



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

6280
B 046

AUG 23 2002

COMMANDING GENERAL'S POLICY LETTER 1-02

From: Commanding General, Marine Corps Base, Quantico

Subj: SEWAGE SPILL RESPONSE, REPORTING, AND MANAGEMENT

Ref: (a) Clean Water Act of 1977 as amended, (33 U.S.C. 1251
et. seq.)

1. The intent of the referenced Act is to restore and protect the integrity of the Nation's waters by controlling discharges of pollutants and establishing general water quality standards. Discharge of waste waters from the Mainside and Camp Upshur sewage treatment plants is strictly controlled through state-issued point-source permits that specify the nature, location, and constituent of effluent which may be discharged. The policy and procedures outlined in this letter shall be followed by anyone causing or discovering a sewage spill or overflow anywhere aboard the Marine Corps Base, Quantico, installation.

2. Policy. It is the policy of this Command to prevent sewage spills/overflows to the maximum extent possible by aggressively maintaining both the collection system and the waste water treatment plant(s). In the event a spill or overflow occurs, timely response and accurate reporting as detailed below must be accomplished.

3. Response. Immediate response to any sewage spill or overflow must consist of the following seven elements:

a. Stop the flow.

b. Contain the discharged effluent. The spill needs to be contained to prevent it from reaching storm drains, streams, drainage swales, retention ponds, and any bodies of water. If possible, pooled sewage will be pumped back to the sanitary system.

c. Clean up and sanitize the site.

d. Repair the cause of the spill/overflow, if applicable.

e. Report the spill.

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f. Analyze the cause. Each and every spill needs to be analyzed to determine what steps must be taken to prevent it from occurring again.

g. Adjust procedures/take permanent corrective actions as needed.

4. Specific Reporting Requirements. During working hours, report spills directly to both the Maintenance Branch Operations Section trouble desk at (703)784-2072 and the Natural Resources and Environmental Affairs (NREA) Branch at (703)784-4030

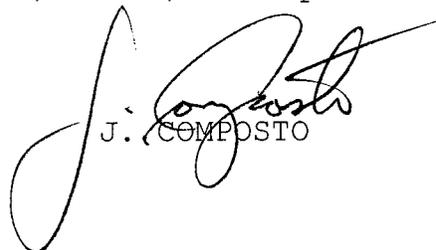
During weekends, holidays, and after hours, report spills to the Operations Section trouble desk and the Waste Water Treatment Plant (WWTP) at (703)784-2147. The WWTP will report the spill to the Virginia Department of Emergency Response at 1-800-468-8892 and to NREA Branch personnel within 24 hours of the spill.

If a contractor discovers or causes a spill, that contractor must immediately contact the Operations Section trouble desk, NREA Branch, and the contractor's public works representative. If the spill is discovered after hours or on a weekend, the contractor will contact the trouble desk and the WWTP.

Spill reporting must include the following information:

- Date and time spill was discovered;
- Date and time spill was stopped;
- Location of spill (street and building number);
- Volume of water discharged (either a total volume or gallons per minute observed);
- Cause of discharge (if known);
- Corrective actions taken;
- Any noticeable effects to the environment;
- Name of the closest waterway that may be affected;
- Contractor and Base Shop in charge of cleanup, and points of contact (full name, title, and phone numbers).

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