



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 5090.6
B 046
19 Jan 17

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO ORDER 5090.6

From: Commander, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico

To: Distribution List

Subj: OIL AND HAZARDOUS SUBSTANCE (OHS) SPILL PREVENTION AND
RESPONSE

Ref: (a) Oil Pollution Act of 1990
(b) 40 CFR 300, National Oil and Hazardous Substance
Pollution Contingency Plan
(c) 40 CFR 112, Oil Pollution Prevention
(d) 40 CFR 110, Discharge of Oil
(e) 40 CFR 264, Subpart D and 265 Subpart D, RCRA
Hazardous Waste Regulations
(f) 29 CFR 1910.120, Hazardous Waste Operations and
Emergency Response
(g) 29 CFR 1910.1200, Hazard Communication
(h) Title 9 Virginia Administrative Code (VAC) 25-91-170
Virginia Oil Discharge Contingency Plan Requirements
(i) MCINCR-MCBQ Mission Assurance Plan, 2014
(j) MCINCR-MCBO 6280.1 Handling, Transfer, and Disposal
of Hazardous Materials and Hazardous Waste
(k) MCO P5090.2A CH.3
(l) MCICOMO 3000.1 Installation Protection
(m) MCO 4450.12A, Storage and Handling of Hazardous
Materials
(n) ISO 14001:2004(E)
(o) The Environmental Assessment and Management (TEAM)
Guide, U.S. Army Corps of Engineers, Engineer
Research and Development Center
(p) Management Coordination Plan (MCBQ) of January 2014

Encl: (1) Marine Corps Installations National Capital Region-
Marine Corps Base Quantico Oil and Hazardous
Substances Spill Management Program
(2) Spill Prevention, Control, and Countermeasures (SPCC)
Plan
(3) Oil Discharge Contingency Plan

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

19 Jan 17

1. Situation. In accordance with the references (a) through (p), this Order implements policy, responsibilities, and procedures for the prevention, control and cleanup of Oil and Hazardous Substances (OHS) spills at Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ). In the context of this order, spills consist of releases or discharges of oil, hazardous substances, drinking water from waterline breaks, sewage from sanitary sewer lines, or any unknown solid, liquid, or gaseous substance that are not controlled and/or enter the natural environment.

2. Cancellation. MCBO 6240.4B

3. Mission. This Order establishes the operational framework for preventing, reporting, and responding to spills of OHS, by Unit, Base, Tenant, and/or Contractor personnel.

a. This order is applicable to OHS spills, releases, or discharges into the air, water, or land within the property boundaries of the Base, or which may affect adjacent properties and waterways.

b. This Order excludes low quantity releases that present no immediate danger to life and health, the environment, or property. Low quantity releases are those that are incidental to routine operations, maintenance, or consumer commercial activity; that are fully contained in spill pans, work areas, equipment, and facilities; that are cleaned up as part of the operational activity, maintenance process, or consumer commercial activity.

c. This order excludes spills of ordnance, chemical/biological warfare agents, and radioactive materials. These are addressed by reference (i) and other MCINCR-MCBQ documents.

d. This order generally excludes spills within the Quantico land areas operated by the Federal Bureau of Investigation (FBI). The FBI has established their own procedures and protocols concerning spill response and clean-up. The FBI is also responsible for their own reporting requirements to Federal and State Regulators. However, the FBI will comply with notification requirements to Natural Resources and Environmental Affairs, MCINCR-MCBQ contained in enclosure (1), Chapter 4, paragraphs 7.c.(1), 7.c.(6).

4. Execution

19 Jan 17

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Fully support and implement the requirements of the references.

(b) Establish procedures that prevent or minimize the risk or severity of OHS spills.

(c) Train and equip base personnel to rapidly and effectively manage OHS spills.

(d) Accomplish applicable procedures and actions prescribed in the enclosure, and other associated plans regardless of the extent or severity of the spill.

(e) Require all appropriate personnel to strictly adhere to the equipment, logistics, and personnel training requirements of this Order and other associated plans.

(2) Concept of Operations

(a) Prevent accidents, fires, and spills while using OHS.

(b) Minimize the impacts of spills through the implementation of operational controls.

(c) Maximize readiness for OHS spill control and cleanup by maintaining proper spill equipment in areas where OHS are stored or used.

(d) Control and cleanup spills in a manner that protects health and life, the environment, and property.

(e) Evaluate lessons learned from spills and implement corrective actions to prevent recurrences.

b. Subordinate Element Missions. Accomplish this Order and maintain current supporting/complementary directives sponsored by others.

c. Coordinating Instructions

(1) The Assistant Chief of Staff (AC/S), Operations (G-

c. Coordinating Instructions

(1) The Assistant Chief of Staff (AC/S), Operations (G-3), maintains and implements reference (i) in accordance with reference (1). Reference (i) outlines policy and procedures for the Installation's protection of personnel and assets against threats to mission accomplishment, safety and security. The Plan provides the framework that establishes the parameters which activate the Crisis Management Team/Crisis Action Team.

(2) The AC/S, Installation and Environment (G-F), in consultation with the Head, Natural Resources and Environmental Affairs (NREA) Branch, maintains the following guidance/documents, in accordance with reference (k).

(a) Enclosure (1), provides the overall implementation principles and requirements for spill prevention and response aboard MCINCR-MCBQ.

(b) Enclosure (2) outlines policy for all facilities storing bulk oil containers that are 55 gallons or more which complies with reference (c) and (d).

