

Environmental Standard Operating Procedure (ESOP)

Originating Office: Natural Resources Environmental Affairs (NREA) Office	Revision: 21 December 2016	Prepared By: NREA, Subject Matter Expert (SME)
File Name: WTC-ESOP		Document Owner: NREA

Title: WW Treatment - Chemical Toilets

1.0 PURPOSE

The purpose of this ESOP is to provide environmental guidelines and best management practices for using portable toilets and disposal of portable toilet septage waste.

2.0 APPLICATION

This guidance applies to those individuals who use portable toilets and those who dispose of septage waste from portable toilets aboard Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms.

3.0 REFERENCES

- Clean Water Act
- **Storm Water Management Plan (SWMP)**
- **Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR) for USMC Mainside Wastewater Treatment Plant WDR Board Order No. 2016-0032**
- **Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC**

Documents that are controlled by MCAGCC in accordance with *EMP-12, Document Control*, are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

Portable toilets are used at MCAGCC when access to existing wastewater infrastructure is not practical. Septage waste from portable toilets is harmful to the environment and disposal of portable toilet waste into the storm water system is prohibited. Improper portable toilet waste disposal impacts waste water treatment systems, the environment, and may negatively impact human health, therefore only approved dumping is allowed at MCAGCC. Companies/Contractors who have not received approval from NREA Water Resources Office must always transport septage waste to an off-site facility for proper disposal.

4.2 Operational Controls:

The following procedures apply:

1. Ensure that all necessary records and haul logs for portable toilet septage waste pickup and disposal are kept current.
2. All portable toilets at MCAGCC are required to be firmly secured (tied or staked) in order to withstand high wind events and prevent tipping.
3. Any potable water used in support of portable toilets (cleaning/servicing) shall have the proper type and certified backflow devices.
4. Removal and replacement of chemicals during service operations should only be conducted by authorized contractors hired by the installation.
5. Never release effluent from portable toilets into the sanitary sewer system without approval from NREA Water Resources Office.
6. Never release effluent from portable toilets into the storm drains.
7. Report/replace leaking units immediately.
8. Portable toilets will not be placed within 20 feet of any storm channel, natural wash, or storm drain inlet.
9. Disposing of foreign objects into the portable toilet tanks is prohibited. Only toilet paper and human waste should be disposed in portable toilet tanks.
10. Tipping portable toilets on their sides or other horseplay is prohibited. This may result in a release of chemicals and waste effluent.
11. Puncturing the tank or any other actions used to damage or cause leaks to a portable toilet is prohibited.
12. Maneuver vehicles carefully around portable toilet units to avoid hitting, damaging, or accidentally tipping one over.
13. Report any situation that causes or results in the tipping over of a portable toilet and the spillage of its contents. Spill containment and incident response must be initiated as necessary.
14. Dumping of any waste material from off installation aboard the installation is strictly prohibited.
15. A turnover folder containing this ESOP and other pertinent environmental information shall be maintained and passed down from Environmental Compliance Coordinator (ECC) to ECC replacement.
16. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC NREA, Water Resources Office (760-830-7883).

4.3 Documentation and Record Keeping:

The following records shall be maintained:

1. Service or maintenance records and work request tracking information for wash rack(s).
2. Inspection and training records maintained on file for no less than three years.

4.4 Training:

All affected personnel must be trained in this ESOP and the following:

1. General Environmental Awareness Training
2. Wastewater Treatment Plant WDR Board Order No. 2016-0032
3. Hazard Communication training/Globally Harmonized System.

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, ICOP for MCAGCC, Environmental Compliance and Protection Standard Operating Procedure.

4.6 Inspection and Corrective Action:

The ECC shall ensure the designation of personnel to perform inspections. The ECC shall ensure immediate corrective action for deficiencies noted during weekly inspections. Actions taken to correct each deficiency shall be recorded on the weekly inspection sheet (including Work Request number(s)). Designated personnel shall conduct weekly inspections using this ESOP as guidance.

ECC/Unit Inspection Checklist - WW Treatment – Chemical Toilet	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments/Action
1. Are all records and haul logs for pickup and disposal of portable toilet septage waste kept current and available for inspection?			
2. All portable toilets at MCAGCC, MAGTFTC are required to be firmly secured (tied or staked) in order to withstand high wind events and prevent tipping?			
3. Are portable toilets placed within 20 feet of any storm channel or natural wash?			
4. Are training and inspection records maintained and available for inspection?			
5. Is the proper (type/certified) backflow device utilized at the approved water source?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____