



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NC 28542-0004

BO 5090.9 w/Ch 1  
BEMD

MAY 06 2006

BASE ORDER 5090.9 w/Ch 1

From: Commanding Officer  
To: Distribution List

Subj: HAZARDOUS MATERIAL/WASTE MANAGEMENT

Ref: (a) MCO P5090.2A - Environmental Compliance and Protection Manual  
(b) BO 5041.2T, Commanding General's Inspection Program  
(c) Resource Conservation and Recovery Act (42 USC 6901-6987)  
(d) 15A NCAC 13A - North Carolina Hazardous Waste Management Rules  
(e) 15A NCAC 13B - North Carolina Solid Waste Management Rules, Section 1200, Medical Waste  
(f) MCO 4450.12A - Storage & Handling of Hazardous Materials  
(g) BO 5090.2 - Environmental Management System Implementation  
(h) NAVMC Dir 5100.8 - Marine Corps Occupational Safety and Health Program Manual

Encl: (1) Standing Operating Procedures (SOP) for Hazardous Material/Hazardous Waste Management Program  
(2) Standing Operating Procedures (SOP) for Medical Waste Management Program  
(3) Spill Reporting Form

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,

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From: Commanding Officer  
To: Distribution List

Subj: HAZARDOUS MATERIAL/WASTE MANAGEMENT

Encl: (1) New page inserts to BO 5090.9

1. Situation. To transmit new inserts to the basic Order.
2. Mission
  - a. To transmit new page inserts and issue a Change transmittal to the basic Order.
  - b. Summary of Change. Add new enclosure (enclosure (4) Standing Operating Procedures of Human Bio-Hazard Material) to the basic Order.
3. Execution. Place corresponding pages contained in enclosure (1) after last page of the Order.
4. Administration and Logistics. File this Change transmittal immediately following the signature page of the basic Order.
5. Command and Signal
  - a. Command. This Change transmittal is applicable to all Tenant Commands of Marine Corps Base, Camp Lejeune.
  - b. Signal. This Change transmittal is effective the date signed.

  
W. A. MEIER  
By direction

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MAY 06 2008

storage, and disposal of Hazardous Material/Hazardous Waste (to include Medical Waste) (HM/HW/MW) in accordance with the references. 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 Base, Camp Lejeune (MCBCL) and tenant command personnel and property.

b. These requirements are applicable to all organizations aboard MCBCL to include: any command, active or reserve component; staff organization; or supporting agency which is affiliated with the United States Marine Corps (USMC), Department of the Navy (DON), Department of Homeland Security (DHS) or Department of Defense (DoD). This Order also applies to organizations and contractors aboard MCBCL and those in transit or otherwise temporarily resident because of training or mobilization.

2. Cancellation. BO 6240.5B.

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 Officer (CO), MCBCL. These procedures are provided in enclosures (1) and (2). 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 CO, MCAS New River should refer to the ASO 6280 series.

b. The Environmental Management Division (EMD) will provide overall coordination of the HM/HW program at MCBCL. The Naval Hospital, Camp Lejeune will provide overall coordination of the MW program with oversight from EMD. This Order provides guidelines for the management of HM, HW and MW at MCBCL. For the purposes of this Order, references to HW include Universal Waste (UW).

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

4. Execution. Specific management responsibilities for HM/HW/MW are as follows:

a. All Organizations and Contractors Aboard the Installation

(1) Conduct all operations and training aboard the installation in compliance with the regulations promulgated from environmental laws and the references. Contract representatives should actively monitor contractors to ensure that the contractors follow these guidelines. Ensure enclosures (1) and (2) are placed in the unit's environmental Standing Operating Procedures (SOP). Ensure applicable environmental standard operating procedures (ESOPs), located at the EMD website (<https://facilities.lejeune.usmc.mil/EMD/EMDHome.htm>) are also included.

(2) 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.

(3) Appoint all personnel with environmental responsibilities in writing no later than one week after assignment. Appointment letters must be signed by the Commanding Officer or by a person within the command designated with "By direction" authority. 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 letter examples are located on the EMD website.

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

(5) Ensure training of HM/HW/MW personnel is accomplished within three (3) months of assignment. Ensure training records and certifications are maintained on file for review. Implement an environmental awareness-training program in accordance with this Order.

(6) Develop and maintain command 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 MCBCL's Authorized Use List (AUL) and Hazardous Material Management System (HMMS) for HM procured through the Business and Logistics

Support Department (BLSD) or through Major Subordinate Command (MSC) supply activities (i.e Supply Management Unit (SMU)). Management efforts should promote waste minimization and other Pollution Prevention (P2) objectives to the maximum extent practicable within mission and resource constraints.

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

b. Director, Installations and Environment

(1) Serves, or appoints a representative to serve as the principal staff assistant to the CO MCBCL on HM/HW/MW management issues.

(2) Designs and constructs new facilities with adequate provisions for HM/HW management and maintains and repairs existing HM/HW storage facilities to ensure compliance with appropriate storage and handling regulatory requirements and reference (f).

(3) Provides contractual support for HM/HW management and disposal when required.

c. Director, Environmental Management Division (EMD), I&E

(1) Ensures proper installation permitting required by EPA and the State for generation, transportation, and storage of HW at MCBCL.

(2) Oversees the approval of HW generation sites and temporary storage areas under the cognizance of the CO MCBCL. Provides technical assistance to ensure the operation of these sites/areas is in compliance with applicable regulations.

(3) Publishes Base bulletins and other directives and provides 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.

(4) Provides the principal point of contact with Headquarters Marine Corps (HQMC) and other Federal, State, and local agencies on all matters pertaining to HM/HW management.

MAY 06 2008

(5) Oversees 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 pollution prevention.

(6) Oversees necessary agreements with Defense Reutilization and Marketing Office (DRMO)-Lejeune for the disposal of HM/HW and initiates action to obtain contract services for the recycling, treatment, and disposal of HM/HW not otherwise available from the DRMO-Lejeune.

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

(a) Identifies HM/HW operations of MCBCL, to include all installation and tenant organizations.

(b) Informs On-Scene Commanders of the HM/HW management operations, spill containment requirements and limitations, and clean-up activities.

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

(8) Oversees an environmental awareness training program for the Installation and assists tenant commands with the conduct of their respective awareness programs.

(9) Reviews and updates this Order periodically to ensure compliance with new regulations and the references.

d. Head, Environmental Compliance Branch (ECB), EMD, I&E

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

(a) Providing an Installation HM/HW Program Manager.

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

MAY 06 2008

(c) Ensuring EMD-sponsored training is available.

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

(e) Ensuring the transportation of HM/HW is in compliance with all regulatory requirements.

(2) Performs environmental compliance evaluations of the environmental activities aboard MCBCL to determine and improve the status of compliance with Federal, State and Marine Corps environmental laws.

(a) Ensures evaluations will be scheduled, conducted, and reported in accordance with reference (b) and related HQMC environmental compliance evaluation guidance contained in reference (a).

(b) Evaluates compliance deficiencies and ensures that appropriate corrective action will be incorporated into formal written reports and provided in accordance with reference (b) to the MCBCL Command Inspector General and the inspected organization.

(3) Oversees participation of ECB specialists in the environmental review and approval of proposed actions and other requests for assistance in accordance with National Environmental Protection Act (NEPA) procedures.

(4) Ensures regulatory agencies, as appropriate, are notified in the event of a spill.

e. Installation Hazardous Material/Hazardous Waste (HM/HW) Program Manager, ECB, EMD, I&E

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

(2) Serves as leader of the HM/HW Environmental Management System (EMS) Working Group as per reference (g).

(3) Keeps abreast of emerging Marine Corps, Federal and State HW regulations and management technologies and initiates

MAY 06 2008

action required for the efficient and orderly conduct of HM/HW collection and disposal operations.

(4) Monitors ongoing HM/HW collection, treatment, 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.

(5) Prepares and submits 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.

