

FUEL STORAGE - BULK STORAGE TANKS

1. Version, Date. 3, 14 May 2013 (EMS)

2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the procedures for storing fuels at the Marine Corps Base, Quantico (MCBQ), Bulk Fuel Farm. 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 tank regulations, to minimize the potential for impact to the environment, and to secure the health and safety of personnel responsible for fuel handling and storage.

3. Applicability

a. Audience. These procedures apply to all MCBQ personnel involved in the storage, operation and management of MCBQ Bulk Fuel Farm tanks, including contractors and subcontractors operating at the Base. A list of Bulk Fuel Farm tanks, which are all above ground storage tanks (ASTs), is included as Attachment 14-1.

b. Scope

(1) These procedures are applicable for the Bulk Fuel Farm 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 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, fuel storage in ASTs, fuel storage in containers, and fuel storage in underground storage tanks (USTs) are provided as separate ESOPs.

(3) The Natural Resources and Environmental Affairs (NREA) Branch, Air Program Manager must be contacted prior to making any significant changes to the MCBQ Bulk Fuel Farm. Significant changes include tank additions or removals, changes to the fuel type stored in a tank, modifications to the tank roof configurations, significant increases in fuel throughput, or any other change that may impact air emissions.

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(4) Stormwater runoff must be controlled per the Virginia Pollutant Discharge Elimination System (VPDES) Permit VA0002151 and the requirements of the Clean Water Act. Procedures for operating and maintaining oil water separators are provided as a separate ESOP.

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

a. Aboveground Storage Tank (AST) - any container that stores more than 90% of its contents (in tank and all associated piping) above the surface of the ground, and is used for fuel storage.

b. Alternate Tank Inspector - assists, during the absence of the Primary Inspector, in the completion of required inspections and timely submission of results to Supervisor for review, processing, monitoring, and/or recordkeeping.

c. Average Daily Throughput - the average daily amount of fuel pumped at a dispensing facility during the most recent 30-day period.

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

e. Major Repair - alterations that refer to operations that require cutting, additions, removal or replacement of the annular plate ring, the shell-to-bottom weld or a sizable portion of the AST shell.

f. Primary Tank Inspector - lead tank inspector/supervisor who's charged with the satisfaction of all tank inspection requirements; review and/or processing of inspection reports; monitoring of work/repair status; and, recordkeeping of all documentation that relates to the operation of the tank(s).

g. Tank Operator - includes designated representatives of commands, tenants, or organizations that operate fuel tanks aboard MCBQ.

h. Totalizer - Electronic counting device, which records the volume of fuel discharged through fuel registers.

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

a. Alternate Tank Inspector

b. Primary Tank Inspector

c. G-4, Tank Operator [for Defense Logistics Agency (DLA)]

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d. G-5, NREA Branch, Environmental Compliance Section, Spill Response Coordinator

e. G-5, NREA Branch, Environmental Compliance Section, Tank Program Manager

f. G-5, NREA Branch, Air Program Manager (APM)

g. G-5, NREA Branch, Water Program Manager

h. G-5, NREA Branch, ISMP Custodian

i. G-5, NREA Branch, Environmental Training Coordinator

j. G-5, Public Works, Tank Owner

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

6. Procedures (Instructions for Operational Control) for Bulk Fuel Storage.

a. Procedural guidance provided by this ESOP focuses on the inspections required for the operation and maintenance of the Bulk Fuel Farm Tanks. Inspection checklists (see Attachment 14-2 through 14-10) are provided for use by the MCBQ Bulk Fuel Farm Facility Personnel to comply with state and Federal AST regulations. The checklists were devised in such a manner that MCBQ Bulk Fuel Farm Facility Personnel may use them as they are. MCBQ Bulk Fuel Farm Facility Personnel 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. To comply with the recordkeeping provision of the regulations identified in paragraph 11, Fuel Farm personnel (Fuel Farm Operator, Primary and/or Alternate Inspectors) 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 Bulk Fuel Facility personnel for five years; after which, disposal shall be at their discretion. Additionally, a copy of the monthly inspection report must be provided to the NREA Branch on a monthly basis.

