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Environmental Standard Operating Procedures (ESOP)

Title: ESOP 9.01-HAZARDOUS MATERIALS MANAGEMENT PROGRAM

Purpose: This ESOP establishes the procedures for the proper management and disposal of Hazardous Materials (HM). These requirements are established by Marine Corps Order 5090.2 to reduce environmental liability of and comply with environmental permits held by and regulations required of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ). This ESOP must be placed into the unit's/department's environmental binder.

Applicability: This title applies to all organizations on Marine Corps Base Camp Lejeune (MCB CAMLEJ), 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: MCIEAST-MCB CAMLEJ subordinate commands and staff sections on MCB CAMLEJ and tenant organizations and contractors on MCB CAMLEJ.

Responsibilities: Environmental Compliance Officers and their assistants, Environmental Compliance Coordinators (ECCs) and their assistants, HM Site Managers, and HM Handlers assigned duties within MCIEAST-MCB CAMLEJ subordinate commands on MCB CAMLEJ and tenant organizations and contractors on MCB CAMLEJ shall comply with the following procedures:

a. Authorized Use List (AUL). An AUL is an approved list of HM needed to meet the operational requirements of a command, facility, or work center. An effective AUL process supports the reduction of on-hand HM inventory levels, efficient tracking and visibility of HM inventory, "cradle-to-grave" management, reduces the amount of HM that becomes a Hazardous Waste (HW), and promotes the use of Environmentally Sustainable Products (ESP). Each work center within a unit/department that utilizes HM is required to maintain an AUL. All work center AULs will be submitted to Environmental Management Division (EMD) via the functional mailbox at Lejeune_AUL@usmc.mil to be reviewed for sustainable product substitution and input into Enterprise Application Software (EAS). Only HM approved on the individual work center's AUL may be purchased, stored, or used by that work center. The work center will review the AUL periodically to ensure accuracy based on current and reasonably foreseeable (i.e., 90-day) mission essential processes and procedures. EMD/Resource Conservation and Recovery Section (RCRS) will continuously monitor and review the AUL for ESP substitutions. As ESP are identified, HM replaced by ESP will no longer be authorized for use unless units/departments provide the Environmental Management Division/Resource Conservation and Recovery Section (EMD/RCRS) documentation requiring non-ESPs.

(1) The following list of exempt HM are excluded from AUL requirements:

- (a) Alkaline batteries;
- (b) Rechargeable communication batteries;
- (c) Consumer grade lithium batteries;
- (d) Maintenance-free, sealed lead acid batteries, weighing less than 99 pounds, and intended for motor vehicle use;

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- (e) Janitorial supplies - non-concentrated, one gallon or Less;
- (f) Pesticides and insecticides - non-concentrated, for personal use (e.g., OFF bug spray);
- (g) Article or solid manufactured items (e.g. rechargeable battery in a metal detector);
- (h) Nuclear, radioactive or biological HM;
- (i) HM associated with in-theater wartime Operations;
- (j) Ammunition and explosives;
- (k) Pharmaceuticals;
- (l) HM used for lab testing within a medical facility;
- (m) Compressed gas cylinders that are associated with or intended for medical processes; and
- (n) Fire extinguishers.

b. Installation-Wide Consolidated Authorized Use List (AUL). The consolidated AUL is a list of HM approved for use on MCB CAMLEJ. The installation-wide consolidated AUL is derived from work center-level AULs. HM on the consolidated AUL may be immediately available to add to unit/department AULs.

c. Receipt of HM by End-Users. Full manufacturer shelf-life will be granted when initial EAS labels are created for HM at EAS issue points. Upon receipt, the work center or end-user assumes responsibility for "cradle-to-grave" management of the HM. The work center or end-user will ensure that HM management meets the following requirements:

(1) The HM packaging is clearly labeled by the manufacturer and is free of any defects, including leaks, dents, and rust;

(2) The HM is identified with an EAS label, (see paragraph d. below if the material is received without an EAS label) with the following information:

- (a) Material/Trade Name;
- (b) Manufacturer;
- (c) National Stock Number (NSN)/Local Stock Number (LSN);
- (d) Safety Data Sheet (SDS) Number;
- (e) Expiration (Exp.) Date;
- (f) Lot/Batch Number;
- (g) Serial Number; and

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(h) The HM has a minimum of 85 percent of shelf-life remaining unless the HM will be used immediately.

d. HM without EAS Labels. If HM is received by the work center or enduser without an EAS label, it is the work center's or end-user's responsibility to complete the "MCIEAST-MCB Camp Lejeune Hazardous Material Label Request," Form MCIEAST-MCBCAMLEJ/G-F/EMD/13, available at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/emd-approved-Forms/>. End-users may email the completed request form to Lejeune_hazmat@usmc.mil. It is the end-user's responsibility to ensure that the EAS labels are correctly adhered to each HM container regardless of the unit of issue. If end-users have any questions regarding EAS labeling processes, procedures, or requirements, they may contact EMD/RCRS at Lejeune_hazmat@usmc.mil.

