



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 6240.4B
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9 Oct 98

MARINE CORPS BASE ORDER 6240.4B

From: Commanding General
To: Distribution List

Subj: OIL AND HAZARDOUS SUBSTANCE SPILL CONTINGENCY PLAN

Ref: (a) Oil Pollution Act of 1990 (NOTAL)
(b) 40 CFR 300, National Oil and Hazardous Substance
Pollution Contingency Plan (NOTAL)
(c) 40 CFR 112, Oil Pollution Prevention (NOTAL)
(d) 40 CFR 264 and 265, RCRA Hazardous Waste Regulations
(NOTAL)
(e) VR 689-14-07, Virginia Oil Discharge Contingency Plan
Regulation (NOTAL)
(f) MCCDC OPLAN 1-90, Crisis Management Plan
(g) MCBO 6280.1
(h) MCBO P5100.1A
(i) MCO P5090.2

1. Purpose. This Order implements policy, responsibilities, and procedures for the control and cleanup of oil and hazardous substance (OHS) spills at MCB, Quantico, per the references.

2. Cancellation. MCBO 6240.4A

3. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

4. Scope. This Order applies to all MCB, Quantico organizations and tenant activities, and any organization or private contractor working in any area under the jurisdiction of the CG MCB or CG MCCDC. The plan is applicable to all OHS spills into the air, water, or land within the property boundaries of the Base, or which may affect adjacent waterways. It does not cover chronic situations, such as low level releases at hazardous waste disposal sites, leaking underground tanks, releases that present no immediate danger to public health and the environment, and which require planned removal and other remedial actions for permanent remedy. Also excluded are spills of ordnance, chemical/biological warfare agents, and radioactive materials.

5. Background

a. A wide variety of OHS's are stored, used, and disposed of at this Base. Improper handling or mismanagement of these materials can result in serious personal injuries or death,

environmental degradation, and property damage. References (a) through (e) establish specific contingency planning requirements to control and reduce harmful effects resulting from OHS mismanagement and spills. References (a), (b), (c) and (e) are Federal and state of Virginia regulations requiring interagency response organizations for oil and hazardous substance spills.

b. References (a) through (e) require that the CG MCB develop contingency plans for spills of OHS's. The MCB Oil and Hazardous Substance Spill Prevention and Response Plan (Combined Spill Plan), which includes both oil and hazardous substances, was developed to satisfy the referenced requirements within one combined plan. The Combined Spill Plan (CSP) was submitted to and approved by the Environmental Protection Agency (EPA) on 15 July 1997 as MCB's Facility Response Plan (FRP) and it was accepted by the EPA on 27 June 1997 as MCB's Spill Prevention, Control and Countermeasures Plan. Reference (d) requires a contingency plan be developed for the Hazardous Waste Facility, Bldg. 27401. On 25 July 1997, the CSP, per reference (e), was submitted to Virginia's Department of Environmental Quality as MCB's Oil Discharge Contingency Plan.

c. References (a) and (b) require that the CG MCB ensure that a Spill On-Scene Commander (SOSCDR) is designated to direct and coordinate spill response operations, and that adequate resources (trained personnel and equipment, in-house or via contract) are available to clean up and mitigate damage from these spills. The Director, Facilities Division, has been designated as the SOSCDR and has, in turn, delegated the authority of the "qualified individual," under the provisions of reference (a), to the Head, Environmental Affairs Section, Natural Resources and Environmental Affairs Branch (NREA), Facilities Division. The qualified individual is authorized to act for the SOSCDR within any limits imposed by law or higher authority. However, during normal spill incident responses and during the initial phase of a major spill incident response, the Duty Fire Chief or Senior Firefighter on site serves as the leader of the On-Scene Operations Team (OSOT) and Immediate Response Team (IRT). The Federal On-Scene Coordinator for oil spills is a representative from either the U.S. Coast Guard or the EPA. The Commander, Naval Base, Norfolk has been designated as the Department of the Navy's Regional On-Scene Coordinator (NOSC) with responsibility for regional response to OHS spills in the area, which includes this Base.

6. Policy. The CG MCB will fully support and implement the requirements of references (a) through (e), to include, the CSP. Base policy is to prevent accidents, fires, and spills while using OHS's. Utilizing the CSP will assist in this endeavor. Also, appropriate personnel will be trained and equipped to rapidly and effectively manage OHS spills if they should occur. In the event of an OHS spill, the procedures and actions detailed in the CSP will be carried out regardless of the extent or severity of the spill. All hands will strictly adhere to the equipment, logistics, and personnel training requirements of this plan.

