

FORM 2: CGGS GUIDANCE DOCUMENT to the Guam Environmental Protection Agency (GEPA) Clearing, Grubbing, Grading, & Stockpiling (CGGS) Permit Application Checklist for Construction Contractor Checklist for Department of War (DoW) Projects on Guam

This guidance document summarizes GEPA regulations and standards to be used at Contractor’s sole discretion and does not diminish the Contractor requirements to comply with FAR 52.236.7 Clause for Permits and Responsibilities and other project-specific contractual obligations entered into with DoW.

This guidance document and checklist were developed by MCBCB EV utilizing Title 21 GAR Chapter 10 and tips through partnering with GEPA. It has been endorsed and approved for use by GEPA. Beneficial information may also be found on our website: <https://www.mcbbaz.marines.mil/Environmental-Program/>

Project Name:	
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Consideration		✓ Completed	Notes
Determining Applicability			
A	<p>Is there significant horizontal and/or vertical construction work involved with this project?</p> <ul style="list-style-type: none"> • If YES, continue. • If NO, (e.g., forest enhancement, interior renovation work only, etc.), please contact the GEPA-DoW Liaison Team Lead and EV Coordinator for guidance (See Section AO below). 		
B	<p>Is this the first time you are applying for a CGGS Permit for this project?</p> <ul style="list-style-type: none"> • If YES, you are applying for a NEW permit. Check “INITIAL” at the top of FORM 1 under “Application Type”. You are required to provide the documents listed under the “Initial Permit” column in FORM 1. • If NO, this application is for a RENEWAL permit. Check “RENEWAL” at the top of FORM 1 under “Application Type”. You are required to provide the documents listed under the “Renewal Permit” column in FORM 1. • Refer to Section C and G below for more information. 		
C	<p>For RENEWALS, has there been a modification in the project activities or footprint?</p> <ul style="list-style-type: none"> • A modification is a change in design, project activities, or project footprint (e.g., Green Box Expansion, descoping, etc.) • If NO, check “NO MODIFICATION” at the top of FORM 1 under “Application Type”. • If YES, check “MODIFICATION” at the top of FORM 1 under “Application Type” and indicate “See Comments” in the last column of FORM 1, Line 1 and provide a brief description of the change in the last row (Comments) of FORM 1. 		

	<ul style="list-style-type: none"> CGGS Permits are approved only for the designs, plans, and activities submitted with the permit application. Any modification from what was submitted, must undergo another review and approval. For ANY ITEM in FORM 1 that are identified as “Only if modified” under the Renewal Permit column, indicate “See Comments” in the last column of FORM 1, Line 1, and give brief description of the modification and where in the document it is found in the last row of FORM 1 (Comments). 		
D	<p>For Design-Bid-Build projects (DBB), has a Design Review (DR) been previously approved by GEPA? This is not applicable to Design-Builds (DB).</p> <ul style="list-style-type: none"> If YES, please provide the GEPA Reference # of the DR in FORM 1, Line 2 (Document column). Indicate “Yes” in the last column of FORM 1, Line 2. Include the Design Review Approval Letter in the CGGS Permit Application Package. If NO or UNKNOWN, refer to Section I below. 		
E	<p>EARTH-MOVING PERMIT (EMP) vs. FULL CONSTRUCTION PERMIT (FCP)</p> <ul style="list-style-type: none"> An EMP only allows for earth-moving activities, i.e., clearing, grubbing, grading, and stockpiling. This permit also authorizes implementation and installation of BMPs identified in the Erosion & Sediment Control Plan (See also Section J, below under Civil Drawings). No vertical construction is permitted (building of structures, utilities, or improvements). If you are applying for an EMP, check “EARTH_MOVING ONLY” at the top of FORM 1 under “Application Type”. An FCP allows for horizontal construction and include activities normally approved under an EMP. If you are applying for an FCP, check “FULL CONSTRUCTION” at the top of FORM 1 under “Application Type”. If your application is lacking some design aspects (the design is in or has not undergone GEPA review, e.g., Design-Builds) or if the KTR needs to mobilize quickly to meet contractual deadlines, it is recommended to apply for an EMP. <ul style="list-style-type: none"> This permit is limited to earth-moving activities and no construction or improvements, including concrete pouring is permitted until an FCP is obtained, to which you will need to re-apply and provide the missing information. GEPA will not hesitate to issue a Notice of Violation (NOV) for KTRs violating the permit conditions. Review and issuance of an EMP is not necessarily faster than that of a FCP. 		

