ENVIRONMENTAL STANDARD OPERATING PROCEDURE 12

FUEL STORAGE – UNDERGROUND STORAGE TANKS

1. Version, Date. 1, 02 December 2008 (EMS)

2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the procedures for storing fuels in underground storage tanks (USTs) at Marine Corps Base, Quantico (MCBQ). Throughout the remainder of this document, any reference to fuel includes all unused petroleum products, such as diesel, gasoline, fuel oil, etc. These procedures are implemented to ensure compliance with state and federal UST regulations; minimize potential impact to the environment; and, reduce, if not eliminate, health and safety risks to personnel responsible for the handling and storage of fuel.

3. Applicability

a. Audience. These procedures apply to all MCBQ personnel (including contractors and subcontractors) involved in the storage, distribution, and management of fuel in USTs aboard the Installation. Used oil is not stored in USTs anywhere on Base and is not allowed without prior consultation with the Natural Resources and Environmental Affairs (NREA) Branch. Attachment 12-1 shows a list of regulated USTs and respective operators.

b. Scope. These procedures are applicable for all USTs storing fuel and are adopted in accordance with the provisions of the Virginia Regulations 9 VAC 25-580 et seq. and federal regulations (40 CFR Part 280 and 282.96). Procedures for fuel transfer and transport, bulk fuel storage, and fuel storage in aboveground storage tanks (ASTs) are provided as separate ESOPs.

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

a. Ancillary Equipment - any devices including, but not limited to, piping, fittings, flanges, valves, and pumps used to distribute, meter, or control the flow of regulated substances to and from an UST.

b. Cathodic Protection - is a technique that prevents corrosion on a metal surface by connecting the metal to be protected to a more corrodible metal (i.e., a sacrificial anode). When corrosion occurs it will then occur on the more corrodible metal instead of the protected metal.

c. Galvanic Anodes - are more corrodible sacrificial metals that are intended to be electrolytically dissolved by corrosion to protect other attached metallic structures. Depending on underground influences (i.e., other metal structures, soil resistivity, microbial

activity, etc.), the size of anodes is calculated to identify lifespan longevity.

d. Impressed Current System – a type of cathodic protection that uses a DC power source (AC-powered rectifier) in delivering electrical current through connected galvanic anodes to metallic structures that are being protected against corrosion. This system is normally used for larger tank systems that cannot be economically protected via sacrificial anodes. Output from the rectifier is preset in the field to attain the calculated voltage necessary to achieve the intended purpose of the cathodic protection system.

e. Integrated Spill Management Plan – a plan covering the release of hazardous substances (including petroleum products), as defined in the Clean Water Act. This comprehensive plan is an extensive integration of related compliance documents including, but not limited to the Facility Response Plan; Spill Prevention, Control, and Countermeasures Plan; Oil Discharge Contingency Plan, Anti-Terrorism Force Protection Plan; and Hazardous Waste Contingency Plan.

f. Sacrificial Anode System – this cathodic protection method is based on the explanation presented in paragraph 4.c. whereby sacrificial anodes are intrinsically bonded to the steel structure (tank) being protected. This physical connection allows current to travel from the sacrificial anode to the steel structure, and in turn protects the surface of the steel structure from corroding. In summary, wherever current leaves, is where corrosion starts.

g. Tank Operator – includes commands, tenants, or organizations with USTs containing fuel at their facility.

h. Tank Inspectors – Primary or Alternate, are responsible for:

(1) completing inspections

(2) identifying and recording discrepancies or deficiencies on inspection reports

(3) processing requests for repairs or replacements

(4) monitoring status of work requests and requisitions

(5) submitting inspection reports for approval by supervisors

(6) recordkeeping of all relevant documents at the UST facility

i. Underground Storage Tank – means any one or combination of tanks (including underground pipes connected thereto) that is used to contain an accumulation of fuel, and the volume of which (including the volume of underground pipes connected thereto) is 10 percent or more beneath the surface of the ground.

