

August 2010

# HAZARDOUS MATERIALS MINIMIZATION HAZARDOUS WASTE REUTILIZATION AND DISPOSAL GUIDE



The purpose of this guide is to communicate regulatory requirements and management procedures relevant to the utilization of hazardous material, and minimization and disposal of hazardous waste.

Implementing effective environmental management, by incorporating these procedures, shows our commitment to environmental stewardship through regulatory compliance, pollution prevention, and continual improvement.

For questions regarding hazardous waste management or hazardous material use, please contact the Hazardous Waste Media Manager for the installation as listed below:

| <b>INSTALLATION</b>  | <b>HAZARDOUS WASTE MEDIA MANAGER</b> |
|--|--------------------------------------|
| Naval Station Norfolk, NSA Norfolk, Lafayette River Annex, Craney Island                                     | <b>757-341-0405</b>                  |
| Naval Weapons Station Yorktown, Yorktown Fuels, Cheatham Annex, New Kent                                     | <b>757-341-0406</b>                  |
| Joint Expeditionary Base Little Creek - Fort Story, St. Julien's Creek, South Gate Annex, Scott Center Annex | <b>757-341-0403</b>                  |
| Naval Air Station Oceana, Dam Neck Annex, NSA Northwest Annex, Fentress Airfield, Dare County Bombing Range  | <b>757-341-0404</b>                  |

**This guide is for Naval installations in the Hampton Roads area ONLY.**

| DOCUMENT TITLE: <b>Hazardous Materials Minimization,<br/>Hazardous Waste Reutilization and Disposal Guide</b> |                   |  |                   |           |
|---|-------------------|--|-------------------|-----------|
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|   |                   |  | SIGNATURE         | DATE      |
| A   | 2005              | ORIGINAL ISSUE   |                   |           |
| B   | Dec.<br>'07       | Updated POC, aerosol and oil filter information; added Universal Waste Guidance, changed ECAP Tech to CHRIMP Tech and updated inspection checklists  |                   |           |
| C   | March<br>'08      | Updated POC information and phone numbers, bio-hazardous waste information   | <i>Ken Heng</i>   | 25 Mar 08 |
| D   | Oct.<br>'09       | Updated compressed gas cylinder, bio-hazardous waste, Universal Waste, and POC information. Updated inspection checklists and included Joint Expeditionary Base Fort Story installation in guidance. | <i>Ken Heng</i>   | 3 Nov 09  |
| E   | Aug.<br>10        | Updated guidance throughout. Material Turn-In + Waste Guidance   | <i>Ken Heng</i>   | 17 Aug 10 |

FORM EMS-2 (REV. B)

# **GUIDE INTRODUCTION**

This guide is divided into four (4) main sections:

- I. Waste Minimization Information
- II. Hazardous Material Reutilization Information
- III. Hazardous Waste Management and Disposal Information
- IV. Management of Specific Materials/Wastes

The first three sections of this guide will provide you information on how to best manage your excess Hazardous Material (HM) or the Hazardous Waste (HW) that you may generate.

The **Waste Minimization Information** section will provide tips and information on how to generate less waste. Reducing waste generation is the most cost-effective way to manage waste. By not creating waste, an activity reduces its environmental footprint, protects the environment for future generations, and helps maintain the public image of the Navy as good environmental stewards.

The **Hazardous Material Reutilization Information** section provides various options other than disposal. Information and procedures are provided on how to return HM to Hazardous Material Minimization Centers (HAZMINCENS), shelf-life extension procedures, various recycling and/or cross-decking efforts, and material transfer procedures to DLA Disposition Services for public resale.

The **Hazardous Waste Management and Disposal Information** section of this guide details the procedures to be followed to dispose of an item. HW disposal is the most costly and regulated method of managing expired or unneeded HM. The cost of disposal is often more than the purchase cost of the material, thus every effort should be made to avoid generation of a hazardous waste. The options detailed in Sections I and II should be explored prior to HW disposal. Procedures are discussed for managing hazardous wastes in the Hampton Roads region in accordance with (IAW) applicable Navy instructions and federal Law (i.e. Resource Conservation and Recovery Act (RCRA)).

Section IV of this guide, **Management of Specific Materials/Wastes**, provides instructions for the management of specific HW that are generated most frequently in the Hampton Roads Region.

**Useful contact information is listed at the beginning of each section. For a full list of points of contact related to this guide, see Appendix 1.**

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## I. WASTE MINIMIZATION INFORMATION

### A) USEFUL CONTACT INFORMATION

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- Pollution Prevention (P2) Media Manager: 341-0402/0364.
- Regional Recycling Program: 444-5335
- NAVSEA P2 Equipment: (215) 897-1081, (215) 897-1064, (215) 897-1065
- HAZMINCENS:

| Installation | Building Number           | Phone Number |
|--------------|---------------------------|--------------|
| NS Norfolk   | Bldg. LF-50               | 444-2024     |
| NS Norfolk   | Bldg. X-218 (Reuse Store) | 445-7942     |
| NAS Oceana   | Bldg. 826                 | 433-3730     |
| Fort Eustis  | Bldg. 1205                | 878-2781     |

### B) WORK PRACTICES AND MATERIAL SUBSTITUTION

In an effort to reduce the generation of HW, users of HM should incorporate CHRIMP Business Practices and the following business practices into their everyday work.

- HM control and management: Activities should adopt procedures to minimize and control the acquisition of HM. Control and management procedures are excellent ways to prevent waste, fraud and abuse as well as to ensure that HM are utilized prior to the expiration of their shelf life. Having the correct amount of HM for a job and using the material before it expires will save the activities time and money in reduced amount of HW. Please refer to 5100 series for specific guidance on HM Storage.
- Can the material be obtained for free at the Re-Use Store? Rather than bringing more HM on to Navy property that must be managed in accordance with Navy guidelines, reuse of another work center's overage is recommended. The Reuse Store is primarily located at NS Norfolk Building X-218. RHICS 2.0 is the software program used by the Navy to manage, control and track HM inventories. RHICS provides Asset Visibility by Installation and Region to allow HAZMINCEN customers to perform stock checks to see if their material requirements are available at their local HAZMINCEN for free issue (Reuse or SHIPR) or for purchase (BP-28, Cost/Virgin/New etc.) RHICS is a CAC enabled website so CAC certificate is required but a login and password is not required to check material availability.
- Access: Ships and shore based HAZMINCEN customers can perform stock checks via the RHICS website at <https://rhics.csd.disa.mil>. From the RHICS Homepage, select Asset Visibility Search from the RHICS 2.0 Links Box. On the Asset Visibility Page enter your search criteria and select Search. Search criteria includes the following: FSC, NIIN, CAGE, Nomenclature, MIL-SPEC, Material Type, Installation, HAZMINCEN and Region Name.

**Note: NS Norfolk customers are encouraged to contact the Reuse Center, Building X-218 at 444-7942/7943 to confirm material availability of Reuse/SHIPR material (walk-ins are welcome).**

- Working on a Self Help project? Ensure that all appropriate work permits are obtained prior to starting your project. You can get free paint and other building materials for small jobs for sprucing up your command at base's Self-Help Center.
- Process changes: Is there a way to conduct the work without using a HM or creating a HW? The Navy is constantly testing safer, more environmentally friendly chemicals and processes. For the latest developments, call your Naval Air Technical Data & Engineering Service Command ((NATEC) or <https://mynatec.navair.navy.mil>) representative or the P2 Media Managers (341-0402/0383) for further points of contact.
- Material substitution: Is there a less hazardous or more "environmental friendly" material that can be substituted for the HM? Green procurement is the purchase of **approved** environmentally preferable products and services in accordance with one or more of the established Federal "green" procurement preference programs.

**Federal green procurement preference programs:**

- **Products manufactured from recovered materials** – (<http://www.epa.gov/cpg>)
- **Environmentally preferable products** - (<http://www.epa.gov/epp>)
- **Energy efficient product**-(<http://www.eere.energy.gov/femp/technologies/eeproducts.cfm>)
- **Bio-based products**- (<http://www.biobased.oce.usda.gov>)
- **Alternative fuels and fuel efficient vehicles**- (<http://www.eere.energy.gov/vehiclesandfuels/>)

Defense Logistics Agency (DLA) has developed an environmental products catalog that can be found at <http://www.dscr.dla.mil/userweb/dscrld/epa/epinfo.htm>. This catalog gives brief equipment descriptions, national stock numbers (NSNs), and environmental benefits.

- Recycle/Reuse: Instead of disposing of an item, is there another use for this material within your command? Can the item be recycled through the Regional Recycling Program? If the item is not currently accepted through the Program, should it be?

P2 can provide assistance on pollution prevention equipment supporting waste reduction efforts and if requested, P2 will conduct a process evaluation free of charge

***PLEASE NOTE!***

***When applicable, relevant technical manual guidance must be the prevailing factor in any decision to use a substitute for hazardous material.***

**C) CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP)**

In accordance with the Chief of Naval Operations (CNO) message dated January 3, 2003, all ships and shore installations are required to fully implement CHRIMP.

All commands (ship or shore) can return excess and unused HM to the Fleet Industrial Supply Center (FISC) HAZMINCENs (see section I.A for HAZMINCEN locations). For more information please see section II.B of this guide.

**D) RECYCLING**

The Naval Facilities Engineering Command Mid-Atlantic (NAVFAC MIDLANT) offers a Regional Resource, Recovery, and Recycling Program that includes aluminum cans, plastic

bottles, corrugated cardboard, white and colored paper including (newspaper, magazines, phone books, folders and envelopes), lead acid batteries and scrap metal. Information on this and other recycling programs can be obtained by contacting the Mid-Atlantic Regional Recycling Program (RRP). The Regional Recycling Centers are located as follows:

| Installation  | Regional Recycling Center Location                                 |
|---|--|
| Naval Station Norfolk                                   | NS Norfolk Bldg. Z-309   |
| NAS Oceana & Dam Neck Annex                             | NAS Oceana Bldg. 934   |
| Joint Expeditionary Base Little Creek – Fort Story West | Joint Expeditionary Base Little Creek – Fort Story West Bldg. 3661 |
| NWS Yorktown and Cheatham Annex                         | NWS Yorktown Shed 6  |

To continue recycling in a safe and environmentally responsible manner, we need your help when preparing your loads for delivery to the Recycling Center. It is important that you have a clear understanding of which materials are acceptable and those that are not. To help you in preparing your loads and to ensure they will be accepted at the Recycling Center, the following information is provided below. This does not encompass all possible items; rather it is a general list of most frequently delivered items.

- Hours of operation are Monday-Friday 0700-1500 (no appointment necessary)
- DD1348 required
- No after-hours drop-off on certain turn-ins
- For additional information contact the RRP

1) Examples of materials that are **rejected (for questions contact the Recycling Manager or See Section IV)**

- a. Any material containing hazardous or toxic substances, materials or waste
- b. Gasoline, diesel fuel, propane or other petroleum products
- c. Pressurized Cylinders and Fire Extinguishers
- d. Asbestos of any kind (such as pipe insulation or surfacing materials)
- e. Wire rope or cable in lengths greater than 3 feet
- f. Air conditioners and refrigeration units that have not been certified as chlorofluorocarbons (CFC) free or had the run and start capacitors removed
- g. PCB containing materials such as capacitors, ballast, and transformers
- h. Fluorescent or mercury vapor lights and related fixtures
- i. Radioactive materials or containers
- j. Free flowing fluids of any kind
- k. Dirt, debris, trash or waste of any kind
- l. Food or food byproducts
- m. Bedding or clothing products
- n. Cooking oil or grease
- o. Wood (accepted only at selected sites)
- p. Yard waste
- q. Tires (accepted only at selected sites)
- r. Rags/Shop Towels
- s. Lawn or plastic furniture
- t. Speedy-Dry or absorbent materials or chemicals
- u. Medical waste of any kind

2) Examples of materials that are recycled:

- a. **Mixed stream office recycling:** All office recycling is accomplished through a mixed stream recycling method utilizing 90 gallon blue recycling bins. These bins are located in various areas in all buildings on the installation. The bins are picked up on prescheduled days and on call emergencies. All material is also accepted at all the Recycling Centers. The following materials are accepted in the blue recycling bins:
- (i) All white and colored paper
  - (ii) All newspaper
  - (iii) Phone books
  - (iv) Plastic bottles
  - (v) Small Cardboard containers
  - (vi) Folders
  - (vii) Magazines
  - (viii) Aluminum cans
  - (ix) Envelopes

Examples of materials that are recycled (continued):

- b. **Cardboard:** Flat cardboard may be placed in dumpsters marked "Cardboard Only". Cardboard is accepted at all recycling centers.
- c. **Metal Items:** Metal items may be placed in dumpsters marked "Metal Only". Metal items are also accepted at the Recycling Centers. Units with special needs should contact their Recycling Center, located on their installation.
- d. **Dock (Mooring) Lines:** All lines must be cut into 3 foot sections, coiled, and secured to a pallet when dropped off at the Recycling Centers.
- e. **Drums (Metal or Plastic):** Contact your Recycling Center before turning in empty drums/containers for special instructions. Drums containing one inch or more liquid will be rejected.
- f. **Empty Compressed Gas Cylinders:** Prior to receipt of the cylinders the needle valve must be removed and the cylinder cut in half, or cut wide enough to indicate that the cylinder cannot be under pressure again.
- g. **Appliances:** Re-useable appliances may also be turned in to DRMO. Contact DRMO at 445-4077 for guidance.
  - Air Conditioners: must be certified Freon-free, and the compressor and the run and start capacitors removed (unless appliance is re-usable).
  - Refrigerators: must be certified Freon-free, and have the compressor removed (unless appliance is re-usable).
  - Washers and Dryers

**Note: Removal of Freon requires a special license. Contact NAVFAC-MIDLANT maintenance shop (air conditioning mechanics) if Freon needs to be removed from your units. Contact your FMS to coordinate.**
- h. **Motor Vehicle Parts:** Units must deliver their parts in government vehicles.
  - Engine Blocks: must be drained of all fluids. Oil filters and pans must be removed.
  - Transmissions: must be drained of all fluids and open.
  - Rear ends: must be drained and the plate removed.

