



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 5090.1
ENVDIV
20 NOV 2022

DEPOT ORDER 5090.1

From: Commanding General
To: Distribution List

Subj: ENVIRONMENTAL IMPACT REVIEW PROCEDURES AND THE ENVIRONMENTAL IMPACT REVIEW BOARD

Ref: (a) National Environmental Policy Act of 1969
(b) 40 CFR 1500-1508 Procedural Provisions of NEPA
(c) MCO 5090.2 Environmental Compliance and Protection Program

Encl: (1) Request for Environmental Impact review Evaluation
(2) Request for Environmental Impact Review

1. Situation. To promulgate policy, procedures, guidance, and assign responsibility for the administration of the environmental impact review process for proposed actions which may affect the environment at Marine Corps Recruit Depot Parris Island (MCRDPI). Additionally, to define the responsibilities of the Environmental Impact Review Board (EIRB) for MCRDPI and supported units per the reference.

2. Mission

a. The purpose of the environmental impact review process is to provide the Commanding General (CG), MCRDPI and other member of the chain of command sufficient information on which to base informed decisions concerning environmental issues.

b. Section 102 of reference (a), requires each federal agency to consider and document alternatives and environmental impacts of the agency's proposed actions as part of its decision making process. The President's Council on Environmental Quality has promulgated regulations in reference (b) to guide federal agencies in determining what type of environmental documentation to prepare within required timelines.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide a systematic process for reviewing proposed actions at MCRDPI and supported units per the references.

(2) Concept of Operations

(a) MCRDPI EIRB. Reference (c) requires installation commanders to designate, chair, and provide for the establishment of a command EIRB. Although the Action Proponent of a project is responsible for the cost of National Environmental Policy Act (NEPA) compliance, the EIRB and ultimately

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the CG, is responsible for ensuring NEPA compliance prior to all project approvals aboard MCRDPI. This applies to projects proposed by MCRDPI's supporting commands and organizations. The board also assists in the development of environmental policy to be implemented through appropriate Depot Orders and environmental plans.

(b) The two levels of NEPA documentation described in references (b) and (c) are the Environmental Assessment (EA) and the Environmental Impact Statement (EIS). The purpose of an EA is to provide information and analysis for determining if significant environmental impacts would occur from a proposed action. An EIS is prepared if the impacts are determined to be significant.

(c) Neither an EA nor an EIS is required if a proposed action falls within the terms of a Categorical Exclusion (CATEX) specified in the regulations of the federal agency proposing the action.

(d) Membership. Reference (b) requires that the EIRB consist of a cross section of command personnel, to include both environmental and legal staff. MCRDPI's Logistics Officer will be the chairman of the EIRB, and the Environmental Division Director will be the vice chairman. The MCRDPI EIRB will include the following individuals or their appointees:

1. Chairman, AC/S G4, Installation and Logistics.
2. Vice Chairman, Director, Environmental Division.
3. Secretary, NEPA Coordinator, Environmental Division.
4. Member, Director, Public Works Division.
5. Member, Director, Depot Safety.
6. Member, Qualified Attorney Advisor.
7. Member, Director, Industrial Hygiene.

(e) Meetings. The EIRB will meet quarterly, if needed. Additional meetings can be scheduled as required. Action Proponents may be invited to attend in order to more efficiently and effectively present projects for evaluation. Time and location will be provided by the Environmental Division prior to the meeting. The purpose of the meeting will be to review REIR project submissions, CATEX recommendations, EAs, and/or EISs. If the Chairman deems appropriate, EIRB projects needing to be expedited may also be reviewed and voted on via electronic mail in lieu of a formal meeting. Voting members may appoint someone to vote in their place if they cannot attend an EIRB meeting.

b. Subordinate Element Missions

(1) Action Proponent/Project Manager

(a) The Action Proponent/Project Manager will determine the need for proposed action. Action Proponent endorsement of a proposed action is required before review. Enclosure (1) provides examples of actions requiring EIRB review.

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(b) The Action Proponent shall contact the Environmental Division NEPA Coordinator to discuss the proposed action and to arrange a site visit, as necessary.

