

Environmental Standard Operating Procedures (ESOP)

TITLE: ESOP 9.01 | HAZARDOUS MATERIAL MANAGEMENT PROGRAM

PURPOSE: This Environmental Standard Operating Procedure (ESOP) establishes the procedures for the proper management and disposal of Hazardous Materials (HM). These requirements are established by Marine Corps Installation Command (MCICOM) 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 Environmental Hazardous Waste/Hazardous Material Operations (EHW/HM Ops) Binder.**

APPLICABILITY: This ESOP applies to all organizations organic to or tenanted aboard MCIEAST - MCB CAMLEJ and those in transit or otherwise temporarily resident because of training or mobilization.

RESPONSIBILITY: All organizations and personnel responsible for management of any HM.

PROCEDURE:

1. 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 or organization 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 in order to be reviewed for sustainable product substitution and input into Enterprise Application Software (EAS). Only products 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 mission essential processes and procedures. EMD/RCRS will continuously monitor and review the AUL for ESP substitutions. As ESP are identified, products replaced by ESP will no longer be authorized for use unless organizations provide documentation requiring non-ESPs to EMD/RCRS.

a. The following list of exempt materials are excluded from AUL requirements:

- i. Alkaline batteries
- ii. Rechargeable communication batteries
- iii. Consumer grade lithium batteries
- iv. Maintenance-free, sealed lead acid batteries, weighing less than 99 pounds, and intended for motor vehicle use.
- v. Janitorial supplies - non-concentrated, one gallon or less

vi. Pesticides and Insecticides - non-concentrated, personal use (e.g., OFF bug spray)

vii. Article or solid manufactured items (e.g. rechargeable battery in a metal detector)

viii. Nuclear, radioactive or biological HM

ix. Materials associated with in-theater wartime operations

x. Ammunition and explosives

xi. Pharmaceuticals

xii. Material associated with lab testing (excluding MCIEAST - MCB CAMLEJ Wastewater Treatment Plant [WWTP] laboratory chemicals) or a medical facility

xiii. Compressed gas cylinders that are associated with or intended for medical processes

xiv. Fire extinguishers

2. Consolidated Authorized Material List (AML): The AML is a list of HM approved for use aboard MCIEAST - MCB CAMLEJ. The AML is essentially an installation wide consolidated AUL derived from the work center level AULs.

3. Receipt of HM by End-Users: Full manufacturer shelf-life will be granted when initial EAS labels are created for HM at the EAS Issue Point. 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 the HM meets the following criteria:

a. The HM packaging is clearly labeled by the manufacturer and is free of any defects to include leaks, dents, and rust.

b. The HM is identified with an EAS label, (see section 4 if the material is received without an EAS label) to include the following information:

i. Material/Trade Name

ii. Manufacturer

iii. National Stock Number (NSN)/Local Stock Number (LSN)

iv. Safety Data Sheet (SDS) Number

v. Expiration (Exp.) Date

vi. Lot/Batch Number

vii. Serial Number

c. The HM has a minimum of 85 percent shelf-life remaining unless currently being used or is planned for immediate use or consumption.

4. HM without EAS Labels: If HM is received by the work center or end-user without EAS labels, it is the work center 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/Portals/27/Documents/EMD/HW-MM/EMD_13_LABEL_AND_SHELFLIFE_REQUEST.pdf. E-mail the completed request form to Lejeune_hazmart@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 you have any questions regarding EAS labeling processes, procedures, or requirements, contact EMD/RCRS at Lejeune_hazmart@usmc.mil.

a. Each HM container will have an EAS label unless it meets the conditions presented in 4.b.

b. 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, Exp. Date, and Re-inspect/Test Date) or warning labels. These materials are exempt from EAS label identification.

5. 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.

a. Wholesale and retail suppliers will ensure adequate shelf-life remains on HM that will be issued to the work center or end-user. HM that does not have adequate shelf-life should be evaluated by suppliers and be extended prior to 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).

b. End-users will ensure:

i. All manufacturer recommendations for storage are followed to include temperature, environment, and packaging.

ii. Materials are in a controlled location with access limited to authorized personnel only.

iii. Materials are properly segregated to ensure hazardous storage compatibility.

