



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 11090.1B  
MAIN/DDS/th  
28 May 1981

BASE ORDER 11090.1B

From: Commanding General  
To: Distribution List

Subj: Oil Pollution Prevention and Abatement and Oil and Other Hazardous Substances Spill Contingency Plan

Ref: (a) MCO P11000.8A  
(b) Resource Conservation and Recovery Act (RCRA) of 1976 (NOTAL)  
(c) Clean Water Act (NOTAL)  
(d) Oil Spill Prevention Control and Countermeasure Plan of 10 June 1978, Camp Lejeune, NC (NOTAL)

Encl: (1) Oil and Hazardous Material Spill Prevention, Containment, Cleanup and Disposal Guidelines  
(2) Oil and Other Hazardous Material Spill Contingency Plan

1. Purpose. To revise existing oil and other hazardous material related pollution abatement and prevention procedures for Marine Corps Base, Camp Lejeune and Marine Corps Air Station (Helicopter) (MCAS(H)), New River and to assist the Commanding General in the implementation of reference (a) with respect to pollution abatement.

2. Cancellation. BO 11090.1A.

3. Policy. It is the continuing policy of the Commanding General to actively participate in environmental pollution abatement, to take positive planning and programming action to abate and correct oil and other hazardous materials, related pollution problems and to incorporate appropriate pollution control and prevention facilities in all new construction aboard this installation. The intent of this policy is to carry out the applicable measures of references (a), (b), (c) and (d) and to prohibit the discharge of oil, oily mixtures and other hazardous substances except in designated areas by authorized personnel.

4. Responsibilities

a. ~~Base Maintenance Officer~~ has overall responsibility for: *EMO*

(1) Maintenance of water pollution abatement facilities and the central storage and related collection and transportation of waste petroleum products.

(2) Providing personnel required for routine monitoring, surveillance, upchannel reporting and enforcement of unauthorized discharges of oil and other hazardous materials and related significant environmental problems of an ongoing nature involving the handling and disposal of petroleum products and other hazardous materials regulated by references (a), (b) and (c).

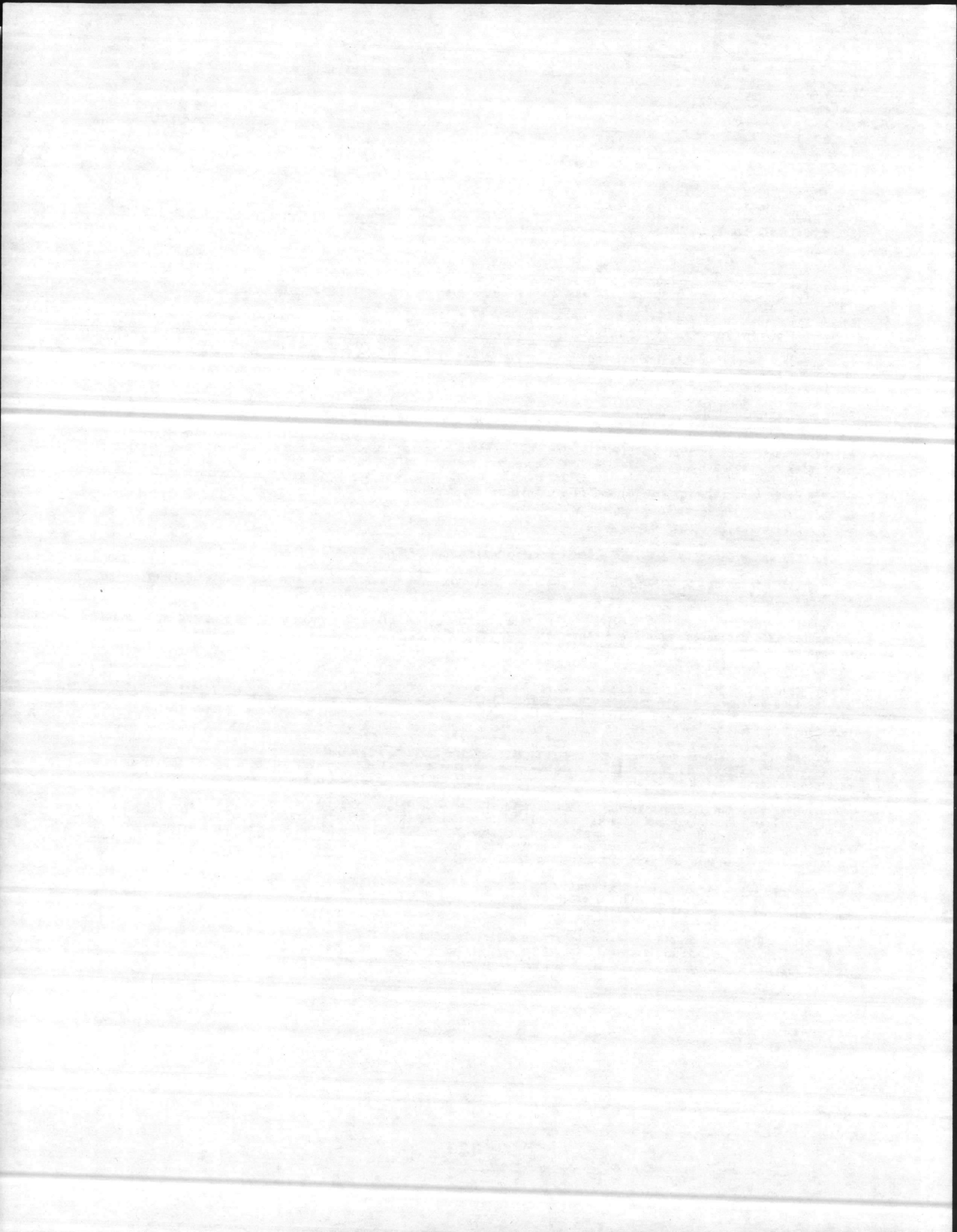
b. Commanding Officers/Area Commanders are charged with the responsibility of preventing spillage and other unauthorized discharge of oil and other hazardous materials within their own areas and will develop and implement plans and procedures which are consistent with applicable regulations and enclosures (1) and (2) for preventing, reporting, containing and cleaning up such spillage or unauthorized discharge.

c. Director, Natural Resources and Environmental Affairs Division, Base Maintenance Department or his representative will assume responsibility of On-Scene Coordinator (OSC) upon arrival at the scene of an oil or other hazardous material spill in accordance with procedures outlined in references (a) and (b) and enclosure (2).

d. Base Fire Chief or his senior representative will provide initial response and other assistance with any spill of oil or other hazardous material as outlined in enclosure (2), until a verification is made that the reported spill has occurred in an aircraft operating area aboard MCAS(H), New River. If the latter situation exists, the Base Fire Chief will provide a standby crew to assist, if the crash crew MCAS(H), New River is unable to contain the spill within the aircraft operating area.

e. Crash Crew, MCAS(H), New River will develop and implement a written procedure for the initial response to and containment and cleanup of oil and other hazardous materials spills in aircraft operating areas aboard MCAS(H), New River. Procedures will be consistent with applicable regulations and enclosure (2).

