

Standing Operating Procedures (SOP) for Hazardous Material/Hazardous Waste Management Program

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| TITLE: | HAZARDOUS MATERIAL/HAZARDOUS WASTE MANAGEMENT PROGRAM |
| RELATED BO: | 5090.9 |
| PURPOSE: | <p>This SOP establishes the procedures for the management and disposal of Hazardous Materials (HM) and Hazardous Waste (HW) (to include Universal Waste (UW)). These requirements are established under environmental permits and authorizations held by MCB Camp Lejeune. Procedures for the proper management of Medical Waste are provided in enclosure (2) of this Order. Hazardous waste is a sub-category of both solid waste and hazardous material as regulated by the Resource Conservation and Recovery Act (RCRA). Ensure the SOP is placed in the unit's environmental SOP.</p> <p>To the extent possible, commands must utilize an Authorized Use List (AUL) to obtain hazardous material (HM). For purchases made through BLSD, request for HM not listed on the AUL should be made to BLSD for review by the Authorized Use List Committee (AULC).</p> |
| APPLICABILITY: | <p>These requirements are applicable to all organizations aboard MCB Camp Lejeune to include: any command, active, or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps (USMC), Department of the Navy (DON), or Department of Defense (DoD).</p> <p>This section also applies to organizations and contractors organic to or tenanted aboard MCB Camp Lejeune and those in transit or otherwise temporarily resident because of training or mobilization.</p> |
| RESPONSIBILITY: | All personnel who manage hazardous materials and/or hazardous waste. |
| PROCEDURE: | <ol style="list-style-type: none"> 1. <u>Appoint Personnel to Environmental Positions.</u> All personnel with environmental responsibilities will be assigned in writing by the organizational commanding officer/department head within one week of assignment. Appointment letters must be kept on file & a copy forwarded to EMD upon assignment. Appointment letter go-bys are provided on the EMD website (see below). <ol style="list-style-type: none"> a. Positions of environmental responsibility include but are not limited to the following: Environmental Compliance Coordinator (ECC), Assistant ECC (AECC), Environmental Compliance Officer (ECO), Assistant ECO (AECO), HM/HW Site Managers/Handlers, and MW Site Managers. b. Ensure cognizant ECC's and ECO's have sufficient rank & resources to properly manage the organization's environmental program. 2. <u>Development of a Unit/Department Level SOP.</u> Each major tenant command and organizational element routinely generating, handling, or storing of HM/HW will develop an SOP for HM/HW management. The SOP must include: <ol style="list-style-type: none"> a. <u>POC List.</u> Names and telephone numbers of the cognizant ECC, ECO, assigned unit environmental staff, and the Environmental Management Division's directory. b. <u>Training records (Current).</u> Name, rank/grade, title, duties, and HM/HW training records for each current assigned employee. Copies of training certificates should include course information on the back of the original certificate. Training records should also include copy of appointment letters. The form identified in enclosure (a), Record of Training, will be utilized. |

