

MCAS MIRAMAR
ENVIRONMENTAL MANAGEMENT'S
INVENTORY OF DOCUMENTS/ RECORDS

**Environmental Management Department
Documents and Records**

ENGINEERING DIVISION

Name of Document/Record	Date Updated	Recurring Review Due	Location
Stormwater Management Plan (Stormwater Permits NPDES Industrial, MS4, Vector & Fireworks)	Annually Sept	Annual	Engineering Division
Spill Prevention Control and Coutermeasures (SPCC) Plan (Nov 2004)	Last Revision October 2011 (currently Under Revision)	5 years	Engineering Division
Food Establishment Wastewater Discharge (FEWD) Program	Continuous	Annual	Engineering Division
Air Quality Management Plan	Continuous (In process)	5 Years	Engineering Division
Underground Storage Tank (UST) Management Plan (Feb 2005)	Under Revision	5 Years	Engineering Division
Industrial User Discharge Permit Program (Sewer Permit)	Continuous	Annual	Engineering Division
Munitions Response Program	Continuous	Annual	Engineering Division
Above Petroleum Storage Tank (AST) Facility Statement to DEH (no longer SWRCB)	December 2013	Annual	Engineering Division
Installation Restoration (IR) Sites Active & Closure Program	Continuous	Annual	Engineering Division
Contaminated Soil Management Plan	Jan 2014 (every 3 years)	3 Years	Engineering Division
Community Relations Plan	Aug 2012 (every 5 years)	5 Years	Engineering Division
Range Environmental Vulnerability Assessment	Jan 2013 (every 5 years)	5 years	Engineering Division
Facility Response Plan - Incorporates Oil and Hazardous Substance Plan	Issued Jan 2013, Updated July 2013. Is updated as needed.	5 Years	Engineering Division
Used Oil AST Tank Waivers	Nov 2010	Annual	Engineering Division
NATURAL RESOURCES DIVISION			
USFWS Endangered Species Act Section 7 Consultation Letters	As received	Annual	Director's Office (binder on bookshelf)
Clean Water Act Section 404 Permits and Correspondence	As received	Annual	Director's Office (binder on bookshelf)
National Historic Preservation Act Section 106 Consultation Letters	As received	Annual	File Cabinet Outside Director's Office (2nd drawer from top), SHPO Consultation File
Integrated Natural Resources Management Plan	Aug 2011	5 Years	Director's Office & MCAS Miramar Environment Mgt Webpage
Weed Control Management Plan	May 2013	5 Years	Botanist
Integrated Cultural Resources Management Plan	April 2011	5 Years	Director's Office & MCAS Miramar Environment Mgt Webpage
California Department of Fish and Wildlife Aquaculture Permit (Report/Renewal Application)	Annually/Jan	Annual	Wildlife Biologist

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VA Cemetery Biol. Opinion Report on Construction Impacts (until final buildout completed)	Annually/due 31 Jan	Annual	Director's Office (see BO binder on bookshelf)
VA Cemetery Vernal Pool Restoration (thru 2016 or until final success criteria met) [Typically submitted to USFWS by VA contractor; ensure this is done]	Annually/Jan	Annual	Director's Office (see BO binder on bookshelf)
Fish and Wildlife Service Migratory Bird Depredation Permit (Report/Renewal Application)	Annually/May	Annual	Wildlife Biologist
MV-22 ESA BO/CWA Permit - Vernal Pool Habitat Restoration (Mitigation) Report (until 2018 or when performance standards met)	Annually/31 Aug	Annual	Wildlife Biologist/Director's Office (see BO and CWA Permit binders on bookshelf)
MV-22 CWA Permit - Streambed/Wetland Restoration (Mitigation) Report (until 2018 or when performance standards met)	Annually/31 Aug	Annual	Botanist/Director's Office (see CWA Permit binder on bookshelf)
Annual INRMP Review/Threatened & Endangered Species Expenditure & DEPARC Reporting	Annually/Nov	Annual	USMC/MCICOM Conservation Metrics Portal
Annual Cultural Resource Archaeology & Tribal Consultation DEPARC Reporting	Annually/Nov	Annual	USMC/MCICOM Conservation Metrics Portal
MV-22 National Historic Preservation Act Programmatic Agreement Annual Report	Annually/Nov	Annual	File Cabinet Outside Director's Office (2nd drawer from top), SHPO Consultation File
WASTE MANAGEMENT DIVISION			
Hazardous Waste Management Plan	Dec 2012	5 years	Waste Mgt Division
Solid Waste Management Plan (ISWMP)	Sep 2012	5 years	Waste Mgt Division
Pollution Prevent Plan	Sep 2012	5 years	Waste Mgt Division
Hazardous Material Business Plan	Continuous	5 years	Waste Mgt Division and Unit
Unified Program Facility Permits	June Annually	Annual	Waste Mgt Division and Unit
Medical Waste Management Plan	As Required	5 years	Waste Mgt Division and Unit
Hazardous Waste Manifests	As Required	Annual	Waste Mgt Division
Waste Tire Manifests	As Required	Annual	Waste Mgt Division
E-Waste Disposal Receipts	As Required	Annual	Waste Mgt Division
Lead-Acid Battery Disposal Receipts	As Required	Annual	Waste Mgt Division
U-Waste Battery Disposal Receipts	As Required	Annual	Waste Mgt Division
Professional Training Certificates	Annually	Annual	Waste Mgt Division
Spill Reports	As Required	Annual	Waste Mgt Division
90-Day Waste Site Weekly Inspection	Weekly	Weekly	Waste Mgt Division
HWC Meeting Minutes	Quarterly	Quarterly	Waste Mgt Division
HW P2ADS	Nov Annually	Annual	Waste Mgt Division
SW P2ADS	Feb Annually	Annual	Waste Mgt Division
EPCRA 311, 312	Mar Annually	Annual	Waste Mgt Division
EPCRA 313	July Annually	Annual	Waste Mgt Division
SB-14 Summary Report	Sept 2011/every 4 yrs.	4 Years	Waste Mgt Division
Manifest Exception Reports	As Required	Annual	Waste Mgt Division
Hazardous Material Business Plan	As Required	Annual	All Units/Waste Mgt Division
HM Business Plan Training Roster	Annually	Annual	All Units
New Join Check-In Roster	As Required	Annual	All Units
Spill Log	As Required	Annual	All Units