5. Action. Discharge of oils or other hazardous materials on or into the grounds and streams of this installation is prohibited. Cognizant officers will take necessary action to assure compliance. Commanding Officers/Area Commanders shall conform to the standards and criteria set forth in enclosures (1) and (2).



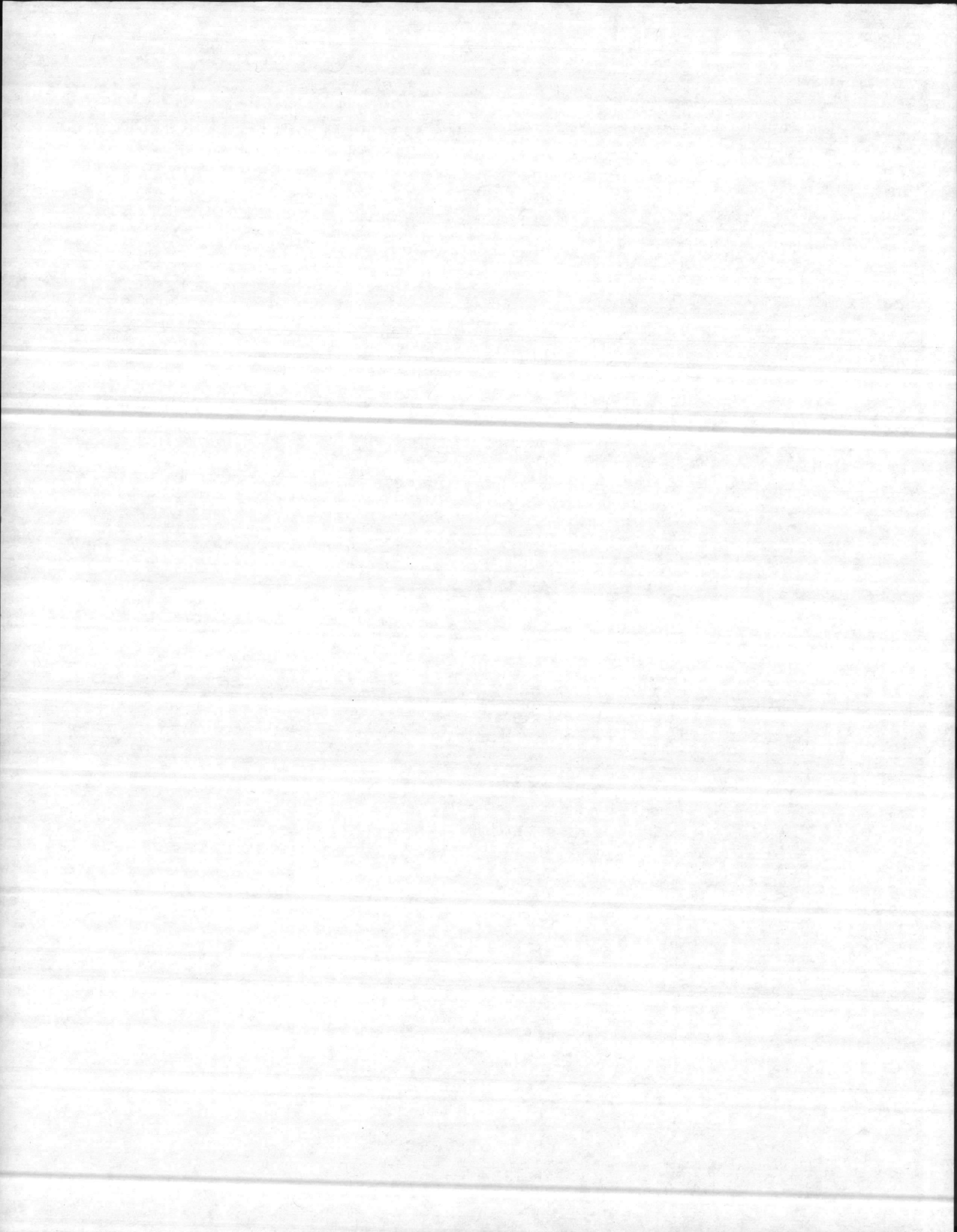
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6. Applicability. Having received the concurrence of the Commanding Generals, 2d Marine Division, FMF; 2d Force Service Support Group, (Rein), FMFLANT; and the Commanding Officers of the Marine Corps Air Station (Helicopter), New River and tenant units; Naval Regional Medical Center; and Naval Regional Dental Center, this Order is applicable to those Commands.