	<ul style="list-style-type: none"> ○ At a minimum, GEPA will require a FINAL, licensed Professional Engineer (PE) signed, stamped & sealed E&SC Plan for an EMP. No exceptions. If you intend to apply for the EMP and are missing drawings aside from the E&SC Plans, indicate “See Comments” in the last column of appropriate drawing set listed under FORM 1, Line 3. Give a description of the missing drawing sheet(s) or concerns in the last row of FORM 1 (Comments). 		
Building Your CGGS Permit Application Package (Required Documents)			
F	<p>Complete and include the “FORM 1: CGGS Checklist” in your permit package. GEPA will not accept the application if it is not included.</p> <ul style="list-style-type: none"> ● Indicate “Yes” in the last column of FORM 1, Line 0. ● There should be no blank cells in the last column; if not included in the package, indicate “N/A” in the last column. 		
G	<p>Include the GEPA CGGS Permit Application Form (2023 Version).</p> <ul style="list-style-type: none"> ● Utilize the new CGGS Application Form available on the GEPA website. Do not use older forms. http://epa.guam.gov/wp-content/uploads/2023/02/New-Permit-CGG-2023-FILLABLE.pdf ● While it is important to fill out the application form completely, please note that it is a general document also used for non-DoW projects and there may be components not relevant to the project (e.g., Guam Land Use Commission Notice of Action). Check all the boxes that apply to the project. ● If this is for an INITIAL permit, a GEPA Reference # is assigned at the time of submission. Request this number from the Permit Center/OneStop Team Member while submitting the package. A new GEPA # is issued for <u>each</u> permit application. See Section AM below for more information. ● If you are applying for a RENEWAL or your project is associated with another permit, provide the GEPA Reference # of your previous CGGS Permit in FORM 1, Line 1 (Document column). The GEPA Reference # is typically located on the subject line of the old permit letter. You can also request this number from the GEPA-DoW EV Coordinator listed in Section AO below if not found on the old permit letter. ● Indicate “Yes” in the last column of FORM 1, Line 1. Do not proceed if you cannot indicate “Yes”. 		
H	<p>Include the previous CGGS Permit Letter for the project if you are RENEWING your permit.</p> <ul style="list-style-type: none"> ● Indicate “Yes” in the last column of FORM 1, Line 1a. 		