**Note: Drained oils can be turned into Environmental Services.**

- i.* **Batteries:** The Recycling Program accepts recyclable lead acid batteries meeting the following restrictions:
- Only **lead acid** batteries that are **not metal encased**.  
**Note: In special cases metal encased lead acid batteries may be taken by the Recycling Program depending on market conditions. Contact your installation recycling manager for clarification.**
  - Batteries should be in good condition with caps securely in place. Batteries that are cracked or have missing caps must be disposed of as HW- contact the NAVFAC MIDLANT Environmental Services Desk (ESD) for disposal.
  - The customer must deliver the batteries to the Recycling Centers in a government owned vehicle.
  - All batteries not meeting the requirements listed above are to be turned over for disposal to NAVFAC-MIDLANT ESD.

Examples of materials that are recycled (continued):

- j.* **Toner Cartridges:** Cartridges must be placed in a clear plastic bag or in a box and sealed to prevent powder from spilling. Cartridges may be placed in a clear plastic bag, sealed and placed beside the Blue Recycling 90 Gallon container for pickup.
- k.* **Brass Shell Casings:** RRP accepts brass shell casings under the following conditions. Only "INERT" fifty (.50) caliber shell casings and below will be accepted. Twenty (20) millimeter and above must be sent to DRMO. All .50 caliber shell casings must be separated from smaller shell casings. Shell casings must be packed in sealed and labeled 55-gallon drums. Drums must be accompanied by a DD1348-1A that includes Generating Command/Range Quantity, Date, Names and Signatures of personnel certifying and verifying that all shell casings are inert. (NOTE: Each shell case requires a two-person 100% visible verification that the case is inert in accordance with ADEA requirements. Contact the ADEA rep at 757-433-2454.

***PLEASE NOTE!***

***Some items collected and received will change from time to time based on the commodities markets. If you find or have items not covered by the above and you are uncertain about them, please call your installation Recycling Center.***

## II. HAZARDOUS MATERIAL REUTILIZATION INFORMATION

If you have excess and unused hazardous material, it is important the following alternatives to disposal be considered. Disposal of the HM should be utilized as a last resort.

- Returning to supply (HAZMINCENs) for credit or reuse
- Extending shelf-life
- Crossdecking use
- Turning in to DLA Disposition Services (formerly DRMS)

### A) USEFUL CONTACT INFORMATION

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- P2: 341-0402/0383.
- DRMO (Norfolk): 444-5198, 444-5173
- HAZMINCENs

| Installation | Building Number           | Phone Number |
|--------------|---------------------------|--------------|
| NS Norfolk   | Bldg. LF-50               | 444-2024     |
| NS Norfolk   | Bldg. X-218 (Reuse Store) | 445-7942     |
| NAS Oceana   | Bldg. 826                 | 433-3730     |
| Fort Eustis  | Bldg. 1205                | 878-2781     |

### B) RETURNING HAZARDOUS MATERIALS (HM) TO SUPPLY (HAZMINCENs)

If you purchase HM and determine the item is not needed, it can be returned to the HAZMINCENs for a refund or reuse. Refunds are provided for new/unopened HM purchased from the HAZMINCEN. Please note that refunds are not given on special (non-stock) orders. FISC also offers a Reuse Store located at Naval Station Norfolk, Building X-218. The Reuse Store will accept and issue excess or unused HM **free of charge**. HM destined for the Reuse Store can be turned in at any of the FISC HAZMINCENs across the region. To return excess/unused material, the item must meet the following conditions:

- 1) Four copies of completed DD Form 1348-1A must accompany the material or DD Form 1348-1 created by HICSWIN (see Appendix 2 for instructions).
- 2) Material is unopened and has original labels. (Partially used material may be considered for cross-decking or turned in for disposal.)
- 3) Container is undamaged or minimally damaged (i.e. slightly dented). Containers are minimally rusted.
- 4) FISC will accept Type I that has not expired, and Type II shelf life material that has not been extended more than two times. (see section II.C). Contact DRMO for items that have been extended more than two times.

### MORE THAN 4 PALLETS TURN-IN REQUIREMENTS – Ships

If you have more than 4 pallets of unused or excess hazardous materials to get rid of, use the following guidelines. **Ships** need to coordinate the offload/turn-in through their assigned CHRIMP Technician **24 hours** in advance of desired off-load. All hazardous materials leaving ships must have been processed through the HAZMINCEN via HICSWIN.

The offload procedure is as follows:

- 1) PLANNING:** Once informed of a request for an offload, the designated ship representative will contact the CHRIMP office.
- 2) REVIEWING:** The CHRIMP technician will examine the items that you wish to relinquish custody of to determine what is still usable and what is excess used material.
- 3) TRACKING:** Data management for turn-in involves two software programs depending on the type of excess stock. HICSWIN will be the software used for all reuse material offloaded and R-Supply for all BP-28 (Deep Stock) material offloaded. These programs have the capability to print four (4) copies of DD Form 1348-1A or 1348-1, "Material Turn-In." The 1348-1A or 1348-1 must have the ECAP acronym stamped on the document prior to turn-in.
- 4) DISPOSAL:** In the Hampton Roads area contact NAVFAC MIDLANT ESD services to arrange for pick-up by calling 757-341-0412/0460.

Additional information regarding disposal procedures is detailed in Section III of this guide.

### **C) EXTENDING SHELF LIFE**

All shelf-life material is either Type I or Type II.

Type I shelf-life items are materials that have a set expiration date, which cannot be extended. Once this date has passed, the material cannot be used for its intended purposes and can be turned into DLA Disposition Services (for resale or disposal). The containers must be unopened and in good shipping condition (no excessive rust).

Type II shelf-life items are materials that do not have a specific expiration date. The manufacturer typically will recommend that the item be re-evaluated on a particular date. The label will usually state a "Test" or "Re-Inspect" date. Type II shelf-life items can be extended providing the material is still viable or usable. There are no set standards for Type II shelf-life extension evaluation; often the best approach is to use common sense when examining the item. In-house inspections and tests will suffice for extension of most of your material. There is no single source of test information. See Reference:

Locally developed instructions and old-fashioned common sense may be used. For most Type II materials, shelf-life extension tests are not complicated, do not require a laboratory, and can be done on the spot by anyone with a minimum of training. They are usually nothing more than visual checks for damage or deterioration.

The General Services Administration (GSA) and all military services have developed separate storage standards. For example, shelf-life extension of paint can be accomplished according to the Federal Standard 793, "Depot Storage Standards". End users are authorized and encouraged to examine paint using FED-STD-793 guidelines or by using practical, end-use related tests to determine if the materials still meet their intended use. End users may extend the shelf life as long as the paint performs satisfactorily for their needs. Before disposing of paint, you are strongly encouraged to review FED-STD-793, paragraph 4. See NAVSUP P-485, Chapter 4, paragraph 4664 for further shelf-life material management guidance. For further

assistance in determining if the shelf life can be extended, contact CHRIMP Technician on board or your supply officer. The best way to extend the life of all Type II materials is proper storage. For example, paints should not be stored below freezing and should be protected from rain or salt spray.

DLA Aviation, formerly Defense Supply Center Richmond (DSCR), VA has a Quality Status List (QSL) which extends certain Type II Federal Stock Class (FSC) material. Included on the QSL are Federal Stock Classes (FSCs): 6635, 6750, 6810, 6840, 6850, 9110, 9150, and 9160. To obtain a copy of the microfiche that show the shelf-life extensions, contact DLA Aviation (see Appendix 1 for contact information).

**REFERENCES - “Shelf Life Identification Management and Control” (PIN# V805830) is a video available at any electronic media center.**

#### **D) CROSSDECKING MATERIAL**

If the excess/unused material cannot be returned, and your command no longer has a need for the material, another activity or squadron may be able to utilize the item. You may contact other activities' hazardous material managers to determine if they can utilize the material and arrange for transfer. If assistance is needed in finding a potential user, contact the P2 Program or FISC Reuse Store for assistance.

#### ***PLEASE NOTE!***

***Prior to receiving hazardous material from another activity, contact your Safety representative or CHRIMP Technician to ensure that the material is authorized for use. The material must be listed on your Authorized Use List (AUL) or Type Ships Hazardous Material List (T-SHML). Also your Safety representative or CHRIMP Technician can assist you in obtaining a Material Safety Data Sheet (MSDS) for the item.***

#### **E) DLA Disposition Services, NORFOLK**

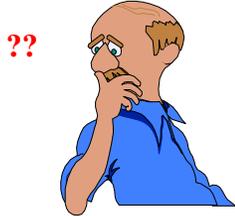
DLA Disposition Services Norfolk may accept any material for resale that the HAZMINCENs cannot accept. Requirements for turn-in to DLA Disposition Services are listed below. Contact DLA Disposition Services to ensure acceptance and to arrange for the transfer of material.

- 1) Items may be expired, but containers should be in good condition-not rusted or dented.
- 2) If kits are being turned in, all parts of the kit must be included.
- 3) Paperwork required:
  - a. Two (2) copies of completed DD Form 1348-1A, or 1348-1 created in HICSWIN for each item. (See Appendix 2 for instructions).
  - b. MSDS for each item.
  - c. The Occupation Safety and Health Administration (OSHA) Hazardous Chemical Warning Label must be present on the items (must be adhesive type label).
- 4) Examples of materials that DLA Disposition Services Norfolk will accept:
  - All flammable materials (solvents, paints, etc.)
  - All photographic chemicals
  - Corrosive material (acids, bases, etc.)
  - Used synthetic oils and used synthetic hydraulic fluids
  - Mercuric nitrate
  - Cleaning compounds

- Greases

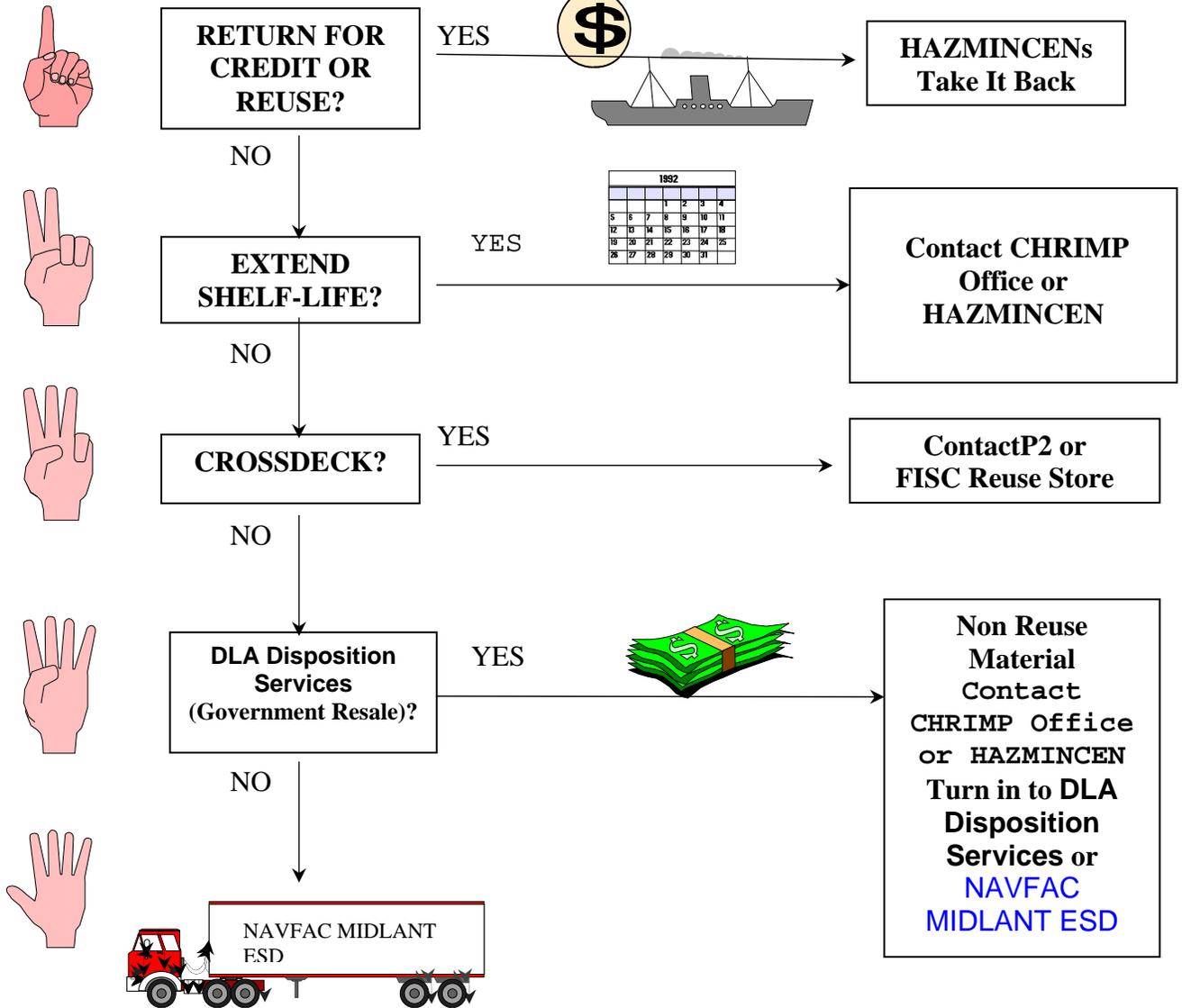
- 5) Examples of materials that DLA Disposition Services Norfolk will **NOT** accept:
  - Oxidizers (hydrogen peroxide, emergency escape breathing devices, etc.)
  - Dented or excessive, rusted drums
  - Open containers
  - Compressed Gas Cylinders or Fire Extinguishers
  - Used items
  - Items containing any level of polychlorinated biphenyls (PCBs)
  - Any radioactive materials