5. Responsible Parties. The following parties are responsible for complying with these procedures:

a. Tank Operators

b. Primary and Alternate Tank Inspectors

c. G-4, Fuel Farm Facility Operator

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

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

f. Security Battalion, MCBQ (Quantico Fire Department)

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

a. Procedural guidance provided by this ESOP focuses on the inspections required for the monitoring, operation, and maintenance of fuel UST systems aboard the Base. Inspection checklists (see Attachments 12-2, 12-3, and 12-4) are provided for use by Tank Operators, Primary and Alternate Tank Inspectors, and environmental program managers in order to comply with state and federal UST regulations. Any organization, for the purpose of site specific requirements, may amend the checklists by incorporating additional inspection requirements. **The removal of any checklist item 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 provisions of the regulations identified in paragraph 11, UST 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 readily available for presentation upon request. Records must be maintained by the Tank Operators for five years; after which, disposal shall be at their discretion.

c. Through recurring inspections, recordkeeping, maintenance and/or corrective actions, all Tank Operators of existing, regulated UST systems must ensure that all release detection, corrosion protection and/or spill/overfill prevention components are continuously operable.

d. All Tank Operators of newly regulated UST systems must ensure that the appropriate release detection, corrosion protection and/or spill/overfill prevention measures are installed and/or maintained in

accordance with prevailing regulations and the manufacturer's instructions.

7. Inspections and Corrective Actions

a. Inspections are required for all regulated UST Systems; however, the frequency of inspections varies, depending upon the methods used for release detection, cathodic protection, and spill/overfill prevention. The inspection checklists included in this ESOP are for use in achieving compliance with applicable regulations.

b. Corrective actions must be identified, coordinated, and implemented expeditiously on all deficiencies discovered during each inspection. Corrective actions must be coordinated with NREA Branch, Quantico Fire Department, Public Works, Safety Division, or the UST operators, as applicable. If unsure, Tank Operators must contact the Base Tank Program Manager for proper guidance.

c. Technical POCs for tanks and spills are the NREA Branch, Tank Program Manager and Spill Response Coordinator, at (703) 784-4030.

8. Internal Communication

a. All Tank Operators must ensure that all inspections are completed by their designated primary or alternate inspectors, in accordance with the prescribed inspection frequencies. All inspection reports and other relevant documents must be maintained at the facility for a period of five years from the date of each inspection.

b. If results of an inspection include any item on the checklist that requires immediate attention by entities outside of the organization, the operator must:

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

(2) Obtain technical guidance or direction from the Tank Program Manager for actions that may require maintenance, repair, or replacement of UST system components.

c. The NREA Branch, Tank Program Manager, may perform inspections, investigations, or interviews with Tank Operators to ensure that all Base USTs are operated and maintained in accordance with prevailing regulations.

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

e. If any of the tank inspectors cannot perform or complete required inspections, the UST operator is responsible for expediting the designation of temporary or permanent replacements. The UST

operator is ultimately responsible for resolving internal issues concerning the satisfaction of all necessary inspection requirements. The NREA Branch, Tank Program Manager must be notified in order to arrange appropriate 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, all Tank Operators and Primary/Alternate Inspectors, within 30 days of acceptance of responsibilities, must successfully complete the following tank training requirements in order to efficiently perform duties as assigned. Copies of personnel training certificates must be maintained with the official records of the facility's tank system. Training entails:

(1) General knowledge of UST system components and regulatory requirements that include spill/overfill prevention, release detection, corrosion protection, emergency response and product compatibility

(2) Required notification procedures

(3) Release and suspected release reporting

(4) Inspections and recordkeeping

(5) Site assessments and release investigations

(6) Hazard identification

(7) Internal personnel training requirements

b. Tank Operators must maintain copies of personnel tank training certificates in the official records of the facility's UST system(s).

c. The NREA Branch, CETEP Coordinator and Tank Program Manager facilitate or implement UST training for the target audience identified in paragraph 3.a.

d. When necessary, on-site training is provided by the NREA Branch, Tank Program Manager.

