



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5090.9  
G-F

JUL 31 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5090.9

From: Commanding General  
To: Distribution List

Subj: HAZARDOUS MATERIAL/WASTE MANAGEMENT

Ref: (a) MCO P5090.2A  
(b) MCO 4450.12A  
(c) MCIEASTO 5040.1B  
(d) National Environmental Policy Act  
(e) MCIEAST-MCB CAMLEJO 5090.2  
(f) NAVMC Dir 5100.8  
(g) BO 11320.1L  
(h) Resource Conservation and Recovery Act  
(i) 15A NCAC 13A, North Carolina Hazardous Waste  
Management Rules  
(j) MCO 4140.5  
(k) MCO 4450.13A  
(l) DoD 4140.27-M  
(m) 40 CFR 261 and 273  
(n) 15A NCAC 13B, North Carolina Solid Waste Management  
Rules, Section 1200, Medical Waste  
(o) BO 6530.6A  
(p) NAVHOSPCAMLEJINST 6280.1G

Encl: (1) ESOP for Hazardous Material Management Program  
(2) ESOP for Hazardous Material Waste Management Program  
(3) ESOP for Medical Waste Management Program  
(4) Environmental Personnel Training Record  
(5) Medical Waste Storage Area Turn-in Log  
(6) Weekly Hazardous Waste (HW) Site Inspection/Universal  
Waste (UW)/Satellite Accumulation Area (SAA)  
(7) Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune Unit Level Spill Form

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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1. Situation

a. Environmental Management entails the administration and supervision of the interrelated programs described in reference (a). The United States Environmental Protection Agency (EPA) and the State of North Carolina administer specific environmental regulatory programs related to the treatment, storage, and disposal of Hazardous Material/Hazardous Waste (to include Medical Waste) (HM/HW/MW). These agencies are empowered to take civil and criminal actions to enforce these requirements. Compliance with these requirements is critical to ensuring protection of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), its subordinate, and tenant commands.

b. These requirements are applicable to all organizations aboard Marine Corps Base, Camp Lejeune, to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the Marine Corps, Department of the Navy (DON), Department of Homeland Security (DHS), or Department of Defense (DoD). This Order also applies to private organizations and contractors aboard MCB CAMLEJ and those in transit or otherwise temporarily resident because of training or mobilization. Management responsibilities and procedures in this Order do not apply to commands tenant to Marine Corps Air Station (MCAS) New River. Commands subordinate to the Commanding Officer (CO), MCAS New River should refer to the Air Station Orders 5090 series.

2. Cancellation. BO 5090.9.

3. Mission

a. This Order establishes procedures and general responsibilities for the management of HM/HW/MW under environmental permits and authorizations held by the Commanding General (CG), MCIEAST-MCB CAMLEJ. These procedures are provided in enclosures (1) through (3).

b. The Environmental Management Division (EMD) shall provide overall coordination of the HM/HW/MW program at MCB CAMLEJ. The Naval Hospital, Camp Lejeune shall provide overall coordination of the MW program with oversight by EMD. This Order provides guidelines for the management of HM, HW and MW at

MCB CAMLEJ. For the purposes of this Order, references to HW include Universal Waste (UW).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order promulgates procedures and responsibilities for the HM/HW/MW Program.

(2) Concept of Operations. Specific management responsibilities for HM/HW/MW are defined in this Order.

b. Subordinate Element Missions

(1) All Organizations and Contractors Aboard the Installations shall:

(a) Conduct all operations and training aboard the installation in compliance with the regulations promulgated from environmental laws, the references, and this Order. Contract representatives should actively monitor contractors to ensure the contractors follow these guidelines. Ensure all Environmental Standing Operating Procedures (ESOPs) are placed in the unit's environmental operating file.

(b) Ensure that commanders, officers-in-charge (OICs), and supervisors place priority on proper management of HM/HW/MW, minimizing the volume of HW generated, and preventing HM/HW/MW spills.

(c) Appoint all personnel with environmental responsibilities, in writing, no later than two weeks after verbal assignment. Positions of environmental responsibility include, but are not limited to, the following: Environmental Compliance Coordinator (ECC), Assistant ECC (AECC), Environmental Compliance Officer (ECO), Assistant ECO (AECO), HM/HW Site Managers/Handlers, and MW Site Managers. Appointment letters for ECCs, ECOs, and HW Site Managers/Handlers must be signed by the CO; all others may be signed by the unit ECO. Unit ECOs should contact higher headquarters ECCs to obtain templates for command-specific appointment letters.

(d) Ensure cognizant primary and assistant ECCs and ECOs have sufficient rank (determined by CO/OIC/Supervisors), authority, and resources to properly manage the organization's environmental program.

(e) Ensure training of HM/HW/MW personnel is accomplished within three months of assignment and documented on the EMD approved form found in enclosure (4). Ensure the environmental personnel training record form is signed by the appointed personnel and then signed by the next highest billet in the personnel's chain of command (ECO, ECC, supervisor, or command appointed representative). An appointment letter, certifications, and record of training must be included in the appointed personnel's training file. Training files must be maintained on file for review.

(f) Develop and maintain command Standing Operating Procedures (SOP) to implement and execute the HM/HW/MW management program outlined in this Order and command-specific environmental requirements. Command SOPs should include requirements for utilization of MCIEAST-MCB CAMLEJ's Authorized Hazardous Material's List (AHML) and MCIEAST-MCB CAMLEJ's Information Technologies solution for HM procured through the S-4 or through supply activities (i.e., Supply Management Unit). Management efforts should promote waste minimization and other Pollution Prevention (P2) objectives to the maximum extent practicable, within mission and resource constraints.

(g) Ensure the command environmental SOP is readily available to all personnel.

(2) Assistant Chief of Staff (AC/S), G-F shall:

(a) Serve as, or appoint a representative to serve as, the principal staff assistant to the CG on HM/HW/MW management issues.

(b) Design and construct new facilities with adequate provisions for HM/HW management and maintain and repair existing HM/HW storage facilities to ensure compliance with appropriate storage and handling regulatory requirements, and reference (b).

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(c) Provide contractual support for HM/HW management and disposal when required.

(3) Director, EMD, G-F shall:

(a) Ensure proper Installation permitting required by the EPA and the State for generation, transportation, and storage of HW at MCB CAMLEJ.

(b) Oversee the approval of HW generation sites and temporary storage areas under the cognizance of the CG.

(c) Provide technical assistance to ensure the operation of these sites/areas is in compliance with applicable regulations.

(d) Publish bulletins and other directives and provide technical assistance to organizations aboard the Installation as required to ensure safe, efficient HM/HW management in compliance with reference (a) and related Federal, State, and local environmental regulations.

(e) Provide the principal point of contact with Headquarters, U.S. Marine Corps (HQMC) and other Federal, state, and local agencies on all matters pertaining to HM/HW management. Coordinate with AC/S, G-7 to ensure Federal, state, and local points of contact are up-to-date.

(f) Oversee the environmental review and approval of proposed and ongoing actions and projects. The review and approval process is intended to identify and prevent potential environmental violations, and to promote HM P2.

(g) Oversee necessary agreements with Defense Logistics Agency Disposition Service (DLADS) for the disposal of HM/HW and initiate action to obtain contract services for the recycling, treatment, and disposal of HM/HW not otherwise available from the Defense Reutilization Management Office (DRMO)-Lejeune.

(h) Oversee the development and implementation of an installation Integrated Contingency Plan (ICP) that includes a spill response plan that addresses the following:

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1. Identify HM/HW operations of MCIEAST-MCB CAMLEJ, to include all installation and tenant organizations.

2. Inform On-Scene Commanders of the HM/HW management operations, spill containment requirements and limitations, and clean-up activities.

3. Outline a system for collection and disposal of non-Resource Conservation Recovery Act (RCRA) waste petroleum products and for monitoring water and air pollution that results from a spill.

(i) Oversee an environmental training program for the Installation and assist tenant commands with the conduct of their respective awareness programs.

(j) Review and update this Order periodically to ensure compliance with new regulations and the references.

(4) Head, Environmental Compliance Branch (ECB), EMD, G-F shall:

(a) Provide management support required to ensure the effectiveness and timeliness of HM/HW disposal support services to installation generators, including, but not limited to:

1. Providing an Installation HM/HW Program Manager.

2. Ensuring the Installation HM/HW Program Manager maintains records of HM/HW transactions and prepares reports to regulatory agencies.

3. Ensuring EMD-sponsored training is available.

4. Coordinating with the DLADS-Lejeune and its higher headquarters on routine matters related to new or required changes/improvements to existing DLADS HW disposal services.

5. Ensuring the transportation of HM/HW is in compliance with all regulatory requirements.

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(b) Performs environmental compliance evaluations of the environmental activities aboard MCIEAST-MCB CAMLEJ to determine and improve the status of compliance with Federal, state, and Marine Corps environmental laws.

1. Ensure evaluations will be scheduled, conducted, and reported in accordance with reference (c) and related HQMC environmental compliance evaluation guidance contained in reference (c).

2. Evaluate compliance deficiencies and ensures that appropriate corrective action is incorporated into formal written reports and provided in accordance with reference (c) to the MCIEAST-MCB CAMLEJ Command Inspector General and the inspected organization.

(c) Oversee participation of ECB specialists in the environmental review and approval of proposed actions and other requests for assistance in accordance reference (d) procedures.

(d) Ensure regulatory agencies, as appropriate, are notified in the event of a spill or other regulatory action.

(5) Installation HM/HW Program Manager, ECB, EMD, G-F shall:

(a) Serve as Installation point of contact with Federal, state agencies, and other Marine Corps Installations on routine matters pertaining to HM/HW collection, treatment, and disposal.

(b) Serve as leader of the HM/HW Environmental Management Systems (EMS) Working Group, per reference (e).

(c) Keep abreast of emerging Marine Corps, Federal, and state HW regulations and management technologies and initiate action required for the efficient and orderly conduct of HM/HW collection and disposal operations.

(d) Monitor ongoing HM/HW collection and disposal activities as required to identify, evaluate and provide environmentally sound, efficient, and fiscally responsible program operation and timely support to Installation HM/HW generators.

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(e) Prepare and submit periodic budget projections for disposal costs, including associated handling equipment and facility improvements, to the Head, ECB and the Director, EMD for inclusion in the Annual Operations Plan and/or other appropriate budgetary submittals.

(f) Oversee the day-to-day collection and disposal of HM/HW in compliance with all relevant regulations and this Order, and provide the following technical assistance and management support:

1. Provide Installation HM/HW management policies and procedures to the Head, ECB and to the Comprehensive Environmental Training and Education Program Training (CETEP) Coordinator.

2. Ensure HM/HW generation and storage are limited to those types of HM/HW the Installation is authorized to generate and store.

3. Receive, process, and manage HM/HW delivered by Base and tenant command ECOs, in accordance with the requirements of enclosures (1) and (2). Ensure HM/HW turn-in worksheets and disposal manifests are retained. Maintain the authority for disposition of HM/HW.

4. Coordinate HM/HW transportation services required to transfer outside tenant commands' HW to the Installation's HM/HW Consolidation Site (S-962). Additional services include:

a. Comply with Federal and state HW manifesting and/or associated recordkeeping requirements.

b. Provide, or otherwise ensure, properly trained and authorized individual signs manifests as the facility generator for shipments of HW to off-site management facilities.

5. Consult with CO, Naval Hospital designee with regard to the transportation of MW from outlying generation points to the Naval Hospital and subsequent transportation to off-site management facilities.



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6. Participate in the development of Installation and site-specific HM/HW spill contingency plans and associated HM/HW spill prevention, control, clean-up, and disposal activities. Serve as the Head of the Facility Response Team (FRT) in the event of a petroleum, oil, and lubricant (POL) spill to surface water.