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

6. Shelf-Life Inspection: Inspections will be conducted to ensure HM stored aboard MCIEAST - MCB CAMLEJ have adequate shelf-life and containers are in good condition.

a. During monthly Environmental Compliance Officer (ECO) inspections, shelf-life will be spot-checked to ensure all HM has 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.

b. Properly trained personnel will complete quarterly shelf/service-life inspections as outlined below.

i. EAS Issue Points:

a. EMD/Resource Conservation and Recovery Section (RCRS) staff will initiate all quarterly shelf-life inspections via email.

b. EAS Issue Points can only extend material that is in a New Material (NM) status in EAS.

ii. Non-EAS Supply Points:

a. Organizations will establish procedures for quarterly shelf/service-life inspections.

b. Materials reaching their specified service-life shall be prepared for turn-in and available for pick-up during their next regularly scheduled HM Curbside Service.

7. HM Curbside Service: EMD/RCRS provides a HM Curbside Service to all units and tenants aboard MCIEAST - MCB CAMLEJ for HM pick-up. Organizational Environmental Compliance Coordinators (ECC) and ECOs are responsible for coordinating efforts to ensure proper identification, handling, and storage of HM prior to pick-up. Curbside Service is available five (5) days a week from 0730-1430 and there is no limit applied to requested service.

a. Units/tenants will identify all HM scheduled for weekly turn-in to the HM Curbside Service within their facility. HM will be consolidated to one pick-up location prior to their scheduled HM Curbside Service appointment.

b. Units shall not pre-mark excess or spent materials as "Waste", "Hazardous Waste", "Bad/Used", or other similar language unless indicated in 7.i, below.

c. Materials will be properly containerized to ensure compatibility and properly identified. Incompatible HM will not be co-located on the same pallet.

d. Trained personnel will ensure all HM pick-up requests are submitted using the current HM/HW Turn-In Document, Form MCIEAST-MCB CAMLEJ/G-F/EMD/16, which can be found at https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/EMD_16_Hazardous_Material_Waste_Turnin_Document.pdf. Properly trained personnel will submit completed forms to Lejeune_hazmat@usmc.mil and wait to be contacted by RCRS personnel for an appointment.

e. It is the unit's responsibility to ensure that sufficient manpower and material handling equipment is available at the time of pick-up to assist with the loading of materials. EMD/RCRS personnel conducting the pick-up will not be responsible for loading the materials and will only ensure proper loading and segregation.

f. Upon arrival, EMD/RCRS and properly trained personnel will conduct physical inspection of HM and identify any discrepancies. It is the unit's responsibility to correct identified discrepancies prior to loading. 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 ECO or authorized representative.

g. EMD/RCRS staff will evaluate all material and make all HW determinations once the material has reached the HM Consolidation Site.

h. Units that have made an appointment for pick-up must ensure strict compliance with the schedule. All missed appointments will be reported to the unit's ECC, immediately.

i. 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:

i. Batteries:

1. Types of batteries received include:

a. Primary - Non-rechargeable: one-time use batteries to include alkaline and Lithium Sulfur Dioxide

b. Secondary - Rechargeable: multiple use batteries to include Nickel Cadmium, Nickel Metal Hydride, Rechargeable Lead Acid, and Lithium Ion

2. The terminals on all communication batteries that are not in original packaging will be covered by unit personnel with electrical or duct tape to preclude an electrical dead short prior to turn-in. The tape cannot cover any of the identifying markings on the battery.

3. The Complete Discharge Device (CDD) switch on Lithium Sulfur Dioxide batteries will not be activated.

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

5. 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 standards. Units requiring disposal of alkaline batteries will turn them in to the HM Curbside Service on their next regularly scheduled turn-in day.

6. Units will turn-in all vehicle batteries to the LOGCOM Battery Shop located at building 901, Sneads Ferry Rd.

ii. Nuclear, Biological, Chemical (NBC) Equipment: Examples include filters from gas masks and vehicles, 256 and 258 Decontamination Kits, and Water test kits, which will all be turned in to the HM Curbside Service.

iii. Aerosol Spray Cans:

1. Units will NOT remove metal or plastic covers or spray nozzles.

2. Aerosol cans can be turned in as a single item on the HM/HW Turn-In Document, Form MCIEAST-MCB CAMLEJ/G-F/EMD/16.

iv. Adhesives and Sealing Compounds: Adhesives and sealing compounds, regardless of type, can be turned in as a single line item on the HM/HW Turn-In Document, Form MCIEAST-MCB CAMLEJ/G-F/EMD/16. Special notice should be given to separate those adhesives and sealing compounds that are noted as CORROSIVE.

v. Paint (Full, Partially Full, or Empty):

1. Paints, regardless of type, can be turned in as a single line item on the HM/HW Turn-In Document, Form MCIEAST-MCB CAMLEJ/G-F/EMD/16.