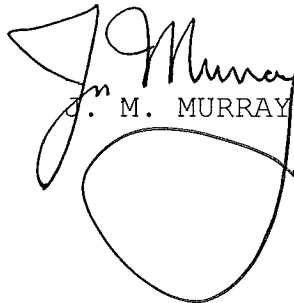
(c) Enclosure (3) complies with reference (h) and addresses the required actions for oil spills from bulk oil containers that are 660 gallons or more.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be forwarded to the Commander MCINCR-MCBQ via the Head, NREA Branch.

6. Command and Signal

a. Command. This Order is applicable to all unit and tenant organizations and/or contractor personnel aboard MCINCR-MCBQ.

b. Signal. This Order is effective the date signed.


J. M. MURRAY

DISTRIBUTION: A

Oil and Hazardous Substances Spill Management Program



November 2016

LOCATOR SHEET

Subj: OIL AND HAZARDOUS SUBSTANCE (OHS) SPILL PREVENTION AND
RESPONSE

Loc: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	INTRODUCTION.....	1-1
1.	PURPOSE.....	1-1
2.	APPLICABILITY.....	1-1
3.	BACKGROUND.....	1-2
4.	ACRONYMS, ABBREVIATIONS, TERMS, AND DEFINITIONS.....	1-2
Chapter 2	SPILL PREVENTION AND RESPONSE POLICY.....	2-1
1.	GENERAL REQUIREMENTS.....	2-1
2.	INTEGRATED SPILL MANAGEMENT POLICY.....	2-1
Chapter 3	SPILL PREVENTION AND RESPONSE PLANNING.....	3-1
1.	GENERAL REQUIREMENTS.....	3-1
2.	SPILL RELATED PRACTICES, ASPECTS, IMPACTS AND RISK PRIORITIZATION.....	3-1
3.	LEGAL AND OTHER ENVIRONMENTAL REQUIREMENTS.....	3-2
4.	OBJECTIVES, TARGETS AND ACTIONS TO IMPROVE PERFORMANCE...	3-2
Chapter 4	IMPLEMENTATION AND OPERATION.....	4-1
1.	GENERAL REQUIREMENT.....	4-1
2.	ROLES, RESPONSIBILITY, AND RESOURCES.....	4-1
3.	COMPETENCE, TRAINING, AND AWARENES.....	4-10
4.	COMMUNICATION.....	4-12
5.	EMS DOCUMENTATION.....	4-12
6.	CONTROL OF DOCUMENTS.....	4-12
7.	OPERATIONAL CONTROL OF PRACTICES.....	4-12
8.	EMERGENCY PREPAREDNESS AND	

RESPONSE.....4-16

Chapter 5 ENVIRONMENTAL EVALUATION AND AUDITING PROGRAMS.....5-1

- 1. GENERAL REQUIREMENTS.....5-1
- 2. MONITORING AND MEASUREMENT.....5-1
- 3. EVALUATION OF COMPLIANCE.....5-1
- 4. PROBLEM SOLVING.....5-1
- 5. CONTROL OF RECORDS.....5-2
- 6. EMS AUDITING.....5-2

Chapter 6 MANAGEMENT REVIEW.....6-1

- 1. GENERAL REQUIREMENTS.....6-1
- 2. MANAGEMENT REVIEW.....6-1

Chapter 1

Introduction

1. Purpose

a. This order provides for the continuous maintenance of an Oil and Hazardous Substances Spill Management Program (OHSSMP) for the Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ). The Program describes the framework for MCINCR-MCBQ units, commands and tenants to prevent and respond to spills of Oil and Hazardous Substances (OHS) in accordance with environmental regulatory requirements and policies. The Program also enables MCINCR-MCBQ to protect the environment and human health, while at the same time enhancing and sustaining mission readiness.

b. The OHSSMP focuses on the following elements:

- (1) Compliance with environmental requirements.
- (2) Pollution prevention (P2).
- (3) Conservation of natural resources.
- (4) Environmental restoration (ER).

c. The Installation and Environment Division (G-F) and the Natural Resources and Environmental Affairs (NREA) Branch, implements and provides oversight of the OHSSMP. They also ensure compliance with the relevant environmental documents governing the management of OHS.

d. This chapter establishes a framework and general responsibilities for the management of the MCINCR-MCBQ OHSSMP.

2. Applicability

a. This OHSSMP includes areas used and affected by all activities (tenants, commands, units, contractors) aboard MCINCR-MCBQ unless otherwise exempted by the Commander, MCINCR-MCBQ.

b. Per this OHSSMP, all personnel must report spills of petroleum or OHS when they are observed. However, the Commander MCINCR-MCBQ has generally exempted organizations that do not use, handle, or require OHS from the spill prevention and

19 Jan 17

response requirements.

3. Background

a. The mission of MCINCR-MCBQ is to "Enhance readiness by providing operational/training support, infrastructure, and community services that are responsive to tenant command/activity requirements, and needs of our military members, families, and civilians." This OHSSMP aims to support this mission.

b. This enclosure provides specific requirements for the operation and management of the OHSSMP for MCINCR-MCBQ. As a management tool, the OHSSMP provides a framework for commanders, directors, and supervisors at MCINCR-MCBQ to use while ensuring compliance with environmental requirements. The OHSSMP is an integral part of the overall command management structure.

c. The framework of MCINCR-MCBQ's OHSSMP is based on the Environmental Management System (EMS) Elements of Chapter 2 of reference (k). The chapters and sections in this document follows the sequence of elements provided by the reference (n). This document is intended to establish the overall framework of MCINCR-MCBQ's OHSSMP while also providing executive level general awareness.

