

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environment Management Department	Revision: Original	Prepared By: Environmental Management Department.	Approved By: William Moog
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Title: Motor Vehicle Off-Road

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for personnel conducting off-road motor vehicle operations.

2.0 APPLICATION

This guidance applies to those individuals who operate off-road motor vehicles in the range areas onboard Marine Corp Air Station (MCAS) Miramar.

3.0 REFERENCES

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262
- MCO P5090.2A
- MCO P4790.2C

4.0 PROCEDURE

4.1 Discussion:

In the course of supporting the training mission at MCAS Miramar, personnel must operate various types of off-road motor vehicles in range areas. When engines are shut down approximately one pint of fuel is released necessitating the use of approved drip pans. Off-road 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 Material Safety Data Sheets (MSDS) all materials are current and available for inspection.

2. Ensure that records of all required training and certifications are current and available for inspection.
3. Ensure that turnover folder information is kept for this ESOP.
4. Ensure that Personal Protective Equipment (PPE) is used including: chemical gloves, safety glasses and face shields, as well as ear plugs and/or cranial when necessary for conducting ground support operations in close proximity to aviation exercises.
5. Maintain fully stocked spill kits nearby in designated locations (which may be within vehicles) known to all unit personnel, and Marine wing support squadron.
6. Maintain fire extinguishers in known locations within vehicles operated in range areas.
7. Ensure that barrier fences and installed radar equipment are properly maintained in order to control vehicle traffic access to the range areas.
8. Post signs reading "Flammable Materials - No Smoking", and instructions on what to do in case of a fire, an emergency call list, etc. on fuel containers and bladders in the area.
9. Ensure secondary containment is used with fuel bladders located in range areas.
10. Exercise precautions against spills and leaks when adding oil, antifreeze, fuel or other hazardous materials to vehicle engines in range areas. Properly clean up any spills or leaks from these activities. Do not discard empty oil, antifreeze containers, etc. on the ground.
11. Report all spills in any amount to the Environmental Department.
12. Place approved drip pans underneath tanker trucks when they are parked in range areas.
13. Contact Department of Safety and Standardization (DOSS) if any areas of concentrated/visible carbon fibers are discovered. DOSS will spray these areas with wax to prevent fibers from becoming airborne.
14. Place any recovered hazardous waste in approved and properly labeled containers contact the Environmental Management Department, and transport containers to satellite accumulation area when directed by the Environmental Compliance Officer (ECC).
15. Ensure that a spill report is submitted to the EMD as soon as possible but within 24 hours detailing the spill date, time, product spilled, quantity, location, cleanup actions taken, name of the person reporting the spill, etc.
16. Place used rags in approved containers for recycling.
17. Ensure that range access permit records are properly maintained.
18. Ensure unit contingency plans are current and available for inspection.
19. If there are any specific situations or other concerns not addressed by this procedure, contact the EMD at (858) 577-1108.

4.3 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. Record of range access permits.
3. Training records and certifications for personnel.
4. Spill reports.
5. Inspection records.

4.4 Training:

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

1. Hazard Communication training.
2. Hazardous Waste Operations and Emergency Response (HAZWOPER) 24/40 hour.
3. Command Naval Air Force Instruction 4790.
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 & Countermeasures (SPCC) for MCAS Miramar.

4.6 Inspection and Corrective Action:

The 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.

Motor Vehicle Off Road – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs for fuels, motor oil, antifreeze and any other materials associated with this practice available and current? <i>(29 CFR 1910)</i>			
2. Are training and inspection records maintained and available for inspection? <i>(MCO P5090.2A)</i>			
3. Is turnover information kept for this ESOP? <i>(MCO P4790.2C)</i>			
4. Is appropriate PPE used, including: <ul style="list-style-type: none"> a. chemical gloves, b. ear protection, c. face shields, d. safety glasses e. cranial f. steel toe boots. <i>(29 CFR 1910)</i>			
5. Are fully stocked spill kits maintained nearby in designated locations (which may be within vehicles) known to all unit personnel? <i>(40 CFR, MCO P5090.2A)</i>			
6. Are fire extinguishers maintained in known locations within vehicles operated in range areas? <i>(29 CFR 1910, MCO P5090.2A)</i>			
7. Are barrier fences and installed radar equipment properly maintained in order to control vehicle traffic access to the range areas? <i>(MCO P5090.2A)</i>			
8. Are signs reading "Flammable Materials No Smoking", including what to do in case of a fire, emergency, call list, etc., posted on fuel containers and bladders? <i>(29 CFR 1910, MCO P5090.2A)</i>			
10. Are all fuel bladders in range areas placed within secondary containment? <i>(40 CFR 262, MCO P5090.2A)</i>			
11. Are precautions exercised against spills and leaks when adding oil, antifreeze, fuel or other hazardous materials to vehicle engines in range areas, spills and leaks from these activities properly cleaned up and empty containers			

secured? (40 CFR 262, MCO P5090.2A)			
12. Are all spills immediately reported to the Environmental Department? (40 CFR, 29 CFR 1910, MCO P5090.2A)			
13. Are approved drip pans placed underneath tanker trucks when they are parked in range areas, as engine shut down releases approximately 1 pint of fuel (for a 5,000 gallon tanker truck)? (40 CFR 262, MCO P5090.2A)			
14. Do range personnel contact the DOSS if areas of concentrated/visible carbon fibers are discovered? (MCO P5090.2A)			
15. Are all POL spills in range areas immediately contained? (40 CFR 262, MCO P5090.2A)			
16. Is recovered hazardous waste placed in approved, properly labeled containers, the Environmental Management Department contacted, and transported to the satellite accumulation area when directed by the ECC? (40 CFR 262, MCO P5090.2A)			
17. Is an under fill of 3-4" left in drums to allow for liquid expansion? (40 CFR 262)			
18. Are spill reports submitted to the Environmental Management Department as soon as possible, but within 24 hours detailing spill date, time, quantity, location, cleanup actions taken, etc? (MCO P5090.2A, 29 CFR 1910)			
19. Are used rags and spill clean up waste disposed of in approved containers for recycling? (MCO P5090.2A)			
20. Are range access permit records current and available for inspection? (MCO P5090.2A)			
21. Are unit contingency plans current and available for inspection? (MCO P5090.2A)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____