5 April 2012

AFLOAT ENVIRONMENTAL QUICK RESPONSE GUIDE

A GUIDE FOR NAVAL SHIPS OPERATING IN NAVY REGION SOUTHWEST

Navy Region Southwest
Afloat Environmental
Quick Response Guide

In the event of an actual or suspected oil or hazardous substance spill, turn immediately to Chapter 1.

This guide is intended to provide afloat units a ready reference for the proper execution of environmental related actions ***while located within NAVY REGION SOUTHWEST***. Due to the sensitive nature and potential costs attendant to waste management operations, ships should make every effort to conduct waste-offloads where standard Navy support services are available. Ships will utilize standard Navy support services while inport San Diego, Seal Beach, and Port Hueneme. For ships calling at non-Navy ports, environmental support services are arranged through FISC San Diego and the supporting husbanding agent (HA). The most common areas of concern and compliance requirements are included, specifically:

Chapter 1:	Emergency Response Procedures
Chapter 2:	Waste Disposal
Chapter 3:	Water Pollution Prevention
Chapter 4:	Air Pollution Prevention
Chapter 5:	Environmental Points of Contact
Appendix A:	Hazardous Material Management
Appendix B:	Best Management Practices (BMP) for Afloat Commands
Appendix C:	Root Cause Analysis

Contact the Waterfront Environmental Coordinator at (619)556-6232, or specific program managers listed in Chapter 5 for any environmental questions.

Waterfront Environmental Training

The Region Waterfront Environmental Coordinator is dedicated to providing ships with Afloat Environmental Awareness and Response Training (AEART). This training focuses on local compliance guidance on the most common afloat environmental issues, thus ensuring ship's force understand and comply with environmental procedures and best management practices. Over the years, the Navy has been closely scrutinized by federal, state and local agency regulators regarding water quality issues, air emissions, hazardous waste, oil spills and natural resource management. In some cases, our mission could be negatively impacted if we are not doing our best as a good steward of our natural resources and meet all environmental compliance requirements. Therefore, the Region performance standard is that we will conduct environmental training aboard all ships homeported in San Diego and MSC ships operating in this AOR at least once per year. (Ref: CNRSW DTG R 291848Z DEC 05).
Shipboard command support will be critical if we are to meet this performance goal.
It is envisioned that the bulk of the training will be performed on board each ship at the ship's convenience. A bi-monthly training session is given at Naval Base San Diego at various locations. This session can be used to train individuals that may have missed the on board training or those that fill key positions. A Navy message is sent prior to each convening.

With the regionalization of Navy shore management functions in San Diego, facility names have been changed to reflect functional realignments. To ensure this guide remains current, the new facility names will be utilized throughout, based on the following cross-reference:

New Name	Abbreviation
Commander Navy Region Southwest (COMNAVREGSW)	**CNRSW**
Naval Base San Diego	**NBSD**
Naval Base Point Loma	**NBPL**
Naval Base Coronado	**NBC**
Naval Base Coronado Amphibious Annex	**NBCAA**
SPAWARS Systems Center	**SSC**
FISC Fuel Facility	**FLC**

CHAPTER ONE

EMERGENCY RESPONSE PROCEDURES

This initial response guide is designed to provide a user-friendly approach to ensuring that timely, effective response actions are carried out in the event of an oil or hazardous substance (OHS) spill incident.

REF: **OPNAVINST 5090.1 (SERIES)**

CINCPACFLTINST 5090.1 (SERIES)

COMNAVREGSWINST 5090.1 (SERIES)

COMNAVSURFOR 311606Z MAR 09
COMNAVSURFOR 061839Z SEP 11

1. Anyone discovering/observing an OHS spill **CALL IMMEDIATELY**:

Oil Spills (Waterborne):	
Port Ops for containment/recovery.	
SAN DIEGO	**(619) 556-8006**
NWSF SEAL BEACH	**(562) 626-7333/7280**
NCBC PORT HUENEME	**(805) 982-3938**
NON-NAVY PORTS	**TURN TO PAGE 15**
OHS Incidents (Ashore):	
Federal Fire Department to isolate, contain, and stabilize.	**9-911**

Take immediate action to secure the source and mitigate the effects of the spill in accordance with ship's Spill Contingency Plan (SCP). When on-scene, Port Operations Facility Response Team (oil spills)/Federal Fire Department (HS spills) will assume responsibilities as On-Scene Incident Commander until response actions are complete.

2. Provide as much information as possible including **location**, **type of material** (if known), **quantity**, and **any immediate threat to life or health**:

Reportable Quantity (RQ)	
Oil (on water)	**Produces a sheen on the water's surface.**
Oil (on land)	**Base Environmental will advise.**
OHS (on land)	**Base Environmental will advise.**

3. ***If spill is a Reportable Quantity (RQ), make the following voice reports***:

ALL LOCATIONS	
1. USCG National Reponse Center (NRC)	**(800) 424-8802**
2. State Office of Emergency Services (OES)	**(800) 852-7550**
3. Region Operations Center	**(619) 524-1198/97**
PLUS APPROPRIATE MARINE SAFETY OFFICE:	
SAN DIEGO:	
COMCOGARD Sector San Diego	**(619) 571-2621**
NWSF SEAL BEACH, NCBC PORT HUENEME:	
COMCOGARD Sector Los Angeles/Long Beach	**(562) 577-0334 (310-732-2046**
NPGS Monterey:	
COMCOGARD Sector San Francisco	**(510) 437-3073**

Oil Spills (Waterborne)

Port Operations will investigate all reported spills, determine if the spill is reportable, and if additional outside assistance is required.

Ship's force should provide support as requested by the On-Scene Incident Commander.

OHS Incidents Ashore

Federal Fire Department will respond to OHS incidents ashore and conduct ***isolation, containment,*** and ***stabilization*** actions, and assess if additional assistance is required. Base environmental will advise if the amount of substance released is a reportable quantity (RQ) and if additional assistance is required.

If reportable, make the following notifications:	
1. USCG National Reponse Center (NRC)	**(800) 424-8802**
2. State Office of Emergency Services (OES)	**(800) 852-7550**
3. Region Operations Center	**(619) 524-1198/97**

Base Environmental will recommend any additional notifications.

Port Operations On-Scene Incident Commander representative will notify ship when Response actions are complete.

4. Submit required hard-copy reports.

REF: **OPNAVINST 5090.1 (SERIES)**
COMNAVSURFOR 311606Z MAR 09
COMNAVREGSWINST 5090.1 (SERIES)
CNRSW 011700Z SEP 00

The activity causing the spill, or in the case of oil spills, first observing the spill, is required to transmit a hard-copy message report within 24 hours, in addition to the initial voice reports, in accordance with format contained in OPNAVINST 5090.1(series). Sample templates are contained in this chapter.

The ISIC of a reporting activity shall conduct an inquiry into the circumstances of an incident within 72 hours of receiving the initial reports, and determine cause, validate quantity, and if additional action is required, direct the activity to take appropriate measures.

"If you call the NRC, send a Navy message. If you call the State or local authorities, send a Navy message. If you are in doubt, send a Navy message".

"If the final estimate of the amount released differs substantially from the amount initially reported, the reporting activity must send an updated SITREP message".

Sewage/Graywater: Only if the health and safety of the crew is endangered can sewage or gray water be discharged in port (some MSC ships cannot recover gray water as well). No matter what the cause, any discharges, regardless of quantity, must be reported to NAVFAC Duty Desk at 556-7349.

If a discharge occurs at Non-Navy Port, contact Region Operations Center.

***AFFF**: Although not listed as standard reportable hazardous substance, inappropriate discharges may present a potential negative impact to public health, the environment and the Navy's public image. Accordingly, discharges of this substance must be reported to the appropriate Base Environmental Compliance Team.*

SAMPLE OIL SPILL REPORT

PR 121212Z MAY 98 ZYB
FM **NAVY ACTIVITY OR SHIP RESPONSIBLE FOR OR DISCOVERING THE SPILL**
TO COMNAVREG SW SAN DIEGOCA//N3100AM/N45//
INFO CNO WASHINGTON DC//N45//
CNIC WASHINGTON DC//N45//
CHINFO WASHINGTON DC//JJJ//
NAVY JAG WASHINGTON DC//11//
NAVSURFWARCENCARDIV PHILADELPHIA PA//923//
COMPACFLT PEARL HARBOR HI//N43/N46//
COMNAVSURFPAC SAN DIEGO CA//N41/N41EN/N43/N3/N7/N00J//
SOPA SAN DIEGO CA//JJJ//
SOPA SAN DIEGO SUBAREA EAST//N7/N8//
APPROPRIATE ISIC
HOST FACILITY
COMNAVFACENGCOM WASHINGTON DC//41DP//
COMNAVSEASYSCOM WASHINGTON DC//00C//
NFESC PORT HUENEME CA//424//
NOLSC DC FT BELVOIR VA//JJJ//
COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//
COMCOGARD SECTOR SAN DIEGO CA **(IF INPORT/VICINITY SAN DIEGO)**
COMCOGARD SECTOR LA/LONG BEACH CA **(IF INPORT/VICINITY LA/LONG BEACH, SANTA BARBARA, SANTA CATALINA)**
COMCOGARD SECTOR SAN FRANCISCO CA **(IF INPORT/VICINITY MONTEREY, SANTA CRUZ, SAN FRANCISCO BAY, CRESCENT CITY, EUREKA)**

UNCLAS //NO5090//
SUBJ/ (SELECT APPROPRIATE SUBJECT HERE)OIL SPILL REPORT, X GALLONS, [ACTIVITY NAME] OR OIL SPILL REPORT, UNKNOWN VOLUME, [ACTIVITY NAME] OR OIL SPILL REPORT, SHEEN SIGHTING.

MSGID/GENADMIN/ORIGINATOR//
RMKS/**1. LOCAL TIME AND DATE SPILL [OCCURRED/ DISCOVERED]:**

2. (FACILITY/VESSEL) ORIGINATING SPILL: (for Navy ships: list name, and hull no., for Navy shore facilities: list facility name; for non-Navy spills: list name of responsible party (if known); for organizations under contract to Navy: list firm name and contracting Navy activity; if facility/vessel of spill UNKNOWN at time of this report, list only “Unknown” until such time as definitively established.

3. SPILL LOCATION: (for spills at sea: list latitude, longitude, and distance to nearest land; for spills in port: list port name, host naval command (NAVSTA, Shipyard) and specific location (pier or mooring designation); for spills ashore: list city, state, facility name and specific location (building or area designation).

4. VOLUME SPILLED IN GALLONS: (Estimates must be made by examining loss at source: i.e. sounding tank, calculating flow rate of spill; if amount unknown at time of this report, list only “Unknown” until such time as definitively established. Estimating volume by visual observation of oil on water can be very unreliable. If volume estimate can only be made by visual observation of oil on water, do not report estimate here. If oil/water mixture, indicate percent oil.).

5. TYPE OF OIL SPILLED: (List whether Marine Gas (MGO), naval distillate (F-76) jet fuel (JP-4 or 5); aviation/automotive diesel; heating fuels (grade 1 or 2 kerosene); residual burner fuel (grade 4, 5 or 6); lubricating oil; hydraulic oil; oil/oil mixture (including slops and waste oil); oil/water mixture (including bilge waste); if type unknown at time of this report, list only “Unknown” until such time as definitively established).

6. OPERATION UNDER WAY WHEN SPILL OCCURRED/DISCOVERED: (If fueling/defueling, list whether underway or in port by pipeline, truck or barge; whether conducting internal fuel oil transfer operations (including movement from one storage tank to another); pumping bilges; conducting salvage operations; aircraft operations; or “Other” (specify). Include any evolution or operation that had been conducted within 4 hours of spill discovery that may have resulted in oil discharge; if operation unknown or if no evolution can be attributable at time of this report, list only “Operation not known” or “To be Determined” until such time as definitively established).

