



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO 6240.5A
NREAD/st
10 Mar 1987

BASE ORDER 6240.5A

From: Commanding General
To: Distribution List

Subj: HAZARDOUS MATERIAL DISPOSAL PROGRAM

Ref: (a) Resource Conservation and Recovery Act (Pub No. 94-580) (42 USC 6901-6987) (NOTAL)
(b) EPA Regulations contained in Code of Federal Regulations, Title: 40 Parts 260-265 (NOTAL)
(c) DOT Regulations contained in Code of Federal Regulations, Title: 49 Parts 100-179 (NOTAL)
(d) BO 11090.1B
(e) BO 11320.1G

Encl: (1) Procedures for Collection, Storage and Turn-In of Hazardous Material and Hazardous Waste for Disposal
(2) Responsibilities for Hazardous Material/Hazardous Waste Disposal
(3) Hazardous Waste Training Requirements and Guidelines

1. Purpose. To revise responsibilities, procedures and guidance for hazardous material (HM) and hazardous waste (HW) disposal and related environmental protection for the Camp Lejeune and Marine Corps Air Station, New River complex.

2. Cancellation. BO 6240.5.

3. Background

a. Congress and the state legislatures have responded to the threats to human life and the environment caused by mismanagement and illegal spilling and dumping of toxic substances by enacting laws which not only attempt to avert future threats but which impose civil and criminal penalties. In enacting many of these environmental laws, Congress waived federal supremacy, requiring federal agencies including the Marine Corps, to comply with federal, state and local environmental laws. Federal officers and employees now face the possibility that they may be personally liable for civil and criminal penalties and fines as well as imprisonment.

b. The Environmental Protection Agency (EPA) has authorized the State of North Carolina to enforce the requirements of references (a) and (b) through a state HW regulatory program. The Solid and Hazardous Waste Management Branch, Division of Health Services (DHS), is the primary enforcing agency within North Carolina. DHS enforcement personnel have authority to investigate HW spills and perform routine inspections of work sites where HW are handled and stored. These investigations and inspections can result in citations being issued to supervisors and/or personnel at the work site for civil and/or criminal violations of HW regulations.

c. State regulations promulgated under reference (a) and EPA regulations contained in reference (b) require both initial and annual refresher training for personnel involved in HW management and handling. The majority of discrepancies identified during EPA and DHS inspections can be directly, or indirectly, attributed to lack of adequate HW training. The relatively rapid rate of personnel turnover within the Camp Lejeune Complex requires that HW training be readily available. Publishing of this revised order is an essential step in strengthening the subject program. In addition to addressing the HW training issues, this revised order provides for the following: (1) better internal controls by organizations generating and handling HW; (2) improved availability of HW related supplies and equipment and; (3) formalizing efforts to reduce the volume and toxicity of HW generated within the Camp Lejeune Complex. Enclosures (1) through (3) outline revised procedures for managing HW and providing compliance with related requirements of references (a), (b) and (c).

d. This order formally establishes two collateral duty positions to coordinate and to assist with the implementation of the subject program. These positions are the Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO). HMDC will be established within each major command and within Marine Aircraft Groups. HMDO's will be appointed at the Battalion, Separate Company and Squadron level (or equivalent). HMDC and HMDO responsibilities are outlined in enclosure (2). The appointment and training of qualified primary and alternate HMDCs and HMDOs are essential to implementation of the complex requirements of the subject program.

4. Action

a. Organizational commanders shall on a continuing basis take action required to implement the following HW management goals and objectives:

(1) HW operations will be supervised by properly trained personnel who have access to equipment and supplies required for handling HW.

(2) Written descriptions of HW duties will be developed for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel in accordance with enclosure (3).

(3) OIC/NCOIC's will ensure that HW facilities are inspected weekly and timely corrective action is taken and properly documented per this Order and related instructions of HMDO/HMDC.

(4) OIC/NCOIC's will prepare a written HW management Standard Operating Procedure (HWMSOP) in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at HW generation and storage sites.

(5) A system of continuous internal controls will be implemented to ensure that violations of this Order are identified and if appropriate, that disciplinary action is taken to discourage recurring violations.

b. Major commands will take action required to limit HW generation to the minimum number of locations practical, to identify HW handling and storage equipment and facilities requirements and to develop and implement a system of internal controls which provides satisfactory compliance with the requirements of this Order and related regulatory requirements. As a minimum the following action will be taken:

(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(3) Require OIC/NCOIC's of HW handling and storage facilities to develop and implement a written HW SOP for each facility per enclosures (1) and (3). The SOP will be readily available to personnel routinely handling HW and related emergency response.

(4) Require Commanding Officers of each Aircraft Squadron, Regiment, Battalion and Separate Company (or equivalent) to appoint a primary and alternate HMDO with authority to carry out the duties outlined in enclosure (2).

(5) Establish and promote HW management goals and objectives for supply and maintenance functions which promote the minimization of the volume and toxicity of HW generation.

(6) Within 30 days of the date of this Order, and as requested thereafter, provide a current listing of Primary and Alternate HMDO's. The list shall contain name, rank, unit and phone number. The list will be provided to the Director, Natural Resources and Environmental Affairs Division, Marine Corps Base.

c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently as required, to monitor and evaluate compliance with the order and related state/federal regulations. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command.

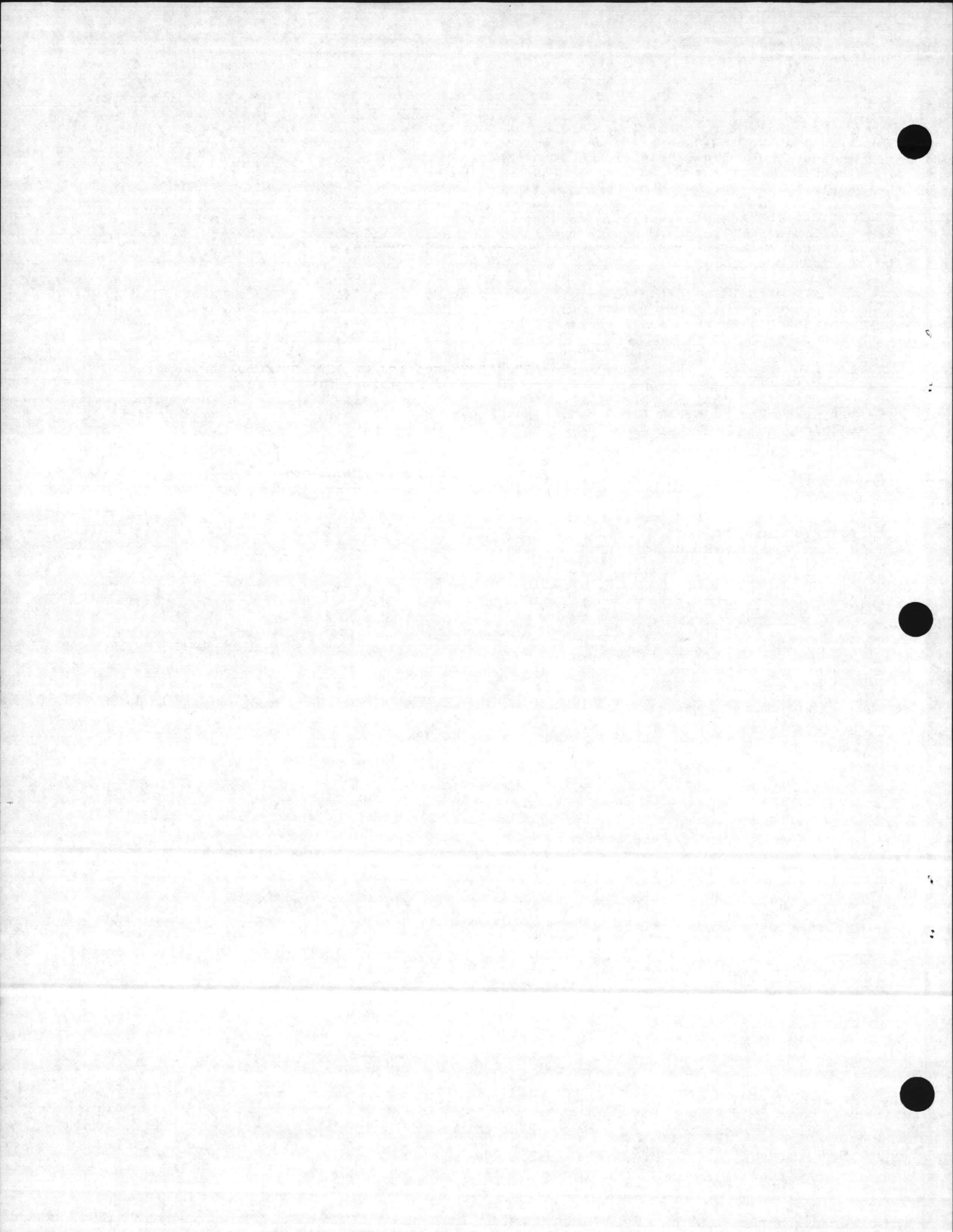
d. The Assistant Chief of Staff, Logistics and Assistant Chief of Staff, Facilities will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order.