	<ul style="list-style-type: none"> • Otherwise, indicate “N/A” in the last column of FORM 1, Line 1a. 		
I	<p>For DBBs, include the Design Review (DR) Approval Letter. (You may also see Section D above for more information.)</p> <ul style="list-style-type: none"> • Projects that have not undergone DR before construction award, and/or if the project is a DB, each design reiteration (e.g., 60%, 100%, Final) requires a new review. • If you did not receive a DR Approval Letter from the CME or Government, have the CME contact the GEPA-DoW Liaison Team immediately. Further instructions will be provided by the Government. • Consequently, the GEPA-DoW Liaison Team Member will instruct you with the following: <ul style="list-style-type: none"> ○ Indicate “See Comments” in the last column of FORM 1, Line 2 and provide a description of the DR status provided to you by the Liaison in the Comments section of FORM 1. 		
J	<p>Include the Complete Drawing Set:</p> <ul style="list-style-type: none"> • If a Complete Drawing Set cannot be provided, GEPA, (at a minimum) can conduct their review with just the Civil, Architectural, Plumbing, and Mechanical Drawing Sets. Bear in mind that GEPA will not issue a FULL CONSTRUCTION Permit if these sets are not included (see information on applying for an EMP in Section E). Indicate “See Comments” in the last column of FORM 1, Line 3 and provide a brief description of the issue in the Comments section of FORM 1. • Indicate “Yes” in the last column of the appropriate rows (3a through 3d), if the set(s) is/are included. • If any of the minimum sets cannot be provided at the time of submission to GEPA, an application for an EMP must be considered. Please discuss with the CME and reach out to the GEPA-DoW Liaison Team. <ul style="list-style-type: none"> • Civil Drawings <ul style="list-style-type: none"> ○ Include details/call-outs; unsigned PDF annotations on the site topo are not allowed. ○ Include site layout ○ Pre-Construction Plans (E&SC Plan) & Post-Construction Plans (Grading, Drainage, & Overall Site Plans) <ul style="list-style-type: none"> ▪ If the project is a DPRI DBB, the E&SC Plan will need to be developed by the Construction KTR; the remaining drawing sets are developed by the Designer on Record (DOR) and can be obtained through the CME. Please indicate “Yes” in the last column of FORM 1, Line 3a.1. Otherwise, the E&SC Plan must be included in the Civil Drawing Set for which you will indicate “N/A” in the last column of FORM 1, Line 3a.1. 		

	<ul style="list-style-type: none"> ▪ Post-Construction Plans are always developed by the DOR (for both Non-DPRI MILCONS and all DBs). They should be included as part of 3a (Civil Drawing Set). ▪ Include grading and drainage. ▪ Include utilities (water, sewer, storm drain, etc.) ▪ Must meet criteria in the 2006 CNMI/Guam Stormwater Management Manual. ▪ Ensure KTR laydown/stockpiling areas are served by the E&SC Plan. ▪ Sediment traps are required unless the project site is very small (< 100 ft. across.) ▪ Sediment basin sizing is 5,500cf/acre served. This includes laydown areas, stockpiles, and/or any location where ground is bare. Do not calculate runoff for 1.5" storm or infiltration. For Pre-Construction E&SC Plans, do not use Post-Construction Stormwater Calculations to base your BMPs. ▪ E&SC Plans are typically packaged as "Site Maps" in the Stormwater Pollution Prevention Plan (SWPPP) (see Section O below). <ul style="list-style-type: none"> ○ Pre- and Post-Construction Drawings must be official engineering designs (Stamped/Signed/Sealed by licensed PE) must be provided. <ul style="list-style-type: none"> ● Architectural Plans <ul style="list-style-type: none"> ○ Include annotated floor plans; show sources for contamination to the wellhead, sewers, or water ● Plumbing/Mechanical Plans <ul style="list-style-type: none"> ○ Include floor drains, kitchens, maintenance areas ○ A floor drain connected to a drywell is an injection well. Note that UICs are prohibited design elements in all DPRI Projects. ● Provide signed plans FOR CONSTRUCTION. ● PLANS MUST BE SIGNED AND STAMP SEALED BY A PROFESSIONAL ENGINEER. GEPA will not issue any type of permit if, the E&SC Plans are not certified by a licensed PE. 		
K	<p>Include the Basis of Design (BOD).</p> <ul style="list-style-type: none"> ● Indicate "Yes" in the last column of FORM 1, Line 4. ● If you did not receive a BOD from the Government, have the CME contact the GEPA-DoW Liaison Team immediately. Further instructions will be provided by the Government. ● You may be required to indicate "See Comments" in the last column of FORM 1, Line 4 and provide a brief description of the issue (Comments) of FORM 1. 		
L	<p>Include Storm Water Design Calculations.</p>		

