directors will serve as the lead for certain major federal actions (e.g., external units or entities, no single proponent identified, etc.), or to assist the project proponents with timely NEPA compliance.

a. Mission Assurance (MA). Proposed actions involving safety, fire services, security, and antiterrorism force protection.

b. Government and External Affairs (GEA). Proposed actions involving external entities unless covered by another action sponsor, or if external entity involvement is incidental (e.g., regulatory consultations).

c. Public Works Division (PWD). Proposed actions involving facilities, infrastructure, and real property.

d. Marine Corps Community Services (MCCS). Proposed actions involving service and recreation facilities.

e. Marine Air Ground Task Force Training Directorate (MTD). Proposed actions involving training, designated ranges, and range facilities.

6. Combat Center Environmental Impact Review Board (EIRB). The EIRB will be convened to review Combat Center NEPA documents, prior to public release, or other environmental documents that would inform Commanding General decision. The EIRB will typically review documents electronically and votes on approval. The identified personnel are the core EIRB members.

a. Chairperson Chief of Staff. The Chairperson will convene the EIRB and task the standing members and assign ad hoc members, as required, or recommended by the Executive Agent.

b. Executive Agent. EA Director. The EA Director will request the EIRB be convened, on an as-needed basis.

c. Voting Standing Members. Assistant Chiefs of Staff for MTD, ISD, and Communications; and the Directors of GEA, MA, Comptroller Office, and PWD.

d. Standing Member. Office of the General Counsel (OGC). OGC may operate in a voting or non-voting capacity, depending on the circumstances. OGC advises the Commanding General on NEPA and other legal compliance.

## Chapter 9

### Environmental Management System (EMS)

#### 1. Scope

a. The Marine Corps Environmental Management System (EMS) enables Marine Corps units, tenants, commands, installations, and regions to achieve and maintain environmental compliance and protection while sustaining resources essential to combat training and readiness.

b. Marine Corps EMS requirements are outlined in Marine Corps Order (MCO) 5090.2 Environmental Compliance and Protection Program, Volume 2, dated 18 June 2018.

c. The Marine Corps EMS brings environmental considerations and accountability into day-to-day decision-making and long-term planning throughout Marine Corps Air Ground Combat Center (MCAGCC). It is consistent with other military, federal, local, and international standards.

d. This chapter outlines/documents the structure and function of the MCAGCC EMS. The EMS applies to all installation military, civilians, tenants, lease holders, contractors, and patrons operating aboard the Combat Center. This chapter is the primary guidance for MCAGCC EMS. The EMS will improve environmental performance and mission support, contribute to overall operating efficiency, and clarify roles and responsibilities within the organization. While this systematic approach should improve environmental performance, the EMS is a tool that must be utilized correctly to achieve the desired outcome. Success of the EMS is dependent on a commitment to regular reviews and evaluations designed to identify opportunities for improvement.

e. ESOP. Combat Center-specific ESOPs have been developed per MCO 5090.2, Volume 2, Chapter 3. Environmental Compliance Coordinators from each unit and department operating at the Combat Center oversees implementation of this local direction. Electronic copies of ESOPs are available at: <https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>

#### 2. MCAGCC EMS

a. This section focuses on the Environmental Management Procedures (EMPs), which describe the Combat Center's approach to developing, operating, and maintaining each of the 17 Marine Corps EMS elements. Each EMP describes how MCAGCC meets the requirements of the corresponding EMS element. The EMPs are listed in Appendix O of this Manual to facilitate distribution and revision, and are organized according to the EMS component:

(1) Environmental Policy (EMP-01)

(2) Planning (EMPs 02 through 04)

(3) Implementation (EMPs 05 through 11)

(4) Checking and Preventive/Corrective Action (EMPs 12 through 16)

(5) Management Review (EMP-17).

b. All MCAGCC personnel should use this site-specific Manual to help sustain environmental compliance, reduce pollution, and reduce the environmental and mission risk.

c. Appendix P presents the MCAGCC EMS Team Charter, which describes the function of the Environmental Impact Review Board (EIRB) and the EMS Management Committee. Appendix Q includes a list of major tenants and federal agencies operating aboard the Combat Center.

## CHAPTER 10

### MAGTFTC COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM (CETEP)

#### 1. Purpose and Scope

a. The primary purpose of this plan is to implement training mandated by Headquarters Marine Corps Comprehensive Environmental Training and Education Program (CETEP) and the Environmental Management System (EMS).

b. Failure to comply with these regulations may subject the offender to administrative action or disciplinary action under the Uniform Code of Military Justice and Federal law.

#### 2. Commander's Intent

a. Commanding Officers, Directors, and Officers in Charge will ensure Marines in their charge are familiar with and comply with the instructions in this chapter. Environmental training and education have been standardized for the Combat Center and tenants through this plan. All personnel will be trained to perform their duties and maintain combat readiness while supporting Marine Corps environmental goals.

b. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) and all tenant commands will comply with applicable federal, state, and local statutory and regulatory requirements pertaining to environmental training and education.

#### 3. Responsibilities

a. The unit commanders and directors shall appoint an Environmental Compliance Coordinator (ECC) to manage compliance with this plan and ensure that this individual (or an alternate) attends the ECC meeting which is held quarterly at the Combat Center. The ECC plays a key role within each unit.

b. Director, EA (EA) shall administer the CETEP Plan for the Combat Center and its tenant commands and assign a CETEP Coordinator.

c. CETEP Coordinator shall:

(1) Be the primary contact for environmental training.

(2) Hold quarterly ECC meeting.

(3) Maintain and update CETEP Plan.

(4) Provide environmental training updates on the Environmental Management Portal.

(5) Coordinate Earth Day festivities for the base.

(6) Create Installation 24-hour Hazardous Waste Handler's Course

d. ECC's shall:

(1) Complete the Marine Net training courses which are listed in the ECC ESOP, and Environmental Standard Operating Procedure (ESOP) training provided by Compliance Inspector upon assignment.

(2) Complete either 40-hour Hazardous Waste Operations Emergency Response (HAZWOPER), Intro to Hazardous Waste Handler's Course, or Installation specific course within 90 days of assignment.

(3) Ensure that all personnel in their unit receive general environmental awareness training and ESOP training.

(4) Create and maintain a letter of instruction and an annual training plan in accordance with these requirements for all personnel within the unit or activity.

(5) Maintain complete and accurate records to document all environmental instruction. Training records must be retained for three years after personnel last worked at the site. Training logs are retained for three years following the training. Training records must contain the following information:

(a) Job title.

(b) Job description, including duties.

(c) Description of the introductory and continuing training that will be given to each position.

(d) Records demonstrating completed training.

#### 4. Federal and State Statutes

a. Clean Air Act

b. Clean Water Act

c. Comprehensive Environmental Response, Compensation and Liability Act and Superfund Amendments and Reauthorization Act Title III

d. Endangered Species Act

e. Federal Facilities Compliance Agreement

f. Federal Insecticide, Fungicide, and Rodenticide Act

g. Hazardous Material Transportation Uniform Safety Act

h. National Environmental Policy Act (NEPA)

i. Occupational Safety and Health Act (OSHA)

j. Resource Conservation and Recovery Act (RCRA)

k. Safe Drinking Water Act

l. California Hazardous Waste Control Act

m. California Health and Safety Act



5. Environmental Documentation Process

a. Training Needs Assessment Process. Chapter 5 of reference (a) and the MAGTFTC, MCAGCC's EMS, Chapter 9, require that the CETEP contain an environmental training needs analysis for the installation.

b. The training needs analysis describes demographic information, significant environmental characteristics and requirements, a list of training requirements, and personnel who must attend the training.

6. Demographic Information

a. All civilian and military personnel at MAGTFTC, MCAGCC are subject to environmental training requirements.

b. In 2022, there were 1,759 civilians and 10,889 military personnel working for various activities within the installation per the Base Strength Report March 2022, MAGTFTC, MCAGCC, Twentynine Palms, California. These activities include, but are not limited to:

- (1) Resource Management Directorate
- (2) MAGTF Training Directorate
- (3) Installation Support Directorate
- (4) Government & External Affairs
- (5) Communications Directorate
- (6) Headquarters Battalion
- (7) Naval Hospital 29 Palms
- (8) 7th Marine Regiment
- (9) 1st Battalion, 7th Marines
- (10) 2d Battalion, 7th Marines
- (11) 3d Battalion, 4th Marines
- (12) 3d Battalion, 7th Marines
- (13) 3d Battalion, 11th Marines
- (14) 3d Light Armored Reconnaissance Battalion 1
- (15) 23d Dental, 1st Dental Battalion, 1st Marine Logistics Group
- (16) Armed Services Young Men's Christian Association
- (17) Cherokee Federal
- (18) Combat Logistics Battalion 7
- (19) Contracted Owned, Contractor Operated Fuel Facility

- (20) Defense Commissary Agency
- (21) Lincoln Military Housing
- (22) Naval Criminal Investigative Service
- (23) Navy and Marine Corps Relief Society
- (24) Navy Personnel
- (25) Nu Gate Group LLC
- (26) Southwest Regional Fleet Transportation
- (27) United Arab Emirates
- (28) Vantex
- (29) Veterinary Services
- (30) Western Area Research, Test and Evaluation Center

c. The installation resides in San Bernardino County and the local population primarily resides within the city of Twentynine Palms. The 2020 American Community Survey 5-Year Estimates for San Bernardino County was 2,181,654 people per the United States Census Bureau in 2020. The local Twentynine Palms community within San Bernardino County had a population of 28,065 people in 2020 per the American Community Survey.

d. Additional personnel reside at the installation temporarily while participating in training exercises at MAGTFTC, MCAGCC. Personnel from Fleet Marine Force and United States Marine Corps Reserves participate in various training exercises at the installation each year. This training consists of infantry troops, artillery and armored battalions, fixed-wing aircraft, and attack helicopters, representing approximately 65,000 personnel per year.

## 7. Environmental Characteristics and Requirements

a. The mission of MAGTFTC is to develop, conduct, and evaluate the Marine Corps' Combined Arms Training Program. MAGTFTC, MCAGCC provides support to the Marine Corps Communications Electronics School. MAGTFTC, MCAGCC occupies 1,100 square miles, or 2,849 square kilometers, of the southern Mojave Desert. In 2013, congress authorized the addition of the Johnson Valley Exclusive Military Use and Shared Use areas to the Combat Center's training lands. The terrain is primarily high desert with large expanses of flat, open desert broken up by rocky mountainous terrain. MAGTFTC, MCAGCC is approximately five miles north of the city of Twentynine Palms and 60 miles northwest of the city of Palm Springs. MAGTFTC, MCAGCC is part of the unincorporated County of San Bernardino.

(1) Most of MAGTFTC, MCAGCC is undeveloped land consisting of 22 TAs that are defined primarily by natural topographic features. These areas vary in size from ten to 74 square-miles. Training facilities include an expeditionary airfield and an exercise support base. The installation maintains restricted air space above the training range for air-to-air and air-to-ground training. Seven square miles of developed land, called "Main side",

contains the majority of the operational, maintenance, storage, administrative, and personal support facilities.

(2) There are a total of 3,526 buildings, of which 1,606 are family housing units.

(3) Environmental operations at MAGTFTC, MCAGCC are the responsibility of all employees. Environmental activities at MAGTFTC, MCAGCC include a full range of environmental compliance, remediation, and pollution prevention activities. EA Division has oversight and compliance responsibilities.

b. MAGTFTC, MCAGCC maintains environmental permits in the following numbers and categories:

<u>Statute</u>	<u>Number of Permits</u>
Clean Air Act	120
Clean Water Act	2
RCRA C and RCRA D	2
Safe Drinking Water Act	1

c. There are 54 sites on MAGTFTC, MCAGCC that collect hazardous waste or used materials at SAAs. Some of the waste or used materials are controlled at the generating site by contractors and are classified as recycled waste. The remaining waste or used materials are evaluated and profiled at the MAGTFTC, MCAGCC Hazardous Waste Accumulation Area. Hazardous wastes may be accumulated on-site for less than 90 days.

d. MAGTFTC, MCAGCC has one Wastewater Treatment Plant (WWTP).

#### 8. MAGTFTC, MCAGCC Environmental Practices

a. The installation has identified the environmental activities and practices which occur at MAGTFTC, MCAGCC as part of the EMS evaluation process.

b. The EMS Team and CETEP Coordinator have developed a prioritized list of 37 ESOP (ESOPs) which form the core of MCAGCC's environmental training program. Appendix S lists the 39 ESOPs which are posted on the EA webpage at <https://www.29palms.marines.mil/Staff-Offices/Environmental-Affairs/Environmental-SOP/>.

c. Each ESOP identifies the environmental training requirements, applicable laws and regulations, and a compliance checklist associated with a single environmental practice. Each ESOP has been reviewed and approved by the CETEP Coordinator, a media specialist, and the Subject Matter Expert.

d. Most personnel at the installation have multiple practices and ESOPs which pertain to their duties. General Environmental Awareness Training and ESOP training are required for all personnel.

#### 9. Quantified Environmental Training Needs

a. The list provided in Table 2-1 shows the estimated training requirements and training accessibility for Combat Center Personnel. This estimate is based on input provided by the Media Specialist and ECCs in 2020. It should be noted that an individual is likely to have multiple practices which pertain to their daily duties.

Table 2-1

COURSE	DESCRIPTION	RESOURCE	# PERSONNEL
General Environmental Awareness Training	Video or PowerPoint Presentation and ESOP Awareness	CETEP Coordinator or Compliance Inspectors	All Combat Center Personnel
Introduction to Hazardous Waste Generation and Handling	This 24-hour course provides information needed by personnel who generate hazardous waste to perform their duties safely in accordance with Navy/Marine Corps policy standards.	Marine Corps Funded Annual Class - Civil Engineer Corps Officers School (CECOS) or Installation Specific Course	To Be Determined (TBD)
Resource Conservation and Recovery Act (RCRA) Hazardous Waste Review	Hazardous Waste Annual Refresher is an eight-hour course that provides hazardous waste workers with updated regulatory and technical information needed to perform their duties safely and in compliance with Navy/Marine Corps policy standards.	Marine Corps Funded Annual Class - CECOS	TBD
40-hour Hazardous Waste Operations Emergency Response (HAZWOPER)	This course addresses safety and other issues potentially encountered at uncontrolled hazardous waste sites including hazard recognition; toxicology; air monitoring instruments; selection, use and limitations of respirators and personal protective equipment (PPE); laws and regulations; physical hazards; confined space entry; drum handling; decontamination.	Locally Funded - Contractor Supported	TBD

COURSE	DESCRIPTION	RESOURCE	# PERSONNEL
Eight-hour HAZWOPER Refresher	This refresher course addresses safety and other issues potentially encountered at uncontrolled hazardous waste sites including hazard recognition; toxicology; air monitoring instruments; selection, use and limitations of respirators and PPE; laws and regulations; physical hazards; confined space entry; drum handling; decontamination.	Locally Funded - Contractor Supported	TBD
Department of Transportation Manifest	Course covers 49 Code of Federal Regulations (CFR) 172.704, for Combat Center employees who select or fill hazardous materials packages, label containers, complete shipping papers, load or unload vehicles, transload hazardous materials, or operate vehicles used in the transport of hazardous materials.	Locally Funded - Contractor Supported	TBD

10. CETEP Development - General Environmental Awareness

a. Awareness of environmental training requirements is critical for a successful CETEP. The CETEP provides for general environmental awareness training to ensure all personnel receive training on their environmental responsibilities, potential environmental hazards, and Marine Corps-wide environmental policies and projects.

b. The aim of the General Environmental Awareness Program is to provide information and education concerning environmental programs and policies at MAGTFTC, MCAGCC. The program also provides general information on environmental responsibilities, laws and regulations, potential environmental and health impacts, and environmental success stories at MAGTFTC, MCAGCC.

c. General environmental awareness will be implemented using one or more of the following methods: briefings, environmental awareness video, and ESOPs. Any unit, visiting training unit, or contractor who operates aboard MAGTFTC, MCAGCC will be briefed on protection of the desert tortoise.

d. Organizations and units are required to provide general environmental awareness training to contractors and new personnel. This can be accomplished several ways: by requesting a copy of EA's PowerPoint presentation, training video, or deliver the training themselves.

11. General environmental awareness information provided by EA includes:

a. Environmental policies, programs, and projects

- b. Recycling programs
- c. Household hazardous waste management
- d. Authorized areas for automotive maintenance
- e. Natural and Cultural resources protection
- f. Threatened and endangered species

g. MAGTFTC, MCAGCC EA webpage: <https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>

h. There are visitors to the MAGTFTC, MCAGCC and it is impossible to ensure each visitor receives a general environmental awareness briefing; however, several methods are utilized to convey environmental awareness. Information, such as signs, posters, and recycling placards are provided. Visitors participating in environmental programs or projects, such as the MAGTFTC, MCAGCC Recycling Program, will receive an environmental general awareness briefing from the environmental program manager.

i. Contractors and their subcontractors who work at MAGTFTC, MCAGCC are responsible for ensuring their employees have received all required environmental training. Contractors involved in construction or maintenance activities are required to review all ESOPs that are applicable to their work site, as well as instructions stated in their Decision Memorandum, which includes environmental procedures and compliance information. ESOPs can be accessed on the EA webpage at: <https://www.29palms.marines.mil/Staff-Offices/Environmental-Affairs/Environmental-SOP/>.

j. New and updated general environmental awareness information will be disseminated through the EA webpage and other media as previously discussed in this chapter. To rapidly disseminate information, EA uses "Speedcalls," or disseminates the information directly to the ECCs.

k. In addition to the general environmental awareness efforts, the Water Quality Program distributes an Annual Drinking Water Quality Report/Consumer Confidence Report to all residents in base housing.

l. Quality Assurance. The CETEP Coordinator evaluates and documents all general environmental awareness initiatives to ensure their validity and effectiveness. Compliance Inspectors will inspect units to ensure the effectiveness of CETEP.

## 12. Marine Corps Job-specific Training

a. Job-specific training ensures that all personnel aboard the installation who perform environmental duties as part of their job understand their environmental responsibilities, applicable regulations, and requirements.

b. EA has developed ESOPs to describe the environmental impacts and training requirements associated with each practice. Job-specific training should begin by identifying and reviewing applicable ESOPs.

c. Job-specific required environmental training includes:

(1) Personnel who may be exposed to hazardous materials and or hazardous wastes in the course of their duties must receive training upon initial assignment and whenever a new hazard is introduced to the work area. This training shall include information about hazardous materials hazards, protective measures, release awareness, and exposure symptoms.

(2) Personnel with duties involving the transportation or shipment of hazardous materials or wastes must complete associated training and certification upon initial assignment to the duty. The target population for job-specific training includes all military and civilian personnel, both resident and visiting, that perform environmental duties aboard the installation as identified in the Training Needs Analysis from Chapter 2.

(3) Personnel involved in the operation and maintenance of equipment that may discharge fuel or oil must receive Abatement ESOP training upon initial assignment.

(4) Personnel with primary duties involving Hazardous Waste (HW) must be trained within three months after assignment. Individuals may not work unsupervised until training is completed and must attend annual refresher training.

(5) EA is responsible for training that relates to the Integrated Contingency Operations Plan and for all required training of Hazardous Waste Management Section personnel.

d. OSHA requires training for personnel handling or using Hazardous Materials (HM). The installation's Safety Office provides Hazardous Communication and Awareness (HAZCOM)/Globally Harmonized System Training for all military and civilian personnel that handle or manage HM or HW. Completion of HAZCOM training is required for appropriate personnel or employees within three months of joining the unit. The Safety Office is responsible for the general HM safety training program.

13. Environmental Training for Commanding General (CG), Commanding Officers (CO), and Division Directors (DivDirs)

a. All top-level Marine Corps civilian and military leaders should understand their roles and responsibilities regarding environmental issues aboard the installation. General environmental awareness information is included in the orientation or in-briefings that the CG, Cos, and DivDirs receive when assuming command. A Commander's training CD is provided to unit ECCs upon request from the EA office.

b. The Director of EA, or their representative, provides a weekly environmental briefing to the Assistant Chief of Staff for ISD.

c. The target population of the CG, CO, and DivDir Information Program are the Commanders of the activities identified in Section 5 of this chapter.

d. The CG will receive a general environmental awareness briefing as part of the in-briefing cycle scheduled by the Staff Secretary. The briefing will be presented by the Assistant Chief of Staff Installation Support Directorate and the Director of EA. The briefing focuses on environmental legal requirements at the installation, current status of environmental programs, and other items of interest. EA will present additional general environmental awareness training and information during regularly scheduled staff meetings.

Action-specific briefs will be conducted as required to provide information concerning on-going or proposed environmental programs and projects.

#### 14. Training for Environmental Professionals

a. This section covers personnel who respond to emergencies involving HM and HW, in addition to those who work with asbestos or at the boiler plant, WWTP, and the Installation Restoration Program (IRP).

b. Personnel assigned environmental job responsibilities will be provided with the appropriate required training. There are distinct groups of personnel who require job-specific environmental training.

c. Fire Department training is managed by a single person training section. Training is provided by department personnel based on proficiency level, certification level, and capability of individuals or teams. Training is scheduled, conducted, and managed in accordance with federal, state, and local laws and regulations, inclusive of National Fire Protection Association (NFPA) 1500, Department of Defense Instruction 6055.6M, and OSHA 1910.120 and 146. All required environmental training is acquired through the California Specialized Training Institute.

d. Explicit training requirements defined in this section are expressly stated as required in laws and regulations and will be the first priority of training. They apply to specific personnel (or groups) who are assigned job duties or work at sites that expose or potentially expose them to hazardous or threatening conditions. The training needs assessment will identify environmental training needs for each MCAGCC work section. Failure to provide training to address these conditions is a compliance violation.

e. Personnel who work under the IRP and abatement programs (asbestos and lead-based paint) must receive 40-hour HAZWOPER and or eight-hour refresher training. The supervisors of these personnel are responsible for ensuring that the correct training is taken and maintained annually.

f. The following training content will be used to deliver training for personnel that respond to HM/HW emergencies. Personnel will receive initial HM/HW response training and demonstrate proficiency prior to being assigned HM/HW response duties. HM/HW response training will occur in the following areas and corresponding topics:

##### (1) Emergency Response Personnel Training or Combat Center Fire Department HM Responders:

- (a) NFPA 472 Professional Competences of Responders,
- (b) NFPA 1001 Firefighter Professional Qualifications,
- (c) NFPA 1021 Fire Officer Professional Qualifications, and
- (d) Naval Facilities P-1014.8.

##### (2) HM Response Procedures:

- (a) First Responder, ref. NFPA 472
- (b) Hazardous materials Teck 1, ref. NFPA 472 Safety



- (c) Identification of HM
- (d) Safety procedures used at HM emergencies
- (e) Establishment of safety zones (HOT, WARM, COLD)
- (f) HM terminology

(3) Hazard Identification:

- (a) Identification of Class A and Class B HM commodities
- (b) Interpretation of 704M diamond placard system
- (c) CFR 49 (Part 172 Subpart F) placard system
- (d) Hazard identification equipment, databases, and resource

materials

(4) Decontamination:

- (a) Set up of a decontamination area
- (b) Decontamination equipment and solutions
- (c) Containment procedures and equipment
- (d) Personal Protective Equipment (PPE), including protection
- level determination
- (e) Components and requirements of each level of protection
- (f) Use and care of PPE

(5) Incident Command System: Use of the Incident Command System in HM emergencies

15. Implicit Training. The CETEP Coordinator will identify implicit training needs and ensure that they are incorporated into future versions of this plan. Implicit training is not required by law or regulation but can be reasonably inferred as required or necessary due to the nature of the job actions, required functions, or licensing and certification requirements mandated by environmental laws or regulations. For example, NEPA does not require any explicit training by law or regulation; however, personnel within EA are trained in these requirements because it benefits the installation and avoids compliance problems.

16. Instructional Quality Assurance

a. This section lists the methods used to ensure that all instructions received by installation personnel requiring environmental training is valid, relevant, and meets Marine Corps training quality standards. It describes:

(1) How the review and approval of instruction is performed prior to being conducted.

(2) How the internal evaluation of instruction is presented, and the steps taken to ensure the competency and capability of those providing environmental instruction.

b. MAGTFTC, MCAGCC has three categories of courses which are offered:

(1) Civil Engineer Corps Officers School or Inter-Service Environmental Education, Installation 24-hour course, and Review Board (ISEERB) approved courses.

(2) Contractor supported courses

(3) MarineNet Environmental Practice courses

17. Implementation Strategies. The CETEP Coordinator determines which environmental practices require training and oversees the development and revision of applicable ESOPs. During the quarterly ECC meetings, the CETEP Coordinator will solicit feedback on existing and new courses required to meet the CETEP Plan requirements.

18. Recordkeeping System

a. The CETEP Coordinator and ECCs ensure that complete and accurate records are maintained for all environmental training. Existing recordkeeping systems will be utilized to report, document, and identify environmental training that is required, requested, scheduled, and completed.

b. Training records shall be maintained for three years from the date on which the training occurred.

19. Certification and Training

a. Certain employees hold certifications as part of their job description. These employees are responsible for maintaining their certification as part of their job duties. Examples include, but are not limited to:

(1) Asbestos Management Planner

(2) Boiler plant operations

(3) Lead Inspector

(4) Mold Inspector

(5) Pesticide application

(6) WWTP operations

b. Federal and Marine Corps regulations for recordkeeping as they pertain to the environmental field can be found in Appendix D of the Marine Corps Order 5090.2.

c. ECCs will work in conjunction with their Training Officer (S-3) to ensure that all personnel requiring environmental training have been identified and are scheduled to receive training. Each activity's environmental training plan will identify all environmental training requirements for each member of their organization.

d. The ECC shall maintain records on environmental training conducted at MAGTFTC, MCAGCC for at least three years after their effective date.

## 20. Training Efficiencies

a. ECCs will use centrally provided instruction and materials to the fullest extent possible. MAGTFTC, MCAGCC has an extensive library of ESOPs that are available on the EA webpage. If any commands cannot access the EA webpage due to computer domain issues, the ESOPs can be provided as hardcopies. The ESOPs and MarineNet courses should be used first, whenever possible. The preferred method of awareness training is in-house training provided by the ECC. This training will be done at the battalion, company, and office sized training level.