If your HM is rejected by DLA Disposition Services, please request a “917 rejection form”. This form provides specific information explaining why your HM was rejected. If the item was rejected for clerical reasons, make the necessary corrections and re-attempt transferring the item to DLA Disposition Services for reutilization. Otherwise, contact the NAVFAC MIDLANT ESD for disposal of the item. Please read the section III, entitled “HAZARDOUS WASTE MANAGEMENT AND DISPOSAL REQUIREMENTS” for specific instructions.



# What to do with hazardous material?

STEP #



## PLEASE NOTE!

**Self transport HW is not permitted. Under no circumstances should HW be transported by a vehicle not authorized by NAVFAC MIDLANT Environmental. It is illegal to transport HW without meeting the required EPA and DOT training, certifications and commercial driver's license endorsements.**

## II. HAZARDOUS WASTE MANAGEMENT AND DISPOSAL INFORMATION

If a HM is determined to no longer be suitable for its intended purpose and all other routes of utilization have been attempted, the last management alternative is disposal as waste. NAVFAC MIDLANT ESD, the region's HW transportation and disposal agent and will pick up HW at Hazardous Waste Accumulation Areas (HWAAs), Satellite Accumulation Areas (SAAs), Universal Waste Accumulation Areas (UWAAs) and other specified locations.

Funding for disposal of Fleet (FLT) activity's generated wastes has been established. Non-FLT activities are required to submit a valid Job Order Number (JON) when turning in waste. To establish a job order number, contact the appropriate Hazardous Waste Media Manager or NAVFAC MIDLANT ESD or follow the procedure in Appendix 8. HW management and disposal instructions are listed below.

### A) USEFUL CONTACT INFORMATION

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

#### ▪ HW Media Managers:

| INSTALLATION   | PHONE NUMBER |
|--|--------------|
| Naval Station Norfolk, NSA Norfolk, Lafayette River Annex, Craney Island                                     | 757-341-0405 |
| Naval Weapons Station Yorktown, Cheatham Annex, Yorktown Fuels, New Kent                                     | 757-341-0406 |
| Joint Expeditionary Base Little Creek – Fort Story, St. Julien's Creek, South Gate Annex, Scott Center Annex | 757-341-0403 |
| Naval Air Station Oceana, Dam Neck Annex, NSA Northwest Annex, Fentress Airfield, Dare County Bombing Range  | 757-341-0404 |

▪ NAVFAC MIDLANT ESD: 341-0412/0460, 341-0436 (fax)

▪ P2: 341-0402/0383.

#### ▪ HAZMINCENS

| INSTALLATION | BUILDING NUMBER           | PHONE NUMBER |
|--------------|---------------------------|--------------|
| NS Norfolk   | Bldg. LF-50               | 444-2024     |
| NS Norfolk   | Bldg. X-218 (Reuse Store) | 445-7942     |
| NAS Oceana   | Bldg. 826                 | 433-3730     |
| Fort Eustis  | Bldg. 1205                | 878-2781     |

▪ DRMO (Norfolk): 444-5198, 444-5173

### B) ACCUMULATION OF HAZARDOUS WASTES – Shore Activities:

The EPA and the Virginia Department of Environmental Quality (VDEQ) regulate the management and disposal of HW. NAVFAC MIDLANT is the HW permit holder for the Navy. To ensure compliance, the appropriate Hazardous Waste Media Manager must approve establishment of all HW accumulation areas **prior to use**, as well as closure of the areas **prior to the planned closure date**. In addition, the Hazardous Waste Media Manager must be informed of any issues that have the potential to affect the Navy's ability to comply with the governing environmental regulations. All HW must be accumulated in designated areas. If HM is stored in the same location as HW, ensure the areas are clearly marked to identify HM from HW. There are three main types of authorized hazardous waste accumulation areas; **SAAs, HWAAs and UWAAs**.

## 1) **SATELLITE ACCUMULATION AREA (SAA)**

The purpose of a SAA is to allow HW to be managed properly as it accumulates without interfering with the work process. There are no limits on the number of waste streams that can be accumulated in a SAA. However, the total amount of hazardous waste accumulated in a SAA must not exceed 55 gallons. Each waste stream shall be stored in a separate container, and the container must be compatible with the waste being stored.

In the event that a SAA will be unattended due to unit deployment, the ending or moving of a project, etc., the waste in the SAA shall be turned in to NAVFAC MIDLANT ESD and the Hazardous Waste Manager should be contacted to have the area shutdown two weeks in advance.

For a HW generation site to qualify as a SAA it must meet several criteria, including the following:

- Be located at or near the point of waste generation.
- Be under the control of the operator of the process that generates the waste.
- Operators of SAA must be annually trained on the proper management and emergency response procedures.
- May only store a maximum of 55-gallons total of all non-acute hazardous wastes or a maximum of one (1) quart for all acutely hazardous wastes.
- Be approved prior to use by the Hazardous Waste Media Manager.

**When a container is 75% full or if one quart of acutely hazardous waste is accumulated, contact NAVFAC MIDLANT ESD at 341-0412/0460 to schedule a pickup of the waste.** When scheduling your waste pick up, be sure to inform the Dispatcher that your area is a SAA site.

Once a container is full, it must be dated immediately, and moved to an approved HWAA or a permitted facility within 72 hours.

The Hazardous Waste Media Managers have developed a SAA checklist. The checklist, included in Appendix 5, provides a concise listing of the regulatory requirements of a SAA.

It is **highly recommended** that each HW generator perform undocumented reviews of their SAA at least weekly, using the checklist.

In addition, the Installation Environmental Office will perform SAA inspections at least quarterly to provide technical support, management guidance, and regulatory oversight. The standard operating procedure for SAAs is also included in Appendix 5.

## 2) **HAZARDOUS WASTE ACCUMULATION AREA (HWAA)**

The purpose of a HWAA is to allow for the temporary accumulation (not to exceed 90 days) of HW in preparation for transportation to a permitted treatment, storage or disposal facility.

All HWAA's must adhere to various environmental regulatory requirements including:

- Obtain site approval by the Hazardous Waste Media Manager. A 14-day notice should be provided to the Hazardous Waste Media Manager prior to setting up a HWAA to allow for timely notification to the VDEQ.

- Operators of a HWAA must be annually trained on the proper management and emergency response procedures.
- Operators of a HWAA must perform a documented inspection of their site every seven (7) calendar days and maintain those inspection records for three (3) years. The inspection is to be documented using the HWAA checklist that is included in Appendix 6. This checklist provides a concise listing of all of the regulatory requirements of the HWAA.
- **At or before 45 days of accumulation, contact the NAVFAC MIDLANT ESD at 341-0412/0460 to schedule a pickup of the waste.**
- Do not mix wastes if at all possible (Especially solvents with other materials like paints, oils, transmission fluids, coolants, etc.). Mixing solvents in other wastes increases the volume of hazardous wastes and the overall costs of disposal. If a waste mixture is stored in a container, a log of container contents must be kept. This is to minimize testing for disposal characterization and further costs.
- For closure of a HWAA, contact the Hazardous Waste Media Manager seven (7) days before the planned closure date.
- HWAA's must have adequate spill protection and protection from precipitation.
- HWAA's must have aisle space between rows of waste that will adequately allow for incident response.

The Installation Environmental Office will perform HWAA inspections at least quarterly to provide technical support, management guidance, and regulatory oversight. The standard operating procedure and inspection checklist for HWAA's are included in Appendix 6.

### **3) UNIVERSAL WASTE ACCUMULATION AREA (UWAA)**

The purpose of a UWAA is to allow for the temporary accumulation of specific waste streams in preparation for transportation to a permitted treatment, storage or disposal facility. All UWAA's must adhere to various environmental regulatory requirements including:

The current Universal Waste regulations apply to four types of widely generated HW: *batteries, pesticides, mercury-containing equipment, and lamps.*

- Obtain site approval by the Hazardous Waste Media Manager. A seven (7) day notice should be provided to the Hazardous Waste Media Manager prior to setting up a UWAA.
- Operators of a UWAA must be annually trained on the proper management and emergency response procedures.
- **At or before 270 days of accumulation (9 months), prior to expiration of the one year accumulation period, contact NAVFAC MIDLANT ESD at 341-0412 to schedule a pickup of the waste.** Inform the NAVFAC MIDLANT ESD that your waste is stored in a UWAA. For closure of a UWAA, contact the Hazardous Waste Media Manager before the planned closure date.

The Installation Environmental Office will perform UWAA inspection at least quarterly to provide technical support, management guidance, and regulatory oversight. The standard operating procedure and inspection checklist for UWAA's are included in Appendix 7. It is **highly recommended** that each generator perform monthly reviews of their UWAA using the checklist.

**C) WASTE PACKAGING REQUIREMENTS - Ships or Shore Activities**

Hazardous waste must be properly packaged in the original or an approved container. DOT requires specific packaging for shipment. Please direct specific questions regarding container availability and packing requirements to the NAVFAC MIDLANT ESD.

Ships in local private shipyards: Contact the CHRIMP Office to initiate this action for you. Only CHRIMP Technicians are authorized to contact NAVFAC MIDLANT ESD to schedule a pickup of the waste. Allow adequate time for waste screening and quality control (QC) for CHRIMP and NAVFAC MIDLANT ESD.

**PLEASE NOTE!**

**Only NAVFAC MIDLANT ESD or a pre-approved contractor is permitted to transport HW waste off base or on open roads under any circumstances. It is illegal to transport HW on public roadways without meeting the required EPA and DOT training, certifications, and commercial drivers license endorsements.**

**D) MATERIAL / WASTE PAPERWORK REQUIREMENTS - Ship or Shore Activities**

Four completed copies of the DD Form 1348-1A, or 1348-1 created in HICSWIN, are required for turn-ins of unusable HM or HW to NAVFAC MIDLANT ESD. Instructions on how to complete this form are listed in Appendix 2. Contact the NAFAC MIDLANT ESD at 757-341-0412/0460 and fax a copy of the completed DD Form 1348-1A, or 1348-1 created in HICSWIN, to 445-1079 prior to scheduling a pickup and to ensure prompt service. All four copies of the DD Form 1348-1A, or 1348-1 created in HICSWIN, are required at time of pickup. Copies are distributed as follows: client, MIDLANT driver, on container, and returned to FISC. For ships, one copy of the 1348-1 created in HICSWIN with the ECAP acronym stamped on the document and signed by the CHRIMP Technician is needed. Daily pickups at piers (see section E below) do not require copy of DD Form 1348-1A, or 1348-1 created in HICSWIN, or be faxed in advance. For material that was not procured through the Navy stock system, a Material Safety Data Sheet (MSDS) is required.

