

Environmental Standard Operating Procedures (ESOP)**TITLE: ESOP 9.3 | MANAGEMENT OF SOLVENT PARTS WASHERS**

PURPOSE: This ESOP provides environmental guidelines for the use of parts washers containing organic and aqueous solvents. The use of self-contained parts washers is an effective means of recycling solvents and preventing contamination of wastewater. However, solvent selection can have environmental consequences. Depending on the solvent selected, organic solvent parts washers may generate hazardous waste and air pollution, while water-based solvents may be corrosive to mechanical parts.

APPLICABILITY: Marine Corps Base, Camp Lejeune (MCBCL) has a service agreement with a vendor to supply parts washer service for the machines and solvent on a regularly scheduled basis. *(All self-contained parts washers aboard MCBCL must operate under the approved parts washers vendor contract on file in the MCIEast Contracting office).* It is imperative that operating personnel or persons having cognizance over the facility's usage implement the procedures provided in this ESOP to comply with environmental regulatory requirements. This ESOP applies to all organizations and contractors organic to or tenanted aboard MCB, Camp Lejeune and those in transit or otherwise temporarily resident because of training or mobilization.

RESPONSIBILITY: All personnel individuals working with organic and aqueous solvent parts washers aboard Marine Corps Base, Camp Lejeune.

PROCEDURE:1. Prohibited Activities.

a. The Direct Disposal of Oils, Fuels, Hazardous Materials or Hazardous Waste into the parts washer is STRICTLY PROHIBITED.

b. Units are not authorized to remove or change-out solvent in the parts washer.

c. All parts washers are inventoried by both the vendor and EMD. Units are **NOT** authorized to change the location or remove the parts washers during deployment/field exercises. Should a parts washer require relocation, the unit should notify its MSC-level Environmental Compliance Coordinator (ECC). The ECC will contact the MCIEAST-MCB CamLej Contracting Contract Representative (COTAR) to relocate the

machine; the COTAR will consult with EMD on location then contact the vendor to request relocation.

2. Operational Controls.

a. Material Safety Data Sheets (MSDSs) are available from the vendor & must be readily available to personnel. All personnel are to read & adhere to the MSDS and/or Safety Data Sheets (SDS), warning labels & information posted on the parts washer.

b. . Ensure unit personnel utilize the proper personal protective equipment (PPE) when conducting cleaning operations in the parts washer.

c. Do not contaminate solvent with other chemicals, i.e. paint, gasoline, etc. Drain all parts before placing in the parts washer.

d. Remove gross contamination using wipes & rags before placing parts in the parts washer. When parts are washed, allow excess solvent to drain back into the parts washer. Rags contaminated with HM other than POL (i.e. solvents) will **NOT** be placed in the POL Used Rags & Matting container. This material should be containerized separately, labeled with the HM it contains. List the contents of this container on the HM Worksheet with the corresponding solvent name & include a MSDS for the solvent with the paperwork. RCRS will manage this material accordingly.

e. Ensure the parts washer is free of visible leaks.

f. The cover of the parts washer must be operating properly & kept closed when not in use.

g. Ensure equipment is operated & maintained in strict compliance with the vendor's recommendations.

3. Servicing/Maintenance Requests.

a. All servicing/maintenance is to be performed by the vendor. Washers are serviced every 16 weeks or less. Servicing can mean either a full replacement of solvent or topping off the tank but not replacing the still serviceable solvent..

b. Units must maintain service tickets that are provided by the vendor. Tickets are signed by both the vendor & the unit representatives. Service tickets will be maintained in the unit Environmental SOP binder for a period of one (1) year.

c. Units must contact the MCIEAST-MCB CAMLEJ COTAR and the vendor in order to generate a work ticket for any malfunctions in the parts washing system.

4. Unit-Owned Machines. In order to maximize the control and disposal of hazardous solvents, unit owned machines are not encouraged. However, if a unit has a non contractor furnished machine, they will report that tank to EMD during their scheduled ECE inspections and have it serviced at intervals set forth in the Base-wide contract. Units who are in possession of parts washer(s) that were not obtained through the Base wide parts washer contract must. :

a. Contact Safety Kleen to have parts washer added to the listing of "Unit-Owned Machines" to ensure visibility, accountability and proper servicing.

b. Contact Base Contracting & request to have their parts washer included in the Base-wide contract for servicing. Units are not authorized to purchase solvent for these types of machines; this would potentially be generating a new HW waste stream that the unit is not authorized to manage without EMD approval.

5. Environmental Compliance Coordinators (ECC) Responsibilities/ Unit Environmental Officer (ECO) Responsibilities.

a. ECO must contact the MSC ECC when parts washers need to be moved within a facility or with service requests. The ECC will contact the MCIEast COTAR.

b. ECO must ensure that unauthorized maintenance (to include the changing out or adding of solvent and the altering or repairing of equipment) is not conducted by unit personnel.

c. ECC and ECO must ensure that personnel who utilize the parts washer(s) are familiar, and follow, all procedures as outlined by this ESOP.

6. Spill Reporting Response Requirements.

a. 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 & prevention of oil & hazardous material spills. The ULCP must be posted prominently.

b. Any spills or releases that may occur in & around the area of the parts washer must be reported immediately to the Security and Emergency Services Division by phoning 911. A Spill Report must be filled out & forwarded to RCRS, EMD (451-3471 (fax)). Copies of forms can be obtained by the unit ECO, command ECC, EMD.

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

d. Signs are to be posted in the vicinity of the parts washers that will indicate the following information:

IN CASE OF AN OIL OR HAZARDOUS MATERIALS SPILL CALL 911

NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY

REFERENCES:

- (a) Resource Conservation and Recovery Act
- (b) MCIEAST-MCB CAMLEJO 5090.9
- (c) MCIEAST-MCB CAMLEJBul 5090

TRAINING:

- OJT for use of the parts washer
- Parts Washer Users Manual

Revision Number	Date	Summary of Change	Signature
INITIAL DISTRIBUTION	08162005	DISTRIBUTED UNDER POLICY LETTER TO DISTRIBUTION A	<i>PH RAPER.</i> ECB/EMD
Update	11242008	RE-DISTRIBUTED UNDER POLICY LETTER TO DISTRIBUTION A	<i>K. HUNNES.</i> ECB/EMD
Update	01132011	RE-DISTRIBUTED UNDER POLICY LETTER TO DISTRIBUTION A	<i>PH RAPER.</i> ECB/EMD
UPDATE	06012014	UPDATE FORMATTING AND CONTENT	<i>S.J. AZOK.</i> ECB/EMD

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