

NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS
Marine Corps Base
Camp Lejeune, North Carolina 28542

11 July 86
Date

From: Director

To:

AC/S Fac

Subj:

Hazardous Material Disposal

Col Dalzell,

Danny Sharpe is available to
discuss attached if you desire.

V/R

Julian

Thank you!
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What about
CEO?
✓



6240
NREAD

15 JUL 1986

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: HAZARDOUS MATERIAL DISPOSAL PROGRAM

Ref: (a) BO 6240.5
(b) Onsite Environmental Protection Agency (EPA) Inspection
of 26-27 Jun 86

Encl: (1) Hazardous Material Disposal Coordinator (HMDC) and
Hazardous Material Disposal Officer (HMDO) Duties
(2) Hazardous Waste (HW) Inspection Forms

1. Reference (a) established internal procedures and responsibilities for implementing the subject program. During reference (b) several ongoing discrepancies were cited by outside regulatory agencies. Improvement of internal controls and personnel training appear to be the best approach to dealing with these discrepancies. The purpose of this memorandum is to revise responsibilities for implementation of the subject program within Marine Corps Base. Reference (a) is currently under revision and will reflect changes contained herein.

2. The following changes in responsibilities for the subject program are effective immediately.

a. The Director, Natural Resources and Environmental Affairs Division (NREAD) is responsible for providing a base HMDC. HMDC duties are outlined in enclosure (1).

b. Each addressee is responsible for appointing a primary and at least one alternate HMDO. HMDO duties are outlined in enclosure (1).

c. Names, addresses and phone numbers of primary and alternate HMDO's will be provided to the Assistant Chief of Staff, Facilities, Marine Corps Base, not later than two weeks after the date of this memorandum. Within four weeks of the date of this memorandum, the Director, NREAD, will conduct a HW training workshop for HMDO's.

Writer/Typist D. Becker/T. Hardison

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JUL 1988

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Word Processing

6240
NREAD

Subj: HAZARDOUS MATERIAL DISPOSAL PROGRAM

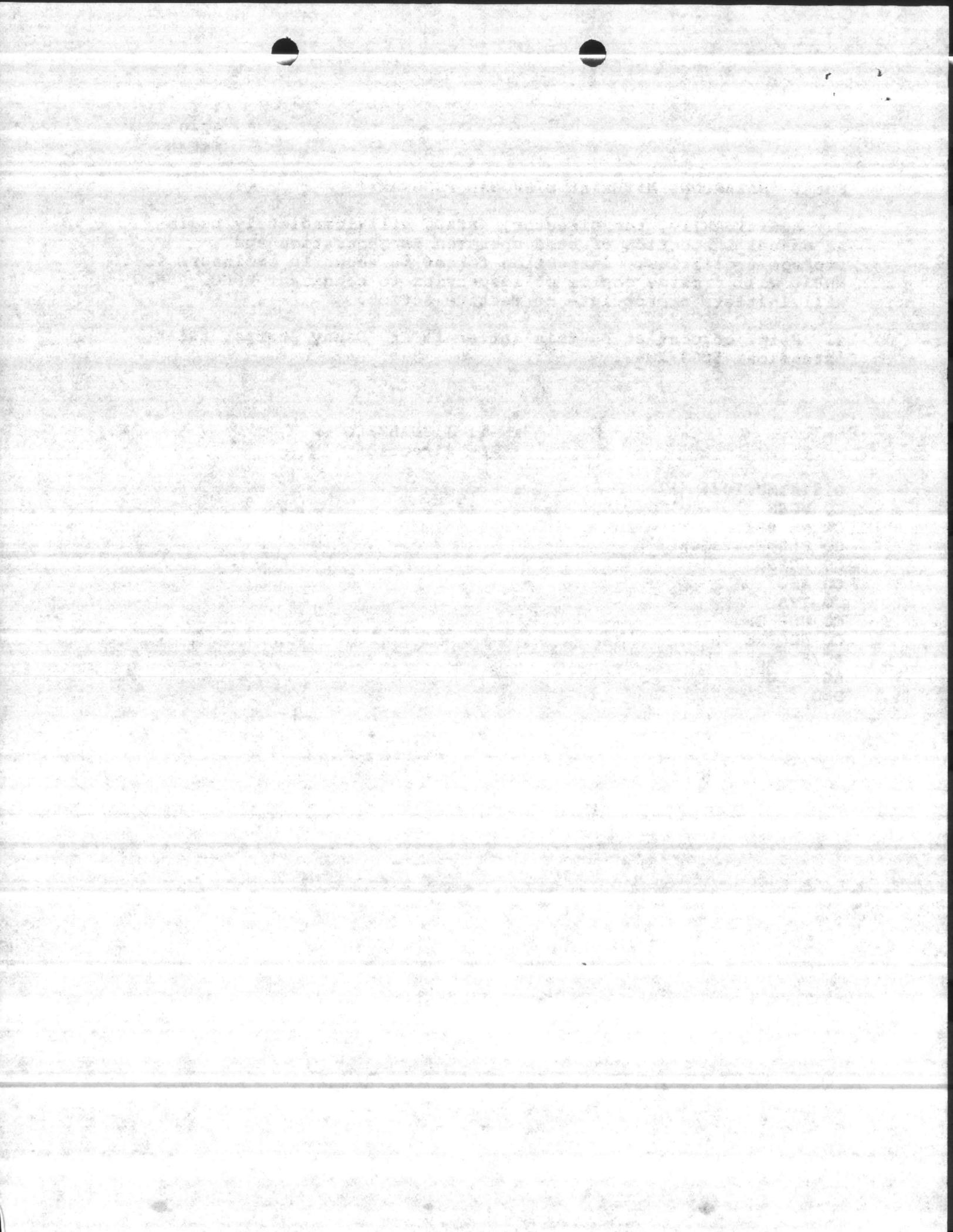
3. Additionally, the Director, NREAD, will immediately begin an annual inspection of base operated HW generation and storage facilities. Inspection format is shown in enclosure (2). NREAD will provide copies of inspection to cognizant HMDO. HMDO will initiate appropriate corrective action.