2. Paints will not be poured or mixed with other paints prior to turn-in.

vi. Petroleum, Oils and Lubricants (POLs) Rags and Matting: Place in containers marked with the appropriate noun name "POL Used Rags & Matting".

vii. Solvent Rags:

1. Solvent-contaminated disposable wipes must be accumulated, stored, and transported in non-leaking, closed containers that are labeled "Excluded Solvent-Contaminated Wipes" per 40 CFR 261.4(b)(18).

2. Each container will include the start date of accumulation (i.e., the date the first solvent-contaminated wipe is placed in the container) in order to provide documentation of the 180-day accumulation time limit per 40 CFR 261(b)(18)(v).

viii. Soil or Dry Sweep:

1. Soil or dry sweep contaminated with POLs will be collected in proper containers and staged for turn-in to HM Curbside Service.

2. Soil or dry sweep contaminated with solvents or other hazardous non-petroleum-based products will be stored in a separate container than soil or dry sweep contaminated with POLs.

ix. Fluorescent Lamps or Bulbs:

1. Spent or expired lamps will be turned in to the HM Curbside Service.

2. Every effort will be made to use the original container.

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

x. Mercury and Mercury-Containing Equipment:

1. Mercury-containing equipment (i.e. thermostats, levels, medical equipment or items) will be turned in to the HM Curbside Service as one complete unit.

2. 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.

xi. Fire Extinguishers:

1. Contact RCRS at 451-5475/1482 to schedule an appointment to properly DEMIL all excess extinguishers.

xii. Oil and Fuel Filters:

1. To reduce the potential for leakage, a compatible container with a secured lid will be utilized to consolidate and transport the oil and fuel filters for weekly turn-in to the HM Curbside Service.

2. Containers will be marked with the words "Used Oil Filters" or "Used Fuel Filters" respectively.

xiii. Lead, Silver or Tin Solder:

1. All residues or pieces of lead, silver or tin solder will be captured and turned in weekly to the HM Curbside Service.

2. All lead items or scrap (lead wheel weights, marine sacrificial anodes, damaged battery cable ends and non-munitions scrap items) will be collected and turned in weekly to the HM Curbside Service. The items are inherently recyclable and cannot be removed from the installation. The HM Curbside Service will provide a proper DOT container upon request. Mark the container "Lead Items for Recycling".

xiv. Compressed Gas Cylinders:

1. Empty Containers: All empty containers will be turned into base recycling for solid waste diversion.

2. All owned, leased, or contract serviced closed loop compressed gas cylinders will be returned to the contract holder and will not be returned to DLA as excess.

3. Contact EMD/RCRS for proper turn-in procedures for all government owned compressed gas cylinders. EMD/RCRS can be reached at 451-5475, 451-5697, or 451-3436.

xv. Household Hazardous Materials:

1. Active-duty personnel and their dependents residing within Base housing units may deliver home or garage products to the <90-day HM Consolidation Site, Bldg. 977.

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

3. Except for used oil, off spec fuel and used antifreeze, products must be in the original containers and must display all labels and warnings. Used oil, off spec fuel, and used antifreeze must be containerized and identified appropriately. Products are available for use/redistribution to all personnel (i.e. Activity Duty, Military Dependents, Contractors, and Civilian Employees) aboard MCIEAST - MCB CAMLEJ.

8. Hazardous Material Re-issue Facility (HMRF): HM received at the HM Consolidation Site Bldg. S-962 deemed to have significant demand or remaining service life may be diverted to the HMRF at Bldg. 1606 for re-issue to government or government-contracted personnel. Re-issue materials are provided on a first-come basis. These products may be used for official use only and are available at no cost to the units. These materials shall not leave MCIEAST - MCB CAMLEJ unless for authorized government activities.

