

AC/S G4
ROUTING SHEET

(1) DATE /

(2) OPERATION CODE

- X - ORIGINATOR
- A - APPROPRIATE ACTION
- B - GUIDANCE
- C - SIGNATURE
- D - COMMENT
- E - RECOMMENDATION
- F - CONCURRENCE

- G - INFORMATION G4A
- H - RETURN TO
- I - INITIAL
- J - DISPOSITION
- K - DECISION
- L - RETENTION
- O - OTHER

(3)

G4A

ORIGINATOR

NAME

LTCOL R. HORD

SECTION

G-4

(4) SUBJECT

PROPOSED BASE ORDER 6240.5A

ROUTING - Use numbers to show order of routing

(5) RTG	(6) OPR CODE	(7) ADDRESSEES	(8) DATE		(9) INITIALS	(10) NATURE OF ACTION REQR.	(11) DUE DATE
			IN	OUT			
		AC/S G4				routine urgent	24 SEP 86

(12) REMARKS AND SIGNATURE

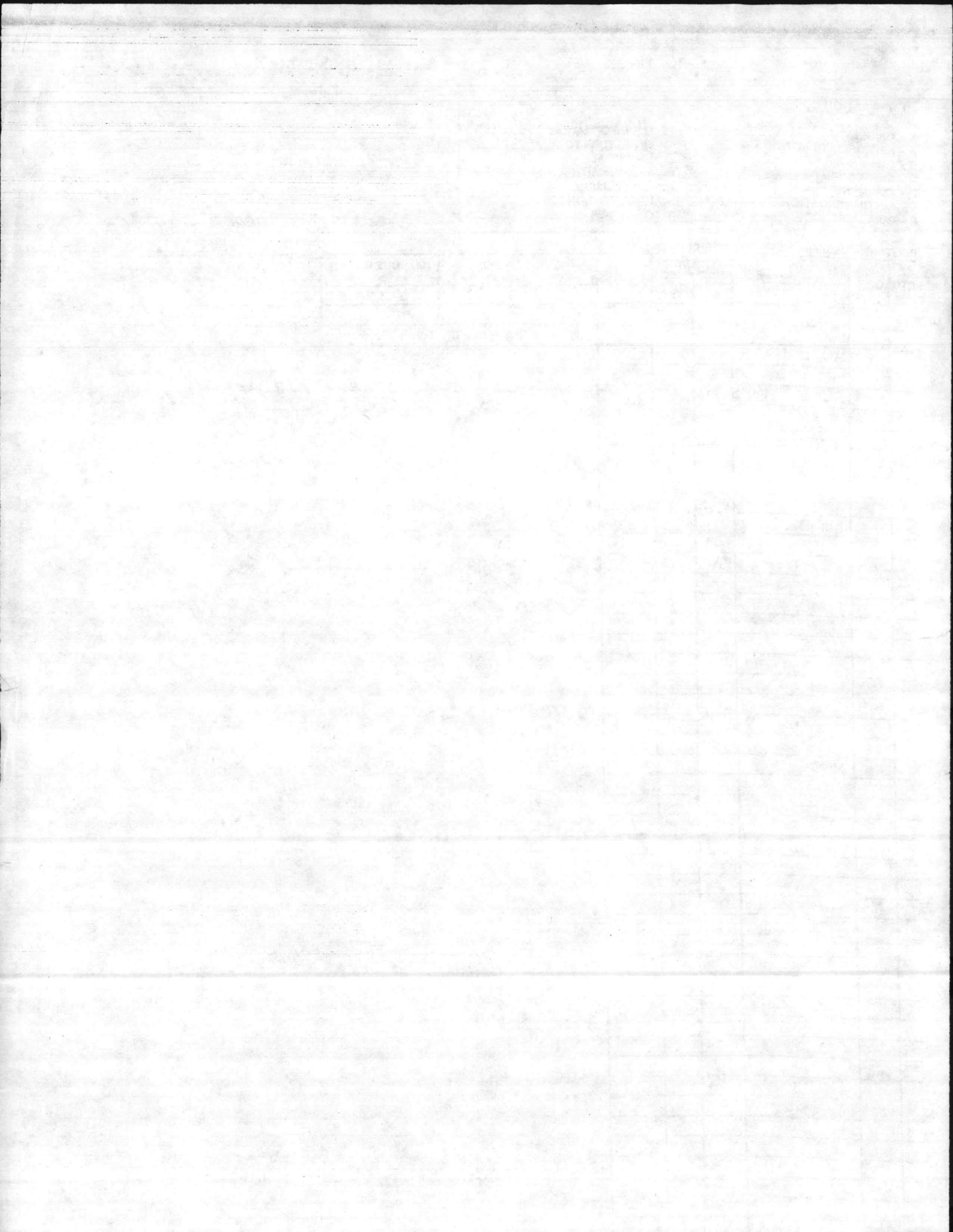
1. PLS TAKE ATTACHED FOR ACTION.
RETURN VIA G4A.

R Hord

18 Sep 86

(reviewed) draft several days ago

X		AC/S G4A					
		AC/S G4OPS					
		AC/S G4PL					
		SupO					
		EmbO					
1	DEH	EngrO					
		FacO					
		OrdO					
		MFO					
		FSO					
		MMO					
		Surg					
		Dental O					



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

BO 6240.5A
NREAD/st

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 and federal agencies have routinely inspected *HW handling activities within the Camp Lejeune* Complex. Discrepancies identified during these inspections can generally be attributed to failure to provide adequate HW training to personnel involved in handling regulated wastes and to failure to follow administrative requirements of reference (b) and related state of North Carolina regulations. This order attempts to address these and other discrepancies by strengthening internal controls and clarifying HW management responsibilities. Rate of personnel turnover is a major problem. Consequently, improved availability and quality of personnel training in HW management and disposal is a critical issue addressed by this Order.

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~~ 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 ~~job~~ 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)} SOP 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 HWMSOP 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 ~~Major Command~~ ^{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.

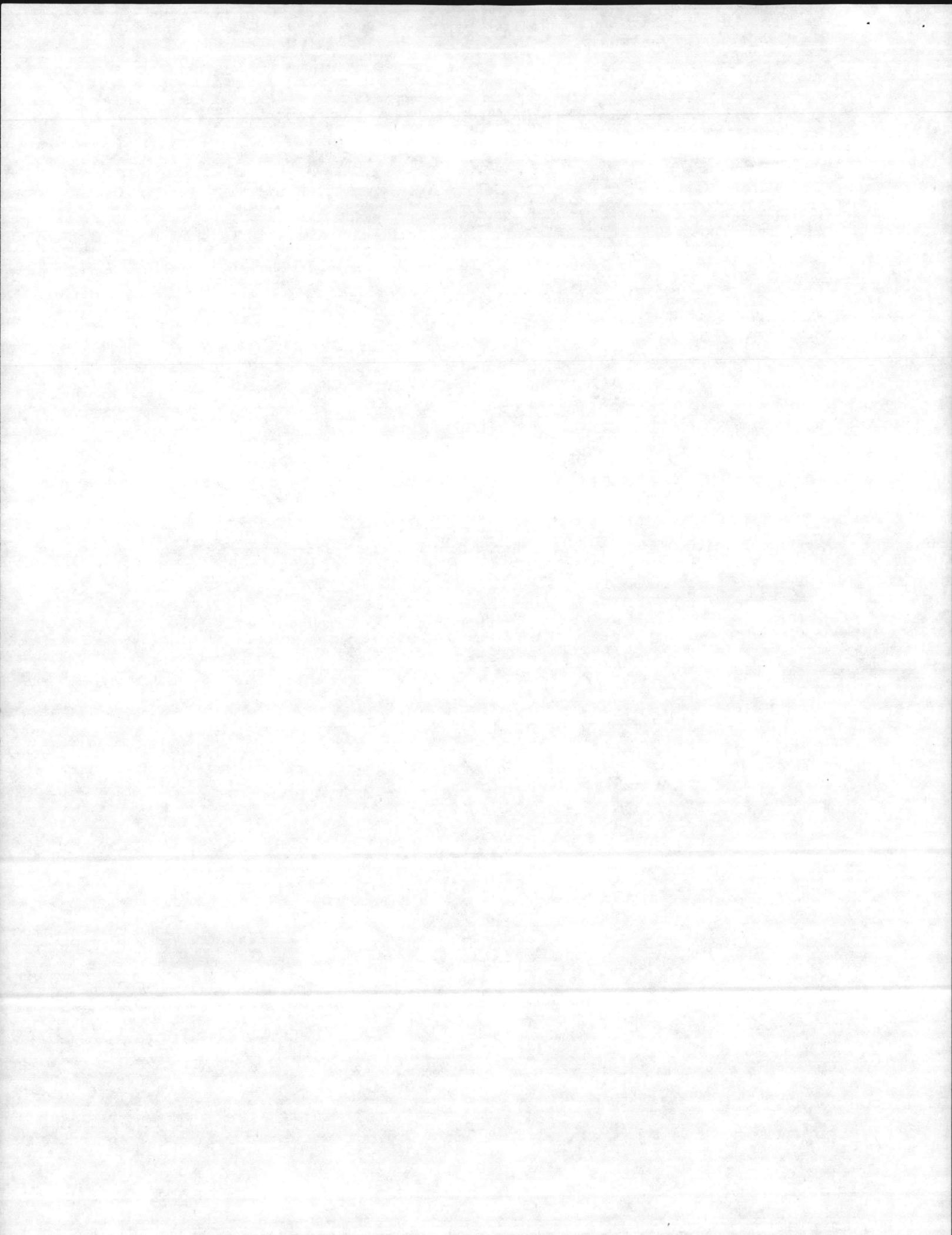
c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently, as required, to ~~monitor and evaluate compliance with this order and related state/federal regulation.~~ The results of the annual inspections will be provided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

d. 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 ~~completed~~ *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 absorbers, 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.* ~~container per attachment (B).~~

ENCLOSURE (1)

© 1954 by [illegible]

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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HW will provide transportation. TMO and HMDO will cooperate 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.

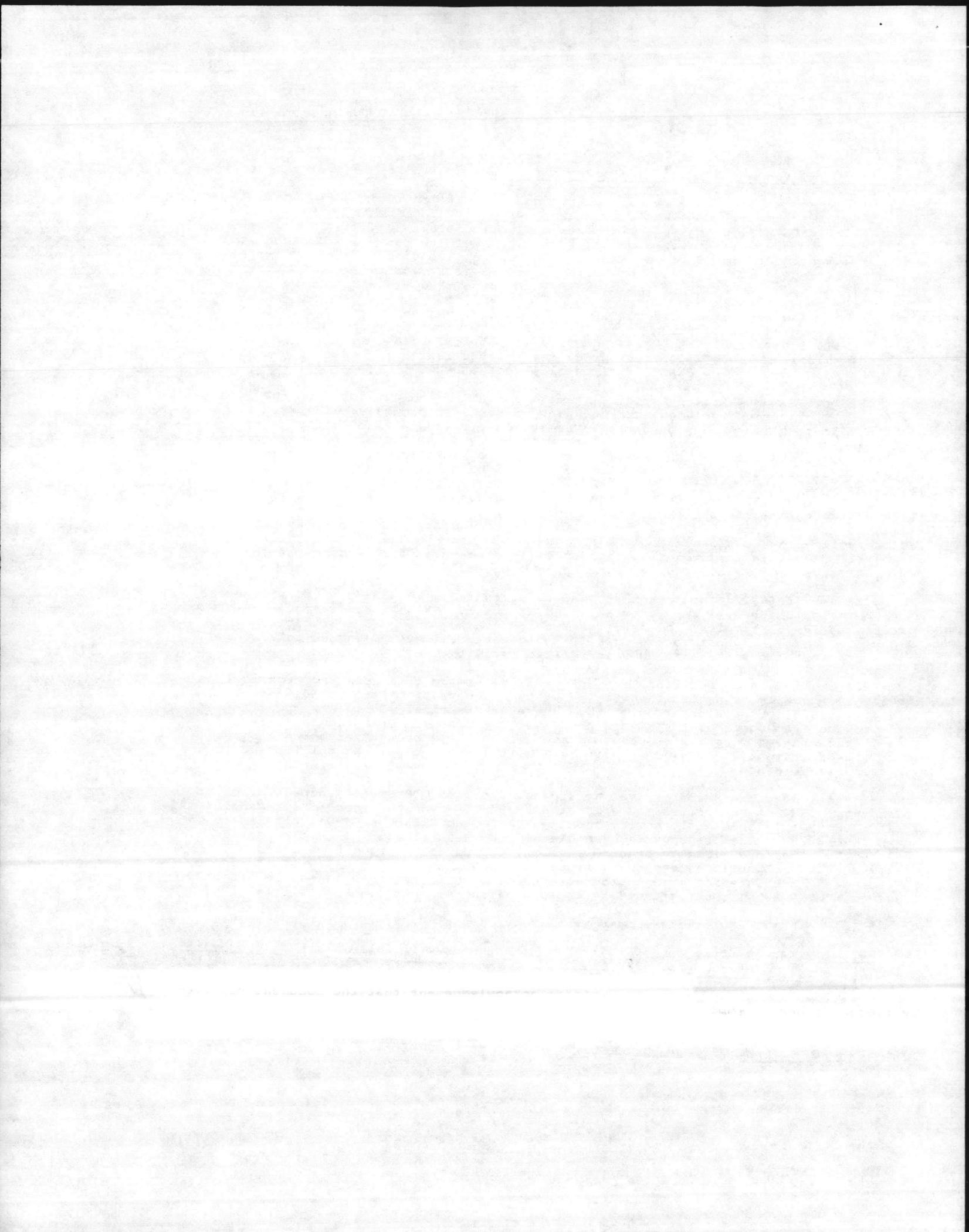
STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW, if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured 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.

STEP 7. 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 accumulation start dates on HW containers, the type and quantity of HW and the date documents delivered to DRMO.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

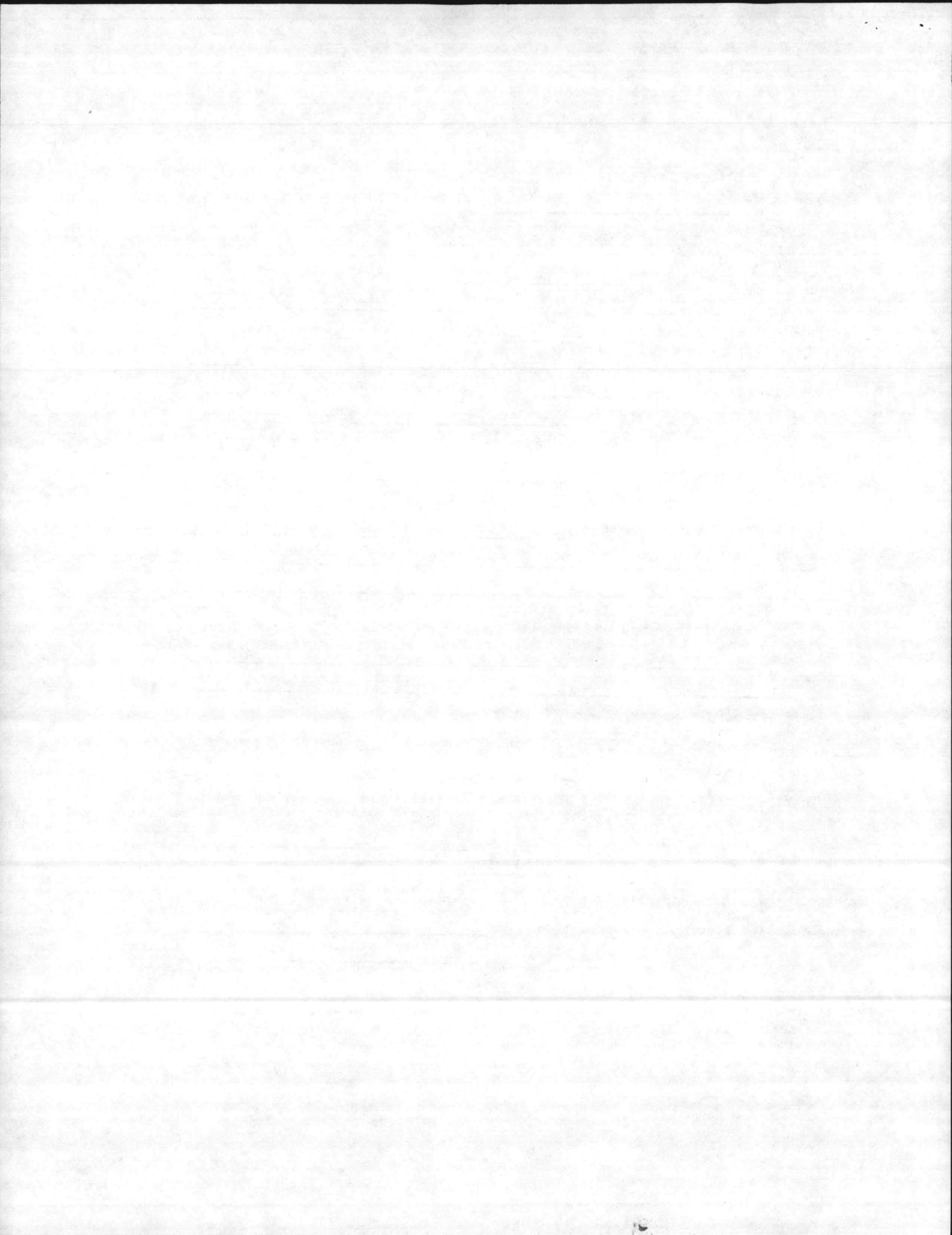
4. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO Signature DATE

5. 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. _____

HMDC Signature DATE

Appendix A to ENCLOSURE (1)



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: _____

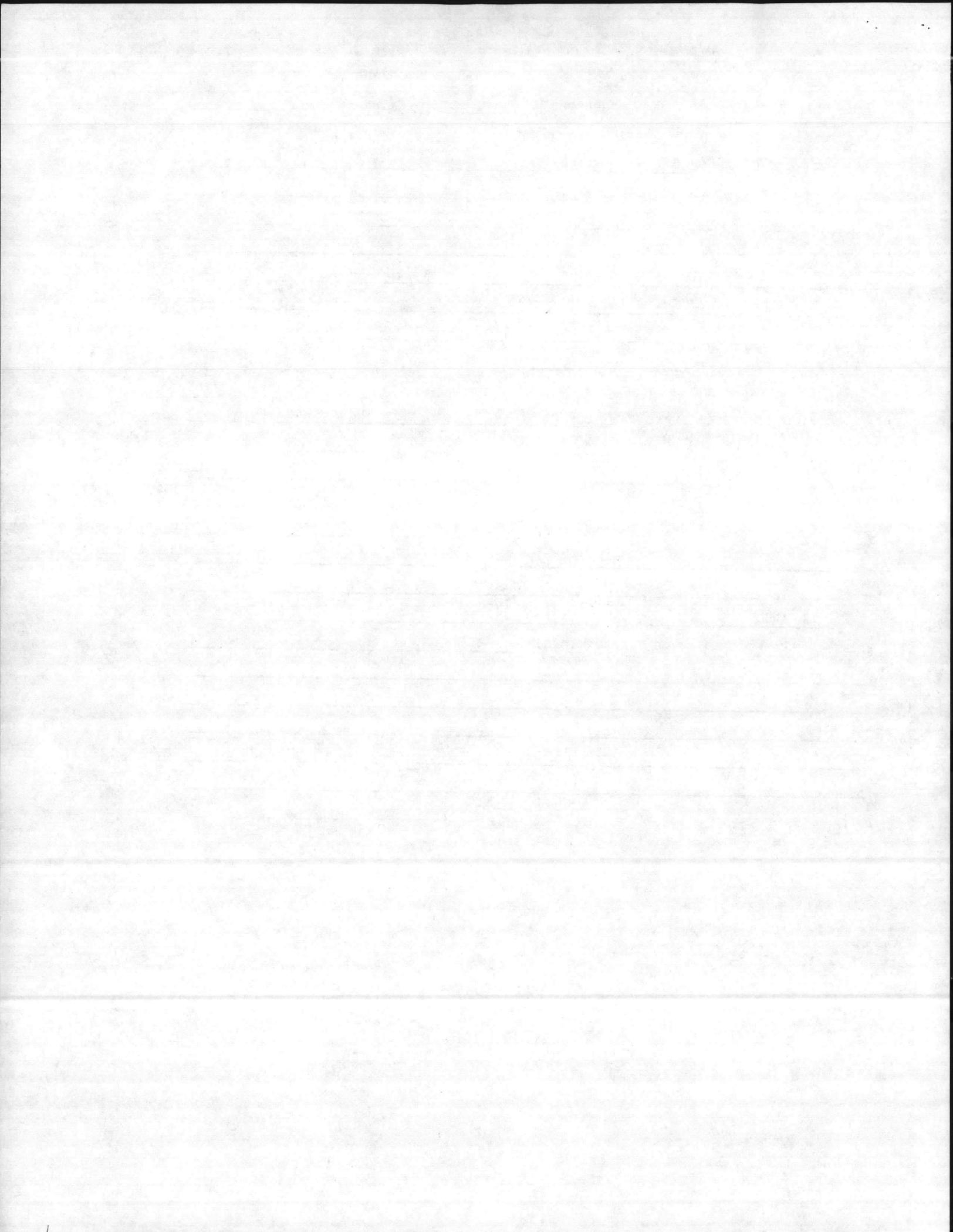
c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____
HMDC Code Date
Signature





UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
NEW RIVER, JACKSONVILLE
NORTH CAROLINA 28545-5001

IN REPLY REFER TO:

6240

GSO

3 DEC 1986

From: Commanding Officer, Marine Corps Air Station, New River
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542-5001 (Attn: Director, Natural
Resources and Environmental Affairs)

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Dir, NREAD ltr 5200 NREAD of 15 Sep 86

1. In response to the reference, the following change to the subject Order is submitted: Enclosure (1) page 2, paragraph 3 note 1, change Air Station Order "6260.1" to read "6280.1_".
2. Pending incorporation of this Change, this Command concurs in the subject Order.

B. D. Waddell
B. D. WADDELL



0300
0300
3 DEC 1955

From: Commanding Officer, Marine Corps Air Station, New River
To: Commanding Officer, Marine Corps Base, Camp Lejeune,
North Carolina 28542-5001 (Attn: Director, MIA/SA)
Resources and Environmental Affairs

Subject: PROPOSED BASE ORDER 0140-5A

Re: (a) MIA/SA, READ-311-0300 MIA/SA, 11 Sep 55

1. In response to the reference, the following change to the subject Order is submitted: Enclosure (1) page 2, paragraph 3, line 1, change Air Station Order "0140-5A" to read "0180-1".
2. Pending repositioning of this change, the Command account in the subject Order.

1955

A. D. WIDDEL

EXECUTIVE CORRESPONDENCE

DO NOT WRITE ON THIS COVER AS IT IS INTENDED FOR RE-USE
RETURN IT WITH THE FILE COPIES TO ORIGINATING OFFICE



UNITED STATES MARINE CORPS
2d Marine Division, Fleet Marine Force
Camp Lejeune, North Carolina 28542-5500

IN REPLY REFER TO

11000

G-4 FAC

12 JAN 1987

From: Commanding General, 2d Marine Division, FMF
To: Commanding General, Marine Corps Base, Camp Lejeune, North
Carolina (Attn: NREA)

Subj: REVIEW OF PROPOSED REVISIONS TO BASE ORDER 6240.5A

1. This headquarters has reviewed and concurs with proposed revisions to Base Order 6240.5A.
2. Point of contact at this headquarters is Captain J. M. Reuter, the Assistant Division Engineer Officer at extensions 5111/2755.

K. DEAN PRICER
By direction

18 JAN 1951
P. 3. 20

From Commanding General, 2d Marine Division, and
Major General, 2d Marine Corps, Camp Lejeune, North Carolina

The attached report has been reviewed and approved
by the Commanding General, 2d Marine Division, and
Major General, 2d Marine Corps, Camp Lejeune, North Carolina.

[Handwritten signature]

[Handwritten name]

See Note 1

HAZARDOUS WASTE	
FEDERAL LAW PROHIBITS IMPROPER DISPOSAL	
IF POLICE CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY	
PROPER ORIGIN SHIPPER	SEE NOTE 2
GEN. NAME	SEE NOTE 3
ADDRESS	
CITY	STATE
EPA ID NO.	SEE NOTE 5
ACCUMULATION START DATE	SEE NOTE 6
WASTE NO.	SEE NOTE 2
MANAGEMENT DOCUMENT NO.	SEE NOTE 7
HANDLE WITH CARE!	
CONTAINS HAZARDOUS OR TOXIC WASTES	

- Note 1: The above label or equivalent will be placed on all hazardous waste (HW) containers prior to use for storage of HW. Damaged labels will be immediately replaced, using same information as on original label. If original label is illegible, contact your Hazardous Material Disposal Officer for guidance.
- Note 2: Obtain this information from your HW Standard Operating Procedure. If not available, contact your Hazardous Material Disposal Officer.
- Note 3: Enter the name of the organization having physical custody of the HW at time label is placed on the container, unless replacing a damaged label. See Note 1 above.
- Note 4: Enter either "MCAS, New River, Jacksonville", for HW generated aboard or by organizations stationed aboard the Marine Corps Air Station, New River. Enter "Marine Corps Base, Camp Lejeune" for all other HW generated locally.
- Note 5: Enter NC 8170022570 for all waste generated aboard or by organizations stationed aboard MCAS, New River. Enter NC 6170022580 for all other HW generated within the Camp Lejeune complex.
- Note 6: Enter the date that HW was first placed in the container unless the facility has written authorization from CG, MCB, Camp Lejeune to operate as a HW satellite accumulation area. In which case, follow instructions provided within the written authorization.
- Note 7: Leave Blank, will be completed by the Traffic Management Officer, Camp Lejeune.

Appendix B to
ENCLOSURE (1)

HAZARDOUS WASTE (HW) MANAGEMENT INSPECTION FORM FOR
HAZARDOUS MATERIAL DISPOSAL COORDINATES AND OFFICERS

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? _____

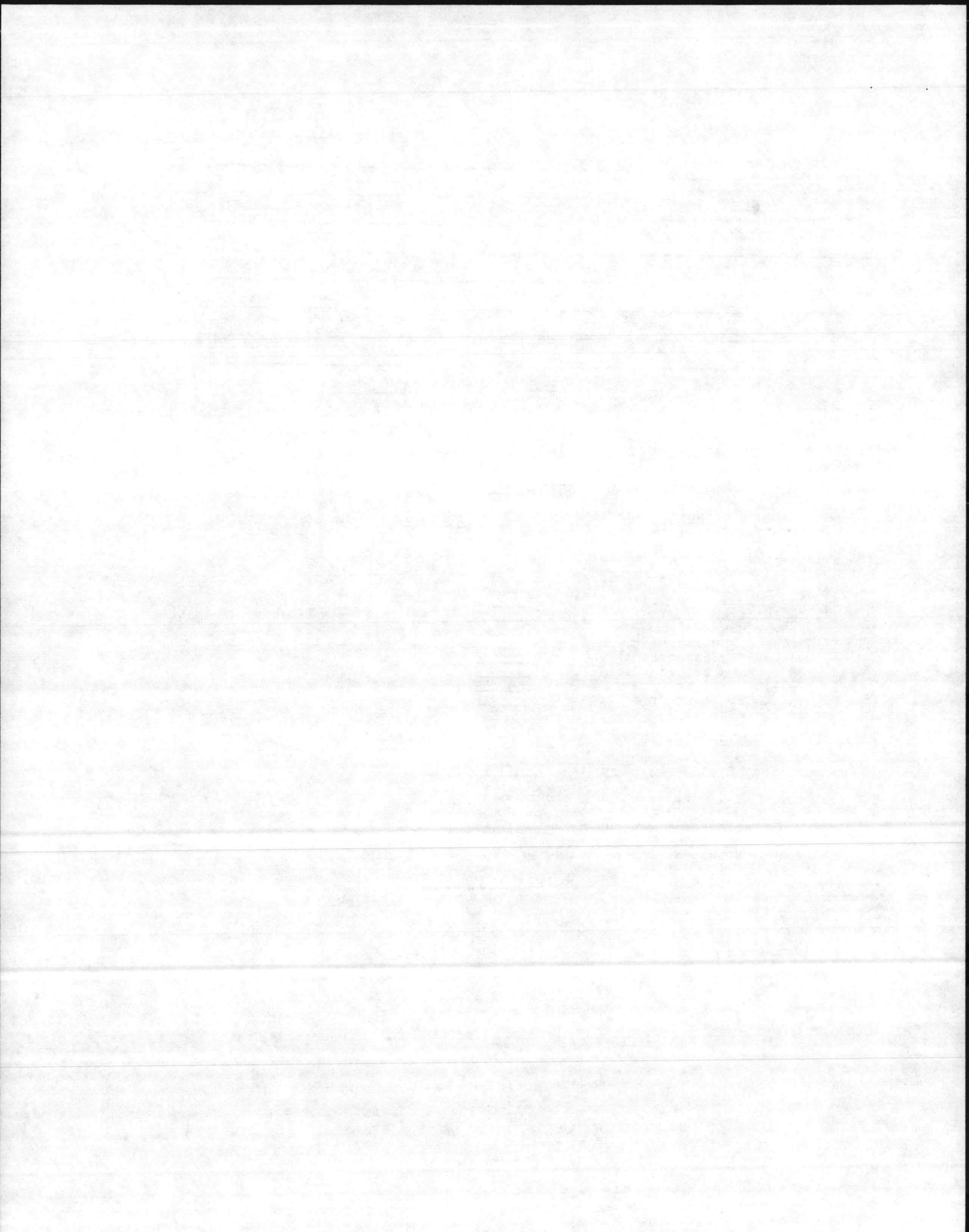
b. Are spills likely to reach soil or water? _____

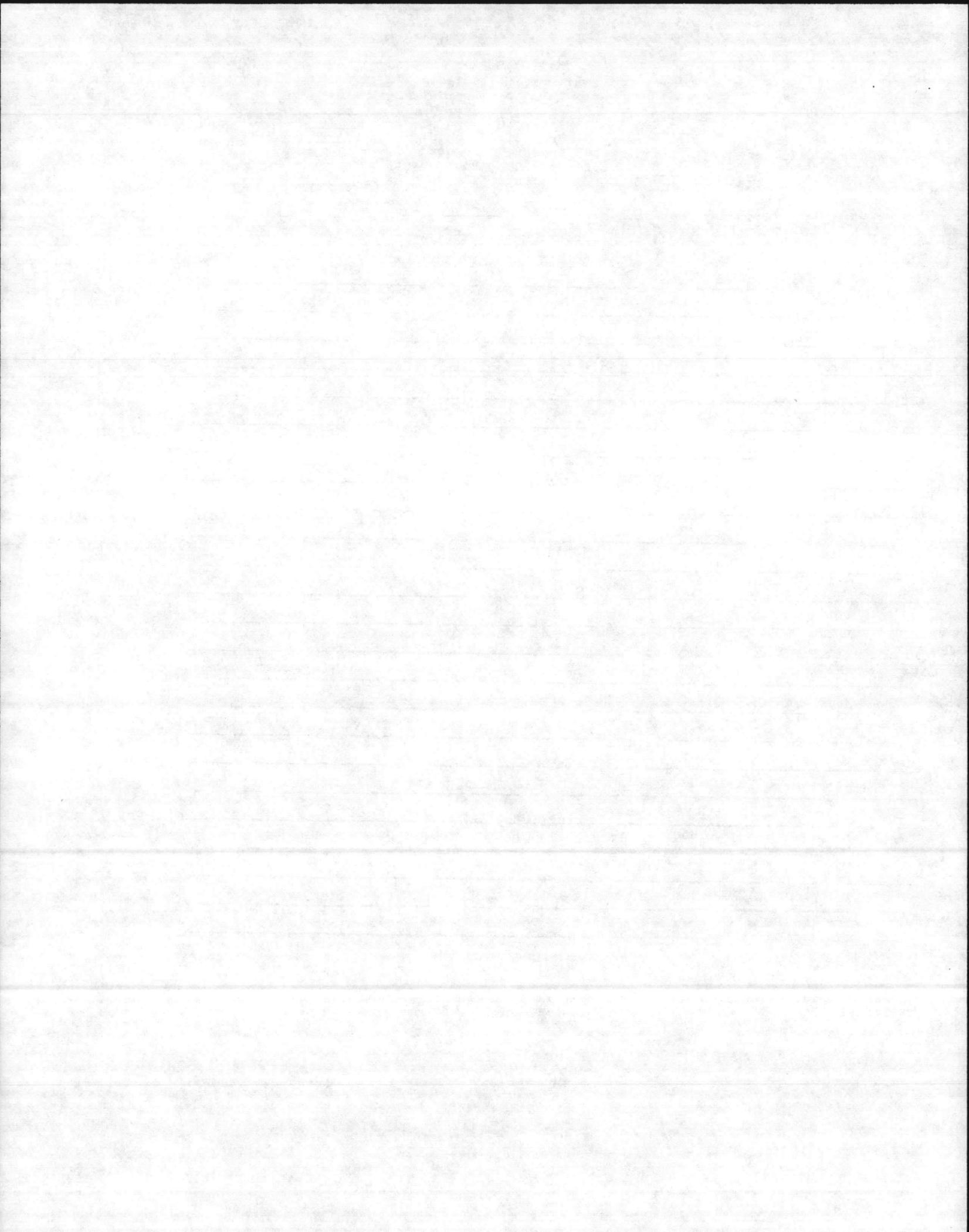
c. Are HW protected from weather? _____

d. Are weekly HW inspections conducted properly? _____

e. Are discrepancies corrected promptly? _____

Appendix C to
ENCLOSURE (1)





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 BO 6240.5.
- (2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (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.

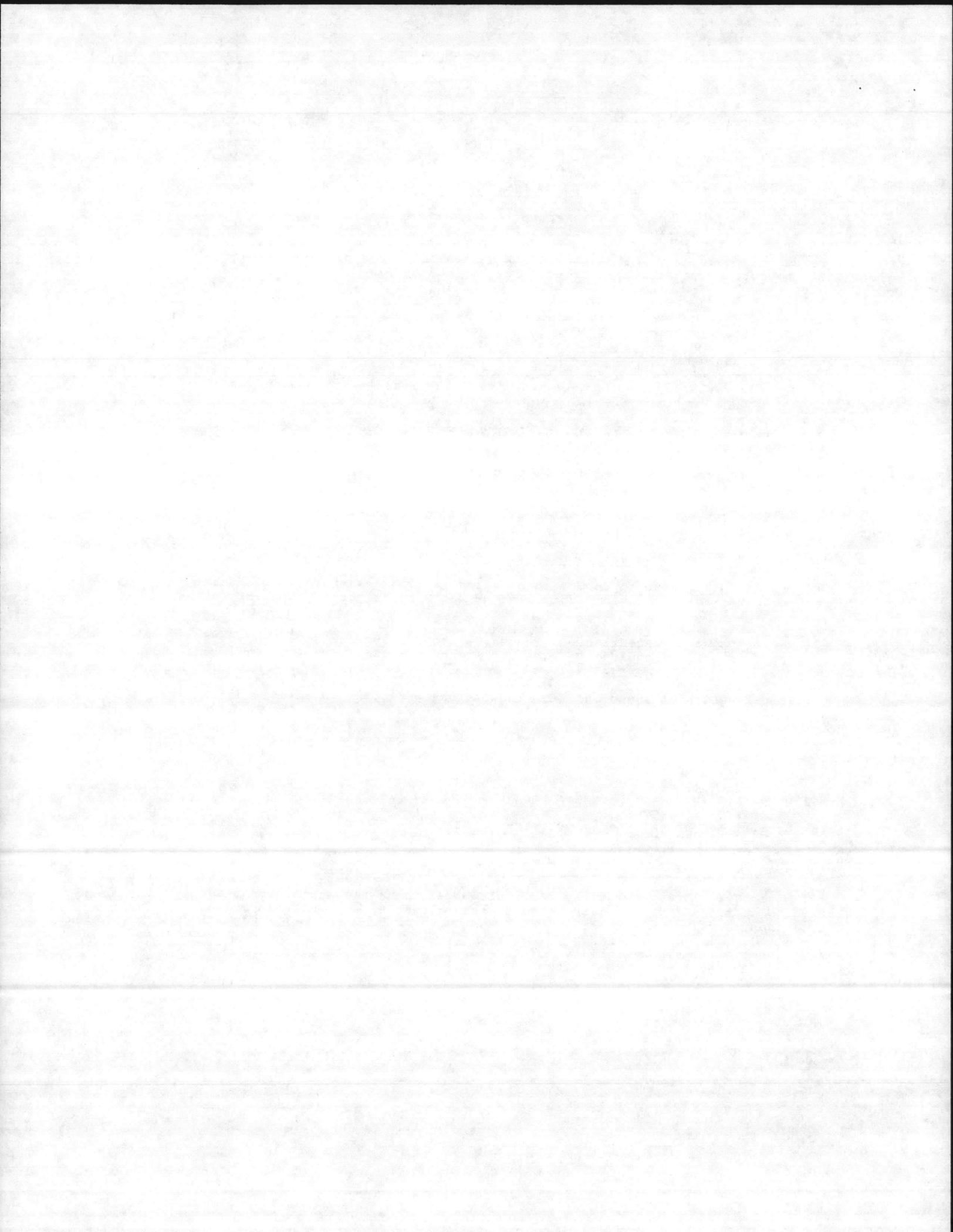
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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 inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (3) Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.
- (4) Serve as command point of contact with Marine Corps Base Environmental personnel on matters dealing with worksite HW inspections by State and Federal agencies and implementation of this Order.
- (5) Develop listings of HW generation and storage facilities.
- (6) Develop and provide to the Director, NREAD, the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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 reference (a) and (b).

(2) Unless otherwise provided, operate and maintain industrial waste collection and pretreatment facilities associated with base sewage collection and treatment systems.

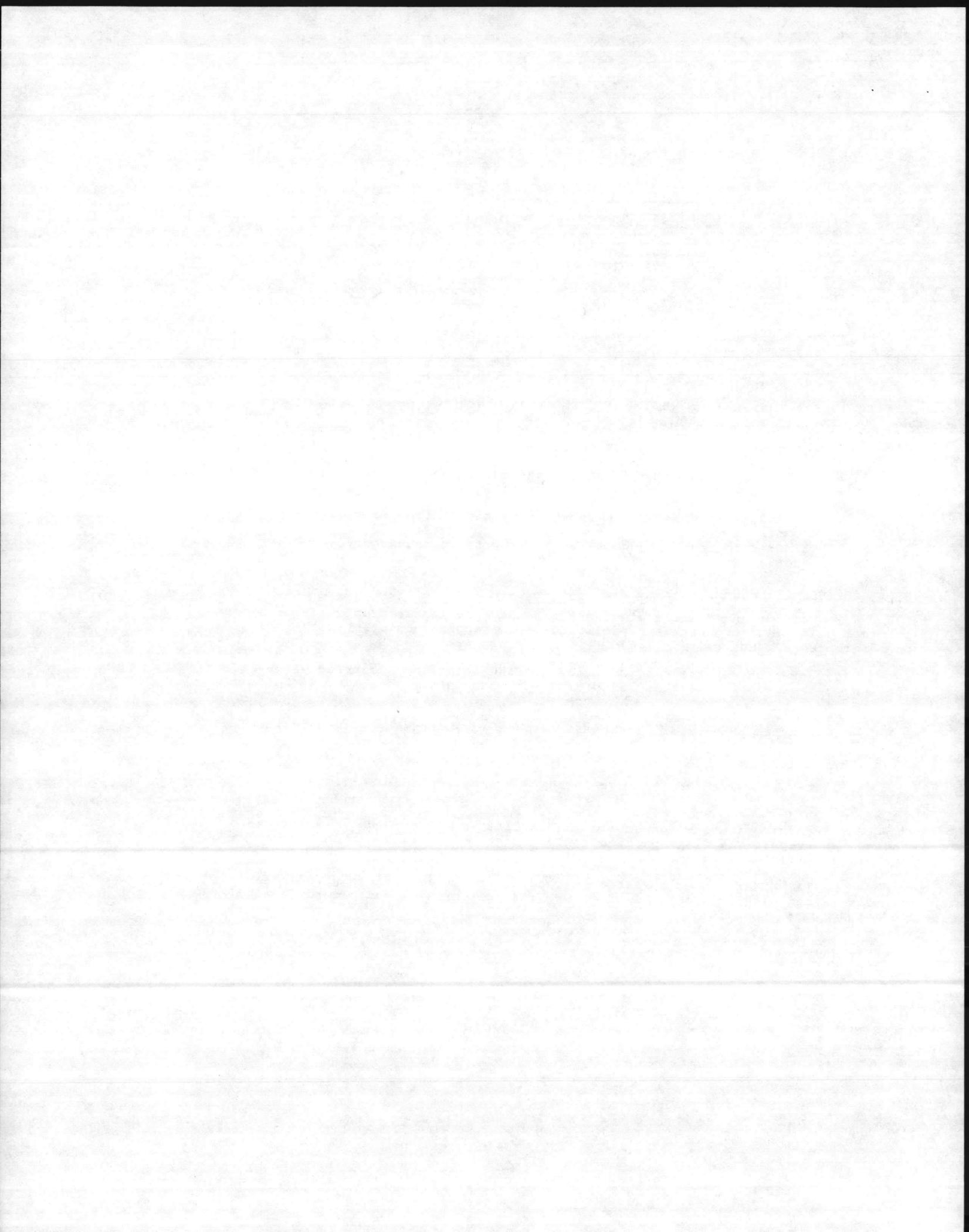
(3) Provide HM/HW spill response services in accordance with reference (d).

f. Base Fire Chief will:

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

(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) Develop and implement a program to provide, on a continuing and reimbursable basis, empty containers, labels, labeling equipment, absorbents, and other HM/HW handling supplies required to implement this Order and BO 11090.1B.

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

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.2S and provide 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 1.d(5) of this Order.

j. 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, TMO and DRMO 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.

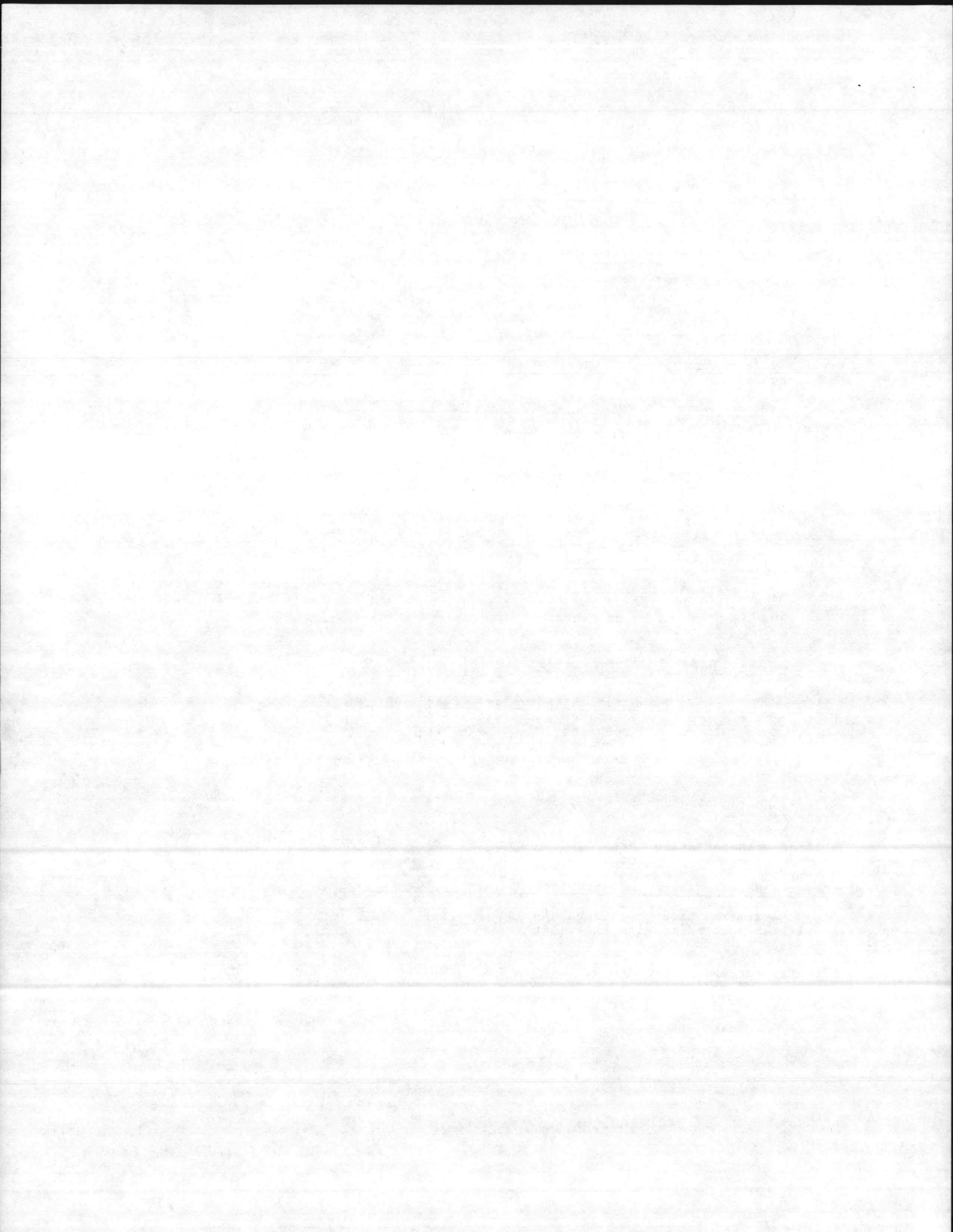
(3) HM transportation certification required for compliance with reference (c).

k. 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)



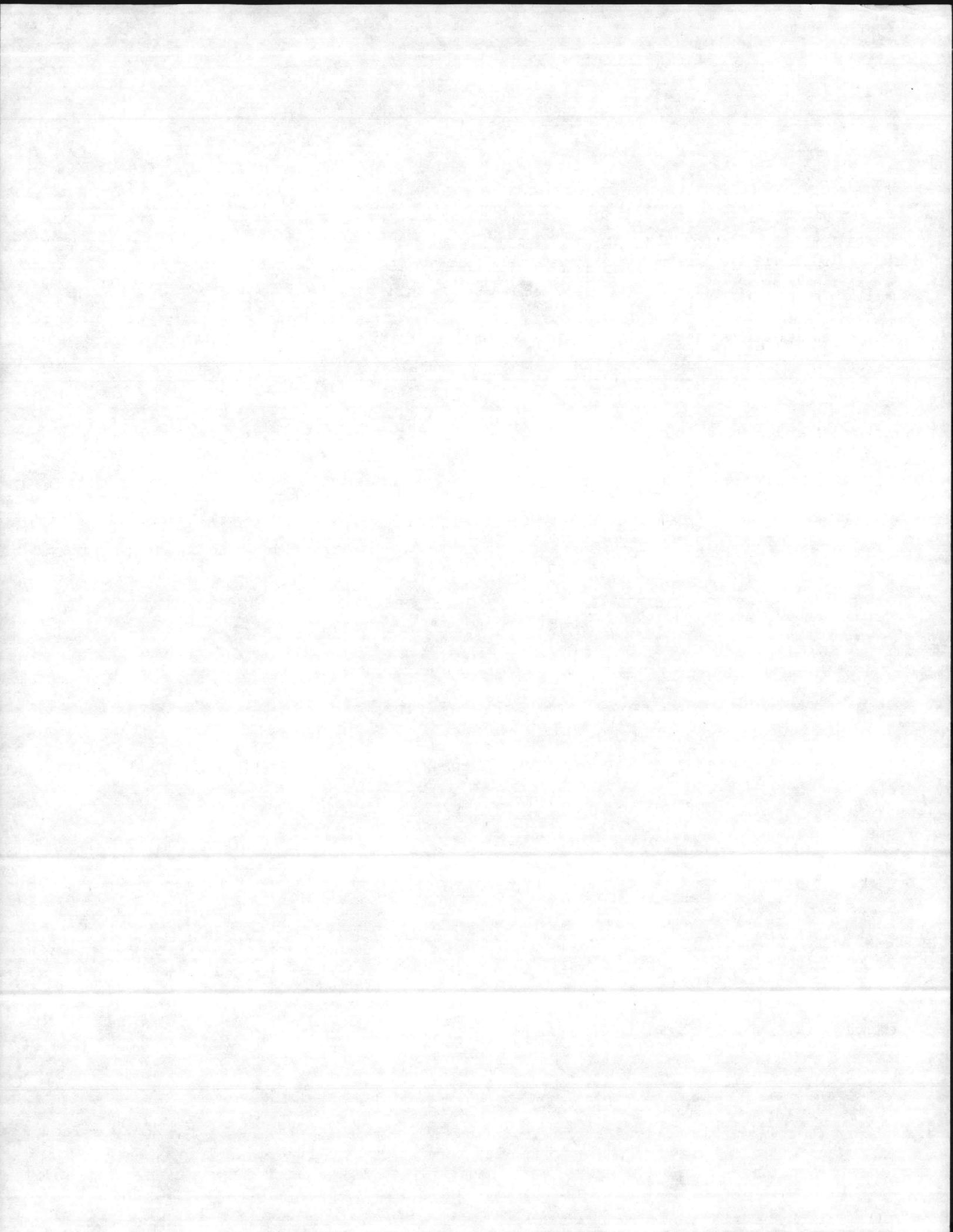
(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(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.

1. 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. Attachment (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d(1) below.

2. 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., Attachment (A) Part I or II (or equivalent) 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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:

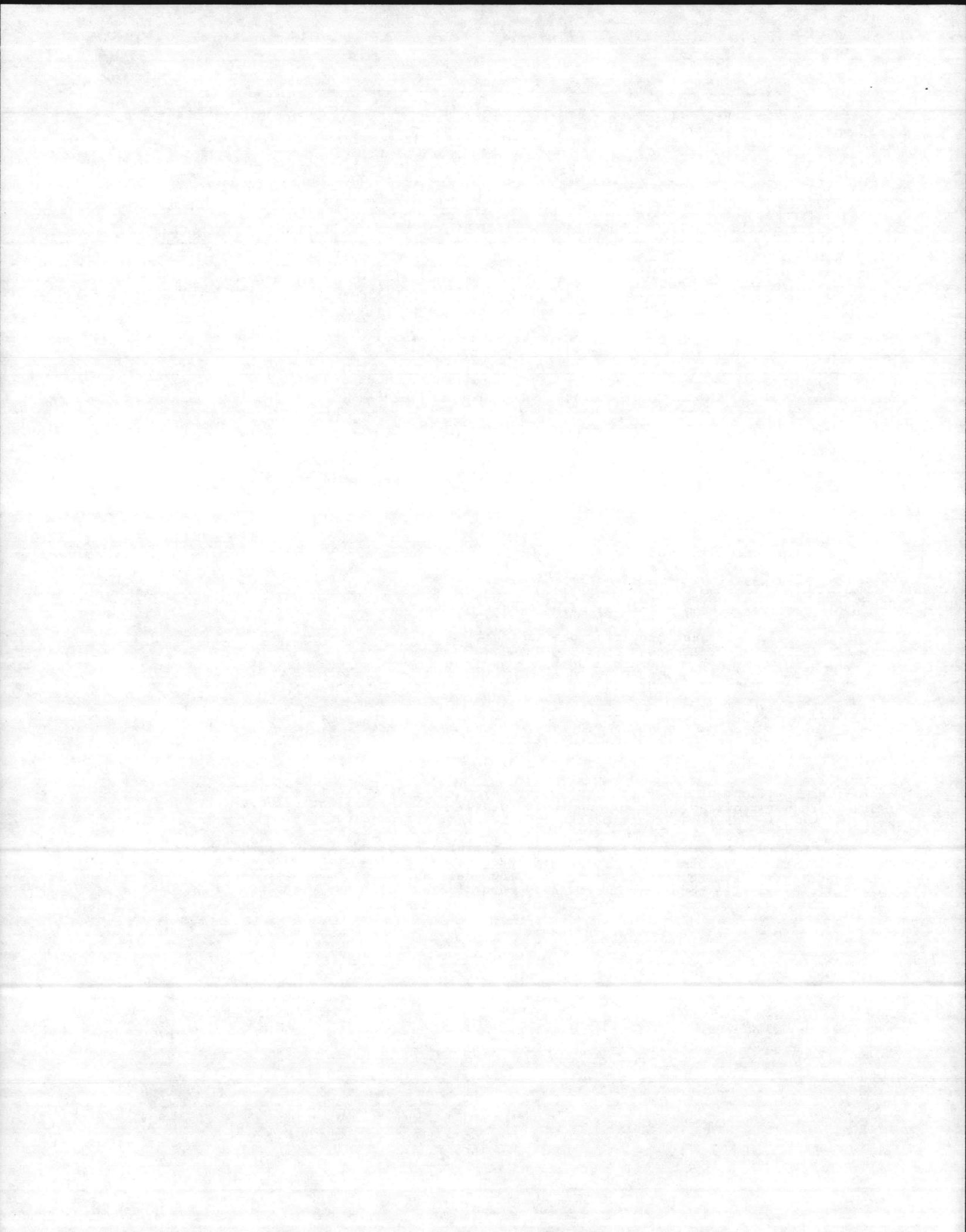
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (A) Part I or II for these staff specialists and emergency personnel are 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, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

5. 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:

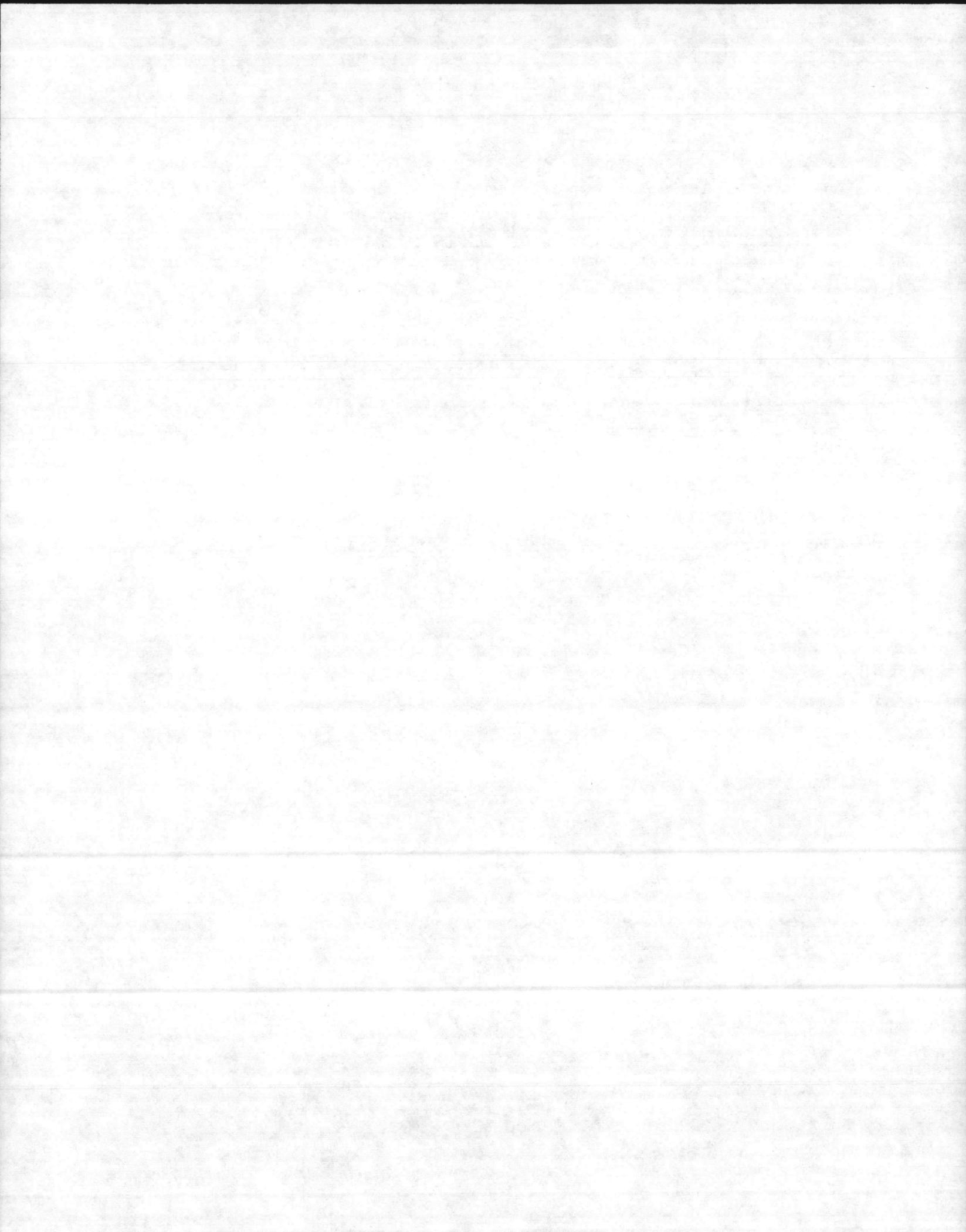
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

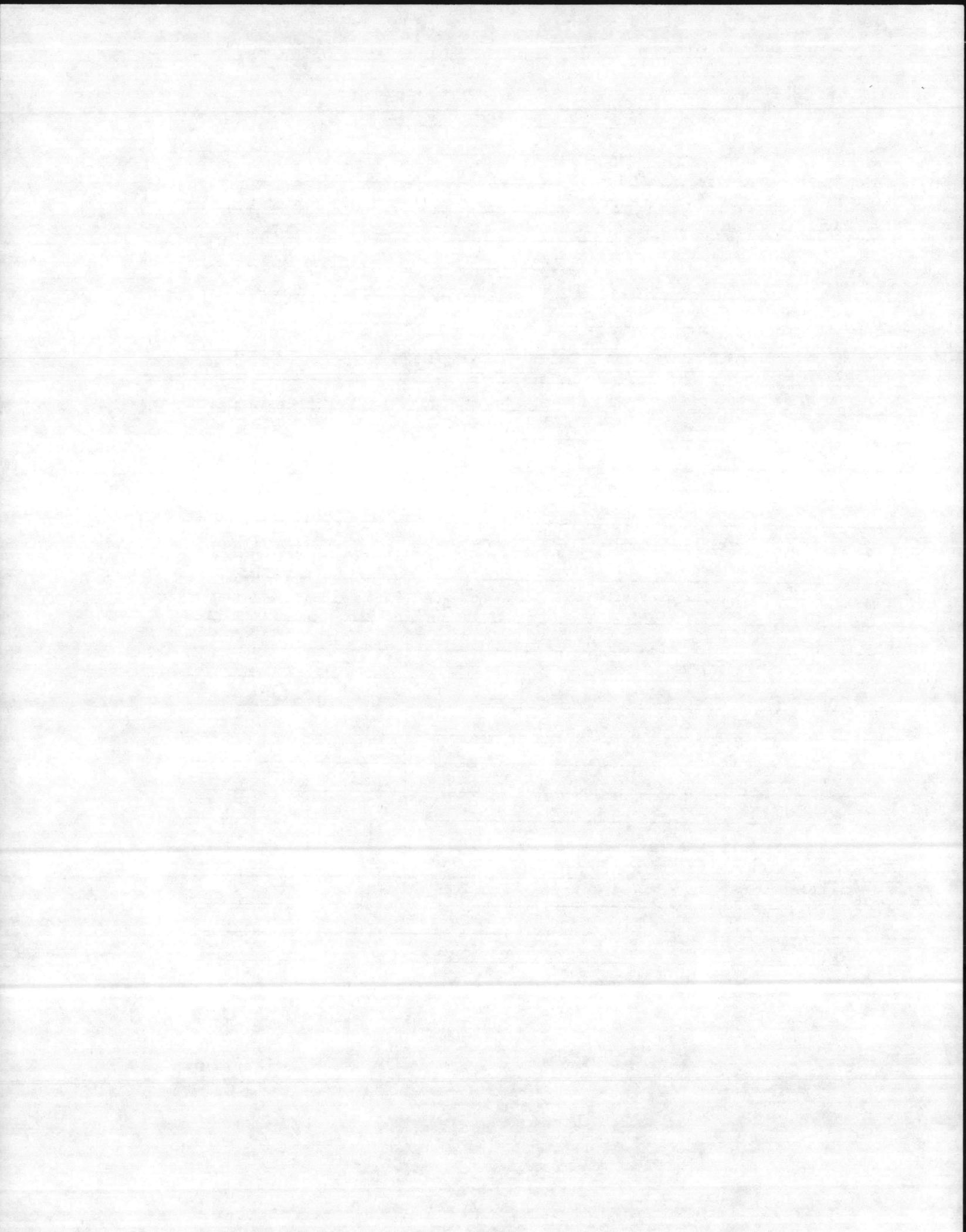
b. DRMO will maintain HW training records for all employees identified in paragraph 2b above.

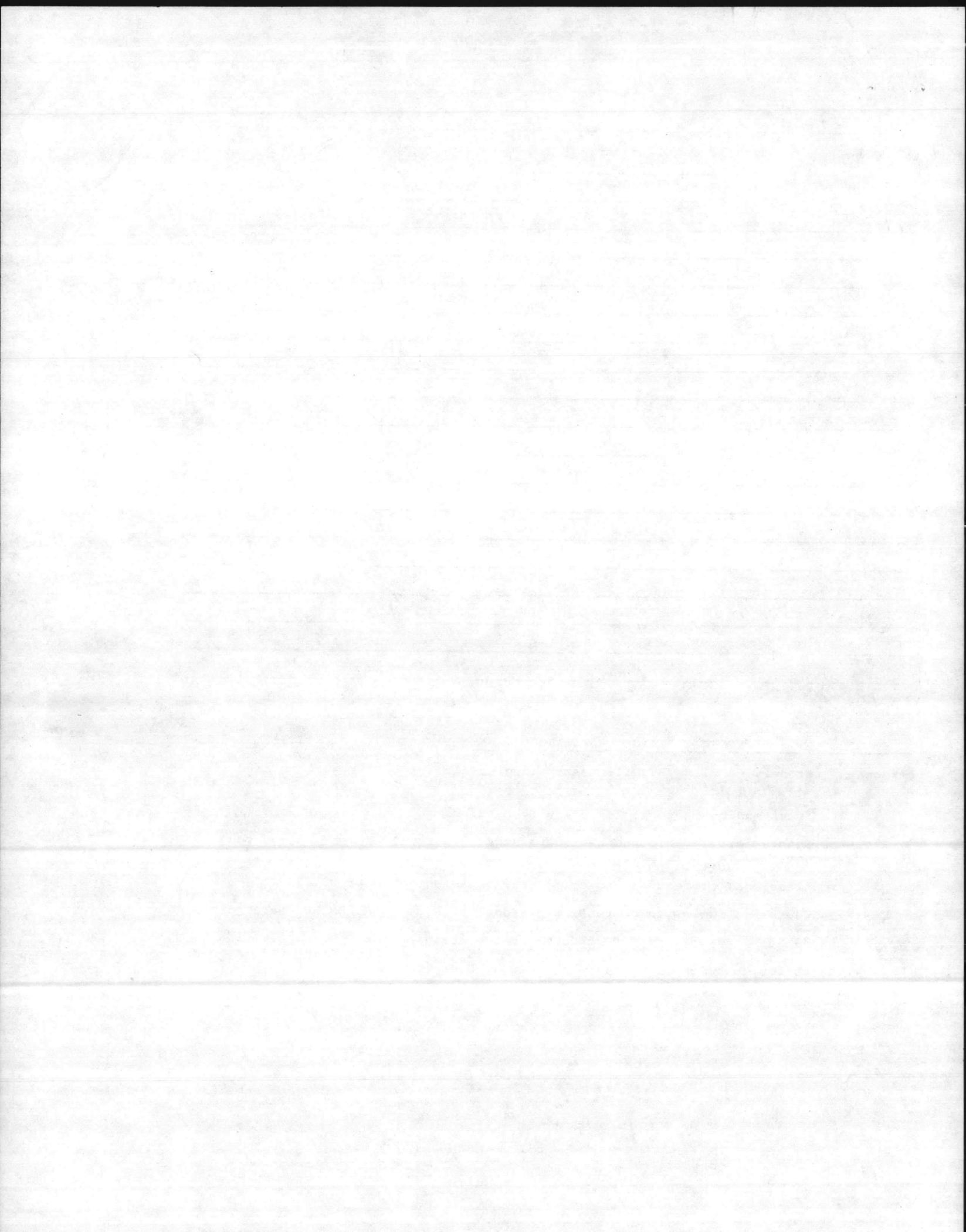
c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Attachment (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.

ENCLOSURE (3)







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 BO 6240.5.
- (2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (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 inspections 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, MCB.*

(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.

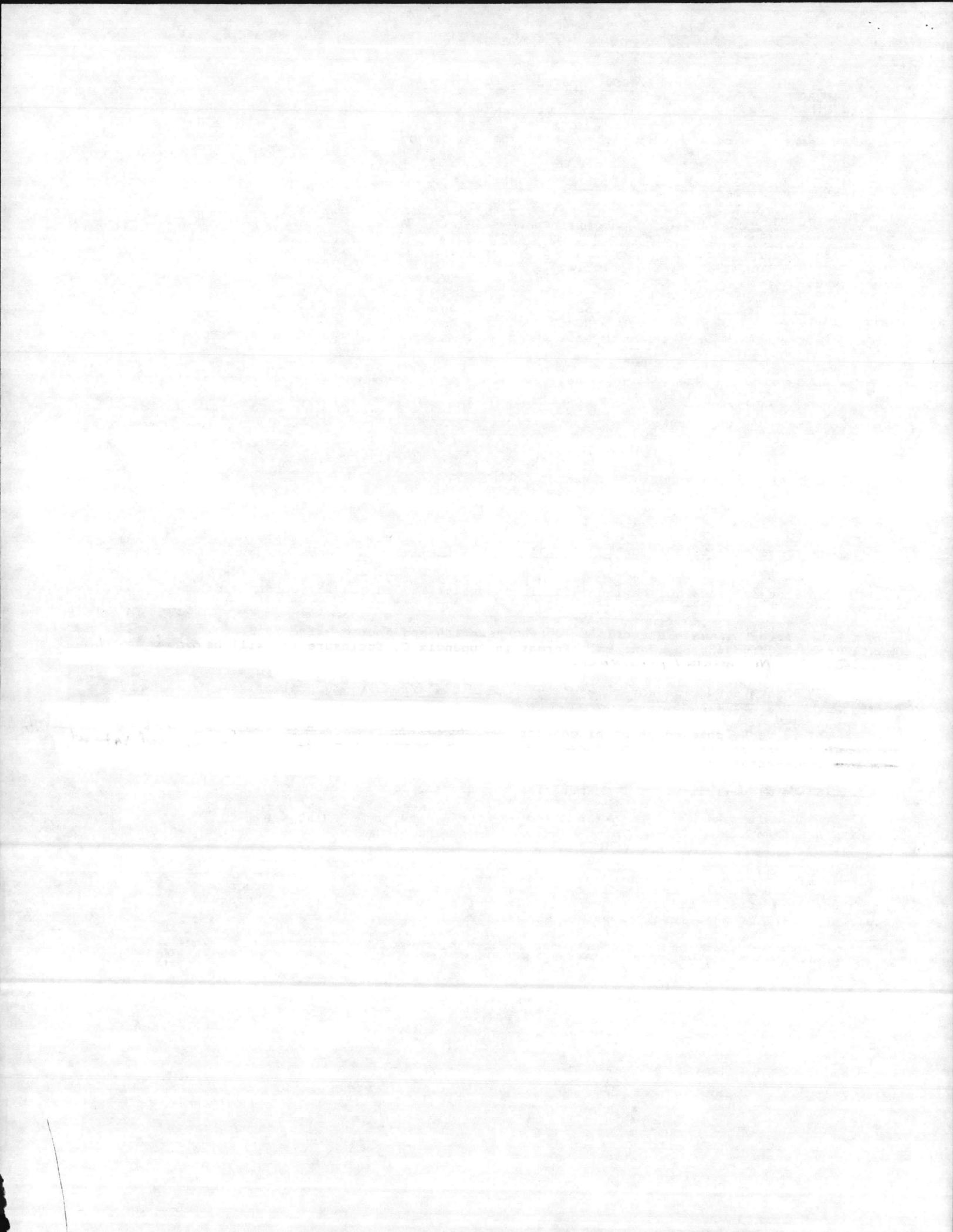
(6) Develop and provide to the Director, NREAD, the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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) Develop and implement a comprehensive HW personnel training plan, meeting the requirements of reference (b) and related State of North Carolina regulations.

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~~ ^{disposal} facilities within the Camp Lejeune Complex ~~and~~ ^{and} treatment systems in a manner consistent with this Order ~~and~~ ^{and} reference (c) and (b) and related state regulations.

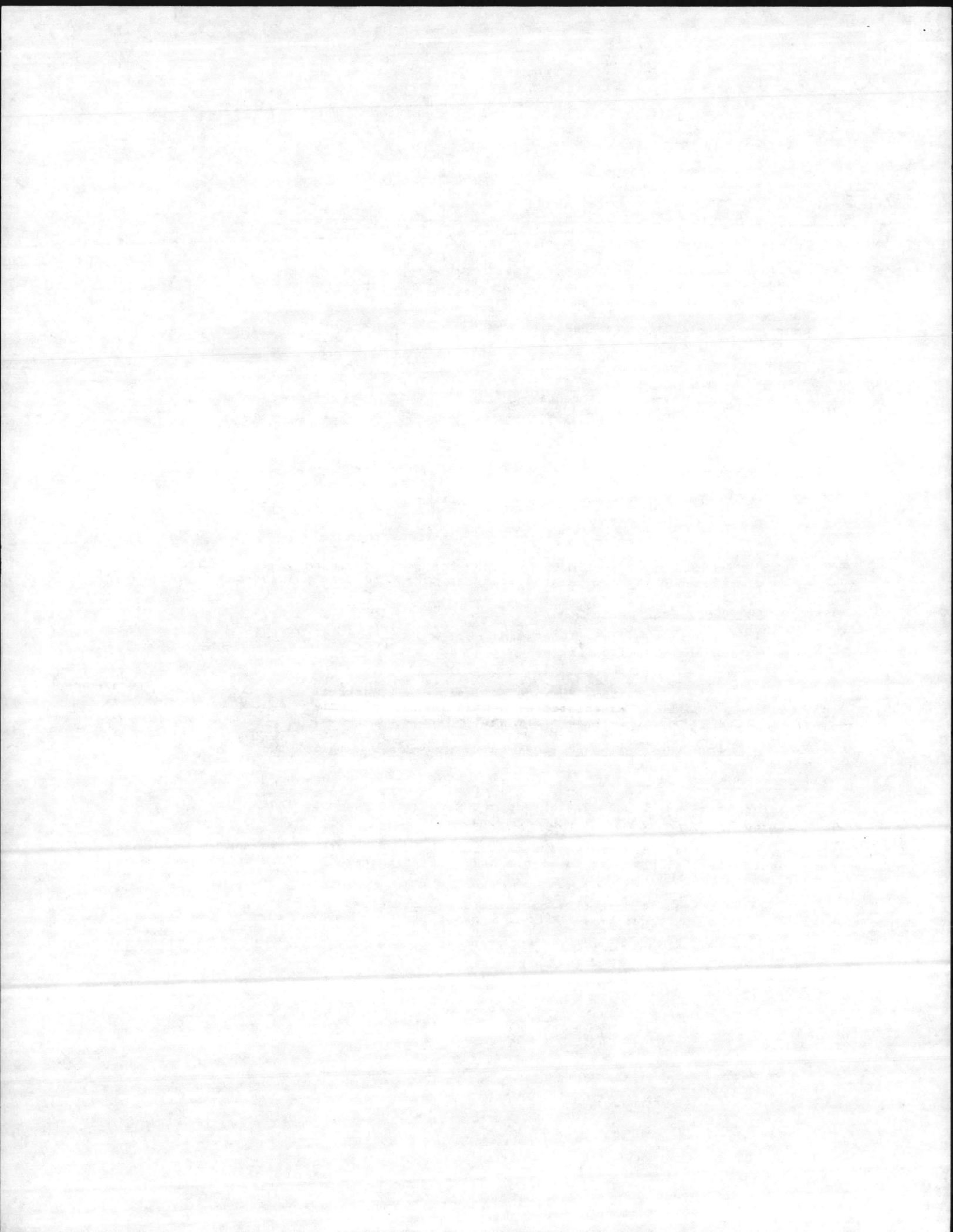
(3) Provide HM/HW spill response services in accordance with reference (d).

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*
~~disposable~~ basis: empty containers; labels; labeling equipment; absorbents; frequently used minor equipment and HM/HW handling supplies required to implement this Order and BO 11090.1B.

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

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.25 and provide 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 1.d(5) of this ~~Order~~ enclosure.

j. Officer in Charge, Preservation, Packaging & Packing (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, TMO and DRMO 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.

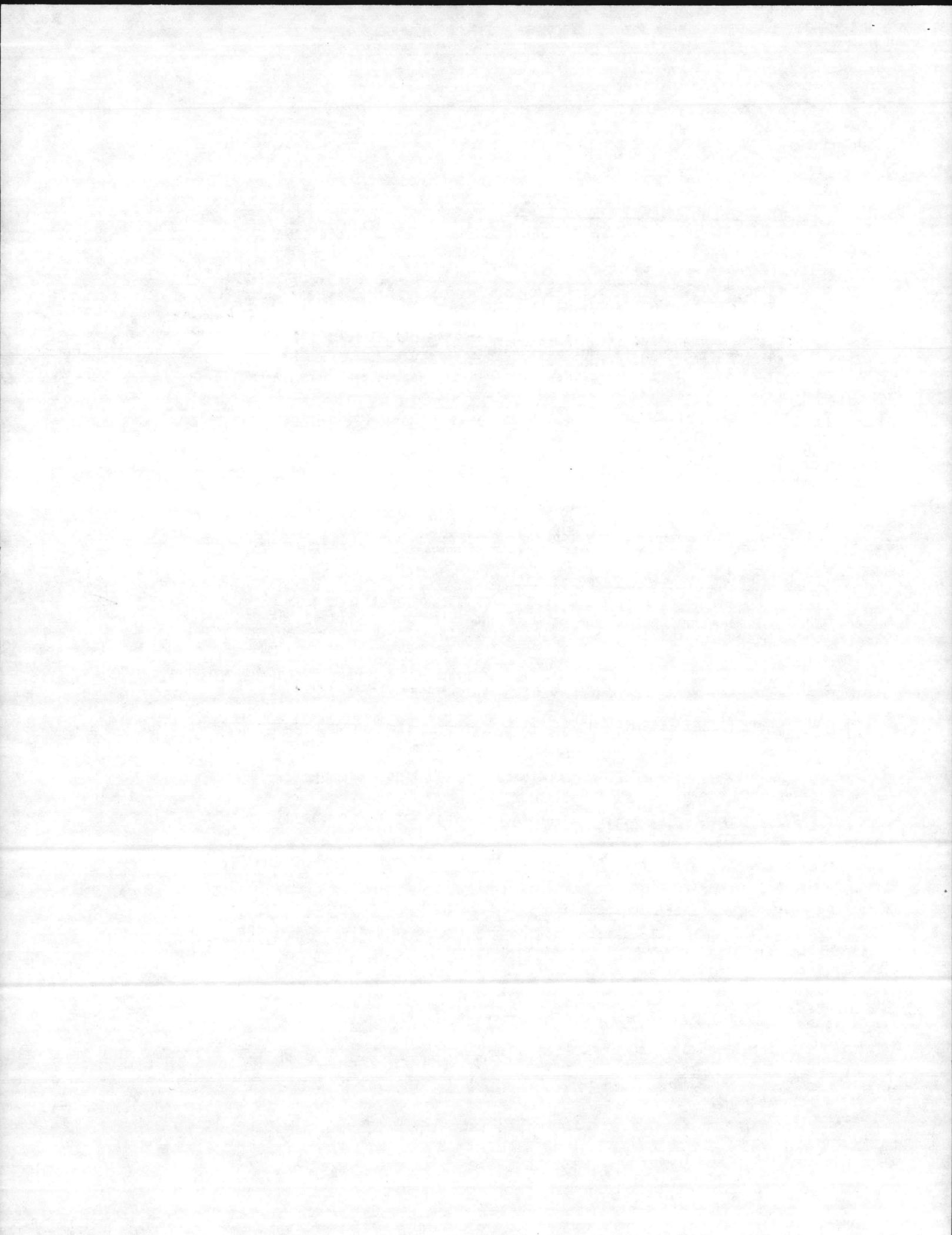
(3) HM transportation certification required for compliance with reference (c).

k. 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)



(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.

1. 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. ~~Attachment~~ (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d ~~below~~.

