

Joint Base Lewis-McChord (JBLM) Environmental Protection Plan Requirements

Chapter 1 Introduction

1-1. Purpose

This document outlines structure and content requirements for Environmental Protection Plans submitted under contract actions on Joint Base Lewis-McChord (JBLM).

1-2. Background

Sections 01 57 19 (Temporary Environmental Controls) of the Unified Facilities Guide Specifications (UFGS) and JBLM Design Standards require the submission of an Environmental Protection Plan as part of contract actions on JBLM.

1-3. Applicability

An Environmental Protection Plan must be submitted for each umbrella construction or service contract operating on JBLM. Such plans must adhere to the content requirements and format structure noted in Chapter 3.

Contracts solely for the purchase of products or design services are not required to submit an Environmental Protection Plan. All contracts, however, shall comply with Federal, State, and local environmental laws and regulations.

1-4. References

A complete listing of referenced publications can be found in Appendix A.

1-5. Acronyms and Terms

Acronyms and special terms used in this document are explained in Appendix B.

1-6. Questions/Points of Contact

Questions regarding this document or green procurement in general may be directed to the following:

Phone: (520) 942-5064

Email: usarmy.jblm.id-readiness.list.environmental-project-review@army.mil

ATTN: AMIM-LMP-E

BUILDING 2012

BOX 339500 MS 17

JOINT BASE LEWIS-MCCHORD, WA 98433-9500

Chapter 2 Submission Process

Copies of Environmental Protection Plans must be electronically submitted to (1) your Contracting Officer or their representative AND (2) the JBLM Directorate of Public Works (PW) Environmental Division (ED) Screener (usarmy.jblm.id-readiness.list.environmental-project-review@army.mil). Submitted plans should be provided two weeks prior to the date by which approval is needed. The ED Screener can be reached at (520) 942-5064. The ED Program Secretary may also be reached at (253) 967-5337.

PW ED will review the submitted plan and provide concurrence or nonconcurrence to the Contracting Officer or their representative. ED concurrence is required prior to the contract action going forward.

Chapter 3 Required Format and Content

Content: Environmental Protection Plans must address all applicable content requirements noted below. If a contractor concludes that an indicated section does not apply to the contract, they must include a brief explanatory statement justifying this conclusion in the appropriate section. Note that the Environmental Management System (EMS) plan applies to all contracts.

Umbrella task or delivery order contracts that operate over a large portion of the installation or on an as-needed basis may not be able to provide some information (e.g. land use) apart from each specific task or delivery order. When this is the case, contractors may instead include procedures detailing how the required content of the applicable section will be submitted for PW ED review prior to commencing work on each task or delivery order.

Format: Environmental Protection Plans must adhere to the following section order.

3-1. Section 1: Environmental Personnel

Section 1 of the Environmental Protection Plan shall address the contractor's environmental personnel. As required by Army Regulation 200-1 (Environmental Protection and Enhancement), the contractor shall appoint an Environmental Officer (EO), Hazardous Material Technician (HMT), and a Hazardous Waste Technician (HWT) in writing, if the work associated with this contract causes the contractor to generate, store, or handle hazardous materials (HM) or hazardous wastes (HW). Such personnel shall meet the applicable training requirements as stated in Section 15-3 of Army Regulation 200-1 (or as directed by JBLM YTC Environmental Compliance for actions at JBLM YTC).

At a minimum, Section 1 of the Environmental Protection Plan shall include the following:

- Name(s) of person(s) within the contractor's organization who is (are) responsible for ensuring adherence to the Environmental Protection Plan. This shall include appointed EO(s), HMT(s), and HWT(s). For each person listed include position title, phone (cell and land), and email. For EOs, HMTs, and HWTs, also include an indication of whether

that person has completed the JBLM Environmental Operations Management (EOM) course.

- Name(s) and qualifications of person(s) responsible for manifesting the hazardous waste to be removed from the site, if applicable.

3-2. Section 2: Environmental Training

Section 2 of the Environmental Protection Plan shall address the contractor's environmental training program. This program shall adhere to the applicable training requirements as stated in Section 15-3 of Army Regulation 200-1 and Section 01 57 20.00 10 of the JBLM Design Standards (or as directed by JBLM YTC Environmental Compliance for actions at JBLM YTC). The contractor shall ensure that all personnel are trained in accordance with Washington Department of Ecology regulations and installation requirements before being assigned to any position handling HM/HW.

