

**Final**

## Spill Contingency Plan

Marine Corps Air Station Miramar, San Diego, California

May 29, 2009

Naval Facilities Engineering Command Southwest  
Contract Number N62473-06-D-2206  
Delivery Order No. 0052

### **REVIEW AND APPROVAL**

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Project Manager:



Richard A. Blank  
Alliance Compliance Group Joint Venture

05/29/2009

Date



**FINAL**

## **SPILL CONTINGENCY PLAN**

**Marine Corps Air Station Miramar  
San Diego, California**

**MAY 29, 2009**

Prepared for:

**Marine Corps Air Station Miramar  
San Diego, California**

Prepared under:

**Naval Facilities Engineering Command Southwest  
Contract Number N62473-06-D-2206  
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# Spill Contingency Plan

Marine Corps Air Station Miramar, San Diego, California

May 29, 2009

## Spill Contingency Plan Approval

This Spill Contingency Plan (SCP) has been reviewed by the MCAS Miramar Environmental Management Officer and the Station CO. It meets the requirements of Chapter 7 of MCO P5090.2A, *Environmental Compliance and Protection Manual*, and will be upheld and enforced by the Environmental Management Department to ensure compliance with environmental regulations and Marine Corps standards.

\_\_\_\_\_  
MCAS Miramar  
Environmental Management Officer

\_\_\_\_\_  
MCAS Miramar  
Commanding Officer

## RECORD OF CHANGES

Change No.	Date of Change	Date Entered	Entered By	Summary of Changes

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A	Hazardous Substances Spill Report Form
B	CDO Procedures for Environmental Incidents
C	Sensitive Resources Map, MCAS Miramar
D	Governmental Agency Notifications
E	Hazardous Materials and Waste Management Handout
F	Emergency Equipment Inventory Sample
G	Emergency Responder Field Guide
H	Blanket Purchase Agreement

## ABBREVIATIONS AND ACRONYMS

Alliance	Alliance Compliance Group Joint Venture
APCD	Air Pollution Control
ARFF	Aircraft Rescue Fire Fighting
BPA	Blanket Purchase Agreement
CAA	Clean Air Act
CDFG	California Department of Fish and Game
CDO	Command Duty Officer
CCR	California Code of Regulations
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CHRIMP	Consolidated Hazardous Materials Reutilization and Inventory Management Program
CMC	Commandant Marine Corps
CO	Commanding Officer
CUPA	Certified Unified Program Agency
CWA	Clean Water Act
DEH	Department of Environmental Health
DOT	Department of Transportation
DSN	Defense Switch Network
DTSC	Department of Toxic and Substances Control
EHS	Environmental Health and Safety
EMD	Environmental Management Department
EOD	Explosives Ordnance Disposal
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERC	Emergency Response Coordinator
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations and Emergency Response Standard (OSHA Regulation: 29 CFR 1910.120)
HIRT	Hazardous Incident Response Team
HM	Hazardous Material
HMBP	Hazardous Materials Business Plan
HMD	Hazardous Materials Division
HWMP	Hazardous Waste Management Plan
HS	Hazardous Substance
HW	Hazardous Waste
IC	Incident Commander
LFL	Deput Chief of Staff for Installations and Logistics
MACTEC	MACTEC Engineering and Consulting, Inc.
MCAS	Marine Corps Air Station
MCO	Marine Corps Order
MEC	Munitions and Explosives of Concern
MPD	Miramar Fire Department

## ABBREVIATIONS AND ACRONYMS (CONTINUED)

MSDS	Material Safety Data Sheet
MVA	Mercury Vapor Analyzer
NAVFAC SW	Naval Facilities Engineering Command Southwest
NRC	National Response Center
OES	Office of Emergency Services
O&HS	Oil and Hazardous Substances
OHSSCP	Oil and Hazardous Substance Spill Contingency Plan
OIC	Officer-in-Charge
OSC	On-Scene-Coordinator
OSHA	Occupational, Safety, and Health Administration
OPA	Oil Pollution Act
PCB	Polychlorinated Biphenyl
PE	Professional Engineer
PMO	Provost Marshals Office
POC	Point-of-Contact
POL	Petroleum, Oil, and Lubricants
PPE	Personal Protective Equipment
PWD	Public Works Division
RACE	Rescue, Activate, Confine, Evacuate/Extinguish
RASO	Radiological Affairs Support Office
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Regional Response Center (U.S. Coast Guard)
RQ	Reportable Quantity
RWQCB	Regional Water Quality Control Board
SCC	Satellite CHRIMP Center
SDC	San Diego County
SDCSD	San Diego County Sanitation District
SCP	Spill Contingency Plan
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control and Countermeasures Plan
UN	United Nations
USEPA	United States Environmental Protection Agency
USMC	United States Marine Corps
XO	Executive Officer

## DEFINITIONS

Emergency Response Coordinator (ERC): The ERC for local spills at each site is the trained “qualified individual” designated by the command.

Federal On-Scene Coordinator (FOSC): The single executive agent designated by EPA, U. S. Coast Guard, or DOD to coordinate and direct Federal pollution control efforts at the scene of any release of a hazardous substance.

Hazardous Material (HM): Any material which, because of its quantity, concentration, or physical, chemical or infectious characteristics, may pose a substantial hazard to human health or to the environment.

Hazardous Substance (HS): HM or HW designated as hazardous under Section 10 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as identified in 40 CFR 117.

Hazardous Waste (HW): Any solid, liquid, semisolid, or contained gaseous material designated as waste for disposal and identified in 40 CFR, Part 261.

Incident Commander (IC): The IC for MCAS Miramar is a member of the Miramar Fire Department. They are responsible for the response, control, containment, and cleanup of HS and oil spills. Boundaries include all Station property.

Major Spill (Hazardous Substances): A release of any quantity that substantially threatens public health or welfare, or generates wide public interest.

Medium Spill (Hazardous Substances): A release of quantity that poses a minor threat to public health or welfare.

Minor Spill (Hazardous Substances): A release of any quantity which poses no threat to public health or welfare.

On-Scene Coordinator (OSC): The OSC is the person who first identifies and reports the spill. The OSC should remain on scene (if safe) and protect the site as directed by the fire dispatcher until the IC or MFD arrives on scene.

Oil: Petroleum, fuel oil, sludge, oil refuse, and/or oil mixed with wastes other than dredged spoil.

Operational Type Spills: Spills of small quantity and impact that can be handled safely by shop personnel without the necessity of activating this Spill Contingency Plan.

Potential Spill Release: Any accident or other circumstance that could result in the discharge of a hazardous substance.

Public Health or Welfare: Any factor affecting human health or property.

Release/Spill: Synonymous terms as defined by Section 101 (22) of CERCLA, relating to the intentional or accidental spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a HS into the environment.

Reportable Quantity (RQ): RQ refers to the amount of each specific substance, whether the spill consists of a hazardous substance in pure form, or is a percentage of a mixture. For specific hazardous substances, the RQs are listed individually in 40 CFR Part 355 Appendix A

## 1. Introduction

The various emergency response plans required by MCO P5090.2A Section 7104 are listed below:

- (1) Spill Prevention Control and Countermeasure (SPCC) Plans mandated by the CleanWater Act (CWA)
- (2) Facility Response Plans (FRP) mandated by Oil Pollution Act (OPA)
- (3) Oil and Hazardous Substance Spill Contingency Plans (OHSSCPs) mandated by the CWA and by the Comprehensive Environmental Response Compensation and Liability Act (CERCLA)
- (4) Hazardous Waste Facility Contingency Plans mandated by the Resource Conservation and Recovery Act (RCRA)
- (5) Air Emissions Risk Management Plans (RMPs) mandated by the Clean Air Act (CAA)

The Marine Corps Air Station (MCAS) Miramar Spill Contingency Plan (SCP) addresses the RCRA spill contingency plan requirements for hazardous waste (HW) and also addresses oil and other hazardous materials (HM). In this document, the term *hazardous substances* (HS) includes HM and HW designated as hazardous under Section 10 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as identified in 40 CFR 117. Additional requirements for oil spills of 42 gallons or more are contained in the MCAS Miramar SPCC. An FRP is not required for MCAS Miramar following evaluation using substantial harm criteria. MCAS Miramar has not been designated by the USEPA Regional Administrator as a facility requiring an OHSSCP. No chemicals are stored at MCAS Miramar in quantities requiring an RMP.

Emergency Planning and Community Right-to-Know Act (EPCRA) Section 312 requires the preparation of Hazardous Materials Business Plans (HMBP) and reporting to State and local agencies. In California, this is delegated to Certified Unified Program Agencies (CUPAs). The CUPA for MCAS Miramar is the San Diego County Department of Environmental Health, Hazardous Material Division (HMD).

### Spill Response

- a. The SCP for MCAS Miramar includes procedures required by federal, state, local, and Marine Corps regulations to address spills of oil and HS. These procedures are for discovery, identification, and notification of a spill; immediate action and on-scene coordination; containment and control; cleanup and decontamination; disposal; and record keeping and cost recovery.
- b. HMBPs have been prepared for permitted activities aboard MCAS Miramar (as applicable). The Plans provide site-specific inventories of HS above reportable limits, and site-specific emergency response plans.
- c. Oil and Hazardous Substance (O&HS) SPCC Plans were prepared for significant fuel and oil storage locations at MCAS Miramar, as listed in Table 1-1 of the MCAS Miramar O&HS SPCC Plan.

- d. Although certain variations may exist at specific locations, these procedures are applicable to all activities aboard MCAS Miramar. A spill can occur anywhere on base during the use of oil or HS. Activities aboard MCAS Miramar are required to immediately clean up all incidental spills of less than 42 gallons. Larger spills may require outside assistance.
- e. This SCP does not require certification by a registered Professional Engineer (PE). However, this SCP must be approved by the installation Commanding Officer (CO).
- f. This SCP shall be reviewed annually to incorporate any changes that may have occurred aboard the installation affecting the SCP, including changes to the response organization or related plans.

## **2. Initial Spill Response Notifications**

- a. **Discovery.** In the event of a spill, refer to the Hazardous Substance Spill Instructions, Figure 1, as quick reference and use applicable checklists in Figures 2 through 5 to make sure all required actions are completed safely. The person who first discovers the spill or release shall, without risking personal injury, immediately perform the following actions:
  - (1) Note the size of the spill, the location, the substance, if hazards are present (i.e., fire or explosions), and whether the spill is contained or still releasing.
  - (2) If there are any injuries or imminent hazard (such as fire or explosion), or spill is greater than 42 gallons or may enter a drain or waterway in any amount, report the following information to the Miramar Fire Department (MFD) at 911 (cell) or 99-911 (land line):
    - (a) Location
    - (b) Time
    - (c) Name of caller
    - (d) Product spilled and quantity, if known
    - (e) Telephone number at spill site
  - (3) Fire Department notification is not required if the spill is less than 42 gallons, if no hazard (such as fire or explosion) is present, and the spill has been contained and prevented from reaching a drain or waterway. (Refer to Hazardous Substance Spill Instructions, Figure 1)

**Note:** Aircraft Rescue Fire Fighting (ARFF) will respond to emergency spills on the flight line.

Prior to arrival of MFD emergency response crews complete all of the following actions that can be done without placing yourself or others in danger:

- (1) Alert building occupants in surrounding area if they are in danger from the spill and evacuate the building per local evacuation plan if necessary.
- (2) Invoke the **RACE** procedure during a spill or fire emergency:
  - **R**escue anyone in immediate danger.
  - **A**ctivate alarm, call 911, sound the alarm, get the attention of others.

- Confine the spill by shutting off valves and blocking flow with suitable materials or confine the fire by closing doors to the fire (do not lock). After people are notified to evacuate and have left the building, make sure all doors are closed.
  - Extinguish small fires if this can be done safely.
- (3) Shut off the spill at the source and contain the spilled substance if this can be done safely (without risking exposure to vapors, fumes, and/or spilled substances). If not safe, do not attempt to contain or clean up the spill.
  - (4) Remain at the scene of the spill, if safe to do so, in order to direct the emergency responders and to keep bystanders away from the spill.
- b. Miramar Fire Department Notifications. Upon receiving notification of the spill, the Miramar Fire Department (MFD) dispatcher shall immediately dispatch units to the scene. First responders or dispatcher upon direction of the IC will notify the following personnel (as appropriate):
- (1) (Flight line only) ARFF (858) 577-6494.
  - (2) Environmental Management Department (EMD) (858) 577-1108/4408 during duty hours (Monday through Friday, 0630 to 1600, excluding holidays).
  - (3) CDO (858) 577-1141, cell (619) 200-7842.
  - (4) Provost Marshals Office (PMO) (858) 577-4068 or 911.
  - (5) Blanket Purchase Agreement (BPA) contractor if immediate clean up assistance is required outside normal duty hours. Contact numbers and authorities are listed in Attachment B of Attachment H.
  - (6) Explosives Ordnance Disposal (EOD) Team should be notified for any incident associated with munitions and explosives of concern (MEC).
  - (7) Branch Medical Clinic, if there are injuries or potential injuries (858) 577-9969.

### **3. First Response Procedures**

The MCAS Miramar Fire Department (MFD) designee on duty is the Incident Commander (IC) for all HS spills that pose an immediate threat to human health, safety, or the environment. After critical response actions have been completed and the danger of fire, explosion, and personal injury has been mitigated, incident command will be transferred to the unit representative and/or EMD for completion of spill cleanup, reporting, and site restoration.

- a. Fire Department. The MFD responds to large spills and acts as the IC as directed above. The IC will direct the following actions:
- (1) Rescue and render first aid to injured personnel.
  - (2) Take action to extinguish any fire or prevent fire or explosion, and contain the spill.
  - (3) Secure area of unauthorized individuals, even to the extent of evacuation, if required. The PMO and/or Security Department can assist or perform this task.

- (4) Provide for the safety of the personnel responding to the spill including use of protective clothing and equipment.
- b. Off-Station Assistance If the spill is determined to be too large and cannot be contained by Station resources, the IC will make the determination to contact outside help.
- (1) If necessary to protect human health, request assistance from the San Diego County Fire Department Hazardous Incident Response Team (HIRT), who will implement the regional O&HS SCP per COMNAVBASESANDDIEGOINST 5090.2A. San Diego County Department of Environmental Health (DEH) HIRT responds with the Fire Department HIRT. A list of contact phone numbers is provided in Attachment D.
  - (2) As directed by the IC, CDO, or senior fire officer, the dispatcher will also contact the Environmental Director, Public Affairs Office, Officer in Charge (OIC), and Executive Officer (XO).
  - (3) If station resources can address all imminent health risks and control the spill to contain it on station property but additional assistance is required for clean up, the IC and the Waste Management Division have the authority to activate the BPA for emergency response assistance (See Attachment H).
- c. Hazardous Substance Spills Threatening Natural Resources In the event there is a release that injures wildlife or threatens the natural resources of MCAS Miramar, the CDO shall notify the Natural Resources Division of the EMD at (858) 577-1125/1108. Refer to the Sensitive Resources Map for MCAS Miramar (Attachment C).
- d. Spills less than 42 gallons that can be contained before entering drains or waterways that can safely be contained using unit resources will be contained and cleaned up by trained unit personnel and an entry made in the unit spill log. See Hazardous Substance Spill Instructions (Figure 1)

#### **4. Containment and Control**

- a. The IC or his representative (or unit personnel for small spills) shall oversee the control and containment of the spill by directing the following:
- (1) Stop the source of the spill, if safe to do so.
  - (2) Spill kits should be located near potential spill areas and should be used for containment and cleanup. Contents of site-specific spill kits are shown in the HMBP. A sample emergency equipment inventory is included as Attachment F. Site-specific spill kits should be inventoried and evaluated periodically for completeness and HS changes.
  - (3) For spills on land (including sewage) add physical barriers such as sandbags, absorbents, sawdust, berms, ditches, etc. to contain or slow the migration of the spill. Attempt to prevent spill from reaching creeks or entering storm or sewer drains or from running offsite by adding physical barriers to culverts leading to these areas. Extinguish all flames. Review Material Safety Data Sheets. Personnel wearing proper protective equipment will pick chemicals up using appropriate absorbent material from the spill kits. Use non-sparking tools. Waste should be placed in a labeled waste drum. Decontaminate area, equipment and personnel. (Refer to cleanup and decontamination procedures in Section 5). Personnel who may be called upon to respond to a sewage spill should strongly consider receiving the Hepatitis Series Inoculations.

- (4) For sewage releases, contain the area and prevent from entering the storm drain system and creeks using dikes and sandbags. Cleanup will be conducted by contractors available via NAVFAC SW. Contact at (619) 571-4297.
- (5) For radiological releases refer to the MCO 5104.3A and contact Radiological Affairs Support Office (RASO) at DSN 953-4692.