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

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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, annual, secondary containment drainage logs, cathodic protection system, product piping, fuel loading/unloading station inspection checklist, and oil/water separator inspection checklist) are for use in achieving compliance with applicable regulations, as well as the Base's ISMP. Records must be maintained by the tank operators at the facility 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, G-4 Tank Operator (for DLA), Safety Office, or Facilities Maintenance Section (FMS), as applicable, to ensure that required corrective measures are completed promptly. An attempt to fix any leaks found must be made within 5 calendar days. Repairs must be complete within 15 calendar days. If repairs cannot be completed within 15 calendar days, the APM must be notified, as well as other responsible parties, as applicable. Notification must include the reason why repair of the leak would not be feasible within 15 calendar days.

c. Technical POCs for tanks and spills are the NREA Branch, Environmental Compliance Section, Tank Program Manager and Spill Response Coordinator. The technical POC for stormwater and oil and water separator issues is the NREA, Water Program Manager. For issues concerning air quality, contact the NREA APM.

d. General maintenance will be recorded in the maintenance logbook and includes the following:

(1) Berms must be drained on an as-needed basis after precipitation events. Water collected in the berm, travels to an oil and water (O/W) separator, prior to being discharged through an outfall. Water samples are collected by the NREA Branch from the O/W separator outfall every three months to ensure discharge is not impacted by petroleum constituents.

(2) To maintain the proper release of water (or spilled fuel) from the bermed areas to the oil/water separator, drain valves must be maintained to ensure proper seating (closure).

(3) Drain water from the bottom of fuel tanks every three months (quarterly), using 5-gallon plastic (non-sparking) buckets, and transferring the drainage to 55-gallon drums for disposal. Ensure the drums are completely closed when finished. Notify the NREA (784-4030) when the 55-gallon drums need to be pumped out.

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(4) Lubricate all mechanical gears associated with the registers to the fuel farm as necessary.

(5) Grease all valves and nozzles on a quarterly basis.

(6) Clean basket strainers and fuel filters as necessary.

e. Daily Facility Opening Procedures include;

(1) Check bermed areas for the presence of fuel or water, drain the berms as necessary.

(2) Perform the Daily Inspection Checklist (see Attachment 14-2)

(3) Record the automatic tank gauge (ATG) readings in the logbook.

f. Daily Facility Closing Procedures include;

(1) Shut off all motor control switches (except security lights).

(2) Close off all tank valves.

(3) Take fuel readings from the ATG, as well as totalizer readings from the registers and record in the logbook.

(4) Compare readings to those taken in the morning, while opening the facility; factor in fuel issued and received.

(5) Provide the G-4 Supply Technician with the JP-8 Inventory results. Other fuel inventory needs will be requested on an as-needed basis with the G-4 Supply Technician.

(6) Fax the NREA Branch APM a copy of the daily inventory form.

(7) Ensure that all keys are in the lock box.

(8) Lock the building and turn the power off to the gate before leaving the Site.

g. The POC for administrative questions regarding bulk fuel storage tank systems is G-4 Logistics Division (703) 784-1907.

8. Internal Communication

a. Alternate Tank Inspectors will conduct required inspections and provide completed inspection checklists to the Primary Tank Inspector for review, authentication, maintenance, processing, and recordkeeping.

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b. Primary Tank Inspector will maintain all documents pertaining to the tanks as prescribed in this procedure.

c. If results of an inspection include any item on the checklist that requires immediate attention by entities outside of the organization operating the tanks, 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 FMS, Trouble Desk, Shop 20 at (703) 784-2073 through G-4. Status of work requests submitted to FMS must be monitored by the Primary Tank Inspector to ensure timely completion of required corrective actions.

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, recordkeeping and other regulatory requirements are satisfied.

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 tank 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).

f. Per the Base's Title V Air Permit with the Virginia Department of Environmental Quality (DEQ):

(1) Prior to changing the materials stored in the Fuel Farm Tanks, or modifying the configuration of the tank roof system, the Primary Inspector will notify the NREA Branch APM (432-0529). The APM will confer with the DEQ, as the change may require an additional permit or subject the Base to additional performance standards (40 CFR 60, Subpart Kb; 40 CFR 63, Subpart BBBBBB; or Virginia regulation 9 VAC 5-40, Article 4-37).

