

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department	Approved By: William Moog
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Title: Construction, Renovation and Demolition

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 onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- MCO 5090.2A (USMC Environmental Compliance and Protection Manual)

4.0 PROCEDURE

4.1 Discussion:

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

4.2 Operational Controls:

The following procedures apply:

1. Before any facility construction, repair or demolition tasks are performed and/or before a real estate license is issued, the contractor performing the task(s) must be assigned an action sponsor.
2. Once an action sponsor is assigned, documentation of environmental impacts must be processed prior to initiation of tasks or the issuance of real estate licenses.

3. The NEPA (National Environmental Policy Act) document/package must be filled out before facility construction, repair or demolition, or the issuance of a real estate license can occur.
4. Submit the completed NEPA package to MCAS Miramar, Public Works Department (PWD), Planning Division for site approval. Once the site approval is completed, the NEPA package is forwarded to EMD for review and approval.
5. After the NEPA package has been reviewed, a Decision Memorandum will be generated detailing the actions sponsors future requirements. The Decision Memorandum will results in either:
 - a. Categorical Exclusion (CATEX),
 - (1) No additional NEPA documentation is required as long as project stays with in guidelines established in Decision Memorandum.
 - b. Environmental Assessment (EA),
 - (1) Action Sponsor – Funds an assessment of environmental impacts.
 - c. Environmental Impact Study (EIS)
 - (1) Action Sponsor – Funds an assessment of environmental impacts.
6. Once approved, a project folder will be issued outlining the details of the project.
7. Once the project has been completed, the action sponsor or its execution agent will submit a NEPA Execution form to the EMD office to maintain on file.
8. The action sponsor will keep all NEPA documentation on file for 10 years.
9. Contractors must abide by all other ESOPs addressed onboard MCAS Miramar.
10. Contractors must pay special attention to backflow operations as to prevent any potential backflow mishaps when utilizing water outlets.
11. Contractors 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.
12. Contractors must state whether they will dispose 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.
13. 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 EMD, MCAS Miramar.
14. Contractors will have previously trained personnel in all environmental aspects as they pertain to their jobs.

15. Contractors must receive specialized training from MCAS Miramar as it pertains to their job functions.
16. Contractors will abide by all MCAS Miramar emergency response procedures.
17. For all other inquires, refer to MCO 5090.2A and the National Environmental Policy Act (NEPA) Compliance Order.
18. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
19. If there are any specific situations or other concerns not addressed by this procedure, contact the MCAS Miramar, EMD office.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. NEPA documentation.
2. Applicable PTO.
2. Inspection and training records.

4.4 Training:

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

1. General Environmental Awareness training.

4.5 Emergency Preparedness and 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.

Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has an action sponsor been assigned to a proposed project that may have an environmental impact?			
2. Has the action sponsor submitted a NEPA package to PWD, Planning Division for the proposed project?			
3. Has the action sponsor received an approval form for the proposed project?			
4. Has the action sponsor received a project folder containing all necessary material to begin project?			
5. If applicable, has action sponsor submitted to EMD a NEPA Execution form if the project has been completed?			
6. Does the action sponsor have previously completed and approved projects on file for a minimum of 10 years if applicable?			
7. Have contractors been trained to comply with MCAS Miramar ESOPS?			
8. Have contractors been briefed in case there is an emergency?			
9. Have contractors indicated whether they will dispose of hazardous waste themselves or if an agreement is in place between the contractor and the installation for disposal of the waste?			
10. Have contractors indicated whether they will dispose of solid waste themselves or if an agreement is in place between the contractor and the installation for disposal of the waste?			
11. If a Permit to Operate (PTO) is required for the current project, has one been obtained by the contractor?			

Inspection Items	Yes	No	Comments
12. Have contracted personnel received required training as it applies to their job?			
13. Have contracted personnel received specialized training from MCAS Miramar as it pertains to their job functions?			
14. Are training and inspection records maintained and available for inspection? (MCO P5090.2A 9104.1(k)(5)- inspection only)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____