MAGTFTC-MCAGCC 29 Palms
Environmental Standard Operating Procedure

1 October 2025

Aboveground Storage Tank Management (AST)

Application and Purpose

This guidance applies to all personnel working with or managing aboveground storage tanks to include bulk storage aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms ("installation").

The improper use and management of aboveground storage tanks (ASTs) can harm persons and the environment and may result in fines, penalties, and other enforcement actions that may impact the installation mission. Those responsible for the use and management of ASTs must do so in accordance with all applicable federal, state, and local regulations, in addition to the requirements of this environmental standard operating procedure (ESOP).

Facilities should refer to the AST ESOP for hazardous waste (reference [c]) for additional monitoring requirements for hazardous waste ASTs.

Operational Controls

ASTs and supporting equipment must be maintained in accordance with the manufacturer's instructions and established operations and maintenance programs. AST exterior coatings must be kept free of corrosion, oil stains, or defects. All tank monitoring equipment must be maintained in good working order. Heavily weathered or inoperable equipment, such as broken gauges and alarm panels, must be immediately repaired or replaced if found to be defective during weekly visual inspections.

Facilities aboard the installation with ASTs or bulk storage must monitor the tank operation and security before, during, and after filling or dispensing operations. Weekly visual inspections of AST systems should be conducted; these inspections include leak detection, containment systems, and filling or dispensing apparatus using the attached inspection checklists. ASTs and bulk storage that use underground piping must be equipped with underground piping automatic leak detection systems that must be monitored daily.

The following basic operational control requirements apply:

- Do not overfill the tank.
- During filling, confirm use of correct fill ports. Do not fill or place any liquids in an emergency vent or interstitial space.
- Confirm that fill and vent caps are in place and functioning properly. Use of plastic or polyvinyl chloride materials for fill and vent caps are prohibited. Keep vents clear of obstructions.
- Confirm that the AST, piping, fittings, and foundation are in good condition without corrosion, damage, cracking, spills, staining, leaks, erosion, settling, or unauthorized dumping.

- Confirm that pumps and valves are in good condition with no signs of leaks or staining around equipment (if applicable).
- Confirm that the level gauge is functioning properly, and that the level is confirmed with stick measurement into fill port.
- Confirm that the interstitial leak detection gauge is serviceable and reads nondetect.
- If a cabinet dispenser is located at the AST, remove the skirt and visually inspect the inside of the dispenser weekly for leaks.
- Verify that the AST's shell coating is in good condition with no signs of bubbling, cracking, or corrosion.
- If applicable, confirm that the tank's supports and straps are in good condition.
- Verify within the secondary containment that the drainage valve(s) is present and in a closed and locked position (if applicable).
- Confirm that secondary containment is in good condition with no signs of severe cracks (if applicable).
- Check secondary containment for visible signs of leakage from tank into secondary containment and that the area is free of any water, oils, fuel, sand, trash, or vegetation (if applicable).
- Verify that "No Smoking" signs are posted around AST.
- Verify that tank warning signage—such as contents descriptions, labels prohibiting smoking and open flames, and U.S. Department of Transportation (DOT) and National Fire Protection Association (NFPA) diamonds—are present, not faded, and readable from 50 feet.
- Post the Permit to Operate on or near the AST; it must be available for inspection (if applicable).
- Keep the site clean of trash or other flammable materials stored nearby.
- Confirm that spill kits and fire extinguishers are available in case of an emergency.
- Note any abnormal conditions found during weekly inspections and their corrective actions.
- If there are specific situations or other concerns not addressed by this procedure, contact Environmental Affairs (EA) Resource Conservation and Recovery Act (RCRA) D/I Manager Office (760) 830-8361.

Environmental compliance coordinators (ECC), tank operators, or other designated personnel responsible for ASTs must report AST deficiencies to their maintenance manager to initiate repair tickets in MAXIMO.

Storage Tank Closure

If an AST requires permanent closure, contact EA RCRA D/I Manager via phone at (760) 830-8361 or email at joe.cleek@usmc.mil.

