

FUEL STORAGE - ABOVE GROUND STORAGE TANKS

1. Version, Date. 2, 2 October 12 (Tank Program Manager)

2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the procedures utilized for storing fuels in above ground storage tanks (ASTs) at Marine Corps Base, Quantico (MCBQ). Throughout the remainder of this document, any reference to fuel includes all unused petroleum products, such as JP8, diesel, gasoline, fuel oil, etc. These procedures are implemented to ensure compliance with state and federal AST regulations, to minimize the potential for impact to the environment, and reduce the risk to personnel responsible for the handling and storage of fuel.

3. Applicability

a. Audience. These procedures apply to all MCBQ personnel involved in the storage, distribution, and management of fuel in ASTs, including contractors, and subcontractors operating at the Installation. A list of regulated ASTs and their Owners/Operators are included as Attachment 11-1.

b. Scope

(1) These procedures are applicable for all ASTs storing fuel and are adopted in accordance with the provisions of the Virginia Regulations 9 VAC 25-91-10 and federal regulations (40 CFR 112). The state regulations focus on the management and the maintenance of ASTs; whereas the federal regulations focus on oil pollution prevention, spill response, and countermeasures.

(2) Under the federal regulations, 40 CFR 112, all fuel containing ASTs with a minimum capacity of 55 gallons are regulated; however, state regulations are only applicable to ASTs with a tank capacity greater than 660 gallons. Procedures for emergency generator operations and maintenance, transporting and transferring fuel, bulk fuel storage, fuel storage in containers, and fuel storage in underground storage tanks (USTs) are provided as separate ESOPs.

4. Definitions. The following definitions are provided to support this procedure:

a. Aboveground Storage Tank (AST) - means tank is more than 90% above the surface of the ground and used for the storage of fuel.

b. Integrated Spill Management Plan - Plan covering the release of hazardous substances (including petroleum products), as defined in the Clean Water Act.

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c. Tank Owner/Operator - Includes commands, tenants, or organizations with ASTs containing fuel at their facility and Primary and Alternate Tank Inspectors.

d. Primary Tank Inspector -Is the lead inspector and tank inspection supervisor.

e. Alternate Tank Inspector - Is an additional inspector who provides daily AST inspections, completed inspection reports and other related documents to the Primary Tank Inspector for review, processing, monitoring, and/or recordkeeping.

5. Responsible Parties. The following parties are responsible for AST fuel storage procedures at MCBQ:

a. Primary Tank Inspector

b. Alternate Tank Inspector

c. G-5, Natural Resources and Environmental Affairs(NREA) Branch, Environmental Compliance Section, Spill Response Coordinator

d. G-5, Natural Resources and Environmental Affairs(NREA) Branch, Environmental Compliance Section, Tank Program Manager

e. Security Battalion, MCBQ Fire Protection/Prevention Branch (Quantico Fire Department)

6. Procedures (Instructions for Operational Control) for AST Fuel Systems

a. Guidance provided by this ESOP are procedural frequencies of inspections that are required for the operation and maintenance of fuel AST systems at different organizations aboard the Base. Inspection checklists (see Attachments 11-2, 11-3, 11-4, and 11-5) are provided for use by tank inspectors and environmental program managers in order to comply with state and federal AST regulations. The checklists were devised in such a manner that organizations may use them as they are. Any organization, for the purpose of site specific requirements, may amend the checklists by incorporating additional inspection requirements. The reduction of checklist items is not authorized. If any detail on the checklists does not apply, then it must be indicated on each report.

b. In order to comply with the recordkeeping provision of the regulations identified in paragraph 11, tank Owners/Operators are required to maintain copies of inspection reports, as well as any other accompanying documents (work requests, repair invoices, replacement submittals, parts literature, etc). These documents must be ready for presentation upon request by NREA Branch, Environmental Compliance Section. Records must be maintained by the tank

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Owners/Operators at the sites for five years; after which, disposal shall be at their discretion.

c. The point of contact (POC) for administrative or technical questions regarding AST systems is NREA Branch, Tank Program Manager at (703) 784-4030.

7. Inspections and Corrective Actions

a. Inspections are required for all ASTs; however, the frequency of inspections vary, depending upon the applicable regulations. The inspection checklists (daily, weekly, monthly and annual) (attached) are for use in achieving compliance with applicable regulations, as well as the Base's Integrated Spill Management Plan. Records must be maintained by the tank Owners/Operators at the sites for five years; after which, disposal shall be at their discretion.

b. Corrective actions must be identified, coordinated, and implemented on all deficiencies discovered during each inspection. Corrective actions must be coordinated with NREA Branch, Environmental Compliance Section, Quantico Fire Department, Public Works, Safety Office, or Facilities & Logistics Services Section (FLSS), as applicable, to ensure that corrective measures are completed expeditiously.

c. Technical POCs for tanks and spills are the NREA Branch, Environmental Compliance Section, Tank Program Manager and Spill Response Coordinator.

