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| Environmental Standard Operating Procedure | | | |
| Originating Office: Natural Resources and Environmental Affairs Office | Revision: 10 February 2016 Supersedes: 1 October 2015 | Prepared By: NREA Subject Matter Expert (SME) | Approved By: |
| File Name: VER-ESOP | Effective Date 10 February 2016 | Document Owner: NREA | |

Title: Vehicle Refueling (Tactical and Commercial)

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for tactical and commercial refueling of all diesel and gasoline fueled vehicles, and equipment. For the purpose of this ESOP, the term “diesel” applies to all diesel fuel to include F24

2.0 APPLICATION

This guidance applies to those individuals who refuel any vehicles or equipment that utilizes diesel or gasoline fuel aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- 40 CFR
- 22 CCR
- MCO P5090.2A W/Ch 1-3
- CCO P11320.1D Fire Safety Regulations
- Mojave Air Quality Control District Air Board (MDAQMD) Rules
- **Hazardous Waste Operations Manual**
- **Combat Center Order (CCO) 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center**

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

4.0 PROCEDURE

4.1 Discussion:

Refueling vehicles and equipment is critical to the MCAGCC mission, but fuel has the potential to leak or spill and impact human health and the environment. Therefore, tactical and commercial refueling operations must be managed according to standard operating procedures.

When refueling on the installation, whether it is diesel or gasoline, all individual site requirements must be adhered to regardless of whether in garrison or in the field. This includes fuel being dispensed by ASTs, USTs, fixed facilities, or by a mobile tanker vehicle. All fuels

must be dispensed from their appropriate storage containers only into the intended vehicle or equipment authorized for use aboard MCAGCC and identified appropriately.

4.2 Operational Controls:

The following procedures apply:

Portable Fuel Containers:

1. SDSs (Safety Data Sheets) for diesel and gasoline product must be readily available and current.
2. Fuel tanks and portable or stationary engines shall be fueled by use of safety nozzles or safety containers only.
3. Fuel shall not be pumped or transferred, moved, stored, poured, or received by use of open, glass, or unapproved plastic containers.
4. All fuel powered vehicles and equipment shall be fueled outdoors.
5. All portable fuel containers will be marked with the name of the contents such as "F24" in two-inch minimum black letters.
6. Operators dispensing fuel shall not leave nozzles or valves unattended when they are in use.
7. All other regulations pertaining to fire safety rules on the installation shall be followed.

Filling Stations:

8. Smoking, open flames of all types or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing pumps.
9. No fuel shall be dispensed to a vehicle while the engine is running.
10. All vehicles being fueled shall have proper gas caps installed.
11. All personnel will dismount from their vehicle while fueling at military fueling points. (This does not apply to civilian fueling points).
12. If a fuel spill occurs near a vehicle while refueling, vehicle shall not be started within 50 feet of the spilled fuel unless the spill has been properly been taken care of.
13. Fuel nozzles shall be kept in direct contact with the vehicle when refueling to prevent static electricity.
14. Personnel/ Operators engaged dispensing fuel must be familiar with:
 - a. Telephone number of the Fire Department. (Number posted).
 - b. Proper operation of firefighting equipment provided.

c. The above regulations.

15. Ignition switches of vehicles serviced shall be turned to the “OFF” position prior to fueling.

Refuelers or Fuel Carrying Vehicles:

16. “No Smoking” signs must be displayed inside the cab of all fuel carrying vehicles.

17. Fuel carrying vehicles shall not be parked inside of or near any structures of 50 feet, empty or not.

18. Every effort shall be made to park fuel carrying vehicles at least 50 feet away from one another.

19. Fuel tank trucks shall be attended by qualified and authorized personnel at all times during loading and unloading operations.

20. Fuel tank trucks shall be properly grounded during refueling.

21. ALL tank trucks, trailers, or semi-trailer vehicles used for the transportation of Class I or II Flammable liquids will be posted with red-lettered signs on white background reading “FLAMMABLE” in three-inch minimum letters and “NO SMOKING WITHIN 50 FEET” in three-inch minimum letters.

22. ALL tank trucks, trailers, or semi-trailer vehicles used for the transportation of Class I or II Flammable liquids will be equipped with two fire extinguishers.

23. ALL tank trucks, trailers, or semi-trailer vehicles used for the transportation of Class I or II Flammable liquids will restrict their travel to and from fuel dumps and/or to dispatching operations.

24. Traveling through or parking in the “main camp” area is prohibited, except in cases of emergency.

25. Refuelers operating under field conditions shall be lined and bermed to contain accidental releases.

26. Keep a spill kit nearby.

27. Keep fire extinguisher nearby.

28. Inspect weekly as stated in references.

29. Turnover folder information must be kept for this Standard Operating Procedure.

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

31. All vehicle refuelers and transfer trucks dispensing fuel must place an impermeable tarp on the ground between the vehicle and equipment being fueled to catch any spills that may occur.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. SDSs for fuel products.
2. Inspection and training records.

4.4 Training:

All affected personnel working on the installation must be trained in this Standard Operating Procedure and the following:

1. Hazard Communication training/Globally Harmonized System.
2. General Environmental Awareness training.
3. Any and all training required by Employer of the operator.

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center.

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.

Vehicle Refueling – ECC/Inspection Checklist

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

| Inspection Items | Yes | No | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| 1. Are all SDSs readily available and current? | | | |
| 2. Are standard safety nozzles or safety containers being used? | | | |
| 3. Are all fuel powered vehicles and equipment being fueled outdoors? | | | |
| 4. Are transfer containers marked properly with the material they are intended to hold? | | | |
| 5. Are smoking and all other open sources of ignition located at least 50 feet away? | | | |
| 6. Are all operators at each applicable place certified with all safety procedures and notifications in case of an emergency? | | | |
| 7. Are spills properly cleaned up when identified? | | | |
| 8. Are "No Smoking" signs posted? | | | |
| 9. Are all tank trucks, trailers, or semi-trailer vehicles being driven by certified personnel? | | | |
| 10. Are all transfers of fuel to or from stationary storage tanks and delivery systems being made into the appropriate container(s)? | | | |
| 11. Is all equipment free of the following defects? a. Torn or cut boots; b. Torn or cut face seals or face cones; c. Loose or broken retractors; d. Boots clamped or otherwise held in an open position; e. Leaking nozzles; f. Loose, missing, or disconnected nozzle components, including but not limited to boots, face seals, face cones, check valve wires, diaphragm covers and latching devices; | | | |

| Inspection Items | Yes | No | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| g. Defective shutoff mechanisms; h. Loose, missing, or disconnected vapor fuel hoses and associated components including but not limited to flow restrictors, swivels and anti-recirculation valves; i. Crimped, cut, severed, or otherwise damaged vapor or fuel hoses; j. Missing, turned off, or otherwise not operating assist type vapor recovery systems, or any components of such systems; k. Improper or non-"CARB certified" equipment or components; l. Inoperative, severely malfunctioning or missing vacuum producing device; m. Inoperative, loose, missing or disconnected pressure/vacuum relief valves, vapor check valves or dry breaks. | | | |
| 12. Do the tank trucks, trailers, or semi-trailer vehicles meet all of the installation's safety requirements? | | | |
| 13. Is PPE readily available? | | | |
| 14. Are spill kits and fire extinguishers kept nearby? | | | |
| 15. Are training and inspection records maintained and available for inspection? | | | |

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____