At a minimum, Section 2 of the Environmental Protection Plan shall include the following:

- Name(s) and qualifications of person(s) responsible for training the contractor's environmental protection personnel.
- A description of the contractor's environmental training program. This shall include procedures for ensuring compliance with JBLM training requirements (e.g., EOM course attendance, contingency and spill response training, hazard communication (HAZCOM) training, and first responder awareness training).
- A description of the contractor's procedures for retaining environmental training records. Contractors shall maintain a record of all requires training, and the date conducted, for each individual requiring training and shall make this record available to the Government at all times during the execution of a contract.

3-3. Section 3: Environmental Management System Plan

Section 3 of the Environmental Protection Plan shall be written after initial consultation with the JBLM EMS Coordinator (253-966-4865; Bldg. 1210)). In this section the contractor shall detail their methods and procedures for ensuring conformance to JBLM's environmental policy, sustainability goals, and EMS requirements.

At a minimum, the EMS Plan shall include the following:

- A list of the significant environmental aspects (impacts) associated with the contract.
- A description of the Contractor's methods and procedures for identifying and accessing all applicable environmental regulations.
- A description of the Contractor's internal inspection, monitoring, and corrective action procedures to ensure compliance.
- An acknowledgement that each contractor and subcontractor operating under the contract has or will have a copy of the latest JBLM Environmental Policy (Garrison Commander Policy Statement #9) located on site and will incorporate its goals into the project implementation.

3-4. Section 4: Waste Water Management Plan

Section 4 of the Environmental Protection Plan shall identify the contractor's methods and procedures for the management and/or discharge of waste waters that are directly derived from contract activities, such as clean-up water, concrete curing water, dewatering of ground water, disinfection water, hydrostatic test water, and water used in flushing of lines. Note also the following requirements:

- If a settling/retention pond is required, the plan must include the design of the pond including drawings, removal plan, and testing requirements for possible pollutants.
- If land application will be the method of disposal for the waste water, the plan must include a sketch showing the location for land application along with a description of the pretreatment methods to be implemented.
- If surface discharge will be the method of disposal, append a copy of the permit and associated documents to this plan and submit copies to the JBLM PW ED Drinking and Waste Water Program prior to discharging the waste water.
- If disposal is to a sanitary sewer, the plan must include documentation that the JBLM Waste Water Treatment Plant Operator has approved the flow rate, volume, and type of discharge.

3-5. Section 5: Erosion and Sediment Control Plan/Stormwater Pollution Prevention Plan

Section 5 of the Environmental Protection Plan shall address all contract related activities that pose the potential for erosion, sediment contamination, or discharge of chemicals to stormwater drains. Contractors shall identify monitoring and reporting requirements they will use to ensure their control measures are in compliance with the contractor's plan as well as Federal, State, and local laws and regulations (including Army Regulation 200-1, JBLM Installation Regulation 200-3, and Section 01 57 20.00 10 of the JBLM Design Standards).

For smaller actions, this shall be done by including an erosion and sediment control plan that identifies

- The type and location of the erosion
- The sediment controls to be provided.

Best Management Practices (BMPs) for erosion and sediment controls can be found in the 2024 Stormwater Management Manual for Western Washington (SWMMWW).

For projects that disturb more than 5,000 square feet of ground, a Stormwater Pollution Prevention Plan (SWPPP) shall be submitted. All construction sites with total land disturbance equal to or greater than one acre will require Construction General Permit (CGP) coverage. If any construction projects have impacted stormwater leaving the site and discharging to the MS4 stormwater system or body of water, water quality sampling will be required to ensure BMPs operate as designed. EPA SWPPP template is required to be used by all projects with CGP coverage. At JBLM, the PW ED Stormwater Program must approve construction SWPPPs prior to submitting for permit coverage. Contact the JBLM Stormwater Coordinator at (253)966-1795 for more information. At JBLM YTC, contractors must submit a Construction SWPPP to JBLM YTC ED for review and approval prior to commencing new construction.