## 21. Implementation

a. The CETEP Coordinator will coordinate all required training with the ECCs.

b. CECOS maintains a course catalog at:  
<https://www.netc.navy.mil/Commands/Center-for-Seabees-and-Facilities-Engineering/Naval-Civil-Engineer-Corps-Officers-School/Courses/>

c. ESOPs can be found at: <https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Environmental-Affairs/Environmental-SOP/>

## 22. Resources

a. MAGTFTC, MCAGCC will obtain resources through the ISEERB, other military services, and government agencies. Full utilization of these resources will greatly reduce costs currently associated with the contracting of courses/instruction to private providers. It is the policy of MAGTFTC, MCAGCC to give priority to obtaining and using these resources when available.

b. In-house contractor developed training is available as needed for specific hazardous waste training.

## 23. Instructional Technologies

a. Innovative multi-media instructional delivery technologies will be identified, developed, and implemented to ensure maximum efficiency and cost-effective delivery of training courses.

b. The CETEP Coordinator and ECCs will identify multi-media instructional resources available through other agencies. The CETEP Coordinator will make this information available at quarterly meetings and e-mails. The CETEP Coordinator will maintain the EA webpage which contains a centralized library of ESOPs, Orders, and Directives for use by ECCs and students.

## 24. Avoiding Redundancy

a. MAGTFTC, MCAGCC will minimize training costs by ensuring that the maximum numbers of seats are filled for each environmental training course. The CETEP Coordinator along with ECCs will place appropriate emphasis on advertising course offerings and meeting the assigned training goal.

b. The CETEP Coordinator uses e-mails to advise ECCs of upcoming scheduled courses. These e-mails give specific guidance concerning number of seats available and any deadlines for submitting training requests. The ECCs will make full utilization of available seats.

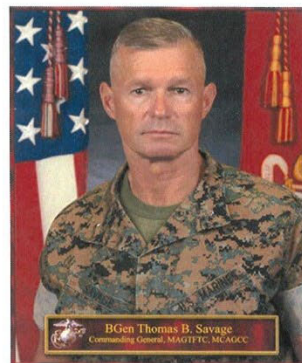
## APPENDIX A - ENVIRONMENTAL REFERENCES

---

- a. MCO 5090.2, Environmental Compliance and Protection Program, Vol. 1 to 21. An electronic version is available at: <https://www.marines.mil/News/Publications/MCPPEL/Electronic-Library-Display/Article/1552941/mco-50902/>
- b. CCO 5090.1 is the MAGTF/TC, MCAGCC's Environmental Protection Order that implements MCO 5090.2 An electronic version is available at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>
- c. CCO 5040.5 is MAGTF/TC, MCAGCC's CGIP Order that promulgates policy and procedures to maintain and ensure mission readiness. An electronic version is available at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>
- d. CCO 5090.5 is the MAGTF/TC, MCAGCC's ICOP that establishes policies and procedures to manage hazardous, unregulated solid, recyclable, universal, and biological waste, and material. It establishes policies and procedures in the areas of emergency preparedness, response, and storage tank management aboard the Combat Center. An electronic version is available at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>
- e. CCO 5100.2 is the MAGTF/TC, MCAGCC's Lead, Asbestos and Mold Control Program. An electronic version is available at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>
- f. MAGTF/TC, MCAGCC's Integrated Natural Resources Management Plan implements MCO direction for natural resource management and represents a cooperative agreement between MCAGCC, the United States Fish & Wildlife Service and the California Department of Fish & Game. An electronic version is available under "Environmental Documents" at: <https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>
- g. MAGTF/TC, MCAGCC's Integrated Cultural Resource Management Plan implements MCO direction for cultural resource management. An electronic version is available under "Environmental Documents" at: <https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/>
- h. MAGTF/TC, MCAGCC's Biological Opinions: USFWS 8-8-11-F-65 (2012) and USFWS 8-8-11-F-65R (2017), citing USFWS 1-8-99-F-41 (2002), describing the terms and conditions that apply to agency actions and informing the management of desert tortoises, *Gopherus agassizii*, and their habitat at the Combat Center.
- i. MAGTF/TC, MCAGCC's ESOPs provide direction on media-specific requirements that apply at the Combat Center. Electronic copies are available at: <https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Environmental-Affairs/Environmental-SOP/>
- j. MAGTF/TC, MCAGCC's Standard Operating Procedures for Range Training areas and Airspace implementing CCO 3500.4 and environmental direction pertinent to military training activities and units. An electronic version is available at: [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTF/TC\\_G3/SitePages/Home.aspx](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTF/TC_G3/SitePages/Home.aspx)

## ENVIRONMENTAL COMPLIANCE AND PROTECTION POLICY

As a Service Level Training Installation, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) provides premier training opportunities. To ensure we maintain this capability for future generations of Marines, we are responsible for dedicated management of the environmental resources on our installation.



I am firmly committed to sustaining and enhancing our mission readiness through an effective and efficient environmental policy. MAGTFTC, MCAGCC will continually improve its environmental performance through the systematic Environmental Management System. Accordingly, environmental considerations shall be an integral part of our day-to-day decision making and long-term planning processes. We cannot fail in areas of environmental compliance.

All tenant commands, departments, contractors, and dependents shall comply with Marine Corps environmental policies and Combat Center Orders to ensure that we meet our responsibility of good stewardship of the environment. To accomplish this, we will rely on strict adherence to orders and regulations through leadership and training.

We will integrate pollution prevention through source reduction, resource recovery, and recycling. We will conserve natural resources and preserve cultural resources with dedicated focus to protect these resources entrusted to our care.

We will implement sustainability initiatives to mitigate environmental impacts of our mission practices and reduce operating costs. By being vigilant we will improve our good relationship with our local neighbors and build public trust which will positively affect our future sustainability.

We will actively seek opportunities for continual improvement of our environmental performance by establishing goals and measuring our progress toward meeting those goals. If we are to achieve this, our Service members, civilian employees, and families must be able to recognize the environmental impacts of their actions. Environmental protection is a mindset and way of life. This is an all hands endeavor!

A handwritten signature in black ink, appearing to read "T. B. Savage".

T. B. SAVAGE

Brigadier General, U.S. Marine Corps  
Commanding General  
Marine Air Ground Task Force Training Command  
Marine Corps Air Ground Combat Center

## APPENDIX C - RANGE RESIDUE & SOLID WASTE TURN-IN PROCEDURES

---

All units conducting live fire training aboard the Combat Center are required to turn in brass, ammunition residue, packing material, and boxes to the Range Sustainment Branch (RSB).

**The RSB Processing Center located in the gated area adjacent to Bldg. 2096 on Rifle Range Road and is operational between the hours of 0600 - 1400, Monday through Friday.**

*Special accommodations can be made with prior notification, at least one week in advance, from units with special needs that are outside the established hours of operation.*

*Contact RSB at 830-0302 or 830-7244 (answering machine, leave your name, unit, phone number, and a brief message) and RSB personnel will confirm details to finalize coordination.*

**ALL turn-ins will be conducted by no less than two representatives from the command, an Ammunition Technician, an Aviation Ordnance Technician or a Staff NCO MUST BE PRESENT.** This will allow the RSB personnel to return any unfired items to a trained or responsible individual who can safely return the unfired ammunition to the Center Magazine Area or Field Ammunition Supply Point.

**A CERTIFICATION OF MATERIAL MUST BE COMPLETED BY AUTHORIZED PERSONNEL ENSURING MATERIAL HAS BEEN 100% VISUALLY INSPECTED AND CONTAINS NO EXPLOSIVE HAZARDS PRIOR TO ENTRY OF THE FACILITY. CONTACT RSB TO REQUEST A CERTIFICATION OF MATERIAL.**

**ALL MATERIAL MUST BE SEPARATED, SEGREGATED, AND ORGANIZED!**

1. **Hazardous Waste:** All hazardous waste to include Treated Wood Waste (TWW), "P" treated wood, MRE heaters and batteries will be taken to the Hazardous Waste Management Branch (Bldg. 2095 Rifle Range Road) prior to arriving at the RSB.
2. **Range Trash:** Range trash must be bagged, segregated, and visually inspected prior to disposal; MRE/food waste WILL NOT BE ACCEPTED and should be disposed of at the Camp Wilson Trash Collection Area (Bldg. 5408), which is adjacent to the Camp Wilson Mess Hall.
3. **Staging at RSB:** Upon arrival at Bldg. 2096, stage all vehicles across the road. Unit representatives can then enter the RSB and inform personnel that you have range residue for turn-in, you will be advised how to proceed with the turn-in.

### **Special Requirements:**

- **Expendable Brass Cartridges:** Clear of all debris, clips removed, and sorted by caliber (20mm, .50 caliber or 7.62/5.56/9mm)
- **Links:** Clear of all debris, including brass, not necessary to sort by caliber or size
- **Cartridge Actuated Devices (CADS):** Sorted by metal type (aluminum or steel)
- **Artillery containers (Propellant Charge Cans):** Must have lids removed, lifting plugs separated from other materials, and plastic rotating protector bands must have metal clips removed
- **40mm Cartridge Cases:** Expendable steel, aluminum, and plastic will be separated by type

- **Shotgun Shells:** Separated by material type
  - **Ammunition Cans:** Lids removed, and all plastic inserts removed and separated
  - **Flash Tubes:** Must be removed from 120mm Tank bases
  - **Mortar Fuze Safety Pins:** Separated and consolidated into an ammunition can
  - **Plastic Mortar Containers:** Straps cut off, (explosive) stickers and rubber gaskets (bare plastic), wire attached to lid removed
  - **Cardboard Mortar Containers:** Lids removed and separated
  - **Expended Smoke Grenades:** Fuze removed, spoons and safety pins placed in ammunition can
  - **Cardboard Grenade Containers:** Must be separated into two halves
  - **Expended Missile Launch Tubes:** Must be inspected by RSB personnel and cleared for disposal
  - **Wood (non TWW):** Once all material has been inspected, all wood (non TWW) will be placed into roll-on roll-off container for landfill disposal or processing
4. **Ammunition Cans:** Available at the RSB for issue to training commands
- a. 5.56mm (Green)
  - b. 7.62mm (Green)
  - c. .50 Cal. (Green)
  - d. 81mm mortar cans (Green)
5. **Reutilized Ammunition Cans for ammunition turn-in at the CMA** shall be conducted in the following manner:
- a. Ammunition cans will only be reutilized if proper demilitarization and procedures are completed by the unit, as required:
    - i. Ammunition cans spray painted to remove all markings, i.e., DODIC, munitions type and explosive labels
    - ii. Units shall provide spray paint
    - iii. Units shall sign for receipt of ammunition cans

**INCORRECT**



**CORRECT**





## COMBAT CENTER RECYCLING PROGRAM INFORMATION

1. Recycling Program. The following is a list of items that may be processed for recycling. Due to the time consuming and labor-intensive effort required in separation and processing of raw materials, it is imperative that residents streamline this effort. The intent of the Recycling Program is to educate and eliminate the recovery of unnecessary trash. The following list of "Do's and Don'ts" will hopefully answer your questions and resolve many of the problems with contamination.

### 2. Recycling Do's:

a. Corrugated Cardboard, un-waxed (empty and flatten), Plastic (rinse, caps must be removed) – See bottom of the container for the type number.

(1) Color and clear only (container must have a screw neck, no cups, trays, deli dishes, laundry scoops, or other non-screen top containers.

(2) Milk jugs, water jugs, juice bottles, un-marked plastics- children's toys, canteens, etc.

- b. Cans – California Redemption Value
- c. Steel cans – rinse, must be free of food and beverage residue.
- d. Tin – food cans, etc.
- e. Paper (carbon must be removed).
- f. Computer paper.
- g. White ledger paper.
- h. Shredded paper (carbon must be removed before shredding).
- i. Newspapers, magazines, and telephone books.
- j. Clear/brown/green glass (rinse, must be free of food and beverage).

### 3. Recycling Don'ts

- a. Cardboard or paper products coated with wax – milk boxes, frozen food cartons.
- b. Notepads, self-stick – yellow/colored post its.
- c. Fluorescent colored paper.
- d. Plastic #3 and above (see bottom of container for number).
- e. Plate glass, windshields, ceramic glass.
- f. Light bulbs, fluorescent light bulbs.
- g. Styrofoam and rubber products.
- h. Hazardous, biological, animal or medical waste. (NO diapers)
- i. Scrap – Aluminum foil, pie tins, food trays, etc.

**\*\*Bulk Items will be picked up on your respective trash day. (Furniture, mattresses, TV's, washers/dryers, etc.)**  
Please place item on the curb next to your trash and recycle containers. Ensure items are not touching any privately owned vehicles.

**INSTRUCTIONS FOR PROPER USE OF 40 FOOT ROLL ON/OFF CONTAINERS / 8 CUBE  
SOLID WASTE CONTAINERS / 8 CUBE RECYCLABLES CONTAINERS.  
COMBAT CENTER SOLID WASTE & RECYCLING PROGRAM INFORMATION**

**I. Solid Waste Program:** The following is a list of items that may be placed in an 8-cube solid waste container aboard the installation. The intent is to divert and reduce recyclable material being taken to the land fill. The following list will hopefully answer your questions and resolve many of the concerns with questionable items.

**1. Solid Waste Do's:** Non – Hazardous Solid Waste.

**2. Solid Waste Don'ts:**

- a. No Wood of any kind.
- b. No Hazardous Waste / Materials – (oils, chemicals, POL's, ink cartridges etc.)
- c. No Recyclable Material - (cardboard, paper, plastic bottles, aluminum cans, etc.)
- d. No Metal - (tools, bicycles, any type of car parts, gym equipment, satellite dishes etc.)
- e. No Electronic waste / Appliances - (refrigerators, microwaves, washing machines, dryers, copy machines, electronics, etc.)
- f. No Bulk Items / Furniture - (couches, tables, chairs, desks, patio furniture, etc.)
- g. No Medical / Bio – Waste
- h. Range residue / Munitions
- i. No High Liquid Content Waste (i.e., wastes containing greater than 50 percent water by weight)
- j. No Waste Tires (See CH. 2-5)

\*Hazardous Waste/Material will be to be taken to the Hazardous Waste Facility @ Bldg. 2095 Rifle Range Road. Any questions or concerns about Hazardous Material please call (760) 830-7244.

\*\*All Industrial Material, such as wood, metal, appliances, and furniture should be taken to the Industrial Recycling Operating Section (IROS) @ Bldg. 2085 on Rifle Range Road. Any questions or concerns about Industrial Material Recycling, please call (760) 830-5666.

**II. Recycling Program: The following is a list of items that may be processed for recycling in an 8 cube recycle container. All 8 cube recyclable containers aboard the installation are designated in a white color with a specific recyclable material label. Such as:**

1. Cardboard (only)
2. Paper (only)
3. Aluminum cans & plastic bottles (only)
4. Steel cans (only)

\*\*\*Any questions or concerns about recyclable materials please contact the Residential, Commercial Recycling Section (RCRS) at (760) 830-5666.

**III. 40 Foot Roll On/Off Container(s): Are designated for specific items only. Such as but not limited to:**

1. Solid waste – (**Containing NO** -MRE heaters, recyclables, hazardous waste, etc.)
2. Electronics – Only
3. Metals – Only
4. Appliances – (refrigerators, A/C units, dishwashers, washers and dryers, etc.)
5. Wood - Only
- 6 Office furniture

\*\*\*\*Containers will not be serviced if materials are mixed. All items must be properly segregated.

\*\*\*\*\*If there are any questions or concerns, please contact RCRS at (760) 830-5666.

## APPENDIX D – CONSTRUCTION AND DEMOLITION PLAN

CONSTRUCTION AND DEMOLITION PLAN (CDP)			
Date		Project Number	
Contract Number		Project Title	
Project Location		Phone Number	
Contractor Name			
THE FOLLOWING ESTIMATED TONNAGE MUST BE SUBMITTED TO THE INSTALLATION'S SOLID WASTE MANAGER, NREA DIVISION <b>PRIOR TO THE BEGINNING OF THE PROJECT.</b> <b>NOTE:</b> THE CONSTRUCTION AND DEMOLITION REPORT (CDR) WILL CAPTURE THE ACTUAL TONNAGE, REVENUE, AND COST.			

C&D DEBRIS	TONNAGE		
	ESTIMATED C&D TO BE RECYCLED (Tons)	ESTIMATED C&D TO BE REUSED ONSITE (Tons)	ESTIMATED C&D TO BE DISPOSED (Tons)
<b>AGGREGATE C&amp;D (TOTAL)</b>			
<i>To include ; concrete, asphalt etc...</i>			
<b>WOOD C&amp;D (TOTAL)</b>			
<i>To include; used lumber, plywood etc...</i>			
<b>METAL C&amp;D (TOTAL)</b>			
<i>To include; rebar, steel, copper etc...</i>			
<b>OTHER C&amp;D (TOTAL)</b>			
<i>To include; mixed trash, carpet, cardboard etc...</i>			
<b>INDIVIDUAL TOTALS</b>	0.00	0.00	0.00
<b>TOTAL TONS OF C&amp;D</b>	0.00		

**IMPORTANT NOTICE**

At the completion of the project ALL copies of receipts, weight tickets, or other verifying documentation for ALL materials that were recycled, reused, or disposed must be submitted via the Construction and Demolition Report (CDR)

MONTHLY/QUARTERLY CONSTRUCTION AND DEMOLITION REPORT (CDR)			
Date		Project Number	
Contract Number		Project Title	
Project Location		Phone Number	
Contractor Name			

TO ENSURE MCAGCC MEETS DoD WASTE REDUCTION REQUIREMENTS THE FOLLOWING MUST BE COMPLETED AND SUBMITTED TO THE INSTALLATION'S SOLID WASTE MANAGER, NREA DIVISION.

C&D DEBRIS	TONNAGE			COST		
	C&D RECYCLED (Tons)	C&D REUSED ONSITE (Tons)	C&D DISPOSED (Tons)	RECYCLED REVENUE (\$)	RECYCLED COST (\$)	DISPOSAL COST (\$)
<b>AGGREGATE C&amp;D (TOTAL)</b>						
<i>To include ; concrete, asphalt etc...</i>						
<b>WOOD C&amp;D (TOTAL)</b>						
<i>To include; used lumber, plywood etc...</i>						
<b>METAL C&amp;D (TOTAL)</b>						
<i>To include; rebar, steel, copper etc...</i>						
<b>OTHER C&amp;D (TOTAL)</b>						
<i>To include; mixed trash, carpet, cardboard etc...</i>						
<b>INDIVIDUAL TOTALS</b>	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL TONS OF C&amp;D</b>	0.00					

**IMPORTANT NOTICE**

Enclose ALL copies of receipts, weight tickets, or other verifying documentation for ALL materials that were recycled, reused, or disposed.

**APPENDIX E - BURN NOTIFICATION**

---

**MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT**

Phone: (760) 245-1661 Fax: (760) 245-2699 (800) 635-4617

**TRAINING BURN NOTIFICATION**

10-day notice and **asbestos renovation/demolition notice** is required for the following:

- A. Structural; commercial and larger than quadruplex dwelling
- B. Structural: residential and up to a quadruplex dwelling
- C. Wildland/wildfire management

24-hour notice is required for the following:

- D. Fire Department training
- E. Fire prevention and extinguisher training

<b>Organization Conducting Training Burn</b>	
Name:	
Address:	
City/Zip:	
Company/facility #: Building 1516	Phone:

<b>Specific Details</b>	
Name of person making notification:	
Name of person conducting training:	
Location of Burn:	
Purpose of burn:	
Fuel:	Quantity:
Number of persons:	Length:

Date:	Time:	Time:	Time:
Other information:			

## **APPENDIX F – FIELD WASTEWATER GUIDELINES**

---

### **MARINE AIR GROUND TASK FORCE TRAINING COMMAND (MAGTFTC) MARINE CORPS AIR GROUND COMBAT CENTER (MCAGCC)**

#### **FIELD WASTEWATER GUIDELINES**

**FIELD WASTEWATER.** Field Wastewater consists of contaminated water that is discharged from field shower, laundry units, and water discharged from field kitchen messing operations. Contaminated water discharged from laundry and shower units is identified as "Gray Water." Contaminated water discharged from field kitchens and mess facilities is identified as "Black Water."

**GRAY WATER.** Gray Water is water contaminated with biodegradable laundry detergents discharged from field laundry units and water contaminated with body hygiene soap or shampoos discharged from field laundry and personnel hygiene shower equipment. Gray Water is an authorized wastewater discharge to any area in the field that restricts the movement of the discharged Gray Water to the immediate area of the discharge by a developed ground surface impoundment or percolation pit that detains the wastewater on site for the purpose of evaporation and percolation disposal. A constructed ground surface impoundment or percolation pit is created by utilizing sandbags. If sandbags are used, they are to be emptied and removed upon cessation of operations or final movement from the operation area.

**Note 1:** See Appendix G pit excavation or earthen berms shall be established in accordance with all procedures/requirements and approved by the MAGTFTC, MCAGCC EA, Water Resources Office.

**Note 2:** Units/Organizations wishing to utilize field shower, laundry or mess equipment must submit the request (APPENDIX G in EA EP Instruction Manual) for approval prior to operations. The MAGTFTC, MCAGCC EA, Water Resources Office will provide the Unit/Organization with written approval prior to commencement of operations.

**Note 3:** At no time will individual or crew served weapons be cleaned in personnel shower/decon units that discharged to ground surface impoundments or percolation pits.

**Note 4:** Gray Water generated by field laundry equipment used to clean petroleum product soiled work clothing or rags soiled with petroleum products must be containerized for appropriate petroleum contaminated wastewater disposal.

**BLACK WATER.** Black Water is water contaminated with food particles and grease generated by food preparation and cleaning of messing operations in the field. Field messes or kitchens will collect all food wastes as well as grease-trap type grease in appropriate containers for proper disposal. All food waste shall be returned to the issue point for proper disposal. At no time will grease-trap type grease or wastewater contaminated with grease-trap type grease or food chunks be discharged to ground. Black Water is considered contaminated with food chunks if it contains particles of food greater than one-eighth inch in diameter.

**VEHICLE/EQUIPMENT WASHING.** Vehicle and equipment washing **IS NOT AUTHORIZED** in the field, with the exception of decontamination Nuclear, Biological, Chemical training with unit organic sanitizers. Maintenance washing will take place only at authorized facility wash areas.

**INFORMATION.** For questions concerning field sanitation/wastewater disposal, contact the MAGTFTC, MCAGCC EA, Water Resources Office, Building 1418, (760) 830-7883, DSN 230-7883.

## APPENDIX G - GREY WATER DISCHARGE REQUEST



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788110  
TWENTYNINE PALMS, CALIFORNIA 92278-8110

5090.4  
ORG CODE

From: [Unit/Organization]  
To: EA (Attn: Water Resources Manager)  
  
Subj: REQUEST FOR USE OF GRAY WATER DISPOSAL  
  
Ref: (a) CCO 5090.1

- Encl: (1) Sketch of Percolation Area in Relation to Terrain and Natural Land Features Including Location of All Shower Stalls, Change Tents and Taped Off Area  
(2) Map with the Grid Coordinates Marking the Location of the Percolation Pits with an Arrow

1. Please choose one of the following:

1.		FIELD SHOWER UNIT
2.		FIELD LAUNDRY UNIT
3.		FIELD MESS REQUEST

2. No gray water will overflow the percolation pit. Only hand soap and shampoo will be used for showering. If the shower stalls require cleaning, minimum amounts of household type cleanser will be used.

