

WAREHOUSE AND MATERIAL MANAGEMENT OPERATIONS

1. Version, Date. 2, 15 April 2013

2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the environmental procedures associated with warehouse and material management operations at Marine Corps Base, Quantico (MCBQ).

3. Applicability

a. Audience. This ESOP is directed towards individuals who perform any of the operations described herein. All personnel aboard MCBQ shall take responsibility to follow the procedures contained within this ESOP.

b. Scope. This ESOP addresses warehousing and the management of associated materials (e.g., hazardous materials, shipping materials, etc.). Related procedures are provided as a separate ESOP: Hazardous Material Storage Area - Hazardous Material Management (ESOP #3).

4. Definitions

a. Authorized Unit List (AUL). Approved hazardous materials necessary to support the mission requirements of the command, facility, or activity. The AUL includes all consumer-use types of hazardous material utilized aboard MCBQ as per Marine Corps Base Order (MCBO) 6280.4. For specific information, please contact the Natural Resources and Environmental Affairs Branch (NREA) at 784-4030.

b. Hazardous Material (HM). Material that, because of its quantity, concentration, physical or chemical characteristics, may pose a hazard to human health or the environment.

c. Hazardous Material Storage Area. Any area specifically designated to store hazardous materials including chemical storage/mixing.

d. Material Safety Data Sheets (MSDS). A manufacturer generated form to provide workers and emergency personnel with proper information and procedures for handling or working with a particular product. Sheets generally contain data related to physical characteristics, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures.

e. Warehouse. Facility that is solely dedicated to the large-scale storage, unpacking, and distribution of materials. Serves as a central receiving/storage location from which office-level supplies are received from.

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5. Responsible Parties. Personnel and locations listed below are responsible for implementing procedures for warehousing and associated material(s) management at MCBQ:

a. Any personnel/shop involved in the warehousing or bulk storage of materials. A list of commands conducting warehousing operations is included in the Practice, Aspect, and Impact (PAI) Inventory for MCBQ and is provided as an attachment in this ESOP (Attachment 25-1).

b. G-5, NREA Branch, Environmental Compliance Section.

c. Security Battalion, Fire Department, Fire Chief - chief who ensures Base personnel to respond to hazardous material emergencies.

6. Procedures for Warehouse and Material Management Operations.

Proper operation of Marine Corps warehouses and material management operations are critical to the mission. Proper segregation and storage of materials are important to prevent incompatible reactions between materials, as well as health and safety concerns. Warehouse and materials management operations may involve the use and storage of hazardous materials, with the potential to generate hazardous waste. Storing of warehouse materials; as well as operating, maintaining, and fueling warehouse equipment; must be properly managed to minimize potential impacts to human health and the environment.

a. Maintain MSDS for all hazardous materials. Keep them readily available for use in the event of an emergency.

b. Ensure that hazardous substances are stored in the appropriate container in accordance with the following base orders and as summarized in Hazardous Material Storage Area - Hazardous Material Management ESOP (ESOP #3):

(1) MCO 4450.12, Storage and Handling of Hazardous Materials;

(2) MCBO P5100.1C, MCBQ Safety Program;

(3) MCBO 6280.1B, Handling, Transfer and Disposal of Hazardous Materials and Hazardous Waste, and;

(4) MCBO P11320.1, Fire Protection/Prevention Program.

c. Segregate different types of hazardous materials to prevent incompatibility concerns (i.e., corrosives and flammables and oxidizers).

d. Ensure proper spill kits and fire extinguishers are present in the storage area.

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e. Report any spills of hazardous substances to the MCBQ Fire Department (911), followed by the NREA Branch (784-4030). Refer to paragraph 10 for more detail on emergency response.

7. Inspection and Corrective Action. On a daily basis, hazardous materials storage areas must be inspected according to the HM Storage Area Hazardous Materials Management ESOP (ESOP #3). Refer to this ESOP for further information.

8. Internal Communication

a. Ensure accurate inspection records for hazardous material storage areas are maintained in accordance with the HM Storage Area Hazardous Material Management ESOP (ESOP #3).

b. In the event of a release of a hazardous material or hazardous waste, immediately notify the MCBQ Fire Department at 911. Further information is provided in paragraph 10.

