Environmental Standard Operating Procedure			
Originating Office: **Natural Resources and Environmental Affairs Office**	Revision: 23 September 2014 Supersedes: 30 September 2013	Prepared By: NREA Subject Matter Expert (SME)	Approved By: Patrick Mills *Patrick Mills*
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Title: Hazardous Material Storage

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines proper storage of hazardous materials.

2.0 APPLICATION

This guidance applies to those individuals who are storing Hazardous Materials 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)
- California Code of Regulations – Title 22, (22 CCR)
- MCO P5090.2A change 3
- Navy Occupational Safety and Health (NAVOSH) Hazardous Material Compatibility Chart
- Hazardous Waste Operations Manual, MCAGCC
- Combat Center Order (CCO) 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC

4.0 PROCEDURE

4.1 Discussion:
The storage and handling of hazardous materials (HM) must be properly managed to ensure that an uncontrolled release of HM does not occur. Uncontrolled releases of HM could result in serious danger to human health and the environment as well as the unnecessary creation of hazardous waste.

To prevent uncontrolled releases of HM, HM must be stored in such a way that will prevent inadvertent contact or mixing of dissimilar materials. HM must be segregated and stored in authorized containers or storage lockers that are compatible with the chemical properties of the materials. Units are responsible for the safe handling of mission essential HM, including the procurement of appropriate HM storage lockers.

4.2 Operational Controls:
The following procedures apply:

1. Ensure Safety Data Sheets (SDSs) are readily available and current for all HM used or stored within the work site.

2. Store HM only in approved containers or storage lockers authorized for use aboard MCAGCC.

3. Identify and label each HM locker with the hazardous properties of its contents (i.e. flammable, poisons, corrosive, etc.).

4. Label HM containers with its common name (i.e. Windex, CLP, bleach, etc.).

5. Maintain adequate aisle space (36") between bulk storage containers to facilitate ease of access and movement.

6. Ensure spills are immediately cleaned up according to standard operating procedures.

7. Store HM in properly labeled and compatible containers or AST.

8. Store all flammable material (i.e. petroleum, oil and lubricants (POLs), paints, etc.) must be stored in a flammable material storage locker or approved container.

9. Ensure flammable material storage lockers are equipped with self-closing doors and a top and bottom vent.

10. Store all compressed gas cylinders according to SDS requirements.

11. Ensure HM storage complies with all regulatory requirements (i.e. National Fire Prevention Association, Life Safety Codes, and Occupational Health and Safety Administration codes).

12. Ensure that spill kits and serviceable, and fire extinguishers are readily available in the event of an emergency.

13. Conduct weekly inspections of all storage containers.

14. Create an Authorized Use List (AUL) that ensures that only those HM listed on the AUL are procured for use.

15. Notify NREA Division when new HM are introduced into the workplace.

16. Retail operations are exempt from the HM storage requirements outlined in this SOP.

17. Ensure turnover folder information is kept for this Standard Operating Procedure (SOP).

18. If there are any specific situations or other concerns not addressed by this procedure, contact the Natural Resources and Environmental Affairs (NREA) office.

4.3 Documentation and Record Keeping:
The following records must be maintained when storing hazardous materials:

1. MSDS/SDS for all hazardous material being stored.
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.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:
Refer to Combat Center Order (CCO) 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.

Hazardous Material Storage – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are Safety Data Sheets (SDS's) available for all hazardous material being used or stored?			
2. Have unit personnel received appropriate level of training?			
3. Are hazardous materials stored in a compatible manner according to Manufacture's SDS recommendations and NAVOSH HM Compatibility Chart?			
4. Are hazardous materials stored in appropriate containers per their contents? (e.g., acid stored in poly drum versus metal drum)			
5. Are good house-keeping practices being adhered to and employed within the HM storage area?			
6. Does the facility or work site store more than a total of 1,320-gallons of petroleum products in containers that are 55-gallons or larger? a. If so, does the facility have an SPCC Plan? b. If so, is the site attended for more than 4 hours per day? c. If so, is the SPCC Plan on-site? d. If an SPCC Plan is not required, has a Best i. Management Plan (BMP) been completed, e. Are employees trained and informed of the ii. SPCC requirements?			
7. Are the applicable regulations being followed per installation AST ESOP if the petroleum product is stored in an aboveground storage tank (AST)?			
8. Does the facility or work site store flammable or combustible paint in accordance to guidance given by the installation?			
9. Does the facility or work site store compressed gas cylinders in accordance with SDS guidelines and Marine Corps policy?			

Inspection Items	Yes	No	Comments
10. Is personnel protective equipment (PPE) on hand and serviceable?			
11. Are manufactures Hazardous Material labels legible?			
12. Are hazardous materials stored within shelf life?			
13. Are all cylinder caps in place and cylinders secured?			
14. Are empty gas cylinders tagged and segregated from full containers?			
15. Are all containers managed to prevent leakage?			
16. Are compatible fire extinguishers available and functional?			
17. Are spill kits on hand and serviceable?			
18. Are eyewash stations on hand and serviceable?			
19. Does the command possess a current authorized user list (AUL)?			
20. Does the command purchase and use only those HM listed on the AUL?			
21. Are training and inspection records maintained and available for inspection?			
22. Has the command updated the AUL as new HM are introduced into the workplace?			

ADDITIONAL COMMENTS:

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CORRECTIVE ACTION TAKEN:

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<u>Environmental Compliance Coordinator</u>

Name: _____

Signature: _____

Date: _____