

Environmental Standard Operating Procedure	
Fueling and Fuel Management/Storage	
SF Director: Alicia Florez Signature:	Date:

PURPOSE.

The practice of Fueling and Fuel Management/Storage consists of fuel drain; fuel storage containers; fuel transfer (tank truck); fuel transport (tank truck); and fueling (vehicle). However, the purpose of this Environmental Standard Operating Procedure (ESOP) is to provide the environmental guidelines specifically for transferring and transporting fuels at Marine Corps Logistics Base, Barstow (MCLB). These procedures are implemented in order to minimize potential impact to the environment and reduce risk to personnel responsible for transporting or transferring fuel. Other activities associated with Fueling and Fuel Management/Storage are provided through separate ESOPs or through command generated SOPs (e.g., fuel analysis).

PROCEDURES.

Transfer operations from tanker trucks into aboveground and underground storage tanks (AST/USTs) have the greatest potential to spill petroleum, oil, and lubricants (POLs). Proper operating techniques minimize the risk of potential spills. All tanker truck drivers are required to comply with United States Department of Transportation (DOT) regulations. Drivers dispensing POLs into AST/USTs are required to check in with the AST/UST operator prior to transfer of fuel, and the AST/UST operator is required to monitor all bulk deliveries to the AST/UST.

The following procedures apply:

1. Smoking is prohibited during and in the vicinity of POL transfer operations.
2. Ensure the tanker truck engine is kept off unless the engine is used to operate a transfer pump.
3. Ensure the tanker truck parking brake is set and wheels are chocked.
4. Ensure warning signs or cones are posted.
5. The tanker truck operator must attend the tanker truck at all times during transfer operation.
6. The tanker truck must be grounded at all times during the transfer operation.
7. The AST/UST receiving the POL must be manually gauged to confirm that adequate capacity is available prior to starting the transfer operation.

8. During transfer operations, all exterior hose and piping components must be inspected to confirm that no leaks are present. If necessary, spill pans should be placed under each hose fitting connection.
9. The AST/UST operator, Environmental Compliance Coordinator, or designated facility personnel must continually monitor the fluid level on the tank's gauge to confirm proper loading and to prevent overfilling of the AST/UST.
10. Following termination of flow, the transfer hose must be drained of all fluids into the AST/UST that is being filled to the maximum extent possible.
11. Once the transfer is complete, the transfer hose fitting must be removed from the AST/UST fill port connection and the fill pipe connection to the AST/UST must be closed and secured with a cap.
12. The area must be inspected for any leaks. Small leaks or spills from the transfer operation must be cleaned promptly with the appropriate absorbent materials.
13. The tanker truck operator must provide a record that includes the date, time, and type and amount of material delivered.
14. Prior to departure, the lower-most drain, and all outlets on the tanker truck must be inspected to ensure that they are tightened, adjusted, and secured to prevent any liquid discharge while in transit.
15. The tanker truck operator will have a spill kit available on the vehicle to respond to small incidental spills generated during transfer operations. In addition, the tanker truck operator must have spill response supplies of sufficient quantity to respond to an oil or fuel release up to 25 gallons during the transfer operation.
16. In the event of a fuel spill or release, follow the procedures in the Spill Response ESOP.
17. For procedures pertaining to AST/UST Fuel Storage, please refer to the Tanks Management ESOP.
18. The transfer procedures will be periodically reviewed and updated by Environmental Department and facility personnel, as needed, to reflect best management practices, equipment changes, or other aspects that may contribute to spill prevention.
19. If there are any specific situations or concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

20. The Environmental Compliance Coordinator (ECC) shall coordinate with their supervisor/leadership to ensure personnel are designated to conduct 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.

REFERENCES

- a. 40 CFR
- b. Title 22, California Code of Regulations
- c. Integrated Contingency Management Plan (ICMP) for MCLB Barstow
- d. Applicable State DOT Hazardous Material Endorsement
- e. MCO 5090.2 (Environmental Compliance and Protection Program)
- f. MCLB Barstow Spill Prevention, Control, and Countermeasure (SPCC) Plan

TRAINING

Unit personnel should be training on all the provisions of this ESOP. All training must be requested through unit ECC or Environmental Compliance Branch.

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

- a. SOP for Hazardous Waste Operations
- b. Hazard Communication training.
- c. 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Course
- d. General Environmental Awareness training.