7. Action. Activity heads will carry out the policies and procedures of this Order and will be prepared to immediately respond to emergency and recovery operations. Specific actions for response organization members are outlined below:

a. Director, Facilities Division (Designated SOSCDR)

(1) Properly implement this Order and the CSP through the designated qualified individual.

(2) Respond to all spill emergency calls. SPECIFICALLY - The Head, Environmental Affairs Section, will support the Fire Protection/Prevention Branch on spills and provide technical guidance on any hazardous substances involved. The Head, NREA Branch, Facilities Division, will provide, or obligate funds for, the necessary equipment and supplies required by the Head, Fire Protection/Prevention Branch, Security Battalion, to make an initial response to all potential spills.

(3) Coordinate with the NOSC for incidents beyond MCB response capabilities and for incidents that affect the community.

(4) Assure that no less than four Ordering Officers are appointed at all times, per P-68 Contracting Manual Part 1-603, for contracts under the U.S. Coast Guard's Basic Ordering Agreements (BOA). During emergency situations, when a spill is beyond MCB's capability due to the extent and/or hazardous nature of the spill, the Ordering Officers must have the authority to activate a BOA(s) with spill contractors capable of handling worst case scenarios.

(5) Maintain letters of authorization to obligate division funds during emergency oil/hazardous substance spills by the SOSCDR's qualified individual and Ordering Officers. This is required to meet the mandatory response times during non-duty hours.

(6) Provide direction for on-scene operations associated with the control and containment of OHS spills when beyond the capability of the Fire Protection/Prevention Branch. Additionally, provide direction for cleanup operations, whether conducted by the designated internal cleanup team or by the contractor.

(7) Recommend implementation of the Crisis Management Plan, reference (f), when a major spill incident occurs.

(8) Notify appropriate state and local agencies with designated response roles.

(9) Properly report and document any OHS spills as detailed in the CSP. Authorize, in coordination with the CG MCB and the NOSC, all required notifications and requests for assistance to Federal (outside of Navy/Marine Corps) or local agencies and the news media.

(10) Develop and provide training for hazardous materials handlers, i.e., hazardous waste coordinators and their assistants. Ensure training is provided for Environmental Affairs Section personnel on spill response (hazardous material training).

(11) Provide on-site training and spill drills for the OSOT, and for all military/civilian personnel who work with or near OHS's. Coordinate with Base and contractor safety managers to ensure all OHS operators and emergency response personnel receive the formal training required by Occupational Safety and Health Administration (OSHA) Regulation 29 CFR 1910.

(12) Conduct annual inspections at each designated facility to ensure that all required spill response materials/equipment are stocked as required in the CSP. Ensure that all equipment is properly maintained. In the event of a spill, obtain necessary equipment and supplies from any organization, unit, or tenant activity, as needed, on a reimbursable basis (reimbursement to be charged to the spilling activity). Maintain sufficient documentation to determine type of equipment used, hours of use, supplies and quantities used, and benefiting organization. If this Base is to be reimbursed for materials, supplies, or services, coordinate with liable activity to effect reimbursement via appropriate reimbursable documentation. If this Base must reimburse another activity, provide documentation to the Director, Comptroller Division (B 181), to initiate issue of appropriate reimbursement.

(13) Plan, program, and construct temporary or permanent interception devices to prevent potential spills from entering surface and ground water, where appropriate.

(14) Represent the CG MCB in matters of coordination between MCB and Federal/state agencies exercising jurisdiction in environmental pollution control.

(15) Review and update the CSP yearly or after a spill incident.

(16) Direct and coordinate sampling and testing of the affected flora, fauna, lands or waterways, to monitor the extent of any spill; include periodic sampling of on-Base waterways for background information.

(17) Have heavy equipment ready to respond to, contain, or clean up OHS spills, as required.

(18) Ensure adequate cleanup operations. Provide the cleanup team leader (Head, Maintenance Branch) with the appropriate information to adequately clean up and restore the landscape after OHS spills.

(19) Assess the final cleanup effort and inform the CMC and the NOSC if additional cleanup is necessary. Once cleaned, make the appropriate notifications to state and local authorities.

