

Environmental Standard Operating Procedure			
Originating Office: Environmental Management Department	Revision: Original	Prepared By: Engineering and Natural Resources Division	Approved By: William Moog
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Title: Soil Excavation/ Grading/Dredging

1.0 PURPOSE

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

2.0 APPLICATION

This guidance applies to those individuals working with soil excavation, grading and dredging aboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 29 CFR 1926 (Code of Federal Regulations)
- Public Works Department, Dig Alert Process
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- Natural Resources Integrated Management Plan (INRMP)
- MCAS Miramar Air Quality Management Plan (AQMP)
- MCAS Miramar Waste Management Plan (HWMP)
- MCAS Miramar Storm Water Discharge Management Plan (SWDMP)
- Clean Water Act Sections 401, 402 and 404

4.0 PROCEDURE

4.1 Discussion:

All personal aboard MCAS Miramar who participates in soil excavation, grading or dredging operations must minimize impacts to water quality, air quality, natural resources, and wildlife management areas. When performing soil excavation, grading and dredging operations, you must follow proper procedures.

4.2 Operational Controls:

The following procedures apply:

1. Before removing, grading, or excavating soil you must contact the Environmental Management Department (EMD) for appropriate environmental (NEPA) review. If the activity is conducted by or coordinated with Miramar Public Works, their processes typically include this environmental review process, prior to their approval to proceed. This review is necessary to ensure that:
 - a. Sensitive natural or cultural resources are not disturbed without completing necessary federal regulatory consultation requirements. A Sensitive Resources Map of MCAS Miramar that identifies areas warranting special attention can be viewed at http://www.miramarenvironmentalintranet.com/environmental_programs/nat_resources/Sensitive_Resource_Map_Oct2006.pdf . These issues will be reviewed during the environmental (NEPA) review process by the Natural Resources Division staff.
 - b. Any necessary environmental permits are obtained prior to excavation.
 - c. To complete the applicable NEPA documentation.
 - d. To ensure you have complied with pertaining CWA regulations.
 - e. To ensure you are aware of SDAPCD rules and regulations.
 - f. To ensure you are not disturbing an IR site/contaminated soil.
 - g. Sites containing contaminated soils are treated correctly.
2. Ensure Permit to Operate (PTO) is posted for any applicable equipment being used and that all conditions are being met.
3. Dig permits are required and must be obtained through the Public Works Department (PWD).
4. Ensure all soil excavation/grading depth and width is kept in compliance with rules and regulations per the type of excavation being performed.
5. Neither berms nor depressions shall be created that have the potential to pond water and cause vernal pool conditions to form that could become occupied by associated endangered species. Backfills must be properly compacted at sub-surface levels and crowned to prevent water ponding. Berms created from soil will be at a 45 degree angle and no more than one (1) foot high.
6. Ensure permit requirements and conditions are met.
7. Ensure all requirements for fugitive dust control have been taken.
8. Report all spills to Hazardous Waste Division.
9. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
10. If there are any specific situations or other concerns not addressed by this procedure, contact the

Environmental Management Department office.

4.3 Documentation and Record Keeping:

The following records must be maintained:

- 1. MSDS for all applicable hazardous material.
- 2. Inspection and training records.
- 3. CWA related permits

4.4 Training:

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

- 1. Hazard Communications training
- 2. General Environmental Awareness training.
- 3. Approved training on applicable equipment.

4.5 Emergency Response Procedures:

CALL 9-1-1

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet. Use the following checklist to plan and execute your excavation and grading activities:

Soil Excavation/Grading - Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are soil excavation/grading depth and width in compliance with rules and regulations per the type of excavation being performed? (29 CFR 1926)			
2. Are Storm Water Pollution Prevention Plan/Best Management Plans implemented? (SWDMP)			
3. Is fugitive dust maintained as required for: a. equipment being used, b. roadways and work ways, c. and stockpiles? (AQMP)			
4. Are all procedures being followed as they apply to hazardous material handling? (HWMP)			
5. Are spill kits maintained nearby? (29 CFR 1910)			
6. Is a fire extinguisher stored near potentially flammable materials? (29 CFR 1910)			
7. Is PPE kept near any areas with potential health hazards? (29 CFR 1910)			
8. Are training and inspection records maintained and available for inspection? (MCO P5090.2A 9104.1(k)(5)- inspection only)			
9. CWA permitting required? (CWA 401, 402, 404)			
10. Is the soil excavation requiring a SDAPCD permit? (AQMP)			
11. Has NRD been contacted about potential natural and cultural resources removal as it applies?			
12. Has all applicable NEPA documentation been filled out and filed prior to beginning of project?			
13. Have all permits required been obtained and filed with the installation EMD and PWD office?			
14. Are the equipment and/or vehicles being used operated by licensed/certified personnel?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____