

Environmental Standard Operating Procedure			
Originating Office: <b>MCAS Miramar Environmental Management Department</b>	Revision:  Original	Prepared By:  Environmental Management Department	Approved By:  William Moog
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## Title: Vehicle/Equipment Fluid Change

### 1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for vehicle and equipment fluid changes.

### 2.0 APPLICATION

This guidance applies to vehicle and equipment maintenance personnel conducting vehicle and equipment fluid changes dealing with used or waste; oil, antifreeze, fuel, transmission oil, and hydraulic fluid, onboard Marine Corps Air Station (MCAS) Miramar.

### 3.0 REFERENCES

- 22 CCR
- 40 CFR 262
- MCO P5090.2A (USMC Compliance Manual and Protection Plan)
- Hazardous Waste Management Plan (HWMP)
- Hazardous Materials Business Plan

### 4.0 PROCEDURE

#### 4.1 Discussion:

Vehicle and equipment oil changes must be managed. Depending on the type of vehicle or equipment being serviced there are many different types of hazardous waste that may be generated. The most common waste streams generated by vehicle/equipment fluid changes are used oil, waste antifreeze, waste fuel, hull drainage or bilge.

When collecting and transferring used and waste fluids, only transfer containers with lids will be used. Transfer containers without lids are considered open containers and are not authorized for use onboard MCAS Miramar. Units have been equipped with transfer containers with lids. Units should contact EMD for replacement, or additional transfer containers.

#### 4.2 Operational Controls:

The following procedures apply:

1. Material safety data sheets (msds) for petroleum, oils and, lubricants (pol) must be available.
2. Use only transfer containers equipped with lids for the collection and transfer of fluids.
3. Transfer containers must be marked properly with the waste stream they are intended to collect.
4. Transfer containers that collect used oil must not collect antifreeze.
5. Transfer containers must be separated by the waste stream they are intended to collect.
6. Transfer containers will be emptied daily of all free flowing liquid.
7. Spills must be properly cleaned up when identified.
8. Used fluids will be placed in the proper container or AST provided and properly labeled by the Environmental Compliance Coordinator.
9. Ensure used fluid is not contaminated with any other material. If used oil has been contaminated with antifreeze it must be wasted out as waste oil and placed in a separate drum. If a new drum is required, contact EMD Waste Management Division.
10. All other waste streams must be separated and placed into their appropriate properly marked containers.
11. Keep a spill kit nearby.
12. Keep fire extinguisher nearby.
13. Inspect weekly as stated in references.
14. Turnover folder information must be kept for this Standard Operating Procedure.
15. If there are any specific situations or other concerns not addressed by this procedure, contact EMD.

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained for vehicle and equipment fluid changes:

1. MSDS for POLs.
2. Inspection and training records.

#### **4.4 Training:**

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

1. Hazard Communication training.
2. General Environmental Awareness training.

**4.5 Emergency Preparedness and Response Procedures:**

Refer to Hazardous Materials Business Plan.

**4.6 Inspection and Corrective Action:**

The 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.

Vehicle Equipment and Fluid Change – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector’s Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs for all POLs available?			
2. Are transfer containers equipped with lids for the collection and transfer of fluids? <i>(40 CFR 262.34(c)(1)(i))</i>			
3. Are transfer containers marked properly with the waste stream they are intended to collect? <i>(40 CFR 262.34(a)(3), (c)(1), (c)(1)(ii))</i>			
4. Are transfer containers segregated by waste streams collected?			
5. Are transfer containers emptied daily of all free flowing liquid?			
6. Are spills properly cleaned up when identified?			
7. Is a used fluid placed in the proper container or AST provided and properly labeled by the Hazardous Waste Management Plan (HWMP).			
8. Is all other waste streams separated and placed into their appropriate properly marked containers?			

9. Are spill kits and fire extinguishers kept nearby?			
10. Are training and inspection records maintained and available for inspection? <i>(MCO P5090.2A 9104.1(k)(5)- inspection only)</i>			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_