

MCB Camp Pendleton Environmental Standard Operating Procedure



09 September 2022

Site Administration Book

The Site Administration Book (Site Admin Book) is intended as a central location for all documents that are inspected by a San Diego Department of Environmental Health and Quality, Hazardous Materials Division Inspector or are required by MCO 5090.2. The documents contained in the Site Admin Book are required for all hazardous waste 60-day central accumulation areas (CAA), medical waste storage locations, and aboveground storage tank sites that operate under a County of San Diego, Department of Environmental Health Unified Program Facility Permit.

Requirements

1. Establish and maintain a Site Admin Book for each calendar year. Retain three consecutive years of Site Admin Books on-site and avail for inspection upon request.
2. Utilize a three-ring binder with document protectors and tabs or dividers to separate required sections.
3. **Do not** include additional documents in the Site Admin Book, such as desktop procedures or turnover files.
4. Include the following sections in each Site Admin Book.
 - a. Commanding General's Environmental Policy Statement. Include a copy of the most recent, published Marine Corps Installations West-Marine Corps Base Camp Pendleton Commanding General Environmental Policy Statement.
 - b. Regulatory Agency Permits. Include copies of all Unified Program Facility Permits issued for 60-day CAAs, medical waste storage locations, and aboveground storage tanks (AST).
 - c. AST Professional Engineer Exemptions. For sites that maintain ASTs include a copy of the AST Professional Engineer Exemptions for each AST. To obtain a copy of an exemption or for questions, contact the Environmental Security Spill Prevention and Planning (SP2) Section at 760-725-9745 and/or email: Spill_Prevention_and_Planning_Section@usmc.mil.
 - d. Consolidated Emergency Response Contingency Plan (CERCP). Include a copy of the CERCP provided by the Environmental Security SP2 Section. The CERCP contains information about the facility, an inventory of hazardous waste and/or materials, emergency response procedures, and training requirements.

e. Appointment Letters and Training Records

(1) **Appointment Letters.** Include copies of Environmental Compliance Coordinator (ECC) appointment letters and assignment letters for Hazardous Waste Handlers and storage tank managers, as applicable. ECC and, if applicable, assistant ECC appointment letters must be signed by the unit Commanding Officer. Assignment letters for Hazardous Waste Handlers can be signed by Company Commanders. Please use the format provided in Attachment 1 for ECC appointment and Attachment 2 for Hazardous Waste Handler assignment letters.

(2) **Training Certificates.** Include training certificates for the 24-Hour Hazardous Waste Handler Course and annual 8-Hour Hazardous Waste Refresher Course. Copies of certificates can be obtained from the Environmental Security Training Section at 760-725-7308 and/or email: PndI_Training_Environmental_Security@usmc.mil.

(3) **Training Rosters.** Include training rosters that identify on-site emergency response training provided to personnel who use hazardous materials or generate a hazardous waste. This training must include the following subjects to conform to California Code of Regulations Section 66265.16 and California Health and Safety Code Section 25505. See Attachment 3 for an example of a training attendance roster.

- Procedures for handling hazardous waste
- Emergency response procedures in the event of a release or threatened release of a hazardous material
- Procedures for the mitigation of a release to minimize potential harm to humans or the environment
- Immediate notification procedure for reporting releases of hazardous materials or other emergencies

f. Inspection Checklists. Include checklists for weekly inspections of hazardous waste and medical waste storage locations (60-day central accumulation areas) and daily and/or weekly inspections for ASTs, if applicable. See Attachment 4 for a weekly hazardous waste storage area inspection checklist. Refer to the Aboveground Storage Tank Management Environmental Standard Operating Procedure for AST inspection checklists.