2. 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., ~~Attachment~~ (A) Part I ~~(or ~~part~~)~~ 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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:

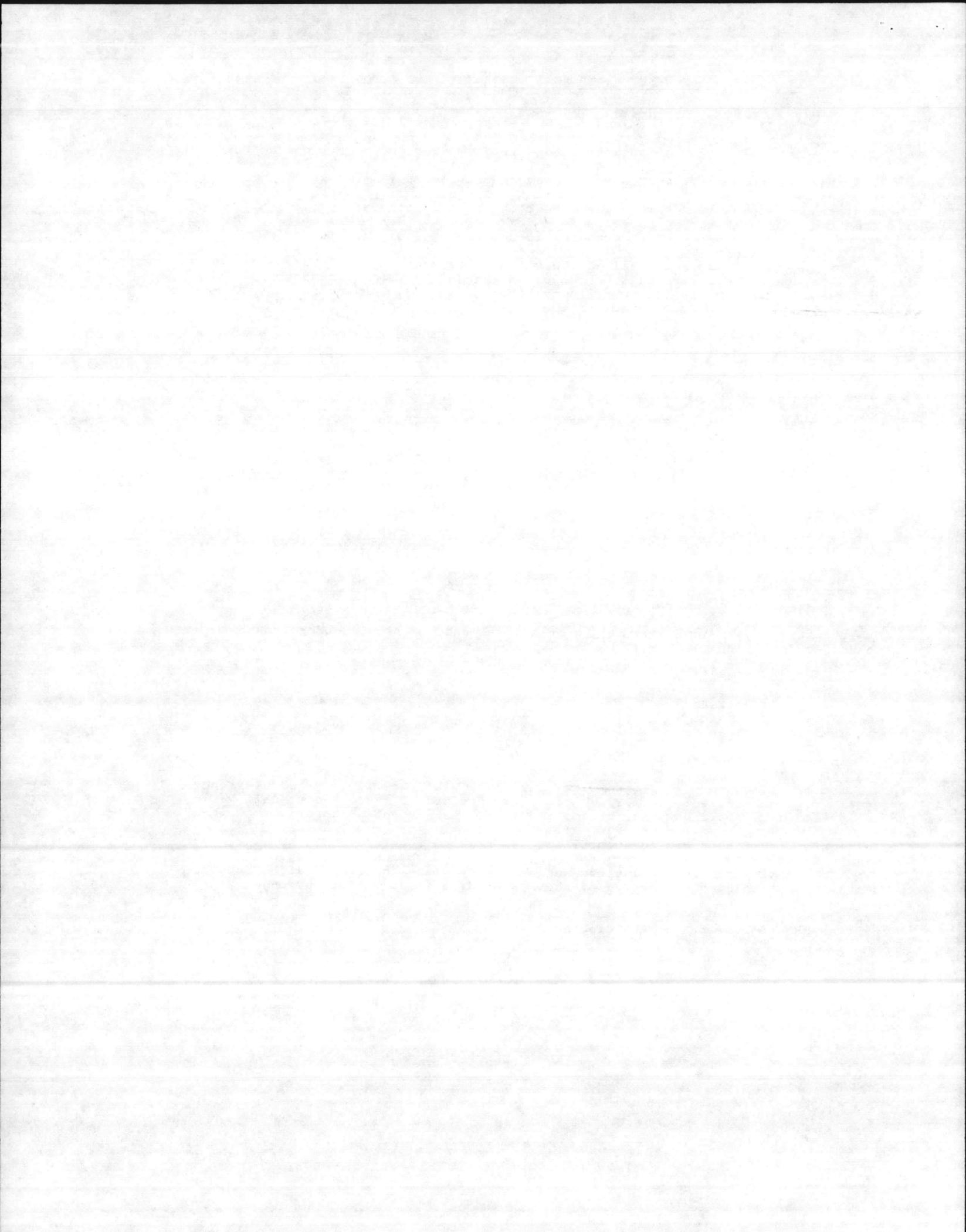
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (A) ~~Part I~~ for these staff specialists and emergency personnel are 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, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

5. 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:

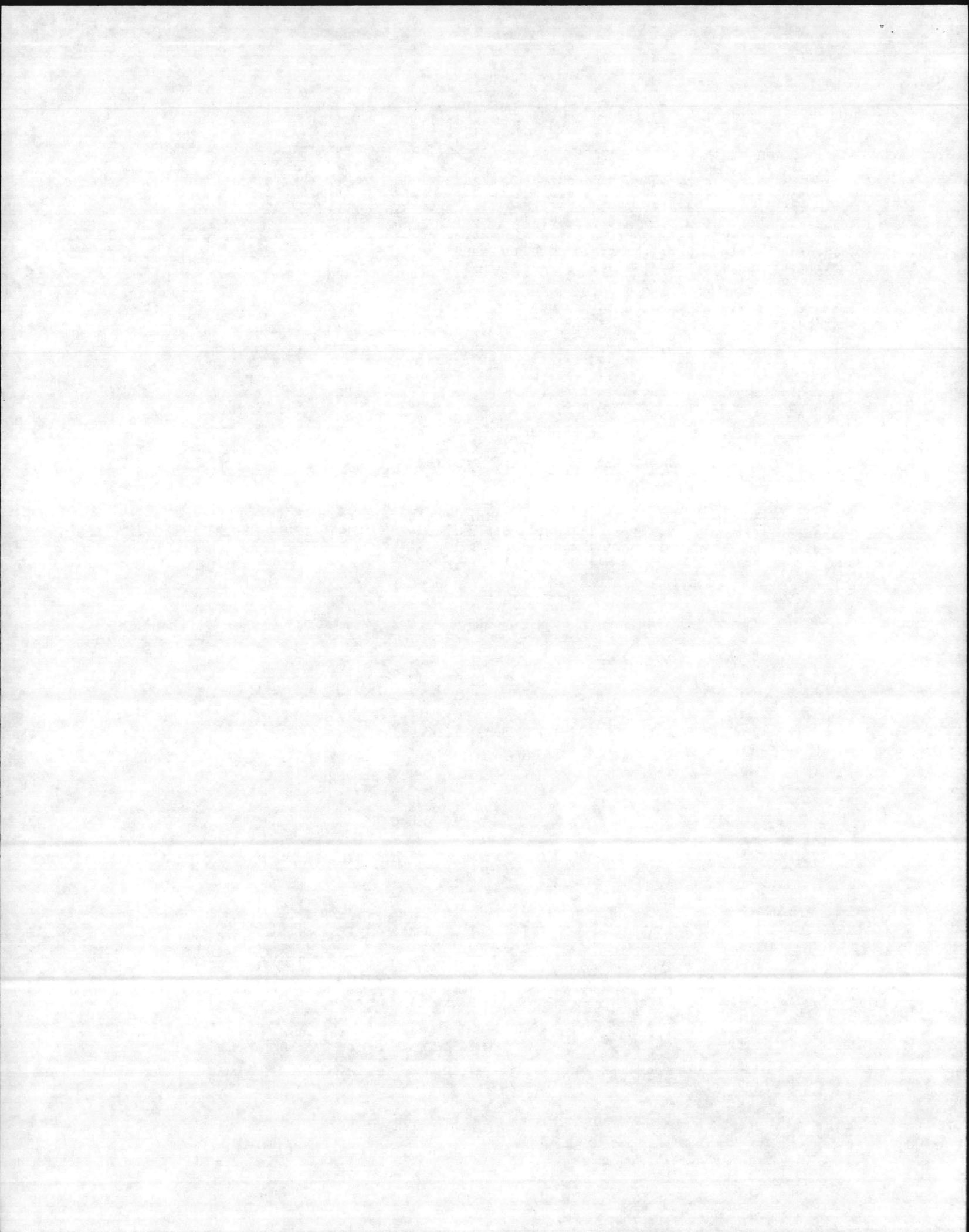
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

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

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Attachment (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.

ENCLOSURE (3)







UNITED STATES MARINE CORPS
2D FORCE SERVICE SUPPORT GROUP (REIN)
FLEET MARINE FORCE, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA 28542-5701

IN REPLY REFER TO:

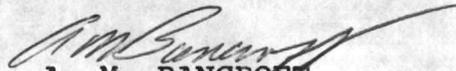
6200
42
26 Jan 87

From: G-4, Safety/Facilities Officer
To: Director, Natural Resources and Environment Affairs
Division, MCB, Camp LeJeune, N.C. 28542

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Dir, NRead Ltr 5200/NRead dtd 3 Nov 86

1. In accordance with the reference, the proposed Base Order 6240.5A has been reviewed and we concur with the contents.
2. POC is Maj. BANCROFT, EXT. 3456/1042.


A. M. BANCROFT

6200
43
26 Jan 87

From: G-4, Safety/Facilities Officer
To: Director, Natural Resources and Environment Affairs
Division, WCA, Camp Lejeune, N.C. 28542

Subject: PROPOSED BASE ORDER 6200.5A

Re: (a) DIF, WCA, WCA 6200.5A

1. In accordance with the reference, the proposed Base Order 6200.5A has been reviewed and we concur with the content.

2. FCC is not applicable.

s. m. BANGLOTT



UNITED STATES MARINE CORPS
6TH MARINE AMPHIBIOUS BRIGADE
FLEET MARINE FORCE, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA 28542-5406

*File
1000*

IN REPLY REFER TO:
5200
ADJ

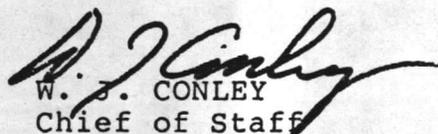
15 JAN 1987

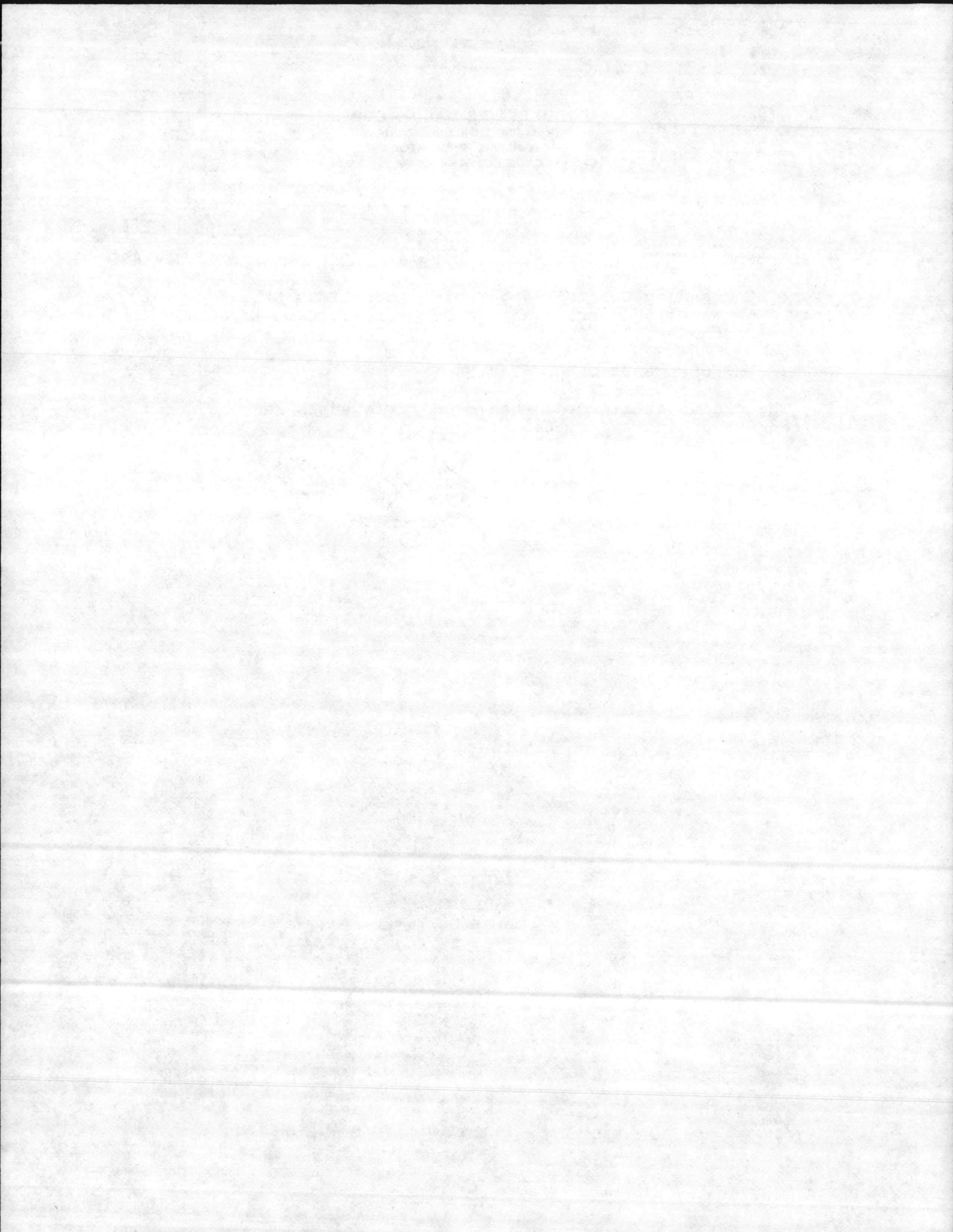
FIRST ENDORSEMENT on Dir, NREAD, MCB, ltr 5200 NREAD of 3 Nov 86

From: Commanding General, 6th Marine Amphibious Brigade
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542

Subj: PROPOSED BASE ORDER 6240.5A

1. The proposed Base Order has been reviewed as requested and is concurred with as written.


W. J. CONLEY
Chief of Staff





UNITED STATES MARINE CORPS
6TH MARINE AMPHIBIOUS BRIGADE
FLEET MARINE FORCE, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA 28542-5406

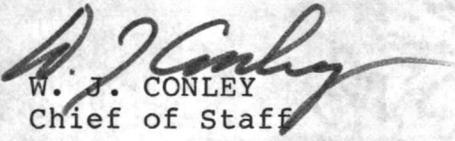
IN REPLY REFER TO:
5200
ADJ
15 JAN 1987

FIRST ENDORSEMENT on Dir, NREAD, MCB, ltr 5200 NREAD of 3 Nov 86

From: Commanding General, 6th Marine Amphibious Brigade
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542

Subj: PROPOSED BASE ORDER 6240.5A

1. The proposed Base Order has been reviewed as requested and is concurred with as written.


W. J. CONLEY
Chief of Staff

2000
AD1

FIRST ENDORSEMENT ON 011, BRAD, 100, 101 2000 ATTC of 2 Nov 88

From: Commanding General, 6th Marine Amphibious Brigade
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542

RE: PROPOSED BASE ORDER 100-25

1. The proposed Base Order has been reviewed as requested and is concurred with as written.

Colonel [Name]
[Title]

1981



UNITED STATES MARINE CORPS
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

IN REPLY REFER TO:

5200
NREAD
3 Nov 86

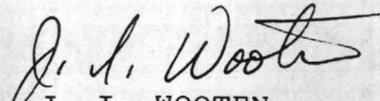
From: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Director, NREAD ltr 5200 NREAD of 15 Sep 86

Encl: (1) BO 6240.5A

1. The enclosure is provided for your review, concurrence/comments and return to NREAD by 21 November 1986. The enclosure includes recommendations made by addresses in response to the reference.
2. Point of contact in this matter is Mr. Danny Sharpe, x 2083/1690.


J. I. WOOTEN

DISTRIBUTION:

CG, II Marine Amp Force
CG, 2dMARDIV, FMF
CG, 2dFSSG(Rein) FMF
CG, 6th MAB
CO, MCAS (New River)
CO, Naval Hosp
CO, Dental
DRMO

THE NATIONAL ARCHIVES
COLLECTIONS
SERIALS
SECTION

1950-1959

1950-1959
1950-1959
1950-1959
1950-1959

1950-1959



UNITED STATES MARINE CORPS
II MARINE AMPHIBIOUS FORCE
CAMP LEJEUNE, NORTH CAROLINA 28542-5401

IN REPLY REFER TO:

5215
G-1
4 Dec 1986

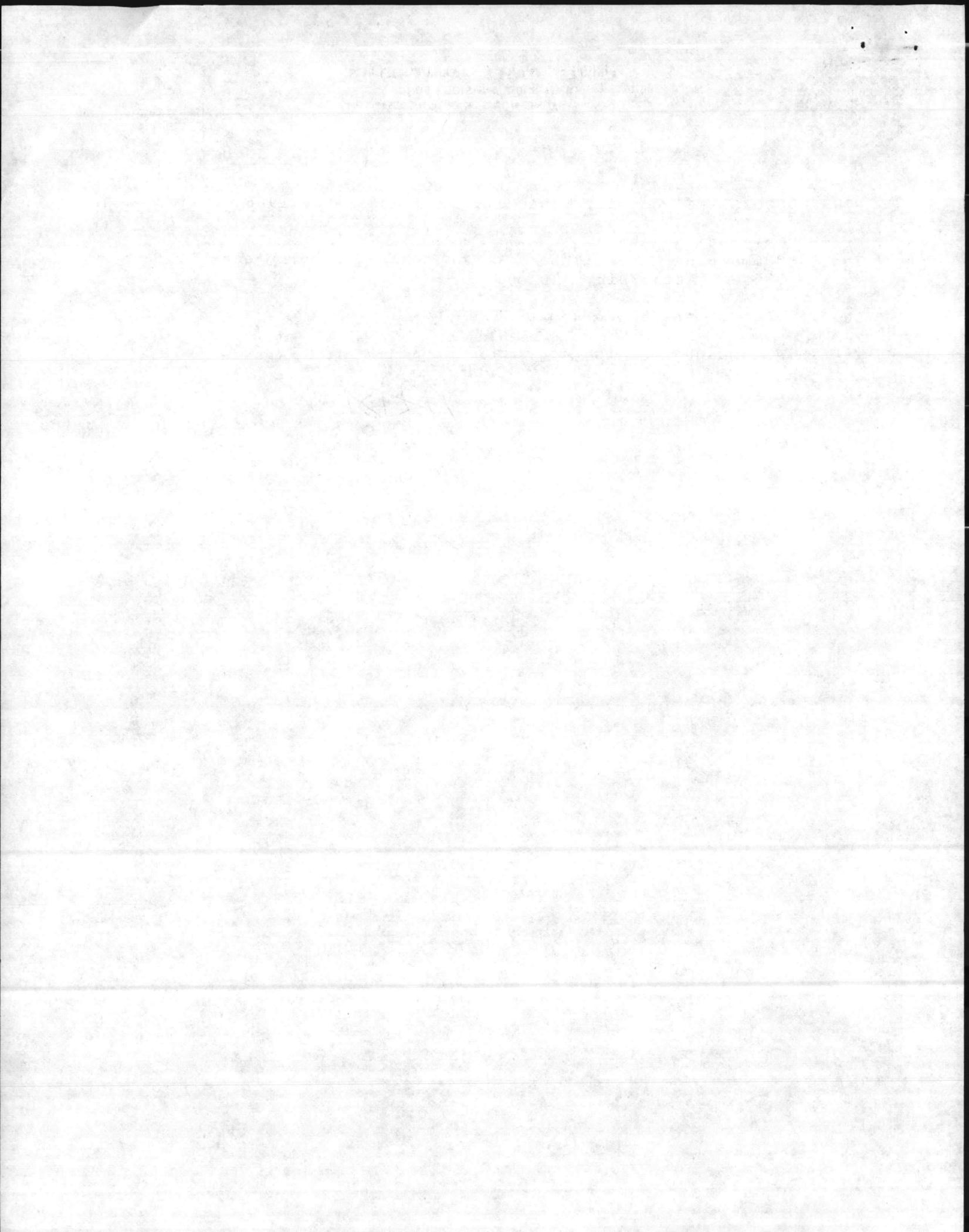
FIRST ENDORSEMENT on Dir, NREAD ltr 5200 dtd 3 Nov 1986

From: Commanding General
To: Commanding General, Marine Corps Base, Camp Lejeune, N.C.
28542 (Attn: Dir, NREAD)

Subj: PROPOSED BASE ORDER/BULLETIN 6240.5A

1. This command concurs with the proposed base order/bulletin.


B. A. SHORT
By direction





UNITED STATES MARINE CORPS
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

IN REPLY REFER TO:

5200
NREAD
3 Nov 86

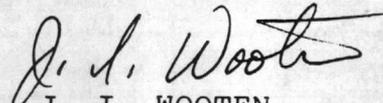
From: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Director, NREAD ltr 5200 NREAD of 15 Sep 86

Encl: (1) BO 6240.5A

1. The enclosure is provided for your review, concurrence/comments and return to NREAD by 21 November 1986. The enclosure includes recommendations made by addresses in response to the reference.
2. Point of contact in this matter is Mr. Danny Sharpe, x 2083/1690.


J. I. WOOTEN

DISTRIBUTION:

CG, II Marine Amp Force ✓
CG, 2dMARDIV, FMF ⊕
CG, 2dFSSG(Rein) FMF ⊕
CG, 6th MAB ⊕
CO, MCAS (New River) ✓
CO, Naval Hosp ✓
CO, Dental ✓
DRMO ⊕

2010
2011
2012

... of ...
...
...
...

+

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

BO 6240.5A
NREAD/st

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.

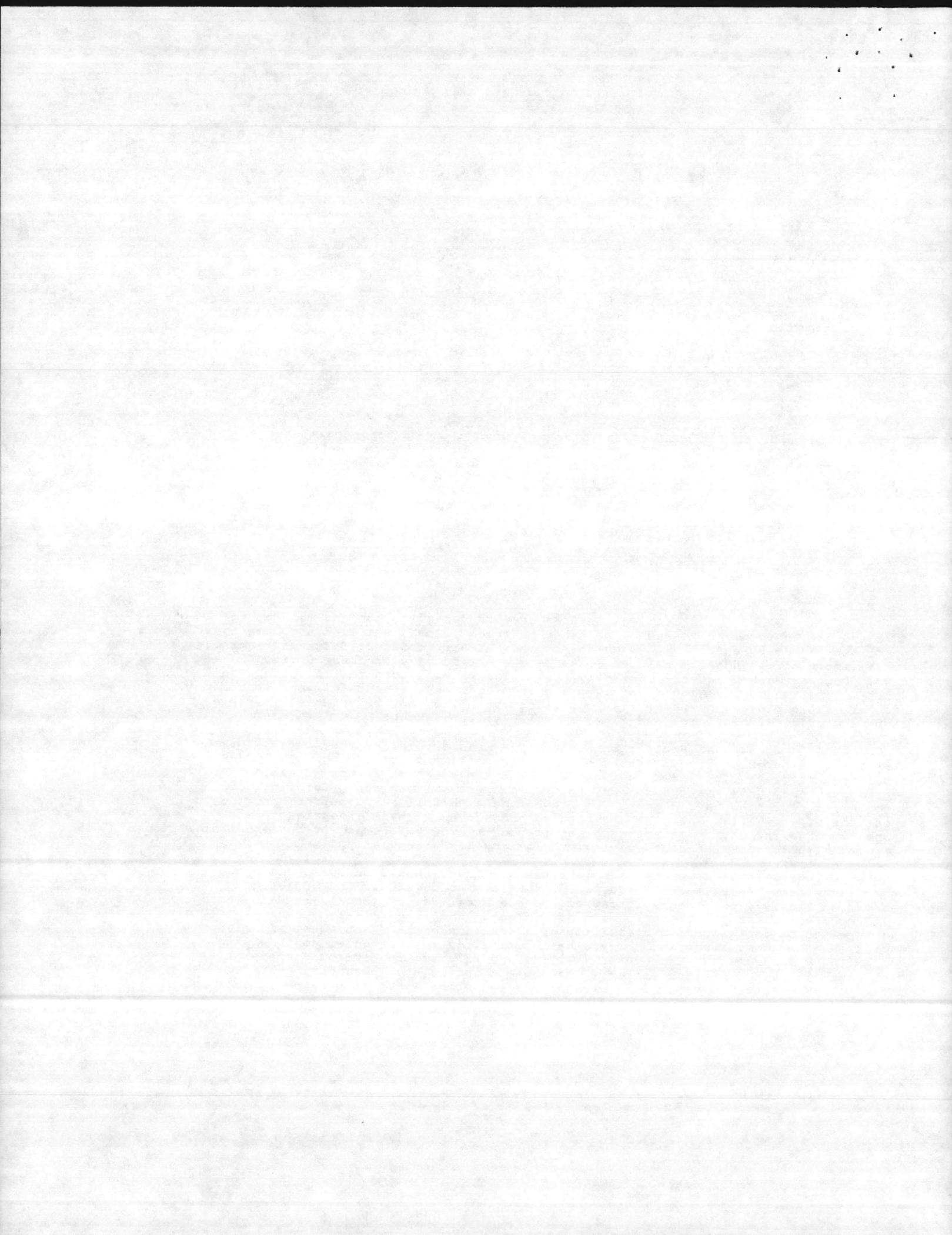
2. Cancellation. BO 6240.5.

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 in-
spections 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. Organizational commanders subject to this Order should be aware that four
basic management issues must be addressed if HW are to be safely and efficiently
handled and legal requirements satisfied. These are: use of containers which both
meet requirements of reference (c) and are in good condition; clear, accurate marking
and labeling of containers; availability of adequate supplies, equipment and storage
facilities; and most important, proper HW training for all personnel routinely in-
volved in HW management. Enclosures (1), (2) and (3) provide revised responsibili-
ties, guidelines and procedures for HW management and related personnel training. HW
training for military personnel is a major ongoing problem due to personnel turnover
rates.



d. Major commands have established two collateral duty positions to coordinate and to assist with the implementation of the subject program. These are titled Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO).

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 job descriptions 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 SOP 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 Marine Air Group, Regiment, Battalion and separate Company (or equivalent) to appoint a HMDO with the 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.

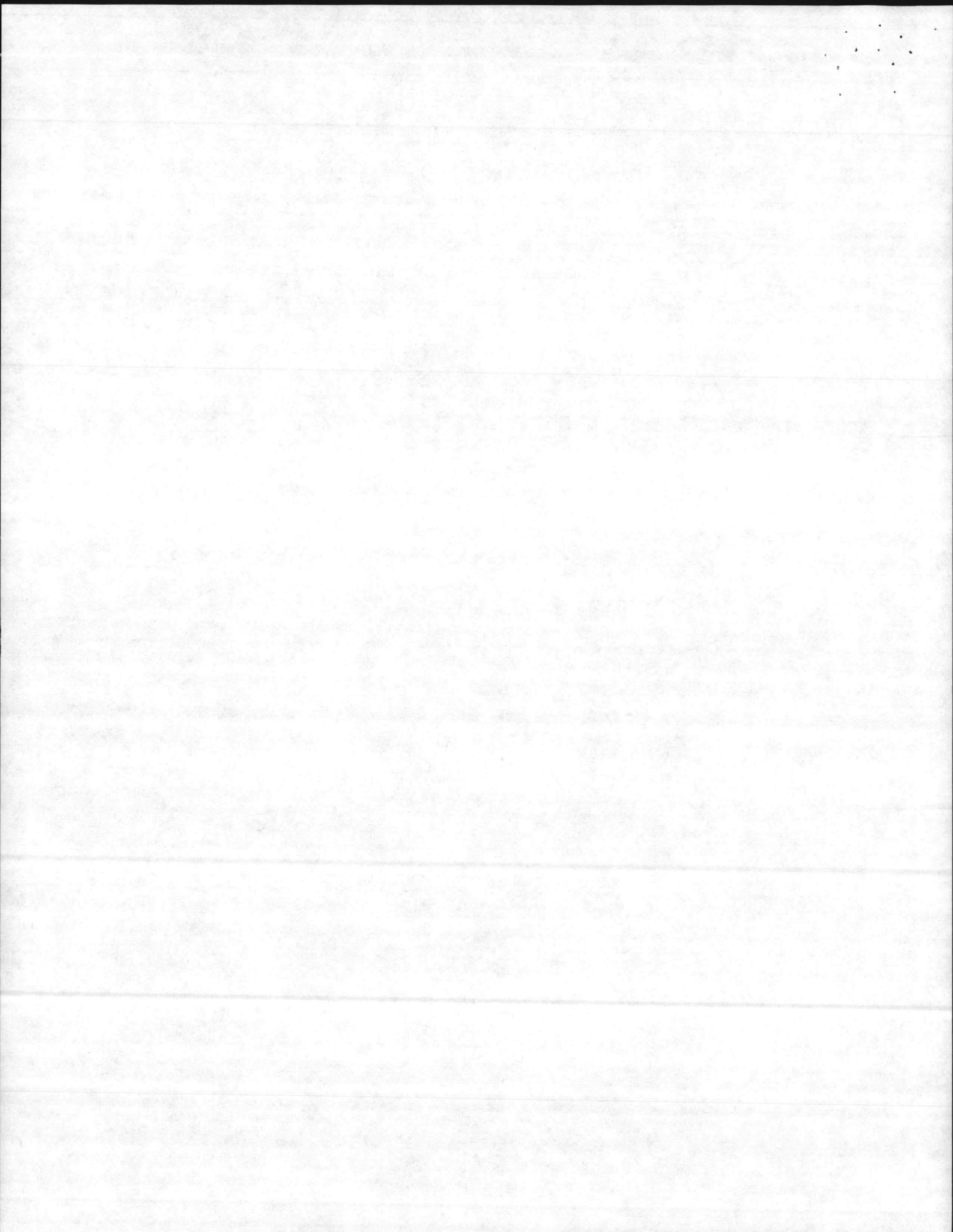
c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently as required, to ensure compliance with this Order and other applicable directives. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command.

d. 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

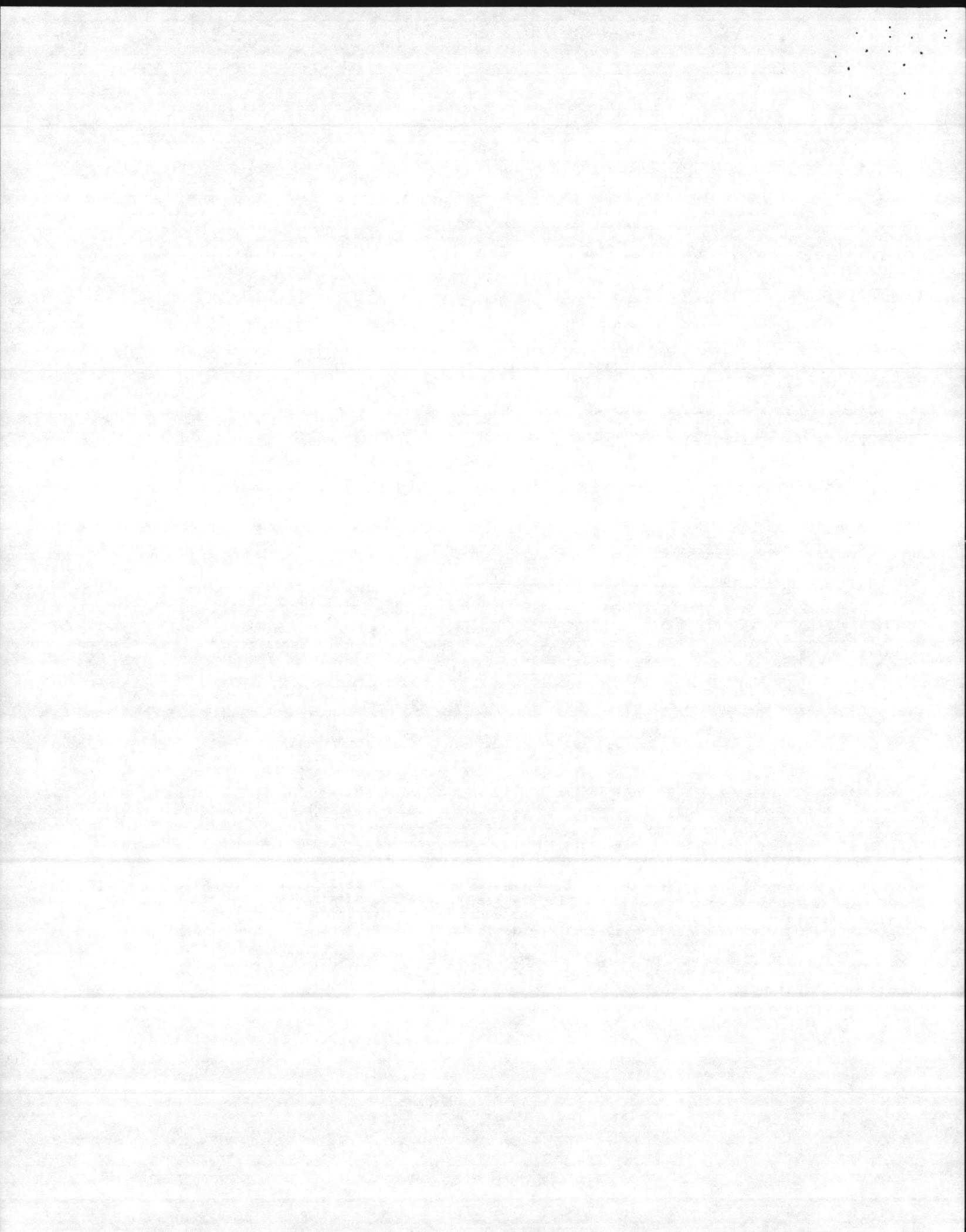
DISTRIBUTION: A
NREAD 300



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 6240.5_ and BO 11090.1_.
 - c. Name, title, duties and HW training records for each employee per enclosure (3).
 - d. Waste Identification Document (WID) for each HW generated or handled completed in accordance with attachment (A) of this enclosure.
 - e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies.
 - 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) 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, handle or store a 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 attachment (B) 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 placed on the container per attachment (B).

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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HW will provide transportation. TMO and HMDO will cooperate 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.

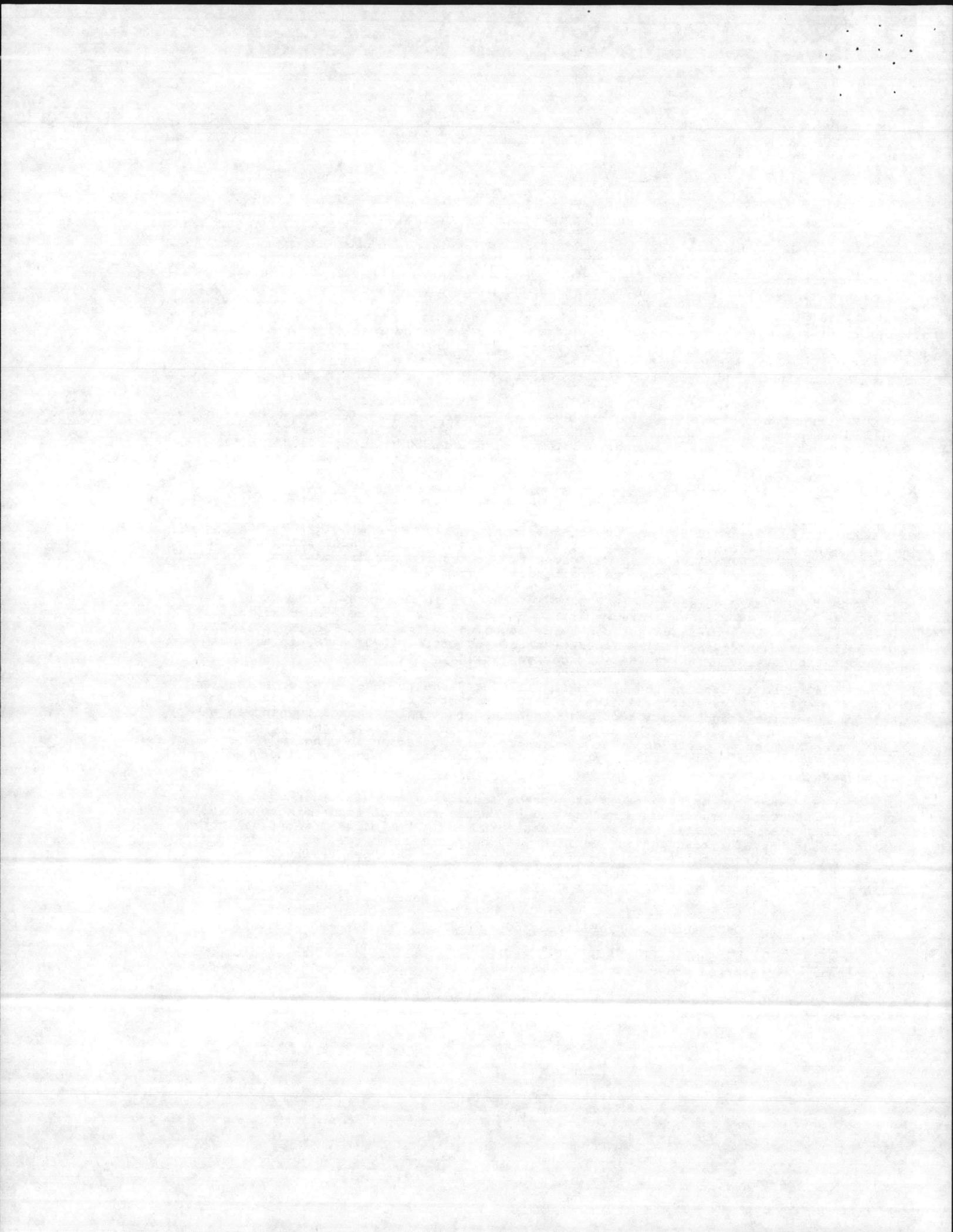
STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW, if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured 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.

STEP 7. 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 6260.1.

NOTE 2: HMDO should request a written acknowledgement that the document has been delivered to DRMO.

ENCLOSURE (1)



4. Standards for Hazardous Waste Satellite Accumulation Areas

a. General. Satellite accumulation area (SAA) is a term developed by the Environmental Protection Agency (EPA) to designate a work site which may generate and accumulate hazardous waste (HW) without regard to the 90 day storage limit normally applicable to non-permitted HW storage facilities. The purpose of setting up this special category of HW storage is to assist those generators who generate HW at a very slow rate, example, one container per every 6 months. Previously, these generators were required to dispose of partially filled containers, a very inefficient and often expensive practice. Any work site routinely generating a HW at a rate of less than one full container per 45-day interval may benefit from being designated as a SAA. The decision to recommend a work site as a SAA will be made by the cognizant Hazardous Material Disposal Coordinator (HMDC). The HMDC will develop the proposal and submit it to the Director, Natural Resources and Environmental Affairs Division (NREAD), MCB, for technical review and approval. The HMDC will ensure that SAA requirements are incorporated into the HW SOP for the generating site.

b. SAA Requirements.

(1) SAA must meet applicable fire prevention regulations enforced by the Base Fire Protection Division.

(2) All containers must meet Department of Transportation (DOT) regulations for the specific type of materials stored in them, unless otherwise authorized by NREAD.

(3) All containers will have a hazardous waste label attached per BO 6240.5. The "accumulation start date" will be left blank until the date container is full, at which time the current date will be entered. The container must be physically moved to the designated storage area shown in the HW SOP.

(4) A sign shall be installed at the SAA which provides the following or equivalent:

(a) IN CASE OF EMERGENCY NOTIFY BASE FIRE DISPATCHER AT 451-3333 and HAZARDOUS MATERIAL DISPOSAL OFFICER _____

(b) UNAUTHORIZED PERSONNEL KEEP OUT

(c) NO SMOKING

(d) SPILL CONTINGENCY PLAN IS ATTACHED BELOW:

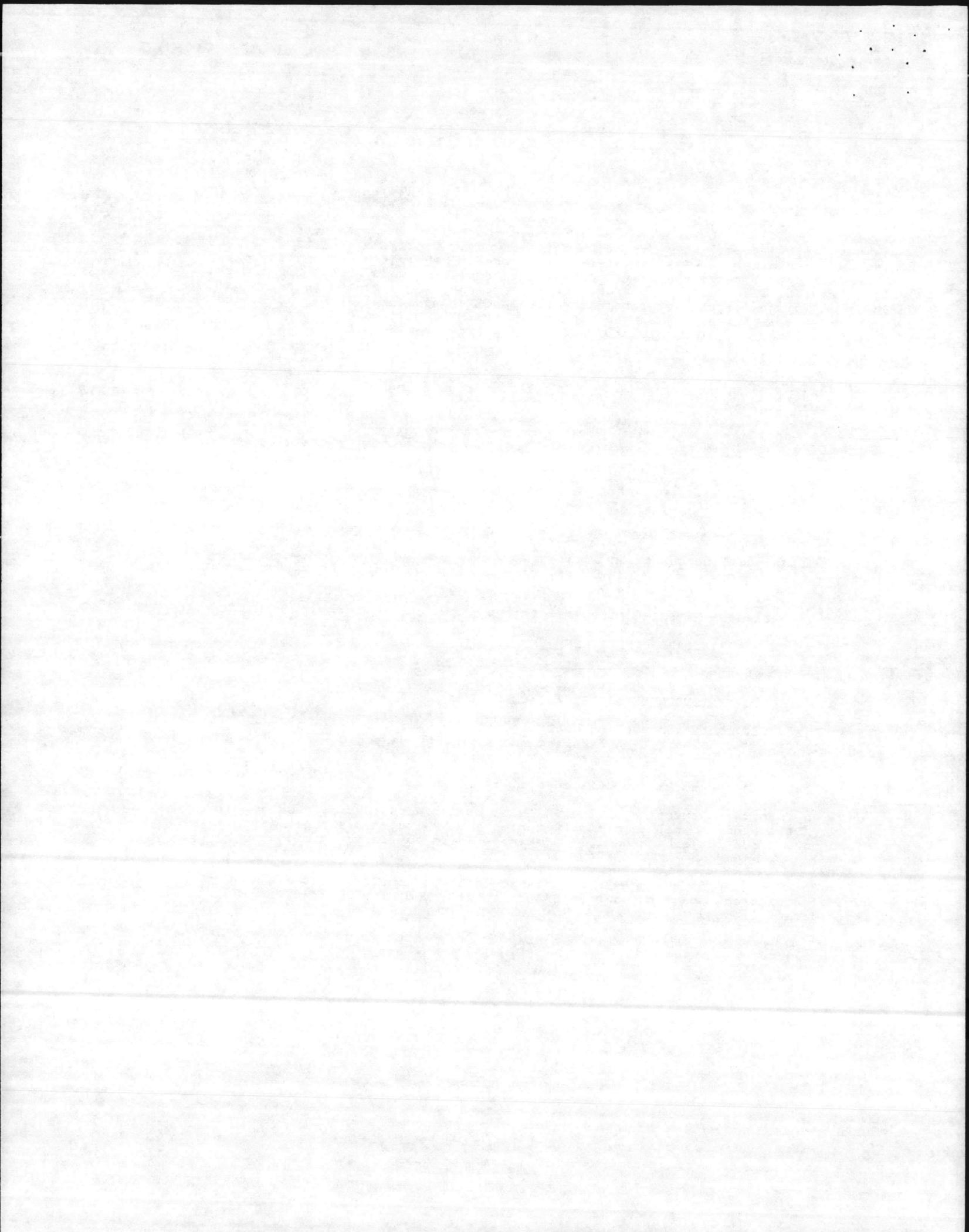
(5) The spill contingency plan should specify by name and title persons responsible for all key phases of HW handling and emergency response.

(6) Adequate supplies and equipment should be on hand at all times to ensure safe, timely handling of the HW and related spills and leaks.

(7) An informal inspection of the SAA will be conducted during each normal working day. Deficiencies will be promptly corrected. A log of discrepancies discovered and corrective action taken will be maintained in any format designated by OIC.

(8) Total volume of HW at SAA may not exceed 55 gallons. Filled containers must, by EPA regulations, be removed from SAA to an approved storage area within 3 days of the date filled.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

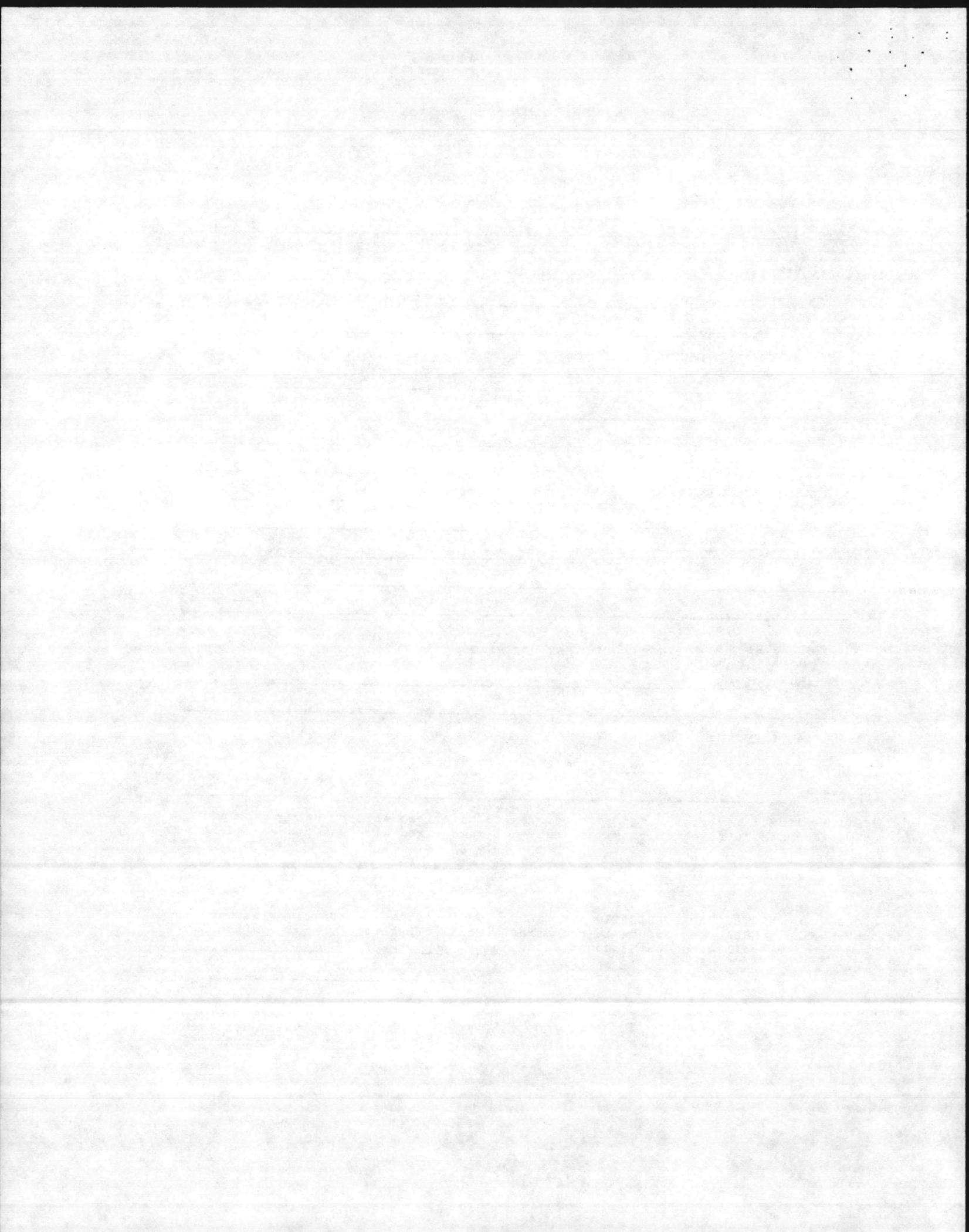
4. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO Signature DATE

5. 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. _____

HMDC Signature DATE

Appendix A to ENCLOSURE (1)



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: _____

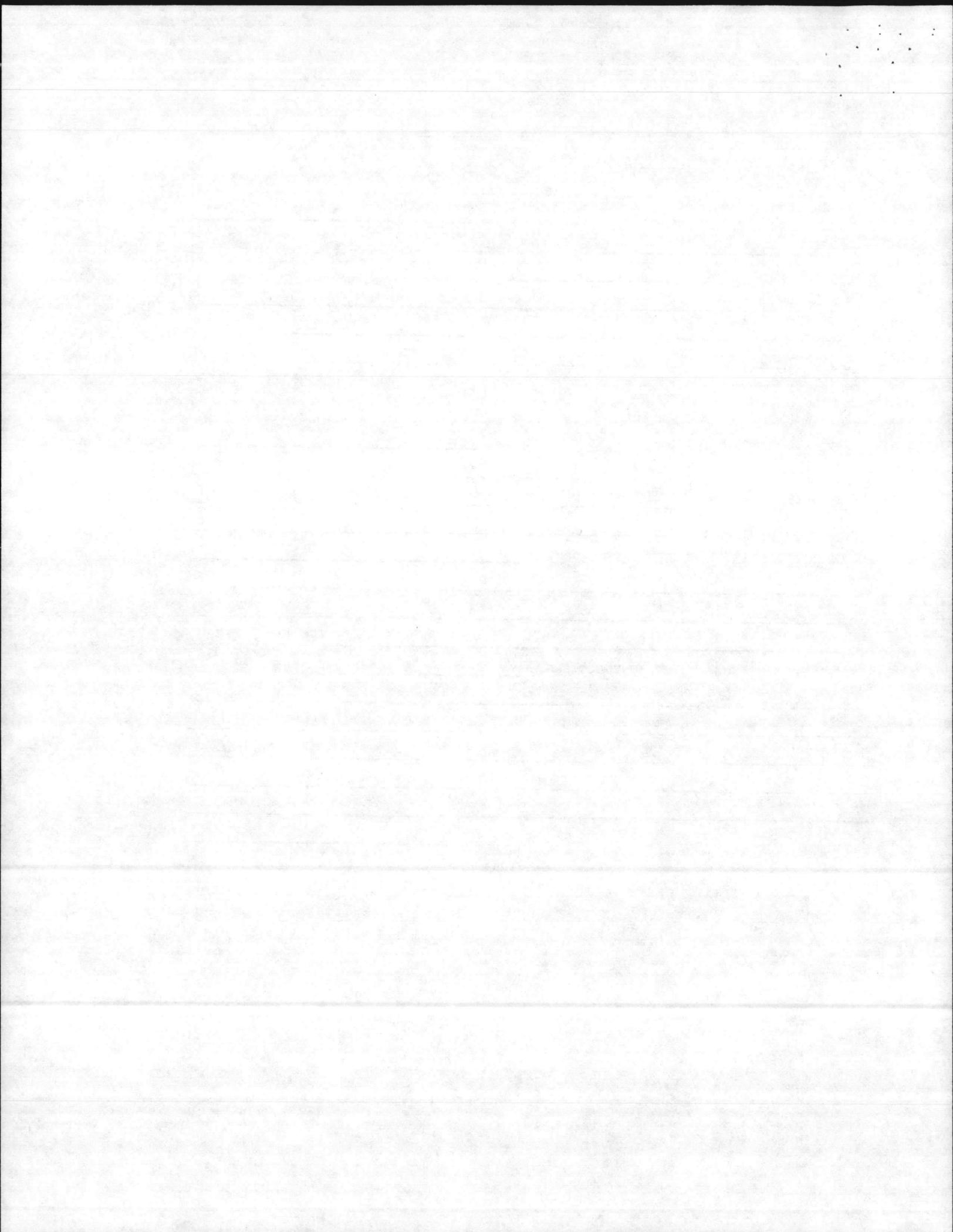
c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____
HMDC Code Date
Signature



See Note 1

**HAZARDOUS
WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

**IF YOU ARE CONTACTED BY THE NEAREST POLICE OR
PUBLIC SAFETY AUTHORITY, OR THE
U.S. ENVIRONMENTAL PROTECTION AGENCY**

PROPERTY NO. **SEE NOTE 2**

GENERAL NAME **SEE NOTE 3**

ADDRESS

CITY

EPA ID NO. **SEE NOTE 5** EPA WASTE CODE **SEE NOTE 2**

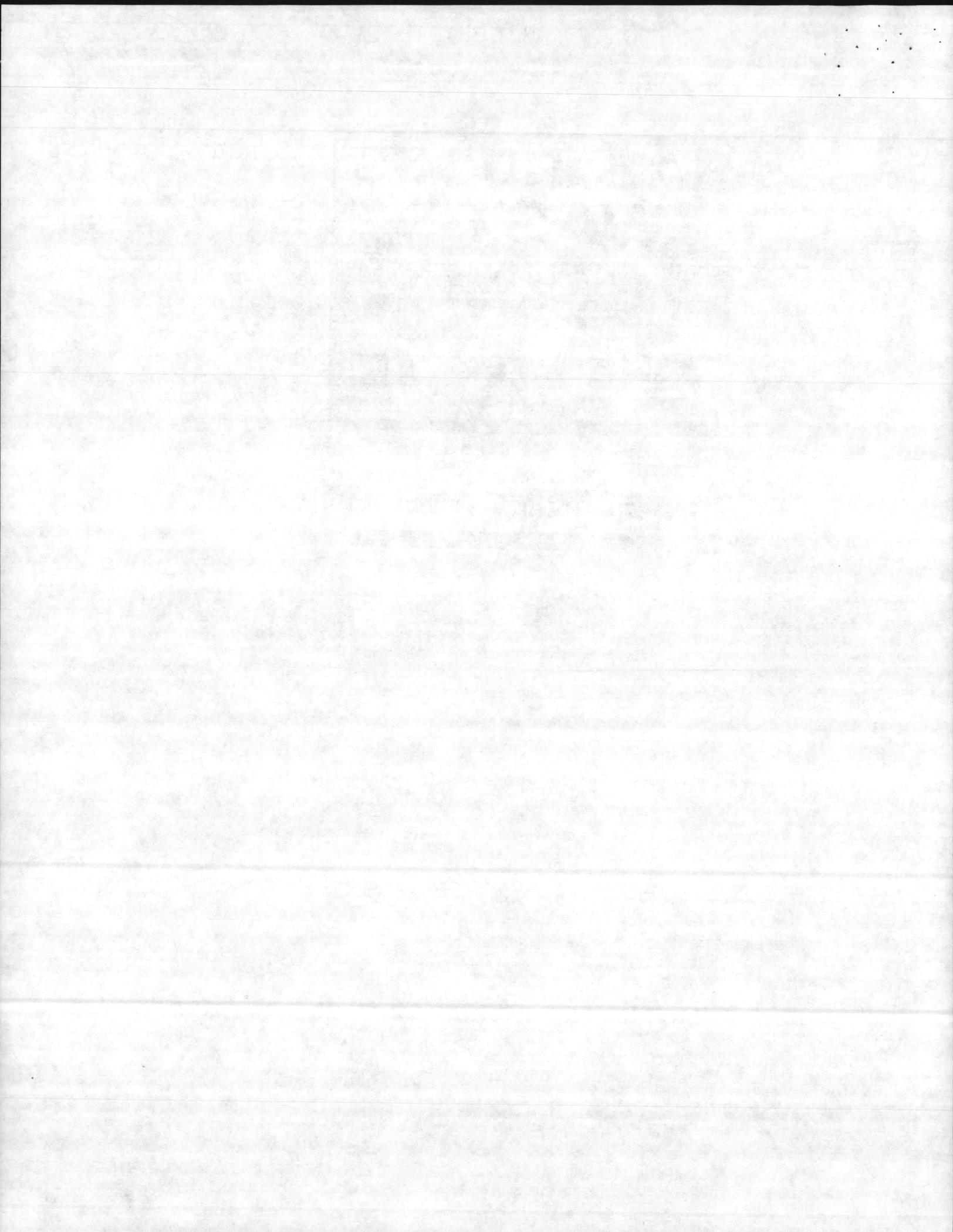
ACCUMULATION DATE **SEE NOTE 6** MANAGEMENT DOCUMENT NO. **SEE NOTE 7**

HANDLE WITH CARE!

CONTAINS HAZARDOUS OR TOXIC WASTES

- Note 1: The above label or equivalent will be placed on all hazardous waste (HW) containers prior to use for storage of HW. Damaged labels will be immediately replaced, using same information as on original label. If original label is illegible, contact your Hazardous Material Disposal Officer for guidance.
- Note 2: Obtain this information from your HW Standard Operating Procedure. If not available, contact your Hazardous Material Disposal Officer.
- Note 3: Enter the name of the organization having physical custody of the HW at time label is placed on the container, unless replacing a damaged label. See Note 1 above.
- Note 4: Enter either "MCAS, New River, Jacksonville", for HW generated aboard or by organizations stationed aboard the Marine Corps Air Station, New River. Enter "Marine Corps Base, Camp Lejeune" for all other HW generated locally.
- Note 5: Enter NC 8170022570 for all waste generated aboard or by organizations stationed aboard MCAS, New River. Enter NC 6170022580 for all other HW generated within the Camp Lejeune complex.
- Note 6: Enter the date that HW was first placed in the container unless the facility has written authorization from CG, MCB, Camp Lejeune to operate as a HW satellite accumulation area. In which case, follow instructions provided within the written authorization.
- Note 7: Leave Blank, will be completed by the Traffic Management Officer, Camp Lejeune.

Appendix B to
ENCLOSURE (1)



HAZARDOUS WASTE (HW) MANAGEMENT INSPECTION FORM FOR
HAZARDOUS MATERIAL DISPOSAL COORDINATES AND OFFICERS

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? _____

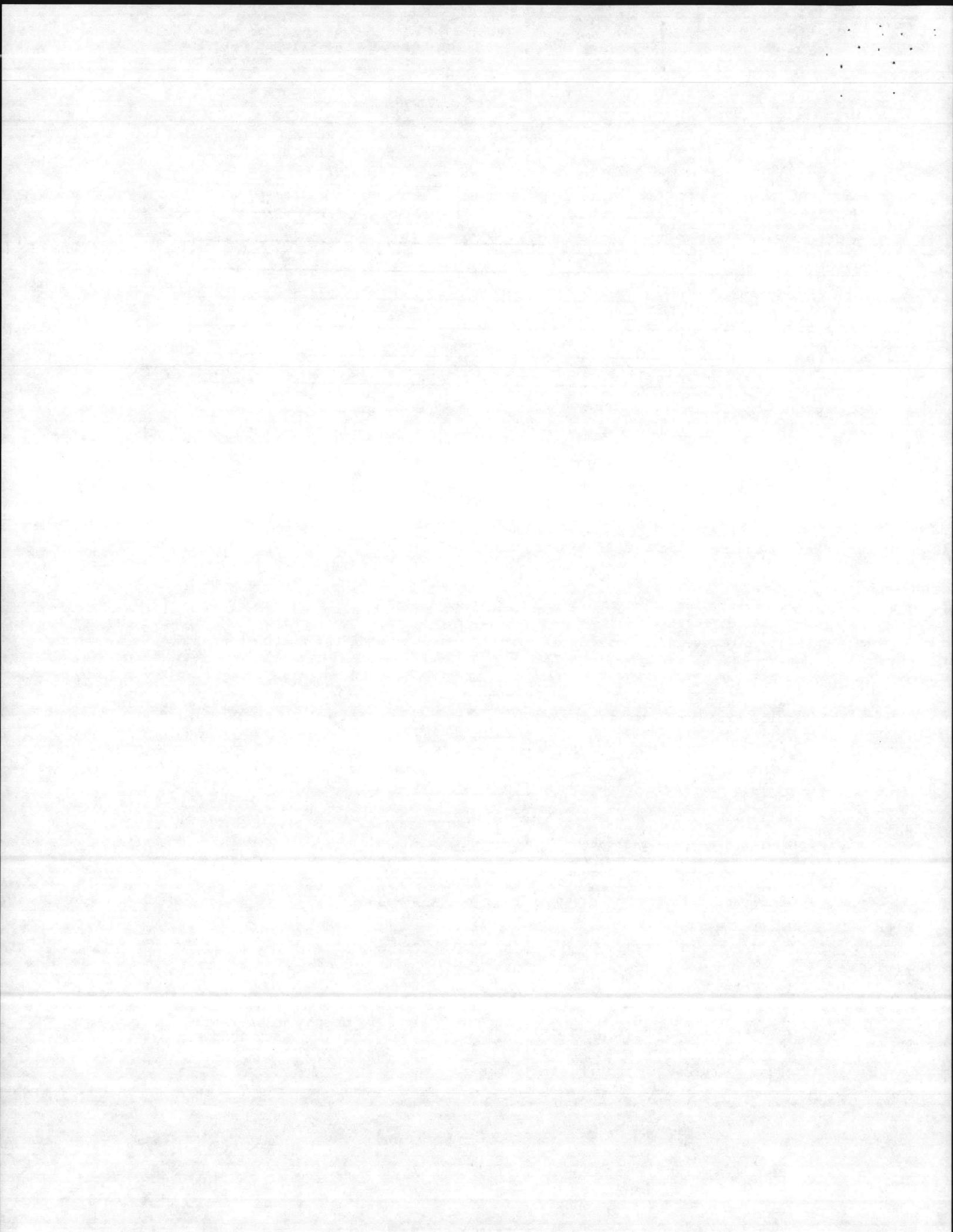
b. Are spills likely to reach soil or water? _____

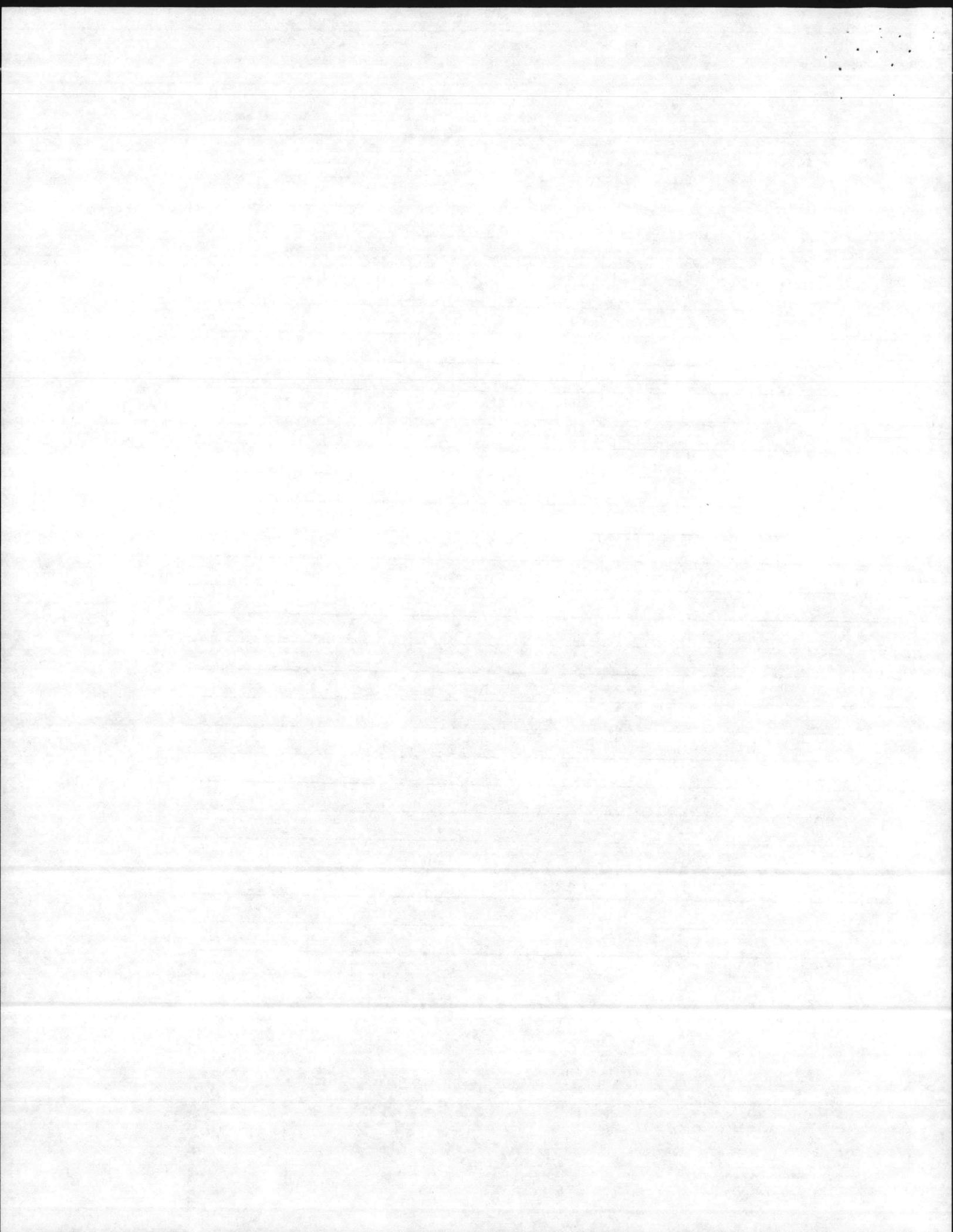
c. Are HW protected from weather? _____

d. Are weekly HW inspections conducted properly? _____

e. Are discrepancies corrected promptly? _____

Appendix C to
ENCLOSURE (1)





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 BO 6240.5.
- (2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (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.

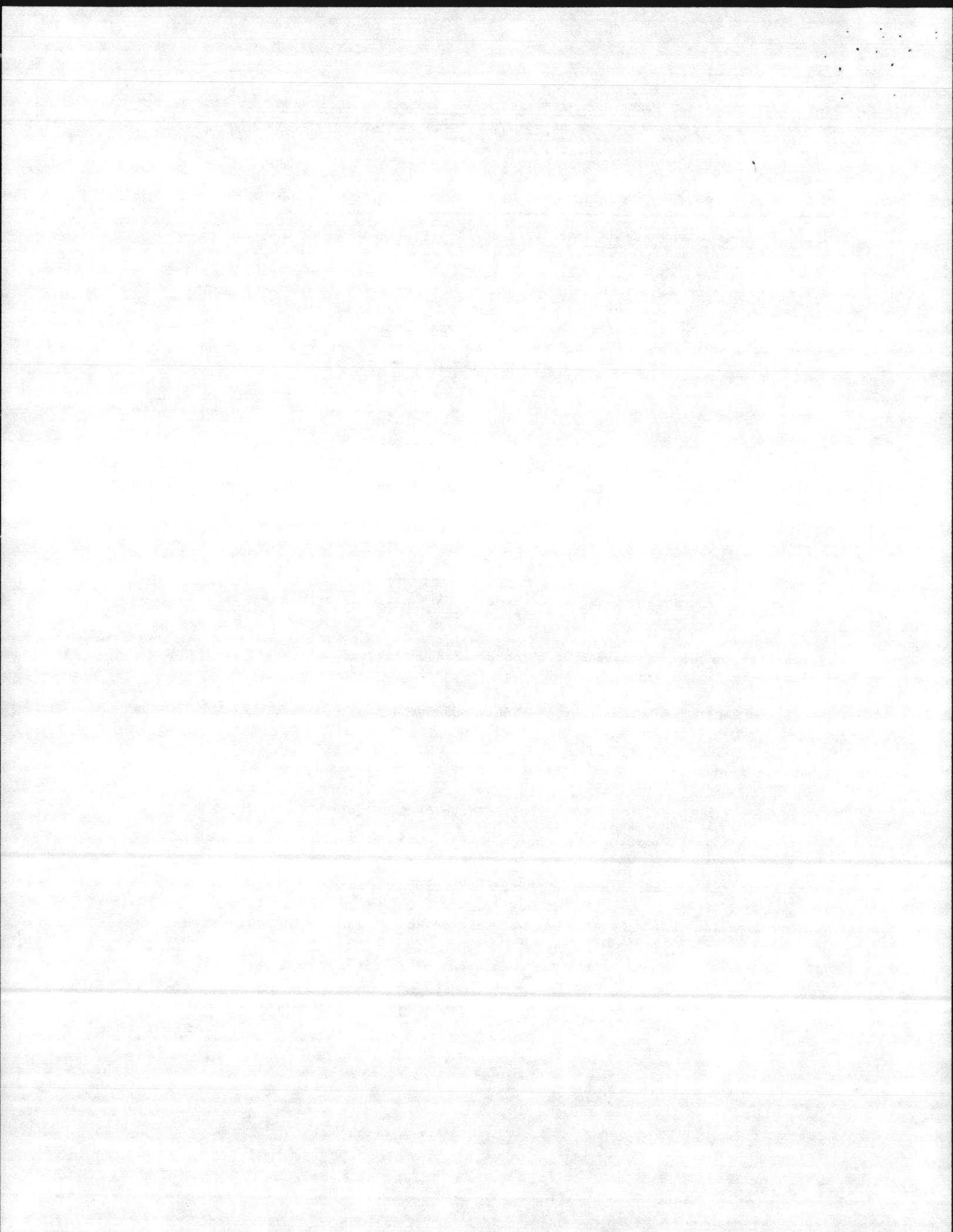
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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 inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (3) Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.
- (4) Serve as command point of contact with Marine Corps Base Environmental personnel on matters dealing with worksite HW inspections by State and Federal agencies and implementation of this Order.
- (5) Develop listings of HW generation and storage facilities.
- (6) Develop and provide to the Director, NREAD, the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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) Develop and implement a comprehensive HW personnel training plan, meeting the requirements of reference (b) and related State of North Carolina regulations.

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 reference (a) and (b).

(2) Unless otherwise provided, operate and maintain industrial waste collection and pretreatment facilities associated with base sewage collection and treatment systems.

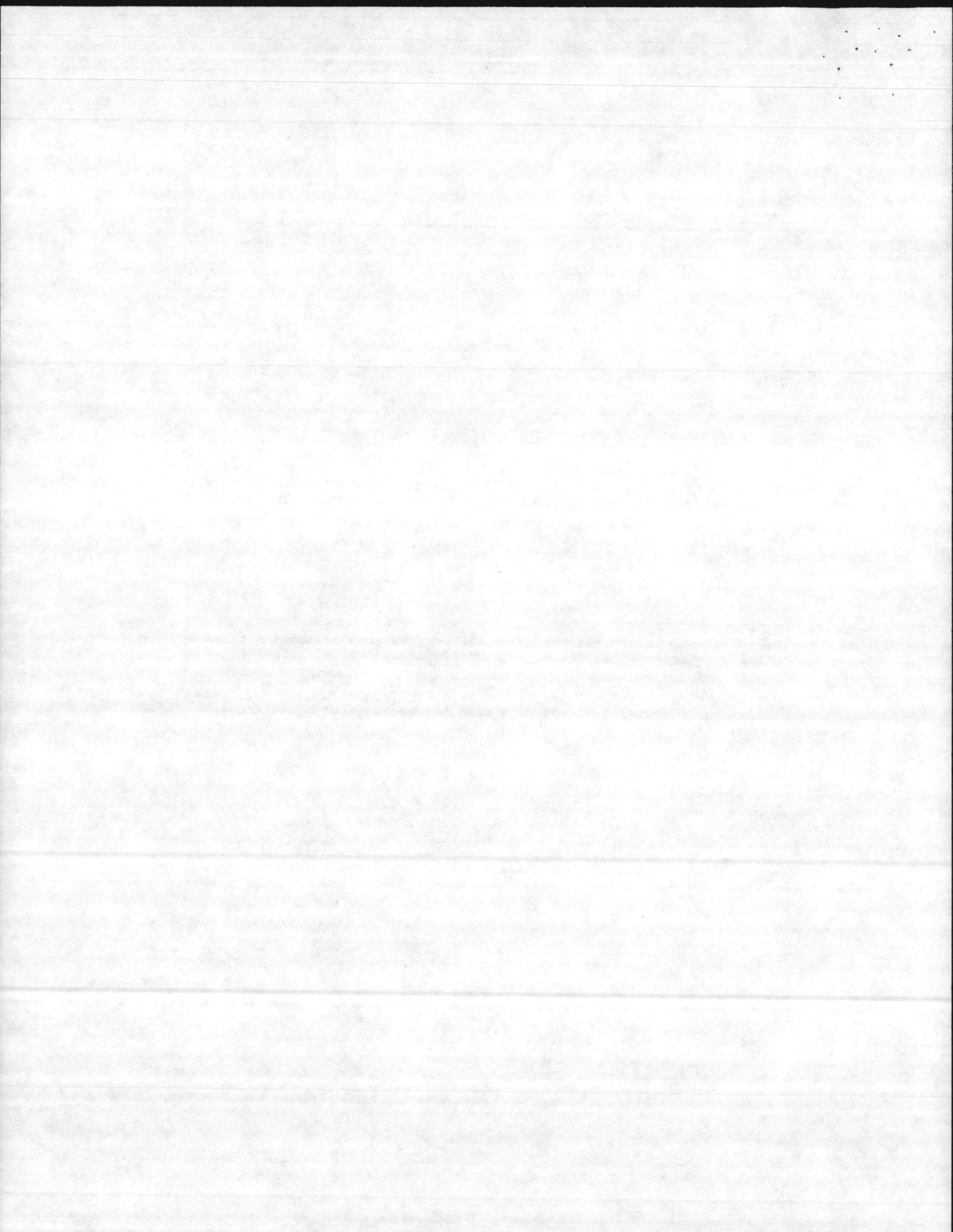
(3) Provide HM/HW spill response services in accordance with reference (d).

f. Base Fire Chief will:

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

(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) Develop and implement a program to provide, on a continuing and reimbursable basis, empty containers, labels, labeling equipment, absorbents, and other HM/HW handling supplies required to implement this Order and BO 11090.1B.

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

n. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

l. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.2S and provide 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 1.d(5) of this Order.

j. Officer in Charge, Preservation, Packaging & Packing (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, TMO and DRMO 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.

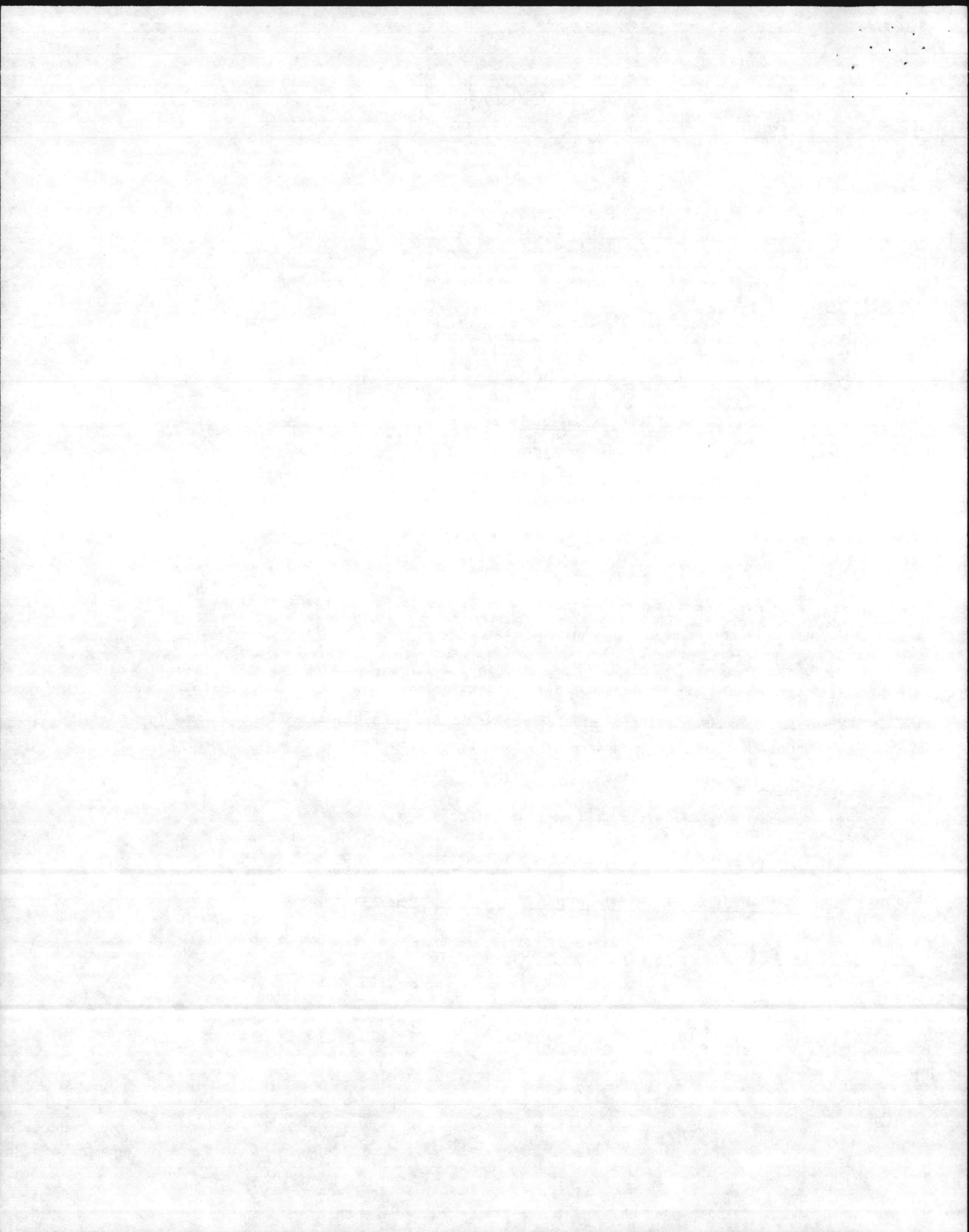
(3) HM transportation certification required for compliance with reference (c).

k. 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)

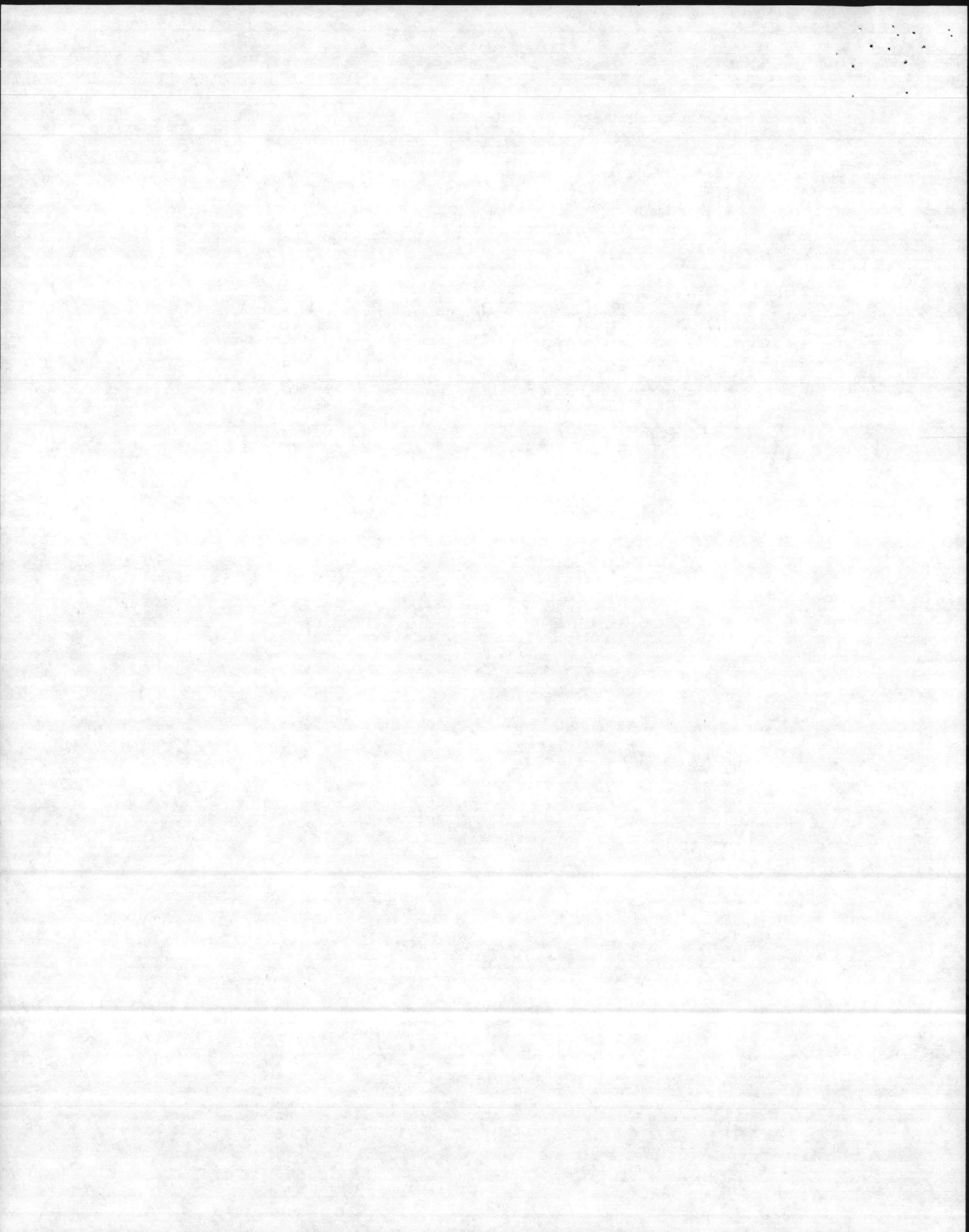


(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(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.

