

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Waste Management Division	Approved By: William Moog
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Title: Vehicle Oil Change

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for performing vehicle oil changes.

2.0 APPLICATION

This guidance applies to all personnel performing vehicle oil changes onboard Marine Corp Air Station (MCAS) Miramar.

3.0 REFERENCES

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262
- 22 CCR 66262 (California Code of Regulations)
- MCO P4790.2C (Marine Corps Order)
- MCO P5090.2A (USMC Compliance Manual and Protection Plan)
- Hazardous Material Business Plan (HMBP)
- Hazardous Waste Management Plan (HWMP)

4.0 PROCEDURE

4.1 Discussion:

Vehicle and equipment maintenance operations generate used oil. Because used oil is a hazardous waste, vehicle and equipment oil changes must be properly managed in order to lessen impacts to human health and the environment.

When collecting and transferring used oil, only properly identified drip pans and authorized equipment will be used. Once used oil is collected, it will be disposed of in the proper storage container and delivered to either at a satellite site, 60-day storage site, above ground storage tank (AST) or underground storage tank (UST). Units with large vehicles are allowed to collect used oil by using oil changing ramps that utilize the proper AST.

4.2 Operational Controls:

The following procedures apply:

1. Material Safety Data Sheets (MSDS) for petroleum, oils and lubricants (POL) must be current and available for inspection.
2. Ensure that records of all required training and certifications for all personnel are current and available for inspection.
3. Turnover folder information must be kept for this practice.
4. Use appropriate personal protective equipment (PPE) including, but not limited to gloves, steel-toed boots, and coveralls.
5. Keep a fully stocked spill kit nearby in a designated location known to all personnel.
6. Keep fire extinguishers nearby in a designated location known to all personnel.
7. Use only authorized drip pans for the collection and transfer of used oil.
8. Drip pans must be segregated by the waste stream they are intended to collect.
9. Drip pans will be emptied daily of all free flowing liquid.
10. 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.
11. Oil must not be contaminated with other materials. If cross contamination occurs the oil must be disposed as hazardous waste.
10. Only use transfer containers equipped with lids. Check containers for deterioration and structural integrity; if new containers are needed contact EMD, Waste Management Division (858) 577-6533.
13. Keep containers closed except when hazardous waste is being added or removed.

Ensure containers and drums are not overfilled. Containers and drums are considered full when 3 to 4 inches of head space remains to allow for thermal expansion.

14. Contact the Hazardous Waste Coordinator (HWC) when hazardous waste containers are full and waste is ready to be transferred to the 60 day storage area. The HWC will complete an inventory information sheet for turn in to the EMD, Waste Management Division for waste to be assigned a DD 1348-1A and set up for disposal.
15. 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.
16. Conduct weekly site inspections to ensure proper disposal of waste.
17. If there are any specific situations or other concerns not addressed by this procedure, contact the EMD, Waste Management Division.

4.3 Documentation and Record Keeping:

The following records must be maintained for this operation:

- 1. MSDS for all materials.
- 2. Training records and certifications for all personnel.
- 3. Weekly inspection records.
- 4. Spill log book.
- 5. Hazardous Material Business Plan.
- 6. Disposal Receipts

4.4 Training:

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

- 1. Hazard Communication Standard training.
- 2. General Awareness.
- 3. Topics 1-4 Hazardous Material Business Plan

4.5 Emergency Preparedness and Response Procedures:

Refer to Hazardous Material Business Plan and Hazardous Waste Management Plan.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator or the Hazardous Waste Coordinator shall perform or designate personnel to perform inspections. All deficiencies noted during the inspections will be corrected immediately. All actions taken to correct each deficiency shall be recorded on the inspection sheet.

Vehicle Oil Change – Inspection Checklist	
Date:	Time:
Installation:	Work Center:

Inspector's Name:

Signature:

Inspection Items	Yes	No	Comments
1. Are all MSDSs current and available for inspection? <i>(29 CFR 1910)</i>			
2. Are training and records maintained and available for inspection? <i>(MCO P5090.2A)</i>			
3. Is proper PPE worn as appropriate? <i>(29 CFR 1910)</i>			
4. Are spill kits and fire extinguishers kept nearby? <i>(29 CFR 1910)</i>			
5. Is turnover information kept for this practice? <i>(MCO P4790.2C)</i>			
6. Are only authorized drip pans used for the collection and transfer of used? <i>HWMP</i>			
7. Are drip pans segregated by waste streams they are intended to collect? <i>HWMP</i>			
8. Are transfer containers emptied daily of all free flowing liquid? <i>HWMP</i>			
9. Is used oil placed in the appropriate containers or ASTs and labeled by the Hazardous Waste Branch? <i>(40 CFR 262)</i>			
10. Are all containers labeled completely and legibly filled out before the first drop is added? <i>(40 CFR 262, BO 5090.7)</i>			
10. Is used oil segregated from any other material? <i>(40 CFR 262, BO 5090.7)</i>			
Are containers equipped with lids, inspected for deterioration and wear and replaced with new containers when appropriate? <i>(40 CFR 262, BO 5090.7)</i>			
11. Are containers kept closed except when hazardous waste is added or removed? <i>(40 CFR 262)</i>			
12. Ensure containers and drums are not overfilled. Containers and drums are considered full when 3 to 4 inches of head space remains to allow for thermal expansion. <i>(29 CFR 1910)</i>			
13. Is the HWC contacted when containers are full and			

ready for disposal? (MCO P5090.2A,			
14. Is a hazardous waste log maintained with container type, accumulation start and end dates, date container transferred and manifest number? (40 CFR 262)			
17. Is the Hazardous Material Spill Flow Chart consulted upon identification of a spill, cleaned up immediately, and reported to supervisor and AC/SES? (40 CFR 262, BO 5090.7)			
18. Are used rags placed in approved containers for recycling or disposal and HWC notified when used rag containers are full? (40 CFR 262, BO 5090.7)			
19. Are spills properly cleaned when identified? (40 CFR 262, BO 5090.7)			
20. Are spills recorded in a spill log book with the spill date, time, product spilled, quantity, location, cleanup action, and person reporting spill? (40 CFR 262, BO 5090.7)			
21. Are containers that previously held hazardous waste marked "Empty"? (40 CFR 262, BO 5090.7)			
22. Are weekly site inspections being conducted? (5090.2A)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator:

Name: _____

Signature: _____

Date: _____