9. Training/Awareness. Hazard Communication (HAZCOM) training provides workers awareness training relevant to the properties and potential health and safety hazards associated with the materials they are exposed to in the workplace. All individuals working in a warehouse, who are handling hazardous materials as part of their normal duties, must receive appropriate HAZCOM training.

10. Emergency Preparedness and Response. In the event of a spill or release of any hazardous material or hazardous waste, immediately contact the MCBQ Fire Department (911) followed by the NREA Branch (784-4030). Additional response and reporting procedures are contained in the MCBQ Integrated Spill Management Plan (ISMP). A spill report form (Attachment 25-2) must be completed within five working days of the spill.

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

a. ESOP #3, Hazardous Material Storage Area - Hazardous Material Management.

b. MCO 4450.12, Storage and Handling of Hazardous Materials.

c. MCBO P11320.1, Fire Protection/Prevention Program.

d. MCBO 6280.1B, Handling, Transfer, and Disposal of Hazardous Materials and Hazardous Waste.

e. MCBO 6280.4, Hazardous Material Management Program.

f. MCBO 5100.1C, MCBQ Safety Program.

g. MCBQ ISMP.

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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	5/13	DG	EMS	1	Added footnote	JDG

13. Document Owner. This document has been reviewed and approved by the practice owners. Should the practice change, resulting in a need to modify this ESOP, practice owners will notify the NREA Branch, Environmental Management System Section at 432-0525.

a. Document Owner. NREA Branch, Environmental Compliance Section.

b. Document Approval. Chair, E²MS Implementation Team.

Attachment 25-1:
List of MCBQ Commands Conducting Warehousing Operations

Command	Building Number	Building Name
DECA	3400	Commissary
G-3	3227	TSS
G-4	27067	Ammo Storage Point
G-4	3101	N/A
G-4	2010	N/A
G-4	27005A	DRMO
G-4	2011	N/A
G-4	2011	N/A
G-4	7	Self Service/Select Energy Services
G-4	2009	TMO
G-5	3037	FMS Warehouse Storage
G-5	709	Carpenter Shop Storage
G-6	2009	TMO
HMX-1	2121	HMX-1 Supply Warehouse
HQSVCBN	3168	Supply Warehouse
MCCS	3500B	MCX Package Store
MCCS	3036	MCCS Vending
MCCS	3500	MCX
MCEC	2007	Marshall Hall
MCEC	3164	Maintenance Shed
MCIA	2033	Hocmuth Hall
MCIA	3045	Intelligence Agency
MCSC	2201A	CESS Office
M&RA	3280	Marsh Building Receiving
OCS	3202	OCS Supply
OCS	3209	OCS Supply
SECBN	4	Quantico Fire Department Warehouse
SECBN	2043	PMO Headquarters Electronics/Security Battalion/PMO
TBS	24114	TBS Supply
TBS	24128	TBS Supply
TBS	24143	TBS Supply
TBS	24151	NBC Warehouse
TBS	24006	TBS Supply Warehouse (Old Armory)

Attachment 25-2:
MCB Quantico Spill Reporting Form



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

IN REPLY REFER TO:
6280

From: _____

To: Head, Natl. Resources & Environmental Affairs Branch, G-5 Installation & Environment Division

Via: _____

**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. Name of person reporting spill: _____

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:

	YES	NO	TIME	DATE
a. Fire Department 911 or 703-784-2636/7				
b. NREA Environmental Compliance Section (Working Hours – 703-784-4030)				
c. Bulk Fuel Farm Supervisor (if fuel): (Working Hours – 703-432-0044)				
d. Command Duty Officer (Off-Duty Hours – 703784-2707/4096)				

5. Follow on actions required: _____

**Attachment 25-2:
MCB Quantico Spill Reporting Form**

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

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

7. Submitted by: _____
(Print Name, Sign, and Date)

8. Supervisor: _____
Print Name, Sign, and Date

(*This form may be faxed to NREA's Spill Prevention and Response Coordinator at [703] 784-4953.*)