(g) As required, assist in conducting environmental compliance evaluations and other inspections of HM/HW generation and storage sites.

1. Assist in the development and implementation of corrective actions.

2. Provide technical assistance to HM/HW generators required to implement recommended corrective actions.

3. Provide guidance to HM/HW generators for correcting HM/HW management and related environmental compliance deficiencies.

(h) Maintain accurate records of HM/HW management activities and prepare annual HW reports and related routine generation and disposal submittals as required for compliance with reference (a), this Order, and other pertinent regulations.

(6) AC/S, G-4 shall:

(a) Serve as the representative to procure HM that is approved for use on MCB CAMLEJ. Utilize the Hazardous Material Management System (HMMS) for tracking all procured HM.

(b) In conjunction with EMD, serve as co-chairman of the Authorized Hazardous Material List Committee (AHMLC). This committee is responsible for reviewing all HM purchased through G-4 for use at MCIEAST-MCB CAMLEJ. The AHMLC will meet periodically to discuss and review all Requests for Purchase and Material Safety Data Sheets (MSDS) for new hazardous materials requested by Base Departments and Commands (via their ECC and ECO) to ensure these HM have the least potential impact to the environment at MCIEAST-MCB CAMLEJ. After the request is approved by the AHMLC, the Department or Command requestor may be granted permission to purchase HM. Only HM approved for use

by the AHMLC and resident on the AHML may be purchased for/and used aboard MCIEAST-MCB CAMLEJ.

(c) Provide representatives to Base EMS Hazardous Waste Working Group.

(7) AC/S, Security and Emergency Services (SES) shall:

(a) Participate in response and mitigation of spills of HM/HW through implementation of the ICP and related spill prevention.

1. Serve as On-Scene Commander and Emergency Coordinator and direct others who serve as on-scene coordinator.

2. Provide traffic and crowd control support for Oil and Hazardous Substance (OHS) spill response.

3. Provide adequate security for restricted area access if necessary for the protection of human health and environment during an OHS spill response.

(b) Respond to reported incidents of unauthorized disposal or abandonment of HM/HW/MW and solid waste aboard the Installation and conduct preliminary investigation. Make notification of findings to the CG. When directed, refer such incidents to the Naval Criminal Investigate Service or other appropriate law enforcement agencies.

(8) Base Fire Chief, Fire and Emergency Services Division (FESD) shall:

(a) Be assigned by the AC/S, SES, as On-Scene Commander for spill response aboard MCB CAMLEJ and outside flight line areas aboard MCAS New River.

(b) Coordinate the training of the Fire Protection Division's spill response team and maintain associated training records.

(c) Assist in the prevention of HM/HW spills and related emergencies by inspecting work sites and notifying cognizant officials of incidents of improper storage and handling of HM/HW likely to result in a spill, explosion, fire,

or similar imminent threat to human health, environment, safety, or property.

(d) Serve on the FRT.

(9) Director of Safety shall:

(a) Provide technical assistance on safety matters, to include instruction to HM/HW generators, on Occupational Safety and Health Administration (OSHA) guidelines and requirements applicable to the handling and storage of HM/HW.

(b) Conduct annual safety inspections of facilities and notify cognizant officials of unsafe HM/HW storage and handling incidents that are in violation of reference (f) and applicable OSHA standards.

(c) Provide assistance on HM control, per reference (f), to ensure supervisors are training personnel prior to working with HM.

(d) Provide support to the training programs of respective commands relative to the OSHA and Marine Corps safety standards for material handling, storage, and related emergency response.

(10) CO, Deployment Processing Command East/Reserve Support Unit shall: Ensure that reserve units conform to the requirements of this Order.

(11) AC/S, G-3/5 shall:

(a) Inform the Director, EMD of any unit scheduled to conduct training or participate in exercises, which is not organic to or tenanted aboard the installation. Notification must be in a timely manner sufficient to conduct a review in accordance with reference (d), but no less than 30 days prior to their arrival.

(b) Program environmental awareness training as an annual subject in Professional Military Education sessions scheduled for the senior military and civilian leadership of the Installation.

(c) Provide audiovisual training support for HM/HW/MW training.

(d) Coordinate emergency planning and response programs with the MCIEAST-MCB CAMLEJ Integrated Contingency Plan.

(e) Report the improper disposal of any materials/wastes in any training areas aboard the Installation to EMD and AC/S, SES.

(f) Request support from the EMD, G-F, in the event ammunition lands off-range and cannot be rendered safe or retrieved.

(g) Inform the AC/S, G-7 of any ammunition that may have landed off the military Installation.

(12) CO, Naval Hospital shall:

(a) Provide for the periodic inspection of the Installation MW management activities to ensure consistency with established references and related occupational and public health directives.

(b) Provide management support, facilities, equipment, labor, and services required to support proper handling and disposal of MW, including, but not limited to:

1. Publishing an internal directive, consistent with this Order, for the collection, handling, and disposal of MW generated by the Naval Hospital, medical/dental, and outlying facilities.

2. Provide for the transportation of MW from authorized MW storage sites to the Naval Hospital, Camp Lejeune.

3. Provide for the storage and disposal of Installation-generated MW.

4. Provide annual blood-borne pathogen training to all personnel who handle MW.

5. Manage generated MW in accordance with enclosure (3) of this Order.

6. Develop MW disposal activity reports and provide information to the Installation HM/HW Program Manager on a monthly basis.

(c) Provide emergency health care support in the event of spill response actions within the Installation and provides Industrial Hygienists to serve on the spill response team, as needed.

(d) Provide technical assistance in conjunction with EMD to HM/HW generators on occupational health matters related to the collection and disposal of HM/HW/MW.

(13) Tenant Commanders shall: Ensure all organizational elements within each command comply with the requirements of this Order.

(14) Contracting Officers/Contractor Supervisors shall: Ensure all contractors operating aboard the Installation comply with the requirements of this Order.

(15) ECC shall:

(a) Serve as the point of contact (POC) for matters involving environmental issues and compliance with this Order. Ensure a POC roster of all unit-level ECOs and AECOs is submitted to EMD on a quarterly basis. Ensure all commands within their cognizance adhere to the ESOPs.

1. Each tenant command and subordinate unit commander shall appoint an ECC and AECC, in writing, and ensure they are of sufficient rank and receive training within 90 days of written appointment.

2. The II Marine Expeditionary Force ECC shall act as the ECC for the 22d, 24th, and 26th Marine Expeditionary Units, due to the operational tempo of these units.

(b) Ensure HW generation and storage are limited to those types of HW for which the individual units/ departments

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are authorized to generate and store, and for which a HW Profile Sheet has been issued by EMD.

(c) Assist ECOs and HM/HW/MW site managers in review of HM/HW/MW generation and any changes in waste stream composition. Any new HW stream generated for which no HW Profile Sheet is available should be reported immediately to the HW Program Manager, EMD.

(d) Ensure that ECOs, HM/HW/MW Site Managers, HM/HW Handlers, and other environmental staff required are appointed in writing two weeks after being verbally appointed, and properly trained. The appointment letter will include a written description of their HM/HW/MW duties. Appointment letter examples are located on the EMD website (listed in enclosure (1)). The environmental personnel training record form is found in enclosure (4) of this Order. The ECC must verify that appointed personnel have signed their individual record of training, and that the appropriate supervisor has signed as well.

(e) Schedule and participate in the environmental compliance evaluations and corresponding follow-up of organization/command operations per this Order, reference (a), and Federal and State regulations.

(f) Ensure discrepancies identified through Environmental Compliance Evaluation(s) (ECE) are corrected. Corrective actions must be documented in writing, signed by the unit CO or someone with by direction authority, and provided to EMD within 30 days of receiving written report.

(g) Develop and maintain environmental SOP to implement the Environmental Management Program and command-specific requirements. Management efforts should promote minimization and other P2 objectives to the maximum extent practicable, within mission and resource constraints.

(h) Oversee and participate in the implementation of command HW/HM collection, handling, and disposal, and ensure all HW/HM operations are carried out in strict compliance with the requirements of this Order, reference (a), and Federal and state regulations.

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1. Coordinate the review process for any request for a new Satellite Accumulation Area (SAA), HW, and MW area with EMD.
2. Consolidate Turn-In Disposal Worksheets from generating units and ensure their completeness and accuracy.
3. Inspect contents of turn-in loads against Turn-In Disposal Worksheets prior to submission of worksheets to EMD.
4. Maintain copies of all HM/HW turn-in worksheets for the preceding twelve months.
5. Monitor progress of removal of HM/HW and ensure that HM/HW is turned in to the HM/HW Consolidation Center on a weekly basis. Monitor removal of MW from authorized MW Sites ensuring MW is transported to the Naval Hospital on a weekly basis. MW turn-ins must be documented on the EMD-approved form located in enclosure (5) of this Order. MW generated at the battalion aid station/regimental aid station (BAS/RAS), which do not have authorized MW sites, must be transferred to an authorized MW site within five calendar days of container closure.
6. Provide assistance to ECOs and Site Managers in resolving HM/HW management problems affecting storage and disposal.
7. Conduct documented quarterly inspections of all environmental areas utilizing the EMD-approved format and ensure that any issues identified during the quarterly inspection are corrected. ECCs must conduct four documented ECC quarterly inspections annually, and may use one EMD-conducted ECE to satisfy this requirement. Ensure all unit/department required inspections are conducted. In the absence of the unit ECO/AECO, conduct required monthly, weekly, and daily inspections.
8. Assist unit ECO in processing requests of new HM for addition to the AHML.

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(i) Monitor the respective environmental training program to ensure personnel in positions of environmental responsibility are trained, per the Installation CETEP.

1. Participate and ensure those personnel in positions of environmental responsibility attend training sessions and workshops conducted or sponsored by the command ECC and/or EMD.

2. Review ECO duties and training on a semi-annual basis, and submit requests for additional training to EMD.

3. Maintain current environmental training records for themselves, ECOs, and AECOs within their command. Ensure that former command environmental personnel training records are maintained for a period of three years after being removed from the command environmental program; the closed out records must include the date that they were closed.

(j) Identify facilities deficiencies, as pertaining to environmental associated sites, to the appropriate Installation authorities.

(k) Ensure that deploying units will follow, and abide by, all procedures outlined in the ESOP for Environmental Management Preparations for deploying units.

(l) Conduct documented quarterly meetings with unit-level ECOs.

(m) Consolidate units' environmental POC rosters and provide EMD the contact information to for all unit-level ECOs and AECOs on a monthly basis, or when there has been a change to a unit's environmental program.

(16) Unit-Level Environmental Personnel. All unit/departments are required to assign an ECO and AECO. Subsequent levels of environmental assignments should be based on the size of the unit/department, and the concentration of environmental media within the unit/department. For example, small units which do not generate HW may only need to assign an ECO, AECO, and a HM Site Manager. Units which have HM located throughout multiple buildings may need to assign multiple HM



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Site Managers or Handlers, in addition to the ECO/AECO. Units generating HW must assign a HW Site Manager; for multiple HW sites, assignment of multiple HW Handlers may be necessary.

(17) ECOs shall:

(a) Serve as the unit/department POC for matters involving environmental issues and compliance with this Order.

(b) Develop and maintain a unit/department environmental SOP, in accordance with this Order, to implement the environmental management program and command-specific requirements. HM/HW management efforts should promote HM/HW minimization and other P2 objectives to the maximum extent practicable, within mission and resource constraints. Ensures all ESOPs are adhered to and placed in the unit's environmental operating file. ESOPs can be downloaded from the EMD website at (<http://www.lejeune.marines.mil/OfficesStaff/EnvironmentalMgmt/ECP SOP.aspx>). A disc or hard drive may be used to meet this requirement as long as they can be accessed upon request. ECO must ensure that an updated unit environmental POC roster is submitted to their ECC on a monthly basis.