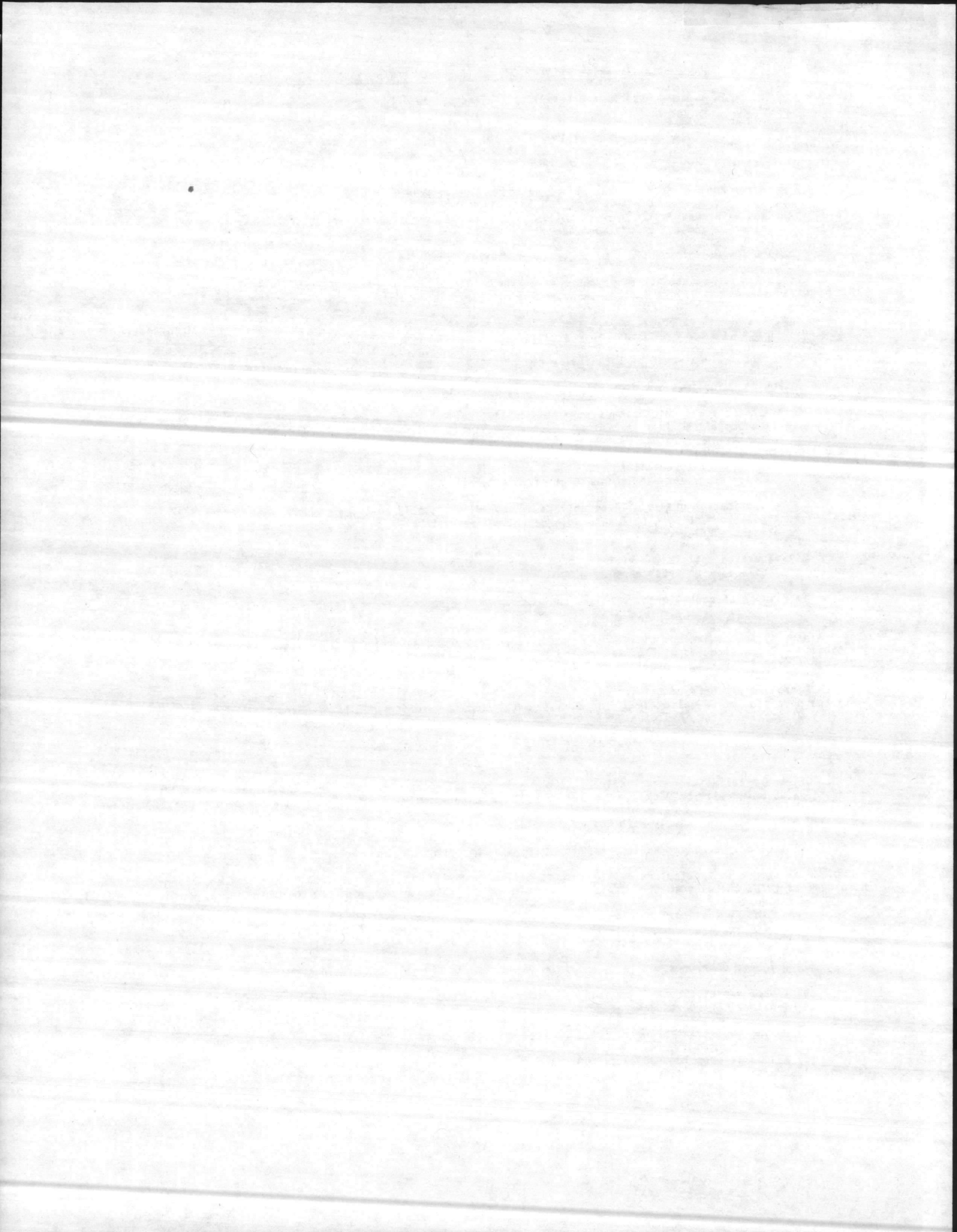
*J. R. Fridell*  
J. R. FRIDELL  
Chief of Staff

DISTRIBUTION: A  
BMAIND (100)



OIL AND HAZARDOUS MATERIAL SPILL PREVENTION, CONTAINMENT, CLEANUP, AND DISPOSAL GUIDELINES

1. The prevention of oil and hazardous-material spills and the resultant environmental damage is the responsibility of all Commanders.
2. All Commanders and Department Heads will publish and prominently post directives setting forth detailed policies and procedures for the control and prevention of oil and hazardous-substance pollution specifically applicable to their organization.
3. All Commanders and Department Heads will take the following actions:
  - a. Take positive measures to prevent spills of oil and hazardous substances to include a review of the Command's maintenance and operational procedures.
  - b. Conduct frequent inspections of areas and facilities assigned to ensure compliance with published procedures.
  - c. Establish immediate action procedures for the amelioration of pollution which may result from oil and hazardous-substance spills, to include the stocking of materials required to carry out the procedures.
  - d. Ensure that all personnel within their Command are thoroughly indoctrinated regarding the environmental impact of oil and hazardous substance spills and proper disposition of oil and hazardous substances.
  - e. Encourage maximum reuse of technically contaminated fuels by multifuel-engine powered tactical vehicles.
4. The following guidelines are generally applicable to garrison operations:
  - a. Contaminated fuels which cannot be burned in tactical vehicles and other used petroleum products, except gasoline, will be collected in a tank of at least 250-gallon capacity equipped with a funnel, strainer and cover to prevent entrance into the tank of trash, water and other foreign matter. When the container requires emptying, the Officer in Charge (OIC) will notify the Base Maintenance Department (Telephone 5909). The Base Maintenance Department will dispatch a vehicle to remove the waste oil. In the event of an emergency 55-gallon drums may be used as a temporary expedient storage container for waste oil.
  - b. Waste lubrication grease will be collected, stored in suitable containers and disposed of in accordance with instructions provided by Base Maintenance Department representative. Send request via Chain of Command to the Base Maintenance Officer.
  - c. Oil-saturated soil in the vicinity of oil and petroleum storage areas should be removed to the sanitary landfill and replaced with fresh earth.
  - d. To dispose of contaminated gasoline contact the Base Fire Department (Telephone 3004).
  - e. Disposal of hazardous waste and other hazardous substances such as acids, poisons and solvents through any drainage system to include sinks, wash racks, storm drains and natural drainage systems is specifically prohibited. These products will be segregated and stored in suitable containers and will be disposed of in accordance with instructions provided by Commanding General, Marine Corps Base, Camp Lejeune.
  - f. Petroleum products containers will be disposed of at the sanitary landfill, or recycled, if appropriate, with the exception of 55-gallon drums and durable metal containers which will be disposed of through the Defense Property Disposal Officer, Building 906.
  - g. Personnel changing private owned vehicle (POV) oil on Base will use established Base Special Service facilities and deposit waste oil in one of the authorized collection tanks on Base and the Air Station.
  - h. Oil and gasoline storage containers larger than 550-gallon capacity will be diked to include a drainage line and valve which will be locked. The latter will be operated only by personnel authorized by the Unit Commander.
5. Field operations will comply with the guidance enumerated in the following subparagraphs:
  - a. All tactical refueling systems installed on Base must first be approved by the Base Maintenance Officer.
  - b. Fuel stored in tactical refueling systems will be properly diked, as required by current regulations. As a general rule, the dike must be capable of containing at least the volume of the container stored within it.
  - c. When using fuel tanker vehicles:
    - (1) Hoses, nozzles and connections will be checked frequently for serviceability to avoid leakage of fuel.
    - (2) Refueler operators will stay with the vehicle during refueling operations.
    - (3) Tanker vehicles containing fuel will be parked in such a manner as to avoid the possibility of spilled fuel entering natural or man-made drainage systems.
    - (4) During recirculation operations, nozzles will be secured to the vehicle.
    - (5) All waste petroleum products generated during field exercises will be stored (55-gallon drums, etc.) and disposal instructions obtained from the Director, Natural Resources Division, Base Maintenance Department (451-5003).



