



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5090.91  
G-F/EMD

MAY 22 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
5090.91

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AND MARINE CORPS AIR STATION NEW  
RIVER USED OIL OR USED FUEL AND POLLUTION ABATEMENT FACILITY  
MANAGEMENT

Ref: (a) Resource Conservation and Recovery Act, 42 U.S.C. §6901 et  
seq.  
(b) Clean Water Act, 33 U.S.C §1251 et seq.  
(c) North Carolina General Statute, §143-215.75  
(d) North Carolina Administrative Code, 15A N.C.A.C. 13B .0100  
et seq. (1976)  
(e) MCO P5090.2A Ch 3  
(f) National Environmental Policy Act  
(g) MCIEAST-MCB CAMLEJO 5090.10

Encl: (1) 9.101 Used Oil or Used Fuel Management Program  
Environmental Standing Operating Procedures (ESOP)  
(2) 9.102 Management of Pollution Abatement Facilities  
Environmental Standing Operating Procedures (ESOP)

Report Required: I. Oil Spill Report  
(Reports Control Symbol DD-5090-10), enclosure  
(1), par. 6

1. Situation. Used Oil or Used Fuel is generated on a daily basis aboard Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR). This Order establishes policy to implement the regulatory requirements related to the management of used Petroleum Oils and Lubricants (POL) and pollution abatement facilities in accordance with references (a) through (g). The Environmental Protection Agency (EPA) defines used oil as any oil or fuel that has been used, and as a result of such use, is contaminated by physical or chemical impurities.

2. Cancellation. BO 5090.91.

3. Mission

a. Implement used oil or used fuel best management practices that meet compliance requirements applicable to MCB CAMLEJ and MCAS NR with

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the potential to provide significant benefits through efficient practices, improved environmental management, and enhanced operational capabilities.

b. Summary of Revision. This Order updates previous BO 5090.91 which established and utilized procedures and tasks required for the proper management of used oil/used fuel and pollution abatement facilities to ensure no negative impacts to the environment. This Order should be reviewed in its entirety.

4. Execution. Specific aspects applicable to the management of used oil or used fuel and pollution abatement facilities with respective responsibilities are as follows:

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Manage used oil or used fuel and pollution abatement facilities in a manner that reduces or removes any potential threats to the environment caused by improper management.

(2) Concept of Operations. Establish and utilize procedures and associated tasks required for the proper management of used oil or used fuel and pollution abatement facilities to ensure no negative impacts to the environment.

b. Tasks

(1) Assistant Chief of Staff (AC/S), G-F shall:

(a) Ensure the sale of any used POLs is accomplished through the Defense Logistics Agency (or other appropriate contract services).

(b) Ensure discharges and spills of POLs by individuals or organizations are investigated, and required action is taken to prevent the recurrence of discharges.

(c) Ensure appropriate pollution abatement devices and structures are incorporated into facilities construction projects planned and completed aboard the Installations.

(d) Review projects for pollution abatement devices and structures in order to ensure compatibility with existing sewage collection treatment facilities maintenance programs.

(2) Fire and Emergency Services Division (FESD) shall:

(a) Provide technical support as required and initial emergency response for POL spill incidents.

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(b) Provide technical support for locating new used oil or used fuel storage tanks in accordance with National Fire Protection Association codes.

(3) Resident Officer-in-Charge of Construction (ROICC) shall:

(a) Ensure the Environmental Management Division (EMD) is consulted and/or notified of all contracts administered by the ROICC that performs pollution abatement facility work, to include construction, removal, replacement, and/or upgrade activities.

(b) Ensure that all contract specifications include a requirement that all oil/water separators be connected to the advanced wastewater treatment plant at MCB CAMLEJ.

(4) Director, EMD shall:

(a) Ensure the Installations meet all applicable regulatory requirements related to the prevention of POL spills.

(b) Ensure the Spill Prevention, Controls, and Countermeasures (SPCC) Plan identifies all used oil or used fuel storage locations and pollution abatement facilities aboard MCB CAMLEJ and MCAS NR.

(c) Identify areas of concern to support pollution abatement projects, upgrades, and repairs required for implementation of the Installations' SPCC Plan.