(c) Keep HW/HM Site Managers, Handler, and key personnel informed of any changes in regulations affecting environmental activities within the ECO/AECO's cognizance, and ensure SOPs and Unit-Level Contingency Plans (ULCP) are up-to-date and readily available for review by personnel involved in the HM/HW/MW Management Program.

(d) Maintain a list of the locations, as well as a numerical count by location, of all environmental-related sites (to include HM/HW/MW generation sites, oil-water separators, tanks, generators, and air emission sources) within the command. Update this list on a semi-annual basis, or when there is a change, and ensure a current copy is placed in the unit's environmental operating file.

(e) Conduct documented monthly inspections of environmental-related sites. Perform follow-up actions required to ensure correction of container management deficiencies and timely removal of HM/HW/MW. Ensure weekly inspections of HW/MW generation sites are conducted and documented utilizing the EMD-

approved forms located in enclosures (5) and (6) of this Order. Ensure MW is transferred within specified periods.

(f) Inform the ECC when the ECO is unavailable to conduct a required inspection and verify that the AECO, or other trained and appointed personnel, will be available.

(g) Ensure all required environmental inspections are conducted. When Site Managers or Handlers are unavailable, ensure that an environmentally trained individual conducts the required environmental inspections. If there is no one trained and appointed, contact the higher headquarters ECC so they may fill in until an appointed and trained individual returns.

(h) Oversee and participate in the implementation of command HM/HW/MW collection, handling, and disposal, and ensure all HM/HW/MW operations are carried out, in compliance with the requirements of this Order.

(i) Actively promote the reduction of volume and toxicity of HW/HM produced within the ECO's organization.

(j) Promote the proper management and segregation of used POL to minimize contamination with water, antifreeze, and other contaminants.

(k) Oversee the management of the environmental training program, including, but not limited to, the following:

1. Maintain a current roster and training records of all Site Managers and Handlers within the command. The ECO must ensure that appointed personnel sign their individual training record upon written appointment. The ECO must also ensure that they sign individual training records once appointed personnel have signed. Training must be entered using EMD-approved forms found in enclosure (4) of this Order.

2. Ensure that training records for environmental personnel transferring to another installation or being released from active duty are retained for a period of three years from the date removed from the program.

3. Participate in, and ensure HM/HW/MW Site Managers and HM/HW Handlers participate in, regular

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environmental training sessions (to include Hazard Communication training) and workshops conducted/sponsored by the command ECC or EMD. Participate in quarterly ECO meetings held by the ECC. Review Site Managers' and Handlers' training records on a semi-annual basis and submit requests for additional training via the cognizant command ECC to EMD.

(l) Ensure all leaks, releases or spills are managed according to this Order. All leaks, releases, or spills should be reported to 911; in addition, enclosure (7) must be completed and maintained in the unit's environmental operating file for review upon request by EMD.

(m) May perform duties as Site Manager and/or Handler in small units with minimal HM/HW sites.

(n) Ensure that all procedures outlined in the ESOP for Environmental Management Preparations for deploying forces are followed at the unit level, and EMD and the higher headquarters ECC are notified of any pending deployment.

(18) HM/HW/MW Site Managers shall:

(a) Ensure Installation and command management requirements, as outlined in enclosures (1) through (3), are implemented for each type of HM/HW/MW routinely collected and managed for disposal.

(b) Ensure only authorized, properly trained, and supervised personnel are allowed to handle HM/HW/MW or perform associated inspections and recordkeeping.

(c) Schedule initial training for each newly assigned assistant site manager or handler through their cognizant ECO.

(d) Ensure other qualified, trained personnel provide direct supervision of each assistant site manager or handler until adequate initial HM/HW management training is provided and documented. Direct supervision should be documented by the unit during this turnover. Unit turn-in to EMD consolidation cannot be conducted by anyone other than properly trained personnel.

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(e) Conduct and properly document mandatory weekly inspections at HW sites, per Federal and state regulations, and perform follow-up actions required to ensure the following are accomplished:

1. All containers are clearly marked with appropriate marking requirements, in accordance with enclosures (1) through (3).

2. HM/HW/MW containers comply with the requirements of this Order. In the event a HM/HW/MW container does not meet the noted requirements, corrective action will be taken.

3. All leaks, releases, or spills are managed according to this Order. All leaks, releases, or spills must be reported to FESD at 911, followed by a notification to the unit's ECO or AECO.

(f) Notify immediate superior and ECO immediately upon becoming aware of one of the following:

1. The generation or the proposed generation of a new type of HW.

2. Existing or potential violations of this Order or deficiencies suspected of posing a threat of a spill, fire, explosion, or other danger to human health, and safety, or to property.

3. Visit or proposed visits to the work place by a representative(s) of Federal or state environmental agency.

4. The presence of MW in excess of five days from the initial point of generation should be reported to the ECO/AECO. Ensure MW pickups are made on a weekly basis. Ensure the MW Site Manager notifies the cognizant ECO/AECO by telephone with written follow-up anytime weekly turn-ins cannot be performed.

(g) Conduct inspections of HM storage areas quarterly for shelf-life maintenance.

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(h) Ensure the day-to-day collection and storage of HM/HW awaiting transfer to the HM/HW Consolidation Site.

(i) Provide instructions and supervision required to ensure all HM/HW/MW disposal activities are carried out in compliance with this Order.

(j) Ensure that all HW/HM/MW are managed in a manner that prevents contamination by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

(k) Ensure containers of HW/MW are confined to authorized and approved accumulation areas.

(l) May perform duties of handlers in small units with minimal HM/HW sites.

(19) HM/HW Handlers shall:

(a) Properly prepare HM/HW for containerization, storage, and transportation.

(b) Mark all containers with appropriate marking requirements.

(c) Transfer contents of unserviceable HM/HW containers to serviceable Department of Transportation approved containers.

(d) All leaks, releases, or spills shall be reported to FESD at 911; the ULCP should be activated, followed by a notification to the unit's ECO or AECO.

(e) Collect and store HM/HW in accordance with direction provided by the Site Manager, as outlined in enclosures (1) and (2).

(f) Handle, store, or otherwise prevent HM/HW and special wastes from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health or the environment.

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(g) Inspect HW accumulation sites weekly, recording the inspection on the EMD-approved form found in enclosure (6). HM/HW storage containers for deficiencies and report all discrepancies to the HM/HW Site Manager.

(h) Store containers of HM/HW in authorized and approved sites, following all procedures in enclosures (1) and (2).

(i) Inform the HM/HW Site Manager when a container becomes full and requires disposal.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and its subordinate and tenant commands and organizations.

b. Signal. This Order is effective the date signed.

  
J. W. CLARK, JR.  
Deputy Commander

DISTRIBUTION: A/C

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Environmental Standing Operating Procedure (ESOP)

<b>TITLE: ESOP</b>	<b>HAZARDOUS MATERIAL MANAGEMENT PROGRAM</b>
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PURPOSE: This ESOP establishes the procedures for the management and disposal of HM. These requirements are established under environmental permits and authorizations held by MCB CAMLEJ. Ensure this ESOP is placed in the unit's ESOP binder.

APPLICABILITY: These requirements are applicable to all organizations aboard MCB, Camp Lejeune, to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the Marine Corps DON, United States Coast Guard (USCG), DHS, or DoD. Additionally, these requirements apply to organizations and contractors organic to, or tenanted aboard, MCB CAMLEJ, including those in transit or otherwise temporarily resident because of training or mobilization.

RESPONSIBILITY: All personnel who manage HM.

PROCEDURE:

1. Appoint Personnel to Environmental Positions. All personnel with environmental responsibilities will be assigned in writing by the organizational commanding officer/department head within one week of assignment. By-name authorizing appointment letters must be kept within the unit's SOP binder and a copy forwarded to the unit's ECO/ECC. Appointment letters must include the appropriate Environmental Responsibility ESOP as an attachment. Responsibility ESOPs are provided on the EMD website: <http://www.lejeune.usmc.mil/emd/>, or by request at 451-1482.

a. Positions of environmental responsibility include, but are not limited to, the following: ECC, AECC, ECO, and HM Site Handlers.

b. All personnel appointed to HM duties must receive training within three months of assignment (EM-101) followed by an annual review of the initial training (EM-102). Training should be scheduled through the command's ECO.

c. Ensure ECCs and ECOs have sufficient rank/grade and resources to properly manage the organization's environmental program.

2. Management of Unit ESOP Binder. Each major tenant command and organizational element routinely handling or storing HM will develop an ESOP for HM management. The ESOP must include:

a. Hazardous Material Minimization Policy (HazMin). The HazMin Policy will reflect the unit CO's goals to reduce HW generation by reducing the use of HM and/or implementing Best Management Practices

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through source reduction, material substitution, process changes, reuse/recycling, and proper shelf-life management.

b. POC List. Names and telephone numbers of the ECC, ECO, assigned unit environmental personnel, and the EMD directory. The POC list will be updated on a monthly basis, or when changes occur. Updated POC lists will be forwarded to the EMD/Environmental Assessment Section (EAS) Supervisor.

c. Training Records (Current). Training records should include: Name, rank/grade, title, duties, and HM training. Records should be available for each current assigned employee. Copies of training certificates include course information and should be included in the training record, along with a copy of signed appointment letters detailing their duties.

d. Training Records (Archived). HM training records for each employee that has been removed from the HM program for the past three years.

e. Inspections. Copies of all required environmental inspections conducted during the past three years.

f. References. This section will consist of copies of the required orders, a CD containing the required orders, or a reference to the Base Adjutant's website <http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>, with the required orders listed. A listing of required guidance documents can be downloaded from the EMD website at: <https://em.usmc.mil>.

g. ESOPs. Periodically, EMD will issue ESOPs for particular practices that have environmental impacts. These must be included in the Unit-Level ESOP binder.

h. Location map and Listing of All Environmental-Associated Sites. A current map and listing of all sites that have environmental requirements (i.e., HM/HW accumulation/storage areas, storage tanks, parts washers, oil-water separators) within each command. Each site should be reflected on the location map.

i. Copies of Completed HM/HW Turn-In Worksheets. Copies of completed HM Turn-In Worksheets and attachments for HM turned into HM Consolidation Site (HMCS) during the preceding 12 months. Worksheets must have proper ECO/ECC signatures verifying turn-ins.

j. ULCP. Copies of a current ULCP that are site-specific for types of spills that may occur. At a minimum, the ULCP will contain the following:



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(1) List of POCs and phone numbers of the ECC, ECO, and those local unit personnel authorized to take part in the spill response activities.

(2) Arrangements with local authorities. For ULCP purposes, contacting the FESD at 911 satisfies this requirement at the unit level.

(3) Immediate actions that personnel will take upon discovering any type of HM/oil spill or fire hazard. This will include sounding an identified alarm by either voice command or mechanical device. These actions will be strictly defensive in nature and commensurate with the personal protective equipment available at the time of the incident. Spill Response actions for POL and coolants will be governed by the ULCP. Spill Response for materials not covered by the ULCP will be conducted at the direction and/or under the supervision of FESD or EMD.

(4) Inventory of equipment and quantities of materials sufficient for conducting spill response actions and their locations.

(5) The ULCP must also specifically address provisions for spills and response actions for each type of environmentally-associated site listed in paragraph 2.h.

(6) Evacuation and Staging Routes. Evacuation routes may be the same used in the fire escape plan as long as access is not impinged by the release. A staging area is defined as a pre-designated area out of the potential area of danger where personnel assemble in the event of an emergency. The ULCP must state a primary and alternate staging area in the event of an emergency.

