

HAZARDOUS MATERIAL STORAGE

1. Version, Date. 3, 31 May 12 (MKT).
2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the procedural requirements for the purchase and management of hazardous material (HM) at Marine Corps Base, Quantico (MCBQ).
3. Applicability
 - a. Audience. This ESOP is directed towards all HM Work Center Operators and Supervisors aboard MCBQ.
 - b. Scope. This ESOP addresses the purchase and management of HMs by activity and tenant units at MCBQ.
4. Definitions
 - a. Authorized Use List (AUL). List of approved HMs necessary to support the mission requirements of the command, facility, or activity.
 - b. Hazardous Material. Material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment.
 - c. Hazardous Material Storage Area. Any area specifically designated to store HM, including chemical storage/mixing.
 - d. Hazardous Substance Management System (HSMS). The automated information management system for tracking the management of HM and/or hazardous waste.
 - e. Material Safety Data Sheets (MSDS). Manufacturer generated form to provide workers and emergency personnel with proper information and procedures for handling or working with a particular product. MSDSs generally contain data related to physical characteristics, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures.
 - f. Work Center. An area of MCBQ that manages HMs or substances to fulfill MCBQ mission requirements and includes those areas operated by MCBQ personnel, tenants, and contractors.

Hazardous Materials Management ESOP

5. Responsible Parties. The following parties are responsible for activities associated with HM management at MCBQ.

a. Work Center Operators. Individuals aboard MCBQ who have unit-level responsibility for HM management. They are required to review and follow this procedure.

b. Work Center Supervisors. Direct supervisors of the Work Center Operators. They are required to review, post, and follow this procedure.

c. G-5, Natural Resources and Environmental Affairs (NREA) Branch, Hazardous Material Management Program (HMMP) Manager or other delegated person. Staff member of the Environmental Compliance Section who maintains HSMS, provides support for AUL modifications, provides on-the-job training, and inspects Work Centers, as required.

d. Security Battalion, Fire & Emergency Services Branch. Ensures MCBQ is prepared to respond to HM emergencies.

6. Procedures

a. Before purchasing a HM, the Work Center Operator verifies that the material is included on the Work Center's current AUL. (The HMMP Manager maintains the HSMS database, which contains AULs for all Work Centers aboard MCBQ). If the material is already listed on the AUL, the Work Center Operator is not required to complete an AUL Approval Form (Attachment 3-1) to request the material to be added to the AUL.

b. If the material is not listed on the Work Center's AUL, the Work Center Operator must request it to be added to the AUL. This is accomplished by submitting an AUL Approval Form (Attachment 3-1) prior to purchasing a new HM. If the HM is not added to the AUL, it is not allowed to be purchased.

c. The Work Center Supervisor routes the Hazardous Material Authorization Request Approval Form AUL, along with purchase justification, copies of any applicable MSDSs, and the Work Center's endorsement to the HMMP Manager for approval.

d. The Work Center Supervisor contacts the HMMP Manager to follow up on the request and to determine if the requested material is available for re-issue. If the material is available, the HMMP Manager issues material to the Work Center before new HM is purchased.

e. Upon receipt of ordered materials, the Work Center Operator submits the HM Received Form (Attachment 3-2) to the HMMP Manager.

f. The Work Center Operator receives labels for the new HM from the HMMP Manager.

Hazardous Materials Management ESOP

g. The Work Center Operators and Supervisors must store and manage HMs per MCBO 6280.1, MCBO 6280.4, MCBO P5100.1C, and MCBO P11320.1.

h. The Work Center Supervisor submits a monthly Hazardous Material Usage Report to the HMMP Manager by the 5th of every month. An example Report Form is included as Attachment 3-3.

7. Inspection and Corrective Action

a. NREA Branch, Environmental Compliance Section personnel perform periodic HM inspections of the Work Centers (HMMP Manager determines inspection frequency).

b. The inspector notes deficiencies and communicates the deficiencies in writing (e.g., letter or e-mail) to the Work Center Operators and Supervisors.

c. Work Center Operators may use the HM Management Checklist for Work Center Operators (Attachment 3-4) to ensure compliance with this ESOP.

8. Internal Communication. Included in paragraph 6 of this ESOP.

9. Training/Awareness

a. The HMMP Manager or delegated person provides HMMP on-the-job training to the Work Center Operators and Supervisors.

b. The NREA Comprehensive Environmental Training and Education Program (CETEP) Coordinator manages regulatory training concerning HMs, hazardous waste, and spill response procedures for designated personnel.

c. Work Center Supervisors may submit specific training requests to the HMMP Manager and/or NREA CETEP Coordinator.