(d) Ensure that all necessary actions are taken for the prevention, control, and abatement of environmental pollution related to the Installations POL facilities, activities, and programs.

(e) Assess the environmental impact of major POL-related projects, operations, and actions to the extent required by reference (f).

(f) Ensure that all POL products obtained and used conform to Federal and state regulations that relate to the protection of the environment.

(g) Provide laboratory support and technical guidance as needed.

(h) Provide spill response support at the request of the on-scene coordinator.

(i) Ensure review of all POL-related projects by the EMD staff.

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(5) Environmental Compliance Branch, EMD, G-F shall:

(a) Ensure compliance with all State of North Carolina used oil or used fuel registration and reporting requirements applicable to the installations and all tenant commands.

(b) Provide service for the installations and tenant commands used oil or used fuel collection and other pollution abatement facilities to include, pumping out oil storage tanks at regular intervals.

(c) Provide testing services to determine proper used oil or used fuel handling and disposal procedures.

(d) Provide technical assistance relating to used oil or used fuel handling procedures including labeling, storage, and containment requirements.

(e) Ensure all required EPA and/or North Carolina Department of Natural Resources used oil or used fuel transporter license and numbers are obtained and maintained.

(f) Manage the used oil or used fuel recycling program to include: collection and testing of used oil or used fuel, servicing of oil/water separators and grit chambers, and storage and transport of used oil or used fuel.

(g) Provide periodic servicing/inspection of pollution abatement facilities and initiate actions to correct maintenance discrepancies through the environmental compliance evaluation program.

(6) All Organizations aboard MCB CAMLEJ and MCAS NR shall:

(a) Conduct used oil or used fuel collection and storage operations in compliance with enclosure (1) of this Order.

(b) Conduct facility pollution abatement management in compliance with enclosure (2) of this Order.

(c) Document daily facility inspections using Figure 1 in enclosure (2).

(d) Immediately notify the FESD of spills at 911 and ensure equipment and personnel are available to provide assistance with clean-up resulting from spillage or overfills. For specific spill reporting procedures aboard MCAS NR, refer to ASO 5090.2B.

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(7) Environmental Compliance Coordinators (ECC) shall:

(a) Serve as the tenant command, major subordinate command, and major subordinate element point of contact for matters involving environmental issues and compliance with this Order.

(b) Ensure all commands within their cognizance adhere to the procedures provided in enclosures (1) and (2).

(c) Conduct and document quarterly inspections of all environmental areas, including used oil or used fuel storage areas and pollution abatement facilities.

(d) Ensure all command required inspections are conducted.

(e) In the absence of unit Environmental Compliance Officer (ECO), conduct required monthly inspections.

(8) Environmental Compliance Officers (ECOs) shall:

(a) Serve as unit/department point of contact for matters involving environmental issues in compliance with this Order.

(b) Conduct and document monthly inspections of all environmental areas within the unit, including used oil or used fuel storage areas and pollution abatement facilities.

(c) Ensure all unit/department required daily, weekly and monthly inspections are conducted.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and MCAS NR to include, subordinate and tenant commands, contractors, and all staff sections.

b. Signal. This Order is effective the date signed.



M. L. SCALISE  
Deputy Commander

DISTRIBUTION: A/C (plus MCAS NR, H&S BN, and WTBN)

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Title: 9.101-USED OIL OR USED FUEL MANAGEMENT PROGRAM ENVIRONMENTAL  
STANDING OPERATING PROCEDURES (ESOP)

Related: MCIEAST-MCB CAMLEJO: 5090.91

Purpose: This ESOP establishes the procedures for the Used Oil or Used Fuel Management Program. Ensure this ESOP is included in the unit's environmental SOP binder.

Applicability: Used Oil or 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 or 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 higher 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 may add chlorinated solvents to the storage container of Used Oil or Used Fuel which also will make the material a potential HW.

This ESOP applies to all organizations aboard MCB CAMLEJ and MCAS NR and those in transit or otherwise temporarily resident because of training or mobilization.