- c. Training records (Archived). Name, rank, title, duties, and HM/HW training records for each employee in a HM/HW billet for the past three years.
- d. Inspections. Copies of all required environmental inspections performed during the preceding 36 months.
- e. Guidance. Guidance provided by the ECC and/or ECO to implement the HM/HW disposal program. This section can be copies of the required orders, a CD containing the required orders or a reference to the Base Adjutant's website <https://intranet.mcieast.usmc.mil/C8/C19/MCB%20ADJUTANT/default.aspx> with the required orders listed. A listing of required guidance documents can be downloaded from the EMD website (see below).
- f. Location Map. Location maps for each HM/HW generation, accumulation, and storage area. It is required that the map also include all oil-water separators, tanks, air emission sources, etc.
- g. Inventory Information. A current Hazardous Material Inventory List (HMIL) must be maintained along with Material Safety Data Sheets (MSDS) for all HM used or maintained in the workplace. HMIL should contain the product name, manufacturer's name, and NSN or product identification number.
- h. Hazardous Waste Profile Sheet (HWPS) DD-1930. Copies of the current HWPS DD-1930 for those wastes generated & stored in an authorized HW storage site (SAA/UWS).
- i. Site Authorization Letter(s). Copies of current SAA/UWS site authorization letters.
- j. Copies of Completed HM/HW Turn-In Worksheets. Copies of Completed HM/HW Turn-In Worksheets for each HM/HW generated during the preceding 12 months. Worksheets must have proper signatures verifying turn-ins.
- k. Environmental Standard Operating Procedures (ESOPs). Periodically, EMD will issue ESOPs for particular practices that have environmental impacts. These must be included in the Unit Level SOP.
- l. Listing of All Environmental-Associated Sites. A current list of all sites that have environmental requirements (i.e. HM/HW Accumulation/Storage Areas, Storage Tanks, Oil-Water Separators, etc) within each command.
- m. Unit Level Contingency Plan (ULCP). Copies of a current ULCP for each site that contains provisions for numerous types of spills that may occur. At a minimum the ULCP will contain the following:
- (1) List of points of contact, and phone numbers of the ECC, ECO, and those local unit personnel authorized to take part in the response.
 - (2) Arrangements with local authorities. For ULCP purposes contacting the Fire and Emergency Services Division (FESD) at 911 satisfies this requirement at the unit level.
 - (3) Immediate actions that trained personnel will take upon finding any type of hazardous substance/oil spill, or fire hazard. This will include actions to give the alarm by either voice command or mechanical device. These actions will be strictly defensive in nature and commensurate with the personal protective equipment available at the time of the incident. Cleanup actions will be conducted only at the direction and under the supervision of FESD or EMD.
 - (4) Equipment required to conduct defensive actions for the materials stored. This information is found in the personal protection information section of the chemical specific material safety data sheet.
 - (5) The plan must also specifically address provisions for petroleum, oil, and lubricants (POL) storage sites (to include wash pads, OWS's), underground storage

tanks (UST) and aboveground storage tanks (AST), PMR sites and MW sites.

(6) **Evacuation and Staging Routes.** Evacuation routes may be the same used in the fire escape plan as long as access is not impinged by the release. A staging area is defined as a pre-designated area out of the potential area of danger where personnel will assemble in the event of an emergency. The ULCP must state a primary and alternate staging area in the event of an emergency.

3. **Identification of Any Unknown HM.** In addition to the liability associated with improperly identified HM, DRMO, Camp Lejeune is prohibited from accepting any HM that cannot be identified by NSN, chemical name, or proper DOT shipping name. Unidentified materials/wastes are an indicator of improper HM/HW management. Because of the severe civil and criminal implications of improper management of HM/HW the highest level of command attention must be given to ensure that such incidents do not occur. If HM cannot be identified, a sample must be collected by EMD personnel and sent to a laboratory for analysis. To identify unknown materials, the following steps should be taken:

a. Units with containers of unidentified, potentially hazardous chemicals should immediately contact their command ECC.

b. The ECC will contact the Environment Management Division (EMD), the cognizant safety office, and the Base Fire and Emergency Services Division, ISS for guidance in proper storage and handling of the materials until identification is accomplished.

4. **HW Storage Site Authorizations.** EMD validates the need for accumulation or storage areas prior to authorization issuance as well as reauthorizes/validates the need on a yearly basis. The types of sites authorized aboard MCBCL are SAA's, UWS's, Medical Waste Sites (MWS) and Precious Metal Recovery Sites (PMR's).^{*SEE DEFINITIONS} Sites will comply with the management and operation requirements stated within this SOP. Establishment of new HW storage sites will require prior approval as follows:

a. The initial recommendation for designating a new accumulation area or storage area will be made by the ECO in consultation with the cognizant ECC.

b. Proposals for HW storage sites aboard MCB Camp Lejeune, will be submitted in writing via the chain of command to the Commanding Officer, MCB Camp Lejeune (Attn: Dir, I&E, EMD). In turn, EMD will issue Site Authorization Certificates annually designating a prescribed amount of waste that can be stored.

c. The number of accumulation areas or storage areas will be at the discretion of the Director, EMD. A final decision will be made after reviewing the unit's waste generation activities following a site visit.

d. Access to sites/areas will be limited to properly trained personnel.

e. Authorized sites should be properly identified. Ensure the Authorization Letter is current and is posted at the designated site. Ensure that the amount of waste stored on the site does not exceed the amount specified in the Authorization Letter.

f. Authorized sites deemed no longer necessary by EMD will be issued a closure letter following a final inspection by unit personnel, ECC, and EMD.

