



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
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CAMP PENDLETON, CALIFORNIA 92055-5010

MCIWEST-MCB  
CAMPENO 11345.1  
G-F

27 NOV 2017

MCIWEST-MCB CAMPEN ORDER 11345.1

From: Commanding General  
To: Distribution List

Subj: OIL/WATER SEPARATOR AND EQUIPMENT WASH RACK MANAGEMENT

Ref: (a) MCIWEST-MCB CAMPENO 5040.1, Commanding General's Inspection Program (CGIP)  
(b) National Pollutant Discharge Elimination System (NPDES) Permit Number CA0109347

1. Situation. To establish policy and procedures for the proper management and operation of Oil/Water Separators (OWS) and equipment wash racks aboard Marine Corps Base, Camp Pendleton (MCB CamPen).

2. Mission. Washing and cleaning is an essential element of vehicle and equipment maintenance, and it is critical to the mission of MCB CamPen. However, wastewater from vehicle and equipment maintenance is typically contaminated with sediment (dirt, grit, mud, and similar materials) and oil. Sediment and oil can interfere with the performance of the Base wastewater collection and treatment systems. To prevent this, each equipment wash rack on MCB CamPen has been equipped an OWS to remove oil and sediment. To ensure OWS operate effectively, certain activities are prohibited on equipment wash racks that drain to the OWS. Furthermore, OWS must be periodically cleaned and inspected.

3. Cancellation. BO 11345.1.

4. Execution

a. Commander's Intent and Concept of Operations. This Order is new and should be reviewed in its entirety by all personnel aboard MCB CamPen. The policies and procedures in this Order are applicable to all military and civilian personnel aboard MCB CamPen.

b. Subordinate Element Missions

(1) Environmental Security (ENVSEC) Department

(a) The Waste Minimization Manager will administer the OWS cleaning maintenance contract and will maintain records of all OWS cleaning activities.

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(b) The Inspection and Compliance Division will include OWS cleaning inspections as part of the Commanding General's Environmental Inspection Program as identified in reference (a).

(c) The Comprehensive Environmental Training and Education Program Branch will ensure that OWS management roles and responsibilities, inspection procedures, maintenance requirements, and equipment wash racks restrictions are incorporated into the online OWS Course and the Hazardous Waste Handler's Course.

(2) Water Resources Division (WRD)

(a) As required by reference (b), WRD will continue to implement and manage the Source Control Pretreatment Program (SCPP). The purpose of the SCPP is to systematically identify, characterize, and where possible, eliminate the sources of pollutants that can interfere with, or degrade the operation of the sewage treatment plants or the sewage collection system. The SCPP focuses both on domestic and industrial sources, which include quarterly OWS inspections and sampling, onsite training, and a general awareness education and public outreach. In addition, SCPP identifies wash rack equipment and OWS replacement and upgrade requirements, and communicates these needs to the WRD.

(b) WRD will program and budget for the repair, upgrade, construction, and demolition of equipment wash racks and OWS.

(c) WRD will maintain the design standards for OWS via the Camp Pendleton Requirements (CPR) document. The CPR is used in all construction contract documents. Written notification of upgraded or new equipment wash rack and/or OWSs shall be provided to the Public Works Real Property Accounting Officer. This allows for Headquarters Marine Corps OWS and wash rack maintenance budgeting.

(3) Facilities Maintenance Department (FMD)

(a) The FMD Environmental Office will respond to OWS cleaning maintenance Maximo requests within five working days by informing the ENVSEC Waste Minimization Manager of the cleaning requirement.

(b) FMD will take appropriate actions on Maximo requests to correct OWS operational discrepancies.

(4) Public Works Department. The Real Property Accounting Officer archives and allows electronic access, via DocScout, to as-built drawings for all newly installed or modified OWS and equipment wash racks.

(5) Commanding Officers/Officers in Charge of Wash Rack and OWS Operating Systems

(a) Assign a command, unit, or activity Environmental Compliance Coordinator (ECC) the responsibility of coordinating the operations and maintenance of each OWS and its associated wash rack.

(b) Ensure that personnel assigned with ECC and/or OWS responsibilities have completed the ECC Course and the OWS Course online at [HTTPS://MCBENVPNDL02.NMCI USMC.MIL/ELMS](https://mcbenvpndl02.nmci.usmc.mil/elms).

(c) Prohibit the following improper use of equipment wash racks:

1. Use of soaps, detergents, cleansers, degreasers, or solvents.

2. Parking of vehicles, storage of equipment, or materials on the equipment wash rack for any purpose other than washing.

3. Disposal of wastes such as oils, radiator fluids, solvents, and paint.

4. Performing vehicle or equipment maintenance.

5. Flushing and/or washing of fuel tanks, six containers, jerry cans, and similar containers.

(d) Ensure that equipment wash rack drains and sediment basins are free of trash and debris.

(e) Ensure that all OWS and sediment basin manway covers are accessible and that bolts can be removed for access, inspection, and cleaning.

(f) Ensure weekly inspections of OWS and sediment basins are performed and documented in a bound logbook. The inspections will be conducted in the following manner:

1. Using a Sludge Judge® or similar device, measure and record the oil and sediment levels in each compartment of the OWS and sediment basin. Some facilities aboard MCB CamPen may not have sediment basins.

2. Record the results of the measurements for each OWS compartment and sediment basin in a bound logbook. This logbook shall be available for review at all times.

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(g) If there is an accumulation of six or more inches of sediment or three or more inches of oil in any OWS compartment or sediment basin, the unit Hazardous Waste Manager will contact the ENVSEC Waste Minimization Manager at (760) 725-1963 to request that the OWS be cleaned. The request must include the location and size of the OWS, the number of inches of oil and water observed, and the level of sediment observed in each OWS compartment and sediment basin.

(h) Provide the following assistance before and after cleaning:

1. Prior to cleaning, ensure that all vehicles and equipment are removed from the equipment wash rack area, all OWS and sediment basin manway covers are accessible, and that bolts can be removed.

2. After the contractor has cleaned the OWS, record the date of cleaning in the logbook. Obtain a copy of the DD 1348-1A Form Issue Release/Receipt Document from the ENVSEC Waste Minimization Manager for the oil and sediment removed from the OWS.

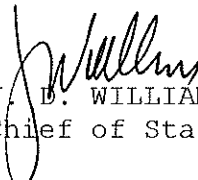
(i) Immediately report any OWS malfunction to the ENVSEC Waste Minimization Manager.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of MCIWEST-MCB CAMPEN directives can be found at: <https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities located aboard MCB CampPen.

b. Signal. This Order is effective the date signed.

  
J. D. WILLIAMS  
Chief of Staff

DISTRIBUTION: A-4  
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