

702d Main Support Battalion

POL

**Standard
Operating
Procedures**

September 2000

MONDAY (THE FIRST WORK DAY OF THE WEEK)

- **PERFORM PMCS ON POL TRUCKS AND TRAILERS.**
- **DISTRIBUTE PRODUCTS AS NECESSARY.**
 1. DISTRIBUTE FROM DISPENSERS FOR ANTIFREEZE AND OIL.
 2. DISTRIBUTE OTHER PRODUCTS FROM CONNEX FIRST, THEN BRICK BUILDING, THEN BULK.
 3. DO NOT DISTRIBUTE FROM TRUCKS.
- **ACCEPT CONTAMINATED MATERIAL FROM OPERATORS.**
 1. OPERATORS SHOULD USE DISPOSAL DRUMS.
 2. FIVE-GALLON CANS ARE ACCEPTED ONLY AFTER TRIPLE RINSE AND LABEL.
 3. DISPOSE OF OTHER PRODUCTS AS REQUIRED.
- **POLICE POL AREA.**
 1. CLEAN OFFICE.
 2. SWEEP POL TRUCK LINE.
 3. ENSURE THERE ARE NO BROKEN SANDBAGS IN THE MOTORPOOL.
 4. ENSURE BULK AND DISPOSAL DRUMS ARE PROPERLY LABELED.
 5. ENSURE DISPENSERS AND FILTER DRUM ARE COVERED WITH PLASTIC TARPS.
- **CONDUCT INSPECTIONS.**
 1. **PERFORM STORM WATER POLLUTION INSPECTION AFTER RAIN.**
 - DRAIN BULK FUEL AREA AS NEEDED.
 - EMPTY POL DRIP PANS.
 - INFORM MOTOR SERGEANTS OF FULL DRIP PANS IN THEIR RESPECTIVE COMPANY.
 2. **PERFORM DAILY MOTOR POOL INSPECTION.**
 - DUMPSTER
 - SCRAP METAL TRAILER
 - WOOD TRAILER
 - CARDBOARD TRAILER
 - LATRINE
 - WASHRACK
 - GATES
 - CONNEX AREAS
 - BREAK AREA
- **CHECK EPA IN WITH THE COMPANY EPA OFFICER/REP.**

TUESDAY

- **CONDUCT INVENTORIES.**
 1. INVENTORY POL CONNEX (WBL).
 2. INVENTORY POL BRICK BUILDING (WBL).
 3. INVENTORY BULK.
 4. INVENTORY TRAILERS (UBL).
 5. INVENTORY TRUCKS (BULK).
 6. INVENTORY PAINT LOCKERS.
 7. ROTATE PRODUCTS AS NECESSARY.
 8. CONDUCT ALL INVENTORIES WITH PROPER EPA CHECKLIST.

- **DISTRIBUTE PRODUCTS AS NECESSARY.**
 1. DISTRIBUTE FROM DISPENSERS FOR ANTIFREEZE AND OIL.
 2. DISTRIBUTE OTHER PRODUCTS FROM CONNEX FIRST, THEN BRICK BUILDING, THEN BULK.
 3. DO NOT DISTRIBUTE FROM TRUCKS.

- **ACCEPT CONTAMINATED MATERIAL FROM OPERATORS.**
 1. OPERATORS SHOULD USE DISPOSAL DRUMS.
 2. FIVE-GALLON CANS ARE ACCEPTED ONLY AFTER TRIPLE RINSE AND LABEL.
 3. DISPOSE OF OTHER PRODUCTS AS REQUIRED.

- **POLICE POL AREA.**
 1. CLEAN OFFICE.
 2. SWEEP POL TRUCK LINE.
 3. ENSURE THERE ARE NO BROKEN SANDBAGS IN THE MOTORPOOL.
 4. ENSURE BULK AND DISPOSAL DRUMS ARE PROPERLY LABELED.
 5. ENSURE DISPENSERS AND FILTER DRUM ARE COVERED WITH PLASTIC TARP.

