

Environmental Standard Operating Procedures (ESOP)

TITLE: ESOP 9.103 | VEHICLE WASH RACKS

PURPOSE: This Environmental Standard Operating Procedure (ESOP) provides environmental guidelines for the management of vehicle wash racks. Washing and cleaning is an essential element of vehicle and equipment maintenance and is critical to the mission of Marine Corps Installations East - Marine Corps Base Camp Lejeune (MCIEAST - MCB CAMLEJ) and Marine Corps Air Station New River (MCASNR). However, wastewater from vehicle and equipment washing is typically contaminated with sediment (sand, dirt, grit, mud, and similar materials), oil and fuel. Sediment, oil and fuel can interfere with the performance of the wastewater collection and treatment system. To prevent adverse impact on the wastewater treatment system, each wash rack discharges to pollution abatement facilities (e.g., oil-water separator (OWS), grit chamber, etc.) to remove oil and sediment. This ESOP should be used in conjunction with ESOP 9.102, which governs proper management of pollution abatement facilities. **This ESOP must be placed in the unit's Environmental Hazardous Waste/Hazardous Material Operations (EHW/HM Ops) binder.**

APPLICABILITY: This ESOP applies to all organizations organic to or tenanted aboard MCIEAST - MCB CAMLEJ, MCASNR, and those in transit or otherwise temporarily resident because of training or mobilization.

RESPONSIBILITY: All organizations or personnel utilizing vehicle wash racks.

PROCEDURE:

1. Prohibited Activities:

a. The direct discharge or disposal of grease, oils, fuels, hazardous materials (HM) or hazardous waste (HW) onto the wash rack or associated oil-water separator, is STRICTLY PROHIBITED.

b. Use of high emulsifying soaps affects the efficiency of an OWS. Consult soap product Safety Data Sheet (SDS) or contact Environmental Management Division (EMD)/Resource Conservation and Recovery Section (RCRS) for questions regarding soaps. ONLY LOW EMULSIFYING SOAPS ARE AUTHORIZED AND MUST BE APPROVED FOR USE ON THE UNIT'S AUTHORIZED USE LIST (AUL).

c. Do not park vehicles or store equipment or materials on the wash rack for any purpose other than washing. Wash rack and pollution abatement facilities should never be used for secondary containment.

d. Performing vehicle or equipment maintenance on the wash rack is STRICTLY PROHIBITED.

e. Vehicle washing that can drain to any storm water conveyances, such as storm drain inlets, open ditches, or other identified storm water conveyances, is STRICTLY PROHIBITED unless approved in writing by EMD/RCRS.

2. Operational Controls:

a. All hoses shall utilize a nozzle that prevents the constant free flow of water into the wash rack.

b. When used, high-pressure washers (highly encouraged) must be maintained and operated in accordance with the manufacturer's recommendations.

c. Notify EMD/RCRS at 451-5264 immediately upon discovery of any cracks, leaks, blockages of drains or other malfunctions occurring on the wash rack or associated structures. Follow up with a work request to Public Works Division (PWD)/Operations Section for repairs by calling the work reception desk at 451-3001.

d. Triple-rinsing of empty petroleum, oils, and lubricants (POL) containers 55 gallons and below on the wash rack is authorized. All containers exceeding 55 gallons must be brought to EMD/RCRS. Contact EMD/RCRS for an appointment at 451-5475/1482.

e. Units/tenants are responsible for all policing and housekeeping of the wash racks.

3. Documentation and Recordkeeping:

a. Inspection of the entire pollution abatement facility, which includes the wash rack, must be performed on each operational day. Inspections will include the daily status of the OWS system (including the wash rack) with regards to excess oils, sediment and solid wastes (a primary indicator of a malfunctioning pollution abatement facility). Inspections will be performed utilizing Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/31, titled "Monitoring Log for Oil Pollution Abatement Facilities OWS Daily Inspection". The form can be downloaded from the EMD website at https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/OWS_Daily_Inspection_Form.pdf These records must be maintained by the unit in the EHW/HM Ops binder for three (3) years.

b. Service and maintenance records, along with service request tracking information, shall be maintained with the inspection records identified in 3.a. above.

