

26 Aug 24

Environmental Standard Operating Procedures (ESOP)

Title: ESOP 4.6 - HAZARDOUS WASTE (HW) HANDLER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department's HW Handler. The HW Handler is responsible for the day-to-day operation of the unit/department's HW site(s). This ESOP should be attached to the individual's appointment letter and placed in the unit's ESOP.

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense.

Responsibility: Personnel assigned as HW Handlers.

Responsibilities:

1. Properly prepare HW for containerization, storage, transportation and turn-in to Environmental Management Department (EMD) on a weekly basis.
2. Mark all containers with appropriate marking requirements.
3. All leaks, releases, or spills must be reported to Fire Emergency Service Department at 911; the Unit-Level Contingency Plan should be activated, followed by a notification to the unit's Environmental Compliance Coordinator (ECC) or Assistant (ECC).
4. Collect and store HW in accordance with direction provided by the HW Site Manager, as outlined in enclosure (2) of Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.9A.
5. Handle, store, or otherwise prevent HW and special wastes from becoming contaminated, damaged, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.
6. As directed, inspect HW accumulation sites monthly, recording the inspection on the EMD-approved form found in enclosure (9) of MCIEAST-MCB CAMLEJO 5090.9A. Inspect HW storage containers for deficiencies and report all discrepancies to the HW Site Manager.
7. Store containers of HW in authorized and approved sites, following all procedures in enclosures (2) of MCIEAST-MCB CAMLEJO 5090.9A.
8. Inform the HW Site Manager if a container becomes full prior to its weekly pickup date.

References:

1. MCO 5090.2 Volume 9
2. MCIEAST-MCB CAMLEJO 5090.9A

Training:

1. All personnel with HW responsibilities must receive training (EM-101) within 90 days of assignment followed by an annual review of the initial training (EM-102) within 12 months.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your command/department is required; refer to the EMD training schedule to determine when these classes are offered.
3. Attend MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations, and functions as required.
4. All training must be documented in the individual's environmental training record and be available for review (EMD form 27) and must be retained for at least seven (7) years for military personnel and 30 years for civilian personnel.