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

(a) Provides Installation HM/HW management policies and procedures to the Head, Environmental Compliance Branch and to the Comprehensive Environmental Training and Education Program Training (CETEP) Coordinator.

(b) Ensures HM/HW generation and storage are limited to those types of HM/HW for which the Installation is authorized to generate and store.

(c) Receives, processes, and manages HM/HW delivered by Base and tenant command ECOs in accordance with requirements of enclosure (1). Ensures HM/HW turn-in worksheets and disposal manifests are maintained. Maintains the authority for disposition of HM/HW.

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

1. Performs quality assurance inspections for generating activities at MCBCL to ensure compliance with regulatory packaging and documentation requirements.

MAY 06 2008

2. Complies with Federal and State HW manifesting and/or associated recordkeeping requirements.

3. Provides, or otherwise ensures, a properly trained and authorized individual signs manifests as the facility generator and/or transporter for shipments of HW to off-site management facilities.

(e) Consults with Commanding Officer, 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.

(f) Participates 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. Serves as Head, Facility Response Team (FRT) in the event of a POL spill to surface water.

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

(a) Assists in the development and implementation of corrective actions.

(b) Provides technical assistance to HM/HW generators and to HM/HW management support organizations required to implement recommended corrective actions.

(c) Participates with HM/HW generators in correcting HM/HW management and related environmental compliance deficiencies.

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

f. Director, Business and Logistics Support Department (BLSD)

(1) Serves as the representative to procure HM that is approved for use on MCBCL. Utilizes the Hazardous Material Management System (HMMS) for tracking all procured Hazardous Material.

MAY 06 2008

(2) In conjunction with EMD, serves as co-chairman of the Authorized Use List Committee (AULC). This committee is responsible for reviewing all hazardous material purchased through BLSD for use at MCBCL. The AULC 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 hazardous materials have the least potential impact to the environment at MCBCL. After the request is approved by the AULC, the department or command requestor may be granted permission to purchase hazardous material. Only hazardous material approved for use by the AULC and resident on the Authorized Use List (AUL) may be purchased for/and used aboard MCBCL.

(3) Provides representatives to Base EMS/HW Working Group.

g. Director, Installation Security and Safety (ISS)

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

(a) Serves as On-Scene Commander and Emergency Coordinator and directs others who serve as on-scene coordinator.

(b) Provides traffic and crowd control support for Oil and Hazardous Substance (OHS) spill response.

(c) Provides adequate security for restricted area access if necessary for the protection of human health and environment during an OHS spill response.

(2) Responds to reported incidents of unauthorized disposal or abandonment of HM/HW/MW and solid waste aboard the Installation and conducts preliminary investigation. Makes notification of findings to the CO MCBCL. When directed refers such incidents to the Naval Criminal Investigative Service (NCIS) or other appropriate law enforcement agencies.

(3) Oversees the operation of the Base Safety Division and ensures safety support is provided relative to implementation of the Installation HM/HW management program and related emergency response. Provides support to the training

programs of respective commands relative to the Occupational Safety and Health Agency (OSHA) and Marine Corps safety standards for material handling, storage, and related emergency response.

h. Base Fire Chief, Fire and Emergency Services Division, ISS

(1) As assigned by the Director, ISS, serves as On-scene Commander for spill response aboard MCBCL and outside flight line areas aboard MCAS New River.

(2) Coordinates the training of the Fire Protection Division's spill response team and maintains associated training records.

(3) Assists 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.

(4) Serves on the Facility Response Team (FRT).

i. Installation Safety Officers, Base Safety Division, ISS

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

(2) Conducts annual safety inspections of facilities and notifies cognizant officials of unsafe material HM/HW storage and handling incidents that are in violation of reference (h) and applicable OSHA standards.

(3) Provide assistance on hazardous materials control per reference (h) to ensure supervisors are training personnel prior to working with hazardous materials.

j. Commanding Officer, Reserve Support Unit/Deployment Processing Command. Ensures that reserve units conform to the requirements of this Order.

MAY 06 2008

k. Director, Operations and Training

(1) Informs 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 NEPA review, but no less than 30 days prior to their arrival.

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

(3) Provides audiovisual training support for HM/HW/MW training.

(4) Coordinates emergency planning and response programs with the MCBCL Integrated Contingency Plan.

(5) Reports the improper disposal of any wastes in any training areas aboard the installation to EMD and Director, ISS.

(6) Requests support from the Environmental Management Division, I&E, in the event a munition lands off-range and cannot be rendered safe or retrieved.

l. Commanding Officer, Naval Hospital

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

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

(a) 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.

(b) Provide for the transportation of MW from Authorized MW Storage Sites to the Naval Hospital, Camp Lejeune.

(c) Provide for the storage and disposal of Installation-generated MW.

(d) Provide annual Bloodborne Pathogen training to all personnel who handle MW.

(e) Manage generated MW in accordance with this Order as outlined in enclosure (2).

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

(3) Provides 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.

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

(5) Ensures that a hazardous material management system is utilized for HM procurement.

m. Tenants

(1) Commanders of Tenant Commands. Ensure all organizational elements within each command comply with the requirements of this Order.

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

n. Environmental Compliance Coordinator (ECC)

(1) Serves as the Major Subordinate Command (MSC) point of contact for matters involving environmental issues and compliance with this Order. Ensures all commands within their cognizance adhere to the procedures provided in enclosures (1) and (2).

(2) Ensures HW generation and storage are limited to those types of HW for which the MSC's individual units/ departments are authorized to generate and store and for which a HW Profile Sheet has been issued by EMD.

(3) Assist ECOs and HM/HW/MW site managers in review of HM/HW/MW generation and 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.

(4) Ensures that ECOs, HM/HW/MW Site Managers, HM/HW Handlers, and other environmental staff required are appointed in writing and trained. The appointment letter should include a written description of their HM/HW/MW duties. Appointment letter examples and the Record of Training form are located on the EMD website.

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

(6) Ensures discrepancies identified through environmental compliance evaluation(s) are corrected. Corrective actions should be documented in writing and provided to EMD.

(7) Develops and maintains MSC environmental SOP as per this Order 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.

(8) Oversees and participates in the implementation of command HW/HM collection, handling, and disposal and ensures all HW/HM operations are carried out in strict compliance with the requirements of this Order, reference (a), Federal and State regulations.

(a) Coordinates the review and authorization of new Satellite Accumulation Area (SAA), UW, and MW areas by EMD.

(b) Consolidates Turn-In Disposal Worksheets from generating units and ensures their completeness and accuracy.

(c) Inspects contents of turn-in loads against Turn-In Disposal Worksheets prior to submission of worksheets to EMD.

(d) Maintains HM/HW turn-in worksheets for a period of 12 months.

(e) Monitors progress of removal of HM/HW and ensures that HM/HW is turned in to the HM/HW Consolidation Center on a

weekly basis. Monitors removal of MW from authorized MWS ensuring MW is transported to the Naval Hospital on a weekly basis. Notifies the Installation HM/HW Program Manager immediately if MW remains on-site in excess of five days from initial generation.

(f) Provides assistance to ECOs and Site Managers in resolving HM/HW management problems affecting storage and disposal.

(g) Conducts quarterly inspections of all environmental areas. Ensures all unit/department required inspections are conducted. In the absence of unit ECO/AECO, conducts required monthly inspections.

(9) Monitors the respective environmental training program to ensure personnel in positions of environmental responsibility are trained as per the Installation CETEP.

(a) Participates and ensures those personnel in positions of environmental responsibility attend training sessions and workshops conducted or sponsored by the command ECC and/or EMD.

(b) Reviews ECO duties and training on a semi-annual basis, and submits requests for additional training to EMD.

(c) Assists unit/department ECOs' review of Site Managers/Handlers duties and training at intervals of not more than 365 days, and submits requests for additional training to EMD.

(d) Maintains current environmental training records for themselves, ECOs and AECOs within their command. Ensures that former command environmental personnel training records are maintained for 3 years.

