

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: Hazardous Material Transportation

1.0 PURPOSE

The purpose of this Standard Operating Procedure (ESOP) is to provide guidelines for hazardous material transportation operations.

2.0 APPLICATION

This guidance applies to those individuals who perform hazardous material transportation operations onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 40 CFR 262 (Code of Federal Regulations)
- 29 CFR 1910
- 49 CFR 173, 178, 179
- DOD 4500.9-R (Department of Defense)
- Defense Management Traffic Regulation (DTMR) Chapter 204
- NAVSEA SW020-AF-HBK-010 (Navy Sea Systems Command)
- NAVSEA SW020-AG-SAF-010
- NAVSEA SW023-AG-WHM-010
- MCO P4030.19G-.19H (USMC Preparing Hazardous Materials for Military Air Shipments)
- MCO 4450.12A (USMC Storage and Handling of Hazardous Materials)
- MCO P4790.2C (USMC Integrated Maintenance Management System Field Procedures Manual)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO P5100.8F (USMC Occupational Safety and Health Program Manual)
- Station Order 6280.3F
- OHSS/SPCC Plan
- IATA (International Aviation Transportation Authority) (non-military transport, including domestic)
- Air Force Joint Manual (AFJMAN) 24-204
- Naval Supply (NAVSUP) Pub 505
- Defense Logistics Agency Instruction (DLAI) 4145.3

4.0 PROCEDURE

4.1 Discussion:

Hazardous material transportation operations require the handling of hazardous material containers and preparing them for shipping, including the placarding of vehicles, and preparing shipping papers. Hazardous materials prepared for transport may be categorized as flammable, corrosive, explosive, etc. and must be handled according to Department of Transportation (DOT) regulations in order to minimize impacts to human health and the environment. All hazardous materials must be stored in a DOT approved containers.

4.2 Operational Controls:

The following procedures apply to transports aboard installation:

1. Ensure that Material Safety Data Sheets (MSDSs) for all materials associated with this practice are current and available for inspection.
2. Ensure hazardous materials manual is available and is in a designated location.
3. Ensure that required training and certifications are current and available for all unit personnel.
4. Maintain turnover folder or desktop procedures for this practice.
5. Wear appropriate personal protective equipment (PPE) including eye protection, chemical-resistant clothing, gloves, and steel-toed boots as necessary.
6. Maintain a fully stocked spill kit and fire extinguishers nearby in designated locations.
7. Store and transport all hazardous material in approved containers authorized for use intended. Check containers for deterioration and structural integrity.
8. Ensure drums and other containers are not overfilled. Containers are considered full when 3 to 4 inches of head space remain to allow for thermal expansion.
9. Check all containers to ensure they are closed and secured before transporting, and that all hazardous materials to be shipped together are compatible.
10. Ensure all shipments are accompanied by the proper shipping papers to include the Emergency Response Guidebook or the specific pages that pertain to the shipment of material. Maintain a copy including container type and material identification.
11. Conduct periodic maintenance on transport vehicles as recommended by manufacturer or technical manual.
12. Inspect secondary containment and drainage valves to ensure they are free of leaks and in the fully closed position.
13. Document periodic inspections of storage areas and maintain inspection records for three years.

14. Properly clean up all spills as soon as they are identified and report the spill to the supervisor and the Environmental Department.
15. 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 Environmental Department.

The following procedures apply in addition to those listed above to transports off the installation:

16. Ensure all shipments are accompanied by the proper shipping papers to include the Emergency Response Guidebook or the specific pages that pertain to the shipment of material. The Shipper's Certification block on the shipping papers must be signed by a qualified person who has completed the required training, identified in Section 3.4 of this SOP, within the past two years for explosives and three years for all other hazardous material.
17. Ensure the shipping papers contain the following information:
 - a. Name and address of the owner or operator of the facility shipping the material.
 - b. Name of the transporter delivering the material to the designated facility.
 - c. Name and address of the owner or operator of the designated facility that the material is being delivered.
 - d. DOT description of material.
 - e. Quantities of material.
18. Ensure that DOT placards on a motor vehicle or rail car must be clearly visible from the direction it faces, except the direction of another transport vehicle or rail car to which it is coupled.
19. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Department.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. MSDSs for all materials associated with this practice.
2. Hazard materials manual.
3. Training records and certifications for personnel.
4. Shipping papers.

5. Scheduled maintenance log book.
6. Inspection records.
7. Spill log.

All training, to include testing, will be documented in personnel training records. Maintain the record for as long as the person works for the DOD and for 90 days after separation from the DOD. This record must indicate the following:

- a. Name of person who received the training.
- b. Date training took place.
- c. A description, copy, or location of training materials used to train.
- d. The name and address of the person who provided the training.
- e. Certification statement of completion of training and testing.