	<ul style="list-style-type: none"> • BOD shall comply with 2006 CNMI/Guam Storm Water Management Manual. • All E&SC measures must be designed to safely convey the 10-year frequency storm without creating erosion conditions. • The BOD must contain a drainage basin plan clearly showing the boundaries and size (area) of each contributing drainage to each E&SC BMP for reference. The drainage areas used in the calculations must match those shown on the drainage basic plan. • For Pre-Construction E&SC Plans, do not use Post-Construction Stormwater Calculations to base your BMPs. • Indicate “Yes” in the last column of FORM 1, Line 5 if they are included in the application package. • At a minimum, the Pre-Construction Storm Water Design Calculations MUST be provided to apply for the CGGS Permit. 		
M	<p>Apply for the 2022 USEPA Construction General Permit Notice of Intent (CGP NOI) “Federal Permit” early on. This should be one of the first tasks to complete when developing the CGGS Permit Application Package. https://www.epa.gov/npdes/2022-construction-general-permit-cgp</p> <ul style="list-style-type: none"> • Projects ≥ one acre (cumulative) require coverage under USEPA's CGP NOI. This footprint must include all field offices, laydown, and staging areas associated with the project activities. All DPRI projects must apply for a CGP NOI, regardless of size as they are a part of a larger development. • Include the CGP NOI in the CGGS Permit Application. Indicate “Yes” in the last column of FORM 1, Line 6. • The CGP NOI MUST be included in the CGGS Permit Application Package. • Note that this permit expires every five years and all projects MUST renew by February 16, 2027 and be submitted for renewal thereafter. 		
N	<p>Include the CGP NOI Acknowledgment Email.</p> <ul style="list-style-type: none"> • This email is typically sent from EPANeT and will contain language that states that the project is authorized to discharge under the USEPA CGP NOI. It includes effective/expiration dates. This email is sent to the applicant. • Include this email as a PDF and indicate “Yes” in the last column of FORM 1, Line 6a. • A screenshot of the USEPA permit search website indicating that the permit status is “Approved” for the project will also suffice. You can search for the status of your permit and obtain the screenshot here: https://permitsearch.epa.gov/epermit-search/ui/search • If there is a HOLD on the CGP NOI permit review (e.g., USFWS requires an additional two weeks to complete their review, include a PDF of this email, then indicate “See Comments” in the last column of FORM 1, line 6a and provide a brief description of the issue in the last row 		

	(Comments) of FORM 1. You may submit the Permit Application Package with the USFWS HOLD letter, but when the approved CGP NOI Acknowledgment Email is received, provide a PDF copy to the GEPA-DoW Liaison (copy the GEPA Permitting Team Lead, see below)		
O	<p>Include the project's Storm Water Pollution Prevention Plan (SWPPP).</p> <ul style="list-style-type: none"> • https://www.epa.gov/npdes/2022-construction-general-permit-cgp • The SWPPP is required to obtain a CGP NOI and must be prepared and signed by an engineer. • This plan is required if the disturbed footprint (including laydown/staging areas) is ≥ one acre or if the footprint is part of a larger development (such as Camp Blaz) (see Section M above). • Indicate the methods and/or equipment selected for use (expected or anticipated) in controlling erosion and disposal of storm water runoff prior to and post construction, including drainage devices such as terraces, berms, ditches culverts, subsurface drains, sedimentation basins, and the estimated runoff quantities of the areas served by each drain and drainage structure. • Utilize the USEPA templates to develop your SWPPP. https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates • Ensure all appendices are included with the SWPPP. Some appendices are requirements of the CGGS permit. Please provide these as separate files for the CGGS Permit Application (e.g., CGP NOI, Acknowledgement EPA Net Letter, US Fish and Wildlife BO, Programmatic Agreement Memo, NEPA documentation. See separate sections below [J, M, N, Z, AA, AB, and section AI. Indicate “Yes” in the last column (and all applicable columns) of FORM 1, Line 6b. • Ensure the required CGP NOI training is taken by appropriate project staff: https://www.epa.gov/npdes/construction-general-permit-inspector-training 		
P	<p>Include Guam Contractors Association (GCA) Trades Academy E&SC Training Certificates.</p> <ul style="list-style-type: none"> • The CGGS Permit requires the construction site manager/superintendent obtain certification from the GCA Trades Academy E&SC Course. GEPA will accept a certificate for an EV Manager if the EV Manager is regularly on-site to monitor, address, and mitigate E&SC measures. • This certification is different and separate from the CGP NOI Inspector Certification. Recommend to have key personnel sign-up for the course as soon as possible, due to course availability. • Please contact the GCA Trades Academy at (671)647-4842 or visit https://www.gcatradesacademy.org/ 		