4. Acronyms

BOA - Basic Ordering Agreement

CDO - Command Duty Officer

CETEP - Comprehensive Environmental Training and Education Program

CFR - Code of Federal Regulations

ECPSOP - Environmental Compliance and Protection Standard Operating Procedure

E2MS - Environmental and Energy Management System

EMS - Environmental Management System

ER - Environmental Restoration

G-3 - Assistant Chief of Staff, Operations

G-F - Assistant Chief of Staff, Installation and Environment Division

HM - Hazardous Materials

HW - Hazardous Waste

ISO - International Organization for Standardization

MCP - Management Coordination Plan

MCBO - Marine Corps Base Order

MCINCR-MCBQ - Marine Corps Installations National Capital

19 Jan 17

Region-Marine Corps Base Quantico
MCO - Marine Corps Order
NOSC - Navy On-Scene Coordinator
NREA - Natural Resources and Environmental Affairs
ODCP - Oil Discharge Contingency Plan
OHS - Oil and Hazardous Substances
OHSSMP - Oil and Hazardous Substances Spill Management Program
OSCDR - On-Scene Commander
OSHA - Occupational, Safety, and Health Administration
P2 - Pollution Prevention
PMO - Provost Marshall Office
PWB - Public Works Branch
TEAM Guidelines - The Environmental Assessment and Management
Guidelines
VAC - Virginia Administrative Code

Chapter 2

Spill Prevention and Response Policy

1. General Requirements. This chapter establishes MCINCR-MCBQO Integrated Spill Management Policy.
2. Integrated Spill Management Policy.
 - a. Fully support and implement the requirements of the references.
 - b. Establish procedures that minimize the risk or severity of OHS spills.
 - c. Train and equip personnel to rapidly and effectively manage OHS spills.
 - d. Accomplish applicable procedures and actions prescribed in this plan and other associated plans are carried out regardless of the extent or severity of the spill.
 - e. Require all appropriate personnel to strictly adhere to the equipment, logistics, and personnel training requirements of this plan and other associated plans.

19 Jan 17

Chapter 3

Spill Prevention and Response Planning

1. General Requirements. This chapter establishes MCINCR-MCBQ OHSSMP planning process.

2. Spill Related Practices, Aspects, Impacts and Risk Prioritization

a. MCINCR-MCBQ established Element 2, Practices, Aspects, and Impacts and Risk Prioritization, as specified within reference (k), and conforming to Section 4.3.1.c of reference (p). Reference (i) provides the procedures for determining MCINCR-MCBQ's Practices, Aspects, and Impacts within the defined scope of the EMS.

(1) Practices. Action events listed in the reference (i) have the potential to result in a spill of OHS.

(2) Spill-related Aspects. Include air emissions, fire/explosion, fuel use, oil aboveground storage tanks and underground storage tanks, hazardous materials use, hazardous waste generation, soil disturbance, spill, stormwater discharge, vegetative disturbance, wastewater discharge, and water use.

(3) Spill-related Impacts. Include air quality degradation, community relations/public perception impact, groundwater quality degradation, personnel exposure, potable water quality degradation, real property/private property damage, soil quality degradation, and surface water quality degradation.

(4) Risk Prioritization. In accordance with reference (i), spill prevention and response risks are considered when the use of OHS is approved within a storage or use area. Operational controls take into consideration the risk to life, health, property, and environment.

3. Legal and Other Environmental Requirements. Source documents for legal and other environmental requirements are outlined, but not limited to, references (a) through (o).

4. Objectives, Targets and Actions to Improve Performance. The Commander's concept of operations throughout this enclosure serves as the "objectives" for the OHS spill prevention and

19 Jan 17

response program. Specific "targets" and "actions to improve" are associated with each objective are identified below.

a. Objective 1. Prevent accidents, fires, and spills while using OHS.

(1) Target 1.1 - Reduce number of spills over time.

(a) Action 1.1.1 - Appoint Unit Hazardous Materials/Waste Managers in all units authorized to handle or use petroleum or hazardous materials.

(b) Action 1.1.2 - Train Unit Fuel and Oil, Hazardous Materials/Waste Managers and Environmental Practice Owners on pollution prevention and hazardous materials/waste management, handling, and transport.

(c) Action 1.1.3 - Track spills that are reported to NREA.

b. Objective 2. Minimize the impacts of spills when they occur.

(1) Target 2.1 - Implement and maintain effective operational controls.

(a) Action 2.1.1 - Maintain written operational controls that minimize the severity of spills.

(b) Action 2.1.2 - Train Unit Fuel and Oil, Hazardous Materials/Waste Managers and Environmental Practice Owners on operational controls that minimize the severity of spills.

(2) Target 2.2 - Maintain proper spill response equipment in areas that use OHS.

(a) Action 2.2.1 - Establish and maintain proper spill equipment inventory for each location that use OHS.

(b) Action 2.2.2 - Train Emergency Responders, Unit Environmental Coordinators, Hazardous Materials/Waste Managers and Environmental Practice Owners on spill equipment requirements and maintenance.

19 Jan 17

c. Objective 3. Respond to spills to control, contain, and cleanup in a manner that protects health and life, the environment, and property.

(1) Target 3.1 - Implement operational controls.

(a) Action 3.1.1 - Maintain documented operational controls for spill response, containment, and cleanup.

(b) Action 3.2.2 - Train Emergency Responders, Unit Environmental Coordinators, Hazardous Materials/Waste Managers and Environmental Practice Owners on operational controls for spill response, containment, and cleanup

(2) Target 3.2 - Maintain proper spill equipment in areas that use OHS.

