

Environmental Standard Operating Procedure			
Originating Office: MCAS Yuma Environmental Department	Revision: Draft Supersedes: n/a	Prepared By: EM-Assist, Inc. Kyle Petlock	Approved By: Marie Stewart
File Name: OPB-ESOP	Effective Date: 01 Sept 2007	Document Owner: Marie Stewart	

Title: Open Burning

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for open burning operations.

2.0 APPLICATION

This guidance applies to those individuals who perform open burning operations aboard Marine Corps Air Station (MCAS) Yuma.

3.0 PROCEDURE

3.1 Discussion:

The Marine Corps mission requires the occasional burning of construction debris, vegetation and scrap wood. Units requesting a burn permit must contact the Environmental Department, Air Quality 24 hours prior to the planned burn to obtain authorization. The Environmental Department will contact the Arizona Department of Environmental Quality (ADEQ) to obtain a burn forecast and notify the MCAS Yuma Fire Department. The Fire Department will issue burn permits for all locations on station property, including the Barry M. Goldwater Range (BMGR). The Fire Department and Crash Fire Rescue (CFR) will also conduct periodic burns at the department's practice tower and Mobile Aircraft Fire Training Device (MAFTD). Fire Department training operations are exempt from burn permit requirements.

Imperial County, California (Chocolate Mountain Aerial Gunnery Range and Camp Billy Machen) does not allow construction burns. No wood or vegetation debris will be burned.

Open burning operations impact air quality and must therefore be properly managed in order to limit impacts to human health and the environment. (Note: hazmat cannot be burned, hazardous waste is not generated.

3.2 Operational Controls:

The following procedures apply:

1. Ensure that station air quality management plan is available and in a designated location.
2. Ensure required training records and certifications are current and available for inspection for all unit personnel.

3. Ensure that turnover folder information is kept for this practice.
4. Wear appropriate personal protective equipment (PPE) such as bunker gear, including protective hood, helmet, gloves, boots, fire retardant clothing, and personal alert safety system (PASS), as necessary.
5. Maintain fire extinguishers or other fire fighting equipment nearby in either fixed or mobile (e.g. in vehicles) locations that are known to all unit personnel.
6. Ensure personnel adhere to ALL requirements set forth in the burn permit.
7. DO NOT conduct open burning operations without prior approval from the Environmental Department, Air Quality and be in receipt of a permit.
8. Perform open burns only during permitted day-light hours: 1 hour after sunrise and fully extinguished two hours before sunset.
9. Ensure that open burn operations are attended at all times.
10. Do not use fuel to start a fire.
11. Do not burn items that will create a thick black smoke.
12. Do not allow smoke to be a public nuisance by blowing into roadways, housing, or runways.
13. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Department.

Fire Department:

14. Notify the Environmental Department when a burn permit is issued.
15. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Department.

Range Management:

16. Notify the MCAS Yuma Fire Department when a farmer on agricultural-lease land submits a permit for authorization to burn.

Contractors:

17. Obtain a burn permit from MCAS Yuma Fire Department prior to conducting any open burning of construction debris.

18. Obtain clearance from Environmental Department, Air Quality at least 24 hours prior to burn.
19. Notify Fire Department prior to commencement of burning.
20. Ensure that only permitted materials (wood and vegetation) and no restricted materials are burned.
21. Submit the following information to the Resident Officer in Charge of Construction (ROICC): date of the burn, type and amount of fuel burned, fire type (pile, pit), location of the burn.
22. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Department.

ROICC:

23. Provide information received from contractors: date of the burn, type and amount of fuel burned, fire type (pile, pit), location of the burn; in a report to the Environmental Department, Air Quality within two working days after the burn.

Environmental Department:

24. Contact ADEQ the day of a scheduled burn to obtain a burn forecast for the day.
25. Maintain burn reports for at least 3 years. Ensure that an annual burn report is submitted to ADEQ by March 31st of each year detailing the previous year's burns.
26. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Department.

3.3 Documentation and Record Keeping:

The following records must be maintained:

1. Training records and certifications for personnel.
2. Record of post burn reports (Environmental Department).
3. Log of construction burn reports (Environmental Department).

3.4 Training:

All personnel must be trained in this ESOP, to include the following, as applicable:

1. Hazard Communication (HazCom) training.
2. First Responder Operations (FRO) training (initial and refresher).
3. Station Order training.
4. On-the-job training.

4.0 REFERENCES

- MCO P4790.2C (Marine Corps Order)
- MCO P5100.8F
- StaO 6280.3G Chapter 6
- A.A.C. R18.2.602 (Arizona Administrative Code)
- ICAPCD Rule 421 (Imperial County Air Pollution Control District)

Open Burning – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is station air quality management plan available and in a designated location? (StaO 6280.3G Chapter 6)			
2. Are required current training and certifications maintained for all unit personnel? (29 CFR 1926)			
1. Is turnover folder or desktop procedure kept for this practice? 3. (MCO P4790.2C)			
4. Is appropriate PPE worn as necessary? (29 CFR 1910, MCO P5100.8F)			
5. Are fire extinguishers or other fire fighting material maintained nearby in designated locations? (29 CFR 1926, MCO P5100.8F)			
6. Do personnel adhere to ALL requirements set forth in the burn permit? (StaO 6280.11, A.A.C. R18.2.602, ICAPCD Rule 421)			
7. Are open burning operations only conducted with prior approval and receipt of a permit? (StaO 6280.11)			
8. Are burns conducted only during permitted day-light hours? (StaO 6280.11)			
9. Is fire attended at all times? (StaO 6280.11)			
10. Is thick black smoke created during burns? (Check for records of complaints). (A.A.C. R18.2.602, ICAPCD Rule 421)			
Fire Department:			
11. Is the Environmental Dept, Air Quality notified when a burn permit is issued? (StaO 6280.11)			
Range Management:			
12. Is the MCAS Yuma Fire Dept. notified when a farmer on the agricultural-lease land submits a permit for authorization to burn? (StaO 6280.11)			
Contractors:			
13. Is a burn permit obtained from MCAS Yuma Fire			

Inspection Items	Yes	No	Comments
Dept. prior to conducting any open burning of construction debris? (<i>StaO 6280.11</i>)			
14. Is clearance obtained from Environmental Dept. at least 24 hours prior to burn? (<i>StaO 6280.11</i>)			
15. Is Fire Dept. notified prior to burning? Are only permitted materials burned? (<i>StaO 6280.11</i>)			
16. Are only permitted materials (wood and vegetation) and no restricted materials burned? (<i>29 CFR 1926, 40 CFR 61, StaO 6280.11</i>)			
17. Is the required information submitted to the Resident Officer in Charge of Construction (ROICC)? (<i>StaO 6280.11</i>)			
Resident Officer in Charge of Construction:			
18. Does the ROICC provide this information in a report to the Environmental Dept. within two working days after the burn: date of the burn, type and amount of fuel burned, fire type (pile, pit), location of the burn? (<i>StaO 6280.11</i>)			
Environment Department:			
19. Are post burn reports maintained for at least 3 years? Is an annual burn report submitted to ADEQ by March 31 st of each year, detailing the previous year's burns? (<i>StaO 6280.11</i>)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Hazardous Waste Coordinator

Name: _____

Signature: _____

Date: _____