e. Officials responsible for the preparation, awarding and implementation of various types of contracts, shall ensure that all contractor activities are carried out in accordance with the requirements of this Order and related State and Federal regulations.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and the Naval Dental Clinic.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A
NREAD 300



PROCEDURES FOR COLLECTION, STORAGE AND TURN-IN OF HAZARDOUS
WASTE (HW) AND HAZARDOUS MATERIAL (HM) FOR RECYCLING OR DISPOSAL



1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

- a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).
- b. A copy of BO 6240.5A, BO 11090.1B, BO 11090.3, and related local instructions.
- c. Name, title, HW duties and HW training records for each employee per enclosure (3) of BO 6240.5A.
- d. Waste Identification Document (WID) for each HW generated or handled. WID will be completed in accordance with attachment (A) of this enclosure.
- e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies, i.e., HW Spill Contingency Plan.
- f. Copies of weekly inspections of HW storage areas/containers.
- g. Guidance provided by HMDO/HMDC's to implement HW/HM disposal program.
- h. Location sketch for each HW generation, accumulation and storage area.
- i. Material Safety Data Sheets, or hard copy of Hazardous Material Information Systems Data developed per MCO 5100.25 for all HW generated.
- j. Sample copies of completed turn-in documents (Form DD-1348-1) and HW labels for each type of HW generated and disposed of.

2. HM/HW Collection and Storage Procedures/Requirements.



- a. Possession of a properly completed and signed WID constitutes authorization to generate the specifically named HW. Failure to submit a WID to HMDC within 30 days of date HW first generated or handled or 60 days of the date of this Order (whichever is later) will be considered a violation of this Order. HMDC's are responsible for monitoring and enforcement of this requirement.
- b. Only Department of Transportation (DOT) approved containers labeled per WID or HWMSOP will be used for storage of HW awaiting disposal. HMDO's are responsible for enforcing this standard.
- c. All personnel routinely handling or responsible for HW management must be properly trained per this Order and references (a) and (b). OIC's are responsible for maintaining training records for personnel within their cognizance. HMDC's are responsible for enforcement of this requirement.
- d. All HW containers and storage areas will be inspected weekly using format provided by cognizant HMDC/HMDO. A written record of corrective action will be maintained per HMDO/HMDC guidance. Director, Natural Resources and Environmental Affairs Division, (NREAD), MCB will assist HMDC/HMDO develop guidelines.
- e. Spills of HW/HM will be promptly reported to the Base Fire Department at the Emergency Telephone Number 451-3333. OIC's are responsible for maintaining absorbents, safety equipment, and other supplies and equipment required for dealing with minor spills. HWMSOP's will give specific guidance in this area.
- f. A Form DD-1348-1 will be completed and submitted to the cognizant HMDO not later than 45 days after the "accumulation start date" on the HW label on the container.

ENCLOSURE (1)

g. HMDC will be notified by telephone, confirmed in writing, of anytime DRMO has not accepted accountability of a HW within 75 days after the "accumulation start date" on any HW container.

3. Hazardous Material (HM) and Hazardous Waste (HW) Turn-in Procedures. The following steps will be taken to initiate final disposal of HM/HW. At any time that a major problem or controversy arises, the organization attempting to turn-in the item will immediately notify the responsible Hazardous Material Disposal Coordinator (HMDC). The HMDC will be responsible for coordinating efforts to resolve the problem/controversy and will utilize the assistance of the Director, Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, telephone extension 2083, 2195. Unresolved problems/controversies will be referred to the Assistant Chief of Staff, Facilities, Marine Corps Base. See Note 1 below.

STEP 1. The Officer in Charge (OIC) of the organization having physical custody of HM/HW is responsible for turn-in of HM/HW unless otherwise specified by HMDC. OIC will properly containerize the HM/HW and submit a Form DD 1348-1 to the cognizant Hazardous Material Disposal Officer (HMDO) per instructions in organization's HWMSOP. Questions not addressed by HWMSOP will be directed to HMDO.

STEP 2. The HMDO will physically inspect the HM/HW and determine if the Form DD 1348-1 is properly completed and the HM/HW is properly packaged. The HMDO will coordinate correction of any problems. Unresolved problems will be referred to cognizant HMDC for resolution. Once problem's resolved, HMDO will forward (preferably hand deliver) the Form DD 1348-1 to the Defense Reutilization and Marketing Office (DRMO) Headquarters, Bldg. 906. See Note 2 below.

STEP 3. The DRMO will inspect the HM/HW if necessary, and will determine if DRMO is accountable (i.e., responsible) for disposal of the HM/HW. If DRMO determines that the local activity, not DRMO, has responsibility for disposal of the HM/HW, the DRMO will so notify the cognizant HMDC in writing with a copy to the NREAD. The HMDC and NREAD will cooperate in developing case specific procedures for disposal of the item. Assistant Chief of Staff, Logistics, MCB, will provide contracting support.

STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the Assistant Chief of Staff, Facilities, MCB. DRMO will submit a request to the Assistant Chief of Staff, Logistics to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. Assistant Chief of Staff, Logistics, in cooperation with HMDO, will determine if generating organization can safely, legally transport the item to DRMO designated facility. Assistant Chief of Staff, Logistics will supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. Assistant Chief of Staff, Logistics will cooperate with the HMDC for the generating organization in promoting efficient, safe transportation. Spills or other emergencies will be promptly reported to the Base Fire Department at 451-3333. Drivers will be provided written spill prevention and response guidance.

STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured and will not be moved outside the immediate vicinity of DRMO facility except for emergency situations involving risk to public safety or to property. DRMO, HMDC and NREAD will cooperate in making an immediate decision on corrective action. If problems cannot be promptly resolved the HM/HW will be returned to the generating organizations facilities. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

NOTE 1: Marine Corps Air Station, New River units will follow turn-in procedures set forth in Air Station Order 6280.1.

NOTE 2: HMDO should maintain a log of documents showing date document accepted by DRMO, accumulation start dates, and the type and quantity of HW.

ENCLOSURE (1)

WASTE IDENTIFICATION DOCUMENT (WID)

DATE _____

WID # _____

1. GENERATING WORK CENTER INFORMATION

Shop _____ Contact _____ Command _____ Building _____ Phone Ext. _____

2. WASTE IDENTIFICATION

a. WASTE NAME: Common _____ Chemical(s) _____

b. PHYSICAL FORM: (CHECK) Liquid Solid Sludge Other (Specify) _____

c. MANUFACTURER: _____ d. NATIONAL STOCK NUMBER: _____

e. CONTAINER: (TYPE AND SIZE) _____

f. GENERATION RATE: (e.g., gal/day, lbs/day) _____

g. FREQUENCY OF GENERATION _____

h. EXPECTED ANNUAL GENERATION: (GALS, LBS) _____

i. DESCRIBE WASTE GENERATION PROCESS: _____

j. HAS WASTE BEEN MIXED WITH ANY OTHER MATERIAL? Yes No If yes, specify _____

3. REASON FOR DISPOSAL: (CHECK)

Exceeded shelf life Served intended purpose Unused Other (specify) _____

4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

HMDO DATE
Signature

5. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO DATE
Signature

Appendix A to
ENCLOSURE (1)

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TO BE COMPLETED BY THE HMDC AND COPIES SENT TO THE HMDO, DRMO, AND DIRECTOR, NREAD

6. WASTE CHARACTERIZATION: DATE COMPLETED _____ LAB REPORT # _____

7. WASTE CLASSIFICATION: _____ Hazardous _____ Nonhazardous

8. EPA WASTE NUMBER(S): _____

9. REASON FOR HAZARD CLASSIFICATION: _____

10. HANDLING INSTRUCTIONS: _____

11. DTID 1348-1 REQUIRED: _____ Yes _____ No

12. CONTAINER AND LABELING REQUIREMENTS:

a. DOT/DOD CONTAINER TYPE: _____

b. DOT PROPER SHIPPING NAME: _____

c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____
HMDC Code Date
Signature

RESPONSIBILITIES FOR HAZARDOUS MATERIAL (HM)/HAZARDOUS WASTE (HW) DISPOSAL

1. Compliance with hazardous waste management and disposal regulations requires the cooperative effort of many functions within the Camp Lejeune complex. The following outlines the responsibilities of various officers and managers relative to hazardous waste management:

a. Hazardous Material Disposal Officer (HMDO) will:

(1) Provide assistance to HW generators and handlers in the preparation and timely submittal of HW turn-in documents per this Order.