3. Construction and operation of all percolation pits will be in accordance with Appendix F; Field Wastewater Guidelines. Enclosure (1) and (2) contain detailed descriptions and locations for the proposed action. Additionally, the following information is submitted for your review and approval:

1. Unit name \_\_\_\_\_
2. Point of contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Point of contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Specific training area name: \_\_\_\_\_
5. Six-digit grid coordinates: \_\_\_\_\_
6. Start date: \_\_\_\_\_ 7. Ending date: \_\_\_\_\_
8. Number of personnel: \_\_\_\_\_
9. Pit size: (Check one)



- ☐ <50 personnel = one percolation pit - 10' W x 15' L x 3' D
- ☐ 50-100 personnel = one percolation pit - 15' W x 20' L x 3' D
- ☐ 101-200 personnel = two percolation pits - 15' W x 20' L x 3' D
- ☐ 201-350 personnel = two percolation pits - 15' W x 20' L x 3' D
- ☐ >351 personnel = two percolation pits - 25' W x 25' L x 3' D

10. YES ☐ NO ☐ We have read and will comply with the references and all environmental restrictions.
11. YES ☐ NO ☐ All gray water will be discharged directly into the percolation pit.
12. YES ☐ NO ☐ We have read and will comply with the references and environmental restrictions.
13. YES ☐ NO ☐ The percolation pit will be backfilled immediately upon completion of the field exercise.
14. YES ☐ NO ☐ All galley wastewater will be free of all food particles and grease.
15. YES ☐ NO ☐ All items used in food preparation and consumption will be wiped clean to remove food and grease prior washing.
16. YES ☐ NO ☐ Personnel showering will use approximately ten gallons per day.
17. If applicable: total discharge per day for showering personnel (Number of personnel x 10 = estimated gallons) will be approximately \_\_\_\_\_.
18. If applicable: approximately \_\_\_\_\_ loads per day will be washed.
19. Print name/rank: \_\_\_\_\_
20. Signature: \_\_\_\_\_
21. Date (DD/MM/YYYY): \_\_\_\_\_

[SIGNATURE BLOCK]

## APPENDIX H - APPROVED PLANT LIST

---

### Scientific Name

### Common Name

#### TREES

<i>Acacia aneura</i>	Mulga
<i>Acacia rigidula</i>	Blackbrush Acacia
<i>Acacia schaffneri</i>	Twisted Acacia
<i>Acacia smalii</i> ( <i>A. farnesiana</i> )	Sweet Acacia
<i>Celtis pallida</i>	Desert Hackberry
<i>Celtis reticulata</i>	Canyon Hackberry
<i>Cercidium floridum</i>	Blue Palo Verde
<i>Cercidium microphyllum</i>	Foothill Palo Verde
<i>Chilopsis linearis</i>	Desert Willow
<i>Fraxinus greggii</i>	Little Leaf Ash
<i>Fraxinus velutina</i>	Arizona Ash
<i>Leucaena retusa</i>	Golden Leadball
<i>Opuntia biglovii</i>	Teddybear Cactus
<i>Pithecellobium mexicana</i>	Mexican Ebony
<i>Platanus wrightii</i>	Arizona Sycamore
<i>Prosopis glandulosa torreyana</i>	Texas Honey Mesquite
<i>Prosopis juliflora</i>	Arizona Native Mesquite
<i>Prosopis pubescens</i>	Screwbean Mesquite
<i>Quercus buckleyi</i>	Texan Red Oak
<i>Quercus fusiformis</i>	Escarpment Live Oak
<i>Quercus gambelii</i>	Gambel Oak
<i>Quercus muhlenbergii</i>	Chinquapin Oak
<i>Sambucus mexicana</i>	Mexican Elderberry
<i>Sophora secundiflora</i>	Texas Mountain Laurel
<i>Vauquelinia californica</i>	Arizona Rosewood
<i>Vitex agnus castus</i>	Monk's Pepper Tree
<i>Washingtonia filifera</i>	California Fan Palm
<i>Washingtonia robusta</i>	Mexican Fan Palm

#### SHRUBS

<i>Acacia berlandieri</i>	Guajillo
<i>Acacia constricta</i>	Whitethorn Acacia
<i>Acacia greggii</i>	Cat Claw Acacia
<i>Agave americana</i>	Century Plant
<i>Agave colorata</i>	NCN
<i>Agave murpheyi</i>	NCN
<i>Agave parryi</i>	NCN
<i>Agave scabra</i>	NCN
<i>Ambrosia deltoidea</i>	Triangleleaf Bursage
<i>Ambrosia dumosa</i>	White Bursage
<i>Amsonia palmeri</i>	NCN
<i>Anisacanthus quadrifidus</i>	NCN
<i>Artemesia ludoviciana</i>	Prarie Sagebrush
<i>Artemisia tridentata</i>	Big Sagebrush
<i>Atriplex canescens</i>	Four Wing Saltbush
<i>Atriplex lentiformis</i>	Quailbush
<i>Baccharis sarothroides</i> (male)	Desert Broom
<i>Baileya multiradiata</i>	Desert Marigold
<i>Berlandiera lyrata</i>	Chocolate Flower
<i>Buddleia marrubifolia</i>	Wooly Butterfly Bush
<i>Calliandra eriophylla</i>	Pink Fairy Duster
<i>Chrysactinia mexicana</i>	Damianita
<i>Chrysothamnus nauseosus</i>	Rabbitbrush

*Cordia parvifolia*  
*Cowania mexicana*  
*Dalea spp.*  
*Dasyilirion acrotriche*  
*Dasyilirion wheeleri*  
*Ephedra spp.*  
*Ericameria laricifolia*  
*Eriogonum fasciculatum*  
*Eriogonum wrightii*  
*Euphorbia biglandulosa*  
*Fallugia paradoxa*  
*Ferocactus wislizenii*  
*Fouquieria splendens*  
*Hesperaloe spp.*  
*Hymenoxys acaulis*  
*Larrea tridentata*  
*Leucophyllum frutescens*  
*Melampodium leucanthum*  
*Mirabilis multiflora*  
*Muhlenbergia spp.*  
*Nolina spp.*  
*Opuntia santa-rita*  
*Penstemon spp.*  
*Psilostrophe cooperi*  
*Psilostrophe tagentina*  
*Rhus trilobata*  
*Salvia spp.*  
*Simmondsia chinensis*  
*Sphaeralcea ambigua*  
*Teucrium chamaedrys*  
*Yucca baccata*  
*Yucca elata*  
*Yucca schidigera*  
*Zephyranthes spp.*  
*Zinnia acerosa*  
*Zinnia grandiflora*

Little-leaf Cordia  
 Cliff Rose  
 Indigo Bush  
 Green Desert Spoon  
 Desert Spoon  
 Mormon Tea  
 Turpentine Bush  
 Flattop Buckwheat  
 Wright's Buckwheat  
 Gopher Plant  
 Apache Plume  
 Fishhook Barrel Cactus  
 Ocotillo  
 NCN  
 Angelita Daisy  
 Creosote Bush  
 Texas Ranger  
 Blackfoot Daisy  
 Colorado Four O'Clock  
 Deer Grass  
 Beargrass  
 NCN  
 NCN  
 Paper Flower  
 Paper Flower  
 Three-Leaf Sumac  
 Sage  
 Jojoba  
 Globe Mallow  
 Prostrate Germander  
 Datil Yucca  
 Soaptree Yucca  
 Mojave Yucca  
 Rain Lily  
 Desert Zinnia  
 Prarie Zinnia

#### **GROUND COVER**

*Dyssodia acerosa*  
*Dyssodia pentachaeta*  
*Oenothera stubbii*

Shrubby Dogweed  
 Golden Dyssodia  
 Baja Primrose

#### **TURF (Limited to passive or active recreation areas only)**

Marathon II Fescue  
 Hybrid Bermuda (parks or ballfield areas only)

## APPENDIX I – WILDLIFE RESPONSE MATRIX

# WILDLIFE



# RESPONSE



Wildlife management at MCAGCC is a joint effort between Environmental Affairs (EA), Conservation Law Enforcement Officers (CLEOs), Provost Marshal's Office (PMO), and Public Works Division (PWD)  
**DO NOT ATTEMPT TO CATCH, TRAP OR KILL ANY WILDLIFE ON BASE**

Animal	Lead Department	Office Phone 760-830-	After-Hours
Bats, Birds, Snakes, Tortoises	<b>PMO will contact EA</b>	6800 (PMO Desk Sergeant)	6800 (PMO Desk Sergeant)
Coyotes	<b>PMO will contact EA</b>	6800 (PMO Desk Sergeant)	6800 (PMO Desk Sergeant)
Domestic Animals, Road-Kill	<b>PMO</b>	6800 (PMO Desk Sergeant)	6800 (PMO Desk Sergeant)
Insects, Pigeons, House mice & rats	<b>PWD</b>	6271	6271



# APPENDIX J - AUTHORIZED USE LIST ADJUSTMENT FORM

Print Form		RCS: EXEMPT		NEW MATERIAL REQUEST (COMPLETE SECTIONS: I, II, III)		AUL DOC. #	
<b>AUTHORIZED USE LIST (AUL) ADJUSTMENT</b> NOTICE: A MODIFICATION REFERS ONLY TO A CHANGE IN THE DRAW AMOUNT, UNIT OF MEASURE, OR FREQUENCY OF USE OF A MATERIAL ALREADY APPROVED AND ON A USER'S AUL. THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH THE MANUFACTURER'S MSDS ATTACHED.							
SECTION I: REQUESTOR INFORMATION							
1. NAME			2. E-MAIL			3. PHONE	
4. WORK CENTER NAME			5. WORK CENTER ID			6. BUILDING NUMBER	
7. REQUEST DATE		8. ENVIRONMENTAL COMPLIANCE COORDINATOR/SUPERVISOR					
SECTION II: REQUESTED MATERIAL INFORMATION							
9. PRODUCT IDENTITY					10. MSDS PREPARED OR REVISED DATE		
11. MANUFACTURER					12. NSN/LSN		
13. UNIT OF ISSUE		14. PRODUCT STATE		15. FREQUENCY OF USE		16. MAX QUANTITY LIMIT	
SECTION III: JUSTIFICATION							
17. WILL THIS MATERIAL REPLACE AN EXISTING ITEM ON THIS WORK CENTER'S AUL? <input type="checkbox"/> YES <input type="checkbox"/> NO							
18. IF YES, PROVIDE NAME OF MATERIAL BEING REPLACED.							
19. IS THIS REQUIRED FOR A NEW WORKLOAD, TECHNICAL ORDER, SPECIFICATION OR PROCESS IN THIS SHOP? <input type="checkbox"/> YES <input type="checkbox"/> NO							
20. IF YES, PROVIDE SPECIFIC TECHNICAL ORDER OR SPECIFICATION NUMBER AND PARAGRAPHS APPLICABLE TO THE PROCESS. INCLUDE THE DATE AND REVISION NUMBER BEING CITED. IF MORE THAN ONE APPLIES, LIST ALL.							
21. PROCESS/TASK CODE(S) (OPTIONAL)							
22. EXPLAIN IN DETAIL THE PURPOSE OF THIS MATERIAL REQUEST OR MODIFICATION AND HOW THE MATERIAL WILL BE USED.							
23. NUMBER OF PERSONNEL WHO WILL USE/BE EXPOSED TO THE MATERIAL?				24. APPLICATION METHOD (BRUSH, SPRAY, POUR, ETC.)			
25. DURATION (TIME EMPLOYEES WILL BE EXPOSED TO MATERIAL DURING EACH PROCESS)?				26. AMOUNT OF MATERIAL USED IN A SINGLE COMPLETE PROCESS?			
27. ANTICIPATED CONTROL REQUIREMENTS (RESPIRATOR, NITRILE GLOVES, ETC.)							
SECTION IV: MATERIAL MODIFICATION INFORMATION							
28. CURRENT DRAW AMOUNT				29. NEW DRAW AMOUNT			
30. CURRENT UNIT OF MEASURE				31. NEW UNIT OF MEASURE			
32. CURRENT FREQUENCY				33. NEW FREQUENCY			
34. DATE		35. SUPERVISOR NAME			36. SUPERVISOR SIGNATURE		
					SIGN HERE		

NAVMC 11770 (REV. 08-2014) (EF)  
PREVIOUS EDITIONS WILL NOT BE USED

FOR OFFICIAL USE ONLY

Reset Form

Adobe LiveCycle Designer  
Page 1 of 5

**AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM**  
**AUL WORKING GROUP COMMENTS**  
**ENVIRONMENTAL DIVISION**

NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.

1. HAS THE MATERIAL BEEN EVALUATED FOR POLLUTION PREVENTION OPPORTUNITIES OR GREEN ALTERNATIVES? ☐ YES ☐ NO

2. DOES THE MATERIAL CREATE NEW CAA, CERCLA, EPCRA, OR OTHER REGULATORY REPORTING REQUIREMENTS? ☐ YES ☐ NO

3. IF YES, EXPLAIN MATERIAL USAGE RESTRICTIONS REQUIRED TO COMPLY WITH REGULATIONS.

4. WHAT ARE THE DISPOSAL REQUIREMENTS (CONSUMED IN USE, RECYCLED, BULK WASTE, CONTAINERIZED ON-SITE, SANITARY SEWER, EVAPORATION, ETC.)?

5. IS THE REQUEST APPROVED? ☐ YES ☐ NO

6. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.

7. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

8. NAME:

9. DATE

10. SIGNATURE:



**AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM**  
**AUL WORKING GROUP COMMENTS**  
**INDUSTRIAL HYGIENE**

NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.

1. DO ANTICIPATED CONTROLS IDENTIFIED BY THE WORK CENTER MEET REQUIREMENTS

☐ YES ☐ NO

2. IF NO, PROVIDE ADDITIONAL REQUIREMENTS.

3. WILL THE NEW MATERIAL REQUIRE MEDICAL MONITORING (RESPIRATOR, MEDICAL CLEARANCE OR CHEMICAL-SPECIFIC MEDICAL EXAMS)?

☐ YES ☐ NO

4. IF YES, PROVIDE MEDICAL MONITORING REQUIREMENTS IN THE SPACE PROVIDED.

5. IS THE REQUEST APPROVED?

☐ YES ☐ NO

6. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.

7. ADDITIONAL COMMENTS:

**APPROVING OFFICIAL**

8. NAME:

9. DATE

10. SIGNATURE:



**AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM**  
**AUL WORKING GROUP COMMENTS**  
**SAFETY OFFICE**

NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUESTION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.

- |   |  |
|---|--|
| 1. DOES THIS MATERIAL HAVE STORAGE REQUIREMENTS OR SITE RESTRICTIONS?     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. DOES THE PROCESS REQUIRE A RISK ASSESSMENT AND/OR JOB HAZARD ANALYSIS? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. ARE THERE ANY SPECIAL TRAINING CONSIDERATIONS FOR USE OR HANDLING?     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. ARE PPE OR OTHER CONTROLS, NOT IDENTIFIED BY THE WORK CENTER REQUIRED? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

5. IF YES TO ANY OF THE ABOVE, PROVIDE NEW REQUIREMENTS IN THE SPACE PROVIDED.

6. IS THE REQUEST APPROVED? ☐ YES ☐ NO

7. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.

8. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

9. NAME:

10. DATE

11. SIGNATURE:





**AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM**  
**AUL WORKING GROUP COMMENTS**  
**SUPPLY DIVISION**

NOTICE: IF LOCAL (OUT-OF-TOWN) PURCHASE IS THE RECOMMENDED PROCUREMENT METHOD, ENSURE THAT A COMPLETED WAIVER IS SENT TO THE HAZMIN CENTER, AUL WORKING GROUP, OR OTHER. THE WAIVER MUST IDENTIFY THE HAZMAT TO BE PROCURED AND REQUIRE THAT IT BE APPROPRIATELY REGISTERED/MARKED ONCE BROUGHT ABOARD THE INSTALLATION.

1. IS THIS MATERIAL CURRENTLY AVAILABLE ABOARD THE INSTALLATION AT EITHER THE HAZMIN CENTER, SERVIMART, OR OTHER LOCATION?

☐ YES ☐ NO

2. IF YES, WHERE CAN THIS ITEM BE PURCHASED?

3. IF NO,

A. IS THE DRAW AMOUNT SIGNIFICANT ENOUGH TO STOCK THE ITEM ABOARD THE INSTALLATION?

☐ YES ☐ NO

B. WHAT IS THE RECOMMENDED METHOD OF PROCUREMENT?

IF LOCAL PURCHASE IS RECOMMENDED, ENSURE THAT A WAIVER TO ALLOW OUT-IN-TOWN PURCHASE IS COMPLETED THAT REQUIRES THE USER TO IDENTIFY ANY PURCHASED MATERIALS TO THE HAZMIN CENTER / AUL WORKING GROUP / OTHER.

4. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

5. NAME:

6. DATE

7. SIGNATURE:



## APPENDIX K – NEPA REQUIREMENTS FOR DECISION MEMORANDUMS

---

Please refer to the project Decision Memorandum (DM), Enclosure 3, to determine what standard requirements listed below apply to your project.

Project-specific requirements would be stated in the DM. Advance coordination with the points of contact listed below may be needed to address pre-implementation submittals and requirements. Because changes in law and policy may occur after approval of the DM, this Appendix is updated annually to ensure that requirements are current at the time of project implementation. For a copy of a project DM, contact the NEPA Manager: (760) 830-8190.

1. ABOVE GROUND STORAGE TANKS. EA Point of Contact: Tank Manager at: (760)830-8361. Additional points of contact are provided below for certain circumstances.

a. The Action Sponsor and contractor shall provide appropriate containment and/or diversionary structures or equipment to prevent a discharge and potential environmental impacts. 40 Code of Federal Regulations pertains.

b. Based on the longevity of the proposed actions, EA recommends that funding be programmed to provide a permanent concrete secondary containment which will meet or exceed all Federal and state regulatory requirements.

c. The Action Sponsor and contractor shall immediately notify the Combat Center's Fire Department for all spills greater than fifty-five (55) gallons. Spills less than 55 gallons shall be reported to the EA' Abatement Chief at (760)401-9841.

d. The Action Sponsor and contractor shall ensure that drip pans are used at the refueling entry point if refueling operations occur.

e. The Action Sponsor and contractor shall ensure that secondary containment is placed under the auxiliary fuel tanks if auxiliary fuel tanks are used, i.e., generator operations.

f. Action Sponsor shall notify EA' Storage Tank Manager prior to installation and/or operations of any storage tank system to ensure compliance with the Combat Center's Storage Tank Management Plan.

g. Action Sponsor and contractor shall ensure storage tanks are labeled and certified empty prior to closure or removal in accordance with all applicable regulations. Action Sponsor shall notify EA' Storage Tank Manager upon closure or removal.

h. The Action Sponsor and contractor shall ensure compliance with California Code of Regulations Title 23; Chapter 16 Section 2636; Design, Construction, Installation, Testing, and Monitoring Requirements for Piping and Section 2666; Requirements for Underground Piping.

i. The Action Sponsor and contractor shall coordinate with the Combat Center Fire Department and Public Works Division to ensure compliance with National Fire Protection Association, California Fire Codes and American Society of Civil Engineers regulations/codes prior to installation.

j. The Action Sponsor and contractor shall ensure compliance with Code of Federal Regulations Title 40; Part 112.9 (4) & (5). On a weekly basis, inspect all aboveground valves, piping, and appurtenances to warn all vehicles entering the facility to be sure that no vehicle will endanger aboveground piping.

k. The Action Sponsor and contractor shall ensure aboveground storage tank system(s) are properly labeled, and installed in accordance with National Fire Protection Association, California Fire Codes and manufacturers guidelines.

l. Per California Code of Regulations Section 66265.192, owners or operators of new tank systems or components shall ensure that the foundation, structural support, seams, connections, and pressure controls (if applicable) are adequately designed and that the tank system has sufficient structural strength, compatibility with the waste(s) to be transferred, stored, or treated, and corrosion protection so that it will not collapse, rupture, or fail.

m. The owner or operator shall obtain a written assessment reviewed and certified by an independent, qualified, professional engineer, registered in California attesting that the system has sufficient structural integrity, is acceptable for the transferring, storing, and treating of hazardous waste, and that the tanks and containment system are suitably designed to achieve the requirements of this article. This assessment shall be obtained prior to placing the tank system in service and shall be kept on file at the facility. The assessment shall be valid for a maximum period of five (5) years or the remaining service life of the tank system, as stated in the engineer's assessment, whichever is less.

n. Per California Code of Regulations Section 66265.193 to prevent the release of hazardous waste or hazardous constituents to the environment, secondary containment that meets the requirements of this section shall be provided.

o. Per California Code of Regulations Section 66265.194, the general operating requirements state that owner or operator shall use appropriate controls and practices to prevent spills and overflows from tank or secondary containment systems.

p. Per California Code of Regulations Section 66265.195 the owner or operator shall inspect the AST system at least once each operating day.

q. Per California Code of Regulations Section 66265.196 a tank system or secondary containment system from which there has been a leak or spill, or which is unfit for use, shall be removed from service immediately, and the owner or operator shall satisfy the following requirements.

r. Per California Code of Regulations Section 66265.197 at closure of a tank system, the owner or operator shall remove or decontaminate all waste residues, contaminated containment system components (liners, etc.), contaminated soils, and structures and equipment contaminated with waste, and manage them as hazardous waste, unless section 66261.3(d) of this division applies.

## 2. AIR RESOURCES. EA Point of Contact: Air Manager at (760)830-8480.

a. Fugitive Dust. The Action Sponsor and contractor shall ensure that fugitive dust from any transport, handling, construction, or storage activity does not remain visible in the atmosphere beyond the project or worksite

footprint. The Action Sponsor shall take every reasonable precaution to minimize fugitive dust emissions from wrecking, excavation, grading, clearing of land, and solid waste disposal operations. Mojave Desert Air Quality Management District Rule 403 applies.

b. Painting, Coating, Paint Removal, and Solvent Use. The Action Sponsor and contractor shall ensure all paints, coatings, adhesives, and solvent use/applications follow the Mojave Desert Air Quality Management District's Usage of Solvent Rule 442, Architectural Coating Rule 1113, Wood Painting and Coating Rule 1114, Metal Parts and Products Coating Operations Rule 1115, and the Automotive Coating Rule 1116, Adhesives and Sealant Applications Rule 1168, and Organic Solvent Degreasing Operations Rule 1104 to limit the quantity of volatile organic compounds.

(1) Usage Log. A daily log shall be maintained of the volatile organic compounds used and/or emitted. The log shall contain at least the following: application method used, type of material used, manufacturer of material, mix ratio of components (if applicable), quantity of each coating and/or solvent used, and its volatile organic compounds content (in pounds per gallon or grams per liter). This includes documenting the amount of solvent used during cleanup, surface preparation, or paint removal. Records shall be submitted to the EA Air Resources Manager. Per District Rule 1113, architectural coatings are not subject to this requirement.

(2) Permitted Equipment. The Action Sponsor and contractor shall ensure that solvent tanks, parts washers, and solvent dispensing containers are permitted through the Mojave Desert Air Quality Management District prior to installing any equipment.

(a) Equipment with a capacity 250 gallons or greater, an open surface area of 10.8 square feet or larger; or an internal volume of 92.5 gallons or larger.

(b) Equipment with an unheated solvent dispensing container with a capacity of 250 gallons or greater, or an unheated, non-conveyorized, non-agitated solvent rinsing container with an open surface area of 10.8 square feet or larger and an internal volume of 92.5 gallons or larger.

c. Internal Combustion Engines

(1) Non-tactical Equipment. The Action Sponsor shall ensure non-tactical engines with a manufacturer's maximum continuous rating of 50 brake horsepower or greater are required to be permitted by the Mojave Desert Air Quality Management District or registered in the California Air Resources Board Portable Equipment Registration Program. No equipment shall be placed into operation until Mojave Desert Air Quality Management District permits or California Air Resources Board Portable Equipment Registration Program registration stickers are obtained.

(a) If the equipment will eventually be handed over to the government, all Mojave Desert Air Quality Management District permit applications shall be processed and/or approved through the EA' Air Resources Manager.

(b) If the equipment is contractor owned or leased, all permits and/or Portable Equipment Registration Program registration stickers must be displayed on equipment and contractor must ensure compliance with all permit conditions.

(c) The Action Sponsor and contractor shall adhere to the operating requirements and emission standards for new engines, as per Title 13 of the California Code of Regulations, Section 2423. If the generator is a non-tactical stationary or a portable stand-by or prime engine, it must be Tier 4, unless otherwise approved by the Mojave Desert Air Quality Management District, California Air Resources Board, or EA' Air Resources Manager.

(2) Tactical Equipment. The Action Sponsor shall ensure portable tactical equipment with a maximum continuous rating of 50 break horsepower or greater are registered on the Combat Center's Tactical Support Equipment Inventory. The inventory shall be updated and resubmitted to EA' Air Resources Manager prior to generators being placed into service aboard the Combat Center.

d. Rental Equipment. The Action Sponsor shall ensure that the Mojave Desert Air Quality Management District is notified if any rental equipment unit that is registered with the Portable Equipment Registration Program is used in this district for more than five (5) days. The Action Sponsor and/or the owner/operator shall ensure that the district is notified via electronic mail, in writing, facsimile, or by telephone, within two (2) working days of commencing operations. California Air Resources Board Portable Equipment Registration Program Section 2459 of Article 5 (Title 13) of the California Code of Regulations applies.

e. Refrigerants. The Action Sponsor and contractor shall adhere to Title 40 of the Code of Federal Regulations, Part 82 and Title 17 of the California Code of Regulations, Sections 95371 through 95398, and the Combat Center's Stationary Refrigeration and Halon System Operation Environmental SOP. As outlined in the Stationary Refrigerant and Halon System Operations Environmental SOP, the Action Sponsor and contractor shall ensure that service practices, recordkeeping requirements, and various procedures are followed, including the following:

(1) Approved Refrigerants. The refrigerant being used in an air conditioning unit is an approved Class II substance or refrigerant substitute, not a prohibited substance (e.g. chlorofluorocarbon).

(2) Technician Certification. All personnel performing any installation, maintenance, service, repair, or disposal of appliances containing refrigerants must hold a current, valid, and applicable certificate issued in accordance with Title 40 of the Code of Federal Regulations, Part 82.

(3) Accidental Releases. All necessary precautions (e.g., proper training and refrigerant handling procedures) must be taken to ensure that no refrigerants are released to the atmosphere. In the event that refrigerants are released, the contractor shall immediately notify EA' Air Resources Manager of all refrigerant releases and estimated amount of release.

(4) Recordkeeping. Records must be maintained for 5 years. Copies must be maintained by the Action Sponsor and made available to the Air Resources Manager upon request.

(5) Equipment Registration. Prior to installing new equipment, provide the following information to EA' Air Resources Manager to register the equipment on the Refrigerant Management Inventory: equipment specifications (type, manufacture, model, model year, and serial numbers), installation date, refrigerant type, refrigerant charge (lbs) per circuit, leak detection device

(if applicable), location description (to include building number and floor plan of refrigerant placement), and system function.

(6) Equipment Removal. When equipment is removed from service, provide the following information to EA' Air Resources Manager: equipment specifications (type, manufacture, model, model year, and serial numbers), removal date, and disposal or transfer of ownership documentation.

f. Asphalt Tankers. The Action Sponsor and contractor shall ensure if an asphalt tanker with a capacity of greater than 148 gallons is used, it must have a Permit To Operate or registered with the state of California. Mojave Desert Air Quality Management District Rule 219(E) (15) (K) applies.

g. Fuel Storage and Dispensing Tanks. The Action Sponsor and contractor shall ensure fuel storage and dispensing tanks are permitted with the Mojave Desert Air Quality Management District. Tanks will eventually be handed over to the government, all Mojave Desert Air Quality Management District permit applications shall be processed and/or approved through the EA' Air Resources Manager. If contractor owns or leases the tanks, all permits must be displayed on equipment and ensure compliance with all permit conditions. No equipment shall be placed into operation until Mojave Desert Air Quality Management District permits are obtained. The following are required to be permitted through the District:

(1) Equipment used for storage or dispensing of F-24, JP5 or diesel with a capacity of 20,000 gallons or larger.

(2) Equipment used for storage of oil designated for disposal or recycling with a capacity of 793 gallons or larger.

(3) Equipment used exclusively for the storage or transfer of gasoline with a capacity of 250 gallons or larger.

h. Expeditionary Field Kitchens. The Action Sponsor shall ensure that the following requirements are adhered to when using the Expeditionary Field Kitchens at Mainside, Camp Wilson, or the Strategic Expeditionary Landing Field/Facility:

(1) Tactical generators cannot be used for Expeditionary Field Kitchens operations in Mainside.

(2) If a tactical generator is used, it must be registered on the Combat Center's Tactical Support Equipment Inventory. Requirements in provision (c) (2) apply.

(3) If conducting operations on Mainside, generators shall be obtained through Public Works Division or a rental agency. Requirements in provision (c) (1) apply.

(a) If Public Work Division owned or leased generators are used, all permits and/or Portable Equipment Registration Program registration stickers must display on equipment and ensure compliance with all permit conditions.

(b) If a rental generator is used, it must be permitted by the Mojave Desert Air Quality Management District or registered with the California Air Resources Board Portable Equipment Registration Program. If rental equipment is registered in the Portable Equipment Registration Program the notification requirements in provision (d) apply.

i. Construction Actions on Permitted Equipment. The Action Sponsor and contractor shall ensure that material usage logs are maintained and submitted to EA' Air Resource Manager when repairs, modifications, or new construction activities are conducted on emission sources (e.g., boilers, turbines, fuel tanks, etc.) that have been permitted through the Mojave Desert Air Quality Management District. This includes, but is not limited to, documenting the usage for the following pieces of equipment: welding machines, soldering irons, cranes, portable generators (if not registered with the California Portable Equipment Registration Program or permitted by the MDAQMD). Information included on material logs will depend on the piece of equipment being used:

(1) Welding Machine:

(a) Type and amount (pounds) of welding rod.

(b) Amount of diesel fuel (gallons) used.