## **5. Cleanup and Decontamination**

Once the IC has determined that the spill has been mitigated and it is safe to begin the spill clean-up, the IC will turn control of the incident response over to unit representative or contractor hired under the BPA. The main objective in cleanup is to collect all contaminated substances. In meeting this objective, it is best to keep the volume of the contaminated substances to a minimum. If possible, pump liquids into appropriate containers. Absorb any remaining liquid, and decontaminate the area under the spill by removal or washing. The key to minimizing the volume is to not use water for dilution of the waste cleanup.

### **a. Cleanup Instruction for Unit Personnel**

- (1) Cleanup procedures for oil and common HS found on station are given below. These instructions should be tempered by knowledge of the substance, size of the spill, and location of the spill:
  - (a) Petroleum, oil and lubricants (POL) spills should be cleaned up with reusable absorbent pads and shop towels. Miramar HAZMIN Center (Bldg 8672) supplies reusable absorbent pads and shop towels. Wringers shall be used to remove POL from the absorbent pads and shop towels to reduce disposal costs.
  - (b) Collect into a suitable drum any solvents such as lacquer thinner, paint stripper, any trichloroethanes, methyl chloride, and fuel. Collect the remaining substance with absorbent materials and drum separately. (Do not use re-usable pads or shop towels with paints, adhesives, or solvents.)
  - (c) Handle spilled acids and bases similarly to solvent spills. Care must be taken to use compatible containers. If proper containers are not available, neutralize the acid with sodium bicarbonate or sodium carbonate and bases with citric acid or boric acid. Most plastic materials can store acids or bases without neutralization.
  - (d) Soak up liquid pesticides with absorbents and containerize.

### **b. Decontamination**

- (1) Decontaminate spill area where possible. Water (minimal amounts) for acids, bleach solution for bases, and diesel fuel for pesticides. To decontaminate, when required:
  - (a) Apply the solvent evenly and sparingly over the contaminated surface.
  - (b) Apply an absorbent over the contaminated surface.
  - (c) Remove the spent solvent, collect and containerize all rinsates, collect absorbent using a broom and shovel and place the rinsates and absorbent materials into compatible drums.

- (d) Repeat the above three steps until all traces of the spilled substance are removed.
  - (e) Decontaminate clothing and equipment by washing. Decontaminate personnel by showering in decontamination pools.
  - (f) Though using certain solvents for decontamination is an acceptable practice for some cases, care should be taken by using the appropriate personal protective equipment during the process.
- (2) Restore any emergency equipment used in the spill cleanup to good working order. Return the equipment to the storage space for future use. Restock spent items.
- c. Use of BPA If clean up cannot be completed using unit resources contact the Waste Management Division for consideration of using the BPA for emergency response assistance (See Attachment H).

## **6. Spill Waste/Debris Disposal**

Any contaminated substances, including absorbents, cloth, soil, wood, etc. that cannot be decontaminated should be containerized in a UN-approved drum for storage and final off-Station disposal as hazardous waste. Transfer all substance generated in the spill cleanup to the waste storage site. Off-Station disposal shall be coordinated by EMD.

## **7. Record Keeping and Cost Recovery**

- a. Economic impacts of a HS spill and resultant cleanup operations range from the direct cost of product loss, spill containment, cleanup, disposal, and restoration to indirect costs associated with the spill (i.e., personal injury). These costs vary considerably. Cleanup costs, for example, may reflect the use of an in-house response crew trained in HS spill response, along with protective gear and cleanup equipment. Alternatively, outside spill response contractors, local emergency services, or San Diego spill response teams may be used. Costs of this alternative will vary with the level of service provided. It is especially vital to record and document costs when it involves cleanup of oil spills caused by tenants or contractors. The Comptroller Office will assist in cost recovery calculations and recovery.
- b. Post Incident Analysis shall be performed and documented for all significant spills. The analysis can cover areas such as: communications, mitigation and clean-up techniques, incident command system, support resources, and spill prevention. Any failure experienced in implementing response procedures in a safe and effective manner requires update of spill contingency plans.
- c. EMD shall maintain spill report records. For cost recovery situations, the Fire Department and/or EMD shall document and log each spill covering the following areas:
  - (1) The date and time of the spill
  - (2) The name and quantity of the hazardous substance and the location of the release
  - (3) Procedures for cleanup and decontamination

- (4) The cause of the spill and any recommended future safeguards to prevent another spill
  - (5) The name, rank, duty, address, and telephone number of the individual making the report
- d. EMD will make governmental agency notifications and record the following:
- (1) The date and time the release was reported to the National Response Center and Office of Emergency Services, if applicable
  - (2) The name of the individual contacted at the National Response Center and Office of Emergency Services
  - (3) The economic impact of the spill
  - (4) The names and departments of all personnel working on the spill

## **8. Governmental Agency Notifications and Reports**

- a. EMD will make required governmental agency telephone notifications. Additionally, EMD will notify the state Department of Toxic and Substances Control (DTSC) in writing of all reportable releases within 24-hours of the incident. A list of government agencies and phone numbers which may require notification is contained in Attachment D.
- b. Reporting of spills resulting from catastrophic events or subject to geopolitical implications or otherwise being of extremely high interest shall be made in accordance with the guidelines established in SECNAVINST 5720.44A to ensure that reports reveal no classified or sensitive unclassified military technology.

## **9. Training and Exercises**

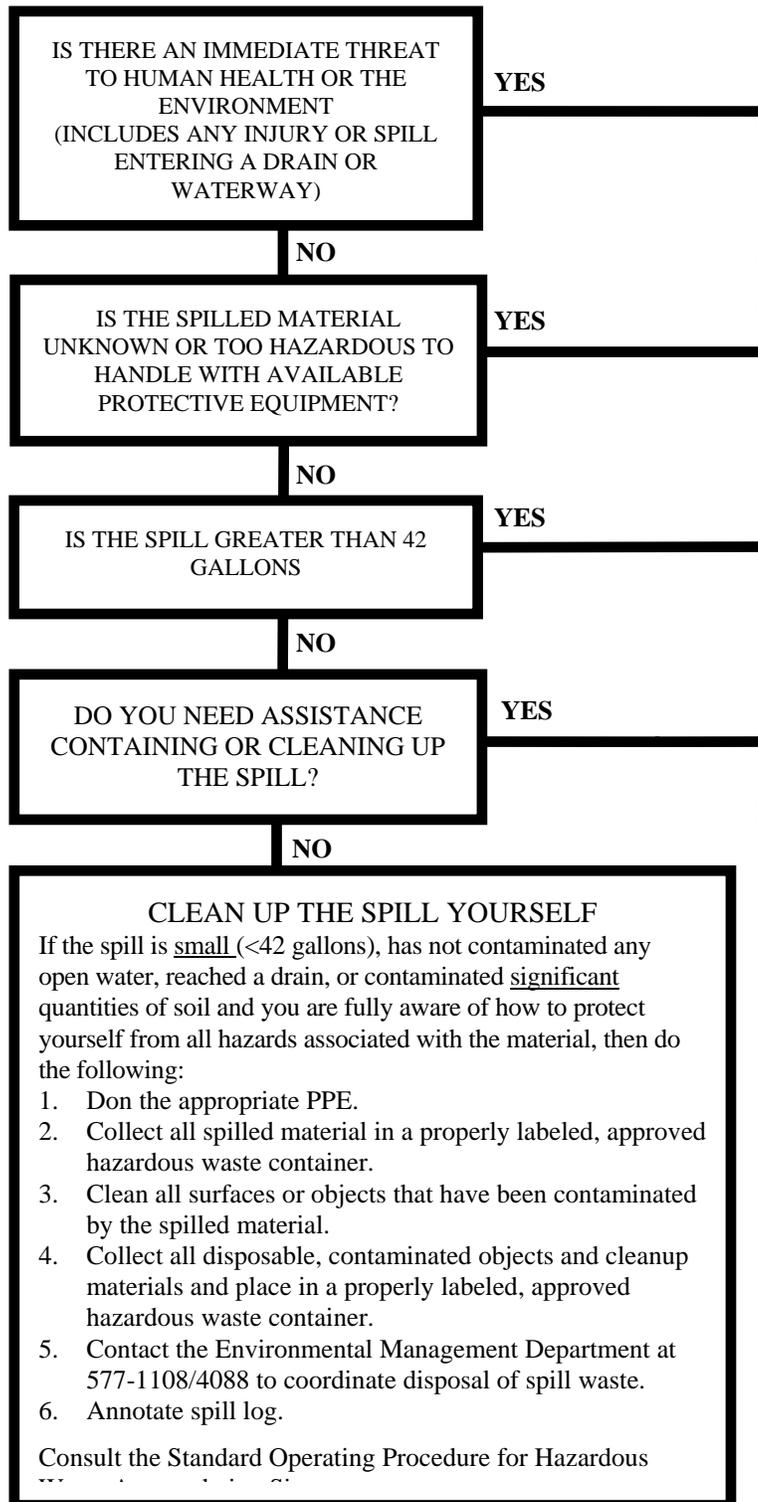
- a. Response personnel shall have a minimum of 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training with annual HAZWOPER refresher training.
- b. HAZMAT coordinators receive annual training that includes spill response procedures.
- c. Exercises for fuel spills are conducted by the Supply Fuels Division.

# FIGURE 1 HAZARDOUS SUBSTANCE SPILL INSTRUCTIONS

## EMERGENCY INSTRUCTIONS

**Notes:**

- These instructions are intended to give general guidelines only.
- For more information, contact the Environmental Management Department at Ext. 577-1108/4088
- If you are uncertain what to do, treat the situation as a worst-case emergency.



**NOTIFY NEARBY PERSONNEL TO EVACUATE IF IN DANGER**

**MOVE TO A SAFE DISTANCE AND CONTACT THE MIRAMAR FIRE DEPARTMENT:**  
EXT. 911 (cell) 99-911 (land line).

Report the following information:

1. Location of spill.
2. Quantity and type of material spilled.
3. Your name and phone number.

Do the following only if you have adequate training to do so without risk to your own personal safety:

- **Rescue** injured personnel or anyone in immediate danger.
- **Activate** alarm.
- **Confine** spill (shut off valves, turn drum upright, etc.) or confine fire (closing doors) and contain the spill with available equipment (dirt berms, absorbent socks, sand bags, etc.).
- **Extinguish** small fires if this can be done safely.
- **Divert** spill to an area where it will cause less harm using dikes or berms if unable to contain.
- **Stand by** to direct emergency response personnel when they arrive.

Complete Hazardous Substance Spill Report

See  
Figure 2-1 Fire/Spill Response Checklist  
Figure 2-2 Evacuation Checklist  
Figure 2-3 Notification Checklist  
Figure 2-4 First Aid Checklist

## NON-EMERGENCY INSTRUCTIONS

**DUTY HOURS**  
CONTACT THE ENVIRONMENTAL MANAGEMENT DEPARTMENT  
EXT. 577-1108/4088

**AFTER DUTY HOURS**  
CONTACT THE MIRAMAR FIRE DEPARTMENT:  
EXT. 911 (cell) 99-911 (land line).

Report the following information:

1. Location of spill.
2. Quantity and type of material spilled.
3. Your name and phone number.

Annotate Spill Log

**FIGURE 2  
FIRE/SPILL RESPONSE CHECKLIST**

**FIRE/SPILL RESPONSE PROCEDURES**

**FIRE OR EXPLOSION**

1. KEEP CALM - DON'T PANIC - DON'T BE A HERO
2. *UNLESS SAFE* - DO NOT ATTEMPT TO EXTINGUISH FLAMES
3. IF SITUATION WARRANTS, INITIATE **EVACUATION PROCEDURES** (FIGURE 3)
4. INITIATE **NOTIFICATION PROCEDURES** (FIGURE 4)
5. PROVIDE FOLLOW-UP INFORMATION TO RESPONDERS UPON THEIR ARRIVAL

**LARGE SPILL (>42 GALLONS) OR SMALL SPILL (*UNSAFE CONDITIONS*)  
(POTENTIAL FIRE HAZARDS OR THREATS TO HUMAN HEALTH OR THE ENVIRONMENT)**

1. KEEP CALM - DON'T PANIC - DON'T BE A HERO
2. *IF CONDITIONS ARE UNSAFE* - OR IF YOU ARE IN DOUBT - **RETREAT** TO A SAFE DISTANCE
3. IF SITUATION WARRANTS - INITIATE **EVACUATION PROCEDURES** (FIGURE 3)
4. RESTRICT SOURCES OF IGNITION
5. IF SITUATION WARRANTS - INITIATE **NOTIFICATION PROCEDURES** (FIGURE 4)
6. PROVIDE FOLLOW-UP INFORMATION TO RESPONDERS UPON THEIR ARRIVAL

**SMALL SPILL (*SAFE CONDITIONS*)**

**(NO IMMEDIATE FIRE HAZARDS OR THREATS TO HUMAN HEALTH OR THE ENVIRONMENT)  
AND UNDER 5 GALLONS**

**Note: Do not attempt cleanup unless trained for hazardous substance spill cleanup**

1. IF SAFE, ELIMINATE SOURCES OF IGNITION (NO SMOKING, FLARES, SPARKS, OR FLAMES IN IMMEDIATE AREA)
2. DO NOT TOUCH OR WALK THROUGH SPILLED SUBSTANCE
3. *IF SAFE*, AND WITH **PROPER PERSONAL PROTECTIVE EQUIPMENT**, STOP THE RELEASE AND CONTAIN IT
4. PREVENT ENTRY OF HAZARDOUS SUBSTANCE INTO WATERWAYS, SEWERS, OR CONFINED AREAS
5. ABSORB OR COVER SPILL WITH DRY EARTH, SAND, OR OTHER NON-COMBUSTIBLE MATERIAL
6. USE CLEAN NON-SPARKING TOOLS TO COLLECT ABSORBED SUBSTANCE
7. USE GROUNDED EQUIPMENT WHEN HANDLING THE HAZARDOUS SUBSTANCE
8. TRANSFER TO, PACKAGE, AND LABEL CONTAINERS OF ABSORBED SUBSTANCE

**FIGURE 3  
EVACUATION CHECKLIST**

**EVACUATION PROCEDURES**

1. IF SITUATION IS **LIFE THREATENING**, INITIATE EVACUATION OF THE FACILITY
2. **SOUND ALARM** AND INITIATE EVACUATION WITH THE VERBAL COMMAND - "EVACUATE"
3. EVACUATE QUICKLY AND WITHOUT PANIC
4. SEE EVACUATION ROUTES AND FORMATION/ASSEMBLY AREA ON FACILITY MAP
5. UPON REACHING THE FORMATION/ASSEMBLY AREA - SECTION DUTY LEADER WILL CONDUCT HEAD COUNT, MAKE SURE EVERYONE IS EVACUATED, AND KEEP UNAUTHORIZED PERSONNEL AWAY
6. STAY UPWIND AND OUT OF LOW AREAS
7. INITIATE **NOTIFICATION PROCEDURES** (FIGURE 4)

**FIGURE 4  
NOTIFICATION CHECKLIST**

**NOTIFICATION PROCEDURES**

**IN THE EVENT OF A RELEASE OR THREATENED RELEASE OF HAZARDOUS MATERIALS NOTIFY THE FOLLOWING:**

**(EMERGENCY SITUATION)**

- FIRE DEPARTMENT/AMBULANCE/ARFF 911 (cell)/99-911 (land line)

**(NON-EMERGENCY SITUATION)**

- ENVIRONMENTAL MANAGEMENT DEPARTMENT (858) 577-1108/4088

**ADDITIONAL ASSISTANCE/ALTERNATES (IF NEEDED)**

- COMMAND DUTY OFFICER (858) 577-1141, (619) 200-7842 (cell)
- PROVOST MARSHALL DISPATCHER (858) 577-4068

**PROVIDE THE FOLLOWING INFORMATION:**

- LOCATION OF THE INCIDENT (Building number or 8-digit grid coordinates)
- TYPE OF PETROLEUM OR HAZARDOUS SUBSTANCE INVOLVED
- ESTIMATED QUANTITY OF SUBSTANCES RELEASED
- SOURCE OF RELEASE (i.e., refueler, oil/water separator, drum, tank, etc.)
- NUMBER AND EXTENT OF INJURIES (IF ANY)
- EQUIPMENT OR FACILITY DAMAGE
- ACTIONS TAKEN (ANY EVACUATIONS/OTHERS NOTIFIED)
- NAME AND TELEPHONE NUMBER OF REPORTER

**FIGURE 5  
FIRST AID CHECKLIST**

**FIRST AID PROCEDURES FOR TRAINED PERSONNEL**

**NOTE:** These abbreviated procedures are for trained individuals treating injured personnel.

**ASSESS, ALERT, ATTEND**

Assess the scene for dangerous environment, number of injured, clues to cause of injury.  
Alert 911 - Ask a bystander to call. Give location, phone number, number of injured, and victims' conditions. Have bystander return after making call. If victim is indoors, have bystander stationed outside next to entrance to direct emergency responders to location.  
Attend - Comfort, reassure, monitor, and explain your actions.