	<ul style="list-style-type: none"> The certificates MUST be included in the CGGS Permit Application. Indicate “Yes” in the last column of FORM 1, Line 7. 		
Q	<p>The Application Form (Section G) mentions a CGGS Plan (first box under the required documents section of the Application Form).</p> <ul style="list-style-type: none"> If a separate CGGS Plan was not developed, language in the SWPPP and Civil Drawings (E&SC, Grading, Drainage, and Overall Site Plans) can serve as the CGGS Plan. Extract this information and provide as a separate file. Indicate “Yes” in the last column of FORM 1, Line 8. OR if the CGGS Plan can be found within another document, you may simply provide direction on where this info (file name and page) can be found. Indicate “See Comments in the last row of FORM 1, Line 8 and provide a brief description in the last Section of FORM 1 (Comments). 		
R	<p>Include the Environmental Protection Plan (EPP).</p> <ul style="list-style-type: none"> The EPP MUST be included in the CGGS Permit Application Package. Include project information on: <ul style="list-style-type: none"> The methods and/or equipment selected for use (expected or anticipated) in controlling erosion and disposal of storm water runoff prior to and post construction, including drainage devices such as terraces, berms, ditches culverts, subsurface drains, sedimentation basins, and the estimated runoff quantities of the areas served by each drain and drainage structure. Any expected environmental problems during and after construction The methods and/or equipment chosen to avoid, mitigate, or control potential adverse effects to the environment. MILCONs can be guided by the EPP requirements in the Division 1 Contract Specifications (Temporary Environmental Controls -01 57 19). Indicate “Yes” in the last column of FORM 1, Line 9. 		
S	<p>Include a Solid Waste Management Plan (SWMP).</p> <ul style="list-style-type: none"> A SWMP MUST be provided in the Permit Application Package. Ensure that the SWMP information and GEPA Solid Waste Disposal Plan (SWDP) (see Section T below) match and are specific to the project. GEPA recommends to be general in the GEPA SWMP only indicating that the disposition will be via a “GEPA approved handler/facility” and details can be indicated on the SWDP. Ensure that the GEPA’s Guam Recycling Guide is provided. The Guam Solid Waste Authority’s recycling list is not a listing of approved GEPA facilities. https://epa.guam.gov/recycling/ 		