(2) The average daily throughput (over the last 30 working days) of the gasoline tanks at the Bulk Fuel Farm (specifically tanks 27263-G and 27263-H) shall be calculated for the five most recent calendar years by the APM. If the average daily throughput exceeds 4,000 gallons per working day, the APM must contact the DEQ to report that the facility is no longer exempt from Article 37. It is therefore critical that the APM be provided with the throughput of gasoline on a daily basis. The daily delivery totals for the Bulk

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Fuel Farm should be faxed, emailed, or hand delivered to the APM at the end of each working day.

9. Training/Awareness

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

- (1) Hazardous Communication Standard (HAZCOM)
- (2) Spill Prevention, Control and Countermeasure (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.
- (4) As practical, protect all storm drains or inlets with appropriate spill response equipment.
- (5) Evacuate the area of unnecessary personnel.
- (6) Immediately notify the tank operator to initiate corrective actions (e.g., repair, replacement, or temporary closure).
- (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. If an incident occurs outside of normal business hours, contact the Quantico

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Fire Department and they will notify the appropriate NREA Branch personnel.

(8) Submit a completed Spill Report (see Attachment 14-11) to the Tank 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) Evacuate the area of unnecessary personnel.

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

(5) Immediately call 911 and identify that you are calling from Marine Corps Base Quantico, and then inform the Quantico Fire Department of the incident, tank location, type of fuel, and tank capacity.

(6) Immediately notify the tank operator to initiate corrective actions (e.g., repair, replacement, or temporary closure).

(7) The Quantico Fire Department 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. If an incident occurs outside of normal business hours, the Quantico Fire Department will notify the appropriate NREA Branch personnel.

(9) Submit a completed Spill Report (see Attachment 14-6) to the Tank Operator and provide a copy to the NREA Branch, Environmental Compliance Section, Spill Response Coordinator.

(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:

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(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) Evacuate the area of unnecessary personnel.

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

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

(6) Immediately notify the tank operator to initiate corrective actions (e.g., repair, replacement, or temporary closure).

(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. If an incident occurs outside of normal business hours, the Quantico Fire Department will notify the appropriate NREA Branch personnel.

d. If a fire occurs at the tank area:

(1) Immediately call 911 and identify that you are calling from Marine Corps Base Quantico, and then inform the Quantico Fire Department of the incident, tank location, type of fuel, and tank 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 operator to initiate corrective actions (e.g., repair, replacement, or temporary closure).

(5) When the area is safe, 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. Quantico MCB, Integrated Spill Management Plan, August 2003

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

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

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- d. MCBQ - Bulk Fuel Tank Inventory (Attachment 14-1)
- e. Daily AST Inspection Checklist (Attachment 14-2)
- f. Weekly AST Inspection Checklist (Attachment 14-3)
- g. Annual AST Inspection Checklist (Attachment 14-4)
- h. Monthly AST Inspection Checklist / Annex M (Attachment 14-5)
- i. Secondary Containment Drainage Log / Annex M (Attachment 14-6)
- j. Cathodic Protection System Inspection Checklist / Annex M (Attachment 14-7)
- k. Product Piping Inspection Checklist / Annex M (Attachment 14-8)
- l. Fuel Loading/Unloading Station Inspection Checklist / Annex M (Attachment 14-9)
- m. Form 7 - Oil/Water Separator (OWS) Inspection Checklist / Annex M (Attachment 14-10)
- n. Attachment 14-6 Hazardous Material, Hazardous Waste, and Petroleum Oils and Lubricants Spill Report (Attachment 14-11)
- o. National Emissions Standards of Hazardous Air Pollutants for Source Category: Gasoline Distribution Bulk Terminals, Bulk Plants and Pipeline Facilities; 40 CFR 63 Subpart BBBBBB
- p. Emission Standards for Petroleum Liquid Storage and Transfer Operations; 9 VAC 5-40 Article 37
- q. New Source Performance Standards: Standards of Performance for Volatile Organic Liquid Storage Vessels (Including Petroleum Liquid Storage Vessels) for Which Construction, Reconstruction, or Modification Commenced after July 23, 1984; 40 CFR 60, Subpart Kb

