

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department	Approved By: William Moog
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Title: Recreational Facilities 4 (Golf Course Operations)

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for golf course operations.

2.0 APPLICATION

This guidance applies to those individuals who perform daily golf course operations and maintenance onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 29 CFR 1910 (Code of Federal Regulations)
- 40 CFR 262
- 22 CCR 66265 (California Code of Regulations)
- MCO P4790.2C (Marine Corps Integrated Maintenance Management System Field Procedures Manual)
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- MCO P5100.8F (Marine Corps Occupational Safety and Health Program Manual)
- StaO P13810.1 (Station Order)
- Storm-water Pollution Prevention Plan
- HWMP Sec:3.2.2A (Hazardous Waste Management Plan)
- OHSS/SPCC Plan
- Pesticide Herbicide General ESOP
- Hazardous Waste SOPs

4.0 PROCEDURE

4.1 Discussion:

Golf course operations consist of operating and maintaining vehicles, machines, and equipment and application of herbicides, fungicides, and pesticides. Golf course operations utilize hazardous materials and generate hazardous waste. All hazardous materials and hazardous wastes must be stored in approved containers and must be managed properly to avoid impacts to human health and the environment. Units are equipped with approved containers as necessary. Units should contact the Environmental Management Department (EMD) for

replacement of or to request additional containers.

4.2 Operational Controls:

The following procedures apply:

1. Ensure that Material Safety Data Sheets (MSDSs) for all materials associated with this practice are current and available for inspection.
2. Maintain operation manuals for all equipment used.
3. Ensure required training and certifications for all personnel are current and available for inspection.
4. Maintain turnover folder or desktop procedure for this practice.
5. Wear appropriate personal protective equipment (PPE) including eye protection, face shields, hearing protection, tyvek suits, respirators and gloves (spray technicians.), and steel-toed boots as necessary.
6. Maintain a fully stocked spill kit and fire extinguisher nearby in a designated location.
7. Ensure a water source and soap is available for hand-washing in the storage area.
8. Conduct periodic maintenance on all equipment as recommended by the manufacturer.
9. Store all usable hazardous materials (oil, fuel, fertilizer) in the hazardous materials (HAZMAT) lockers. Keep petroleum, oils, and lubricants (POLs) in a separate locker away from fertilizers, insecticides, herbicides, fungicides, etc.). Sacks, cartons, and fiberboard boxes containing pesticides should be stored on wooden pallets or shelves that do not touch the floor.
10. Store pesticides in the original container with the label plainly visible. If the pesticide container becomes damaged, transfer contents to an approved container and attach manufacturers label from the damaged container to the new container. If the old label is unsalvageable, write exact contents on the container.
11. Always be aware of the meteorological conditions existing during pesticide application (e.g., wind can propel herbicide/pesticide to unintended locations including onto spray technician).
12. Spray all fertilizers, pesticides etc. during early morning hours and irrigate at night to allow sufficient time for absorption of sprayed material and minimize runoff.
13. Maintain herbicides and pesticides according to established herbicide and pesticide ESOPs.
14. Document weekly inspections of storage areas. Note any abnormal conditions found during weekly inspections and their corrective actions by recording them in an operations log book.
15. Ensure that all inspection records are maintained and available for examination for up to three years.
16. Handle hazardous wastes according to established hazardous waste SOPs.

17. Properly clean up all spills immediately and report the spill to the supervisor and the EMD.
18. Ensure that spills are recorded in a spill log book detailing the spill date, time, product spilled, quantity, location, cleanup actions taken and the name of the person reporting the spill.
19. Place used rags in approved containers for disposal or recycling.
20. Ensure that warning signs such as “Hazardous Materials Lockers” and “No Smoking, Flammable Materials” are clearly visible and legible from a distance of 25 feet in any direction.
21. If there are any specific situations or other concerns not addressed by this procedure, contact the EMD.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. MSDSs for all materials associated with this practice.
2. Training records and certifications.
3. Hazardous materials inventory (must match Authorized Usage List).
4. Spill log book.
5. Scheduled maintenance logbook.

4.4 Training:

All personnel must be trained in this ESOP, to include the following, as applicable:

1. Hazard Communication (HazCom) training.
2. Pesticides Certification (initial and biannual).
3. Hazardous Waste Coordinator (initial and annual).
4. Marine Corps Order training.
5. Pesticide Herbicide General SOP training.
6. Hazardous Waste SOP training.
7. On-the-job training.

4.5 Emergency Preparedness and Response Procedures:

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

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.

Recreational Facilities, Golf Course – 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 current and available for inspection? (29 CFR 1910, MCO P5100.8F)			
2. Are operation manuals for all equipment used maintained in a designated location? (MCO P5090.2A)			
3. Are training records and certifications current and available for inspection? (22 CCR 66265, MCO P5090.2A)			
4. Is turnover folder or desktop procedure kept for this practice? (MCO P4790.2C)			
5. Is appropriate PPE worn as needed? (29 CFR 1910, MCO P5100.8F)			
6. Are spill kits and fire extinguishers maintained nearby in a designated location? (29 CFR 1910, MCO P5100.8F)			
7. Is a water source and soap available for hand washing? (29 CFR 1910, MCO P5100.8F)			
8. Is periodic maintenance conducted on all equipment as recommended by the manufacturer? (MCO P5090.2A)			

9. Are all hazardous materials stored in the HAZMAT lockers, pallets or shelves and off the floor? (40 CFR 262, MCO P5090.2A)			
10. Are pesticides stored in the original container with the label plainly visible? If pesticide container becomes damaged, are contents transferred to an approved container with the manufacturers label attached or hand written? (40 CFR 262, MCO P5090.2A)			
11. Are fertilizers, etc. sprayed during early morning hours to allow for sufficient absorption of material before nightly irrigation? (MCO P5090.2A)			
12. Are weekly inspections of storage areas documented and are any abnormal conditions found and their corrective actions noted by recording them in the log book? (40 CFR 262, MCO P5090.2A)			
13. Are all inspection records maintained and available for examination for up to three years? (MCO P5090.2A)			
14. Are all spills cleaned up immediately and reported to the supervisor and EMD? (MCO P5090.2A)			
15. Are spills recorded in a spill log book detailing the spill date, time, product spilled, quantity, location, cleanup actions taken and the name of the person reporting the spill? (MCO P5090.2A)			
16. Are used rags placed in approved containers for disposal or recycling? (MCO P5090.2A)			
17. Are warning signs such as "Hazardous Materials Lockers" and "No Smoking, Flammable Materials" clearly visible and legible from a distance of 25 feet in any direction? (22 CCR 66265 HWMP Sec:3.2.2A)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____