8. Internal Communication

a. Alternate Tank Inspectors will provide all completed inspection checklists to the Primary Tank Inspector, who maintains inspection records for a period of five years from the date of inspection.

b. If results of an inspection include any item on the checklist that requires immediate attention by entities outside of the organization, the Primary Tank Inspector will:

(1) Contact the NREA Branch, Environmental Compliance Section, Tank Program Manager and/or Spill Response Coordinator to obtain guidance and/or coordinate the implementation of corrective actions.

(2) As applicable, submit work requests to FLSS, Trouble Desk, Shop 20 at (703) 784-2073. Status of work requests submitted to FLSS shall be monitored by the Primary Tank Inspector to ensure timely completion of corrective actions.

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c. The NREA Branch, Environmental Compliance Section, Tank Program Manager may perform unannounced official inspections, investigations or interviews with the Primary/Alternate Tank Inspector to ensure that inspections and recordkeeping requirements are accomplished.

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

e. If the Primary/Alternate Tank Inspectors are absent, the AST Owner/Operator is responsible for finding replacement inspectors. The NREA Branch, Environmental Compliance Section, Tank Program Manager must be notified in order to arrange appropriate tank training for the new inspectors (see paragraph 9).

9. Training/Awareness

a. Due to the environmental and personal safety risks associated with fuel storage operations, the Primary and Alternate Tank Inspectors will complete the following training requirements:

- (1) Hazardous Communication Standard (HAZCOM)
- (2) Basic SPCC
- (3) First Responder Awareness Level
- (4) First Responder Operations Level
- (5) Equipment Deployment Exercise

b. The NREA Branch, EMS Section provides, facilitates or implements training for the target audience identified in paragraph 3.a.

c. When necessary, on-the-job (OTJ) training is provided by the NREA Branch, Environmental Compliance Section, Tank Program Manager.

10. Emergency Preparedness and Response.

a. If a minor leak (i.e., seepage) from the tank or piping is observed, the following must occur:

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

(2) Secure the tank area against all ignition sources.

(3) Contain the leak with appropriate spill response equipment or materials to prevent the spread of contamination.

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(4) As practical, protect all storm drains or inlets with appropriate spill response equipment.

(5) Evacuate the area of unnecessary personnel.

(6) Immediately notify Tank Owner/Operator.

(7) Contact the NREA Branch, Environmental Compliance Section, Spill Response Coordinator, 703-784-4030, to report the incident, provide additional information and obtain further guidance.

(8) Submit a completed Spill Report (see Attachment 11-6) to the Tank Owner/Operator and provide a copy to the NREA Branch, Environmental Compliance Section, Spill Response Coordinator.

(9) Implement site cleanup operations in coordination with NREA Branch, Environmental Compliance Section.

b. If a major leak (i.e., at a minimum, active dripping) from the tank or piping is observed:

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

(2) Secure the immediate tank area against all ignition sources.

(3) Call the MCBQ Fire Department at 911. Marine Corps Air Facility (MCAF) personnel must notify MCAF, Crash, Fire and Rescue Section if at MCAF. Inform the Fire Department of the location, estimate of fuel lost, tank location, type of fuel, and AST capacity.

(4) Evacuate the area of unnecessary personnel.

(5) Immediately notify Tank Owner/Operator.

(6) As practical, protect all storm drains or inlets with appropriate spill response equipment.

(7) The Quantico Fire Department or MCAF, CFR will determine what actions are required, and perform the initial emergency response action.

(8) Contact the NREA Branch, Environmental Compliance Section, Spill Response Coordinator, 703-784-4030, to report the incident, provide additional information and obtain further guidance.

(9) Submit a completed Spill Report (see Attachment 11-6) to the Tank Owner/Operator and provide a copy to the NREA Branch, Environmental Compliance Section, Spill Response Coordinator.

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(10) Implement site cleanup operations in coordination with NREA Branch, Environmental Compliance Section.

c. If an accidental release occurs while refueling a vehicle or equipment:

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

(2) Secure the spill area against all ignition sources.

(3) Contain the leak with appropriate spill response equipment or materials to prevent the spread of contamination.

(4) As practical, protect all storm drains or inlets with appropriate spill response equipment.

(5) Evacuate the area of unnecessary personnel.

(6) Immediately notify Tank Owner/Operator.

(7) Contact the NREA Branch, Environmental Compliance Section, Spill Response Coordinator, 703-784-4030, to report the incident, provide additional information and obtain further guidance.

d. If a fire occurs at the tank area:

(1) Immediately call 911 to inform the Quantico Fire Department of the incident, tank location, type of fuel, and AST capacity.

(2) If possible, immediately shut down all electrical power to pumps.

(3) Evacuate and secure the area, and STOP incoming traffic.

(4) Immediately notify the Tank Owner/Operator.

