



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

ASO 6280.1A
GSO
18 MAR 1987

AIR STATION ORDER 6280.1A

From: Commanding Officer
To: Distribution List

Subj: Hazardous Material/Waste Disposal Program

Ref: (a) Resource Conservation and Recovery Act (Public Law
94-580) (42 U.S.C. 6901-6987) (NOTAL)
(b) Code of Federal Regulations, Title 40 Parts 260-265
(NOTAL)
(c) Code of Federal Regulations, Title 49 Parts 100-179
(NOTAL)
(d) MCO P11000.8B
(e) BO 11090.1B
(f) BO 11320.1G
(g) BO 6240.5A

Encl: (1) Procedures for collection, storage and turn-in of
Hazardous Material and Hazardous Waste for disposal
(2) Hazardous Waste Training Requirements

1. Purpose. To revise responsibilities, procedures and guidance for Hazardous Material (HM) and Hazardous Waste (HW) disposal and related environmental protection for Marine Corps Air Station, New River.

2. Cancellation. AS(H)O 6280.1.

3. Definitions

a. Hazardous Material. Any material, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled to the environment.

b. Hazardous Waste. Any discarded liquid, solid, or gaseous material, which meets the definition of a HM and/or is designated a hazardous waste by the EPA or state hazardous material control authority.

c. Generator. The unit/activity that initially uses a HM.

4. Background

a. Congress and the state legislatures have responded to the threats to human life and the environment caused by mismanagement

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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 or 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. Commanding officers/officers-in-charge should be aware that four basic management issues must be addressed if HW is to be safely and efficiently handled and legal requirements satisfied. These are: (1) use of containers which both meet requirements of reference (c) and are in good condition; (2) clear, adequate marking and labeling of containers; (3) availability of adequate supplies, equipment and storage facilities; and (4) most important, proper HW training for all personnel routinely involved in the management. HW training for military personnel is a major ongoing problem due to high personnel turnover rates. Annual refresher training is required by reference (b) for all HW handlers and managers.

5. Information

a. Marine Corps Air Station, New River is registered with the Environmental Protection Agency (EPA) and the State of North Carolina as a generator and short-term storer (less than 90-days) of HW. Any storage in excess of 90 days is a violation of state and federal statutes.

b. The EPA has delegated to the State of North Carolina primacy for the enforcement of references (a) through (c). The state has the authority to make announced and unannounced inspections of federal installations and impose citations and fines when necessary.

c. The Defense Reutilization and Marketing Office (DRMO) of the Defense Logistics Agency has been given the responsibility with the Department of Defense for the disposal of HM/HW.

d. Through a Logistical Support Agreement, Camp Lejeune is tasked with the responsibility of transporting all HM/HW between New River and Camp Lejeune and providing long-term storage of HW awaiting final disposal.

6. Action

a. Group commanding officers will take positive and continuous action to limit HW generation to the minimum number of locations practical, to limit the volume and toxicity of HW generated to an absolute minimum, to identify HW handling and storage equipment and facilities requirements and to develop and implement a system of internal controls which provides 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 Hazardous Material Disposal Coordinator (HMDC) with authority and resources to implement duties outlined in paragraph 6.d.

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

(3) Require OIC/NCOIC's of HW accumulation and storage facilities to develop and implement a written SOP for each facility per enclosures (1) and (2). The SOP will be readily available to personnel routinely handling HW and participating in emergency response.

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

(5) Require squadron commanding officers to appoint a primary and alternate Hazardous Material Disposal Officer (HMDO) with the authority to carry out the duties outlined in paragraph 6.e. Within 30 days of the date of this Order, and quarterly thereafter, provide a listing of primary and alternate HMDO's to the Station Hazardous Material Disposal Manager (HMDM). The list shall contain name, rank, squadron and phone number.

b. Squadron commanding officers have primary responsibility for ensuring that HW are handled in accordance with references (a) and (b) and shall on a continuing basis take action required to implement the following HW management goals and objectives:

(1) HW operations will be accomplished and 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

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document that proper training is being provided to personnel in accordance with enclosure (2).