**DO NOT PUT YOURSELF IN EXTREME DANGER TO RENDER AID**

**PROTECT YOURSELF** against bloodborne pathogens - wear gloves, CPR barrier masks, etc.

**ASSESS VICTIM**

**BREATHING?** If victim is conscious, ask and look for breathing difficulties then assist. If victim is unconscious, try to awaken. Tap or shake the victim's shoulder gently, shout loudly "Are you all right?" If no response, look for chest movement, place your ear near the victim's mouth and listen and feel for breath.

**NOT BREATHING? CHECK FOR PULSE.** Feel carotid artery (side of neck).

**NOT BREATHING and NO PULSE - Perform CPR** - Roll victim onto back, turn head and neck with body to avoid possible neck injury. Open airway. If no sign of head or neck injury, rotate top of head back, bring chin up. Check again for breathing. Start CPR, use compression only CPR (80-100 2 ½ inch chest compressions per minute), or alternate between 2 full breaths and 15 chest compressions. If you can't blow air into victim's lungs, perform finger sweep of victim's mouth and remove any obstruction.

**STOP BLEEDING** - Apply direct pressure on point of injury, elevate bleeding extremity above heart level; press on pressure points [brachial (upper arm) femoral (thigh) arteries].

**TREAT FOR SHOCK** - Calm and reassure victim, lay victim down in position of comfort, cover with blanket or coat, elevate feet 8"-12" if injuries permit.

**TREAT BURNS**

1st and 2nd degree (redness, blisters) - Immerse in cool water, apply sterile dressing.

3rd degree (charring) - Do not remove adhered clothing, apply sterile dressing.

Chemical Burns - Flush thoroughly with water.

Electrical Burns - Shut off power source, treat for shock, treat burns.

**FRACTURES, DISLOCATIONS, SPRAINS, STRAINS** - Immobilize injured area, care for shock, treat secondary injuries.

**HEAD, NECK, SPINE INJURIES** - Stabilize injured area, maintain open airway.

**POISONS** - Call 911 (99-911 land line) and Poison Control Center (800) 876-4766

Do Not induce vomiting unless instructed to do so by a medical professional.

Do Not give anything by mouth.

Do Not rely solely on label information.

(If needed, a bottle of Syrup of Ipecac and some activated charcoal are in First Aid kits.)

**HEAT-RELATED EMERGENCIES** - Move to shade and cool victim.

Heat Stroke (skin hot, red, and dry, no sweating) Call 911, (99-911) cool victim, treat for shock.

**ATTACHMENT A  
HAZARDOUS SUBSTANCES SPILL REPORT**

**Reporter's Name and Rank/Rate:** \_\_\_\_\_

**Activity:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Report Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Report Time:** \_\_\_\_\_

**STEP 1**

<b>Spilling Activity:</b> _____	<b>Bldg #:</b> _____	<b>Hangar #:</b> _____
<b>Spilling Activity Contact:</b> _____	<b>Phone:</b> _____	
<b>Spill Date:</b> _____	<b>Spill Time:</b> _____	
<b>Chemical Name:</b> _____	<b>Trade Name:</b> _____	
<b>Hazard:</b> <input type="checkbox"/> Flammable <input type="checkbox"/> Combustible <input type="checkbox"/> Oxidizer <input type="checkbox"/> Acid <input type="checkbox"/> Base <input type="checkbox"/> Poison <input type="checkbox"/> Other _____		
<b>Quantity Spilled:</b> _____ <input type="checkbox"/> Gallons <input type="checkbox"/> Pounds <input type="checkbox"/> Liquid <input type="checkbox"/> Sludge		
<b>Location of Spill:</b> _____		
<b>Description of Site Contamination:</b> <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Storm Drain <input type="checkbox"/> Sewer <input type="checkbox"/> Soil <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Other _____		
<b>Cause of Spill:</b> _____ _____		
<b>Action Taken by Activity:</b> _____ _____		

**STEP 2**

<b>Notifications by discoverer</b>	<input type="checkbox"/> Fire Department <input type="checkbox"/> Ambulance <input type="checkbox"/> ARFF	<b>911 (99-911)</b>
	<input type="checkbox"/> MCAS Command Duty Officer	<b>577-1141</b>
	<input type="checkbox"/> Environmental Management Department	<b>577-1108</b>
	<input type="checkbox"/> Provost Marshal Office	<b>577-4068</b>

**STEP 3**

<b>Response Start Time:</b> _____	<b>Response End Time:</b> _____
<b>Response Team Members:</b> _____	
<b>Action Taken By Response Team:</b> _____ _____	

**\*\* ATTACH COPY OF SITE MAP AND DRAW IN LOCATION OF SPILL  
(Submit to Environmental Management Department)**



# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR

P.O. BOX 452000

SAN DIEGO CA 92145-2000

5090

From: Environmental Management Officer  
To: Commanding Officer, MCAS Miramar (Attn: ADJ)

Subj: COMMAND DUTY OFFICER (CDO) PROCEDURES FOR ENVIRONMENTAL INCIDENTS THAT INVOLVE HAZARDOUS MATERIALS OR THREATEN NATURAL RESOURCES

Ref: (a) Spill Contingency Plan  
(b) MCO P5090.2A

Encl: (1) Hazardous Substance Spill Report  
(2) Sensitive Natural Resources Map  
(3) SOP for Dead/Injured Large Wildlife

1. Purpose. Provide instructions to the MCAS Miramar CDO in the event of a hazardous substance incident or a threat to natural resources. Ref (a) provides procedures and requirements for responding to spills of oils or hazardous substances. Ref (b) establishes responsibilities for compliance with statutory and regulatory environmental requirements.

2. Hazardous Material Incidents.

a. CDO Notification. Per ref (a), station activities are to notify the CDO in case of hazardous substance incidents that occur during non-duty hours when:

(1) A spill or release of petroleum products is greater than 42-gallons or in any amount of a hazardous substance beyond the activity's response capabilities.

(2) A spill or release enters or has the potential to enter the environment via a drainage system, waterway, or an unpaved area.

(3) A spill or release results in incapacitating vapors or fumes, fire, or injured personnel requiring medical treatment.

NOTE: Units do not make notifications to off-base agencies. The Miramar Fire or Environmental Management Departments notify off-base agencies as may be required for response assistance or reporting purposes.

Subj: COMMAND DUTY OFFICER (CDO) PROCEDURES FOR ENVIRONMENTAL INCIDENTS THAT INVOLVE HAZARDOUS MATERIALS OR THREATEN NATURAL RESOURCES

b. CDO Actions. When notified of an oil or hazardous substance incident, the CDO shall take the following actions:

(1) Record the incident information on the Hazardous Substances Spill Report (encl (1)).

(2) Contact the MCAS Miramar Fire Department/PMO Dispatch Center at 911 on a station telephone to request the Miramar Fire Department response, PMO, and/or medical personnel.

NOTE: Miramar Fire Department at 911 is the Emergency First Responder and Incident Commander once on scene and should be contacted in case of fire and/or spill containment is needed.

(3) Contact MCAS Miramar Environmental Management Department (EMD) personnel:

(a) Work Hours. Incidents occurring during normal work hours (0630-1600, Monday through Friday excluding holidays), call 577-1108/4088 and state you are reporting a hazardous materials incident.

(b) Non-Work Hours. Incidents occurring during non-work hours shall be reported to one of the EMD staff listed below in order of preference:

NOTE: Continue reporting procedures until an EMD staff member is contacted; Do not rely on a message left on an answering machine.

(i) Mr. William C. Moog, Assistant Environmental Management Officer, (858) 603-4292.

(ii) Mr. Kevin McGuinness, Director, Waste Management Division, (858) 391-9050, cell (858) 442-3141.

(iii) Mr. Herb Baylon, Environmental Engineer, Cell (619) 518-5252.

(4) Submit the Hazardous Materials Incident Report to the EMD Bldg 6317 during working hours or FAX to 577-4200.

(5) Spills less than the 42-gallons or that have not entered or do not have the potential to enter the environment and are adequately responded to by the notifying unit, are to be reported via telephone to the EMD by 0800 the next workday.

Subj: COMMAND DUTY OFFICER (CDO) PROCEDURES FOR ENVIRONMENTAL INCIDENTS THAT INVOLVE HAZARDOUS MATERIALS OR THREATEN NATURAL RESOURCES

3. Incidents Threatening Natural Resource. Natural resources generally occur in uninhabited areas with naturally occurring vegetated landscape and wildlife (e.g., wetlands such as drainages/streams and vernal pools). It is unlawful to take any action that may kill, harm, or harass a threatened or endangered species, without the required regulatory agency approval. Enclosure (2) is a map showing locations on MCAS Miramar with threatened and endangered species and wetlands.

a. Natural Resources Incidents. Generally, incidents include fires, hazardous material spills, and off-road vehicle operations. Retrieval of vehicles stuck off-road requires coordination with the Natural Resource Division prior to removal due to the possibility that significant environmental damage or adverse impacts may occur to threatened or endangered species.

b. Wildlife Complaints. The Public Works Division (PWD) responds to nuisance wildlife calls (e.g., rattlesnakes, bird nests, coyotes, injured or dead wildlife, birds in buildings, or rodent control). The PWD Trouble Desk can be reached 24 hours a day, 7 days a week at 577-1609. Enclosure (3) is the Standard Operating Procedure for dead or severely injured large wildlife. Persons responding to such an incident should follow this SOP. These types of incidents are not considered significant impacts to natural resources addressed in paragraph (c) below.

c. Action. When notified of an incident that may significantly impact natural resource the CDO shall take the following actions:

(1) Work Hours. Incidents occurring during normal work hours (0730-1630, Monday through Friday excluding holidays), call the MCAS Miramar Environmental Management Department at 577-1088/4088, and state you are reporting a natural resources incident.

(2) Non-Work Hours. Incidents occurring during non-work hours, contact one of the MCAS Miramar EMD staff listed below in order of preference. Only incidents affecting areas identified in enclosure (2) as supporting "Surveyed Endangered Species" or "Vernal Pools" should be addressed immediately by contacting EMD staff during non-work hours. Incidents in areas identified as not having these natural resources should be reported as soon as possible during normal working hours. Do not rely on leaving a message on an answering machine.

Subj: COMMAND DUTY OFFICER (CDO) PROCEDURES FOR ENVIRONMENTAL  
INCIDENTS THAT INVOLVE HAZARDOUS MATERIALS OR THREATEN  
NATURAL RESOURCES

(a) Mr. David Boyer, Director, Natural Resources  
Division, (858) 653-6695.

(b) Ms. JoEllen Kassebaum, Botanist, (858) 673-8106.

(c) Mr. William C. Moog, Assistant Environmental  
Management Officer, S-7, (858) 603-4292.

4. Non-Emergency Incidents. All environmental non-emergency  
incidents or situations not addressed above shall be reported by  
the CDO to the EMD no later than 0800 the following workday at  
(858) 577-1108.

B.M. Hall  
Lieutenant Colonel, USMC

Copy to:  
PMO  
AC/S, G3

ENCLOSURE 1

SEE ATTACHMENT A HAZARDOUS SUBSTANCE SPILL REPORT

ENCLOSURE 2

SEE ATTACHMENT C SENSITIVE RESOURCES MAP

ENCLOSURE 3

SOP FOR DEAD/INJURED LARGE WILDLIFE

**Standard Operating Procedure (SOP)**  
**For**  
**Dead or Severely Injured Large Wildlife**

This SOP is for large wildlife (deer, coyotes, mountain lions, bobcats, and foxes) that are injured or have died on or near road surfaces of MCAS Miramar. Animals that move away from the scene on their own and cannot be easily found should not be pursued.

**1. Contacts**

- The following units should be contacted to determine the appropriate course of action if the animal is alive.

**1a. During Normal Working Hours:**

- Base Veterinarian for an assessment of the injured animal
  - Hours of Operation: Monday -Friday [08:00 - 16:00]
    - ◆ Contact Number (858) 577-6552
- EMD Staff
  - Hours of Operation: Monday -Friday [08:00 - 16:30]
    - Contact Numbers:
      - ◆ Dave Boyer, Nat. Res. Div. Director, (858) 577-1125
      - ◆ Greg Clune, Wildlife Biologist, (858) 577-6498
      - ◆ General Office (858) 577-4088

**1b. During Non-Working Hours:**

- Evaluate the situation
  - If the animal is only slightly injured, it will likely escape the scene on its own.
  - If the animal is sufficiently injured to the point where it could not transport itself a reasonable distance from road surfaces it will need to be euthanized.
  - This needs to be done as quickly as possible so suffering is minimized.

**2. Euthanization:**

- Euthanization by the Base Veterinarian is not appropriate because of the residual effects of drugs currently being used and because they cannot properly dispose of large animals.
- A single round placed in the chest cavity, targeting the heart, or one in the head should dispatch the animal.
- If utilizing ammunition is not practical because of the location or authorization by the command, cutting the jugular vein located in the neck is the next best option.
  - Personnel performing this task need to understand that even if these actions are performed correctly the animal may continue to demonstrate motor skills for up to 5 minutes. This occurs because nerves in the animal continue to react to stimulus after the animal has deceased.

### 3. Disposal

#### 3a: Mountain Lions:

- All Mountain Lion incidences where the animal remains on the scene of an accident need to be reported to the California Department of Fish and Game (CDFG). The reporting person will need to make arrangements to turn the animal over to the proper CDFG personnel.
  - During working hours call California Fish and Game Biologist -[07:30-17:00]
    - Phone (760) 751-4023
  - After working hours call California Fish and Game Dispatch -[All hours]
    - Phone (951) 443-2944

#### 3b. Deer:

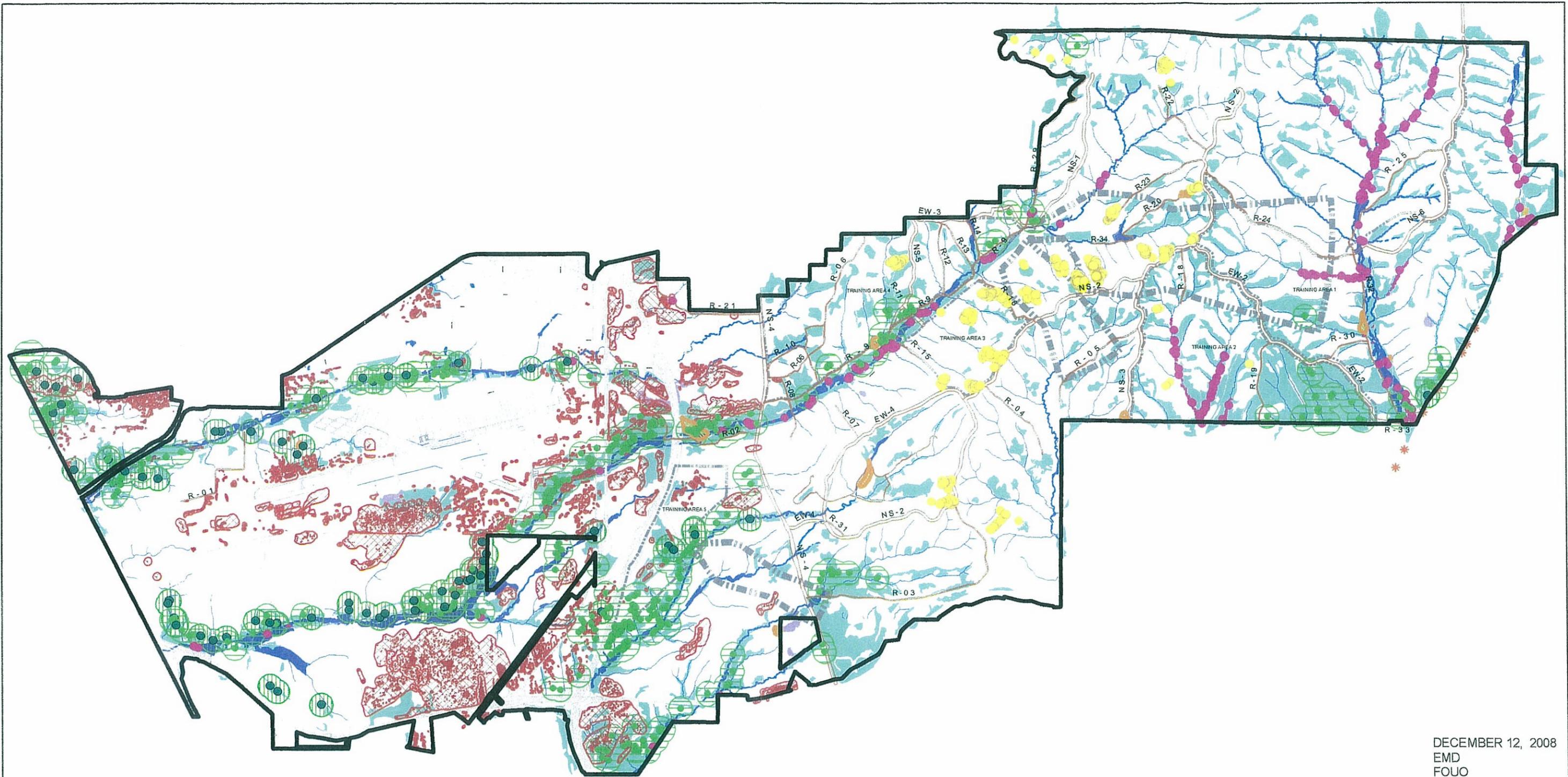
- Use of Meat/Carcass
  - Deer killed on station cannot be donated for human consumption unless inspected by a certified meat inspector or taken for personal use. Therefore donation of the meat to a rehabilitation center is the appropriate course of action.
  - Contact Julian Wolf Center to let them know that a deer carcass is available for pick-up.
    - Normal business hours [0800-1600]
      - (619) 234-9653
    - After hours
      - (760) 765-0300

#### 3c. Coyotes, Bobcats, and Foxes:

- Carcasses of these animals need to be relocated to remote areas of East Miramar. Remote areas east of Aqueduct Road (NS4) would be adequate. Do not dispose of carcasses near housing or military facilities.