**E) MATERIAL / WASTE (4 or less pallets) TURN-IN REQUIREMENTS – Ships**

- II. Ships at Norfolk Naval Shipyard should contact the NNSY Occupation, Safety, Health, and Environmental Office (Code 106), for assistance with hazardous waste disposal.
- III. Ships at NS Norfolk or JEB Little Creek : NAVFAC MIDLANT ESD offers several HW pickup points on the piers. The specific piers and pickup times are listed below. Each ship is to contact and coordinate with assigned CHRIMP Technician. A representative from the ship must accompany the HW from the time it leaves the ship to the time it is picked-up by NAVFAC MIDLANT ESD. **Under no circumstances shall waste be left unattended or abandoned on the piers.**

**Naval Station Norfolk Pier pickup schedule is as follows: Monday – Friday**

*Note: For 4 pallets or less*

|           |         |
|-----------|---------|
| 0800-0915 | Pier 9  |
| 0800-0915 | Pier 12 |
| 1000-1115 | Pier 3  |
| 1000-1115 | Pier 4  |

**JEB Little Creek Pier pickup schedule is as follows: Tuesday and Thursday**

*Note: For 2 pallets or less*

|           |          |
|-----------|----------|
| 0800-0900 | Pier 15  |
| 1000-1100 | Quaywall |

**F) Material/Waste (more than 4 pallets) TURN-IN REQUIREMENTS – Ship or Shore Activities**

*Note: For JEB Little Creek Activities the following applies for more than 2 pallets.*

**Ships** need to request and coordinate more than 4 pallets turn-in through the CHRIMP Office, the Logistic Support Representative (LSR) or the FISC Hazmat representative. Once informed of a request for off-load, the CHRIMP Technician will screen the material and determine what is still usable and what is a waste. The CHRIMP Technician and NAVFAC MIDLANT ESD representatives will then coordinate the off-load. A representative from the ship must accompany the waste until it is picked up by the NAVFAC MIDLANT ESD. Under no circumstances shall waste be left unattended or abandoned on the piers.

If possible, ships should utilize the pier pickup option over the course of several days instead of scheduling an offload.

***PLEASE NOTE!***

***It is a violation of state and federal law to abandon HM/HW.***

### III. MANAGEMENT OF SPECIFIC MATERIALS/WASTES

#### **A) USEFUL CONTACT AND WASTE PICKUP INFORMATION**

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- NAVFAC MIDLANT ESD: 341-0412/0460, 341-0436(fax)
- P2: 341-0402/0364
- Regional HW Media Managers:

| INSTALLATION   | PHONE NUMBER |
|--|--------------|
| Naval Station Norfolk, NSA Norfolk, Lafayette River Annex, Craney Island                                     | 757-341-0405 |
| Naval Weapons Station Yorktown, Cheatham Annex, Yorktown Fuels, New Kent                                     | 757-341-0406 |
| Joint Expeditionary Base Little Creek – Fort Story, St. Julien's Creek, South Gate Annex, Scott Center Annex | 757-341-0403 |
| Naval Air Station Oceana, Dam Neck Annex, NSA Northwest Annex, Fentress Airfield, Dare County Bombing Range  | 757-341-0404 |

All waste turn-ins to NAVFAC MIDLANT ESD require four copies of the DD Form 1348-1A (for shore activities) or 1348-1 (for ships). For instruction on completing Form 1348, see Appendix 2.

A job order number (JON) may be required for certain environmental services. To establish a JON, follow the procedure in Appendix 8.

#### **PLEASE NOTE!**

**BAGGED WASTE WILL ONLY BE ACCEPTED FOR PICK-UP IN CLEAR BAGS!**  
**RED OR YELLOW BAGS SHALL NEVER BE USED!**

#### **B) ABSORBENT MATERIAL (a.k.a. SPEEDY-DRY, KITTY LITTER)**

If the absorbent material was used to absorb HW/HM, it must be managed as a HW. If the absorbent material has been used to absorb oil, the absorbent will be managed in a similar fashion as oil. Oily absorbent materials must be placed in clear plastic bags and turned in to the NAVFAC MIDLANT ESD.

#### **C) AEROSOL CANS**

Return unused aerosol cans to the HAZMINCEN for potential reuse. Contact our HAZMINCEN for more details. Also see the Material Reutilization Information section of this guide for additional alternatives to disposal. If the cans are rejected by the HAZMINCEN and the additional options listed in the Material Reutilization Section (Section II) of this guide are non-applicable, manage the aerosol cans as applicable below:

1. **Aerosol cans containing pesticides, insecticides, fungicides, CFCs or oven cleaners:** These cans shall not be punctured and must be turned in to the NAVFAC MIDLANT ESD.
2. **Punctured Aerosol Cans:** Shore Tenants have the option to puncture aerosol cans using equipment approved by the Hazardous Waste Media Manager. The contents of the punctured cans must be collected and must be managed as HW: contact the Hazardous Waste Media Manager to establish the appropriate accumulation area. Punctured aerosol cans may then be placed in Metals Dumpsters for recycling.

**THERE ARE NO NAVSEA APPROVED DEVICES FOR SHIPBOARD USE.  
SHIPS ARE NOT AUTHORIZED TO PUNCTURE AEROSOL CANS!**

3. **Un-punctured Aerosol Cans:** Contact the Hazardous Waste Media Manager to set up an appropriate accumulation area to manage aerosol cans.

**D) ANTIFREEZE**

Used antifreeze may be a non-RCRA regulated waste. Do not mix the antifreeze with solvents or metals, as the mixture may result in a hazardous waste. Contact the NAVFAC Midlant ESD to coordinate turn-in and recycling.

**E) APPLIANCES (WHITE GOODS) – see Recycling Section(1.D.2.g)**

**F) AQUEOUS FILM FORMING FOAM (AFFF)**

NAVFAC MIDLANT ESD will manage all AFFF solutions. Contact MIDLANT ESD at 341-0412/0460 to schedule a pickup.

AFFF in its original containers can be turned in to the Reuse Store (Bldg. X-218 at Naval Station Norfolk).

**G) ASBESTOS**

NAVFAC MIDLANT ESD, specifically the Asbestos & Insulation Branch removes asbestos, on a reimbursable basis, from pipes, buildings, roofs, floors, ceilings, etc., but only at shore commands. Contact the NAVFAC MIDLANT ESD at 341-0412/0460 to schedule an asbestos removal or waste pick-up. Four completed copies of DD Form 1348-1A are required for disposal and a valid Job Order Number (JON) is required for removal operations.

For asbestos removal operations aboard ships or submarines contact the Ship Support Office.

If you are unsure if you are dealing with asbestos, shore activities should contact the MIDLANT Engineering's Asbestos & Insulation Branch, (they performed surveys of buildings and may have information), and ships should contact the Navy Environmental Preventative Medical Unit #2 (NEMPU-2).

Disposal of safes and file cabinets that possibly contain asbestos: Shore commands contact CNRMA Safety to determine if the safe or file cabinet contains asbestos. Coordinate with your Hazardous Waste Media Manager If it does contain asbestos, then it must be double wrapped in plastic by the generator and delivered to DRMO St. Juliens Creek. Contact DRMO, to schedule an appointment and to ensure you have the proper paperwork. If transportation is required, call MIDLANT Transportation Services for assistance.

***PLEASE NOTE!***

***For guidance pertaining to demolition and renovation operations, see section IV.I, entitled "BUILDING MATERIALS."***

**H) BATTERIES**

All batteries are not managed in the same manner. Below are the specific disposal guidelines.

Alkaline Batteries: Alkaline batteries can be disposed of as normal trash or managed as Universal Waste. Contact the Regional HW Media Manager for assistance.

All other batteries, such as lithium, NICAD, mercury, lithium sulfur dioxide, and magnesium dioxide, shall be managed as Universal Waste in accordance with Section III.B.3. The batteries will be packaged to prevent shorting, (i.e. one battery to one Ziploc bag or terminals taped over). Contact NAVFAC MIDLANT ESD at 341-0412/341-0460 to schedule a pickup.

**I) BUILDING MATERIALS**

Building materials, from demolition or renovation operations, which are suspected to contain lead and/or asbestos, should be characterized with representative sample(s) of the entire waste stream tested prior to disposal. Contact the Hazardous Waste Media Managers for specific guidance. For safety-related issues, contact the Regional Safety Department or your command's Health and Safety official.

**NOTE: IMPROPER MANAGEMENT AND DISPOSAL OF HAZARDOUS WASTE VIOLATES STATE AND FEDERAL LAWS.**

**J) COOKING OIL**

Used cooking oil/grease can be recycled. Do not mix hazardous materials (i.e. solvents/paints) with cooking oil or grease. Do not dispose of cooking oil or grease in trash dumpsters or sewer drains.

At Naval Station Norfolk there are three 300-gallon containers available for the collection of used cooking oil/grease. The containers are located at the heads of Piers 3, 10, and 14. The collection containers are located near the trash and metal only dumpsters. If questions exist regarding the use of these containers, contact the Hazardous Waste Media Manager. At JEB Little Creek, please contact the NAVFAC MIDALNT ESD at 341-0412 to request a pickup.

**K) CYLINDERS – (Compressed Gas Cylinders – CGC)**

CGCs containing product (including Ozone Depleting Substances, ODS): Follow the steps below.

- Complete and submit a 1348-1A form to the NAVFAC MIDLANT ESD. Ensure that the 1348-1A form contains a valid Job Order Number, cylinder size, and:
  - compressed gas type
  - physical condition of cylinder(s)
  - length of cylinder(s) measured from the cylinder bottom to the valve opening; do not include the valve stem length
  - circumference or diameter of cylinder(s)
  - amount of compressed gas in cylinder(s)
  - owner of the CGC (the CGC will be returned to the owner if applicable)

**L) DESICCANTS**

All desiccants will be disposed of through NAVFAC MIDLANT ESD.

**M) EXPLOSIVE WASTES**

For all ammunition explosive waste or waste classified by the DOT regulations as explosive, contact the Explosive HW Manager at 757-341-0406 for further information or guidance.

**N) FLUORESCENT / INCANDESCENT LIGHT BULBS****1) Fluorescent light bulbs (including compact fluorescent bulbs):**

In the Hampton Roads region, shore commands should contact your Regional HW Media Manager for guidance. All fluorescent light bulbs will be turned into the Self-Help Facility (one for one exchange) or managed as a universal waste in accordance with Section II.B.3.

- 2) Incandescent light bulbs** - Certain incandescent light bulbs are hazardous waste when discarded because of high contents of lead and possibly mercury. Examples include high-pressure sodium lamps manufactured by Philips Lighting Company or General Electric Company. To schedule a HW pickup, call 757-341-0412/0460. If you are unsure about proper characterization of the light bulb, consult the MSDS or the manufacturer, or contact your Regional HW Media Manager. For future replacement, it is highly recommended that you consider buying “green” products. The P2 office can assist in finding manufacturers of “green” products.

**NOTE: Afloat commands should turn all fluorescent light bulbs in via piers-side pickup (See Section II.E).**

**O) FUEL FILTERS (OIL, JP-5, DIESEL AND GASOLINE)**

- 1) Gasoline Filters:** Because of the ignitability of gasoline, gasoline filters shall be managed as hazardous waste. Contact Regional HW Media Manager prior to generating gasoline filters for guidance.
- 2) JP-5, Diesel, and other Oil Filters:** Oil Filters shall be drained for a minimum of 72 hours to remove liquids. Note: When cold draining filters puncturing the top can aid in removing oil from filter. Filters must be double bagged in a clear plastic bag (no more than 10 in one bag) and may be placed in the trash or turned over to NAVFAC MIDLANT ESD or NAVFAC MIDLANT Oil Recovery for disposal.

**P) INDUSTRIAL WASTEWATER**

Depending on the characteristics of the industrial wastewater and facility permit requirements, some wastewaters may be treated at the Navy’s Industrial & Oily Wastewater Treatment Plants (IWTPs) or will have to be disposed of off base via DRMO. Industrial waste water should not be mixed with any other wastes. For more information and assistance in disposing of industrial wastewaters contact the Regional Water Media Manager at 341-0422 (Naval Station Norfolk), 341-0426 (JEB Little Creek – Fort Story), 341-0423 (Yorktown Naval Weapons Station) or 341-0421 (NAS Oceana).

**Q) LOW LEVEL RADIOACTIVE MATERIAL (Example: Smoke Detectors)**

Low-level radioactive material is disposed of through the Radiological Support Office (RASO) at 887-4692. To dispose of these items, establish an inventory, which includes the following information:

- Manufacturer Name, Trade Name, and Model Number
- National Stock Number (if applicable)
- Radiological Hazard (if known) and Amount (if known)
- Quantity of each
- Location of Items

#### **R) MEDICAL / BIO-HAZARDOUS WASTE OUTSIDE OF MEDICAL FACILITIES**

Medical/Bio-Hazardous waste includes human blood and all body fluids.

1. To address spills of blood and/or body fluids, apply sufficient absorbent material (such as gauze, rags, kitty litter, etc.) to encapsulate the spill so that there is no potential for release of absorbed material. The used absorbent can then be placed in the regular trash. Solid feces can be placed in the sewage system (flushed down a functioning toilet). Any spilled blood, spilled body fluids, or solid feces not addressed in this fashion must be managed in accordance with the following bullet.
2. In the event that an emergency and/or incident generates a medical/bio-hazardous waste, tenants should contact their Facilities Management Specialist who will arrange for the proper management and disposal of this waste stream.