3-6. Section 6: Land Use

Section 6 of the Environmental Protection Plan shall address all contract related land use and include the following:

- A map showing the contract-associated work area(s) within the larger JBLM context.
- A work area plan showing proposed activity in each portion of the area and identifying the areas of limited use or nonuse. This plan should include measures for marking the limits of use areas including methods for protection of features to be preserved within authorized work areas.
- Drawings showing locations of proposed temporary excavations or embankments for haul roads, stream crossings, material storage areas, structures, sanitary facilities, and stockpiles of excess of spoil materials including methods to control runoff and to contain materials on the site.
- Traffic control plans including measures to reduce erosion of temporary roadbeds by construction traffic, especially during wet weather. Plan shall include measures to minimize the amount of mud transported onto paved public roads by vehicles or runoff.
- Drawings showing the location of borrow areas.

3-7. Section 7: Historical, Archaeological, Cultural Resources Protection Plan

Section 7 of the Environmental Protection Plan shall address all contract related actions with possible impacts to historical, archaeological, and cultural resources. It shall also detail contractor procedures to ensure the protection of these resources in coordination with JBLM PW ED. This shall include the following:

- Map(s) indicating any historical, archaeological, or cultural resources known to be in the contract work area.
- Procedures to be used for identifying and protecting historical, archaeological, and cultural resources known to be on the project site as well as procedures to be followed if historical, archaeological, or cultural resources not previously known to be onsite or in the area are discovered. Include specific procedures to ensure compliance with the inadvertent discovery regulations applicable to the National Historic Preservation Act (36 CFR 800.13) and the Native American Graves Protection and Repatriation Act (43 CFR 10.4).

3-8. Section 8: Biological Resources and Wetlands Protection Plan

Section 8 of the Environmental Protection Plan shall address all contract related actions with possible impacts to biological resources and wetlands. This shall include the following:

- Map(s) indicating biological resources or wetlands known to be on the project site.
- Procedures to be used for identifying and protecting biological resources and wetlands known to be on the project site.
- If project activities are inside or less than 10 feet away from a wetland buffer zone, project will need to submit an erosion control plan to protect the wetland from pollution and altering current habitat conditions.

3-9. Section 9: Pesticide Treatment Plan

Section 9 of the Environmental Protection Plan shall address all proposed pesticide use and application under the contract. All pesticides must be on the JBLM Pesticide Use List (PUL) and on the applicable contractor or subcontractor Authorized Use List (AUL) prior to use. For PUL information, please contact usarmy.jblm.id-readiness.list.dpw-fish-wildlife1@army.mil. For AUL information, please contact usarmy.jblm.id-readiness.list.dpw-hm-inventory@army.mil.

This shall include the following for each product:

- Detailed sequence of treatment to include planned dates, times, and locations.
- Pesticide trade name and EPA registration number.
- Authorized uses.
- Original and applied concentration.
- Application rates of active ingredients (i.e. pounds of active ingredient applied).
- Equipment used for application and calibration of equipment.
- Users must report annually the pounds of active ingredients to the Installation Pest Management Coordinator (IPMP).

This plan shall also include:

- A description of the contractor's procedures for ensuring compliance with all Federal, State, and local pest management record keeping and reporting requirements in conformance with Army Regulation 200-1 and section 01 57 20.00 10 of the JBLM Design Standards.
- Names of proposed applicators and copies of their Washington State certification.

The contractor shall update this plan as information becomes available, to include actual dates, times, and locations of application for each pesticide as well as applied concentration and pounds of active ingredient applied.

The contractor shall submit pounds of each active ingredient applied (for each pesticide) to the Installation Pest Management Coordinator within PW ED at the end of each project (and by 10 October if the project will go past that date).

Note: pesticides shall also be addressed in Section 10 of the Environmental Protection Plan, including appending the safety data sheet (SDS) for each product and prior authorization by the JBLM Pollution Prevention Program.

3-10. Section 10: Hazardous Material Management and Contaminant Prevention Plan

Section 10 of the Environmental Protection Plan shall include the following:

- A list of all HM to be used under the contract; including MSDS and unit of measure for each product.
- The maximum quantity of each hazardous material to be located at a site at any given time.

