FINAL
HAZARDOUS WASTE MANAGEMENT PLAN
NAVAL CONSTRUCTION BATTALION CENTER GULFPORT
GULFPORT, MISSISSIPPI

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Document Revision Tracking Form

This Hazardous Waste Management Plan will be revised as necessary to reflect changes in hazardous waste generation and operations at Naval Construction Battalion Center (NCBC) Gulfport and to remain current with applicable federal, state, and local regulations. This sheet is updated with each revision of this document.

Revision Number	Date	Name of Person	Initials	Reason for Amendment	Pages Affected
1	14 April 2020	MSE, NCBC Gulfport		Update to comply with Generator Improvement Rules and NAVFAC SE template.	All
2	20 May 2020	MSE, NCBC Gulfport		Update to revise waste type in Appendix A to include Used Fuel Filters for Buildings 70, 215, 241, 243, 298, 397, 403, 429 and 465.	Appendix A

List of Acronyms and Abbreviations

<90-day	Less than 90-day
ASD	Accumulation Start Date
AST	Aboveground Storage Tank
BMP	Best Management Practices
CA	Contracting Authority
CFL	Compact Fluorescent Lightbulbs
CFR	Code of Federal Regulations
CHRIMP	Consolidated Hazards Reuse Inventory and Management Program
CLIN	Contract Line Item Number
CO	Commanding Officer
CY	Calendar Year
DLA	Defense Logistics Agency
DoD	Department of Defense
DOT	Department of Transportation
EC	Emergency Coordinator
EMS	Environmental Management System
EO	Executive Order
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPP	Environmentally Preferable Products
ERG	Emergency Response Guide
E-Waste	Electronic Waste
FEAD	Facilities Engineering and Acquisition Division
HAZWOPER	Hazardous Waste Operations and Emergency Response
HID	High Intensity Discharge
HPW	Hazardous Pharmaceutical Waste
HWC	Hazardous Waste Coordinator
HWCP	Hazardous Waste Contingency Plan
HWMP	Hazardous Waste Management Plan
HWPM	Hazardous Waste Program Manager
IC	Incident Commander
ID	Identification
IEPD	Installation Environmental Program Director
ISSA	Interservice Support Agreement
kg	Kilogram
LDR	Land Disposal Restrictions
LQG	Large Quantity Generator
MDEQ	Mississippi Department of Environmental Quality
MEMA	Mississippi Emergency Management Agency
Miss. Admin. Code	Mississippi Administrative Code
Miss. Code Ann.	Mississippi Code Annotated

List of Acronyms and Abbreviations (Cont.)

N/A	Not Applicable
NA	North America
NAVFAC	Naval Facilities Engineering Command
NAVHOSP	Naval Hospital
NAVOSH	Navy Occupational Safety and Health
NCBC	Naval Construction Battalion Center
NCG	Naval Construction Group
NOV	Notice of Violation
NRC	National Response Center
NSN	National Stock Number
OB/OD	Open Burning/Open Detonation
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Office of the Chief of Naval Operations Instruction
OSHA	Occupational Safety and Health Administration
PCB	Polychlorinated Biphenyl
POC	Point of Contact
POL	Petroleum, Oil, and Lubricants
PPE	Personal Protective Equipment
ppm	Parts Per Million
PWD	Public Works Department
PWO	Public Works Officer
RCRA	Resource Conservation and Recovery Act
RQ	Reportable Quantity
SAA	Satellite Accumulation Area
SAE	Society of Automotive Engineers
SDS	Safety Data Sheet
SE	Southeast
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control, and Countermeasure
TCLP	Toxicity Characteristic Leaching Procedure
TOC	Total Organic Carbon
TSDF	Treatment, Storage, and Disposal Facility
TSS	Total Suspended Solids
U.S.	United States
USCG	United States Coast Guard
UHC	Underlying Hazardous Constituent
UN	United Nations
WSD	Waste Stream Determination

Definitions

Accumulation Start Date, less than 90-day Storage Facility – The date that hazardous waste is first placed in a container at the less than 90-day (<90-day) Storage Facility or the date that a hazardous waste container arrives at the <90-day Storage Facility.

Accumulation Start Date, Satellite Accumulation Area for Non-Acute Hazardous Waste – The date that the total amount of hazardous waste exceeds 55 gallons, or when there is only 3 inches of ullage or headspace remaining; or the date that a container is moved from a satellite accumulation area (SAA) into a <90-day Storage Facility or permitted transfer, storage, and disposal facility (TSDF).

Accumulation Start Date, Satellite Accumulation Area for Acute Hazardous Waste – The date that the total amount of hazardous waste exceeds 1 quart of liquid acute hazardous waste or 1 kilogram of physically solid acute hazardous waste; or the date that a container is moved from an SAA into a <90-day Storage Facility.

Accumulation Start Date, Universal Waste – The date that the first item is placed in the container.

Acute (Hazardous Waste) – Hazardous wastes listed in accordance with the criteria in 40 CFR 261.11(a)(2) are designated as acute hazardous waste and are assigned the hazard code (H) (40 CFR 261.30). Specifically, a waste is classified as an acute hazardous waste if it is any P-listed waste (40 CFR 261.33) or one of the following F-listed wastes: F020, F021, F022, F023, F026, and F027 (40 CFR 261.31).

Alternate Hazardous Waste Coordinator – The person who assumes the Hazardous Waste Coordinator's responsibilities during the absence of the primary Hazardous Waste Coordinator.

Authorized Representative – The person responsible for overall operation of a facility or part of a facility. An authorized representative is typically the Commanding Officer (CO) or a person of equivalent responsibility. The CO may designate an authorized representative to act in their behalf.

Best Management Practices – Control measures and decisions based on the latest professional and technical standards for the protection, enhancement, and rehabilitation of natural resources. Best management practices include schedules of activities, prohibited practices, maintenance procedures, treatment requirements, operating procedures, control practices, and other management practices to prevent or reduce pollution.

Characteristic Waste – A waste that exhibits any one or more of the following characteristic properties: ignitability (I), corrosivity (C), reactivity (R) or toxicity (E). Each is assigned the hazard code indicated (40 CFR 261.30).

Characterization – The process of identifying waste constituents, their concentrations, and the work process generating the waste. Characterization ensures waste is handled, treated, and disposed of properly. Characterization is required to identify the EPA waste codes, the underlying hazardous constituents (UHCs), and the DOT proper shipping name.

Commercial Hazardous Waste Management Facility – Any hazardous waste management facility that accepts hazardous waste or polychlorinated biphenyl (PCB)-contaminated material for a charge.

Corrosive Hazardous Waste – A solid waste exhibits the characteristics of corrosivity if a representative sample of the waste has either of the following properties as defined in 49 CFR 261.22: (1) is aqueous and has a pH less than or equal to 2, or greater than or equal to 12.5, as determined by a pH meter using Method 9040C in "Test Methods for Evaluating Solid Waste, Physical/Chemical Methods," or (2) is a liquid and corrodes steel (Society of Automotive Engineers [SAE] 1020) at a rate greater than 6.35 mm (0.25

inch) per year at a test temperature of 55° Celsius (130° Fahrenheit) as determined by Method 110A ("Test Methods for Evaluating Solid Waste, Physical/Chemical Methods").

Debris – Any solid material with a diameter of 2.4 inches or larger that is intended for disposal, including manufactured objects, plant or animal matter, or natural geologic material such as brushes, rags, rollers, personnel protective equipment (PPE), large and small equipment, etc.

Dilution – The deliberate mixing of hazardous waste with another material with the purpose of changing either the characteristic(s) or the concentration of a constituent in the waste. Dilution of a hazardous waste constitutes "Treatment" and is prohibited without a permit.

Disposal – The process of treating a hazardous waste to render it non-hazardous or to place the hazardous waste into a permitted end facility such as a hazardous waste landfill or other permitted TSDF. Disposing of any waste into a wastewater treatment system, storm drain, surface water, or upon land is prohibited.

Electronic Waste – Used electronic items or components that no longer meet the needs of the owner.

Empty Container – As defined in 40 CFR 261.7, a container or an inner liner removed from a container from which all material/waste (except compressed gas or an identified acute hazardous waste) has been removed that can be removed after pouring, puncturing, pumping, or aspirating until no more than 1 inch of residue remains on the bottom, or no more than 3 percent by weight of the total capacity of the container remains if it is less than or equal to 119 gallons in size.

Emergency Planning and Community Right-to-Know Act – 40 CFR Parts 350 to 372 intend to: (1) identify the quantities of chemicals present on, or released from, facilities; (2) understand the potential problems that hazardous materials pose to surrounding communities and environment; and (3) provide information to the public and local emergency planning and response organizations. The four major provisions of the Emergency Planning and Community Right-to-Know Act (EPCRA) are emergency planning (sections 301-303), emergency release notification (section 304), hazardous chemical storage reporting (sections 311-312), and toxic chemical release inventory (section 313).

U.S. Environmental Protection Agency Hazardous Waste Codes – The specific alphanumeric sequence assigned by EPA to specify type and characteristic of a hazardous waste.

Generator of Record – The owner/operator recognized by EPA as the generator of a hazardous waste and holder of the EPA Generator ID number of a contiguous facility.

Halogenated Solvent – Solvents that contain fluorine, chlorine, bromine, or iodine such as Freon, 1,1,1-trichloroethane, 1,1,2-trichloroethane, 1,2,2-trifluoroethane, trichlorotrifluoroethane, and methylene chloride.

Hazardous Material – Any material designated by U.S. Department of Transportation (DOT) as posing a potential threat while being transported. Hazardous materials are listed in 49 CFR Part 172.

Hazardous Substance – A material included in the specific list of chemicals designated by EPA in 40 CFR Part 302 that may pose a substantial threat to human health or the environment when discharged into the environment because of its quantity, concentration, or physical, chemical, or infectious characteristics. Hazardous substances are regulated only when released in a quantity equal to or exceeding the reportable quantity (RQ) listed in 40 CFR Part 302.

Hazardous Waste – Any discarded solid waste as defined in 40 CFR 261.3 (liquid, semi-solid, solid, or gaseous) that meets the definition of a hazardous waste. A solid waste is a listed hazardous waste if it is

specifically listed in 40 CFR 261.31 (F-list), 261.32 (K-list), or 261.33 (P- or U-list), and/or is a characteristic hazardous waste if it exhibits the characteristics of ignitability, corrosivity, reactivity, or toxicity per the Toxicity Characteristic Leaching Procedure (TCLP).

Hazardous Waste Coordinator – The person responsible for the operation and management of the hazardous waste program at each location and/or work center where industrial waste or hazardous waste is generated or stored.

Hazardous Waste Generator – Any person, by site, whose act or process produces hazardous waste or whose act first causes a hazardous waste to become subject to regulation.

Hazardous Waste Activity – Work center or department/tenant/command/contractor where processes create, originate, or have the potential to create or originate hazardous waste.

Head Space – The unused volume inside a filled container that allows for expansion (also known as "ullage" in a container of liquid or a tank). The minimum required head space for each container at NCBC Gulfport is 3 inches.

Ignitable (Hazardous Waste) – Liquids with flash points below 140 degrees Fahrenheit (60° Celsius), non-liquids that cause fire through specific conditions, and ignitable compressed gases and oxidizers as defined in 49 CFR 261.21.

Incompatible Hazardous Material / Hazardous Substance / Hazardous Waste – Any two materials that will react with each other to produce undesirable products, violent reactions, and/or toxic fumes.

Inner Liner – A continuous layer of material placed inside a container that separates the container from the material stored in it.

Lamps – The bulb or tube portion of an electric lighting device. Some lamps, such as fluorescent, high-intensity discharge (HID), neon, mercury vapor, high-pressure sodium, and metal halide lamps, contain potentially hazardous constituents and may require special handling and management.

Leachate – The liquid, including any suspended components in the liquid; that has percolated through or drained from a waste.

Less-than-90-day Storage Facility – An area where hazardous waste may be stored or accumulated, not to exceed 90 days.

Manifest – EPA Form 8700-22 (and EPA Form 8700-22A, if necessary) shipping document, originated and signed by the generator, which accompanies and is used for tracking the transportation of hazardous waste.

Manifest Tracking Number – The alphanumeric identification number (unique three-letter suffix preceded by nine numerical digits) that is preprinted in Item 4 of the manifest by a registered source.

Mercury-Containing Equipment – Any device or part of a device (excluding batteries and lamps) that contains elemental mercury.

Military Munitions – Includes all ammunition products and components produced for or used by DoD for national defense and security. Military munitions does not include wholly inert items, improvised explosive devices (IED), or nuclear weapons, nuclear devices, and nuclear components thereof. The Military Munitions Rule defines when munitions become waste and how they are managed.

Non-Halogenated Solvent – Any solvent not containing the chemicals listed in the definition for halogenated solvent, including methyl ethyl ketone, alcohol, xylene, toluene, acetone, and benzene.

Other Regulated Materials – A material such as a consumer commodity that, although otherwise subject to Subpart D of 49 CFR Part 173, presents a limited hazard during transportation due to its form, quantity, and packaging. It must be a material for which exceptions are provided, as shown in the table in 49 CFR 172.101.

Paint and Paint-Related Waste – Liquid paints, thinner, and debris such as rags, brushes, rollers, tape, etc., or a mixture of pigment and suitable liquids that form an adherent coating when spread on a surface or any material.

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.

Pharmaceutical Waste – Any discarded chemical product, vaccine, or allergenic (including any product with the primary purpose to dispense or deliver a chemical product, vaccine, or allergenic) that does not contain a radioactive component and is intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease or injury in man or other animals, or that is intended to affect the structure or function of the body in man or other animals. This definition includes products such as transdermal patches and oral delivery devices such as gums or lozenges. This definition does not include sharps or other infectious or biohazardous waste, medical devices not used for delivery or dispensing purposes, equipment, contaminated PPE, or contaminated cleaning materials.

Point of Generation – Identifies the place a material first becomes subject to hazardous waste regulations at the department, unit, or work center with the intention of disposal.

Profile Number – A unique alphanumeric identification number used to designate a specific waste stream.

Profile Sheet – Defense Logistics Agency Form 2511 or other forms used to document specific disposal information for each waste stream sent to the disposal facility.

Reactive (Hazardous Waste) – A solid waste exhibits the characteristics of reactivity if a representative sample of the waste has any of the following properties as defined in 49 CFR 261.23: (1) It is normally unstable and readily undergoes violent change without detonating; (2) It reacts violently with water; (3) It forms potentially explosive mixtures with water; (4) When mixed with water, it generates toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment; (5) It is a cyanide or sulfide-bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment; (6) It is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement; (7) It is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or (8) It is a forbidden explosive as defined in 49 CFR 173.51, a Class A explosive as defined in 49 CFR 173.53, or a Class B explosive as defined in 49 CFR 173.88.

Reclaimed – Any material that is processed to recover a usable product or to regenerate a material (40 CFR 261.1).

Recycled – Any material that is converted into a reusable material.

Reportable Quantity – Identifies the amount of material (pounds or gallons) that triggers a reporting requirement to regulatory agencies when spilled or released to the environment. Reportable quantity amounts are specific to each material.

Representative Sample – A sample of a universe or whole (e.g., waste pile, groundwater) that can be expected to exhibit the average properties of the universe or whole.

Reused – A material that is employed as an ingredient in an industrial process to make a product, or employed in a function or application as an effective substitute for a commercial product without reclaiming.

Safety Data Sheet – The document issued by the product manufacturer that communicates the hazards found in the product.

Satellite Accumulation Area– Initial accumulation area, at or near the point of generation, under the control of the operator generating the waste and where less than 55 gallons of hazardous waste, 1 quart of liquid acute hazardous waste, or 1 kg of physically solid acute hazardous waste is accumulated at any one time.

Sludge – 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.

Solid Waste – Any garbage, refuse, or sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility. A solid waste is also other discarded material including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and/or community activities.

Sorbent – Material used to soak up free liquids by either adsorption, absorption, or both.

Spill/Release – Intentional or accidental loss including any leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a hazardous substance into the environment.

Thermostat – A temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element, or mercury-containing ampules that have been removed from these temperature control devices in compliance with the requirements of 40 CFR 273.13(c)(2) or 273.33(c)(2).

Transporter – Person engaged in offsite transportation of hazardous waste by air, rail, highway, or water.

Treatment – Any method, technique, or process (including neutralization) designed to change the physical, chemical, or biological character or composition of any hazardous waste to neutralize such waste, recover energy or material resources from the waste, or render such waste non-hazardous or less hazardous; safer to transport, store, or dispose of; amenable for recovery or storage; or reduced in volume. NCBC Gulfport is not permitted to treat hazardous waste under any conditions.

Treatment, Storage, and Disposal Facility – A permitted hazardous waste management facility, hazardous waste storage facility (HWSF), or Part-B facility that receives hazardous waste for treatment, storage, or disposal.

Toxic Characteristic Leachate Procedure – A sample extraction method for chemical analysis which is designed to simulate leaching in a landfill of organic and inorganic analytes present in liquid, solid, and multiphase wastes.

Toxic (Hazardous Waste) – (a) A solid waste exhibits the characteristic of toxicity if, using the TCLP, test Method 1311 in “Test Methods for Evaluating Solid Waste, Physical/Chemical Methods,” EPA Publication SW–846, as incorporated by reference in §260.11 of this chapter, the extract from a representative sample of the waste contains any of the contaminants listed in table 1 at the concentration equal to or greater than the respective value given in that table. Where the waste contains less than 0.5 percent filterable solids, the waste itself, after filtering using the methodology outlined in Method 1311, is considered to be the extract for the purpose of this section. (b) A solid waste that exhibits the characteristic of toxicity has the

EPA Hazardous Waste Number specified in Table 1 which corresponds to the toxic contaminant causing it to be hazardous as defined in 40 CFR 261.24.

Ullage – The unused volume inside a filled container that allows for expansion.

Underlying Hazardous Constituent – Any constituent listed in 40 CFR 268.48 that can reasonably be expected to be present at the point of generation of the hazardous waste at a concentration above the constituent-specific universal treatment standards.

United Nations / North American Designations – DOT identification numbers assigned to hazardous material are preceded by either a United Nations (UN) or North American (NA) designation and are indexed by response instructions found in the Emergency Response Guide (ERG) for use in the event of an accident. Those preceded by UN are associated with descriptions considered appropriate for international shipments as well as domestic shipments. The NA designation is limited to use in the United States and Canada only.

Universal Waste – Commonly occurring hazardous waste eligible for streamlined disposal universal waste requirements of 40 CFR Part 273:

- Batteries (40 CFR 273.2)
- Pesticides (40 CFR 273.3)
- Mercury-containing equipment (40 CFR 273.4)
- Lamps (40 CFR 273.5)

Used Oil – Oil that has been refined from crude oil and used as a lubricating, hydraulic, or heat-transfer fluid and contaminated through that use. Used oil has the potential for reuse or recycling.

Waste Characterization – The process of identifying waste components and their chemical concentrations as well as the work process used to generate the waste. Waste characterization is required to ensure the correct identification of the waste and use of EPA waste numbers/codes necessary for the safe and proper handling, treatment, and disposal of hazardous waste.

Waste Military Munitions – Military munitions that has been abandoned, removed from storage for disposal, damaged or deteriorated so badly it cannot be recycled or used for another purpose, or declared waste by the designated disposition authority.

Waste Stream Determination – Resource Conservation and Recovery Act (RCRA) regulations at 40 CFR 262.11 require that any person who produces or generates a waste must determine if that waste is hazardous. In doing so, 40 CFR 262.11 presents the steps in the hazardous waste identification process: 1) Is the waste a "solid waste"? 2) Is the waste specifically excluded from the RCRA regulations? 3) Is the waste a "listed" hazardous waste? 4) Does the waste exhibit a characteristic of hazardous waste?

Waste Profiling – A method to identify and classify waste streams based on analytical testing or user knowledge of the specific process.

Wastewater – Water that contains less than 1% by weight total organic carbon and less than 1% by weight total suspended solids.

Executive Summary

This Hazardous Waste Management Plan (HWMP) was developed in accordance with guidance and requirements set forth in the Office of the Chief of Naval Operations Instruction (OPNAVINST) 5090.1 series, and applies to all contractors, tenants, and commands aboard Naval Construction Battalion Center (NCBC) Gulfport.

This HWMP identifies and implements hazardous waste management actions required by local state and federal law and provides the procedures and responsibilities for NCBC Gulfport to properly manage that waste. It is NCBC Gulfport policy to minimize hazardous waste generation. Hazardous waste minimization is to be accomplished by incorporating hazardous waste management actions into the NCBC Gulfport Environmental Management System (EMS) and applying best management practices (BMP).

This HWMP is available to all contractors, tenants, and commands aboard NCBC Gulfport that accumulate, generate, transport (including on-installation transportation), treat, store, or dispose of hazardous waste for compliance.

This HWMP must be reviewed and updated whenever installation/facility conditions or operations change that would affect hazardous waste accumulation, generation, transportation, treatment, storage, or disposal.

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1.0 Introduction

Naval Construction Battalion Center (NCBC) Gulfport is located approximately 65 miles east of New Orleans, Louisiana and 1 mile inland from the Mississippi Sound in the Gulf of Mexico. NCBC Gulfport is located northwest of downtown Gulfport, Mississippi, bound on the north by West 28th Street and west of Highway 49. Klondyke Road and Railroad Street are located to the south. NCBC Gulfport covers approximately 1,100 acres of land.

The mission of NCBC Gulfport is to maintain and operate facilities and provide services and material in support of Naval Construction Force Units, to include Amphibious Construction Fleet Units, the Maritime Prepositioning Force (Enhanced), and other fleet and assigned organizational units deployed from or homeported at NCBC Gulfport, and to perform such other functions and tasks as may be assigned by higher authority.

NCBC Gulfport is classified as a large quantity generator (LQG) of hazardous waste and has one designated less than 90-day (<90-day) Storage Facility for hazardous waste. NCBC Gulfport has filed notification to EPA and Mississippi Department of Environmental Quality (MDEQ) as an LQG and has been assigned the following Environmental Protection Agency (EPA) Generator Identification (ID): MS2170022626.

NCBC Gulfport Public Works Department (PWD) Environmental Division maintains copies of the Hazardous Waste Management Plan (HWMP). This document is available upon request to regulators and personnel who manage hazardous waste.

The Resource Conservation and Recovery Act (RCRA) authorized the EPA to implement regulations for the management of hazardous waste from the point of generation through final disposal (“cradle to grave”). The U.S. Congress waived sovereign immunity for Department of Defense (DoD) facilities, subjecting them to full regulation including assessment of fines and penalties. The EPA granted the State of Mississippi authority to implement and enforce regulations for identification, packaging, labeling, storing, and transporting hazardous waste, as well as treatment standards for proper disposal of regulated waste.

The Office of the Chief of Naval Operations Instruction (OPNAVINST) 5090.1 series requires all shore installations to develop a Hazardous Waste Management Plan (HWMP) to manage hazardous waste in accordance with applicable federal, state, and local regulations. This HWMP identifies state and federal requirements for hazardous waste management at NCBC Gulfport and provides the procedures and responsibilities to comply with the regulations and properly manage hazardous waste.

1.1 Applicability

This HWMP provides requirements and guidance for the proper management of hazardous waste at NCBC Gulfport. All personnel, including contractors, commands, and tenant commands working at NCBC Gulfport retain liability for and must abide by this HWMP. Failure to abide by this HWMP may result in revocation of access to NCBC Gulfport. Any fines, violations, or penalties may be delegated to the offending entity (e.g., contractor/tenant/command). The NCBC Gulfport Commanding Officer (CO) grants access to contractors working aboard the installation; therefore, any contractor improperly managing hazardous waste or failing to comply with this instruction may be denied access to the installation.

Naval Facilities Engineering Command Southeast (NAVFAC SE) PWD Environmental Division has the responsibility and authority to manage wastes at NCBC Gulfport. The NCBC Gulfport Hazardous Waste Program Manager (HWPM) provides direction and support to personnel, including contractors.

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2.0 Regulatory Framework

The Resource Conservation and Recovery Act (RCRA) authorized the EPA to implement regulations for the management of hazardous waste from the point of generation through final disposal ("cradle to grave"). EPA granted the State of Mississippi the authority to implement and enforce regulations for identification, packaging, labeling, storing, and transporting hazardous waste, as well as treatment standards for proper disposal of regulated waste.

2.1 Federal and State Regulations

The following regulations mandate the procedures and requirements set forth in this instruction and are therefore not discretionary. Personnel involved in violating these rules are subject to potential fines and/or criminal liability.

- OPNAVINST 5090.1 series: Discusses requirements, delineates responsibilities, and issues implementing policy guidance for the management of the environmental resources for all Navy ships and shore activities
- Title 11 Mississippi Administrative Code Part 3 (11 Miss. Admin. Code Pt. 3): Mississippi Hazardous Waste Management Rules
- Title 17 Mississippi Code Annotated Chapter 17 (Miss. Code Ann. 17-17): Mississippi Solid Wastes Disposal Laws
- Miss. Code Ann. 75-55-13: Mississippi requirements for labeling used motor or lubricating oil containers
- 40 Code of Federal Regulations (CFR) Parts 260 through 266, and Part 268: Regulations for the management of hazardous waste
- 40 CFR Part 273 and 11 Miss. Admin. Code Pt. 3, Chapter 1, Rule 1.21: Standards for Universal Waste Management
- 40 CFR Part 279 and 11 Miss. Admin. Code Pt. 3, Chapter 1, Rule 1.22: Management of used oil and used oil filters
- 40 CFR Part 266, Subpart M—Military Munitions and 62 Federal Register 6622—Military Munitions Rule: Regulations and exemptions for the management of DoD military munitions
- 49 CFR Parts 171-180: U.S. Department of Transportation (DOT) regulations for transportation of hazardous waste on public roads
- 49 CFR Parts 390 through 397: U.S. DOT regulations for driver qualifications, the equipment in the vehicle, and routing of some hazardous waste shipments
- 40 CFR Parts 116 and 117: The regulations of reporting the release or chemical spill
- 40 CFR 112: Oil Pollution Prevention regulations

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3.0 HWMP Administration

3.1 Availability of the Plan

NCBC Gulfport PWD Environmental Division maintains copies of this plan and makes it available to to all contractors, tenants, and commands aboard NCBC Gulfport that accumulate, generate, transport (including on-installation transportation), treat, store, or dispose of hazardous waste.

3.2 Requirements for Updates to the Plan

This HWMP must be reviewed periodically and updated whenever installation/facility conditions or operations change that would affect hazardous waste accumulation, generation, transportation, treatment or disposal.

3.3 Roles and Responsibilities

Roles and responsibilities are defined in **Table 3-1**.

