Environmental Standard Operating Procedure			
Originating Office: **Environmental Management Department**	Revision: Original	Prepared By: Engineering Division	Approved By: William Moog
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Title: Fuel Storage- Underground Storage Tanks

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for fuel storage Underground Storage Tanks (USTs).

2.0 APPLICATION

This guidance applies to individuals working with or managing fuel supply Underground Storage Tanks (USTs) aboard MCAS Miramar.

3.0 REFERENCES

- CCR Title 23 Chapter 16
- Underground Storage Tank Management Plan (USTMP)
- Air Quality Management Plan (AQMP)
- Spill Prevention Control & Countermeasure (SPCC)

4.0 PROCEDURE

4.1 Discussion:

Fuel storage USTs requires a Permit To Operate (PTOs). PTOs must be posted on or near the tank and must be available for inspection. The permit must be reviewed annually and PTO must be reviewed regularly to ensure that all permit conditions are being met. Improper management of bulk fuel storage USTs can be detrimental to both human health and the environment. Improper management can also cause adverse regulatory action.

4.2 Operational Controls:

Each section/unit at MCAS Miramar with fuel storage USTs will monitor the tank operation and security before, during, and after filling or dispensing operations and will conduct weekly visual inspections of there UST systems to include tanks, leak detection, containment systems and filling or dispensing apparatus. Fuel storage USTs must be equipped with UST and underground piping automatic leak detection systems that must be monitored

daily.

The following procedures apply:

1. Conduct daily monitoring of UST and underground piping automatic line leak detection if applicable.
2. Establish a Monitoring and Response Plan.
3. Ensure traffic lids, fill caps and vent caps are in place.
4. Ensure spill containers are empty and clean.
5. Ensure alarm systems are functioning properly.
6. Ensure there is no evidence of spills, leaks, or unauthorized dumping into the UST.
7. Ensure that the overfill containment drainage valve is locked and that access area is secure.
8. Properly mark the UST with the contents of the tank.
9. Post “No Smoking” signs around UST.
10. Ensure that spill kits and fire extinguishers are available in case of an emergency.
11. If a cabinet dispenser is located at the UST, remove the skirt and visually inspect the inside of the dispenser weekly for fuel leaks.
12. Note any abnormal conditions found during weekly inspections and their corrective actions by recording them in the weekly inspection logbook.
13. Turnover folder information must be kept for this Standard Operating Procedure.
14. If there are any specific situations or other concerns not addressed by this procedure, contact EMD Office.

4.3 Documentation and Record Keeping:

The following records must be maintained for fuel storage underground storage tanks:

1. MSDS for product stored in UST.
2. Monitoring and response plan.
3. Inspection and training records.
4. Weekly inspection log.

5. Daily UST and underground piping automatic line leak detection monitoring log.
6. Secondary Containment testing records.
7. Designated Underground Storage Tank Operator (DUSTO) certification
8. DUSTO monthly inspection records.
9. DEH UST Permit to Operate.
10. Installation records

4.4 Training:

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

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

4.5 Emergency Response Procedures:

CALL 9-1-1

4.6 Inspection and Corrective Action:

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

Fuel Storage UST – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has daily monitoring of the UST and underground piping automatic line leak detection systems been			

conducted? *(CCR 23\3\16\3\2632(c)(1)(B), 2634(d)(1)(B), 2636(f)(6))*			
2. Are traffic lids, fill caps and vent caps in place?			
3. Are spill containers empty and clean?			
4. Are alarm systems functioning properly? *(CCR 23\3\16\3\2636(f)(6))*			
5. Is there evidence of spills, leaks, or unauthorized dumping into the UST? *(CCR 23\3\16\10\2715(c)(4))*			
6. Is monitor and response plan established? *(CCR 23\3\16\2632)*			
7. Is the monitor and response plan current? (CCR 23\3\16\2632)			
8. Have containment drainage valves been locked or access areas been secured? (CCR 23\3\16\3\2631(d)(5), 2633(e)(6))			
9. Has the UST been properly marked with the contents of the tank?			
10. Have “No Smoking” signs been posted around the UST? (CCR 8\1\4\7\20\147\5622, CCR 8\1\4\7\20\144\5580)			
11. Are spill kits and fire extinguishers available in case of an emergency?			
12. If a cabinet dispenser is located at the UST, has the inside of the dispenser been inspected weekly for fuel leaks?			
13. Have any abnormal conditions found during weekly inspections and their corrective actions been recording in the weekly inspection logbook?			
14. Are inspection and training records maintained and available for inspection? (CCR 23\3\16\3\2636(f)(6))			
15. Is the designated UST Operator (DUSTO) certification valid and current?			

ADDITIONAL COMMENTS:

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CORRECTIVE ACTION TAKEN:

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_____

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_____

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____