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**1. Reporting Spills of Oil and Other Hazardous Substances**

a. **Materials Classification** - The following products are examples of oil compounds or hazardous substances which must be reported if spilled on the ground or water in any amount:

Lube Oils	JP-4 & JP-5 Fuels	Paint Thinner	No. 6 Fuel Oil
Gasoline	Hydraulic Fluid	Organic Solvents	
Kerosene	Acids	Cleaning Solutions	
Lube Grease	No. 2 Fuel Oil	Poisonous Chemicals	

b. **Reporting Procedures** - All spills of oil or hazardous materials shall be reported immediately to the Base Fire Department Phone 3333 (on base) or 451-3333 (off base). The report shall include location (Building Number) of spill, substance spilled and the approximate amount. All spills occurring at Marine Corps Air Station (Helicopter), New River will also be reported to the Station S-4 (455-6068 - 455-6518) during normal working hours and to the Station Officer of the Day after normal working hours (455-6111).

c. **Posting of Oil Spill Procedure** - Signs shall be posted in every building, tank location and field service location where oil or hazardous materials are used. The sign shall have a yellow background with black lettering indicating the following information:

IN CASE OF AN OIL OR HAZARDOUS MATERIAL SPILL  
CALL BASE FIRE DEPARTMENT  
ON BASE 3333/OFF BASE 451-3333  
NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY

d. **Initial Containment Procedure** - Remain in area - - - Do Not Wash Down With Water - - - Keep Personnel Out of the Area - - - Block Runoff with Earth Materials to Prevent Spreading, when possible.

**2. Response to Spill**

a. **Fire Department** - Fire Department shall dispatch a regular fire fighting unit to the scene of a reported spill. The Base Fire Chief or his senior representative shall report to the scene as soon as possible. Dispatcher will immediately notify the Base Fire Chief or his senior representative who will perform the following duties:

(1) Assume the role of On-Scene Coordinator (OSC):

(2) Take all necessary immediate steps to contain the spill, eliminate any fire hazards and protect all personnel from exposure and request the assistance of the Base Safety Officer, if required (See page 4, Enclosure (2)).

(3) Notify the Natural Resources and Environmental Affairs Director (Telephone 5003) of the spill location and the nature and quantity of spilled materials.

(4) Evaluate the spill situation and request necessary logistical support from the Base Maintenance Officer to contain the spill and facilitate the cleanup and recovery of the spilled materials.

(5) OSC duties shall transfer to the Director, Natural Resources and Environmental Affairs upon his arrival at the scene. (See page 4, Enclosure (2) for Personnel and Public Safety Coordination).

**b. Base Maintenance Officer**

(1) Base Maintenance Officer shall maintain the inventory of materials and equipment as established in Appendix A of enclosure (2).

(2) Base Maintenance personnel shall respond immediately to the request of the OSC with men and equipment requested.

(a) Direct supervision shall be from the OSC.

(b) Maintenance personnel shall remain at the spill scene until authorized to depart by the OSC.

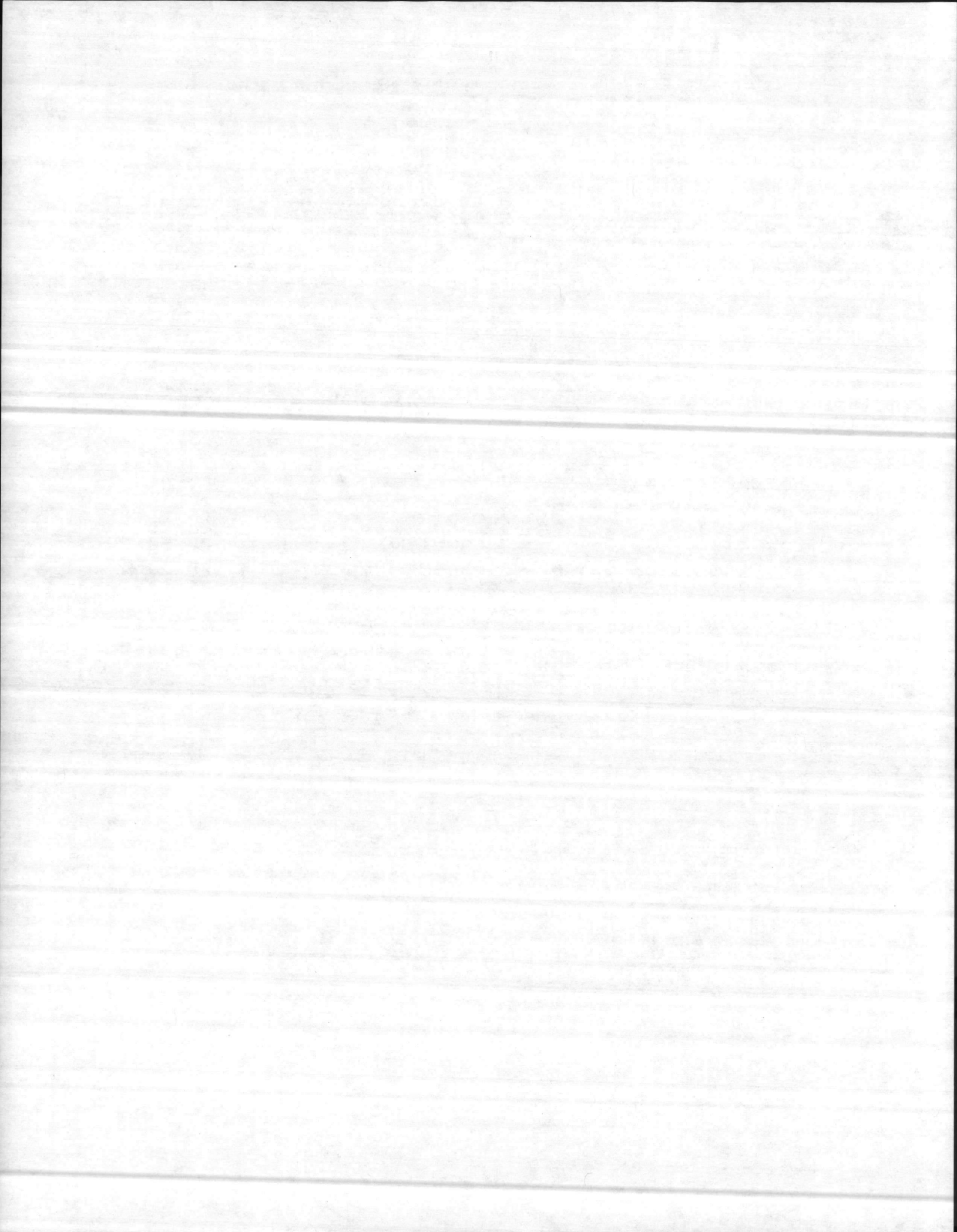
**c. Natural Resources and Environmental Affairs Division**

(1) The Director or his authorized representative shall proceed to the scene and assume the duties of the OSC. The duties shall include the following categories:

(a) Direct all containment and cleanup activities.

(b) Report oil spills that discharge into the inland waters or coastal waters to the following: Base Maintenance Officer; Assistant Chief of Staff, Facilities, Marine Corps Base; Marine Safety Officer, U. S. Coast Guard, Wilmington, North Carolina and the Environmental Regulatory Agencies, as required.