(2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Inspection format developed per paragraph 1b(2) below will be used.

(3) Keep OIC's and key personnel informed of any changes in regulations affecting HW activities within the HMDO's cognizance and ensure that HW standard operating procedures (SOP) are up-to-date and readily available for review by personnel involved in HW management.

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

(5) Develop and provide HW training requirements to HMDC for personnel within the HMDO's cognizance.

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

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

b. Hazardous Material Disposal Coordinator (HMDC) will:

(1) Provide assistance to HMDO's in handling HW management problems. Serve as HMDO for organizations not having sufficient HW activity to justify appointment of a HMDO.

(2) Perform annual inspection of HW generation and storage sites and notify HMDO's of corrective action required. Inspection format will be developed in cooperation with the Director, Natural Resources and Environmental Affairs Division, (NREAD), Marine Corps Base.

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

(4) Serve as point of contact on matters pertaining to HW management and implementation of this order within the HMDC's command.

(5) Develop listings of HW generation and storage facilities.

(6) Be responsible for identifying assistance required to provide HW training. Requests for assistance from MCB will be submitted in writing "Attention Director, NREAD."

c. Assistant Chief of Staff, Facilities will:

(1) Have overall responsibility for implementation of the subject program and maintaining compliance with requirements of references (a) and (b) and related local, state and federal regulations.

(2) Have overall responsibility for management of pollution abatement projects per latest revision of MCO P11000.8.

ENCLOSURE (2)

(3) Have overall responsibility for local implementation of Marine Corps programs to correct environmental discrepancies associated with past HM/HW disposal sites.

(4) Ensure that plans and specifications for new facilities provide adequate facilities and collateral equipment for the handling and storage of HM/HW.

d. Director, Natural Resources and Environmental Affairs Division will:

(1) Provide a staff specialist to serve as HMDC for Marine Corps Base.

(2) Provide a command point of contact with state and federal agencies on matters pertaining to the subject program.

(3) Monitor ongoing activities as required to identify, evaluate and provide up-channel reporting of environmental deficiencies related to the subject program.

(4) Coordinate day-to-day implementation of this Order and provide the following types of technical assistance:

(a) Laboratory support, if required, for HW identification.

(b) Training to HMDC's and HMDO's on state and federal environmental laws, regulations and procedures.

(c) Guidance on HM/HW SOP preparation.

(d) Guidance on HM/HW spill prevention, control, cleanup and related HW disposal.

(e) Coordination of HM/HW recycling/minimization program.

(5) Coordinate development and implementation of HW Training Program required for compliance with references (a) and (b).

e. Base Maintenance Officer will:

(1) Collect and dispose of used POL's and oily wastes from collection tanks and other oil pollution abatement facilities in a manner consistent with this Order and references (a) and (b).

(2) Unless otherwise provided, operate and maintain industrial waste collection, pretreatment and disposal facilities within the Camp Lejeune complex in a manner consistent with this order, references (a) and (b) and related State regulations.

(3) Provide HM/HW spill response services in accordance with reference (d).

f. Base Fire Chief will:

(1) Provide HM/HW spill and related emergency services per references (d) and (e) and related HW/HM Spill Contingency Plans.

(2) Provide routine inspections of facilities where HM/HW are stored and handled, and report all discrepancies to cognizant HMDC. Elimination of the following hazards will be stressed:

(a) HM/HW stored in defective containers or containers which are not properly marked with the chemical name, NSN (if appropriate) and hazard label of the contents.

(b) Incompatible HM/HW are stored in a manner with significant potential threat of fire, explosion, or release of toxic fumes or gases due to chemical reaction during spills or leaks.

(c) HM/HW stored in a manner likely to result in a significant discharge to the environment.

g. Assistant Chief of Staff, Logistics will:

(1) Appoint an officer to serve as HMDO for the Logistics Department.

(2) Ensure that suppliers provide hazardous material safety data sheets for all HM procured through open purchase and will provide one copy to unit ordering HM and one copy to the Base Safety Manager.

(3) Ensure local stocking and availability of the following on a reimbursable basis: empty containers; labels; labeling equipment; absorbents; frequently used minor equipment and HM/HW handling supplies required to implement this Order and reference (d).

(4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

(5) Serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

(a) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.

(b) Providing transportation services and related record keeping required for implementation of this Order and which are not available from the Defense Reutilization and Marketing Officer or the organization generating the HM/HW.

h. Assistant Chief of Staff, Manpower will:

(1) Coordinate for Marine Corps Base the development of a Hazardous Material Information System, per MCO 5100.25. Assist NREAD in providing safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

(2) Provide HM related safety training required to implement HW training plans developed in accordance with paragraph 1d(5) of this enclosure.

i. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, and other HW managers required to accomplish the following:

(1) Identification of type of containers and labeling required for compliance with reference (c) and this Order.

(2) Packaging of HM/HW required for safe storage and transportation during disposal per this Order.

(3) HM transportation certification required for compliance with reference (c).

j. Defense Reutilization and Marketing Officer (DRMO) will:

(1) Operate the base Long-Term Hazardous Waste Storage Facility at the TP-451 complex in accordance with state permit issued under regulations promulgated under references (a) and (b).

(2) Provide HM and HW disposal services to organizations within the Camp Lejeune/MCAS, New River complex in accordance with DOD regulations, references (a) and (b), and related state and federal regulations.

ENCLOSURE (2)

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(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(4) Maintain records of DRMO HM/HW storage and disposal activity in a manner which provides information required for preparation and timely submittal of required reports to state and federal regulatory agencies.

(5) Keeps HMDC's, HMDO's and other cognizant officers informed of changes in DRMO policies and procedures which affect local implementation of the subject program.

k. Commanding Officers of the following Base Commands/Organizations will designate a Primary and Alternate HMDO to carry out duties outlined in 1a and 1b above: Marine Corps Engineer School; Rifle Range Detachment; Field Medical Service Support School; Marine Corps Service Support School; Reserve Support Unit; Infantry Training School; Support Battalion; Headquarters Battalion; Assistant Chief of Staff, Morale, Welfare and Recreation; Assistant Chief of Staff, Logistics, and Base Maintenance Officer within their respective commands/organizations.

ENCLOSURE (2)

HAZARDOUS WASTE TRAINING REQUIREMENTS AND GUIDELINES

1. Hazardous waste (HW) training is a specific requirement of state and federal regulations promulgated under the Resource Conservation and Recovery Act (RCRA). A review of RCRA requirements and the actual HW activity aboard the Camp Lejeune/Marine Corps Air Station, New River complex indicates that a relatively small percentage of personnel require highly specialized HW training. Generally, the requirements for the remaining personnel involved in HW management are satisfied by routine on-the-job training and related safety and fire-prevention training readily available locally. Providing this training will have minor impact on organizational commanders, in that training required is directly job related. Appendix (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d below.

2. Initial and annual refresher HW training is required for all personnel in this Section. For the purpose of these guidelines, only those personnel directly involved in HW handling, storage and disposal will be subject to the HW training documentation requirements of RCRA. A special HW training record, i.e., Appendix (A) Part I will be developed for the following personnel:

a. All Hazardous Material Disposal Officers (HMDO), Hazardous Material Disposal Coordinators (HMDC), and alternate HMDO's and HMDC's.

b. Defense Reutilization and Marketing Officer (DRMO) and subordinate personnel routinely involved in HW handling, storage, turn-in and disposal.

c. Activity personnel involved in transportation of HW required for the implementation of this Order.

d. Personnel assigned to work places meeting the definition of HW generators, HW accumulation areas or satellite HW accumulation areas and involved in one or more of the following:

- (1) Collection, handling, storage and transportation of HW.
- (2) Inspection, and related follow-up, of HW handling/storage areas.
- (3) Response to HW spills and related emergencies.
- (4) Preparation and submittal of HW turn-in documents.

3. Other activity personnel providing professional and technical support to HW management include the following:

- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Appendix A for these staff specialists and emergency personnel is not required. Duties and training provided to these individuals will consist of standard position descriptions and civilian personnel records.

4. Responsibility for providing specialized HW training required for compliance with RCRA is assigned to Assistant Chief of Staff, Facilities. The following officials are responsible for notifying Assistant Chief of Staff, Facilities of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The Assistant Chief of Staff, Logistics for subordinates.