Please contact your Hazardous Waste Media Manager if you have any questions regarding medical/bio-hazardous waste.

#### **S) METHYL ETHYL KETONE PEROXIDE (MEKP)**

Due to the reactive nature of this material and its high disposal costs; MEKP will be issued in either 1-ounce resin kits (NSN 6810-01-452-3268) or 2-ounce resin kits (NSN 6810-01-452-3273). Every attempt should be made to completely consume the accelerant (MEPK) in the process. To dispose of unusable quantities of MEKP, contact the NAVFAC MIDLANT ESD at 341-0412/0460 for guidance.

#### **T) OBA / EEBD CANISTERS**

For disposal of OBA canisters and EEBDs, contact the NAVFAC MIDLANT ESD to arrange a pickup. The OBA canisters and EEBDs need to be kept in the original packages. Do not attempt to disassemble the original packages.

#### **U) OIL, USED (In the Hampton Roads Region)**

**Used petroleum based oils** can be recycled. Label the container with the words **USED OIL**. Then contact NAVFAC MIDLANT ESD for further instructions or to schedule a pickup.

At the point of generation it is acceptable to consolidate the following **petroleum-based** products Used Oil, Used Hydraulic Fluid, Used PD-680 Type II, or Used JP-5 in the same container. Mixtures of Used Oil and Used Gasoline or MoGas are prohibited and must be managed as HW.

**Used synthetic based oils** cannot be recycled and must be turned in to NAVFAC MIDLANT ESD. Do not mix synthetic oils/fluids with petroleum products.

#### **Ship Generated Oily Waste:**

**Acceptable Oily Wastes**; Non-contaminated bilge, ballast, and fuel tank cleaning wastes, including butterworth rinse water, may be disposed of as oily waste. The Water Media Manager must be contacted to determine proper disposal procedures for all other oil containing wastes. Ensure no contaminants have entered the bilge water or oily waste. Unacceptable contaminants include, but are not limited to, Aqueous Film Forming Foam (AFFF); Sewage (black water and gray water); HAZMATs and HWs; JP4, AVGAS, MOGAS, and gasoline; Boiler cleaning wastes; anti-freeze; and FSII (Fuel System Icing Inhibitor).

**Oily Waste Transfers During Night Hours**: Transferring during the hours between sunset and sunrise is not normally permitted due to reduced ability to immediately detect a spill; inability to determine amount and spread of a spill; the need to recall and fund oil clean-up personnel. Approval for ships to discharge oily waste after dark must be obtained from the CO of the appropriate installation by phone call to the local Port Ops Officer. The following additional requirements must be in place:

1. Extra Topside Safety Watches stationed at the discharge station and on the pier or SWOB to monitor the water for any oil sheens;
2. Oil spill clean-up equipment on hand;
3. Adequate lighting erected; and
4. The Chief Engineer will be on board to supervise the evolution.

### **NAVSTA Norfolk**

1. Piers at NAVSTA Norfolk are equipped with oily waste collection piping and risers for off-loading bilge water and non-contaminated oily wastes. NAVFAC MIDLANT's Ship Support Office (SSO) will coordinate connections and disconnections to the collection system through LOGREQS. To ensure adequate resources are available to respond in the event of a system casualty, discharges to the system are only permitted during daylight hours during the regular workweek.
2. Vessels must have a 2.5 in. male camlock fitting on their oily waste overboard discharge connection in order to connect. Vessel connections will be scheduled by SSO to occur approximately 24 hours after arrival. Following connection to the system, the vessel must check for leakage from the hose and connections by flushing the hose with seawater for 5 minutes. A "T" adapter is available from NAVFAC MIDLANT, which will allow use of a 1.5 in. fire hose to flush the hose. Disconnection from the system will occur approximately 48 hours before vessel departure. Prior to disconnection, the vessel must flush the hose with seawater for 10 minutes to remove residual oil. The vessel is responsible for lowering the hose to the pier and walking the residual seawater in the hose into the pier riser. If the vessel was issued a "T" adapter, the adapter must be returned to NAVFAC MIDLANT.
3. Individual off-loads of greater than 50K Gallons, or discharge rates greater than 200 gpm, must be coordinated through SSO to ensure the pier collection system capacity is not exceeded. It is the responsibility of vessels to periodically observe the connections and hose and to report any unusual conditions that may occur.
4. If the pier side collection system is nonoperational, NAVFAC MIDLANT SSO will arrange for collection services via a contractor or NAVFAC MIDLANT Oil Recovery Tanker Truck, square/FRAC tank, or SWOB. If the vessel uses their shipboard oil water separator, NAVFAC MIDLANT SSO will coordinate pick-up of oil from the shipboard used oil tanks.
5. Do not discharge viscous oils into the discharge lines, this has been shown to cause failures (fuel spills)

**JEB Little Creek-Ft. Story:** The Ship Support Office (SSO) provides oily waste collection and handling services. For emergency requirements outside normal working hours, contact JEB Little Creek Port Ops.

**WPNSTA Yorktown/Cheatham Annex:** If possible, oily waste should be off-loaded before arrival. If off-load at the facility is required, approval by the Installation Commanding Officer prior to off-loading must be obtained and NAVFAC MIDLANT Oil Recovery should be contacted for disposal.

## V) **PAINTS**

**Empty paint can:** is defined as an original paint can that is free of liquids and contains less than 1 inch of dried material. Metal paint cans that meet this standard can be placed in dumpsters marked “metal only”, plastic can be placed in solid waste dumpsters. Paint cans that DO NOT meet this standard must be managed as HW and turned in to NAVFAC MIDLANT ESD for disposal and must not be allowed to air dry.

**Unused/unopened containers of paint:** should be returned to the HAZMINCEN for potential reuse. Keep containers closed; do not allow to air dry. Please see the Hazardous Material Reutilization Information section of this guide for more information and additional alternatives to disposal. If the cans are rejected by the HAZMINCEN, the items will be managed as a waste; follow the procedure listed below:

- **Liquid or solidified oil-based paint:** is to be managed as a HW and properly labeled. Contact NAVFAC MIDLANT ESD to schedule a pickup. Keep cans closed. Air drying is prohibited.
- **Liquid water-based (latex) paint:** Properly label the container and Contact NAVFAC MIDLANT ESD to schedule a pickup. Keep cans closed. Air drying is prohibited.
- **Oil-Based Paint/Solvent related items:** such as brushes, rags, and rollers shall be managed as HW. \*Immediately containerize and keep containers closed at all times. Air drying is prohibited.

## W) ***Solvents(i.e. PD-680/Acetone/Alcohols etc.)***

All Solvents shall be turned in to NAVFAC MIDLANT ESD for disposal as HW. Ensure containers are kept closed at all times.

## X) ***POLYCHLORINATED BIPHENYL (PCB)***

PCBs were domestically manufactured from 1929 until their manufacture was banned in 1979. They have a range of toxicity and vary in consistency from thin, light-colored liquids to yellow or black waxy solids. Due to their non-flammability, chemical stability, high boiling point, and electrical insulating properties, PCBs were used in hundreds of industrial and commercial applications including electrical, heat transfer, and hydraulic equipment; as plasticizers in paints, plastics, and rubber products; in pigments, dyes, and carbonless copy paper; and many other industrial applications. The most common trade name is Aroclor. Although no longer commercially produced in the United States, PCBs may be present in products and materials produced before the 1979 PCB ban. Products that may contain PCBs include:

- Transformers and capacitors

- Other electrical equipment including voltage regulators, switches, reclosers, bushings, and electromagnets
- Oil used in motors and hydraulic systems
- Old electrical devices or appliances containing PCB capacitors
- Fluorescent light ballasts (not green tips)
- Cable insulation
- Thermal insulation material including fiberglass, felt, foam, and cork
- Adhesives and tapes
- Oil-based paint
- Caulking
- Plastics
- Carbonless copy paper
- Floor finish

If you have items for disposal that you believe may contain PCBs, please contact the Regional HW Media Manager below:

| INSTALLATION   | PHONE NUMBER |
|--|--------------|
| Naval Station Norfolk, NSA Norfolk, Lafayette River Annex, Craney Island                                     | 757-341-0405 |
| Naval Weapons Station Yorktown, Cheatham Annex, Yorktown Fuels, New Kent                                     | 757-341-0406 |
| Joint Expeditionary Base Little Creek – Fort Story, St. Julien's Creek, South Gate Annex, Scott Center Annex | 757-341-0403 |
| Naval Air Station Oceana, Dam Neck Annex, NSA Northwest Annex, Fentress Airfield, Dare County Bombing Range  | 757-341-0404 |

PCB-containing fluorescent light ballasts are to be turned into NAVFAC MIDLANT ESD as PCB waste. To schedule a pickup call 341-0412/0460. Any non-PCB fluorescent light ballast can be turned in to RRP.

### ***PLEASE NOTE!***

**Fluorescent light ballast that do not possess the marking "PCB free" are to be assumed to contain PCBs and should be managed accordingly.**

### **Y) RAGS / SHOP TOWELS/CLOTH ABSORBENTS**

**Oily Rags:** Place the rags in clear double plastic bags and label used oil rags.

At Naval Station Norfolk, oily rags can be taken to the NAVFAC MIDLANT Oil Recovery located at Bldg. Q-50. If you do not have the ability to transport your rags, contact NAVFAC MIDLANT ESD at 341-0412/0460 to schedule a pickup. Regardless if the rags are dropped off or picked-up, four completed copies of DD Form 1348-1A, or 1348-1 created in HICSWIN, for each item are required for turn-in.

**Hazardous Waste (HW) Rags:** Rags that have been contaminated with HM/HW, such as MEK, gasoline, solvent or paint thinner must be managed as HW and properly labeled. Contact NAVFAC MIDLANT ESD to schedule a pickup. Do not transport rags that are considered hazardous waste. \*Immediately containerize and keep containers closed at all times. Air drying is prohibited.

**Shop Towel Laundering Service:** The current Navy Shop Towel Afloat/Ashore Management Program (STAMP) contract for the Mid-Atlantic/Northeast Region; N00189-07-D-Z010 is available on the DENIX Website at <https://www.denix.osd.mil> or from the Rag

Recycling Contract Administrator. Note: All Naval vessels in port and shore activities are covered by this STAMP contract.

The current shop towel contract requires the customer to either use shop towels provided by the contractor or to own their own towels and have the contractor wash them. In the first scenario, the local contractor delivers an agreed upon quantity of towels to ship. On a schedule that has been agreed-upon, the contractor picks up soiled shop towels and replaces them with clean towels. The ship is then billed for the towels washed as well as the towels that are lost/missing. In the second scenario, the ship/government buys shop towels and has the contractor pick them up on an agreed-upon schedule and bills the ship for the cost of washing. To obtain further assistance, contact your CHRIMP Technician or the Rag Recycling Contract Administrator.

***PLEASE NOTE!***

***The P2 Program may be able to provide 55-gallon-drum mounted wringers and small table top wringers that remove free liquids in rags, allowing for additional uses. For more information, contact the Regional P2 Media Managers.***

**Z) SILVER / SILVER RECOVERY UNITS**

Solutions used in silver recovery units (i.e. photography shops, weapons x-ray, dental or hospital/ship X-ray rooms) may require management as a HW. Contact the Regional HW Media Manager for guidance on the management of these units.

**AA) UNKNOWNNS**

- 1) If you discover an unknown waste, please contact your HW Media Manager for guidance.

**BB) X-2 OR X-3 MATERIALS (CHEMICALS & RESINS)**

X-2 and X-3 materials must be de-militarized prior to disposal. NAVFAC MIDLANT ESD will provide this service for an additional cost. Contact NAVFAC MIDLANT ESD to schedule a pickup at 341-0412/0460.

