



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/ EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905

DepO 11000.4  
PWD  
18 AUG 2021

DEPOT ORDER 11000.4

From: Commanding General  
To: Distribution List

Subj: INSTALLATION PUBLIC WORKS REGULATIONS

Ref: See Enclosure(2)

Encl: (1) Installation Public Works Regulations Manual  
(2) References

1. Situation. The United States Marine Corps (USMC) mission requires efficient and effective operation of installations as key national defense assets directly supporting the combat readiness of Marine Corps Operating Forces. Per reference (a), the Commandant of the Marine Corps (CMC) has the authority and responsibility to provide and maintain Marine Corps facilities to support the training and readiness of the Operating Forces, maintain equipment and capability sets, and provide the best and most affordable facilities to support our Marines, Sailors, and their families. Therefore, Facilities Sustainment, Restoration and Modernization (FSRM) must be understood, planned, programmed, budgeted, and executed to best support the Marine Corps mission. References (a) - (n) provide objectives to be achieved under the guidance of the Public Works Department (PWD).

2. Cancellation. DepO 4010.1A, DepO 4010.1A, DepO 41011.2C, DepO 5090.14, DepO 5090.15, DepO 5090.2B, DepO 5090.3B, DepO 5090.4A, DepO 5090.5A, DepO 5090.6, DepO 5090.7A, DepO 5090.8, DepO 5090.9, DepO 5420.12D, DepO 6250.2F, DepO 6280.3B, DepO 8000.7A, DepO 11000.1A, DepO 11000.3, DepO 11010.1A, and DepO 11014.2K.

a. Summary of Changes. In 2019, the PWD was established by merging the Facilities Maintenance Division (FMD) and the Natural Resources and Environmental Affairs Office. As a result of this consolidation, it was necessary to update and revise all directives related to the management of installation maintenance, facilities operations, environmental compliance, and other similar initiatives to ensure the efficiency of these

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programs and the continued preservation of the history of this island. Therefore, this revision contains a number of changes, which requires this Order to be reviewed in its entirety.

b. This Order outlines priorities for performance of job orders and emergency/service tickets, and it establishes time frames for work performance, and details procedures for work request authorization, processing, and reconciliation. Information is provided that outlines how to report via landline during emergencies and how to submit service requests (SRs) via the digital platform, USMC Maximo (MAX), as per reference (k).

3. Mission. The mission of the PWD is to provide high quality, responsive, and cost-efficient maintenance, engineering, acquisition, construction management, planning, utilities, environmental stewardship, and preservation of cultural and natural resources in support of the mission of Marine Corps Recruit Depot Parris Island (MCRDPI).

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish uniform procedures and guidance in infrastructure maintenance and environmental compliance aboard the installation in order to support the Depot's mission.

(a) Method. Provide policy, guidance, and instructions for supporting and supported organizations in the maintenance, usage, modification, compliance, conservation, and ownership of facilities and grounds aboard MCRDPI.

(b) End State. Depot tenants are provided installation support through utilization of established procedures and the employment of PWD's six divisions.

(2) Concept of Operations. This Order provides policies and procedures for tenant commands to coordinate facilities support for assigned facilities and areas of responsibility with PWD in support of MCRDPI missions.

(a) MCRDPI is the second oldest post in the United States Marine Corps. It is a collection of islands and salt marsh that make up about 8,000 acres with over 300 structures. MCRDPI holds these resources in the public trust. As a land owner, the Installation Commander has a responsibility to

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maintain the installation to sustain military training for future generations of Marines.

(b) Many of these responsibilities are delegated to the Assistant Chief of Staff G-4 (AC/S G-4), Installation and Logistics (I&L) and are further delegated to the Public Works Officer (PWO). The PWO provides organizations aboard the Depot with the necessary management of real property and natural resources.

b. Coordinating Instructions. All commands, organizations, and tenant activities aboard MCRDPI will follow established procedures and guidance herein to coordinate facilities support for assigned facilities and areas of responsibility with PWD in support of MCRDPI missions.

(1) The AC/S G-4 will function as the coordinating authority for policies, procedures, and guidance herein. Also, the AC/S G-4 will resolve facilities support issues between supporting and supported units that do not conform to the procedures, guidance and intent of this Order.

(2) PWD will manage the policies, procedures, and guidance herein to provide facilities services, environmental services, and programs support to commands, organizations, and tenant activities aboard MCRDPI.

5. Administration and Logistics. Directives issued by this Command are published and distributed electronically via the Adjutant's Office (Central Files). Occupants may obtain an electronic copy of this Order via email from the Military Housing Office. Please call 843-228-2853.

6. Command and Signal

a. Command. This is a punitive Order applicable to all commands, organizations, and tenant activities aboard MCRDPI. Any violation of this Order by service members is subject to adverse administrative action and/or disciplinary action under reference (m). Civilians including but not limited to, Department of Defense (DoD) employees, military dependents and guests, are not subject to the Uniformed Code of Military Justice (UCMJ), but may be the subject of debarment proceedings from the installation or applicable Federal and Service disciplinary actions if they violate this Order.

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b. Signal. This Order is effective the date signed.

  
J. L. NETHERCOT

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INSTALLATION PUBLIC WORKS  
REGULATIONS MANUAL

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## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Changes	Date Entered	Signature of Person Incorporating Change

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# REFERENCES

- (a) MCO 11000.5 Facilities Sustainment, Restoration, and Modernization Program
- (b) MCO 11000.12 Real Property Facilities Manual, Facilities Planning and Programming
- (c) MCO 11000.22 CH-1 Marine Corps Bachelor and Family Housing Management
- (d) MCO 5400.54 Marine Corps Installations Command Roles and Responsibilities
- (e) MCO P5090.2A Environmental Compliance and Protection Manual
- (f) National Fire Protection Association (NFPA) 78 Guide On Electrical Inspections
- (g) MCO P11000.9C W/CH 1-4 Real Property Facilities Manual, Volume VI, Energy and Utilities Management
- (h) MCICOM Policy Letter 9-19
- (i) DOD UFC 3-410-01 Heating, Ventilating, and Air Conditioning Systems
- (j) DOD UFC 3-420-01 Plumbing Systems
- (k) MARADMIN 708/20 USMC Maximo (USMCMAX) as the Computerized Maintenance Management System for the MCICOM Facilities Directorate Public Works Program
- (l) Facilities Sustainment, Restoration and Modernization FSRM Sign Policy for Marine Corps Installations dtd 14 Apr 2017
- (m) Uniformed Code of Military Justice (UCMJ)
- (n) Lockout Tagout Standard Operating Procedure (SOP) for Public Works Department MCRD Parris Island dtd 30 Apr 2021

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## Chapter 1

## PUBLIC WORKS DEPARTMENT MISSION AND ORGANIZATION

1. Overview. This chapter outlines the scope of the PWD's mission and main elements.
2. Mission. The mission of the PWD is to provide high quality, responsive, and cost-efficient maintenance, engineering, acquisition, construction management, planning, utilities, and environmental stewardship in support of the mission of MCRDPI.
3. Organization. The PWD is managed by the PWO, an active-duty Navy Officer with a grade of O-5, and is organized into six divisions tasked with planning, estimating, executing, and supervising various levels of maintenance, repair, and construction throughout the Depot. By position, the PWO has "By direction" authority from the Commanding General (CG) to sign correspondence related to matters under the cognizance of the PWD. The PWO, Deputy Public Works Officer (DPWO), Administrative Officer, and Division Directors form the PWD staff. The personnel assigned to the PWD include federal civilian employees and active duty Sailors and Marines.

a. Operations Division. Comprised of the Planning and Estimation (P&E) and Work Reception branches. The division is responsible for work reception, current year and long-range project planning and execution, warranty administration, developing requirements for contracting, and funds administration of BSML and BSSL facilities accounts. Work reception reviews tenant SRs, seeks clarification as needed, converts SRs to Work Orders (WOs), and assigns WOs to Maintenance Division (MD) shops, Operations Division P&E, and/or to the Work Induction Board (WIB). Non-shop and non-routine WOs are assigned to a current-year action, where P&E develops all local contract scopes of work and estimates, or to long-range maintenance plans (LRMPs) for out-year scheduling. Operations coordinates prioritization, funding, and warranty work for all local and centrally-managed projects. Operations coordinates with internal and external agencies and contractors to approve and publish dig requests as well as facilities-related outages.

b. The Environmental Division. Comprised of the Environmental Compliance, Natural Resources, Cultural Resources, Environmental Restoration (ER), and Integrated Solid Waste Management (ISWM) branches. This division is responsible for planning, establishing, and executing programs to protect the environment while accomplishing the mission of MCRDPI. These

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programs include pollution prevention, the protection of human health, and the preservation of natural, cultural, and historic resources. This division is also responsible for administering regulatory programs required by numerous environmental statutes such as the Resource Conservation and Recovery Act; The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) or Superfund, the Clean Air Act (CAA), Clean Water Act (CWA), Sikes Act, Endangered Species Act, National Environmental Policy Act (NEPA), Emergency Planning and Community Right-to-Know Act (EPCRA), and National Historic Preservation Act. The Environmental Division advises the Command, staff, and tenants to ensure environmental compliance with federal, state, and local laws, policies, and regulations.

c. The MD. Comprised of the Electrical and HVAC (heating, ventilation, and air conditioning), Carpentry and Mechanical Trades, Roads and Grounds, Supply, and Emergency Maintenance sections. The MD is responsible for the sustainment of MCRDPI facilities and utilities systems, managing quality control on work performed, and emergency maintenance to all tenant organizations of the installation. The MD also operates multiple warehouses and storerooms, which provide materials stock to reduce response time for routine and urgent maintenance requirements.

d. The Utilities and Energy Management Division. Comprised of the Utilities and Energy branches. This division is responsible for developing strategies, plans, and projects for the targeted reduction of overall energy consumption on the Depot, collecting and analyzing utilities usage data, and advising the PWO of technological advances in energy conservation measures for incorporation into sustainment efforts. This division is also responsible for the combined heating and power (CHP) plant operation.

e. The Asset Management Division. Comprised of the Planning, Real Property and Real Estate, Geospatial Information & Services (GIS), and Control Inspections branches. Planning is responsible for developing all project documentation to repair, replace, or construct new facilities on the Depot. Real Property and Real Estate is responsible for creating and maintaining all information related to facility property records and real estate agreements. GIS creates and maintains all installation data digitally in the USMC database, GeoFidelis. Control Inspections performs regularly scheduled on-site reviews of all installation real property and infrastructure to document and report identified concerns for corrective action.

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f. The Facilities Engineering and Acquisition Division (FEAD). Comprised of the Facility Support Contracts, Engineering, Acquisition, and Project Management branches. It is led by an active duty Navy Officer with a grade of O-4, and is staffed by subordinate Naval Officers and civilian employees. These employees work together to provide construction and service contracting support for work across the installation.

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## CHAPTER 2

## FACILITIES MAINTENANCE POLICY AND PROCEDURE

1. Overview. The PWD is responsible for maintenance and repair of all facilities aboard MCRDPI under the cognizance of the Installation Commander, per reference (a). Authority includes buildings, structures, roads, grounds (improved, semi-improved, and unimproved), parking areas, walks, and, in some cases, CHP equipment. The PWD is also responsible for operating and maintaining heating plants, overseeing utilities production and distribution systems, and providing pest and rodent control, refuse collection, and disposal (excluding housing) aboard the Depot.

2. Maintenance Policy. The CG's policy for MCRDPI is to maintain the installation's real property in an efficient and cost-effective manner that is consistent with available resources. To achieve this goal, the PWD is tasked to perform specific and continual maintenance of facilities and infrastructure in order to: guard against costly repairs, extend useful life, reduce annual costs over systems' lifetimes, and permit development of workload and allocation of resources.

3. PWO. The PWO is responsible for prioritization, planning, and categorization of all maintenance work in keeping with references (a) and (b).

4. Local Work. Local Work (M1/R1) is executed by in-house labor, contracted work, or self-help. M1 work comprises sustainment actions that keep facility and real property installed equipment functional and operating through routine and preventive maintenance or local repair projects not to exceed \$300K. R1 work is any minor construction of a real property structure or facility, or the addition to and or expansion of an existing real property structure or facility. Locally-approved expenditures for minor construction are limited to six percent (6%) of the sum of annual M1 funding. New work (minor construction) is normally performed by contract unless one or more of the following conditions exist:

a. When accomplishment by contract is neither economical nor practical.

b. The physical condition of the work precludes the preparation of drawings and specifications for contract work.

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c. Delay of the work would impact mission accomplishment.

