

Environmental Standard Operating Procedure (Approved by Jonathan Aunger)	
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Title: AST/UST Management

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for aboveground and underground fuel storage tanks.

2.0 APPLICATION

This guidance applies to individuals working with or managing Aboveground Storage Tanks (ASTs) and Underground Storage Tanks (USTs) that contain fuel aboard Marine Corps Logistics Base (MCLB) Barstow.

3.0 PROCEDURE

3.1 Discussion:

Improper management of ASTs and USTs can be detrimental to both human health and the environment. Improper management can also cause adverse regulatory action.

Fuel storage USTs requires a Permit To Operate (PTO). PTOs must be posted on or near the tank and must be available for inspection. The permit must be reviewed annually and PTOs must be reviewed regularly to ensure that all permit conditions are being met.

3.2 Operational Controls:

ABOVEGROUND STORAGE TANKS

Each section/unit at MCLB Barstow with ASTs will monitor tank operations and security before, during, and after filling or dispensing operations, and will conduct weekly visual inspections of their AST systems to include tanks, leak detection, containment systems and filling or dispensing apparatus.

The following procedures apply:

- a. Ensure fill caps and vent caps are in place.
- b. Ensure there is no evidence of spills, leaks, or unauthorized dumping into the AST.
- c. Ensure that containment drainage valves are locked and that access areas are secure.

- d. Properly mark the AST with the contents of the tank.
- e. Post “No Smoking” signs around AST.
- f. If the AST is used for dispensing then ensure that spill kits and fire extinguishers are available in case of an emergency.
- g. If a cabinet dispenser is located at the AST, remove the skirt and visually inspect the inside of the dispenser weekly for fuel leaks.
- h. If there are any specific situations or other concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

UNDERGROUND STORAGE TANKS

Each section/unit at MCLB Barstow with fuel storage USTs will monitor the tank operation and security before, during, and after filling or dispensing operations and will conduct weekly visual inspections of their UST systems to include leak detection, containment systems and filling or dispensing apparatus. Fuel storage USTs must be equipped with UST and underground piping automatic leak detection systems that must be monitored daily.

The following procedures apply:

- a. Conduct daily monitoring of UST and underground piping automatic line leak detection if applicable.
- b. Establish a Monitoring and Response Plan.
- c. Ensure traffic lids; fill caps and vent caps are in place.
- d. Ensure alarm systems are functioning properly.
- e. Ensure there is no evidence of spills, leaks, or unauthorized dumping into the UST.
- f. Ensure that the overfill containment drainage valve is locked and that access area is secure.
- g. Ensure that spill kits and fire extinguishers are available in case of an emergency.
- h. If there are any specific situations or other concerns not addressed by this procedure, contact MCLB Barstow Environmental Division.

3.3 Documentation and Record Keeping:

The following records must be maintained for fuel storage above ground storage tanks:

- a. MSDS for product stored in AST.

- b. Hazard Communication and AST Operating Manual training records.
- c. Weekly inspection.

The following records must be maintained for fuel storage underground storage tanks:

- a. MSDS for product stored in UST.
- b. Monitoring and response plan.
- c. Inspection and training records.
- d. Weekly inspection.

3.4 Training:

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

- a. Hazard Communication training.
- b. UST annual training.

3.5 Emergency Preparedness and Response Procedures:

Refer to the Integrated Contingency Management Plan (ICMP) for MCLB Barstow.

3.6 Inspection and Corrective Action:

The unit 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 112.7(E)
- CCR Title 23, Chapter 16
- Integrated Contingency Management Plan (ICMP) for MCLB Barstow

WEEKLY UST/AST INSPECTION CHECKLIST

Organization/Activity: _____ Date: _____

Building: _____ Time: _____

UST/AST Manager: _____

- | | | |
|--|---------|--------|
| 1. Are fill caps, vents caps, and traffic lids in place? | YES () | NO () |
| 2. Are spill containers empty and clean? | YES () | NO () |
| 3. Are all alarm systems functioning properly? | YES () | NO () |
| 4. Are containment drainage valves closed and locked? | YES () | NO () |
| 5. Are access areas locked? | YES () | NO () |
| 6. Is there any evidence of spills, leaks, or unauthorized dumping into the tanks? | YES () | NO () |
| 7. Is there any evidence of fill or dispensing equipment leaks? | YES () | NO () |

If the answer is No to questions 1 - 5 or Yes to questions 6 - 7, describe the corrective action below:

NAME AND GRADE OF
INSPECTOR

SIGNATURE