

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department.	Approved By: LtCol T. C. Fries
File Name: Vehicle Operation (All)	Effective Date: 12 DEC 2010	Document Owner: EMD	

Title: Vehicle Operation (All)

1.0 PURPOSE

This Environmental Standard Operating Procedure (ESOP) identifies responsibilities and requirements the operation of vehicles (all) at Marine Corps Air Station (MCAS) Miramar.

2.0 APPLICATION

This guidance applies to those individuals who use or have the potential to use vehicles at Marine Corps Air Station (MCAS) Miramar.

3.0 PROCEDURE

3.1 Discussion:

In the course of supporting the training mission, personnel must operate various types of tactical and non-tactical vehicles, in various areas aboard the installation. Vehicle operations have the potential to impact air, water and soil quality, as well as natural and cultural resources and wildlife management areas. MCAS Miramar is home to a large variety of sensitive and endangered plants and, animals as well as natural and cultural resources. Strict adherence to signs and guidance is required when operating non-tactical vehicles.

Vehicle operations require the use and storage of petroleum, oils, lubricant (POL), antifreeze and other hazardous materials that must be properly handled in order to lessen impacts to human health and the environment.

3.2 Operational Controls:

The following procedures apply:

1. Ensure that records of all required training and certifications are current and available for inspection.
2. Use the appropriate personal protective equipment (PPE).
3. Conduct and document regular inspections of all vehicles that check for signs of leaks.
4. Conduct and document regular maintenance on all vehicles according to manufacturer's specifications.

5. Maintain fully-stocked spill kits nearby vehicle maintenance areas in designated locations (which may be within vehicles) and known to all unit personnel as applicable.
6. Store and transfer all petroleum, oils, lubricant (POL), antifreeze and other hazardous materials using secondary containment (e.g. containment liners)
7. Properly contain, clean up, and report any spills or leaks as soon as they occur to your immediate supervisor and/or follow procedures in the MCAS Miramar Spill contingency Plan. Ensure that a spill report is submitted to MCAS Miramar Environmental Management Department (EMD) as soon as possible, but no later than 24 hours of the spill. The report should contain details about the spill date, time, product spilled, quantity, location, cleanup actions taken, and name of the person reporting the spill.
8. Maintain fire extinguishers in known locations within vehicles as applicable.
9. Properly dispose of all used hazardous material containers.
10. Place approved drip pans underneath vehicles when they are parked as required.
11. Place used rags and waste from spill clean-up in approved containers.
12. If there are any specific situations or other concerns not addressed by this procedure, contact MCAS Miramar EMD.

3.3 Documentation and Record Keeping:

The following records must be maintained:

1. MSDS for all fuels, oil, antifreeze, and any other material associated with this operation.
2. Training records and certifications for personnel.
3. Spill reports.
4. Inspection records.

3.4 Training:

All personnel must be trained in this Standard Operating Procedure, as well as the following, as applicable:

1. Hazard Communication (HazCom) training.
2. On the job (OJT) training.

3.5 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

3.6 Inspection and Corrective Action:

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

4.0 REFERENCES

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262
- 40 CFR 112 (Oil Pollution Prevention)
- MCO P5090.2A (Marine Corps Order)
- MCAS Miramar Spill Contingency Plan
- MCAS Miramar Spill Prevention, Control and Countermeasures Plan

Vehicle Operations – Non-Tactical – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are training and inspection records maintained and available for inspection? (MCO P5090.2A)			
2. Is the proper PPE worn when appropriate? (29 CFR 1910)			
3. Are fully-stocked spill kits maintained within vehicles as applicable? (29 CFR 1910, MCO P5090.2A)			
4. Are fire extinguishers maintained in known locations within vehicles as applicable? (29 CFR 1910, MCO P5090.2A)			
5. Are spills and leaks properly cleaned up, contained and reported as soon as they are discovered? (40 CFR 262, MCO P5090.2A)			
6. Is hazardous waste placed in approved, properly labeled containers? (40 CFR 262, MCO P5090.2A)			
7. Are used rags and spill clean-up waste disposed of in approved containers? (MCO P5090.2A)			
8. Are non-tactical vehicles operated and parked only in approved areas and in strict accordance with posted signage? (MCO P5090.2A)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Hazardous Waste Coordinator

Name: _____

Signature: _____

Date: _____