- An acknowledgement that all HM will be authorized for use on JBLM by the Pollution Prevention Program prior to use or storage on JBLM, per Army Pamphlet 710-7 and Army Regulation 200-1.
- HJB Form 953 Hazardous Material Inventory completed and submitted to the Pollution Prevention Program.
- A description of the contractor's procedures to prevent the introduction of HM into the air, water, or ground and ensure compliance with Federal, State, and local laws and regulations for the storage and handling of these materials. These actions must address and conform to all requirements in Chapter 9 of Army Regulation 200-1 and include oversight procedures to ensure compliance by subcontractors.
- A description of the contractor's procedures for reporting HM totals in accordance with Army Regulation 200-1.
- A description of the contractor's HAZCOM program.

Note that once HM are authorized, the Pollution Prevention Program will issue the applicable contractor or subcontractor an Authorized Use List (AUL) denoting the HM the contractor is authorized to use. This AUL shall be appended to the HM Management Plan, kept on site, and made available in case of assessment by PW ED personnel.

The contractor shall update the plan as new or reformulated HM products are brought onsite (following authorization by the Pollution Prevention Program) or removed from the site. The contractor shall not use any HM unless it has been authorized by the Pollution Prevention Program and added to the contractor's AUL. Append any revised AULs to the plan.

3-11. Section 11: Hazardous Waste Management Plan

Section 11 of the Environmental Protection Plan shall include the following:

- The contractor's acknowledgement that cleanup costs due to contractor-generated spills are the contractor's responsibility.
- A description of the contractor's procedures for profiling/identifying, packing, marking labeling, and placarding HW, to include oversight of subcontractor actions.
- A description of the contractor's procedures for management, storage, and handling of HW, to include oversight of subcontractor actions.
- A description of the contractor's procedures for submitting HW profile sheets to PW ED Environmental Services (or the JBLM YTC One Stop Yard for action on JBLM YTC) prior to waste generation.
- A description of the controls that the contractor will put in place to minimize HW generation, including that of subcontractors.
- A description of the contractor's weekly inspections procedures, to include oversight of subcontractor actions.
- A description of the contractor's procedures for turning in HW (if the action is at JBLM YTC or has been previously coordinated with PW ED Environmental Services). Otherwise, include a description of the contractor's procedures for the manifest and transport of HW. This should include procedures for (1) coordinating with Environmental Services prior to HW removal and (2) ensuring HW transporters and disposal facilities

have valid EPA identification numbers, all required DOT licenses, and Hazardous Materials Transportation Act related training. Include the EPA numbers for the HW transporters and disposal facilities, if known.

3-12. Section 12: Spill Control and Countermeasures

Section 12 of the Environmental Protection Plan shall address the contractor's spill control and countermeasures. It shall detail the contractor's procedures, instructions, and reports to be used in the event of an unforeseen spill of a substance regulated by 40 CFR 68, 40 CFR 302, 40 CFR 335, and/or regulated under State or local laws and regulations. Contents shall address and conform to the spill control requirements in Army Regulation 200-1. Must include the following, as a minimum:

- A description of the contractor's spill prevention and response training, how often it is conducted, and the name(s) and qualifications of the instructors.
- A description of the contractor's reporting procedures for any spills or hazardous substance releases. This should include (1) the name(s) of the individual(s) who will report spills and releases and (2) required spill reporting channels and telephone numbers. Note that contractors shall not contact State and Federal Authorities or the National Response Center. This reporting will be conducted by the appropriate PW ED.
- The name and qualifications of the individual(s) who will be responsible for implementing and supervising spill containment and cleanup.
- The contractor's methods and procedures for expeditious contaminant cleanup.
- A list of materials and equipment to be immediately available at the job site in case of a spill, tailored to cleanup work of the potential hazard(s) identified.
- The locations of additional fuel oil recovery, cleanup, restoration, and material-placement equipment available in case of an unforeseen spill emergency.
- The names and locations of the containment material suppliers the contractor will use.

3-13. Section 13: Non-Hazardous Solid Waste Disposal Plan

Section 13 of the Environmental Protection Plan shall:

- Identify methods and locations for solid waste disposal, including debris clearing.
- Provide schedules for disposal.
- Identify any subcontractors responsible for the transportation and disposal of solid waste.
- Append copies of the licenses or permits for solid waste disposal sites that are not a commercial operating facility. Note that evidence of each disposal facility's acceptance of solid waste must be attached to the contractor's solid waste disposal plan during the construction.
- Describe the contractor's procedures for submitting quarterly Non-hazardous Solid Waste Diversion Reports to PW ED and maintaining those records on site.

