



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

IN REPLY REFER TO:

5090.9

BEMD

JUN 30 2010

From: Commanding Officer, Marine Corps Base, Camp Lejeune

Subj: ENVIRONMENTAL STANDARD OPERATING PROCEDURES (ESOP)-
CONSOLIDATION/TURN-IN OF HAZARDOUS MATERIAL

Encl: (1) ESOP - Consolidation/Turn-In of Hazardous Material

1. Enclosure(1) is provided as a standard operating procedure defining environmental requirements applicable to Marine Corps Base, Camp Lejeune (MCB CamLej) commands/departments, tenants, and contractors. This ESOP must be placed in the unit's environmental standard operating procedure binder for review during biannual environmental compliance evaluations (ECEs). These ESOPs can also be found at https://intranet.emportal.usmc.mil/sites/le/ECP_SOP/default.aspx

2. The point of contact is Mr. Tony Recob, Environmental Compliance Branch, Environmental Management Division, Installations & Environment Department, at telephone 451-1482.

A handwritten signature in black ink that reads "John R. Townson".

JOHN R. TOWNSON
By direction

Distribution A

Environmental Standing Operating Procedure (ESOP)

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| ESOP 9.6 | CONSOLIDATION/TURN-IN OF HAZARDOUS MATERIALS |
| RELATED BO: | BO 5090.9 |
| PURPOSE: | <p>This SOP establishes the procedures and guidelines for utilization of the Hazardous Materials Consolidation Site (HMCS), located on Michael Road, Building 962, adjacent to the Base Fuel Farm and the Hazardous Materials Control Center (HMCC), Bldg 908, located across from the HMCS.</p> <p>The HMCS and HMCC effectively allows units to remove excess or spent hazardous materials from their commands, thereby reducing the potential for hazardous material/waste violations. In many instances, materials received at the HMCS or HMCC have the potential to be further utilized by other commands, recycled for beneficial reuse, or be managed as a solid waste versus a hazardous waste.</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). Procedures in this ESOP do not apply to commands tenant to Marine Corps Air Station (MCAS), New River.</p> <p>This section also applies to organizations & contractors organic to or tenanted aboard MCB, Camp Lejeune and those in transit or otherwise temporarily resident because of training or mobilization.</p> |
| RESPONSIBILITY: | <p>Since the success of this effort requires the timely movement of excess or spent materials to the HMCS, there is a shared responsibility between the HMCS & HMCC personnel, each command's Environmental Compliance Coordinator (ECC) or unit-level Environmental Compliance Officer (ECO), and the participating unit's on-site personnel.</p> |
| PROCEDURE: | <p>1. PROPER SHELF-LIFE MANAGEMENT OF HM</p> <p>a. Approximately 50% of MCBCL's hazardous materials turned in for disposal are unused and in their original packaging. The material has simply reached the end of its' designated shelf-life before being used.</p> <p>b. Good shelf-life management prevents hazardous material from becoming hazardous waste. Procedures for proper shelf-life management are outlined in BO 5090.9.</p> <p>c. All HM should have shelf-life labels, preferably yellow HMMS labels.</p> <p>(1) Units having HMs <u>with</u> HMMS labels whose expiration date will be reached prior to use initiate contact with the HM/HW Program Manager, EMD (451-1482) to see if the shelf-life of these materials may be extended.</p> <p>(2) Units supported by HMMS & having HMs <u>without</u> a yellow HMMS label should initiate actions through the HM/HW Program Manager to obtain HMMS these labels.</p> <p>(3) Units that are not supported by HMMS will initiate actions to label their HMs utilizing a suitable substitute for the HMMS label.</p> |

PROCEDURE:

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2. UNIT LEVEL POINT OF GENERATOIN.