(c) After the site visit, the Action Proponent will submit request electronically in NEPA PAMS or accurately complete the REIR form provided in enclosure (2), with the assistance of appropriate Environmental Division subject matter experts, if required.

(d) The Action Proponent shall then submit the completed checklist to the Environmental Division NEPA Coordinator at PARR_SMB_MCRDPI_ENVIRONMENTAL2@usmc.mil for review. The Action Proponent, with assistance from Environmental Division staff, should consider alternatives to the proposed action to minimize environmental impacts.

(e) The Action Proponent is responsible for providing funds for NEPA documentation and all related ancillary studies and mitigation costs.

(f) When a CATEX cannot be utilized, the Action Proponent and the Environmental Division NEPA Coordinator will work together to determine if contractor services will be required to write an EA. Per reference(c), the Action Proponent is responsible for funding environmental documentation and review. Budget responsibility is that of functional areas whose actions or programs generated the requirement. Action Proponent should take the initiative to ensure funding for environmental documentation early in the Program Objective Memorandum (POM) and budget process.

(g) The NEPA process often identifies additional measures or mitigation requirements for the environmental impacts of a proposed action within the Decision Memorandum (DM). Implementation of any additional measure for an EIRB project that was categorically excluded, or mitigation measures discussed in an EA or EIS, is the responsibility of the Action Proponent/Project Manager. The Action Proponent/Project Manager will assure completion of required mitigation measures by contract, direct supervision, or verification with the Environmental Division. The Action Proponent will initiate corrective action for any discrepancies.

(h) The Action Proponent/Project Manager is responsible for notifying the Environmental Division at least 60 to 90 days prior to the actual start date of the project, to procure any permits or initiate required correspondence with local, state, and federal agencies, Native American Tribes, and the State Historic Preservation Officer. Projects within an explosives hazard area are required to submit determination reports with a six to nine month lead time. Extensive lead time (one to three years) must be provided if an EA or EIS is required prior to the start of a project.

(2) Environmental Division

(a) Conduct site visits with appropriate subject matter experts and propose modifications as necessary to reduce potential environmental impacts.

(b) Assist in the determination of the appropriate level of NEPA documentation.

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(c) CATEX decisions shall be documented in the EIRB minutes and approved/endorsed by the CG. The EIRB meeting minutes approved by the CG will satisfy the NEPA Decision Memorandum requirements.

(d) Consult with counsel and the EIRB when the level of NEPA documentation may be subject to legal or other qualifying interpretations.

(e) The NEPA Coordinator will prepare an agenda for each EIRB meeting. Distribute the agenda to the permanent EIRB members and Action Proponents.

(f) Schedule EIRB meetings quarterly or on an as-needed basis. EIRB projects needing to be expedited may be reviewed electronically at the discretion of the Chairman.

(g) Review designs and plans for proposed actions and mitigation measures.

(h) Maintain minutes and NEPA documentation.

(i) Provide NEPA documentation for early public review, as required.

c. Coordinating Instructions

(1) When required by legal or other qualifying interpretations, Action Proponents will present their respective projects at the EIRB meeting. After consideration of the proposed action, EIRB members will vote on the appropriate level of NEPA documentation.

(a) No Documentation Required. The proposed action is not of the type subject to environmental impact review and NEPA documents is required. This should be determined prior to submission to the EIRB by contact the Environmental Division NEPA Program Manager for review and discussion of the project.

(b) Categorical Exclusion. The proposed action falls within a CATEX and there are no applicable exceptions to using the CATEX.

d. Environmental Assessment

(1) Command EIRB shall review completed EAs and will make one of the following determinations.

(a) The proposed action will have no significant impact on the environment. A Finding of No Significant Impact (FONSI) is appropriate, and this action may proceed as planned.

(b) The proposed action as planned may have significant impact on the environment unless prescribed mitigation measures are accomplished. The final recommendation shall contain a full description of all required mitigation measures and monitoring necessary to ensure that no significant impacts will occur. The FONSI and approved project design shall incorporate all mitigation measures.

(c) The proposed action cannot proceed as planned without a significant impact on the environment. However, a reasonable alternative to

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the proposal that was not originally evaluated in the EA can proceed without a significant impact. The final recommendation from the EIRB shall contain a full description of the new preferred alternative and direct the Action Proponent to revise the EA.