(3) OIC/NCOIC's will ensure that HW Storage facilities are inspected weekly and timely corrective action is taken and properly documented utilizing Appendix D to enclosure (1).

(4) OIC/NCOIC's will prepare a written HW management SOP, in cooperation with the HMDO, for each facility where HW is routinely handled and stored. The SOP will be readily available at HW generation and storage sites. A copy will be provided to the Station HMDM.

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

c. The Station HMDM will:

(1) Have overall responsibility for implementation of the subject program and monitoring compliance with requirements of references (a) through (f) and other related regulations.

(2) Provide staff specialist to serve as HMDC for Headquarters and Headquarters Squadron, Marine Wing Support Squadron-272, Marine Air Traffic Control Squadron-28, Marine Wing Communications Squadron-28, and Naval Air Maintenance Training Detachment-1047.

(3) Provide a command point of contact with state and federal agencies, and other Marine Corps activities on matters pertaining to the subject program.

(4) Monitor ongoing activities as required to identify, evaluate and provide reporting of deficiencies relating to the subject program.

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

(a) Guidance on HM/HW preparation and disposal.

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

(c) Guidance on HM/HW spill prevention, control, clean-up, and related HW disposal.

(6) Keep HMDC's updated on changes in policy and procedures.

(7) Coordinate the acceptance of accountability of all HW by DRMO and subsequent transportation to Camp Lejeune by the Traffic Management Office.

(8) Inspect all points of HW generation and storage on a semi-annual basis to ensure compliance. The results will be provided in writing to the inspected activity via the chain of command. Additionally, frequent informal spotchecks will be held as needed. Official reports will not be utilized; however, noted violations will be cited utilizing Appendix G, to enclosure (1). The unit will return the form, showing corrective action taken, within 5 working days.

d. HMDC's will:

(1) Provide assistance to HMDO's in handling HW management problems.

(2) Perform quarterly inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix F to enclosure (1) will be followed.

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

(4) Serve as command point of contact with Station environmental personnel dealing with worksite HW inspections by state agencies and implementation of this Order.

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

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

e. HMDO's will:

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

(2) Perform monthly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix F to 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 SOP's are up-to-date and readily available for review by personnel involved in the HW management.

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

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

(6) Establish procedures to ensure that HW training records are forwarded to the Station HMDC upon a person's transfer to another installation or release from active duty.

(7) Ensure that an adequate amount of materials (e.g. containers, labels and emergency response supplies) are continuously available.

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

7. Summary of Revision. This Order contains numerous significant changes and should be reviewed in its entirety.

8. Concurrence. The Commanding Officers of Marine Aircraft Group 26, Marine Aircraft Group 29, Marine Wing Support Squadron 272, Marine Air Traffic Control Squadron 28 and the Officer-In-Charge, Marine Wing Communications Squadron 28, Detachment "A" concur with this Order insofar as it pertains to members of their commands.


B. D. WADDELL

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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 this Order, BO 6240.5, and BO 11090.1, and BO 11090.3.
 - c. Name, rank, title, duties and HW training records for each employee per enclosure (2).
 - d. Waste Identification Document (WID) for each HW generated or handled completed in accordance with Appendix A of this enclosure.
 - e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies. Format in Appendix B will be used.
 - 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 System Data developed per MCO 5100.25 for all HW generated.
 - j. Copies of completed turn-in documents (Form DD-1348-1) for each HW generated and disposed of during the preceeding 12 months.
 - k. Log of Hazardous Waste Handlers (Appendix B to enclosure (2)).
2. HM/HW Collection and Storage Procedures/Requirements.
 - a. Possession of a properly completed and signed WID constitutes authorization to generate, handle or store HW. A WID will be prepared for each HW generation process, and once prepared, the same WID can be used until there is a significant

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process change. 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 will be used for accumulation and storage of HW. Containers for flammable and combustible liquids will be metal and have "DOT 17-C" or "DOT 17-E" embossed in the bottom of the container. Corrosives will be accumulated and stored in fiberglass or polyethylene containers. All HW containers will be painted yellow and will have the NSN and nomenclature of the HW stenciled with black paint. A HW label will be completed (Appendix C) with an indelible marker and affixed to the container. HMDO's are responsible for enforcing this requirement.