Table 3-1: NCBC Gulfport Roles and Responsibilities

Role	Responsibility
CO	• Retains ultimate responsibility for the environmental compliance and readiness of the installation including implementation of the HWMP • Allocates funds for hazardous waste management as well as authorizes users • Designates in writing person(s) authorized to sign hazardous waste manifests • Ensures the hazardous waste program receives the appropriate level of attention to guarantee that NCBC Gulfport personnel, tenant commands, and contractors are aware of, and comply with, the provisions of this plan • Serves as Incident Commander (IC) for major spills
Public Works Officer (PWO)	• Supports the Installation Environmental Program Director (IEPD) who provides direction for environmental management to all departments, tenant commands, and contractors • Ensures environmental compliance and stewardship • Acts as liaison between PWD and CO and assures the hazardous waste management program receives appropriate attention and is notified of any environmental issues, especially those with the potential for a Notice of Violation (NOV), as necessary • Provides sufficient manpower to ensure that NCBC Gulfport remains in compliance with the hazardous waste regulations as well as provides transportation for hazardous waste within physical boundaries of the installation
Installation Environmental Program Director (IEPD)	• Serves as a point of contact (POC) for all inquiries, inspections, and other events or interactions with federal, state, and local environmental regulatory agencies • Serves as the principal advisor to the CO for environmental compliance matters including hazardous waste management • Obtains required environmental training through the Naval Civil Engineers Corps Officers School per OPNAVINST5090.1 series and Naval Safety and Environmental Center • Oversees NCBC Gulfport departments, tenants, and service provider operations to ensure compliance with federal, state, and local environmental regulations • Maintains the hazardous waste operating budget and coordinates submittals for environmental funding • Performs long-range planning for hazardous waste reduction, recycling, and reclamation • Responds to spills in support of the Fire Department and acts as emergency coordinator (EC) if needed to activate the Hazardous Waste Contingency Plan (HWCP) • Maintains an Environmental Management System (EMS) that is consistent with regional and local objectives and targets and monitors performance through metrics

Role	Responsibility
	• Approves the purchase of hazardous waste spill response and waste handling equipment as well as reference materials when appropriate • Ensures reports and compliance documents are complete and submitted to the appropriate federal, state, and local regulatory agencies and Navy activities in a timely manner
HWPM	• Provides management and technical expertise to facilitate implementation of this HWMP • Acts as primary liaison between NCBC Gulfport PWD Environmental Division and generators at NCBC Gulfport • Ensures this HWMP and the Hazardous Waste Contingency Plan (HWCP) is maintained and updated as necessary • Ensures this plan, as well as the standard operating procedures (SOPs) delineating hazardous waste management are kept current • Oversees scheduling and/or pickup and manifesting of hazardous waste offsite by a licensed transporter and ensure only personnel authorized by the CO signs hazardous waste manifests • Designated in writing by the CO to sign hazardous waste manifest • Performs long-range planning for hazardous waste reductions, recycling, and reclamation when practical • Determines proper waste management standards for NCBC Gulfport and conveys these standards to generators through NCBC Gulfport instructions, memorandums, Interservice Support Agreements (ISSAs), Memorandum of Agreements, and contract modifications, if necessary • Performs and documents waste stream determinations (WSDs) • Purchases and supplies hazardous waste labels, markings, placards and forms • Responds to spills in support of the Fire Department and acts as the EC if needed • Tracks manifests; contacts transporter and/or designated facility if a copy of a manifest with handwritten signature of owner/operator of the designated disposal facility is not received within 30 days of initial shipment • Prepares exception reports for submittal to regulators if a copy of the manifest, signed by the owner/operator of the designated facility, is not received within 45 days of initial shipment • Maintains all necessary documentation (e.g., manifests, land disposal restrictions (LDRs), waste stream determinations, inspection records) and executes required reports (e.g., Biennial Report, Navy Pollution Prevention Annual Data Summary Hazardous Waste Report) • Maintains a list of SAAs, identifying each work center that generates waste (**Appendix A**). • Inspects SAAs annually to ensure compliance. • Reviews and approves SAA requests for work centers generating waste • Documents inspections of SAAs and <90-day Storage Facility in accordance with regulatory requirements; ensures inspection records are available for review by the regulatory community • Ensures SAAs and <90-day Storage Facility comply with regulations and this HWMP • Notifies the IEPD whenever a situation has or may occur that could jeopardize the compliance posture of the command • Files and maintains “Generator’s/Shipper’s Initial Copy” of waste manifests

Role	Responsibility
Hazardous Waste Handler	• Acts as a liaison between NCBC Gulfport PWD Environmental Division, the <90-day Storage Facility, and generators at NCBC Gulfport • Maintains the <90-day Storage Facility in a safe, efficient, orderly, and compliant manner • Issues only DOT-approved containers to generating units at approved SAA locations • Picks up and transports waste from SAAs and/or <90-day Storage Facility within the NCBC Gulfport complex in a safe, compliant, and timely manner • Ensures all waste containers are in good condition and properly labeled; repackages hazardous waste as required • Manages and handles waste containers in a manner to avoid damage and content spillage • Performs compliance inspections of the <90-day Storage Facility • Repackages hazardous waste • Identifies any condition that is, or may be, of danger to personnel or the environment and (if properly trained and it is safe to do so) takes immediate action(s) to protect these resources • Notifies the EC in the event of an emergency • Immediately notifies the NCBC Gulfport HWPM of dangerous or non-compliant situations • Designated in writing by the CO to sign HW Manifest • Follow the requirements set forth in **Appendix J**
Safety Officer	• Informs the IEPD of environmental health and safety deficiencies noted during inspections • Coordinates actions with the IEPD during spill responses • Investigates, evaluates, recommends, procures, and tracks necessary safety-related equipment for proper handling and accumulation of hazardous waste
NCBC Gulfport Fire Department	• Serves as first responder and IC, as delegated by the CO, for hazardous waste emergencies at NCBC Gulfport • Has primary responsibility for emergency response and is required to notify and coordinate with the EC in the event of hazardous-waste-related emergencies • Has authority to commit resources needed to carry out the HWCP • Performs functions set forth in 40 CFR 262.265(e) including taking reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at SAAs or NCBC Gulfport <90-day Storage Facility • Maintains spill response equipment necessary for initial response • Instructs appropriate personnel for emergency response. The instructions should include, but are not limited to, the following: • Emergency communications and alarm systems • Procedures for response to liquid spills • Power failure response procedures • Evacuation routes and procedures • Response to fires and explosions • Decontamination procedures • Procedures for removal and containerization of released material, contaminated soil or surface water, or any other material that results from a release, fire, or explosion
Installation Consolidated Hazards Reuse Inventory and Management Program (CHRIMP) Centers and Supply Departments	• Maintain records of the hazardous material issued to each activity and provide reports as requested by the IEPD, HWPM, and Safety Officers • Ensure that Safety Data Sheets (SDS) are available to the shop personnel who use the hazardous material

Role	Responsibility
Defense Logistics Agency	• Processes the DD Form 1348s for hazardous waste and non-hazardous waste disposal that are submitted by the installation HWPM • Coordinates with the NCBC Gulfport HWPM regarding hazardous waste classification and hazardous waste pick-ups, transport, and disposal • Provides delivery orders to the NCBC Gulfport HWPM • Provides the contractor for transportation and disposal of hazardous waste • Provides the regulatory knowledge and logistics for disposal of electronics (computers, printers, computer peripherals, stereos, TVs, etc.) that are Government property
COs, Officers-in-Charge, Department Heads, or Senior Civilians	• Retain liability for misidentified and/or mismanaged waste generated and managed by their command • Ensure personnel are trained in, aware of, and comply with the provisions of this HWMP • Designate in writing a Hazardous Waste Coordinator (HWC) and alternate including names, phone numbers, and email addresses • Ensure that HWC and alternate are trained and have the working knowledge to properly manage hazardous waste, universal waste, non-RCRA regulated waste, and used oil • Ensure personnel and their supervisors who generate or oversee the generation, segregation, collection, containerization of hazardous waste, universal waste, or used oil complete at least initial training within 6 months of assignment, and annual refresher training thereafter
Hazardous Waste Coordinators (HWC) and Alternates	• Ensure waste is properly managed in accordance with this HWMP • Ensure only approved containers are used to store waste • Ensure SAAs are approved by NCBC Gulfport HWPM, Fire Department, and Safety before waste is generated (approved SAAs are listed in **Appendix A)** • Ensure applicable SAAs are managed in accordance with **Table 5-1** • Identify new materials and/or processes in their area and notify the NCBC Gulfport HWPM for proper waste stream determination • Inform PWD HWPM of any changes in materials, work processes, or procedures that may affect hazardous waste generation before generating waste • Schedule and be present during waste pickup and transfer to the <90-day Storage Facility • Ensure containers are stored so that labels are visible when approaching and that there is direct access to each container • Ensure that container labels are completed accurately and are legible • Ensure segregation of incompatible wastes • Conduct weekly SAA inspections and correct deficiencies • Maintain weekly SAA inspection reports and personnel training records for a minimum of three years • Liaison with NCBC Gulfport HWPM regarding waste issues at the designated work center • The Work Center Supervisor will assume waste management duties during the absence of assigned HWCs • Provide a copy of the letter of designation as Hazardous Waste Coordinator or Alternate to HWPM (**Appendix B**) • Follow the requirements set forth in **Appendix I**

Role	Responsibility
Work Center Personnel (Hazardous Waste Generators)	• Operate and maintain SAA in compliance with applicable laws, rules, regulations, and instructions • Ensure proper PPE is available, is in good working condition, and is properly used by personnel as necessary • Ensure waste is properly managed in accordance with this plan • Ensure containers are stored so that the labels are visible when approaching and there is direct access to each container • Ensure segregation of incompatible wastes • Maintain 3-inch headspace in hazardous waste containers • Conducts housekeeping in and around SAA

Acronyms:

CHRIMP – Consolidated Hazards Reuse Inventory and Management Program
CO – Commanding Officer
EC – Emergency Coordinator
EMS – Environmental Management System
HWC – Hazardous Waste Coordinator
HWCP – Hazardous Waste Contingency Plan
IC – Incident Commander
IEPD – Installation Environmental Program Director
ISSA – Interservice Support Agreement
POC – Point of Contact
PWO – Public Works Officer
SDS – Safety Data Sheet
SOP – Standard Operating Procedure
WSD – Waste Stream Determination

3.4 Satellite Accumulation Areas

Everyone (command/tenant command/contractor) is responsible for managing waste at NCBC Gulfport in accordance with this HWMP and appropriate federal, state, and Navy regulations. Contractors, tenants, commands, and others are responsible and liable for controlling their areas (designated dumpsters, work centers, parking lots, etc.) as well as any waste that is generated and/or stored in those areas.

3.5 Reports

The following reports are required by federal, state, and local regulations and submitted to the regulatory authorities by the IEPD or designee.

3.5.1 State Hazardous Waste Annual and Biennial Report

Hazardous waste generators in Mississippi are required by 11 Miss. Admin. Code Pt. 3, Chapter 1, Rule 1.4 to file annual hazardous waste reports with the state by March 1 of each calendar year (CY) using the EPA Hazardous Waste Reporting Form (**Appendix C**). Data for the previous year's hazardous waste activities is reported to MDEQ, and MDEQ sends the flat files to EPA on a biennial basis. Reports may be submitted electronically, and the Declaration of Electronic Filing of the Annual Hazardous Waste Report Page must be printed, signed and sent to the MDEQ.

3.5.2 Naval Facilities Engineering Command (NAVFAC) Annual Hazardous Waste Report

Installations that manifest hazardous waste off-site are required per OPNAV M-5090.1 Chapter 27-4 to collect and submit data to support the Annual Hazardous Waste Data Call. Host installations report these data for all tenants. The data are collected and reported through the U.S. Navy Environmental Portal Hazardous Waste Module (by March 15). Hazardous waste generation, recycling, and disposal quantities are reported annually, by CY, as part of the data-collection process.

3.6 Points of Contact

Hazardous waste emergency POCs at NCBC Gulfport are included in **Table 3-2**.

Table 3-2: NCBC Gulfport Emergency POCs

Emergency Points of Contact		
Emergency	**Organization**	**Telephone**
Explosive/Chemical/ Biological/Radiological Detection and Mitigation	Memorial Hospital at Gulfport	228.867.4000
	Garden Park Medical Center	228.575.7000
Hazardous Waste / Hazardous Material Spill	NCBC Gulfport Fire Department	911 / 228.871.2414 (Non-Emergency)
	City of Gulfport Fire Department	911 / 228.868.5950 (Non-Emergency)
	NCBC Gulfport Emergency Operations Center (EOC)	228.871.2123
	Mississippi 24-Hour State Warning Point, Mississippi Emergency Management Agency (MEMA)	866.519.6362
	National Response Center (NRC)	800.424.8802
Spill in Waterway	United States Coast Guard (USCG), 8th District, Response Division	504.671.2230
	EPA Region IV	404.562.8700
	Mississippi Department of Marine Resources, Marine Emergencies	228.523.4134
Natural Disaster	NCBC Gulfport Security	911 / 228.871.2361 (Non-Emergency)
	Gulfport Police Department	911 / 228.868.5900 (Non-Emergency)
	Harrison County Sheriff's Office	911 / 228.865.7060 (Non-Emergency)
Weather Threat	National Weather Service – New Orleans	504.522.7330
County and State Agencies	Harrison County Health Department	228.863.1036
	MEMA	866.519.6362
	Harrison County Emergency Management Agency	228.865.4002
	Mississippi Highway Patrol	601.987.1212

Acronyms:
EOC – Emergency Operations Center
EPA – Environmental Protection Agency
MEMA – Mississippi Emergency Management Agency
NRC – National Response Center
USCG - United States Coast Guard

4.0 Training

4.1 General Requirements

Training requirements for NCBC Gulfport hazardous waste personnel are derived from criteria described in 29 CFR, 40 CFR, and 49 CFR. Topics to be covered for the environmental staff, Hazardous Waste Coordinators, and Hazardous Waste Handlers are included in **Table 4-1**. All training instructors must be knowledgeable in their specific area of hazardous waste management and ensure the following is included:

- All personnel who have responsibilities for hazardous waste at NCBC Gulfport must be trained in accordance with this HWMP and as identified in **Table 4-2** and documented in accordance with **Section 4.2** of this HWMP.
- Hazardous waste training applicable to NCBC Gulfport and course content is described in **Table 4-1**.
- Hazardous waste training responsibilities for NCBC Gulfport HWPM, Hazardous Waste Handlers, and Hazardous Waste Coordinators are found in **Table 3-1**.
- Required training frequencies for each type of training are outlined in **Table 4-2**.
- Personnel who have not yet received initial training must be supervised by a trained employee until the training has been completed.
- Employees must have 6 months of assignment to the position to be fully trained.
- Personnel who have a significant lapse in training (e.g., refresher training that is more than 12 months overdue) must repeat required initial training.

4.2 Recordkeeping

Recordkeeping requirements are detailed in **Table 4-3**.

4.2.1 Personnel Records

The following personnel records must be kept on file for each employee who has hazardous waste responsibilities:

- Name, job title, job description, and type and amount of initial and annual review training required
- Appointment letter, certifications, and record of training

4.2.2 Training Records

The following training records must be kept on file for each employee who has hazardous waste responsibilities:

- Log of annual and initial training, including dates completed.
- On-the-job training including content, schedule, technique(s) used, and instructor must be documented. On-the-job training must be conducted by a supervisor or other trained employee skilled in the subject area.
- Training records must be current and retained for a period of at least 3 years from last date of employment at NCBC Gulfport. This requirement includes any personnel working on the installation.

Table 4-1: Personnel Training Courses

Training Type	Course Content
40-hour HAZWOPER 29 CFR 1910.120(e)(1)	• Personnel/Alternates responsible for site safety and health • Safety, health, and other hazards present • Use of labeling and SDSs • Use of personal protective equipment (PPE) • Work practices by which employee can minimize risks from hazards • Safe use of engineering controls and equipment • Medical surveillance requirements including recognition of symptoms and signs that might indicate overexposure to hazards • Decontamination procedures • Emergency response plan • Confined space entry • Spill containment program
8-hour OSHA Management and Supervisor Training 29 CFR 1910.120(e)(4)	• Safety and health program • Employee training program • PPE program • Spill containment program • Health hazard monitoring procedure/techniques
DOT Hazardous Material Training 49 CFR 172.704	• General awareness/familiarization training • Function-specific training • Safety training • Security awareness training
RCRA Training 40 CFR 262.17(a)(7) and 40 CFR 273.36	• Accumulation • Container/tank management • Hazardous waste regulations • Inspections • Making waste determinations • Pre-Transportation (manifests/labels) • Properties of facility wastes • PPE • Response to leak or spill • Proper operation of waste handling machinery/equipment • Reporting and recordkeeping • Waste minimization • Waste packaging • Communications, alarms, and evacuation routes • Contingency plan implementation/emergency response procedures • First aid • Emergency equipment use, inspection, and repair • Response to fire, explosion, and groundwater contamination incidents • Site shutdown procedures

Training Type	Course Content
Waste Management Training for Hazardous Waste Coordinators RCRA/SAA Training	• Accumulation • Container/tank management • Hazardous waste regulations • Inspections • Making waste determinations • Pre-transportation (manifests/labels) • Properties of facility wastes • PPE • Response to leak or spill • Proper operation of waste handling machinery/equipment • Reporting and recordkeeping • Waste minimization • Waste packaging • Communications, alarms, and evacuation routes • Contingency plan implementation/emergency response procedures • First aid • Emergency equipment use, inspection, and repair • Response to fire, explosion, and groundwater contamination incidents • Site shutdown procedures
Hazardous Waste Awareness Training	• Contingency plan overview (communications/alarms and evacuation routes) • Hazardous waste document management • Other training specific to limited hazardous waste duties (hazardous waste identification, spill plan, and response)

Acronyms:
CFR – Code of Federal Regulations
DOT – Department of Transportation
HAZWOPER – Hazardous Waste Operations and Emergency Response
OSHA – Occupational Safety and Health Administration
PPE – Personal Protective Equipment
RCRA – Resource Conservation and Recovery Act
SAA – Satellite Accumulation Area
SDS – Safety Data Sheet

Table 4-2: Training Requirements for Personnel

	Training Course				
	40-hour HAZWOPER (29 CFR 1910.120(e)(1))	**DOT Hazardous Material Training** (49 CFR 172.704)	**RCRA Training** (40 CFR 262.17(a)(7) and 40 CFR 273.36)	**Waste Management Training for Hazardous Waste Coordinators** (RCRA/SAA Training)	**Hazardous Waste Awareness On-the-Job Training**
	INITIAL: Employee cannot perform any field activities until training completed	**INITIAL**: Within 6 months of assignment to position and must be supervised by trained employee until training completed	**INITIAL**: Within 6 months of assignment to position and must be supervised by trained employee until training completed	**INITIAL**: Within 6 months of assignment to position and must be supervised by trained employee until training completed	**INITIAL**: Within 6 months of assignment to position and must be supervised by trained employee until training completed
Job Title	**REFRESHER**: Annual	**REFRESHER**: Every 3 years	**REFRESHER**: Annual	**REFRESHER**: Annual	**REFRESHER**: Annual
IEPD	Required	N/A	Required	N/A	N/A
HWPM	Required	Required	Required	N/A	N/A
Hazardous Waste Handlers	Required	Required	Required	N/A	N/A
Hazardous Waste Coordinators	Required	N/A	Required	Required	N/A
Work Center Personnel	N/A	N/A	N/A	N/A	Required [1]

[1] This training is only required for personnel if duties include hazardous waste management.

Acronyms:
CO – Commanding Officer
CFR – Code of Federal Regulations
DOT – Department of Transportation
HAZWOPER – Hazardous Waste Operations and Emergency Response
HWPM – Hazardous Waste Program Manager
IEPD – Installation Environmental Program Director
N/A – Not Applicable
OSHA – Occupational Safety and Health Administration
PWO – Public Works Officer
RCRA – Resource Conservation and Recovery Act
SAA – Satellite Accumulation Area

Table 4-3: Training Recordkeeping

Employee Name	Job Title	Training Course	40-Hour HAZWOPER (29 CFR 1910.120(e)(1))		DOT Hazardous Material Training (49 CFR 172.704)		RCRA Training (40 CFR 262.17(a)(7) and 40 CFR 273.36)		Waste Management Training for Hazardous Waste Coordinators (RCRA/SAA Training)		Hazardous Waste Awareness On-the-Job Training		Training Record Deletion Date [1]
		Frequency	**INITIAL:** Employee cannot perform any field activities until training completed **REFRESHER:** Annual		**INITIAL:** Within 6 months of assignment to position and must be supervised by trained employee until training completed **REFRESHER:** Every 3 years		**INITIAL:** Within 6 months of assignment to position and must be supervised by trained employee until training completed **REFRESHER:** Annual		**INITIAL:** Within 6 months of assignment to position and must be supervised by trained employee until training completed **REFRESHER:** Annual		**INITIAL:** Within 6 months of assignment to position and must be supervised by trained employee until training completed **REFRESHER:** Annual		
			Initial Date	Refresher Date	Initial Date	Refresher Date	Initial Date	Refresher Date	Initial Date	Refresher Date	Initial Date	Refresher Date	
	IEPD												
	HWPM												
	Hazardous Waste Handlers												
	Hazardous Waste Coordinators												
	Work Center Personnel												

[1] Training record deletion date is to be no sooner than 3 years after last day employee worked at facility.

Acronyms:
CO – Commanding Officer
CFR – Code of Federal Regulations
DOT – Department of Transportation
HAZWOPER – Hazardous Waste Operations and Emergency Response
HWPM – Hazardous Waste Program Manager
IEPD – Installation Environmental Program Director
OSHA – Occupational Safety and Health Administration
PWO – Public Works Officer
RCRA – Resource Conservation and Recovery Act
SAA – Satellite Accumulation Area

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5.0 Hazardous Waste Management Program

5.1 Hazardous Waste Determination

A hazardous waste determination is made on all solid waste that may be deemed potential hazardous waste at NCBC Gulfport. NCBC Gulfport relies on laboratory analysis and generator knowledge when conducting hazardous waste determinations. The NCBC Gulfport HWPM, in coordination with the generator, perform waste stream determinations (WSDs) at NCBC Gulfport.

5.1.1 Contractor Supervised Areas

Contractors and other tenants of NCBC Gulfport are required to adhere to this HWMP and must obtain approval for hazardous waste storage areas (i.e., SAA or <90-day Storage Facility) before generating waste from NCBC Gulfport via the Contracting Authority (CA). Failure to adhere by this HWPM may result in a Notice of Violation (NOV) for federal, state, and/or local regulations. Any fines, violations, or penalties associated with NOVs will be delegated to the offending contractors and/or tenants of NCBC Gulfport. Contractors and other tenants must provide NCBC Gulfport PWD Environmental Division and the CA access to conduct inspections of hazardous material areas immediately upon request. Additional information and guidance for Contractor Activities is provided in **Appendix H**.

5.1.2 Waste Stream Determination and Hazardous Waste Profiling Process

Every department, tenant and contractor aboard NCBC Gulfport must notify the NCBC Gulfport HWPM of any new processes or changes to existing processes that generate solid waste. This notification will enable the NCBC Gulfport HWPM to complete the WSD prior to arranging for proper disposal.

This notification is particularly important for wastes including expired, damaged, off-specification, or otherwise unusable hazardous materials and their containers. Hazardous material includes but is not limited to aerosol sprays, cleaning products, paints, glues, solvents, compressed gasses, lubricants, acids, caustics, chemicals, pesticides, fuels, and some personal care products.

Failure to request a WSD by the NCBC Gulfport HWPM may result in an NOV for federal, state, and/or local regulations. Any fines, violations, or penalties associated with NOVs will be delegated to the offending contractors and/or tenants of NCBC Gulfport.

The RCRA regulations at 40 CFR 262.11 require that any person who produces or generates a waste must determine if that waste is hazardous. In doing so, 40 CFR 262.11 presents the steps in the hazardous waste identification process detailed below.

The following four questions must be answered to make a WSD:

1. Is the waste a solid waste as defined in 40 CFR 261.2?

   The first step in determining if a material is a hazardous waste is to determine whether it is classified as a solid waste. The rules specify that a material cannot be a hazardous waste unless it is first determined to be a solid waste.

2. Is the waste specifically excluded from RCRA regulations?

   The next step is to determine if the waste qualifies for an exemption or exclusion from RCRA regulations.

3. Is the waste a “listed” hazardous waste?

   RCRA regulations include four lists of wastes, designated with the letters F, K, P, and U.

4. Does the waste exhibit a characteristic of hazardous waste?

A characteristic hazardous waste is a solid waste that exhibits one or more of the following hazardous waste characteristics:

- Ignitability (D001)
- Corrosivity (D002)
- Reactivity (D003)
- Toxicity (D004-D043)

NCBC Gulfport conducts WSDs at the point of generation for each waste generated at the installation. User knowledge, hazardous waste analysis, or a combination of the two methods are used to complete the WSD process.

Waste sampling and analysis must be approved by NCBC Gulfport HWPM prior to performing sample collection. Generators must notify the NCBC Gulfport HWPM when an unidentified material is discovered. An extensive effort must be made to identify any unknown material before declaring it a waste.

WSD documentation for hazardous waste and non-hazardous waste are maintained by the NCBC Gulfport HWPM, along with supporting documentation that is readily available for daily use or in the event of an internal, third-party, or external audit.

A hazardous waste profile sheet is required for all shipments of hazardous waste processed through DLA Disposition Services. NCBC Gulfport utilizes the Hazardous Waste Profile Sheet (DLA Form 2511) to develop hazardous waste profiles (**Appendix C**).

5.2 Hazardous Waste Accumulation

5.2.1 NCBC Gulfport Hazardous Waste Management

5.2.1.1 Satellite Accumulation Areas

Hazardous waste at NCBC Gulfport is accumulated in SAAs and <90-day Storage Facility. SAAs are maintained at the work center level and the <90-day Storage Facility is located at Building 276. A list of all approved SAAs is included in **Appendix A**. Visiting contractors may also operate a <90-day Storage Facility with approval (**Appendix B**).

Hazardous waste at SAA sites and the <90-day Storage Facility must be managed in compliance with requirements outlined in **Table 5-1**. Waste accumulation areas must be approved, assigned, and designated by NCBC Gulfport HWPM, including all SAAs and <90-day Storage Facility. Each individual SAA must be approved and have proper signage posted. The hazardous waste SAA signage is provided in **Appendix D**.

Temporary accumulation sites may also be established in specific circumstances and with the approval of NCBC Gulfport Environmental. While in operation, temporary accumulation sites must be managed in accordance with this HWMP and the applicable requirements in **Table 5-1**.

5.2.1.2 SAA Hazardous Waste Turn-in Procedures

Waste must be transferred to the <90-day Storage Facility within 3 days of exceeding 55 gallons of hazardous waste in an SAA. When waste needs to be turned into the <90-day Storage Facility, the HWC will perform the following:

- Call the Hazardous Waste Handler to schedule a waste pick up

- Ensure containers are closed and ready for transport in accordance with manufacturer's and DOT closure requirements
- Ensure the containers are staged for pickup
- Ensure containers are properly labeled

The HWC or Alternate shall be present for each pick up or delivery of waste and discrepancies shall be immediately corrected.

5.3 Household Hazardous Waste

Household hazardous waste is residential hazardous waste that is generated from NCBC Gulfport Family Housing areas. Household hazardous waste is exempt from RCRA permitting regulations. Examples of potential household hazardous waste include paints, cleaners, oils, batteries, and pesticides. Household hazardous wastes cannot be disposed of utilizing the NCBC Gulfport <90-day Storage Facility at Building 276. These wastes can be disposed of in the regular trash; however, residents are encouraged to dispose of household hazardous waste through local community programs and collections

5.4 Waste Military Munitions

Under the Military Munitions Rule, waste military munitions are exempt from hazardous waste regulations if they are managed in accordance with conditions set forth in 40 CFR Part 266. Military munitions are not a waste when used for their intended purpose or when recycled following any required demilitarization, disposal, or treatment operations. Military munitions are waste when they are abandoned, removed from storage for disposal, damaged or deteriorated so badly they cannot be recycled or used for another purpose, or designated as waste by the designated disposition authority. Disposal of waste military munitions is conducted by open burning/open detonation (OB/OD) under strict operating procedures at a RCRA Subpart X permitted unit unless deemed unstable by the designated disposition authority (**Appendix L Waste Military Munitions**).

5.5 Electronic Waste

Electronic waste management procedures are provided in **Appendix M**.

5.6 Used Cooking Oil

Used cooking oil management procedures are provided in **Appendix O**.

Table 5-1: SAA and <90-day Storage Facility Management

Requirement	SAA	<90-day Storage Facility
Container Management		
Establishment of Accumulation Area	• Coordinate with the HWPM.	• Coordinate with the HWPM.
Signage and Placards	• Satellite Accumulation Area Sign (**Appendix D**) • Danger – Unauthorized Personnel Keep Out • Site POC Information	• <90-Day Storage Facility Sign • Danger – Unauthorized Personnel Keep Out • No Smoking within 50 feet • Site POC Information • Access to the <90-day Storage Facility must be controlled at all times (e.g., keep area locked except when the staff is present).
Time Limits	• Containers are turned in when they are full; immediately contact **NCBC Gulfport Hazardous Waste Handler at 228.323.9877** • Containers must be moved to the <90-day Storage Facility within 3 days	• Containers transported to offsite TSDF prior to 90 days after the accumulation start date (ASD)
Labeling and Marking	• Hazardous waste label (**Appendix E**) • The words "Hazardous Waste" and an indication of the hazard(s) of the contents (flammable, corrosive, reactive, toxic, etc.) • Type of waste (e.g., "Waste Paint") • ASD (once needed [e.g., when full]) • Label required to be legible and in good condition • Label unknown waste with the words "Analytical Pending" and the date found	• Hazardous waste label (**Appendix E**) • Type of waste (e.g., "Waste Paint") • Hazards (flammable, corrosive, reactive, toxic) • ASD • Preprinted regulatory required warning label • Name and address of generating facility • Identity of the Command • Generator EPA ID number • DOT Proper Shipping Name • EPA Waste Codes • Affix labels to the same side of the container and in approximately the top-third of the container • Labels required to be legible and in good condition

Requirement	SAA	<90-day Storage Facility
Inspections		
Inspections	• SAA containers inspected weekly by Hazardous Waste Coordinators and annually by HWPM utilizing the SAA Inspection Form (**Appendix F**) If evidence of a spill or leak or if container integrity is compromised, contact **NCBC Gulfport Fire Department at 911** and notify the **NCBC Gulfport HWPM at 228.323.1654.**	• <90-day Storage Facility inspections conducted weekly by the Hazardous Waste Handler utilizing the <90-day Storage Facility Inspection Form (**Appendix G**) If evidence of a spill or leak or if container integrity is compromised, contact **NCBC Gulfport Fire Department at 911** and notify the **NCBC Gulfport HWPM at 228.323.1654.**
Segregation and Containers		
Incompatible Wastes	The following instructions are to be followed to prevent incompatible wastes from interacting with each other: • Do not mix incompatible wastes. • Do not place containers of unmixed 2-part epoxy in same container. • Do not mix organic materials with corrosives. • Do not mix acids with bases. • Do not mix two different types of acids in the same container. • Do not mix paints with strippers. • Do not mix solids and liquids in the same container. • Do not mix paint debris (rags, brushes, rollers) with liquid paint. • Use spill pallets to prevent incompatible materials from making contact. • Do not mix materials where uncertainty exists. • Segregate unknown waste from potentially incompatible waste. • For questions about incompatible wastes, contact **NCBC Gulfport HWPM at 228.323.1654.**	The following instructions are to be followed to prevent incompatible wastes from interacting with each other: • Do not mix incompatible wastes. • Do not place containers of unmixed 2-part epoxy in same container. • Do not mix organic materials with corrosives. • Do not mix acids with bases. • Do not mix two different types of acids in the same container. • Do not mix paints with strippers. • Do not mix solids and liquids in the same container. • Do not mix paint debris (rags, brushes, rollers) with liquid paint. • Store incompatible waste materials separately. Use berms, dikes, spill pallets, etc., to prevent incompatible materials from making contact. • Do not mix materials where uncertainty exists. • For questions about incompatible wastes, contact NCBC Gulfport **HWPM at 228.323.1654**.

Requirement	SAA	<90-day Storage Facility
Compatible Waste	Combine like wastes when possible: • Hazardous material with the same NSN • Hazardous material with the same SDS number • Waste generated by the same process (e.g., solid paint debris) • Small containers of the same material into a larger container.	Combine like wastes when possible: • Hazardous material with the same NSN • Hazardous material with the same SDS number • Waste generated by the same process (e.g., solid paint debris) • Small containers of the same material into a larger container.
Container Location	• Position all containers so the label is clearly visible for inspection. • Maintain aisle space (30–36 inches) for unobstructed movement of personnel and fire protection, spill control, and decontamination equipment to any area of facility during an emergency.	• Maintain aisle space (36 inches) for unobstructed movement of personnel and fire protection, spill control, and decontamination equipment to any area of facility during an emergency. • Secondary containment (e.g., concrete curb, spill pallets). • Position all containers so the label is clearly visible for inspection.
Types of Containers	• Limit container sizes so that no more than 55 gallons of hazardous waste, 1 quart of liquid acute hazardous waste, or 1 kg of physically solid acute hazardous waste can be accumulated at any one time. • All containers must be DOT/UN approved. • Containers must be in good condition (minor surface rust or dents may be allowed) including no evidence of spills on the outside of containers including paint or sand blast grit dust. Covers, gaskets, and closing/locking devices must be in good working order. • Hazardous waste will not be collected in incompatible containers.	• Hazardous waste will not be collected in incompatible containers. • All containers shall be DOT/UN approved. • Containers must be in good condition (minor surface rust or dents may be allowed) including no evidence of spills on the outside of containers including paint or sand blast grit dust.