Permanent Closure of AST Procedures

1. Drain all stored fluids from the tank and associated piping by opening existing drain lines, operating existing pumps, manually removing liquids and residue, or other approved means. Collect all fluids in compatible containers for reuse, if possible. Collect waste materials in labeled drums for proper disposal.
2. Disconnect and blank-off all piping, pumps, or additional equipment attached to the tank, using threaded plugs, caps, solid flanges, or other approved methods. Close and lock all valves except for ventilation valves.
3. Mark the exterior of the tank with the label "Tank Permanently Closed," the date when it was closed, and the statement "Last Contained [type product]." Either cover all additional signage describing the tank's previous contents, including NFPA diamonds and DOT hazard placards, with paint or remove them.
4. AST cleaning and disposal must be conducted by a qualified commercial contractor.

Emergency Preparedness and Response Procedures

Refer to the spill response procedures listed in the Abatement ESOP and the Integrated Contingency and Operations Plan.

Training Requirements

All affected personnel must be trained in this document and the following:

a. General Environmental Awareness training

Inspections and Corrective Action

The ECC will confirm unit adherence to this ESOP. The ECC will confirm that unit personnel are trained in this ESOP and maintain appropriate documentation in accordance with this ESOP. If this ESOP contains an enclosed inspection checklist, designated personnel will conduct the inspections using this ESOP as guidance and document the inspections via the enclosed checklist. If deficiencies are discovered during an inspection, the ECC will ensure immediate corrective action is taken and that all deficiencies and corrective actions are recorded on the enclosed checklist.

Recordkeeping

The following records must be maintained onsite by all facilities with ASTs for 3 years:

1. Safety data sheet for product stored in the AST
2. Weekly inspection records
3. Operator and staff training

For questions on this ESOP, contact EA, RCRA D/I Manager via phone at (760) 830-8361 or email at joe.cleek@usmc.mil.

Spills and Releases

Refer to the spill response procedures listed in the Abatement ESOP (reference [d]).

References

(a) *Code of Federal Regulations* Title 40, Part 112
(b) Integrated Contingency and Operations Plan
(c) AST ESOP for Hazardous Waste
(d) Abatement ESOP

Use and Version Control

ESOPs are used to augment instructions contained in official orders and directives, and where necessary, provide for sufficient control of the installation's significant practices. Environmental Affairs maintains the authoritative, current version of this and other ESOPs on the installation website at: https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/#environmental-sops.

Aboveground Storage Tank Management

ECC/Unit Inspection Checklist

Date:	Unit:
Unit Rep Name:	Signature:
Locations:	

Inspection Items	Yes	No	Comments
1. Is the AST, piping, fittings, and foundation in good condition without corrosion, damage, cracking, spills, staining, leaks, erosion, settling, or unauthorized dumping?			
2. Are fill caps and vent caps in place and functioning properly?			
3. Are pumps and valves in good condition with no signs of leaks or staining around equipment (if applicable)?			
4. Is the level gauge functioning properly and is the level being confirmed with stick measurement?			
5. Is the interstitial leak detection gauge serviceable and reads nondetect?			
6. Is coating of AST shell in good condition with no signs of bubbling, cracking, or corrosion?			
7. Are tank supports and straps in good condition (if applicable)?			
8. Is the secondary containment drainage valve(s) present and in a closed and locked position (if applicable)?			
9. Is the secondary containment in good condition with no signs of severe cracks (if applicable)?			
10. Is the secondary containment area free of any water, oils, fuel, sand, trash, or vegetation (if applicable)?			
11. Are “No Smoking” signs posted around AST?			
12. Is the AST(s) properly marked with signage that is legible and not faded describing the contents and associated hazards?			
13. Have any abnormal conditions been found during weekly inspections and, if so, have they been corrected and documented?			
14. Is the Permit to Operate on or near the AST or available for inspection (if applicable)?			

Inspection Items	Yes	No	Comments
15. Are inspection and training records maintained for at least 3 years and available for inspection?			

Additional Comments:

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Corrective Action Taken:

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