

Environmental Standard Operating Procedure

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Title: Aircraft and Helicopter Fueling

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for the operational procedures when fueling aircraft and helicopters for training missions.

2.0 APPLICATION

This guidance applies to those individuals working with or managing fuel as it pertains to aircraft and helicopter fueling operations during training aboard Marine Corps Air Ground Combat Center (MCAGCC), Marine Air Ground Task Force Training Command (MAGTFTC) Twentynine Palms.

3.0 REFERENCES

- 40 CFR 112 (Code of Federal Regulations)
- 22 CCR (California Code of Regulations)
- Clean Air Act
- Mojave Desert Air Quality Management District (MDAQMD) Rules
- MCAGCC Aboveground Storage Tank (AST) ESOP
Hazardous Waste Operations Manual, MCAGCC
Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC

4.0 PROCEDURE

4.1 Discussion:

Proper management of fueling operations is essential to protect the health and safety of Marines and the environment. Fueling operations for aircraft and helicopters require proper operation of bulk fuel storage ASTs (aboveground storage tanks). Improper management of fueling operations and ASTs can result in leaks or spills that may be detrimental to human health and the environment and may result in adverse regulatory action. Bulk fuel ASTs require a Permit to Operate (PTO) which must be posted on or near the tank and must be available for inspection at all times.

4.2 Operational Controls:

Each section/unit at MCAGCC with bulk fuel storage tanks will monitor the tank operation and security before, during, and after filling or dispensing operations and will conduct weekly visual inspections of their AST systems to include tanks, leak detection, containment systems, and filling or dispensing apparatus. Bulk fuel storage ASTs that utilize underground piping must be equipped with an underground piping automatic leak detection system that must be monitored daily.

The following procedures apply:

1. Ensure MSDS/SDS (Material/Safety Data Sheets) for the product being stored in the AST are readily available and current.
2. Conduct weekly inspections where applicable.
3. Ensure fill caps and vent caps are in place.
4. Ensure there is no evidence of spills, leaks, or unauthorized filling of the AST.
5. Ensure that containment drainage valves are locked and that access areas are secure.
6. Properly mark the AST with the contents of the tank.
7. Post “No Smoking” signs around AST.
8. Ensure that spill kits and fire extinguishers are available in case of an emergency.
9. Ensure static discharge lines are set up properly in order to prevent fires.
10. Ensure impermeable liner is in place between aircraft and fuel operations to catch any accidental spills.
11. Ensure applicable PPE (Personal Protective Equipment) is worn during fueling operations.
12. Follow all conditions set forth by the Permit to Operate (PTO).
13. Note any abnormal conditions found during weekly inspections and their corrective actions by recording them in the AST logbook.
14. Turnover folder information must be kept for this Environmental Standard Operating Procedure.
15. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resources and Environmental Affairs (NREA) office.

4.3 Documentation and Record Keeping:

The following records must be maintained for fuel storage bulk fuel storage ASTs:

1. MSDS/SDS for product stored in AST.

2. Inspection and training records.
3. Weekly inspection log.
4. Daily automatic line leak detection monitoring log if applicable.

4.4 Training:

All affected personnel must be trained in this Environmental Standard Operating Procedure and the following:

1. Hazard Communication training.
2. General Environmental Awareness training.
3. Aboveground Storage Tank ESOP training as applicable.

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for MCAGCC.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet. Designated personnel shall conduct inspections.

Aircraft / Helicopter Fueling – ECC/Inspection Checklist

Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDS/SDS available for all hazardous materials?			
2. Have unit personnel received appropriate level of training as it pertains to the environmental practice?			
3. If the petroleum product is stored in an aboveground tank (AST), are the applicable regulations being followed per installation AST ESOP?			
4. Are all conditions of the Permit to Operate (PTO) being followed as applicable?			
5. Are impermeable pads available and applied where applicable to prevent or contain accidental spilling?			
6. Are spill kits and fire extinguishers available in case of an emergency?			
7. Are training and inspection records maintained and readily available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____