

Environmental Standard Operating Procedure			
Originating Office: Environmental Management Department	Revision: Original	Prepared By: Engineering Division	Approved By: William Moog
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Title: Vehicle Equipment/Parts Replacement

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for vehicle equipment/parts replacement.

2.0 APPLICATION

This guidance applies to those individuals whose duties involve vehicle equipment/parts replacement aboard 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:

Tactical and non-tactical vehicle equipment/parts may be contaminated with hazardous waste. State and federal regulations and Marine Corps Orders require that vehicle equipment/parts must be cleaned and/or disposed of in the proper manner including equipment/parts that may be classified as hazardous materials or hazardous waste.

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. Wear proper PPE (Personal Protective Equipment) when there is potential to come in contact with any hazardous waste while removing vehicle equipment/parts.

3. Clean all greases, petroleum oil and lubricants (POLs), and contaminants from metal equipment/parts before placing in the scrap bin.
4. Dispose of any brake pads or shoes containing asbestos in the proper container.
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 a spill kit near potential spill hazard areas.
13. Keep fire extinguisher near potentially flammable materials.
14. Keep PPE near potential health hazard areas.
15. Post appropriate signage (e.g. "No Smoking", etc.).
16. Turnover folder information must be kept for this Standard Operating Procedure.
17. 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 applicable hazardous material.
2. Inspection and training records.

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure.

1. Hazard Communications training.
2. General Environmental Awareness training.

4.5 Emergency Response Procedures:

CALL 9-1-1

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall 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.

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

Inspection Items	Yes	No	Comments
1. Are MSDSs readily available for any and all applicable hazardous material that may be present? (40 CFR; 29 CFR 1910)			
2. Are personnel performing vehicle equipment/parts replacement trained and/or certified as required? (40 CFR; 29 CFR 1910)			
3. Is appropriate PPE being worn by individuals when performing vehicle equipment/parts replacement? (40 CFR; 29 CFR 1910)			
4. Are all greases, POLs, and contaminants cleaned off of any metal equipment/parts before being placed in the scrap bin? (40 CFR; HWMP)			
5. Are brake pads and or shoes containing asbestos disposed of in the proper container? (40 CFR; HWMP)			
6. Are rings and seals that contain metal and/or rubber parts			

cleaned of all hazardous waste before being properly disposed of? (40 CFR; HWMP)			
7. Are bulk vehicle equipment/parts such as fuel cells, differentials, etc., being properly drained of fluids and are fluids being collected per installation orders and unit SOPs? (40 CFR; HWMP)			
8. Are all vehicle fluids collected and disposed of according to Vehicle Equipment Fluid Change ESOP and other requirements? (40 CFR; HWMP)			
9. Are all electrical components such as circuit boards being collected and disposed of as universal waste? (40 CFR; HWMP)			
10. Are items containing PCBs (polychlorinated biphenyls) being collected and disposed of according to their hazardous waste characteristics? (40 CFR; HWMP)			
11. Are all other waste streams being separated and placed into their appropriately marked containers? (40 CFR; HWMP)			
12. Are spill kits being kept near potential spill hazard areas? (40 CFR; HWMP)			
13. Are training and inspection records maintained and available for inspection? (MCO P5090.2A; HWMP)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____