



MAGTFTC-MCAGCC 29 Palms

Environmental Standard Operating Procedure



1 October 2025

Organic Solvent Degreasing Operations (DGR)

Application and Purpose

This guidance applies to individuals who use organic solvents to degrease parts aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, Twentynine Palms (hereafter called the “installation”). A solvent is a liquid or vapor that contains volatile organic compounds (VOCs) and is often used as a diluent, thinner, or cleaning agent, among others. **If a degreasing operation does not use an organic solvent, this environmental standard operating procedure (ESOP) does not apply.**

The improper management of degreasing solvents can harm persons and the environment and may result in fines, penalties, and enforcement actions that may impact the installation’s mission. Organic solvent degreasing operations must be managed in accordance with all applicable federal, state, and local regulations, in addition to the requirements of this ESOP.

Operational Controls

The following requirements must be followed when using organic solvent degreasers:

- Use only installation-approved degreasing materials that are listed on the unit’s hazardous material authorized use list. Consult Environmental Affairs before procuring any degreasing solvents not listed on the unit’s hazardous material authorized use list.
- Keep solvent tanks closed when not in use.
- Store all solvents, including waste solvents, residues, and used applicators or rags, in a closed container that has been properly labeled. The label should either indicate the name of the solvent and material or the waste stream.
- Collect and take all waste solvents, residues, and used applicators to the unit’s satellite accumulation area for disposal.
- Affix a permanent label to the solvent tanks that lists operational controls. In lieu of a label, this ESOP may be posted near the degreaser where operators can access it.

For additional information on hazardous material storage, contact the Safety Office via phone at (760) 830-6720.

Material Limitations. Reference (a) limits the VOC content of materials used for degreasing operations, specifically cleaning and surface preparation (before applying a coating or other material). Solvent or cleaning materials should only be used with the following:

- Maximum VOC content of 25 grams per liter

- Vapor pressure of 8 millimeters of mercury or less

VOC limits do not apply to the following actions:

- Surface preparation of electrical and electronic components, precision optics, or numismatic dies
- Stripping of cured inks, coatings, and adhesives or cleaning of resin, coating, ink, and adhesive mixing, molding, and application equipment
- Aerosol cans, as long as the cumulative amount used is less than 160 ounces per day (units claiming this exemption must retain daily use records and be able to demonstrate compliance during inspections)

Training Requirements

All affected personnel must be trained in this document and General Environmental Awareness Training.

Inspections and Corrective Action

The Environmental Compliance Coordinator (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. The ECC will ensure immediate corrective action for deficiencies noted during weekly inspections. Actions taken to correct each deficiency will be recorded on the weekly inspection sheet (including Work Request numbers). Designated personnel will conduct weekly inspections using this ESOP as guidance and the enclosed checklist to document inspections.

Recordkeeping

The following solvent usage records must be maintained onsite (at the installation) for 5 years:

- Product name(s) used in the degreaser
- Mix ratio of mixtures containing solvents as used
- VOC content of solvent(s)
- Total volume of solvent(s) used monthly

Records must be readily available during an inspection and can be maintained either electronically or as physical copies. If a unit has multiple sites subject to this requirement, records can be consolidated and stored at one location.

Spills and Releases

Refer to the spill response procedures listed in the Abatement ESOP.

References

- (a) Mojave Desert Air Quality Management District Rule 1104 – Organic Solvent Degreasing Operations
- (b) 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's website:

<https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/#environmental-sops>.