7. SPILL CAUSE: (classify the spill cause by citing one or more of the following categories and then provide a narrative description of the specific spill cause: structural; electrical; hose; valve/fitting; tank level indicator; oil/water separator/oil content monitor; other equipment (specify component that failed); collision, grounding or sinking; valve misalignment; monitoring error; procedural error/communications error; chronic/recurring; or weather related. This information will be used by NAVSEA for causal analysis and spill prevention. If the spill resulted from a mechanical or equipment failure, identify failed equipment or suspected failed equipment by system, nomenclature, APL, service, part number and/or location. If cause unknown or undetermined at time of this report, list only “To be Determined” or “Under Investigation” until such time as definitively established).

8. SLICK DESCRIPTION AND MOVEMENT: (size: length and width (yards or nm) and percentage of that area covered: color (choose one): silver transparent, gray, rainbow, blue, dull brown, dark brown, black, brown-orange mousse. Odor: noxious, light, undetectable. Slick movement: set (degrees true toward) and drift (knots)).

9. SPILL ENVIRONMENT: (Weather: clear, overcast, partly-cloudy, rain, snow, etc: Prevailing wind at scene: direction (degrees true from), speed (knots), fetch (yards or nautical miles): Air and water temperature: indicate ice over. Sea state: Beaufort Force number: Tide: high, low, ebb, flood or slack. Current: set (degrees true toward) and drift (knots)).

10. AREAS DAMAGED OR THREATENED: (Body of water, area or resources threatened or affected. Nature and extent of damage to property, wildlife or other natural resources (if any)).

11. TELEPHONIC REPORT TO NATIONAL RESPONSE CENTER [WAS/WAS NOT] MADE: (If made, list time and date of telephonic report, NRC report/case number, name of NRC official taking report and quantity of oil reported; OES report/case number. If not made, provide reason why: beyond 12 nm from US shores, no threat to navigable water, etc., Navy Command making telephonic report).

12. SAMPLES [WERE/WERE NOT] TAKEN: (If taken, identify location(s) from which taken: tanks, hoses, piping, slip, jetty, etc. If taken, identify collecting officer by name, rank and agency).

13. CONTAINMENT METHOD [PLANNED/USED]: (If none, state reason. Otherwise, indicate equipment utilized: boom ; ship's hull; camel; water spray; chemical agent).

14. SPILL REMOVAL METHOD [PLANNED/USED]: (If none, state reason. Equipment planned/used: used: Rapid Response Skimmer or Dip 3001 skimmer; portable skimmer, absorbent materials (oil absorbent pads, chips, etc); dispersants; vacuum trucks/pumps; other (specify).

15. VOLUME OF OIL RECOVERED IN GALLONS: (Decanted pure product).

16. PARTIES PERFORMING SPILL REMOVAL: (Identify lead organization in charge: Navy Command; USCG; EPA. Identify all other parties involved: commercial firms; supporting Navy activities; State or local agencies).

17. FEDERAL, STATE OR LOCAL REGULATORY ACTIVITY DURING THIS INCIDENT: (Identify by name and agency any official attending on–scene or making telephonic inquiry. Note whether officials boarded vessel and include date, time and spaces inspected).

18. ASSISTANCE REQUIRED/ADDITIONAL COMMENTS:

19. LESSONS LEARNED: (How could this spill have been avoided).

20. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: (List name, rank/rate, command, code, email address, DSN and/or commercial telephone numbers.//

BT

SAMPLE HAZARDOUS SUBSTANCE RELEASE REPORT

PR 121515Z JUN 98 ZYB
FM **NAVY ACTIVITY OR SHIP RESPONSIBLE FOR OR DISCOVERING THE SPILL**
TO COMNAVREG SW SAN DIEGO CA//N3100AM/N45//
INFO CNO WASHINGTON DC//N45//
CNIC WASHINGTON DC//N45//
CHINFO WASHINGTON DC//JJJ//
NAVY JAG WASHINGTON DC//11//
COMPACFLT PEARL HARBOR HI//N43/46//
COMNAVSURFPAC SAN DIEGO CA//N41/N41EN/N43/N3/N7/N00J//
SOPA SAN DIEGO CA//JJJ//
SOPA SAN DIEGO SUBAREA EAST//N7/N8//
APPROPRIATE ISIC
HOST ACTIVITY
COMNAVSEASYSCOM WASHINGTON DC//00C//
NFESC PORT HUENEME CA//424//
COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ// (For releases into or upon the navigable waters of the United States, its contiguous zone)
COMCOGARD SECTOR SAN DIEGO CA **(IF INPORT/VICINITY SAN DIEGO)**
COMCOGARD SECTOR LA/LONG BEACH CA **(IF INPORT/VICINITY LA/LONG BEACH, SANTA BARBARA, SANTA CATALINA)**
COMCOGARD SECTOR SAN FRANCISCO CA **(IF INPORT/VICINITY MONTEREY, SANTA CRUZ, SAN FRANCISCO BAY, CRESCENT CITY, EUREKA)**

UNCLAS//N05090//
SUBJ: HS RELEASE REPORT (MIN: CONSIDERED)
MSGID/GENADMIN/ORIGINATOR//

1. LOCAL TIME AND DATE RELEASE [OCCURRED/DISCOVERED].

2. FACILITY/VESSEL ORIGINATING RELEASE: (for Navy ships, list name and hull number; for Navy shore facilities, list the facility name; for release occurring during transportation, list name of activity responsible for shipment; for non-Navy spills, list name of responsible party, if known; for organizations under contract to Navy, list firm name and contracting Navy activity; if sources UNKNOWN at time of this report, list only “UNKNOWN” until such time as definitively established).

3. RELEASE LOCATION: (for releases at sea: specify latitude, longitude, and distance to nearest land; for releases in port: list port name, host naval command (NAVSTA, Shipyard) and specific location; for releases ashore: list city, state, facility name and specific location (building designation); for release during transportation: give exact location (highway mile marker or street number and city)).

4. AMOUNT RELEASED: (Use convenient units of weight or volume (kg, lb., gallons, liters, etc.): for continuous release, estimate rate of release and amount left in container. Estimate should be made by examining loss at source: sounding tank, calculating flow

rate of spill: ***Unreliable estimates of volume using visual observation of HS on water may not be reported here.*** If amount unknown at time of this report, ***list only "Unknown"*** until such time as definitively established).

5. HAZARDOUS SUBSTANCE RELEASE: (If ***Extremely Hazardous Substance***, headline this paragraph "**EXTREMELY HAZARDOUS SUBSTANCE RELEASED",** (see chapter 12, subsection 12-5.4 for additional notification requirements). Consult container labels, user directions, reference books, expert advice; provide chemical/product names, formula, synonym, physical/chemical characteristics, and inherent hazards, i.e., container label identifies substance as acrylonitrile. Synonyms: cyansethylene, vintleyanide. Characteristics/hazards: poisonous liquid and vapor, skin irritant, highly reactive/flammable. Describe appearance, physical/chemical characteristics, actual/potential hazards observed. Example: "Substance released is colorless to light yellow unidentified liquid; highly irritating to eyes and nose; smells like kernels of peach pits; vaporizing quickly, posing ignition problem").

6. TYPE OF OPERATION AT SOURCE: (Plating shop, painting shop, hazardous waste (HW) facility, truck, ship, pipeline, ship rebuilding, entomology shop, etc.).

7. CAUSE OF RELEASE: (Provide narrative description of specific cause of release; account for personnel error, equipment failure, etc. directly contributing to release, for example: "Railing supporting 55-gal drums on a flatbed truck gave way because it was not securely fastened causing seven drums to fall and rupture"; If cause unknown at time of this report, ***list only "Unknown"*** until such time as definitively established).

8. TYPE OF CONTAINER FROM WHICH SUBSTANCE ESCAPED: (55-gal drums, 5-lb. bags, tank truck, storage tank, can, etc. Estimate number of containers damaged or dangerously exposed).

9. RELEASE ENVIRONMENT: (Describe scene of release; include information on physical characteristics, size and complexity of release and weather conditions. Example: "Solvent released formed shallow pool covering area about 30 ft by 45 ft of bare concrete. Solvent slowly running into storm drain. Pool emitting highly toxic, flammable vapors. Dark clouds threatening rain. Light wind drifting vapors northbound to residential area about 30 ft above ground".).

10. AREAS DAMAGED OR THREATENED: (Describe actual and potential danger or damage to surrounding environment; identify body of water, area or resources threatened or affected; nature and extent of damage to property, wildlife or other natural resources (if any).

11. NOTIFICATIONS MADE AND ASSISTANCE REQUESTED: (list all organizations informed of release within and beyond Navy jurisdiction; include Navy, Federal, State, and local authorities, response teams, fire departments, hospitals, etc; specify type of assistance required from these organizations. If telephonic report to National Response

Center (NRC) made, list: DTG of telephonic report, NRC report/case number, name of NRC official taking report, and Navy Command making telephonic report.

12. FIELD TESTING: (Indicate findings and conclusions as to concentrations, pH, etc.).

13. CONTROL AND CONTAINMENT ACTIONS [PLANNED/TAKEN]: (if none, explain why. Specify method used to control and contain release. EXAMPLE: “Gas barriers used to control and contain vapor emissions. Runoff contained by excavating ditch circumscribing affected area”.).

14. CLEAN-UP ACTIONS [PLANNED/TAKEN]: (if none, explain why. Identify on-site or off-site treatment, method used, parties involved in clean-up/removal and disposal area. EXAMPLE: “No clean-up action taken. Toxic vapors present, potential danger to clean-up crew. Contaminated soil will be excavated and shipped by NAS personnel to Class I HW disposal site in Portstown, CA when conditions allow”.).

15. AMOUNT OF SUBSTANCE RECOVERED [VOLUME/WEIGHT] (Pure product)

16. PARTIES PERFORMING [CONTAINMENT/CLEAN-UP] ACTIVITIES: (identify lead organization in charge: Navy Command, USCG, EPA. Identify all other parties involved: commercial firms, supporting Navy activities, State or Local agencies.).

17. FEDERAL, STATE OR LOCAL REGULATORY ACTIVITY DURING THIS INCIDENT: (identify by name and agency any regulatory official attending on-scene or making telephonic inquiry; note whether officials boarded vessels and include date, time and spaces inspected.).

18. ASSISTANCE REQUIRED/ADDITIONAL COMMENTS:

19. LESSONS LEARNED: (how could this release have been avoided?).

20. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: (list name, rank/rate, command, code, DSN email address, and/or commercial telephone numbers.)//

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SPILL RESPONSE IN PRIVATE SHIPYARD

With the significant amount of work done on Navy ships in local commercial shipyards, procedures for response to spills within the boundaries of a private facility need to be clearly outlined. For spills from Navy ships while the ship is in an industrial availability in a private shipyard (i.e., NASSCO, BAE and Northrup Grumman), the following apply:

1. Notify appropriate shipyard security immediately:

    a. National Steel & Shipbuilding Co. (NASSCO) - 619-544-8401
    b. BAE - 619-238-1000 Ext. 3330
    c. Northrup Grumman - 619-234-8851 Ext. 217

2. In addition, ship will notify COR (Central Oil Recovery) at 619-556-8006 as is the case for all spills within San Diego Bay.

3. Ship will make required regulatory notifications (NRC: 1-800-424-8802; Cal-EMA: 1-800-852-7550).

4. Ship will make required Navy notifications – Region Operations Center: 619-524-1198/97.

5. Send oil/hazardous release report within 24 hours using format contained herein.

NOTE: Initial response will be by ship's force and shipyard personnel. However, as indicated above, call the COR as they have trained personnel and equipment to conduct cleanup operations in the water. They may ask for ship assistance but they will ensure the response is appropriate and safe. In general, unless directed by the ship, the shipyard will activate its oil spill contingency plan and respond to the spill if it has migrated from the ship. If the Navy is ultimately responsible for the spill, the cost of the shipyard response will be borne by the ship. Even though the spill may have come from the vessel, it will often not be immediately known whether or not the shipyard has some responsibility for the spill. Therefore, even if the ship request that the shipyard not respond, the shipyard may choose to respond because the shipyard may ultimately be responsible for the environmental damage and may not feel comfortable with the ship's response. Again, call COR at 556-8006 and get them involved as soon as possible.

NON-NAVY PORT OIL SPILL RESPONSE PROCEDURES

In the event of a ship generated oil spill while visiting a non-Navy port in California, the following procedures apply:

If discharge creates a sheen,
IT IS A REPORTABLE QUANTITY!