Garrison operations at MCAS NR will coordinate with the Environmental Affairs Department (EAD) (910) 449-5997, MCAS NR to determine proper container types for management of used JP-5 fuel and Used Oil or Used Fuel. Servicing of containers at MCAS NR will be coordinated through the EAD, MCAS NR.

Responsibility: All personnel who utilize Used Oil or Used Fuel collection facilities.

Procedure:

1. Unit-Level Collection of Used Oil or Used Fuel

a. Ensure that containers used to transfer Used Oil or Used Fuel to its storage location are labeled "Used Oil or Used Fuel."

b. Contaminated POLs/Used Oil or 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 the MCIEAST-MCB CAMLEJ EMD Pollution Abatement Section). In the event of an emergency, properly marked 55-gallon drums may be used as temporary storage containers for Used Oil or Used Fuel. Ensure proper secondary containment is available for all Used Oil or Used Fuel containers.

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c. Spent/unserviceable lubrication grease will be collected, stored in suitable containers, and disposed of in accordance with instructions provided by the EMD. Transfer containers must be emptied and cleaned each day at the close of business.

d. Ensure that POLs/Used Oil or Used Fuel are handled safely and minimize the possibility of spillage from their containers.

e. In the event that oil-saturated soil is discovered in the vicinity of oil and petroleum storage areas, immediately call 911 to report a spill. EMD personnel will determine the appropriate disposal procedures. Clean-up of contaminated soil is the responsibility of the unit unless it is determined by EMD that contractor support is warranted.

f. Personnel changing oil in privately owned vehicles aboard MCB CAMLEJ will use established Marine Corps Community Services facilities and deposit Used Oil or Used Fuel in one of their authorized collection containers. Maintenance conducted on privately owned vehicles in parking lots, parking garages, BOQ/BEQ areas, and training areas is prohibited. Vehicles found in violation will be reported Provost Marshall's Office and owner's chain of command.

## 2. Used Oil or Used Fuel Storage at Generation Points

a. The words "USED OIL OR USED FUEL", or similar marking, must be clearly labeled on containers and aboveground storage tanks (ASTs) used to store Used Oil or Used Fuel and on fill pipes used to transfer Used Oil or Used Fuel into an Underground Storage Tank system.

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

c. Containers for storage must be made of, or lined with materials compatible with Used Oil or Used Fuel.

d. Containers must remain closed during storage and when not in use.

e. Secondary Containment. Secondary containment must be utilized for ASTs (with the capacity of 55 gallons or more) storing Used Oil or Used Fuel. Weekly inspections for permanent secondary containment, daily inspections for temporary secondary containment, must be conducted. The secondary containment must also meet the following criteria:

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(1) 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).

(2) Free of cracks or gaps;

(3) Secondary containment must be constructed to collect all liquids released until removal is possible. Temporary secondary containment must be utilized following manufacturer's instructions and have all equipment installed as directed by the manufacturer;

(4) Constructed of, or lined with, materials compatible with the Used Oil or Used Fuel;

(5) Sloped or designed to drain and remove liquids from leaks, spills, or precipitation; and

(6) Capable of being drained with drain cap installed.

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

3. Collection and Transportation of Used Oil or Used Fuel by EMD

a. When a Used Oil or Used Fuel tank is approaching 75 percent capacity, the unit ECO will notify the EMD/Pollution Abatement Section (PAS) by generating a Work Request, see figure 1 of enclosure (1), available at

<http://www.lejeune.marines.mil/OfficesStaff/EnvironmentalMgmt/HazardousWasteMaterialManagement.aspx> and send it to mail box

Lejeune\_PAS@usmc.mil. Upon receipt of figure 1, the EMD will dispatch a vehicle to service your Used Oil or Used Fuel tank.

b. Prior to removing Used Oil or Used Fuel from your tanks, 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 or Used Fuel is collected and transported to building 977 where it is stored and dewatered. If the material tests higher than 1,000 ppm, further testing is conducted to determine if the Used Oil or Used Fuel is contaminated and needs to be disposed of as a regulated hazardous waste.

