

# **ENVIRONMENTAL POCKET GUIDE**

**Marine Corps Logistics Base Barstow**  
Environmental Division

## ***Purpose Of This Guide***

This Pocket Guide is a quick reference tool for locating critical information about environmental requirements and responsibilities aboard MCLB Barstow.



## ***Training Responsibilities***

This guide is a reference tool only. All personnel must complete the training requirements necessary to perform their duties safely.

If you have any questions about your training requirements, please contact the Base Environmental Division at (760) 577-6173.

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# CO's Environmental Policy

1. MCLB Barstow is committed to environmental excellence, sustainability, and mission readiness.
2. We will work together to:
  - Prevent pollution
  - Implement green procurement practices
  - Use renewable and alternative energy
  - Reduce and eliminate hazardous waste (HW) streams
  - Conserve and protect natural and cultural resources
  - Clean and restore contaminated sites
  - Comply with laws and regulations
  - Reduce electricity and fuel consumption
3. We will work within the community to create goodwill and demonstrate our environmental commitment.
4. All MCLB Barstow personnel are responsible for preserving our resources and accomplishing our mission.

# Environmental Management System (EMS)

Presidential Executive Order 13693 directs all federal agencies to implement an EMS.



## What is an EMS?

The USMC EMS uses a Plan, Do, Check, Act model that emphasizes continual improvement at all levels of the mission. The EMS model uses the five phases below to improve our daily operations:

### ACT

Use progress reviews to make needed changes

### PLAN

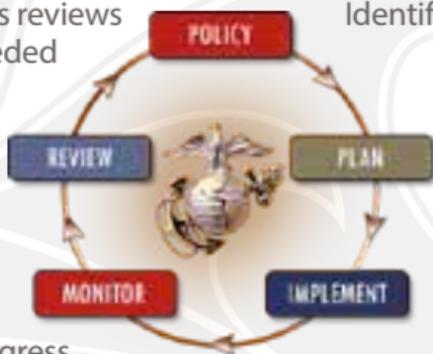
Identify targets and objectives in planning

### CHECK

Monitor progress and use corrective action

### DO

Implement training and operational controls



# ***Comprehensive Environmental Training & Education Program (CETEP)***

## ***Meeting the Environmental Training Challenge***

The Deputy Chief of Staff for Installations and Logistics established CETEP in 1992 to do the following:



- Ensure full compliance with environmental requirements and pollution prevention (P2) goals.
- Incorporate EMS objectives, identify needs, and facilitate professional development.
- Provide environmental training that is available, efficient, and effective at all levels of the USMC.

Training requirements are listed in the MCIWEST Environmental Learning Management System (ELMS). Contact the CETEP Manager at 577-6184.

## ***Hazardous Material (HM)***

Hazardous materials pose a high risk to human health, safety, and the environment. Protect yourself and others by doing the following:

- Read and follow MSDS/SDS guidelines.
- Follow MCLBB guidelines for obtaining HM.
- Store HM with compatible materials in approved areas.
- Mark and label all HM containers.
- Follow installation guidance for disposing or recycling of HM.

### ***Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS)***

An MSDS/SDS contains the information that you need to protect yourself from chemical exposure, including safe exposure levels, exposure routes and symptoms, required PPE, and first aid procedures.



You can locate an MSDS/SDS from facility MSDS/SDS stations, the manufacturer, or online search tools. Notify your supervisor if an MSDS/SDS is not available for any chemical in your work area.

## ***Procurement Controls***

Controlling the amount and type of HM used reduces the amount of HW generated.

Follow these Best Management Practices (BMPs) to minimize HW generation:

- Maintain a current HM inventory.
- Order only necessary HM.
- Use HM before the end of the shelf life.
- Use the FIFO (first in-first out) rule of stocking and using materials.
- Substitute less hazardous or non-hazardous chemicals, when practical.



## Storing Hazardous Materials

HM and HW are categorized by their characteristics. Use the HM Segregation Chart to separate flammables, corrosives (acids), corrosives (bases), oxidizers, reactive metals, and reactive organics.



