

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revised: 30 December 2015 Supersedes: 30 September 2014	Prepared By: NREA Subject Matter Expert (SME)	Approved By: Air Resources Manager
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Title: Degreasing

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for the use of degreasing materials and solvents.

2.0 APPLICATION

This guidance applies to those individuals who work with products which are used to degrease parts aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- Code of Federal Regulations – Title 40, (40 CFR)
- Code of Federal Regulations – Title 29, (29 CFR)
- Clean Air Act (CAA)
- Mojave Desert Air Quality Management District (MDAQMD) Rules
- Hazardous Waste Operations Manual, MCAGCC
- Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC

4.0 PROCEDURE

4.1 Discussion:

Many degreasing solvents can potentially generate hazardous waste and air contaminants. Improper use and disposal of these materials and/or containers can potentially have adverse impacts on the environment.

Degreasers and solvents must be managed as hazardous material at the unit level. Units aboard MCAGCC must only use solvents listed on unit's Hazardous Material Authorized Use List (AUL).

The unit shall consult with NREA (Natural Resources and Environmental Affairs) office prior to procurement of any aerosol container that dispenses degreasing solvents which are not listed on the Unit's Hazardous Material Authorized Use List (AUL).

4.2 Operational Controls:

The following procedures apply to any and all **degreasing solvents**:

1. MSDS/SDS for degreasing solvents must be available and current.
2. Use only MCAGCC approved degreasing materials which are listed on the unit's Hazardous Material Authorization Use List (AUL).
3. Close containers and solvent tanks when not in use.
3. Remove all caps and tips from aerosol containers containing degreasers or solvents and dispose of them properly before disposing of container in a Hazardous/Universal (H/U) waste container.
4. Ensure all solvent or degreaser waste or residue are collected and taken to the unit satellite accumulation area for disposal.
5. All H/U waste containers must be marked on the outside with the name of hazardous material being disposed.
6. Ensure waste aerosol containers and/or any residues are stored in properly closed and properly labeled containers.
7. Ensure all degreasing solvents are kept in an appropriate storage location (e.g., flammable material locker) which is operated and maintained in strict accordance with the Unit and manufacturer's regulations.
8. Ensure "No Smoking" signs are posted properly.
9. Keep a spill kit nearby.
10. Keep fire extinguisher nearby.
11. Keep an eye wash station nearby.
12. Turnover folder information must be kept for this Standard Operating Procedure.
13. 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:

1. MSDS/SDS for aerosol containers that contain degreasing solvents.
2. Unit's Authorized Use List for Hazardous Material (AUL).
3. 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:

Combat Center Order 5090.5C, 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.

Degreasing Aerosol – ECC/Inspection Checklist

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

Inspection Items	Yes	No	Comments
1. Are all degreasing solvents used in on/at MCAGCC approved?			
2. Are MSDS/SDS readily available for containers that dispensing degreasing solvents being used?			
3. Are all health and safety considerations for the usage of solvents and degreasers being applied?			
4. Are all degreasing containers being stored in a proper flammable storage locker when required?			
5. Are records/logbooks being maintained that record the following: a. product name b. solvent compounds/mixtures used c. VOC content d. total volume used on a monthly basis e. name and total volume used for wipe cleaning solvents on a monthly basis			
6. Are spill kits and fire extinguishers kept nearby?			
7. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____