



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

6280
B 046
28 Jun 04

COMMANDER'S POLICY LETTER 2-04

From: Commander

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

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

Encl: (1) Form MCB 6280/1 (6/04) (EF), Sewage Spill Response
(2) Form MCB 6280/2 (6/04) (EF), Spill Management Information

1. Information. The reference, Clean Water Act, requires that every effort be made to stop, contain, and cleanup sewage spills. The policy and procedures outlined in this letter will be followed by anyone causing or discovering a sewage spill or overflow anywhere aboard MCB, Quantico.

2. Policy. It is the policy of this Command to prevent sewage spills/overflows to the maximum extent possible by aggressively maintaining both the collection system and the wastewater treatment plant. In the event a spill or overflow does occur, timely response and accurate reporting will be accomplished.

3. Reporting. The following procedures will be followed when reporting a spill:

a. If the 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 mainside Waste Water Treatment Plant (WWTP) at 703-784-2147, and promptly provide the WWTP all details required to complete form MCB 6280/1 (6/04) (EF), Sewage Spill Response, enclosure (1). If the spill is beyond Lincoln's scope of responsibility, they will notify the Facilities and Logistics Support Services (FLSS) trouble desk at 703-784-2072 for repairs and/or cleanup.

b. If the spill is discovered in any other area of the base, immediately notify the FLSS trouble desk for repairs and/or cleanup. The trouble desk and the responding shop will notify the WWTP and provide all details required to complete enclosure (1).

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

c. Whether notified by Lincoln Property Management, if in housing, or by someone else discovering the spill anywhere on base, the FLSS trouble desk will immediately contact the shop responsible for responding to the spill. The FLSS trouble desk will also notify the Natural Resources and Environmental Affairs (NREA) Branch at 703-784-4030 should there be a spill in progress.

d. During working hours, the WWTP will fill out enclosure (1) and send a copy to the NREA Branch. The NREA Branch will call the Virginia Department of Environmental Quality to report the spill within 24 hours of spill occurrence, as required by law.

e. During weekends and after hours, the WWTP will report the spill to the Virginia Department of Emergency Response at 1-800-468-8892 within 24 hours of the spill. The WWTP will provide a copy of enclosure (1) to the NREA Branch, and will notify the NREA Branch the morning of the next business day.

4. Response. Response to any sewage spill or overflow must be immediate. The response consists of seven elements:

a. Stop the flow.

b. Contain the discharged liquids. The spill must be contained to prevent it from reaching drains or any bodies of water. If possible, pooled sewage will be pumped back into the sanitary system.

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 bldg number).

(4) Estimated gallons of sewage discharged.

(5) Cause of discharge.

(6) Corrective actions taken.

(7) Any noticeable effects to the environment.

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

(8) Name of the waterway affected.

(9) Shop in charge of cleanup, and point of contact.

d. Clean up and sanitize the site.

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 must be analyzed to determine if it is a one-time event or if it will continue to occur. FLSS or Lincoln Property Management must provide NREA Branch with the information required to fill out form MCB 6280/2 (6/04)(EF), Spill Management Information, enclosure (2).

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

5. Forms

a. Form MCB 6280/1 (6/04)(EF), Sewage Spill Response, is provided electronically on the FormFlow server and in enclosure (1).

b. Form MCB 6280/2 (6/04)(EF), Spill Management Information, is provided electronically on the FormFlow server and in enclosure (2).


J. M. LOWE

DISTRIBUTION: INTERNET

SEWAGE SPILL RESPONSE

SPILL SITE			
1. DATE OF SPILL	2. BUILDING NO.	3. STREET LOCATION	
SPILL DATA			
4. TIME DISCOVERED	5. ESTIMATED START TIME	6. TIME ENDED	7. ESTIMATED VOLUME OF SPILLED WASTEWATER (If volume is unknown, enter estimated gallons/minute of flow at time of discovery.) GALLONS/MINUTE
8. CAUSE			
9. CLEANUP ACTIONS TAKEN			
10. DAMAGE TO ENVIRONMENT			
11. ACTIVITY IN CHARGE		12. WILL SPILL AREA BE LIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	13. TIME
<small>(Please check one of the below. Waterway refers to river, stream, etc.)</small>			
14. DID SPILL: <input type="checkbox"/> ENTER <input type="checkbox"/> COULD ENTER <input type="checkbox"/> DID NOT ENTER A STORM DRAIN OR WATERWAY?			
15. NAME OF WATERWAY AFFECTED			
NOTIFICATION			
16. PERSONS NOTIFIED (Name and Telephone No.)			
17. NREA BRANCH NOTIFIED (Representative's Name)		_____ (Date) _____ (Time) <small>(Person Making Notification)</small>	
18. If spill occurs during a weekend, report the spill to Virginia Department of Emergency Response at 800-468-8802 (must be reported within 24 hours).			
_____ (Date)		_____ (Time) <small>(Person Making Notification)</small>	

19. COMMENTS

SPILL MANAGEMENT INFORMATION

TO BE FILLED OUT BY FACILITIES AND LOGISTICS SUPPORT SERVICES/PUBLIC PRIVATE VENTURE To be completed within 5 working days after any sewage spill.	
1. SPILL CAUSE	
2. ACTIONS TAKEN TO PREVENT SIMILAR TYPE OF SPILL IN THE FUTURE	
3. DATE	4. TITLE
5. NAME	6. SIGNATURE

Copy to:
NREA, PWO, DPWO, G-5, DGR