ENCLOSURE (3)

c. HMDC's for personnel shown in 2d above within HMDC's cognizance

d. Director, Natural Resources and Environmental Affairs Division (NREAD) for subordinates and primary and alternate HMDC's and HMDO's.

5. Organizational commanders are responsible for developing and implementing plans and procedures to provide RCRA required training and maintain records outlined in Appendix A. Organizational commanders will ensure that all new/newly assigned personnel are provided appropriate HW training and close supervision required to comply with RCRA and applicable personnel safety fire prevention and occupational health standards. Organizational commanders will notify HMDC's of HW training requirements. Notification will include names and addresses of persons to be trained and an accurate description of the training required. HMDC and Assistant Chief of Staff, Facilities representative will coordinate the scheduling and funding of specialized HW training.

6. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred to the new organization. Responsibility for maintaining official files of HW training records are as follows:

a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

b. DRMO will maintain HW training records for all employees identified in paragraph 2b above.

c. Assistant Chief of Staff, Logistics will maintain HW training records for all subordinates involved in activities identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Appendix A, Part I. HMDO will maintain HW training records for personnel identified in paragraph 2(d) above. A copy of training records for personnel identified in paragraph 2(d) above will be maintained in HWMSOP.



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

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BO 6240.7
O&PMD/RDC/dlm
20 Jan 1984

BASE ORDER 6240.7 *w/ckh 1*

From: Commanding General
To: Distribution List

Subj: Environmental Health Inspections and Surveys; reporting and activity action concerning

Ref: (a) NAVMED P-117, U.S. Navy Manual of the Medical Department, Chapter 22 (NOTAL)
(b) NAVMED P-5010, Manual of Naval Preventive Medicine (NOTAL)

Encl: (1) Food Service Inspection Reporting Procedures
(2) Food Service Sanitation Inspection Form, NAVMED 6240/1

1. Purpose. To establish a standard procedure, within the guidelines of the references, for reporting environmental health inspections and surveys conducted aboard the Camp Lejeune complex and Marine Corps Air Station (Helicopter), New River.

2. Background. The Commanding Generals, Marine Corps Base; 2d Marine Division, FMF; 2d Force Service Support Group (Rein), FMFLant; 6th Marine Amphibious Brigade, FMFLant, and the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Hospital and Dental Clinic are responsible for the health of all personnel assigned to their commands/organizations. The Commanding Officer, Naval Hospital is responsible for environmental health surveillance and making health related recommendations to the appropriate Commanding General/Commanding Officer for corrective action. The references outline sanitary standards for Navy and Marine Corps facilities.

3. Action

a. The Commanding Officer, Naval Hospital (Occupational and Preventive Medicine Department) will conduct periodic environmental health inspections and surveys of all facilities and functions aboard the Camp Lejeune complex and the Marine Corps Air Station (Helicopter), New River which may impact on the health of personnel. Inspections and surveys will include, but not be limited to, the following areas: disease vector and rodent control, sanitary aspects of food and food handling, water, sewage, garbage, waste disposal, housing, berthing, recreational facilities, investigation of disease outbreaks and other related elements of the environment. The frequency of inspections and surveys will be determined by the Commanding Officer, Naval Hospital, Camp Lejeune.

b. Naval Hospital, 2d Marine Division, and 2d Force Service Support Group Preventive Medicine inspectors working with the Occupational and Preventive Medicine Department will be admitted to any facility to conduct inspections, surveys and investigations as necessary to determine the existence of, or means to correct, health hazards and environmental deficiencies. The senior inspector will contact the senior person in the facility upon arrival at the facility and prior to conducting the inspection.

c. The results of inspections and surveys conducted, with recommendations to correct any discrepancies noted, will be submitted in writing to the appropriate Commanding General/Commanding Officer with copies to the responsible officer. Inspection results submitted to a Commanding General will be sent via the appropriate command Surgeon. A copy of the results will be left with the Manager/Supervisor of the facility being inspected.

d. Within seven working days of the receipt of the report, the activity inspected will advise his command in writing of the action taken or contemplated to correct any discrepancies reported. A copy of this notification will be furnished to the Commanding Officer, Naval Hospital (Attn: Head, Occupational and Preventive Medicine Department).

BO 6240.7
20 Jan 1984

e. Specific guidelines on reporting procedures, correction of deficiencies, point assessment for discrepancies and administrative criteria for submitting reports of food service inspections are contained in enclosure (1). The preventive medicine inspector will use enclosure (2) or current forms that may be prescribed to evaluate and assign a grade to each facility inspected.

f. When an immediate health hazard is noted by the preventive medicine inspector, correction of the hazard must be addressed immediately. The criteria for recommending immediate cessation of food service operations within facilities due to ^{unsatisfactory} and health hazardous sanitary conditions, is addressed in enclosure (1).

4. Concurrence. Having received the concurrence of the Commanding Generals, 2d Marine Division, FMF; 2d Force Service Support Group (Rein), FMFLant and 6th Marine Amphibious Brigade, FMFLant and the Commanding Officers, Marine Corps Air Station (Helicopter), New River; Naval Hospital and Naval Dental Clinic, this order is applicable to those commands.

T. M. Stokes, Jr.
T. M. STOKES, JR.
Chief of Staff

*Complex Officer, East
Coast Commissary Complex,
Camp Lejeune*

DISTRIBUTION: A



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 6240.7 Ch 1
O&PMD/RDC/d1m
14 Feb 1984

BASE ORDER 6240.7 Ch 1

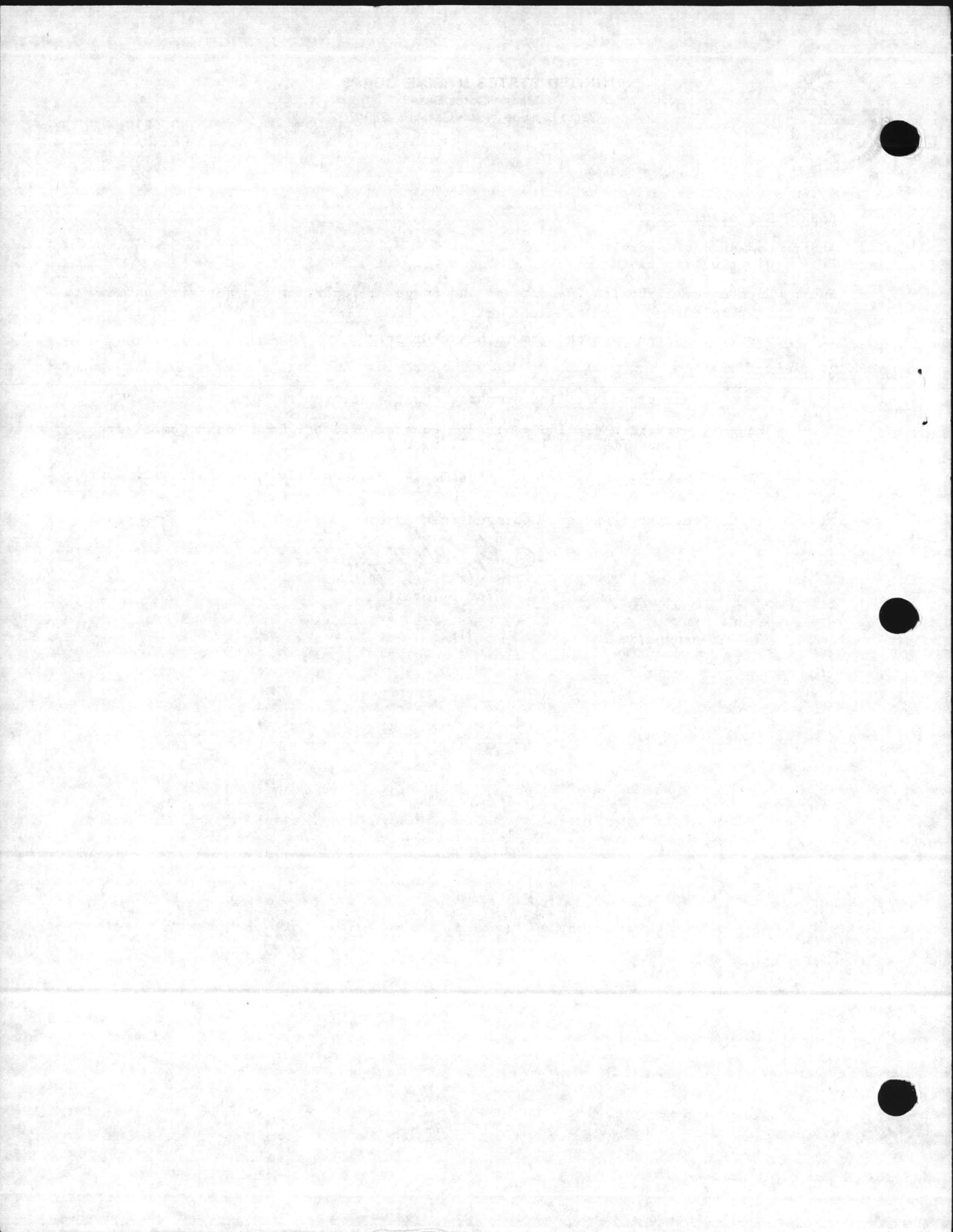
From: Commanding General
To: Distribution List

Subj: Environmental Health Inspections and Surveys; reporting and activity action concerning

1. Purpose. To direct pen changes to basic Order.
2. Action
 - a. Page 2, paragraph 3f, line 3, change "satisfactory" to "unsatisfactory".
 - b. Page 2, paragraph 4, line 4, insert Complex Officer, East Coast Commissary Complex, Camp Lejeune after Naval Dental Clinic.
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.
4. Certification. Reviewed and approved this date.