(5) Implement site cleanup operations in coordination with NREA Branch, Environmental Compliance Section.

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

a. MCBQ, Integrated Spill Management Plan, August 2003

b. 9 VAC 25-91-10 - Virginia Facility and Aboveground Storage Tank (AST) Regulation

c. 40 CFR 110 - Oil Pollution

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d. 40 CFR 112 - Oil Pollution Prevention and Response; Non-Transportation-Related Onshore and Offshore Facilities; Final Rule

e. 40 CFR 63.11116

f. MCBQ - Regulated AST Inventory (Attachment 11-1)

g. Daily AST Inspection Checklist (Attachment 11-2)

h. Weekly AST Inspection Checklist (Attachment 11-3)

i. Monthly AST Inspection Checklist / Annex M (Attachment 11-4)

j. Annual AST Inspection Checklist (Attachment 11-5)

k. Attachment 11-6 Hazardous Material, Hazardous Waste, and Petroleum Oils and Lubricants Spill Report

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

Revision Number	Date	Revision Made By	Section	Page	Summary of Change and Reason	Signature
1	10/02 /12	Camilo Cobile	Compliance		10,000 gallon diesel tank at 4th LAR.	C.C.

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. NREA Branch, Environmental Compliance Section, Tank Program Manager

b. Document Approval. Chair, EMS Core Team, NREA Branch

MCB Quantico Aboveground Storage Tank List

Tank System Number	System Use/ Contents/ Capacity	Responsible Organization/ Facility Serviced by AST	AST Training Program	Federal Regs (SPCC)	State Regs	Daily Inspection By Inspectors	Weekly Inspection By Inspectors	Monthly Inspection By Inspectors	Annual Inspection By NREA
1. 4	Temp Storage / Used Oil 500 gallons	Director, MCCS Division/ Auto Hobby Shop	Required	●				●	●
2. 1303	Power / #2 Oil 3,000 gallons	Head, Maint Branch / Bldg 1303 WTP	Required	●				●	●
3. 15	Power / #2 Oil 300 gallons	Head, Bachelors Housing Br Liversedge Hall	Required	●				●	●
4. 25	Outlet / Gas/ 3,000 gallons	Director, MCCS Division/ Marina	Required	●	●	●	●	●	●
5. 69	Heat / #2 Oil 500 gallons	Head, Maint Branch / OCS Fire Station	Required	●				●	●
6. 659	Power / #2 Oil 125 gallons	Head, Maint Branch / Bldg 659 Lift Station	Required	●				●	●
7. 660	Power / #2 Oil 1000 gallons	Head, Maint Branch / Bldg 660 SPS	Required	●				●	●
8. 2819	Power / #2 Oil 500 gallons	Head, Maint Branch / SPS	Required	●				●	●
9. 1792	Outlet / Diesel 250 gallons	Director, MCCS Division/ Stables	Required	●				●	●
10. 2012A	Power / #2 Oil/ 112,500 gallons	Head, Maint Branch Central Heat Plant	Required	●	●	●	●	●	●
11. 2012B	Power / #2 Oil/ 112,500 gallons	Head, Maint Branch Central Heat Plant	Required	●	●	●	●	●	●
12. 2012C	Temp Storage / Used Oil/ 250 gallons	Head, Maint Branch/ Central Heat Plant	Required	●				●	●
13. 2033	Power / #2 Oil 500 gallons	CO, MARCORSSYSCOM MARCORSSYSCOM HQ Bldg	Required	●				●	●
14. 2038	Power / #2 Oil 500 gallons	Head, Maint Branch/ Sewage Pumping Station	Required	●				●	●
15. 2043	Power / #2 Oil 250n gallons	CO, Security Battalion/ Provost Marshall's Office	Required	●				●	●
16. 2047	Power / #2 Oil 500 gallons	Head, Maint Branch/ NMCL SPS	Required	●				●	●
17. 2077	Heat / #2 Oil/ 1,000 gallons	Head, Maint Branch/ Geiger Hall	Required	●				●	●
18. 2089	Power / #2 Oil 500 gallons	Head, Maint Branch/ Lift Station	Required	●				●	●
19. 2101	Temp Storage/ Used Oil 500 gallons	CO, MC Air Facility/ MCAF Admin Office	Required	●				●	●
20. 2112	Temp Storage/ Used Oil/ 500 gallons	CO, MC Air Facility/ Larsen Gym	Required	●				●	●
21. 2117A	Heat / #2 Oil/ 1,000 gallons	CO, Security Battalion/ MARS Station	Required	●				●	●
22. 2117B	Power / #2 Oil/ 1000 gallons	CO, Security Battalion/ MARS Station	Required	●				●	●
23. 2130	Temp Storage/ Used Oil/ 500 gallons	Head / Maint Branch/ Bldg 2130 HMX-1 Maintenance	Required	●				●	●
24. 2172	Power / #2 Oil 550 gallons	Head, Maint Branch/ OCS Sewage Pumping Station	Required	●				●	●
25. 2200	Power / #2 Oil 300 gallons1	CO, NMCL/ NMCL	Required	●				●	●
26. 2603	Heat / #2 Oil/ 500 gallons	Head, Maint Branch/ Camp Upshur Classroom	Required	●				●	●
27. 2995	Power / #2 Oil 500 gallons	Head, Maint Branch/ SPS Station	Required	●				●	●