1. 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.



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. Attachment (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d(1) below.

2. 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., Attachment (A) Part I or II (or equivalent) 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.

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 and storage 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:

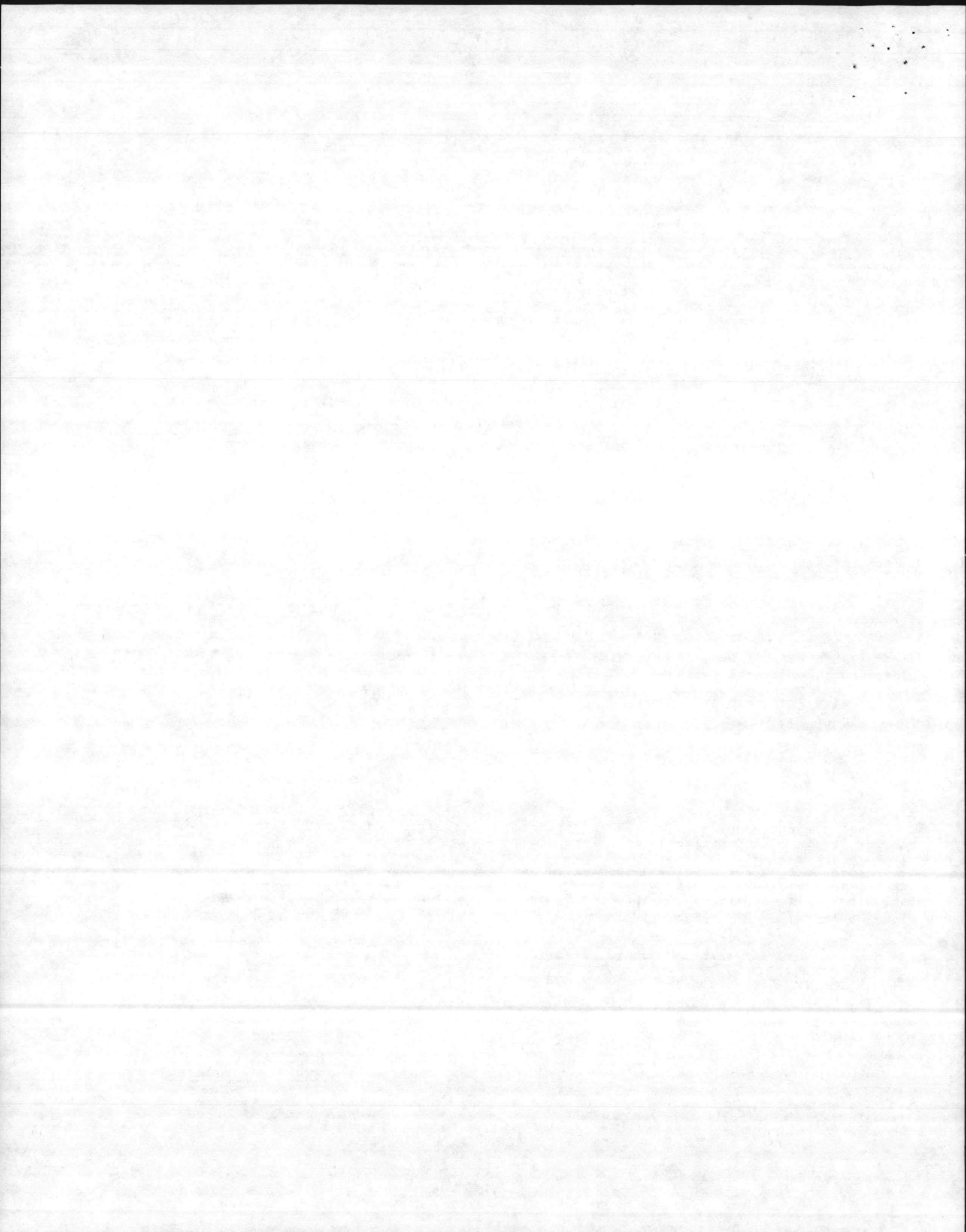
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (A) Part I or II for these staff specialists and emergency personnel are 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, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

5. 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:

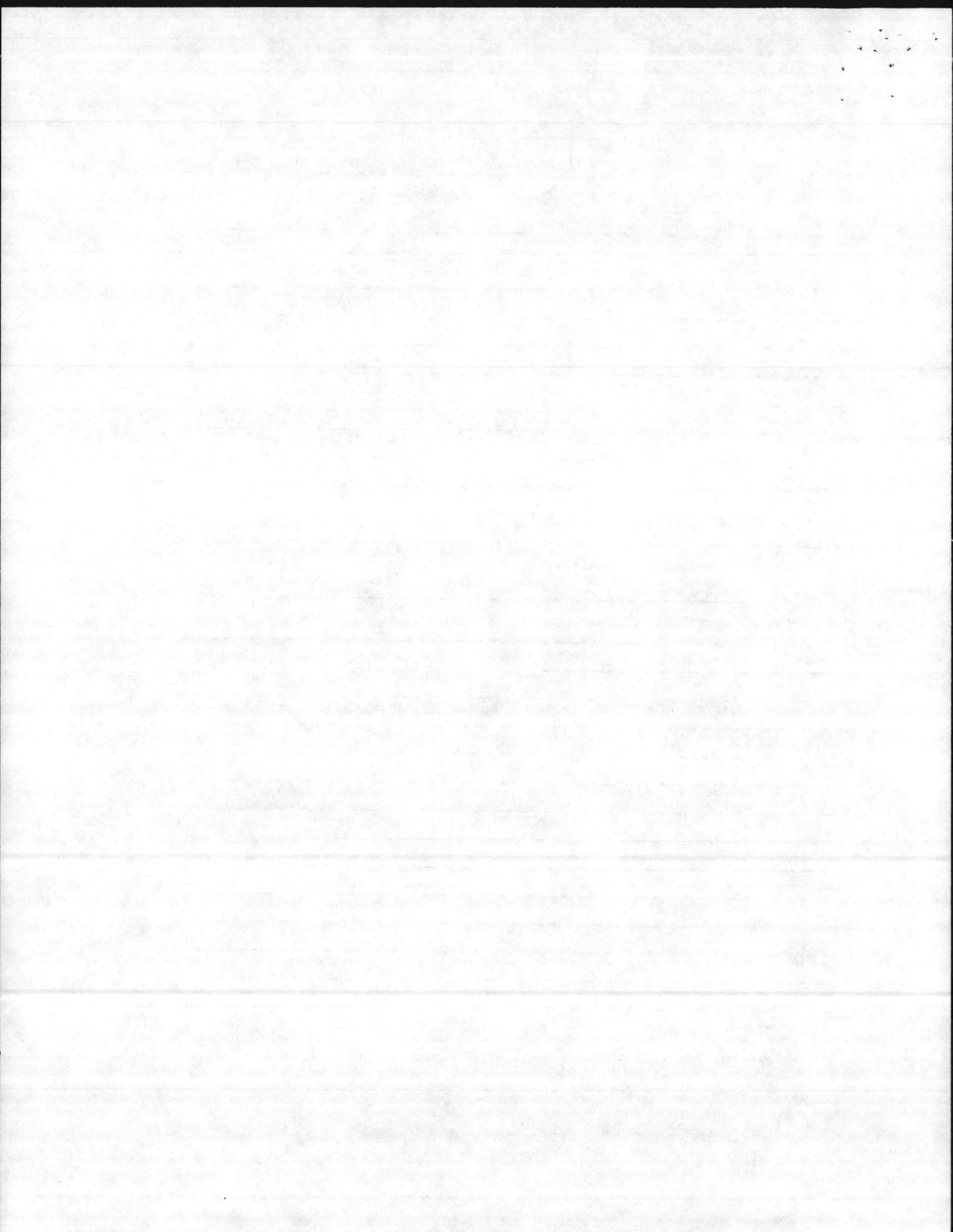
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

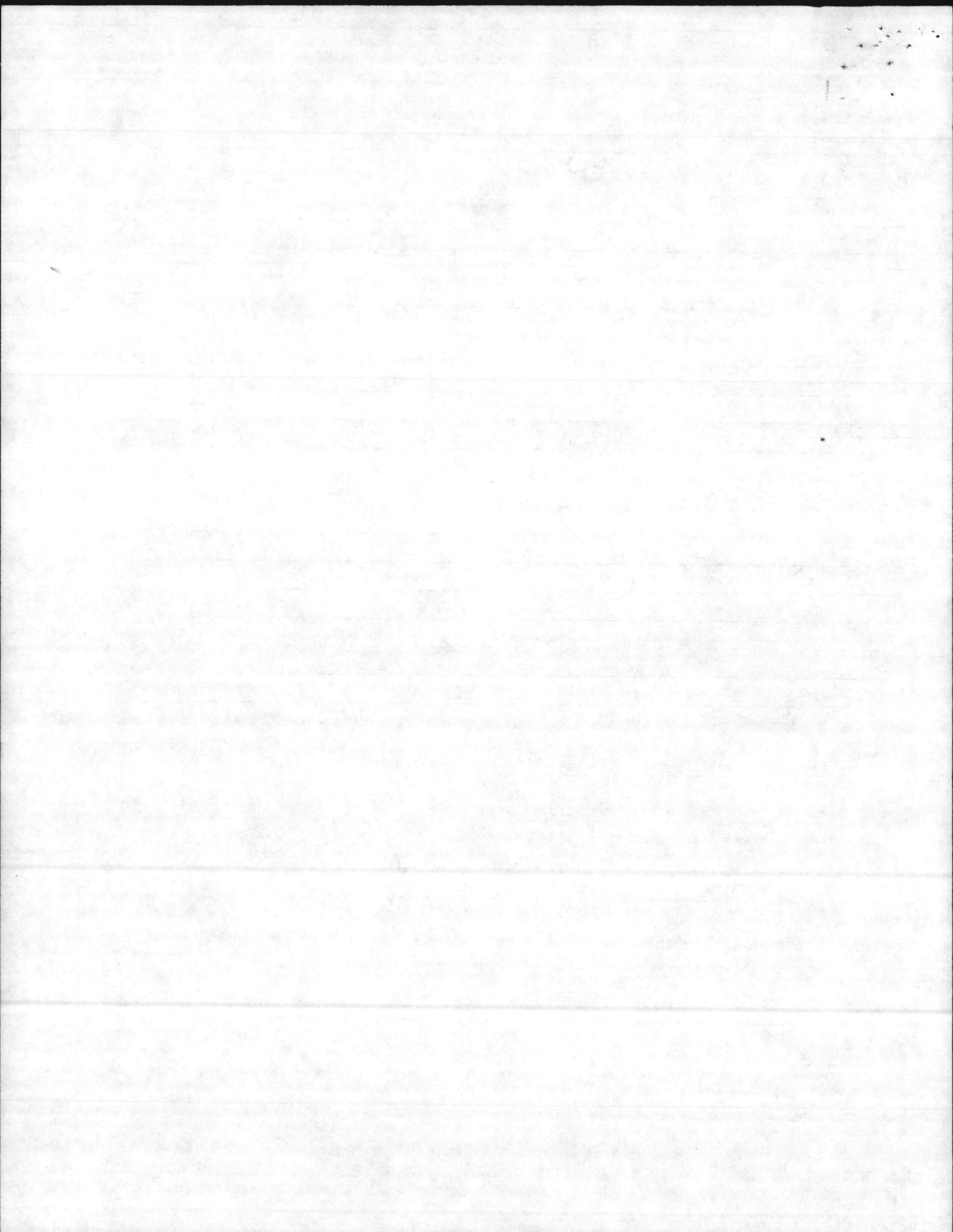
b. DRMO will maintain HW training records for all employees identified in paragraph 2b above.

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Attachment (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.

ENCLOSURE (3)







UNITED STATES MARINE CORPS
II MARINE AMPHIBIOUS FORCE
CAMP LEJEUNE, NORTH CAROLINA 28542-5401

IN REPLY REFER TO:
5000
Sup
10 Nov 1986

From: Commanding General, II Marine Amphibious Force
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542-5001 (Attn: NREAD)

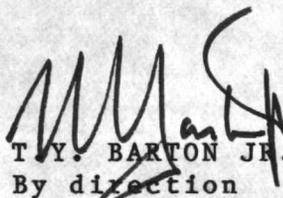
Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Director NREAD ltr 5200 NREAD of 3 Nov 86
(b) Phoncon btwn Maj Martin (Hq II MAF) and Mr Sharpe
(NREAD) of 25 Sep 86

1. In accordance with reference (a), the proposed Base Order 6240.5A has been reviewed by this Headquarters and no comments or recommendations are provided.

2. As discussed during reference (b) this Headquarters will not have equipment that generates hazardous materials until our Headquarters and Service Company is established in fiscal year 1988. When Headquarters and Service Company is established, the motor transport, communications, and engineer sections will be fully operational and hazardous material reporting, as outlined in the proposed order, will be complied with. In the interim the II MAF Supply Officer will perform duties as the Hazardous Material Disposal Officer and Hazardous Material Disposal Coordinator.

3. Point of contact for this Headquarters is Maj Martin, Supply Officer, extension 2325/1379.


T.Y. BARTON JR.
By direction

3000
Sup
17 Nov 1988

From: Commanding General, 11 Marine Amphibious Force
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542-5001 (Attn: WREAD)

Subj: PROPOSED BASE ORDER 02402A

Ref: (a) Director WREAD of 3 Nov 88
(b) Phonon brw Maj Martin (HQ 11 MAR) and Mr Sharpe
(WREAD) of 25 Sep 88

1. In accordance with reference (a), the proposed Base Order
02402A has been reviewed by this Headquarters and no comments
or recommendations are provided.

2. As discussed during reference (b) this Headquarters will not
have equipment that generates hazardous materials until our
Headquarters and Service Company is established in fiscal year
1988. When Headquarters and Service Company is established, the
motor transport, communications, and engineer sections will be
fully operational and hazardous material reporting, as outlined
in the proposed order, will be completed with. In the interim
the 11 MAR Supply Officer will perform duties as the Hazardous
Material Disposal Officer and Hazardous Material Disposal
Coordinator.

3. Point of contact for this Headquarters is Maj Martin, Supply
Officer, extension 3325/1379.

W.M.A.
T.Y. BARTON JR.
By direction



UNITED STATES MARINE CORPS
II MARINE AMPHIBIOUS FORCE
CAMP LEJEUNE, NORTH CAROLINA 28542-5401

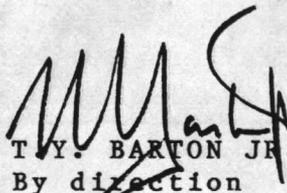
IN REPLY REFER TO:
5000
Sup
10 Nov 1986

From: Commanding General, II Marine Amphibious Force
To: Commanding General, Marine Corps Base, Camp Lejeune,
North Carolina 28542-5001 (Attn: NREAD)

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Director NREAD ltr 5200 NREAD of 3 Nov 86
(b) Phoncon btwn Maj Martin (Hq II MAF) and Mr Sharpe
(NREAD) of 25 Sep 86

1. In accordance with reference (a), the proposed Base Order 6240.5A has been reviewed by this Headquarters and no comments or recommendations are provided.
2. As discussed during reference (b) this Headquarters will not have equipment that generates hazardous materials until our Headquarters and Service Company is established in fiscal year 1988. When Headquarters and Service Company is established, the motor transport, communications, and engineer sections will be fully operational and hazardous material reporting, as outlined in the proposed order, will be complied with. In the interim the II MAF Supply Officer will perform duties as the Hazardous Material Disposal Officer and Hazardous Material Disposal Coordinator.
3. Point of contact for this Headquarters is Maj Martin, Supply Officer, extension 2325/1379.


T.Y. BARTON JR.
By direction

29 OCT 86

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

BO 6240.5A
NREAD/st

BASE ORDER 6240.5A

From: Commanding General, Marine Corps Base, Camp Lejeune
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.

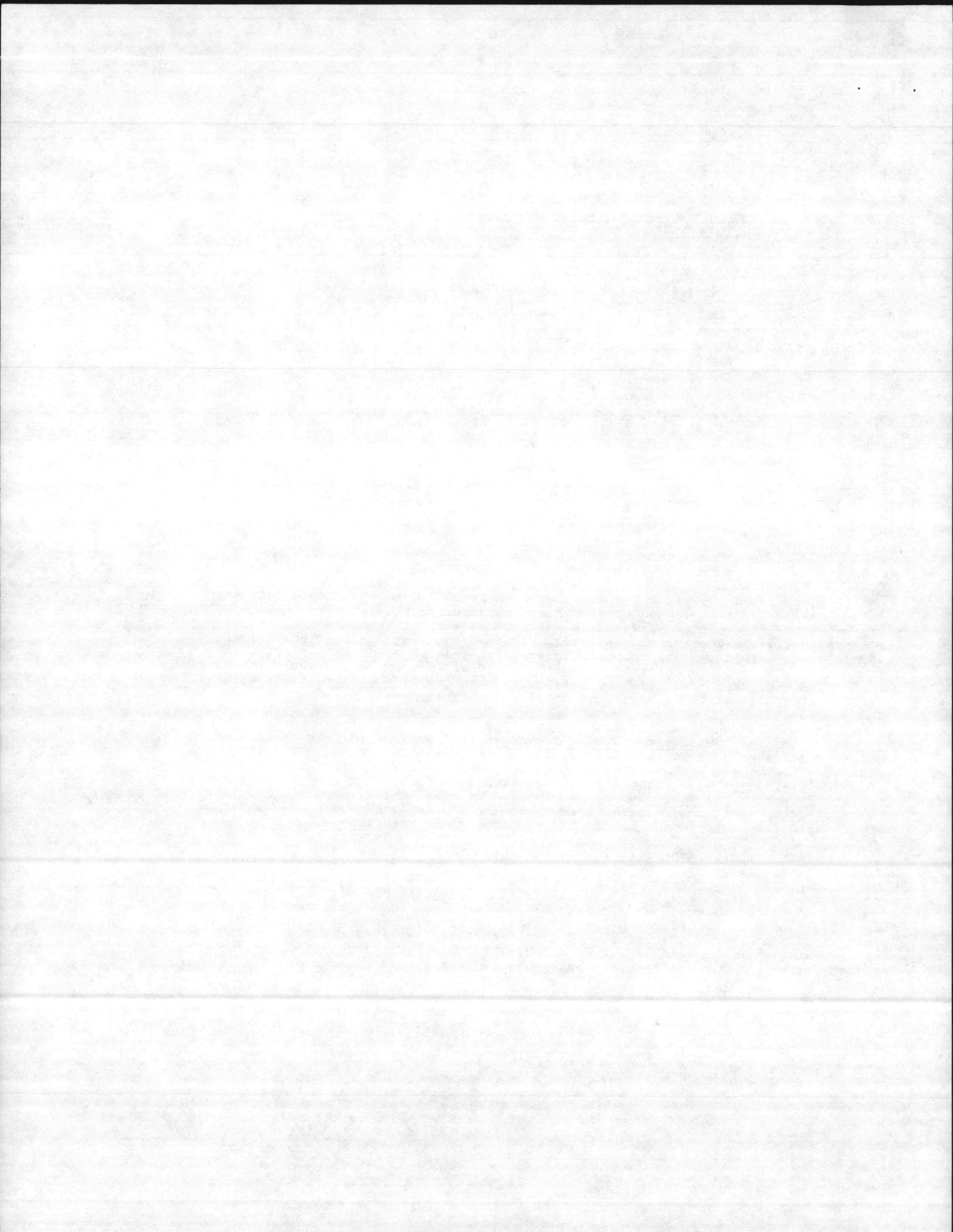
2. Cancellation. BO 6240.5.

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. Organizational commanders subject to this Order should be aware that four basic management issues must be addressed if HW are to be safely and efficiently handled and legal requirements satisfied. These are: use of containers which both meet requirements of reference (c) and are in good condition; clear, accurate marking and labeling of containers; availability of adequate supplies, equipment and storage facilities; and most important, proper HW training for all personnel routinely involved in HW management. Enclosures (1), (2) and (3) provide revised responsibilities, guidelines and procedures for HW management and related personnel training. HW training for military personnel is a major ongoing problem due to personnel turn over rates.



d. Major commands have established two collateral duty positions to coordinate and to assist with the implementation of the subject program. These are titled Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO).

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 job descriptions 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 SOP 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).

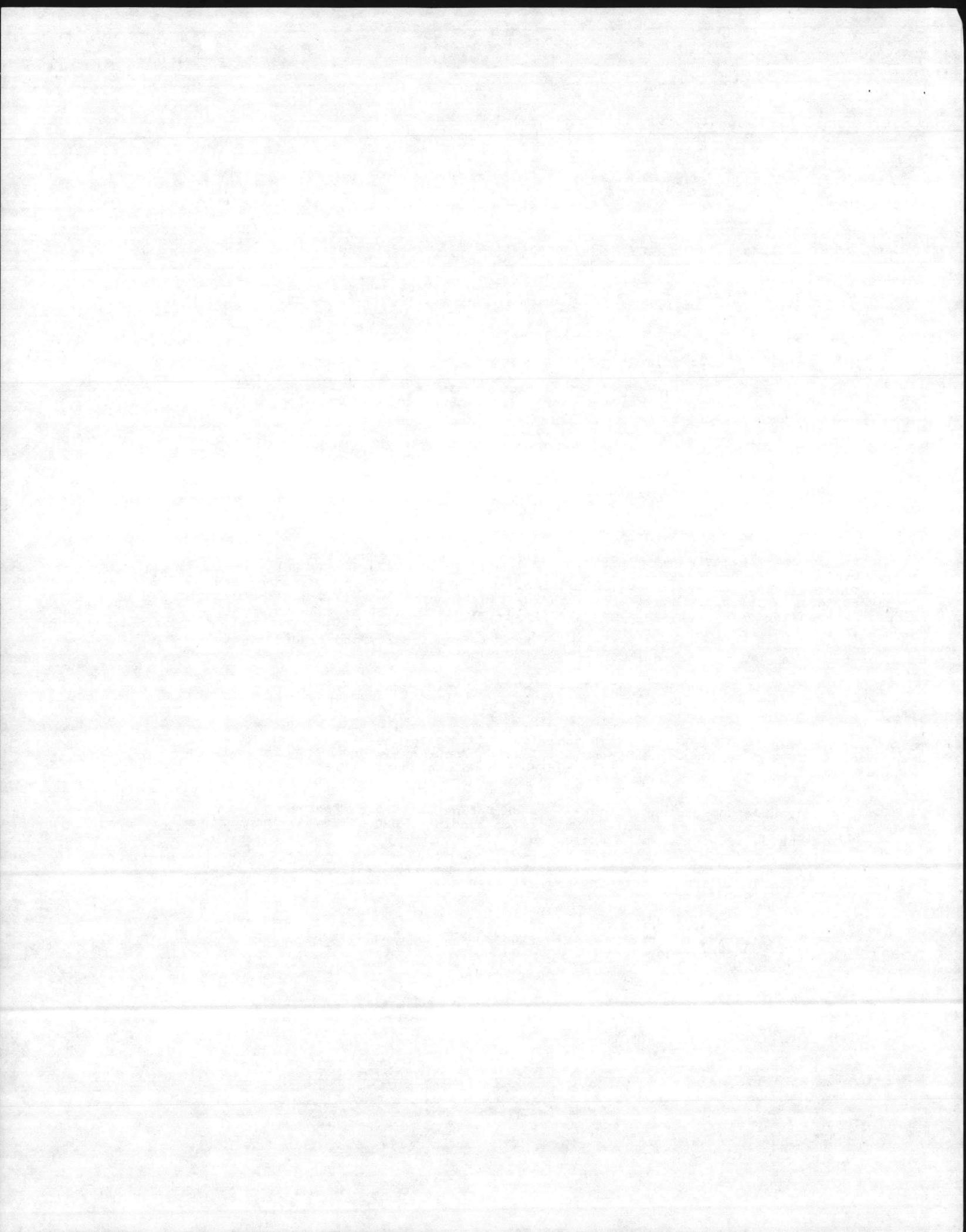
(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(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 Marine Air Group, Regiment, Battalion and separate Company (or equivalent) to appoint a HMDO with the 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 days 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.



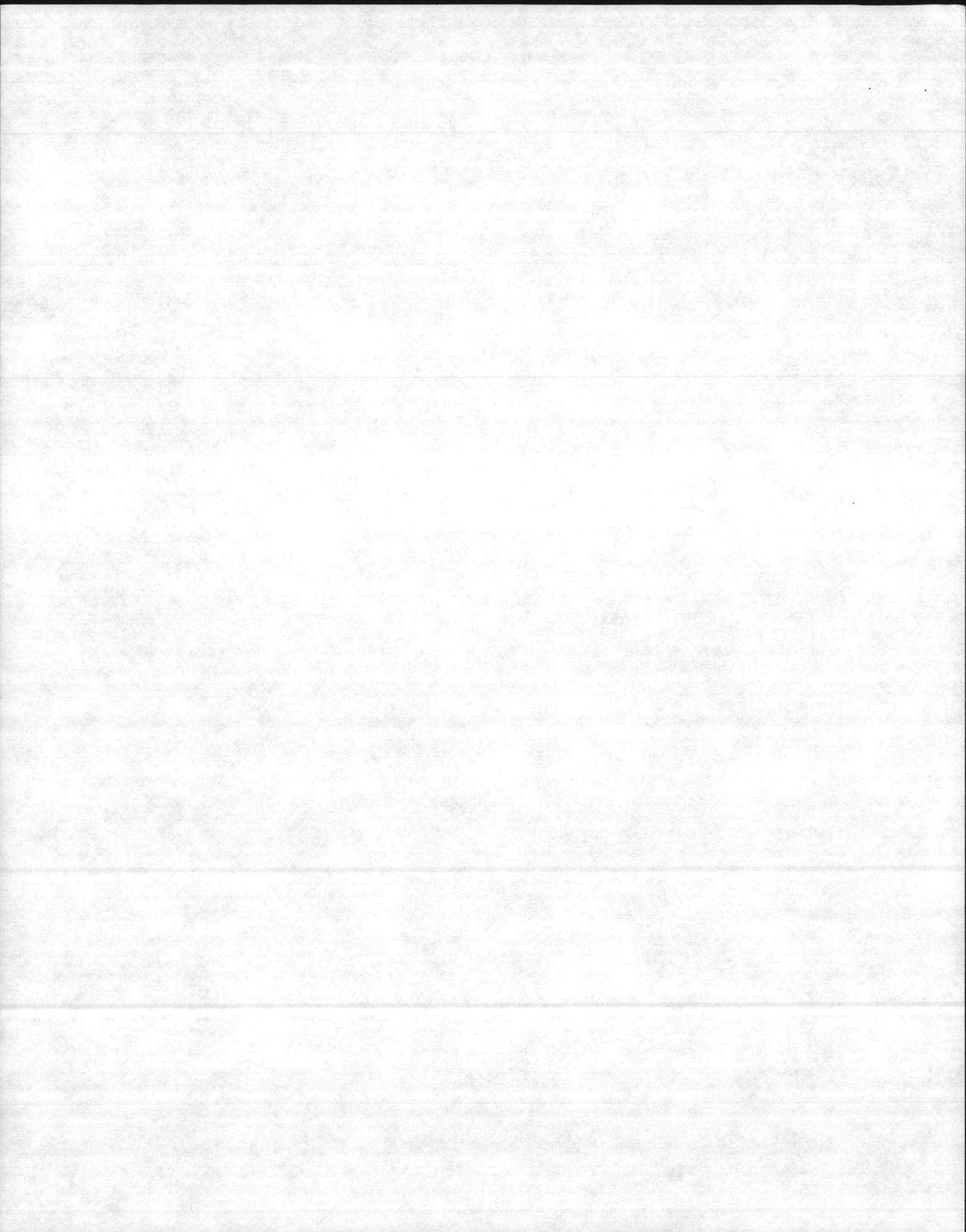
c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently as required, to ensure compliance with this Order and other applicable directives. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command.

d. 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

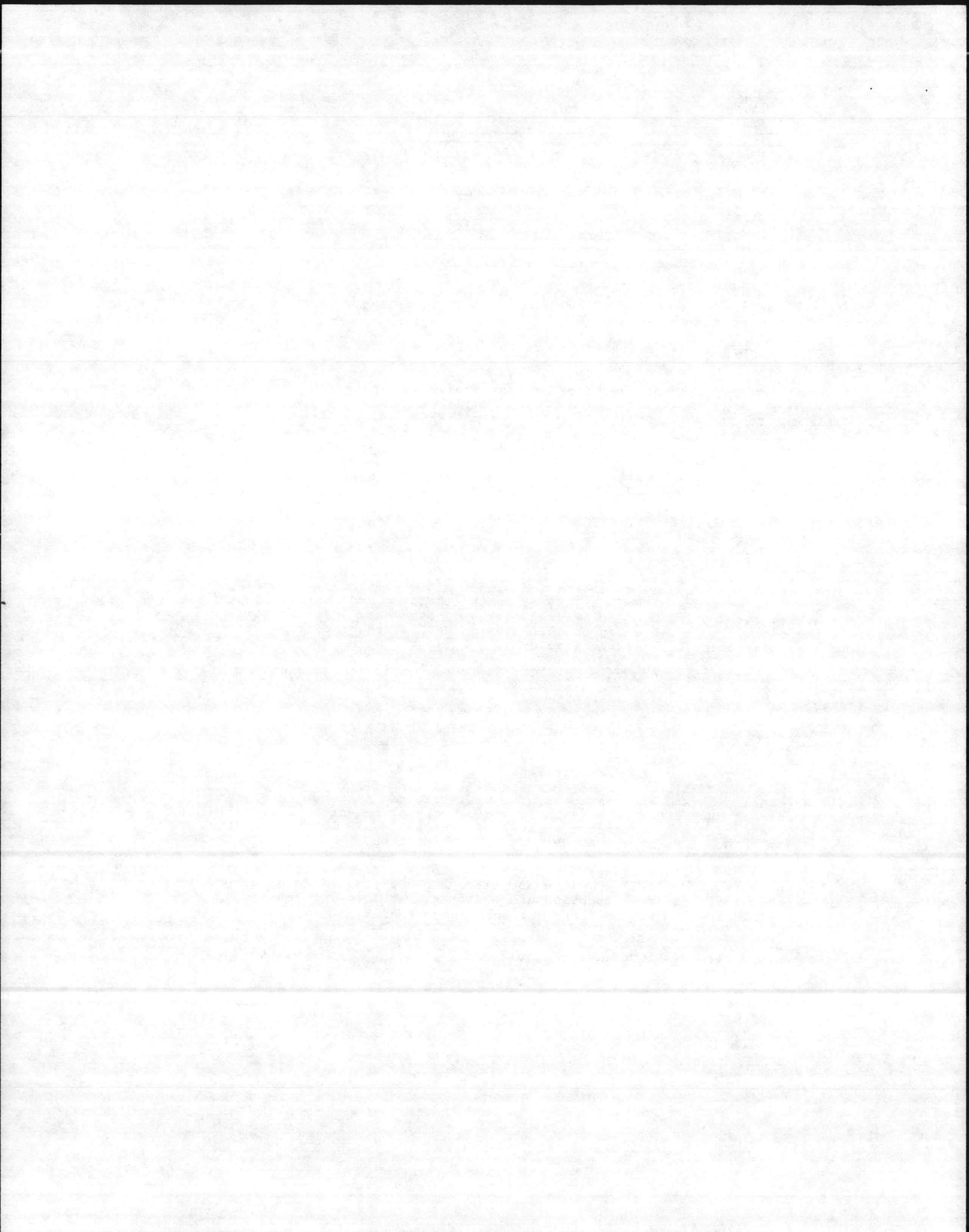
1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

- a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).
- b. A copy of BO 6240.5_ and BO 11090.1_.
- c. Name, title, duties and HW training records for each employee per enclosure (3).
- d. Waste Identification Document (WID) for each HW generated or handled completed in accordance with attachment (A) of this enclosure.
- e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies.
- 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) 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, handle or store a 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 attachment (B) 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 placed on the container per attachment (B).

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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HW will provide transportation. TMO and HMDO will cooperate 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.

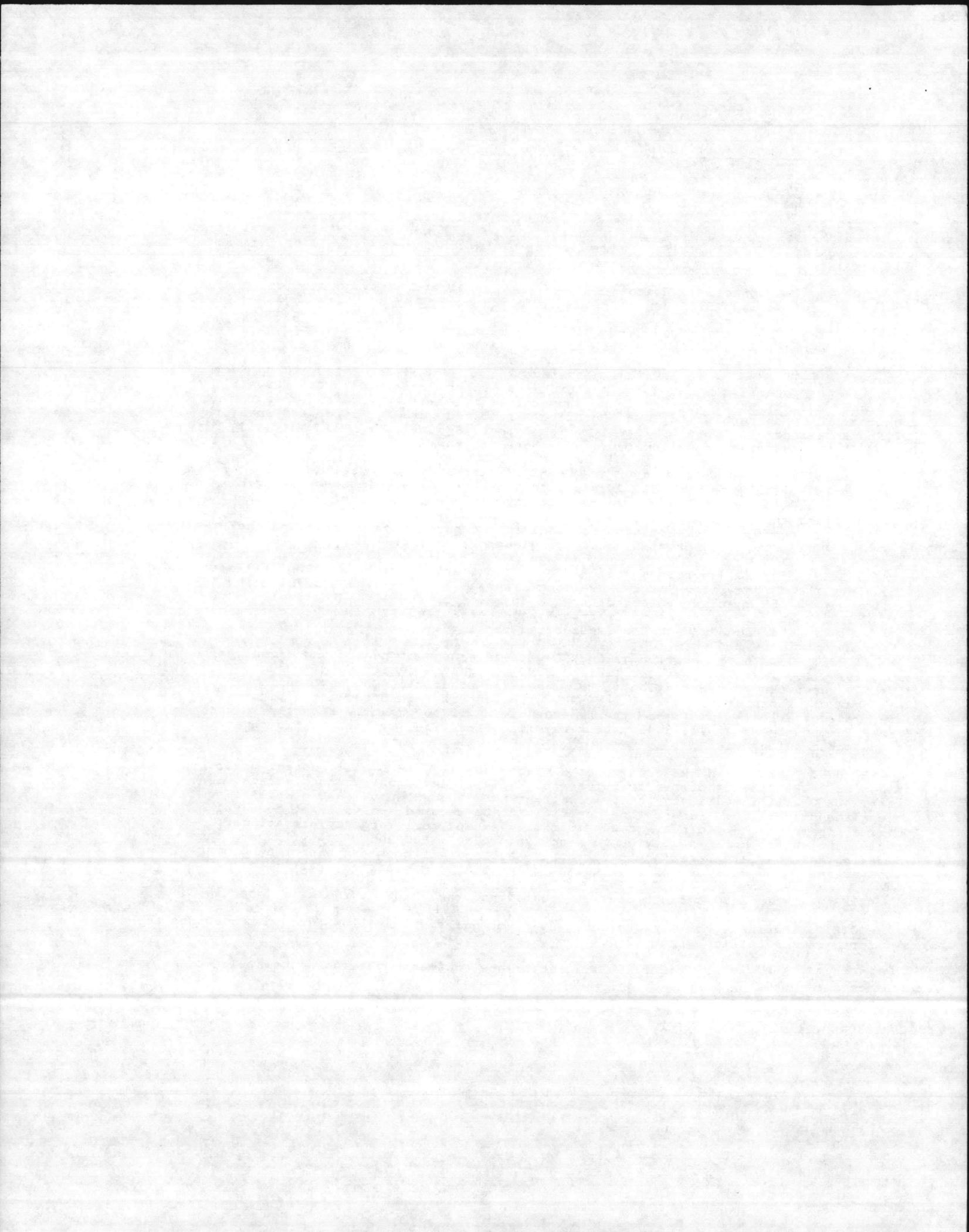
STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured 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.

STEP 7. 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 6260.1_.

NOTE 2: HMDO should request a written acknowledgement that the document has been delivered to DRMO.

ENCLOSURE (1)



4. Standards for Hazardous Waste Satellite Accumulation Areas

a. General. Satellite accumulation area (SAA) is a term developed by the Environmental Protection Agency (EPA) to designate a work site which may generate and accumulate hazardous waste (HW) without regard to the 90 day storage limit normally applicable to non - permitted HW storage facilities. The purpose of setting up this special category of HW storage is to assist those generators who generate HW at a very slow rate, example, one container per every 6 months. Previously, these generators were required to dispose of partially filled containers, a very inefficient and often expensive practice. Any work site routinely generating a HW at a rate of less than one full container per 45 day interval may benefit from being designated as a SAA. The decision to recommend a work site as a SAA will be made by the cognizant Hazardous Material Disposal Coordinator (HMDC). The HMDC will develop the proposal and submit it to the Director, Natural Resources and Environmental Affairs Division (NREAD), MCB, for technical review and approval. The HMDC will ensure that SAA requirements are incorporated into the HW SOP for the generating site.

b. SAA Requirements.

(1) SAA must meet applicable fire prevention regulations enforced by the Base Fire Protection Division.

(2) All containers must meet Department of Transportation (DOT) regulations for the specific type of materials stored in them, unless otherwise authorized by NREAD.

(3) All containers will have a hazardous waste label attached per BO 6240.5. The "accumulation start date" will be left blank until the date container is full, at which time the current date will be entered. The container must be physically moved to the designated storage area shown in the HW SOP.

(4) A sign shall be installed at the SAA which provides the following or equivalent:

(a) IN CASE OF EMERGENCY NOTIFY BASE FIRE DISPATCHER AT 451-3333 and HAZARDOUS MATERIAL DISPOSAL OFFICER _____

(b) UNAUTHORIZED PERSONNEL KEEP OUT

(c) NO SMOKING

(d) SPILL CONTINGENCY PLAN IS ATTACHED BELOW:

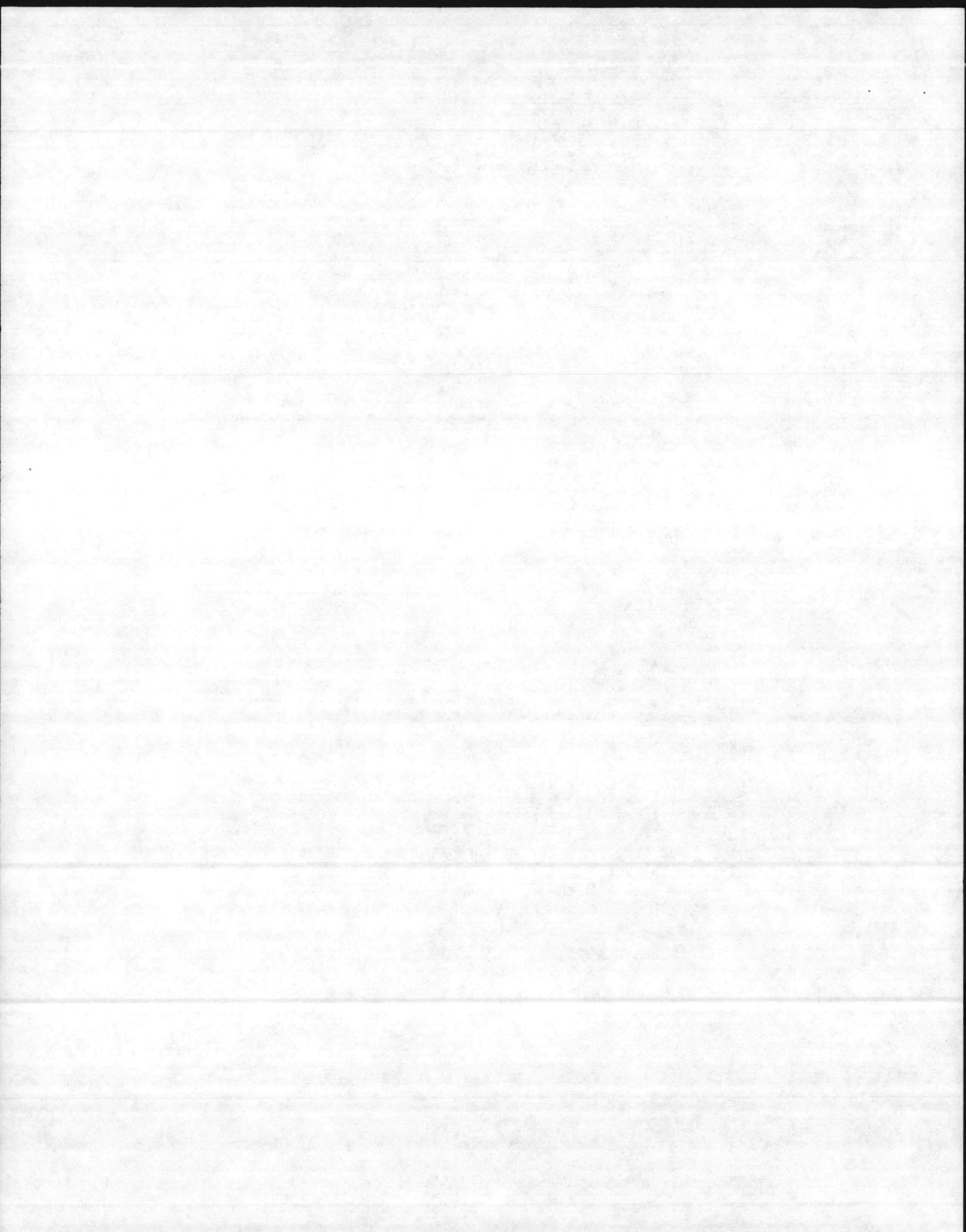
(5) The spill contingency plan should specify by name and title persons responsible for all key phases of HW handling and emergency response.

(6) Adequate supplies and equipment should be on hand at all times to ensure safe, timely handling of the HW and related spills and leaks.

(7) An informal inspection of the SAA will be conducted during each normal working day. Deficiencies will be promptly corrected. A log of discrepancies discovered and corrective action taken will be maintained in any format designated by OIC.

(8) Total volume of HW at SAA may not exceed 55 gallons. Filled containers must, by EPA regulations, be removed from SAA to an approved storage area within 3 days of the date filled.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

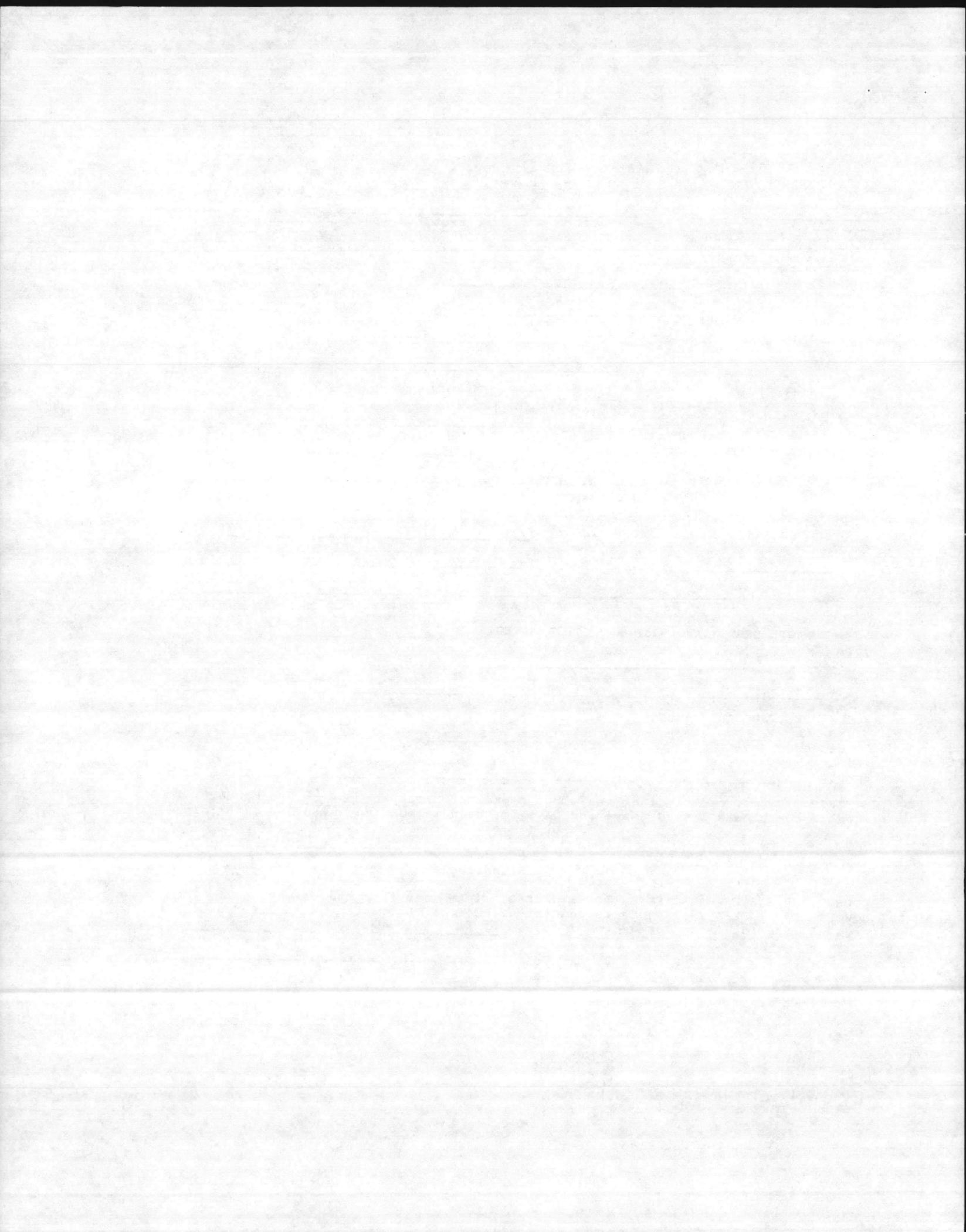
4. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO Signature DATE

5. 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. _____

HMDC Signature DATE

Appendix A to ENCLOSURE (1)



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: _____

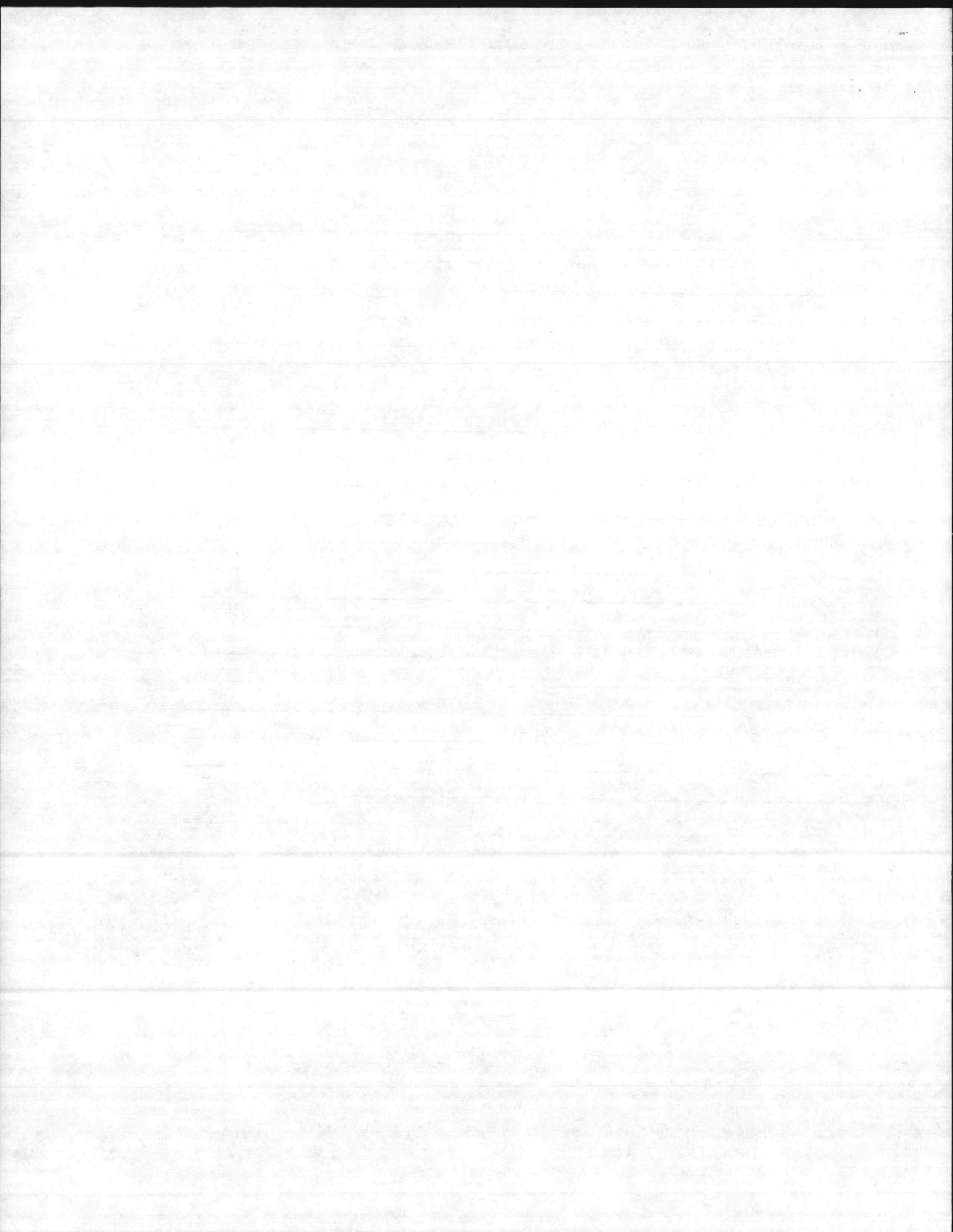
d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____

HMDC Code Date
Signature





DEPARTMENT OF THE NAVY
NAVAL DENTAL CLINIC
CAMP LEJEUNE, NORTH CAROLINA 28542-5009

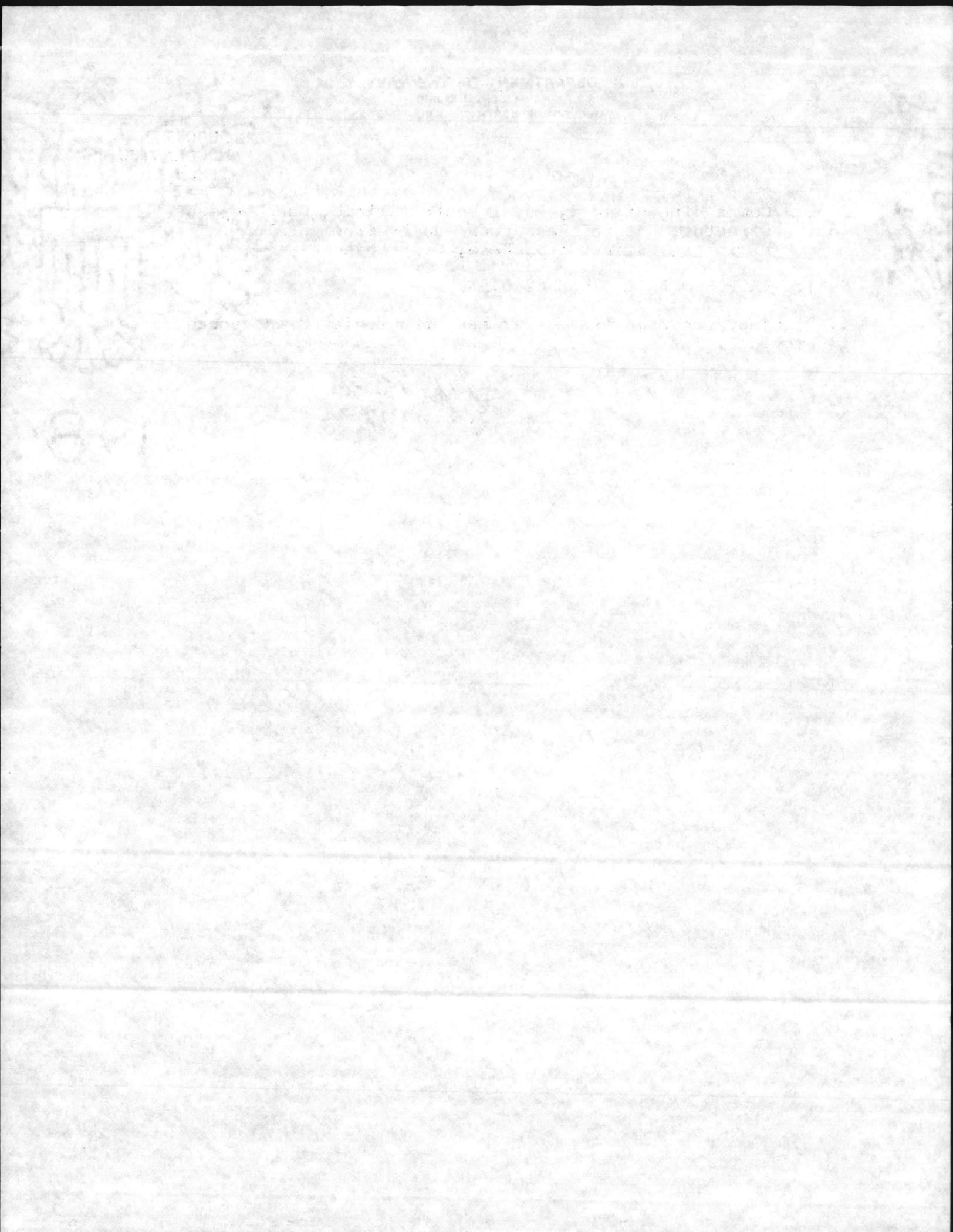
IN REPLY REFER TO:
5000/1
NDCCLNC:00
7 Nov 86

From: Commanding Officer, Naval Dental Clinic, Camp Lejeune
To: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune

Subj: PROPOSED BASE ORDER 6240.5A

1. Subject proposed base order has been reviewed and concurrence is provided.


J. H. WIBLE





1985

DEPARTMENT OF THE NAVY
NAVAL HOSPITAL
CAMP LEJEUNE, NORTH CAROLINA 28542-5008

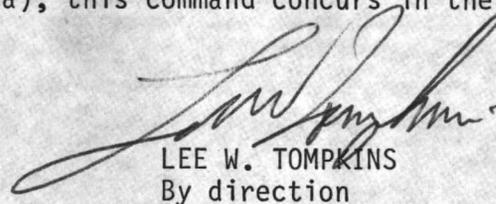
IN REPLY REFER TO
6240
Code 01
6 Nov 1986

From: Commanding Officer
To: Commanding General, Marine Corps Base, Camp Lejeune, NC 28542-5001
(Attn: Director, NREAD)

Subj: PROPOSED BASE ORDER 6240.5A, HAZARDOUS MATERIAL DISPOSAL PROGRAM

Ref: (a) CG MCB CLNC ltr 5200 NREAD of 3 Nov 86

1. In response to reference (a), this command concurs in the subject proposed Base Order as written.


LEE W. TOMPKINS
By direction



1985

2821

UNITED STATES DEPARTMENT OF JUSTICE
ATTORNEY GENERAL
WASHINGTON, D. C. 20530



2821



UNITED STATES MARINE CORPS
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

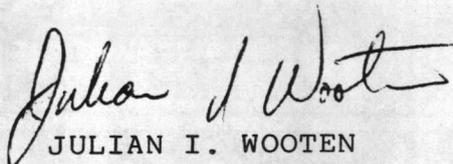
IN REPLY REFER TO:

5200
NREAD
23 Feb 87

From: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Distribution List
Subj: PROPOSED BASE ORDER 6240.5A
Encl: (1) BO 6240.5A

1. The enclosure is provided for your review, concurrence/
comments and return to NREAD by 2 March 1987.

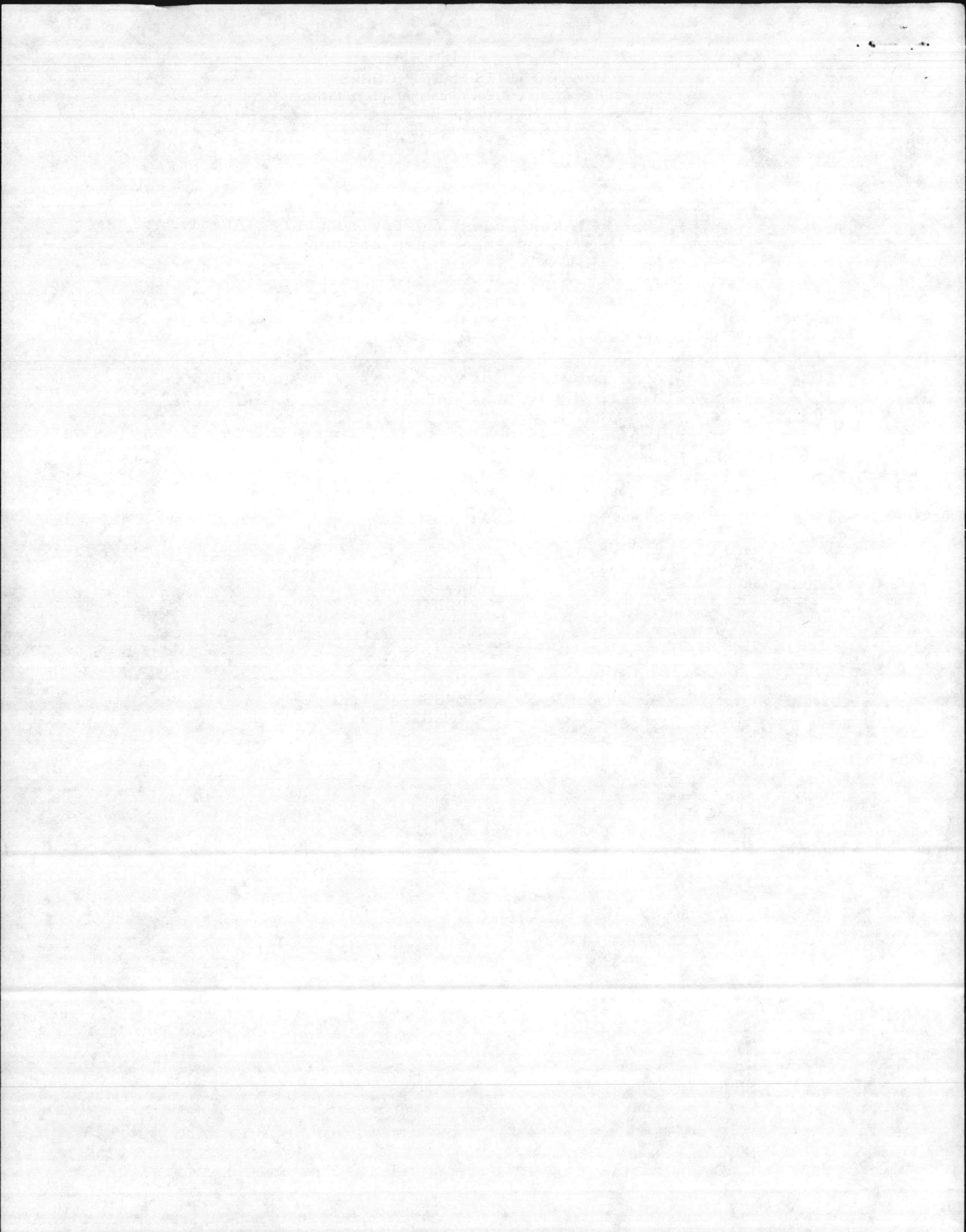
2. Point of contact in this matter is Mr. Danny Sharpe,
x2083/1690.


JULIAN I. WOOTEN

DISTRIBUTION:

~~AC/S MWR~~
~~AC/S LOG~~
TRAFFICMGTO
AC/S MANP
~~BMO~~
~~BFIRECHIEF~~
DRMO
SJA
ADJT

HMDO'S
~~MCSSS~~
RRDET
~~FMSSS~~
~~RSU~~
~~INFTRYTRNGSCH~~
SUPBN
~~HQRSBN~~
MCENGSC



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.

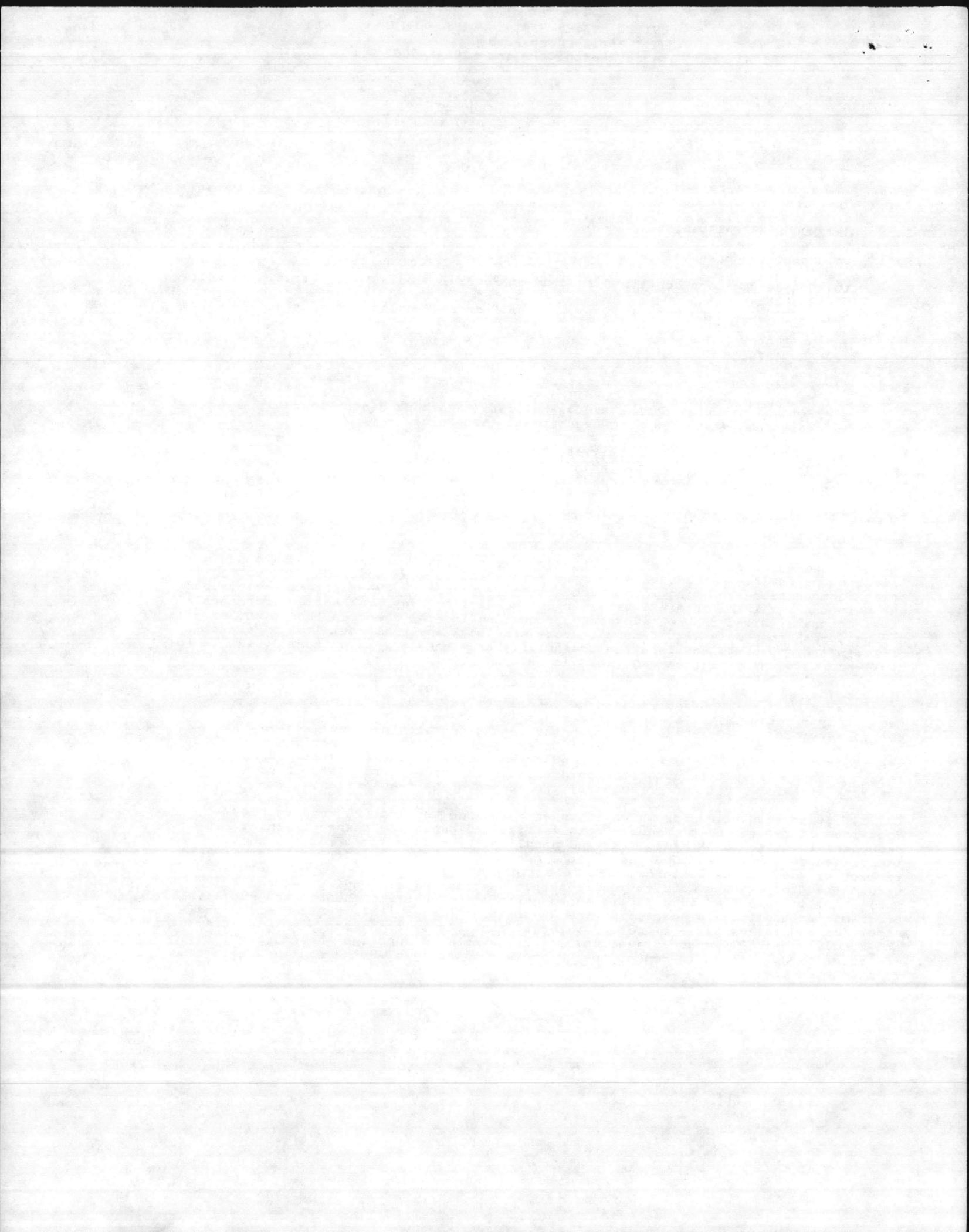
2. Cancellation. BO 6240.5.

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.



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 days 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.

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.

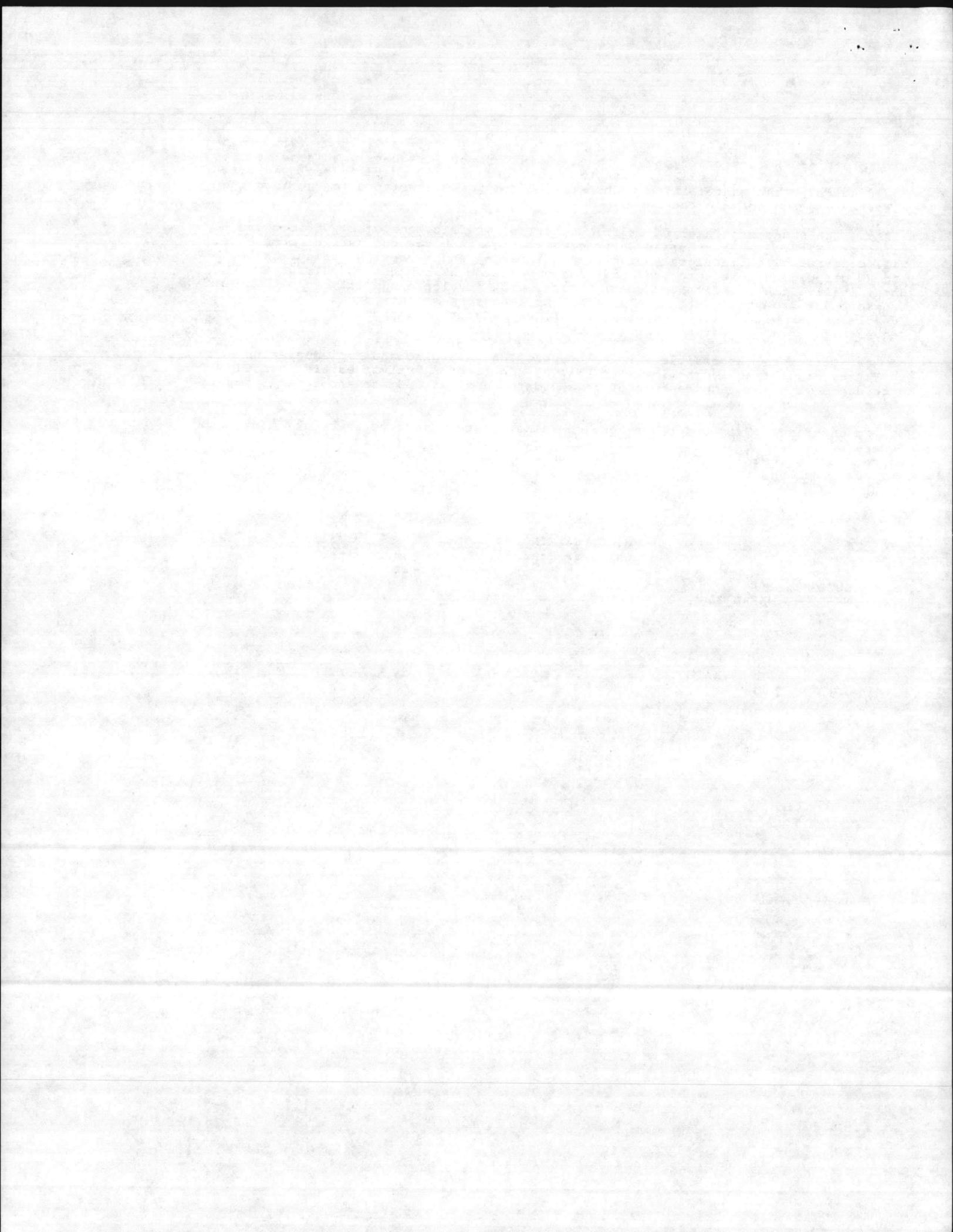
d. The Assistant Chief of Staff, Logistics, Traffic Management Officer and Director, Natural Resources and Environmental Affairs Division, Marine Corps Base will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order. Specifically, the Traffic Management Officer will develop capability to pick up and transport HW from the generation site to the long term storage facilities at the TP 451 Complex within forty-eight hours of the receipt of a properly submitted request from the generating organization.

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

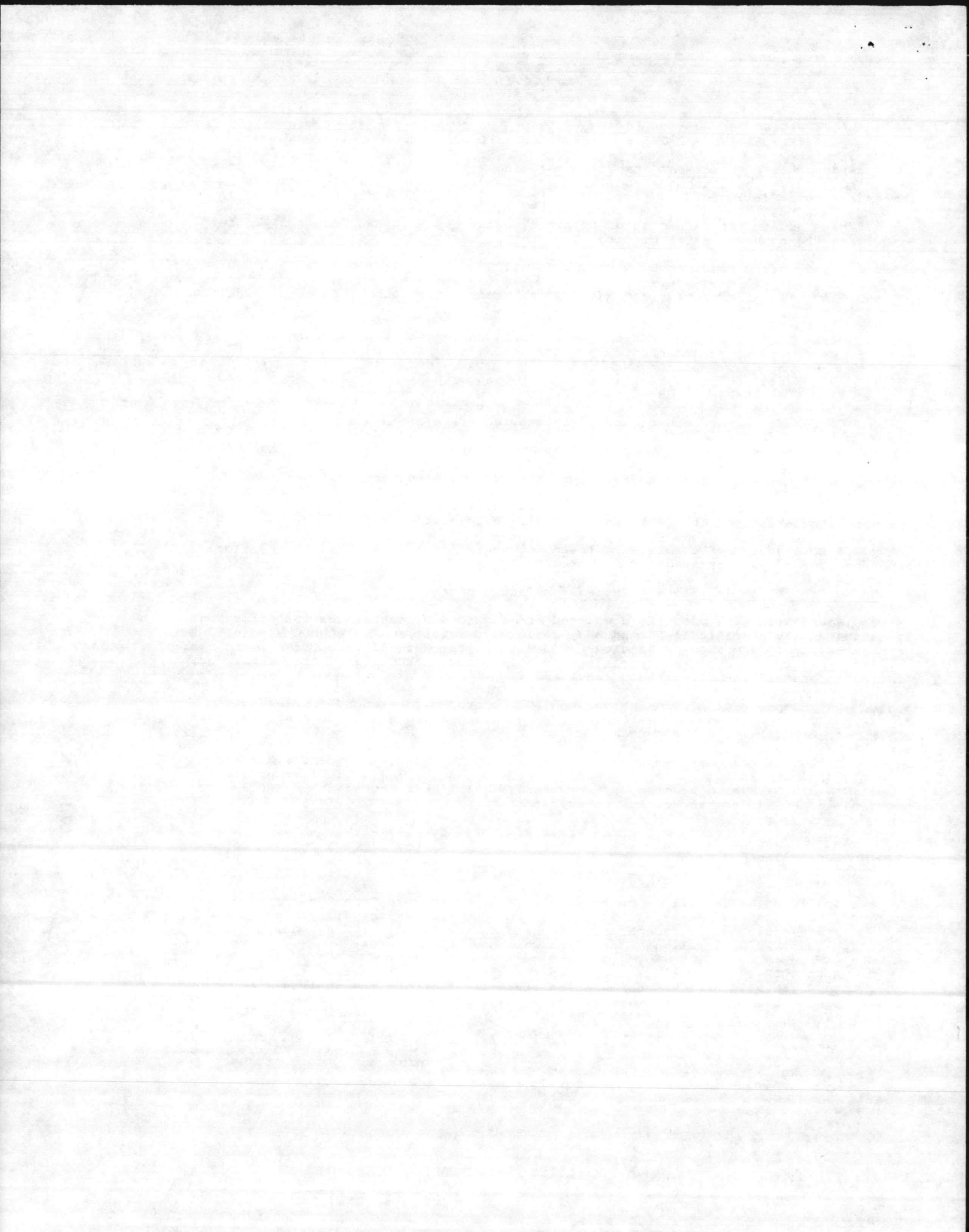
1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

- 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 HWSOP. Questions not addressed by HWSOP 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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. TMO and HMDO will cooperate 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.

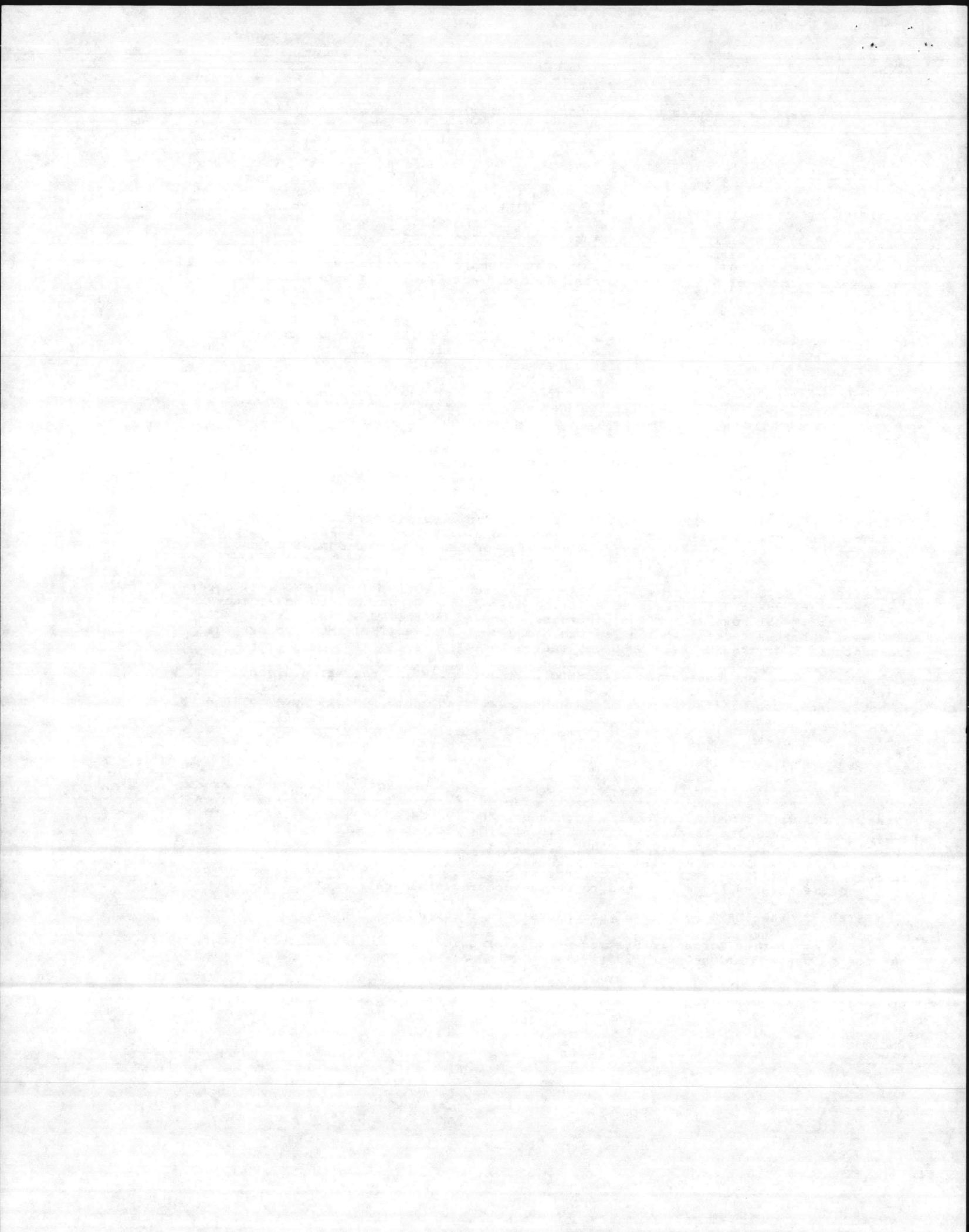
STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured 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.