c. All personnel routinely handling or responsible for HW management must be properly trained per enclosure (2) of 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 in Appendix D, and a written record of corrective action will be maintained. This inspection should be accomplished by the generating shop and reports will be maintained for a period of three years. In the event a unit deploys, or no waste is generated or stored for longer than one week, Appendix D will be prepared showing the reason and dates of no HW activity and filed with the rest of the inspection reports.

e. Spills of HW/HM will be immediately 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. The HW Spill and Related Emergency Contingency Plan (Appendix B) will be completed and posted at each HW accumulation and storage site.

3. HM/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 unit will immediately notify the Command HMDC, who will be responsible for coordinating efforts to resolve the problem utilizing the assistance of the Station HMDC.

STEP 1. The OIC of an organization having physical custody of HM/HW is responsible for turn-in of HM/HW unless otherwise

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specified by HMDC. The HM/HW will be properly containerized, labeled and placed on a pallet. Noncompatible materials will not be mixed on the same pallet.

STEP 2. A form DD-1348-1 will be completed as shown in Appendix E and submitted to the cognizant HMDO in sufficient time to ensure that it reaches the Station HMDM not later than 60 days after the accumulation start date. The HMDO will physically inspect the HM/HW and determine if the turn-in document is properly completed and the HM/HW is appropriately packaged, identified and labeled. The HMDO will coordinate correction of any problem.

STEP 3. The HMDO will sign and forward all six copies of the document to the Station HMDM. Upon receipt, the HMDC will verify accuracy and completeness, and request accountability of the HM/HW from DRMO. The turn-in document will be returned to the generating unit for custody with a copy going to the command HMDC until DRMO accepts accountability.

STEP 4. A representative from DRMO will inspect and classify container contents as HM or HW. If it is properly identified, packaged, and labeled, DRMO will sign the turn-in document, thereby accepting accountability. The signed 1348-1 will be placed in a weather-proof packing slip envelope and adhered to the container. Any discrepancies in labeling and packaging must be corrected before the HM/HW will be accepted. All HW will remain at the unit while DRMO arranges for transportation. HM may be transported to DRMO by the unit, utilizing a properly certified hazardous cargo driver. Under no circumstances will HW be transported on public roads by generating units.

STEP 5. Fifty-five-gallon and 35-gallon drums will be placed on a pallet (2 55-gallon or 5 35-gallon drums per pallet), another pallet or sheet of plywood placed on top and pallets and drums banded together. Care must be taken to ensure that the turn-in documents are accessible after banding. Incompatible hazard classes (i.e. corrosives, flammables or oxidizers) of materials will not be placed on the same pallet.

STEP 6. The Traffic Management Office (TMO) will coordinate with the Station HMDM to schedule transportation of HW. It is the generating activities' responsibility to provide a forklift and operator, if necessary, to load the HW on the truck. TMO may refuse to transport any HW felt to be incorrectly containerized or prepared for shipment.

STEP 7. When the HM/HW arrives at the 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 the Station HMDM of their refusal to accept the HM/HW. The transporting vehicle will be secured and will not

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be moved outside the immediate vicinity of DRMO facility except for emergency situation involving risk to public safety or to property. DRMO, HMDM and Camp Lejeune's Natural Resources and Environmental Affairs Division (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 organization's facilities.

STEP 8. When DRMO accepts physical custody of the HM/HW, turn-in procedures are complete.

4. Hazardous Waste Accumulation Areas

a. Satellite Accumulation Area (SAA) is a term developed by the EPA to designate a work site which may generate and accumulate 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, and previously were required to dispose of partially filled containers. 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.

b. The decision to recommend one or more work sites as a SAA will be made by the HMDC. The proposal will be submitted in writing to the Station HMDM and will include the nomenclature and NSN of the HW generated, amount routinely generated in a 45-day interval, and a sketch of the site and its location in relation to the building. The HMDM will review the proposal, provide any additional information required, and submit it to the Director, NREAD, Camp Lejeune for approval.