***PLEASE NOTE:***

***To ensure proper handling, on the 1348-1A indicate the items are X-2 or X-3 material.***

**APPENDIX 1: POINTS OF CONTACT*****Hazardous Waste and Pollution Prevention Media Managers***

|  |                       |
|--|-----------------------|
| <b>Director</b>  | 341-0400              |
| <b>Hazardous Waste Media Manager By Installation</b>   |                       |
| Naval Station Norfolk, Craney Island   | 341-0405              |
| NWS Yorktown, Cheatham Annex   | 341-0406              |
| Joint Expeditionary Base Little Creek – Fort Story, St. Julien’s Creek Annex, Southgate Annex, Scott Creek Annex | 341-0403              |
| NAS Oceana, Dam Neck Annex, Northwest, Fentress, Dare County   | 341-0404              |
| <b>Environmental Pollution Prevention Media Manager</b>  | 341-0402 and 341-0364 |

***Installation Environmental Compliance Departments***

|   |                |
|---|----------------|
| <b>Joint Expeditionary Base Little Creek – Fort Story</b>       |                |
| Director  | 462-8564 x 392 |
| Lead Environmental Protection Specialist                        | 462-8564 x 384 |
| Environmental Protection Specialist                             | 462-8564 x 389 |
| Environmental Protection Specialist                             | 462-8564 x 391 |
| Environmental Protection Specialist                             | 462-8564 x 388 |
| <b>Naval Station Norfolk</b>                                    |                |
| Director  | 341-0523       |
| Lead Environmental Protection Specialist                        | 341-0516       |
| Environmental Protection Specialist                             | 341-0520       |
| Environmental Protection Specialist                             | 341-0515       |
| Environmental Protection Specialist                             | 341-0514       |
| Environmental Protection Specialist                             | 341-0511       |
| Environmental Protection Specialist                             | 341-0517       |
| <b>NAS Oceana/ Dam Neck Annex</b>                               |                |
| Director  | 433-3437       |
| Lead Environmental Protection Specialist                        | 433-3435       |
| Environmental Protection Specialist (NW, Dare County), STKWING) | 433-3461       |
| Environmental Protection Specialist (Dam Neck)                  | 433-3434       |
| Environmental Protection Specialist (VACAPES, STKWING)          | 433-2131       |
| Environmental Protection Specialist (AIMD, NEX, MWR)            | 433-3439       |
| <b>NWS Yorktown / Cheatham Annex/Yorktown Fuels</b>             |                |
| Director  | 887-4086       |
| Lead Environmental Protection Specialist                        | 887-4881       |
| Environmental Protection Specialist                             | 887-4958       |
| Environmental Protection Specialist                             | 887-4095       |

***Environmental Services Department***

|                                    |                            |
|------------------------------------|----------------------------|
| <b>NAVFAC MIDLANT ESD</b>          | 341-0412/0460 Fax:341-0436 |
| Environmental Operations Director  | 341-0473                   |
| NAVFAC MIDLANT HWO Supervisor      | 341-0471                   |
| NAVFAC MIDLANT HWO Profile Chemist | 341-0471                   |
| Asbestos & Insulation Branch       | 341-0474                   |
| NAVFAC MIDLANT Lab Services (LS)   | 341-0462, 341-0465 (fax)   |
| NAVFAC MIDLANT Oil Recovery        | 341-0412                   |

**Regional Recycling Program**

|  |          |
|--|----------|
| Regional Director                                  | 341-1136 |
| NAS Oceana / Dam Neck                              | 433-2454 |
| Joint Expeditionary Base Little Creek – Fort Story | 462-7401 |
| Naval Station Norfolk                              | 445-8700 |
| NWS Yorktown / Cheatham Annex                      | 887-4381 |

**Defense Depot Norfolk Virginia (DDNV)**

|  |                      |
|--|----------------------|
| <b>Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b> |                      |
| Compressed Gas Cylinder Yard   | 443-3142             |
| Cylinder Technical Support   | 443-3385             |
|  | 449-7880 (cell)      |
| Material Offload Scheduling (Trucks)   | 443-3131 or 443-3146 |
| Material Offload Scheduling (Ships)  | 443-3120             |
| X-2, X-3 Material Issue  | 443-3150             |

**DLA Aviation**

|  |              |
|--|--------------|
| <b>Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b> |              |
| Cylinder Information   | 804-279-5203 |
| Cylinders with ODS   | DSN 695-5203 |

**DLA Disposition Services**

|  |                |
|--|----------------|
| <b>Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b> |                |
| St. Juliens Creek Division   | 396-0137 xt.13 |
| Re-sale Information  | 444-5826       |
| Hazardous Material Turn-in   | 445-4450       |
| Waste Disposal – Supervisor  | 444-7685       |
| Waste Disposal – Specialist  | 445-4077       |
| Waste Disposal – Specialist  | 445-2976       |

**Fleet Industrial Supply Center (FISC)**

|  |                    |
|--|--------------------|
| <b>Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b>                   |                    |
| LOGISTICS SUPPORT CENTER   | 443-1211           |
| HAZMINCEN – NORFOLK LF-50  | 444-2024           |
| HAZMINCEN – OCEANA Bldg. Z-826   | 433-3730           |
| HAZMINCEN – Ft. Eustis   | 878-2781           |
| HAZMINCEN – Northwest (HM support provided by NAS Oceana)  | 433-3730           |
| HAZMINCEN- Joint Expeditionary Base Little Creek – Fort Story West (HM support provided by NORFOLK LF-50 ) | 444-2024           |
| Reuse Store Facility (X-218)   | 445-7942           |
| Reuse Store – Cylinder Issue   | 444-1810, 444-4528 |
| Hazardous Material Program Office (HMPO) East  | 443-1312           |

**Consolidated Hazardous Material Reutilization & Inventory Management Program (CHRIMP)**

|                               |          |
|-------------------------------|----------|
| CHRIMP Afloat Project Manager | 443-2549 |
| CHRIMP Afloat Site Manager    | 443-2411 |

Appendix 1: Points of Contact

|   |                                       |
|---|---------------------------------------|
| CHRIMP Afloat Support Bldg. W-143 (CG/DD/DDG/FFG/LPD)   | 443-<br>2411/1311/2546/2547/2558/2410 |
| CHRIMP Afloat Support Bldg. X-218 (AOE/CVN/LHA/LHD)   | 444-4789/0593                         |
| CHRIMP Afloat Support for Joint Expeditionary Base Little Creek – Fort Story West provided by HMPO office Norfolk (LSD, ARS/PC) | 443-<br>2411/1311/2546/2547/2558/2410 |

***Other Commands/Departments***

|   |                   |
|---|-------------------|
| Commander Navy Region Mid-Atlantic Safety | 322-2926 or 2927  |
| NEMPU2                                    | 444-7671          |
| PWC Maintenance Department – Norfolk      | 444-4419          |
| PWC Transportation Department – Norfolk   | 444-2950          |
| Port Operations                           | 444-7345          |
| Ship Support Office-Norfolk/JEFLCFS       | 445-7447/462-4090 |
| Rag Recycling Contract Administrator      | 717-605-6856      |

## APPENDIX 2: INSTRUCTION FOR DD FORM 1348-1A, or HICSWIN DD FORM 1348-1

### I. GENERAL SAFE HANDLING GUIDANCE

1. Segregate material according to Federal Stock Class (FSC), compatibility and container size.
2. Segregate used from unused HM/HW.
3. Place leaking HM in appropriate salvage containers (5, 55, or 85 gallon).
4. Properly complete four copies of DD Form 1348-1A or HICSWIN 1348-1 for all waste turn-ins. Fax one copy to MIDLANT Environmental Services Desk (FAX: 445-0179) as follows:

### II. REQUIREMENTS FOR DOCUMENTATION

NAVFAC MIDLANT, DRMO, & FISC require the following information on DD form 1348-1a, or Form 1348-1 created in HICSWIN:

- Block: 02. Activity generating the waste, (Ex. Building # or Command/Ship & Hull #).
03. Activity accepting the waste (Ex. MIDLANT, DRMO, FISC, or UIC, etc.)
04. Mark for "DISPOSAL," "RECYCLING," "REUSE," "MIDLANT," "DRMO," FISC," etc.
17. Generic name of product (listing any known contaminants).
18. Type of container (Ex. 55 gallon, 5 gallon, 10 -lb. Box)
- 19 (or 25-29) Number of containers
20. Total Weight of Shipment (May leave blank if turned into MIDLANT, they will weigh the materials MIDLANT takes custody of.)
24. Unit Identification Code (UIC) Number.
25. FSC and NIIN (The National Stock Number). Include the manufacturer.
- Open Area Additional data - Enter MSDS or profile number, if known.
- Open Area Job Order Number (JON) (required for non-FLT activities)
- Open Area A point of contact (who has knowledge about the process that generated the waste) and phone number and email address.
- Open Area Indicate that waste is from a SAA or HWAA and include date of oldest drum.
- Open Area All activities not using HICSWIN, list the process that generated the waste, (Ex. painting, degreasing, etc.)

Open Area Words "Approved for transfer" and a qualified signature

Open Area FISC ECAP stamp approval noted.

In addition to the general requirements, MIDLANT upon receipt of materials will add the following information:

Open Area Unique drum control number or barcode

22 MIDLANT will sign for custody of material (one copy return to client)

23 MIDLANT will enter date of acceptance.

For off-site transportation only:

16 MIDLANT will enter the DOT proper shipping name, UN or NA code, packing group, and EPA codes when appropriate.

20 When appropriate enter weight.

Open Area Emergency Response Guide number

In addition to the general requirements listed above, DRMO also requires the following information:

Boxes 52-53 Fund Code (Command Specific)

65-66 Demilitarization Code

74-80 Unit Price

Open Area DOT Certification statement: "The HM is packaged in containers as prescribed in DOT HM Regulations 49 CFR parts 170-189." Please note that original containers meet this certification.



### Blank 1348-1A Form

DD FORM 1348-1A (BFT), JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

|     |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |                |  |              |  |            |  |
|-----|---|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------|--|--------------|--|------------|--|
| 1   | 2 | 3  | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1. TOTAL PRICE |  | 2. SHIP FROM |  | 3. SHIP TO |  |
| COD |   | RI |   | M |   | U |   | Q |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| Z   |   | F  |   | S |   | N |   | U |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  | C          |  |
| T   |   | R  |   | S |   | N |   | N |   | S |   | S |   | F |   | D |   | P |   | R              |  | O            |  |            |  |



## APPENDIX 3: SPILL REPORTING PROCEDURES

1. In the event of a spill of oil or a hazardous substance, Navy personnel may take action to stop, reduce, or contain the spill, provided they have the proper training and equipment to do so without risking personal injury/contamination.

2. Report **ALL** spills to the Emergency Communications Center (ECC) immediately. Notify the ECC if any cleanup assistance required (i.e. MIDLANT Spill Response Team).

|                       |          |
|-----------------------|----------|
| Naval Station Norfolk | 444-3333 |
| NAS Oceana            | 433-9111 |
| NWS Yorktown          | 887-4911 |
| JEB Little Creek      | 462-4444 |
| JEB Ft. Story         | 422-7141 |
| Northwest             | 911      |

ECC will dispatch the appropriate station Command Duty Officer (CDO) and the Station Fire Department to the spill location. Upon arrival of the Fire Department, the command who reported the spill will relay all of the pertinent information to the Fire Department, who will serve as the Incident Commander (IC) for the duration of the spill containment, clean up and investigation process. The following information should be obtained:

### INFORMATION REQUIRED WHEN REPORTING A SPILL

|   |                   |
|---|-------------------|
| Name of person reporting the spill.                                       | Quantity spilled  |
| Command of person reporting the spill.                                    | Cause of spill    |
| Location of spill, Date & time of Spill                                   | Substance spilled |
| Weather conditions including wind direction and speed and cloud cover     |                   |
| Slick description including color and size                                |                   |
| Clean-up information: method, time and person(s) performing the clean up. |                   |
| Spill Cleanup assistance requirements                                     |                   |
| Notifications made to other commands.                                     |                   |

3. The National Response Center (NRC) will be notified by the Emergency Communication Center (ECC). The command responsible for spill must contact the Installation Environmental Office to ensure the spill information is available.

4. The command responsible for the spill is required to report the incident, by sending a Navy spill message, in accordance with COMNAVBASENORVA/SOPA(ADMIN)HAMPINST 5400.1F and OPNAVINST 5090.1C, and 5090.3.

5. If there are any questions on spill reporting requirements, call your Regional Environmental Media Manager for more information. Personnel that fail to report a spill or who submit false or misleading information may be subject to criminal sanctions, including fines and/or imprisonment.

## **APPENDIX 4: CONTAINER PROCUREMENT & MARKING DEVICES**

### CONTAINER PROCUREMENT

If original containers cannot be used to store the HW, acceptable containers may be obtained by the following methods:

1. The RRP has free, used drums on a limited basis. Contact the RRP for availability.
2. New or reconditioned drums can be purchased through FISC, contact FISC Customer Service for more details.
  - 55 gallon steel with bung openings: NSN 8110-00-292-9783
  - 55 gallon steel with open tops: NSN 8110-00-030-7780
  - 55 gallon plastic with bung opening: NSN 8110-01-150-0677
3. Other containers may be used if they meet the DOT container requirements. Any container used to store a hazardous waste must be made of or lined with materials, which will not react with, and are compatible with the item(s) to be stored inside them. The container must possess the ability to hold the waste without being impaired. The containers must be able to be secured/sealed to ensure the contents will not spill during routine storage or transportation.
4. Empty drums can be obtained through the NAVFAC MIDLANT ESD who will provide containers as a last resort with a DD- 1348.

