

Environmental Standard Operating Procedures (ESOP)

TITLE: ESOP 9.10 | INCIDENTAL FUEL REQUEST

PURPOSE: This ESOP establishes procedures for the request and management of incidental fuel.

BACKGROUND: Incidental fuel is defined as fuel required by tenant organizations for in-garrison use to fuel heavy equipment, tactical generators or material-handling equipment that can't otherwise be transported to a fueling point without being mobile loaded. A Request for Incidental Fuel (IFR) is not for use during field exercises. Fuel required for field exercises must be requested through the Field Exercise Request for Environmental Impact Review (FEREIR) (MCIEAST-MCB CAMLEJ/G-F/EMD/15).

APPLICABILITY: This ESOP is applicable to all organizations aboard Marine Corps Base Camp Lejeune any command, activity, reserve component, or any organization organic to or otherwise tenanted or in transition or otherwise temporarily resident due to training or mobilization.

RESPONSIBILITY: All organizations/personnel involved in the use, distribution, management or control of incidental fuel.

PROCEDURE:

1. Units requiring incidental fuel must complete the Resource Conservation and Recovery Section (RCRS) Incidental Fuel Request Form MCIEAST-MCB CAMLEJ/G-F/EMD/15 which can be found as Attachment 1 to this ESOP and at <https://www.lejeune.usmc.mil/emdl/Compliance/HazardousMaterialManagement/tabid/89/Default.aspx>.
2. The MSC Environmental Compliance Coordinator (ECC), the unit Environmental Compliance Officer (ECO) or S-4 OIC must authorize and sign form MCIEAST-MCB CAMLEJ/G-F/EMD/15. If signed by the S-4 OIC, a signed copy of the form must be provided to the EEC.
3. The signed form MCIEAST-MCB CAMLEJ/G-F/EMD/15 emailed to lejeune_hazmat@usmc.mil for RCRS approval. RCRS IFR approvals occur M-F, 0730-1530.
4. The Unit must send a digital copy of form MCIEAST-MCB CAMLEJ/G-F/EMD/15 with Unit and RCRS approvals to II MEF Fuels Officer (IIMEFFUELSOFFICER@usmc.mil) as an email attachment. This allows II MEF Fuels to know which Units receive fuel and where it will be used in the event additional coordination or support is needed.

5. The Unit must coordinate and schedule the fuel issue with the MCIEAST-MCB CamLej Fuel Issue Point Manager, Hawthorne Services, Bldg 1070.

a. Call 910-451-5186/910-376-4857/or910-376-4852.

b. For fuel pick-up during the work week, requests must be made 24-hrs prior to fuel issue.

c. For fuel pick-up during weekends or on holidays, requests must be made 48-hrs prior to fuel issues.

6. The Unit must take the approved IFR form MCIEAST-MCB CAMLEJ/G-F/EMD/15 to Bldg 1070 for the issue of fuel at the scheduled time. Only trained fuel drivers are allowed to pick-up and transfer fuel.

7. Equipment used to receive/transport/distribute incidental fuel:

a. Must be approved tactical bulk fuel storage equipment.

b. Must have properly displayed placards appropriate for the fuel to be loaded.

c. Must have a vehicle identification link (VILKEY).

d. Must have a copy of the signed IFR form MCIEAST-MCB CAMLEJ/G-F/EMD/15 with the equipment at all times during incidental fuel use.

e. Must be included in Unit Level Spill Contingency Plan maintained at the unit. During the 24-hour period the Unit has possession of the fuel, the bulk fuel receipt/transfer containers (whether stationary, mobile loaded, or mobile by design) must have established secondary containment that is free from defects and designed to hold 110% of total storage fuel capacity.

8. II MEF policy requires that incidental fuel be expended, used, or redistributed by the Unit within 24 hours of issuance.

9. Within 24 hours of incidental fuel issue, RCRS representatives or the Military Liaison will conduct an inspection of the fuel receiving/transporting equipment to ensure the fuel has been utilized.

10. When all incidental fuel is used / distributed:

a. RCRS representatives or the Military Liaison will perform an inspection to close the process and confirm use of the incidental fuel.

b. RCRS will retain their copy of form MCIEAST-MCB CAMLEJ/G-F/EMD/15 for one (1) year.

c. The Unit will submit the form MCIEAST-MCB CAMLEJ/G-F/EMD/15 to Unit Supply for fiscal accountability.

11. In the event of surplus fuel, the unit must immediately report the following information to II MEF Fuels Officer by calling 910- 451-8391 and emailing to IIMEFFUELSOFFICER@usmc.mil.

a. Amount of excess fuel.

b. Serial number of equipment holding the excess fuel.

c. Unit POC.

d. Plan to issue or distribute excess fuel.

e. The II MEF Fuels Officer will coordinate with units as appropriate to approve or support the distribution or issue of surplus fuel.

f. Once surplus fuel is used, the unit must notify II MEF to inform them that all incidental fuel has been distributed.

g. If more time will be needed to distribute the fuel, the II MEF Fuels Officer can contact RCRS to discuss the distribution plan and request an extension. If an extension is approved, an RCRS representatives or the Military Liaison will conduct another inspection during the extension period.

h. Surplus fuel that cannot be used or redistributed, within the original 24 hours or any approved extension, must be surrendered to Hawthorne Services as surplus fuel in order for the unit to receive a credit for the amount turned in.

12. Surplus fuel may not be stored for use within the units.

13. RCRS reserves the right to adjust the quantity of fuel issued.

REFERENCES:

- (a) MCO P5090.2A - Environmental Compliance and Protection Manual
- (b) MCIEAST-MCB CAMLEJO 5090.9 Hazardous Material/Waste Management
- (c) BO 5090.12 - Environmental Impact Review Procedures
- (d) ESOP 9.7 - Bulk Storage and Management of Hazardous Materials
- (e) 211228Z AUG 10 Coordinated CG II MEF, COMMARSOC, and CO MCB CAMLEJ Closure of Unit Level Fuel Storage Tanks.
- (f) EMD CETEP Training
<https://intranet.emportal.usmc.mil/sites/le/CETEP/default.aspx>

TRAINING: All personnel should be trained on ESOP 9.7, Bulk Storage and Management of Hazardous Materials. An electronic version of the training can be obtained by contacting EMD CETEP Coordinator at 451-5837, or going to the EMD CETEP website and at <http://www.lejeune.usmc.mil/emd/CETEP.htm>.

DOCUMENT OWNER: _____

Record of Revision

Revision Number	Date	Summary of Change	Signature
INITIAL DISTRIBUTION	1262011	NEW ESOP	<i>PH Raper,</i> ECB/EMD
UPDATE	06012014	UPDATE	<i>S.J. Azok,</i> ECB/EMD

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