

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: ABA-ESOP	Effective Date: 10 February 2016	Document Owner: NREA	

Title: Abatement

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for the proper procedures of Hazardous Material Spill Response according to Abatement procedures.

2.0 APPLICATION

This guidance applies to those individuals who are involved in the process of identifying a Hazardous Material spill and who are trained to clean it up aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms

3.0 REFERENCES

- 40 CFR (Code of Federal Regulations)
- **Hazardous Waste Operations Manual**
- **Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center**

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

4.0 PROCEDURE

4.1 Discussion:

Abatement procedures on base require that spills be cleaned up in a timely manner and that any and all notifications required be made to proper authorities. It is important to know that different spills require specific clean up and notification, depending on where the spill occurred on the installation.

4.2 Operational Controls:

The following procedures apply:

1. Ensure SDSs are made readily available at a fixed facility.
2. If no SDSs are available due to location (i.e., Mainside, field, etc.) notify NREA Abatement section.
3. Follow all Spill Response Procedures as outlined in attachments. (See attachment)
4. Ensure all hazardous waste generated from a spill is turned in within 72 hours of being cleaned up.
5. Post a copy of the "Spill Response Flow Chart" in a common area of work personnel.
6. Post a copy of the "Spill Response Flow Chart" near any potential area for spills to occur. Additionally post it as needed at places of authority (i.e., turnover folders).
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 Resources and Environmental Affairs (NREA).

4.3 Documentation and Record Keeping:

The following records must be maintained for the following:

1. SDSs for Hazardous Material being stored.
2. Inspection and training records.
3. Spill Response Flow Chart

4.4 Training:

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

1. Hazard Communication training/Globally Harmonized System.
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 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.

SPILL RESPONSE PROCEDURES

CONTACTS:

LARGE SPILLS- 55 GALLONS OR MORE

1. Base phones "911"; Cell Phones 830-3333
2. NREA Abatement Chief: 760-401-9841

SMALL SPILLS- LESS THAN 55 GALLONS

1. Unit ECC _____
2. NREA Abatement Chief: 760-401-9841

SMALL OR LARGE SPILLS: *UNSAFE CONDITIONS*

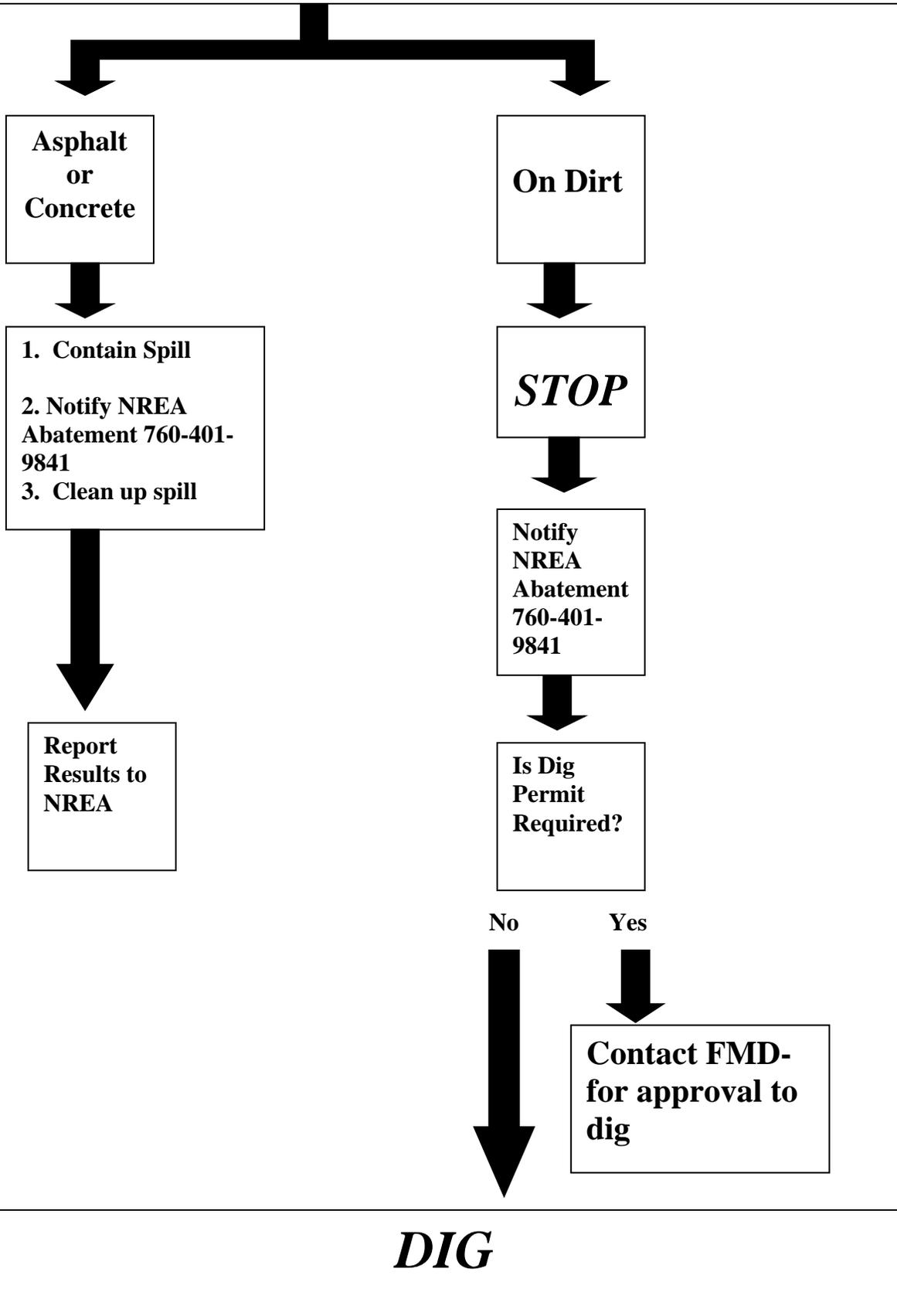
1. Keep Calm- Don't Panic- Don't be a Hero
2. Restrict sources of ignition
3. Restrict access to area
4. Do not touch or walk through spilled material
5. Initiate Notification Process
6. Provide follow-up information to responders upon their arrival