Requirement	SAA	<90-day Storage Facility
Container Handling	• Do not place liquids in open-top drum unless in original container. • Do not place corrosives in metal containers; use plastic only. • Containers must stay closed unless adding/removing waste. Bungs, locking rings and bolts, lever locks, funnel covers, and latest must be securely tightened/closed. • Containers that cannot be properly sealed must have the contents transferred to an approved container or be placed in an overpack container.	• Do not place liquids in open-top drum unless in original container. • Do not place corrosives in metal containers; use plastic only. • Containers must stay closed unless adding/removing waste. Bungs, locking rings and bolts, lever locks, funnel covers, and latest must be securely tightened/closed • Containers that cannot be properly sealed must have the contents transferred to an approved container or be placed in an overpack container. • Containers of solids may be double-stacked on spill pallets. Containers of liquids must not be stacked. • Emission control requirements found in 40 CFR 264 Subparts AA, BB, and CC are complied with by using DOT-approved containers and keeping containers closed at all times except when adding waste. • Empty contains must be stored on their side to indicate they are empty.
Spill Response		
Spill Kits	• Maintain a kit compatible and adequate for accumulated waste and place in an accessible area: kit must be marked with the words “SPILL KIT.”	• Maintain a kit compatible and adequate for accumulated waste stored at the <90-day Storage Facility; kit must be marked with the words “SPILL KIT.”
Fire Extinguisher	• Dependent upon hazards and as determined necessary by NAVOSH	• Immediately accessible
Eye Wash	• Dependent upon hazards and as determined necessary by NAVOSH	• Immediately accessible
Internal Communication	• Capable of summoning emergency assistance (phone, 2-way radio)	• Capable of summoning emergency assistance (phone)
Contingency Plan	• Required for Installation	• Required and maintained at the <90-day Storage Facility and the PWD Environmental Division.

Requirement	SAA	<90-day Storage Facility
Recordkeeping		
Inspections	• SAA Inspection Forms (**Appendix F**) are maintained for at least 3 years from the date of inspection.	• The <90-day Storage Facility Inspection Forms (**Appendix G**) are maintained until closure.
Waste Profiles	N/A	• Waste Profiles are provided for each waste stream shipped offsite and maintained for a minimum of 3 years.
Manifest	N/A	• Each offsite treatment shipment of waste will be accompanied by a Uniform Manifest (EPA Form 8700-22) that is maintained for a minimum of 3 years and archived thereafter for the life of the installation.

Acronyms:
<90-day – Less than 90-day
ASD – Accumulation Start Date
DOT – Department of Transportation
EPA – Environmental Protection Agency
HWPM – Hazardous Waste Program Manager
IEPD – Installation Environmental Program Director
kg – kilogram
NAVOSH – Navy Occupational Safety & Health
NSN – National Stock Number
POC – Point of Contact
SAA – Satellite Accumulation Area
SDS – Safety Data Sheet
UN – United Nations

6.0 Universal Waste Management

NCBC Gulfport is a large quantity handler of Universal Waste and currently accumulates 5,000 kgs of more of universal waste onsite at any time.

Every department, command, tenant, and contractor aboard NCBC Gulfport that generates universal waste is directly responsible for proper universal waste collection and management procedures.

6.1 Types of Universal Waste

NCBC Gulfport manages four types of universal waste—batteries, mercury-containing equipment, pesticides, and lamps—in accordance with 40 CFR Part 273 and state requirements. Universal waste requirements are also described in **Appendix K**.

6.2 Management, Inspection, and Accumulation Time

6.2.1 Satellite Accumulation Area

Universal waste sites can be established by contacting the NCBC Gulfport HWPM and must be approved by NCBC Gulfport PWD Environmental Division. Universal waste is collected in properly labeled containers, at the universal waste collection sites and then transferred to the <90-day Storage Facility and consolidated.

6.2.2 Container Management

All universal waste containers must be labeled with a “Universal Waste” label (**Appendix E**) indicating what the waste is (i.e., batteries, lamps, or mercury containing devices) as well as the date that the first universal waste was placed in the container.

Universal waste must be segregated by type of waste. When containerizing batteries, separate containers shall be used for each type of battery.

The NCBC Gulfport HWPM must be contacted at 228.323.1654 whenever a universal waste SAA site is dis-established.

6.2.2.1 Batteries

Handling procedures and management requirements for batteries are described below.

- Lead-acid batteries (e.g., vehicle batteries) are managed per 40 CFR 266, Subpart G, the reclamation of spent lead acid batteries:
    - If spent lead acid batteries are to be reclaimed by regeneration (such as by electrolyte replacement), then the batteries are not subject to the requirements of RCRA throughout their life cycle (cradle to grave) except for the requirement to identify the batteries as a characteristic or listed hazardous waste per 40 CFR 261 and conduct the hazardous waste determination per 40 CFR 262.11. If the batteries are reclaimed by regeneration then there is no labeling or container requirements, no inspection or employee training, and no time limit for on-site accumulation.
    - If the batteries are to be reclaimed by a method other than regeneration, then the applicable LDRs of 40 CFR 268 apply in addition to the hazardous waste identification and determination requirements.
    - Storage of the batteries prior to reclamation by a method other than regeneration adds the requirements of 40 CFR 266.80(b) in addition to 40 CFR 261, 40 CFR 262.11, and 40 CFR 268.

    - Lead acid batteries must be stored on a containment pallet or other storage device to contain spills.
    - Storage devices must be marked as universal waste, the contents indicated using permanent ink, and dated at the time the first battery was placed into the container.
    - Broken batteries (breached casing), including any spilled acid, must be managed as hazardous waste.
- All other batteries (e.g., nickel cadmium, nickel halide, magnesium, lithium-ion, mercury, alkaline, and carbon zinc)
    - All batteries must be protected from short circuiting and related fires. This may be done by one of the following methods:
        - Both battery terminals must be taped
        - Batteries must be contained in the original container
        - Each battery sealed in an individual plastic bag
    - Batteries must be segregated by type and accumulated into closed, proportionately sized containers—only one type of battery per container.
    - Batteries must be labeled as universal waste, the contents indicated using permanent ink, and dated at the time the first battery was placed into the container.
    - Damaged or defective lithium-ion batteries and/or lithium-metal batteries must be managed as hazardous waste (**Appendix K Universal Waste Management**).

6.2.2.2 Mercury-Containing Equipment

Mercury-containing equipment means a device or part of a device (including thermostats but excluding batteries and lamps) that contains elemental mercury integral to its function. Management requirements include:

- Devices must be placed into an open-top, polyethylene DOT-approved container.
- For devices where mercury is not in a sealed ampule, mercury must be placed inside a sealed, air-tight casing.
- Mercury-containing equipment should be labeled as universal waste, the contents indicated using permanent ink, and dated at the time the first device was placed into the container.

6.2.2.3 Lamps

Universal waste mercury-containing lamps include fluorescent tubes, compact fluorescent lightbulbs (CFL), mercury vapor, high intensity discharge (HID), metal halide, high-pressure sodium, and neon/argon lamps. Management requirements are primarily intended to protect the lamps from breakage. Requirements include:

- Unbroken lamps must be stored in closed and labeled containers. Original box or a two- or three-ply cardboard box may be used.
- All containers/boxes must be labeled as universal waste, the contents indicated using permanent ink, and dated at the time the first lamp was placed into the container.
- Broken lamps must be collected and contained immediately in an approved, compatible container. Containers of broken lamps must be managed as hazardous waste. Once a broken bulb is collected and contained, contact the NCBC Gulfport HWPM or Hazardous Waste Handler to schedule a transfer of the waste.

6.2.3 Inspections

Universal waste SAAs are inspected weekly in the same manner as hazardous waste SAA sites using the SAA Inspection Form (**Appendix F**). This form must be retained for a minimum of 3 years.

6.2.4 Accumulation Time

Universal waste may be accumulated and stored for up to 1 year from the date the first waste is placed in the container. However, to ensure compliance with the 1-year accumulation requirement, universal waste may only be stored for 180 days on NCBC Gulfport before scheduling a pick-up. Each SAA container must be labeled with an ASD when the first universal waste is placed into the container.

6.2.5 Pickup and Turn-In Procedures

When the universal waste SAA containers reach 90 percent capacity or have been in use for 90 days (whichever occurs first), the NCBC Gulfport HWPM (228.323.1654) or the Hazardous Waste Handler (228.323.9877) should be contacted to schedule a pickup or delivery to the <90-Day Storage Facility.

6.2.6 Recordkeeping

Records (logs, invoices, manifests, bills of lading) and receipt of all universal waste shipments must be maintained, easily accessible, and include the following information:

- Name and address of the waste handler or destination facility
- Quantity of universal waste received
- Date of receipt of the universal waste shipment
- Records must be retained for at least 3 years from the date the universal waste shipment left the facility and must be archived thereafter for the life of the installation.

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7.0 Used Oil Management

7.1 Used Oil Management Procedures

Used oil at NCBC Gulfport is managed in accordance with 11 Miss. Admin. Code Pt. 3, Chapter 1, Rule 1.22 and 40 CFR Part 279. To comply with regulatory requirements and reduce hazardous waste generation, NCBC Gulfport manages used oil (petroleum, mineral, or synthetic) that is not usable and/or is off-specification oil as “Used Oil”.

7.1.1 Used Oil and Petroleum, Oil, and Lubricants (POL) Liquids

Used oil is any oil that has been refined from crude oil or any synthetic oil that was used and, because of such use, is contaminated by physical or chemical impurities. Used oil commonly managed at NCBC Gulfport includes but is not limited to lube oil, hydraulic oil, and transmission fluid.

To qualify for the program, used oil must meet certain requirements; otherwise, used oil is subject to RCRA regulations and each container must undergo a WSD. Requirements for used oil include the following:

- Does not contain halogens exceeding 1,000 parts per million (ppm)
- Does not contain PCBs equal to or greater than 50 ppm
- Flashpoint does not exceed 100°F
- Is not comingled with other RCRA characteristic or listed waste
- Does not exceed allowable levels for the following metals:
- Arsenic (5 ppm)
- Cadmium (2 ppm)
- Chromium (10 ppm)
- Lead (100 ppm)

Properly segregating used oil prevents contamination by avoiding mixing incompatible materials that may produce heat, pressure, fire, explosions, reactions, toxic dust, mists, or irritating and toxic fumes or gases. Used oil should not be mixed with:

- Solvents, including chlorinated and non-chlorinated, as the resulting mixture may become hazardous waste
- Hazardous waste, as the resulting mixture may become hazardous waste
- Solid waste, as it may prevent used oil from being recycled
- Off-speculation gasoline, contaminated gasoline, or low flashpoint aviation fuels
- Petroleum products that were used as solvents
- Antifreeze

7.1.2 Used Oil Filters

Used oil filters are drained, collected, and managed separately in SAA containers and labeled “Used Oil Filters”. Drained used oil filters are to be collected and managed as non-hazardous waste or recyclable / scrap metal.

7.1.3 Oily Rags

Oily rags that do not meet the definition of an RCRA-listed or characteristic waste are collected and managed as non-regulated waste. Containers or bags of oily rags should contain no free liquids.

7.1.4 Used Absorbents and POL Spill Debris

Used absorbents and POL spill debris that do not meet the definition of an RCRA-listed or characteristic waste are collected and managed as non-regulated waste. Containers or bags of used absorbents and POL spill debris should contain no free liquids.

7.2 Used Oil Management, Inspection, and Accumulation Time

7.2.1 Satellite Accumulation Areas

Used oil SAA sites can be established by contacting the NCBC Gulfport HWPM. Each individual SAA must be approved and have signage posted. The SAA signage is provided in **Appendix D**.

7.2.2 Container Management

Used oil is collected in properly labeled, non-leaking, structurally sound aboveground storage tanks (AST) or DOT-approved containers compatible with the used oil stored in them. All containers must be labeled with a "Used Oil" marking on a contrasting background with well-balanced letters not less than 2-inches high (**Appendix E**). Special handling procedures for each type of used oil and POL liquids are included in the subsections below.

7.2.2.1 Used Oil and POL Liquids

Handling procedures and management requirements for used oil and POL liquids include:

- Used oil and POL liquids must be stored in closed-top, DOT-approved containers, tanks, and/or RCRA-approved units in good condition (not leaking, dented, or corroded). NCBC Gulfport HWPM will approve or provide approved containers.
- ASTs may also be used for accumulation of used oil in accordance with the Spill Prevention, Control, and Countermeasures (SPCC) plan.
- Containers and ASTs must remain closed except when adding or removing used oil.
- Containers must be labeled, including drip pans, with the words "Used Oil" or a Used Oil label (**Appendix E**).

7.2.2.2 Used Oil Filters

Handling procedures and management requirements for used oil filters include:

- Used oil filters that have been drained of all free-flowing liquids (minimum of 2 hours drain) should be stored in an open-top, DOT-approved container in good condition (not leaking, dented, or corroded).
- Where available, utilizes oil filter crushers to drain and crush used oil filters.
- Containers must remain closed except when adding or removing used oil filters.
- Used oil filters must be labeled as "Drained Used Oil Filters" with permanent ink or label (**Appendix E**).

7.2.2.3 Non-Hazardous Oily Rags, Used Absorbents, and POL Spill Debris

Handling procedures and management requirements for non-hazardous used absorbent and POL spill debris include:

- Non-hazardous oily rags, used absorbents, and POL spill debris must be stored in open-top, DOT-approved containers in good condition (not leaking, dented, or corroded).
- Containers of oily rages, used absorbents, and POL spill debris should contain no free liquids.
- Containers must remain closed except when adding or removing waste.
- Oily rags, used absorbents, and POL spill debris are managed as non-hazardous waste.

- Non-hazardous oily rags, used absorbents, and POL spill debris must be labeled as "Non-Hazardous POL Spill Debris" with permanent ink (**Appendix E**).

7.2.2.4 Contaminated Used Oil, Oily Rags, and Used Absorbents and POL Spill Debris Managed as Hazardous Waste

Handling procedures and management requirements for any contaminated used oil include:

- Contaminated used oil, oily rags, and used absorbents and POL spill debris must be stored in closed-top, DOT-approved containers in good condition (not leaking, dented, or corroded).
- Contaminated used oil is incompatible with used oil and POL liquids.
- Used rags, including oily and solvent-contaminated rags, must be handled as hazardous waste.
- Contaminated used oil, oily rags, and used absorbents and POL spill debris must be labeled as "Hazardous Waste" using permanent ink and include the associated hazard such as ignitable, corrosive, reactive, toxic, etc. (**Appendix E**).

7.2.2.5 Secondary Containment

Secondary containment must be provided for all used oil containers and ASTs. The containment shall meet the following requirements if exposed to rain events:

- Have the capability to be drained to the stormwater system that is kept closed at all times except when removing rainwater
- Be capable of containing 100% of the contents of the single largest container and 11 inches of freeboard for a 24-hour rainfall event
- Be kept free of debris
- Shall be inspected immediately after a rain event or the first thing on the day after a rain event if the event occurred after normal working hours
- Be free of liquids

7.2.3 Used Oil Removal

When used oil accumulation containers reach capacity or have no less than a 3-inch headspace (ullage), a used oil pick up is scheduled by contacting the NCBC Gulfport HWPM (228.323.1654) or Hazardous Waste Handler (228.323.9877).

7.2.4 De-Establish a Site

A Used Oil accumulation site is de-established by contacting the NCBC Gulfport HWPM (228.323.1654).

7.2.5 Recordkeeping

Non-Hazardous Waste Manifests (**Appendix C**) or bill of lading/shipping records are maintained for a minimum of 3 years and archived thereafter for the life of the installation.

7.2.6 Spills and Releases

In the event of a spill/release of used oil to the environment, trained personnel **only** will make every effort to stop and contain the spill without endangering their safety. All used oil spills must be reported to the regional Emergency Communications Center by dialing 911 and stating that the spill is at NCBC Gulfport. Afterwards, this spill must be reported to the NCBC Gulfport HWPM.

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8.0 Hazardous Waste Minimization

8.1 Purpose

To achieve goals established in Executive Order (EO) 13834, *Efficient Federal Operations*, NCBC Gulfport hazardous waste minimization efforts restrict the volume and toxicity of hazardous material utilized aboard the installation, ultimately reducing the quantity of hazardous waste generated and minimizing potential threats to human health and the environment.

8.2 Implementation

Departments/tenants/commands/contractors help minimize hazardous waste by reviewing the waste-generating process to identify ways to reduce waste generation at NCBC Gulfport by:

- Eliminating or reducing the quantity of hazardous material used at the source.
- Using less toxic or non-hazardous materials as substitutes for more toxic hazardous materials in processes.
- Changing the process or the equipment to reduce the amount of hazardous waste generated.
- Recycling, recovering, and/or reusing hazardous material, where applicable.
- Practicing green procurement initiatives by acquiring materials that are environmentally preferable products (EPP).
- Improving housekeeping in and around processes.

Hazardous material centers shall utilize good inventory practices to minimize waste generation, including the following: use older material first, checking expiration dates, order only what is required, and purchasing less toxic of non-hazardous material when possible.

When considering hazardous waste minimization, disposal should be the last resort. The ultimate goal is to eliminate or minimize hazardous waste disposal by reducing the use of the hazardous material in the process through implementation of the waste-generation reduction BMPs outlined above or by recycling at the end of its useful life. An extensive effort shall be made to determine if a hazardous material is usable before it is declared and subsequently disposed of as a waste. The NCBC Gulfport Pollution Prevention Plan will be used to implement appropriate hazardous material reduction procedures and evaluate work center practices in determining alternative methods for reducing or eliminating hazardous material at NCBC Gulfport whenever practicable.

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9.0 Transportation

9.1 Transportation On Site

All waste transportation from SAAs to the <90-day Storage Facility is the responsibility of the NCBC Gulfport HWPM and shall be performed by the Hazardous Waste Handler or other trained personnel using a government vehicle.

NCBC Gulfport HWPM is responsible for arranging for an DLA contractor to remove waste from the <90-day Storage Facility, as necessary. DLA is responsible for scheduling waste pick-up with their contractor as required.

Transportation of waste from a visiting contractors SAA or <90-day Storage Facility to an approved off-site TSDF is the responsibility of the visiting contractor and is outlined in **Appendix H**. For all visiting contractors shipping hazardous, non-hazardous, non-regulated or universal waste off the installation, the HWPM must sign the waste profiles prior to the waste being removed. The HWPM must sign all manifests for waste being shipped off the installation on the day of removal.

9.2 Manifesting for Transportation Off Site

All shipments of hazardous waste, non-hazardous/non-regulated waste, and universal waste that are generated at NCBC Gulfport and offered for transportation over public highways must be accompanied by a uniform hazardous waste manifest.

9.2.1 Waste Shipment Preparation

When a shipment from the <90-day Storage Facility is needed, the NCBC Gulfport HWPM shall prepare the following required documents, where applicable, to initiate a shipment:

- Identify the correct funding source for each hazardous waste container.
- Prepare and forward funding documents to DLA.
- Provide a complete and accurate DD Form 1348 (**Appendix C**) to DLA for the waste to be transported offsite.
- Provide a waste profile DLA Form 2511 (**Appendix C**) to DLA for each type of waste transported offsite.
- If the waste profile has been previously provided to DLA, reference it on the DD Form 1348 (**Appendix C**) and update annually.

Additionally, DLA requires that the waste profile DLA Form 2511 **Appendix C**) for all active Waste Streams be updated annually.

After the above-listed information has been provided to DLA, a shipment will be initiated by DLA as follows:

- DLA will generate a delivery order/task order identifying the waste to be picked up, Contract Line Item Number (CLIN), and cost for each container.
- When authorized by the contracting officer or designated representative, DLA will contact the disposal contractor and arrange for transportation of the waste.
- The hazardous waste disposal contractor may choose to be onsite the day before the shipment to review paperwork and inspect containers.

9.2.2 U.S. Department of Transportation

Prior to transporting hazardous waste or offering hazardous waste for transportation offsite, each shipment must be labeled in accordance with applicable DOT regulations (49 CFR Part 172, Subpart E) as follows:

- "HAZARDOUS WASTE—Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or EPA"
- DOT proper shipping name
- UN or NA number (49 CFR 172.101)
- Generator's name and address
- Generator's EPA ID number
- EPA Hazardous Waste Code(s)
- ASD
- Manifest tracking number

Additionally, each hazardous waste shipment must be labeled in accordance with 49 CFR Part 172, Subpart D, as follows:

- Weight
- Sequence (e.g., 1 of 3)
- DOT shipping label

Each package of hazardous waste for shipment must be labeled in accordance with 49 CFR Table 172.101 to the DOT hazard classification for that hazardous waste, as follows:

- Hazardous waste that meets the definition of more than one DOT hazard classification must be labeled in accordance with all DOT hazard classifications.
- When two or more hazardous wastes with different DOT hazard classifications are packaged within the same packaging or outer enclosure, the outside of the package or outer enclosure must be labeled with all DOT hazard classifications.

9.2.3 Land Disposal Restrictions

When applicable, LDR Notification Forms (**Appendix C**) in accordance with 40 CFR Part 268, must accompany the uniform hazardous waste manifest as part of the shipping papers.

LDR Notification Forms are signed by personnel designated by the CO (NCBC Gulfport HWPM or Hazardous Waste Handler) each time an applicable waste is shipped offsite.

9.2.4 Hazardous Waste and Special Waste Manifesting

Offsite shipments of hazardous waste, non-hazardous waste, and universal waste must incorporate the procedures described below.

9.2.4.1 Hazardous Waste Manifesting

Each offsite hazardous waste shipment will be accompanied by a Uniform Manifest (EPA Form 8700-22) (**Appendix C**) and must incorporate the following procedures:

- Only properly trained personnel in writing designated by the Installation CO (NCBC Gulfport) may sign the hazardous waste manifest and associated paperwork.
- The manifest must be complete and accurate.
- All copies of the manifest must be legible.
- "Generator's Initial Copy" of the manifest must be retained pending receipt of the "Designated Facility to Generator" copy of the manifest. This copy must indicate the Hazardous Waste Report Management Method Codes in Items 19 and 36. It must be hand-signed in Item 20 by the owner or operator of the designated TSDF that received the hazardous waste.

9.2.4.2 Used Oil Manifesting

Each offsite shipment of used oil is accompanied by a Non-Hazardous Waste Manifest (**Appendix C**) and must incorporate the following procedure:

- The HWPM or the Hazardous Waste Personnel are the only personnel authorized to sign the used oil manifest.
- The manifest must be complete and accurate.
- All copies of the manifest must be legible.
- "Generator's/Shipper's Initial Copy" of the manifest must be retained and forwarded to the NCBC Gulfport HWPM for recordkeeping and filing.

9.2.4.3 Universal Waste Manifesting

Each offsite shipment of universal waste is accompanied by a Uniform Manifest (EPA Form 8700-22) (**Appendix C**) and must incorporate the following procedure:

- Only properly trained personnel designated in writing by the Installation CO (NCBC Gulfport) may sign the hazardous waste manifest.
- The manifest must be complete and accurate.
- All copies of the manifest must be legible.
- "Generator's Initial Copy" of the manifest must be retained pending receipt of the "Designated Facility to Generator" copy of the manifest. This copy must indicate the Hazardous Waste Report Management Method Codes in Items 19 and 36. It must be hand-signed in Item 20 by the owner or operator of the designated TSDF that received the universal waste.

9.3 Transportation Vehicle Inspection

Prior to shipping hazardous waste or offering hazardous waste for transportation offsite, transporters must be verified by DLA and NCBC Gulfport HWPM as follows:

- The transporter must be verified that they have a DOT security plan.
- The truck driver must be verified that they are properly licensed as a hazardous waste transporter including hazardous material driver license endorsement.
- The transporter's DOT number is verified and current.
- The transporter's truck must be inspected before loading.
- The transporter must be inspected for proper load securement.
- The transporter vehicle(s) must be properly placarded and in accordance with DOT regulations. Placards must be offered. Placards are required for shipments of 1,000 pounds or more of hazardous waste that carry any DOT hazard class other than Other Regulated Material. Placards must be displayed on each end and side of the transport vehicle.

9.4 Recordkeeping

The "Generator's Initial Copy" of the hazardous waste manifest must be retained while awaiting receipt of the "Designated Facility to Generator" copy of the manifest. This copy must indicate the Hazardous Waste Report Management Method Codes in Items 19 and 36. It must be hand-signed in Item 20 by the owner or operator of the designated TSDF that received the waste as follows:

- If the hand-signed manifest is not received within 30 days of shipment, the NCBC Gulfport HWPM shall contact DLA Disposition Services, the designated facility, and/or the transporter to determine the status of the waste.

- If the signed manifest is not received within 45 days, the NCBC Gulfport HWPM shall file an Exception Report to with MDEQ including:
    - A cover letter explaining efforts to locate the shipment of waste and results of those efforts.
    - A legible copy of the manifest.

All hazardous waste records, including manifests, must be kept for a minimum of 3 years and archived thereafter for the life of NCBC Gulfport.

Appendix A – Approved Satellite Accumulation Areas

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NCBC Gulfport
List of Approved Satellite Accumulation Areas

Command	Building Number	Shop	Material Stored
NCTC Civil Engineering Support Equipment	Bldg. 70	Diesel Shop, Heavy Shop, Light Chassis Shop	Used Antifreeze Used Fuel Filters Used Oil Used Oil Filters Used Transmission Fluid Used Absorbent Materials Lead-Acid Batteries Parts Washer Filters
CENCESFOR	Bldg. 122	Training	Used Alkaline Batteries Used Lithium Batteries
Army Warehouse	Bldg. 215	Army Reserves	Used Fuel Filters Used Oil Used Oil Filters Used Absorbent Materials Lead-Acid Batteries Used Aerosol Cans
Supply	Bldg. 217	Containerization	Aerosol Cans Batteries
Consolidated Hazards Reuse Inventory and Management Program (CHRIMP)	Bldg. 228	CHRIMP (HAZMIN Center)	Expired Materials
NCG-2 Vehicle Maintenance	Bldg. 241	5000 Shop (Support)	Used Fuel Filters Used Oil Filters Parts Washer Fluid Used Absorbent Materials Used Antifreeze Used Aerosol Cans Diesel Fuel Contaminated Water Lead-Acid Batteries
NCTC	Bldg. 241	Vehicle Maintenance Shop	Used Aerosol Cans Used Absorbent Materials Used Fuel Filters Used Oil Used Oil Filters Used Antifreeze

Command	Building Number	Shop	Material Stored
Marine Corps	Bldg. 243	Vehicle Maintenance Shop	Used Antifreeze Used Fuel Filters Used Oil Used Oil Filters Used Aerosol Cans Used Absorbent Materials Lead-Acid Batteries
PWD	Bldg. 275	N/A	Universal Waste Non-Regulated Waste
PWD	Bldg. 276	<90-Day Storage Facility	Multiple
Homeland Security	Bldg. 298	Maintenance Shop	Used Antifreeze Used Fuel Filters Used Oil Used Oil Filters Used Aerosol Cans Used Absorbent Materials
NCTC	Bldg. 345	Transmission Lab, Small Engine Shop	Used Aerosol Cans Used Absorbent Materials Used Gasoline
Morale, Welfare, and Recreation	Bldg. 397	Auto Hobby Shop	Used Antifreeze Used Fuel Filters Used Oil Used Oil Filters Used Aerosol Cans Used Absorbent Materials
CED	Bldg. 400	A	Used Antifreeze Used Aerosol Cans Used Oil Used Oil Filters Used Absorbent Materials Lead-Acid Batteries Blast Media and Filters Blast Media Filters Parts Washer Liquid Parts Washer Filter
CED	Bldg. 400	B	Used Antifreeze Used Oil Used Oil Filters Aerosol Cans Used Absorbent Materials Blast Media Blast Media Filters Parts Washer Liquid Parts Washer Filter Lead-Acid Batteries

Command	Building Number	Shop	Material Stored
CED	Bldg. 400	C	Used Antifreeze Used Oil Used Oil Filters Used Aerosol Cans Used Absorbent Materials Blast Media Blast Media Filters Parts Washer Liquid Parts Washer Filter Lead-Acid Batteries
CED	Bldg. 400	D	Waste Paint Wet-Jet Water Filters Garnet Water Filters Aerosol Cans Blast Media and Filters
CED	Bldg. 403	All CED Shops	Used Oil Used Oil Filters Used Diesel Fuel Used Fuel Filters
NMCB-133	Bldg. 429 East	Shop Building Maintenance Facility	Used Aerosol Cans Used Absorbent Materials Used Fuel Filters Used Oil Used Oil Filters Used Antifreeze
Naval Reserves	Bldg. 429 West	Naval Reserves Maintenance Shop	Used Aerosol Cans Used Absorbent Materials Used Fuel Filters Used Oil Used Oil Filters Used Antifreeze
NCG-2	Bldg. 432	Communications	Nickel Cadmium Batteries Lithium Ion Batteries Alkaline Batteries
NCG-2	Bldg. 435	Armory 435	Used Absorbent Materials Parts Washer Water
NEX	Bldg. 448	Barber Shop	Aerosol Cans

Command	Building Number	Shop	Material Stored
NMCB-11	Bldg. 465 North	Building Maintenance Facility	Used Antifreeze Used Fuel Filters Used Oil Used Oil Filters Used Aerosol Cans Used Absorbent Materials Lead-Acid Batteries (Outside HAZMAT Locker) Used Fuel Filters JP-8 Contaminated Water
NMCB-1	Bldg. 465 South	Building Maintenance Facility	Used Antifreeze Used Fuel Filters Used Oil Used Oil Filters Used Aerosol Cans Used Absorbent Materials Lead-Acid Batteries (Outside HAZMAT Locker) Used Fuel Filters JP-8 Contaminated Water
Dental	Bldg. 472	Dental	Used Amalgam Used Filters
Medical	Bldg. 472	Pharmacy	Pharmaceuticals
NCG-2	N/A	Woolmarket Range	Used Lead Used Aerosol Cans Used Gasoline Used Diesel Fuel

Appendix B – Authorization Letter Template and Example

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Memorandum

Date

From: [insert Commanding Officer/Officer-In-Charge name, unit]

To: [insert employee's name]

Subj: APPOINTMENT OF UNIT HAZARDOUS WASTE COORDINATOR or ALTERNATE

Ref: (a) NCBC Gulfport Instruction 5090.1A, Hazardous Waste Management Plan

Per reference (a), you are hereby designated as the Command Hazardous Waste Coordinator [or alternate], effective [insert date]. This assignment will remain in effect until revoked in writing. You will be required to complete hazardous waste training within six months of your assignment to this position. Your training will be provided and funded by [insert funding organization]. Additional information regarding training will be provided to you at a later date.

