

Environmental Standard Operating Procedures (ESOP)

**TITLE: ESOP 7.0 | PETROLEUM AND NON-PETROLEUM TANK DELIVERY OPERATIONS**

PURPOSE: This ESOP establishes responsibilities pertaining to delivery operations of regulated substances to underground storage tanks (USTs) and aboveground storage tanks (ASTs).

APPLICABILITY: This ESOP outlines the necessary steps required to minimize the potential releases of hazardous substances to the environment and establishes a strong oil spill response plan. All hazardous substance spills are required to be reported to 911 as well as the unit's Environmental Compliance Officer (ECO). All applicable units and/or personnel will ensure that fuel transfer operations are constantly monitored to prevent overfills associated with petroleum and non-petroleum deliveries. This ESOP applies to all organizations and contractors organic to or tenanted aboard MCB, Camp Lejeune and those in transits or otherwise temporarily resident because of training or mobilization.

RESPONSIBILITY: All organizations/personnel responsible for the daily operation of any Aboveground Storage Tank (AST) or Underground Storage Tank (UST).

PROCEDURE:

1. Off Loading Operations:

a. The driver, fuel tank operator, or attendant of any tanker shall not remain in the vehicle and shall not leave the vehicle unattended during the loading or unloading process. UST or AST operators must ensure that releases due to spillage or overfill do not occur.

b. The UST or AST operator must ensure that the volume available in the tank is greater than the volume of product to be transferred prior to the transfer process and that the transfer operation is monitored constantly to prevent overfill or spillage.

c. The UST or AST operator must ensure that all deliveries are monitored and logged to include: date of fuel delivery, UST or AST operator name, driver name and any spills that may occur during offloading.

2. Veeder Root Monitoring Systems.

a. Regulated UST systems and some of the AST systems are equipped with a TLS350 Veeder Root monitoring console. The in-tank inventory will provide readings for "ullage" and "90% ullage". The 90% ullage is the amount of fuel that will fill the tank to 90% capacity. It is this 90% ullage level that the UST or AST operator will use as a target threshold to ensure that tank overfills does not result.

b. . The Veeder Root TLS350 console will trigger an audible alarm with a yellow warning light when a tank is filled over the 90% ullage level. The UST or AST operator will provide an individual to monitor the TLS350 console during fuel operations so that they may inform the fuel truck operator when/if the product reaches 90% ullage.

c. Alarms are to be reported to Environmental Management Division (EMD) at 451-5068.

3. Manual Tank Monitoring.

a. If the Veeder Root System is inoperable, or there is no monitoring system available, the UST or AST operator will manually determine the tank level by utilizing a measuring stick. This information should be recorded as usual in the unit level environmental SOP.

b. The mechanical measuring devices (i.e. clock gauges) or other automatic gauging systems on the storage tanks can be used to determine the 90% ullage level provided the devices are working properly. Using the appropriate strapping chart or calibration chart, the operator will determine the 90% ullage level before the fuel tanker operator begins delivery. Calibration charts are located in the unit UST Management Binder.

4. Spill Reporting and Response Requirements.

a. Any amount of overfill, spillage (exceeding the spill bucket capacity), or release from a UST or AST shall be reported to Base Fire and Emergency Services Division at 911. Ensure the Unit Level Contingency Plan (ULCP) includes provisions for these types of releases.

b. The Base Fire & Emergency Services Division shall contact the Environmental Management Division when releases from these storage systems occur.

c. Fill ports must remain capped & locked when not in use.

REFERENCES:

- (a) 40 CFR 112.7
- (b) Title 15A NCAC 2L
- (c) MCO P5090.2A - Environmental Compliance and Protection Manual
- (d) BO 5090.91, Oil & Hazardous Substance Pollution Prevention and Pollution Abatement Facility Management
- (e) BO 11162.1A, Management of Underground Storage Tanks

TRAINING. Unit personnel shall be trained on all provisions of this SOP. All ECCs, ECOs, and AST operators shall receive annual EM107 training for the management of ASTs, Veeder Root monitoring systems and Spill Prevention Control and Countermeasures (SPCC) requirements. Additionally, Base ECCs, MCCA ECO/AECO and MCCA UST operators shall receive annual EM105 training for the management of USTs and Veeder Root monitoring systems.

DEFINITIONS:

- UST or AST Operator - Any military or civilian personnel who have control of, or have responsibility for, the daily operation of the UST or AST system
- Ullage: Refers to the amount of head-space available in the tank. Typically, USTs and ASTs are not to be filled to capacity so that room is allowed for expansion of the product.

Revision Number	Date	Summary of Change	Signature
UPDATE	06012014	UPDATE FORMATTING AND CONTENT	<i>S.J. AZOK.</i> ECB/EMD
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