

Environmental Standard Operating Procedure

Document Owner: Environmental Division

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Title: Construction/Renovation/Demolition (Contractors)

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for proper procedures as they apply to contractors performing facility construction, repair and demolition.

2.0 APPLICATION

This guidance applies to those contractors performing facility construction, repair and demolition aboard Marine Corps Logistics Base (MCLB) Barstow.

3.0 PROCEDURE

3.1 Discussion:

Before a contractor performs any facility construction, repair or demolition tasks aboard MCLB Barstow certain procedures must be addressed. A request that includes NEPA documentation must be completed outlining job functions the work will encompass and any potential environmental impacts. The request must be submitted and approved prior to the commencement of any facility construction, repair or demolition tasks.

3.2 Operational Controls:

The following procedures apply:

- a. Before any facility construction, repair or demolition tasks are performed; the contractor performing the task(s) must be assigned an action sponsor.
- b. Once an action sponsor is assigned, documentation of environmental impacts must be processed prior to initiation of tasks.
- c. The NEPA (National Environmental Policy Act) document titled "Request for Environmental Impact Review" (REIR) must be filled out before facility construction, repair or demolition can occur.
- d. Submit the completed REIR to the Environmental Division for approval.
- e. After the REIR has been staffed to each media specialist, a Decision Memorandum will be generated detailing the action sponsors future requirements. The Decision Memorandum will

result in either:

1. Categorical Exclusion (CATEX). No additional NEPA documentation is required as long as project stays within guidelines established in the Decision Memorandum.

2. Environmental Assessment (EA). Action Sponsor – Funds an assessment of environmental impacts as per MCO 5090.2A.

3. Environmental Impact Study (EIS). Action Sponsor – Funds an assessment of environmental impacts as per MCO 5090.2A.

f. Once approved, a project folder will be issued outlining the details of the project.

g. Once the project has been completed, the action sponsor or its execution agent will submit a NEPA Execution form to the Environmental Division to maintain on file.

h. The action sponsor will keep all NEPA documentation on file for 10 years.

i. Contractor must abide by all other ESOPs addressed aboard MCLB Barstow.

j. Contractor must pay special attention to backflow operations to prevent any potential backflow mishaps when utilizing water outlets.

k. Contractor must state whether they will dispose of hazardous waste themselves or if an agreement is in place between the contractor and the installation for disposal of hazardous waste.

l. Contractor must state whether they will dispose of solid waste and/or construction debris themselves or if an agreement is in place between the contractor and the installation for disposal of solid waste and/or construction debris.

m. If a permit is required for construction, the contractor will submit and pay all fees for the applicable Permit to Operate (PTO) and upon completion of project turn over control of said PTO to MCLB Barstow.

n. Contractor will train personnel in all environmental aspects as they pertain to their jobs.

o. Contractor must receive specialized training from MCLB Barstow as it pertains to their job functions (e.g. Desert Tortoise and Abatement briefings).

p. Contractor will abide by all MCLB Barstow emergency response procedures as outlined in the Integrated Contingency Plan.

q. For all other inquiries, refer to MCO 5090.2A.

r. If there are any specific situations or other concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

3.3 Documentation and Record Keeping:

The following records must be maintained:

- a. NEPA documentation.
- b. Applicable PTO.
- c. Inspection and training records.

3.4 Training:

All affected personnel must be trained in this Standard Operating Procedure and the following:

- a. General Environmental Awareness training.
- b. Desert Tortoise Awareness Training (as applicable).
- c. Spill Response (SPR-ESOP).

3.5 Emergency Preparedness and Response Procedures:

Refer to the MCLB Barstow Integrated Contingency Plan (ICP).

3.6 Inspection and Corrective Action:

The unit Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

4.0 REFERENCES

- MCO 5090.2A
- Integrated Contingency Plan (ICP) for Marine Corps Logistics Base Barstow