5. Centrally-Managed Program. Centrally-Managed Programs (M2/R2) are complex renovation or modernization projects that routinely require engineering and design efforts to complete the repairs. PWD internally develops project packages from controlled inspection reports, or unit-identified projects that exceed local repair and construction limits. M2/R2 projects are developed against a single real property record. The program takes 3 to 5 years from recommendation to construction including a validation year, design year, and construction year. The Asset Management Division is responsible for submitting DD Form 1391 documents and work packages for validation. Validation is generally two years out to account for a year to design, so each project is ready for the year of execution.

6. Predictive Maintenance. The PWD is responsible for inspection and condition reporting of buildings, structures, utilities, and their associated equipment.

a. Control Inspection. The PWD is responsible for managing a control inspection program designed to provide complete annual inspection of all Marine Corps owned real property. Maintenance and repair plans are developed based on this inspection.

b. Preventive Maintenance. The PWD is responsible for managing a preventive maintenance program for all real property associated equipment. The preventive maintenance program should be based on industry practice or manufacturer recommended maintenance schedules.

c. Tenant Reporting. The PWD is responsible for managing a cooperative relationship between building tenants and work reception. This relationship will include establishing priorities for maintenance, providing a work reporting process, training facilities support coordinators, and developing reconciliation procedures.

7. Maintenance Work Types and Priorities. The maintenance categories drive response and resolution for scheduling, and prioritization allows flexibility for shop managers to rate and assign work to support and expedite mission. USMC MAX priorities are based on mission impact to facility by Mission Density Index (MDI) rating. Local work will be assigned as follows:

a. Emergency. Response to critical infrastructure repair or

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threat to life, limb, or eyesight. Respond within two hours and resolve within 24 hours; create follow-up for lower level work.

b. Urgent. Infrastructure repair with potential for emergency or safety concerns, or significant damage to facilities or property. Respond as soon as practical based on workload and resolve within five workdays. Create follow-up for work that involves lower effort.

c. Preventive Maintenance. Ensure proper working conditions of facilities and associated assets. Scheduling must allow for adequate service time to ensure equipment operates as designed, issues are identified, planned maintenance can take place, equipment can be repaired, and future malfunctions can be prevented.

d. Corrective Maintenance. Prevent emergency and urgent work; typically, follow-up repairs to emergency and urgent work. Response time as soon as schedule allows; resolution within 30 days.

e. Self-help. Small repairs requested and completed by units with materials provided by PWD. All self-help will be reviewed by PWD and screened for environmental compliance before approval.

f. Reimbursable work requests. Work completed by facilities which do not fall under the cognizance of CG, Eastern Recruit Region/Marine Corps Recruit Depot. This work will be completed in coordination with the maintenance entity who owns the facility such as the Defense Health Agency (DHA)-owned facilities.

## 8. Maintenance Request Induction

a. When maintenance is required, a customer may request work to be completed through their Unit Facilities Coordinator, typically a battalion S-4, building manager, or tenant maintenance representative. Unit Facilities Coordinators will be appointed in writing by their chain-of-command, will receive training and desktop procedures for submitting SRs, and will be provided accounts in USMCMAX.

b. The PWD will receive, review, prioritize and assign all maintenance requests from assigned unit facilities coordinators in the form of a SR. All routine SRs must be submitted utilizing USMCMAX; urgent and emergency requests may be phoned



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in to the PWD work reception desk in accordance with the MCRDPI Phone Directory.

c. Each SR must contain sufficient information and justification to allow MD personnel to reasonably determine the scope-of-work. A realistic request for priority by the submitting agency together with proper completion of the SR will help to determine final priority assignment. The PWO normally makes the final determination on assignment of priorities.

d. SRs containing incomplete or inaccurate information will be held for three business days and then cancelled if the required information is not provided by the originating Unit Facilities Coordinator. Once validated, an SR will be converted to a WO with a corresponding completion metric and assigned to the appropriate division for action.

e. WOs will be processed and assigned the following work types. Local shop level work will be assigned as follows

(1) Local level WOs will be assigned as follows:

Work Type	Title	Description	Completion Metric	Owner
CREQ	Customer request	Work pending review of WIB	5 Days	Operations Division
SH	Self-help	Home owner type repairs	30 Days	Requestor
CM	Corrective Maintenance	Routine Repairs	30 Days	Maintenance Division
UM	Urgent Maintenance	Infrastructure Repair with Potential for Emergency or of Safety Concerns	5 Days	Maintenance Division
EM	Emergency Maintenance	Response to Critical Infrastructure Repair or threat to Life, Limb, or Eyesight	1hr to Contain 24hrs to resolve	Maintenance Division

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FS	Facilities Services	R&Gs, MHE, and Pest control maintenance requests	30 Days	Maintenance Division
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(2) Non-routine work or contracted work placed in the 5 year plan. Year one is maintenance execution plan (MEP) and the maintenance action plan (MAP), which will be classified as work type PW. The remaining work will be assigned work type LRMP and planned for work quarterly by fiscal year. Routine repairs and maintenance will not be inducted into the current fiscal year work plan.

(a) PW. Current year work (MEP/MAP) is sub-divided by current FY authorized construction (M2/R2), design effort for the current FY CMP, planned contracted work, and newly inducted repair work. It is then executed in accordance with PWO prioritization for that current year.

(b) LRMP. identified work that is assigned to PWD but does not require execution in the current year and is planned four years out.

Work Type	Title	Description	Completion Metric	Owner
CREQ	Customer request	Work pending review of WIB	5 Days	Operations Division
PW	Project Work	Current FY M1/R1 contracts and M2/R2 contracts and design	Local M1/R1 or Centrally Managed Program (CMP) M2/R2 <sup>2</sup>	Operations Division, Asset Management Division, FEAD
LRMP	Long Range Maintenance Plan (LRMP)	Future FY M1/R1 contracts and M2/R2 contracts and design	5 Year Plan <sup>3</sup>	Operations Division

f. Routine WOs will be inducted, assigned a work type, and then routed to the MD shops for assignment and scheduling. Shop supervisors and work leaders will assign personnel and oversee scheduling for all shop maintenance WOs. Unit Facilities Coordinators can hyperlink to this information under the 'Related Records' tab of their SR in USMCMAX.

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g. Non-routine WOs will be assigned to the WIB, which will review them for validation, classification, prioritization, and shop assignment. The WIB is held weekly, is chaired by an Operations Division representative, and is attended by representatives from the MD, FEAD, and Asset Management Division.

h. WOs exceeding routine scope will be to the Operations Division for further review, assignment, and prioritization in the LRMP.

i. Unit Facilities Coordinators should conduct daily account reconciliations to identify new assigned WOs, completed or cancelled WOs, and WOs exceeding assigned completion metric. All LRMP WOs should be reconciled quarterly. Inquiries regarding the status of WOs or specific comments in the WO will be made to the customer service desk.

9. Willful Damage or Destruction to Facilities. PWD will identify WOs for personal damages to facilities and internal machinery or appliances through willful destruction or gross negligence. Where appropriate, units will be required to conduct investigations to determine such culpability. Should responsibility for damages be determined, the MD, in cooperation with the unit concerned, will take steps to recoup funds expended for repair.

10. Supplemental Maintenance Work Information

a. Signs. Per reference (1), the PWD is responsible for the manufacture and installation of the following signs on the Depot:

(1) The six categories of exterior signs are: installation and gate identification, building number identification, building number identification, traffic control devices to include signs that blink or flash to control vehicular and pedestrian traffic, directional and wayfinding, mandatory and prohibitory, and regulatory/informational.

(2) The four categories of interior signs are: room identification, life safety, interior directional, and interior mandatory/prohibitory.

(3) Units must fund all other interior or exterior signs for training aids, unit identification, motivational, tactical, special event, portable, animated, blinking flashing or neon, interior building directories, and command boards with their own

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funding. Installation of unit purchased signs should be coordinated with PWD for approval of mounting and installing in or to a building in order to verify no safety issues exist (i.e. lead or asbestos presence). Signs to be installed outside will require a dig permit to identify underground utilities before digging. Dig permits are obtained from the PWD Operations Division.

(4) Parking signs. Reserved parking signs are only authorized for Commanding Officer, Sergeant Major, Handicapped, or designated government vehicles only and may be funded by PWD. All other parking signs are excluded and must be approved by G-3 prior to purchase and approved for installation by PWO.

b. Fences and Obstructions. Installation of fences and obstructions required for decorative purposes or to protect grassed areas and road shoulders must be approved by the PWO. Installation of such items for housing requires the request to be routed in accordance with Atlantic Marine Corps Communities (AMCC) policy and is not contained herein.

c. Carpets and Other Flooring. Tile floors, wood flooring, and carpets installed as 'wall to wall' and permanently attached to the floor will be repaired and/or replaced by the PWD based upon the control inspection program. All other carpets, rugs, and other removable floor coverings are the responsibility of the unit.

d. Window Blinds (Venetian). Window blinds are an inherent part of a facility. As such, these are the responsibility of PWD for repair or replacement.

e. Paint. The PWD is responsible for painting or providing paint for approved self-help projects to provide a protective coating to the facility or structure. Tenant commands are responsible for purchasing paint via unit funds utilizing Government-wide Commercial Purchase Cards (GCPCs) for any motivational or organizational purposes. All painting work must be approved by the PWO prior to the commencement of work, include preparatory work such as sanding or scraping. Given the age of the facilities at MCRDPI, existing paint must be tested for toxic substances prior to sanding or scraping. Testing will be conducted by the PWD, if necessary.

f. Drapes and Curtains. Drapes, curtains, or other window or door coverings are the property and responsibility of the owning unit for repair or replacement.

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g. Furniture Repair. In general, the PWD mission precludes the repair of furniture or furnishings as they are not inherent, permanent parts of a facility. Requests to return the functionality or appearance of furniture to its original condition should normally be addressed to the AC/S G-4, Supply and Services, for contractual provision of these services.

#### 11. Control of Keys and Combinations

a. Requests for additional keys, for changing combinations, and/or opening safes will be submitted by SR to the MD. Normally, a maximum of three duplicates will be reproduced of a key. The MD will not duplicate padlock keys except for industrial refrigerator, industrial freezer, and Sargent and Greenleaf 831B padlocks.

b. Individuals entrusted with keys for buildings, offices, etc., are responsible for the keys which they are issued. COs, OICs, directors, and their equivalents shall ensure adequate control over the issue and return of keys, especially when transitioning Marines or employees. When keys become lost, individuals should be required to replace the keys at their expense, provided the lock does not have to be re-tumbled for security reasons.

c. The MD will only duplicate master keys when requested by the person designated as CO of battalion/regiment, OIC of a detachment, or director to alleviate security concerns. 'By direction' signature will not be accepted. The CO, OIC, or director will ensure that work requests and master keys to be duplicated are hand-delivered to customer service.

#### 12. Requests for Equipment Installation

a. Equipment, including but not limited to, food service and data processing equipment requires PWD technicians for installation. Such equipment shall not be purchased until liaison is made with the PWO to determine if funds and labor are available to complete the installation and to verify utility systems will support equipment operation. Additionally, those organizations having contract authority will not initiate any repair, maintenance, or new work without prior approval from the PWO.

b. Organizations shall seek PWD involvement and assistance prior to engaging in a purchase or lease process for equipment installation. The Operations Division must ensure equipment

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compatibility with existing electrical systems and certify existing utility systems (water, sewage, HVAC) can support the new equipment.

c. Organizations considering the purchase or lease of equipment that requires installation (direct utility connections, foundation upgrades, attachment to structures, etc.) should include such installation costs in the purchase/lease contract. Organizations will also be required to fund maintenance costs associated with the equipment (ref a). Requesters should review the provisions of this Depot Order prior to submitting requests for equipment installations. Activities will be expected to fund all requirements for installation, or fully reimburse the PWD for equipment installations if approved and directed by the AC/S G-4.

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## CHAPTER 3

## FACILITIES ASSET MANAGEMENT

1. Overview. This chapter outlines the roles and responsibilities of the Asset Management Division by explaining the various program areas and relevant resources as well as detailing some specific requirements. This chapter is not intended to be an exhaustive explanation of the program but rather a starting point for understanding the basic function of each program area and a way to identify the appropriate reference or operating procedure.
2. Asset Management. The Asset Management Division within the PWD is comprised of Control Inspections, Planning, Real Property and Real Estate, and Geospatial Information & Services (GIS) programs that cover the life-cycle of all facilities on the Depot.
3. Control Inspections. The Control Inspections Branch performs routine inspections of all facilities on the Depot in order to evaluate existing structural, architectural, mechanical, electrical, plumbing, and site conditions. Any observed deficiencies are documented and submitted into USMCMAX for review and corrective action, as required. The goal is to inspect every facility on the Depot, from picnic shelters to barracks, every two years. Control Inspections scope does not inspect on-base Public-Private Venture (PPV) housing. Control Inspection information also contributes to the planning of future facilities projects, regardless of funding type.
4. Planning. The planning branch performs multiple functions on the Depot with the primary focus being facilities projects (FSRM & Military Construction (MILCON)), basic facility requirements (BFR), facility planning documents (FPD), space utilization, and master planning.

a. Projects. Projects are categorized based on three funding types:

- a. Local (FSRM M1/R1)
- b. Regional/Headquarters (FSRM M2/R2)
- c. MILCON

The project costs determine which funding type must be used. Funding type will impact execution timeline. Additional

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information on project planning and associated processes is provided in Chapter 2 and Chapter 4.

b. Site Approval

(1) All proposed projects must have a site approval. Project details that sufficiently described the scope of work to include design, materials, funding type, etc. will be provided to the installation planner within the Asset Management Division for review. The installation planner will review the proposed project, gather appropriate feedback from other subject matter experts as required, note any requirements in the site approval form and then route to the PWO for review and signature. All proposed project site locations must adhere to the current installation master plan to ensure compatibility.