1. Take immediate actions to **CONTAIN, CONTROL,** and **MITIGATE** the spill.

2. **ASSESS** the incident, and LOG the following information.

a. Ship/POC Name:	
b. Location:	
c. Type of Product Spilled:	
d. Quantity:	
e. Immediate threat to public health:	
f. Potential impacts/press interest:	

3. Quickly determine if contractor assistance is required to contain and/or clean-up the spill. Even though a light sheen may not be recoverable, it is best to contain the sheen until it naturally dissipates which will minimize impact to the environment. HA does not have spill response resources, and it is best to contact NRC Environmental directly should clean-up assistance be required. NRC Environmental should only be called if clean-up assistance is needed.

4. If reportable, immediately CALL the following and provide the above information, as a minimum:

NAME	PHONE	TIME	INITIALS	CASE NUMBER
Ship's Supply of Florida (West Coast Agency Representative)	(619) 379-1559 OR (206) 427-6441 (24-hour)			
National Response Center (NRC)	(800) 424-8802			
State Office of Emergency Services (OES)	(800) 852-7550			
NOSC (COMNAVREGSW)	(619) 524-1198/97			

In addition:

For Los Angeles/Long Beach, Santa Barbara:				
COMCOGARD Sector LA/LB	(562) 577-0334 (310) 732-2046			
For Monterey, San Francisco Bay, Eureka, Crescent City:				
COMCOGARD Sector San Francisco	(510) 437-3073			

5. Ship's CO is ***Navy On-Scene Incident Commander*** (until relieved of such duties by NOSC, if necessary).

U.S. Coast Guard retains overall authority for spill response, but will normally not direct actions unless the response is not satisfactory. NRC Environmental, either directly or via the HA, will provide response team and required equipment, i.e., boom , skimmer, etc., but due to location of ships and response assets, expect a delay in response time (may be up to 2 hours). Therefore, it is important that the spill be contained as much as possible.

6. Ship provide periodic situation appraisals to NOSC at (619) 524-1198/97

7. Upon completion of the response (consult U.S. Coast Guard on-scene personnel) notify:

NAME	PHONE	TIME	INITIALS
National Response Center (NRC)	(800) 424-8802		
State Office of Emergency Services (OES)	(800) 852-7550		
NOSC (COMNAVREGSW)	(619) 524-1198 or 1197		
Ship's Supply of Florida (West Coast Agency Representative	(305) 815-4343 24-hour		

8. Submit required oil spill message report within 24 hours (format provided in this chapter). Based on seriousness or sensitivity of the incident, if other message type deemed appropriate, submit IAW standard requirements.

9. The ship will receive an invoice for any spill response costs that NRC Environmental incurred. However, protection of the environment is paramount over cost. Ship should monitor time, equipment and personnel used by the contractor to verify invoices at a later date.

CHAPTER TWO

HAZARDOUS MATERIAL/WASTE DISPOSAL

REF: **OPNAVINST 5090.1 (SERIES)**

OPNAVINST 5100.19 (SERIES)

PWCSDIEGOINST 5090.1 (SERIES)

SOPACNRSW 5400.2 (SERIES)

POINTS OF CONTACT:	
Waterfront Environmental Coordinator Fleet Logistics Center (FLC)	(619) 556-6232 (619) 556-6209
Hazardous Material /Waste Pick-Up Scheduling: NB San Diego (32nd Street) NB Coronado (NASNI/NAB) NB Point Loma (SUBASE) After Working Hours Emergency (All San Diego Bases) Non-Navy Ports Husbanding Agent	 (619) 556-9600 (619) 545-6520 (619) 553-1303 (619) 556-7349 (619) 379-1559/ (206) 427-6441
FLC San Diego Regional CHRIMP Center (RCC)	(619) 556-9722/9723
ECAP (Enhanced CHRIMP Afloat Program)	(619) 556-2510/6210
Commander, Navy Region Southwest Hazardous Waste Program Office	(619) 532-2274
Commander, Naval Surface Force Pacific Environmental Office	(619) 437-2956
Commander, Naval Air Forces Pacific Environmental and Safety Office	(619) 545-1034
SOPASUBAREA East Safety Office	(619) 556-4836

Due to the sensitive nature and potential cost associated with waste management operations, ships should make every effort to conduct hazardous material/ waste off-loads where standard Navy support services are available.

For empty HM container disposal, see Appendix A.

WATERFRONT HM Service

The Fleet Logistics Center (FLC) is the afloat customers' single gateway for logistic services that also includes virtually all aspects of HM management.

Each ship has a designated Logistics Support Center Representative (LSR) at FLC. This individual is your single point of contact for ALL your HM needs. Any HM training, HM offloading, CHRIMP, and Shelf-Life Management, etc. can be arranged through the LSR. ***Your ship's Supply Department has your LSR's phone number and e-mail address. Additionally, you can locate your LSR by calling FLC San Diego at (619) 556-6209.***

Ships with Excess HM must call the LSR to arrange for screening and offload by qualified personnel from FLC San Diego.

Navy policy requires that every effort be made to reduce HM/HW through use of alternative materials/technologies and HAZMART as reusable materials. See Appendix A for specific reduction opportunities.

Ships may conduct stock checks for cost avoidance material (FREE issue). Call the FLC San Diego Regional CHRIMP Center (RCC) at 619-556-9722/9723 with a National Stock Number for screening within the San Diego area for free issue material.

Clean Harbors picks up Used HM from ships on the piers.

Clean Harbors picks up Used HM from ships on the piers according to specified schedules listed below. They transport Used HM to the base Hazardous Waste Facility for proper disposal.

If the substance is unknown
contact Environmental Lab (NASNI) at (619) 545-8431 or your LSR.

DO NOT LEAVE "Used" or "Excess" HM unattended on the piers. This is considered "abandoned" waste and subjects the base to a Notice of Violation (NOV). If you need an emergency pick-up before getting underway, call the supervisor of the nearest Hazardous Waste Facility. (see Points of Contact List).

See Appendix A for
specific turn-in requirements and reduction opportunities.

Used HM Pick-Up Schedules

Naval Base San Diego (NBSD)/ 32nd Street

Used HM is picked up daily on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 556-9600 or your LSR.

32nd STREET USED HM DAILY PICK-UP SCHEDULE					
	Monday	Tuesday	Wednesday	Thursday	Friday
0800 – 0830	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5
0850 – 0920	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6
1000 – 1030	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13
1050-1120	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12

Naval Base Coronado (NBC) NASNI

Used HM is picked up on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 545-6520/6537 or call your LSR.

NASNI DAILY PICK-UP SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
Call 545-6520 for pick up				

Naval Base Point Loma (NBPL)/Submarine Base

Used HM is picked up on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 553-8029/1303 or call your LSR.

SUBASE DAILY PICK-UP SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800-0835	North Pier		North Pier		North Pier
0840-0955	Middle Pier		Middle Pier		Middle Pier
1000-1040	South Pier		South Pier		South Pier

Non-Navy Ports in California

Ship generated wastes are picked up as requested via LOGREQ.

HM Training

HM classroom training is available on a scheduled basis as well as "over the shoulder" training as needed. Contact your LSR to register or request assistance. Keep your HM team trained!

Shelf-Life Management

An effective shelf life management program will go a long way towards reducing the waste stream and saving money. Excess material turned over to the FLC San Diego Regional CHRIMP Center (RCC) prior to its expiration date allows another activity in need of that material to acquire it at no cost. Also, if the Base RCC cannot reutilize the material, it may be routed to DRMO for redistribution. Shelf life training is available upon request. HICSWIN has a shelf life management module and can play an important role in managing your inventory. Call your LSR to schedule assistance for your shelf-life program.

OILY WASTE AND WASTE OIL

REF: **OPNAVINST 5090.1 (SERIES)**
SOPACNRSW 5400.2 (SERIES)
BOWTS MANUAL May 2011

POC:	Waterfront Operations (Berthing Services)	(619) 556-3147 (619) 556-1433 (after hours)
	NAVFAC Duty Desk	(619) 556-7349
	Shaw Environmental Oily Waste Coordinator (NAVSTA/SUBASE/NASNI	(619) 545-7537/556-9688
	For NWSF Seal Beach (For emergency oily waste offload only) Note: Ships are highly encouraged to empty bilge tanks prior to SB port visit.	(562) 626-7206
	For NAVAL BASE VENTURA COUNTY	(805) 982-3771
	For Non-Navy Ports in California	(619) 379-1559 (HA)

Use of pier side oil recovery facilities in San Diego area requires training and vessel certification prior to initial use. Call (619) 556-9688; or 545-7537 for additional information and to schedule training.

Oily Waste offload for foreign vessels – Host ships shall provide support for visiting foreign vessels to ensure the Federal requirements for oily waste transfer operations are met. Visiting foreign vessels will be provided oily waste transfer information during the in-port briefing by the host ship and Port Operations Officer.

NOTE: Oily waste transfers to include transfers of fuel and sheen producing fluids after normal working hours (0800 until one hour before sunset) are prohibited. The only exceptions are in case of immediate hazards (i.e., potential loss of life or imminent damage to ships) or by direction of TYCOM or numbered fleet commander.

Routine use of shipboard OWS inport is <u>not authorized</u> within the Navy Region Southwest AOR. Use requires ISIC approval. If the bilge water or oily waste discharge contains AFFF, Shaw Environmental must be notified in advance. They will provide a defoamer to be added to the bilge or tank and monitor the discharge. Substances prohibited via pier side oily waste risers include: CHT, low flash point fuels, lube oil, hazardous waste, bilge water contaminated with gasoline or solvents and synthetic oil.

NAVAL BASE SAN DIEGO

- Oily Waste (OW) off-load is conducted by shore ties located on piers 1-10 and 13 via pipelines and riser connected to a Bilge Oily Waste Treatment System (BOWTS).
- Schedule bilge and oily waste disposal through Shaw Environmental. Ships must pick-up radios from Shaw Environmental for use during transfers.
- 30 minutes prior to transfer, the Vessel Person-in-Charge (VPIC) and Facility Person-in-Charge (FPIC) will hold a pre-transfer conference.
- The VPIC will complete the Declaration of Inspection (DOI) and request authorization for pumping. The ship will post a watch at the pier riser connection.
- Pumping continues until completed or stopped due to an emergency.

NAVAL BASE CORONADO AND NAVAL BASE POINT LOMA

- Naval Base Coronado and Naval Base Point Loma are equipped with Bilge Oily Waste Treatment plants and associated hotel service-type pier riser systems.
- 30 minutes prior to transfer, the Vessel Person-in-Charge (VPIC) and Facility Person-in-Charge (FPIC) will hold a pre-transfer conference.
- The VPIC will complete the Declaration of Inspection (DOI) and request authorization for pumping. The ship will post a watch at the pier riser connection.
- Pumping continues until completed or stopped due to an emergency.

NON-NAVY PORTS WITHIN CALIFORNIA

- Oily Waste/Waste Oil is offloaded in non-Navy ports as requested/arranged via LOGREQ.
- Due to the sensitive nature and potential cost attendant to oily and hazardous waste off-load operations, ships should make every effort to conduct waste off-loads where standard Navy support services are available.

MEDICAL WASTE (MEDWASTE)

REF: **OPNAVINST 5090.1 (SERIES)**
NAVSTASANDIEGINST 5090.6 (SERIES)

POC:	San Diego MEDWASTE Coordinator	(619) 556-1537
	For NBVC	(805) 982-1970/3771
	For Non-Navy Ports in California	(619) 379-1559 (HA)

If you need to offload a **volume greater than five (5) large (35-gallon) trash cans or 200 pounds or more** of medical waste and/or expired pharmaceuticals, you must first contact the San Diego MEDWASTE Coordinator at (619) 556-1537 at least two weeks in advance for contractor scheduling.

The **Medical Warehouse** is located in Bldg. 279 just outside Gate 9. The hours of operation are 0700-1100/1145-1400 Monday through Friday. Call (619) 571-3801 for special appointments or more information. The following services are provided at the Medical Warehouse:

- Collection and redistribution of excess medical equipment and consumables.
- Issue and track CBR medications for COMNAVSURFPAC units.
- Collect expired medication (pills and powders) for Fleet rebates.