	<ul style="list-style-type: none"> Indicate “Yes” in the last column of FORM 1, Line 10. 		
T	<p>Include a GEPA Solid Waste Disposal Plan (SWDP) (2024 Version) (See Section S above).</p> <ul style="list-style-type: none"> A SWDP MUST be provided in the CGGS Permit Application Package. Use the form provided via the link: https://epa.guam.gov/wp-content/uploads/2024/09/Disposal-Plan-2024-pdf.pdf Indicate “Yes” in the last column of FORM 1, Line 10a. 		
U	<p>Include all solid waste Authorization/Certification Letters or Service Agreements</p> <ul style="list-style-type: none"> All Authorization/Certification Letters or Service Agreements associated with the project, including sub-contractors, MUST be included in the CGGS Permit Application Package at the time of submission. Ensure that the Letters/Agreements indicate that project title and waste stream to be handled and that each handler/facility is approved for that waste stream. This has often held up permit issuance, so ensure they are provided, complete, and correct. If there are modifications with the solid waste handlers/facilities, updated documents must be provided to GEPA. Please contact the GEPA-DoW Liaison to coordinate this. Indicate “Yes” in the last column of FORM 1, Line 10b. 		
V	<p>Include a Dirt and Dust Control Plan (DDCP).</p> <ul style="list-style-type: none"> A DDCP MUST be provided in the Permit Application Package. Indicate “Yes” in the last column of FORM 1, Line 11. If a separate DDCP was not developed, language in the SWPPP can serve as the DDCP. Extract this information and provide as a separate file OR indicate “See Comments” in the last column of FORM 1, Line 11 and provide a description of where this info (file name and page) can be found in the last Section of FORM 1 (Comment). 		
W	<p>Complete and include GEPA’s Fugitive Dust Control PLAN Form-B.</p> <ul style="list-style-type: none"> Use the form found via this link: https://epa.guam.gov/wp-content/uploads/2022/05/2022_Fugitive-Dust-Control-Plan-Form-B_fillable.pdf This form MUST be included in the CGGS Permit Application Package. Indicate “Yes” in the last column of FORM 1, Line 11a. 		
X	<p>Include the Notice to Proceed/Lease Agreement or written authorization from property owner.</p> <ul style="list-style-type: none"> The Award Letter for MILCONs is also acceptable (redact costs and any Personally Identifiable Information [PII], such as names, emails, and phone numbers). 		

	<ul style="list-style-type: none"> • Include this document in the Permit Application Package and indicate “Yes” in the last column of FORM 1, Line 12. 		
Y	<p>Engineer Soils Report</p> <ul style="list-style-type: none"> • Submit when a proposed cut or fill is greater than five (5) feet or the proposed grading is on land with slopes exceeding five percent (5%), or when any fill is to be placed in a gully, or when the fill material will be a highly plastic clay. • The Engineer Soils Report must be signed by an engineer and approved by the owner. • The Report shall include data regarding the nature of the distribution and engineering characteristics of existing soils, and the subsurface conditions at the site. It shall recommend the limits for the proposed grading, fill material to be used, geotechnical calculations for the cut or fill area, and manner of placing, including the heights and slopes of cut and fill sections. • Include this document in the Permit Application Package and indicate “Yes” in the last column of FORM 1, Line 13. • If no Engineer Soils Report is provided, indicate “N/A” in the last column of FORM 1, Line 13. 		
Z	<p>Include the National Environmental Protection Act (NEPA) document.</p> <ul style="list-style-type: none"> • Reach out to your Construction Manager or Contracting Officer for the applicable NEPA document: Environmental Impact Statement (EIS), Environmental Assessment (EA), or CATEX/RCE (Record of Categorical Exclusion) • Most DPRI Projects are covered under the 2015 Final Supplemental EIS; for your submission, indicate “See Comments” in the last column of FORM 1, Line 6c and provide the link in FORM 1 under “Comments”: https://www.mcbblaz.marines.mil/Environmental-Program/ • For other NEPA documentation outside of DPRI, include the NEPA documents in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 6c. • See also information on Section O above regarding the SWPPP. 		
AA	<p>Include the State Historic Preservation Office (SHPO) Clearance.</p> <ul style="list-style-type: none"> • Reach out to your Construction Manager or Contracting Officer for the applicable SHPO documents (Programmatic Agreement [PA], NEPA Catex, PA Memo, SHPO Consultation Letter) • PA Memos for DPRI Projects can be found online. Print and include in the CGGS Permit Application Package: https://pacific.navfac.navy.mil/About-Us/Cultural-Resources-Information/Previous-PA-Memos-and-Comments-Received/ 		