(c) Request U. S. Coast Guard assistance for spills into waters that cannot be contained promptly by joint efforts of the Fire Department and Base Maintenance crews.





(e) Base Maintenance personnel shall install dams, straw barriers, absorbents, pumping equipment and other abatement or cleanup equipment as directed by the OSC.

**d. Spills Entering Storm Drainage System**

(1) Reporting: Call Base Fire Department and emphasize that the liquid has entered a catch basin, manhole, drainage ditch, or any structure (pit) below ground.

(2) Containment Procedures:

(a) DO NOT ADD WATER TO FLUSH OUT STORM SEWER OR STRUCTURE.

(b) The person on-site shall attempt to erect a sand or earth dam around or cover with polyethylene or other plastic materials the manhole or catch basin to prevent further entrance of liquid into the structure. This is the first step in containment that must be taken promptly to minimize the quantity of liquid that will be discharged into surface waters.

(c) The person on-site shall apply sand or absorbent materials that may be available around the perimeter of the spill and at the manhole or catch basin until the Fire Department arrives.

(d) Base Maintenance personnel shall place oil booms across storm drains to prevent further discharge. Public Works Department will develop maps of drainage systems required for siting booms. After spill is contained, cleanup will be initiated. Action may include the following:

1 Inspect downstream manholes for evidence of oil progression toward discharge. If storm system has a very low flow, install straw barrier or absorption dam inside manhole.

2 Where practical, install plug in upstream side of manhole, to contain in the pipe system.

3 If the drainage system has an open ditch, install straw bale dams or absorption dam to collect spilled materials.

4 Isolate streets with contaminated manhole to prevent fires or explosions.

(e) The Director, Natural Resources and Environmental Affairs Division, or his representative shall determine further containment and cleanup requirements after arriving on the scene.

(f) Base Maintenance personnel shall install dams, straw barriers, absorbents, pumping equipment and other abatement and cleanup equipment as directed by the OSC.

**e. Spills Entering Surface Waters:**

(1) Reporting: Call Base Fire Department and emphasize that the liquid was discharged directly into the surface waters.

(2) Containment Procedure:

(a) Person at the site should check the source of discharge to be assured that no further discharge can occur. Close valves, remove hose, or isolate the source from causing any further release of materials.

(b) Do not allow boats or equipment to enter the surface waters where the spill has occurred. If surface type oil absorbents are available, begin spreading this material wherever an oil skim is observed. Do not enter the water to apply this material until the Fire Department arrives.

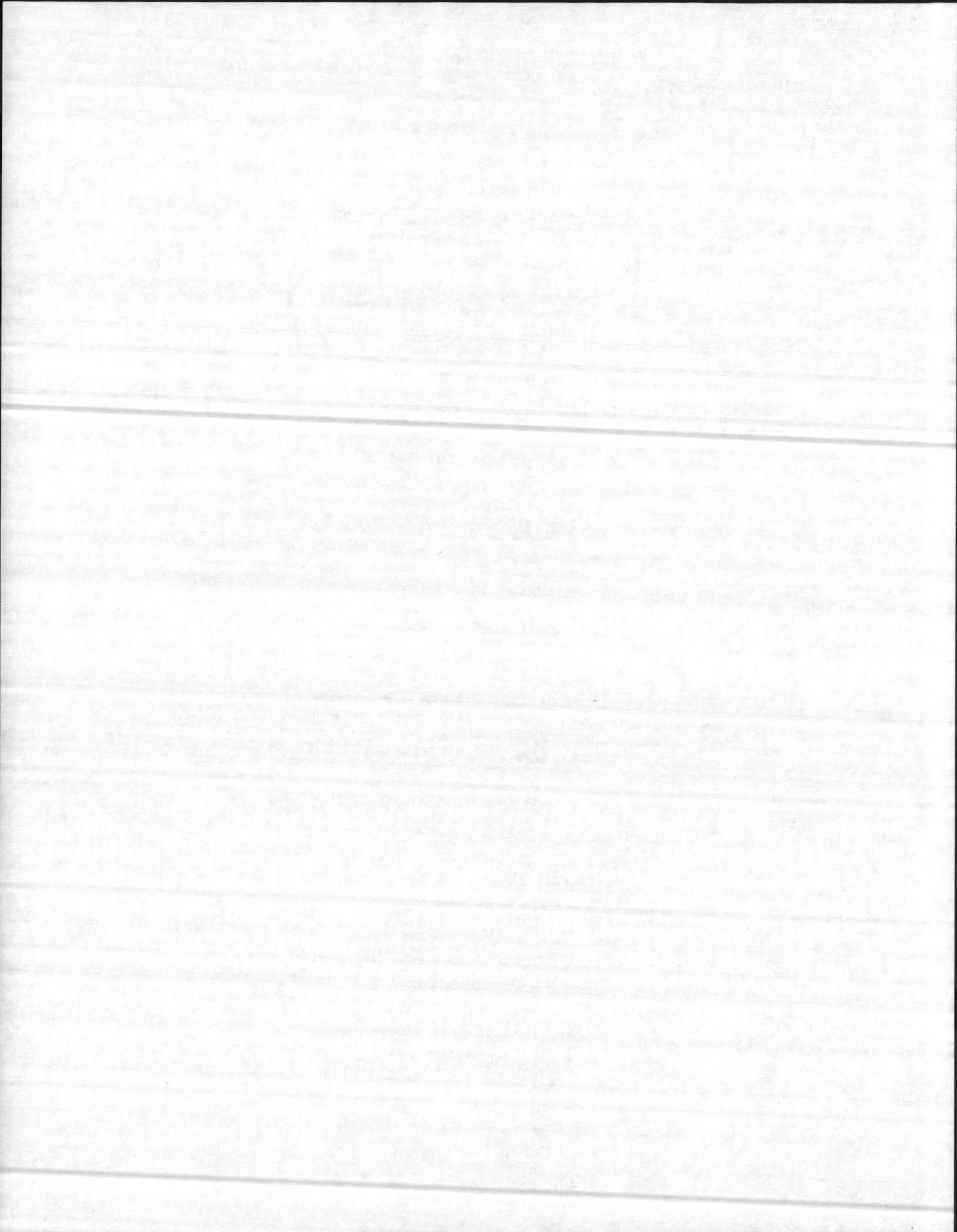
(c) Fire Department shall continue abatement methods using equipment available until the Director of Natural Resources and Environmental Affairs Division, or his representative arrives to determine further containment and cleanup requirements.

(d) Base Maintenance personnel shall install booms, skimmers, pumps and other abatement or cleanup equipment as directed by the OSC.