4. Point of contact on this matter is Mr. Danny Sharpe, NREAD, extensions 5003/2083.

T. J. DALZELL
By direction

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DUTIES OF HAZARDOUS MATERIAL DISPOSAL COORDINATOR (HMDC)
AND HAZARDOUS MATERIAL DISPOSAL OFFICER (HMDO)

1. General. There will be a primary and an alternate HMDC for Marine Corps Base. The primary HMDC is Mr. Danny Becker, NREAD, telephone extensions 1690/2083. Each base organization with significant hazardous material (HM) and hazardous waste (HW) disposal activity will appoint a primary and secondary HMDO to carry out the duties described in section 3 below. Commanding Officers and heads of the following organizations will each provide a HMDO: MCES, MCSSS, Field Medical Services Schools, RSU, Rifle Range Detachment, ITS, Headquarters Bn, Support Bn, AC/S MWR, AC/S Logistics and BMO.

2. Duties of Base HMDC.

a. Provide assistance to HMDO's in handling HW management problems.

b. Perform annual inspections of HW generation and storage sites and notify HMDO's of corrective action required to provide compliance with BO 6240.5

c. Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.

d. To serve as command point of contact with federal and state regulatory personnel on matters dealing with worksite HW inspections.

e. To develop listings of HW generation and storage facilities.

f. To develop and provide to the Civilian Personnel Department (CPD) the HW training requirements for base HMDO's

3. Duties of HMDO

a. To provide assistance to HW generators and handlers in the preparation and timely submittal of HW turn-in documents per BO 6240.5.

b. Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required to provide compliance with BO 6240.5

c. Keep OIC's and key personnel informed of any changes in regulations affecting HW activities within the HMDO's cognizance.

d. Develop a roster of personnel involved in HW management at each work site within the HMDO's cognizance.