(a) Action 3.2.1 - Establish and maintain proper spill equipment inventory for each location that use petroleum or hazardous materials.

(b) Action 3.2.2 - Train Unit Environmental Coordinators, Hazardous Materials/Waste Managers and Environmental Practice Owners on spill equipment requirements and its proper maintenance.

d. Objective 4. Evaluate lessons learned from spill events and implement corrective actions or adopt measures that prevent future recurrences.

(1) Target 4.1 - Implement and maintain spill review procedures.

(a) Action 4.1.1 - Maintain documented spill review procedures concerning spill response, containment, and cleanup.

(b) Action 4.1.2 - Document spill reviews in accordance with written procedures.

Chapter 4

Implementation and Operation

1. General Requirement. In this chapter the Commander, MCINCR-MCBQ, with the assistance of the Environmental and Energy Management System (E2MS) Core Team and the Implementation Team, establishes the spill prevention and response implementation and operations that conform with Elements 5 through 11, in reference (k), and sections 4.4.1 through 4.4.7. of reference (n).

2. Roles, Responsibility, and Resources. Activity heads carry out the policies and procedures of this enclosure and immediately implement emergency and recovery operations in accordance with the following guidelines.

a. Commander, MCINCR-MCBQ. Serves as the On-Scene Coordinator as prescribed in Chapter 7 of reference (k).

b. AC/S G-F

(1) Properly implement this enclosure and reference (i) in consultation with the Commander, MCINCR-MCBQ, Public Works Branch, and the Head, NREA Branch.

(2) Coordinate with the spill On-Scene Commander (OSCDR) for incidents beyond MCINCR-MCBQ response capabilities and for incidents that affect the surrounding communities.

(3) Assure that no less than four Public Works Branch (PWB) Naval Officers are appointed and trained to serve as the OSCDR and Ordering Officer at all times.

(4) Maintain letters of authorization that obligate division funds for use during emergency OHS spills by the OSCDR qualified individual and Ordering Officer. This is required to meet the mandatory response times during non-duty hours.

(5) Authorize, in coordination with the Commander, MCINCR-MCBQ and the Navy's Regional On-Scene Coordinator (NROSC), all required notifications and requests for assistance to federal (outside of Navy/Marine Corps) or local agencies and the news media.

19 Jan 17

(6) Direct the PWB OSCDR to accomplish the following when the MCINCR-MCBQ Fire Department OSCDR relinquishes the spill site for appropriate corrective actions:

(a) Provide facilities support for cleanup operations, whether conducted by the Unit Operational Level clean-up team or by a support contractor.

(b) Recommend implementation of reference (i), when a large, catastrophic, or off-site spill incident occurs.

(c) Plan, program, and construct temporary or permanent diversion/interception devices to prevent potential spills from entering surface and ground water, where appropriate.

(d) The Navy OSCDR, as Ordering Officers, have the authority to contact the NOSC to mobilize a U.S. Coast Guard Basic Ordering Agreement (BOA) for spill contractor support. A BOA is established with spill contractors capable of handling worst case scenarios during emergency situations. In general, spill contractors are called in when a spill is beyond MCINCR-MCBQ capability to accomplish cleanup operations due to the extent and/or hazardous nature of the spill.

(e) Prepare and deploy heavy equipment to respond to, contain, or cleanup OHS spills, upon notification.

(f) Accomplish adequate cleanup operations. Provide the clean-up team leader appropriate information to facilitate proper site restoration after OHS spills.

(7) Direct the Head, NREA Branch to accomplish the following:

(a) Respond to all spill emergency calls as needed to provide OHS spill response advice and technical support to the Fire and Emergency Services Branch and the PWB OSCDR.

(b) Coordinate with the Fire Department and Units to ensure sustained funding for required spill response equipment and supplies.

(c) Notify appropriate state and local regulatory agencies as required.

19 Jan 17

(d) Report and document any OHS spills as required by federal or state law.

(e) Develop and provide training for hazardous materials handlers, i.e., unit environmental coordinators, hazardous waste coordinators and assistants, and personnel comprising Unit Operational Level Responders.

(f) Provide on-site training and spill drills for Operational Level Responders, and for appropriate military/civilian personnel who work with or near OHS. Coordinate with Base and contractor safety managers to ensure all OHS operators and emergency response personnel receive the formal training required by reference (f).

(g) Conduct and document periodic inspections at each designated facility to ensure units maintain adequate inventory and upkeep of required spill response materials/equipment as required by federal or state law.

(h) In the event of a spill, obtain necessary equipment and supplies from appropriate organization, unit, or tenant activity on a reimbursable basis (reimbursement to be charged to the spilling activity). Maintain sufficient documentation to determine type of equipment used, hours of use, supplies and quantities used, and benefiting organization. If MCINCR-MCBQ is to be reimbursed for materials, supplies, or services, coordinate with liable activity to effect reimbursement via appropriate reimbursable documentation. If MCINCR-MCBQ must reimburse another activity, provide documentation to the Director, Comptroller Division (B 64), to initiate issue of appropriate reimbursement.

(i) Represent the Commander, MCINCR-MCBQ on matters of coordination between MCBQ and federal/state agencies exercising jurisdiction over environmental pollution control.

(j) Review and update OHS related spill plans yearly or after a spill incident, when necessary.

(k) Accomplish appropriate site assessment via sampling and testing of the affected flora, fauna, lands or waterways, to delineate the extent of any spill. Complete periodic sampling of on-base waterways for background information, when necessary.

19 Jan 17

(l) Advise the OSCDR at the completion of cleanup efforts. Complete required notifications to state and/or local authorities.