3. AHML. The AHML is a consolidated list of HM approved for use aboard MCB CAMLEJ derived from the unit-level Authorized Use Lists (AUL). The AHML is established through health and environmental assessments by the AHMCL. The AHMCL is the sole authority authorized to make determinations to add, restrict or deny hazardous materials. Only products approved on the AHML may be purchased, stored, or utilized aboard the installation.

There are three possible determinations for products on the AHML:

APPROVED - These materials have been reviewed by the AHMLC and identified as mission-essential materials without an environmentally preferred substitute. These materials may be used by any organization as long as proper material management is utilized.

RESTRICTED - These materials have been reviewed by the AHMLC and identified as mission-essential materials without an environmentally preferred substitute and are limited to specific

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organizations. Organizations that have been approved to use restricted materials are listed on the AHML and have been properly trained to store, use, and dispose of these materials. Any restricted materials in the possession of non-approved users will be confiscated by EMD.

DENIED - These materials have been reviewed by the AHMLC and identified as significantly harmful to humans or the environmental. Denied materials are either non-mission-essential or an environmentally preferred substitute is available. Any denied materials found aboard the installation shall be confiscated by EMD.

4. AUL. An AUL is an approved list of HM needed to meet the operational requirements of a command, facility, or work center. An effective AUL process supports the reduction of on-hand HM inventory levels, efficient tracking and visibility of HM inventory, "cradle-to-grave" management, reduces the potential for HM to become a HW, and promotes the use of "green" products. Each unit/organization is required to maintain an AUL. Only products approved on the individual unit AUL may be purchased, stored, or used by that individual unit. The AUL will be reviewed quarterly and signed by the ECO. The AUL excludes ammunition, explosives, nuclear, radioactive or biological HM or waste, in-theater wartime operations, and pharmaceuticals. The AUL will include the following:

- a. Unit/Organization Name
- b. POC and Phone Number
- c. Building number
- d. National Stock Number (NSN) or Local Stock Number (LSN)
- e. Material Name
- f. Military-Specification/Part
- g. Manufacturer
- h. Maximum On-Hand Quantity (MOHQ)
- i. Justification/Publication number

(MOHQ will be established to limit storage amounts of HM to 90 day supply. MOHQ will be established for each NSN/LSN on the unit's AUL)

AUL Request. If the organization desires the use of a HM not addressed on their AUL, or requires the use of a restricted material, an **AUL Add Request, Form MC-1393**, must be completed by the organization and routed to EMD/Resource Conservation and Recovery Section (RCRS) (451-1482) through their ECC. End-users may request

additions to the AUL at any time and are typically based on receipt of new equipment or disposal of old equipment or process changes.

AUL Review Process. The AUL Add Request form will be reviewed by the AHMLC, and if approved, the item will be added to the unit's AUL.

Environmentally Preferred Products (EPP). In order to meet hazardous chemical reduction requirements, EMD and the AHMLC will continuously monitor and review the AHML for EPP substitution. As EPP are identified, existing AHML products will be changed to a RESTRICTED status and the appropriate substitute will be provided in the comments section. Products replaced by EPP will no longer be authorized for use unless organizations provide documentation requiring non-EPP product use to the AHMLC.

5. Ordering of HM by the End-User. End-users will verify the HM is on the unit AUL prior to ordering HM. Care must be taken to review AUL MOHQ to ensure 90 day supply is not exceeded. Follow instructions in paragraph 4 for items not on the end users AUL.

6. Receipt of HM by End-Users. Upon the receipt of a HM, units will be granted the remaining specified shelf/service life of the material and accepts cradle-to-grave management of the HM. It is the end-user's responsibility to ensure the following, prior to accepting ownership of the HM:

a. Material is in the original manufacturer's packaging and clearly labeled;

b. Packaging is in a serviceable condition without leaks, dents, defects or rust.

c. Material has been identified in Hazardous Material Management System (HMMS) by visual inspection of the HMMS tracking label and has a minimum of 85 percent of the shelf/service-life remaining. In supporting imminent use or consumption, the unit may waive the 85 percent requirement. If no HMMS label is attached, refer to paragraph 7.

7. HM without HMMS Labels. If HM is received by the end-user without HMMS tracking labels, it is the end-user's responsibility to complete the **Hazmat Label, Form MC-1390** available at ; <https://em.usmc.mil> and e-mail completed requests to [lejeune\\_hazmat@usmc.mil](mailto:lejeune_hazmat@usmc.mil). HMMS tracking labels will be created by RCRS personnel and provided to the end-user. It is the end-user's responsibility to ensure the HMMS tracking labels are correctly adhered to the HM's packaging.

8. Storage. Proper storage management will increase safety and material quality while decreasing disposal of unopened/unused HM due to shelf-life expiration.

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a. Wholesale and Retail suppliers will ensure that adequate shelf-life remains on HM that will be issued to the end user. HM that does not have adequate shelf-life should be evaluated by suppliers and shelf-life extended prior to issue. Proper stock rotation is required to ensure materials with the shortest service-life are issued first. This practice is commonly known as "First In, First Out (FIFO)." End-users will ensure:

b. Materials are protected from weather. All manufacturer recommendations for storage, to include temperature, environment, and packaging must be followed;

c. Materials are in a controlled location with access limited to authorized personnel only;

d. Materials are properly segregated to ensure storage compatibility;

e. Proper stock rotation is required to ensure materials with the shortest service-life are issued first ("FIFO").

9. Shelf/Service-Life Inspection. Inspections will be conducted to ensure HM stored aboard MCB CAMLEJ are current and in good condition.

a. During monthly ECO inspections, shelf/service-life will be spot-checked to ensure all HM are maintained with current shelf/service-life. Materials reaching their specified shelf/service life shall be prepared for turn-in or available for pick-up during their next scheduled "Curb Side Service".

b. Quarterly shelf/service-Life inspections will be completed by appointed environmental personnel in conjunction with their quarterly AUL validation.

(1) HMMS Issue Points - All quarterly shelf-life inspections will be initiated by the RCRS staff electronically. Materials reaching their specified shelf/service-life shall be prepared for turn-in or available for pick-up during their next scheduled "Curb Side Service".

(2) Non-HMMS Supply Points - Organizations will establish procedures for quarterly shelf/service-life inspections. Materials reaching their specified shelf/service-life shall be prepared for turn-in or available for pick-up during their next scheduled "Curb Side Service".

10. HM Turn-In Preparation. The ECO/AECO of an organization having physical custody of HM is responsible for ensuring turn-in for disposal is accomplished in compliance with the following:

a. Units shall not pre-mark excess or spent materials as a "waste," a "hazardous waste" or "Bad/Used."

b. Materials will be properly containerized (in compatible containers), marked, and when applicable, secured to a standard size (40" x 48") pallet. Incompatible HM will not be co-located on the same pallet.

c. Each ECO/AECO will ensure all turn-ins of HM are accomplished utilizing the current HM/HW Turn-In Worksheet, Form MC-1391; <https://em.usmc.mil> and applicable attachments.

d. After physical inspection and correction of any discrepancies, the ECO or authorized representative will ensure the ECC receives the HM/HW Turn-In Worksheet Form MC-1391 (two days prior to scheduled turn-in date)

e. Units will adhere to the weekly turn-in/pick-up schedule unless prior approval has been given by the RCRS Site Manager. Hours of Operation and turn-in/pick-up schedule are as follows:

- |         |   |   |
|---------|---|---|
| (1) Mon | HMCS<br>HM Re-issue Facility (HMRF)<br>Open Bldg 1606   | By Appointment Only<br>0730-1200/1300-1530                                    |
| (2) Tue | 2d Marine Logistics Group<br>Marine Corps Base/<br>Contractors Tenant Commands<br>HMRF Open Bldg 1606   | Curb Side Service<br>1300-1500*<br>0730-1200/1300-1530<br>0730-1200/1300-1530 |
| (3) Wed | 2d Marine Division<br>HMRF Open Bldg 1606   | Curb Side Service<br>0730-1200/1300-1530                                      |
| (4) Thu | II Marine Expeditionary Force/<br>United States Marine Corps<br>Forces Special Operations<br>Command/Environmental Materials<br>Installation<br>HMRF Open Bldg 1606 | Curb Side Service<br>0730-1200/1300-1530                                      |
| (5) Fri | HMCS<br>HMRF Open Bldg 1606   | By Appointment Only<br>0730-1200/1300-1530                                    |

Organizations not on Curb Side Service should have their vehicle staged at the HMCS no later than 1430 on the day of turn-in.

f. The following is a list of HM normally received at the HMCS or picked up by RCRS, with the specific handling requirements for each:

(1) Batteries

(a) Types of batteries received include:

1. Primary - Non-rechargeable (i.e., One-time use batteries, to include alkaline).

2. Secondary - Rechargeable Batteries: Nickel Cadmium; Nickel Metal Hydride; Rechargeable Lead Acid; Lithium Ion

3. Wet Cells

4. Gel Cells

(b) The terminals on all communication batteries will be covered by unit personnel with electrical/duct tape to preclude an electrical dead short prior to turn-in. The tape cannot cover any of the identifying markings on the battery.

(c) The complete discharge device switch on Lithium Sulfur Dioxide batteries will not be activated.

(d) Used communication batteries will not be placed in plastic bags. Use original packaging for turn-in, if available.

(e) All communication batteries will be properly packaged before transport to the HMCS.

(f) Cracked lead acid battery cases, batteries missing caps or other damaged areas which may result in a release of acid will be sealed and placed in a compatible over pack container. They must not be comingled with other batteries and will be identified as a cracked battery on the turn-in worksheet.

(g) All wing nuts, bolts, and terminal ends/connectors will be removed from the battery post by unit personnel prior to loading/transport to the HMCS. Lead battery terminal connectors should be turned in if no longer serviceable.

(h) Batteries will be listed on the HM/HW Turn-In Worksheet Form MC-1391 by type and the quantity for each.

(2) Nuclear, Biological, Chemical Equipment

(a) Examples: Filters from gas masks and vehicles; 256 and 258 Decontamination Kits; Water test kits

(b) Unit personnel should remove kits from their plastic case and place them in the nearest plastic recycling container.

(3) Aerosol Spray Cans. Units will NOT remove metal/plastic covers or spray nozzles. Types of aerosol spray cans accepted include:

(a) Spray Paints

(b) Halogenated Spray Cans - Water Displacing Compound; Contact Cleaner; Corrosive Preventive Compound; Cleaning Compound Solvent; Heavy-Duty Degreaser; Lubricating Compound; Synthetic Adhesive

(c) Non-Ignitable Aerosol - Aircraft Cleaning Compound; Penetrating Fluid

(d) Ignitable Aerosol - Perm Silk Aerosol; Engine Starting Fluid; Corrosive Preventive Compound; Deodorant; Solid Film Lubricant

(e) Personal Pest Control - DEET; Permethrin

(f) Aerosol cans, regardless of type, can be turned in as a single line item on the turn-in worksheet.

(4) Adhesives/Sealing Compounds. Types of adhesive/sealing compounds accepted include:

(a) Regulated (RCRA) - Rubber Based Adhesive; Adhesive Tent Patching; Adhesive Rubber Base; Contact Adhesive; Adhesive Nitric Rubber Base; Gas Kit Sealing Compound; Blue Multipurpose Zodiac; Permatex 1372; Zodiac; Sealing Compound; Epoxy-Patch; Silicone Compound; Adhesive Compound; Adhesive Asphalt

(b) Non-Regulated (RCRA) - Sealant Silicone room temperature vulcanizing (RTV); Adhesive Kit 2216B/A; Silicone RTV general purpose; Adhesive Silicone; Thread Compound; N6505 Adhesive; Anti-Seize; Adhesive with Curing Agent; Form-a-Gasket; Silicone Compound

(c) Adhesives and sealing compounds, regardless of type, can be turned in as a single line item on the turn-in worksheet

(5) Paint (Full, Partially Full, or Empty)

(a) Types: Oil-Base; Alkyd; Enamel; chemical agent resistance coating; Latex

(b) Paints, regardless of type, can be turned in as a single line item on the turn-in worksheet. Paints should be segregated by unit personnel based upon type into properly marked and sealed containers. Paints will not be poured or mixed with other paints prior to turn-in.