- **CONDUCT INSPECTIONS.**
 1. PERFORM STORM WATER POLLUTION INSPECTION AFTER RAIN.
 - DRAIN BULK FUEL AREA AS NEEDED.
 - EMPTY POL DRIP PANS.
 - INFORM MOTOR SERGEANTS OF FULL DRIP PANS IN THEIR RESPECTIVE COMPANY.
 2. PERFORM DAILY MOTOR POOL INSPECTION.
 - DUMPSTER
 - SCRAP METAL TRAILER
 - WOOD TRAILER
 - CARDBOARD TRAILER
 - LATRINE
 - WASHRACK
 - GATES
 - CONNEX AREAS
 - BREAK AREA

- **CHECK EPA IN WITH THE COMPANY EPA OFFICER/REP.**

WEDNESDAY

- **ORDER AGAINST SHORTAGES.**
 1. BATTALION MAINTENANCE OFFICER IS THE APPROVING AUTHORITY FOR ORDERS.
 2. ORDER BULK AND PACKAGE AGAINST SHORTAGE FOR UBL AND WBL.
 3. UBL SHOULD ALWAYS BE FULL.
 4. GET DOCUMENT NUMBERS FROM S-4.
 5. BRING BATTALION MAINTENANCE OFFICER COPIES OF ALL 2765-1s.

- **PICK UP POL PRODUCTS AND DROP OFF REQUISITIONS.**

- **DISTRIBUTE PRODUCTS AS NECESSARY.**
 1. DISTRIBUTE FROM DISPENSERS FOR ANTIFREEZE AND OIL.
 2. DISTRIBUTE OTHER PRODUCTS FROM CONNEX FIRST, THEN BRICK BUILDING, THEN BULK.
 3. DO NOT DISTRIBUTE FROM TRUCKS.

- **ACCEPT CONTAMINATED MATERIAL FROM OPERATORS.**
 1. OPERATORS SHOULD USE DISPOSAL DRUMS.
 2. FIVE-GALLON CANS ARE ACCEPTED ONLY AFTER TRIPLE RINSE AND LABEL.
 3. DISPOSE OF OTHER PRODUCTS AS REQUIRED.

- **POLICE POL AREA.**
 1. CLEAN OFFICE.
 2. SWEEP POL TRUCK LINE.
 3. ENSURE THERE ARE NO BROKEN SANDBAGS IN THE MOTORPOOL.
 4. ENSURE BULK AND DISPOSAL DRUMS ARE PROPERLY LABELED.
 5. ENSURE DISPENSERS AND FILTER DRUM ARE COVERED WITH PLASTIC TARPS.

- **CONDUCT INSPECTIONS.**
 1. PERFORM STORM WATER POLLUTION INSPECTION AFTER RAIN.
 - DRAIN BULK FUEL AREA AS NEEDED.
 - EMPTY POL DRIP PANS.
 - INFORM MOTOR SERGEANTS OF FULL DRIP PANS IN THEIR RESPECTIVE COMPANY.
 2. PERFORM DAILY MOTOR POOL INSPECTION.
 - DUMPSTER
 - SCRAP METAL TRAILER
 - WOOD TRAILER
 - CARDBOARD TRAILER
 - LATRINE
 - WASHRACK
 - GATES
 - CONNEX AREAS
 - BREAK AREA

- **CHECK EPA IN WITH THE COMPANY EPA OFFICER/REP.**

THURSDAY

- **HAZARDOUS MATERIAL DISPOSAL**
 1. INVENTORY WASTE FOR DISPOSAL.
 2. GET DOCUMENT NUMBERS FROM S-4.
 3. DROP OFF CONTAMINATED BARRELS.
 4. BRING RECEIPTS AND INVENTORIES TO BATTALION MAINTENANCE OFFICER.

- DISTRIBUTE PRODUCTS AS NECESSARY.
 1. DISTRIBUTE FROM DISPENSERS FOR ANTIFREEZE AND OIL.
 2. DISTRIBUTE OTHER PRODUCTS FROM CONNEX FIRST, THEN BRICK BUILDING, THEN BULK.
 3. DO NOT DISTRIBUTE FROM TRUCKS.

