

## **USED OIL/ANTIFREEZE STORAGE**

1. Version, Date. 1, 1 April 2012
2. Purpose. This Environmental Standard Operating Procedure (ESOP) summarizes the procedures for compliant storage of used petroleum, oil, or lubricants (POLs) and antifreeze. Improper storage of used oil and antifreeze can lead to conditions that may result in a spill and/or a release to the environment.
3. Applicability
  - a. Audience. This ESOP is directed towards individuals who perform any of the operations described herein. All personnel aboard Marine Corps Base, Quantico (MCBQ) shall take responsibility to follow the procedures contained within this ESOP.
  - b. Scope. This ESOP addresses the management of used POLs and used antifreeze generated during vehicle maintenance operations. Related procedures are provided as separate ESOPs: Hazardous Material Storage Area - Hazardous Materials Management (ESOP #3).
4. Definitions. The following definitions are provided to support this procedure:
  - a. Authorized Use List (AUL). A list of approved hazardous materials (HM) necessary to support the mission requirements of the command, facility, or activity. The AUL includes all consumer-use types of HM utilized aboard MCBQ as per Marine Corps Base Order (MCBO) 6280.4. For specific information, please contact (703) 432-0539.
  - 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 Waste. A solid waste, or combination of solid wastes, that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may negatively impact human health or the environment when improperly treated, stored, transported, disposed, or otherwise managed.
  - d. Material Safety Data Sheet (MSDS). 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.

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5. Responsible Parties. Personnel and locations listed below are responsible for implementing procedures for used POL and antifreeze management at MCBQ:

a. Any organizational shop or recreational facility that generates used POL or antifreeze.

b. Primary/Alternate Tank Inspector.

c. G-5, Natural Resources and Environmental Affairs (NREA) Branch, Environmental Compliance Section.

6. Procedures for Used Oil/Antifreeze Management (Instructions for Operational Control). Used POLs and antifreeze are universally generated products associated with vehicle maintenance. Improper disposal of these products can have severe impacts to the environment. When improperly stored or disposed, these items often end up in storm water drains, water bodies, or on the ground, which leads to environmental contamination. Proper storage, handling, and disposal of these items are critical for protection of the environment. The following procedures are required for management of used POLs and antifreeze.

a. Changing or flushing of oil and antifreeze from vehicle systems will only occur in areas designated for motor vehicle, groundskeeping, construction, and other motorized equipment maintenance. Designated maintenance areas include: ground support equipment (GSE) shops, the Marine Corps Community Services (MCCS) Auto Hobby Shop, MCCS automotive maintenance concessionaires, and the various motor vehicle and motorized equipment maintenance shops on Main Side and Westside. These facilities are properly equipped to manage used oils and antifreeze and have appropriate response materials in the event of an accidental spill. Personnel will not perform oil changes or antifreeze flushes at their homes or dormitories on base. Contact the NREA Branch if you have questions on authorized locations for used oil and antifreeze operations.

b. Used oil and antifreeze will be recycled, if possible, and will not be handled as hazardous waste.

c. Storage containers for used POLs and used antifreeze must be labeled as "Used Oil" or "Used Antifreeze" and never as waste oil or waste antifreeze. All collection and transfer vessels must also have the words "Used Oil" or "Used Antifreeze" on the container. These words may be written, stenciled, or labeled on the container. Labels are available from the NREA Branch, Hazardous Waste Program.

d. In accordance with MCBQ's Integrated Spill Management Plan (ISMP) and Federal regulations, all used POL containers (i.e., drums or tanks) with a storage capacity of 55 gallons or greater must be located within secondary containment. For more information, refer to the MCBQ ISMP.

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e. Do not mix used POLs, antifreeze, or other chemicals in the same container. This would render them unrecyclable. Keep all products stored separately.

f. Keep all storage containers closed when not in immediate use.

