

Environmental Standard Operating Procedure			
Originating Office: Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department	Approved By: William Moog
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Title: Vegetation Removal

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for vegetation removal.

2.0 APPLICATION

This guidance applies to those individuals who conduct vegetation removal aboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 29 CFR (Code of Federal Regulations) 1910
- 36 CFR
- *SDAPCD rule 19.3*
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)

4.0 PROCEDURE

4.1 Discussion:

Marine Corps units, installation personnel, and contractors planning to remove vegetation aboard MCAS Miramar must ensure that their actions do not disturb or 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.

4.2 Operational Controls:

The following procedures apply:

1. When attempting to remove brush or stumps, you must contact the PWD Planning, EMD, Natural Resources Division, and NavFac Utilities office for the following:
 - a. To ensure conformity with the Base Exterior Architecture Plan.

- b. To process all applicable NEPA documentation,
 - c. To ensure you are not disturbing sensitive natural/cultural resource areas, species habitat or migratory bird nesting sites or removing endangered plants.
 - d. Permission to proceed and to request dig permits.
2. Ensure Permit to Operate (PTO) is posted for any applicable equipment being used and that all conditions are being met.
3. Obey all signage (e.g., pipeline markers and wildlife habitat areas).
4. Follow fugitive dust control requirements.
5. Report all spills to the abatement section.
6. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
7. If there are any specific situations or other concerns not addressed by this procedure, contact EMD 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.

4.4 Training:

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

1. Hazard Communications training.
2. General Environmental Awareness training.

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.

Vegetation Removal - Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has the EMD, Natural Resources Division been contacted about potential vegetation removal to ensure no wildlife habitat or natural/cultural resources are disturbed?			
2. Has all applicable NEPA documentation been filled out and filed prior to beginning of project?			
3. Have all required permits been obtained and filed with the installation PWD Planning, EMD and NavFac Utilities office?			
4. Are procedures for the vegetation removal being performed in compliance with MCAS Miramar requirements?			
5. Are fugitive dust requirements being met for: <ul style="list-style-type: none"> a. equipment being used, b. roadways and work ways, (SDAPCD rule 19.3)			
6. Are equipment and/or vehicles operated by licensed and certified personnel? (29 CFR)			

7. Are all procedures being followed as they apply to hazardous material handling? <i>(40 CFR)</i>			
8. Are spill kits maintained nearby? <i>(29 CFR 1910)</i>			
9. Is a fire extinguisher stored near potentially flammable materials? <i>(29 CFR 1910)</i>			
10. Is PPE kept near any areas with potential health hazards? <i>(29 CFR 1910)</i>			
11. Are training and inspection records maintained and available for inspection? <i>(MCO P5090.2A 9104.1(k)(5)- inspection only)</i>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____