4. Spill Reporting Response Requirements:

a. All units are required to have a Unit Level Contingency Plan (ULCP) per Marine Corps Installations East - Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.4. Ensure the ULCP contains policies and procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently.

b. Any releases or spills that occur in and around the area of responsibility must be reported immediately to the Base Fire and Emergency Services Division (FESD) by dialing 911. A Spill Report, Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18, must be completed and forwarded to the command Environmental Compliance Coordinator (ECC) via the unit ECO or Alternate

Environmental Compliance Officer (AECO). A copy of the completed Spill Report must also be maintained in the unit EHW/HM Ops Binder. Forms can be obtained by the unit ECO or command ECC and may also be downloaded at <https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/UNIT%20LEVEL%20SPILL%20FORM.pdf>.

c. Units must stock appropriate amounts of spill containment and control equipment onsite for use in the event of a spill.

d. Signs are to be posted in the vicinity of the used oil, off spec fuel, used antifreeze, hazardous material, or pollution abatement facilities that will indicate the following information:

**IN CASE OF AN OIL OR HAZARDOUS MATERIALS SPILL
CALL FIRE and EMERGENCY SERVICES DIVISION AT 911
NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY**

The sign must have yellow background and black lettering. Information to purchase the signs can be acquired from the cognizant ECC.

TRAINING: Unit personnel shall be trained on all provisions of this ESOP. All training must be requested through unit ECO or AECOs -> ECC-> EMD/Environmental Compliance Branch (ECB)

a. Unit commanders shall ensure that personnel who perform operations such as vehicle maintenance, fueling, or washing are properly trained in the operation and maintenance of pollution abatement facilities. Personnel shall be trained on the environmental impact of oil and HM spills, and prevention of such incidents.

b. EM 101 - Initial Hazardous Material and Hazardous Waste Training - Required for all ECOs, AECOs, ECCs, and AST Operators

c. EM 102 - Refresher Hazardous Material and Hazardous Waste Training - Required annually for all ECOs, AECOs, ECCs, and AST Operators who have received EM 101

d. EM 103 - HM Transportation for Drivers - Required annually for all ECOs, AECOs, ECCs, and AST Operators

e. EM 104 - ECO/ECC Training Class - Required annually for ECOs, AECOs, and ECCs

f. EM 105 - UST and Veeder-Root Training - Required for all Marine Corps Community Services (MCCS) ECOs, AECOs, ECCs, and MCCS UST operators

g. EM 106 - Air Quality Training - Required for all ECOs, AECOs, ECCs, and Air Emission Source Operators

h. EM 107 - AST and Spill Prevention Control and Countermeasures (SPCC) Training - Required for all ECOs, AECOs, ECCs, and AST operators

i. EM 108 - PAF/OWS Training - Required for all ECOs, AECOs, ECCs, PAF, and OWS operators

j. Shop-Level Training Modules - Modules which involve various environmental media topics applicable to shop level personnel.

k. Computer-Based Training (CBT) - Numerous CBTs are provided within the Environmental Learning Management System (eLMS) for military & civilian Marines to utilize to improve their environmental knowledge. These CBTs can be accessed at <https://www.marinenet.usmc.mil/marinenet/Courses/Catalog.aspx>

l. Training should be documented in the individuals' training record using Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.9/27. This form can be found at [https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_5090.9_27_\(Environmental_Personnel_Training_Record\).pdf](https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_5090.9_27_(Environmental_Personnel_Training_Record).pdf).

REFERENCES:

- a. Resource Conservation and Recovery Act (RCRA)
- b. MCO 5090.2, *Environmental Compliance and Protection Program, Vol. 1-21*
- c. MCIEAST-MCB CAMLEJO 5090.4, *Environmental Compliance Evaluation Program Aboard MCB CAMLEJ*
- d. MCIEAST-MCB CAMLEJO 5090.9, *Hazardous Material/Waste Management*
- e. MCIEAST - MCB CAMLEJ and MCAS New River Storm Water Pollution Prevention Plan

DEFINITIONS:

- a. Daily - Every operational day; excludes weekends, holidays, etc.
- b. 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.
- c. Oil - Any petroleum-based fluid or semisolid - Includes crude oil, gasoline, kerosene, diesel, all light and heavy fuel oil, lube oil, used oils, oil sludge, oil refuse and synthetic based lubricating and transmission products.
- d. Oil-Water Separator - a waste management unit, generally a tank, that is used to separate oil or organics from water. A separator consists of not only the separation unit, but also the fore bay and other separator basins, skimmers, grit chambers and bar screens.
- e. Pollution Abatement Facility - any equipment, plant, treatment works, structure, machinery, apparatus or land, or any combination thereof, acquired, used, constructed or operated for the storage, collection, reduction, recycling, reclamation, disposal, separation or treatment of water or wastes, or for the final disposal of residues resulting from the treatment of water or wastes.