- a. Units shall not pre-mark excess or spent materials as a "waste" or "hazardous waste."
- b. It is the responsibility of each command to complete required turn-in documentation, to properly package and secure loads, and to transport their excess or spent materials to the HMCS on that command's assigned day. Commands will adhere to the weekly turn-in schedule unless prior approval has been given by the RCRS Section Head. Units with special needs or extremely large amounts of HM should coordinate a "Special Turn-In" with the RCRS Site Manager the day prior to their scheduled turn-in.
- c. Hours of Operation & Turn-In Schedule are as follows:

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| (1) Mon | By Appointment Only HMCC Open | 0800-1130/1300-1500 |
| (2) Tues | 2d MLG MCB/Tenant Commands HMCC Open | 0800-1130 1230-1530 0800-1130/1300-1500 |
| (3) Wed | 2d MARDIV Contractors HMCC Open | 0800-1130 0800-1130 0800-1130/1300-1500 |
| (4) Thurs | II MEF/MARSOC/EMI Facility Contractors HMCC Open | 0800-1130 0800-1130 0800-1130/1300-1500 |
| (5) Fri | By Appointment Only Free Issue Battery Program HMCC Open | 0800-1000 0800-1130 |
- d. Last vehicle must be received & staged at the HMCS not later than 1100 for morning turn-in or 1500 for afternoon turn-in to allow for processing.
- e. Command ECCs and ECOs are responsible for ensuring materials designated for consolidation at the HMCS are: properly packaged for transportation; properly marked as per existing guidelines; properly secured to prevent movement and spillage of the load during transport; and transported in cargo variant Government or contractor-owned vehicles.
- f. Government or contractor-owned or personal civilian sedans, buses, vans, or other passenger vehicles will NOT be utilized for the transportation of hazardous materials or waste.

3. TRANSPORTATION OF HM/HW TO THE HMCS/HMCC

- a. Commands will transport their excess or spent materials to the HMCS on that command's assigned day. Units authorized to store containers marked "Hazardous Waste" are NOT allowed to transport their HW upon public highways. These public thoroughfares have been identified as Highways 17, 24 and 172, external of the Base boundaries. Transportation on these public thoroughfares requires strict compliance with the Department of Transportation (DOT) rules and will be completed by HMCS staff ONLY. Contact the HMCS at 451-1482 for transportation requests.

