

Environmental Standard Operating Procedure	
Recreational Facilities Operation	
SF Director: Alicia Florez Signature:	Date:

PURPOSE.

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for recreational facility operation and maintenance (O&M) activities. This guidance applies to those individuals who perform O&M at recreational facilities aboard Marine Corps Logistics Base (MCLB) Barstow.

PROCEDURES.

Recreational facilities aboard MCLB Barstow are comprised of one gymnasium and adjacent athletic field, auto skills center, MCX gasoline station, golf course, and other various facilities.

The following procedures apply:

1. Ensure that Safety Data Sheets (SDSs) for all materials associated with this practice are current and available for inspection.
2. Ensure training records and certifications are current and available for inspection.
3. Wear appropriate personal protective equipment (PPE) including eye protection, gloves, steel-toed boots, dust masks, hard hats, coveralls and hearing protection, as necessary.
4. Maintain a fully stocked spill kit and fire extinguishers nearby in designated locations.
5. Ensure a water source and soap is available for handwashing in the storage area.
6. Store all usable hazardous materials (oil, fuel, fertilizer) in the hazardous materials the (HAZMAT) lockers. Keep petroleum, oils, and lubricants (POLs) in a separate locker away from fertilizers, insecticides, herbicides, fungicides, etc.). Sacks, cartons, and fiberboard boxes containing pesticides should be stored on wooden pallets or shelves that do not touch the floor.
7. Store pesticides in the original container with the label plainly visible. If the pesticide container becomes damaged, transfer contents to an approved container and attach the manufacturer's label from the damaged container to the new container. If the old label is unsalvageable, write exact contents on the container.
8. Always be aware of the meteorological conditions existing during pesticide application (e.g., wind can propel herbicide/pesticide to unintended locations including onto spray technician).

- a. Spray all fertilizers, fungicides, herbicides, etc. during early morning hours and irrigate at night to allow sufficient time for absorption of sprayed material and minimize runoff.
9. Properly clean up all spills, as soon as they are identified, and report the spill to the Supervisor and the Environmental Division. Record all spills in a spill logbook detailing the spill date, time, product spilled, quantity, location, cleanup actions taken and the name of the person reporting the spill. Ensure that a spill report containing this information is submitted to the Environmental Division.
10. Ensure that warning signs, such as “No Smoking”, “Hazardous Materials” and “Eye/Hearing Protection Required”, are clearly visible and legible from a distance of 25 feet in any direction.
11. Ensure that secondary containment is present during mixing and transfer of liquids into sprayers or transfer container.
12. Thoroughly clean (by triple rinsing) the inside and outside of mixing, loading and application equipment after use, in an area designated for cleaning operations.
13. Inspect containers and storage areas weekly to ensure they are free of leaks and fully closed. Maintain inspection records for three years.
14. Once the first drop of a hazardous waste is added to a container, properly label it with a Hazardous Waste Storage label. Fill out the label appropriately and legibly with a permanent marker.
15. Manage hazardous waste according to established hazardous waste standard operating procedures (SOPs).
16. Contact the Environmental Division when drums are full for transfer to at the hazardous waste 90-day accumulation area.
17. Place used rags in approved containers for disposal or recycling.
18. If there are any specific situations or other concerns not addressed by this procedure, contact the Base Environmental Office.
19. The following procedures apply to each specific facility:
 - a. **ATHLETIC FACILITIES** - Ensure gymnasiums are ventilated during surface restoration work.

