



# MAGTFTC-MCAGCC 29 Palms

## Environmental Standard Operating Procedure



1 October 2025

### Self-help Projects (SHP)

#### Application and Purpose

This guidance applies to all personnel participating in the Public Works' Self-help Program aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center Twentynine Palms (hereafter called the "installation").

Conducting unauthorized or improper maintenance or repair work can harm persons and the environment, potentially resulting in fines, penalties, and other enforcement actions that may impact the installation mission. Personnel participating in the Self-help Program must do so in accordance with all applicable federal, state, and local regulations, in addition to the requirements of this environmental standard operating procedure (ESOP).

#### Operational Controls

Self-help projects are limited to minor maintenance and repair work that is necessary to maintain a building, Bachelor Enlisted Quarters, or office space. Self-help work includes the following:

- Correcting minor erosion and drainage problems (for example, cleaning out drainage ditches)
- Maintenance of grounds and landscapes (for example, pressure washing or trimming grass, plants, shrubs, and trees)
- Minor drywall repair and touch-up painting
- Minor repairs to windows, screens, and doors
- Installation/replacement of toilet paper holders, soap dishes, towel bars, shower curtain rods, and window shades
- Replacement of ceiling tiles
- Replacement of plumbing equipment such as faucets, washer handles, p-traps, toilet seats, and shower heads
- Replacement of fluorescent tubes, incandescent light bulbs, light diffusers (covers), electrical switch covers, and outlet covers
- Replacement of small hardware items, such as wall locker locking devices, door stops, and sweeps

Self-help does not include large painting projects, intrusive activities such as flooring removal or drywall replacement, alterations, or modifications. Intrusive activities have the potential to disturb asbestos or lead containing materials and require specific procedures to be followed. These projects will likely trigger the National Environmental Policy Act (NEPA) environmental review process and coordination with

Environmental Affairs. Refer to reference (b) for more information on the NEPA environmental review process.

The following environmental requirements must be followed when conducting certain self-help projects:

- Painting
  - Do not wash out painting equipment on the ground or pour paint down the drain.
  - Properly dispose of waste paint, empty paint cans, and rollers/brushes in the Satellite Accumulation Area or bring it to the Hazardous Waste Management Branch.
- Landscaping / pruning
  - Between 1 February and 30 September, Environmental Affairs or an Environmental Affairs trained individual must inspect the project area for bird nests within 48 before conducting the work.
  - Within 30 days, properly dispose of all green material/yard trimmings at the landfill. Cut down large trimmings so that they do not exceed 4 feet in length and 10 inches in width/diameter.
  - Do not use railroad ties.
- Replacing fluorescent tubes
  - Properly dispose of all fluorescent tubes as hazardous waste.
- All self-help projects
  - Update authorized use list as new products are procured.
  - Use secondary containment under any leaking equipment.
  - Report all exterior hazardous substance spills to the Abatement Chief at (760) 401-9841. Refer to reference (d) for more information on spill procedures.
  - Do not put bulky items, recyclables, or hazardous waste in the dumpster.
    - i. Place all hazardous waste in the Satellite Accumulation Area.
    - ii. Take bulky items to the Qualified Recycling Program on Rifle Range Road.

### **Training Requirements**

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

- General Environmental Awareness training
- NEPA Environmental Review Process ESOP
- Abatement ESOP

### **Inspections and Corrective Action**

The Environmental Compliance Coordinator (ECC) will confirm unit adherence to this ESOP. The ECC will confirm that unit personnel are trained in this ESOP and maintain appropriate documentation in accordance with this ESOP. If this ESOP contains an enclosed inspection checklist, designated personnel will conduct the inspections using this ESOP as guidance and document the inspections via the enclosed checklist. If deficiencies are discovered during an inspection, the ECC will ensure immediate corrective action is taken and that all deficiencies and corrective actions are recorded on the enclosed checklist.

## References

- (a) Public Works Department Instruction Manual
- (b) NEPA Environmental Review Process ESOP
- (c) Abatement ESOP

## Use and Version Control

ESOPs are used to augment instructions contained in official orders and directives, and, where necessary, provide for sufficient control of the installation's significant practices. Environmental Affairs maintains the authoritative, current version of this and other ESOPs on the installation's website:

<https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/#environmental-sops>.



# Self-Help Projects (SHP)



## DO



**DO:** Check for nests before conducting work.

**DO:** Dispose of green materials and yard trimmings at the landfill.



**DO:** Follow proper procedures for disposing of hardware items, empty paint cans, plastic, ceramics, waste paint, used paint rollers, and fluorescent tubes.

**DO:** Request projects via PWD's Self-Help Program.



**DO:** Obtain materials from the Public Works Division (PWD).

**DO:** Follow the Self-Help Projects ESOP.



## DON'T



**DON'T:** Put yard trimmings, recyclables, bulky items, or furniture in dumpsters.

**DON'T:** Conduct work without coordinating with PWD.



**DON'T:** Wash painting equipment on the ground.

**DON'T:** Pour paint down the drain.