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| <p>PROCEDURE: (cont)</p> | <p>b. Motor vehicle operators must ensure they have received proper training to transport hazardous materials.</p> <p>c. Each unit transporting hazardous materials to the HMCS will ensure the unit's trained hazardous materials handler, site manager, or ECO accompany their HMs and the assigned representative has a current level of documented training. A ground guide is required for each vehicle entering the HMCS compound.</p> <p>d. A properly completed Hazardous Material Worksheet (HMW) must be in the transport vehicle and submitted to the HMCS staff for each material destined for turn-in at the HMCS, or for transportation from outlying areas which would involve movement on the public highways. Hazardous materials received at the HMCS will be screened against the materials noted on the HMW</p> <p>e. Incomplete or incorrect disposal worksheets will be returned to the on-site ECC or ECO for resolution prior to further processing. Personnel assigned to the vehicle must remain with that vehicle until a complete off-load has occurred.</p> <p>3. <u>RECEIPT AT HMCS/HMCC</u></p> <p>a. Upon receipt of the HM at the HMCS, it is the responsibility of the HMCS staff to complete appropriate analysis or material characterization for reuse, if possible, & assist the unit with relocation of the HM to the appropriate management areas within the HMCS.</p> <p>b. The following is a list of HM normally received at the HMCS & specific handling requirements for each:</p> <p>(1) <u>Batteries</u></p> <p>(a) Types of batteries received include:</p> <p>(i) Primary – Non-rechargeable (i.e. One-time use batteries). May be listed on a single turn-in document, but number & type of each battery must be listed on the document. Alkaline batteries will be on a separate document from communication batteries.</p> <p>(ii) Secondary – Rechargeable Batteries: Nickel Cadmium; Nickel Metal Hydride; Rechargeable Lead Acid; Lithium Ion</p> <p>(iii) Wet Cells – Automotive, heavy equipment, generators</p> <p>(iv) Gel Cells – Same as wet cell + marine</p> <p>(b) All terminals on all communication batteries will be covered by unit personnel with duct tape to preclude an electrical dead short prior to turn-in. The tape cannot cover any of the identifying markings on the battery.</p> <p>(c) The CDD switch on Lithium Sulfur Dioxide batteries will not be activated.</p> <p>(d) Used Communication Batteries will not be placed in plastic bags, if in original packaging, turn in as is.</p> <p>(e) All communication batteries will be properly packaged before transport to the HMCS or HMCC.</p> |
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| <p>PROCEDURE: (CONT)</p> | <p>(f) Cracked lead acid battery cases, batteries missing terminal caps or other damaged areas which may result in a release of acid will be sealed with silicone, placed into double plastic bags, and then in an appropriate overpack container.</p> <p>(g) All wing nuts, bolts, terminal ends/connectors will be removed from the battery post by unit personnel prior to loading/transport to the HMCS. Unserviceable lead connectors should be turned in as scrap lead (see #15).</p> <p>(2) <u>NBC Equipment</u></p> <p>(a) Examples: Filters from gas masks and vehicles; 256 and 258 Decon Kits; Water test kits</p> <p>(b) Unit personnel should remove kits from their plastic case. Disposal of the case should be at unit solid waste dumpster.</p> <p>(3) <u>Aerosol Spray Cans</u> – Aerosol cans in a-d may be listed on the same turn-in document, but the number of each type must be provided. Prior to transport, unit personnel will pre-sort aerosol spray cans by type. Units will NOT remove metal/plastic covers, labels or spray nozzles. Properly marked containers will be provided at the Consolidation Site for unit personnel to transfer their material into. In most instances, the unit's management containers will be returned to the organization. Types of aerosol spray cans accepted include:</p> <p>(a) Spray Paints</p> <p>(b) Halogenated Spray Cans – Water Displacing Compound; Contact Cleaner; Corrosive Preventive Compound; Cleaning Compound Solvent; Heavy-Duty Degreaser; Lubricating Compound; Synthetic Adhesive</p> <p>(c) Non-Ignitable Aerosol – Aircraft Cleaning Compound; Penetrating Fluid</p> <p>(d) Ignitable Aerosol – Perm Silk Aerosol; Engine Starting Fluid; Corrosive Preventive Compound; Deodorant; Solid Film Lubricant</p> <p>(e) Personal Pest Control – DEET; Permethrin</p> <p>(4) <u>Adhesives/Seating Compounds</u> - Properly marked containers will be provided at the Consolidation Site for unit personnel to transfer their material into. In most instances, the unit's management containers will be returned to the organization. Types of adhesive/seating compounds accepted include:</p> <p>(a) Regulated (RCRA) – Rubber Based Adhesive; Adhesive Tent Patching; Adhesive Rubber Base; Contact Adhesive; Adhesive Nitric Rubber Base; Gas Kit Sealing Compound; Blue Multipurpose Zodiac; Permatex 1372; Zodiac; Sealing Compound; Epoxy-Patch; Silicone Compound; Adhesive Compound; Adhesive Asphalt</p> <p>(b) Non-Regulated (RCRA) – Sealant Silicone RTV; Adhesive Kit 2216B/A; Silicone RTV GP; Adhesive Silicone; Thread Compound; N6505 Adhesive; Anti-Seize; Adhesive w/ Curing Agent; Form-a-Gasket; Silicone Compound</p> |
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PROCEDURE:

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(5) Paint (Full, Partially Full or Empty)

- (a) Types: Oil-Base; Alkyd; Enamel; CARC; Latex
- (b) Paints should be segregated by unit personnel based upon type into properly marked & sealed containers. Oil-Base, Alkyd, and Enamel paints may be turned in on the same document, but the number of each type must be provided. Paints will not be poured or mixed with other paints.