(2) Soldering Iron: Type and amount (pounds) of solder.

(3) Portable Generators (that are not registered in the Portable Equipment Registration Program or permitted by the Mojave Desert Air Quality Management District): Amount of diesel fuel (gallons) used.

(4) Painting/Solvents: Type and amount (gallons) of material used.

j. Gas-Insulated Equipment. The Action Sponsor and contractor shall adhere to Title 17 of the California Code of Regulations, Sections 95350 through 95359.1. The regulation applies to all electrical power system components utilizing an insulating gas that has a global warming potential greater than one.

(1) Inventory. Maintain a current Gas-Insulating Equipment inventory as well as a complete inventory of covered insulating gases stored in containers.

(2) Equipment Removal, Ownership Transfer, and Disposal. The transfer or disposal of Gas-Insulated Equipment (GIE) and insulating gases must be properly documented via manifests, invoices, and receipts. All records must be retained for five years.

(a) Disposal. All insulating gas must be recovered from GIE and insulating gas containers for reuse, recycling, or destruction prior to disposal. Document the GIE or container serial number, insulating gas formulation, weight of insulating gas recovered, and the date of insulating gas recovery.

(b) Transfer of Ownership. Whenever a GIE device or gas container is transferred to a new owner, document the GIE or container serial number, insulating gas formulation, weight of insulating gas recovered or contained therein, the date of insulating gas recovery (if applicable), and the date of ownership transfer.

3. ASBESTOS AND LEAD. EA Point of Contact: Air Resources Manager at (760)830-8480. Additional points of contact are provided below for certain circumstances.

a. For all activities expected to disturb asbestos and/or lead, the Action Sponsor and contractor shall ensure compliance with applicable federal, state, and local regulations as well as the Combat Center Order

5100.2. 40 Code of Federal Regulations 61, 745, and 763 apply.

b. Asbestos and lead are presumed present unless recent surveys, less than a year old, show that the building material to be disturbed is non-detect or below California thresholds for asbestos and/or lead. The Action Sponsor shall ensure that the contractor conducts an asbestos building survey as per 40 Code of Federal Regulations 763 using a certified National Voluntary Laboratory Accreditation Program laboratory prior to starting work. All surveys shall be reviewed by the Combat Center's Lead, Asbestos, and Mold Management Board prior to any construction activities.

(1) If the survey shows the material is non-detect or below California thresholds, no further action is needed.

(2) If presumed present or survey shows concentrations above California thresholds, the Action Sponsor or contractor shall submit an asbestos and/or lead abatement plan for review and acceptance to the Combat Center's Lead, Asbestos, and Mold Management Board prior to starting work. Contact EA or the Safety and Occupational Health Specialist at (760)830- 6154 to send the plan.

c. The Action Sponsor and contractor shall ensure compliance with all notification and permitting requirements listed in 40 Code of Federal Regulations 61, Subpart M and Mojave Desert Air Quality Management District (MDAQMD) Rules 302 and 1000.

(1) Notification Requirement: All demolition and certain renovation projects require a Notification of Demolition / Renovation along with applicable fees and an asbestos survey to be submitted to the MDAQMD at least 10 working days prior to the start of any project. If a renovation project is exempt from submitting the Notification of Demolition / Renovation, an Asbestos Checklist must be submitted to MDAQMD. Copy the Air Resources Manager on all correspondence with MDAQMD and include a copy of the Notification of Demolition / Renovation or the Asbestos Checklist in the abatement plan.

(2) Permitting Requirement: All abatement equipment (e.g., negative air machine and/or hepa vacuum) is required to be permitted by MDAQMD prior to conducting any abatement project. A copy of the approved permits shall be included in the abatement plan and maintained on-site.

d. The Action Sponsor and contractor shall ensure asbestos containing materials and lead containing materials are turned in to EA for inspection and signature on Waste Shipment Records prior to leaving the base. EA is the only authorized agency aboard the Combat Center to review and sign all waste shipment records for asbestos containing materials and lead containing materials. Contact Environmental Affairs' Hazardous Waste Management Branch at (760)830-5403 to coordinate.

e. Provision cancelled. Comply with provision (b) above.

4. AUTHORIZED USERS LIST/HAZARDOUS MATERIALS. EA Point of Contact Environmental Planner at (760)830-3746.

a. The Action Sponsor shall ensure that contractors operating aboard the Combat Center for more than 30 days are required to submit an AUL containing a listing of all required hazardous materials for operations. The AUL will be submitted to the AUL Manager for review and approval prior to utilizing the hazardous materials aboard the installation.



b. The Action Sponsor shall ensure that all hazardous materials are included in the work center's AUL and approved by the AUL Working Group prior to utilizing the materials aboard the installation. To add hazardous materials, the Action Sponsor will request an adjustment to its current AUL by submitting an AUL Adjustment Form (NAVMC 11779) to the AUL Manager for review and approval.

c. The Action Sponsor shall procure only enough hazardous materials as required for the completion of the project. The purchase and use of the hazardous material is of a one-time nature and may not be included on the Action Sponsor's AUL or stored for future use. All excess hazardous material will be turned into the Hazardous Material Reutilization Lot located at building numbered 2095 on Rifle Range Road or disposed of as per contract stipulations.

d. The Action Sponsor shall ensure that the fielding plan directs end-users to ensure that toxic/hazardous materials (e.g., Li-ion batteries, etc.) are stored and handled in accordance with federal, state, county, Department of Defense, Department of the Navy, Marine Corps, and Marine Corps Air Ground Combat Center's environmental and natural resources requirements. CCO 5090.5 pertains.

e. The Action Sponsor shall ensure that the fielding plan directs end-users to include all hazardous materials in the unit's AUL. The end-user will request an adjustment to its current AUL by submitting an AUL Adjustment Form (NAVMC 11779) to the AUL Manager for review and approval.

5. CONSTRUCTION. EA Point of Contact RCRA D/I Manager at: (760)830-8361. Additional points of contact are provided below for certain circumstances.

a. The Action Sponsor shall ensure that the Design and Contract Specification facilitate those requirements as set forth in Sections 01572 and 01575N of Southwestern Division's Architect Engineer Guide. The Action Sponsor shall ensure submit all reports/submittals to EA for concurrence. For more information, contact EA at (760)830-7695.

b. The Action Sponsor shall ensure the updated "As Builds" are completed and submitted to Public Works Division for any modifications to utilities, i.e., water/sewer lines.

c. Action Sponsor shall ensure that a dig permit is obtained from Public Works Division prior to trenching operations.

d. The Action Sponsor and contractor shall ensure all construction and/or demolition debris generated from the proposed action is properly segregated to be recycled, beneficially reused on-site, and/or be disposed of in an offsite permitted commercial landfill. If construction and/or demolition debris is to be recycled, contact Marine Corps Air Ground Combat Center's Industrial Recycling Operations Section. EA point of contact at (760)830-5666/5664, or (760)830-8361.

e. To meet Department of Defense Measures of Merit for solid waste recycling, the Action Sponsor and contractor shall divert the following percentage of waste material from landfill facilities:

(1) 50 percent or more non-hazardous solid waste, food, and compostable material; and

(2) 60 percent or more non-hazardous construction and demolition materials, and debris.

f. The Action Sponsor shall ensure the updated "As Builds" are completed and submitted to Public Works Division for any modifications or construction in the interior and exterior of the facility to include utilities, i.e., water, recycled water, sewer lines. These changes shall be incorporated into the geographic information system as applicable.

6. CULTURAL RESOURCES. EA Points of Contact Archaeologist at (760)830-5369 or the Conservation Branch Head at (760)830-5720.

a. Inadvertent Discovery. If archaeological materials, historic materials (e.g., old cans or other debris), or any bone fragments are discovered during implementation of the proposed action, personnel shall halt all work within 50 meters of the discovery until personnel receive guidance from EA cultural resources management program staff directly.

7. DEMOLITION. EA Point of Contact RCRA D/I Manager at (760)830-8361.

a. The Action Sponsor shall submit a Construction and Demolition Plan to the EA' Solid Waste Manager prior to start of work. The Construction and Demolition Plan must be completed to capture the estimated tonnage of potential construction and/or demolition debris that could be generated from the proposed action. The Construction and Demolition Plan template for this requirement is available at EA.

b. The Action Sponsor shall submit a Construction and Demolition Report on the 15th of each quarter (January, April, July, October) to the Solid Waste Manager, EA. The Construction and Demolition Report must be completed to capture the contractor's actual tonnage, cost, and revenue of construction and/or demolition debris that were recycled and/or disposed. The template for this requirement is available at EA.

c. The Action Sponsor shall ensure that unprocessed construction and demolition debris is not stored onsite for more than 30 days without a permit.

d. The Action Sponsor shall ensure that processed construction and demolition debris is not stored on site for more than one year without a permit.

e. Prior to demolition, the Action Sponsor shall coordinate with Public Works Division the staging and processing of the demolition debris. In the event Public Works Division is unable to support, the demolition debris must be transported off-site for beneficial re-use and/or be disposed at a permitted facility.

f. The Action Sponsor shall ensure all demolition debris/material is screened by Explosive Ordnance Disposal Section's unexploded ordnance technician. This certifies that the demolition debris/material has been 100 percent properly inspected or processed by approved means and does not pose an explosive hazard and is safe for recycling or disposal.

8. ENVIRONMENTAL AWARENESS. EA Points of Contact are as follows, Biologist at (760)830-7896, Archaeologist at (760)830-5369, Conservation Branch Head at (760)830-5720, Munitions, EPCRA and CERCLA Manager at (760)830-7722 or the Pollution Prevention Branch Head at (760)830-7695.

a. Environmental Briefing. Prior to entering any training area, all

personnel shall receive a mandatory briefing from EA that covers natural and cultural resources. This training is valid for one year. Contact any point of contact above to schedule.

b. Avoid Restricted Areas / Obtain Current Training Area Maps. Work in Restricted Areas is not authorized (see Appendix L for locations). Vehicles traveling through Restricted Areas must remain on the main supply routes (MSR). The Action Sponsor shall ensure that all personnel entering the TAs to implement the proposed action shall possess, at all times, a current copy of the training area map depicting Restricted Areas. For copy of current map, contact any point of contact above or obtain a map during the Range Safety briefing. For more information, see CCO 3500.4: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/> and Appendix L herein.

c. Avoid Installation Restoration Program Sites. Work in Installation Restoration Program Sites is not authorized (see Appendix M for locations). Avoiding these areas ensures no unpermitted release of hazardous substances.

9. HAZARDOUS MATERIALS AND HAZARDOUS WASTE. EA Point of Contact is the Hazardous Waste Branch Head at (760)830-5403, or (760)830-7244. Additional points of contact are provided below for certain circumstances.

a. The Action Sponsor and contractor shall ensure that petroleum, oils, and lubricants and/or toxic/hazardous materials are stored and handled in accordance with federal, state, county, Department of Defense, Department of the Navy, Marine Corps, and Marine Corps Air Ground Combat Center's environmental and natural resources requirements. CCO 5090.5 pertains. For more information, contact (760)830-7695.

b. The Action Sponsor shall ensure that the contractor provides temporary storage and uses a licensed hauler to have hazardous waste manifested off-base. The Action Sponsor shall also ensure that the contractor coordinates the manifesting of hazardous waste with EA' Hazardous Waste Management Branch.

c. The Action Sponsor shall coordinate the temporary storage and generation of any used hazardous material or hazardous waste with EA' Hazardous Waste Management Branch.

d - o. Provisions cancelled. For cancelled provision j, comply with c above.

p. The Action Sponsor shall ensure that all trucks containing non-hazardous materials are weighed prior to disposal into the base landfill. The Action Sponsor shall ensure the weight tickets are submitted to EA upon completion of the proposed action. For more information, contact (760)830-8361.

q. Action Sponsor shall ensure that no temporary roads are created from the proposed action. The Action Sponsor shall ensure that contractor utilizes existing roadways paved or unpaved. If service roads are necessary, additional National Environmental Policy Act documentation will be required. For more information, contact (760)830-8190.

r - s. Provisions cancelled.

t. The Action Sponsor shall coordinate with EA' Hazardous Waste Management Branch for the temporary storage and/or generation of any used telephone poles

for proper disposal and/or beneficial reuse.

u. Per Senate Bill 14 (Hazardous Waste Source Reduction) and the Combat Center's Source Reduction Plan, the Action Sponsor shall not purchase any new railroad ties for use aboard the installation; however, the reuse of existing inventories is authorized. Railroad ties that are not reused shall be turned into EA' Hazardous Waste Management Section for proper disposal.

10. INSTALLATION RESTORATION SITES & MUNITIONS. EA Points of Contact is the Pollution Prevention Branch Head at (760)830-7695. Additional points of contact are provided below for certain circumstances.

a. Construction Activities / Actions in Ranges or Training Areas. The proposed project site may be on an inactive or active military range. The Action Sponsor shall ensure that construction, repair, and/or maintenance personnel receive initial unexploded ordnance and dud briefing by the installation's Explosive Ordnance Disposal Section prior to construction activities or other actions in ranges or training areas. If any munitions and explosives of concern are discovered, the Action Sponsor shall ensure activities are ceased and the Explosive Ordnance Disposal Section is notified. The Explosive Ordnance Disposal Section's point of contact is (760)830-6045 or (760)401-5841. Alternatively, contact the Provost Marshall's Office (760)830-6800 (available 24 hours a day). If at Mainside, always contact the Provost Marshall's Office.

b. Cancelled. Comply with provision a.

c. Cancelled. Comply with provision a.

d. Comprehensive Environmental Response Compensation and Liability Act (CERCLA). All activities and construction aboard the Combat Center need to comply with the DoD's Environmental Restoration Program, especially Land Use Controls for specific sites (see Appendix M for a map of MCAGCC's active sites). The purpose of the Environmental Restoration Program (ERP) is to investigate and clean up hazardous substances or munitions that may pose a risk to human health or the environment. MCAGCC's ER Program identifies and cleans-up areas where past practices impacted the environment. It includes two main programs. The Installation Restoration (IR) Program addresses past chemical releases on sites located on active Marine Corps installations. The Munitions Response (MR) Program addresses explosive safety with munitions and explosives of concern and chemical contamination hazards from the past use of military munitions on Marine Corps property. Part of the environmental restoration process is to assess if there is the potential for harmful effects to people, animals, or plants from the onsite contamination. Sampling is conducted to evaluate any impacts to groundwater, soil, and surface water.

11. NATURAL RESOURCES. EA Point of Contacts are Ecologist at (760) 830-5719, Biologist at (760)830-7896, or the Conservation Branch Head at (760)830-5720. Additional points of contact are provided below for certain circumstances.

a. Authorized Biologist. The Action Sponsor shall be responsible for the cost and employment of an Authorized Biologist, approved by EA, so the Combat Center complies with the Endangered Species Act. A list of Authorized Biologists can be provided upon request. The Authorized Biologist must complete a clearance survey no earlier than 48 hours before work starts and be present during all work, at all times. An authorized biologist can oversee installation of tortoise exclusion fence around the project footprint, completing a clearance survey within the fenced area, and perform periodic checks of the fence (e.g., weekly, or monthly) until the project is completed.

b. Desert Tortoise Vehicle Check. All personnel operating vehicles in the TAs will inspect underneath parked vehicles, including behind tires, prior to moving the vehicle. If a desert tortoise is beneath the vehicle, contact Range Control (BEARMAT) at (760)830-6535 or EA at (760)830-7896 or (760)830-5720, to remove the animal from harm's way.

c. Wildlife Inspection. EA will inspect the project area for desert tortoise and migratory birds at least 48 hours before work starts. Schedule inspection in advance (contacts above).

d. Wildlife Avoidance. All wildlife is protected by California Law. Personnel shall not handle, harm, or provide assistance to wildlife, including birds, their nests, eggs or parts. If personnel encounter wildlife needing assistance in the TAs, contact Range Control (call sign "BEARMAT"): (760)830-6535. If personnel encounter wildlife needing assistance in Mainside, contact the Provost Marshall Office: (760)830-6800.

e. Raven Management. Anti-perching devices shall be installed on any new pole installed, or pole replaced or repaired within the proposed action.

f. General Best Management Practices

(1) Holes and trenches shall be temporarily fenced or covered overnight and when left unattended.

(2) Water, food, and trash waste shall be secured sufficient to prevent access by ravens and coyotes. Any trash receptacles used outside for extended stays should have a latching lid.

(3) Pets are not permitted in the training area.

12. PESTICIDE/HERBICIDE. EA Point of Contact is the RCRA D/I Manager at (760)830-8361. Additional points of contact are provided below for certain circumstances.

a. The Action Sponsor shall ensure that all pesticide/herbicide application be approved, and usage be provided to Public Works Division's Installation Pest Management Coordinator at (760)830-6650.

b. Application of pesticides, herbicides and insecticides is limited to developed areas (e.g., building, structure, lawns, etc.) and may not be used outside of the built environment (e.g., habitat that may support desert tortoise) unless NEPA coverage exists for the proposed action. The Action Sponsor or Public Works Division's Installation Pest Management Coordinator shall submit a Request for Environmental Impact Review prior to any proposed use outside the built environment. For instructions, see Chapter 8 of this Manual. For more information, contact the NEPA Manager at (760)830-8190.

13. SOLID WASTE. EA Point of Contact is the RCRA D/I Manager at (760)830-8361.

a. The Action Sponsor and contractor shall ensure that all green material/yard trimmings generated from the proposed action are properly segregated from the solid waste stream and sized no greater than 4 feet in length and 10 inches in width/diameter. All green material/yard trimmings must be properly disposed of within 30 days of generation to prevent propagation, harborage, or attraction of vectors, or the creation of nuisances.

14. SPILL RELEASES AND ABATEMENT. EA Point of Contact is the Abatement Chief at (760)401-9841 or the Hazardous Waste Branch Head at (760)481-4710.

a. The Action Sponsor shall ensure that all unpermitted hazardous substances released into the environment are reported to the EA Division's Abatement Section. EA' Abatement Chief: (760) 401-9841; can be reached 24 hours a day. All documentation regarding spill releases and notifications will be conducted by the EA' Abatement Section. The Action Sponsor shall ensure that the contractor does not make any notifications to external agencies.

b. Provision cancelled.

c. The Action Sponsor shall ensure spill kits are readily available prior to repairs of tactical equipment that involves the removal of equipment's power pack/train and/or draining or refilling of equipment's petroleum, oils, and lubricants.

d. The Action Sponsor shall ensure that an impermeable tarp that is large enough to cover the entire work area is used to contain any drips or release of petroleum, oils, and lubricants and/or hazardous waste during the repairs of tactical equipment.

e. All equipment within the contractor laydown site that are known to have leaks must have an impermeable barrier or drip pan place beneath it. All captured POL's and leaks that contact the ground must be cleaned up daily.

15. SUSTAINABILITY. EA Point of Contact is the Pollution Prevention Branch Head at (760)830-7695. Additional points of contact are provided below for certain circumstances.

a. The Action Sponsor shall make every effort to meet and/or exceed mandates set forth in Executive Order 14057, Energy Independence and Security Act 07, Energy Policy Act 05, Department of Defense Strategic Sustainability Plan, and Marine Corps Air Ground Combat Center's Installation Sustainability Action Plan/Performance Plan.

b. The Action Sponsor shall ensure that appropriate receptacles are provided at each event to capture the proper disposal of all types of recyclable and non-recyclable solid waste.

c. Per Senate Bill 14 (Hazardous Waste Source Reduction) and the Combat Center's Source Reduction Plan, the Action Sponsor shall not purchase any new railroad ties for use aboard the installation; however, the reuse of existing inventories is authorized. Railroad ties that are not reused shall be turned into EA' Hazardous Waste Management Section for proper disposal. For more information, contact (760)830-5403.

d. To meet Department of Defense Measures of Merit for solid waste recycling, the Action Sponsor shall ensure that facilities alternative food waste disposal system, i.e., Organic Waste System/Food Digester, Somat, Orca and/or Dehydration Unit are utilized and maintained.

e. Action Sponsor shall ensure the use of alternative methods and/or contract mechanisms for proper disposal of dirty/brown grease.

f. To meet Department of Defense Measures of Merit for solid waste recycling, the Action Sponsor shall capture and submit pounds/tonnage of recycled and/or diverted food waste generated by an alternative food waste disposal system i.e., Organic Waste System/Food Digester, Somat, Orca and/or

Dehydration Unit. Action Sponsor shall submit the captured data by the 15th of each month to EA' Solid Waste Manager. For more information, contact (760)830-8361.

16. UNDERGROUND STORAGE TANKS. EA Point of Contact the Tank Manager at (760)830-8361. The Action Sponsor shall adhere to all existing facility permit conditions.

17. WATER RESOURCES. EA Point of Contact the Water Resource Manager at (760)830-7883. Additional points of contact are provided below for certain circumstances.

a. The Action Sponsor and/or contractor shall ensure any use of Combat Center water supply is protected with a properly certified backflow preventer (double check or reduced pressure). The Combat Center no longer approves the use of vehicle air gap(s). California Code of Regulations Title 17, Chapter 5, Article 2 Section 7605 outlines backflow testing and usage requirements.

b. The Action Sponsor and/or contractor shall ensure the proposed action is in accordance with the Combat Center Installation Sustainability Action Plan and all federal and state Executive Orders for water conservation.

c. The Action Sponsor and/or contractor shall ensure that all backflows are tested per California Code of Regulations Title 17, Chapter 5, Article 2, Section 7605 and the results are reported to EA Water Resources Manager and Public Works Cross Connection Control Manager prior to being placed into service. Contact both the Water Resource Manager at (760)830-7883 and the Public Works point of contact at (760)830-8812.

d. The Action Sponsor and/or contractor shall ensure the Public Works Cross Connection Control Manager provides written approval (survey) prior to the removal of any backflow devices. Contact both the Water Resource Manager (760)830-7883 (information above) and the Public Works point of contact at (760)830-8812.

e. The Action Sponsor and/or contractor shall ensure any backflow devices installed, tested or removed are reported to the Public Works Cross Connection Control Manager for addition and/or updated to the Combat Center's inventory. Information reported shall include location, make, model number, size, and serial number. All backflow installations shall comply with California Code of Regulations Title 17, Chapter 5 and Combat Center Cross Connection Control Plan. Contact both the Water Resource Manager at (760)830-7883 (information above) and the Public Works point of contact at (760)830-8812.

f. The Action Sponsor and/or contractor shall ensure portable toilets are not placed within 20 feet of any storm channel, storm channel inlet, or natural wash and portable toilets are staked or tied down to prevent spillage.

g. The Action Sponsor and/or contractor shall ensure all paints, solvents, and equipment used in painting are handled/disposed of properly and are not washed out on the ground.

h. The Action Sponsor and/or contractor shall ensure all storm water and non-stormwater runoff from construction site(s) are clear of any contaminants and controlled/released to proper storm water channels. Combat Center Storm Water Management Plan Best Management Practices will be followed.

i. The Action Sponsor and/or contractor shall ensure concrete washout containment is in place and used. Concrete washout containment shall not leak.

All dried concrete washout material shall be disposed of properly. Concrete washouts will not be dug into the ground; washouts will be at/above grade.

j. The Action Sponsor an/or contractor shall ensure that complete disinfection/bacteriological sampling is conducted. California Code of Regulation Title 22, Chapter 15, Article 3, Section 64421(b) and California Code of Regulations Title 22, Chapter 15, Article 5, Section 64580 applies. A copy of the bacteriological sampling results shall be submitted to EA Water Resources Manager for review and approval prior to the line being placed into service.

k. The Action Sponsor and/or contractor shall ensure that a certified distribution operator is present during the entire disinfection process, per California Code of Regulations Title 22, Chapter 13, Article 2, Section 63770(b). This includes the complete disinfection process in full compliance with California Code of Regulation Title 22, Chapter 15, Article 3, Section 64421(b) and California Code of Regulations Title 22, Chapter 15, Article 5, Section 64580.

l. The Action Sponsor and/or contractor shall ensure any newly installed distribution reservoir or distribution reservoir that has been taken out of service for repair or inspection shall be disinfected and sampled for bacteriological quality in accordance with California Code of Regulation Title 22, Chapter 15, Article 5, Section 64582. A copy of bacteriological sampling results shall be submitted to EA Water Resources Manager for review and approval prior to the reservoir being placed into service.

m. The Action Sponsor and/or contractor shall ensure the updated "As Builds" are completed and submitted to Public Works Division for any modifications to utilities, i.e., water, recycled water, sewer lines. These changes shall be incorporated into the geographic information system as applicable.

n. The Action Sponsor and/or contractor shall ensure all new construction, major renovation, repair, and alterations of buildings include the installation of new water saving fixtures (faucets, urinals, toilets, and showers). Executive Order 13693 and CCO 5090.1 apply. The Action Sponsor shall ensure new fixtures installed meet the following gallons per minute and gallons per flush standards:

(1) Bathroom faucets will not have a flowrate exceeding 1.0 gallons per minute.

(2) Kitchen faucets will not have a flowrate exceeding 1.5 gallons per minute.

(3) Urinals will not utilize more than .5 gallons per flush.

(4) Toilets will not utilize more than 1.28 gallon per flush.