9. Identification of any Unknown Material: Because of the severe civil and criminal implications of improper management of HM, the highest level of command attention must be given to ensure unknown materials are not stored aboard MCIEAST - MCB CAMLEJ. If a material cannot be immediately and properly identified, call Base Fire and Emergency Services Division (FESD) at 911.

10. Deploying Forces: Deployment procedures for HM are set forth in the ESOP 4.9, Environmental Management Preparations for Deploying Units, located at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/ECPSOP/Shop-Level-Standard-Operating-Procedures/>

11. Spill Reporting and Response Requirements:

a. All units are required to have a Unit Level Contingency Plan (ULCP) per Marine Corps Installations East - Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.4. Ensure the ULCP contains policies and procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently.

b. Any releases or spills that occur in and around the area of responsibility must be reported immediately to the Base Fire and Emergency Services Division (FESD) by dialing 911. A Spill Report, Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18, must be completed and forwarded to the command Environmental Compliance Coordinator (ECC) via the unit ECO or Alternate

Environmental Compliance Officer (AECO). A copy of the completed Spill Report must also be maintained in the unit EHW/HM Ops Binder. Forms can be obtained by the unit ECO or command ECC and may also be downloaded at <https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/UNIT%20LEVEL%20SPILL%20FORM.pdf>.

c. Units must stock appropriate amounts of spill containment and control equipment onsite for use in the event of a spill.

d. Signs are to be posted in the vicinity of the used oil, off spec 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 sign must have yellow background and black lettering. Information to purchase the signs can be acquired from the cognizant ECC.

TRAINING: All training must be requested through unit ECO or AECO -> ECC -> EMD/Environmental Compliance Branch (ECB)

a. Unit commanders shall ensure that personnel who perform operations such as vehicle maintenance, fueling, or washing are properly trained in the operation and maintenance of pollution abatement facilities. Personnel shall be trained on the environmental impact of oil and HM spills, and prevention of such incidents.

b. EM 101 - Initial Hazardous Material and Hazardous Waste Training - Required for all ECOs, AECOs, ECCs, and AST Operators

c. EM 102 - Refresher Hazardous Material and Hazardous Waste Training - Required annually for all ECOs, AECOs, ECCs, and AST Operators who have received EM 101

d. EM 103 - HM Transportation for Drivers - Required annually for all ECOs, AECOs, ECCs, and AST Operators

e. EM 104 - ECO/ECC Training Class - Required annually for ECOs, AECOs, and ECCs

f. EM 105 - UST and Veeder-Root Training - Required for all Marine Corps Community Services (MCCS) ECOs, AECOs, ECCs, and MCCS UST operators

g. EM 106 - Air Quality Training - Required for all ECOs, AECOs, ECCs, and Air Emission Source Operators

h. EM 107 - AST and Spill Prevention Control and Countermeasures (SPCC) Training - Required for all ECOs, AECOs, ECCs, and AST operators

i. EM 108 - PAF/OWS Training - Required for all ECOs, AECOs, ECCs, PAF, and OWS operators

j. Shop-Level Training Modules - Modules which involve various environmental media topics applicable to shop level personnel.

k. Computer-Based Training (CBT) - Numerous CBTs are provided within the Environmental Learning Management System (eLMS) for military & civilian Marines to utilize to improve their environmental knowledge. These CBTs can be accessed at <https://www.marinenet.usmc.mil/marinenet/Courses/Catalog.aspx>

l. Training should be documented in the individuals' training record using Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.9/27. This form can be found at [https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_5090.9_27_\(Environmental_Personnel_Training_Record\).pdf](https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_5090.9_27_(Environmental_Personnel_Training_Record).pdf).

REFERENCES:

- a. Resource Conservation and Recovery Act (RCRA)
- b. 15A NCAC 13A, *Hazardous Waste Management*
- c. DoDM 4140.27, Volume 1, *DoD Shelf-Life Management Program: Program Administration, Incorporating Change 1*, August 31, 2018
- d. DoDM 4140.27, Volume 2, *DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards, Incorporating Change 1*, August 31, 2018
- e. MCO 4140.5A, *Marine Corps Shelf-Life Program*
- f. MCO 4450.12A, *Storage and Handling of Hazardous Materials*
- g. MCO 4450.13A, *Materiel Quality Storage Standards Policy for Self-Life Materiel*
- h. MCO 5090.2, *Environmental Compliance Protection Program, Vol. 1-21*
- i. MCIEAST-MCB CAMLEJO 5090.4, *Environmental Compliance Evaluation Program Aboard MCB CAMLEJ*
- j. MCIEAST-MCB CAMLEJO 5090.9, *Hazardous Material/Waste Management*