10. Emergency Preparedness and Response

a. If a minor leak (i.e., active seepage) from the dispenser and/or associated components is observed, perform the following:

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

(2) Immediately secure the tank area within a 100-foot radius from all potential ignition sources (cell phones, running vehicle motor, lit cigarettes, matches, static electricity, open fires, etc.).

(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, Tank Program Manager and Spill Response Coordinator, at 703-784-4030, to report the incident and obtain guidance.

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

(9) Submit a completed Spill Report (see Attachment 12-5) to the Spill Response Coordinator for filing and reference purposes.

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

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

(2) Immediately secure the tank area within a 100-foot radius from all potential ignition sources (cell phones, running vehicle motor, lit cigarettes, matches, static electricity, open fires, etc.).

(3) Call the MCBQ Fire Department at 911. Inform the Fire Department of the location, estimated quantity of fuel released, tank location, type of fuel, and UST capacity. If using a cellular phone, ensure you notify the dispatcher that you are at MCBQ.

(4) Evacuate the area of unnecessary personnel.

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

(8) Contact the NREA Branch, Tank Program Manager and Spill Response Coordinator, at 703-784-4030, to report the incident and obtain guidance.

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

(10) Submit a completed Spill Report (see Attachment 12-5) to the Spill Response Coordinator for filing and reference purposes.

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

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

(2) Call the MCBQ Fire Department at 911. Inform the Fire Department of the location, estimated quantity of fuel released, tank location, type of fuel, and UST capacity. If using a cellular phone, ensure you notify the dispatcher that you are at MCBQ.

(3) Immediately secure the tank area within a 100-foot radius from all potential ignition sources (cell phones, running vehicle motor, lit cigarettes, matches, static electricity, open fires, etc.).

(4) Evacuate the area of unnecessary personnel.

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

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

(7) Immediately notify the Tank Operator to initiate corrective actions (e.g., repair, replacement, or temporary closure).

(8) Contact the NREA Branch, Tank Program Manager and Spill Response Coordinator, at 703-784-4030, to report the incident and obtain guidance.

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

(10) Submit a completed Spill Report (see Attachment 12-5) to the NREA Branch, Spill Response Coordinator for filing and reference purposes.

d. If a fire occurs incidental to a fuel release at the tank area:

(1) Immediately call the MCBQ Fire Department at 911. Inform the Fire Department of the location, estimated quantity of fuel

released, tank location, type of fuel, and UST capacity. If using a cellular phone, ensure you notify the dispatcher that you are at MCBQ.

(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, temporary closure).

(5) Contact the NREA Branch, Tank Program Manager and Spill Response Coordinator, at 703-784-4030, to report the incident and obtain guidance.

(6) Once the emergency has been mitigated, implement site cleanup operations in coordination with the NREA Branch, Environmental Compliance Section.

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

a. Annual UST Inspection Checklist (Attachment 12-4)

b. Daily UST Inspection Checklist (Attachment 12-2)

c. Federal regulations (40 CFR Part 280 et seq.)

d. Hazardous Material, Hazardous Waste, and Petroleum Oils and Lubricants Spill Report (Attachment 12-5)

e. MCBQ, Integrated Spill Management Plan, Revision 2009

f. MCBQ - Regulated UST Inventory (Attachment 12-1)

g. Monthly UST Inspection Checklist (Attachment 12-3)

h. Virginia UST Regulations 9 VAC 25-580 et seq.

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

13. Document Owner. This document has been reviewed and approved by the document owner and EMS Core Team Chairperson. 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 Regulated Underground Storage Tank List