STEP 7. 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 accumulation start dates on HW containers, the type and quantity of HW and the date documents delivered to DRMO.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

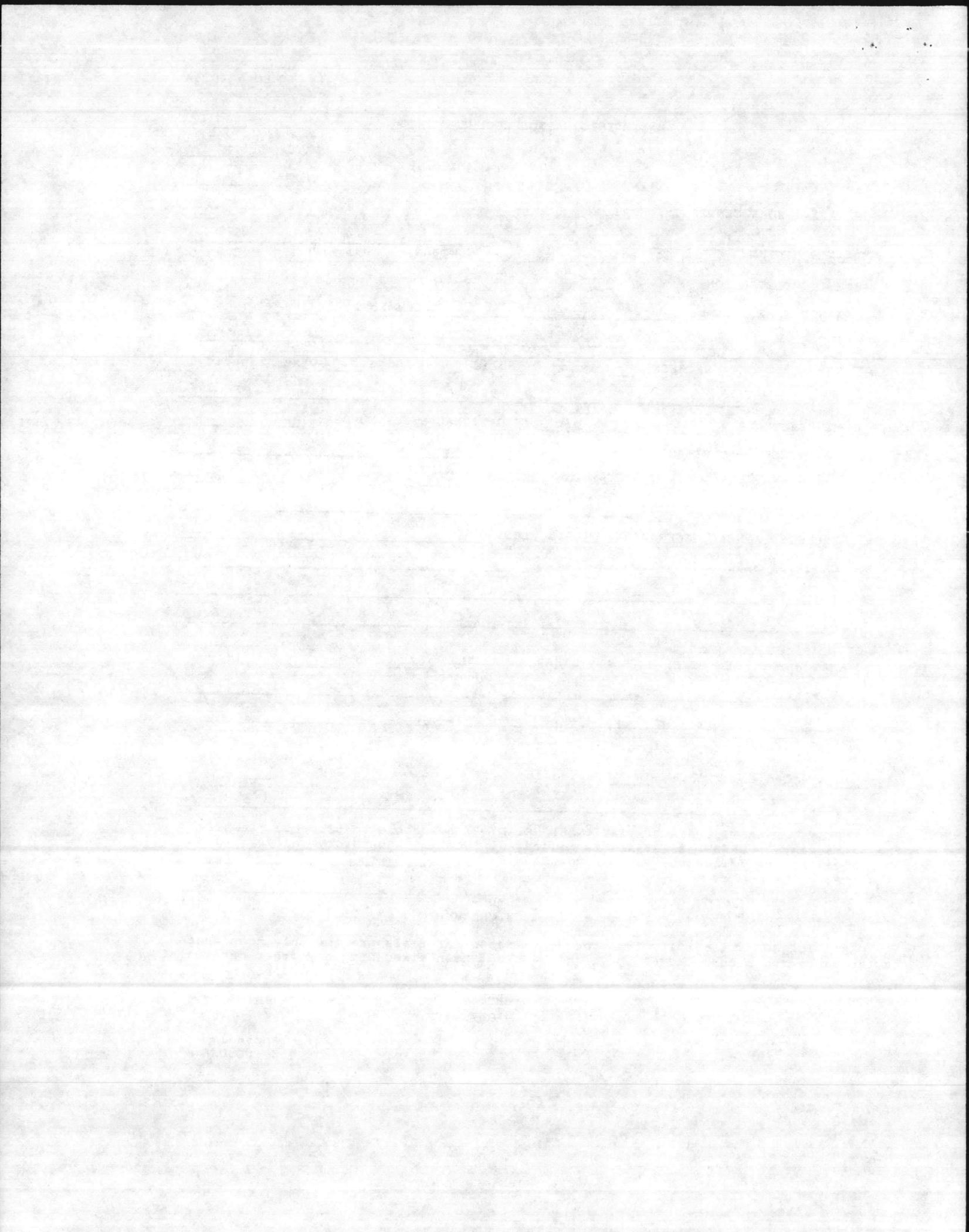
4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

HMDO Signature DATE

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 Signature DATE

Appendix A to ENCLOSURE (1)



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: _____

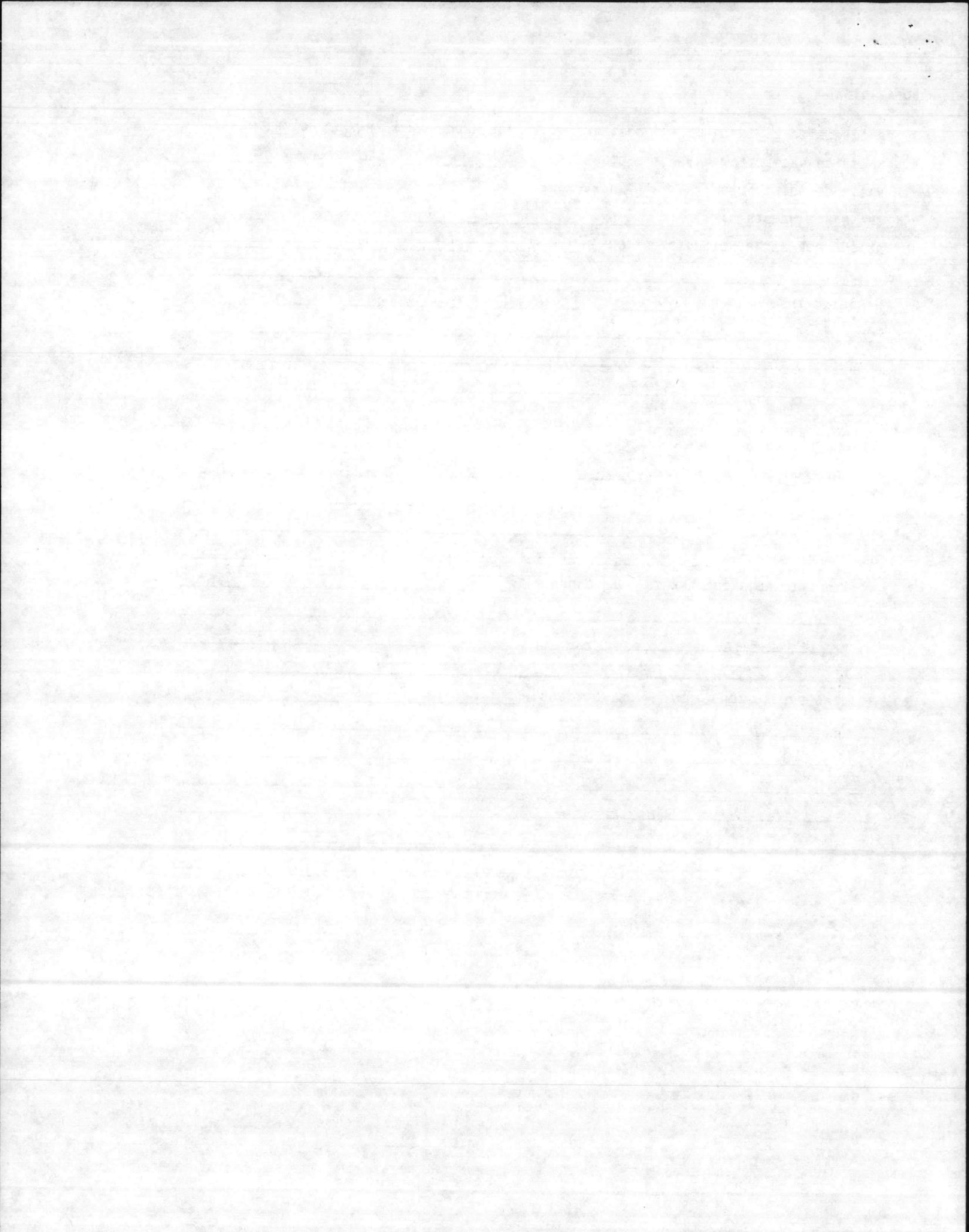
c. DOT HAZARD CLASS: _____

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 BO 6240.5.
- (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.

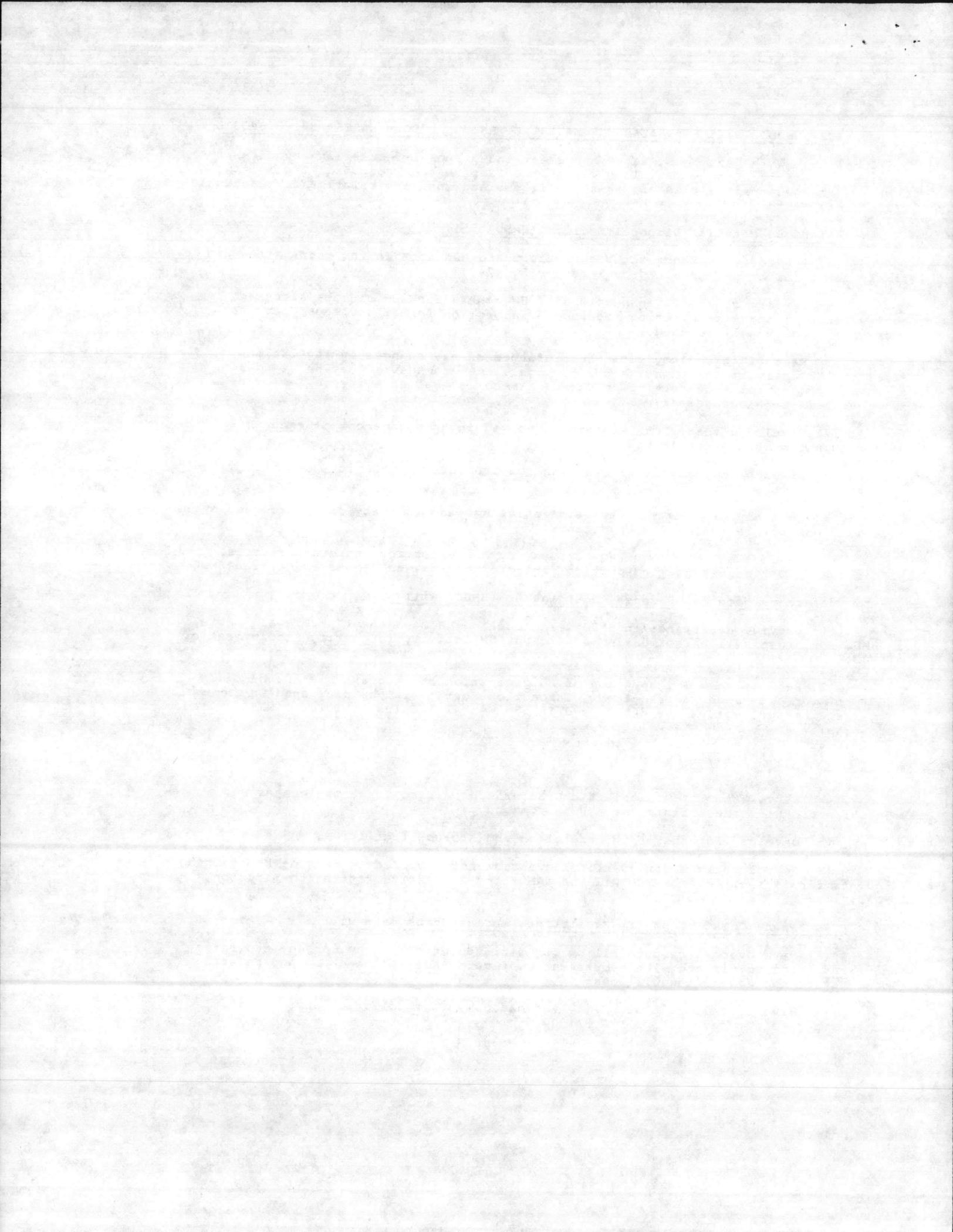
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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.

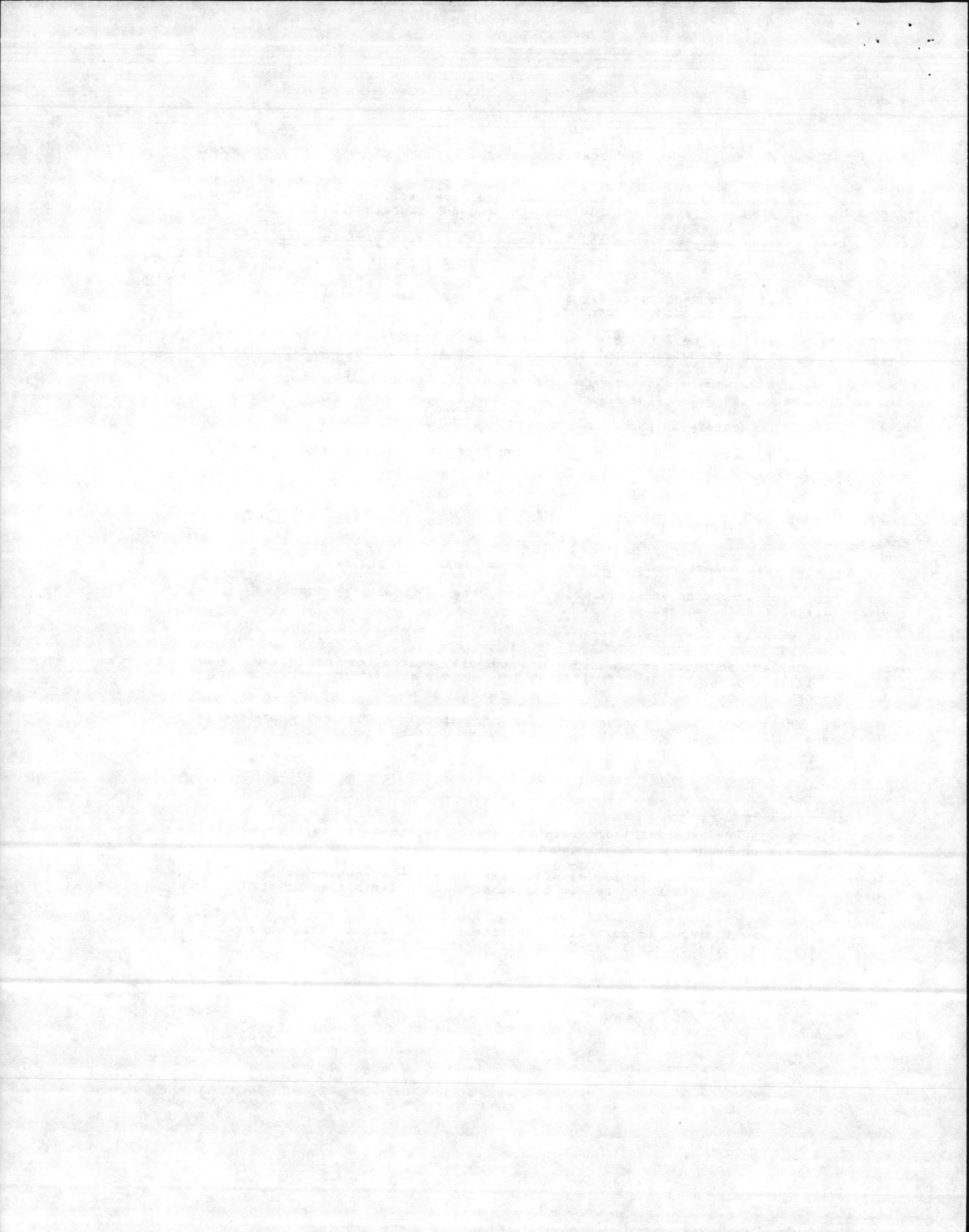
(3) Provide HM/HW spill response services in accordance with reference (d).

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 BO 11090.1B.

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

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.25 and provide 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 1.d(5) of this enclosure.

j. 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, TMO and DRMO 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.

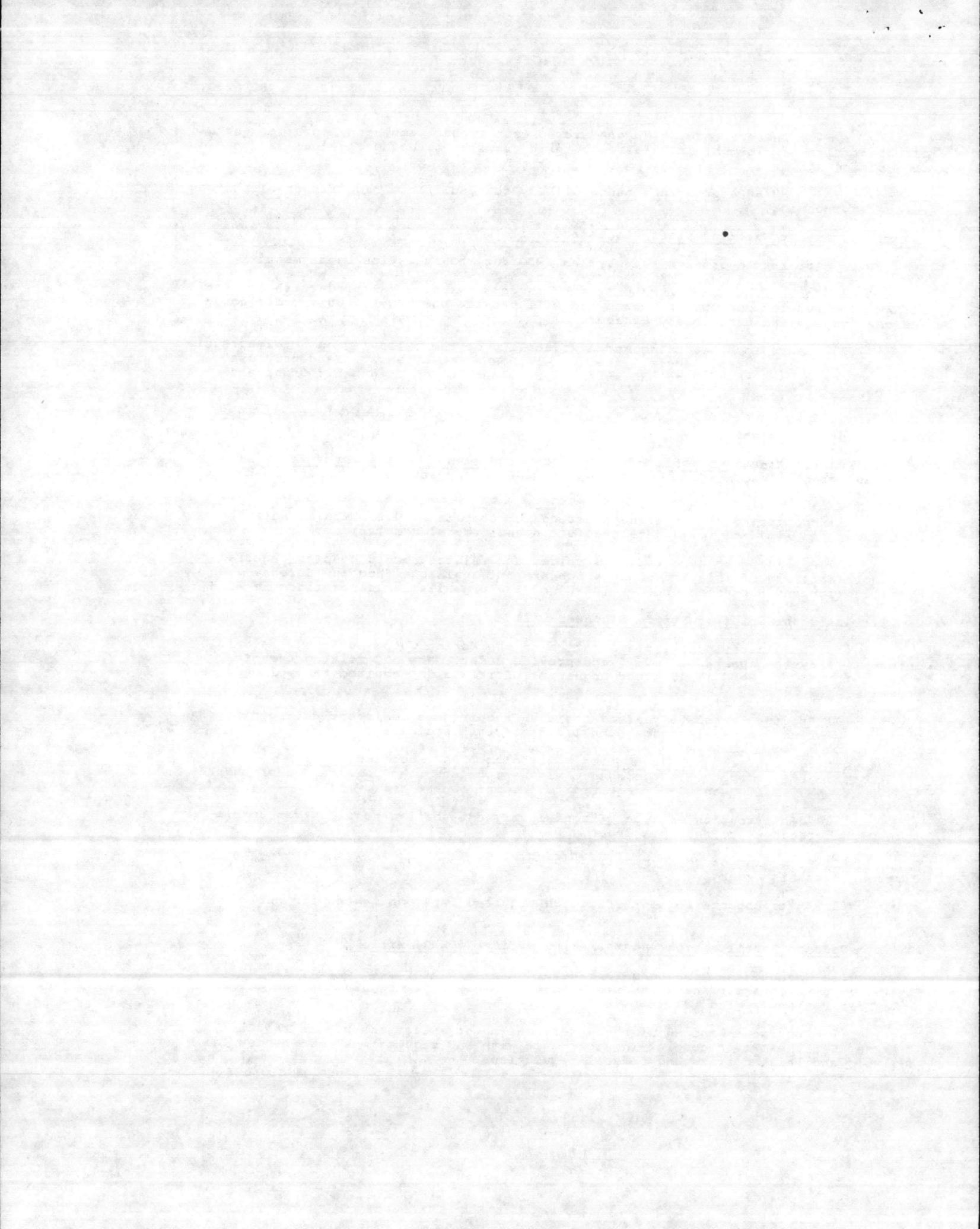
(3) HM transportation certification required for compliance with reference (c).

k. 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)



(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.

1. 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.

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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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 Attachment (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, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

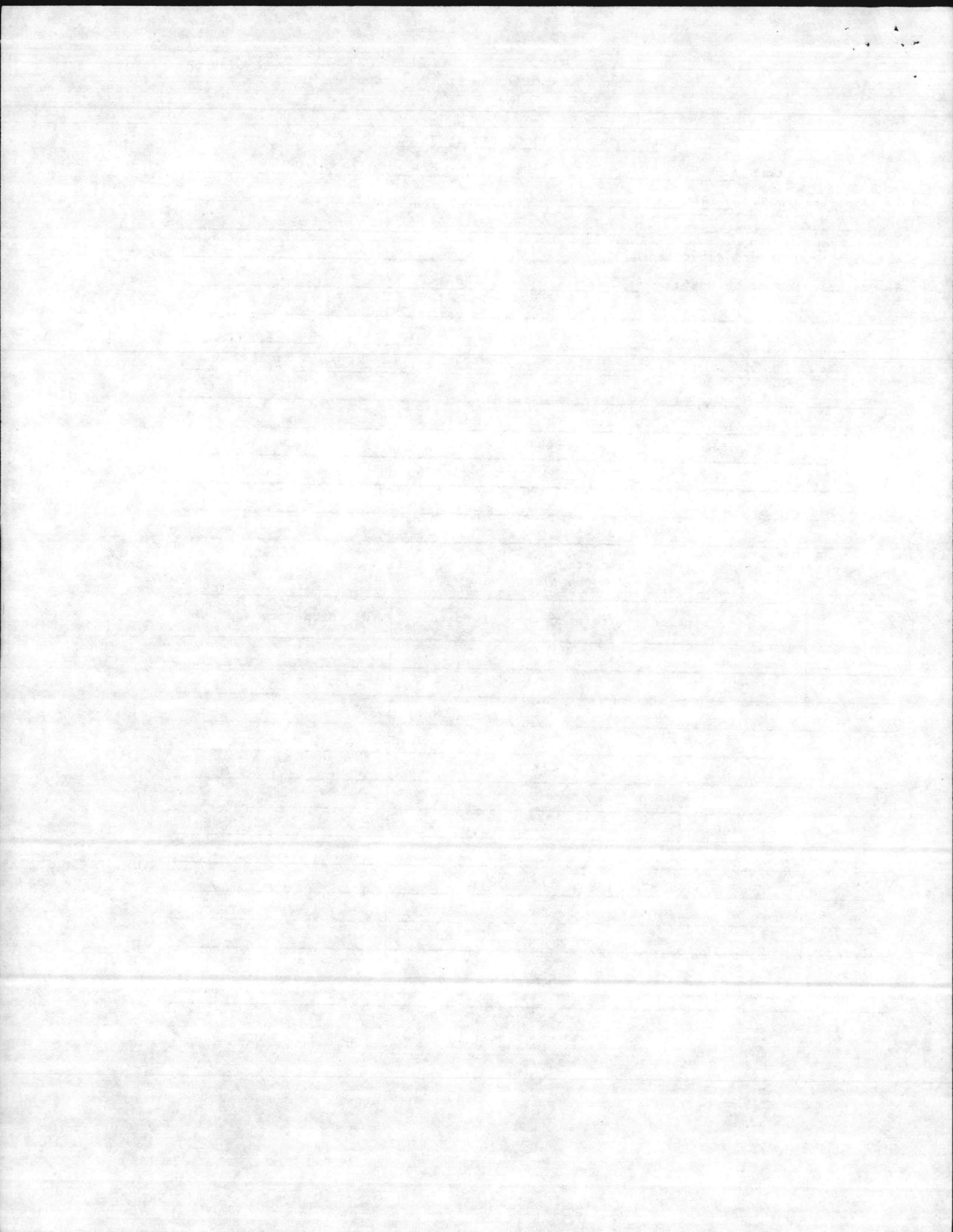
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred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

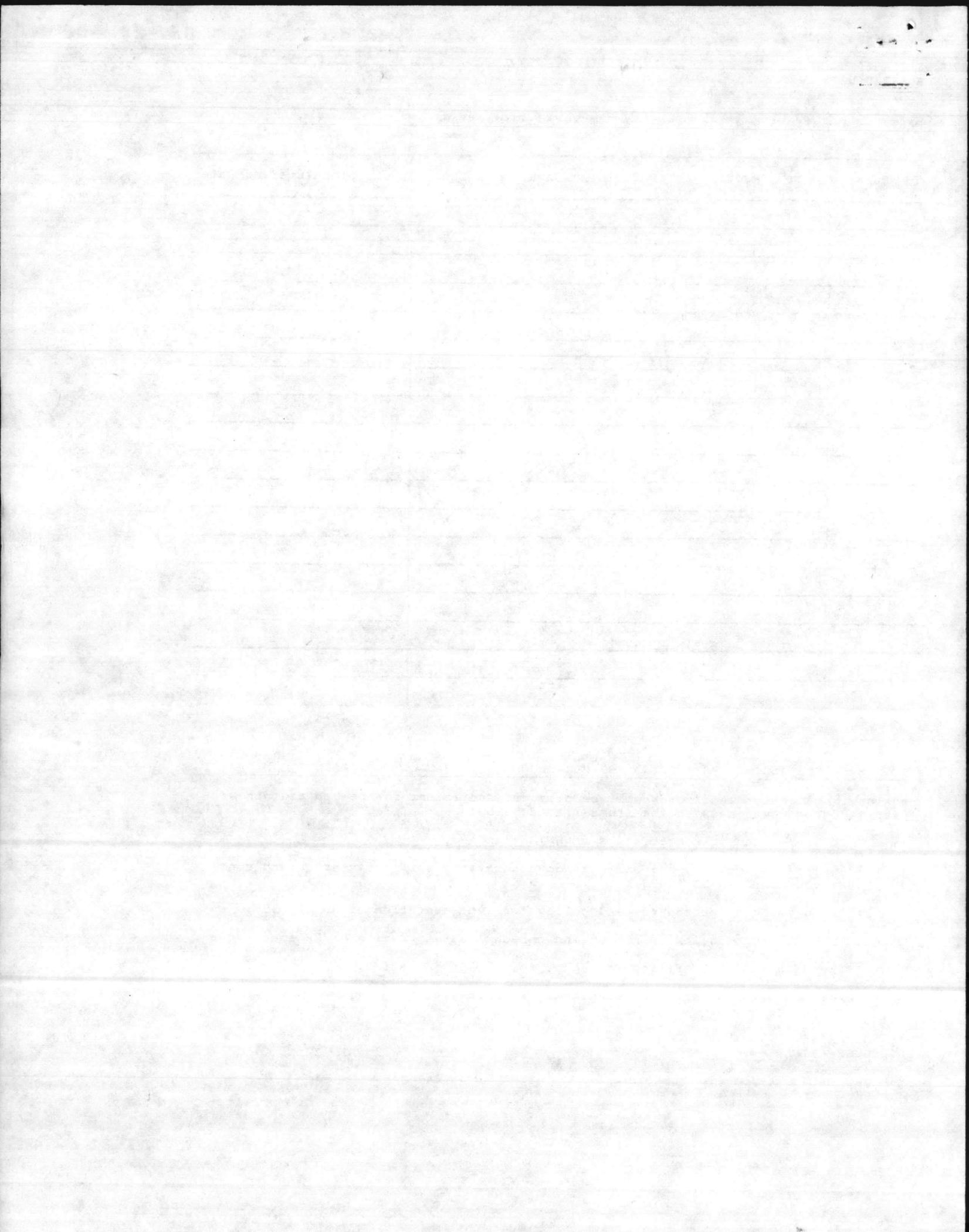
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

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

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Attachment (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
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

IN REPLY REFER TO:

5200
NREAD
3 Nov 86

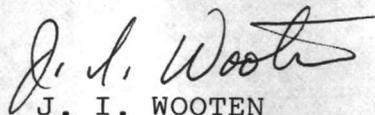
From: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Director, NREAD ltr 5200 NREAD of 15 Sep 86

Encl: (1) BO 6240.5A

1. The enclosure is provided for your review, concurrence/comments and return to NREAD by 21 November 1986. The enclosure includes recommendations made by addresses in response to the reference.
2. Point of contact in this matter is Mr. Danny Sharpe, x 2083/1690.


J. I. WOOTEN

DISTRIBUTION:

CG, II Marine Amp Force
CG, 2dMARDIV, FMF
CG, 2dFSSG(Rein) FMF
CG, 6th MAB
CO, MCAS (New River)
CO, Naval Hosp
CO, Dental
DRMO

UNITED STATES AIR FORCE
1988



100
1000
10000

From: Director, Environmental and Environmental Affairs
Division, Defense Base, Camp, and
Activities Agency

Subject: PROPOSED BASE CLOSURE PLAN

Re: (a) Request for information regarding the proposed
closure of the base.

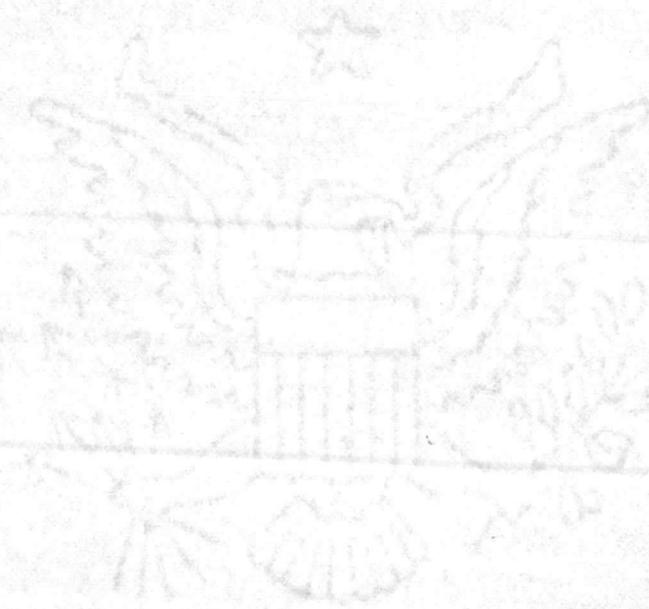
(b) (1) NO ACTION

1. The enclosure is provided for your review, comment, and
approval. It is requested that you advise the Director of the
Department of Defense by the date indicated on the enclosure.

2. A copy of the enclosure is being furnished to the
Director of Defense for his information and guidance.

[Handwritten signature]
Director

- 100-100000
- 100-100000
- 100-100000
- 100-100000
- 100-100000
- 100-100000
- 100-100000
- 100-100000
- 100-100000
- 100-100000



1988

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

BO 6240.5A
NREAD/st

BASE ORDER 6240.5A

From: Commanding General, Marine Corps Base, Camp Lejeune
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.

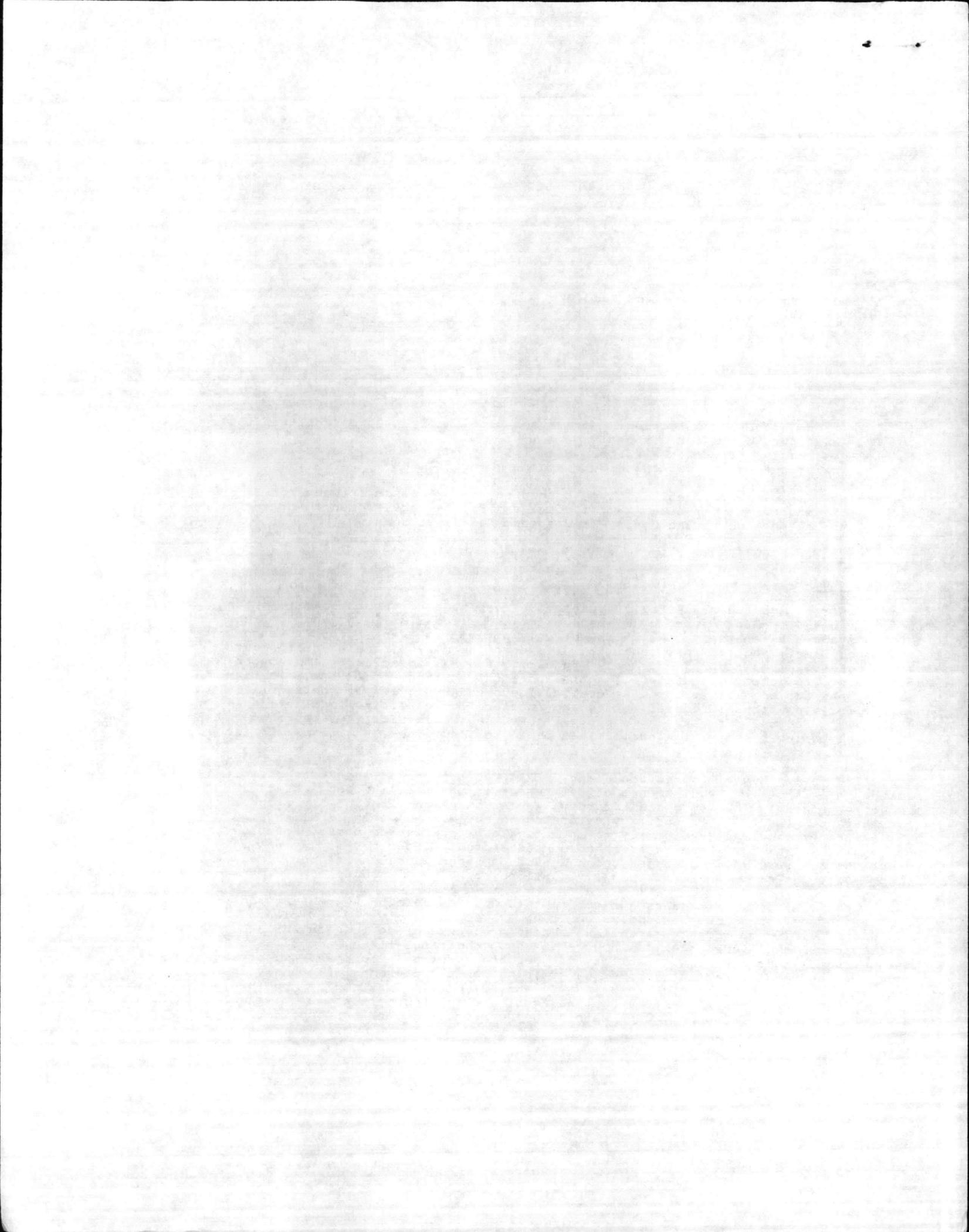
2. Cancellation. BO 6240.5.

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. The same Congressional action also stripped federal officers and employees of their official immunity for violation of federal, state and local pollution control and 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. Organizational commanders subject to this Order should be aware that four basic management issues must be addressed if HW are to be safely and efficiently handled and legal requirements satisfied. These are: use of containers which both meet requirements of reference (c) and are in good condition; clear, accurate marking and labeling of containers; availability of adequate supplies, equipment and storage facilities; and most important, proper HW training for all personnel routinely involved in HW management. Enclosures (1), (2) and (3) provide revised responsibilities, guidelines and procedures for HW management and related personnel training. HW training for military personnel is a major ongoing problem due to personnel turn over rates.



d. Major commands have established two collateral duty positions to coordinate and to assist with the implementation of the subject program. These are titled Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO).

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 safely and dealing with potential emergencies.

(2) HW training plans will be developed and implemented for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel.

(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 SOP in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at facility.

(5) A system of internal controls will be implemented continuously in a manner which ensures that violations of this Order are identified and proper level of disciplinary action is taken to discourage recurring violations.

b. Major commands will take action required to limit HW generation to the minimum 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:

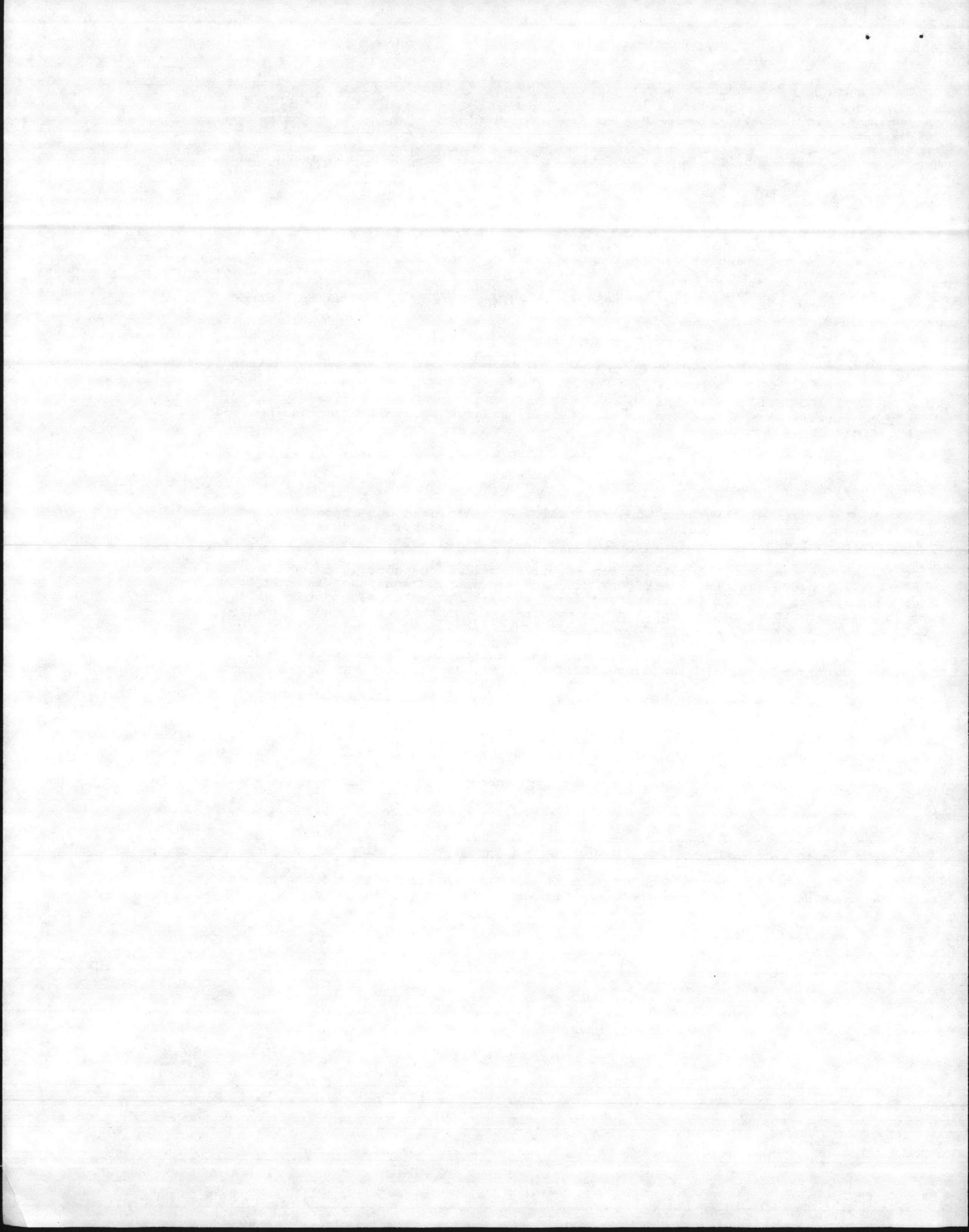
(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

(2) Maintain at all times a listing/directory of facilities where HW are handled and stored and ensure timely submittal 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 or dealing with HW and related emergency response.

(4) Require Commanding Officers of each Marine Air Group, Regiment, Battalion and separate Company (or equivalent) to appoint a HMDO with the authority and resources to carry out the duties outlined in enclosure (2).

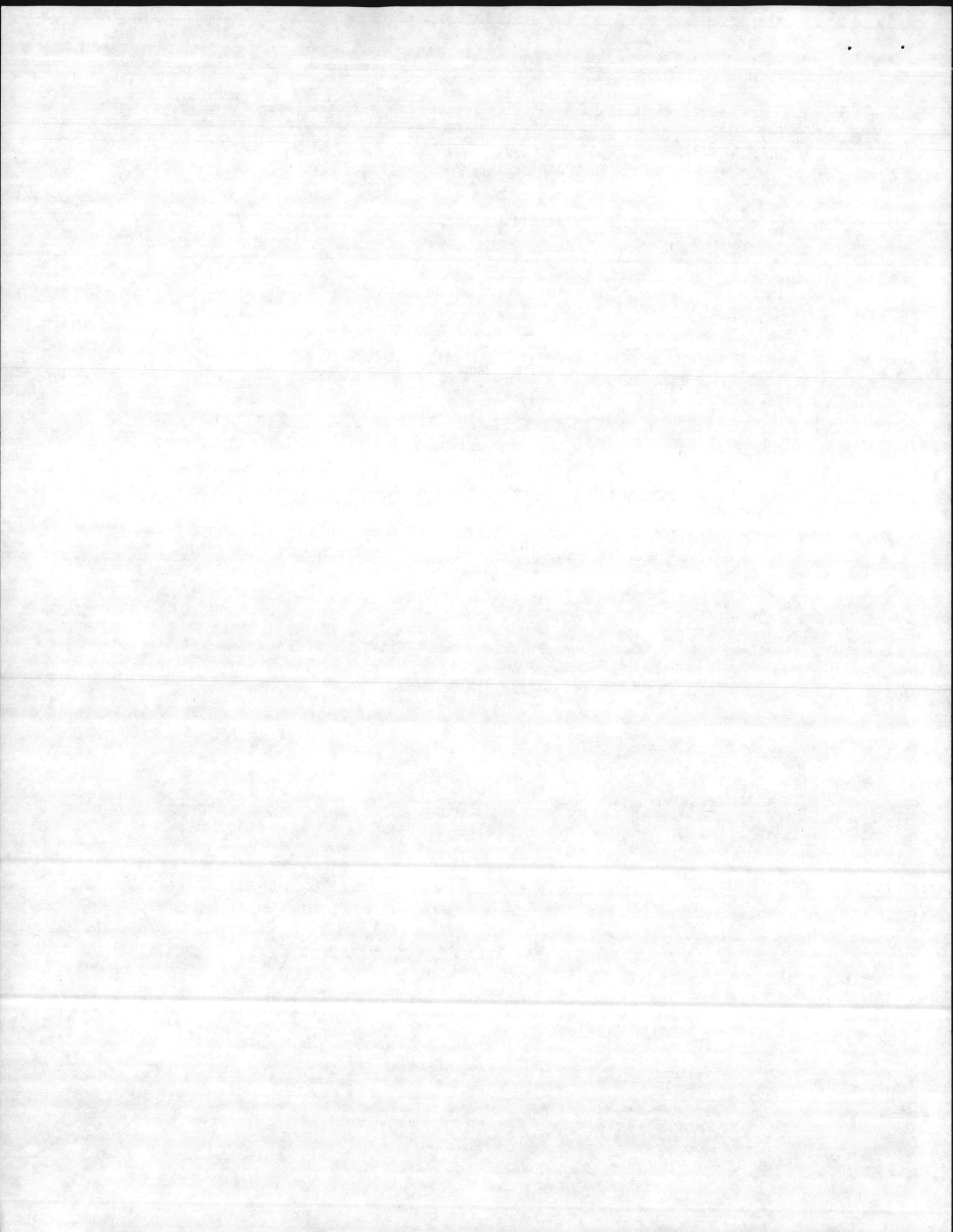
(5) Establish and promote HW management goals and objectives for supply and maintenance functions which promote the minimization of the volume and toxicity of HW generation.



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

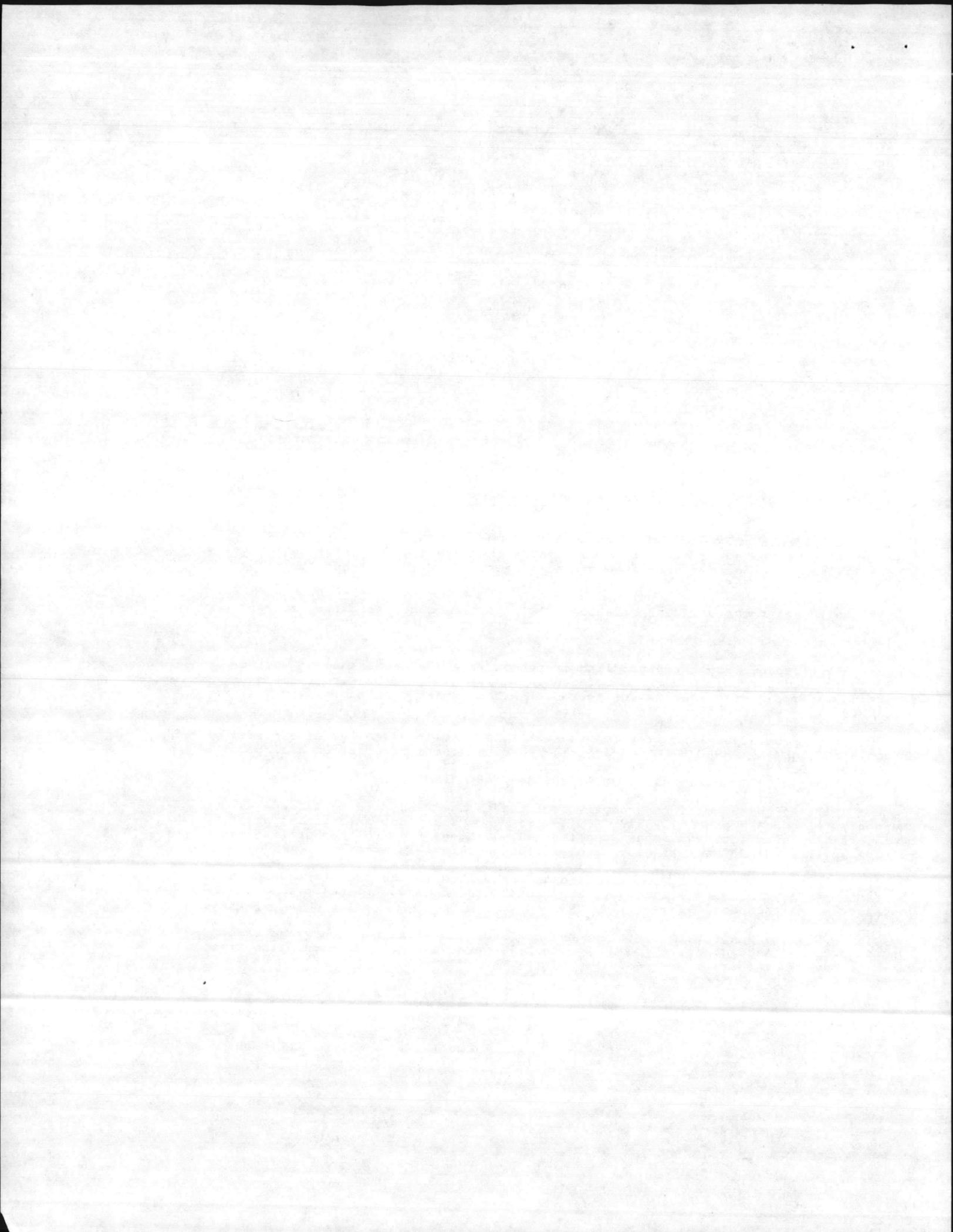
1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

- a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).
- b. Copy of BO 6240.5_ and 11090.1_.
- c. Name, title, duties and HW training records for each employee per enclosure (3).
- d. Waste Identification Document (WID) for each HW generated or handled completed per attachment (A) of this enclosure.
- e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies.
- 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 storage area.

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

- a. Possession of a properly completed and signed WID constitutes authorization to generate, handle or store a 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 attachment (B) 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 routine 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 placed on the container per attachment (B).
- 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.

ENCLOSURE (1)



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.

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.

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. AC/S Logistics, MCB, will provide contracting support.

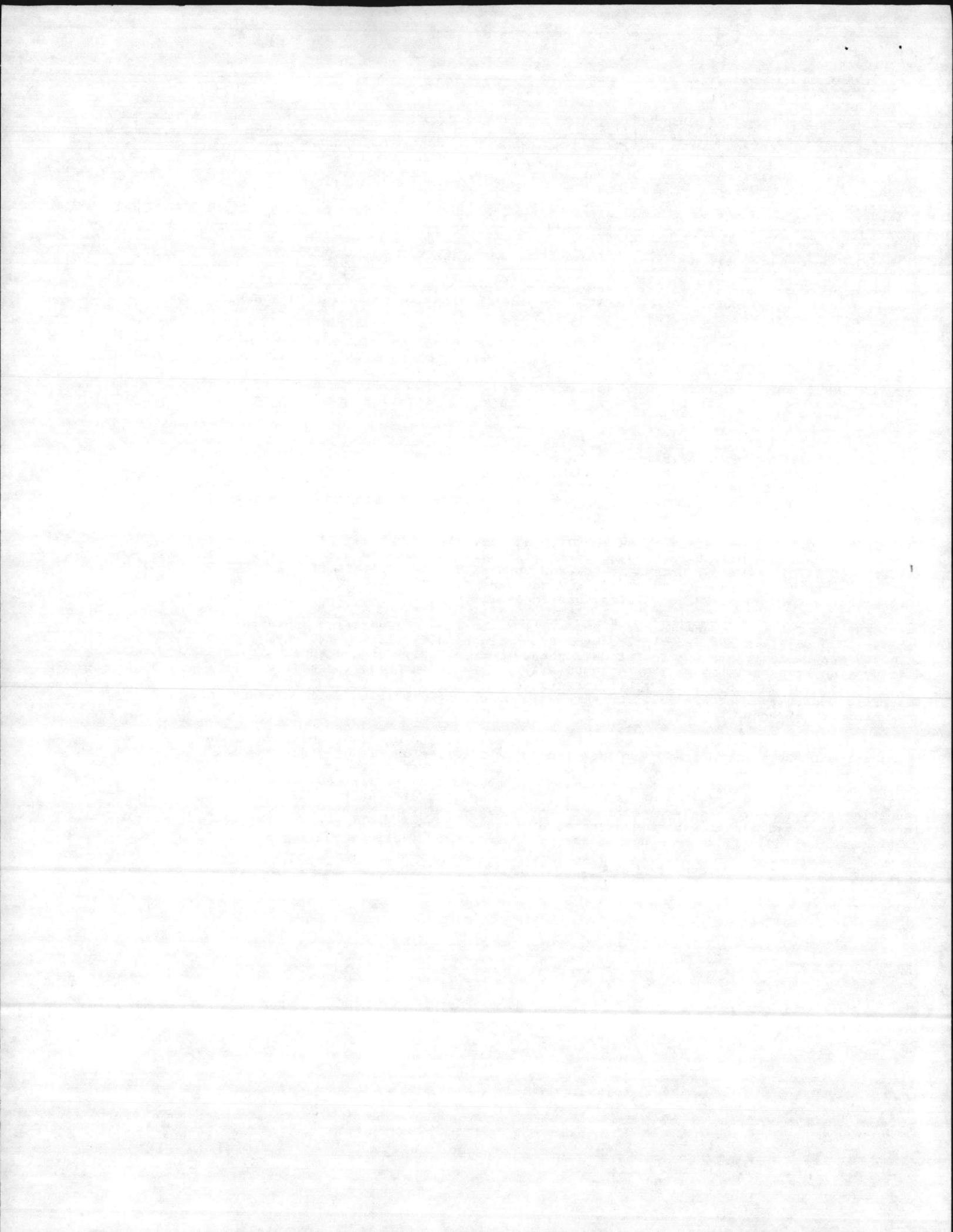
STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HW will provide transportation. TMO and HMDO will cooperate 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.

STEP 7. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

ENCLOSURE (1)



4. Standards for Hazardous Waste Satellite Accumulation Areas

a. General. Satellite accumulation area (SAA) is a term developed by the Environmental Protection Agency (EPA) to designate a work site which may generate and accumulate hazardous waste (HW) without regard to the 90 day storage limit normally applicable to non - permitted HW storage facilities. The purpose of setting up this special category of HW storage is to assist those generators who generate HW at a very slow rate; example, one container per every 6 months. Previously, these generators were required to dispose of partially filled containers, a very inefficient and often expensive practice. Any work site routinely generating a HW at a rate of less than one full container per 45-day interval may benefit from being designated as a SAA. The decision to designate a work site as a SAA will be made by the cognizant Hazardous Material Disposal Coordinator (HMDC). The HMDC will develop the proposal and submit to the Director, Natural Resources and Environmental Affairs Division (NREAD), MCB, for concurrence and technical review. The HMDC will ensure that SAA requirements are incorporated into the HW SOP for the generating site.

b. SAA Requirements.

(1) SAA must meet applicable fire prevention regulations enforced by the Base Fire Protection Division.

(2) All containers must meet Department of Transportation (DOT) regulations for the specific type of materials stored in them.

(3) All containers will have a hazardous waste label attached per BO 6240.5. The "accumulation start date" will be left blank until the date container is full, at which time the current date will be entered. The container must be physically moved to the designated storage area shown in the HW SOP.

(4) A sign shall be installed at the SAA which provides the following or equivalent:

(a) IN CASE OF EMERGENCY NOTIFY BASE FIRE DISPATCHER AT 451-3333 and HAZARDOUS MATERIAL DISPOSAL OFFICER _____.

(b) UNAUTHORIZED PERSONNEL KEEP OUT

(c) NO SMOKING

(d) SPILL CONTINGENCY PLAN IS ATTACHED BELOW:

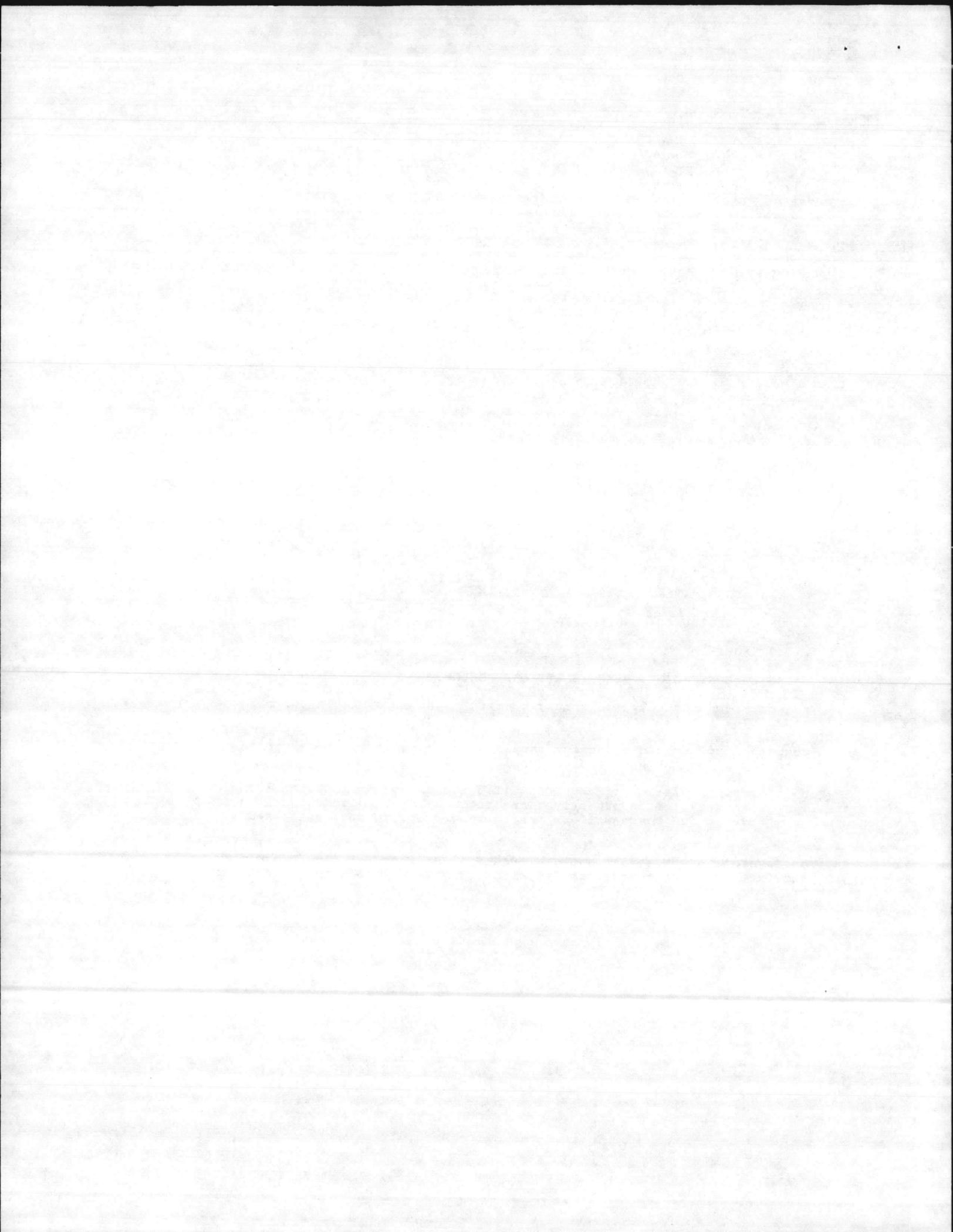
(5) The spill contingency plan should specify by name and title persons responsible for all key phases of HW handling and emergency response.

(6) Adequate supplies and equipment should be on hand at all times to ensure safe, timely handling of the HW and related spills and leaks.

(7) An informal inspection of the SAA will be conducted during each normal working day. Deficiencies will be promptly corrected. A log of discrepancies discovered and corrective action taken will be maintained in any format designated by OIC.

(8) Total volume of HW at SAA may not exceed 55 gallons. Filled containers must, by EPA regulations, be removed from SAA within 3 days of the date filled.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

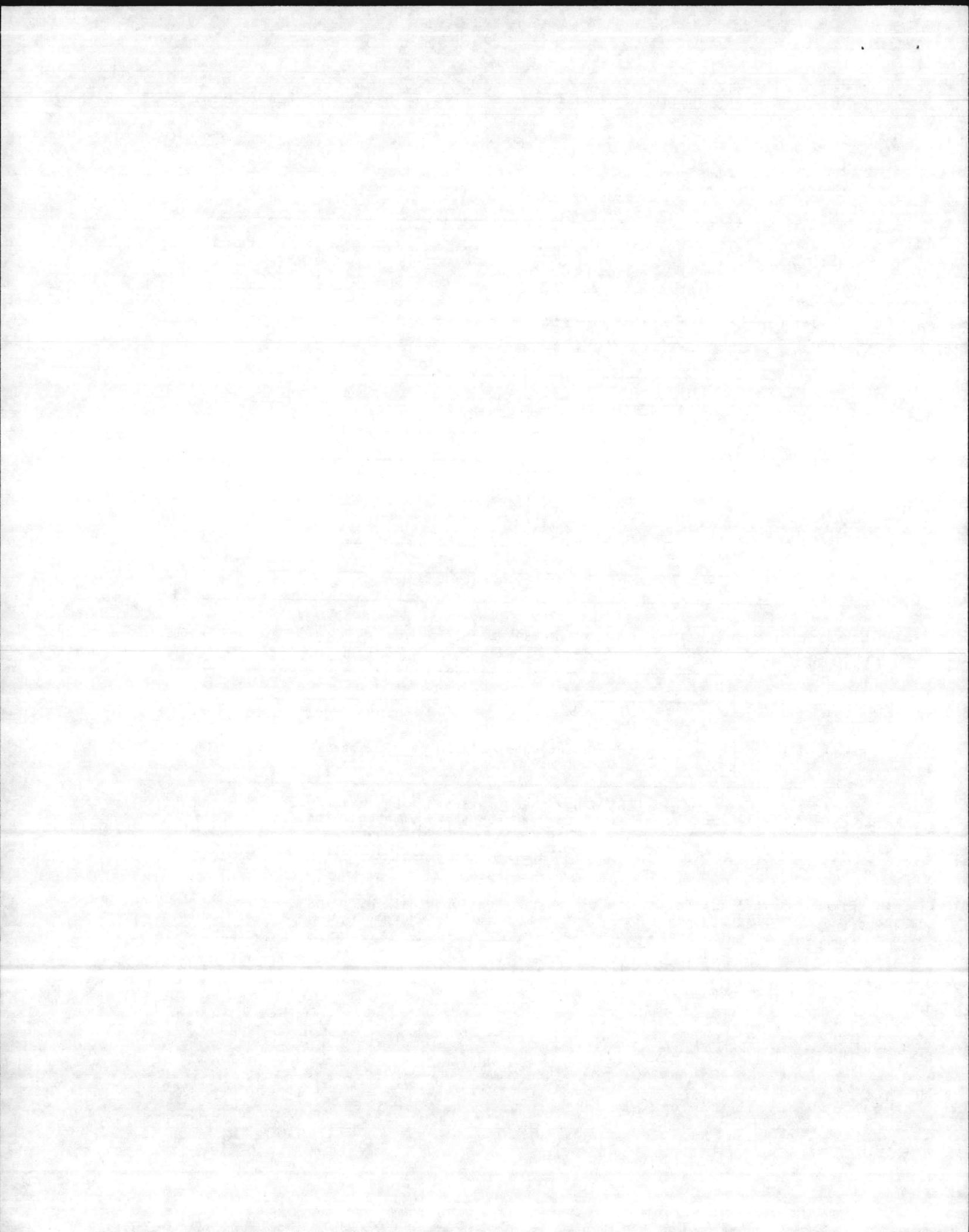
4. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO Signature DATE

5. 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. _____

HMDC Signature DATE

Appendix A to
ENCLOSURE (1)



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: _____

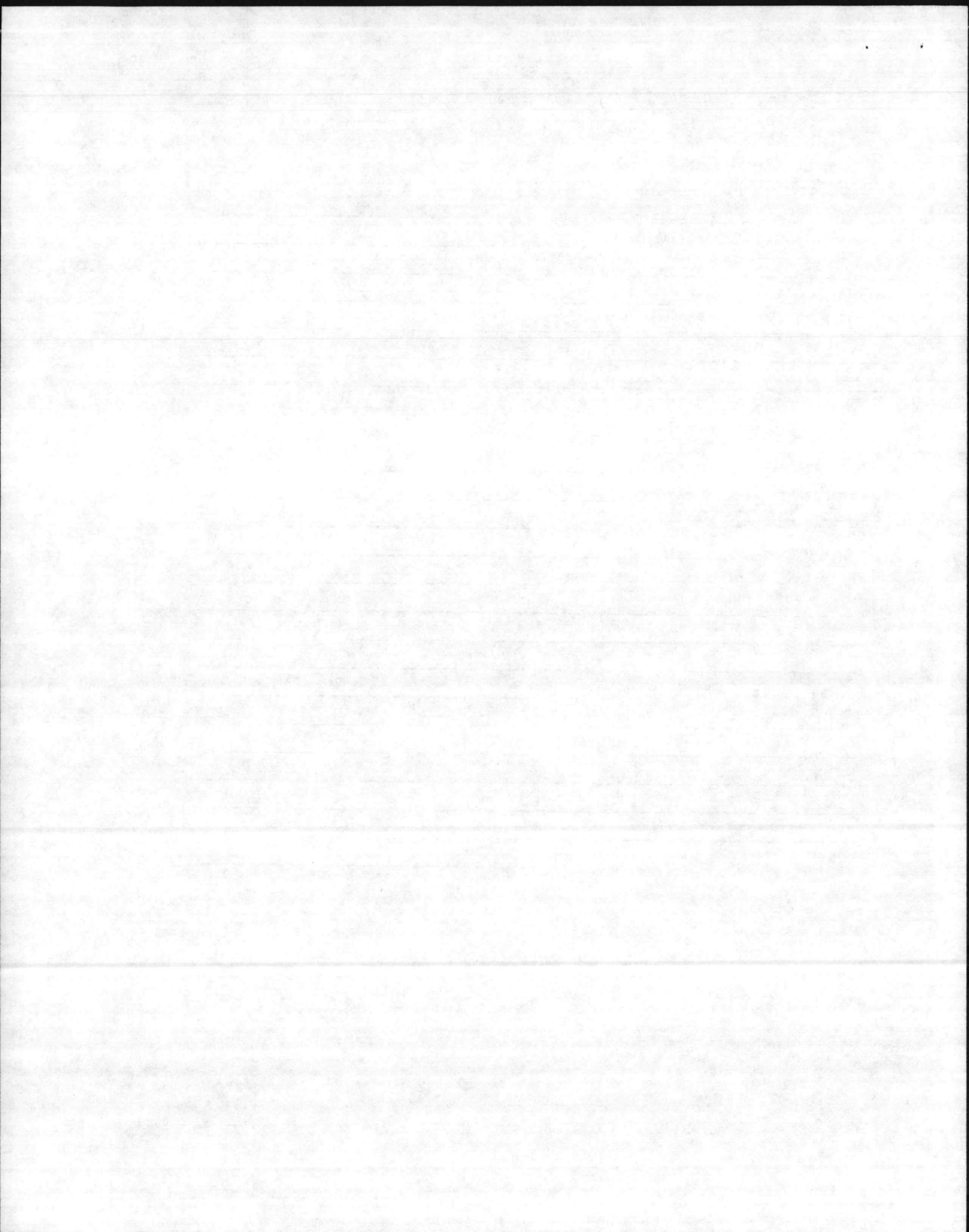
c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

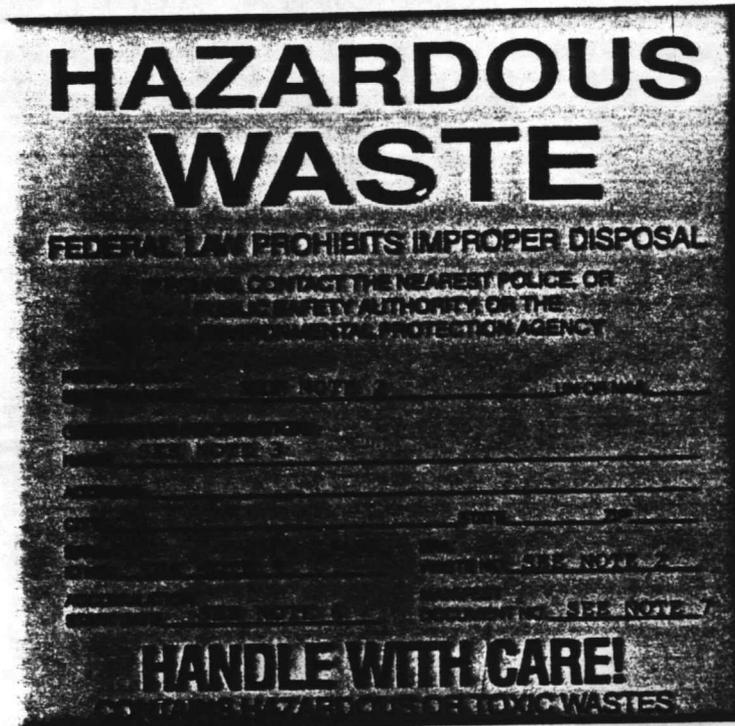
e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____
HMDC Code Date
Signature

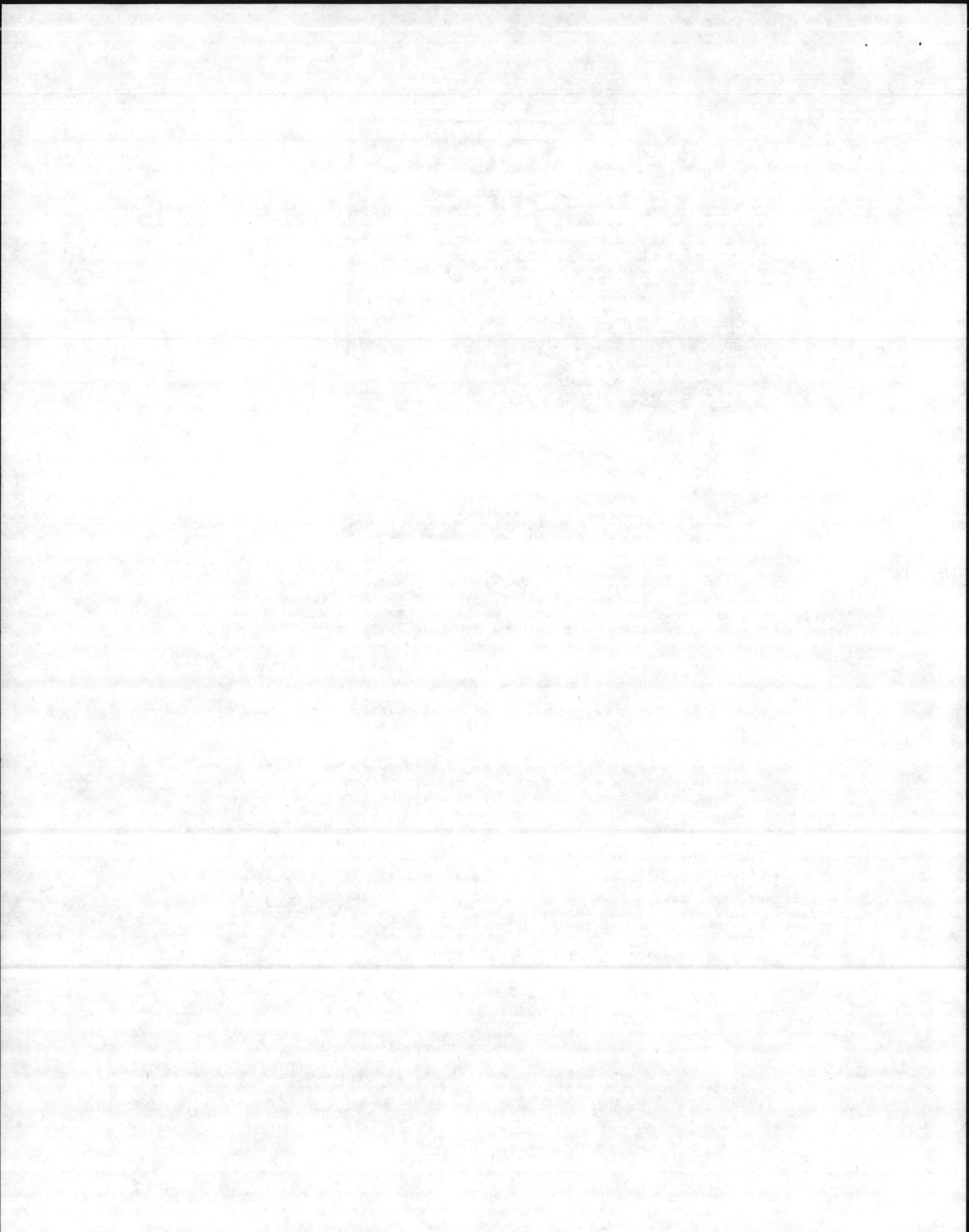


See Note 1



- Note 1: The above label or equivalent will be placed on all hazardous waste (HW) containers prior to use for storage of HW. Damaged labels will be immediately replaced, using same information as on original label. If original label is illegible, contact your Hazardous Material Disposal Officer for guidance.
- Note 2: Obtain this information from your HW Standard Operating Procedure. If not available, contact your Hazardous Material Disposal Officer.
- Note 3: Enter the name of the organization having physical custody of the HW at time label is placed on the container, unless replacing a damaged label. See Note 1 above.
- Note 4: Enter either "MCAS, New River, Jacksonville", for HW generated aboard or by organizations stationed aboard the Marine Corps Air Station, New River. Enter "Marine Corps Base, Camp Lejeune" for all other HW generated locally.
- Note 5: Enter NC 8170022570 for all waste generated aboard or by organizations stationed aboard MCAS, New River. Enter NC 6170022580 for all other HW generated within the Camp Lejeune complex.
- Note 6: Enter the date that HW was first placed in the container unless the facility has written authorization from CG, MCB, Camp Lejeune to operate as a HW satellite accumulation area. In which case, follow instructions provided within the written authorization.
- Note 7: Leave Blank, will be completed by the Traffic Management Officer, Camp Lejeune.

Appendix B to
ENCLOSURE (1)



HAZARDOUS WASTE (HW) MANAGEMENT INSPECTION FORM FOR
HAZARDOUS MATERIAL DISPOSAL COORDINATES AND OFFICERS

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? _____

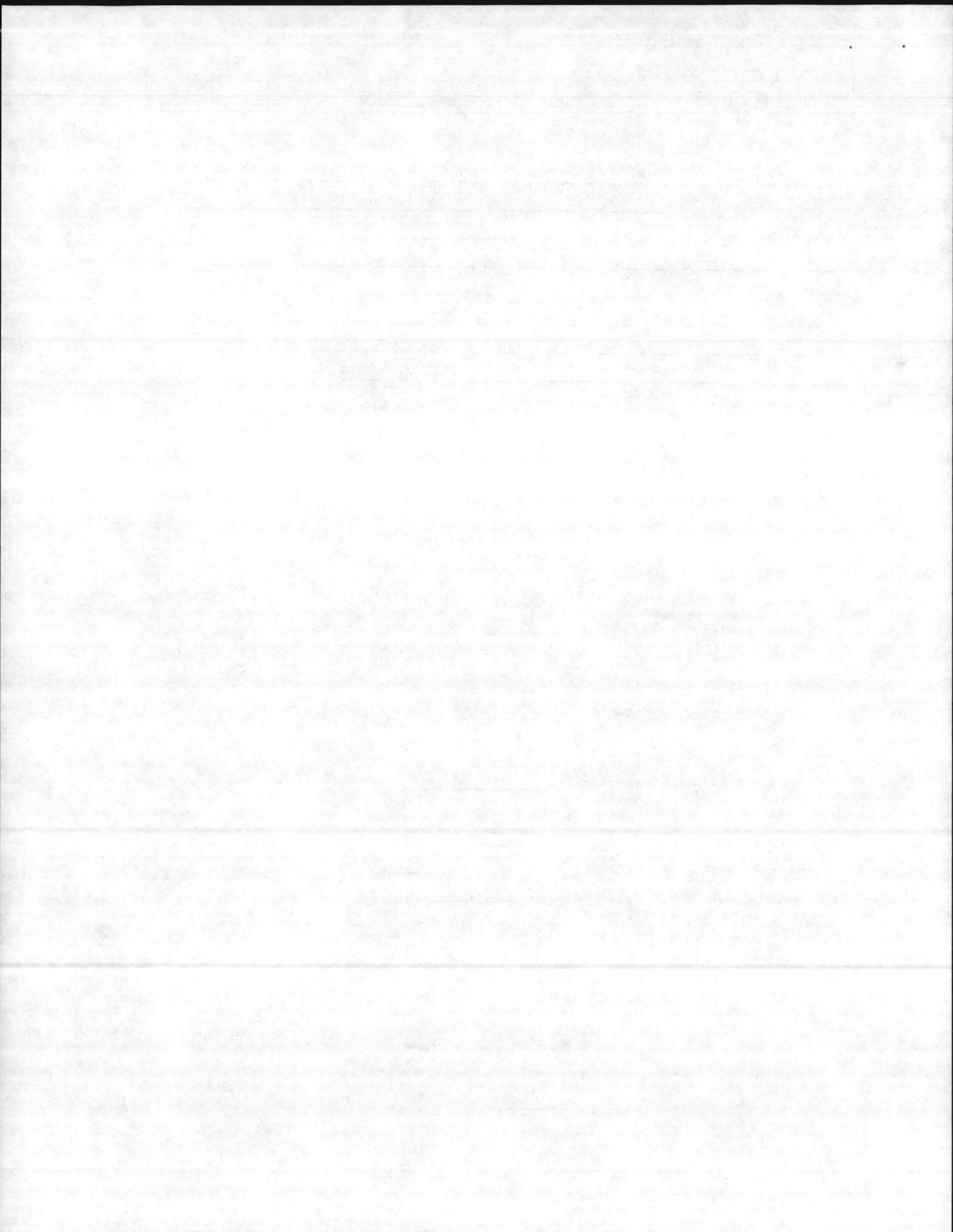
b. Are spills likely to reach soil or water? _____

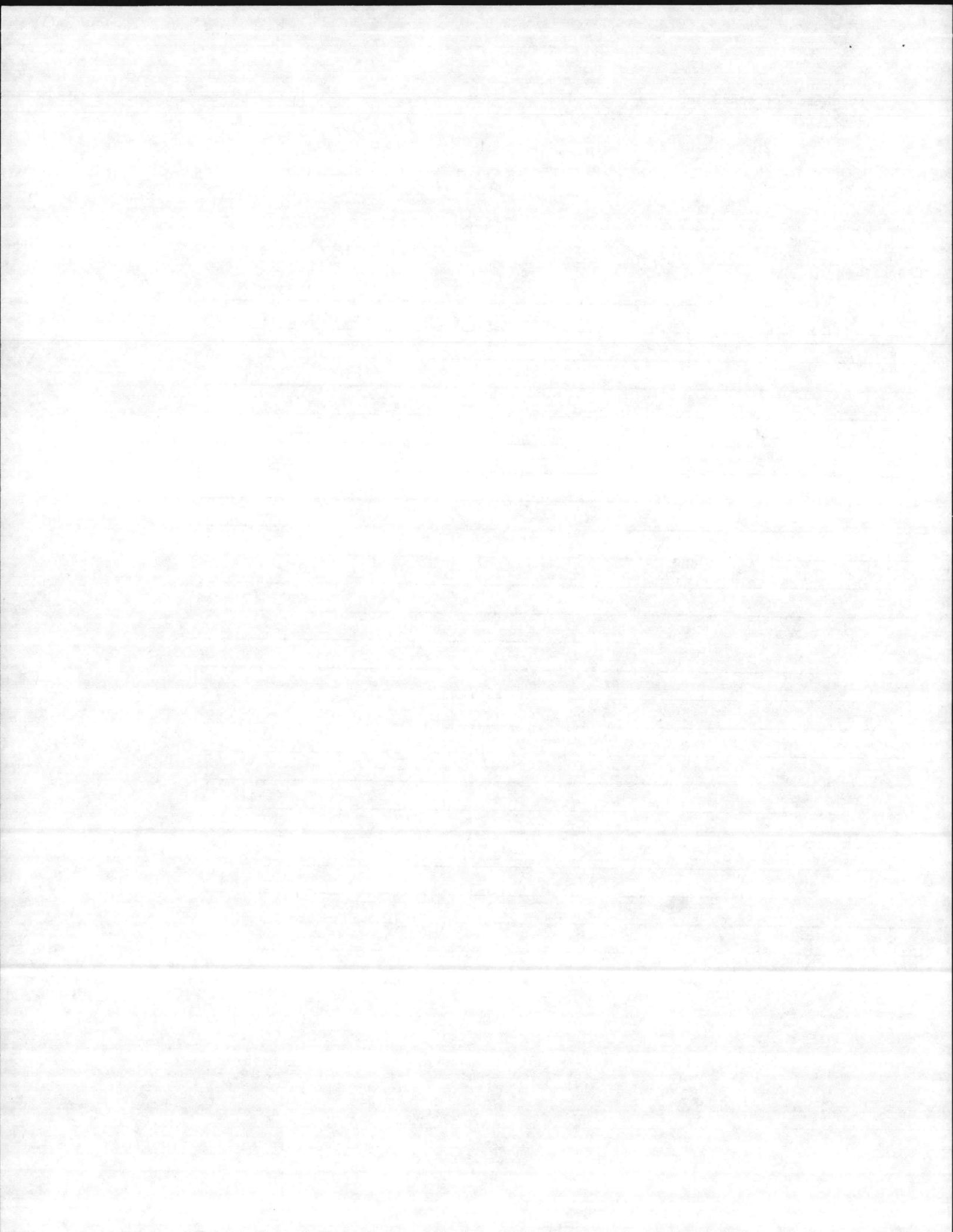
c. Are HW protected from weather? _____

d. Are weekly HW inspections conducted properly? _____

e. Are discrepancies corrected promptly? _____

Appendix C to
ENCLOSURE (1)





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 BO 6240.5.
- (2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (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 questioned to the HMDC.