5. **Container Management Requirements**

a. **Selection.** Only Department of Transportation (DOT) approved containers will be used for accumulation and storage of HM/HW. DOT approved containers are those that have successfully passed rigorous testing requirements established by DOT. Subject containers are identified as such by the container manufacturing markings.

b. **Management - HW**

(1) Ensure containers are not damaged, dented, bulged or have deep pitted rust. Contents of damaged containers holding HW must be transferred to serviceable

DOT approved containers.

(2) Bungs and caps must be serviceable and include serviceable gaskets, rings, nuts, and bolts.

(3) Containers must always be closed (wrench tight) during storage, except when it is necessary to add or remove waste.

(4) Containers filled with aqueous solutions, liquids, or sludge will have proper outage/ullage to allow for expansion.

(5) Containers will be stored in a manner precluding damage by rainwater or flooding, excessive heat, etc.

(6) Containers will be stored in a manner restricting access except to properly trained personnel.

(7) Containers in EMD authorized accumulation areas or storage areas will be checked weekly for proper closure, container condition, and evidence of leaks or spills. Discrepancies will be documented, corrected and promptly reported to the command ECO.

c. Required Markings on Containers - HW. Every container will have the following markings placed on the container in a permanent manner in contrasting color to the original container utilizing paint markers, medium or large points, or stencils using permanent paint/ink:

(1) Generating Unit HW/UW Container Marking Requirements

(a) Words. HAZARDOUS WASTE, UNIVERSAL WASTE.

(b) Content. Noun name found on the specific Hazardous Waste Profile Sheet (DRMS Form 1930) provided by EMD.

(c) Accumulation Start Date (ASD). If the HW is accumulated in an SAA, the ASD will be marked once the container is filled or the one-year anniversary, whichever comes first. If the HW is collected in an UWS or 90-Day Site, the ASD must be marked on the container the moment a HW is placed into the HW container. Storage of HW in a SAA will not exceed 365 days.

(2) EMD 90-day Consolidation Site Container Identification Requirements

(a) DOT Label. A diamond shaped DOT identification tool used to identify the hazard class of the contents by means of a specific color, class number, and pictorial representative symbol of the HM.

(b) EPA Waste Number. The EPA identification designator of the type of HW contained.

(c) HMMS generated waste label.

d. Shelf-Life Management Requirements for HM. One of the most effective waste minimization programs is active life-cycle management of hazardous materials before they become hazardous waste. An effective shelf-life extension program is a critical part of life-cycle management. There are two types of shelf-life HM. Type I materials have a definite, non-extendible shelf life. They are marked with an expiration date, after which they must be properly disposed. Type II materials are those for less critical applications, and which can be reinspected/tested periodically to determine their continued fitness for use. Most shelf-life items fall into this category. To manage shelf-life effectively, the following steps should be taken:

(1) All HM's received from an authorized Hazardous Material Control Point (HMCP) will be extended only by the issuing HMCP. Materials received from a HMCP will have the required shelf-life label already affixed.

(2) For HM's not received from an authorized HMCP the following guidelines

will be followed for shelf-life management.

(a) Type I HM with a Manufacture Date & Expiration Date. Dates will be listed on the container or case of containers. These dates should be highlighted for quick viewing or place a shelf-life inspection sticker on the container or case with the dates (month/day/year) & initials of the reviewer. As long as the case remains sealed, one sticker for the outside is sufficient. Once the case is opened & the individual containers are removed, shelf-life stickers should be placed on each container, representing the same date as the shelf-life sticker on the case.

(b) Type II HM with Manufacturer's Test Dates or Reinspection Dates. Test Dates or Reinspection Dates will be listed on the container or case of containers. These dates should be highlighted for quick viewing or place a shelf-life inspection sticker on the container or case with the dates (month/day/year) & initial of reviewer. As long as the case remains sealed, one sticker for the outside is sufficient. Once the case is opened & the individual containers are removed, ensure the test date/reinspection date is printed on the individual container & highlighted. If not, shelf-life stickers should be placed on each container representing the same date as the shelf-life sticker on the case.