(1) Each HM container will have an EAS label with required information unless it meets the conditions presented in paragraph d. (2) immediately below.

(2) An EAS label is not required to be adhered to the HM if it is not feasible to apply (e.g., to small containers) without covering any of the directions, product identification (e.g., NSN, Part Number, Manufacturer, Material Name, Unit of Measure, manufacture (MFG.) Date, Expiration Date, and Re-inspect/Test Date) or warning labels.

e. Storage. Proper management of HM while in storage will increase safety and material quality while decreasing disposal of unopened or unused HM due to shelf-life expiration.

(1) Wholesale (e.g., ServMart) and retail HM suppliers will ensure adequate shelf-life remains on HM that will be sold or issued to work centers or end-users. Any HM that does not have adequate shelf-life may be evaluated by suppliers, and the supplier may extend the HM shelf-life before issue. Proper stock rotation is required to ensure materials with the shortest shelf-life are issued first. This practice is commonly known as "First In, First Out" (FIFO).

(2) End-users will ensure:

(a) All manufacturer recommendations for HM storage are followed, including temperature, environment, and packaging. The HM must be stored in controlled locations with access limited to authorized personnel only;

(b) The HM are properly segregated to ensure proper hazard compatibility for storage; and

(c) Proper stock rotation is required to ensure materials with the shortest service-life are utilized first, practicing FIFO.

(3) Shelf/Service-Life Inspections. ECCs shall conduct monthly inspections to ensure HM stored aboard MCB CAMLEJ have adequate shelf/service-life and containers are in good condition. During the monthly ECC inspections, HM shelf/service-life will be inspected to ensure each HM has an adequate shelf/service-life remaining. Materials reaching their specified shelf/service-life shall be prepared for turn-in and available for pick-up during their next regularly-scheduled HM Curbside Service.

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f. HM Curbside Service. EMD/RCRS provides all units/departments on MCB CAMLEJ a Curbside Service for HM pick-up. ECCs and HM Site Managers are responsible for coordinating proper HM identification, handling, and storage of HM before pick-up. Curbside Service is normally available Monday through Friday from 0730-1430, and there is no HM quantity or pick-up limits for HM pick-up service. Units/departments shall not pre-mark excess or spent HM as "Waste," "Hazardous Waste," "Bad/Used," or other similar language.

(1) Materials will be properly identified and containerized to ensure their compatibility for transportation. Incompatible HMs will not be on the same pallet.

(2) Trained personnel will ensure all HM pick-up requests are submitted using the current "Hazardous Material/Waste-Turn-In Document," Form MCIEAST-MCB CAMLEJ/G-F/EMD/16, which can be found at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/emd-approved-Forms/>. Submit completed forms to Lejeune_hazmat@usmc.mil and wait to be contacted by EMD/RCRS personnel for an appointment.

(3) Upon arrival at the HM pick-up site, EMD/RCRS and properly trained personnel (i.e., the ECC, the HM Site Manager, or the HM Handler) will inspect the HM and identify any discrepancies. It is the unit's/department's responsibility to correct discrepancies before loading the HM on the truck. EMD/RCRS will provide the unit with a signed copy of the HM/HW Turn-In Document, Form MCIEAST-MCB CAMLEJ/G-F/EMD/16 to the unit ECC or authorized representative.

(4) It is a unit/department responsibility to ensure that sufficient manpower and material handling equipment are available at the time of pick-up to assist with HM loading. EMD/RCRS personnel picking up the HM are not responsible for physically loading the HM on the HM pick-up truck. However, they will ensure proper HM loading and segregation on the truck.

(a) EMD/RCRS staff will evaluate all HM and make all HW determinations once the HM has reached the less than 90-day HM Consolidation Site.

(b) Units/departments requesting appointments for pick-up must ensure strict compliance with the appointment schedule. Any missed appointment will be immediately reported to the Major Subordinate Command (MSC) ECO.

