

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department	Approved By: William Moog
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Title: Public School/Day Care Operations

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for performing public school and day care operations.

2.0 APPLICATION

This guidance applies to those individuals who perform public school and day care operations onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 40 CFR 262 (Code of Federal Regulations)
- 29 CFR 1910
- 22 CCR 101115, 101238, 101239 (California Code of Regulations)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO P4790.2C

4.0 PROCEDURE

4.1 Discussion:

Operations in public schools and day care centers include kitchen, janitorial, and medical services that require the use of hazardous materials such as cleaners and disinfectants. The centers also generates wastes such as used grease, and solid, recyclable and medical wastes which must be managed properly in order to avoid impacts to human health and the environment.

Units are equipped with approved containers. Units should contact the Environmental Management Department (EMD) for replacement of or to request additional containers.

4.2 Operational Controls:

The following procedures apply:

1. Ensure that Material Safety Data Sheets (MSDSs) for cleaners, bleach, sanitizer, laundry detergent, grease, medical and biological waste, and all materials associated with this practice are available and current.
2. Ensure that records of all required training and certifications are current and available for inspection.
3. Ensure that all required permits are current and available for inspection (e.g., county health permit, etc.)
4. Wear appropriate protective personal equipment (PPE) such as goggles, gloves and aprons when handling hazardous materials or hazardous wastes as needed.
5. Maintain a fully stocked spill kit nearby in a designated location.
6. Maintain fire extinguishers nearby in designated locations.
7. Conduct and document periodic maintenance on equipment (e.g. dishwasher, laundry machines and grease traps) as recommended by the manufacturer.
8. Conduct and document weekly site inspections and maintain records for review for three calendar years, plus the remainder of the current year.
9. All containers used for storage of solid wastes, including moveable bins, shall have tight fitting covers that are maintained in the closed position, in good repair, and are leak proof and rodent-proof.
10. Keep containers closed except when waste is added or removed.
11. Solid-waste containers that hold decaying waste, including moveable bins, must be emptied at least once per week.
12. Inspect secondary containment (e.g. dishwashing sinks and floor sinks) and drainage valves to ensure they are free of leaks and in the fully closed position.
13. Properly clean up all spills as soon as they are identified and report the spill to the supervisor and EMD.
14. Record all spills 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 and ensure that a spill report containing this information is submitted to the EMD.
15. Ensure eyewash station is operating properly, readily accessible and installed near potential hazardous areas.
16. If there are any specific situations or other concerns not addressed by this procedure, contact the EMD.

4.3 Documentation and Record Keeping:

The following records must be maintained.

1. MSDSs for all materials associated with this practice.

2. Training records and certifications for personnel.
3. Scheduled maintenance logbook.
4. Required permits.
5. Inspection records.
6. Spill logbook.

4.4 Training:

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

1. MCO P5090.2A
2. OPNAVINST 1700.90
3. On-the-job training

4.5 Emergency Preparedness and Response Procedures:

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

4.6 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.

Public School/Day Care Operations – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
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1. Are MSDSs for all materials associated with this practice current and available for inspection? <i>(29 CFR 1910)</i>			
2. Are required training records and certifications current and available for inspections? <i>(MCO P5090.2A)</i>			
3. Is turnover folder kept for this practice? <i>(MCO P4790.2C)</i>			
4. Are all required permits current and available for inspection? <i>(22 CCR 10115, MCO P5090.2A)</i>			
5. Is protective personal equipment (PPE) worn when appropriate? <i>(29 CFR 1910)</i>			
6. Is spill kit and fire extinguisher maintained nearby in designated locations? <i>(29 CFR 1910)</i>			
7. Is periodic maintenance conducted as by the manufacturer? <i>(MCO P5090.2A)</i>			
8. Are weekly site inspections conducted and records maintained for examination for three calendar years, plus the remainder of the current year? <i>(MCO P5090.2A)</i>			
9. All containers used for storage of solid wastes, including moveable bins, shall have a tight fitting covers that are maintained in the closed position, in good repair, and are leak proof and rodent-proof. <i>(22 CCR 101238)</i>			
10. Are storage containers kept closed except when waste is being added or removed? <i>(22 CCR 101238)</i>			
11. Are solid-waste containers that hold decaying waste, including moveable bins, emptied at least once per week? <i>(22 CCR 101239)</i>			
12. Are secondary containment and drainage valves free of leaks and maintained in the closed position? <i>(MCO P5090.2A)</i>			
13. Are spills cleaned when identified then 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 and is a report containing this information submitted to the EMD? <i>(40 CFR 262)</i>			
14. Ensure eyewash station is operating properly, readily accessible and installed near potential hazardous areas?			

(29 CFR 1910, MCO P5090.2A)

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____