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Tank System Number	System Use/ Contents/ Capacity	Responsible Organization/ Facility Serviced by AST	AST Training Program	Federal Regs (SPCC)	State Regs	Daily Inspection By Inspectors	Weekly Inspection By Inspectors	Monthly Inspection By Inspectors	Annual Inspection By NREA
28. 2666	Heat / #2 Oil 500 gallons	Head, Maint Branch, Bldg 2666, WWTP Camp Upshur	Required	●				●	●
29. 3063A	Power / #2 Oil/ 500 gallons	Director, MCCS Division/ Golf Course Maint Facility	Required	●				●	●
30. 3066A	Outlet / Gasoline 550 gallons	Director, MCCS Division/ Golf Course Maint Facility	Required	●				●	●
31. 3066B	Outlet / Diesel 500 gallons	Director, MCCS Division/ Golf Course Maint Facility	Required	●				●	●
32. 3149A	Outlet / Gasoline 250 gallons	CO, Security Battalion Ammo Supply Point	Required	●				●	●
33. 3149B	Outlet / Diesel 250 gallons	CO, Security Battalion Ammo Supply Point	Required	●				●	●
34. 3201	Power / #2 Oil 500 gallons	Head, Maint Branch/ Bldg 3201 Lift Station	Required	●				●	●
35. 3230	Outlet / Diesel 1000 gallons	CO, MARCORSSYSCOM/ Raid & Recon Facility	Required	●	●	●	●	●	●
36. 3247	Power / #2 Oil 2000 gallons	Head, Maint Branch Brig, Bldg 3247	Required	●				●	●
37. 3254A	Outlet / Gasoline 250 gallons	Head, Maint Branch Bldg 3252, Fac Maint Bldg	Required	●				●	●
38. 3254B	Power / #2 Oil 500 gallons	Head, Maint Branch Bldg 3252, Fac Maint Bldg	Required	●				●	●
39. 3255	Power / #2 oil/ 6000 gallons	Dir, MC Comp & Telecom Newlin Hall, Bldg 3255	Required	●				●	●
40. 3303	Heat / #2 Oil 500 gallons	Director, MCCS Division/ Golf Course Club House	Required	●				●	●
41. 3454C	Temp Storage/ Used Oil/500 gallons	Head, Maint Branch Bldg 3254, Fac Maint Bldg	Required	●				●	●
42. 3500A	Heat / #2 Oil/ 10,000 gallons	Director, MCCS Division/ Marine Corps Exchange	Required	●	●	●	●	●	●
43. 3500B	Power / #2 Oil/ 300 gallons	Director, MCCS Division/ Marine Corps Exchange	Required	●				●	●
44. 3500E	Heat / #2 Oil/ 275 gallons	Director, MCCS Division/ Marine Corps Exchange	Required	●				●	●
45. 5121	Power / #2 Oil 500 gallons	Head, Maint Branch / OCS SPS	Required	●				●	●
46. 5156B	Power / #2 Oil 250 gallons	CO, MC Air Facility/ Bldg 5156 MCAF	Required	●				●	●
47. 24008	Power / #2 Oil 500 gallons	CO, TBS TBS Medical Clinic Camp Barrett	Required	●				●	●
48. 24009D	Temp Storage/ Used Oil/ 500 gallons	CO, TBS/ Tracked Veh Maint Facility/ Camp Barrett	Required	●				●	●
49. 24009A	Outlet/Diesel 10,000 gallons	CO, TBS Tracked Veh Maint Facility/ Camp Barrett	Required	●	●	●	●	●	●
50. 24010	Heat / #2 Oil/ 2,000 gallons	CO, TBS/ NCO Club	Required	●				●	●
51. 24015	Heat / #2 oil/ 6000 gallons	CO, TBS/ Mitchell Hall, Camp Barrett	Required	●	●	●	●	●	●
52. 24141	Heat / #2 Oil 2,000 gallons	CO, TBS/ Bldg 24141, Camp Barrett	Required	●				●	●
53. 24144	Heat / #2 Oil 1,000 gallons	CO, TBS/ Bldg 24144, Range Control Camp Barrett	Required	●				●	●