(m) Ensure proper containerization and disposal of hazardous/petroleum contaminated residue resulting from the spill.

(n) Maintain official records and photographs, documenting the extent of spills, containment, cleanup and recovery actions taken.

(o) Review project plans and specifications to ensure that provisions requiring proper packing, storage, transportation, and handling of OHS, and containment and cleanup of OHS spills during construction are included.

(p) Maintain or ensure rapid access to technical references, such as Safety Data Sheets, on hazardous substances.

(q) Maintain inventory of chemicals utilized aboard MCINCR-MCBQ.

(r) Ensure that the designated spill prevention and response coordinator accomplishes all required actions.

c. Commanding Officer, Security Battalion

(1) Designate the Head, Fire Department, Security Battalion, or representative (senior firefighter present), as the OSCDR.

(2) Fully equip and train firefighters in fire control, rescue/evacuation, security at the scene of an OHS spill, and OHS containment, to include that on water, within capabilities. Ensure that all firefighting personnel wear proper protective equipment and are aware of the dangers of fire fighting in the presence of hazardous substances. Fire Department personnel are not responsible for spill cleanup, unless they are responsible for the spill.

(3) Ensure that the MCINCR-MCBQ Provost Marshal's Office (PMO)/Fire Department responds to spill related emergency calls as needed and that the senior representative assumes on-scene command of emergency response operations until relieved by the Unit or Navy OSCDR, upon conclusion of emergency response operations.

19 Jan 17

(4) The Fire Department OSCDR evaluates the severity of spill situation and directs operations necessary to safeguard human life and health, or the environment from further spill complications without jeopardizing firefighting capabilities.

(5) Train key spill response personnel (i.e., facility emergency coordinators, unit environmental coordinators, hazardous waste handlers, cleanup crews, equipment operators) in the proper use, care, and maintenance of personal protective equipment, as required by reference (f).

(6) Develop, equip, and train the Fire Department spill response teams. This includes maintaining and training with the spill response boat and oil boom. Locate areas on the shores of the river suitable to the deployment of oil booms and boats in the event of a waterborne spill. Train personnel in the maintenance of waterborne oil spill equipment.

(7) Assist the Aircraft Crash, Fire, and Rescue Branch with the control and containment of aircraft-related OHS spills, as requested.

(8) Air monitoring will be done on all potential spills and during the course of a confirmed incident also when it is deemed necessary by the incident commander. Monitoring is done to calculate toxicity, concentration, explosive and ignition parameters to predict possible movement of the spill or plume, it can also estimate for the need in evacuation areas.

(9) Coordinate with the AC/S, Operations Division (G-3), to activate reference (i), as necessary.

(10) Determine when the emergency situation phase of an incident is over and the cleanup phase should begin. Be prepared to re-declare the emergency if warranted.

(11) Obtain reimbursement for spill response materials used to respond to an OHS incident from the responsible organization or the Head, NREA, AC/S, G-F. Maintain sufficient documentation on spill materials and quantities used and the responsible organization. If MCINCR-MCBQ is to be reimbursed for materials, supplies, or services, coordinate with liable activity to effect reimbursement via appropriate reimbursable documentation. If MCINCR-MCBQ must reimburse another activity, provide documentation to the AC/S, B 64, to initiate issue of appropriate reimbursement.

19 Jan 17

(12) Each month, obtain an updated copy of the hazardous material inventory for MCINCR-MCBQ, which is maintained by the Head, NREA Branch, G-F (B 046).

(13) Conduct facility inspections, in collaboration with Safety Division (B 51) and NREA, of firefighting equipment, building hazards, and hazardous materials storage practices. Submit discrepancy reports to Unit Commanders summarizing the results of these inspections and all subsequent actions taken in response to these inspections.

(14) Dispatch military police units to spill emergency calls to secure the spill area, control traffic, and assist in site evacuation as directed by the OSCDR.

(15) Train military police to identify possible OHS spills. Ensure that patrolling units are familiar with potential spill areas where OHS are stored in bulk containers greater than 660 gallons. A listing of these containers is in the enclosure (3).

(16) If criminal action is involved or suspected, dispatch criminal investigators as soon as possible after emergency response actions are under control. If within their jurisdiction, request the participation of the Naval Criminal Investigative Service and/or the Federal Bureau of Investigation.

d. Director, Safety Division

(1) Provide technical assistance and advice to the OSCDR on the health and safety of personnel.

(2) During the mitigation, sampling, and cleanup of spills ensure that all response personnel wear proper protective equipment and follow proper procedures.

(3) Conduct facility inspections, in collaboration with MCINCR-MCBQ Fire Department and NREA, of firefighting equipment, building hazards, and hazardous materials storage practices. Submit discrepancy reports to Unit Commanders summarizing the results of these inspections and all subsequent actions taken in response to these inspections.

(4) Make Safety Specialists available to provide technical assistance to the Fire Department on ambient air monitoring techniques and equipment.

19 Jan 17

(5) Ensure that Hazard Communication Standard training is provided to all personnel associated with the use of hazardous substances.

(6) Each month, obtain an updated copy of the hazardous material inventory for MCINCR-MCBQ, which is maintained by the Head, NREA Branch, G-F, (B 046).

e. Command Duty Officer

(1) When notified by the OSCDR, advise the AC/S, G-3, to mobilize the Crisis Management Team/Crisis Action Team in accordance with reference (i).

