

FUELING AND FUEL MANAGEMENT/STORAGE
FUEL TRANSPORT AND TRANSFER – TANK TRUCKS

1. Version, Date. 2, 10 March 14 (EMS)

2. Purpose. The Practice of Fueling and Fuel Management/Storage consists of: fuel analysis (aviation fuel); fuel drain; fuel storage – containers; fuel transfer (tank truck); fuel transport (tank truck); fueling (aircraft/helicopter); fueling (boat); and, fueling (vehicle). However, this Environmental Standard Operating Procedure (ESOP) summarizes the procedural requirements specifically for transferring and transporting fuels at Marine Corps Base, Quantico (MCBQ). These procedures are implemented in order to minimize potential impact to the environment and reduce risk to personnel responsible for transporting or transferring fuel. Other activities associated with Fueling and Fuel Management/Storage are provided through separate ESOPs or through command generated SOPs (e.g., fuel analysis).

3. Applicability

a. Audience. This ESOP is pertinent to all MCBQ personnel including tenant commands, contractors, and subcontractors who are involved in coordinating, dispatching, or driving refueling tank trucks at MCBQ. It is also applicable to all above personnel involved in the transfer of fuel from refueling trucks to and from fuel tanks located at MCBQ.

b. Scope

(1) This ESOP encompasses transportation and transfer of bulk quantities of fuel (i.e., diesel, gasoline, or jet fuel) by government and contractor personnel in refueling trucks from the Bulk Fuel Farm to Marine Corps Air Facility (MCAF), The Basic School, Weapons Training Battalion, Ammunition Supply Point, and Motor Transport (G-4) facilities aboard MCBQ. Related procedures are provided as separate ESOPs for: Aircraft Fueling and Defueling (ESOP #10) and Fuel Storage – Bulk Fuel (ESOP #14).

(2) This ESOP also addresses contractor delivery of fuel from off base to tanks around MCBQ.

4. Definitions

a. Drivers Log. A drivers log is a form used by fuel truck drivers to record the tank identification, fuel type, net amount of fuel issued, gross quantity issued, balance of fuel, and trip ticket number.

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b. Integrated Spill Management Plan (ISMP). The ISMP covers prevention of and response to release of hazardous substances (including petroleum products), as defined in the Clean Water Act.

c. NAVMC 10627. NAVMC 10627 is a form that is hereafter referred to as a "trip ticket". The trip ticket is provided to the driver to provide instructions on fuel delivery as a dispatch function.

d. NAVMC 10700. NAVMC 10700 is a form used to document the delivery of fuel to applicable facilities. This also functions as a receipt for the "customer" receiving the fuel.

e. Switch Loading. Switch loading is the transfer of diesel into any fuel delivery vessel that was previously loaded with gasoline (or vice versa).

5. Responsible Parties. The following parties are responsible for maintaining compliance with the provisions described in this ESOP:

- a. Aircraft Rescue and Firefighting (ARFF) Section
- b. Security Battalion, MCBQ Fire Protection/Prevention Branch (MCBQ Fire Department)
- c. Contractors providing commercial refueling services
- d. G-4, Materiel Readiness Branch (MRB), Supply Technician
- e. G-4, Fuel Item Manager
- f. G-4, Fuel Distribution Operator
- g. G-4, Fuel Service Dispatcher
- h. Natural Resources and Environmental Affairs (NREA) Branch, Environmental Compliance Section
- i. MCAF, Duty Refueler
- j. MCAF and Marine Corps Helicopter Squadron One (HMX-1), Fuel Truck Driver, and Assistants
- k. Unit personnel responsible for receiving and facilitating fuel transfer at fuel storage tanks throughout MCBQ

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6. Procedures (Instructions for Operational Control) for Fuel Transfer and Transport

a. Transfer Operations at the Bulk Fuel Farm. These procedures shall be utilized by the fuel distribution operators when transferring (dispensing and unloading) fuel to and from fuel trucks and mounted tanks at the Bulk Fuel Farm. Fuel truck drivers may be Bulk Fuel Farm (G-4), MCAF and HMX-1 truck drivers, or commercial providers. Fuel truck drivers will arrive, read posted signs that provide direction and safety procedures, and then check in with fuel distribution operators. If there are no receiving unit personnel (i.e., fuel distribution operator) to accept the delivery, the truck driver shall check in with the Facility Manager or section supervisor. In this case, the supervisor shall act as the fuel distribution operator.