### MARKING DEVICES

Paint Pens may be used to mark the containers with the proper information. Ordering information for Paint Pens is listed below:

- White Paint Pen NSN 7520-01-207-4149
- Red Paint Pen NSN 7520-01-207-4161
- Yellow Paint Pen NSN 7520-01-207-4165
- Gold Paint Pen NSN 7520-01-207-4166

## APPENDIX 5: STANDARD OPERATING PROCEDURE for SATELLITE ACCUMULATION AREAS

### *Enclosure: Inspection Checklist for Satellite Accumulation Area (SAA)*

The purpose of a SAA is to allow hazardous waste (HW) to be managed properly without interfering with the work process. The Hazardous Waste Media Manager prior to use must approve all SAAs. The HW Media Manager must approve the establishment or closure of a SAA. To establish or close a SAA, contact the Hazardous Waste Media Manager, HW Media Managers, or the environmental department on base, prior to the planned date of establishment or closure of the SAA. The SAA must meet the following requirements:

- A SAA is limited to the process that generates the HW.
- A SAA must be under the control of the operator of the process generating the HW.
- A SAA must be located at or near the point of waste generation.
- No hazardous waste may be moved from one SAA to another SAA.
- A maximum of 55 gallons of all non-acute hazardous wastes or one (1) quart of all acutely hazardous wastes may be accumulated per SAA, regardless of the number of HW containers used in the SAA.
- When a HW container in the SAA becomes **75% full**, the SAA custodian will contact MIDLANT Environmental Services Desk to arrange a pickup at 757-341-0412/0460.
- All HW in a SAA must be stored in containers that are in good condition, not rusted, corroded, dented, or leaking. If a container is not in good condition or if the container begins to leak, the operator of the SAA shall transfer the HW from this container to a container that is in good condition. The HW must also be stored in containers that are compatible with the wastes. **The containers must also be closed at all times, except when waste is added.**
- Each SAA must have a spill kit located nearby. A spill kit generally consists of at least one drum, absorbent and other items (shovel, mops, absorbent rags, etc.) as needed to clean up a spill equal to the contents of the containers stored in the SAA.
- If a spill, overfill, or leak of HW occurs, clean the released HW with appropriate absorbent(s), sweep up or use other appropriate methods. The contaminated absorbent(s) is considered HW and shall be managed as such. Follow the spill reporting procedures in Appendix 3.
- All containers holding HW in a SAA must be marked with the words “HAZARDOUS WASTE” and the name of the specific contents in the container including contaminants (i.e. Paint Contaminated with Turpentine). **The Words “HAZARDOUS WASTE” must be spelled out, no abbreviations are allowed.**
- Each SAA must have a fire extinguisher located within fifty (50) feet of the area. The fire extinguisher must be easily accessible at all times. An ABC type extinguisher is recommended. The SAA operator must also ensure the fire extinguisher is routinely inspected in accordance with safety or fire department requirements.
- A “NO SMOKING” sign must be posted.

- Each SAA must have a sign with the words “SATELLITE ACCUMULATION AREA” posted at the area. Each SAA must also have emergency procedures and a list of emergency phone number(s) posted at the SAA.
- The custodian of a SAA must have annual training on environmental awareness established by the Hazardous Waste Media Manager.
- On-line training is available at <http://navfac.ecatts.com> password “navfac”. Please contact 757-341-0383/0451 with questions regarding ECATTS.

## SATELLITE ACCUMULATION AREA (SAA) CHECKLIST

|  |   |                  |
|--|---|------------------|
| INSPECTOR  | INSPECTION DATE/TIME  | AREA             |
| HW CUSTODIAN   | PHONE NUMBER  | HW TRAINING DATE |
|  |   | CODE/UNIT        |
| <b>All checklist questions must be answered. All "NO" answers require the violation to be noted and corrected unless otherwise noted. Comment may include violation description, action, date action completed, and other pertinent details.</b> |   |                  |
| <b>SATELLITE ACCUMULATION AREA Compliance Questions</b>  | <b>Circle Answer</b>  | <b>Comment</b>   |
| 1. Is the SATELLITE ACCUMULATION AREA near the point of generation and under control of the operator of the process generating the waste?  | Yes No  |                  |
| 2. Is the area free of any spills or container overfills (waste product on the container lid) and is good housekeeping maintained?   | Yes No  |                  |
| 3. Is a fire extinguisher located and available within 50 feet and is the inspection current?  | Yes No  |                  |
| 4. Is spill control equipment (Example: absorbents) available at the SATELLITE ACCUMULATION AREA?  | Yes No  |                  |
| 5. Is the HW operator/site custodian annual training up to date?   | Yes No  |                  |
| 6. Is a "SATELLITE ACCUMULATION AREA" sign with Primary and Alternate emergency contact information posted at the site?  | Yes No  |                  |
| 7. Is a "NO SMOKING" Sign posted at the Satellite Accumulation Area?   | Yes No  |                  |
| <b>If there is no hazardous waste currently stored at the site answer N/A for the remainder of checklist.</b>  |   |                  |
| 8. Is the total volume of hazardous waste 55 gallons or less (OR 1 quart or less of acutely hazardous waste)?  | Yes No N/A  |                  |
| 9. Are containers kept sealed at all times except when waste is added?   | Yes No N/A  |                  |
| 10. Are containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them? (Example of incompatibility: corrosive waste in a metal drum).  | Yes No N/A  |                  |
| <b>11. HW Labeling Checks</b>  | a. does each HW container have a HW label?  | Yes No N/A       |
|  | b. clearly visible and facing out for inspection?   | Yes No N/A       |
|  | c. include the words, "HAZARDOUS WASTE?"  | Yes No N/A       |
|  | d. include specific contents of the waste(s)?   | Yes No N/A       |
|  | e. include the accumulation date? (Containers must only be dated once the total volume of the SATELLITE ACCUMULATION AREA reaches 55 gallons, or one quart of acute HW, then all the wastes must be removed within 72 hours). | Yes No N/A       |
| 12. If the Satellite Accumulation Area container (I.E. 55 Gallon) has reached capacity has the container been dated and moved to the Hazardous Waste Accumulation Area site within 72 hours?   | Yes No N/A  |                  |

*For Environmental Personnel Only:*

Check Inspection Type: Oversight\_\_\_; Setup\_\_\_; Closeout\_\_\_

## **APPENDIX 6: STANDARD OPERATING PROCEDURE for HAZARDOUS WASTE ACCUMULATION AREA**

*Enclosure: Hazardous Waste Accumulation Area Inspection Checklist for Containers Less Than or Equal to 119 Gallons.*

The purpose of a Hazardous Waste Accumulation Area (HWAA) is to allow the Navy to accumulate hazardous waste (HW) on-site. The Hazardous Waste Media Manager prior to use must approve all HWAA's. The Hazardous Waste Media Manager notifies the Virginia Department of Environmental Quality (VDEQ) of the site's establishment and performs periodic inspections of all HWAA's to ensure compliance with applicable federal, state, and local regulations. The VDEQ also performs annual HW inspections at the HWAA's. To establish a HWAA, contact the Hazardous Waste Media Manager, or the Installation Environmental Office at least 2 weeks prior to establishment of the HWAA.

The Hazardous Waste Media Manager must also approve closure of a HWAA. Contact the Hazardous Waste Media Manager, Hazardous Waste Media Managers, or the environmental department on base, prior to the planned date of establishment or closure of the HWAA.

Prior to appointment as HWAA custodian, the custodian or any alternate(s) must receive HW training. The Hazardous Waste Media Manager must be notified whenever a new HWAA custodian is assigned. The custodian is responsible for ensuring the following requirements are met.

### **STORAGE/CONTAINERS**

- All HW must be stored in containers that are in good condition (not leaking, dented, rusted, or corroded). Container greater than 26 gallons used for the storage of Volatile Organic Carbons must be DOT approved or documented to have appropriate air emissions controls. Containers used for the storage of Volatile Organic Carbons and greater than 119 gallons must be documented to have appropriate air emissions controls. To obtain air emission documentation, contact the Hazardous Waste Media Manager for assistance.
- To avoid adverse chemical reactions and spills, containers must be compatible with the HW stored in them. Do not place HW in an unwashed container that previously held an incompatible waste or material. Do not mix wastes. Use plastic lined containers for corrosive wastes and steel containers for most other types of waste.
- To avoid adverse chemical reactions, facilitate recycling, and minimize disposal cost, separate containers must be used for each type of waste. Select container size according to the amount of HW generated. Open top containers are generally used for solids and cannot contain any free flowing liquid, while bung top containers are used to store liquids. Do not commingle HW and HM. Once a container of HM has been contaminated with HW, the whole container must be managed and disposed of as HW.
- A wall, berm, dike, or other device to prevent violent reactions must separate incompatible wastes. For assistance with incompatibility determination, contact your safety office or call the Hazardous Waste Media Manager.
- Good housekeeping standards must be employed at all times; keep the HWAA orderly and free from trash.

- To prevent spillage and fumes, keep HW containers sealed at all times except when adding wastes.
- Adequate aisle space will be maintained to allow movement of personnel and incident response equipment.
- Each HWAA must have a sign with the words “HAZARDOUS WASTE ACCUMULATION AREA” posted at the area. Each HWAA must also have emergency procedures and a list of emergency phone number(s) posted at the area.
- A “NO SMOKING” sign must be posted.

### **LABELING**

- All labels and marking must be readily visible.
- Each HW container must be labeled with the following:
  - **The words “HAZARDOUS WASTE” must be spelled out; no abbreviations are allowed.**
  - The specific contents of the container. All contents of the container must be listed on the outside of the container.
  - The accumulation date. The accumulation start date is the date the first drop of HW is placed into the container.
- Contact the MIDLANT Environmental Services Desk to arrange a pickup of the HW **no later than the 45<sup>th</sup>** day of accumulation.
- If containers are being reused, all old labels and markings of the original container must be removed or obliterated. This can be done by spray painting over the original label or marking through it with indelible markers.
- Containers of used oil, used antifreeze and used hydraulic fluid should be marked “USED OIL,” “USED SYNTHETIC OIL,” or “USED ANTIFREEZE.” Do not mix the oil or antifreeze with any other wastes. Petroleum based oil products and synthetic based oil products should be accumulated in separated containers.

### **SPILLS/SPILL CONTROL EQUIPMENT**

- Suitable spill control equipment must be available to contain the contents of the largest container stored in the HWAA.
- If a spill, overfill, or leak of HW occurs, clean the released HW with appropriate absorbent(s), sweep up or use other appropriate methods. The contaminated absorbent(s) is considered HW and shall be managed as such. Follow the spill reporting procedures in Appendix 3.
- A suitable fire extinguisher must be easily accessible within 50 feet of the HWAA. Ensure fire extinguisher is routinely inspected in accordance with safety or fire department requirements.

### **INSPECTION/TRAINING**

- The site custodian or qualified alternate, using the attached checklist, will inspect the accumulation area every seven (7) calendar days. The checklist must be entirely completed.

- Any deficiency/violation must be corrected immediately. Deficiency corrections must be noted on the inspection sheet in the space provided. Corrective action taken, date accomplished, and initials of person performing corrections must be recorded.
- All inspection checklists must be kept for three (3) years.
- Annual HW training is required for all personnel performing the inspection checklist. Incoming personnel must receive training prior to the appointment as the HWAA custodian. A copy of the HW training certificates or other suitable documentation must be kept with the inspection sheets.

On-line training is available at <http://navfac.ecatts.com> password "navfac". Please contact 757-341-0383/0451 with questions regarding ECATTS.