(6) Rags/Matting

- (a) Place in containers which are marked with the appropriate noun name "POL Used Rags & Matting."
- (b) Unit personnel will transport these items to the HMCS & will empty their management containers into on-site management devices as directed by HMCS personnel.
- (c) Rags & matting contaminated with HM other than POL (ie. solvents) will NOT be placed in the POL Used Rags & Matting container. This material should be containerized separately, labeled with the HM it contains, & turned in at the HMCS on the command's assigned turn-in day. List the contents of this container on the HM Worksheet with the corresponding solvent name & include a MSDS for the solvent with the paperwork.

(7) Armory Debris (excluding Hilco products)

- (a) Place in separate containers which are marked with the appropriate noun name (ie. "armory debris").
- (b) Armory debris includes Q-tips, cleaning cloths, swabs, patches &, in the case of crew-served weapons, rags.
- (c) Unit personnel will transport these items to the HMCS & will empty their management containers into on-site management devices as directed by HMCS personnel.

(8) Soils

- (a) Spill residue or soils contaminated with POLs will be collected & transported to the HMCS by unit personnel.
- (b) Rocks, cement or other debris must be removed prior to placement into the contaminated soil accumulation area.
- (c) Spill residues contaminated with solvents or other hazardous non-petroleum based products will NOT be placed in the soil accumulation area. These items will be managed as directed by the unit ECO or major command ECC after coordination with the HMCS personnel.

(9) Used Dry Sweep

- (a) Dry Sweep contaminated with POLs (oils) will be collected & transported to the HMCS by unit personnel.
- (b) Dry Sweep contaminated with solvents or other hazardous non-petroleum based products will NOT be placed in the Used Dry Sweep container. These items will be managed as directed by the unit ECO or major command ECC after coordination with the HMCS personnel.

PROCEDURE:

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(10) Fluorescent Lamps/Bulbs

- (a) Spent/expired lamps will be turned in at the HMCS on the scheduled turn-in day of each week.
- (b) Broken lamps should be collected, double-bagged & turned in at the HMCS along with whole lamps.

(11) Mercury/Mercury-Containing Devices

- (a) Mercury-containing devices (i.e. thermostats, levels, med equipment/items) should be turned in at the HMCS as one complete unit.
- (b) No attempt should be exerted to separate mercury or mercury-containing devices from any equipment or housing.

(12) Fire Extinguishers (except Halon)

- (a) Excess spent extinguishers or extinguishers that do not meet current BO 11320.1L Fire Regulations will have the trigger assembly removed (after pressure has been released & all fire extinguisher media emptied).
- (b) All components will be turned in at the HMCS.
- (c) For Halon extinguishers, the command ECC should contact RCRS, EMD for guidance.

(13) Oil & Fuel Filters.

- (a) All oil and fuel filters, including transmission filters, will be hot drained for 24 hours prior to turn-in to the HMCS.
- (b) Oil filters will have the top of the filter punched. This is to comply with the state mandate that oil/fuel filters will not be disposed of in North Carolina landfills effective October 2009.
- (c) A proper DOT container with a lid to reduce the potential of leakage will be utilized to consolidate/transport the oil and fuel filters for weekly turn-in at the HMCS.
- (d) Mark the container Used Oil/Fuel filters.

(14) Lead/Silver/Tin Solder

- (a) All residues or pieces of lead/silver/tin solder will captured and turned in each week.
- (b) A proper DOT container will provided by HMCS upon request. Mark the container 'Used Solder' with the proper nomenclature (lead or silver or tin) of the solder.

(15) Lead Items

- (a) All lead item/scrap (lead wheel weights, marine sacrificial anodes, damaged battery cable ends, and non munitions scrap items) will be collected and turned in weekly. The items are inherently recyclable and cannot be removed from the installation. This is important to pass to your personnel due to the potential for unlawful sale of recyclable government property.
- (b) A proper DOT container will be provided by HMCS upon request. Mark the container 'Lead Items for Recycling'.