(1) The fuel distribution operators or facility maintenance supervisor spot the fuel truck into the proper parking location for loading/unloading. Keep at least 25 feet between tanker vehicles during receipt and issue operations.

(2) After the truck has parked, ensure the brakes are set, the engine and all electronic equipment are off, and all possible ignition sources are at least 100 feet away.

(3) The fuel distribution operator shall chock the wheels for the driver, and then hook the bonding/ground cable to the truck.

(4) ALL FUEL PRODUCTS MUST be visually inspected prior to unloading to the Bulk Fuel Farm.

(5) The fuel distribution operators shall make sure that the truck tank is empty prior to loading it or that the mounted/stationary tank has the capacity to receive the fuel to be unloaded. If MCAF refueling truck drivers are having their refueler trucks filled with JP-8 fuel, they will situate on top of the truck to gauge the quantity of fuel using a gauging stick.

(6) Drivers shall not be allowed to stay or re-enter their cab during loading or unloading operations.

(7) The fuel distribution operator will unlock the motor control switch to the receiving tank.

(8) Both the driver and fuel distribution operator shall have appropriate fire extinguishers. An aqueous film forming foam (AFFF) fire suppression system is also available at the Bulk Fuel Farm.

(9) The fuel distribution operator or facility maintenance supervisor will open the issue or receive tank valve, as applicable, at the tank(s).

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(10) The fuel distribution operator hooks up the loading arm to the truck or the unloading arm to the tank if offloading. To catch any potential drips when disconnecting the loading/unloading arm, a five-gallon spill bucket shall be placed beneath the hook-up. All trucks shall have a spill response kit and two five-gallon buckets.

(11) The fuel distribution operator opens the line ball valve at the pump and sets the pump register to zero.

(12) The fuel distribution operator pushes the start button or opens the valve if offloading.

(13) When a fuel truck is loaded or unloaded to the desired amount, push the stop button or shut the truck valve, respectively. The maximum capacity is 2,250 gallons for each truck. **The truck and pump shall be attended to at all times by the truck driver and fuel distribution operator during the fuel transfer process.** An automatic cutoff switch is on the JP-8 fuel dispenser at the Bulk Fuel Farm used to load MCAF refueler trucks. When done, the fuel distribution operators shall ensure all valves are cut off and the loading or unloading arm is empty.

(14) The fuel distribution operator will then unhook the loading or unloading arm.

(15) The fuel distribution operator removes the bonding/ground cable from the truck and then removes the chocks from the truck tires.

(16) The fuel distribution operator driver writes the gross gallons on the fuel meter ticket, and uses the automatic tank gauge (ATG) to get a factor and the net gallons. The fuel distribution operators shall then take tank readings from the ATG and log them as applicable (refer to Paragraph 6.b). If the fuel is provided by a commercial driver, a bill of lading ticket is provided to the fuel distribution operator by the fuel truck driver.

(17) If any fuel drips into the five-gallon buckets, it shall be disposed of into a waste drum. If any fuel spills outside of the bucket, or if leaks occur, the MCBQ Fire Department shall be contacted (refer to Paragraph 10) and it is considered a spill event.

(18) No switch loading shall be allowed.

(19) NEVER unload or load fuel trucks during an electrical storm.

b. Transfer Operations to ASTs. These procedures shall be utilized by the fuel distribution operators when transferring (dispensing and unloading) fuel to and from ASTs aboard MCBQ. Fuel truck drivers may be Bulk Fuel Farm (G-4), MCAF and HMX-1 truck drivers, or commercial providers.

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(1) The fuel distribution operator(s) or Tank Operator spot the fuel truck into the proper parking location for loading/unloading. Keep at least 25 feet between tanker vehicles during receipt and issue operations if more than one is present.