(2) Upon site approval, the project must be submitted to the Environmental Division for NEPA review. More information on this is in Chapter 6.

c. Space Requests. All space requests must be submitted to Asset Management so that they can be routed to Depot stakeholders for review and comment. This applies to permanent and temporary solutions. Space requests should detail the reason for the request along with what is being requested.

d. Base Exterior Architectural Plan (BEAP)

(1) The BEAP establishes guidelines that contribute to the visual image of the Depot and enhances planning. All proposed projects must conform to the requirements of the BEAP.

(2) All Organizational Commanders and General Staff Officers shall follow the BEAP with any proposed operations and plans that involve visual exterior resources. This applies to even the smallest projects including any that are self-help. Painting, landscaping, and signage are just some examples of projects that are required to follow the BEAP.

(3) The PWO is designated the point of contact to establish, direct, maintain, and coordinate the MCRDPI BEAP.

(4) Plans and scopes of work must be forwarded to the PWD for review and approval prior to commencement of any project that alters the visual exterior resources of Parris Island.



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(5) The PWD will provide support to Commanders, Staff Officers, and external project managers for construction and maintenance projects. Requests for copies of the current BEAP should be sent to the PWD.

(6) The PWD will implement the BEAP in all projects included in MCRDPI's FSRM and MILCON work plans.

(7) A BEAP Advisory Committee is established to provide advice and recommendations on procedures, planning, and management of all assets on MCRDPI to ensure compliance with reference (e). The committee will meet when called upon by the chairman and is comprised of the following members; AC/S G-4, Chairman, PWO, PWD Engineering Director, PWD Facility Planner, PWD Operations Officer, and PWD Environmental Division Director.

5. Real Property. The Real Property Accountability Officer (RPAO) within Asset Management is responsible for tracking and maintaining information on facilities such as major modifications or capital improvements, new construction, actual use, and occupants. The RPAO shall be notified if the use or occupancy of a facility changes so that official records can be updated. Additionally, all facilities projects require coordination with the RPAO to determine the appropriate level of documentation needed to update real property records. These requirements also apply to all tenets aboard the Depot to include, but not limited to, Defense Logistics Agency (DLA), Defense Commissary Agency (DeCA), Bureau of Medicine and Surgery (BUMED).

6. Real Estate. The RPAO is responsible for tracking and coordinating all matters related to the creation, renewal, and disposal of all real estate instruments. Real estate instruments includes licenses, leases, MOU/MOA, easements, and land acquisitions. Real estate instruments apply to facilities on or off the Depot. Operating or service agreements are the responsibility of others on the Depot, but the RPAO should be consulted as these agreements are tracked as well. Any planning for modifying a facility's use that requires a formal agreement will be submitted to the RPAO for evaluation and guidance.

7. Geospatial Information & Services (GIS). The GIS branch utilizes the Marine Corps' geospatial database platform, GeoFidelis, to create, update, and maintain Depot geospatial data. Buildings, utilities, cultural and natural resources, training areas are just some examples of the data that is

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captured within GeoFidelis. The data can be used to create maps and other data modeling services for the Depot. The data also supports the official Real Property and Real Estate records.

a. Changes to GeoFidelis data needs to be tracked. Depot organizations may be asked to identify an appropriate subject matter expert(s) for their respective areas in order to validate/update GIS data.

b. Any project that requires an as-built GIS deliverable should be coordinated with the GIS branch to ensure proper format and data integrity.

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## CHAPTER 4

## DEPOT DEVELOPMENT BOARD

1. Overview. The Depot Development Board (DDB) is responsible for reviewing and determining the priority of proposed projects for new and existing facilities on the Depot and provides recommendations to the CG for approval.

2. MCICOM Events. Depot projects above the local execution threshold of \$100K for construction (R1) and \$300K for repair (M1) are elevated to the FSRM M2/R2 program. Every FY, MCICOM conducts two events to manage construction (R2) and repair (M2) projects in the FSRM program:

a. Project Validation. A validation team from MCICOM visits MCRDPI in the first quarter of each FY to inspect and score recently submitted projects for validation. Projects that receive a minimum number of points are considered validated and eligible for design funding.

b. Contracting Advertisement Forecast (CAF). Validated projects that will have complete and awardable designs within the following FY are approved for funding and placed on the Contracting Advertisement Forecast (CAF). The DDB will prioritize projects for inclusion in the Contracting Advisement Forecast and the PWO will formally submit to MCICOM.

3. MILCON. MILCON is the primary source of major construction and real property acquisition for the Marine Corps for new construction over \$2M. The timeline for MILCON projects is a minimum of five years from planning to construction. Individual projects are approved and funded by Congress. MCRDPI participates in two events that are part of the MILCON prioritization process:

a. In the spring, three fiscal years before award year, the Depot provides a prioritized list of potential MILCON projects to Training & Education Command (TECOM) and Marine Corps Installations East (MCIEAST). MCIEAST prioritizes projects across the command, with input from TECOM, and submits a consolidated list of prioritized and ranked projects to MCICOM.

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b. In the winter, two fiscal years before award year, MCICOM convenes a board to review and prioritize MILCON projects Marine Corps-wide. MCRDPI briefs the board on its nominations and command priorities. MCICOM ranks the overall Marine Corps project list and submits it to Congress via the Office of the Secretary of Defense.

#### 4. Purpose of the DDB

a. The DDB reviews the justification and scope of Facilities Sustainment Restoration and Modernization (FSRM) projects, approves proposed projects for MCICOM validation, and recommends to the CG priorities for inclusion in MCICOM's CAF.

b. The DDB reviews the Depot's un-programmed MILCON projects and recommends project priorities to the Depot CG in preparation for MCIEAST's annual project prioritization board and the resulting MILCON submission to MCICOM.

c. The DDB reviews the scope, siting, and priorities proposed by MCCS for inclusion in the Five-Year Non-Appropriated Funds (NAF) Programs, provides site approval or disapproval as required, and reviews any requisite Appropriated Funds (APF) companion projects.

d. The DDB reviews planned and actual land-use in conjunction with facilities, landscaping, forestation, and the diversion of unused real estate for alternate use in accordance with the approved installation Master Plan.

e. The DDB reviews actual use of facilities to determine potential for relocation, consolidation, or elimination of functions to more efficiently carry out the Depot mission. It also reviews other programs that may affect the development and appearance of the Depot, e.g., exterior storage of material and equipment, parking, and traffic patterns. Review is conducted to ensure adherence to the current Depot Master Plan.

f. The AC/S G-4 chairs the DDB with the Depot CG's Guidance. The AC/S G-4 briefs the results from the DDB to the Depot CG's for approval. As Chairman, the AC/S G-4 will normally convene the Board in the 4th quarter of each FY (usually during August) to review projects and develop recommendations. The Board shall also convene at the call of

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the Chairman to execute any of the functions set forth above.

g. The DDB consists of six voting members: AC/S G-4 (as Chairman), AC/S Operations, Commanding Officer Recruit Training Regiment (RTR), Commanding Officer Headquarters and Service Battalion (HQSVCBN), Commanding Officer Weapons and Field Training Battalion (WFTBN), and Director of Marine Corps Community Services (MCCS).

h. Non-voting members provide technical policy regulations or other expertise to support the board's decision-making process. Non-voting members include facilities planners, the PWO, the PWD Environmental Director, representatives from offices or departments who submit projects, and other principal or special staff officers, as required.

i. The AC/S G-4 will schedule and announce the DDB meeting date and time. The PWO facilitates the DDB meetings by providing primary technical support for facilities planning and other activities pertaining to the development of the Depot's real property. Meeting minutes will be recorded for all DDB proceedings, with actionable items assigned to an office of primary responsibility and be submitted for the Chairman's review within one week after the Board meets. A typical DDB agenda includes:

- (1) Opening Remarks: AC/S G-4
- (2) MILCON/FSRM Overview: PWO
- (3) Project Updates: PWO
- (4) Proposed Projects: Depot Sponsor
- (5) Project Nominations: DDB, Project Nominations for validation and CAF
- (6) Voting: DDB, Voting may be accomplished via email as required
- (7) Closing Remarks: AC/S G-4

j. All unit commanders may propose new projects. New project nominations are submitted to the PWO no later than two weeks prior to the DDB and must utilize the guidance

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included in the DDB meeting announcement. Units nominating projects should be prepared to brief them to the Board. The PWO will provide cost estimates and prepare appropriate feedback regarding the classification of work. DDB members will vote on validations and prioritizations. If circumstances warrant, the Chairman may request voting members brief their projects to the Depot CG.

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## Chapter 5

## ENVIRONMENTAL

1. Overview. This chapter outlines the roles and responsibilities of the Environmental Division by explaining the various program areas and relevant resources as well as detailing some specific requirements. This chapter is not intended as an exhaustive explanation of the program but rather a starting point for understanding the basic function of each program area and a way to identify the appropriate reference, applicable environmental plan, or operating procedure. Environmental plans are written primarily for the environmental staff, who serve as the installation subject matter experts, and detail how a specific program will be managed. The environmental standard operating procedures (ESOP) are written specifically for MCRDPI personnel and detail a specific component or practice within a program area. This order serves as the Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) by implementing all applicable organizational and environmental compliance policies and procedures and establishes environmental program roles and responsibilities. Some of the Environmental plans or SOP's may be under revision or identify requirements not specified in this order; however, this order gives the Environmental Division adequate authority to execute the program and ensure environmental compliance. If there is a conflict or issue with the implementation of an environmental requirement, it should be routed up the chain of command using an appropriate information, position, point, or decision paper.

2. Stewardship. The Marine Corps' overall vision for environmental stewardship is based on the four foundational pillars of compliance, pollution prevention (P2), conservation, and ER. MCRDPI has organized the Environmental Division into five branches by dividing conservation into Natural Resource and Cultural Resource branches. The Environmental Division has also combined some components of P2 under the Environmental Compliance Branch, and the remaining elements of P2 are part of the ISWM Branch. The following sections of this chapter are organized based on the structure of the Environmental Division.

a. Environmental Management. Marine Corps environmental programs preserve training areas, enhance operational readiness, protect public health, and maintain the environmental quality of the installation and adjacent communities. Environmental programs also strengthen Marine Corps relationships with the public and regulatory agencies that implement environmental laws

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and regulations. Failure to achieve environmental compliance and protect our natural and cultural resources may compromise the mission by limiting MCRDPI's operations or access to areas necessary to sustain military readiness. All MCRDPI civilian and military personnel, installation tenants, and contractors shall comply with applicable federal, state, and local environmental laws and regulations, DoD, DoN, and USMC environmental policies, and Presidential Executive Orders. It is important to know that in most civil lawsuits, federal civilian employees and service members may be named as defendants in their official capacities because the actions giving rise to the lawsuits are undertaken in the line-of-duty or within the scope of their employment. These cases generally proceed without risk of personal liability for the employees involved. **In some cases, however, civilian employees or service members may be sued in their individual capacities for injury or damage to persons or property.** In these cases where individuals violate environmental laws and subsequently injure or damage persons or property when taking actions that veer away from the line-of-duty or beyond the scope of their employment (e.g., reckless, knowing, or purposeful violation), **they may be personally liable and may be responsible for paying any damages awarded.** This civil liability is in addition to potential criminal prosecution.

b. Laws and Regulations. There are many environmental laws and regulations subject to inspection and enforcement. This often requires regulators to come onto the installation. Upon the presentation of proper credentials, officials authorized by U.S. Environmental Protection Agency (EPA), South Carolina Department of Health and Environmental Control, or other regulatory organizations shall be allowed to enter at reasonable times to examine or copy records, inspect activities or monitoring equipment, or sample any effluents or emissions that the officials have the authority to regulate. Such inspections, however, are subject to the information and installation security requirements. Typically, regulators or their representatives will coordinate with the Environmental office, but any person approached by a regulator may contact the Environmental office.

c. Environmental Management System (EMS). MCRDPI's EMS is based on the ISO 14001 standard and is a tool to systematically integrate environmental considerations into planning processes across all functional areas. Using this standard as a guide, MCRDPI developed an Environmental Management System Plan consistent with a 17-element management system that supports five inter-related components: policy,



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planning, implementation, checking, and management review. While the Environmental Division takes a lead role in the EMS by reporting notices of violation and coordinating with internal and external organizations, all commands and tenant organizations are stakeholders in the EMS. As such, they shall participate in the EMS by proactively managing environmental risks by preventing, controlling, or minimizing the potential environmental impacts of their operations.