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
2	11/12	AM	Air	all	Clarification of para. 7 and acronyms/grammar	
3	5/13	JDG	EMS	all	Updated EMS language	JDG

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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 Tank Manager

b. Document Approval. Chair, E²MS Implementation Team

MCBQ Bulk Fuel Tanks

Tank System Number	System Use/ Contents/ Capacity	Responsible Organization/ Facility Serviced by AST	AST Training	Federal Regs (SPCC)	State Regs	Daily Inspection By Inspectors	Weekly Inspection By Inspectors	Monthly Inspection By Inspectors	Annual Inspection By NREA
82. 27263A	Bulk Storage/ ULS Diesel/ 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
83. 27263B	Bulk Storage/ ULS Diesel/ 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
84. 27263C	Bulk Storage/ JP-8 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
85. 27263D	Bulk Storage/ ULS Diesel 25,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
86. 27263E	Bulk Storage/ ULS Diesel/ 25,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
87. 27263F	Bulk Storage/ JP-8 75,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
88. 27263G	Bulk Storage/ Temp Empty 12,500 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
89. 27263H	Bulk Storage/ Gasoline 25,000 gallons	Director, Logistics Div/ Fuel Farm Facility	Required	●	●	●	●	●	●
90. 27263M	Power / ULS Diesel / 250 gallons	Director, Logisitcs Div/ Fuel Farm Facility	Required	●				●	●

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

Tank Location:		Tank ID:						Month:	
DATE		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 & 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		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)

**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				
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				
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	_____

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

VII. Recordkeeping (continued)

- | | | | | |
|--|----------|----------|-----------|-------|
| D. Professional external/internal tank inspection current? | Y | N | NA | _____ |
| E. Professional berm evaluation current? | Y | N | NA | _____ |
| F. Hydrostatic testing of piping current? | Y | N | NA | _____ |
| G. 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

Form 1 – FIELD-CONSTRUCTED AST INSPECTION CHECKLIST

Instructions: Complete routine external in-service inspection of field-constructed ASTs. Notify NREA Environmental Compliance Section immediately if any significant deficiencies are identified.

Regulatory Driver: 40 CFR 112

Industry Standards: American Petroleum Institute (API) Tank Inspection, Repair, Alteration, and Reconstruction (API 653) and Overfill Protection for Storage Tanks in Petroleum Facilities (API 2350).

Frequency: Monthly

Site/Date: _____

Inspector: _____

	SAT	UNSAT	NA	CAR	Comments
FOUNDATION					
Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Intact/Sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Settlement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SHELL					
Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Distortion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Paint Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pitting and Corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bottom/Foundation Seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ROOF					
Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Paint Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pitting and Corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seal Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MANWAYS, MANIFOLDS AND NOZZLES					
Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pitting and Corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
PIPING					
Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Paint Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pitting and Corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SECONDARY CONTAINMENT					
Free of Storm Water ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of Debris and Vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cracks, Holes or other Breaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drain Valve Functioning and Closed/Locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MISCELLANEOUS					
Grounding/Anode Straps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
High Level Alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Integrity of Overfill Alarm (24-hours prior to receipt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note:

SAT – satisfactory

UNSAT – unsatisfactory

1 – stormwater must be treated before discharge if sheen present

NA – not applicable

CAR – corrective action required

Form 4 - CATHODIC PROTECTION SYSTEM INSPECTION CHECKLIST

Instructions: Complete routine external operational inspection of cathodic protection (CP) system. Notify NREA Environmental Compliance Section immediately if any significant deficiencies are identified.

Industry Standards: National Association of Corrosion Engineer (NACE) Control of External Corrosion on Underground or Submerged Metallic Piping Systems (NACE 0169), NACE Corrosion Control of Underground Storage Tank Systems by Cathodic Protection (NACE 0285), and American Petroleum Institute (API) Cathodic Protection of Aboveground Petroleum Storage Tanks (API 651).

Frequency: As specified below.