## HAZARDOUS WASTE ACCUMULATION AREA (HWAA) CHECKLIST

|  |   |                  |
|--|---|------------------|
| INSPECTOR  | INSPECTION DATE/TIME                              | AREA             |
| HW CUSTODIAN   | PHONE NUMBER                                      | HW TRAINING DATE |
|  |   | CODE/UNIT        |
| <b>All checklist questions must be answered. All "NO" answers require the violation to be noted and corrected unless otherwise noted. Comment may include violation description, action, date action completed, and other pertinent details.</b>   |   |                  |
| <b>HAZARDOUS WASTE ACCUMULATION AREA Compliance Questions</b>  | <b>Circle Answer</b>                              | <b>Comment</b>   |
| 1. Are good housekeeping standards employed?   | Yes No  |                  |
| 2. Is the area free of any spills or container overfills (waste product on the container lid)?   | Yes No  |                  |
| 3. Is a fire extinguisher located and available within 50 feet and is Inspection current?  | Yes No  |                  |
| 4. Is spill control equipment (examples: absorbents) available at the Site?  | Yes No  |                  |
| 5. Are HAZARDOUS WASTE inspections conducted and properly documented every 7 days?   | Yes No  |                  |
| 6. Are HAZARDOUS WASTE inspection records kept for 3 years?  | Yes No  |                  |
| 7. Is the HW operator/site custodian annual training up to date?   | Yes No  |                  |
| 8. Is a "HAZARDOUS WASTE ACCUMULATION AREA" sign with Primary and Alternate emergency contact information posted at the site?  | Yes No  |                  |
| 9. Is a "NO SMOKING" sign posted?  | Yes No  |                  |
| <b>If there is no hazardous waste currently stored at the site answer N/A for the remainder of checklist.</b>  |   |                  |
| 10. Are HAZARDOUS WASTE containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them?   | Yes No N/A  |                  |
| 11. For hazardous waste containing volatile organics, are individual HAZARDOUS WASTE containers either (circle applicable items)<br>a. less than 26 gallons?<br>b. 26 or greater but less than 119 gallons; and DOT approved?<br>c. Is air emissions documentation allowing non-DOT containers maintained with the inspection records? | Yes No N/A<br>Yes No N/A<br>Yes No N/A            |                  |
| 12. Are incompatible wastes separated by a wall, berm, or overpack to prevent mixing?  | Yes No N/A  |                  |
| 13. Are HAZARDOUS WASTE containers kept sealed except when waste is being added or removed?  |   |                  |
| <b>14. HW Labels</b>   | a. does each HW container have a HW label?        | Yes No N/A       |
|  | b. clearly visible and facing out for inspection? | Yes No N/A       |
|  | c. include the words, "HAZARDOUS WASTE?"          | Yes No N/A       |
|  | d. include specific contents of the waste(s)?     | Yes No N/A       |
|  | e. include the accumulation date?                 | Yes No N/A       |
| 15. Are old Hazardous Waste labels & markings removed?   | Yes No N/A  |                  |
| 16. Date of oldest HW container in the HWAA.   |   |                  |
| 17. Has a pickup request been submitted for all HW containers that have been accumulating for more than 45 days?   | Yes No N/A  |                  |
| 18. Are adequate aisle spaces maintained for incident response?  | Yes No N/A  |                  |

*For Environmental Personnel Only:*

Check Inspection Type: Oversight\_\_\_; Setup\_\_\_; Closeout\_\_\_

## **APPENDIX 7: STANDARD OPERATING PROCEDURE for UNIVERSAL WASTE ACCUMULATION AREA**

### Enclosure: Universal Waste Accumulation Area (UWAA) Inspection Checklist

The purpose of this standard operating procedure is to ensure compliance with the current regulations for handlers of universal waste (UW) established by the Resource Conservation Recovery Act (RCRA), Part 273. The current UW regulations apply to four types of widely generated hazardous wastes: waste batteries, waste pesticides, waste mercury-containing equipment, and waste lamps.

All UWAA's must be approved by the Hazardous Waste Media Manager prior to use and before discontinuation of use. Contact the Regional HW Media Manager, or the environmental storefronts prior to the planned date of establishment or closure of the UWAA. The Regional HW Media Manager must also approve closure of a UWAA. The Installation Environmental Office conducts oversight inspections at the UWAA's at least every quarter. At or prior to appointment as UWAA custodian, the custodian and any alternates must receive UW training. Training will include a review of this standard operating procedure, the attached checklist, and other pertinent training materials developed by the Hazardous Waste Media Manager. The Hazardous Waste Media Manager must be notified whenever a new UWAA custodian is assigned. The custodian is responsible for ensuring the following requirements are met.

#### **STORAGE/CONTAINERS**

- All UW must be stored in containers that are in good condition (not leaking, dented, rusted, or corroded).
- To avoid adverse chemical reactions and spills, containers must be compatible with the UW stored in them. Do not place UW in an unwashed container that previously held an incompatible waste or material. Use plastic lined containers for corrosive wastes and steel containers for most other types of waste.

#### **Use Caution when handling LiOH Batteries. Take care not to get them wet. Use zip-lock bags or tape terminals to keep batteries from shorting on each other.**

- To avoid adverse chemical reactions, facilitate recycling, and minimize disposal cost, separate containers must be used for each type of waste. Select container size according to the amount of UW generated. Do not commingle UW and hazardous materials (HMs).
- Containers containing incompatible wastes must be separated by a wall, berm, dike, or other device to prevent violent reactions. For assistance with incompatibility determination, contact your safety office or call the Hazardous Waste Media Manager.
- Good housekeeping standards must be employed at all times; keep the UWAA orderly and free from trash.
- To prevent spillage and fumes, keep UW containers sealed at all times except when adding wastes.
- Adequate aisle space will be maintained to allow movement of personnel and incident response equipment.
- Each UWAA must have a sign with the words "UNIVERSAL WASTE ACCUMULATION AREA" posted at the area. Each UWAA must also have emergency procedures and a list of emergency phone number(s) posted at the area.

- A “NO SMOKING” sign must be posted.

### **LABELING**

- All labels and marking must be readily visible.
- Each UW container must be labeled with the following: “Universal Waste-Battery(ies),” “Universal Waste-Pesticide(s),” “Universal Waste-Mercury Containing Equipment,” or “Universal Waste-Lamp(s)” as applicable. All words must be spelled out with no abbreviation.
- Each UW outer container must have a written accumulation date on the UW label. The accumulation start date is the date UW is first placed into the container, regardless of the quantity. If label is placed on the UW item itself, the accumulation date is the earliest date the waste becomes universal waste. The accumulation date must include the day, month, and year.
- Contact the MIDLANT Environmental Services Desk to arrange a pick-up of the UW **no later than the 270th day (9 months)** of accumulation.
- If containers are being reused, all old universal waste labels and markings of the original container must be removed or obliterated. This can be done by removing the label, spray painting over the original label or marking through it with indelible markers.

### **SPILLS/SPILL CONTROL EQUIPMENT**

- Suitable spill control equipment must be available to contain the contents of the largest spillage reasonably expected in the UWAA.
- If a spill, overfill, or leak of UW occurs, clean the released UW with appropriate absorbent(s), sweep up or use other appropriate methods. The contaminated absorbent(s) is considered regular hazardous waste, not UW, and shall be managed as such. Follow the spill reporting procedures in Appendix 3 of the current Hazardous Waste Material, Hazardous Waste Minimization, Reutilization, and Disposal Guide developed by the Hazardous Waste Media Manager.
- A suitable fire extinguisher must be easily accessible within 50 feet of the UWAA. Ensure fire extinguisher is routinely inspected in accordance with safety or fire department requirements.

### **INSPECTION/TRAINING**

A monthly inspection of the UWAA is not required but is recommended as a Best Management Practice.

- The UWAA will be inspected at least quarterly by Regional Environmental.
- Any deficiency/violation must be corrected immediately. Deficiency corrections must be noted on the inspection sheet in the space provided. Corrective action taken, date accomplished, and initials of person performing corrections must be recorded.
- Annual UW training is required for all personnel performing the inspection checklist. Personnel managing an UWAA must be thoroughly familiar with proper waste handling and emergency procedures, relative to their responsibilities during normal facility operations and emergencies.

- The following materials must be available to all personnel: material safety data sheets, evacuation, route, and emergency contact information.
- Incoming personnel must receive training at or prior to the appointment as the UWAA custodian.
- On-line training is available at <http://navfac.ecatts.com> password "navfac". Please contact 757-341-0383/0451 with questions regarding ECATTS.

## UNIVERSAL WASTE ACCUMULATION AREA (UWAA) CHECKLIST

|           |                      |      |
|-----------|----------------------|------|
| INSPECTOR | INSPECTION DATE/TIME | AREA |
|-----------|----------------------|------|

|              |              |                  |           |
|--------------|--------------|------------------|-----------|
| HW CUSTODIAN | PHONE NUMBER | HW TRAINING DATE | CODE/UNIT |
|--------------|--------------|------------------|-----------|

**All checklist questions must be answered. All "NO" answers require the violation to be noted and corrected unless otherwise noted. Comment may include violation description, action, date action completed, and other pertinent details.**

| HAZARDOUS WASTE ACCUMULATION AREA Compliance Questions  | Circle Answer | Comment |
|---|---------------|---------|
| 1. Is the area free of any spills or container overfills (waste product on the container lid)?                                | Yes No        |         |
| 2. Area good housekeeping standards employed?   | Yes No        |         |
| 3. Is a fire extinguisher located and available within 50 feet and is Inspection current?                                     | Yes No        |         |
| 4. Is spill control equipment (examples: absorbents) available at the Site?   | Yes No        |         |
| 5. Is the HW operator/site custodian annual training up to date?  | Yes No        |         |
| 6. Is a "UNIVERSAL WASTE ACCUMULATION AREA" sign with Primary and alternate emergency contact information posted at the site? | Yes No        |         |
| 7. Is a "NO SMOKING" sign posted?   | Yes No        |         |

**If there is no Universal Waste currently stored at the site answer N/A for the remainder of checklist.**

|   |            |  |
|---|------------|--|
| 8. Are Universal Waste containers kept sealed except when waste is being added or removed?  | Yes No N/A |  |
| 9. Are Universal Waste containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them?                               | Yes No N/A |  |
| 10. Is each Universal Waste item or the container for the Universal Waste(s) labeled or marked with one of the following phrases? Circle the applicable item: |            |  |
| a. "Universal Waste – Battery(ies)", or   | Yes No N/A |  |
| b. "Universal Waste – Pesticide(s)", or   | Yes No N/A |  |
| c. "Universal Waste – Mercury Containing Equipment", or   | Yes No N/A |  |
| d. "Universal Waste – Lamp(s)"  | Yes No N/A |  |
| 11. Is each Universal Waste container for the universal waste(s) labeled with the accumulation start date?  |            |  |
| 12. Are adequate aisle spaces maintained for incident response?   | Yes No N/A |  |
| 13. Date of oldest UW container in the UWAA.  |            |  |
| 14. Has a pickup request been submitted for all UW containers that have been accumulating for no more than 270 days (9 months)?                               | Yes No N/A |  |
| 15. Is the Universal Waste segregated/packaged and/or stored correctly? (i.e. Waste lithium batteries individually wrapped/packaged).                         | Yes No N/A |  |

*For Environmental Personnel Only:*

Check Inspection Type: Oversight\_\_\_; Setup\_\_\_; Closeout\_\_\_

## **APPENDIX 8: PROCEDURE FOR ESTABLISHING A JOB ORDER NUMBER**

In order to provide service to any customer, a job order number (JON) must be established with the NAVFAC Midlant Financial Management Business Line, Accounts Receivable Department.

To establish a job order number the customer must provide a Funding Document (NAVCOMPT form 2275) or a Requisition & Invoice (form DD-1149). The funding document should state under the description of work "MIDLANT ENVIRONMENTAL SERVICES" at minimum and should list the type of work requested. Forms may be obtained at the comptrollers' office for each command (phone: 444-3465). A copy of the completed funding document must be sent to NAVFAC-MIDLANT (Accounts Receivable), FAX # (757) 445-9828. The NAVFAC MIDLANT Accounts Receivable Department can assign a job order as soon as the funding document is received. Work may be requested as soon as a valid JON is established.

## **APPENDIX 9: Waste Characterization Procedure**

*The Regional Environmental Office manages hazardous waste at regional installations by ensuring compliance with applicable federal, state, and Navy regulations. A hazardous waste is any waste that either contains substances that come from processes that are included in established lists **OR** exhibits characteristics of reactivity, ignitability, corrosivity, or toxicity above established standards. In addition, some wastes by regulation are exempted from management as hazardous waste. Characterization of waste as hazardous is made by the Profile Chemist, but requires process knowledge and support from the tenant activity generating the waste. **All** wastes generated must be characterized to determine if they are hazardous wastes. Adherence to the following waste characterization procedure is imperative to avoid non-compliance, which can result in violations and extensive fines.*

### **PROCEDURE**

- 1) It is the responsibility of the tenant activity to notify the hazardous waste Media Manager of new wastes requiring characterization. The hazardous waste Media Manager should be notified before the waste is generated if at all possible.
- 2) The Hazardous Materials Minimization, Hazardous Waste Reutilization and Disposal Guide (HWMG) contains guidance for the management of a number waste streams. If the new waste generated matches a waste stream description in the HWMG, follow the directions in the HWMG for the management and disposal of the waste. The guide can be accessed under “Guides” header at the following webpage:

[https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac\\_ww\\_pp/navfac\\_navfacmidlant\\_pp/midlant\\_ps/environmental\\_norfolk/tab3987837](https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_navfacmidlant_pp/midlant_ps/environmental_norfolk/tab3987837).

If the new waste either does not appear in the HWMG or does not appear exactly as described in the HWMG, proceed to step 3.

**Note: Using the HWMG does not preclude the notification of the hazardous waste Media Manager in step 1.**

- 3) The Regional HW Media Manager will work with the tenant activity to gather information that the Profile Chemist will use to make a waste characterization. The tenant will provide important information about the process generating the waste as required, which will include (but is not limited to) the following:
  - Description of process generating waste
  - Volume/Weight of waste generated
  - Location of waste generation
  - Data on substances used in process (MSDSs, Product Data Sheets, etc.)
  - Frequency process generating waste is conducted
  - Any other information beneficial to making waste characterizationThe Profile Chemist will determine if a waste characterization can be made using generator knowledge.
- 4) If a waste characterization cannot be made with the information provided, the Profile Chemist will order the appropriate sampling and analysis necessary to characterize the waste stream.