	<ul style="list-style-type: none"> • Include in the CGGS Permit Application Package and indicate “Yes” in the last column of FORM 1, Line 6d. • See also information on Section O above regarding the SWPPP. 		
AB	<p>Include the U.S. Fish & Wildlife (USFWS) Consultation or Department of Agriculture’s Division Aquatic & Wildlife Resources Approval/Clearance (e.g., Biological Opinion [BO]).</p> <ul style="list-style-type: none"> • Reach out to your Construction Manager or Contracting Officer for the applicable consultation documents (Programmatic Agreement [PA], NEPA Catex, PA Memo, SHPO Consultation Letter.) • Biological Opinions (2015, 2017, 2018, and 2020) for DPRI Projects can be found online. https://pacific.navfac.navy.mil/About-Us/Cultural-Resources-Information/Previous-PA-Memos-and-Comments-Received/ • For other USFWS consultation documentation outside of DPRI, include in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 6e. • See also information on Section O above regarding the SWPPP. 		

Supplemental Items for the CGGS Permit Application Package (As Applicable & in Addition to Those Required Above)

AC	<p>Projected Work In-Water (Waters of the USA)</p> <ul style="list-style-type: none"> • If wetlands exist on the property to be cleared and grubbed, graded or used for stockpiling of earth materials, the wetlands must be identified with both field markings and by mapping on the site and/or grading plan(s). Wetlands cannot be cleared, grubbed, graded or otherwise be used as a stockpiling site without first obtaining both a valid Guam Wetland Development Permit and a U.S. Army Corps of Engineers Section 404 fill or discharge permit (see below). 		
AD	<p>GEPA-Approved 401 WQC Permit</p> <ul style="list-style-type: none"> • Required if in-water or discharges to waters of the United States. • Include in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 14. • If no files are provided, indicate “N/A” in the last column of FORM 1, Line 14. 		
AE	<p>U.S. Army Corps Of Engineers 404 or Nationwide Permit</p> <ul style="list-style-type: none"> • USACOE 404 is applicable for discharges of dredged or fill material into waters of the United States, including wetlands. • Nationwide Permit is applicable for discharges that will have only minimal adverse effects (minor road activities, utility line backfill, and bedding are activities that can be considered for a general permit). • Include in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 15. • If no files are provided, indicate “N/A” in the last column of FORM 1, Line 15. 		

AF	<p>Wetland Delineation</p> <ul style="list-style-type: none"> • GEPA may require that wetlands, on the property to be cleared, grubbed or used for stockpiling of earth materials, be officially delineated, in whole or in part, when conditions such as slope, soil stability, proximity of work or other performance related conditions warrant an official delineation. Individuals required to delineate wetlands in accordance with this provision shall apply the mapping requirements of the GEPA Wetlands Mapping Policy, revised November 9, 1995. • Include in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 16. • If no files are provided, indicate “N/A” in the last column of FORM 1, Line 16. 		
AG	<p>Sinkhole Mitigation Plan</p> <ul style="list-style-type: none"> • Include hydrogeological reports and grouting/probing data. • Updated Civil Drawings • Include in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 17. • If no files are provided, indicate “N/A” in the last column of FORM 1, Line 17. 		
AH	<p>Soil Management Plan (SAP)</p> <ul style="list-style-type: none"> • Applicable to Pesticide Impacted Soils (PIS), Installation Restoration (IR) Sites, etc. • SAP is required for construction for PIS (e.g., housing projects), IR, and including new soil/fill material brought to the project site, etc. • Include in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 18. • If no files are provided, indicate “N/A” in the last column of FORM 1, Line 18. 		
General Information			
AI	<p>Apply File Naming Convention: Files will be named in the following convention for convenience of the GEPA Reviewers.</p> <ul style="list-style-type: none"> • Document # (taken from Form 1 CGGS Checklist, first column) followed by a short project identifier (MILCON or Work Order Number [WON] Number) followed by the Document Name (SWPPP) (e.g., 6 P001 SWPPP for P-001’s SWPPP). • DO NOTE INCLUDE any special characters/symbols in the file names, especially commas, parenthesis, or brackets. GEPA’s permit platform will reject files with these characters. • Your permit will not be reviewed if this requirement is not met. • If a file serves as or includes more than one document, please provide the embedded file as a separate document. Leave the original file intact (do not remove the embedded file). 		

