

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources Environmental Affairs Office</b>	Revision: 1 March 2013 Supersedes: 1 January 2010	Prepared By: NREA, Subject Matter Expert (SME)	Approved By: Water Resources Manager 
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## Title: Industrial Storm Water Channels

### 1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for the proper maintenance and management of industrial storm water channels.

### 2.0 APPLICATION

This guidance applies to those individuals working with and around industrial storm water channels aboard Marine Corps Air Ground Combat Center (MCAGCC), Marine Air Ground Task Force Training Command (MAGTFTC) Twentynine Palms.

### 3.0 REFERENCES

- Clean Water Act
- **Storm Water Discharge Management Plan (SDMP)**
- **Combat Center Order 5090.5B, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center**
- **MCAGCC, MAGTFTC Spill Prevention Contingency and Countermeasure (SPCC)**

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

### 4.0 PROCEDURE

#### 4.1 Discussion:

Storm water runoff is generated when precipitation falls onto the ground and fails to be absorbed into the soil. Impervious surfaces such as driveways, sidewalks, and streets prevent storm water from naturally soaking into the ground. Storm water runoff can pick up debris, chemicals, dirt, and other pollutants from various industrial, construction or shop activities transporting those pollutants into storm channels.

Amendments to the Clean Water Act (CWA) established a framework for regulating industrial storm water discharges under a permit program to help prevent these pollutants from adversely impacting water quality. To comply with these regulations and preserve water quality, MCAGCC, MAGTFTC must follow standard operating procedures for Industrial Storm Water Discharge.

#### 4.2 Operational Controls:

The following procedures apply:

1. Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains or storm channel inlets.

2. Identify and report spills into storm drains to your Environmental Compliance Coordinator (ECC).
3. Prepare and maintain cleanup kits and any safety equipment appropriate to the type and quantity of materials that may spill near storm drain.
4. Ensure storm channels are free from trash and other related debris that may block storm water from flowing freely to retention basins.
5. Identify any structural damage to storm channel(s) or retention basin and report to Public Works Department (PWD). Maintain a copy of the PWD work request/number for follow up and records.
6. Weekly inspections shall be conducted and maintained on file for no less than three years. The enclosed check list may be used to satisfy this requirement.
7. A turnover folder containing this ESOP and other pertinent environmental information shall be maintained and passed down from ECC to ECC replacement.
8. Contact NREA Abetment Chief (760-401-9841) in the event of a spill.
9. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource Environmental Affairs, Water Resources Office (760-830-7883).

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained:

1. A logbook documenting compound/ channel inspections for areas of responsibility.
2. Inspection and training records maintained on file for no less than three years.
3. Service or cleaning records for compound and or channel(s).

#### **4.4 Training:**

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

1. General Environmental Awareness Training
2. Abetment ESOP

#### **4.5 Emergency Preparedness and Response Procedures:**

Refer to Combat Center Order 5090.5B, Subject: Integrated Contingency and Operations Plans (ICOP) for MCAGCC, MAGTFTC and MCAGCC, MAGTFTC Environmental Compliance and Protection Standard Operating Procedure

#### **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.

**Industrial Storm Water Channel – ECC/Unit Inspection Checklist**

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

<b>Inspection Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Action</b>
1. Is all litter and debris swept away from storm channels?			
2. Are spill kits maintained and placed in potential spill areas?			
3. Is all trash debris picked up?			
4. Are all storm water channels free of trash and related debris ensuring proper flowage of storm water discharge?			
5. Are inspection, maintenance, and training records maintained and available for inspection?			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION(S) TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_