Tank System Number	System Use/ Contents/ Capacity	Tank Operator
2056D	Vehicle Fueling / Unleaded Gasoline / 10,000 gallons	G-4/Mainside Motor Transport Facility
2056E	Vehicle Fueling / Unleaded Gasoline/ 10,000 gallons	G-4/Mainside Motor Transport Facility
2056F	Vehicle Fueling / Low Sulfur Diesel / 6,000 gallons	G-4/Mainside Motor Transport Facility
27420A	Emergency Generator / Low Sulfur Diesel 15,000 gallons	G-6/MCNOSC
3500B	Vehicle Fueling / Retail Regular Gasoline / 12,000 gallons	MCCS/MCX Gas Station
3500C	Vehicle Fueling / Retail Mid-Grade Gasoline / 12,000 gallons	MCCS/MCX Gas Station
3500D	Vehicle Fueling / Retail Premium Gasoline / 6,000 gallons	MCCS/MCX Gas Station
3300	Emergency Generator / Low Sulfur Diesel 30,000 gallons	MCCDC/General Davis Center

Marine Corps Base Quantico - Fuel Storage UST

Daily UST Inspection Checklist

Tank Location:		**Tank ID:**					**Month:**	
DATE/TIME		**MON**	**TUE**	**WED**	**THU**	**FRI**	**Corrective Action** (Status "X" Requires Corrective Action)	
INSPECTOR INITIALS								
AREA INSPECTED		**Enter Status (✔) True, (✖) False, or NA**						
1. Cathodic Protection - Is the tank's Cathodic Protection System impressed current or galvanic type? If not used, appropriately annotate NA and proceed to "Area Inspected Item #2"								
The rectifier 's amperage and voltage readings are within normal operating range							If not using rectifier, describe cathodic protection below	
2. Dispensing Area								
Dispenser not leaking								
No leaks from hoses, nozzles, swivel joints, gaskets and breakaway couplings								
No Leaks from in-line visible filters								
Bollards in acceptable condition								
No evidence of fuel spillage								
Adequate spill response equipment on-site								
Nozzle auto-shutoff device operable (verify during actual operation)								
Proper fire extinguisher appropriately charged								
Trash receptacle emptied and covered, refuse materials removed								
3. 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								
Status of work request or requisition is monitored after submission through channels								
Copies of repair or replacement receipts are attached to this inspection report								

4. Record of Corrective Action (use a separate sheet if necessary)

Date deficiency found and reported	Description of Deficiency	Repair Agency	POC Name of Repair Agency and phone #	Date Repaired

5. Daily Signature

Monday

Name of Tank Inspector _____ _____
(print legibly) (signature, date and time)
Name of POC's Supervisor _____ _____
(print legibly) (signature, date and time)

Tuesday

Name of Tank Inspector _____ _____
(print legibly) (signature, date and time)
Name of POC's Supervisor _____ _____
(print legibly) (signature, date and time)

Wednesday

Name of Tank Inspector _____ _____
(print legibly) (signature, date and time)
Name of POC's Supervisor _____ _____
(print legibly) (signature, date and time)

Thursday

Name of Tank Inspector _____ _____
(print legibly) (signature, date and time)
Name of POC's Supervisor _____ _____
(print legibly) (signature, date and time)

Friday

Name of Tank Inspector _____ _____
(print legibly) (signature, date and time)
Name of POC's Supervisor _____ _____
(print legibly) (signature, date and time)

Marine Corps Base Quantico - Fuel Storage UST

Monthly UST Inspection Checklist

Location:		**Tank ID:**		**Month:**	
DATE/TIME				**Corrective Action** (Status "X" Requires Corrective Action)	
INSPECTOR NAME (print)					
AREA INSPECTED		**Enter Status (✔) True, (✖) False, or NA**			
1 Cathodic Protection (CP) - Is the tank and/or piping cathodic protection system impressed current or galvanic type? If not used, appropriately annotate NA and proceed to "Area Inspected Item #2"					
Daily amperage and voltage outputs of the Rectifier logged, dated and signed					
2. Dispensing and Fill Areas					
Nozzle, breakaway coupling, hose and flex joints are in good condition					
Manhole cover properly marked/painted					
Adequate spill response equipment on-site					
Overfill/Spill Buckets are free of spilled fuel, debris, or water.					
3. Leak Detection					
Electronic Leak Detection/Monitoring System fully operational					
Piping sumps are free of surface water collection or do not show any signs of fuel release from piping					
Leak monitoring probes in piping sumps are operational					
Tank interstitial space monitoring probes are operational					
Monitoring wells do not indicate any telltale signs of underground fuel release					
4. Overfill Protection					
Hi and Hi-Hi Level Alarms of the tanks Electronic Leak Detection System are fully operational					
Overfill prevention valve in the tanks' fill pipe are present and appear to be operational					
Ball Float Valves appear to be functional.					
Overfill/Spill buckets are operational and tight					
5. Recordkeeping					
This 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					
Copies of repair or parts replacement receipts are attached to this inspection report					