(2) After the truck has parked ensure the brakes are set, the engine and all electronic equipment are off, and all possible ignition sources are at least 100 feet away.

(3) The fuel distribution operator shall chock the wheels for the driver, and then hook the bonding/ground cable to the truck.

(4) ALL FUEL PRODUCTS MUST be visually inspected prior to unloading to ASTs.

(5) The fuel distribution operator(s) shall make sure that the AST has the capacity to receive the fuel to be loaded.

(6) Drivers shall not be allowed to stay or re-enter their cab during loading or unloading operations.

(7) The fuel distribution operator will unlock the motor control switch to the receiving AST.

(8) Both the driver and fuel distribution operator shall have appropriate fire extinguishers.

(9) The fuel distribution operator or facility maintenance supervisor will open the issue or receive tank valve, as applicable, at the AST(s).

(10) The fuel distribution operator hooks up the loading arm to the AST or the unloading arm to the truck tank if offloading. To catch any potential drips when disconnecting the loading/unloading arm, a five-gallon spill bucket shall be placed beneath the hook-up. All trucks shall have a spill response kit and two five-gallon buckets.

(11) The fuel distribution operator opens the line ball valve at the pump and sets the pump register to zero.

(12) When an AST is loaded or unloaded to the desired amount, shut the truck valve, respectively. The maximum capacity is 2,250 gallons for each truck. **The truck and pump shall be attended to at all times by the truck driver and fuel distribution operator during the fuel transfer process.** When done, the fuel distribution operators shall ensure all valves are cut off and the loading or unloading arm is empty.

(13) The fuel distribution operator shall then unhook the loading or unloading arm.

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(14) The fuel distribution operator removes the bonding/ground cable from the truck and then removes the chocks from the truck tires.

(15) The fuel distribution operator driver writes the gross gallons on the fuel meter ticket, and uses the automatic tank gauge (ATG) to get a factor and the net gallons. The fuel distribution operators shall then take tank readings from the ATG and log them as applicable (refer to Paragraph 6.b). If the fuel is provided by a commercial driver, a bill of lading ticket is provided to the fuel distribution operator by the fuel truck driver.

(16) If any fuel drips into the five-gallon buckets, it shall be disposed of into a waste drum. If any fuel spills outside of the bucket, or if leaks occur, the MCBQ Fire Department shall be contacted (refer to Paragraph 10) and it is considered a spill event.

(17) No switch loading shall be allowed.

(18) NEVER unload or load fuel trucks during an electrical storm.

c. Transport. This paragraph pertains to the transportation of bulk fuels, such as gasoline and diesel, which are normally issued on a scheduled replenishment (i.e., diesel delivered one day and gasoline the next day). JP-5 and JP-8 are issued sporadically due to the varying fuel needs of MCAF and HMX-1. Refer to ESOP 10 for more information on aircraft fueling and defueling.

(1) If traveling to the Bulk Fuel Farm to load or unload the refueling truck, the driver shall call the Bulk Fuel Farm in advance to advise the fuel distribution operator of their arrival.

(2) The Duty Refueler shall assign all drivers and prepare the drivers logs (Attachment 8-1) daily prior to 0745.

(3) Once the drivers arrive at the Bulk Fuel Farm, the fuel service dispatcher shall furnish each driver with a drivers log, NAVMC 10700 (Attachment 8-2), and a trip ticket (Attachment 8-3) to support required information on the driver's log.

(4) The Duty Refueler shall verify morning fuel transport truck tank meter readings (AM meter readings) are entered into the drivers log and the drivers perform pre-operation check of the refueler truck, per Paragraph 7.a.

(5) Drivers shall only drive to the specific location on their trip ticket to either pick-up or unload fuel. No personal trips or stops are permitted with the refueling trucks.

(6) While transporting fuel, the driver shall follow all Federal, state, local, and Base traffic laws. The driver must ensure that they have either the appropriate bill of lading or manifest for all fuels to be transported.