10. Emergency Preparedness and Response. In the event of a HM spill, the discoverer will undertake the following actions:

a. Evacuate to a safe distance upwind and upgradient from the spill.

b. Restrict ignition sources (e.g., motors, electric currents, open flame, etc.).

c. Notify personnel in adjacent areas.

d. Inform shop supervisor or supervisor of nearest facility.

Hazardous Materials Management ESOP

e. Report the spill to MCBQ Fire Department (911), NREA Branch [(703) 784-4030], and MCBQ Command Duty Officer (CDO) [(703) 784-2707].

11. References and Related Documents

a. MCBO 6240.4, Oil and Hazardous Substance Contingency Plan (at <http://www.quantico.usmc.mil>).

b. MCBO 6280.1B, Handling, Transfer, and Disposal of Hazardous Materials and Hazardous Waste (at <http://www.quantico.usmc.mil>).

c. MCBO 6280.4, Hazardous Material Management Program (at <http://www.quantico.usmc.mil>).

d. MCBO P5100.1C, Marine Corps Base, Quantico Safety and Occupational Health Program (Short Title: MCBQ Safety Program) (at <http://www.quantico.usmc.mil>).

e. MCBO P11320.1: Fire Protection/Prevention Program (at <http://www.quantico.usmc.mil>).

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

Version Number	Date	Revision Made By	Section	Page	Summary of Change and Reason	Signature
2	4/10/07	PZG	all	all	Link with updated Base Order	
3	5/31/12	MKT	all	all	Link with updated Base Order	

13. Document Approval. 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 (703) 432-0525.

a. Document Owner. NREA Branch, Chemist.

b. Document Approval. Chair, E²MS Implementation Team.

Attachment 3-1

NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS
MARINE CORPS BASE, QUANTICO
AUL APPROVAL FORM

Requesting Organization		Authorization Control Number: NREA -		
Cost Center	Shop Number (if applicable)	Building Number		
Stock Number	Nomenclature	Container Size/Type		
Part Number	MSDS Number	Monthly Requirement		
Manufacturer Name		Manufacturer Address		
Process (Fully describe work activity by which the material will be used. Identify method of application applicable end item(s) and waste streams affected.)				
Justification:				
I CERTIFY THAT THE MATERIAL IS REQUIRED AS STATED ABOVE. (Responsible Supervisor (Name, ID, Organization, Tel)				
Signature:				
Printed Name and Rank:				
Organization and Telephone:				
Date:				
Approving Activity	Approved Yes No		Date	Comments
HSMS POC:				
NREA POC:				

Attachment 3-2

HAZARDOUS MATERIALS RECEIVED

Work Center:

Bldg No:

Phone No:

Stock Number	Item Nomenclature	Part No.	Container Size / Type	Manufacturer Name	Quantity

Note: An AUL Approval Form and an MSDS is required for each item if the item is not listed on the Work Center AUL

Hazardous Material Usage Report

Work Center: MCBQ =
Location: Your Shop =

NREA Fax Number: 784-4953

NSN		Nomenclature	MSDS	Serial#	Container Size			Received	Used	On hand
					Size	Unit	Type			
0000	000000000	Material Name	MABBRV	0000	16	Oz	Can			



**Natural Resources and Environmental Affairs Branch
Marine Corps Base, Quantico
Hazardous Materials Management ESOP Checklist**

Unit Name:	Date:
POC:	Completed By:
Phone/Fax:	
Building #:	

Hazardous Material Management Procedure

“√” Place a “√” next to actions that meet compliance

Monthly Usage Report	Notes
1. Obtain usage report from website.	
2. Conduct HM Inventory.	
3. Complete Usage Report.	
4. Submit Usage Report to NREA by the 5 th of each month.	
New Material	
1. Check with NREA for material re-issue.	
2. Purchase new material (on AUL) if none available for re-issue.	
3. Once new material is received, obtain New Material Received Form from website.	
4. Complete New Material Received Form.	
5. Submit New Material Received Form to NREA.	
6. After receive new labels from NREA, affix labels to new material.	
AUL Request	
1. Check AUL for requested material.	
2. For material not listed on AUL, complete AUL Request Form (include MSDS).	
3. AUL Request Form approved by supervisor.	
4. Submit AUL Request Form to NREA for approval.	
5. If approved, order material. If not approved, research another material.	
HM Disposal	
Call NREA for pickup, 784-4030.	