



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:
ASO 5090.7A
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AIR STATION ORDER 5090.7A

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: SPILL PREVENTION, CONTROL, COUNTERMEASURE AND TANK MANAGEMENT

Ref: (a) MCAS CHERPT Integrated Contingency Plan
(b) MCAS CHERPT Storage Tank Management Plan
(c) MCO 5090.2
(d) 40 CFR 112
(e) ASO 5090.3B
(f) ASO 5090.5B
(g) MARADMIN 585/20
(h) SECNAV M-5210.1
(i) Policy Letter 05-19, Commander's Critical Information Requirements

Encl: (1) Spill Prevention, Control, and Countermeasures
(2) Storage Tank Management
(3) Emergency Notification Procedures
(4) Spill Reporting Form
(5) Secondary Containment Inspection Form
(6) Mobile Equipment Secondary Containment Daily Inspection Form
(7) Bulk PST Daily Inspection Form
(8) UST Monthly Inspection Form
(9) AST Monthly Inspection Form
(10) Offloading/Loading Area Daily Inspection Form
(11) Tank Truck Daily Inspection Form
(12) Cathodic Quarterly Protection Inspection Form

1. Situation. This Order establishes Spill Prevention, Control and Countermeasures (SPCC) for Oils and Hazardous Substances (OHS) aboard Marine Corps Air Station Cherry Point (MCAS CHERPT) and Associated Outlying Fields (OLFs) and the management of storage tanks or other containers that hold OHS.

2. Cancellation. ASO 5090.4 and ASO 5090.7.

3. Mission. The mission of this Order is to establish policy and procedures for the management of spill response and tank management in accordance with references (a) through (i) at MCAS CHERPT.

4. Execution

a. Commander's Intent

(1) To ensure all spills are properly managed through control and prevention measures to reduce or eliminate negative impacts to the environment in order to preserve MCAS CHERPT's mission.

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(2) Should a spill occur, take appropriate actions for notifications, response, and cleanup to protect MCAS CHERPT's assets and the environment and minimize mission impacts.

(3) To establish strategic objectives to promote sound and consistent life-cycle management of storage tanks to reduce environmental and health risk while improving the effectiveness and efficiency of storage tank management.

b. Concept of Operations

(1) The concept of operations for SPCC are defined in enclosure (1).

(2) The concept of operations for tank management are defined in enclosure (2).

c. Coordinating Instructions

(1) Comply with the intent of the enclosures, references, and content of this Order.

(2) The emergency notification procedures provided in enclosure (3) shall act as minimum guidance in the spill notification process and shall be posted and made available to all personnel in conjunction with unit specific Standard Operating Procedures (SOPs).

(3) No variance to the required reporting limits stated herein is authorized.

(4) Records shall be maintained as defined in enclosures (1) and (2) in accordance with reference (h).

(5) The forms shown in enclosures (3) through (12) may be reproduced locally.

5. Administration and Logistics. Questions pertaining to the content of the order should be directed to the EAD.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT including subordinate and tenant commands and organizations, all MCAS CHERPT staff sections, and contractors.

b. Signal. This Order is applicable to MCAS CHERPT on the date signed.



B. C. BURKS

DISTRIBUTION: A

SPILL PREVENTION, CONTROL AND COUNTERMEASURES

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SPILL PREVENTION, CONTROL AND COUNTERMEASURES

SECTION 1: INTRODUCTION

1100. PURPOSE. Establish local policy and procedure for the management of spill prevention, control and countermeasures (SPCC) for oils and hazardous substances (OHS) aboard Marine Corps Air Station Cherry Point (MCAS CHERPT) and the outlying fields (OLFs) to eliminate and minimize the associated environmental impacts related to spills and releases in accordance with references (a) through (h).

1101. APPLICABILITY. This Order is applicable to MCAS CHERPT including subordinate and tenant commands and organizations, all MCAS CHERPT staff sections, and contractors.

1102. TERMS AND DEFINITIONS.

1. Active Release. Any release that is considered ongoing, has the potential to worsen, has the potential to impact personnel, property or the environment, or has occurred within the past 24 hours.
2. Animal Fats and Vegetable Oils (AFVO). Any product that is made from animal or vegetable byproducts that are used for cooking or as an alternative Petroleum, Oil, or Lubricant (POL) in manufacturing processes that generate a sheen on water. When in a liquid state, these products are to be responded to as POLs. Also known as Fats, Oils, and Greases (FOG). Typically related to sanitary sewer overflows (SSO) as grease clogs.
3. Aqueous Film Forming Foam (AFFF). Water-based foam, frequently containing alpha-olefin sulfonates, and/or perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA) as surfactants, designed for fighting fires that result from burning flammable liquids such as jet fuels. AFFF has the ability to spread rapidly across the surface of hydrocarbon-based liquids while a film of water forms under the foam. AFFF is considered an oxygen depleting substance.
4. Control. The process of spill response where the release has been stopped such that no further spread to the environment is likely.
5. Countermeasures. The process of spill response in which steps are taken to control and contain a release to minimize the environmental impact.
6. Emergency Responders. Aboard MCAS CHERPT, Fire and Emergency Services (F&ES) is the primary emergency responder to all non-flightline incidents. Station Aircraft Recovery and Firefighting (ARFF) is the primary responder to all flightline incidents aboard MCAS CHERPT. At MCALF Bogue, MWSS-271 Expeditionary Fire Rescue (EFR) is the primary emergency responder for all incidents. These organizations have been designated as the On-Scene Commander by the Installation Commander and will serve as a primary OHS spill responders.
7. Environmental Compliance Coordinator (EC). The designate individual at the unit level who oversees the implementation of the established environmental policies as defined in this Order and reference (f).
8. Extremely Hazardous Substance (EHS). EHSs comprise a specific list of more than 300 chemicals. The chemicals were chosen to provide an initial focus for local emergency planning because of their extremely acute toxicity. Each EHS has a specific threshold planning quantity (TPQ) that, if equaled or exceeded, triggers the facility's regulatory requirements. EHSs are listed in Appendices A and B

of 40 CFR 355 and referenced in the Emergency Planning and Community Right-to-Know Act (EPCRA).

9. Fats, Oils, and Greases (FOG). See Animal Fats and Vegetable Oils (AFVO).
10. Hazardous Substance (HS). Under Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), hazardous substances are defined by reference to substances that are listed or designated under other environmental statutes. They include hazardous wastes under the Resource Conservation and Recovery Act (RCRA), hazardous substances defined in Section 311 of the Clean Water Act, toxic pollutants designated under Section 307 of the Clean Water Act, hazardous air pollutants listed under Section 112 of the Clean Air Act, substances designated under Section 102 of CERCLA that "may present substantial danger to public health or welfare or the environment," and imminently hazardous chemical substances or mixtures that the U.S. Environmental Protection Agency (EPA) has addressed under Section 7 of the Toxic Substances Control Act (TSCA). CERCLA hazardous substances are listed in Table 302.4 of 40 Code of Federal Regulations (CFR) 302.
11. HAZWOPER. The Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) apply to five distinct groups of employers and their employees. This includes any employees who are exposed or potentially exposed to hazardous substances -- including hazardous waste -- and who are engaged in one of the following operations as specified by 1910.120(a)(1)(i-v) and 1926.65(a)(1)(i-v):
 - a. Clean-up operations -- required by a governmental body, whether federal, state, local, or other involving hazardous substances -- that are conducted at uncontrolled hazardous waste sites;
 - b. Corrective actions involving clean-up operations at sites covered by the Resource Conservation and Recovery Act of 1976 (RCRA) as amended (42 U.S.C. 6901 et seq.);
 - c. Voluntary clean-up operations at sites recognized by federal, state, local, or other governmental body as uncontrolled hazardous waste sites;
 - d. Operations involving hazardous wastes that are conducted at treatment, storage, and disposal facilities regulated by Title 40 Code of Federal Regulations Parts 264 and 265 pursuant to RCRA, or by agencies under agreement with U.S. Environmental Protection Agency to implement RCRA regulations; and
 - e. Emergency response operations for releases of, or substantial threats of releases of, hazardous substances regardless of the location of the hazard.
12. Large Spill. Any release that directly impacts the environment or does not meet the definition of a small spill.
13. Operator. Any person in control of, or having responsibility for, the daily operation of the storage tank, secondary containment or equipment.
14. OSHA. Occupational Safety & Health Administration is a federal organization (part of the Department of Labor) that ensures safe and healthy working conditions for Americans by enforcing standards and providing workplace safety training.