(1) To promote cross-functional integration of EMS across the installation, each unit shall appoint in writing a Unit Environmental Compliance Coordinator (ECC) to ensure unit environmental training and environmental compliance requirements are met, and to coordinate with installation environmental staff as required. The roles and responsibilities of each ECC are outlined in the ECC ESOP.

(2) The environmental staff along with the ECC's and other key individuals from Depot organizations such as safety, medical, and counsel make up the EMS Team. The CG will review EMS performance at least every year, including the status of EMS objectives and targets, to ensure that the installation's EMS continues to support continual environmental improvement and provide guidance and direction for EMS improvements, along with manpower and other resources when needed.

3. Environmental Compliance Evaluation. MCRDPI participates in a tri-annual Marine Corps Benchmark Environmental Compliance Evaluation (ECE). The Marine Corps ECE Program evaluates Marine Corps unit, tenant, command, and installation environmental compliance and conformance to support checking, preventive, and corrective action components of the Marine Corps Environmental Management System (EMS). In addition to the Benchmark ECE, MCRDPI conducts an annual command Self-Audit Program that evaluates installation environmental compliance by reviewing current practices, and evaluates all potential impacts to the environment. The Inspector General of the Marine Corps also publishes a Functional Area Checklist for Environmental Program Management, which identifies basic requirements for environmental programs at the squadron and battalion levels.

4. Planning, Programming, Budget, Execution, and Assessment (PPBEA). Funding for MCRDPI's environmental programs and requirements are primarily provided from the installation's Operation and Maintenance, Marine Corps (O&M, MC) account. Other environmental funding may be provided from the Naval Working Capital Fund (NWCFF), MILCON, Procurement Marine Corps (PMC); reimbursable Agricultural Out-lease, Forestry, and Fish

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and Wildlife Access Fees. Qualified Recycling Program (QRP) revenues and the Defense Logistics Agency (DLA) Energy funds are additional sources. Once funds are appropriated for the prevention, control, and abatement of environmental pollution, they may not be used for any other purpose unless permitted by law or specifically approved by the Office of Management and Budget. CMC (LF)/MCICOM (GF) distributes O&M MC funds via Base Operating Support (BOS) and Centrally Managed Environmental Program (CMP) funds. To obtain BOS and CMP funds for environmental requirements, the Environmental Division must identify and continually verify requirements through the PPBEA process via the Environmental Compliance and Operational Reporting (ENCORE) and Common Output Levels of Service (COLS) program databases. Both BOS and CMP funds are apportioned from the O&M MC appropriation and must be obligated within the fiscal year (FY) in which they are available. Environmental BOS requirements are recurring requirements funded through the Operating Budget (OPBUD) Program. Typical BOS requirements include, but are not limited to, salaries; permits and fees; hazardous waste (HW) disposal, sampling, monitoring, and analysis; training, travel, and education; and maintenance, supplies, and equipment.

a. The Environmental Division is responsible for planning, programming, budgeting, executing and assessing environmental requirements and ensuring personnel are adequately trained in the execution of environmental funding responsibilities. To promote and implement sustainability planning and initiatives, facilitate cross-functional interaction, advocate sustainable practices, and promote life-cycle analyses, it is important that tenant organizations work closely with the Environmental Division through an appointed ECC to ensure adequate funding is planned, programmed, budgeted, and executed to meet the installation's overall environmental requirements.

b. Fiduciary responsibility for environmental contaminants. The command or unit responsible for a release, discharge, or spill of Hazardous Material or Hazardous Waste into the environment shall pay the costs associated with the cleanup and disposal of spill debris. Any long-term site investigation, remediation, or monitoring of the spill site shall be programmed for and funded by the Environmental Program.

5. Environmental Compliance. The Environmental Compliance Branch (ECB) includes Hazardous Waste Management, Storm water Management, Air Quality Management, Drinking Water and Wastewater Management, Environmental Training, Emergency

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Planning and Response, and Tank Management. The following sections are organized into specific program areas:

a. Hazardous Waste Management. It is important to distinguish between hazardous material (HM) and hazardous waste (HW). In general, any material that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or the environment is a hazardous material (HM), and a solid waste that is, or contains, a listed hazardous waste or exhibits characteristics of ignitability, corrosivity, reactivity, and/or toxicity is a hazardous waste (HW).

(1) As outlined in the Hazardous Waste Management Plan (HWMP), the Environmental Compliance Manager serves as the Hazardous Waste Program Manager and is responsible for administering the program in accordance with Federal, State, and local laws, regulations, and policies pursuant or related to the Resource Conservation and Recovery Act (RCRA). This includes, but is not limited to obtaining permits, implementing a reuse program, establishing satellite accumulation areas (SSA's), signing manifests, submitting reports, conducting inspections, interfacing with regulators, and providing technical assistance and support to the command and tenant organizations aboard the Depot.

(2) ECC play an important role in the successful implementation of the HWMP. Each satellite accumulation area (SAA) must have an appointed primary and alternate point of contact, who can serve as both the unit ECC and the SAA coordinator. Each collection site has a SAA ESOP, which defines roles and responsibilities, and addresses the proper function of each location. In addition to the HW requirements, there are also a number of safety requirements associated with handling HW pursuant to the Occupational Safety and Health Administration (OSHA), which specifies personal protective equipment (PPE) for the collection, storage, and transportation of HW.

(3) MCRDPI has implemented a hazardous material management program, under Supply and Services (SAS) Division managed by the Hazardous Materials Reuse Center (HMRC) and a hazardous waste management program under the PWD, managed by the Environmental Compliance Branch (ECB). The HMRC is responsible for receiving, distributing, storing, and tracking HM, and manages an installation-wide authorized use list (AUL). The ECB is responsible for the proper generation, transportation,

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storage, and disposal of HW, and manages designated satellite accumulation areas (SAA).

b. Storm water Management. The CWA and implementing regulations require MCRDPI to comply with all substantive and procedural requirements governing water quality, and prohibits any point-source discharge of pollutants into the waters of the United States. It is especially important for MCRDPI to comply with all water quality requirements because the installation is surrounded by water, and commercial and recreational water activities are prevalent in the surrounding region. Storm water runoff from industrial and construction activities can have a significant impact on water quality. As storm water flows over a site and into a conveyance system, it can pick up pollutants such as sediment, debris, and chemicals, ultimately discharging them into the rivers or other coastal waterways. Polluted storm water runoff can harm or kill fish and other wildlife and plants. Suspended sediment in storm water can destroy aquatic habitat, and high volumes of runoff can cause erosion. Larger debris can clog inlets and cause flooding. To regulate storm water discharge, the United States Environmental Protection Agency (US EPA) established National Pollutant Discharge Elimination System (NPDES) permits and, for South Carolina, has delegated permitting authority the Department of Health and Environmental Control (SCDHEC) for implementation of the program. SCDHEC has general NPDES permits for storm water discharge from construction and industrial activities.

c. Construction Permits. MCRDPI routinely conducts construction activities and is required to obtain coverage under the state's general permit for construction activities. Based on the area being disturbed, there are numerous levels of requirements, but generally each construction site is required to have a storm water pollution prevention (SWPP) plan, and implement best management practices (BMPs) to prevent storm water pollution. In some cases, a coastal zone consistency plan is required.

d. MCRDPI is also considered an industrial facility, and is required to obtain coverage under the state's general permit for industrial activities. Similar to construction activities, MCRDPI is required to have a SWPP and implement BMPs. The SWPP plan also outlines training, monitoring, and maintenance requirements.

(1) Generally nothing should go into storm drains except storm water; however, some non-storm water discharges are allowed such as hydrant flushing, potable water, uncontaminated

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condensate, and landscape watering, provided all pesticides, herbicides, and fertilizers have been applied in accordance with the approved labeling. Pavement wash waters are also allowed if no detergents or cleaning products were used, and the wash waters do not come into contact with oil and grease deposits, any sources of pollutants associated with industrial activities, or any other toxic or hazardous materials unless residues removed using dry clean-up methods, and appropriate control measures to minimize discharges of mobilized solids and other pollutants were implemented.

(2) Routine external building wash-down or power wash water is allowed if detergents or cleaning products such as bleach, hydrofluoric acid, muriatic acid, and sodium hydroxide are not used. Also allowed are use of foundation or footing drains where flows are not contaminated with process materials. For complete list refer to the Environmental Division.

e. In addition to coverage under the construction and industrial permit, MCRDPI is required to meet other requirements associated with the CWA. For example, MCRDPI is required to obtain coverage under the state's general permit for application of pesticides for application of pesticides to surface waters.

f. Air Quality Management. MCRDPI has implemented an air quality management program to comply with applicable federal, state, and local air quality management laws and regulations including Executive Orders and Marine Corps, Navy, and DoD policies. Stationary and mobile sources of air pollution at MCRDPI include the combined heat and power (CHP) Plant, boilers, chillers, emergency generators, and vehicles. MCRDPI's Air Quality Management Plan details how the installation maintains current records of physical, operational, and emission characteristics of air emission sources. The air program is divided into four focus areas, (1) air permitting, (2) asbestos management, (3) ozone depleting substances (ODS), and (4) radon management.

(1) Air Permitting. CAA requires the Environmental Protection Agency (EPA) to establish National Ambient Air Quality Standards (NAAQS) for six common pollutants (carbon monoxide, sulfur dioxide, ozone, nitrogen dioxide, lead, and particulate matter), known as "criteria pollutants," and requires states to adopt enforceable plans entitled State Implementation Plans (SIP) to achieve those standards. These standards protect the ozone layer, reduce acid rain and toxic pollutants, and improves air quality and visibility. MCRDPI maintains a conditional major operating permit for the CHP Plant

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because it is considered a major source due to sulfur dioxide and nitrogen oxides emissions:

(a) Parris Island requested a 100-ton per year limit for criteria pollutants. This permit requires the Environmental Division to sign or approve for signature all compliance statements and certifications, emission inventory reports, and construction and operation permit applications.

(b) The permit also requires the Environmental Division to sign or approve for construction of all air quality management projects, and applications for permits related to the demolition, preconstruction, and construction phases of projects.

(2) Asbestos Management. Asbestos is a toxic substance regulated under the CAA and other related environmental laws and regulations such as the Asbestos Hazard Emergency Response Act (AHERA), Asbestos Information Act (AIA), Asbestos School Hazard Abatement Reauthorization Act (ASHARA), and Safe Drinking Water Act (SDWA). Therefore, MCRDPI has implemented an Asbestos Management Plan and appointed an Asbestos Program Manager (APM) within the Environmental Division who is responsible for the implementation of the program. The program provides an installation-wide strategy for identifying, handling, and disposing of asbestos-containing materials (ACMs). The Asbestos Program Manager (APM) ensures and enforces applicable federal, state, and local rules regulations and standards. Because the PWD conducts small, minor, and operations and maintenance abatement projects, the Environmental Division has developed an Asbestos Abatement ESOP, which details specific work practices to control or eliminate the exposure of personnel to asbestos during the use, repair, removal, and disposal of asbestos-containing materials (ACM).

(3) Ozone-depleting substances. Ozone-depleting substances (ODS) include chemicals whose release into the atmosphere has been proven to deplete the stratospheric ozone layer. Most ODS also have the potential to contribute to global warming. There are two categories of ODS refrigerants, class I and class II.

(a) Class I ODS primarily include the chlorofluorocarbons (CFCs), which are extremely damaging to the ozone layer. MCRDPI does not use class I ODS and is not expected to do so in the future.

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(b) Class II ODS primarily include the hydrochlorofluorocarbons (HCFCs), which are less damaging to the ozone layer than class I ODS.

1. Chlorodifluoromethane (R-22) is the primary class II ODS refrigerant used aboard MCRDPI.

2. MCRDPI has developed a refrigerant management ESOP for (R-22) to ensure proper procurement, handling, disposal, or otherwise use ODS and non-exempt substitute refrigerants aboard MCRDPI. It provides detailed guidance on the roles and responsibilities of individuals and organizations as they relate to refrigerant management.

