

Environmental Standard Operating Procedures (ESOP)	
Used Oil and Antifreeze Accumulation (UOA)	
Environmental Affairs (EA): Hazardous Waste Management Branch (HWMB) (760) 830-7244	Revised: 1 October 2023

Subj: USED OIL AND ANTIFREEZE ACCUMULATION

Ref: (a) CCO 5090.5D, Integrated Contingency and Operations Plan (ICOP)
(b) Hazardous Waste Operations Manual, MCAGCC

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 all 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 regular vehicle maintenance must be properly managed. When accumulating or collecting used oil and antifreeze, they must be collected separately and drained and stored in separate, approved containers authorized for use aboard the installation. These containers must be identified appropriately with a clear 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 office 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. Units should contact EA for replacement, or if additional pans are needed.
4. Operational Controls. The following procedures apply:
 - a. Ensure Safety Data Sheets are readily available and current for all HM used or stored within the work site.
 - b. Use only transfer containers equipped with lids for the collection and transfer of fluids.
 - c. Transfer containers must be marked properly with the waste stream they are intended to collect.
 - d. Drum containers must be marked properly with the initial date the waste stream was collected.

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e. Transfer containers that collect used oil must not collect antifreeze. Do not use transfer containers for the collection of multiple or different HM/HW.

f. Transfer containers that collect used antifreeze must not collect oil.

g. Transfer containers must be separated by the waste stream they are intended to collect.

h. Transfer containers will be emptied daily of all free-flowing liquid.

i. Spills must be properly cleaned up when identified.

j. Used fluids will be placed in the proper container or Central Accumulation Area Portable Container provided and properly labeled by the HWMB.

k. All Portable Containers will be managed properly as set forth by their individual site requirements.

l. Ensure used fluid is not contaminated with any other material. If used oil has been contaminated with antifreeze it must be wasted out as waste oil and placed in a separate drum. If a new drum is required, contact HWMB.

m. Keep a spill kit nearby.

n. Keep fire extinguishers nearby.

o. Inspect weekly.

p. If there are any specific situations or other concerns not addressed by this procedure, contact the installation, EA Office.

5. Documentation and Record Keeping. The following records must be maintained:

Inspection records must be maintained for 3 years.

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

a. General Environmental Awareness training.

b. Reference (b).

c. Globally Harmonized System training.

d. HazMat Reps must take installation designated training provided by CETEP Coordinator or Intro to Hazardous Waste Handler's Course or the 40 hr HAZWOPER Course within 90 days of assignment and prior to working alone with hazardous materials and or hazardous waste.

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7. Emergency Preparedness and Response Procedures. Refer to reference (a).

8. Inspection and Corrective Action. The Environmental Compliance Coordinator (ECC) and HWMB shall designate personnel to perform operational and weekly inspections respectively. The Supervisor of HWMB has the overall responsibility to ensure that the mandated weekly inspection requirement is met. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet. The EA Compliance Branch shall conduct inspections. Refer to reference (b), for inspection sheets and guidelines.

Used Oil/Antifreeze Accumulation-Inspection Checklist

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

Inspection Items	Yes	No	Comments
1. Is the SDS for oil available and current?			
2. Is the SDS for antifreeze available and current?			
3. Are transfer containers equipped with lids for the collection and transfer of fluids?			
4. Are transfer containers marked properly with the waste stream they are intended to Collect?			
5. Are transfer containers segregated by Waste streams collected?			
6. Are transfer containers emptied daily of all free-flowing liquids?			
7. Are spills properly cleaned up when identified?			
8. Are used fluids place in the proper Container or Central Accumulation Area portable Containers provide and properly labeled by the Hazardous Waste Management Branch (HWMB)?			
9. Are all other waste streams separated and placed into their appropriated properly marked containers?			
10. Are spill kits and fire extinguishers kept Nearby?			
11. Are training and inspection records maintained and available for inspection?			

Additional Comments:

Corrective Action Taken:

Unit Inspector:

Name: _____
 Signature: _____