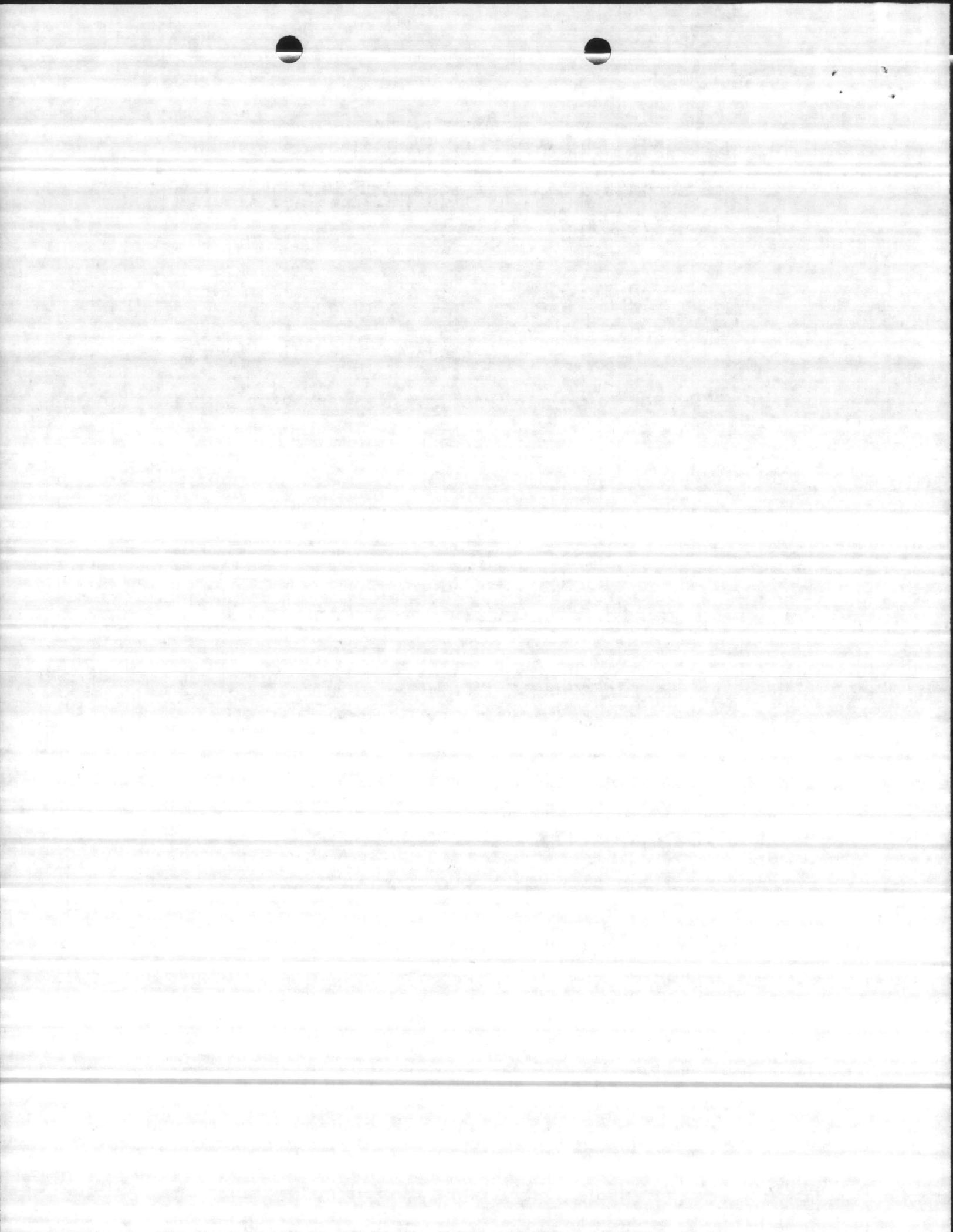
e. Develop and provide to CPD HW training needs for personnel within the HMDO's cognizance.



11

f. Actively promote the reduction of volume and toxicity of HW produced by organizations within the HMDO's cognizance.

g. Conduct surveys required to identify HW generation and storage sites within the HMDO's cognizance and provide periodic updates as requested to the HMDC.



HAZARDOUS WASTE (HW) MANAGEMENT INSPECTION FORM

Date: _____

- 1. Facility being Inspected: _____
- 2. Organization in Charge: _____
- 3. Inspection Participants/Phone Number: _____

4. Description of HW Streams: _____

5. Are records of HW generation consistent with HW streams? _____

6. HW Training

a. Are job descriptions available for all personnel actively involved in HW management? _____

b. Are training records adequate/current? _____

c. Are alternate personnel assigned to key positions? _____
(If not, explain how unit deals with absence of key personnel)

d. Do contacted personnel demonstrate adequate knowledge of:

