

## Environmental Standing Operating Procedure (ESOP)

<b>TITLE:</b>	<b>USED OIL/USED FUEL MANAGEMENT PROGRAM</b>
<b>RELATED BO:</b>	5090.91
<b>PURPOSE:</b>	This SOP establishes the procedures for the Used Oil/Used Fuel management program. Ensure the SOP is included in the unit's environmental SOP.
<b>APPLICABILITY:</b>	<p>Used Oil/Used Fuel is exactly what its name implies, any petroleum-based or synthetic oil product that has been used. During normal use, impurities such as dirt, metal scrapings, water or chemicals, can get mixed in with the oil, so that in time, the oil no longer performs well. Properly managed, Used Oil/Used Fuel can be collected, recycled, and re-used. Used Fuel must be stored in separate tanks from Used Oil as the flashpoint for Used Fuel is lower and has the potential to be classified as a Hazardous Waste (HW) if not managed properly. Compressor Oil must also be stored separate as it will add chlorinated solvents to the storage container of Used Oil/Used Fuel which also will make the material a potential HW.</p> <p>This SOP applies to all organizations aboard MCBCL/MCASNR and those in transit or otherwise temporarily resident because of training or mobilization.</p> <p>Garrison operations at MCASNR will coordinate with the Environmental Affairs Division (EAD) 449-5997, MCASNR to determine proper container types for management of used JP-5 fuel and Used Oil/Used Fuel. Servicing of containers at MCASNR will be coordinated through EAD, MCASNR.</p>
<b>RESPONSIBILITY:</b>	All personnel who utilize Used Oil/Used Fuel collection facilities.
<b>PROCEDURE:</b>	<p><b>1. <u>Unit-Level Collection of Used Oil/Used Fuel.</u></b></p> <p>1a. Ensure that containers used to transfer Used Oil/Used Fuel to its storage location are labeled "Used Oil/Used Fuel."</p> <p>1b. Contaminated POL's/Used Oil/Used Fuel which cannot be utilized in tactical vehicles and other used petroleum products, will be collected in a tank or other container of sufficient capacity [unless otherwise authorized by MCBCL Environmental Management Division's (EMD) Pollution Abatement Section] The ECO will notify EMD when the tank reaches 75% of its capacity. EMD will provide a ticket number for documentation and will dispatch a vehicle to remove the Used Oil/Used Fuel. In the event of an emergency, properly marked 55-gallon drums may be used as temporary storage containers for Used Oil/Used Fuel. Permanent utilization of 55-gallon drums for used oil/used fuel storage requires EMD approval on a case-by-case basis. Ensure proper secondary containment is available for all Used Oil/Used Fuel at all times.</p> <p>1c. Spent/unserviceable lubrication grease will be collected, stored in suitable containers and turned in to EMD on the unit's designated turn-in day. Transfer containers must be emptied &amp; cleaned each day at the close of business.</p> <p>1d. Ensure that POLs/Used Oil/Used Fuel are handled safely &amp; minimize the possibility of spillage from the POL containers during transfer.</p>

1e. Oil-saturated soil in the vicinity of oil and petroleum storage areas should be analyzed to determine proper disposal procedures. Request for soil excavation & analysis will be submitted to the EMD.

1f. Personnel changing private owned vehicle (POV) oil aboard the Installation will use established Marine Corps Community Services (MCCS) facilities and deposit Used Oil/Used Fuel in one of the authorized collection centers.

## **2. Used Oil/Used Fuel Storage at Generation Points**

2a. The label "USED OIL/USED FUEL", or similar marking, must be clearly labeled on containers and aboveground storage tanks (AST's) used to store Used Oil/Used Fuel and on fill pipes used to transfer Used Oil/Used Fuel into an Underground Storage Tank (UST) system.

2b. Containers used to store Used Oil/Used Fuel must be in good condition. Containers should not be leaking, bulging, rusting, damaged, or dented.

2c. Containers must be made of, or lined with, materials compatible with the Used Oil/Used Fuel stored in them.

2d. Containers must be closed during storage and when not being filled.

### **2e. Secondary Containment**

(1) Secondary containment must be provided for AST's (capable of holding 55 gallons or more) used to store Used Oil/Used Fuel. Weekly inspections must be conducted. Secondary containment must be compatible with and impervious to the product stored and any accumulated precipitation or soil conditions. The secondary containment must also meet the following criteria:

(a) Must be designed to contain 100 percent of the capacity of the largest tank within its boundary, plus precipitation from a maximal 25-year, 24-hour rainfall event\*. (This number is the volume of the largest container, plus 8" of freeboard).

(b) Must be free of cracks or gaps;

(c) Be capable of collecting releases and accumulated liquids until removal is possible;

(d) Be constructed of, or lined with, materials compatible with the Used Oil/Used Fuel;

(e) Be sloped or designed to drain and remove liquids from leaks, spills, or precipitation;

(f) Is capable of being drained.

2f. Appropriate measures must be taken to prevent overfilling, including:

(1) Spill prevention controls;

(2) Overfill prevention controls;

(3) Frequent checking of tank levels using a dipstick, and

(4) Maintain sufficient freeboard to prevent overtopping by waves, wind action, or precipitation for uncovered tanks used in tactical operations.