Shipboard Medical Waste is picked up by Black Gold Industries, (1-805-981-4616), under contract with NAVFAC. Below lists pick up schedule for NBSD.

NAVAL BASE SAN DIEGO

- Ship-generated MEDWASTE is picked-up every ***Tuesday*** and ***Friday*** on each pier.

Pier 1	0700-0725	Pier 7	1000-1025
Pier 2	0730-0755	Pier 8	1030-1055
Pier 3	0800-0825	Pier 9(MOLE)	1100-1125
Pier 4	0830-0855	Pier 10	1130-1155
Pier 5	0900-0925	Pier 12	1200-1225
Pier 6	0930-0955	Pier 13	1230-1255

If a pick-up falls on a holiday
turn-in will be on the next working day
and resume according to schedule.

Type of Waste	Disposal Container
Infectious Waste	Red BIO-HAZ Bags
Expired Pharmaceuticals	Clear Plastic Bags
Solid Medical Waste	Separate Clear Plastic Bags

- All bags must be labeled with appropriate category of waste, POC, command, and phone number.
- Emergent offloads can be supported on a case by case basis by contacting the medical waste coordinator.
- Pier SOPA or closest pier SOPA is responsible for coordination of MEDWASTE turn-in after hours.

NAVAL BASE CORONADO

- Pick-up every Wednesday between 0700-0900. The truck will stop at each aircraft carrier pier.

NAVAL BASE POINT LOMA

- Shipboard medical/dental waste shall be turned over to Submarine Squadron 11 Medical, Bldg. 633, 4th floor. Squadron 11 Medical can be contacted at (619) 553-8719.

OTHER AREAS AND NON-NAVY PORTS IN CALIFORNIA

- MEDWASTE pick-up in other areas including non-Navy ports, is requested/arranged via LOGREQ.

SOLID WASTE/RECYCLING

REF: **OPNAVINST 5090.1 (SERIES)**
SOPACNRSW 5400.2 (SERIES)
SOPASUBAREAEAST 5530.3 (SERIES)

POC:	CNRSW Integrated Solid Waste Management Program Manager	(619) 556-0962
	Waterfront Environmental Coordinator	(619) 556-6232
Naval Base San Diego	Recycling Operations Manager	(619) 556-9331 Cell: (619) 654-9817
	Port Operations Pier Supervisor	(619) 556-8506
Naval Base Coronado	Recycling Site Coordinator	(619) 545-3836
	Port Operations Site Manager	(619) 545-4387
Naval Base Point Loma	Recycling Site Coordinator	(619) 553-8129
	Port Operations Site Manager	(619) 553-7582
NWC Seal Beach	Recycling Site Coordinator	(562) 626-7513
	Wharf Master	(562) 626-7206
CBC Port Hueneme	Recycling Site Coordinator	(805) 982-1929
	Port Operations Site Manager	(805) 982-5202
	For Non-Navy Ports in California	(619) 379-1559(HA)

Naval Base San Diego

- Recycling is essential to meet the Navy's solid waste reduction requirements. Navy Region Southwest maintains a proactive and aggressive recycling program.

- Color-coded recycling bins are provided on most Navy piers. Some bases may require phone in requests for containers.

In order to make materials marketable for recycling, many items require labor-intensive hand sorting by Recycling Center personnel. Never place hazardous material/waste or medical waste in recycling bins.

Recyclable Item	Appropriate Recycling Bin
Cardboard	Blue
Scrap Metal/Steel Cans/Aluminum Cans	Black
Wood	Brown

SCRAP METAL TURN-IN PROCEDURES

- Place metal in black bins.
- No HAZMAT
- No items for ***demilitarization*** (see SUPPO for guidance)
- Items that can be re-used for original purpose must be turned in to DRMO (desks, file cabinets, etc.)
- No aerosol cans.
- Large scrap loads (more than bin capacity) should be delivered directly to CNRSW Recycling Centers. Contact Recycling Center Site Coordinator for delivery arrangements.

Non-Recyclable Materials

Type of Trash	Appropriate Bin
Dry Trash	Green
Wet Garbage (from galley)	Green

OTHER AREAS AND NON-NAVY PORTS IN CALIFORNIA

- Solid waste pick-up in other areas including non-Navy ports, is requested/arranged via LOGREQ.

CHAPTER THREE

WATER POLLUTION PREVENTION

FUELING/DEFUELING

REF: **COMNAVSURFOR 311606Z MAR 09**
SOPACNRSW 5400.2 (Series)

POINTS OF CONTACT:	
Port Operations Fuel Service Officer	(619) 556-8123
Waterfront Environmental Coordinator	(619) 556-6232

- **Bilge transfers and internal transfers of fuel and oily waste/fluids after normal working hours (0800 to one hour before sunset) are prohibited.**

- If inport fueling is required, the evolution shall be conducted **during daylight and normal working day** (defined as 0800 to one hour before sunset Monday through Friday) with fully qualified watchteam aboard to include key engineering supervisory personnel.

- Whenever practicable, inport refueling shall be conducted at the FISC Fuel Farm.

- Collection of compensated ballast water is conducted per Port Operations Guidance.

- **Inport fueling and transfer evolutions will be authorized only by the Commanding Officer**.

- Request for fuel barge/YON shall be submitted via message to ISIC. Fuel transfer will not begin until ship has provided requisition information (DD1149).

- Fuel Barge/YON employ only standard eight-inch eight-bolt flanges (10.5 inch center-to-center on boltholes).

- Receiving ships are responsible for providing any necessary flange and/or reducer fittings.

- Ships must be ready to begin fueling/defueling operations within 1 hour of barge/YON mooring alongside. Any further delay may result in rescheduling of operations.

Oil spills in San Diego Bay are a serious environmental and public relations issue. All precautions must be taken to prevent oil spills from occurring.

PAINTING PROCEDURES

REF: **SOPACNRSW 5400.2 (SERIES)**

COMNAVREGSW 261750Z APR 05

POINTS OF CONTACT:	
Waterfront Environmental Coordinator	(619) 556-6232

Procedures that must be followed for exterior painting include:

- When hydraulic man-lifts are used, a canvas cover shall be used to cover the underside and around the basket up to the first tier past the kick plate.
- Paint float must have tarp or suitable drop cloth at the bottom grating.
- Work shall be discontinued during high wind or rain.
- **Every practical effort shall be employed to prevent paint, paint chips, dust and other debris from entering the water.**
- Additional information may be found in Appendix B of this guide.

FRESH WATER WASHDOWNS

REF: **SOPACNRSW 5400.2 (SERIES)**
COMNAVREGSW 261750Z APR 2005

Fresh water washdowns may be performed on a ***non-routine basis*** for preservation provided:

- All loose debris is collected before washdown.
- Only fresh water is used - no detergents or cleansers.

Sewage/CHT

REF: **OPNAVINST 5090.1 (SERIES)**
SOPACNRSW 5400.2 (SERIES)

POINTS OF CONTACT:	
Waterfront Environmental Coordinator	(619) 556-6232
NAVFAC Ship-to-Shore Services	(619) 556-1883/7349
Port Operations Berthing Services	(619) 556-3147

- Black and Gray water hoses must be connected to sewage risers provided on the pier.

- NAVFAC Ship-to-Shore Services will connect/disconnect CHT hoses.

- Sewage/Graywater contaminated with hydrocarbons (fuel/oil) may not be discharged into the pier sewage lines. Special handling is required for disposal. Contact Shaw Environmental for assistance.

- **Black water/gray water diversion to San Diego Bay is not permitted** (except as noted below).

Only if the health and safety of the crew is endangered can sewage or gray water be discharged in port (some MSC ships cannot recover gray water as well). No matter what the cause, any discharges, regardless of the quantity, must be reported to NAVFAC Duty Desk at 556-7349.

If a discharge occurs in a Non-Navy Port, contact Region Operations Center.

CHAPTER FOUR

AIR POLLUTION PREVENTION

POINTS OF CONTACT:	
San Diego Air Pollution Control District (APCD)	1-858-650-4700
Waterfront Environmental Coordinator	(619) 556-6232

Light-Off Procedures (San Diego Only)

REF: **SOPACNRSW 5400.2 SERIES**
APCDLTR DTD 1/12/00

- San Diego Air Pollution Control District (APCD) requires all ships to record (log) any engine or boiler light-off. Ship's log shall indicate the start time, estimated duration, and reason for the light-off.

- **During engine or boiler light-off, a column of black or white smoke may not be discharged that limits visibility by more than 20% for more than three minutes in any consecutive 60-minute period.**

- **Failure to maintain this log may result in issuance of a Notice of Violation (NOV).**

Ship's Log is subject for review in the event of excess emissions from ship's stack or a complaint is received by APCD.

Painting Procedures

- Volatile Organic Compound (VOC) limits for marine-coating paint may not exceed 340gm/l or 2.8 lbs/gal.

- **Thinning of marine coatings/paints is prohibited**.

- All coatings obtained overseas must comply with APCD requirements.

- Keep lids on paint cans or paint rag buckets when not in use.

CHAPTER FIVE

ENVIRONMENTAL POINTS OF CONTACT

OFFICE	FACILITY	PHONE	E-MAIL
Central Oil Recovery	**NAVSTA**	**(619) 556-8006**	N/A
Federal Fire Department • **Emergencies Only**	**ALL BASES**	**9-911**	N/A
Federal Fire Prevention • Non-Emergency Information	ALL BASES	(619) 556-1026	N/A
National Response Center	NRC	(800) 424-8802	1st-nrcinfo@comdt.uscg.mil
Region Operations Center	CNRSW	(619) 524-1198	cnrsw.roc.fct@navy.mil
Navy On-Scene Coordinator	CNRSW	(619) 556-6232	tito.cruz@navy.mil
USCG Sector Office San Diego	USCG	(619) 571-2621	anthony.t.baird@uscg.mil
State Office of Emergency Services (OES)	STATE	(800) 852-7550	http://www.oes.ca.gov
Clean Harbors HW Scheduling Desk	NBSD	(619) 556-9600	juan.farias.ctr.navy.mil
Clean Harbors HW Scheduling Desk	NBC/NAB	(619) 545-6520	manon.hijaz.ctr@navy.mil
Clean Harbors HW Scheduling Desk	NBPL	(619) 553-1303	randy.elam.ctr@navy.mil
NBSD CDO (Cell)	NBSD	(619) 247-8897	N/A
NBC CDO (Cell)	NASNI/NAB	(619) 778-4862	N/A
NBPL CDO (Cell)	POINT LOMA	(619) 726-7423	N/A
Port Operations Program Director	ALL BASES	(619) 556-3146	jeffrey.beaty@navy.mil
Fleet Support	ALL BASES	(619) 556-2772	paul.patricio@navy.mil
Port Control (San Diego Control One)	ALL BASES	(619) 556-1433/1434	N/A
Berthing Services	ALL BASES	(619) 556-3147	danni.boston@navy.mil
Pier Supervisor	ALL BASES	(619) 572-4778	N/A
REGIONAL ENVIRONMENTAL POINTS OF CONTACT			
Waterfront Environmental Coordinator • **Afloat Issues** • **Ship/Shore Interface Support**	**ALL BASES**	**(619) 556-6232**	**tito.cruz@navy.mil**
Base Environmental Compliance	NBSD	(619) 556-1532	mark.a.edson@navy.mil
Base Environmental Compliance	NBC	(619) 545-3429	luis.perez3@navy.mil
Base Environmental Compliance	NBPL	(619) 553-0526	rob.chichester@navy.mil
NBVC Port Hueneme	NBVCPH	(805) 982-3771	william.venable@navy.mil