***Do not mix or store incompatible materials together***—doing so can result in violent reactions.

## Marking and Labeling HM

HM containers must be clearly marked with:

- Name of the chemical
- Correct hazard class warning label
- Manufacturer's name and address

Prior to transporting HM, containers must also be:

- Closed, secured, palletized, and packaged according to MSDS/SDS guidelines.

## ***HM Disposal and Recycling***

MCLBB uses hundreds of different hazardous materials. Some HM is recycled, and some is transported off base for disposal by contracted vendors.



### **Hazardous Waste (HW)**

HM that is not recyclable must be disposed of as HW. This includes universal waste (UW) such as fluorescent light bulbs, spent batteries, and mercury thermostats. Refer to MCLBB's HW Management SOPs for specific guidance.

### **Recyclable HM/HW**

MCLBB recycles used oil, antifreeze, rags, lead-acid batteries, and e-waste.

# Spill Prevention & Response

Personnel who work with, or who are exposed to HM, must be trained in proper spill response procedures.

## Preparation

- Keep a spill kit and fire extinguishers nearby.
- Keep containers closed tightly and secured.
- Contain and clean up a spill as soon as it is identified.
- Become familiar with, and refer to the Integrated Contingency Plan (ICP) for specific guidance.



## Safety First

- Protect the people in the area.
- Assess and contain the release.
- If a spill occurs, take appropriate action (see page 10).

Refer to the spill response actions in the ICMP for specific guidance.

## Spill Response Actions

If the spill is **LIFE THREATENING**; evacuate the facility, sound the alarm, and follow ICP guidance.

### 1. Assess the incident - *Can you safely clean up the spill?*

- Spills smaller than 5-gallons: You can contain and clean up this spill.
- Spills larger than 5-gallons: Call 911 on base phones. Call 760-577-6666 on cell phones.

### 2. Immediately - Notify the Environmental Division No Matter the Size

Once critical actions and/or emergency notification are completed, call:

- Environmental Division:  
(760) 577-6173
- Environmental Compliance Officer:  
(760) 577-6811 - Office
- After hours contact the Base Police Department:  
(760) 577-6666

### 3. Within 1 hour - Complete/Fax the Spill Report Form

Send to the Environmental Division so that required release notification procedures can be followed.

- Environmental Division:  
(760) 577-6256 - Fax

## Storage Tanks (ASTs and USTs)

The following BMPs apply to operations at both Above ground fuel Storage Tanks (ASTs) and Underground fuel Storage Tanks (USTs).

### 1. Complete training prior to conducting fuel transfers

- Be aware of all health and safety hazards.

### 2. Complete Visual Inspections

- Monitor and inspect vents, caps, and piping.
- Report spills, leaks, or unauthorized dumping.
- Lock and secure containment drainage valves and access areas.



### 3. Monitor and Record Inspection Findings

- Keep records updated and available in the Operator's Site Record Book

### 4. POL Transfer Guidelines

- Monitor POL transfer to prevent overfilling.
- Ensure that spill containers are empty and clean.
- Contain and clean up any spill or overfills according to SOP and ICP guidelines.
- Contact the AST/UST Program Manager for additional guidance.



## Waste Management

To identify the waste generated by your unit, you must know:

- What is in the waste?
- How it was generated?

HW ESOPs provide additional guidance for disposing of various wastes generated in your work areas.



# Solid Waste



Non-recyclable solid waste includes solids, liquids, or gases that are safe to dispose of in the trash or dumpster.

Common examples include; food wastes, soiled paper and plastic containers.



## Hazardous Waste (HW)

**HW:** Any discarded materials (solid, liquid, or gas) that:

1. Has no further value and cannot be reused or recycled; and
2. Is harmful to human health or the environment due to its quantity, concentration, biological, chemical, or physical characteristics; and/or
3. Exhibits one or more of the hazardous characteristics.