### 4. Notification:

- Environmental Management Department needs an after action report for all instances when this SOP is used. This information is needed for MCAS Miramar's internal records, and so that the proper agencies can be notified.  
Required information at a minimum, should include:
  - Species of animal
  - Location of accident/incident
  - Cause of death/injury
  - Time of death/injury
  - Sex of the animal
  - Any associated circumstances
  - Disposal action taken, including disposal location

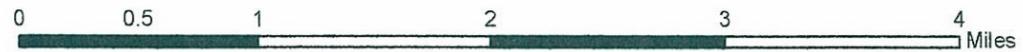


DECEMBER 12, 2008  
EMD  
FOUO

## MCAS MIRAMAR Sensitive Resources

This map should be used as a planning document only. Some data may be incomplete or inaccurately positioned. Any decisions made or actions taken must be based on proper field verification.

Cartographic generalization may cause objects to appear larger than they actually are.



### Surveyed Endangered Species

- WILLOWY MONARDELLA
- DEL MAR MANZANITA
- CA GNATCATCHER SIGHTINGS (2004, 2007)
- CA GNATCATCHER SIGHTINGS (1997-2001)
- LEAST BELL'S VIREO TERRITORIES (2008)
- CA GNATCATCHER - 500FT BUFFER (2004, 2007)
- CA GNATCATCHER - 500FT BUFFER (1997-2001)

### Vernal Pool Resources

- VERNAL POOLS / SIMILAR HABITAT
- WATERSHEDS

### Sensitive Vegetation Types (2000)

- NATIVE GRASSLANDS
- DIEGAN COASTAL SAGE SCRUB (Including burned and disturbed)

### Other Sensitive Areas

- ADDITIONAL SENSITIVE RESOURCES
- PLANNING LEVEL WATERS OF THE U.S. INCLUDING NON-VERNAL POOL AREAS WITH >2% WETLAND VEGETATION
- SURFACE DANGER ZONES

## ATTACHMENT D

### Governmental Agency Notifications

All governmental agency and USMC higher headquarters reporting will be done by the MCAS Miramar EMD. The only exception is that the MCAS Miramar Fire Department IC or the MCAS Miramar CDO may notify appropriate agencies when required by their applicable regulations and operating instructions or when the EMD cannot be contacted and there has been personnel injury or imminent danger of personnel injury requiring further emergency response assets. If the IC or the CDO initiates any off-Station spill notification, EMD shall be notified. EMD will document notifications on off-Station Notification Checklist and prepare Emergency Release Follow-Up Notice Reporting Form, if required.

The purpose of this page is to provide a quick reference of phone numbers for off-Station spill reporting. Other notifications to local agencies may be necessary depending on the type and nature of the release. These agencies could provide assistance upon request. Additionally, written notification is required to the DTSC for all reportable spills within 15 days of the release. Contact numbers are updated by EMD.

#### ***For all reportable quantity (RQ) spills, notify:***

*(Note: RQ refers to extremely hazardous substances and does not apply to most materials used at MCAS Miramar. If chemical is suspected to be extremely hazardous check 40 CFR Part 355 Appendix A for RQ. RQs range from 1 to 10,000 pounds. Examples are chlorine 10 pound RQ and sulfuric acid 1,000 pound RQ.)*

California Office of Emergency Services (OES)	1-800-852-7550
National Response Center (NRC)	1-800-424-8802
S. D. County Dept. of Environmental Health	(619) 338-2284
After hours:	(619) 565-5261

#### ***For oil or hazardous substance spills in or threatening waterways, including storm drains, notify:***

California Department of Fish and Game	(888) 334-2258
Regional Water Quality Control Board	(858) 467-2952

#### ***For oil or hazardous substance spills entering the sanitary sewer system, notify:***

San Diego County Sanitation District	(858) 565-5255
Regional Water Quality Control Board	(858) 467-2952

#### ***For uncontrolled criteria pollutant or hazardous substance releases to the air, notify:***

San Diego Air Pollution Control District	(858) 650-4550
--	----------------

### Emergency Information Required

*The name of the person reporting and phone number	*Estimate of the quantity
*The name of the business and business street address	*Media into which release occurred
*Location of the incident or threatened release	*Precautions to take (if known)
*Type of incident or threatened release	*Time and duration of the release
*Hazardous substance(s) involved and physical state	*Is the chemical on the EHS list?
*Hazards to human health and/or the environment	*Extent of injuries, if any

**OFF-STATION NOTIFICATION CHECKLIST**

AGENCIES/PHONE NUMBERS	NOTIFICATION				
	BY WHOM	DATE PHONE	DATE LETTER	TO WHOM	REPORT NUMBER
<b>NATIONAL RESPONSE CENTER (NRC)</b> Phone (800) 424-8802					
<b>OFFICE OF EMERGENCY SERVICES (OES)</b> Phone (800) 852-7550 Phone (916) 262-1621					
<b>REGIONAL WATER QUALITY CONTROL BOARD (RWQCB)</b> Phone (858) 467-2952					
<b>AIR POLLUTION CONTROL (APCD)</b> Phone (858) 650-4550					
<b>SAN DIEGO COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH (DEH)</b> Phone (619) 338-2284 Phone (619) 565-5251 (after hours)					
<b>CALIFORNIA DEPARTMENT OF FISH AND GAME (CDFG)</b> <b>Phone (888) 334-2258</b>					
<b>SAN DIEGO COUNTY SANITATION DISTRICT (SDCSD)</b> <b>Phone (858) 565-5255</b>					
<b>DEPT OF TOXIC SUBSTANCES CONTROL (DTSC)</b> Phone (800) 798-6942 Phone (310) 590-4968					
<b>CMC (LFL)</b> Phone (DSN) 225-7366 Phone (703) 695-7366					

**Notes:**

- NRC Reportable Quantities (RQ), final RQ, 40 CFR Sec. 302.4. & 302.6
- OES All substances that endanger health or environment
- RWQCB All discharges effecting surface or groundwater
- APCD All air contaminants and hazardous air pollutants
- SDC DEH RQ's, 40 CFR Part 355 App. A
- CDFG All discharges effecting surface water or sensitive habitat
- SDCSD All significant quantity discharges entering sewer system
- DTSC Written notification within 15 days of any human health or environmental threat
- CMC LFL Any potential environmental harm or adverse publicity

## EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM

<b>A.</b>	<b>Business Name/Address:</b> Marine Corps Air Station Miramar PO Box 452001 San Diego, CA 92145-2001	<b>Facility Emergency Contact &amp; Phone Number:</b> Environmental Management Officer (858) 577-1108	
<b>B.</b>	<b>Incident Date:</b> YY/MM/DD	<b>Time DTSC/OES Notified</b> (24hr time)	<b>DTSC/OES Control Number:</b>
<b>C.</b>	<b>Incident Address Location:</b> Marine Corps Air Station Miramar	<b>City/Community</b> San Diego	<b>County      Zip</b> San Diego    92145-2001
<b>D.</b>	<b>Chemical or Trade Name</b>	<b>CAS Number</b>	
	<b>Is Chemical Listed in the 40CFR 355, Appendix A</b> (circle one) <b>YES    NO</b>	<b>Does Release require notification Under 42 U.S.C. Sect. 9603 (a)</b> (circle one) <b>YES    NO</b>	<b>Quantity Released</b>
	<b>Physical State Contained</b> (circle) <b>Solid      Liquid      Gas</b>	<b>Physical State Released</b> (circle) <b>Solid      Liquid      Gas</b>	
	<b>Environmental Contamination</b> (circle) <b>Air    Water    Ground    Other</b>	<b>Duration of Release:</b> ___Days    ___Hours    ___Min	<b>Time of Release:</b>
<b>E.</b>	<b>Actions Taken:</b>		
<b>F.</b>	<b>Known or Anticipated Health Effects:</b> ___ <b>Acute or Immediate</b> (explain) ___ <b>Chronic or Delayed</b> (explain) ___ <b>Not Known</b> (explain)		
<b>G.</b>	<b>Advice Regarding Medical Attention Necessary for Exposed Individuals:</b>		
<b>H.</b>	<b>Comments:</b>		
<b>I.</b>	<b>CERTIFICATION:</b> I certify under penalty of law that I have personally examined and I am familiar with the information submitted and I believe the submitted information is true, accurate, and complete.  <b>REPORTING FACILITY REPRESENTATIVE:</b> _____  <b>SIGNATURE OF REPORTING FACILITY REPRESENTATIVE:</b> _____  <b>SIGNATURE OF ENVIRONMENTAL MANAGEMENT OFFICER:</b> _____		

## **ATTACHMENT E**

### **HAZARDOUS MATERIALS AND WASTE MANAGEMENT HANDOUT**

Proper handling and management of hazardous materials and wastes is mandatory for your safety and for protection of the environment. This handout is a short guide to procedures and requirements that are provided in the MCAS Miramar Hazardous Waste Management Plan (HWMP). Consult the HWMP for clarification of procedures and requirements.

#### **TRAINING**

Personnel who may be exposed to hazardous chemicals must receive training covering hazards, protective measures, release awareness, cleanup procedures, and exposure symptoms upon initial assignment and whenever a new chemical is introduced to the work area. Initial training must be provided by the supervisor prior to the individual being assigned duties and will be followed by standard Hazardous Communication and Awareness Training within three months of joining the unit. Material Safety Data Sheets (MSDS) are maintained at work sites and should be reviewed for information on all chemicals present.

#### **SPILLS (Refer to Fire/Spill Response Checklist, Figures 2, 3, 4 and 5)**

##### Large spill or extremely hazardous substances

(>42 gallons, or spill entering drain or waterway, or contaminating significant quantities of soil)

- If a spill presents a hazard to personnel, notify nearby personnel and evacuate the area.
- Notify MFD/Ambulance/ARFF at 911(cell), 99-911 (land line).
- If safe to do so, stop discharge and contain release with absorbent (wear gloves and personal protective equipment [PPE] per MSDS).
- Place materials in a compatible container, label contents.
- Complete Hazardous Substance Spill Report (Attachment A).

##### Small spill (antifreeze, POL, PD 680, and other common materials)

- Wipe up with shop towels and place towels in used towel container (wear gloves and PPE per MSDS).

##### Small spill (paint, acid, and solvents other than PD-680)

- Wipe up with absorbent pads or disposable rags, or apply absorbent, then place materials in compatible container, label contents (wear gloves and PPE per MSDS).

#### **HAZARDOUS MATERIALS**

- Procure materials through the Satellite CHRIMP Center (SCC) [HAZMIN Center] – exceptions must be approved by Environmental Management.
- Have MSDS near point of use and brief all potentially exposed personnel to hazards.
- Do not use materials for purposes other than intended use (not covered by the MSDS).
- PPE recommended in MSDS must be used when handling materials.
- All materials must be kept in original container or in a clearly labeled compatible container and kept separate from incompatible materials.
- Containers must be closed when not in use.
- Return unopened hazardous materials to issue point.

## **REGULATED WASTES**

- Place regulated wastes in compatible containers (after making sure the waste matches the container description) and close container. (See Waste Protocol Sheets in HWMP.)
- Prepare and label containers for all anticipated regulated wastes. If unanticipated wastes are produced, place waste in a suitable, closeable container, label with contents.
- Store containers, segregated by compatibility, at the Accumulation Area. Request new Accumulation Area approval from the Environmental Management Department Waste Management Division, if necessary.

## **PARTS WASHERS**

- Parts washers may only be used for removing grease and carbon from vehicle and equipment parts.
- Wear protective gloves when handling parts, and wear splash apron and face shield or safety goggles when scrubbing parts. When removing parts from the washer tank, allow excess solvent to drip off the part into the tank and wipe off residual solvent with a shop towel. Close tank cover when not adding, scrubbing, or removing parts.

## **INSPECTIONS**

When closing the site each day, check closed containers and clean up any leaks or spills. Call for assistance as needed.

**ATTACHMENT F**  
**SAMPLE EMERGENCY EQUIPMENT INVENTORY**

**INSTRUCTIONS:** In the blank form provided, describe the safety, spill response, communication and structural containment equipment you have in place at your facility for use in emergency situations. If practical, report the equipment according to individual job, shop or work activity area within our facility. If applicable, include the elements listed in the legend.

Personnel Protective & Safety Equipment

Aprons  
Gloves  
Coats  
Chemical Suits  
Boots  
Safety Glasses  
Face Shield  
Hard Hats

Half/Full Face Respirator and Respirator Cartridges  
Self-Contained Breathing Apparatus (SCBA)  
First Aid Kits  
Exhaust Hoods  
First Aid Stations  
Chemical Antidotes

Emergency Response Equipment

Fire Extinguishers (Type A, B, C, D)  
Fire Hoses  
Eye Wash, Safety Showers  
Chemical Monitoring Equipment (Type)  
Chemical Alarms - Bells, etc.  
Chemical Spill Equipment - Absorbents, Neutralizers, Sand, Leak Repair Kits (Chlorine), Underground Tank Leak Detection Monitors

Communications Equipment

Telephones  
Intercoms  
Portable Radio(s)  
Verbal

Structural Equipment

Berms & Dikes  
Tanks (Emergency)  
Over Pack Drum(s)  
Containment Vaults  
Blind Sumps

LOCATION SHOP OR AREA	PERSONNEL PROTECTIVE & SAFETY EQUIPMENT	EMERGENCY RESPONSE SPILL EQUIPMENT	COMMUNICATIONS EQUIPMENT	STRUCTURAL EQUIPMENT	INSPECTION FREQUENCY
EMERGENCY RESPONSE LOCKER	MASK/GOGGLES	ABSORBENT PADS	WHISTLE	CONCRETE BERM	WEEKLY
	GLOVES	FIRE EXTINGUISHER	VERBAL	HS LOCKERS	WEEKLY
	PROTECTIVE EYEWEAR				
	APRONS				
	FIRST AID KITS				

Activities will supplement this emergency equipment list to include personal protective, safety, and response equipment based on current hazardous substance inventory. At a minimum the above-listed equipment will be maintained near the material storage location and will include sufficient absorbent to mitigate the largest likely spill volume (usually the largest drum or container).

**ATTACHMENT G**  
**EMERGENCY RESPONDER FIELD GUIDE**

This section contains procedures for safe response to specific hazardous substance incidents that may be encountered at MCAS Miramar. This guide identifies safe responses for incidents involving differing types of hazardous materials. This guide identifies inherent dangers and safety precautions. It is intended for use by trained responders, but can also be used as a guide for anyone who discovers a spill to identify hazards and precautions to make informed notification, evacuation, containment, and cleanup decisions. Specific information, precautions, and procedures are provided for the following:

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### 3.1 Corrosive Materials

When responding to an incident involving caustics (bases, alkalis) or corrosives (acids), response crews should stage upwind and wear full protective clothing (taped around the hands and feet) including breathing apparatus. Response crews should contain the spill or leak by constructing a dike if it can be done safely. **KEEP OUT OF VAPOR CLOUDS!** Response crews should request hazardous material information (identification; approximate quantities; container sizes; whether leaking, contained, or fuming; size of vapor cloud; etc.) from units at the scene. If possible, field units should contact response crews by telephone to give them information on hazardous substance incidents.

