

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 <i>Patrick Mills</i>
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Title: Used Oil and Antifreeze Accumulation

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for managing used oil and antifreeze during maintenance activities.

2.0 APPLICATION

This guidance applies to those individuals who perform maintenance on all equipment and vehicles while conducting fluid changes that produce used oil and antifreeze aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- Code of Federal Regulations – Title 40, (40 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 accumulation of used oil and antifreeze as a result of regular vehicle maintenance must be properly managed. When accumulating or collecting used oil and antifreeze, they must be collected separately and drained and stored in separate, approved containers authorized for use aboard MCAGCC. These containers must be identified appropriately with a clear label describing the contents on the outside of the container.

Units have been equipped with approved containers and or above-ground storage tanks (ASTs). Units should contact the Natural Resources and Environmental Affairs (NREA) office for replacement, or if additional containers are needed.

When collecting and transferring used and waste fluids, only drip pans with lids may be used. Drip pans without lids are considered open containers and are not authorized for use aboard MCAGCC. Units have been equipped with drip pans with lids. Units should contact NREA for replacement, or if additional drip pans are needed.

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. Use only transfer containers equipped with lids for the collection and transfer of fluids.
3. Transfer containers must be marked properly with the waste stream they are intended to collect.
4. Drum containers must be marked properly with the date the waste stream was collected.
5. Transfer containers that collect used oil must not collect antifreeze.
6. Transfer containers that collect used antifreeze must not collect oil.
7. Transfer containers must be separated by the waste stream they are intended to collect.
8. Transfer containers will be emptied daily of all free flowing liquid.
9. Spills must be properly cleaned up when identified.
10. Used fluids will be placed in the proper container or AST provided and properly labeled by the Hazardous Waste Management Section (HWMS).
11. All AST's will be managed properly as set forth by their individual site requirements.
12. Ensure used fluid is not contaminated with any other material. If used oil has been contaminated with antifreeze it must be wasted out as waste oil and placed in a separate drum. If a new drum is required, contact HWMS.
13. Keep a spill kit nearby.
14. Keep fire extinguisher nearby.
15. Inspect weekly.
16. Turnover folder information must be kept for this Standard Operating Procedure.
17. 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 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.
3. 3. 40-hr Hazardous Waste Handler course (Applicable Personnel)
4. 4. First Responder Operations (FRO) course (Applicable Personnel)

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.

Used Oil/ Antifreeze Accumulation – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is the SDS for oil available and current?			
1. Is the MSDS for antifreeze available and current?			
2. Are transfer containers equipped with lids for the collection and transfer of fluids?			
3. Are transfer containers marked properly with the waste stream they are intended to collect?			
4. Are transfer containers segregated by waste streams collected?			
5. Are transfer containers emptied daily of all free flowing liquid?			
6. Are spills properly cleaned up when identified?			
7. Are used fluids placed in the proper container or AST provided and properly labeled by the Hazardous Waste Management Section (HWMS)?			
8. Are all other waste streams separated and placed into their appropriate properly marked containers?			
9. Are spill kits and fire extinguishers kept nearby?			
10. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____