### Identifying HW

Characteristics	Description	Examples
<b>Ignitable</b> 	Flashpoint less than 140° F	Thinner or kerosene
<b>Corrosive</b> 	A pH less than or equal to 2, or greater than or equal to 12.5	Sulfuric acid or spent bleach
<b>Reactive</b> 	Violent chemical change	Lithium batteries
<b>Toxic</b> 	Poses a health hazard	Photographic chemicals, solvents, or pesticides

## Hazardous Waste Turn-in Processes

HW Labeling	HW Accumulation	Transfers and Turn-in
 <p>Properly label HW</p>	<p>Ensure HW is properly accumulated in:</p> <ul style="list-style-type: none"><li>Process Generation Points</li><li>Less-than 90-Day Sites, and</li><li>HW Accumulation Areas</li></ul>	<p>Units are responsible to properly store, transfer, and arrange for pick up according to the base SOPs.</p>

### HW Handling Requirements

Follow these BMPs to safely handle HW in your work areas.

1. Consult the MSDS/SDS.
2. Ensure contents are compatible.
3. Use DOT approved containers.
4. Label and mark containers properly.
5. Keep lids closed and secure unless adding or removing material.
6. Use appropriate PPE when handling HW.
7. Clean up spills immediately.
8. Keep spill kits and fire extinguishers nearby.

## Universal Waste (UW)



Fluorescent light bulbs, spent batteries, mercury thermostats, and pesticides are treated as hazardous waste.

### Universal Waste Turn-in Processes

Fluorescent bulbs, batteries, mercury thermostats, and pesticides	Turn-in
<ul style="list-style-type: none"><li>Label and accumulate in designated collection bins</li></ul>	<ul style="list-style-type: none"><li>Turn in according to guidance in Waste Management SOPs</li></ul>



# Electronic Waste (E-Waste)

E-waste includes waste electronics that can no longer be used, such as: cell phones, screens and monitors, printers and scanners, digital cameras, DVD players, VCRs, game systems, radios, CD players, iPods, MP3 players, and hand-held devices.



## E-Waste Turn-in Processes

CRTs, CPUs, and Cell Phones	Used Printer Cartridges
<ul style="list-style-type: none"><li>Turn in to the CMR/HHR Responsible Officer</li></ul>	<ul style="list-style-type: none"><li>Turn in to Base Supply Warehouse 8</li></ul>



## ***Pollution Prevention (P2)***

The following programs support the goal of reducing pollution *at its source*, rather than *after the fact*.

### ***Green Procurement (GP)***

'Buying green' includes buying:

- ☛ Alternatively fueled vehicles
- ☛ Energy efficient equipment
- ☛ Renewable products, and
- ☛ Materials with recycled content

### ***Hazardous Material Consolidation***

Minimize waste with these guidelines:

- ☛ A centralized distribution point
- ☛ Authorized purchasers order HM for approved uses
- ☛ Un-used HM is returned and reissued to another unit or department

### ***Integrated Solid Waste (ISW)***

The ISW program promotes recycling and conserving raw materials, such as construction and demolition debris, metal, used oil and batteries, e-waste, wood, and paper.

**Practice the 3Rs! Reduce** the amount of waste you generate, **Reuse** items to extend their usefulness, and look for opportunities to **Recycle**.

## Barstow Recycles!

Recyclable	Send to the Trash
<ul style="list-style-type: none"><li>✔ Clean, unsoiled paper</li><li>✔ Clean plastic tubs, &amp; bottles</li><li>✔ Glass jars</li><li>✔ Aluminum cans</li><li>✔ Flattened cardboard</li><li>✔ Plastic grocery sacks</li></ul> 	<ul style="list-style-type: none"><li>✔ Soiled paper, plastic, &amp; cardboard</li><li>✔ Waxed cardboard</li><li>✔ Styrofoam cups and containers</li><li>✔ Non-recyclable food containers or cling wrap</li></ul> 



## Air Quality

All personnel should follow these BMPs to prevent air pollution:



- Observe speed limits on all installation roadways.
- Stay on marked roads.
- Avoid activities that create excessive dust or exhaust emissions.
- Limit idling to minimize fuel use.
- Use only approved fuels, cleaners, and paints.
- Keep chemical containers sealed when not in use.
- Read and follow permit conditions.
- Keep good records of maintenance and inspections.
- Report non-compliance with these BMPs to the Environmental Division.
- Read and follow instructions contained in ECPSOP-05 Air Quality Management.

