

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 Parking

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for performing aircraft parking activities.

2.0 APPLICATION

This guidance applies to those individuals who perform aircraft parking operations onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 40 CFR 262 (Code of Federal Regulations)
- 29 CFR 1910
- 22 CCR 66265 (California Code of Regulations)
- MCO P4790.2C
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- Station Order P13810.1
- Hazardous Waste Management Plan (HWMP)

4.0 PROCEDURE

4.1 Discussion:

Daily operations onboard MCAS Miramar require parking and shut down of aircraft, inspecting aircraft for leaks, and pumping out aircraft lavatory tanks. When leaks from parked aircraft are detected, drip pans will be placed under the leak and/or absorbent material applied and collected after use. Aircraft parking generates hazardous wastes including JP-5 aircraft fuel, hydraulic fluid and human waste from lavatory tanks, which must be managed properly in order to lessen impacts to human health and the environment.

Units are equipped with approved containers and aboveground storage tanks (ASTs), as necessary. Units will contact the Environmental Management Department (EMD) for replacement or to request additional containers.

4.2 Operational Controls:

The following procedures apply:

1. Ensure that Material Safety Data Sheets (MSDSs) for JP-5 fuel, hydraulic fuel and all materials associated with this practice are current and available.
2. Ensure that the Standard Operating Procedure (SOP) for aircraft parking is available in a designated location known to all personnel.
3. Ensure that all required permits are current and available for inspection.
4. Ensure that records of all required training and certifications are current and available for inspection including any required licenses for Material Handling Equipment (MHE), key loaders, forklifts and Ground Support Equipment (GSE), phases for GSE, and parking.
5. Ensure turnover folder information is kept for this practice and available for inspection.
6. Wear appropriate protective personal equipment (PPE) such as safety glasses and face shields, hearing protection, cranials, rubber gloves and aprons (for sewage pumping), heavy chemical gloves (for handling fuel or hydraulic fluid), steel toe boots, and coveralls (flight suits) as applicable.
7. Keep fire extinguishers and spill kits readily accessible and near potential hazardous areas.
8. Maintain an activity log which includes aircraft parking times, record of incidents and issues for a period of three years.
9. Inspect secondary containments and aircraft internal check valves to ensure they are free of leaks and functioning properly.
10. Document daily inspections of tanks and weekly inspections of storage areas.
11. Ensure that all inspection records are maintained and available for inspection for three years.
12. Store all usable hazardous materials (e.g. paint, cleaners, etc.) in separate, properly labeled containers in the hazardous materials (HAZMAT) locker.
13. Collect and store all hazardous waste in approved containers authorized for the use intended. Use only transfer containers equipped with lids. Check containers regularly for deterioration and structural integrity and request new containers if needed.
14. Properly label all containers that contain hazardous waste completely and legibly with the following information: the words "Hazardous Waste" on outside of container, accumulation start date, and Environmental Protection Agency (EPA) hazardous waste number (e.g. D003).
15. Ensure that used fluids are not cross-contaminated with any other fluids or materials. This requires using and maintaining dedicated transfer containers for each waste stream.

16. Keep containers closed except when waste is added or removed.
17. Ensure containers, drums, or ASTs with ignitable waste in the satellite accumulation area (SAA) are grounded.
18. Ensure drums and ASTs are not overfilled. Drums and ASTs are considered full when 3 to 4 inches of head space remain to allow for thermal expansion.
19. Empty transfer containers daily of all free flowing liquid.
20. Maintain a hazardous waste log with container type, accumulation start date, accumulation end date, date container taken to 60 day storage area, and manifest number.
21. Contact the Hazardous Waste Minimization (HAZMIN) Center when drums and/or ASTs are full, for transfer to the 60 day storage area.
22. Ensure that containers or inner liners larger than five gallons that previously held hazardous waste are properly marked with word EMPTY and the date it was emptied.
23. Properly clean up all spills immediately and report the spill to the supervisor and the EMD.
24. 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.
25. Ensure that warning signs, such as Foreign Object Debris (FOD) and No Smoking signs, are clearly visible and legible from a distance of 25 feet in any direction.
26. 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 JP-5 fuel, hydraulic fluid, and all materials hazardous materials associated with this practice.
2. Training records and certifications for personnel, including any required licenses.
3. Operation manuals.
4. Daily activity log book.
5. Hazardous materials inventory (must match Authorized Usage List).

6. Hazardous waste transfer actions to HAZMIN Center.
7. Spill log book.
8. Scheduled maintenance log book (for vehicles and support equipment).
9. Required permits.