(10) Identifies facilities deficiencies to the appropriate Installation authorities.

o. Unit Level Environmental Personnel. All unit/departments are required to assign an ECO and AECO. Subsequent levels of environmental assignments should be based on (1) the size of the unit/department; and (2) 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 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.

(1) Environmental Compliance Officers

(a) Serves as unit/department point of contact for matters involving environmental issues and compliance with this Order.

(b) Develops and maintains 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 pollution prevention objectives to the maximum extent practicable within mission and resource constraints. Ensures enclosures (1) and (2) are adhered to and placed in unit's environmental SOP. Additional ESOPs should also be included; these can be downloaded from the EMD website.

(c) Keeps Site Managers, Handlers and key personnel informed of any changes in regulations affecting environmental activities within the ECO/AECO's cognizance and ensures that SOPs and ULCPs are up-to-date and readily available for review by personnel involved in the HM/HW/MW Management Program.

(d) Maintains a list of the location of all environmental-related sites (to include HM/HW/MW generation sites, Oil-Water Separators, Tanks, Generators, Air Emission Sources) within the command. Updates this list on a semi-annual basis and ensures a current copy is placed in the unit's environmental SOP.

(e) Conducts monthly inspections of environmental-related sites and records within the command. Performs and documents follow-up actions required to ensure correction of container management deficiencies and timely removal of HM/HW/MW. Ensures weekly inspections of HW/MW generation sites are conducted and documented. Ensure MW is transported within specified periods. Immediately notifies ECC if MW is identified on-site in excess of five days from initial generation.

(f) Informs ECC if unavailable to conduct required inspection; verifies that AECO will be available.

(g) Ensures all required environmental inspections are conducted. When Site Managers or Handlers are unavailable, ensures that an environmentally trained individual conducts the required environmental inspections.

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

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

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

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

1. Maintains a current roster and training records of all Site Managers and Handlers within the command.

2. Ensures that training records for environmental personnel transferring to another installation or being released from active duty are maintained for retention per RCRA regulations. Training records must be maintained for a period of three (3) years.

3. Ensures training for Installation civilian employees is reported to the cognizant Human Resources Office for entry into the Navy Civilian Personnel Data System (NCPDS).

4. Participates in and ensures HM/HW/MW Site Managers and HM/HW Handlers participate in regular environmental training sessions (to include Hazard Communication training) and workshops conducted/sponsored by the command ECC or EMD. Participates in monthly ECO meetings held by the ECC. Reviews site managers and handlers training records on a semi-annual basis and submits requests for additional training via the cognizant command ECC to EMD.

(l) Ensures all leaks, releases or spills are managed according to this Order. All leaks, release or spills should be reported to 911; in addition, enclosure (3) should be filled out and forwarded to EMD.

(m) May perform duties of Site Managers and/or Handlers in small units with minimal HM/HW sites.

(2) HM/HW/MW Site Managers

(a) Ensures Installation and command management requirements as outlined in enclosures (1) and (2) are implemented for each type of HM/HW/MW routinely collected and managed for disposal.

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

(c) Schedules initial training for each newly assigned assistant Site Manager or Handler through their cognizant ECO.

(d) Provides, or ensures 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 any untrained personnel without being accompanied by trained personnel.

(e) Conducts and properly documents mandatory weekly inspections at HW/MW sites per Federal and State regulations and performs and documents 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) and (2).

2. HM/HW/MW containers comply with 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, release or spills should be reported to 911 followed by a notification to the unit's ECO or AECO.

(f) Notifies 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. Visits or proposed visits to the work place by a representative(s) of Federal or State environmental agency.

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

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

(h) Ensures the day-to-day collection and storage of HM/HW awaiting transfer to the Hazardous Material Control Center (HMCC).

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

(j) Ensures 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) Ensures 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.

(3) HM/HW Handlers

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

(b) Marks all containers with appropriate marking requirements.

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

(d) Reports all leaks or spills as per this Order. All leaks, releases or spills should be reported to the unit's ECO or AECO.

(e) Collects and stores HM/HW in accordance with direction provided by Site Manager, as outlined in enclosure (1).

(f) Handles, stores, or otherwise prevents 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.

(g) Inspects HM/HW accumulation sites and HM/HW storage containers for deficiencies and reports all discrepancies to the HM/HW Site Manager.

(h) Stores containers of HM/HW in authorized and approved sites.

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

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command

(1) Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; Marine Corps Installations East, U.S. Marine Corps Forces, Special Operations Command and the Commanding Officer, Naval Hospital.

MAY 06 2008

(2) Applicability. This Order is applicable to Marine Corps Base and all tenant commands, contractors and staff sections.

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

  
W. A. MEIER  
By direction

DISTRIBUTION: A

**Standing Operating Procedures (SOP) for Hazardous Material/Hazardous Waste Management Program**

<b>TITLE:</b>	<b>HAZARDOUS MATERIAL/HAZARDOUS WASTE MANAGEMENT PROGRAM</b>
<b>RELATED BO:</b>	5090.9
<b>PURPOSE:</b>	<p>This SOP establishes the procedures for the management and disposal of Hazardous Materials (HM) and Hazardous Waste (HW) (to include Universal Waste (UW)). These requirements are established under environmental permits and authorizations held by MCB Camp Lejeune. Procedures for the proper management of Medical Waste are provided in enclosure (2) of this Order. Hazardous waste is a sub-category of both solid waste and hazardous material as regulated by the Resource Conservation and Recovery Act (RCRA). Ensure the SOP is placed in the unit's environmental SOP.</p> <p>To the extent possible, commands must utilize an Authorized Use List (AUL) to obtain hazardous material (HM). For purchases made through BLSD, request for HM not listed on the AUL should be made to BLSD for review by the Authorized Use List Committee (AULC).</p>
<b>APPLICABILITY:</b>	<p>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 United States Marine Corps (USMC), Department of the Navy (DON), or Department of Defense (DoD).</p> <p>This section also applies to organizations and contractors organic to or tenanted aboard MCB Camp Lejeune and those in transit or otherwise temporarily resident because of training or mobilization.</p>
<b>RESPONSIBILITY:</b>	All personnel who manage hazardous materials and/or hazardous waste.
<b>PROCEDURE:</b>	<ol style="list-style-type: none"> <li>1. <b>Appoint Personnel to Environmental Positions.</b> All personnel with environmental responsibilities will be assigned in writing by the organizational commanding officer/department head within one week of assignment. Appointment letters must be kept on file &amp; a copy forwarded to EMD upon assignment. Appointment letter go-bys are provided on the EMD website (see below).             <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. Ensure cognizant ECC's and ECO's have sufficient rank &amp; resources to properly manage the organization's environmental program.</li> </ol> </li> <li>2. <b>Development of a Unit/Department Level SOP.</b> Each major tenant command and organizational element routinely generating, handling, or storing of HM/HW will develop an SOP for HM/HW management. The SOP must include:             <ol style="list-style-type: none"> <li>a. <u>POC List.</u> Names and telephone numbers of the cognizant ECC, ECO, assigned unit environmental staff, and the Environmental Management Division's directory.</li> <li>b. <u>Training records (Current).</u> Name, rank/grade, title, duties, and HM/HW training records for each current assigned employee. Copies of training certificates should include course information on the back of the original certificate. Training records should also include copy of appointment letters. The form identified in enclosure (a), Record of Training, will be utilized.</li> </ol> </li> </ol>