Environmental Manager			
NWSF Seal Beach	NWSFSB	(562) 626-6068	david.baillie@navy.mil
Non-Navy ports in CA	SHIP SUPPLY OF FLORIDA	(619) 379-1559	https://www.navsup.navy.mil Sergio@shipsup.com
Regional Oil Spill Coordinator	ALL BASES	(619) 247-8405	harry.hicks@navy.mil
Compressed Gas (Stoody's)	ALL BASES	(619) 234-6750	N/A
Naval Safety Center	NAVSAFE CEN	(757) 444-3520 DSN 564-3520	http://www.norfolk.navy.mil/ safecen/
COMNAVSURFOR Environmental Program Manager	COMNAV SURFOR	(619) 437-2956	steven.whetstine@navy.mil
REGIONAL CHRIMP CENTER NBSD BLDG 3322T	NBSD	(619) 556-9722	N/A
HAZMART NBC BLDG 1206	NBC	(619) 545-7915	N/A
HAZMART NAB CORONADO BLDG 145	NAB CORONADO	(619) 437-5237 (Tues & Thurs)	N/A
HAZMART MCAS MIRAMAR BLDG 8672	MCAS MIRAMAR	(858) 689-2472	N/A
HAZMART NWSF SEAL BEACH BLDG 39	NWSF SEAL BEACH	(562) 626-7268	N/A
HAZMART NAWS PT MUGU BLDG 383	NAWS PT MUGU	(805) 989-3942	N/A
HAZMART NBPL BLDG 551	NBPL	(619) 553-0739 (Tues & Thurs)	N/A
Chief of Naval Operations N45 Environmental Program	CNO N45	N/A	http://www.enviro.navy.mil
Navy Shipboard Environmental Clearinghouse	NAVSEA	N/A	https://wwwa.nko.navy.mil/portal/shipboardenvironmentalinformationclearinghouse/home
Fleet Logistics Center Bldg. 116	FLC	(619) 556-0402	https://www.navsup.navy.mil
Shaw Environmental	Shaw Env.	(619) 556-1565	james.j.franklin.ctr@navy.mil
Environmental Duty Officer (NBSD)	NBSD	(619) 972-3488	N/A
Environmental Duty Officer (NBC)	NBC	(619) 954-4331	N/A
Environmental Duty Officer (NBPL)	NBPL	(619) 778-1668 (619) 582-5847	N/A
NAVFAC Duty Desk	All Bases	(619) 556-7349	N/A
Black Gold Industries (MEDWASTE)	NBSD	(805) 981-4616	N/A

APPENDIX A

HAZARDOUS MATERIAL MANAGEMENT

REF: OPNAVINST 5090.1 (SERIES)

OPNAVINST 5100.19 (SERIES)

PWCSDIEGOINST 5090.1 (SERIES)

SOPACNRSW 5400.2 (SERIES)

COMNAVREG SW R291848Z DEC 05

WATERFRONT HM SERVICE

The Fleet Logistic Center (FLC) San Diego is the afloat customers' single gateway for logistic services that also includes virtually all aspects of HM management.

Each ship has a designated Logistics Support Center Representative (LSR) and CHRIMP Technician Afloat at FLC. These individuals are your point of contact for ALL your HM needs. Any HM training, HM offloading, CHRIMP, and Shelf-Life Management, etc., can be arranged through the LSR or CHRIMP Afloat Team. **Your ship's Supply Department has your LSR's/CHRIMP Tech's phone number and e-mail address. Additionally, you can locate your LSR by contacting (619) 556-6209, CHRIMP Tech Afloat (556-2510/6210/8345/8226) or by visiting FISC website at https://www.navsup.navy.mil.**

HAZARDOUS MATERIAL TRAINING

HICSWIN training is available online at NKO Navy e-Learning. Search in "Catalog Code" box under CSS-CHM-010. Course title is "Consolidated Hazardous Material Reutilization and Inventory Management Program. Contact FLC San Diego P2 CHRIMP Afloat Team at 556-2510/6210/8345/8226 for any HM-related questions as well as "over the shoulder" training as needed. Keep your HM team trained!

The Afloat Environmental Awareness and Response Training (AEART) for Ship Duty Officers and Duty Department Heads is available from the Waterfront Environmental Coordinator at 556-6232. This training deals with all inport ship environmental issues including oil spill response, solid waste, water pollution prevention and air pollution prevention. Per COMNAVREG SW SAN DIEGO R 291848Z DEC 05, all ships homeported in San Diego will receive this training and refresh at least annually.

USED OR EXCESS HAZARDOUS MATERIAL

Definition - Used HM is material that has been used in a shipboard process.

Definition - Excess HM is unused material in full, properly sealed containers.

Per OPNAVINST 5100.19E CH-3 B0301(d)(3), Used Hazardous Material (HM) is material that has been used in a shipboard process or maintenance action and for which there is no further, immediate use on board the ship possessing the material. Such material may ultimately be used on another ship, within the shore establishment, for the same purpose or a purpose other than that for which it was initially manufactured, or by commercial industry. Excess HM is unused material in unopened, properly sealed containers for which there is no further immediate use on board the ship possessing the material. Such material may ultimately be used on another ship, within the shore establishment, for a purpose other than that for which it was initially manufactured, or by commercial industry. Ships are required to transfer used or excess HM to a Navy shore activity for determination of suitability for further use. Navy shore activities possess trained personnel who can determine, working with ship's personnel, whether shipboard HM is usable, reusable, or should be disposed of as HW. The shore activity will act as the HW generator if it determines that the material has no further use and dispose of it as required by Federal, state, and local regulations.

Ships with Excess HM must call the LSR or P2 CHRIMP Afloat Team (556-2510/6210/ 8345/8226) to arrange for screening and offload by qualified personnel from FLC San Diego.

Ships may conduct stock checks for cost avoidance material (FREE issue). Call the FLC San Diego Regional CHRIMP Center (RCC) at 619-556-9722/9723 with a National Stock Number for screening within the San Diego area for free issue material.

USED HM PICK UP FOR SHIPS IN SHIPYARD

Used HM is inspected and inventoried weekly by SWRMC and ship. SWRMC coordinates pick up by Clean Harbors every Thursday at 0830. Contact 556-0695 to arrange for inspections.

Clean Harbors picks up Used HM from ships on the piers.

DO NOT leave Used or Excess HM unattended on the piers. ***This is considered "abandoned" HW which subjects the base to a Notice of Violation and fine. If you need an emergency pick-up before getting underway, call Clean Harbors at the phone numbers listed in the following sections. If you have difficulties contacting them, call the LSR.***

If the substance is unknown and requires lab analysis contact Environmental Lab (NBC) at (619)545-8431.

USED HM PICK-UP SCHEDULES

Naval Base San Diego (NBSD)/ 32nd Street

Used HM or HAZWASTE is picked up daily on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 556-9600 or your LSR.

32nd STREET USED HM DAILY PICK-UP SCHEDULE					
	Monday	Tuesday	Wednesday	Thursday	Friday
0800 – 0830	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5
0850 – 0920	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6
1000 – 1030	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13
1050-1120	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12

Naval Base Coronado (NBC)/NASNI

Used HM is picked up on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 545-6520 or your LSR.

NBC DAILY USED HM PICK-UP SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
Call 545-6520				

Naval Base Point Loma (NBPL)/Submarine Base

Used HM is picked up on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 553-1303 or your LSR.

SUBASE DAILY USDED HM PICK-UP SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800-0830	North Pier		North Pier		North Pier
0840-0910	Middle Pier		Middle Pier		Middle Pier
1000-1030	South Pier		South Pier		South Pier

Non-Navy Ports in California

Ship generated wastes are picked up as requested via LOGREQ.

Due to the sensitive nature and potential cost attendant to hazardous material off-load operations, ships should make every effort to conduct used HM offloads where standard Navy support services are available.

Empty Container Management

Reference: OPNAV Publication P-45-114-95

An "**empty**" hazardous material container may be recycled if it meets the following requirements:

- Capacity is **five gallons or less** in size
- **Never contained an extremely or acute hazardous waste** (Antifouling paint is an example of an extreme or acute hazardous substance that may fit this category. Check with your Supply Officer for other substances on your ship that may be extremely or acute hazardous materials.)
- For liquid products, has **no free-flowing liquids** (nothing that drips for 30 seconds when held upside down)
- **Not an aerosol can** (aerosol cans must be turned into Clean Harbors to ensure proper disposal)

Place "empty containers" meeting the above requirements in the black metal recycling bins located on or near the piers. All proceeds from recycling goes to the Base Morale, Welfare and Recreation Fund.

For paint cans: ensure any dried paint is scraped out prior to recycling. The dry paint scraps must be consolidated into a single container for turn-in to Clean Harbors as "Used HM".

The Point of Contact for empty container policy is Navy Region Southwest Hazardous Waste Program Office at 532-2274.

Compressed Gas Cylinders

The following information is for guidance on compressed gas cylinders:

- Gas cylinders shall not be left on the pier at anytime. They must not be intentionally punctured, vented, or discharged into the environment.
- Non-empty/intact gas cylinders shall not be placed into the trash or scrap metal containers. However, if the cylinder can be visibly verified that it is empty, then it may be managed as scrap metal.
- Aerosol containers are not compressed gas cylinders.

- For compressed gas cylinder disposal, regardless of size, contact FLC San Diego HAZMAT at 556-6209.
- If abandoned compressed gas cylinders are found, call your LSR for additional instructions.
- All empty and unused refrigerant bottles such as R12 and R114 and Halon 1202, 1211 and 1301 shall be returned to the Supply System. For assistance, contact FLC San Digo HAZMAT at 556-6209/6210/2510/8345/8226.

REDUCTION OPPORTUNITIES

Navy policy requires the every effort be made to re

duce hazardous material through use of alternative materials/technologies and the base HAZMINCEN for reusable materials.

Consolidation

Reference: OPNAV Publication P-45-110-91 (HMUG)

In addition to paint, identical ("like") hazardous materials may be consolidated into a single container so that the "empty container" may be recycled as stated above.

Fluorescent Light Bulbs

Avoid crushing fluorescent light bulbs prior to disposal. Special containers are available from Clean Harbors. For disposal, contact 556-9600.

PD-680/Solvent Substitutes

Certain types of PD-680 are not authorized for ship use. There may be several non-hazardous substitutes available for use. Check with your ship Supply Officer or applicable publications for available stock numbers.

Paint Thinner

There are less-hazardous substitutes available for MEK products. Check with your ship Supply Officer for available stock numbers. Paint thinner shall not be used for thinning paints.

Lube Oil and AFFF

FLC San Diego HAZMAT Department no longer distributes free of charge bulk lube oil. However, free REUSE HAZMAT are still available in maximum container of 55 GL Drum, please make a stock check with your local base HAZMINCEN and provide the NSN/ NIIN and quantity needed.

Oily Rags

Rag Wiping, NSN 7920-00-205-1711, unit of issue in Bale (BE) is available in the Supply System for $33.11 in 50 pound bale (Jan 2009 FEDLOG).

Reusable towels either bought by the ship or rented through a contractor is the way of the future. An alternate to using baled rags and recycled rags is to purchase shop towels NSN 4235-01-526-4342 $110.31 (Jan 2009 FEDLOG) per Box (500Ea). The cost is 22 cents each. NAVFAC will wash them for $1.59 cents per pound (non-bulk) <119 gallon capacity, $.80 per pound (bulk))>119 gallon capacity.

Another alternative is to use the NAVSUP shop towel contract. On a weekly basis, the contractor will remove soiled towels and drop off clean towels. The charge for this service per towel is listed below. Call 556-6143 if you are interested in the Shop Towel Program.

NOTE: Any rags or debris which becomes saturated with POL's shall be managed as hazardous waste!

Shop towels unit price change each option years as below:

Yr 1 $0.071 - YR 2010
Yr 2 $0.075 - YR2011
Yr 3 $0.079 - YR2012

Cooking Oil/Grease

Used cooking oil and grease shall be collected in 30 gallons or 55 gallon leak-proof containers via routine pierside used hazmat pick up by Clean Harbors. Containers may be obtained from Clean Harbors. Do not dispose of used cooking oil or grease in the dumpsters.

