

Environmental Standard Operating Procedure (ESOP)

TITLE:	UNDERGROUND STORAGE TANK OPERATOR RESPONSIBILITIES
PURPOSE:	This ESOP establishes the responsibilities for the unit/department-level Underground Storage Tank (UST) Operator. The UST Operator is responsible for the daily operation of the UST system. This ESOP should be attached to the individual's appointment letter.
APPLICABILITY:	<p>This section is applicable to all organizations aboard MCB, Camp Lejeune to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps (USMC), Department of the Navy (DON), or Department of Defense (DoD).</p> <p>This section also applies to organizations and contractors organic to or tenanted aboard MCB, Camp Lejeune and those temporarily resident because of training or mobilization.</p>
RESPONSIBILITY:	Personnel assigned UST Operator billets.
PROCEDURE:	<p><u>Responsibilities.</u></p> <p>(1) Ensures that all personnel involved in daily monitoring and operation of regulated UST's shall be familiar with BO 11162.1A.</p> <p>(2) Ensures that the UST Management Binder provided by the EMD is properly maintained. The UST Management Binder shall be stored in a single location designated by the Base EMD and shall be readily available for inspection by federal and state regulatory agencies. The UST Management Binder will include, at a minimum, the following:</p> <ul style="list-style-type: none"> (a) A copy of BO 11162.1A and a written standard operating procedure (SOP) establishing responsibilities for personnel in the Command, describing tank specific leak management, detection and monitoring procedures, and UST transfer operations. (b) A current UST information form (c) A current UST facility diagram. (d) Daily CSLD and inventory reports for the previous twelve months. (e) A maintenance and repair log for each work request initiated by the operating unit; certification of UST repairs must be documented as well. (f) All records of all aboveground releases/overfill release incidents. (g) UST calibration charts (h) EPA document "Doing Inventory Right." (i) Veeder Root Systems' Operator's Manual TLS-350 and TLS-350R Monitoring, Environmental, and Inventory Management Systems. <p>(3) Ensures that each regulated UST is appropriately monitored to provide early leak detection as by performance of the following:</p> <ul style="list-style-type: none"> (a) Collecting the daily CSLD record. This record is dispensed at the automatic tank gauging (ATG) console daily at 0800 hours. The CSLD record will indicate if the ATG has detected a 0.2 gallon per hour or greater leak rate from any portion of the tank.

	<p>(b) Obtaining a daily record of UST inventory volume measurements. This record is also dispensed at the ATG system console daily at 0800 hours.</p> <p>(c) Attaching the CSLD and daily inventory records to appropriate monthly inventory record in the UST Management Binder.</p> <p>(d) Immediately contacts the ECO when the Veeder Root monitoring system is in an alarm state. If the monitoring system is inoperable contact the Command ECO and the Base EMD for instructions on leak detection requirements.</p> <p>(4) Maintains an inventory control program for each regulated UST. Calculates that total daily (gal/day) and monthly (gal/month) throughput.</p> <p>(5) Completes visual checks of the overall condition of the fill area (fill pipe and spill containment box) at the time of product transfer and maintain the area such that no water, product, debris, or sludge accumulate in the spill containment box</p> <p>(6) Immediately notifies the ECO in the event that the inventory control measures, CSLD records, or other information indicate the possibility of a leak from the UST system or any other violation of the UST related environmental standard. The ECO must also be notified if any unusual operating conditions are observed. Contact the Base EMD at 451-5068 if the cognizant ECO is not available.</p>
REGULATORY CITATION:	<ul style="list-style-type: none"> • BO 11162.1A
TRAINING	<ul style="list-style-type: none"> • UST Operators will receive training on spill notification, inventory control, and leak detection procedures. This training is offered by EMD (EM-105) and can be scheduled through the unit ECO. • Attend MCBCL EMD-sponsored meetings, seminars, evaluations & functions as required. • All training must be documented in the individuals' training record and be available for review.