### 7. Inspections and Corrective Actions.

a. In accordance with MCBQ's ISMP, applicable POL storage containers are inspected on a monthly basis for signs of deterioration or leaks. Each unit operating a storage tank will identify an individual responsible for conducting routine tank inspections and maintaining inspection records. Inspection records must be retained for a period of three years. An inspection checklist for aboveground storage tanks (ASTs) is also provided at the end of this ESOP as Attachment 19-1. Any state regulated AST (i.e., greater than 660 gallons capacity) will also require daily inspections. For more information refer to the Fuel Storage - ASTs ESOP, Annex VIII of the MCBQ ISMP, or contact the NREA Branch, Environmental Compliance Section at (703) 784-4030.

b. Containers storing used antifreeze are required to comply with the same provisions as described in the paragraph above.

### 8. Internal Communication

a. Ensure accurate inspection records for any used POL and antifreeze tanks or containers are maintained for at least three years by the unit managing the tank.

b. If, as a result of an inspection, an item is noted on the inspection checklist that requires immediate attention, the Primary Tank Inspector will:

(1) Contact the NREA Branch, Environmental Compliance Section, at (703) 784-4030 to obtain guidance and/or coordinate the implementation of corrective actions.

(2) As applicable, submit work requests to Public Works Branch, Facilities Maintenance Section (FMS) at (703) 784-2073. Status of work requests submitted to FLSS shall be monitored by the Primary Tank Inspector to ensure timely completion of corrective actions.

c. The NREA Branch, Tank Program Manager may perform unannounced official inspections, investigations or interviews with the Primary/Alternate Tank Inspector to ensure that inspections and recordkeeping requirements are accomplished.

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

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### 9. Training/Awareness

a. Personnel who are exposed to, or have the potential to be exposed to hazardous materials must undergo Hazard Communication (HAZCOM) training in compliance with 29 CFR 1200. HAZCOM training will provide workers with awareness relevant to the properties and potential health and safety hazards associated with hazardous materials in their workplace. All individuals working with POL as part of their normal duties should receive appropriate HAZCOM training.

b. Ensure adequate spill response kits are available at all locations generating used POL or antifreeze (e.g., absorbent material, non-sparking shovel, approved waste container, personal protective equipment, etc.). Contact the NREA Branch, Environmental Compliance Section at (703) 784-4030 to ensure the appropriate kit is available.

### 10. Emergency Preparedness and Response

a. In the event of a spill or release of POL or antifreeze, the discoverer will undertake the following actions:

(1) Evacuate to a safe distance upwind and updrift from spill.

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

(3) Pass the word to personnel in adjacent areas.

(4) Inform shop supervisor or supervisor of nearest facility.

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

b. Only if it is safe to do so, take steps to control (e.g., stop the source, shut off valves, etc.) and/or contain (e.g., apply sorbent materials, block drains, etc.) the spill.

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

a. Marine Corps Order (MCO) 4450.12, Storage and Handling of Hazardous Materials.

b. MCO P5090.2A, Environmental Compliance and Protection Manual.

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

d. MCBO 6280.4, Hazardous Material Management Program.

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- e. MCBQ ISMP.
- f. ESOP #11, Fuel Storage - ASTs.

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 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 432-0536.

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

b. Document Approval. Chair, E<sup>2</sup>MS Implementation Team.

**Attachment 19-1:  
AST Monthly Inspection Checklist**

AST MONTHLY INSPECTION- CHECKLIST 4

Inspector Name/Phone Number: \_\_\_\_\_

Tank Number: \_\_\_\_\_

Responsible Activity: \_\_\_\_\_

Inspection Items	Year:											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Tank & Piping structural integrity ok?												
Drainage valves closed?												
Condition of valves ok?												
Water/trash in containment?												
Evidence of spills?												
Cracks in containment?												
Cathodic Protection System ok?												
Condition of coating on Tank & Piping ok?												
Tank marking legible?												
HLA/liquid level gauge/FM working?												
Tank/Piping support and foundation ok?												
Spill control systems (OWS) ok?												
Maintenance actions:												
Date of request:												

Attachment 19-2:  
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 19-2:  
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.\*)