5. Accumulation of Waste Petroleum Products

a. Each unit generating waste petroleum, oil and lubricants (POL) will have one centralized collection tank or drum, normally of at least 250-gallon capacity, equipped with a funnel, strainer and cover, or an underground collection system. These may be used for JP-5 samples, diesel fuel, kerosene, brake fluids, hydraulic fluids, calibrating fluids, lube oils and grease. Acids, solvents, paints, strippers, gasoline or HW will not be placed into POL containers.

b. Care will be taken to ensure that the soil around POL collection sites is kept free of contamination. Oil-saturated soil will be removed to the sanitary landfill at Camp Lejeune and replaced with fresh earth. The funnel will remain covered at all times except when actually depositing POL's.

c. Collection tanks may be emptied by calling Base Maintenance, extension 5909.

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d. To dispose of large amounts of fuel or kerosene, or any amount of gasoline, call the Aircraft Firefighting and Rescue Department, extension 6629.

e. Used antifreeze will be disposed of by flushing into the sanitary sewer. The most practical method is to drain the mixture of antifreeze and water from the radiators directly on to a washpad which is connected to the sanitary sewer. The material should be thoroughly flushed with water into drains to sewer. Unused antifreeze will be turned into DRMO for reutilization or back through the supply system for reissue.

6. Disposal of Automotive Batteries

a. Undrained batteries in good condition with the caps intact may be turned in directly to DRMO. They will be banded to pallets, one layer high. Only full pallets will be accepted.

b. Cracked batteries will be drained into a DOT-approved container and the electrolyte will be handled as hazardous waste. The drained batteries will be placed upright, one-high on a pallet, with a piece of 3/4" plywood placed over the batteries to prevent collection of rainwater. Band plywood and batteries to pallet and turn in to DRMO as a HM. Turn-in of full pallets is strongly encouraged.

7. Disposal of Empty Containers

a. Empty 55-gallon drums which have not contained acutely toxic materials (e.g. pesticides), will be triple-rinsed at a facility equipped with an oil-water separator, and the words "TRIPLE-RINSED" stenciled on the container. Empty drums may then be turned in to DRMO. All bung hole plugs shall be in place and secure to prevent accumulation of rainwater. Containers previously used for storage of acutely-toxic materials shall be managed per instructions of Station HMDM on a case-by-case basis.

b. Empty non-pressurized containers with a capacity of 5-gallons or less may be put in a dumpster after holes have been punched in the top and bottom. Cans that previously held paint may be placed in a dumpster only when residual paint has completely dried and solidified.

c. Empty pressurized (aerosol) cans may be placed in a dumpster.

8. Unknown/Unidentifiable Hazardous Materials/Waste

a. DRMO is prohibited from accepting any HM or HW that cannot be identified by NSN or chemical name. If a HM/HW is unidentifiable, a sample must be collected and sent to a civilian laboratory for analysis, at a cost of approximately \$650 per

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sample. If materials/wastes are properly managed and disposed of within authorized time limitations, instances of unidentifiable materials/wastes will be extremely rare.

b. In the event a need exists to have a material sampled and analyzed, a letter will be sent to the Commanding Officer, Marine Corps Air Station, New River via the chain of command. The request for analysis will cite everything that is known about the substance, to include where and when it was found, possible contents, and the results of any investigations conducted. The information will be placed in the format published by the Director, Natural Resources and Environmental Affairs Division and shall be provided as an enclosure to the forwarding correspondence. Unless otherwise directed, Appendix A of this enclosure shall be completed to the extent possible based on information available.