**4. Responsibilities for Ensuring Personnel and Public Safety**

a. Overall responsibility for ensuring the safety of personnel involved in the containment and cleanup of hazardous material spill is assigned to the Base Fire Chief or his senior representative. The Base Fire Chief representative shall continue to monitor the situation and will provide required standby personnel and equipment. The Base Fire Chief representative will request the assistance of the Base Safety Officer as needed. The Base Fire Chief representative shall keep the OSC informed of any safety considerations affecting the containment and cleanup of the spill. In the event of imminent hazard to personnel involved in the spill cleanup or to the public, Base Fire Chief representative shall take appropriate action. The OSC shall assist the Base Fire Chief representative implement safety procedures required.

b. Base Safety shall dispatch a safety representative to the spill scene upon request from the Base Fire Chief representative. The Base Safety representative will remain at the scene until advised by the Base Fire Chief representative that assistance is no longer required. Base Safety representative will monitor all activity at or near the spill and make appropriate recommendations to the Base Fire Chief representative.



(2) The Natural Resources and Environmental Affairs Division Director or his representative shall remain at the scene of the spill until all contaminant is properly contained and the danger of oil contamination of waterways is eliminated.

(3) At the conclusion of all cleanup operations, the official report submitted to the Environmental Protection Agency (EPA), Region IV, shall be prepared in accordance with requirements of Federal Water Pollution Control Act and EPA regulations in effect at the time. The report shall be transmitted to EPA through the directives of the Commanding General.

### 3. Spill Containment and Cleanup

#### a. Small Spills (less than one gallon)

(1) Cause: Gasoline or fuel oil spills at fueling locations occur by overfilling or blow back from the tank receiving the fuel.

(2) Reporting: This type of spill requires reporting to the Office of Natural Resources and Environmental Affairs (Phone 1-919-451-5003). The fuel spill must be promptly cleaned up by the person at the scene.

#### (3) Containment Procedures:

(a) DO NOT FLUSH INTO STORM SEWER OR DRAINAGE DITCH.

(b) Cover entire spill with sand or absorbent material from storage bin or container. Add material as liquid appears in the surface of the sand or absorbent material.

(c) Cleanup contaminated sand or absorbent material with broom and shovel placing it in a container (metal) for disposal or possible reuse. The container shall be labeled "Waste Oil Refuse".

(d) If storage bin of sand or absorbent material is less than one-half full after using, call Base Maintenance Department (3001) to inform them of the location needing additional material.

(e) Reapply a second coat of sand or absorbent material in a very light layer to assure all gasoline or fuel oils have been blotted up. Brush material back and forth over the area and then sweep up completely. This material can be replaced in the fresh storage bin rather than depositing it in the "Waste Oil Refuse" container.

#### b. Spills on Concrete Aprons (more than one gallon)

(1) Reporting: Call Base Fire Department

#### (2) Containment Procedures:

(a) DO NOT FLUSH INTO STORM SEWER OR DRAINAGE DITCH.

(b) The person on-site shall erect a two-to-three inch high sand or earth dam on the concrete or at the edge of the concrete below (downstream) the direction that the spill is flowing. This is the first step in containment.

(c) Apply sand or absorbent materials that are available around the perimeter of the spill until the Fire Department arrives. Keep other personnel away from the area.

(d) Fire Department shall continue abatement methods using equipment available until the Director of Natural Resources and Environmental Affairs Division or his representative arrives to determine further containment and cleanup requirements.

(e) Base Maintenance personnel shall install dams, straw barriers, pumping equipment and other abatement or cleanup equipment as directed by the OSC.

#### c. Spills on Ground (more than one gallon)

(1) Reporting: Call Base Fire Department

#### (2) Containment Procedures:

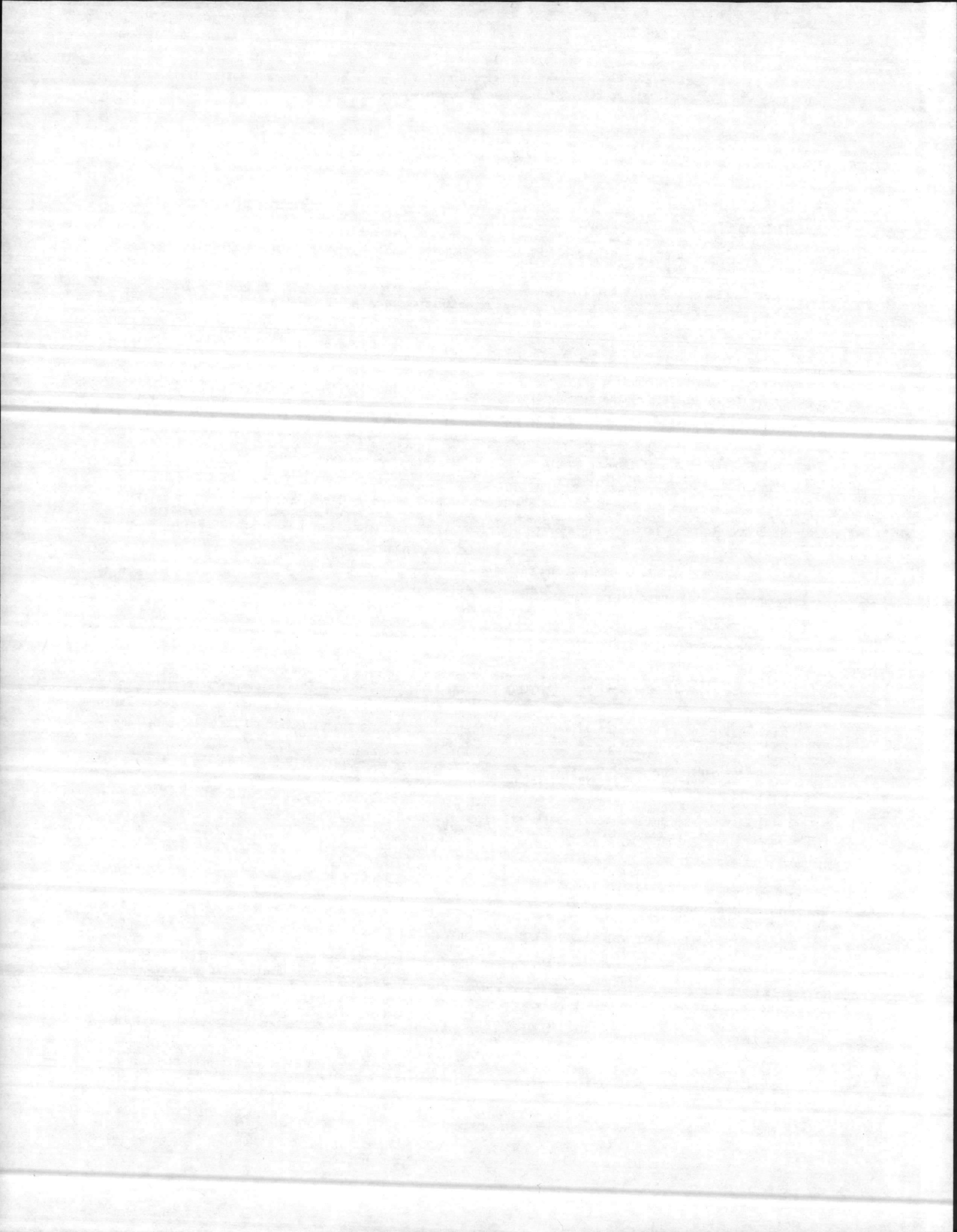
(a) DO NOT FLUSH INTO STORM SEWER OR DRAINAGE DITCH.