Record of Revision

Revision Number	Date	Summary of Change	Signature
UPDATE	XXXX2020	UPDATE FORMATTING AND CONTENT	<i>X.X. XXXX</i> ECB/EMD

MONITORING LOG FOR OIL POLLUTION ABATEMENT FACILITIES

OWS Daily Inspection

MONTH: _____

UNIT: _____ BUILDING NUMBER: _____

DAY INSPECTED	PERSON CONDUCTING INSPECTION	TIME	IS OWS FREE OF DEBRIS?		IS THERE LESS THAN 2" OF OIL ON TOP?		IS THE PIV CLOSED? (IF APPLICABLE)		IF DEBRIS PRESENT WAS IT REMOVED?		WAS A SERVICE TICKET REQUIRED?		TICKET NUMBER	COMMENT/PERSON CONTACTED FOR TICKET NUMBER
1			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
2			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
3			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
4			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
5			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
6			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
7			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
8			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
9			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
10			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
11			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
12			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
13			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
14			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
15			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
16			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
17			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
18			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
19			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
20			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
21			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
22			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
23			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
24			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
25			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
26			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
27			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
28			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
29			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
30			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
31			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

MCIEAST-MCB CAMP LEJEUNE
SPILL REPORT

SHADED AREAS ARE FOR RCRS USE ONLY

TITLE/LOCATION			
DATE		TIME	
RESPONSE NAME/UNIT:			
SPILL CATEGORY (SELECT ONE)	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> HAZWASTE	<input type="checkbox"/> POL <input type="checkbox"/> WASTEWATER <input type="checkbox"/> OTHER <input type="text"/>
PRODUCT SPILLED			
QUANTITY SPILLED			
LATITUDE		LONGITUDE	
HOW WAS SPILL DISCOVERED			
SOURCE OF THE SPILL			
CAUSE OF THE SPILL			
MISSION IMPACT			
WERE SAMPLES TAKEN (CHECK ONE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

ANALYSES REQUESTED / PERFORMED ON SAMPLES	
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DID THE SPILL (CHECK ONE)	ENTER A WATERWAY?	REACH WITHIN 100' OF SURFACE WATER?	REACH WITHIN 1500' OF A WATER SUPPLY WELL?	GO OFF BASE?
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

HOW WAS THE SPILL CONTAINED?	
WHAT DANGERS DID THE SPILL PRESENT?	
WHAT WERE THE ENVIRONMENTAL IMPACTS?	
WHAT RECOVERY EFFORTS WERE USED?	
IF OIL SPILLED, WHAT PERCENT WAS RECOVERED?	
HOW WERE RESIDUALS DISPOSED OF?	
WEATHER CONDITIONS?	

REPORTABLE SPILL? (CHECK ONE)	<input type="checkbox"/> YES <input type="checkbox"/> NO	WAS A REGULATORY AGENCY CONTACTED:	<input type="checkbox"/> YES <input type="checkbox"/> NO
AGENCY NAME (IF)	<input type="checkbox"/> NCDEQ NCDEQ REPORT# <input type="text"/>	<input type="checkbox"/> NCDEM NCDEM REPORT# <input type="text"/>	
REGULATORY DRIVER			
NRC NOTIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO	NRC INCIDENT NUMBER:	<input type="text"/>

WHAT MEASURES WERE PUT IN PLACE TO PREVENT RECURRENCE?		
ADDITIONAL INFORMATION OR COMMENTS		
SPILL POC <input type="text"/>	E-MAIL <input type="text"/>	PHONE <input type="text"/>

ENVIRONMENTAL PERSONNEL TRAINING RECORD

EMPLOYEE NAME:

EMPLOYEE UNIT:

JOB TITLE/DESCRIPTION:

DATE ASSIGNED:

DATE RECORD CLOSED/ARCHIVED:

DATE	DESCRIPTION OF TRAINING	NAME OF COMPANY OF TRAINER	TRAINING HOURS

Signature: _____

(Assigned Individual)

Date: _____

Signature: _____

(ECO or Supervisor)

Date: _____

Reset Form

Print Form