- (1) Regulatory Requirements _____
- (2) Applicable Base Orders _____
- (3) Types of HW Handled _____
- (4) Proper Containers _____
- (5) Proper Labeling _____
- (6) Weekly HW Inspections _____
- (7) HW Turn-in Procedures _____
- (8) Health and Safety _____
- (9) Spill Reporting Procedures _____
- (10) Spill Response Duties _____

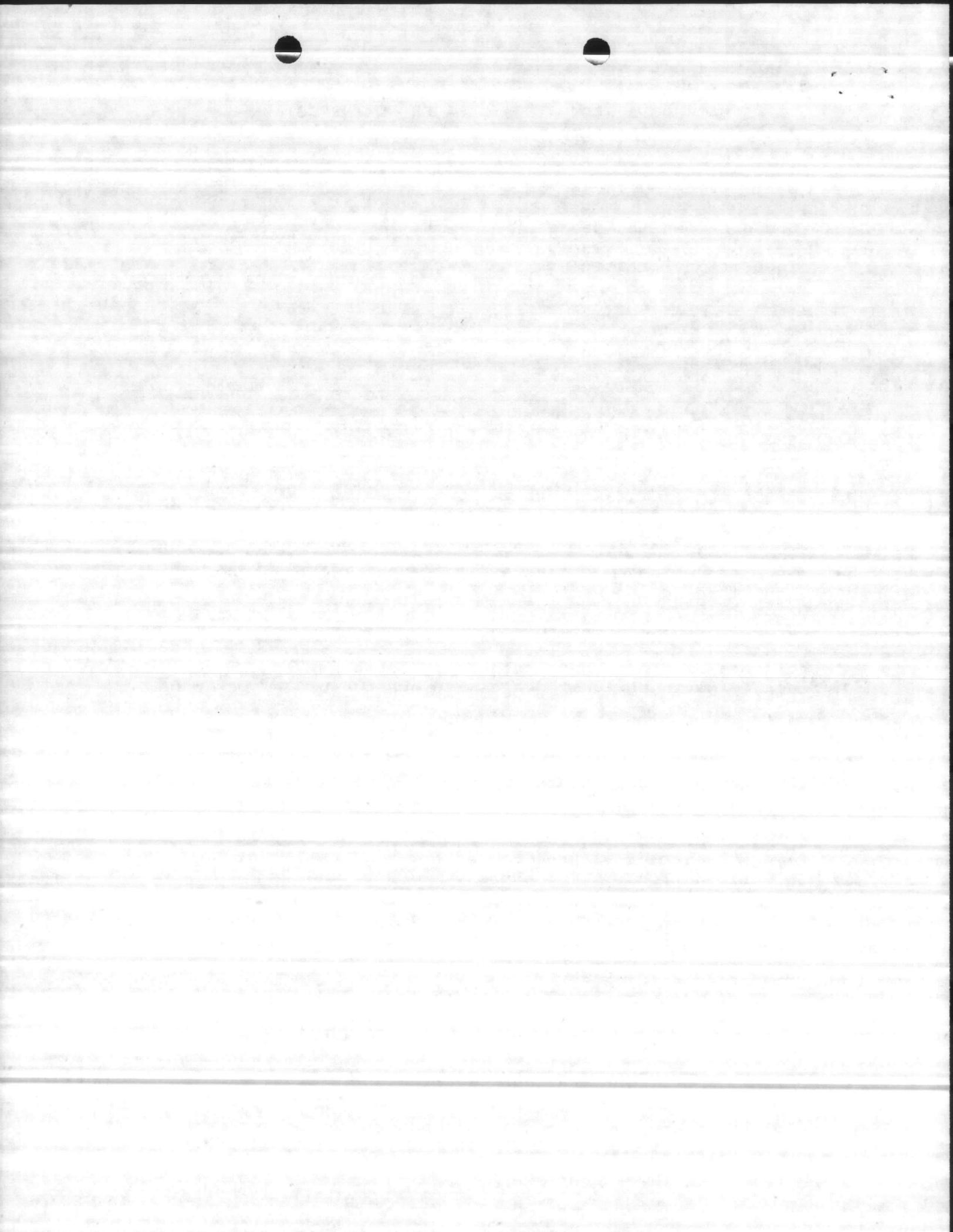
7. Condition of Storage Facilities

a. Date of last Fire Dept Inspection? _____

b. Are spills likely to reach soil or water? _____

c. Are HW protected from weather? _____

d. Are weekly HW inspections conducted properly? _____





11