(b) The person on-site shall erect a minimum three-inch high sand or earth dam below (downstream) the direction that the spill is flowing. The dam should be made higher if the liquid pool behind the temporary dam rises to within two inches of the top. A trench or sump may be used in lieu of a dam. This is the first step in containment that must be taken promptly to prevent spreading into surface waters.

(c) Apply sand or absorbent materials that are available around the perimeter of the spill until the Fire Department arrives. Keep other personnel away from the area.

(d) Fire Department shall continue abatement methods using equipment available until the Director of Natural Resources and Environmental Affairs Division or his representative arrives to determine further containment and cleanup requirements.

ENCLOSURE (2)



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SUBJ/OIL SPILL REPORT//

RMKS/1. DATE: \_\_\_\_\_ 1993, TIME: \_\_\_\_\_

2. SOURCE: \_\_\_\_\_

3. LOCATION: BLDG \_\_\_\_\_

LATITUDE: 34. \_\_\_\_\_ N, LONGITUDE: 77. \_\_\_\_\_ W

4. AMOUNT: \_\_\_\_\_ GALLONS

5. TYPE: \_\_\_\_\_

6. SAMPLES TAKEN: NONE

7. SLICK DESCRIPTION: NONE

8. ACTION TAKEN: \_\_\_\_\_

9. ON SCENE WEATHER: CLEAR

10. OIL SPILL MOVEMENT: NONE

11. DAMAGE: NONE

12. POTENTIAL DANGER: NONE

13. CAUSE OF SPILL: \_\_\_\_\_

14. PARTIES PERFORMING SPILL REMOVAL: \_\_\_\_\_

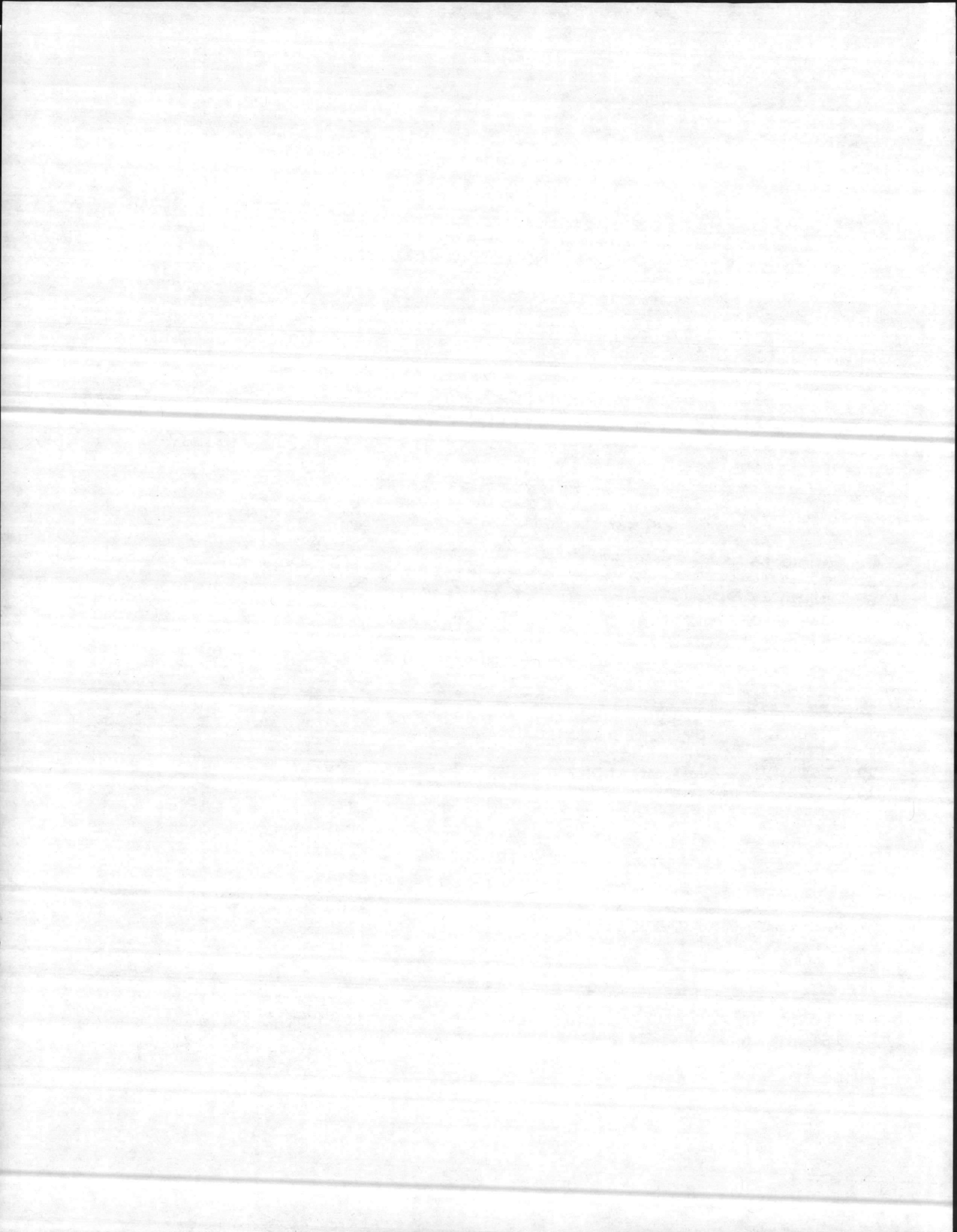
15. ASSISTANCE REQUIRED: \_\_\_\_\_

16. POINT OF CONTACT IS MR. SAMMY GWYNN, ENVIRONMENTAL COMPLIANCE  
DIVISION, ENVIRONMENTAL MANAGEMENT DEPARTMENT, AT DSN 484-5878//

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UNCLASSIFIED



FIRE PROTECTION DIVISION  
MARINE CORPS BASE  
CAMP LEJEUNE, N. C. 28542-5000

BO11090.1B MAY 1981  
HANDOUT # 12

I. HOW AND WHEN TO REPORT A SPILL

A. Following substances are examples of substances which must be reported if spilled on the ground or in the water in any amounts.