- c. Training records (Archived). Name, rank, title, duties, and HM/HW training records for each employee in a HM/HW billet for the past three years.
- d. Inspections. Copies of all required environmental inspections performed during the preceding 36 months.
- e. Guidance. Guidance provided by the ECC and/or ECO to implement the HM/HW disposal program. This section can be copies of the required orders, a CD containing the required orders or a reference to the Base 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 (see below).
- f. Location Map. Location maps for each HM/HW generation, accumulation, and storage area. It is required that the map also include all oil-water separators, tanks, air emission sources, etc.
- g. Inventory Information. A current Hazardous Material Inventory List (HMIL) must be maintained along with Material Safety Data Sheets (MSDS) for all HM used or maintained in the workplace. HMIL should contain the product name, manufacturer's name, and NSN or product identification number.
- h. Hazardous Waste Profile Sheet (HWPS) DD-1930. Copies of the current HWPS DD-1930 for those wastes generated & stored in an authorized HW storage site (SAA/UWS).
- i. Site Authorization Letter(s). Copies of current SAA/UWS site authorization letters.
- j. Copies of Completed HM/HW Turn-In Worksheets. Copies of Completed HM/HW Turn-In Worksheets for each HM/HW generated during the preceding 12 months. Worksheets must have proper signatures verifying turn-ins.
- k. Environmental Standard Operating Procedures (ESOPs). Periodically, EMD will issue ESOPs for particular practices that have environmental impacts. These must be included in the Unit Level SOP.
- l. Listing of All Environmental-Associated Sites. A current list of all sites that have environmental requirements (i.e. HM/HW Accumulation/Storage Areas, Storage Tanks, Oil-Water Separators, etc) within each command.
- m. Unit Level Contingency Plan (ULCP). Copies of a current ULCP for each site that contains provisions for numerous types of spills that may occur. At a minimum the ULCP will contain the following:
- (1) List of points of contact, and phone numbers of the ECC, ECO, and those local unit personnel authorized to take part in the response.
  - (2) Arrangements with local authorities. For ULCP purposes contacting the Fire and Emergency Services Division (FESD) at 911 satisfies this requirement at the unit level.
  - (3) Immediate actions that trained personnel will take upon finding any type of hazardous substance/oil spill, or fire hazard. 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 personal protective equipment available at the time of the incident. Cleanup actions will be conducted only at the direction and under the supervision of FESD or EMD.
  - (4) Equipment required to conduct defensive actions for the materials stored. This information is found in the personal protection information section of the chemical specific material safety data sheet.
  - (5) The plan must also specifically address provisions for petroleum, oil, and lubricants (POL) storage sites (to include wash pads, OWS's), underground storage

tanks (UST) and aboveground storage tanks (AST), PMR sites and MW sites.

(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. Identification of Any Unknown HM. In addition to the liability associated with improperly identified HM, DRMO, Camp Lejeune is prohibited from accepting any HM that cannot be identified by NSN, chemical name, or proper DOT shipping name. Unidentified materials/wastes are an indicator of improper HM/HW management. Because of the severe civil and criminal implications of improper management of HM/HW the highest level of command attention must be given to ensure that such incidents do not occur. If HM cannot be identified, a sample must be collected by EMD personnel and sent to a laboratory for analysis. To identify unknown materials, the following steps should be taken:

a. Units with containers of unidentified, potentially hazardous chemicals should immediately contact their command ECC.

b. The ECC will contact the Environment Management Division (EMD), the cognizant safety office, and the Base Fire and Emergency Services Division, ISS for guidance in proper storage and handling of the materials until identification is accomplished.

4. HW Storage Site Authorizations. EMD validates the need for accumulation or storage areas prior to authorization issuance as well as reauthorizes/validates the need on a yearly basis. The types of sites authorized aboard MCBCL are SAA's, UWS's, Medical Waste Sites (MWS) and Precious Metal Recovery Sites (PMR's).<sup>\*SEE DEFINITIONS</sup> Sites will comply with the management and operation requirements stated within this SOP. Establishment of new HW storage sites will require prior approval as follows:

a. The initial recommendation for designating a new accumulation area or storage area will be made by the ECO in consultation with the cognizant ECC.

b. Proposals for HW storage sites aboard MCB Camp Lejeune, will be submitted in writing via the chain of command to the Commanding Officer, MCB Camp Lejeune (Attn: Dir, I&E, EMD). In turn, EMD will issue Site Authorization Certificates annually designating a prescribed amount of waste that can be stored.

c. The number of accumulation areas or storage areas will be at the discretion of the Director, EMD. A final decision will be made after reviewing the unit's waste generation activities following a site visit.

d. Access to sites/areas will be limited to properly trained personnel.

e. Authorized sites should be properly identified. Ensure the Authorization Letter is current and is posted at the designated site. Ensure that the amount of waste stored on the site does not exceed the amount specified in the Authorization Letter.

f. Authorized sites deemed no longer necessary by EMD will be issued a closure letter following a final inspection by unit personnel, ECC, and EMD.

#### 5. Container Management Requirements

a. Selection. Only Department of Transportation (DOT) approved containers will be used for accumulation and storage of HM/HW. DOT approved containers are those that have successfully passed rigorous testing requirements established by DOT. Subject containers are identified as such by the container manufacturing markings.

##### b. Management - HW

(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.

(2) Bungs and caps must be serviceable and include serviceable gaskets, rings, nuts, and bolts.

(3) Containers must always be closed (wrench tight) during storage, except when it is necessary to add or remove waste.

(4) Containers filled with aqueous solutions, liquids, or sludge will have proper outage/ullage to allow for expansion.

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

(6) Containers will be stored in a manner restricting access except to properly trained personnel.

(7) Containers in EMD authorized accumulation areas or storage areas will be checked weekly for proper closure, container condition, and evidence of leaks or spills. Discrepancies will be documented, corrected and promptly reported to the command ECO.

c. Required Markings on Containers - HW. Every 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) Generating Unit HW/UW Container Marking Requirements

(a) Words. HAZARDOUS WASTE, UNIVERSAL WASTE.

(b) Content. Noun name found on the specific Hazardous Waste Profile Sheet (DRMS Form 1930) provided by EMD.

(c) Accumulation Start Date (ASD). If the HW is accumulated in an SAA, the ASD will be marked once the container is filled or the one-year anniversary, whichever comes first. 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. Storage of HW in a SAA will not exceed 365 days.

(2) EMD 90-day Consolidation Site Container Identification Requirements

(a) 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.

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

(c) HMMS generated waste label.

d. Shelf-Life Management Requirements for HM. One of the most effective waste minimization programs is active life-cycle management of hazardous materials before they become hazardous waste. An effective shelf-life extension program is a critical part of life-cycle management. There are two types of shelf-life HM. Type I materials have a definite, non-extendible shelf life. They are marked with an expiration date, after which they must be properly disposed. Type II materials are those for less critical applications, and which can be reinspected/tested periodically to determine their continued fitness for use. Most shelf-life items fall into this category. To manage shelf-life effectively, the following steps should be taken:

(1) All HM's received from an authorized Hazardous Material Control Point (HMCP) will be extended only by the issuing HMCP. Materials received from a HMCP will have the required shelf-life label already affixed.

(2) For HM's not received from an authorized HMCP the following guidelines

will be followed for shelf-life management.

(a) Type I HM with a Manufacture Date & Expiration Date. Dates will be listed on the container or case of containers. These dates should be highlighted for quick viewing or place a shelf-life inspection sticker on the container or case with the dates (month/day/year) & initials of the reviewer. As long as the case remains sealed, one sticker for the outside is sufficient. Once the case is opened & the individual containers are removed, shelf-life stickers should be placed on each container, representing the same date as the shelf-life sticker on the case.

(b) Type II HM with Manufacturer's Test Dates or Reinspection Dates. Test Dates or Reinspection Dates will be listed on the container or case of containers. These dates should be highlighted for quick viewing or place a shelf-life inspection sticker on the container or case with the dates (month/day/year) & initial of reviewer. As long as the case remains sealed, one sticker for the outside is sufficient. Once the case is opened & the individual containers are removed, ensure the test date/reinspection date is printed on the individual container & highlighted. If not, shelf-life stickers should be placed on each container representing the same date as the shelf-life sticker on the case.

(c) Type II HM with no Dates. Place a shelf-life inspection sticker on the outside of the case or individual container upon receipt. Dates placed on the sticker should be Date Inspected (Date of Receipt), Reinspection Date (1-year from Date Inspected) & initials of person placing sticker. As long as the case remains sealed, one sticker for the outside is sufficient. Once the case is opened and the individual containers are removed, shelf-life stickers should be placed on each container, representing the same date as the shelf-life sticker on the case.