(c) Type II HM with no Dates. Place a shelf-life inspection sticker on the outside of the case or individual container upon receipt. Dates placed on the sticker should be Date Inspected (Date of Receipt), Reinspection Date (1-year from Date Inspected) & initials of person placing sticker. As long as the case remains sealed, one sticker for the outside is sufficient. Once the case is opened and the individual containers are removed, shelf-life stickers should be placed on each container, representing the same date as the shelf-life sticker on the case.

(3) Continually rotate stock according to shelf-life dates. This will normally be first in, first out, but may not always be the case. A Best Management Practice is to keep a running inventory that includes the shelf-life reinspection date so that items approaching their reinspection dates will be flagged.

e. Required Markings on Containers - HM. All required information is posted on original containers; ensure this is legible. Place shelf-life inspection labels on HM upon receipt. HM placed in secondary containers must be marked with the same information from the initial container: Product Name/NSN/Manufacturer Info/Hazards.

6. **Mandatory Inspection Requirements**

a. SAA/UWS. Federal and state HW regulations require containers of HW/UW storage containers/areas to be inspected weekly. Written records noting discrepancies as well as corrective actions will be maintained for a period of three years. Inspections should be accomplished by the cognizant HW Site Manager or properly trained alternate if the Site Manager is unavailable. Inspections should be performed using the Weekly Hazardous Waste (HW) Site Inspection Form located on the EMD website (see below).

b. HM Shelf-Life Inspections. HM will be inspected quarterly (every 3 months) for compliance with shelf-life management requirements. Any Type I HM that will expire prior to the next quarterly inspection should be pulled and turned-in to the HMCC. Any Type II HM whose manufacturer's test date or reinspection date expires prior to the next quarterly inspection, should be turned-in to the HMCC for possible shelf-life extension. If re-inspection requirements are satisfactory, the shelf-life can be extended for 1 year only by the HMCC. Guidelines for inspections are follows:

- Containers should be secure & free from leaks, excessive rust, or other contamination
- There should be no sharp dents, bulges or other distortion
- Containers should be securely sealed
- Container contents should show no sign of deterioration

- There should be no evidence of reaction of the contents with the container
- Liquid products should be homogenous with no separation, sedimentation, or other degradation of ingredients
- Contents will not have evaporated
- Solid materials (i.e. powders) will be free flowing w/ no water absorption
- Aerosol spray cans will spray as designed
- Markings on all containers should be securely attached, clear & legible
- There should be no indication that the material will not perform its intended function

7. **Spill Reporting and Response Requirements.** All releases of Hazardous Materials and POL's will be immediately reported to the Fire & Emergency Services Division at the emergency telephone number 911.

a. The ULCP will be prominently posted at each site along with "No Smoking", "Authorized Personnel Only", and "In Case of an Emergency Call 911" signs.

b. Signs will be posted at each entrance to the site and will be legible from a distance of 25 feet.

8. **Organizational HM/HW Turn-In Procedures.** Organizational ECC/ECO's are responsible for coordinating efforts to ensure proper identification, handling, storage, and turn-in of HM/HW. The ECO of an organization having physical custody of HM/HW is responsible for ensuring turn-in for disposal is accomplished in compliance with the following:

a. **Preparation.** The HM/HW will be properly containerized (in compatible containers), marked, and secured to a standard size (40" x 48") pallet. Incompatible HM/HW will not be co-located on the same pallet.

b. **HM/HW/ Turn-in Worksheet.** Each ECO will ensure all turn-ins of HM/HW are accomplished utilizing the current HM/HW Turn-In Worksheet and applicable instructions for its preparation.

c. **Organizational Turn-In Requirements.** A HM/HW Turn-in Worksheet will be prepared for each container- or batch of containers of the same waste/material. The properly completed worksheet must accompany the HM/HW during transport to the HM/HW Consolidation Center (Bldg S-962), EMD, MCB Camp Lejeune. Turn-in for all HM/HW should take place weekly during the times assigned to each Major Support Command (MSC). The following procedures will be strictly followed for turn-in of all Installation HM/HW:

(1) Properly trained unit personnel will prepare and submit the HM/HW Turn-in Worksheet to the cognizant ECO. The signature will certify the accuracy of the identification and estimated volume of the HM/HW/UW being turned-in.