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54. 24147	Power / #2 Oil 500 gallons	CO, TBS/ Bldg 24147, Camp Barrett	Required	●				●	●
55. 24148	Heat / #2 Oil 2,000 gallons	CO, TBS/ Bldg 24148, Supply Bldg Camp Barrett	Required	●				●	●
56. 24150	Heat / #2 Oil 550 gallons	CO, TBS/ Bldg 24150, Camp Barrett	Required	●				●	●
57. 24151	Heat / #2 Oil/ 1,000 gallons	CO, TBS/ Bldg 24151	Required	●				●	●
58. 24162	Power / #2 Oil/ 125 gallons	CO, TBS/ Bldg 24162	Required	●				●	●
59. 24162A	Heat / #2 Oil/ 250 gallons	CO, TBS/ Bldg 24162	Required	●				●	●
60. 26102	Heat / #2 Oil/ 1,000 gallons	CO, 4 th LAI BN/ Bldg 26102, Camp- Upshur	Required	●				●	●
61. 26107	Heat / #2 Oil/ 1,000 gallons	CO, 4 th LAI BN/ Bldg 26107, Camp Upshur	Required	●				●	●
62. 26109	Heat / #2 Oil/ 2,000 gallons`	CO, 4 th LAI BN/ Bldg 26109, Camp Upshur	Required	●				●	●
63. 26145A	Heat / #2 Oil/ 500 gallons	CO, 4 th LAI BN/ Bldg 26145, Camp Upshur	Required	●				●	●
64. 26146A	Temp Storage/ Used Oil/ 250 gallons	CO, 4 th LAI BN/ Bldg 26146A Concrete Shed, Camp Upshur	Required	●				●	●
65. 26146	Heat / #2 Oil/ 1,000 gallons	CO, 4 th LAI BN/ Bldg 26146, Camp Upshur	Required	●				●	●
66. 26156A	Diesel/10,000 gallons	CO, RSU/ Bldg 26156A, Camp Upshur	Required	●	●	●	●	●	●
67. 27001	Heat / #2 Oil 1,000 gallons	Head, Maint Branch/ Guad Maint Facility	Required	●				●	●
68. 27002A	Heat / #2 Oil/ 2,000 gallons	Head, Maint Branch/ Guad Maint Facility	Required	●				●	●
69. 27002D	Temp Storage/ Used Oil/ 250 gallons	Head, Maint Branch/ Guad Maint Facility	Required	●				●	●
70. 27054A	Heat / #2 Oil/ 2,000 gallons	Head, Maint Branch/ CER Facility	Required	●				●	●
71. 27054C	Temp Storage/ Used Oil/ 500 gallons	Head, Maint Branch/ CER Facility	Required	●				●	●
72. 27067A	Outlet / Gasoline 300 gallons	Head, Material Branch Ammo Storage Point	Required	●				●	●
73. 27067B	Outlet / Diesel 300 gallons	Head, Material Branch Ammo Storage Point	Required	●				●	●
74. 27200	Heat / #2 Oil/ 2,000 gallons	CO, WTBN Bldg 27200	Required	●				●	●
75. 27202	Power /#2 Oil 500 gallons	Head, Maint Branch 27202 Lift Station	Required	●				●	●
76. 27210A	Heat / #2 Oil 500 gallons	CO, WTBN Bldg 27210	Required	●				●	●
77. 27210B	Temp Storage/ Used Oil/ 500 gallons	CO, WTBN Bldg 27210	Required	●				●	●
78. 27212A	Outlet / Gasoline 250 gallons	CO, WTBN Bldg 27210	Required	●				●	●
79. 27212B	Outlet / Diesel 250 gallons	CO, WTBN Bldg 27210	Required	●				●	●