- ACCEPT CONTAMINATED MATERIAL FROM OPERATORS.
 1. OPERATORS SHOULD USE DISPOSAL DRUMS.
 2. FIVE-GALLON CANS ARE ACCEPTED ONLY AFTER TRIPLE RINSE AND LABEL.
 3. DISPOSE OF OTHER PRODUCTS AS REQUIRED.

- POLICE POL AREA.
 1. CLEAN OFFICE.
 2. SWEEP POL TRUCK LINE.
 3. ENSURE THERE ARE NO BROKEN SANDBAGS IN THE MOTORPOOL.
 4. ENSURE BULK AND DISPOSAL DRUMS ARE PROPERLY LABELED.
 5. ENSURE DISPENSERS AND FILTER DRUM ARE COVERED WITH PLASTIC TARPS.

- CONDUCT INSPECTIONS.
 1. PERFORM STORM WATER POLLUTION INSPECTION AFTER RAIN.
 - DRAIN BULK FUEL AREA AS NEEDED.
 - EMPTY POL DRIP PANS.
 - INFORM MOTOR SERGEANTS OF FULL DRIP PANS IN THEIR RESPECTIVE COMPANY.
 2. PERFORM DAILY MOTOR POOL INSPECTION.
 - DUMPSTER
 - SCRAP METAL TRAILER
 - WOOD TRAILER
 - CARDBOARD TRAILER
 - LATRINE
 - WASHRACK
 - GATES
 - CONNEX AREAS
 - BREAK AREA

- CHECK EPA IN WITH THE COMPANY EPA OFFICER/REP.

FRIDAY (THE LAST WORK DAY OF THE WEEK)

- **COLLECT RECYCLE PRODUCTS FROM COMPANY.**
 1. WHITE PAPER
 2. ALUMINUM CANS
 3. ASBESTOS

- **DISTRIBUTE PRODUCTS AS NECESSARY.**
 1. DISTRIBUTE FROM DISPENSERS FOR ANTIFREEZE AND OIL.
 2. DISTRIBUTE OTHER PRODUCTS FROM CONNEX FIRST, THEN BRICK BUILDING, THEN BULK.
 3. DO NOT DISTRIBUTE FROM TRUCKS.

- **ACCEPT CONTAMINATED MATERIAL FROM OPERATORS.**
 1. OPERATORS SHOULD USE DISPOSAL DRUMS.
 2. FIVE-GALLON CANS ARE ACCEPTED ONLY AFTER TRIPLE RINSE AND LABEL.
 3. DISPOSE OF OTHER PRODUCTS AS REQUIRED.

- **POLICE POL AREA.**
 1. CLEAN OFFICE.
 2. SWEEP POL TRUCK LINE.
 3. ENSURE THERE ARE NO BROKEN SANDBAGS IN THE MOTORPOOL.
 4. ENSURE BULK AND DISPOSAL DRUMS ARE PROPERLY LABELED.
 5. ENSURE DISPENSERS AND FILTER DRUM ARE COVERED WITH PLASTIC TARPS.

- **CONDUCT INSPECTIONS.**
 1. **PERFORM STORM WATER POLLUTION INSPECTION REGARDLESS OF RAIN.**
 - DRAIN BULK FUEL AREA AS NEEDED.
 - EMPTY POL DRIP PANS.
 - INFORM MOTOR SERGEANTS OF FULL DRIP PANS IN THEIR RESPECTIVE COMPANY.
 2. **CONDUCT WEEKLY MOTORPOOL AND BUILDING INSPECTIONS WITH PROPER EPA CHECKLIST.**
 - POL STORAGE BUILDING
 - POL CONNEX
 - ABOVE GROUND TANK
 3. **PERFORM DAILY MOTOR POOL INSPECTION.**
 - DUMPSTER
 - SCRAP METAL TRAILER
 - WOOD TRAILER
 - CARDBOARD TRAILER
 - LATRINE
 - WASHRACK
 - GATES
 - CONNEX AREAS
 - BREAK AREA

- CHECK EPA IN WITH THE COMPANY EPA OFFICER/REP.
- **PERFORM CLOSE OF BUSINESS WALK THROUGH INSPECTION AT 1530 HOURS. REPORT DISCREPANCIES TO THE BATTALION MAINTENANCE.**