	<ul style="list-style-type: none"> Alternatively, you may submit the full file, but will need to name the file as such: the main document number, then a short description, then numbers of the embedded documents in the order they appear in the document at the end of the file name (e.g., <i>6 P001 SWPPPP 3a.1 3a.2 6a 6b 6d 6e</i>). This will help the GEPA Reviewers locate a document quickly. Ensure implementation in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 19. 		
AJ	<p>File Size and Information</p> <ul style="list-style-type: none"> Each file will be smaller than 100MB or 1000 pages in size, whichever is smaller. If a file is larger, it will need to be divided and named sequentially. Separate out each plan/attachment; DO NOT submit a single compiled file. Do not submit files in folders. Your permit will not be reviewed if this requirement is not met. Please use CUI designation as applicable. Ensure implementation in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 20. 		
AK	<p>Apply Map Requirements:</p> <ul style="list-style-type: none"> Maps will be prepared and signed by a licensed land surveyor. Grading plans and specifications will be prepared/signed by an engineer. Required maps should conform to the latest Zoning Code of Guam's Land Use Plan and subdivision law. The scale shall be no smaller than 1 inch= 50 feet or 1 inch= 5 meters. Ensure implementation in the CGGS Permit Package and indicate “Yes” in the last column of FORM 1, Line 21. 		
AL	<p>Submitting the CGGS Package to GEPA:</p> <ul style="list-style-type: none"> FOR DPRI PROJECTS, all portions of the CGGS Package MUST be reviewed and approved by the Government before submission to GEPA. This is a courtesy, preliminary review, and does not guarantee that issues will not arise during GEPA’s review. Submit the CGGS Permit Application Packet as an electronic copy hand-carried to GEPA via the Permit Center/One Stop). Phone number: (671) 647-4372 It is important to provide a COMPLETE AND ACCURATE CGGS Permit Application Package BEFORE the package is submitted to GEPA, as this WILL impact timely review and issuance of your permit. Usually KTR drive is to get the permit into GEPA regardless of completeness/accuracy, but this only gives a false sense of the application process moving, when this really creates delay not only your project, but all military projects. 		

AM	<p>Obtain the GEPA # (GEPA-XX-XXXX) from the GEPA Permit Team Member. You will reference this number when requesting permit status and when renewing your permit. Each permit application package is assigned a new GEPA #.</p>		
AN	<p>Obtain proof of your submission to GEPA.</p> <ul style="list-style-type: none"> • Provide a hard-copy cover or transmittal letter that has a list of items you provided at the time of submission for GEPA to stamp. Retain for proof. 		
AO	<p>Points of Contacts</p> <p>GEPA-DoW Liaison Team: Claire M. Baradi (Lead) claire.m.baradi.civ@us.navy.mil Arden Danila (EV Coordinator) adanila@kinaole.com Vicente Ada (EV Engineer) vicentea@khlgassociates.com</p> <p>GEPA Permitting: Vilma Balajadia (Lead): vilma.balajadia@epa.guam.gov</p> <ul style="list-style-type: none"> • DO NOT CONTACT GEPA unless they have engaged with you directly on a particular subject. This unnecessarily occupies their bandwidth and can cause further delay. They will redirect you to the GEPA-DoW Liaison Team. When the issues to which GEPA contacted you has been resolved, engage with the GEPA-DoW Liaisons for other inquires. • Permit status may be requested only through the GEPA-DoW Liaison EV Coordinator. Please keep your requests limited to once every two weeks. 		
AP	<p>Quality Assurance (KTR)</p> <ul style="list-style-type: none"> • QA the CGGS Permit Package and have an appropriate level personnel verify that the package meets all applicable requirements listed the checklist (FORM 1) and outlined in this guidance document (FORM 2). • This person is responsible for the quality of the package. Have them print their full name and position, sign, and date. 		