(d) A FONSI for the proposed action is inappropriate; significant impacts can be avoided only if the "no action" alternative is selected. The final recommendation is to begin as EIS should the Action Proponent wish to continue with the proposal. The determination should describe unavoidable significant impacts.

(2) Upon considering the EA and conclusions of the environmental staff, the EIRB will prepare a recommended course of action (to include a draft FONSI), if appropriate, for consideration by the CG. If an EIS is necessary, the Action Proponent shall secure a contractor to prepare the EIS. EIRB members may supply some of the information required to complete the analysis.

e. Tabling. The EIRB may table a proposed action for the following reasons:

(1) Incomplete information available for the project.

(2) The Action Proponent is not present or critical questions regarding the project cannot be answered.

4. Administration and Logistics. After each EIRB meeting, the Environmental Division NEPA Coordinator will prepare the minutes of the EIRB for signature by the EIRB Chairman. Meeting minutes shall be distributed to all EIRB members who request a copy.

5. Command and Signal

a. Command. This Order is applicable to all tenant commands and staff sections of MCRDPI.

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


W. M. FIELD

Distribution: A

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MCRD PARRIS ISLAND
ENVIRONMENTAL DIVISION
REIR EVALUATION



DESCRIPTION OF PROJECT	YES	NO
Area of Disturbance Greater Than an Acre		
Training Exercise		
Ditch Maintenance		
Demolition or New Construction		
Asbestos Removal or Disturbance		
Lead Based Paint Removal or Disturbance		
Dredging		
Paving		
Excavating or Trenching		
Shoreline Stabilization		
Maintenance or Construction of Shoreline Structures		
Erosion Control		
Vegetation Removal Other Than Grass Mowing Outside Rare Plant Areas		
Disposal of Soil, Hazardous Waste, or Contaminated Material		
Burning		
Well Installation		
Pesticide Use or Storage		
Petroleum Use or Storage Other Than Mobile Vehicles		
Construction or Modification of Land Drainage Systems, to Include Stormwater Facilities		
Building Renovation		
Installation/Renovation/Repair/Closing of Underground Storage Tanks		
Installation or Removal of Aboveground Storage Tanks		
Air Emission Sources - New, Removals, or Change-outs of air emission sources (i.e. boilers, emergency generators, petroleum storage tanks, paint booths, or any non-electric fuel burning stationary source, etc.) regardless of size		

If you answered yes to any of these projects, complete Request for Environmental Impact Review (REIR).

Note: These items are only examples of projects requiring EIRB review and do not include every action requiring review. If unsure, contact the National Environmental Policy Act (NEPA) Coordinator at PARR_SMB_MCRDPI_ENVIRONMENTAL2@usmc.mil.



MCRD PARRIS ISLAND

REQUEST FOR ENVIRONMENTAL IMPACT REVIEW (REIR)



General Instructions:

1. Complete this form in its entirety to initiate Environmental Division review of proposed actions.
2. Submit this form, maps or initial drawings, Safety Data Sheets, and any supporting documentation to PARR_SMB_MCRDPI_ENVIRONMENTAL2@usmc.mil.
3. The National Environmental Policy Act (NEPA) Coordinator will confirm receipt of the REIR.

SECTION I - ACTION PROPONENT INFORMATION

Project Title:	
Short Description of Action:	
Project ID (if applicable):	
Action Proponent (Unit/Command):	
Action Proponent POC:	
Phone/Email:	
Start By Date:	
End By Date:	
Location of Project:	
Who will the Action or Work Be Done By? i.e. Contract, Self-Help, Installation Workforce, N/A, Other (Explain)	
Project will result in permanent site improvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
New or Modified Real Estate License Will Be Issued By Base?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maps and Shape Files Will Be included In This Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are Safety Data Sheets (SDS) and amounts of usage attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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SECTION II DESCRIPTIVE INFORMATION

<p><u>Purpose and Need of Action.</u> 1. Why is the Action Needed? 2. What Are the Objectives?</p>	
<p>Scope of Project.</p>	
<p><u>DESCRIPTION OF PROPOSED ACTION AND ANY ALTERNATIVE CONSIDERED</u> (Include "No Action" and a "Preferred" Alternative. Provide sufficient details of evaluation of the total action.</p>	
<p>Information Concerning Avoidance, Best Management Practices, Or Mitigation Necessary to Complete The Project.</p>	

SECTION III PRELIMINARY ENVIRONMENTAL SURVEY

Answer all questions below.

