

<b>Environmental Standard Operating Procedure</b>	
<b>Landscaping</b>	
SF Director: Alicia Florez Signature:	Date:

## **PURPOSE.**

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for landscaping operations aboard Marine Corps Logistics Base (MCLB) Barstow. These procedures apply to any individual trimming or removing trees, shrubs, non-turf grasses, and stumps (collectively “vegetation”), whether the vegetation is living, downed, or dead.

## **PROCEDURES.**

Personnel trimming or removing vegetation shall ensure their actions do not negatively impact air quality, natural resources, or wildlife management areas. When removing vegetation, it is critical that proper procedures are followed to avoid impacting these critical resources.

The following procedures apply:

1. Trimming or Removing Vegetation.
  - a. Cutting or harvesting any vegetation in the range training areas is prohibited at all times unless provided specific, prior written authorization from the Environmental Division.
  - b. Tree, shrub and bush trimmings must be removed and disposed within 48 hours of trimming.
  - c. If removing stumps or digging is required, contact the Public Works Division to obtain a dig permit and ensure all permit requirements are met.
  - d. Dispose of green waste in accordance with the most current procedures for solid waste collection and transportation.
  
2. Checking For Bird Nests
  - a. As a federal agency, MCLB Barstow must comply with the Migratory Bird Treaty Act, which protects migrating and resident bird’s active nests (i.e., nests with eggs or chicks) year-round. Trimming or removing vegetation that will cause disturbance or removal of an active nest, or that will cause a breeding bird to leave the nest for prolonged lengths of time are prohibited.

- b. Prior to beginning any landscaping operations, contact the Environmental Division to request a nest check. Natural Resource staff are the only personnel authorized to conduct these checks.
  - c. If an active bird nest is encountered, or if birds, bird parts, nests, or eggs are found in any plant material that has been removed manually or naturally, please contact the Environmental Division.
  - d. Bird materials are protected by law and may be handled only by authorized personnel.
  - e. Collection of any birds' parts to include nest, feathers, or eggs is prohibited.
3. Fertilization
- a. Only approved fertilizers may be used aboard the installation.
  - b. Ensure fertilizer is properly stored according to the Hazardous Material Management ESOP.
4. Ensure Permit to Operate (PTO) is posted for any applicable equipment being used and that all conditions are being met.
5. Obey all signage in the work area (e.g., pipeline markers and wildlife habitat areas).
6. Follow fugitive dust control requirements.
7. Report all spills to the Environmental Division per the Spill Response ESOP.
8. The following records must be maintained:
- a. SDS for all applicable hazardous material.
  - b. Inspection and training records.
9. The Environmental Compliance Coordinator (ECC) shall coordinate with their supervisor/leadership to ensure personnel are designated to conduct inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.
10. If there are any specific situations or concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

## **REFERENCES.**

- a. MCO 5090.2
- b. 29 CFR (Code of Federal Regulations) 1910
- c. 36 CFR
- d. 16 USC 703-712

## **TRAINING.**

Unit personnel should be trained on all the provisions of this ESOP. All training must be requested through unit ECC or Environmental Compliance Branch.

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

- a. Hazard Communications training.
- b. General Environmental Awareness training.