

Environmental Standard Operating Procedure

Originating Office: Natural Resources Environmental Affairs Office	Revision: 22 September 2015 Supersedes: 1 March 2013	Prepared By: NREA, Subject Matter Expert (SME)	Approved By: Water Resources Manager
File Name: VEW-ESOP	Effective Date: 1 January 2016	Document Owner: NREA	

Title: Vehicle Wash Rack

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for the proper management and operation of vehicle wash racks.

2.0 APPLICATION

This guidance applies to those individuals working with and around wash racks 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 Management Plan (SWMP)**
- **Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR) for USMC Mainside Wastewater Treatment Plant WDR Board Order No. 2012-0002**
- **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, MAGTFTC in accordance with *EMP-12, Document Control*, are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

Washing and cleaning is an essential element of vehicle and equipment maintenance, and is critical to the mission of the MCAGCC, MAGTFTC. However, wastewater from vehicle and equipment washing is typically contaminated with sediment (sand, dirt, grit, mud, and similar materials) and oil/fuel. Sediment and oil/fuel can interfere with the performance of MCAGCC, MAGTFTC wastewater collection and treatment systems subjecting MCAGCC, MAGTFTC to violations. To prevent this, each wash rack aboard MCAGCC, MAGTFTC discharges to an oil/water separator (OWS) for removal of oil and sediment.

4.2 Operational Controls:

The following procedures apply:

1. Soaps, detergents, cleansers, degreasers, or solvents are prohibited from use on wash racks unless specifically authorized in writing by Natural Resource Environmental Affairs, Water Resources Office (Attachment 1).
2. Approvals for the use of soaps, detergents, cleansers, degreasers, or solvents provided by Natural Resource Environmental Affairs, Water Resources Office are only good for a period of one year, requesters must obtain approval annually.
3. Disposal or dumping of any materials or wastes such as oils, fuels, antifreeze, solvents, and paints are strictly prohibited.
4. Maintenance of any type is prohibited on wash racks, except those that have permanent crane(s) at the wash rack.
5. The parking or storage of vehicles and/or equipment on wash rack is strictly prohibited unless they are being washed.
6. Refueling of equipment or vehicles on wash racks is strictly prohibited.
7. All hoses must utilize an automatic shut off nozzle to prevent the constant free flow of water.
8. Ensure high-pressure washers are used and maintained according to manufacturer's recommendations if applicable.
9. Wash rack drains and catch basins shall be kept clean of trash and debris.
10. Notify Public Works Division (PWD) immediately of any leaks, drain blockage or other malfunctions. Maintain a copy of the PWD work request/number for follow up and records.
11. Contact NREA Abatement Chief (760-401-9841) in the event of a spill.
12. Weekly inspections shall be conducted and maintained on file for no less than three years. The enclosed check list may be used to satisfy this requirement.
13. A turnover folder containing this ESOP and other pertinent environmental information shall be maintained and passed down from ECC to ECC replacement.
14. 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.
3. NREA approval letters for the use of soaps, detergents, cleansers, degreasers, or solvents.

4.4 Training:

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

1. General Environmental Awareness Training
2. Abatement ESOP
3. Oil/Water Separator (OWS) ESOP

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, 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.



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5090.1F

From: _____
To: Natural Resources Environmental Affairs, Water Resources, Marine Corps
Base, 29 Palms (Attn.: Mr. Chris Elliott)

SUBJ: REQUEST FOR USE OF: SOAPS OR DEGREASERS AT WASHRACKS

1. Soaps and degreasers are not allowed to be used on washrack unless written approval is given. Written approval is only good for up to one year and approval is on a case by case basis. Populate the information below and submit to Chris Elliott at chris.elliott@usmc.mil or 760-830-7883 to request the use of soaps or degreasers.
2. No water runoff from aircraft engine washing will be allowed to flow into the Oil Water Separator (OWS). Runoff will be captured. For disposal of the captured runoff contact NREA HazMat 830-5834.
3. Use and operation of the washrack will be in accordance with CCO 5090.5B Environmental Standard Operational Procedures (ESOP) and the Storm Water Management Plan (SWMP).

UNIT NAME: _____

POINT OF CONTACT #1: _____ Phone: _____

POINT OF CONTACT #2: _____ Phone: _____

EVENT START DATE: _____ ENDING DATE: _____

NUMBER OF AIRCRAFTS BEING WASHED: _____

NUMBER OF DAYS WILL YOU WASH AIRCRAFTS: _____

PRINT NAME/RANK: _____

SIGNATURE: _____

* MSDS's/SDS's of the material being used must be provided with this sheet to receive approval.

NREA APPROVAL:

NAME: _____ SIGNATURE: _____

TIME PERIOD APPROVED (from-to): _____

ECC/Unit Inspection Checklist - Vehicle Wash Rack

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

Inspection Items	Yes	No	Comments/Action
1. Is general housekeeping satisfactory (i.e., no ground discoloration or odors/chemical smell)?			
2. Is there evidence of unauthorized substance (i.e., detergents, solvents, antifreeze, etc.) present in the drains or catch basins?			
3. Are catch basins and drains free of sand, trash, and debris?			
4. Is there evidence of maintenance activities, vehicle parking, and equipment storage on the wash rack?			
5. Are all hoses equipped with a nozzle to prevent the constant free flow of water into the wash rack?			
6. Are service calls, and maintenance work requests tracked and logged in a logbook?			
7. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____