(4) Radon management. Radon is a naturally occurring, odorless, colorless radioactive gas that is released from rock, soil, and water as part of the natural decay of uranium. MCRDPI is located in a geologically low-risk area. However, the Navy Radon Assessment and Mitigation Program (NAVRAMP) requires installations to have a program to identify, mitigate, and prevent radon contamination in Navy/Marine Corps occupied buildings. As a result, MCRDPI has implemented a radon management plan to conduct radon testing to identify the level of indoor radon in regularly occupied facilities. Buildings determined to have indoor radon levels above 4 picocuries per liter (pCi/L) will be mitigated to reduce exposure to acceptable health risk levels.

g. Drinking Water and Wastewater Management. The Safe Drinking Water Act (SDWA) requires EPA to establish and enforce standards that public drinking water systems must follow. The CWA establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. The EPA delegates primary enforcement responsibility (also called primacy) for public water systems and wastewater treatment standards to SCDHEC.

6. Beaufort-Jasper Water and Sewer Authority (BJWSA). In 2008, the MCRDPI transferred ownership of existing utility systems to the BJWSA as part of a larger privatization of the water and wastewater utilities at the MCRDPI, the Marine Corps Air Station (MCAS) Beaufort, and the Laurel Bay family residential community.

a. BJWSA completed a multi-year project to eliminate the wastewater treatment plant on MCRDPI; therefore, the wastewater discharge into the Beaufort River system ceased. Instead, that wastewater is pumped to BJWSA's Port Royal Island Water

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Reclamation Facility (PRIWRF) to be treated at higher levels than previously before discharge. This project is part of a larger Military "Privatization" Project, whereby BJWSA and installation collaborated to transfer ownership and operations of all drinking water and wastewater functions to BJWSA up to the point of demarcation (e.g., backflow preventers, grease traps, oil water separators). Beyond point of demarcation, the PWD is responsible for operation and maintenance.

b. BJWSA's Sewer Use Regulation and Industrial Pretreatment Program requires a wastewater acceptance agreement for all users (residential, commercial, industrial) and also requires additional authorization for industrial users to prevent the introduction of pollutants which will interfere with the operation of BJWSA's wastewater system. The combined heat and power plant (CHP) falls under this Industrial Pretreatment Program for their wastewater discharges associated with the Turbine/HRSG, boilers, and fuel delivery berm.

c. Marine Corps installations will comply with all applicable local BJWSA, state, and federal drinking water and wastewater management laws and regulations, and Marine Corps, Navy, and DoD policies, and Executive Orders.

d. Management plans and ESOP's utilized under the Drinking Water and Wastewater Management Program:

- (1) Water and Wastewater Management Plan.
- (2) Combined Heat and Power Plant ESOP.
- (3) Oil Water Separator ESOP.
- (4) Septic Tank ESOP.
- (5) Grease Trap ESOP.
- (6) Reserved, Backflow Prevention ESOP.

e. The Safe Drinking Water Act (SDWA) requires the EPA to establish drinking water standards and to enforce those standards to public drinking water quality. In South Carolina, the South Carolina Department of Health and Environmental Control (SCDHEC) acts as the enforcement authority for the EPA. Public water authorities such as BJWSA, which provides all water and wastewater needs to MCRDPI, publishes Consumer Confidence Reports (CCR) as required by 40CFR part 141 Subpart O of the SDWA to ensure the water quality meets standards.



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f. CWA establishes the framework for regulating the discharges of pollutants into all waters of the United States and the water quality standards for all surface waters of the United States. As part of the CWA, the National Pollutant Discharge Elimination System (NPDES) program regulates the municipal and industrial discharges from all sources (industrial, sewer, storm water, and municipalities). Similar to the CCR, a Discharge Monitoring Report is required by water reclamation facilities like the Port Royal Island Water Reclamation Facility (PRIWRF). Their reporting as required by their permit and ensures CWA regulations are being met for water originating on MCRDPI.

7. Environmental Training. MCRDPI has implemented a Comprehensive Environmental Training and Education Program (CETEP) and has appointed a coordinator within the Environmental Division to ensure environmental training is available, efficient, and effective to all installation personnel. MCRDPI's CETEP is based on an installation-specific training needs analysis (TNA), and details the installation strategy to provide environmental training in the most cost-effective manner. To the maximum extent practicable, the Environmental Division uses existing environmental training materials, courses, and resources (e.g., MarineNet, NavyOnline, and other existing training resources) rather than developing new initiatives.

a. Environmental requirements impact nearly every work practice aboard MCRDPI from operating industrial systems to discarding mop water. Environmental training requirements are explicitly stated or strongly implied in many environmental statutes and regulations, and training is required to ensure no Marine, Sailor, or civilian employee is assigned job responsibilities without the appropriate required environmental training or certification. MCRDPI provides general awareness, job-specific, and leadership environmental training to endow individuals with the knowledge and skills to perform their jobs in an environmentally responsible manner.

b. The CETEP Coordinator develops, documents, tracks, and schedules environmental training and evaluates its effectiveness. The CETEP coordinator ensures installation environmental training programs are structured to identify and address EMS, local training, and requirements mandated by federal, state, and local regulations, while the unit environmental compliance coordinators assist at the unit level.

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8. Emergency Planning and Response. There are a number of safety and environmental statutes which require MCRDPI to develop and implement various emergency response plans, such as the Occupational Safety and Health Standards, Resource Conservation and Recovery Act (RCRA), CWA, and Emergency Planning and Community Right to Know Act (EPCRA). Many of these statutes contain overlapping requirements related to planning, training, recordkeeping, and reporting. As a result, MCRDPI has developed an Integrated Contingency Plan (ICP) based on the National Response Team's (NRT) "one plan" guidance.

a. ICP contains all procedures and information required for MCRDPI personnel to adequately plan for and respond to accidental discharges of oil and non-radiological hazardous substances (OHS) aboard the installation. This plan shall be reviewed annually to ensure it is current and will enable required coordination with safety, fire, and other emergency organizations. In the event of a hazardous substance release, the installation commander serves as the federal On-Scene Coordinator (OSC) and directs the total response effort to the incident, but will also predesignate an On-Scene Commander (OSCDR) to manage and direct all response operations for MCRDPI.

b. In addition to the ICP, the Disaster Preparedness Plan or other natural disaster plans must incorporate a requirement for each unit to gather and inventory hazardous material and hazardous waste as part of the preparation process. These inventories will provide the OSC with an accurate list of items to account for should a natural disaster remove them from their storage or accumulation points. These inventories also help meet the reporting requirements under EPCRA and ensures all thresholds are calculated using the entire Depot's inventory.

9. Storage Tank Management. MCRDPI establishes policy, responsibility, and procedures for achieving compliance with storage tanks. Information and guidance is provided in the Tank Management Plan and associated ESOPs on applicable Executive Orders and federal, state, interstate, and regional statutory and regulatory requirements for storage tanks (aboveground and underground) and associated piping containing all types of oil and hazardous substances. These include: Tank Management Plan, Underground Storage Tank ESOP, Aboveground Storage Tank ESOP.

10. ER. The ER program is comprised of two components, the Installation Restoration (IR) program and the Military Munitions Response Program (MMRP). The IR program identifies, investigates, and cleans up or controls hazardous substances and pollutants or contaminants released from past waste disposal

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operations and or spills at MCRDPI. The ER program is designed to comply with procedural and substantive requirements in accordance with the CERCLA. The MMRP investigates and cleans up munitions and explosives of concern (MEC) and munitions constituents (MC) used or released on MCRDPI from past operations and activities. In short, the ER program cleans up historical waste but also addresses requirements under the Resource Conservation and Recovery Act (RCRA). Depending on the nature and extent of contamination, the CERCLA process can be lengthy and extensive.

a. CERCLA requires the Environmental Protection Agency to develop a National Priority List (NPL) for the known or threatened releases of hazardous substances, pollutants, or contaminants throughout the United States. After an Initial Assessment Study (IAS) in 1986 and an Interim RCRA Facility Assessment (RFA) in 1990, MCRDPI was added to the NPL in 1995. Although it is possible for new sites to be added and others to be closed, MCRDPI has approximately 55 sites identified for possible investigation and cleanup. The U.S. Navy, U.S. Marine Corps, Environmental Protection Agency (EPA), and South Carolina Department of Health and Environmental Control (SCDHEC) have worked together since the 1990s to clean up these sites and signed a formal Federal Facility Agreement (FFA) in 2006. The FFA is a legal agreement that ensures all parties act in good faith to investigate, propose remedial action alternatives, and apply the approved remedial action necessary to resolve the impact to public health and the environment.

b. The Department of the Navy serves as the lead agency responsible for administering the ER program at MCRDPI. Naval Facilities Engineering Command (NAVFAC), the EPA and SCDHEC, have appointed a Remedial Project Manager (RPM), who works closely with the ER Program Manager at MCRDPI to execute the program and form the Tier I team. Tier II, and Tier III include the next managerial levels from each organization and take on a statewide and regional responsibility respectively. In addition to a tiered partnering approach, MCRDPI has formed a Technical Review Committee, as outlined in the Community Relations Plan. The TRC is a group comprised of public representatives of the community, who review primary documents and have an opportunity to make their views known, review progress, and participate in dialogue with the decision makers within the ER program.

c. MCRDPI annually publishes a Site Management Plan (SMP), which is designed to capture the status of each site, provide updated milestones, and project plans over the next five years. MCRDPI also maintains a Management Action Plan (MAP), which

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describes the short and mid-term goals for the ER program. When there are possible risks to human health or the environment and depending on the intended use of a site location, Land Use Controls can be imposed as part of a Record of Decision (ROD) or Interim Record of Decision (IROD). LUCs may be a physical (engineering), legal (institutional controls), or administrative remedy that restricts the use of, or limits access to, real property to prevent or reduce risk to human health or the environment.

d. Range Environmental Vulnerability Assessment (REVA).

The REVA program is a non-regulatory, proactive, and comprehensive approach to ensure environmental sustainability of Marine Corps operational ranges. MCRDPI's operational ranges include areas currently being used for range activities, such as the known distance (KD) ranges and areas not currently being used for range activities, such as the grenade range, but are still considered active because they have not been identified for a different use. MCRDPI's operational ranges are essential to recruit training. The REVA program is intended to determine whether a release or substantial threat of a release of munitions constituents (MC) from an operational range to an off-range area creates an unacceptable risk to human health or the environment. MCs are any materials originating from unexploded ordnance (UXO) or other military munitions, including explosive and non-explosive materials, and emission, degradation, or breakdown elements of such ordnance or munitions. MCRDPI completed a Baseline Assessment in 2009 and conducts a review every five years.

11. Natural Resources. Marines train as they fight, and that training requires access to land, water, and air. Training can be destructive to land and natural resources. Unless properly managed, Marine Corps lands can become damaged to the point where realistic training can no longer occur. In addition, the American people have placed intrinsic value on certain natural resources. This value is manifested in laws, regulations, Executive Orders, Marine Corps Orders, policy and guidance requiring the Marine Corps to protect and conserve natural resources. Failure to comply with natural resources laws can lead to judicial, legislative, and executive decisions denying the Marine Corps access to land for training. Accordingly, installation and unit commanders require access to our land, air, and water resources for realistic military training and testing. This can be accomplished through effective management of the natural resources entrusted to the Marine Corps to ensure they remain healthy and available for future generations.

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a. The U.S. Marine Corps has responsibilities for the stewardship of natural resources. Reference (e) from this Order comprises multiple parent regulations. For example, stewardship of natural resources from SECNAV Instruction 5090.8A; reference, (b). In addition to compliance with all appropriate environmental laws and regulations, the USMC has a mandate to implement a program for the conservation of natural resources in Section 670-670f of Title 16, United States Code (16 U.S.C. §670-670f (also known and referred to in this Order as "Sikes Act").

b. The Marine Corps is required under the Sikes Act to carry out natural resources programs and implement management strategies to conserve and protect biological resources on its lands. The Sikes Act was amended in 1997 to require the development and implementation of an Integrated Natural Resources Management Plan (INRMP) that is mutually agreed upon by the installation, USFWS, and the respective state fish and wildlife agencies. An INRMP is a planning document that allows installations to develop programmatic goals and objectives and implement landscape-level management of their natural resources while coordinating with stakeholders and supporting the installation mission. INRMPs provide for the management of natural resources, including fish, wildlife, and plants; allow multipurpose uses of resources; and provide public access, as necessary and appropriate for those uses, without any net loss in the capability of an installation to support its military mission. INRMPs are also important management tools that ensure military operations and natural resources conservation are integrated and consistent with stewardship and legal requirements, are the basis for program funding, and support an exclusion from a designation of critical habitat. Each Installation with significant natural resources shall prepare and implement an INRMP that will serve as the over-arching guide for how natural resources will be managed to sustain military use, comply with federal laws and regulations, ensure sound stewardship of public trust resources, and provide opportunities for public access and recreation where possible.

c. The INRMP directs management of the natural resources of the MCRDPI in an ecosystem context over the next five years. It is DoD policy to review INRMPs annually, and a statutory requirement to have INRMPs reviewed by the US Fish and Wildlife Service (USFWS) and the South Carolina Department of Natural Resources (SCDNR) and other agencies that may have interests in the natural resources aboard or around the Depot. The INRMP does not trigger review for environmental impacts under the National Environmental Policy Act. The INRMP has been updated

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pursuant to the Mutual DoD & U.S. Fish and Wildlife Service Guidelines for Streamlined Review of Integrated Natural Resources Plans (July 2015).

d. The purpose of the INRMP is to meet statutory requirements under the Sikes Act Improvement Act (SAIA), Public Law 105-85, Div. B. Title XXIX, 18 November 1997, 111 Stat 2017-2019, 2020-2022. In November 1997, the Sikes Act, 16 USC § 670a et seq., was amended to require the Secretary of Defense to carry out a program to provide for the conservation and rehabilitation of natural resources on military Installations. To facilitate this program, the amendments require the Secretaries of the military departments to prepare and implement integrated natural resources management plans for each military installation in the United States unless the absence of significant natural resources on a particular installation makes preparation of a plan for the installation inappropriate.

e. Other than the mandated requirements above, the primary purpose of the INRMP is to provide MCRDPI with a foundation from which to manage the Depot's natural resources. The INRMP will account for the goals of the natural resources program, while not interfering with the military mission of the Depot. The INRMP will also consider the surrounding natural resources through implementation of an integrated approach to management. The SAIA directs the DoD to manage its lands in support of the military mission. In light of this, the chosen management schemes consist of:

(1) Communicate regularly with the training commands to ensure implementation of the INRMP is supporting the mission.

