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: Aircraft Parts Replacement

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for managing aircraft parts replacement operations.

2.0 APPLICATION

This guidance applies to those individuals whose duties involve aircraft parts replacement onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 40 CFR (Code of Federal Regulations)
- 22 CCR (California Code of Regulations)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCAS Miramar Hazardous Waste Management Plan (HWMP)

4.0 PROCEDURE

4.1 Discussion:

Daily operations necessitate the periodic replacement of aircraft parts due to normal wear or when the manufacturer's specified interval for replacement is reached. Aircraft parts require cleaning to remove excess oil and grease in order to determine extent of wear or locate imperfections. Some parts require a non-destructive investigation (NDI) upon removal. Reference the NDI ESOP. Hazardous materials such as cleaners, chemical strippers, and microbial solutions are used in parts replacement operations, and as a result may generate hazardous wastes. Hazardous materials and wastes must be managed properly in order to minimize impacts to human health and the environment. Units are equipped with approved containers as necessary for the storage of hazardous materials and wastes.

4.2 Operational Controls:

The following procedures apply:

1. Ensure MSDSs are readily available and current for all hazardous materials that may be present.
2. Turnover folder information must be kept for this Standard Operating Procedure.
3. Wear proper PPE (Personal Protective Equipment) when there is potential to come in contact with any hazardous waste while removing vehicle equipment/parts.
4. Clean all greases, petroleum oil and lubricants (POLs), and contaminants from metal equipment/parts before placing in the scrap bin.
5. Clean all rings and seals that contain metal and/or rubber parts and ensure they are free of all hazardous waste before disposal.
6. Ensure used fluids are properly drained and collected in accordance with installation orders and unit SOPs when replacing bulk equipment/parts such as fuel cells or oil pans.
7. Collect and properly dispose of tires according to the HWMP Tire Replacement ESOP.
8. Collect and properly dispose of all batteries according to HWMP Battery Replacement ESOP.
9. Collect and dispose of any electrical components, such as circuit boards, as per HWMP.
10. Collect and dispose of all vehicle fluids collected during vehicle equipment/parts change according to Vehicle Equipment Fluid Change ESOP.
11. Separate and place all other waste streams into their appropriate marked containers.
12. Keep PPE near potential health hazard areas.
13. Keep a spill kit near potential spill hazard areas.
14. Keep fire extinguisher near potentially flammable materials.
15. Adhere to limitations on operational uses of applicable parts and equipment.
16. Track total cumulative hours of operation for all parts and equipment with limits on cumulative hours in operation in accordance with applicable maintenance publications.
17. Record all parts replacements in a daily maintenance logbook/database.
18. Post appropriate signage (e.g. “No Smoking”, etc.).
19. Contact EMD Office if there are any specific situations or other concerns not addressed by this procedure.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. MSDSs for all aircraft fuels used at MCAS Miramar.
2. Training records and certifications for all personnel.
3. Spill reports (verbally reported to EMD within 24 hrs, followed up by a written report within 5 days) in accordance with Station Order 6280.2.
4. Spill log.
5. Inspection records.
6. Applicable maintenance publications and manuals.
7. Daily log containing dates and times of operation and total cumulative hours of operation.
8. Daily maintenance log book/database.

4.4 Training:

All applicable personnel must be trained in this ESOP and the following:

1. Hazard Communication training.
2. HAZWOPER training (initial and annual).
3. Technician training (initial/annual health and safety).
4. Weekly on the job (OJT) 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 and 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.

Aircraft Parts Replacement – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs for all materials associated with this practice current and available for inspection? *(29 CFR 1910)*			
2. Are all greases, POLs, and contaminants cleaned off of any metal equipment/parts before being placed in the scrap bin? *(40 CFR, HWMP)*			
3. Are rings and seals that contain metal and/or rubber parts cleaned of all hazardous waste before being properly disposed of? *(40 CFR; HWMP)*			
4. Are all electrical components such as circuit boards being collected and disposed of as universal waste? *(40 CFR; HWMP)*			
5. Are items containing PCBs (polychlorinated biphenyls) being collected and disposed of according to their hazardous waste characteristics? *(40 CFR; HMWP)*			
6. Are all other waste streams being separated and placed into their appropriately marked containers? *(40 CFR; HWMP)*			
7. Are required training and certifications maintained and current for all personnel? *(22 CCR 66265, MCO P5090.2A)*			
8. Is turnover folder information kept for this practice? *(MCO P5090.2A)*			
9. Is appropriate PPE worn as necessary? *(29 CFR 1910)*			
10. Are spill kits being kept near potential spill hazard areas? *(40 CFR; HWMP)*			
11. Are total cumulative hours of operation for all parts and equipment with limits on cumulative hours of operation			

tracked? *(MCO P5090.2A,* SDAPCD Permit)			
12. Are conspicuous, legible labels listing the applicable operating requirements posted on or near permitted equipment? *(MCO P5090.2A)*			
13. Are parts washing tanks equipped with internal drainage devices, automatic covers and associated safety features, including a two-stage drainage valve? *(MCO P5090.2A)*			
14. Is process tanks kept covered except when open for operation or maintenance? *(22 CCR 66265, SDAPCD Permit, MCO P5090.2A)*			
15. Are all vehicle fluids collected and disposed of according to Vehicle Equipment Fluid Change ESOP and other requirements? *(40 CFR;HWMP)*			
16. Are all parts replacements recorded in a daily maintenance logbook/database? *(MCO P5090.2A)*			
17. Is the following spill information recorded in a log book: spill date, time, product spilled, quantity, location, cleanup actions taken, and the name of the person reporting the spill? Is a SRF-1 completed with a copy to the Spill Prevention & Planning Branch of AC/S ES? (*40 CFR 262, 22 CCR 66265, MCO P5090.2A)*			
18. Are all warning signs clearly visible and legible from a distance of 25 feet in any direction? *(22 CCR 66265, HWMP)*			

ADDITIONAL COMMENTS:

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CORRECTIVE ACTION TAKEN:

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Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____