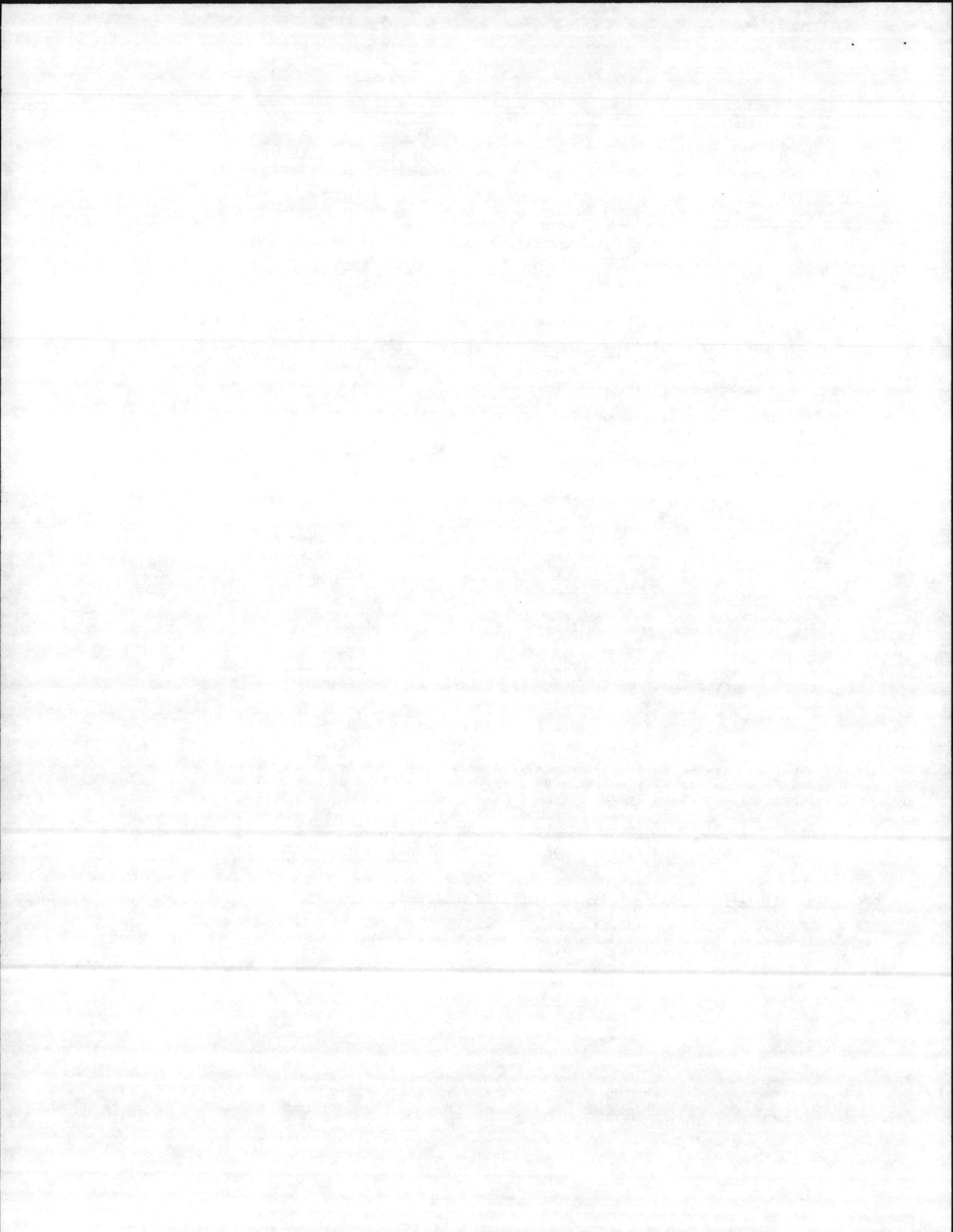
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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 inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (3) Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.
- (4) Serve as command point of contact with Marine Corps Base Environmental personnel on matters dealing with worksite HW inspections by State and Federal agencies and implementation of this Order.
- (5) Develop listings of HW generation and storage facilities.
- (6) Develop and provide to the Base Civilian Personnel Division (CPD) the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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 and pretreatment facilities associated with base sewage collection and treatment systems.

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

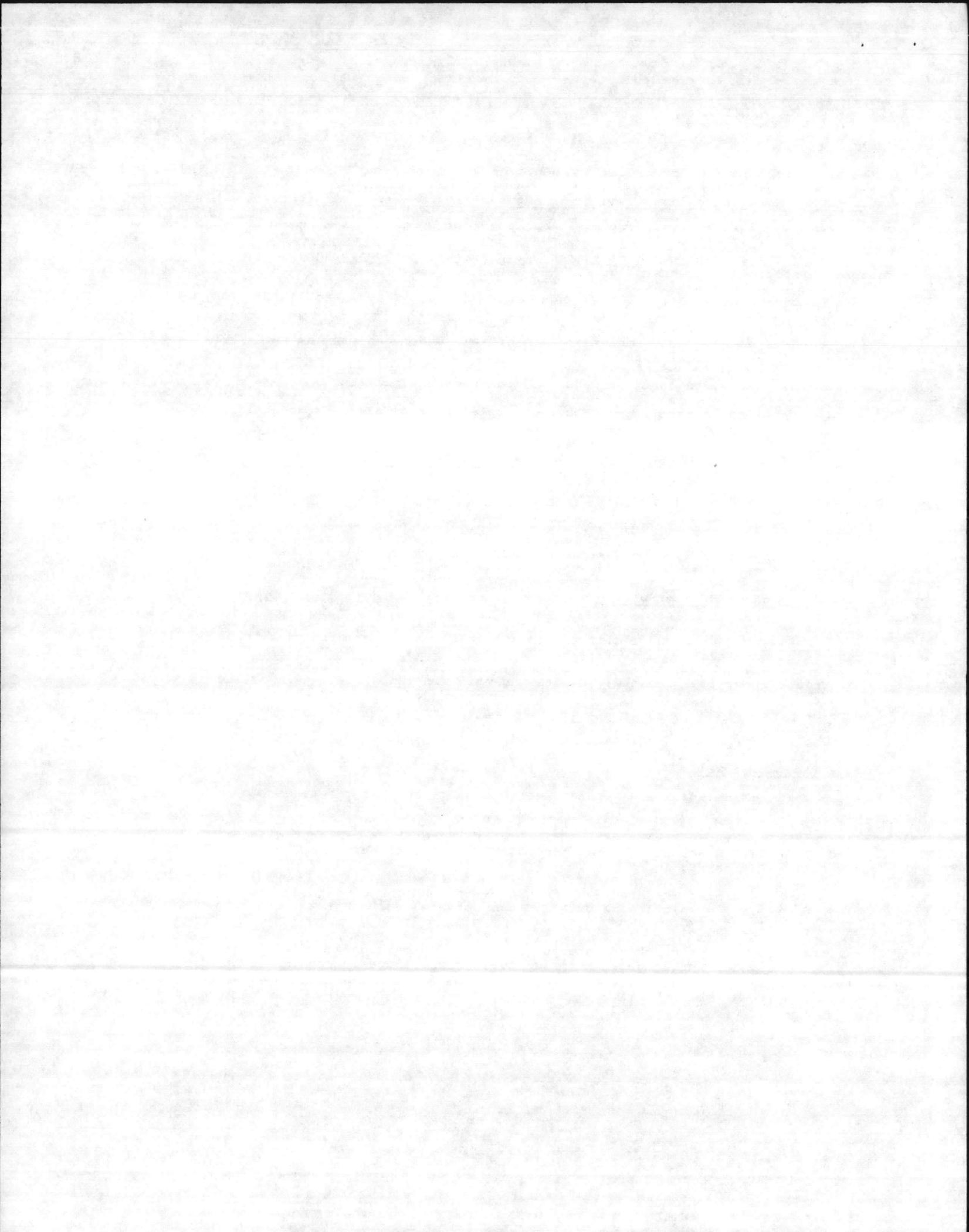
f. Base Fire Chief will:

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

(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) Develop and implement a program to provide, on a continuing and reimbursable basis, empty containers, labels, labeling equipment, absorbents, and other HM/HW handling supplies required to implement this Order and BO 11090.1B.
- (4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

- (1) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.
- (2) 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 (DRMO) of the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

- (1) Develop and implement a comprehensive HW personnel training plan meeting the requirements of reference (b) and related State of North Carolina regulations.
- (2) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.2S and provide safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

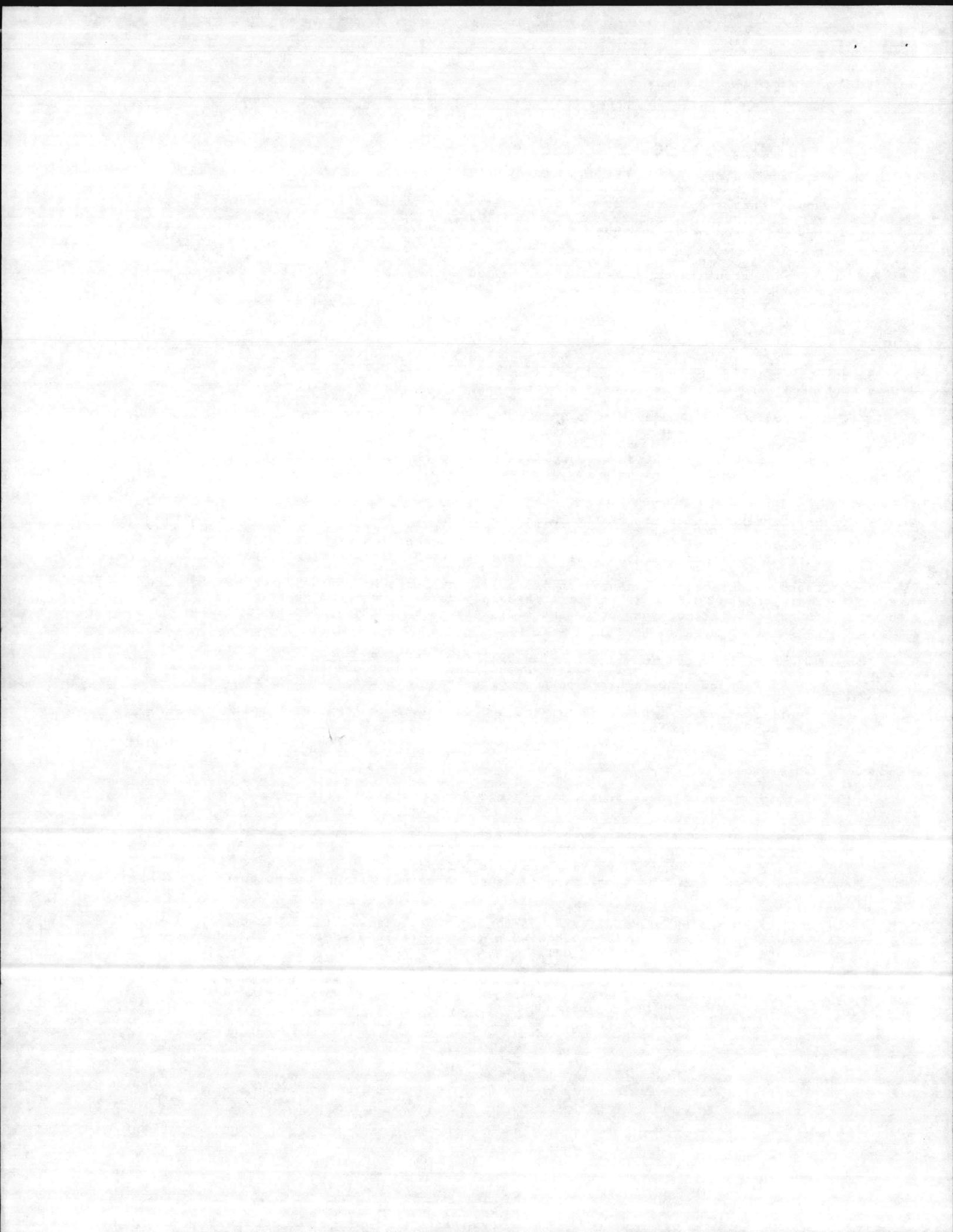
j. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, TMO and DRMO required to accomplish the following:

- (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).

k. 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.
- (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.

ENCLOSURE (2)



(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.

1. 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. Attachment (A) Part II outlines the minimum HW training required for all categories of employees identified in Section 2 below.

2. 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., Attachment (A) Part I or II (or equivalent) 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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:

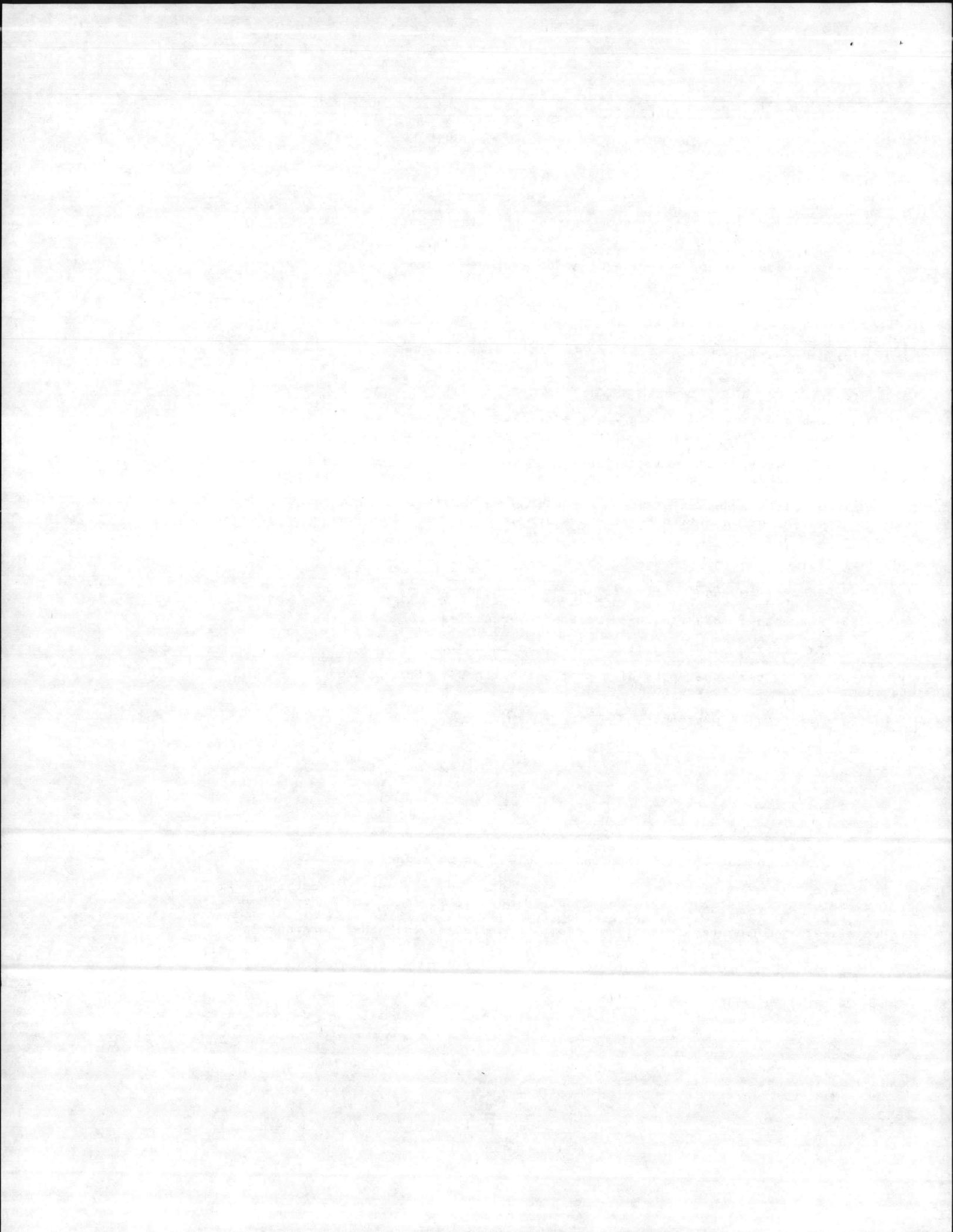
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (A) Part I or II for these staff specialists and emergency personnel are 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, Manpower, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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, Manpower representative will coordinate the scheduling and funding of specialized HW training.

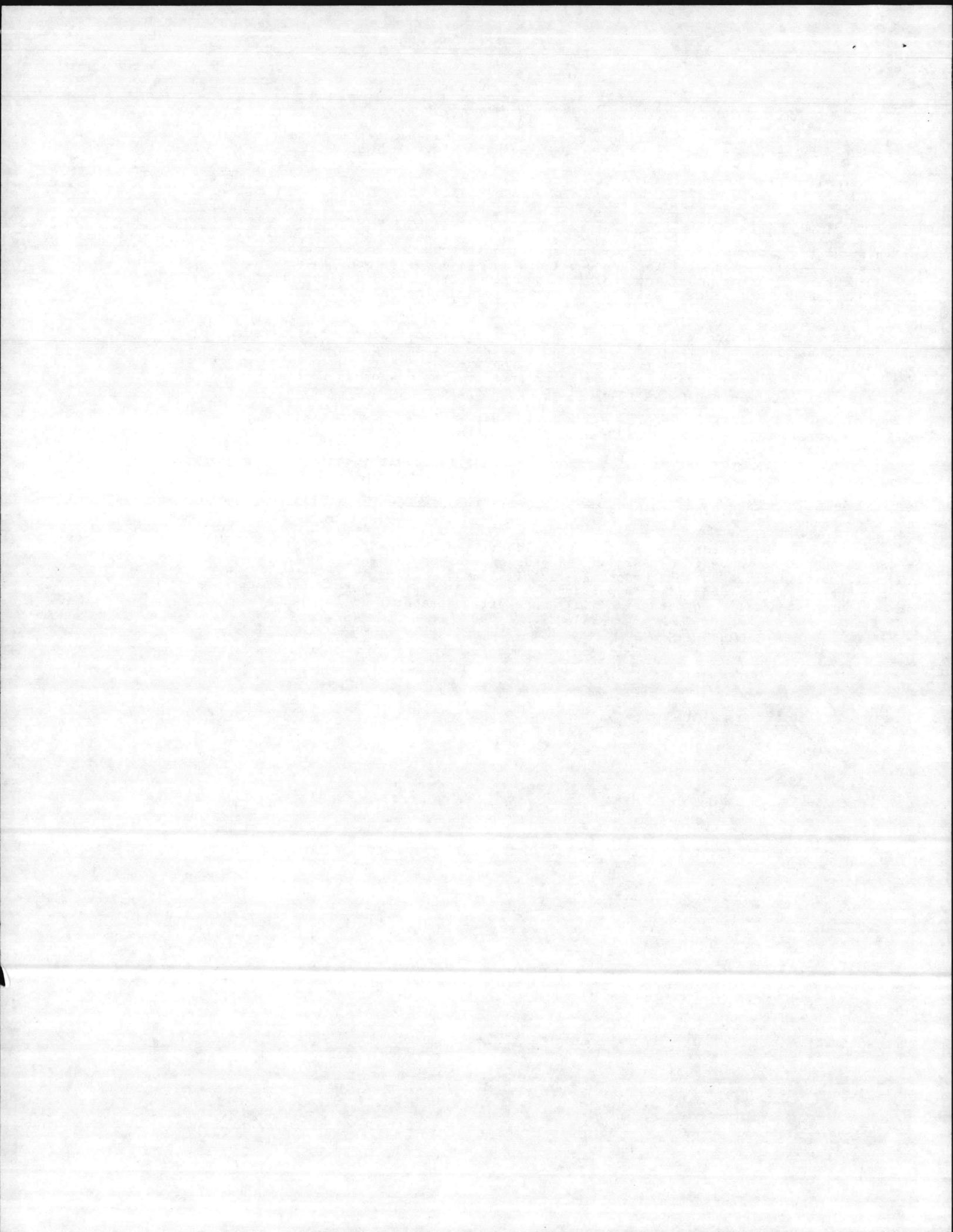
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred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

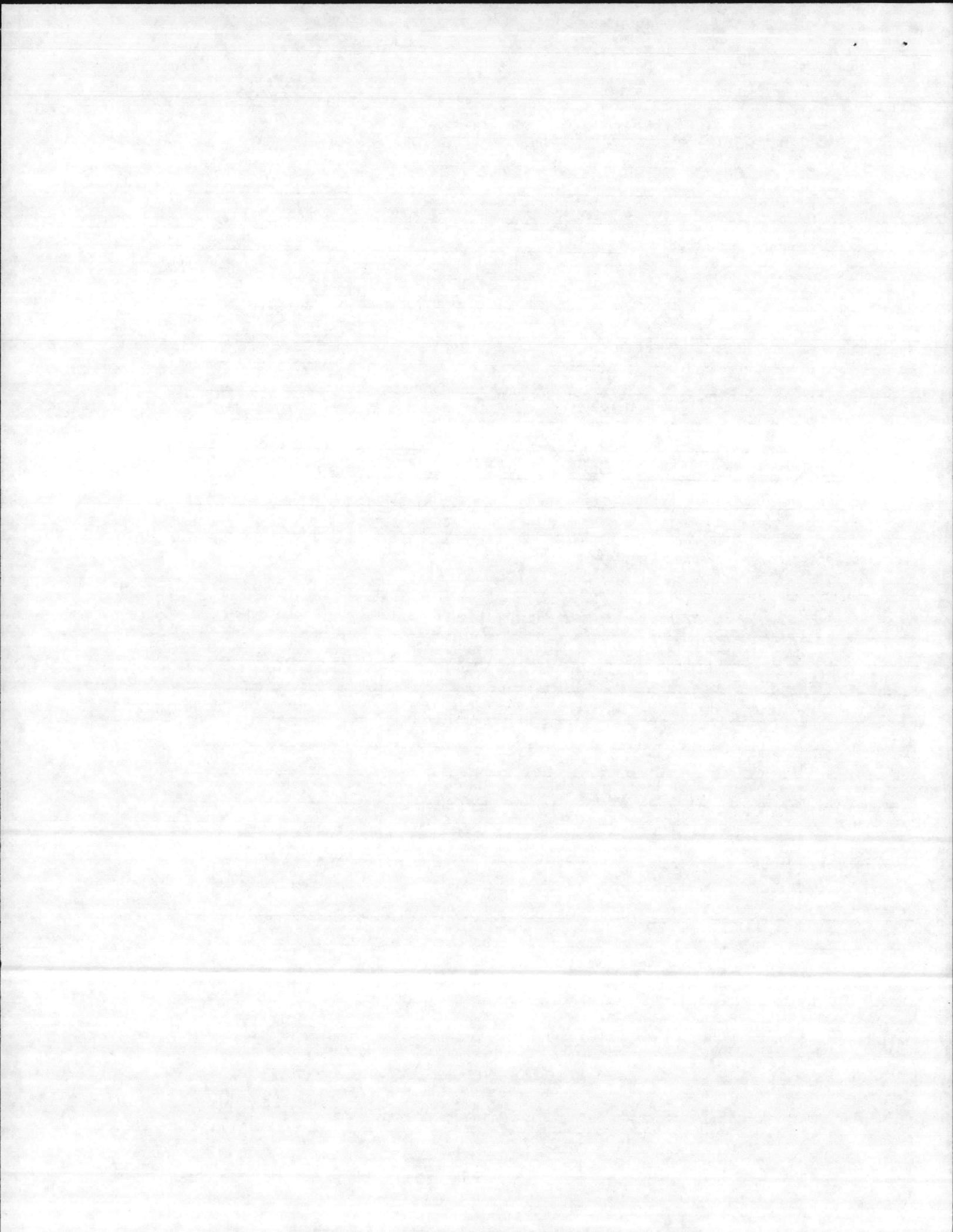
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

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

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 5(a)-5(c) will be maintained on Attachment (A) Part I. Records of personnel identified in paragraph 5(d) will be maintained on Attachment (A) Part II. HMDO will maintain HW training records for personnel identified in paragraph 5(d) above. A copy of training records for personnel identified in paragraph 5(d) above will be maintained in HWMSOP.





PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

1. Name of Organization: _____

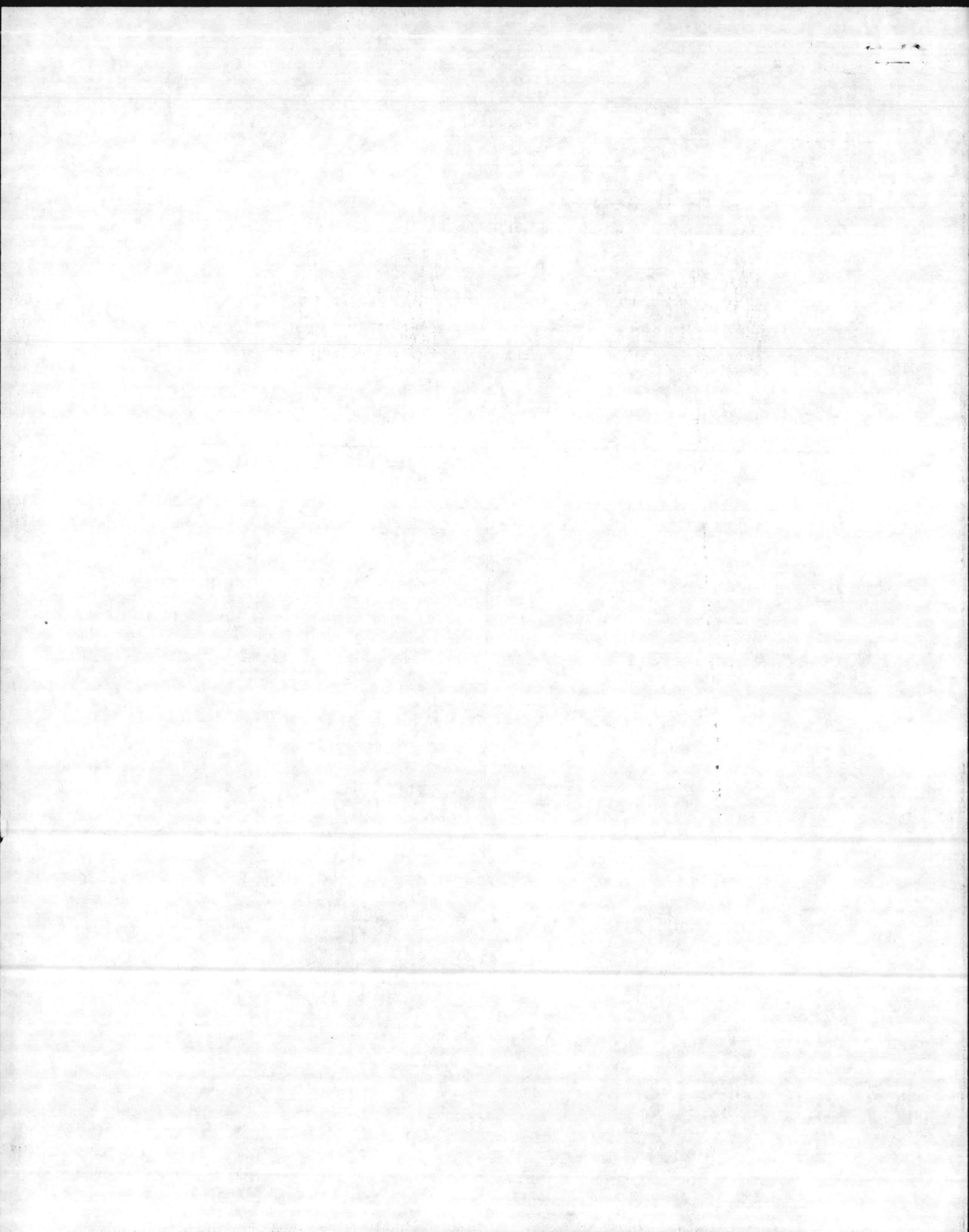
2. Description of Training: The personnel shown below were provided a minimum of one and one-half hours of on-the-job training covering the following:

- a. Review of the types and characteristics of HM/HW handled.
- b. Review of activity oil and hazardous substance spill prevention and contingency plan contained in BO 11090.1_.
- c. Organizational procedures and policy for implementation of BO 6240.5.
- d. Procedures to follow in protecting personal safety during HM/HW emergencies.
- e. Review of the HW Standard Operating Procedure for the organization.

The training included question and answer session at the end of training.

3. Personnel Training Provided to:

Name of Trainee	Name of Trainer	Training Date	Trainer/Trainee Signatures



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.

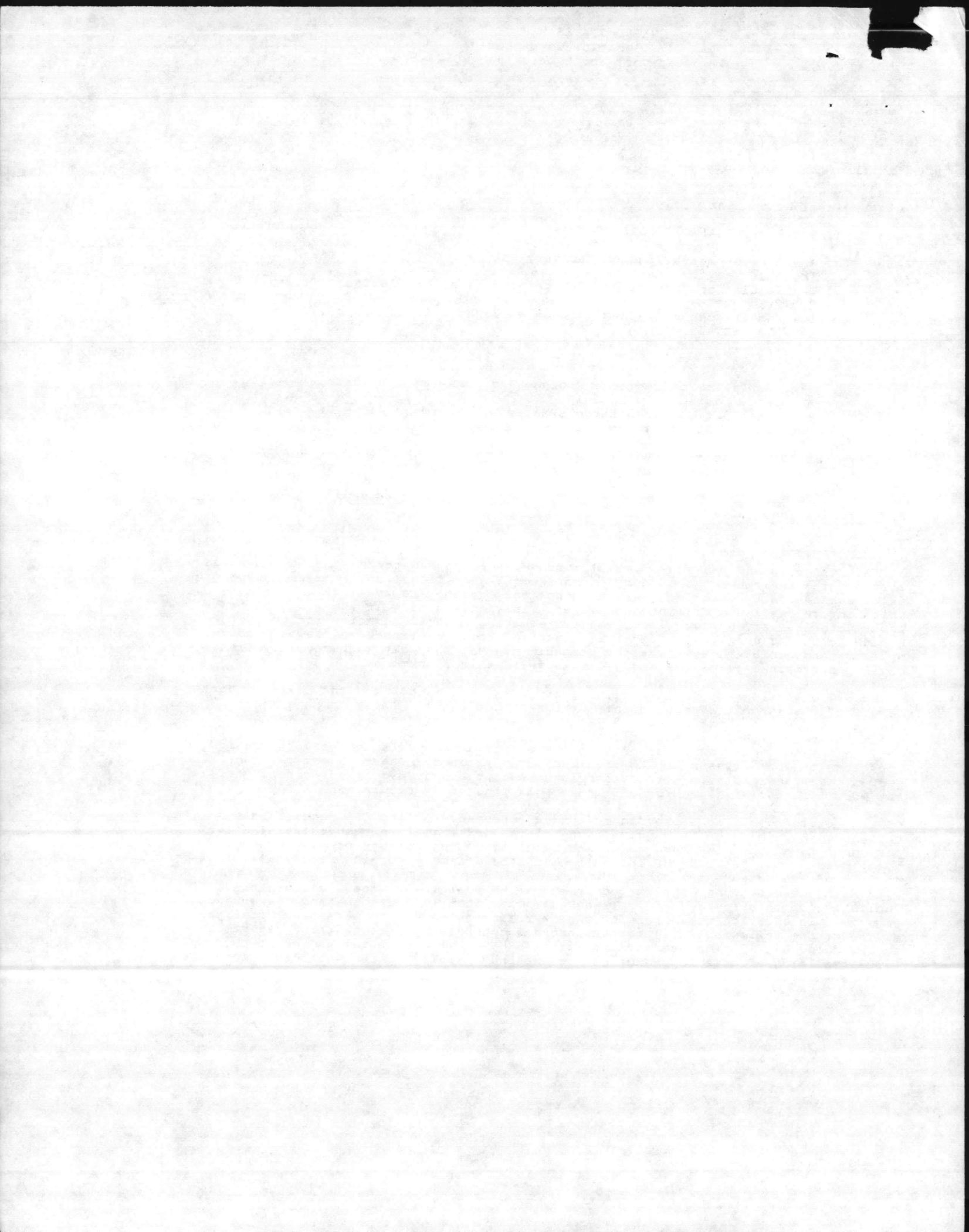
2. Cancellation. BO 6240.5.

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.



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 (HWSOP) 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).

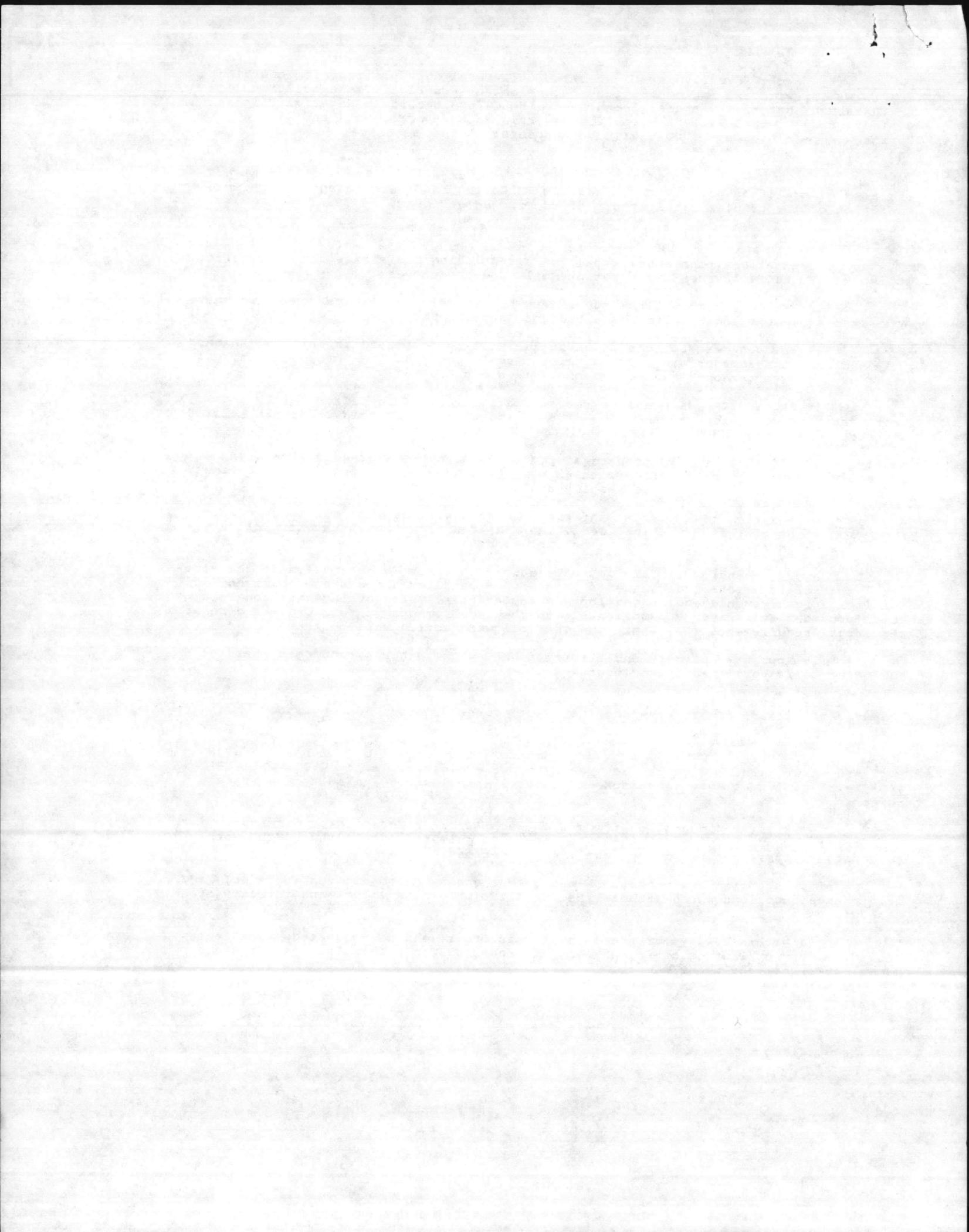
(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(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 days 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.



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, ~~Traffic Management Offices~~ and Director, Natural Resources and Environmental Affairs Division, Marine Corps Base will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order. Specifically, the Traffic Management Officer will develop capability to pick up and transport HW from the generation site to the long term storage facilities at the TP 451 Complex within forty-eight hours of the receipt of a properly submitted request from the generating organization.

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 HWSOP. Questions not addressed by HWSOP 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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. ^{AC/S, Logistics,} DRMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. ^{AC/S, Logistics,} ~~DRMO~~ ^{DRMO will} directly supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. ^{AC/S, Logistics,} DRMO and HMDO will cooperate 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.

STEP 7. 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 accumulation start dates on HW containers, the type and quantity of HW and the date documents delivered to DRMO.

ENCLOSURE (1)

Handwritten notes and signatures:
AC/S Logistics
AC/S Logistics
AC/S Logistics
AC/S Logistics

WASTE INFORMATION 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
Signature

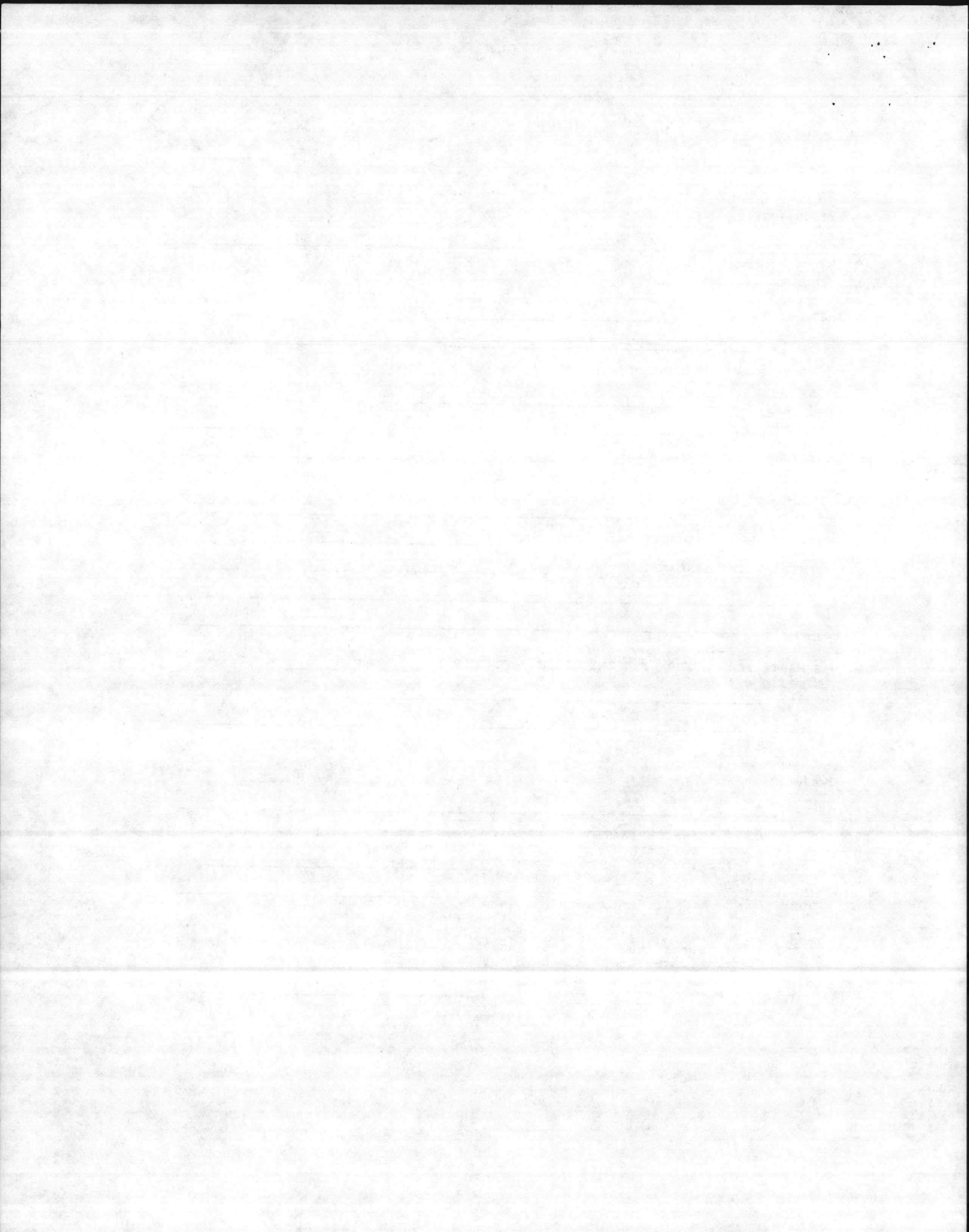
DATE

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
Signature

DATE

Appendix A to
ENCLOSURE (1)



BO 6240.5A

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: _____

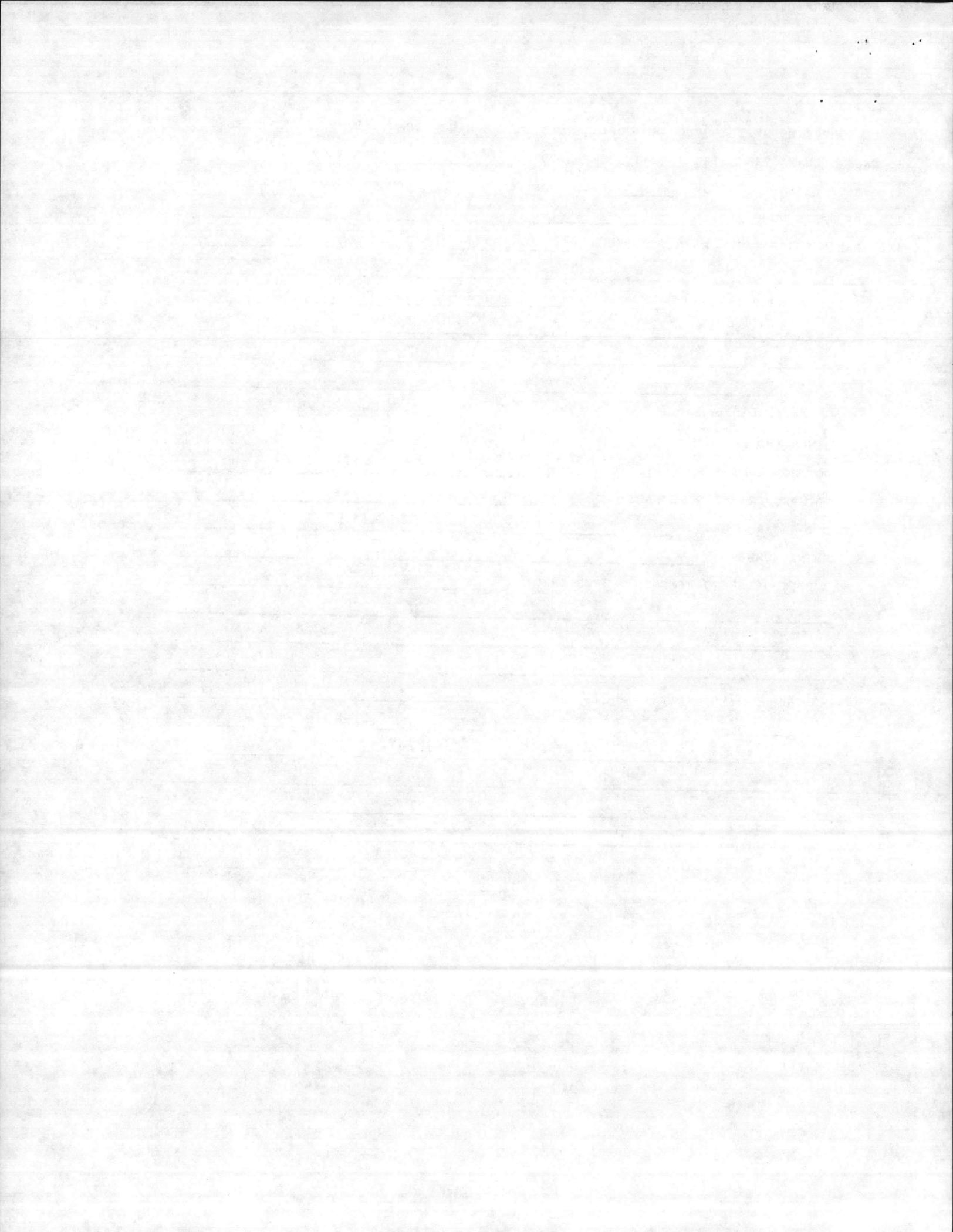
14. _____

HMDC
Signature

Code

Date

Appendix A to
ENCLOSURE (1)



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 BO 6240.5.
- (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.

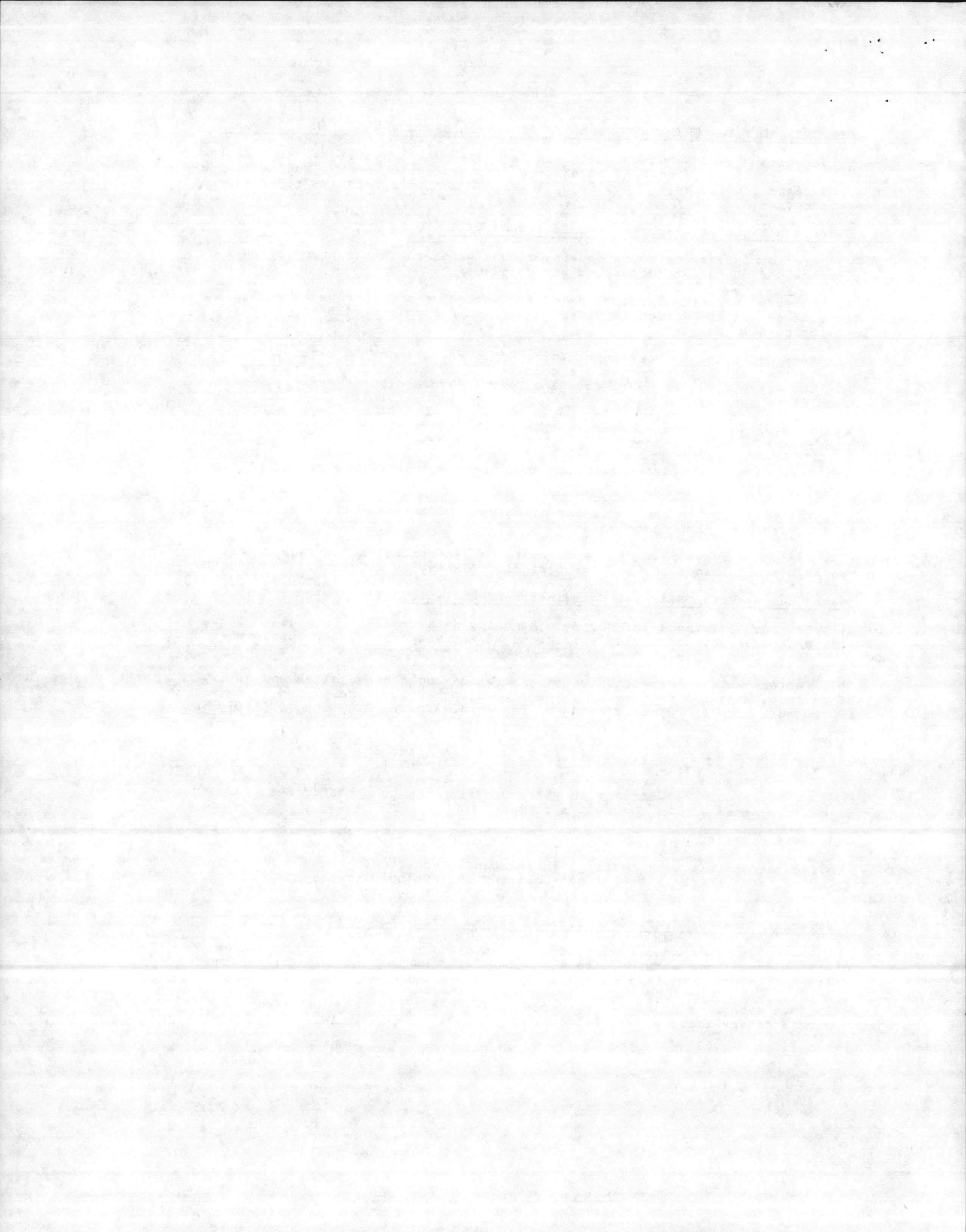
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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, Marine Corps Base 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).

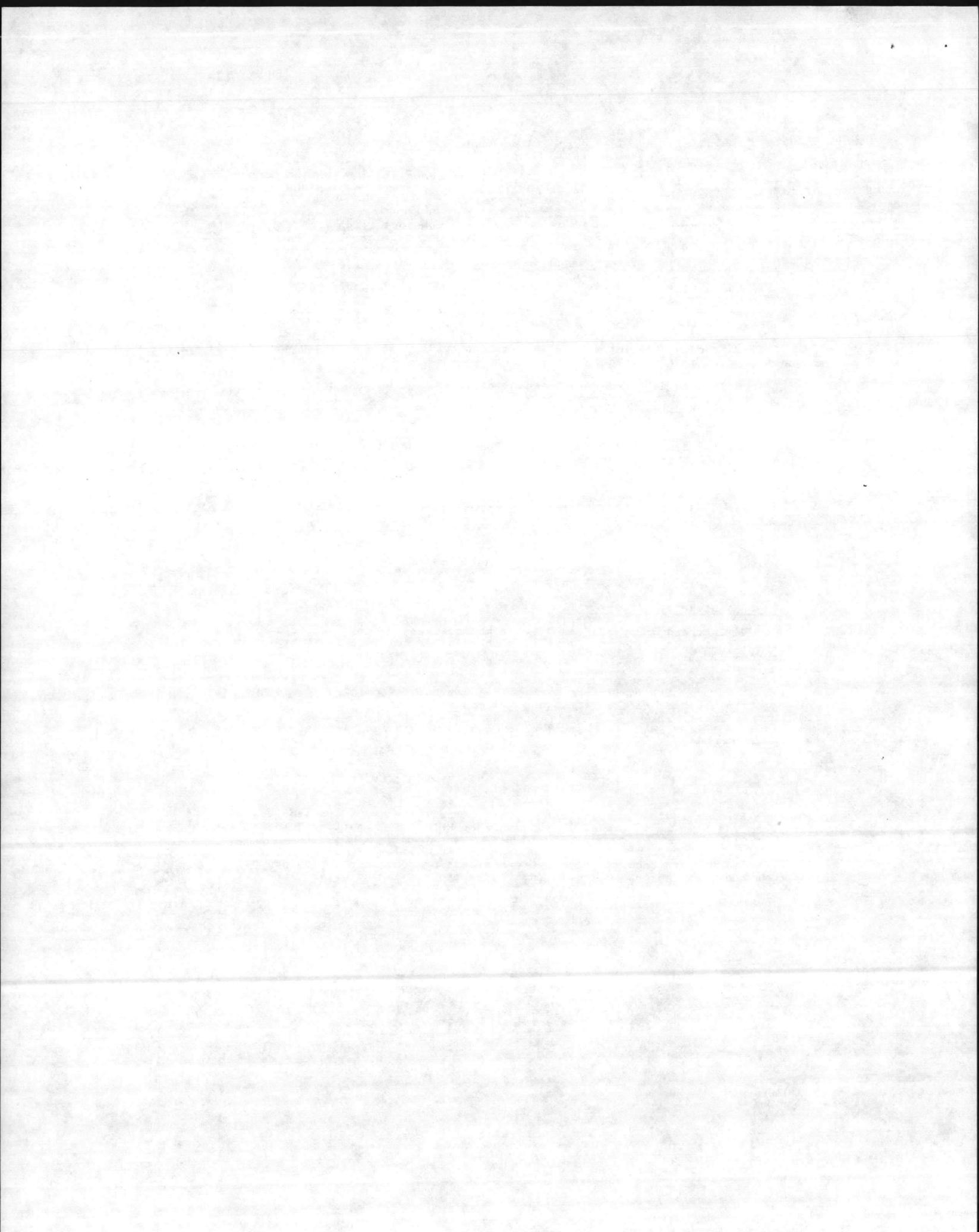
Base Fire Chief will

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 BO 11090.1B.

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

~~h. Traffic Management Officer, Logistics Department, Marine Corps Base will~~
 (5) S 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 (DRMO) or the organization generating the HM/HW.

A. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.25 and provide 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 1.d(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, TMO and DRMO 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.

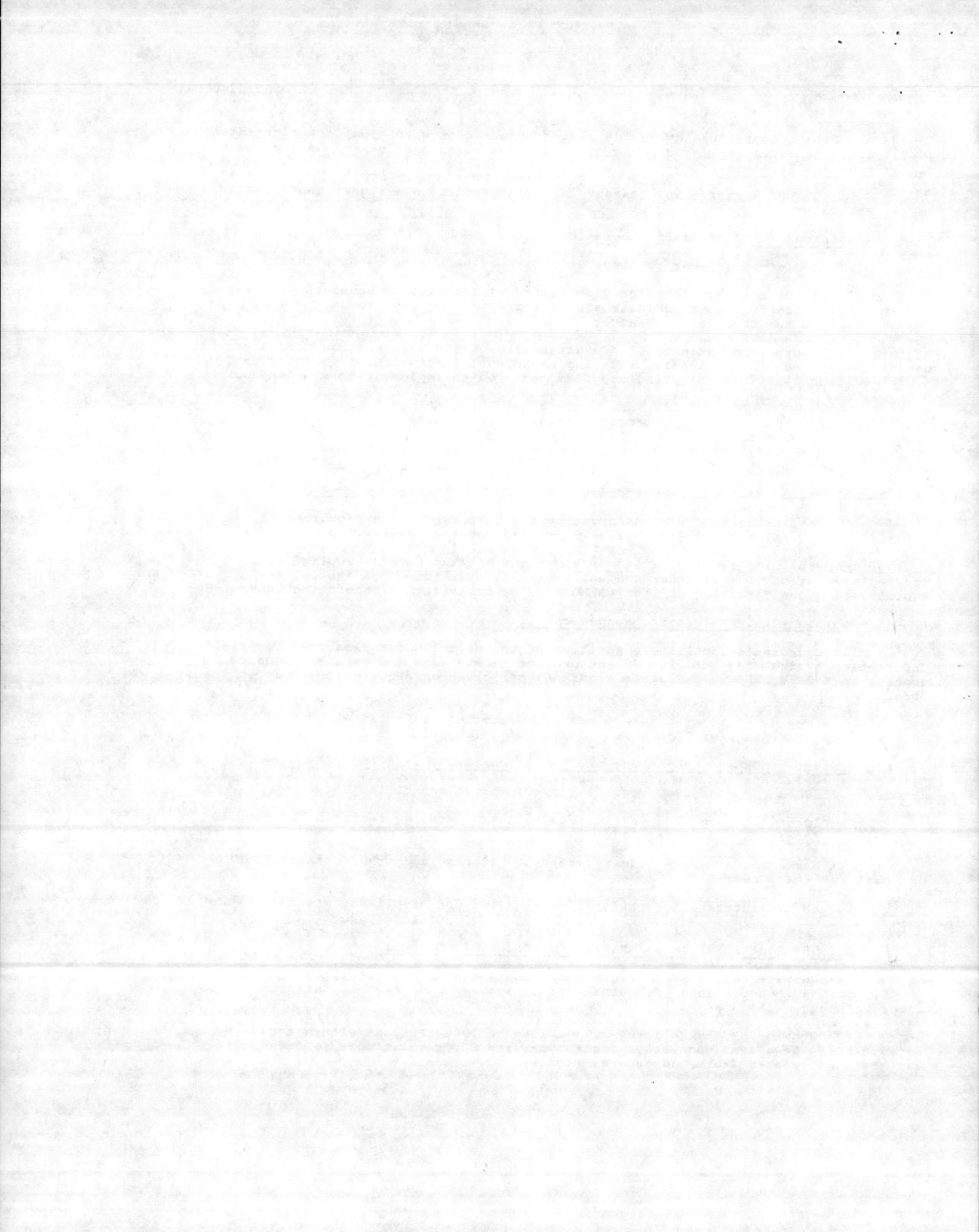
(3) HM transportation certification required for compliance with reference (c).

~~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)

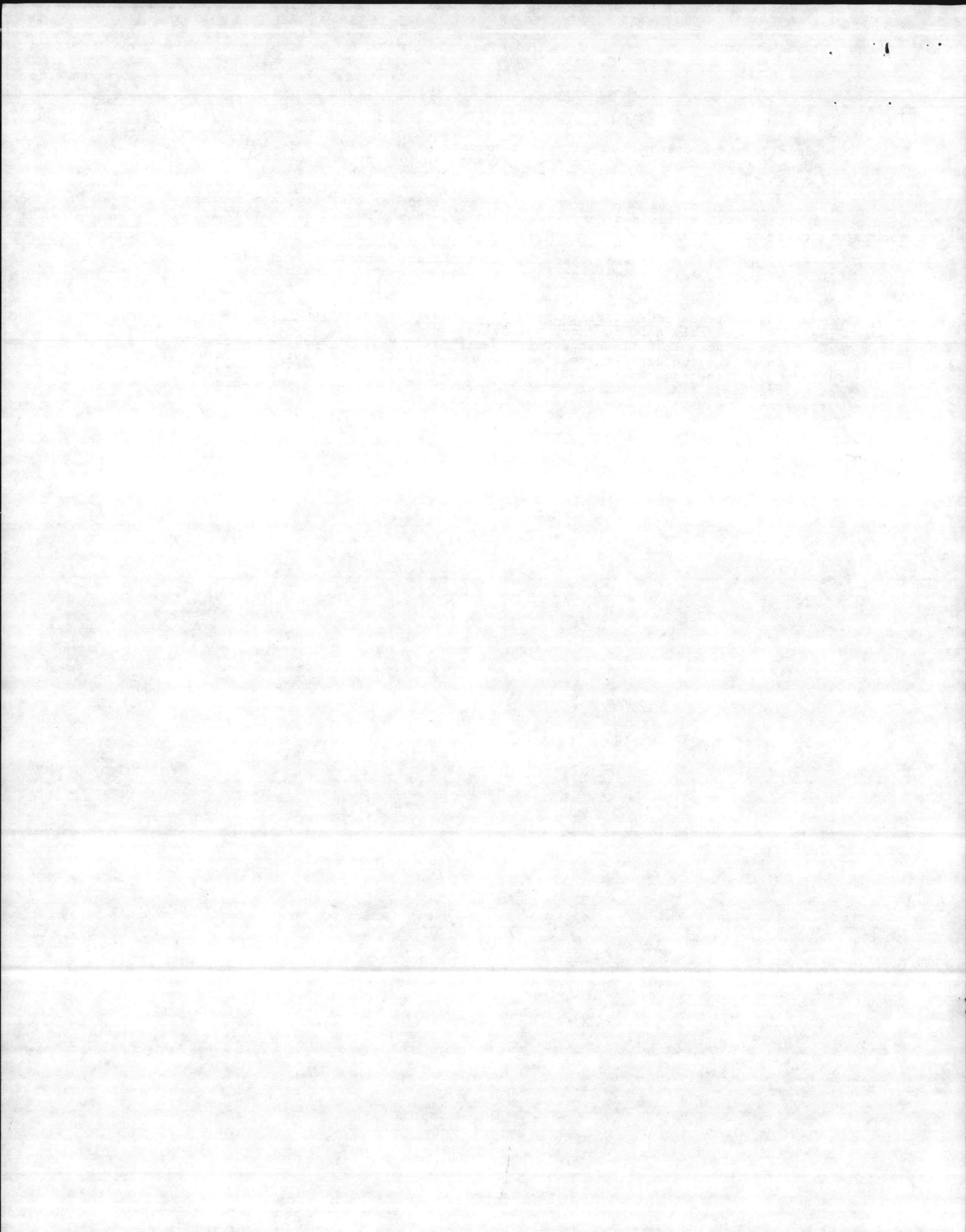


(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(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.



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. ~~Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.~~

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,} ~~and~~ ^{and transportation} storage 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 Attachment (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, ~~Marine Corps Base~~ ^(AC/S Facilities). The following officials are responsible for notifying Assistant Chief of Staff, ~~Manpower~~ ^{Facilities}, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The ~~TMO~~ ^(AC/S Logistics) for subordinates

spell out

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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

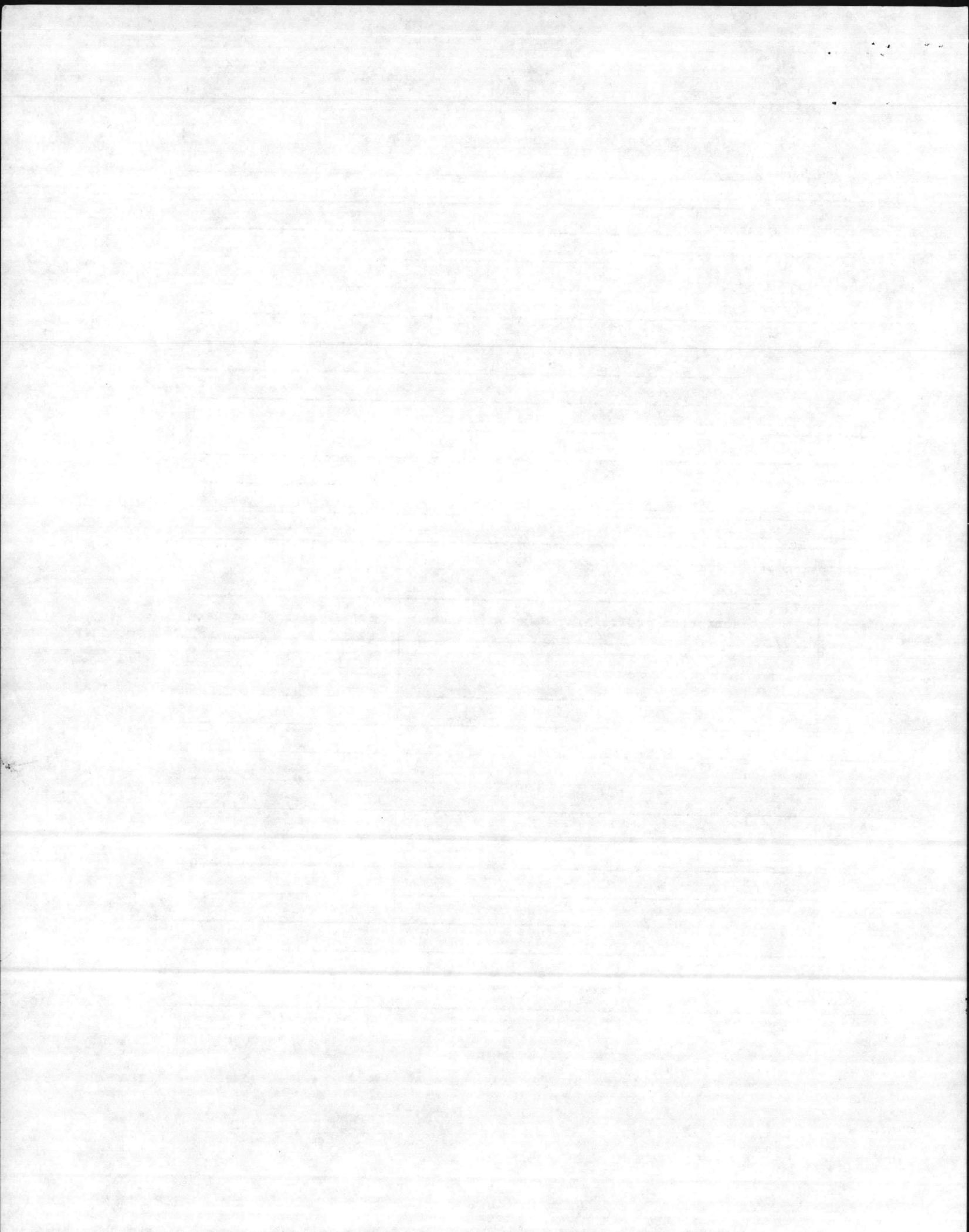
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred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

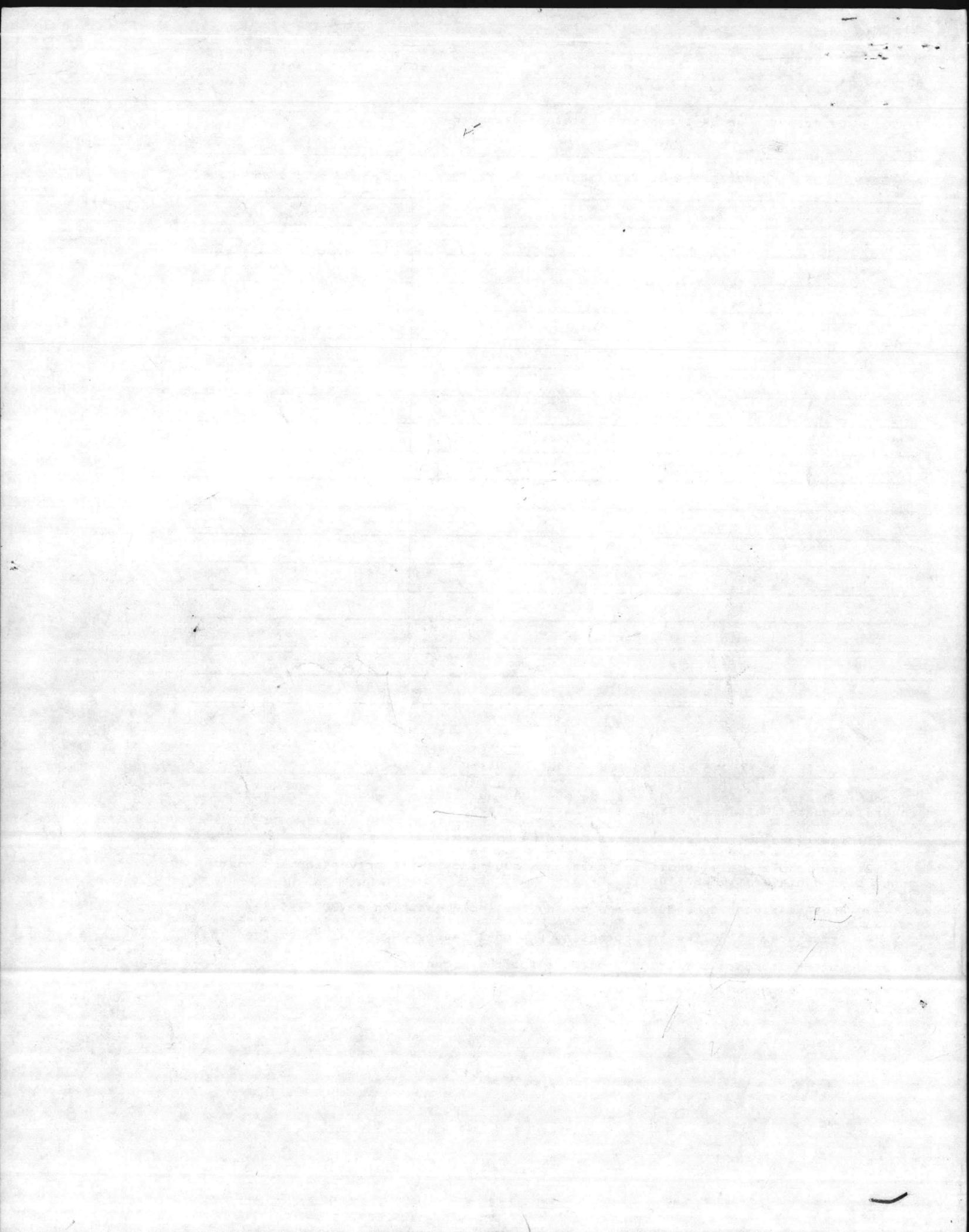
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

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

c. ~~TMO~~ ^{ACIS/Logistics} will maintain HW training records for all ~~employees~~ ^{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 Attachment (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.





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.

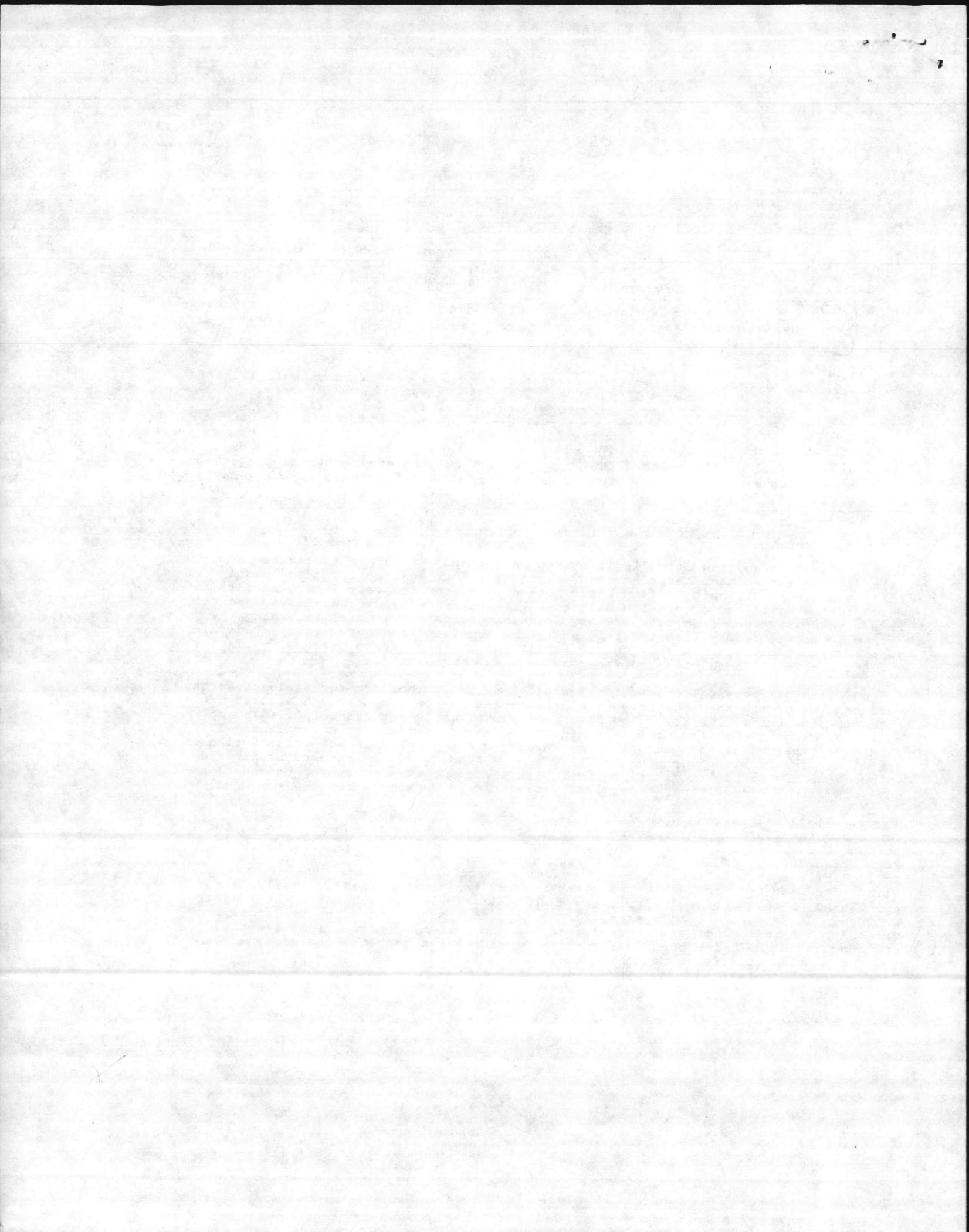
2. Cancellation. BO 6240.5.

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 in reference (C). *TRD*



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).

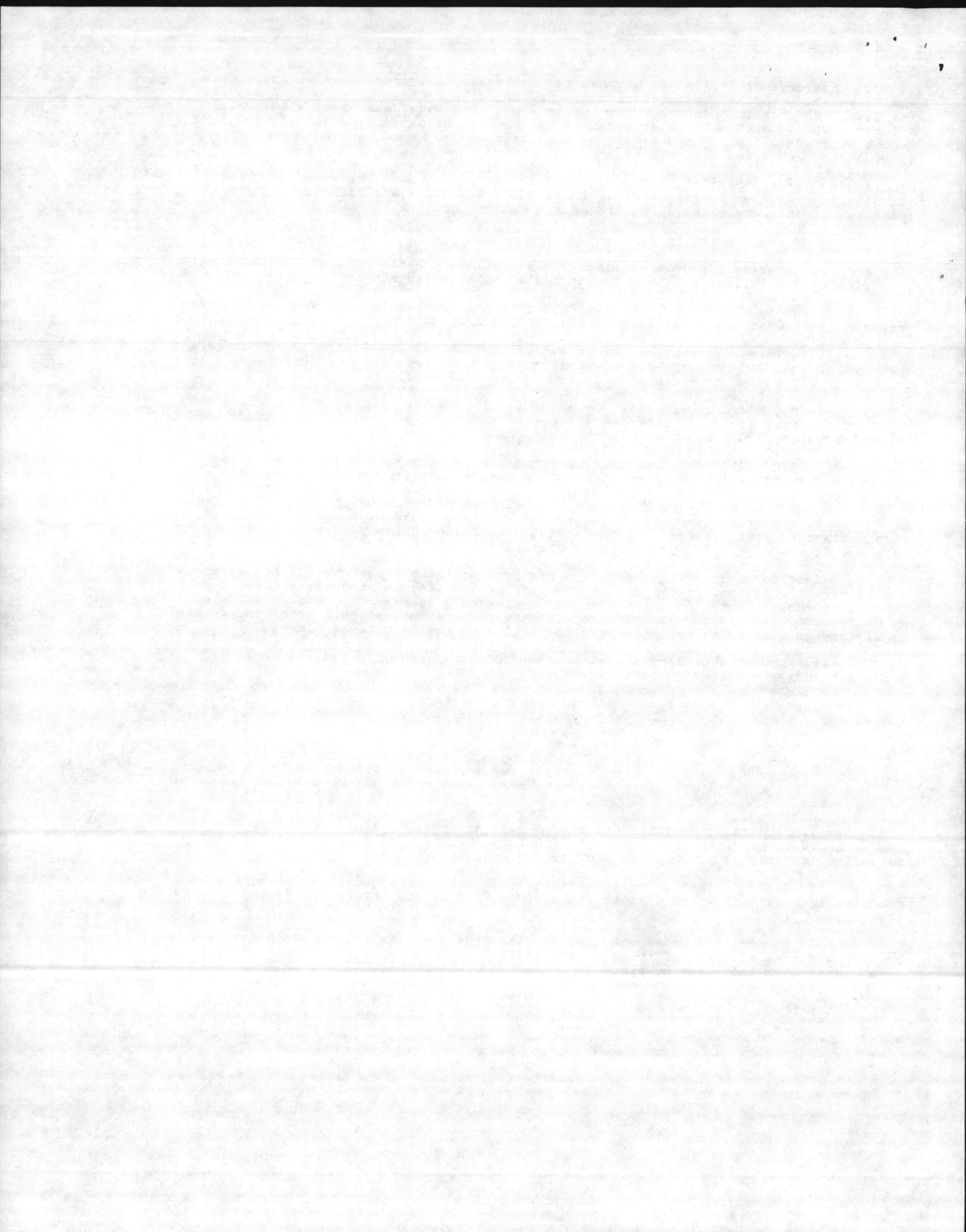
(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(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 days 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.



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, Traffic Management Officer and Director, Natural Resources and Environmental Affairs Division, Marine Corps Base will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order. Specifically, the Traffic Management Officer will develop capability to pick up and transport HW from the generation site to the long term storage facilities at the TP 451 Complex within forty-eight hours of the receipt of a properly submitted request from the generating organization.

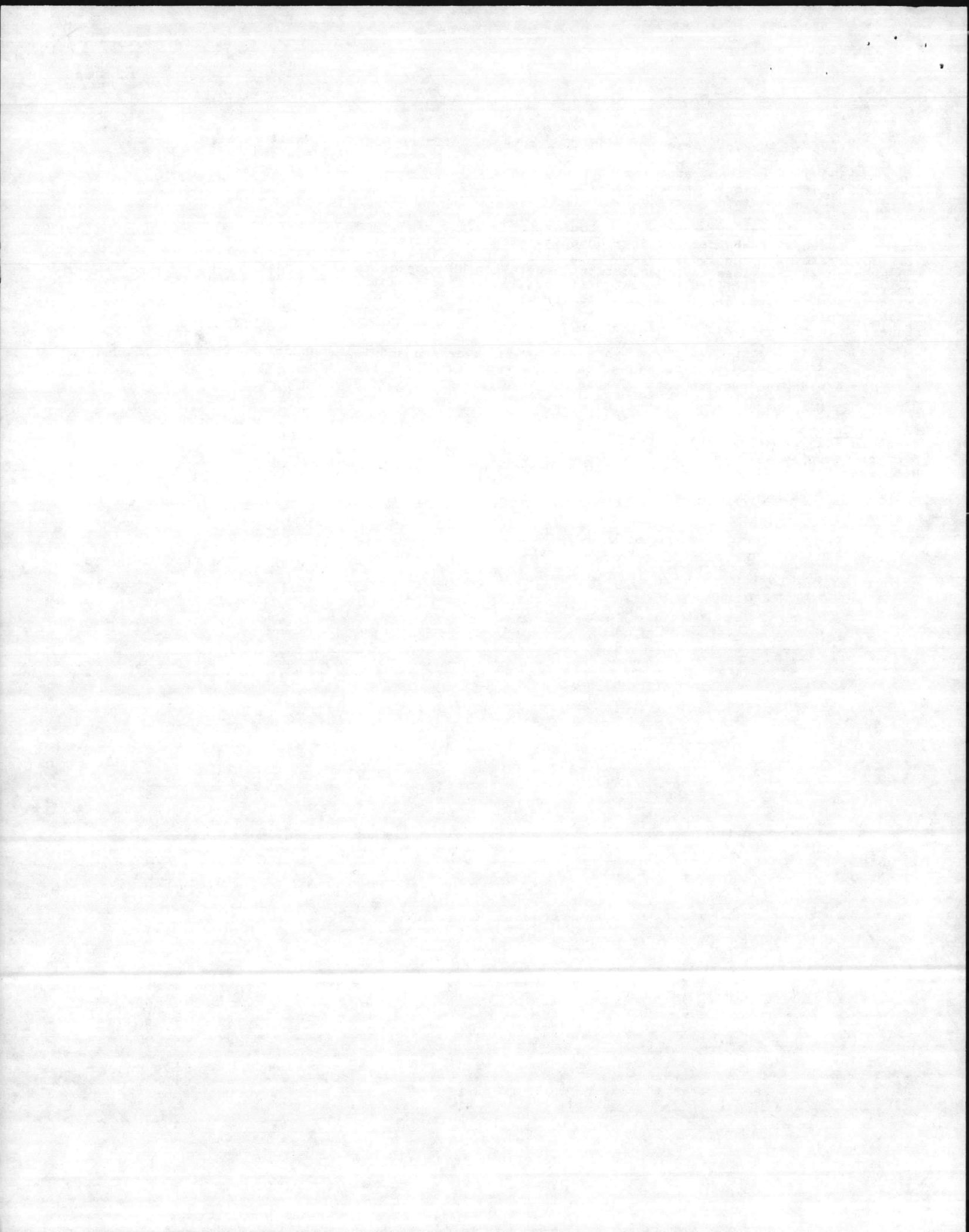
e. Officials responsible for the preparation, awarding and implementation of various types of contracts, shall ensure that all contractor activities are carried out in accordance with the requirements of this Order and related State and Federal regulations.