\*Criteria is applicable only under circumstances where the Used Oil/Used Fuel AST is located outside or is located inside with the potential of spillage reaching the exterior of the building

	<p><b>3. <u>Collection &amp; Transport of Used Oil/Used Fuel by EMD</u></b></p> <p>3a. The ECO notifies EMD when the Used Oil/Used Fuel tank is at 75% capacity. EMD personnel will provide unit with a ticket number. This should be documented on the weekly AST inspection sheet maintained in the unit SOP.</p> <p>3b. Prior to collection, EMD tests the tank contents for halogens using a Chloro-D field test kit. If the halogen level is less than 1000 ppm, the Used Oil/Used Fuel is collected &amp; transported to the Bldg 977 complex where it is stored &amp; dewatered. If the material tests higher than 1000 ppm, further testing is conducted to determine if the Used Oil/Used Fuel is contaminated &amp; needs to be disposed of as a hazardous waste.</p>
	<p><b>4. <u>Management of Used Oil/Used Fuel Filters.</u></b> Used Oil/Used Fuel Filters manufactured in the United States for military &amp; personal vehicles shall be disposed of as a solid waste consistent with the following procedures:</p> <p>4a. Each Used Oil/Used Fuel filter will have a dome or anti-drain back valve punctured &amp; will be drained for a minimum of 24 hours. Residual oil will be properly placed in the unit's Used Oil/Used Fuel collection tanks.</p> <p>4b. Properly drained Used Oil/Used Fuel filters will be placed into a 55-gallon container for weekly turn-in to the EMD Consolidation Center.</p>
	<p><b>5. <u>Prohibited Acts.</u></b></p> <p>5a. No person may knowingly:</p> <ul style="list-style-type: none"> <li>(1) Discharge Used Oil/Used Fuel into oil and water separators, sewers, drainage systems, septic tanks, floor drains, surface waters, ground waters, watercourses, or marine waters;</li> <li>(2) Dispose of Used Oil/Used Fuel in landfills in the state;</li> <li>(3) Mix Used Oil/Used Fuel with solid waste that is to be disposed of in landfills;</li> <li>(4) Mix Used Oil/Used Fuel with hazardous substances that make it unsuitable for recycling or beneficial use.</li> </ul> <p>5b. Used Oil/Used Fuel shall not be used for road oiling, dust control, weed abatement, or other similar purposes that have the potential to release Used Oil/Used Fuel into the environment.</p>

	<p><b>6. <u>Spill Reporting and Response Requirements</u></b></p> <p>6a. All units are required to have a Unit Level Contingency Plan (ULCP) per Base Order 5090.9. Ensure the ULCP contains policies/procedures for the control &amp; prevention of oil &amp; hazardous material spills. The ULCP must be posted prominently.</p> <p>6b. Any releases or spills that occur in &amp; around the area of the Used Oil/Used Fuel storage facilities must be reported immediately to the Fire &amp; Emergency Services Division by phoning 911. A Spill Report must be filled out &amp; forwarded to the command ECC, via the unit ECO/AECO, and also must be maintained in the unit environmental SOP. Copies of forms can be obtained by the unit ECO or command ECC.</p> <p>6c. Units must stock appropriate amounts of spill containment &amp; control equipment onsite for use in the event of a spill.</p> <p>6d. Signs are to be posted in the vicinity of the Used Oil/Used Fuel facilities that will indicate the following information:</p> <p style="text-align: center;"><b>IN CASE OF AN OIL OR HAZARDOUS MATERIALS SPILL CALL FIRE &amp; EMERGENCY SERVICES DIVISION AT 911 NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY</b></p> <p>The signs must have yellow background &amp; black lettering. Information to purchase the signs can be acquired from the cognizant Environmental Compliance Coordinator (ECC).</p>
<b>REGULATORY CITATION:</b>	<ul style="list-style-type: none"> <li>• Resource Conservation &amp; Recovery Act</li> <li>• MCO P5090.2A</li> <li>• 40 CFR 279</li> <li>• MCBCL Stormwater Pollution Prevention Plan</li> <li>• EMD SOP "Management &amp; Storage of 55-Gallon Containers of Hazardous Material" <a href="http://facilities.lejeune.usmc.mil/EMD/compliance/shop_sop.htm">http://facilities.lejeune.usmc.mil/EMD/compliance/shop_sop.htm</a></li> </ul>
<b>TRAINING:</b>	<p>All Training must be requested through unit ECO -&gt; ECC -&gt; EMD</p> <ul style="list-style-type: none"> <li>• <u>EM 101 – Hazardous Material/Hazardous Waste Initial Training</u> - Required for all ECOs, ECCs, Site Managers</li> <li>• <u>EM105 – Above Ground Storage Tank/Underground Storage Tank training</u></li> <li>• <u>Shop-Level Training Modules</u> – Modules which involve various environmental media topics applicable to shop level personnel <a href="http://facilities.lejeune.usmc.mil/EMD/training/shoptraining.htm">http://facilities.lejeune.usmc.mil/EMD/training/shoptraining.htm</a></li> </ul>

<b>DEFINITIONS:</b>	<ul style="list-style-type: none"><li>• Used Oil – Any oil that has been refined from crude oil or any synthetic oil that has been used and as a result of such use is contaminated by physical or chemical impurities.” Animal and vegetable oils are excluded from this definition.</li><li>• Discharge of Oil – Discharges that violate applicable water quality standards or cause a film or sheen upon, or discoloration of, the surface of the water or adjoining shoreline or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shores.</li><li>• POLs – Petroleum, oils and lubricants</li><li>• Fuel – any petroleum based fluid other than oil such as JP5, JP8 , gasoline, diesel, kerosene etc.</li></ul>
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