(3) Continually rotate stock according to shelf-life dates. This will normally be first in, first out, but may not always be the case. A Best Management Practice is to keep a running inventory that includes the shelf-life reinspection date so that items approaching their reinspection dates will be flagged.

e. Required Markings on Containers - HM. All required information is posted on original containers; ensure this is legible. Place shelf-life inspection labels on HM upon receipt. HM placed in secondary containers must be marked with the same information from the initial container: Product Name/NSN/Manufacturer Info/Hazards.

#### 6. Mandatory Inspection Requirements

a. SAA/UWS. Federal and state HW regulations require containers of HW/UW storage containers/areas to be inspected weekly. Written records noting discrepancies as well as corrective actions will be maintained for a period of three years. Inspections should be accomplished by the cognizant HW Site Manager or properly trained alternate if the Site Manager is unavailable. Inspections should be performed using the Weekly Hazardous Waste (HW) Site Inspection Form located on the EMD website (see below).

b. HM Shelf-Life Inspections. HM will be inspected quarterly (every 3 months) for compliance with shelf-life management requirements. Any Type I HM that will expire prior to the next quarterly inspection should be pulled and turned-in to the HMCC. Any Type II HM whose manufacturer's test date or reinspection date expires prior to the next quarterly inspection, should be turned-in to the HMCC for possible shelf-life extension. If re-inspection requirements are satisfactory, the shelf-life can be extended for 1 year only by the HMCC. Guidelines for inspections are follows:

- Containers should be secure & free from leaks, excessive rust, or other contamination
- There should be no sharp dents, bulges or other distortion
- Containers should be securely sealed
- Container contents should show no sign of deterioration

MAY 06 2008

- There should be no evidence of reaction of the contents with the container
- Liquid products should be homogenous with no separation, sedimentation, or other degradation of ingredients
- Contents will not have evaporated
- Solid materials (i.e. powders) will be free flowing w/ no water absorption
- Aerosol spray cans will spray as designed
- Markings on all containers should be securely attached, clear & legible
- There should be no indication that the material will not perform its intended function

7. **Spill Reporting and Response Requirements.** All releases of Hazardous Materials and POL's will be immediately reported to the Fire & Emergency Services Division at the emergency telephone number 911.

a. The ULCP will be prominently posted at each site along with "No Smoking", "Authorized Personnel Only", and "In Case of an Emergency Call 911" signs.

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

8. **Organizational HM/HW Turn-In Procedures.** Organizational ECC/ECO's are responsible for coordinating efforts to ensure proper identification, handling, storage, and turn-in of HM/HW. The ECO of an organization having physical custody of HM/HW is responsible for ensuring turn-in for disposal is accomplished in compliance with the following:

a. **Preparation.** The HM/HW will be properly containerized (in compatible containers), marked, and secured to a standard size (40" x 48") pallet. Incompatible HM/HW will not be co-located on the same pallet.

b. **HM/HW/ Turn-in Worksheet.** Each ECO will ensure all turn-ins of HM/HW are accomplished utilizing the current HM/HW Turn-In Worksheet and applicable instructions for its preparation.

c. **Organizational Turn-In Requirements.** A HM/HW Turn-in Worksheet will be prepared for each container- or batch of containers of the same waste/material. The properly completed worksheet must accompany the HM/HW during transport to the HM/HW Consolidation Center (Bldg S-962), EMD, MCB Camp Lejeune. Turn-in for all HM/HW should take place weekly during the times assigned to each Major Support Command (MSC). The following procedures will be strictly followed for turn-in of all Installation HM/HW:

(1) Properly trained unit personnel will prepare and submit the HM/HW Turn-in Worksheet to the cognizant ECO. The signature will certify the accuracy of the identification and estimated volume of the HM/HW/UW being turned-in.

(2) The cognizant ECO (or his/her properly trained authorized representative) will physically inspect the HM/HW and take appropriate action per these guidelines to ensure the accuracy of the identification and the adequacy of containers and associated markings and/or labels. The ECO's signature will certify the accuracy of HM/HW being turned in.

d. **HM/HW Turn-in Worksheet Delivery.** After physical inspection and correction of any discrepancies, the ECO or authorized representative will ensure the ECC receives the worksheet. The ECC will inspect the worksheet and the load upon arrival at the HM/HW Consolidation Center, and perform corrective action as necessary.

9. **HM/HW Consolidation Center (Bldg S-962) Turn-In Operations.** Upon receipt of the worksheet, EMD, personnel will inspect the worksheet and the load upon arrival at the Consolidation Center. EMD personnel will perform the following procedures.

MAY 06 2008

	<p>a. Segregate HM/HW.</p> <p>b. Conduct proper Waste Determination. If a HM is found serviceable, and has a potential use for tenant commands it must be processed to the Hazardous Material Management Center.</p> <p>c. Supervise the consolidation and packaging of identified wastes accordingly.</p> <p>d. The acceptance and physical custody of an HM/HW by EMD, Camp Lejeune or other proper authority signifies the generating unit has completed its HM/HW disposal responsibilities in compliance with this Order.</p> <p>e. EMD will arrange for the transportation of HW to and from offsite locations.</p> <p>f. Under no circumstances will HW be transported on public highways by Installation units.</p>
<b>REGULATORY CITATION:</b>	<ul style="list-style-type: none"> <li>▪ Resource Conservation &amp; Recovery Act</li> <li>▪ 15 NCAC 13A</li> <li>▪ MCO P5090.2A</li> <li>▪ MCO 4450.12A</li> </ul>
<b>EMD WEBSITE</b>	<ul style="list-style-type: none"> <li>• <a href="https://facilities.lejeune.usmc.mil/EMD/EMDHome.htm">https://facilities.lejeune.usmc.mil/EMD/EMDHome.htm</a></li> </ul>
<b>TRAINING:</b>	<p>All Training must be requested through unit ECO -&gt; MSC ECC -&gt; EMD</p> <ul style="list-style-type: none"> <li>• <u>EM 101 – HM/HW Initial Training</u> - Required for all HM/HW Handlers, Site Managers, ECOs, ECCs</li> <li>• <u>EM 102 – HM/HW Refresher Training</u> - Required annually for all HM/HW Handlers, Site Managers, ECOs, ECCs who have received EM101</li> <li>• <u>EM 103 – Precious Metal (Silver) Recovery Training</u> - Required for all assigned operators of PMR sites</li> <li>• <u>EM105 – AST/UST Management Training</u> – Required for all assigned tank managers</li> <li>• <u>EM107 – Hazardous Material Awareness Training</u> – Required for all personnel stationed aboard MCB Camp Lejeune.</li> </ul> <p><u>Shop-Level Training Modules</u> – Modules which involve various environmental media topics applicable to shop level personnel</p>

MAY 06 2008

**DEFINITIONS:**

90-Day Site. Under Federal and State HW regulations, HW generators may accumulate HW for up to 90 days or less 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.

Authorized Use List (AUL). List of Hazardous Materials authorized for procurement by Installation commands. Materials not on the AUL must be reviewed by the Authorized Use List Committee for approval.

Accumulation Start Date (ASD). For 90-Day or Universal Waste sites, the ASD is the date any amount of HW /UW is first placed into a container. For Satellite Accumulation Areas (SAAs), the ASD must be affixed at the point in time when a container is filled with a HW or the 1- year anniversary , whichever comes first. Storage of HW in a SAA should never exceed 365 days. The ASD is also the date any amount of UW is placed into a container at a Universal Waste site. The ASD will be marked in the day/month/year format. To preclude any misinterpretation, the ASD will be an alpha/numeric sequence; such as 26 Mar 05.