(2) Maintain low fuel loads (to reduce wildfire), reduced brush (to reduce biting arthropods), and scenic woods adjacent to housing areas.

(3) Maintain low fuel loads and reduce brush in the woods utilized for training.

(4) Remaining lands will be managed for fish & wildlife-oriented recreation, commodity extraction, and low pest and fuel loads.

(5) Maintain military readiness by protecting and managing endangered and threatened species. This maintains readiness by ensuring public confidence in the Marine Corps' ability to protect important natural resources while preparing for defenses of the country.

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(6) Manage the installation to maintain biodiversity using the principles of sound ecosystem management.

(7) Provide public access for utilization of the Installation's natural resources to the extent that such access can be safely accommodated and is consistent with Installation mission and security requirements.

(8) Monitor the success of the plan and the ecosystem around Parris Island.

f. A multitude of projects are designed to fulfill requirements of the INRMP, as well as enhance habitat and recruit training areas. All projects are dependent upon funding from HQMC via Operational Budget Funds (OPBUD), Centrally Managed Funds (CMP22) and Re- reimbursable Forestry Reserve Account Funds (FRA):

(1) Controlled Deer Hunt SOP.

(2) Prescribed Burning for Forestry Operations and Timber Management SOP.

(3) Tree Hazard Assessment SOP.

(4) Tree Protection and Preservation SOP.

(5) Wildlife Monitoring SOP.

(6) Wildlife Protection SOP.

g. The EPA does not directly regulate prescribed burning. However, the EPA encourages states to develop Smoke Management Plans to mitigate impacts to public health and welfare from such activities. The South Carolina Department of Health and Environmental Control (SCDHEC) Regulation 61-62.2 has prohibitions of Open Burning for areas located in the city like Parris Island. This regulation has exemptions such as fires set for the purposes of training fire-fighting personnel that are conducted at permanent fire-fighter training facilities. Prior SCDHEC approval is required to obtain the exemption as a permanently established training site. Fires set for the purpose of fire-fighter training at non-permanent locations must receive SCDHEC approval prior to the initiation of any burning activity. Materials used for fire-fighter training cannot contain asbestos, heavy oils, asphaltic material, plastic or rubber without express written consent from the SCDHEC.

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12. Environmental Review. The NEPA requires MCRDPI to incorporate environmental considerations in planning and decision-making through a systematic interdisciplinary approach. As outlined in the Environmental Review Management Plan (ERMP), MCRDPI has established an Environmental Impact Review Board (EIRB) of subject matter experts from various Depot organizations. Environmental review happens as early as possible in the planning process, and continues through the design, development, and execution of a proposed action. A proposed action can include construction, changes to established land use, new training activities, real property actions, fielding of new equipment, or any other action that could result in a change to the physical environment. The action proponent initiates the environmental review process by submitting a Request for Environmental Impact Review (REIR), and results in a Decision Memorandum (DM). The DM is signed by the installation commander or designated official, and returned to the action proponent.

a. The REIR should contain enough information to support the use of a Categorical Exclusion (CATEX), if applicable. MCRDPI has implemented the use the NEPA Process automation and Management Support (PAMS) Module, and developed a NEPA PAMS ESOP. NEPA PAMS is a web-based application designed to automate the NEPA process. Many routine actions are categorically excluded from a detailed environmental analysis, because they do not individually or cumulatively have a significant effect on humans or the environment but may still have to meet certain environmental requirements identified as conditions in the DM. The action proponent or sponsor is responsible for communicating and incorporating conditions in contracting documents, and tracking them, and making certain they are appropriately implemented. It is important to note that a CATEX does not relieve action proponents from compliance with other federal statutes, such as consultation the State Historic Preservation Office. The completion of the consultation process, including public participation requirements and development of any memoranda or programmatic agreements that document mitigation requirements, must be documented before application of the CATEX.

b. If a proposed action has the potential to cause significant environmental effects the EIRB will initiate an Environmental Assessment (EA), which will address the need for the proposal, alternatives, the environmental impacts of the proposed action, and a listing of agencies and persons consulted. After the EA is complete and the EIRB determines the action will not have significant environmental impact, MCRDPI



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will prepare a Finding of No Significant Impact (FONSI). If the EIRB determines the action will have a significant environmental impact, MCRDPI will prepare an Environmental Impact Statement.

13. Pest Management. Reference (e) establishes Marine Corps policy and responsibilities for complying with the legal use of pesticides at Marine Corps installations in accordance with the DoD pest management specifications outlined in DoD Instruction (DoDI) 4150.07, "DoD Pest Management Program," May 29, 2008. The DoD pest management specifications described in DoDI 4150.07, prescribes detailed procedures for the DoD pest management program.

a. Procedures prescribed in accordance with the instruction are based on Integrated Pest Management (IPM) concepts and are required for DoD pest management. IPM is a sustainable approach to managing pests and controlling disease vectors by combining applicable pest management tools in a way that minimizes economic, health, and environmental risks. IPM uses regular or scheduled monitoring to determine whether treatments are needed, and employs physical, mechanical, cultural, biological, genetic, regulatory, chemical, and educational methods to keep pest numbers low enough to prevent unacceptable damage or impacts.

b. Treatments are not made according to a predetermined schedule; they are made only when and where monitoring has indicated that the pest will cause unacceptable economic, medical, or aesthetic damage. Treatments are chosen and timed to be most effective and least disruptive to the natural control of pests. The least hazardous, but effective, pesticides are used judiciously when necessary. IPM also applies to government owned and contractor operated (GOCO) installations, installation operating services, MCCS functions including golf courses, land management operations including agricultural out-leases, public-private venture (PPV) housing and other privatized operations on Marine Corps property, and non-Marine Corps property under Marine Corps stewardship where pest control operations are conducted.

c. Marine Corps policy with respect to pest management:

(1) Comply with the DoD requirements set forth in DoDI 4150.07, and employ an IPM program that minimizes pesticide use and ensures the protection of human health and the environment where pesticide-use is necessary.

(2) Establish and maintain safe, effective, and environmentally sound IPM programs to prevent or control pests

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and disease vectors that may adversely affect readiness or military operations by impairing the health of personnel or by damaging structures, materiel, or property.

(3) Ensure that pest management programs achieve, maintain, and monitor compliance with all applicable Executive Orders (E.O.s) and applicable federal, state, and local statutory and regulatory requirements.

(4) Incorporate sustainable IPM framework, strategies, and techniques into all vector control and pest management planning, training, and operations, including installation IPM Plans (IPMPs) and other written guidance to reduce pesticide risk and prevent pollution.

d. Integrated Pest Management (IPM) Program. IPM shall be based on seven steps that are routine procedures for addressing each pest problem:

(1) Identify and assess pest or disease vector problems.

(2) Develop a written management plan or strategy that emphasizes natural controls and nonchemical methods to deal with pest and disease vector problems.

(3) Establish an action threshold for each pest and disease vector problem to define when corrective action shall be implemented.

(4) Use a monitoring procedure, such as inspection, trapping, or surveillance, for each pest and disease vector.

(5) Apply corrective action when a threshold is reached for any pest or disease vector.

(6) Use a documentation system to catalogue monitoring information and to document management problems.

(7) Verify and evaluate procedures to ensure that the IPM program is meeting stated risk reduction measures and that information exists to redesign the IPMP where required.

e. Integrated Pest Management Plan. The Integrated Pest Management Plan (IPMP) is a comprehensive, long-range document that captures all pest management operations and pesticide-related activities conducted on the Depot. It incorporates pest management practices and the local, state, federal, and DoD regulations, and conforms to the requirements of DoDI 4150.07,

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DoD Pest Management Program and Marine Corps Order P5090.2A, Environmental Compliance and Protection Manual. It supplies comprehensive information about the pest management program to installation staff and internal and external compliance auditors.

(1) The plan was prepared by the Naval Facilities Engineering Command, Atlantic's Applied Biology Center, using information obtained through pest management data collection, on-site observations, installation personnel interviews, and document reviews.

(2) Purpose for pesticide use. The main goal of the various pest control functions is to support the mission of MCRDPI. In-house pest control operators currently provide most pest control services for the Depot. MCCS pest control operators provide pest control at "The Legends" golf course. Pest control services are needed on the installation to:

(a) Provide services that prolong the life of structures through subterranean termite and nuisance pest control.

(b) Maintain the safety and security of training, industrial, and storage areas through weed control.

(c) Provide nuisance pest control to all buildings (except public-private venture housing) and outdoor areas to ensure a good working and living environment.

(d) Control weed and insect pests in all recreational and lawn areas to maintain aesthetics and provide recreational facilities to personnel.

(e) Provide control of mosquitoes, flies, and other potential disease vectors to ensure the comfort and well-being of all personnel.

(f) Provide vertebrate pest control, including rodent control, to all areas of the installation.

(3) A sufficient staff of qualified applicators must be maintained to accomplish the required current workload. Contract personnel must meet state certification requirements as specified by the contract. Pest management performance assessment representatives must successfully take an initial pest management performance assessment representatives' course. The pest management performance assessment representatives and DoD pesticide applicators must successfully pass a DoD pest

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management training and recertification course every three years to maintain their certification. Pest control facilities must comply with current safety standards to provide a safe workplace and to minimize pesticide hazards.

(4) This plan focuses on safe, environmentally sound, and cost-effective control of pests through integrated pest management. Integrated pest management depends on education, proper surveillance, and identification of pests, non-chemical and chemical control methods, and individual responsibility for pest prevention.

#### 14. Cultural Resources

a. MCRDPI has the responsibility to ensure that cultural resources are identified, evaluated, and protected as an integrated component of the mission of making Marines. This includes managing cultural resources proactively to fulfill stewardship responsibilities arising from federal statutes, regulations, orders, and department policies. Cultural resources include "historic properties" as defined by the National Historic Preservation Act (NHPA), "archaeological resources" as defined in the Archaeological Resources Protection Act (ARPA), "cultural items" as defined in the Native American Graves Protection and Repatriation Act (NAGPRA), and "sacred sites" as defined in Executive Order 13007.

b. As the property owner, MCRDPI is responsible for identifying cultural resources within the installation boundaries and maintaining complete and current information regarding resource location, significance, condition, and use. Parris Island has a rich cultural legacy, beginning with Native American occupation over 8,000 years ago, through early colonial period forts and towns, the plantation era, and into the 20th century and the modern Marine Corps. This history has led to a diverse inventory of historic properties including 19 significant archaeological sites, a National Historic Landmark, two historic districts, four historic cemeteries, and more than 60 historic buildings or structures.

c. MCRDPI is responsible for ensuring that accurate information regarding cultural resources and the potential impacts of a Proposed Action or Alternatives on such resources are included in all NEPA analyses. For each proposed action or undertaking, MCRDPI will assess the effects to cultural resources and seek to avoid adverse impacts through consultation on treatment, alternative use, and mitigation.