Marine Corps Base Quantico - Fuel Storage UST

Annual UST Inspection Checklist

DATE/TIME _____ INSPECTOR _____

TANK NUMBER _____ *(Clearly Print Name)*

TANK LOCATION _____ SIGNATURE _____

AREA INSPECTED	STATUS			CORRECTIVE ACTION
Circle Status (Y) Yes, (N) No, or (NA) for Not Applicable Responses of No require Corrective Action				
I. Cathodic Protection (CP)				
A. Are pertinent documents (CP installation, retesting and recalibration, O&M Manual, inspection logs, repair/maintenance records) maintained and readily available in the facility where the USTs are operated?	**Y**	**N**	**NA**	
B. Do the records indicated above include information regarding a corrosion professional's inspection and certification on the CP system within 6 months of installation or repair, and required re-evaluations thereafter?	**Y**	**N**	**NA**	
C. Are daily inspections on the CP's electrical output (volts and amperes) performed, recorded, dated and signed by designated personnel of the facility?	**Y**	**N**	**NA**	
D. Are daily inspections performed by the inspector affirmed with the facility supervisor's signature on the inspection logs?	**Y**	**N**	**NA**	
E. Do training records maintained in the facility indicate that the personnel inspecting CP systems receive on-site training on the CP's operation from the installer?	**Y**	**N**	**NA**	
F. At or nearby the CP's console or electrical panel, is information on names and telephone numbers of CP Professional Contractor, Tank Operator, Facility Supervisor, Fire Department, NREAB Tank Program Manager legibly posted?	**Y**	**N**	**NA**	
G. (Optional) Is the power supply to the CP's Rectifier System protected and backed up by an adequate interruptible power supply (UPS)?	**Y**	**N**	**NA**	
H. Is information on the CP's next professional inspection, evaluation, retesting and recalibration legibly posted at or nearby the CP's console or electrical panel?	**Y**	**N**	**NA**	

Marine Corps Base Quantico - Fuel Storage UST
Annual UST Inspection Checklist

AREA INSPECTED	STATUS			CORRECTIVE ACTION
Circle Status (Y) Yes, (N) No, or (NA) for Not Applicable				
II. Piping Area				
A. Are caps on fill pipes properly sealed and tight?	**Y**	**N**	**NA**	
B. Is the Stage I Vapor Recovery System coaxial or stand-alone recovery pipe fully operable?	**Y**	**N**	**NA**	
C. Are piping sumps free of collection of surface water or leaked fuel?	**Y**	**N**	**NA**	
D. Is the structural integrity of spill buckets on fill/vapor recovery piping intact?	**Y**	**N**	**NA**	
E. Are boots/grommets of electrical conduits and piping watertight against the sides of the sump risers?	**Y**	**N**	**NA**	
F. Are extruded manhole cover (cast iron) rings intact and impede ingress of surface water?	**Y**	**N**	**NA**	
G. Does backfill surrounding the sump risers readily allows infiltration of surface water that enters through the sump’s manhole cover?	**Y**	**N**	**NA**	
H. Are all manhole covers appropriately color coded?	**Y**	**N**	**NA**	
I. Is direct access to piping of monitoring wells properly secured?	**Y**	**N**	**NA**	
J. Do rubber gaskets of all manhole covers not appear worn or dry-rotted?	**Y**	**N**	**NA**	
K. Are piping shear valves fully operable?	**Y**	**N**	**NA**	
L. Are flexible connectors under dispensers isolated from direct contact with the ground?	**Y**	**N**	**NA**	
M. Is system performance of automatic shutoff devices, submersible pump’s flow restrictors or the ATG’s continuous alarm systems for pressurized piping inspected and recorded by qualified inspectors for recordkeeping purposes?	**Y**	**N**	**NA**	
N. Has annual line tightness testing has been performed by a licensed contractor on all pressurized piping and passed (not required if monthly leak detection monitoring is performed and approved)	**Y**	**N**	**NA**	