SMALL OR LARGE SPILLS: *SAFE CONDITIONS*

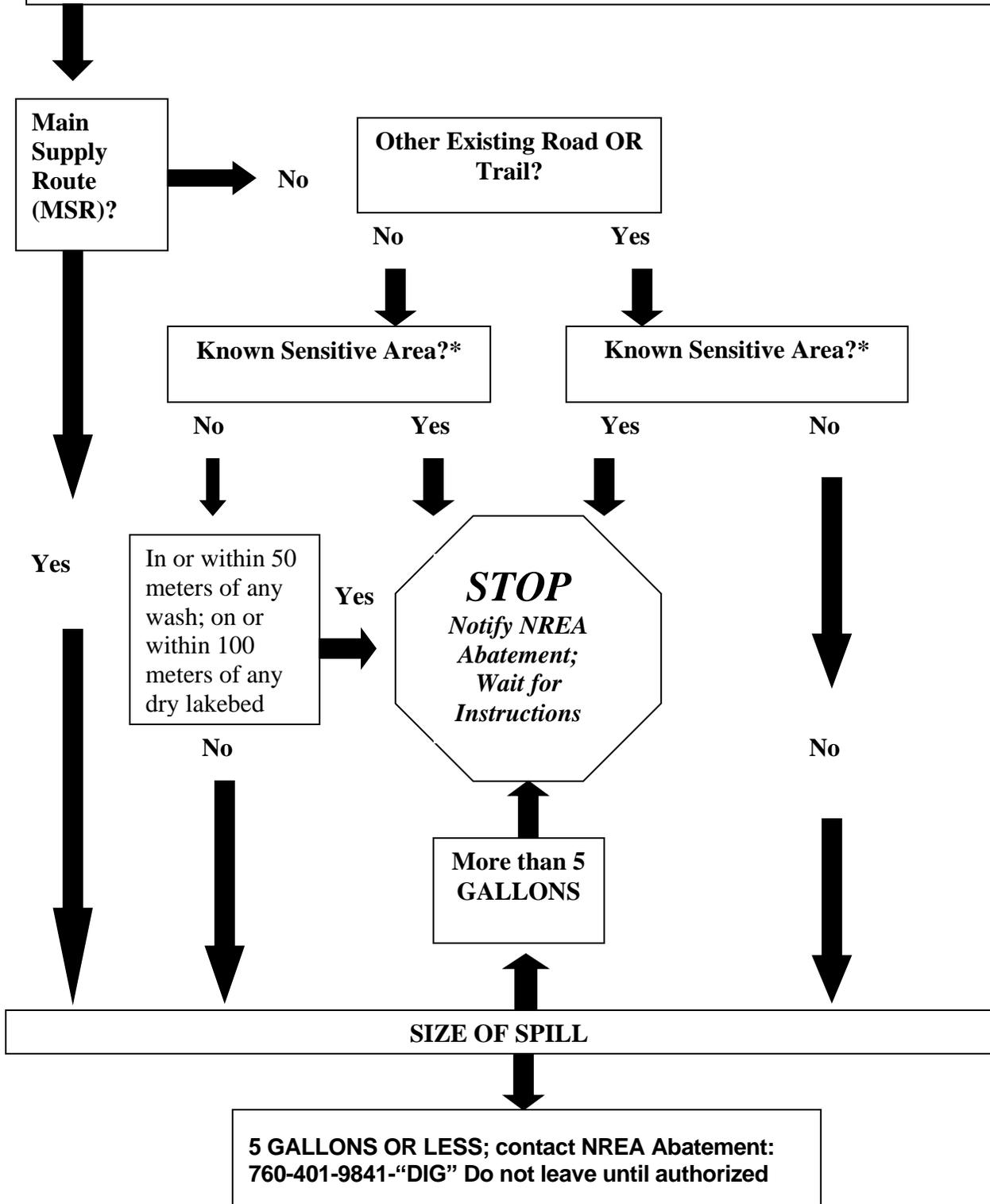
(NO IMMEDIATE FIRE HAZARD OR THREAT TO HUMAN HEALTH OR THE ENVIRONMENT)

1. Eliminate sources of ignition (No smoking, Flares, Sparks or flames in immediate area)
2. Restrict access to area
3. Do not touch or walk through spilled material
4. IF SAFE, and with proper PERSONAL PROTECTIVE EQUIPMENT, stop the release and contain it
5. Prevent entry of hazardous Material into waterways, sewers, or confines areas.
6. Absorb or cover with dry earth, sand, or other non-combustible material
7. Use clean non-sparking tools to collect absorbed material
8. Use grounded equipment when handling the hazardous material

**IF A SPILL OCCURS ON “MAINSIDE” and Camp
Wilson.**



**IF SPILL OCCURS IN “*Training Areas*” CONTACT
“*BEARMAT -830-6535*”**



* SENSITIVE AREAS: Restricted area, Sand Hill TA, Foxtrot Petroglyphs, any are shown in Blue, Green, or Red on Base Map

Abatement – ECC/Inspection Checklist

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

Inspection Items	Yes	No	Comments
1. Are SDSs for HM readily available at fixed facilities?			
2. Are SDSs for HM made available to drivers for transport aboard MCAGCC?			
3. Are work personnel appropriately trained in the proper procedures of what to do in the event of a hazardous material spill?			
4. Are spill response procedures being followed as indicated by: a. MCAGCC Spill Response Contact list. b. MCAGCC Spill on Mainside Flowchart c. MCAGCC Spill on Camp Wilson Flowchart			
5. Are hazardous materials spills handled, contained and cleaned up according to MCAGCC regulations?			
6. Are MCAGCC Spill Response Flowcharts posted in applicable areas: a. In common areas of work personnel. b. In potential spill areas			
7. Are spill kits kept near potential spill hazards in fixed facilities?			
8. Are fire extinguishers kept near potentially flammable material?			
9. Is PPE kept near potential health hazard areas?			
10. Ensure proper signage is posted such as "No Smoking".			
11. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____