The following information will provided to the Environmental Department for their records:

_____
Command Hazardous Waste Coordinator Name

_____ _____
Phone Number Email Address

_____
Command Alternate Hazardous Waste Coordinator

_____ _____
Phone Number Email Address

_____
Location (building number)

Signature Block

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL CONSTRUCTION BATTALION CENTER
4902 MARVIN SHIELDS BLVD
GULFPORT MS 39501-5001

IN REPLY REFER TO:
5090
Ser N00/372
8 Sep 17

From: Commanding Officer, Naval Construction Battalion Center, Gulfport
To: Director, Environmental Division, Public Works Department, Naval Construction Battalion Center, Gulfport

Subj: AUTHORITY TO SIGN HAZARDOUS WASTE AND ASBESTOS MANIFESTS

Ref: (a) OPNAVINST M-5090.1

1. Per reference (a), the following personnel are authorized to sign as Generator on behalf of NCBC Commanding Officer on Hazardous and Non-Hazardous Waste manifests:

NAME	RANK
Mr. Stanley Smith	GS-12
Mr. Jerry Laster	GS-09

2. Personnel will become thoroughly familiar with all of their duties and responsibilities as specified in reference (a), and other pertinent directives in the performance of their duties.

3. This designation remains in effect until transfer from presently assigned duties or this command unless sooner cancelled by proper authority.

W. L. WHITMIRE

Copy to:
Environmental Division

Appendix C – NCBC Gulfport Applicable Forms

- *DLA Form 1348*
- *DLA Form 2511*
- *Uniform Hazardous Waste Manifest and Continuation Sheet*
- *Land Disposal Restrictions One Time Notification/Certification*
- *Non-Hazardous Waste Manifest*
- *Hazardous Waste Annual/Biennial Reporting Form*

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CLEAR

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

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

DOC IDEN | RI FROM | M&S | UNIT ISS | QUANTITY | SER | SUPPLE-MENTARY ADDRESS | SIG | FUND | DIS-TRI-BU-TION | PRO-JECT | PRI | REQD DEL DATE | ADV | RI | O/P | COND | MGT

UNIT PRICE: DOLLARS | CTS

1. TOTAL PRICE: DOLLARS | CTS

2. SHIP FROM

3. SHIP TO

4. MARK FOR

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	
10. QTY. REC'D	11.UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

PREVIOUS EDITION MAY BE USED

FormFlow (DLA)

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

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

DOC IDEN | RI FROM | M&S | UNIT ISS | QUANTITY | SER | SUPPLE-MENTARY ADDRESS | SIG | FUND | DIS-TRI-BU-TION | PRO-JECT | PRI | REQD DEL DATE | ADV | RI | O/P | COND | MGT

UNIT PRICE: DOLLARS | CTS

1. TOTAL PRICE: DOLLARS | CTS

2. SHIP FROM

3. SHIP TO

4. MARK FOR

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	
10. QTY. REC'D	11.UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

PREVIOUS EDITION MAY BE USED

FormFlow (DLA)

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HAZARDOUS WASTE PROFILE SHEET

Prescribed by: DOD 4160.21-M & DRMS-I 4160.14
Sponsor: Disposition Services

NOTE: Explosives, Shock Sensitive, Pyrophic, Radioactive, and Etiological Waste are not normally accepted by the DLA Disposition Services Site.
Contact your DLA Disposition Services Site for further guidance if your waste meets any of these categories.

PART I

A. GENERAL INFORMATION

1. GENERATOR'S NAME:
WASTE PROFILE NO.:
2. FACILITY ADDRESS:
3. ZIP CODE
4. GENERATOR USEPA ID:
5. GENERATOR STATE ID:
6. TECHNICAL CONTACT:
7. TITLE:
8. PHONE:

B. WASTE INFORMATION

1. NAME OF WASTE:
2A. US EPA WASTE CODE:
2B. DEMIL CODE: ☐A ☐B ☐C ☐D ☐E ☐F ☐G ☐P ☐Q
2C. STATE/LOCAL/HOST-NATION WASTE CODES:
3. PROCESS GENERATING WASTE:
4. PROJECTED ANNUAL VOL.:
5. MODE OF COLLECTION:
6. IS THIS WASTE A DIOXIN LISTED WASTE AS DEFINED IN 40 CFR 261.31? ☐YES ☐NO
7. IS THIS WASTE RESTRICTED FROM LAND DISPOSAL? *(40 CFR 268)* ☐YES ☐NO
HAS AN EXEMPTION BEEN GRANTED? ☐YES ☐NO
DOES THE WASTE MEET APPLICABLE TREATMENT STANDARDS ALREADY? ☐YES ☐NO
(If Yes, Enter Reference Standards in Part II, Block 6)

PART II

1. MATERIAL CHARACTERIZATION *(Optional - Unless otherwise indicated)*
COLOR:
DENSITY:
BTU/LB:
TOTAL SOLIDS:
ASH CONTENT
LAYERING ☐Multilayered ☐Bilayered ☐Single Phase
PHYSICAL STATE *(Mandatory)* ☐Solid ☐Liquid ☐Semi-Solid ☐Gas ☐Other
2. RCRA CHARACTERISTICS (Check all that apply) ☐ IGNITABLE (D001) ☐ CORROSIVE (D002) ☐ REACTIVE (D003)
☐ WATER REACTIVE ☐ CYANIDE REACTIVE ☐ SULFIDE REACTIVE FLASH POINT: _____ PH: _____
☐ HIGH TOC (≥ 10%) ☐ LOW TOC (≤ 10%) TREATMENT GROUP: ☐ WASTEWATER ☐ NON-WASTEWATER
☐ TOXICITY CHARACTERISTIC (D004-D043) ☐ CORRODES STEEL
3. CHEMICAL/MATERIAL COMPOSITION *(List all components and contaminants, including PCB's and any applicable F-Listed and Underlying Hazardous Constituents)*

CAS#	COMPONENT Be as descriptive as possible. Chemical names or generic descriptions, e.g. 'sludge', paint solids, 'water', etc. are acceptable.	CONCENTRATION	RANGE

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HAZARDOUS WASTE PROFILE SHEET (Continued)

Prescribed by: DOD 4160.21-M & DRMS-I 4160.14
Sponsor: Disposition Services

3. MATERIAL COMPOSITION/UNDERLYING HAZARDOUS CONSTITUENTS

CAS#	COMPONENT Be as descriptive as possible. Chemical names or generic descriptions, e.g. 'sludge', paint solids, 'water', etc. are acceptable.	CONCENTRATION	RANGE

RANGE TOTAL MUST EQUAL AT LEAST 100%

4. SHIPPING INFORMATION:

DOT HAZARDOUS MATERIAL? ☐ YES ☐ NO (If "NO" skip to block 5)

PROPER SHIPPING NAME:

HAZARD CLASS: | U.N. OR N.A. NO.: | PACKING GROUP:

ADDITIONAL DESCRIPTION:

METHOD OF SHIPMENT ☐ BULK ☐ NON-BULK OTHER: _____

DOT REPORTABLE QTY (RQ) _____ LBS (REF: 49 CFR 72.101, Appendix A)

EMERGENCY RESPONSE GUIDE EDITION: | EMERGENCY RESPONSE NO.:

5. SPECIAL HANDLING INFORMATION

6.GENERATOR CERTIFICATION: ☐ CHEMICAL ANALYSIS (Attach Test Results) ☐ USER KNOWLEDGE (Attach Supporting Documents) (Explain how and why these documents comply with RCRA requirements.

CERTIFICATION:

I, _____ HEREBY CERTIFY THAT ALL INFORMATION SUBMITTED IN THIS AND ALL ATTACHED DOCUMENTS IS TO THE BEST OF MY KNOWLEDGE AN ACCURATE REPRESENTATION OF THE WASTE TURNED IN TO THE DLA DISPOSITION SERVICES SITE. ALL KNOWN OR SUSPECTED HAZARDS HAVE BEEN DISCLOSED.

_____ DATE: _____

Signature of Generator's Representative

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HAZARDOUS WASTE PROFILE SHEET

Prescribed by: DOD 4160.21-M & DRMS-I 4160.14
Sponsor: Disposition Services

INSTRUCTIONS:

PART I

A. GENERAL INFORMATION (Required)

WASTE PROFILE NUMBER - A unique number assigned to this waste stream for future reference. The preferred format is a Generator DoDAAC + five digit serial number assigned by either the Generator or the DLA Disposition Service Site. any variation from this format must be approved by your DLA Disposition Service Site.

1. GENERATOR NAME - Enter the name of the generating facility. (Should match official name associated with the EPA ID number).
2. FACILITY ADDRESS - Enter the address of generating facility listed in block A1.
3. ZIP CODE - Enter the generating facility's five or nine-digit Zip Code.
4. GENERATOR USEPA ID - Enter the12-character, alpha-numeric descriptor issued by the USEPA to the facility identified in block A.1. (If not applicable, enter "NONE")
5. GENERATOR STATE ID - Enter the descriptor issued by the Resident State to the facility identified in block A.1.
6. TECHNICAL CONTACT - Enter the name of the person to contact for more information about this waste.
7. TITLE - Enter the Technical Contact's official title. (e.g. "HW-Manager", Shop Chief, etc.).
8. PHONE - Enter the Technical Contact's telephone number.

B. WASTE INFORMATION (Required)

1. Enter a name that is generally descriptive of this waste (e.g., paint wastes, oil water separator, sludge, PCB-contaminated dirt, etc.)
2A. USEPA WASTECODE(S) - List all that apply. If non-RCRA, enter "NONE".
2B. DEMIL CODES - Check applicable Demil Code.
2C. STATE/LOCAL/HOST NATION WASTE CODE(S) - List all that apply. If not applicable, enter "NONE".
3. PROCESS GENERATING WASTE - List the specific process/operation or source that generates this waste (e.g., paint-booth spray, PCB spill, metal plating operation, etc.).
4. PROJECTED ANNUAL GENERATIONS - The quantity of waste projected for turn-in annually, (preferably in pounds, but other units of measure may be used, e.g., gallons, kilograms, etc.)
5. MODE OF COLLECTION - Describe the method used to collect and store this waste stream (e.g. drums, tanks, etc.)
6. DIOXIN WASTE - Storage of Dioxin wastes requires special attention. If this waste is a USEPA-listed Dioxin waste, indicate "YES" and contact your DLA Disposition Service representative for further instructions.
7. A. IS THIS WASTE RESTRICTED FROM LAND DISPOSAL? - Check "YES" or "NO"
B. HAS AN EXEMPTION BEEN GRANTED? - If "YES", explain in PART II, block 6, at "Explain how and why these documents comply with RCRA requirements".
C. DOES THIS WASTE MEET APPLICABLE TREATMENT STANDARDS ALREADY? - If "YES", explain in Part II, block 6, at "Explain how and why these documents comply with RCRA requirements".

PART II

1. MATERIAL CHARACTERIZATION *(Optional unless otherwise indicated)*

1. COLOR - Describe the color of the waste *(e.g., blue, clear, varies, etc.)*
2. DENSITY - The specific gravity of water is 1.0. Most organics are less than 1.0. Chlorinated solvents, most inorganics, and paint sludge are greater than 1.0.
3. BTU/LB - This entry may be required if you request that this waste be used as a fuel substitute.
4. ASH CONTENT - This entry may be required if you request recovery of used oil.
5. TOTAL SOLIDS - Content can be expressed as either a weight percentage, or dry-weight concentration *(mg/kg).*
6. LAYERING - Select applicable entry. Multi-layered means more than two layers *(e.g., oil/water/solvent/sludge).*
Bilayered means the waste is comprised of two layers which may or may not be the same phase *(e.g., oil/water, solvent/sludge).*
Single phase means the waste is homogeneous.
7. PHYSICAL STATE - If the choices do not apply, a description should be entered after "Other".

2. RCRA CHARACTERISTICS *(Required as applicable)*

IGNITABLE - Check this box if the waste meets the criteria list at 40 CFR 261.21.
FLASH POINT - For liquids, list the flash point, *regardless of whether the waste is ignitable (D001) or NOT.*
TOTAL ORGANIC CARBON (TOC) - Required for Ignitable Liquids
CORROSIVE - Check this box if the waste is corrosive as defined in 40 CFR 261.22.
- If applicable, include the PH reading in the space provided (40 CFR 261.22(a)(1).
- If applicable, check the "Corrodes Steel" box. (40 CFR261.22(a)(2)
REACTIVE - Indicate if the waste is reactive as defined in 40 CFR 261.23. If so, indicate the reason by checking the appropriate box. If other than one of the reasons provided, explain n detail as Part II, "Special Handling Requirements."
TOXICITY CHARACTERISTICS - If the waste exhibits the characteristic of toxicity, as defined in 40 CFR 261.24, check this box, and include the contaminant level in Part II, block 3.

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HAZARDOUS WASTE PROFILE SHEET

Prescribed by: DOD 4160.21-M & DRMS-I 4160.14
Sponsor: Disposition Services

3. CHEMICAL/MATERIAL COMPOSITION (Required as applicable)
CAS # - Chemical Abstract Number (Optional) May be used instead of the chemical name in the "Component" block.
COMPONENT - List all chemical and material contaminants.
- *Examples of chemical components and contaminants.*
"PCB's" "methanol", "oil", "endrin"," sodium chloride", "napthalene, gasoline, etc.
applicable F-listed constituents, e.g., for waste numbers F001-F005. For certain characteristic waste numbers, D001-D043, you have to examine the waste components for UHCs. Look in 40 CFR, Table 268.40. If the treatment standard given includes the words *"and meet 268.48 standards".,* then you must indicate any UHCs present in the waste (if they are present above the levels specified in part 268.48.
- Examples of material components and contaminants: water, dirt, sand, paint sludge, rags, etc.

CONCENTRATION - Use this column for constituents of concern which do not exceed 10,000 ppm (1%). Include the concentration level in ppm or mg/L.
RANGE - For components comprising greater than or equal to 1% of the total waste stream, estimate the range (in percent) in which the component is present. The total maximum values of the components must be greater than, or equal to 100%, including chemical and material components.

4. SHIPPING INFORMATION - Refer to 49 CFR to complete this part.
NOTE: Information provided in this portion of the waste profile is not meant to constitute a standard USDOT certificate given by a shipper offering a package to a transporter, but is needed to identify any other health and safety hazards, which are not readily apparent from the basic waste description.

5. SPECIAL HANDLING INFORMATION - Describe those hazards which you know or reasonably believe are or may be associated with short term or prolonged human exposure to this waste (29 CFR 1920.1200). If known, please identify any carcinogens present in this waste of 0.1% 29 CFR 1910.1200(d)(4). Failure to make an entry in this part is considered to be a representation that you neither know nor believe that there are any adverse human health effects associated with exposure to this waste.

6. GENERATOR CERTIFICATION (Required)
CHEMICAL ANALYSIS - Attach a copy, if applicable *(see Note below).*
USER KNOWLEDGE - User knowledge is approriate when it can be documented (e.g., in-out logs, published information, MSDS, process production information, etc.). There is room provided to explain "what" and "why" user knowledge is used in lieu of analysis.
CERTIFICATION - Include the PRINTED NAME of the person providing the Certification Signature.
SIGNATURE - An authorized representative of the generator must sign and date this certification on the completed Hazardous Waste Profile Sheet.
DATE - Date Signed by Certifier*.

* This Hazardous Waste Profile Sheet *(HWPS)* may be used for subsequent turn-ins of the same waste stream, for a period of one year. If a turn-in date is more than one year past the Certification Date listed, the generator must either re-certify the HWPS, or provide a new HWPS, with the current date. See instructions at DOD 4160.14-M, Chapter 10, par. D.2.a(3)(b).

If you require assistance completing this form, please contact your local DLA Disposition Service Site.

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST

1. Generator ID Number	2. Page 1 of	3. Emergency Response Phone	**4. Manifest Tracking Number**

GENERATOR

5. Generator's Name and Mailing Address

Generator's Site Address (if different than mailing address)

Generator's Phone:

6. Transporter 1 Company Name — U.S. EPA ID Number

7. Transporter 2 Company Name — U.S. EPA ID Number

8. Designated Facility Name and Site Address — U.S. EPA ID Number

Facility's Phone:

9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No.	10. Containers Type	11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes
	1.					
	2.					
	3.					
	4.					

14. Special Handling Instructions and Additional Information

15. **GENERATOR'S/OFFEROR'S CERTIFICATION:** I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent.
I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.

Generator's/Offeror's Printed/Typed Name — Signature — Month — Day — Year

INT'L

16. International Shipments ☐ Import to U.S. ☐ Export from U.S. Port of entry/exit: _____

Transporter signature (for exports only): Date leaving U.S.:

TRANSPORTER

17. Transporter Acknowledgment of Receipt of Materials

Transporter 1 Printed/Typed Name — Signature — Month — Day — Year

Transporter 2 Printed/Typed Name — Signature — Month — Day — Year

DESIGNATED FACILITY

18. Discrepancy

18a. Discrepancy Indication Space ☐ Quantity ☐ Type ☐ Residue ☐ Partial Rejection ☐ Full Rejection

Manifest Reference Number:

18b. Alternate Facility (or Generator) — U.S. EPA ID Number

Facility's Phone:

18c. Signature of Alternate Facility (or Generator) — Month — Day — Year

19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)

1.	2.	3.	4.

20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a

Printed/Typed Name — Signature — Month — Day — Year

DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST (Continuation Sheet)

21. Generator ID Number	22. Page	**23. Manifest Tracking Number**

24. Generator's Name

25. Transporter _____ Company Name — U.S. EPA ID Number

26. Transporter _____ Company Name — U.S. EPA ID Number

27a. HM	27b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	28. Containers No.	28. Containers Type	29. Total Quantity	30. Unit Wt./Vol.	31. Waste Codes

32. Special Handling Instructions and Additional Information

GENERATOR

33. Transporter _____ Acknowledgment of Receipt of Materials

Printed/Typed Name | Signature | Month | Day | Year

34. Transporter _____ Acknowledgment of Receipt of Materials

Printed/Typed Name | Signature | Month | Day | Year

TRANSPORTER

35. Discrepancy

36. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)

DESIGNATED FACILITY

DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

Land Disposal Restrictions One-Time Notification/Certification

1. Generator information:	2. Receiving facility information (if applicable):
Name _____	Name _____
Address _____	Address _____
_____	_____
EPA ID No. _____	EPA ID No. _____
	Manifest No._____

3. Waste description at point of generation:

Line item	Waste description	Hazardous waste code(s)	LDR Subcategory	WW/ NWW	Underlying hazardous constituents [§268.2(i)][1]
1					
2					
3					
4					

4. Waste disposition:

Line item	Subtitle C exclusion subsequent to point of generation (if applicable)	Current disposition of waste	§268.45, Table 1 technology used to treat debris (if applicable)	Date shipped (if applicable)
1				
2				
3				
4				

5. Was the waste hazardous at the point of generation but subsequently became excluded from the definition of hazardous waste or exempt from Subtitle C regulation (including characteristic wastes managed in wastewater treatment systems discharging under the CWA)? ☐ Yes ☐ No **(If yes, this constitutes the §268.7(a)(7) one-time notification.)[2]**

6. Was the waste characteristic at the point of generation, treated onsite to remove all characteristics, and treatment residues then shipped to a Subtitle D land disposal facility? ☐ Yes ☐ No **(If yes, complete Certification 1, 2, 3, or 4.)[2]**

7. Was the waste "debris" that was hazardous at the point of generation but subsequently became excluded from the definition of hazardous waste under §261.3(f)(1) by treating it using an extraction or destruction technology in §268.45, Table 1? ☐ Yes ☐ No **(If yes, complete Certification 5.)[3]**

8. Was the waste "debris" that was hazardous at the point of generation but subsequently became excluded from the definition of hazardous waste under §261.3(f)(2) by receiving a "no-longer-contains" determination from EPA or the authorized state? ☐ Yes ☐ No **(If yes, this constitutes the §268.7(d)(1) one-time notification.)[4]**

9. Was the waste "soil" that was hazardous at the point of generation but subsequently became excluded from the definition of hazardous waste via a "no-longer-contains" determination from EPA or the authorized state or by the generator determining that the soil no longer exhibits a characteristic? ☐ Yes ☐ No **(If yes, this notice and all supporting information and documentation must be maintained in the facility files for at least three years per §268.7(e).)**

10. Is the waste residue from treating K061, K062, and/or F006 wastes in high-temperature metals recovery (HTMR) units that 1) meets the generic exclusion levels in §261.3(c)(2)(ii)(C), 2) does not exhibit any characteristics, and 3) is shipped to a Subtitle D land disposal facility? ☐ Yes ☐ No **(If yes, complete Certification 6.)[5]**

Land Disposal Restrictions One-Time Notification/Certification (Continued)

1. ☐ Waste that has been treated to remove characteristics and that did not contain underlying hazardous constituents at the point of generation. I certify under penalty of law that I have personally examined and am familiar with the treatment technology and operation of the treatment process used to support this certification. Based on my inquiry of those individuals immediately responsible for obtaining this information, I believe that the treatment process has been operated and maintained properly so as to comply with the treatment standards specified in 40 *CFR* 268.40 without impermissible dilution of the prohibited waste. I am aware there are significant penalties for submitting a false certification, including the possibility of fine and imprisonment.	Applies to manifest line items: _____ _____ *Reference: §§268.7(b)(4) and 268.9(d)*
2. ☐ Waste that has been treated to remove characteristics and to meet universal treatment standards for underlying hazardous constituents. I certify under penalty of law that the waste has been treated in accordance with the requirements of 40 *CFR* 268.40 to remove the hazardous characteristic and that underlying hazardous constituents, as defined in §268.2(i) have been treated on-site to meet the §268.48 Universal Treatment Standards. I am aware that there are significant penalties for submitting a false certification, including the possibility of fine and imprisonment.	Applies to manifest line items: _____ _____ *Reference: §§268.7(b)(4)(v) and 268.9(d)*
3. ☐ Waste that has been treated to remove characteristics but does not meet universal treatment standards for underlying hazardous constituents. I certify under penalty of law that the waste has been treated in accordance with the requirements of 40 *CFR* 268.40 or 268.49 to remove the hazardous characteristic. This decharacterized waste contains underlying hazardous constituents that require further treatment to meet treatment standards. I am aware that there are significant penalties for submitting a false certification, including the possibility of fine and imprisonment.	Applies to manifest line items: _____ _____ *Reference: §§268.7(b)(4)(iv) and 268.9(d)*
4. ☐ Soil that has been treated to meet the alternative treatment standards. I certify under penalty of law that I have personally examined and am familiar with the treatment technology and operation of the treatment process used to support this certification and believe that it has been maintained and operated properly so as to comply with treatment standards specified in 40 *CFR* 268.49 without impermissible dilution of the prohibited wastes. I am aware there are significant penalties for submitting a false certification, including the possibility of fine and imprisonment.	Applies to manifest line items: _____ _____ *Reference: §268.7(b)(4)*
5. ☐ Debris that has been treated to meet the alternative treatment standards. I certify under penalty of law that the debris has been treated in accordance with the requirements of 40 *CFR* 268.45. I am aware there are significant penalties for making a false certification, including the possibility of fine and imprisonment.	Applies to manifest line items: _____ _____ *Reference: §268.7(d)(3)(iii)*
6. ☐ HTMR residue from treating K061, K062, and/or F006 wastes. I certify under penalty of law that the generic exclusion levels for all constituents have been met without impermissible dilution and that no characteristic of hazardous waste is exhibited. I am aware that there are significant penalties for submitting a false certification, including the possibility of fine and imprisonment.	Applies to manifest line items: _____ _____ *Reference: §261.3(c)(2)(ii)(C)*
Generator's signature	Printed/typed name & title / Date

[1]Use an attachment if necessary. If all underlying hazardous constituents will be treated and monitored, there is no requirement to list any on this notification.

[2]This one-time notification is placed in the facility's onsite files only. For compliance with the §268.9(d) one-time notification and certification, if the waste does not meet universal treatment standards for underlying hazardous constituents (i.e., Certification 3 above), the generator must somehow communicate the need for UHC treatment to the Subtitle D facility; the notification and certification must be updated if the process or operation generating the waste changes and/or if the Subtitle D receiving facility changes.

[3]This one-time notification must be sent to EPA or the authorized state and placed in the facility's files. It is not sent with the shipment to the Subtitle D receiving facility. The notification must be updated if 1) a different type of debris is treated, 2) a different §268.45, Table 1 technology is used to treat the debris, and/or 3) the Subtitle D receiving facility changes. The certification (Certification 5 above) must be placed in the facility's files for each shipment of treated debris.

[4]This one-time notification must be sent to EPA or the authorized state and placed in the facility's files. It is not sent with the shipment to the Subtitle D receiving facility. The notification must be updated if the Subtitle D receiving facility changes.

[5]This one-time notification and certification must be sent to EPA or the authorized state and placed in the facility's files. It is not sent with the shipment to the Subtitle D receiving facility. The notification and certification must be updated if the process or operation generating the waste changes and/or if the Subtitle D receiving facility changes.

Source: McCoy and Associates, Inc.

NON-HAZARDOUS WASTE MANIFEST

1. Generator ID Number	2. Page 1 of	3. Emergency Response Phone	4. Waste Tracking Number

GENERATOR

5. Generator's Name and Mailing Address

Generator's Site Address (if different than mailing address)

Generator's Phone:

6. Transporter 1 Company Name — U.S. EPA ID Number

7. Transporter 2 Company Name — U.S. EPA ID Number

8. Designated Facility Name and Site Address — U.S. EPA ID Number

Facility's Phone:

	9. Waste Shipping Name and Description	10. Containers No.	10. Containers Type	11. Total Quantity	12. Unit Wt./Vol.	
1.						
2.						
3.						
4.						

13. Special Handling Instructions and Additional Information

14. **GENERATOR'S/OFFEROR'S CERTIFICATION:** I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Generator's/Offeror's Printed/Typed Name — Signature — Month — Day — Year

INT'L

15. International Shipments ☐ Import to U.S. ☐ Export from U.S. Port of entry/exit:

Transporter Signature (for exports only): Date leaving U.S.:

TRANSPORTER

16. Transporter Acknowledgment of Receipt of Materials

Transporter 1 Printed/Typed Name — Signature — Month — Day — Year

Transporter 2 Printed/Typed Name — Signature — Month — Day — Year

DESIGNATED FACILITY

17. Discrepancy

17a. Discrepancy Indication Space ☐ Quantity ☐ Type ☐ Residue ☐ Partial Rejection ☐ Full Rejection

Manifest Reference Number:

17b. Alternate Facility (or Generator) — U.S. EPA ID Number

Facility's Phone:

17c. Signature of Alternate Facility (or Generator) — Month — Day — Year

18. Designated Facility Owner or Operator: Certification of receipt of materials covered by the manifest except as noted in Item 17a

Printed/Typed Name — Signature — Month — Day — Year

NON-HAZARDOUS WASTE MANIFEST (Continuation Sheet)	19. Generator ID Number	20. Page	21. Waste Tracking Number

22. Generator's Name

23. Transporter_____ Company Name | U.S. EPA ID Number

24. Transporter_____ Company Name | U.S. EPA ID Number

	25. Waste Shipping Name and Description	26. Containers No.	26. Containers Type	27. Total Quantity	28. Unit Wt./Vol.	

29. Special Handling Instructions and Additional Information

TRANSPORTER

30. Transporter_____ Acknowledgment of Receipt of Materials

Printed/Typed Name | Signature | Month | Day | Year

31. Transporter_____ Acknowledgment of Receipt of Materials

Printed/Typed Name | Signature | Month | Day | Year

DESIGNATED FACILITY

32. Discrepancy

OMB# 2050-0024; Expires 05/31/2020

United States Environmental Protection Agency
RCRA SUBTITLE C SITE IDENTIFICATION FORM

1. Reason for Submittal (Select only one.)

☐	Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity)
☐	Submitting as a component of the Hazardous Waste Report for _____ (Reporting Year)
	☐ Site was a TSD facility and/or generator of > 1,000 kg of hazardous waste, > 1 kg of acute hazardous waste, or > 100 kg of acute hazardous waste spill cleanup in **one or more months of the reporting year** (or State equivalent LQG regulations)
☐	Notifying that regulated activity is no longer occurring at this Site
☐	Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities
☐	Submitting a new or revised Part A Form

2. Site EPA ID Number

3. Site Name

4. Site Location Address

Street Address		
City, Town, or Village		County
State	Country	Zip Code

5. Site Mailing Address ☐ Same as Location Address

Street Address		
City, Town, or Village		
State	Country	Zip Code

6. Site Land Type

☐ Private ☐ County ☐ District ☐ Federal ☐ Tribal ☐ Municipal ☐ State ☐ Other

7. North American Industry Classification System (NAICS) Code(s) for the Site (at least 5-digit codes)

A. (Primary)	C.
B.	D.

8. Site Contact Information

☐ Same as Location Address

First Name	MI	Last Name
Title		
Street Address		
City, Town, or Village		
State	Country	Zip Code
Email		
Phone	Ext	Fax

9. Legal Owner and Operator of the Site

A. Name of Site's Legal Owner

☐ Same as Location Address

Full Name	Date Became Owner (mm/dd/yyyy)
Owner Type ☐ Private ☐ County ☐ District ☐ Federal ☐ Tribal ☐ Municipal ☐ State ☐ Other	
Street Address	
City, Town, or Village	
State / Country / Zip Code	
Email	
Phone / Ext / Fax	
Comments	

B. Name of Site's Legal Operator

☐ Same as Location Address

Full Name	Date Became Operator (mm/dd/yyyy)
Operator Type ☐ Private ☐ County ☐ District ☐ Federal ☐ Tribal ☐ Municipal ☐ State ☐ Other	
Street Address	
City, Town, or Village	
State / Country / Zip Code	
Email	
Phone / Ext / Fax	
Comments	

10. Type of Regulated Waste Activity (at your site)

Mark "Yes" or "No" for all current activities (as of the date submitting the form); complete any additional boxes as instructed.