(6) Rags/Matting

(a) Place in containers which are marked with the appropriate noun name "POL Used Rags & Matting."

(b) Rags and matting contaminated with HM other than POL (i.e., solvents) will NOT be placed in the POL Used Rags and Matting container. This material should be containerized separately, labeled with the HM it contains. List the contents of this container on the HM Worksheet with the corresponding solvent name and include a MSDS for the solvent with the paperwork.

(7) Armory Debris (excluding Hilco products)

(a) Place in separate containers which are marked with the appropriate noun name ("Armory Debris").

(b) Armory debris includes Q-tips, cleaning cloths/rags, swabs, and patches.

(8) Soils

(a) Soils contaminated with POLs will be collected prior to turn-in or pick-up by unit personnel.

(b) Soils contaminated with solvents or other hazardous non-petroleum based products will be managed as directed by the unit ECO or major command ECC, after coordination with the HMCS personnel.

(9) Used Dry Sweep

(a) Dry Sweep contaminated with POLs (oils) will be collected prior to turn-in or pick-up by unit personnel.

(b) Dry Sweep contaminated with solvents or other hazardous non-petroleum based products will NOT be placed in the Used Dry Sweep container. These items will be managed as directed by the unit ECO or major command ECC, after coordination with the HMCS personnel.

(10) Fluorescent Lamps/Bulbs

(a) Spent/expired lamps will be turned in at the HMCS on the scheduled turn-in day of each week.

(b) Every effort should be made to use the original container.

(c) Broken lamps should be collected, properly containerized and turned in at the HMCS.



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(11) Mercury/Mercury-Containing Equipment

(a) Mercury-containing equipment (i.e., thermostats, levels, medical equipment/items) should be turned in at the HMCS as one complete unit.

(b) Due to the risk of mercury exposure, no attempt should be made to separate the mercury or mercury-containing devices from any equipment or housing.

(12) Fire Extinguishers (except Halon)

(a) Excess spent extinguishers or extinguishers that do not meet the requirements of reference (g) will have the trigger assembly removed (after pressure has been released and all fire extinguisher media emptied) by the unit prior to turn-in/pick up.

(b) All components will be turned in at the HMCS.

(c) Contact RCRS, EMD for guidance relating to Halon extinguishers.

(13) Oil and Fuel Filters

(a) All oil and fuel filters, including transmission filters, will be hot drained for 24 hours prior to turn-in to the HMCS.

(b) Oil filters will have the top of the filter punched.

(c) A proper Department of Transportation (DOT) container with a lid to reduce the potential of leakage will be utilized to consolidate/transport the oil and fuel filters for weekly turn-in at the HMCS.

(d) Mark the container Used Oil/Fuel filters.

(14) Lead/Silver/Tin Solder

(a) All residues or pieces of lead/silver/tin solder will be captured and turned in to the HMCS each week.

(b) A proper DOT container will be provided by HMCS upon request. Mark the container 'Used Solder' with the proper nomenclature (lead or silver or tin) of the solder.

(15) Lead Items

(a) All lead item/scrap (lead wheel weights, marine sacrificial anodes, damaged battery cable ends, and non-munitions

scrap items) will be collected and turned in weekly. The items are inherently recyclable and cannot be removed from the installation. This is important to pass to your personnel due to the potential for unlawful sale of recyclable government property.

(b) A proper DOT container will be provided by HMCS upon request. Mark the container 'Lead Items for Recycling'.

(16) Empty Containers that Previously Contained POL or Antifreeze

(a) All empty containers that had previously contained POL or antifreeze will be brought to the HMCS.

(b) Metal containers will be triple rinsed at the HMCS, crushed, and placed in the recycling bin.

(c) Plastic containers will be triple rinsed at the HMCS and placed in a dumpster for recycling.

(17) Plastic Bags. Plastic bags are NOT approved containers for the storage, transportation, or turn-in of HM.

(18) HM

(a) Active-duty personnel and their dependents residing within Base housing units may bring home or garage products to the HMCS, building 962, using their personal vehicle.

(b) Acceptable items include household cleaners, solvents/thinners, furniture strippers, wood preservatives, automotive fluids, paints, polishes, and lighter fluids.

(c) With the exception of used oil/fuel/antifreeze, products must be in the original containers and must display all labels and warnings. Used oil/fuel/antifreeze must be containerized and identified.

(d) Personnel needing additional information should obtain a copy of "Camp Lejeune's Household Hazardous Material Collection Program" pamphlet from the Base Family Housing Office or HMCS. For current stock levels, contact the HMCS at 451-1482.

11. HM Transportation. All units/organizations will adhere to the following rules when transporting HM for turn-in:

a. Obey and follow all Federal, state, and local traffic regulations, to include the transportation of HM;

b. Motor vehicle operators must ensure they maintain appropriate certification and license to transport HM;

c. Each unit transporting HM will ensure the unit's trained HM handler, site manager, or ECO/AECO are in the vehicle transporting the materials, and the assigned representative has a current level of documented training. A ground guide must accompany the driver in each vehicle entering the HMCS compound;

d. A properly completed and staffed HM/HW Turn-In Worksheet Form MC-1391 and its attachments must be in the transport vehicle for the material destined for turn-in.

12. HM Turn-in (Utilized by units not supported by Curb Side Service)

a. ECOs will review the worksheet and inspect the load prior to transport. Commands will transport their materials to HMCS on the assigned days. Environmentally trained personnel will be present to conduct turn-in.

b. Commands will adhere to the weekly turn-in schedule developed by HMCS unless prior approval has been given by the HMCS Hazardous Material Consolidation Site Manager.

c. A ground guide must accompany the driver in each vehicle entering the HMCS compound;

d. Government, contractor owned or personal civilian sedans, buses, vans without a closed compartment separation, or other passenger vehicles will NOT be utilized for the transportation of HM. If uncertain of transportation requirements, contact HMCS 451-1482 prior to transport.

e. Command ECCs/AECCs and ECOs/AECOs are responsible for ensuring materials designated for turn-in are:

(1) Properly packaged for transportation;

(2) Properly marked, per existing guidelines;

(3) Transported in cargo variant Government or contractor-owned vehicles; and;

(4) Properly secured to prevent movement and spillage of the load during transport.

f. The ECC will review the worksheet and the load upon arrival at HMCS.

g. Upon receipt of the HM, HMCS personnel will inspect the HM/HW Turn-In Worksheet Form MC-1391 and the load and perform the following procedures.

- (1) Segregate HM
- (2) Identify and transfer usable materials to the HMRF
- (3) Conduct proper waste determination
- (4) Consolidate and package identified materials for disposal

h. Turn-in activities must be documented on the HM/HW Turn-In Worksheet Form MC-1391 and applicable attachments.

i. The acceptance and physical custody of HM by HMCS, CAMLEJ or other proper authority signifies the unit has completed their disposal responsibilities in compliance with this ESOP.

13. HM Curbside Pick-Up Service. RCRS provides a HM curbside pick-up service to various units aboard MCB CAMLEJ. Those units provided with pick-up services will adhere to all HM turn-in guidelines that apply in section 12 of this ESOP with the exception of transportation requirements. Organizational ECC/ECOs are responsible for coordinating efforts to ensure proper identification, handling, and storage of HM prior to pick-up and will ensure environmentally trained personnel are present during pick-up.

a. Units shall not pre-mark excess or spent materials as a "waste", a "hazardous waste" or "Bad/Used".

b. Materials will be properly containerized (in compatible containers), marked, and when applicable, secured to a standard size (40" x 48") pallet. Incompatible HM will not be co-located on the same pallet.

c. ECO/AECO will ensure all pickups of HM are accomplished utilizing the current HM/HW Turn-In Worksheet Form MC-1391 and applicable attachments. ECC/ECOs will send a HM/HW Turn-In Worksheet Form MC-1391 via email to the HMCS at lejeune\_hazmat@usmc.mil two working days prior to their scheduled pick-up appointment, and upon receipt of the worksheet. The ECC/ECO will make a pick-up appointment with HMCS personnel.

d. It is the unit's responsibility to ensure sufficient manpower and material handling equipment is available at the time of pick-up to assist with the loading of materials. HMCS personnel conducting the pick-up will not be responsible for the loading of the materials, but only to ensure proper loading and segregation.

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e. Upon arrival, HMCS and unit environmental personnel will conduct physical inspection of the HM and identify any discrepancies. It is the unit's responsibility to correct any discrepancies prior to pick-up. RCRS will provide the unit with a signed copy of the HM/HW Turn-In Worksheet Form MC-1391 and applicable attachments to the unit ECO or authorized representative.

f. Units that have made an appointment for pick up must ensure strict compliance with the schedule. All missed appointments will be immediately reported the unit's ECC.

14. HMRP. HM received at HMCS, building S-962, deemed to have significant demand or remaining shelf/service-life may be diverted to the HMRP, Building 1606, for reissue to government or government-contracted personnel. Reissue materials are provided on a first-come basis.

15. Government-purchased HM. These products may be used for official use only and are available, at no cost, to the units. These materials shall not leave MCB CAMLEJ unless for authorized government activities.

16. Identification of Any Unknown Material. Because of the severe civil and criminal implications of improper management of HM, the highest level of command attention must be given to ensure unknown materials are not stored aboard MCB CAMLEJ. If a material cannot be properly identified immediately, call the SES and FESD via 911.

17. Spill Reporting. All releases of HM will be immediately reported to the FESD via 911.

18. Deployment. Deployment procedures for HM are set forth in the "Deploying Forces ESOP" located at <https://em.usmc.mil>. Units/organizations tasked with deployment will ensure all HM have been removed from their HM storage areas and arrangements made through their ECC for turn-in or pick-up of HM.

REFERENCES:

- (a) MCO P5090.2A - Environmental Compliance and Protection Manual
- (b) MCO 4450.12A
- (h) Resource Conservation and Recovery Act
- (i) 15 NCAC 13A
- (j) MCO 4140.5 - Marine Corps Shelf-Life Program
- (k) MCO 4450.13A - Material Quality Storage Standards Policy for Shelf-Life
- (l) DoD 4140.27-M - Shelf-Life Management Manual

TRAINING: Training must be requested through the unit ECO via the higher headquarters ECC, to EMD:

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EM 101 - HM/HW Initial Training. Required for all HM Handlers, HM Site Managers, ECOs, and ECCs.

EM 102 - HM/HW Refresher Training. Required annually for all HM Handlers, HM Site Managers, ECOs, and ECCs who have completed EM101.

DEFINITIONS:

Authorized Hazardous Material List (AHML). A consolidated list of HM authorized for procurement by Installation commands that have previously been approved on the unit's AUL. Materials not on the AHML must be reviewed by the AHML Committee for approval prior to purchase.

End-User. The purchaser of a HM with the intent of consumption.

Expiration Date. The date at which a HM has been identified to no longer meet manufacturer or government specification and must be turned in for disposal.

Environmental Compliance Coordinator (ECC). An individual with sufficient rank, Staff NonCommissioned Officer (SNCO) or higher, assigned by their respective CG, or by the CO, MCAS, New River, that is responsible for the management and implementation of the command environmental program. In addition, this term will include the assistant(s) assigned to this position (AECC).

Environmental Compliance Officer (ECO). An individual with sufficient rank, SNCO or higher, assigned at the regimental, battalion, or base agency (or equivalent) responsible for the management and implementation of the command environmental program. In addition, this term will include the assistant(s) assigned to this position (AECO).