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

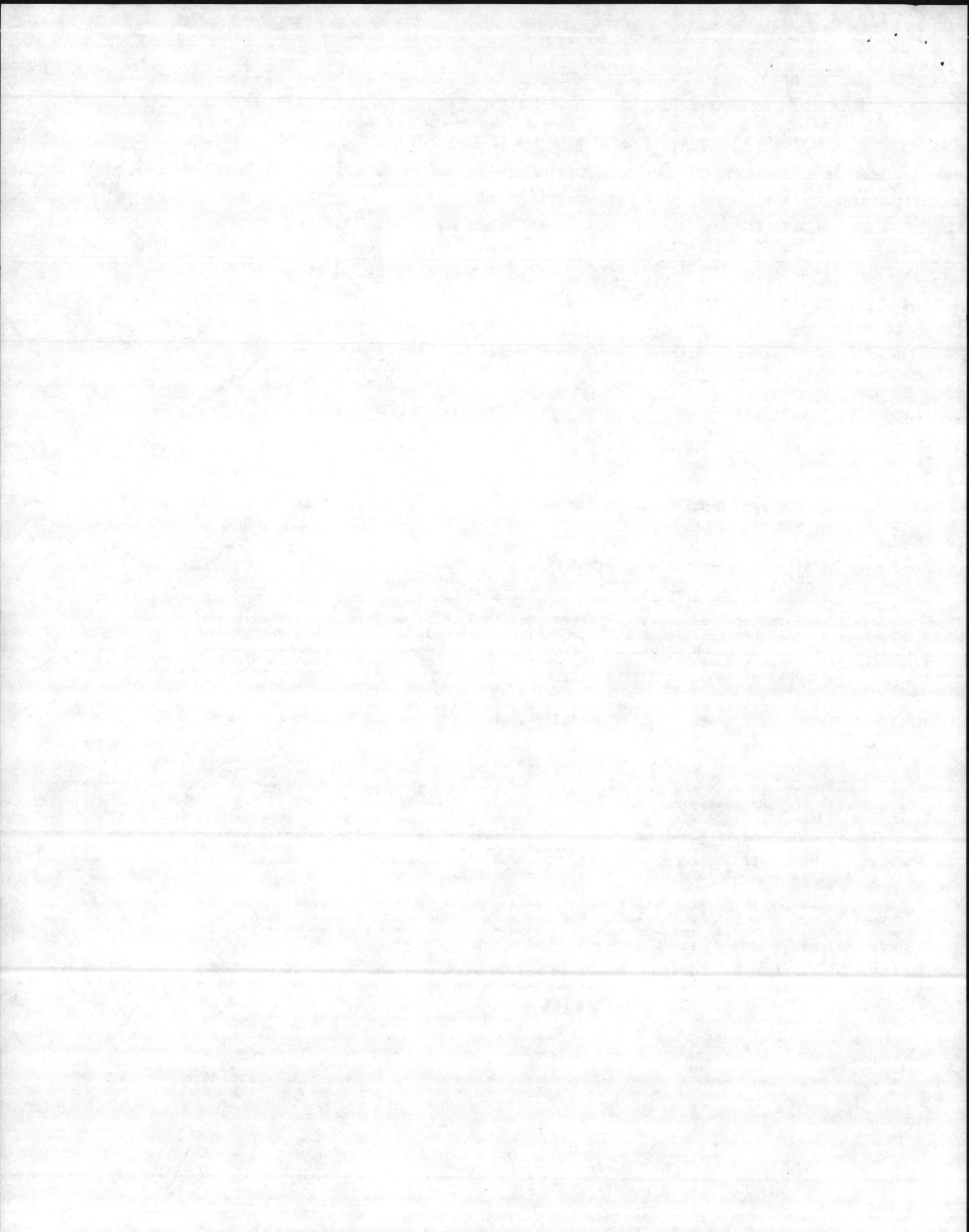
*Added to
per RJ*



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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. TMO and HMDO will cooperate 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.

STEP 7. 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 accumulation start dates on HW containers, the type and quantity of HW and the date documents delivered to DRMO.

ENCLOSURE (1)

Turned in to DRMO showing the accumulation start dates, the type & quantity of HW & the date delivered to DRMO

WASTE INFORMATION 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) _____

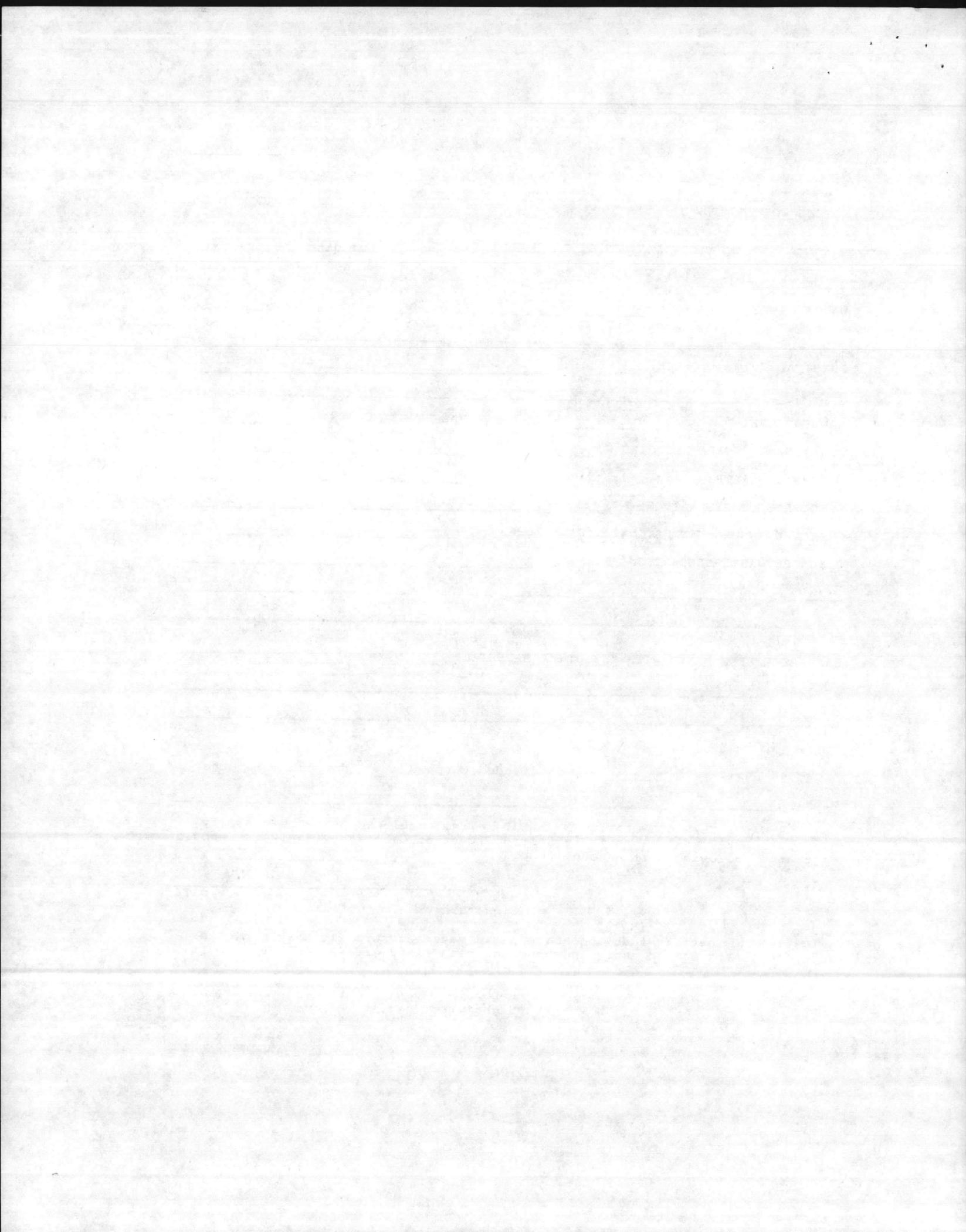
4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

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)



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) _____

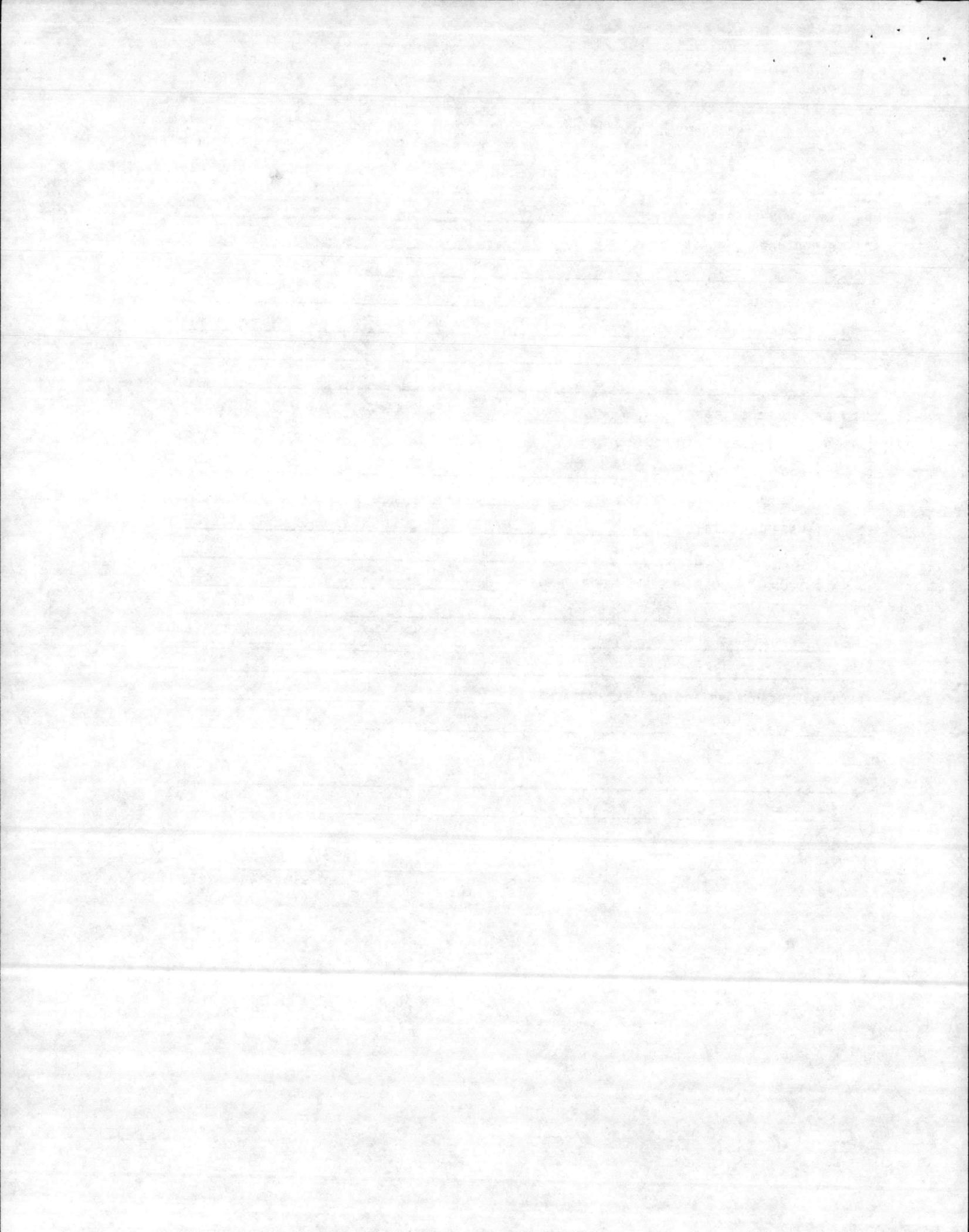
13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____

HMDC
Signature

Code

Date



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 BO 6240.5.
- (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.

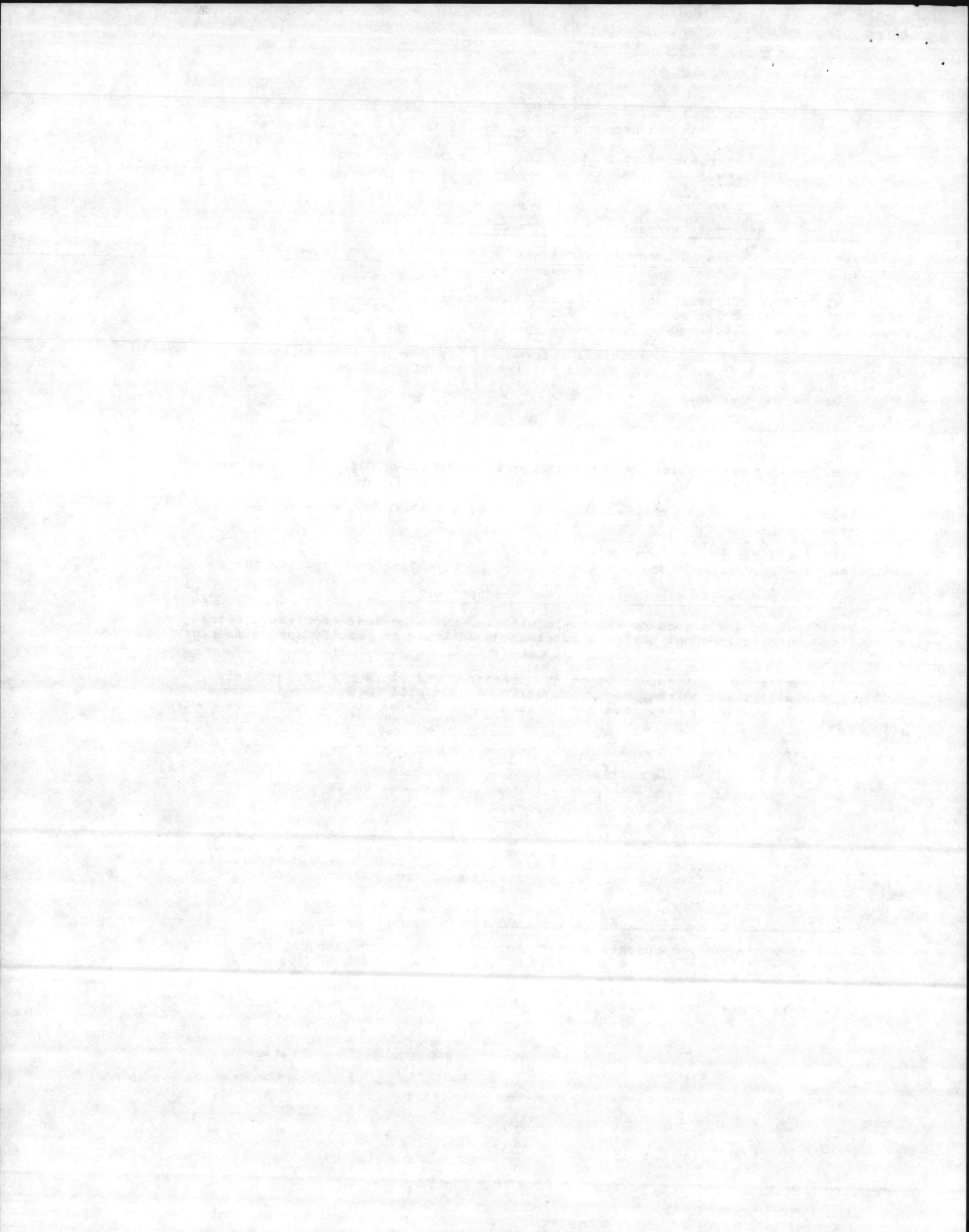
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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.

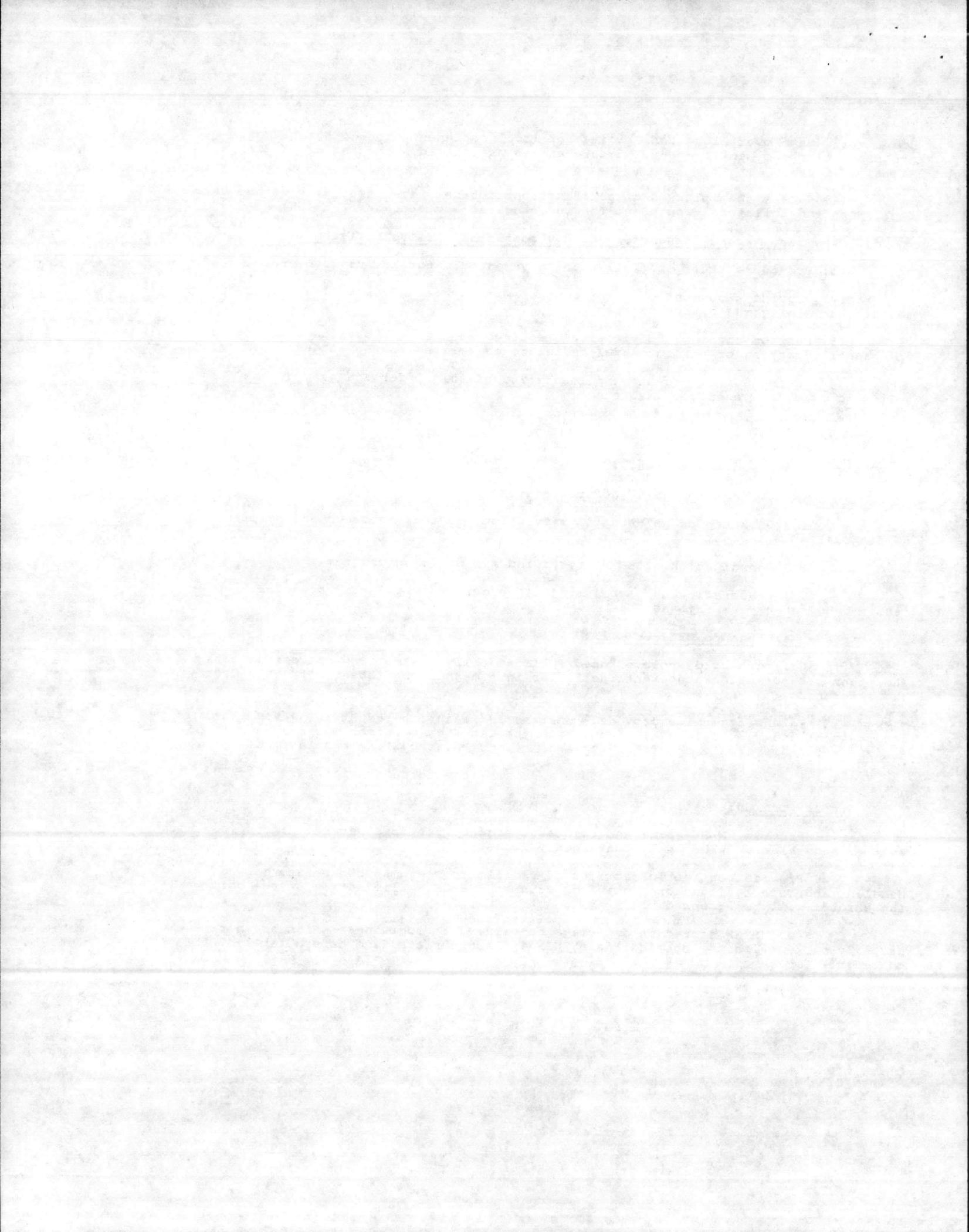
(3) Provide HM/HW spill response services in accordance with reference (d).

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 BO 11090.1B.

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

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.25 and provide 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 1.d(5) of this enclosure.

j. 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, TMO and DRMO 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.

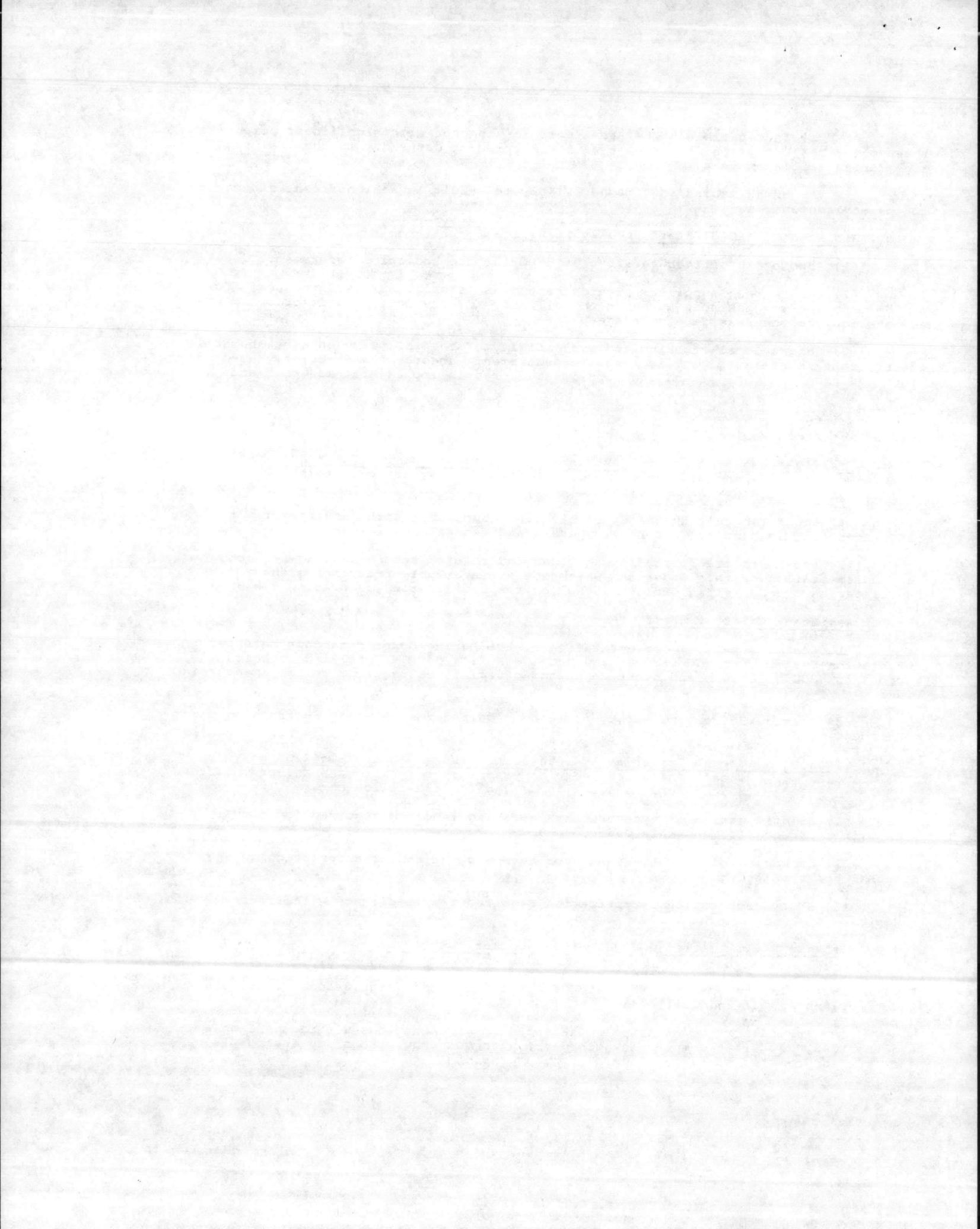
(3) HM transportation certification required for compliance with reference (c).

k. 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)

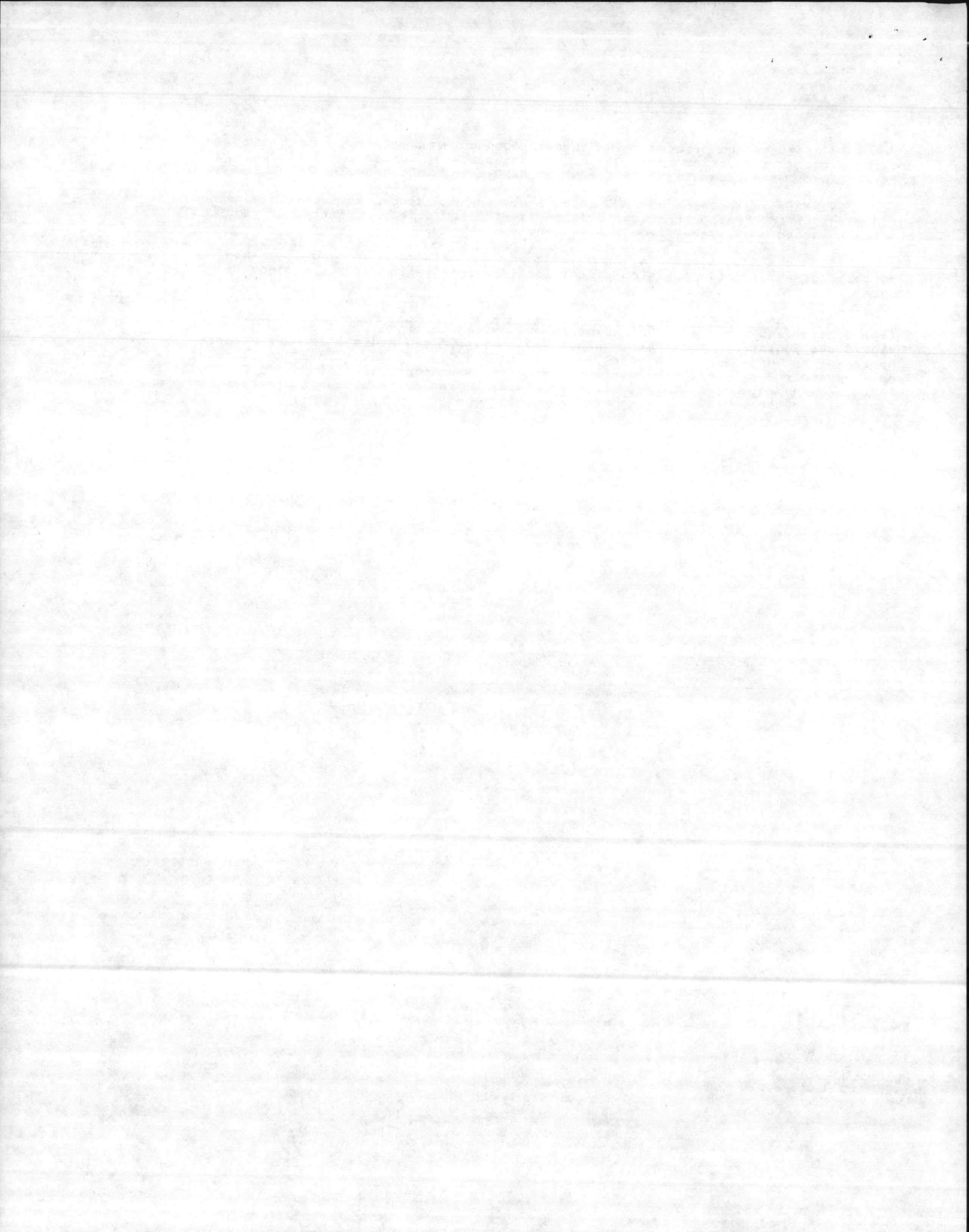


(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(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.

1. 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.



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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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:

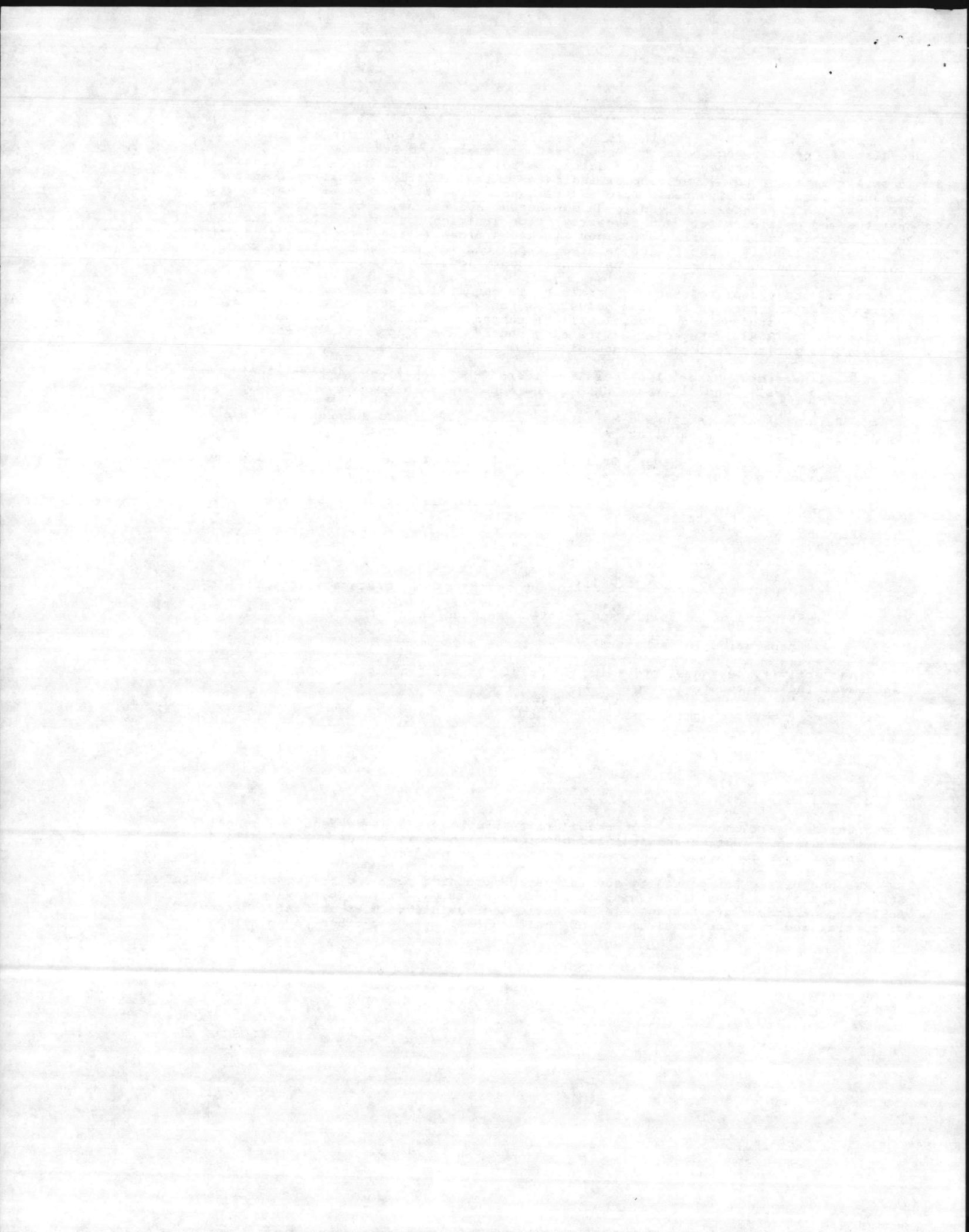
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (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, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

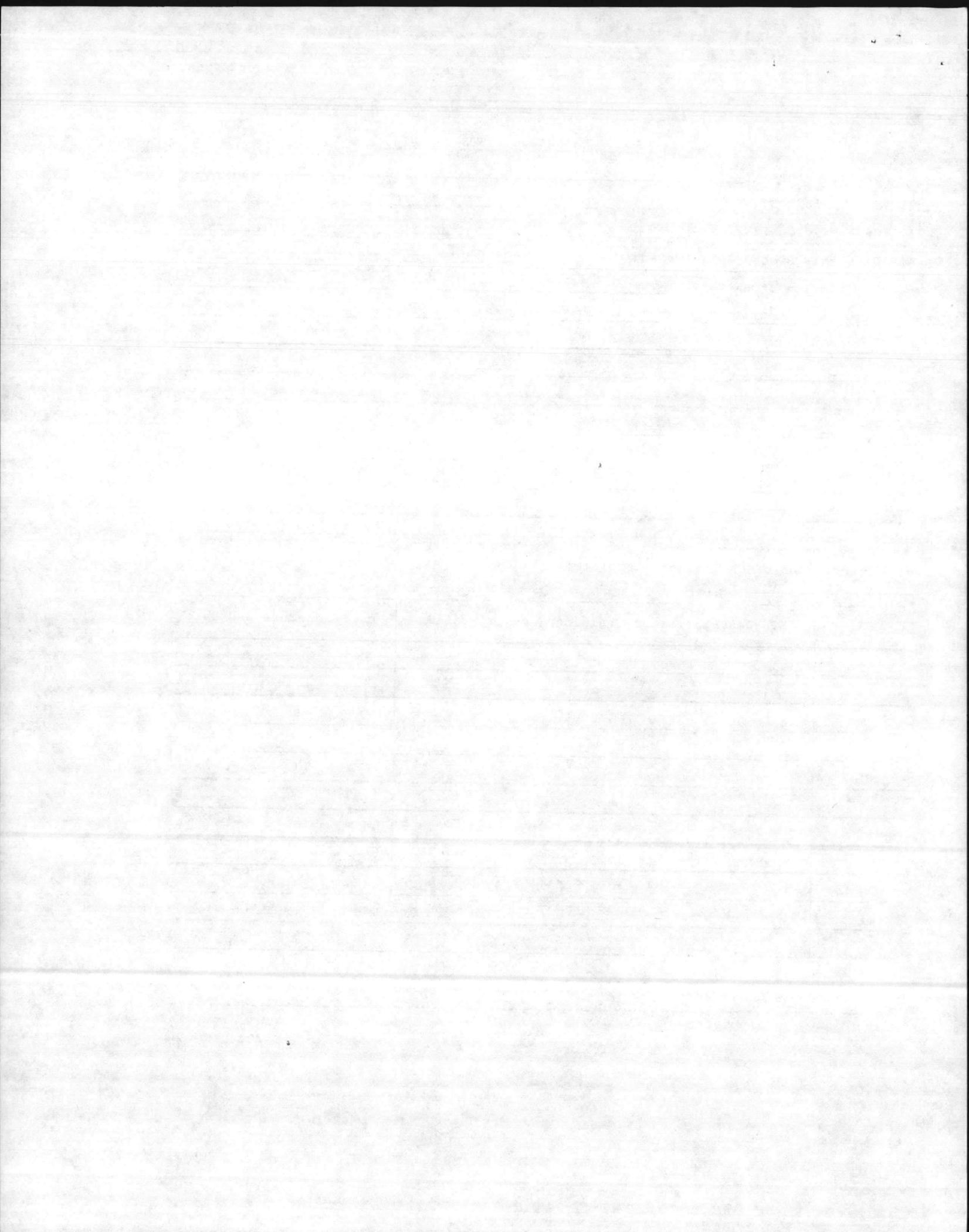
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred 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. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Attachment (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.





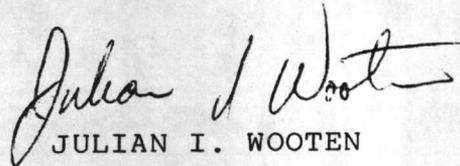
UNITED STATES MARINE CORPS
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

IN REPLY REFER TO:

5200
NREAD
23 Feb 87

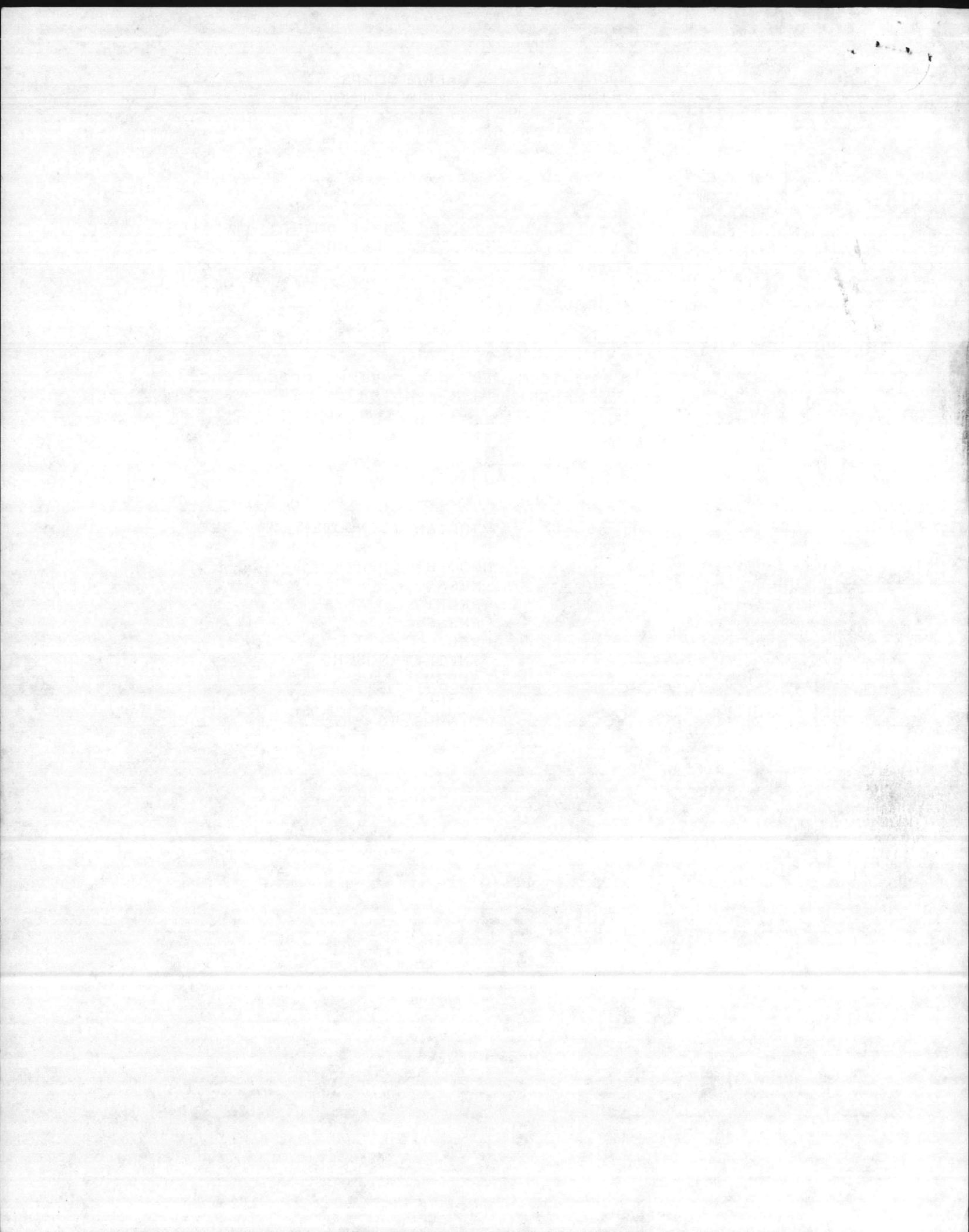
From: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Distribution List
Subj: PROPOSED BASE ORDER 6240.5A
Encl: (1) BO 6240.5A

1. The enclosure is provided for your review, concurrence/
comments and return to NREAD by 2 March 1987.
2. Point of contact in this matter is Mr. Danny Sharpe,
x2083/1690.


JULIAN I. WOOTEN

DISTRIBUTION:
AC/S MWR
AC/S LOG
TRAFFICMGTO
AC/S MANP
BMO
BFIRECHIEF
DRMO
SJA
ADJT

HMDO'S
MCSSS
RRDET
FMSSS
RSU
INFTRYTRNGSCH
SUPBN
HQRSBN
MCENGSCH



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.

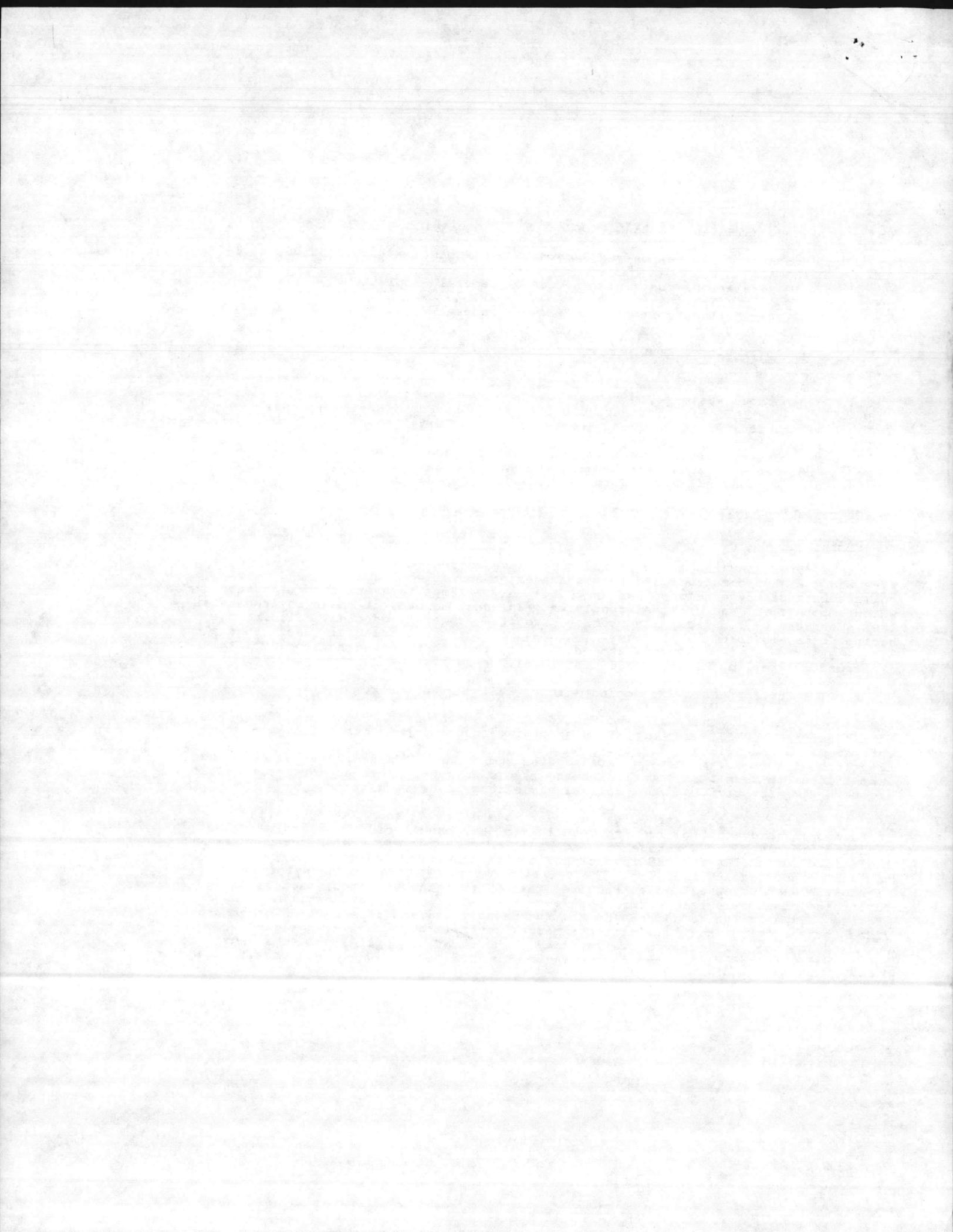
2. Cancellation. BO 6240.5.

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.



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).

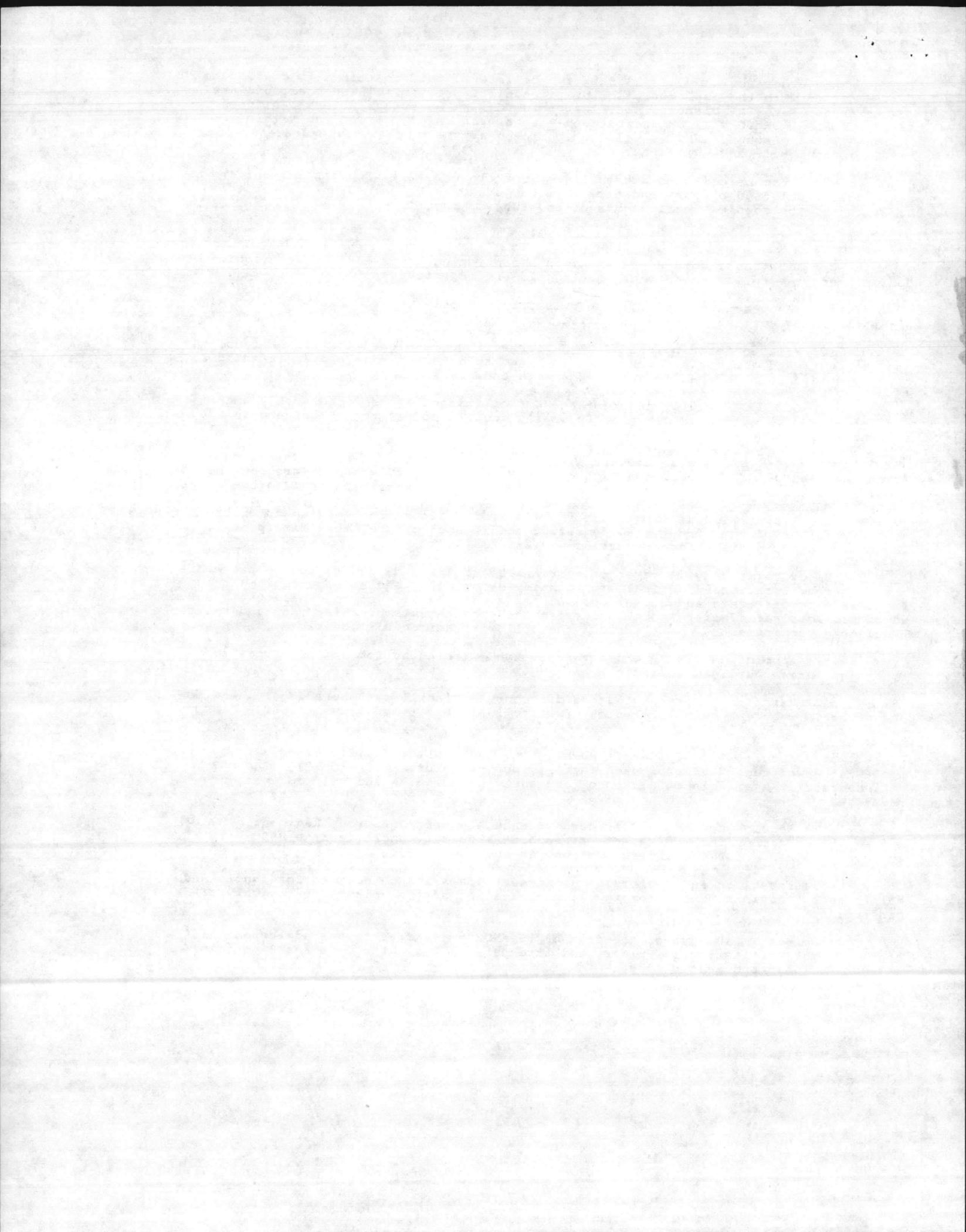
(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(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 days 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.



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.

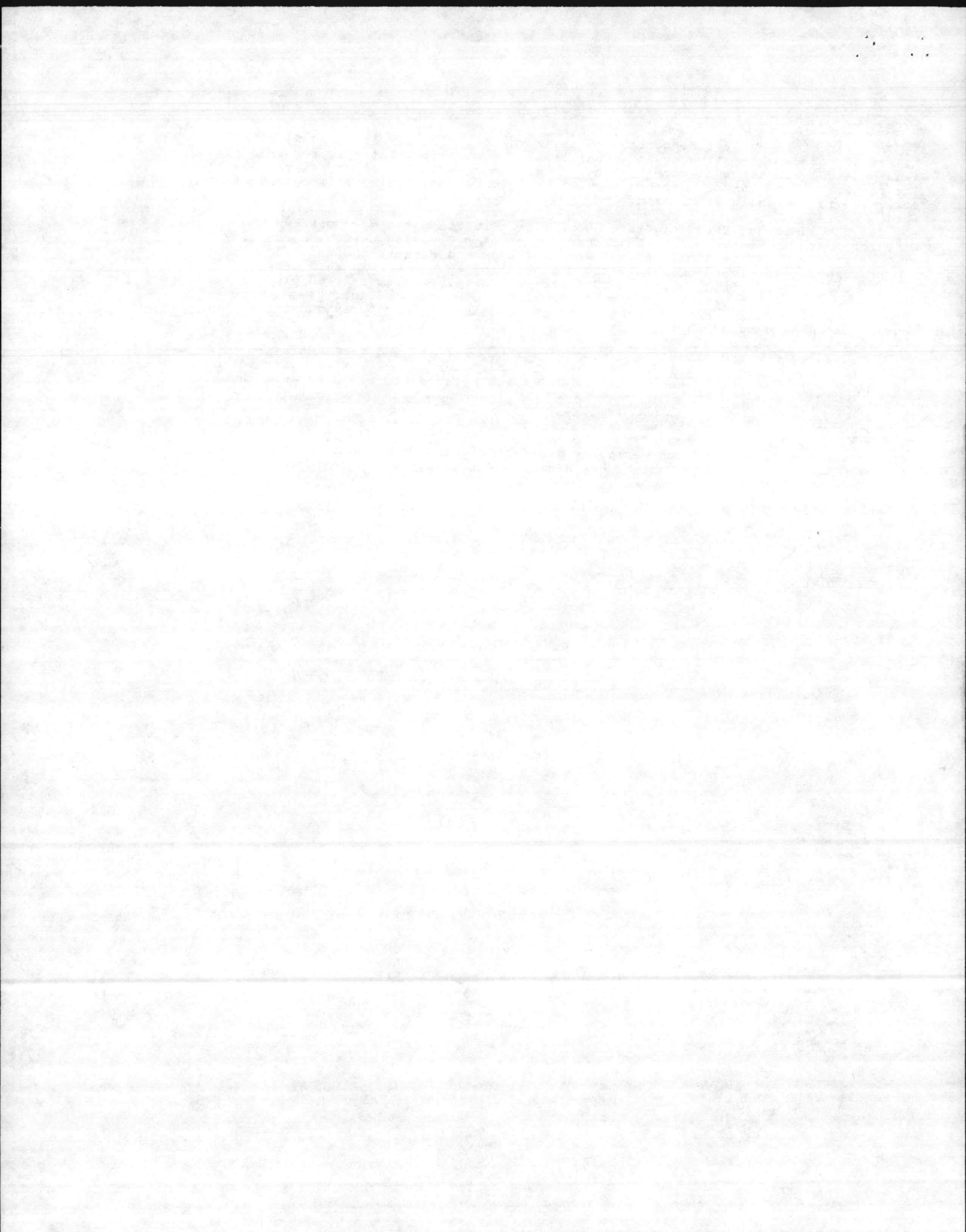
d. The Assistant Chief of Staff, Logistics, Traffic Management Officer and Director, Natural Resources and Environmental Affairs Division, Marine Corps Base will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order. Specifically, the Traffic Management Officer will develop capability to pick up and transport HW from the generation site to the long term storage facilities at the TP 451 Complex within forty-eight hours of the receipt of a properly submitted request from the generating organization.

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

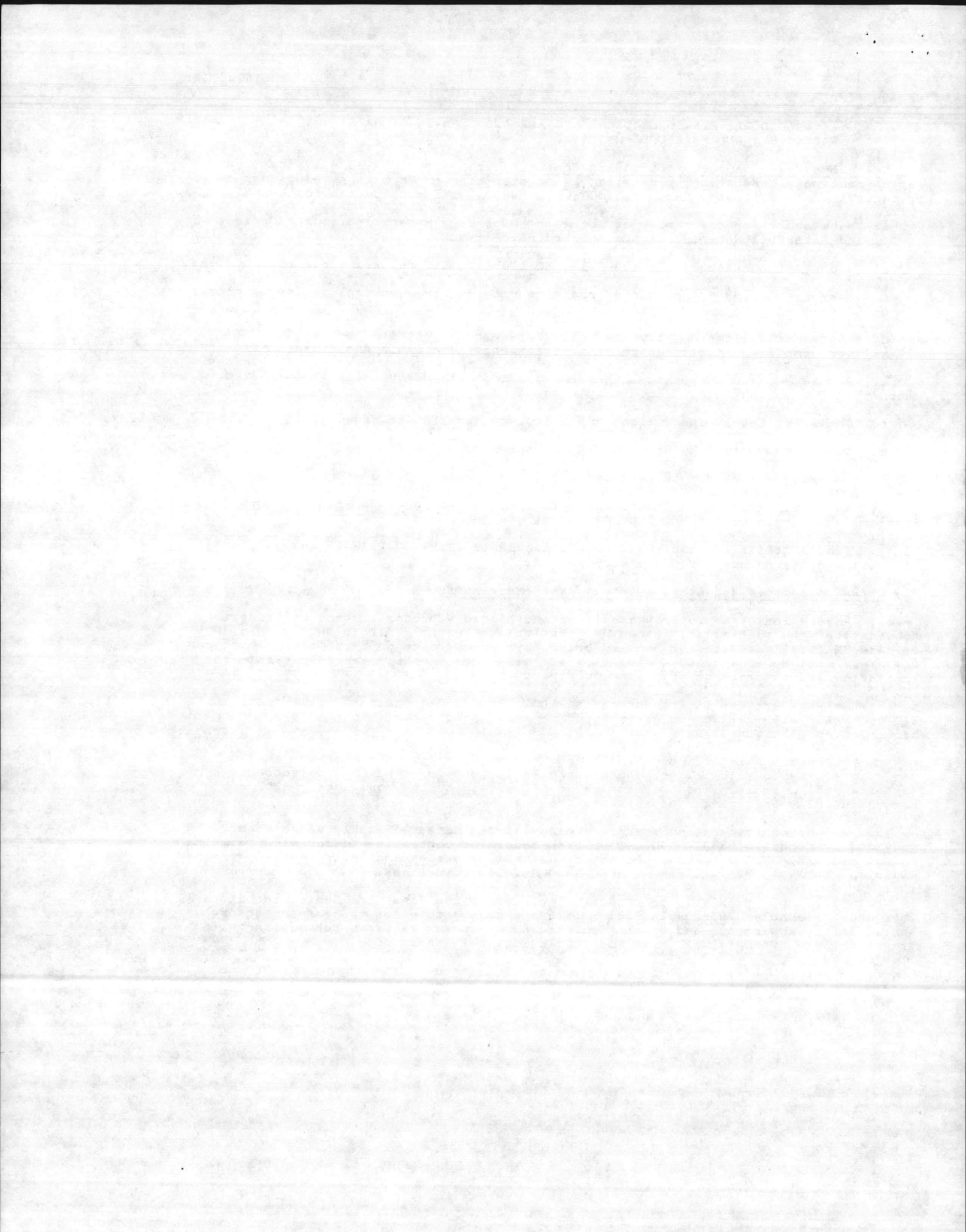
DISTRIBUTION: A
NREAD 300



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 HWSOP. Questions not addressed by HWSOP 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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. TMO and HMDO will cooperate 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.

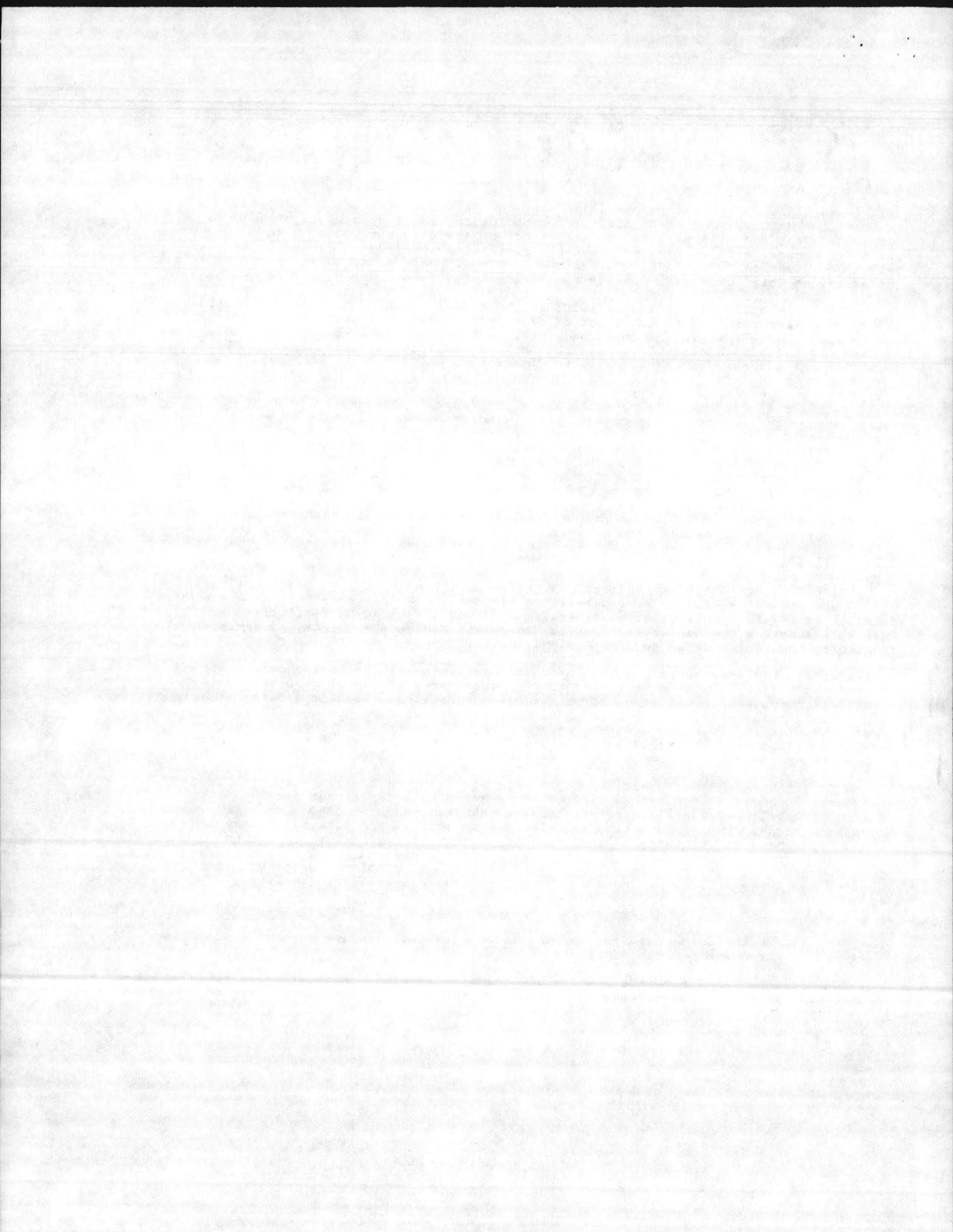
STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured 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.

STEP 7. 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 accumulation start dates on HW containers, the type and quantity of HW and the date documents delivered to DRMO.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

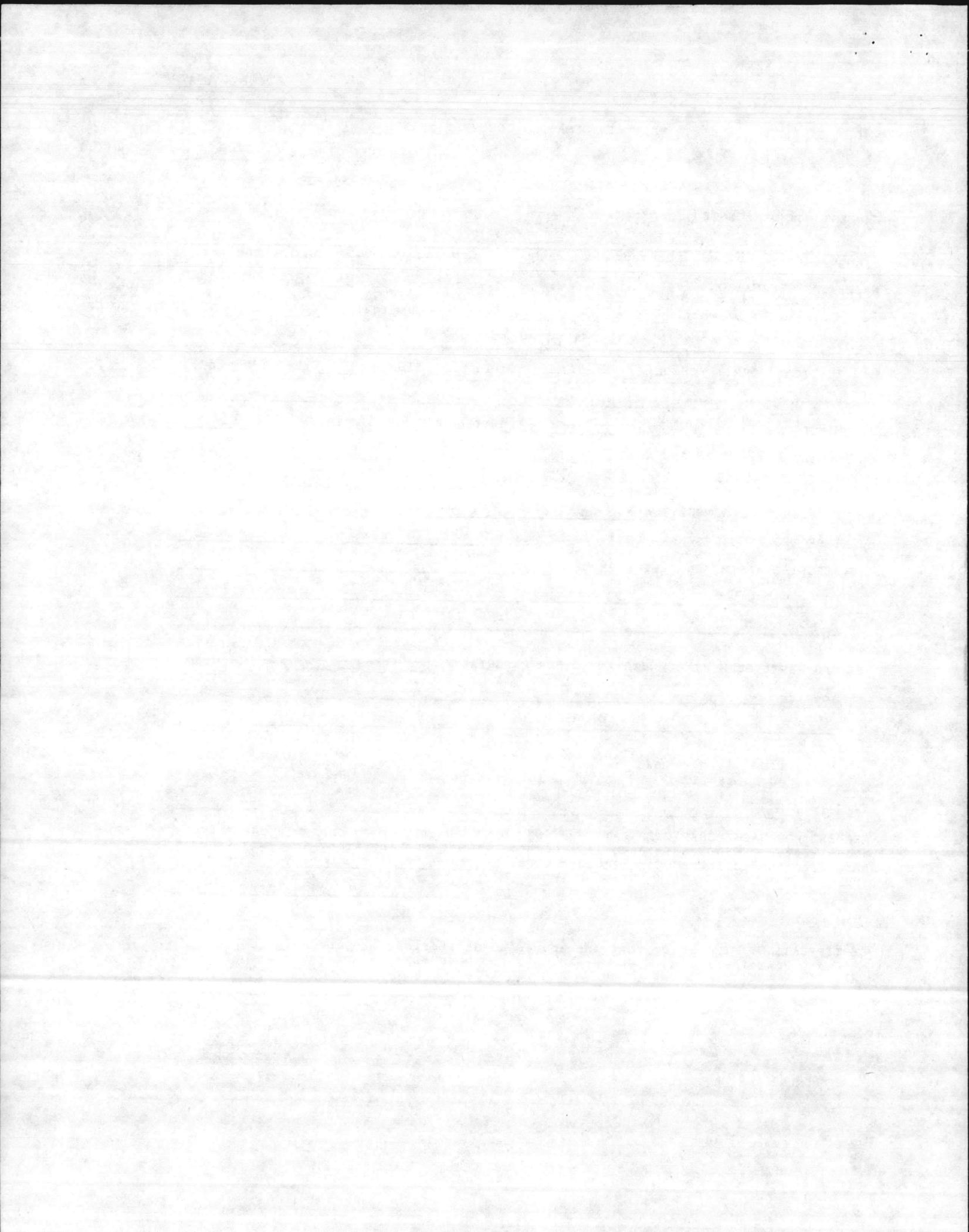
4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

HMDO Signature DATE

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 Signature DATE

Appendix A to ENCLOSURE (1)



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) _____

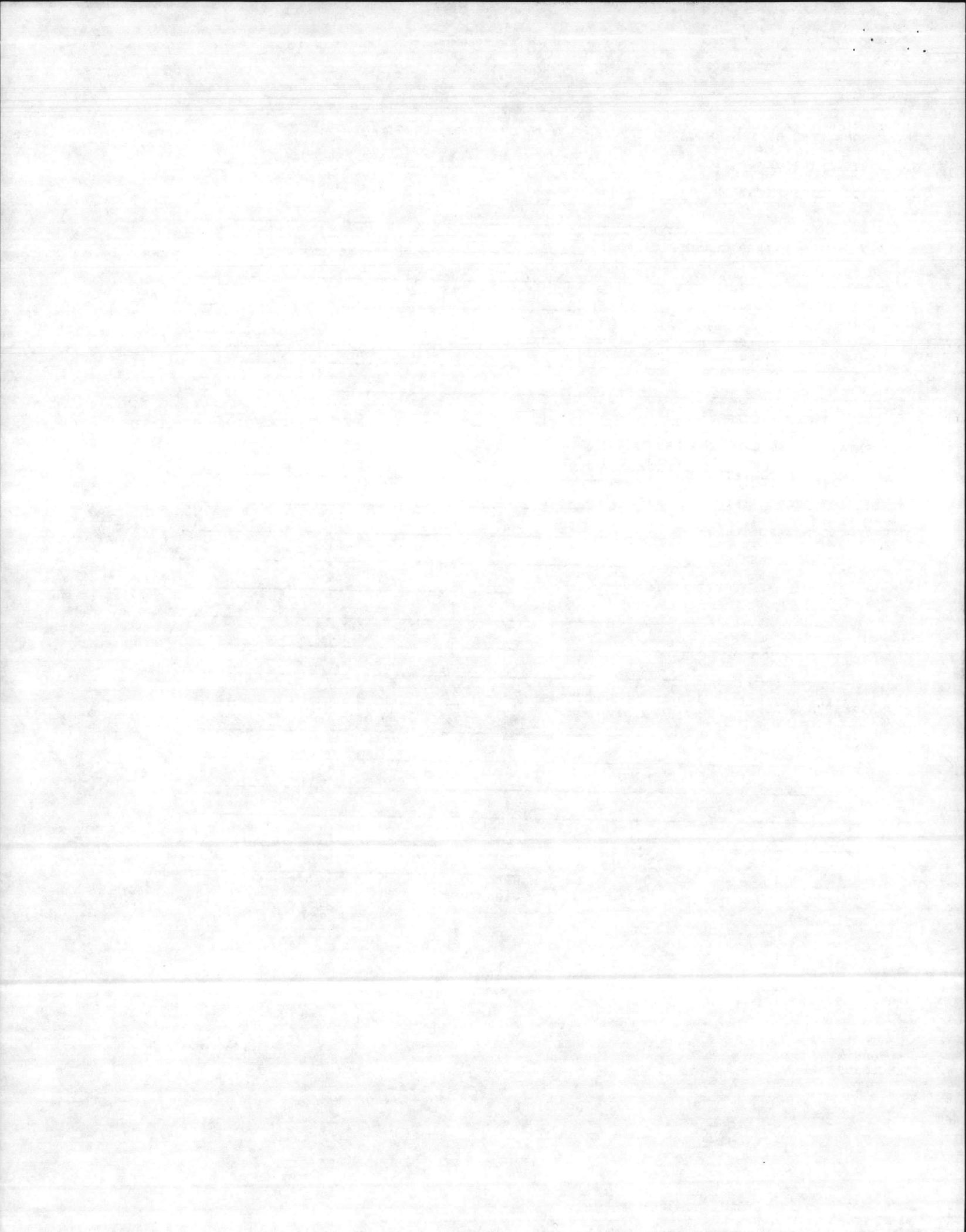
13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____

HMDC
Signature

Code

Date



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 BO 6240.5.
- (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.

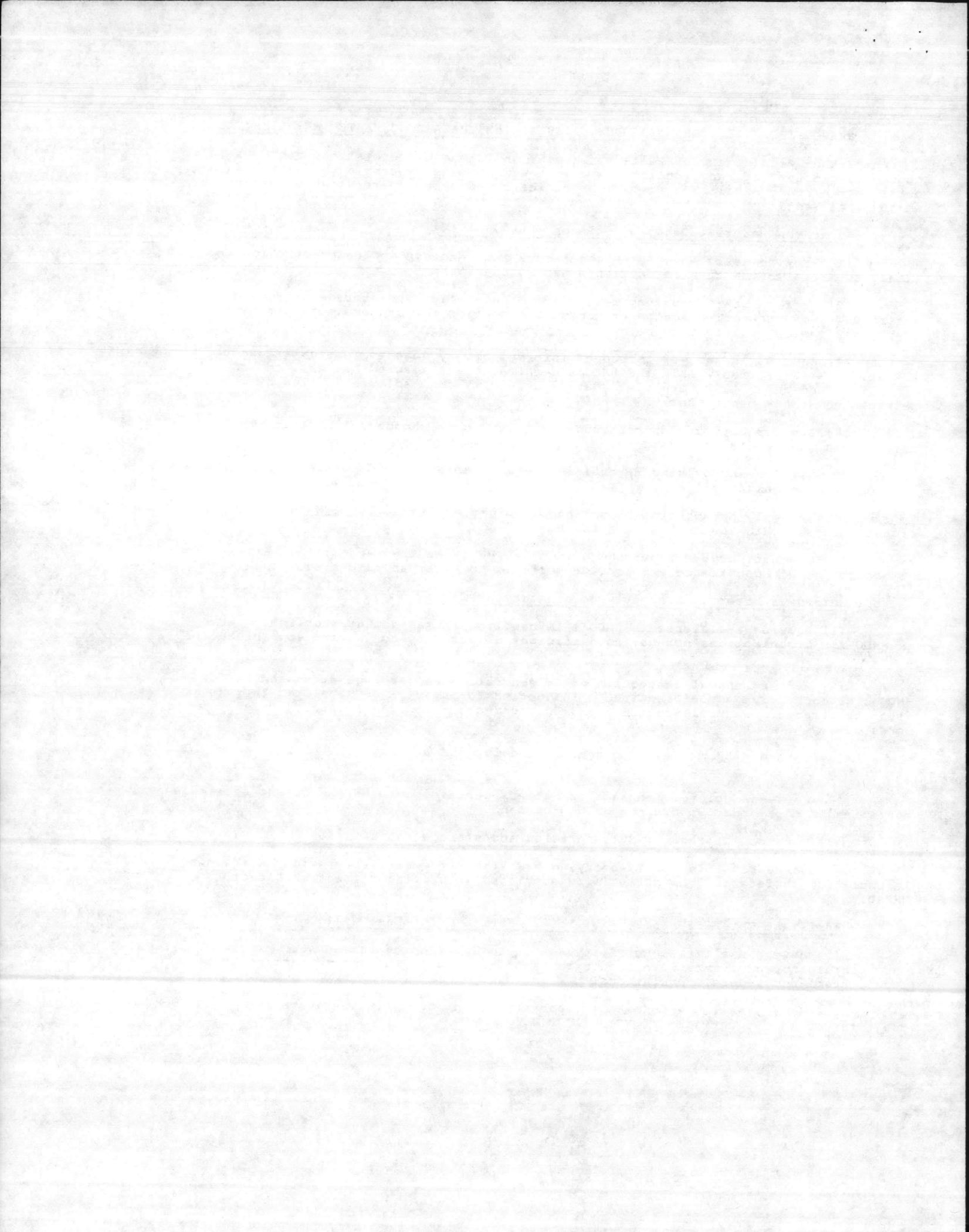
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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.

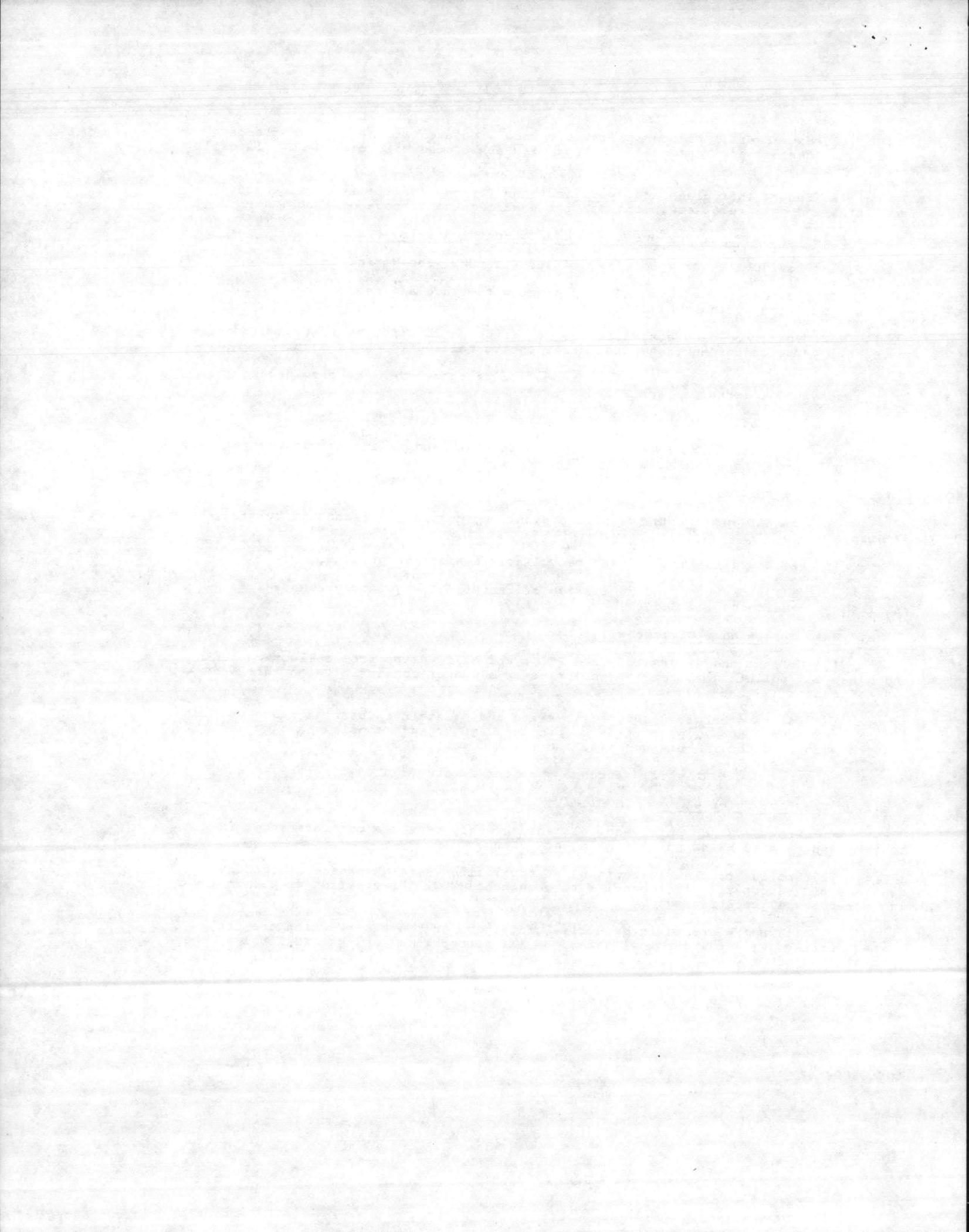
(3) Provide HM/HW spill response services in accordance with reference (d).

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 BO 11090.1B.

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

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

(1) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.25 and provide safety data and related technical support to HMDO's, HMDC'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 1.d(5) of this enclosure.

j. 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, TMO and DRMO 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).

k. 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)

(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.

1. 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.

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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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:

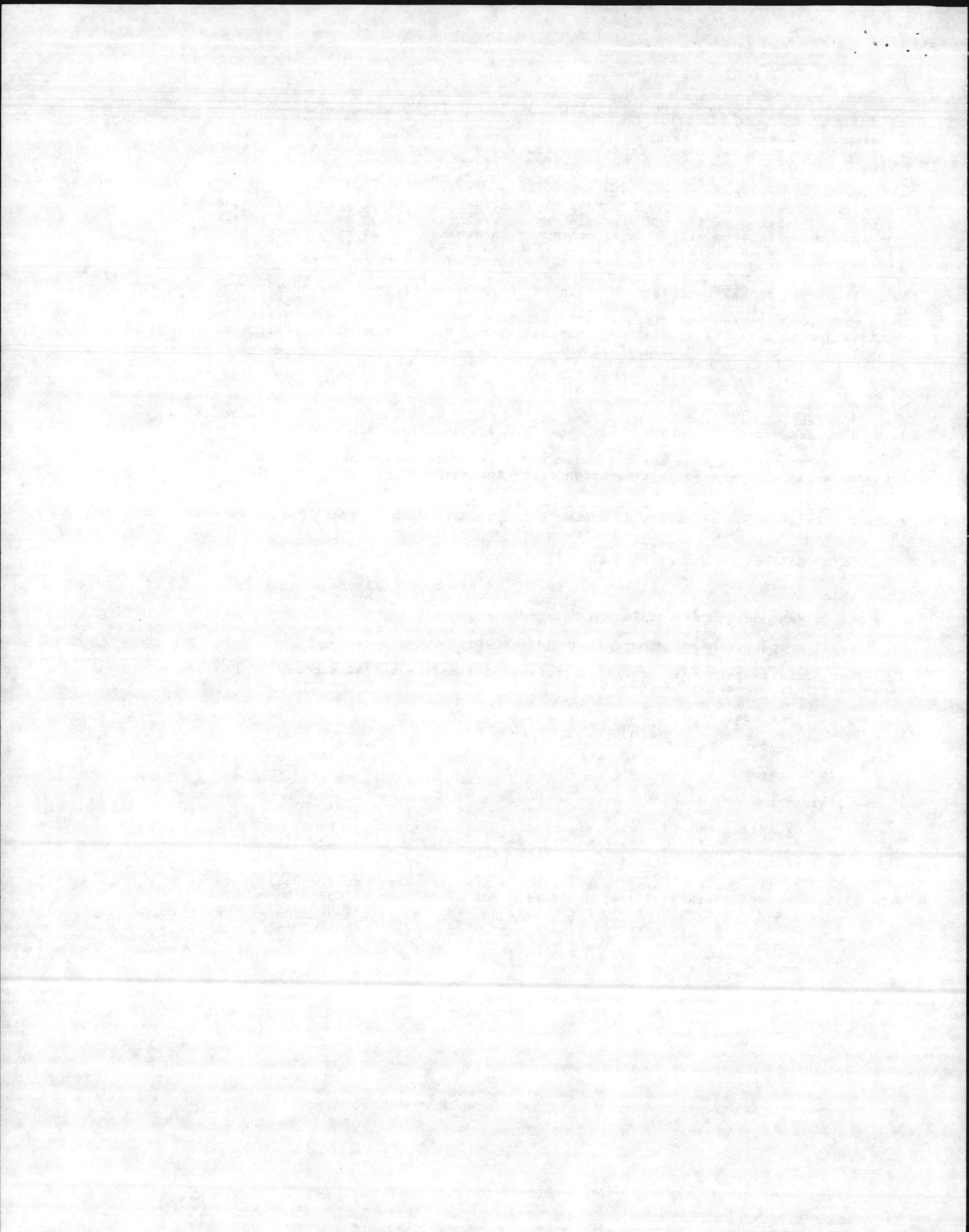
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (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, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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.