4.4 Training:

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

1. Hazard Communication (HazCom) training.
2. Preventative maintenance training.
3. Applicable technical School.
4. Marine Corps Order training.
5. Hazardous Material Driving Safety course.
6. On-the-job training.

All personnel involved with the preparation and shipment of HAZMAT for commercial or surface military transportation must receive training in accordance with this regulation, CFR Title 49 172.704, Training Requirements, and DOD Component regulations. Training for military air shipment will be in accordance with AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3.

Persons who certify HAZMAT on shipping papers (i.e., BL, DD Form 836) by any mode of transportation, military or commercial, with the exception of Technical Specialists must successfully complete an approved HAZMAT certification course from one of the DOD schools listed below:

(1) Dean, School of Military Packaging Technology

ATTN: ATSL

360 Lanyard Rd

Aberdeen Proving Grounds MD 21005-5282

DSN: 298-5185 Commercial: (410) 278-5185, fax: 2176/5143

Web address: <http://smpt.apg.army.mil/>

(2) 345th Training Squadron, Transportation Training Flight

345 TRS/TTTH

1000 Seymoyer

Lackland AFB TX 78236-5404

DSN: 473-4917, Commercial: (210) 671-4917

Web address: <http://www.lackland.af.mil/345TRANS/>

II-204-6

(3) Naval Supply Corps School

1425 Prince Ave

Athens GA 30606

DSN: 588-7240, Commercial: (706) 354-7240

Web address:

http://academics.nscs.com/academics/ShoreTraining/shore_training.htm

(4) Department of the Army

Defense Ammunition Center (Training Directorate)

Attn: SIOAC-ASE

1C Tree Rd

McAlester OK 74501-9053

DSN: 956-8931, Commercial: (918) 420-8931, fax: 8944

Web address: <http://www.dac.army.mil/as>

DOD drivers transporting HAZMAT over public highways, as a minimum, will receive training on proper vehicle operation, securing loads (blocking and bracing), placarding requirements, vehicle route restrictions, and required documentation, actions in the event of an incident or accident, and emergency notification procedures.

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.

Hazardous Material Transportation – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
Applicable for all transports on and off installation			
1. Are MSDSs current and available for inspection? <i>(29 CFR 1910, MCO P5100.8F)</i>			
2. Are required training and certifications current and available for inspection for all personnel? <i>(MCO P5090.2A, DTMR Chapter 204)</i>			
3. Is turnover folder or desktop procedure maintained 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 fully stocked spill kits and fire extinguishers kept nearby in designated locations? <i>(29 CFR 1910, MCO P5100.8F)</i>			
6. Is all hazardous material stored and transported in approved containers? Are containers checked for structural integrity? <i>(40 CFR 262, , MCO P4030.19H, MCO 4450.12A)</i>			
7. Is an under fill of 3”- 4” left in drums and ASTs to allow for liquid expansion? <i>(MCO P4030.19H, MCO 4450.12A)</i>			
8. Are all containers closed and secured before transporting, and are all hazardous materials to be shipped together compatible? <i>(49 CFR, , MCO P4030.19H, MCO 4450.12A)</i>			
9. Are all shipments accompanied by proper shipping papers, and a copy of shipping papers maintained with type of containers and material identification? <i>(49 CFR, MCO P4030.19H, MCO 4450.12A)</i>			
11. Is periodic maintenance conducted on transport vehicles as recommended by manufacturer or technical manual? <i>(49 CFR, , MCO 4450.12A)</i>			
12. Are spills properly cleaned up as soon as they are identified and reported to the supervisor and the Environmental Department? <i>(40 CFR 262, 29 CFR 1910, 49 CFR)</i>			
13. 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 and a spill report containing this information submitted to the Environmental Department? <i>(29 CFR 1910, 40 CFR 262, 49 CFR)</i>			
Applicable for transports off the installation (in addition to those listed above).			
14. Are all shipments accompanied by proper shipping papers including the Emergency Response Guidebook? Is the Shippers certification block signed by a qualified person who has completed the required training? <i>(49 CFR, MCO P4030.19H, MCO P4450.12A, MCO P5090.2A, DTMR Chapter 204)</i>			
15. Does the manifest contain the following information: a. Name and address of the owner or operator of the facility shipping the material.			

<ul style="list-style-type: none"> b. Name of the transporter delivering the material to the designated facility. c. Name and address of the owner or operator of the designated facility that the material is being delivered. d. DOT description of material. e. Quantities of material <p><i>(49 CFR, MCO P4030.19H, MCO P4450.12A, MCO P5090.2A,)</i></p>			
<p>16. Are DOT placards clearly visible and legible from a distance of 25 feet in any direction? <i>(49 CFR 172.516, MCO 4450.12A)</i></p>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____