Excess Hazardous Material. Unused HM for which its custodian has no requirement. This type of material can frequently be redistributed, recycled or transferred to the HMCS for processing.

Hazardous Material (HM). A chemical compound or combination of compounds which have been identified by DOT as posing, or capable of posing, a significant risk to public health, safety, or the environment due to its quantity, concentration, or physical/chemical, and/or infectious properties, and/or characteristics while transported in commerce.

HM Issue Point. A facility designated by EMD to store, issue and track HM by utilizing the HMMS.

Authorized Use List (AUL). A list identifying all potential HM stored or used by an End-User and maximum storage quantities.

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HM Re-issue Facility (HMRF). A facility operated by RCRS at Building 1606 that receives, stocks, and re-issues HM to government and government-contracted personnel at no cost.

Resource Conservation and Recovery Section (RCRS). A section within EMD located at building 977 for the management of HW and HM.

Hazardous Material Management System (HMMS). A HM tracking system used at MCB CAMLEJ to ensure all HM comply with regulations.

HMMS Tracking Label. A label identifying the NSN, Material Name, Expiration/Test Date, and individualized serial number. Yellow labels are assigned to HM upon receipt. HM with blue labels are items received from the HMRF.

Household HM. HM used by residential activities which could cause harm to humans or the environment if improperly managed or disposed. Household HM includes new/used household solvents, cleaning agents, paints, dyes, petroleum products, and pesticides.

Issue Point/Supply Organization. Any organization that maintains bulk property with the intent to sell and distribute, without use.

Local Stock Numbers (LSN). A 13 digit, alpha-numeric number created locally in place of an NSN. LSN are assigned for products without an NSN or a unit of issue deviation.

Maximum On-Hand Quantity (MOHQ). The MOHQ quantity of HM an end-user is authorized to have in their possession based on their AUL. A MOHQ will be established to limit storage amounts for up to 90 days of supply.

National Stock Number (NSN). A 13 digit, numeric-only number created by the DoD for unified inventory identification.

Release. The uncontrolled loss of a HM that reaches the environment (dirt, asphalt, floor drains), including POLs and coolants. All releases are required to be reported to the FESD at 911. A release of POL or coolant that occurs within an enclosed and contained maintenance facility is not subject to this reporting requirement provided they do not have the potential to impact the environment.

Shelf-Life. Is the total period of time, beginning with the date of manufacture, date of cure, date of assembly, or date of pack, and terminated by the date by which an item must be used or subjected to inspection, test, restoration, or disposal action that an item can remain in the wholesale or retail storage system and still be suitable for use by the end user.

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Service Life. A general term used to quantify the average or standard life expectancy of an item while in use.

Waste Minimization. The elimination or reduction of waste that is generated and would otherwise be subsequently treated, stored or disposed. It includes any source of reduction or recycling activity undertaken by a generator.



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Environmental Standing Operating Procedure (ESOP)

TITLE: ESOP

HAZARDOUS MATERIAL WASTE MANAGEMENT PROGRAM

PURPOSE: This ESOP establishes the procedures for the management and disposal of HW. These requirements are established under environmental permits and authorizations held by MCB CAMLEJ. Ensure this ESOP is placed in the unit's ESOP binder.

APPLICABILITY: These requirements are applicable to all organizations aboard MCB CAMLEJ, to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the USMC, DON, USCG, DHS, or DoD. This section also applies to organizations and contractors organic to, or tenanted aboard, MCB CAMLEJ, including those in transit or otherwise temporarily resident because of training or mobilization.

RESPONSIBILITY: All personnel who manage HW.

PROCEDURE:

1. Appoint Personnel to Environmental Positions. All personnel with environmental responsibilities will be assigned in writing by the organizational CO/Department Head within one week of assignment. Appointment letters must be kept in the unit's environmental office ESOP binder with a copy forwarded to EMD/EAS Supervisor upon assignment.

a. Positions of environmental responsibility include, but are not limited to, the following: ECC, AECC, ECO, AECO, HW Site Managers/Handlers, and their assistants.

b. All personnel appointed to manage approved HW accumulation areas must receive training within three months of assignment (EM-101) followed by an annual review of the initial training (EM-102). Training should be scheduled through the command's ECO.

c. Ensure ECCs and ECOs have sufficient rank and resources to properly manage the organization's environmental program.

2. Management of Unit ESOP binder. Each major tenant command and organizational element routinely generating, handling, or storing HW will develop an ESOP binder for HW management. The ESOP binder must include:

a. HazMin Policy. The HazMin Policy will reflect the unit CO's goals to reduce HW generation by reducing the use of HM and/or implementing Best Management Practices through source reduction,

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material substitution, process changes, reuse and recycling, and proper shelf-life management.

b. POC List. Names and telephone numbers of the ECC, ECO, assigned unit environmental personnel, and the EMD directory. The POC list will be updated on a monthly basis or when changes occur. Updated POC lists will be forwarded to the EMD/EAS Supervisor.

c. Training Records (Current). Training records should include: Name, rank/grade, title, and duties. HW training records should be available for each current assigned employee. Copies of training certificates include course information and should be included in the training record, along with a copy of signed appointment letters detailing their duties. Training documents will be signed by the individual and their supervisor or ECO.

d. Training Records (Archived). HW training records for each employee that has been removed from the HW program for the past three years.

e. Inspections. Copies of all weekly HW site inspections conducted during the past three years.

f. References. Guidance provided by the ECC and/or ECO to implement the HW disposal program. This section should consist of required orders, a CD containing the required orders, or a reference to the MCIEAST-MCB CAMLEJ Adjutant's website <https://intranet.mcieast.usmc.mil/C8/C19/MCB%20ADJUTANT/default.aspx> with the required orders listed. A listing of required guidance documents can be downloaded from the EMD website <http://www.lejeune.usmc.mil/emd>.

g. Hazardous Waste Profile Sheet (HWPS) DD-1930. Copies of the current HWPS DD-1930 for the waste being accumulated in the SAA.

h. Accumulation Site Authorization Letter(s). Copies of current SAA/Universal Waste Site (UWS)/MW site authorization letters.

i. Copies of Completed HM/HW Turn-In Worksheets. Copies of Completed HM/HW Turn-In Worksheets and attachments for each HW turned in during the preceding 52 weeks. Worksheets must have proper RCRS/ECO/ECC signatures verifying turn-ins. Worksheets can be downloaded from the EMD website <http://www.lejeune.usmc.mil/emd>.

j. ESOPs. Periodically, EMD will issue ESOPs for particular practices that have environmental impacts. These must be included in the Unit-level ESOP binder and maintained for each applicable environmental function.

k. Location Map and Listing of All Environmental-Associated Sites. A current map and listing of all sites that have environmental requirements (i.e., HM/HW accumulation/storage areas, storage tanks,

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oil-water separators) within each command. Each site should be reflected on the location map.

1. ULCP. Copies of a current ULCP for each HW site that is site-specific for any HW/UHW spill that may occur. At a minimum, the ULCP will contain the following:

(1) List of POCs, and phone numbers of the ECC and ECO.

(2) Arrangements with local authorities. For ULCP purposes, contacting the FESD at 911 satisfies this requirement at the unit-level.

(3) Immediate actions that personnel will take upon discovering any type of HW spill. This will include actions to give the alarm by either voice command or mechanical device. These actions will be strictly defensive in nature and commensurate with the level of training.

(4) List of equipment and quantities of material sufficient for conducting defensive actions for the waste accumulated.

(5) The plan must also specifically address provisions for spills and response actions for each type of environmentally-associated site listed in paragraph 2k.

(6) Evacuation and Staging Routes. Evacuation routes may be the same used in the fire escape plan as long as access is not impinged by the release. A staging area is defined as a pre-designated area out of the potential area of danger where personnel will assemble in the event of an emergency. The ULCP must state a primary and alternate staging area in the event of an emergency.

3. HW SAAs. EMD/RCRS validates the need for SAAs, prior to authorization/issuance, and reauthorizes/validates the need on a yearly basis. The types of sites authorized aboard MCB CAMLEJ are SAAs and UWSs. Sites will comply with the management and operation requirements stated within this SOP. Establishment of new HW SAAs will require prior approval, as follows:

a. The initial recommendation for designating a new HW SAA will be made by the ECO in consultation with the ECC.

b. Proposals for HW SAAs aboard MCB CAMLEJ, will be submitted in writing via the chain of command to the CG (Attn: AC/S, G-F/EMD). Upon concurrence, EMD will issue a SAA Certificate annually, designating the approved sites and the prescribed amount of waste that can be accumulated.

c. The number of HW SAAs for any one organization will be based on the generation activity. A final decision will be made after

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reviewing the unit's waste generation activities following a site visit.

d. Access to HW SAAs will be limited to properly trained personnel.

e. Authorized HW SAAs will be properly identified. Ensure the Authorization Letter is current and is posted at the designated site. Ensure that the amount of waste accumulated on the site does not exceed the amount specified in the Authorization Letter. Federal and state HW regulations require HW SAAs be inspected weekly. Written records noting discrepancies and corrective actions will be maintained for a period of 36 months. Inspections should be conducted by the unit's HW Site Manager or properly trained alternate if the Site Manager is unavailable. Inspections should be performed using the Weekly HW Site Inspection Form located on the EMD website <http://www.lejeune.usmc.mil/emd>

f. SAAs deemed no longer necessary by EMD will be issued a closure letter following a final inspection by unit personnel, the ECC, and EMD. Closure letters shall be maintained in the unit's ESOP binder for a period of 36 months after issuance.

#### 4. Container Management Requirements

a. Only DOT approved containers will be used for accumulation of HW. DOT approved containers are those that have successfully passed rigorous testing requirements established by the DOT. Subject containers are identified as such by the container manufacturing markings (e.g., UN1A1/Y1.4/150/94).

(1) Ensure containers are not damaged, dented, bulged or have deep, pitted rust. Contents of damaged containers holding HW must be transferred to serviceable DOT approved containers or over packed as appropriate.

(2) Closure devices such as bungs, caps, rings, gaskets, and associated hardware must be in serviceable condition.

(3) Containers must always be closed (wrench tight) except when adding waste.

(4) Containers filled with aqueous solutions, liquids, or sludge will have a minimum of four inches of outage/ullage to allow for expansion.

(5) Containers will be stored in a manner precluding damage by rainwater or flooding, excessive heat, etc.

(6) HW containers will be checked weekly for proper closure, container condition, and evidence of leaks or spills. Discrepancies will be documented on the Weekly HW Site Inspection Form (enclosure

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(6) of this Order), corrected, and promptly reported to the command ECO. Report leaking containers and spills immediately by calling FESD 911.

b. Required Markings on HW Containers. Each container will have the following markings placed on the container in a permanent manner in contrasting color to the original container utilizing paint markers, medium or large points, or stencils using permanent paint/ink:

(1) Words: *HAZARDOUS WASTE or UNIVERSAL WASTE*.

(2) Content: Noun name found on the specific HW Profile Sheet (DRMS Form 1930) provided by EMD.

(3) Accumulation Start Date (ASD). If the HW is accumulated in an SAA, the ASD will be marked once the container is filled, or on the one-year anniversary of waste first being placed into the container, whichever comes first. Accumulation of HW/UW in the SAA will not exceed 365 days. If the HW is collected in an UWS or 90-Day Site, the ASD must be marked on the container the moment a HW is placed into the HW container. Example: 25JUNE2011

(4) In addition to the above, containers located at the EMD's 90 day site will be identified by the following:

(5) DOT Label. A diamond-shaped DOT identification tool used to identify the hazard class of the contents by means of a specific color, class number, and pictorial representative symbol of the HM.

(6) EPA Waste Number. The EPA identification designator of the type of HW contained.