DEFINITIONS:

a. Authorized Material List (AML) - A list of hazardous materials approved for use aboard MCIEAST - MCB CAMLEJ derived from the unit level AUL.

b. Authorized Use List (AUL) - A list identifying all potential HM stored or used by an End-User and maximum storage quantities.

c. EAS Label - A label identifying the NSN, Material Name, Expiration/Test Date, and individualized serial number. Yellow labels are assigned to hazardous materials upon receipt. HM with blue labels are items received from the reissue facility.

d. End-User - The purchaser of a hazardous material with the intent of consumption.

e. Enterprise Application Software (EAS) - Is the IT solution chosen by Headquarters Marine Corps (HQMC) for the management of hazardous material aboard Marine Corps installations.

f. Environmental Compliance Coordinator (ECC) - An individual with sufficient rank, Staff Non-Commissioned Officer or higher, assigned by their respective Commanding General, Commanding Officer, MCIEAST - MCB CAMLEJ, 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).

g. 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).

h. Excess Hazardous Material - Unused HM that will not be used by the end user, this type of material can be redistributed, recycled, or transferred to the HMCS for processing.

i. Exempt Material - HM that is not required to be identified by an EAS label.

j. Expiration Date - The date that a hazardous material has been identified to no longer meet manufacturer or government specification and must be turned in for disposal.

k. 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 while transported in commerce.

l. Hazardous Material Issue Point - A facility designated by EMD to store, issue and track hazardous materials by utilizing the Enterprise Application Software (EAS).

m. Hazardous Material Reissue Facility (HMRF) - A facility operated by EMD/RCRS at Building 1606 that receives, stocks, and re-issues HM to government and government contracted personnel at no cost.

n. Household Hazardous Materials - Hazardous materials used by residential activities which could cause harm to humans or the environment if improperly managed or disposed. Household HM includes new/used household solvents, cleaning agents, paints, dyes, petroleum products, and pesticides.

o. Issue Point/Supply Organization - Any organization that maintains bulk property with the intent to sell and distribute, without use.

p. Local Stock Numbers (LSN) - A 13 digit, alpha-numeric number created locally in place of a National Stock Number. LSN are assigned for products without an NSN or a unit of issue deviation.

q. Maximum On-Hand Quantity (MOHQ) - The maximum on-hand quantity of hazardous materials an End-User is authorized to have in their possession based on their AUL. A MOHQ will be established to limit storage amounts for up to 90 days' supply.

r. National Stock Number (NSN) - A 13 digit, numeric-only number created by the DoD for unified inventory identification.

s. Non-exempt Material - Material that is required to be identified by an EAS label.

t. Release - The uncontrolled loss of a hazardous material that reaches the environment (dirt, asphalt, floor drains), including POLs and coolants. All releases are required to be reported to the Fire and Emergency Services Division at 911. A release of POL or coolant that occurs within an enclosed and contained maintenance facility is not subject to this reporting requirement provided they do not have the potential to impact the environment.

u. Resource Conservation and Recovery Section (RCRS) - A section within EMD located at building 977 for the management of hazardous waste and hazardous materials.

v. Service Life - A general term used to quantify the average or standard life expectancy of an item while in use by the end-user after being sold/issued to the customer.

w. Shelf-Life - Is the total period of time beginning with the date of manufacture, date of cure, date of assembly or date of pack and terminated by the date by which an item must be used or subjected to inspection, test, restoration or disposal action that an item can remain in the wholesale or retail storage system and still be suitable for use by the end user.

x. Waste Minimization - The elimination or reduction of waste that is generated and would otherwise be subsequently treated, stored or disposed. It includes any source reduction or recycling activity undertaken by a generator.

y. Work Center - An area or group of areas within a command, unit, or organization sharing the same operational requirements for HM due to similar work practices. Work centers may not be physically connected for this term to apply. Each work center will have HM required for work practices approved and listed on its AUL.