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(7) The driver shall implement the procedures for receiving and issuing fuel as described in the Paragraph 6.a, as applicable. Civilians cannot drive MCAF or HMX-1 refueling trucks, as additional training and certifications are required on or in the proximity of the flight line.

(8) All drivers must be properly trained (refer to Paragraph 9).

(9) The driver is responsible for making complete and legible entries on the drivers log for all issued fuel and issuing a NAVMC 10700 to each customer.

(10) At the end of the day, all trucks shall be parked and locked, including the fuel inlets and outlets. Unless directed to leave fuel in the truck supply tank, all trucks shall be empty of deliverable fuel at the end of the day.

(11) The Duty Refueler shall review the drivers log and verify that the total gains pumped for the day are supported by loading slips and sales on the NAVMC 10700. Disparities shall be identified on a daily basis. The fuel service dispatcher shall ensure that the driver's logs are all completed and turned in to Fuel Item Manager on a daily basis.

(12) The Duty Refueler shall verify evening fuel transport truck tank meter readings (PM meter readings) are entered into the drivers log and shall then enter them into the Meter Logbook. The drivers shall perform post operation check of the refueler truck.

(13) The total quantity of fuel issued shall be determined by the Bulk Fuel Farm fuel distribution operator. The totals shall be faxed to the NREA Branch Air Program Manager (APM) on a daily basis and the G-4, MRB, Supply Technician on a monthly basis. The quantity of JP-8 issued is also faxed to the MRB, Supply Technician on a daily basis.

7. Inspection and Corrective Action

a. All drivers must inspect their refueling truck prior to use, and on a daily basis to ensure the following:

(1) There is no evidence of damage, such as a petroleum odor or staining, to the truck tanks, fuel arm, hoses, valves, etc.

(2) The truck is in operational condition and stocked with spill response equipment.

(3) The truck has not been vandalized.

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(4) The AM Meter reading is recorded correctly on the driver's log.

(5) The correct placards are displayed on the truck.

b. Daily, weekly, and monthly (in depth) inspections of the refueler trucks shall be performed at the applicable facility. Unless service is required as a result of daily, weekly or monthly inspections, all refueler trucks are serviced by Limited Technical Inspections (LTI) (Mechanics) on an annual basis.

c. The MCBQ Fire Department performs monthly inspections of MCAF and HMX-1 refueling/defueling trucks to ensure that they are not leaking and that they are properly grounded. They also perform monthly inspections of fuel tank and alarm systems.

d. The fuel truck driver and fuel distribution operators are required to inspect the transfer of fuel during the ENTIRE operation. If a spark, leak, spill or fire occurs, they shall follow the emergency procedures discussed in Paragraph 11.

e. The Bulk Fuel Farm personnel perform daily, weekly, monthly and annual facility inspections. These inspections are discussed in ESOP #11 - Fuel Storage - AST, ESOP #12 - Fuel Storage - UST, and ESOP #14 - Fuel Storage - Bulk Fuel.

8. Internal Communication

a. MCAF and HMX-1 fuel truck drivers contact the Bulk Fuel Farm at 703-784-5372, prior to driving from their facilities to the Bulk Fuel Farm to pick up fuel.

b. Communication at the remaining facilities is primarily through telephone (Bulk Fuel Farm personnel also have Nextel walkie talkie/cell phones) or in person (i.e., when a driver arrives).

c. As required, fuel is ordered for MCBQ by the MRB, Supply Technician. Under normal conditions, each fuel commodity shall be delivered to the Bulk Fuel Farm on a predesignated delivery schedule.

d. In the event of an emergency, the communications described in Paragraph 10 shall be implemented.

e. As previously discussed in Paragraph 6, the quantity of fuel issued at the Bulk Fuel Farm, is faxed to the APM on a daily basis and the G-4, MRB, Supply Technician on a monthly basis. The quantity of JP-8 issued is also faxed to the MRB, Supply Technician on a daily basis.