T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: A
O&PMD (7)



FOOD SERVICE INSPECTION REPORTING PROCEDURES

1. Report of Inspections. Whenever an inspection of a food service facility is made, the preventive medicine inspector shall record the findings of the inspection on the current edition of NAVMED Form 6240/1; an example of which is contained as enclosure (2).

2. Food Service Sanitation Requirements

a. The sanitary requirements promulgated in Chapter 1, Manual of Naval Preventive Medicine (NAVMED P-5010) are set forth in section I through IX of NAVMED 6240/1.

b. A defect point system has been established whereby maximum possible defect points have been assigned to each stated requirement. The inspector shall assign the appropriate number of defect points up to the maximum possible for noncompliance with the requirements and compute a Sanitary Compliance Score (SCS) calculated as follows:

$$\text{SCS} = \frac{\text{Defect Points Possible} - \text{Defect Points Assigned}}{\text{Defect Points Possible}} \times 100$$

c. The defect points possible for a given facility shall be determined by lining out those items not applicable to the facility and totaling those items that do apply.

d. Repeat discrepancies for which no action has been taken to correct, shall be assigned double the defect points originally assigned without adding to the denominator of the SCS equation until the discrepancy has been corrected or the management has done all it can to correct the discrepancy.

e. Section X of the form is intended for a concise executive summary of the inspection or explanation of serious discrepancies. Detailed comments and recommendations can be provided to the food service management and other interested parties by a separate enclosure.

f. If the inspector considers a discrepancy to be of such magnitude as to constitute a significant danger to health, he shall assign 110 defect points to that discrepancy and carry out the procedures as described in paragraph 3a(3) below.

3. Correction of Violations

a. Correction of the Violations shall be accomplished within the following periods:

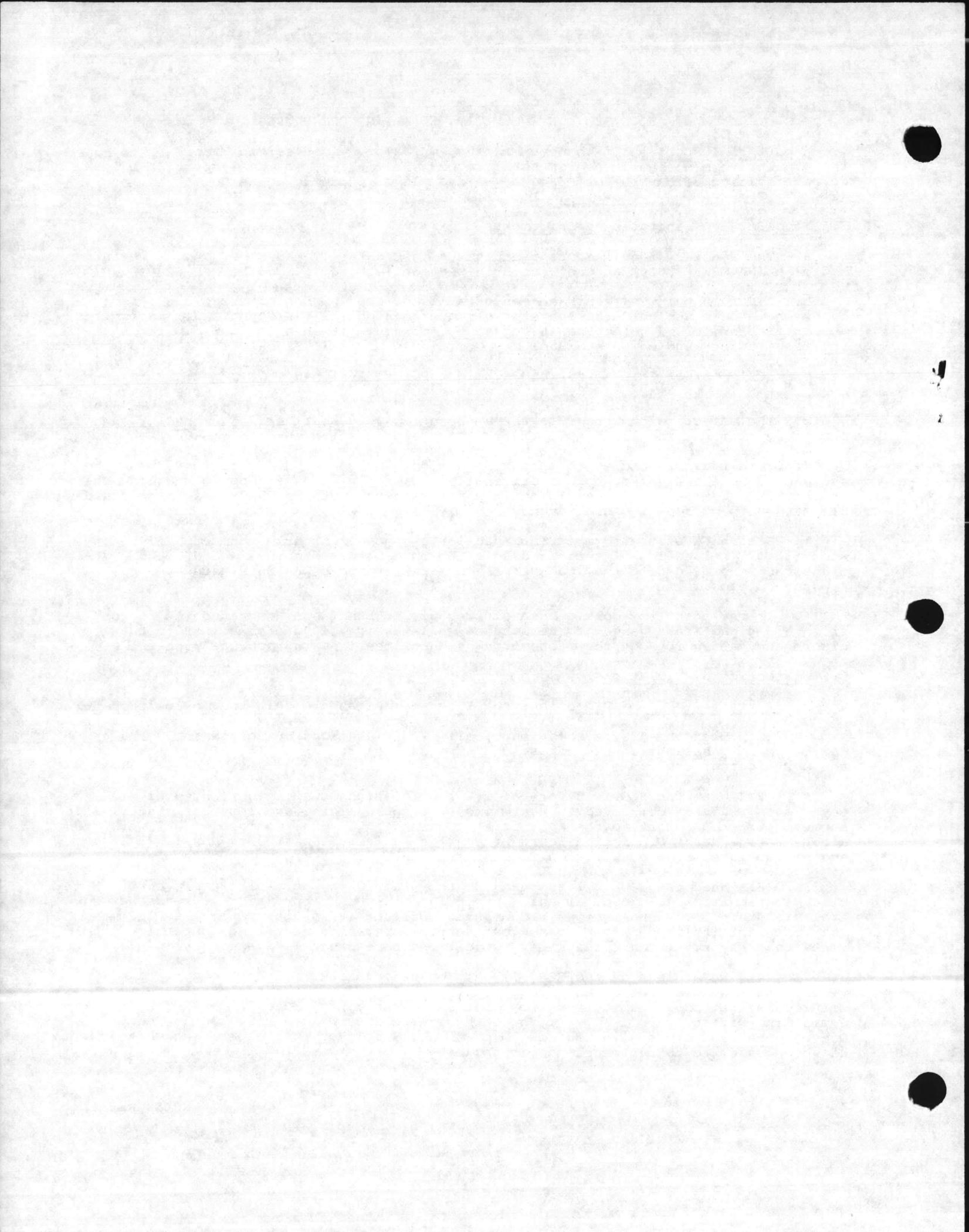
(1) When the SCS is 85 or more, all item violations up to and including 4 defect points shall be corrected as soon as possible, but in any event, by the time of the next inspection.

(2) When the SCS is 84 or below, all violations must be corrected within seven days. If not corrected in that time, the appropriate food service manager, must submit a written report to the appropriate Commanding General/Commanding Officer with a copy to the Head, Occupational and Preventive Medicine Department, Naval Hospital and appropriate Group or Division Surgeon explaining the reasons for the delay.

(3) When the SCS is less than 70, the Head, Occupational and Preventive Medicine Department, Naval Hospital shall promptly notify the appropriate Commanding General via Group/Division Surgeon or Commanding Officer (as appropriate) and recommend that the facility immediately cease food service operations until re-inspection determined that the significant unsanitary conditions have been eliminated.

(4) Regardless of the SCS, immediate action shall be taken to correct all violations assigned five or more defect points. In addition, the appropriate food service manager shall submit a written report to the appropriate Commanding General/Commanding Officer within seven days of the inspection, with a copy to the Head, Occupational and Preventive Medicine Department, Naval Hospital explaining what action has been taken to correct these deficiencies.