(7) HMMS generated waste label.

5. Curbside Pick Up Service. RCRS provides a HW curbside pickup service to all units accumulating HW in approved SAAs. Organizational ECC/ECOs are responsible for coordinating efforts to ensure proper identification, handling, storage, and turn-in of HW prior to pick-up.

a. ECO/AECO will ensure all HW pick-ups are accomplished utilizing the current HM/HW Turn-In Worksheet Form-1391. ECCs will email RCRS at lejeune hazmat@usmc.mil a HM/HW Turn-In Worksheet.

b. ECOs will ensure that ample man power and equipment is available to load the waste onto EMD vehicles. RCRS personnel conducting the pick-up will not be responsible for the loading of the waste, but only to ensure proper loading and segregation.

c. After physical inspection and correction of any discrepancies, RCRS will provide the unit with a signed copy of the HM/HW Turn-In Worksheet Form-1391 to the ECO or authorized representative.

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d. Due to the generating unit only having 72 hours to have their HW removed from the SAA to a 90-day site, strict compliance with the scheduled appointment is imperative. In the event a scheduled appointment cannot be kept, RCRS has the authority to remove the waste and store it at the EMD 90-day site. All missed appointments will be immediately reported the unit's ECC and the EAS/EMD.

e. Under no circumstances shall the unit or tenant organization transport HW.

6. Spill Reporting and Response Requirements. All releases of HW will be immediately reported to the FESD at 911.

a. The ULCP will be prominently posted at each SAA and less than 90-day site along with "No Smoking", "Authorized Personnel Only", and "In Case of an Emergency Call 911", and two man rule signs.

b. Signs will be posted at each entrance to the site and will be legible from a distance of 25 feet.

REFERENCES:

- (a) MCO P5090.2A - Environmental Compliance and Protection Manual
- (h) Resource Conservation and Recovery Act (RCRA)
- (i) 15 NCAC 13A
- (m) 40 CFR parts 261 and 273

TRAINING: Training must be requested through the unit ECO via the higher headquarters ECC, to EMD:

- EM 101 - HM/HW Initial Training - Required for all HM Handlers, HM Site Managers, ECOs, and ECCs.
- EM 102 - HM/HW Refresher Training - Required annually for all HM Handlers, HM Site Managers, ECOs, and ECCs who have completed EM101.

DEFINITIONS:

90-Day Site. Under Federal and State HW regulations, HW generators may accumulate HW for up to 90 days without having to obtain a HW storage permit. Failure to transfer a HW container from a 90-day Site to the Base Long-Term HW Storage Facility operated by DRMO or an off-site permitted treatment, storage, or disposal facility within 90 days of the ASD on the container is a violation of EPA and state regulations.

Accumulation Start Date (ASD). For 90 day or UW sites, the ASD is the date any amount of HW/UW is first placed into a container. For SAAs, the ASD must be affixed at the point in time when a container is filled with a HW or the one year anniversary, whichever comes first. Storage of HW in a SAA should never exceed 365 days. The ASD will be marked in the DD/MM/YYYY format. To preclude any misinterpretation, the ASD will be an alpha/numeric sequence, such as 26 March 2011.

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Environmental Compliance Coordinator (ECC). An individual with sufficient rank, SNCO or higher, assigned by their respective CG, or by the CO, MCAS NR that is responsible for the management and implementation of the command environmental program. In addition, this term will include the assistant(s) assigned to this position (AECC).

Environmental Compliance Officer (ECO). An individual with sufficient rank, SNCO or higher, assigned at the regimental, battalion, and base agency (or equivalent) responsible for the management and implementation of the command environmental program. In addition, this term will include the assistant(s) assigned to this position (AECO).

Environmental Management Division (EMD) HW Site Authorization. A site authorization document issued by EMD identifying specific areas to include: SAA, 90-day Site, and UWS.

Generator. Any person, whose act or process produces HW or UW identified or listed in reference (m), or whose act first causes a HW to become subject to regulation.

Hazardous Material Consolidation Site (HMCS). A facility operated by EMD for the management of HW and HM reutilization.

Hazardous Material Management System (HMMS). The HMMS is an automated, web-based data system providing cradle-to-grave tracking, management, and reporting capabilities for materials and waste.

Hazardous Waste (HW). A solid waste, or combination of solid wastes, which because of quantity, concentration, or physical, chemical, or infectious characteristics may: Cause, or significantly contribute to, an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

The two methods used by Federal and State agencies to determine if a solid waste is hazardous are:

Listed HW. A discarded HM no longer usable for its intended purpose and which is named on one of the three HW lists in the HW regulations of the EPA and/or the State HW regulations. The three HW lists are: non-specific source wastes (F), specific source wastes (K), and commercial chemical products (P&U).

Characteristic HW. A discarded HM no longer usable for its intended purpose and which exceeds one or more EPA standards for the characteristics of ignitability, corrosivity, reactivity, or toxicity and which is not otherwise excluded by EPA and state regulations.

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HW Handler. An individual assigned in writing by their respective CO or supervisor that specifically prepares HW for transportation, storage, treatment, or disposal.

HW Site Manager. An individual assigned in writing by their respective CO or supervisor that has direction over the proper management of a HW generation site.

HW Container Marking Requirements. EPA and state regulations require specific markings for containers storing HW.

HW Determination. The process used to evaluate whether a material being discarded is a solid waste meeting the regulatory definition of a RCRA-regulated HW. The decision is based on user knowledge and/or scientifically controlled testing of the material to be discarded. This decision is to be determined by RCRS personnel during the turn-in procedure.

HW Management. The systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, and disposal of HW.

HW Profile Sheet (HWPS) - DRMS 1930. A form requested by the Defense Reutilization and Marketing Service to assure proper identification of HW, including the physical and chemical characteristics of a waste, as well as generator information. HWPS are prepared by the HW program manager and are updated every calendar year. Units authorized to generate HW must obtain the specific HWPS from EMD prior to generating a HW. Current HWPSs will be posted at the authorized site.

Installation HM/HW Program Manager (Base HM/HW Program Manager). EMD-assigned position which serves as the Installation's POC with Federal, state and Marine Corps agencies on routine matters pertaining to HM/HW collection, treatment, and disposal.

Ullage. The amount of free space left in a container to allow for expansion.

Release. The uncontrolled loss of a HM from its storage vessel, to include POLs. All releases are required to be reported to the FESD. Releases of POLs that occur within an enclosed and contained maintenance facility are not subject to this reporting requirement provided they do not have the potential to impact the environment.

Satellite Accumulation Area (SAA). Under Federal and state HW regulations, HW generators may accumulate HW in a SAA without regard to the 90-day storage limit normally applicable to permitted HW storage facilities. The SAA will be located at or near the point of generation. A filled container must be transferred within 72 hours to an approved 90-day site. Failure to comply is a violation of EPA and State regulations. An EMD authorization for a SAA must be obtained and posted at the site to preclude a 90-day storage violation. EMD



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authorization will establish individual limits for each SAA. No SAA authorizations will exceed 55 gallons of HW or one quart of acutely HW. Size limitations of containers within the SAA are based upon the generator's ability to fill the container within one year; size may be adjusted accordingly.

Sludge. Sludge means any solid, semi-solid, or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility, exclusive of the treated effluent from a wastewater treatment plant.

Unit Level Contingency Plan (ULCP). The purpose of the ULCP is to minimize the potential hazards to human health, the environment, and property associated with hazardous releases. The ULCP is the first line of defense against possible releases and tie into higher level plans such as those required for HM/HW facilities, emergency response plans, facility response plans, spill prevention, control and countermeasure plans, regional and national contingency plans.

Universal Waste (UW). Any of the following HWs that are subject to the universal waste requirements of reference (m): Batteries; Pesticides; Mercury-containing equipment and Lamps.

UW Site (UWS). The purpose of establishing a special sub-category of HW storage is to assist the generators of UW to track and manage UW. Since UW is a sub- category of HW and remains regulated by Federal and state regulations, UW will be collected and managed in the same manner as HW, with the exception of the terminology used for identification and the time limits. UWSs are subject to the same HW inspection and personnel training requirements as standard HW Sites.

Environmental Standing Operating Procedure (ESOP)

<b>TITLE: ESOP</b>	<b>MEDICAL WASTE MANAGEMENT PROGRAM</b>
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PURPOSE: This ESOP provides guidelines for the management of MW at medical, dental and veterinary facilities aboard MCB CAMLEJ and MCAS NR). The Naval Hospital Camp Lejeune (NHCL) provides overall coordination of the MW program at the installation. The EMD, G-F provides oversight of the MW program. This ESOP, inserted in the unit-level SOP, as well as the medical/dental/veterinary SOP, will fulfill the requirements for having a MW SOP in place to meet installation requirements.

APPLICABILITY: MW is the general category of solid waste which is generated in the diagnosis, treatment, or immunization of human beings or animals. MW is loosely defined as blood and bodily fluids in individual containers with volumes greater than 20 milliliters (ml). Waste Types include cultures, stocks, vaccines, blood and blood products, communicable diseases, dental operator, used and un-used sharps, intravenous bags, and tubing, as well as pathological, animal, isolation, trace chemotherapy, and dialysis wastes that have not been treated.

This ESOP has been developed to ensure all NHCL facilities, outlying medical, dental and veterinary clinics, RAS/BAS, emergency response equipment and supply issue areas comply with the standards set forth by the applicable references.

RESPONSIBILITY: All personnel who manage MW aboard MCB CAMLEJ and MCAS NR.

PROCEDURE:

1. Obtain MW Site Authorizations. The NHCL validates the need for authorized MW storage sites, prior to authorization, and validates re-authorization on a yearly basis. Authorized MW storage sites will comply with the management and operation requirements stated in this ESOP. The EMD will issue MW storage site authorizations annually in January. Establishment of new MW storage sites will require prior approval, as follows:

a. The initial recommendation for designating a new MW storage site will be made by the NHCL.

b. Proposals for authorizing MW storage sites will be submitted by NHCL to EMD. In turn, the EMD will issue site authorization letters, and re-authorize them annually.

c. Access to MW storage sites will be limited to properly trained personnel, to the maximum extent practicable.

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d. Authorized sites will have a current authorization letter posted. Only MW and associated spill clean-up materials will be stored at the MW storage site.

e. Current authorized MW storage sites are:

(1) NHCL (NH-100)

(2) Clinics (Buildings 15, 65, 460, AS-100, BB-118, FC-308, G-770, H-14, M-128, RR-440 and TT-2459)

f. Authorized MW storage sites are REQUIRED to accept all properly sealed and labeled MW. No MW can be turned away, unless there is insufficient storage capacity. In such cases, units may be re-directed to another authorized MW storage site. If MW is not properly sealed or labeled, it cannot be turned away. In such case, the unit will be directed to correct the discrepancy, prior to acceptance. Large volumes of MW would require delivery directly to the NHCL. Make arrangements with the NHCL ECO (450-4905, extension 3710).

2. Requirements for Authorized MW Sites. All authorized MW storage sites are required to meet the following standards:

a. Post current MW site authorization letters.

b. Post the following required signage at each entrance to the site:

(1) BIOHAZARD - The universal biohazard symbol and the word "BIOHAZARD" will be clearly visible on the outside of the storage area.

(2) AUTHORIZED PERSONNEL ONLY - Only authorized personnel will have access to areas used to store MW.

c. Develop, publish, and post a current site-specific ULCP. All personnel who handle MW will be thoroughly familiar with its content (may be included in the unit's SOP). The ULCP should address procedures for handling MW and actions required in the event of a spill. At a minimum, the ULCP will contain the following:

(1) Immediate actions which trained personnel will take upon finding any type of MW hazard. This will include actions to give the alarm by either voice command or mechanical device. These actions will be strictly defensive (First Responder Operations) in nature and commensurate with the personal protective equipment (PPE) available at the time of the incident.