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d. In addition, the Archaeological Resources Protection Act (ARPA) and implementing regulations protect against unauthorized excavation, removal, alteration, damage, defacement, selling, purchasing, and other trafficking activities of archaeological resources. The American people place intrinsic value on certain resources; failure to protect those resources under the stewardship of MCRDPI may lead to legislative, executive, or judicial directives limiting the Depot's access to lands necessary to conduct recruit training.

e. MCRDPI has established an Integrated Cultural Resources Management Plan (ICRMP), which is a five-year planning document used to implement the cultural resources management program. It is a component of the Depot's Master Plan and serves as the CG's decision document for cultural resources management actions and specific compliance procedures. The ICRMP allows ready identification of potential conflicts between the installation's mission and its cultural resources. It identifies compliance actions necessary to keep mission-essential properties and acreage ready for use, and integrates the Depot's cultural resources program with ongoing mission activities.

f. MCRDPI has appointed a Cultural Resource Manager (CRM) to ensure professional identification, evaluation, inventory, nomination, and protection of cultural resources aboard the installation and to ensure appropriate data management systems, including spatial data systems, accurately reflect the eligibility and status of such resources. The CRM provides day-to-day management of cultural resources, helps ensure that all installation activities comply with applicable cultural resources requirements, and provides technical oversight for contractors engaged in cultural resources. For each proposed action or undertaking, the CRM assesses effects to historic properties, formulates preservation alternatives for consideration, and serves as a liaison between all internal and external stakeholders. This requires timely interagency consultation and coordination with the State Historic Preservation Office (SHPO), American Indian Tribes, and other state, regional, and national organizations. The CRM also ensures that inadvertently discovered archaeological resources, human remains, or cultural items are protected at the site of discovery until cultural resource professionals evaluate the resources' significance and make recommendations regarding protection or recovery. It is important for installation personnel to realize cultural resources surround them, report any suspicious activity to the CRM, and take the opportunity to explore the history in a responsible manner.

15. ISWM

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a. MCRDPI has established an ISWM Program to reduce solid waste generation in the most cost-effective and environmentally acceptable manner. For disposal purposes, all solid waste generated on the Depot is considered property of the federal government. ISWM consists of the Qualified Recycling Program (QRP), Hazardous Waste Management Program, Solid Waste Disposal, and Property Control. The QRP and HWMP are managed by the Environmental Division under PWD, while the Solid Waste Disposal program is managed by the MD. Property Control is managed by Supply and Services and is another means of disposition and reuse for items that are in serviceable condition (e.g., electronics, furniture, microwaves, refrigerators, etc.) through the Defense Logistics Agency (DLA). Construction activities are another source of solid waste managed by the Facilities Engineering and Acquisitions Division. Defense Commissary Agency (DeCA) also manages a separate program but are included in the QRP solid-waste stream diversion data. The ISWM program does not include housing areas, which are part of a Public-Private Venture (PPV). While the ISWM manager does not directly manage all these programs, he or she maintains cognizance over them as a single point of contact. This section primarily focuses on the management of the QRP.

b. MCRDPI's Integrated Solid Waste Manager also serves as the QRP Manager. The QRP manager is designated in writing and responsible for all recycling activities aboard MCRDPI to include budget, accounting for all costs incurred, and sales revenue received, and manages equipment and employees. Although there are various means of collection, most installation recycling activities are conducted on the Horse Island Recycle Center. The primary commodities recycled and sold through the QRP include cardboard, paper, scrap metal (brass), aluminum cans, and plastics. Each tenant command is required to participate in the QRP to the maximum extent possible. Depending on the commodity, materials are either collected by QRP staff, or brought to the Recycling Center by depot personnel. In addition to the civilian employees, the QRP will be supported by a recruit working party coordinated through the AC/S G-4 office. Specific recycling practices are detailed in the ISWM Plan.

c. The recycle staff provide weekly pick-up service to all administrative buildings. Numerous desk-side and high capacity bins are located within in these areas for mixed paper collection (i.e. office paper, newspaper, and magazines). Separately, these areas contain clear stream recycling bins to collect plastic bottles and aluminum cans, which may be

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comingled, but does not include glass. Blue cardboard collection trailers are located in numerous areas throughout the Depot in the vicinity of high-volume areas (e.g. chow halls, the Marine Corps Exchange, and other supply buildings). Other common recyclable materials include wood pallets, textiles, mattresses, electronics, and toner cartridges. Special waste items include brass shell casings, lead acid batteries, rechargeable batteries, alkaline batteries, fluorescent light bulbs, motor oil, cooking oil, and tires. All Depot personnel are required to use the appropriate disposal container or follow the proper disposal guidelines in the ISWMP. All recyclable materials are prohibited from being placed in base dumpsters.

d. The QRP is unique in that designated personnel are authorized to conduct direct sales and award sales agreements. Proceeds from the sale of recyclable material must be used to reimburse the operating costs of the recycle program. After operation and maintenance costs and other overhead costs have been reimbursed, the Depot may use up to 50 percent of the remaining proceeds for environmental compliance, energy conservation, and occupational safety and health projects, not to exceed 50 percent of the maximum amount authorized for a minor construction project. Remaining proceeds may be transferred to the local non-appropriated account supporting MCCS programs. A QRP committee has been established to review and approve allocation of sales revenue received.

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## CHAPTER 6

## UTILITIES AND ENERGY

1. Overview. The Utilities and Energy Division is responsible for the Energy Conservation and Energy Monitoring programs. The division is manned to oversee, maintain, and repair network activity related to HVAC systems, smart meters, and Supervisory Control and Data Acquisition (SCADA) electrical systems. SCADA is a control system using computers and interfaces to monitor and control high voltage electrical systems at a supervisory level. The Energy Branch is responsible for conservation efforts that reduce overall consumption of electricity, natural gas, propane gas, water, sewer and fuel oil and diesel. The Utilities Branch maintains oversight of the combined heat and power plant (CHP) to ensure proper and efficient operation and control of utilities such as power and steam production. The Utilities and Energy Division Program follows MCO P11000.9C, reference (g); MCICOM policy letter 9-19, reference (h); DoD UFC 3-410-01, reference (i), and DoD UFC 3-420-01, reference (j).

2. Energy Conservation. Conservation measures include installing and using energy efficient fixtures, avoiding extraneous or decorative use, and active avoidance by limiting usage.

a. Interior Lighting. Limit the number of lights used to minimum requirements. Turn off as many electric lights as possible and concentrate the light where it is needed, for example, areas for reading, areas for working, and areas wherein safety is a concern. Turn off area-lighting during daylight hours when a room and/or section of a room are not in use.

(1) Potential areas for reduced lighting use:

(a) Hallways except for stairwells.

(b) Heads.

(c) Gear lockers.

(d) Storage rooms.

(2) Minimize decorative and advertising light. Use proper size light bulbs or LED tubes available at self-service outlets. Contact the PWD Customer Service for questions regarding correct wattage.



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(3) Use higher lumen-per-watt lights where possible. The more efficient lights provide more light per unit of energy consumed. When adding lighting to interior spaces, consider LED lighting which is more efficient than incandescent or fluorescent lighting.

b. Exterior Lighting. Reduce the outside lighting to the lowest level consistent with safety and security. Use standing lights only when essential. Know where all standing lights are located and when they are required. Parking lot lights will be turned on only when essential to security.

c. Heating. This is an area where greatest fuel savings can be accomplished. The desired temperature of 68 degrees has been set by reference (i). This level of heat will be accomplished by using the following suggestions:

(1) Clothing. It will be necessary to wear proper clothing for lower temperatures such as long sleeve shirts, sweaters, and slacks.

(2) Thermostats will be set in administrative spaces or buildings to provide an indoor temperature not to exceed 68 degrees Fahrenheit during working hours or periods of occupancy and should not exceed 60 degrees Fahrenheit when buildings are unoccupied.

(3) Living spaces such as quarters and barracks should be controlled to maintain a temperature not to exceed 68 degrees Fahrenheit during normal occupancy and 65 degrees Fahrenheit when sleeping.

(4) Heating controls must be properly maintained, and all obsolete heating controls replaced.

(5) Unusual Conditions. When a system cannot be controlled by the occupant, a SR should be submitted to the PWD to make the necessary adjustments or repairs.

(6) Drafts and discomfort. Air movements such as drafts, fans, or blowers may cause discomfort when temperatures are below normal body temperature. It is important to keep all windows, doors, or other openings closed and to wear clothing that adequately covers to conserve heat.

(7) Windows during colder temperatures. Keep all blinds, draperies, and shades on sun-exposed windows open when direct sunshine may enter to increase daytime passive heat and

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closed at night to reduce cold air from entering. Keep shades or draperies closed during the day on windows not subject to direct sunlight and when not required for visual light.

(8) Eliminate the use of electric resistance heating wherever possible. The use of portable electric space heaters is prohibited except in those cases where this is the only source of heat available. Approval must be obtained from Depot Fire Department.

(9) Investigate the feasibility and economy of installing domestic type heaters to serve buildings in outlying areas, and secure steam lines to buildings.

(10) Ensure that all equipment is in good operating condition and all system piping is adequately insulated.

(11) Ensure that buildings are weather stripped, insulation is adequate, and windows and doors fit properly. Make sure that mechanical door closers are in good operating condition.

d. Air-Conditioning. Air conditioning in southern states is critical, and energy-use greater than when heat is needed. However, considerable electrical energy savings can be achieved through prudent installation and use of HVAC equipment and passive cooling measures. For example:

(1) The installation of window air-conditioning units in any facility on MCRDPI must be approved by the PWD. This requirement applies to government purchased or personally procured units. Generally, requests will only be approved to meet temporary requirements when existing, central systems are not functioning or when the installation of a central system is not economically feasible. Proposed units must meet the requirements listed in reference (c) and reference (i).

(2) Heat reduction. Turn off unneeded lights and other heat-producing appliances. This action has dual energy savings: Reduced air-conditioning loads and reduced energy consumption.

(3) Minimize passive solar load by closing window coverings to reduce heat transmitted through glass.

(4) Reduce excessive ventilation in air-conditioned spaces. Do not leave doors or windows open. Turn off exhaust fans and ventilating equipment when not needed to reduce heat loads in equipment.

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(5) Encourage lightweight clothing.

(6) In air-conditioned spaces where the thermostats are controlled by occupant and/or window air-conditioning units are used:

(a) Set thermostats to maintain a temperature to not less than 78 degrees F. In some areas it will be necessary for occupants to obtain thermometers to comply.

(b) Refrain from operating air-conditioning equipment when no one is present, or when the outside temperature is below 78 degrees. Open doors and windows to obtain cooling for extended periods under these conditions. Humidity impacts the cooling load, and opening windows should be considered if the ambient temperature is projected to fall below 78 degrees Fahrenheit for more than one day. If thermostats do not contain an 'off' switch, set the thermostat to its highest setting.

(c) All air-conditioners should be turned off 30 minutes before the end of the working day to allow the thermal capacity of the building to retain sufficient cooling for the remainder of the workday. Shut down air-conditioners to the maximum possible on weekends and holidays. For most large buildings on MCRDPI, this is done automatically with system controls.

(7) Ensure that all steam or hot water pipes passing through air-conditioned spaces are properly insulated.

(8) Replace window air-conditioning with a central system where feasible.

e. Hot Water Heating. Water heating comprises the third largest use of the nation's energy in buildings, exceeded only by heating and air-conditioning. To achieve effective conservation, utilize all the following:

(1) Electric hot water heaters smaller than or equal to 80 gallons capacity must have a maximum power input of 4,500 Watts and be constructed with a dual heating element. The "R" value for insulation on these heaters will meet or exceed 16. Where water heating units have adjustable temperature controls, the temperature setting should be maintained at the lowest level which will provide adequate hot water.

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(2) A general temperature restriction for domestic hot water has been set by DOD UFC 3-410-01, reference (i).

(3) Identify hot water valves by marking them so as to avoid prevent unnecessary use of hot water.

(4) Avoid using hot water for any task that requires small amounts of water at intervals. Any hot water remaining in the piping between the hot water tank and the faucet is wasted, because the heat energy will gradually dissipate.

3. Water. Water consumption has been reduced through conservation efforts throughout the Depot. The following is a list of items that are required of all personnel:

a. Turn off all faucets, showers, and water outlets when not in use except when allowed to drip to prevent freeze.

b. Never use water from a hose as a "broom" to clean floors, galleys, and other areas. These surfaces must be cleaned with mops, brooms, and squeegees.

c. Pistol grip style nozzles with automatic cut-offs will be used on hoses to prevent excessive water usage.

d. Watering is not allowed for 48 hours after a rainfall. Avoid careless lawn sprinkling. Lawns can only absorb a small amount of this water, with the majority being evaporated.

e. Install water-saving plumbing fixtures.

f. All persons are asked to be observant and report to the PWD Customer Service, the following items:

(1) Faucets, hose bibs, and valves that cannot be shut off.

(2) Constantly running commodes and leaks immediately upon notice.

g. Water Service Disruption. When a water service disruption arises, the following measures shall be implemented:

(1) Watering grass, washing cars, boats, sidewalks and other uses of water are prohibited.

(2) Mess halls will go to modified menu and paper products.

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(3) Clubs will close after lunch and use disposable products as necessary.

(4) Depot and MWR laundry will reduce services to those essential to support mess halls and medical/dental requirements.

(5) Power plant and other industrial activities will cut back usage as much as possible.