(2) When advised by the OSCDR, initiate requests and coordinate actions per reference (i).

f. AC/S, Comptroller Division

(1) Issue a "promise to pay" letter upon request by the PWB Commander, or other Navy Officer, to activate and mobilize emergency contract response services through the NOSC.

(2) Accumulate costs and report to the Commander MCINCR-MCBQ the value of resources expended for the OHS spill response actions.

(3) Initiate action to recover funds from any organizations responsible for creating an OHS spill. Coordinate acceptance of reimbursable documents from other activities and issue appropriate reimbursable documents to other activities based on the documentation provided by the AC/S, G-F.

g. AC/S, Logistics, G-4. Maintain an adequate inventory of containment supplies, sorbent materials, recovery/disposal drums, labels, and document forms for all Base and tenant activities using and generating OHS. Users will reimburse the cost of supplies drawn.

h. Public Affairs Officer

(1) Keep apprised of actions during a major OHS incident. Provide prompt and accurate information, in consultation with Base Counsel, to concerned parties on the nature of spills and the steps being taken to correct the problem.

19 Jan 17

(2) Promote Worker Awareness Program which addresses OHS spill prevention practices, spill discovery, and spill notification responsibilities and procedures.

i. Commanding Officers, Officers in Charge, and Directors.
The following requirements apply to unit, base, tenant, and/or contractor organizations that use or store OHS on MCINCR-MCBQ.

(1) Designate, per reference (k), Unit Environmental Coordinators, Hazardous Material/Hazardous Waste (HM/HW) coordinators and alternates for matters related to this program or order, and to assure effective implementation of its provisions. These coordinators and alternatives should have the grade of E-6, GS-7, WG-7 or higher.

(2) Establish and maintain unit-level spill response teams to respond to, cleanup, and coordinate proper disposal of contaminated materials and/or substances resulting from small spills. Maintain the appropriate number of personnel or number of teams necessary to support operational mission/requirements.

(3) In coordination with the Head of the NREA Branch, develop, maintain and implement current, site-specific, spill response standard operating procedures.

(4) As changes occur, update OHS inventories and the contact information of the assigned site Unit Environmental Coordinator, HM/HW coordinators, alternate HM/HW coordinators and POC's. Provide the updated list to the Head, NREA Branch.

(5) Allocate funds to sustain and maintain spill response equipment and supplies. Submit current inventories of response equipment to the Head of NREA Branch no later than the 5th business day of each October.

(6) Maintain approved OHS storage sites and continually implement precautionary procedures that prevent or contain spills and train designated response personnel.

(7) Ensure designated Unit Environmental Coordinators and HM/HW coordinators properly manage the OHS storage sites. The OHS will not be placed at areas where spills can flow into storm drains, sanitary sewers, open ditches, and surface water. Used Oil and HW must be properly containerized and disposed of per reference (e).

19 Jan 17

(8) Ensure OHS storage sites and related work places prominently post and maintain appropriate hazard placards, warning signs, spill emergency response and notification actions. Ensure vehicles transporting HM/HW display appropriate placards per reference (e).

(9) Respond to all OHS spill emergencies occurring at respective areas of responsibility and oversee containment, containerization, and cleanup efforts. Coordinate additional assistance with the Fire Protection/Prevention Branch or OSCDR. Document and submit a report on every OHS spill to the Head of the NREA Branch, G-F.

(10) Remit all cleanup costs, fines, and liabilities imposed as a result of spills that occurred during organizational operations.

(11) Implement and ensure routine checks of OHS facilities and storage prior to nonduty hours, including holidays, to ensure they are secured, not subject to unauthorized use, or display evidence of leaks or spills.

j. Health Care Advisor

(1) Immediately dispatch medical personnel and ambulance(s) to spill sites, when requested.

(2) Ensure that medical staff members are familiar with the symptoms of exposure to OHS used at MCINCR-MCBQ, have ready access to sources of toxicological information, and can provide the necessary treatment.

(3) Establish procedures that ensure prompt triage and treatment of injured personnel, and implement measures that reduce risks of hazards to medical personnel and the public.

(4) Provide the Commander MCINCR-MCBQ and OSCDR current information concerning status of injured personnel as soon as possible.

(5) Provide a medical representative to the Base Operations Center when required by reference (i).

(6) Ensure the widest dissemination concerning local Hospitals which may be needed in the event of a catastrophic event. MCBQ Medical Clinic does not have the capability to support severe emergencies.

19 Jan 17

3. Competence, Training, and Awareness

a. Immediate supervisors, unit commanders, and organizational directors are responsible for ensuring that personnel are competent, trained, and aware of spill prevention and spill response requirements. Employees should be trained at a level that prepares them for their responsibilities.

b. All personnel onboard MCINCR-MCBQ are provided the following basic spill awareness instruction through the use of signs, bulletin board notices, and/or formal training;

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

(2) Restrict ignition sources, motors, electric currents, open flames, etc.

(3) Pass the word to people in adjacent spaces.

(4) Inform your supervisor, the supervisor of the nearest facility, or the Unit Operational Level Responder.

(5) Report spill if a trained Unit Operational Level responder is unavailable:

(a) MCINCR-MCBQ PMO/Fire Department: 911.

(b) MCINCR-MCBQ NREA: 703-784-4030. NREA is called for all spills to initiate proper spill reporting documentation.

(c) MCINCR-MCBQ Command Duty Officer (CDO) (after normal duty hours): 703-784-2707. The CDO ensures the PMO/Fire Department has been contacted if required and coordinates further response actions with the OSCDR.

b. Comprehensive Environmental Training and Education Program (CETEP). Mandatory training requirements for individuals who store, use, or respond to OHS spills are established by the following:

(1) Department of Transportation.