A. Hazardous Waste Activities

☐Y ☐N	1. Generator of Hazardous Waste—If "Yes", mark only one of the following—a, b, c	
☐	a. LQG	-Generates, in any calendar month (includes quantities imported by importer site) 1,000 kg/mo (2,200 lb/mo) or more of non-acute hazardous waste; or - Generates, in any calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lb/mo) of acute hazardous waste; or - Generates, in any calendar month or accumulates at any time, more than 100 kg/mo (220 lb/mo) of acute hazardous spill cleanup material.
☐	b. SQG	100 to 1,000 kg/mo (220-2,200 lb/mo) of non-acute hazardous waste and no more than 1 kg (2.2 lb) of acute hazardous waste and no more than 100 kg (220 lb) of any acute hazardous spill cleanup material.
☐	c. VSQG	Less than or equal to 100 kg/mo (220 lb/mo) of non-acute hazardous waste.
If "Yes" above, indicate other generator activities in 2 and 3, as applicable.		
☐Y ☐N	2. Short-Term Generator (generates from a short-term or one-time event and not from on-going processes). If "Yes", provide an explanation in the Comments section.	
☐Y ☐N	3. Mixed Waste (hazardous and radioactive) Generator	
☐Y ☐N	4. Treater, Storer or Disposer of Hazardous Waste—Note: A hazardous waste Part B permit is required for these activities.	
☐Y ☐N	5. Receives Hazardous Waste from Off-site	
☐Y ☐N	6. Recycler of Hazardous Waste	
☐	a. Recycler who stores prior to recycling	
☐	b. Recycler who does not store prior to recycling	
☐Y ☐N	7. Exempt Boiler and/or Industrial Furnace—If "Yes", mark all that apply.	
☐	a. Small Quantity On-site Burner Exemption	
☐	b. Smelting, Melting, and Refining Furnace Exemption	

B. Waste Codes for Federally Regulated Hazardous Wastes. Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g. D001, D003, F007, U112). Use an additional page if more spaces are needed.

C. Waste Codes for State Regulated (non-Federal) Hazardous Wastes. Please list the waste codes of the State hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed.

11. Additional Regulated Waste Activities (NOTE: Refer to your State regulations to determine if a separate permit is required.)

A. Other Waste Activities

☐ Y ☐ N	1. Transporter of Hazardous Waste—If "Yes", mark all that apply.
☐	a. Transporter
☐	b. Transfer Facility (at your site)
☐ Y ☐ N	2. Underground Injection Control
☐ Y ☐ N	3. United States Importer of Hazardous Waste
☐ Y ☐ N	4. Recognized Trader—If "Yes", mark all that apply.
☐	a. Importer
☐	b. Exporter
☐ Y ☐ N	5. Importer/Exporter of Spent Lead-Acid Batteries (SLABs) under 40 CFR 266 Subpart G—If "Yes", mark all that apply.
☐	a. Importer
☐	b. Exporter

B. Universal Waste Activities

☐ Y ☐ N	1. Large Quantity Handler of Universal Waste (you accumulate 5,000 kg or more) - If "Yes" mark all that apply. Note: Refer to your State regulations to determine what is regulated.
☐	a. Batteries
☐	b. Pesticides
☐	c. Mercury containing equipment
☐	d. Lamps
☐	e. Other (specify) _____
☐	f. Other (specify) _____
☐	g. Other (specify) _____
☐ Y ☐ N	2. Destination Facility for Universal Waste Note: A hazardous waste permit may be required for this activity.

C. Used Oil Activities

☐ Y ☐ N	1. Used Oil Transporter—If "Yes", mark all that apply.
☐	a. Transporter
☐	b. Transfer Facility (at your site)
☐ Y ☐ N	2. Used Oil Processor and/or Re-refiner—If "Yes", mark all that apply.
☐	a. Processor
☐	b. Re-refiner
☐ Y ☐ N	3. Off-Specification Used Oil Burner
☐ Y ☐ N	4. Used Oil Fuel Marketer—If "Yes", mark all that apply.
☐	a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner
☐	b. Marketer Who First Claims the Used Oil Meets the Specifications

12. Eligible Academic Entities with Laboratories—Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR 262 Subpart K.

☐ Y ☐ N	A. Opting into or currently operating under 40 CFR 262 Subpart K for the management of hazardous wastes in laboratories—If "Yes", mark all that apply. Note: See the item-by-item instructions for definitions of types of eligible academic entities.
☐	1. College or University
☐	2. Teaching Hospital that is owned by or has a formal written affiliation with a college or university
☐	3. Non-profit Institute that is owned by or has a formal written affiliation with a college or univer-
☐ Y ☐ N	B. Withdrawing from 40 CFR 262 Subpart K for the management of hazardous wastes in laboratories.

13. Episodic Generation

☐ Y ☐ N	Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category. If "Yes", you must fill out the Addendum for Episodic Generator.

14. LQG Consolidation of VSQG Hazardous Waste

☐ Y ☐ N	Are you an LQG notifying of consolidating VSQG Hazardous Waste Under the Control of the Same Person pursuant to 40 CFR 262.17(f)? If "Yes", you must fill out the Addendum for LQG Consolidation of VSQGs hazardous waste.

15. Notification of LQG Site Closure for a Central Accumulation Area (CAA) (optional) OR Entire Facility (required)

☐ Y ☐ N	LQG Site Closure of a Central Accumulation Area (CAA) or Entire Facility.
	A. ☐ Central Accumulation Area (CAA) ☐ Entire Facility
	B. Expected closure date: _____ mm/dd/yyyy
	C. Requesting new closure date: _____ mm/dd/yyyy
	D. Date closed : _____ mm/dd/yyyy ☐ 1. In compliance with the closure performance standards 40 CFR 262.17(a)(8) ☐ 2. Not in compliance with the closure performance standards 40 CFR 262.17(a)(8)

16. Notification of Hazardous Secondary Material (HSM) Activity

☐ Y ☐ N	A. Are you notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27)? If "Yes", you must fill out the Addendum to the Site Identification Form for Managing Hazardous Secondary Material.
☐ Y ☐ N	B. Are you notifying under 40 CFR 260.43(a)(4)(iii) that the product of your recycling process has levels of hazardous constituents that are not comparable to or unable to be compared to a legitimate product or intermediate but that the recycling is still legitimate? If "Yes", you may provide explanation in Comments section. You must also document that your recycling is still legitimate and maintain that documentation on site.

17. Electronic Manifest Broker

☐ Y ☐ N	Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

18. Comments (include item number for each comment)

19. Certification I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. **Note: For the RCRA Hazardous Waste Part A permit Application, all owners and operators must sign (see 40 CFR 270.10(b) and 270.11)**.

Signature of legal owner, operator or authorized representative	Date (mm/dd/yyyy)
Printed Name (First, Middle Initial Last)	Title
Email	

Signature of legal owner, operator or authorized representative	Date (mm/dd/yyyy)
Printed Name (First, Middle Initial Last)	Title
Email	

EPA ID Number | | | | | | | | | | | | |

OMB# 2050-0024; Expires 05/31/2020

ADDENDUM TO THE SITE IDENTIFICATION FORM: NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL ACTIVITY

ONLY fill out this form if:

- You are located in a State that allows you to manage excluded hazardous secondary material (HSM) under 40 CFR 261.2(30), 261.4(a)(23), (24), or (27) (or state equivalent; See https://www.epa.gov/epawaste/hazard/dsw/statespf.htm for a list of eligible states; AND
- You are or will be managing excluded HSM in compliance with 40 CFR 260.30, 261.4(a)(23), (24), or (27) (or state equivalent) or have stopped managing excluded HSM in compliance with the exclusion(s) and do not expect to manage any amount of excluded HSM under the exclusion(s) for at least one year. Do not include any information regarding your hazardous waste activities in this section. Note: If your facility was granted a solid waste variance under 40 CFR 260.30 prior to July 13, 2015, your management of HSM under 40 CFR 260.30 is grandfathered under the previous regulations and you are not required to notify for the HSM management activity excluded under 40 CFR 260.30.

1. Reason for Notification (Include dates where requested)

☐ Facility will begin managing excluded HSM as of _____ (mm/dd/yyyy).

☐ Facility is still managing excluded HSM/re-notifying as required by March 1 of each even-numbered year.

☐ Facility has stopped managing excluded HSM as of _____ (mm/dd/yyyy) and is notifying as required.

2. Description of Excluded HSM Activity. Please list the appropriate codes (see Code List section of the instructions) and quantities, in short tons, to describe your excluded HSM activity ONLY (do not include any information regarding your hazardous wastes). Use additional pages if more space is needed.

A. Facility Code	B. Waste Code(s) for HSM	C. Estimate Short Tons of excluded HSM to be managed annually	D. Actual Short Tons of excluded HSM that was managed during the most recent odd-numbered year	E. Land-based Unit Code

ADDENDUM TO THE SITE IDENTIFICATION FORM:
LQG CONSOLIDATION OF VSQG HAZARDOUS WASTE

ONLY fill out this form if:

- You are an LQG receiving hazardous waste from VSQGs under the control of the same person. Use additional pages if more space is needed.

VSQG 1		
1. EPA ID Number (if assigned)	2. Name	
3. Street Address		
4. City, Town, or Village	5. State	6. Zip Code
7. Contact Phone Number	8. Contact Name	
9. Email		

VSQG 2		
1. EPA ID Number (if assigned)	2. Name	
3. Street Address		
4. City, Town, or Village	5. State	6. Zip Code
7. Contact Phone Number	8. Contact Name	
9. Email		

VSQG 3		
1. EPA ID Number (if assigned)	2. Name	
3. Street Address		
4. City, Town, or Village	5. State	6. Zip Code
7. Contact Phone Number	8. Contact Name	
9. Email		

EPA ID Number | | | | | | | | | | | | |

OMB# 2050-0024; Expires 05/31/2020

United States Environmental Protection Agency

HAZARDOUS WASTE REPORT _____ (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description						
B. EPA Hazardous Waste Code(s)						
C. State Hazardous Waste Code(s)						

D. Source Code		Management Method Code (Source Code G25 only)	
E. Form Code		F. Waste Minimization Code	
G. Quantity	UOM	Density	☐ lbs/gal ☐ sg

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☐ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.

Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☐ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.

Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

EPA ID Number | | | | | | | | | | | | |

OMB# 2050-0024; Expires 05/31/2020

United States Environmental Protection Agency

HAZARDOUS WASTE REPORT _____ (reporting year)

WASTE RECEIVED FROM OFF-SITE (WR) FORM

1. Waste 1

A. Waste Description						
B. EPA Hazardous Waste Code(s)						
C. State Hazardous Waste Code(s)						
D. EPA ID Number		E. Form Code		F. Management Code		
G. Quantity	UOM	Density		☐ lbs/gal ☐ sg		

2. Waste 2

A. Waste Description:						
B. EPA Hazardous Waste Code(s)						
C. State Hazardous Waste Code(s)						
D. EPA ID Number		E. Form Code		F. Management Code		
G. Quantity	UOM	Density		☐ lbs/gal ☐ sg		

3. Waste 3

A. Waste Description:						
B. EPA Hazardous Waste Code(s)						
C. State Hazardous Waste Code(s)						
D. EPA ID Number		E. Form Code		F. Management Code		
G. Quantity	UOM	Density		☐ lbs/gal ☐ sg		

4. Comments

EPA ID Number | | | | | | | | | | | | |

OMB# 2050-0024; Expires 05/31/2020

United States Environmental Protection Agency
HAZARDOUS WASTE REPORT
OFF-SITE IDENTIFICATION (OI) FORM

1. Site 1

A. EPA ID Number of Off-site Installation or Transporter			
B. Name of Off-site Installation or Transporter			
C. Handler Type (mark all that apply)	☐ Generator	☐ Transporter	☐ Receiving Facility
D. Address of Off-site Installation			
Street Address			
City, Town, or Village			
State	Zip Code	Country	

2. Site 2

A. EPA ID Number of Off-site Installation or Transporter			
B. Name of Off-site Installation or Transporter			
C. Handler Type (mark all that apply)	☐ Generator	☐ Transporter	☐ Receiving Facility
D. Address of Off-site Installation			
Street Address			
City, Town, or Village			
State	Zip Code	Country	

3. Site 3

A. EPA ID Number of Off-site Installation or Transporter			
B. Name of Off-site Installation or Transporter			
C. Handler Type (mark all that apply)	☐ Generator	☐ Transporter	☐ Receiving Facility
D. Address of Off-site Installation			
Street Address			
City, Town, or Village			
State	Zip Code	Country	

4. **Comments**

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Appendix D – Satellite Accumulation Area Signage Example

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Hazardous Waste Satellite Accumulation Sign Example

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Appendix E – Container Marking Examples

- *Example of Hazardous Waste Marking*
- *Example of Universal Waste Marking*
- *Example of Used Oil Marking*
- *Example of Non-Hazardous Waste and Non-RCRA Regulated Waste Marking*

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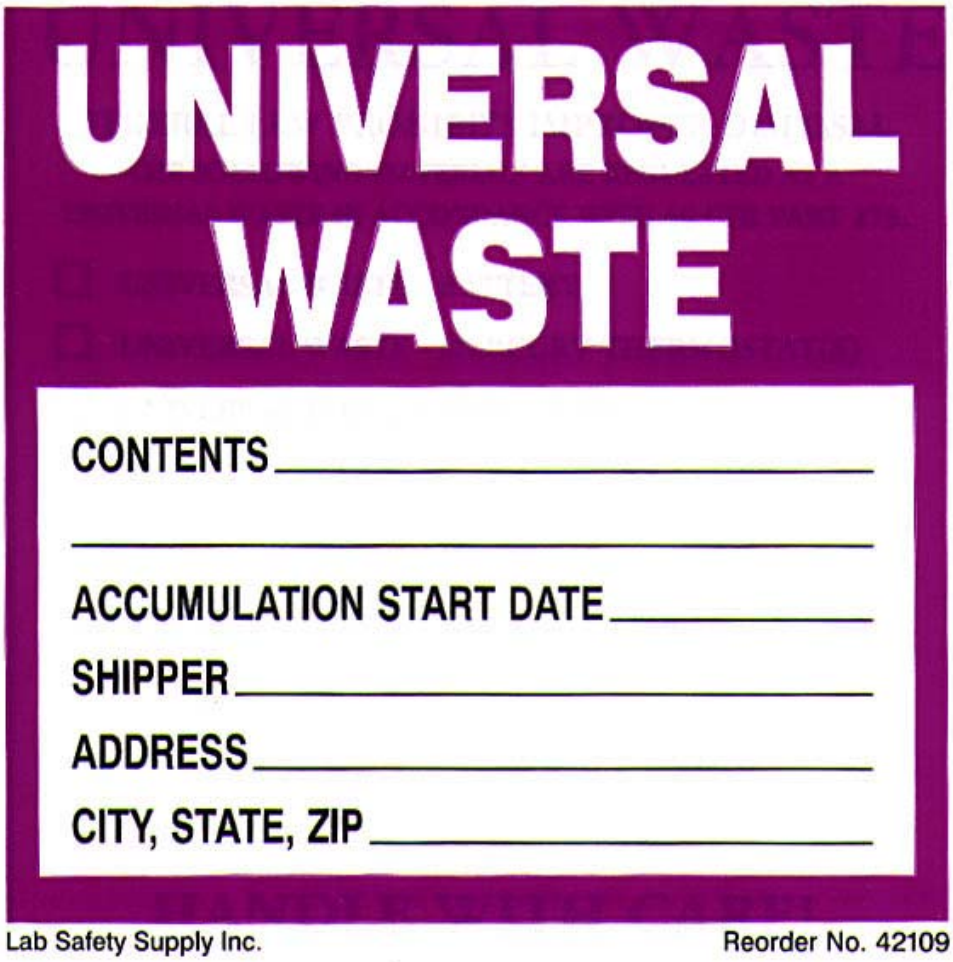
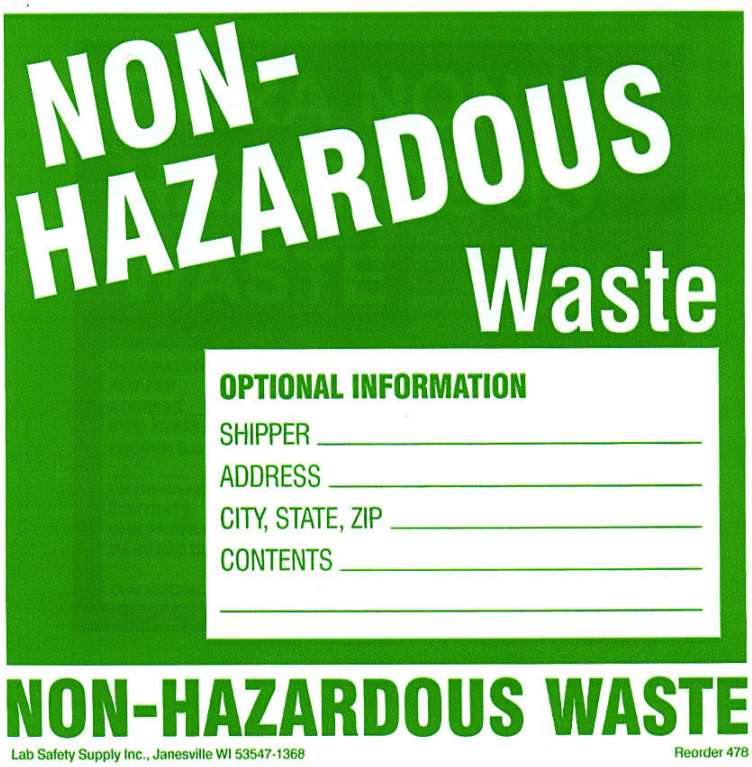
Hazardous Waste Label



Universal Waste Label

Used Oil Label

Drained Used Oil Filters Label



Non-Hazardous Waste Label

Non-RCRA Regulated Waste Label

Appendix F – Satellite Accumulation Area Inspection Form

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Satellite Accumulation Area (SAA) Weekly Inspection Form			
Date:	**Time:**		
Command:	**Bldg. Location:**		
POC:	**Telephone #:**		
Inspector's Name:	**Signature:**		
INSPECTION ITEMS	**YES**	**NO**	**COMMENTS**
1. Are containers in good condition with no or minimal dents or corrosion?			
2. Are containers labeled Hazardous Waste or with other words identifying contents?			
3. When quantity of waste reaches 55 gallons, is waste transferred to the Less-than-90-day Storage Facility within 72 hours?			
4. Are containers properly closed?			
5. Is the Satellite Accumulation Area located at or near the point of generation?			
6. Is the hazardous accumulation limited to less than 55 gallons (or 1 quart Acute) of total accumulated hazardous waste?			
7. Is the 2-inch expansion rule in liquid containers complied with?			
8. Are accumulation/fill dates marked once 55-gallon limit is reached?			
9. Is waste compatible with the container?			
10. Are incompatible wastes kept separate?			
11. Is proper isle space maintained?			
12. Is the SAA clean (no signs of spillage) and are containers non-leaking?			
13. Are liquid waste containers placed in a berm area, or an area which will contain all leaks?			
14. Is a fire extinguisher available within 50 ft.?			
15. Is housekeeping neat and clean in all areas?			
16. Is there a spill kit in the accumulation area?			
17. Are containers inspected weekly?			
18. Does the assigned Hazardous Waste Coordinator and Alternate have proper training?			
19. Are training records maintained for three years?			
Comments:			

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Hazardous Waste Program Manager Satellite Accumulation Area (SAA) Annual Inspection Form			
Date:	**Time:**		
Command:	**Bldg. Location:**		
POC:	**Telephone #:**		
Inspector's Name:	**Signature:**		
Questions For Program Manager:	**YES**	**NO**	**COMMENTS**
1. How many Satellite Accumulation Areas does this Work Center have?			
2. Are there any containers in the storage area that are beyond the 3-day storage limit from their accumulation date?			
3. Are the Hazardous Waste Coordinator's conducting weekly inspections?			
4. Are containers storing liquid waste in secondary containment?			
5. Are Hazardous Waste Minimization efforts being made in this Accumulation Area and Work Center?			
6. Are there any new waste streams in the Work Center?			
7. Are all container marked with the appropriate words or label?			
8. If present, are Universal Waste containers marked with the proper label and Accumulation Start Date? (i.e. Batteries and Lamp bulbs)			
Additional Comments			

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Appendix G – <90-Day Storage Facility Inspection Form

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Hazardous Waste Less-Than-90-Day Storage Facility Inspection Form			
Date:	**Time:**		
Bldg. Location:	**POC:**		
Inspector's Name:	**Signature:**		
INSPECTION ITEMS	**YES**	**NO**	**COMMENTS**
1. Has all accumulation of hazardous waste been limited to a time less than 90 days?			
2. Is the accumulation start date clearly marked and visible for inspection on each container?			
3. Is each container or tote/tank clearly marked with the words "Hazardous Waste?"			
4. Are hazardous wastes compatible with the containers in which they are stored?			
5. Are all containers in the accumulation area maintained in good condition?			
6. Are all containers free of leaks, bulging, and corrosion?			
7. Are all containers kept closed in accordance with DOT regulations and mfg. specifications?			
8. Is aisle space maintained at a minimum of 24 inches?			
9. Is the containment system free of cracks or gaps?			
10. Is the sump or collection area free of spilled or leaked waste?			
11. Are incompatible wastes separated by means of a dike, berm, wall or other device?			
12. Are the containers protected from sources of ignition or reaction?			
13. Are smoking and open flame confined to specifically designated locations?			
14. Are "No Smoking" signs placed wherever there is a hazard from ignitable or reactive waste?			
15. Does the area have a "Hazardous Waste" sign posted?			
16. Is the area secured with a lock or other positive means to prevent access by unauthorized personnel?			
17. Is lighting in the area sufficient to identify leaks and spills?			
18. Are appropriate spill clean-up materials readily available?			
19. Is a copy of the RCRA Contingency Plan available?			
20. Do wastes requiring sampling have "Pending Analysis" labels filled out correctly?			
21. Are used oil storage tanks maintained in working order and inspected weekly along with the <90-Day Storage Facility?			
22. What is the latest HW container Accumulation Start Date?			
23. Conduct weekly test of the eyewash and shower?			
ADDITIONAL COMMENTS:			

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Appendix H – Visiting Contractor Hazardous Waste Management SOP

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Visiting Contractor Hazardous Waste Management Standard Operating Procedure

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the proper management of waste generated by visiting contractors operating aboard Naval Construction Battalion Center (NCBC), Gulfport. Visiting contractors include those brought onto NCBC Gulfport through the Naval Facilities Engineering Command Southeast (NAVFAC SE) Public Works Department (PWD) Facilities Engineering, Acquisition, and Design (FEAD) Division to conduct construction, repair, or maintenance work on facilities, as well as any visiting contractor conducting similar work for other tenant commands

Contractors' HW management is supported by NCBC Gulfport.

2.0 Exceptions

- Activities that do not involve use of a contractor at NCBC Gulfport
- Permanent contractors – those who are Department of Defense (DoD) contractors doing work that is considered "mission-related" for one of the tenant commands

3.0 Responsibilities

Table H-1: Roles and Responsibilities Specific to this SOP

Role	Responsibility
NCBC Gulfport Commanding Officer (CO)	• Grants access to contractors working aboard the installation; therefore, any contractor who improperly manages hazardous waste or fails to comply with this instruction may be denied access to the installation
NCBC Gulfport	• NCBC Gulfport shall have immediate access to inspect contractor's work areas and will report discrepancies to the Contracting Authority (CA) • NCBC Gulfport will ensure that contractors comply with federal, state, and local regulations as well as with Navy and NCBC Gulfport instructions
Contracting Authorities (e.g., NAVFAC SE PWD FEAD)	• If a contractor expects to generate waste, notify NCBC Gulfport Hazardous Waste Program Manager (HWPM) before hazardous waste is generated • Specify proper management of hazardous waste and non-RCRA regulated wastes including handling, storage, transportation, and disposal • Provide the contractor's Environmental Protection Plan, when required, to the NCBC Gulfport Environmental Division for review and concurrence • Provide the NCBC Gulfport Hazardous Waste Management Plan (HWMP), including this SOP (Appendix H) to all contractors • Require approval from NCBC Gulfport for contractor's hazardous waste storage location(s). • Immediately notify NCBC Gulfport HWPM any of the following events occur: o A contractor unexpectedly generates waste o A regulatory violation is identified

Role	Responsibility
	○ A spill or release to the environment occurs • Provide NCBC Gulfport access to hazardous waste records • Ensure contractor only uses vendors approved by Defense Logistics Agency (DLA) for the disposal of hazardous waste, universal waste, and used oil • Provide NCBC Gulfport all necessary information to characterize waste
NCBC Gulfport Environmental Division	• When applicable, ensure that an Environmental Protection Plan that meets the following requirements is provided: ○ Identify the type and estimate the amount of waste to be generated during performance of the contract ○ Identify and ensure required documents are accurate and timely ○ Require that a State of Mississippi-certified laboratory completes chemical analysis ○ Require U.S. Environmental Protection Agency (EPA) waste codes be properly identified ○ Require proper disposal of regulated waste such as petroleum products and wastewater ○ Require best management practices to minimize the amount of hazardous waste and other waste generated • Ensure that hazardous waste disposal costs are included in the contract cost. Notify the Installation Environmental Program Director (IEPD) if a contract will require NCBC Gulfport to be responsible for paying the cost of disposal of any waste generated by a contactor
NCBC Gulfport Hazardous Waste Program Manager (HWPM)	• Review scopes of work, contract specifications, requests for proposals, etc. to ensure the project includes hazardous waste management requirements in accordance with the NCBC Gulfport HWMP • Review the contractor's Environmental Protection Plan for compliance with the NCBC Gulfport HWMP • Recommend the use of a satellite accumulation area (SAA) or less than 90-day (<90-day) Storage Facility based on the size of the project and estimate amount of hazardous waste that will be generated • Assist the contractor in establishing an SAA or <90-day Storage Facility that will support the project • Maintain records of required documentation including logs, inspections, and reports for a minimum of three years • Ensure that action is taken to resolve a deficiency and notify the appropriate department when potential safety violations are identified

Role	Responsibility
All Contractors	• Take no action or inaction that exposes the government to liability for noncompliance, other findings, or related damages, penalties, or fines. In the event a regulatory agency assesses either a monetary or non-monetary fine or penalty for contractor's noncompliance, the contractor shall reimburse the government for all associated costs • Manage hazardous waste, universal waste, non-RCRA regulated waste, and used oil in accordance with applicable federal, state, and local regulations; Navy and NCBC Gulfport policies and instructions including this plan; and contractual requirements • Before generating waste, obtain approval from NCBC Gulfport via CA for hazardous waste storage, including location and type (SAA or <90-day Storage Facility) • Provide immediate access to NCBC Gulfport Environmental personnel to inspect locked units • Designate in writing a Hazardous Waste Coordinator (HWC) and alternate for all working shifts where it is anticipated that waste will be generated. The HWCs will be the persons with the overall responsibility for maintaining compliance with hazardous waste regulations within the project area, including any SAA or <90-day Storage Facility. • Inspect waste storage areas and maintain inspection forms. Immediately correct deficiencies identified during inspections • Remove all hazardous material and waste upon completion of contract. NCBC Gulfport will dispose of any hazardous material or waste abandoned by a contractor. Abandoned waste will be managed as an unknown waste, and the contractor must bear the cost of any analytical, disposal, and/or other costs (NCBC Gulfport will notify CA of improper management or disposal of waste.) • Reimburse NCBC Gulfport for services rendered.

Acronyms:
<90-day – Less than 90-day
CA – Contracting Authority
CO – Commanding Officer
DLA – Defense Logistics Agency
EPA – U.S. Environmental Protection Agency
FEAD – Facilities Engineering and Acquisition Division
HWC – Hazardous Waste Coordinator
HWMP – Hazardous Waste Management Plan
HWPM – Hazardous Waste Program Manager
IEPD – Installation Environmental Program Director
NAVFAC SE – Naval Facilities Engineering Command Southeast
NCBC – Naval Construction Battalion Center
PWD – Public Works Department
RCRA – Resource Conservation and Recovery Act
SAA – Satellite Accumulation Area

4.0 Hazardous Waste Management

Hazardous waste must be managed in accordance with federal, state, and local regulations in addition to Navy and NCBC Gulfport policies and instructions. Contact NCBC Gulfport Environmental Division via the CA regarding proper handling, storage, and/or disposal procedures.

- It is strictly prohibited to dispose of any waste into any wastewater treatment system, oily waste treatment system, storm drain, surface waters, or upon land without written authorization from NCBC Gulfport Environmental Division.
- Hazardous waste segregation is mandatory. Proper segregation prevents incompatible chemicals from mixing and allows proper treatment and/or disposal options.
- Containers must be compatible with the materials stored in them to prevent a reaction between the material and container.

- Store hazardous waste only in Department of Transportation (DOT)-approved containers that are in good condition (not leaking, dented, or corroded) and that are closed in accordance with the manufacturer's specifications. Typical containers are steel or plastic and are available in 1-, 5-, 16-, 20-, 30-, or 55-gallon capacities.
- Ensure containers are properly labeled before adding any type of hazardous waste.
- Items contaminated with hazardous waste (such as rags, rollers, brushes, and petroleum-based products contaminated with solvents) are considered hazardous waste and must be managed accordingly.
- Used petroleum-based products such as hydraulic fluids, lubricating oils, diesel fuel marine, JP-5, JP-8, and other fuels with a flashpoint above 140°F that do not contain chlorinated solvents are managed as used oil.
- Contractors must manage SAAs in compliance with SAA requirements.
- Always utilize good housekeeping practices.

4.1 Satellite Accumulation Areas

Manage SAAs according to the following requirements:

- Locate SAAs, approved by NCBC Gulfport HWPM, at or near the point of generation and under control of the operator generating the waste.
- Accumulate no more than 55 gallons (cumulative total of all types of hazardous waste) or 1 quart of acute hazardous waste in the SAA. The 55-gallon limit does NOT include non-RCRA regulated waste, universal waste, or used oil. Once the 55-gallon limit is reached, date the container and transfer it to the approved <90-day storage area within **3 calendar days** or to an approved off-site treatment, storage, and disposal facility (TSDF).
- Complete and maintain weekly inspections for the duration of the contract.