(5) Shower heads will not have a flowrate exceeding 2.0 gallons per minute.

o. The Action Sponsor and/or contractor shall ensure water mains are constructed in accordance with the California Code of Regulations Title 22, Chapter 16, Article 4, Section 64572. Specifically, maintaining a 10-foot horizontal separation from sewage lines.

p. The Action Sponsor and/or contractor shall ensure all valve exercise



and replacement is accomplished in accordance with American Water Works Association and other requirements as applicable.

q. The Action Sponsor shall ensure that the contractor provides EA Water Resources Manager with a monthly status report of valve exercise program, number of valves exercised, number repairs, number damaged, and non-operable.

r. The Action Sponsor and/or contractor shall ensure plant material or seed used is drought tolerant and irrigation is conducted with a water wise approach and in accordance with CCO 5090.1.

s. The Action Sponsor and/or contractor shall ensure any flowing or flushing of fire hydrants is performed with the use of a diffuser to reduce erosion of surrounding soils and flushing is conducted with water conservation in mind.

t. The Action Sponsor and/or contractor shall ensure any new or repaired well, or a well that has been out of operation for more than three months are sampled for bacteriological quality prior to use in accordance with California Code of Regulation Title 22, Article 5, Section 64583. A copy of bacteriological sampling results shall be submitted to EA Water Resources Manager for review and approval prior to the well-being placed into service.

u. The Action Sponsor and/or contractor shall adhere to the Combat Center Environmental Protection Information Manual (CCO 5090.1) and guidance provided by EA Water Resources Manager in dealing with operations that require disposal of "Gray Water or Black Water."

v. The Action Sponsor and/or contractor shall ensure the location (Universal Transverse Mercator coordinate system and building number), size, depth and other pertinent information related to the installation or removal of a septic tank is provided to EA Water Resources Manager. Per Underground Injection Control Program, California Code of Regulations Chapter 40 Part 144-148.

w. The Action Sponsor and/or contractor shall ensure water and wastewater storage tanks associated with shower/laundry operations are clearly labeled to prevent cross contamination.

x. The Action Sponsor and/or contractor shall ensure there is no discharge to land. All water is to be returned to the source, Ocotillo Ponds. The treated water will not be consumed.

y. The Action Sponsor and/or contractor shall ensure no rinsing/washing of material containing Chromium-3 (trivalent chromium) down the drain or onto the ground will occur. Any product containing Chromium-3 coming into contact with water (rinse water) requires all materials to be captured/contained and disposed of as hazardous waste.

z. The Action Sponsor and/or contractor shall ensure non-potable water is used for fugitive dust mitigation, porta john maintenance, and construction activities for all projects located at MCAGCC. The Action Sponsor shall coordinate with EA Water Resources Manager to obtain access to the Combat Center's non-potable water source. If EA determines non-potable water is not available, the Action Sponsor will be allowed to use potable water (with additional requirements).

aa. The Action Sponsor and/or contractor shall ensure all galley/kitchen sinks and floor drains are connected to an exterior, in ground grease

interceptor. The grease interceptor will then connect to the Sanitary Sewer System. The Action Sponsor and contractor shall ensure grease interceptors are pumped and maintained to prevent pass through of grease and oils Combat Center Environmental Protection Manual. CCO 5090.1 applies.

ab. The Action Sponsor and/or contractor shall ensure requirements outlined in the Combat Center Environmental Protection Manual, and CCO 5090.1 are adhered to when using Expeditionary Field Kitchens aboard the Combat Center.

ac. The Action Sponsor and/or contractor shall ensure Aqueous Film-Forming Foam testing only takes place at the flight line wash rack. No more than three (3) testing events per day will be conducted. EA Water Resources Manager shall be notified should the training requirements for this action change.

ad. The Action Sponsor an/or contractor shall seek EA Water Resources Manager approval prior to the application of polymers for dust suppression.

ae. The Action Sponsor and/or contractor shall ensure any project disturbing one or more acres of soil submits a Storm Water Pollution Prevention Plan in accordance with the Combat Center Storm Water Management Plan. For projects disturbing less than one acre of soil, the Action Sponsor shall ensure that the contractor submits an Erosion Control Plan in accordance with the Combat Center Storm Water Management Plan. The Action Sponsor and contractor shall ensure Storm Water Management Plans and Erosion Control Plans are submitted to EA Water Resources Manager for review 21 days prior to the commencement of work. EA is solely responsible for review, providing comments, and approval of Storm Water Pollution Prevention Plans and Erosion Control Plans. The Action Sponsor and contractor shall ensure work does not commence until the Storm Water Pollution Prevention Plan or Erosion Control Plan has been approved by EA.

af. The Action Sponsor and/or contractor shall ensure all stockpiled materials have dust control (covered, hydro seeded etc.) that prevents runoff in the event of over watering or storm event.

ag. The Action Sponsor and/or contractor shall ensure the reuse of decon water for dust control is only used on the contaminated stockpile and as long as the stockpile is lined, bermed and there is no runoff.

ah. The Action Sponsor and contractor shall ensure that all runoff is directed to existing storm water channels.

ai. The Action Sponsor and/or contractor shall submit electronically, each scope of work associated with the proposed action to EA Water Resources Manager for review and approval. This review and approval process is required prior to any scopes of work associated with this proposed action being submitted to Facility Engineering and Acquisition Division for execution. EA Water Resources Manager will make the final determination of water resource legislative mandates that will apply to each specific project.

aj. The Action Sponsor and/or contractor shall ensure that Facility Engineering and Acquisition Division does not execute any projects associated with this proposed action without written consent from EA Water Resources Manager.

ak. The Action Sponsor and/or contractor shall ensure no water, waste `stream, or other materials are discharged into storm channels without written pre-approval from the EA Water Resources Manager.

al. The Action Sponsor and/or contractor shall ensure that Facility Engineering and Acquisition Division does not close any projects that have stormwater requirements or permits without written consent from EA Water Resources Manager.

am. In accordance with Unified Facilities Criteria Code 3-10-10N, Section 2-2.2 Maximum Extent Technically Feasible, the following Low Impact Development exemptions apply:

(1) Site has high groundwater table, underground facilities, or utilities.

(2) Soil infiltration capacity is limited.

(3) Site is too small to infiltrate significant volume.

(4) Non-potable water demand (irrigation, toilets, wash-water, etc.) is too small to warrant water harvesting and reuse system; and

(5) These exemptions prohibit the use and implementation of Low Impact Development at this site.

an. The Action Sponsor and/or contractor shall adhere to installation's policies on irrigation and water conservation measures. The Action Sponsor and contractor shall ensure the project adheres to CCO 5090.1.

ao. The Action Sponsor and/or contractor shall take every measure possible to ensure recycled or non-potable water is used for irrigation of the area associated with this proposed action.

ap. The Action Sponsor and/or contractor shall ensure that the contractor ensures hose bib vacuum breakers are installed at all hose bib connections.

aq. The Action Sponsor and/or contractor shall submit a request to EA Water Resources Manager for the development/installation of any non-potable water wells. EA is responsible for obtaining state approval once request is submitted. The Action Sponsor and contractor shall not proceed without written approval from EA.

ar. The Action Sponsor and/or contractor shall ensure compliance with Title 17 California Code of Regulations §116815 (a). All pipes installed above or below the ground, on and after June 1, 1993, that are designed to carry recycled water, shall be colored purple or distinctively wrapped with purple tape. This requirement includes all irrigation lines, sprinkler heads, valve boxes, caps/covers, hoses, and quick connections.

as. The Action Sponsor and/or contractor shall ensure proper signage is placed indicating the use of recycled water. The sign will be in conformance with Title 22 California Code of Regulations Article 4 §60310 (g) which requires the following: all use areas where recycled water is used that are accessible to the public shall be posted with signs that are visible to the public, in a size no less than 4 inches high by 8 inches wide, that include the following wording: "RECYCLED WATER - DO NOT DRINK." Each sign shall display an international symbol similar to that shown in Title 22 California Code of Regulations Article 4 figure 60310-A.

at. The Action Sponsor and/or contractor shall ensure compliance with Title 22 California Code of Regulations Article 4 §60310 (i) which requires:

the portions of the recycled water piping system that are in areas subject to access by the general public shall not include any hose bibs. Only quick couplers that differ from those used on the potable water system shall be used on the portions of the recycled water piping system in areas subject to public access.

au. As part of the United States Marine Corps Range Sustainment Program, a baseline Range Environmental Vulnerability Assessment was conducted at Marine Corps Air Ground Combat Center Twentynine Palms and the assessment was completed in 2008. The baseline Range Environmental Vulnerability Assessment assessed the current and historical range use to determine if there was a potential for munitions constituents from the current operational ranges to migrate off-range and cause an unacceptable risk to human health and/or the environment. The baseline Range Environmental Vulnerability Assessment process developed munitions constituents loading rates for historical use areas and current operating ranges. The primary migration pathways assessed under the Range Environmental Vulnerability Assessment process were surface water and groundwater transport. The baseline assessment found that there was limited option for munitions constituents to migrate off-range at concentrations greater than regulatory levels or Department of Defense Range Munitions Use Subcommittee screening values.

av. As part of the on-going Marine Corps Range Sustainment Program, the baseline Range Environmental Vulnerability Assessment will be reviewed every five years after the baseline assessment was completed, or when a substantial change to the range operations occurs. During the five-year review, the munitions constituents loading rates, surface water and groundwater migration pathways will be re-evaluated to determine if there is a potential for munitions constituents to migrate to off-site areas and pose an unacceptable risk to human health and/or the environment.

aw. Food Trucks. Permanent food truck is defined as one that resides on base and services on base only. Visiting food truck is defined as one the travels on base from off base for an event.

(1) Visiting food trucks are not permitted to perform cleaning, washing, dumping activities at MCAGCC.

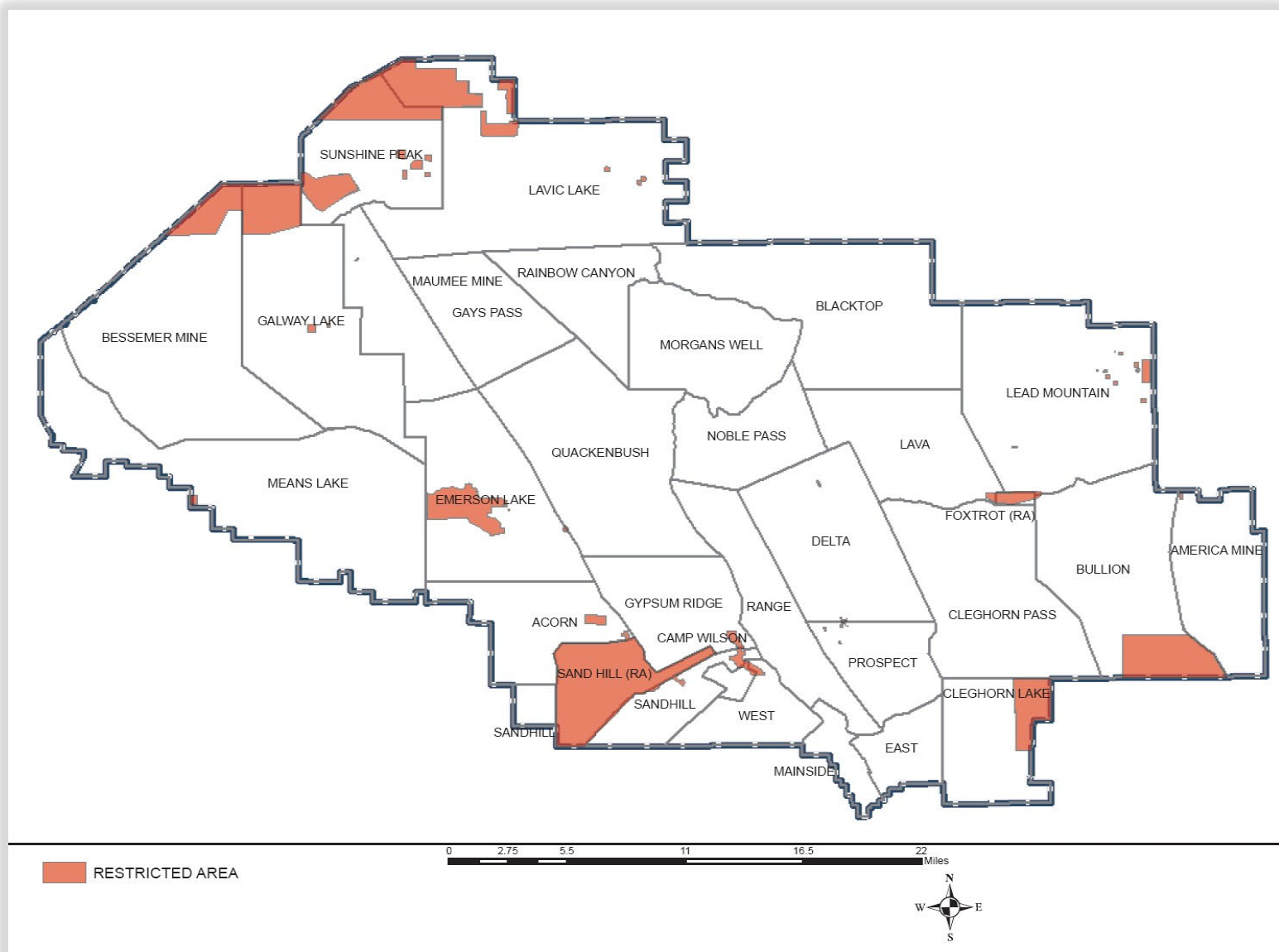
(2) "Washing out" the inside of any food truck is not allowed. Washing inside (permanent) food trucks is conducted in a manner similar to cleaning the kitchen of a fixed establishment.

(3) No washing the outside of any food truck is permitted in parking lots. Washing the outside of (permanent) food trucks on base is only permitted at MCCA carwash (same as other vehicles).

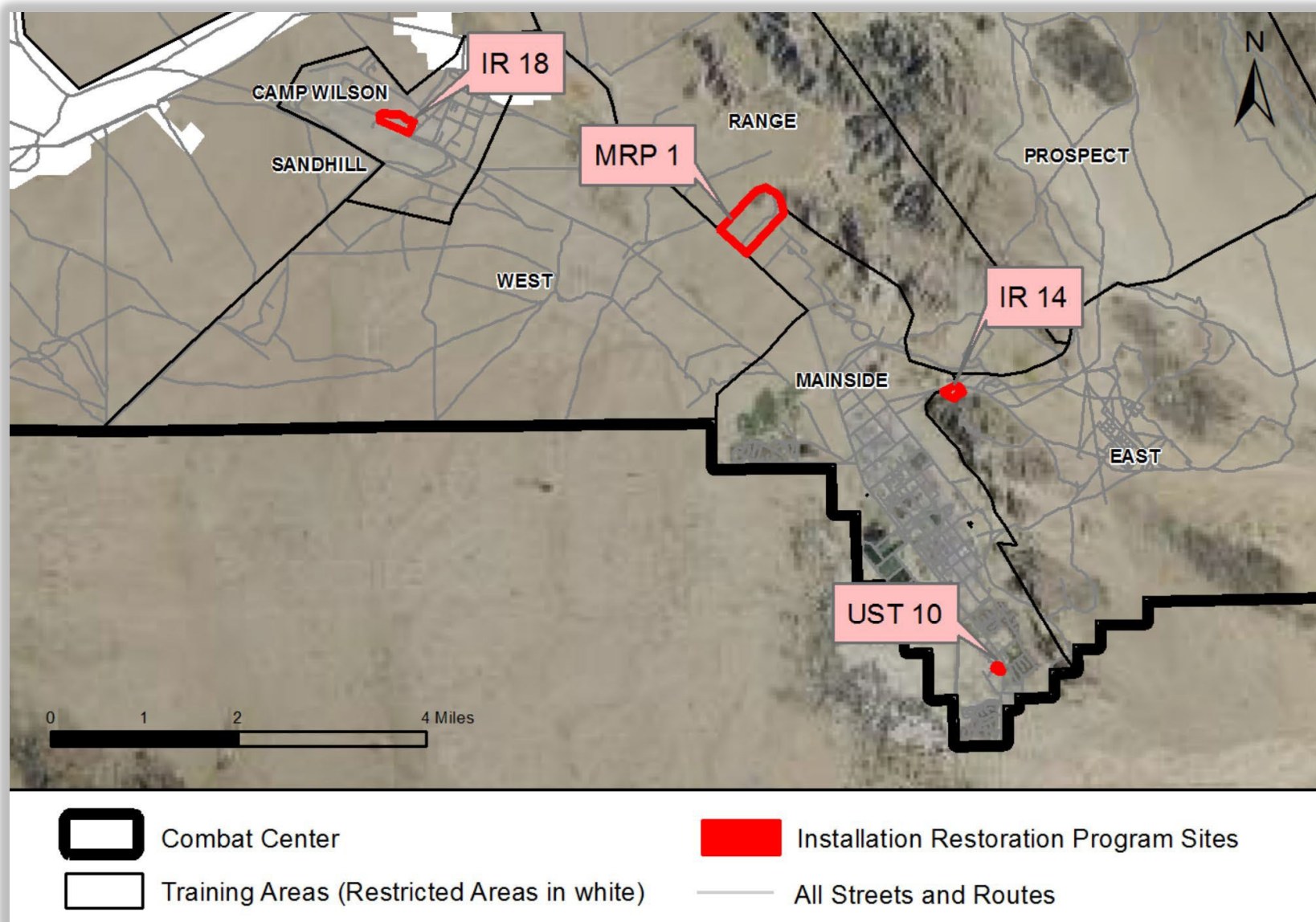
(4) All food truck water tanks (potable, black or gray water) are currently being dumped off base. Any dumping of food truck tanks on base will require a properly constructed and designated dump station.

(5) Food truck activities are required to adhere to all identified environmental requirements. EA compliance will continue to monitor to ensure operations are in accordance with these requirements.

## APPENDIX L - RESTRICTED AREAS



## APPENDIX M – INSTALLATION RESTORATION PROGRAM SITES



## APPENDIX N – MAGTFTC REQUEST FOR ENVIRONMENTAL IMPACT REVIEW

### PLEASE FILL OUT AND ATTACH IN NEPA PAMS

<https://nepapams.usmc.mil/> or <https://nepapams.usmc.mil/default.aspx?>

### MAGTFTC Request for Environmental Impact Review (REIR)

PROJECT TITLE					
PROJECT TYPE (Check all that apply)					
	Repair (Existing Facilities, Infrastructure or Systems)		New Construction (Developed Area)		
	Renovation / Alteration (Existing Facilities, Infrastructure or Systems)		New Construction (Undeveloped Area)		
	Demolition (Existing Facilities, Infrastructure or Systems)		Real Estate Transaction		
	Training		Other: _____		
	External Land or Interests				
PROJECT AREA (Explain areas affected and attach maps)					
Training Area Name(s)		Work locations			
*Is a Restricted Area or Installation Restoration Program site affected?		Staging area locations			
		Ground Disturbance locations			
Total Size of Project Area (all locations above)					
* = see EP Instruction Manual: <a href="https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/">https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/</a> (under "Environmental Orders").					
SUMMARY OF ISSUE / OPPORTUNITY (Attach Illustrations)					
SUMMARY OF PROPOSED WORK					
Main Aspects of Work and Methods					
Incidental Work					
Uncertainties					
ENVIRONMENTAL COMPLIANCE, PERMITTING, AND CONSULTATION CONSIDERATIONS					
Does work involve or affect any water system *or* its components? If yes, explain and attach scope of work or design drawings.	<u>Drinking Water System</u> (e.g., wells, water tanks, treatment, and distribution lines)	<u>Waste Water System</u> (e.g., collection system, lift stations, OWS, treatment plant)	<u>Recycled Water System</u> (e.g., storage tank, ponds, distribution lines)		
Does work involve or affect any AST or UST? If yes, explain and attach scope of work or design drawings.	Tank Contents		Tank or Building #		
Would work involve new equipment or repair/modifications to exiting equipment supporting any of the following operations: parts cleaning, paint booths, welding, woodworking, open burning, refrigeration and air conditioning, or refrigerant recovery or recycling? If yes, explain.					
Would work involve any of the following emission-generating equipment? If yes, fill in relevant data.	Modification/Repair, New Addition, or Removal?	Quantity	Fuel Type	Size (e.g., gallons, horsepower, MMBTU/hour)	Temporary or Permanent?
Boilers					
Storage Tanks					
Generators					
Emergency Generators					



*Would work involve these phases? If yes, fill in entire column/white cells.	Construction	Demolition	Site Prep	Grading	Trenching	Paving AsphaltConcrete		Architectural Coatings
Building Square Footage								
Area Affected (e.g., ground disturbance, paving, and painting) (acre or ft <sup>2</sup> )								
Depth (feet)								
Phase Duration (# days/weeks)								
Additional Details/Comments								

\* = Construction & Demolition: any foundation, structure, or buildings. Site Prep: clearing vegetation or debris. Grading: cut and fill of land.

Would work involve use, storage or disposal of any chemicals (e.g. pesticide), solvents, degreasers, vapor producing materials, petroleum-oil-lubricants, fuel, or other toxic or hazardous materials? If yes, explain and attach Safety Data Sheets.	
Would work generate *solid* or *hazardous waste* for disposal, or water discharge? If yes, explain waste stream and estimate quantities.	

For work involving buildings (e.g., demolition and renovations), fill in open cells and attach supporting documentation.	Building Number(s) & Date Constructed	Is there proof that the work area is free of lead or asbestos containing materials, or proof of a prior abatement action?

Schedule / Implementation	
Anticipate Contract Award Date	
Contract/SOW, Contract/Design-Build, or In-House?	
Anticipated Project Start Date	
Duration of Project	

POINTS OF CONTACT					
Proponent		Planner		Engineer	
Phone		Phone		Phone	
Email		Email		Email	

(Environmental Affairs / April 25, 2023)



## APPENDIX O – ENVIRONMENTAL MANAGEMENT PROCEDURES

---

For each of the 17 Marine Corps EMS elements, there is a corresponding EMP. Each EMP includes the following information: purpose, discussion, and roles and responsibilities.

The EMPs may change with MCAGCC's mission, environmental requirements, or EMS improvements and are subject to document control procedures specified in EMP-09 Document Control, EMP-12 Monitoring and Measurement, and EMP-15 Records Control. **Table 1** lists the EMS element and the associated EMP.

**Table 1 EMS Element and Associated EMPs**

Component	EMP	Title
Policy	01	Environmental Policy
Planning	02	Practices, Aspects, Impacts, and Risk Prioritization
	03	Legal and Other Requirements
	04	Objectives, Targets, and Actions to Improve Performance
Implementation	05	Roles, Responsibilities and Resources
	06	Competence, Training, and Awareness
	07	Communication
	08	EMS Documentation
	09	Document Control
	10	Operational Control of Practices
	11	Emergency Preparedness and Response
Checking and Preventative or Corrective Action	12	Monitoring and Measurement
	13	Compliance Evaluation
	14	Problem Solving
	15	Records Control
	16	EMS Audit
Management Review	17	Management Review

## **EMP-01: Environmental Policy**

### **1.1 Purpose**

EMP-01 describes how to manage and maintain the MCAGCC Commanding General's (CG) Environmental Policy Statement.

### **1.2 Discussion**

The Installation Environmental Policy shall:

- Be documented and signed by the current installation CG/CO.
- Reflect the vision of the Marine Corps EMS to sustain and enhance mission readiness and shall provide access to training environments through effective and efficient environmental management.
- Be communicated to installation personnel and made available to the public upon request.
- Be **reviewed at least annually and updated, as needed**, to ensure that it remains appropriate to the installation's activities and mission. The annual review is documented in the Management Review meeting minutes.
- Be implemented by the installation.
- Commit to:
  - Compliance with relevant environmental legislation, regulations, and policies.
  - Pollution Prevention (P2).
  - The conservation of natural and cultural resources.
  - The cleanup of contaminated sites.
  - Minimizing risks to the Mission.
  - Continual improvement of the EMS.

### **1.3 Actions and Responsibilities**

The table below lists the roles and responsibilities associated with the MCAGCC Commanding General's (CG) Environmental Policy Statement.

<b>Area of Responsibility</b>	<b>Responsibilities</b>
Commanding General	- Annually publish the installation environmental policy statement.
EMS Team	- Annually review Environmental Policy Statement.
EA Program Managers	- Draft installation environmental policy statement. - Review and update as required. - Ensure the installation implements into policy all CMC white letters. - Ensure current environmental policy statement is disseminated to all personnel aboard MCAGCC.
Activity/Unit/Tenant Commanders	- Post the environmental policy statement in work centers. - Ensure the environmental policy statement is integrated at the practice level.
Practice Owners	- Read, understand, and employ the environmental policy statement to each area of responsibility prior to carrying out any practices.
All personnel and patrons aboard MCAGCC	- Read, understand, and comply with the environmental policy statement while aboard MCAGCC.

## **EMP-02: Practices, Aspects, Impacts and Risk Prioritization**

### **2.1 Purpose**

EMP-02 describes how to identify practices associated with military training and operations that can affect key environmental resources aboard the installation. The procedure instructs personnel on how to analyze practices to determine and prioritize the associated aspects and impacts. MCAGCC utilizes the list of practices found in MCO 50902, Volume 2, Chapter 3, Table 3-1 as a baseline.

### **2.2 Discussion**

The MCAGCC EA Department conducts an annual review of the MCAGCC practices that are potentially harmful to the environment. This review is done by auditing tenant units and permanent personnel. Additionally, practice owners are required to report new or revised practices to the appropriate environmental Program Managers as well as the EMS Coordinator. The environmental Media Program Managers identify the environmental aspects and impacts for practices for each of their respective areas that have the potential to affect the environment. All practices with environmental impacts are stored in the Aspect Ranking Spreadsheet maintained by the EMS Coordinator, or in the Marine Corps provided IT System. These practices and impacts are reviewed annually by the EMS Committee. MCAGCC uses an installation specific aspect ranking risk-based calculation to identify high risk practices on the installation. The EA Department then implements controls to minimize and mitigate risk. If such controls are warranted, environmental media Program Managers will develop and publish Environmental Standard Operating Procedures (ESOPs). The Practice Aspect Inventory (PAI) and risk assessment factors are also considered when the installation develops the EMS objectives and targets.

Practice Ranking Assessment:

The environmental media Program Managers use the Aspect Ranking Spreadsheet to arbitrarily assign risk numbers to each practice. The spreadsheet then determines the overall risk score associated with each practice. The spreadsheet utilizes the algorithm from the Legacy Marine Corps EMS Software. This algorithm is based on the following:

1. Environmental risk
2. Regulatory risk
3. Public perception
4. Risk to health and safety
5. Practice likelihood or frequency (the number of findings associated with the practice)
6. Risk to the Mission

Risk scores are based upon the following factors:

- **Environmental Risk** - How harmful is the activity on the environment or what are the wastes streams?
- **Regulatory Risk** - Is the activity controlled or monitored closely by regulators?
- **Public Perception** - Does the public/media consider this a big risk or issue?

- **Risk to Health and Safety** - How harmful is this activity to personnel on the installation?
- **Practice Frequency** - How many findings are associated with the practice?
- **Mission Risk** - How crucial to the Mission is the practice, can it be replaced?

The associated risk is an aggregate score of the practices aspects to determine practices with the highest risk. Based on local conditions and practice controls, the Environmental Assurance Department can subjectively weight factors to affect overall ranking. Significant practices are those with the highest scores. In addition, any practice associated with a Notice of Violation will be considered significant. The Environmental Assurance department develops environmental objectives and targets to address the significant aspects.