(2) Environmental Protection Agency.

(3) Occupational Safety and Health Administration.

19 Jan 17

(4) Nuclear Regulatory Commission.

c. These requirements are contained in the Code of Federal Regulations. Further training requirements in Chapter 9 and Appendix G of reference (m); and Chapter 5 and Appendix H of reference (k). On MCINCR-MCBQ, the CETEP addresses the specific training requirements listed above.

4. Communication

a. MCINCR-MCBQ has established Communication, as specified in reference (k) and in conformance with Section 4.4.3 of reference (n). Procedures for Communication are provided in reference (p) within the defined scope of the EMS.

b. MCINCR-MCBQ has established, implemented and maintains a procedure within the reference (p) for:

(1) Internal communication among the various levels and functions of the organization,

(2) Receiving, documenting and responding to relevant communication from external interested parties.

5. EMS Documentation. MCINCR-MCBQ has established EMS Documentation, as specified within reference (k) and in conformance with Section 4.4.4 reference (n). Procedures for Documentation are provided in the reference (p) within the defined scope of the EMS.

6. Control of Documents. MCINCR-MCBQ has established Control of Documents, as specified within reference (k) and conforms to Section 4.4.5 reference (n). Procedures for Control of Documents are provided in the reference (p) within the defined scope of the EMS.

7. Operational Control of Practices

a. MCINCR-MCBQ has established Operational Control of Practices, as specified within reference (k) and in conformance with Section 4.4.6 of reference (n). Procedures for Operational Control of Practices are provided in the reference (p) within the defined scope of the EMS.

19 Jan 17

b. MCINCR-MCBQ has identified and planned those operations that are associated with OHS and has ensures consistency with its environmental policy, objectives, and targets.

c. Spill Response Levels. Accomplish spill response in a manner consistent with the severity of the spill.

(1) Emergency Response

(a) When the spill presents a risk to life, health, property, or the environment, the MCINCR-MCBQ Fire Department (Senior Representative) will be the initial OSCDR. The OSCDR may also be referred to as the Incident Commander in some of the reference documents. The Fire Department response time is generally less than 15 minutes.

(b) The PMO implements all emergency procedures to secure the spill area in order to protect life, health, property, or the environment.

(c) The Fire Department implements all emergency procedures necessary to render the scene safe for life, health, property, or environment.

(d) The OSCDR completes initial notifications via the Military Police Desk Sergeant or the 911 dispatcher, to get additional agencies on scene and to alert key personnel of a spill incident. The OSCDR accomplishes the notification prescribed in reference (i), Annex V (References), Appendix 1 (Notification Procedure).

(e) The OSCDR, in consultation with the Unit Commander's representative, NREA, and the PWB Commander, or other Navy Officer, determines if contractor support is required to accomplish spill clean-up.

(2) Small Spill Cleanup

(a) Cleanup activities will begin when the OSCDR declares the scene safe for the Unit Operational Level Responders or contractors.

(b) For less severe or small spills, Unit Operational Level Responders will use available unit spill response resources to accomplish cleanup operations. The Unit Operational Level Responders will be expected to be at the spill scene within 1 hour of the original 911 call.

19 Jan 17

(c) When the situation is no longer an emergency, the Fire Department (Senior Representative) may transfer OSCDR duties to the senior Unit Operational Level Responder.

(d) Unit Operational Level Responders will coordinate with the NREA Branch for additional spill supplies to support cleanup activities and for technical advice concerning cleanup requirements. Spill wastes are to be disposed of through MCINCR-MCBQ, NREA Branch.

(e) Upon completion of spill response, NREA will assess completed work to determine whether or not the spill site requires additional or long-term cleanup actions.

(f) If contractor support is needed, see procedures for "Contractor Support for Spill Cleanup." (See next paragraph.)

(3) Contractor Support for Spill Cleanup. Contractor support will be available to respond to spill cleanups if required. The NREA Branch maintains, in the Oil Discharge Contingency Plan (ODCP) and Spill Prevention, Control, and Countermeasures (SPCC), a list of several contractors in the local area who are part of a U.S. Coast Guard BOA. The following procedure describes contractor support:

(a) Once it is determined that contractor support is needed, the OSCDR notifies the PWB Commander, or other Navy Officer, to mobilize a spill response contractor through the emergency acquisition process. The choice to involve a contractor depends on the availability of unit resources, the severity of the spills (usually more than 100 gallons of petroleum or less for more hazardous substances), and overall impact to human health and the environment

(b) The PWB Commander, or other Navy Officer, consults with the comptroller and obtains a "promise to pay" letter.

(c) The PWB Commander, or other Navy Officer, contacts the NOSC at 757-636-4378 and provides the "promise to pay" and other details concerning the spill, including the necessary support. If a "promise to pay" is not available, the NOSC will work with the Base on a reimbursement basis.

(d) The NOSC in turn works with the Navy Supervisor of Salvage (SUPSALV) to implement a contract or work order under

19 Jan 17

the current U.S. Coast Guard BOA to satisfy cleanup requirements.

(e) When the spill is no longer an emergency situation, the PWB Commander, or other Navy Officer, assumes the role of the OSCDR.

(f) Once the spill response contractor arrives (allow for up to 4 hours for the contractor's arrival), the contractor is required to check in with the OSCDR. Then the spill response contractor begins all spill cleanup activities which include collecting, packaging, and shipping wastes for proper disposal. If the contractor is responsible for spill waste disposal, the NREA Branch signs the manifest as the MCINCR-MCBQ Generator. If spill wastes are to be disposed of through MCINCR-MCBQ, then spill wastes are turned in to NREA.