ENCLOSURE (1)

WASTE INFORMATION DOCUMENT (WID)

Date: _____

WID # _____

1. Generating Work Center Information

Shop	Contact	Command	Building	Phone Ext.
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2. Waste Identification

a. Waste name: Common _____
Chemical(s) _____

b. Physical form: (Check one) Liquid Solid Sludge Other (specify) _____

c. Manufacturer: _____ NSN: _____

d. Container: (type and size) _____

e. Generation rate: (e.g., gal/day, lbs/day) _____

f. Frequency of generation: _____

g. Expected annual generation: (gals, lbs) _____

h. Describe waste generation process: _____

i. Has waste been mixed with any other material? Yes No If yes, specify _____

3. Reason for disposal: (Check one) 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 _____

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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

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: _____

HMDC Signature

Code

Appendix A to
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HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN FOR

Name of FacilityBldg #

1. In the event that a hazardous material/hazardous waste spill, fire, release of toxic fumes or similar emergency occurs, the following action will be taken:

- a. First, immediately alert employees/persons in the immediate area of the emergency and begin evacuation of any persons subject to injury by the emergency. Evacuees shall assemble at _____.
- b. Immediately, notify the Base Fire Department, extension 3333. Provide the Fire Department dispatcher with the best estimate/available knowledge of the amount and type of hazardous substance spilled; location of the emergency; whether or not any persons have been or are likely to be injured and any other information helpful to emergency response personnel. Stay on the line with the dispatcher and follow dispatcher's instructions if you can safely do so. Continue to advise dispatcher of changing circumstances.
- c. Assign one person to meet the emergency vehicle and guide Fire Department personnel to spill/emergency site.
- d. Begin assembling emergency supplies and equipment available at the work site. A list of these items, their location and persons responsible for providing them are contained in Annex I.
- e. If the circumstances of the emergency permit, begin containment of the spill by shutting off valves, construction of earthen dikes and application of absorbent. Only personnel trained and authorized by the OIC shall be allowed to enter the immediate area of the spill. Paragraph 4 provides a list of personnel authorized to enter area and actions they are expected to take. Upon arrival at the scene, the Fire Department will control access to site.
- f. Under no circumstances shall personnel undertake any action which would expose them to toxic chemicals, fumes, and gases unless the proper type(s) of well maintained personnel protective equipment is used.

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2. The latest revision of the Base Spill Contingency Order, BO 11090.1A, must be posted in addition to this specific contingency plan. The senior Fire Department official on scene will serve as the Navy on-scene-commander. All Marine Corps, Navy and civilian personnel on the scene are expected to provide available resources as the on-scene-commander deems necessary to abate the emergency and protect life and property.

3. Other officials to be notified:

a. OIC Representative

Name/Rank/Title Phone #

b. Hazardous Material
Disposal Officer

Name/Rank Phone #

4. Roster of shop personnel authorized and trained to respond to hazardous material and waste spills/emergencies:

NAME/RANK/TITLE OF INDIVIDUAL

HAZARDOUS MATERIAL/WASTE
EMERGENCY RESPONSIBILITIES

I hereby certify that the above personnel are properly trained and authorized to carry out the specific responsibilities shown above. These individuals shall assist in handling hazardous material/waste spills and related emergencies to the extent that they can do so safely.

OIC Representative

Date

Appendix B to
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Item Description/Location
and Name/Phone # of person
responsible for maintaining
and providing Item

Types of Hazardous
Material and Waste
Item is to be used on

Annex I to
Appendix B to
ENCLOSURE (1)



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HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

IF FOUND, CONTACT THE NEAREST POLICE, OR
PUBLIC SAFETY AUTHORITY, OR THE
U.S. ENVIRONMENTAL PROTECTION AGENCY

PROPER D.O.T.
SHIPPING NAME SEE NOTE #1 UN OR NA# NOTE #1

GENERATOR INFORMATION:

NAME SQUADRON AND GROUP

ADDRESS MCAS, NEW RIVER

CITY JACKSONVILLE STATE NC ZIP 28545

EPA ID NO. NC 8170022570 EPA WASTE NO. SEE NOTE #1

ACCUMULATION START DATE SEE NOTE #2 MANIFEST DOCUMENT NO. LEAVE BLANK

HANDLE WITH CARE!
CONTAINS HAZARDOUS OR TOXIC WASTES

STYLE WM-6

Printed by LABELMASTER, Div. of AMERICAN LABELMARK CO., INC., CHICAGO, IL 60646

NOTE #1: This information can be obtained from the Waste Information Document (WID). See Appendix A to ENCLOSURE (1).