b. AUTOMOTIVE HOBBY SHOP

- i. Limit the operation of the floor jacks and transmission stands to their intended purpose.
- ii. Ensure that fuel containers are grounded during filling.
- iii. Puncture and drain all oil filters and drip-dry for 24 hours on a filter drain rack or drain pan equipped with a catch bowl. After draining for 24 hours, crush and recycle.
- iv. Collect and store all hazardous waste in approved containers equipped with lids authorized for use intended.
- v. Ensure that used fluids are not cross contaminated with any other fluids or materials (e.g., keep POL separated from antifreeze). This includes dedicated transfer containers for each waste stream.
- vi. Keep containers closed, except when hazardous waste is added or removed.
- vii. Empty transfer containers daily of all free-flowing liquid.
- viii. Manage hazardous waste according to established Used Oil and Antifreeze Storage ESOP.
- ix. Ensure that brake dust is not created during cleaning or replacement of pads, drums, or disks.
- x. Manage brake and associated asbestos-containing materials (ACM), according to the Parts Replacement (Brakes) ESOP.
- xi. Conduct periodic maintenance, as needed, on small equipment (e.g., manual car jacks). Conduct or arrange maintenance on heavy equipment (e.g., hydraulic lifts), in accordance with directives resulting inspections.
- xii. Store all usable hazardous materials in the hazardous materials (HAZMAT) locker.
- xiii. Inspect containers, tanks and secondary containment (including double-walled tanks); check monitoring system level gauge daily to ensure they are free of leaks. Inspect storage areas weekly. Maintain records for three years.

c. GASOLINE STATION

- i. Ensure that all required permits are current and available for inspection [e.g., air permits, underground ground storage tank (UST), etc.].
- ii. Ensure that fuel supply trucks and fuel containers are grounded during filling operations.
- iii. Document daily inspections of tanks, hoses, and nozzles of the distribution system.
- iv. Record daily use of fuel in gallons.
- v. Monitor functioning of vapor extraction hoses weekly to ensure adequate evacuation of vapors from the underground storage tank (UST) to the tanker truck during fuel deliveries.
- vi. Conduct monthly flow test for each pump (if required by permit).
- vii. Conduct periodic maintenance and equipment audits of all gas station equipment, as recommended by the equipment manufacturers and local ordinance (county).
- viii. Ensure that all inspection records are maintained and available for examination for three years.

d. GOLF COURSE OPERATIONS

- i. Maintain operation manuals for all equipment used.
- ii. Conduct periodic maintenance on all equipment, as recommended by the manufacturer.
- iii. Document weekly inspections of storage areas. Note any abnormal conditions found during weekly inspections and their corrective actions by recording them in an operation logbook.
- iv. Ensure that all inspection records are maintained and available for examination for up to three years.

20. The following records must be maintained (as applicable):

- a. SDSs for all materials associated with this practice
- b. Training records and certifications for personnel
- c. Operation Manuals
- d. Hazardous materials inventory (must match Authorized Usage List)
- e. Hazardous waste logbook
- f. Hazardous waste transfer actions
- g. Daily logbooks
- h. Inspection records
- i. Spill logbook
- j. Scheduled maintenance logbook
- k. Required permits

21. 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. 29 CFR 1910 (Code of Federal Regulations: Occupation Safety and Health Standards)
- b. 40 CFR 262 (Standards Applicable to Generators of Hazardous Waste)
- c. 40 CFR 265 (Interim Status Standard for Owners of Hazardous Waste Treatment, Storage, and Disposal Facilities)
- d. 22 CCR 66262 (California Code of Regulations: Standards Applicable to Generators of Hazardous Waste)
- e. 22 CCR 66265 (California Code of Regulations: Interim Status Standard for Owners of Hazardous Waste Treatment, Storage, and Disposal Facilities)
- f. MCO P5090.2 (Marine Corps Environmental Compliance and Protection Manual)
- g. MCO P5100.8F (Marine Corps Occupational Safety and Health Program Manual)
- h. Integrated Contingency Management Plan

TRAINING.

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

All personnel must be trained in this ESOP, to include the following (as applicable):

- a. Hazard Communication (HazCom) Training
- b. 24-hour Hazardous Waste Operations and Emergency Response Training (initial and annual)
- c. First Responder Operations (FRO) course
- d. Used Oil and Antifreeze Storage ESOP
- e. Parts Replacement (Brakes) ESOP
- f. Pesticides Certification (initial and biannual)
- g. Environmental Compliance Coordinator
- h. Hazardous Waste SOP training
- i. Preventative maintenance training
- j. PPE training