(2) The cognizant ECO (or his/her properly trained authorized representative) will physically inspect the HM/HW and take appropriate action per these guidelines to ensure the accuracy of the identification and the adequacy of containers and associated markings and/or labels. The ECO's signature will certify the accuracy of HM/HW being turned in.

d. **HM/HW Turn-in Worksheet Delivery.** After physical inspection and correction of any discrepancies, the ECO or authorized representative will ensure the ECC receives the worksheet. The ECC will inspect the worksheet and the load upon arrival at the HM/HW Consolidation Center, and perform corrective action as necessary.

9. **HM/HW Consolidation Center (Bldg S-962) Turn-In Operations.** Upon receipt of the worksheet, EMD, personnel will inspect the worksheet and the load upon arrival at the Consolidation Center. EMD personnel will perform the following procedures.

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| | <p>a. Segregate HM/HW.</p> <p>b. Conduct proper Waste Determination. If a HM is found serviceable, and has a potential use for tenant commands it must be processed to the Hazardous Material Management Center.</p> <p>c. Supervise the consolidation and packaging of identified wastes accordingly.</p> <p>d. The acceptance and physical custody of an HM/HW by EMD, Camp Lejeune or other proper authority signifies the generating unit has completed its HM/HW disposal responsibilities in compliance with this Order.</p> <p>e. EMD will arrange for the transportation of HW to and from offsite locations.</p> <p>f. Under no circumstances will HW be transported on public highways by Installation units.</p> |
| REGULATORY CITATION: | <ul style="list-style-type: none"> ▪ Resource Conservation & Recovery Act ▪ 15 NCAC 13A ▪ MCO P5090.2A ▪ MCO 4450.12A |
| EMD WEBSITE | <ul style="list-style-type: none"> • https://facilities.lejeune.usmc.mil/EMD/EMDHome.htm |
| TRAINING: | <p>All Training must be requested through unit ECO -> MSC ECC -> EMD</p> <ul style="list-style-type: none"> • <u>EM 101 – HM/HW Initial Training</u> - Required for all HM/HW Handlers, Site Managers, ECOs, ECCs • <u>EM 102 – HM/HW Refresher Training</u> - Required annually for all HM/HW Handlers, Site Managers, ECOs, ECCs who have received EM101 • <u>EM 103 – Precious Metal (Silver) Recovery Training</u> - Required for all assigned operators of PMR sites • <u>EM105 – AST/UST Management Training</u> – Required for all assigned tank managers • <u>EM107 – Hazardous Material Awareness Training</u> – Required for all personnel stationed aboard MCB Camp Lejeune. <p><u>Shop-Level Training Modules</u> – Modules which involve various environmental media topics applicable to shop level personnel</p> |

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DEFINITIONS:

90-Day Site. Under Federal and State HW regulations, HW generators may accumulate HW for up to 90 days or less without having to obtain a HW storage permit. Failure to transfer a HW container from a 90-day Site to the Base Long-Term HW Storage Facility operated by DRMO or an off-site permitted treatment, storage, or disposal facility within 90 days of the ASD on the container is a violation of EPA and State regulations.

Authorized Use List (AUL). List of Hazardous Materials authorized for procurement by Installation commands. Materials not on the AUL must be reviewed by the Authorized Use List Committee for approval.

Accumulation Start Date (ASD). For 90-Day or Universal Waste sites, the ASD is the date any amount of HW /UW is first placed into a container. For Satellite Accumulation Areas (SAAs), the ASD must be affixed at the point in time when a container is filled with a HW or the 1- year anniversary , whichever comes first. Storage of HW in a SAA should never exceed 365 days. The ASD is also the date any amount of UW is placed into a container at a Universal Waste site. The ASD will be marked in the day/month/year format. To preclude any misinterpretation, the ASD will be an alpha/numeric sequence; such as 26 Mar 05.

Environmental Compliance Coordinator (ECC). An individual with sufficient rank, Staff Non-Commissioned Officer or higher, assigned by their respective Commanding General, Commanding Officer MCB Camp Lejeune, or by the Commanding Officer, MCAS New River that is responsible for the management and implementation of the command environmental program. In addition this term will include the assistant(s) assigned to this position (AECC).