If product is leaking and fuming, advise responding units to initiate evacuations of downwind population (if threatened). A fog spray may be used to suppress the vapors, but avoid placing water on a leaking container.

#### Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Set up decontamination station.
- Use proper level of personal protection.
- Contain spill and minimize vapor spread (if possible).
- Neutralize/dilute/absorb.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

**CAUTION:** When corrosives come into contact with certain materials, explosive materials are produced. Combining corrosives with flammable/combustible materials or spontaneous ignition metals produces hydrogen gas. Nitric acid plus cellulose material (wood, paper, cardboard) produces nitrocellulose (an explosive).

### 3.2 Cryogenics (extremely low-temperature liquified gases)

When responding to an incident involving cryogenics (liquid [not gaseous] hydrogen, helium, nitrogen, oxygen, air, or methane), response teams should stage upwind, initiate evacuation procedures, and use full turnout gear and breathing apparatus. **MAKE NO ATTEMPT TO OPEN OR CLOSE ANY VALVES, KEEP OUT OF THE VAPOR, AND DON'T WALK IN OR AROUND WHERE ANY LIQUID OR VAPOR IS PRESENT!** If the material can be identified safely, have the material name and shipper available to response crews on their arrival.

#### Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback.
- Use proper level of personal protection.
- Contain spill.
- Do not apply water.
- Determine responsible party.
- Initiate cleanup procedures.

Cryogenics can be divided into three major classes according to the types of hazards their gaseous form presents. They can be flammable, oxidizing, and non-flammable.

**CAUTION:** Any kind of splash or immersion with a cryogenic can cause freezing of tissue.

#### Other hazards associated with cryogenics are:

- Asphyxiation: as vapors expand oxygen will be displaced.
- Embrittled Metal: critical with pressure vessels.
- Rapid Vaporization of Liquids: may cause freezing of pressure relief devices.
- Explosion: if cryogen is a flammable or oxidizer, the pressure exerted from a blow out of a tire may be enough to initiate a fire or explosion. (liquid oxygen is incompatible with oils, grease, and flammable materials)

If cryogenic material is splashed or spilled on a victim or a rescuer, tepid water may be used to wash off the contaminated area. Because cryogenics will cause tissue damage, avoid using a pressurized water source on the affected area.

### 3.3 Drug Labs

When response crews respond to a known or suspected drug lab, **FIRE UNITS SHOULD BE DISPATCHED** (if not already at the scene) to the scene because of the possible fire hazard. Fire units should remain at the scene until all operations have been completed, or the IC has declared the area safe. Only those actions necessary for the immediate protection of human health, safety, or the environment should be undertaken prior to the arrival on the scene of the Provost Marshall.

#### Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Set up decontamination station.
- Use proper level of personal protection.
- At Provost Marshall's direction, collect identification samples for analysis.
- Contain spill and minimize vapor spread (if possible).
- Neutralize/dilute/absorb.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

**CAUTION:** In the case of a fire with chemicals involved, no attempt should be made to extinguish the fire with hand lines. Extinguishing (small fires only) may be attempted through careful application of CO<sub>2</sub>, after charged hose lines have been placed in a back-up position. If the fire is beyond control by CO<sub>2</sub> extinguishing, limit potential personnel exposure to smoke, fumes, and chemicals.

### 3.4 Flammable/Combustible Materials

When response crews respond to a HAZARDOUS SUBSTANCE incident, special care must be taken because some hazardous materials/waste are very reactive and highly ignitable.

**CAUTION:** Some hazardous materials give off toxic fumes when burned, increasing considerably the hazards and difficulties in dealing with these types of fires. If a fire does occur, response must be quick and efficient.

Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Set up decontamination station.
- Use proper level of personal protection.
- Contain spill and minimize vapor spread (if possible).
- Neutralize/dilute/absorb.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

Potential fire hazards and actions to consider when dealing with a hazardous material:

#### Direct Fire/Explosion Hazards

Some chemicals are fire hazards in themselves: flammable liquids and solids, flammable liquids or gases under pressure, explosives, and certain other chemicals. These materials should be handled with care at all times. They are dangerous because:

- They may have a low auto-ignition point (catch fire at a relatively low temperature).
- They may be relatively volatile, rapidly producing vapors that are flammable, or they may be flammable and contained under pressure, presenting an explosion hazard.
- The material itself may react with air, generating heat, sometimes violently.
- Some materials are spontaneously combustible under certain conditions.
- Shock-sensitive materials can be easily detonated even though not classified as explosives.

#### Isolate Area and Deny Entry

Stay upwind and keep personnel and equipment out of low-lying areas where fumes and vapors may collect depending on the material.

### Indirect or Delayed Fire/Explosion Hazards

Some chemicals, although not flammable by themselves, are fire hazards when combined with other materials.

- Strong oxidizers react with combustibles, releasing heat that can ignite other combustible materials. These oxidizers supply oxygen, thus making it difficult to extinguish such fires.
- Some chemicals react rapidly with each other to produce explosive products, and thus create a dangerous explosion hazard in a spill situation.
- Some chemicals react with air or moisture or decompose into products that are explosive or shock-sensitive.
- Some chemicals may be explosive in dry form, and are dangerous after the material evaporates. This is why some of the materials you may come in contact with are not stored together and why you should be especially careful when handling incompatible hazardous materials.

### Extinguishing Agent Hazards

Another type of hazard in fires is related to the type of fire extinguishing agent that may be used.

- Some chemicals react violently with water. The reaction products may be hydrogen or hydrocarbons (that may be flammable or explosive), oxygen, steam, or acid fumes. Thus, the use of water on such fires is highly dangerous.
- Carbon dioxide (CO<sub>2</sub>) extinguishers may generate sparking that can ignite flammable vapors. CO<sub>2</sub> also presents an asphyxiation hazard in large quantities or confined spaces.
- Foam and water agents can conduct electricity and should not be used in electrical fires.

### Containment

Containment is appropriate under certain circumstances, depending on a number of factors including the type and size of the fire and the type of fire extinguishing agents available. In other situations, it may be impossible to contain the fire at all. Containment may involve any or all of the following, not necessarily in the order presented here:

- Use an appropriate extinguishing agent if available.
- Shut off sources of electricity or electrical spark if it won't in itself cause a spark. This might include merely pulling the plug or shutting off power at a circuit box.
- Cover drains into the sanitary sewer and storm drains to prevent entry of flammables or their vapors.
- Shut off valves supplying flammables.
- Use absorbents for small spills. (Do not use sawdust to absorb spills of oxidizers as the sawdust itself may ignite.) Control vapors by other means in large area spills, or use vapor trapping absorbents that can be sprinkled or sprayed on the surface.

### 3.5 Explosives

When the Explosives Ordnance Disposal (EOD) Team responds to an incident involving explosives, care should be taken to prevent detonation. Licensed manufacturers of explosives are required to mark all explosive products. Identification must be on each cartridge, bag, or other immediate containers, unless the container is too small to be printed on. When items cannot be marked directly, manufacturers are allowed to mark item wrapper or box.

Response Actions:

- Military - Follow EOD protocol.
- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Identify material.
- Set up blast evacuation zone.
- Set up decontamination station.
- Use proper level of personal protection.
- Contain spill and minimize vapor spread (if possible).
- Neutralize/dilute/absorb.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

There are three basic types of explosion:

- Mechanical Explosion - rupture of boiler, pressurized tank, or gas cylinder
- Chemical Explosion - rapid conversion of a solid or liquid into a gas
- Nuclear Explosion - nuclear chain reaction

Primary effects of an explosion include:

- Blast Pressure Effect: expanding gases are produced in 1/10,000 of a second, which can produce up to 700 tons per square inch of pressure and travel outward at up to 13,000 MPH.
- Negative Pressure: creating a suction back to the center. (All explosions have negative pressure.)
- Primary Fragmentation Effect: results from explosive contents producing components (casing and shrapnel) traveling at high velocity (i.e., up to 2,700 feet per second).
- Secondary Fragmentation Effect: results when non-explosive-related material is propelled by the blast over-pressure.
- Incendiary Thermal Effect: produces high heat.

Explosives are classified by Orders of Detonation:

- High-Order Explosives: Complete detonation of the explosive at its highest velocity. High order explosives detonate at a velocity of 3,300 to 29,900 feet per second. Military explosives are usually high-order explosives.
- Low-Order Explosives: Incomplete detonation of explosives at its highest velocity. Low-order explosives detonate at a velocity of 3,300 feet per second or lower. Commercial explosives are usually low-order explosives.

Hazardous explosives are classified as follows:

- Class 1 Division 1: Explosives capable of mass detonation
- Class 1 Division 2: Ammunition and explosives that will explode with fragmentation
- Class 1 Division 3: Ammunition and explosives capable of mass fire
- Class 1 Division 4: Ammunition and explosives with moderate fire potential

Explosive incident response actions differ depending on whether or not fire is present.

Take the following actions for Explosive Incidents Not Involving Fire:

- Identify the product.
- Eliminate all ignition sources.
- Isolate the area.
- Do not attempt to remove the explosives yourself, explosives may be unstable.
- Acquire expert assistance for removal of the explosive. Qualified agencies include but are not limited to:
  1. Military EOD department.
  2. Local police department with a bomb squad.
  3. Local sheriff's department with a bomb squad.
  4. Shipper or manufacturer.

In the event of a serious accident involving explosives, do not separate, upright, or move the carrier vehicle until the explosive cargo has been removed. Before vehicles are moved, explosive cargo should be moved a minimum of 300 feet from the incident. Flush all flammable and combustible liquids from the scene prior to removing, separating, or righting damaged vehicles.

Take the following actions for Explosive Incidents Involving Fire:

- If conditions permit, identify the material.
- Evacuate the area a minimum of 2,500 feet.
- Attempt to keep the fire from reaching the cargo.
- If possible, separate the tractor and trailer.
- Use large quantities of water, foam, or dry chemical.

- **DO NOT FIGHT FIRES IN THE CARGO AREA**
  - If the fire reaches the cargo area, establish an unmanned hose line and immediately evacuate the area.
  - High temperature can make explosives unstable.
- Exercise caution during overhaul due to potential of re-ignition.
- **DO NOT MOVE EXPLOSIVES WITHOUT QUALIFIED ASSISTANCE.**

### 3.6 Oxidizers and Organic Peroxides

When response crews respond to an incident involving oxidizers, care should be taken to prevent fire. Oxidizing materials are any solid or liquid that readily yields oxygen or other oxidizing gas or that readily reacts to oxidize combustible materials. When oxygen atoms are surrounded by groups of atoms containing carbon, the resulting compound is an organic peroxide, which is highly flammable and unstable and can also be water-reactive.

Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Identify material.
- Set up decontamination station.
- Use proper level of personal protection.
- Contain spill and minimize vapor spread (if possible).
- Neutralize/dilute/absorb.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

Classes of oxidizing materials are:

- Class 1 Oxidizer - An oxidizing material whose primary hazard is that it may increase the burning rate of combustible materials with which it comes in contact (aluminum nitrate, hydrogen peroxide solution over 8 percent but not to exceed 27 percent)
- Class 2 Oxidizer - An oxidizing material that can cause spontaneous ignition when in contact with combustible materials (calcium hypochlorite, nitric acid exceeding 70 percent)
- Class 3 Oxidizer - An oxidizing material that can undergo vigorous self-sustained decomposition when catalyzed or exposed to heat (ammonium dichromate, perchloric acid solution 60 percent to 72.5 percent by weight)
- Class 4 Oxidizer - An oxidizing material that can explode when catalyzed or exposed to heat, shock, or friction (ammonium permanganate, potassium superoxide)

Oxidizer incident response actions differ depending on whether or not fire is present.

Take the following actions for Oxidizer Incidents Not Involving Fire:

- If possible identify the product.
- Isolate the area.
- Position personnel and equipment upwind.
- Contain leak conditions permitting.

- Attempt to stop leak.
- Approach the leak with a minimum of two hose lines, wearing full protective clothing and breathing apparatus as a minimum standard.

Most oxidizers are soluble in water and some are hydrophilic (able to absorb moisture from air).

Take the following actions for Oxidizer Incidents Involving Fire:

- If possible identify the product.
- Evacuate the area.
- Position personnel and equipment upwind.
- Contain the leak and control runoff.
- Attempt to stop the leak.
- Approach fire with a minimum of two hose lines wearing full protective clothing and breathing apparatus as a minimum standard.
- Attempt to isolate the oxidizer. In the event the oxidizer cannot be separated from the other chemicals establish unmanned hose lines and evacuate the area.

Be aware of the following:

- Most oxidizers can be extinguished with large amounts of water. Extreme caution must be used as most oxidizers become unstable when exposed to heat. Cooling is a must.
- Beware of contamination with other chemicals. Mixture could cause explosion.
- Hydrocarbon fuels that have been saturated with an oxidizing compound can spontaneously ignite when dry. Special consideration must be given when this occurs.

### 3.7 Pesticides

When response crews respond to an incident where a known or suspected pesticide release has occurred, extreme caution shall be taken to minimize exposure to the public and all emergency personnel. The first line of defense against pesticide poisoning is fast and accurate information. In route, obtain as much information and product identification from the personnel on scene as is safe for them to gather through labels, shipping papers, placards, site manager etc., if possible, try to obtain from labels, the signal word and USEPA registration number.

#### Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Identify material.
- Set up decontamination station.
- Use proper level of protection.
- Set up proper and safe entry.
- Contain runoff or any air-borne particles (if possible).
- Minimize number of personnel and equipment.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

#### Considerations and precautions if fire involves pesticides or pesticides storage area:

Attempt to extinguish a fire in a structure that stores pesticides only if a limited area or amount of pesticide is involved and the fire can be extinguished safely and quickly using a minimum amount of water from an upwind position. If the IC determines that this cannot be accomplished, advise the IC to:

- Place engine companies in standby positions and allow the fire to burn out.
- Prevent the fire from spreading to other structures.
- Protect personnel from exposure to smoke, fumes, or chemical constituents.
- Construct dike to contain runoff.

#### Take the following actions for Pesticides Incidents Involving Fire:

- Contact Facility Operator: Determine type, quantity, and hazards of products. Determine if fire should be fought after weighing fire fighting and post fire hazards versus possible salvage.
- Activate the Emergency Medical Service (EMS): Physicians may obtain poison control information by contacting the manufacture.

- Contact Chemical Manufacturer: Manufacturers are the main liaison for specialized information, particularly during a large fire.
- Evacuate Downwind and Isolate Area: Patrol area to keep out spectators.
- Wear Full Personal Protective Equipment: Wear rubber or neoprene gloves, boots, turnouts, helmets, and breathing apparatus.
- Attack Fire From Upwind and from a Safe Distance: Bottles, drums, and aerosol cans that are not vented may explode.
- Contain Fire and Protect Surroundings: Prevent spread of fire by cooling nearby containers to prevent rupture (move vehicles if possible).
- Use as Little Water as Possible to Limit Runoff: Contaminated runoff can be the most serious problem as water can spread contamination over a wide area.
- Construct Dikes to Prevent Flow to Lakes, Streams, Sewers etc.: Cooling effect of water retards high temperature decomposition of the chemicals to less toxic compounds.
- Use Water Fog Spray, Not Straight Stream: Water fog is more effective for control.
- Avoid Breaking Bottles and Bags, Which Will Increase the Contamination: Straight stream spreads the fire and contamination.
- Avoid Product, Smoke, Mist, and Runoff: In case of contact or suspected poisoning, leave the site immediately. Any feeling of discomfort or illness may be a symptom of poisoning. Symptoms may be delayed up to 12 hours. Chemicals may poison by ingestion, absorption through unbroken skin, or inhalation. Wash face and hands before eating, smoking, or using the toilet. Do not put fingers to mouth or rub eyes.

#### **EMERGENCY TREATMENT FOR PESTICIDE CONTACT**

- Flush with water for 15 minutes. If advised by product label, or if in doubt about nature of material, get medical attention immediately. Refer to product label for further instructions.
- Remove contaminated clothing and wash skin thoroughly with soap and water. Refer to product label for further instruction.
- Wash clothing in strong detergent before reusing.

**NOTE:** If medical attention is sought, take labeled container along or container label if possible.

### 3.8 Poisons

**Note:** The Poison control number is 1-800-222-1222.

Class A poisons will be found in pressure-type vessels. These vessels are designed not to rupture at temperatures less than 130 degrees Fahrenheit. The contents will be either gas or liquid and the container will not contain a pressure-relief valve. Boiling Liquid-Expanding Vapor Explosion (BLEVE) potential should be considered if the incident involves fire.