(g) Upon completion of spill response, NREA assesses the completed work to determine if the spill site requires long-term cleanup actions.

(4) Response for Large, Catastrophic, Off-Site Spills. These types of spills may be large (over the regulatory reporting limit), catastrophic (causing significant harm/damage to life, health, property, or the environment), or may have an impact on off-base property or waterways. In these cases, the OSCDR advises the AC/S, G-3, through the CDO, that the Crisis Management Team/Crisis Action Team should be activated in accordance with reference (i). Enclosure (3) provides further details on how to mitigate catastrophic oil-related spills.

(5) Long-term Spill Cleanup. This occurs after all response actions are completed, including spill control and the removal of contaminated materials. The NREA Branch will accomplish long-term cleanup to satisfy regulatory requirements. Cleanup will be in accordance with the criteria prescribed in references (a) through (e).

(6) Spill Documentation

(a) Within 24 hours of a spill, the responsible unit personnel complete an appropriate spill report form and submit it to the NREA Spill Program Coordinator. Appropriate forms are provided within enclosure (2) and (3). These forms are available from NREA.

19 Jan 17

(b) Spill and Response Assessment

1. The NREA Branch, in consultation with key players, assess all reported spills, associated costs, causes, impacts, response actions, and the corrective actions intended to prevent recurrence. Estimated response costs will be provided by each organization that expended resources to mitigate the spill.

2. The NREA Spill Program Coordinator leads the assessment and coordinates the findings with the Fire Department, PMO, PWB, Facilities Maintenance Section, Industrial Hygiene, Safety Office, activity representative, and all other involved.

(c) Spill reports and other associated records concerning a spill are retained by each unit and the NREA Spill Program Coordinator for at least 5 years.

8. Emergency Preparedness and Response

a. MCINCR-MCBQ established Emergency Preparedness and Response, as specified within reference (i) and in conformance with Section 4.4.7 of reference (n). Procedures for Emergency Preparedness and Response are provided in the reference (p) within the defined scope of the EMS.

b. MCINCR-MCBQ implements and maintains the OHSSMP. This program identifies potential emergency situations and potential accidents that can impact the environment, and explains how personnel on MCINCR-MCBQ will respond to them. MCINCR-MCBQ reviews and revises these procedures regularly. Additional review and revision is implemented, after accidents or emergency situations, as appropriate.

c. MCINCR-MCBQ responds to emergency situations and accidents to prevent or mitigate the associated adverse environmental impacts.

d. In addition to the OHSSMP, the MCINCR-MCBQ EMS incorporates program aspect and/or practice specific emergency preparedness and response guidance within all EMS documents. Such EMS documents will be reviewed periodically and revised as necessary.

e. MCINCR-MCBQ also periodically tests such procedures, where practicable.

Chapter 5

Environmental Evaluation and Auditing Programs

1. General Requirements. In this chapter the Commander MCINCR-MCBQ, with the assistance of the E2MS Core Team and the E2MS Implementation Team, established the Environmental Evaluation and Auditing Programs that conform with elements 12 through 16, within reference (i), and Sections 4.5.1 through 4.5.5 of reference (n).

2. Monitoring and Measurement

a. MCINCR-MCBQ establishes Monitoring and Measurement procedures in accordance with reference (i) and in conformance with Section 4.5.1 of reference (n). These procedures are provided in the MCP, within the defined scope of the EMS.

b. The OHSSMP Coordinator implements and maintains (within the ECPSOP and/or program plans), procedures to monitor and measure the successes and failures of the OHSSMP. The type and frequency of monitoring is based on ISO and federal regulatory requirements. Program area operations with potentially significant environmental impacts are monitored.

c. The OHSSMP Coordinator ensures that calibrated or verified monitoring and measurement equipment is maintained for associated record retention.

2. Evaluation Of Compliance. MCINCR-MCBQ establishes the Evaluation of Compliance, in accordance with reference (i) and Section 4.5.2 of reference (n). Procedures for the Evaluation of Compliance are provided in the reference (p) within the defined scope of the EMS.

3. Problem Solving. MCINCR-MCBQ establishes Problem Solving in accordance with reference (i) and Section 4.5.3 reference (n). Procedures for Problem Solving are provided in the reference (p) within the defined scope of the EMS.

4. Control Of Records

a. MCINCR-MCBQ has established Control of Records as specified in reference (i) and in conformance with Section 4.5.4 reference (n). Procedures for Control of Records are provided in the MCP within the defined scope of the EMS.

19 Jan 17

b. The OHSSMP Coordinator has established and maintains records as necessary to demonstrate conformance with the requirements of reference (i), MCINCR-MCBQ EMS, and applicable environmental regulations and mandates.

c. Procedures for the identification, storage, protection, retrieval, retention and disposal of records are addressed in the ECPSOP, MCP, program plans, and base orders.

5. EMS Auditing. MCINCR-MCBQ established Element 16 EMS Auditing, in accordance with reference (i) and in conformance with Section 4.5.5 reference (n). Procedures for EMS Auditing are provided in the MCP within the defined scope of the EMS.

19 Jan 17

Chapter 6

Management Review

1. General Requirements. In this chapter the Commander, MCINCR-MCBQ, with the assistance of the E2MS Core Team and the E2MS Implementation Team, establishes Management Review Programs in accordance with Element 17 of reference (i), and Section 4.6 of reference (n).

2. Management Review. Procedures for Management Review are provided in the MCP within the defined scope of the EMS.