

**Environmental Standard Operating Procedures (ESOP)**

Title: ESOP 4.7 - MEDICAL WASTE (MW) SITE MANAGER RESPONSIBILITIES

Purpose: This ESOP establishes the responsibilities for the unit/department-level MW Site Manager. The MW Site Manager is responsible for conducting the day-to-day management and oversight of the unit/department's authorized MW site. **This ESOP should be attached to the individual's appointment letter and also be placed into the unit ESOP.**

Applicability: This section is applicable to all organizations aboard Marine Corps Base, Camp Lejeune 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 MW Site Managers at authorized MW sites.

Responsibilities:

1. Ensure Installation and command management requirements, as outlined in BUMEDINST 6280.1C and DHA-PI6050.01, are implemented for each type of MW routinely collected and managed for disposal.
2. Ensure only authorized, properly trained, and supervised personnel are allowed to handle MW or perform associated inspections and recordkeeping.
3. Schedule training for each newly assigned Assistant Site Manager through their cognizant Environmental Compliance Coordinator (ECC).
4. In the event of a MW spill, ensure cleanup is conducted by trained personnel only and is in accordance with OSHA standards and the unit's Unit Level Contingency Plan. Makes notification of spill to the ECC/Assistant Environmental Compliance Coordinator (AECC).
5. The presence of MW more than five days from the initial point of generation should be reported to the ECC/AECC. Ensure MW pickups are made on a weekly basis. Ensure the MW Site Manager notifies the cognizant Environmental Compliance Officer by telephone with written follow-up anytime weekly turn-ins cannot be performed.
6. Provide instructions and supervision required to ensure all MW disposal activities are carried out in compliance with this order.
7. Ensure that all MWs are managed in a manner that prevents contamination, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.
8. Ensure containers of MW are confined to authorized and approved accumulation areas.

References:

- (a) 15A NCAC 13B.1200
- (b) NAVHOSPCAMLEJINST 6280.1J
- (c) MCIEAST-MCB CAMLEJO 5090.9A
- (d) BUMEDINST 6280.1C

(e) DHA-PI6050.01

Training:

1. All personnel assigned as MW Site Managers must receive training (EM-109 MW Training) within 90 days of assignment.
2. Employees assigned to tasks where exposure may occur will receive Bloodborne Pathogen training upon initial assignment and annually thereafter.
3. All training must be documented in the individuals' environmental training record and be available for review (EMD form 27) and must be retained for at least seven (7) years.

Record of Revision

| <b>Revision Number</b> | <b>Date</b> | <b>Summary of Change</b>      | <b>Signature</b>               |
|------------------------|-------------|-------------------------------|--------------------------------|
| Update                 | 06012014    | Update formatting and content | <u>S.J. Azok</u><br>ECB/EMD    |
| Update                 | 02032021    | Update formatting and content | <u>V.K. Hensley</u><br>ECB/EMD |
| Update                 | 07032023    | Update formatting and content | <u>V.K. Hensley</u><br>ECB/EMD |