Class B poisons will be found as either a liquid or a solid and will be in containers ranging from bags to cylinders to drums.

If in doubt as to the identity of an unknown material, treat it as a poison until it is identified. Poison control number is 1-800-222-1222. When response crews are requested to respond to an incident of this nature, all responding units should stay upwind and wear full turnouts with breathing apparatus. If the product is a liquid and is leaking, contain the runoff (if it can be done safely with minimal exposure). Responding units should be advised to initiate evacuation procedures if people or resources are threatened. If personnel or the public are contaminated, initiate emergency decontamination procedures. Advise all personnel to stay out of the contaminated area unless there is a victim and the victim can be extricated safely to a decontamination area. In route, response crews should obtain as much information from the units at the scene as can be done safely from placards, labels, shipping papers, container size and shape, plant personnel, and driver, etc.

#### Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Set up work zones.
- Activate callback (if needed).
- Identify material.
- Set up decontamination station.
- Use proper level of protection.
- Set up proper and safe entry.
- Contain runoff or any air-borne particles (if possible).
- Minimize number of personnel and equipment.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

Considerations and precautions if fire involves a poison or poison storage area:

- Attempt to extinguish a fire in a structure that contains a poison only if a limited area or a limited amount of poison is involved and the fire can be extinguished safely and quickly using a minimum amount of water from an upwind position. If the IC determines that this cannot be accomplished, advise the IC to:
  - Place engine companies in standby position upwind and allow the fire to burn out.
  - Prevent the fire from spreading to other structures.
  - Protect personnel from exposure to smoke, fumes, or chemical constituents.
  - Minimize the use of water.
  - Construct dike to contain runoff.

**NOTE:** Beware of primary hazard (toxicity) as well as secondary hazards (flammable, corrosive, radioactive etc.)

Take the following actions for Poison Incidents Involving Fire:

- Contact Facility Operator: Determine type, quantity, and hazards of products. Determine if fire should be fought after weighing fire fighting and post fire hazards versus possible salvage.
- Activate the Emergency Medical Service (EMS): Physicians may obtain poison control information by contacting the manufacture.
- Contact Chemical Manufacturer: Manufacturers are the main liaison for specialized information, particularly during a large fire.
- Evacuate Downwind and Isolate Area: Patrol area to keep out spectators.
- Wear Full Personal Protective Equipment: Wear rubber or neoprene gloves, boots, turnouts, helmets, and breathing apparatus.
- Attack Fire from Upwind and from a Safe Distance: Bottles, drums, and aerosol cans that are not vented may explode.
- Contain Fire and Protect Surroundings: Prevent spread of fire by cooling nearby containers to prevent rupture (move vehicles if possible).
- Use as Little Water as Possible to Limit Runoff: Contaminated runoff can be the most serious problem as water can spread contamination over a wide area.
- Construct Dikes to Prevent Flow to Lakes, Streams, Sewers etc.: Cooling effect of water retards high temperature decomposition of the chemicals to less toxic compounds.
- Use Water Fog Spray, Not Straight Stream: Water fog is more effective for control.
- Avoid Breaking Bottles and Bags, Which Will Increase the Contamination: Straight stream spreads the fire and contamination.
- Avoid Product, Smoke, Mist and Runoff: In case of contact or suspected poisoning, leave the site immediately. Any feeling of discomfort or illness may be a symptom of poisoning. Symptoms may be delayed up to 12 hours. Chemicals may poison by ingestion, absorption through unbroken skin, or inhalation. Wash face and hands before eating, smoking, or using the toilet. Do not put fingers to mouth or rub eyes.

## **EMERGENCY TREATMENT FOR POISON CONTACT**

- Flush with water for 15 minutes. If advised by product label, or if in doubt about nature of material, get medical attention immediately. Refer to product label for further instructions.
- Remove contaminated clothing and wash skin thoroughly with soap and water. Refer to product label for further instruction.
- Wash clothing in strong detergent before re-using.

**NOTE:** If medical attention is sought, take labeled container along or container label if possible.

### 3.9 Radioactive Materials

When response crews respond to an incident involving a suspected or known release of radioactive materials, all responding units should be advised to stay upwind and at a safe distance. A minimum safe distance is 50 feet. Greater distances may be necessary if advised by qualified radiation authority personnel. If military aircraft is involved, stay back 2,000 feet. If personnel must enter into the hot zone to effect a rescue, limit the time that they spend near the source and have them enter with full personal protective clothing, including self-contained breathing apparatus. Once the victim has been packaged, transport to the outer fringes of the hot zone for decontamination.

#### Response Actions:

- Advise and update the IC.
- Determine the need to evacuate.
- Monitor the area with a Geiger counter/radiation survey meter.
- Set up work zones.
- Activate callback (if needed).
- Identify material.
- Set up decontamination station.
- Use proper level of personal protection.
- Set up proper and safe entry.
- Contain runoff or any air borne particles (if possible).
- Minimize number of personnel and equipment.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

**NOTE:** Keep in mind: time, distance, and shielding!

### 3.10 Mercury Spills

Elemental mercury is a hazardous metal that can cause serious health problems. Elemental mercury vapors can affect many different areas of the brain, the nervous system, and their associated functions. Elemental mercury is a shiny, silver-white, odorless liquid that is used in thermometers and other medical and industrial instruments, electrical switches, compact fluorescent lights, batteries, and dental fillings. Responding units should be advised to initiate evacuation procedures if people or resources are threatened. If personnel or the public are contaminated, initiate emergency decontamination procedures. Advise all personnel to stay out of the contaminated area unless there is a victim and the victim can be extricated safely to a decontamination area. In route, response crews should obtain as much information from the units at scene as can be done safely from placards, labels, shipping papers, container size and shape, plant personnel, and driver, etc.

#### Response Actions:

- Advise and update the IC.
- Evacuate any rooms or enclosed spaces where mercury spill occurred.
- Set up work zones.
- Activate callback (if needed).
- Identify material.
- Set up decontamination station.
- Use proper level of protection.
- Set up proper and safe entry.
- Contain runoff or any air-borne particles (if possible).
- Minimize number of personnel and equipment.
- Decontaminate entry personnel and equipment.
- Determine responsible party.
- Initiate cleanup procedures.

#### Mercury Cleanup Procedures:

Do not use brooms or normal vacuum cleaners to pick up mercury because it will spread the mercury contamination.

- Evacuate any rooms or enclosed spaces where mercury spill occurred.
- Turn off air conditioners, or heating system to prevent contamination of air handling systems with mercury particles, open windows to provide ventilation and don respirator certified for mercury vapors such as Mersorb™ cartridges.
- Physically remove all visible mercury using an approved mercury-specific vacuum. If mercury is visible, plastic coated playing cards, duct tape, shaving cream, or other items may be used to recover the mercury prior to vacuuming.

- Wash affected area with a mercury vapor suppression solution, such as HgX<sup>®</sup>. When HgX<sup>®</sup> powder is mixed with water; it forms a solution that can reduce low levels of mercury contamination into a nonhazardous inorganic salt.
- Place all mercury contaminated debris and cleanup materials into sealed plastic bags in approved hazardous waste container and place container into an approved hazardous waste storage area for disposal processing.
- With area secured (windows closed and air conditioning turned off) heat area to 80 to 90° F for 4 hours.
- Open doors and windows and use blowers and ventilation fans to ventilate the area for at least 1 hour.
- Conduct ambient air monitoring for mercury vapor concentrations with a Mercury Vapor Analyzer (MVA) or air sample pumps. If ambient mercury levels are not less than 1.0 µg/m<sup>3</sup>, repeat site decontamination procedures.



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST  
1220 PACIFIC HIGHWAY  
SAN DIEGO, CA 92132-5190

(PHONE NUMBER)

(SSIC)

(Code)

(Date)

(Company Name)

(Street Address)

(City, State/Province Zip/Postal Code]

SUBJECT: BLANKET PURCHASE AGREEMENT (BPA), N68711-\_\_\_\_\_  
EMERGENCY SPILL RESPONSE SERVICES, NRSW

Dear Sir or Madam:

You are hereby authorized to contain the (describe the incident and location) to prevent further environmental damage. Provide all necessary supervision, labor, equipment, and material, as priced in Schedule B of the agreement.

A not to exceed amount of \$\_\_\_\_\_ have been allotted for this work as shown below. The value of this contract shall not be exceeded without written authorization from the Contracting Officer. This authorization to proceed letter will be followed by an undefinitized DD 1155 Task Order within the next two working days from the NFEC SW Contracts office.

The schedule for definitization of this agreement shall be as detailed in DFARS 252.217-7027, Contract Definitization, provided as an attachment to this letter.

Accounting and Authorization Data:

---

(Name Signature of Authorized  
Caller or Contracting Officer)

Received: \_\_\_\_\_  
(Contractor's Authorized Signature)

DFARS 252.217-7027, CONTRACT DEFINITIZATION (OCT 1998)

(a) A time and material type contract is contemplated. The Contractor agrees to begin promptly negotiating with the Contracting Officer the terms of a definitive contract that will include (1) all clauses required by the Federal Acquisition Regulation (FAR) on the date of execution of the undefinitized contract action, (2) all clauses required by law on the date of execution of the definitive contract action, and (3) any other mutually agreeable clauses, terms, and conditions. The Contractor agrees to submit a not to exceed proposal and cost or pricing data supporting its proposal.

(b) The schedule for definitizing this contract action is within 30 days from assessment of the spill.

(c) If agreement on a definitive contract action to supersede this undefinitized contract action is not reached by the target date in paragraph (b) of this clause, or within any extension of it granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price or fee in accordance with Subpart 15.4 and Part 31 of the FAR, subject to Contractor appeal as provided in the Disputes clause. In any event, the Contractor shall proceed with completion of the contract, subject only to the Limitation of Government Liability clause. (1) After the Contracting Officer's determination of price or fee, the contract shall be governed by-

(i) All clauses required by the FAR on the date of execution of this undefinitized contract action for either fixed-price or cost-reimbursement contracts, as determined by the Contracting Officer under this paragraph (c);

(ii) All clauses required by law as of the date of the Contracting Officer's determination; and

(iii) Any other clauses, terms, and conditions mutually agreed upon.

(2) To the extent consistent with paragraph (c)(1) of this clause, all clauses, terms, and conditions included in this undefinitized contract action shall continue in effect, except those that by their nature apply only to an undefinitized contract action.

(d) The definitive contract resulting from this undefinitized contract action will include a negotiated price ceiling.

(End of clause)

*Last Updated - January 2008*

**BOA & BPA**

**OHS EMERGENCY**

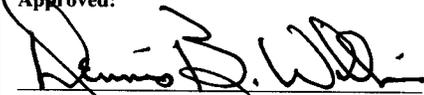
**SPILL RESPONSE**

**PROCUREMENT**

**PROCEDURES**

**COMMANDER NAVY REGION, SOUTHWEST  
AND  
NAVAL FACILITIES ENGINEERING COMMAND  
SOUTHWEST**

Approved:



DENNIS B. WILKINS

1/08/08

Date

Director, Regional Environmental Contracts Core  
Naval Facilities Engineering Command Southwest

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## **I. INTRODUCTION**

Commander, Navy Region Southwest (CNRSW) has the responsibility for responding to oil or hazardous substance (OHS) pollution incidents within its Area of Responsibility (AOR). The regional Navy On-Scene Coordinator (NOSC) manages all response actions; however, the NOSC Program Manager has been delegated the responsibility to coordinate the prompt mobilization of personnel, materials and equipment to assist activities in their response as required. When an incident occurs, the NOSC Program Manager may require contracting support in order to direct assets to respond to, assess, and cleanup the spill or release. Naval Facilities Engineering Command, Southwest (NAVFAC SW) Contracts offices are tasked to provide support to the NOSC Program Manager. The CNRSW AOR encompasses the states of California, Arizona, Nevada and waters to 12 nautical miles (NM) from shore.

## **II. PURPOSE**

To provide timely contracting support in response to an emergency OHS pollution incident, NAVFAC SW needs to define an agreement with CNRSW that documents how the contract support function will work. This instruction defines the agreement and identifies actions to be taken in the event contracting support is needed for emergency response to an OHS pollution incident. The purpose of this instruction is to lay the foundation for and provide general guidance for common business practices on how to respond to an OHS spill that is beyond the Navy Activities in-house cleanup capabilities.

## **III. SCOPE**

In accordance with OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual, the NOSC Program Manager is responsible for responding to all oil and hazardous substance releases when: (1) the release is on a Navy facility or vessel located in the NOSC Program Manager's AOR, or (2) the sole source of the release is from the Navy facility or vessel located within the NOSC Program Manager's AOR. For each release, the NOSC Program Manager shall direct the response in accordance with the applicable facility or regional response plan and with appropriate application of the federal regional contingency plans. A release is defined as any unauthorized release of an OHS onto or within the natural environment that causes pollutants to ports and harbors, beaches, and all inland area waters, surface and ground waters, including incidents which occur at sea within 12 NM of the assigned shoreline.

The Facility Incident Commander (FIC) assesses the spill and notifies the NOSC Program Manager. A determination is made if the Base and Region or Region Port Operations have the capabilities to conduct the cleanup. If the NOSC Program Manager or FIC determine that contractual support is needed, the following assessment is required to fully evaluate contracting requirements and options:

- Substance spilled
- Source of spill
- Estimated quantity
- Location (water or land-based)
- Threat of spread (storm sewers, drainage ditches, groundwater, etc.)
- Estimated equipment requirements
- Estimated manpower requirements
- Estimated dollar amount

This information may be collected by the NOSC Program Manager, base staff, or Public Works personnel, or by contracting support personnel. For assessment and cleanup, there are several contracting options the NOSC Program Manager can utilize. The NOSC Program Manager should confer with the designated contracting officer POC to determine the best procurement method. Some examples of existing contract vehicles designed to respond in emergency situations are: United States Coast Guard (USCG) Basic Ordering Agreements (BOA), Comprehensive Long-Term Action Navy (CLEAN), Remediation Action Contract (RAC), Blanket Purchase Agreements (BPA), and the Government Purchase Card (GPC).

#### **IV. POINTS OF CONTACT**

The BPA's are administered by the NAVFAC Southwest Environmental Contracts Core, Code AQE. The main point of contact for the BPA's is Amy Jeli, (619) 532-1677, amy.jeli@navy.mil.

##### **A. GOVERNMENT LIST OF AUTHORIZED CALLERS**

A list of personnel authorized to activate a BPA contractor is provided as Attachment A. Only the Contracting Officer is authorized to make changes to this list.

##### **B. BPA CONTRACTORS - Activation by Authorized Callers**

NAVFACSW awarded five BPAs to handle OHS pollution incidents. The list of contractors is provided as Attachment B.

##### **C. USCG'S BOA CONTRACTORS - Activation by Contracting Officer only.**

USCG, Maintenance & Logistics Command Pacific (MLCPAC) has pre-qualified contractors capable of providing OHS cleanup support to various districts. NAVFACSW falls within USCG District 11. NAVFACSW Contracting Officer's have been delegated authority to issue orders against the USCG BOA. A list of contractors with BOAs for District 11 is provided as Attachment C. The USCG also maintains a list of current BOAs on their website at: [http://www.uscg.mil/mlcpac/mlcp/mlcf/oil\\_pollution\\_boas.htm](http://www.uscg.mil/mlcpac/mlcp/mlcf/oil_pollution_boas.htm)

#### **V. ACTIVATION PROCEDURES / AUTHORIZATION TO PROCEED (ATP)**

Under emergency conditions, an authorization to proceed (ATP) by letter (**if feasible**) is issued up to not-to-exceed (NTE) \$25,000. If a written ATP is not viable, a verbal ATP stating the minimal information contained in the letter is authorized. Attachment D exhibits Spill Response Flowchart for spills. ATP letters can be issued when the incident occurs during and after work hours, weekends, and holidays. As a minimum, the letter will cite the contractor's name, brief statement of the work, and accounting data to support the NTE amount. **Contracting Officer must be notified for all orders over \$2,500.**

##### **A. BPA ACTIVATION - By Authorized Callers**

An ATP letter in a not-to-exceed (NTE) amount of up to \$25,000. The **Contracting Officer** can issue an ATP for a NTE amount greater than \$25,000. Attachment E is a sample BPA ATP letter. The contractor will mobilize to the site and assess the spill and begin cleanup. Within one day, the NAVFACSW Contracting Officer will be contacted to establish the undefinitized NTE amount based on the contractor's initial assessment and proposal for completing the cleanup. A BPA Call Order will follow to definitize the negotiated amount.