ENCLOSURE (1)



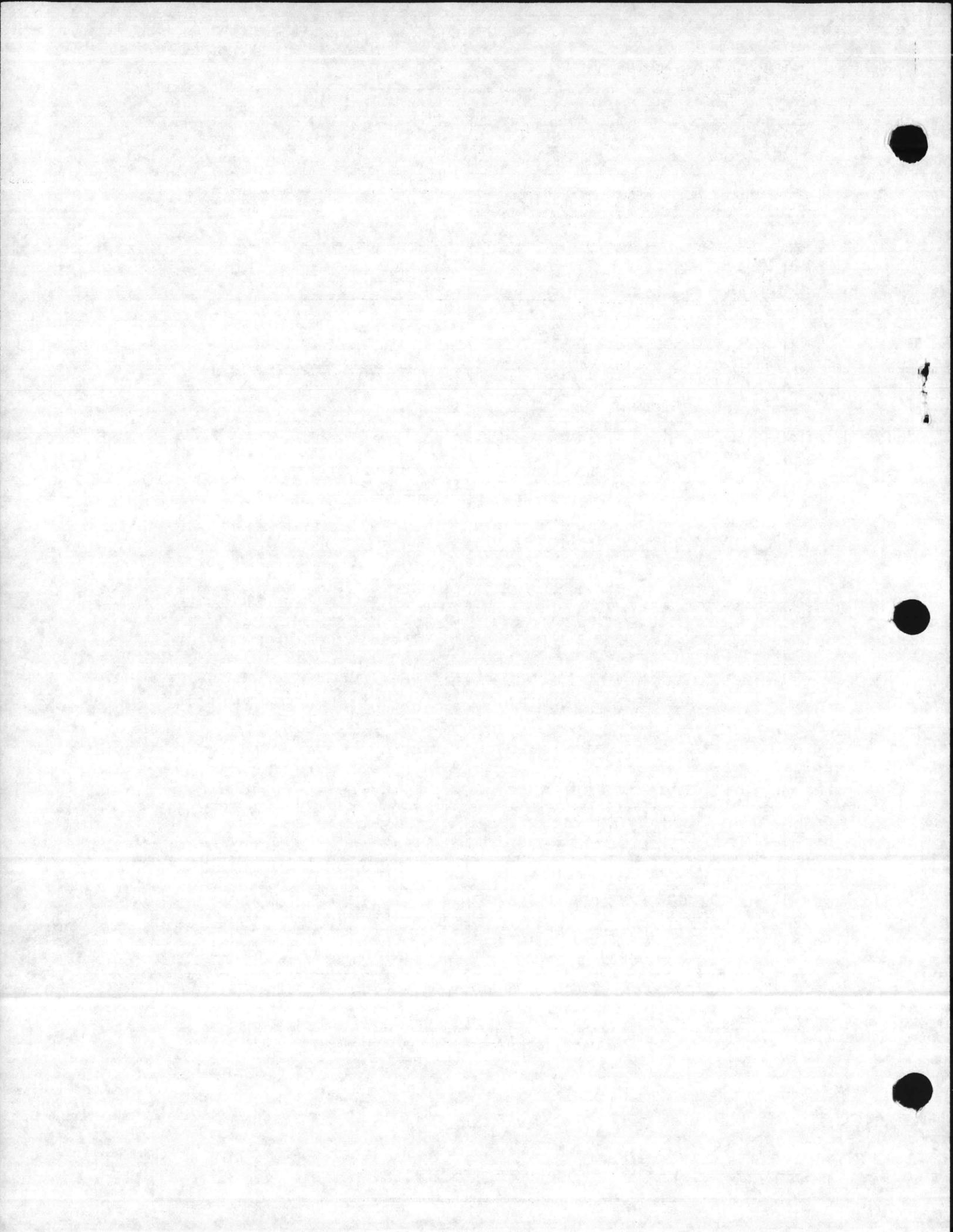
FOOD SERVICE FACILITY		LOCATION		TIME		DATE	
NAME/GRADE OF INSPECTOR		REASON FOR INSPECTION	ROUTINE	FOLLOW-UP	COMPLAINT	INVESTIGATION	OTHER (Specify)
SANITARY COMPLIANCE SCORE		SCORE ON PREVIOUS INSPECTION		ITEMIZED REPEAT DISCREPANCIES			

Based on an inspection this date, defect points have been assigned for violations of the provisions set forth in the Manual of Naval Preventive Medicine, NAVMED P-5010. Prompt action must be taken to correct all violations by the next routine inspection or shorter period of time, as may be specified in writing by the Medical Department representative. References cited on this form are articles from NAVMED P-5010-1, unless otherwise noted.

ITEM	DEFECT POINTS ASSIGNED	DEFECT POINTS POSSIBLE	SANITARY REQUIREMENTS	ITEM	DEFECT POINTS ASSIGNED	DEFECT POINTS POSSIBLE	SANITARY REQUIREMENTS
SECTION I FOOD AND FOOD PROTECTION				SECTION IV WATER AND ICE SANITATION			
1		20	Food and milk wholesome and procured from approved sources. Articles 1-4, 1-5, 1-28, 1-29, 1-32, 1-36, 1-37, 1-38, 1-60.	24		20	Sufficient potable water supplied from approved sources, protected against contamination and meets current water quality standards. Articles 1-61, 1-76.
2		20	Potentially hazardous foods and beverages protected from contamination, and meet time and temperature requirements for preparation, storage, display, and service. Articles 1-30, 1-32, 1-56 thru 1-59, 1-61, 1-107.	25		20	Ice procured from approved sources, and/or manufactured from potable water, stored and served in a sanitary manner. Article 1-50.
3		5	Fresh foods stored at proper temperatures, protected from the influence of decayed foods, contamination, and spoilage. Articles 1-41, 1-47, 1-48.	SECTION V SEWAGE AND PLUMBING			
4		20	Frozen foods stored properly at zero degrees fahrenheit or below, correctly thawed and not refrozen. Articles 1-47, 1-56.	26		5	Sewage disposed into a public sewer or approved sewage disposal system. Article 1-76.
5		5	Semiperishable foods adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation. Articles 1-39, 1-40, 1-45, 1-46.	27		20	Plumbing properly installed and maintained with no cross connections present or back siphonage possible. Articles 1-11, 1-76.
6		20	Prepackaged foods such as salads and Class I, II, and III sandwiches made from approved ingredients, properly prepared, labeled, stored, and dispensed. Article 1-56.	28		5	Toilet and handwashing facilities adequate in number, location, accessibility, and design. Articles 1-76, 1-77.
7		20	Leftover foods correctly dated, stored, and served; no unauthorized or frozen leftovers present. Article 1-56.	29		5	Heads adequately equipped with water closets, urinals, and lavatories and supplied with dispensable soap, single use towels or air dry devices and toilet tissue. Articles 1-76, 1-77.
SECTION II FOOD SERVICE SPACES, EQUIPMENT, & UTENSILS				30		3	Heads are clean, neat, and free of malodors. Article 1-77.
8		5	Refrigerated storage spaces are properly constructed, installed, and cleaned; correctly loaded to allow for adequate circulation, and free of excess frost accumulation. Articles 1-45, 1-48.	SECTION VI WASTE DISPOSAL			
9		5	Accurate, easily readable thermometers conspicuously located in all refrigerated spaces; temperatures of all bulk cold storage spaces logged at least daily. Article 1-48.	31		5	Refuse and garbage properly collected in clean, leakproof containers which are securely covered when not in actual use. Article 1-78.
10		5	Only food items stored in food storage spaces (storerooms, refrigerators, food lockers, etc.). Article 1-48.	32		4	Refuse and garbage stored in a manner which precludes nuisance conditions or accessibility to insects and rodents. Article 1-78.
11		5	Food service equipment and utensils meet NSF standards, or equivalent, and are properly installed. Articles 1-11, 1-18.	SECTION VII PEST CONTROL			
12		20	Food service equipment and utensils properly maintained, serviced, cleaned, and sanitized. Articles 1-16, 1-17.	33		4	Food service facility adequately protected against the entry and harborage of insects, rodents, birds, and other pests. Articles 1-45, 1-79.
13		5	Automatic dishwashing machines meet NSF standards or equivalent, are properly cleaned, maintained, and operated with approved dishwashing and sanitizing agents. Articles 1-11 through 1-15.	34		5	Effective pest control program being carried out under the supervision of trained and certified pest control personnel. Article 1-79, NAVMED P-5010, Chapter 8.
14		5	Manual dishwashing accomplished in accordance with correct procedures in properly designed three compartment sinks equipped with accurate thermometers. Articles 1-11 through 1-14.	SECTION VIII FACILITY STRUCTURE AND DESIGN			
15		5	Equipment and utensils properly air dried, handled, and stored after being washed. Articles 1-12, 1-17.	35		4	Floors, walls, ceilings and attached equipment properly constructed, free of accumulated filth, and in good repair. Article 1-72.
16		5	No unauthorized supplies present or in use such as dishcloths, dishmops, soap, or steel wool. Articles 1-12, 1-13, 1-17.	36		3	Lighting adequate and luminaries adequately shielded. Article 1-73.
SECTION III PERSONNEL				37		3	Food service spaces adequately ventilated and maintained at comfortable temperatures. Article 1-73.
17		5	Food service personnel training current. Articles 1-60, 1-66, 1-69.	38		5	Exhaust hoods properly designed for easy cleaning, correctly operated, and free of excess grease build-up. Articles 1-17, 1-73.
18		3	Food service personnel physical examinations current. Article 1-67.	39		3	Locker rooms properly located, equipped, clean and free of malodors. Article 1-74.
19		20	Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. Articles 1-67, 1-68, 1-107.	SECTION IX HOUSEKEEPING			
20		5	Employees physically clean, wearing clean garments and practicing good personal hygiene and proper food handling procedures. Article 1-69.	40		5	Facility and property clean and free of excess equipment and litter. Article 1-75.
21		4	Properly worn caps, hairnets and snoods, as appropriate, worn by food service personnel. Article 1-69.	41		3	Floors, walls, ceilings, and attached equipment adequately cleaned between meals and after closing by appropriate dustless methods. Article 1-75.
22		3	Use of tobacco prohibited in food preparation areas, service areas, and sculleries. Article 1-69.	42		5	Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) properly stored. Article 1-75.
23		3	Clothing and other personal items absent from food preparation and service areas. Article 1-69.	43		20	Facility free of recognized hazards that are causing, or likely to cause, death or serious physical harm to the employees or patrons. NAVSUPINST 4061.11 series, Section III, NAVSUP 421, Chapter 3.