Environmental Compliance Coordinator (ECC). An individual with sufficient rank, Staff Non-Commissioned Officer or higher, assigned by their respective Commanding General, Commanding Officer MCB Camp Lejeune, or by the Commanding Officer, 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, Staff Non-Commissioned Officer 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) Authorization. A site authorization document issued by EMD identifying specific areas to include: Satellite Accumulation Area, 90 Day Site, Universal Waste Site, Medical Waste Storage Site and Silver Recovery Site.

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

Generator. Generator means any person, whose act or process produces HW or UW identified or listed in 40 CFR parts 261 and 273, or whose act first causes a HW to become subject to regulation.

Hazardous Material (HM). A chemical compound or combination of compounds which have been identified by DOT 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.

Hazardous Material Issue Point (HMIP). A facility designated by EMD to store, issue and track hazardous materials by utilizing the Hazardous Material Management System.

Hazardous Material Inventory List (HMIL). Inventory of HM. List included Product Name, NSN or Product Number, Manufacturer & Location.

Hazardous Material Consolidation Center (HMCC). A facility operated by EMD for the management of hazardous waste and hazardous material reutilization.

Hazardous Material Management Center (HMMC). A facility that orders, receives, stocks, and re-issues HM utilizing the hazardous material management system for all major tenant commands. The shelf-life extension program is initiated from this facility.

MAY 06 2008

Hazardous Material Management System (HMMS). The Hazardous Material Management System (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 Environmental Protection Agency (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.

HM Handler/HW Handler. An individual assigned in writing by their respective commanding officer or supervisor that specifically prepares HM or HW for transportation, storage, treatment, or disposal. Subject individual must meet training regulations outlined in enclosure (1) of this Order.

HM Site Manager/HW Site Manager. An individual assigned in writing by their respective commanding officer or supervisor that has direction over the proper management of hazardous material or a hazardous waste generation site. The HW Site Manager must meet all training requirements

HW Container Marking Requirements. EPA and State regulations require specific markings for containers authorized within a SAA.

HW Determination. The process used to evaluate whether a material being discarded is a solid waste meeting the regulatory definition of a Resource Conservation and Recovery Act (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 qualified RCRS personnel during the turn-in procedure.

HW Generation Site. A specific location where HW is stored, handled, or determined to be no longer usable for its intended purpose. Normally that area of real property in the immediate vicinity of the process which produced the waste.

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 (DRMS) which lists the physical and chemical characteristics of a waste as well as generator information. This form is required and used by the Defense Reutilization and Marketing Office (DRMO) to assure proper identification of HW. The HWPS is prepared by EMD. 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 maintained by the HW Site Manager, ECO, and ECC.

MAY 06 2008

HW Transportation. The differences between two categories of HW transportation must be understood to assure efficient movement of wastes in compliance with Federal and State HW regulations:

Off-Base Transportation. Transportation of HW on public highways is strictly controlled by Federal and State HW regulations. The Commanding Officer, MCB Camp Lejeune, is registered with EPA and the State as a HW transporter. As a result, MCB Camp Lejeune can legally transport HW on public highways. Examples of public highways are: US-17, NC-24, NC-210, and sections of NC-172 not on MCB Camp Lejeune. Transportation of HW on public highways will be performed by the EMD, MCAS EAD office, or by a properly licensed commercial HW transporter.

On-Base Transportation. Transportation of HW on base highways, which includes NC-172 from Triangle Outpost to the Sneads Ferry Gate, is not considered HW transportation as defined in the Resource Conservation and Recovery Act (RCRA). HW generators are authorized to transport HW on highways within MCB, Camp Lejeune, provided public highways are not used or crossed. All HW moved by the generator will be carried out under the direction of the cognizant ECC. Vehicle operators will have proper HM safety, health, and HW management training; appropriate vehicle operator's license; and written authorization from the cognizant ECC prior to transporting HW. Transportation of HW will be in a cargo variant GOV only. HW must be properly segregated and stored in the rear of the vehicle.

Household HM. HM used by residential activities which could cause harm to humans or the environment if improperly managed or disposed. Household HM includes unused household solvents, cleaning agents, paints, dyes, petroleum products, and pesticides. Household HM are exempt from regulation from disposal requirements as HW but should be separated from household solid waste and properly managed to avoid environmental harm.

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 & disposal.

Long-Term HW Storage. The containment of HW for an indefinite period of time in a permitted facility designed to maintain HW in compliance with Federal and State HW regulations. Storage of RCRA regulated HW, unless in an EMD authorized Satellite Accumulation Area, for longer than 90 days is considered long-term HW storage. DRMO is the only State permitted facility for long-term storage of HW aboard MCB Camp Lejeune.

Major Tenant Command. Tenants whose organizational level is equal to or exceeds a battalion or base department.

Medical Waste Site (MW). The purpose of a MW site is to centrally collect and manage wastes generated, and accumulated during medical processes. The generation, accumulation and storage of such medical wastes are subject to the same HW general management and personnel training requirements as standard HW Sites. Refrigerated storage will be utilized in the event MW cannot be removed within the prescribe time within the authorization, or in the event the MW will jeopardize the safety and/or health of personnel, or contribute to the development of a vermin or insect problem.

Outage. The amount of free space left in a container. Term also known as ullage. The purpose of outage is to allow for expansion. Outage for a liquid in a 55-gallon drum is approximately 4 inches.

MAY 06 2008

Pesticide. Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant, other than any article that:

Is a new animal drug under Federal Food, Drug, and Cosmetic Act (FFDCA) (21 USC 301 et. seq.) Section 201(w), or

Is an animal drug that has been determined by regulation of the Secretary of Health and Human Services not to be a new animal drug, or

Is an animal feed under FFDCA Section 201(x) that bears or contains any substances described by paragraph (a) or (b) of this section.

Precious Metal (Silver) Recovery Site (PMRS). The purpose of a PMRS is to centrally collect and manage silver particles from silver generating processes. Although silver is a regulated HW in excess of 5.0 mg/l, by virtue of a compliant Silver Recovery Program, silver residues and solutions are exempted from Federal and State regulations. PMRSs are subject to the same HW general management and personnel training requirements as standard HW Sites.

Release. The uncontrolled loss of a hazardous material from its storage vessel, to include POL's. All releases are required to be reported to the Fire and Emergency Services Division. Release's of POL's 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 generate and accumulate HW without regard to the 90-day storage limit normally applicable to non-permitted HW storage facilities. The purpose of establishing this special category of HW storage is to assist those generating HW at a slower rate. Previously, generators were required to dispose of partially filled containers, thereby increasing the volume of HW generated. Any work site routinely generating a HW at a rate of less than one full container per 60-day interval may benefit from being designated as a SAA. 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 authorization will establish individual limits for each SAA. No SAA authorizations will exceed 55 gallons of HW or 1 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.

Shelf-Life Expired HM. Unused HM which has exceeded the useful life specified by the manufacturer or other authority. Unused HM will be brought to EMD consolidation for proper extension/disposition. A hazardous material has either an expiration date (Type I material) or re-inspect/test date (Type II material).

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 is a subset of HW. Any of the following HWs that are subject to the universal waste requirements of 40 CFR part 273: Batteries; Pesticides; Thermostats and Fluorescent 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.

Used Oil. Any oil that has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. Used oil may be suitable for further use and is economically recyclable, therefore is managed as a separate category of material.

Waste Minimization. The elimination or reduction to the extent feasible of HW that is generated and would otherwise be subsequently treated, stored or disposed. It includes any source reduction or recycling activity undertaken by a generator that results in either:  
The reduction of the total volume or quantity of HW, or the reduction of the toxicity of the HW.