1. Air Quality, Toxics

Will your project include any of the following permanent or temporary actions?

ACTION	YES, NO or Unknown	New Or Modified If Yes, is it New or Modified?
Abrasive Blasting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Generators	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Bulk Chemical Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Painting, Paint Booth, or Paint Strippers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Remediation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Refrigerant Evacuation or Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Fuel Dispensing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified

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ACTION	YES, NO or Unknown	New Or Modified If Yes, is it New or Modified?
Tanks (ASTs or USTs) Any Petroleum, Oil, or Lubricant 55 gallons or greater	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Boilers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Surface Coating	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Woodworking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Grinding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified
Welding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> New <input type="checkbox"/> Modified

Will pollution control equipment be involved (e.g. filters or incinerators)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will project involve the handling and/or disposal of asbestos, lead, or creosote?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will project cause dust problems either temporarily (such as during construction) or over the long term?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Land Quality

Is the area of disturbance an acre or greater?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the action require use of earthen fill material? If yes, where will it come from (on-site or purchased)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> On-Site <input type="checkbox"/> Purchased
Will vegetation be cleared? If yes, indicate whether the roots will be removed, or just the soil surface?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Root Removal <input type="checkbox"/> Soil Surface Only
Will the project increase the impervious area by 10,000 square feet or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will wetlands be involved? If yes, how many acres.	<input type="checkbox"/> Yes <input type="checkbox"/> No Acres:

3. Groundwater Quality

Does the project involve the use of herbicides, insecticides, or other pesticides?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Does the project involve installation/use of septic tanks, leach beds, or other on-site disposal of sanitary waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any wells dug or any excavation deeper than 20 feet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project generate or use any toxic or hazardous material/waste materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any known Installation Restoration Program Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Or Resource Conservation or Recovery Act (RCRA) Sites or Hazardous Waste Treatment, Storage, and Disposal Facilities within the proposed project area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be an increase in solid waste (temporarily or permanently) caused by implementing the project/action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project require the installation or removal of any petroleum or non-petroleum underground storage tank?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Surface Water Quality

Is the project located on or in a water body or adjacent to wetlands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project involve construction of drainage ditches/underground drains?	<input type="checkbox"/> Yes <input type="checkbox"/> No
After construction is complete, will petroleum products including fuel, oil, and lubricants be routinely stored or used (temporarily or permanently) at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project require the installation of any petroleum or non-petroleum aboveground storage tank?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Natural Resources

Will trees be cut? If yes, estimate number of trees and acreage	<input type="checkbox"/> Yes <input type="checkbox"/> No # of Trees = Est. Acreage =
Will shrubs be cut or other low-growing vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will completion of project result in a change in land use from what is presently shown on the Base Master Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Will public access for hunting, boating, fishing, etc. be restricted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there potential effects on any threatened or endangered species?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve the transfer (purchase, sale, lease, easement, or otherwise) of any real estate interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Cultural Resources

Are there any known archaeological sites in the area of your project/action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any known historical buildings or districts affected by the project/action? If yes or unknown, please contact 843-228-3765 for assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Utilities and Services

Will utilities be required? If so, provide a list.	List: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will modifications to existing utilities be required? If so, provide a list.	List: <input type="checkbox"/> Yes <input type="checkbox"/> No

8. Socioeconomic Considerations

Will the project cause an increase/decrease in on-base or off-base military population?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be an increased demand on local or state government to provide services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any changes to traffic flow and patterns on or off base?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project cause noise or safety issues that could potentially impact off-base persons or property either during construction or from the project itself?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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9. General Considerations

Are alternative procedures, practices, or technologies available to minimize impact or utility use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there likely effects on the human environment? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Submit this form, maps or initial drawings, Safety Data Sheets, and any supporting documentation to PARR_SMB_MCRDPI_ENVIRONMENTAL2@usmc.mil.

****After review, the NEPA Coordinator may reach out to you to ask questions or request more information.