

# Environmental Standard Operating Procedure

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## **Title: Hazardous Material Storage**

### **1.0 PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for proper storage of hazardous materials.

### **2.0 APPLICATION**

This guidance applies to those individuals who store hazardous materials aboard Marine Corps Logistics Base (MCLB) Barstow.

### **3.0 PROCEDURE**

#### **3.1 Discussion:**

The storage and handling of hazardous materials (HM) must be properly managed to ensure that uncontrolled releases of HM does not occur. Uncontrolled releases of HM could result in serious danger to human health and the environment as well as the unnecessary creation of hazardous waste.

To prevent uncontrolled releases, HM must be stored in such a way that will prevent inadvertent contact or mixing of dissimilar materials. HM must be segregated and stored in authorized containers or storage lockers that are compatible with the chemical properties of the materials.

Units are responsible for the safe handling of mission essential HM, including the procurement of appropriate HM storage lockers.

#### **3.2 Operational Controls:**

The following procedures apply:

- a. Ensure MSDSs are readily available and current for all HM used or stored within the work site.
- b. Store HM only in approved containers or storage lockers authorized for use aboard MCLB Barstow.
- c. Identify and label each HM locker with the properties of its contents (i.e. flammable, poisons, corrosive, etc.).

- d. Label HM containers with its common name (i.e. Windex, CLP, bleach, etc.).
- e. Maintain adequate aisle space (36”) between bulk storage containers to facilitate ease of access and movement.
- f. Ensure spills are immediately cleaned up according to standard operating procedures.
- g. Store HM in properly labeled and compatible containers or AST.
- h. Store all flammable material (i.e. petroleum, oil and lubricants (POL), paints, etc.) in a flammable material storage locker or approved container.
- i. Ensure flammable material storage lockers are equipped with self-closing doors and a top and bottom vent.
- j. Store all compressed gas cylinders according to MSDS requirements.
- k. Ensure HM storage complies with all site requirements (i.e. National Fire Prevention Association, Life Safety Codes, and Occupational Health and Safety Administration codes).
- l. Ensure that spill kits and serviceable fire extinguishers are readily available in the event of an emergency.
- m. Conduct weekly inspections of all storage containers.
- n. Create an Authorized Use List (AUL) that ensures only those HM listed on the AUL are procured for use.
- n. Notify the Environmental Division when new HM are introduced into the workplace.
- o. Retail operations are exempt from the HM storage requirements outlined in this SOP.
- p. If there are any specific situations or other concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

### **3.3 Documentation and Record Keeping:**

The following records must be maintained when storing hazardous material:

- a. MSDS for all hazardous material.
- b. Inspection and training records.

### **3.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure and the following:

- a. Hazard Communication training.

b. General Environmental Awareness training.

### **3.5 Emergency Preparedness and Response Procedures:**

Refer to the Integrated Contingency Plan (ICP) for the Marine Corps Logistics Base Barstow and the MCLB Barstow Spill Response ESOP.

### **3.6 Inspection and Corrective Action:**

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

## **4.0 REFERENCES**

- 40 CFR (Code of Federal Regulations)
- 29 CFR (California Code of Regulations)
- 22 CCR
- MCO P5090.2A
- NAVOSH (Navy Occupational Safety and Health) HM (Hazardous Material) Compatibility Chart
- Integrated Contingency Plan (ICP) for Marine Corps Logistics Base Barstow