NOTE #2: Insert date in which first drop of hazardous waste is put in container.

Appendix C to
ENCLOSURE (1)



WEEKLY INSPECTION FORM FOR HAZARDOUS WASTE HANDLING AND STORAGE AREAS

Name and Location of Site: _____

Name/Title OIC: _____

Individual Performing Inspection: _____
Print Name
Signature

Date of Inspection: _____

<u>AREA OF CONCERN</u>	<u>YES</u>	<u>NO</u>	<u>CORRECTIVE ACTION TAKEN</u>
A. CONDITION OF CONTAINERS			
1. Are containers closed	_____	_____	
2. Are containers leaking	_____	_____	
3. Are containers bulging	_____	_____	
4. Are containers collapsed	_____	_____	
5. Are containers corroded	_____	_____	
6. Are containers over-filled	_____	_____	
7. Are containers DOT approved	_____	_____	
8. Other problems present	_____	_____	
<hr/>			
B. LABELING AND MARKING			
1. Are HW and hazard class labels in place and completed correctly	_____	_____	
2. Are nomenclature and NSN stenciled in black on containers	_____	_____	
<hr/>			
C. SECURITY AND EMERGENCIES			
1. Is access limited to authorized personnel only	_____	_____	
2. Is Spill Contingency Plan Posted	_____	_____	
3. Are supplies and equipment readily available	_____	_____	
<hr/>			
D. Are 1348-1's being submitted to Station HMDM on 60th day of HW accumulation	_____	_____	
E. Are HW's being disposed of by 90 day deadline	_____	_____	



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC. IDENT.		SI FROM		STOCK NUMBER		QUANTITY		DOCUMENT NUMBER		SUPPLEMENTARY ADDRESS		FUND		DIST. BUTION		PROJ. ECT		RE. UNIT		REQ'D DEL DATE		ADVCE		SI		UNIT PRICE		DOLLARS		CTS		X-XX-X		X-XX		X		XX		X-XXX		XX-XX		X		X-XX-X14		NA		H		X-X																											
SHIPPED FROM Squadron, Group, Phone # MCAS, New River NC 8170022570										SHIP TO DRMO, MCB Camp Lejeune, NC NC 6170022580										MARK FOR HW or C HM					PROJECT If HM in block "C" type: expired shelf life & date expired					TOTAL PRICE DOLLARS					CTS																																												
WAREHOUSE LOCATION Barb/Mary X6506/6518					TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		U F C		N M F C		FREIGHT RATE		DOCUMENT DATE		MAT. COND.		QUANTITY		S		X-X																																																				
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) DOT: UN/NA: Waste Label: Hazard Class:										FREIGHT CLASSIFICATION NOMENCLATURE SEE NOTE #1										If HW type: Contaminated with and the percent																																																											
SELECTED BY AND DATE					TYPE OF CONTAINER(S) 1 gal can or 5 gal can or 55 gal drum, etc.					TOTAL WEIGHT					RECEIVED BY AND DATE					INSPECTED BY AND DATE																																																											
PACKED BY AND DATE					NO. OF CONTAINER(S) X-X					TOTAL CUBE (in gallons) X-X					WAREHOUSED BY AND DATE					WAREHOUSE LOCATION ASX---000 (SEE NOTE #2)																																																											
REMARKS: MCB, Camp Lejeune NC 6170022580										This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT and EPA.										(Certification must be signed by squadron HW/HM officer only)																																																											
FIRST DESTINATION ADDRESS Accumulation Start Date: Month, Day, Year										DATE SHIPPED										RECEIVER'S SIGNATURE (AND DATE)										RECEIVER'S DOCUMENT NUMBER																																																	
13 TRANSPORTATION CHARGEABLE TO										14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)										15 RECEIVER'S DOCUMENT NUMBER																																																											

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Also, type squadron HW/HM officer's name

- NOTE #1: This information can be obtained from the Waste Information Document (WID). See Appendix A to ENCLOSURE (1).
- NOTE #2: If your building number consists of 3 digits, enter a "0" after AS, then the building number. Complete the number with "0's" to make a total of 9 digits including AS.
- If your building number consists of 4 digits, enter your number after AS, then complete with "0's" to make a total of 9 digits including AS.

