

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revision: 17 September 2014 Supersedes: 17 December 2009	Prepared By: NREA Subject Matter Expert (SME)	Approved By: Water Resources Manager
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Title: Pumping Station/Force Main

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for the management of pumping stations and force mains.

2.0 APPLICATION

This guidance applies to those individuals working with pumping stations and force mains aboard MCAGCC.

3.0 REFERENCES

- MCO 5090.2A
- **Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR) and Monitoring and Reporting Forms for USMC – Mainside Wastewater Treatment Plant, San Bernardino County, California.**
- **Combat Center Order 5090.5A, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center**
- **MCAGCC Sanitary Sewer Management Plan (SSMP)**
- **MCAGCC Overflow Emergency Response Plan**

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

4.0 PROCEDURE

4.1 Discussion:

Proper maintenance and operation of Lift Stations and force mains is essential to help prevent and identify sanitary sewage overflows, and to maintain efficiency and compliance goals of the waste water system.

4.2 Operational Controls:

The following procedures apply:

1. Ensure all mechanical and electrical equipment is functioning properly and report or repair malfunctions when identified.
2. Ensure that no high level alarms are triggered.

3. Ensure there are no overflows or system breaks. If leaks are identified, notify Natural Resources and Environmental Affairs (NREA) Division in accordance with MCAGCC SSMP and Natural Resources Environmental Affairs (NREA) SOP.
4. Ensure all Supervisory Controls and Data Acquisition (SCADA) and alarm systems are operating correctly.
5. Document all services and repairs.
6. Record flow meter readings in daily log sheet.
7. Turnover folder information must be kept for this Standard Operating Procedure.
8. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource and Environmental Affairs Office.
9. Ensure all mechanical, electrical and alarm/monitoring equipment is maintained in accordance with manufacture requirements.

4.3 Documentation and Record Keeping:

The following records must be maintained for pumping stations and force mains:

1. A logbook documenting daily flow meter readings.
2. Service and repair records.
3. Weekly Inspection records
4. Maintenance records.
5. 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 5090.5A, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center and Environmental Compliance and protection Standard operating procedure for MCAGCC

4.6 Inspection and Corrective Action:

The Utility System Operators will perform weekly inspections in addition to daily checks. The Utility System Operators shall ensure deficiencies noted during the weekly inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the weekly inspection sheets.

Pumping Station/Force Main – ECC/Unit Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is all mechanical and electrical equipment functioning properly?			
2. Are malfunctions reported and repaired when identified?			
3. Were any high level alarms triggered and documented?			
4. Were there any overflows or system breaks?			
5. Are system breaks and overflows reported in accordance with SSMP and NREA SOP?			
6. Are all spills or leaks documented in accordance with SSMP and NREA SOP?			
7. Are all services and repairs documented?			
8. Is a logbook documenting daily flow meter readings available for inspection?			
9. Are training and inspection records maintained and available for inspection?			
10. Are all hazardous material containers properly stored and or disposed of?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____