(c) The following is a list of HM normally received at the HM Consolidation Site or picked up during the HM Curbside Service, and specific handling requirements for each:

1. Batteries (See also ESOP 9.8 for more information)

a. Types of batteries received include: (1) primary-non-rechargeable (i.e., one-time use batteries to include alkaline and Lithium-Sulfur Dioxide) and (2) secondary-rechargeable (i.e., multiple use batteries, including Nickel-Cadmium, Nickel-Metal Hydride, Rechargeable Lead-Acid, and Lithium-Ion)

b. The terminals on all communication batteries that are not in original packaging will be covered with electrical tape or duct tape by unit/department personnel to preclude an electrical discharge. The tape cannot cover any of the identifying markings on the battery.

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c. Complete Discharge Device switches on Lithium-Sulfur Dioxide batteries will not be activated.

d. Batteries will be listed on the Hazardous Material/Waste Turn-In Document, Form MCIEAST-MCB CAMLEJ/G-F/EMD/16, by battery type and quantity of each.

e. Single-use alkaline batteries, such as AAA, AA, C, D and 9-volt batteries, produced by manufacturers like Energizer and Duracell, as well as less common and/or generic manufacturers, now fall below federal and state hazardous waste disposal standards. Regardless of these standards, units/departments requiring disposal of alkaline batteries will turn them in during their Curbside Service appointment.

f. Units/departments will turn-in all vehicle batteries to the Marine Depot Maintenance Command Battery Shop located at Building 901, Sneads Ferry Rd.

2. Nuclear, Biological, Chemical (NBC) Equipment Examples include filters from gas masks and vehicles, M256A1/A2 and M258A1 Decontamination Kits, and Water test kits, which will all be turned in to the HM Curbside Service.

3. Aerosol Spray Cans

a. Units/departments will not remove metal or plastic covers or spray nozzles.

b. Aerosol cans can be turned in as a single item on the Hazardous Material/Waste Turn-In Document.

4. Adhesives and Sealing Compounds Adhesives and sealing compounds, regardless of type, can be turned in as a single line item on the Hazardous Material/Waste Turn-In Document. Special notice should be given to separate those adhesives and sealing compounds that are noted as "CORROSIVE."

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

a. Paints, regardless of type, can be turned in as a single line item on the Hazardous Material/Waste Turn-In Document.

b. Paints will not be poured or mixed with other paints for consolidation before turn-in.

6. Petroleum, Oils and Lubricants (POLs) Rags and Matting Place these items in containers (EMD/R CRS-approved) marked with the appropriate noun name, "POL Used Rags and Matting."

7. Solvent Wipes (e.g., Rags)

a. Solvent-contaminated disposable wipes must be accumulated in non-leaking, closed containers (EMD/R CRS-approved) that are labeled "Excluded Solvent-Contaminated Wipes."

b. Each container will include the start date of accumulation (i.e., the date the first solvent-contaminated wipe is placed in

the container) to provide documentation of the 180-day accumulation time limit.

8. Soil or Dry Sweep

a. Soil or dry sweep contaminated with POLs will be accumulated in EMD/RCRS-approved containers and staged for HM Curbside Service.

b. Soil or dry sweep contaminated with solvents or other hazardous non-petroleum-based materials will be accumulated in separate containers than soil or dry sweep contaminated with POLs.

9. Lamps and Light Bulbs

a. Spent lamps and light bulbs will be picked up by the HM Curbside Service.

b. Every effort should be made to reuse lamp and light bulb containers.

c. Broken lamps and light bulbs will be properly containerized (i.e., boxed and labeled "broken bulbs") and turned in to the HM Curbside Service.

10. Mercury and Mercury-Containing Equipment Due to the risk of mercury exposure, no attempt should be made to separate the mercury or mercury-containing devices from any equipment or housing. Mercury-containing equipment (e.g., thermostats, levels, medical equipment) will be turned in as complete units (i.e., "as is") to the HM Curbside Service.

11. Fire Extinguishers Contact EMD/RCRS at 451-5475/1482 to schedule an appointment to properly DEMIL non-halon/dry chemical extinguishers at the HM Consolidation Site.

12. Oil and Fuel Filters

a. All oil and fuel filters will have a dome or anti-drain back valve punctured and will be hot-drained for a minimum of 24-hours. Used oil/off-specification fuel will be collected in containers and accumulated in the unit's/department's Used Oil/Off-Specification Fuel (gasoline or diesel) aboveground storage tanks, as applicable.

b. Units/departments must use compatible containers with secured lids to accumulate oil and fuel filters for HM Curbside Service. Containers will be marked with the words, "Used Oil Filters," or "Off-Spec Fuel Filters," as applicable.

13. Lead, Silver, or Tin Solder and Scrap

a. All residues or pieces of lead, silver, or tin solder will be accumulated for HM Curbside Service.

b. All non-munitions lead scrap (e.g., lead wheel weights, marine sacrificial anodes, damaged battery cable ends) must be accumulated for HM Curbside Service. Lead is recyclable government property and cannot be removed from the installation. The HM Curbside Service will provide units/departments proper Department of Transportation-

approved lead accumulation containers upon request. Mark each container, "Lead for Recycling."

