

Environmental Standard Operating Procedure			
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Title: Hazardous Material Storage

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for proper storage of hazardous materials.

2.0 APPLICATION

This guidance applies to those individuals who store hazardous materials aboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCE

- 29 CFR (1910.120)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO 4450-12A
- NAVOSH (Navy Occupational Safety and Health) HM (Hazardous Material) Compatibility Chart
- MCAS MIRAMAR Spill Prevention Control and Countermeasure (SPCC)
- Hazardous Material Business Plan

4.0 PROCEDURE

4.1 Discussion:

The storage and handling of hazardous materials (HM) must be properly managed to ensure that uncontrolled releases of HM does not occur. Uncontrolled releases of HM could result in serious danger to human health and the environment as well as the unnecessary creation of hazardous waste.

To prevent uncontrolled releases of HM, HM must be stored in such a way that will prevent inadvertent contact or mixing of dissimilar materials. HM must be segregated and stored in authorized containers or storage lockers that are compatible with the chemical properties of the materials. Units are responsible for the safe handling of mission essential HM, including the procurement of appropriate HM storage lockers.

4.2 Operational Controls:

The following procedures apply:

1. Ensure MSDSs are readily available and current for all HM used or stored within the work site.
2. Store HM only in approved containers or storage lockers authorized for use aboard MCAS Miramar.
3. Identify and label each HM locker with the properties of its contents (i.e. flammable, poisons, corrosive, etc.).
4. Label HM containers with its common name (i.e. Windex, Bleach, etc.).
5. Maintain adequate aisle space (36") between bulk storage containers to facilitate ease of access and movement.
6. Ensure spills are immediately cleaned up according to standard operating procedures.
7. Store HM in properly labeled and compatible containers or AST.
8. Store all flammable material (i.e. petroleum, oil and lubricants (POL), paints, etc.) must be stored in a flammable material storage locker or approved container.
9. Ensure flammable material storage lockers are equipped with self-closing doors and a top and bottom vent.
10. Store all compressed gas cylinders according to MSDS requirements.
11. Ensure HM storage complies with all site requirements (i.e. National Fire Prevention Association, Life Safety Codes, and Occupational Health and Safety Administration codes).
12. Ensure that spill kits and serviceable fire extinguishers are readily available in the event of an emergency.
13. Conduct weekly inspections of all storage containers.
14. Create an Authorized Use List (AUL) that ensures that only those HM listed on the AUL are procured for use.
15. Notify Waste Management Division when new HM are introduced into the workplace.
16. Retail operations are exempt from the HM storage requirements outlined in this SOP.
17. Ensure turnover folder information is kept for this Standard Operating Procedure (SOP).
18. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Management Department S-7 Office.

4.3 Documentation and Record Keeping:

The following records must be maintained when storing hazardous material:

1. MSDS for all hazardous material.
2. Inspection and training records.

4.4 Training:

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

1. Hazard Communication training.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

All personnel are to be trained by Environmental Compliance Coordinator in the proper implementation of the unit's Hazardous Material Business Plan Emergency Response Procedures and the Oil and Hazardous Substances Spill Contingency Plan.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. 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.

Hazardous Material Storage – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs available for all hazardous material being used or stored? <i>(29 CFR 1910.120_)</i>			
2. Have unit personnel received appropriate level of training? <i>(29 CFR 1910.120_)</i>			
3. Are hazardous materials stored in a compatible manner according to Manufacture's MSDS			

recommendations and Naval Compatibility Chart? (MCO 4450.12A; NAVOSH Compatibility Chart)			
4. Are hazardous materials stored in appropriate containers per their contents? (e.g., acid stored in poly drum versus metal drum) (MCO 4450.12.A_)			
5. Are good house keeping practices being adhered and employed within the HM storage area? (MCAS Miramar BMP)			
6. Does the facility or work site store more than a total of 1,320-gallons of petroleum products in containers that are 55-gallons or larger? a. If so, does the facility have an SPCC Plan? b. If so, is the site attended more than 4 hours per day? c. If so, is the SPCC Plan on-site? d. If an SPCC Plan is not required, has a Best Management Plan (BMP) been completed, e. Are employees trained and informed of the SPCC requirements? (MCO 4450.12A_)			
7. Are the applicable regulations being followed per installation AST ESOP if the petroleum product is stored in an aboveground storage tank (AST)? (MCAS Miramar)			
8. Does the facility or work site store flammable or combustible paint in accordance to guidance given by the installation? (MCO 4450.12A_)			
9. Does the facility or work site store compressed gas cylinders in accordance with MSDS guidelines and Marine Corps policy? (CCO 5090.5; 29 CFR 1910.101)			
10. Is personnel protective equipment (PPE) on hand and serviceable? (29 CFR 1910.132(a)_)			
11. Are manufactures HM labels legible? (29 CFR 1910.1299.(a)(4)			

12. Are hazardous materials stored within shelf life?			
13. Are all cylinder caps in place and cylinders secured? (29 CFR 1926.350(a))			
14. Are empty gas cylinders tagged and segregated from full containers? (29 CFR 1926.350(a)_)			
15. Are all containers managed to prevent leakage? (22 CCR 66265.173; 40 CFR 265.173; CCO 5090.5_)			
16. Are compatible fire extinguishers available and functional? (MCO P5090.2A)			
17. Are spill kits on hand and serviceable? (MCO P5090.2A)			
18. Are eyewash stations on hand and serviceable? (MCO P5090.2A)			
19. Does the command possess a current authorized user list (AUL)? (EPCRA 312,313)			
20. Does the command purchase and use only those HM listed on the AUL? (EPCRA 312,313)			
21. Are training and inspection records maintained and available for inspection? (MCO P5090.2A 9104.1(k)(5)- inspection only)			
22. Has the Command updated the AUL as new materials are introduced into the workplace? (MCAS Miramar BMP)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____