

Environmental Standard Operating Procedure			
Originating Office: Natural Resources and Environmental Affairs Office	Revision: 10 February 2016 Supersedes: 1 October 2015	Prepared By: NREA Subject Matter Expert (SME)	Approved By:
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Title: Vehicle/Equipment Fluid Change

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for vehicle and equipment fluid changes.

2.0 APPLICATION

This guidance applies to vehicle and equipment maintenance personnel conducting vehicle and equipment fluid changes dealing with used or waste; oil, antifreeze, fuel, transmission oil, and hydraulic fluid, aboard MCAGCC.

3.0 REFERENCES

- 22 CCR
- 40 CFR 262
- MCO P5090.2A W/Ch 1-3
- **Hazardous Waste Operations Manual**

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

4.0 PROCEDURE

4.1 Discussion:

Vehicle and equipment oil changes must be managed. Depending on the type of vehicle or equipment being serviced there are many different types of hazardous waste that may be generated. The most common waste streams generated by vehicle/equipment fluid changes are used oil, used antifreeze, waste fuel, hull drainage or bilge.

When collecting and transferring used and waste fluids, only transfer containers with lids will be used. Transfer containers without lids are considered open containers and are not authorized for use aboard MCAGCC. Units have been equipped with transfer containers with lids. Units should contact NREA for replacement, or additional transfer containers.

4.2 Operational Controls:

The following procedures apply:

1. SDSs (Safety Data Sheets) for POLs must be available.
2. Use only transfer containers equipped with lids for the collection and transfer of fluids.
3. Transfer containers must be marked properly with the waste stream they are intended to collect.
4. Transfer containers that collect used oil must not collect antifreeze.
5. Transfer containers must be separated by the waste stream they are intended to collect.
6. Transfer containers will be emptied daily of all free flowing liquid.
7. Spills must be properly cleaned up when identified.
8. Used Antifreeze will be placed in a proper container provided by Hazardous Waste Management Section (HWMS) for recycling/reuse.
9. Used fluids will be placed in the proper container or AST provided and properly labeled by the Hazardous Waste Management Section (HWMS).
10. Ensure used fluid is not contaminated with any other material. If used oil has been contaminated with antifreeze it must be wasted out as waste oil and placed in a separate drum. If a new drum is required, contact HWMS.
11. All other waste streams must be separated and placed into their appropriate properly marked containers.
12. Keep a spill kit nearby.
13. Keep fire extinguisher nearby.
14. Inspect weekly as stated in references.
15. Turnover folder information must be kept for this Standard Operating Procedure.
16. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resources and Environmental Affairs (NREA).
17. No Vehicle Maintenance will be conducted in Parking Structures, Parking Lots or Housing Areas. Only authorized areas are MCCC Auto Hobby Shop and Off Base.

4.3 Documentation and Record Keeping:

The following records must be maintained for vehicle and equipment fluid changes:

1. SDS for POLs.
2. Inspection and training records.

4.4 Training:

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

1. Hazard Communication training/Globally Harmonized System.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center

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.

Vehicle Equipment and Fluid Change – ECC/Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are SDSs for all POLs available?			
2. Are transfer containers equipped with lids for the collection and transfer of fluids?			
3. Are transfer containers marked properly with the waste stream they are intended to collect?			
4. Are transfer containers segregated by waste streams collected?			
5. Are transfer containers emptied daily of all free flowing liquid?			
6. Are spills properly cleaned up when identified?			
7. Are used fluids placed in the proper container or AST provided and properly labeled by the Hazardous Waste Management Section (HWMS)?			
8. Are all waste streams separated and placed into their appropriate properly marked containers?			
9. Are spill kits and fire extinguishers kept nearby?			
10. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____