

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

FAC/DDS/jc
6280
24 APR 1984

MEMORANDUM

From: Assistant Chief of Staff, Facilities
To: Director, Fire Protection Division
→ Director, Natural Resources and Environmental Affairs
Division

Subj: Notification of Reporting of Spills of Oil and other
Hazardous Substances

Ref: (a) BO 11090.1B

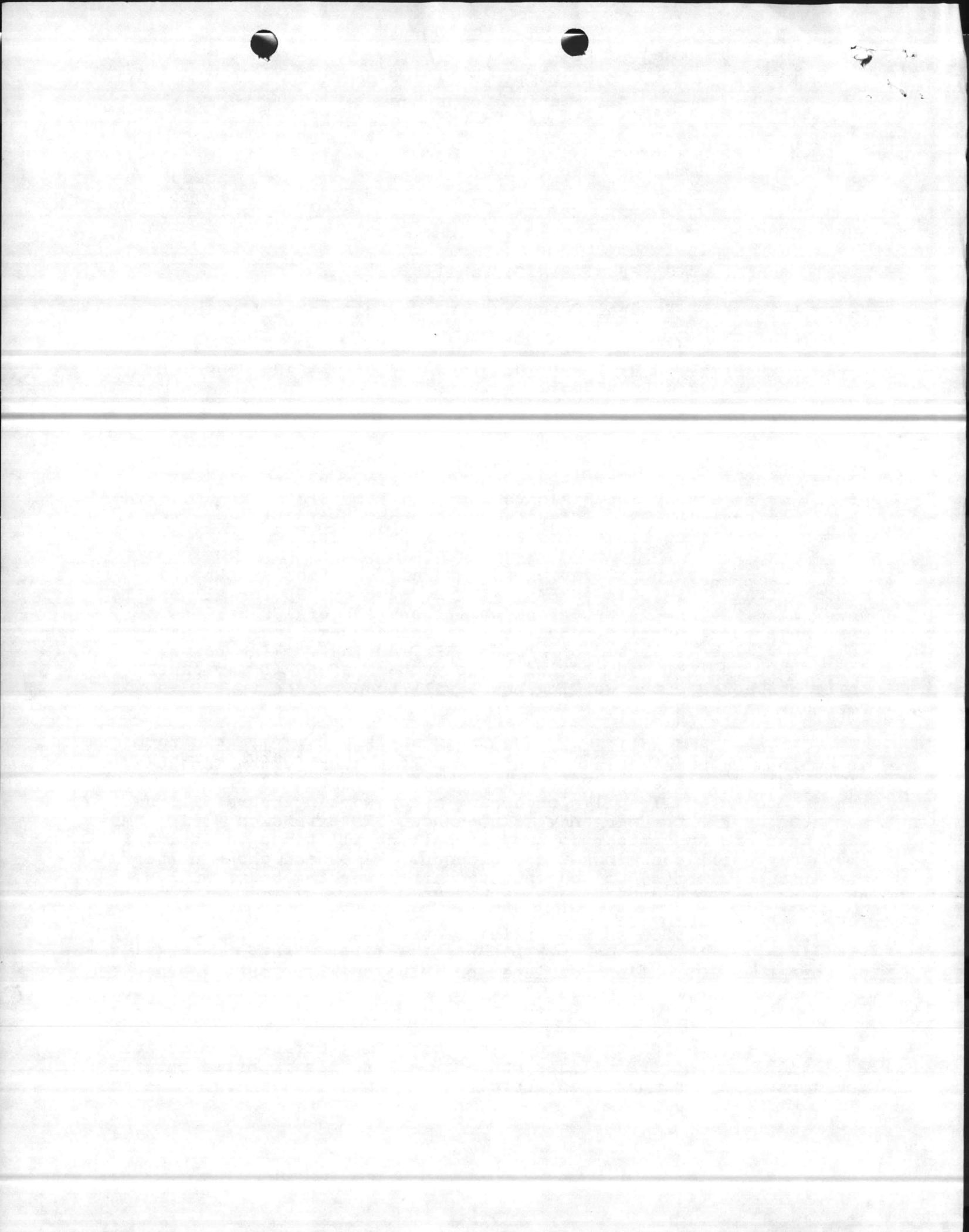
1. The reference provides reporting procedures requiring all personnel aboard Marine Corps Base to immediately report all spills of oil or hazardous materials to the Base Fire Protection Division (FPD), extension 3333. Effective upon receipt of this memo, notification of all spill reports will be made as follows:

a. Immediate notification to Natural Resources and Environmental Affairs Division (NREAD) will be made by FPD for all spills on or likely to reach water and spills on land of 100 gallons or more regardless of time. Spills less than 100 gallons contained on land will be reported by FPD to NREAD during working hours, i.e., 0800 to 1630. Names and phone numbers of NREAD personnel to be contacted after working hours will be provided to FPD and kept current by NREAD.

b. Immediate notification to Base Maintenance Division (BMD), attention: Maintenance and Repair (M&R) Director (extension 5855/5184), will be made by FPD for all spills occurring during normal working hours. All spills occurring after working hours will be reported by FPD to Emergency Maintenance, BMD extension 3001. BMD will have one supervisor on duty or call at all times to assist in emergency spill containment and cleanup. Names and phone numbers of M&R supervisor(s) to be contacted after working hours will be provided to FPD and kept current by BMD.

c. Notification to the office of the Assistant Chief of Staff, Facilities, will be made by FPD for all spills on water or spills of more than 100 gallons on land for which spill reports are received during working hours, i.e., Monday through Friday, 0800 to 1630.

d. Notification to the Command Staff Duty Officer (extension 2523/2528) by the FPD will be made for all spills reported outside the working hours mentioned above.



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e. For reported spills presenting potential threat to navigable waters, home, health or loss of property which occurs outside working hours mentioned above, FDP will notify the Assistant Chief of Staff, Facilities (455-5023), or Deputy to the Assistant Chief of Staff, Facilities (328-0958), or the Facilities Management Officer (353-7611) at home.

2. FPD will serve as on-scene coordinator, as defined in the reference, for containment of routine spills on land. NREAD will serve as on-scene coordinator for spills on streams or other bodies of water. Non-routine oil spills on land will be handled on a case by case basis, with the understanding that NREAD will report to scene of any spill if so requested by authorized FPD representative.

3. NREAD will monitor the implementation of procedures contained in this memorandum. These procedures should be incorporated by NREAD into the next revision of the reference. Any questions concerning reporting procedures should be directed to this office.

E. W. EISTON
By direction

Copy to:
BMO
PWO
EnvEng