(6) Quarters and BEQ/BOQ residents are encouraged to minimize usage by:

(a) Taking fast (minimal time) showers.

(b) Using paper plates.

(c) Saving laundry until water is restored.

(d) Ensuring faucets, toilets, other fixtures are not leaking. Use as necessary for sanitation and hygiene, but conserve as much as possible.

4. Government Quarters. All quarters' occupants are required to be conscientious in conservation of energy and are to utilize the guidelines listed above. Additionally, the following appropriate measures are unique to quarters occupants:

a. Plan washing and drying of clothes and dishes for when appliances are fully loaded.

b. Utilize cold water washing for clothing whenever possible.

c. Hang clothing out to dry when possible and avoid using dryers.

d. When using an automatic dishwasher, savings can be obtained by letting the dishes air-dry. After the final rinse, turn off the control knob of the dishwasher and open the door.

e. Close doors to unused or seldom used portions of the house until one hour before they are required for use.

f. Avoid changing thermostat settings frequently during the day. Add or remove clothing first to regulate body temperature. Practice a five to ten degree (Fahrenheit) night setback of the thermostat during the heating season.

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- g. Turn off television sets and appliances when not in use.
- h. Do as much household cleaning as possible with cold water. This saves energy used to heat water, and cleaning products are available which work satisfactorily in cold water.
- i. Reduce energy consumption in cooking. Use pans that cover the heating element so that more heat enters the pot and less is lost to the surrounding air. Clean the reflector below the heating element to allow more heat transmission to the pot. Keep pots covered to retain heat.
- j. Check the seals around the refrigerator and oven doors to make sure they are airtight. If not, adjust the latch or replace the seal.
- k. When using the dryer, do not run the dryer longer than necessary to dry clothes. Separate drying loads into heavy and lightweight items. Since the lighter items take less drying time, the dryer does not have to be on as long for these loads. Once the dryer is warm, initial high energy consumption is bypassed. Keep the lint screen in the dryer clean. Remove lint after each load. Ensure that the clothes dryer exhaust is properly vented to the outside of the house.
- l. During air-conditioning season, reset the thermostat to 85 degrees Fahrenheit when leaving the house for periods in excess of two hours.
- m. Keep the condenser coil of the refrigerator vacuumed clean. Even though the same amount of heat is transferred to the room from the inside of the refrigerator, the compressor, a heat-producer will not have to operate as long.
- n. Do not block eaves or ridge vents with storage items in attic spaces. Heat buildup in the attic space will increase the air-conditioning load.
- o. Try to schedule use of clothes washers, dryers, and other large electrical user appliances before 1300, or in the late evening (after 2100) to reduce the peak afternoon demand for electrical energy. Depot electrical costs are based on the highest demand rate and the actual amount of energy consumed. The demand rate normally peaks during the summer air-conditioning season between the hours of 1300 and 2100.

## 5. Facilities

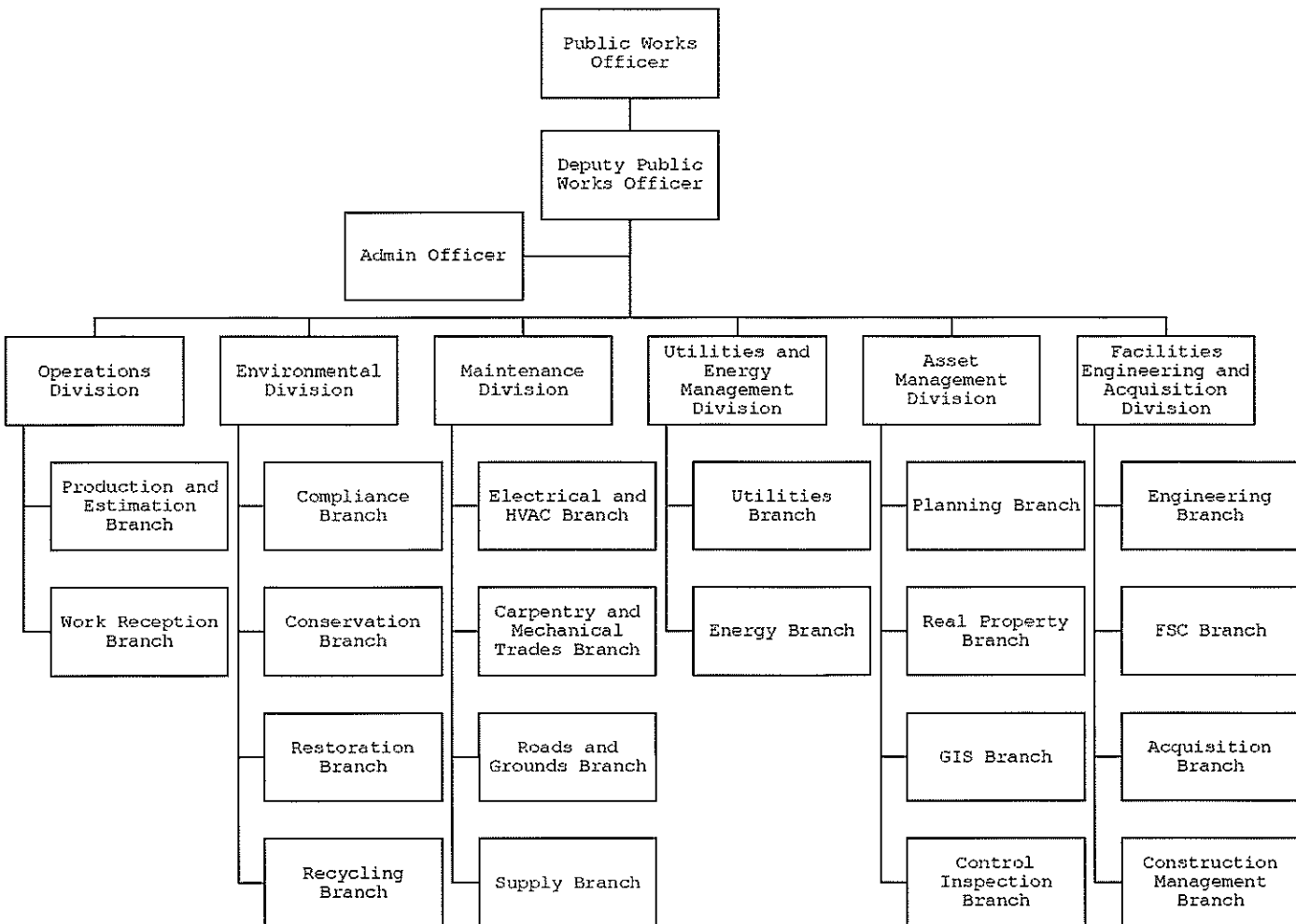
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- a. "Think Conservation" during the preliminary design, development, and construction of new facilities and equipment.
- b. Orient buildings to reduce solar heat loads; use passive solar design.
- c. Site buildings close to existing utilities to reduce distribution line losses.
- d. Where possible, secure systems during non-heating and/or non-cooling seasons.
- e. Minimize off-hours energy use by:
  - (1) Eliminating nighttime janitorial service.
  - (2) Minimizing overtime work.
  - (3) Consolidating separate shift and weekend functions.
- f. Contact Energy Branch, for conservation suggestions, reports of violations of standards, and reports of needed maintenance.
- g. Ensure that utilities systems are deactivated to all unused buildings.
- h. Compressed Air Systems:
  - (1) Inspect distribution lines and repair leaks immediately.
  - (2) Conduct surveys to ensure compressors the proper size for the buildings are being used.
  - (3) Compressor air intake should be installed in the coolest location to increase efficiency.

6. Energy Efficient Products. Select Energy Star® and other energy efficient products when acquiring energy-using products. Agency shall incorporate energy efficient criteria consistent with Energy Star® and other Federal Energy Management Program (FEMP) designated energy efficiency levels into all guide specifications and project specifications developed for new construction and renovation, as well into project specification language developed for Basic Ordering Agreement, Blanket Purchasing Agreements, Government Wide-Acquisition Contracts, and all other purchasing procedures.

APPENDIX A

TASK ORGANIZATION





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## APPENDIX B

## LIST OF ENVIRONMENTAL RESOURCE PUBLICATIONS

Document Type	Title	Short Title	Publication Date	Revision Frequency	Next Revision	Program Area	Native File	PDF
Plan	Hazardous Waste Management Plan	HWMP						
Plan	Asbestos Management Plan	AMP						
Plan	Integrated Contingency Plan	ICP						
Plan	Air Quality Management Plan	AQMP	Inprogress					
Plan	Integrated Solid Waste Management Plan	ISWMP						
Plan	Radon management plan	RMP	3/16/2020	Every 5 yrs	3/20/2025	AQ	.doc	yes
Plan	Integrated Pest Management Plan	IPMP	Feb. 2018	Annual review and technical review every	2/2019 2/2021	NR	.doc	yes
Plan	Comprehensive Environmental Training and Education Plan	CETEP						
Plan	Tank Management Plan							
Plan	Storm water Pollution Prevention Plan	SWPPP	being rewritten					
Plan	Environmental Review Management Plan	MCO: noise evaluated in review process.						
Plan	Management Action Plan - Environmental Restoration	MAP		annual	2021	ERP	.pdf	yes
Plan	Site Management Plan - Environmental Restoration	SMP		annual	2021	ERP		yes
Plan Publi	Land Use Control Report - Environmental Restoration	LUC Report		annual	2021	ERP		yes
Plan	Range Environmental Vulnerability Assessment - Environmental Restoration	REVA		5-year review	2021	ERP		yes
Plan Publi	Five-year review - Environmental Restoration			5-year Review		ERP		yes
Plan	Investigative Derived Waste Standard Operating Procedure	IDW SOP	2020	as needed	updated SOP waiting on Capt Barnes approval	Compliance	doc, pdf	yes
Plan	Integrated Natural Resources Management Plan	INRMP						
Plan	Integrated Cultural Resources Management Plan	ICRMP						
ESOP	Environmental Compliance Coordinator ESOP	ECC SOP						

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ESOP	Air Quality ESOP	AQESOP	Conceptual					
ESOP	Asbestos Abatement ESOP							
ESOP	Refrigerant Management ESOP	RMESOP	Mar-20	As needed	As needed	AQ	.doc	yes
ESOP	Combined Heat and Power Plant ESOP (a.k.a. Slug Plan)	CHPESOP	Aug-20	As needed	As needed	WW	.pdf	yes, only
ESOP	Underground Storage Tank ESOP	UST ESOP						
ESOP	Aboveground Storage Tank ESOP	AST ESOP						
ESOP	Stormwater Distribution System ESOP	combine? Seems more like a Facilities item						
ESOP	Ungderground Stormwater Management Unit ESOP							
ESOP	Oil Water Separator ESOP	OWSESOP	5/19/2019	As needed	As needed	WW	.pdf	yes, only
ESOP	Grease Trap ESOP (a.k.a. Pretreatment SOP)	GTESOP	5/30/2008	As needed	As needed	WW	.pdf	yes, only
ESOP	NEPA PAMs ESOP	NEPA ESOP						
Publication	Environmental Guide for Contractors		ready to go	annually or when regulations change			.pdf converted to .doc	
ESOP	Controlled Deer Hunt							
ESOP	Prescribed Fire and Timber Management							
ESOP	Tree Hazard Risk Assessment							
ESOP	Tree Protection							
ESOP	Wildlife Monitoring							
ESOP	Wildlife Protection							
ESOP	DRINKING WATER SYSTEMS AND WATER CONSERVATION PROGRAM ESOP	DWWCSOP	9/25/2015	As needed	As needed	DW	.pdf	yes, only

DepO 11000.4

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Tab 5.3.

## SHOP LOCKOUT / TAG OUT CHECKLIST

NAVMC 11403, Rev 09-12(EF)

Lockout / Tag out Checklist		
Use this checklist to document procedures for Lockout or tag out of energy isolating devices and energy sources identified whenever maintenance or service is performed on machines or equipment.		
Procedure Reference number:		Date Approved:
Equipment Name:	Equipment Number:	
	Work Center / Shop:	
General description:		
<b>A. OPERATOR CONTROLS</b>		
Determine type of controls available. Identify energy source and Lockout/Tag out capacity for equipment. List type of controls		
<b>B. ENERGY SOURCES</b>		
Check or list energy sources: <span style="margin-left: 100px;">___ Other</span>		
___ Electrical	___ Steam	___ Gas
	___ Hydraulic	___ Pneumatic
		___ Stored energy
Identify Energy Source and Location	Lockable	Type device
<b>C. SHUTDOWN PROCEDURE</b>		
List in order, the steps necessary to de-activate or de-energize the equipment. Notify all affected workers when implementing.		
<b>D. START-UP PROCEDURE</b>		
List in order, the steps necessary to re-activate or energize the equipment. Notify all affected workers when implementing.		
<b>NOTES</b>		