

Environmental Standard Operating Procedure			
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Title: Recreational Facilities 3 - Athletic Facilities

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for athletic facilities operations and maintenance (O&M) activities.

2.0 APPLICATION

This guidance applies to those individuals who perform O&M on athletic facilities onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

The following references apply to this practice as applicable.

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262, 265
- 22 CCR 66265 (California Code of Regulations)
- MCO P4790.2C (Marine Corps Integrated Maintenance Management System Field Procedures Manual)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO P5100.8F (Marine Corps Occupational Safety and Health Program Manual)
- StaO 5090.7 (Station Order)
- OHSS/SPCC Plan

4.0 PROCEDURE

4.1 Discussion:

Athletic facilities aboard MCAS Miramar are comprised of three gymnasiums and adjacent athletic fields. Athletic facility O&M activities require the use of hazardous materials such as paint, glue, varnish, chalk, fertilizers and gasoline, and as a result generate hazardous waste. The use of these hazardous materials impacts air quality and must be managed properly to avoid impacts to human health and the environment. All hazardous materials must be stored in the appropriate containers. Units are equipped with approved containers and should contact the Supply Office 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 all materials associated with this practice are current and available for inspection.
2. Ensure training records and certifications are current and available for inspection.
3. Ensure turnover folder or desktop procedure is kept for this practice.
4. Wear appropriate personal protective equipment (PPE) including eye protection, gloves, steel-toed boots, dust masks, hard hats, coveralls and hearing protection as necessary.
5. Maintain a fully stocked spill kit and fire extinguishers nearby in designated locations.
6. Ensure a water source and soap is available for hand-washing in the storage area.
7. Store all usable hazardous materials (varnish, fuels, fertilizer) in the hazardous materials (HAZMAT) lockers. Keep POLs in a separate locker from fertilizers. Sacks, cartons, and fiberboard boxes containing fertilizers should be stored on wooden pallets or shelves off the floor.
8. Spray all fertilizers, fungicides, herbicides etc. during early morning hours and irrigate at night to allow sufficient time for absorption of sprayed material and minimize runoff.
9. Ensure that secondary containment is present during mixing and transfer of fluids into sprayers or transfer container.
10. Thoroughly clean by triple rinse the inside and outside of mixing, loading and application equipment after use in an area designated for cleaning operations.
11. Ensure gymnasiums are ventilated during surface restoration work.
12. Inspect containers and storage areas weekly to ensure they are free of leaks and fully closed. Maintain inspection records for three years.
13. Once the first drop is added, properly label all containers with a Hazardous Waste Storage label, and fill label out appropriately and legibly with a permanent marker.
14. Manage hazardous waste according to established hazardous waste standard operating procedures (SOPs).
15. Contact Marine Corps detachment when drums are full, (e.g., with empty paint cans) for transfer to at the hazardous waste 90-day accumulation area.
16. Properly clean up all spills as soon as they are identified and report the spill to the supervisor and EMD.

17. 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.
18. Place used rags in approved containers for disposal or recycling.
19. Ensure that warning signs, such as “No Smoking”, “Noise Hazard”, Hazardous Materials” and “eye protection required” are clearly visible and legible from a distance of 25 feet in any direction.
20. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Management Department.

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. Operation Manuals.
4. Hazardous materials inventory (must match Authorized Usage List).
5. Hazardous waste log book.
6. Spill log book.
7. Scheduled maintenance log book.
8. Required permits.

4.4 Training:

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

1. Hazard Communication (HazCom) Training.
2. 24-hour Hazardous Waste Operations and Emergency Response Training (initial and annual).
3. Preventative maintenance training.
4. On-the-job training.

- 5. Ergonomics training.
- 6. PPE 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 Control & Countermeasures (SPCC) Plan 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.

Recreational Facilities, Athletic Facilities – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector’s Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs current and available for inspection? <i>(29 CFR 1910, MCO P5100.8F)</i>			
2. Are required training records and certifications current and available for inspection? <i>(MCO P5090.2A)</i>			
3. Is turnover folder or desktop procedure kept for this practice? <i>(MCO P4790.2C)</i>			
4. Is appropriate PPE worn as necessary? <i>(29 CFR 1910, MCO P5100.8F)</i>			
5. Are spill kits and fire extinguishers kept nearby in designated location? <i>(29 CFR 1910, 22 CCR 66265, MCO P5100.8F)</i>			
6. Is a water source and soap available for hand washing in the storage area? <i>(29 CFR 1910, MCO P5100.8F)</i>			

<p>7. Are all usable hazardous materials stored in the HAZMAT locker? (40 CFR 262, MCO P5090.2A)</p>			
<p>8. Are treatments on athletic fields sprayed during early morning hours and irrigated at night? (StaO 5090.7)</p>			
<p>9. Is secondary containment present during mixing and transfer of fluids into sprayers or transfer containers? (MCO P5090.2A)</p>			
<p>10. Thoroughly clean by triple rinsing the inside and outside of mixing, loading and application equipment after use in an area designated for cleaning operations. (MCO P5090.2A, StaO 5090.7)</p>			
<p>11. Are gymnasiums ventilated during surface restoration work? (29 CFR 1910, MCO P5100.8F)</p>			
<p>12. Are weekly inspections of storage areas documented and maintained for three years? (40 CFR 262, SWPP)</p>			
<p>13. Are containers completely labeled with a Hazardous Waste label once the first drop is added? (40 CFR 262, MCO P5090.2A)</p>			
<p>14. Is hazardous waste managed according to established SOPs? (40 CFR 262, MCO P5090.2A)</p>			
<p>15. Is the Marine Corps detachment contacted when drums are full for transfer to the 90-day accumulation area? (MCO P5090.2A)</p>			
<p>16. Are spills properly cleaned as soon as they are identified and reported to the supervisor and EMD?</p> <p>Are all spills recorded in a log book detailing the date, time, product spilled, quantity, location, cleanup actions taken and the name of the person reporting the spill and a report containing this information submitted to the EMD?</p> <p>(29 CFR 1910, 22 CCR 66265)</p>			
<p>17. Are used rags placed in approved containers for disposal or recycling? (MCO P5090.2A)</p>			
<p>18. Are warning signs, such as “No Smoking”, “Noise Hazard”, Hazardous Materials” and “eye protection required” clearly visible and legible from a distance of 25 feet in any direction? (40 CFR 265)</p>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____