## **B. BOA ACTIVATION - by Contracting Officer Only**

An ATP letter is issued by the Contracting Officer in a not-to-exceed (NTE) amount, which is based on the amount of standing funds. The contractor will mobilize to the site and begin tasking as directed by the Contracting Officer to assess the cleanup. Within the next two business days the Contracting Officer issues an undefinitized Task Order via a DD Form 1155 to cover the ATP, followed by a definitive modification via a SF 30 to negotiate and definitize the action within 60 days. The Contracting Officer shall following the BMS process at S-17.4.2 when issuing an undefinitized task/delivery order.

## **C. TASK ORDER DEFINITIVE MODIFICATION**

The undefinitized task order and the definitive modification solidify respectively the initial agreement and the final negotiation. The schedules and clauses of the BOA or BPA contract should be referenced, and any additional clauses or provisions may be included as deemed necessary by the contracting officer. Use Clause 252.217-7027 when issuing an undefinitized contract action (UCA).

## **VI. QUALITY ASSURANCE**

The contracting officer makes sure that the quality assurance (QA) on the Task or BPA Call Order is performed adequately depending on the situation and complexity of the work by appointing a contracting officer's representative (COR)/Naval Technical Representative (NTR) for technical oversight. The COR/NTR can be personnel from the base or activity capable of overseeing the work in accordance with the contract, ROICC field office, or personnel from NAVFACSW Environmental Division. Attachment F is issued to the COR/NTR providing the roles and responsibilities. As a minimum, the COR/NTR is responsible for spot checking daily reports against actual production, verifying invoice payments with work performance, reviewing and approving scopes of work, and providing government estimates.

## **A. ACTIVATION LOG**

All actions including noting time and brief description of all actions taken will be documented using the Coast Guard Form ICS 201, Attachment G and Coast Guard Form 5136E-4, Attachment H and **sent to NAVFACSW Environmental Contracting Core via Fax: (619) 532-1155.**

On occasion the NOSC Program Manager may request the NAVFACSW Environmental Division to provide technical support to help support CNRSW in defining the scopes of work, writing the scope, providing cost estimates, and assisting in technical environmental issues and regulations. The in-house support cost for this effort will be on a direct cost reimbursement basis.

## **VII. FUNDING**

**NO WORK DIRECTION WILL BE GIVEN TO A CONTRACTOR WITHOUT APPROVED FUNDS.**

Request for funds in the amount of the Task or Call Order should be quickly processed so as not to delay the ATP or UCA. A copy of the NAVCOMPT Form 2276 funding document,

Attachment I, should be provided to the contracts office. The lines of accounting shall be on any document directing the contractor to perform work.

Depending on spill severity level and potential for migration, the spill site may require frequent updates on requirements for containment and cleanup until all remediation efforts are complete. These updates may require additional funding requests to the Navy Region comptroller. A direct communication between the contracts office and the comptroller is necessary to maintain sufficient funding, as the work is being assessed and performed.

#### **A. CREDIT CARD PAYMENTS**

The micro-purchase threshold is set at \$2,500 per FAR 2.101. The use of the Government Purchase Card (GPC) is required for orders at or below the micro-purchase threshold.

### **VIII. INVOICING PROCEDURES**

#### **A. BELOW MICRO-PURCHASE LIMIT (<\$2,500)**

The GPC shall be utilized. Original invoices will be submitted directly to the following offices:

For San Diego metro area bases, NWS Seal Beach, NB Ventura County, NAWS China Lake and NAS El Centro send to:

CNRSW  
Environmental Budget Office  
Attn: Saul Fields (Code N45)  
937 N. Harbor Drive, Box 81 (5th Floor)  
San Diego, CA 92312-0058  
Tel: (619) 532-2354  
Fax: (619) 532-2283  
E-mail: Saul.fields.ctr@navy.mil

For Marine Corps Base Camp Pendleton send to:

Environmental Security Operations  
Attn: Gerry Manning  
Marine Corps Base Bldg 22165  
Camp Pendleton CA 92055-5008  
Tel: (760) 725-9755  
Fax: (760) 725-0207  
E-mail: Gerry.manning@usmc.mil

For MCAS Miramar send to:

Commanding Officer  
Attn: Env Mgt Dept Officer  
MCAS Miramar  
PO Box 452001  
San Diego CA 92145-2001  
Tel: (858) 577-1087  
Fax: (858) 577-4200  
E-mail: kevin.mcguinness@usmc.mil

For NAS Lemoore send to:

NAS Lemoore  
Attn: Don Roberts  
Building 730, Rm 111  
Lemoore CA 93246  
Tel: (559) 998-4070  
E-mail: Donald.roberts@navy.mil

For BRAC San Francisco Bay Area bases: Alameda, Treasure Island, Mare Island, Novato, Crows Landing, Pt Molate, Moffett Field, and Hunters Point send to:

Douglas Delong  
Navy BRAC PMO West  
Caretaker Site Office  
410 Palm Ave., Bldg 1, Suite 161  
Treasure Island, CA 94130-1807  
Phone: 415-743-4713  
Cell phone: 510-772-8832

For BRAC Southern California bases: El Toro, Long Beach and Tustin send to:

Ron Johnson  
Caretaker Site Office  
7040 Trabuco Road  
Irvine, CA 92618  
Cell phone: 619-572-1403

**B. ABOVE MICRO-PURCHASE LIMIT (>\$2,500)**

Original invoices will be submitted to:

1. For all Navy and Marine Corps Base Locations send to:

Commander  
NAVFAC Southwest  
ATTN: Environmental Contracts Core, Code AQE  
1220 Pacific Highway  
San Diego, CA 92132-5190  
Tel: (619) 532-1677  
Fax: (619) 532-1155

For a sample invoice form which contains the required information the contractor must provide when invoicing for payment, Attachment J.

## Attachment A - List of Authorized Callers

Updated March 2009

<b>NAVFAC SOUTHWEST ACQUISITIONS- 'REGIONAL ENVIRONMENTAL CONTRACTS CORE' SAN DIEGO, CA</b>					
<b>NAME</b>	<b>LIMIT</b>	<b>PHONE</b>	<b>FAX</b>	<b>OFF DUTY HOURS 24/7 CELL</b>	<b>EMAIL</b>
Len Brown NAVFAC SW Contracting Officer	No Limit	619- 532- 1266	619- 532- 1155	619-726-0912	joseph.l.brown2@ navy.mil
Amy Jeli NAVFAC SW Contracting Officer	No Limit	619- 532- 1677	619- 532- 1155	619-726-0912	amy.jeli@navy.mil
Gracie Steinway NAVFAC SW Contracting Officer	No Limit	619- 532- 4313	619- 532- 1155	619-726-0912	graciela.steinway @navy.mil
Bea Appling NAVFAC SW Contracting Officer	No Limit	619- 532- 1620	619- 532- 1155	619-726-0912	beatrice.appling@ navy.mil

## Attachment A

MCAS MIRAMAR					Updated May 2009
NAME	LIMIT	PHONE	FAX	OFF-DUTY HOURS 24/7 CELL	EMAIL
Kevin McGuinness	\$25,000	858-577-1087	858-577-4200		<a href="mailto:kevin.mcguinness@usmc.mil">kevin.mcguinness@usmc.mil</a>
Kelly Martin	\$25,000	858-577-6533	858-577-4200		<a href="mailto:kelly_martin@usmc.mil">kelly_martin@usmc.mil</a>
Mike Corona	\$25,000	858-577-1102	858-577-4200		<a href="mailto:paul.corona@usmc.mil">paul.corona@usmc.mil</a>
Julio Rossenouff	\$25,000	858-577-1139	858-577-4200		<a href="mailto:julio.rossenouff@usmc.mil">julio.rossenouff@usmc.mil</a>
Greg Magill	\$25,000	858 577 6848	858 577 6535	858 864 4301	<a href="mailto:james.g.magill@usmc.mil">james.g.magill@usmc.mil</a>
Jim Barr	\$25,000	858 577 6136	858 577 6535	858 864 4801	<a href="mailto:james.d.barr@usmc.mil">james.d.barr@usmc.mil</a>
Paul Tompkins	\$25,000	858 577 6136	858 577 6535	858 864 4205	<a href="mailto:paul.tompkins@usmc.mil">paul.tompkins@usmc.mil</a>
Dan A Hernandez	\$25,000	858 577 1956	858 577 6535	858 864 3440	<a href="mailto:daniel.a.hernandez@usmc.mil">daniel.a.hernandez@usmc.mil</a>
Mary Cavanaugh	\$25,000	858 577 1488	858 577 6535	858 864 4213	<a href="mailto:mary.cavanaugh@usmc.mil">mary.cavanaugh@usmc.mil</a>
Tina R Leary	\$25,000	858 577 6816	858 577 6535	858 864 4305	<a href="mailto:tina.leary@usmc.mil">tina.leary@usmc.mil</a>
Summer Piper	\$25,000	858 577 6526	858 577 6535	858 864 4454	<a href="mailto:summer.piper@usmc.mil">summer.piper@usmc.mil</a>
Douglas Fairbanks	\$25,000	858 577 6137	858 577 6535	858 864 4279	<a href="mailto:douglas.fairbanks@usmc.mil">douglas.fairbanks@usmc.mil</a>
Joshual Allen	\$25,000	859 577 6137	858 577 6535	859 864 4279	<a href="mailto:joshual.allen@usmc.mil">joshual.allen@usmc.mil</a>
Douglas Bouck	\$25,000	860 577 6137	858 577 6535	860 864 4279	<a href="mailto:doug.bouck@usmc.mil">doug.bouck@usmc.mil</a>
Daniel Rivas	\$25,000	861 577 6137	858 577 6535	861 864 4279	<a href="mailto:danny.rivas@usmc.mil">danny.rivas@usmc.mil</a>
Ken Ishmael	\$25,000	862 577 6137	858 577 6535	862 864 4279	<a href="mailto:ken.ishmael@usmc.mil">ken.ishmael@usmc.mil</a>
Crispin Vail	\$25,000	863 577 6137	858 577 6535	863 864 4279	<a href="mailto:crispin.vail@usmc.mil">crispin.vail@usmc.mil</a>
Kevin Brown	\$25,000	864 577 6137	858 577 6535	864 864 4279	<a href="mailto:kevin.t.brown@usmc.mil">kevin.t.brown@usmc.mil</a>

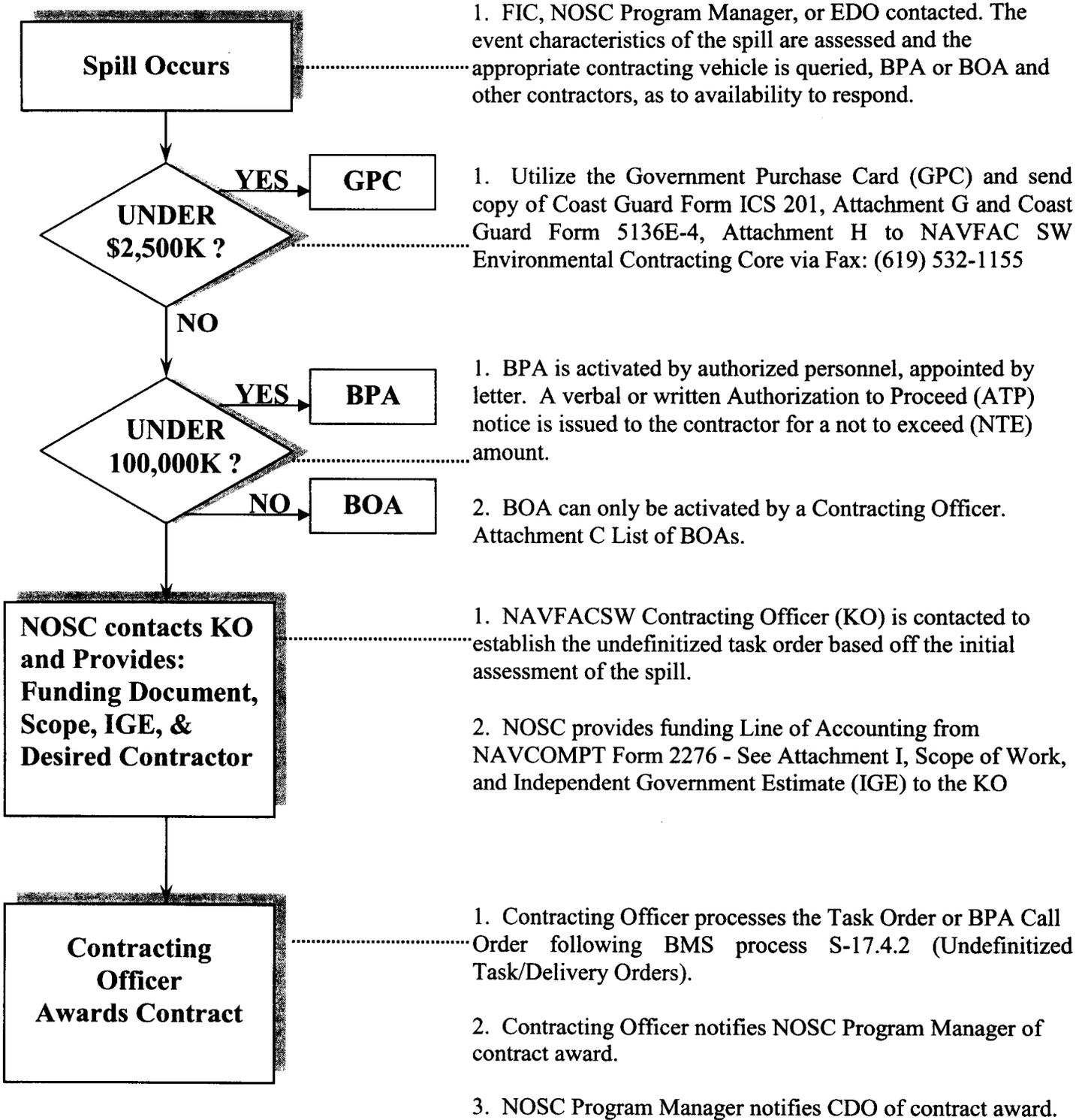
**Attachment B – List of BPA Contractors**

<b>Contractor</b>	<b>Agreement N62473-08-A</b>	<b>San Diego Metro</b>	<b>NB Ventura County</b>	<b>NWS Seal Beach</b>	<b>NAS El Centro</b>	<b>NAWS China Lake</b>	<b>NAS Lemoore</b>	<b>San Francisco BRAC Bases</b>	<b>So. CA BRAC Bases</b>	<b>24 Hour Emergency Response Phone</b>
Black Gold Industries	8802	X	X	X	X	X	X		X	1-800-549-0065
Clean Harbors	8803	X	X	X	X		X	X	X	1-800-645-8265
P A R C	8804					X	X			1-800-955-7761
NRC Environmental	8805	X	X	X	X	X	X	X	X	1-800-337-7455
Patriot Environmental	8806	X	X	X	X	X	X		X	1-800-624-9136

