

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources Environmental Affairs Office</b>	Revision: 17 November 2015 Supersedes: 1 October 2014	Prepared By: Subject Matter Expert (SME)	Approved By: AST/UST Manager
File Name: UST-ESOP	Effective Date: 1 December 2015	Document Owner: NREA	

## Title: Underground Storage Tanks

### 1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for underground storage tanks (UST).

### 2.0 APPLICATION

This guidance applies to individuals working with or managing underground storage tanks aboard Marine Corps Air Ground Combat Center (MCAGCC).

### 3.0 REFERENCES

- California Code of Regulations – Title 23, (23 CCR)
- Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center

### 4.0 PROCEDURE

#### 4.1 Discussion:

Proper management of USTs reduces risk to human health and the environment. USTs aboard MCAGCC must be effectively managed to ensure compliance with all applicable federal, state, and local regulations. Improper management of USTs can cause adverse regulatory action which may result in fines, penalties and other enforcement actions which may impact MCAGCC mission.

#### 4.2 Operational Controls:

Facilities aboard MCAGCC with USTs will monitor the tank operation and security before, during, and after filling or dispensing operations and will conduct daily visual inspections of the UST system to include leak detection, containment systems and filling or dispensing apparatus. USTs must be equipped with UST and underground piping automatic leak detection systems that must be monitored daily.

The following procedures apply:

1. Conduct daily monitoring of UST and underground piping automatic line leak detection.
2. Establish a Monitoring and Response Plan.
3. Ensure traffic lids, fill caps and vent caps are in place.

4. Ensure spill containers are empty and clean.
5. Ensure alarm systems are functioning properly.
6. Ensure there is no evidence of spills, leaks, or unauthorized dumping into the UST.
7. Ensure that the overfill containment drainage valve is locked and that access area is secure.
8. Properly mark the UST with the contents of the tank.
9. Post “No Smoking” signs around UST.
10. Ensure that spill kits and fire extinguishers are available in case of an emergency.
11. If a cabinet dispenser is located at the UST, remove the skirt and visually inspect the inside of the dispenser weekly for fuel leaks.
12. Note any abnormal conditions found during weekly inspections and their corrective actions by recording them in the weekly inspection log book.
13. Turnover folder information must be kept for this Standard Operating Procedure.
14. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource Environmental Affairs, Storage Tank Manager Office (760-830-8361).

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

The following records must be maintained for underground storage tanks:

1. SDSs for product stored in UST.
2. Monitoring and response plan.
3. Inspection and training records.
4. Weekly inspection log.
5. Daily UST and underground piping automatic line leak detection monitoring log.

#### **4.4 Training:**

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

1. Hazard Communication training and Globally Harmonized System.
2. General Environmental Awareness training.

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

Refer to Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for 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.

**UST – ECC/Unit Inspection Checklist**

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

Inspection Items	Yes	No	Comments
1. Has daily monitoring of the UST and underground piping automatic line leak detection systems been conducted?			
2. Is the Monitoring and Response Plan current and available for review?			
3. Are traffic lids, fill caps and vent caps in place?			
4. Are spill containers empty and clean?			
5. Are alarm systems functioning properly?			
6. Is there evidence of spills, leaks, or unauthorized dumping into the UST?			
7. Have containment drainage valves been locked or access areas been secured?			
8. Has the UST been properly marked with the contents of the tank?			
9. Have "No Smoking" signs been posted around the UST?			
10. Are spill kits and fire extinguishers available in case of an emergency?			
11. If a cabinet dispenser is located at the UST, has the inside of the dispenser been inspected weekly for fuel leaks?			
12. Have any abnormal conditions been found during weekly inspections and their corrective actions been recorded in the weekly inspection log book?			
13. Are inspection and training 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: \_\_\_\_\_