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80. 27219A	Heat / #2 Oil 2,000 gallons	CO, WTBN Bldg 27219	Required	●				●	●
81. 27240	Heat / #2 Oil 2,000 gallons	CO, WTBN Bldg 27240	Required	●				●	●
82. 27241	Heat / #2 Oil 1,000 gallons	CO, WTBN Bldg 27241	Required	●				●	●
83. 27263A	Bulk Storage/ #2 Oil/ 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
84. 27263B	Bulk Storage/ #2 Oil/ 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
85. 27263C	Bulk Storage/ JP-8 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
86. 27263D	Bulk Storage/ Diesel 25,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
87. 27263E	Bulk Storage/ Diesel/ 25,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
88. 27263F	Bulk Storage/ JP-8 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
89. 27263G	Bulk Storage/ Temp Empty 12,500 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
90. 27263H	Bulk Storage/ Gasoline 25,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
91. 27263M	Power / #2 Oil/ 300 gallons	Director, Logisitics Div/ Fuel Farm Facility	Required	●				●	●
92. 27266	Heat / #2 Oil 2,000 gallons	CO, WTBN Bldg 27266, Dorm Bldg	Required	●				●	●
93. 27400	Power / #2 Oil 1,000 gallons	Director, Safety Div/ Guad Area Fire Dept	Required	●				●	●
94. 27500A	Outlet / Diesel/ 250 gallons	Director, MCCS Division/ Lunga Recreation Fac	Required	●				●	●
95. 27500B	Outlet / Gas / 1,000 gallons	Director, MCCS Division/ Lunga Recreation Fac	Required	●				●	●
96. 27904	Heat / #2 Oil/ 2,000 gallons	Asst Dir, FBI Academy/ Bldg 27904 Range Classrm	Required	●				●	●
97. 27911	Power / #2 Oil 250 gallons	Asst Dir, FBI Academy/ Hostage/Rescue Trng Fac	Required	●				●	●
98. 27939 A1	Power/Diesel/ 10,000 gallons	Asst Dir, FBI Academy FBI Heat Plant	Required	●	●	●	●	●	●
99. 27942	Power / #2 Oil/ 2,000 gallons	Asst Dir, FBI Academy FBI Forensics Lab	Required	●				●	●
100. 27947	Power / #2 Oil/ 2,000 gallons	Asst Dir, FBI Academy/ Dormitory, Jefferson Hall	Required	●				●	●
101. 27967A	Power / #2 Oil 20,000 gallons	Asst Dir, FBI Academy / DEA Bldg	Required	●	●	●	●	●	●
102. 27972D	Outlet / Diesel/ 2,000 gallons	Asst Dir, FBI Academy/ TEVOC Garage, Bldg 28	Required	●				●	●
103. 27972G	Outlet / Gasoline/ 4,000 gallons	Asst Dir, FBI Academy/ TEVOC Garage, Bldg 28	Required	●				●	●
104. 27967	Heat / #2 Oil/ 10,000 gallons	Asst Dir, FBI Academy/ DEA, Bldg 32	Required	●	●	●	●	●	●
105. GS	Power / #2 Oil/ 2,000 gallons	Asst Dir, FBI Academy/ Bldg 28	Required	●				●	●

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	300 gallons	Field Generator Station							
106. 28003	Heat / #2 Oil/ 1,000 gallons	CO, MARCORSYSCOM/ Engineer Test Site	Required	●				●	●
107. 28009	Heat / #2 Oil 250 gallons	CO, MARCORSYSCOM/ Engineer Test Site	Required	●				●	●

**Marine Corps Base Quantico - Fuel Storage AST
Daily AST Inspection Checklist**

Tank Location:		Tank ID:						Month:	
DATE/TIME		MON	TUE	WED	THU	FRI	Corrective Action (Status "X" Requires Corrective Action)		
INSPECTOR IINITIALS									
AREA INSPECTED	Enter Status (✓) True, (X) False, or NA								
1. Tank/Tank Area									
Tank not leaking or seeping									
Fill port secured									
Overfill container does not contain fuel									
Tank support(s) or foundation in good condition									
No petroleum stains on ground									
Tank gauge operational									
Interstitial leak detector shows no sign of leak									
Grass height is maintained									
2. Piping Area									
Piping not leaking or seeping									
Valves secured									
No petroleum stains on ground									
Piping supports in good condition									
Sump leak detector operational & good condition									
3. Dispensing Area (proceed to 4 if not applicable)									
Dispenser not leaking									
No leaks from hoses, nozzles, swivel joints, gaskets and breakaway couplings									
No Leaks from in-line filters									
Hose is not dry rotting or crimped									
No evidence of fuel spillage									
Spill response equipment sufficient on site									
Nozzle auto-shutoff device operable									
Fire extinguisher available and maintained									
Trash receptacle emptied and covered									
4. Berm or Dike (proceed to 5 if not applicable)									
Minimal water in containment									
No petroleum sheen on water									
No trash or debris in containment area									
Drain or check valve is secure									
Drain inlet(s) in containment area are unobstructed									

**Marine Corps Base Quantico - Fuel Storage AST
Daily AST Inspection Checklist**

DATE, TIME & INSPECTOR (cont.)	MON	TUE	WED	THU	FRI	Corrective Action (Status "X" Requires Corrective Action)
AREA INSPECTED	Enter Status: (✓) True, (X) False, or NA					
5. Loading Unloading Area (proceed to 6 if not applicable)						
No evidence of spills, seepage, or sheen requiring cleanup						
Drain inlet free of obstruction						
No significant damage to the pad was observed						
Nozzles, delivery piping, and related hoses not seeping						
Sufficient spill response equipment						
No grass growing on pad expansion joints						
6. Other Appurtenances						
Spill response equipment is fully stocked and readily available (NA - not an option)						
Fire extinguishers are fully charged and readily available (NA - not an option)						
Oil water separator (if present and visible from topside), does not require servicing (otherwise NA) or X						
7. Recordkeeping						
This inspection report is maintained in the facility files for 5 years from day of the inspection						
This report is reviewed and authenticated by inspector's supervisor prior to filing						
Deficiencies are noted for corrective action, replacement or repairs						
Copies of work request (for repairs or replacement) are attached to this inspection report						