SECTION X EXECUTIVE SUMMARY OF COMMENTS & RECOMMENDATIONS

SIGNATURE OF INSPECTOR	SIGNATURE OF SUPERVISOR
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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 10110.2F
VET/pah
10 Dec 1986

BASE ORDER 10110.2F

From: Commanding General
To: Distribution List

Subj: FOOD INSPECTION SERVICE

Ref: (a) MCO P10110.31E

1. Purpose. To establish policy and promulgate procedures for the food inspection service of this base in accordance with the reference.
2. Cancellation. BO 10110.2E.
3. Policy. The Base Veterinary Officer will conduct the food inspection service of this command. The guidelines to be followed in the performance of this service are all current directives, instructions, and orders from competent authorities. The service is to include:
 - a. Inspection of all subsistence items from any source that is issued, sold, or served on this base by Appropriated or Non-Appropriated Fund Facilities.
 - b. Inspection of off-base food establishments for sanitation and ability to perform under contracts.
 - c. Compilation and maintenance of an approved list of local subsistence supplies.
 - d. Investigation of subsistence losses resulting from deterioration/spoilage experienced by any Appropriated or Non-Appropriated Fund Facility.
4. Food Sources. All food must be from establishments approved as meeting the minimum sanitary standards of the Department of Defense. The U. S. Army Health Services Command publishes a list of all such establishments for armed forces procurement. The Base Veterinarian maintains a list of all such establishments in the local area.
 - a. Other Approved Sources. Establishments operating under the inspection supervision of the following agencies are also approved sources of foods:
 - (1) Meat and poultry establishments which are listed in the "Directory of Meat and Poultry Inspection Program Establishments and Officials," published by the Animal and Plant Inspection Service, U. S. Department of Agriculture, may serve as sources of meat, meat products, poultry and poultry products.
 - (2) State-inspected meat and poultry plants which have been certified by the USDA as being at least equal to the current status of federally inspected establishments are acceptable sources of supply to the Armed Forces within their respective states only.
 - (3) Foreign meat establishments listed in the "Directory of Meat and Poultry Inspection Program Establishments and Officials," published by the Animal and Plant Health Inspection Service, U. S. Department of Agriculture.
 - (4) Egg establishments listed in the "List of Plants Operating under USDA Poultry and Egg Grading and Egg Products Inspection Programs," published by the Poultry Division, Agricultural Marketing Service, U. S. Department of Agriculture.

(5) Dairy establishments having a plant compliance rating of 90 or more listed in "Santiations Compliance and Enforcement Ratings of Interstate Milk Shippers List (IMSL)," published by the U. S. Department of Health, Education and Welfare, Public Health Service, may serve as sources of pasteurized milk and milk products as listed, including cottage cheese.

(6) Dairy plants listed in the U. S. Department of Agriculture publication, "Dairy Plants Surveyed and Approved for USDA Grading Service." Plants listed in this publication are approved sources of supply for the Armed Forces only for the items listed in the publication.

(7) Fish and shellfish establishments listed in the U. S. Department of Commerce publication "Plants Approved to Pack Processed Fish and Shellfish Products Under Continuous Inspection."

(8) Distributors or warehouses, including cold storage warehouses, storing or handling (not processing or packaging) non-government-owned perishable or non-perishable foods packaged or packed in containers which offer protection from contamination.

(9) Plants producing non-animal food products and related items known to possess little or no potential health hazards. Specific exemption for these plants is provided in the reference.

b. Other Sources. If foods desired by an organization of this base are not available through the commissary stores or vendors listed on the approved list of suppliers, the Base Veterinary Officer will be contacted to determine whether or not there are other acceptable sources of supply. Persons concerned with the procuring of exceptional or exotic types of foods will coordinate with the Base Veterinary Officer to determine the status of prospective vendors, and to arrange for the inspection of these foods.

5. Veterinary Inspection of Foods

a. Inspection Requirements (General). All subsistence brought onto the base which is intended for storage, consumption, or resale will be inspected at time of delivery by qualified veterinary service personnel for wholesomeness, type, class, and grade. Nonconforming subsistence will be discussed with the purchasing and/or contracting officer who will determine final acceptance or rejection, unless the non-conformance is for reason of wholesomeness.

b. Veterinary Inspection for Other Organizations. Vendors supplying perishable foods to the Officers' Messes, Clubs, Exchange Activities and other concessionaires prior to delivery of food products to the organization concerned, will present such foods for inspection by veterinary service personnel. Inspection will be available at the Central Food Inspection Office, Building 1300, Monday through Friday, 0530 to 1400, and at Tarawa Terrace Commissary, Monday through Friday 0600-1200. Inspection will be available on Saturday and holidays (except Thanksgiving, Christmas and New Year's Day) at Central Food Inspection Office, Building 1300 from 0600 to 1000. Any deviation to the times subsistence items are presented for inspection will be by mutual agreement between the Contracting Officer and the Base Veterinary Officer. All delivery tickets and bills of acceptable foods will be stamped with the Department of Defense acceptance stamp and will become part of the required voucher to be examined by auditing authorities. Every attempt will be made to assist organizations in the procurement of safe, wholesome food and ensure that the quality desired is actually received.

6. Subsistence Sanitation

a. Vehicles. All foods delivered to or transported on this base will be securely boxed, wrapped, or cartoned and transported in clean, covered trucks. Meats, milks, and dairy products will be delivered in a closed body refrigerated truck. No other items will be transported in the same vehicle which might in any way contaminate or damage the product.

b. Storage and Handling. Foods received, stored, issued or sold will be handled in a sanitary manner. They will, as far as practicable, be protected against heat, insects, rodents, and other damaging or contaminating agents.

7. Responsibility

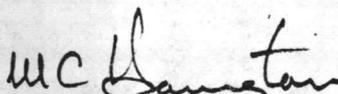
a. Officer-in-Charge. The officers-in-charge or other responsible persons of an organization who purchase food for issue, sale or serving to military personnel will be responsible for compliance with the revisions of this Order.

b. Base Veterinary Officer. The Base Veterinary Officer is responsible for the inspection of all foods upon delivery to this installation and for the sanitary inspection of all establishments located in the vicinity of this base which are approved as vendors of foods.