4.2 <90-day Storage Facility

The following requirements apply to the use of the <90-day Storage Facility:

- NCBC Gulfport must approve the contractor to operate a <90-day Storage Facility before waste may be stored there.
- Control access at all times, through use of locked fence or secured building.
- Secondary containment is required for all containers (concrete curb, spill pallets).
- Store incompatible wastes separately; use berms/spill pallets to prevent incompatible materials from contacting each other in the event of a spill or leak.
- Maintain on-site a **fire extinguisher**, **eyewash station**, and **internal communication** device (telephone or two-way radio) or system capable of summoning emergency assistance.
- Post weather-resistant signs stating "**NO SMOKING WITHIN 50 FEET**" on all **exterior** sides of the fence. Each sign must be clearly visible from 50 feet.
- Post weather-resistant **"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT"** and **"HAZARDOUS WASTE STORAGE AREA"** signs on each **entrance**. Each sign must be clearly visible from 25 feet.

- Maintain a readily accessible and clearly marked “HAZARDOUS WASTE/HAZARDOUS MATERIAL SPILL KIT” that includes:
- Material and equipment needed to contain accumulated waste.
- Absorbent (kitty litter or cloth absorbents), non-sparking shovel and dustpan to remove spill residue, gloves, face shields, rubber boots, etc., if flammable liquids are accumulated.
- Sufficient containers and labels for potential spills.
- Maintain sufficient aisle space (30–36 inches) around containers for unobstructed movement of personnel for fire protection, spill control, and access to decontamination equipment.
- Labels must be clearly visible for inspection.
- Hazardous waste **must not** be stored more than 90 days.
- Conduct weekly inspections; document and maintain inspection forms for review.

4.3 Container Management

All containers must be managed in accordance with the following requirements:

- Containers must be in good condition (minor surface rust or dents are allowed), sealed, non-leaking, and compatible with the material stored in them.
- Containers must remain closed except when adding waste.
- Position drum rings with the bolt down and tightened. CAUTION: USE NON-SPARKING TOOLS ON CONTAINERS OF FLAMMABLE MATERIALS.
- Immediately transfer material from containers that cannot be sealed.
- Containers must have **no** evidence of spills and no dry or wet paint on the exterior sides.

4.4 Proper Labeling

Label all containers in accordance with the following requirements:

- Complete all labels using indelible ink.
- Ensure each container has a hazardous waste label that includes the following:
- EPA ID#
- Generator name and address
- Proper DOT shipping name
- EPA Waste Codes
- Accumulation start date, when required
- Label non-RCRA containers with a completed non-hazardous waste label (antifreeze and grease are examples of non-hazardous waste).
- Label Used Oil containers as “USED OIL.”
- Label universal waste using Universal Waste Label and annotate the date the first waste was added to the container.

5.0 Spills and Releases

In the event of a release and without endangering their own safety, trained personnel **only** shall attempt to stop and contain the spill.

Immediately report all spills to the NCBC Gulfport Fire Department by dialing **911**. Notify the NCBC Gulfport HWPM of all spills.

Any questions regarding procedures in the NCBC Gulfport HWMP should be directed to the NCBC Gulfport HWPM at 228.323.1654.

6.0 Enclosures

H-1: SAA Inspection Form

H-2: <90-Day Storage Facility Inspection Form

H-3: SAA Signage Example

H-4: Examples of Container Markings

Enclosure H-1: Satellite Accumulation Area Inspection Form

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Satellite Accumulation Area (SAA) Weekly Inspection Form			
Date:	**Time:**		
Command:	**Bldg. Location:**		
POC:	**Telephone #:**		
Inspector's Name:	**Signature:**		
INSPECTION ITEMS	**YES**	**NO**	**COMMENTS**
1. Are containers in good condition with no or minimal dents or corrosion?			
2. Are containers labeled Hazardous Waste or with other words identifying contents?			
3. When quantity of waste reaches 55 gallons, is waste transferred to the Less-than-90-day Storage Facility within 72 hours?			
4. Are containers properly closed?			
5. Is the Satellite Accumulation Area located at or near the point of generation?			
6. Is the hazardous accumulation limited to less than 55 gallons (or 1 quart Acute) of total accumulated hazardous waste?			
7. Is the 2-inch expansion rule in liquid containers complied with?			
8. Are accumulation/fill dates marked once 55-gallon limit is reached?			
9. Is waste compatible with the container?			
10. Are incompatible wastes kept separate?			
11. Is proper isle space maintained?			
12. Is the SAA clean (no signs of spillage) and are containers non-leaking?			
13. Are liquid waste containers placed in a berm area, or an area which will contain all leaks?			
14. Is a fire extinguisher available within 50 ft.?			
15. Is housekeeping neat and clean in all areas?			
16. Is there a spill kit in the accumulation area?			
17. Are containers inspected weekly?			
18. Does the assigned Hazardous Waste Coordinator and Alternate have proper training?			
19. Are training records maintained for three years?			
Comments:			

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Hazardous Waste Program Manager Satellite Accumulation Area (SAA) Annual Inspection Form			
Date:	**Time:**		
Command:	**Bldg. Location:**		
POC:	**Telephone #:**		
Inspector's Name:	**Signature:**		
Questions For Program Manager:	**YES**	**NO**	**COMMENTS**
1. How many Satellite Accumulation Areas does this Work Center have?			
2. Are there any containers in the storage area that are beyond the 3-day storage limit from their accumulation date?			
3. Are the Hazardous Waste Coordinator's conducting weekly inspections?			
4. Are containers storing liquid waste in secondary containment?			
5. Are Hazardous Waste Minimization efforts being made in this Accumulation Area and Work Center?			
6. Are there any new waste streams in the Work Center?			
7. Are all container marked with the appropriate words or label?			
8. If present, are Universal Waste containers marked with the proper label and Accumulation Start Date? (i.e. Batteries and Lamp bulbs)			
Additional Comments			

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Enclosure H-2: <90-Day Storage Facility Inspection Form

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Hazardous Waste Less-Than-90-Day Storage Facility Inspection Form			
Date:	**Time:**		
Bldg. Location:	**POC:**		
Inspector's Name:	**Signature:**		
INSPECTION ITEMS	**YES**	**NO**	**COMMENTS**
1. Has all accumulation of hazardous waste been limited to a time less than 90 days?			
2. Is the accumulation start date clearly marked and visible for inspection on each container?			
3. Is each container or tote/tank clearly marked with the words "Hazardous Waste?"			
4. Are hazardous wastes compatible with the containers in which they are stored?			
5. Are all containers in the accumulation area maintained in good condition?			
6. Are all containers free of leaks, bulging, and corrosion?			
7. Are all containers kept closed in accordance with DOT regulations and mfg. specifications?			
8. Is aisle space maintained at a minimum of 24 inches?			
9. Is the containment system free of cracks or gaps?			
10. Is the sump or collection area free of spilled or leaked waste?			
11. Are incompatible wastes separated by means of a dike, berm, wall or other device?			
12. Are the containers protected from sources of ignition or reaction?			
13. Are smoking and open flame confined to specifically designated locations?			
14. Are "No Smoking" signs placed wherever there is a hazard from ignitable or reactive waste?			
15. Does the area have a "Hazardous Waste" sign posted?			
16. Is the area secured with a lock or other positive means to prevent access by unauthorized personnel?			
17. Is lighting in the area sufficient to identify leaks and spills?			
18. Are appropriate spill clean-up materials readily available?			
19. Is a copy of the RCRA Contingency Plan available?			
20. Do wastes requiring sampling have "Pending Analysis" labels filled out correctly?			
21. Are used oil storage tanks maintained in working order and inspected weekly along with the <90-Day Storage Facility?			
22. What is the latest HW container Accumulation Start Date?			
23. Conduct weekly test of the eyewash and shower?			
ADDITIONAL COMMENTS:			

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Enclosure H-3: Satellite Accumulation Area Signage Example

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Hazardous Waste Satellite Accumulation Sign Example

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Enclosure H-4: Examples of Container Markings

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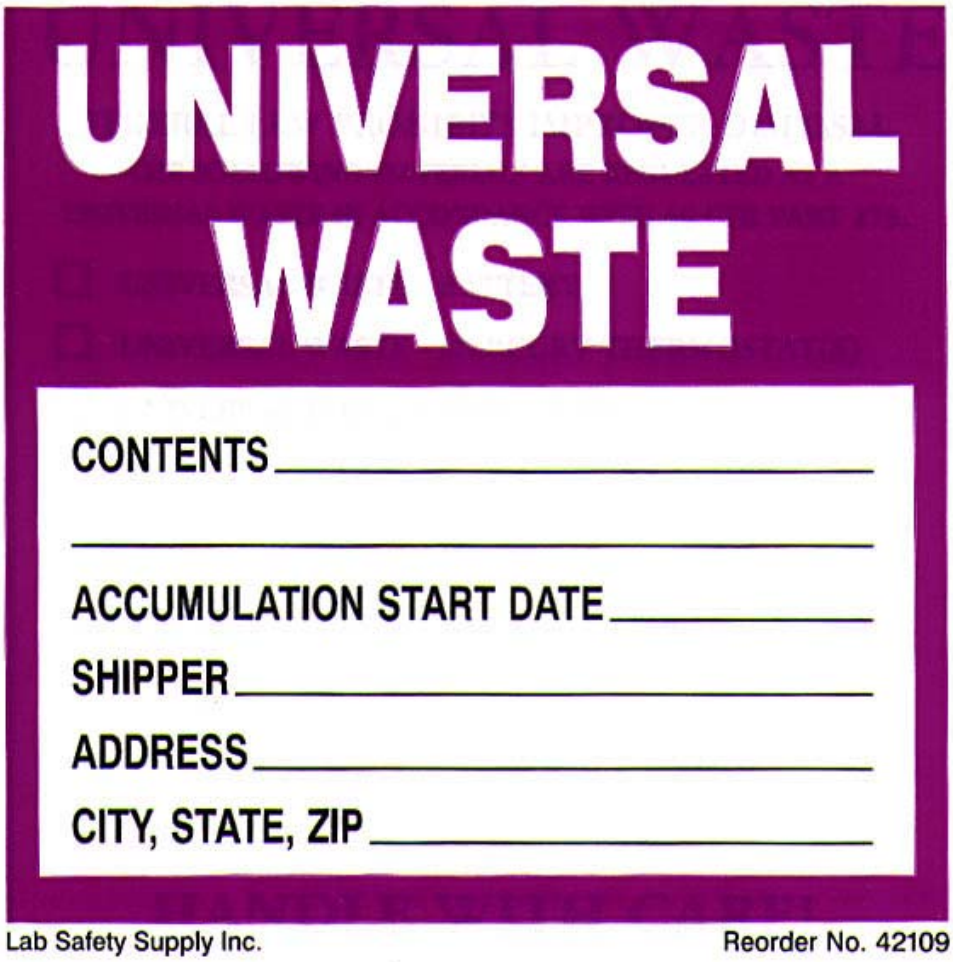
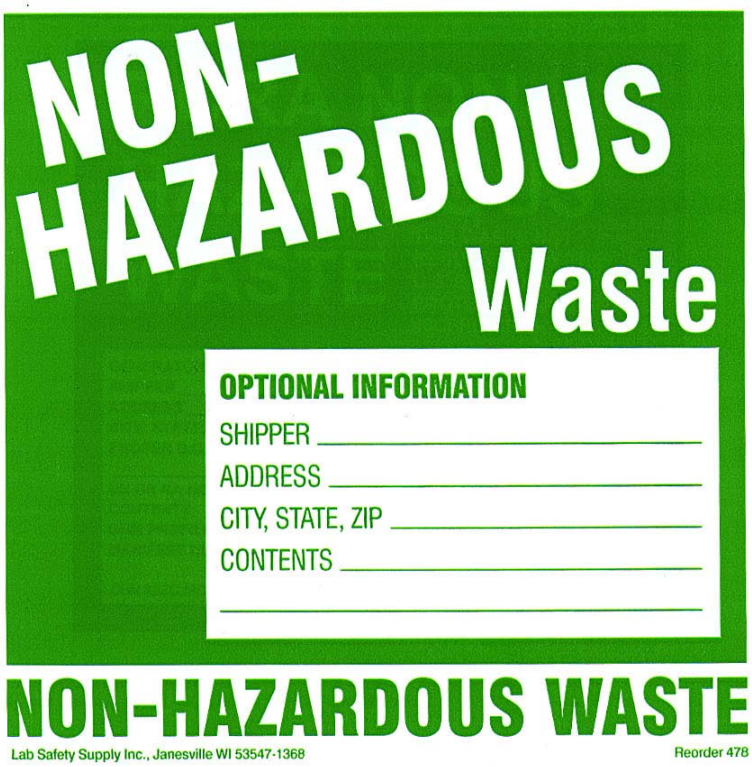
Hazardous Waste Label



Universal Waste Label

Used Oil Label

Drained Used Oil Filters Label



Non-Hazardous Waste Label

Non-RCRA Regulated Waste Label

Appendix I – Hazardous Waste Coordinator SOP

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Hazardous Waste Coordinator Standard Operating Procedure

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for Hazardous Waste Coordinators (HWC) and Alternates for the proper management of waste in Satellite Accumulation Areas (SAAs) operated at Naval Construction Battalion Center (NCBC) Gulfport.

2.0 Roles and Responsibilities

Table I-1: Roles and Responsibilities Specific to this SOP

Role	Responsibility
NCBC Gulfport Hazardous Waste Program Manager (HWPM)	• Provides management and technical expertise to facilitate implementation of the NCBC Gulfport Hazardous Waste Management Plan (HWMP) and SOPs • Acts as primary liaison between NCBC Gulfport Public Works Department (PWD) Environmental Division and generators at NCBC Gulfport • Ensures the Gulfport HWMP and the SOPs delineating hazardous waste management are kept current • Performs and documents waste stream determinations • Purchases and supplies hazardous waste labels, markings, placards and forms • Responds to spills in support of the Fire Department and acts as the Emergency Coordinator if needed • Maintains a list of SAAs, identifying each work center that generates waste (Appendix A). • Inspects SAAs annually to ensure compliance. • Reviews and approves SAA requests for work centers generating waste • Documents inspections of SAAs in accordance with regulatory requirements; ensures inspection records are available for review by the regulatory community • Ensures SAAs comply with regulations and the NCBC Gulfport HWMP and this SOP • Notifies the IEPD whenever a situation has or may occur that could jeopardize the compliance posture of the command
NCBC Gulfport Commanding Officers, Officers-In-Charge, and Department Heads or Senior Civilian of Tenant Commands	• Retain liability for misidentified and/or mismanaged waste generated and managed by their command • Ensure personnel are trained in, aware of, and comply with the provisions of this HWMP • Designate in writing a Hazardous Waste Coordinator (HWC) and alternate including names, phone numbers, and email addresses • Ensure that HWC and alternate are trained and have the working knowledge to properly manage hazardous waste, universal waste, non-RCRA regulated waste, and used oil • Ensure personnel and their supervisors who generate or oversee the generation, segregation, collection, containerization of hazardous waste, universal waste, or used oil complete at least initial training within 6 months of assignment, and annual refresher training thereafter
Hazardous Waste Coordinators and Alternates	• Ensure waste is properly managed in accordance with the NCBC Gulfport HWMP and this SOP • Ensure only approved containers are used to store waste

Role	Responsibility
	• Ensure SAAs are approved by NCBC Gulfport HWPM, Fire Department, and Safety before waste is generated (approved SAAs are listed in Appendix A) • Ensure applicable SAAs are managed in accordance with Table I-3 • Identify new materials and/or processes in their area and notify the NCBC Gulfport HWPM for proper waste stream determination • Inform NCBC Gulfport HWPM of any changes in materials, work processes, or procedures that may affect hazardous waste generation before generating waste • Schedule and be present during waste pickup and transfer to the <90-day Storage Facility • Ensure containers are stored so that labels are visible when approaching and that there is direct access to each container • Ensure that container labels are completed accurately and are legible • Ensure segregation of incompatible wastes • Conduct weekly SAA inspections and correct deficiencies • Maintain weekly SAA inspection reports and personnel training records for a minimum of three years • Liaison with NCBC Gulfport HWPM regarding waste issues at the designated work center • The Work Center Supervisor will assume waste management duties during the absence of assigned HWCs • Provide a copy of the letter of designation as Hazardous Waste Coordinator or Alternate to HWPM (Appendix B) • Follow the requirements set forth in this SOP
Work Center Personnel (Hazardous Waste Generators)	• Operate and maintain SAA in compliance with applicable laws, rules, regulations, and instructions • Ensure proper PPE is available, is in good working condition, and is properly used by personnel as necessary • Ensure waste is properly managed in accordance with this plan • Ensure containers are stored so that the labels are visible when approaching and there is direct access to each container • Ensure segregation of incompatible wastes • Maintain 3-inch headspace in hazardous waste containers • Conducts housekeeping in and around SAA

Acronyms:
HWC – Hazardous Waste Coordinator
HWMP – Hazardous Waste Management Plan
HWPM – Hazardous Waste Program Manager
IEPD – Installation Environmental Program Director
NCBC – Naval Construction Battalion Center
PPE – Personal Protective Equipment
PWD – Public Works Department
RCRA – Resource Conservation and Recovery Act
SAA – Satellite Accumulation Area
SOP – Standard Operating Procedure

3.0 Training

3.1 General Requirements

Training requirements for NCBC Gulfport hazardous waste personnel are derived from criteria described in 29 CFR, 40 CFR, and 49 CFR.

- Training requirements for HWCs and Alternates are included in **Table I-2**.

- Required training frequencies for each type of training are outlined in **Table I-2**.
- Personnel who have not yet received initial training must be supervised by a trained employee until the training has been completed.
- Employees must have 6 months of assignment to the position to be fully trained.
- Personnel who have a significant lapse in training (e.g., refresher training that is more than 12 months overdue) must repeat required initial training.

3.2 Recordkeeping

Recordkeeping requirements are detailed in **Table I-2**.

3.2.1 Personnel Records

The following personnel records must be kept on file for each employee who has hazardous waste responsibilities:

- Name, job title, job description, and type and amount of initial and annual review training required
- Appointment letter, certifications, and record of training

3.2.2 Training Records

The following training records must be kept on file for each employee who has hazardous waste responsibilities:

- Log of annual and initial training, including dates completed.
- On-the-job training including content, schedule, technique(s) used, and instructor must be documented. On-the-job training must be conducted by a supervisor or other trained employee skilled in the subject area.
- Training records must be current and retained for a period of at least 3 years from last date of employment at NCBC Gulfport. This requirement includes any personnel working on the installation.

Table I-2: Training Requirements and Recordkeeping

Training Course	40-hour HAZWOPER (29 CFR 1910.120(e)(1))		RCRA Training (40 CFR 262.17(a)(7) and 40 CFR 273.36)		Waste Management Training for Hazardous Waste Coordinators (RCRA/SAA Training)		**Training Record Deletion Date [1]**
Frequency	INITIAL: Employee cannot perform any field activities until training completed REFRESHER: Annual		INITIAL: Within 6 months of assignment to position and must be supervised by trained employee until training completed REFRESHER: Annual		INITIAL: Within 6 months of assignment to position and must be supervised by trained employee until training completed REFRESHER: Annual		
Job Title	Initial Date	Refresher Date	Initial Date	Refresher Date	Initial Date	Refresher Date	
Hazardous Waste Coordinators	Required		Required		Required		
Employee Name							

[1] Training record deletion date is to be no sooner than 3 years after last day employee worked at facility.

Acronyms:

CFR – Code of Federal Regulations
HAZWOPER – Hazardous Waste Operations and Emergency Response
RCRA – Resource Conservation and Recovery Act
SAA – Satellite Accumulation Area

4.0 Satellite Accumulation Areas Hazardous Waste Management

Hazardous waste at NCBC Gulfport is accumulated in SAAs and <90-day Storage Facility. SAAs are maintained at the work center level and the <90-day Storage Facility is located at Building 276. A list of all approved SAAs is included in **Appendix A**.

Hazardous waste at SAA sites must be managed in compliance with requirements outlined in **Table I-3**. Waste accumulation areas must be approved, assigned, and designated by NCBC Gulfport HWPM, including all SAAs. Each individual SAA must be approved and have proper signage posted. The hazardous waste SAA signage is provided in **Appendix D**.

Temporary accumulation sites may also be established in specific circumstances and with the approval of NCBC Gulfport Environmental. While in operation, temporary accumulation sites must be managed in accordance with this HWMP and the applicable requirements in **Table I-3**.

4.1 SAA Hazardous Waste Turn-in Procedures

Waste must be transferred to the <90-day Storage Facility within 3 days of exceeding 55 gallons of hazardous waste in an SAA. When waste needs to be turned into the <90-day Storage Facility, the HWC will perform the following:

- Call the Hazardous Waste Handler to schedule a waste pick up
- Ensure containers are closed and ready for transport in accordance with manufacturer's and DOT closure requirements
- Ensure the containers are staged for pickup
- Ensure containers are properly labeled

The HWC or Alternate shall be present for each pick up or delivery of waste and discrepancies shall be immediately corrected.

Table I-3: SAA Storage Facility Management

Requirement	SAA
Container Management	
Establishment of Accumulation Area	• Coordinate with the HWPM.
Signage and Placards	• Satellite Accumulation Area Sign (Appendix D) • Danger – Unauthorized Personnel Keep Out • Site POC Information
Time Limits	• Containers are turned in when they are full; immediately contact NCBC Gulfport Hazardous Waste Handler at 228.323.9877 • Containers must be moved to the <90-day Storage Facility within 3 days

Requirement	SAA
Labeling and Marking	• Hazardous waste label (Appendix E) • The words "Hazardous Waste" and an indication of the hazard(s) of the contents (flammable, corrosive, reactive, toxic, etc.) • Type of waste (e.g., "Waste Paint") • Accumulation Start Date (ASD) (once needed [e.g., when full]) • Label required to be legible and in good condition • Label unknown waste with the words "Analytical Pending" and the date found
Inspections	
Inspections	• SAA containers inspected weekly by Hazardous Waste Coordinators and annually by HWPM utilizing the SAA Inspection Form (Appendix F) If evidence of a spill or leak or if container integrity is compromised, contact NCBC Gulfport Fire Department at 911 and notify the NCBC Gulfport HWPM at 228.323.1654.
Segregation and Containers	
Incompatible Wastes	The following instructions are to be followed to prevent incompatible wastes from interacting with each other: • Do not mix incompatible wastes. • Do not place containers of unmixed 2-part epoxy in same container. • Do not mix organic materials with corrosives. • Do not mix acids with bases. • Do not mix two different types of acids in the same container. • Do not mix paints with strippers. • Do not mix solids and liquids in the same container. • Do not mix paint debris (rags, brushes, rollers) with liquid paint. • Use spill pallets to prevent incompatible materials from making contact. • Do not mix materials where uncertainty exists. • Segregate unknown waste from potentially incompatible waste. • For questions about incompatible wastes, contact NCBC Gulfport HWPM at 228.323.1654.
Compatible Waste	Combine like wastes when possible: • Hazardous material with the same NSN • Hazardous material with the same SDS number • Waste generated by the same process (e.g., solid paint debris) • Small containers of the same material into a larger container.
Container Location	• Position all containers so the label is clearly visible for inspection. • Maintain aisle space (30–36 inches) for unobstructed movement of personnel and fire protection, spill control, and decontamination equipment to any area of facility during an emergency.

Requirement	SAA
Types of Containers	• Limit container sizes so that no more than 55 gallons of hazardous waste, 1 quart of liquid acute hazardous waste, or 1 kg of physically solid acute hazardous waste can be accumulated at any one time. • All containers must be DOT/UN approved. • Containers must be in good condition (minor surface rust or dents may be allowed) including no evidence of spills on the outside of containers including paint or sand blast grit dust. Covers, gaskets, and closing/locking devices must be in good working order. • Hazardous waste will not be collected in incompatible containers.
Container Handling	• Do not place liquids in open-top drum unless in original container. • Do not place corrosives in metal containers; use plastic only. • Containers must stay closed unless adding/removing waste. Bungs, locking rings and bolts, lever locks, funnel covers, and latest must be securely tightened/closed. • Containers that cannot be properly sealed must have the contents transferred to an approved container or be placed in an overpack container.
Spill Response	
Spill Kits	• Maintain a kit compatible and adequate for accumulated waste and place in an accessible area: kit must be marked with the words “SPILL KIT.”
Fire Extinguisher	• Dependent upon hazards and as determined necessary by NAVOSH
Eye Wash	• Dependent upon hazards and as determined necessary by NAVOSH
Internal Communication	• Capable of summoning emergency assistance (phone, 2-way radio)
Contingency Plan	• Required for Installation
Recordkeeping	
Inspections	• SAA Inspection Forms (Appendix F) are maintained for at least 3 years from the date of inspection.
Waste Profiles	N/A
Manifest	N/A

Acronyms:
ASD – Accumulation Start Date
DOT – Department of Transportation
HWPM – Hazardous Waste Program Manager
N/A – Not Applicable
NAVOSH – Navy Occupational Safety & Health
NCBC – Naval Construction Battalion Center
NSN – National Stock Number
POC – Point of Contact
SAA – Satellite Accumulation Area
SDS – Safety Data Sheet
UN – United Nations

5.0 Enclosures

I-1: SAA Signage

I-2: SAA Inspection form

I-3: Authorization Letter

I-4: Container Marking Examples

Enclosure I-1: Satellite Accumulation Area Signage

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Hazardous Waste Satellite Accumulation Sign Example

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Enclosure I-2: Satellite Accumulation Area Inspection Form

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Satellite Accumulation Area (SAA) Weekly Inspection Form			
Date:	**Time:**		
Command:	**Bldg. Location:**		
POC:	**Telephone #:**		
Inspector's Name:	**Signature:**		
INSPECTION ITEMS	**YES**	**NO**	**COMMENTS**
1. Are containers in good condition with no or minimal dents or corrosion?			
2. Are containers labeled Hazardous Waste or with other words identifying contents?			
3. When quantity of waste reaches 55 gallons, is waste transferred to the Less-than-90-day Storage Facility within 72 hours?			
4. Are containers properly closed?			
5. Is the Satellite Accumulation Area located at or near the point of generation?			
6. Is the hazardous accumulation limited to less than 55 gallons (or 1 quart Acute) of total accumulated hazardous waste?			
7. Is the 2-inch expansion rule in liquid containers complied with?			
8. Are accumulation/fill dates marked once 55-gallon limit is reached?			
9. Is waste compatible with the container?			
10. Are incompatible wastes kept separate?			
11. Is proper isle space maintained?			
12. Is the SAA clean (no signs of spillage) and are containers non-leaking?			
13. Are liquid waste containers placed in a berm area, or an area which will contain all leaks?			
14. Is a fire extinguisher available within 50 ft.?			
15. Is housekeeping neat and clean in all areas?			
16. Is there a spill kit in the accumulation area?			
17. Are containers inspected weekly?			
18. Does the assigned Hazardous Waste Coordinator and Alternate have proper training?			
19. Are training records maintained for three years?			
Comments:			

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Hazardous Waste Program Manager Satellite Accumulation Area (SAA) Annual Inspection Form			
Date:	**Time:**		
Command:	**Bldg. Location:**		
POC:	**Telephone #:**		
Inspector's Name:	**Signature:**		
Questions For Program Manager:	**YES**	**NO**	**COMMENTS**
1. How many Satellite Accumulation Areas does this Work Center have?			
2. Are there any containers in the storage area that are beyond the 3-day storage limit from their accumulation date?			
3. Are the Hazardous Waste Coordinator's conducting weekly inspections?			
4. Are containers storing liquid waste in secondary containment?			
5. Are Hazardous Waste Minimization efforts being made in this Accumulation Area and Work Center?			
6. Are there any new waste streams in the Work Center?			
7. Are all container marked with the appropriate words or label?			
8. If present, are Universal Waste containers marked with the proper label and Accumulation Start Date? (i.e. Batteries and Lamp bulbs)			
Additional Comments			

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Enclosure I-3: Authorization Letter

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Memorandum

Date

From: [insert Commanding Officer/Officer-In-Charge name, unit]

To: [insert employee's name]

Subj: APPOINTMENT OF UNIT HAZARDOUS WASTE COORDINATOR or ALTERNATE

Ref: (a) NCBC Gulfport Instruction 5090.1A, Hazardous Waste Management Plan

Per reference (a), you are hereby designated as the Command Hazardous Waste Coordinator [or alternate], effective [insert date]. This assignment will remain in effect until revoked in writing. You will be required to complete hazardous waste training within six months of your assignment to this position. Your training will be provided and funded by [insert funding organization]. Additional information regarding training will be provided to you at a later date.

The following information will provided to the Environmental Department for their records:

_____
Command Hazardous Waste Coordinator Name

_____ _____
Phone Number Email Address

_____
Command Alternate Hazardous Waste Coordinator

_____ _____
Phone Number Email Address

_____
Location (building number)

Signature Block

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL CONSTRUCTION BATTALION CENTER
4902 MARVIN SHIELDS BLVD
GULFPORT MS 39501-5001

IN REPLY REFER TO:
5090
Ser N00/372
8 Sep 17

From: Commanding Officer, Naval Construction Battalion Center, Gulfport
To: Director, Environmental Division, Public Works Department, Naval Construction Battalion Center, Gulfport

Subj: AUTHORITY TO SIGN HAZARDOUS WASTE AND ASBESTOS MANIFESTS

Ref: (a) OPNAVINST M-5090.1

1. Per reference (a), the following personnel are authorized to sign as Generator on behalf of NCBC Commanding Officer on Hazardous and Non-Hazardous Waste manifests:

NAME	RANK
Mr. Stanley Smith	GS-12
Mr. Jerry Laster	GS-09

2. Personnel will become thoroughly familiar with all of their duties and responsibilities as specified in reference (a), and other pertinent directives in the performance of their duties.

3. This designation remains in effect until transfer from presently assigned duties or this command unless sooner cancelled by proper authority.