**Standing Operating Procedures (SOP) for Medical Waste Management Program**

<b>TITLE:</b>	<b>MEDICAL WASTE MANAGEMENT PROGRAM</b>
<b>RELATED BO:</b>	<b>5090.9</b>
<b>PURPOSE:</b>	This SOP provides guidelines for the management of medical waste (MW) at medical and dental facilities aboard MCB, Camp Lejeune and MCAS, New River. Naval Hospital, Camp Lejeune (NHCL) provides overall coordination of the Medical Waste program at the Installation. EMD, I&E provides oversight of the program. This SOP, inserted in the unit level SOP, will fulfill the requirements for having a MW SOP in place. This SOP should be placed in unit's environmental SOP as well as the medical/dental facilities SOP.
<b>APPLICABILITY:</b>	<p>Medical Waste is the general category of solid waste which is generated in the diagnosis, treatment, or immunization of human beings or animals. Regulated MW is defined as blood &amp; body fluids in individual containers in volumes greater than 20 milliliters (ml), microbiological waste and pathological waste that has not been treated. While sharps &amp; containers of &lt; 20 ml blood &amp; body fluids are not regulated, they still must meet packaging requirements established for regulated MW.</p> <p>This SOP has been developed to ensure all NHCL facilities, outlying hospital and dental clinics, and Regimental/Battalion Aid Stations (RAS/BAS) comply with the standards set forth through the references.</p>
<b>RESPONSIBILITY:</b>	All personnel who manage medical waste.
<b>PROCEDURE:</b>	<p>1. <b><u>Obtain MW Site Authorizations.</u></b> The Naval Hospital validates the need for regulated MW accumulation or storage areas prior to authorization issuance as well as reauthorizes/validates the need on a yearly basis. Sites will comply with the management and operation requirements stated in this SOP.</p> <p>Establishment of new or temporary accumulation area or storage areas will require prior approval as follows:</p> <ol style="list-style-type: none"> <li>The initial recommendation for designating a new accumulation area or storage area will be made by the NHCL (based on volume generated).</li> <li>Proposals for accumulation or storage areas aboard MCB, Camp Lejeune, will be submitted by NHCL to EMD. In turn, EMD will issue Site Authorization Certificates annually.</li> <li>Access to sites/areas will be limited to properly trained personnel to the maximum extent practicable</li> <li>Authorized sites will be identified by posting the current Authorization Letter at the designated site. Ensure that only the authorized amount and waste is being stored in the site.</li> </ol>

**PROCEDURE:**

(CONT)

e. Current Authorized MW Sites are:

- (1) Naval Hospital Camp Lejeune
- (2) Hadnot Point Dental Annex (Building 65)
- (3) Building 15
- (4) Osborne Dental Clinic
- (5) Medical Clinics at: French Creek, Courthouse Bay, Camp Johnson, Camp Geiger, MCASNR
- (6) Henderson Family Practice Clinic
- (7) Vet Clinic at TT2

f. All Authorized sites are REQUIRED to accept all properly sealed and labeled MW. No MW can be turned away, no matter the unit turning in the MW. If the MW is not properly sealed or labeled, it can be turned away. Large volumes of MW would require delivery directly to the Naval Hospital [POC – NH Facilities 450-4905, ext 3710].

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

a. Post current MW Site Authorization at designated area.

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 regulated MW.

c. Develop & post a current site specific Unit Level Contingency Plan (ULCP) at the site. A written contingency plan will be published; all personnel who handle MW will be thoroughly familiar with its content (may be included in the unit’s SOP). The plan 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) List of points of contact, and phone numbers of the ECC, ECO, and those local unit personnel authorized to partake in the response.

(2) Arrangements with local authorities.

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

(4) 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 must use appropriate protective apparel, such as gloves, gowns, masks, goggles, etc to prevent exposure to infectious waste when cleaning up spills.

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

e. A logbook must be used to document MW turn-ins/pickups.

(1) Outlying Authorized MW Sites - In order to ensure that MW storage does not exceed the 7-day requirement (unrefrigerated), the unit should maintain a log documenting when a container is placed in storage, when it is picked up and by whom.

<p><b>PROCEDURE:</b> (CONT)</p>	<p>f. A logbook must be used to document MW turn-ins/pickups.</p> <p>(1) Outlying Authorized MW Sites - In order to ensure that MW storage does not exceed the 7-day requirement (unrefrigerated), the unit should maintain a log documenting when a container is placed in storage, when it is picked up and by whom.</p> <p>(2) Naval Hospital MW Consolidation Site - Upon receipt of MW from outlying areas, NH personnel will track MW using the NH MW Tracking Logbook. Information in this logbook will include Date Received, Unit Received From, and Initials of the Transporter and Who Received It.</p> <p>3. <b><u>Handling/Packaging Medical Waste.</u></b> All regulated MW will be stored in a manner that prevents leakage and maintains the integrity of the packaging.</p> <p>a. Regulated Medical Waste.</p> <p>(1) Regulated 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.</p> <p>(2) When a biohazard bag is <math>\frac{3}{4}</math> of the way full, it is to be sealed by J-taping the top of the bag.</p> <p>(3) The biohazard bag is to be labeled as follows: Unit Name; Date Sealed; Unit Phone Number.</p> <p>(4) The word "Infectious Waste" must appear on the outside of the biohazard bag. If it does not appear there, it must be written in.</p> <p>(5) Regulated MW must be moved/transported to an authorized MW Site immediately for storage.</p> <p>b. Sharps.</p> <p>(1) Sharps are defined as needles, syringes with attached needles, capillary tubes, slides and cover slips, &amp; scalpel blades. Sharps are to be placed into rigid, puncture-resistant sharps containers immediately after use.</p> <p>(2) When a sharps container is <math>\frac{3}{4}</math> full, it is to be taped shut to prevent accidental spillage or protrusion of the contained sharps.</p> <p>(3) The container is to be labeled with the following information: Unit Name; Date Sealed; Unit Phone Number.</p> <p>(4) The word "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.</p> <p>(5) Regulated MW must be moved/transported to an authorized MW Site immediately for storage.</p> <p>c. Non-Regulated MW (i.e. blood and body fluids in individual containers of 20 mL or less) will be packaged, prior to off-site transportation, in accordance with requirements 3a listed above.</p>
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<p><b>PROCEDURE:</b> (cont)</p>	<p>4. <b><u>Transporting MW</u></b></p> <p>a. Transporters will not accept MW that is not properly packaged.</p> <p>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 regulated MW, vehicles are prohibited from transporting any material other than solid waste &amp; supplies related to the handling of MW.</p> <p>c. A copy of the written ULCP must be kept in the transport vehicle. The driver should be thoroughly familiar with its content.</p> <p>d. To avoid having to disinfect the transport vehicle with a bleach and water solution (1 part bleach and 10 parts water), it is recommended that the MW be placed in a leak-proof container that can hold the waste &amp; prevent spillage/leaks. The container must be labeled “BIOHAZARD” on all sides.</p> <p>e. Regulated MW generated at sites other than authorized MW sites must transported immediately to an authorized site. Regulated MW generated or stored at authorized MW sites must be picked by NHCL personnel &amp; delivered to the refrigerated MW Consolidation site at NHCL within 7 calendar days.</p> <p>f. NHCL personnel performing MW pickups should maintain a log with the following information: Date/Location of Pickup/Amount Picked Up (i.e. Weight, Volume, # Containers)/Disposition.</p> <p>5. <b><u>Processing/Disposal of MW at NHCL</u></b></p> <p>a. Refrigeration at the NHCL MW site will be kept at an ambient temperature between 35 and 45 °F. Access will be restricted to this area.</p> <p>b. Processing of MW for off-site disposal will be in accordance with NHCL internal procedures.</p> <p>c. A contractor handles the disposal of medical waste. Bi-weekly, a civilian contractor comes to NHCL &amp; picks up all MW ready for disposal.</p> <p>d. Records will be maintained for each shipment of regulated 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.</p> <p>6. <b><u>Spill Reporting and Response Requirements</u></b></p> <p>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.</p> <p>b. If a MW spill occurs while transporting MW, the ULCP located in the transport vehicle should be followed.</p>
<p><b>REGULATORY CITATION:</b></p>	<ul style="list-style-type: none"> <li>• 15A NCAC 13B.1200</li> <li>• 15 NCAC 13A</li> <li>• BO 6530.6A</li> <li>• NAVHOSPCAMLEJINST 6280.1G</li> </ul>

