



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801-1818

IMLE-ZA

FEB 20 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Wash Rack Policy

1. References.
 - a. AR 200-1, Environmental Protection and Enhancement, December 2007
 - b. The Virginia Department of Environmental Quality - Virginia Pollutant Discharge Elimination System (VPDES) Program
2. Purpose: To establish policy guidelines for use of vehicle wash racks at Fort Lee.
3. Applicability. This policy applies to all service members, civilians, and contractors who are working, residing, or visiting Fort Lee.
4. Policy. A valid Point of Contact (POC) list shall be maintained for all wash racks on Fort Lee by Environmental Management Division (EMD), located at Enclosure 1. The following guidelines will be followed whenever using wash racks:
 - a. Do not use soaps, detergents, cleansers, degreasers, or solvents unless specifically authorized in writing by the EMD Office. These products can emulsify oils and allow them to pass through the separator, and thus their use at wash racks should be avoided.
 - b. Do not park vehicles or store equipment or materials on the wash rack for any purpose other than washing.
 - c. Disposal of excess materials or wastes such as oils, fuels, radiator flushing, solvents, and paint is prohibited.
 - d. Vehicle or equipment maintenance on the wash rack is strictly prohibited.
 - e. All hoses must utilize a nozzle to prevent the constant free flow of water into the wash rack.
 - f. Ensure high-pressure washers are used and maintained according to manufacturer's recommendations if applicable.

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- g. Wash rack drains and catch basins shall be kept clean of all trash and debris.
- h. Notify EMD immediately of any discharges, leaks, blockage of drains or other malfunction (Proponent below). Follow up with submittal of a work request (DA Form 4283) at the Directorate of Public Works (DPW) SharePoint site:
<http://www.lee.army.mil/dpw/dpw.aspx>.
- i. Follow guidelines in the Fort Lee Petroleum Purging Policy when purging petroleum tanks.
- j. All personnel using wash racks must be trained in this Policy, wash rack standard operating procedure (SOP), and Fort Lee MIEMS - Environmental Awareness Training (<http://www.lee.army.mil/dpw/emd/mi.ems.aspx>).

5. Discussion.

- a. Washing and cleaning is an essential element of vehicle and equipment maintenance and is critical to the mission of Fort Lee. However, wastewater from vehicle and equipment washing is typically contaminated with sediment (sand and mud) and petroleum (oil and fuel). Sediment and petroleum can pollute local waterways as well as interfere with the performance of Fort Lee's wastewater collection and treatment systems. To prevent this, each wash rack at Fort Lee discharges to an oil/water separator (OWS) to remove oil and sediment.
- b. To ensure that OWSs operate effectively, they must be periodically inspected and cleaned. Maintenance of wash racks with oil/water separators is scheduled by DPW Operations & Maintenance Division.

6. Responsibilities.

- a. DPW – EMD. The DPW-EMD will oversee the Fort Lee wash rack policy as outlined above. Any changes to POC information should be reported to EMD.
- b. Fort Lee Tenant Organizations, Units and Other Agencies. All tenants will train their personnel involved in wash rack activities using the above guidance and ensure all usage is in compliance with Fort Lee and Army policies.
- c. Primary and Alternate Wash Rack POCs. The POCs will ensure an SOP is developed for the wash rack within their area of responsibility. The wash rack will be secured from unauthorized use to the maximum extent possible and have adequate control measures installed. Signage can be utilized as an operational control measure

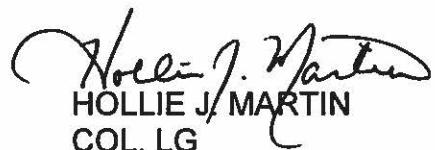
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(example: "Vehicle Wash Only" and "No Dumping of Petroleum or Chemicals"). A list of Primary and Alternate POCs shall be provided to the DPW-EMD for each wash rack.

7. Each organization, resident command, and agency will utilize the SOP developed by the wash rack POC for the wash rack being utilized at the time of operation. Operational and control measures for the wash rack will be followed at all times.

8. Proponent for this policy is Fort Lee Directorate of Public Works Environmental Management Division at (804) 734-5014.



HOLLIE J. MARTIN
COL, LG
Commanding

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Fort Lee Wash Rack POC List

Location (BLDG)	DPW Facility #	Tenant	POC / Alternate POC
1631	1631	AAFES	Sherry Pritchett 861-5585 Cecilie Ryan 861-8063
6210	6255	Skookum	Matt Hawkins 898-9559 James Wyrick 479-7575
6244	N/A	LRC	Larry Moore 734-3114 Brian Minix 734-3475
6275	6281, 6282	TACOM FMX	Kenny Walker 734-4089 Jerry Jones 734-4090
9035	9061, 9062	FMWR (Auto Shop)	James Rhymes 734-6859 Charles Jackson 734-6859
9035	9036, 9037, 9038	DPW-OPS	Cliff Wood 734-5070 Randy Nelan 734-3166
12403	12405	275th CSSB	SGT E. Hernandez 765-4833 SFC N. Simmons 765-4943
17507	17511	Recovery	Gary Winter 765-9479 MSG R. Douglas 765-9482
11040	11048	PTF	Calvin Cropper 734-2516 T. Capurs 605-1702