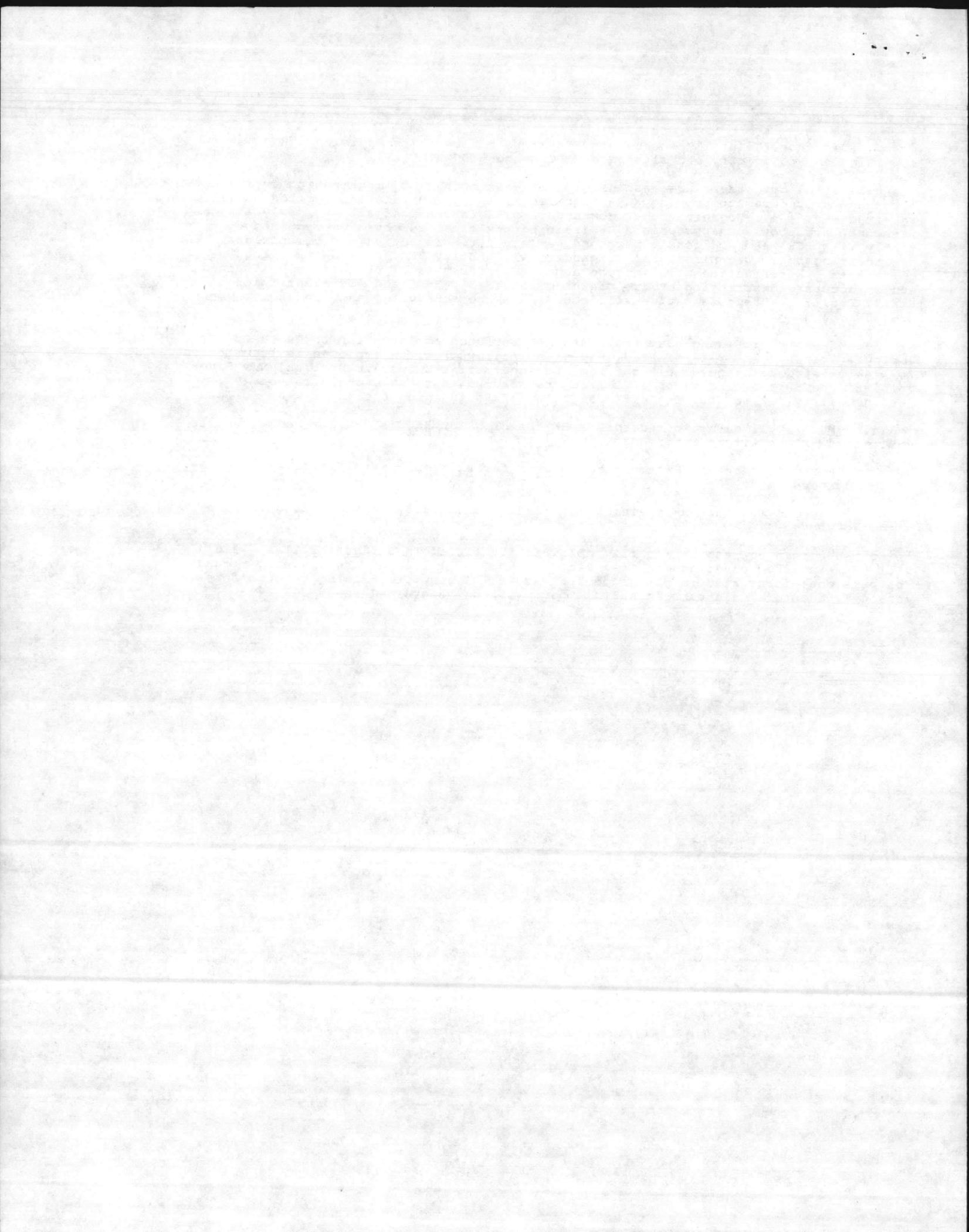
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred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

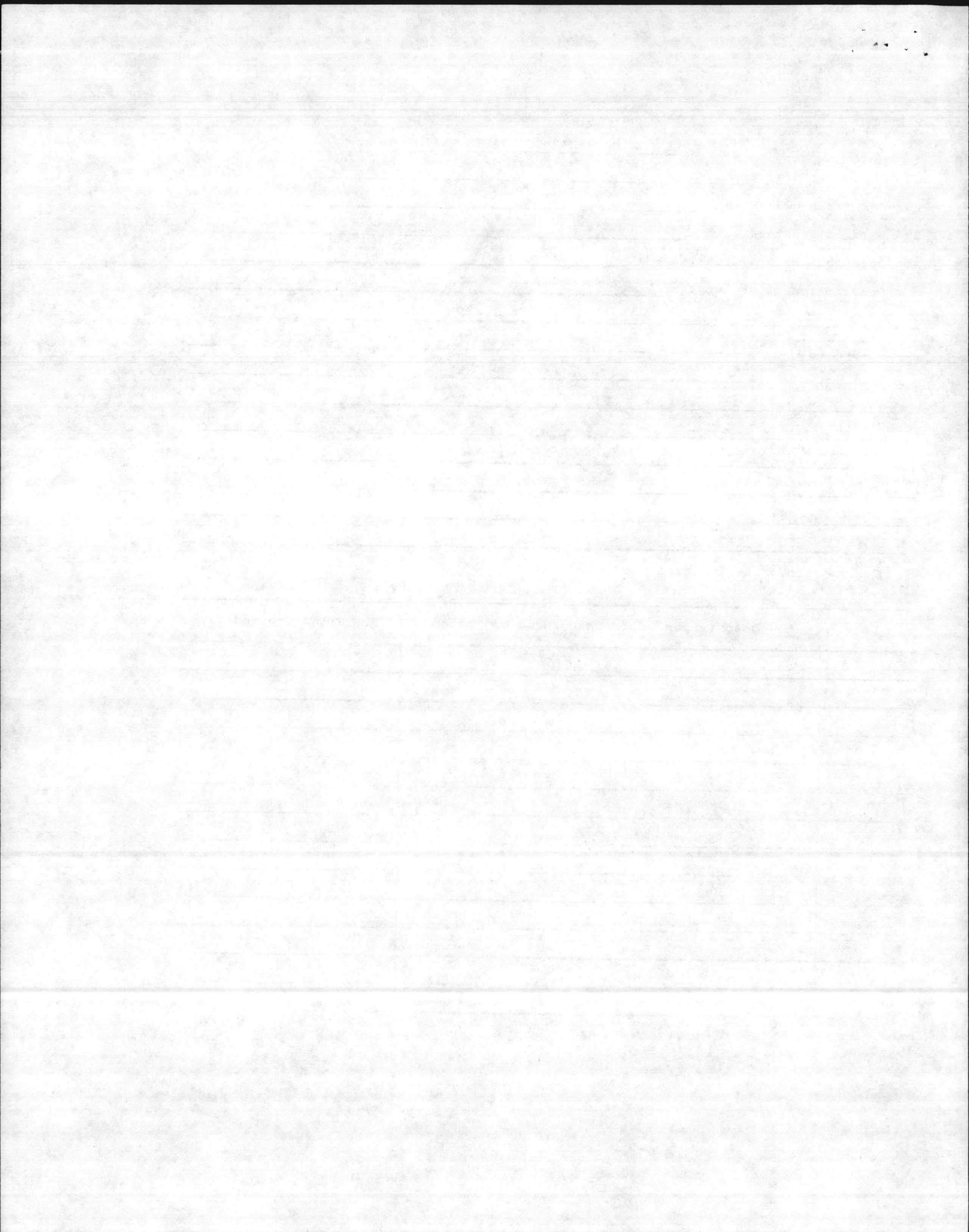
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

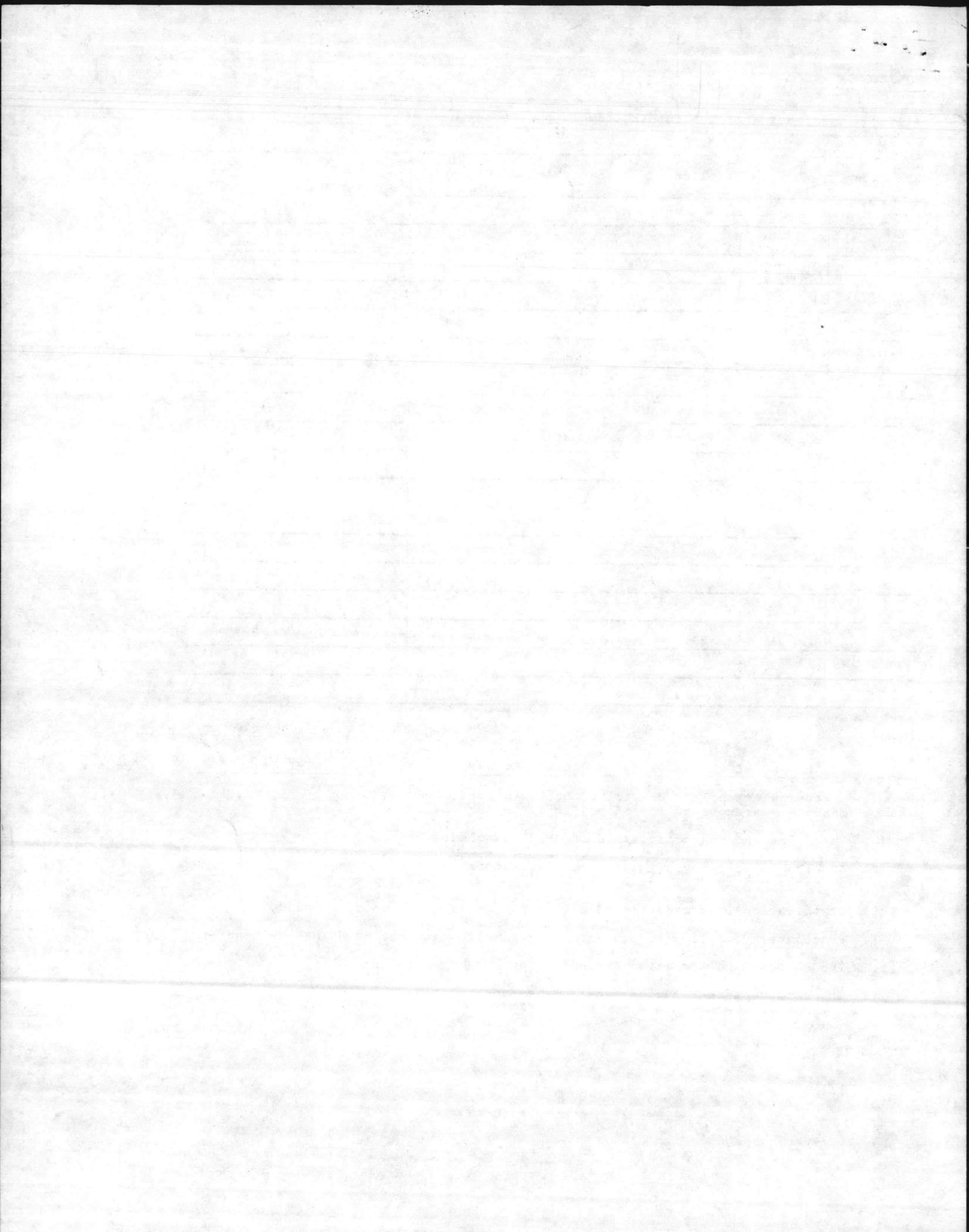
b. DRMO will maintain HW training records for all employees identified in paragraph 2b above.

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Attachment (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 28542-5001

BO 6240.5A
MREAD/st

BASE ORDER 6240.5A

From: Commanding General, Marine Corps Base, Camp Lejeune
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.

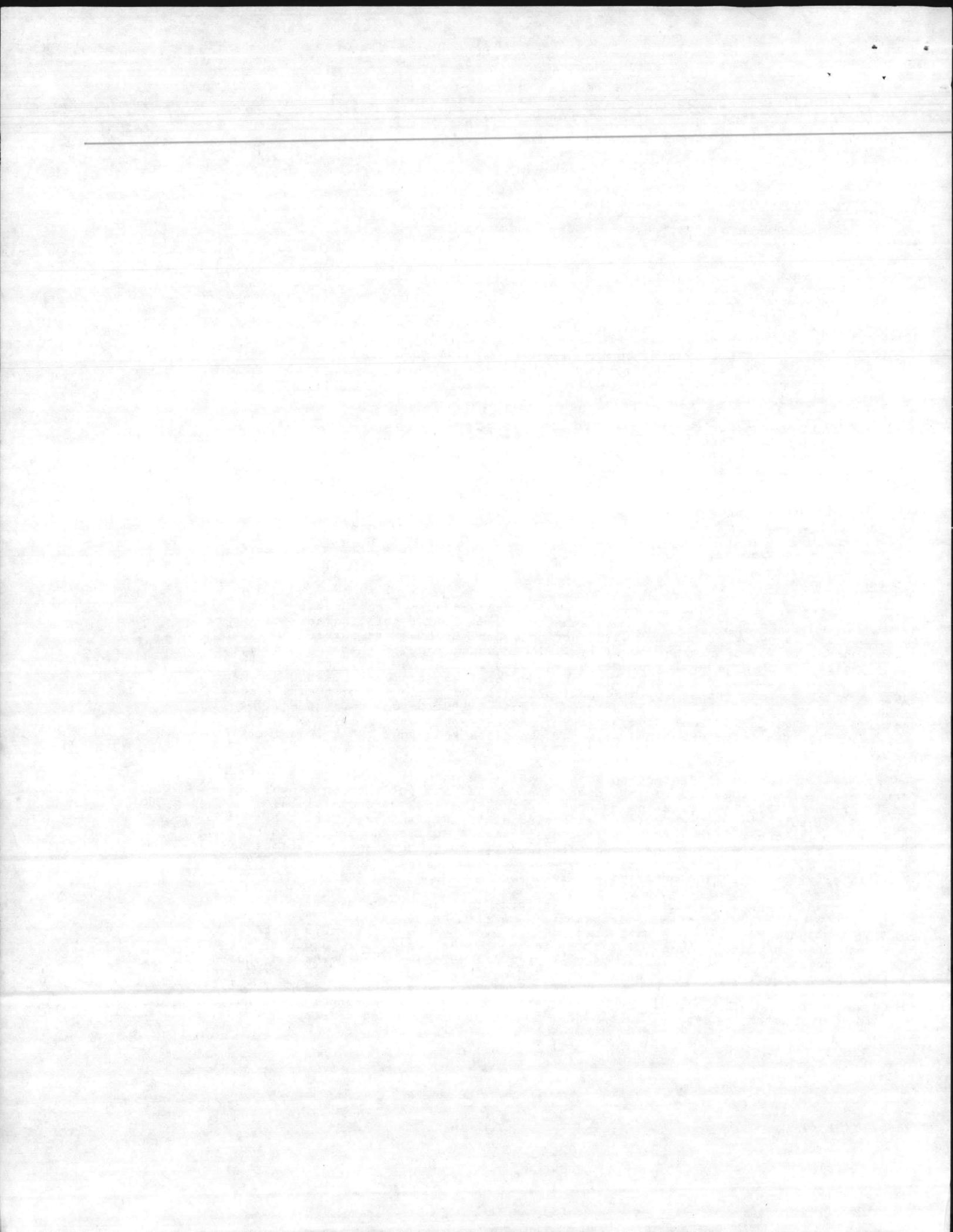
2. Cancellation. BO 6240.5.

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. The same Congressional action also stripped federal officers and employees of their official immunity for violation of federal, state and local pollution control and 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. Organizational commanders subject to this Order should be aware that four basic management issues must be addressed if HW are to be safely and efficiently handled and legal requirements satisfied. These are: use of containers which both meet requirements of reference (c) and are in good condition; clear, accurate marking and labeling of containers; availability of adequate supplies, equipment and storage facilities; and most important, proper HW training for all personnel routinely involved in HW management. Enclosures (1), (2) and (3) provide revised responsibilities, guidelines and procedures for HW management and related personnel training. HW training for military personnel is a major ongoing problem due to personnel turn over rates.



d. Major commands have established two collateral duty positions to coordinate and to assist with the implementation of the subject program. These are titled Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO).

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 safely and dealing with potential emergencies.

(2) HW training plans will be developed and implemented for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel.

(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 SOP in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at facility.

(5) A system of internal controls will be implemented continuously in a manner which ensures that violations of this Order are identified and proper level of disciplinary action is taken to discourage recurring violations.

b. Major commands will take action required to limit HW generation to the minimum 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:

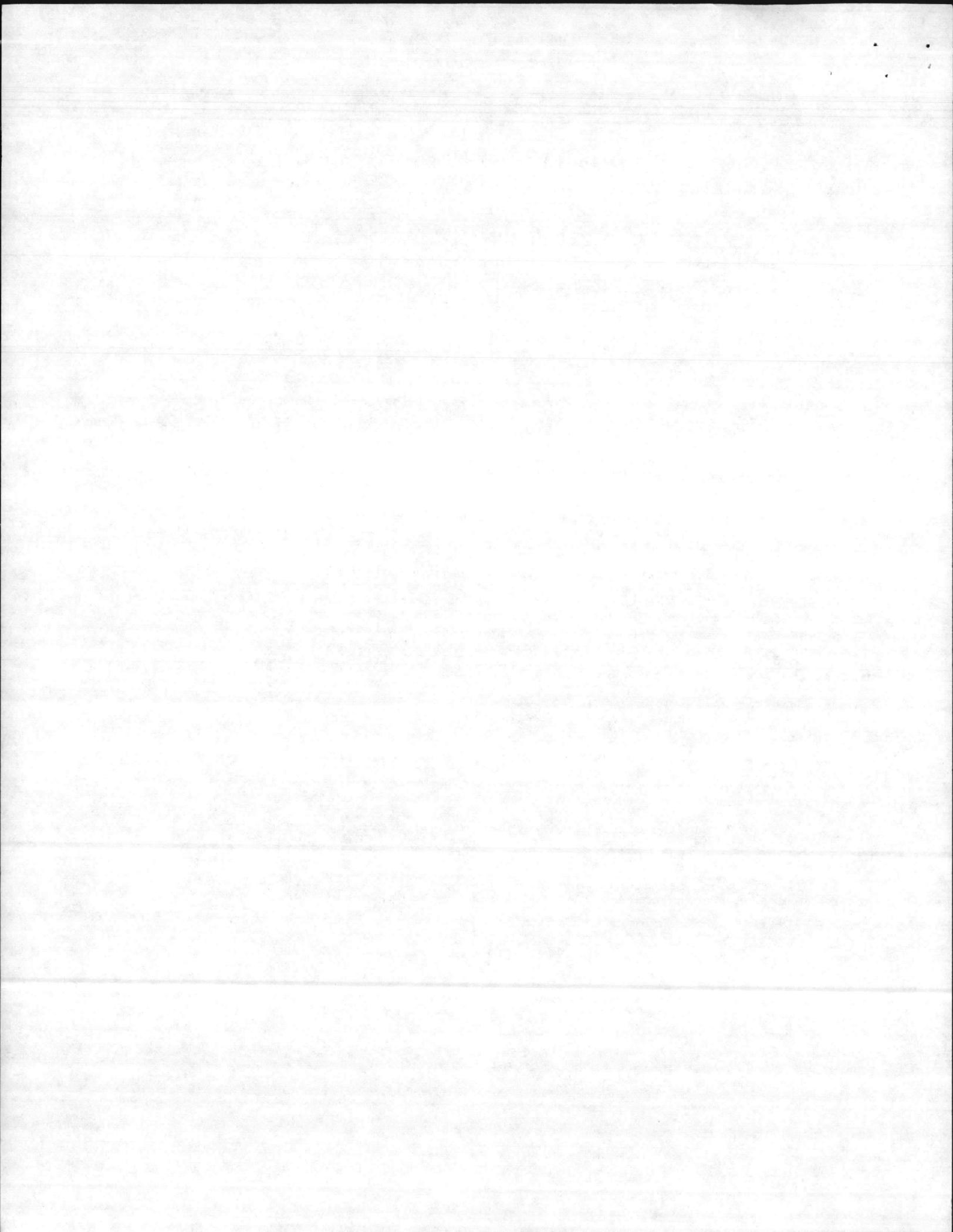
(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

(2) Maintain at all times a listing/directory of facilities where HW are handled and stored and ensure timely submittal 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 or dealing with HW and related emergency response.

(4) Require Commanding Officers of each Marine Air Group, Regiment, Battalion and separate Company (or equivalent) to appoint a HMDO with the authority and resources to carry out the duties outlined in enclosure (2).

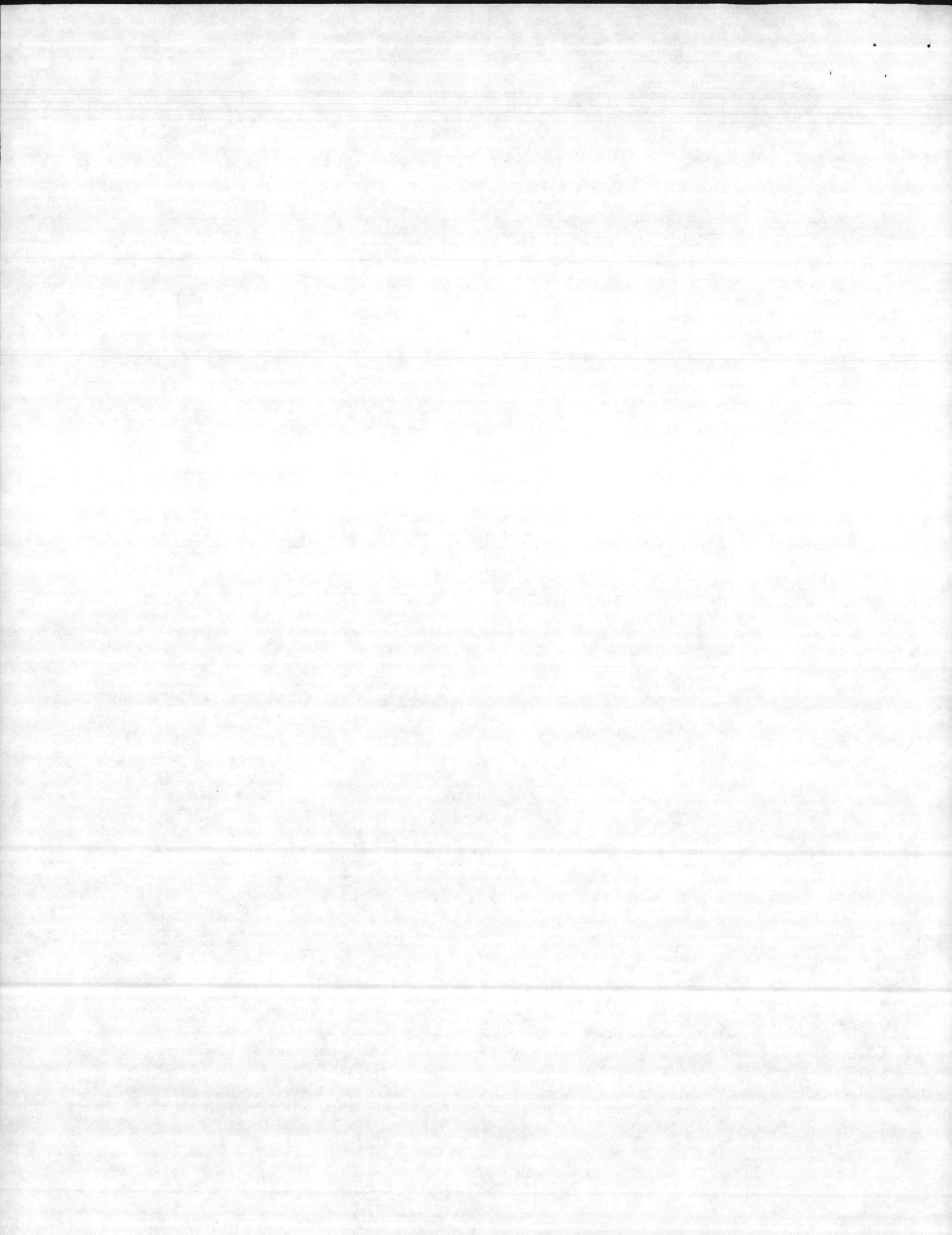
(5) Establish and promote HW management goals and objectives for supply and maintenance functions which promote the minimization of the volume and toxicity of HW generation.



5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FME, 2d Force Service Support Group (Rein), FME, 6th Marine Amphibious Brigade, FME, 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. Copy of BO 6240.5_ and 11090.1_.
- c. Name, title, duties and HW training records for each employee per enclosure (3).
- d. Waste Identification Document (WID) for each HW generated or handled completed per attachment (A) of this enclosure.
- e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies.
- 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 storage area.

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

- a. Possession of a properly completed and signed WID constitutes authorization to generate, handle or store a 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 attachment (B) 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 routine 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 placed on the container per attachment (B).
- 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.

ENCLOSURE (1)

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.

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.

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. AC/S Logistics, MCB, will provide contracting support.

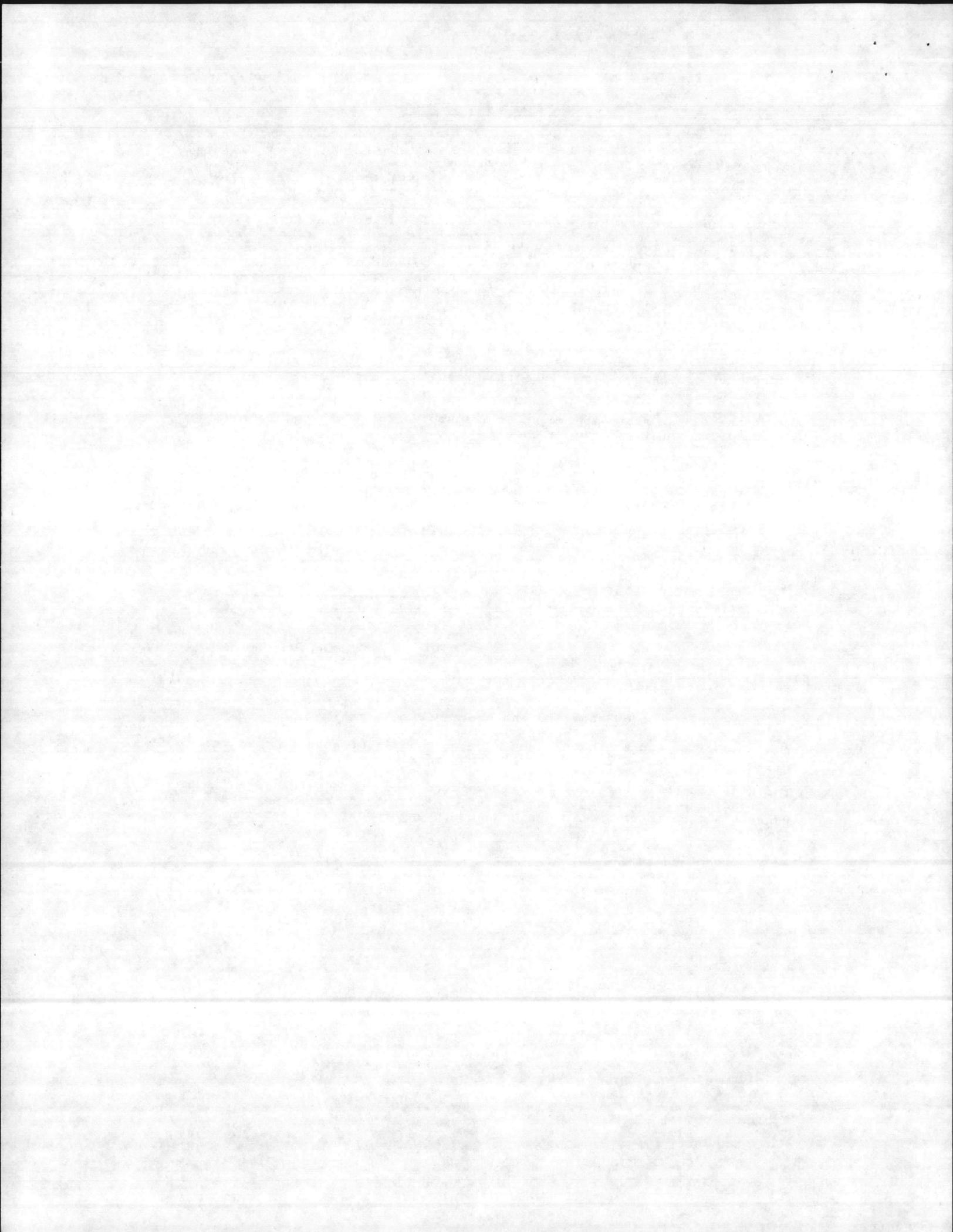
STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HW will provide transportation. TMO and HMDO will cooperate 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.

STEP 7. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

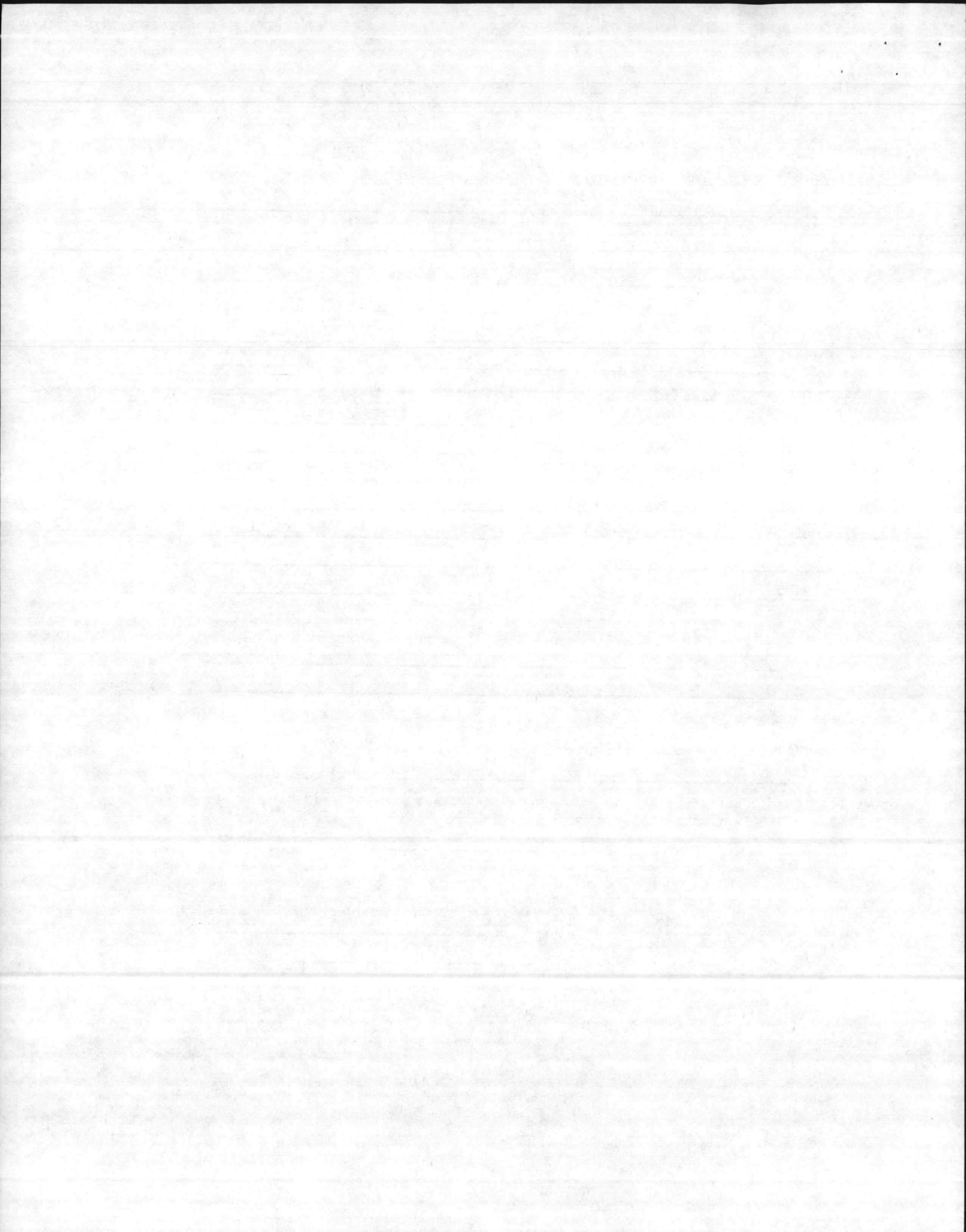
4. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO Signature DATE

5. 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. _____

HMDC Signature DATE

Appendix A to ENCLOSURE (1)



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: _____

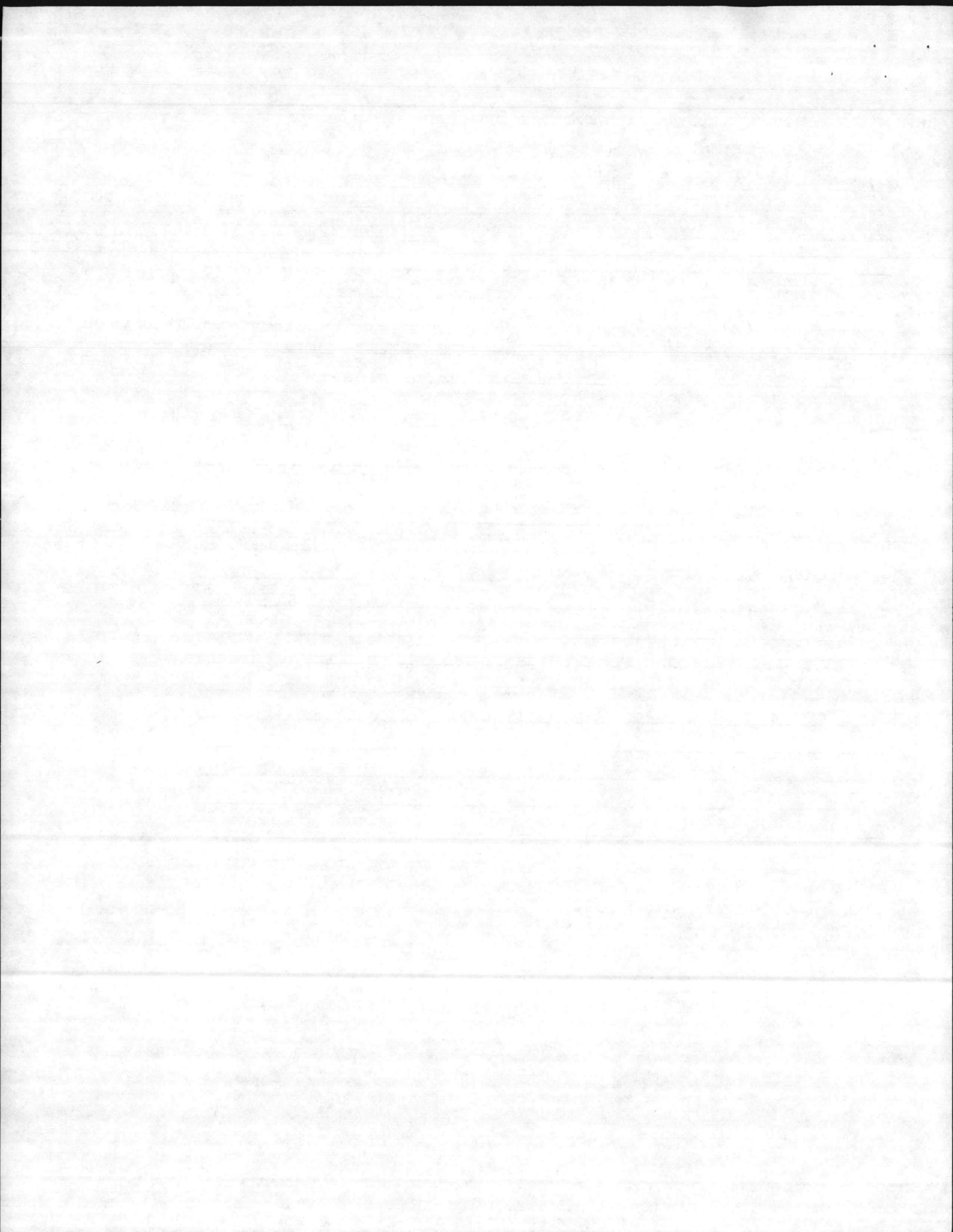
c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

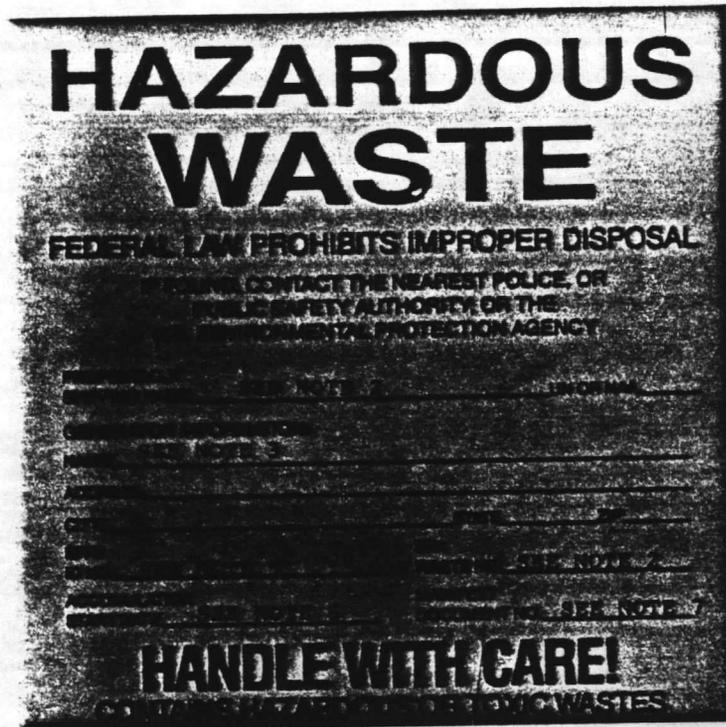
e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____
HMDC Code Date
Signature

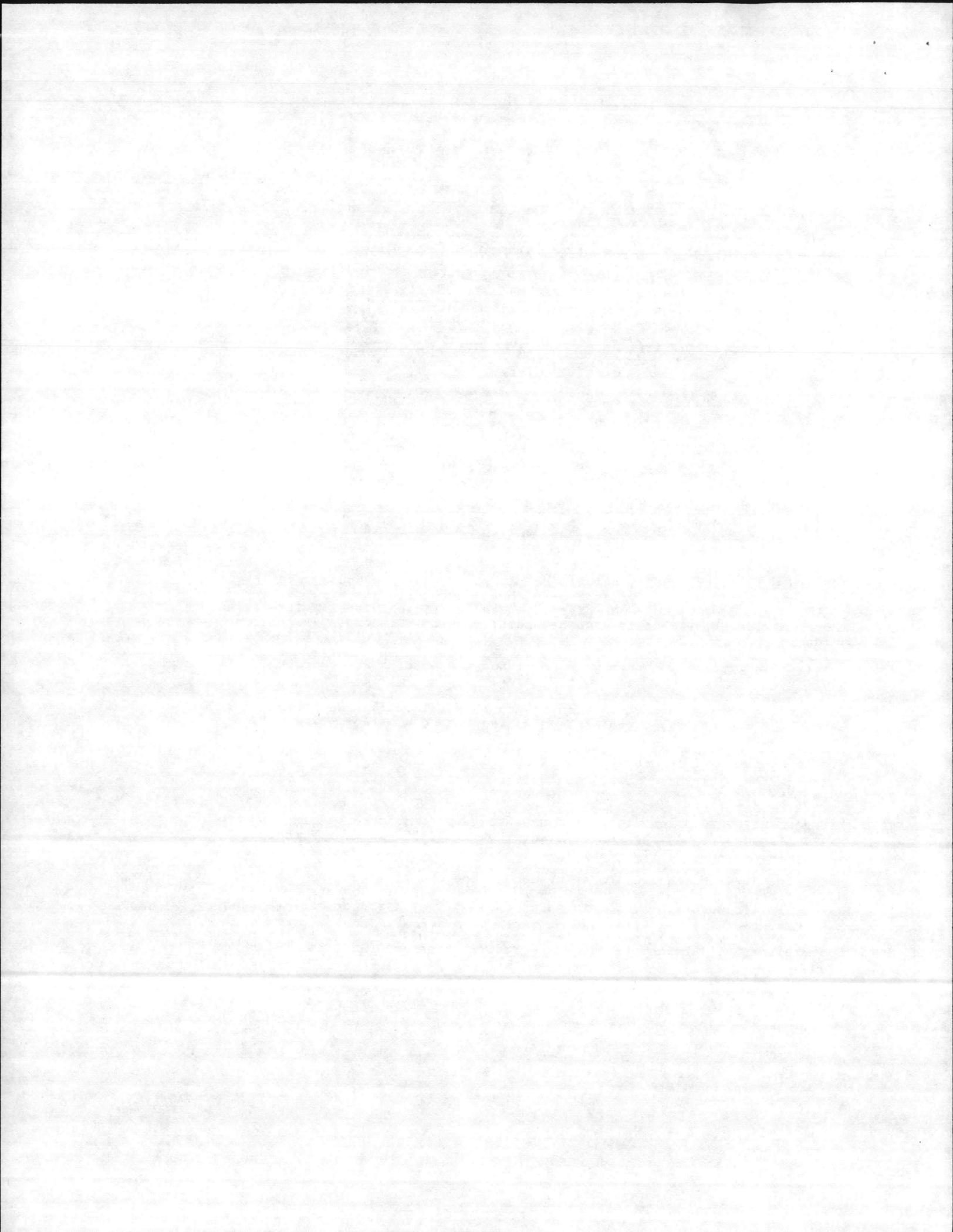


See Note 1



- Note 1: The above label or equivalent will be placed on all hazardous waste (HW) containers prior to use for storage of HW. Damaged labels will be immediately replaced, using same information as on original label. If original label is illegible, contact your Hazardous Material Disposal Officer for guidance.
- Note 2: Obtain this information from your HW Standard Operating Procedure. If not available, contact your Hazardous Material Disposal Officer.
- Note 3: Enter the name of the organization having physical custody of the HW at time label is placed on the container, unless replacing a damaged label. See Note 1 above.
- Note 4: Enter either "MCAS, New River, Jacksonville", for HW generated aboard or by organizations stationed aboard the Marine Corps Air Station, New River. Enter "Marine Corps Base, Camp Lejeune" for all other HW generated locally.
- Note 5: Enter NC 8170022570 for all waste generated aboard or by organizations stationed aboard MCAS, New River. Enter NC 6170022580 for all other HW generated within the Camp Lejeune complex.
- Note 6: Enter the date that HW was first placed in the container unless the facility has written authorization from CG, MCB, Camp Lejeune to operate as a HW satellite accumulation area. In which case, follow instructions provided within the written authorization.
- Note 7: Leave Blank, will be completed by the Traffic Management Officer, Camp Lejeune.

Appendix B to
ENCLOSURE (1)



HAZARDOUS WASTE (HW) MANAGEMENT INSPECTION FORM FOR
HAZARDOUS MATERIAL DISPOSAL COORDINATES AND OFFICERS

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? _____

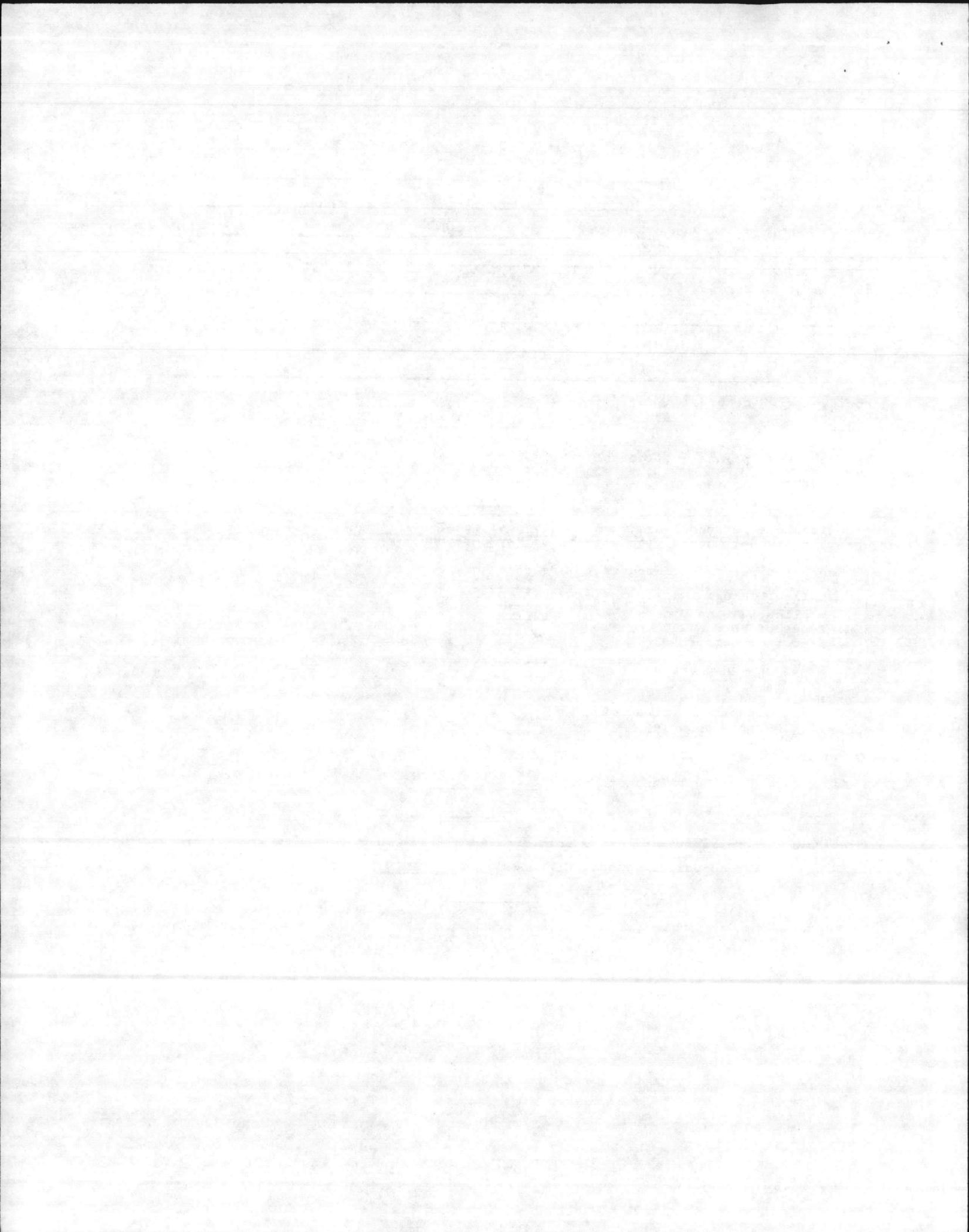
b. Are spills likely to reach soil or water? _____

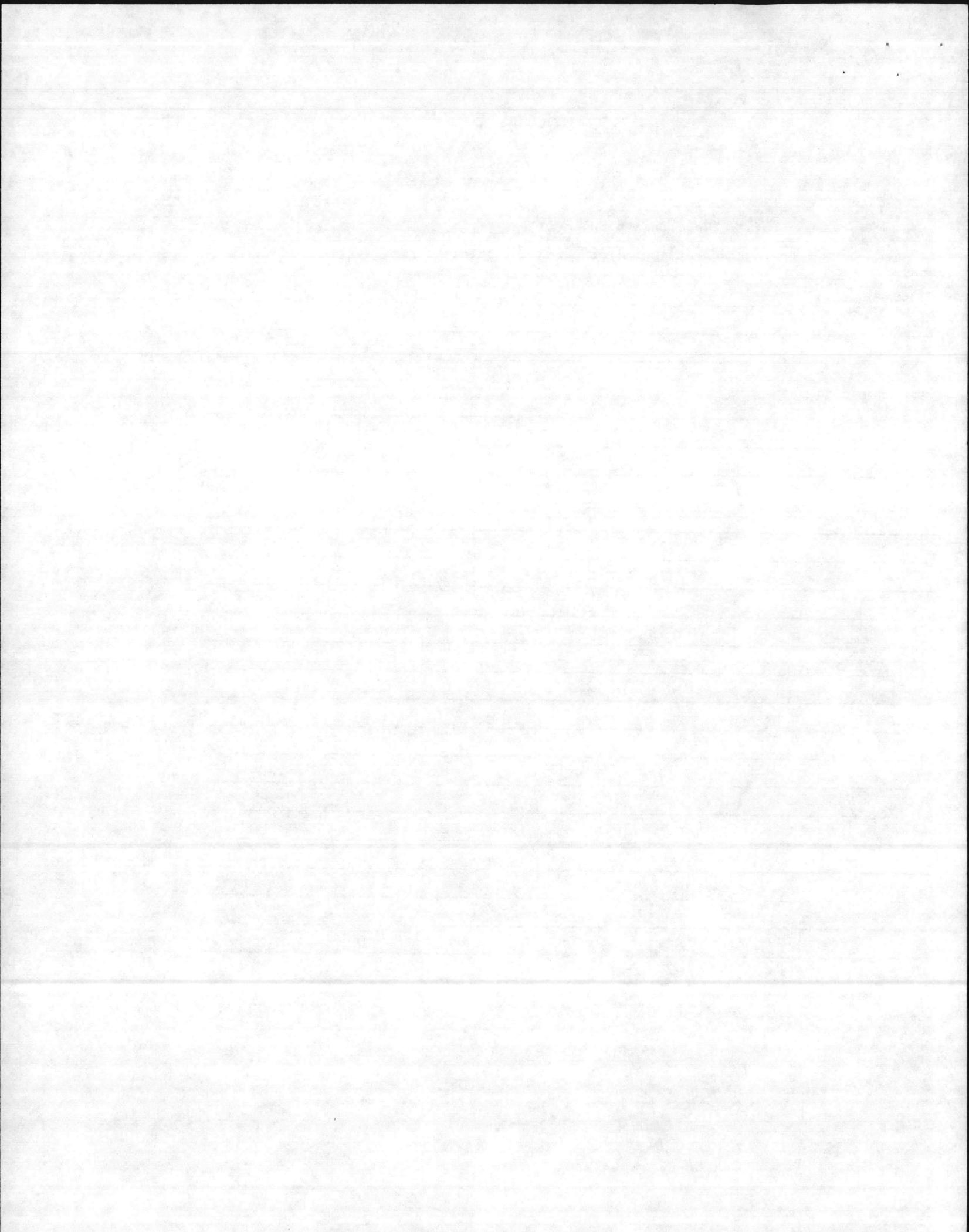
c. Are HW protected from weather? _____

d. Are weekly HW inspections conducted properly? _____

e. Are discrepancies corrected promptly? _____

Appendix C to
ENCLOSURE (1)





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 BO 6240.5.
- (2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (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 questioned to the HMDC.

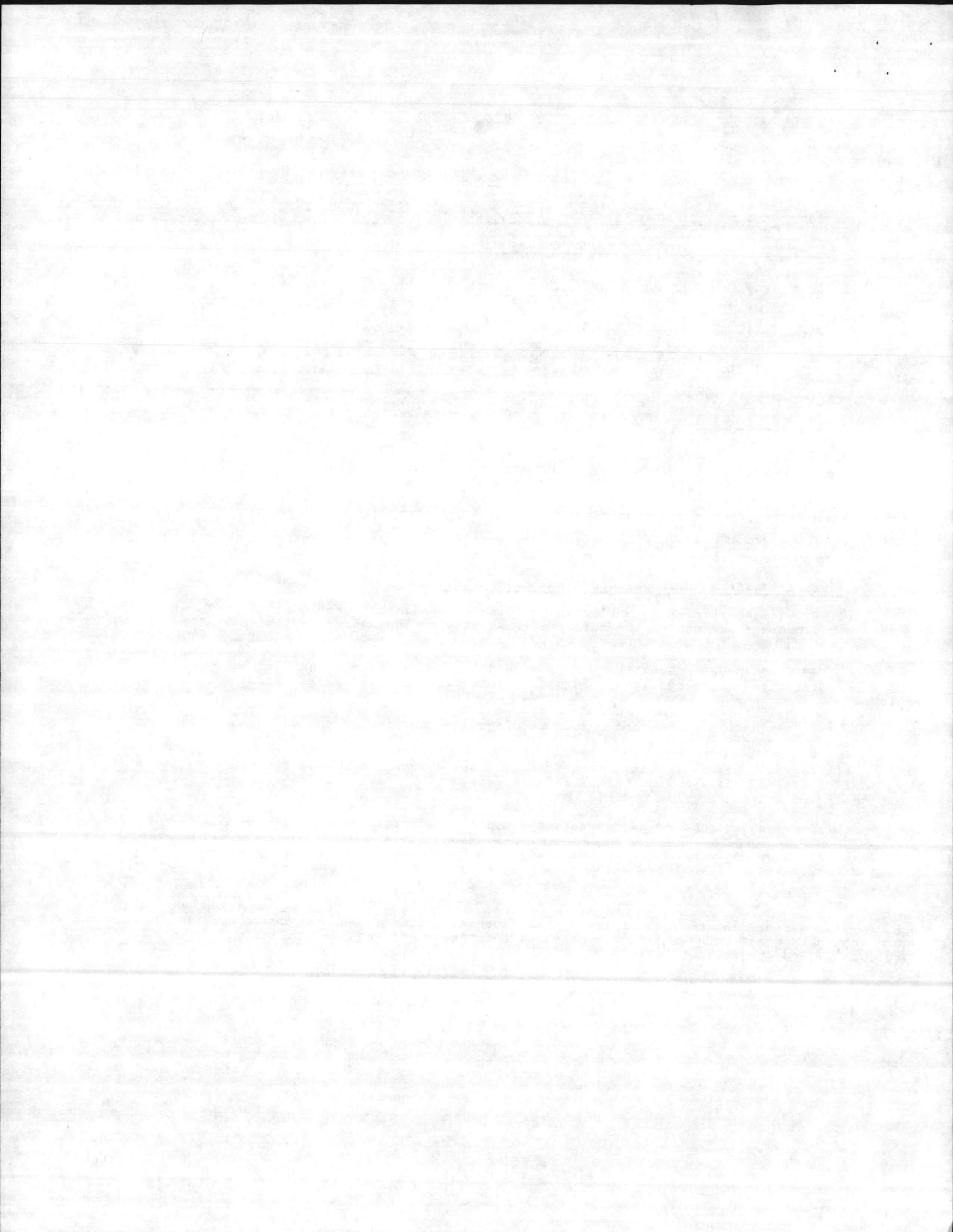
b. Hazardous Material Disposal Coordinator (HMDC) will:

- (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 inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.
- (3) Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.
- (4) Serve as command point of contact with Marine Corps Base Environmental personnel on matters dealing with worksite HW inspections by State and Federal agencies and implementation of this Order.
- (5) Develop listings of HW generation and storage facilities.
- (6) Develop and provide to the Base Civilian Personnel Division (CPD) the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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 and pretreatment facilities associated with base sewage collection and treatment systems.

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

f. Base Fire Chief will:

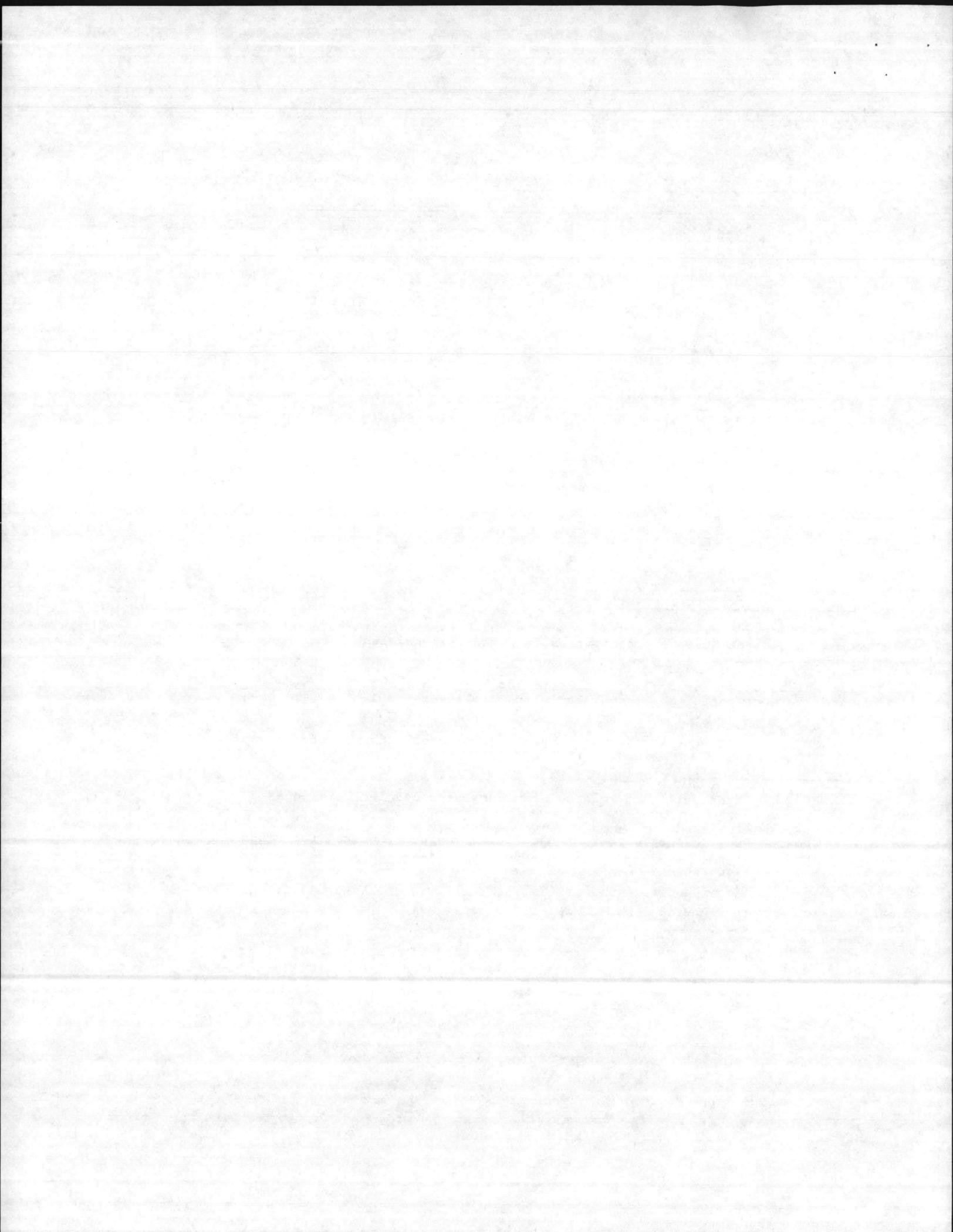
(1) Provide HM/HW spill and related emergency services per references (d) and (e).

(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.

ENCLOSURE (2)



(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) Develop and implement a program to provide, on a continuing and reimbursable basis, empty containers, labels, labeling equipment, absorbents, and other HM/HW handling supplies required to implement this Order and BO 11090.1B.
- (4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

- (1) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.
- (2) 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 (DRMO) of the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

- (1) Develop and implement a comprehensive HW personnel training plan meeting the requirements of reference (b) and related State of North Carolina regulations.
- (2) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.2S and provide safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

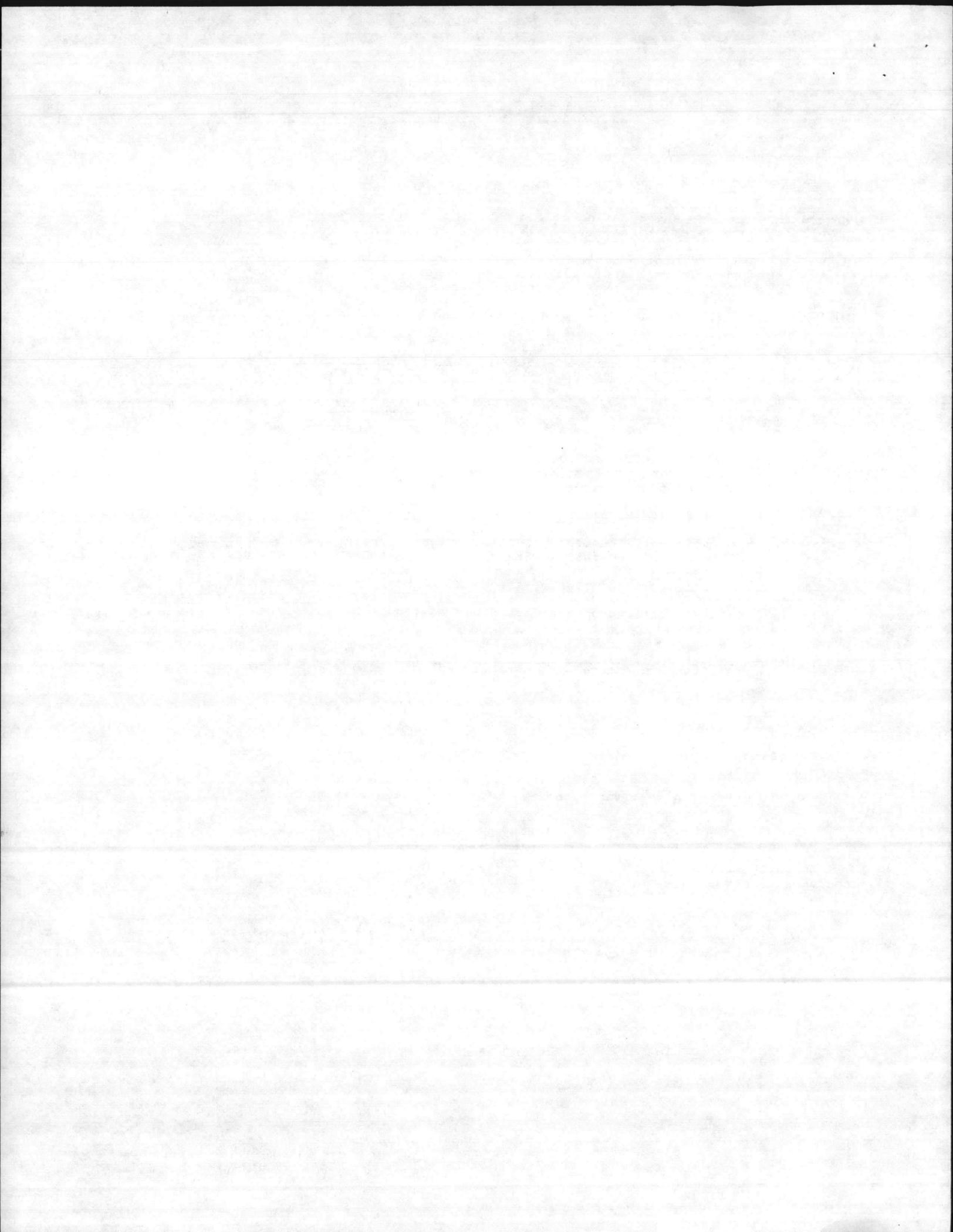
j. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, TMO and DRMO required to accomplish the following:

- (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).

k. 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.
- (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.

ENCLOSURE (2)

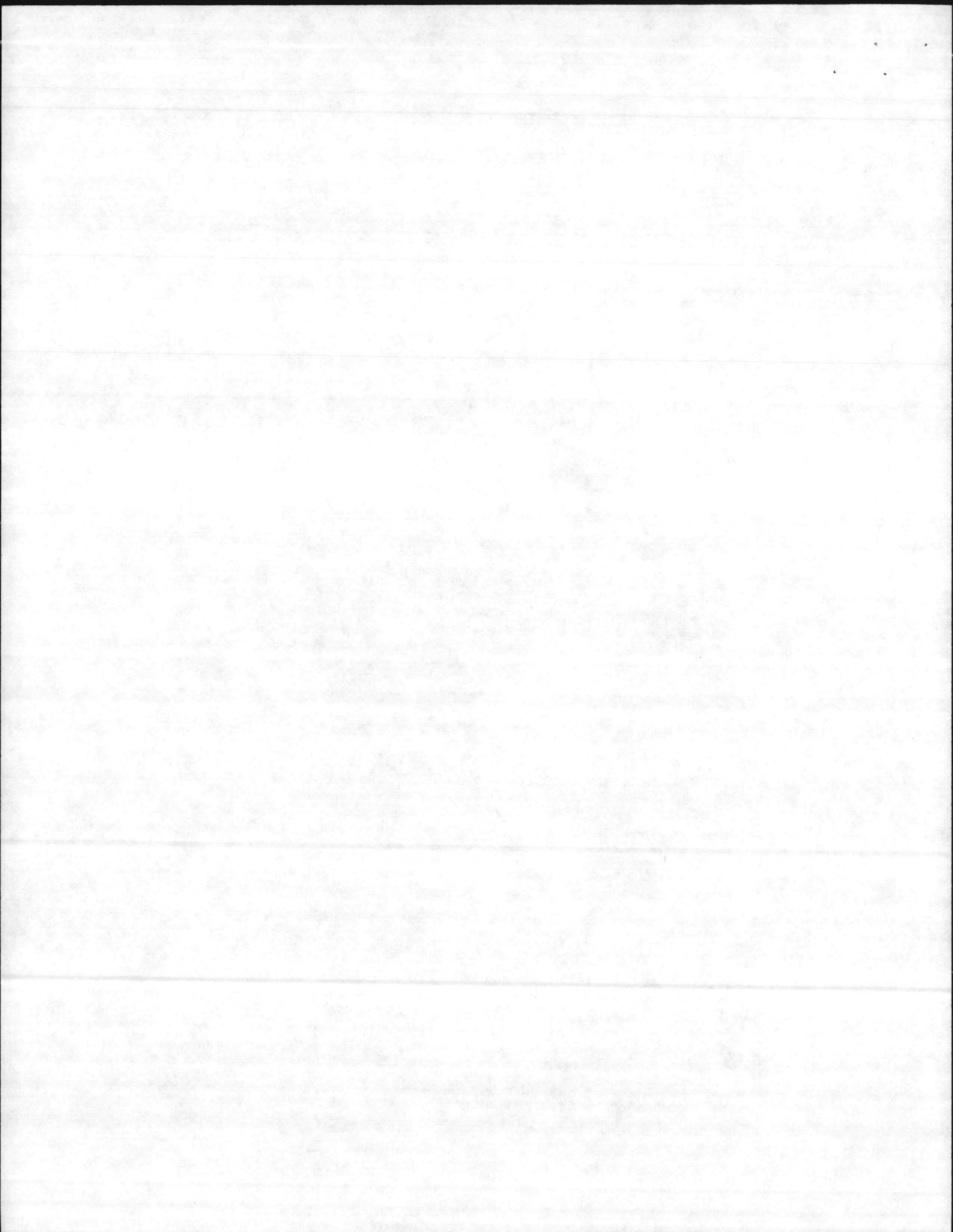


(4) Maintain records of DRMO HM/HW storage and disposal activity in a manner which provides information required for preparation and timely submittal of required reports to state and federal regulatory agencies.

(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.

1. 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. Attachment (A) Part II outlines the minimum HW training required for all categories of employees identified in Section 2 below.

2. 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., Attachment (A) Part I or II (or equivalent) 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.
- 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 and storage 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:

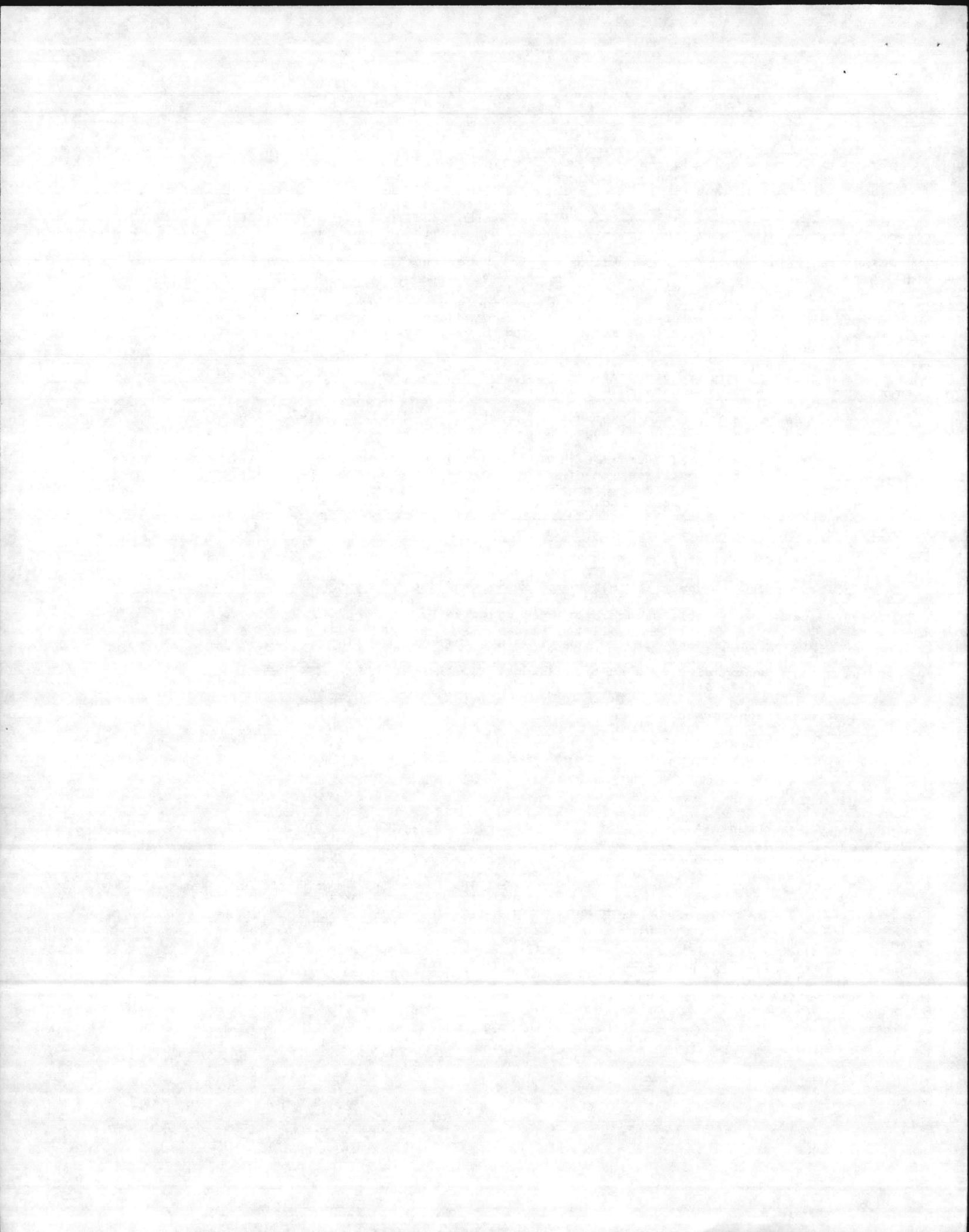
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (A) Part I or II for these staff specialists and emergency personnel are 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, Manpower, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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, Manpower representative will coordinate the scheduling and funding of specialized HW training.

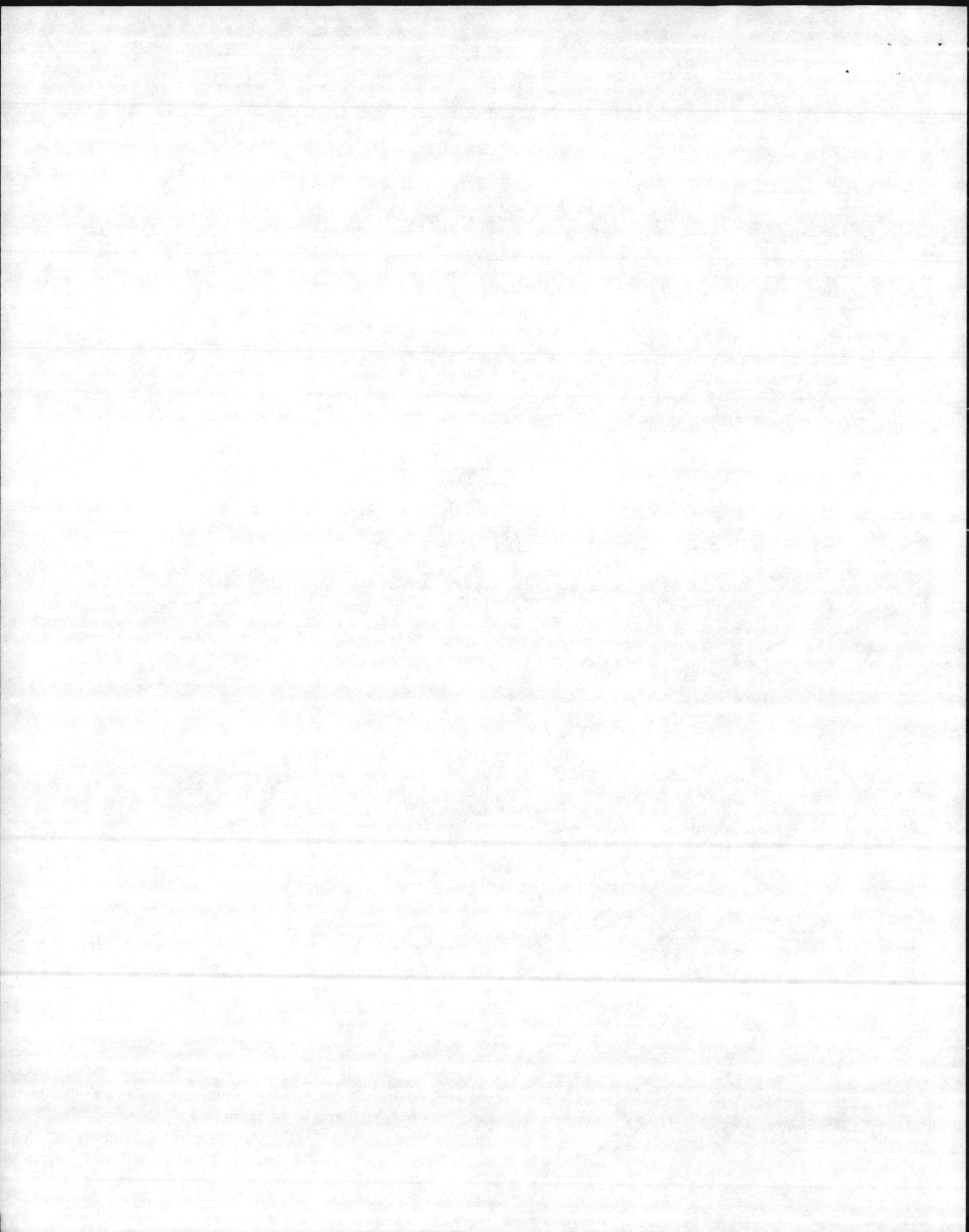
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred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

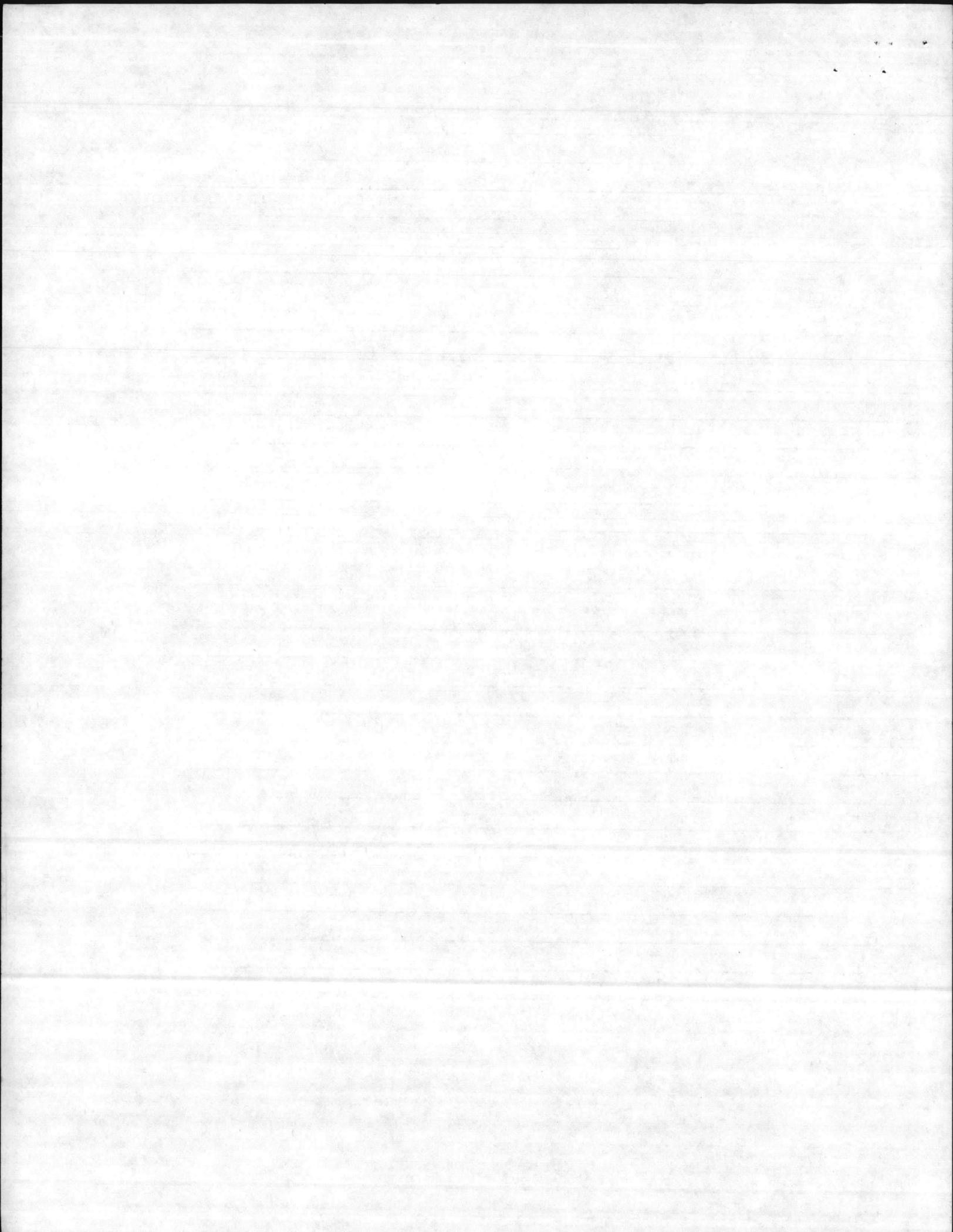
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

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

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 5(a)-5(c) will be maintained on Attachment (A) Part I. Records of personnel identified in paragraph 5(d) will be maintained on Attachment (A) Part II. HMDO will maintain HW training records for personnel identified in paragraph 5(d) above. A copy of training records for personnel identified in paragraph 5(d) above will be maintained in HWMSOP.





PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

1. Name of Organization: _____

2. Description of Training: The personnel shown below were provided a minimum of one and one-half hours of on-the-job training covering the following:

- a. Review of the types and characteristics of HM/HW handled.
- b. Review of activity oil and hazardous substance spill prevention and contingency plan contained in BO 11090.1_.
- c. Organizational procedures and policy for implementation of BO 6240.5.
- d. Procedures to follow in protecting personal safety during HM/HW emergencies.
- e. Review of the HW Standard Operating Procedure for the organization.

The training included question and answer session at the end of training.

3. Personnel Training Provided to:

Name of Trainee	Name of Trainer	Training Date	Trainer/Trainee Signatures



UNITED STATES MARINE CORPS
Natural Resources and Environmental Affairs Division
Marine Corps Base
Camp Lejeune, North Carolina 28542

IN REPLY REFER TO:
5200
NREAD
15 Sep 86

From: Director, Natural Resources and Environmental Affairs
Division, Marine Corps Base, Camp Lejeune
To: Distribution List
Subj: PROPOSED BASE ORDER 6240.5A
Encl: (1) BO 6240.5A

1. The enclosure is provided for your review, concurrence/comments and return to NREAD by 26 Sep 1986.
2. Point of contact in this matter is Mr. Danny Sharpe, x2083/1690.