(20) Ensure proper containerization and disposal of all hazardous/petroleum contaminated residue resulting from the spill.

(21) Maintain official records and photographs, documenting the extent of the spill and all containment, cleanup and recovery actions taken.

(22) Review all project plans and specifications to ensure that provisions requiring proper packing, storage, transportation, and handling of OHS's, and containment and clean up of OHS spills during construction are included.

(23) Maintain or ensure rapid access to an inventory of technical references on hazardous substances.

b. Commanding Officer, Security Battalion/Provost Marshal

(1) Designate the Head, Fire Protection/Prevention Branch, Security Battalion, or representative (senior firefighter present), as the leader of the OSOT and IRT.

(2) Fully equip and train firefighters in fire control, rescue/evacuation, security at the scene of an OHS spill, and OHS containment, to include that on water, within capabilities. Ensure that all firefighting personnel wear proper protective equipment and are aware of the dangers of fire fighting in the presence of hazardous substances.

(3) Ensure that the OSOT and IRT respond to all spill emergency calls and that the team leader assumes on-scene command of all emergency response operations until relieved by the SOSCDR or a qualified individual.

(4) Evaluate the severity of all spill situations. Notify the SOSCDR of site conditions. Perform any operation necessary to safeguard human life and health, or the environment from further spill complications without jeopardizing firefighting capabilities.

(5) Develop, equip, and train the oil OSOT team. This includes maintaining and training with the spill response boat and oil boom. Locate areas on the shores of the river suitable to the deployment of oil booms and boats in the event of a waterborne spill. Train personnel in the maintenance of waterborne oil spill equipment.

(6) Assist the Aircraft Crash, Fire, and Rescue Branch with the control and containment of aircraft-related OHS spills, as requested.

(7) Arrange for air monitoring, as deemed necessary, to measure toxic and explosive vapor concentrations. Monitor and predict the movement of toxic plumes and evacuate areas accordingly.

(8) Coordinate with the Director, Operations Division, to activate the Crisis Management Plan, as necessary.

(9) Determine when the emergency situation phase of an incident is over and the cleanup phase should begin. Be prepared to redeclare the emergency if warranted.

(10) Obtain reimbursement for spill response materials used to respond to an OHS incident from the responsible organization or the Director, Facilities Division (Head, NREA Branch). Maintain sufficient documentation on spill materials and quantities used and the responsible organization. If this Base is to be reimbursed for materials, supplies, or services, coordinate with liable activity to effect reimbursement via appropriate reimbursable documentation. If this Base must reimburse another activity, provide documentation to the Director, Comptroller Division (B 181), to initiate issue of appropriate reimbursement.

(11) Maintain a list of storage sites containing large volumes of OHS's and the hazards expected in the event of a fire.

(12) Conduct facility inspections of firefighting equipment, building hazards, and hazardous materials storage practices. Submit discrepancy reports to the SOSCDR summarizing the results of these inspections and all subsequent actions taken in response to these inspections, if appropriate.

(13) Dispatch military police units to all spill emergency calls to secure the spill area, control traffic, and assist in site evacuation as directed by the leader of the OSOT, IRT, the qualified individual, or the SOSCDR.

(14) Train military police to identify possible OHS spills. Ensure that patrolling units are familiar with potential spill areas.

(15) Implement and ensure routine checks of OHS facilities and storage areas during nonduty hours, including holidays, to ensure they are not being tampered with, subjected to unauthorized use, or display evidence of leaks or spills.

(16) If criminal action is involved or suspected, dispatch criminal investigators as soon as possible after emergency response actions are under control. If within their jurisdiction, request the participation of the Naval Criminal Investigative Service and/or the Federal Bureau of Investigation.

c. Director, Safety Division

(1) Provide technical assistance and advice to the SOSCDR and the OSOT on the health and safety of personn

(2) During the mitigation, sampling, and cleanup of spills, ensure that all response personnel wear proper protective equipment and follow proper procedures.

(3) Train key spill- response personnel (i.e., facility emergency coordinators, hazardous waste handlers, cleanup crews, equipment operators) in the proper use, care, and maintenance of personal protective equipment, as required by OSHA Regulation 29 CFR 1910.

(4) Conduct safety inspections to ensure that all required safety equipment is properly stocked and operational. Submit discrepancy reports, if appropriate, to the SOSCDR summarizing the results of these inspections and all subsequent actions taken in response to these inspections.