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9. Training/Awareness

a. Fuel truck drivers, assistants, and fuel distribution operators are required to maintain the following training. Refueling truck drivers have additional training requirements:

- (1) Hazardous Communication Standard (HazCom)
- (2) Annual Oil Spill Handling and Discharge Prevention Briefing
- (3) First Responder Awareness Level
- (4) First Responder Operations Level

b. MCBQ personnel who are responsible for transporting fuel are required to maintain the following training:

- (1) Class B Department of Transportation (DOT) Commercial License
- (2) Applicable State DOT Hazardous Material Endorsement
- (3) Background Check required for the Hazardous Material Endorsement
- (4) Explosive Material Qualified (excluding contracted fuel providers)

c. Commercial fuel truck drivers and civilians transporting fuel are required to have a commercial driver's license (CDL) through the Virginia Department of Motor Vehicles (DMV) and must have state endorsement to transport hazardous materials.

d. The ARFF and the MCBQ Fire Department firefighters are National Board on Fire Service Professional Qualifications accredited (ProBoard). They are trained and certified through their own programs via Department of Defense (DoD) Instructions 6055.6 and 29 CFR 1910.134 (respiratory protection program). This includes HAZMAT Incident Command, Technician and Operations training, as well as National Incident Management System (NIMS) training.

e. The NREA Branch Environmental Planning Section facilitates training on this ESOP to the target audience mentioned in Paragraph 3.a.

f. All other training occurs on the job.

10. Emergency Preparedness and Response

a. If a spill occurs while issuing or receiving fuel:

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(1) Cease all operations, turn off the power supply, and close appropriate valves on line to stop the flow of fuel.

(2) Get fire extinguishers ready for use.

(3) Do NOT start the truck or introduce any potential ignition sources until the spill has been completely cleaned up.

(4) Evacuate the area of unnecessary personnel.

(5) Notify supervisor.

(6) Call the MCBQ Fire Department. MCAF personnel shall also notify the ARFF Section if at the air facility.

(7) Try to contain the spill if it is possible to do safely and keep it from migrating using absorbent materials, such as absorbent socks and drain mats.

(8) The MCBQ Fire Department shall determine what appropriate actions are required, perform the initial response, and inform the NREA Branch Environmental Compliance Section.

(9) Fill out a Spill Report (Attachment 8-4) and provide it to the applicable work center supervisor.

(10) The NREA Branch Environmental Compliance Section shall determine if it is a reportable spill.

b. If the spill occurs from overfilling a tank at the Bulk Fuel Farm while receiving product:

(1) Shut off pumps by pushing button at the pump site.

(2) Guard against sources of ignition.

(3) Open the valve to an alternate tank if it can hold the product.

(4) Close the valve to the tank being filled if this can be accomplished without endangering the safety of personnel.

(5) Ensure the dike drain valves are closed.

(6) Follow steps in Paragraph 10.a.(4) through 10.a.(10).

c. If a leak occurs at pump site perform the following:

(1) Shut off the power supply to the pump.

(2) Put drain mats over drains on the loading/unloading apron.

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(3) Close appropriate ball valves (in-line) to contain the leak.

(4) Get fire extinguishers ready for use.

(5) Follow steps in Paragraph 10.a.(4) through 10.a.(10).

d. If the refueler truck is leaking uncontrollably, implement the following procedures:

(1) Shut off the truck and evacuate the area of unnecessary bystanders.

(2) If hose or nozzle leaks, shut off line valve next to hose reel. Put hose back into truck.

(3) Get fire extinguishers ready for use.

(4) If the leak is from the tank on the truck, put a bucket under the leak to contain the spill until help arrives. If possible, without endangering personnel, use absorbent materials and the spill response kit and try to prevent the fuel from migrating, especially to stormwater drains and surface water bodies.

(5) Call the MCBQ Fire Department and inform them of the fuel type (911).

(6) Call the Bulk Fuel Farm (703-784-5372) if not already there.

(7) The Bulk Fuel Farm shall contact the NREA Branch Environmental Compliance Section and the Work Center Section Supervisor.

(8) If the tank or truck is leaking, another fuel truck shall be dispatched and the fuel shall be transferred to the other truck under the guidance of the MCBQ Fire Department.