Environmental Compliance Officer (ECO). An individual with sufficient rank, Staff Non-Commissioned Officer or higher, assigned at the regimental, battalion, and base agency (or equivalent) responsible for the management and implementation of the command environmental program. In addition this term will include the assistant(s) assigned to this position (AECO).

Environmental Management Division (EMD) Authorization. A site authorization document issued by EMD identifying specific areas to include: Satellite Accumulation Area, 90 Day Site, Universal Waste Site, Medical Waste Storage Site and Silver Recovery Site.

Excess Hazardous Material (HM). Unused HM for which its custodian has no requirement. This type of material can frequently be returned to the supplying organization, redistributed, recycled or transferred to the HMMC for processing.

Generator. Generator means any person, whose act or process produces HW or UW identified or listed in 40 CFR parts 261 and 273, or whose act first causes a HW to become subject to regulation.

Hazardous Material (HM). A chemical compound or combination of compounds which have been identified by DOT posing or capable of posing a significant risk to public health, safety, or the environment due to its quantity, concentration, or physical/chemical, and/or infectious properties, and/or characteristics.

Hazardous Material Issue Point (HMIP). A facility designated by EMD to store, issue and track hazardous materials by utilizing the Hazardous Material Management System.

Hazardous Material Inventory List (HMIL). Inventory of HM. List included Product Name, NSN or Product Number, Manufacturer & Location.

Hazardous Material Consolidation Center (HMCC). A facility operated by EMD for the management of hazardous waste and hazardous material reutilization.

Hazardous Material Management Center (HMMC). A facility that orders, receives, stocks, and re-issues HM utilizing the hazardous material management system for all major tenant commands. The shelf-life extension program is initiated from this facility.

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Hazardous Material Management System (HMMS). The Hazardous Material Management System (HMMS) is an automated web-based data system providing cradle-to-grave tracking, management, and reporting capabilities for materials and waste.

Hazardous Waste (HW)

A solid waste, or combination of solid wastes, which because of quantity, concentration, or physical, chemical, or infectious characteristics may:

Cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness, or
Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

The two methods used by Federal and State agencies to determine if a solid waste is hazardous are:

Listed HW. A discarded HM no longer usable for its intended purpose and which is named on one of the three HW lists in the HW regulations of the Environmental Protection Agency (EPA) and/or the State HW regulations. The three HW lists are: non-specific source wastes (F), specific source wastes (K), and commercial chemical products (P & U).

Characteristic HW. A discarded HM no longer usable for its intended purpose and which exceeds one or more EPA standards for the characteristics of ignitability, corrosivity, reactivity, or toxicity and which is not otherwise excluded by EPA and State regulations.

HM Handler/HW Handler. An individual assigned in writing by their respective commanding officer or supervisor that specifically prepares HM or HW for transportation, storage, treatment, or disposal. Subject individual must meet training regulations outlined in enclosure (1) of this Order.

HM Site Manager/HW Site Manager. An individual assigned in writing by their respective commanding officer or supervisor that has direction over the proper management of hazardous material or a hazardous waste generation site. The HW Site Manager must meet all training requirements

HW Container Marking Requirements. EPA and State regulations require specific markings for containers authorized within a SAA.

HW Determination. The process used to evaluate whether a material being discarded is a solid waste meeting the regulatory definition of a Resource Conservation and Recovery Act (RCRA) regulated HW. The decision is based on user knowledge and/or scientifically controlled testing of the material to be discarded. This decision is to be determined by qualified RCRS personnel during the turn-in procedure.

HW Generation Site. A specific location where HW is stored, handled, or determined to be no longer usable for its intended purpose. Normally that area of real property in the immediate vicinity of the process which produced the waste.

HW Management. The systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery and disposal of HW.

HW Profile Sheet (HWPS) - DRMS 1930. A form requested by the Defense Reutilization and Marketing Service (DRMS) which lists the physical and chemical characteristics of a waste as well as generator information. This form is required and used by the Defense Reutilization and Marketing Office (DRMO) to assure proper identification of HW. The HWPS is prepared by EMD. HWPS are prepared by the HW program manager and are updated every calendar year. Units authorized to generate HW must obtain the specific HWPS from EMD prior to generating a HW. Current HWPSs will be maintained by the HW Site Manager, ECO, and ECC.

