



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

6280
B 046
11 Oct 12

COMMANDER'S POLICY LETTER 3-12

From: Commander

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

Ref: (a) 33 U.S.C. 1251

Encl: (1) Sewage Spill Response Form

1. Information. Reference (a), The Clean Water Act, requires that every effort is made to stop, contain, and clean up sewage spills. The policy and procedures outlined in this letter are to be followed by anyone causing or discovering a sewage spill or overflow aboard Marine Corps Base, Quantico.

2. Policy. It is the policy of this Command to prevent sewage spills/overflows to the maximum extent possible by maintaining both the collection systems and the wastewater treatment plants, and quickly addressing spills/overflows if they occur. In the event a spill or overflow occurs, timely response and accurate reporting is essential.

3. Reporting. The following procedures apply when reporting a spill or overflow:

a. If a spill is discovered within the housing area, residents are to immediately notify Lincoln Property Management at 1-888-578-4141, who will respond to the spill. Lincoln Property Management will immediately notify the Facilities Maintenance Section (FMS) Help Desk at 703-784-2072 and provide all information required to complete the form in the enclosure and identify necessary repairs and/or cleanup if the spill is outside Lincoln Property Management's scope of responsibility. The FMS Help Desk will notify the proper FMS shop and the Mainside Sewage Treatment Plant (MSTP) at 703-784-2147.

b. If the spill is discovered in any other area of the Base, immediately notify the FMS Help Desk for repairs and/or cleanup. The Help Desk and the FMS shop will notify the MSTP and provide all details required to complete the form at the enclosure.

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

c. When notified of a sewage spill/overflow, the FMS Help Desk immediately will contact the shop responsible for managing the spill. The FMS Help Desk also will notify the Natural Resources and Environmental Affairs (NREA) Branch at 703-782-4030.

d. During working hours, the MSTP personnel are responsible for immediately filling out the form at the enclosure and sending a copy to the NREA Branch. The NREA Branch then must notify the Virginia Department of Environmental Quality to report the spill within 24 hours of spill occurrence.

e. During weekends and after hours, the MSTP is responsible for directly reporting the spill to the Virginia Department of Emergency Management at 1-800-468-8892, within 24 hours of its occurrence. The MSTP must notify and provide a completed copy of the enclosure to the NREA Branch the morning of the next business day.

4. Response. Immediate response to any sewage spill or overflow consists of seven elements:

a. Stop the flow.

b. Contain the discharged liquids to prevent them from reaching drains, stormwater ponds or any state water. If possible, pump discharged liquids back to the sanitary sewer.

c. Report the spill. When reporting spills, the following information must be provided:

(1) Date and time spill was discovered.

(2) Date and time spill was stopped.

(3) Location of spill (street and building number).

(4) Estimated gallons of sewage/water discharged.

(5) Cause of discharge.

(6) Corrective actions taken.

(7) Any noticeable effects to the environment.

(8) Name of any waterway affected. Stormwater management ponds generally do not qualify as "waterways

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

affected"; however, where applicable, identify both the receiving stormwater management pond and the downstream water body to which it drains.

(9) Shop responsible for cleanup and point of contact.

d. Clean up and sanitize the site with lime.

e. Repair the cause of the spill/overflow, if applicable.

f. Analyze the cause. It is imperative that spills do not reoccur. Each and every spill should be analyzed to determine if it is a one-time event or if it will continue to occur. FMS or Lincoln Property Management is responsible for providing the NREA Branch with a cause analysis within 5 business days of a spill.

g. Adjust procedures/take permanent corrective actions as needed.

5. This policy applies to all Base activities, tenant organizations, and contractors aboard this installation.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A