**Marine Corps Base Quantico - Fuel Storage AST
Daily AST Inspection Checklist**

8. Record of Corrective Action				
Date Found and reported	Additional Description	Repair Agency	POC Repair Agency and phone #	Date Repaired

9. Daily Signature	
Monday	
Name of Tank POC _____ (print legibly)	_____ (signature, date and time)
Name of POC's Supervisor _____ (print legibly)	_____ (signature, date and time)
Tuesday	
Name of Tank POC _____ (print legibly)	_____ (signature, date and time)
Name of POC's Supervisor _____ (print legibly)	_____ (signature, date and time)
Wednesday	
Name of Tank POC _____ (print legibly)	_____ (signature, date and time)
Name of POC's Supervisor _____ (print legibly)	_____ (signature, date and time)
Thursday	
Name of Tank POC _____ (print legibly)	_____ (signature, date and time)
Name of POC's Supervisor _____ (print legibly)	_____ (signature, date and time)
Friday	
Name of Tank POC _____ (print legibly)	_____ (signature, date and time)
Name of POC's Supervisor _____ (print legibly)	_____ (signature, date and time)

**Marine Corps Base Quantico - Fuel Storage AST
Weekly AST Inspection Checklist**

Tank Location:		Tank ID:		Month:	
Week Ending/Time		Inspector		Location	
Item	Enter Status: (✓) True, (X) False, or NA	Comments	Corrective Action (Status "X" Requires Corrective Action)		
1. Recordkeeping and Supervision					
Daily Inspections are up to date and performed accurately					
2. Health and Safety					
Training is up to date					
Sufficient spill response and fire suppression equipment is in place and operable					
3. Tank/Tank Area					
Diking if present, is in good condition					
Grass maintained and no debris					
Tank foundation/pad in good condition					
Piping system is in good condition					
Water in containment has been drawn off					
Gauges are operational					
Separator or drain tank in good condition					
Leak detection equipment is fully functional					
4. Dispensing Area					
Grounding clamps and cables in good condition					
Electrical Equipment in good condition					

Name of Tank POC _____
(print legibly)

(signature and date)

Name of POC's Supervisor _____
(print legibly)

(signature and date)

Form 2 – SHOP-FABRICATED AST AND GENERATOR INSPECTION CHECKLIST

Instructions: Complete routine external visual inspection of shop-fabricated ASTs and diesel powered electrical generators. Notify NREA Environmental Compliance Section immediately if any significant deficiencies are identified.

Regulatory Driver: 40 CFR 112

Industry Standard: Steel Tank Institute (STI) Standard for Inspection of In-Service Shop-Fabricated Aboveground Tanks for Storage of Combustible and Flammable Liquids, STI SP001-03.

Frequency: Monthly, unless otherwise stated.

Site/Date: _____

Inspector: _____

	Yes	No	NA	CAR	Comments
STRUCTURAL INTEGRITY					
Surface free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Valves and gaskets free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Condition sound (no rusting, corrosion, pitting, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bolts, rivets, welds and seams intact/sound?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tank supports and foundation intact/sound (Yearly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Level gauges and alarms working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vents unobstructed and clean (Quarterly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Presence of water in primary tank?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ATTACHED PIPING					
Surface free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Valves and connections free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Piping adequately supported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pipes and supports free of corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Buried pipes exposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Out-of-service pipes capped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signs/barriers present near aboveground piping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Localized vegetation free of distress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SECONDARY CONTAINMENT					
Drainage valves closed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drainage valves free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Containment area free of impounded water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impounded water free of product/sheen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Debris absent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Containment structure intact/sound?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Presence of water/fuel in interstice (double-walled AST)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leak detection operational (double-walled AST)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SECURITY					
Gates/fences intact/sound?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gates/fences locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Starter controls locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note:

NA – not applicable

CAR – corrective action required

**Marine Corps Base Quantico - Fuel Storage AST
Annual AST Inspection Checklist**

DATE/TIME _____
TANK NUMBER _____
TANK LOCATION _____

INSPECTOR _____
SIGNATURE _____
(Print Name)