## **Cultural Resources (CR) / Natural Resources (NR)**

All units can protect Natural Resources (NR) and Cultural Resources (CR) by following these BMPs:

- Stay on marked roads and observe speed limits.
- Watch for and avoid desert tortoises at all times.
- Check under parked vehicles.
- Don't litter, keep the desert clean.
- Contact the Environmental Division prior to conducting ground disturbing activities, including grading, digging, or earth moving.

### **Report Findings**

1. Report any sites, areas, or species that need protection in a military activity area.
2. Immediately notify the NR Manager if a protected species is encountered.
3. Immediately notify the CR Manager if suspected archaeological materials are encountered.
4. If an NR/CR discovery is made, cease all work within 10 to 15 meters of the area until cleared by CR or NR manager.

## ***Installation Restoration***

MCLB Barstow follows the requirements of the federal Superfund, also known as the *Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)*.

The Superfund ensures that installations do the following:



**REMOVE HM from sites where an uncontrollable HM spill has occurred.**



**RESTORE these sites to pre-spill condition.**

Follow the guidance in the ICMP to report all spills. The Environmental Division will initiate any installation restoration requirements.

# National Environmental Policy Act (NEPA)

The NEPA process requires a systematic review of all proposed actions and may include the following steps.

1. Prior to beginning work that may impact the environment, a unit or action sponsor must complete and submit a Request for Environmental Impact Review (REIR) form to the Environmental Division.
2. The NEPA evaluation will assess the scope of the project, and the extent and value of impacted resources.
3. The NEPA Branch may recommend alternatives, or may provide specific actions for the proponent to implement to prevent environmental impacts.
4. The NEPA Branch will provide guidance to help protect training assets, while completing the mission.



## Water Quality

Follow these BMPs to protect storm drains and storm channels in your work areas:

- ✔ Check vehicles for leaks
- ✔ Use drip pans when doing vehicle maintenance
- ✔ Wash vehicles at authorized vehicle wash facilities
- ✔ Store chemicals and materials away from storm drains and flood areas
- ✔ Keep chemical spills from entering storm drains
- ✔ Collect and dispose of any waste properly, to prevent impacts to water and the environment
- ✔ Clean leaks using “dry” methods instead of water
- ✔ Cross rivers and streams at designated vehicle crossings
- ✔ Perform vehicle maintenance away from surface or groundwater sources



***Never dump pollutants into storm drains!***

# Sustainability - Doing More With Less

## Energy Saving Tips

To protect our resources for future generations, we need to use energy more efficiently. Here are some ideas:

- Use curtains or blinds on windows to maintain indoor temperatures and to let light in.
- Cut back on air conditioning and heating use as much as possible and keep the filters clean.
- Use Energy Star appliances and equipment.
- Turn off appliances, lights, and equipment when not in use.
- Recycle newspaper, aluminum cans, glass, and plastic bottles.

## Water Saving Tips

- Take short showers (5 min. or less).
- Wash full loads in the dishwasher/washer.
- Don't waste water on washing sidewalks or driveways.
- Look for ways to slow the flow!

## ***Additional Environmental Guidance & Resources***

### ***Installation Contingency Management Plan (ICMP), Volume 1Y***

Provides guidance with:

- 🌿 Waste identification
- 🌿 Waste classification
- 🌿 Accumulating HW
- 🌿 Waste disposal

### ***MCO P5090.2A / Base Order 5090.2***

MCLB Barstow's environmental responsibilities are outlined in Marine Corps Order P5090.2A, and in MCLB Barstow's Base Order 5090.2.

Protecting the environment is the right thing to do:

- 🌿 It protects your health.
- 🌿 It supports the mission.
- 🌿 It saves the U.S. money.
- 🌿 It's an Order!



**For more information contact the  
Environmental Division**

Phone: (760) 577-6173

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