SUBJECT: Standard Operating Procedure (SOP) summarizes the procedures used for managing fundraising car washes.

1. **PURPOSE.** This SOP summarizes the procedures and use for managing fundraising car washes on Fort Eustis. All Private Organizations/Units shall take responsibility and follow the procedures outlined within this SOP.

2. **SCOPE.** Outdoor car washing may result in a discharge of water to storm drains that are potentially contaminated with gasoline oil, residues from exhaust fumes, and detergents. The water discharged into storm drains eventually reaches rivers, creeks, where it has the potential to impact human health and the environment. This SOP covers the procedures for minimizing the impact of car washing and procedures for conducting fundraising car washes on Fort Eustis.

3. **DEFINITIONS.** The following definitions are provided to support these procedures:

   a. Porous surfaces. Surfaces that allow the movement of water and air to lower levels soil.

   b. Waste water. Any water that has been adversely affected.

   c. Storm drains. Structures designed to drain excess rain and groundwater from paved streets, parking lots, sidewalks, and roofs.

   d. Sewer drain. Transports sewage through cities and other inhabited areas to sewage treatment plants to protect public health and prevent disease. Sewage is treated to control water pollution before discharge to water.

   e. Phosphate. A chemical that has been one of the main ingredients in detergents. Phosphates have harmful effects on health of rivers and other fresh waters because they have higher the normal phosphate levels allowing algae in the water to grow faster than would naturally occur.

   f. Emulsification. The suspension of one liquid in another, for example, oil in water. Detergent that creates this effect is the Dawn brand of detergent.

4. **FUNDRAISING COORDINATION AND PROCEDURES.**

   a. Fundraising Requests.

      (1) Coordination and approvals are required on all fundraising requests. All fundraising requests must be coordinated through 733d Force Support Division (FSD).

      (2) A request for approval to conduct a fundraising event must be submitted to include Private Organization/Unit name, point of contact and phone number, date of request, and date of event. All requests must be received in writing, signed, dated and approved by the Unit...
Commander (if applicable) prior to submission. Once request is submitted to 733 FSD, the approval process may take up to thirty (30) business days for coordination through 633 ABW/JA.

(3) Car Washes are authorized at the Automotive Crafts Shop Car Wash, Building 659 Jackson Avenue, Fort Eustis.

(4) Organizations/Units must ensure Car Wash equipment is used in accordance with manufacturer’s instructions.

(5) Ensure water is conserved during car washing.

b. Fundraising Car Washes performed by organizations/units must comply with the procedures listed above and the following actions must also be completed:

(1) Organizations/Units must schedule car washes with 733 FSD, Building 705, (757) 501-8090, and must submit required fundraising request in writing.

(2) 733 FSD will provide a copy of the fund raising request to the organization/unit indicating the car wash has been approved. The organization must retain a copy of the approval on-site during the car wash.

5. RESPONSIBLE PARTIES: Persons listed below are responsible for implementing the procedures described in this SOP.

   a. Environmental Division

   b. Private Organization/Unit conducting car washes.

   c. 733 FSD, Sustainment Services Division, Fort Eustis Automotive Crafts Shop Personnel

6. CAR WASH INFORMATION/INSTRUCTIONS/PROCEDURES:

   a. Location: Fort Eustis Car Wash, Building 659 Jackson Avenue, Fort Eustis

   b. Point of Contact and Phone Number: Arthur Dennard, Manager, Fort Eustis Automotive Crafts Shop, 757-878-5440.

   c. All Private Organizations/Units must adhere to car wash procedures.

   d. Prior coordination must be made with point of contact listed in Paragraph 6b.

   e. Fees must be paid to Fort Eustis Automotive Crafts Shop during their normal hours of operation prior to scheduled date of car wash. See Enclosure I for car wash options.
f. It is mandatory that all vehicles be washed in assigned Car Wash Bay only.

g. Organization/unit will be responsible for all cleanups.

h. Inspection of area will be conducted before and after car wash by Organization/Unit and a Fort Eustis Automotive Crafts Shop employee.

i. Organization/unit is responsible to maintain proper traffic flow throughout duration of event. Do not block access to the Fort Eustis Auto Repair Shop, Fort Eustis Automotive Crafts Shop and the remainder of Fort Eustis Car Wash Bays. Cones will be provided by Fort Eustis Automotive Crafts Shop. See attached diagram (ENCL 2) for traffic flow directions.

Encl
1. Options
2. Traffic Flow Diagram

ARTHUR DENNARD
Manager, Fort Eustis Automotive Crafts Shop
FUNDRAISING CAR WASH OPTIONS

**OPTION #1** (4 HOUR MINIMUM)

COST: $25 PER HOUR PER BAY (ANYTHING OVER 4 HOURS WILL BE $10 PER HOUR PER BAY)

Organizations/units will utilize the on-site Car Wash equipment (will need to furnish drying materials - towels, etc.).

**OPTION #2** (4 HOUR MINIMUM)

COST: $2 PER BAY FOR FIVE (5) MINUTE WASH UTILIZING CAR WASH EQUIPMENT

Organizations/units will utilize the on-site Car Wash equipment (will need to furnish drying materials - towels, etc.).

ENCL 1