4. Management of Used Oil or Used Fuel Filters. Used Oil or Used Fuel Filters manufactured in the U.S. for military and personnel vehicles shall be disposed of as a solid waste consistent with the following procedures:



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a. Each Used Oil or Used Fuel filter will have a dome or anti-drain back valve punctured and will be hot drained for a minimum of 24-hours. Residual Oil/Fuel will be collected in the unit's Used Oil/Fuel tanks.

b. **ALL** properly drained Used Oil or Used Fuel filters will be placed into a 55-gallon container and turned in weekly to the EMD Consolidation Center.

5. Prohibited Acts

a. No person may knowingly:

(1) Discharge Used Oil or Used Fuel into Oil and Water Separators (OWS), Sewers, Drainage systems, Septic tanks, Floor drains, Surface waters, Ground waters, Watercourses, or marine waters;

(2) Dispose of Used Oil or Used Fuel in landfills in the State;

(3) Mix Used Oil or Used Fuel with solid waste that is to be disposed of in landfills; and

(4) Mix Used Oil or Used Fuel with hazardous substances that make it unsuitable for recycling or beneficial use.

b. Used Oil or Used Fuel shall not be used for road oiling, dust control, weed abatement, or other similar purposes that have potential environmental impacts.

6. Spill Reporting and Response Requirements

a. All units are required to publish a Unit Level Contingency Plan (ULCP) per reference (g). The ULCP contains policies/procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently where Used Oil or Used Fuel is stored.

b. Spills in and around any Used Oil or Used Fuel storage facility must be reported immediately to the FESD by calling 911. A Spill Report, figure 2 of enclosure (1), must be filled out and forwarded to the unit ECO and ECC and maintained in the unit environmental SOP binder. Copies of forms can be obtained by the unit ECO or command ECC or by visiting <http://www.lejeune.marines.mil/OfficesStaff/EnvironmentalMgmt/HazardousWasteMaterialManagement.aspx>

c. For specific spill reporting procedures aboard MCAS NR, refer to ASO 5090.2B.

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d. Units must ensure they have on-hand appropriate amount of spill containment and control equipment for use in the event of a spill.

e. Signs are to be posted in the vicinity of the Used Oil or Used Fuel 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 signs must be in good condition and be visible within 25 feet in all directions.

Regulatory Citation:

The requirements for implementation of this ESOP are found in the following regulatory citations and references:  
Resource Conservation and Recovery Act

MCO P5090.2A

40 CFR 279

MCBCL Stormwater Pollution Prevention Plan

ESOP 9.7 "Bulk Storage and Management of Hazardous Materials"  
[http://facilities.lejeune.usmc.mil/EMD/compliance/shop\\_sop.htm](http://facilities.lejeune.usmc.mil/EMD/compliance/shop_sop.htm)

Training:

All Training must be requested through the unit ECO -> ECC -> EMD

EM101 - Hazardous Material/Hazardous Waste Initial Training - Required for all ECOs, ECCs, and Site Managers

EM105 - Aboveground Storage Tank/Underground Storage Tank training

Shop-Level Training Modules - Modules which involve various environmental media topics applicable to shop level personnel:  
<http://facilities.lejeune.usmc.mil/EMD/training/shoptraining.htm>

Definitions:

Oil - Any petroleum-based fluid or semisolid - Includes crude oil, all light and heavy fuel oil, lube oil, oil sludge, oil refuse, and synthetic based lubricating and transmission products.

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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.

Fuel - Any petroleum based fluid other than oil such as JP5, JP8, gasoline, diesel, kerosene etc.

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	<b>MCB CAMP LEJEUNE WORK REQUEST</b>	
<b>REQUEST IDENTIFICATION:</b>		
Request Number: _____	Entered By: _____	
Branch: _____	Entry Date: _____	
Second Request: _____		
<b>UNIT IDENTIFICATION:</b>		
Major Command: _____	Building: _____	
Unit Name: _____	Phone Number: _____	
Unit Point of Contact: _____	RCRS Commodity: _____	
<b>SERVICE DOCUMENTATION:</b>		
Date Inspected: _____	Inspected By: _____	
Date Picked Up: _____	Picked Up By: _____	
Vehicle Used: _____	Amount Picked Up: _____	Unit: _____
FAC/STORAGE: _____	Chlor-n-oil ppm: _____	
<b>ADMINISTRATIVE NOTES:</b>		
<b>DRIVER NOTES:</b>		
<input type="button" value="Submit by Email"/>		