Laser Cartridges

Turn in your empty toner and laser cartridges to Base Recycling located on base at 4790 Cummings Rd, bldg 3570. Point of contact is Mr. Matt Decker, Regional Operations Manager at 556-9331(matt.decker@navy.mil)

SPECIFIC USED HM TURN-IN REQUIREMENTS

References: OPNAVINST 5100.19 Series
PWCSD ENVIRDEPT SOP #930

OPNAVINST 5100.19 SERIES PROCEDURES

Clean Harbors Hazardous Waste Coordinators will accept Used HM that is turned in by ship personnel provided it conforms to the protocol as stated in Chapter C23 of OPNAVINST 5100.19E:

1. Used HM will be listed on DD Form 1348-1 or 1A (one waste stream per document). Each DD 1348-1 will contain the NSN, the material name, and the manufacturer's name and address.

2. For Used HM turned in with manufacturer's labels, the label must contain the material name, manufacturer's name and address, nature of the hazard present, and target organs affected by the material. For Used HM turned in without the manufacturer's label, the locally generated label must contain the material name, manufacturer's name and address, and the nature of the hazard (including the target organ) as specified by the manufacturer. Containers will also have a label identifying the contents as Used HM attached as specified in Appendix C23-B of OPNAVINST 5100.19E. This label shall contain information on the process in which the material was used, any known impurities, and any special storage requirements.

3. Used/Excess HM will be turned in using the original container or an impervious container specified in Appendix C23-A of OPNAVINST 5100.19E.

4. All containers shall be securely sealed and labeled. Damaged containers (badly rusted, badly dented, or unsealed containers) must be replaced or over-packed.

5. For containers with unknown contents, the label must indicate that the contents are **unknown** and the originating work center must provide any information available that may be useful in determining the origin or composition. If the originating work center can determine that the material is flammable, combustible, reactive, toxic, or corrosive, that information shall be supplied on the container.

6. For stock numbered items, no additional documentation is necessary. For Used HM that was open purchased or for which no MSDS exists in the HMIS, an MSDS must be provided to the receiving activity. For mixed Used HM, the MSDS for each component must be supplied.

7. Only the ship's HAZMINCEN supervisor or the Supply Officer will coordinate Used HM off-loads.

8. For Used HM that cannot be identified, Clean Harbors San Diego will take the lead in fulfilling the characterizing and profiling requirements. However, additional sampling required to properly characterize the HM must be added to the disposal cost for the HM. Clean Harbors, in conjunction with Commander Naval Region Southwest, will provide any additional documentation required of the Navy by local, state, or federal statutes or regulations. As requested in reference OPNAVINST 5100.19E. Used /Excess HM not meeting the requirements as specified above, will be returned to the originating ship and the command notified.

San Diego Local Alternate Procedures

The following procedures were developed by Clean Harbors to ease the burden for ship personnel completing Used HM turn ins:

a. Incompatible HM shall be segregated.

b. Ship personnel must contact their LSR/ CHRIMP Tech Afloat to arrange for screening of Excess HM to make the determination if it will be accepted for reutilization.

c. HM which is not acceptable to be turned in directly to RCC may be turned in to the Clean Harbors Hazardous Waste Coordinator during the scheduled pier pick-up times. Used HM must be placed in proper containers and must not leak when subjected to normal handling. Plastic bags (double) and cardboard boxes may be used to turn in solid HM. Containers are provided by Clean Harbors at no additional cost for turn-in of used HM only. Contact your LSR/ P2 CHRIMP Afloat Team for information regarding containers.

Note: Clean Harbors is not permitted to accept the following wastes:

- radioactive materials
- bio-infectious wastes, sewage or mixtures containing sewage (feces, urine)

- medical wastes, drugs, sharps, sharps containers, blood contaminated materials
- compressed gas cylinders
- explosives, ammunition, bombs, pyrotechnics
- wet garbage and inedible food.

d. At the time that Used HM is placed on the pier it must be identified with a Hazardous Waste Label. Clean Harbors provides generic labels and offers assistance in preparing the label if requested.

e. The following documents must be submitted to Clean Harbors if the HM is being turned over in accordance with the above local procedure:

- Waste Turn-in Form: Complete the **Customers Use** section (highlighted in green) of the Waste Turn-In Form. Enter the Activity/Ship/UIC number and the description that best describes the HM in the containers. These forms are available from Clean Harbors drivers.

WASTE TURN-IN FORM

Scheduling Offices: North Island (619) 545-6520 NBSD (619) 556-9600 Subbase (619) 553-1303

CLEAN HARBORS SAN DIEGO — Page _____ of _____

Control Number: ___ ___ ___ ___-___ ___ ___ ___-___ ___ — Job Order Number : ___ ___ ___ ___ ___ ___

CST USE: ____NBSD ____NASNI ____NAB ____SUBBASE ____MIRAMAR ____OTHER_____ — MANIFEST #

LINE NO.	DESCRIPTION / GENERATING PROCESS	PROFILE NO.	TS	DISPOSITION	WEIGHT	pH	Halogen Detection	VISUAL MATCH Y/N	MSDS (unused product)	Analysis (waste drums)
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐
									☐	☐

COMMENTS

NOTE: ANY WASTE STREAMS CLASSIFIED AS NON-HAZ, MUST CALL THE ENVIRONMENTAL OFFICE AT 619-545-6520

ACTIVITY	ACTIVITY REP SIGNATURE	PHONE	DATE

CLEAN HARBORS REPRESENTATIVE SIGNATURE	DATE	SCHEDULED PICK UP TIME	ONSITE ARRIVAL TIME

rev 7/27/07 — WHITE COPY - CST YELLOW COPY-TSDF PINK COPY-GENERATOR

- Material Safety Data Sheet (MSDS): For new material, material that is not easily identified by the container label, or upon request, provide a copy of the MSDS for the HM being turned in.

- Material Profile Sheet: For new products, a Material Profile Sheet must be provided. See below for general instructions. Personnel will need to complete all applicable sections on the profile sheet (available from Clean Harbors drivers).

f. After the ship's personnel provide and complete the above forms, Clean Harbors will verify the HM, weigh the HM pier-side, complete all other sections of the Hazardous Waste Turn-In Form, and give a copy of the form to ships personnel (Pink copy).

g. For Used HM that cannot be identified, Clean Harbors will take the lead in fulfilling the characterizing and profiling requirement. However, additional sampling may be required to properly characterize the HM and must be added to the final disposal cost.

Clean Harbors has containers available for Used HM if needed.

If you believe HM on your ship or on the pier actually belongs to a **contractor**, call your LSR or Base Environmental Compliance Office.

Material Profile Instructions

When requested, generators of Used Hazardous Material must complete the Material Profile Sheet in accordance with instructions listed below. See page 12 of this appendix for a copy of the Profile Sheet.

Material Profile Sheet Instructions

1. GENERATOR NAME: Ship's name
2. FACILITY ADDRESS: Pier number and base
3. POINT OF CONTACT: Name of the ship's Hazardous Material Coordinator
4. TELEPHONE NUMBER: Telephone number of the ship's HM Coordinator
5. NAME OF MATERIAL: List the name that best describes the material being submitted for turn-in
6. PROCESS IN WHICH THE MATERIAL WAS USED: List how the material was used. For example, a solvent can be used for degreasing or paint operations, or used oil may be generated by engine oil change out or machine cutting operations.
7. MATERIAL COMPOSITION: Provide the components that make up the material with the estimated concentration of each and the percentage of concentration, if known.
8. GENERATOR'S CERTIFICATION: This certification must be signed and dated by a representative of the ship

MATERIAL PROFILE SHEET

1. GENERATOR NAME

2. FACILITY ADDRESS

_____

_____

_____

3. POINT OF CONTACT	**4. TELEPHONE NUMBER**

5. NAME OF THE MATERIAL

6. PROCESS IN WHICH MATERIAL WAS USED

_____

_____

7. MATERIAL COMPOSITION

COMPONENT	CONCENTRATION	PERCENT OF COMPOSITION

8. GENERATOR CERTIFICATION

BASIS FOR INFORMATION

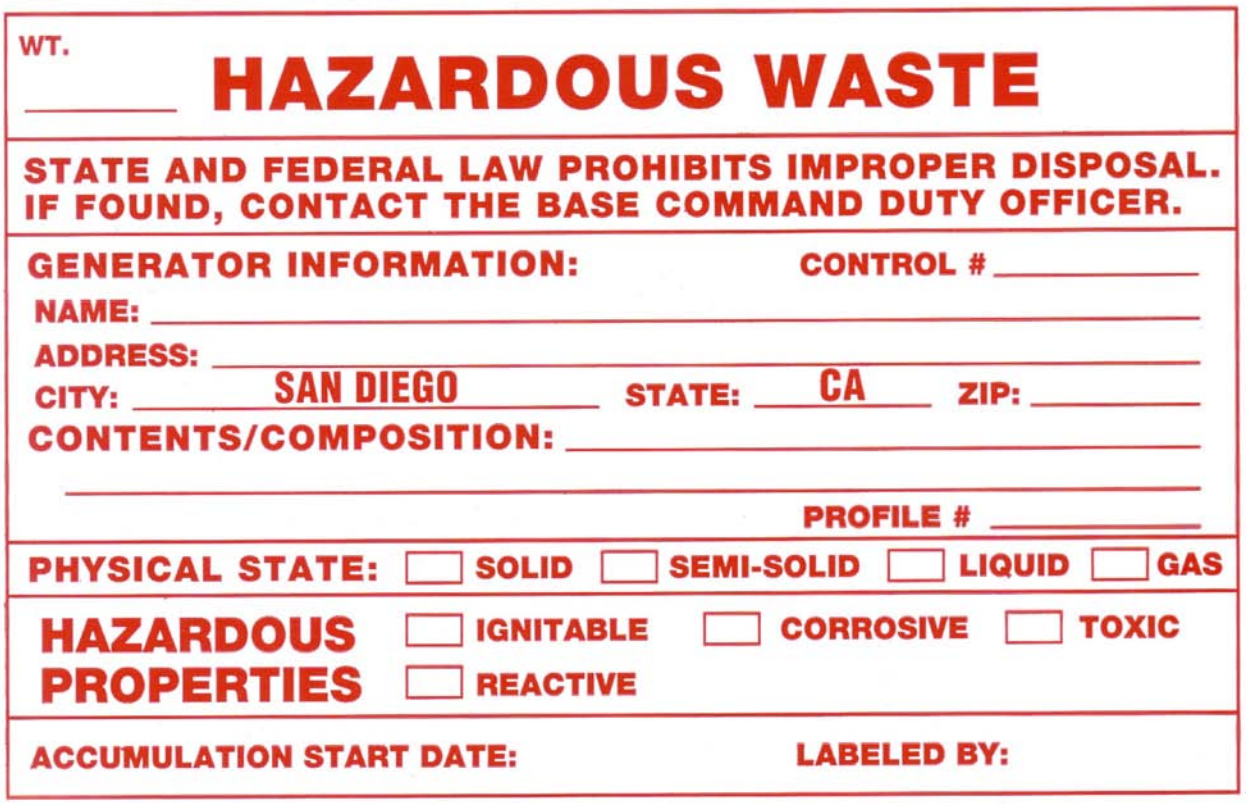
☐ **CHEMICAL ANALYSIS (Attach test results)**

☐ **USER KNOWLEDGE (Attach supporting documents)**

I _____ hereby certify that all information submitted in this and all attached documents is, to the best of my knowledge, an accurate representation of the material turned in to PWC San Diego. All known or suspected hazards have been disclosed.

SIGNATURE OF GENERATOR'S REPRESENTATIVE	**DATE**

9. HAZARDOUS WASTE label will be attached to the HAZMAT for turn-in to Clean Harbors.



WT. _____

HAZARDOUS WASTE

STATE AND FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.
IF FOUND, CONTACT THE BASE COMMAND DUTY OFFICER.

GENERATOR INFORMATION: CONTROL # _____

NAME: _____

ADDRESS: _____

CITY: SAN DIEGO STATE: CA ZIP: _____

CONTENTS/COMPOSITION: _____

_____

PROFILE # _____

PHYSICAL STATE: ☐ SOLID ☐ SEMI-SOLID ☐ LIQUID ☐ GAS

HAZARDOUS PROPERTIES ☐ IGNITABLE ☐ CORROSIVE ☐ TOXIC ☐ REACTIVE

ACCUMULATION START DATE: LABELED BY:

FLC SD EXCESS HM MANAGEMENT PROGRAM

Ships with Excess HM must call the LSR/P2 CHRIMP Afloat Team to arrange for screening and offload by qualified personnel from FLC San Diego.