PLEASE NOTE: The building number should be the building where the hazardous waste will be stored.

UNIT OF ISSUE: This will usually be CN (Can) or DR (Drum). If a can is put in an overpack, the Unit of Issue will be CN. Item 2 "Type of Container(s)" will show size of can and the overpack. Example: "5 gal can in 30 gal overpack".

Appendix E to
ENCLOSURE (1)



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

Date: _____

1. Facility being Inspected: _____

2. Inspection Participants/Phone Number: _____

3. Description of HW Streams: _____

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

5. 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 _____

6. 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? _____

Appendix F to
ENCLOSURE (1)

NOTICE OF HAZARDOUS MATERIAL/WASTE DISCREPANCY

Unit: _____ Date: _____

Inspector: _____

Unit POC & Phone: _____

Discrepancy(ies) noted: _____

=====

You are requested to initiate action to correct the discrepancy(ies) listed above. Complete the lower portion of this form and return it to the Station Ground Safety Office within five working days.

Corrective action taken: _____

Date: _____

Print Name _____ Signature _____

cc: Command HMDC
CO, MCAS

Appendix G to
ENCLOSURE (1)



Hazardous Waste Training Requirements and Guidelines

1. Hazardous waste training is a specific requirement of state and federal regulations promulgated by reference (a). A review of those requirements and the actual HW activity at this installation indicates that a relatively small percentage of personnel require highly specialized HW training. Generally, the requirements for the remaining personnel involved in HW handling are satisfied by routine on-the-job training and related safety and fire-prevention training available locally. Providing this training will have minor impact on unit missions, in that training required is directly job related. Appendix A, Part II identifies the minimum HW training required for personnel in paragraph 2b(1) below. Annual refresher training will be provided to each employee subject to paragraph 2.b(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 reference (a). A special HW training record, i.e. Appendix A, will be developed for the following personnel:
 - a. All primary and alternate HMDC's and HMDO's.
 - b. Personnel assigned to work places meeting the definition of HW generators, HW accumulation areas or satellite 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. Responsibility for providing specialized HW training is assigned to Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune. Command HMDC's will notify the Station HMDM when a requirement for training HMDO's exists. Commanding officers are responsible for developing and implementing training plans and procedures to provide required training, and maintaining records of training (Appendix A). Commanding officers will ensure that all newly assigned personnel are provided appropriate HW training and close supervision required to comply with the references and the applicable personnel safety, fire prevention and occupational health standards. HMDO's will ensure that training is received and documented.
4. An individual HW training record (Appendix A) will be established and maintained for each person involved with HW. When

ENCLOSURE (2)

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training is described general terms such as "hazardous waste training" or "OJT" will not be used. The record will be kept within the shop where it is easily accessible to inspectors and not retained in technical training jackets. It is recommended, however, that a copy be placed in the official training folder when the individual leaves the command. To provide an audit trail for training records, HMDO's will maintain a log of training for HW handlers (Appendix B).

5. Records of HW training must be maintained for each employee for three years after the employee is transferred or terminated. If a person is reassigned to another unit at New River, Appendix A will also be transferred. When a Marine is transferred to another installation or released from active duty, the training record will be hand delivered to the Station HMDM. The record will reflect the date of transfer/release.

ENCLOSURE (2)

PART I

RECORD OF HAZARDOUS WASTE TRAINING

1. Employee Name: _____
2. Job Title/MOS: _____
3. Name of Organization: _____
4. Date this Record Established: _____
5. Date Employee Transferred/Terminated: _____
6. Hazardous Material Used and Description of Work Process: _____

7. Description of HW Training Completed:

Date	Description of Training/Name of Trainer	Employee Signature and Date