(9) Follow steps in Paragraph 10.a.(4) through 10.a.(10).

e. If a refueler truck driver overfills a tank other than at the Bulk Fuel Farm:

(1) Shut off the nozzle and the truck.

(2) Evacuate the area of any potential bystanders and remove any potential ignition sources.

(3) If safe to do so, contain the spill by using absorbent materials such as absorbent socks and mats to keep the spill from migrating.

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(4) Get fire extinguishers ready for use.

(5) Call the Bulk Fuel Farm, who shall contact the MCBQ Fire Department, NREA Branch Environmental Compliance Section, and MRB Supervisor.

(6) Follow steps in paragraph 10.a.(8) through 10.a.(10).

(7) The truck must remain turned off until clean-up is complete.

(8) Remain at the spill site until the spill is cleaned up; contaminated soil must be removed using a non-sparking shovel, and waste is put in appropriate containers.

f. If a fire occurs at the Bulk Fuel Farm loading pad:

(1) Cut off electrical power.

(2) If necessary activate the AFFF foam system.

(3) Call 911, notifying them of the type of fuel and location.

(4) If safe to do so, close all of the valves.

(5) Evacuate the area and stop all incoming traffic.

(6) Use the proper fire extinguishers.

g. If a fire occurs at the tank area:

(1) Call 911 and inform them of the type of fuel, location, and amount of product.

(2) Shut down all pumps by pushing the emergency shut-off buttons on the loading apron.

(3) If safe to do so, close all tanks gate valves.

(4) Ensure all dike drains are closed.

(5) Evacuate the area and stop all incoming traffic.

(6) Notify the section supervisor.

(7) Use proper fire extinguishers.

h. If a fire occurs near a fuel truck:

(1) If safe to do so, shut off all valves to the truck and remove the fuel truck from the area.

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(2) Evacuate the area and follow Steps in paragraph 10.g.(1) through 10.g.(7).

11. References and Related Documents

- a. 29 CFR, 1910.1200, Hazard Communication and Quality Assurance Advisory (QAA) 2003-05, Quality Assurance Guidance.
- b. Defense Logistics Agency (DLA) One Book, DLA Directive 5025.30, Safety, dated August 27,2003
- c. MCBQ Draft Integrated Spill Management Plan, 2013
- d. MCBQ ESOP #10 - Aircraft Fueling and Defueling
- e. MCBQ ESOP #14 - Fuel Storage - Bulk Fuel
- f. Air Facility Order 10340.2D
- g. Drivers Log (Attachment 8-1)
- h. NAVMC 10700, Self-Service Center Shopping List (Attachment 8-2)
- i. NAVMC 10627, Vehicle And Equipment Operational Record (i.e., Trip Ticket) (Attachment 8-3)
- j. Hazardous Material, Hazardous Waste, and Petroleum Oils and Lubricants Spill Report (Attachment 8-4)

12. Document Revision History. The following provides a history of revisions of this ESOP:

Revision Number	Revision Date	Revision Made By	Organization or Section	Paragraph	Summary of Change & Reason	Signature
1	3/2008	EMS	Environmental Planning	All	Grammar and technical revisions	EMS
2	03/11/14	DJG	Environmental Planning	All	Grammar and technical revisions	D. Grose

13. Document Owner. This document has been reviewed and approved by the document owner. Any revisions or future updates to the procedure shall be completed by the document owner as needed.

- a. Document Owner. Bulk Fuel Farm, Fuel Distribution Operator
- b. Document Approval. Chair, E²MS Implementation Team

NAVMC 10700, Vehicle and Self-Service Center Shopping List

SELF-SERVICE CENTER SHOPPING LIST (4404)
NAVMC 10700 (REV 2-78) (EF)
 SN: 0109-LF-064-0800
 PREVIOUS EDITION MAY BE USED

INSTRUCTIONS	STAMP CHARGE PLATE HERE
<p>Prepare in triplicate. The NSN portion of this Shopping list must be completed prior to going through check out counter.</p> <p>If the issue of an item is a non-recurring demand (NRD) place NRD in the item number column.</p> <p>Unit of issue, Quantity, and description are for customer use if desired.</p>	