15. Outlying Field (OLF). As asset of MCAS CHERPT, this is government property, remotely located, under the direct control of MCAS CHERPT to include, but not limited to: MCALF Bogue, MCOLF Atlantic, MCOLF Oak Grove, and BT-11 (Piney Island).
16. Owner. Any person who owns or controls the use of a storage tank used for storage or dispensing regulated substances. The Commanding Officer aboard MCAS CHERPT is the designated owner of all storage tanks within this command.
17. Oils and Hazardous Substances (OHS). A generalized term used to describe the substances within a spill response until specific data can be gathered of the released product.
18. Petroleum, Oil, or Lubricant (POL). Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, vegetable oil, animal oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil.
19. Release. Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any HS, EHS, or CERCLA HS.
20. Reportable Quantity (RQ). Determined by the Environmental Affairs Department, this is the amount of product released to water, air, or land that exceeds regulated quantities for reporting for a specific substance.
21. Sanitary Sewer Overflow (SSO). A release of untreated sanitary or industrial sanitary sewer that impacts water, air, or land.
22. Secondary Containment. Any device used in conjunction with an OHS to provide a secondary or back-up means of containment in the event of failure of the primary OHS holding tank or container. Secondary containment devices may be drip pans, over-pack drums, portable berms, dikes, concrete pads and berms, or any other device set in place for potential spill containment.
23. Sheen. An iridescent appearance on the surface of water.
24. Small Spill. Considered a minor amount of POL that is discharged during regular maintenance of equipment and that is expected to be released from the equipment due the nature of the service which does not impact water, air, or land, is contained within the immediate work area, can be cleaned up immediately, does not require response from Emergency Responders, and does not exceed 1 gallon in quantity on concrete.

SPILL PREVENTION, CONTROL AND COUNTERMEASURES

SECTION 2: ENVIRONMENTAL POLICY

1200. SECONDARY CONTAINMENT.1. General.

- a. Secondary containment devices are used to prevent the spread or release of oils and hazardous substances (OHS) to the environment.
- b. Secondary containment (portable or permanent berms, dikes, drips pans, etc.) shall be used during all OHS transfers and storage.
- c. Secondary containment devices are not required for OHS equipment when empty.
- d. Oil/water separators designed to provide secondary containment are identified in the MCAS CHERPT Integrated Contingency Plan and inspected by the Environmental Compliance Coordinator (EC) in accordance with reference (f).
- e. All operators of secondary containment devices shall follow the standard operational procedures and inspection requirements provided below.

2. Equipment requiring containment.

- a. Secondary containment devices shall be used for all mobile equipment (i.e., generators, mobile lighting units, portable pumps, etc.) that contain OHS to protect areas where they are operated or stored when it is practical to do so. Motor vehicles are exempt from this requirement unless the vehicle is a pump/vacuum or tanker truck or is actively leaking OHS.
- b. Secondary containment is **required for all** OHS storage containers (i.e., carboys, tanks, drums, pump/vacuum trucks, tanker trucks, six-con, etc.) that are actively containing OHS. By design, above ground storage tanks that are doubled walled or have integrally constructed secondary containment meet the secondary containment requirements herein and shall be designed in accordance with reference (e).
- c. All OHS equipment located near surface waters or drainage pathways leading to surface waters (i.e., within 100 feet) are required to be placed within secondary containment devices. If practical, the equipment shall be relocated away from pathways leading to surface waters.
- d. Temporary OHS storage containers may be used for temporary secondary containment devices like over-pack drums or portable berms. All other OHS storage containers must use permanent secondary containment devices.
- e. Secondary containment is required for all removed soil that is to be stockpiled on location that is considered contaminated with OHS as directed by the Environmental Affairs Department (EAD) until removed from site. Permanent or portable berms may be used when practical or a temporary containment berm can be constructed using plastic sheeting with an underliner wrapped over straw bales or earth to construct the berm walls and covered with a secured top cover of plastic sheeting to protect from the elements. All plastic sheeting shall have a minimum thickness of 10 mil.

- f. When it is deemed impractical to provide secondary containment (i.e., costs of the secondary containment device is not considered an impractical reason), the operator shall develop a Standard Operating Procedure (SOP) which covers the practice involved to the extent that visual inspections of the OHS storage containers and/or transfer equipment is inspected daily, at a minimum once a day but no longer than 24 hours between inspections. The SOP shall provide details for covering inspections during weekend or holidays. The SOP shall follow the intent of this manual for reporting discovered releases.

3. Containment Inspections.

- a. Operators shall inspect all secondary containment devices for structural integrity or evidence that the containment device or structure has been compromised and cannot adequately contain the OHS if released. Inspections shall not be required when storage of OHS is not present.
- b. Operators shall inspect all equipment and containers stored within secondary containment devices for evidence of OHS leaks prior to releasing any stormwater from the containment device. Follow the guidance for stormwater drainage below. Inspections shall not be required when storage of OHS is not present.
- c. Operators shall inspect the secondary containment device drainage valves, if equipped, to ensure it is operable and maintained in the closed position prior to any OHS transfer. The drainage valve shall only be in the open position when draining uncontaminated stormwater from the containment device and shall be immediately closed upon completion.
- d. The drainage valve shall be kept locked in the closed position at all other times to avoid accidental releases to the environment. If the secondary containment is a permanent structure with a lockable, gated fence around the structure that encompasses the drain valve, then no additional lock on the valve is required and is considered secure.
- e. Permanent secondary containment structures, such as concrete pads with berms, require monthly documented inspections using the inspection form in enclosure (5). Notable inspection features are the drain valve condition and orientation, cracks in the containment, and evidence of spills. Drain valves should be in good working condition, orientated in the closed position, and locked. Cracks in the containment should be noted during inspection since the integrity of the containment may be compromised.
- f. Mobile equipment secondary containment berms require daily documented inspections using the inspection form in enclosure (6). Notable inspection features are the drain valve condition and orientation if applicable, tears/rips/holes in the containment, side walls are erect and secure, and evidence of spills. Mobile berms, that are not in use, or properly stored, do not require inspection.
- g. Operators shall submit a work order for all repairs to permanent secondary containment structures to the Facilities Maintenance Department (FMD). A work order number and submittal date should be included on the inspection form identifying the need for repair.

4. Stormwater Drainage.

- a. Before a portable or permanent secondary containment device can be drained of stormwater, a visual observation for the presence of OHS is required. When inspecting for POL products, a sheen is a good indication of a spill. Hazardous substances (HS) may mix with stormwater and can be harder to detect. Noticeable drips and leaks or discoloration of the stormwater, similar to the HS, are good indications of a HS spill within the containment. These drainage events shall be documented on enclosure (5) or (6) as appropriate.
- b. Stormwater cannot be drained into the environment from secondary containment devices if an OHS spill has occurred within the containment. OHS and contaminated stormwater within these secondary containments require proper disposal.
- c. If you suspect that an OHS spill has occurred within your secondary containment and has contaminated stormwater, you must submit a work order to FMD requesting disposal. FMD will pump the containment free of any residual or spilled OHS and the contaminated stormwater. Stormwater that has not been contaminated by OHS can be drained from the secondary containments using a drain valve, pump, and etc. Completion of the secondary containment inspection form is required when draining permanent secondary containment devices (dike, concrete berm, pad, or etc.). If FMD pumps the secondary containment, note on the inspection form the FMD work order number and the date that the containment was pumped.

5. Record Keeping.

- a. Secondary containment inspection forms, enclosures (5) and (6), shall be maintained by the EC and made available for inspection upon request. The EC shall maintain these forms onsite for a period of three years, then turnover to EAD. EAD will collect all forms three years or older during the annual internal Environmental Compliance Evaluations.
- b. EAD will maintain all forms upon receipt and destroy after thirty years in accordance with reference (i).

1201. FACILITY SPILL RESPONSE.1. General.

- a. All personnel shall follow the intent of the spill prevention and spill response information contained herein in accordance with references (a) through (g).
- b. All personnel shall be conscious of the potential for spills and take precautionary measures during the handling, transfer, and storage of OHS to reduce the threat of a spill of OHS into the environment.
- c. All personnel shall complete basic Hazards Communication (HAZCOM) to ensure proper awareness of the associated hazards of the OHS in their work area and maintain current Safety Data Sheets (SDS) for all OHS.
- d. All commands, tenants, detachments, and units aboard MCAS CHERPT and its OLFs shall follow the intent of this Order for spill notification and reporting. No Standard Operating

Procedure (SOP) shall allow divergence from the spill notification and reporting procedures herein.

- e. All equipment that uses or contains OHS shall be properly maintained and operated following the manufacturer's recommendations and procedures in order to prevent spills.
- f. Hazardous material, hazardous substances, and hazardous wastes shall be stored, handled, and disposed of following MCAS policies.
- g. Disciplinary action and/or criminal charges may be sought at the discretion of the responsible parties' supervisor or commanding officer if the actions leading to a release are determined to be intentional in nature to cause harm to the environment, to person, and/or property of the Marine Corps in violation of this Order and appropriate laws and regulations. Monetary retribution may be sought if the intentional actions lead to monetary fines being issued or if there is a significant monetary burden in response to the spill to the Commanding Officer.

2. Spill Notification Procedures.

- a. All personnel shall follow the emergency notification and response procedures detailed in enclosure (3). These procedures shall be posted and made available to all personnel in conjunction with unit specific SOPs for reporting.
- b. ALL ACTIVE OHS RELEASES OR SPILLS, REGARDLESS OF QUANTITY OR LOCATION, REQUIRE NOTIFICATION TO EMERGENCY RESPONDERS.
- c. OHS spills identified aboard the MCAS CHERPT or OLFs (excluding POL spills on the MCAS flightline or OHS spills at MCALF Bogue) shall be immediately reported to the MCAS CHERPT F&ES by calling 911 from any Air Station telephone or by calling (252) 466-3333.
- d. POL spills occurring on the Air Station's flightline and aircraft operating areas shall be immediately reported to MCAS CHERPT's ARFF at (252) 466-2420 and MCAS CHERPT F&ES by calling 911 from any Air Station telephone or by calling (252) 466-3333.
- e. OHS spills at MCALF Bogue shall be immediately reported to the MCALF Bogue EAF at (252) 466-0662 and MCAS CHERPT F&ES by calling 911 from any Air Station telephone or by calling (252) 466-3333.
- f. All other OLFs shall notify local 911 emergency responders for immediate assistance then notify MCAS CHERPT F&ES at (252) 466-3333.
- g. All sanitary sewer overflows (SSO) shall be immediately reported to FMD (252) 466-4363 and EAD at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response. If the spill is actively threatening additional property or environmental concerns, call MCAS CHERPT F&ES by calling 911 from any Air Station telephone or by calling (252) 466-3333.
- h. All discovered spills that are not currently active and occurred during past work evolutions are to be reported immediately upon discovery to EAD at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.

- i. All spills or releases that occur off station caused by assets assigned to MCAS CHERPT and/or its tenants are to be reported immediately to EAD at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.
 - j. All spills or releases of AFFF concentrate, AFFF mixed water, or AFFF rinse water generated by rinsing or flushing AFFF equipment shall be immediately reported to the appropriate emergency responder and to EAD at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.
3. Spill Response.
- a. ALL RELEASES REQUIRE CLEANUP.
 - b. Primary OHS spill emergency responders will address all OHS spills aboard MCAS CHERPT and OLFs. The primary responder will utilize secondary OHS spill responders to accomplish spill response and cleanup. The primary responder will maintain control and direction of all spill response and cleanup activities until their decision that the immediate threat to human life and the emergency condition is abated. Control can then be transferred to the appropriate secondary OHS spill responder for subsequent action.
 - c. Secondary OHS spill responders will assist the primary OHS spill emergency responders in spill response and cleanup. Secondary responders will be activated as needed and individually based on the specific situation.
 - i. The secondary OHS spill responder can take responsibility for the cleanup of a spill following the abatement of the emergency situation by the primary OHS spill responder.
 - ii. Secondary OHS spill responders include shop/unit personnel trained to handle OHS and OHS spill cleanup to include: FMD, Fleet Readiness Center - East (FRC-E) Spill Response Team, and the EAD Open-Water Facility Response Team.
 - d. The primary OHS spill emergency responders will address all OHS spills. Secondary OHS spill responders will assist in spill response and cleanup. Personal safety is top priority during spill response and cleanup for all responders.
 - i. All responders shall communicate with Safety personnel to ensure properly established safety procedures and adequate personal protective equipment (PPE) is worn for the spill response.
 - e. Any release to the environment that impacts pervious surfaces (i.e., soil, gravel, grass) shall require evaluation by EAD to determine the extent of which the material shall be excavated to remove the contaminated material. At no time, shall an excavated site be backfilled without approval from EAD.
 - f. For all releases or spills, a dry cleanup method shall be the preferred method of cleanup using absorbent materials aboard MCAS CHERPT and the OLFs. No release or spill shall be washed down a drain without approving guidance from EAD on a per incident basis only. No release or spill shall be washed into a pervious area (i.e., grass, gravel) unless deemed necessary by the primary emergency responders.

- g. Spills or releases of AFFF concentrate, AFFF mixed water, or AFFF rinse water generated by rinsing or flushing AFFF equipment shall not be allowed to enter storm drains, sanitary sewer, or industrial sewer. All efforts shall be taken to control and contain the release to avoid or minimize the impacts to the environment and to these conveyance systems. All cleanup materials used to cleanup AFFF shall be segregated from all spill residual and managed as an AFFF impacted spill residue requiring proper manifesting for disposal. EAD shall oversee the disposal.
 - h. All SSOs shall be cleaned up immediately. All ponded or impacted water shall be recovered, if feasible, and transferred to an appropriate manhole for disposal. The impacted area shall be thoroughly sanitized to eliminate the potential impact to human health.
4. Spill Reporting Procedures (other than AFFF or SSO).
- a. The spill reporting form in enclosure (4) is required to be submitted to EAD **no later than 24 hours** after the spill event occurred.
 - b. The spill reporting form shall be filled out in its entirety and is required for the following:
 - i. All EHS spills, regardless of location;
 - ii. All POL spills into the environment (i.e., outside of a building) or that reaches a drain;
 - c. Alternative form formats are allowed, but the alternative forms must provide the information as requested in enclosure (4). Key information to provide is: location of the spill, product spilled, amount spilled, source of the spill, name and phone number of a person in charge, date and time, actions taken to control and contain the spill.
 - d. A written report is not required for a POL spill if it meets the definition of a small spill herein.
 - e. Responsible unit will report Commander's Critical Information (CCIR) as required per reference (j).
5. Spill Reporting Procedures (for AFFF).
- a. The responsible unit shall coordinate the following reporting requirements with the EAD in accordance with reference (h):
 - i. For all uses, releases and spills, the EAD shall submit the incident information into the Environmental Management Portal Environmental Data Repository (EM-Portal EDR).
 - ii. F&ES, ARFF, and EFR shall enter incident information into the Marine Corps Fire Incident Reporting System (MCFIRS).
 - iii. For all uses, releases, and spills of more than 10 gals of AFFF concentrate or more than 300 gals of AFFF mixed foam, or any other situation that may receive media attention (a.k.a., significant incident), the following shall be executed:

- (1) Within 30 minutes of the incident, or becoming aware of, a voice report shall be provided to the Headquarters Marine Corps Operations Center (MCOC) and Marine Corps Installations Command (MCICOM) Watch Officer.
 - (2) Within six hours of the incident, or becoming aware of the incident, the responsible unit will initiate an Operations Events/Serious Incident Report (OPREP-3)/(SIR) shall be submitted.
 - (3) Within six hours of the incident, or becoming aware of, the EAD shall submit an AFFF Release and Response Report for submission to the Office of the Secretary of Defense (OSD).
- b. Responsible unit will report Commander's Critical Information (CCIR) as required per reference (j).
6. Spill Reporting Procedures (for SSO).
 - a. The EAD shall coordinate with FMD and the designated Operator in Responsible Charge (ORC) of the MCAS CHERPT sanitary sewer collections permit and submit the required documentation and reporting notifications if applicable to regulatory authorities.
 - b. Responsible unit will report Commander's Critical Information (CCIR) as required per reference (j).
7. Record Keeping.
 - a. Units responsible for causing the spills, shall maintain a copy of the spill report for three years. The EC shall maintain these records and made available for inspection upon request. The EC shall maintain these forms onsite for a period of three years, then turnover to EAD.
 - b. Copies of the completed spill report shall be forwarded to EAD **no later than 24 hours** after the spill event occurred for retention.
 - c. The EAD shall maintain records of all spill reports that have occurred aboard MCAS CHERPT and OLFs. These reports may be destroyed after fifty years in accordance with reference (i).

SPILL PREVENTION, CONTROL AND COUNTERMEASURES

SECTION 3: RESPONSIBILITIES

1300. UNIT/TENANT COMMANDS.

1. Each department head, unit commander or officer-in-charge (OIC) is responsible for maintaining adequate assets and supplies to ensure all responses are quick and sufficient to provide control and containment of the spill to eliminate or reduce the impact to the environment.
2. All non-station commands, tenants, detachments, and units aboard MCAS CHERPT and its OLFs are responsible for acquiring and maintaining all spill supplies and secondary containment devices that are not station property, to comply with the intent of this Order.
3. All station commands, detachments, and units aboard MCAS CHERPT and its OLFs shall submit requests for secondary containment structures or devices to FMD or EAD as applicable for evaluation to comply with the intent of this Order. All spill supply requests shall be submitted to EAD.

1301. SHOPS/UNITS THAT UTILIZE OR STORE OHS.

1. Shops and units that utilize or store OHS, shall assist the primary and/or other secondary OHS spill responders in spill cleanup if it is safe to do so. Once it is determined safe to do so, shops and units should take steps to control (stop the source, shut off valves, upright the spilling container, or etc.) and/or contain (apply sorbent materials, block drains, or etc.) the spill.

1302. ENVIRONMENTAL COMPLIANCE COORDINATORS.

1. The Environmental Compliance Coordinator (EC) shall educate the personnel within the unit on the proper spill notification procedures.
2. The EC shall ensure that personnel are properly trained to respond to a spill and have adequate PPE as defined by the appropriate safety and industrial hygiene personnel.
3. The EC shall complete, submit and maintain all the required secondary containment inspection forms in accordance with this Order.
4. The EC shall ensure all spill debris is properly managed and disposed of based on the OHS released and associated contaminants.
5. The EC shall complete, submit and maintain all the spill reports in accordance with this Order.
6. The EC shall manage inventory and notify EAD of any change in inventory or any release or use of AFFF during the event of a fire, training activity, equipment tests, or spill. This includes a release during equipment maintenance activities.

1303. ENVIRONMENTAL AFFAIRS DEPARTMENT.

1. The EAD will maintain and update as necessary the Integrated Contingency Plan (ICP) for the spill prevention and spill response planning and action. EAD will provide consultation and support for OHS spill prevention and contingency consistent with the ICP. EAD will distribute copies of the ICP to emergency responders and designated departments following revisions.
2. Serve as overall coordinator for the MCAS CHERPT's Environmental Facility Spill Response program.
3. Coordinate OHS spill prevention, initial spill response, and spill cleanup training.
4. Determine reportable quantities (RQ) for all substances spilled based on governing regulations and make appropriate notifications to regulatory agencies as necessary.
5. Serve as MCAS CHERPT's Open-Water Facility Spill Team Coordinator. Ensuring training requirements as outlined in the ICP are met and budgeting requirements to maintain the MCAS CHERPT Open-Water Facility Spill Response equipment are processed in accordance with reference (c). Activates Open-Water Facility Spill team members as deemed necessary based on response level.
6. Provide Conservation Law Enforcement Officers (CLEO) to investigate criminal actions that violate environmental compliance regulations and laws.
7. Establish and maintain OHS spill notification and response procedures.
8. Provide consultation and support for SSOs and OHS environmental impact and cleanup requirements.
9. Shall ensure that AFFF is managed and disposed of in accordance with governing regulations and permits.
10. Maintain proper certifications (i.e., HAZWOPER) for personnel designated as responders for OHS spill response in compliance with OSHA.
11. Provide qualified personnel to serve on the MCAS CHERPT Open-Water Facility Spill Response Team.
12. Maintain historic records of spill reports for MCAS Cherry Point in accordance with reference (i).
13. Determine the extent of soil removal for remediation due to contamination from OHS release and evaluate for historical site impact.
14. Visually inspect secondary containment devices to ensure proper working order during site visits to commands, units, and departments aboard MCAS CHERPT and the OLFs.
15. Ensure that emergency responders have been notified of an active spill upon receiving notification from personnel other than the emergency responders.

16. Relieve F&ES, ARFF and EFR as On-Scene Commander upon their determination that the immediate threat to human life and the emergency condition is abated and clean-up/remediation has begun for POL releases only.
17. Designate the sites required to be inspected daily as the SPILL ROUTE and review and update annually as needed. Perform inspections of the SPILL ROUTE each Tuesday and Thursday.
18. Report SSOs and OHS spills to Federal/State/Local agencies as required by regulations.
19. Provide initial notification and updates to the Chief of Staff, the Director of Facilities, the duty officer, and/or Headquarters Marine Corps for significant OHS spills.
20. Budget for and maintain spill response supplies suitable for POL spills to assist in support of emergency response and/or cleanup for all Station commands, units, and departments.
21. Budget for OHS spill prevention and spill control equipment maintenance and supplies.

1304. FIRE AND EMERGENCY SERVICES (F&ES).

1. Primary emergency responder for OHS spills at MCAS CHERPT and OLFs.
2. Serves as the designated On-Scene Commander by the Installation Commander and will maintain control and direction of all spill response and cleanup activities until the immediate threat to human life and the emergency condition is abated.
3. Activates secondary OHS spill responders as deemed necessary.
4. Coordinates with EAD's Open-Water Facility Spill Team Coordinator for response to all spills, on and off station, impacting waterways utilizing Open-Water Facility Spill Team equipment.
5. Assists MCAS CHERPT ARFF and MCALF Bogue EFR for spill response on the flightline or at MCALF Bogue.
6. Coordinates with the Safety & Standardization Directorate (SSD), Industrial Hygiene (IH), and EAD on safety, health and environmental considerations at all OHS spills.
7. Maintain proper certifications for personnel designated as responders for OHS spill response in compliance with references (h) and (i).
8. Provides notice to EAD of spills as soon as practical. Notifies EAD of all reported spills at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.
9. Shall manage inventory and notify EAD of change in inventory or any release or use of AFFF during the event of a fire, training activity, equipment tests, or spill.
10. Shall not utilize AFFF for training or any other non-emergency function. Shall capture, clean up, and manage for disposal any AFFF spilled.
11. Provide qualified personnel to serve on the MCAS CHERPT Open-Water Facility Spill Response Team.

1305. ARFF/EFR (MCAS CHERRY POINT AND MCALF BOGUE).

1. Primary spill responder for POL spills on the MCAS CHERPT flightline and OHS spills at MCALF Bogue.
2. Serves as the designated On-Scene Commander by the Installation Commander and will maintain control and direction of all spill response and cleanup activities until the immediate threat to human life and the emergency condition is abated.
3. Activates secondary spill responders as deemed necessary.
4. Assists MCAS CPFES as needed for petroleum spill response at MCAS Cherry Point and outlying fields.
5. Coordinates with the SSD, IH, and EAD on safety, health and environmental considerations at all OHS spills.
6. Maintain proper certifications (i.e., HAZWOPER) for personnel designated as responders for OHS spill response in compliance with OSHA.
7. Notifies the MCAS CPFES of all spills.
8. Provides notice to EAD of spills as soon as practical. Notifies EAD of all reported spills at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.
9. Shall manage inventory and notify EAD of change in inventory or any release or use of AFFF during the event of a fire, training activity, equipment tests, or spill.
10. Shall not utilize AFFF for training or any other non-emergency function. Shall capture, clean up, and manage for disposal any AFFF spilled.
11. Provide notice to EAD of aircraft mishaps as soon as practical.

1306. FACILITIES MAINTENANCE DEPARTMENT (FMD).

1. Provide manpower, training, equipment, contract mechanisms, and supplies to ensure spill response is properly controlled, contained and cleaned up.
2. Maintain an up to date inventory of all oil storage equipment as defined in reference (e). This includes but is not limited to: tanks, containers, drums, and transformers.
3. Provide qualified personnel to serve on the MCAS CHERPT Open-Water Facility Spill Response Team.
4. Maintain proper certifications (i.e., HAZWOPER) for personnel designated as responders for OHS spill response in compliance with OSHA.
5. Serve as primary responder for SSOs and will ensure affected areas are properly decontaminated and sanitized to include lavatory spills on the Visiting Aircraft Line (VAL).

6. Will provide funding, service, and repair to station owned secondary containment structures and devices and spill control devices as identified in submitted work orders.
7. Shall manage inventory and notify EAD of any change in inventory or any release or use of AFFF during the event of a fire, system maintenance, or spill.
8. Coordinate with Headquarters and Headquarters Squadron (H&HS) when additional manpower is needed for response to POL spills only.
9. Ensure all personnel and equipment is thoroughly decontaminated before securing the response.
10. Provide updated contact information for FMD Responders to the F&ES, ARFF, EFR, and EAD.
11. Perform inspections of the SPILL ROUTE as designated by EAD on Mondays, Wednesdays, and Fridays. These inspections shall be recorded in USMCMax. Noted discrepancies shall be submitted as separate service request.

1307. SAFETY & STANDARDIZATION DIRECTORATE (SSD).

1. Provide exposure limits and monitoring during OHS spill response and cleanup as requested by the responders and if deemed necessary by the Safety & Standardization Officer.
2. Provide qualified industrial hygienist to provide personal protective equipment (PPE) recommendations to responders as needed or deemed necessary.
3. Provide guidance to responders and cleanup personnel regarding all safety matters.
4. Assist the primary OHS responders in determining the area "safe" for entry of cleanup personnel for all hazardous substance spills.
5. Provide a qualified representative to serve on the MCAS CHERPT Open-Water Facility Spill Response Team.

1308. RANGE MANAGEMENT.

1. Provide manpower and equipment as requested to respond to spills associated with range assets and targets and open water spills.
2. Provide qualified personnel to serve on the MCAS CHERPT Open-Water Facility Spill Response Team.
3. Provide maintenance support, via Watercraft Support Unit (WSU), to MCAS CHERPT's Open-Water Facility Spill Response, for all waterborne assets (i.e., boats).
4. Provide oversight and guidance to all visiting commands and units utilizing range assets in accordance with this Order.

1309. FUELS DEPARTMENT.

1. Provide manpower and equipment as requested to respond to spills associated with the fuel distribution system aboard MCAS CHERPT.

2. Operate and maintain all OHS equipment and storage devices and secondary containment devices in accordance with this Order.
3. For minor spills (less than one gallon of POL on concrete) at Tank Farm C associated with customer fueling operations at the self-serve pumps only, Fuels personnel shall respond to control and contain the release and ensure proper cleanup of the area.
4. For all other spills, follow the procedures outlined in this Order.
5. Shall ensure all flightline spill kits are maintained and properly stocked with adequate spill response materials for response to small releases of POLs from aircraft in the fuel pits. Material requests shall be provided to EAD.

1310. FLEET READINESS CENTER - EAST, MCAS CHERRY POINT (FRC-E).

1. Provide manpower, training, equipment, and supplies to support the FRC-E Spill Response Team.
2. Budget for and maintain spill response supplies suitable for all OHS present at FRC-E for emergency response.
3. Provide qualified personnel to serve on the MCAS CHERPT Open-Water Facility Spill Response Team.
4. Maintain proper certifications (i.e., HAZWOPER) for personnel designated as responders for OHS spill response in compliance with OSHA.
5. Provide OHS spill response and cleanup support for spills within the FRC-E.
6. Ensure FRC-E personnel and equipment is thoroughly decontaminated before securing the response.
7. Provide updated contact information for FRC-E Spill Response Team to the MCAS CPFES, ARFF, and EAD.
8. Provide spill reports to EAD as outlined herein.
9. Maintain on file and have available for inspection, secondary containment reports that follow the intent of this Order.

1311. HEADQUARTERS AND HEADQUARTERS SQUADRONS (H&HS).

1. Provide manpower to support the station in a spill response when a spill cleanup action exceeds the manpower capabilities of assigned civilian personnel. H&HS personnel will only be activated for POL spills.

1312. MARINE CORPS COMMUNITY SERVICES (MCCS).

1. Operate and maintain all OHS equipment and storage devices and secondary containment devices in accordance with this Order.

- a. Storage of OHS for retail purposes (i.e., on the shelf) shall be considered exempt from secondary containment requirements when stored inside a retail facility and less than 55 gallons per POL container.
2. Budget for and maintain spill response supplies suitable for all OHS present at MCCS facilities and operational area for emergency response.
3. For minor spills (less than one gallon of POL on concrete) at the MCCS operated service stations (buildings 4472 and 4505) associated with customer fuel purchases at the self-serve pumps only, MCCS personnel shall respond to control and contain the release and ensure proper cleanup of the area and document the incident in a spill log.
4. For all other spills, follow the procedures outlined in this Order.
5. Shall provide oversight and/or budget for and maintain supplies suitable for storage and collection of AFVOs associated with retail operations and eateries in accordance with this Order.

1313. VISITING AIRCRAFT LINE (VAL).

1. For minor spills (less than one gallon of POL on concrete) on the VAL line associated with fueling operations of visiting aircraft only, VAL personnel shall respond to control and contain the release and ensure proper cleanup of the area.
2. For all other spills, follow the procedures outlined in this Order.
3. For spills of untreated sanitary waste on the VAL line associated with lavatory services, qualified VAL personnel shall respond to control and contain the release and ensure proper cleanup of the area. Proper cleanup shall include proper sanitation of the area to ensure control of pathogens via FMD.

TANK MANAGEMENT

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TANK MANAGEMENT

SECTION 1: INTRODUCTION

2100. PURPOSE. Establish local policy and procedure for the development, installation, and management of storage tank systems (i.e., aboveground or underground) which include release detection, record keeping and reporting, inventory control, release response, and corrective actions, and out of service storage tank closures aboard Marine Corps Air Station Cherry Point (MCAS CHERPT) and the outlying fields (OLFs) in accordance with references (a) through (h).

2101. APPLICABILITY. This Order is applicable to MCAS CHERPT including subordinate and tenant commands and organizations, all MCAS CHERPT staff sections, and contractors.

2102. TERMS AND DEFINITIONS.

1. Aboveground Release. Any release to the surface of the land or surface water. This includes, but is not limited to, release from the aboveground portion of a storage tank system and aboveground releases associated with overfill and transfer operations as the regulated substance moves to and from a storage tank.
2. Aboveground Storage Tank (AST). Any stationary tank which is on or above the ground surface or any tank which can be inspected in a subterranean vault. Includes tactical aviation fuel dispensing systems (TFADS) and temporary refueling systems that will be in a single location for six months or greater.
3. Active Release. Any release that is considered ongoing, has the potential to worsen, has the potential to impact personnel, property or the environment, or has occurred within the past 24 hours.
4. Animal Fats and Vegetable Oils (AFVO). Any product that is made from animal or vegetable byproducts that are used for cooking or as an alternative POL in manufacturing processes that generate a sheen on water. When in a liquid state, these products are to be responded to as POLs. Also known as Fats, Oils, and Greases (FOG). Typically related to sanitary sewer overflows (SSO) as grease clogs.
5. Aqueous Film Forming Foam (AFFF). Water-based foam, frequently containing alpha-olefin sulfonates, and/or perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA) as surfactants, designed for fighting fires that result from burning flammable liquids such as jet fuels. AFFF has the ability to spread rapidly across the surface of hydrocarbon-based liquids while a film of water forms under the foam. AFFF is considered an oxygen deleting substance.
6. Compatible. The ability of two or more substances to maintain their respective physical and chemical properties upon contact with one another for the design life of the storage tank under conditions likely to be encountered in the storage tank.
7. Environmental Compliance Coordinator (EC). The designated individual at the unit level who oversees the implementation of the established environmental policies as defined in this Order and reference (f).
8. Extremely Hazardous Substance (EHS). EHSs comprise a specific list of more than 300 chemicals. The chemicals were chosen to provide an initial focus for local emergency planning because of their

extremely acute toxicity. Each EHS has a specific threshold planning quantity (TPQ) that, if equaled or exceeded, triggers the facility's regulatory requirements. EHSs are listed in Appendices A and B of 40 CFR 355 and referenced in the Emergency Planning and Community Right-to-Know Act (EPCRA).

9. Fats, Oils, and Greases (FOG). See Animal Fats and Vegetable Oils (AFVO).
10. Hazardous Substance (HS). Under Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), hazardous substances are defined by reference to substances that are listed or designated under other environmental statutes. They include hazardous wastes under the Resource Conservation and Recovery Act (RCRA), hazardous substances defined in Section 311 of the Clean Water Act, toxic pollutants designated under Section 307 of the Clean Water Act, hazardous air pollutants listed under Section 112 of the Clean Air Act, substances designated under Section 102 of CERCLA that "may present substantial danger to public health or welfare or the environment," and imminently hazardous chemical substances or mixtures that the U.S. Environmental Protection Agency (EPA) has addressed under Section 7 of the Toxic Substances Control Act (TSCA). CERCLA hazardous substances are listed in Table 302.4 of 40 Code of Federal Regulations (CFR) 302.
11. Operator. Any person in control of, or having responsibility for, the daily operation of the storage tank, secondary containment or equipment.
12. Outlying Field (OLF). As asset of MCAS CHERPT, this is government property, remotely located, under the direct control of MCAS CHERPT to include, but not limited to: MCALF Bogue, MCOLF Atlantic, MCOLF Oak Grove, and BT-11 (Piney Island).
13. Owner. Any person who owns or controls the use of a storage tank used for storage or dispensing regulated substances.
14. Oils and Hazardous Substances (OHS). A generalized term used to describe the substances within a spill response until specific data can be gathered of the released product.
15. Overfill Release. A release that occurs when a storage tank is filled beyond capacity, resulting in a discharge of the product to the environment.
16. Petroleum, Oil, or Lubricant (POL). Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, vegetable oil, animal oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil.
17. Preventive Maintenance (PM). The normal operational upkeep to prevent a storage tank system from releasing a product.
18. Regulated Substance. Any substance defined under CERCLA or other applicable regulatory requirements that is liquid at standard conditions of temperature and pressure. Regulated substance include, but not limited to, petroleum and petroleum based liquids comprised of a complex blend of hydrocarbons derived from crude oil, such as motor fuels, jet fuels, distillate fuel oils, lubricants, petroleum solvents, and used oils.
19. Release. Any spilling, leaking, emitting, discharging, escaping, leaching, or disposing from a storage tank onto surface soils or into the groundwater, surface water, or subsurface soils.

20. Release Detection. A management method and/or monitoring equipment for determining whether a release of a regulated substance has occurred from the storage tank and its secondary barrier or secondary containment around it.
21. Secondary Containment. Any device used in conjunction with an OHS to provide a secondary or back-up means of containment in the event of failure of the primary OHS holding tank or container. Secondary containment devices may be drip pans, over-pack drums, portable berms, dikes, concrete pads and berms, or any other device set in place for potential spill containment.
22. Storage Tank. Either an aboveground or underground storage tank (AST)/(UST) and the associated piping that is used to contain and/or store regulated substance.
23. Temporary Aboveground Storage Tank. Any stationary tank, TFADS or refueling system solely for field operations that will be in a single location for no more than 6 months in length. Tanks, TFADS or refueling systems in a single location exceeding 6 months in length are not considered temporary and will be required to meet all applicable AST requirements.
24. Underground Storage Tank (UST). Any one or combination of tanks (including underground pipes connected thereto) that is used to contain an accumulation of regulated or unregulated substances with at least ten percent or more of its volume beneath the surface of the ground.

TANK MANAGEMENT

SECTION 2: ENVIRONMENTAL POLICY

2200. ORGANIZATION.

1. The management of storage tanks aboard MCAS CHERPT and its OLFs is regulated by reference (a) through (g). In accordance with reference (c), the CO MCAS CHERPT is the designated owner of all storage tanks within this command. The Director of Facilities is responsible for ensuring that all units with storage tanks meet the applicable regulatory requirements. The Environmental Affairs Department (EAD) provides overall coordination of the storage tank management program. The Naval Health Clinic, Fleet Readiness Center East (FRC-East), and units/squadrons of 2dMAW are designated as the operator of the storage tanks at their facility.

2201. STORAGE TANK MANAGEMENT.1. Vehicle/Equipment Storage Tanks

- a. Any storage tank associated with the transfer of fuel to unit operated vehicles and/or equipment essential to the unit's mission are the responsibility of the unit.
- b. Tanks associated with vehicle/equipment are to be inspected monthly utilizing the appropriate tank inspection form in enclosure (8) or (9).
- c. Any deficiencies should be immediately communicated to EAD and the Unit's Environmental Coordinator (EC) shall call the Facilities Maintenance Department (FMD) at 466-4363 or utilize USMCMAX to place a service request and receive a ticket number. The ticket number should then be communicated to EAD.

2. Boiler Storage Tanks

- a. Any storage tank associated with a boiler is the responsibility of the FMD.
- b. Tanks associated with boilers are to be inspected during preventive maintenance (PM) operations utilizing the appropriate tank inspection form in enclosure (8) or (9). In lieu of maintaining hardcopies of these inspections forms, FMD may incorporate the inspection requirements in USMCMAX for formal documentation purposes.
- c. Any deficiencies should be immediately communicated to EAD to include the nature of the deficiency as well as the ticket number for the service request that is generated in USMCMAX.

3. Emergency Generator Storage Tanks

- a. Any storage tank associated with an emergency generator is the responsibility of the FMD.

- b. Tanks associated with emergency generators are to be inspected during PM operations utilizing the appropriate tank inspection form in enclosure (8) or (9). In lieu of maintaining hardcopies of these inspections forms, FMD may incorporate the inspection requirements in USMCMMax for formal documentation purposes.
- c. Any deficiencies should be immediately communicated to EAD to include the nature of the deficiency as well as the ticket number for the work request that is generated in MAXIMO.

4. Fuels Department Tanks

- a. Tanks associated with the Fuels Department are to be inspected monthly utilizing the appropriate tank inspection form in enclosure (8) or (9). The Fuels Department may utilize other forms of documentation as long as it captures the information of the noted enclosures.
- b. Any deficiencies should be immediately communicated to EAD to include the nature of the deficiency as well as measures taken to report the deficiency for maintenance and/or repair.

5. Temporary Aboveground Storage Tanks

- a. Operators will notify EAD of the placement of Temporary Aboveground Storage Tank (AST) prior to setup for all temporary storage tanks, TAFDS, or temporary refueling systems.
- b. Operators will notify EAD prior to moving, relocating or dismantling any previously approved Temporary ASTs.

6. Fuel Trucks and Tanker Trucks

- a. Fuel trucks shall be inspected daily, when more than 55 gals are onboard, using the inspection form in enclosure (11).
- b. Fuel trucks shall be parked when not in use and have more than 55 gals onboard, within secondary containment devices or structures.

7. AFFF Tanks

- a. AFFF concentrate tanks are the responsibility of the FMD. Tank inspections shall follow the intent of this Order and be documented in USMCMMax.
- b. AFFF containment tanks are the responsibility of the FMD. Tank inspections shall follow the intent of this Order and be documented in USMCMMax.

8. Transformers

- a. Transformers are the responsibility of the FMD. Tank inspections shall follow the intent of this Order and be documented in USMCMMax.

2202. STORAGE TANK DOCUMENTATION.

1. The storage tank documents shall be managed by the designated EC.
2. The storage tank documents to be maintained at a minimum are:
 - a. A diagram of each storage tank, indicating the location with respect to site boundaries and any permanent structures; the total storage capacity of the tank in gallons; the exact type of petroleum product or hazardous substance stored; the direction of flow from a release; and the year the tank was installed. For areas with more than one storage tank a single diagram meeting the above requirements will be sufficient. The EAD shall maintain copies of these documents in reference (b).
 - b. Copies of all spill reports associated with the storage tanks using the form in enclosure (4).
 - c. Copies of secondary containment inspection forms associated with the storage tanks as applicable using the form in enclosure (5).
 - d. Copies of all tank inspection forms utilizing the appropriate tank inspection form in enclosure (8) or (9).
 - e. Copies of offloading and loading area daily inspection forms in enclosure (10) when appropriate.
 - f. Copies of the quarterly cathodic protection inspection form in enclosure (12) when applicable.
3. Record Keeping.
 - a. Records pertaining to tank management shall be maintained for the entire life cycle of the tank. These records shall be maintained as described herein. Upon removal of the storage tank, all records shall be turned over to EAD for disposition.
 - b. Records may be destroyed after thirty years in accordance with reference (i).
 - c. Secondary containment inspection forms, enclosures (5) and (6), shall be maintained by the EC and made available for inspection upon request. The EC shall maintain these forms onsite for a period of three years, then turnover to EAD. EAD will collect all forms three years or older during the annual internal Environmental Compliance Evaluations.
 - d. EAD will maintain all forms upon receipt and destroy after thirty years in accordance with reference (i).

2203. FUEL TRANSFER OPERATIONS.

1. All units, other than the Fuels Department, when responsible for any fuel product transfer operations to or from storage tank systems, will:
 - a. Ensure that aboveground releases due to leakage or overfilling during product transfer do not occur. Ensure that the volume available in a storage tank is greater than the volume of product to be transferred to the storage tank before a product transfer is made and that the transfer operation is monitored constantly to prevent overfilling and spilling. Ensure that the product to be transferred into a storage tank is compatible with the materials of the tank.
 - b. Fuel transfers shall utilize designated fill ports and/or spill control devices. No variation or modification to the designated fill ports and/or spill control devices are authorized that will increase the likelihood of spill or overfill.
 - c. Immediately contain and cleanup a spill, overfill, or release of petroleum or hazardous substance which occurs during product transfer operations in accordance with enclosure (1). Immediately notify MCAS CHERPT Fire Department by calling 911 from any Air Station telephone or by calling (252) 466-3333. Notify the EC at the storage tank site and EAD of the spill.
 - d. Document each spill or overfill release in accordance enclosure (1) using the spill report in enclosure (4), and develop and maintain a spill history file of the spill/overfill reports. The spill report will be completed by the person causing the spill or overfill release. A copy of the completed spill/overfill report will be submitted to the EC at the storage tank site for inclusion in the operating files and the EAD database.
 - e. Maintain accurate and detailed records of all product transfer operations. Make available upon request for inspection. Records should include, at a minimum:
 - i. Date and time of transfer
 - ii. Tank I.D. number
 - iii. Type and amount of product transferred
 - iv. Comments (any unusual operating conditions observed).
 - v. Signature of fuel delivery person
 - vi. Spill history file
 - f. Complete a visual check of the overall condition of the fill pipe and spill containment system at the time of product transfer, and maintain the area such that no water, product, or sludge accumulate in the spill containment area.

- g. Inspect the storage tank site for below ground releases. These releases may be identified by inventory control records, fuel odors inside buildings or crawl spaces, discoloration along building foundations (either inside or outside), fuel seeping into drainage ditches, or pooling on ground surfaces. If a below ground release is suspected notify EAD immediately.
2. The Fuels Department, when responsible for any fuel product transfer operations to or from storage tank systems, will:
- a. Ensure that aboveground releases due to leakage or overfilling during product transfer do not occur. Ensure that the volume available in a storage tank is greater than the volume of product to be transferred to the storage tank before a product transfer is made and that the transfer operation is monitored constantly to prevent overfilling and spilling. Ensure that the product to be transferred into a storage tank is compatible with the materials of the tank.
 - b. Immediately contain and cleanup any spill, overfill, or release of petroleum or hazardous substance which occurs during product transfer operations in accordance enclosure (1). Immediately notify MCAS CHERPT Fire Department by calling 911 from any Air Station telephone or by call (252) 466-3333. POL spills occurring on the Air Station's flightline and aircraft operating areas shall be immediately reported to ARFF at (252) 466-2420. Notify EAD of all POL spills.
 - c. Document each spill or overfill release in accordance enclosure (1) using the spill report in enclosure (4), and develop and maintain a spill history file of spill/overfill reports. A copy of the completed spill/overfill report will be maintained in the operating files, and a copy will be submitted to EAD.
 - d. Complete a visual check of the overall condition of the fill pipe and spill containment system at the time of product transfer, and maintain the area such that no water, product, or sludge accumulate in the spill containment area.
 - e. Inspect the storage tank site for below ground releases. These releases may be identified by inventory control records, fuel odors inside buildings or crawl spaces, discoloration along building foundations (either inside or outside), fuel seeping into drainage ditches, or pooling on ground surfaces. If a below ground release is suspected notify EAD immediately.
 - f. Upon request, test the accuracy of product dispensing meters routinely to ensure that the inventory control records are accurate and assist in removing condensate water that accumulates in the storage tank.
 - g. Fuel transfers shall utilized designated fill ports and/or spill control devices. No variation or modification to the designated fill ports and/or spill control devices are authorized that will increase the likelihood of spill or overfill.

TANK MANAGEMENT

SECTION 3: RESPONSIBILITIES

2300. UNIT/TENANT COMMANDS.

1. Ensure compliance with the policies and procedures within this Order.

2301. ENVIRONMENTAL COMPLIANCE COORDINATORS.

1. Ensure personnel working with petroleum products are trained in the spill notification procedures in enclosure (3).
2. Maintain the required storage tank documents in accordance with Section 2 of this enclosure.
3. Perform and document the monthly storage tank inspections in accordance with Section 2 of this enclosure.
4. Immediately notify EAD if any unusual operating conditions are observed and call FMD at 466-4363 or utilize USMCMMax to place a service request and receive a ticket number. The ticket number should then be communicated to EAD.

2302. ENVIRONMENTAL AFFAIRS DEPARTMENT.

1. The EAD will maintain and update as necessary references (a) and (b) to comply with references (c), (d), and (e). EAD will distribute copies of these documents to emergency responders and designated departments following revisions.
2. Provide technical assistance and compliance training to Air Station units and tenant commands (i.e., Environmental Compliance Coordinators) to implement inventory control measures and complete storage tank documents.
3. Annually inspect Air Station units, tenant commands and contractors for compliance with applicable laws, regulations, and directives, and make recommendations for improving the storage tank compliance program. The EAD shall submit service request for any Station owned tanks to correct any noted discrepancies or provide a written report of noted discrepancies to the appropriate tenant command or contractor point of contact.
4. Maintain an up-to-date inventory of all storage tanks, documentation of operation of cathodic protection equipment, documentation of compliance with release detection requirements, results of all annual tank tightness testing, maintenance and repair reports, site investigation reports, closure reports, and spill/overflow reports.
5. Provide consultation and support for SSOs and OHS environmental impact and cleanup requirements.
6. Maintain an up-to-date inventory of all AFFF concentrate tanks and AFFF containment tanks.

7. Coordinate with FMD, as necessary, to dispose or treat any AFFF or AFFF water captured in the containment tanks.

2303. FACILITIES MAINTENANCE DEPARTMENT (FMD).

1. FMD will ensure that tanks under the purview of the FMD are inspected in accordance with this Order.
2. Maintain product transfer records in accordance with this Order.
3. Shall incorporate the requirements of this Order in the PM criteria for tank assets in USMCMMax.
4. Comply with the requirements and intent of reference (d), which includes, but is not limited to the following:
 - a. Program and budget for personnel, equipment, materials, training, monitoring, and other recurring requirements to comply with appropriate storage tank management mandates.
 - b. Ensure all storage tanks under their management and control, meet environmental requirements as described in ref (c).
 - c. Develop and implement SOPs in accordance with reference (b) that include maintaining an accurate storage tank inventory, information management, facilities maintenance, inspections, environmental compliance and spill prevention, funding, and internal controls.
 - d. Utilize enterprise systems of record for maintaining an inventory and information on storage tanks that are either real property or personal property. Inventories shall include all available and applicable data elements.
 - i. USMCMMax is the Marine Corps enterprise asset management system for facilities maintenance management. USMCMMax is used to manage the inspection, preventative maintenance of applicable tanks managed in the system. USMCMMax will serve as the authoritative source for storage tank inventory and associated information.
 - ii. The storage tank inventory shall be created and maintained in USMCMMax using two unique identifiers, Asset record and Location record.
5. Maintain and inspect all AFFF concentrate tanks and containment tanks. Will immediately report any leaks or spills of AFFF to EAD. Will monitor the levels of all containment tanks and report the levels to EAD to coordinate action.

2304. FACILITIES ENGINEERING AND ACQUISITION DIVISION (FEAD).

1. The FEAD will ensure that all construction contracts at MCAS CHERPT and the OLFs include provisions for the proper management of storage tanks. Storage tanks removals, installations, and construction operations must be in accordance with applicable state and federal regulations and guidelines (e.g., American Petroleum Institute and Petroleum Engineers Institute Standards), and

Air Station directives. All contracts pertaining to storage tanks will be submitted to EAD for review and comment prior to award.

2. The FEAD will ensure all maintenance contracts at MCAS CHERPT and the OLFs include provisions for the proper management of storage tanks. Storage tank removals, installations, tightness testing, and construction must be in accordance with applicable state and federal regulations and guidelines (e.g., American Petroleum Institute and Petroleum Engineers Institute Standards), and Air Station directives. FEAD is also responsible for providing emergency contracts to handle cleanup and disposal of a leak or spill that exceeds the capability of FMD.

2305. FUELS DEPARTMENT.

1. The Fuels Department will ensure that tanks under the purview of the Fuels Department are inspected in accordance with this Order.
2. Coordinate with Defense Logistics Agency (DLA) Energy to plan and request repair and replacement projects for capitalized fuels equipment aboard MCAS CHERPT.

2306. FLEET READINESS CENTER - EAST, MCAS CHERRY POINT (FRC-E).

1. Will comply with the intent of this Order and make available, upon request, all applicable forms.

2307. NAVAL HEALTH CLINIC.

1. Fuel product transfer operations at the Naval Health Clinic are the responsibility of the EC. The EC will follow the procedures outlined this Order.

2308. MARINE CORPS COMMUNITY SERVICES (MCCS).

1. MCCS will ensure that tanks under the purview of the MCCS are inspected in accordance with this Order.
2. Maintain product transfer records in accordance with this Order.

2309. STATION MOTOR TRANSPORTATION (MOTOR-T).

1. Fuel product transfer operations conducted by Motor-T are the responsibility of the Dispatch Supervisor. The Dispatch Supervisor will follow the procedures outlined in this Order.

SPILL NOTIFICATION PROCEDURES

In accordance with ASO 5090.7A, immediate action shall be taken by any individual that causes or discovers an oil or hazardous substance (OHS) spill, or a situation that may lead to a spill.

All spills shall be reported, on a written spill report form, in accordance with this Order and provided to the Environmental Affairs Department (EAD) **within 24 hours** of the spill.

ALL ACTIVE OHS RELEASES OR SPILLS, REGARDLESS OF QUANTITY OR LOCATION, REQUIRE NOTIFICATION TO EMERGENCY RESPONDERS.

REPORT spill immediately to:

MCAS Cherry Point Fire and Emergency Services, **DIAL 911 or (252) 466-3333**

MCAS Cherry Point ARFF, **DIAL 466-2420**(for flightline petroleum spills)

MCALF Bogue MWSS-271 EAF, **DIAL (252) 466-0662**

CONTAIN & CONTROL If you are **certain** that it is **safe** to do so, take steps to control (stop the source, shut off valves, upright the spilling container, etc.) and/or contain (apply sorbent materials, block drains, etc.) the spill.

EVACUATE area to a safe distance upwind and upgrade from the spill, if deemed unsafe, and pass the word to people in adjacent spaces.

INFORM your supervisor (Chain of Command).

RESTRICT all sources of ignition (e.g., smoking, internal combustion engines, or open flames) and do not allow unauthorized persons to enter the spill area.

WAIT for the response team to arrive and direct them to the spill and provide information and assistance as instructed.

WHENEVER POSSIBLE provide the following information to responders:

- | | |
|---|---|
| 1. Name and telephone number | 6. Source of spill (e.g., container, equipment, vehicle, etc.), |
| 2. Location of the spill | |
| 3. Number and type of injuries | 7. What has the spill contaminated (soil, concrete, water, etc.), |
| 4. Type of spilled material and estimate amount | |
| 5. Safety Data Sheet (SDS) | 8. Actions being taken to control or contain spill. |

SEWER SPILL NOTIFICATION PROCEDURES

All sanitary sewer overflows (SSO) shall be immediately reported to the Facilities Maintenance Department (FMD) (252) 466-4363. If spill is actively threatening additional property or environmental concerns, call MCAS CPFES by calling 911 or by calling (252) 466-3333.

INACTIVE SPILL NOTIFICATION PROCEDURES

All discovered spills that are not currently active and occurred during past work evolutions are to be reported immediately upon discovery to EAD at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.

OFF STATION ASSET SPILL NOTIFICATION PROCEDURES

All spills or releases that occur off station caused by assets assigned to MCAS Cherry Point and/or its tenants are to be reported immediately to EAD at (252) 466-6716 during normal working hours or (252) 635-7441 for after-hours response.

Enclosure (3)

SPILL REPORTING FORM			
Unit responsible for spill:		Responder:	
Name:		Fire Dept ARFF	
Phone No.:		Responder's POC:	
Spill location: (pit#, bldg#, etc.)		Reporting Individual Signature:	
Date/time of spill:		Estimated amount:	
TYPE OF SPILL			
Check appropriate box			
JP5	AFFF	Did spill enter a drainage system:	
Used oil	Hazardous Waste	No Yes Amt:	
Antifreeze	Diesel fuel	PROCEDURE TO ELIMINATE SPILL	
Other		Check appropriate box	
		Shutoff pumps	Overpack container
		Close valves	Upright container
CLEAN UP			
Date/time started:		Nothing available	
Date/time ended:		Other	
TYPE OF SURFACE SPILL WAS ON		SPILL CAUSED BY:	
Check appropriate box		Check appropriate box	
Water	Asphalt	Equipment failure	
Grass	Gravel	Human error	
Soil	Concrete	other	
Other		Is this a recurring problem:	
		Yes No	
NOTIFICATION			
Required:		Additional:	
Fire Dept. (911/6-3333) ...or...		EAD (6-6716) After-Hours (252-635-7441)	
Station ARFF (6-2420)		FMD (6-4363) Safety (6-2730)	
Additional comments from the reporting activity:			
EAD Representative:			

Secondary Containment Inspection Form

Inspection Month: _____

Unit/Responsible Activity: _____ Phone: _____

Building/Structure Number: _____ Inspected by: _____

DRAINAGE INSPECTION (required per event)

...this form can accommodate 6 drainage events. Use additional forms as needed.

Date: _____

Time: _____

Evidence of a spill: _____ Y _____ N _____ Y _____ N _____ Y _____ N _____ Y _____ N _____ Y _____ N

Rainwater Drained: _____ Y _____ N _____ Y _____ N _____ Y _____ N _____ Y _____ N _____ Y _____ N

Drainage Secure: _____ Y _____ N _____ Y _____ N _____ Y _____ N _____ Y _____ N _____ Y _____ N

Inspector's Initials: _____

Comments: _____

FMD (466-4363) Work Order#: _____

CONTAINMENT INSPECTION (required monthly)**SAT UNSAT**

Containment Device: (dike, concrete berm or pad, etc.)

Compromised Structure (cracks through containment):

_____ N _____ Y

Evidence of spills (surface sheens, odors, stains):

_____ N _____ Y

Unnecessary debris within the containment:

_____ N _____ Y

Drainage: (valves, pumps, etc.)

Good Working Order (mechanical operation):

_____ Y _____ N

Oriented in the closed position:

_____ Y _____ N

Locked (secured with a lock or locked enclosure):

_____ Y _____ N

If "UNSAT" for any, explain: (include maintenance request)

FMD (466-4363) Work Order#: _____

Tank Truck Daily Inspection Form

Inspector's Name: _____

Phone: _____

Truck Number: _____

Location of Truck: _____

Responsible Activity: _____

Year:							
Day:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date:							
Initials:							
Inspection Criteria:							
Is overfill prevention system functioning?							
Condition of tank components ok?							
Condition of valves system ok?							
Brakes functioning?							
Fire extinguisher on board?							
Lights, horn, and signals working?							
Any PM required?							
Maintenance actions (work orders):							
Date of request:							
Date work completed:							

Notes: _____

Bulk PST Daily Inspection Form

Inspector's Name: _____

Phone: _____

Tank Number: _____

Responsible Activity: _____

	Year:							
	Day:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Date:							
Inspection Criteria:	Initials:							
Tank & Piping structural integrity ok?								
Drainage valves closed?								
Condition of valves ok?								
Water/trash in containment?								
Evidence of spills?								
Cracks in containment?								
Cathodic protection system ok?								
Condition of coating on tank and piping ok?								
Tank markings legible?								
HLA/liquid level gauge working?								
Tank/piping support and foundation ok?								
Spill control systems (OWS) ok?								
Maintenance actions (work orders):								
Date of request:								
Date work completed:								

Notes: _____

UST Monthly Inspection Form

Inspector's Name: _____
 Phone: _____
 Tank Number: _____
 Responsible Activity: _____

Year:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Month:												
Date:												
Initials:												
Inspection Criteria:												
Is leak detection system working?												
Monthly leak detection report?												
Oil/water in pipe sump?												
Is overfill alarm working?												
Evidence of surface spills?												
Problems with pumps?												
Is dispenser piping leaking?												
Is cathodic protection working?												
Is liquid level gauge working?												
Are tank markings legible?												
Is the Fuel Master system working?												
Maintenance actions (work orders):												
Date of request:												
Date work completed:												

Notes: _____

AST Monthly Inspection Form

Inspector's Name: _____
 Phone: _____
 Tank Number: _____
 Responsible Activity: _____

Year:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Month:												
Date:												
Initials:												
Inspection Criteria:												
Tank & Piping structural integrity ok?												
Drainage valves closed?												
Condition of valves ok?												
Water/trash in containment?												
Evidence of spills?												
Cracks in containment?												
Cathodic protection system ok?												
Condition of coating on tank and												
Tank markings legible?												
HLA/liquid level gauge working?												
Tank/piping support and foundation												
Spill control systems (OWS) ok?												
Maintenance actions (work orders):												
Date of request:												
Date work completed:												

Notes: _____

Offloading/Loading Area Daily Inspection Form

Inspector's Name: _____

Phone: _____

Tank Number: _____

Responsible Activity: _____

Year:							
Day:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date:							
Initials:							

Inspection Criteria:

Is overfill prevention system functioning?							
Condition of containment ok?							
Condition of drainage of?							
Water in containment?							
Drain valves locked?							
Condition of piping, strainers, filters, etc.?							
Any PM required?							
Maintenance actions (work orders):							
Date of request:							
Date work completed:							

Notes: _____

Tank Truck Daily Inspection Form

Inspector's Name: _____

Phone: _____

Truck Number: _____

Location of Truck: _____

Responsible Activity: _____

Year:							
Day:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date:							
Initials:							

Inspection Criteria:

Is overfill prevention system functioning?							
Condition of tank components ok?							
Condition of valves system ok?							
Brakes functioning?							
Fire extinguisher on board?							
Lights, horn, and signals working?							
Any PM required?							
Maintenance actions (work orders):							
Date of request:							
Date work completed:							

Notes: _____

Cathodic Protection Quarterly Inspection Form

Inspector's Name: _____
Phone: _____
Tank Number: _____
Responsible Activity: _____

Year:	1	2	3	4	1	2	3	4	1	2	3	4
Month:												
Date:												
Initials:												
Inspection Criteria:												
Is cathodic protection system functioning?												
What does the rectifier read?												
What does the Test Points read? (Add additional notes as needed)												
Water in rectifier?												
All leads appear intact?												
Any PM required?												
Maintenance actions (work orders):												
Date of request:												
Date work completed:												

Notes: _____