(2) All materials used for clean-up should be listed in the ULCP. Leaks and spills should be cleaned up using absorbent disposable materials and hospital-approved disinfectants. Personnel

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must use appropriate PPE, such as gloves, gowns, masks, and goggles to prevent exposure to infectious waste when cleaning up spills.

d. Authorized MW storage sites must be kept clean, vermin and insect free, and sufficiently ventilated to prevent nuisance odors. Existing floor drains must discharge directly to an approved sanitary sewer system.

e. MW turn-in form, enclosure (7) of this Order, must be used to document MW turn-ins/pick-ups.

f. RAS/BAS/emergency equipment/Issue Points must maintain a logbook to show proof of turn-in to an authorized MW storage site. A MW turn-in form must be signed by both RAS/BAS staff, as well as authorized MW storage site staff, showing receipt of the MW.

(1) Outlying authorized MW storage sites - In order to ensure that MW storage does not exceed the seven day requirement (un-refrigerated), the unit should maintain a log documenting when a container is placed in storage, when it is picked up, and by whom.

(2) NHCL MW consolidation site - Upon receipt of MW from outlying areas, NHCL personnel will log MW using the NH MW Drop-Off/Pick-Up Logbook. Information in this logbook will include date received, clinic, ward or unit, and initials of the transporter.

3. Handling/Packaging MW. All MW will be stored in a manner that prevents leakage and maintains the integrity of the packaging.

a. MW will be placed in an approved orange or red bag for disposal. Approved bags are identified with the black "BIOHAZARD" symbol. No other bags are to be utilized. If, at any time, the bag shows signs of leakage, it is to be placed into a second bag, and if necessary, a third bag.

b. When a biohazard bag is 3/4 of the way full, it is to be sealed by J-taping the top of the bag.

c. The biohazard bag is to be labeled as follows: Unit Name, Date Sealed, Packager's Initials, and Unit Phone Number.

d. The words "Medical Waste" or "Infectious Waste" must appear on the outside of the biohazard bag. If it does not appear there, it must be written in.

e. MW must be moved/transported to an authorized MW Site immediately (same day container/bag sealed) for storage.

f. Sharps are defined as needles, syringes with attached needles, capillary tubes, slides and cover slips, and scalpel blades. Sharps are to be placed into rigid and puncture-resistant sharps containers immediately after use.

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g. When a sharps container is 3/4 full, it is to be taped shut to prevent accidental spillage or protrusion of the contained sharps.

h. The container is to be labeled with the following information: Unit Name, Date Sealed, Packager's Initials, and Unit Phone Number.

i. The words "Medical Waste" or Bio Hazard Symbol must appear on the outside of the MW container (Sharps or other container). If it does not appear there, it must be written in.

#### 4. Transporting MW

a. Transporters will not accept MW that is not properly packaged.

b. Only government vehicles will be used to transport MW - POVs are not authorized. MW cannot be transported in the personnel compartment of the vehicle. While transporting MW, vehicles are prohibited from transporting any other material and supplies unless related to the handling of MW or clean-up of MW spills.

c. A copy of the written ULCP must be kept in the transport vehicle. The driver should be thoroughly familiar with its content.

d. To avoid having to disinfect the transport vehicle with a bleach and water solution (one part bleach and 10 parts water), it is recommended that the MW be placed in a leak proof container that can hold the waste and prevent spillage/leaks. The container must be labeled "BIOHAZARD" or have a universal biohazard symbol on all sides.

e. MW generated at sites other than authorized MW storage sites must be transported immediately to an authorized MW storage site. MW generated or stored at authorized MW storage sites must be picked up by NHCL personnel and delivered to the refrigerated MW site at NHCL within seven calendar days.

f. NHCL personnel performing MW pick-ups should maintain the MW turn-in form with the following information: Date/Location of Pick-Up/Amount Picked Up (i.e., Weight, Volume, Number of Containers).

#### 5. Processing/Disposal of MW at NHCL

a. Refrigeration at the NHCL MW site will be kept at an ambient temperature between 35 and 45 degrees farenheit. Access will be restricted to this area.

b. Processing of MW for off-site disposal will be in accordance with NHCL internal procedures.

c. A contractor handles the disposal of MW. Weekly, a civilian contractor comes to NHCL and picks up all MW ready for disposal.

d. Records will be maintained for each shipment of MW and will include the following information: Amount of MW shipped by number of packages (piece count); Date shipped off-site; Name of transporter; Name and address of ultimate treatment, storage, or disposal facility.

6. Spill Reporting and Response Requirements

a. If a MW spill occurs within the workspace, procedures outlined in the unit ULCP should be followed. Cleanup, in accordance with OSHA standards, should be conducted by trained personnel only.

b. If a MW spill occurs while transporting MW, the ULCP located in the transport vehicle must be followed.

REFERENCES:

- (i) 15 NCAC 13A
- (n) 15A NCAC 13B.1200
- (o) BO 6530.6A
- (p) NAVHOSPCAMLEJINST 6280.1G

TRAINING: All EMD Training must be requested through unit the ECO via the higher headquarters ECC, to EMD.

EM-109: MW Training

Bloodborne Pathogen Training - Employees assigned to tasks where exposure may occur will receive bloodborne pathogen training upon initial assignment and annually thereafter. Required for all RAS/BAS, emergency response equipment operators and MW supply issue areas. OSHA designed the standard for bloodborne pathogens to protect personnel anticipated to have occupational exposure to bloodborne pathogens. The primary bloodborne pathogens are human immunodeficiency virus (the precursor to AIDS) and hepatitis B virus (HBV). HBV is the number one occupational infection among health care workers. Health care workers are also at risk of exposure to other bloodborne pathogens such as malaria and syphilis.

EMD WEBSITE

<http://www.lejeune.marines.mil/OfficesStaff/EnvironmentalMgmt.aspx>

DEFINITIONS:

Medical Waste (MW) - includes contaminated items that would release blood or other potentially infectious materials in liquid or semi-liquid state, if compressed, or other potentially infectious materials capable of releasing these materials during handling. MW is either infectious or non-infectious.

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Infectious MW - is liquid or solid waste that contains pathogens in sufficient numbers and with sufficient virulence to cause infectious disease in susceptible hosts exposed to the waste. Examples are:

1. Microbiology Wastes from cultures and stocks of disease producing agents containing microbes that, due to their species, type, virulence, or concentration, are known to cause human disease. Examples include specimens from medical and pathology laboratories; discarded live vaccines; wastes from biological testing; cultures and stocks of infectious agents from clinical laboratories; disposable culture dishes; and devices used to transfer, inject, or mix cultures.

2. Pathological Wastes - include human tissues and organs, amputated limbs or other body parts, fetal tissue, placenta, and similar tissue from surgery, delivery, or autopsy procedures. Animal carcasses, body parts, and bedding exposed to pathogens are also included in this category.

3. Human Blood and Body Fluid - wastes include liquid or semi-liquid blood or other potentially infectious body fluids including semen, vaginal secretions, cerebrospinal fluid, pleural fluid, synovial fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, and any body fluid visibly contaminated with blood. Also, items saturated or dripping with human blood, or items that were saturated or dripping with human blood that are now caked with dried human blood, devices used to contain blood or other body fluids (excluding urine that does not have visible blood in it). Absorbing materials that contain small amounts of blood or body fluids (e.g., small bandages and gauze pads) and discarded products for personal hygiene (e.g., facial tissues and sanitary napkins) are not infectious waste.

4. Sharps - include hypodermic needles, syringes, scalpel blades, Pasteur pipettes, specimen slides, cover slips, glass petri plates, and broken glass potentially contaminated with infectious material.

5. Medical Items from Patients in Isolation - are potentially infectious MW. However, only those items contaminated or likely contaminated with infective material are infectious MW.

Non-infectious MW - includes disposable medical supplies and materials that do not fall into the categories of infectious MW. Examples include:

1. Used personal hygiene products such as facial tissues and sanitary napkins, unless the waste is from isolation rooms.

2. Absorbent materials, not including waste from isolation rooms, containing small amounts of blood or body fluids.

3. Disposable products used during routine medical or dental procedures (e.g., rubber gloves, rubber dams, cotton and paper products, equipment trays, tubing, and catheters).

4. Empty pill bottles and IV bags.
5. Expired, unused culture tubes and plates.

NOTES:

BLOODBORNE PATHOGEN SPILL CLEANING PROCEDURE:

1. Blood or body fluids spill should be promptly cleaned by trained medical personnel with designated disinfectant, such as LPH, Wexcide solution, Sani-Cloth HB, or 1:10 Bleach solution.
2. Wear gloves and other required PPE, as needed.
3. The body fluid spill should be wiped up using absorbent material (paper towels or blue pads).
4. Apply cleaning solution, use friction to loosen debris. Rinse with clear water. Thoroughly cover area with disinfectant or bleach solution, leaving solution on area for a 10-minute contact time.
5. In the event of a large spill, use a mop for clean-up. Decontaminate the mop in bleach solution of one quarter cup of bleach per gallon of water for 10 minutes. Rinse mop in water.
6. The recommended expiration time of Wexcide solution in spray bottles is 30 days. Bleach 1:10 solution is to be mixed as needed.



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MARINE CORPS INSTALLATIONS EAST-  
MARINE CORPS BASE CAMP LEJEUNE  
UNIT LEVEL SPILL FORM



Spill Date:

Spill Time:

RESPONDERS

Response Initiator:

Major Command:

Phone Number:

Unit Name:

Fire Department Response:

Responder Name:

EMD Respond?

Responder Name:

GPS Coordinates: X:

Y:

SPILL IDENTIFICATION

Spilled Substance:

State:

Source (Vehicle, drum, etc.):

Building:

Estimated Amount:

Cause of Spill:

Containment/Clean-up Action Taken:

Parties Performing Spill Clean-up/Removal (EMD Turn-in Date):

Additional Assistance Required:

REPORT CERTIFICATION

Printed Name/Rank:

Signature:

E-mail:

Date:

All releases must be reported to the Base Fire Department by calling 911. The Environmental Management Division can be reached by calling (910) 451-1482. Units are required to maintain a copy of all completed spill forms, preferably in their ESOP Binder.



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Report Control Symbol: DD-5090-03

Weekly Hazardous Waste (HW) Site Inspection Universal Waste (UW) Satellite Accumulation Area (SAA)			
Bldg Number/Location of HW Site: _____			
Unit Evaluated: _____		Evaluation Date: _____	
Evaluation By (Site Manager): _____		Evaluation Time: _____	
QUESTION	Yes	No	Location of Discrepancy <i>and</i> Proposed Corrective Action
1. Is housekeeping maintained in acceptable manner?			
2. Is any HW present at site?			
3. Are HW containers properly marked?			
4. Are HW containers in serviceable condition?			
5. Are containers, bungs, caps, openings properly secured?			
6. Is ULCP prominently posted?			
7. Is "In Case Of Spill Call 911" sign posted?			
8. Are "Danger-Un-Authorized Personnel Keep Out" signs posted so they may be seen from any approach?			
9. Are "No Smoking" signs posted?			
10. Does the site have emergency communication system or two man rule in effect? If the two man rule is implemented is there a sign with the legend "Two Man Rule In Effect" posted?			
11. Is the post indicator valve in good operating condition and secured in the closed position, are there any structural defects such as cracked concrete?			
12. Is the proper spill response equipment readily available?			
13. Is the site designated, recognizable, and is the EMD Authorization posted within the site as to be visible to personnel placing waste into the container? (SAA site only)			
14. Are all hazardous wastes properly segregated and stored in the designated site?			
15. Are there any hazardous materials being stored in the Satellite Accumulation Area?			

Reset Form

Print Form

