

BILLETING (BARRACKS)

1. Version, Date. 1, 16 September 08 (EMS)
2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the procedures implemented by the Barracks for military personnel in order to comply with pollution prevention policies and responsible environmental stewardship. It does not include the Crossroads Inn or other temporary lodging operations.

Greater detail is available in the referenced documents listed in paragraph 11. It should be noted that the Pollution Prevention (P2) and Solid Waste Management Plans were in the process of being updated when this ESOP was prepared. This ESOP will be updated, as needed, to reflect revisions to the referenced documents.

3. Applicability

- a. Audience. This procedure is primarily for military personnel residing in the barracks.

- b. Scope. This procedure applies to all military personnel and their families, living within the barracks at MCB Quantico. As mentioned in paragraph 2, it does not include the Crossroads Inn or other temporary lodging operations.

4. Definitions

- a. Billeting. Providing accommodations for the armed forces and/or military families.

- b. Hazardous Material (HM). In general, any material, which because of its quantity, concentration, and physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or the environment.

5. Responsible Parties. While all personnel living on Base are responsible for abiding by this ESOP, the following parties are responsible for ensuring that the Billeting ESOP processes are implemented at MCB, Quantico:

- a. G-4 (Liversedge Hall)
 - b. Headquarters and Service Battalion (Singleton, Pruitt, and Kelly Halls)
 - c. Marine Corps Air Facility (MCAF)
 - (1) B-2106 (Robinson), owned by MCAF.

(2) Pruitt Hall, occupied by MCAF, owned by MCB Quantico.

(3) Phipps Hall, occupied by HMX-1, owned by MCB Quantico

d. Security Battalion (Barker Hall).

e. Weapons Training Battalion, (Whaling Hall) and 27218 (houses Sniper and SWAIS).

f. Marine Corps Embassy Security Command (Marshall and Matthews Halls)

g. Marine Corps University (MCU) (Building 3076 Jordan Hall)

h. Officer Candidate School (OCS) (Taylor, Graham, and Skinner Halls)

i. The Basic School (TBS) (Anderson, Burke, O'Bannon and Graves Halls)

j. Staff NCOIC responsible for billeting

k. Staff Non-Commissioned Officer Academy (SNCOA) (3076 Jordan Hall)

l. Camp Upshur (RSU) Total of 20 buildings (Squadbays configuration)

6. Procedures.

Billeting practices include: the use of non-recyclable solid waste; wastewater and sanitary wastewater discharge; water consumption; physical presence; and, the consumption of electricity and fuel. These practices can negatively impact the following: solid waste landfill space; surface water quality; personnel exposure to hazardous materials and conditions; the consumption of fuel, electricity and water; the preservation of nonrenewable resources; historic or cultural resources; endangered species population/habitat; general wildlife; and other natural resources. These impacts are minimized through the implementation of the following procedures:

a. Procedures for minimizing the Base's impact to solid waste landfill space are specified in Marine Corps Base Order (MCBO) 5090.3, the Resource Recovery and Recycling Program. The MCBO requires all occupants of bachelor and family quarters to actively engage in materials recycling at their place of residence. This ESOP will be updated, to include relevant solid waste management procedures, once the Draft Pollution Prevention Plan (P2) and Draft Solid Waste Management Plan, are finalized.

b. Procedures for minimizing the impact to surface water quality are outlined primarily in the Base's Integrated Natural Resource Management Plan (INRMP), Chapter 4, Soil and Water Conservation, as well as the Base's Storm Water Pollution Prevention and Storm Water Management Plans that are maintained by the NREA. Some key procedures for protecting surface water quality, that are related to billeting include:

(1) Only wash vehicles at designated car washes. Designated locations utilize oil and water separators to minimize the impact on surface water and groundwater. If unable to utilize the designated locations, vehicles may be washed in grassy areas using a mild detergent or biodegradable soap.

(2) Littering is not allowed. All trash has the potential of impacting surface water quality. Trash also poses numerous other undesirable human health, ecological, and aesthetic impacts.

(3) All waste must be disposed of in accordance with the Solid Waste and Hazardous Waste Management Plans and the Stormwater Pollution Prevention Plans. Do not dispose of hazardous materials or drugs into the sanitary sewer through toilets, sink drains, etc, as these materials will eventually migrate to various water resources.

c. Procedures for minimizing the risk of personnel exposure to hazardous materials and conditions are provided in MCBO 6280.1B, Handling, Transfer, and Disposal of Hazardous Materials and Hazardous Waste. While not all of these procedures are actively enforced for the billeting practice, due to the de minimis (household) quantities generally in use, the practices described in this order are often still applicable. PERSONNEL MUST FOLLOW THE MANUFACTURER INSTRUCTIONS ON THE CONTAINERS OF HAZARDOUS MATERIALS.

d. Procedures addressing the consumption of fuel, electricity, and water, and the preservation of nonrenewable resources are provided in the Base Pollution Prevention Plan and Energy and MCBO 4100.1A, Water Conservation Program, May, 1997.

e. Procedures for preserving historic or cultural resources are provided in the Integrated Cultural Resources Management Plan, as well as being protected under the National Historic Preservation Act (NHPA) and Archaeological Resources Protection Act (ARPA). Prior to undertaking any actions to renovate, restore, or upgrade structures that may be historic, which many barracks/housing units are, the NREA must be contacted at (703) 784-4030. This also pertains to any other ground disturbing projects at or adjacent to barracks.

f. Procedures for protecting threatened or endangered species population and habitat, general wildlife, and other natural resources are managed and protected by the NREA, and MCBO.

g. Additional environmentally related procedures associated with billeting are provided in MCBO 6240.1A, Sanitary Regulations, Enclosure 3, Living And Working Spaces.

7. Inspection and Corrective Action - Inspection and corrective action requirements vary depending upon the potential impact. Refer to the plan and/or Base Order discussed above, as applicable.

8. Internal Communication - Internal communication requirements vary depending upon the potential impact. Refer to the plan and/or MCBO discussed in paragraph 6, as applicable. When in doubt, contact your Unit Environmental Coordinator or the NREA.

9. Training/Awareness - Similar to internal communication requirements, training requirements vary depending upon the potential impact. Refer to the applicable plan and/or Base Order discussed in paragraph 6. When in doubt, contact your Unit Environmental Coordinator or the NREA.

10. Emergency Preparedness and Response - Dial 911 and report the emergency and location, evacuate as necessary, and implement any additional response actions required by base orders and plans, as applicable per impact (see paragraph 6).

11. References and Related Documents. The following references are relevant to this procedure:

- a. MCBO 4100.1A, Water Conservation Program. May 1997.
- b. MCBO 5090.3, the Resource Recovery And Recycling Program. March 1995.
- c. MCBO 6240.1A, Sanitary Regulations, Enclosure 3, Living and Working Spaces. March 2005.
- d. MCBO 6280.1B, Handling, Transfer, and Disposal of Hazardous Materials and Hazardous Waste. September 2007.
- e. MCBO P11015.2A Fish and Wildlife Management Procedural Manual. February 2002.
- f. Integrated Natural Resources Management Plan, 2007-2011.
- g. Integrated Cultural Resources Management Plan, 2000, updated 2006.
- h. Stormwater Pollution Prevention Plan. April 2006.
- i. Stormwater Management Plan. July 2006.

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

Revision Number	Date	Revision Made By	Section	Page	Summary of Change and Reason	Signature

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

- a. Document Owner. MCB Quantico EMS Section
- b. Document Approval. Chair, EMS Core Team