

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources Environmental Affairs Office</b>	Revision: 25 September 2014 Supersedes: 01 March 2013	Prepared By: NREA, Subject Matter Expert (SME)	Approved By: Solid Waste Manager
File Name: VEO-ESOP	Effective Date: 01 October 2014	Document Owner: NREA	

## Title: Vehicle Equipment/Parts Replacement

### 1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for vehicle equipment/parts replacement.

### 2.0 APPLICATION

This guidance applies to those individuals whose duties involve vehicle equipment/parts replacement aboard Marine Corps Air Ground Combat Center (MCAGCC).

### 3.0 REFERENCES

- Code of Federal Regulations – Title 40, (40 CFR)
- California Code of Regulations – Title 22, (22 CCR)
- Hazardous Waste Operations Manual, MCAGCC
- Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC.

### 4.0 PROCEDURE

#### 4.1 Discussion:

Tactical and non-tactical vehicle equipment/parts may be contaminated with hazardous waste. State and federal regulations and Marine Corps Orders require that vehicle equipment/parts must be cleaned and/or disposed of in the proper manner including equipment/parts that may be classified as hazardous materials or hazardous waste.

#### 4.2 Operational Controls:

The following procedures apply:

1. Ensure MSDS/SDSs are readily available and current for all hazardous materials that may be present.
2. Wear proper PPE (Personal Protective Equipment) when there is potential to come in contact with any hazardous waste while removing vehicle equipment/parts.
3. Clean all greases, petroleum oil and lubricants (POLs), and contaminants from metal equipment/parts before placing in the scrap bin.
4. Dispose of any brake pads or shoes containing asbestos in the proper container.

5. Clean all rings and seals that contain metal and/or rubber parts and ensure they are free of all hazardous waste before disposal.
6. Ensure used fluids are properly drained and collected in accordance with installation orders and unit SOPs when replacing bulk equipment/parts such as fuel cells or oil pans.
7. Collect and properly dispose of tires according to MCAGCC Waste Tire ESOP.
8. Collect and properly dispose of all batteries according to MCAGCC Battery Replacement ESOP.
9. Collect and dispose of any electrical components, such as circuit boards, as universal waste.
10. Collect and dispose of any item containing PCBs (polychlorinated biphenyls) according to its hazardous waste characteristics. Refer to PCB item disposal ESOP.
11. Collect and dispose of all vehicle fluids collected during vehicle equipment/parts change according to MCAGCC Vehicle Equipment Fluid Change ESOP.
12. Separate and place all other waste streams into their appropriate marked containers.
13. Keep a spill kit near potential spill hazard areas.
14. Keep fire extinguisher near potentially flammable materials.
15. Keep PPE near potential health hazard areas.
16. Post appropriate signage (e.g. "No Smoking", etc.).
17. Turnover folder information must be kept for this Standard Operating Procedure.
18. If there are any specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource and Environmental Affairs (NREA).

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

The following records must be maintained:

1. MSDS/SDSs for all applicable hazardous material.
2. Inspection and training records.

#### **4.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure.

1. Hazard Communications training.
2. General Environmental Awareness training.

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

Refer to Combat Center Order 5090.5C, Subject: 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.

**Vehicle/ Equipment Parts Replacement – 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</b>
1. Are MSDS/SDSs readily available for any and all applicable hazardous material that may be present?			
2. Are personnel performing vehicle equipment/parts replacement trained and/or certified as required?			
3. Is appropriate PPE being worn by individuals when performing vehicle equipment/parts replacement?			
4. Are all greases, POLs, and contaminants cleaned off of any metal equipment/parts before being placed in the scrap bin?			
5. Are brake pads and or shoes containing asbestos disposed of in the proper container?			
6. Are rings and seals that contain metal and/or rubber parts cleaned of all hazardous waste before being properly disposed of?			
7. Are bulk vehicle equipment/parts such as fuel cells, differentials, etc., being properly drained of fluids and are fluids being collected per installation orders and unit SOPs?			
8. Are all vehicle fluids collected and disposed of properly?			
9. Are all electrical components such as circuit boards being collected and disposed of as universal waste?			
10. Are items containing PCBs (polychlorinated biphenyls) being collected and disposed of according to their hazardous waste characteristics?			
11. Are all other waste streams being separated and placed into their appropriately marked containers?			

Inspection Items	Yes	No	Comments
12. Are spill kits being kept near potential spill hazard areas?			
13. Are training and inspection records maintained and available for inspection?			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_