Use and Version Control: Camp Pendleton uses Environmental Standard Operating Procedures (ESOPs) to augment instructions contained in official orders and directives and, where necessary, to provide for sufficient control of the installation's significant practices. Camp Pendleton maintains the authoritative, current version of this and other ESOPs on the Camp Pendleton website at:

<https://www.pendleton.marines.mil/Main-Menu/Staff-Agencies/Environmental-Security/>



UNITED STATES MARINE CORPS

MARINE CORPS BASE
BOX 555008
CAMP PENDLETON, CALIFORNIA 92055-5008

5090
ENVSEC
(DATE)

From: (CO/UNIT)
To: (NAMED DESIGNEE)

Subj: DESIGNATION AS UNIT ENVIRONMENTAL COMPLIANCE COORDINATOR

Ref: (a) MCO 5090.2 Volume 5
(b) MCIWEST-MCB CAMPENO 5090.5

1. Per the references, you are designated as the Environmental Compliance Coordinator for (UNIT NAME). You will familiarize yourself with all orders, regulations, and directives associated with this appointment.

2. The duties of this billet include overseeing the environmental compliance posture of this unit in accordance with permits and applicable environmental programs. Additionally, you are assigned the responsibility of ensuring the unit environmental training program, to include the retention of all records of training, fulfills all local, state, federal and installation requirements. You will coordinate directly with the installation environmental training office (760-725-9750) to schedule environmental training and report training status.

3. You will ensure required unit participation in the installation Environmental Management System, by liaising with installation environmental representatives for all activities, programs, and inspections related to this unit. You will keep the command aware of all potential instances of non-compliance, regulatory activity, and all inspection results.

4. You are directed to immediately begin the required training in accordance with MCIWEST-MCB CAMPENO 5090.5 and attend the monthly ECC meeting held by the Environmental Security Training Section in building 2282 the second Tuesday of each month from 1330-1430.

5. Provide a copy of this designation letter and required training certificate to the Environmental Security Training Section.

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UNITED STATES MARINE CORPS

MARINE CORPS BASE
BOX 555008
CAMP PENDLETON, CALIFORNIA 92055-5008

5090
ENVSEC
(DATE)

From: (ECC/UNIT)

To: (NAME DESIGNEE)

Subj: DESIGNATION AS UNIT HAZARDOUS WASTE HANDLER

Ref: (a) MCO 5090.2 Volume 5

(b) MCIWEST-MCB CAMPENO 5090.5

1. Per the references, you are designated as the Hazardous Waste Handler for (UNIT NAME). You will familiarize yourself with all orders, regulations, and directives associated with this appointment.
2. You will ensure required unit hazardous waste is packaged, stored, and disposed of according to appropriate DOT, HMD, and Installation ESOP requirements. You will keep the ECC aware of all potential instances of non-compliance, regulatory activity, and complete daily and weekly Satellite Accumulation Area inspections.
3. You are directed to attend required training in accordance with MCIWEST-MCB CAMPENO 5090.5 and attend weekly meetings with the ECC.
4. Provide a copy of this designation letter and required training certificate to the ECC to be placed in the Site Admin Binder.

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HAZARDOUS WASTE STORAGE AREA INSPECTION CHECKLIST

Unit/Activity Name: _____ Unit/Activity Location: _____

Person responsible for weekly container inspections: _____

Month Year	Weekly Hazardous Waste Container Inspection				Comments
	Date / /	Date / /	Date / /	Date / /	
Inspection Item					
Containers marked properly name/address contents/composition physical state/hazard properties accumulation start date					
Storage time not exceeded					
No leaks/staining					
Closed tops/bungs					
No dents/corrosion					
Incompatible wastes and materials stored separately					
Aisle space maintained					
Secondary containment liquid free					
Inspector Signature/Rank					
Overall Comments:					

In General:

- Acids must be segregated from ignitables.
 - Acids must be segregated from caustics.
 - Corrosives should be segregated from flammables.
 - Oxidizers should be segregated from EVERYTHING.
 - Many corrosives are water-reactive.
 - Most organic reactives must be segregated from inorganic reactives (metals).
- INCOMPATIBLE WASTES - Some Deadly Combinations -
 Acids + Oil or Grease = FIRE
 Acids + Caustics = HEAT/SPATTERING
 Caustics + Epoxies = EXTREME HEAT
 Chlorine Gas + Acetylene = EXPLOSION
 Flammable Liquids + Hydrogen Peroxide = FIRE/EXPLOSION
 Aluminum Powder + Ammonium Nitrate = EXPLOSION
 Sodium Cyanide + Sulfuric Acid = LETHAL GAS
 Ammonia + Bleach = LETHAL GAS