1. Lube oils
2. Gasoline (Mogas)
3. Kerosene
4. Lube Grease
5. JP4
6. JP5
7. Hydraulic Fluid
8. Acids
9. # 2 fuel oil
10. Paint thinner
11. Organic solvents
12. Cleaning solutions
13. Poisonous Chemicals
14. # 6 Fuel oil

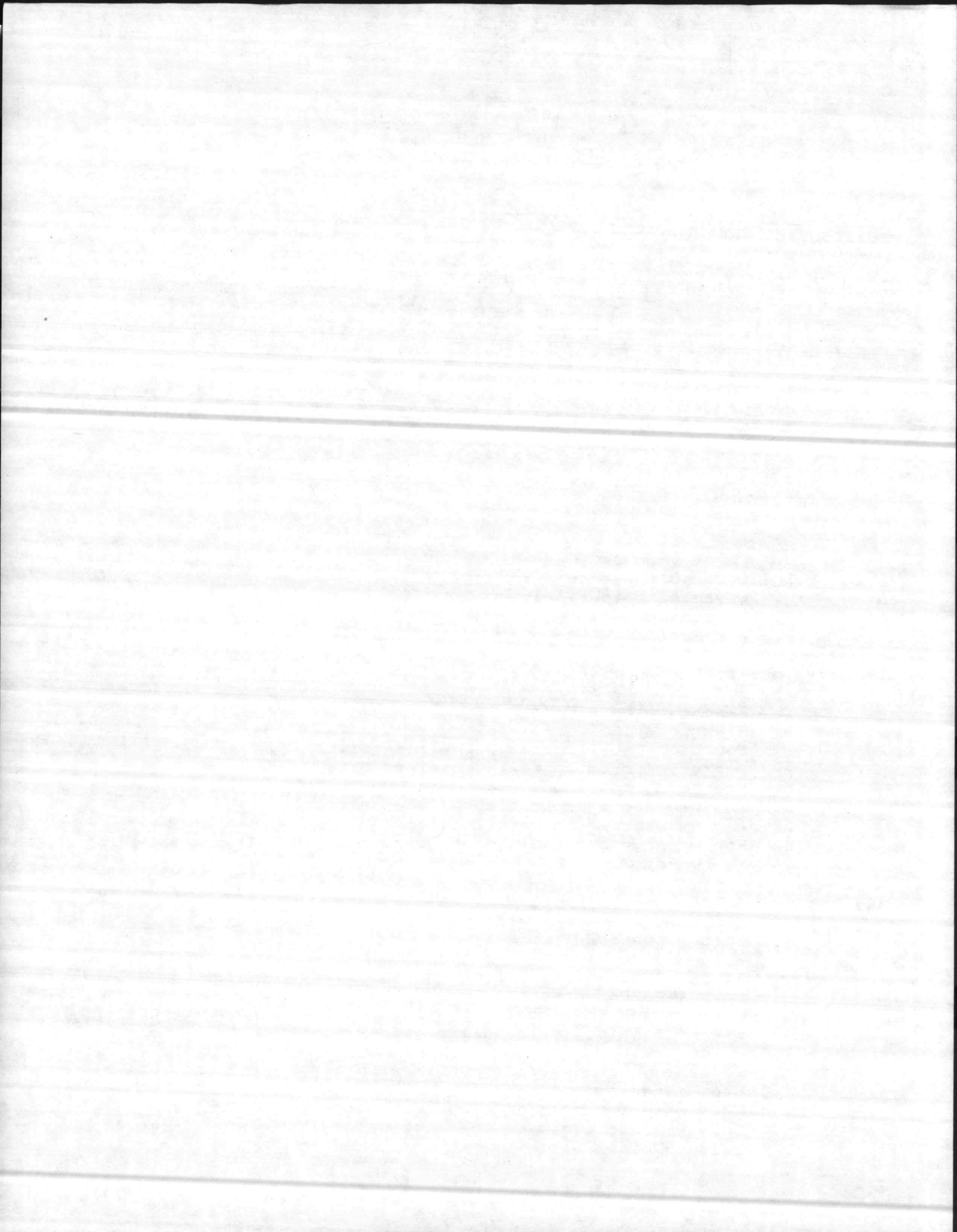
B. To report a spill call 911

1. Report to Base Fire Department
2. Give Location
3. Substance spilled (name, any identification)
4. Approximate amount (ex: Container Size)
5. Your Name and Phone #
6. Any dangerous properties of the material
7. Any exposures that are in danger
8. For unknown materials don't experiment but try to describe by looks

II. Initial Action When a Spill Occurs

A. Remain on Scene-DON'T LEAVE!

1. If safe keep personnel out of spill area
2. Call Fire Department
3. Collect any information possible on substance spilled (ex: material safety data sheets, empty containers)
4. Do not wash down with water
5. If safe block material runoff with dirt, sand, or absorbent material
6. Keep material from entering drains or ground water
7. Be prepared to assist the fire department with manpower or cleanup materials





8. Always remember to be safe don't take any action that would endanger the safety of you or others
9. Minimize the size of spill by cutting off or plugging the source

### III. When the Fire Department Arrives

#### A. Senior Fire Official Assumes Command

1. HMDO, or GSD should report to the fire department official
2. Furnish any information possible about the material
3. Stay with the fire department official until he secures you
4. Fire Department will contact EMD, Base safety and any other agencies needed

#### B. Fire Departments Role

1. Life safety and fire hazards
2. Coordinating all on scene activities
3. Containment of material

### IV. Spill Cleanup

#### A. According to the Commanding Generals Memo of March 1989:

1. Personnel assigned to the worksite can cleanup the majority of small spills
2. This includes providing manpower, equipment and supplies
3. The organization shall be able to store the Hazardous Waste until disposal
4. Disposal is according to Natural Resources Guidelines

#### B. In the event the spill is too large or unsafe for the responsible organization to clean up the fire department will request the equipment, supplies, and personnel support from Base Maintenance, EMD and appropriate other resources

#### C. On All Spills

1. Notify Fire Department
2. Do not flush with water
3. Prevent Runoff with sand, dirt, absorbant materials
4. Prevent spill from entering a drain, basin, manhole, or ground water
5. Notify fire department if spill has entered any drains

#### D. Spills on Surface Waters

1. Call Fire Department
2. Emphasize that the spill is on the water
3. Check discharge site and cut off any further leakage
4. Do not allow boats or people into the spill area