ITEM NO.	NATIONAL STOCK NUMBER	UNIT OF ISSUE	QTY.	QUANTITY ISSUED	DESCRIPTION (IF DESIRED)
	8 - 20			25 - 29	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

RECEIVED BY	DATE	REQUESTING UNIT
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Designed Using FormFlow 2.15, HQMC/ARAE, May 98

NAVMC 10627, Vehicle and Equipment Operational Record

VEHICLE AND EQUIPMENT OPERATIONAL RECORD (ADMINISTRATIVE AND TACTICAL MOTOR VEHICLES) (11240)											
DATE	TYPE	REGISTRATION NO.	ADMINISTRATION NO.			DISPATCHING ORGANIZATION	ACTION	TIME	MILES	REPORT TO	
			1	2	3						
						TOTAL (Fuel gallons)			TOTAL (Oil quarts)		
						1	2	3	1	2	3
1ST OPERATOR						IN			REPORT TO		
OPERATOR'S SIGNATURE						OUT			DISPATCHER'S SIGNATURE		
2D OPERATOR						TOTAL			DISPATCHER'S SIGNATURE		
OPERATOR'S SIGNATURE						IN			REPORT TO		
3D OPERATOR						OUT			DISPATCHER'S SIGNATURE		
OPERATOR'S SIGNATURE						TOTAL			DISPATCHER'S SIGNATURE		
DESTINATION		TIME		ARRIVAL MILEAGE	CARGO CUBE OR WEIGHT	NO. PASSENGERS	USER SIGNATURE				
a		ARRIVE	DEPART								d
FROM		b	c								
TO 1.											
TO 2.											
TO 3.											
TO 4.											
TO 5.											
TO 6.											
TO 7.											
TO 8.											
TO 9.											

DATE	TYPE	REGISTRATION NO.	ADMINISTRATION NO.			1. BEFORE OPERATION	OPERATOR			2. DURING OPERATION	OPERATOR			AFTER OPERATION	OPERATOR		
			1	2	3		1st	2d	3d		1st	2d	3d		1st	2d	3d
						DAMAGE, PILFERAGE				PARKING BRAKES				LIGHTS AND REFLECTORS			
						LEAKS, GENERAL				SERVICE BRAKES				SAFETY DEVICES			
						FUEL, OIL, WATER				CLUTCH				BRAKES			
						ENGINE, WARM-UP				STEERING				AIR TANKS (DRAIN)			
						INSTRUMENTS				ENGINE OPERATION				FUEL, OIL, WATER (Refill)			
						SAFETY DEVICES				UNUSUAL NOISES				CLEAN (AS REQUIRED)			
						TOOLS AND EQUIPMENT				INSTRUMENTS							

S = SATISFACTORY NA = NOT APPLICABLE X = DEFECTIVE

NAVMC 10627, Vehicle and Equipment Operational Record

DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO. PASSENGERS f	USER SIGNATURE g
	ARRIVE b	DEPART c				
TO 10.						
TO 11.						
TO 12.						
TO 13.						
TO 14.						
TO 15.						
TO 16.						
TO 17.						
TO 18.						
TO 19.						
TO 20.						
TO 21.						
TO 22.						
TO 23.						
TO 24.						
TO 25.						
TO 26.						
TO 27.						
TOTALS						
1ST OPERATOR					2D OPERATOR	
3D OPERATOR						

NOTE: Signatures of the dispatcher, operator, and user indicate that vehicle was dispatched and used for Official Government Business **ONLY**. Operator's signature also indicates daily BEFORE, DURING, and AFTER operator preventive maintenance checks and services were accomplished.