AREA INSPECTED	STATUS			CORRECTIVE ACTION
I. Tank/Tank Area				
A. Tank finish in acceptable condition?	Y	N	NA	_____
B. No significant corrosion on tank surfaces?	Y	N	NA	_____
C. Tank markings do not need re-stenciling?	Y	N	NA	_____
D. No telltale structural stress points?	Y	N	NA	_____
E. No tank support(s) settling?	Y	N	NA	_____
F. No product stains around tank?	Y	N	NA	_____
G. Tank area well maintained and free of litter?	Y	N	NA	_____
H. No unrelated equipment at tank area?	Y	N	NA	_____
II. Piping Area	Y	N	NA	_____
A. Piping finish in acceptable condition?	Y	N	NA	_____
B. No significant corrosion on piping surfaces?	Y	N	NA	_____
C. Piping markings do not need re-stenciling?	Y	N	NA	_____
D. No telltale structural stress points?	Y	N	NA	_____
E. Piping supports are not settling?	Y	N	NA	_____
F. No seepage on joints, valves flanges, etc.?	Y	N	NA	_____
G. Pedestrian/vehicular impediments in good condition?	Y	N	NA	_____
III. Dispensing Area	Y	N	NA	_____
A. Spill response materials on site?	Y	N	NA	_____
B. Fire extinguisher available?	Y	N	NA	_____
C. Applicable warning signs readily available?	Y	N	NA	_____
D. No signs of excessive spillage on pavement?	Y	N	NA	_____
E. Dispenser and appurtenances in satisfactory condition?	Y	N	NA	_____
F. Area lighting operational?	Y	N	NA	_____
G. Receptacle for used spill response materials on site?	Y	N	NA	_____

**Marine Corps Base Quantico - Fuel Storage AST
Annual AST Inspection Checklist**

H. Trash receptacle on site?	Y	N	NA	_____
IV. Berm or Diking Area	Y	N	NA	_____
A. Integrity of berm or diking appears satisfactory?	Y	N	NA	_____
B. Storm inlet positively drains when gate valve is opened?	Y	N	NA	_____
C. No signs of telltale signs of seepage at exterior sides of berm or diking?	Y	N	NA	_____
D. Area free of litter and debris?	Y	N	NA	_____
E. Diking gate valve operational?	Y	N	NA	_____
V. Loading / Unloading Area	Y	N	NA	_____
A. Storm drain/inlet operational	Y	N	NA	_____
B. Quantity of spill response materials satisfactory?	Y	N	NA	_____
C. Fire extinguisher appropriately charged and inspected monthly?	Y	N	NA	_____
D. Drain inlet free of obstruction?	Y	N	NA	_____
E. No oil seepage from any nozzles?	Y	N	NA	_____
F. No oil seepage from piping or hose connections?	Y	N	NA	_____
G. No excessive grass growth on pad?	Y	N	NA	_____
H. The pad does not contain excessive storm water runoff that needs draining?	Y	N	NA	_____
I. No fuel sheen observed in storm water runoff contained in the pad.	Y	N	NA	_____
VI. Other Appurtenances	Y	N	NA	_____
A. Oil / water separator does not require service?	Y	N	NA	_____
B. Condition of tank bollards satisfactory	Y	N	NA	_____
C. Condition of access ladder satisfactory	Y	N	NA	_____
VII. Recordkeeping	Y	N	NA	_____
A. Required daily and weekly inspection reports maintained in the facility	Y	N	NA	_____
B. Are deficiencies punctually rectified?	Y	N	NA	_____
C. Tank operator is advised of deficiencies	Y	N	NA	_____
VIII. Recordkeeping	Y	N	NA	_____

**Marine Corps Base Quantico - Fuel Storage AST
Annual AST Inspection Checklist**

- | | | | | |
|--|---|---|----|-------|
| A. Professional external/internal tank inspection current? | Y | N | NA | _____ |
| B. Professional berm evaluation current? | Y | N | NA | _____ |
| C. Hydrostatic testing of piping current? | Y | N | NA | _____ |
| D. Annual calibration of fuel gauge current? | Y | N | NA | _____ |

Number of Deficiencies for Corrective Action? _____

Date of Reinspection? _____

Name of Tank POC at Facility?

Print Legibly

Signature/Date

Name of POC's supervisor?

Print Legibly

Signature/Date



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5000

IN REPLY REFER TO:

Date

From: _____
Command, Subcommand

To: Natural Resources and Environmental Affairs (NREA) Branch, Facilities Division

Via: _____
Unit Environmental Coordinator

**Subj: HAZARDOUS MATERIAL/HAZARDOUS WASTE/PETROLEUM, OIL,
LUBRICANT SPILL REPORT**

Ref: MCBO 6280.1B

1. The following report of a hazardous substance spill is made, in compliance with the reference:

a. Spill date: _____ Time of spill: _____

b. Person reporting spill: Name: _____

Contact Number: _____ Grade/Position: _____

c. Location of spill: _____

d. Hazardous substance spilled: _____

e. Quantity spilled (gallons): _____

2. Immediate containment actions taken: _____

3. Fire Department Response: Supervisor: _____

4. Notification:

a. Fire Department Dispatcher: YES _____ NO _____

b. NREA Spill Program Manager: (703) 784-4030 (working hours only)

c. Bulk Fuel Farm Supervisor(if fuel): (703) 432-0044 (working hours only)

5. Follow on actions required: _____

6. Additional Comments (cause of spill and description of environmental impact/physical damages): _____

7. Submitted by: _____

* This form may be faxed to NREA, Spill Program Manager at (703) 784 4953.*