

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 daily operation of the unit/department's SAAs. This ESOP should be attached to the individual's appointment letter and also be placed into the unit/department environmental binder.

Applicability: This title is applicable to all organizations on Marine Corps Base Camp Lejeune, including: 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. Ensure SAA environmental compliance requirements, as outlined in enclosures (14) of MCIEAST-MCB CAMLEJO 5090.9A, are implemented for each type of HW accumulated.
2. Properly prepare HW for accumulation and turn-in to Environmental Management Department (EMD) as needed.
3. All leaks, releases, or spills into the environment shall be reported to 911. In addition, enclosure (9) of MCIEAST-MCB CAMLEJ Order 5090.9A must be completed and maintained in the unit's/department's environmental binder. The Unit-Level Contingency Plan shall be activated.
4. Ensure that all HW containers are managed in a manner that prevents contamination, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health and the environment.
5. Report SAA accumulation discrepancies to the HW Site Manager.

References:

- (a) MCO 5090.2
- (b) MCIEAST-MCB CAMLEJO 5090.9A
- (c) MCIEAST-MCB CAMLEJO 5090.4B

Training:

1. All HW Handlers must complete EMD on-the-job training or receive initial training (EM-101) within 90 days after written assignment followed by an annual review of the initial training (EM-102) within 12 months after completion of initial training.
2. Additional EMD-sponsored training that encompasses the requirements of other environmental media within your unit/department as required; refer to the EMD training schedule to determine when these classes are offered.

3. Attend MCIEAST-MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations and functions.

4. All HW Handlers training must be documented in each individual's environmental training record and be available for review.

Record of Revision

Revision Number	Date	Summary of Change	Signature
Update	06012014	Update formatting and content	<u>S.J. Azok</u> ECB/EMD
Update	02032021	Update formatting and content	<u>V.K. Hensley</u> ECB/EMD
Update	1200722	Update formatting and content	<u>V.K. Hensley</u> ECB/EMD