Figure 1

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	<b>MARINE CORPS INSALLATIONS EAST</b> <b>MARINE CORPS BASE CAMP LEJEUNE</b> <b>UNIT LEVEL SPILL FORM</b>	
Spill Date: <input style="width: 200px;" type="text"/>		Spill Time: <input style="width: 150px;" type="text"/>
<b>RESPONDERS</b>		
Response Initiator: <input style="width: 200px;" type="text"/>		Major Command: <input style="width: 150px;" type="text"/>
Phone Number: <input style="width: 200px;" type="text"/>		Unit Name: <input style="width: 150px;" type="text"/>
Fire Department Response: <input style="width: 80px;" type="text"/>	Responder Name: <input style="width: 250px;" type="text"/>	
EMD Respond? <input style="width: 80px;" type="text"/>	Responder Name: <input style="width: 250px;" type="text"/>	
GPS Coordinates: X: <input style="width: 80px;" type="text"/>	Y: <input style="width: 80px;" type="text"/>	
<b>SPILL IDENTIFICATION</b>		
Spilled Substance: <input style="width: 400px;" type="text"/>		State: <input style="width: 60px;" type="text"/>
Source (Vehicle, drum, etc.): <input style="width: 300px;" type="text"/>		Building: <input style="width: 150px;" type="text"/>
Estimated Amount: <input style="width: 80px;" type="text"/>		<input style="width: 80px;" type="text"/>
Cause of Spill: <input style="width: 100%; height: 20px;" type="text"/>		
Containment/Clean-up Action Taken: <input style="width: 100%; height: 20px;" type="text"/>		
Parties Performing Spill Clean-up/Removal (EMD Turn-in Date): <input style="width: 100%; height: 20px;" type="text"/>		
Additional Assistance Required: <input style="width: 100%; height: 20px;" type="text"/>		
<b>REPORT CERTIFICATION</b>		
Printed Name/Rank: <input style="width: 200px;" type="text"/>		Signature: <input style="width: 200px;" type="text"/>
E-mail: <input style="width: 200px;" type="text"/>		Date: <input style="width: 100px;" type="text"/>
<small>All releases must be reported to the Base Fire Department by calling 911. The Environmental Management Division can be reached by calling (910) 451-1482. Units are required to maintain a copy of all completed spill forms, preferably in their ESOP Binder.</small>		
<small>MCIEAST-MCB CAMLEJO-F/EMD/5090.9/18 (2/13)</small>		<small>PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0</small>

Figure 2

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Title: 9.102 MANAGEMENT OF POLLUTION ABATEMENT FACILITIES  
ENVIRONMENTAL STANDING OPERATING PROCEDURES (ESOP)

Related: MCIEAST-MCB CAMLEJO 5090.91

Purpose:

This ESOP establishes the procedures for the management of pollution abatement facilities. Pollution abatement facilities consist of Oil Water Separators (OWS) and their associated influent sources. These facilities must be routinely monitored to ensure proper operational usage. These requirements are established to ensure that compliance with National Pollutant Discharge Elimination System. Ensure this ESOP is placed in the unit's environmental ESOP.

Applicability:

Pollution Abatement facilities collect rinsate (run-off) from vehicle wash racks, and some maintenance garage floor drains, and fuel unloading areas. Without proper oversight, these systems may malfunction and discharge oil to the Base's wastewater treatment plant or to a storm water drainage system. It is imperative that operating personnel or persons having cognizance over the facility's usage implement the procedures provided in this SOP to comply with environmental regulatory requirements.

This section applies to all organizations organic to or residing aboard MCB CAMLEJ, MCAS NR and those in transit or otherwise temporarily resident because of training or mobilization. Tenant activities at MCAS NR will coordinate the servicing of OWS through their ECO via the EAD (910) 449-5997, MCAS NR.

Responsibility:

All units/personnel utilizing pollution abatement facilities associated with their unit operations.

Procedure:

1. Prohibited Activities

a. The Direct Discharge/Disposal of Oils, Fuels, Hazardous Materials or Hazardous Waste into the pollution abatement facility is STRICTLY PROHIBITED.

b. No cans, sticks, leaves, oil filters, rags, brushes, litter, or other foreign objects may be discarded on or into the pollution abatement facility.

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c. Do not use or discard solvents on wash racks or in floor drains. Floor drains are designed for incidental spills, leaks, and are not intended for direct discharges of wastes. Cleaning agents and detergents used on wash racks must be approved and listed on the unit Authorized User List (AUL). Use of high-emulsifying soaps is prohibited. ONLY LOW EMULSIFYING SOAPS APPEARING ON THE UNIT AUL ARE AUTHORIZED.

d. Vehicle washing for fleet vehicles, tactical vehicles or other car washing operations is not authorized unless it is conducted on an approved wash rack, which is connected to an oil water separator system.

e. Do not park vehicles or store equipment or materials on the wash rack for any purpose other than washing.

f. Vehicle or equipment maintenance on the wash rack is STRICTLY PROHIBITED.

g. Triple rinsing of any POL containers on wash racks is STRICTLY PROHIBITED.

## 2. Operational Controls

a. All hoses shall utilize a nozzle, or shut off valve, to prevent the constant free flow of water into the wash rack.

b. Ensure any high-pressure washers being used are operated and maintained in accordance to manufacturer's recommendations.

c. Notify EMD (910) 451-1482 immediately of any leaks, blockages of drains or other malfunctions occurring on the wash rack or associated structures. Follow up with a work request to the Operations Branch, Public Works for repairs.

d. Units are to bring their containers requiring rinsing to the HM Consolidation Center, Building 977, on their appointed turn-in day.

e. Rinsing of SIXCONS is only authorized at the HM Consolidation Center S-962. Units must make an appointment with the Site Manager (910) 451-5475 to schedule a time for the rinsing of their SIXCONS.

## 3. Training

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 hazardous material spills, as well as the prevention of such incidents.

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b. This training can be accomplished by attending EM101 or EM108 classes or by shop level training by the unit ECO or command ECC, utilizing the "Management of Pollution Abatement Facilities" training module located on the EMD website.

c. Training should be documented in the individuals' training record (example record is located on the EMD website).

4. Daily Inspections. The unit ECO, Assistant ECO or assigned personnel operating the facility are responsible for inspecting the unit's pollution abatement facilities each operational day.

a. Documentation of the inspections must be maintained utilizing figure 1 of enclosure (2) "Monitoring Log for Oil Pollution Abatement Facilities." The log can also be downloaded from the EMD website at <http://www.lejeune.marines.mil/OfficesStaff/EnvironmentalMgmt/HazardousWasteMaterialManagement.aspx>.

b. The inspection process includes checks for the following:

- (1) cracks or other structural damage;
- (2) oil spills around the facility;
- (3) direct discharge of Used Oil/Used Fuel and/or;
- (4) foreign objects/debris (cans, bottles, sticks, rags, etc.)
- (5) system clogging or OWS bypass; and
- (6) post-indicator valves are closed and locked.

5. Daily Maintenance/Housekeeping. The importance of daily maintenance at these facilities cannot be overly stressed. The efficiency of the facility will be greatly reduced if not given the proper attention. Any sound maintenance program should start with good housekeeping. The components of facility housekeeping are:

a. Vehicle Management. Whenever possible, vehicles should be parked on an impervious surface (i.e., concrete or asphalt) to avoid the discharge of POL or HM into the environment. Maintenance operations should always be conducted on impervious surfaces. Excess dirt/grit should be removed, prior to vehicle washing.

b. Wash Aprons. Concrete wash aprons should be hosed down daily in order to keep the aprons neat and orderly. Only correctly sized water hoses may be utilized on the wash racks. Any spills that occurred must be cleaned up using an absorbent prior to hosing down. All washing must be conducted inside of the berms around the wash facility.



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c. Grit Chambers. Grit chambers are designed to collect runoff from wash aprons and to capture any sand grit or large solids prior to entering the downstream structures (i.e., OWS). It is important that the grit chambers be checked daily to ensure that solids are not accumulating to such an extent that grit could be further transmitted through the facility. The grating which covers the top of the grit chamber and allows the surface drainage to enter the structure must also be kept free of heavy accumulations of solids, such as, rags, leaves, etc.

d. Storm Water By-Pass. On a daily basis, the storm water bypass must be inspected to see if there are any visible signs of oily discharge. Any deficiencies noted should be reported to the EMD, Resource Conservation and Recovery Section immediately at telephone (910) 451-1482.

6. Servicing/Maintenance Requests. An OWS that is operating properly will greatly reduce the potential for hazardous substances to flow directly into the Base Wastewater Treatment Plant (WWTP) where, if not removed from the treated effluent, will be discharged to the New River and its associated tributaries. The WWTP is permitted and has permit limitations that cannot be exceeded. When an OWS facility bypasses, the oils and grease will enter the WWTP and may affect the proper treatment of the effluent. Most problems can be avoided by monitoring the system daily, and ensuring that it is serviced on a regular basis.

a. Oil that accumulates and floats on the surface of the OWS must be periodically removed. The oil should not be allowed to collect to such an extent that it is discharged from the OWS through a bypass chamber or through the wastewater distribution system. Personnel from the Pollution Abatement Section, EMD service all of the OWS and grit chambers on a regular basis in order to keep it skimmed before the oil is emulsified.

b. When the thickness of the oil floating on top of the OWS reaches two inches in depth, the operating personnel should initiate figure 1 of enclosure (1). Figure 1 of enclosure (1) should be submitted to functional mailbox at lejeune\_PAS\_usmc.mil. The Pollution Abatement Section has up to 72 hours to respond to non-emergency situations. A copy of submitted figure 1 of enclosure (1) should be retained and maintained with figure 1 of enclosure (2). To determine if two inches of oil is present, the surface must be disturbed by utilizing a pole or other device to agitate the POL/Used oil.

c. If oil appears to be bypassing the system, immediately cease operations and contact the EMD at (910) 451-1482 or 5306.

d. If repairs are required to address structural or mechanical damage to any part of the pollution abatement facility, please contact

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EMD prior to initiating figure 1 of enclosure (1) through the Operations Section, Public Works (PW). The PW work reception number is (910) 451-3001.

7. Spill Reporting and Response Requirements

a. All units are required to have a Unit Level Contingency Plan (ULCP) per reference (g). Ensure the ULCP contains policies/procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently.

b. Discharges or releases that occur in and around the area of the pollution abatement facilities must be reported immediately to the FESD by phoning 911 (For specific discharge or release reporting procedures aboard MCAS New River, refer to ASO 5090.2B). Figure 2 of enclosure (1) must be completed and forwarded to the EMD via functional mailbox at Lejeune\_PAS@usmc.mil. Copies of forms can be obtained by the unit ECO or command ECC.

c. Units must stock 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 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 signs must be in good condition and visible on all approachable sides from a 25 foot distant. Information to purchase the signs can be acquired from the cognizant ECC.

Regulatory Citation:

The requirements for implementation of this ESOP are found in the following regulatory citations and references:

Resource Conservation and Recovery Act

MCO P5090.2A

MCBCL/MCASNR Integrated Contingency Plan

MCB CAMLEJ Storm water Pollution Prevention Plan

Training:

All Training must be requested through unit ECO -> ECC -> EMD

**MAY 22 2017**

EM101-HM/HW Initial Training-Required for all ECOs, ECC

EM108-Pollution Abatement System training

Shop-Level Training Modules-Modules which involve various environmental media topics applicable to shop level personnel  
<http://facilities.lejeune.usmc.mil/EMD/training/shoptraining.htm>

Definitions:

Daily - Every operational day; excludes weekends, holidays, etc.

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.

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.

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.

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.

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 forebay and other separator basins, skimmers, grit chambers, and bar screens.

MAY 22 2017

Reporting Requirement DD-5090-03

**MONITORING LOG FOR OIL POLLUTION ABATEMENT FACILITIES**  
**OWS Daily Inspection**

UNIT \_\_\_\_\_ BUILDING NUMBER: \_\_\_\_\_ MONTH \_\_\_\_\_

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

Figure 1