### 2.3 Actions and Responsibilities

Area of Responsibility	Responsibilities
EMS Team	<ul style="list-style-type: none"> <li>- Develops and revises MCAGCC's PAIs.</li> <li>- Conducts risk analysis for all PAIs in the inventory.</li> <li>- Review list of current practices and evaluate all new practices.</li> </ul>
EMS Coordinator	<ul style="list-style-type: none"> <li>- Ensure the PAI list is reviewed annually.</li> <li>- Maintain a current list of PAIs performed aboard MCAGCC.</li> </ul>
EA Program Managers	<ul style="list-style-type: none"> <li>- Support the EMS coordinator for risk assessment decisions.</li> <li>- Support the EMS coordinator in the development and review of PAIs.</li> <li>- Provide input for risk scoring and risk ranking data.</li> <li>- Participate in PAI and risk assessment process.</li> </ul>
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"> <li>- Report all practices and/or practice changes to the EA.</li> <li>- Contribute to the risk assessment process and the implementation of SOPs intended for risk mitigation.</li> </ul>
ECCs	<ul style="list-style-type: none"> <li>- Continually validate the practice inventory as it pertains to ECC's command, activity, or organization.</li> <li>- Provide information to EA on plans for new practices or modifications to existing practices.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Provide information to ECCs on plans for new practices or modifications to existing practices.</li> <li>- Be aware of practices that receive high risk prioritization scores.</li> </ul>

## **EMP-03: Legal and Other Environmental Requirements**

### **3.1 Purpose**

EMP-03 describes how MCAGCC identifies and communicates applicable legal and other environmental requirements.

### **3.2 Discussion**

All personnel operating on MCAGCC must understand and comply with the environmental requirements applicable to their jobs.

As required, Marine Corps West Coast Regional Environmental Coordinator (WREC), Western Area Counsel Office (WACO), and HQMC environmental personnel help the EA Division staff identify new, changing, and emerging environmental requirements. MCAGCC environmental staff must supplement this effort through:

- Communication with environmental peers across the Region
- The media program managers providing written communication with local environmental regulators
- Attendance at environmental conferences and seminars
- Regulatory review periodicals (paper and electronic media)
- Referencing RegScan (a regulatory data system that contains federal and state regulations, TEAM Guide, and State Regulatory Supplements)
- The media program managers checking the U.S. Environmental Protection Agency Federal Register notices
- Regularly reviewing Web-based regulatory services, such as:
  - Federal Register and Code of Federal Regulations  
<http://www.gpo.gov/fdsys/>
  - Federal Facilities Environmental Stewardship & Compliance Assistance Center <http://www.fedcenter.gov/>
  - Defense Environmental Network and Information Exchange  
<https://www.denix.osd.mil/>

MCAGCC environmental personnel disseminates applicable environmental requirements to the appropriate installation personnel through Standard Operating Procedures (SOPs). The SOPs are updated by the environmental media program managers, as necessary, to reflect current federal, state, local, Department of Defense (DoD), Department of Navy (DON), Marine Corps, and MCAGCC environmental regulations.

### 3.3 Actions and Responsibilities

Area of Responsibility	Responsibilities
Commanding General	<ul style="list-style-type: none"> <li>- Publish the Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) and reviews it annually.</li> <li>- Ensure policies and processes are in place to help the installation maintain compliance with applicable environmental laws and regulations.</li> </ul>
EA Director	<ul style="list-style-type: none"> <li>- Ensure EA remains informed of new, changing, and emerging rules and regulations applicable to the installation.</li> </ul>
EA Program Managers	<ul style="list-style-type: none"> <li>- Identify all new, changing, and emerging environmental laws and regulations applicable to the installation.</li> <li>- Incorporate new or changed regulations into EA programs.</li> <li>- Update ESOPs and checklists to reflect new or changed requirements.</li> <li>- Disseminate updated policies to MCAGCC personnel via CETEP.</li> <li>- Associate legal and other requirements with the practices and aspects identified for the installation to establish relevance and facilitate the identification of appropriate controls for the practices (reflected in SOPs).</li> <li>- Review the ECPSOP annually.</li> </ul>
Counsel	<ul style="list-style-type: none"> <li>- Coordinate with MCAGCC environmental staff to determine applicability and implications of new or changing environmental requirements.</li> <li>- Alert MCAGCC environmental staff to emerging or changing environmental requirements.</li> </ul>
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"> <li>- Ensure practice owners operate in accordance with all applicable environmental legal requirements.</li> <li>- Ensure practice owners incorporate environmental requirements into unit-level instructions, SOPs, checklists, and training, as appropriate, to ensure regulatory compliance.</li> </ul>
Practice Owners and Contractors	<ul style="list-style-type: none"> <li>- Read, understand, and follow new or changing rules and regulations applicable to their practices as provided by EA.</li> <li>- Be familiar with the current environmental requirements as they pertain to their jobs and their ability to operate in an environmentally sound manner. Understand the consequences of not adhering to the rules.</li> <li>- Operate in compliance with current environmental requirements.</li> <li>- Coordinate with EA Division staff to modify unit-level instructions, SOPs, checklists, and training, as appropriate, to reflect new environmental requirements.</li> </ul>

## **EMP-04: Objectives, Targets, and Actions to Improve Performance**

### **4.1 Purpose**

EMP-04 outlines the procedures for establishing, documenting, and communicating environmental objectives and targets at MCAGCC. Additionally, it establishes the procedure for planning and executing projects/tasks to achieve the objectives and targets.

### **4.2 Discussion**

The conformance criteria for this EMP:

- The installation establishes and documents environmental objectives and targets and communicates them to installation employees at all appropriate levels and functions via email, meetings, CETEP, and audits.
- The installation's objectives and targets:
  - Consider risks to the mission determined through prioritization of aspects and practices.
  - Are consistent with and supportive of the installation's environmental policy statement, environmental requirements, and sustainability goals.
  - Are achievable within economic and technological restraints.
  - Are measurable.
  - Are reviewed and revised at least annually, according to a schedule established by the installation.
- The installation institutes documented methods for tracking progress toward meeting objectives and targets.
- The installation identifies actions to achieve objectives and targets. Actions designate responsibility and identify timeframes for achieving each objective and target.
- The installation implements identified actions within the CG/CO's responsibility and budget (behavioral and administrative actions) to implement objectives and targets.
- The installation programs and executes actions requiring external funding and/or expertise (i.e., projects).

EA develops environmental objectives and targets that address high-risk practices, deficiencies in current environmental program areas, or new environmental programs. Objectives and targets are identified by the program manager that own the practice(s). Media program managers are required to develop a Plan of Action and Milestones (POA&M). Actions are assigned to an individual who is responsible for completing the action by the established due date. Once the actions have been completed, the status of the associated target becomes complete. The program manager is responsible to advocate for the objective and to execute the road map of targets and actions to achieve the objectives.

HQMC requires installations to use the EMS to track and report the status of sustainability goals and targets. Sustainability goals, the person responsible, and the due dates are identified in the ISPP. EA tracks the status of the sustainability objectives and targets. Specific information regarding MCAGCC's sustainability posture can be found in the Installation Sustainability Performance Plan.

#### 4.3 Actions and Responsibilities

Responsible Party	Action
Commanding General	<ul style="list-style-type: none"> <li>- Approve MCAGCC's environmental objectives.</li> </ul>
EMS Team	<ul style="list-style-type: none"> <li>- Review Objective, targets, and actions to ensure that they comply with MCAGCC environmental policy.</li> <li>- Forward reviewed Objectives to CG with either recommendation or non-recommendation.</li> </ul>
EA Program Managers	<ul style="list-style-type: none"> <li>- Develop objectives, targets, and actions to achieve success.</li> <li>- Implement and monitor approved environmental objectives.</li> <li>- Coordinate target achievement and implementation of actions to achieve success.</li> <li>- Track objectives.</li> <li>- Advocate/request funds as required.</li> <li>- When feasible, develop sustainability goals and objectives to improve performance for each program area.</li> <li>- Track progress toward meeting sustainability goals and objectives.</li> <li>- Establish P2 goals to increase performance of environmentally friendly materials.</li> </ul>
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"> <li>- Ensure training and other resources, as applicable, are provided to personnel to achieve objectives and targets.</li> <li>- Ensure personnel actively support POA&amp;M development and the actions established to achieve the objectives and targets.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Assist EA staff in accomplishing tasks necessary to meet the objectives.</li> <li>- Execute actions to achieve objectives and targets as assigned, and document results to assist EA with follow-up evaluation.</li> </ul>



## **EMP-05: Roles, Responsibilities, and Resources**

### **5.1 Purpose**

EMP-05 describes the EMS roles and responsibilities that are in place to ensure the EMS is implemented and maintained as well as funding procedures.

### **5.2 Discussion**

Below is a list of MCAGCC specific EMS roles, responsibilities, and resources to help ensure the implementation and maintenance of the EMS:

- AC/S Installation Support Directorate. The AC/S has overall responsibility for implementing and sustaining the EMS and has delegated authority to the EA Director to implement and sustain the EMS. Appoint the EMS Coordinator.
- EMS Team. The EMS Team is appointed by the CG and provides installation-wide oversight and support to the EMS implementation/sustaining effort. Appendix P contains the Marine Air Ground Task Force Training Command (MAGTFTC), MCAGCC Team Charter policy. EMS Team members work with the EMS Coordinator and EA Division staff to gather, organize, and disseminate information; develop procedures; and advise, coordinate, facilitate, and monitor EMS implementation and sustainment.
- EIRB. The EIRB is an executive body that meets, as needed, to review the potential environmental effects of planned Combat Center actions, including review of current environmental compliance and protection issues. Membership includes Deputy Directors and Executive Officers from MAGTFTC, MCAGCC directorates, commands, and tenant organizations. The EIRB is also responsible for reviewing EMS policy, procedures, and EMS Audit results prior to submittal to the AC/S.
- EMS Coordinator. The EMS Coordinator manages and oversees EMS implementation and sustainment and arranges training, guidance, and assistance. The EMS Coordinator is a member of the EMS Team and coordinates communication and EMS planning efforts among the EMS Team, the EA Division, directorates, and tenant organizations aboard MCAGCC.
- EA Division. The EA Director and staff provide technical expertise to the EMS Team, the EMS Coordinator, and Practice Owners to aid them in fulfilling their roles and responsibilities under the EMS. EA manages compliance, pollution prevention, installation restoration, and natural and cultural resource programs; and remains the installation's single point of contact with environmental regulatory agencies. EA coordinates with program managers outside of EA to ensure compliance with applicable requirements falling outside environmental oversight. Those programs and entities include, but are not limited to, Public Works Division on asbestos and pesticide concerns, Combat Center Safety for hazardous material and lead-related issues, Twentynine Palms Naval Hospital for medical and bio-hazardous waste issues and concerns, etc. EA and other program managers review and modify media programs as needed to ensure they contribute to achieving MCAGCC's policy, objectives, and targets. EA plans and coordinates the compliance self-audit, monitors environmental resources, and provides monitoring services to Practice Owners, as needed.
- EA identifies contracts that can affect MCAGCC's significant aspects through the Combat Center NEPA planning process. Contractor EMS

responsibilities will be included in new contracts and will be added to existing contracts when those contracts are reissued or modified.

- **ECCs.** Each installation directorate and tenant organization and their subordinate units and contractors aboard MCAGCC work with the EMS Coordinator and EA to identify their practices, their practices' significant aspects and impacts, and personnel responsible for practice control. The primary environmental point of contact within practice owning organizations is the ECC. Practice Owners participate in environmental SOP (ESOP) development, ensuring that existing and new procedures (and associated responsibilities and frequencies) are incorporated in unit SOPs, and that new operators and supervisors are trained in the procedures. As operations change or new practices are added, Practice owners coordinate with EA to document pertinent information. Practice owners participate in problem solving as needed and notify their superiors of environmental issues or concerns so they can be brought to the attention of their EMS Team representative for review and action. Detailed ECC responsibilities are documented in the ECC ESOP maintained on the MCAGCC EM-Portal document library.
- EA identifies environmental projects through various means. These environmental projects require external funding. Refer to Volume 3 of MCO 5090.2 for more information regarding funding environmental compliance. MCAGCC implements and uses STEP to monitor and track funding for environmental projects.
- EA and the Manpower Division periodically evaluate manpower dedicated to environmental management, and realign roles and responsibilities as indicated by the Installation's objectives and targets.

### 5.3 Actions and Responsibilities

Responsible Party	Action
AC/S	<ul style="list-style-type: none"> <li>- Support the development and maintenance of the EMS, including implementation of all environmental management procedures.</li> </ul>
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"> <li>- In coordination with the EMS Coordinator, appoint one or more command representatives as members of the EMS Team.</li> <li>- Ensure that environmental requirements and best management practices are incorporated into the operations of their respective commands.</li> <li>- Recommend EMS changes to the EMS Coordinator that will improve environmental performance and reduce risks to mission.</li> <li>- Support the development and maintenance of the EMS, including implementation of all EMPs.</li> </ul>

Responsible Party	Action
EA	<ul style="list-style-type: none"> <li>- Coordinate with Practice Owners to establish and document environmental roles and responsibilities for practice controls.</li> <li>- Manage environmental media programs as assigned.</li> <li>- Maintain environmental media program management plans, as appropriate.</li> <li>- Develop and maintain turnover folders for the responsibilities cited in their position descriptions for approval by the EA Director.</li> <li>- Support the development and maintenance of the EMS, including implementation of all EMPs.</li> <li>- Provide technical and management support to the EMS Coordinator in planning and implementing MCAGCC's EMS.</li> <li>- Identify environmental requirements and costs and enter them into STEP.</li> <li>- Conduct life-cycle economic analysis before decisions are made about options for complying with environmental requirements.</li> <li>- Use STEP to monitor and track environmental requirements and costs.</li> </ul>
EA Director	<ul style="list-style-type: none"> <li>- Clearly establish/update the roles and responsibilities of EA staff in the position descriptions.</li> <li>- Conduct annual performance reviews to evaluate the performance of each media manager.</li> <li>- Establish and maintain environmental programs to ensure compliance, and support meeting objectives and targets.</li> <li>- Annually review roles and responsibilities of EA staff for supporting EMS.</li> <li>- Support the EA staff in establishing and documenting their environmental roles and responsibilities in turnover folders.</li> <li>- Support the development and maintenance of the EMS, including implementation of all EMPs.</li> <li>- Ensure adequate funding is planned, programmed, budgeted, and executed to meet MCAGCC's environmental requirements.</li> <li>- Provide, via the Marine Corps Fiscal Director, MCAGCC's financial and budget exhibits in support of the HQMC, Marine Corps Installation Command (MCICOM) GF-5 submission of overall Marine Corps environmental funding information to DON, DoD, and Congress.</li> <li>- Ensure life-cycle economic analyses are conducted before decisions are made about options for complying with environmental requirements.</li> <li>- Ensure implementation and use of STEP to monitor and track environmental requirements and costs.</li> <li>- Provide written notification to HQMC, MCICOM GF-5 requesting concurrence if the reprogramming of CMEP-funded environmental projects is required.</li> <li>- Ensure implementation and use of Standard Accounting, Budget, and Reporting System (SABRS) to monitor and track execution of funds.</li> <li>- If environmental funding is reallocated for non-environmental initiatives, brief the AC/S on impacts.</li> </ul>

Responsible Party	Action
	<ul style="list-style-type: none"> <li>- Conduct an annual manpower review to evaluate manpower dedicated to environmental management. Adjust roles and responsibilities as required.</li> </ul>
ECCs	<ul style="list-style-type: none"> <li>- Primary liaison between the EMS Coordinator and their organizations for environmental communication and coordination.</li> <li>- Coordinate planning and implementation of EMS initiatives within their chains of command, as appropriate.</li> <li>- Support the EMS Coordinator and EA in: <ul style="list-style-type: none"> <li>• developing the practice inventory and in analyzing and prioritizing risks-to-mission associated with practices operated within their organization.</li> <li>• developing objectives and targets pertinent to their organizations.</li> <li>• developing POA&amp;Ms to implement objectives and targets associated with their organization.</li> <li>• identifying projects for external funding either as actions to achieve objectives and targets or as corrective/preventive measures identified through the EMS checking and corrective action component.</li> <li>• gathering, organizing, and disseminating EMS information.</li> <li>• providing input to practice-specific ESOPs and other EMS documentation and ensuring effective execution of ESOPs within their organizations.</li> <li>• compiling an inventory of environmental documents and record used within their respective organizations as applicable; and</li> <li>• developing roles and responsibilities sections within the EMPs.</li> </ul> </li> <li>- Receive EMS awareness training and ensure Practice Owners within their organizations receive practice-specific, point-of-use training.</li> <li>- Support the EMS Coordinator and EA in the annual collection of environmental performance information, including status in meeting objectives and targets, to facilitate monitoring and measurement component initiatives.</li> <li>- Provide liaison between EA and Practice Owners within their respective organizations to facilitate quarterly Commanding General's Environmental Inspection Program inspections.</li> </ul>
EIRB	<ul style="list-style-type: none"> <li>- Review, endorse, and forward the Environmental Policy Statement, objectives and targets, and EMS Review results to the CG for approval.</li> <li>- Participate in annual Management Reviews.</li> <li>- Recommend/endorse improvements in the EMS and forward for AC/S's approval.</li> </ul>

Responsible Party	Action
EMS Coordinator	<ul style="list-style-type: none"> <li>- Support the development and maintenance of the EMS, including implementation of all EMPs.</li> <li>- Assume primary responsibility for EMS planning and implementation.</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Incorporate actions to control processes in command instructions, SOPs, and training.</li> <li>- Participate in environmental programs as required by assigned roles and responsibilities.</li> <li>- Communicate concerns about environmental program issues and roles and responsibilities to EA Division staff.</li> </ul>
Manpower Division	<ul style="list-style-type: none"> <li>- Periodically evaluate manpower dedicated to environmental management.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Incorporate actions to control processes in command instructions, SOPs, and training.</li> <li>- Participate in environmental programs as required by assigned roles and responsibilities, regulations, and policy.</li> <li>- Communicate concerns about environmental program issues, along with roles and responsibilities to the EA Division staff.</li> </ul>

## **EMP-06: Competence, Training, and Awareness**

### **6.1 Purpose**

EMP-06 ensures environmental competence, training, and awareness for MCAGCC units/tenant activities and personnel is maintained and updated. Additionally, based on competence requirements associated with personnel positions and work duties, MCAGCC identifies environmental training needs associated with its practices, aspects, and impacts and the EMS

### **6.2 Discussion**

Training is an integral element of the EMS; the Comprehensive Environmental Training and Education Program (CETEP) is the central element the USMC EMS framework. MCAGCC's CETEP was developed to identify, provide, and document training and instruction needed to ensure that:

- All personnel comply with regulations.
- Personnel understand their responsibilities in implementing the EMS; and
- Practice owners understand the procedures for controlling their practices and are competent to operate practices in an environmentally-sound manner.

Per the CGIP, all commands and tenants aboard the Combat Center will maintain complete and accurate records for every individual involved in environmental practices. These records include job title, job description, and documentation of completed training.

To further ensure understanding and compliance with the ESOPs, the EA Division staff provide informal training during Technical Assist Visits (TAVs) and Formal Assist Visits (FAVs) as part of the CGIP.

### **6.3 Actions and Responsibilities**

<b>Responsible Party</b>	<b>Action</b>
AC/S and EIRB	<ul style="list-style-type: none"><li>- Obtain general environmental and EMS awareness training.</li><li>- Obtain training and periodic updates appropriate to environmental issues faced by MCAGCC.</li><li>- Ensure availability of funding to provide needed training.</li></ul>
CETEP Coordinator	<ul style="list-style-type: none"><li>- Revise MCAGCC CETEP as needed.</li><li>- Oversee operation and maintenance of MCAGCC CETEP.</li><li>- Ensure environmental awareness materials are current and adequate to support the goals of the MCAGCC EMS.</li><li>- Maintain environmental training records as required by regulations, ESOPs of this EMP, and the CETEP.</li><li>- Ensure Practice Owners are aware of training needs and make training resources available to them.</li></ul>
EA Director	<ul style="list-style-type: none"><li>- Receive detailed EMS planning and implementation training.</li><li>- Approve revision to MCAGCC CETEP.</li><li>- Execute responsibilities assigned in CETEP.</li></ul>

Responsible Party	Action
EA Division Staff	<ul style="list-style-type: none"> <li>- Receive detailed EMS planning and implementation training.</li> <li>- Provide on-the-job environmental training to Practice Owners in accordance with responsibilities documented in the CETEP.</li> <li>- Include assessment of training requirements in ESOPs.</li> <li>- Collect information on number of supervisors and workers involved in each practice as part of the CGIP.</li> </ul>
ECCs	<ul style="list-style-type: none"> <li>- Comply with the training-related requirements described in the CGIP, including identifying individuals who require training and maintaining training records.</li> </ul>
EMS Auditor	<ul style="list-style-type: none"> <li>- Receive "Lead Auditor" training or refresher training within three years immediately preceding any EMS Audit.</li> </ul>
EMS Coordinator	<ul style="list-style-type: none"> <li>- Based on competence requirements associated with personnel positions and work duties, identify environmental training needs associated with its practices, aspects, and impacts and the EMS.</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Receive general environmental awareness training (including EMS awareness).</li> <li>- Receive general environmental training and periodic updates appropriate to issues faced by MCAGCC.</li> <li>- Ensure appropriate personnel understand their responsibilities for implementing the MCAGCC EMS.</li> <li>- Ensure Practice Owners understand procedures for controlling their practices.</li> </ul>
Installation Personnel	<ul style="list-style-type: none"> <li>- Receive basic environmental awareness training.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Receive all job-appropriate environmental training, as required by environmental requirements, ESOPs, and the CETEP.</li> <li>- Maintain personnel training records in accordance with requirements, the CGIP, ESOPs, and the CETEP.</li> <li>- From EA, receive on-the-job environmental training pertinent to environmentally-sound operation of practices.</li> <li>- Be aware of and understand procedures for controlling practices.</li> </ul>
Visiting Units	<ul style="list-style-type: none"> <li>- Receive environmental awareness briefing.</li> </ul>

## **EMP-07: Communication**

### **7.1 Purpose**

EMP-07 provides guidance for MCAGCC personnel in communicating environmental information across the installation as well as with interested external groups.

### **7.2 Discussion**

Effective communication of environmental information is essential to a successful EMS.

#### **a. Internal Communication**

Internal communication can occur between almost any personnel and organizations at MCAGCC. Each EMP includes an "Actions and Responsibilities" table that identifies the appropriate means (personnel, format, frequency, etc.) for communicating specific EMS-related information. Communication is often required to coordinate EMS-related actions across MCAGCC staff and organizational functional lines of responsibility, or with tenant or visiting unit leadership. In some situations, direct communication between organizations occurs verbally, via telephone, or email. Other issues may require formal discussion in an appropriate forum, such as the EIRB or EMS Management Committee. The MCAGCC intranet also facilitates transfer of information within the agency.

EA Division staff communicate with Practice Owners and operators to ensure effective implementation of environmental media programs and the EMS as a whole. TAVs, FAVs conducted pursuant to the CGIP, and quarterly ECC meetings are examples of opportunities for internal communication of environmental issues.

#### **b. External Communication**

Open communication with external stakeholders (e.g., regulators, the public) will increase their trust in MCAGCC's ability to operate in an environmentally-sound manner. External communication may occur through participation in environmental committees, workgroups, or initiatives sponsored by those communities; via telephone or email; or by working jointly with representatives of other organizations.

EA, with advice of counsel, when necessary, represents MCAGCC and its tenant commands when coordinating with environmental regulatory agencies. EA maintains records of all regulatory communications (incoming and outgoing). Outgoing correspondence to regulatory agencies is tracked as official serialized letters. Incoming written correspondence from regulatory agencies is maintained as environmental records. Telephone conversations with regulatory agencies are documented through email.

Communication with the public occurs predominantly through Communication Strategy and Operations, which addresses outreach and public inquiries.

Immediately after receiving an enforcement action or other notice of noncompliance from a regulatory authority regarding a failure or potential failure to comply with an environmental requirement, MCAGCC shall:

- Report it via the chain of command to the Environmental Compliance Officer, CMC (LF)/MCICOM (GF), by submitting a Report of Notice of Violation/Notice of Noncompliance Report in the EM Portal. Report Control Symbol MC-5090-01 is assigned to this reporting requirement.



- Coordinate with the responsible unit to correct the alleged violation or, after consulting with counsel, prepare a plan to achieve and maintain compliance. MCAGCC will also consult with counsel to determine whether an administrative, criminal investigation, or a litigation report is appropriate.

### 7.3 Actions and Responsibilities

Responsible Party	Action
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"> <li>- Coordinate actions associated with EMS and environmental programs through direct communication with the EA Director and the EMS Coordinator.</li> <li>- Ensure personnel within their chain of command are informed of the status and issues associated with EMS and environmental programs.</li> </ul>
EA	<ul style="list-style-type: none"> <li>- Communicate status and issues of environmental programs with the EA Director and with Practice Owners as appropriate.</li> <li>- Host a quarterly ECC meeting.</li> <li>- Participate in USMC or DoD environmental committees, workgroups, or forums pertinent to area(s) of expertise, as assigned. Communicate results or developments with appropriate MCAGCC personnel.</li> <li>- Participate in USMC, DoD, or industry conferences and symposia pertinent to area(s) of expertise, as assigned. Communicate knowledge or developments with appropriate MCAGCC personnel.</li> <li>- Document all communication with regulatory agencies.</li> </ul>
EA Director	<ul style="list-style-type: none"> <li>- Communicate EMS and environmental programs' status and issues with the EIRB.</li> <li>- Coordinate actions associated with environmental programs and the EMS with managers of non-environmental functions through direct communication or through participation in the EIRB.</li> <li>- Coordinate with the Communication Strategy and Operations on environmental communication with the public or other external stakeholders, as appropriate.</li> <li>- Remain apprised of, and coordinate with EA Division staff on regular visits and interest in MCAGCC operations.</li> </ul>
ECCs	<ul style="list-style-type: none"> <li>- Attend quarterly mandatory ECC meetings held by the EA Division.</li> <li>- Communicate environmental issues with EA Division staff.</li> </ul>
EIRB	<ul style="list-style-type: none"> <li>- Provide forums for discussion of cross-functional implications of environmental issues.</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Facilitate communication between the EA Division and Practice Owners by reviewing and revising policies, procedures, and instructions.</li> <li>- Communicate environmental issues with EA Division staff.</li> </ul>
Installation Personnel	<ul style="list-style-type: none"> <li>- Communicate environmental issues with their unit/activity ECC.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Communicate environmental issues with unit/activity ECC.</li> <li>- Defer communication with environmental regulatory officials and representatives of the general public to EA personnel.</li> </ul>

## **EMP-08: EMS Documentation**

### **8.1 Purpose**

EMP-08 guides EA in developing and maintaining EMS documentation.