W. L. WHITMIRE

Copy to:
Environmental Division

Enclosure I-4: Container Marking Examples

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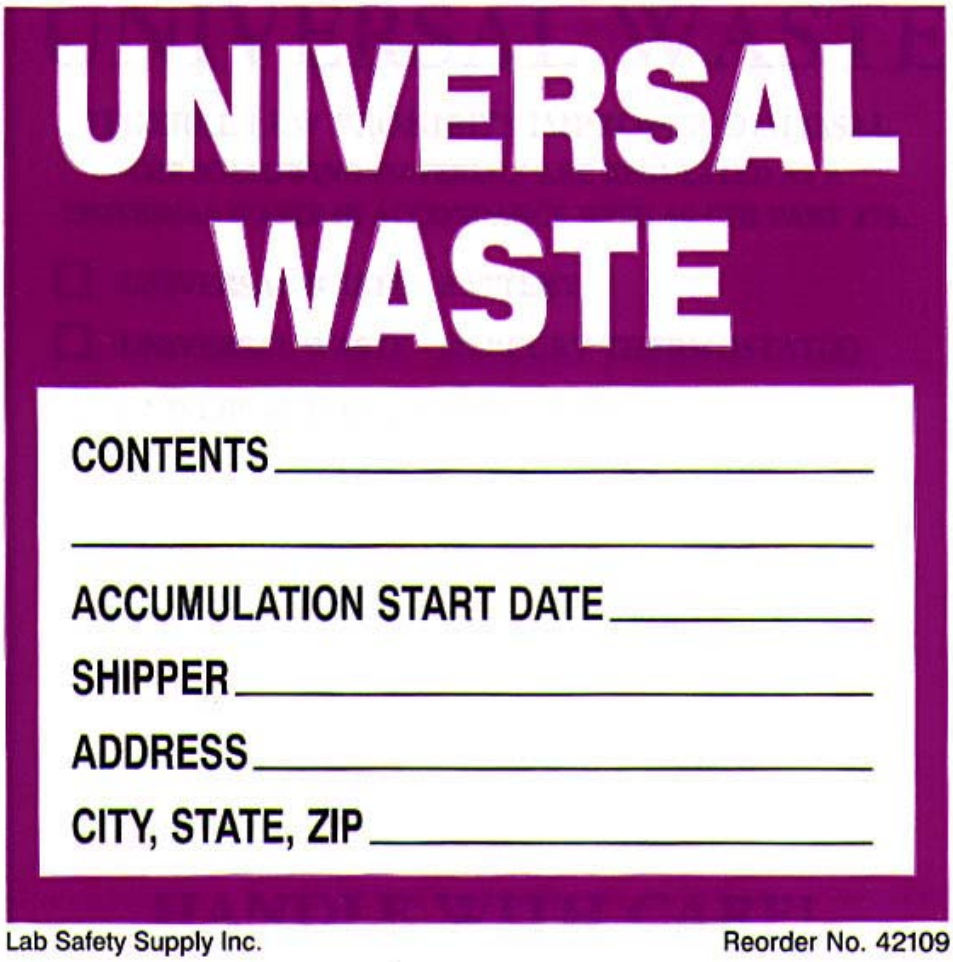
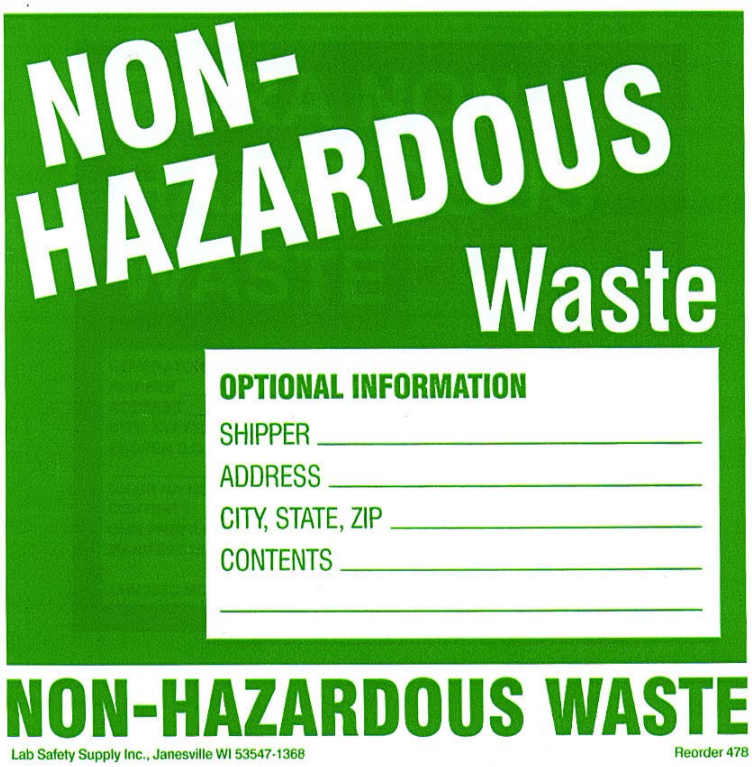
Hazardous Waste Label



Universal Waste Label

Used Oil Label

Drained Used Oil Filters Label



Non-Hazardous Waste Label

Non-RCRA Regulated Waste Label

Appendix J – Hazardous Waste Handler SOP

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Hazardous Waste Handler Standard Operating Procedure

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for Hazardous Waste Handlers for the proper management of waste in the Less-Than- 90-Day Storage Facility (<90-Day Storage Facility).

2.0 Roles and Responsibilities

Table J-1: Roles and Responsibilities Specific to this SOP

Role	Responsibility
NCBC Gulfport Hazardous Waste Program Manager (HWPM)	• Provides management and technical expertise to facilitate implementation of the NCBC Gulfport Hazardous Waste Management Plan (HWMP) and this SOP • Acts as primary liaison between NCBC Gulfport Public Works Department (PWD) Environmental Division and generators at NCBC Gulfport • Ensures the NCBC Gulfport HWMP and SOPs delineating hazardous waste management are kept current • Oversees scheduling and/or pickup and manifesting of hazardous waste offsite by a licensed transporter and ensure only personnel authorized by the CO signs hazardous waste manifests • Designated in writing by the CO to sign hazardous waste manifest • Performs and documents waste stream determinations • Purchases and supplies hazardous waste labels, markings, placards and forms • Responds to spills in support of the Fire Department and acts as the Emergency Coordinator (EC) if needed • Tracks manifests; contacts transporter and/or designated facility if a copy of a manifest with handwritten signature of owner/operator of the designated disposal facility is not received within 30 days of initial shipment • Prepares exception reports for submittal to regulators if a copy of the manifest, signed by the owner/operator of the designated facility, is not received within 45 days of initial shipment • Maintains all necessary documentation (e.g., manifests, land disposal restrictions (LDRs), waste stream determinations, inspection records) and executes required reports (e.g., Biennial Report, Navy Pollution Prevention Annual Data Summary Hazardous Waste Report) • Maintains a list of SAAs, identifying each work center that generates waste (Appendix A) • Inspects SAAs annually to ensure compliance • Reviews and approves SAA requests for work centers generating waste • Documents inspections of SAAs and <90-day Storage Facility in accordance with regulatory requirements; ensures inspection records are available for review by the regulatory community • Ensures SAAs and <90-day Storage Facility comply with regulations and the NCBC Gulfport HWMP and this SOP • Notifies the IEPD whenever a situation has or may occur that could jeopardize the compliance posture of the command • Files and maintains "Generator's/Shipper's Initial Copy" of waste manifests

Role	Responsibility
Hazardous Waste Handlers	• Acts as a liaison between NCBC Gulfport PWD Environmental Division, the <90-day Storage Facility, and generators at NCBC Gulfport • Maintains the <90-day Storage Facility in a safe, efficient, orderly, and compliant manner • Issues only DOT-approved containers to generating units at approved SAA locations • Picks up and transports waste from SAAs and/or <90-day Storage Facility within the NCBC Gulfport complex in a safe, compliant, and timely manner • Ensures all waste containers are in good condition and properly labeled; repackages hazardous waste as required • Manages and handles waste containers in a manner to avoid damage and content spillage • Performs compliance inspections of the <90-day Storage Facility • Repackages hazardous waste • Identifies any condition that is, or may be, of danger to personnel or the environment and (if properly trained and it is safe to do so) takes immediate action(s) to protect these resources • Notifies the EC in the event of an emergency • Immediately notifies the NCBC Gulfport HWPM of dangerous or non-compliant situations • Designated in writing by the CO to sign HW Manifest • Follow the requirements set forth in this appendix

Acronyms:
<90-Day – Less Than 90-Day
CO – Commanding Officer
DOT – Department of Transportation
EC – Emergency Coordinator
HWMP – Hazardous Waste Management Plan
HWPM – Hazardous Waste Program Manager
IEPD – Installation Environmental Program Director
LDR – Land Disposal Restriction
NCBC – Naval Construction Battalion Center
PWD – Public Works Department
SAA – Satellite Accumulation Areas
SOP – Standard Operating Procedure

3.0 Training

3.1 General Requirements

Training requirements for NCBC Gulfport hazardous waste personnel are derived from criteria described in 29 CFR, 40 CFR, and 49 CFR.

- Training requirements for the Hazardous Waste Handlers are included in **Table J-2**.
- Required training frequencies for each type of training are outlined in **Table J-2**.
- Personnel who have not yet received initial training must be supervised by a trained employee until the training has been completed.
- Employees must have 6 months of assignment to the position to be fully trained.
- Personnel who have a significant lapse in training (e.g., refresher training that is more than 12 months overdue) must repeat required initial training.

3.2 Recordkeeping

Recordkeeping requirements are detailed in **Table J-2**.

3.2.1 Personnel Records

The following personnel records must be kept on file for each employee who has hazardous waste responsibilities:

- Name, job title, job description, and type and amount of initial and annual review training required
- Appointment letter, certifications, and record of training

3.2.2 Training Records

The following training records must be kept on file for each employee who has hazardous waste responsibilities:

- Log of annual and initial training, including dates completed.
- On-the-job training including content, schedule, technique(s) used, and instructor must be documented. On-the-job training must be conducted by a supervisor or other trained employee skilled in the subject area.
- Training records must be current and retained for a period of at least 3 years from last date of employment at NCBC Gulfport. This requirement includes any personnel working on the installation.

Table J-2: Training Requirements and Recordkeeping

Training Course	40-hour HAZWOPER (29 CFR 1910.120(e)(1))		DOT Hazardous Material Training (49 CFR 172.704)		RCRA Training (40 CFR 262.17(a)(7) and 40 CFR 273.36)		**Training Record Deletion Date [1]**
Frequency	INITIAL: Employee cannot perform any field activities until training completed REFRESHER: Annual		INITIAL: Within 6 months of assignment to position and must be supervised by trained employee until training completed REFRESHER: Every 3 years		INITIAL: Within 6 months of assignment to position and must be supervised by trained employee until training completed REFRESHER: Annual		
Job Title	Initial Date	Refresher Date	Initial Date	Refresher Date	Initial Date	Refresher Date	
Hazardous Waste Handlers	Required		Required		Required		
Employee Name							

[1] Training record deletion date is to be no sooner than 3 years after last day employee worked at facility.

Acronyms:

CFR – Code of Federal Regulations
DOT – Department of Transportation
HAZWOPER – Hazardous Waste Operations and Emergency Response
RCRA – Resource Conservation and Recovery Act

4.0 Satellite Accumulation Areas Hazardous Waste Management

Hazardous waste at NCBC Gulfport is accumulated in SAAs and <90-day Storage Facility. SAAs are maintained at the work center level and the <90-day Storage Facility is located at Building 276. Visiting contractors may also operate <90-day Storage Facility with approval.

Hazardous waste at the <90-day Storage Facility must be managed in compliance with requirements outlined in **Table J-3**.

Table J-3: <90-Day Storage Facility Management

Requirement	<90-day Storage Facility
Container Management	
Establishment of Accumulation Area	• Coordinate with the HWPM.
Signage and Placards	• <90-Day Storage Facility Sign • Danger – Unauthorized Personnel Keep Out • No Smoking within 50 feet • Site POC Information • Access to the <90-day Storage Facility must be controlled at all times (e.g., keep area locked except when the staff is present).
Time Limits	• Containers transported to offsite TSDF prior to 90 days after the accumulation start date (ASD)
Labeling and Marking	• Hazardous waste label (Appendix E) • Type of waste (e.g., "Waste Paint") • Hazards (flammable, corrosive, reactive, toxic) • ASD • Preprinted regulatory required warning label • Name and address of generating facility • Identity of the Command • Generator EPA ID number • DOT Proper Shipping Name • EPA Waste Codes • Affix labels to the same side of the container and in approximately the top-third of the container • Labels required to be legible and in good condition
Inspections	
Inspections	• <90-day Storage Facility inspections conducted weekly by the Hazardous Waste Handler utilizing the <90-day Storage Facility Inspection Form (Appendix G) If evidence of a spill or leak or if container integrity is compromised, contact NCBC Gulfport Fire Department at 911 and notify the NCBC Gulfport HWPM at 228.323.1654.

Requirement	<90-day Storage Facility
Segregation and Containers	
Incompatible Wastes	The following instructions are to be followed to prevent incompatible wastes from interacting with each other: • Do not mix incompatible wastes. • Do not place containers of unmixed 2-part epoxy in same container. • Do not mix organic materials with corrosives. • Do not mix acids with bases. • Do not mix two different types of acids in the same container. • Do not mix paints with strippers. • Do not mix solids and liquids in the same container. • Do not mix paint debris (rags, brushes, rollers) with liquid paint. • Store incompatible waste materials separately. Use berms, dikes, spill pallets, etc., to prevent incompatible materials from making contact. • Do not mix materials where uncertainty exists. • For questions about incompatible wastes, contact NCBC Gulfport HWPM at 228.323.1654.
Compatible Wastes	Combine like wastes when possible: • Hazardous material with the same NSN • Hazardous material with the same SDS number • Waste generated by the same process (e.g., solid paint debris) • Small containers of the same material into a larger container.
Container Location	• Maintain aisle space (36 inches) for unobstructed movement of personnel and fire protection, spill control, and decontamination equipment to any area of facility during an emergency. • Secondary containment (e.g., concrete curb, spill pallets). • Position all containers so the label is clearly visible for inspection.
Types of Containers	• Hazardous waste will not be collected in incompatible containers. • All containers shall be DOT/UN approved. • Containers must be in good condition (minor surface rust or dents may be allowed) including no evidence of spills on the outside of containers including paint or sand blast grit dust.
Container Handling	• Do not place liquids in open-top drum unless in original container. • Do not place corrosives in metal containers; use plastic only. • Containers must stay closed unless adding/removing waste. Bungs, locking rings and bolts, lever locks, funnel covers, and latest must be securely tightened/closed • Containers that cannot be properly sealed must have the contents transferred to an approved container or be placed in an overpack container. • Containers of solids may be double-stacked on spill pallets. Containers of liquids must not be stacked. • Emission control requirements found in 40 CFR 264 Subparts AA, BB, and CC are complied with by using DOT-approved containers and keeping containers closed at all times except when adding waste. • Empty contains must be stored on their side to indicate they are empty.

Requirement	<90-day Storage Facility
Spill Response	
Spill Kits	• Maintain a kit compatible and adequate for accumulated waste stored at the <90-day Storage Facility; kit must be marked with the words "SPILL KIT.
Fire Extinguisher	• Immediately accessible
Eye Wash	• Immediately accessible
Internal Communication	• Capable of summoning emergency assistance (phone)
Contingency Plan	• Required and maintained at the <90-day Storage Facility and the PWD Environmental Division.
Recordkeeping	
Inspections	• The <90-day Storage Facility Inspection Forms (Appendix G) are maintained until closure.
Waste Profiles	• Waste Profiles are provided for each waste stream shipped offsite and maintained for a minimum of 3 years.
Manifest	• Each offsite treatment shipment of waste will be accompanied by a Uniform Manifest (EPA Form 8700-22) that is maintained for a minimum of 3 years and archived thereafter for the life of the installation.

Acronyms:

<90-day – Less than 90-day
ASD – Accumulation Start Date
CFR – Code of Federal Regulations
DOT – Department of Transportation
EPA – U.S. Environmental Protection Agency
HWPM – Hazardous Waste Program Manager
ID – Identification
NCBC – Naval Construction Battalion Center
NSN – National Stock Number
POC – Point of Contact
PWD – Public Works Department
SDS – Safety Data Sheet
TSDF – Treatment, Storage, and Disposal Facility
UN – United Nations

5.0 Enclosures

J-1: <90-Day Storage Facility Inspection Form

J-2: Authorization Letter

J-3: Container Marking Examples

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Enclosure J-1: <90-Day Storage Facility Inspection Form

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Hazardous Waste Less-Than-90-Day Storage Facility Inspection Form			
Date:	**Time:**		
Bldg. Location:	**POC:**		
Inspector's Name:	**Signature:**		
INSPECTION ITEMS	**YES**	**NO**	**COMMENTS**
1. Has all accumulation of hazardous waste been limited to a time less than 90 days?			
2. Is the accumulation start date clearly marked and visible for inspection on each container?			
3. Is each container or tote/tank clearly marked with the words "Hazardous Waste?"			
4. Are hazardous wastes compatible with the containers in which they are stored?			
5. Are all containers in the accumulation area maintained in good condition?			
6. Are all containers free of leaks, bulging, and corrosion?			
7. Are all containers kept closed in accordance with DOT regulations and mfg. specifications?			
8. Is aisle space maintained at a minimum of 24 inches?			
9. Is the containment system free of cracks or gaps?			
10. Is the sump or collection area free of spilled or leaked waste?			
11. Are incompatible wastes separated by means of a dike, berm, wall or other device?			
12. Are the containers protected from sources of ignition or reaction?			
13. Are smoking and open flame confined to specifically designated locations?			
14. Are "No Smoking" signs placed wherever there is a hazard from ignitable or reactive waste?			
15. Does the area have a "Hazardous Waste" sign posted?			
16. Is the area secured with a lock or other positive means to prevent access by unauthorized personnel?			
17. Is lighting in the area sufficient to identify leaks and spills?			
18. Are appropriate spill clean-up materials readily available?			
19. Is a copy of the RCRA Contingency Plan available?			
20. Do wastes requiring sampling have "Pending Analysis" labels filled out correctly?			
21. Are used oil storage tanks maintained in working order and inspected weekly along with the <90-Day Storage Facility?			
22. What is the latest HW container Accumulation Start Date?			
23. Conduct weekly test of the eyewash and shower?			
ADDITIONAL COMMENTS:			

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Enclosure J-2: Authorization Letter

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Memorandum

Date

From: [insert Commanding Officer/Officer-In-Charge name, unit]

To: [insert employee's name]

Subj: APPOINTMENT OF UNIT HAZARDOUS WASTE COORDINATOR or ALTERNATE

Ref: (a) NCBC Gulfport Instruction 5090.1A, Hazardous Waste Management Plan

Per reference (a), you are hereby designated as the Command Hazardous Waste Coordinator [or alternate], effective [insert date]. This assignment will remain in effect until revoked in writing. You will be required to complete hazardous waste training within six months of your assignment to this position. Your training will be provided and funded by [insert funding organization]. Additional information regarding training will be provided to you at a later date.

The following information will provided to the Environmental Department for their records:

_____
Command Hazardous Waste Coordinator Name

_____ _____
Phone Number Email Address

_____
Command Alternate Hazardous Waste Coordinator

_____ _____
Phone Number Email Address

_____
Location (building number)

Signature Block

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL CONSTRUCTION BATTALION CENTER
4902 MARVIN SHIELDS BLVD
GULFPORT MS 39501-5001

IN REPLY REFER TO:
5090
Ser N00/372
8 Sep 17

From: Commanding Officer, Naval Construction Battalion Center, Gulfport
To: Director, Environmental Division, Public Works Department, Naval Construction Battalion Center, Gulfport

Subj: AUTHORITY TO SIGN HAZARDOUS WASTE AND ASBESTOS MANIFESTS

Ref: (a) OPNAVINST M-5090.1

1. Per reference (a), the following personnel are authorized to sign as Generator on behalf of NCBC Commanding Officer on Hazardous and Non-Hazardous Waste manifests:

NAME	RANK
Mr. Stanley Smith	GS-12
Mr. Jerry Laster	GS-09

2. Personnel will become thoroughly familiar with all of their duties and responsibilities as specified in reference (a), and other pertinent directives in the performance of their duties.

3. This designation remains in effect until transfer from presently assigned duties or this command unless sooner cancelled by proper authority.

W. L. WHITMIRE

Copy to:
Environmental Division

Enclosure J-3: Container Marking Examples

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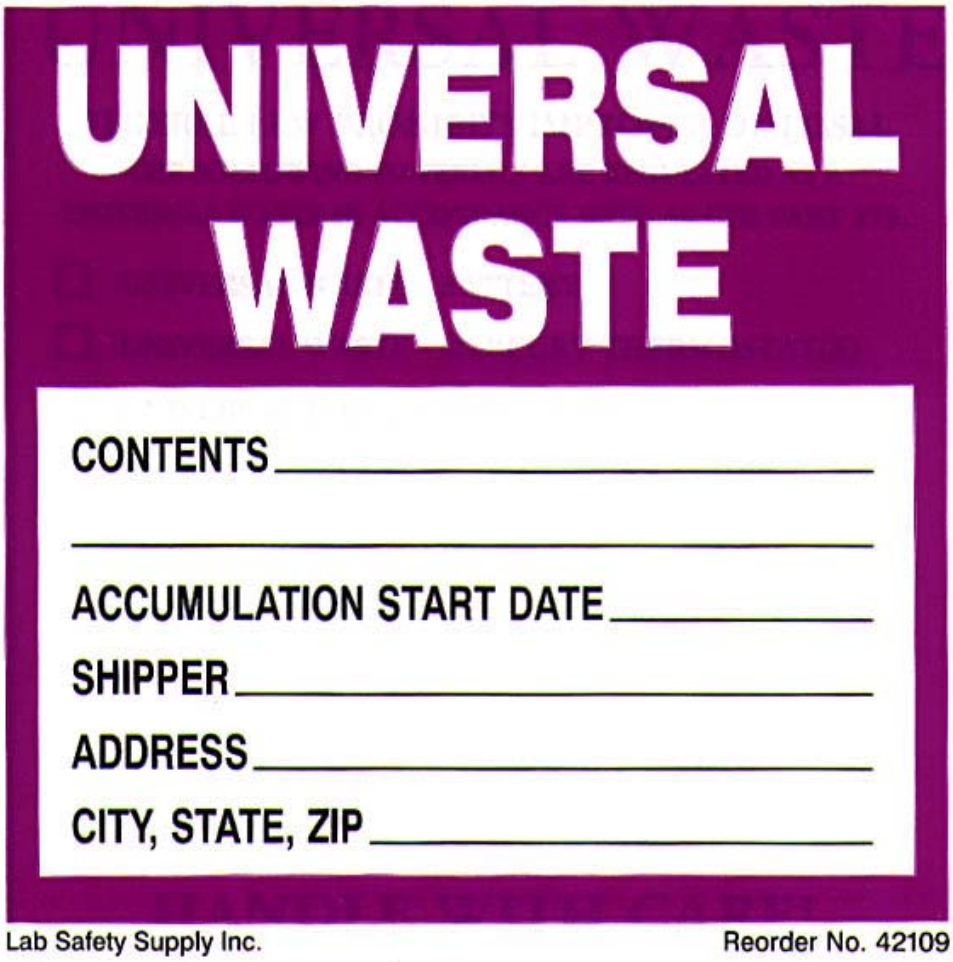
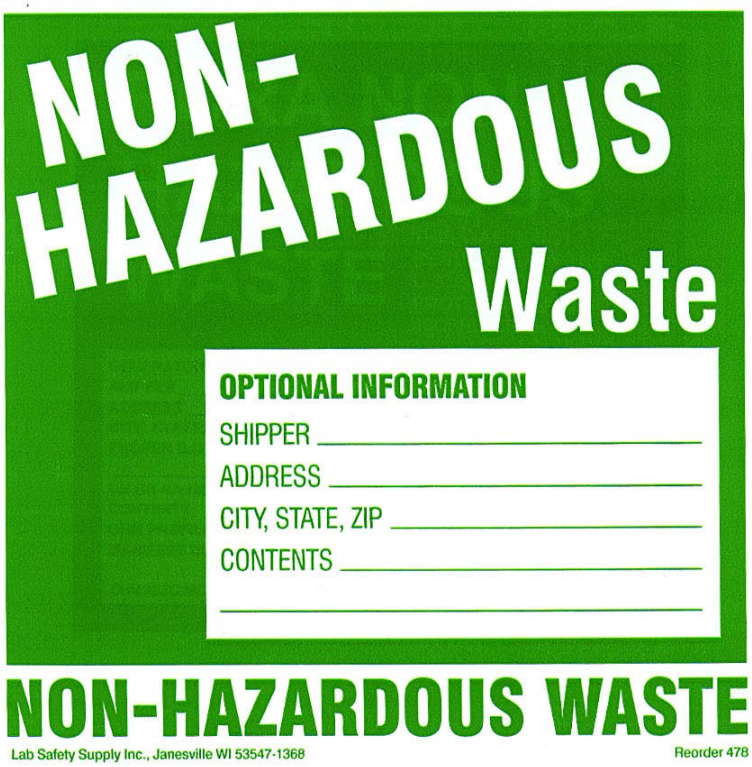
Hazardous Waste Label



Universal Waste Label

Used Oil Label

Drained Used Oil Filters Label



Non-Hazardous Waste Label

Non-RCRA Regulated Waste Label

Appendix K – Universal Waste Management SOP

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Universal Waste Management Standard Operating Procedure

1.0 Purpose

NCBC Gulfport is a large quantity handler of universal waste and currently accumulates 5,000 kgs of more of universal waste onsite at any time.

Every department, command, tenant, and contractor aboard NCBC Gulfport that generates universal waste is directly responsible for proper universal waste collection and management procedures.

2.0 Types of Universal Waste

NCBC Gulfport manages four types of universal waste—batteries, mercury-containing equipment, pesticides, and lamps—in accordance with 40 CFR Part 273 and state requirements.

3.0 Universal Waste Management Procedures

If the work center does not have properly labeled satellite accumulation area (SAA) containers for batteries, contact the NCBC Gulfport Hazardous Waste Program Manager (HWPM) at **228.323.1654**.

3.1 Satellite Accumulation Area

Universal waste sites can be established by contacting the NCBC Gulfport HWPM and must be approved by NCBC Gulfport PWD Environmental Division. Universal waste is collected in properly labeled containers, at the universal waste collection sites and then transferred to the <90-day Storage Facility and consolidated.

3.2 Container Management

All universal waste containers must be labeled with a “Universal Waste” label (**Appendix E**) indicating what the waste is (i.e., batteries, lamps, or mercury containing devices) as well as the date that the first universal waste was placed in the container.

Universal waste must be segregated by type of waste. When containerizing batteries, separate containers shall be used for each type of battery.

The NCBC Gulfport HWPM must be contacted at 228.323.1654 whenever a universal waste SAA site is dis-established.

3.2.1 Batteries

Handling procedures and management requirements for batteries are described below.

- Lead-acid batteries (e.g., vehicle batteries) are managed per 40 CFR 266, Subpart G, the reclamation of spent lead acid batteries:
    - If spent lead acid batteries are to be reclaimed by regeneration (such as by electrolyte replacement), then the batteries are not subject to the requirements of RCRA throughout their life cycle (cradle to grave) except for the requirement to identify the

batteries as a characteristic or listed hazardous waste per 40 CFR 261 and conduct the hazardous waste determination per 40 CFR 262.11. If the batteries are reclaimed by regeneration then there is no labeling or container requirements, no inspection or employee training, and no time limit for on-site accumulation.
    - If the batteries are to be reclaimed by a method other than regeneration, then the applicable LDRs of 40 CFR 268 apply in addition to the hazardous waste identification and determination requirements.
    - Storage of the batteries prior to reclamation by a method other than regeneration adds the requirements of 40 CFR 266.80(b) in addition to 40 CFR 261, 40 CFR 262.11, and 40 CFR 268.
    - Lead acid batteries must be stored on a containment pallet or other storage device to contain spills.
    - Storage devices must be marked as universal waste ("UNIVERSAL WASTE BATTERIES"), the contents indicated using permanent ink, and dated at the time the first battery was placed into the container.
    - Broken batteries (breached casing), including any spilled acid, must be managed as hazardous waste.
- All other batteries (e.g., nickel cadmium, nickel halide, magnesium, lithium-ion, mercury, alkaline, and carbon zinc)
    - All batteries must be protected from short circuiting and related fires. This may be done by one of the following methods:
        - Both battery terminals must be taped
        - Batteries must be contained in the original container
        - Each battery sealed in an individual plastic bag
    - Batteries must be segregated by type and accumulated into closed, proportionately sized containers—only one type of battery per container.
    - Batteries must be labeled as universal waste ("UNIVERSAL WASTE BATTERIES"), the contents indicated using permanent ink, and dated at the time the first battery was placed into the container.
    - Damaged or defective lithium-ion batteries and/or lithium-metal batteries must be managed as hazardous waste.

3.2.2 Mercury-Containing Equipment

Mercury-containing equipment means a device or part of a device (including thermostats but excluding batteries and lamps) that contains elemental mercury integral to its function. Management requirements include:

- Devices must be placed into an open-top, polyethylene DOT-approved container.
- For devices where mercury is not in a sealed ampule, mercury must be placed inside a sealed, air-tight casing.
- Mercury-containing equipment should be labeled as universal waste, the contents indicated using permanent ink, and dated at the time the first device was placed into the container.

3.2.3 Lamps

Universal waste mercury-containing lamps include fluorescent tubes, compact fluorescent lightbulbs (CFL), mercury vapor, high intensity discharge (HID), metal halide, high-pressure sodium, and neon/argon lamps. Management requirements are primarily intended to protect the lamps from breakage. Requirements include:

- Unbroken lamps must be stored in closed and labeled containers. Original box or a two- or three-ply cardboard box may be used.
- All containers/boxes must be labeled as universal waste, the contents indicated using permanent ink, and dated at the time the first lamp was placed into the container.
- Broken lamps must be collected and contained immediately in an approved, compatible container. Containers of broken lamps must be managed as hazardous waste. Once a broken bulb is collected and contained, contact the NCBC Gulfport HWPM or Hazardous Waste Handler to schedule a transfer of the waste.

3.3 Inspections

Universal waste SAAs are inspected weekly in the same manner as hazardous waste SAA sites using the SAA Inspection Form (**Appendix F**). This form must be retained for a minimum of 3 years.

3.4 Accumulation Time

Universal waste may be accumulated and stored for up to 1 year from the date the first waste is placed in the container. However, to ensure compliance with the 1-year accumulation requirement, universal waste may only be stored for 180 days on NCBC Gulfport before scheduling a pick-up. Each SAA container must be labeled with an ASD when the first universal waste is placed into the container.