<p><b>TRAINING:</b></p>	<p>All EMD Training must be requested through unit ECO -&gt; MSC ECC -&gt; EMD</p> <ul style="list-style-type: none"> <li>• <u>EM 101 – HM/HW Initial Training</u> - Required for all MW Handlers, Site Managers</li> <li>• <u>EM 102 – HM/HW Initial Training</u> - Required annually for all MW Handlers, Site Managers who have received EM101</li> </ul> <p>[EM 101 &amp; 102 training must scheduled through the unit ECO and command ECC]</p> <ul style="list-style-type: none"> <li>• <u>Blood-borne Pathogen</u> – Employees assigned to tasks where exposure may occur will receive blood-borne pathogen training upon initial assignment &amp; annually thereafter.</li> </ul>
<p><b>DEFINITIONS:</b></p>	<p><u>Blood &amp; Body Fluids</u> – Liquid blood, serum, plasma, other blood products, emulsified human tissue, spinal fluids &amp; pleural &amp; peritoneal fluids</p> <p><u>Microbiological Waste</u> – Cultures &amp; stocks of infectious agents, including but not limited to specimens from medical, pathological, pharmaceutical &amp; research</p> <p><u>Pathological Waste</u> – Human tissues, organs &amp; body parts. Carcasses &amp; body parts of all animals that were known to have been exposed to pathogens that are potentially dangerous to humans</p>
<p><b>NOTES:</b></p>	<p><u>BLOOD SPILL CLEANING PROCEDURE:</u></p> <ol style="list-style-type: none"> <li>1. Blood or body fluids spill should be promptly cleaned <u>by trained medical personnel</u> with designated disinfectant, such as LPH, Wexcide solution, Sani-Cloth HB or 1:10 Bleach solution.</li> <li>2. Wear gloves &amp; other personnel protective equipment (PPE) as needed.</li> <li>3. The body fluid spill should be wiped using absorbent material (paper towels or blue pads).</li> <li>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.</li> <li>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.</li> <li>6. The recommended expiration time of Wexcide solution in spray bottles is 30 days. Bleach 1:10 solution is to be mixed as needed.</li> <li>7. Within the hospital, Housekeeping staff can perform emergent blood or body fluid spill cleanup.</li> </ol>

SPILL REPORTING FORM

BO 5090.9  
MAY 06 2008

\*CALL RECEIVED BY: \_\_\_\_\_ \*RESPONDED BY: \_\_\_\_\_

\*SUBJ: \_\_\_\_\_

\* 1. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\* 2. SOURCE: \_\_\_\_\_

(Include Serial Number of equipment if available).

\* 3. LOCATION BUILDING: \_\_\_\_\_

\* 4. Did Fire Dept. Respond? \_\_\_\_\_ Name of Responder: \_\_\_\_\_

\* 5. UNIT/AGENCY: \_\_\_\_\_ POC: \_\_\_\_\_

\* 6. ESTIMATED AMOUNT: \_\_\_\_\_ GALLONS—QUARTS--PINTS (Circle One)

\* 7. TYPE OF SUBSTANCE: \_\_\_\_\_

8. SAMPLES TAKEN: \_\_\_\_\_

9. SLICK DESCRIPTION: (NONE) OR \_\_\_\_\_

10. ACTION TAKEN: \_\_\_\_\_

11. ON SCENE WEATHER \_\_\_\_\_

12. OIL SPILL MOVEMENT: (NONE) OR \_\_\_\_\_

13. DAMAGE: (NONE) OR \_\_\_\_\_

14. POTENTIAL DANGER: (NONE) OR \_\_\_\_\_

15. CAUSE OF SPILL: \_\_\_\_\_

16. PARTIES PERFORMING SPILL REMOVAL: \_\_\_\_\_

17. ASSISTANCE REQUIRED: NO ADDITIONAL OR \_\_\_\_\_

TO BE FILLED OUT BY EMD:

\*\* 18. TELEPHONE REPORT WAS MADE TO NRC--TIME \_\_\_\_\_ DATE \_\_\_\_\_  
CONFIRMATION NUMBER IS \_\_\_\_\_. TELEPHONE REPORT WAS MADE TO NC  
DIVISION OF EMERGENCY--TIME \_\_\_\_\_ DATE \_\_\_\_\_, POC IS \_\_\_\_\_.

\*\* 19. POINT OF CONTACT IS HM/HW PROGRAM MANAGER, ENVIRONMENTAL COMPLIANCE  
BRANCH, ENVIRONMENTAL MANAGEMENT DIVISION, INSTALLATION AND ENVIRONMENT  
DEPARTMENT, AT DSN 751-1482.

<b>TITLE:</b>	<b>STANDARD OPERATING PROCEDURES FOR CLEANUP OF HUMAN BIO-HAZARD MATERIAL</b>
<b>PURPOSE:</b>	Establish formal procedures for cleanup of human bio-hazard materials in facilities normally resulting from bodily injuries, loss of blood, loss of body tissue, and traumatic events.
<b>APPLICABILITY:</b>	This SOP applies to cleanup of bio-hazards such as blood, tissue, body fluids, and other human materials that are required to be removed and disposed of in accordance with laws and regulations. Typical clean up sites include roadways, parking lots, sidewalks, and grounds after an accident; crime scenes such as barracks rooms, office spaces, and work areas; and areas that traumatic events has occurred. Bio-hazards pose a health threat to the public, and clean up is an emergency procurement.
<b>RESPONSIBILITY:</b>	Emergency and law enforcement personnel, Public Works Division, and Regional Contracting Office.

<p><b>PROCEDURE:</b></p>	<p>1. Appropriate authority contacts Public Works Division (PWD), Work Reception at 451-3001 and requests cleanup services. Point of Contact for scene access shall be provided. Notification may be made after normal business hours. If the request for biohazard cleanup is after normal business, Work Reception shall notify:</p> <p>Admin Branch Director - Betty Monroe 910-451-0851 Office  910 353-2157 Home  910 340-7813 Mobile</p> <p>Deputy Director PWD - Carl Baker 910-451-2213 Office  252-354-3652 Home  910-545-2360 Mobile</p> <p>2. If the required service is under \$2000, a Purchase Request (PR) will be submitted to the PWD Supply Section for acquisition of services. The PR will include a location, description of work, recommended vendors for performing the work, and a start work time/date.</p> <p>3. If the service is over \$2000, PWD will submit a PR to the Regional Contracting Office (RCO). The PR will include a location, description of work, recommended vendors for performing the work, and a start work time/date.</p> <p>4. Public Works Division will notify the Contracting Officer/Deputy Contracting Officer of the requirement for emergency acquisition of services.</p> <p>Contracting Officer- LtCol Schmid 910-451-7843 Office  910-430-4033 Home  910-381-4002 Mobile</p> <p>Deputy Contr. Officer- Kathy Rogers 910-451-7842 Office  252-729-1440 Home  252-725-1478 Mobile</p> <p>5. RCO will complete acquisition of the services and provide information to Public Works Division.</p> <p>6. Public Works Division will coordinate the clean up effort with the contractor and inspect the site after completion.</p> <p>Sources for Services:</p> <p>American Bio Solutions, Inc. 910-599-6198  EnviroSafety Corporation 866-681-3164  SERVPRO of Carteret and Eastern Onslow Counties 910-326-1344  Bio-Tec 888-246-9111</p> <p>7. This SOP will be included in the BO 5090.9 and the Environmental Compliance and Protection Standard Operating Procedures (ECP SOP)</p>
<p><b>REGULATORY CITATION:</b></p>	<p>BO 5090.9 HAZARDOUS MATERIAL/WASTE MANAGEMENT</p>
<p><b>TRAINING:</b></p>	<p>Applicable personnel should be trained on all provisions of this SOP.</p>

DOCUMENT OWNER: PUBLIC WORKS DIVISION

Record of Revision to the SOP for Cleanup of Human Bio-  
Hazard Materials

Revision Number	Date	Summary of Change	Signature