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| <p>PROCEDURE: (CONT)</p> | <p>(16) <u>Empty Containers that Previously Contained POL or Antifreeze</u></p> <p>(a) All empty containers that had previously container POL or antifreeze will be brought to the HMCS.</p> <p>(b) Metal containers will be triple rinsed at the HMCS by the command, crushed, and placed in the metal bin.</p> <p>(c) Plastic containers will be triple rinsed and placed in EMD's dumpster for recycling.</p> <p>(17) <u>Plastic Bags</u> - Plastic bags are NOT approved as the sole containers for the transportation of HM. Materials placed in plastic bags must be secured in an overpack container prior to transport.</p> <p>c. The following is normally received at the HMCC on a daily basis:</p> <p>(1) <u>Household Hazardous Materials</u></p> <p>(a) Active-duty personnel and their dependents residing within Base housing units may bring new or unused home or garage products to the HMCS within their personal vehicle.</p> <p>(b) Acceptable items include household cleaners solvents/thinners, furniture strippers, wood preservatives, automotive fluids, paints, polishes and lighter fluids.</p> <p>(c) Products must be in the original containers and must display all labels and warnings. (d) Personnel needing additional information should secure a copy of "Camp Lejeune's Household Hazardous Material Collection Program" pamphlet from the Base Family Housing Office or HMCS personnel.</p> <p>(2) <u>Free Issue HM</u> HM that is turned in at the HMCS but has been determined to be eligible for re-use is sent to the HMCC at Bldg 908. These HMs are available as Free Issue. Contact RCRS for inventory of Free Issue HM located at the HMCC, Bldg 908 on Michael Road.</p> |
| <p>REGULATORY CITATION:</p> | <ul style="list-style-type: none"> • MCO P5090.2A • RCRA Part B Permit • BO 5090.9 |
| <p>TRAINING:</p> | <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 |

| DOCUMENT OWNER: ECB, EMD | | | |
|--|-------------|---|---------------------------|
| Record of Revision to the <i>ESOP Consolidation/Turn-In of Hazardous Materials</i> | | | |
| Revision Number | Date | Summary of Change | Signature |
| INITIAL DISTRIBUTION | 08162005 | DISTRIBUTED UNDER POLICY LETTER TO DISTRIBUTION A | <i>PH Raper</i> , ECB/EMD |
| Update | 11242008 | RE-DISTRUBTED UNDER POLICY LETTER TO DISTRIBUTION A | <i>K. Humes</i> , ECB/EMD |
| Update | 6/2010 | RE-DISTRUBTED AS ESOP 9.6 TO DISTRIBUTION A | <i>AL Recob</i> , ECB/EMD |
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MCB CAMP LEJEUNE

HAZARDOUS MATERIAL/WASTE - TURN-IN DOCUMENT

COMPLETED BY EMD/RCRS

Profile Number:

Container Number:

Waste Type (HW/HM/UW):

HMMS Data Entry:

Bay Number:

RCRC Initials/Date:

Transported Properly:

 Y N

Re-Issue / Reuse:

Packaged Properly:

 Y N

Comments:

UNIT IDENTIFICATION:

Major Command:

Building:

Unit Name:

Phone Number:

Unit Point of Contact:

PRODUCT IDENTIFICATION:

Product Name:

Manufacturer:

NSN or Product Number:

MSDS Serial Number:

Turn-In Quantity:

Container Size:

If from a Satellite Accumulation Area (SAA), what is the Accumulation Start Date (ASD):

CERTIFICATION:

ECO/AECO Certification: I certify that I have physically inspected the above described material/waste and that the material/waste is in compliance with disposal directives.

Printed Name/Rank:

Signature:

Email:

Digital Signature:

Date:

ECC/AECC Certification: I certify that this form is complete, accurate, and ready for submission to the EMD Document Section.

Printed Name/Rank:

Signature:

Email:

Digital Signature:

Date: