

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Dept	Approved By: LtCol T.C. Fries
File Name: Vehicle Parking On and Off-Pavement	Effective Date: 06 Dec 2010	Document Owner: EMD	

Title: Vehicle Parking On and Off Pavement

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for vehicle parking, on and off pavement. This ESOP is intended to provide general guidance, not create or replace orders, manuals, procedures or directives. Consult your SNCOIC/OIC for unit specific guidance.

2.0 APPLICATION

This guidance applies to those individuals who have the potential to park or store vehicles on or off the pavement at Marine Corps Air Station (MCAS) Miramar.

3.0 PROCEDURE

3.1 Discussion:

Parked vehicles have the potential to leak hazardous fluids, especially when left immobile for long periods of time. Leaked fluids from parked vehicles, such as POL and antifreeze, can impact soil and water quality. Therefore, vehicle parking must be properly conducted to avoid impacts to human health and the environment. Performance of vehicle maintenance is strictly prohibited in all MCAS MIRAMAR owned or leased parking areas, including housing parking areas.

The parking of privately owned vehicles (POV) is allowable on military installations for vehicles owned, leased, or operated by civilian or military personnel. Parking standards are implemented to provide for public safety, limit environmental degradation for long term parked cars, and maximize the efficiency of differentiated parking areas (e.g., parking lots set aside for the resale of vehicles, long term storage lots for deployed personnel, etc.).

3.2 Operational Controls:

The following procedures apply:

1. Ensure that all vehicles have the appropriate installation decal, state registration and proof of insurance.
2. Ensure that all vehicle maintenance is performed at a designated repair facility, the Auto Hobby Shop or auto service station
3. Ensure that POVs are not left unattended in an approved parking area for more than 45 days. Vehicles left longer than 45 days are subject to immediate impound.

4. Personnel who are set for deployment or temporary additional duty orders for more than 45 days must ensure the following:
 - a. The owner of the vehicle must make arrangements for long term storage with the Military Police Desk Sergeant. The Provost Marshall provides and manages a secure storage lot for vehicles of personnel in a deployed status.
 - b. The owner of the vehicle must maintain current state registration and insurance for the entire storage period.
 - c. If the owner of the vehicle leaves a POV with a caretaker, the owner must provide the caretaker with power of attorney or notarized responsibility and proof of insurance coverage for the caretaker.

5. Ensure that responsibility of vehicle drips, spills or leaks is delegated as follows:
 - a. The owner of the vehicle must clean up any leaks or spills coming from the vehicle and provide secondary containment (such as drip pans) if leaks persist.
 - b. If the owner of the vehicle cannot be located, the owners unit is responsible for the clean-up of the fluid.
 - c. If the owners unit cannot be identified the property owner where the vehicle is located will be responsible for the clean-up of the fluid.
 - d. Properly contain, clean up, and report any spill or leaks as soon as they occur. Ensure that a spill report is submitted to MCAS Miramar Environmental Management Department (EMD) as soon as possible, but no later than within 24 hours of the spill. The report should contain details about the spill date, time, product spilled, quantity, location, cleanup actions taken, and name of the person reporting the spill.

6. Ensure that recreational vehicles (RVs) are not parked in building, barracks, or housing parking areas for more than 48 hours. The Marine Corps Community Services RV lot is authorized for storage or long term parking.

7. Overnight camping in parking lots is prohibited.

8. Ensure that vehicles in a "For Sale" status are parked in the parking lot authorized for vehicle sales.

3.3 Documentation and Record Keeping:

The following records must be maintained:

1. Current state registration
2. Proof of insurance
3. Installation decal

3.4 Training:

Not applicable.

3.5 Emergency Preparedness and Response Procedures:

Refer to Marine Corps Order (MCO) P5090.2A, Subject: Oil/Hazardous Substance Spills (OHSS), Spill Prevention Containment & Countermeasures (SPCC) Plan and Spill Contingency Plan (SCP) for MCAS Miramar.

3.6 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. Designated personnel shall conduct inspections.

4.0 REFERENCES

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262
- 40 CFR 112 (Oil Pollution Prevention)
- MCO P5090.2A (Marine Corps Order)
- MCAS Miramar Spill Contingency Plan
- MCAS Miramar Spill Prevention, Control and Countermeasures Plan

Vehicle Parking – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is vehicle maintenance only performed at the Auto Hobby Shop or the Gasoline Station? (<i>StaO 1101.31B</i>)			
2. Do personnel scheduled for deployment or temporary additional duty for more than 45-days adhere to the following? a. The owner of the vehicle must make arrangements for long term storage with the Military Police Desk Sergeant. b. The owner of the vehicle must maintain current state registration and insurance for the entire storage period. c. If the owner of the vehicle leaves a POV with a caretaker, the owner must provide the caretaker with power of attorney or notarized responsibility and proof of insurance coverage for the caretaker. (<i>StaO 1101.31B</i>)			
d. Properly contain, clean up, and report any spill or leaks as soon as they occur. Ensure that a spill report (SRF-1) is submitted to AC/S Environmental Security as soon as possible, but no later than within 24 hours of the spill. The report should contain details about the spill date, time, product			

Inspection Items	Yes	No	Comments
spilled, quantity, location, cleanup actions taken, and name of the person reporting the spill. <i>(MCAS MIRAMAR Spill Contingency Plan</i>			
3. Are clean-ups of vehicle drips delegated as follows: a. The owner of the vehicle must clean up any leaks or spills coming from the vehicle and provide secondary containment if leaks persist. b. If the owner of the vehicle cannot be located, the owners unit is responsible for the clean-up of the fluid. c. If the owners unit cannot be identified the property owner where the vehicle is located will be responsible for the clean-up of the fluid. <i>(StaO 1101.31B)</i>			
4. Are RVs parked in lot authorized for storage or long term parking? <i>(StaO 1101.31B)</i>			
5. Are vehicles prohibited from camping in parking areas overnight? <i>(StaO 1101.31B)</i>			
6. Are vehicles posted for sale parked in the lot authorized for vehicle sales? <i>(StaO 1101.31B)</i>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Hazardous Waste Coordinator

Name: _____

Signature: _____

Date: _____