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HW Transportation. The differences between two categories of HW transportation must be understood to assure efficient movement of wastes in compliance with Federal and State HW regulations:

Off-Base Transportation. Transportation of HW on public highways is strictly controlled by Federal and State HW regulations. The Commanding Officer, MCB Camp Lejeune, is registered with EPA and the State as a HW transporter. As a result, MCB Camp Lejeune can legally transport HW on public highways. Examples of public highways are: US-17, NC-24, NC-210, and sections of NC-172 not on MCB Camp Lejeune. Transportation of HW on public highways will be performed by the EMD, MCAS EAD office, or by a properly licensed commercial HW transporter.

On-Base Transportation. Transportation of HW on base highways, which includes NC-172 from Triangle Outpost to the Sneads Ferry Gate, is not considered HW transportation as defined in the Resource Conservation and Recovery Act (RCRA). HW generators are authorized to transport HW on highways within MCB, Camp Lejeune, provided public highways are not used or crossed. All HW moved by the generator will be carried out under the direction of the cognizant ECC. Vehicle operators will have proper HM safety, health, and HW management training; appropriate vehicle operator's license; and written authorization from the cognizant ECC prior to transporting HW. Transportation of HW will be in a cargo variant GOV only. HW must be properly segregated and stored in the rear of the vehicle.

Household HM. HM used by residential activities which could cause harm to humans or the environment if improperly managed or disposed. Household HM includes unused household solvents, cleaning agents, paints, dyes, petroleum products, and pesticides. Household HM are exempt from regulation from disposal requirements as HW but should be separated from household solid waste and properly managed to avoid environmental harm.

Installation HM/HW Program Manager (Base HM/HW Program Manager). EMD-assigned position which serves as the Installation's POC with Federal, State and Marine Corps agencies on routine matters pertaining to HM/HW collection, treatment & disposal.

Long-Term HW Storage. The containment of HW for an indefinite period of time in a permitted facility designed to maintain HW in compliance with Federal and State HW regulations. Storage of RCRA regulated HW, unless in an EMD authorized Satellite Accumulation Area, for longer than 90 days is considered long-term HW storage. DRMO is the only State permitted facility for long-term storage of HW aboard MCB Camp Lejeune.

Major Tenant Command. Tenants whose organizational level is equal to or exceeds a battalion or base department.

Medical Waste Site (MW). The purpose of a MW site is to centrally collect and manage wastes generated, and accumulated during medical processes. The generation, accumulation and storage of such medical wastes are subject to the same HW general management and personnel training requirements as standard HW Sites. Refrigerated storage will be utilized in the event MW cannot be removed within the prescribe time within the authorization, or in the event the MW will jeopardize the safety and/or health of personnel, or contribute to the development of a vermin or insect problem.

Outage. The amount of free space left in a container. Term also known as ullage. The purpose of outage is to allow for expansion. Outage for a liquid in a 55-gallon drum is approximately 4 inches.

Pesticide. Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant, other than any article that:

Is a new animal drug under Federal Food, Drug, and Cosmetic Act (FFDCA) (21 USC 301 et. seq.) Section 201(w), or

Is an animal drug that has been determined by regulation of the Secretary of Health and Human Services not to be a new animal drug, or

Is an animal feed under FFDCA Section 201(x) that bears or contains any substances described by paragraph (a) or (b) of this section.

Precious Metal (Silver) Recovery Site (PMRS). The purpose of a PMRS is to centrally collect and manage silver particles from silver generating processes. Although silver is a regulated HW in excess of 5.0 mg/l, by virtue of a compliant Silver Recovery Program, silver residues and solutions are exempted from Federal and State regulations. PMRSs are subject to the same HW general management and personnel training requirements as standard HW Sites.

Release. The uncontrolled loss of a hazardous material from its storage vessel, to include POL's. All releases are required to be reported to the Fire and Emergency Services Division. Release's of POL's that occur within an enclosed and contained maintenance facility are not subject to this reporting requirement provided they do not have the potential to impact the environment.