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Spill Reports	As Required	Annual	All Units
Waste Site Weekly Inspection	Weekly	Weekly	All Units
Used Oil AST Weekly Daily Inspection	Daily	Daily	Units w/AST
Waste Disposal Receipts	As Required	Annual	All Units
Waste Transfer Log	As Required	Annual	All Units
Silver Recovery Unit Log	As Required	Annual	MALS-11
HEADQUARTERS			
BUDGET			
Budget Review (Annually)	January 2014	Annual	STEP (website) and Financial Management Analyst File
Tri-Annual Review (Reimbursable & Direct Funds)	January 2014	Annual	Financial Management Analyst Binder
Project Folders (Funding Documents)	As Required	Annual	Financial Management Analyst File Drawer
MCAS INRMP Expenditures	every Nov	Annual	Conservation Metrics Portal (CMP)
MCAS ICRMP Expenditures	every Nov-Dec	Annual	Conservation Metrics Portal (CMP)
Deficiency Submissions	January 2014	Annual	Financial Management Analyst File
Status of Funds	Systematic	Annual	SMARTS Website
Government Credit Card Purchases	January 2014	Annual	Financial Management Analyst Binders
EMS/CETEP			
Comprehensive Environmental Training and Education Plan	January 2011	Annual	EMS/CETEP
EMS Conformance Summary	Sept 30, Annually	Annual	EMS/CETEP
HWC Course Manual	Dec 2010 (currently under review)	Annual	EMS/CETEP
Hazardous Waste Coordinator Course Roster	Quarterly	3 years	EMS/CETEP
Hazardous Waste Coordinator Refresher Course Roster	Quarterly	3 years	EMS/CETEP
HWC Appointment Letter	As Required	Annual	All Units
24-Hr HWC Course Training Certificate	As Required	3 years	All Units
8-Hr HWC Course Training Certificate	As Required	3 years	All Units
ECC Course Roster	Quarterly	3 years	EMS/CETEP
ECC Course Training Certificate	As Required	3 years	All Units
ECC Course Manual	As Required (currently under review)	Annual	EMS/CETEP
COMPLIANCE			
DEH Compliance Inspection Report	Annually	Annual	Compliance
Compliance Inspection Report Response	As Required	Annual	Compliance
NEPA REVIEW DOCUMENTS			
CATEXs, Design Reviews, EAs, EISs	As Required	Annual	Filed in Media Room and Files older than 10 years are filed outside in Trailer
DATA CALLS			
Cooperating Agency Report to the Council on Environmental Quality (CEQ)	13 Dec 2006	Annual	Hard Copy filed in Media Room
Defense Environmental Program Annual Report to Congress	1 Nov 2006	Annual	Hard Copy filed in Media Room
Semi-Annual Review of the Marine Corps Environmental Management Program Half	29 Jun 2006	semi-annual	Hard Copy filed in Media Room

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Semi-Annual Review of the Marine Corps Environmental Management Program Half	2nd	1 Nov 2006	semi-annual	Hard Copy filed in Media Room
Annual Validation of ECE POAM		30 Sept 2013	Annual	WEBCASS
Annual ECE Self-Audit		30 Sept 2013	Annual	WEBCASS
NON-DERP		Annual	Annual	Filed in Media Room
Internal Control Statements of Assurance- Assessable Units		5 Jun 2006	Annual	Filed in Media Room
IT/ADMINISTRATIVE				
Unit Management Status Report (Morning Report)		Daily	Daily	Data is entered in MOL Website
YM78 Report of Accountability (Computer Inventory)		Quarterly/30 Jan 07	semi-annual	Front Desk
Letters of Authorization		As Required	Annual	Front Desk
Letters of Appointment		As Required	Annual	Front Desk
Time and Attendance Sheets		As Required	Annual	Front Desk
Maximo Service Requests		As Required	Annual	Front Desk
Mail and Document Log		As Required	Annual	Front Desk
Correspondence, incoming		As Required	Annual	Front Desk
Correspondence, outgoing		As Required	Annual	Front Desk
Serialization Log		As Required	Annual	Front Desk
NMCI Trouble Log		As Required	Annual	Front Desk