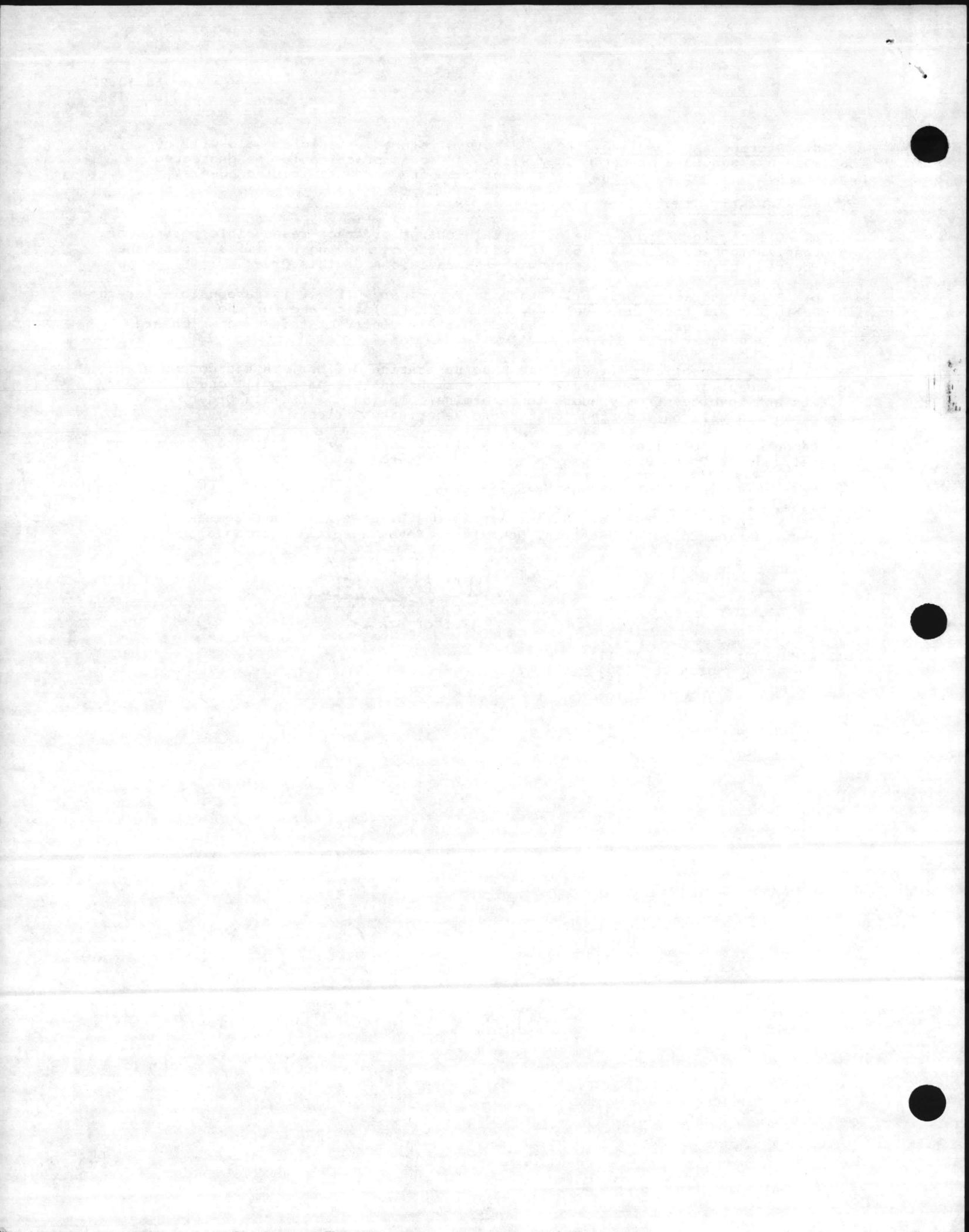
c. Base Inspection Officer. The Base Sanitation Officer, in the course of his routine inspection of food handling organizations on this base, will check delivery tickets and invoices from vendors to determine compliance with this Order. Any discrepancies will be reported to the Base Veterinary Officer.

8. Reports of violations of this Order will be made in writing to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

9. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and Commanding Officers, Marine Corps Air Station, New River, Naval Hospital, and Naval Dental Clinic.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A less CAT III
plus Vet (50)





UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 10110.11B
LOG/pah
4 Aug 1986

BASE ORDER 10110.11B

From: Commanding General
To: Distribution List

Subj: Hazardous or Potentially Hazardous Food Recall System

Ref: (a) MCO 10110.38B

1. Purpose. To prescribe policy guidance and assign responsibilities within the Command to be followed when All Food Activity (ALFOODACT) messages are received from the U. S. Food and Drug Administration, U. S. Department of Agriculture, or other government agencies.

2. Cancellation. Base Order 10110.11A.

3. Information

a. ALFOODACT messages announce the recall of hazardous foods or advise of potentially hazardous foods when there is evidence of substantial nonconformance to specification requirements.

b. This Order is applicable to all activities (appropriated and/or nonappropriated) that are involved in the procurement, inspection, shipment, distribution, issue, sales and preparation for feeding of food supplies.

c. This Order establishes the Command Hazardous Food Recall System as prescribed in the reference.

4. Definitions

a. Authorized Food Inspection Personnel. U. S. Army Veterinary Services personnel.

b. Food Accountable/Responsible Personnel. Individuals who have accountability and/or responsibility for food and its custody, care and safekeeping while in the accounts of troop feeding facilities or located at supply points. This term includes individuals with similar obligations at commissary stores, exchanges, clubs and other appropriated or nonappropriated funded activities.

c. Food Recalls. Announcements or alerts of emergency or priority situations involving the removal from the marketplace of hazardous foods or suspected hazardous foods, the consumption of which could cause life threatening immediate or long range sickness.

d. Hazardous Foods. Foods not free or suspected of not being free from disease or noxious elements which would render them a health hazard or unfit for human consumption.

5. Action. The following responsibilities are assigned and are effective upon receipt of this Order.

a. Officer in Charge, Communications Center. The Officer in Charge, Communications Center will ensure that ALFOODACT messages are processed as "priority" communications precedence.

b. Base Adjutant. The Base Adjutant will deliver ALFOODACT messages to the section head of all food accountable/responsible personnel as listed below:

BO 10110.11B
4 Aug 1986

<u>Section Head</u>	<u>Accountable/Responsible Activity</u>
Assistant Chief of Staff, Morale, Welfare and Recreation	Marine Corps Exchange, Clubs and Messes
Assistant Chief of Staff, Logistics	Commissary Store, Base Food Services, Veterinarian, Subsistence Branch, DSSC
Commanding Officer, Naval Regional Medical Center	Chief, Food Management Service
Complex Officer, East Coast Commissary Complex	East Coast Commissary Complex

c. Food Accountable/Responsible Personnel. Upon receipt of an ALFOODACT food accountable/responsible personnel will:

(1) Immediately identify stocks of hazardous foods on hand. (Negative telephonic reports will be made to the Assistant Chief of Staff, Logistics (Phone 2507/2508)).

(2) Segregate and secure the hazardous food items in a hold status to preclude their further issue, sale and use.

(3) Supply point personnel will notify the end users of hazardous food items in instances when issue has been made prior to receipt of an ALFOODACT message.

(4) Food accountable/responsible personnel will not contact commercial food suppliers directly, unless message instructions direct such contact.

(5) The Assistant Chief of Staff, Logistics, Marine Corps Base will be notified of the hazardous foods on hand as prescribed below:

- (a) Item nomenclature or brand name
- (b) National Stock Number (if applicable)
- (c) Prime contractor/subcontractor/manufacturer/distributor and addresses
- (d) Government Inspection Plant Code (e.g., USDA Est No.) if applicable
- (e) Contract/purchase order/delivery order numbers(s)
- (f) Source of Item (i.e., specific depot, supply point, direct vendor delivery, etc.)
- (g) Date received
- (h) Quantity received
- (i) Description of container(s): type size and number per case
- (j) Manufacturer's lot number(s), production code(s), or other coded information on unit containers and/or cartons
- (k) Date of manufacture/pack from unit container and/or carton
- (l) Quantity of product on hand and specific location
- (m) Reason item is suspected to be hazardous. (Note: Product merely evidencing deterioration due to long term storage is not necessarily a hazardous food item.)

(n) Symptoms of illness or death attributed to or suspected to be caused by the item, number of persons affected, and contact point for medical authority cognizant of the incident.

(o) Laboratories to which samples have been submitted for test/analysis, date shipped, and mode of shipment.

(p) Laboratory test/analysis results when available.

(6) Retain hazardous foods in a hold status until final disposition instructions have been received.

(7) Notify the Assistant Chief of Staff, Logistics whenever foods have been identified through local determination as being on hand in a local property account as prescribed in paragraph 5c(5).

(8) Retain copies of ALFOODACT messages for a minimum period of one year.

d. Veterinary Subsistence Inspectors. Upon receipt of an ALFOODACT message veterinarian subsistence inspectors will:

(1) Assist food accountable/responsible personnel to identify and supervise segregation and security of hazardous foods found at the receiving activity warehouse/storerroom, etc.

(2) Monitor retained stocks held in a hold status to ensure that hazardous foods are not issued, sold or used, and are disposed of in accordance with official instructions.

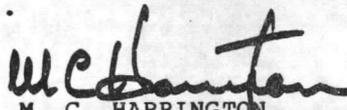
(3) Notify the Assistant Chief of Staff, Logistics whenever a hazardous food item has been identified through local determination.

(4) Conduct inspections and submit samples of hazardous food items to laboratories for testing as required.

(5) Retain copies of ALFOODACT messages for a minimum period of one year.

e. Assistant Chief of Staff, Logistics. The Assistant Chief of Staff, Logistics, Marine Corps Base is designated as the Hazardous Food Coordinator and will be responsible for the administration of the subject program for all Marine Corps Base and tenant commands located at Camp Lejeune.

6. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, 2d Marine Division (Rein), FMF, 6th Marine Amphibious Brigade, FMF, 2d Force Service Support Group (Rein), FMF, and the Commanding Officers, Marine Corps Air Station, New River and Naval Hospital.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A less Category III