Record of Revision

| Revision Number | Date | Summary of Change | Signature |
|------------------------|-------------|-------------------------------|--------------------------|
| UPDATE | XXXX2020 | UPDATE FORMATTING AND CONTENT | <i>xx xxx</i> ECB/EMD |

**MCI EAST-MCB CAMP LEJEUNE
HAZARDOUS MATERIAL LABEL REQUEST**

Unit Information

Major Command: _____ Building: _____
Unit Name: _____ Phone #: _____
Unit Point of Contact: _____ RUC: _____

Product Information

Full Product Name: _____
Full Manufacturer Name: _____
NSN/LSN/PART #: _____ QTY: _____
Container Type: _____ Container Size: _____
Lot/Batch/Contract #: _____ Unit of Measure: _____
Re-inspection/Test Date: _____ Manufacture Date: _____
Expiration Date: _____
Product Comments/Justification (i.e. technical order or other justification)

Unit Representative Certification

Trained personnel: I certify that this hazardous material label request has been validated. The materials indicated on the request form are in compliance with my commands hazardous materials directives (i.e. AUL) and are on the base's authorized materials list (AML).

Print Name/Rank: Signature:
Date:

Section below is to be completed by EMD/RCRS Personnel

Date Received: Date Completed:
New HMMS Product: Yes No
HMMS SDS #: HMMS Serial(s) #:

**MCIEAST-MCB CAMP LEJEUNE
HAZARDOUS MATERIAL/WASTE - TURN-IN DOCUMENT**

Section below is to be completed by EMD/RCRS Personnel Only

Curbside Appointment time: _____ Received by: _____
 HMMS Data Entry Date: _____ Initials: _____
 MSC Summary Entry Date: _____ Initials: _____
 Comments _____

Unit Information

Major Command: _____ Building: _____
 Unit Name: _____ Phone #: _____
 Unit Point of Contact: _____ E-mail: _____

Product Information

| Product Name | QTY | Completed by EMD/RCRS | | |
|--------------|-------|-----------------------|-------------|----------|
| | | Profile # | Container # | Initials |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | _____ |
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(Continue on next page if necessary)

Unit Representative Certification

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

Print Name/Rank: _____ Signature: _____
 Date: _____

Product Information (Continued)

| Completed by Unit Representative | | Completed by EMD/RCRS | | |
|----------------------------------|-----|-----------------------|-------------|----------|
| Product Name | QTY | Profile # | Container # | Initials |
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MCIEAST-MCB CAMP LEJEUNE SPILL REPORT

SHADED AREAS ARE FOR RCRS USE ONLY

TITLE/LOCATION

DATE TIME

RESPONSE NAME/UNIT:

SPILL CATEGORY (SELECT ONE) HAZMAT HAZWASTE POL WASTEWATER OTHER

PRODUCT SPILLED

QUANTITY SPILLED

LATITUDE LONGITUDE

HOW WAS SPILL DISCOVERED

SOURCE OF THE SPILL

CAUSE OF THE SPILL

MISSION IMPACT

WERE SAMPLES TAKEN (CHECK ONE) YES NO

ANALYSES REQUESTED / PERFORMED ON SAMPLES

| DID THE SPILL (CHECK ONE) | ENTER A WATERWAY? | REACH WITHIN 100' OF SURFACE WATER? | REACH WITHIN 1500' OF A WATER SUPPLY WELL? | GO OFF BASE? |
|--|--|--|--|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO |

HOW WAS THE SPILL CONTAINED?

WHAT DANGERS DID THE SPILL PRESENT?

WHAT WERE THE ENVIRONMENTAL IMPACTS?

WHAT RECOVERY EFFORTS WERE USED?

IF OIL SPILLED, WHAT PERCENT WAS RECOVERED?

HOW WERE RESIDUALS DISPOSED OF?

WEATHER CONDITIONS?

REPORTABLE SPILL? (CHECK ONE) YES NO WAS A REGULATORY AGENCY CONTACTED: YES NO

AGENCY NAME (IF) NCDEQ NCDEQ REPORT# NCDEM NCDEM REPORT#

REGULATORY DRIVER

NRC NOTIFIED YES NO NRC INCIDENT NUMBER:

WHAT MEASURES WERE PUT IN PLACE TO PREVENT RECURRENCE?

ADDITIONAL INFORMATION OR COMMENTS

SPILL POC E-MAIL PHONE