3.5 Pickup and Turn-In Procedures

When the universal waste SAA containers reach 90 percent capacity or have been in use for 90 days (whichever occurs first), the NCBC Gulfport HWPM (228.323.1654) or the Hazardous Waste Handler (228.323.9877) should be contacted to schedule a pickup or delivery to the <90-Day Storage Facility.

3.6 Recordkeeping

Records (logs, invoices, manifests, bills of lading) and receipt of all universal waste shipments must be maintained, easily accessible, and include the following information:

- Name and address of the waste handler or destination facility
- Quantity of universal waste received
- Date of receipt of the universal waste shipment
  Records must be retained for at least 3 years from the date the universal waste shipment left the facility and must be archived thereafter for the life of the installation.

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Appendix L – Waste Military Munitions Management SOP

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Waste Military Munitions Standard Operating Procedure

Fort Polk Army EOD Detachment is the designated disposition authority for military munitions found on NCBC Gulfport.

1.0 Purpose

This Standard Operating Procedure (SOP) establishes responsibilities and procedures for managing waste military munitions, explosive hazardous waste, and material potentially presenting an explosive hazard (MPPEH) at Naval Construction Battalion Center (NCBC) Gulfport.

Military munitions are waste when they are abandoned, removed from storage for disposal, damaged or deteriorated so badly they cannot be recycled or used for another purpose, fired off-range and not promptly rendered safe or retrieved, or declared waste by the designated disposition authority. Disposal of waste military munitions is conducted by open burning (OB)/open detonation (OD) under strict operating procedures. Sites at NCBC Gulfport that are used for OB/OD to dispose of or destroy munitions or ordnance not related to training or emergency operations are subject to hazardous waste treatment permit regulations (e.g., Resource Conservation and Recovery Act [RCRA] Subpart X Permit).

2.0 References

Department of Defense (DoD) Manual 4715.26, *DoD Military Munitions Rule Implementation Procedures*

Title 40 Code of Federal Regulations (CFR) Part 266, Subpart M—Military Munitions

3.0 Applicability

NCBC Gulfport operates the small arms range at Woolmarket Range in Biloxi, Mississippi. This SOP applies to all personnel at NCBC Gulfport and Woolmarket Range.

4.0 Exceptions

Military munitions are not a waste when the following apply:

- Military munitions used for their intended purpose, including training and research development testing and evaluation
- Military munitions recovered, collected, and destroyed on-range during range clearance operations at active or inactive ranges
- Unused military munitions (including subcomponents) when repaired, reused, recycled, reclaimed, disassembled, reconfigured, or otherwise subjected to materials recovery activities

- Military munitions recycled following any required demilitarization, disposal, or treatment operations

Explosive ordnance disposal (EOD) sites used solely for training or emergency operations, or both, are not subject to regulation or permitting under RCRA.

Waste military munitions that are not managed as conditionally exempt (CE) are explosive hazardous waste and are subject to full regulation under RCRA.

Firing-range scrap metal, including expended brass and mixed metals, gleaned through firing-range clearance are excluded from the definition of solid waste; therefore, they are excluded from regulation if recycled as scrap metal.

5.0 Waste Military Munitions Procedure

Unused military munitions are waste if one of the following occurs:

- Abandoned by being disposed, burned, detonated, incinerated, or treated prior to disposal
- Removed from storage for the purpose of disposal, burning, incinerating, or treatment prior to disposal
- Deteriorated or damaged to the point that it cannot be put into a serviceable condition and cannot be recycled or used for other purposes
- Declared a waste by an authorized military official.

Used military munitions are a waste when the following occurs:

- Fired, dropped, launched, projected, placed, or otherwise used
- Transported off-range for storage, reclamation, treatment or disposal
- Fired off-range and not promptly rendered safe and/or retrieved

When the designated disposition authority determines military munitions are waste military munitions, they may be stored in a magazine that meets CE requirements. No bunker or magazine that requires a waiver or exemption shall be used to store waste military munitions under CE status.

CE waste military munitions may be stored indefinitely in approved CE bunkers/magazines and are subject to the following conditions:

- Waste military munitions are not chemical munitions (smokes, obscurants, and riot control agents are not included as chemical agents or weapons).
- Waste military munitions is stored under the jurisdiction and in accordance with the DoD Explosives Safety Board (DDESB) standards.
- CE bunkers and magazines are approved as DDESB explosive safety sites and documentation is available to the Mississippi Department of Environmental Quality (MDEQ) under request.
- MDEQ shall be provided all required notices including immediate notification of any loss or theft of waste military munitions, or violations of DDESB standards that endanger human health or the environment.
- Access is limited to trained authorized personnel.
- MDEQ personnel briefed on explosives safety are authorized access only when escorted by qualified and certified NCBC Gulfport Naval Construction Group (NCG) 2 Weapons personnel.

- Annual inventories and quarterly inspections are completed, and the written records are maintained for at least 3 years from the date inventoried, inspected or removed.
- Records are available for review by MDEQ or U.S. Environmental Protection Agency (EPA) upon request and shall contain the following information:
    - The type of waste military munitions stored by standard nomenclature, lot number, Federal Supply Class (FSC), National Stock Number (NSN), Department of Defense Identification Code (DODIC), Navy Ammunition Logistics Code (NALC), and material condition code
    - The quantity of each type of waste military munitions stored
    - The date that each military munitions was identified as a waste
    - The last storage date (i.e., date removed from storage) for each, by type of waste military munitions
    - The storage location or locations
    - The disposition (destroyed, demilitarized, shipped) and date of action, by type of the waste military munitions
    - When applicable, the sending and receiving sites for waste military munitions received from or shipped to an off-site location
- The same bunker/magazine may store other munitions if the following conditions apply:
    - The bunker/magazine is compliant with the explosive safety requirements
    - Waste military munitions are stored on separate pallets and marked as waste military munitions.

RCRA and U.S. Department of Transportation (DOT) regulatory labels and markings are not required for waste military munitions unless they are removed from the CE bunker for treatment or disposal as hazardous waste under RCRA. Before taking any action that would result in the waste military munitions becoming subject to RCRA, notify the NCBC Gulfport PWD Environmental Division.

- Waste military munitions stored under CE shall be marked with the words “WASTE MILITARY MUNITIONS – STORED UNDER CE.”
- Individual container markings are not required if a group of containers are marked as waste military munitions.

Compliance with the Emergency Response Plan requires the following:

- NCBC Gulfport NCG 2 Weapons Department will ensure compliance with the Emergency Response Plan and other Emergency Response Plans and at a minimum, perform the following:
    - Maintain specific emergency preparedness, contingency planning, and security
    - Minimize unpermitted or uncontrolled detonation, releases, and discharges of waste military munitions that may endanger human health or the environment
    - Immediately notify NCBC Gulfport Command Duty Officer (CDO) and the Installation Environmental Program Director (IEPD) in the event of an actual or potential detonation or uncontrolled release, discharge, or migration of waste military munitions that may endanger human health or the environment

Conditions that shall be met to exempt waste military munitions from transportation as hazardous waste include the following:

- The waste military munitions is not a chemical agent or chemical munitions.
- The waste military munitions is transported to a military owned or operated treatment, storage, or disposal facility with a Subpart X permit.
- The waste military munitions shall be transported in accordance with all DoD requirements.
- The following forms shall be utilized when transporting CE waste military munitions over public roads or waterways:
    - DD Form 1907 - Signature and Tally Record Form
    - DD Form 626 - Motor Vehicle Inspection Report (Transporting Hazardous Materials)
        - The form versions dated October 1995 and September 1998 MUST be completed
    - DD Form 836 - Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles
        - The form versions dated August 1989 and September 1998 MUST be completed
    - DD Form 1348-1A - DoD Single Line Item Release/Receipt Document
    - DD Form 1103 - GSA standard Government Bill of Laden
- Newer versions are also required to comply with DoD/Department of Navy (DoN) requirements.
- These forms may only be used for military vehicles with military drivers such as EOD.

Waste military munitions shipped through or to a state that has not adopted the waste military munitions Rules or a shipment to a commercial RCRA Subpart X permitted facility is **not exempt;** therefore, it shall be managed as hazardous waste, not CE waste military munitions.

- Disposal of all waste military munitions as hazardous waste shall be completed via Defense Logistics Agency (DLA) contractors.

NCBC Gulfport NCG 2 Weapons Department shall maintain range use records:

- All military munitions expenditures by types, quantities, locations, and estimated dud rates
- All mishaps attributed to Unexploded Ordnance (UXO) that occurred either on or off the range
- Indicate all areas containing known or suspected UXO on the activity's maps
- The type and location of used munitions landing off-range that are not retrieved and/or rendered safe

Navy EOD shall conduct all emergency response actions.

6.0 Explosive Hazardous Waste Procedure

Waste military munitions that cannot be managed as CE must be managed as explosive hazardous waste. Federal and Mississippi hazardous waste regulations require NCBC Gulfport to determine if waste military munitions are explosive hazardous waste and track the explosive hazardous waste from the point of generation through final disposal. If the designated disposition authority determines the military munitions are waste, the NMC will receive specific instructions for local treatment or for timely shipment to a permitted RCRA treatment facility.

Items determined via the disposition process or military munitions that are waste military munitions/explosive hazardous waste shall be stored in a bunker/magazine that meets the specified requirements.

Waste military munitions/explosive hazardous waste shall be stored in approved bunkers/magazines that meet all safety requirements and are subject to the following conditions:

- The waste military munitions/explosive hazardous waste must be stored under the jurisdiction and in accordance with the DDESB standards.
- The magazines are approved as DDESB explosives safety sites and that documentation is available.
- The FDEP shall be provided required notices, including immediate notification of any loss or theft of waste military munitions/explosive hazardous waste or violations of DDESB standards that endanger human health or the environment.
- Access is limited to trained authorized personnel.
- Only MDEQ personnel briefed on explosives safety may gain access to inspect the explosive hazardous waste but only while being escorted by qualified NCG 2 Weapons Department and PWD Environmental Division personnel.

The same bunker/magazine may be used to store other munitions if it meets the following criteria:

- Compliant with the explosive safety requirements
- The waste military munitions/explosive hazardous waste are stored on separate pallets
- The waste military munitions/explosive hazardous waste are labeled and marked

6.1 Accumulation Areas

There are only two types of explosive hazardous waste storage: satellite accumulation areas (SAAs) or less than 90-day (<90-day) Storage Facility.

- SAAs are initial accumulation areas at or near the point of generation, under the control of the operator generating the waste, and where less than 55 gallons of hazardous waste or 1 quart of acute hazardous waste may be accumulated at any one time. An SAA in a bunker/magazine may be established to store waste military munitions/explosive hazardous waste if the following conditions are met:
    - Signs required by the Explosives Safety Officer (ESO) must be posted on the outside of the magazine containing a SAA.
    - The NCBC Gulfport Hazardous Waste Program Manager (HWPM) shall approve the SAA.
    - Approval shall be gained prior to waste military munitions/explosive hazardous waste being stored in the bunker/magazine.
    - Each SAA must have a unique identification number assigned by the NCBC Gulfport HWPM.
    - Inside the magazine the SAA shall be clearly delineated.
- If the SAA conditions are not met, then explosive hazardous waste must be stored at a <90-day Storage Facility. Unlike an SAA, there is no limit on the amount of waste military munitions/explosive hazardous waste that may be stored; however, the waste military munitions/explosive hazardous waste may not be stored more than 90 days and the following conditions must be met:
    - Access shall always be controlled (keep area locked except when the staff is present).
    - Weather resistant signs shall be posted and clearly visible from 50 feet on all exterior sides of the magazine stating, "NO SMOKING WITHIN 50 FEET."

- Weather resistant signs shall be posted and clearly visible from 25 feet reading, "DANGER - UNAUTHORIZED PERSONNEL KEEP OUT" and “HAZARDOUS WASTE STORAGE AREA."
- Sufficient aisle space around containers or pallets shall be maintained to allow for the unobstructed movement.
- Position each container so the label is clearly visible when approaching for an inspection.
- Have containers stored so there is unobstructed access (nothing stored in front of the containers).
- An internal communication device capable of summoning emergency assistance is required.

6.2 Container Management

Containers shall be in good condition (only minor surface rust or dents) and compatible with the waste military munitions/explosive hazardous waste stored in them.

- NCBC Gulfport PWD Environmental Division will provide approved containers.
- Containers shall be properly closed except when adding waste.
- Apply the following rules to containers that cannot be properly sealed:
  - Have the contents transferred to a proportionally sized container.
  - With guidance from NCBC Gulfport HWPM, over-pack contents into an appropriate size container.
- The container must be closed to the manufacturer’s specification and a log with those specifications maintained.
- When waste military munitions/explosive hazardous waste is transported off-site to a permitted disposal facility, a copy of the container closure specifications shall accompany the container and NCBC Gulfport HWPM shall retain a copy
- Properly complete each hazardous waste label using indelible ink.
  - The minimum information that must be on the container includes the following:
    - The words “HAZARDOUS WASTE”
    - The contents of the container
    - The accumulation start date (ASD)
  - Additional information on each container includes the following:
    - Name and address of the installation
    - Name of the Generating Unit
    - Generator Environmental Protection Agency Identification (EPA ID) number
    - DOT Warning Labels and Marking

The waste military munitions/explosive hazardous waste accumulation/storage areas shall be inspected, at a minimum, once a week using the appropriate SAA Inspection Form (**Appendix F**) or <90-day Storage Facility Inspection Form (**Appendix G**)

- A copy of the inspection sheet shall be forwarded NCBC Gulfport HWPM.
- The NCG 2 Weapons Department shall retain the original for a minimum of three years

6.3 Recordkeeping

Records must be maintained and available for review by Navy personnel, MDEQ, and EPA upon request. Written records of all waste military munitions/explosive hazardous waste stored shall be maintained for 3 years from the date inventoried, inspected, or removed and shall contain the following information:

- The type of waste military munitions/explosive hazardous waste stored by standard nomenclature, lot number, FSC, NSN, DODIC, NALC, and material condition code
- The quantity of each type of waste military munitions/explosive hazardous waste stored
- The date that each military munitions, by type, was identified as a waste
- The last storage date (i.e., date removed from storage) for each, by type, of waste military munitions/explosive hazardous waste
- The storage location or locations
- The disposition (destroyed, demilitarized, shipped) and date of the action, by type of waste military munitions/explosive hazardous waste
- The marking and labeling requirements identified by the DOT administrator if applicable
- The name of the permitted transporter who transported the waste military munitions/explosive hazardous waste off-site
- The name of the off-site RCRA permitted facility where the waste military munitions/explosive hazardous waste was shipped

7.0 Disposal of Waste Military Munitions / Explosive Hazardous Waste as Hazardous Waste

The shipment of waste military munitions/explosive hazardous waste shall comply with all EPA and DOT regulations and requirements:

- The DOT Hazardous Material Rule prohibits the transportation of an explosive unless it has been examined, classed, and approved by Pipeline Hazardous Material Safety Administration (PHMSA) Associate Administrator for Hazardous Materials Safety (49 Code of Federal Regulations [CFR] 173.51). Separate provisions apply to the transportation of new explosives for examination or developmental testing, explosives approval by a foreign government, small arms cartridges, and fireworks manufactured in accordance with American Pyrotechnics Association Standard 87-1 (49 CFR 173.56).
- Each approval granted by the Associate Administrator contains packaging and other transportation provisions (e.g., shipping paper requirements, labeling, marking, etc.) that must be followed by NCBC Gulfport personnel who offers and DLA's contractor who transports the explosive material.
- In addition to the specific requirements in the approval, the DOT Hazardous Material Rule requires explosives to be marked, labeled, and/or placarded to indicate the explosive hazard.
- Shipping papers and emergency response information must accompany explosives shipments. The same requirements apply to the transportation of HM whether the materials are incidentally stored or moving.
- When waste military munitions/explosive hazardous waste are offered for transportation or transports in commerce in types or amounts that require placarding they must do the following:

  - Register with PHMSA
  - Develop and adhere to a security plan (49 CFR 172.800[b])
- The DLA transporter's security plan must include an assessment of possible transportation security risks and appropriate measures to address identified risks, including measures to prevent unauthorized access to shipments, and to address personnel and en route security (49 CFR 172.802[a]). The en route security element of the plan must include measures to address the security risks of the shipment while it is moving from its origin to its destination, including shipments stored incidental to movement (49 CFR 172.802(a)[3]).
- Any facility at which a shipment is stored during transportation must itself be covered by the security plan.
- It is the responsibility of the DLA to ensure their transporters meet or exceed the DOT requirements.

The NCBC Gulfport HWPM shall notify DLA that there are explosive hazardous waste to be manifested to a permitted hazardous waste Treatment, Storage, and Disposal Facility (TSDF) by a permitted and licensed transporter in accordance with DOT regulations.

Working with the NCBC Gulfport HWPM, the NCG 2 Weapons Department shall provide the information needed by DLA to ensure the waste military munitions/explosive hazardous waste are properly identified and classified as required by RCRA and DOT:

- On the day of the pickup, stage the waste military munitions/explosive hazardous waste for pickup by the DLA contractor.
- Ensure waste military munitions/explosive hazardous waste are properly labeled and marked.
- Ensure waste military munitions/explosive hazardous waste are properly loaded and braced by the contractor.
- Ensure all DOT and RCRA paperwork is in place before waste military munitions/explosive hazardous waste are transported off the installation.

Disposal of waste military munitions as explosive hazardous waste shall be completed via DLA contractors and a certificate of disposal shall be provided to the NCBC Gulfport by DLA.

NMC, EOD, and ESO will ensure compliance with the FRP and other emergency response plans and at a minimum, perform the following:

- Maintain specific emergency preparedness, contingency planning, and security.
- Minimize unpermitted or uncontrolled detonation, releases, and discharges of waste military munitions/explosive hazardous waste that may endanger human health or the environment.
- Immediately notify NCBC Gulfport CDO and the IEPD in the event of an actual or potential detonation or uncontrolled release, discharge, or migration of waste military munitions/explosive hazardous waste that may endanger human health or the environment.

NMC and EOD shall conduct emergency response aboard NCBC Gulfport, and DLA and their contractor are responsible for emergency responses during the explosive hazardous waste's transportation off-site.

Appendix M – Electronic Waste Management SOP

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Electronic Waste Management Standard Operating Procedure

1.0 Purpose

Electronic Waste generated at Naval Construction Battalion Center (NCBC) Gulfport is managed in accordance with the Defense Logistics Agency (DLA) eRecycling Program.

2.0 Exceptions

- White Goods – large electrical goods used domestically such as refrigerators and washing machines, typically white in color

Electronic waste is recycled in accordance with the DLA eRecycling program.

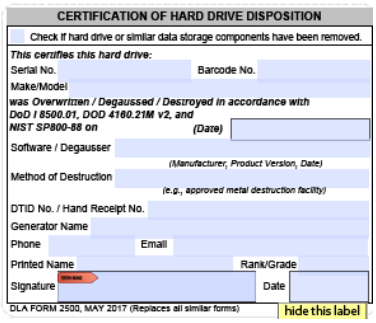
3.0 Waste Management Procedures

Once electronic equipment is at the end of its life cycle, obsolete, or deemed non-viable, the electronic equipment is managed in accordance with the DLA eRecycling Program with the assistance of the Material Equipment Manager.

Prior to turn-in, all hard drives and memory sticks are removed and milled to protect any sensitive, personnel, or installation data in accordance with the Department of Defense (DoD) Memo “Disposition of Unclassified Computer Hard Drives” and DoD 5220.22.

A Certificate of Hard Drive Disposition (DLA Form 2500) (**Enclosure M-1**) and a Direct Turn-in Document (DTID) (DLA DD Form 1348) (**Enclosure M-2**) are prepared for all electronic equipment being managed as E-Waste.

Any applicable certification statements should be included in Section 37 “Additional Data” of the DLA DD Form 1348 (**Enclosure M-2**).



CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:

Serial No. Barcode No.

Make/Model

was Overwritten / Degaussed / Destroyed in accordance with DoD I 8500.01, DOD 4160.21M v2, and NIST SP800-88 on (Date)

Software / Degausser

(Manufacturer, Product Version, Date)

Method of Destruction

(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No.

Generator Name

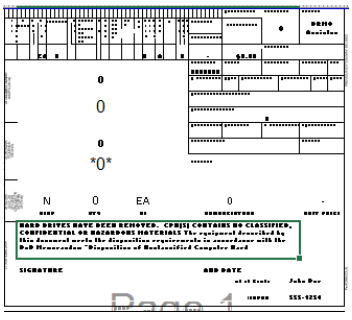
Phone Email

Printed Name Rank/Grade

Signature Date

DLA FORM 2500, MAY 2017 (Replaces all similar forms) hide this label

DLA FORM 2500



DLA FORM 1348

E-Waste is segregated by central processing units (CPU), hard drives, and miscellaneous electronics such as monitors, printers, and keyboards.

The E-Waste is appropriately segregated, palletized, and overpacked with shrink wrap, and the DLA DD Form 1348 is routed to the local DLA site for processing. All E-Waste off-site shipments are documented on a bill of lading.

4.0 Enclosures

M-1: DLA Form 2500

M-2: DLA Form 1348

Enclosure M-1: DLA Form 2500

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Print Form | Email Form | Clear | Export Data | Import Data | About | Check for Newer Version | Contact Us

CERTIFICATION OF HARD DRIVE DISPOSITION

☐ Check if hard drive or similar data storage components have been removed.

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Serial No. ______ Barcode No. ______

Make/Model ______

was Overwritten / Degaussed / Destroyed in accordance with DoD I 8500.01, DOD 4160.21M v2, and NIST SP800-88 on ***(Date)*** ______

Software / Degausser ______
(Manufacturer, Product Version, Date)

Method of Destruction ______
(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No. ______

Generator Name ______

Phone ______ Email ______

Printed Name ______ Rank/Grade ______

Signature ______ Date ______

DLA FORM 2500, MAY 2017 (Replaces all similar forms)

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DTID No. / Hand Receipt No. ______

Generator Name ______

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Signature ______ Date ______

DLA FORM 2500, MAY 2017 (Replaces all similar forms)

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Software / Degausser ______
(Manufacturer, Product Version, Date)

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(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No. ______

Generator Name ______

Phone ______ Email ______

Printed Name ______ Rank/Grade ______

Signature ______ Date ______

DLA FORM 2500,MAY 2017 (Replaces all similar forms)

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(Manufacturer, Product Version, Date)

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DTID No. / Hand Receipt No. ______

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Printed Name ______ Rank/Grade ______

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DLA FORM 2500, MAY 2017 (Replaces all similar forms)

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Make/Model ______

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DLA FORM 2500, MAY 2017 (Replaces all similar forms)

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Software / Degausser ______
(Manufacturer, Product Version, Date)

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(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No. ______

Generator Name ______

Phone ______ Email ______

Printed Name ______ Rank/Grade ______

Signature ______ Date ______

DLA FORM 2500, MAY 2017 (Replaces all similar forms)

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Prescribed by: DoD 4160.21 M v2; Sponsor: Disposition Services

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Enclosure M-2: DLA Form 1348

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

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

DOC IDEN	RI FROM	M&S	UNIT ISS	QUANTITY	SER	SUPPLE-MENTARY ADDRESS	SIG	FUND	DIS-TRI-BU-TION	PRO-JECT	PRI	REQD DEL DATE	ADV	RI	O/P	COND	MGT	UNIT PRICE (DOLLARS / CTS)

1. TOTAL PRICE (DOLLARS / CTS)	2. SHIP FROM	3. SHIP TO
	4. MARK FOR	

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS

10. QTY. REC'D	11.UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

PREVIOUS EDITION MAY BE USED

FormFlow (DLA)

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

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DOC IDEN	RI FROM	M&S	UNIT ISS	QUANTITY	SER	SUPPLE-MENTARY ADDRESS	SIG	FUND	DIS-TRI-BU-TION	PRO-JECT	PRI	REQD DEL DATE	ADV	RI	O/P	COND	MGT	UNIT PRICE (DOLLARS / CTS)

1. TOTAL PRICE (DOLLARS / CTS)	2. SHIP FROM	3. SHIP TO
	4. MARK FOR	

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS

10. QTY. REC'D	11.UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

PREVIOUS EDITION MAY BE USED

FormFlow (DLA)

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Appendix N – Pharmaceutical Waste Management SOP

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Pharmaceutical Waste Management Standard Operating Procedure

Pharmaceuticals are managed through a reverse distributor (expired and in original packaging) or as a regulated waste.

1.0 Purpose

This Standard Operating Procedure (SOP) establishes processes for the proper management of hazardous pharmaceutical waste (HPW) at Naval Construction Battalion Center (NCBC) Gulfport.

2.0 Reference

The Navy Bureau of Medicine and Surgery (BUMED) Pharmaceutical Waste Guidelines provide policy and guidelines for management of HPW to ensure implementation of 40 Code of Federal Regulations (CFR) Part 260-279.

3.0 Responsibilities

The **NCBC Gulfport Hazardous Waste Program Manager (HWPM)** provides guidance for compliance with the NCBC Gulfport Hazardous Waste Management Plan (HWMP) for HPW.

The **Pharmacist** is responsible for managing HPW in accordance with this SOP, the HWMP, and guidance from Naval Hospital (NAVHOSP) Pensacola. Other responsibilities include the following:

- Receive training for HPW.
- Identify and label all received drugs that are potentially HPW, including antineoplastic pharmaceuticals.
- Provide training to pharmacy personnel regarding HPW.

The **NAVHOSP Pensacola Commanding Officer** is responsible for compliance at NCBC Gulfport Medical Clinic.

4.0 Pharmaceuticals Reverse Distribution

The NCBC Gulfport Medical Clinic Pharmacy manages outdated, expired pharmaceuticals in the original manufacturer's packaging through reverse distribution – returning the products to a third-party company (reverse distributor) to obtain credit for the expired pharmaceuticals from the manufacturer.

Pharmaceuticals managed in this way must meet the following criteria:

- In the manufacturer's original packaging
- Considered outdated or obsolete
- At or near expiration

Pharmaceuticals that are deemed eligible for reverse distribution are collected in a container clearly marked with the words "REVERSE DISTRIBUTION" at the pharmacy and picked up by the reverse distributor.

5.0 Waste Pharmaceuticals

- A waste stream determination must be conducted for pharmaceuticals that are not eligible for reverse distribution. Refer to the NCBC Gulfport HWMP, Section 5, for instructions regarding waste stream determinations.
- Pharmaceuticals that exhibit the characteristics of hazardous waste must be managed in accordance with the NCBC Gulfport HWMP.
    - HPW containers must be labeled with the words “Hazardous Waste Pharmaceuticals” or with a hazardous waste label that includes the words “Hazardous Waste Pharmaceuticals” (**Appendix A.4**).
- Floor sweepings from the pharmacy (which can include broken pharmaceuticals) must be containerized and managed as a hazardous waste.
- HPW has a maximum accumulation time of one year or less. To ensure that the facility is maintaining the accumulation time limit, the date the first HPW was deposited must be tracked.
- Containers that previously held HPW are considered empty if standard practices have been used to remove the material from the container. These containers may be disposed of in the trash.
- Shelves containing pharmaceuticals that would become HPW if dropped or spilled must be labeled per BUMED guidance.
- Unused prescriptions can be turned in to the pharmacy for proper management and disposal.
- To arrange for the removal of HPW, the NCBC Gulfport Medical Clinic Pharmacist should contact the NCBC Gulfport HWPM (228.323.1654) or Hazardous Waste Handler (228.323.9877).

6.0 Nicotine Products

- Prescription nicotine products are to be managed as a hazardous waste with the P075 waste code.
- Nicotine gum, patches, and lozenges sold in a retail setting, if returned, broken, or cannot be resold, may be managed as non-hazardous waste.

7.0 Personal Care Products

Some personal care products, such as cosmetics, nail polish, hair dye, perfume/cologne, shaving lotion, and aerosols have characteristics that require them to be managed as hazardous waste.

- A waste stream determination must be conducted for these wastes to determine how they should be managed. Refer to the NCBC Gulfport HWMP, Section 5, for instructions regarding waste stream determinations and hazardous waste management and disposal procedures.
- At retail locations, such as the off-site Navy Exchange (NEX), personal care products in the original packaging that have expired can be returned to the manufacturer.

Appendix O – Used Cooking Oil Management SOP

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Used Cooking Oil Standard Operating Procedure

Used cooking oil generated at NCBC Gulfport must be recycled and managed in accordance with this SOP.

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the proper management of used cooking oil at Naval Construction Battalion Center (NCBC) Gulfport.

2.0 Responsibilities

- The **NCBC Gulfport Hazardous Waste Program Manager (HWPM)** provides guidance for compliance with this SOP for used cooking oil management. Contact the NCBC Gulfport HWPM at 228.323.1654 with any questions regarding this SOP.
- **Generators** (food service establishments) must manage used cooking oil in accordance with this SOP and the NCBC Gulfport Hazardous Waste Management Plan (HWMP)

3.0 Used Cooking Oil Management

- Used cooking oil must not be disposed of into any wastewater treatment system, storm drain, surface water body, dumpster, solid waste receptacle, or onto the land.
- Generators must not mix used cooking oil with any hazardous waste (HW), solid waste, or petroleum products.
- Used cooking oil must be stored in non-leaking, structurally sound aboveground storage tanks or approved containers in good condition and compatible with the used cooking oil stored in them.
- Used cooking oil containers must be kept closed except when adding or removing used cooking oil.
- All used cooking oil containers that are not stored in an enclosed building must be in secondary containment that meets the following requirements:
    - Capable of containing 100 percent of the contents of the single largest container and 11 inches of freeboard for a 24-hour rainfall event.
    - Kept clean; no liquids in the containment.
    - Closed and locked at all times except when removing rainwater. If rainwater is collected in the containment, it shall be properly managed.
- Containers must be marked with the words “Used Cooking Oil” in indelible ink or preprinted label.
- Used cooking oil must be recycled through the recycling contractor coordinated by the Naval Facilities Engineering Command Southeast (NAVFAC SE). Containers are emptied on a routine basis, but if the used cooking oil is close to capacity, removal may be scheduled through the recycler by calling 228.596.0509.

4.0 Spills and Releases

- In the event of a release of used cooking oil, without endangering their own safety, **only** trained personnel shall attempt to stop and contain the spill.
- Immediately report all spills to the NCBC Gulfport Fire Department by dialing **911**. Notify the NCBC Gulfport HWPM of all spills.