

Environmental Standard Operating Procedure (ESOP)	
Used Oil and Antifreeze Accumulation (UOA)	
Environmental Affairs (EA): Hazardous Waste Management Branch (HWMB) (760) 830-7244	Revised: 1 October 2024

Subject: USED OIL AND ANTIFREEZE ACCUMULATION

Reference: (a) Integrated Contingency and Operations Plan

1. Purpose. This document provides environmental protection guidelines for managing used oil and antifreeze during maintenance activities.
2. Application. This guidance applies to those personnel who perform maintenance on equipment and vehicles while conducting fluid changes that produce used oil and antifreeze aboard Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms. For further references to MAGTFTC, MCAGCC in this document, the term "installation" will be used.
3. Procedures. The accumulation of used oil and antifreeze as a result of routine vehicle maintenance must be properly managed. When accumulating or collecting used oil and antifreeze, they must be collected separately and stored in separate, approved containers authorized for use aboard the installation. These containers must be identified appropriately with a label describing the contents on the outside of the container.
 - a. Units have been equipped with approved containers and or central accumulation area portable Containers storage tanks. Units should contact the EA's HWMB for replacement, or if additional containers are needed.
 - b. When collecting and transferring used and waste fluids, only drip pans with lids may be used. Drip pans without lids are considered open containers and are not authorized for use aboard the installation.
4. Operational Controls. The following procedures apply:
 - a. Confirm that safety data sheets are readily available and current for any hazardous material used or stored within the work site.
 - b. Use only transfer containers equipped with lids for the collection and transfer of fluids. Lids will be closed when the container is not actively being used.
 - c. Transfer containers must be marked properly with the waste stream they are intended to collect or dispense.
 - d. Collect antifreeze with the same transfer containers that collect used oil must be used to collect antifreeze. Do not use the same transfer container for the collection of multiple or different hazardous wastes.

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- e. Empty transfer containers of all free-flowing and standing liquid on a daily basis and close container lids when not actively using them.
 - f. Properly clean up spills. Consult the Abatement ESOP for specific guidance pertaining to spill cleanup.
 - g. Place used fluids in the proper container or in the portable container in the central accumulation area.
 - h. Manage portable containers as set forth in the Integrated Contingency and Operations Plan.
 - i. Confirm that used fluid is not contaminated with any other material. If used oil has been contaminated with antifreeze it must be disposed of as hull drainage/bilge and placed in a separate drum. If a new drum is required, contact HWMB via phone at (760) 830-7244.
 - j. Keep a spill kit nearby.
 - k. Keep fire extinguishers nearby.
 - l. Inspect practice weekly.
 - m. If there are any specific situations or other concerns not addressed by this SOP, contact HWMB via phone at (760) 830-7244.
5. Documentation and Record Keeping. Inspection records must be maintained for 3 years.
6. Training. Affected personnel must be trained in this document and the following:
- a. General Environmental Awareness training
 - b. Globally Harmonized System training
 - c. Hazardous materials representatives must take installation-designated training provided by the Comprehensive Environmental Training and Education Program Coordinator; the Introduction to Hazardous Waste Handler's Course; or the 40-hour Hazardous Waste and Emergency Response Course within 90 days of assignment and before working alone with hazardous materials and or hazardous waste.
7. Emergency Preparedness and Response Procedures. Refer to the Integrated Contingency and Operations Plan.
8. Inspection 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.

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Used Oil/Antifreeze Accumulation-Inspection Checklist	
Date:	Time:
Unit:	Work Center:
Inspector Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is the safety data sheet for oil and antifreeze available and current?			
2. Are transfer containers equipped with lids for the collection and transfer of fluids?			
3. Are transfer containers marked properly with the waste stream they are intended to collect?			
4. Are transfer containers segregated by waste streams collected?			
5. Are transfer containers emptied daily of free-flowing liquids?			
6. Are spills properly cleaned up when identified?			
7. Are used fluids place in the proper container or central accumulation area portable containers? Are containers provided and properly labeled by the Hazardous Waste Management Branch?			
8. Are other waste streams separated and placed into their appropriate and properly marked and labeled containers?			
9. Are spill kits and fire extinguishers kept nearby?			
10. Are training and inspection records maintained and available for inspection?			

Additional Comments:

Corrective Action Taken:

Unit Inspector:

Name: _____
Signature: _____