**Attachment C – List of USCG District 11 BOA Contractors**

<b>BOA Number</b>	<b>CONTRACTOR</b>	<b>LOCATION</b>	<b>PHONE</b>	<b>FAX</b>
DTCG89-94-A-68F931	MARINE POLLUTION CONTROL	DETRIOT, MI	313-849-2333	313-849-1623
DTCG89-94-A-68F932	PENCO OF CALIFORNIA	TERMINAL ISLAND, CA	213-547-0919	213-547-0031
DTCG89-94-A-68F933	IT CORPORATION	WILMINGTON, CA	714-261-6441	714-474-8309
DTCG89-94-A-68F935	ADVANCED CLEANUP TECH	CARSON, CA	707-746-6190	707-746-6699
DTCG89-94-A-68F936	ANCON MARINE INC	SAN PEDRO, CA	310-548-8305	310-548-8300
DTCG89-94-A-68F940	TRAC TIDE MARINE CORP	PORT HUENEME, CA	805-984-8062	805-984-5612
DTCG89-94-A-68F942	NRC ENVIRONMENTAL SVCS	LONG BEACH, CA	562-432-1304	562-432-1826
DTCG89-95-A-68F950	COAST DIVING SERVICE	SAN PEDRO, CA	310-547-0955	310-547-0970
DTCG89-95-A-68F951	CROWLEY MARINE SERVICES	LONG BEACH, CA	206-443-8100	206-443-8072
DTCG89-95-A-68F954	PARKER DIVING SERVICE	SAUSALITO, CA	415-331-0328	415-331-0354
DTCG89-95-A-68F955	VORTEX DIVING	ALAMEDA, CA	510-261-2400	510-261-2444
DTCG89-95-A-68F962	PACIFIC LINK	PETALUMA, CA	707-765-2765	707-765-9878
DTCG89-96-A-68F990	CLEAN SEAS, LLC CO-OP	CARPENTERIA, CA	805-684-3838	805-684-2650
DTCG89-98-A-68F916	E.R.S.T.	BREA, CA	714-577-2567	714-577-2118
DTCG89-98-A-68F917	OCEANEERING INTERNATIONAL	VENTURA, CA	805-656-3224	805-656-3981
DTCG89-98-A-68F918	OCEAN BLUE ENVIRONMENTAL	LONG BEACH, CA	562-624-4120	562-624-4127
DTCG89-98-A-68F992	CLEAN COASTAL WATERS	LONG BEACH, CA	562-432-1415	562-437-1510
DTCG89-99-A-68F975	ZACCOR COMPANIES	ALAMEDA, CA	510-522-6210	510-522-6259
DTCG89-01-A-68F902	SEA SPILL SERVICES	SOUTHOLD, NY	631-765-3660	631-765-5802
DTCG89-01-A-68F903	JC ENVIRONMENTAL INC	NATIONAL CITY, CA	619-477-4416	619-477-4420
DTCG89-01-A-68F904	UNIVERSAL ENVIRONMENTAL INC	BENICIA, CA	707-747-6699	707-747-1927
DTCG89-01-A-68F905	M & M DIVING SERVICES	EUREKA, CA	707-441-9239	707-441-9299
DTCG89-01-A-68F908	FOSS MARITIME CO	SEATTLE, WA	206-281-3800	206-281-4702
DTCG89-03-A-68F950	NATIONAL RESPONSE CORP	RICHMOND, CA	707-446-6464	707-446-6416
DTCG89-03-A-68F955	PATRIOT ENVIRONMENTAL	LONG BEACH, CA	562-436-2614	562-436-2688
DTCG89-04-A-68F956	SO CAL SHIP SERVICES	TERMINAL ISLAND, CA	310-519-8411	310-519-4017
DTCG89-04-A-68F957	TIGER DIVERS INC	SAN FRANCISCO, CA	415-495-5678	415-982-0644
HSCG89-04-A-68F958	CASTAGNOLA TUG SERVICE INC	SANTA BARBARA, CA	805-963-4961	805-966-6741
HSCG89-04-A-68F960	TITAN MARTIME LLC	FT. LAUDERDALE, FL	954-929-5200	954-929-0102
HSCG89-06-A-68F900	RESOLVE TOWING & SALVAGE INC	PORT EVERGLADES, FL	954-764-8700	954-764-8724
HSCG89-06-A-68F901	GLOBAL INSHORE INC.	RIO VISTA, CA	925-439-7227	925-427-1705
HSCG89-06-A-68F902	CLEAN HARBORS ENVIRONMENTAL	BRAINTREE, MA	781-849-1800	

# Spill Response Flow Chart



(PHONE NUMBER)

(SSIC)  
(Code)  
(Date)



(Company Name)  
(Street Address)  
(City, State/Province Zip/Postal Code]

Re: BPA CONTRACT N62473-08-A-XXXX, OIL AND HAZARDOUS  
SUBSTANCES / HAZARDOUS WASTE SPILL CLEANUP, NAVY REGION SOUTHWEST

Dear Sir or Madam:

You are hereby authorized to contain the (describe the incident and location) to prevent further environmental damage. Provide all necessary supervision, labor, equipment, and material, as priced in Section J.1 of the agreement.

A not to exceed amount of \$\_\_\_\_\_ has been allotted for this work as shown below. The value of this contract shall not be exceeded without written authorization from the Contracting Officer. This authorization to proceed letter will be followed by a Call Order on the next working day from the Contracting Officer.

The schedule for definitization of this agreement shall be as detailed in DFAR 252.217-7027, Contract Definitization, provided as an attachment to this letter.

Accounting and Authorization Data:



\_\_\_\_\_  
(Name of Authorized Caller)

Received: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Contractor's Authorized Signature)

**CONTRACT DEFINITIZATION (OCT 1998)**

(a) A time and material type contract is contemplated. The Contractor agrees to begin promptly negotiating with the Contracting Officer the terms of a definitive contract that will include (1) all clauses required by the Federal Acquisition Regulation (FAR) on the date of execution of the undefinitized contract action, (2) all clauses required by law on the date of execution of the definitive contract action, and (3) any other mutually agreeable clauses, terms, and conditions. The Contractor agrees to submit a not to exceed proposal and cost or pricing data supporting its proposal.

(b) The schedule for submitting a proposal to definitize this contract action is within 5 days from assessment of the spill.

(c) The schedule for definitizing this contract action is within 5 days of proposal receipt.

(d) If agreement on a definitive contract action to supersede this undefinitized contract action is not reached by the target date in paragraph (b) of this clause, or within any extension of it granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price or fee in accordance with Subpart 15.4 and Part 31 of the FAR, subject to Contractor appeal as provided in the Disputes clause. In any event, the Contractor shall proceed with completion of the contract, subject only to the Limitation of Government Liability clause.

(1) After the Contracting Officer's determination of price or fee, the contract shall be governed by-

(i) All clauses required by the FAR on the date of execution of this undefinitized contract action for either fixed-price or cost-reimbursement contracts, as determined by the Contracting Officer under this paragraph (d);

(ii) All clauses required by law as of the date of the Contracting Officer's determination; and

(iii) Any other clauses, terms, and conditions mutually agreed upon.

(2) To the extent consistent with paragraph (d)(1) of this clause, all clauses, terms, and conditions included in this undefinitized contract action shall continue in effect, except those that by their nature apply only to an undefinitized contract action.

(e) The definitive contract resulting from this undefinitized contract action will include a negotiated price ceiling.

(End of clause)

(XXX) XXX-XXXX

NXXXXX-XX-D-XXXX  
XXX\_:(Initials)

From: (NAME), Contracting Officer, Naval Facilities Engineering Command Southwest  
To: (NAME), Code xxxx, Naval Facilities Engineering Command Southwest

Subj: APPOINTMENT AS CONTRACTING OFFICER'S REPRESENTATIVE (COR)/  
NAVAL TECHNICAL REPRESENTATIVE (NTR)

Ref: (a) NFAS Subpart 1.602-2(a)  
(b) FAR 37.104 Personal Services Contracts  
Encl: (1) Specific COR/NTR Duties/Responsibilities

1. Pursuant to reference (a), you are appointed as a Contracting Officer's Representative/Naval Technical Representative For:

CONTRACT NUMBER AND TITLE: DTCG84-XX-A-5000XX, U.S. COAST GUARD BOA  
CONTRACTOR: (NAME)

2. As a COR/NTR, you have been entrusted to serve in a critical and important function as the Government's representative in the administration of specific contracts; providing technical direction and discussion with respect to the specification or statement of work and monitoring the performance of work in accordance with reference (a) and any amplifying instructions provided by the contracting officer.

3. Orders issued under this BOA are **not** personal services contracts. The characteristics of personal services contracts are described by reference (b). Any significant deficiencies in contractor performance or other actions which might jeopardize contract performance should be brought to the contracting officer's attention.

4. Any action that could result in a change in the pricing, quantity, place of performance, delivery schedule, or any other terms and conditions of the contract (or task order), or any direction to exceed the scope of the basic contracts (or task order) may be executed only by a warranted contracting officer. Similarly, whenever there is a potential that discussions may impact areas such as described above, contact the PCO or ordering officer to agree on action to be taken. Be especially cautious when providing an interpretation of specifications and document the interpretation when appropriate.

5. This appointment shall remain in effect until canceled. If you are separated or reassigned or must terminate your appointment, you should request relief from your duties as COR/NTR early enough to permit timely selection and designation of a new COR/NTR.

**Attachment F**

**Page 2 of 3**

6. COR/NTR training is mandatory in Reference (a). It is the understanding of this office by acceptance of this appointment, you have completed the COR/NTR training, CTC 342 or equivalent training.

7. Enclosure (1) is provided for your information and guidance. If I can assist you in any way as you execute your duties as a member of the acquisition team, please do not hesitate to contact me.

---

COR/NTR Signature (Constitutes acceptance of the appointment and conditions thereof)	Date
--	------

---

Contracting Officer Signature	Date
-------------------------------	------

**ENCLOSURE (1)**  
**SPECIFIC COR/NTR DUTIES/RESPONSIBILITIES**

The duties and responsibilities set forth herein are not intended to be all-inclusive. As specific individual situations arise that have not been covered or that have created a question, bring these to the attention of the contracting officer and obtain advice on how to proceed in the best interest of the government.

- a. Responsible for controlling all government technical interface with the contractor.
- b. Responsible for assuring that appropriate action is taken on technical correspondence pertaining to contract/task order and that adequate files are maintained.
- c. Responsible for promptly furnishing any requests for change, deviation, or waiver (whether generated by the government or the contractor) to the contracting officer for action and placement in the contract/task order file.
- d. Responsible for reviewing contractor invoices and supporting documentation, progress reports, and other documentary input expeditiously to determine the reasonableness of billing and its compatibility to other documents and certify the acceptance of the services performed.
- e. Responsible for evaluating contractor's performance and preparation for evaluations.
- f. Promptly alert the contracting officer of any potential performance problems.
- g. (If designated as Property Administrator) Ensure that any government furnished property is adequately monitored and accounted for.
- h. Review and evaluate contractor's proposals, assist in the preparation of Government Estimate and participate as a member of the contracting officer's negotiation team as appropriate.
- i. Responsible for timely notification to the contracting officer of contract close-out, upon contract completion.
- j. Monitor contractor compliance with safety and quality management requirements.
- k. In the event of a contractor delay, or failure to perform, determine the cause, and make recommendations for appropriate corrective and/or preventive measures to the contracting officer.

**Attachment G**

**Page 1 of 2**

<b>INCIDENT BRIEFING</b>	1. Incident Name	2. Date	3. Time
4. Map Sketch			
5. Current Organization			
<div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Incident Commander</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">                     Safety Officer:                      Liaison Officer or Agency Rep:                      Information Officer:                 </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Planning</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Operations</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Logistics</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Finance</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Div. _____</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Div. _____</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Div. _____</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">Div. _____</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 15%;">                     Air                      Air Operations _____                      Air Support _____                      Air Attack _____                      Air Tanker Coord _____                      Helicopter Coord _____                 </div> </div>			
Page 18 of 2	6. Prepared by (Name and Position)		



**Attachment H**

DEPARTMENT OF TRANSPORTATION U.S.COAST GUARD CG-5136E-4 (01-93)	<b>POLLUTION INCIDENT DAILY RESOURCE REPORT</b>	CONTRACTOR SHORT FORM Page ___ of ___ RCN-16451-1
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DATE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PO/CONTRACT NO. \_\_\_\_\_

If information below is documented separately, in a form or format previously reviewed and found acceptable by the National Pollution Funds Center and the Contracting Officer, this form need not be completed.

PERSONNEL								
CLIN	NAME (LAST, FIRST)	HOURS FROM	TO	TOTAL HRS	HOURLY RATE	RATE CHG	PER DIEM	TOTAL COST
<b>TOTAL COST FOR THIS DATE</b>								

EQUIPMENT									
CLIN	ITEM DESCRIPTION	RATE BASIS	EMPLOYED FROM	TO	#UNITS	RATE/ UNITS	RATE CHG	NON-RATE	TOTAL COST
<b>TOTAL COST FOR THIS DATE</b>									

SUBCONTRACTORS				
Were any subcontractors hired?    Yes _____    No _____				
If yes, list below and attach Sub. Daily Reports				
CLIN	SUBCONTRACTOR'S NAME	COST	ADMIN FEE	TOTAL COST
<b>TOTAL COST OF SUBCONTRACTORS FOR THIS DATE</b>				

MATERIALS USED/OTHER EXPENSES					
CLIN	DESCRIPTION	UNIT DESCRIPT	UNITS USED	UNIT COST	TOTAL COST
<b>TOTAL COST OF MATERIALS USED/EXPENSES FOR THIS DATE</b>					

**CONTRACTORS CERTIFICATION:**  
 I certify that this report is a true and complete record of the materials, labor, equipment and subcontractors provided by the contractor on the date listed above for the project number cited above.

\_\_\_\_\_

Contractor's Authorized Representative

**ON SCENE COORDINATOR'S/LEAD TRUSTEE'S REVIEW:**  
 I certify that inspection and acceptance of the listed items has been made by me or under my supervision, except as noted herein or on supporting documents.

\_\_\_\_\_

FOOSC/Lead Trustee

(LOCAL REPRODUCTION)

REQUEST FOR CONTRACTUAL PROCUREMENT-NAVCONST FORM 2276

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.						2. DOCUMENT NUMBER W0024606BC009WI				
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON 2006/09/30	5. DWS RATING	6. PRIORITY	7. DATE REQUESTED 2006/02/24	8. AMENDMENT NO. BASIC				
9. FROM COMMANDER NAVY REGION SOUTHWEST 937 NORTH HARBOR DRIVE 5TH FLOOR SAN DIEGO, CA 92132-0058				10. FOR DETAILS CONTACT: FINANCIAL: S. BAUNER 619-532-3626 TECHNICAL: S. WALKER 619-524-6025						
11. TO: UIC N68711 NAVAL FACILITIES ENGINEERING COMMAND 1220 PACIFIC HIGHWAY SAN DIEGO, CA 92132-5190 DANTE PEREZ				12. MAIL INVOICES TO: DPAS NORFOLK ACCOUNTING OFFICE 1837 MORRIS ST STE 1401 NORFOLK, VA 23511-3431						
13. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1761804	52FA	252	00052	0	068732	2D	C009WI	0024668AF03Q	100,000.00
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT								L. TOTAL THIS DOCUMENT		100,000.00
								M. CUMULATIVE TOTAL		100,000.00
PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED THESE ITEMS [ ] ARE [X] ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING [X] HAS [ ] HAS NOT BEEN ACCOMPLISHED										
A. ACRN	B. ITEM NO.	C. FEC	D. DESCRIPTION (MAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)				E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA 989-25.2100 Other Contracts										
ENVIRONMENTAL PROGRAM FUNDS PROVIDED FOR EPRS 0024602038. FUNDS PROVIDED FOR ACQUISITION ACTIONS IN EMERGENCY RESPONSE TO HAZARDOUS SPILL INCIDENTS AT VARIOUS NAVY AND MARINE INSTALLATIONS THROUGHOUT THE SOUTHWEST REGION. POC: LINDA LOU M. BIRMIE 619-532-3563 FAX 3358. LINDALOU.BIRMIE@NAVY.MIL. ENV POC: GRANT KIEHL 619-524-0496.										
						AUTH: <u>5482</u> PLND FUND#: <u>9107</u> WPK#: <u>4792</u> ACCEPT: <u>ANGEL AGUIAR</u> DATE: <u>02-22-06</u>				
						WO #534301 Loc UIC # A00246				
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.									I. GRAND TOTAL	
17. TRANSPORTATION ALLOTMENT (Used if FOR Contractor's plant)										
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE) MAY VILLA SITE MANAGER					DATE 2006/02/22		
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE) MARGARET J. THORNTON CUST RELATION SECTION, ACCOUNTANT					DATE 2/23/06		

JT

**Attachment J**

**Page 1 of 2**

**SAMPLE INVOICE**

**1. CONTRACTOR'S INVOICE**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoice Date: \_\_\_\_\_  
CCR Expiration Date: \_\_\_\_\_  
Invoice Number: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_  
Cage Code: \_\_\_\_\_

POC/Telephone/E-mail for this invoice \_\_\_\_\_

To: Contract Specialist: \_\_\_\_\_

**Below is a Statement of Performance under Contract:** \_\_\_\_\_ **Order #** \_\_\_\_\_  
**for** \_\_\_\_\_ **at** \_\_\_\_\_

The enclosure provides breakdown of this statement of performance.

A. Total value of contract/task order through change	_____	\$	_____
B. Percentage of performance complete	_____ % _____ %		
C. Value of completed performance		\$	_____
D. Less total of prior payments		\$	_____
E. Amount of this invoice		\$	_____

Signature and Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature of Authorized Representative

Taxpayer Identification No. (TIN): \_\_\_\_\_

Electronic funds transfer (EFT) banking information (if applicable): \_\_\_\_\_

**2. FIRST ENDORSEMENT**

From: Accounting Official \_\_\_\_\_

To: Certifying Officer \_\_\_\_\_

1. Payment is recommended as follows:

A. Amount of work completed to (date)	_____	\$	_____
B. Less:			
Retention	\$ _____	\$	_____
Other Deductions	\$ _____	\$	_____
C. Subtotal		\$	_____
D. Less previous payments		\$	_____
E. Certified amount for payment # _____ on order # _____		\$	_____
F. Elapsed contract time (if applicable)	_____		

