

Environmental Standard Operating Procedure

Originating Office: Natural Resources Environmental Affairs Office	Revision: 25 September 2014 Supersedes: 01 April 2013	Prepared By: NREA Subject Matter Expert (SME)	Approved By: AST/UST Manager
File Name: FSA-ESOP	Effective Date: 01 October 2014	Document Owner: NREA	

Title: Fuel Storage- Above Ground Storage Tank

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for the operation and management of fuel storage above ground storage tanks (AST).

2.0 APPLICATION

This guidance applies to individuals working with or managing fuel supply above ground storage tank to include bulk fuel storage aboard Marine Corps Air Ground Combat Center (MCAGCC).

3.0 REFERENCES

- Code of Federal Regulations – Title 40, (40 CFR)
- Aboveground Petroleum Storage Act (APSA)
- Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center

4.0 PROCEDURE

4.1 Discussion:

Proper management of ASTs reduces risk to human health and the environment. ASTs aboard MCAGCC must be effectively managed to ensure compliance with all applicable federal, state, and local regulations. Improper management of ASTs can cause adverse regulatory action which may result in fines, penalties and other enforcement actions which may impact MCAGCC mission.

4.2 Operational Controls:

Facilities aboard MCAGCC with ASTs and/or bulk storage must monitor the tank operation and security before, during, and after filling or dispensing operations and will conduct weekly visual inspections of the AST systems to include leak detection, containment systems and filling or dispensing apparatus. ASTs and/or bulk storage that utilize underground piping must be equipped with underground piping automatic leak detection systems that must be monitored daily.

The following procedures apply:

1. Ensure AST is in good condition with no evidence of spills, leaks, or unauthorized dumping.

2. Ensure coating of AST shell is in good condition with no signs of bubbling, cracking, or corrosion.
3. Ensure fittings are in good condition with no signs of damage cracking, corrosion or staining.
4. Ensure tank supports/straps are in good condition (if applicable).
5. Check tank foundation is in good condition with no signs of erosion, settling, or severe cracking (if applicable).
6. Ensure fill caps and vent caps are in place and function properly.
7. Properly mark the AST with signage describing the contents and associated hazards. Ensure signage is legible and not faded.
8. Ensure piping, piping joints and flanges are in good condition with no signs of leaks or corrosion.
9. Ensure pumps and valves are in good condition with no signs of leaks or staining around equipment (if applicable).
10. Ensure level gauge is functioning properly and level is confirmed with stick measurement into fill port.
11. Verify within the secondary containment that the drainage valve(s) is present and is in a closed and locked position (if applicable).
12. Ensure secondary containment is in good condition with no signs of severe cracks (if applicable).
13. Ensure secondary containment area is free of any water, oils/fuel, sand, trash or vegetation (if applicable).
14. Ensure to post “No Smoking” signs around AST.
15. Ensure that spill kits and fire extinguishers are available in case of an emergency.
16. If a cabinet dispenser is located at the AST, remove the skirt and visually inspect the inside of the dispenser weekly for fuel leaks.
17. Note any abnormal conditions found during weekly inspections and their corrective actions by recording them in the AST log book.
18. Turnover folder information must be kept for this ESOP.
19. Ensure to post the Permit To Operate (PTO) on or near the AST and must be available for inspection (if applicable).
20. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource Environmental Affairs, Storage Tank Manger Office (760-830-8361).

4.3 Documentation and Record Keeping:

The following records must be maintained for fuel storage above ground storage tanks:

1. MSDS/SDSs for product stored in AST.
2. Hazard Communication and AST Manual training records.
3. Weekly inspection log.

4.4 Training:

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

1. Hazard Communication training.
2. AST Manual training.

4.5 Emergency Preparedness and Response Procedures:

Refer to 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 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.

Fuel Storage AST – ECC/Unit Inspection Checklist

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

Inspection Items	Yes	No	Comments
1. Is the AST in good condition with no evidence of spills, leaks, or unauthorized dumping?			
2. Is coating of AST shell in good condition with no signs of bubbling, cracking, or corrosion?			
3. Are fittings in good condition with no signs of damage cracking, corrosion or staining?			
4. Are tank supports/straps in good condition? (if applicable)			
5. Is the tank foundation in good condition with no signs of erosion, settling, or severe cracking? (if applicable)			
6. Are fill caps and vent caps in place and functioning properly?			
7. Is the AST(s) properly marked with signage that is legible and not faded describing the contents and associated hazards?			
8. Is the piping, piping joints and flanges in good condition with no signs of leaks or corrosion?			
9. Are pumps and valves in good condition with no signs of leaks or staining around equipment? (if applicable)			
10. Is the level gauge functioning properly and/or level being confirmed with stick measurement?			
11. Is the secondary containment drainage valve(s) present and in a closed and locked position? (if applicable)			
12. Is the secondary containment in good condition with no signs of severe cracks? (if applicable)			
13. Is the secondary containment area free of any water, oils/fuel, sand, trash or vegetation? (if applicable)			

Inspection Items	Yes	No	Comments
14. Are "No Smoking" signs posted around AST?			
15. Are spill kits and fire extinguishers available?			
16. If a cabinet dispenser is present has the skirt been removed to conduct the weekly visual inspection for fuel leaks?			
17. Has any abnormal conditions been found during weekly inspections and if so have they been corrected and documented within the AST log book?			
18. Is the Permit To Operate (PTO) on or near the AST and/or available for inspection ? (if applicable).			
19. Are inspection and training records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____