14. Compressed Gas Cylinders

a. Contact EMD/R CRS for proper turn-in procedures for all Government-owned compressed gas cylinders. EMD/R CRS can be reached at 451-1482/5475/3496/5306.

b. Empty compressed gas cylinders held by units/departments are unavailable for HM Curbside Service. Units/departments must take them to the Installation qualified Recycling Program, Base Landfill 451-4214/2037.

c. All owned, leased, or contract-serviced closed-loop compressed gas cylinders will be returned to the services contractor providing them to the unit/department, and they will not be sent to the Defense Logistics Agency as excess.

15. Household Hazardous Materials

a. Installation housing residents may deliver their own home or garage products to the HM Consolidation Site.

b. Acceptable items include household cleaners, solvents, furniture strippers, wood preservatives, automotive fluids, paints, paint thinners, polishes, and lighter fluids.

c. Except for used oil, off specification fuel, and used antifreeze, the household products must be in their original containers and display all labels and warnings. Used oil, off specification fuel, and used antifreeze must be containerized (with a sealed lid or cap) and properly described/identified. Some products may be made available for reuse/redistribution to installation housing residents and employees.

16. Disposable Weapons Cleaning Wipes

a. These wipes can only be used within armory compounds to clean weapons. An armory requiring the wipes must receive an initial purchase authorizations from the armory Officer in Charge, who must limit the initial purchase quantity to the unit's Authorized Use List Maximum On-Hand Quantity.

b. Once used, the wipes are a hazardous waste and their accumulation, transportation, treatment, and disposal are strictly regulated. Armory personnel must oversee, coordinate, and direct proper used wipe accumulation to ensure used wipes are not improperly disposed as solid waste (i.e., trash).

g. Hazardous Material Reissue Facility (HMRF). An HM at the HM Consolidation Site with remaining service life may be diverted to the HMRF at Bldg. 1606. Reissue HM are provided on a first-come basis. The HM are Government property for official use only and are available at no cost.

h. Identification of any Unknown Material. If HM cannot be identified, call 911.

i. Spill Reporting and Response Requirements

(1) All units/departments are required to have a Unit-Level Contingency Plan (ULCP). ECCs must ensure the unit/department ULCP contains information necessary to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden releases of HM or HW constituents into air, soil, or surface water. The ULCP must be prominently posted throughout the unit/department on or near environmental-related sites.

(2) All leaks, releases, or spills into the environment shall be reported to 911. In addition, Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18, must be completed and forwarded to the command Environmental Compliance Officer (ECO) via the unit ECC or Alternate Environmental Compliance Coordinator (AECC). A copy of the completed Spill Report must also be maintained in the unit's/department's environmental Binder. Forms can be obtained by the unit ECC or command ECO and may also be downloaded at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/emd-approved-Forms/>. The Unit-Level Contingency Plan shall be activated.

(3) Units/departments must stock appropriate amounts of spill cleanup equipment onsite for use in the event of HM/HW leaks, releases, or spills.

(4) Signs are to be posted in the vicinity of the used oil, off specification fuel, used antifreeze, hazardous material, or pollution abatement facilities that will indicate the following information:

IN CASE OF AN OIL OR HAZARDOUS MATERIALS SPILL CALL FIRE and EMERGENCY SERVICES DIVISION AT 911 NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY

The signs must have yellow background and black lettering. Information to purchase the signs can be acquired from the cognizant ECO.

References:

- (a) MCO 5090.2
- (b) MCIEAST-MCB CAMLEJO 5090.9A
- (c) MCIEAST-MCB CAMLEJO 5090.4B
- (d) ESOP 4.1 ECC Responsibilities
- (e) ESOP 4.2 ECO Responsibilities
- (f) ESOP 4.3 HM Site Manager Responsibilities
- (g) ESOP 4.4 HM Handler Responsibilities
- (h) ESOP 4.9 Deploying Units

Training:

1. As required, attend EMD-sponsored training that encompasses the requirements of environmental media within the unit/department; refer to the EMD training schedule to determine when these classes are offered.

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2. As required, attend MCIEAST-MCB CAMLEJ EMD-sponsored meetings, seminars, evaluations and functions.

3. All environmental compliance training must be documented in each individual's Environmental Personnel Training Record and available for review.

Record of Revision

Revision Number	Date	Summary of Change	Signature
Update	12/13/2022	Removed ESOP responsibilities and referenced under References, restructured ESOP	