

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: Laundry - Industrial

### 1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for performing industrial laundry activities.

### 2.0 APPLICATION

This guidance applies to those individuals who perform daily industrial laundry operations aboard Marine Corps Air Station (MCAS) Miramar.

### 3.0 REFERENCES

- 40 CFR 262 (Code of Federal Regulations)
- 29 CFR 1910
- 22 CCR (California Code of Regulations)
- OPNAV P5090 (Office of the Chief of Naval Operations Instruction)
- SECNAVINST 1640.9c (Secretary of the Navy Instruction)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO P4790.2C
- NPDES General Permit CAS000001 Section A (10)(a)

### 4.0 PROCEDURE

#### 3.1 Discussion:

Industrial laundry operations are conducted at the Naval Consolidated Brigade for housing areas throughout MCAS Miramar as well as for the Brig itself. Industrial laundry operations require the use of detergents, stain removers, builders, fabric softeners, bleach and other hazardous materials, therefore, proper handling of these hazardous materials is required in order to minimize impacts to human health and the environment.

Units are equipped with approved containers and above ground storage tanks (ASTs) as necessary. Units should contact the Environmental Management Department (EMD) for replacement of or to request additional

containers.

### **3.2 Operational Controls:**

The following procedures apply:

1. Ensure that Material Safety Data Sheets (MSDSs) for all materials associated with this practice are available and current.
2. Ensure that all training records and certifications are current and available for inspection.
3. Ensure turnover folder information is kept for this ESOP and available for inspection.
4. Wear appropriate personal protective equipment (PPE) including eye protection, hearing protection, gloves, respirators (or dust mask), aprons and steel toe boots.
5. Keep a fully stocked spill kit nearby in a designated location known to all personnel and located near any potential hazardous areas.
6. Keep fire extinguishers readily accessible and near potential hazardous areas.
7. Ensure that all required permits are current and available for inspection.
8. Conduct daily health and safety briefings and maintain a record of attendance.
9. Conduct periodic maintenance of all laundry and drying machines as recommended by the manufacturer.
10. Inspect secondary containment and drainage valves to ensure they are free of leaks and in the fully closed position.
11. Document daily inspections of tanks and weekly inspections of storage areas in an inspection log book.
12. Maintain all inspection records and make available for examination for three years from date of inspection.
13. Deposit all empty containers (detergent, softener, builder, etc.) in collection drums and contact the Hazardous Waste Minimization (HAZMIN) center when drums are full for transfer.
14. Update the hazardous waste log with the contents of drum, date of transfer and the container manifest number each time hazardous waste is transferred to the HAZMIN center.
15. Mark all containers and/or inner liners larger than five gallons that have previously held HW with the word "Empty" and the date it was emptied.
16. Properly clean up all spills immediately and report the spill to the supervisor and EMD.
17. Ensure that a spill report is submitted to the EMD as soon as possible detailing the spill date, time,

product spilled, quantity, location, cleanup actions taken, name of the person reporting the spill, etc.

18. Record all spills in a spill log book detailing the spill date, time, product spilled, approximate quantity, location, cleanup actions taken and the name of the person reporting the spill.
19. Ensure that warning signs are posted in appropriate areas including signs that read "No Smoking", "High Voltage" and "Rolling Presses." Ensure that signs are clearly visible and legible from a distance of 25 feet in any direction.
20. If there are any specific situations or other concerns not addressed by this procedure, contact the EMD.

### **3.3 Documentation and Record Keeping:**

The following records must be maintained:

1. MSDSs for all materials associated with this practice.
2. Required permits (e.g., air, NPDES, health, etc.).
3. Records of daily health and safety briefings.
4. Scheduled maintenance log book.
5. Operation manuals, model number, and manufacturer certifications, contact information.
6. Hazardous materials inventory (must match Authorized Usage List).
7. Transfer log containing HW transfer actions to HAZMIN Center.
8. Spill log book.

### **3.4 Training:**

All applicable personnel must be trained in this ESOP. This includes, but is not limited to, the following:

1. On-the-job training (OJT).
2. Daily safety briefs.
3. Quarterly safety stand-down.

### **3.5 Emergency Preparedness and Response Procedures:**

Refer to Marine Corps Order (MCO) P5090.2A, Subject: Environmental Compliance and Protection Manual/ Hazardous Waste Management for MCAS Miramar.

**3.6 Inspection and Corrective Action:**

The Environmental Compliance Coordinator (ECC) shall perform or 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.

Industrial Laundry – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector’s Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs for all materials associated with this practice available and current? <i>(29 CFR 1910, MCO P5090.2A)</i>			
2. Are required training records and certifications current and available? <i>(MCO P5090.2A, OPNAV P5090)</i>			
3. Is turnover folder information kept for this ESOP and available for inspection? <i>(MCO P4790.2C)</i>			
4. Is appropriate PPE worn where needed? <i>(29 CFR 1910, MCO P5090.2A, OPNAV P5090)</i>			
5. Is a fully stocked spill kit maintained nearby in a designated location known to all personnel located near any potential hazard areas? <i>(29 CFR 1910, MCO P5090.2A)</i>			
6. Are fire extinguishers readily accessible and near potential hazard areas? <i>(29 CFR 1910)</i>			
7. Are all required permits current and available for inspection? <i>(NPDES General Permit, MCO P5090.2A)</i>			
8. Are daily health and safety briefings conducted and attendance recorded? <i>(29, CFR 1910, MCO P5090.2A)</i>			
9. Is periodic maintenance of all laundry machines conducted as recommended by the manufacturer? <i>(MCO P5090.2A, OPNAV P5090)</i>			

10. Are secondary containment and drainage valves inspected to ensure they are free of leaks and in the fully closed position? <i>(40 CFR 262, MCO P5090, OPNAV P5090)</i>			
11. Are daily inspections of tanks and weekly inspections of storage areas performed and documented? <i>(MCO P5090, OPNAV P5090)</i>			
12. Are all inspection records documented and kept available for examination for three years? <i>(MCO P5090, OPNAV P5090)</i>			
13. Are all empty containers for detergent, softener, builder, etc. deposited in collection drums and the HAZMIN center contacted when drums are full,? <i>(40 CFR 262, MCO P5090, OPNAV P5090, SECNAVINST 1640.9c)</i>			
14. Is the hazardous waste log updated with the contents of drum, date of transfer and the manifest number each time hazardous waste is transferred? <i>(40 CFR 262, MCO P5090)</i>			
15. Are all containers or inner liners larger than five gallons that previously held HW marked with the word "Empty" and the date it was emptied? <i>(40 CFR 262, MCO P5090, OPNAV P5090)</i>			
16. Are all spills cleaned up immediately and reported to the supervisor and the EMD? <i>(40 CFR 262, MCO P5090.2A)</i>			
17. Are all spills recorded in a spill log book detailing the spill date, time, product spilled, approximate quantity, location, cleanup actions taken and the name of the person reporting the spill? <i>(40 CFR 262, MCO P5090.2A)</i>			
18. Is a spill report submitted to the EMD as soon as possible detailing the spill date, time, product spilled, quantity, location, cleanup actions taken, name of the person reporting the spill, etc? <i>(40 CFR 262, MCO P5090.2A)</i>			
19. Are warning signs that read "No Smoking", "High Voltage" and "Rolling Presses" posted and clearly visible from a distance of 25 feet in any direction? <i>(MCO P5090, OPNAV P5090)</i>			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

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

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