FOR *CD Peterson*
JULIAN I. WOOTEN

DISTRIBUTION:
CG, II Marine Amp Force
CG, 2dMARDIV, FMF
CG, 2dFSSG(Rein) FMF
CG, 6th MAB
CO, MCAS (New River)
CO, Naval Hosp
CO, Dental
DRMO

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

BO 6240.5A
HREAD/st

BASE ORDER 6240.5A

From: Commanding General, Marine Corps Base, Camp Lejeune
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.

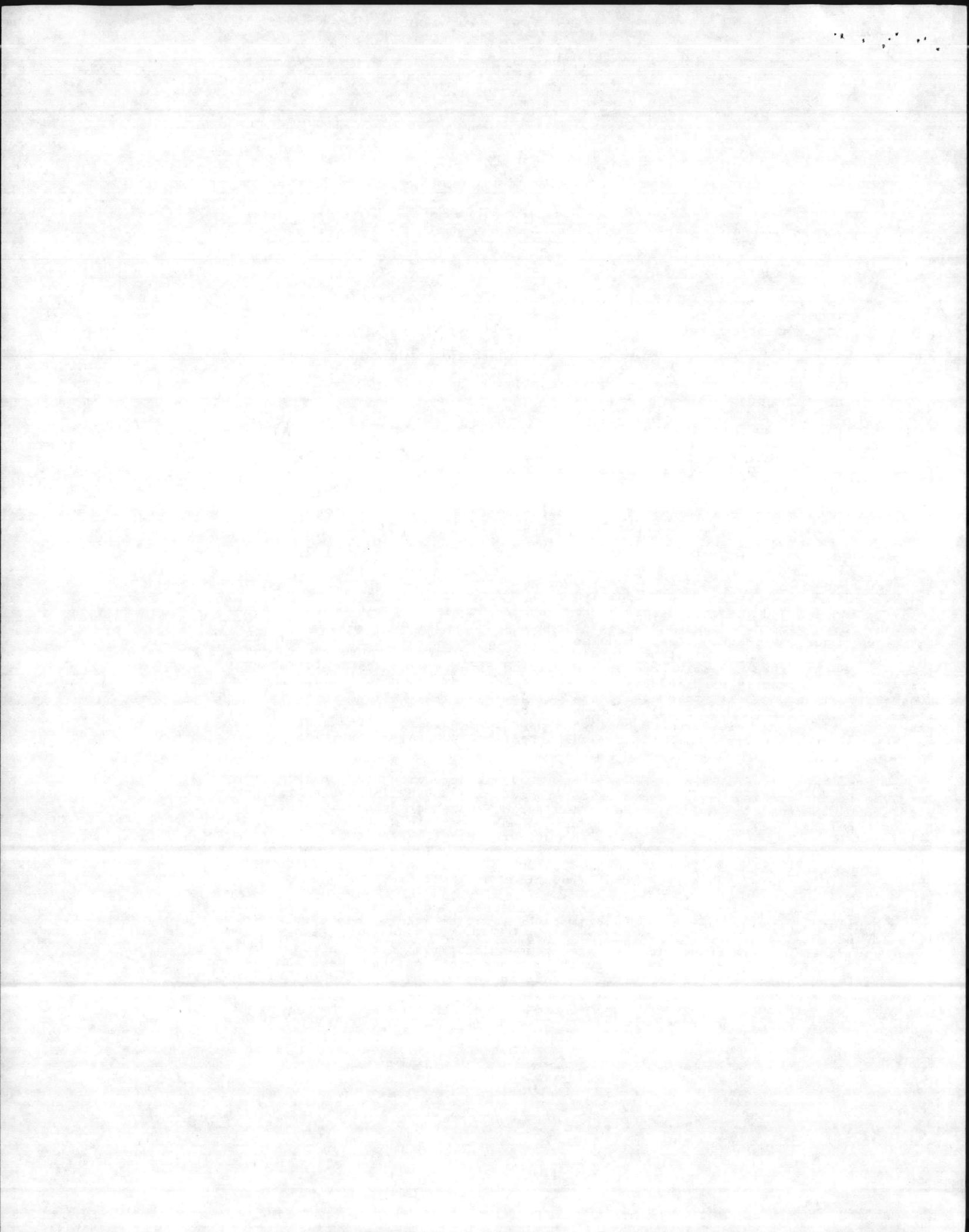
2. Cancellation. BO 6240.5.

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. The same Congressional action also stripped federal officers and employees of their official immunity for violation of federal, state and local pollution control and 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. Organizational commanders subject to this Order should be aware that four basic management issues must be addressed if HW are to be safely and efficiently handled and legal requirements satisfied. These are: use of containers which both meet requirements of reference (c) and are in good condition; clear, accurate marking and labeling of containers; availability of adequate supplies, equipment and storage facilities; and most important, proper HW training for all personnel routinely involved in HW management. Enclosures (1), (2) and (3) provide revised responsibilities, guidelines and procedures for HW management and related personnel training. HW training for military personnel is a major ongoing problem due to personnel turn over rates.



d. Major commands have established two collateral duty positions to coordinate and to assist with the implementation of the subject program. These are titled Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO).

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 safely and dealing with potential emergencies.

(2) HW training plans will be developed and implemented for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel.

(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 SOP in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at facility.

(5) A system of internal controls will be implemented continuously in a manner which ensures that violations of this Order are identified and proper level of disciplinary action is taken to discourage recurring violations.

b. Major commands will take action required to limit HW generation to the minimum 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:

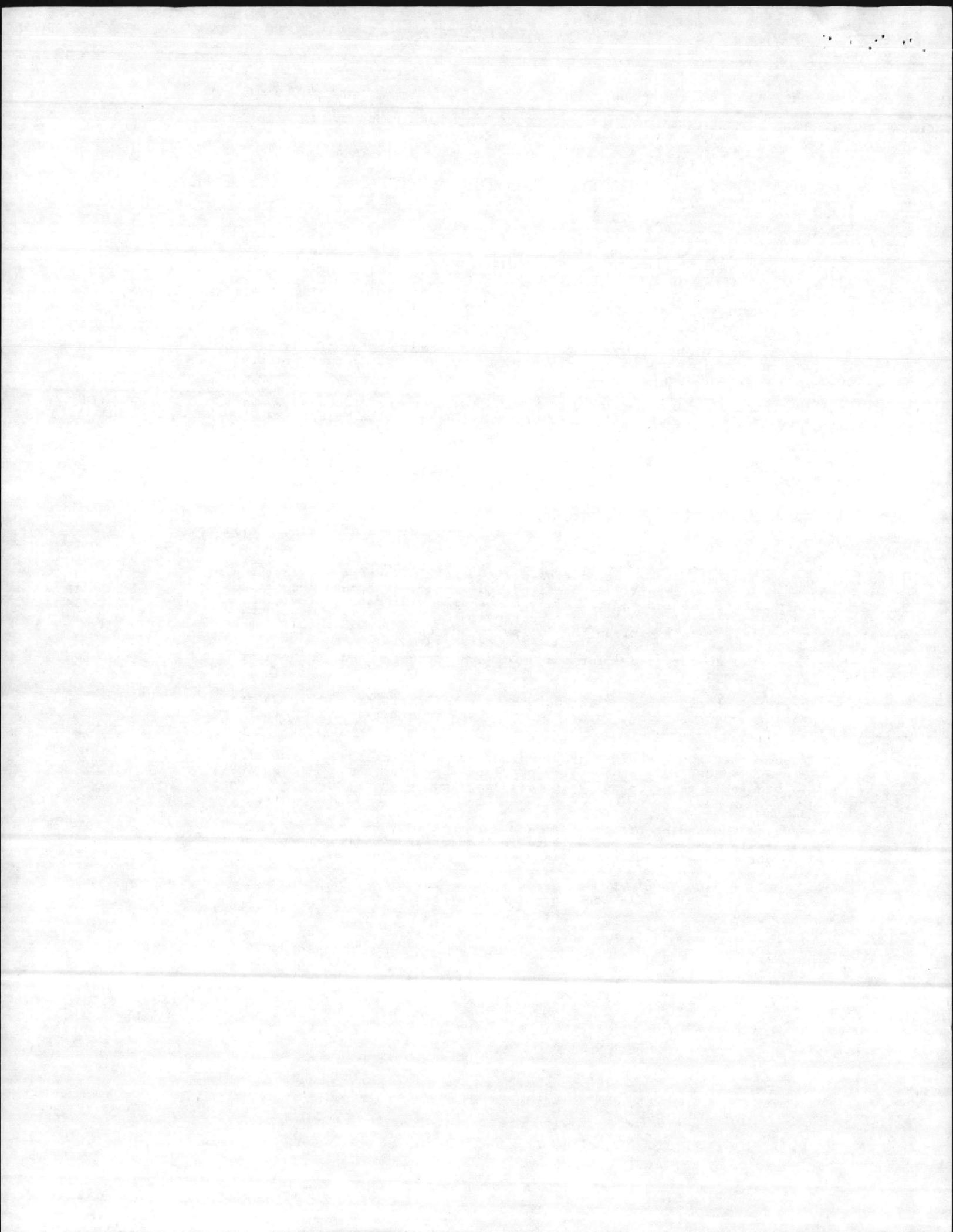
(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

(2) Maintain at all times a listing/directory of facilities where HW are handled and stored and ensure timely submittal 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 or dealing with HW and related emergency response.

(4) Require Commanding Officers of each Marine Air Group, Regiment, Battalion and separate Company (or equivalent) to appoint a HMDO with the authority and resources to carry out the duties outlined in enclosure (2).

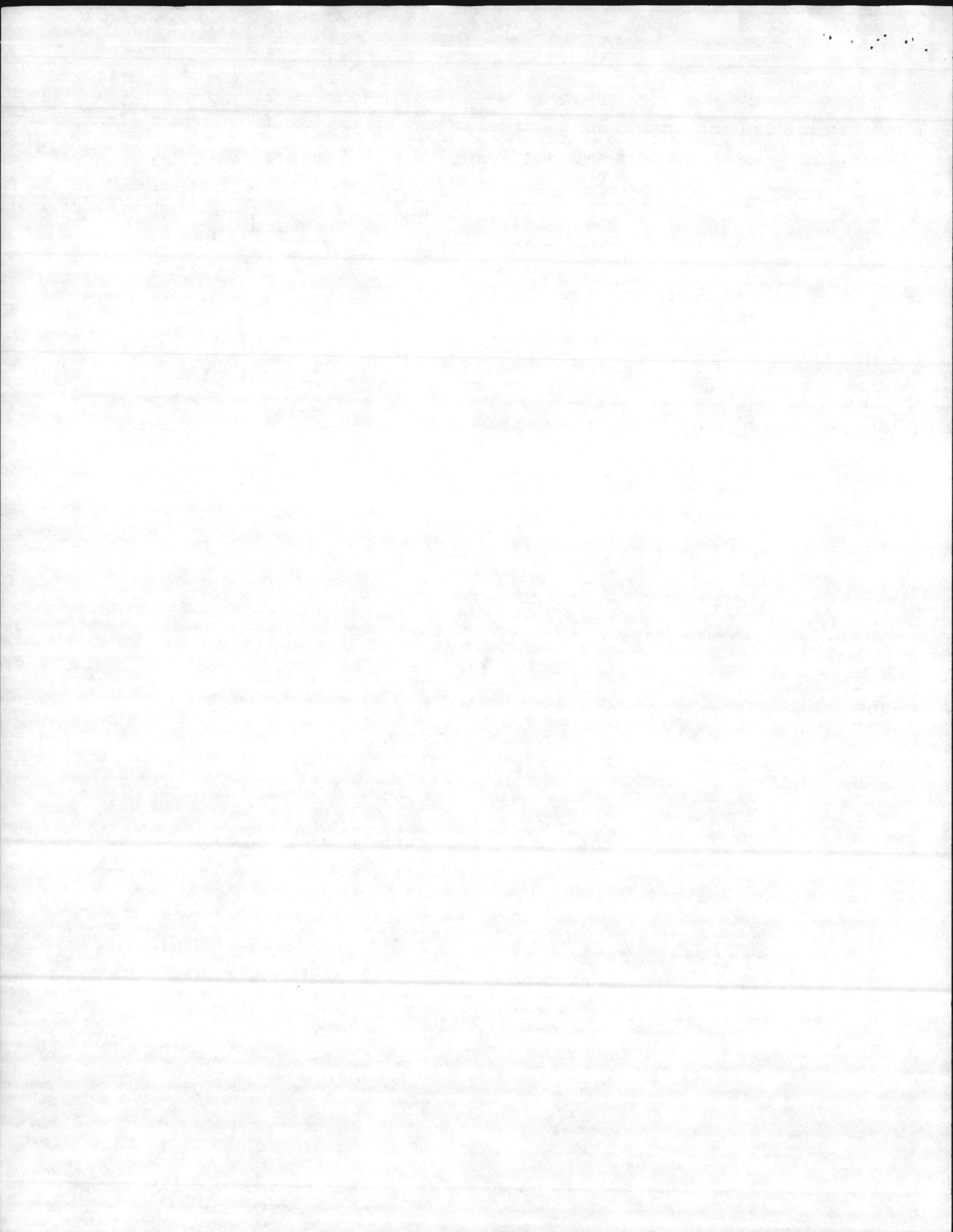
(5) Establish and promote HW management goals and objectives for supply and maintenance functions which promote the minimization of the volume and toxicity of HW generation.



5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FME, 2d Force Service Support Group (Rein), FME, 6th Marine Amphibious Brigade, FME, 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.

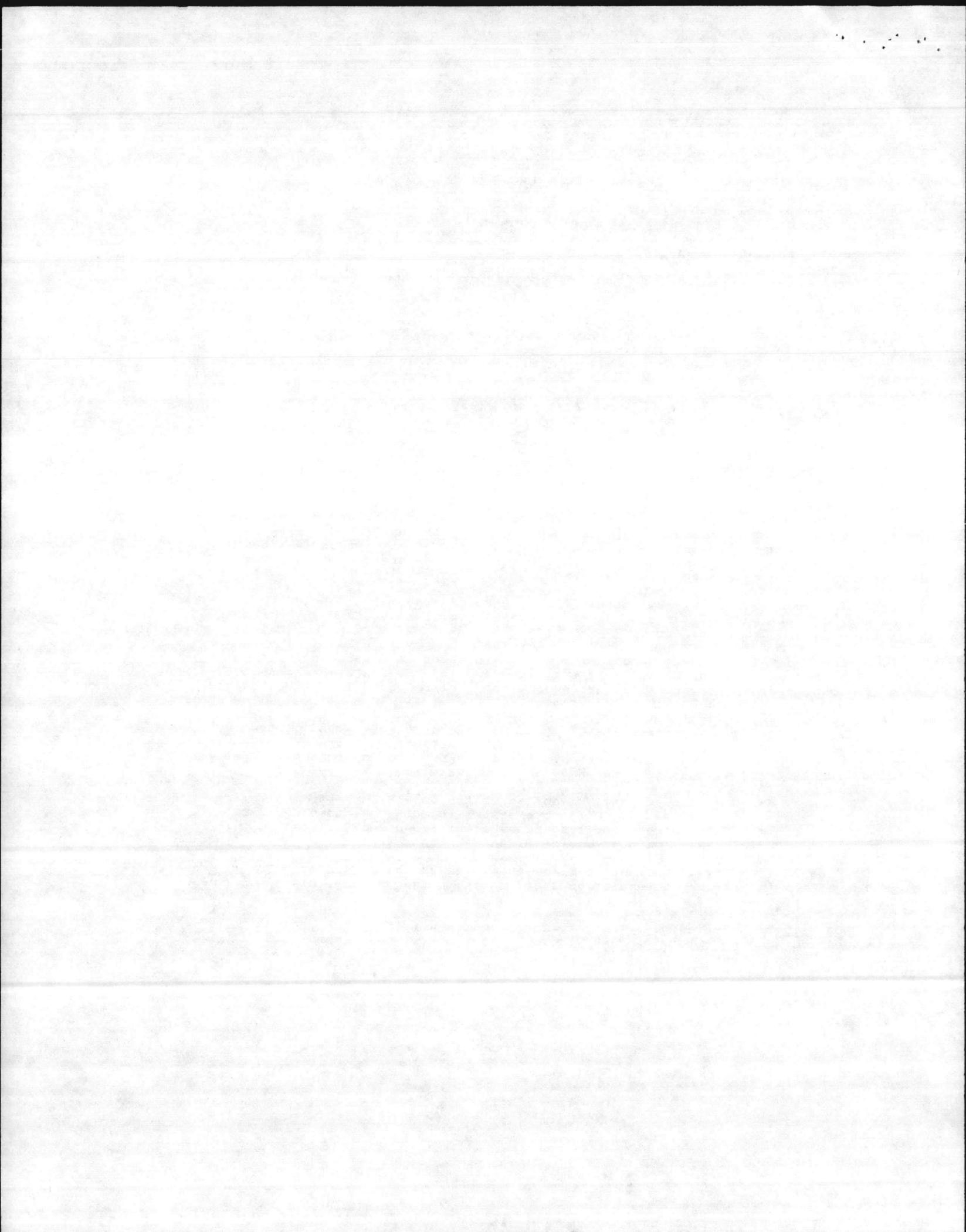
1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

- a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).
- b. Copy of BO 6240.5_ and 11090.1_.
- c. Name, title, duties and HW training records for each employee per enclosure (3).
- d. Waste Identification Document (WID) for each HW generated or handled completed per attachment (A) of this enclosure.
- e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies.
- 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 storage area.

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

- a. Possession of a properly completed and signed WID constitutes authorization to generate, handle or store a 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 attachment (B) 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 routine 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 placed on the container per attachment (B).
- 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.

ENCLOSURE (1)



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.

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.

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. AC/S Logistics, MCB, will provide contracting support.

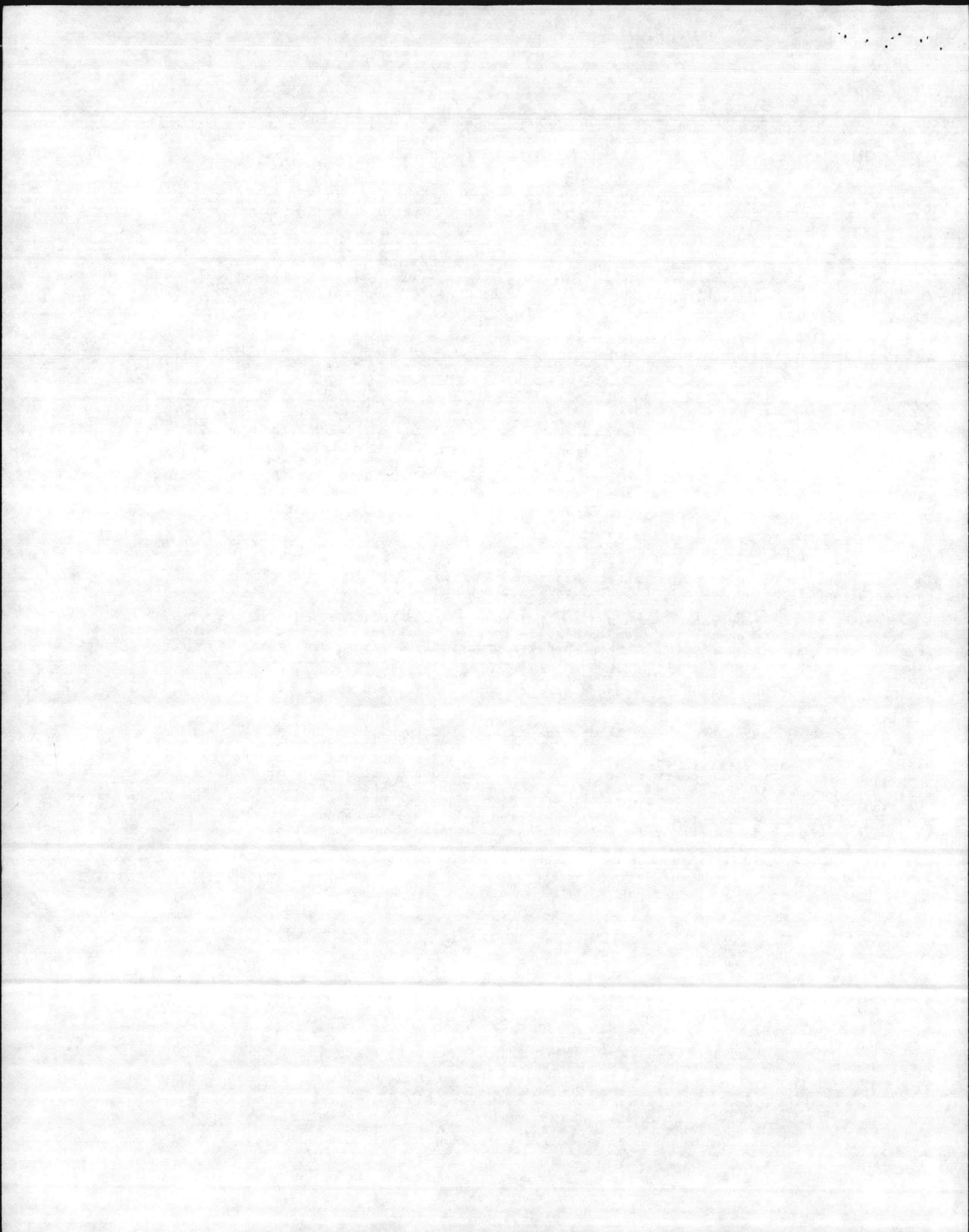
STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HW will provide transportation. TMO and HMDO will cooperate 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.

STEP 7. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

ENCLOSURE (1)



4. Standards for Hazardous Waste Satellite Accumulation Areas

a. General. Satellite accumulation area (SAA) is a term developed by the Environmental Protection Agency (EPA) to designate a work site which may generate and accumulate hazardous waste (HW) without regard to the 90 day storage limit normally applicable to non - permitted HW storage facilities. The purpose of setting up this special category of HW storage is to assist those generators who generate HW at a very slow rate; example, one container per every 6 months. Previously, these generators were required to dispose of partially filled containers, a very inefficient and often expensive practice. Any work site routinely generating a HW at a rate of less than one full container per 45-day interval may benefit from being designated as a SAA. The decision to designate a work site as a SAA will be made by the cognizant Hazardous Material Disposal Coordinator (HMDC). The HMDC will develop the proposal and submit to the Director, Natural Resources and Environmental Affairs Division (NREAD), MCB, for concurrence and technical review. The HMDC will ensure that SAA requirements are incorporated into the HW SOP for the generating site.

b. SAA Requirements.

(1) SAA must meet applicable fire prevention regulations enforced by the Base Fire Protection Division.

(2) All containers must meet Department of Transportation (DOT) regulations for the specific type of materials stored in them.

(3) All containers will have a hazardous waste label attached per BO 6240.5. The "accumulation start date" will be left blank until the date container is full, at which time the current date will be entered. The container must be physically moved to the designated storage area shown in the HW SOP.

(4) A sign shall be installed at the SAA which provides the following or equivalent:

- (a) IN CASE OF EMERGENCY NOTIFY BASE FIRE DISPATCHER AT 451-3333 and HAZARDOUS MATERIAL DISPOSAL OFFICER _____
- (b) UNAUTHORIZED PERSONNEL KEEP OUT
- (c) NO SMOKING
- (d) SPILL CONTINGENCY PLAN IS ATTACHED BELOW:

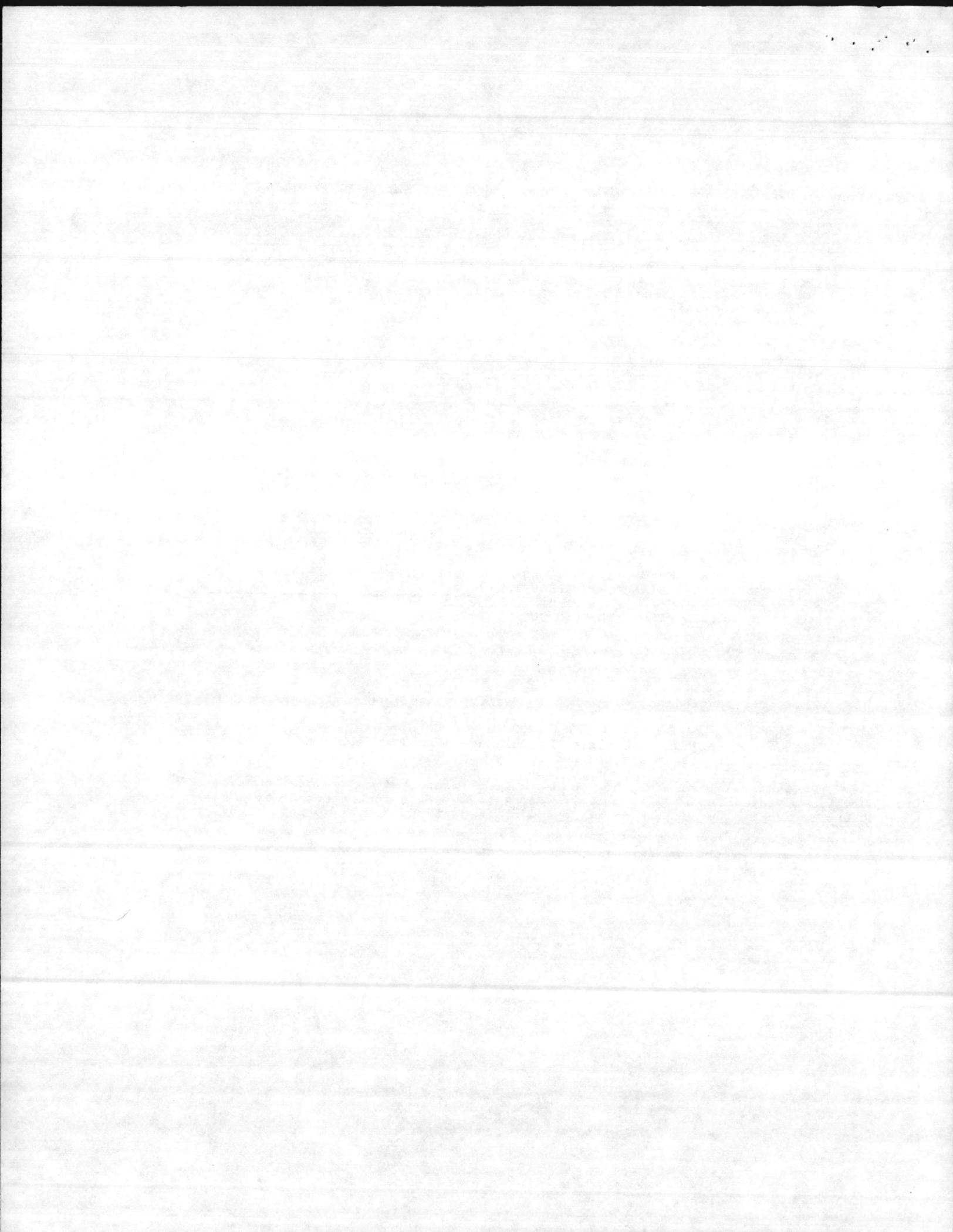
(5) The spill contingency plan should specify by name and title persons responsible for all key phases of HW handling and emergency response.

(6) Adequate supplies and equipment should be on hand at all times to ensure safe, timely handling of the HW and related spills and leaks.

(7) An informal inspection of the SAA will be conducted during each normal working day. Deficiencies will be promptly corrected. A log of discrepancies discovered and corrective action taken will be maintained in any format designated by OIC.

(8) Total volume of HW at SAA may not exceed 55 gallons. Filled containers must, by EPA regulations, be removed from SAA within 3 days of the date filled.

ENCLOSURE (1)



WASTE INFORMATION 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) _____

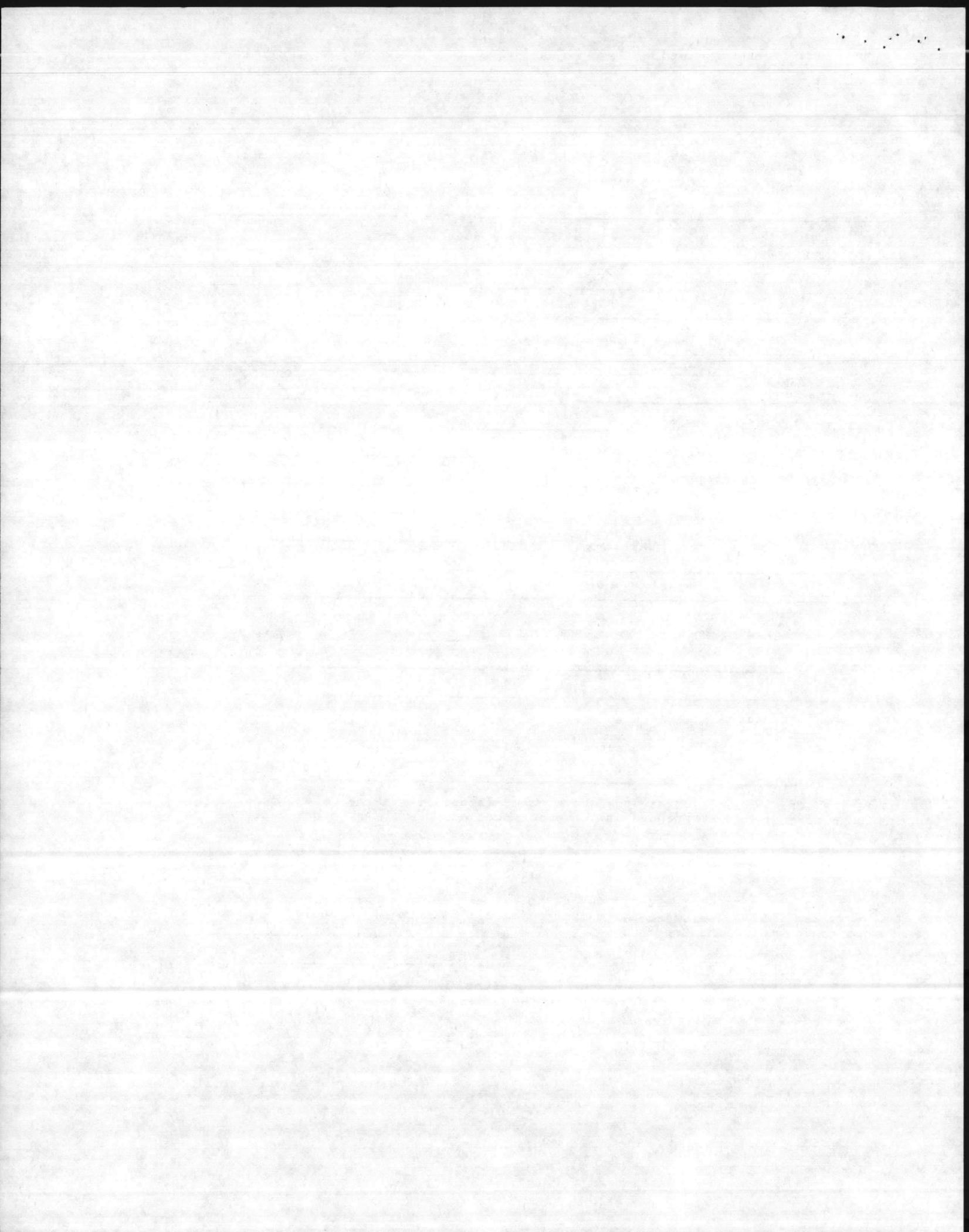
4. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

 HMDO DATE
 Signature

5. 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. _____

 HMDC DATE
 Signature

Appendix A to
 ENCLOSURE (1)



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

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: _____

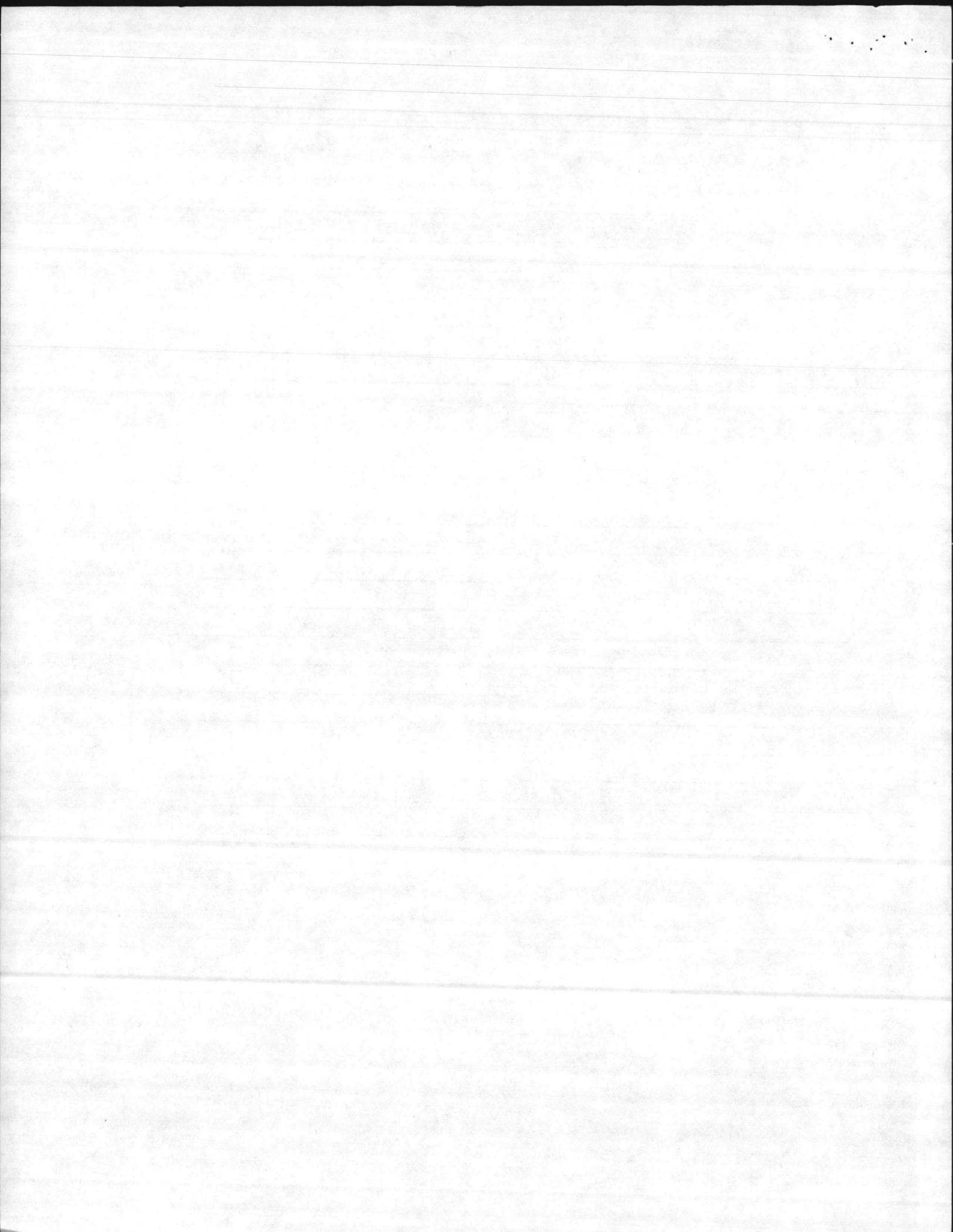
c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

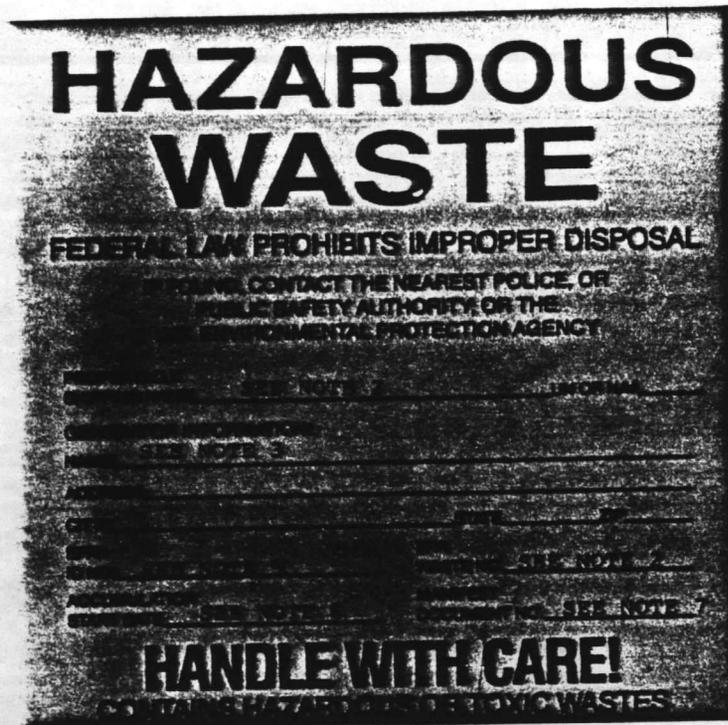
e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14. _____
HMDC Code Date
Signature

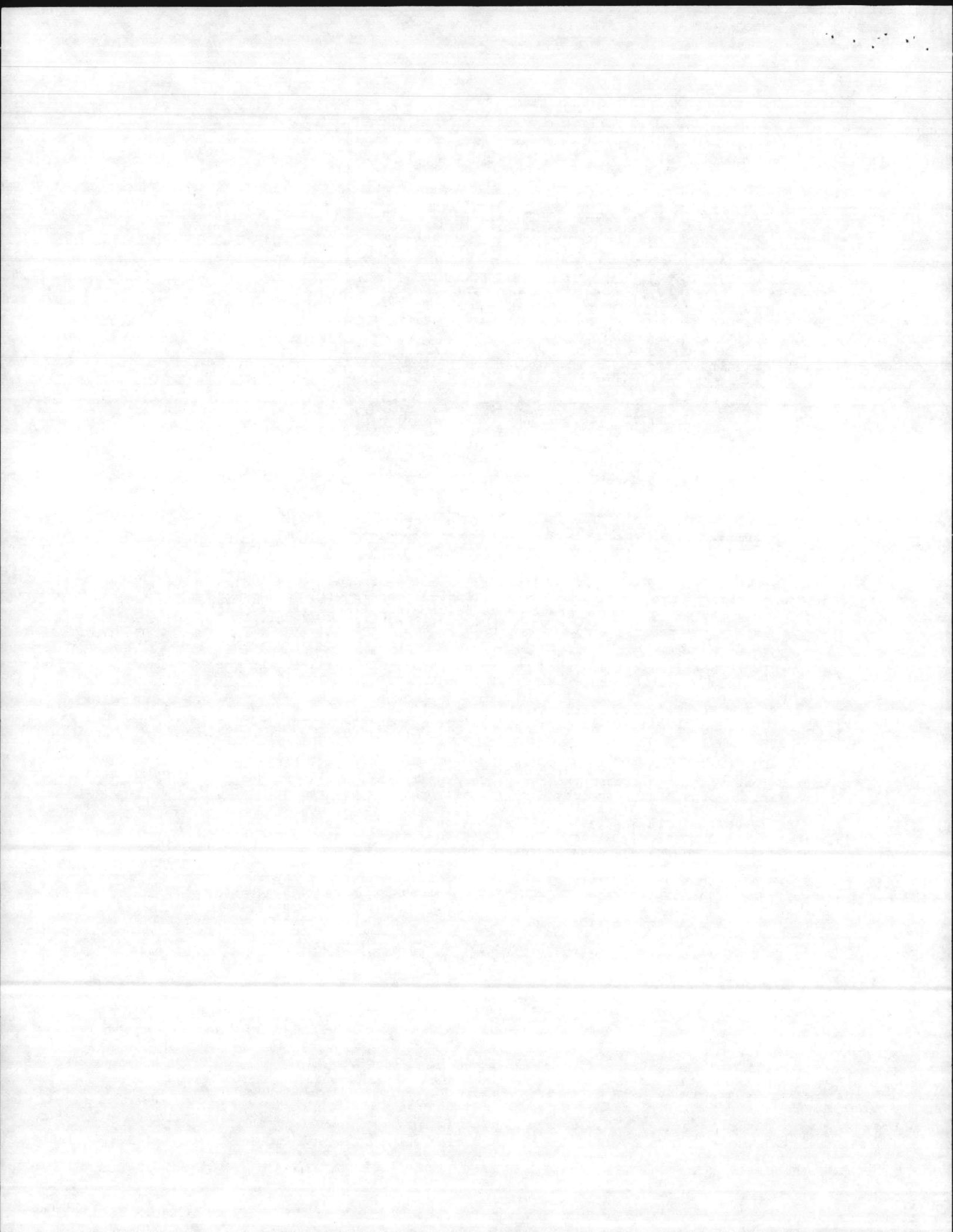


See Note 1



- Note 1: The above label or equivalent will be placed on all hazardous waste (HW) containers prior to use for storage of HW. Damaged labels will be immediately replaced, using same information as on original label. If original label is illegible, contact your Hazardous Material Disposal Officer for guidance.
- Note 2: Obtain this information from your HW Standard Operating Procedure. If not available, contact your Hazardous Material Disposal Officer.
- Note 3: Enter the name of the organization having physical custody of the HW at time label is placed on the container, unless replacing a damaged label. See Note 1 above.
- Note 4: Enter either "MCAS, New River, Jacksonville", for HW generated aboard or by organizations stationed aboard the Marine Corps Air Station, New River. Enter "Marine Corps Base, Camp Lejeune" for all other HW generated locally.
- Note 5: Enter NC 8170022570 for all waste generated aboard or by organizations stationed aboard MCAS, New River. Enter NC 6170022580 for all other HW generated within the Camp Lejeune complex.
- Note 6: Enter the date that HW was first placed in the container unless the facility has written authorization from CG, MCB, Camp Lejeune to operate as a HW satellite accumulation area. In which case, follow instructions provided within the written authorization.
- Note 7: Leave Blank, will be completed by the Traffic Management Officer, Camp Lejeune.

Appendix B to
ENCLOSURE (1)



HAZARDOUS WASTE (HW) MANAGEMENT INSPECTION FORM FOR
HAZARDOUS MATERIAL DISPOSAL COORDINATES AND OFFICERS

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? _____

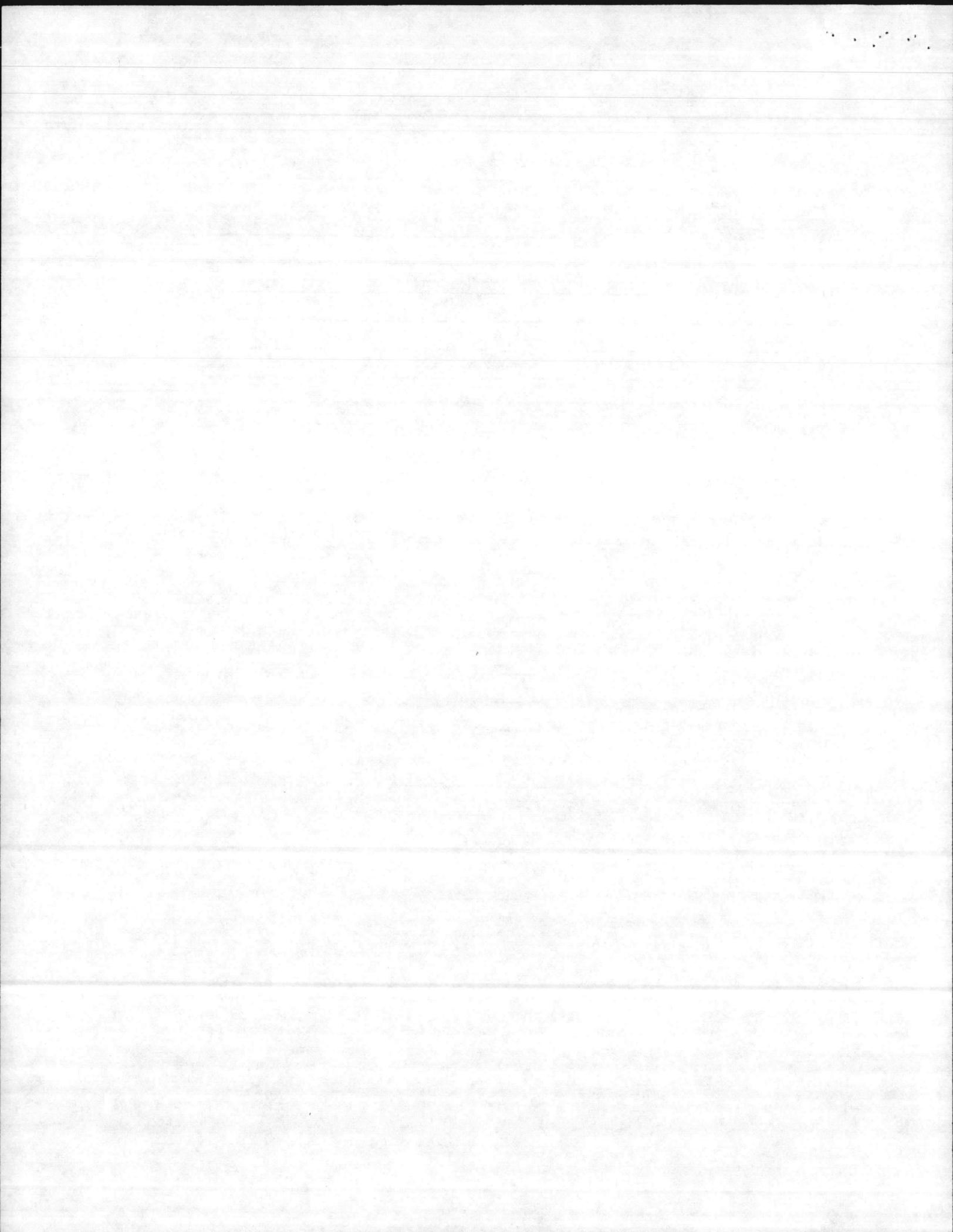
b. Are spills likely to reach soil or water? _____

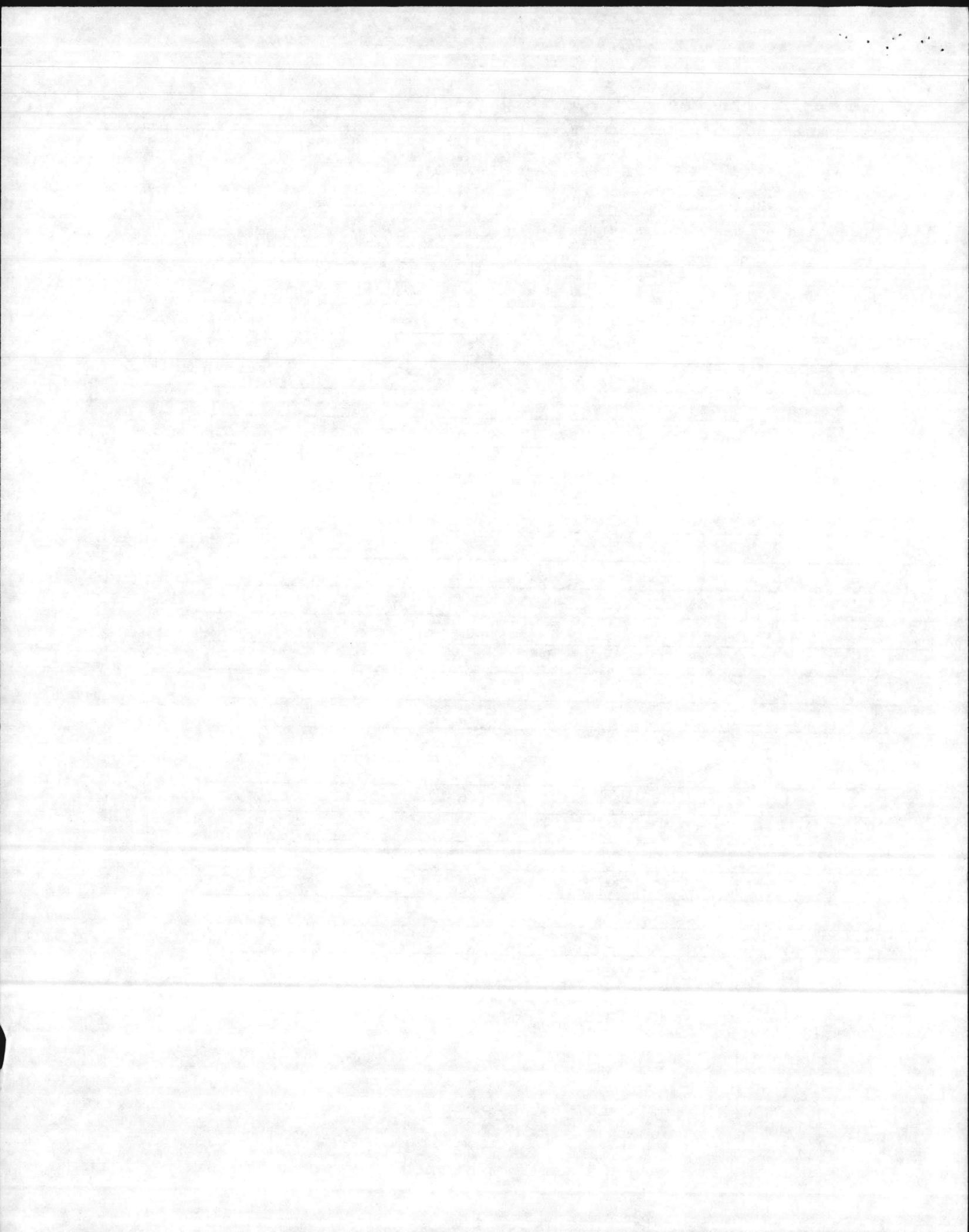
c. Are HW protected from weather? _____

d. Are weekly HW inspections conducted properly? _____

e. Are discrepancies corrected promptly? _____

Appendix C to
ENCLOSURE (1)





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 BO 6240.5.

(2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.

(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 questioned 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 inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix C, Enclosure (1) will be followed.

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

(4) Serve as command point of contact with Marine Corps Base Environmental personnel on matters dealing with worksite HW inspections by State and Federal agencies and implementation of this Order.

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

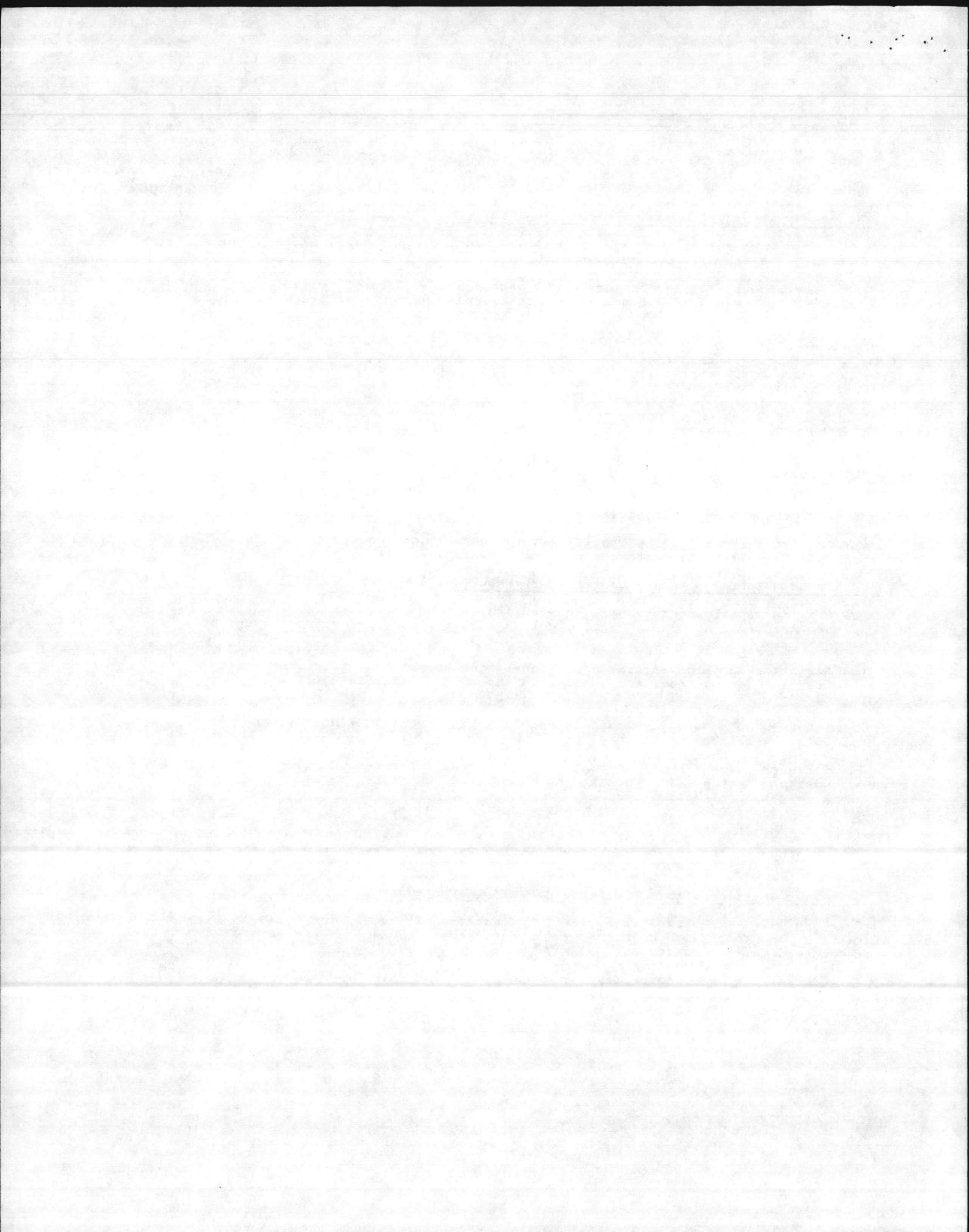
(6) Develop and provide to the Base Civilian Personnel Division (CPD) the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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.

(f) Preparation and submission of reports to regulatory agencies required by 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 and pretreatment facilities associated with base sewage collection and treatment systems.

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

f. Base Fire Chief will:

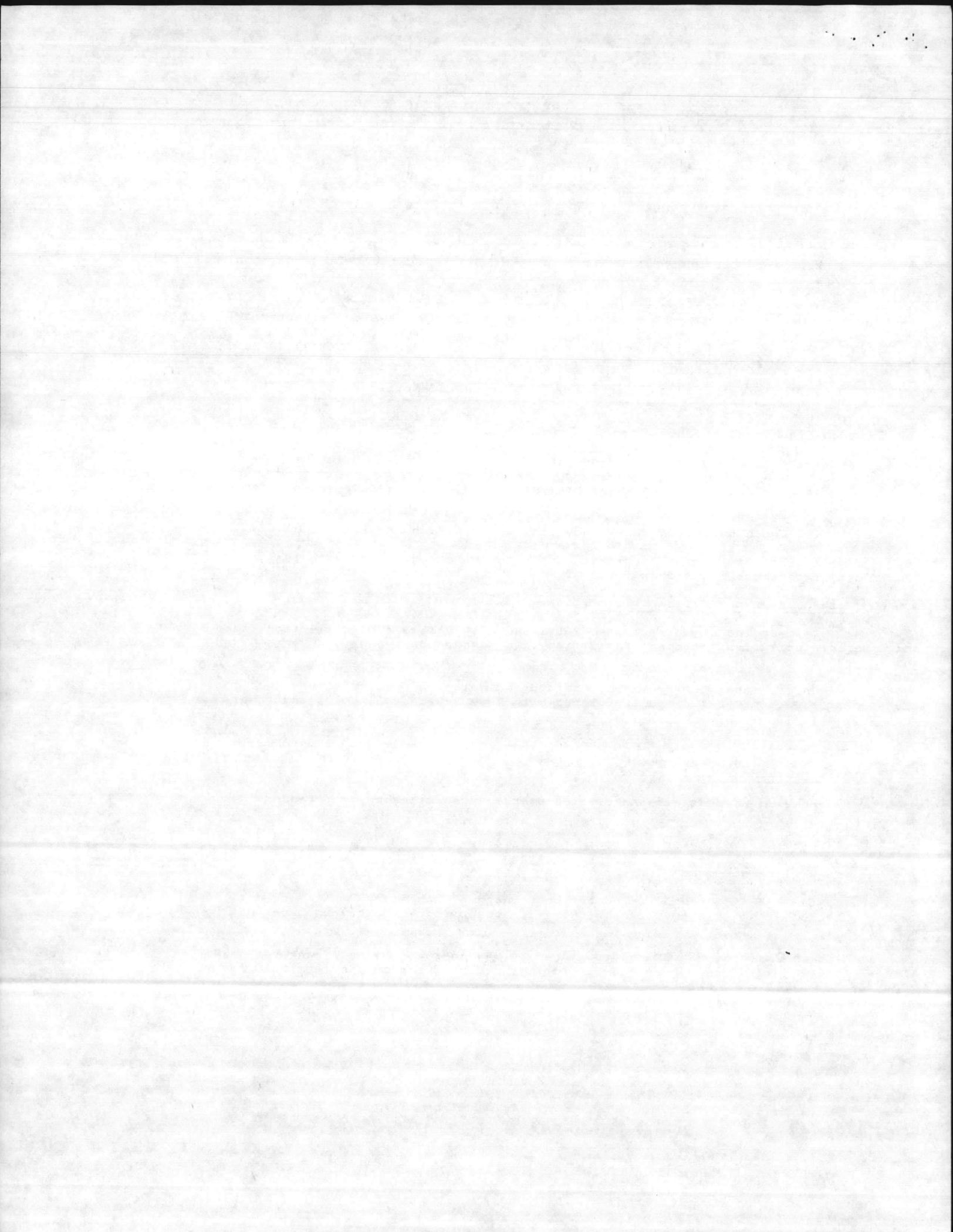
(1) Provide HM/HW spill and related emergency services per references (d) and (e).

(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.

ENCLOSURE (2)



(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) Develop and implement a program to provide, on a continuing and reimbursable basis, empty containers, labels, labeling equipment, absorbents, and other HM/HW handling supplies required to implement this Order and BO 11090.1B.
- (4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

- (1) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.
- (2) 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 (DRMO) of the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

- (1) Develop and implement a comprehensive HW personnel training plan meeting the requirements of reference (b) and related State of North Carolina regulations.
- (2) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.2S and provide safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

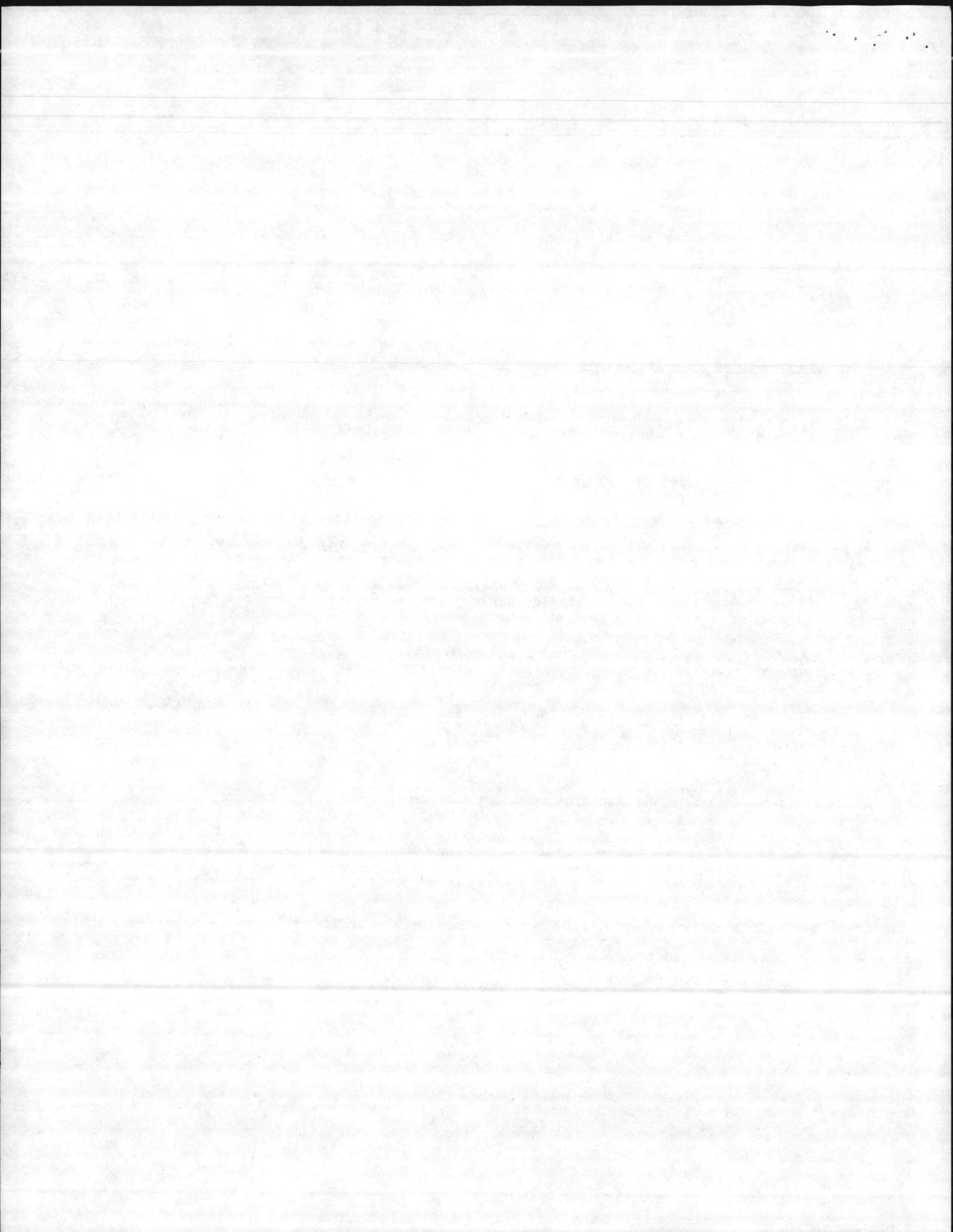
j. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, TMO and DRMO required to accomplish the following:

- (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).

k. 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.
- (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.

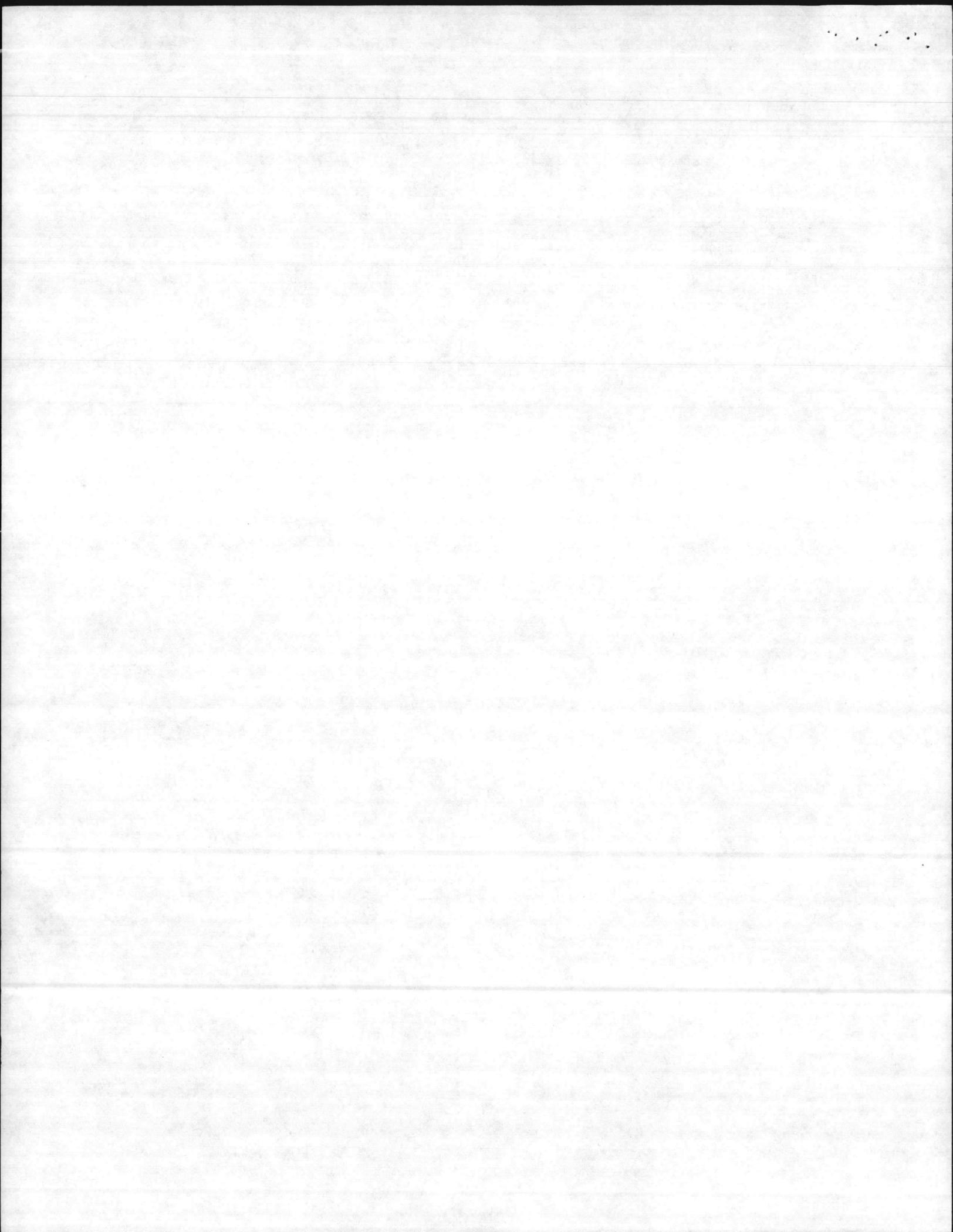
ENCLOSURE (2)



(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.

1. 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.



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. Attachment (A) Part II outlines the minimum HW training required for all categories of employees identified in Section 2 below.

2. 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., Attachment (A) Part I or II (or equivalent) 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.

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 and storage 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:

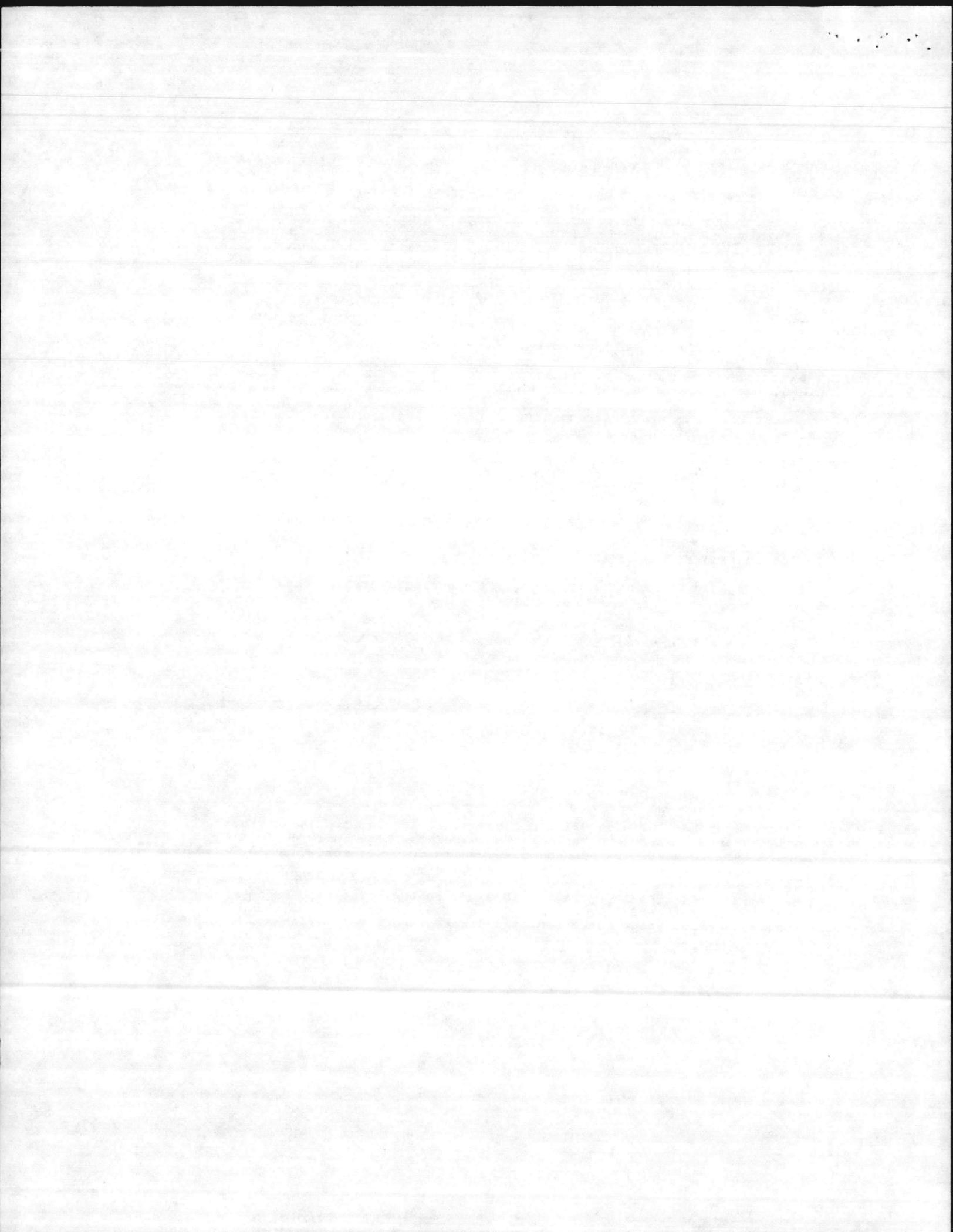
- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Attachment (A) Part I or II for these staff specialists and emergency personnel are 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, Manpower, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The TMO 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.

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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, Manpower representative will coordinate the scheduling and funding of specialized HW training.

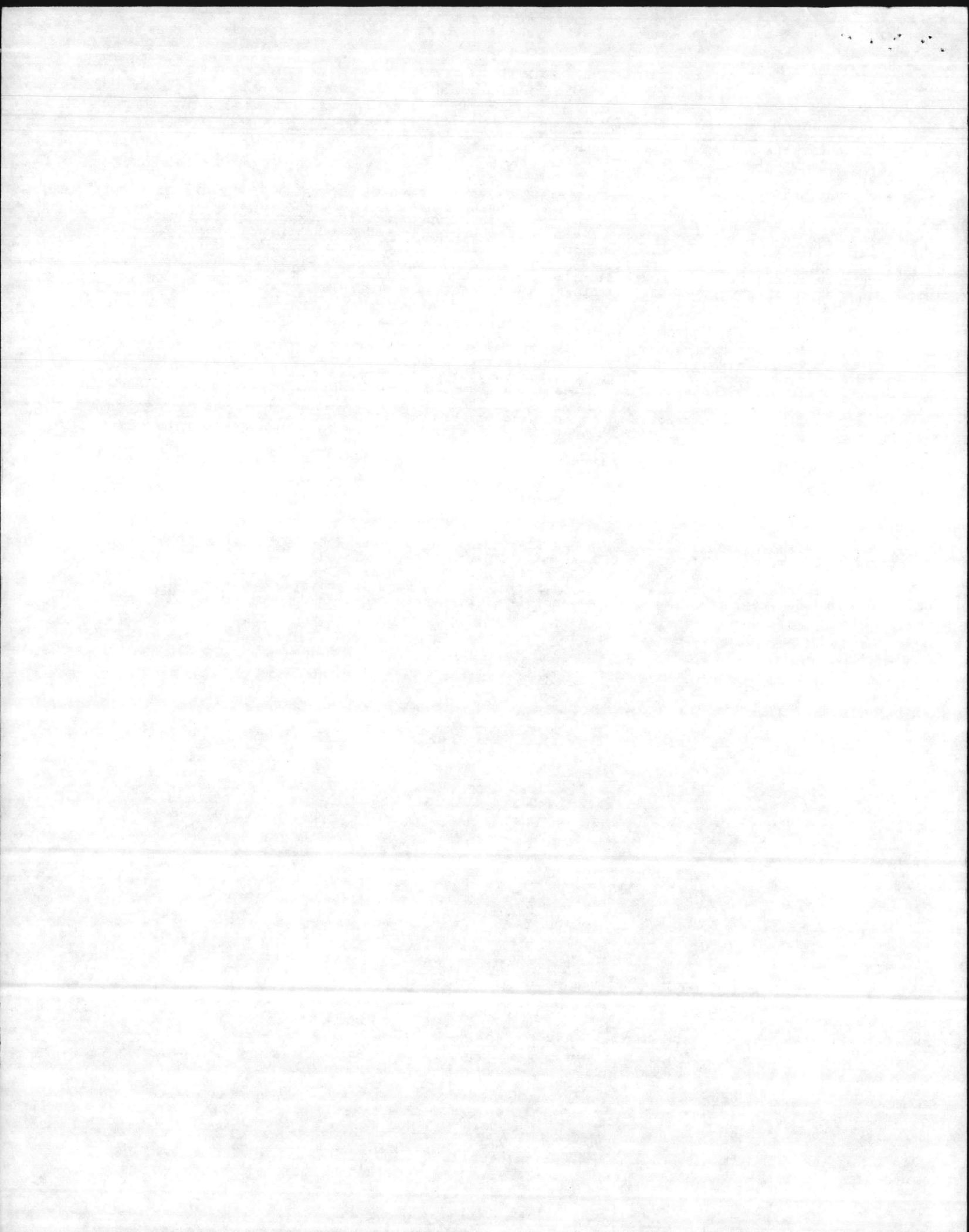
5. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred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

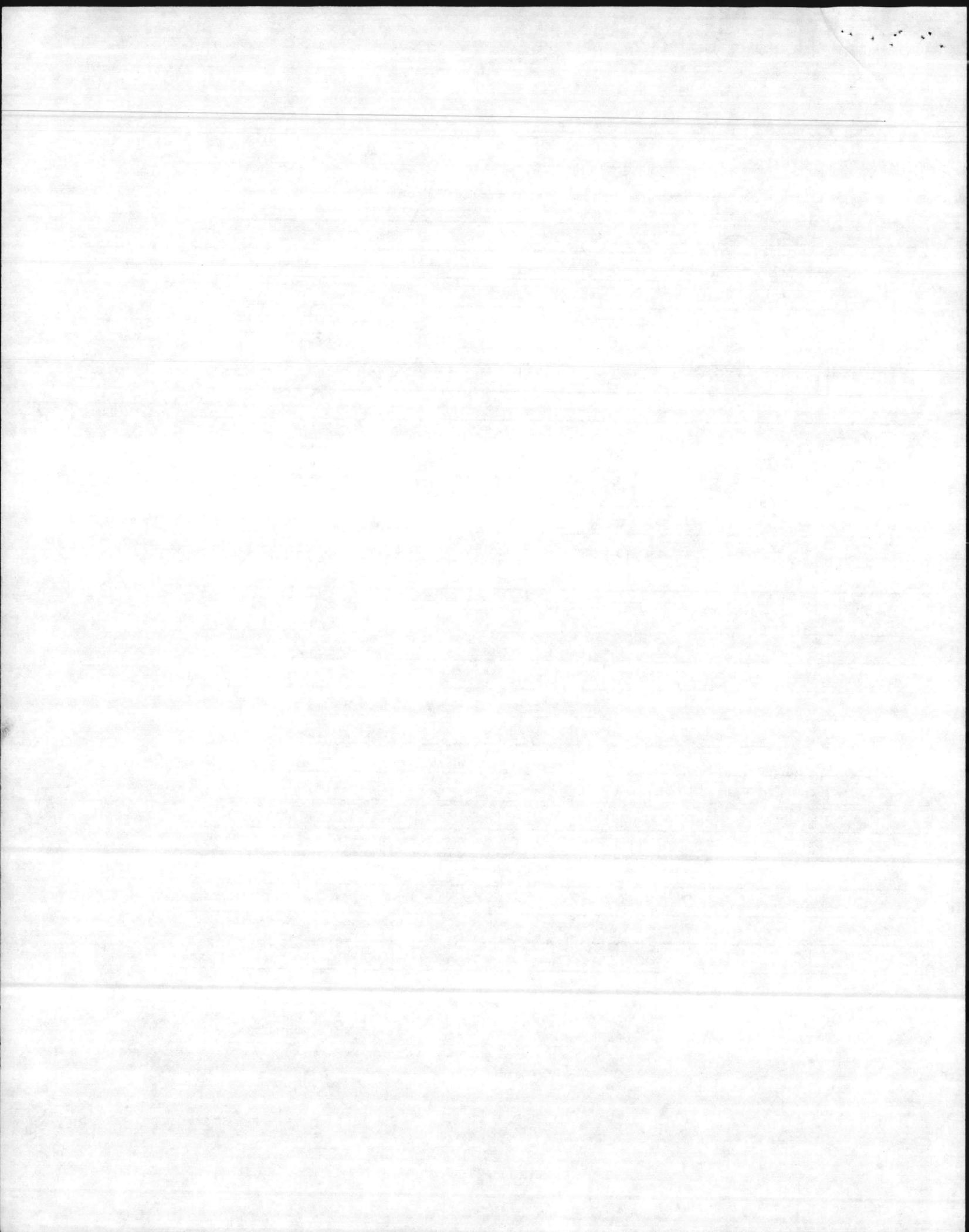
a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

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

c. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 5(a)-5(c) will be maintained on Attachment (A) Part I. Records of personnel identified in paragraph 5(d) will be maintained on Attachment (A) Part II. HMDO will maintain HW training records for personnel identified in paragraph 5(d) above. A copy of training records for personnel identified in paragraph 5(d) above will be maintained in HWMSOP.





PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

1. Name of Organization: _____

2. Description of Training: The personnel shown below were provided a minimum of one and one-half hours of on-the-job training covering the following:

- a. Review of the types and characteristics of HM/HW handled.
- b. Review of activity oil and hazardous substance spill prevention and contingency plan contained in BO 11090.1_.
- c. Organizational procedures and policy for implementation of BO 6240.5.
- d. Procedures to follow in protecting personal safety during HM/HW emergencies.
- e. Review of the HW Standard Operating Procedure for the organization.

The training included question and answer session at the end of training.

3. Personnel Training Provided to:

Name of Trainee	Name of Trainer	Training Date	Trainer/Trainee Signatures