Site/Date: _____ Inspector: _____

	SAT	UNSAT	NA	CAR	Comments
BIMONTHLY INSPECTION (TANK BOTTOMS, USTs, and UNDERGROUND PIPING) FOR IMPRESSED CURRENT SYSTEMS					
Test Stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical Panel Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rectifier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CP Cable (condition and connections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Output Normal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Power Consumption Normal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Satisfactory Electrical State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Overall Operation of Cathodic Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ANNUAL INSPECTION (TANK BOTTOMS, USTs, and UNDERGROUND PIPING) FOR IMPRESSED CURRENT SYSTEMS					
Electrical Shorts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Meter Accuracy/Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
System Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Circuit Resistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Isolation Fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Continuity Bonds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Casing Isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Overall Operation of Cathodic Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ANNUAL INSPECTION (TANK BOTTOMS, USTs, and UNDERGROUND PIPING) FOR CATHODIC PROTECTION SYSTEMS					
Overall Operation of Cathodic Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note:

- SAT – satisfactory
- UNSAT – unsatisfactory
- NA – not applicable
- CAR – corrective action required

Form 5 - PRODUCT PIPING INSPECTION CHECKLIST

Instructions: Complete routine external visual inspection of product piping. Notify NREA Environmental Compliance Section r immediately if any significant deficiencies are identified.

Regulatory Driver: 40 CFR 112.8(d)(4)

Frequency: Monthly

Site/Date: _____ Inspector: _____

	SAT	UNSAT	NA	CAR	Comments
LEAKS					
Piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Expansion Joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clamps and Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MISALIGNMENT					
Piping Misalignment/Restricted Movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Expansion Joint Misalignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
VIBRATION					
Excessive Overhung Weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inadequate Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thin, Small-bore, or Alloy Piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Threaded Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loose Supports Causing Metal Wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUPPORTS					
Shoes Off Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hanger Distortion or Breakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bottomed-Out Springs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excessive Pipe Sag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brace Distortion/Breakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loose Brackets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Slide Plates/Rollers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Counter Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CORROSION					
Piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Insulation Interfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Biological Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MISCELLANEOUS					
Bolts and Nuts Present/Tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pipe and Valve Labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grounding/Anode Straps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note:

SAT – satisfactory

UNSAT – unsatisfactory

NA – not applicable

CAR – corrective action required

Form 6 - FUEL LOADING/UNLOADING STATION INSPECTION CHECKLIST

Instructions: Complete routine external visual inspection of fuel truck loading/unloading stations. Notify NREA Environmental Compliance Section immediately if any significant deficiencies are identified.

Regulatory Driver: 40 CFR 112

Frequency: Monthly

Site/Date: _____

Inspector: _____

	SAT	UNSAT	NA	CAR	Comments
HOSES, PIPES AND VALVES					
Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deterioration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clamps and Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
STRUCTURE					
Bolts, Clamps and Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofing and Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
GENERAL					
Electrical Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Portable Equipment Stowed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Secondary Containment Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Instruction/Warning Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Traffic Control Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dispenser Labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Security Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CONTROL DEVICES					
Early Departure Warning Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Starter Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scully System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dead-man Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SECONDARY CONTAINMENT					
Standing Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Valves Closed and Locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Oil Stains/Sheen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note:

SAT – satisfactory

UNSAT – unsatisfactory

NA – not applicable

CAR – corrective action required

Form 7 - OIL/WATER SEPARATOR (OWS) INSPECTION CHECKLIST

Instructions: Complete routine inspection of OWS. Notify NREA Environmental Compliance Section immediately if any significant deficiencies are identified.

Regulatory Driver: 40 CFR 112

Industry Standard: Multiservice Oil/Water Separator Guidance Manual

Frequency: As specified below

Site/Date: _____ Inspector: _____

	SAT	UNSAT	NA	CAR	Comments
WEEKLY INSPECTION					
OWS Functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Presence of Free Product ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Presence of Sheen ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Presence of Fuel Odor ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Coalescer Inspection for Fouling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operation of Pump, Valve, Skimmer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MONTHLY INSPECTION					
Leaks from Separator/ Appurtenances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operation of Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Determination of Solids Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
OWS Free of Blockage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Up/Down Stream Free of Blockage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
BIANNUAL INSPECTION					
Determination of Oil Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AS REQUIRED					
Inspection/Cleaning of Internal Chambers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note:
 SAT – satisfactory
 UNSAT – unsatisfactory
 NA – not applicable
 CAR – corrective action required
 1 – Inspect OWS and effluent



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.*