Satellite Accumulation Area (SAA). Under Federal and State HW regulations, HW generators may generate and accumulate HW without regard to the 90-day storage limit normally applicable to non-permitted HW storage facilities. The purpose of establishing this special category of HW storage is to assist those generating HW at a slower rate. Previously, generators were required to dispose of partially filled containers, thereby increasing the volume of HW generated. Any work site routinely generating a HW at a rate of less than one full container per 60-day interval may benefit from being designated as a SAA. The SAA will be located at or near the point of generation. A filled container must be transferred within 72 hours to an approved 90-day Site. Failure to comply is a violation of EPA and State regulations. An EMD Authorization for a SAA must be obtained and posted at the site to preclude a 90-day storage violation. EMD authorization will establish individual limits for each SAA. No SAA authorizations will exceed 55 gallons of HW or 1 quart of acutely HW. Size limitations of containers within the SAA are based upon the generator's ability to fill the container within one year; size may be adjusted accordingly.

Shelf-Life Expired HM. Unused HM which has exceeded the useful life specified by the manufacturer or other authority. Unused HM will be brought to EMD consolidation for proper extension/disposition. A hazardous material has either an expiration date (Type I material) or re-inspect/test date (Type II material).

Sludge. Sludge means any solid, semi-solid, or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a wastewater treatment plant.

Unit Level Contingency Plan (ULCP). The purpose of the ULCP is to minimize the potential hazards to human health, the environment, and property associated with hazardous releases. The ULCP is the first line of defense against possible releases and tie into higher level plans such as those required for HM/HW facilities, emergency response plans, facility response plans, spill prevention, control and countermeasure plans, regional and national contingency plans.

Universal Waste. UW is a subset of HW. Any of the following HWs that are subject to the universal waste requirements of 40 CFR part 273: Batteries; Pesticides; Thermostats and Fluorescent Lamps.

UW Site (UWS). The purpose of establishing a special sub-category of HW storage is to assist the generators of UW to track and manage UW. Since UW is a sub- category of HW and remains regulated by Federal and State regulations, UW will be collected and managed in the same manner as HW with the exception of the terminology used for identification and the time limits. UWSs are subject to the same HW inspection and personnel training requirements as standard HW Sites.

Used Oil. Any oil that has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. Used oil may be suitable for further use and is economically recyclable, therefore is managed as a separate category of material.

Waste Minimization. The elimination or reduction to the extent feasible of HW that is generated and would otherwise be subsequently treated, stored or disposed. It includes any source reduction or recycling activity undertaken by a generator that results in either:
The reduction of the total volume or quantity of HW, or the reduction of the toxicity of the HW.

SPILL REPORTING FORM

BO 5090.9

MAY 06 2008

*CALL RECEIVED BY: _____ *RESPONDED BY: _____

*SUBJ: _____

* 1. DATE: _____ TIME: _____

* 2. SOURCE: _____

(Include Serial Number of equipment if available).

* 3. LOCATION BUILDING: _____

* 4. Did Fire Dept. Respond? _____ Name of Responder: _____

* 5. UNIT/AGENCY: _____ POC: _____

* 6. ESTIMATED AMOUNT: _____ GALLONS—QUARTS--PINTS (Circle One)

* 7. TYPE OF SUBSTANCE: _____

8. SAMPLES TAKEN: _____

9. SLICK DESCRIPTION: (NONE) OR _____

10. ACTION TAKEN: _____

11. ON SCENE WEATHER _____

12. OIL SPILL MOVEMENT: (NONE) OR _____

13. DAMAGE: (NONE) OR _____

14. POTENTIAL DANGER: (NONE) OR _____

15. CAUSE OF SPILL: _____

16. PARTIES PERFORMING SPILL REMOVAL: _____

17. ASSISTANCE REQUIRED: NO ADDITIONAL OR _____

TO BE FILLED OUT BY EMD:

** 18. TELEPHONE REPORT WAS MADE TO NRC--TIME _____ DATE _____
CONFIRMATION NUMBER IS _____. TELEPHONE REPORT WAS MADE TO NC
DIVISION OF EMERGENCY--TIME _____ DATE _____, POC IS _____.

** 19. POINT OF CONTACT IS HM/HW PROGRAM MANAGER, ENVIRONMENTAL COMPLIANCE
BRANCH, ENVIRONMENTAL MANAGEMENT DIVISION, INSTALLATION AND ENVIRONMENT
DEPARTMENT, AT DSN 751-1482.