3-14. Section 14: Recycling and Solid Waste Minimization Plan

Section 14 of the Environmental Protection Plan shall:

- List and provide a brief description of the contractor's measures to reduce consumption of energy and natural resources, to include oversight of subcontractor actions.
- Detail the contractor's actions to comply with and participate in Federal, State, regional, and local government-sponsored recycling and diversion programs in order to reduce the volume of solid waste at the source. Indicate whether there will be any use of the JBLM Recycling Center and/or Earthworks facility.

3-15. Section 15: Air Pollution Control Plan

Section 15 of the Environmental Protection Plan shall detail provisions to assure that dust, debris, materials, trash, etc., do not become air borne and travel off the project site.

3-16. Section 16: Green Procurement Plan

Section 16 of the Environmental Protection Plan shall identify the contractor's methods and procedures to ensure compliance with Federal and JBLM green procurement requirements. This plan shall include the following:

- A list of personnel who will be responsible for ensuring compliance and their contact information.
- A list of designated green procurement products applicable to the project, such as EPA-designated recycled content products, USDA-designated biobased products, or Energy Star qualified products. These are general product classes and not specific models. However, if specific models have been determined the contractor shall append cut sheets or other manufacturer's documents.
- A description of the contractor's actions to research, provide, and report compliant products; claim and report authorized exceptions as allowed under the law and installation policy; and ensure compliance among subcontractors.
- For any irrigation contractors, copies of their certification through a WaterSense labeled certification program.

3-17. Appendices

Any associated documents (e.g., copies of all environmental permits, permit application packages, approvals to construct, notifications, certifications, reports, termination documents, maps, illustrations, manufacturer cut sheets, material safety data sheets) shall be appended to the Environmental Protection Plan. If a document pertains to a specific section of the Plan, that section will note the appendix in which the document is located. The contractor shall update the appendices to reflect current circumstances throughout the life of the contract.

Appendix A: References

JBLM Design Standards

<https://www.jblmdesignstandards.army.mil/>

JBLM Environmental Policy (Garrison Commander Policy Statement #9)

https://home.army.mil/lewis-mcchord/application/files/3116/0286/5946/JBLM_Policy_Memorandum_09_Environmental_Policy_2020-06-20_2.pdf

Army Regulation 200-1

<https://www.denix.osd.mil/na/denix-files/sites/42/2016/03/Amry-Regulation-200-1.pdf>

Native American Graves Protection and Repatriation Act (43 CFR 10.4)

<https://www.ecfr.gov/current/title-43/subtitle-A/part-10>

National Historic Preservation Act (36 CFR 800.13)

<https://www.ecfr.gov/current/title-36/chapter-VIII/part-800/subpart-B/section-800.13>

Unified Facilities Guide Specifications Sections 01 57 19 (Temporary Environmental Controls)

<https://wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-57-19>

2024 Stormwater Management Manual for Western Washington (SWMMWW)

https://fortress.wa.gov/ecy/ezshare/wq/SWMMs/2024SWMMWW/Content/Resources/DocsForDownload/2024SWMMWW_6-14-24.pdf

40 CFR 68

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-68?toc=1>

40 CFR 302

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-302>

40 CFR 335

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-355>

Appendix B: Acronyms and Special Terms

AUL	Authorized Use List
BMP	Best Management Practices
CGP	Construction General Permit
DOT	Department of Transportation
ED	Environmental Division
EMS	Environmental Management System
EO	Environmental Officer
EOM	Environmental Operations Management
EPA	Environmental Protection Agency
HAZCOM	Hazard Communication
HM	Hazardous Material
HW	Hazardous Waste
HMT	Hazardous Material Technician
HWT	Hazardous Waste Technician
MSDS	Material Safety Data Sheet
NPDES	National Pollutant Discharge Elimination System
PW	Directorate of Public Works
SWMMWW	Stormwater Management Manual for Western Washington
SWPPP	Stormwater Pollution Prevention Plan
UFGS	United Facilities Guide Specifications
USDA	United States Department of Agriculture
YTC	Yakima Training Center