REMARKS

MCB Quantico Spill Reporting Form

Upon notification of a spill of a hazardous/non-hazardous substance (diesel, oil, gasoline, antifreeze, heating oil, JP-5, JP-8, sludge, sewage, etc) aboard or nearby the Installation, the Duty Officer must immediately perform the following steps:

STEP 1: OBTAIN SPILL INFORMATION (for duty standers only, complete to best of ability)							
Name of person reporting the spill:				Responders (Fire Dept / PMO / NREA / FMS / Contractor /etc.):			
Telephone number of the person reporting the spill:				Responder POC:			
Location of the Spill (bldg #, address, road name, etc.):				Estimated amount of the spill (gallons):			
Date and estimated time of the Spill:				Behavior of Spill (flowing, actively leaking, fire observed, etc.):			
TYPE OF SPILL (Check appropriate box):				DIRECTION OF SPILL (Check all that apply):			
<input type="checkbox"/> JP8	<input type="checkbox"/>	<input type="checkbox"/> Diesel Fuel	<input type="checkbox"/>	<input type="checkbox"/> Paved Ditch	<input type="checkbox"/>	<input type="checkbox"/> Denuded Soil	<input type="checkbox"/>
<input type="checkbox"/> Used Oil	<input type="checkbox"/>	<input type="checkbox"/> Gasoline	<input type="checkbox"/>	<input type="checkbox"/> Grassy Ditch / Swale	<input type="checkbox"/>	<input type="checkbox"/> Sandy Area	<input type="checkbox"/>
<input type="checkbox"/> Antifreeze	<input type="checkbox"/>	<input type="checkbox"/> Hazardous Material	<input type="checkbox"/>	<input type="checkbox"/> Gravel Surface	<input type="checkbox"/>	<input type="checkbox"/> Open Water	<input type="checkbox"/>
<input type="checkbox"/> Other (Describe below):	<input type="checkbox"/>	<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/>	<input type="checkbox"/> Creek	<input type="checkbox"/>	<input type="checkbox"/> Storm Drain	<input type="checkbox"/>
				<input type="checkbox"/> Other (Describe below):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIONS TAKEN TO CONTAIN THE SPILL:							
TYPE OF SURFACE THE SPILL OCCURRED: (Check all that apply)				CAUSE OF THE SPILL:			
<input type="checkbox"/> Concrete Pavement	<input type="checkbox"/>	<input type="checkbox"/> Denuded Soil	<input type="checkbox"/>	<input type="checkbox"/> Equipment failure	<input type="checkbox"/>	<input type="checkbox"/> Other (Describe below)	<input type="checkbox"/>
<input type="checkbox"/> Asphalt Pavement	<input type="checkbox"/>	<input type="checkbox"/> Gravel Area	<input type="checkbox"/>	<input type="checkbox"/> Human error	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Grassy Area	<input type="checkbox"/>	<input type="checkbox"/> Sandy Area	<input type="checkbox"/>	<input type="checkbox"/> Vehicular accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Open Water	<input type="checkbox"/>	<input type="checkbox"/> Inland Drainage	<input type="checkbox"/>	<input type="checkbox"/> Wildlife avoidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTIFICATIONS COMPLETED:							
Required:				Additional Comments:			
Fire Department: 911 ... or ... (703) 784-2636							
PMO: (703) 784-2252 / 2253 / 2254							
NREA (Business Hours): (703) 784-4030							
NREA Head (After-Duty Hours): (571) 606-7842							
NREA Deputy (After-Duty Hours): (703) 232-2789							

MCB Quantico Spill Reporting Form

NREA Env Compl Section Head (After-Duty Hours): (540) 379-5143	
PWB Facilities Maintenance Section Trouble Desk/Emergency: (703) 784-2072	

STEP 2: PERFORM POC NOTIFICATIONS

CONFIRM Spill information and immediately

NOTIFY

1. MCBQ Fire Department (as applicable): **911**
2. MCBQ PMO (as applicable): **(703) 784-2252/2253/2254**
3. MCBQ Natural Resources & Environmental Affairs (NREA) Branch:
 - If during duty hours: **(703) 784-4030**
 - If after duty hours:
 - Head, NREA Branch **(571) 606-7842, else,**
 - Deputy, NREA Branch: **(703) 232-2789, else,**
 - Head, Environmental Compliance Section **(540) 379-5143**
4. MCBQ PWB / Facilities Maintenance Section Trouble Desk/Emergency **(703) 784-2072**