### **8.2 Discussion**

The MCAGCC EMS documentation includes the following:

- The Environmental Policy
- Current objectives and targets and performance monitoring information
- A description of the scope of the EMS
- Roles, responsibilities, and authorities
- Significant environmental practices and aspects
- Applicable operational controls (SOPs or ESOPs)
- The EMS Instruction and EMPs

EMP-09 provides a comprehensive list of MCAGCC EMS documentation.

This EMS Chapter describes the EMS scope, documents EMS elements, and their relationship to each other, and references to other relevant documents and records, is central to implementing and maintaining the EMS. As the EMS evolves, it will require updates and revisions. Annual review, compliance evaluations, and problem solving will identify opportunities to improve the EMS. Additionally, any department or tenant command participating in MCAGCC's EMS may suggest improvements. The EMS Coordinator receives and records suggestions, informs the EIRB of suggestions, and maintain the EMS Chapter as a controlled document. The EMS Coordinator is responsible for ensuring revisions to this EMS Chapter are consistent with improvements to the EMS. This Chapter shall not be released to any non-MCAGCC personnel without permission from the EA Director.

The MCAGCC website and USMC's EM Portal used to maintain EMS documentation, as well as to provide EMS participants and stakeholders access to guidance documents and EMS resources.

### **8.3 Actions and Responsibilities**

<b>Responsible Party</b>	<b>Action</b>
AC/S	- Endorse the annual revision of the EMS Chapter, as appropriate.
Activity/Unit/Tenant Commanders	- Ensure personnel within their respective chains of command have access to and are aware of pertinent sections of this EMS section and other EMS documentation.
EA Director	- At least annually, ensure that the EMS section is reviewed for continued adequacy in supporting the Environmental Policy, compliance, and performance improvement.
EA Division Staff & Environmental Program Managers	<ul style="list-style-type: none"><li>- Develop suggested revisions to this EMS section and other EMS documents based on experience in implementing the EMS.</li><li>- Communicate suggested changes to this EMS section and other EMS documents to the EMS Coordinator.</li></ul>

Responsible Party	Action
EIRB	<ul style="list-style-type: none"> <li>- Review and approve recommended annual revisions to the EMS section, as appropriate.</li> </ul>
EMS Coordinator	<ul style="list-style-type: none"> <li>- Coordinate revisions of the EMS Instruction Manual with EA Division staff and the EIRB.</li> <li>- Receive, record, and develop suggestions for improvement of the EMS and this EMS section to reflect changes in mission, improvements to the EMS, and current Marine Corps policy and guidance.</li> <li>- Maintain other EMS documentation in accordance with EMP-01 (Policy), EMP-02 (practice/aspect inventory), EMP-04 (objectives and targets), EMP-05 (roles and responsibilities, EMP-10 (operational controls), and EMP-12 (monitoring and measurement).</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Support the EMS Coordinator in the annual review and revision of the EMS section and other EMS documents.</li> </ul>

## **EMP-09: Document Control**

### **9.1 Purpose**

EMP-09 guides MCAGCC personnel in managing pertinent environmental documents. Additionally, it establishes instructions for inventorying documents appropriate to its environmental programs and practices.

### **9.2 Discussion**

Documents are information (stored on paper, electronic, or other media) that describe the organization, its goals or intent, or its procedures. Documents are subject to change over time. Document management includes an inventory of all documents appropriate to environmental programs and practices, and identification of documents essential to efficient EMS operation. Annually, EA will update the environmental document inventory (Table 2).

All environmental documents are maintained so they can be located, reviewed, and updated, protected from damage, and removed for archiving when obsolete. EA maintains environmental documents on the USMC EM Portal and stores active and archived documents in separate portal libraries.

The following environmental document control procedures apply:

- All documents subject to revision shall be clearly marked with a version number. Each revision shall be issued a new sequential version number.
- Electronic versions of all documents and records identified in the document inventory are the current version. Paper copies are uncontrolled, obsolete documents by default, unless specifically identified as a controlled version.
- Paper documents shall be identified as obsolete and removed and replaced with current versions immediately upon issue of the new version.
- Training shall be provided and required of all MCAGCC staff that develop or manage environmental documents to ensure that they are aware of the document control process.

In addition to the documentation required for the EMS and media programs, EA is required to prepare and maintain the Combat Center Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) and turnover/desktop folder procedures in accordance with MCO 5090.2 requirements.

**Table 2 Environmental Documents**

<b>Environmental Document</b>	<b>Document Owner</b>	<b>Location</b>
Environmental Policy Statement	EA	EA webpage/EM Portal
EMS	EA	EA webpage/EM Portal
Practice Inventory	Practice Owner	Practice Owner/EM Portal
ESOPs	EA	EA webpage/EM Portal
EMPs	EA	EM Portal
Position Descriptions for Environmental Billets	EA	EA Staff
Turnover Folders/Desktop Procedures for Environmental Billets	EA	EA Staff
CCO 5090.1, Environmental Protection	EA	EA webpage/EM Portal
CCO 5090.5 Integrated Contingency and Operations Plan (ICOP)	EA	EA webpage/EM Portal
CCO 3500.4, SOP for Range/Training Areas and Airspace, Chapter 2, EA	Operations and Training (O&T)	Intranet
Wastewater Management Plan (Master Water Conservation Plan)	Public Works Division (PWD)	EA
Drinking Water Quality Management SOP (Master Water Conservation Plan)	PWD	EA
Pollution Prevention Plan	EA	EA
Integrated Natural Resources Management Plan (INRMP) FY2018-2022	EA, Conservation	EA
United States Fish and Wildlife Service's Biological Opinion, 2017	EA	EA
Integrated Cultural Resources Management Plan (ICRMP) FY2021-2025	EA, Conservation	EA
SOP for Lead Analysis	PWD	EA
NEPA Documentation	EA	EA
SOP for Asbestos Abatement	PWD	EA
Solid Waste Management SOP	EA	EA
Qualified Recycling Program (QRP) Management SOP	EA	EA
Storm Water Pollution Prevention Plan	Industrial and Construction Activity	EA
Drinking Water Quality Monitoring Plan	Drinking Water Supply and Distribution	EA
CCO 6280.2 Base Smog Order	EA	EA
Air Installation Compatible Use Zones (AICUZ)	PWD	PWD
Range Compatible Use Zones (RCUZ)	MTD	Intranet
MAGTFTC, MCAGCC Pesticide Management Plan	PWD	EA
MCAGCC Solid Waste Joint Technical Document (JTD)	EA	EA
Business Emergency and Contingency Plan (BECF) MCAGCC	EA	EA

### 9.3 Actions and Responsibilities

Responsible Party	Action
EA Director	<ul style="list-style-type: none"><li>- Prepare and maintain a turnover folder for the billet.</li><li>- Annually review and revise the inventory presented in Table 9-1.</li><li>- Ensure all EMS documents are current and available to appropriate MCAGCC personnel.</li><li>- Ensure obsolete documents are removed from circulation and replaced with current versions.</li></ul>
EA Division Staff	<ul style="list-style-type: none"><li>- Prepare and maintain turnover folders and/or desktop procedures for their billets.</li><li>- Maintain EMS documents in accordance with applicable requirements described in this EMP.</li><li>- Support revision of environmental management plans and renewal of permits at required intervals.</li><li>- Identify and maintain environmental documents in accordance with applicable requirements described in this EMP.</li></ul>
Practice Owners	<ul style="list-style-type: none"><li>- Maintain access to current versions of the EMS section and other EMS documents pertinent to their work.</li></ul>

## **EMP-10 Operational Control of Practices**

### **10.1 Purpose**

EMP-10 outlines the requirements to ensure the operational control of significant practices on the installation to sufficiently minimize the risk to the mission, reduce the environmental impacts, and to comply with all applicable regulations and policies.

### **10.2 Discussion**

EA identifies all significant practices at MCAGCC to ensure those practices are controlled. The EM Portal is used to manage MCAGCC Practices, Impacts, and Aspect inventories.

Practice Owners and operators (of significant practices) develop and maintain procedures for proper practice control and for the reduction of environmental risk.

CCOs are periodically reviewed due to their potential to cause significant environmental impact and to ensure that environmental control requirements are incorporated or referenced as needed.

Practice Owners and operators maintain current practice control procedures in the workplace and procedures are addressed in employee training.

When the control of a significant practice is not addressed in an order, plan, manual, or SOP, the appropriate document will be updated to include the significant practice controls, or a practice-specific ESOP will be developed. To develop ESOPs, EA Environmental Program Managers and Practice Owners:

- Identify the required and necessary practice controls
- Translate requirements into actions that can be implemented
- Determine responsibilities and frequencies, as appropriate
- Identify applicable training requirements

Each ESOP includes a point-of-use checklist based on regulatory requirements that provides a framework to evaluate environmental compliance. ESOPs include instructions for operational control, internal communication, emergency preparedness and response, inspection and corrective action, and training and awareness. When operation of a practice is guided by instructions or technical manuals outside the practice owner's control, the ESOPs reference existing technical procedures.

New or revised ESOPs are distributed via the quarterly ECC meeting, posted electronically on the EM Portal/MCAGCC website, or distributed electronically to the assigned ECCs.

All ESOPs will be reviewed and on an annual basis or following a compliance deficiency identified by the Environmental Media Managers. EA will coordinate with practice owners to revise ESOPs found to be deficient.

### 10.3 Actions and Responsibilities

Responsible Party	Action
CETEP Coordinator	<ul style="list-style-type: none"> <li>- Ensure ESOP procedures are included in environmental training.</li> <li>- Oversee development and revision of applicable ESOPs.</li> </ul>
EA	<ul style="list-style-type: none"> <li>- Collaborate with Practice Owners to identify practice controls and translate requirements into documented procedures and checklists.</li> <li>- Review Practice Owners' revised instructions and ESOPs for accuracy, as requested.</li> <li>- Periodically, review CCOs for the potential to cause significant environmental impact, and to ensure appropriate environmental control requirements are incorporated or referenced.</li> <li>- Collaborate with Practice Owners to review and correct procedures requiring revision.</li> </ul>
EA Director	<ul style="list-style-type: none"> <li>- Ensure EA Division staff is available and prepared to assist Environmental Program Managers and Practice Owners in incorporating practice controls into instructions and ESOPs.</li> </ul>
ECCs	<ul style="list-style-type: none"> <li>- Obtain current ESOPs from EA for all practices that occur within their activity, command, or unit.</li> <li>- Ensure each Practice Owner within their unit or activity is provided with current ESOPs applicable to the practices they operate.</li> <li>- Ensure ESOPs are understood and implemented.</li> <li>- Ensure procedures described in the ESOPs are included in unit-level training.</li> <li>- Provide feedback to EA to revise and update instructions and SOPs as necessary.</li> </ul>
EMS Team	<ul style="list-style-type: none"> <li>- Monitor completion of revisions to instructions and ESOPs by their commands and subordinate units.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Collaborate with EA to identify significant practice controls and translate requirements into documented procedures and checklist questions.</li> <li>- Assign responsibilities and determine schedules for practice controls.</li> <li>- Incorporate practice controls into unit instructions and SOPs.</li> <li>- Collaborate with EA to review and correct procedures requiring revision.</li> <li>- Maintain current practice control procedures in the workplace.</li> </ul>



## **EMP-11: Emergency Preparedness and Response**

### **11.1 Purpose**

EMP-11 documents MCAGCC's procedures for identifying and responding to accidents and emergencies and for avoiding where possible and, if not, mitigating the resulting environmental impacts.

### **11.2 Discussion**

MCAGCC is subject to numerous federal, state, and local laws and regulations that govern the release of hazardous substances to the environment, many of which specify emergency planning and response requirements. MCAGCC has several documents that specify procedures for identifying and responding to accidents and emergencies and for mitigating possible environmental impacts. These include:

- Integrated Contingency Plan (ICOP) and its various components:
  - Oil and Hazardous Substances Spill Contingency Plan (SCP)
  - Business Emergency and Contingency Plan (BECF)
  - Hazardous Waste Management Plan (HWMP)
  - Clean Air Act Risk Management Plan (RMP)
- Mission Assurance Emergency/Hazard Plans
- Stormwater Pollution Prevention Plan (SWPPP)

MCAGCC reviews and revises these plans as well as emergency preparedness and response ESOPs when new practices are initiated; after accidents or emergencies; or as required by regulation or policy.

Following tests of emergency response procedures, EA, emergency response personnel, and affected Practice Owners participate in after-action reviews to assess the continued adequacy of testing procedures. These reviews are documented, presented at the Management Review, and records are maintained in accordance with EMP-15.

Emergency preparedness and response procedures are incorporated into instructions, SOPs, and training to ensure MCAGCC personnel are aware of appropriate procedures in the event of an accident or emergency.

### 11.3 Actions and Responsibilities

Responsible Party	Action
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"><li>- Ensure applicable personnel within their chain of command obtain required spill response training and participate in scheduled exercises as necessary.</li><li>- Ensure as necessary spill response materials and equipment are available to command personnel.</li></ul>
EA	<ul style="list-style-type: none"><li>- Distribute emergency preparedness and response information from the BECP and HWMP to the appropriate Practice Owners.</li><li>- Conduct post-incident reviews with Practice Owners to determine causes and implement corrective and preventative actions (EMP-14).</li><li>- Following tests of emergency procedures, conduct and document after action assessments with Practice Owners and emergency response personnel.</li><li>- Work with Practice Owners to develop emergency preparedness and response measures for new and modified processes.</li></ul>
ECCs	<ul style="list-style-type: none"><li>- Ensure relevant sections of the BECP, HWMP are distributed to and understood by Practice Owners.</li></ul>
Practice Owners	<ul style="list-style-type: none"><li>- Incorporate responsibilities for emergency preparedness and response relative to their processes into instructions, SOPs, and training.</li><li>- Notify EA Division staff of new or modified processes and determine jointly the needed emergency response measures.</li></ul>

## **EMP-12: Monitoring and Measurement**

### **12.1 Purpose**

EMP-12 guides MCAGCC in environmental monitoring consistent with regulatory (e.g., environmental permit) requirements and, if appropriate or feasible, monitoring the aspects or impacts of its significant practices.

### **12.2 Discussion**

Monitoring and measurement of MCAGCC environmental performance includes:

- Measuring progress in meeting environmental objectives and targets
- Monitoring the control of significant practices
- Measuring environmental compliance (EMP-13) and EMS conformance (EMP-16)

EA and Environmental Program Managers identify appropriate metrics or measurements to track progress toward meeting environmental objectives and targets. When appropriate, procedures to collect data and track metrics or measurements are included in ESOPs.

EA monitors potentially impacted resources, sustainability efforts, and practices that may have a significant impact on the environment.

MCAGCC environmental permits require calibration of equipment used to monitor installation activities. For example, the Combat Center's wastewater discharge permit requires periodic calibration of influent and effluent flow meters. MCAGCC tests and calibrates such equipment in accordance with manufacturer's specifications and permit requirements. Calibration records are maintained by EA or appropriate Practice Owners.

### **12.3 Actions and Responsibilities**

<b>Responsible Party</b>	<b>Action</b>
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"><li>- Ensure personnel within their chain of command participate in monitoring and measurement activities.</li></ul>
EA	<ul style="list-style-type: none"><li>- Conduct practice-specific inspections in accordance with ESOPs.</li><li>- Identify appropriate metrics or measurements to assess progress toward meeting environmental objectives and targets (EMP-04). Where appropriate, ensure data collection and tracking procedures are included in ESOPs.</li><li>- Ensure required sampling and analysis is conducted and that test equipment, instruments, and software are properly calibrated.</li><li>- Provide results of monitoring and measurement efforts to the EMS Coordinator to support the EMS Audit (EMP-16), and Management Review (EMP-17).</li></ul>
EA Director	<ul style="list-style-type: none"><li>- Ensure required practice and resource monitoring activities are conducted, and that appropriate reports are provided to interested parties aboard MCAGCC.</li><li>- Provide results of monitoring and measurement efforts to the EMS Team to support the EMS Audit (EMP-16) and Management Review (EMP-17).</li></ul>

Responsible Party	Action
EIRB	<ul style="list-style-type: none"> <li>- Review results of monitoring and measurement initiatives provided by EA to support the EMS Audit (EMP-16) and Management Review (EMP-17).</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Participate in monitoring and measurement activities relevant to their practices.</li> </ul>

### **EMP-13: Compliance Evaluation**

#### **13.1 Purpose**

EMP-13 discusses the implementation and maintenance of MCAGCC's environmental compliance evaluation (ECE) and self-audit program.

#### **13.2 Discussion**

EA prepares and implements a compliance self-audit plan, which describes MCAGCC's compliance self-audit program.

On an annual basis, the self-audit program evaluates compliance with applicable environmental laws, regulations, and directives at all commands, units, and tenants. Inspections of significant practices and permitted sites and sources are prioritized.

The self-audit program includes the following components:

- An annual review of MCAGCC environmental programs
- ESOP-specified routine Practice-Specific Compliance Inspections
- Fiscal Year Environmental Compliance Evaluation Self Audit Program

In addition, HQMC conducts triennial HQMC Environmental Compliance Evaluations.

#### **13.3 Actions and Responsibilities**

<b>Responsible Party</b>	<b>Action</b>
EA Director	<ul style="list-style-type: none"><li>- Ensure annual self-audits (EMP-16) are conducted in accordance with MCO 5090.2 Environmental Compliance and Protection Manual and the CGIP.</li></ul>
EA Division Staff & Environmental Program Managers	<ul style="list-style-type: none"><li>- Develop and implement annually a self-audit plan in accordance with MCO 5090.2, the CGIP, and EMP-16.</li><li>- Use results of monitoring and measuring environmental objectives and targets to support the self-audit.</li><li>- At least annually, evaluate all commands, units, and tenants for compliance with applicable environmental laws, regulations, and directives.</li><li>- Ensure all other MCAGCC activities comply with applicable environmental laws, regulations, and directives.</li></ul>
EMS Team	<ul style="list-style-type: none"><li>- Review monitoring and measurement data, and support EA in performing the self-audit (EMP-16).</li></ul>

## **EMP-14: Problem Solving**

### **14.1 Purpose**

EMP-14 describes how MCAGCC follows a structured problem solving or corrective and preventive action process that identifies and defines problems or potential problems with compliance or EMS conformance, analyzes root causes and alternative solutions, selects, and implements actions, and follows up to ensure problems and potential problems are solved and actions are taken to mitigate any environmental impacts and avoid any recurrence. Problems are typically identified through compliance audits, monitoring of EMS objectives and targets, and inspection of practices.

### **14.2 Discussion**

Compliance and conformance problems are identified through the evaluation of compliance (EMP-13) and the EMS Audit (EMP-16). Once an environmental compliance or conformance problem has been identified, the following is MCAGCC's structured problem-solving process:

- Define problem, corrective action, and desired outcome
- Analyze contributing and root causes
- Develop alternative corrective or preventative actions
- Select, develop, and implement corrective or preventative action
- Follow up by monitoring implemented solution to ensure:
  - solution is appropriately implemented
  - solution is effective (that it achieves desired results)
  - conditions prevent future occurrence of problem

This problem-solving process is used to address deficiencies in environmental compliance at MCAGCC, prioritizing widespread or recurring deficiencies with environmental programs or practice controls. All problem-solving efforts are documented, through minutes of after-action meetings between ECCs and EA, or in revised ESOPs that are disseminated to affected organizations and posted on the EM Portal.

Depending on the severity or widespread occurrence of problems, solutions may require EIRB approval, cross-functional coordination, or external funding. The results of problem solving should be forwarded to Senior Management to support Management Review (EMP-17) and improvement of the EMS.

### **14.3 Actions and Responsibilities**

<b>Responsible Party</b>	<b>Action</b>
Activity/Unit/Tenant Commanders	- Ensure staff within their chain of command collaborates with EA Division staff and EIRB members to conduct problem-solving activities as they relate to their processes.
EA	- Conduct problem solving on widespread or recurring deficiencies with environmental programs or practice controls. - Provide problem solving results, including suggested corrective/preventative actions, to the EMS Coordinator and EA Director.

Responsible Party	Action
EA Director	<ul style="list-style-type: none"> <li>- Review results of problem-solving efforts, including suggested corrective/preventative actions, and provide them to the EMS Management Committee.</li> </ul>
EIRB	<ul style="list-style-type: none"> <li>- Review/approve developed solutions affecting personnel or practices within their chain of command.</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Review problem solving results and suggested corrective and preventative actions during the EMS Audit (EMP-16) and Management Review (EMP-17).</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Support EA Division staff in conducting problem solving activities relating to their practices.</li> </ul>

## **EMP-15: Records Control**

### **15.1 Purpose**

EMP-15 establishes a procedure for MCAGCC personnel to appropriately manage EMS records. Additionally, MCAGCC shall inventory all records appropriate to its EMS, including records relating to training, emergency response procedures tests, the monitoring of practices and tracking of objectives and targets, compliance evaluations, EMS audits, and management reviews.

### **15.2 Discussion**

Records are information (stored on paper, electronic, or other media) that states results achieved or provides evidence of activities performed. Records are not subject to change and, once created, cannot be modified.

EA maintains an inventory of all records appropriate to the EMS, including all records relating to:

- Practice monitoring
- Objectives and targets tracking
- Testing of emergency preparedness and response procedures
- Compliance evaluations
- EMS Audits
- Management reviews

The inventory includes the following information for each record item: the record name, associated practices, record retention time, and record location.

MCAGCC, EA retains agency records related to environmental compliance and management in accordance with SECNAV M-5210.1

MCAGCC and units retain agency records related to hazardous substance releases in accordance with the Comprehensive Environmental Response, Compensation, and Liability Act, (CERCLA) requirements.

All environmental records are maintained so that they can be located, are protected from alteration or damage, are available when and where needed, and are removed for archiving when obsolete. EA maintains environmental records on the USMC EM Portal, storing active and archived records in separate portal libraries.

### **15.3 Actions and Responsibilities**

<b>Responsible Party</b>	<b>Action</b>
EA	<ul style="list-style-type: none"><li>- Identify and maintain environmental records in accordance with applicable requirements.</li><li>- Train Practice Owners, as appropriate, in procedures for environmental records management.</li></ul>
EA Director	<ul style="list-style-type: none"><li>- Ensure environmental records are maintained in accordance with applicable requirements and EMS goals.</li></ul>
Practice Owners	<ul style="list-style-type: none"><li>- Identify and maintain environmental records in accordance with applicable requirements.</li></ul>



## **EMP-16 EMS Audit**

### **16.1 Purpose**

EMP-16 describes MCAGCC's EMS self-audit procedure.

### **16.2 Discussion**

MCAGCC's internal EMS Audit determines conformance of the Combat Center EMS with USMC EMS criteria and evaluates the effectiveness of EMS implementation. MCAGCC performs an EMS Audit as part of its self-audit on an annual basis (except in years which an external EMS Audit has occurred or is scheduled to occur as part of a Benchmark Environmental Compliance Evaluation). Following is the EMS Audit procedure for MCAGCC:

- Evaluate the MCAGCC EMS against the requirements of MCO 5090.2, Volume 2
- Document EMS Audit results, with any resulting corrective actions, in the Environmental Compliance Management System (ECMS) report EMS Audit results to HQMC by 31 December each year via .pdf upload to EM Portal's document library

To determine conformance with EMS requirements of MCO 5090.2, the EMS Coordinator compiles, and the EIRB assesses, at least the following:

- Results and recommendations of the EMS Management Review (EMP-17) regarding MCAGCC's progress in meeting objectives and targets (EMP-12)
- Results of internal compliance evaluation (EMP-13) and related problem solving for identified deficiencies (EMP-14)
- Results from the CGIP
- Results of HQMC Environmental Compliance Evaluations and the preceding annual EMS Audit and conformance review
- Corrective and preventative action implemented to resolve compliance deficiencies
- Progress in responding to previous Management Reviews
- Any other information regarding MCAGCC's environmental performance
- Recommendations for improvement

MCAGCC submits the Annual USMC EMS Conformance Summary report to HQMC by 31 December of each year. The report is signed by the installation AC/S and includes the following content:

- Enclosure 1: a summary of the EMS Audit, MCAGCC's conformance status summary, and MCAGCC's Environmental Metrics EMS Scorecard
- Enclosure 2: minutes of the last Management Review
- Enclosure 3: a copy of each EMS Auditor's EMS Lead Auditor training certification, with refresher dates annotated
-

### 16.3 Actions and Responsibilities

Responsible Party	Action
AC/S and EIRB	<ul style="list-style-type: none"> <li>- Review and endorse results of internal and external EMS Audits.</li> <li>- Submit results from annual Self Audits to HQMC by 31 December each year (except years when an external audit occurs).</li> </ul>
EA	<ul style="list-style-type: none"> <li>- Participate in EMS Audits by responding to inquiries from HQMC and EA Division auditors.</li> <li>- As directed by the EA Director, attend and complete EMS Lead Auditor Training.</li> <li>- As designated by the EA Director, conduct EMS Audits of MCAGCC's EMS in accordance with the procedures described in this EMP.</li> </ul>
EA Director	<ul style="list-style-type: none"> <li>- Sign the Annual EMS Conformance Summary.</li> </ul>
EMS Coordinator	<ul style="list-style-type: none"> <li>- Plan and supervise annual EMS Audits conducted by MCAGCC personnel.</li> <li>- Ensure personnel who have completed an EMS Lead Auditor Training Course are available to conduct annual internal EMS Audits.</li> <li>- Supervise preparation of EMS Audit reports.</li> <li>- Brief the EMS Team on EMS Audit results.</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Participate in EMS Audits by responding to inquiries from HQMC and MCAGCC auditors.</li> <li>- Work with the EMS Coordinator to develop corrective actions to address nonconformance and to identify and implement changes to improve MCAGCC's EMS.</li> </ul>
HQMC, MCICOM GF-5	<ul style="list-style-type: none"> <li>- Conduct a review of MCAGCC's EMS at least once every three years.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Participate in EMS Audits by responding to inquiries from HQMC and EA Division auditors.</li> </ul>

## **EMP-17: Management Review**

### **17.1 Purpose**

EMP-17 describes MCAGCC's procedure for the annual EMS Management Review.

### **17.2 Discussion**

The annual MCAGCC Management Review ensures that installation senior management remains engaged and involved with the EMS and environmental performance. The EMS Team compiles the annual Management Review from the results of monitoring and measurement (EMP-12), compliance evaluation (EMP-13), problem solving (EMP-14), the EMS Audit (EMP-16), and other sources.