(5) Make safety specialists available to provide technical assistance to the Fire Protection/Prevention Branch on ambient air monitoring techniques and equipment.

(6) Ensure that Hazard Communication Standard training is provided to all personnel associated with the use of hazardous substances.

(7) Maintain a central file of all chemicals utilized aboard the Base. Forward inventories to the Head, NREA Branch, Facilities Division (B 046), annually.

d. Director, Operations Division/Command Duty Officer

(1) Coordinate the FRP with the Crisis Management Plan.

(2) When advised to do so by the leader of the OSOT or IRT, be prepared to provide support, initiate requests, and coordinate actions per reference (f).

e. Director, Comptroller Division

(1) Accumulate costs and report to the CG MCB the value of resources expended to contain and clean up OHS spills.

(2) Initiate action to recover funds from any organization responsible for creating an OHS spill, as appropriate. Coordinate acceptance of reimbursable documents from other activities and issue appropriate reimbursable documents to other activities based on documentation provided by the Director, Facilities Division.

f. Director, Logistics Division

(1) Maintain a stock of containment supplies, sorbent materials, recovery/disposal drums, labels, and document forms for all Base and tenant activities using and generating OHS's. Users are required to pay for these supplies.

(2) Provide the SOSCDR with an annual, updated inventory of appropriate supplies.

g. Public Affairs Officer

(1) Keep apprised of all actions during a major OHS incident. Provide prompt and accurate information to concerned parties on the nature of the spill and the steps being taken to correct the problem.

(2) Support a worker awareness program which addresses OHS spill prevention practices, spill discovery, and spill notification responsibilities and procedures.

h. Commanding Officers, Officers in Charge, and Directors

(1) Designate, per reference (e), facility Hazardous Material/Hazardous Waste (HM/HW) coordinators and alternates with the grade of SNCO, GS-7, WG-7, or above, for matters related to this plan, and to assure its adequate implementation within their areas of jurisdiction.

(2) Develop, maintain and implement current, site-specific, spill contingency plans for areas under their jurisdiction.

(3) Annually review and update OHS inventories and the names, grades/titles, and duty/off-duty phone numbers of assigned site HM/HW coordinator, alternate HM/HW coordinator and POC's. Forward the updated list to the Head, NREA Branch, Facilities Division by 15 November each year.

(4) Maintain the spill response equipment designated for sites under their control. Submit updated inventories of response equipment to the Head, NREA Branch, Facilities Division, annually.

(5) Ensure each site takes all required precautions to prevent and contain spills, and provides training to key response personnel.

(6) Ensure each site HM/HW coordinator properly manages the OHS's it stores and uses. OHS's should not be placed in areas where releases can flow into storm drains, sanitary sewers, open ditches, and surface or ground water. All HW shall be properly containerized and disposed of per reference (g).

(7) Ensure that appropriate hazard placards, warning signs, and spill emergency response and notification actions are prominently posted in work spaces. Vehicles transporting HM/HW will be placarded per reference (h).

(8) Respond to all OHS spill emergencies occurring at their sites. Oversee the site's effort to contain and clean up an OHS spill, and coordinate additional assistance with the Fire Protection/Prevention Branch or SOSCDR. Document and file a report on every OHS spill with the Head, Environmental Affairs Section, NREA Branch, Facilities Division.

(9) Pay for all cleanup costs, fines, and liabilities imposed as a result of spills caused by the negligent actions of their organization's assigned personnel.

i. Health Care Advisor

(1) Ensure immediate dispatching of medical personnel and ambulance(s) to spill sites when requested.

(2) Ensure medical clinic staff are familiar with the symptoms of exposure to OHS's used at MCB, have ready access to sources of toxicological information for these items, and can provide the necessary treatment or secure it from other qualified facilities.

(3) Establish procedures to ensure prompt admittance of the injured for treatment, including strict control measures to prevent risks of hazards to Naval Medical Clinic personnel and the public.

(4) Provide the CG MCB and SOSCDR with current and followup information on injured personnel as soon as possible.

(5) Be prepared to provide a medical representative to the Base Operations Center if requested.

8. Further Information. Contact the Head, Environmental Affairs Section, NREA Branch, Facilities Division at 784-4030 for further information.


G. B. BROWN III
Chief of Staff

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