

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department	Approved By: William Moog
File Name: BTR-ESOP	Effective Date: 22 May 2007	Document Owner: EMD	

Title: Biological Treatment

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for managing parts washing activities using biological treatment.

2.0 APPLICATION

This guidance applies to those individuals who perform parts washing using biological treatment onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO P4790.2C
- MCAS Miramar HWMP (Hazardous Waste Management Plan)
- MCAS Miramar SWPPP (Storm-water Pollution Prevention Plan)
- NPDES General Permit CAS000001 (National Pollutant Discharge Elimination System)

4.0 PROCEDURE

3.1 Discussion:

Daily operations aboard MCAS Miramar require the periodic washing of parts and bearings from various types of equipment in order to remove excess oil and grease. To minimize the generation of hazardous wastes, the station utilizes a biodegradable, microbial solution to consume the oil and grease generated by cleaning parts cleaning activities. The microbial solution is accumulated and stored as waste in 55 gallon drums that, when full, are sent to an approved treatment facility.

Personnel must contact the Hazmat Center for replacement solution and the Environmental Management Department (EMD) for maintenance or replacement of the microbial solution distribution machine.

3.2 Operational Controls:

The following procedures apply:

1. Ensure that Material Safety Data Sheets (MSDS) for any materials associated with this practice are current and available.
2. Ensure that records of all required training and certifications are current and available for inspection.
3. Ensure turnover folder information is kept for this ESOP and available for inspection.
4. Use the proper personal protective equipment (PPE) as applicable including but not limited to: splash proof goggles, latex gloves and steel-toed boots.
5. Maintain a stocked spill kit nearby in a designated location known to all shop personnel.
6. Keep fire extinguishers readily accessible and near potential hazardous areas.
7. Use parts washing tank equipped with internal drainage device, automatic cover and associated safety features, including a two-stage drainage valve.
8. Ensure that a conspicuous and legible "Pre-Op" card is posted on the top of the solution tank to note that a pre-operation inspection of the tank and equipment has been performed before each use.
9. Drain and remove spent biological solution periodically as recommended by the manufacturer. Accumulate spent solution in a 55-gallon drum to be disposed of as waste when full.
10. Properly clean up all spills immediately and report the spill to the supervisor and EMD.
11. Ensure that a spill report is submitted to the EMD as soon as possible detailing the spill date, time, product spilled, quantity, location, cleanup actions taken, name of the person reporting the spill, etc.
12. Ensure that spills are recorded in a spill log book detailing the spill date, time, product spilled, quantity, location, cleanup actions taken and the name of the person reporting the spill.
13. Stores used rags in an approved red rag container, take to the HAZMAT Center when full and exchange for clean rags.
14. Ensure that warning signs reading "Eye Protection Required" are posted in the shop/practice area that they are clearly visible from a distance of 25 feet in any direction.
15. If there are any specific situations or other concerns not addressed by this procedure, contact the EMD.

3.3 Documentation and Record Keeping:

The following records must be maintained for this practice:

1. MSDSs for all materials associated with this practice.

2. Personnel training records.
3. Site inspection records.
4. Pre-operation card record.
5. Spill log book.
6. Record of microbial solution wasted out (environmental binder 3).
7. Parts washer operation manual.
8. Personnel training records.

3.4 Training:

All applicable personnel must be trained in this ESOP and the following, as applicable:

1. Hazard Communication (HazCom) Training Topics 1-4 (annual).
2. 24-hour Hazardous Waste Operations Emergency Response (HazWOPER) Training (initial and annual).
3. Safety and Hazardous Materials Coordinator.
4. General shop safety.
5. On the job training (OJT).

3.5 Emergency Preparedness and Response Procedures:

Refer to Marine Corps Order (MCO) P5090.2A, Subject: Oil/Hazardous Substance Spill/Spill Prevention Control & Countermeasures (OHSS/SPCC) for MCAS Miramar.

3.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall perform or designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Biological Treatment – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs current and available? <i>(29 CFR 1910)</i>			
2. Are records of all required training and certifications are current and available for inspection? <i>(MCO P5090.2A 9102.19(k)(5))</i>			
3. Is turnover folder information is kept for this ESOP and available for inspection? <i>(MCO P4790.2C)</i>			
4. Is proper PPE worn during performance of operations? <i>(29 CFR 1910, MCO P5090.2A)</i>			
5. Are fire extinguishers maintained nearby in a designated location known to all shop personnel? <i>(29 CFR 1910)</i>			
6. Is a stocked spill kit maintained nearby in a designated location known to all shop personnel? <i>(40 CFR 262, MCO P5090.2A, HWMP/SWPPP)</i>			
7. Is a part washing tank equipped with internal drainage device, automatic cover and associated safety features, including a two-stage drainage valve used? <i>(NPDES CAS000001, MCO P5090.2A)</i>			
8. Is a conspicuous, legible "Pre-Op" card posted on the top of the solution tank to note the completion of a pre-operation inspection of the tank and equipment before each use? <i>(MCO P5090.2A)</i>			
9. Is spent biological solution drained and removed periodically according to manufacturer's guidelines and accumulated in a 55-gallon drum to be disposed of as waste when full? <i>(MCO P5090.2A)</i>			
10. Are all spills properly cleaned up immediately and reported to the supervisor and EMD? <i>(40 CFR 262, MCO P5090.2A HWMP/SWPP)</i>			
11. Ensure that a spill report is submitted to the EMD as soon as possible detailing the spill date, time, product spilled, quantity, location, cleanup actions taken, name of the person reporting the spill, etc. <i>(40 CFR 262, MCO P5090.2A HWMP/SWPP)</i>			
12. Are all spills recorded in a spill log book detailing the spill date, time, product spilled, quantity, location, cleanup actions taken and the name of the person reporting the spill? <i>(40 CFR 262, MCO P5090.2A HWMP/SWPP)</i>			
10. Are used rags stored in an approved red rag container, taken to the HAZMAT Center when full and exchanged for clean rags?			

(40 CFR 262, MCO P5090.2A)

11. Are warning signs reading "eye protection required" posted in the shop/practice area which are clearly visible from a distance of 25 feet in any direction? <i>(29 CFR 1910, MCO P5090.2A)</i>			
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ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator:

Name: _____

Signature: _____

Date: _____