ACCEPTANCE CRITERIA FOR EXCESS HM:

- Material must be in its original container.
- Container integrity must be sound (No excessive corrosion, dents, cracks, etc.)
- Material container must have the original manufacturer's label and it must be legible.
- Material must not be mixed or contaminated with other products (e.g., water, waste, or trash)
- Material must be a usable quantity.
- Type I shelf-life material must have two months remaining before expiration.
- Type II shelf-life material must be usable for its original intended purpose.
- Open purchase material must be accompanied by an MSDS.

REMEMBER! Ships may conduct stock checks for cost avoidance material (FREE issue). Call the FLC San Diego Regional CHRIMP Center (RCC) at 619-556-9722/9723 with a National Stock Number for screening within the San Diego area for free issue material.

APPENDIX B

BEST MANAGEMENT PRACTICES FOR AFLOAT COMMANDS

Ref: (a) Storm Water Pollution Prevention Plans for the Naval Base San Diego, Naval Base Coronado Base Coronado, and Naval Base Point Loma complexes.
(b) Industrial Activities Storm Water Permit, National Discharge Elimination System (NPDES) Permit Number CA0109169(NBSD); CA0109185(NBC); CA0109363 (NBPL)
(c) OPNAVINST 5090.1(Series)
(d) CNRSW Best Management Practices for Contractors, 18 August 2005
(e) SOPASUBAREAEASTINST 5530.3C (26 June 2008)
(f) NBPLINST 1000.7A (17 September 2007)

1. Purpose. To establish Best Management Practices (BMPs) for afloat forces to prevent or reduce the release of pollutants during ship's company evolutions and/or activities, which include but are not limited to painting, sanding, grinding, chipping and freshwater wash downs, and comply with environmental regulations pertaining to ships berthed on the piers in San Diego. The Commander, Navy Region Southwest (CNRSW) strategy is to ensure sound management practices are implemented throughout the Region to achieve this goal.

2. Discussion. This document contains minimum environmental standards established by CNRSW. Compliance with these standards must be met by ships' forces to include foreign and visiting U.S. ships and activities within the CNRSW area of responsibility. These standards, however, do not preclude Compliance personnel from requiring additional corrective measures if, in their opinion, such measures are warranted.

Reference (a) includes Storm Water Pollution Prevention Plans (SWPPPs) with BMPs for shore activities, including activities on piers. The BMPs must be implemented to comply with the permit requirements in reference (b). Reference (c) requires ships to conduct operations in a manner minimizing or eliminating any adverse impact on the marine environment. The practices contained in this document are intended to comply, at least in part, with reference (c). References (d), (e) and (f) include specific environmental requirements that apply to pier activities and ship operations.

3. Definitions.

a. Best Management Practices (BMPs) – For the purposes of this document BMPs are techniques, processes, activities, procedures or structures used to prevent or reduce pollutant discharges into storm drain systems or directly into receiving waters (San Diego Bay, Pacific Ocean, etc.). BMPs may include simple procedures for controlling pollution such as good housekeeping, spill response, prevention and reporting, and equipment maintenance.

b. Drop cloth – Any suitable impervious material that may be used for minimizing the quantity of pollutants released to the environment from activities which include, but

are not limited, painting, grinding and chipping. Some examples of acceptable drop cloths are canvas, plastic, and cardboard.

c. Sewage (Blackwater) – Human body wastes and the wastes from toilets and other receptacles intended to receive or retain body wastes.

d. Graywater – Discarded water from deck drains, lavatories, showers, dishwashers, and laundries, as well as discarded water from shipboard medical facilities. Does not include industrial wastes, infectious wastes and human body wastes.

e. Hazardous waste – A discarded material no longer useable for its intended purpose and exhibits one or more of the following characteristics: toxicity, corrosivity, flammability or reactivity.

f. Hazardous material – Material that is correctly identified on the container, has a MSDS and is being used for its intended purposes.

4. BMPs for Activities on the Ship. The BMPs listed in this section must be implemented by ship's forces. Approval to use alternative BMPs may be granted by the facility's respective Environmental Department if it can be demonstrated that the alternative BMPs will provide an equivalent level of environmental protection.

a. Grinding, Sanding, Chipping, Welding, and Surface Preparation.

(1) Work shall be discontinued during high wind or rain.

(2) The area scheduled for work shall not exceed a 10 ft x 10 ft area at any given time.

(3) Work on either a vertical or horizontal surface, near or on the skin of the ship, that has the potential to discharge particulates into the bay requires shrouding to maximize the capture of airborne pollutants (dust, paint chips, metal fragments, etc.). In addition to shrouding, when practical, floats, barges or tarps shall be utilized under the work area. The bottom edge of free hanging barriers shall be weighted or tied down to hold them in place during a light breeze. Whenever possible, the area should be completely enclosed to minimize metal, paint chips and other pollutants from entering the bay.

(4) Work required on grating or other pervious surfaces found aboard ship must place a drop cloth or equivalent substitute underneath the work surface. .

(5) When hydraulic man-lifts are used, a canvas cover shall be used to cover the underside and around the basket up to the first tier past the kick plate. If canvas cover is not available, the manlift may be covered or wrapped with similar materials, (i.e., plastic, tarp, shrink-wrap) to prevent the release of paint into the environment.

(6) The work area must be swept up thoroughly upon the completion of each job

or at a minimum, the end of each work shift.

b. Painting.

(1) Unsheltered painting shall be discontinued during high wind or rain.

(2) When over-the-side painting is scheduled using camels, floating platforms, or equivalent equipment, drop cloths are to be placed on the deck of the equipment to capture paint droplets or spills. In addition, when practical, a covered float should be placed under the vertical surfaces where over the side work is being conducted.

(3) Painting operations conducted from a floating platform must at a minimum have the bottom tier covered with a drop cloth. The drop cloth should be secured in such a manner as to render it immobile. If there is any open water between the paint float and the side of the ship, a catchment must be rigged to capture pollutants that might be released during the evolution.

(4) Ship's company personnel are prohibited from painting equipment, vehicles etc., on piers. Such evolutions would require record keeping and possibly a San Diego Air Pollution Control District permit. Painting is to remain on the ship or a floating barge. If circumstances require the use of a pier, the evolution must be coordinated with the facility's respective Environmental Department.

c. Paint/Coating Requirements. Ship's company personnel shall consult the Ships Hazardous Material List (SHML) for paints authorized for use onboard ships. In addition, the following shall be adhered to:

(1) VOC limit for Marine Coatings is 340 g/L.

(2) Thinning of coatings with solvents is prohibited.

(3) All paint cans and solvent containers must be kept covered when not in use.

(4) Rags used for solvent wipe cleanup must be placed in containers that can be closed and disposed of through Clean Harbors or designated hazardous waste service provider.

(5) Marine coatings obtained overseas must meet San Diego Air Pollution Control District standards.

(6) MSDSs must be kept on file for all hazardous materials.

d. Adhesives.

(1) VOC limits for adhesive coatings: Check with your facility's Environmental Department if you have questions about VOC content.

(2) All adhesive containers must be kept covered when not in use.

(3) Rags used with solvent for cleanup must be placed in containers that can be closed and disposed of through Clean Harbors or designated hazardous waste service provider.

(4) Adhesive Coatings obtained overseas must meet San Diego Air Pollution Control District Standards.

(5) MSDSs must be kept on file for all hazardous materials.

(6) Ship's company is prohibited from establishing an adhesives application station pier side. If circumstances require the use of a pier for adhesives work, the evolution should be coordinated with the facility's respective Environmental Department.

e. Ship Fresh Water Wash Downs.

(1) Fresh water wash downs are authorized to remove salt buildup. Soap is not authorized for use during fresh water wash downs.

(2) Prior to a fresh water wash down, all loose debris must be picked up, oils/grease cleaned up and the area swept down. Under no circumstances is debris to be washed or swept over the side.

(3) Fresh water wash downs are not to be routinely scheduled and shall be performed using the minimal amount of water necessary to remove salt buildup.

(4) Water discharged to the bay during the wash down must not show evidence of a sheen, suspended particulates i.e., cloudy and/or discolored. Water must remain clear. If ship's fresh water wash down creates a sheen, this will be reported as a spill under reference (c).

f. Ship Sewage Spills.

(1) Intentional overboard discharges of sewage are prohibited unless the ship or crew is threatened.

(2) Ships are required to make the following notifications if a sewage spill enters the bay:

- No matter what the cause, any discharges regardless of quantity must be reported to NAVFAC Duty Desk at 556-7349.

g. Graywater Spills and Planned Discharges.

(1) Intentional overboard discharges of graywater are prohibited unless the ship does not have a system to transfer graywater to shore side facilities, or the ship or crew is threatened.

(2) Ships shall notify the facility's respective Environmental Department for unplanned and planned discharges of graywater into San Diego Bay. If practical, notification for planned discharges shall be made 72 hours in advance. If a 72-hour notification is not practical, the ship must make the notification as early as practical before the start of the discharge.

h. Ship Light-off Procedures.

(1) In an effort to reduce costs and streamline the ship call-in process, the Air Pollution Control District no longer requests a phone call from ships testing their boilers or getting underway. In lieu of calling the District to report a light-off, ships shall record the start time, estimated duration and reason for the light-off. If the log is not kept to support the visible emission exemption and a visible emission exceedence is observed, a notice of violation may be issued. Visible emissions cannot exceed 240 percent opacity (Ringlemann 2) for greater than 3 minutes in any consecutive 60-minute period.

5. BMPs for Activities on the Pier

a. General Housekeeping.

(1) Good housekeeping is an important BMP and consists of routine sweeping, and the clean up of work areas, which at a minimum shall be completed at the end of each work shift.

(2) Hazardous material/waste spills, such as paints and oils, shall be immediately cleaned up.

(3) Per reference (e), SOPA Pier Environmental Petty officers shall conduct pier inspections at least once a week to monitor cleanliness and security using the Pier Inspection Checklist is provided in reference (d).

(4) MSDSs must be kept on file for all hazardous materials and a copy of the MSDS must accompany and accurately identify all hazardous waste turn-ins.

(5) Ship's company is not to stage HW on the piers more than thirty minutes in advance of a Clean Harbors pier pickup. The staged HW must be manned until pick-up time. Submarines moored at NBPL are exempt from this policy since HW is stored in containment lockers provided by CSS -11.

(6) Ship's requiring hazardous material storage on the piers for greater than 24 hours must place material in secondary containment sufficient enough to contain any spills. All equipment staged on the pier i.e., Baker tanks, generators, re-circulating pumps etc. must be placed in secondary containment sufficient to contain spills. Vehicles used solely for transportation and/or loading and unloading are not required to have secondary containment when not in use.

(7) Metal parts, empty containers, etc., staged on the piers for more than

24 hours must be placed on pallets.

b. Leaking Vehicles.

(1) For vehicles under the cognizance of the ship and found to be leaking fluids (i.e. oil, anti-freeze, etc.), the ship must capture the fluids using a drip pan or similar equipment. Drip pans or similar equipment containing leaked fluids (i.e. oil, oil with water, antifreeze, etc.) must be emptied and cleaned on a periodic basis.

(2) Spill/leak residual resulting from leaking vehicles shall be cleaned up using absorbents, rags, etc.

(3) Materials/wastes generated from leaking vehicles shall be treated as hazardous waste and disposed of accordingly.

(4) The ship will take measures to ensure the vehicle is scheduled for repairs to stop the leak.

c. Pier Wash Downs. All requests for pier washing must be made through the respective Complex Commanding Officer. Written approval of any pier washing evolution will be granted on a case by case basis and shall not be performed on any date other than the approved date. The following are the minimum requirements for pier wash downs:

(1) All storm drains, pier drains or similar conveyance systems leading to the bay must be covered or blocked so that rinse water is prevented from reaching the bay. This requirement applies to areas on the pier that will be affected by the wash down only.

(2) Areas that are heavily stained with oil or other material should be scrubbed prior to any wash down to maximize the effectiveness of the evolution. The residue must be removed from the pier deck upon completion of the cleaning. Soap or other emulsifier should only be used on the stained areas in limited quantities.