4.4 Training:

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

1. Hazard Communication (HazCom) training (initial and annual).
2. 40 hour Hazardous Waste Operations and Emergency Response training (HAZWOPER) (initial and annual).
3. 40 hour Hazardous Materials Handler training (initial and annual).
4. Aircraft specific certifications.
5. Marine Corps Order training (staff NCOs).
6. Station Order training (staff NCOs).
7. On-the-job training.

4.5 Emergency Preparedness and Response Procedures:

Refer to MCO P5090.2A, Subject: Oil/Hazardous Substance Spills (OHSS) and Spill Prevention Containment & Countermeasures (SPCC) for MCAS Miramar; Station Order P13810.1, Shop Business Plan (Refer to Command Duty Officer (CDO) for fire incidents; Contingency Plan, and Contact List.

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 Parking – Inspection Checklist	
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Date:	Time:
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Installation:	Work Center:
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Inspector's Name:	Signature:
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Inspection Items	Yes	No	Comments
1. Are MSDSs for all materials associated with this practice current and available for inspection? <i>(29 CFR 1910)</i>			
2. Is the SOP for the aircraft parking practice available and in a designated location known to all personnel? <i>(MCO P5090.2A)</i>			
3. Are required current training, certifications and licenses current and available for inspection? <i>(MCO P5090.2A)</i>			
4. Is turnover information kept for this practice? <i>(MCO P4790.2C)</i>			
5. Do all shop personnel wear PPE when appropriate? <i>(29 CFR 1910, MCO P5090.2A)</i>			
6. Are fire extinguishers and spill kits kept nearby in a designated location known to all personnel and located near any potential hazardous areas? <i>(29 CFR 1910, MCO P5090.2A)</i>			
7. Are all required permits current and available for inspection? <i>(MCO P5090.2A)</i>			
8. Is an activity log maintained which includes aircraft parking times, record of incidents and other issues? <i>(MCO P5090.2A)</i>			
9. Are secondary containments and aircraft internal check valves inspected to ensure they are free of leaks and functioning properly? <i>(40 CFR 262, MCO P5090.2A)</i>			
10. Are daily inspections of tanks and weekly inspections of storage areas documented? <i>(29 CFR 1910, 40 CFR 262, MCO P5090.2A)</i>			
11. Are all inspection records maintained and available for examination for three years? <i>(MCO P5090.2A)</i>			
12. Are all usable hazardous materials stored separate, properly labeled containers in the hazardous materials (HAZMAT) locker? <i>(29 CFR 1910, 40 CFR 262, MCO P5090.2A)</i>			
13. Is all hazardous waste collected and stored in			

<p>approved containers? Are transfer containers equipped with lids? Are containers checked for structural integrity? (40 CFR 262)</p>			
<p>14. Are all containers/drums/ASTs labeled properly with "Hazardous Waste" label, accumulation start date, and EPA hazardous waste number? (40 CFR 262)</p>			
<p>15. Are used fluids kept free of cross-contamination from any other fluids or materials? (40 CFR 262, 22 CCR 66265, MCO P5090)</p>			
<p>16. Are storage containers kept closed except when waste is added or removed? (22 CCR 66265)</p>			
<p>17. Are containers, drums or ASTs with ignitable waste in the SAA grounded during waste accumulation? (29 CFR 1910, CCR 66265)</p>			
<p>18. Is an under fill of 3"- 4" left in drums to allow for liquid expansion? (22 CCR 66265)</p>			
<p>19. Are transfer containers emptied daily of all free flowing liquid? (MCO P5090.5A)</p>			
<p>20. Is the hazardous waste log maintained with type of containers, accumulation start date, accumulation end date, date container taken to 60 day storage area, and manifest number? (40 CFR 262)</p>			
<p>21. Is the HAZMIN Center contacted when drums or ASTs are full, for transfer to the 60 day storage area? (MCO 5090.2A)</p>			
<p>22. Are containers or inner liners larger than five gallons that previously held hazardous waste properly marked with the word EMPTY and the date it was emptied? (22 CCR 66265)</p>			
<p>23. Are all spills properly cleaned up immediately and reported to the supervisor and the EMD? (29 CFR 1910, 40 CFR 262, MCO P5090.2A)</p>			
<p>24. Are all spills 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? Is a spill report containing this information submitted to the EMD? (29 CFR 1910, 40 CFR 262, MCO P5090.2A)</p>			
<p>25. Are warning signs, such as Foreign Object Debris (FOD) and No Smoking signs clearly visible and</p>			

legible from a distance of 25 feet in any direction? (29 CFR 1910, 22 CCR 66265)			
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ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____