

<h1>Environmental Standard Operating Procedure</h1>			
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 
File Name: WTC-ESOP	Effective Date: 01 October 2014	Document Owner: NREA	

**Title: WW Treatment - Chemical Toilets**

**1.0 PURPOSE**

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines and best management practices for using portable toilets and disposal of portable toilet septage waste.

**2.0 APPLICATION**

This guidance applies to those individuals who use portable toilets and those who dispose of septage waste from portable toilets 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)**
- **Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR) and Monitoring and Reporting Forms for USMC Mainside Wastewater Treatment Plant**
- **Combat Center Order 5090.5B, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center**

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

**4.0 PROCEDURE**

**4.1 Discussion:**

Portable toilets are used at MCAGCC, MAGTFTC when access to existing wastewater infrastructure is not practical. Septage waste from portable toilets is harmful to the environment and disposal of portable toilet waste into the stormwater system is prohibited. Improper portable toilet waste disposal impacts waste water treatment systems, the environment, and may negatively impact human health, therefore only approved dumping is allowed at MCAGCC, MAGTFTC. Companies/Contractors who have not received approval from Natural Resources Environmental Affairs Water Resources Office must always transport septage waste to an off-site facility for proper disposal.

**4.2 Operational Controls:**

The following procedures apply:

1. Ensure that all necessary records and haul logs for portable toilet septage waste pickup and disposal are kept current.

2. All portable toilets at MCAGCC, MAGTFTC are required to be firmly secured (tied or staked) in order to withstand high wind events and prevent tipping.
3. Removal and replacement of chemicals during service operations should only be conducted by authorized contractors hired by the installation.
4. Never release effluent from portable toilets into the sanitary sewer system without approval from Natural Resources Environmental Affairs Water Resources Office.
5. Never release effluent from portable toilets into the storm drains.
6. Report leaking units immediately.
7. Portable toilets will not be placed within 20 feet of any storm channel or natural wash.
8. Disposing of foreign objects into the portable toilet tanks is prohibited. Only toilet paper should be disposed in tanks.
9. Tipping portable toilets on their sides or other horseplay is prohibited. This may result in a release of chemicals and waste effluent.
10. Puncturing the tank or any other actions used to damage or cause leaks to a portable toilet is prohibited.
11. Maneuver vehicles carefully around portable toilet units to avoid hitting, damaging, or accidentally tipping one over.
12. Report any situation that causes or results in the tipping over of a portable toilet and the spillage of its contents. Spill containment and incident response must be initiated as necessary.
13. 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 shall be maintained:

1. Service or maintenance records and work request tracking information for wash rack(s).
2. Inspection and training records maintained on file for no less than three years.

#### **4.4 Training:**

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

1. General Environmental Awareness Training

#### **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.

**WW Treatment – Chemical Toilet – ECC/Unit Inspection Checklist**

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

Inspection Items	Yes	No	Comments/Action
1. Are all records and haul logs for pickup and disposal of portable toilet septage waste kept current and available for inspection?			
2. All portable toilets at MCAGCC, MAGTFTC are required to be firmly secured (tied or staked) in order to withstand high wind events and prevent tipping?			
3. Are portable toilets placed within 20 feet of any storm channel or natural wash?			
4. Are training and inspection 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: \_\_\_\_\_