Marine Corps Base Quantico - Fuel Storage UST
Annual UST Inspection Checklist

AREA INSPECTED	STATUS			CORRECTIVE ACTION
Circle Status (Y) Yes, (N) No, or (NA) for Not Applicable				
III. Dispensing Area				
A. Does the condition of dispensing system of each pump (nozzle, swivel joints, Stage II VRS rubber boot or bellows, breakaway coupling and hose retractor device) not show any signs of dry-rotting, wear-and-tear, leakage or seepage?	**Y**	**N**	**NA**	
B. Does the connection between shear valve and dispenser system not show any fuel leaks?	**Y**	**N**	**NA**	
C. Does the connection between filter and dispenser system not show any fuel leaks?	**Y**	**N**	**NA**	
D. Are legible environmental and safety-related warning signs conspicuously posted on each dispenser?	**Y**	**N**	**NA**	
E. Is the location of the emergency shutoff switch clearly posted and readily accessible for emergency use?	**Y**	**N**	**NA**	
F. Is the emergency shutoff switch fully operable?	**Y**	**N**	**NA**	
G. Does the pavement surrounding dispensing systems not show signs of past neglected fuel spills?	**Y**	**N**	**NA**	
H. Is the location and quantity of spill response materials acceptable?	**Y**	**N**	**NA**	
IV. Spill Protection and Overfill Prevention				
A. Are overfill prevention valves (flapper valves) fully functional?	**Y**	**N**	**NA**	
B. Are manual drain device inside Overfill/Spill Prevention Containers (buckets) operable?	**Y**	**N**	**NA**	
C. Has inspection, replacement or maintenance of vent valves been performed by a qualified contractor?	**Y**	**N**	**NA**	
D. Are the system’s Hi-Level and Hi/Hi-Level visible or audible alarms fully operable?	**Y**	**N**	**NA**	
E. Is the UST system extractor fitting accessible for removal/inspection of ball float valves?	**Y**	**N**	**NA**	

Marine Corps Base Quantico - Fuel Storage UST
Annual UST Inspection Checklist

AREA INSPECTED	STATUS			CORRECTIVE ACTION
Circle Status (Y) Yes, (N) No, or (NA) for Not Applicable				
V. Leak Detection				
A. Is the leak monitoring system used in detecting leaks for each tank system in accordance with prevailing industry's approved methods?	**Y**	**N**	**NA**	
B. Is the leak monitoring system calibrated and maintained by a duly qualified professional?	**Y**	**N**	**NA**	
C. Are piping sump leak detection devices operational?	**Y**	**N**	**NA**	
D. Is the level of brine solution in the interstitial space of doublewall tanks normal?	**Y**	**N**	**NA**	
E. Is the interstitial space leak detection probe in acceptable condition?	**Y**	**N**	**NA**	
F. Do groundwater monitoring wells not show any signs of underground contamination.	**Y**	**N**	**NA**	
VI. Recordkeeping				
A. Are daily and monthly inspection reports authenticated with supervisor's dated signature. maintained in the facility	**Y**	**N**	**NA**	
B. There are no existing deficiencies that have not been punctually rectified require higher HQ support?	**Y**	**N**	**NA**	
C. Are all tank records readily available in the facility for evaluation and/or inspection by higher HQ.	**Y**	**N**	**NA**	
D. Are obsolete records appropriately purged out of the facility's record system.	**Y**	**N**	**NA**	
Number of Deficiencies for Corrective Action?				

Date of Reinspection? (Due to violations)

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.*