The Management Review includes the following content:

- A review of the Environmental Policy and need for changes
- A review of significant environmental practices, aspects, and impacts
- A review of objectives and targets and status in meeting them
- Results of the annual EMS Self Audit and conformance status
- Results of the external ECE/EMS Audit (to include compliance and conformance results), if conducted that year
- Progress executing POA&Ms to correct identified nonconformance
- Summary of compliance deficiencies over one year old
- Results of regulatory inspections that year
- Any other pertinent indicators of environmental performance
- An evaluation of EMS effectiveness, adequacy, and suitability
- Requests for senior management support to promote continued performance improvement, as required

The EMS Coordinator compiles management review content and forwards to the EIRB for review and concurrence. After EIRB approval, the EMS Coordinator presents the Management Review to senior leadership in a briefing.

Management Reviews are documented, and minutes are posted to the EM Portal. The minutes include an attendee list, a copy of the agenda, a summary of discussions, and action items with dates. The minutes are signed by senior leadership and included in the annual EMS conformance report to HQMC (EMP-16).

### 17.3 Actions and Responsibilities

Responsible Party	Action
AC/S	<ul style="list-style-type: none"> <li>- On behalf of the CG, sign the annual Management Review.</li> <li>- Communicate the results of the Management Review to the CG.</li> <li>- Review and approve, as appropriate, suggested revisions to the EMS.</li> </ul>
Activity/Unit/Tenant Commanders	<ul style="list-style-type: none"> <li>- Ensure personnel within their chain of command implement EMS improvements approved during the Management Review.</li> </ul>
EA Director	<ul style="list-style-type: none"> <li>- Provide the AC/S, EMS Coordinator, and the EIRB with information pertinent to MCAGCC's environmental performance.</li> <li>- Provide the AC/S, EMS Coordinator, and the EIRB with recommendations for EMS improvements.</li> <li>- Implement EMS improvements, as appropriate, as approved by the AC/S.</li> <li>- Prepare quarterly "quad-charts" to update the CG on environmental performance.</li> </ul>
EA Division Staff	<ul style="list-style-type: none"> <li>- Develop, collect, and analyze information pertinent to MCAGCC's environmental performance.</li> <li>- Provide the EMS Coordinator with information pertinent to the status of MCAGCC's environmental performance.</li> <li>- Develop proposed EMS improvements and provide them to the EMS Coordinator.</li> <li>- Implement EMS improvements approved by the AC/S.</li> <li>- Document EMS improvements in EMPs, ESOPs, and other EMS documentation.</li> </ul>
EIRB	<ul style="list-style-type: none"> <li>- Review and approve Management Review content prior to the senior leadership briefing.</li> <li>- Evaluate, endorse, and forward to AC/S, as appropriate, suggested revisions to the EMS.</li> </ul>
EMS Coordinator	<ul style="list-style-type: none"> <li>- With support from the EA Director and the EMS Team, compile MCAGCC environmental performance data and prepare the annual Management Review.</li> <li>- Review proposed EMS improvements.</li> <li>- Implement EMS improvements, as appropriate, approved by the AC/S and the EIRB.</li> <li>- Document the annual Management Review as specified in this EMP and post it to the EM Portal.</li> <li>- Ensure EMS improvements are included in EMPs, ESOPs, and other EMS documentation.</li> </ul>
EMS Management Committee	<ul style="list-style-type: none"> <li>- Support the EMS Coordinator in compiling the annual Management Review.</li> <li>- Evaluate and develop suggested EMS revisions.</li> </ul>
Practice Owners	<ul style="list-style-type: none"> <li>- Participate with EMS Team and the EA Division staff in developing performance measurement data.</li> <li>- Provide the ECCs with suggested EMS improvements.</li> <li>- Implement EMS improvements approved by the AC/S.</li> </ul>

## **APPENDIX P - MAGTFTC, MCAGCC EMS TEAM CHARTER**

---

### **1.0 Purpose**

The EMS Team represents the interests of all installation directorates, commands, and tenant organization in the planning, implementation, and maintenance of EMS. The EMS Team provides installation-wide oversight and support of the EMS implementation and sustaining effort; ensures appropriate participation of all directorates, commands, and tenants in EMS; and ensures sustained conformance with the implementation.

The EMS Team is comprised of two tiers:

- The Environmental Impact Review Board (EIRB) provides oversight and review for EMS policies, objects and targets, and procedures, to ensure that EMS initiatives reduce risk-to-mission within their respective directorates, commands, and tenant organizations.
- The EMS Management Committee reviews and oversees EMS planning and implementation and sustaining efforts. The EMS Management Committee ensures effective execution, communications, and coordination among all participating organizations.

### **2.0 Actions and Responsibilities**

#### MAGTFTC, MCAGCC Environmental Impact Review Board (EIRB)

- Provides oversight and review for EMS policies, objects and targets, and procedures, to ensure that EMS initiatives reduce risk-to-mission within their respective directorates, commands, and tenant organizations.
- Conducts the annual EMS Review by evaluating environmental performance results compiled by the EMS Coordinator, EA, and the ECCs. Results of the EMS Review are provided to the CG. Specific responsibilities of the EIRB include:
  - Ensure the active participation of their directorates, commands, or tenant organizations within the EMS.
  - Provides a forum for communication and coordination of EMS initiatives affecting their directorates, commands, or tenant organizations, or MAGTFTC, MCAGCC.
  - Receives EMS training.
  - Reviews the MAGTFTC, MCAGCC EMS policy (and any revisions) prior to submission for command approval and signature.
  - Reviews objectives and targets and associated POA&Ms developed by the EMS Coordinator, EA, and the EMS Management Committee.
  - Reviews/comments on the ECPSOP/EMS Chapter and EMPs developed by the EMS Coordinator.
  - Conducts the EMS review and submit results and recommend EMS enhancements to CG via the EIRB.

#### MAGTFTC, MCAGCC's EMS Management Committee

- Primary liaison between the EMS Coordinator and their organizations for communication and coordination.
- Works with the EMS Coordinator and EA to gather, organize, and disseminate the EMS information.

- Provides input to practice-specific ESOPs and other EMS documentation.
- Reviews EMS documentation: and advise, coordinate, facilitate, and monitor EMS implementation.
- Specific responsibilities of the Implementation and Maintenance Working Group members include the following:
  - Serves as primary liaisons between the EMS Coordinator and Practice Owners within their respective organizations.
  - Coordinates planning and implementation of EMS initiatives within their chains of command, as appropriate.
  - Receives EMS training.
  - Participates, with the EMS Coordinator and EA, in developing the practice inventory, providing information on practices operated by their organizations.
  - Participates, with the EMS Coordinator and EA, in analyzing and prioritizing risks-to-mission associated with practices operated within their organizations.
  - Supports the EMS Coordinator and EA in developing objectives and targets.
  - Represents the interests of their organizations in the development of plans of actions and milestones to meet defined objectives and targets.
  - Supports, the EMS Coordinator and EA, in identifying projects for external funding either as actions to achieve objectives and targets or as corrective/preventive measures identified through the EMS checking and corrective action component.
  - Coordinates, within their chains of commands, initiatives to incorporate established environmental responsibilities into unit SOPs and training plans.
  - Ensures effective execution of environmental SOPs within their organizations.
  - Ensures Practice Owners within their organizations receive practice-specific, point-of-use training.
  - Supports the EMS Coordinator in compiling an inventory of environmental documents and records used within their respective organizations as applicable.
  - Supports the EMS Coordinator in developing roles and responsibilities sections within the EMPs.
  - Provides liaison between EA and Practice Owners within their respective organizations to facilitate quarterly Commanding General's Environmental Inspection Program inspections.
  - Supports the EMS Coordinator and EA in the annual collection of environmental performance information, including status in meeting objectives and targets, to facilitate monitoring and measurement component initiatives.

### **3.0 Membership**

The Chief of Staff chairs the EIRB, the Director of EA serves as the Executive Agent of the EIRB, and the Deputy Director of EA chairs the EMS

Management Committee.

From the following MAGTF/TC, MCAGCC directorates, commands, and tenant organizations, Deputy Directors and Executive Officers are EIRB members, while EA Media Managers and Environmental Compliance Coordinators are EMS Management Committee members:

- (1) Resource Management Directorate
- (2) MAGTF Training Directorate
- (3) Installation Support Directorate
- (4) Government & External Affairs
- (5) Communication Strategy and Operations
- (6) Mission Assurance
- (7) Protocol
- (8) Performance and Innovation
- (9) Marine Corps Community Services
- (10) Religious Ministries
- (11) Human Resources Office
- (12) Equal Opportunity Advisor
- (13) Inspector General
- (14) Legal Services Support Team
- (15) Regional Contracting Office Northwest
- (16) Headquarters Battalion
- (17) Marine Corps Logistics Operations Group
- (18) Tactical Training Exercise Control Group
- (19) Marine Corps Communication-Electronics School
- (20) Naval Hospital 29 Palms
- (21) 7th Marine Regiment
- (22) 1st Battalion, 7th Marines
- (23) 2d Battalion, 7th Marines
- (24) 3d Battalion, 4th Marines
- (25) 3d Battalion, 7th Marines
- (26) 3rd Battalion, 11th Marines
- (27) 3d Light Armored Reconnaissance Battalion
- (28) Combat Logistics Battalion 7
- (29) 23d Dental, 1st Dental Battalion, 1st Marine Logistics Group
- (30) Armed Services Young Men's Christian Association
- (31) Contracted Owned, Contractor Operated Fuel Facility
- (32) Defense Commissary Agency
- (33) Headquarters Battalion

- (34) Cherokee Federal
- (35) Naval Criminal Investigative Service
- (36) Navy and Marine Corps Relief Society
- (37) Navy Personnel
- (38) Western Area Research, Test and Evaluation Center
- (39) Southwest Regional Fleet Transportation
- (40) Staff Judge Advocate
- (41) Veterinary Services
- (42) Marine Corps Tactics Operations Group

#### **4.0 Meetings**

The Management Committee communicates primarily through e-mail to review and approve EMS documentation. Meetings may be scheduled between all or part of the committee on an as-needed basis.

#### **5.0 Duration**

This EMS Team is in effect until superseded or revoked by the Commanding Officer.

The EMS Team will evaluate the continuing effectiveness of the Charter, including Team membership and responsibilities, during each EMS Review.



## APPENDIX Q – ACRONYMS, ABBREVIATIONS, AND GLOSSARY

Acronyms, Abbreviations, and Glossary	
Term/Acronym	Definition
Actions	Any initiative undertaken to improve environmental performance or meet an environmental need. Within the EMS, there are two general types of actions: projects, and behavioral/administrative actions. These include: <u>Projects</u> – Actions that require external funding requested through STEP or other Planning, Programming and Budgeting System mechanisms. Examples of projects include P2 investments, infrastructure investments, and externally funded studies or plan development. <u>Behavioral/Administrative Actions</u> – Actions planned and implemented within the installation CO's means, such as realigning existing roles and responsibilities, developing EMS procedures, and providing training.
Aspect	A characteristic of a practice that can cause an impact to an environmental or other resource. Each practice may have several aspects.
AC/S	Assistant Chiefs of Staff
AICUZ	Air Installation Compatible Use Zone
BECF	Business Emergency and Contingency Plan
CCO	Combat Center Order
CETEP	Comprehensive Environmental Training and Education Program
CG	Commanding General
CGIP	Commanding General's Inspection Program
CMC	Commandant of the Marine Corps
CO	Commanding Officer
Compliance	Adherence to Federal, state, local, DoD, Marine Corps and other applicable legal, regulatory, or policy requirements.

Acronyms, Abbreviations, and Glossary	
Term/Acronym	Definition
Conformance	Adherence to Marine Corps EMS criteria. A facility is in conformance with established EMS criteria when it meets all applicable EMS requirements, has conducted an annual internal EMS Audit, and self-declares conformance. HQMC (LF/MCICOM (GF))-sponsored Benchmark ECEs validate the self-declaration. A facility may be considered to be in conformance with Marine Corps EMS criteria if it has one or more minor nonconformance's, as long as it establishes and implements a Plan of Action and Milestones (POA&M) to correct each nonconformance.
DENIX	Defense Environmental Network and Information Exchange
Document	Information (stored on paper, electronic, or other media) that describes the organization, its goals or intent, or its procedures. Documents are subject to change over time. Examples of documents include the EMS procedures, the Environmental Policy Statement, current practice inventory and risk data, current objectives and targets, installation plans, the ECPSOP, and regulatory permits.
DoD	Department of Defense
EA	EA
ECC	Environmental Compliance Coordinator
ECE	Environmental Compliance Evaluation
ECPSOP	Environmental Compliance and Protection Standard Operating Procedure
ECMS	Environmental Compliance Management System
EIRB	Environmental Impact Review Board
EM	Environmental Management
EMP	Environmental Management Procedure
EMS	Environmental Management System
EMS Audit	A systematic and documented verification process that objectively obtains and evaluates evidence to determine whether an installation's EMS conforms to the USMC EMS conformance criteria and is effectively implemented.
EO	Executive Order
EPA	Environmental Protection Agency
ESOP	Environmental Standard Operating Procedure
External Communication	Communication of environmental information between MAGTFTC, MCAGCC personnel and external interested persons or groups, such as component services, local community groups, or local, state, and federal environmental agencies.
FAV	Formal Assist Visit
HM	Hazardous Material

Acronyms, Abbreviations, and Glossary	
Term/Acronym	Definition
HQMC MCICOM GF-5	Environmental Management Section, Facilities & Services Division, Headquarters, United States Marine Corps
HW	Hazardous Waste
HWMP	Hazardous Waste Management Plan
ICOP	Integrated Contingency and Operations Plan
ICRMP	Integrated Cultural Resources Management Plan
Impact	An effect of a practice's aspect on an environmental or other resource. Each practice may have several impacts
Internal Communication	<p>Communication of environmental information between personnel operating on MAGTFTC, MCAGCC, or with other U.S. Marine Corps personnel. Internal communication occurs between personnel and organizations at numerous levels within MAGTFTC, MCAGCC's organization, including:</p> <ul style="list-style-type: none"> <li>• EA Division staff and Practice Owners.</li> <li>• EA Division staff and managers of other MAGTFTC, MCAGCC Departments, tenants, and contractors.</li> <li>• Practice Owners and their chains of command.</li> <li>• EA Director and the Commanding General, the EIRB, and the EMS Coordinator.</li> <li>• MAGTFTC, MCAGCC environmental personnel and Marine Corps HQ.</li> </ul>
INRMP	Integrated Natural Resources Management Plan
ISO	The International Organization for Standardization
MAGTFTC	Marine Air Ground Task Force Training Command,
MCAGCC	Marine Corps Air Ground Combat Center
MCO	Marine Corps Order
NEPA	National Environmental Policy Act
Objective	A statement that defines an attainable end-state, supporting goals of the Environmental Policy Statement. Objectives must be achievable and measurable and should be quantifiable when practicable.
P2	Pollution Prevention
PAO	Public Affairs Office
POA&M	Plan of Actions and Milestones
Practice	Mission-supporting unit processes conducted at the installation that has aspects that can impact environmental or other resources.

Acronyms, Abbreviations, and Glossary	
Term/Acronym	Definition
Practice Controls	<p>Procedures with designated responsibilities and frequencies implemented to control a practice's aspects and prevent or mitigate the impacts of those aspects. Practice control is achieved through effective:</p> <ul style="list-style-type: none"> <li>• Training and awareness (EMP-06),</li> <li>• Internal communication (EMP-07),</li> <li>• Operational control (including replacing, changing, or eliminating the practice as well as following prescribed operation instructions),</li> <li>• Emergency preparedness and response (EMP-11)</li> <li>• Compliance inspection and sampling and analysis (EMP-12), and</li> <li>• Document and record control (EMP-09).</li> </ul> <p>Some practice controls are required by regulation or policy. Many others are not "required," but are judged by an installation to be necessary to achieve the above purposes or to otherwise minimize risks to mission.</p>
Practice Owner	The command, unit, or office responsible for day-to-day use of a practice. Practice Owners are generally not the installation's environmental management staff.
Problem	Generally, a deviation from expected results.
Problem Solving	Application of a structured approach to identify environmental problems and their root causes and to develop and implement cost-effective, permanent solutions.
Procedure	A specified way to perform an activity.
Projects	Actions that require external funding requested through existing Planning, Programming, and Budgeting System mechanisms.
PWD	Public Works Division
QRP	Qualified Recycling Program
RCUZ	Range Compatible Use Zone
Record	Information (stored on paper, electronic, or other media) that states results achieved or provides evidence of activities performed. Records are not subject to change, and once created, cannot be modified. Examples of records include regulatory monitoring records, routine inspection records, results of past EMS Audits, etc.
Requirement	Legislation, regulation, or policy issued by an Executive, Federal, state, local, DoD, DON, or Marine Corps authority that addresses environmental considerations and requires action by Marine Corps personnel.

<b>Acronyms, Abbreviations, and Glossary</b>	
<b>Term/Acronym</b>	<b>Definition</b>
Resources (Environmental)	Sensitive environmental receptors (e.g., air, water, natural resources, etc.) or cultural or historic assets aboard MAGTFTC, MCAGCC or in the surrounding community that can be impacted by the operation of practices.
Resources (Other Resources)	Other assets that may be impacted by MAGTFTC, MCAGCC practices, such as personnel health and safety, real property, financial resources, public relations status, and mission capability.
RMP	Risk Management Plan
SABRS	Standard Accounting, Budget, and Reporting System
SCP	Spill Contingency Plan
Significant Aspect	An aspect determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes aspect risk scores into account.
Significant Practice	A practice determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes practice risk scores into account.
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan A practice determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes practice risk scores into account.
SOP	Standard Operating Procedure
SWPPP	Stormwater Pollution Prevention Plan
STEP	Status Tool for the Environmental Program
Target	A detailed performance requirement that sets a limit, usually a quantity and/or a time frame, for the achievement of objectives. An objective may have more than one target.
TAV	Technical Assist Visit under the CGIP
WACO	Western Area Council Office
WREC	West Coast Regional Environmental Coordinator

## **APPENDIX R - Acronyms, Abbreviations, and Glossary**

---

ACEPDSC: Army Corp of Engineers Professional Development Support Center.

AFCEE: Air Force Center for Environmental Excellence.

AFIT: Air Force Institute of Technology.

ALMC: Army Logistic Management College.

Aspect: A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental resource. Each practice may have several aspects.

AST: Above Ground Storage Tank. A tank designed to store bulk hazardous materials above ground.

CAA: Clean Air Act. The CAA establishes federal standards for indoor and outdoor air quality.

Capt: Captain.

CBT: Computer-based training.

CCFD: Combat Center Fire Department.

CCO: Combat Center Order.

CCR: California Code of Regulations. Regulations used by state agencies to implement state laws.

CECOS: Civil Engineer Corps Officers School.

CEIHOT: Army Center for Environmental Initiatives and Hands-On Training.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act. This is also known as "Superfund," and defines procedures and assigns liability for cleanup of uncontrolled hazardous waste sites.

CETEP: Comprehensive Environmental Training and Education Program.

CFR: Code of Federal Regulations. Contains the regulations used by Federal agencies to implement statutes passed by Congress.

CG: Commanding General.

CO: Commanding Officer.

Cpl: Corporal.

CSTI: California Specialized Training Institute.

CWA: Clean Water Act. The CWA regulates the discharge of materials into the navigable waters of the United States.

DivDir: Division Director.

DLA: Defense Logistics Agency.

DOD: Department of Defense.

DOT: Department of Transportation. The DOT, a Federal agency, regulates the shipment of hazardous materials.

DTSC: Department of Toxic Substances Control. The DTSC is a State agency that implements state interpretation of federal HW regulations per the CCR.

EA: EA.

ECC: Environmental Compliance Coordinator. This is an individual who is assigned to manage the organization or unit level environmental program and functions as a representative at the monthly Installation Environmental Compliance Coordinator's Meeting.

ECE: Environmental Compliance Evaluations. The Marine Corps has established the ECE Program to evaluate environmental compliance at Marine Corps installations and within Marine Corps commands. The ECE Program assesses the command's level of compliance, identifies actions necessary to correct compliance deficiencies, provides follow up on the implementation of those proposed actions, and facilitates continuous improvement in compliance efforts through the Self-Audit Program.

ECCRB: Environmental Course Content Review Board. Monitors course effectiveness and oversees content changes. It is chaired by the CETEP Coordinator at MAGTFTC, MCAGCC.

ECRB: Environmental Compliance Review Board. This is an executive body at MAGTFTC, MCAGCC that meets as needed to consider environmental compliance and protection issues.

Environmental Compliance Training and Education: Courses promoting compliance with the legal requirements of environmental laws and regulations.

EMS: Environmental Management System. This is a management system directed by the Department of Defense to track all environmental issues and tasks performed on military installations.

EPA: Environmental Protection Agency. The EPA is a Federal agency that regulates national environmental issues.

EPCRA: Emergency Planning and Community Right to Know Act. Requires mandatory disclosure of chemicals stored or generated by businesses to regulatory agencies and the surrounding community.

ESA: Endangered Species Act. ESA requires Federal agencies to protect species and their habitats, which are listed as endangered or threatened by the U.S. Fish and Wildlife Service (USFWS).

ESOP: Environmental Standard Operating Procedure.

ETSC: Environmental Training Support Center.

FIFRA: Federal Insecticide, Fungicide, and Rodenticide Act. FIFRA regulates the manufacture and application of pesticides.

FMOS: Free Military Occupational Specialty.

HAZCOM: Hazard Communication Standard. HAZCOM is an OSHA mandated program requiring employers to notify employees of the safety and chemical hazards, which exist in the workplace and is required by 29 CFR 1910.1200.

HAZWOPER: Hazardous Waste Operations Emergency Response. These OSHA regulations outline mandated training for emergency response personnel per 29 CFR 1910.120.

HCP: Hazardous Consolidation Point.

HQMC: Headquarters Marine Corps.

HM: Hazardous Materials. HM are materials that are hazardous to human health and the environment.

HW: Hazardous Waste. HW is a hazardous material or substance that can no longer be used for its intended purpose and poses a threat to the environment.

HWAA: Hazardous Waste Accumulation Area.

ICOP: Integrated Contingency and Operations Plan (CCO 5090.5).

ICS: Incident Command System.

ID: Identification.

I&L: Installation and Logistics.

Impact: The effects of practices on resources. Each aspect may have several impacts.

IMS: Instructional Management School. Formal school designed for Marine Corps personnel assigned to instructor duty.

IRP: Installation Restoration Program.

ISREEB: Inter-Service Environmental Education and Review Board. An advisory board composed of environmental and training leaders of all military services formed to identify environmental training efficiencies and resources.

JFTS: Joint Forces Training School.

KG: Kilogram.

LEPC: Local Emergency Planning Commission.

LFL: HQMC, DC I&L Land Use, and Military Construction Branch.

LMP: Learning Management Program.

LMS: Learning Management System.

LQG: Large quantity generator of hazardous waste.

MAGTFTC: Marine Air Ground Task Force Training Command.

MCAGCC: Marine Corps Air Ground Combat Center.



MCCES: Marine Corps Communications Electronics School.

MCCS: Marine Corps Community Services.

MCIWest: Marine Corps Installations West.

MCO: Marine Corps Order.

MRE: Meal, Ready-to-Eat.

MWSG-37: Marine Wing Support Group 37.

MWSS-374: Marine Wing Support Squadron 374.

Natural Resource Stewardship Training and Education: Courses promoting conservation of biological and cultural resources. Examples of such training include endangered species habitat conservation, NEPA planning, and archeological resource conservation.

NAVFAC: Naval Facilities Engineering Command.

NCO: Non-Commissioned Officer.

NEPA: National Environmental Policy Act. NEPA is a Federal law requiring analysis and full disclosure of possible impacts, alternatives, and mitigation measures for any Federal action that directly or indirectly impacts the human or natural environment.

NFPA: National Fire Protection Association.

OSHA: Occupational Safety and Health Administration.

P2: Pollution Prevention.

PAO: Public Affairs Office.

PPE: Personal Protective Equipment.

Practice: Mission-supporting unit processes conducted at the installation that, in normal or abnormal operating conditions, can interact with the environment or other resources.

Practice Owner: The person, unit, or organization that operates, conducts, controls, or is otherwise responsible for practices. Practice owners are generally not the installation's environmental management staff.

RCRA: Resource Conservation and Recovery Act. RCRA regulates HW, providing procedural guidelines for generation and disposal.

RLO: Rapid Learning Object.

QA: Quality Assurance.

SAA: Satellite Accumulation Area.

SERP: State Emergency Response Commission.

SES: Senior Executive Service.

SDS: Safety Data Sheet. SDS contain information on the properties and hazards of a chemical product.

Sgt: Sergeant.

SJA: Staff Judge Advocate.

SNCO: Staff Non-Commissioned Officer.

SOP: Standard Operating Procedure.

SPCC: Spill Prevention and Countermeasures Control.

SWRFT: South West Region Fleet Transportation.

TAV: Technical assistance visit.

TTECG: Tactical Training and Exercise Control Group.

USAFSAM: United States Air Force School of Aerospace Medicine.

USMC: United States Marine Corps.

UST: Underground Storage Tank. A tank designed to store bulk hazardous materials underground.

WWTP: Wastewater Treatment Plant.

---

**APPENDIX S - Environmental Standard Operating Procedures (ESOPs)**

---

ESOP Title
Abatement (ABA)
Above Ground Storage Tank (AST)
Aircraft Washing (AWA)
Central Accumulation Area, Portable Containers (CAA)
Degreasing (DGR)
Environmental Compliance Coordinator (ECC)
Grease Traps (GRT)
Hazardous Waste Accumulation Area (HWAA)
Hazardous Waste Satellite Accumulation Area (SAA)
Hazardous Waste Recycling (HWR)
Hazardous Waste Transportation (HWT)
Landfill Operations (LOP)
Meals Ready to Eat (MRE)
Medical Waste Operations (MWO)
Motor Vehicle Air Conditioning Refrigerant Operations (MVR)
NEPA Documentation (NEPA)
Oil/Water Separator (OWS)
Pesticide / Herbicide - General (PEW)
Polychlorinated Biphenyl Items Disposal (PCB)
Range Residue Processing (RAP)
Refrigerant and Halon Operations (REF)
Soil Excavation/Grading (SEG)
Solid Waste Recycling Collection Local (SLF)
Solid Waste Recycling Facility (SFR)
Storm Water Channels (SWC)
Sustainable Procurement (GTP)
Underground Storage Tanks (UST)
Used Oil / Antifreeze Accumulation (UOA)
Vegetation Maintenance and Removal (VMR)
Vehicle / Aircraft Fueling (VAF)
Vehicle Equipment / Parts Replacement (VEO)
Vehicle Wash Rack (VEW)
Vehicle / Equipment Fluid Change (VCC)
Waste Tire Operations (WTO)
Weapons Cleaning (WEC)
Wildlife Handling (UWM)
Wastewater Treatment - Chemical Toilets (WTC)