(3) The wash down may be performed using fresh water and high pressure hoses however, the spray is to be directed from the outer edge of the pier inward. The spray, under NO circumstances, is to be directed towards the bay.

(4) The rinse water that collects around the blocked storm water conveyance system or pools in other areas must be picked up by a “VAC truck” or similar equipment.

(5) A supervisor in pay grade E6 or above must be on site at all times to supervise the evolution.

(6) The facility’s Environmental staff shall be contacted prior to initiating action to ensure the evolution is in compliance with the NBSD NPDES permit & Clean Water Act.

d. Guidelines for contractor laydown areas in the vicinity of piers. All contractors conducting work aboard ship and requiring a designated laydown are required to comply with reference (d) .

6. If you have any questions pertaining to this instruction, please contact one of the following POCs:

- Waterfront Environmental Coordinator (WEC) – (619) 556-6232
- CNRSW Regional Water Quality – (619) 532-2261
- Naval Base San Diego Complex, Environmental Department – (619) 556-1537
- Naval Base Coronado Complex, Environmental Department – (619) 545-3429
- Naval Base Point Loma, Environmental Department – (619) 553-0526
- Naval Base San Diego, Pier Supervisor – (619) 556-0425
- Naval Base Coronado, Pier Supervisor – (619) 545-4387
- Naval Base Point Loma, Pier Supervisor – (619) 553-9785

APPENDIX C

Inquiry Into Oil Spill Causes "Root Cause Analysis"

Background

In order to support long-term Operational Risk Management (ORM) goals for minimizing oil and hazardous substance pollution incidents, the Regional Oil Spill Working Group (ROSWG) was established with the goal of "zero preventable oil spills". The ROSWG performs the following functions:

a. Collects and analyzes all oil spill data
b. Reviews root cause data for pollution prevention opportunities
c. Develops risk management recommendations and controls
d. Provides feedback and recommendations to major claimants
e. Ensures necessary documentation is developed and promulgated to ensure process improvements are formalized and implemented.

In 2009, ALNAVSURFOR 311606Z MAR 09 reiterated the requirement for ISICs to conduct an inquiry into the circumstances surrounding a spill incident. The results of the inquiry are to be reported by the ISIC in an initial message within 72 hours.

While we need to find out what happened, it is only through finding out **why** an incident happened that we could make recommendations for process improvements.

Root Cause Analysis Discussion

In the past, oil spill messages or ISIC inquiries often listed the cause of the spill as what happened such as "incorrect installation of fuel oil drain tank check valves" (they were installed backwards); personnel error; misalignment of valves or proper procedures not followed. In some cases, a description is provided such as "Source of the leak originated from the F/O overflow tank that had been filled to over 95% during U/W period and remained in same condition on RTP. During the course of the in-port F/O transfer to service tanks, shifting of fuel was sufficient to cause a list which allowed fuel to leak out of the overflow tank discharge".

The above examples are not root causes that will enable the ROSWG, major claimants or NAVSEA and their Oil Spill Prevention Initiatives to make changes that will prevent similar incidents. WHY did the overflow tank remain filled in port? Why was the valve installed backwards? Was it a training, supervision or human engineering factor issue? If a training issue, was it PQS related or lack of training resources. Again, if we can get down to the root cause, we can make improvements to the process. We need to continue to ask "WHY" until we can't ask "Why" anymore and only then will we be at the root cause or causes.

5 April 2012

Root Cause Analysis Process

The intent of this guide is not to make the user an expert in root cause analysis but to provide a tool to help personnel develop better information and make better recommendations for improvement. Although various references will define the process in different terms, there are generally four steps in root cause analysis:

1. Data Collection: Collecting physical evidence, interviewing witnesses, reviewing records, policies, instructions, plans and procedures.
2. Determining Causal Factors: What are the human errors or equipment failures that, if eliminated, would have prevented the mishap.
3. Root Cause Identification: Use the Root Cause Map to find the root cause for each causal factor. Ask the "Why" question until the lowest level cause is found. Most often there are more than one root cause for each causal factor.
4. Develop Recommendations: Recommend practical solutions or procedural changes that can prevent a similar incident from occurring.

A. Using the Root Cause Map

The Root Cause Map is a top down process and is divided into four levels: Problem Category, Root Cause Category, Near Root Cause and Root Cause.

Take the following example, a service tank is being filled from a fuel tank; it overflows and results in an oil spill. The initial inquiry revealed that the TLI malfunctioned and the crewmember assigned to manually sound the tank did not conduct sufficient guagings to warn the watch that the tank was nearing its capacity. In this case, you may have two problem categories: (1) Equipment: the TLI failure and (2) the personnel error. Taking the personnel error first, is the root cause the individual's failure to properly sound the tank? The answer is NO.

Using the Root Cause Map, one should examine the Root Cause Categories under the Problem Category. In this case, for the Personnel Problem Category, the Root Cause Categories are training, supervision, performance, communication and human engineering factors. You can use Root Cause Categories as a guide for the next level of "why" questions. For example, using the near root cause and root cause factors as a guide, you determine that he was properly trained, had a good attitude with no behavior factors and the spaces were in good condition and there were no human engineering factors that contributed to this incident.

However, you find that there was a problem with supervision. Using the Map as a guide, the next level is the "near root cause" and one asks the question was it lack of preparation or lack of monitoring the evolution? Again, using the Map as a guide, the investigator determines that the root cause was "briefing plan LTA" (Less than adequate) in that the crewmember was told to sound the tanks and advise the watch when it was almost full and not given specific instructions that left "almost full" to the crewmember's imagination.

The same process would be followed for the TLI failure. Using the Map, was the Root Cause Category a design or equipment reliability issue? If an equipment reliability issue, was the "Near Root Cause" equipment records, corrective maintenance LTA, preventative maintenance LTA, routine equipment watch standing LTA, predictive maintenance LTA, or proactive maintenance LTA? The inquiry determined that in this case, the Near Root Cause was that the Preventative Maintenance was LTA and the root cause was "repair implementation LTA" because the TLA was inoperative for several months; however, no repair action was initiated.

In both of the above examples, it would be appropriate to ask additional "why" questions. For example, why wasn't a repair action initiated? When you can't ask "why" anymore, you should have your root cause.

B. Recommendations

Recommendations must be made to prevent or minimize the reoccurrence of similar incidents and must be directly related to the root cause. They must be within the capability of the command, ISIC, Type Commander or CNO to implement. Finally, we must ensure that the recommendations do not do more harm than good or introduce new and unacceptable risks into the process.

6. Summary

The Root Cause Map is simply a tool for the ship's crew and ISICs to use to get to the root cause to enable them and major claimants to make useful recommendations and process improvements to increase the chances of preventing similar incidents in the future.

OIL SPILL CAUSE ANALYSIS MAP

OIL SPILL FACTORS

DOCUMENTATION

OSS	TYCOM INSTRUCTIONS	COMMAND INSTRUCTIONS
	NOT USED	
	Not Available	
	Procedure Difficult to Use	
	Use not Required but Should Be	
	No Procedure for Task	
	MISLEADING	
	More Than One Action per Step	
	Inadequate Checklist	
	Ambiguous or Confusing	
	Insufficient References	
	Level of Detail Insufficient	
	WRONG OR INCOMPLETE	
	Typographical Error	
	Sequence Incorrect	
	Facts Wrong/ Requirements Incorrect	
	Wrong Revision or Expired Procedure Revision Used	
	Incomplete Situation or Task not Covered	
	CORRECT	
	Failed to Follow Documentation as Written	

PERSONNEL

TRAINING	SUPERVISION	PERFORMANCE	COMMUNICATION	HUMAN ENGINEERING FACTORS
NO TRAINING	**PREPARATION**	**BEHAVIOR FACTORS**	**LACK OR LOSS OF COMMUNICATIONS**	**WORK ENVIRONMENT**
Decision not to Train	No Preparation	Rest/Sleep LTA	Comms Between Watch Team Members LTA	Housekeeping LTA
Training Requirements not Identified	Briefing Plan LTA	Attitude/Attention LTA	Primary Comms not Available (Loss)	Tools Availability LTA
	Instructions to Workers LTA	Personal Problems	Primary Comms not Established	Protective Clothing/ Equipment LTA
RECORDS	Walkthrough not Conducted	Medical Problems	Comms to Contractors not Available (Loss) Established	Ambient Conditions LTA
Records Incomplete	Scheduling Conflicts	Problem Recognition LTA	Comms to Contractors not Established	Other Environmental Stresses Excessive
Records not Updated	Watch team Assignment LTA		Comms to Delivery Ship not Available (Loss)	
Records Not Available			Comms to Delivery Ship not Established	
TRAINING PROGRAM	**MONITORING EVOLUTION**	**ACCIDENT**	**MISUNDERSTOOD COMMUNICATIONS**	**WORKLOAD**
Lesson Guides not Available or Incomplete	Supervision Inadequate	Mishap was not Related to any Other Cause. This does not Include Failure to Follow Procedures, Observe Safety Precautions, or Negligence.	Standard Phraseology not Used	Excessive Control Action Requirements
Qualification Standards LTA	Improper Performance not Corrected	Direct Result of MAJOR Casualty (i.e. Sinking, Crash, Fire)	Verification Or Repeat-Back Not Used	Unrealistic Monitoring Requirements
Training Resources not Available	Watch Team Performance LTA		Long Message	Knowledge-Based Decision Required
Casualty Control Training LTA			Wrong Instructions	
Training Level of Detail Inadequate			Failed to Properly Follow Instructions	
			WATCH TURNOVER	**WORKPLACE**
			Incomplete Evolution Status Within Watch Team	Location of Controls or Displays LTA
			Evolution Status Not Conducted To Oncoming Watch	Equipment Location LTA
				Labeling of Equipment or Locations LTA

EQUIPMENT

DESIGN ADEQUACY	EQUIPMENT RELIABILITY
DESIGN	**EQUIPMENT RECORDS**
Design Inadequate or Incorrect	No Equipment Maintenance History Records
Installation/ Fabrication LTA	Equipment Maintenance History Records Incomplete
Monitoring System Inadequate	
	CORRECTIVE MAINTENANCE LTA
	Troubleshooting/ Corrective Action LTA
	Repair Implementation LTA
DESIGN RELIABILITY	**PREVENTIVE MAINTENANCE LTA**
Inappropriate Type of Maintenance Assigned	Frequency of Maintenance LTA
Risk Acceptance Criteria LTA	Scope of Maintenance Inadequate
Allocation of Resources LTA	
Analysis/ Design Procedure LTA	**ROUTINE EQUIPMENT WATCH STANDING LTA**
Normal Wear and Tear	Frequency of Round LTA
Mechanical Failure (Abnormal Conditions)	
	PREDICTIVE MAINTENANCE LTA
	Monitoring LTA
	Troubleshooting/ Corrective Action LTA
	Detection LTA
	PROACTIVE MAINTENANCE LTA
	Evolution Specification LTA Monitoring LTA

PROGRAM MANAGEMENT

OPERATIONS	CONFIGURATION	PROCUREMENT	MATERIAL CONTROL
SAFETY/RISK MANAGEMENT	**DOCUMENT AND CONFIGURATION CONTROL**	**PROCUREMENT CONTROL**	**PRODUCT/ MATERIAL CONTROL**
Not Performed	Change not Identified	Purchasing Specification LTA	Handling LTA
Review LTA	Verification of Design/ Field Changes LTA	Material Acceptance Requirements LTA	Storage LTA
Recommendations not yet Implemented	Documentation Content not Kept Up-To-Date	Material Inspections LTA	Unauthorized Material Substitution
Risk Acceptance Criteria LTA	Control of Official Documents LTA		Product Inspections LTA
Review Procedure LTA			Review Procedure LTA
PROBLEM IDENTIFICATION/ CONTROL			
Problem Reporting LTA			
Problem Analysis LTA			
Audits LTA			
Corrective Action LTA			
Corrective Actions not yet Implemented			
MONITORING SYSTEMS			
System/ Alarms Disabled			
System/ Alarms Inoperable (Failed)			

NOTES: **Oil Spill Cause Map 6/12/03**

LTA - Less than Adequate